

**AFFORDABLE
HOUSING
TO CAPITAL OUTLAY**

2019

VOL. 1

TOWN OF BOURNE MEETING NOTICE

BOARD: BOARD OF ASSESSORS
DATE AND TIME: Tuesday, March 5, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

AGENDA:

- Meeting at 9:00 am
- Motion to approve minutes from Board of Assessors Meeting on November 7, 2018
- Enter into Executive Session
 - Review and sign Exemption Applications
 -
 - Review and sign Deferral Application
 - Review and sign Abatement Applications
- Reconvene Regular Session
- Old & New News

TOWN OF BOURNE

2019 FEB 27 PM 4:00

0000000000

TOWN OF BOURNE MEETING NOTICE

RECEIVED

BOARD: BOARD OF ASSESSORS
DATE AND TIME: Friday, March 8, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

2019 MAR -1 PM 4: 11

TOWN ALERT BOURNE

AGENDA:

- Meeting at 9:00 am
- Motion to approve minutes from Board of Assessors Meeting on November 7, 2018
- Enter into Executive Session
 - Review and sign Exemption Applications
 -
 - Review and sign Deferral Application
 - Review and sign Abatement Applications
- Reconvene Regular Session
- Old & New News

RECEIVED

BOURNE BOARD OF ASSESSORS
24 PERRY AVENUE
BOURNE, MA 02532

2019 MAR 21 PM 4: 42

TOWN CLERK BOURNE

MINUTES FROM MEETING HELD ON MARCH 8, 2019 .

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:05 am

- Review and Approve minutes of meeting from: November 7, 2018:
- Motion to approve by Priscilla Koleshis, seconded by Michael Leitzel, Vote Unanimous

- A motion was made by Priscilla Koleshis to go into executive session at 9:20 pm to discuss the FY 2019 abatement and exemption applications and to reconvene at the conclusion of the executive session. The motion was seconded by Michael Leitzel, Vote Unanimous.

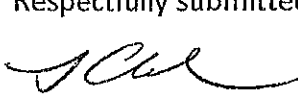
- The open meeting reconvened at 9:55am

- A report related to the next Board of Assessors meeting was distributed without deliberation.

- Tentative plans for the next Board of Assessors meeting to be on Tuesday March 19, 2019 were made.

- Meeting Adjourned at 10:17am

Respectfully submitted,



3/19/19

Bruce Cabral, MAA
Director of Assessing

Abatement Applicants for Fiscal Year 2019 - Reviewed During Board of Assessors Meeting on 3/8/2019

<u>Parcel / Property ID</u>	<u>Owner on 1/1/2018</u>	<u>Location</u>	<u>Action</u>	<u>Date Voted</u>
24.3/7.37	Angus, Nancy/James Abdu	37 Ships Way	Granted	3/8/2019
42/23	Buckley Elaine	250 Wings Neck	Granted	3/8/2019
pp12.1/37	DG Quality Consulting, Debra Giordan	8 Washburn St	Granted	3/8/2019
23.3/68	Dickens Family LLC	116 Jefferson Rd	Granted	3/8/2019
pp3/12A	EE Labute	210 Williston	Granted	3/8/2019
4/1.4	Enos Richard/Michelle	4 Clapp Ln	Granted	3/8/2019
24.3/7.14	Fraher, Louise	14 Ships Way	Granted	3/8/2019
7.4/63.01	Hayes Hetty	53 Sachem Dr	Granted	3/8/2019
pp14/59	Irlen Syndrome Assoc of Mass	560 Head of the Bay	Granted	3/8/2019
pp11/166	Kahian Steven	9 Brigantine Passage	Granted	3/8/2019
pp4.1/124	Mcmanus John	486 Williston Rd	Granted	3/8/2019
24.3/7.1	Michael, David/Marlene	1 Ships Way	Granted	3/8/2019
pp35/51.213	Mike Sears Productions	100 Harmony Hill	Granted	3/8/2019
11/135	O'Connor Thomas/Diane	11 Long Boat Rd	Granted	3/8/2019
23.4/11	Poirier Philip/Perian	10 Jefferson Rd	Granted	3/8/2019
pp11.4/126	RB Motors Inc	78 Cranberry Hwy	Granted	3/8/2019
19.4/162	Trovato David L	45 St. Margarets St	Granted	3/8/2019
pp15/129	Wilder Jessica	32 Settlers Way	Granted	3/8/2019
4.0/88	Wright John	6 Starfish Lane	Granted	3/8/2019
14/48.09	Zigoras Frideriki	9F Hideaway Rd	Denied	3/8/2019

3/8/2019
 8:15 AM
 MARK FORTNEY

Abatement Applicants for Fiscal Year 2019 - Reviewed During Board of Assessors Meeting on 3/29/2019

<u>Parcel / Property ID</u>	<u>Owner on 1/1/2018</u>	<u>Location</u>	<u>Action</u>	<u>Date Voted</u>
20/19.01	Kolbert Mark/Bonny	44 Nightingale Pond	Granted	3/29/2019
26.1/32	Martin Debra	50 Presidents	Granted	3/29/2019
54/32	Williams Steven/Andrea	119 Megansett	Granted	3/29/2019
42/46	Foley Michael/Linda	200 North Road	Granted	3/29/2019
42/36.01	Cortese, Anthony/Sandra	90 Old North	Granted	3/29/2019
31/116	Chen Xin/Hui	16 Quaker Lane	Granted	3/29/2019
38.3/346	Connor Janet	62 King Phillip Rd	Denied	3/29/2019
6/15.01	North Sagamore Water District	94 Church Lane	Granted	3/29/2019
35.0/19L	Bourne Water District	0 Town Forest Rd	Granted	3/29/2019

RECEIVED
 2019 APR 25 AM 8:15
 TOWN CLERK BOURNE

RECEIVED

BOURNE BOARD OF ASSESSORS

24 PERRY AVENUE
BOURNE, MA 02532.

2019 MAR 21 PM 4: 42

TOWN CLERK BOURNE

MINUTES FROM MEETING HELD ON MARCH 8, 2019 .

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:05 am

- Review and Approve minutes of meeting from: November 7, 2018:
- Motion to approve by Priscilla Koleshis, seconded by Michael Leitzel, Vote Unanimous

- A motion was made by Priscilla Koleshis to go into executive session at 9:20 pm to discuss the FY 2019 abatement and exemption applications and to reconvene at the conclusion of the executive session. The motion was seconded by Michael Leitzel, Vote Unanimous.

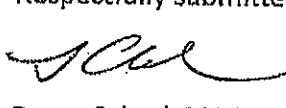
- The open meeting reconvened at 9:55am

- A report related to the next Board of Assessors meeting was distributed without deliberation.

- Tentative plans for the next Board of Assessors meeting to be on Tuesday March 19, 2019 were made.

- Meeting Adjourned at 10:17am

Respectfully submitted,

 3/19/19

Bruce Cabral, MAA
Director of Assessing

March 19, 2019

Mr Thomas Guerino
Town Administrator
24 Perry Avenue
Bourne, MA 02532

Dear Mr Guerino:

Please be advised that I will be resigning from the Board of Assessors effective May 1, 2019, as I am selling my residence in Bourne and moving to Harwich. My term expires on June 30, 2019.

Thank you for the many appointments as it's been a pleasure serving on the Board of Assessors. I leave with confidence in the Board of Assessors to continue to make thoughtful, impartial, and prudent decisions.

Very truly yours,



Anne Ekstrom
9 Prestwick Road
Bourne, MA 02532
508-221-1399 cell

Abatement Applicants for Fiscal Year 2019 - Reviewed During Board of Assessors Meeting on 3/8/2019

<u>Parcel / Property ID</u>	<u>Owner on 1/1/2018</u>	<u>Location</u>	<u>Action</u>	<u>Date Voted</u>
24.3/7.37	Angus, Nancy/James Abdu	37 Ships Way	Granted	3/8/2019
42/23	Buckley Elaine	250 Wings Neck	Granted	3/8/2019
pp12.1/37	DG Quality Consulting, Debra Giordan	8 Washburn St	Granted	3/8/2019
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pp14/59	Irlen Syndrome Assoc of Mass	560 Head of the Bay	Granted	3/8/2019
pp11/166	Kahian Steven	9 Brigantine Passage	Granted	3/8/2019
pp4.1/124	Mcmanus John	486 Williston Rd	Granted	3/8/2019
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4.0/88	Wright John	6 Starfish Lane	Granted	3/8/2019
14/48.09	Zigoras Frideriki	9F Hideaway Rd	Denied	3/8/2019

Chapman, Wendy

From: Pereira, Rui
Sent: Friday, February 26, 2021 10:42 AM
To: Chapman, Wendy
Subject: RE: missing minutes



3-8-2019.pdf

Here is the mintues for the meeting held on 3-8-2019. We did not have a meeting on 3-5-2019

Thanks,

Rui Pereira, MAA
Director of Assessing
Town of Bourne
24 Perry Avenue, Buzzards Bay MA 02532
Tel. 508-759-0600 Ext. 1331 |

From: Chapman, Wendy
Sent: Thursday, February 25, 2021 2:19 PM
To: Pereira, Rui <rpereira@townofbourne.com>
Subject: missing minutes

I do not have the minutes for the Brd of Assessors for March 5th 2019

Can you file a copy?

Thank you

Wendy

Amended

TOWN OF BOURNE MEETING NOTICE

BOARD: BOARD OF ASSESSORS

DATE AND TIME: Tuesday, March 19, 2019 at 9:00 am

PLACE: Town Hall – Conference Room

AGENDA:

- Meeting at 9:00 am
- Motion to approve minutes from Board of Assessors Meeting on March 8, 2019
- Discussion of Assessments for Properties on the West End of Main Street for Fiscal Year 2019

RECEIVED
TOWN OF BOURNE
2019 MAR 14 PM 4:18
TOWN CLERK

TOWN OF BOURNE MEETING NOTICE

BOARD: BOARD OF ASSESSORS

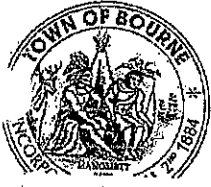
DATE AND TIME: Tuesday, March 19, 2019 at 9:00 am

PLACE: Town Hall – Conference Room

AGENDA:

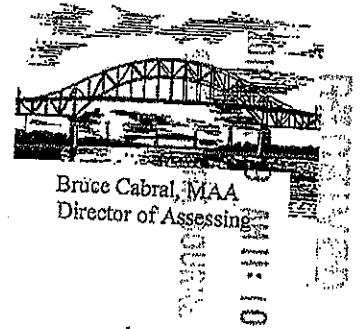
- Meeting at 9:00 am
- Motion to approve minutes from Board of Assessors Meeting on March 8, 2018
- Discussion of Assessments for Properties on the West End of Main Street for Fiscal Year 2019

RECEIVED
TOWN OF BOURNE
MARCH 19 2019



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

TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

BOURNE BOARD OF ASSESSORS

MINUTES FROM MEETING HELD ON MARCH 19, 2019

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:07 am

Announcement related to recording of meeting: Reporter Michael Rausch of the Bourne Enterprise newspaper informed attendants that he was recording this meeting.

Review and Approve minutes of meeting from: March 8, 2019:

Motion to approve the minutes by Priscilla Koleshis, seconded by Michael Leitzel, Vote Unanimous

Mr. Cabral began a discussion concerning the assessments for properties on the West End of Main Street for Fiscal Year 2019 and a report titled "West End Main Street Property Assessment Report for Fiscal Year 2019" which had been presented to the Board of Selectmen prior to March 5th. Mr. Cabral stated that the focus of the discussion would be the valuation for 95-97 Main St (Parcel ID 23.2 - 75; owner: Allied Ventures LLC).

Mr. Cabral presented information concerning the FEMA 50% rule concerning improvements to buildings within special FEMA flood hazard zones. A handout was provided describing that if the cost of improvements exceed 50% of the market value of the building, the building must be brought up to current floodplain management standards.

In respect to the valuation of 95-97 Main St, Mr. Cabral stated that a correction was made to the assessment of the property, for Fiscal Year 2019, by removing Economic Depreciation from the building's depreciation calculation which had been originally applied in Fiscal Year 2015. A handout was provided describing Economic Depreciation as a loss in value due to indirect causes such as a decline in the quality of a neighborhood. Mr. Cabral explained that market conditions in the neighborhood have improved since Fiscal Year 2015.

A copy of an email message from Paul Kapinos, president of pkValuation, was distributed and read aloud by board member Mrs. Koleshis. pkValuation has been a valuation consultant for the Bourne Assessing Department for approximately 20 years. In the message, Mr. Kapinos stated "I have reviewed your report regarding the perceived issue on Main St. Buzzards Bay. I also drove up and down Main St to verify the conditions there now. The land pricing adjustments done for Fy19 are clearly warranted based on the transfer activity and prices. The removal of the previously assigned economic factor on 95-97 Main St. was also clearly warranted. The market conditions at the time that adjustment was assigned have improved significantly. Keeping it in place would have been unfair and inequitable. Good catch!"

During the open meeting Mr. Vincent Michienzi, a member of the public and the owner of 85-93 Main Street which is a property that abuts 95-97 Main St, questioned the large assessment increase for the property located on 95-97 Main St. Mr. Michienzi stated that he believed there was fraud involved in the matter, not entirely or directly with the Assessing Department, but also with the Town Administrator Thomas M. Guerino.

Mrs. Koleshis rejected Mr. Michienzi's assertion and stated that the administration of the town has no say over assessments.

Mr. Michienzi stated that structure is rotted and added that five of the buildings seven units had been condemned by the town. Mr. Michienzi presented a copy of a memo addressed to Roger Laporte, Building Inspector for the Town of Bourne from the Board of Survey dated February 28, 2018 which noted the roof was leaking and the building was in disrepair and it should be considered unsafe. Mr. Michienzi also presented a letter addressed to the Massachusetts Department of Revenue Resolution Office which contests the assessment and implies that that numbers had been manipulated to benefit the property owner of 95-97 Main St.

Chairperson Anne Ekstrom made a statement that the Board of Assessors attempts to remain above the fray and does not involve itself with issues concerning the selectmen and business disputes in town and that no other department is involved in setting valuations.

Mrs. Noreen Michienzi, questioned whether the overall increase in assessment of \$367,800 for 95-97 Main St could be distributed differently, with less attributed to the building and more attributed to the land. Mr. Cabral stated that such a re-distribution could not be done because the land and building have their own valuations.

Mr. Christopher Farrell, a member of the public, introduced himself and questioned why the building condition code for 95-97 Main St had been changed from Poor to Good from Fiscal Year 2013 to Fiscal Year 2014. He requested copies of Fiscal Year 2013 property cards for 95-97 Main St. The card was provided and showed that the building was qualified as Good in Fiscal Year 2013 and no condition change had occurred from Fiscal Year 2013 to 2014.

Ms. Michaela Michienzi, a member of the public, questioned whether the building condition of 95-97 Main St had been addressed at the time of assessment. Mr. Cabral informed her that the building condition and physical depreciation was considered accurate on the property record card, based on a valuation effective date of 1/1/2018 and a substantial increase in the physical depreciation that had been established in Fy15, including a significant drop in effective age of the building from 1981 to 1970. Mr. Cabral informed Ms. Michienzi that the condition of the building could be different for Fiscal Year 2020 based on more recent information.

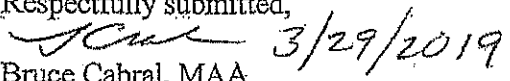
Mr. Jack Howarth, a member of the public, stated that he was a former tenant of 95-97 Main St and that the unit he occupied was in very bad condition.

Mr. Michienzi said that he may be interested in buying 95-97 Main St.

Tentative plans for the next Board of Assessors meeting to be on Friday March 29, 2019 were made.

Meeting Adjourned at 10:40am

Respectfully submitted,


Bruce Cabral, MAA
Director of Assessing



Town Clerk
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext 505



Barry H. Johnson
Town Clerk

Wendy J. Chapman
Asst. Town Clerk

Request for Public Records or Public Information

Date: 3/20/19 Name Vincent Michiene

For Board of Assessors meeting minutes and video March 19 1919

Mailing Address 76 Mashnee Rd Bourne, MA

Home /Cell Phone 508 326 8645 Business Phone _____

Detailed Description of Request :

Would you like an Estimate Prior to Doing the Request? Yes _____ or No

Signature [Handwritten Signature]

Cost of Request: _____

\$.05 per page, Maps and larger documents to be quoted

Maps from vary depending on size,
\$25.00 per hour can be charged for searching for, compiling, segregating,
compiling, segregating, redacting, and redacting and reproducing a requested record.

If disks are to be mailed, a prepaid mailer must be supplied.
Other mailed public records requests must either be hand delivered or have a prepaid envelope.

General Public Records Request : 1st 20 minutes are free, over and above 20 minutes
is \$18.67 per hour plus cost of findings/copies/maps/etc.

Time Date Stamp Request



RECEIVED

2019 MAR 29 PM 2:44

TOWN CLERK BOURNE

To: Mr. Barry Johnson

From: Bruce Cabral – Assessor's Office X1328

Date: 03/29/2019

Re: Minutes from the Board of Assessors Meeting held on 03/19/2019

Hello Mr. Johnson,

Attached are the minutes from the Board of Assessors Meeting which was held on 03/19/2019.

These minutes have been voted on and approved by the Board of Assessors at their recent meeting which was held on 03/29/2019.

These minutes are provided to you in conjunction with the attached Request for Public Records dated 03/20/2019 from Vincent Michienzi.

Thank you,

Bruce Cabral, MAA

Director of Assessing

bcabral@townofbourne.com



Town of Bourne Public Record Requests

Request #19-26

Open

As of March 29, 2019, 12:10pm

Request Visibility: Published

Details

Minutes and video/recording of March 19th Assessors Meeting

Received

March 20, 2019 via web

Due

April 3, 2019

Departments

Assessors

Requester

Vincent Michienzi

Email Not Available

76 Mashnee Road, Bourne, MA 02532

508 326 8645

Tags

Invoices

Documents



Town of Bourne Public Record Requests

(none)

Requester

[MX-M264N_20190320_100344.pdf](#)

Staff Only

[MX-M264N_20190320_100344.pdf](#)

Staff

Point of Contact

bcabral@townofbourne.com

Support

ccobb@townofbourne.com

mfernandes@townofbourne.com

wchapman@townofbourne.com

Tasks

Timeline

External Message

Requester + Staff

The minutes from the Board of Assessors meeting held on March 19, 2019 is scheduled to be reviewed by the Board of Assessors at a meeting on March 29, 2019.

The Board of Assessors will meet on March 29, 2019 at 7:00 PM at the Board of Assessors



Town of Bourne Public Record Requests

March 25, 2019, 10:36am by Bruce Cabral, Director of Assessing (Staff)

Document(s) Added

MX-M264N_20190320_100344.pdf

Staff Only

March 20, 2019, 11:00am by Wendy Chapman

Support Staff Added

Wendy Chapman

Cheryl Cobb

Mary Fernandes

March 20, 2019, 10:58am by Wendy Chapman

Staff Only

Department Assignment

Assessors

March 20, 2019, 10:58am by Wendy Chapman

Public

Request Visibility

Published

March 20, 2019, 10:58am by Wendy Chapman

Staff Only

Request Opened

Request received via web

March 20, 2019, 10:58am by Wendy Chapman on behalf of Vincent Michienzi

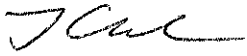
Public

TOWN OF BOURNE MEETING NOTICE

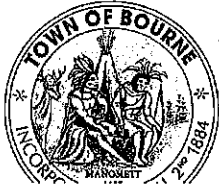
BOARD: BOARD OF ASSESSORS
DATE AND TIME: Friday, March 29, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

AGENDA:

- Meeting at 9:00 am
- Enter into Executive Session
 - Review and vote on applications for tax deferral, exemption and abatement.
- Reconvene Regular Session
- Motion to review and vote on minutes from the Board of Assessors meeting which was held on March 19, 2019

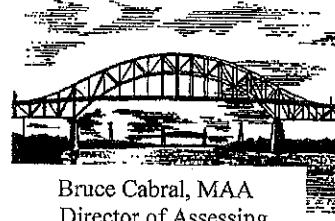

Bruce Cabral, MAA
Director of Assessing

REC'D
2019 MAR 26 PM 3:07
TOWN CLERK BOURNE



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

TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Minutes from the Board of Assessors Meeting which was held on March 29, 2019

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis,
Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:02 am

- A motion was made by Anne Ekstrom to go into executive session at 9:10am to discuss FY2019 tax abatement applications and to reconvene at the conclusion of the executive session. The motion was seconded by Priscilla Koleshis. Vote Unanimous
- The open meeting reconvened at 9:45am.
- Review and Approve minutes from the Board of Assessors Meeting which was held on March 19, 2019.
- A motion to approve the minutes was made by Anne Ekstrom, seconded by Priscilla Koleshis. Vote Unanimous.
- Tentative plans were made for Board of Assessors meetings to take place on April 3rd and 9th

Meeting Adjourned at 9:55am.

Respectfully submitted,

B. Cabral 4/3/2019

Bruce Cabral, MAA
Director of Assessing

TOWN OF BOURNE

2019 APR -3 AM 11:25

RECEIVED

RECEIVED

TOWN OF BOURNE MEETING NOTICE

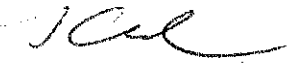
BOARD: BOARD OF ASSESSORS
DATE AND TIME: Wednesday, April 3, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

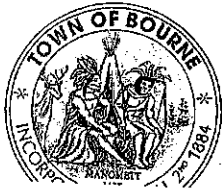
2019 APR -1 AM 8:42

TOWN CLERK BOURNE

AGENDA:

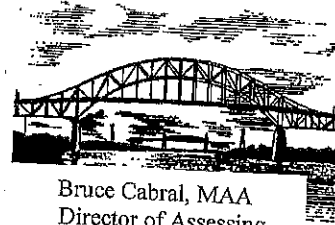
- Meeting at 9:00 am
- Review and vote on minutes from the Board of Assessors meeting which was held on March 29, 2019
- Information related to vacancy posting for member of Board of Assessors
- Motion to Enter into Executive Session
 - Review and vote on applications for abatements.
- Reconvene Regular Session


Bruce Cabral, MAA
Director of Assessing



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

TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

Minutes from the Board of Assessors Meeting which was held on April 3, 2019

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:02 am

Review and Approve minutes from: March 29, 2019

Motion to approve by Priscilla Koleshis, seconded by Anne Ekstrom. Vote Unanimous.

The Board discussed Chairperson Anne Ekstrom's resignation from the Board which will be effective May 1, 2019. A copy of the Notice of Vacancy, which was published in the Bourne Enterprise on March 29, 2019 was viewed. The Board thanked Anne for her service and professionalism.

A motion was made by Priscilla Koleshis to go into Executive Session at 9:15am to discuss FY2019 abatement applications and to reconvene at the conclusion of the executive session.

During the Executive Session, Priscilla Koleshis recused herself from reviewing and voting on abatement applications related to property at 821 Shore Rd (Assessor's ID 38.3-256-0) and 380 Barlows Landing Rd (Assessor's ID 43.1-49). Anne Ekstrom recused herself from reviewing and voting on an abatement application related to property at 5 Prestwick Rd (Assessor's ID PP27.0-54-185).

A motion was made by Priscilla Koleshis to reconvene to Regular Session. The motion was seconded by Michael Leitzel. Vote Unanimous.

The open meeting reconvened at 10:25 am.

Tentative plans were made for the next Board of Assessors meetings to be held on April 9, 2019.

