

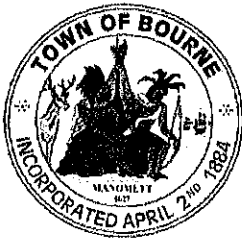


SELECTMEN

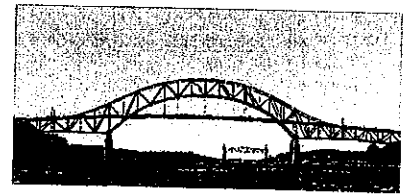
2019

Vol. 2





Board of Selectmen Meeting Notice AGENDA



Date

June 4, 2019

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.

Moment of Silence for our Troops and our public safety personnel

Vision:

Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission:

Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

7:00 P.M Call Public Session to Order in Open Session

1. Salute to the Flag
2. Public Comment on Non-Agenda Items
3. Approval of minutes: 05.14.2019
4. Town Administrator Report
 - a. Town Administrator Search
 - b. Buzzards Bay Central Business Area Parking Assessment and Advisory Committee edits
 - c. Prepare for Special Town Meeting in the Autumn
5. Hearing - 7:30 PM Maxim Demolition hearing: 328 Main Street, Buzzards Bay
6. Hearing - 7:45 PM Sweeney Demolition hearing: 228 Main Street, Buzzards Bay
7. Licenses/Appointments
 - a. Pan Mass Challenge –Town Roads
 - b. Pan Mass Challenge – One Day Liquor – All Alcoholic @ MMA Parade Field
 - c. Robert Braun - Public Livery License
 - d. Oak Bluff Block Party – Partial Road Closure July 4th
 - e. Private Roads Acceptance Committee – Jennifer Copeland – Asst. Town Planner
 - f. Commission on Disabilities – Joe Donatelle
 - g. Selectmen's Energy Advisory Committee – Janice Marks
 - h. Selectmen Committee Appointments

2019 MAY 31 PM 2:18
RECORDED

8. Selectmen's Business
 - a. Organizational discussion/work Board of Selectmen responsibilities, roles and communications
 - b. Long Term Comprehensive Plan Action Items
 - c. Signing of easements for NSTAR Electric Company [d/b/a Eversource Energy] and Verizon New England, Inc. for 70 Trowbridge Road, Bourne
9. Correspondence
10. Adjourn

**Board of Selectmen
Minutes of Tuesday, June 4, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

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

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

Documents

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

Meeting Called to Order

Madam Chair Froman called the meeting to order.

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

Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

Judy Froman took a moment of personal privilege to thank Peter Meier for being the Chair for the past year.

Public Comment – Non-Agenda Items

The item on public comment is on the agenda so it will be addressed at that time.

REC'D
JUN 10 2019
7:10:50
Bourne Veterans' Memorial Community Center

Dr. Michael Flynn spoke about the regional economic development engagement session hosted by Lieutenant Governor Polito and the new Secretary of Housing and Economic Development.

3) Approval of Minutes: May 14, 2019

Voted Peter Meier moved and seconded by George Slade to approve the minutes of May 14th, 2019. Vote 5-0-0.

4) Town Administrators Report

a. Town Administrator Search

b. Buzzards Bay Central Business Area Parking Assessment and Advisory Committee edits

c. Prepare for Special Town Meeting in the Autumn

a. Tom Guerino spoke about the RFQ/RFP for the Town Administrator search. Mr. Guerino said he prepared and updated the Town Administrator search RFQ/RFP and spoke about the cost for the consulting firm.

James Potter said he doesn't think we have to identify the dollar amount; it would be the firm who proposes that amount. Peter Meier said he thinks there has to be a dollar amount. Judy Froman said it would be good to know if there has to be a dollar amount. Mr. Guerino will look into whether there has to be a dollar amount listed.

Jared MacDonald said it would be nice to have it done before September 30th. The Board Members discussed the timeline.

James Potter said it has to be clarified if the Interview Committee is to assist the Select Board or if the Interview Committee selects final candidates then brings them back to the Select Board.

The Board Members went over a few changes that need to be made.

b. Buzzards Bay Central Business Area Parking Assessment and Advisory Committee edits

Judy Froman said she would like to identify a date in July to have a workshop to discuss the area parking assessment and a draft of the advisory committee; maybe early July but we can confirm that date later. The information that has come to us has been great. We need to come up with a Charge for the Committee.

4B

**Buzzards Bay Central Business Area Parking
Assessment and Advisory Committee**

1. There is hereby created a committee, to be known as the Buzzards Bay Central Area Parking Assessment and Advisory Committee, established by the Town Administrator. The Committee will consist of seven (9) members appointed by the Town Administrator to serve without compensation.
2. The membership of the Committee shall consist of 2 members of the Board of Selectmen, One member of the Planning Board, the Chair of the Bourne Transportation Committee, Chief of Police or his designee, Department of Public Works Director, the Town Planner, the Director of the Cape Cod Canal Area Region Chamber of Commerce, the Town Administrator. The members shall serve for terms of one year commencing on June 1, 2019. In the case of a vacancy in any year, the Administrator may appoint to fill the vacancy through May 31st.
3. The Committee is authorized to call upon other department heads, town employees and members of the business and not for profit community to provide information and materials, as the Committee deems necessary or appropriate to carry out its function.
4. The Parking Advisory Committee shall have the following responsibilities on parking-related needs and projects both short and long term proposed by the town and others and shall include, but not limited to new and shared parking lots, on street parking, new parking facilities, land and lot research for potential new areas, traffic and parking regulations, rail services, bus services, shuttle services and other potential parking needs.
 - To study and develop parking improvement proposals to be presented to the federal, state and/or county agencies on behalf of the Town of Bourne.

Page 2.

- To solicit input from town officials, department heads, Regional Transit Authority, state and county officials, Cape Cod Commission staff, and citizens on parking needs and proposals to be sponsored by the Town.
 - To recommend to the Town Administrator and Select Board parking related proposals and solutions to be sponsored by the Town, and to advocate those positions if so authorized by the Board of Selectmen.
 - To study and evaluate major transportation proposals of the United States Government, Massachusetts Executive Office of Transportation & Construction, Massachusetts Highway Department, developers and other parties that directly or indirectly impact parking needs in and through the retail and commercial district of Buzzard Bay Village.
 - To solicit input from town officials, department heads, Regional Transit Authority, Joint Regional Transit Committee, state and county officials, Cape Cod Commission staff, and citizens on such major proposals, as deemed necessary.
 - To recommend to the Town Administrator and Select Board the position to be taken by the Town with respect to substantive proposals under consideration and to advocate those positions if so authorized.
5. The Committee's charge and work shall continue in effect until suspended, modified or revoked.

c. Prepare for Special Town Meeting in the Autumn

Tom Guerino said you need to consider Special Town Meeting the end of September, a day earlier than we had it last year. I ask the department heads to have their budget in by July 4th and the budget drafts done by Labor Day.

Mr. Guerino also spoke about the Summit in Chatham. Assistant Secretary McGorty met with Coreen Moore, Glen Cannon and himself to go over some of the activities in Bourne/Buzzards Bay regarding Economic Development and Housing. Joint Base Cape Cod is looking for all kinds of opportunities to work with the communities regarding Economic Development,

Mr. Guerino was excused at 7:30 p.m.

James Potter suggested to follow up with Joint Base Cape Cod regarding them downsizing and transferring property back to the state. Maybe we can become part of the discussion about parcel transfers, and how/if they would impact the town. It might be beneficial to the town.

5) Hearing - 7:30 p.m. Maxim Demolition hearing 328 Main Street, Buzzards Bay

Jude Froman called the public hearing to order at 7:32 p.m. Ms. Froman read the hearing notice.

In accordance with Massachusetts General Laws Chapter 139, Section 1, 3 and 3A, the Board of Selectmen will convene a public hearing on June 4, 2019 at 7:30 PM at the Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay, MA 02532 for your failure to comply with letter from the Inspector of the Buildings issued on March 29, 2018 and an on-site inspection conducted by the Board of Survey for the demolition of a structure that constitutes a public nuisance and must be abated by the demolition and removal of said structure.

If the structure is not demolished and removed prior to said hearing date as previously ordered, the town we'll proceed with the demolition and removal process and a lien shall be placed on the property for the expenses incurred together with interest at the rate of six per cent per annum including the cost of recording and discharging the lien.

Ms. Froman said this is for the property located at 328 Main Street, Buzzards Bay

Voted Peter Meier moved and seconded by Jared MacDonald to open the public hearing. Roll Call Vote: Jared MacDonald - Yes; George Slade - Yes; Judy Froman - Yes; James Potter - Yes; Peter Meier - Yes. Vote: 5-0-0

Judy Froman questioned if Michael or Janet Maxim have anything new to present. Mr. Maxim spoke about what happened at the past meetings regarding his property.

Mr. Maxim stated he cleaned up the yard a bit. He said he believes the Select Board decided to tear down the building at the last meeting that he wasn't able to attend. He said he has an affidavit that stated the building is structurally sound.

Ms. Froman reminded Mr. Maxim that the Board has been looking for specific updates that have been done to the property. Ms. Froman requested to see the new plans, and questioned if the Town Planner has seen the plans. Ms. Froman reminded Mr. Maxim that at previous meetings the Board had stated the plans had to be discussed with the town planner. Mr. Maxim said the Town Planner has seen the plans. Ms. Froman again questioned Mr. Maxim if the town planner has seen the plans within the past 6 weeks. Mr. Maxim said she has not. Ms. Froman asked Mr. Maxim to explain what the plans are for. Mr. Maxim said it is for mixed used.

Jared MacDonald questioned Mr. Maxim what's the building and/or purpose of the plans.

Mr. Maxim said it is for a commercial office space below and an apartment above.

George Slade wanted to make sure it complies with our zoning laws.

Jared MacDonald suggested Mr. Maxim could have given the Board a heads up of what has been done on the property, like cleaned up the property; working with the Town Planner on the processes, etc. Without presenting to us what you have done/ what we have asked, to show us you are moving forward, we don't know what you have done. We'd like you to show us your progress by bringing in plans, showing pictures of the cleaned-up property. We have been very clear on what we want, we are trying to make it simple for you.

Peter Meier said we asked the minimum of clearing the lot which was for the safety of the fire department.

James Potter said we have spent a lot of time on this. The cleanup is based on the Blight Bylaw. This Board is the enforcement mechanism for the building that were considered blight by the Board of Survey. It at least has to look like a habitable building. Mr. Potter questioned if the new plans would be a new building? Mr. Maxim said with the plans he has the building would come down. I have had multiple offers on the building, I am entertaining offers on the building. I have asked this Board to put this on hold for a while.

James Potter questioned Mr. Laporte regarding the process the Board of Survey went through. Is the Board of Survey's recommendation to this Board the building needs to come down?

Jared Macdonald clarified just because it is blighted doesn't mean it has to be torn down. We have worked with property owners and if it is not something that can be worked out it becomes a building that may or may not need to be torn down.

Mr. Laporte spoke about the process. Under Chapter 139 the Selectmen instructed them to go through the town and look at all the building that were unoccupied, boarded up and in disrepair. We (Board of Health, Fire Department, and the building department) comprised a list of all the buildings that met that criteria. Once that happens, under the building code the Building Inspector has to appoint a Board of Survey. The Board of Survey has to be Fire Chief or his designee, a land surveyor, and a disinterested person. They do an independent review of the building; they write their own report. They submit it to me; I comprise it with my report and submit it to the Select Board and to the building owner.

Jared MacDonald said the next step of that process, once the Select Board receive the letter of the comprised boards, it is then put on for a hearing in front of the Select Board to be put forth through a set of hearings to move the property along in the right direction.

Mr. Laporte said the Chairman at that time, through the Town Administrator asked me to come to the meeting and give an update. I told the building owners that I was coming before the Board to report on their building, because I didn't want to speak without the owners being present. Then it is up to the Board whether the building is considered a

nuisance, blight and should be knocked down. You gave people months, and then schedule hearings.

George Slade said Blight Bylaw 3.1.43, is the enforcement mechanism for blighted buildings. Would like to see something happen in the interim to get the homeowner's attention to pay attention and to respond to the blight bylaw, before the Board of Survey has to get involved. The bylaw does call for a daily fine, which should get the owners attention.

Mr. Laporte said I notify the property owners that we are going to be looking at their building because of the blight bylaw so they can start taking whatever action is needed at that time. For most of the buildings it has been years.

Voted Peter Meier moved and seconded by Jared MacDonald to close the public hearing. Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0

Jared MacDonald said I don't like to see the town involved in peoples' personal property, but there is a point it becomes an issue for the town; and something has to be done to move things forward. Mr. Maxim does have a new set of plans, maybe it can move forward, and we can get more updates from Mr. Maxim and have him come back before the Board soon.

Peter Meier said we can continue the matter and keep the hearing open for two weeks and have the Town Planner write a recommendation about what Mr. Maxim is proposing will work within the zoning district for the property he has. If the Town Planner agrees the plan will work, we have the avenue to give Mr. Maxim more time. We want to hear from the Town Planner that the plan Mr. Maxim is presenting is a viable plan. He did clean around the property and painted the building.

James Potter said it is difficult because does it go to demo? There is a maintenance section in the bylaw that the property owners should have; information for what they need to maintain their property to meet this bylaw so they are not in error of the bylaw. They need to be able to follow that maintenance section. There is a fine/penalty section that this Board has not enforced. This has been going on since September 2018. We have been very patient with the property owner.

Peter Meier said if the Board of Health had control, under the Board of Health Bylaw the owner has 24 hours, or another reasonable timeframe, to fix the problem or further action will be taken and \$1000 fine per day.

George Slade read the fine section of the bylaw. We need to have an agreeable plan going forward; we don't want to keep postponing this. The Town Planner should be notified that Mr. Maxim will be meeting with her soon to discuss his plan.

Judy Froman said this is the process, but we are elected to keep things moving along. There is reasonable observation that that building could be used for future space. I am in favor of

applying the blight bylaw, moving forward, and working with the Town Planner, but within a short timeframe.

Jared MacDonald said he would like to give Mr. Maxim two weeks, with an expectation that more information be brought forward as to the mixed use as well as more information as to how much repair for the blight has been done, maintenance part, and that time it will be a last change.

Voted Jared MacDonald moved and seconded by James Potter to give Mr. Maxim two weeks, until the 18th, then provide the Board with updated information and progress; and then at that time fines and/or demolition.

George Slade suggested to add with concurrence from the Town Planner.

James Potter suggested the Town Planner give us a report that she went over the plans and whether those plans include keeping this building or not.

Voted James Potter moved and seconded by George Slade to amend the motion to include with concurrence from the Town Planner and that the Town Planner give us a report that she went over the plans and whether those plans include keeping this building or not.

Roll Call Vote: Peter Meier – Yes; James Potter – Yes; Judy Froman – Yes; George Slade – Yes; Jared MacDonald – Yes. Vote: 5-0-0

Judy Froman told Mr. Maxim we will make sure you have the blight description, and we will see you in two weeks.

6) Hearing - 7:45 p.m. Sweeney Demolition hearing 228 Main Street, Buzzards Bay

Jude Froman called the public hearing to order. Ms. Froman read the hearing notice.

In accordance with Massachusetts General Laws Chapter 139, Section 1, 3 and 3A, the Board of Selectmen will convene a public hearing on June 4, 2019 at 7:45 PM at the Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay, MA 02532 for your failure to comply with letter from the Inspector of the Buildings issued on March 29, 2018 and an on-site inspection conducted by the Board of Survey for the demolition of a structure that constitutes a public nuisance and must be abated by the demolition and removal of said structure.

If the structure is not demolished and removed prior to said hearing date as previously ordered, the town we'll proceed with the demolition and removal process and a lien shall be placed on the property for the expenses incurred together with interest at the rate of six per cent per annum including the cost of recording and discharging the lien.

Voted Peter Meier moved and seconded by James Potter to open the public hearing. Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0

James Sweeney, 228 Main Street, questioned did the structural report that they presented at the last meeting, confirm the building is a safe structure? The Board of Survey deemed the property unsafe. Then we had an inspection done, does that help with it being a safe structure? Will it have any effect on the demolition?

James Potter said the report was never stamped by the engineer and no affidavit was provided.

Roger Laporte said this building is not here under the blight bylaw, it is here as an unsafe structure. Parts of it have collapsed, which is open to the weather, there are holes in the floor. There is a standing order by the Fire Department to not enter the building in the case of a fire. It is unsafe for a fireman to go into that building. I read the engineering report; the pictures prove it is an unsafe building. The building cannot be repaired, it is in a flood zone.

Jared Macdonald said this is a safety concern, part of that safety is the ability for someone to become injured on the property. It is in front of this Board to ensure the safety of the town's people.

Mr. Sweeney questioned can it be re-inspected and stamped. It is unoccupied. There is no access from the outside, the building is locked and secured. We are actively trying to sell it to Mr. Correia. Inside there are sags in the floor but the inside is dry. The only hole in the roof is where a vent went through. We can clean it up, if that is an option.

Mr. Laporte questioned Mr. Sweeney what the plans are for the building? Mr. Sweeney said the main objective is to sell the building. We are still dealing with the vague title issue, so we don't have a closing date. Is there an option to just fix it up to give us more time, because we are trying to sell it?

Mr. Laporte stated again the building is unsafe, there is no salvaging the building. This building is being brought forward as an unsafe structure under Chapter 139.

Jared MacDonald said fixing it up a bit will not work because it is not part of the Blight Bylaw, it is an unsafe structure.

James Potter questioned if the building wasn't there would it effect the sale of the property? Mr. Sweeney said we have 3 estimates from local contractors, they did not give us a timeframe. We are asking for 90 days to have it demolished, if that is reasonable; if we are ordered to demolish the building.

Peter Meier said for part of the motion we can state it has to be demolished within 90 days, and if it isn't the town can take legal action.

Mr. Sweeney confirmed even if we sell it, it still has to be torn down within the 90 days.

Mr. MacDonald said if the action goes forward for the 90 days, you will be liable to make sure the new owners are aware of the 90 day demolish. If there is a sale, we would also need notification of the sale so we can get our notification to the new owner.

Voted Peter Meier moved and seconded by Jared MacDonald to close the public hearing. Roll Call Vote: Peter Meier – Yes; James Potter – Yes; Judy Froman – Yes; George Slade – Yes; Jared MacDonald – Yes. Vote: 5-0-0

Voted Peter Meier moved and seconded by Jared MacDonald to order the building at 228 Main Street to be torn down within 90 days of tonight's decision; by September 4, 2019.

Jared MacDonald suggested to add notification to the town and the new owners.

Mr. Sweeney confirmed that action must be taken by himself within 90 days or whoever buys the property, and if it's not the town takes care of the building and will put a lien on the property.

Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0

Peter Meier said there are people in the audience who would like to speak on item 4.b. Buzzards Bay Central Business Area Parking Assessment and Advisory Committee

Judy Froman reminded folks that there will be more in-depth conversation and more time to speak regarding this item at the workshop, but allowed each person a minute to speak.

Neil Langille, Wright Lane, Buzzards Bay, spoke about parking issues in Buzzards Bay.

7) License/Appointments

a. Pan Mass Challenge – Town Roads

b. Pan Mass Challenge – One Day Liquor - All Alcoholic @ MMA Parade Field

c. Robert Braun – Public Livery License

d. Oak Bluff Block Party – Partial Road Closure July 4th

e. Private Roads Acceptance Committee – Jennifer Copeland Assistant Town Planner

f. Commission on Disabilities – Joe Donatelle

g. Selectmen's Energy Advisory Committee – Janice Marks

h. Selectmen Committee Appointments

7.a Pan Mass Challenge

Glen Hawley; Annual Bike-a-thin – Bourne Roads; Academy Drive – Main Street – Bourne Bridge – Veterans Way – Sandwich Road – Canal Service Road. 8/3/19 11:00 a/m/ to 7:00 p.m. – One Day All Alcoholic Beverage license at the Massachusetts Maritime Academy Parade Field. Remarks: Department of Public Works – Remove all trash after event. Police

Department – This event requires a one-day liquor license to serve liquor. It is not allowable to use the Maritime caterer's license for this purpose. Other than that, the same traffic plan with detail officers as in years past. This event has been functioning without major issues.

Voted Peter Meier moved and seconded by Jared MacDonald to approve the route slip through the application from Pan Mass Challenge for the use of town roads for August 3 & 4th subject to the conditions on the route slip. Vote 5-0-0.

For the one-day liquor license for August 3rd from 11:00 a.m. to 7:00 p.m. – One Day All Alcoholic Beverage license at the Massachusetts Maritime Academy Parade Field.

Voted Peter Meier moved and seconded by Jared MacDonald to approve subject to the conditions on the route slip. Vote 5-0-0.

7.c. Robert Braun – Public Livery License

Robert Braun, 50 Head of the Bay Road, Buzzards Bay, MA 02532. Public Livery License, 2014 Dodge Grand Caravan, 6 passenger, VI#2C4RDGBG9ER389698, REG# livery plate to be issued. Remarks: Town Clerk – Not required since doing business under own name.

Judy Froman said this item is going to be rescheduled.

7. d. Oak Bluff Block Party – Partial Road Closure July 4th

Mike Powers, 2 Oak Bluff Road, Sagamore Beach, Sagamore Beach Highlands Association. 7/4/19 – 4:00 p.m. to 7:00 p.m. Annual Neighborhood 4th of July Celebration request to close one entrance to Oak Bluff Road. We have in the past closed one side allowing traffic access via the other end and not stopping access to traffic. We have a neighborhood picnic which takes up several house fronts and tends to flow into the road at times. For safety sake we would request to be able to do this once again. Remarks: Town Clerk – Business certificate not required. Department of Public Works – Remove all trash and signs. Police Department – The PD does not concur for this date, and we didn't concur last year either. No issue with a neighborhood party but no blocking of any roads from either entrance. This is a busy area on that date and we expect the same this year. The PD respectfully recommends that this request be denied. All liquor bylaws to be followed.

Jared MacDonald said this neighborhood is at the end of the town and at the end of the roads that lead that direction, this has been done before. This is to close off traffic for people that don't live in that neighborhood, it is a small section of a loop. There will still be access to police and fire. With a little clarity and some restrictions from the police and fire department, nothing to be on one half of the road, this could work. Peter Meier said we can set conditions to work with these people.

George Slade said since this request is early enough should we get a follow up from public safety to clarify this.

Judy Froman said we do want to respect the safety concern from the Police Department by not closing off the entire width of the road, and because it is the Fourth of July.

Peter Meier questioned could we defer this and try to get more clarification, then we can make a decision. Glenn Cannon said we should be looking at a map and how they actually plan on blocking off the road, we should get clarification. I'd be happy to reach out to Mr. Powers.

Judy Froman said we will table this for now. We would like for Mr. Powers give us more information to clarify his request, provide maps and also have the Police and Fire Chief's look at them. We would like the information as soon as possible so we can put this on the agenda for next available meeting.

Voted Peter Meier moved and seconded by George Slade to continue this to the next available meeting, which will be June 11th. Vote 5-0-0.

7. e. Private Roads Acceptance Committee – Jennifer Copeland Assistant Town Planner

Voted Peter Meier moved and seconded by Jared MacDonald to appoint Jennifer Copeland, Assistant Town Planner to the Private Roads Acceptance Committee. Term to expire June 30, 2019. Vote 5-0-0.

7. f. Commission on Disabilities – Joe Donatelle

Mr. Donatelle's request was to serve on the COA Board of Advisors not the Commission on Disabilities.

7. g. Selectmen's Energy Advisory Committee – Janice Marks

Janice Marks spoke briefly about why she is requesting to be appointed to the Selectmen's Energy Advisory Committee and gave a brief background on herself.

Voted Peter Meier moved and seconded by George Slade to appoint Janice Marks to the Selectmen's Energy Advisory Committee. Term to expire June 30, 2019. Vote: 5-0-0

7. h. Selectmen Committee Appointments

Judy Froman said we aren't going to do anything with these tonight, but wanted to make sure everyone had a list of the different committees where the Select Board Members are also committee members. Between now and next week think about which committees you would like to be on.

Board of Selectmen Appointments
FY20 (S'men Mtg In May after Election)

CODE	COMM	REP OF COMM	EXP	APPT BY	FIRST	LAST	FORMERLY	
Board of Selectmen								
2 YR	Affordable Housing Trust	Board of Selectmen/Town Adm	June 30, 2020	Board of Selectmen			Meier - 2019	
1 YR	Bourne Financial Development Corp - Main Street Steering Committee	Board of Selectmen Rep	June 30, 2020	Board of Selectmen			MacDonald - 2019	
1 YR	Bourne Financial Development Corp	Board of Selectmen	June 30, 2020	Board of Selectmen			MacDonald - 2019	
1 YR	Bourne Landfill Business Model Working Group	Board of Selectmen	June 30, 2020	Board of Selectmen			MacLeod Froman - 2019	
1 YR	Bourne Memorial Community Building Trustees	BOS Chairman Ex Officio	Chm. of BOS	Board of Selectmen			Meier - 2019	
1 YR	Cape Cod Regional Transit Authority	Board of Selectmen	September 30, 2019	Board of Selectmen	Thomas M.	Guerino	Guerino - 4.30.19	done
1 YR	Community Action Committee of Cape Cod and Islands, Inc.		June 30, 2020	Board of Selectmen			?? Caputo	
1 YR	Local Emergency Planning Committee - Local Elected Official	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
1 YR	Massachusetts Military Reservation - Military Civilian Community Council	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
1 YR	Massachusetts Military Reservation Senior Management	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
	Private Roads Acceptance Committee	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
Town Administrator								
UPC	Police Facility Building Committee	Board of Selectmen	Until Project Complete	Town Administrator			Meier - 2019	
UPC	South Side Fire Station Feasibility and Design Building Committee	Board of Selectmen	Until Project Complete or Revoked	Town Administrator			Meier - 2019	
1 YR	Town Administrators Advisory Committee on Pedestrian Bicycle Pathway	Board of Selectmen	June 30, 2020	Town Administrator			Slade - 2019	
SR	Town Administrator's Working Group Recreational Cannabls	Board of Selectmen	Suspended or Revoked	Town Administrator			Slade - 2019	

James Potter suggested to add the Cape Cod Wastewater Action Committee and the Cape Cod Community Engagement Committee.

8) Selectmen's Business

a. Organizational discussion/work Board of Selectmen responsibilities, roles and communications

b. Long Term Comprehensive Plan Action Items

c. Signing of easement for NSTAR Electric Company [d/b/a/ Eversource Energy] and Verizon New England, Inc. for 70 Trowbridge Road, Bourne

8.a. Judy Froman wanted to put out some idea to have moving forward. Would like to work towards having two meetings a month. Maybe start this in July; the 1st Tuesday being business focused and 3rd Tuesday having a workshop, possibly 5:30 to 7:00 and if needed a business meeting after. Mr. Guerino and I will be meeting every Wednesday at 4:30, please forward Mr. Guerino and myself any agenda topics you would like us to discuss. I have also created an agenda tracker.

The Goals are due, according to the Charter, by July 1st.

Along with taking on the responsibility of the agendas and working with the Town Administrator, I would like to be proactive with communicating what is on the agendas with folks that are affected to make sure they know what is coming up.