Meeting Adjourned at 10:30 am

Respectfully submitted,

Bruce Cabral, MAA
Director of Assessing

2019 APR -9 AM 11:24
TOWN OF BOURNE
BRUCE CABRAL

2019 APR 25 AM 8:15

Abatement Applicants for Fiscal Year 2019 - Reviewed During Board of Assessors Meeting on 4/3/2019					
Parcel / Property ID	Owner on 1/1/2018	Location	Action	Date Voted	
38.3/59	36 Wenaumet Bluffs Realty Trust	36 Wenaumet Bluffs	Granted	4/3/2019	
pp27/54.185	Adams, Pamela	5 Prestwick	Granted	4/3/2019	
pp99/153	ADT LLC	Various Locations	Granted	4/3/2019	
38.1/13	Bourassa Craig	137 Tahanto Rd	Granted	4/3/2019	
PP20.3/157.11A	Canalside Family Dental	258 Main St Unit C1	Granted	4/3/2019	
42/42	Giampa Keith/Cheryl	180 North Rd	Granted	4/3/2019	
26.1/59	Crane David/Christine	66 Presidents	Granted	4/3/2019	
26.1/73	Crane David/Christine	3 Russell	Granted	4/3/2019	
26.2/23	Crane David/Christine	25 Presidents	Granted	4/3/2019	
pp6.0/128.05	Eastern Sky LLC	12E Ocean Pines	Granted	4/3/2019	
26.1/25	Garvey Jean & James Kashalena	42 Carlisle Rd	Granted	4/3/2019	
43.1/49	Gillis Thomas trs	388 Barlows Landing	Granted	4/3/2019	
20.3/157.12	Grunwald George & Joy	258 Main St Ste C-3	Granted	4/3/2019	
12.1/76	Keen, Richard/ Marcia	5 Luigt Ave	Granted	4/3/2019	
43/62	Kilfoil David/Colleen	80 Clubhouse	Granted	4/3/2019	
20.3/67	Linear Retail	2 Bourne Bridge Approach	Denied	4/3/2019	
24.4/14	MacAndrews Preston	15 Sandy Lane	Granted	4/3/2019	
pp31/37.4	Macdonald Michelle/Michael	260 MacArthur Blvd	Granted	4/3/2019	
34/13	Marshall, Peter	11 Emmons	Granted	4/3/2019	
52/22	Neal Carolyn	9 Scraggy Neck-Road Ext	Granted	4/3/2019	
pp24/40	Nissan of Bourne	60 Macarthur Blvd	Granted	4/3/2019	
50/129	NW Holdings LLC	490 Scraggy Neck	Denied	4/3/2019	
38.3/241	Olson Patricia	13 River	Granted	4/3/2019	
34/27	Oneil, Kevin/Susan	14/14A Briarwood Ln	Granted	4/3/2019	
pp44.2/2	Reinhardt Richard	96 Williams Ave	Granted	4/3/2019	
29.4/115	Rudnicki	124 Mashnee Rd	Granted	4/3/2019	
11/183	Shaw Robert/ JeanMarie Gorman	21 Jillian Dr	Granted	4/3/2019	
3/205	Stratton John/Debra	7 Kimba Ln	Granted	4/3/2019	
15.3/9	Thrasher Natalie	21 Little Bay	Granted	4/3/2019	
20.1/10	Vinculla Cathy/Paul Barnes	7 Little Bay Ln	Granted	4/3/2019	
29.4/78	Wallace Stephen	166 Leeward	Granted	4/3/2019	
pp4.4/112	Werthen Paul	25 Pilgrim Rd	Granted	4/3/2019	
38.3/256	Wing Austin & Wing	821 Shore Rd	Granted	4/3/2019	
41/12	Wynn Thomas trs	461 Wings Neck Rd	Granted	4/3/2019	
		Count Voted on		34	

TOWN OF BOURNE MEETING NOTICE

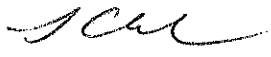
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BOARD: BOARD OF ASSESSORS
DATE AND TIME: Tuesday, April 9, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

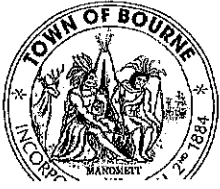
2019 APR -4 PM 3:46
TOWN CLERK BOURNE

AGENDA:

- Meeting at 9:00 am
- Review and vote on minutes from the Board of Assessors meeting which was held on April 3, 2019
- Motion to Enter into Executive Session
 - Review and vote on applications for abatements.
- Reconvene Regular Session

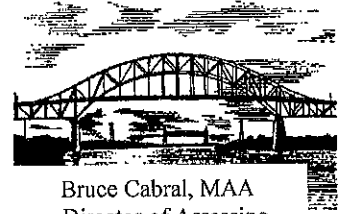

Bruce Cabral, MAA
Director of Assessing

4/4/2019



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

TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
 Director of Assessing

Minutes from the Board of Assessors Meeting which was held on April 9, 2019

Meeting participants: Chairperson Anne Ekstrom, Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Location: Town Hall Conference Room

Meeting called to order: at 9:06 am

Review and Approve minutes from: April 3, 2019

Motion to approve by Anne Ekstrom seconded by Priscilla Koleshis. Vote Unanimous.

A motion was made by Anne Ekstrom to go into Executive Session at 9:15am to discuss FY2019 abatement applications and to reconvene at the conclusion of the executive session seconded by Michael Leitzel. Vote Unanimous

Bruce Cabral informed the Board of an Appellant Tax Board (ATB) decision related to the Fiscal Year 2018 assessment of 380 Wings Neck Road. The ATB decided in favor of the appellant McDonough (owner) and granted the appellant an abatement of \$5,941.60.

Eleven abatement applications were reviewed, voted on and granted during the Executive Session.

A motion was made by Priscilla Koleshis to reconvene to Regular Session. The motion was seconded by Michael Leitzel. Vote Unanimous.

The open meeting reconvened at 10:16 am.

Tentative plans were made for the next Board of Assessors meetings to be held on April 23, 2019.

Meeting Adjourned at 10:25 am

Respectfully submitted,

Bruce Cabral 4/22/2019

Bruce Cabral, MAA
 Director of Assessing

RECEIVED
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 TOWN OF BOURNE

TOWN OF BOURNE MEETING NOTICE

RECEIVED


BOARD: BOARD OF ASSESSORS
DATE AND TIME: Tuesday, April 23, 2019 at 9:00 am
PLACE: Town Hall – Conference Room

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TOWN CLERK BOURNE

AGENDA:

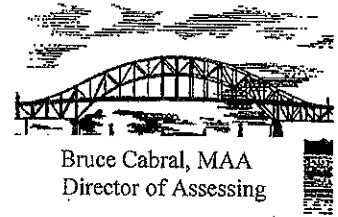
- Meeting at 9:00 am
- Review and vote on minutes from the Board of Assessors meeting which was held on April 9, 2019
- Motion to Enter into Executive Session
 - Review and vote on applications for abatements & exemption.
- Reconvene Regular Session

 4/18/2019
Bruce Cabral, MAA
Director of Assessing



Ekstrom, Chairperson
Priscilla A. Koleshis, Clerk
Michael Leitzel, Member

TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Minutes from the Board of Assessors Meeting which was held on April 23, 2019

Location: Town Hall Conference Room

Meeting participants: Clerk Priscilla Koleshis, Member Michael Leitzel, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Open Session Meeting called to order: at 9:01 am

- Reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: April 9, 2019. A motion to approve and release the minutes was made by Priscilla Koleshis, seconded by Michael Leitzel and the vote was unanimous.
- A motion was made by Priscilla Koleshis to enter into Executive Session at 9:15am to discuss Fiscal Year 2019 abatement and exemption applications, under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60.. The motion was seconded by Michael Leitzel and approval of the motion was unanimous by a roll call vote.

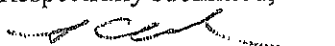
Executive Session called to order: at 9:15am

- The Board reviewed Form 3ABC (Fiscal Year 2020 Return of Property Held for Charitable Purposes) submitted by Taylors Point Improvement Association Inc in respect to their property at 10 Salt Works Lane. It was decided that the applicant has met the requirements necessary to be qualified as a charitable entity and must maintain, advertise/promote charitable/fund-raising events in the future to continue to be qualified as charitable. A motion was made by Priscilla Koleshis to classify 10 Salt Works Lane as a tax-exempt property for Fiscal Year 2020, seconded by Michael Leitzel, and approval of the motion was unanimous by a roll call vote.
- 16 abatement applications were reviewed and discussed. 1 abatement application was reported as withdrawn by the taxpayer's signature and not reviewed. (For details, see the attached/posted Log of Abatement Applicants for Fiscal Year 2019 Which were Reviewed During the Board of Assessors Meeting held on 4/23/2019.)
11 of the abatements were recommended to be granted.
A motion to grant the abatements was made by Priscilla Koleshis, seconded by Michael Leitzel, and approval of the motion was unanimous by a roll call vote.
5 of the abatements were recommended to be denied.
A motion to deny the abatements was made by Priscilla Koleshis, seconded by Michael Leitzel, and approval of the motion was unanimous by a roll call vote.
- A motion was made by Priscilla Koleshis to reconvene to Open Session, seconded by Michael Leitzel, and approval of the motion was unanimous by a roll call vote.

Executive Session Adjourned: at 10:03 am
Open Session meeting reconvened: at 10:03 am

- Tentative plans were made to schedule the next Board of Assessors meeting on June 18th or 25th, 2019.

Meeting Adjourned: at 10:10 am

Respectfully submitted,

Bruce Cabral, MAA
Director of Assessing

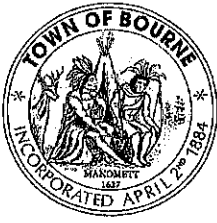
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BRUCE CABRAL

Log of Abatement Applicants for Fiscal Year 2019 which were Reviewed During the Board of Assessors Meeting held on 4/23/2019

<u>Parcel / Property ID</u>	<u>Owner on 1/1/2018</u>	<u>Location</u>	<u>Action</u>	<u>Date Voted</u>
42/47.1	McDonough Elinor	205 North Rd	Granted	4/23/2019
50/66	Munro Elizabeth	17 Pasture Rd	Granted	4/23/2019
30.4/5	White Maureen/Christopher Connors	10 Alona Ave	Granted	4/23/2019
49.0/22	Darling, Ralph	2 Tern Way	Granted	4/23/2019
PP27.0-186.1A	PGM Physician Assoc / Atrius	2 Technology Dr	Granted	4/23/2019
47.1/109	Black, Janet	72 Elgin Rd	Granted	4/23/2019
47.1/108	Black, Joel	68 Elgin Rd	Granted	4/23/2019
54/65.01	Animal Rescue League	0 Lawrence Island	Granted	4/23/2019
3/176	Falero Peter/Marjorie	1 Lady Allison Way	Granted	4/23/2019
50/72	Landry John/Ann	33 Pasture Rd	Granted	4/23/2019
35/51	HAC LLC	100 Harmony Hill	Granted	4/23/2019
30.4/198	Cronin Kathleen	16 Bayview Ave	Denied	4/23/2019
43.2/6	May Carole	321 Barlows Landing Rd	Denied	4/23/2019
51/17	Animal Rescue League	55 Megansett Rd	Denied	4/23/2019
54/15	Animal Rescue League	96 Megansett Rd	Denied	4/23/2019
31.4/70	McGee, Timothy & Penny	10 Westerly Dr	Denied	4/23/2019
		Count Voted on		16

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Priscilla A. Koleshis
Michael Leitzel
Ellen Doyle Sullivan

TOWN OF BOURNE

Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1510 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

TOWN OF BOURNE MEETING NOTICE

BOARD: BOARD OF ASSESSORS

DATE AND TIME: Tuesday, June 25, 2019 at 9:00 am

PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall
Conference Room in Basement

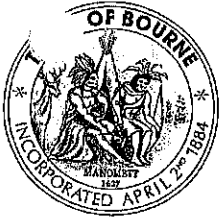
AGENDA:

- Meeting at 9:00 am – Open Session
- Reorganization of Board including vote for New Chairperson
- Review and vote on minutes from the Board of Assessors meeting which was held on April 23, 2019
- Review and vote on Chapter 61A Land Classification applications
- Public Comment/Participation
- Enter into Executive Session under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60 for the purpose of reviewing and roll call voting on applications for abatements, exemptions and other related business.
- Reconvene into Open Session
- Discussion related to workplan and MA Dept of Revenue directives associated with Bourne's Certification of Valuation in Fiscal Year 2023
- New Business
- Any Other Matters Not Reasonably Anticipated by the Board

Respectfully submitted by,

Bruce Cabral, MAA
Director of Assessing

2019 JUN 19 11 19 AM
TOWN OF BOURNE



TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

MEETING MINUTES

Minutes from the Board of Assessors Meeting which was held on June 25, 2019

Location: Town Hall Conference Room

Meeting participants: Chairperson Priscilla Koleshis, Clerk, Michael Leitzel, Member Ellen Doyle Sullivan, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Open Session Meeting called to order: at 9:05 am

A motion was made by Priscilla Koleshis to table the reorganization of the Board because member Ellen Sullivan was delayed in arriving to the meeting. The motion was seconded by Michael Leitzel and the vote was unanimous.

The Board Reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: April 23, 2019. A motion to approve and release the minutes was made by Michael Leitzel, seconded by Priscilla Koleshis and the vote was unanimous by a roll call vote.

Board member Ellen Sullivan arrived to the meeting at approximately 9:30 am.

The Board reviewed 61A Chapter Land applications for Fiscal Year 2020: Assessors Parcel IDs 5.0-16-0 (36 Solomon Joseph Rd), 15.0-2-0 (21 Old Head of the Bay Rd), 26.0-18-4 (0 Old Dam Rd) and 27.0-167-0 (0 Back River Rd). A motion was made by Priscilla Koleshis to approve the applications, the motion was seconded by Michael Leitzel and approval of the motion was unanimous by a roll call vote.

A motion was made by Michael Leitzel to reorganize the Board and appoint Priscilla Koleshis as Chairperson, the motion was seconded by Ellen Sullivan, Priscilla Koleshis abstained from voting and approval was unanimous by roll call vote.

A motion was made by Priscilla Koleshis to appoint Michael Leitzel as Clerk of the Board, the motion was seconded by Ellen Sullivan, Michael Leitzel abstained from voting and approval was unanimous by roll call vote.

A motion was made by Priscilla Koleshis to enter into Executive Session at 9:45 am to discuss Fiscal Year 2019 abatement applications, under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60. The motion was seconded by Michael Leitzel and approval of the motion was unanimous by a roll call vote.

Executive Session called to order: at 9:45 am

The Board reviewed a FY2019 real estate abatement application for 321 Barlow Landing Road, Assessor ID 43.2-6-0 owner: Carole May. The application had originally been denied by the Board's vote on 4/23/2019. However,

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TOWN OF BOURNE

additional information was discovered concerning land value. A motion to grant an abatement was made by Priscilla Kolehsis, seconded by Michael Leitzel, and approval of the motion was unanimous by a roll call vote.

A motion was made by Priscilla Kolehsis to reconvene to Open Session, seconded by Ellen Sullivan, and approval of the motion was unanimous by a roll call vote.

Executive Session Adjourned: at 10:15 am

Open Session meeting reconvened: at 10:15 am

The Board reviewed Fiscal Year 2019 exemption reimbursement forms which had been submitted to the Massachusetts Department of Revenue. Preliminary information indicates that the Town of Bourne will receive \$88,837.50 in reimbursement from the state related to personal exemptions for Fiscal Year 2019.

The Board discussed the status of the preliminary billing for Fiscal Year 2020.

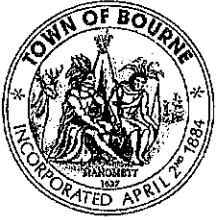
Tentative plans were discussed by the Board for the next meeting to be held on August 6, 2019.

Meeting Adjourned: at 10:34 am

Respectfully submitted,



Bruce Cabral, MAA
Director of Assessing



TOWN OF BOURNE

Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532

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



Bruce Cabral, MAA
Director of Assessing

Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

TOWN OF BOURNE MEETING NOTICE

AGENDA

BOARD: BOARD OF ASSESSORS

DATE AND TIME: Tuesday, August 6, 2019 at 9:00 am

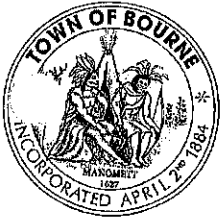
PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall
Conference Room in Basement

- Meeting at 9:00 am – Open Session
- Review and vote on minutes from the Board of Assessors meeting which was held on June 25, 2019
- Public Comment/Participation
- Enter into Executive Session under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60 for the purpose of reviewing and roll call voting on applications for abatements, exemptions and other related business.
- Reconvene into Open Session
- New Business
 - Fiscal Year 2019 Personal Property Demand Notices
 - Cyclical Property Inspections Plan
- Any Other Matters Not Reasonably Anticipated by the Board

Respectfully submitted by,

Bruce Cabral, MAA
Director of Assessing

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TOWN OF BOURNE



TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

MEETING MINUTES

Minutes from the Board of Assessors Meeting which was held on August 6, 2019

Location: Town Hall Conference Room

Meeting participants: Chairperson Priscilla Koleshis, Clerk, Member Ellen Doyle Sullivan, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Open Session Meeting called to order: at 9:03 am

The Board Reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: June 25, 2019. A motion to approve and release the minutes was made by Priscilla Koleshis seconded by Ellen Sullivan and the vote was unanimous by a roll call vote.

The Board discussed the recent increase for public records request relating to historical assessments and abutters list through the Town's website.

A motion was made by Priscilla Koleshis to enter into Executive Session at 9:45 am to review Fiscal Year 2016, 2018 and 2019 settlement agreement for TC systems (f.k.a. Teleport Communications Group), under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60. The motion was seconded by Ellen Sullivan and approval of the motion was unanimous by a roll call vote.

Executive Session called to order: at 9:15 am

A motion was made by Priscilla Koleshis and seconded by Ellen Sullivan to accept the settlement agreement for Fiscal Year 2016, 2018 and 2019 between the Town of Bourne and TC systems (f.k.a. Teleport Communications Group) regarding Appellate Tax Board Litigation and Disputed Assessments of Personal Property Subject to Central Valuation. Massachusetts Department of Revenue officials participated in the negotiation of the settlement. The approved settlement refund is comprised of: \$2,048.79 for Fiscal Year 2016, \$2,110.99 for Fiscal Year 2018 and the withdrawal of an abatement application for Fiscal Year 2019. Acceptance was unanimous by a roll call vote.

A motion was made by Priscilla Koleshis to reconvene to Open Session, seconded by Ellen Sullivan, and approval of the motion was unanimous by a roll call vote.

Executive Session Adjourned: at 9:25 am

Open Session meeting reconvened: at 9:25 am


The Board discussed FY2019 Personal Property demand notices.

The Board discussed the status of the cyclical property inspections plan.

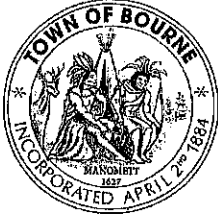
Tentative plans were discussed by the Board for the next meeting to be held in September.

Meeting Adjourned: at 9:56 am

Respectfully submitted,


Bruce Cabral, MAA
Director of Assessing

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Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

TOWN OF BOURNE

Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1510 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
Director of Assessing

TOWN OF BOURNE MEETING NOTICE

AGENDA

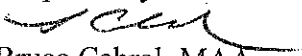
BOARD: BOARD OF ASSESSORS
DATE AND TIME: Thursday, September 26, 2019 at 9:00 am
PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall
Conference Room in Basement

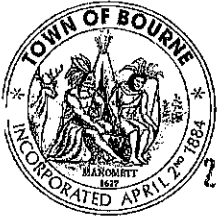
2019 SEP 23 PM 2:33
TOWN OF BOURNE

RECEIVED

- Meeting at 9:00 am – Open Session
- Review and vote on minutes from the Board of Assessors meeting which was held on August 6, 2019
- Review, vote and/or sign a Chapter 61B application and Chapter 61A land liens to be recorded at the Barnstable County Registry of Deeds
- Review and vote on a proposal for Fiscal Year 2020 Valuation Services for the Bourne Board of Assessors
- Public Comment/Participation
- Enter into Executive Session under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60 for the purpose of reviewing and roll call voting on any applications for abatements, exemptions and other related business.
- Reconvene into Open Session
- Update on progress toward establishing a Fiscal Year 2020 Tax Rate and completing the Tax Recapitulation.
- Any Other Matters Not Reasonably Anticipated by the Board

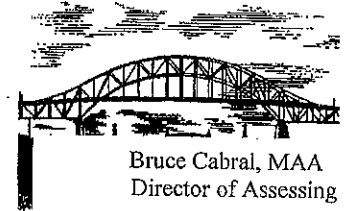
Respectfully submitted by,


Bruce Cabral, MAA
Director of Assessing



TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026

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2019 NOV 18 AM 8:33



TOWN CLERK BOURNE
Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

MEETING MINUTES

Minutes from the Board of Assessors Meeting which was held on September 26, 2019

Location: Town Hall Conference Room

Meeting participants: Clerk Michael Leitzel, Member Ellen Doyle Sullivan, Director of Assessing Bruce Cabral, Assistant Assessor Rui Pereira, Notary Public Nancy Sundman

Open Session Meeting called to order: at 9:10 am

The Board Reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: August 6, 2019. A motion to approve and release the minutes was made by Ellen Doyle Sullivan, seconded by Michael Leitzel and the vote was unanimous by a roll call vote.

A motion was made by Ellen Doyle Sullivan and seconded by Michael Leitzel to table a Fiscal Year 2021 Chapter 61B Land application related to 6 Saguaro Lane until further research was performed in relationship to the application and the subject property. The vote was unanimous by a roll call vote.

The Board reviewed and signed Chapter 61A land liens on State Tax form CL-3 for Fiscal Year 2020. Nancy Sundman, a notary public, notarized the liens on State Tax Form CL-3 to be recorded at the Barnstable County Registry of Deeds.

The Board reviewed the technical (non-price) details of a proposal titled Fiscal Year 2020 Valuation Services for the Town of Bourne Board of Assessors which was submitted by pkValuation Group. This proposal was submitted to the Board in a timely manner, in response to a Request for Proposals and it was the only proposal received. A motion was made by Ellen Doyle Sullivan to approve the proposal, it was seconded by Michael Leitzel and the vote was unanimous by a roll call vote.

Under M.G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60., a motion was made by Michael Leitzel and seconded by Ellen Doyle Sullivan to go into Executive session to discuss an email correspondence pertaining to a residential property assessment from Fiscal Year 2019 and the owner's request for an abatement.

Executive Session called to order: at 9:40 am

An email message from property owner Betsey Weare was reviewed by the Board. In the message, Ms Weare requests an abatement associated with the assessment of her property at 43 Pasture Road (Assessor ID 53.0 – 12) for Fiscal Year 2019. The adjusted assessment of the property in Fiscal Year 2018 was \$1,440,100 after an abatement was approved by the Board of Assessors. In Fiscal Year 2019, the assessment of the property was \$2,390,800 after prior year adjustments were reversed in an effort to mitigate errors during the transition of staff in the Assessors Office. After reviewing the assessments, the Board agreed that the adjustments applied in Fiscal Year 2018 should have remained in effect for Fiscal Year 2019. The Board considered the issue a clerical error. A motion was made by Ellen Doyle Sullivan to apply to the Massachusetts Department of Revenue (DOR) for the Authority to Abate (under MGL Chapter 58, Section 8) for the Fiscal Year 2019 taxes related to the property.

The motion was seconded by Michael Leitzel and the vote was unanimous by roll call vote. The deadline for the Board of Assessors to abate taxes for Fiscal Year 2019 had passed, so Authority to Abate from DOR is necessary to proceed with any possible further action.

A motion was made by Michael Leitzel and seconded by Ellen Doyle Sullivan to reconvene to Open Session. The motion was unanimous by a roll call vote.

Executive Session Adjourned: at 9:50 am

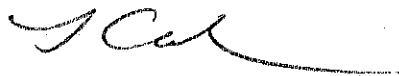
Open Session meeting reconvened: at 9:50 am

The Board discussed the status of cyclical property inspections in Bourne.

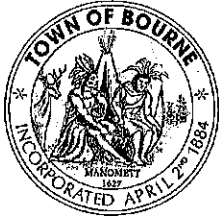
Tentative plans were made by the Board for the next meeting to be held before October 28, 2019.

Meeting Adjourned: at 9:56 am

Respectfully submitted,



Bruce Cabral, MAA
Director of Assessing



TOWN OF BOURNE

Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532

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

Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member



Bruce Cabral, MAA
Director of Assessing

TOWN OF BOURNE MEETING NOTICE

AGENDA

BOARD: BOARD OF ASSESSORS

DATE AND TIME: Tuesday, October 22, 2019 at 9:00 am

PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall
Conference Room in Basement

- Meeting at 9:00 am – Open Session
- Review and vote on minutes from the Board of Assessors meeting which was held on September 26, 2019
- Discuss an application for Chapter 61B land qualification for the property at 9 Saguaro Lane (Assessors ID 24.3 – 37)
- Discussion on approved contract with pkValuation to perform valuation services for Fiscal Year 2020
- Update on progress toward establishing Fiscal Year 2020 property valuations, cyclical inspections, new growth, tax rate and tax recapitulation.
- Public Comment/Participation
- Any Other Matters Not Reasonably Anticipated by the Board

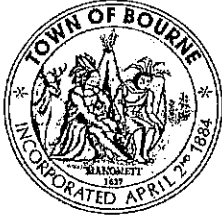
Respectfully submitted by,

Bruce Cabral, MAA
Director of Assessing

TOWN CLERK BOURNE

2019 OCT 17 PM 2:34

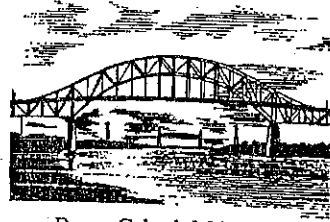
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Priscilla A. Koleshis, Chairperson
 Michael Leitzel, Clerk
 Ellen Doyle Sullivan, Member

TOWN OF BOURNE

Board of Assessors
 24 Perry Avenue
 Buzzards Bay, MA 02532
 (508) 759-0600 Ext. 1510 ♦ Fax (508) 759-8026



Bruce Cabral, MAA
 Director of Assessing

TOWN OF BOURNE MEETING NOTICE

AGENDA

BOARD: BOARD OF ASSESSORS
DATE AND TIME: Tuesday, October 22, 2019 at 9:00 am
PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall
 Conference Room in Basement

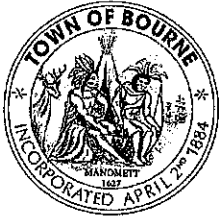
- Meeting at 9:00 am – Open Session
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- Discuss an application for Chapter 61B land qualification for the property at 9 Saguaro Lane (Assessors ID 24.3 – 37)
- Discussion on approved contract with pkValuation to perform valuation services for Fiscal Year 2020
- Update on progress toward establishing Fiscal Year 2020 property valuations, cyclical inspections, new growth, tax rate and tax recapitulation.
- Public Comment/Participation
- Any Other Matters Not Reasonably Anticipated by the Board

Respectfully submitted by,

[Signature]
 Bruce Cabral, MAA
 Director of Assessing

Cancelled
[Signature]
 10/22/2019

RECEIVED
 2019 OCT 17 PM 2:34
 TOWN OF BOURNE



TOWN OF BOURNE

Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532

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

Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member



Bruce Cabral, MAA
Director of Assessing

TOWN OF BOURNE MEETING NOTICE AGENDA

BOARD: BOARD OF ASSESSORS
DATE & TIME: Friday, November 15, 2019 at 9:00 am
PLACE: 24 Perry Avenue, Buzzards Bay - Town Hall Conference Room in Basement

- Meeting at 9:00 am – Open Session
- Review and vote on minutes from the Board of Assessors meeting which was held on September 26, 2019
- Discuss the Fiscal Year 2020 projected property valuations, new growth, tax rate and residential factor (tax levy classification percentages).
- Discuss an application for Chapter 61B land qualification for the property at 9 Saguaro Lane (Assessors ID 24.3 – 37)
- Discussion on approved contract with pkValuation to perform valuation services for Fiscal Year 2020
- Discuss the possibility of supporting a monetary increase in the Senior Work-off (Exemption) Program.
- Discuss Residential Personal Property as it relates to affordable rental properties.
- The Board may vote to enter into Executive Session under G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60 for the purpose of reviewing and roll call voting on applications for abatements, exemptions and other related business. The Board will reconvene into Public Session after Executive Session, if it occurs.
- Public Comment/Participation
- Any Other Matters Not Reasonably Anticipated by the Board

Respectfully submitted by,

Bruce Cabral, MAA
Director of Assessing

RECEIVED
2019 NOV 12 PM 4:15
TOWN CLERK BOURNE



TOWN OF BOURNE
Board of Assessors
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 1328 ♦ Fax (508) 759-8026



Priscilla A. Koleshis, Chairperson
Michael Leitzel, Clerk
Ellen Doyle Sullivan, Member

MEETING MINUTES

Minutes from the Board of Assessors Meeting which was held on November 15, 2019

2019 FEB -5 AM 11:02
JOHN CLERK BOURNE

RECEIVED

Location: Town Hall Conference Room

Meeting participants: Clerk Michael Leitzel, Member Ellen Doyle Sullivan, Director of Assessing Bruce Cabral and Assistant Assessor Rui Pereira

Open Session Meeting called to order: at 9:05 am

The Board reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: September 26, 2019. A motion to approve and release the minutes was made by Ellen Doyle Sullivan, seconded by Michael Leitzel and the vote was unanimous by a roll call vote.

The Board reviewed the Fiscal Year 2020 projected property valuations, new growth, tax rate and residential factor (tax levy classification percentages). A motion was made by Ellen Doyle Sullivan and seconded by Michael Leitzel to recommend a single tax rate. The vote was unanimous by a roll call vote.

The Board reviewed an application for Chapter 61B land qualification for the property at 9 Saguaro Lane (Assessors ID 24.3 – 37). A motion was made by Michael Leitzel and seconded by Ellen Doyle Sullivan to inform the applicant via letter, that the Board would extend a period of time to December 3, 2019 for the applicant to submit additional information related to access of the land by a non-profit organization. The vote was unanimous by a roll call vote.

The Board reviewed and discussed the following topics:

- It was noted that cyclical real estate property inspections would be performed in the Spring of 2020 by pkValuation group and the Assessing Department staff. A contract with pkValuation Group exists for the inspection of approximately 1,000 properties this fiscal year.

- The possibility of supporting a monetary increase in the Senior Work-off Exemption Program. The current exemption amount is approximately \$500 per year. The Board was open to a possible increase, particularly due to the hourly limitations imposed by an increasing minimum wage.

- If any Residential Personal Property exemption had ever been considered or approved in prior years for affordably priced, year-round rental properties. No exemption was noted currently nor in prior years by the Board.

No votes were considered necessary or taken for the topics noted above, as no decisions were needed.

Under M.G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60., a motion was made by Ellen Doyle Sullivan and seconded by Michael Leitzel to go into Executive session to discuss a veterans exemption application related to Fiscal Year 2020 taxes.

Executive Session called to order: at 10:01 am

The Board reviewed a Massachusetts Clause 22 veteran exemption application for the owner of 14 Sycamore Avenue (Assessors ID 3.0-238-0). The applicant was determined to be eligible for the exemption for Fiscal Year 2020. A motion was made by Ellen Doyle Sullivan and seconded by Michael Leitzel to approve the application. The vote was unanimous by a roll call vote.

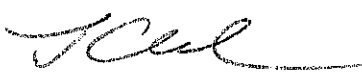
A motion was made by Ellen Doyle Sullivan and seconded by to reconvene to Open Session. The motion was unanimous by a roll call vote.

Executive session adjourned: at 10:23 am

Open Session meeting reconvened: at 10:23 am

Meeting Adjourned: at 10:29 am

Respectfully submitted,

 1/28/2020

Bruce Cabral, MAA
Director of Assessing

Proposed Agenda – Meeting of Board of Directors and Annual Meeting of the Corporation

Date: January 9, 2019
Time: 8:00 am
Location: Upper Cape Cod Regional Technical School

NOTE: Any item specifically listed on this agenda may be subject to a vote.

Meeting of the Board of Directors - Call to order President D. Doucette

VOTE to suspend regular Board Meeting and Open Annual Meeting D. Doucette

Treasurer's Report Treasurer Michael Giancola
Minutes of last Annual Meeting D. Doucette
Other Business

VOTE to adjourn Annual Meeting and re-open Meeting of Board of Directors D. Doucette

Review and VOTE on Minutes from the June 13, 2018 meeting

Treasurer's Report Treasurer M. Giancola
Review report and VOTE on acceptance
Review bills due for authorization and/or ratification and VOTE on acceptance

Discussion and possible vote on By-Laws change

Other business – no deliberation

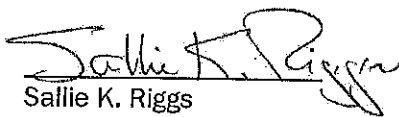
President's updates D. Doucette

Reports/Updates from Directors

Topics for Future Discussion (for information only)

Public Comment – non-agenda items

Adjourn


Sallie K. Riggs
Secretary/Clerk

RECEIVED
TOWN OF CAPE COD
2019 JAN -3 AM 11:38

2019 MAY -6 AM 11:53

**Minutes of the meeting of the Board of Directors
January 9, 2019
Upper Cape Cod Regional Technical School**

CORRECTED

Attending: Directors: Jeanne Azarovitz, Richard Carlson, Dan Doucette, Bob Dutch, Kelly Marcimo, Marie Oliva, David Peterson, Patricia Piva, Sallie Riggs, Kathy Zagzebski.

President Dan Doucette opened the meeting at 8:05 am.

Dan asked for a MOTION and SECOND to suspend the Directors' meeting and open the Annual Meeting. It was so VOTED unanimously.

At 8:08 am, Dan re-opened the meeting of the BFDC Board of Directors.

Minutes: Dan asked for any additions or changes to the Minutes of the meeting of June 13, 2018. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Treasurer's Report: In the absence of the Treasurer, Mike Giancola, Dan referred the Directors to the report sent in advance of the meeting. The report, as of December 31, 2018, shows cash assets of \$2,073.21 of which \$1,010.91 is restricted as previously held in the housing escrow account. He also noted the report showing an invoice for \$240 for the website hosting that is due and the need to ratify two payments that had previously been authorized by the Executive Committee. It was then MOVED, SECONDED and VOTED unanimously to accept the report as circulated, to authorize the hosting payment, and ratify the Executive Committee's actions.

Discussion of proposed By-laws changes: Dan asked Sallie Riggs to review the e-mail from David (Kofi) Ingersoll that was circulated to the Board in advance of the meeting. After some discussion Dan created a team to meet with Kofi. The team is: Dan, Bob Dutch, Mike Giancola and Rick Carlson. Dan took responsibility for calling Kofi to arrange a time.

During the discussion Dave Peterson reported that Cape Cod Aggregates is going to have to wind down its operation next to the proposed Bourne Development Campus site and confirmed the company's interest in working toward some active development of the hundreds of contiguous acres owned by the company and the Ingersoll family. Other Directors agreed that there is a great opportunity for development that would benefit the town.

Dan then asked Sallie to report on the meeting that he and she had with the Town Administrator and Assistant Town Administrator. Sallie noted that she had spoken with a member of the staff of the Secretary of State about the BFDC's status - neither active nor dissolved. That staff member told her that the organization is the responsibility of the Town, a status that Dan and Sallie reported to Tom Guerino and Glenn Cannon. During their meeting, Tom agreed to take responsibility for the BFDC. It was suggested that a smaller board with more representation by the Town would be more acceptable, and so the proposed By-law change was drafted and circulated to the Directors in advance of today's meeting.

During the discussion there was agreement that nothing was happening with the BFDC in its current staffing - non-staff - mode and that the change would make sense. It was then

MOVED, SECONDED and VOTED unanimously to modify the By-laws as proposed contingent upon a written Memo of Agreement between the Town and the BFDC that stated the Town's commitment to take responsibility for the administration of the BFDC, including, but not limited to staffing, preparation and filing of all required state and federal reports, website maintenance, and housing of records. Members expressed the desire to have such a memo drafted and discussed with the Town Administrator within the next few weeks in order to finalize the By-laws action at the February Directors' meeting. There was also a desire that the three Directors currently appointed by the Board of Selectmen would remain as three of the five appointed by the Town and that the change in Board membership would be gradual.

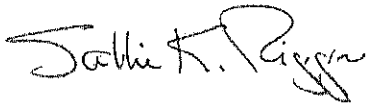
President's Updates: It looks as if the Hampton Inn will open mid-summer, perhaps as late as August. The Kalamar 55+ housing project has been approved by the Planning Board for 120 units. Vinny Michienzie is going before the Planning Board tomorrow night with his plans for the 85-93 Main Street properties.

Public Comment and Reports/Updates from Directors: There were none.

Topics for future agendas: same as usual with particular attention to the developments around the Bourne Development Campus and the status of the BFDC.

Adjourn: The meeting adjourned around 9:15 am.

Respectfully submitted,



Sallie K. Riggs, Secretary/Clerk

**Minutes of the meeting of the Executive Committee
Bourne Financial Development Corporation
May 14, 2019
Upper Cape Cod Regional Technical School**

DRAFT – DRAFT

Attending: Directors: Dan Doucette, Bob Dutch, Michael Giancola, Sallie Riggs,

President Dan Doucette opened the meeting at 8:30 am.

Dan asked Sallie Riggs to provide the background to the discussion.

Sallie reported that the liability insurance for the Bourne Development Campus (BDC) was up for renewal and she wanted to have the Executive Committee make a decision about continuing the coverage, or not, subject to ratification by the full Board.

After a brief discussion there was consensus among the members to continue the coverage.

Sallie then reported that the only way the BFDC could pay the premium was by using some of the money from the housing escrow funds. She continues to be unable to contact the person who began the housing supplement project. After a brief discussion there was consensus to continue to consider those funds as restricted. The Treasurer volunteered to take on the premium payments as a contribution to the town. President Doucette then asked for a motion for the BFDC to take on the loan to pay the premium, a loan of \$1,165.50 which will be repaid by the Treasurer. It was so **MOVED, SECONDED and VOTED** unanimously.

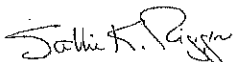
In the context of the discussion, Sallie reported no progress in discussions with the Ingersoll family and the Lorusso family concerning developing the BDC.

Dan noted that the project will be referenced in the new Local Comprehensive Plan and during the discussion it was suggested that the campus be referred to as "blue, green, and clean."

Public Comment and Reports: There were none.

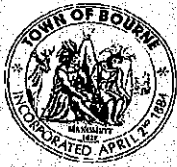
Topics for future agendas: same as usual.

Adjourn: The meeting adjourned around 8:54 am.



Respectfully submitted,
Sallie K. Riggs, Secretary/Clerk

2019 JUN -5 AM 11:35
COMMUNICATIONS SECTION



Barry H. Johnson
Town Clerk

February 18, 2021

Trustees, Bourne Veterans Memorial Community Center

07/23/2019 10/22/2019

Pursuant to the Town Charter of 2001, the Town By-laws and the Mass. General Laws, minutes for all meetings should be filed with the Town Clerk's Office. If the Board or Committee posted a meeting and the meeting was cancelled, please file with our office a notice to that effect stating that the meeting was not held and no minutes will be filed.

With regard to the Memo from Robert S. Troy dated May 26, 2010, Committees that meet less than four times a year or on an as needed basis should file "draft minutes within 45 days of its meeting, and file the approved minutes with the Town Clerk immediately after the next scheduled open meeting.

According to the Town of Bourne Bylaws, Section 2.4.5 adopted at the Annual Town of Meeting of 2007, Executive Session Minutes. Minutes of Executive Sessions, upon approval of the committee having called the executive session, shall be sealed in an envelope labeled with the name of the committee, date of the Executive Session, and the general reason for calling the Executive Session. Such sealed envelopes shall be promptly filed with the Town Clerk, who shall keep the minutes sealed until such time as the committee provides written notice to the Town Clerk that the purpose of the Executive Session has been resolved. Upon receipt of such notice, the Town Clerk shall unseal the minutes and shall add them to the public minutes of the committee. *

If you should have any questions, please contact our office.

Sincerely,


Wendy J. Chapman
Asst. Town Clerk

Town Clerk
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext 505



Wendy J. Chapman
Asst. Town Clerk

Joseph Gordon

RECEIVED

2019 JUL 16 AM 8:38

Agenda

Board of Trustees of the Bourne Veterans Memorial Community Center

Date: Tuesday July 23, 2019

Time: 4:00 PM

Location Change: James A. Mulvey Room

Bourne Veterans Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

1. Call the meeting to order
2. Reorganize the Board
3. Review and vote on previous meeting minutes
4. Building Reports
5. Discussion on filling vacated Trustees seat.
6. Future agenda items
7. Trustee Comments
8. Comments from the public
9. Set next meeting
10. Adjourn

Submitted by: Joseph P. Gordon – Chairman Board of Trustees

Agenda

Board of Trustees of the Bourne Veterans Memorial Community Center

Date: Tuesday October 22, 2019

Time: 4:00 PM

Location: James A. Mulvey Meeting Room Bourne Veterans Memorial
Community Center

239 Main Street, Buzzards Bay, MA 02532

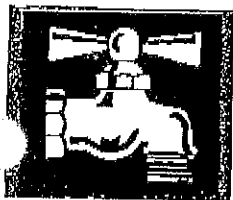
1. Call the meeting to order
2. Review and vote on minutes from previous meetings
3. Building Reports – Latest updates and upcoming events
4. Future agenda items
5. Comments from the public
6. Trustee Comments
7. Set next meeting
8. Adjourn

TOWN CLERK BOURNE

2019 OCT -7 PM 12:36

RECEIVED

Submitted by: Joseph P. Gordon – Chairman Board of Trustees



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

TOWN CLERK BOURNE

2019 DEC 26 AM 8:39

RECEIVED

MEETING NOTICE BOURNE WATER DISTRICT BOARD OF WATER COMMISSIONERS MEETING FEBRUARY 26, 2019 8:30 A.M.

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
Minutes of the January 16, 2019 Commissioners meeting
January commitment and abatements
Weekly warrant
AGENDA

OLD BUSINESS

1. Discussion regarding letter to town

Regular Session New Business

1. Uniform policy – change to uniforms purchased after employee is made permanent at 6 months
2. Request for abatement and relief of interest charges with payment plan. Phil Austin
3. Request for a meeting with the other Districts and the town for Pilot Programs and mutual aid, etc. Discussion regarding letter.
4. Office computers
5. Final Budget Discussion and approval

Superintendents Report

To Town Clerk Please Post: Posted on Town website 02/20/2019

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
FEBRUARY 26, 2019

RECEIVED

THE MEETING WAS DULY POSTED.

2019 APR -9 AM 10: 29

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER NANCY WARD. SUPERINTENDENT ROBERT PROPHETT AND ATTORNEY J. O'CONNOR. **CLERK BOURNE**

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE JANUARY 16, 2019 MEETING AND JANUARY COMMITMENT, THE ABATEMENT LIST AND THE WEEKLY WARRANT.

ATTY O'CONNOR STATED HE FELT THE LETTER TO TOWN SHOULD BE DISCUSSED IN ORDER TO GET THE BEST RESULTS.

MR. PROPHET STATED THAT WE NEED TO BE MADE AWARE OF ANY NEW PROJECTS IN THE DISTRICT AND BE PROVIDED WITH A POTENTIAL WATER USE FOR THE PROJECT.

MR. LYONS ASKED HOW THE PROCESS INVOLVES US NOW AND HOW WE COULD MONITOR SOMETHING THAT ALREADY HAS A SERVICE.

MR. WAY ASKED HOW WE WOULD LIMIT WATER USAGE? MR. PROPHETT STATED ONE WAY WOULD BE OUTSIDE WATERING RESTRICTION. ATTY. O'CONNOR STATED THAT YOU COULD GO TO AN ESCALATING SCALE FOR WATER USAGE. MR. LYONS STATED THAT HE DIDN'T THINK THAT WOULD BE A DETERRANT, PEOPLE WOULD JUST PAY IT. ATTY. O'CONNOR STATED THAT BUSINESSES THAT ARE LOOKING AT THEIR BOTTOM LINE WOULD BE MORE CAREFUL IN THEIR USAGE.

THE TOWN HAS TO LOOK AT THEIR CAPACITY FOR SEWAGE AND IF A PROJECT COMES TO THEM THAT EXCEEDS THE CAP THEY WOUDN'T ALLOW IT, IF 3 SMALLER PROJECT CAME IN THAT DID NOT THEY WOULD BE APPROVED. IT WOULD BE THE SAME IF WE WERE COMING CLOSE TO OUR D.E.P. PERMITTED AMOUNT BUT WE NEED TO BE MADE AWARE OF THE NEW COMMERCIAL PROJECTS LOOKING TO GET PERMITS AS WELL AS CHANGE OF USE PROJECT.

MR. HANDY STATED WE NEED TO WORK ON NEW REGULATIONS FOR THE PURPOSE OF STAYING UNDER OUR PERMITTED AMOUNT AND FUTURE DEVELOPMENT DOES NOT PUT US OVER THE LIMIT.

ATTY. O'CONNOR STATED WE NEED TO FIGURE OUT A SCENARIO OF FUTRE USE TO SEE WHERE WE STAND. IF THE CUBELLIS PROPERTY IS DEVELOPED WOULD THAT PUT US OVER THE TOP? WHAT IF A NURSING HOME WAS BUILT OR CONDOS? WE NEED TO SEE THE IMPACT.

MR. LYONS STATED THAT WE NEED TO SEND A LETTER TO THE TOWN ASKING TO BE INCLUDED IN THE PERMITTING PROCESS FOR NEW COMMERCIAL CONSTRUCTION AND CHANGE OF USE SO THAT WE KNOW WHAT THEY WILL POTENTIALLY USE.

MRS. WARD STATED THAT SHE AND MR. PROPHETT WILL GET WORKING ON THE LETTER AND A SCENARIO FOR FURTUE USE. ATTORNEY O'CONNOR LEFT THE MEETING AT 9:15AM.

MRS. WARD STATED THAT AFTER THE LAST HIRING SESSION WE PURCHASED UNIFORMS FOR THE TWO NEW MEN, ONE OF THEM DID NOT WORK OUT AND BOB LET HIM GO. HE DID RETURN HIS UNIFORMS BUT WE SPENT \$356.00 OUT OF THE APPROPRIATION FOR UNIFORMS. I WOULD LIKE THE BOARD TO CONSIDER ADDING THAT UNIFORMS WILL BE

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
FEBRUARY 26, 2019**

PURCHASED AFTER THE EMPLOYEE IS MADE A PERMANENT EMPLOYEE OF THE DISTRICT TO THE UNIFORM POLICY.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY NOT TO INCLUDE THE WORDING THAT UNIFORMS WILL BE BOUGHT WHEN AN EMPLOYEE IS MADE PERMANENT.

MRS. WARD GAVE THE BOARD A LETTER FROM PHIL AUSTIN ASKING THE BOARD ALLOW HIM TO MAKE PAYMENTS WITH OUT INTEREST ADDED FOR THE NEXT TWO BILLING PERIODS. SHE STATED HE CAME IN FAITHFULLY AT THE BEGINNING OF THE MONTH TO MAKE THE PAYMENT ON THE ACCOUNT THAT HE PROMISED AND HIS BILLS RUN BETWEEN \$8,000-\$10,000.

THE BOARD VOTED UNANIMOUSLY TO ALLOW THE PAYMENT PLAN WITHOUT INTEREST FOR TWO PAYMENT CYCLES AND TO ABATE INTEREST CHARGES FOR THIS CYCLE.

MRS. WARD GAVE THE BOARD AN E-MAIL FROM THE TOWN REQUESTING THAT WE CONSIDER MEETING WITH THE TOWN AND OTHER DISTRICTS TO FORM A UNITED FRONT WITH ISSUES, PROVIDE MUTUAL AID AND DEAL WITH ISSUES WITH THE TOWN AND GOVERNMENT AGENCIES TOGETHER.

THE BOARD ASKED THE SUPERINTENDENT TO BE THEIR LIASON TO THE GROUP.

MRS. WARD STATED THAT THE COMPUTERS IN THE OFFICE WERE COSTING A LOT OF MONEY TO BE FIXED AS THEY ARE CONSTANTLY CRASHING. SHE STATED SHE WAS HOPING TO REPLACE THEM IN THE NEXT BUDGET BUT THERE HAS BEEN WAY TOO MUCH DOWN TIME AND FEELS IT WOULD BE MORE COST EFFECTIVE TO BITE THE BULLET AND DO IT NOW.

THE BOARD UNANIMOUSLY VOTED TO ALLOW THE PURCHASE.

MRS. WARD PRESENTED THE FINALIZED BUDGET TO THE BOARD. SHE STATED THAT THE MEDICAL INSURANCE DID NOT HAVE A RATE INCREASE SO SHE REDUCED THE AMOUNT BUDGETED FOR INSURANCE AND INCREASED THE AMOUNT WE ARE PUTTING INTO THE STABILIZATION FUND BY \$5,000. AND REDUCED THE AMOUNT WE WERE PLANNING TO USE FROM THE CAPITAL IMPROVEMENT FUND BY \$15,000.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BUDGET AS PRESENTED.

Superintendents Report - 26 February 2019

With the help of all we submitted the ASR and the CCR this month. Those two reports are always a sign of another year coming to an end. I really appreciate all the input everyone gives me to make them easier to produce.

I have been accepting applications for another crew position and will be interviewing soon.

I would like to use some of the monies that Ralph had set aside for GIS mapping to get a hand held GPS unit so we can start getting our system on a computer platform. We will do this ourselves by locating every structure we have and giving it a location. The device is \$8000.00 to buy or we can rent it for \$500.00 per day and or \$1000.00 a week. This process will take much longer than 8 weeks so it seems to make sense to buy I also feel like anything

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
FEBRUARY 26, 2019**

going forward can be added instead of again having to rent.

The Board voted unanimously to allow the purchase.

I also need to applaud all of our workers crew and office staff for getting Tahanto up to date as far as hydrants and gate valves to make working in that area easier. Everyone stepped up and worked really hard to get it done... So thank you to all. I think the commissioners need to know this.

MR. HANDY MADE A MOTION TO ADJOURN, MR. WAY SECONDED THE MOTION AND THE MEETING ADJOURNED AT 9:55 AM.