Mr. Potter, being Vice Chair, will be the point person for policies and legal documents. The Clerk is in charge of the minutes, keeping track and following through with the process. Regarding correspondences, I'd like to work with the Clerk for ways to respond to correspondences. Would like someone to take responsibility on Committee Oversight, keeping track of all the different committees, making sure there is acknowledgment; and would like someone to keep track of the public events calendar and the RSVPs.

The Board members agreed Peter Meier will keep the Board members up to date on the Public Events Calendar and the RSVPs.

8.b. There is a meeting on June 13th regarding the Long-Term Comprehensive Plan Action Items

8.c. Signing of the easement has been delayed until next week.

Peter Meier announced he will have his office hours next week at the Jonathan Bourne Public Library from 10:00 a.m. until 12:00 p.m.

James Potter said we may want to consider having a hearing as Road Commissioners on Savary Ave. The spelling is different on different maps. We should have a hearing, invite the residents who live on Savary Ave and decide if it is spelled Savary or Savery.

Sewer Related – there are some additional changes that have to be done to the Wastewater Allocation Policy. Should we hold that Sewer meeting on June 18th or the 25th.

The Bourne Intermediate School is having an open house for the public on Thursday from 5:00 p.m. – 7:00 p.m. or on Saturday from 10:00 a.m. – 1:00 p.m.

9) Correspondence

George Slade brought the Board and the public up to date on the correspondence

- A. Massachusetts Maritime Academy, Class of 2019, 176 Commencement, to be held on June 22, 2019.
- B. Letter from Attorney General's Office regarding Open Meeting Law Complaint
- C. Letters from Lorna Ciavola and Ronda D. Jones Tobey to serve on the Community Engagement Committee
- D. Letter from DEP regarding John Ulhar, Appeal of the Town of Bourne Harbormaster's Mooring #26-U / Revocation in Barlow's Landing
- E. Letter of interest from Neil Langille to serve on the Parking Committee

10) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn. Vote 5-0-0.

Respectfully submitted – Carole Ellis, secretary.

Board of Selectmen
Minutes of Tuesday, June 11, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA

TA Tom Guerino
ATA Glenn Cannon

Selectmen
Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

2019 AUG 15 AM 9:12
10001 W. BOURNE
RECORDED

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

6:00 p.m. Call Public Session to order in Open Session

Executive Session: Motion to enter into Executive Session to discuss strategy with respect to threatened litigation regarding the Buzzards Bay Playground within Buzzards Bay Park. The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the public body.

Roll call vote to convene in Executive Session for the purposes stated. The Board of Selectmen will reconvene in opens session following the Executive Session at approximately 7:00 P.M.

Roll call vote to adjourn the Executive Session

Chair call public session to order in open session

Meeting Called to Order

Madam Chair Froman called the meeting to order at 7:06 pm.

Ms. Froman stated there were no votes taken in Executive Session and, introduced Wayne Del Pico.

Mr. Del Pico gave a quick update on the Buzzards Bay Park. Mr. Del Pico said the majority of the work is done, there is only a little bit of work left and engineering to make sure it is in compliance.

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

Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

Public Comment - Non-Agenda Items

None requested.

3) Approval of Minutes:

No minutes to approve.

4) Selectmen's Business

- a. Signing of easement for NSTAR Electric Company [d/b/a/ Eversource Energy] and Verizon New England, Inc. for 70 Trowbridge Road, Bourne**
- b. Legislation authorizing the Commissioner of Capital Asset Management & Maintenance to grant certain easements to the Town of Bourne**
- c. Board of Selectmen Schedule**

4.a Signing of easement for NSTAR Electric Company [d/b/a/ Eversource Energy] and Verizon New England, Inc. for 70 Trowbridge Road, Bourne

Ms. Froman said this is the formalization of what was voted on at the Annual Town Meeting, we had a temporary license.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve. Vote: 5-0-0.

4.b. Legislation authorizing the Commissioner of Capital Asset Management & Maintenance to grant certain easements to the Town of Bourne.

Ms. Froman said this is a formalization from the Annual Town Meeting. Tom Guerino said this deals with the easement from the police department.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve. Vote: 5-0-0.

4.c Board of Selectmen Schedule

Ms. Froman said we are working towards having two Selectmen meeting per month. Generally, they will be on the first and third Tuesdays of the month. The first one will be a formal business meeting, the second will be a workshop. That will start in July. On June 18 we will have a hearing prior to a Sewer Commissioners meeting. On June 25th we will have a goals workshop meeting. Then we will get into having meetings twice a month. July 9th, July 23rd, August 6th, August 20th, September 3rd, and September 17th. If you have items that need to go into the agendas please submit them to the Town Administrator and myself in advance so we can make sure we are prepared and have information for the meeting.

Jared MacDonald wanted to remind everyone the opening of the tent behind the Sagamore Inn is tomorrow.

5) License/Appointments

- a. Chamber of Commerce – Cape Cod Canal Day – One Day Beer & Wine for 9-14-2019**
- b. Chamber of Commerce – Cape Cod Canal Day - Waiver of Fees**
- c. Council on Aging – Joe Donatelle**
- d. Hawes Road Block Party Road Closure July 4th**
- e. Oak Bluff Block Party – Partial Road Closure July 4th**
- f. Selectmen Committee Appointments**

5.a Maria Oliva Cape Cod Canal Chamber of Commerce, Buzzards Bay Park, 70 Main Street, Buzzards Bay. Cape Cod Canal Day – Family oriented event, music, entertainment, self-contained food trucks, vendors. Revised Description of event: Free Admission: Food trucks, Live Entertainment, Arts & Craft Vendors, Wine & Beer Craft, Cornhole Tournament, Children's Activities. Will require One Day Liquor License Beer and Wine only for 9-14-19. Friday, September 13, 2019 – Set up 7:00 a.m. – 8:00 p.m.; Saturday, September 14, 2019 – Event 7:00 a.m. – 8:00 p.m. Monday, September 16, 2019 – Breakdown 7:00 a.m. – 8:00 p.m. Estimate of attendance 3,000 – 5,000; Event will have Police. Admission will not be charged. Remarks: Planning Department - Temporary street banner require Selectmen approval per §2866. Board of Health - Pending all food truck permits obtained in advance. Department of Public Works – Would like to meet one month prior to event. Recreation Department: Fee of \$40/hour electrical to be assessed upon approval of the Board of Selectmen. A fee waiver may be requested from the Board. If using water group must contact the Water Department. Police Department – Numerous police details are required and the final event plan will be reviewed at least one month prior to the event. Some minor improvements to the event plan are required based on the 2018 event. Please list the person responsible for the liquor license on the license itself. Fire Department – Will need inspections on food trucks prior to opening event, Permit is required.

Maria Oliva, Cape Cod Canal Region Chamber, said they are requesting one day license for craft beer and wine only on 9/14/19 from 11:00 a.m. to 6:00 p.m. We have food trucks, live entertainment, cornhole tournament, 5k canal run road race, Mass Maritime Entertainment, we have over 75 craft vendors signed up.

George Slade question if the Insurance Policy also covers the Road Race. Maria Olivia said it does cover both, the event and the race.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve Cape Cod Canal Days One Day Beer & Wine only license for 9-14-19 subject to conditions on the route slip. Vote: 5-0.

Ms. Froman said there is also a request for the waiver of the fees.

Maria Oliva said we do not charge admission; we feel it should be open to the public. We are a non-profit 501(C)3 foundation.

Mr. Potter questioned the waiver of the fees because the food, beer & wine trucks can bring in a lot of money. Ms. Oliva said we make money from the sponsors and the space fees, we don't make money from the sale of the food, beer and wine.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the waiver of fees for Cape Cod Canal Day event.

James Potter questioned if they should look at the electrical fee. Most events run for a few hours. This event would run up an electrical bill according to the event hours. Is there a threshold that would cover for the whole day?

Gary Maloney Buzzards Bay, questioned can you waive the utility fee or just the application fee. The first year the fee was waived, it was a one-year waiver in the interest of unity and building good will, for the first year of Canal Day. It seems they are going to be asking for the waiver of the fee every year. They should have to pay the fee. They have enough sponsors to help defray the cost. I would be willing to pay their fee if they can't pay it, but not the electric or water fee.

Tom Guerino said the Board of Selectmen have the right to waive fees.

Peter Meier said this is done for economic development and to give back to the community. Some of the money they raise goes towards scholarships.

Maria Oliva said we are a non-profit organization that gives back to the community. We requested the fees to be waived as gesture of good will. We offer free concerts all year long, so when we raise money we take the money and pay for the bands and the programs that we have.

James Potter questioned is the motion to waive all the fees. Tom Guerino said it is to waive all the fees except the security deposit.

Vote: 4-1-0.

5.c Council on Aging - Joe Donatelle

Ms. Froman said we have a letter of interest from Joe Donatelle, 154 Tahanto Road, Pocasset, who is interested in serving on the Council on Aging.

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Joe Donatelle to the Council on Aging, term to expire June 30, 2020. Vote: 5-0-0.

5.d Hawes Road Block Party Road Closure July 4th

This is an annual request for a neighborhood block party on July 4th from 5:00 p.m. to 9:00 p.m. from 5 Hawes Road to 18 Hawes Road. Safety is a priority; we will ensure emergency vehicles will be able to get through. Estimated attendance is 35-40 people. Remarks: Department of Public Works - Remove all trash after event. Police Department - the PD does not concur for this date due to the level of activity in this area. We already have our hands full in this village of the Town on this date and parking is also a serious issue. We are seeing certain homeowners parking their own vehicles on the street to allow more parking for their guests on their own property. This particular week is extremely busy and this day is the busiest. This road should remain open for all traffic unobstructed. We are getting to a point that restrictions for activity in this beach area may have to be considered, which we do not want to see happen. Fire Department - Need to have access to area. Already congested with normal activity. Large fire vehicles need access as well as ambulances.

Jared MacDonald said this road is a very short span, it is already hard to get vehicles through there, so this might not make a huge difference.

Judy Froman stated Police Department does not concur because of activity in the area.

Jared MacDonald explained this creates an issue of safety but it also keeps people from parking there that don't stay with their vehicle, parking there and going to the beach. If it is closed to only the people that live on that street it would limit some of the cars being parked there.

Glenn Cannon said they did submit a map, hours of operation, but don't know why it didn't get into the packet.

Tom Guerino said his recommendation is to go by what the safety personal have stated. There is always more traffic on July fourth, that is why the police do not concur.

Jared MacDonald said if we do approve it we can put stipulation that people parked in that area have to park in driveways to keep the road open.

Voted: Jared MacDonald moved and seconded by James Potter to approve Hawes Road Block Party with approval of limited parking in the area. No parking on the street, guests will have to find public parking. If the road is closed there should be no vehicles parked in between the two signs during those hours of 5:00 p.m. to 9:00 p.m.

James Potter said he seconded the motion because in the motion it was stated the road had to stay clear, there will be no vehicles on the road, people had to park on their property or in a public parking area. That coincides with what the police are requesting, no parking on the street.

Vote: 5-0-0.

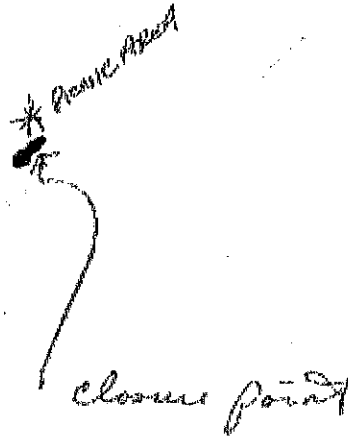
Judy Froman said she would like to move forward with the tap room presentation then the Auditors Report for FY2018, then go back to 5 e and continue.

5.e Oak Bluff Block Party – Partial Road Closure July 4th

Mike Powers, 2 Oak Bluff Road, Sagamore Beach, Sagamore Beach Highlights Association. 7/4/19 - 4:00 p.m. to 7:00 p.m. Annual Neighborhood 4th of July Celebration request to close one entrance to Oak Bluff Road. We have in the past closed one side allowing traffic access via the other end and not stopping access to traffic. We have a neighborhood picnic which takes up several house fronts and tends to flow into the road at times. For safety sake we would request to be able to do this once again. Remarks: Department of Public Works - remove all trash and signs. Police Department – The PD does not concur for this date, and we didn't concur last year either. No issue with the neighborhood party, but no blocking of any roads from either entrance. This village is a busy area on that date and we expect the same this year. While this particular location is not an immediate concern, the other parts of this village are and the Police Department needs no further issues to deal with. A further review of this area shows wide roads and plenty of area to have such an event without blocking off any roadways. While this request would not be a big concern on other dates, this particular week is becoming quite challenging for the police. We understand where this location is, and we have had other request for the same activity in more difficult areas. There appears to be no reason why this event cannot continue and be successful without blocking off the roadway. The Police Department recommends that this request be denied for this date. All liquor bylaws must be followed (open container laws) in any event. Further recommend that the Town review its liability should an event occur that permission was granted to. Fire Department – Concurs with Police Chief.



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Judy Froman said the Assistant Town Administrator requested more information from them. We have received a map.

Jared MacDonald said there is not a lot up there other than the Crab Walk Beach access. It would be safer to keep the majority of the stuff on the front lawns. Don't think closing one lane on one side would be hindering. The circles on either side provides room for people to turn around.

George Slade said there is plenty of room on the front lawns to use the front lawns for the party.

James Potter clarified they are closing one end so traffic can still come in from the other side.

Tom Guerino said the issue is the amount of traffic in that area during that time, July Fourth. Mr. Guerino recommends to follow the recommendation of the public safety chiefs.

Judy Froman said she is not comfortable in blocking any roads on the 4th of July. Ms. Froman questioned are we going to ask the police to check to make sure the roads are unblocked at the end of the license timeframe.

Voted: Jared MacDonald moved and seconded by Peter Meier to deny the request of the road closure for Oak Bluff Block Party. Vote 5-0-0.

5.f. Selectmen Committee Appointments

Board of Selectmen Appointments
FY20 [S'men Mtg In May after Election]

CODE	COMM	REP OF COMM	EXP	APPT BY	FIRST	LAST	FORMERLY	
Board of Selectmen								
2 YR	Affordable Housing Trust	Board of Selectmen/Town Adm	June 30, 2020	Board of Selectmen			Meier - 2019	
1 YR	Bourne Financial Development Corp - Main Street Steering Committee	Board of Selectmen Rep	June 30, 2020	Board of Selectmen			MacDonald - 2019	
1 YR	Bourne Financial Development Corp	Board of Selectmen	June 30, 2020	Board of Selectmen			MacDonald - 2019	
1 YR	Bourne Landfill Business Model Working Group	Board of Selectmen	June 30, 2020	Board of Selectmen			MacLead Froman - 2019	
1 YR	Bourne Memorial Community Building Trustees	BOS Chairman Ex Officio	Chm. of BOS	Board of Selectmen			Meier - 2019	
	Cape Cod and Islands Water Protection Fund - MANAGEMENT BOARD	Board of Selectmen Rep	???	Board of Selectmen			Potter - apptd. 03.19.19	
1 YR	Cape Cod Regional Transit Authority	Board of Selectmen	September 30, 2019	Board of Selectmen	Thomas M.	Guerino	Guerino - 4.30.19	done
1 YR	Community Action Committee of Cape Cod and Islands, Inc.		June 30, 2020	Board of Selectmen			?? Caputo	
3 YR	Community Events Committee***	Board of Selectmen Rep		Board of Selectmen				***bylaw awaiting approval from Attorney General
1 YR	Local Emergency Planning Committee - Local Elected Official	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
1 YR	Massachusetts Military Reservation - Military Civilian Community Council	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
1 YR	Massachusetts Military Reservation Senior Management	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
	Private Roads Acceptance Committee	Board of Selectmen	June 30, 2020	Board of Selectmen			Slade - 2019	
Town Administrator								
UPC	Police Facility Building Committee	Board of Selectmen	Until Project Complete	Town Administrator			Meier - 2019	
UPC	South Side Fire Station Feasibility and Design Building Committee	Board of Selectmen	Until Project Complete or Revoked	Town Administrator			Meier - 2019	
1 YR	Town Administrators Advisory Committee on Pedestrian Bicycle Pathway	Board of Selectmen	June 30, 2020	Town Administrator			Slade - 2019	
SR	Town Administrator's Working Group Recreational Cannabis	Board of Selectmen	Suspended or Revoked	Town Administrator			Slade - 2019	

Judy Froman said she is interested in stepping down from the Bourne Landfill Business Model Working Group. Ms. Froman said the ones that appear to be open are the Bourne Landfill Business Model Working Group, Community Action Committee, and Community Engagement (Events, needs to be fixed) Committee.

George Slade said he would be interested in sitting on the Regional Transit Authority starting in September, when term expires. Jared MacDonald said he would volunteer to be on the Bourne Landfill Business Model Working Group. James Potter said he would volunteer to be on the Community Engagement Committee.

Glenn Cannon said we couldn't find a termination date for the Cape Cod and Islands Water Protection Fund Management Board.

Voted: Jared MacDonald moved and seconded by Peter Meier to set the Cape Cod and Islands Water Protection Fund Management Board termination date to one year. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Jared MacDonald as our representative to the Bourne Landfill Business Model Working Group and James Potter to the Community Engagement Committee, terms to expire on June 30, 2020. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the slate (Board of Selectmen Appointments) as written in the packet. Vote: 5-0-0.

Judy Froman said we will have a complete list of the different committees and taskforces that are related to the Town Administrator so we have a comprehensive list at a later meeting.

6) Bill Russel – Tap Room Presentation

85 Main Street, Buzzards Bay (Business Proposal)

Buzzards Bay Brewing, Inc. a Massachusetts Licensed farmer brewer is looking to open a satellite Farm Brewery, Farm Winery and "Tap Room" at 85 Main Street in Bourne, MA. We are planning to apply for both a federal Brewers Notice and Winery Permit as well as the necessary license for both a Farm Brewery and Farm Winery. Once we've settled the licensing and permitting, we desire to approach the Select Board of Bourne about being granted a Farmer Series Pouring Permit pursuant to MGL Chapter 19. We anticipate the entire licensing process to take an estimated 3½ months. Until that time we want to apply for a series of One Day licenses for selling malt and wine. We hope to have the location at 85 Main Street ready for business by early or mid-July. We desire to apply for One Day malt and wine license for three days a week: Thursday, Friday and Saturday during the interim time. Our "Tap Room" will operate those days from noon to 8:00 p.m.

Bill Russel spoke briefly about the Tap Room at 85 Main Street. Gave a brief background about who they are; from Westport MA, we have a farm and grow 80 acres of grapes, 10 acres of grain, and hay. We started our first winery in 1989. Started brewing in 1998. In order to make this go forward we are pursuing a TTB license for Brewery and Winery. Once we get through the TTB process, could take 72 days from submittal; then we'll go through the ABCC, then a Chapter 19 Farm Brewer License and Farm Winery License. Then we will ask the town for a Pouring Permit. We are hoping to apply for a series of single day beer and wine licenses. Would like to know if they can bundle a group of them together to get them approved at once, instead of having to come back and re-present each time. If you would be willing to bundle them together how many could we do at once.

Tom Guerino said in the past we have done a bundle of up to 30 at one time.

James Potter said we have to revisit the Sewer Allocation before we move forward on this license, because it was an allocation made for a tenant. Tom Guerino said the Sewer Commissioners allocated around 18,000 gallons. There was the micro-brewery that was

going to use 60,000 gallons. That has changed to the Tap Room. The 18,000 gallons had been approved by the Board.

Vincent Michienzi said this has always been a brewery, but we aren't brewing onsite. It went from brewery to tap room. It is now less gallons because we aren't brewing onsite.

James Potter said it will have to come before the Sewer Commissioners for a re-adjustment of gallonages.

George Slade questioned what is the target age you cater to. Bill Russel said it has been a wide variety of ages. Families have come, young people have come. We usually have a broad range of people.

James Potter said he is OK for some one-day liquor licenses but not bundling a months' worth of one-day liquor licenses together. Mr. Russel said he could show up for the Selectmen business meetings and submit his requests.

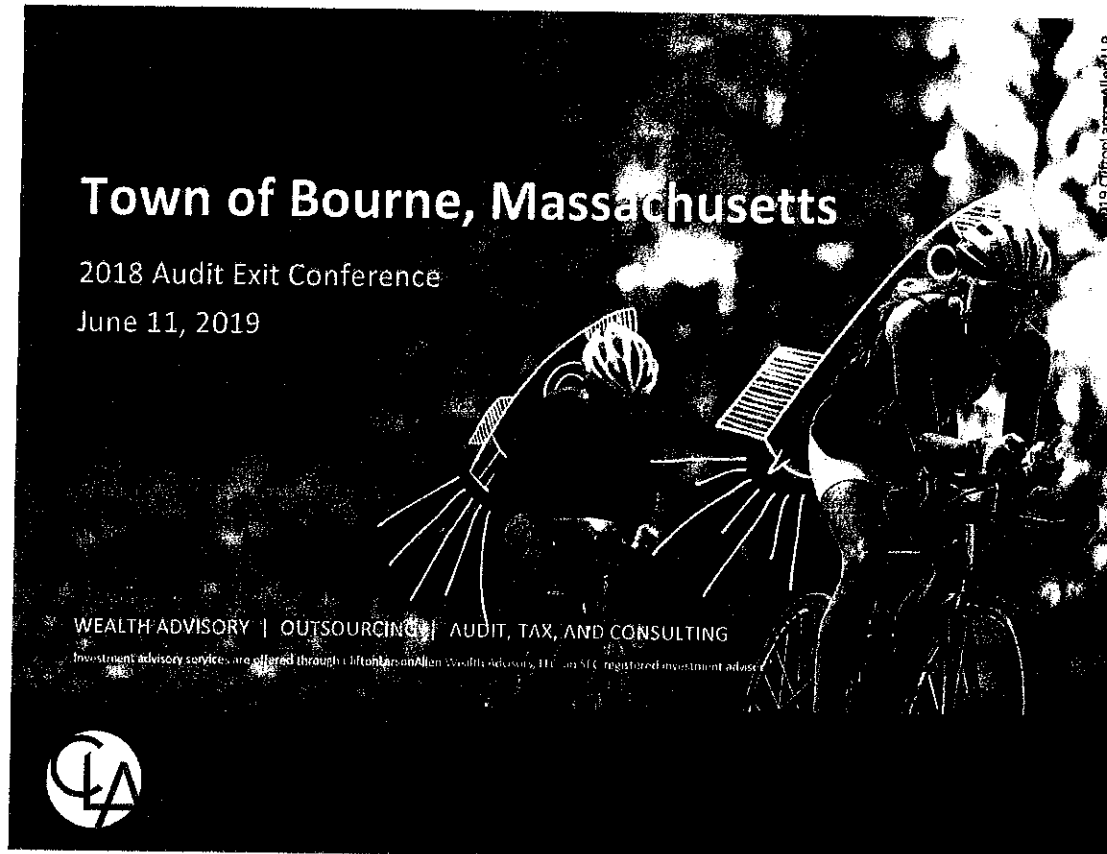
Tom Guerino requested a 5-minute recess to set up for the audit report.

7) 7:30 Auditors Report for FY2018 – Joint Session with Finance Committee

Judy Froman gave condolence for the passing of Brian Lemee.

Mary Jane Mastrangelo called the meeting of the Finance Committee to order at 7:58. Members present for the Finance Committee were: Mary Jane Mastrangelo, Renee Gratis, Kathy LeGacy, William Towne, Richard Lavoie, Amanda Bongiovanni, Judy Flynn, George Smith.

Chris Rogers, Clifton Larson Allen LLP, went through the Audit presentation. Terms of Engagement, Executive Summary, Financial Highlights, Uniform Guidance Report, Management Letter.



Agenda

- Terms of Engagement
- Executive Summary
- Financial Highlights
- Uniform Guidance Report
- Management Letter

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Create Opportunities

Terms of Engagement

- Express opinions on whether the basic financial statements are presented in accordance with GAAP
- Express an in relation to opinion on the schedule of expenditures of federal awards programs
- Express an opinion on compliance related to major federal award programs



Create Opportunities

3

Terms of Engagement

- Provide a report on internal control over financial reporting and compliance with laws, regulations, contracts and grants
- Provide a report on internal control over compliance related to major federal award programs
- Provide a management letter based on identified control deficiencies



Create Opportunities

4

Executive Summary

- Implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*,
 - Required restatement of beginning net position
 - ◇ Governmental Activities -\$83M
 - ◇ Business-Type Activities - \$5.2M (ISWM \$4.8M and Sewer Enterprise \$380k)



Create Opportunities

5

Executive Summary

- Unmodified opinion (pages 1 - 2) issued on the financial statements
 - Best opinion available
 - Emphasis of Matter paragraph for the implementation of GASB Statement No. 75
- No findings reported in GAO report on internal control and compliance



Create Opportunities

6

Executive Summary

- Unmodified opinion on major federal program (SPED)
- One compliance finding and significant deficiency in internal control over compliance reported
- 4 Management Letter Comments Reported



Create Opportunities

7

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Financial Highlights

- Governmental activities (page 12)
 - Net Deficit – (\$38M)
 - ◇ Net investment in capital assets - \$78M
 - ◇ Restricted - \$19M
 - ◇ Unrestricted deficit – (\$135M)
 - Direct result of net pension liability (\$38M) and net OPEB liability (\$108M)



Create Opportunities

8

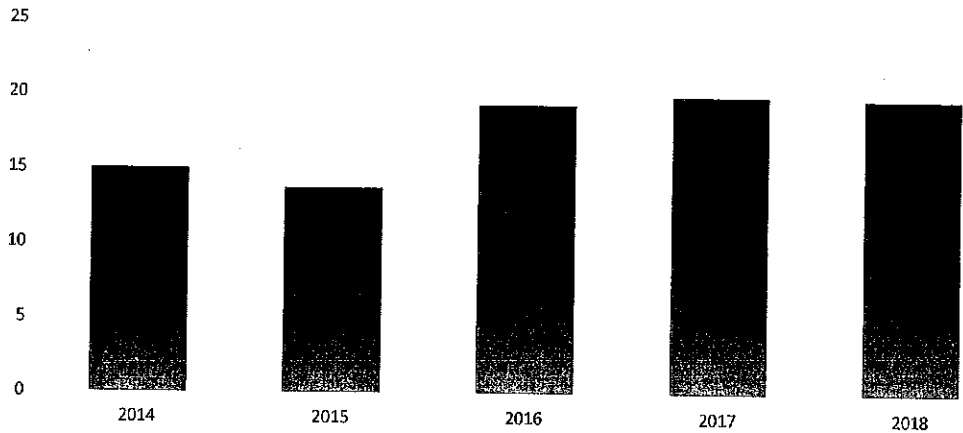
Financial Highlights

- General Fund (page 15)
 - Fund balance \$20.9M
 - ◇ Restricted - \$2.2M
 - OPEB - \$1.9M
 - Debt - \$300k
 - ◇ Committed - \$4.4M
 - SY expenditures - \$1.1M
 - Capital stabilization - \$1.1M
 - Continuing appropriations - \$2.2M
 - ◇ Assigned - \$163K (Encumbrances)
 - ◇ Unassigned - \$14.1M
 - General stabilization - \$3.9M



Financial Highlights

General Fund – Percentage of Unassigned Fund Balance to Expenditures and Transfers Out



Financial Highlights

- Sewer Enterprise Fund (page 19)
 - Total net position - \$3.0M
 - ◇ Net investment in capital assets - \$2.7M
 - ◇ Unrestricted net position – \$347K
 - Net pension liability and net OPEB liability total \$204k and \$523k, respectively.