RESPECTFULLY SUBMITTED,

Nancy Ward

NANCY WARD
DISTRICT CLERK

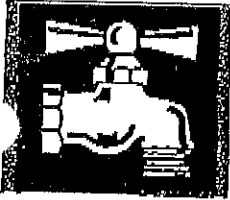
BOARD OF WATER COMMISSIONERS

Brian S. Handy

BRIAN S. HANDY, CHAIRMAN
Peter B. Way

PETER B. WAY
Michael R. Lyons

MICHAEL R. LYONS



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

TOWN CLERK BOURNE

2019 DEC 26 AM 8:39

RECEIVED

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS MEETING
APRIL 9, 2019
8:30 A.M.**

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
Minutes of the February 26, 2019 Commissioners meeting
February and March commitment and abatements
Weekly warrant
No March Meeting

AGENDA

Regular Session
New Business

1. Request for abatement – Paul Chamillard – 223 county Rd
2. 80 Rocky Point Rd. move service
3. Water Withdrawal Permit

Superintendents Report

To Town Clerk Please Post: Posted on Town website 04/03/2019

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING RECEIVED
MAY 14, 2019**

THE MEETING WAS DULY POSTED.

2019 JUN 11 PM 3:58

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER NANCY WARD AND SUPERINTENDENT ROBERT PROPHETT.

~~BOURNE WATER DISTRICT~~

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE APRIL 9, 2019 MEETING AND APRIL COMMITMENT, ABATEMENT LIST AND THE WEEKLY WARRANT.

MRS. WARD STATED THAT THE BOARD NEEDED TO APPOINT AN ASSISTANT TREASURER.

MR. LYONS MADE A MOTION TO APPOINT BRIAN HANDY AS ASSISTANT TREASURER, MR. WAY SECONDED THE MOTION AND THE BOARD VOTED UNANIMOUSLY TO APPOINT MR. HANDY AS ASSISTANT TREASURER.

MR. PROPHET STATED THAT PHIL CARVAHLO OF SUBMITTED A REVISED PLAN THAT WOULD MOVE THE DISTANCE BETWEEN THE SOLAR ARRAY AND HERSEY LANE FROM AROUND 50 FT. TO 300 FT. HE HAS REDESIGNED THE ARRAY FOR MORE KWH AND IS PROPOSING A LEASE PAYMENT TO THE DISTRICT OF \$205,500. PER YEAR. MY CONCERN IS THAT ON THE NEW PLAN THE ARRAY SEEMS TO ENCRACH ON THE AUSTIN PROPERTY.

MR. WAY ASKED IF THE WOULD JUST BE A STAIGHT UP LEASE. MR. PROPHETT STATED THAT IT WOULD, WE WOULD NOT GET METERING CREDITS AND THEY WOULD BE RESPONSIBLE FOR ALL MAINTENANCE AND REPAIRS. THEY WOULD JUST PAY US TO LEASE THE PROPERTY. MR. LYONS STATED THAT WE NEED A BETTER SITE PLAN BEFORE WE CAN MAKE A DECISION. IT DOES LOOK LIKE THE ARRAY IS ENCRACHING ON THE AUSTIN PROPERTY. MR. HANDY STATED THAT THE ARRAY NEEDS TO BE MOVED SOUTH. MR. PROPHETT STATED THAT IT ABUTTS VALLEY BARS ROAD TOO CLOSELY. MR. WAY STATED THAT WOULD AFFECT THE AUSTIN SUBDIVISION. MR. LYONS STATED I WOULD HOPE THERE COULD BE A 300 FT. DISTANCE FROM HERSEY AS WELL AS VALLEY BARS RD.

MR. WAY ASKED HOW LONG THE LEASE WOULD BE. MR. PROPHET STATED 20 YEARS AT WHICH TIME I THINK WE HAVE A CHOICE WHETHER TO TAKE IT OVER OR THEY WOULD DISMANTLE IT LIKE IN LEASE WITH IGS BUT I HAVE TO MAKE SURE THAT IS THE SITUATION.

THE BOARD VOTED UNANIMOUSLY TO TABLE THE DISCUSSION UNTIL ATTORNEY O'CONNOR IS AVAILABLE.

MR. PROPHETT STATED THAT TOM BOLTON HAS BEEN EMPLOYED FOR SIX MONTHS AND HE WOULD LIKE THE BOARD TO MAKE HIM A PERMANENT EMPLOYEE. HE STATED THAT HE HAS ACTUALLY ASSUMED THE FOREMAN ROLE WITHOUT THE TITLE OR A RAISE. HE ASKED THE BOARD TO GIVE HIM A \$1.00 PER HOUR RAISE.

AFTER SOME DISCUSSION THE BOARD VOTED UNNIMOUSLY TO MAKE MR. BOLTON A PERMANENT EMPLOYEE AND ALLOW THE RAISE.

MR. PROPHETT STATED THAT HE WOULD LIKE THE BOARD TO CONSIDER A \$.50 PER HOUR RAISE FOR DAVID HOPE. HE RECEIVED HIS BACKFLOW LICENSE AND WAS INSTUMENTAL IN GETTING THE LAST ROUND OF BACKFLOW TESTING DONE.

AFTER SOME DISCUSSION THE BOARD VOTED UNNIMOUSLY TO ALLOW THE RAISE.

BOURNE WATER DISTRICT COMMISSIONER'S MEETING **RECEIVED**
MAY 14, 2019

Superintendents Report - 14 May 2019

2019 JUN 11 PM 3:58

We have completed the new water main on Rocky Point Rd. the guys ~~worked~~ and worked really well together. We installed 140 feet of water main installed a new fire hydrant and an isolation gate valve that the previous hydrant did not have. We were there about 6 hours and we are now waiting until the new foundation goes in to install his service. Once again we found that the records are incorrect it turned out to be a Cast Iron water main not Asbestos.

The guys have also been very busy with some new services, station maintenance, station projects, dressing up station #1 and the office with some new plantings and fresh paint. We had also had a safety inspection with the state and we upgraded some of our operating procedures to keep our men safe.

We also started on yearly hydrant maintenance and will be adding in painting as it gets a little warmer. We began to locate gate valves to start gathering the info need for the GIS program and also we will start working the valves to aid in future use.

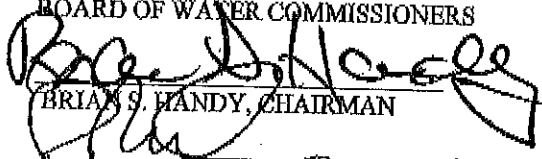

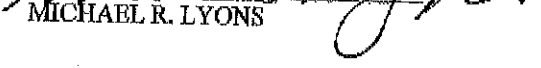
Mr. Handy asked where we were in the hydrant program. Mr. Prophet stated that there were 200 left to be serviced and maintained. Mr. Lyons stated that he would rather see the hydrants maintained and serviced so they are all in working condition. Mr. Prophet stated that the problem is that we can no longer get parts for the AP Smith hydrants so they need to be replaced. There are a lot of hydrants with no isolation gates as well so those need to be installed as well. Mr. Lyons asked what a hydrant cost. Mr. Prophet stated that it was \$2000 for a hydrant and \$500 for an isolation valve. Both Mr. Lyons and Mr. Handy stated that they wanted to see hydrant maintenance at the top of the priority list and the remaining hydrants done in a year. Mr. Handy stated that he would like a monthly progress report.

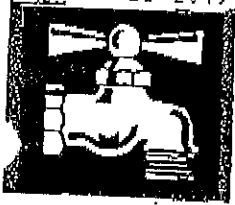
FYI-- The new guys are really doing well and adding to the overall output of the team. They have really bought in to the team aspect and I believe everyone is checking in.

MR. HANDY MADE A MOTION TO ADJOURN, MR. WAY SECONDED THE MOTION AND THE MEETING ADJOURNED AT 9:30AM.

RESPECTFULLY SUBMITTED,


NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS

BRIAN S. HANDY, CHAIRMAN

PETER R. WAY

MICHAEL R. LYONS



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

TOWN CLERK BOURNE

2019 DEC 26 AM 8:39

RECEIVED

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS MEETING
JUNE 11, 2019
8:30 A.M.**

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
May 14, 2019 Commissioners Meeting Minutes
May, 2019 Commitment

AGENDA

REGULAR SESSION

1. Request for abatement LoMedico Acct H 0015-
2. Reserve Fund Transfer – Testing Water Samples
3. Beaumont Solar -- Request to lease land

**OLD BUSINESS
Executive Session**

1. Land Aquisition

To Town Clerk Please Post: Posted on Town website 06/05/2019

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
JUNE 11, 2019

THE MEETING WAS DULY POSTED.

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT, COMMISSIONERS BRIAN HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER NANCY WARD AND SUPERINTENDENT ROBERT PROPHETT.

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE MAY 14, 2019 MEETING AND THE MAY COMMITMENT.

MRS. WARD GAVE THE BOARD A LETTER FROM JOHN LOMEDICAO, OF 18 WINSOR RD., REQUESTING AN ABATEMENT OF CHARGES FROM HIS DECEMBER, 2018 BILL. THIS IS A SEASONAL PROPERTY AND NORMAL CONSUMPTION FOR THAT TIME PERIOD IS 14,000 GALLONS, THEY USED 257,000 AND LATER FOUND THAT A PIPE HAD BURST AT THE PROPERTY.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO ALLOW A ONE TIME ABATEMENT OF ONE HALF OF THE CONSUMPTION CHARGE.

MRS. WARD STATED THAT WE HAVE OUTSPENT THE LINE APPROPRIATION FOR WATER SAMPLES AND NEED TO DO A RESERVE FUND TRANSFER OF \$410.60.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE TRANSFER AND SIGNED THE APPROPRIATE PAPERWORK.

MR. PROPHETT GAVE THE BOARD ANOTHER MAP OF OPTION A OF THE PROPOSED SOLAR ARRAY THAT BEAUMONT WOULD LIKE TO PUT ON BOURNE WATER DISTRICT PROPERTY AND LEASE THE LAND FOR \$180,000-\$200,000. THE MAP SHOWED THE REVISED PLAN LEAVING APPROXIMATELY 200 FEET BETWEEN THE ARRAY AND THE SUBDIVISION ON VALLEY BARS RD. AND 150 FEET ON THE LEFT FROM MIDWAY COURT AND 250 FEET ON THE RIGHT ON THE HERSEY LANE SIDE. HE STATED HE GOT AN EMAIL FROM ATTY. O'CONNOR AND WAS ASKED ABOUT PLANTING FOR THE AREA BUT HE WAS UNDER THE IMPRESSION THE WOODS WOULD BE LEFT STANDING IN THOSE BUFFER ZONES.

MR. HANDY STATED WE NEED AN ARIAL VIEW IN REAL TIME TO SHOW EXACTLY WHERE THE ARRAY WILL BE PLACED AND THE IMPACT TO THOSE ON HERSEY LANE AND THE SUBDIVISION ON VALLEY BARS RD.

MR. LYONS STATED HE FELT THE SAME AND WOULD ALSO LIKE TO WALK THE PROPERTY TO GET A FEEL OF THE PLACEMENT AND BUFFER ZONES.

THE BOARD DECIDED TO TABLE THE DISCUSSION UNTIL THE NEXT MEETING.

Superintendents Report - 11 June 2019

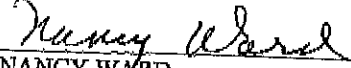
We are now into our Backflow season and we have been working on changing out meter bases that were installed in 2007. All the guys are really doing a nice job. The three new guys are coming up to speed and are they are all great additions to Bourne Water.

I am presently working on getting SOP documents for each section of Bourne Water and any of the new programs that we are required to have in place by the new OSHA enforcement. When I get all my information put together in a good format I will probably be looking for approvals and even before that someone to look through and add input.

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
JUNE 11, 2019

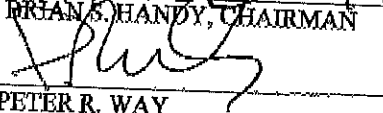
MR. HANDY MADE A MOTION TO ADJOURN, MR. WAY SECONDED THE MOTION AND THE MEETING ADJOURNED AT 8:50 AM.

RESPECTFULLY SUBMITTED,

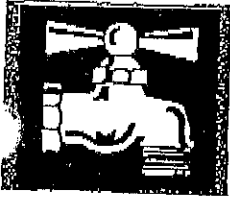

NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS


BRIAN S. HANDY, CHAIRMAN


PETER R. WAY


MICHAEL R. LYONS



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

TOWN CLERK BOURNE

2019 DEC 26 AM 8:39

RECEIVED

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS MEETING
JULY 09, 2019
8:30 A.M.**

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
JUNE 11, 2019 Commissioners Meeting Minutes
JUNE, 2019 Commitment

AGENDA

REGULAR SESSION

1. Steve Mele discuss property locations on MacArthur Blvd. for his business
2. Beaumont Solar – Request to lease land

OLD BUSINESS
Executive Session

1. Land Acquisition

To Town Clerk Please Post: Posted on Town website 07/03/2019

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
JULY 09, 2019

THE MEETING WAS DULY POSTED.

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN HANDY AND PETER WAY, CLERK/TREASURER NANCY WARD AND SUPERINTENDENT ROBERT PROPHETT.

RECEIVED
AUG 13 2019 2:36 PM

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE JUNE 11, 2019 MEETING AND THE JUNE COMMITMENT.

STEVE MELE OF RHINO-LININGS JOINED THE MEETING. HE STATED THAT HIS BUSINESS IS LOCATED AT 5 OTIS PARK DRIVE BUT WOULD LIKE TO MOVE IT TO ONE OF TWO LOCATIONS ON MACARTHUR BLVD. FOR MORE VISABILITY. HE IS IN THE PRELIMINARY STAGES BUT WANTED TO COME BEFORE THE BOARD TO MAKE SURE THE COMMISSIONERS HAD NOT OBJECTIONS BEFORE HE CONTINUED WITH THE PROJECT AS BOTH PROPERTIES ARE IN THE WATER RESOURCE DISTRICT.

HIS CHOICES ARE THE EXISTING BUILDING AT 694 MACARTHUR BLVD, WHICH IS THE OLD GUN AND AMMO SHOP OR THE CORNER PROPERTY ON FOREST PARK DRIVE NEXT TO STIR CRAZY. THE BUILDING AT 694 IS AN EYESORE AND IN DISREPAIR, HE WOULD LIKE TO FIX THE BUILDING AND MAKE A MORE PLEASANT STOREFRONT.

MRS. WARD ASKED WHAT KIND OF MATERIALS WOULD BE STORED AT THE PROPERTY. HE STATED THAT HE USES SPRAY ON TRUCK BED LINER AS WELL AS UNDERCOATING. HE SELLS ACCESSORIES AS WELL.

MR. PROPHETT STATED THAT HE HAS BEEN TO HIS FACILITY ON OTIS PARK DRIVE, WHICH IS ALSO IN THE WATER RESOURCE DISTRICT, AND HAS VERY SEEN ANY ISSUES THAT WOULD LEAD TO CONCERN FOR THE DISTRICT AND HAS NEVER HAD ANY CONTAMINATION ISSUES.

AFTER SOME DISCUSSION MR. HANDY STATED THAT HE COULDN'T SEE ANY REASON NOT TO ALLOW HIS USE OF EITHER OF THE PROPERTIES DISCUSSED. MR. WAY AGREED AND THE BOARD VOTED UNANIMOUSLY TO GIVE PRELIMINARY APPROVAL FOR THE PROJECT.

MR. PROPHETT GAVE THE BOARD ANOTHER MAP OF OPTION A OF THE PROPOSED SOLAR ARRAY THAT BEAUMONT WOULD LIKE TO PUT ON BOURNE WATER DISTRICT PROPERTY. THE MAP SHOWED THE REVISED PLAN LEAVING APPROXIMATELY 200 FEET BETWEEN THE ARRAY AND THE SUBDIVISION ON VALLEY BARS RD. AND 150 FEET ON THE LEFT FROM MIDWAY COURT AND 250 FEET ON THE RIGHT ON THE HERSEY LANE SIDE, IT WAS BASICALLY THE SAME MAP PRESENTED LAST MONTH.

THE BOARD WAS NOT SATISFIED WITH THE MAP. MR. PROPHETT ASKED IF THEY WOULD BE WILLING TO WALK THE PROPERTY IF HE WENT IN AND STAKED OUT THE ACTUAL PLACEMENT OF THE SOLAR ARRAY. HE SUGGESTED THE BOARD THINK ABOUT JUST STATING AS A CONDITION THAT THE SETBACK WOULD BE 200 FEET FROM ANY PROPERTY.

MR. HANDY AND MR. WAY BOTH FELT THAT THEY WANTED TO SEE THE LAND AND THE ARRAY STAKED OUT TO MAKE SURE NONE OF OUR CUSTOMERS WOULD BE ADVERSELY AFFECTED. THE BORD VOTED TO TABLE THE DISCUSSION UNTIL THEY HAD THE OPPROTUNITY TO WALK THE LAND AND WOULD CONTINUE DISCUSSION AT THE NEXT MEETING.

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
JULY 09, 2019

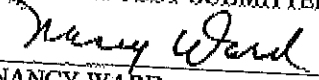
Superintendents Report - 11 June 2019

The Crew has been working extremely hard on all our projects, Notes, Station projects, Station maintenance, meter replacements, mark outs, Hydrants, Backflows and general maintenance on equipment.

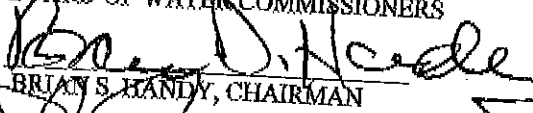
I have been in contact with Nolan from Upper Cape Tech they are doing some additions and my feeling is that it is time to connect the water main around the building. If you would take some time to think about this project we could take it on and do it ourselves it is about 300' of water main or we could require them to do it.

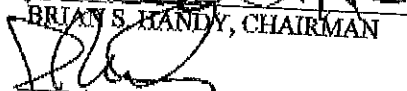
MR. HANDY MADE A MOTION TO ADJOURN, MR. WAY SECONDED THE MOTION AND THE MEETING ADJOURNED AT 8:50 AM. MR. HANDY MADE A MOTION TO GO INTO EXECUTIVE SESSION, MR. WAY SECONDED IT AND THE EXECUTIVE SESSION OPENED

RESPECTFULLY SUBMITTED,

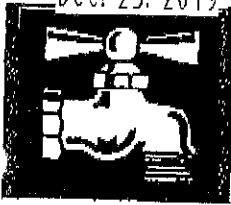

NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS


BRIAN S. HANDY, CHAIRMAN


PETER R. WAY

MICHAEL R. LYONS



BOURNE WATER DISTRICT

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Office: 508-563-2294 Fax: 508-564-4661

TOWN CLERK BOURNE

2019 DEC 26 AM 8:39

RECEIVED

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS MEETING
AUGUST 13, 2019
8:30 A.M.**

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
Minutes of the JULY 09, 2019
JULY Commitment and Abatements
Weekly Warrant
Treasurer's permission to sign tax rate recap

AGENDA

New Business

1. Paid Family Medical Leave Act
2. Request for subdivision approval – Forest Park – Richard Previtt
3. Truck bid

Old Business

4. Solar Array Discussion

SUPERINTENDENTS REPORT

To Town Clerk Please Post: Posted on Town website

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
AUGUST 13, 2019**

THE MEETING WAS DULY POSTED.

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN HANDY AND PETER WAY, CLERK/TREASURER NANCY WARD AND SUPERINTENDENT ROBERT PROPHETT.

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE JULY 09, 2019 MEETING AND THE JULY COMMITMENT. MRS. WARD ASKED THE BOARD FOR PERMISSION TO SIGN FOR THE DISTRICT IN THE GATEWAY PROGRAM OF DEPARTMENT OF REVENUE

THE BOARD VOTED UNANIMOUSLY TO ALLOW HER TO SIGN.

MRS WARD STATED THAT AT HER JUNE CONFERENCE OF THE MASS COLLECTORS AND TREASURER'S ASSOC. SHE LEARNED THAT CHAPTER 121 OF THE ACTS OF 2018 HAD BEEN SIGNED INTO LAW BY THE STATE, HOWEVER IT WOULD HAVE TO BE APPROVED AS A LOCAL OPTION. BEGINNING IN 2021 IT ALLOWS EMPLOYEES 12 WEEKS OF PAID FAMILY LEAVE AND IT ALLOWS 20 WEEKS OF PAID MEDICAL LEAVE WITH A GUARANTEE THAT THEY CAN RETURN TO THE PRIOR JOB OR AN EQUIVALENT POSITION.

AFTER SOME DISCUSSION THE BOARD FELT THAT THE DISTRICT WAS TOO SMALL TO ALLOW THIS OPTION AND IT WOULD NOT BE A PRUDENT DECISION FOR THE DISTRICT. THEY UNANIMOUSLY VOTED TO REJECT THE OPTION.

MR. PROPHETT STATED THAT HE HAD CONTACT WITH BOB O'CONNOR OF THE BEA IN REGARDS TO THE LAND THAT THE SOLAR ARRAY WOULD BE LOCATED. IT WAS HIS OPINION THAT BECOUSE IT WAS PURCHASED BY A GRANT AND CONSIDERED ARTICLE 97 LAND THAT THE PLACEMENT OF A SOLAR ARRAY ON THE PROPERTY WOULD CONSTITUTE THE REPAYMENT OF THE \$500,000 GRANT AS WELL AS THE "NO NET LOSS" POLICY WHICH STATES THAT THEY REQUIRE LAND THAT IS TAKEN OUT CONSERVATION/WATER SUPPLY PROTECTION BE REPACED WITH LAND OF EQUAL OR GREATER ACREAGE. HE STATED THAT HE HAD SPOKEN WITH ATTORNEY O'CONNOR AND HE FELT THAT WE NEED TO TABLE THE DISCUSSION UNTIL WE SEE IF HE CAN DO SOMETHING FOR US.

MR. PROPHETT PROVIDED PICTURES OF THE AREA SHOWING THE DENSENESS OF THE FOREST AND ADVISEDN THE BOARD THAT WITH THE PLANNED SETBACK OF THE ARRAY NOONE WOULD EVEN SEE IT.

THE BOARD VOTED UNANIMOUSLY TO TABLE THE DISCUSSION UNTIL THE NEXT MEETING.

MR. PROPHETT PROVIDED THE TRUCK BIDS TO THE BOARD, BATTLES BID \$37,018.00 AND LIBERTY CHEVROLET BID \$38156.

THE BOARD VOTED UNANIMOUSLY AWARD THE BID TO BATTLES.

Superintendent's Report 13 August 2019

I am looking into getting a directional driller to give us a price for a sleeve and a new water line across Route 6 in front of Christmas Tree Shop. The line that goes from Marconi to Market Basket is a 6" AC line that is not sleeved and I have been told is on the older side. Because it is in the South Sagamore district I do not have a record of when it actually went in. The state is talking about upgrades to the bridges, we may want to require water main upgrades at that time.

SEP 12 11:27 AM
CLERK

RECEIVED

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
AUGUST 13, 2019

I have still been looking at Generators for going forward at Station #1. I had one priced out a few years ago and the board did not like the amount because history said we would never need it. In light of the storm that debilitated Harwich who was out of power for more than three full days and very difficult to maneuver around town with as much damage I believe we need to start being proactive instead of reactive and move towards all stations being able to run without power starting with the most important Station #1. This could be funded by one payment of the new solar lease and never affect the normal budget at all and I am talking all stations if we do it right. We have been talking about getting oil tanks out of station #1 and station #3 for years. I will be getting some new pricing on Automatic transfer generators as well as pricing for plugs to be wired in at each station. I have talked with DEP and they are leaning towards making automatic transfers generators a requirement for now the recommend that all treatment facilities have them.

Mr. Handy stated that he is not in favor of spending the money for something we would most likely never use.

RESPECTFULLY SUBMITTED,

Nancy Ward
NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS

Brian Handy
BRIAN S. HANDY, CHAIRMAN

Peter R. Way
PETER R. WAY

MICHAEL R. LYONS

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
SEPTEMBER 12, 2019**

THE MEETING WAS DULY POSTED.

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER NANCY WARD AND SUPERINTENDENT ROBERT PROPHETT AND ATTORNEY FOR THE DISTRICT J.F. O'CONNOR.

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE AUGUST MEETING, THE OPBB TRUST MEETING AND THE AUGUST COMMITMENT.

MR. PROPHETT STATED THAT HE, MRS. WARD AND ATTY. O'CONNOR HAD MET WITH REP. DAVID VIEIRA REGARDING THE LAND, NOW DETERMINED TO BE ARTICLE 97 LAND, THAT BEAUMONT SOLAR WAS INTERESTED IN LEASING FOR A SOLAR ARRAY.