Financial Highlights

- ISWM Enterprise Fund (page 19)
 - Total net position - \$11M
 - ◇ Net investment in capital assets - \$4.8M
 - ◇ Restricted for closure and postclosure - \$2.8M
 - ◇ Unrestricted - \$3.3M
 - Net pension liability and Total OPEB liability totals \$2.2M and \$6.2M, respectively
 - Cash set aside for closure and postclosure care totals \$7.4M
 - Landfill liability totals \$4.6M



Financial Highlights

- **Note 8 - Long-term Obligations (p 46)**
 - Debt, landfill and compensated absences
 - **Governmental Activities - \$44.3M**
 - ◇ Debt - \$42.3M
 - ◇ Compensated absences - \$2.0M
 - **Business-type Activities - \$10.9M**
 - ◇ Debt - \$6.1M
 - ◇ Landfill - \$4.6M
 - ◇ Compensated absences - \$222k



Create Opportunities

13

Financial Highlights

- **Note 11 – OPEB (p 51 - 53)**
 - Total OPEB liability reported is \$115M
 - Net OPEB liability was calculated at 3.58% discount rate
 - ◇ 1% higher (\$99M)
 - ◇ 1% lower (\$135M)
 - **Health care trend rate sensitivity**
 - ◇ 1% higher (\$138M)
 - ◇ 1% lower (\$98M)



Create Opportunities

14

Financial Highlights

- Note 15 – Pension Plan (p 56-59)
 - Total net pension liability reported is \$40.5M
 - ◇ 5.946% of BCRA NPL based on 12/31/17 measurement date
 - Net pension liability was calculated at 7.375% discount rate
 - ◇ 1% higher (\$29.9M)
 - ◇ 1% lower (\$53.1M)



Create Opportunities

15

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Uniform Guidance Report

- Uniform Guidance Report (p 3 – 5)
 - Total federal awards (page 6) - \$1.7M
 - Major program – SPED cluster (\$494k)
 - Unmodified opinion on major program compliance
 - One compliance and internal control finding
 - ◇ Final report not submitted until 12/14, which was due to DESE 10/31

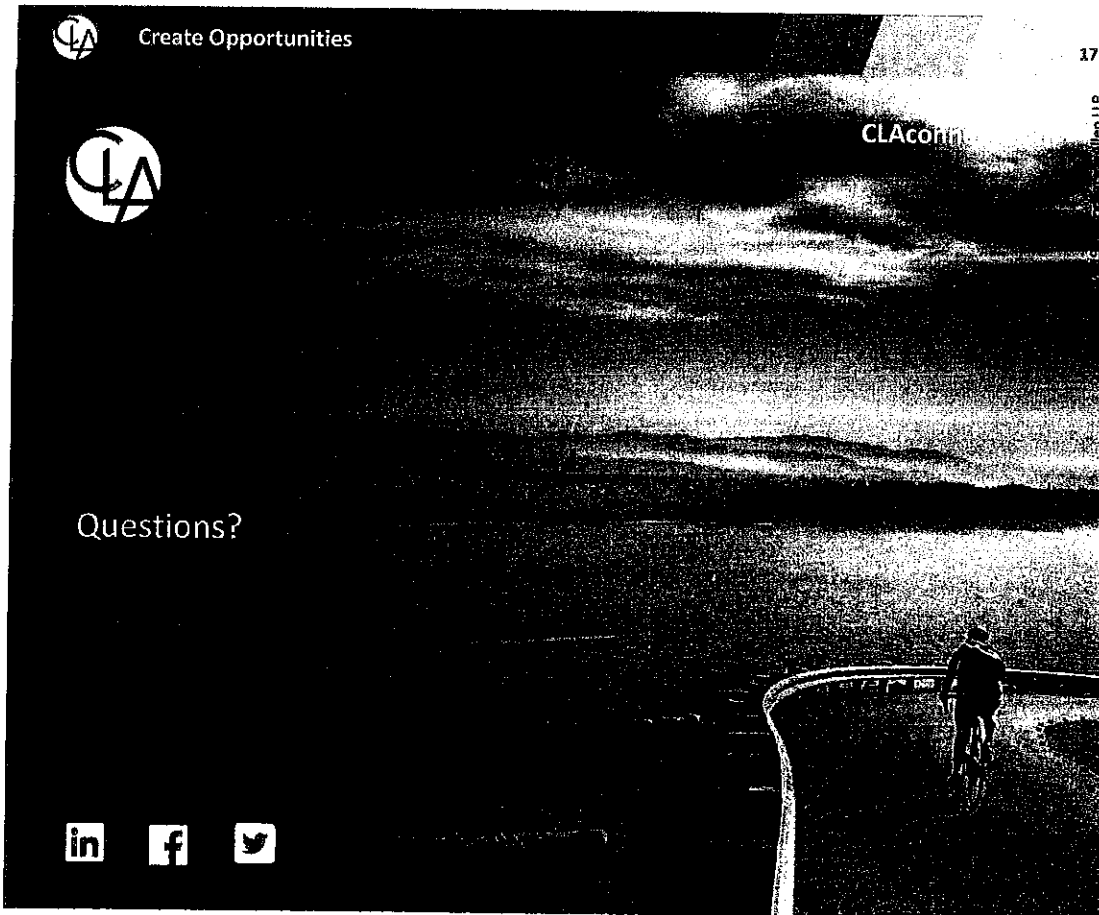


Create Opportunities

16

Management Letter

- 4 Comments and Recommendations
 - Information Technology
 - Irrevocable OPEB Trust
 - Gate Receipts
 - Cash Receipts (Planning, Building and Inspection Departments)



Voted: Renee Gratis moved and seconded by Kathy LeGacy to adjourn the Finance Committee at 8:40 p.m. Vote 8-0

- 8) Town Administrators Report -**
- a. Town Administrator RFP - TA Recruitment timetable review**

REQUEST FOR PROPOSAL

EXECUTIVE RECRUITING CONSULTANT

For the Town of Bourne

Town Administrator Search

June, 2019

Response Due Date: July 1, 2019, 4:30 P.M.

Consultant Interviews Scheduled with Board of Selectmen Tuesday, July 9, 2019

TABLE OF CONTENTS

PROPOSAL DOCUMENT

INTRODUCTION AND PROJECT DESCRIPTION ABOUT THE POSITION	3	3
SELECTMEN AWARD OF CONTRACT	4	
SUBMISSION DEADLINE AND INSTRUCTIONS	4	
INSURANCE AND INDEMNIFICATION	6	
SCOPE OF WORK	7	
TIMELINE	8	
MINIMUM REQUIREMENTS/QUALIFICATIONS	9	
FEE	9	

FORMS

TAX COMPLIANCE CERTIFICATION	10	
CERTIFICATE OF CORPORATE AUTHORITY	11	
NON-COLLUSION STATEMENT	12	
SIGNATURE PAGE	13	
EVALUATION PAGE	14	
CHARTER	Attachment 1	

INTRODUCTION AND PROJECT DESCRIPTION

The Town of Bourne Board of Selectmen is seeking quotes from qualified executive search consultants to work with the Board and the Town in the recruitment and selection of a well-qualified candidate for the position of Town Administrator for the Town of Bourne.

ABOUT THE TOWN OF BOURNE

Current statistics about BOURNE

- Incorporated in 1884;
 - Home of Joint Base Cape Cod and Massachusetts Maritime Academy;
 - A population of 20,372;
 - Bourne's land area is 40.65 square miles;
 - Median family income of \$70,304;
 - Bond Rating: AA+;
 - FY20 budget-all funds including debt service and capital expenditure: \$83,132,790
 - Coastline of nearly 57 miles and several public beaches
 - Tax Rate \$10.51/\$1,000
- Located 1 hour from Boston, MA and 1 hour from Providence, RI
Home of the Cape Cod Canal

A Snapshot of Bourne

Bourne, a vibrant community in which to live and work or visit, offers a residential and business friendly environment of modern amenities, while mindful of its rich history. Bourne is truly a full-service community blessed with natural beauty, a top-quality public school system, a regional technical high school, well-maintained parks, expansive walking trails, access to both Buzzards Bay and Cape Cod Bay, is the jewel of Cape Cod with an active and engaged citizenry. The exceptional work of our Police Department results in a low crime rate, while the Fire Department delivers excellent emergency response. The Public Works Department helps to insure our roadway and utility services are first rate, an engaged Council on Aging, vibrant public library, veterans group, affordable housing all of which have contributed to Bourne being recognized as a most desirable place to live. The Town also runs a state-of-the-art regional solid waste disposal facility.

ABOUT THE POSITION:

See Attachment 1 -Town of Bourne Charter The Town Administrator.

SELECTMEN AWARD OF CONTRACT

The Board of Selectmen will vote to award the executive search consultant contract on or about July 10, 2019.

SUBMISSION DEADLINE AND INSTRUCTIONS

Proposals must be received by Ms. Erica Flemming, Director of Finance, Bourne Town Hall, 24 Perry Avenue Buzzards Bay, MA 02532 by Monday, July 1, 2019 at 4:30 P.M.

Proposals MUST include an original, five (5) copies and a PDF electronic version. No quotes will be accepted after the time and date noted. The Bourne Town Hall is open to receive quotes Monday through Friday from 8:30 am to 4:30 pm.

Request for Proposal documents may be obtained from Glenn Cannon, Assistant Town Administrator, 24 Perry Avenue Buzzards Bay, MA 02532.
508.759.0600 Ext. 1348 gcannon@townofbourne.com

Applicants must also execute, as required by law, and include the Non-Collusion Statement, the Certificate of Corporate Authority and the Certificate of Tax Compliance, copies of which are attached.

CONTENT OF PROPOSAL

In conformance with M.G.L. Chapter 30B, the proposal shall consist of two separate parts, a non-price and a price proposal. The requirements for each are outlined in this section.

A. NON-PRICE (TECHNICAL) PROPOSAL

Technical proposals shall include the following information, at a minimum:

1. Cover letter from the consultant stating that he/she has read, understands, and will comply with the requirements and conditions contained in the Request for Proposals. The consultant or its authorized representative who will act as a contact person during the selection process must sign the letter.
2. Detailed statement demonstrating that the consultant meets the minimum evaluation criteria. At a minimum this would include location, dates, and contact persons, including telephone numbers, for all prior experience requested.
3. Detailed statement demonstrating that the consultant meets or does not meet the comparative evaluation criteria.
4. Any other information that the consultant would like to submit as part of its proposal that would assist the Town in evaluating the proposal. Consultants are encouraged to supply a copy of their Description of Firm or other

marketing materials which profile past experience, a representative client, a project list, and so forth.

5. Consultant must answer questions/criteria in order in which they are placed in the RFP. This allows the evaluation committee to better comprehend the proposals.

B. PRICE PROPOSAL

1. The Consultant's price (fee) proposal for professional services shall be submitted in a separate envelope and marked "Pricing Page - Executive Consulting Services". The contract amount shall be negotiated after the selection of the consultant.
2. This portion of the proposal must be furnished as a separate (sealed) submittal received along with the technical proposal. It will not be opened or examined by the Town until technical proposals have first been reviewed and a preferred consultant chosen by those participating in the selection process.

Proposals are to be properly identified on the envelope as Proposals for Executive Consulting Services with the applicant's name and address and delivered to: Ms. Erica Flemming, Finance Director – 24 Perry Ave Buzzards Bay, MA 02532

The following information is specifically required:

1. Name and address of applicant, telephone/fax numbers and e-mail address;
2. Brief résumé of principals and of the staff to be assigned to the Project;
3. List of completed projects that would best illustrate qualifications for the Project;
4. Three (3) references for projects of a similar or larger scope, size and complexity, with contact name, title and telephone number of the person who can speak to the quality of services provided for similar Town Manager /Town Administrator recruitment processes;
5. Names and qualifications of any outside vendors that may be used for the Project;
6. Statement of the scope and type of services proposed for the Project. Based on the guidelines and information in this RFP.
7. RFP, the applicant should describe the process and methodology to be used in the completion of services with specific reference to examples of similar projects in which this methodology has been used. In addition, the consultant should define the roles, tasks and responsibilities of the various stakeholders (i.e. Board of Selectmen, Screening Committee) during the recruitment process;
8. Statement of any legal or administrative proceedings, pending or concluded adversely, to the applicant within the past five (5) years which relate to the applicant's performance of this type of work;
9. Appropriate certifications of insurance;

10. Samples of work, such as reports, a sample position profile, evaluation forms and other decision-making tools;
11. Summary of expected costs, including estimated consulting fees, advertisement costs, travel expenses and other miscellaneous costs;
12. Current firm brochure optional; and
13. Completion of the forms located at the end of this RFQ package. Note: For other governmental entities that may be responding to this RFQ:
 - Tax Compliance Certification: Indicate on this document that as a governmental entity, this does not apply.
 - Certificate of Corporate Authority: Indicate on this document that as a governmental entity, this does not apply.
 - Non Collusion Statement: Head of governmental office responding to the RFQ can sign this form.
 - Fee Proposal: Based on the scope of work outlined.

INSURANCE AND IDEMNIFICATION

The selected firm shall obtain and maintain at its own expense, general liability/property and motor vehicle liability insurance policies protecting the Town of Bourne in connection with any operations included in this contract, and shall have the Town of Bourne listed as additionally insured on the policies. General liability coverage shall be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for general liability and property damage. Workers' compensation insurance and motor vehicle liability insurance shall be in the amounts that are in accordance with the requirements of Massachusetts law, unless otherwise waived by the Town.

Indemnification: The successful applicant shall agree to indemnify and hold harmless the Town of Bourne and its officers, boards and employees, and the Board of Selectmen, from and against all claims, causes of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the consultant services performed.

Proposals must be signed as follows:

1. If the proposer is an individual, by her/him personally;
2. If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; or
3. If the proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and corporate seal affixed.

The Bourne Board of Selectmen, as the awarding authority, reserves the right to accept any proposal in whole, and to reject any and all proposals if it shall be deemed in the best interests of the Town of Bourne to do so.

SCOPE OF WORK

The consultant shall:

1. Meet with the Board of Selectmen, Senior Staff/Division Directors and Screening Committee as frequently and for such time as may be necessary to carry out his or her work;
2. Prepare, in consultation with and approval by the Board of Selectmen, a plan for the search, recruitment and selection of a qualified candidate for the position of Town Administrator;
3. Assist in establishing a profile of the desired candidate, reflecting the qualities and attributes the Board of Selectmen and Town staff believes the Town Administrator should possess. The Board of Selectmen believes that the successful candidate will comply with the Code of Ethics of the ICMA or Massachusetts Municipal Management Association;
4. Create a profile for the Town of Bourne that encompasses the uniqueness of the community, demographics, economic stability, strong sense of volunteerism, and form of government;
5. Review the Charter
6. Develop a plan to advertise the position and prepare advertisements for publication, including utilizing the consultant's network of local government professionals to recruit qualified individuals that match the established candidate profile of this position;
7. Review the Town's timeline and provide written comment on the feasibility to meet proposed deadlines;
8. Oversee and guide two (2) community listening and discussion sessions with Town Boards and Committees, Town employees, citizens and other community stakeholders, as outlined in the timeline, to help inform the Board of Selectmen and Screening Committee on the qualities, strengths, and characteristics of candidates they envision for the Town Administrator;
9. Prepare a recruitment report of potential candidates from the submitted applications with possible recommendations of candidates for review;
10. Directly receive all applications/resumes;
11. Provide guidance and education to the Screening Committee and on reviewing resumes, conducting interviews and compliance with the Open Meeting Law;
12. Assist the Screening Committee in reviewing applications;
13. Assist the Screening Committee in vetting and interviewing candidates, including development of questions, and if requested, essays, and scenarios;
14. Ensure that the members of the Screening Committee are afforded equal input into the process;
15. Assist the Board of Selectmen, collectively and individually, in preparing for interviews of finalists as required by the Massachusetts Open Meeting law;
16. Conduct a full reference check of the finalists prior to any interview by the Board of Selectmen;
17. Potentially schedule and attend site visits to an applicants' current community;
18. Assist in negotiating and drafting of employment agreement and terms and conditions with the finalist, up to and including acceptance of an Employment Agreement by the selected candidate;

19. Make every effort to successfully complete the requirements of this Contract within sixteen (16) weeks providing regular updates of progress from the date of the signed contract; and
20. Conduct other related tasks, as may be requested by the Board of Selectmen.

TIMELINE:

Interviews of consultants for this project are scheduled for July 9, 2019 at 7:00 PM. Consultants must be available for a twenty (20) minute presentation, as the Board will be making the selection and awarding the contract at that meeting.

Projected timeline to select the ideal candidate. The Town understands this is an aggressive timeline and asks the consultant to provide written comment on potential deviations from this timeline: (notice the order is different than in original draft)

- July 9: Consultant completes individual interviews with Selectmen;
- July 10: Preferred consultant selected. Contract for service drafted by Consultant and approved by Board of Selectmen.
- July 16: Consultant meets with Board of Selectmen to outline profile, process and timeline;
- July 19: Consultant provides profile draft to Board for input
- July 22: Selectmen approve community profile draft. Advertisements and other recruitment outreach begins.
- By July 24: Consultant meets with Senior Staff/Division Managers;
- By July 26: Consultant meets with public and Town staff for listening sessions;
- July 29: Consultant completes meeting with Screening Committee to discuss roles and project timeline;
- August 23: Screening Committee begins candidate interviews;
- August 30: Consultant provides Board of Selectmen with list of finalists;
- Sept 4, 5: Selectmen interview candidates and make final selection;
- Sept 6 - 12: Consultant works with Board and Town Counsel on Employment Agreement with finalist; and
- OCTOBER: New Town Administrator begins work

The Town desires that the consultant make every effort to bring this process to completion within 16 weeks from the signed contract for services, but recognizes that scheduling of various meetings may extend this timeline. Monthly progress updates to be provided to the Board.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Consultants shall have been in the business of providing recruitment services for a minimum of (3) three years. The Lead consultant shall have successfully completed a similar process for the selection of at least (3) three similar positions such as Town Manager or Town Administrator within the past thirty-six (36) months.

FEE

The proposed fee for this project should include all expenses, direct and indirect, for this project. All proposals shall belong to the Town of Bourne. The successful applicant shall agree to comply with all applicable federal, state and local laws in its performance of its contract with the Town of Bourne

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the below named business is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Date) (Signature of individual submitting quote)

(Printed name of person signing quote)

(Name of Business)

(Business Address)

(Business Phone Number)

MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE

**Board of Selectmen
Minutes of Tuesday, June 11, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

CERTIFICATE OF CORPORATE AUTHORITY

The principal, officer or person to sign below pledges under penalties of perjury, that he or she has been designated by the owner(s) or the Board of Directors of the below named firm as an authorized representative.

(Date) (Signature of individual submitting quote)

(Printed name of person signing quote)

(Name of Business)

(Business Address)

(Business Phone Number)

MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE

NON-COLLUSION STATEMENT

CONTRACTOR'S CERTIFICATION IN QUOTE TO BE ATTACHED TO CONTRACT

Any person submitting a Quote for the procurement or disposal of supplies and services to any governmental body shall certify in writing, on the Quote, as follows:

"The undersigned certifies under penalties of perjury that this Quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals."

(Date) (Signature of individual submitting quote)

(Printed name of person signing quote)

(Name of Business)

(Business Address)

(Business Phone Number)

MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE

SIGNATURE PAGE

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services;
2. No consultant to, or subcontractor for the applicant has given, offered, or agreed to give any gift, contribution or offer of employment to the applicant, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the applicant; and
3. That no person, corporation, or other entity other than a bona fide full-time employee of the applicant has been retained or hired to solicit for, or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, as in accordance with Massachusetts G.L. C.7, S.38E that all information provided in this application for services is correct.

(Firm Submitting Quote)

(Printed name of person signing quote)

(Signature)

(Title)

(Date)

MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE

TOWN OF BOURNE
 24 Perry Avenue
 Bourne, Massachusetts 02532
 (508) 759-0600

Executive Search Consultant Evaluation Form

Name of Firm: _____ Date: _____

Evaluation Criteria Point Scoring Choices: 5 (H)- 3 (A)- 1 (NA)	Highly Advantageous: Highest quality, most reliable, most timely	Advantageous	Not Advantageous
1. Quality & Experience: 5 years in business & work for 5 municipalities			
2. Two qualified persons assigned to project, Resumes reviewed			
3. Evaluation of minimum 3 References			
4. Comparable Projects & Services with other local govts.			
5. Scope & Methodology & Process for project			
6. Samples of Work- reports, profiles, evaluation forms			
7. Work Plan & Timetable			
8. Knowledge of duties of the Town Administrator Office			
9. Other Town Administrator Selection Experience & tenure of placements			
10. Interview			
11. Total Overall Score			
Ranking			

Notes:

Evaluator: _____

4 Copies Required: Forms Required: Non-Collusion, Tax Compliance, Certificate of Corporate Authority, Signed Proposal form, 3 References, Resumes, Identify any outside vendors, Scope of Services, Statement of Legal Status, Certificate of Insurance, Firm Brochure, Price Proposal

Tom Guerino said there was a request to tighten up the timeline. There was also a request to group items together; different groups have different responsibilities.

James Potter questioned when this will be sent out? Tom Guerino said if the Board votes on this tonight, it can go out on Thursday. We can probably have it advertised in the MMA next week. Will be sending it to four different groups; MMA Consulting Group, Paradigm Associates, MRI Recruitment, and the Collins Institute.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve this to form and move on to advertisement and put it out on the appropriate venue. Vote: 5-0-0

9) Correspondence

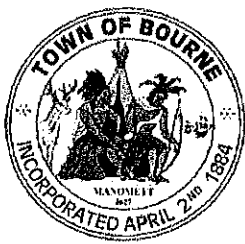
George Slade brought the Board and the public up to date on the correspondence

- A. Letter from Division of Marine Fisheries regarding Aquaculture License Certificate – Silverbrand, Maurice/Rossignol and Patrick Ross.
- B. Letter from Francis Gasson requesting to meet with the Board of Selectmen in the month of July regarding water quality in Hens Cove.
- C. Conservation Commission abutter notification for work being proposed by the Town of Bourne to perform vista pruning/clearing along the road shoulder of Shore Road adjacent to the Back River Estuary.

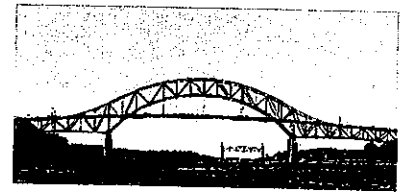
10) Adjourn

Voted: Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:13 pm. Vote 5-0-0.

Respectfully submitted – Carole Ellis, secretary.



Board of Selectmen Meeting Notice AGENDA



Date

September 3, 2019

Time

6:00 P.M.

Location

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

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

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

Moment of Silence for our Troops and our public safety personnel

Vision:

Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission:

Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

7:00 P.M Call Public Session to Order in Open Session

1. Salute to the Flag
2. Public Comment on Non-Agenda Items
3. Introduction of Perry Davis (Bourne Interim School Superintendent)
4. Approval of minutes:
5. Licenses/Permits
 - a. Buzzards Bay Brewery - 09.05.19; 09.06.19; 09.07.19; 09.12.19; 09.13.19; 09.14.19; 09.19.19; 09.20.19; 09.21.19; 09.26.19; 09.27.19; 09.28.19
 - b. Suicide Prevention Week – September 8 – 14
 - c. Private Roads Acceptance Committee Repurposing and Name Change
 - d. Board of Council on Aging Appointment – Beverly Armando
 - e. Brain Injury Awareness – Amendment to Request
 - f. Cape Cod Regional Transit Authority after September 30, 2019
6. Frank Gasson – Hen Cove [5 to 15 minutes]
7. Nuovo Road – Work on Private Way/Betterments Hearing
8. Rinkey Management
9. Complete Streets
10. Policies Plan of Action
11. Cable Advisory Committee
12. Board of Selectmen's Annual Job Performance
13. Selectmen's Business
 - a. Town Administrator Recruitment Update
 - b. Massachusetts Maritime Academy Update
 - c. Community Engagement Committee Charge
 - d. National Marine Life Center Lease

14. Town Administrator Report

15. Correspondence

16. Adjourn

Board of Selectmen / Finance Committee
Minutes of Tuesday, June 11, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA

TA Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chairman
James Potter Vice-Chairman
George Slade, Clerk

Peter Meier

Finance Committee Members

Mary Jane Mastrangelo, Chair
Renee Gratis, Vice Chair
Kathy LeGacy
William Towne
Richard Lavoie
Amanda Bongiovanni

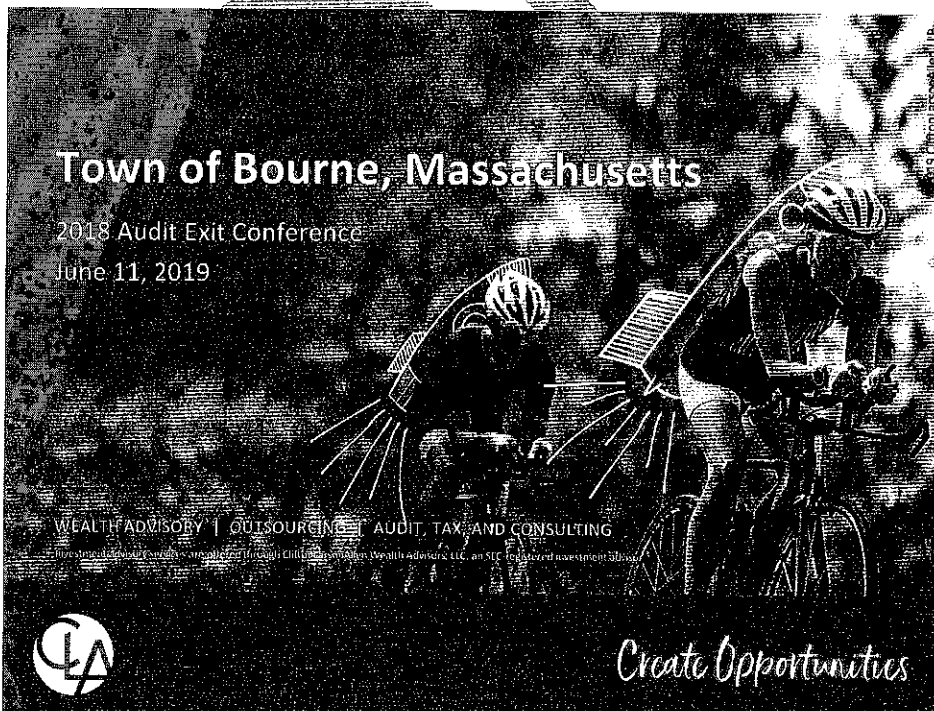
Judy Flynn
George Smith
Excused Members
Michele Ford
Jared MacDonald
James Sullivan
Robert Wheeler

7) 7:30 Auditors Report for FY2018 – Joint Session with Finance Committee

Judy Froman gave condolence for the passing of Brian Lemee.