REP. VIEIRA AGREED WITH BOB O'CONNOR OF E.E.A. THAT THE GRANT WOULD NEED TO BE PAID BACK AS WELL AS POSSIBLY HAVING TO DESIGNATE A LIKE SIZED PROPERTY AS ARTICLE 97 LAND SHOULD WE LEASE THE PROPERTY FOR A SOLAR ARRAY. ATTORNEY O'CONNOR STATED THAT THIS WOULD BE A LONG PROCESS AS LEGISLATION WOULD NEED TO BE FILED AS WELL. HE STATED THAT BOTH HE AND REP. VIEIRA FELT IT WOULD BE MUCH EASIER TO SUGGEST A DIFFERENT PIECE OF DISTRICT LAND TO BEAUMONT SOLAR THAT WAS NOT ARTICLE 97 LAND.

MRS. WARD STATED THAT THE BOARD NEEDED TO DECIDE WHETHER THEY WANTED TO CONTINUE WITH BEAUMONT ON THE SOLAR ARRAY ON DIFFERENT LAND OR END THE PROCESS.

MR. LYONS ASKED WHAT THE ADVANTAGE THERE WOULD BE TO THE DISTRICT. MR. PROPHETT STATED THAT MR. CAVAHLO HAD OFFERED TO PAY \$180,000 TO \$200,000 ON THE 30 ACRE ARRAY. THE LAND THAT WOULD COME THE CLOSEST TO THAT IS THE PIECE WHERE STATION SIX SITS. THE 6 ACRE AREA OF THE STATION IS ARTICLE 97 LAND BUT THE REST OF THE 38 ACRE PIECE IS NOT. HE SAID HE WALKED THE PROPERTY WITH MR. CAVAHLO WHO SAID IT WOULD WORK BUT THE ACREAGE OF THE ARRAY WOULD NOT BE 30 ACRES. THAT WOULD REDUCE THE AMOUNT OF THE LEASE PAYMENT ACCORDINGLY.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO CONTINUE WITH THE PROJECT ON ONE OF OUR PROPERTIES THAT WAS NOT ENCUMBERED BY ARTICLE 97.

MRS. WARD STATED THAT THE FREE CASH FOR THE DISTRICT HAD BEEN CERTIFIED BY THE DEPARTMENT OF REVENUE AT \$1,076,179.00

MR. PROPHETT STATED THAT MIKE IVY HAS WORKED AT THE DISTRICT FOR SIX MONTHS AND WOULD LIKE THE BOARD TO APPROVE HIM AS A PERMANENT EMPLOYEE AND GIVE HIM A \$1.00 PER HOUR RAISE.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO MAKE MR. IVY A PERMANENT EMPLOYEE AND ALLOW THE RAISE.

MRS WARD STATED THAT SHE WOULD LIKE TO START TRAINING BREE YENULEVICH FOR THE DISTRICT CLERK'S POSITION IF THE BOARD AGREED. ALTHOUGH BREE HAS NO INTENTION OF SEEKING THE TREASURER'S JOB WHEN SHE RETIRES IT WOULD BE A MUCH BETTER SITUATION TO HAVE A DIFFERENT CLERK RATHER THAN HAVE THE TREASURER BE CLERK AS THERE ARE SITUATIONS IN WHICH THE CLERK HAS TO CERTIFY THE TREASURER'S SIGNATURE. THE APPOINTMENT WOULD TAKE PLACE AT THE ANNUAL MEETING IN 2020. MRS. WARD STATED THAT HER INTENTION IS TO RETIRE JANUARY 31, 2021 AS LONG AS WE HAVE A QUALIFIED REPLACEMENT.

2019 OCT 11 AM 10:32

RECEIVED

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
SEPTEMBER 12, 2019**

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO ALLOW MRS. WARD TO TRAIN BREE FOR THE POSITION.

MR. PROPHETT STATED THAT HE WOULD LIKE THE BOARD TO CONSIDER OFFERING THE FOREMAN POSITION TO TOM BOLTON AT \$26.00 PER HOUR WITH AN INCREASE TO \$28.00 PER HOUR AFTER SIX MONTHS.

THE BOARD STRESSED THAT MR. BOLTON BE UPDATED ON OUR PERSONNEL POLICIES AS WELL AS OBTAIN ALL NECESSARY LICENSING.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO ALLOW MR. PROPHETT TO OFFER THE POSITION TO MR. BOLTON.

MRS. WARD GAVE THE BOARD A LETTER FROM TOM PAPPAS REQUESTING AN ABATEMENT ON HIS MARCH, 2019 WATER BILL FOR 230 SANDWICH RD. THERE WAS A LEAK IN HIS SERVICE LINE THAT WE PICKED UP WHEN THE PROPERTY WAS READ FOR BILLING. THE LEAK USED 2,338,000 GALLONS AND THE BILL WAS \$6,461.50. THE PROBLEM BEING HE HAS ALREADY RECEIVED AN ABATEMENT AT THIS PROPERTY FOR ANOTHER LEAK.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO DENY THE ABATEMENT CITING THE POLICY THAT ONLY ONE ABATEMENT BE GRANTED PER PROPERTY.

Superintendents Report - 12 September 2019

I have looked into and got a quote to do directional drilling across Route 6 at the base of Sagamore Bridge. I was told by E.W. Drew that the State now requires a steel sleeve which has driven up the costs. The quote was \$108,600.00 and I believe we can get by for now without doing this and either wait for something to happen with the Bridges. I had contacted the state about the plan and nobody had any timeframe or idea of the new bridge construction plans.

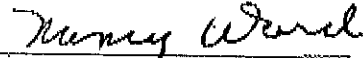
We had a water main break on Spruce Drive on August 24th into the 25th. It did damage to a foundation which the homeowner has tried to file against our Insurance. We have had some contact with Mike from Glatfelter who is our Rep. he at that time believed that we would not be responsible. I have no update because I have not heard from anyone else on the issue.

I had a visit from a gentleman on Emerson Rd. which is under the Bourne Bridge asking about the possibility of replacement, extension and addition of fire hydrants in that neighborhood. He stated that the closest fire hydrants were too far and the 2" water main was never intended to service 39 houses. We 4 or 5 years ago started planning for that by putting a 6 " water main in front of the Doble residence. It will be a big project but we can start planning it out and getting a stock list and a price together. We also need to look at Avery and Marjorie Ave. the 2" water main on Avery is really scary looking.

**BOURNE WATER DISTRICT COMMISSIONER'S MEETING
SEPTEMBER 12, 2019**

MR. HANDY MADE A MOTION TO ADJOURN, IT WAS SECONDED AND THE MEETING
ADJOURNED AT 9:30AM.

RESPECTFULLY SUBMITTED,



NANCY WARD
DISTRICT CLERK

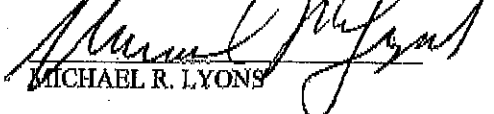
BOARD OF WATER COMMISSIONERS



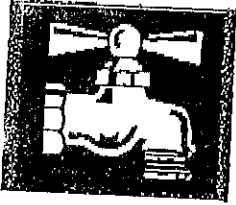
BRIAN S. HANDY, CHAIRMAN



PETER E. WAY



MICHAEL R. LYONS



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

2019 OCT 9 AM 9:24

MEETING NOTICE BOURNE WATER DISTRICT BOARD OF WATER COMMISSIONERS MEETING OCTOBER 11, 2019 9:00 A.M.

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
SEPTEMBER 12, 2019 Commissioners Meeting Minutes
SEPTEMBER, 2019 Commitment
AGENDA

REGULAR SESSION

New Business

1. Bree Yenulevich merit raise
2. New office hire

Old Business

1. Solar Array Land

To Town Clerk Please Post: Posted on Town website 09/30/2019

BOURNE WATER DISTRICT COMMISSIONER'S MEETING RECEIVED
OCTOBER 11, 2019

THE MEETING WAS DULY POSTED.

2019 NOV 19 AM 11: 11

THE MEETING WAS CALLED TO ORDER AT 9:00 AM. PRESENT; COMMISSIONERS BRIAN HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER FINANCE WARD BOURNE SUPERINTENDENT ROBERT PROPHETT AND ATTORNEY FOR THE DISTRICT J.FORD O'CONNOR.

THE COMMISSIONERS APPROVED AND SIGNED THE MINUTES OF THE SEPTMBER12, 2019 MEETING, AND THE SEPTEMBER COMMITMENT.

MR. PROPHETT STATED THAT HE HAD HEARD NOTHING FROM THE FIRE STATION COMMITTEE AND WAS TOLD THEY WERE LOOKING AT A DIFFERENT SITE. MR. HANDY MADE A MOTION TO CLOSE THE MATTER OF A POSSIBLE LAND SWAP, MR. LYONS SECONDED THE MOTION AND THE BOARD UNANIMOUSLY VOTED TO CLOSE THE MATTER.

MR. PROPHETT STATED THAT AT THE LAST MEETING THE BOARD GAVE HIM THE GO AHEAD TO PURSUE INFORMATION FROM BEAUMONT SOLAR ON A THEIR POSSIBLE LEASE OF DISTRICT LAND WHERE THEY WOULD INSTALL A SOLAR. HE STATED HE HAD SPOKEN WITH PHIL CAVAHLO AND AFTER WALKING THE SITE HE SENT BACK A PROPOSAL OF \$170,000. PER YEAR, TO LEASE THE LAND FOR 20 YEARS. THE PRIOR PROPOSAL WAS \$210,000. FOR THE LAND WE PURCHASED WITH ALA MONIES AND WAS NO LONGER AVAILABLE TO THEM. I ASKED WHY THE DIFFERENCE IN THE PROPOSED LEASE MONEY AS THE ARRAY WOULD BE ROUGHLY THE SAME SIZE. MR. CAVAHLO STATED THE MONEY FROM THE SMART PROGRAM GOES DOWN AS TIME GOES ON AND NO DECISION IS MADE. HE SAID HE NEEDS A GREEN LIGHT BEFORE HE CAN GET THE INVESTORS TO GO FORWARD.

MR. PROPHETT GAVE THE BOARD A ROUGH SITE PLAN OF THE PROPOSES ARRAY. MR. HANDY STATED THAT THIS DOES NOT DELINIATE THE ZONE ONE ANOUND STATION 6 OR THE SET BACKS FROM THE PROPERTY LINES. MR. LYONS STATED IT DOESN'T EVEN SHOW THE DISTANCE FROM COUNTY RD. MR. PROPHETT STATED THAT HE NEEDED TO HAVE THE BOARD DECIDE EXACTLY WHAT THEY ARE WILLING TO OFFER AND WE CAN INCLUDE THAT IN THE REQUEST FOR PROPOSALS.

ATTORNEY O'CONNOR STATED THAT WE NEED TO PUT OUT A REQUEST FOR PROPOSALS WITH ALL THE PERTINENT INFORMATION INCLUDED.

AFTER SOME DISCUSSION THE BOARD VOTED UNANIMOUSLY TO INCLUDE THE FOLLOWING IN THE REQUEST FOR PROPOSALS:

1. A MINIMUM SET BACK OF 200 FEET FROM THE PROPERTY LINE OR GREATER IF THE TOPOGRAPHT REQUIRES IT.
2. 50 FEET SET BACK FROM THE SERVICE ROAD. NO PANELS ON THE SECTION TO THE NORTH OF THE SERVICE ROAD CLOSEST TO COUNTY ROAD.
3. A TOPOGRAPHICAL MAP SHOWING ANY RUN OFF ISSUES AND THEIR REMEDIATION.
4. COPIES OF DESIGNS AND PROCEDURES FOR CONSTRUCTION.
5. AN INFLATION RIDER FOR THE SCHEDULED LEASE AMOUNT.
6. DISPOSAL OF THE ARRAY BY THE LESSEE IN 20 YEARS.

MRS. WARD STATED THAT KATHY DRAKE IS RETIRING OCTOBER 30, 2019. BRBB WILL BE MOVING UP TO THE POSITION OF HEAD BILLING CLERK AND TAKING ON MORE RESPONSIBILTY. SHE ASKED THE BOARD TO CONSIDER A \$2.00 PER HOUR RAISE FOR MS. YENULEVICH.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RAISE.

BOURNE WATER DISTRICT COMMISSIONER'S MEETING
OCTOBER 11, 2019

MRS. WARD STATED THAT SHE HAD PLACED AN AD IN THE PAPER FOR THE SECOND BILLING CLERK POSITION BUT DID NOT HAVE AN OVERWHELMING RESPONSE. I WAS GIVING THE HIRING ISSUE MORE THOUGHT AND TALKING WITH SEVERAL TREASURER'S WHO ARE AS CLOSE TO RETIREMENT AS SHE IS, AS TO WHAT THEIR EXIT STRATEGY WOULD BE. THE CONSENSUS WAS THAT THE CHANCE FINDING SOMEONE WITH MUNICIPAL EXPERIENCE IS SLIM TO NONE AND MOST HAD STARTED TRAINING OFFICE STAFF IN THEIR POSITION. I THINK RATHER THAN HIRE FOR THE SECOND BILLING POSITION WE NEED TO TRAIN THE NEXT HIRE IN BILLING BUT ALSO FOR MY POSITION. I DON'T WANT TO RETIRE AND NOT HAVE SOMEONE TRAINED AN I CAN CONSULT AS WELL. SHE STATED THAT SHE HAD A WOMAN APPLY FOR THE POSITION, AS SHE HAD HEARD OF IT BY WORD OF MOUTH. SHE HAS AN IMPRESSIVE RESUME BUT I THINK WOULD NOT BE INTERESTED IN THE EMRTY LEVEL PAY. I WOULD LIKE TO INTERVIEW HER AND HAVE A MEETING SET UP ON TUESDAY THE 15TH. I WOULD LIKE THE BOARD TO LET ME SEE WHAT HER THOUGHTS ARE AND HER WILLINGNESS TO GO TO TREASURER'S SCHOOL AND ALL THE INFORMATIONAL MEETINGS. IF I FEEL THA T SHE WOULD BE A GOOD CANDIDATE. WOULD THE BOARD ALLOW ME TO OFFER UP TO \$22.00 PER HOUR AND HIRE HER IF I FEEL IT'S IN THE BEST INTEREST OF THE DISTRICT?

AFTER SOME DISCUSSION THE BOARD LEFT IT UP TO MRS. WARD TO MAKE THE HIRING DECISION AND OFFER UP TO \$22.00.

Superintendents Report - 11 October 2019

We completed our Lead and Copper sampling without any of the sites being over Lead or Copper action level. In the last year we have made minor adjustments to the lime injection to keep the corrosion control working the way it should and I believe we have a good system.

We have started looking at the water main jobs. I think the Picture lake area of Avery and Marjorie will be our first. Avery we had a leak a few weeks ago and while making the repair noticed that the 2" water main is really pitted and should be replaced. Marjorie has been a problem along the way and given the length and number of services we will be upgrading that to either 6" or 8" PVC with at least one hydrant. I am hoping to start in the next month.

We did go down to Market Basket and Marconi St. shut the gates off on both sides of Route 6 and noticed no change and even under fire flow it was minimal (less that 5 PSI). I am still in the process of seeing if we can get something that we could possibly pull through the 6".

MR. HANDY MADE A MOTION TO ADJOURN, IT WAS SECONDED AND THE MEETING ADJOURNED AT 10:10AM.

RESPECTFULLY SUBMITTED,

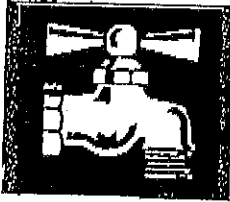
Nancy Ward
NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS

Brian S. Handy
BRIAN S. HANDY, CHAIRMAN

Peter R. Way
PETER R. WAY

Michael R. Lyons
MICHAEL R. LYONS



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559-1447
Office: 508-563-2294 Fax: 508-564-4661

RECEIVED
TOWN CLERK BOURNE

2019 NOV 12 PM 12:29

RECEIVED

MEETING NOTICE BOURNE WATER DISTRICT BOARD OF WATER COMMISSIONERS AND TAX CLASSIFICATION HEARING November 19, 2019 8:30 A.M.

Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
Minutes of the OCTOBER 11, 2019 meeting
OCTOBER Commitment and Abatements
Weekly Warrant
Sign Disclosure Form CCMHG G.L. c.268A s. 19

TAX CLASSIFICATION HEARING

8:30 A.M. Tax Classification Hearing --Bruce Cabral -- Town of Bourne Head Assessor

AGENDA
Regular Session

NEW BUSINESS

1. Tank Inspection
2. Solar update
3. Request to provide water to 230 Sandwich Rd., Chase Estates subdivision

SUPERINTENDENT'S REPORT

Posted on Town Website 11/08/2019

BOURNE WATER DISTRICT COMMISSIONER'S MEETING AND
FY20 TAX CLASSIFICATION HEARING NOVEMBER 19, 2019

RESTRICTIONS VOTED BY THE BOARD AT THE LAST MEETING. IT WOULD BE NEEDED FOR
THE RFP ANYWAY.

AFTER SOME DISCUSSION THE BOARD DECIDED THAT WOULD BE THE FIRST STEP, AFTER
THAT THEY WOULD BE WOULD BE ABLE TO MAKE AN INFORMED DECISION AS TO HOW
TO PROCEED.

MRS. WARD GAVE THE BOARD A LETTER THAT THOMAS PAPPAS HAD SUBMITTED FOR A
DECISION OF THE BOARD TO SUPPLY WATER TO THE CHASE ESTATES SUBDIVISION AT
230 SANDWICH ROAD. SHE STATED THAT HE CAME IN ON NOVEMBER 12, 2019 STATING
THAT IT WAS HIS INTENTION TO PAY OFF THE LIEN ON THE PROPERTY OF \$6,291.44. MRS.
WARD TOLD HM THAT IT HAD ALREADY BEEN SUBMITTED TO THE TOWN BUT WOULD
NOT BE PUT ON THE TAX BILL. SHE TOLD HIM THAT SHE WOULD SPEAK WITH THE
ASSESSOR TO SEE IF THE LIEN COULD BE RELEASED IN ORDER FOR HIM TO PAY IT AT THE
DISTRICT. SHE STATED SHE SPOKE WITH THE ASSESSOR AND GOT THE LIEN RELEASED.
MR. PAPPAS CAME IN THE NEXT MORNING WITH A CHECK FOR \$6,497.72 WHICH WAS THE
LIEN AMOUNT OWED ON THE PROPERY AS WELL AS CURRENT CHARGES. HE SAID HE
WOULD LET US KNOW THURSDAY OR FRIDAY WHEN THE MONEY IN THE ACCOUNT WAS
AVAILABLE. HE CALLED TO SAY IT WOULD BE AVAILABLE FRIDAY SO IT WAS DEPOSITED
ON FRIDAY BUT I CANNOT CONFIRM FOR SURE THAT IT CLEARED AS OF YET. I SPOKE
WITH TD BANK AND THEY SAID IT HAD NOT YET BEEN RETURNED BUT COULD NOT
CONFIRM THIS SOON IT HAD CLEARED.

MR. PROPHETT STATED THAT THE PLAN THE WAS SUBMITTED FOR THE SUBDIVISION
WAS NOT ADEQUATE OR ACCEPTABLE FOR THE BOARD TO DETERMINE WHETHER IT
COULD BE APPROVED.

AFTER SOME DISCUSSION THE BOARD VOTED TO DENY APPROVAL AT THIS TIME UNTIL
AN ADEQUATE PLAN IS PROVIDED AND THE PAYMENT IS CONFIRMED CLEARED.

MR. PROPHETT STATED THAT THE BOURNE TANK HAS GONE THROUGH THE 5 YEAR
INSPECTION AND WE ARE IN THE PROCESS OF EMPTYING THE OTIS TANK FOR
INSPECTION AT THE END OF THE MONTH. I HAVE NOT YEAT RECEIVED THE REPORTS. HE
STATED THE PRESSURE PROBLEM AS WELL AS THE COLIFORM PROBLEM IN THE STEEL
TANK IN SAGAMOREHAS ABTED SINCE WE TOOK THE TANK OFFLINE. I FEEL WE SHOULD
DECOMMISSION THE TANK IN SEVERAL YEARS AND REMOVE IT.

MR. WAY DIRECTED HIM TO GET A COST TO DISMANTLE THE TANK.

MRS. WARD STATED THAT HE HAD NOTIFICATION FROM AGERA ENERGY WHICH IS OUR
ENERGY SUPPLIER THAT THEY WERE GOING INTO CHAPTER 11 AND GOING TO BE TAKEN
OVER BY CONSTELLATION ENERGY. SHE HAD RECEIVED NOTIFICATION THE WE MAY BE
PUT BACK TO THE DEFAULT SUPPLIER WITH EVEROURCE OR OUR CONTRACT WOULD BE
HONORED AND WE WOULD BE MOVED TO CONSELLATION. SHE STATED SHE RECEIVED
NOTIFICATION YESTERDAY THAT OUR CONTRACT (36 MONTH) WOULD Be HONORED AND
WE WOULD BE MOVED TO CONSTELLATION FOR THE BALANCE OF THE CONTRACT.

Superintendents Report - 19 November 2019

I would like you to know I hired two new guys to replace the positions that were open. I will
let you know how they are progressing. Right now they both seem to be very eager to learn
and move forward. I will be moving Dave Hope into the Station Operator position, he has

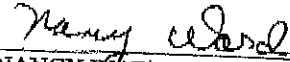
BOURNE WATER DISTRICT COMMISSIONER'S MEETING AND
FY20 TAX CLASSIFICATION HEARING NOVEMBER 19, 2019

been there before, and with the new changes has been very willing to go over and above. I will also say it seems as if everyone has a new perspective and willingness to do their job. I believe we are moving in the right direction and I'll keep you up to speed on progress.

I went and measured Winslow Street area out it will be a very large job for us and lot of permitting down the road but I believe with our crew and some prior planning we will be able to do it in a few phases.


THE MEETING ADJOURNED AT 9:15 A.M.


RESPECTFULLY SUBMITTED,



NANCY WARD
DISTRICT CLERK

BOARD OF WATER COMMISSIONERS


BRIAN S. HANDY, CHAIRMAN


PETER R. WAY

Documents used at meeting:

1. Property classification recommendation from Town of Bourne
2. Spreadsheet detailing single tax rate vs. split tax rate
3. Letter from Thomas Pappas

BOURNE WATER DISTRICT COMMISSIONER'S MEETING AND
FY20 TAX CLASSIFICATION HEARING NOVEMBER 19, 2019

RECEIVED

THE MEETING WAS CALLED TO ORDER AT 8:30 AM. PRESENT; COMMISSIONERS BRIAN
HANDY, MICHAEL LYONS AND PETER WAY, CLERK/TREASURER NANCY WARD,
SUPERINTENDENT ROBERT PROPHETT AND ATTORNEY FOR O'CONNOR.

JAN 15 AM 11:08

TOWN CLERK BOURNE

BRUCE CABRAL, HEAD ASSESSOR FOR THE TOWN OF BOURNE, JOINED THE MEETING.

BRIAN HANDY, CHAIRMAN DECLARED THE MEETING OPEN. MR. CABRAL DESCRIBED THE
OPTIONS AVAILABLE TO THE BOARD AND ADVISED THAT THE BOARD OF ASSESSORS
RECOMMENDS THAT THE WATER COMMISSIONERS RETAIN ONE TAX RATE FOR ALL
CLASSES OF PROPERTY FOR FISCAL YEAR 2020. THE BOARD OF ASSESSORS FEELS THAT
THE RELATIVELY SMALL BENEFIT TO THE RESIDENTIAL TAXPAYER THAT COULD BE
ACHIEVED THROUGH THE USE OF TWO TAX RATES IS NOT WARRANTED IN LIGHT OF THE
DRAMATIC INCREASE IN TAXES THAT WOULD BE PAID BY THE
COMMERCIAL/INDUSTRIAL/PERSONAL PROPERTY TAXPAYER. BOURNE IS A LARGELY
RESIDENTIAL COMMUNITY THAT SIMPLY DOES NOT HAVE ENOUGH OF A
COMMERCIAL/INDUSTRIAL BASE TO MAKE CLASSIFICATIONS WORTHWHILE.

MR. HANDY MADE THE MOTION TO ADOPT A SINGLE TAX RATE FOR ALL CLASSES OF
PROPERTY WITH NO EXEMPTIONS OR DISCOUNTS. MR. WAY SECONDED THE MOTION
AND THE BOARD VOTED UNANIMOUSLY TO ADOPT A TAX RATE FACTOR OF "1" FOR ALL
CLASSES OF PROPERTY.

MR. HANDY MADE A MOTION TO CLOSE THE TAX CLASSIFICATION HEARING AT 8:45 AM,
MR. CABRAL LEFT THE MEETING.