Mary Jane Mastrangelo called the meeting of the Finance Committee to order at 7:30. Members present for the Finance Committee were: Mary Jane Mastrangelo, Renee Gratis, Kathy LeGacy, William Towne, Richard Lavoie, Amanda Bongiovanni, Judy Flynn, George Smith.

Chris Rogers, Clifton Larson Allen LLP, went through the Audit presentation. Terms of Engagement, Executive Summary, Financial Highlights, Uniform Guidance Report, Management Letter.



Agenda

- Terms of Engagement
- Executive Summary
- Financial Highlights
- Uniform Guidance Report
- Management Letter



Terms of Engagement

- Express opinions on whether the basic financial statements are presented in accordance with GAAP
- Express an in relation to opinion on the schedule of expenditures of federal awards programs
- Express an opinion on compliance related to major federal award programs



Executive Summary

- Unmodified opinion (pages 1 - 2) issued on the financial statements
 - Best opinion available
 - Emphasis of Matter paragraph for the implementation of GASB Statement No. 75
- No findings reported in GAO report on internal control and compliance



Create Opportunities

6

Executive Summary

- Unmodified opinion on major federal program (SPED)
- One compliance finding and significant deficiency in internal control over compliance reported
- 4 Management Letter Comments Reported



Create Opportunities

7

Financial Highlights

- **Governmental activities (page 12)**
 - **Net Deficit – (\$38M)**
 - ◇ Net investment in capital assets - \$78M
 - ◇ Restricted - \$19M
 - ◇ Unrestricted deficit – (\$135M)
 - Direct result of net pension liability (\$38M) and net OPEB liability (\$108M)



Financial Highlights

- **General Fund (page 15)**
 - **Fund balance \$20.9M**
 - ◇ Restricted - \$2.2M
 - OPEB - \$1.9M
 - Debt - \$300k
 - ◇ Committed - \$4.4M
 - SY expenditures - \$1.1M
 - Capital stabilization - \$1.1M
 - Continuing appropriations - \$2.2M
 - ◇ Assigned - \$163K (Encumbrances)
 - ◇ Unassigned - \$14.1M
 - General stabilization - \$3.9M



Financial Highlights

General Fund – Percentage of Unassigned Fund Balance to Expenditures and Transfers Out

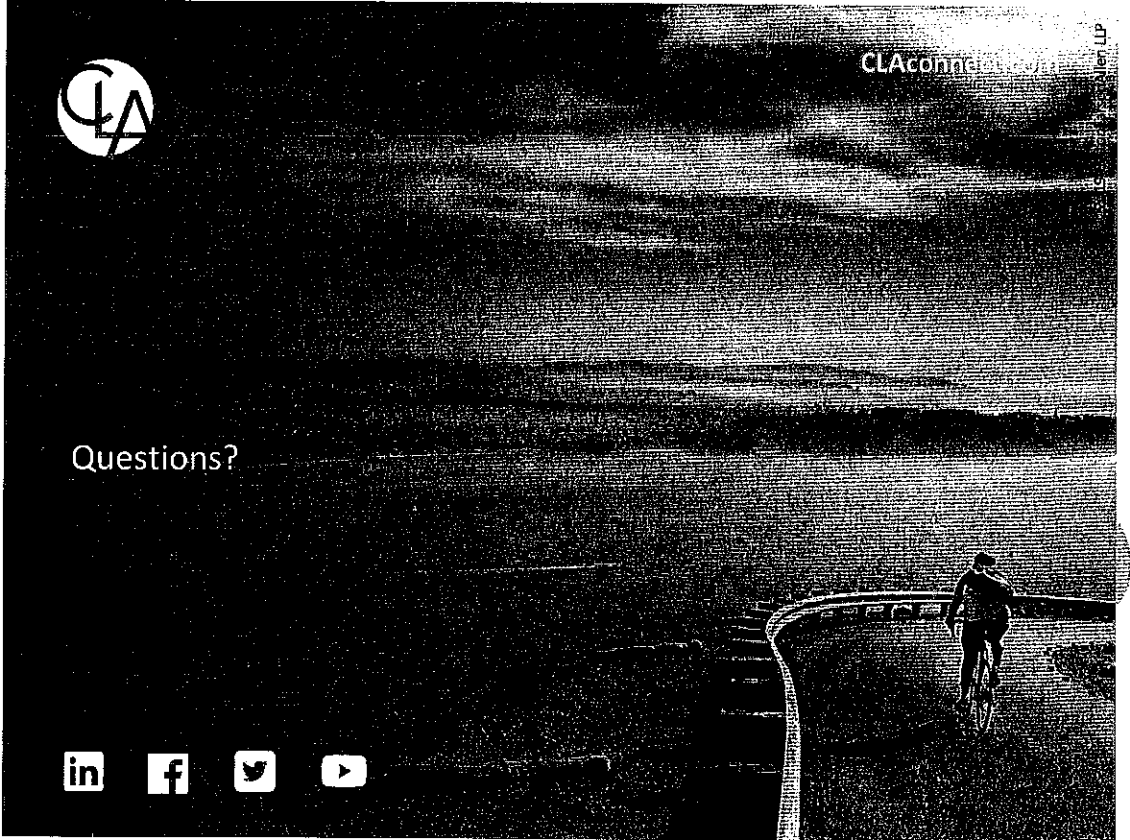


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Financial Highlights

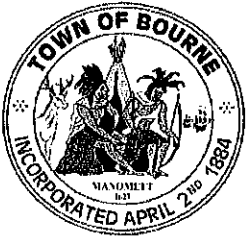
- Sewer Enterprise Fund (page 19)
 - Total net position - \$3.0M
 - ◇ Net investment in capital assets - \$2.7M
 - ◇ Unrestricted net position – \$347K
 - Net pension liability and net OPEB liability total \$204k and \$523k, respectively.

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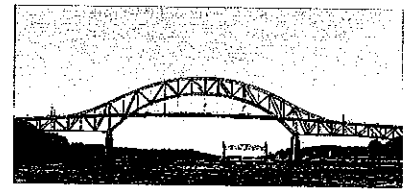
Voted Renee Gratis moved and seconded by Kathy LeGacy to adjourn the Finance Committee at 8:40 p.m. Vote 8-0

Respectfully submitted – Carole Ellis, secretary



Board of Selectmen Meeting Notice

AGENDA



2019 AUG 13 AM 9: 26

Date

August 24, 2019

Time

10:00 A.M.

Location

Taylor's Point Improvement
Association Building
10 Salt Works Lane
Buzzards Bay

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.

Vision:

Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

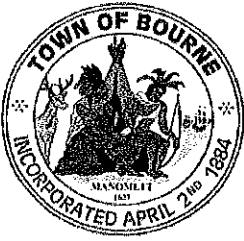
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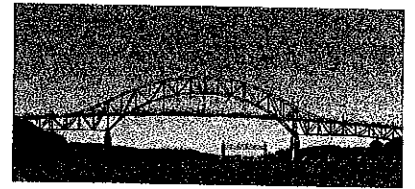
10: 00 A.M.

Call Public Session to Order in Open Session

1. Massachusetts Maritime Academy/Taylor's Point information session
2. Adjourn



Board of Selectmen Meeting Notice AGENDA



Date

June 13, 2019

Time

4:30 P.M.

Location

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

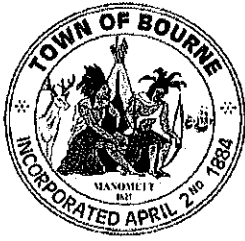
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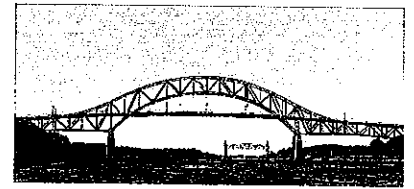
Selectmen Workshop

1. Call Meeting to order
2. Discussion of Economic Development Grant Discussion
3. Adjourn

RECORDED
2019 JUN 11 PM 3:20
TOWN OF BOURNE COMMUNITY CENTER



Board of Selectmen Meeting Notice AGENDA



Date

June 18, 2019

Time

6:30 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.

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Moment of Silence for our Troops and our public safety personnel

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6:30 P.M Call Public Session to Order in Open Session

1. Hearing - 6:30 PM Maxim Demolition hearing: 328 Main Street, Buzzards Bay
2. Selectmen's Business
 - a. Waste Water Facility – State Revolving Fund (SRF) – Authority To File
 - b. Waste Water Facility – State Revolving Fund (SRF) – Enterprise Fund Certification

3. Adjourn

2019 JUN 18 PM 4:28

2019 JUN 18 PM 4:28

2019 JUN 18 PM 4:28

**Board of Selectmen
Minutes of Tuesday, June 18, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier - Excused

2019 JUL 30 PM 3:22
TOWN OF BOURNE
GLUEN CANNON

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 and Beth Treffeisen Cape Cod Times.

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

Documents

6:30 p.m. Call Public Session to order in Open Session

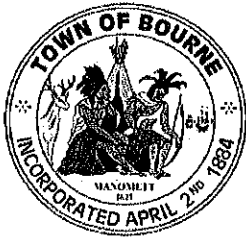
Meeting Called to Order

Madam Chair Froman called the meeting to order at 6:30 p.m.

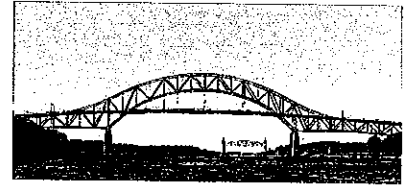
Moment of Silence for our Troops and our public safety personnel /Salute the Flag

Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.



Board of Selectmen Meeting Notice AGENDA



Date

June 25, 2019

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.

Selectmen Goals Workshop

1. Call Meeting to order
2. Sign Demolition Order for 228 Main Street, Buzzards Bay
3. Committee Appointments
4. Review of 2018/2019 Goals
5. Goal setting for 2019/2020
6. Adjourn

2019 JUN 21 PM 1:37
TOWN OF BOURNE

**Board of Selectmen
Minutes of Tuesday, June 25, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

2019 JUL 30 PM 3:22
TOWN OF BOURNE
7700000000000000

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

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

Meeting Called to Order

Madam Chair Froman called the meeting to order at 7:04 pm.

2) Sign Demolition Order for 228 Main Street, Buzzards Bay

Judy Froman said this is a follow up from an earlier meeting where we imposed a demolition. Tom Guerino said the Selectmen noted a 90-day period.

Voted Jared MacDonald moved and seconded by George Slade to sign the 90-day demolition effective as of June 25, 2019. Vote: 3-0-0.

3) Committee Appointments

Judy Froman said there are 41 committee appointments to reappoint/appoint members to the different committees/groups.

George Slade said there is one change to the Zoning Board of Appeals.

Voted George Slade moved and seconded by Jared MacDonald to move forward with the appointments for today as listed in the agenda with the exception of the Zoning Board of Appeals regular member appointment. Vote: 3-0-0.

Affordable Housing Trust

James J. Donoghue, Judith A Riordan, Susan R. Ross and Stephen Walsh to the Affordable Housing Trust, term to expire June 30, 2021

Barnstable County Coastal Resource

Christopher Southwood to the Barnstable County Coastal Resource Committee, term to expire on June 30, 2020.

Barnstable County Dredge Advisory Committee

William Curt Duane as a member, and Paul B. Bushueff as an alternate member of the Barnstable County Dredge Advisory Committee, term to expire June 30, 2020

Barnstable County HOME Consortium - Bourne's Representative

Vacancy

Barnstable County Human Rights Commission - Alternate

Vacancy

Bourne Cultural Council

Patti Parker to the Bourne Cultural Council, term to expire June 30, 2022

Bourne Financial Development Corp - Board of Directors

Jeanne L. Azarovtiz, Michael Giancola, Marie Oliva to the Bourne Financial Development Corp Board of Directors, term to expire June 30, 2020.

Bourne Housing Partnership Committee

James J. Donoghue, Robert Frangieh, Terri Guarino as the Board of Health non-voting member, Al Hill and Sue Ross as At Large members, Debra Jordan - Director of Housing Authority Director, and Coreen V. Moore Town Planner to the Bourne Housing Partnership Committee, term to expire June 30, 2020.

Bourne Human Services Committee

Kara Garcia and Wendy Welch-Manley to the Bourne Human Services Committee, term to expire June 30, 2022.

Bourne Landfill Business Model Working Group

Amanda Bongiovanni – Finance Committee member and Shawn T. Patterson – At Large Member and Robert E. Schofield to the Bourne Landfill Business Model Working Group, term to expire June 30, 2020.

Buzzards Bay Action Committee

Sam Haines to the Buzzards Bay Action Committee, term to expire June 30, 2020.

Bylaw Committee

Franchesca Ferguson and Kathleen M. Legacy – Fin Com. to the Bylaw Committee, term to expire June 30, 2022.

Cape and Vineyard Electric Cooperative

Vacancy

Cape Cod Joint Transportation Committee

George Sala to the Cape Cod Joint Transportation Committee, term to expire June 30, 2020.

Cape Cod Water Protection Collaborative

Terri Guarino to the Cape Cod Water Protection Collaborative, term to expire June 30, 2020.

Cape Light Compact Committee

Robert E. Schofield to the Cape Light Compact Committee, term to expire June 30, 2020.

Capital Outlay Committee

Carol Lynch to the Capital Outlay Committee, term to expire June 30, 2022.

Central Information and Liaison Officer for Development

Coreen V. Moore as the Central Information and Liaison Officer for Development, term to expire June 30, 2020.

Commission on Disabilities

Victoria Carr, Nathan Carr, Lori Cooney, and Patricia Morley to the Commission on Disabilities, term to expire June 30, 2022.

Conservation Commission

Elise Ludac and Paul Szwed to the Conservation Commission, term to expire June 30, 2022; and Gregory A. Berman and Timothy Lydon to the Conservation Commission, term to expire June 30, 2020.

Constable

Russell H. McAllister, and Dennis Woodside as the Constable, term to expire June 30, 2020.

Council on Aging

To appoint Linda H. Kelley, and Donna M. Pascarella as an alternate member to the Council on Aging, term to expire June 30, 2022; and Loraine S Young as an alternate member to the Council on Aging, term to expire June 30, 2020.

Education/Scholarship Committee

Linda Barlow-Palo and Carl Georgeson to the Education/Scholarship Committee, term to expire June 30, 2022.

Ethics Liaison

Glenn D. Cannon as the Ethics Liaison, term to expire June 30, 2020.

Historic Commission

George Jenkins, Neil F. Langille, and Judith A. Riordan to the Historic Commission, term to expire June 30, 2022; and Blanche E. Cody, Carl Georgeson, Lydia J. Manger, and Karl Spihaus to the Historic Commission, term to expire June 30, 2020.

Local Emergency Planning Committee

Jordan Geist – Schools, Phillip Goddard – ISWM, Joseph Gordon – Barnstable County Sheriff's Department, Teri Guarino – Board of Health, Samuel Haines – Environmental, Timothy Lydon – Engineering Technician, Chris Southwood – DNR, David Pelonzi – Fire Department, John Pribilla – Owners & Operators, Lt. David Ransom – MMA, Ann Marie Riley – Bourne Friends of COA, George Sala – DPW Director, John Stowe – Police Department, Norman Sylvester, Jr. – Fire Chief, and Dennis Woodside – Police Chief to the Local Emergency Planning Committee, term to expire June 30, 2020.

Open Space Committee

Alexander M. Joyce and Patrick Sweeney to the Open Space Commission, term to expire June 30, 2022; and Samuel Haines, Timothy Lydon and Coreen V. Moore to the Open Space Committee, term to expire June 30, 2020.

Phase II Community Oversight Group for the Stormwater Management Group Membership of Pollution Task Force

Stewart Bell, Jennifer Cheyne, Christine Kane, Marie C. Kane, and Christopher Pine to the Phase II Community Oversight Group for the Stormwater Management Group Membership of Pollution Task Force, term to expire June 30, 2020.

Private Roads Acceptance Committee

Jennifer Copeland, Shawn M. Goulet, Timothy Lydon, Paula L. McConnell, and George Sala to the Private Roads Acceptance Committee, term to expire June 30, 2020.

Recreation Committee

Shawn Goulet, Roger J. Maiolini, and George Sala to the Recreation Committee, term to expire June 30, 2022.

Recycling Committee

Rosanne Bottaro and Jean Hills to the Recycling Committee, term to expire June 30, 2022.

Registrar of Voters

Penny Bergeson to the Registrar of Voters, term to expire June 30, 2022.

Selectmen's Energy Advisory Committee

Thomas Gray Curtis, Jr., Frank M. Kodzis, Robert E. Schofield, and Janice Marks to the Selectmen's Energy Advisory Committee, term to expire June 30, 2020.

Selectmen's Taskforce on Local Pollution

Stewart Bell, Jennifer Cheyne, Christine Kane, Marie C. Kane, and Christopher Pine to Selectmen's Taskforce on Local Pollution, term to expire June 30, 2020.

Shore and Harbor

Richard Libin to the Shore and Harbor, term to expire June 30, 2022.

Special Workshop Opportunity Program

Elizabeth Bohacs, Andrew D. Cormier, Susan E. Cronin, Don Rhodes, and Judith Shorrock to the Special Workshop Opportunity Program, term to expire June 30, 2020.

Street and Traffic Lighting Committee

George Sala, Robert Schofield, Norman Sylvester, Jr., and Dennis Woodside to the Street and Traffic Lighting Committee, term to expire June 30, 2020.

Vacancy – Eversource Representative

Transportation Advisory Committee

Johan Carroll – Bicyclist Pedestrian, Christopher Farrell, Stephen Mealy – Cape Cod Comm., Maria Oliva, Cynthia Parola, George Sala, and Dennis Woodside to the Transportation Advisory Committee, term to expire June 30, 2020.

Upper Cape Regional Transfer Station Board of Managers

Dan Barrett, and Phillip Goddard – At Large member to the Upper Cape regional Transfer Station Board of Managers, term to expire June 30, 2020.

Veterans' Graves Officer

Thomas Barclay to the Veterans' Graves Officer, term to expire June 30, 2020.

Voted George Slade moved and seconded by Jared MacDonald that the Zoning Board of Appeals slate appointments be approved as listed with the change of Kat Brennan as a regular member term to expire June 30, 2024. Vote: 3-0-0.

Board of Appeals

Kat Brennan as a member of the Board of Appeals, term to expire June 30, 2024.

Debbie Bryant and Chris Pine as associate members of the Board of Appeals, term to expire June 30, 2020.

4) Review of 2018/2019 Goals

Judy Froman read the report on the Board of Selectmen Goals for 2018-2019

Report on Board of Selectmen Goals 2018-2019

The Board held two workshops in June 2018 with the sole purpose to identify five goals for the town. The goals were overarching with several benchmarks for tasks identified in each category. The goals were identified in priority order by the new Board and posted to the town website.

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

Under the leadership of the Assistant Town Administrator an IT working group was formed. They met with and worked with the website provider to identify what services the town was underutilizing as well as industry standards and tools for managing postings.

Minor changes were made to the website as an initial step toward simplifying overall user-ship. Training was provided to staff to work toward consistent practices and format. Website responsibility is in the process of shifting from the IT department to the content area departments more consistently, while identifying the point people and protocol for handling updates.

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

The Town Administrator and Select Board reviewed the Board of Survey's report on blighted properties holding demolition hearings for five properties.

Two economic development workshops were hosted; one lead by the Board and the second organized by the Assistant Town Administrator with facilitation by the Cape Cod Commission. Each workshop involved various boards, departments, businesses, potential investors, and local non-profits. Ideas were shared along with identification of challenges. Out of the first workshop a Town Administrator lead working group on immediate parking concerns was formed. Much of the focus of that group was directed toward two parking Articles on the spring Town Meeting warrant.

The Board initiated discussion and subsequent approval by the town for an additional two percent hotel tax as well as the creation of a Community Engagement Committee to provide seed money for events and projects open to the public. The concept is to improve dynamic involvement in utilizing the various areas of town, bringing in more dynamic social interaction thus leading to a connection to "place" and people as well as opportunities for commercial endeavors. The Board also supported inclusion of an appropriation for Economic Development professional expertise in the FY 2020 budget.

Goal 3: To implement financial software package for town services.

As an underlying step, the Town Administrator hired a Finance Director and re-organized the finance area of the Town following the retirement of two long-term employees. Under the leadership of the Town Administrator a working group was formed to review financial software packages for the Town. The motivation was to find an integrated system that allowed forecasting as well as interdepartmental efficiencies. Additionally, the Town will be implementing an integrated municipal permitting software package and is reviewing a comprehensive software program for facilities management.

Goal 4: To prioritize town policies for need and review, mapping out the timeline to address 10 policies.

The Board compiled a list of all Board and Town Administrator policies as well as policies needed. A prioritization of these policies for review and creation was gathered and organized by the Assistant Town Administrator.

The Board adopted Rules and Procedures for the Board.

Goal 5: To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting with implementation.

The Board and Finance Committee completed a survey by the Priority Based Budgeting consultant to identify town-wide budgeting goals and priorities.

In collaboration with the Town Administrator, Assistant Town Administrator lead the department heads and the accountant through completion of the steps to implement Priority Based Budgeting. All data was completed.

Summary

Going into the goal setting for 2018-2019, the Board had a common understanding that the deadlines for completion were ambitious and meeting the goals in their entirety in one year was not realistic, however, the Town Administrator supported the goals with his time and staff. There was a concerted effort to work collaboratively with staff, boards, committees, developers, commercial entities, the county, and local non-profits.

Respectfully submitted,
Judith MacLeod Froman
Chair, Board of Selectmen 2019-2020

5) Goal setting for 2019/2020

Judy Froman said a goal for 2019/2020 is a discussion of the Special Town Meeting for the fall. There has been a suggestion that it be at the end of September. Communicated with a number of different departments: Town Clerk, Town Counsel, Finance Director, Finance Committee, Planning Board, School, Moderator and Health Board and the feedback was for different dates on Mondays, September 23, September 30, October 7, October 21, and October 28. The strongest support was for October 28th, then October 21st. We can discuss the pro and cons for the different dates, so we can prepare ahead for the new electronic voting and make sure we have all the details in place ahead of time.

Tom Guerino said going for dates in September is being very aggressive; he recommends the October 21st date. Judy Froman said we are tentatively going to aim for October 21st for the Fall Town Meeting.

Tom Guerino said they had to do an addendum to the RFQ, regarding hiring a new Town Administrator, we pushed the date out to the 10th.

Voted Jared MacDonald moved and seconded by George Slade to recess for 10 minutes. Vote 3-0-0.

Peter Meier and James Potter joined the meeting.

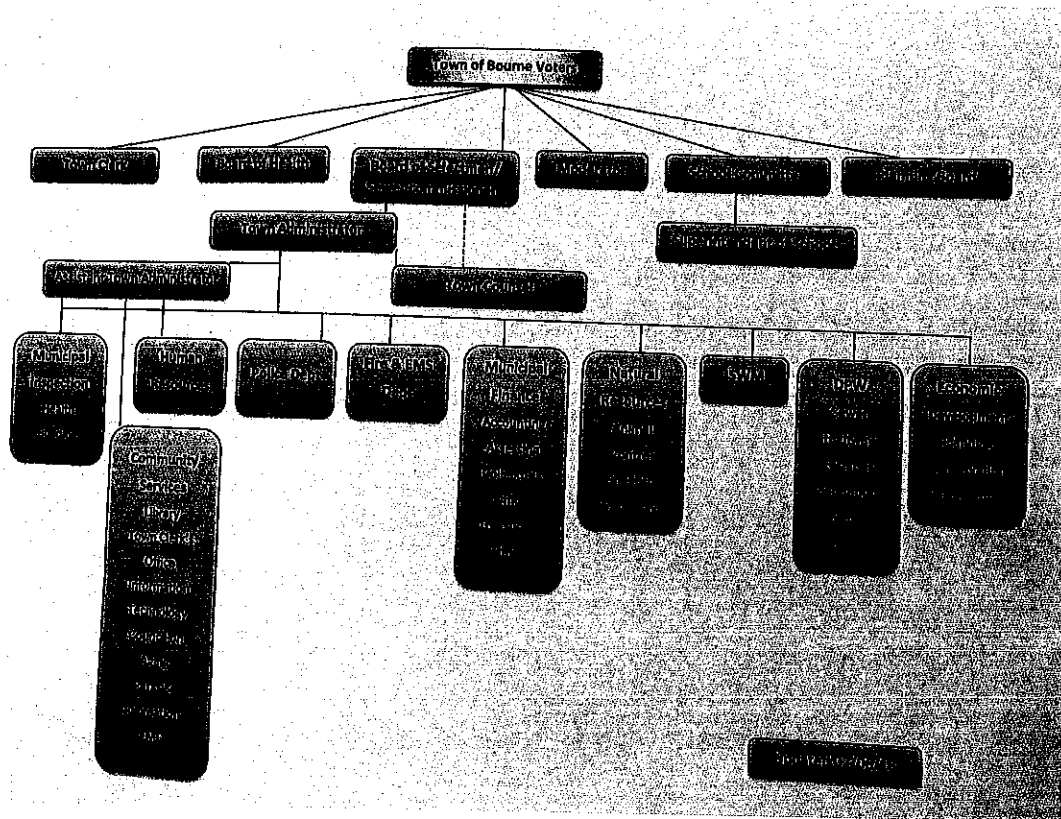
Voted Peter Meier moved and seconded by Jared MacDonald to reconvene in open session. Vote 5-0-0.

Judy Froman briefly spoke about the goals for 2019-2020. For the coming year would like to have more staff involvement in establishing some of the benchmarks. George Slade said we shouldn't make unilateral goals that effect staff.

Tom Guerino said the staff would have to follow the chain of command. The Board of Selectmen set the goals and let the Town Administrator or Assistant Town Administrator know the goals. Glenn or the Town Administrator can meet with the Department heads and explain what the goal is, the expectation of the Board, when they would like to see it implemented, and the role as the department leader. The department heads can discuss with staff, then department heads can get back to the Town Administrator or Assistant Town Administrator, and then the Town Administrator or Assistant Town Administrator brings that back to the Board of Selectmen.

Jared Macdonald agrees to use the staff more, because they are the ones that have to use it or abide by it daily.

Tom Guerino said besides the Board of Selectmen Goals all the departments are working on the MS4, the 208, the abandon building initiative, DPW is working on the pavement management, Barlow's Landing and the bridge; they all have other responsibilities. They will have to incorporate the Board's goals into their already busy schedule.



Judy Froman said the organizational chart also has to be reviewed and voted. Ms. Froman wanted to go through each of last year's goals to maybe keep it on the list of goals for the coming year.

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

Judy Froman said the website is a work in progress. George Slade said he'd still like to have this as a goal, the website has been improved but still needs more work. Jared MacDonald said some things on the website are from a long time ago, he'd still keep this as a goal. Tom Guerino suggested this be an ongoing goal.

Judy Froman wondered if the goal should be more IT generally focused – website security, streamline processes. Jared MacDonald suggest the new goal be IT upgrade/updates and under that can be the website. Tom Guerino suggested to talk the IT Director regarding this.

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

Judy Froman said this goal can be continued. Jared MacDonald said it is a long-term plan, we have a lot going on with our economic growth and it is important to keep this at the top. We should spread it around to other villages in town. It is vital for us to get more into economic growth.

James Potter said some of the economic growth might be tied to expansion sewer.

Tom Guerino said when you look at Economic Development you also have to look at the employment drivers, wages, development of the blue economy, employment base.

Jared MacDonald said we need more housing developed into our economic growth. Peter Meier suggested to talk to the Affordable Housing Partnership. James Potter said affordable housing should be its own goal.

Tom Guerino suggested to talk to Citizen Housing and Planning Association (CHAPA.) Also become legislatively active as it relates to the MBTA and the south connector to stay vigilant with Rep Straus and making sure that spur comes down here.

Goal 3: To implement financial software package for town services.

Goal 5: To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting with implementation

Tom Guerino said the Board wanted to let the new Finance Director get settled. The Finance Department should come in and briefly update the Board.

Mary Jane Mastrangelo said they need better reporting software, better budget reporting to make better budgetary decisions. It can be combined with Priority Based Budgeting. There

needs to be a conversation about financial software, what we are trying to accomplish, what kind of reporting we want, do we want to go with the GFOA budget process. We want to look at Priority Based Budgeting, what does it look like for the community, and how do we get the reporting and the results we need. We may not need new software; we may just have to figure out how to better use the software we have, and figure out how to get the reports that we need. We need to have reporting that work better functionally for us. Not sure if the Priority Based Budgeting that we are using is working for us.

Glenn Cannon said goal three is great because we should talk about what the new Finance Director wants to implement, and talk to her about the Board and what goals we have as a town. Priority Based Budgeting is hard to fit into our system.

Judy Froman said we have the opportunity to change the culture so our budgeting really does reflect our priorities in Town. The essence of the direction we are going with setting priorities and always looking at a dynamic budget is really critical. Our priorities will change overtime.

The Board members agreed that Goal 3 and Goal 5 could be combined.

Goal 4: To prioritize town policies for need and review, mapping out the timeline to address 10 policies.

Judy Froman said we had a big list and prioritized them; since we are the policy makers we should make that a higher goal.

Jim Potter said we need to look at some new policies and review some existing policies.

Judy Froman asked Board members if anyone has any other overarching goals that they would like the board to consider.

George Slade suggested goals:

Goals – FY 2020

1. **Hire a Town Administrator** – *find the best candidate to move the town forward given the current climate and activity. Use as a basis for talent the items on the TA's performance evaluation. There could be some new talent specifics that have emerged recently.*
Completion - by the end of Q1

2. **Continuation of Economic Development** – *Continue the movement to maximize revenue generation via businesses that are operating and businesses that we are attracting. This will increase our ability to offer services without having to seek an operational override.*
 - a. What needs to be accomplished during FY 20?
 - b. Hiring of a professional to offer oversight / review our work-in-process and pending developments

- c. Capital infrastructure – town needs to be prepared to accept investors in the areas of space, roads, adequate parking
- d. Interaction between Planning Department and Select Board
Completion – Ongoing

3. Infrastructure Improvements (non-capital) – *desired outcome is to create consistent value of certain services rendered for tax dollars, in a sustainable way, by having little or no impact on town expenses*

- a. Accepting Roads – a cost/benefit/analysis to determine whether this is a worthwhile venture
 - i. Establish ground rules/life of repair
 - ii. Chapter 90 reimbursement
 - iii. Non-monetary considerations

George Slade said we get \$6,000 per linear mile through Chapter 90 funds. Some of that has to go for seal cracking. Tom Guerino said we do put some of that money away because we don't appropriate additional money for roads each year. We have a bridge that we have to look at, Barlow's Landing Road intersection and sidewalks. James Potter said we should be using Chapter 90 funds to improve the roads, then take it off the Capital Project and put that towards the extra future needs for the roads.

- b. Town Services - Incremental cost analysis to neighborhoods that do not enjoy standard service available to residents (use Scraggy Neck Road snow plowing as an example?)
 - i. curbside services/snow plowing/de-icing/drain clearing
 - ii. Are unaccepted roads affected by runoff from town accepted roads?
Completion - end of Q2

Peter Meier said we need to look at the possibility of the Marshfield option of creating the bylaw and appropriate money at Town Meeting for the purposes of fixing some of the town roads. We may not own some of these roads but the people that live on these roads are paying taxes.

4. Website improvement – *significant improvements were implemented in early Q3 with help from information technology staff. To make our town website among the best, the next phase should focus on making the key documents searchable and easily accessible.*

- a. Consistency in how docs are viewed
- b. Reduce the number of keystrokes to reach desired information
- c. Key documents like Zoning bylaws, General bylaws, LCP, Charter, etc.
Completion – end of Q2

5. Select Board commentary – *demonstrate a leadership role in communicating in a unified way via social media.*

- a. Posts appear in many groups that are wide ranging from genuinely good conversations that engage the citizens in useful dialogue

- b.** Too many gripe sessions that allow rapid spread of misinformation, some of which is slanderous, and reflect poorly on the town and its citizens.

Completion – Q4

Glenn Cannon suggested a goal for improving the overall environment of Bourne. Tom Guerino suggested to bring in department heads to find out what we are doing for the environment: MS4, coastal resiliency, Stormwater Management Plan, runoff; dredge; the harbor maintenance.

Mayr Jane Mastrangelo said one of the priority goals that came out of the Municipal Vulnerability Workshop was the wastewater management.

Peter Meier said it could be a goal for community sustainability.

Glenn Cannon also suggested social services: library, COA, rec department, to improve the lives of the general community.

Judy Froman would like to facilitate town departments involvement and engagement in the goals and move forward with the goals. Tom Guerino said we can facilitate a meeting with the department heads. Have the department heads meet, tell them what the Board wants done and they can figure out what and how they can get it done.

Jared MacDonald said it is up to the Town Administrator to get the staff together to talk about tasks that fit the goals the Select Board has set. Glenn Canon said the staff can come up with tasks that fit the goals the Selectmen have set.

Judy Froman will write up a draft of new/continuing goals.

George Slade suggested to think about a Select Board Commentary page, Facebook or some type of social media page. Glenn Cannon suggested a Social Media policy for the Board of Selectmen.

Judy Froman suggested it be tied into the website, we can make the website more interactive. Other town have Facebook pages that are run by Town Staff

Tom Guerino suggested to look for best practices in this, ICMA has good ideas and ELGL (Engaging Local Government Leaders) and also look at Denver.

Judy Froman said it is important as a Board that we show a united front and we do have a united voice.

James Potter said social media might be difficult to navigate, the town website might be the best option. Some residents won't have Facebook, Twitter, or social media platforms.

Judy Froman said we should be utilizing our website in a way that is active and dynamic.

6) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:04 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.

Town of Bourne
24 Perry Ave.
Buzzards Bay, Massachusetts 02532
(508) 759 – 0600, ext. 1307

PUBLIC HEARING NOTICE

Notice is hereby given in accordance with provisions of Chapter 130, Section 60 of MGL as amended and Rules and Regulations and Application Requirements promulgated by the Board of Selectmen, that Rod Taylor, 1 Shipyard Lane, Cataumet, MA 02534, filed an application on May 3rd, 2019 to establish an aquaculture site within the municipal waters of the Town of Bourne within Buzzards Bay. The applicant is proposing eight Floating Shellfish Upwellers that will be located in boat slips at the Kingman Yacht Center located at 1 Shipyard Lane Cataumet, MA 02534. The application, including a plan showing the specific location of the proposed upwellers, can be viewed at Town Hall.

A public hearing will be held on July 9th, 2019 at 7:30 pm in the Bourne Veterans' Memorial Community Center, 239 Main Street Buzzards Bay, MA 02532

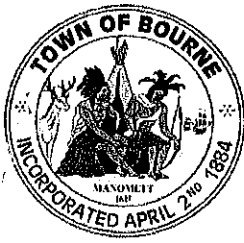
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2019 JUN 27 AM 8:39

TOWN OF BOURNE

BOARD OF SELECTMEN
Judith MacLeod-Froman, Chair
James L. Potter, Vice Chair
George G. Slade, Jr., Clerk
Peter J. Meier
Jared P. MacDonald

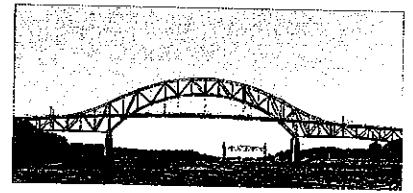
For publication in the June 27th, 2019 edition of the Cape Cod Times.



Board of Selectmen

Meeting Notice

AGENDA



2019 JUL -5 PM 2: 28

Date

July 9, 2019

Time

6:00 P.M.

Location

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

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

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

6:00 P.M Call Public Session to Order in Open Session

1. **Moment of Silence for our Troops and our public safety personnel**
2. **Salute to the Flag**
3. **Vision:** Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.
4. **Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. **Public Comment on Non-Agenda Items**
6. **Approval of minutes: 06.18.2019; 06.25.19**
7. **Finance Director and Town Accountant – Year End Balance Transfers**
8. **6:25 PM Buzzards Bay Tavern – James Carter: Enforcement of Bourne's Downtown Architectural and Sign Design Standards and Guidelines**
9. **6:35 PM Cape Cod Commission Economic Development Report – Heather Harper**
10. **7:05 PM Hen Cove – Mr. Gasson to discuss water quality at Hen Cove**
11. **7:10 PM Licenses/Appointments**
 - a. Sagamore Beach Colony Club – [2] One Day Liquor
 - b. Top Notch Limousine, Inc. – Public Livery Licenses [4 vehicles]
 - c. Cataumet Club Clambake – Road Closure – August 3rd
 - d. Remainder Annual Committee Appointments
 - e. 7:30 PM Hearing – Rodman Taylor Aquaculture Upweller – Applicant is proposing eight Floating Shellfish Upwellers that will be located in boat slips at the Kingman Yacht Center.
 - f. 7:45 PM Hearing – Hampton Inn Cape Cod –Year Round Innholder Alcoholic Beverages Liquor License
12. **8:00 PM Selectmen's Business**
 - a. Michael Maxim – Blight Bylaw
 - b. Special Town Meeting Date – October 21, 2019

- 13. 8:20 PM Town Administrator Report**
 - a. Town Administrator Search Update
 - b. Town Department Organizational Chart
 - c. Staff hiring in Health Department
- 14. 8:35 PM Correspondence**
- 15. 8:50 PM Adjourn**

**Board of Selectmen
Minutes of Tuesday, July 9, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

Finance Director – Erica Flemming
Michael Ellis – Town Accountant

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 and Beth Treffeisen Cape Cod Times.

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

6:00 p.m. Call Public Session to order in Open Session

Meeting Called to Order

Madam Chair Froman called the meeting to order at 6:02 pm.

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

George Slade took a moment of personal privilege to thank the employees of the Department of Public Works for all the work they do.

Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

Public Comment - Non-Agenda Items

None requested.

6) Approval of Minutes: June 18, 2019; June 25, 2019

Voted: Peter Meier moved and seconded by George Slade to approve the minutes of June 18, 2019. Vote: 5-0-0.

Voted: Jared MacDonald moved and seconded by James Potter to approve the minutes of June 25, 2019. Vote: 3-0-2. James Potter and Peter Meier abstained.

7) Finance Director and Town Accountant - Year End Balance Transfers

Finance Director, Erica Flemming and Town Accountant, Michael Ellis briefly went over the Year End Balance Transfers. Mrs. Flemming said they met with the Finance Committee last night and the Finance Committee recommended approval.

**Town of Bourne
Request for Budget Transfer
FY19 Year End**

In accordance with MGL c 44 s 33B, it is requested that the following budget transfers be made effective June 30, 2019.

Account Description	GL #	Increment	Decrement
Board of Appeals - Wages - Hourly	01-099-100-176-5100-5117-999-99	\$ 700.00	
Legal - Salary	01-099-100-151-5100-5111-999-99	\$ 5.00	
Town Meeting - Wages	01-099-100-113-5100-5120-999-99	\$ 1,500.00	
Town Meeting Salaries	01-099-100-172-5100-5112-999-99	\$ 3,500.00	
Town Meeting - Other Supplies	01-099-100-113-5400-5383-999-99	\$ 7,800.00	
Telephone Account - Communication Telephone	01-099-100-108-5200-5340-999-99	\$ 10,000.00	
Election & Registration - Salary/Wages	01-099-100-162-5100-5120-999-99	\$ 23,000.00	
Wages Pollution Task Force	01-099-500-313-5100-5120-999-99	\$ 10.00	
FICA/Social Security - Misc.	01-099-900-316-5700-5790-999-99	\$ 33,000.00	
Monument Bench - R&M Floors, Decks, Ramps	01-099-200-295-5200-5249-999-99	\$ 38,000.00	
Insurance - Misc.	01-099-900-045-5700-5742-999-99	\$ 42,000.00	
Litua Pension Fund - Misc. Expenses	01-099-900-048-5700-5790-999-99	\$ 73,000.00	
Health Insurance	01-099-900-037-5700-5790-999-99	\$ -	\$ 238,515.00
Total		\$ 238,515.00	\$ 238,515.00

Date of Meeting	Finance Advisory Committee	Board of Selectmen
	7/8/2019	7/9/2019
Transfer Voted in the sum of:	\$ 238,515.00	\$ 238,515.00

Chairman, Finance Advisory Committee

Maureen Martello

Date 7-8-19

Chairman, Board of Selectmen

James M. Potter

Date 7-9-19

James Potter questioned what Town Meetings cost this year. Tom Guerino said he will figure that out.

Voted: Jared MacDonald moved and seconded by George Slade to approve the budget transfers to be made effective June 30, 2019. Vote: 5-0-0.

Finance Director and Town Accountant left at 6:15

Peter Meier said since the agenda items are time specific the Board should wait to discuss the items at the time stated. George Slade said the agenda item times should be stated that they are just guidelines for times, not time specific.

Correspondents were read

8) 6:25 p.m. Buzzards Bay Tavern – James Carter: Enforcement of Bourne's Downtown Architectural and Sign Design Standards and Guidelines

James Carter asked permission to use his piece of town property land to put out one of his signs that explains what is going on for the current night and specials. It is a 2x2 sign. He said It isn't obstructing anyone walking or anyone's view of oncoming traffic.

Jared MacDonald said this creates no hinderance. Peter Meier said he has no issue with the sign, we should be helping small businesses with signs to bring business in. The town can partner with small businesses to help them be more successful. George Slade said as long as there is no unintended consequence.

Tom Guerino said the Chair and I received a letter from the Town Planner, which should be included. Tom Guerino read the letter. The Design Review Committee sent enforcement letters to those businesses that are using bump-outs as display areas for signage. I hope we do not set a president for the use of public, ie. bump-outs and business. In the general bylaw the Selectmen can grant a use of sidewalks for special sales, but the continued use of these public sidewalk extensions should not be used for signage or display of merchandise. The bicycle shop was cited by police last week for using the bump-outs for having bicycles on that area. I hope along with the Board of Selectmen standard removal of blight we would keep the same standard for public place.

Mr. Guerino said the Board of Selectmen in 2011 unanimously allowed a 4x4, the bylaw allows up to a 4x4, sign on Buzzards Bay Tavern. I concur with the Select Board that this is not a hinderance.

James Potter said this is good for business to advertise but, beware that we become a Zoning Board of Appeals. He is asking for relief from prohibition, it might encourage more business to come before the Board and for relief. There doesn't seem to be any harm but once you do it for one others will ask. We might want to have guidelines for design standards for signage. This sign should be removed daily.

Jared MacDonald said we have to be cautious and be fair, we can decide on a case by case basis, annually, and set parameters. Maybe set a timeframe to allow it from May to October.

Judy Froman said it is good to have design standards that go with designing signs. Support having the sidewalk sign, not the flag, and allowing that for a year then we can revisit.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the permit for the 2x2 sign on town property to expire on June 30, 2020.

George Slade said as more storefronts fill this may become an issue. We can have the design review committee guide us.

Tom Guerino said we can put this into the database, similar for renewal of appointments, for renewal for the next fiscal year.

James Potter said there is no fee for this request and usually there is a fee for a permit for a sign. Tom Guerino said in the bylaw no fee has been established.

Vote: 5-0-0

9) 6:35 p.m. Cape Cod Commission Economic Development Report - Heather Harper

Heather Harper, Cape Cod Commission, staff member said she helped coordinate a one-day summit for you back in April to discuss Bourne's economy. Ms. Harper went over the presentation, which was a brief summary of the one-day summit. Went over the Purpose; Communities focused on; Overview - Financial Investment (6 action items), Business Development (4 action items), Infrastructure Strategies (9 action items), Land Use Planning and Regulation (6 action items), Housing Supply and Affordability Strategies (4 action items), Strategies for Capitalizing on Community Assets (8 action items), Place-based Economic Development Strategies (4 action items). Briefly went over the Summit Draft Action Plan recommendations and explained the high medium and low priorities. Would like the Board members to review it and get back to Ms. Harper, then they will make the amendments and put a final plan together.

Judy Froman questioned what other towns have gone through this process with them. Heather Harper said this is the first one they have worked on with the Commission with this degree of intensity. The other one that they worked on is the village of Hyannis with their growth incentive zone process. Ms. Harper spoke about that process.

James Potter questioned if we see things we would like to change, are we doing this as a Board? Judy Froman said we should discuss the changes as a Board, and agree on a draft of how to move forward. James Potter said some of the Action Lead department/person should be discussed, some do not work best as a lead. Judy Froman said it is critical we look at this, come back as a Board and have this as an agenda topic to discuss as a Board

Glenn Cannon said staff has put together a Staff Working Group to work on economic development issues throughout town. They are waiting on some direction from the Board. The Cape Cod Commission can help us identify who we might be able to bring in to help. Maybe Ms. Harper can attend some of these meetings.

Jim Mulvey spoke about wastewater issues and the expansion of Wareham becoming a watershed treatment plant, with the treated effluent being discharged into the canal. Should consider taking the wastewater from the watershed and piping it out to Cleveland Ledge.

Tom Guerino said a representative from the Assembly of Delegates was going to come. Mr. Guerino read: Cape Cod Regional Government Assembly of Delegates; Notice of Public Hearing to Solicit Comments for Charter Review Consideration. On July 17, 2019 at 4:15 p.m., the Assembly of Delegates will hold a public hearing to solicit comments from the public and interested parties on suggested topics for consideration of a County Charter Review. Future meetings and open discussions by the Assembly of Delegates will take into consideration comments expressed by the public. The public hearing will be held in the East Wing Conference Center, Barnstable County Complex, 3195 Main Street Route 6A, Barnstable MA. Anyone wishing to testify orally will be welcome to do so. Written comments may also be submitted at the hearing, emailed to the office (joconnell@barnstablecounty.org), or delivered or mailed for receipt on or before July 12, 2019 to the office of the Assembly of Delegates, P.O. Box 427, 3195 Main Street, Superior Courthouse, Route 6A, Barnstable, MA 02630. The existing Charter is available from the office of the Assembly of Delegates on the Assembly webpage <https://barnstablecounty.org/regional-government/assembly-of-delegates/official-documents/>.

Tom Guerino said there was a call with a concern about the playground area, there was a spill of some-sort by the playground. It was a mixture of water and sand from a line blowout. Met with the foreman for the job, it will be cleaned up by early tomorrow.

10) 7:05 p.m. Hens Cove – Mr. Gasson to discuss water quality at Hens Cove

Mr. Gasson was not present, this item was not discussed.

11) 7:10 p.m. License/Appointments

- a. Sagamore Beach Colony Club – [2] One Day Liquor**
- b. Top Notch Limousine, Inc. – Public Livery License [4 vehicles]**
- c. Cataumet Club Clambake – Road Closure – August 3rd**
- d. Remainder Annual Committee Appointments**
- e. 7:30 p.m. Hearing – Rodman Taylor Aquaculture Upweller – Applicant is proposing eight floating shellfish upwellers that will be located in boat slips at the Kingman Yacht Center.**
- f. 7:45 p.m. Hearing – Hampton Inn Cape Cod – Year Round Innholder Alcoholic Beverage Liquor License.**
 - a. Sagamore Beach Colony Club, Deanna Waldron, Treasure, 30 Robinson Road, Sagamore Beach, MA 02562, [1. Fisher Tennis Courts - 2. Clark Hall]. 2 Events: 1 All Alcoholic Beverages and 1 Beer & Wine Only. 1) July 13, 2019; 6:00 p.m. – 11:00 p.m. Fisher Tennis Courts – Annual Fundraiser – 100 guests – All Alcoholic – Parking around**

facility. Per request of email dated 6/2/19 requesting event to be changed from Fisher Tennis Courts to Clark Hall with less than 99 guests. 2) July 26, 2019; 6:30 p.m. - 11:30 p.m. Clark Hall - Cornhole Tournament - less than 99 guests - Beer & Wine Only - Parking around facility. Remarks: Board of Health - Pending permits needed for food vendors. Police - All state liquor laws, and Town Bylaws, including no open containers on public areas must be followed.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the application for July 13, 2019 from 6:00 p.m. -11:00 p.m. for their annual fund raiser, 100 guests, all alcohol, parking around facility, subject to the condition on the route slip.

James Potter suggested the Board look at the fees for these kinds of requests. Peter Meier clarified his motion, for this particular date they are not going to be on the tennis courts they are moving it to Clark Hall with less than 99 guests.

Vote: 5-0-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the application for Sagamore Beach Colony Club for July 26, 2019 6:30 p.m. - 11:30 p.m. Clark Hall, Cornhole Tournament - less than 99 guests - Beer & Wine Only - Parking around facility, subject to the conditions stated in the route slip. Vote: 5-0-0.

b. Top Notch Limo Inc. Stephen C. Hurburt, 54 Portside Drive, Pocasset, MA 02532. Public Livery License for four vehicles. a. Reg# TOP1 - 2003 Cadillac DeVille Gray #1G6KF54923U283997; b. Reg# TOP4 - 2002 Cadillac DeVille Black #1GEEH90Y42U550278; c. Reg# TOP5 - 2006 Cadillac Escalade Black #1GYEC63N46R101239; d. Reg# TOP6 - 2008 Ford E450 Bus Black #1FD4E45S48DA98535. Remarks: Town Clerk - As long as they are doing business under the corporation name.

Steven Herbert, Top Notch Limousine, said we are applying for a livery license, I have 6 cars, I am applying for 4, 2 are being restored. I will come back later for the other 2.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the application for Top Notch Limousine, Inc., for the 4 vehicles listed on the route slip and subject to the conditions on the rout slip. Vote: 5-0-0.

c. Cataumet Club Inc., Maureen York, Cataumet Club Clambake Chairperson; Grasslands Lane, Cataumet. Request permission to close the road from the driveway entrance at 4 Grasslands Lane to the end of the road for a clambake. This event is for members and guests and all residents on Grasslands Land as well as adjoining streets Maple Avenue and Elm Avenue. Plan to put tables and chairs on closed part of the street and have made an emergency plan to have members move the tables and chairs in event that an emergency vehicle would need to pass. Date: August 3, 2019 with a rain-date of August 4, 2019. Time: Noon to 7:00 p.m. Map is on file in the Town Administrator's Office highlighting sections of road that they would like closed for the event and location

where food will be cooked. Remarks: Board of Health – Potluck event. Department of Public Works – Remove all trash. Police Department – Police Department would concur with a 4-hour window to block the road with cones or other such devices that can be moved immediately and no tables and chairs in the roadway at any time. This does not appear needed and will only hinder an emergency response if one was needed. The Police Department has no confidence in the mentioned “emergency plan.” There appears to be more than adequate room to have such an event on the property of the homeowners without blocking the road at all. Fire Department – Must meet all safety concerns as outlined in application. Concur with Police Chief.

Maureen York requested to close Grasslands Lane from noon until about 8:00 p.m. on August 3rd for a clambake. Same event we had in 2015. Ms. York said Teri Guarino from the Health Department contacted her asking about the food; it is a potluck event. All members bring their own food and cook there. Ms. York signed a form stating she will put in the instructions that the Bourne Health Department has not inspected any food that is being served, it is the responsibility of each family.

Judy Froman said her concern is the Police Chief does not support blocking off the road and having the tables and chairs in the road, he doesn't support the emergency plan. We have to consider his comment.

James Potter said the other areas that we closed the roads we asked that the roads stay cleared; so if an ambulance had to get down there quickly they could. Ms. York said we could move it to the side of the road, but at least we won't have cars driving by so people can walk on the road. Will go back to the homeowners and ask if the tables and chairs could be put in the yards. Would still like the road closed and we will not put the tables and chairs on the road.

Voted: Peter Meier moved and seconded by George Slade to approve the application for the Cataumet Club with the condition the road remain clear of any structures at all times. Vote: 5-0-0.

d. Remainder Annual Committee Appointments

Bourne Landfill Business Model Working Group

Voted: Peter Meier moved and seconded by Jared MacDonald to reappoint Stanley Andrews to the Bourne Landfill Business Model Working Group, term to expire June 30, 2020. Vote: 5-0-0.

Bylaw Committee

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint M. Elizabeth Brown as the Planning Boards representative to the Bylaw Committee, term to expire June 30 2022. Vote: 5-0-0.

Private Roads Acceptance Committee

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Louis Gallo Planning Boards representative to the Private Roads Acceptance Committee, term to expire June 30 2020. Vote: 5-0-0.

Transportation Advisory Committee

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Daniel Doucette, Planning Boards representative, and Robert W. Parady At Large Member, to the Transportation Advisory Committee, term to expire June 30 2020. Vote: 5-0-0.

e. 7:30 p.m. Hearing – Rodman Taylor Aquaculture Upweller – Application is proposing eight floating shellfish upwellers that will be located in boat slips at the Kingman Yacht Center.

Judy Froman called the hearing to order

Voted: Jared MacDonald moved and seconded by George Slade to call the public hearing to order. Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0.

Judy Froman read the Public Hearing Notice:

Notice is hereby given in accordance with provisions of Chapter 130, Section 60 of MGL as amended and Rules and Regulations and Application Requirements promulgated by the Board of Selectmen, that Rod Taylor, 1 Shipyard Lane, Cataumet, MA 02534, filed an application on May 3rd, 2019 to establish an aquaculture site within the municipal waters of the Town of Bourne within Buzzards Bay. The applicant is proposing eight Floating Shellfish Upwellers that will be located in boat slips at the Kingman Yacht Center located at 1 Shipyard Lane Cataumet, MA 02534. The application, including a plan showing the specific location of the proposed upwellers can be viewed at Town Hall. A public hearing will be held on July 9, 2019 at 7:30 p.m. in Bourne Veterans' Memorial Community Center, 239 Main Street Buzzards Bay, MA 02532. Sign by the Board of Selectmen.