THE COMMISSIONER'S MEETING WAS CALLED TO ORDER.

MR. PROPHETT STATED THAT ATTORNEY O'CONNOR HAD STARTED WORK ON AN RFP
FOR THE SOLAR ARRAY PROPOSED ON THE LAND OFF COUNTY RD WHERE STATION 6
SITS. AT THAT POINT PHIL CAVAHLO OF BEAUMONT SOLAR CONTACTED HIM AND
SUGGESTED REDUCING THE SIZE OF THE ARRAY SO THAT IT WOULD PRODUCE A LEASE
PAYMENT UNDER \$50,000. HE STATED THAT THE SMALLER ARRAY WOULD BE MUCH
MORE SUITABLE FOR THE PROPERTY AND RUN OFF ISSUES WOULD BE REDUCED.

ATTORNEY O'CONNOR STATED THAT FOR THE ORIGINAL SIZE OF THE ARRAY AN RFP
WOULD HAVE TO BE PUT OUT TO BID, THE BOARD NEEDS TO DECIDE WHICH DIRECTION
TO GO.

MR. PROPHETT STATED THAT HE HAD FIRST E-MAILED THE SOLAR COMPANIES THAT
HAD BEEN PROVIDED HIM BY MR. HANDY IN ORDER TO SEE IF THERE WAS INTEREST
FROM A COMPANY OTHER THAN BEAUMONT, BUT RECEIVED NO RESPONSE. HE THEN
PUT CALLS INTO THEM AND AGAIN NO RESPONSE. HE FELT THEY WERE LOOKING FOR
AN RFP BEFORE THEY DECIDED TO GET INVOLVED.

MR. PROPHETT STATED THAT HE FELT THERE WAS ANOTHER ISSUE. THE SITE OF THE
LARGER ARRAY AS PORTRAYED BY MR. CAVAHLO WAS MUCH LARGER THAN WHAT HE
FOUND ON THE D.E.P. WEBSITE WHICH PICTURES PROPERTIES. ON THIS SITE, OLIVER, IT
SHOWED POSSIBLY 3 ACRES AS DID GOOGLE EARTH.

ATTORNEY O'CONNOR SUGGESTED THAT WE HIRE A LOCAL ENGINEER DELINEATING THE
AREA THAT IS AVAILABLE FOR AN ARRAY WITH ALL THE SPECIFICATIONS AND

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, January 15, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

Agenda

1. Approval of meeting minutes dated 12/11/18
2. Approval of December 2018 Commitment
3. Anticipated Guests: Patrick O'Neil, Tata & Howard
4. New Business: Discuss Rates and status of Well #5 with Patrick O'Neil, Tata & Howard
5. New Business: Review, discuss, and submit proposed changes to existing Bylaws regarding increasing number of board commissioners and the requirement for nomination papers. Commissioners to call and set date for Special District Meeting to vote on Bylaw changes.
6. Superintendents Report
7. Treasurers Report
8. Any business not reasonably anticipated within 48 hours
9. Commissioners comments/select next meeting date
10. Adjourn

Posted by: Jennifer Kelson, Treasurer
Wednesday, January 9, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Joseph Carrara, Chairperson, Water Commissioner
Robert Ethier, Water Commissioner
Wendy Chapman, Water Commissioner

RECEIVED

2019 JAN -9 AM 9:18

TOWN CLERK BOURNE

APPROVED

BOARD OF COMMISSIONERS MEETING

MINUTES OF
January 15, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Commissioner
Robert, Ethier, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Wayne Perkins, Crew Chief
Louise Warren, Billing Clerk
Barry Woods, Admin. Support
Peter Meier, Selectman/Resident
Patrick O'Neil, Tata and Howard
5 residents of Buzzards Bay

RECEIVED
2019 MAR 21 AM 9:26
TOWN CLERK BOURNE

The meeting was called to order by Robert Ethier, Commissioner at 4:00 pm.

Approval of meeting minutes dated 12/11/18

Wendy Chapman made a MOTION to approve the minutes dated 12/11/18. Robert Ethier seconded that motion, and all in favor.

Approval of December 2018 Commitment

Wendy Chapman made a MOTION to approve the December 2018 Commitment. Robert Ethier seconded that motion, and all in favor.

New Business: Discuss Rates and Status of Well #5 with Patrick O'Neil, Tata and Howard

Patrick O'Neil gave an update on the project budget. He explained how there are two components to the project, the well and the chemical feed facility. Patrick explained why the well is not online yet. There were leaks identified. Station 3 has existing leaks in the pipeline while there is a new leave at Well 5. District crew worked to find the source of the leaks. Station 3 did eventually go online.

They continue to investigate the leak at Well 5. It is a very small leak, leaking at .006 gallons per minute. The leak has not been located. The contractor dug up the pipeline from his connection to the well. They could not find leak. There is still a leak somewhere. The contractor pulled the well pump 3x to check for leaks. Replaced check valve one time. Replaced O-rings. Did not observe the leakage but the leak is still there. Pumps were pressure tested. There is possibly something in the pitless o-ring.

Patrick made his recommendation to the board. He recommends we start up the well and put it into service. All components run and should get some hours in because it is under warranty. Patrick suggests running the well for a few months then shut it down and check it for pressure

leaks. He said it is very hard to find leaks right now because the water level is up to the pipe line. Leaks are hard to see at this point.

There is an open issue with the security keypad. Patrick is trying to get the correct keypad that was specified in contract. Robert Ethier asked if we are giving the contractors a deadline? Patrick will issue a letter with a timeline to the contractor for getting the necessary security keypad. Wendy asked if they (the contractor) have been paid in full. Patrick said they have not been paid in full yet and that we still have some leverage. Robert Ether stated, "We want what was specified for the project." Robert Ethier asked if these leaks are typical. Patrick said no. It is an odd situation.

Wendy asked what are the ramifications if we don't find the leaks? Patrick replied, "really none." The water from the leaks will go back into the aquifer. Chemical treated water could potentially drain back into the aquifer which could have a slight change on PH levels. It would take a lot of leakage to do this. The soil should dissipate any chemicals in the water from the leak. Patrick, "I don't think there are any drastic long-term concerns."

Steve said that hopefully running it (the well) will fix itself.

Well needs to go thru disinfection process before going on line.

From the floor, "What does the keypad control?" Patrick said it is a security keypad to arm and disarm the door. The keypad that was put in is not the requested one and doesn't work with our software.

Barry asked if Patrick could work with Steve on fulfilling the DEP's requirements to get the new Well up and running. Patrick said, "yes."

Wendy asked Patrick if tax exempt properties were taken into consideration when creating the rates. Patrick answered, "no, it was not looked at." Wendy Chapman explained that twenty percent of the district is tax exempt/non-profits. Anything not covered on the usage is made up in tax revenue. The rates that people are paying are extremely high in their opinion, per Wendy. Per Barry Woods, taxation usually covers 45% of the budget.

Wendy brought up topic of pilot programs. She said that certain places (such as Falmouth) are using pilot programs. There was discussion about adding a new billing tier. Patrick suggested looking at the users who would fall into that higher tier. There are options for gaining revenue from that group (tax-exempt/non-profits) but further info is needed to see who the users are.

Barry Woods stated, many of the town parcels are not top users.

Wendy discussed the additional construction going on in town, and how we need to try to balance the rates across the board.

Peter Meier said he would bring up the topic of a pilot program to the Town of Bourne Finance Dept. He said he is willing to ask. Wendy stated that Mass Maritime would not entertain a discussion with us about Pilot programs.

Wendy said we need to try to balance the nonprofits with everyone else that has to pay the tax bill. It isn't fair for the residents to shoulder the tax burden.

Peter asked if we have a dollar amount in mind? Wendy answered that we do not right now, we are in the talking stages to come to a number. It will be a negotiation and an amount that both groups can agree on that is more than zero.

Patrick threw out the idea of a Special Capital Assessment. Some places utilize this as a source of revenue. The Capital Assessment would capture tax exempt individuals too. It is a fee issued on a project by project basis. He said it is just something to consider.

Wendy asked where the \$81 base charge came from. Jennifer Kelson explained that it came from the results of the rate study, and Patrick explained that it is a constant guaranteed revenue stream.

From the Floor, a resident questioned the \$81 base and asked, "what is it for?" She said it seems "crazy." She was not happy that there was no more free water. She stated, "the \$81 includes nothing." Barry Woods stated the true cost of water is going up and people should try to use less water. Robert Ethier stated, The State put restrictions on water usage and it's the cost of doing business. It's to pay for the infrastructure.

Wendy asked if we should look into long term debt to save on expenses. Jennifer Kelson said that we could look into long term borrowing for future projects. Barry Woods explained that you need to look at interest rates and what it would cost us in interest on long term notes.

New Business: Review, Discuss, and submit proposed changes to existing Bylaws regarding increasing number of board commissioners and the requirement for nomination paper. Commissioners to call and set date for Special District Meeting to vote Bylaw changes.

Jennifer Kelson presented a letter to the board explaining the proposed bylaw amendments. See attached.

Jennifer Kelson then read aloud the proposed amendment changes to the existing bylaws. See attached. Changes are reflected in Red.

There was discussion regarding Article XIV, the commissioners agreed that candidates must be a registered voter of the district.

Robert Ethier made a MOTION to call a Special District Meeting to be held on March 5, 2019 to vote on the adoption of the Bylaw amendments proposed for Articles I, IV, IX, XII, and XIV. Wendy Chapman seconded that motion and all in favor.

Superintendents Report

Presented by Steven Souza and accepted by the board.

Treasurers Report

Presented by Jennifer Kelson and accepted by the board.
Holiday calendar 2019 accepted

Any business not reasonably anticipated within 48 hours
None

Commissioners comments/select next meeting date

The next Board meeting is scheduled for Tuesday, February 12, 2019 at 4:00 pm
Special District Meeting is scheduled for Tuesday, March 5th @ 7:00 pm at Bourne Community
Bldg.

ADJOURNMENT

Wendy Chapman made a MOTION to adjourn the meeting 5:20PM. Robert Ethier seconded that motion.

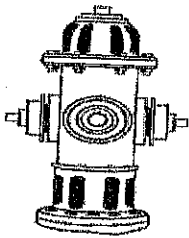
Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

March 21, 2019

Memorandum **Inter-office Buzzards Bay Water District**

To: Board of Water Commissioners
CC: file
From: Steve Souza, Superintendent
Date: 1-10-2019 for BWC Meeting on 1-15-2019
Re: Superintendent's Report

I am pleased to provide you with this monthly bulleted report regarding some of the District activities since our last Board meeting.



- Working with Tmobile on upgrades
- Working with Sprint on upgrades
- New truck delivered
- Tier 2 report complete
- Working with MMA on demo
- Working on aged meter changes

Respectfully submitted, *Steve Souza, Superintendent*

March 21, 2019

Memorandum **Inter-office Buzzards Bay Water District**

To: Board of Water Commissioners

CC: file

From: Jennifer A. Kelson

Date 1/15/19

Re: Treasurer's Report

Please see to the following notes regarding Treasurer activity since the last Board meeting:

- Tax Recap for Plymouth approved by DOR. FY2019 rate is .52
- Spoke with Plymouth County OPEB Trust Advisor, suggested he make presentation to the board at future meeting
- Water bills went out first week of January 2019
- 1099's completed and mailed out
- W2's distributed
- Attended Cape and Islands Treasurers Meeting 12/13/18
- Holiday schedule 2019
- Begin initial review of FY20 Budget

Respectfully submitted, *Jennifer A. Kelson, District Treasurer/Clerk*

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

CANCELLED

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners
Will Meet on
Tuesday, February 12, 2019
At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 FEB - 6 10 19 24

RECEIVED

Agenda

1. Approval of meeting minutes dated 1/15/19
2. Approval of January 2019 Commitment
3. New Business: Review and sign Special Meeting Warrant
4. New Business: Discuss and vote on a joint/working meeting with other water districts in Bourne
5. New Business: Set date for annual meeting
6. Superintendents Report
7. Treasurers Report
8. Any business not reasonably anticipated within 48 hours
9. Commissioners comments/select next meeting date
10. Adjourn

Posted by: Jennifer Kelson, Treasurer
Wednesday, February 6, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Joseph Carrara, Chairperson, Water Commissioner
Robert Ethier, Water Commissioner
Wendy Chapman, Water Commissioner



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT

PO Box 243 - 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel: 508.759.4631
Fax: 508.759.1866

TOWN CLERK BOURNE

MAR 7 AM 9:16

RECEIVED

WARRANT

**SPECIAL DISTRICT MEETING
BUZZARDS BAY WATER DISTRICT
MARCH 12, 2019**

To one of the Constables of the Town of Bourne, County of Barnstable.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants who are qualified to vote in the Buzzards Bay Water District, in said Town of Bourne, to meet at

**BOURNE COMMUNITY BUILDING
239 MAIN STREET
BUZZARDS BAY, MA 02532
TUESDAY, MARCH 12, 2019
AT 7:00 P.M.**

Then and there to act upon the following article:

ARTICLE 1. To vote on the adoption of the Buzzards Bay Water District Bylaw Amendments proposed to Article I, Article IV, Article IX, Article XII, and Article XIV.

Given under our hands this 12TH day of February 2019.

BOARD OF WATER COMMISSIONERS

Joseph I. Carrara Feb 2019
Joseph I. Carrara 2019

Wendy Chapman Feb 13 2019
Wendy Chapman 2020

Robert M. Ethier Feb 2019
Robert M. Ethier 2021

A True Copy Attest:
Jennifer A. Kelson
Clerk of the District

WARRANT
March 1, 2019, Barnstable, SS
Buzzards Bay Water District
Special Meeting Warrant, March 1, 2019

I hereby certify that I have published the Warrant by posting attested and true copies thereof in the Buzzards Bay Post Office and the Bourne Town Hall, Buzzards Bay, Massachusetts and Plymouth Town Hall, Plymouth, MA on the day of March 1, 2019.

Richard F. White
Richard F. White
Constable

BOARD OF COMMISSIONERS SPECIAL DISTRICT MEETING

MINUTES OF

March 12, 2019

Buzzards Bay Water District

Meeting held at Bourne Community Center

Buzzards Bay, MA

7:00 PM

The meeting was called to order by Eda Cardoza, Moderator, at 7:00 pm. with 12 registered voters present.

AGENDA ITEM

ARTICLE 1

To vote on the adoption of the Buzzards Bay Water District Bylaw Amendments proposed to Article I, Article IV, Article IX, Article XII, and Article XIV.

Eda welcomed everyone for attending and stated that the meeting would only address one agenda item, that being to vote on the adoption of the Buzzards Bay Water District Bylaw amendments proposed to Article I, Article IV, Article IX, Article XII, and Article XIV. Handouts were provided that included copies of the current bylaws described in Exhibit A and a copy of the proposed changes highlighted in red in Exhibit B. The floor was given a few minutes to read and review the handouts.

There was discussion from the floor regarding the proposed changes to Article I. Some residents were concerned about the extra time being considered for planning the Annual Meeting date. Some thought that by allowing the meeting to happen in either in April or May would create confusion for residents. It was suggested that voters would be more apt to attend the annual meeting if it was always set for a specific date. Attorney Robert Troy helped facilitate the discussion.

Joseph Carrara, Chairman made a MOTION to amend Article I exhibit B (in red) to read "the last Tuesday in April."

The vote was **all in favor** from the Floor.

Joseph Carrara, Chairman made a second MOTION to move that the District vote to approve the adoption of the Buzzards Bay Water District Bylaw amendments proposed to Article I, Article IV, Article IX, Article XII, and Article XIV as printed in Exhibit B, with the exception, of the proposed changes in Article 1. Article I was amended to read "The Annual meeting of the Buzzards Bay Water District for the election of officers and to take action on the Warrant shall be held on the last Tuesday of April in each year."

The vote was **all in favor** from the Floor.

With no further business to come before the voters, a MOTION to Adjourn was made at 7:20 p.m. and was duly **SECONDED**, and there was **unanimous approval**.

Given under our hands this 18th day of March 2019.

Respectfully Submitted,
Jennifer A. Kelson, Treasurer/Clerk

2019 APR 18 PM 3:10
JENNIFER A. KELSON
TREASURER/CLERK

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, March 19, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

Agenda

1. Approval of meeting minutes dated 1/15/19
2. Approval of January 2019 Commitment and February 2019 Commitment
3. New Business: Review proposed Budget 2020 and Articles for Annual Meeting
4. Superintendents Report
5. Treasurers Report
6. Any business not reasonably anticipated within 48 hours
7. Commissioners comments/select next meeting date
8. Adjourn

Posted by: Jennifer Kelson, Treasurer
Wednesday, March 13, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Joseph Carrara, Chairperson, Water Commissioner
Robert Ethier, Water Commissioner
Wendy Chapman, Water Commissioner

03/13/2019 10:03 AM
03/13/2019 10:03 AM
03/13/2019 10:03 AM

BOARD OF COMMISSIONERS MEETING

MINUTES OF

March 19, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Carrara, Joseph, Chairman
Wendy Chapman, Commissioner
Robert, Ethier, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Wayne Perkins, Crew Chief
Louise Warren, Billing Clerk
Barry Woods, Admin. Support
Peter Meier, Selectman/Resident
2 residents of Buzzards Bay

2019 APR 19 PM 3:10
RECEIVED
BUBBARD BAY WATER DISTRICT

The meeting was called to order by Joseph Carrara, Chairman at 4:00 pm.

Approval of meeting minutes dated 1/15/19

Wendy Chapman made a MOTION to approve the minutes dated 1/15/19. Robert Ethier seconded that motion, and all in favor.

Approval of February 2019 Commitment and January 2019 Commitment

All commitments were approved and signed.

New Business: Review proposed Budget 2020 and Articles

The FY20 Draft budget was presented by Jennifer Kelson, Treasurer. The budget included two new line items for the additional commissioners' salary. The proposed budget reflected a step increase plus 2% cost of living increase for all employees. There was further discussion regarding commissioner salaries. It was proposed that the yearly increase in commissioner salary would coincide with the employee's yearly cost of living increase.

Wendy Chapman made a MOTION that commissioner salaries would increase yearly by the same amount as the employee cost of living increase and instead of the proposed \$100 increase, the FY20 budget should reflect this change. Robert Ethier seconded that motion and all in favor.

Jennifer Kelson mentioned that most employees had either maximized their steps or would soon be on their last step increase. Robert Ethier suggested that in the future the District review the steps and possibly update the step charts. There was also discussion about longevity pay and a suggestion that this also be reviewed for a possible future increase. Jennifer Kelson presented the remaining line items on the administration expenses portion of the operating budget.

Steven Souza, Superintendent, presented the operational expenses including distribution and maintenance line items. The areas of the budget that demonstrate the largest increases over prior year include police details, backflow testing, and asphalt.

The overall proposed increase in operating budget over prior fiscal year is 2.8% which Jennifer Kelson stated has been the lowest increase in at least five years.

The proposed articles for the annual meeting were presented by Jennifer Kelson. The nine proposed articles included elect a moderator, elect two commissioners, operating expenses, stabilization fund transfer, special purpose stabilization fund transfer for storage tank maintenance, special purpose stabilization fund transfer for future capital outlay, water main rehabilitation, vehicle replacement (dump truck), and new equipment (Valve Maintenance Trailer).

Wendy Chapman made a motion to accept the FY20 budget proposal as presented with the exception that commissioners' salary will also increase by a 2% cost of living. The motion was seconded by Robert Ethier, and all in favor.

Robert Ethier made a MOTION to accept the articles as presented to the board. Wendy Chapman seconded that motion, and all in favor.

Superintendent Report presented by Steven Souza, Superintendent

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours

None

Commissioners comments/select next meeting date

Wendy Chapman asked Stephen Souza if he has made any progress on coming up with a water main replacement program. She stated that the repairs being currently done are just "bandaids" and do not fix the underlying problems. Steven answered that he hopes to have all mains replaced within 10 years. The projected expense is approximately 50 million dollars. Jennifer Kelson suggested that we come up with a list of streets needing repair and prioritize which streets get done first.

There was a question from the floor asking for further information on the projected budget increase on backflow testing costs. The resident wanted to know who pays these costs and why residents are being charged for commercial backflow testing. It was explained to him that businesses are billed for the testing (not the residents) and then we (BBWD) is charged by the backflow testing company. We currently do not have the manpower to do our own backflow testing. We bill the customer for backflow testing (revenue) and, in return, the backflow testing company bills us (expense). Therefore, the end-result in cost is a wash.

There was a statement from the floor regarding the water main replacement program and a suggestion that we should contact the town to find out when they would start digging for new sewer pipes. The resident suggested that the district piggy back on the town's digging schedule which would result in less digging for the District when installing water lines.

There was another question from the floor. A resident asked if Ryan Correia has contacted the water district regarding water needs for the proposed project at 228 Main St. There was some discussion regarding 228 Main St. and development on Main St. Steven Souza stated that he has not been approached by Ryan Correia or anyone else regarding this proposed future project. The resident was concerned about water allocations. He asked how much water the new project is expected to need. This information has not been provided to the District yet.

Wendy Chapman asked Steve Souza what the status was of the new rate chart that the board asked Patrick O'Neil from Tata and Howard to revise. Steven Souza replied that he has been unable to get a response from Patrick but would hopefully have more information for the next meeting.

Chairman, Joseph Carrara handed out a rough draft of the new handbook for commissioners. He requested that the commissioners review the material, and they can discuss it at a future meeting.

The next Board meeting is scheduled for Tuesday, April 16, 2019 at 4:00 pm
Annual District Meeting is scheduled for Tuesday, April 30, 2019 @ 7:00 pm at St. Peter's Church, Buzzards Bay.

ADJOURNMENT

Wendy Chapman made a MOTION to adjourn the meeting 5:15 PM. Robert Ethier seconded that motion.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District



Office of The Commissioners
Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
(508) 759 - 4631

April 1, 2019

Barry Johnson
Town Clerk
24 Perry Avenue
Buzzards Bay, MA 02532

Re: 2018 CCR

RECEIVED
2019 APR -5 PM 2:56
TOWN CLERK COURAGE

Dear Mr. Johnson,

As required by MASS.DEF, enclosed is your copy of the completed Buzzards Bay Water District's Consumer Confidence Report for the calendar year 2018.

Copies are available at the District Office, 15 Wallace Avenue. Interested parties can call the office at (508)759-4631 to receive a copy in the mail.

If you have any questions regarding this report, please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Souza".

Steven Souza
Superintendent

Buzzards Bay Water District

PWS ID# 4036001

CONSUMER CONFIDENCE REPORT 2018

Where does the water come from?

Dear Valued Customer,

It is my pleasure to present to you the 2018 Consumer Confidence Report summarizing the past year in the Buzzards Bay Water District. Consumer Confidence Reports are used to inform the public about the quality and quantity of the water and the effort it takes to maintain it. This report is for the calendar year 2018, however, the water quality data includes the most recent rounds of sampling.

Respectfully Submitted,

Joe Souza
Water Superintendent

The Buzzards Bay Water District receives its water supply from five groundwater sources supplied by the Plymouth / Carver aquifer. Station 2 is located off Kettle Lane and Stations 1,3,4 and 5 are all located off Bournedale Road. Each well has its own pump station and chemical feed equipment. Groundwater is naturally filtered through soil usually not requiring additional filtration, however, potassium hydroxide (KOH) is used to raise the pH of the water. This reduces corrosion of household plumbing and also reduces your exposure to lead and copper.

Water pumped is used by the residents and what is remaining is stored in two storage tanks. The tanks provide pressure and fire protection for the District. The total capacity of the two tanks is two million gallons. This capacity helps ensure consistent supply to all residences during high peak demand periods.

The District is overseen by the Board of Water Commissioners. All are welcome to attend the Board of Water Commissioners' meetings held at the Buzzards Bay District Office, 15 Wallace Avenue, Buzzards Bay, MA. The Board meetings are posted at the Town Hall or you can call the District office for date and time. The Annual Water District Meeting is scheduled for the last Tuesday in April at 7:00 p.m. Water Quality Data for community water systems throughout the United States is available at www.waterdata.com.

Please practice water conservation.

The Facts on Peak Water Use

- Peak seasonal water use is typically three to five times as much as winter water use. It's a great time to find new ways to save water inside and outside your home.
- The average American home uses about 260 gallons of water per day; however, during peak season the same household can use about 1,000 gallons of water in a day.
- In some instances peak daily use can be as high as 3,000 gallons a day - more than 10 times the average daily use. That's equivalent to a garden hose running open for nearly 8 hours or enough water to supply the same home for sixteen days!
- We can all reduce our peak water use - and utility bills - by watering only as needed, washing full loads of laundry, and using more efficient plumbing fixtures.

More Statistics

The Buzzards Bay Water District pumped 181,781,274 gallons during 2018.