Rodman Taylor spoke briefly about the growing demand for shellfish seeds from Farmers and the town. Get them from a hatchery at 1mm and grow them to about 15mm then sell them. Mr. Taylor also spoke briefly about the upweller system.

Chris Southwood, Department of Natural Resource Director, briefly spoke about what Mr. Rodman has been doing. There is no public impact at that location. Recommend this license be approved.

Voted: Peter Meier moved and seconded by Jared MacDonald to close the public hearing. Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0.

Voted Peter Meier moved and seconded by Jared MacDonald to approve this application.

James Potter questioned the permit fee. Chris Southwood said the Town required a \$125 advertising fee that covers the expenses, and there is a \$25 per acre fee that we charge annually.

Roll Call Vote: Jared MacDonald – Yes; George Slade – Yes; Judy Froman – Yes; James Potter – Yes; Peter Meier – Yes. Vote: 5-0-0.

f. 7:45 p.m. Hearing – Hampton Inn Cape Cod – Year-Round Innholder Alcoholic Beverages Liquor License.

Voted Peter Meier moved and seconded by Jared MacDonald to open the public hearing for the Hampton Inn. Roll Call Vote: Peter Meier – Yes; James Potter – Yes; Judy Froman – Yes; George Slade – Yes; Jared MacDonald – Yes. Vote: 5-0-0.

Bourne Hotel Inc., d/b/a Hampton Inn Cape Cod Canal, Diane Gomes, Manager, 12 Kendall Rae Place, Buzzards Bay. Request for a Year-Round Innholder's License for the sale of all kinds of alcoholic beverages to be drunk on the premises. The applicant is seeking a pledge of the liquor license, stock and inventory. Description of premises: 68,462 sq. ft. building consisting of 100 rooms on 5 floors. 1st floor – 5 rooms, storage area, and 5 public restrooms; 2nd floor – 23 rooms and 1 public restroom; 3rd floor – 24 rooms; 4th floor – 24 rooms; and 5th floor – 24 rooms. Lobby Bar, Lower Patio Area enclosed by a four-foot fence, Rooftop Terrace, 1st floor Meeting Room, 2nd floor Meeting Room and treat shop, 10 entrances and exits. Complete file is available at the Selectmen/TA's office. Remarks: Board of Health – Liquor License OK only; Pending approval by the Board of Health for hotel, swimming pool, and food permits. Sewer Commissioners – Approved allocations 15,243 gpd. Town Clerk – Subject to all permits and licenses being issued prior to opening. Police Department – No issues, but not familiar with a "pledge of the liquor license." Fire Department – Must follow all crowd management regulations.

Michael Levinson, representing the applicant Bourne Hotel Inc., briefly spoke about what the Bourne Hotel is requesting, application for a liquor license. David Darling is the owner.

James Potter questioned the seating capacity, does it include the hotel rooms, the bar and the terrace? David Darling said the meeting rooms, the lobby bar, the breakfast area, similar to the sewer seating count. It is the actual physical seats.

Bill Nelson questioned the hours and is there anything to prevent the outside public from buying liquor. Michael Levinson said there is nothing blocking outside sales, the hours will be whatever is permitted by the local bylaw.

James Potter questioned if the Board is granting the liquor license or the pledge? Tom Guerino said both, it can be done in one motion.

Voted: Peter Meier moved and seconded by Jared MacDonald to close the public hearing. Roll Call Vote: Peter Meier – Yes; James Potter – Yes; Judy Froman – Yes; George Slade – Yes; Jared MacDonald – Yes. Vote: 5-0-0

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the application for a liquor license for hours of operation Sunday through Saturday from 11:00 a.m. to 1:00 a.m. year-round for all kinds of alcoholic beverages to be drunk on premises, and the pledge of liquor license for stock and inventory. Roll Call Vote: Peter Meier – Yes; James Potter – Yes; Judy Froman – Yes; George Slade – Yes; Jared MacDonald – Yes. Vote: 5-0-0.

12) 8:00 p.m. Selectmen's Business

a. Michael Maxim – Blight Bylaw

b. Special Town Meeting Date – October 21, 2019

Michael Maxim said he removed the plywood from the windows and doors. Met with the engineer, supposed to have conceptual plans but hasn't gotten them to me, he is working on them. Next time we meet I will have the conceptual plan or will have sent it to Coreen Moore.

Tom Guerino said the Building Inspector inspected the property and reported the work that was done to the property has brought the property out of the blighted issue, it is no longer considered a blighted property.

Voted: Peter Meier moved and seconded by Jared MacDonald to take no further action on this application of the Board of Survey and we close it. Vote: 5-0-0

b. Special Town Meeting Date

Judy Froman said we are proposing October 21, 2019 for the Special Town Meeting. This date is being put forward as a result of discussion at a recent Select Board workshop, also taking into consideration the people involved with Town Meeting. Town Clerk has asked us to select a date soon because we are going to move forward with the electronic voting and we need time for obtaining it, training, and implementing it.

Voted: Jared MacDonald moved and seconded by George Slade to select October 21, 2019 for the Special Town Meeting date. Vote: 5-0-0.

13) 8:20 p.m. Town Administrators Report

a. Town Administrator Search Update

b. Town Department Organizational Chart

c. Staff hiring in Health Department

Tom Guerino updated the Board on the search, we received 2 qualified firms, the Board members have copies of their proposals. The Board will meet tomorrow evening at 5:30, you will have a 5:45 and 6:30 presentation, which allows time to deliberate and discussions. Thursday at 5:00 the Board will meet to choose 1 of the firms. Once you have selected the firm then you will open the price proposal, and accept the price proposal or negotiate further. Negotiating the price proposal will add a delay.

July 9, 2019

James Potter questioned why would we not know the price proposal. Tom Guerino explained the RFP structure for how this is done. Glenn Cannon explained it is so you have the best qualified candidate without looking at the price.

b. Organizational Chart

Tom Guerino requested this be put off until the August 6th.

c. Staff Hiring in the Health Department

The Building Inspector's office had a new position, that was advertised internally. An internal applicant applied and was accepted for that position. That created a position in the Health Department that has been advertised. Candidates were interviewed. Glenn Cannon said all four applicants were well qualified. Terri Guarino recommended one of the applicants for the position.

Voted: Jared MacDonald moved and seconded by James Potter to approve the new hire in the Health Department as recommended by the Town Administrator and Health Agent.
Vote: 5-0-0.

Peter Meier said the Charter states the Town Administrator has sole authority in the day to day functions, so I don't feel comfortable supporting this. Jared MacDonald said we have followed the recommended process per Town Counsel. This is not a typical contract. Peter Meier said if we have a challenge we should have Town Counsel to say if it is enforceable.

Judy Froman said we have an agreement, we signed an agreement, and this is an endorsement following through on that agreement. We didn't to the interviewing, the hiring, didn't look at the resume. We are saying to the TA to move forward.

James Potter said it is a mutual agreement, does not conflict on the Charter, we weren't involved in any of the process except the approval of the recommendation. The alternative is we could take no action on any recommendation until October.

Judy Froman said we discussed it, we voted on it so now it is a point of order.
Peter Meier suggested Town Counsel put something in writing.

14) 8:35 p.m. Correspondence

George Slade brought the Board and the public up to date on the correspondence

- A. AmeriCorps Cape Cod's Year Graduation Ceremony and Community Recognition Event to be held on Thursday, July 25, 2019.
- B. Diane Ranney submitted her letter of retirement from the Jonathan Bourne Public Library effective August 2, 2019.
- C. Lois Carr submitted her letter of resignation from the Bourne Human Services Committee effective July 1, 2019.
- D. James Beyer submitted letter of interest to serve on the Zoning Board of Appeals

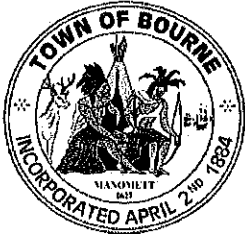
- E. Pamela Chmielinski submitted letter of interest to serve on Event Planning Committee
- F. Robert W. Parady submitted letter of interest to serve on the Cape Cod Regional Transit Authority Advisory Board
- G. Letter from the Hyannis Fire Chief Peter Burke Jr. thanking the Bourne Fire Department for their unselfish support and assistance during Captain Thomas Kenney's recent wake and funeral services.
- H. Division of Maine Fisheries: Seasonal Status Change – Status: Closed to Shellfishing – Squeteague Harbor
- I. Division of Maine Fisheries: Seasonal Status Change – Status: Closed to Shellfishing – Little Bay
- J. Letter from MA Historical Commission regarding Cataumet School, Bourne
- K. Notices from Xfinity regarding International Package Update; Channel Change and TiVo Customers: Accessing Xfinity on Demand App.
- L. EAP Status Report from December 31, 2018 – May 31, 2019.
- M. Cape Light Compact submitted Summary Activity Report for Q1 [January – April 2019].
- N. Letter from Richard Conron regarding Town Administrators Selection Process.
- O. Notice from Eversource on planned scheduled vegetation maintenance work on the transmission right-of-way.
- P. Letter from Office of Consumer Affairs and Business Regulation regarding recent audit of dealerships.
- Q. Notice from the Cape Cod Commission on public hearing dated June 19, 2019 for True Storage Redevelopment, 170 Clay Pond Road, Monument Beach.
- R. Letter form Turtle Rock LLC regarding the economic impact of moving Exit 1C.

Tom Guerino said relative to Exit 1C the Board of Selectmen passed and concur there is a need for the bridge. The town has maintained that the elimination of Exit 1C is detrimental to the folks in South Sagamore, down Sandwich Road, and the business community. Work on keeping Exit 1C open.

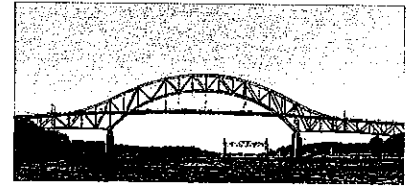
15) 8:50 Adjourn

Voted George Slade moved and seconded by Jared MacDonald to adjourn. Meeting adjourned at 8:21 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.



Board of Selectmen Meeting Notice AGENDA



Date

July 10, 2019

Time

5:30 P.M.

Location

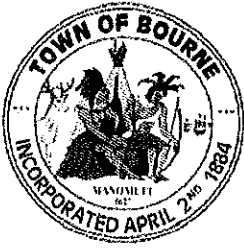
Bourne Veterans' Memorial
Community Center
239 Main Street, Buzzards Bay

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.

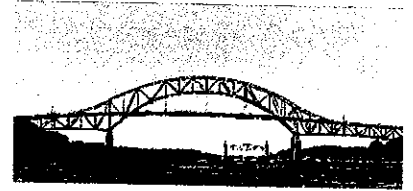
All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

1. Call Meeting to order
2. Interview Town Administrator Search Consultants Firm
 - a. 5:45 P.M. Community Paradigm Associates, LLC
 - b. 6:30 P.M. Municipal Resources, Inc.
3. Board discussion related to #2 above.
4. Adjourn

RECORDED
2019 JUL -8 PM 3:17
TOWN OF BOURNE



Board of Selectmen Meeting Notice AGENDA



Date

July 11, 2019

Time

5:00 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.

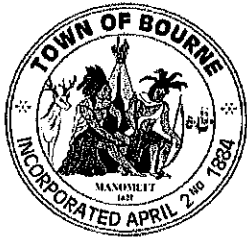
All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

1. Call Meeting to order
2. Selection of Town Administrator Search Firm. Review scoring sheets.
 - A. Review price proposal of preferred consultant
 - B. Accept price proposal or opt to future negotiate with preferred consultant
3. Adjourn

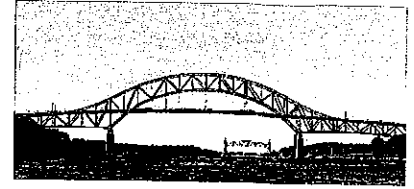
TOWN OF BOURNE

2019 JUL -9 PM 4:16

RECEIVED



Board of Selectmen Meeting Notice



Agenda

Date
July 23, 2019

Time
5:30 P.M.

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

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.

5:30 P.M. – Call Public Session to Order in Open Session

Executive Session: Motion to enter Executive Session to conduct strategy related to ongoing litigation relative to Fire Department Local 1717. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

Motion to enter into Executive Session to conduct strategy in regards to negotiations with respect to easements on:

- Map 35.0 Parcel 143 – 4 Henry Drive Extension,
- Map 35.0 Parcel 144 – Henry Drive,
- Map 35.0 Parcel 145 – 3 Henry Drive;
- Map 51.3 Parcel 62 – 0 Squeteague Harbor Road;
- Map 23.0 Parcel 4 – 90 Main Street;
- Map 42.0 Parcel 89 – 11 Bassett's Island.

The Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body with respect to the easements.

Roll call Vote to convene in Executive Session for the purposes stated.

The Board will reconvene in a workshop open session following the Executive Session.

Roll call Vote to reconvene in Open Session.

Selectmen Workshop Agenda

1. Call the Meeting to Order
2. Refine Goals and discussion of time frames for Goals to be performed
3. Adjourn

TOWN OF BOURNE
2019 JUL 19 AM 9:19
001/18/010

**Board of Selectmen
Minutes of Tuesday, July 23, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

Documents

5:30 p.m. Call Public Session to order in Open Session

Executive Session: Motion to enter into Executive Session to discuss strategy ongoing litigation relative to Fire Department Local 1717. The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the public body.

Motion to enter into Executive Session to conduct strategy in regards to negotiations with respect to easements on:

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The Chair has declared that an open meeting may have a detrimental effect on the negotiation position of the public body with respect to the easements.

Roll call vote to convene in Executive Session for the purposes stated.

The Board will reconvene in a workshop open session following the Executive Session.

Roll call vote to reconvene in Open Session

Meeting Called to Order

Madam Chair Froman reconvened the workshop meeting at 7:17 pm.

Judy Froman read the votes from Executive session.

2019 AUG -9 AM 10:00
RECORDED
TOWN CLERK BOURNE

Motion to authorize Town Counsel to engage the services of Atlantic Title to research and examine the Title relating to parcels sought to be acquired by Thomas Donovan in Pocasset, MA.

Motion to authorize the Town Administrator to hire Jack Collins, Esquire, to represent the Fire Chief in the Barnstable Superior Court Civil Action filed by the Town in prosecuting the Town's Motion for Summary Judgement relative to Local 1717.

2) Refine Coals and discussion of time frames for Goals to be performed

The Board determined the overarching goals for the Town and identified numerous action steps. In many cases, the Town Administrator was directed to go to his department heads for details and timeline recommendations regarding the action steps. The Board did include timelines for reporting back to Judy Froman. The following goals have been agreed upon however the order of them was not discussed.

The goals are still in draft form.

- To improve the user-ability, organizational structure, and timely posting on the town website.
- To develop a town-wide unified economic growth plan with a five-year strategic implementation plan.
- To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting.
- To prioritize town policies for need and review, mapping out the timeline to address 10 policies.
- To implement recommendations from financial audit regarding IT process and security.
- To hire a Town Administrator.
- To improve Town infrastructure.
- To develop a unified Board Social Media Presence.
- To implement environmental benefits and improvements.

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

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify a working group consisting of staff, BoS.		IT, Rec Dept, BoS	
2. Working group identifies generally what works, what could be improved. Hire Interns		TA, TA's Office	
3. Rewrite of description/narrative of Bourne for the website. To BoS for approval and posting.	Aug 13	Outside Consultant	
4. Identify the 6-8 core website individuals for the team. Come forward with plan of action. Create protocol and standards for updates	Sept 1		
5. Present plan of action to BoS, including staffing recommendation short and long term.	Nov 1		
6. Reevaluate website	March 12		

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

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify timeline for each of the Board of Survey's recommendations put forward as violations and eliminating blight and unsafe structures. Report ongoing blight elimination program.	Sept 1 Quarterly		In process
2. Bourne Economic Summit Report. 8 Action Items Recruit members for the Economic Development Working Group	Sept 2019	Economic Development Working Group	
3. Create Charge for the Community Engagement Committee. Revisit implement 2% hotel motel tax	Sept 1 2 years		
4. Fund and hire an Economic Development Director.	Oct 1		
5. Identify modality infrastructure challenges and benefits. Formal Representation and Advocacy at regional and state wide meetings	Dec 4		
6. Develop an action plan for Economic Development.	April 2020		

Goal 3: To establish a multi-year financial and strategic plan involving a priority-based process with quarterly reporting.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Workshop August 20, 2019			

Goal 4: To prioritize town policies for need and review.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify sub group to identify new policies needed.	Sept 1		
2. Identify sub group to make known edits	Sept 1		
3 Identify sub group to review current policies	Sept 1		

Past ideas: New: Marijuana licensing and regulations; Social Media; Easements; Town Owned Property and its Disposition; tracking of legal documentation; legal correspondences; Website Update Policy & Procedure. Review: Financial Policies and Cost Allocations; ISWM; Public Records; Wastewater Allocation;

Goal 5: To implement recommendations from financial audit regarding IT process and security.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1 Put in action items from Audit report	July 31		
2 Implement the redundancy plan and identify	Aug 20		

Goal 6: To hire a Town Administrator.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Go through RFP	Sept 30		

Goal 7: To improve Town infrastructure.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Savery Ave Septic	Go to TA for timelines		
Barlow's Landing	Go to TA for timelines		
South Side Fire Station	Go to TA for timelines		
Town Hall	Go to TA for timelines		
Shore Road Bridge	Go to TA for timelines		
Sewer	Go to TA for timelines		
Look at Private Roads – make public	Go to TA for timelines		
Hoxie RFP	Go to TA for timelines		
Bourne & Sagamore Bridges & Main Roads	Go to TA for timelines		
Create bylaw and funding mechanism for safety and temporary repair on private roads	Town Meeting - May		
Main Street Fire Station	Go to TA for timelines		

Goal 8: To develop a unified Board Social Media Presence.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Create Policy for BoS elected and appointed committees			

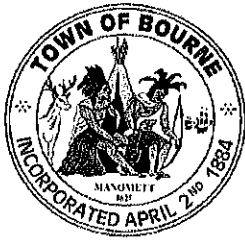
Recruit for the Economic Development Working Group
Have a core working group – change dynamic as needed
Network at One Cape Summit
Implementing the Hotel motel tax - Sent form in
People are interested in being on the Events Committee
Maybe take Community Engagement Committee out of Economic Develop and have it be its own goal.

3.A. Implement Financial Software Package - Glenn will talk with Finance Director; this goal was deleted.

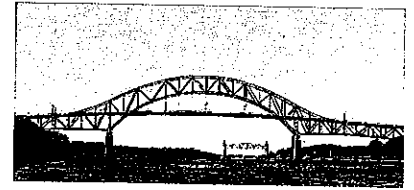
3) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:43 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.



Board of Selectmen Meeting Notice AGENDA



Date
July 30, 2019

Time
6:20 P.M.

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

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

1. Call Meeting to order
2. Application from Bourne Appe'tit LLC, for a year round common victualer food license
41 Meetinghouse Lane
3. Adjourn

RECORDED
2019 JUL 26 PM 3:38
TOWN CLERK BOURNE

**Board of Selectmen
Minutes of Tuesday, July 30, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier – was excused

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

6:20 p.m. Call Public Session to order in Open Session

Meeting Called to Order

Madam Chair Froman called the meeting to order at 6:20 pm.

2) Application from Bourne Appe'tit LLC, for a year-round common victualer food license 41 Meetinghouse Lane

Bourne Appe'tit LLC, Judith S Comeau 41 Meetinghouse Lane – Unit B, Sagamore Beach, Common Victualer License. Remarks: Planning Department – No exterior site changes proposed. Any future site changes would require Site Plan Review per sec. 1233. Board of Health – Pending Board of Health hearing & pre-operational inspection. Assessors – Received Form of List 5/29/19. Fire Department – Needs full inspection prior to issuing occupancy. Must meet all current fire and safety codes.

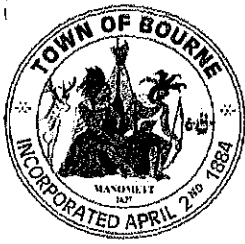
Tom Guerino briefly went over the application.

Judith Comeau briefly explained Bourne Appe'tit and what they will be serving.

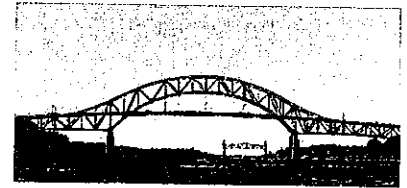
Voted Jared MacDonald moved and seconded by George Slade to approve the Bourne Appe'tit, LLC located at 41 Meetinghouse Lane for a year-round Common Victualer License. Vote 4-0-0.

2019 SEP 20 AM 11:59

SEP 20 11:59 AM



Board of Selectmen Meeting Notice AGENDA



Date
August 6, 2019

Time
6:00 P.M.

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

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6:00 P.M. Call Public Session to Order in Open Session

Executive Session:

Motion to enter Executive Session to review and take action on the following Executive Session Minutes for 2019:

- January 16 – Buzzards Bay Park/Playground (litigation); Haven Center (litigation); BFD (litigation)
- February 5 – Buzzards Bay Park/Playground (litigation); Easements (5)
- February 19 – Buzzards Bay Park/Playground (litigation); BFD (DLR)
- February 26 – Buzzards Bay Park/Playground (litigation); BFD (DLR)
- March 5 – Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- March 12 – Buzzards Bay Park/Playground (litigation);
- April 2 – Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- April 4 – Buzzards Bay Park/Playground (litigation);
- April 24 – Non Union Personnel contract
- May 7 – Buzzards Bay Park/Playground (litigation)
- May 8 – Town Administrator Contract
- May 13 – Town Administrator Contract
- May 14 – Town Administrator Contract
- May 14 – Buzzards Bay Park/Playground - Fire
- May 14 – Buzzards Bay Park/Playground (litigation); BFD arbitration (DLR)
- May 20 – Town Administrator Contract
- May 28 – Cumberland Farms (litigation); BFD arbitration (DLR); Easements (5)
- June 11 – Buzzards Bay Park/Playground (litigation)

Executive Session: Motion to enter Executive Session to conduct strategy related to ongoing litigation relative to Fire Department Local 1717. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

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- Map 23.0 Parcel 4 – 90 Main Street;
- Map 42.0 Parcel 89 – 11 Bassett's Island.

2019 AUG - 2 PM 1:11
TOWN OF BOURNE
RECORDED

The Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body with respect to the easements.

Roll call Vote to convene in Executive Session for the purposes stated.

The Board of Selectmen will reconvene in open session at the conclusion of the Executive Session.

Reconvene in public session

Board Chair will report out any actions and call for votes necessary as a result of the Executive Session.

Board to take action as required from a filed Open Meeting Law Complaint

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 the Flag
3. Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.
4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. Public Comment on Non-Agenda Items
6. Approval of minutes: 6.04.19; 6.11.19; 7.09.19; 7.23.19
7. Caroline Smith will read her Mercy Otis Warren Freedom of Expression Winning Essay
8. Bruce Cabral – Chief Assessor – Abatement of betterment for 123 Elgin Road
9. Town Clerk to discuss the October 21, 2019 Special Town Meeting
10. Bourne Recreation Authority request for a Mass Works Grant Letter of Support
11. Licenses/Appointments
 - a. Verizon License Agreement for 35 Armory Road (New Bourne Police Facility) the right of access, construct, operate, maintain, replace and remove facilities for poles 143/9, 10, 11 & 12.
 - b. Cape Cod Canal Day – Request to place street banner across Main Street
 - c. Annual Watershed Ride – October 6, 2019
 - d. Harbor to the Bay Bike Ride - September 14, 2019
 - e. Friends of the Bourne Rail Trail – Request for One-Day Malt Beverages License and Entertainment License for August 17, 2019
 - f. Brain Injury Awareness Event at Buzzards Bay Park – September 21, 2019
 - g. Sagamore Beach Colony Club One Day Liquor All Alcoholic – August 10, 2019
 - h. Board of Appeals Associate Appointment – James Beyer
12. Bill Nelson: Hampton Inn and Train Platform
13. Recycling Committee - events in celebration of the committee's 30th birthday
14. PM Shark Sighting Protocol
15. Joint Base Cape Cod Wastewater Report Executive Summary Presentation

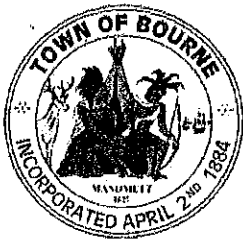
16. Selectmen's Business
 - a. Town Administrator Search Committee Charge (Charter)
 - b. Community Engagement Committee Charge
 - c. Adopt Overarching Goals for 2019-2020
17. Town Administrator Report
 - a. Town Department Organizational Chart
 - b. National Marine Life Center update
 - c. New Hire – Town Clerk
18. Correspondence
19. Adjourn

RECEIVED

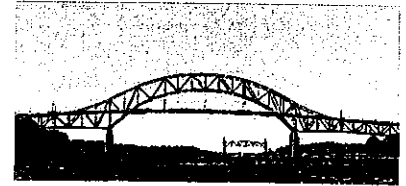
2019 AUG 29 AM 11: 23

TOWN CLERK BOURNE

AGENDA		DISPOSITION			
date	topic	topic	approve	withhold from disclosure	send to RAO
1	16-Jan-19	BBay playground (litigation)		Y	Y
2	5-Feb-19	BBay playground (litigation)	Y	Y	Y
3	19-Feb-19	BBay playground (litigation)	Y	Y	Y amended
4	26-Feb-19	BBay playground (litigation)	Y	Y	Y
5	5-Mar-19	BBay playground (litigation)	Y	Y	Y
6	12-Mar-19	BBay playground (litigation)	Y	Y	Y
7	2-Apr-19	BBay playground (litigation)	Y	Y	Y
8	4-Apr-19	BBay playground (litigation)		cancelled	
9	24-Apr-19	non-union personnel contract		cancelled	
10	7-May-19	BBay playground (litigation)	Y	Y	Y
11	8-May-19	non-union personnel contract	Y	Y	Y
12	13-May-19	non-union personnel contract	Y	Y	Y
13	14-May-19	non-union personnel contract	Y	Y	Y
14	14-May-19	BBay playground (litigation)	Y	Y	Y
15	20-May-19	non-union personnel contract	Y	Y	Y
16	28-May-19	Cumberland Farms (litigation)	Y	Y	Y
17	11-Jun-19	BBay playground (litigation)	Y	Y	Y



Board of Selectmen Meeting Notice AGENDA



AMENDED

Date
August 6, 2019

Time
6:00 P.M.

Location
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Community Center
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6:00 P.M. Call Public Session to Order in Open Session

Executive Session:

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TOWN CLERK BOURNE

2019 AUG -2 PM 3:26

RECEIVED

The Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body with respect to the easements.

Roll call Vote to convene in Executive Session for the purposes stated.

The Board of Selectmen will reconvene in open session at the conclusion of the Executive Session.