The maximum day for water consumption occurred on July 10, 2018, at 965,439 gallons.

The total consumption is approaching our permitted allocations by the regulatory Water Management Act.

WATER CONSERVATION PROTECTS OUR NATURAL RESOURCES.

Your special efforts with conservation, especially during the outside water use periods of May through September, are greatly appreciated. Non-essential outside restrictions between 7 a.m. and 7 p.m. are encouraged.

CROSS CONNECTION & BACKFLOW PREVENTION

Help protect your public water supply and safeguard your potable water use from potential contamination due to backflow and back-siphonage. When water flows backwards through the water supply system, backflow and back-siphonage can occur. Numerous well documented cases identify that cross connections have been responsible for contamination of drinking water. A cross connection is defined as any actual or potential connections between a potable and non potable water supply.

How can you help: Never submerge hoses in containers including pools, buckets, tubs and or sinks. Always keep the end of the hose clear of possible contaminants. Do not use spray attachments, such as an unprotected lawn and garden sprayer attached to your garden hose without proper backflow prevention. Inexpensive backflow devices can be purchased and easily installed on all of your older style hose bibs or threaded faucets. You can also ask a local plumber to assist you with this task.

The District needs your support in helping to maintain a safe delivery of our public drinking water system.

Buzzards Bay "SWAP" Report

The Source Water Assessment and Protection (SWAP) program (conducted by the Mass. Dept. of Environmental Protection), established under the Federal Safe Drinking Water Act, requires every state to:

- inventory land uses within the recharge areas of all public water supply sources
- assess the susceptibility of drinking water sources to contamination from these land uses and publicize the results to provide support for improved protection.

Buzzards Bay's susceptibility ranking is high for all four wells because they are located in an aquifer with a high vulnerability to contamination due to the absence of hydro-geologic barriers (i.e.: clay) that can prevent contaminant migration.

Residents can help protect sources by taking hazardous household chemicals to hazardous materials collections days.

The complete SWAP report is available at the Buzzards Bay Water District Office and online at <http://www.mass.gov/dep/water/drinking/swapreps.htm>.



For More Information on the Buzzards Bay Water System contact:

Steve Souza, Superintendent
Buzzards Bay Water District
15 Wallace Avenue
P.O. Box 243
Buzzards Bay, MA 02532
508-759-4631
www.buzzardsbaywaterdistrict.com
Public Water Supply ID#: 4036001

2018 Board of Water Commissioners

Joseph Carrara Sr. - Chairman
Robert M. Ethier - Commissioner
Wendy Chapman - Commissioner

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, April 16, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 APR -9 PM 3:45
TOWN CLERK'S OFFICE
P.O. BOX 243

Agenda

1. Approval of meeting minutes dated 3/19/19 and Special District Meeting 3/12/19
2. Approval of March 2019 Commitment
3. Old Business: Comments or discussion on new handbook
4. New Business: Review and sign 2019 Annual Meeting Warrant
5. Superintendents Report
6. Treasurers Report
7. Any business not reasonably anticipated within 48 hours
8. Commissioners comments/select next meeting date
9. Adjourn

Posted by: Jennifer Kelson, Treasurer

Tuesday, April 9, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Joseph Carrara, Chairperson, Water Commissioner

Robert Ethier, Water Commissioner

Wendy Chapman, Water Commissioner

Buzzards Bay Water District is an equal opportunity provider and employer.

BOARD OF COMMISSIONERS MEETING

MINUTES OF

April 16, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Carrara, Joseph, Chairman
Robert, Ethier, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Louise Warren, Billing Clerk
Barry Woods, Admin. Support
1 resident of Buzzards Bay

The meeting was called to order by Joseph Carrara, Chairman at 4:02 pm.

Approval of meeting minutes dated 3/19/19

Robert Ethier made a MOTION to approve the minutes dated 3/19/19. Joseph Carrara seconded that motion, and all in favor.

Approval of meeting minutes dated 3/12/19

Robert Ethier made a MOTION to approve the minutes dated 3/12/19. Joseph Carrara seconded that motion, and all in favor.

Approval of March 2019 Commitment

The commitment was approved and signed.

Old Business: Comments and discussion on new handbook

Copies of the previously distributed draft version of the new commissioner handbook were handed out. Barry Woods explained the need for a handbook and how the creation of a handbook was suggested by our legal counsel, Robert Troy. Barry explained some of the expected commissioner roles and responsibilities and presented some of the additional handouts and resources that will be made available.

Robert Ethier questioned if there was a policy for reorganization of the board. Barry stated that he will look to find the policy and reorganization of the Board could be discussed at the May meeting. Robert Ethier also suggested creating more formal Board positions including Chairperson, Vice Chairperson, Clerk, and two Commissioners. This suggestion will also be discussed further at the next meeting.

New Business: Review and sign 2019 Annual Meeting Warrant

The 2019 Annual Meeting Warrant was reviewed and signed.

2019 MAY 22 AM 9:52
RECEIVED



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT
PO Box 243 - 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel: 508.759.4631
Fax: 508.759.1866

2019 MAY 22 AM 9:52
CLERK BOURGEOIS

**ANNUAL DISTRICT MEETING MINUTES
BUZZARDS BAY WATER DISTRICT
ST. PETERS CHURCH
165 MAIN STREET
APRIL 24, 2018**

The meeting was called to order by the Moderator, Eda L. Cordoza at 7:02 p.m. with 30 registered voters present.

ARTICLE 1. To elect by ballot a Moderator for a term of one (1) year.

A **MOTION** from the Floor was made to nominate Eda L. Cardoza for a term of one (1) year, which was duly **SECONDED**. As there were no further nominations, a **MOTION** was made to close nominations, and there was **unanimous approval** to elect Eda L. Cardoza to be moderator for a term of one (1) year.

ARTICLE 2. To elect by ballot a member of the Board of Water Commissioners for a term of three (3) years.

A **MOTION** from the Floor was made to nominate Robert Ethier as Commissioner for a term of three (3) year, which was duly **SECONDED**. As there were no further nominations, a **MOTION** was made to close nominations, and there was **unanimous approval** to elect Robert Ethier to be a Commissioner for a term of three (3) years.

ARTICLE 3. To see if the District will vote to authorize the Board of Water Commissioners to file a Petition for Special Legislation with the General Court to expand the membership on the Board of Water Commissioners from three (3) to five (5) Commissioners, or act anything thereon.

There was discussion from the Floor and a proposal was made to amend the article to see if the District would vote to authorize the Board of Water Commissioners to file a Petition for Special Legislation with the General Court to expand the membership on the Board of Water Commissioners and add three **alternate** commissioners. A suggestion was made that these alternate commissioners could attend meetings and not vote or fill in and vote in the absence of a regular commissioner. Commissioner Carrara spoke and explained that the commissioners receive a stipend but no health insurance. He explained that a 5-member board would allow the district to run more efficiently. A member of the floor stated that J. Carrara ran the district practically by himself for the last two years and needs more help. Another member spoke from the floor and said that the growth of Buzzards Bay would require more water and more commissioner oversight and was in favor a 5-member board.

Joseph Carrara made a **MOTION** to authorize the Board of Water Commissioners to file a Petition for Special Legislation with the General Court to expand the membership on the Board of Water Commissioners from three (3) to five (5) Commissioners, which was duly **SECONDED**. A majority of the Floor voted in favor of Article 3. Two members of the Floor opposed Article 3. **Article 3 Passed.**

With no further business to come before the voters, a **MOTION** to Adjourn was made from the Floor at 7:35 p.m. and was duly **SECONDED**, and there was **unanimous approval**.

Given under our hands this 24TH day of April 2018.

Jennifer A. Kelson, District Treasurer/Clerk

RECEIVED

2019 APR 22 AM 8:38

TOWN CLERK DOUBINE



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT
PO Box 243 - 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel: 508.759.4631
Fax: 508.759.1866

WARRANT

**ANNUAL DISTRICT MEETING
BUZZARDS BAY WATER DISTRICT
APRIL 30, 2019**

To one of the Constables of the Town of Bourne, County of Barnstable.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants who are qualified to vote in the Buzzards Bay Water District, in said Town of Bourne, to meet at

**ST. PETERS CHURCH
165 MAIN STREET
BUZZARDS BAY, MA 02532
TUESDAY, APRIL 30, 2019
AT 7:00 P.M.**

Then and there to act upon the following articles:

- ARTICLE 1.** To elect by ballot a Moderator for a term of one (1) year.
- ARTICLE 2.** To elect by ballot two (2) members of the Board of Water Commissioners for three (3) year terms.
- ARTICLE 3.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury an amount of money to defray the **operating expenses of the District** for the fiscal year beginning July 1, 2019 (FY20) including Maintenance and Operations, Service Connections, Legal & Engineering Expense, Insurance Expense, Administration and Clerical, Debt & Interest, Elected Officials Salaries, Salaries and Wages, Miscellaneous Expense and such other expenses as may be deemed necessary by the Board of Water Commissioners, or act anything thereon.
- ARTICLE 4.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **stabilization fund**, or act anything thereon.
- ARTICLE 5.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury, a sum of money to be added to the **Special Purpose Future Storage Tank(s) Stabilization Fund Account**, or act anything thereon.

ARTICLE 6. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **Special Purpose Future Capital Outlay Expense Stabilization Fund**, or act anything thereon

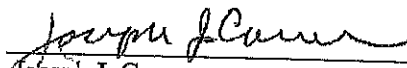
ARTICLE 7. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money pursuant for **Water Main Rehabilitation**, or to act anything thereon.

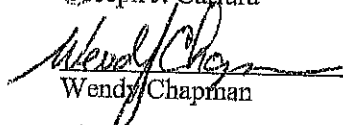
ARTICLE 8. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to purchase a new **Dump Truck, including the cost of incidentals** for the District, or act anything thereon.

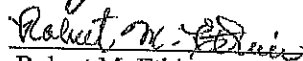
ARTICLE 9. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to purchase a new **Valve Maintenance Trailer, including the cost of incidentals** for the District, or act anything thereon.

Given under our hands this 16TH day of April 2019.

BOARD OF WATER COMMISSIONERS


Joseph J. Carrara 2019


Wendy Chapman 2020


Robert M. Ethier 2021

A True Copy Attest:
Jennifer A. Kelson
Treasurer/Clerk of the District

WARRANT
April 16, 2019
Barnstable, SS
Buzzards Bay Water District
Annual Meeting Warrant, April 16, 2019

I hereby certify that I have published the Warrant by posting attested and true copies thereof in the Buzzards Bay Post Office and the Bourne Town Hall, Buzzards Bay, Massachusetts on the day of April 19, 2019.


Constable

*Buzzards Bay Water District is an equal opportunity provider and employer.
Reasonable accommodations can be made upon request.
TTY 711*

RECEIVED

2019 APR 19 AM 10:25

TOWN CLERK BOURNE



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT

PO Box 243 - 15 Wallace Avenue

Buzzards Bay, MA 02532

Tel: 508.759.4631

Fax: 508.759.1866

WARRANT

**ANNUAL DISTRICT MEETING
BUZZARDS BAY WATER DISTRICT
APRIL 30, 2019**

To one of the Constables of the Town of Bourne, County of Barnstable.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants who are qualified to vote in the Buzzards Bay Water District, in said Town of Bourne, to meet at

**ST. PETERS CHURCH
165 MAIN STREET
BUZZARDS BAY, MA 02532
TUESDAY, APRIL 30, 2019
AT 7:00 P.M.**

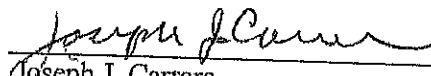
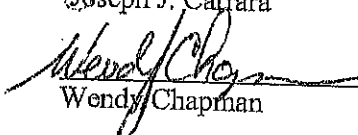
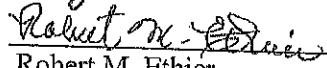
Then and there to act upon the following articles:

- ARTICLE 1.** To elect by ballot a Moderator for a term of one (1) year.
- ARTICLE 2.** To elect by ballot two (2) members of the Board of Water Commissioners for three (3) year terms.
- ARTICLE 3.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury an amount of money to defray the **operating expenses of the District** for the fiscal year beginning July 1, 2019 (FY20) including Maintenance and Operations, Service Connections, Legal & Engineering Expense, Insurance Expense, Administration and Clerical, Debt & Interest, Elected Officials Salaries, Salaries and Wages, Miscellaneous Expense and such other expenses as may be deemed necessary by the Board of Water Commissioners, or act anything thereon.
- ARTICLE 4.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **stabilization fund**, or act anything thereon.
- ARTICLE 5.** To see if the District will vote to raise and appropriate or transfer from available funds in the treasury, a sum of money to be added to the **Special Purpose Future Storage Tank(s) Stabilization Fund Account**, or act anything thereon.

- ARTICLE 6. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to the **Special Purpose Future Capital Outlay Expense Stabilization Fund**, or act anything thereon
- ARTICLE 7. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money pursuant for **Water Main Rehabilitation**, or to act anything thereon.
- ARTICLE 8. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to purchase a new **Dump Truck, including the cost of incidentals** for the District, or act anything thereon.
- ARTICLE 9. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to purchase a new **Valve Maintenance Trailer, including the cost of incidentals** for the District, or act anything thereon.

Given under our hands this 16TH day of April 2019.

BOARD OF WATER COMMISSIONERS

	_____	
Joseph J. Carrara		2019
	_____	
Wendy Chapman		2020
	_____	
Robert M. Ethier		2021

A True Copy Attest:
 Jennifer A. Kelson
 Treasurer/Clerk of the District

WARRANT
 April 16, 2019
 Barnstable, SS
 Buzzards Bay Water District
 Annual Meeting Warrant, April 16, 2019

I hereby certify that I have published the Warrant by posting attested and true copies thereof in the Buzzards Bay Post Office and the Bourne Town Hall, Buzzards Bay, Massachusetts on the day of April 19, 2019.



 Constable

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 TTY 711*



Office of the Commissioners
BUZZARDS BAY WATER DISTRICT

PO Box 243 - 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel: 508.759.4631
Fax: 508.759.1866

**ANNUAL DISTRICT MEETING MINUTES
BUZZARDS BAY WATER DISTRICT
ST. PETERS CHURCH
165 MAIN STREET
APRIL 30, 2019**

2019 MAY 22 AM 10:21
2019 MAY 22 AM 10:21

The meeting was called to order by the Moderator, Eda L. Cordoza at 7:03 p.m. with 45 registered voters present.

ARTICLE 1. To elect by ballot a Moderator for a term of one (1) year.

A **MOTION** from the Floor was made to nominate Eda L. Cardoza for a term of one (1) year, which was duly **SECONDED**. As there were no further nominations, a **MOTION** was made to close nominations, and there was **unanimous approval** to elect Eda L. Cardoza to be moderator for a term of one (1) year.

ARTICLE 2. To elect by ballot two (2) members of the Board of Water Commissioners for three (3) year terms.

Ballots were distributed to all registered voters at meeting check-in. The two candidates on the ballots were Joseph Carrara (re-election) and Judith Flynn. There were also lines for two write-ins. Completed ballots were placed in the secure ballot box. The meeting continued on as the counting of the ballots occurred. Meeting ballots and absentee ballots were counted by Jennifer Kelson, District Treasurer and Louise Warren, Billing Clerk. Results of the election were presented at the end of the meeting after the close of Article 9. Joseph Carrara had 67 total votes. Judith Flynn received 41 total votes, and there was one write-in vote for Peter Meier. A **MOTION** was made by Attorney Robert Troy to elect Joseph Carrara and Judith Flynn to the positions of Buzzards Bay Water District Commissioner for a three (3) year term. Both were sworn into office by Attorney Robert Troy.

ARTICLE 3. To see if the District will vote to raise and appropriate or transfer from available funds in the treasury an amount of money to defray the **operating expenses of the District** for the fiscal year beginning July 1, 2019 (FY20) including Maintenance and Operations, Service Connections, Legal & Engineering Expense, Insurance Expense, Administration and Clerical, Debt & Interest, Elected Officials Salaries, Salaries and Wages, Miscellaneous Expense and such other expenses as may be deemed necessary by the Board of Water Commissioners, or act anything thereon.

Joseph Carrara made a **MOTION** that the District vote to raise and appropriate the sum of **\$1,599,333.29 (One Million Five Hundred Ninety-Nine Thousand Three Hundred Thirty -three dollars and Twenty Nine Cents)** for operating expenses for the purposes specified herein and to authorize the expenditure of this appropriation for the following designated purposes:

Maintenance & Operations
Service Connections
Legal & Engineering Expense
Insurance Expense

BOARD OF COMMISSIONERS MEETING

MINUTES OF

May 21, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Carrara, Joseph, Chairman
Robert, Ethier, Commissioner
Wendy Chapman, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Louise Warren, Billing Clerk
Barry Woods, Admin. Support
Wayne Perkins, Crew Chief

2019 JUN 20 PM 2:26
BOURNE WATER DISTRICT

The meeting was called to order by Joseph Carrara, Chairman at 4:03 pm.

Approval of meeting minutes dated 4/16/19

Robert Ethier made a MOTION to approve the minutes dated 4/16/19. Wendy Chapman seconded that motion, and all in favor.

Approval of annual meeting minutes dated 4/30/19

Robert Ethier made a MOTION to approve the annual meeting minutes dated 4/30/19. Wendy Chapman seconded that motion, and all in favor.

Old Business: Disbursement of new commissioner handbook, further discussion on pilot programs and high usage accounts

New Commissioner Handbook:

Barry Woods distributed copies of the new commissioner handbook. Each commissioner received a binder which included the handbook and additional helpful information including a district map, location of wells and pump stations, information on conflict of interest, the availability of additional board member training, etc.

PILOT Programs:

Barry Woods then handed out copies of information that Wendy Chapman had gathered over the last few weeks on various PILOT programs offered in Massachusetts. There was discussion about PILOTS and gifts. Wendy Chapman stated that Bridgewater State University gives the Town of Bridgewater gifts of money for police, fire and highway instead of entering into a formal PILOT agreement. In addition, Bourne Water had a well donated by Otis Airforce Base (due to the plume situation). UMass Worcester has a PILOT with their town. Wendy stated that the Town of Bourne gets money on the Cherry Sheet but the district does not. She suggested that we work together with the other districts and then ask that the state reps approach Mass Maritime



2019 JUN 12 PM 1:43
TOWN OF BOURNE
001120000

NOTICE OF WORKING GROUP

Board of Water Commissioners
Will Meet on

Tuesday, June 18, 2019

At approximately 4:15 pm

(Working Group will meet immediately following regularly scheduled monthly meeting)

Location

Buzzards Bay Water District Office

15 Wallace Ave

Buzzards Bay, MA 02532

Objectives:

To further discuss and brainstorm the topic of pilot programs and how they may benefit the district(s).

Posted by: Jennifer Kelson, Treasurer
Wednesday, June 12, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

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Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, June 18, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 JUN 12 PM 4:13
BUBBARD BAY WATER DISTRICT

Agenda

1. Approval of meeting minutes dated 5/21/19
2. Approval of the May 2019 billing commitment
3. Superintendents Report
4. Treasurers Report
5. Any business not reasonably anticipated within 48 hours
6. Commissioners comments/select next meeting date
7. Adjourn

Posted by: Jennifer Kelson, Treasurer

Wednesday, June 12, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03.
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

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BOARD OF COMMISSIONERS MEETING

MINUTES OF

June 18, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Carrara, Joseph, Commissioner
Wendy Chapman, Chairperson
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Barry Woods, Admin. Support

TOWN CLERK BOURNE

2019 DEC 18 AM 9:07

RECEIVED

The meeting was called to order by Wendy Chapman, Chairperson at 4:00 pm.

Approval of meeting minutes dated 5/21/19

Joseph Carrara made a MOTION to approve the minutes dated 5/21/19. Wendy Chapman seconded that motion, and all in favor.

Approval of the May 2019 billing commitment

Judith Flynn made a MOTION to approve the annual meeting minutes dated May 2019. Joseph Carrara seconded that motion, and all in favor.

Superintendent Report presented by Steven Souza, Superintendent

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date

The next Board meeting was tentatively set for Tuesday, July 23, 2019 @ 4:00 pm. This date/time will be confirmed when it is closer. Due to summer vacations and scheduling conflicts, the Board may decide to skip the July meeting.

The August Board meeting was scheduled for Tuesday, August 20, 2019 @ 4:00 pm.

ADJOURNMENT

Joseph Carrara made a MOTION to adjourn the meeting at 4:40 pm. Judith Flynn seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

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Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, August 20, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 AUG -9 AM 8:38
TOWN OF BOURNE
CITY CLERK

Agenda

1. Approval of meeting minutes dated 6/18/19
2. Approval of the July 2019 billing commitment
3. Discussion regarding water usage for large non-profit accounts
4. Discussion and vote on sending letters to Planning and Zoning Boards requesting BBWD be put on routing slip for new projects and construction
5. Superintendents Report
6. Treasurers Report
7. Any business not reasonably anticipated within 48 hours
8. Commissioners comments/select next meeting date
9. Adjourn

Posted by: Jennifer Kelson, Treasurer
Thursday, August 8, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

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BOARD OF COMMISSIONERS MEETING

MINUTES OF
August 20, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

APPROVED

MINUTES

Present:

Wendy Chapman, Chairperson
Carrara, Joseph, Commissioner
Robert, Ethier, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Barry Woods, Admin. Support
Louse Warren – Billing Clerk
Michael Rausch – The Bourne Enterprise
Peter Meier - resident

TOWN CLERK BOURNE

2019 SEP 11 AM 9:08

RECEIVED

The meeting was called to order by Wendy Chapman, Chairperson at 4:00 pm.

Approval of meeting minutes dated 6/18/19

Judith Flynn made a MOTION to approve the minutes dated 6/18/19.
Joseph Carrara seconded that motion, and all in favor.

Approval of the July 2019 billing commitment

Joseph Carrara made a MOTION to approve the July 2019 billing commitment. Judith Flynn seconded that motion, and all in favor.

Discussion Regarding Water Usage for Large non-profit accounts

Water usage at the splash pad was discussed. The splash pad used approximately 1.7 million gallons since June 2019. The water tanks have not been negatively affected by the usage. The district will continue to monitor park water usage as the season winds down.

Discussion and Vote on sending letters to Planning and Zoning Boards requesting BBWD be put on routing slips for new projects and Construction

Peter Meier stated that he had forwarded an email, moments earlier, to Jennifer Kelson, Treasurer stating that Tom Guarino had confirmed that BBWD would be added to the routing slip starting 9/1/19. Wendy Chapman emphasized the need to continue with sending a formal letter from the Board to ensure follow thru.

Wendy Chapman made a Motion for the Buzzards Bay Water District to send a letter to both the Planning and Zoning Boards requesting BBWD be put on routing slips for new projects and Construction. All in favor, and Motion passed

Any business not reasonably anticipated within 48 hours

Discussion and Vote on Old Bridge Road engineering options

There was discussion pertaining to the pending project at Old Bridge Rd. Discussion was had regarding the District working in conjunction with the Town to bid together for the project. Per Steve Souza, Superintendent, one joint bid would save the District approximately 17% in engineering and design costs if we work with the Town instead of going out to bid separately. Wendy Chapman stated that "the pipes on Old Bridge are very bad and in disrepair. They need to be fixed." Jennifer Kelson, Treasurer, stated that "it seemed like there was no reason to not go forward with the collaboration. It only makes sense."

Wendy Chapman made a MOTION to go forward with the Old Bridge Rd project in a joint bid with the Town of Bourne. All in favor, the Motion passed.

Superintendent Report presented by Steven Souza, Superintendent

Additional discussion was had regarding Mass Maritime and the plans to expand their dorms by 80 new beds. Barry Woods discussed how the additional beds would require fire protection and would thus increase water usage in that capacity.

Wendy Chapman brought up the topic of the proposed new bridge to the Cape. She discussed an article which she read that stated the new bridge would have a possible affect on our wells. It is something we need to keep abreast of.

Treasurers Report presented by Jennifer Kelson, Treasurer

Commissioners comments/select next meeting date

Peter Meir mentioned to the Board that bids were opened today for the new water treatment plant. Steve Souza stated that the District has still not seen plans for the new plant. Wendy Chapman also stated that renovations downtown will require more water. There was discussion regarding the development on Main St. and the expansion of Mass Maritime.

The next Board meeting was tentatively set for Tuesday, September 10, 2019 @ 4:00 pm with a Working Group meeting to immediately follow.