Reconvene in public session

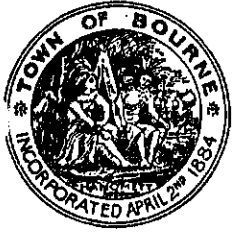
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17. Town Administrator Report
 - a. Town Department Organizational Chart
 - b. National Marine Life Center update
 - c. New Hire – Town Clerk
18. Correspondence
19. Adjourn



TOWN OF BOURNE BOARD OF SELECTMEN

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 ext. 1503 – Fax 508-759-0620



Joint Meeting of the Bourne Board of Selectmen Bourne Landfill Business Model Working Group Bourne Board of Health Bourne Finance Committee Bourne Energy Advisory Committee

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday August 12, 2019	7:00 p.m.	Bourne Middle School Library/Media Room 77 Waterhouse Road Bourne, MA 02532

TOWN OF BOURNE

2019 AUG -7 PM 12:10

RECEIVED

AGENDA

- 1) Call meeting to order.
- 2) Discussion and possible vote about options for a final site development plan for the full 112-acre ISWM Department facility including, but not limited to; potential horizontal and vertical landfill expansions, permitting timelines, transfer stations and administrative and support facilities.
- 3) Discussion and possible vote regarding acquisition of two parcels of land for the purposes of mitigating Eastern Box Turtle habitat at the ISWM facility.
- 4) Discussion of future meeting schedule and agenda items.
- 5) Adjourn.

Board of Selectmen
Minutes of Regular Session,
August 24, 2019
Taylor's Point Improvement Association Building
10 Salt Works Lane
Buzzards Bay MA 02532

2019 SEP 20 11:11:52
TAYLOR'S POINT IMPROVEMENT ASSOCIATION

In attendance: Judith Froman, Chair; George Slade, Clerk; Peter Meier

Members not in attendance: Jared MacDonald; James Potter, Vice Chair;

Chair Froman called to order at 10:02 a. m.

Admiral Francis McDonald and Paul O'Keefe of Massachusetts Maritime Academy, presented a history of how MMA has evolved since its founding, to its present status. The discussion addressed the five year plan and the present enrollment level at 1,700 with the intention to reach 1,750. Included was the present living arrangement challenges and MMA desire to raze the Beachmoor Restaurant and build, on the approximate same footprint, a gambrel style dormitory building.

Several association members and local residents questioned the MMA about the specifics of the planned dormitory, parking plans, as well as relationship with the neighborhood, village and town. Even though the present structure has two floors, it was pointed out that the dormitory plan includes a non-residential floor and two floors for students, which reflects the approximate height of the original building prior to storm damage that reduced the height from three to two floors. Other question topics included: tax impact on town, and lawn parking in the neighborhood. .

Because Slade needed to exit the meeting, there was a motion to adjourn by Meier seconded by Slade: Unanimous vote 3-0.

Meeting adjourned at 11:20 a.m. Note: Taylors Point Association meeting continued with Froman and Meier remaining in attendance until the conclusion.

Respectfully submitted,

George Slade

**Board of Selectmen
Minutes of Tuesday, August 6, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

RECEIVED
2019 SEP 20 11:11:53
TOWN OF BOURNE

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

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Documents

6:00 p.m. Call Public Session to order in Open Session

Executive Session:

Motion to enter into Executive Session to review and take action on the following Executive Session Minutes for 2019.

- January 16 - Buzzards Bay Park/Playground (litigation); Haven Center (litigation; BFD (litigation)
- February 5 - Buzzards Bay Park/Playground (litigation); Easements (5)
- February 19 - Buzzards Bay Park/Playground (litigation); BFD (DLR)
- February 26 - Buzzards Bay Park/Playground (litigation); BFD (DLR)
- March 5 - Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- March 12 - Buzzards Bay Park/Playground (litigation);
- April 2 - Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- April 4 - Buzzards Bay Park/Playground (litigation);
- April 24 - Non-Union Personnel contract;
- May 7 - Buzzards Bay Park/Playground (litigation);
- May 8 - Town Administrator Contract
- May 13 - Town Administrator Contract
- May 14 - Town Administrator Contract
- May 14 - Buzzards Bay Park/Playground - Fire
- May 14 - Buzzards Bay Park/Playground (litigation); BFD arbitration (DLR);
- May 20 - Town Administrator Contract

- May 28 – Cumberland Farms (litigation); BFD arbitration (DLR); Easements (5)
- June 11 - Buzzards Bay Park/Playground (litigation);

Motion to enter into Executive Session to discuss strategy related to ongoing litigation relative to Fire Department Local 1717. The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the public body.

Motion to enter into Executive Session to conduct strategy in regards to negotiations with respect to easements on:

Map 35.0 Parcel 143 – 4 Henry Drive Extension,

Map 35.0 Parcel 144 – Henry Drive;

Map 35.0 Parcel 145 – 3 Henry Drive;

Map 51.3 Parcel 62 – 0 Squeteague Harbor Road;

Map 23.0 Parcel 4 – 90 Main Street;

Map 42.0 Parcel 89 – 11 Bassett's Island.

The Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body with respect to the easements.

Roll call vote to convene in Executive Session for the purposes stated. The Board of Selectmen will reconvene in opens session at the conclusion of the Executive.

Roll call vote to adjourn the Executive Session and reconvene in public session.

The Chair will report out any actions and call for votes necessary as a result of the Executive Session.

Board to take action as required from a filed Open Meeting Law Complaint.

Chair call public session to order in open session

Meeting Called to Order

Madam Chair Froman called the meeting to order at 7:09pm.

Voted Peter Meier moved and seconded by George Slade to reconvene in open session.
Vote 5-0-0.

Judy Froman read the motions from Executive Session.

Reports on Executive Meeting Motions:

In Executive Session, the Board of Selectmen authorized Town Counsel to transmit the Title Report to the Town's Tax Taking Counsel and request that Attorney Coppola report to the Board of Selectmen his analysis of the Tax Taking Process and Opinion as to Title to the subject parcels to the Town relative to Henry Drive and Henry Drive Extension.

In Executive Session, the Board of Selectmen directed the Town Administrator to report back recommendations that promote public access to Squeteague Harbor.

In Executive Session, the Board of Selectmen authorized the Town Administrator to negotiate a lease for a term of three years for a Parcel of land owned by the Town that borders the Cape Cod Canal contiguous to the Parcel located at 90 Main Street, Buzzards Bay, shown as Parcel 4 on the Assessors Map 23.0.

In Executive Session, the Board of Selectmen authorized the Town Administrator to negotiate an easement over Town property that provides water service to property at 11 Bassett's Island shown on the Assessor Map 42.0 Parcel 89.

Atty. Troy spoke about the Open Meeting Law complaint filed by Thomas Donovan against the town of Bourne Board of Selectmen. Under the open meeting law guidelines upon receipt of the complaint the Chair of the public body distributes copies of the complaint to the members of the public body for their review, I was informed that has been done. They have fourteen business days from the date of the receipt of the complaint to review the complaint allegations. I have reviewed the Open Meeting Law complaint and have determined that there is a reasonable basis to inform the Attorney General that the Board of Selectmen did not violate the Open Meeting Law, and ask the Board of Selectmen to authorize me to file a response with the office of the Attorney General.

Voted Peter Meier moved and seconded by Jared MacDonald that after the review of the open meeting law complaint the Board of Selectmen refer this matter to the Town Counsel, and authorize Town Counsel to file a response that the Board of Selectmen complied with the open meeting law. Vote 5-0-0.

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

Vision: Bourne is a community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

Public Comment – Non-Agenda Items

None requested.

6) Approval of Minutes: June 4, 2019; June 11, 2019; July 9, 2019; July 23, 2019

Voted Peter Meier moved and seconded by Jared MacDonald to approve the minutes from June 4, 2019. Vote 5-0-0.

Voted Peter Meier moved and seconded by Jared MacDonald to approve the minutes from June 11, 2019. Vote 5-0-0.

Voted Peter Meier moved and seconded by Jared MacDonald to approve the minutes from July 9, 2019. Vote 5-0-0.

Voted Peter Meier moved and seconded by Jared MacDonald to approve the minutes from July 23, 2019. Vote 5-0-0.

7) Caroline Smith will read her Mercy Otis Warren Freedom of Expression Winning Essay

Caroline Smith read her essay on Mercy Otis Warren Freedom of Expression. Judy Froman presented Caroline Smith with the award from US Senator Elizabeth Warren.

8) Bruce Cabral - Chief Assessor - Abatement of betterment for 123 Elgin Road

Bruce Cabral presented an abatement application in conjunction with a street betterment for 123 Elgin Road. Mr. Cabral read: On February 14, 2019, a Notice of Betterment or Special Assessment was issued the owner of this property which indicated that the Street Betterment Total Due was \$2,197.50. Upon review of data used to establish the apportioned amount of the betterment for this property, it has been determined by the neighborhood association and the Bourne Engineering Department that an incorrect amount was originally calculated. The street frontage is 125.68 feet, instead of 140.03 feet. This error resulted in \$192.59 overcharged to the property. The correct Total Due is \$2,004.91, according to the Bourne Engineering Department and the neighborhood association.

Requesting the Board to grant or deny the abatement for that amount.

James Potter questioned if the other error was found, because it is calculated on a total borrowed value so if one property is over assessed that number has to be made up from another property on a frontage standpoint.

Judy Froman read the Memo: In accordance with M.G.L c. 80, Section 5, the Bourne Board of Selectmen grants/denies an abatement in the amount of \$192.59 to be issued to Cassi Ward Power, Trustee of Cassi Ward Power Declaration of Trust owner of 123 Elgin Road, Bourne, MA 02532 in relation to a Street Betterment Total Payoff. Because the Board of Selectmen assessed this betterment, M.G.L c. 80, Section 5 indicates that this Board is also responsible for granting or denying an abatement associated with the betterment.

On February 14, 2019, a Notice of Betterment or Special Assessment was issued the owner of this property which indicated that the Street Betterment Total Due was \$2,197.50.

Upon review of data used to establish the apportioned amount of the betterment for this property, it has been determined by the neighborhood association and the Bourne Engineering Department that an incorrect amount was originally calculated. The street frontage is 125.68 feet, instead of 140.03 feet. This error resulted in \$192.59 overcharged to the property. The correct Total Due is \$2,004.91, according to the Bourne Engineering Department and the neighborhood association.

Voted Peter Meier moved and seconded by Jared MacDonald that under M.G.L c. 80, Section 5, the Board of Selectmen grant the abatement in the amount of \$192.59 to be distributed to Cassi Ward Power, Trustee of Cassi Ward Power Declaration of Trust. Vote: 5-0-0.

9) Update on the October 21, 2019 Special Town Meeting

Judy Froman said last month at the meeting there was a question as to the Board of Selectmen being able to set a Special Town Meeting date. The Board did vote to set the Special Town Meeting for October 21, 2019. It is important we double check our information and share it with the public. According to our Town Clerk, Barry Johnson, M.G.L c 39, section 10, governs the setting of a Special Town Meeting. There is a reference to a 45-day lead time in the M.G.L, however it pertains to a special petition. There is also a 25-day window prior to Special Town Meeting when the warrant does need closing. Our recommendation for the schedule is noted as October 1, 2019 the Board of Selectmen sign the warrant, October 5, 2019 post the warrant.

10) Bourne Recreation Authority request for a Mass Works Grant Letter of Support

Barry Johnson, Board on the Governing Board of the Bourne Recreation Authority, is requesting the Board vote to approve a letter of support, of the fact that the Authority is filing for a Mass Works Infrastructure Program Grant, to offset some of the costs, which is estimated at \$7,300,000 total project to upgrade the entire septic system within the Bourne Scenic Park. This is a stand-alone project. This project is designed to treat up to 48,000 gpd within the treatment plant. Then we have a trap program showing the collection system throughout the entire park, which is about 2 miles long with about 430 sites. By doing this our Board is being extremely active to try to bring us into compliance with all federal and state laws governing the campgrounds, also upgrading the water quality within the canal. The park is in a little part of the downtown business district; we are also part of the Local Comprehensive Plan. This is a Recreational Authority Project, and we would like to file for the grant by 8:00 am tomorrow morning. We would like to have a letter of support from the Board of Selectmen.

Mary Jane Mastrangelo spoke about possibly connecting the Scenic Park to the wastewater treatment plant. Part of the cost might be able to be reduced by connecting to the wastewater treatment plant, but there are a lot of sewer lines that will have to be done, and that is a major part of the cost.

Peter Meier said we should support the Recreation Authority on the application. Anything we can do to assist them in keeping the grants down is better for the long term, and it shows our partnership of the town working with the Recreation Authority.



**TOWN OF BOURNE
BOARD OF SELECTMEN**

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 ext. 1503 -- Fax 508-759-0620

August 6, 2019



Executive Office of Housing and Economic Development
ATTN: Mass Works Program
1 Ashburton Place, Suite 2101
BOSTON, MASS. 02108

RE.: Letter of Support of the Bourne Recreation Authority's 2019 Mass Works Infrastructure Program

Dear Sir or Madame:

Please accept this letter of support that is to be part of the Bourne Recreation Authority's (BRA) 2019 Mass Works Infrastructure Program to upgrade the existing Septic System in the Bourne Scenic Park Campground located at 370 Scenic Highway, Bourne, Mass. 02532. The campground was established in 1951; has 438 sites for tenting, RV's, trailers, lodges and cabins; and is located adjacent to the banks of the Cape Cod Canal.

The project proposes that the existing sewage disposal system be upgraded to a wastewater treatment process which will bring their system into regulatory compliance through the receipt of a Mass DEP Groundwater Discharge Permit. When finished, the improved infrastructure improvements will enhance the Cape Cod's Section 208 Area-Wide Water Quality Management Plan as well as the town of Bourne's Local Comprehensive Plan. The treating of the graywater and black water will be treated at a site in the Park that is outside the flood zone; away from the Cape Cod Canal; and other sensitive resource areas. The Park attracts numerous visitors from throughout the country and is a proven economic tourism generator for Bourne and for the other surrounding communities of the Park. Once here, the visitors of the Park definitely take advantage of our local businesses and all of the goods and services they offer. The Park directly supports revitalization efforts and economic development in the Growth Incentive Zone of downtown Buzzards Bay.

We definitely support this application and project and if you have any questions please contact us.
Sincerely,

Judith M. Froman, Chair

James L. Potter, Vice Chair

George G. Slade, Clerk

Peter J. Meier

Jared P. MacDonald

cc. Barry H. Johnson, General Manager, Bourne Recreation Authority

Voted Peter Meier moved and seconded by Jared MacDonald to sign the letter of support for the Bourne Recreation Authority 2019 Mass Works Infrastructure Program.

James Potter said he is concerned there might be a bigger picture, also the regional discussion that this additional gallonage could be part of. For cost savings it would be better to have a single system to treat all this.

Tom Guerino said the long-term regional approach is still about 8-10 years out. They need something to be in compliant with the current CMR and federal and state clean water. That doesn't preclude a discussion further down the road on whether it makes sense to meet with the Sewer Commissioners to see if the town has capacity under its current system to be able to do that. This allows them, if the grant is allowed, to start laying pipe and concurrently negotiating with the Town to have a stand-alone system or to combine them.

Judy Froman suggested to have a master plan that would tie it all together. This is going to be longer term for the bigger picture, in the meantime I would support the letter of support.

Vote: 5-0-0

Barry Johnson said because we are a leasee of the Corps we had to do a phase one environmental contamination study by doing test borings at the park and they came through clean. The application states they will try to make a decision within 6-8 weeks of the application.

17.C. New Hire – Town Clerk

Tom Guerino spoke about how hiring needs to be brought to the Boards attention. At the Town Meeting this year with the recommendation of the Select Board and the Finance Committee authorized funding for an additional 19-hour a week position in the Town Clerks office. After July the position was advertised. Internally we received an application from a person who had been working at the Council on Aging. Mr. Johnson interviewed 8 people, and is prepared to make an offer. Need the Select Boards approval to move on with the recommendation of the person.

Voted Jared MacDonald moved and seconded by Peter Meier to approve this hiring for the Town Clerk's Office. Vote: 5-0-0

Tom Guerino briefly spoke of another position that needs to be filled, the mechanic position.

11) License/Appointments

- a. Verizon License Agreement for 35 Armory Road (New Bourne Police Facility) the right of access, construct, operate, maintain, replace and remove facilities for poles 143/9, 10, 11 & 12**
- b. Cape Cod Canal Day – Request to place street banner across Main Street**
- c. Annual Watershed Ride – October 6, 2019**
- d. Harbor to the Bay Bike Ride – September 14, 2019**

- e. Friends of the Bourne Rail Trail – Request for One Day Malt Beverage License and Entertainment License for August 17, 2019**
- f. Brain Injury Awareness Event at Buzzards Bay Park – September 21, 2019**
- g. Sagamore Beach Colony Club One Day Liquor All Alcoholic – August 10, 2019**
- h. Board of Appeals Associate Appointment – James Beyer**

- a. **Verizon License Agreement for 35 Armory Road (New Bourne Police Facility) the right of access, construct, operate, maintain, replace and remove facilities for poles 143/9, 10, 11 & 12**

Tom Guerino said this is to bring utilities from the bypass road into the new police and wastewater facility area. An Article was passed relative to all easements that were necessary at property for both facilities.

James Potter said in the future it would be good for the Board to look at, when we are considering licenses, that we bear upon the owners of the utility poles to remove the double polls at the times we are approving new facilities, that should be part of our agreements with the utility companies moving forward.

Voted Jared MacDonald moved and seconded by James Potter to approve this license.
Vote: 5-0-0

- b. Cape Cod Canal Day – Request to place street banner across Main Street**

Tom Guerino said this cannot go up greater than 21 days prior to the event.

Voted Peter Meier moved and seconded by Jared MacDonald to approve the request.
Vote: 5-0-0

- c. Annual Watershed Ride – October 6, 2019**

Deborah Hood, Buzzards Bay Coalition, 114 Front Street, New Bedford, MA, 02740; 13th Annual Coalition for Buzzards Bay Watershed Ride Cycling event from Little Compton, RI to Woods Hole; October 6, 2019; Pass through Bourne between 12:00 noon – 2:00 p.m.; Approximately 325 riders; Also requesting permission to post 4-6 18" x 24" signs around town promoting the ride for the month of September only. Will be removed within 48 hours of the event.

Remarks: Department of Public Works – Remove all signage; Police Department – No police details required. Bicyclist travel with traffic.

Route through Bourne: Straight through rotary to stay on Main Street; Right onto Canal St. and parking lot (volunteer); Bear left in parking lot; bear right and head towards path entrance at Recreation building; Right toward Canal Service Rd/Bike Path (volunteer); Left onto Canal Service Road and bike path; Left onto Andy Olivia Drive towards campground (volunteer); straight up hill to say on Andy Olivia; Bear left to stay on Andy Olivia through campground; Left onto Main St/Rt 6: must cross

with light (volunteer); Take right up ramp to Starbucks parking lot; Stay left as you proceed through parking lot cut through; Left to exit parking lot; Right onto Bourne Bridge Approach/Old Bourne Bridge Approach; SLOW DOWN. Tracking Station ahead, call out bib number. Dismount to cross bridge on foot; Water Rest Stop; Keep right to enter Bridge sidewalk; cross bridge on foot; Right at end of the sidewalk through parking lot; Right onto Trowbridge Road; Continue onto Shore Road; Right to Stay on Shore Road; Metal drawbridge ahead: proceed with caution; Railroad tracks: proceed with caution; Right onto Red Brook Harbor Road (volunteer); Right to stay on Squeteague Harbor Road; Right onto Megansett Road.

Judy Froman read the request.

Peter Meier said signage can only be up for 30 days. Tom Guerino suggested Sept 9th – October 8th.

Voted Jared MacDonald moved and seconded by George Slade to approve for September 9th to October 8th. Vote: 5-0-0

d. Harbor to the Bay Bike Ride – September 14, 2019

Harbor to the Bay, Inc.; Jim Morgrage, Director; 17th Annual Aids benefit bike ride from Boston to Provincetown. Bikers will be coming down Route 3A, walk bikes over Sagamore Bridge, follow Cranberry Highway to South Sandwich, Route 6A East through Bourne. Copy of the full route PDF available in Route Slip folder under public share drive. Application on file in the Selectmen's/Town Administrator's office. Saturday, September 14, 2019; Ride begins in Boston at 6:00 a.m. and ends in Provincetown at 6:45 p.m. Will travel through Bourne between 9:30 a.m. and 2:30 p.m. There will be between 200-300 cyclists.

Remarks: Department of Public Works – Remove all signage after event. Police Department – Police details may be requested, but not required for this event. As in previous years, the event coordinator should contact the Police Department Administration three weeks prior to the event to arrange for details.

Judy Froman read the request for the Harbor to the Bay Bike Ride. Ms. Froman said she is concerned with the number of these events that happen and the amount of traffic that Bourne has. Would like to discuss this at a later date and find ways to minimize the amount of bottleneck traffic.

James Potter suggested having the event organizers come before the Board to present the event. The event organizers need to listen to our concerns and discuss how they might be able to help alleviate some of that.

Voted: Peter Meier moved and seconded by Jared MacDonald to approve subject to the condition on the route slip. Vote: 5-0-0

e. Friends of the Bourne Rail Trail – Request for One Day Malt Beverage License and Entertainment License for August 17, 2019

Robert McFarlane/Russell J. Salamone, Jr, Person in charge Friends of the Bourne Rail Trail. Location: Aptucket Trading Post, 6 Aptucket Road, Bourne; One Day Malt Beverage Only (limit to the sale of 3 – 12 oz. beers per person) in a designated fenced in area as show on the plan on file from 2:30 – 5:00 p.m.; Community outreach event for the Friends of the Bourne Rail Trail. Date of Event: August 17, 2019. Expected number of participants is 250. Requesting a license for One Day Entertainment for Acoustic Folk Music – same hours.

Remarks: Board of Health – Food vendors need to file for temporary permits.

Judy Froman read the request.

Russell Salamone, Bourne, treasure of the Friends of the Bourne Rail Trail, spoke about the request. Partnered with Naukabout Brewery from Mashpee, MA. Will have detailed Bourne police officers present during the event.

Voted Jared MacDonald moved and seconded by Peter Meier to approve subject to the condition on the route slip. Vote: 5-0-0

f. Brain Injury Awareness Event at Buzzards Bay Park – September 21, 2019

Chesa Conrad, 30 Lyman Street, Suite 10, Westborough, MA 01581; Location: Buzzards Bay Park; September 21, 2019 at 9:00 a.m. – 2:00 p.m.; Brain Injury Awareness Event – Walk & 5K (along Cape Cod Canal). Would like to host food trucks (will check with Town Planner & Board of Health to see if allowed). Estimated attendance: 500; Food will be served; Police/Fire detail required; Electricity needed.

Remarks: Planning Department – Food trucks for one day event - Special Permit not required. Permission may be needed from State and/or Army Corp of Engineer to use their property. Furnish Planning Office with a copy of State approval letter and a Site Plan. Street banners require Selectmen approval per §2866. Board of Health – Food vendors require to have food permits. Department of Public Works – Remove all trash. Police Department – Still not enough information to explain whatever this request is supposed to be. Based on a 5K on canal nothing from police needed. No police details should be needed.

Judy Froman read the request.

James Potter questioned the fee. Tom Guerino said they are requesting the waiver of the fees. Judy Froman said \$40 hr. for electric \$20 for water use. Glenn Cannon said non-refundable application fee of \$75 due within 14 days of this preliminary scheduled approval.

James Potter questioned if we have a summation of the fee on the form?
Tom Guerino said we can add that.

Voted Peter Meier moved and seconded by Jared MacDonald to approve subject to the conditions on the route slip.

Tom Guerino said there hasn't been a request for a waiver of the application fee.

Vote: 5-0-0

g. Sagamore Beach Colony Club One Day Liquor All Alcoholic - August 10, 2019

Sagamore Beach Colony Club; Deanna Waldron, Treasure; Location: Fisher Tennis Court, Robinson Road, Sagamore Beach, MA 02562; August 10, 2019 from 6:00 - 11:00 p.m. Fundraising event #2; Dancing through the decades; Outside venue - 100 guests - parking lot, tennis courts and surrounding area as allowed. One Day Liquor - All Alcoholic Beverages.

Remarks: Police Department - Liquor service must conform to all state and local laws. No alcohol to be allowed off property at any time. This is a request for all alcohol beverages, so they must be a non-profit organization, which I believe they are, or were. Care and security must be taken to ensure no underage possession of alcohol and persons are not overserved. Parking to conform with all current Town regulations.

Judy Froman read the request.

Peter Meier suggested to make sure that Tim Lydon saw the request.

Voted Peter Meier moved and seconded by Jared MacDonald to approve subject to the conditions on the route slip.

James Potter said going forward if there is a question about the organization, if they are a non-profit, that information should be part of the application.

Vote: 5-0-0

h. Board of Appeals Associate Appointment - James Beyer

James Beyer, Pocasset, briefly spoke about why he would like to be appointed to the Board of Appeals.

Voted Peter Meier moved and seconded by Jared MacDonald to appoint James Beyer to the Zoning Board of Appeals as an Associate member, term to expire June 30, 2020.

Vote: 5-0-0.

12) Bill Nelson: Hampton Inn and Train Platform

William Nelson, Bourne, spoke regarding to the removal of vegetation at the Hampton Inn. The developer has made some proclamations as to having canal use at the hotel. Don't think that applies to automatic granting of unrestricted business. Vegetation removal should be kept to a minimum. Where it is appropriate there should be some form of alternate vegetation as a replacement. My understanding is there is a process going on between the Board and the developer to determine what that position is going to be. A recommendation would come from that process and go to the Conservation Commission, which would accept or reject it, make comments, and return the final product to the Board for enactment with the developer to proceed. Mr. Nelson questioned if that activity is open to the public, are the meetings open. Judy Froman said the conservation meetings are open to the public. James Potter said the ultimate decision would go before Town Meeting, so the entire town would have the opportunity speak. Mr. Nelson confirmed, so the property sits as is until Town Meeting approval.

Judy Froman read:

In Executive session the Board of Selectmen authorized the Town Administrator to negotiate a lease for a term of 3 years for a Parcel of land owned by the Town that borders the Cape Cod Canal contiguous to the Parcel located at 90 Main Street, Buzzards Bay, as show as Parcel 4 on the Assessor's Map 23.0.

Mr. Nelson spoke about the railroad platform. Did the Board know before they came that they were going to build that platform? Tom Guerino said there was no formal notification, but it was noted at a public Regional Transit Authority session. Peter Meier said but this Board was not publicly notified.

Mr. Nelson said it operates 15 weekends, 6 trains a weekend, that's 90 trains. Time at the platform averages about 1 minutes to 4 minutes. Taking a 3-minute average is about 4 ½ hours per year. The platform does a marvelous job of what it is supposed to do and should stay that way. There are ways it could be improved or complimented with another platform. Concerned that in 2014 there was a 2.3 million-dollar station to go in that location. Would hate to see that platform become an entry way for a 2.3 million-dollar station. If that is a commuter rail station, we shouldn't build it because we don't have a commuter rail. There was discussion if that was the right place, time, and size. If that happens again those discussions should happen in the open.

13) Recycling Committee – events in celebration of the committee's 30th birthday

Heather DiPaolo, Pocasset, Chair Recycling Committee
Amy Sharpe, on the committee since 2015
Jean Hills, Pocasset, member of the recycling committee

Heather DiPaolo said we work closely with ISWM and DPW.

Judy Froman read the letter from Phil Goddard: To the Bourne Board of Selectmen and the Bourne Community. In the summer of 1989, I read an article in a local paper about a new committee that was being formed to study recycling and composting and that the town was looking for volunteers. I looked into it and joined the committee that summer becoming one of its founding members. Little did I know how profound a decision that would turn out to be for both my career and my life.

That decision led to a career in solid waste management while I was researching options for how to manage solid waste from Bourne, including becoming a consultant to the Board of Selectmen during the inception of the ISWM Department. That work eventually led to the position I now have with the Town at ISWM where I get to work with our dedicated Recycling Committee and enjoy the support of General Manager, Dan Barrett and Town Administrator, Tom Guerino to be a part of a profession that I love.

On the occasion of the 30th anniversary of the founding of the Recycling Committee and the modern era of solid waste management in Bourne, I am writing to express my deepest gratitude to the leadership of the town and to the residents who have consistently supported recycling, composting and other initiatives in Bourne to improve our environment. I'd also like to thank Recycling Committee founder Pam Olson who pressed the Town to take action and the late Louis Pellegrini, the Highway Surveyor at DPW, who supported our efforts in the early days.

The Town of Bourne has been a leader in the state and it has been a privilege to be a volunteer, consultant and employee in a community that not only cares about how we manage our waste, but one that is also willing to take bold action to directly make a difference in our community and on Cape Cod by investing in real-world solutions and vital infrastructure. I am proud to live in and work for the town of Bourne. Sincerely Phil Goddard, Monument Beach.

Heather DiPaolo spoke about how the Recycling Committee started. If you don't recycle, you're in violation of the Bylaw. They were able to distribute cards door to door regarding recycling. The goal was to, and still is, to live by the 3 Rs, Recycle, Reduce, Reuse, and also to keep the life of the landfill as long as possible.

Amy Sharpe spoke about what has been done in the past 4 years; to work with ISWM and the DPW on the implementation of single stream recycling; worked on outreach and education, we handed out materials, recycling came close to doubling within six months. The other big initiative was getting the bylaw for the plastic bag reduction. We have also done some beach cleanups.

Jean Hills spoke about bagging recyclables. Want to let the public know to not bag recyclables, do not put them in plastic bags. We are going to celebrate our 30 years by having an open house on August 24th at residential recycling from 9:00 - 12:00. We will have educational materials, goodies, handout materials, showing videos; we will also have film night at the Jonathan Bourne Library on the 22nd at 6:00, we will be showing a

recycling movie. We are going to be replaying our 25th anniversary video on channel 13 & 14 during the month.

14) Shark Sighting Protocol

Chris Southwood, National Resources Director, spoke about the shark protocols and shark sightings on the Cape. 2-3 weeks ago, there was a confirmed sighting of a white shark at Scusset Beach and we realized we weren't getting notifications and we didn't have anything in place where we could notify anybody. We are going to start focusing on this. Would like to let the Select Board know where we are at, what we are doing, and the direction we plan on going. Mr. Southwood spoke about the draft of the protocol. There have been confirmed 150 sightings. We are trying to create a document that covers 4 categories; shark sighting that are unconfirmed, shark sighting confirmed, predication, and shark attack. Regarding unconfirmed sightings it will be closing of the beach for approximately an hour or for the time the shark is sighted, and to notify neighboring towns. We will be on notification from Scusset and they are on ours. For predication, we would close the beach until the next day. For shark attacks, whatever resources we have we will deal with it. We are going to developing/put up signage. A sign that is 18 x 24, putting a location on the sign – where you are at, a police non-emergency number and 911. We are also looking at flaggage to warn people, colored flags that other towns are using. When we get a report, when staff arrives we will try to find the reporting person to see if they can identify what they saw, and we decide if it a confirmed sight. If it is a confirmed sighting, we can report it. We will be notifying Sandwich. We are going to focus on Education, post on our DNR FaceBook page, safety tips what you should do; if there is a confirmed/unconfirmed sighting we can post that on social media. The Fire Department has done stop the bleed training. We will get stop the bleed kits for town vehicles.

15) Joint Base Cape Cod Wastewater Report Executive Summary Presentation

Tom Guerino gave a little background on the project. Started with a coalition of the upper Cape towns and a Community Compact Grant to look at the potential of utilizing the wastewater treatment facility on Joint Base Cape Cod. The Military Bases are looking to do what they can to divest from cost issues from them. Falmouth has been the lead community for this. The town of Bourne has a small piece of this. There has also been a look at what the long-term possible needs may be.

Ed Leonard, Project Manager with Wright-Pierce, went over the PowerPoint project for the Shared Wastewater Management Study, which included Presentation Overview, Regional Context, Shared Wastewater Management Study, 2017/2019 SWMS Capacity Request; JBCC Wastewater System, Effluent Disposal Setting, Candidate Plan, Cost Effectiveness, Implementation Timeline and Action Items.

15

SHARED WASTEWATER MANAGEMENT STUDY
Towns of Bourne, Falmouth, Mashpee, Sandwich and Joint Base Cape Cod
Executive Summary

The Towns of Bourne, Falmouth, Mashpee and Sandwich were awarded two Community Compact Cabinet's Efficiency and Regionalization Grants for a Shared Wastewater Management Study. Subsequent to the second grant award, the Town of Barnstable expressed interest in the Shared Wastewater Management Study and separately funded the necessary study activities to "catch up" to the other four towns and to incorporate that content into this revised report. MassDevelopment also participated in the planning efforts. The purpose of the study is to prepare an engineering assessment for a potential partnership for shared wastewater management options among the towns to utilize and expand the Joint Base Cape Cod (JBCC) collection, treatment, transport and effluent disposal systems for regional use.


The following items represent an executive summary of the key issues that need to be understood and resolved by participants, regulatory agencies and stakeholders.

- The four Upper Cape towns (Bourne, Falmouth, Mashpee and Sandwich) and Barnstable all have significant wastewater treatment and disposal needs in order to meet the water quality requirements issued in DEP Total Maximum Daily Load (TMDL) Reports and to meet other town wastewater management objectives. One potential way to address some or all of these needs is through a significant expansion of JBCC wastewater treatment and disposal infrastructure to serve as a regional facility.
- As a part of this study, the Upper Cape towns provided estimates of wastewater management needs that could be addressed by a potential regional facility. As a part of a parallel study, Barnstable provided similar estimates. The total of the wastewater management needs provided by the five towns is 4,550,000 gallons per day (annual average basis) of sewage treatment and/or effluent disposal capacity. Refer to Sections 1.6 and 2.2 for additional information.
- The existing JBCC treatment and disposal system has approximately 75,000 to 100,000 gallons per day (annual average flow basis) of available capacity. The available capacity at the existing JBCC treatment and disposal system addresses only 2% of the identified need. To serve the needs of the Upper Cape and Barnstable, a new significantly larger WWTF and effluent

7/29/2019

JBCC Shared Wastewater Management System
Executive Summary of the July 2019 Report

August 1 to August 6, 2019
Edward Leonard, PE



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Presentation Overview

- Regional Context
- Study Participants and Goals
- Background Information
- Candidate Plan
- Cost-Effectiveness
- Implementation Timeline and Action Items
- Discussion

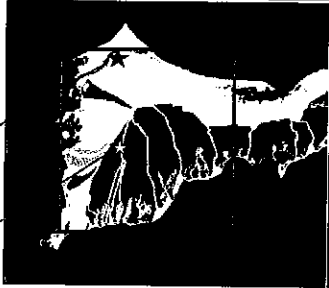
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Regional Context

- Total Maximum Daily Load (TMDL) Reports established for Nitrogen throughout Cape Cod to improve embayment water quality
- CLF Lawsuit & Settlement Agreement
- Cape Cod Commission 208 Plan Update
- Municipal wastewater management "needs" are significantly larger than "available capacity"
- The JBCC WWTF is located near the "municipal needs areas" and the JBCC Effluent Disposal site is located outside the nitrogen-sensitive areas
- The Upper Cape towns have a long history of working together



JBCC Effluent Disposal

JBCC WWTF

Legend:
 [White Box] TMDL Not Required
 [Light Gray Box] Draft TMDL Established
 [Dark Gray Box] Final TMDL Established

Source: CCC 208 Implementation Report 3

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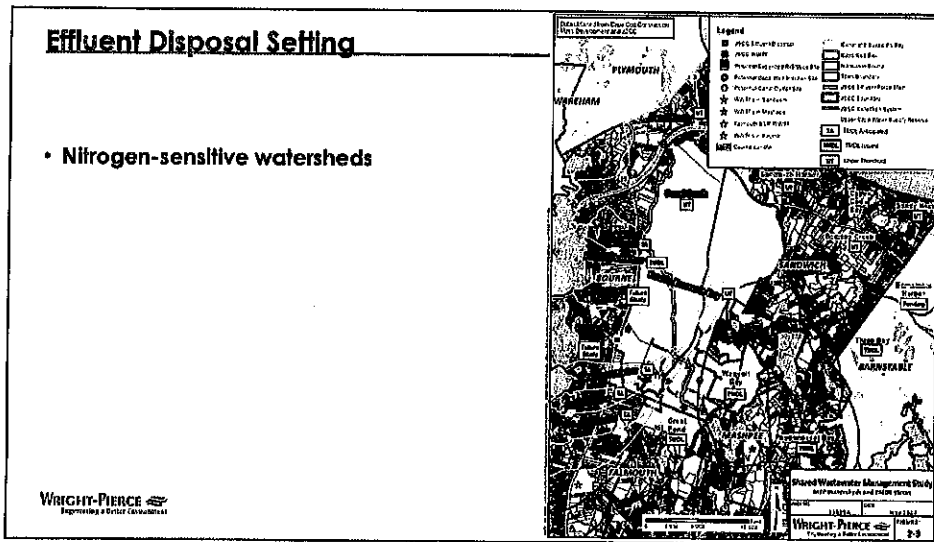
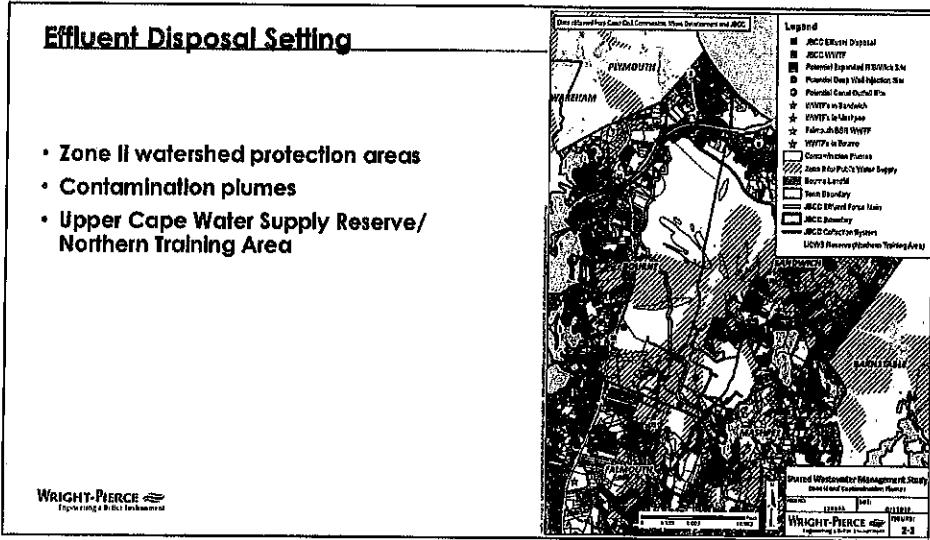
Shared Wastewater Management Study

- **Participants:**
 - Bourne (2017 to 2019)
 - Falmouth (2017 to 2019)
 - Mashpee (2017 to 2019)
 - Sandwich (2017 to 2019)
 - Joint Base Cape Cod (2017 to 2019)
 - MassDevelopment (2017 to 2019)
 - Barnstable (2019 only)
- **Received comments on the 2017 Report from:**
 - Dept. of Environmental Protection
 - Cape Cod Commission
- **2017 Project Goals**
 - To identify capacity and cost information for a shared WW approach
 - To confirm interest in participation in shared WW approach
 - To outline a path forward
- **2019 Project Goals**
 - To refine the implementation plan by exploring key items identified in the 2017 effort:
 - Permitting
 - Funding and financing
 - Management entity and inter-municipal / inter-governmental agreements
 - Effluent forcemain capacity
 - Effluent disposal methods and locations

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7/29/2019



7/29/2019

Cost-Effectiveness

- A key factor in evaluating a regional facility is determining whether the regional facility is cost-effective when compared to the other options a community may have.
- To facilitate this assessment, a conceptual cost allocation model was developed for the JBCC SWMS Candidate Plan. A broad assessment of cost-effectiveness was conducted for the Upper Cape towns. At the scale identified in the 2019 Report, the conclusions are:
 - The JBCC SWMS approach appears to be more cost-effective than individual town facilities
 - The JBCC SWMS approach provides sufficient advantages to warrant continued planning.
- Each participant will need to conduct its own detailed assessment of cost-effectiveness and then determine its desired level of participation.
 - It is important to note that if one participant changes its participation level (i.e., whether an increase or decrease), that change impacts the cost-effectiveness for all of the participants (i.e., better or worse). It may take several iterations in order to arrive at the final participation levels.

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11

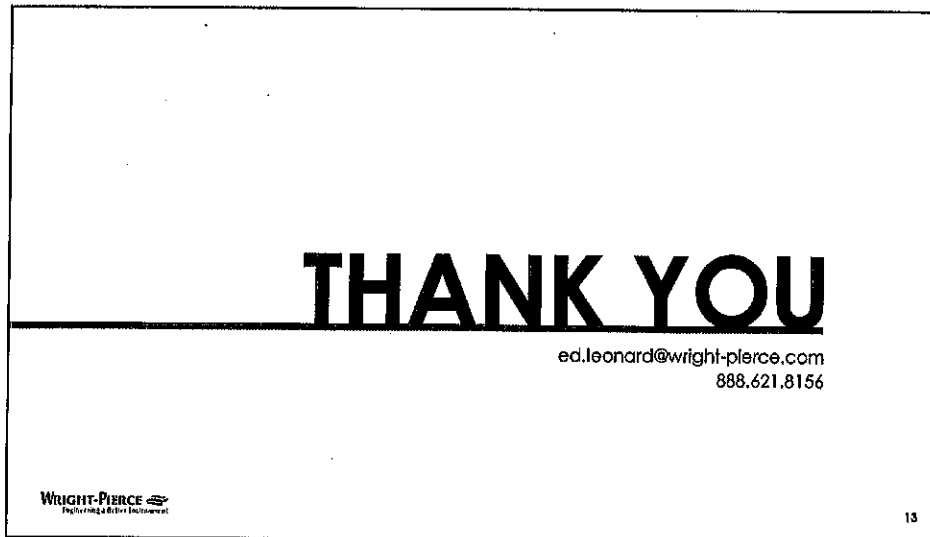
Implementation Timeline and Action Items

- If a regional JBCC wastewater system is to come to fruition, it will require a concerted and multi-track effort from Federal, State and local government officials focused on the implementation action items.
 - Planning, permitting, design and construction of the JBCC SWMS could take 8 to 10 years.
- The recommended action items are to:
 - Confirm effluent disposal capacity
 - Confirm cost-effectiveness and commitment level on a town-by-town basis
 - Confirm desired implementation timeline as a group
 - Secure additional funding for planning activities
 - Facilitate a transition from the "existing condition" to the "JBCC SWMS"
- If the towns desire to continue collaborative planning efforts for this opportunity, an inter-municipal agreement would be beneficial and should be considered.

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12

7/29/2019



Peter Meier said Joint Base Cape Cod has a discharge into the canal, Mass Maritime has a discharge into the canal; I am opposed to any expansion where the discharge is going into the canal. If it is that clean why not look at discharging it someplace else.

Mr. Leonard said the process that is being reviewed is to get what is already going into Buzzards Bay out of a not well tidally flushed embayment and putting it into a waterbody that tidally flushed dramatically more. The EPA has a long checklist process. You can't impact the existing uses, which is fisheries, commercial fisheries and recreational fisheries.

Glenn Cannon said this is the end of their grant. Barnstable came in, the four towns are moving ahead in the process. The next step is to take a look at the Comprehensive Wastewater Management Plan. Joint Base Cape Cod is another option we could look at through that plan to see what is available for us to consider in the future.

Tom Guerino questioned from a cost-effective perspective does it make sense for a larger regional plan or a smaller sub-regional plan. Mr. Leonard said you have to compare the economy of scale associated with the size of the treatment and disposal location vs. getting the collective flow to wherever you are going to treat it. If you're TMBL removals are less than 50%/40%-removal range you can probably get away with onsite systems as opposed to sewerage. Each town is going to have to look at what is cost effectiveness for them.

James Potter said possibly this year our Board is going to be looking at studying the south side and sewerage, we can take this into account to decide what is best for Bourne.

Jim Mulvey said he is concerned with turning the canal into a receptacle for a regional outfall. What goes into the treatment plant has to go out. The question is how many millions of gallons of treated effluent would go into the canal within a 24-hour period within one mile. There is going to be millions of gallons going into a limited marine environment.

Mr. Leonard said the report will be finalized hopefully by the end of the week, and we can send it out to the Town Managers to post on the website.

Judy Froman suggested, because the lateness of the hour, postponing the discussion of the Community Engagement Committee to a future meeting. The members agreed.

16) Selectmen's Business

a. Town Administrator Search Committee Charge (Charter)

b. Community Engagement Committee Charge

c. Adopt Overarching Goals for 2019-2020

Judy Froman read from section 4-1 Appointment, Qualification, Term:

The Board of Selectmen shall appoint a Town Administrator Search Committee of not fewer than 5 and not more than 9 residents of the community to assist the Board of Selectmen in the recruitment and selection of the Town Administrator. The Charge is a draft version.

Peter Meier questioned why there is a Chair person and a Clerk and no Vice Chair? Judy Froman said it is a good idea to also have a Vice Chair.

James Potter spoke about the time frame when it will be completed.

Judy Froman suggested to have the Board agree upon the Charge then look into the size make-up of the Committee and whether it should be called a screening committee or a search committee. Only change is to add the Vice chair

Voted Peter Meier moved and seconded by Jared MacDonald to approve the committee charge with the one amendment, add the Vice Chair. Vote: 5-0-0.

Judy Froman said the recommendation is to have 5-7 people on the committee. Some towns have citizen's at large, people from the School Department, variation on Finance/Treasurer. Would like to get a sense on what people the Board would like to have on the Committee and the number of people on the Committee

James Potter suggested 2 Board of Selectmen members, representative from the School Committee, and 4 citizens.

Peter Meier suggested the Board of Selectmen shouldn't be on the committee, because we are creating the committee. I think you will get more people to serve if no Board member is on the committee, would like it to be a true reflection of the community. Want people from the public. This is an opportunity to bring in people who normally don't get involved.

Judy Froman said she would like to honor the process of having a search committee that doesn't necessarily have a Board of Selectmen members. It is a good opportunity to engage people from the public. We have a say who is on the committee and the committee would narrow down to candidates we would consider. If we feel they are not the right match for the job then we have a right to have them redo the search.

Jared MacDonald said a Select Board member could be on the board as a liaison. If we don't like the candidates that are brought forward we can send it back to the committee. The committee should be made up of a person from the School Committee, Finance Committee, a department head, business person from the community, and two open seats for citizens.

George Slade agrees the Board of Selectmen should not be on the committee. We can be part of the decision making when the candidates are brought to the Board.

James Potter said he is concerned with a committee that isn't familiar with what a Town Administrator's responsibilities are. It would be good to have a Board of Selectmen member on the committee for experience for what the Town Administrator's responsibilities are. The committee should be a majority of citizens.

Peter Meier said there may be people that have served, in the past, as Board of Selectmen members on the committee; so some people may have the background and knowledge of what the responsibilities are for the Town Administrator.

Judy Froman said the discussion should be what are some of the skillsets/backgrounds that people should have that are going to be considered for the committee. Someone who has town government experience, someone who has business experience, someone who has finance experience specifically in-town, a school representative, someone who has knowledge on what the regulation are and what the state laws are, government focused. That is 5 types of people. We could go out and solicit people to put in a letter of interest to serve on the committee.

George Slade said we could solicit people but we shouldn't pick specific people; we should have it as independent as possible. Peter Meier said he would like to see who applies. Judy Froman said we can look at who steps forward and has an interest in being on the committee. Ms. Froman questioned should it be a committee of 5 or 7. The Board members agreed that 7 members is a good number for the screening committee

Voted Peter Meier moved and seconded by Jared MacDonald to have 7 members to serve on the search committee. Vote 5-0-0.

Judy Froman said we need to get the word out about the charge, and the process. Tom Guerino said letters of interest should go to the Health Agent. Mr. Guerino suggested if the applications are due in by the 28th, the letters be in by the close of business on the 19th. The Select Board will have 24 hours to review them.

Judy Froman said we can reach out to people that have shown interest and send them the Charge for the committee. It will be posted on the website. Suggested it be put in the papers.

16.C. Adopt Overarching Goals for 2019-2020

Judy Froman said we need to put something together as the overarching goals. The following goals are overarching goals for the Board and the Town. Town staff and the Board members are identifying tasks and timelines to be reviewed in September 2019.

1. To hire a Town Administrator by September 30, 2019.
2. To improve the user-ability, organizational structure, and timely posting on the town website. This is an ongoing goal due to its dynamic nature. Monthly goals to be identified and met.
3. To develop a town-wide unified economic growth plan with a five-year implementation plan.
4. To establish a multi-year financial and strategic plan involving a priority-based process by May 2020.
5. To prioritize town policies identifying those needing to be written as well as ones to be reviewed establishing quarterly goals.
6. To implement recommendations from financial audit regarding IT process and security to be completed by May 2020.
7. To improve Town infrastructure with quarterly accomplishments.
8. To develop a unified Board Social Media Presence by January 2020.
9. To implement environmental benefits and improvements with quarterly goals.

Tom Guerino suggested under goal 3 to change the wording to make it a 5-year implementation program, and also said 9 goals is a lot.

James Potter said the Board talked about having a facilities person as a goal. Judy Froman said that falls under to improve town infrastructure; suggested to change it to - To improve town infrastructure and facilities operations with quarterly accomplishments. This also has to do with Town staff and what their ideas are for attaining these goals and benchmarks related to the goals. Ms. Froman said this will come back to the Board at one of our workshops so we have a benchmark plan for each of the goals: identify action steps, personal responsible, timeline, communication, risk management, resources needed and the status update. This will be posted on the town website

Voted Jared MacDonald moved and seconded by Peter Meier to approve with the changes.

George Slade said this relates to infrastructure.

George Slade handed this to the Board members.

Goal - To create a balanced approach to making tax burden more equitable in FY 2020 for condominium (>4) citizens' groups and private road abutters. For little or no financial impact on

the town budget, the DPW would offer a) snow removal, b) trash / recycling and c) road repair services.

The cost of providing these services will be offset by payments from condominium (>4) citizens' groups and private road abutters. This will be feasible only in cases where the cost of hiring private contractors exceeds the cost of having the town resources which are already mobilized. It will have the benefit of improving the overall appearance of town in the form of the conditions of roads, improved access for all residents during snow/ice events and consistency in trash/recycling collection services.

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. Identify a working group consisting of finance and DPW staff. Can anticipated value be determined?	Finance and DPW staff	9.30.19	Solicit assistance from groups with info about condominium services and unaccepted roads	Make sure participants are dedicated and aligned to end product	Select prototype from neighboring towns or situations from town of Bourne.	
2. Working group identifies generally what works, what could be improved from existing situation in Bourne.		10.31.19	Develop standards that will be recorded for future use when implemented. Determine that cost of providing above services will have sufficient value	Becoming unfocused; be sure end product is determined	Consider engaging a consultant for guidance	
3. Require residents to form liaison with town finance and DPW		1.31.20	Determine needs for: <ul style="list-style-type: none"> • Billing Structure • Ground rules • Expected deliverables 	Periodic checks and tests to avoid unintended error(s)	Use Scraggy Neck snow removal as a template	
4. Update BoS on findings and recommendations. Hold discussion.		4.30.20	Will there be an impact on budget or staff resources?	Project will not have a monitor		
5. Assign equitable pricing		5.31.20	Are ground rules in place? Expected deliverables can be provided?	Ongoing resources – budget item	Long term maintenance plan. Who will take ownership?	

6. Plan roll out for FY21		6.30.20	Seek feedback to ensure improvements are noticeable and have value	Possible failure to meet goals	Roll out increments or at end	
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Vote: 5-0-0.

17) Town Administrators Report

a. Town Department Organizational Chart

b. National Marine Life Center update

c. New Hire – Town Clerk

Tom Guerino said 17.a. can be discussed at the next meeting.

Tom Guerino said relative to the Marine Life Center; had an initial meeting with the Executive Director to set the framework for further discussions, next week the Chair and I will meet with the Director, her Chair, and one other member of their Board to start putting together a plan; come back to this full Board for review and discussion.

18) Correspondence

George Slade brought the Board and the public up to date on the correspondence

- A. Lois Carr submitted letter of retirement as Council on Aging Coordinator effective November 15, 2019
- B. Katherine Kiritsis submitted letter of resignation from the Bourne Recycling Committee effective July 12, 2019
- C. Beverly Armando submitted letter of interest to serve on the Board of Council on Aging.
- D. Stephen Mealy submitted letter of interest to serve on the Town Administrator Search Committee.
- E. Division of Marine Fisheries
 - Shellfish Transplant Closure – Barlow’s Landing
 - Seasonal Status Change – Open to Shellfishing: Wychunas Avenue
- F. Cape Cod Commission Hearing Notice to take testimony on whether to amend the Cape Cod Commission Local Comprehensive Plan Regulations – July 25, 2019.
- G. Letter from Randy & Amy Butt regarding deplorable water quality of Hen’s Cove and Barlow’s Landing in Pocasset.
- H. Executive Office of Housing & Economic Development regret to inform the town of Bourne’s Pocasset River and Little Bay Maintenance and Improvement Dredging Project was not selected for funding in the 2019 Grant Round.
- I. Independence House, Inc. – Quarterly Statistics April – June 2019.
- J. Letter from Massachusetts Historical Commission regarding Aptucket Trading Post, Bourne, MA.
- K. Gosnold submitted FY 2019 Final Report for period covered July 1, 2018 – June 30, 2019.

- L. Letter from Richard Gurnon requesting a "No Right Turn" be installed on Perry Avenue at the road existing new hotel.

Tom Guerino wanted to acknowledge the work that Lois Carr has done. Mr. Guerino said regarding Admiral Gurnon's letter relative to the No Right Hand Turn, I have already asked the Chief of Police to look into that.

Peter Meier spoke about having another National Night Out, it has been a few years since we have done that.

19) Adjourn

Voted Peter Meier moved and seconded by Jared MacDonald to adjourn. Meeting adjourned at 10:11 pm. Vote 5-0.

Respectfully submitted - Carole Ellis, secretary.