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 4:45 pm. Joseph Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

September 11, 2019

Memorandum **Inter-office Buzzards Bay Water District**

To: Board of Water Commissioners

CC: file

From: Jennifer A. Kelson

8/20/19

Re: Treasurer's Report

Please see to the following notes regarding Treasurer activity since the last Board meeting:

- Annual Audit completed on site the week of 7/22/19
- MCTA Treasurers School UMASS Amherst 8/12-8/16
- Internal and External Penetration Testing to begin around 9/16/19
- Workers Comp Audit

Respectfully submitted, *Jennifer A. Kelson, District Treasurer/Clerk*

September 11, 2019

Memorandum **Inter-office** **Buzzards Bay Water District**

To: Board of Water Commissioners

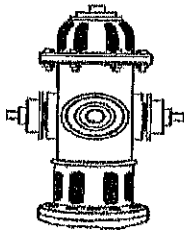
CC: file

From: Steve Souza, Superintendent

Date: 8-19-2019 for BWC Meeting on 8-20-2019

Re: Superintendent's Report

I am pleased to provide you with this monthly bulleted report regarding some of the District activities since our last Board meeting.



- Met with engineer about cherry st
- Changed 105 meters since last meeting
- Met with engineer about old bridge
- Sprint on hold for design review
- Tmobile on hold for upgrades
- Service leak on Lake Drive Ply.
- Broken valve repair Walnut St. Ply.

Respectfully submitted, *Steve Souza, Superintendent*

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Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners
Will Meet on
Tuesday, September 10, 2019
At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 SEP -5 PM 8:35

Agenda

1. Approval of meeting minutes dated 8/20/19
2. Approval of the August 2019 billing commitment
3. Discussion regarding Old Bride Rd project, costs, and possible need for special meeting
4. Discussion regarding MA DOT and Corp of Engineers and signing up for updates
5. Discussion regarding election protocols and MGL
6. Superintendents Report
7. Treasurers Report
8. Any business not reasonably anticipated within 48 hours
9. Commissioners comments/select next meeting date
10. Adjourn

Posted by: Jennifer Kelson, Treasurer
Thursday, September 5, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

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BOARD OF COMMISSIONERS MEETING

MINUTES OF

September 10, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson
Carrara, Joseph, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Barry Woods, Admin. Support
Louse Warren – Billing Clerk
Wayne Perkins- Crew Chief

RECORDED
2019 DEC 19 AM 9:06
TOWN CLERK BOURNE

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 8/20/19

Joseph Carrara made a MOTION to approve the minutes dated 8/20/19.
Judy Flynn seconded that motion, and all in favor.

Approval of the August 2019 billing commitment

Due to issues with the billing software, the commitment was unavailable. It will be available for signage at the next District meeting, if not sooner.

Discussion Regarding Old Bridge Rd project, costs, and possible need for special meeting

Steve said that we currently do not have a cost associated with the Old Bridge Rd project. Steve stated that he spoke with George Sala of the DPW and was told that the Town has decided not to use the original engineer and are seeking new engineering quotes. We are on hold until a new engineer is chosen.

Discussion Regarding MA DOT and Corp of Engineers and signing up for updates

Wendy previously suggested that Steve Souza and Jennifer Kelson log into the MA DOT website and sign up for Bourne Bridge (or proposed 3rd Bridge) updates and email alerts. Steve and Jennifer indicated that they were both now registered for updates.

Wendy Chapman also asked if the District should eventually reach out to our State Reps requesting that they keep us informed about Bridge updates as the projected progresses. The other board members agreed that this would probably be a good idea. Since the Bridge project is only in the initial discussion phase right now, it was decided to hold off on contacting the State Reps until plans are solidified.

Discussion Regarding Election Protocols and MGL

Wendy opened the discussion by suggesting that the District adopt the Mass General Laws (MGL) regarding election protocols. The other water districts in Bourne have success following the MGL. One of the benefits of following the MGL is that it would allow for the District to offer absentee ballots at elections. This would allow those people in the District that are unable to physically make it to the District meeting to be able to vote absentee. Wendy emphasized that since the commissioners represent people of the District, everyone should be able to cast a vote even if they are unable to attend the meeting in person. The Board agreed that adopting the MGL was a good idea, and further discussion would be had as the annual meeting draws closer.

Superintendents Report presented by Steven Souza, Superintendent

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date

The next Board meeting was set for Tuesday, October 22, 2019 @ 4:00 pm with a Working Group meeting to immediately follow.

ADJOURNMENT

Judy Flynn made a MOTION to adjourn the meeting at 4:46 pm. Joseph Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

RECEIVED

2019 NOV 22 PM 12:15

TOWN CLERK BOURNE

BOARD OF COMMISSIONERS MEETING

MINUTES OF

September 10, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson
Joe Carrara, Commissioner
Robert Ethier, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Barry Woods, Admin. Support
Louise Warren – Billing Clerk
Wayne Perkins- Crew Chief
Peter Meier – resident
Gary Maloney – resident
Michael Rausch – Bourne Enterprise

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 9/10/19

Judith Flynn made a MOTION to approve the minutes dated 9/10/19.
Joseph Carrara seconded that motion, and all in favor.

Approval of the September 2019 billing commitment

Judith Flynn made a MOTION to approve the September 2019 billing commitment.
Robert Ethier seconded that motion, and all in favor.

Discussion Regarding Mass Maritime and the District

Wendy Chapman led discussion regarding Mass Maritime and how the District is losing revenue by not being able to collect District tax from the Maritime properties. She stated that the Maritime thinks that they are paying enough money in their water rates. Barry Woods explained that they are paying the same as any other resident of Buzzards Bay. They pay a higher water rate because they fall into that high usage rate bracket. Gary Maloney questioned why Mass Maritime was not invited to the meeting? Wendy answered that we were only in the discussion process. She felt that it would be best to speak with the other commissioners in an open meeting before approaching them.

Wendy stated that we spend over 50k a year on electricity and maybe the Maritime would consider giving the District free electricity once they build their new windmill.

Robert Ethier and Judith Flynn suggested we put together a letter to Mass Maritime, and we invite them to a future meeting to discuss.

Wendy Chapman made a MOTION to send a letter to Mass Maritime Academy requesting a meeting. Judith Flynn seconded that motion, and all in favor.

Bridges and the District – Corp of Engineers/Federal Government and State

Wendy Chapman asked Steven Souza if he felt that the proposed new bridges would have an effect on the District. Steve responded that he does not feel that the new bridges will impact us. He said that right now, the Army Corp. is only at the feasibility stage of the project, but as it stands at the moment, there will be no construction done near our well heads. Steve stated that he will continue to stay in touch with them regarding progress.

Gary Malone suggested we reach out to the other districts and have a meeting regarding mutual aid and working together.

Surcharges and Future Replacement of Aging Pipes

Wendy Chapman stated that the District has never done surcharges but it may be something we need to consider in the future to help pay for the replacement of aging pipes. Wareham does include surcharges on their bills but they are also much bigger than the District. Barry Woods stated that we need to revisit the capital plan and come up with a plan of action on which streets are a priority. Old Bridge will cost at least 275k to construct. There was further discussion on areas of Plymouth that need replacement and improvements.

Joseph Carrara stated that we need to be careful not to overburden the taxpayer. Wendy Chapman instructed the staff to continue working on a plan, create a list of priorities, and research the feasibility of adding surcharges.

Vote to accept MGL and add to Annual Meeting Agenda

Wendy Chapman discussed how by adoption the MGL (Mass General Laws), the District could offer absentee voting. The MGL would regulate what could and could not be done at a meeting and give us better structure.

Bob Ethier made a MOTION to put as an article on the annual meeting to accept Mass General Law. Joseph Carrara seconded that motion, and all in favor.

Superintendents Report presented by Steven Souza, Superintendent

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date
Next Meeting set for Tuesday, Nov. 19th @ 4:00 pm

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 4:58 pm. Judith Flynn seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District



2019 SEP -5 AM 9:36
2019 SEP 5 9:36 AM
2019 SEP 5 9:36 AM

NOTICE OF WORKING GROUP

Board of Water Commissioners
Will Meet on

Tuesday, September 10, 2019

At approximately 4:15 pm

(Working Group will meet immediately following regularly scheduled monthly meeting)

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

Objectives:

To further discuss and brainstorm the topic of non-profit accounts and as they relate to water usage, infrastructure costs, and other costs to the District.

Posted by: Jennifer Kelson, Treasurer

Thursday, September 5, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

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Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, October 22, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

TOWN CLERK BOURNE

2019 OCT 17 PM 1:41

RECEIVED

Agenda

1. Approval of meeting minutes dated 9/10/19
2. Approval of the September 2019 billing commitment
3. Discussion regarding Mass Maritime and the District
4. Bridges and the District – Corp of Engineers/Federal Government and the State
5. Surcharges and future replacement of aging pipes
6. Vote on whether to accept MGL and add to agenda for next annual or special meeting
7. Vote, if necessary, to call district meeting depending on status of Old Bridge
8. Superintendents Report
9. Treasurers Report
10. Any business not reasonably anticipated within 48 hours
11. Commissioners comments/select next meeting date
12. Adjourn

Posted by: Jennifer Kelson, Treasurer

Thursday, October 17, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, M.G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner



RECEIVED

2019 OCT 17 PM 1:46

TOWN CLERK BOURNE

NOTICE OF WORKING GROUP

Board of Water Commissioners
will meet on

Tuesday, October 22, 2019

At approximately 4:15 pm

(Working Group will meet immediately following regularly scheduled monthly meeting)

Location

Buzzards Bay Water District Office

15 Wallace Ave

Buzzards Bay, MA 02532

Objectives:

To further discuss and brainstorm the following topics including non-profit accounts and as they relate to water usage, infrastructure costs, and other costs to the District, proposed new Bridges and impact on the District, and other relevant topics.

Posted by: Jennifer Kelson, Treasurer

Thursday, October 17, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, M.G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

Buzzards Bay Water District is an equal opportunity provider and employer.

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners
Will Meet on
Tuesday, November 19, 2019
At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 NOV 14 AM 9:59
TOWN OF BOURNE



Agenda

1. Approval of meeting minutes dated 10/22/19
2. Approval of the October 2019 billing commitment
3. Anticipated Guest: Bruce Cabral, Accessor, Town Bourne
4. New Business: Discussion and vote on 2020 Bourne tax rate
5. Anticipated Guest- Anne Dunn, Accessor, Town of Plymouth
6. New Business: Discussion and vote on 2020 Plymouth tax rate
7. Anticipated Guest – Matthew Hunt, CPA, Principal, CliftonLarsonAllen LLC
8. New Business: Review of FY19 Audit
9. Superintendents Report
10. Treasurers Report
11. Any business not reasonably anticipated within 48 hours
12. Commissioners comments/select next meeting date
13. Adjourn

Posted by: Jennifer Kelson, Treasurer
Thursday, November 14, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, M.G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

BOARD OF COMMISSIONERS MEETING

MINUTES OF

November 19, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson
Joe Carrara, Commissioner
Robert Ethier, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Barry Woods, Admin. Support
Louise Warren – Billing Clerk

2019 DEC 11 AM 9:39
TOWN CLERK BOURNE

RECEIVED

RECEIVED

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 10/22/19

Judith Flynn made a MOTION to approve the minutes dated 10/22/19.
Robert Ethier seconded that motion, and all in favor.

Approval of the October 2019 billing commitment

Judith Flynn made a MOTION to approve the October 2019 billing commitment.
Robert Ethier seconded that motion, and all in favor.

Anticipated Guest: Bruce Cabral, Assessor, Town of Bourne

New Business: Discussion and Vote on 2020 Bourne Tax rate

The Board accepted Bruce Cabral, Assessor of Bourne, recommendation to retain one unified tax rate for FY20. Wendy Chapman made a MOTION to accept the recommendation to keep one unified tax rate. Robert Ethier seconded that motion, and all in favor.

Bruce Cabral stated that the tax rate for Buzzards Bay, although not final yet, should be around .41 which is significantly less than FY19 due to the increase in water revenue, valuation of land, the incoming hotel, and home prices.

Anticipated Guest: Anne Dunn, Assessor, Town of Plymouth

New Business: Discussion and Vote on 2020 Bourne Tax rate

The Board accepted Anne Dunn, Assessor of Plymouth, recommendation to retain one unified tax rate for FY20. Wendy Chapman made a MOTION to accept the recommendation to keep one unified tax rate. Robert Ethier seconded that motion, and all in favor.

Anne Dunn stated that the tax rate for Buzzards Bay, although not final yet, should be around .40. The rate is not yet final, and she requested to be put on the agenda for the Dec.10, 2019 meeting in order to ratify the vote. The board agreed to put her on the next agenda.

Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
Tel. (508) 759-4631
Fax (508) 759-1866
www.BuzzardsBayWaterDistrict.com

Meeting Notice

The Buzzards Bay Water District
Board of Water Commissioners

Will Meet on

Tuesday, December 10, 2019

At 4:00 pm

Location

Buzzards Bay Water District Office
15 Wallace Ave
Buzzards Bay, MA 02532

2019 DEC -5 AM 8:32
TOWN CLERK BOURNE

RECEIVED

Agenda

1. Approval of meeting minutes dated 11/19/19
2. Approval of the November 2019 billing commitment
3. Anticipated Guest: Anne Dunn, Assessor, Town of Plymouth
4. New Business: Recertify the vote on the 2020 Plymouth tax rate
5. Superintendents Report
6. Treasurers Report
7. Any business not reasonably anticipated within 48 hours
8. Commissioners comments/select next meeting date
9. Adjourn

Posted by: Jennifer Kelson, Treasurer

Thursday, December 5, 2019

- Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, M.G.L.c.30A,s,29.03
- Town of Bourne-Town Clerk's Office
- Town of Plymouth -Town Clerks Office

Wendy Chapman, Chairperson, Water Commissioner
Robert Ethier, Vice- Chairperson, Water Commissioner
Joseph Carrara, Water Commissioner
Judy Flynn, Water Commissioner

Buzzards Bay Water District is an equal opportunity provider and employer.

BOARD OF COMMISSIONERS MEETING

MINUTES OF

December 10, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson
Joe Carrara, Commissioner
Robert Ethier, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Barry Woods, Admin. Support
Louise Warren – Billing Clerk
Steven Souza – Superintendent
Wayne Perkins- Crew Chief

RECEIVED
2020 JAN 23 PM 2:18
TOWN CLERK BOLIVAR

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 11/19/19

Judith Flynn made a MOTION to approve the minutes dated 11/19/19.
Robert Ethier seconded that motion, and all in favor.

Approval of the November 2019 billing commitment

Judith Flynn made a MOTION to approve the November 2019 billing commitment.
Joe Carrara seconded that motion, and all in favor.

Anticipated Guest: Anne Dunn, Assessor, Town of Plymouth

New Business: Recertify the vote on the 2020 Plymouth tax rate

Anne Dunn was not present. The vote did not need to be recertified.
Jennifer Kelson, Treasurer stated that Anne would contact us if anything further needed to be done.

Superintendents Report presented by Steven Souza, Superintendent

Wendy questioned if Steve has started working on the chart prioritizing the streets that need new pipe. Steve said it is a work in progress.

Barry Woods suggested that instead of adding fees on the bills for each individual project like Wareham Water does, BBWD should keep it to one line item on the bill that encompasses all capital improvements. This way, it will be less confusing to the residents.

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date

Wendy Chapman stated that there was a copy of the Mass Maritime article in the commissioner's meeting packets. Wendy stated that the town gets a cherry sheet but the district is not included on the cherry sheet.

Next Meeting set for Tuesday, January 21, 2020 @ 4:00 pm

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 4:30 pm. Joe Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

BOARD OF COMMISSIONERS MEETING

MINUTES OF

December 10, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Chairperson
Joe Carrara, Commissioner
Robert Ethier, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson, Treasurer
Barry Woods, Admin. Support
Louise Warren – Billing Clerk
Steven Souza – Superintendent
Wayne Perkins- Crew Chief

TOWN CLERK BOURNE

2020 JAN 27 AM 8:46

RECEIVED

The meeting was called to order by Wendy Chapman, Chairperson, at 4:00 pm.

Approval of meeting minutes dated 11/19/19

Judith Flynn made a MOTION to approve the minutes dated 11/19/19.
Robert Ethier seconded that motion, and all in favor.

Approval of the November 2019 billing commitment

Judith Flynn made a MOTION to approve the November 2019 billing commitment.
Joe Carrara seconded that motion, and all in favor.

Anticipated Guest: Anne Dunn, Assessor, Town of Plymouth

New Business: Recertify the vote on the 2020 Plymouth tax rate

Anne Dunn was not present. The vote did not need to be recertified.
Jennifer Kelson, Treasurer stated that Anne would contact us if anything further needed to be done.

Superintendents Report presented by Steven Souza, Superintendent

Wendy questioned if Steve has started working on the chart prioritizing the streets that need new pipe. Steve said it is a work in progress.

Barry Woods suggested that instead of adding fees on the bills for each individual project like Wareham Water does, BBWD should keep it to one line item on the bill that encompasses all capital improvements. This way, it will be less confusing to the residents.

Treasurers Report presented by Jennifer Kelson, Treasurer

Any business not reasonably anticipated within 48 hours None

Commissioners comments/select next meeting date

Wendy Chapman stated that there was a copy of the Mass Maritime article in the commissioner's meeting packets. Wendy stated that the town gets a cherry sheet but the district is not included on the cherry sheet.

Next Meeting set for Tuesday, January 21, 2020 @ 4:00 pm

ADJOURNMENT

Robert Ethier made a MOTION to adjourn the meeting at 4:30 pm. Joe Carrara seconded that motion, and all in favor.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

BOURNE BYLAW COMMITTEE

RECEIVED

2019 APR -4 PM 3:35

TOWN CLERK BOURNE

NOTICE OF MEETING

Wednesday, April 10, 2019 at 4:00 p.m.

Bourne Town Hall
Lower Conference Room

MEETING AGENDA

1. **Opening.**
2. **Review of Minutes and to approve Minutes of August 29, 2018 Meeting.**
3. **Discussion on Town of Bourne Bylaw proposal, Article 3.1.17 Hawkers and Peddlers.**
4. **Review and discussion of a proposal to amend Town of Bourne By-laws to establish a new Article 1.6 Community Events Committee.**
5. **Review and discussion of a proposal to amend Town of Bourne By-laws, Section 1.1.8 Time Limit to add new language.**
6. **Other new business.**
7. **Public Input.**

Submitted by,

David T. Gay, Esquire
Chairman Bourne Bylaw Committee

2019-04-10 Meeting Minutes

Wednesday, April 10, 2019 16:00

Minutes of Bylaw Committee Meeting
APPROVED OCTOBER 16, 2019
Town of Bourne

Called to Order On
Wednesday, April 10, 2019 at 4:39 PM
Basement of Town Hall

Members Present at the Meeting Were:

Brandon Esip, Clerk (Acting Chair)
Kathleen LaGacy
Elizabeth Brown
Aaron Tobey (Arrived 4:39 PM - Bridge Traffic)

Chief Woodside, Ex-Officio

Members Absent:

David T. Gay, Chairman
George Sala
Franchesca Ferguson

Public in Attendance:

TA Thomas Guerino

The meeting opened at approximately 4:39 PM on Wednesday, April 10, 2019 at the Bourne Town Hall Lower Conference Room. Several members were delayed by Bourne Bridge Constructions

Reviewed Minutes of August 29, 2018

Motion made by Elizabeth Brown to Accept the Minutes
Motion seconded by Kathleen LaGacy
Minutes Approved 4-0

Discussion on Town of Bourne Bylaw Proposal: Article 3.1.17 Hawkers and Peddlers

Bylaw already voted on by committee at previous meetings
Discussion about committees role should input be needed at Town Meeting
Brandon Esip advised he would be available to speak on the topic should the need arise

Town Administrator Thomas Guerino Discussed Agenda Items #4 and #5

Review and Discussion of a Proposal to Amend Town of Bourne Bylaws to establish a new Article 1.6: Community Events Committee

TA Guerino advised purpose is to build more of a community, realizing that each individual community is different
Funded by another article from FREE CASH
Groups would be able to use the CEC Logo for sponsorship

Plymouth and other area towns have similar groups that are successful
Selectmen Jim Potter and Froman instrumental in process
Aaron Tobey - Question about the membership, Curious about the Bourne Cultural Council
inclusion TA Guerino advised this was due to their existing grants and knowledge of events
Brandon Esip had question about whether the group would award money to "for profit"
organizations
TA Guerino advised the topic had not yet been discussed
TA Guerino advised the selectmen were looking for support of committee

*Motion made by Kathleen LaGacy to support the bylaw as written.
Seconded by Elizabeth Brown
Committed voted 4-0 in favor of passage*

Review and discussion of a proposal to amend Town of Bourne Bylaws, Section 1.18 to add new language

TA Guerino advised purpose was to allow for earlier meetings on Saturday
Existing bylaw allows for Saturday meetings but require they be held at same time as
weekday meetings.

*Motion made by Aaron Tobey to support the bylaw as written.
Motion seconded by Kathleen Lagacy
Committee voted 3-0 with one abstention (Elizabeth Brown) in favor of passage.*

Other New Business

Aaron Tobey suggest the committee members share phone numbers so they can make
contact if running late for meetings
General discussion about possibly changing the start time of the meeting to 4:30PM or
5:00PM.

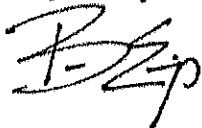
General discussion about open positions

Public Input

None

*Motion made by Kathleen LaGacy to adjourn.
Seconded by Aaron Tobey
Passed unanimously. Meeting closed at approximately 5:15 PM*

Respectfully Submitted,



Brandon M. Esip
Clerk, Town of Bourne Bylaw Committee

BOURNE BYLAW COMMITTEE

NOTICE OF MEETING

Wednesday, September 4, 2019 at 4:30 p.m.

Bourne Town Hall
Lower Conference Room

MEETING AGENDA

2019 AUG 29 PM 1:31
Bourne Bylaw Committee

1. Opening.
2. Review of Minutes and to approve Minutes of the meeting held on April 10, 2019.
3. Review proposal to Amend Section 1.5.5 of the Town Bylaws as to the date for filing of budget proposals to be presented to the Board of Selectmen from the present date listed as March 15th to the new date of January 15th to conform with the provisions of the Town Charter on filing operational budgets (requested by Ms. Mary Jane Mastrangelo, Chairman Capital Outlay Committee).
4. Review information received from the Attorney General's Office concerning the Email Solicitation Bylaw and to consider a vote to amend said bylaw based on the information received by Brandon Esip.
5. Other new business to be presented, if any.
6. Public input, if any.

Submitted by,

David T. Gay, Esquire
Chairman Bourne Bylaw Committee

2019-09-04 Meeting Minutes

Wednesday, April 10, 2019 16:00

Minutes of Bylaw Committee Meeting
APPROVED OCTOBER 16, 2019
Town of Bourne

Called to Order On
Wednesday, September 4, 2019 at 4:30 PM
Basement of Town Hall

Members Present at the Meeting Were:

David T. Gay, Chairman
Brandon Esip
Franchesca Ferguson
Aaron Tobey
Kathleen LaGacy

Chief Woodside, Ex-Officio

Members Absent:

Elizabeth Brown (Excused)
George Sala (Excused)

Public in Attendance:

Mary Jane Mastrangelo

The meeting opened at approximately 4:30 PM on Wednesday, September 4, 2019 at the Bourne Town Hall Lower Conference Room.

Minutes from the April 10, 2019 Meeting to be reviewed at the next meeting of the Bylaw Committee

Review of Proposal to Amend Section 1.5.5 of the Town Bylaws (Requested by Mary Jane Mastrangelo)

Mary Jane Mastrangelo discussed inconsistencies between the Town Bylaw and the Town Charter regarding the filing dates for operational budget. Requested 1.5.5 have the date amended to January 15th instead of the present date of March 15th.

Mary Jane Mastrangelo summarized the process for submitting budget proposals and why the March 15th date was problematic.

Chairman David Gay indicated the date in the Town Charter was the controlling date and that the current Bylaw was inconsistent with the Town Charter.

Chief Dennis Woodside expressed concern the suggested January 15th date would not provide enough time for the Town Administrator to be able to submit his report to the Selectmen on the same date.

Mary Jane Mastrangelo further explained the process and agreed that striking the January

15th date in the proposed bylaw change and replacing it with January 10th would be preferred.

*Motion was made by Brandon Esip to amend Section 1.5.5 of the Town Bylaws by changing March 15th to January 10th.
Seconded by seconded by Kathleen LaGacy.*

Discussion on the motion:

Aaron Tobey questioned the need to move forward on this matter at this time.

Mary Jane Mastrangelo advised delaying this vote would result in the change not being in place for the upcoming year, causing continued confusion on the matter for another year.

Committee voted 5-0 (unanimous) to approve the motion.

Review Status of Solicitation Bylaw

Brandon Esip advised that he was notified the Attorney General's Office would be issuing a rejection of the Solicitation bylaw approved at Town Meeting due to the lack of a clear standards for the selectmen to approve applications to solicit. The bylaw would also need a timeline for this approval process. Advised this appeared to be a procedural issue that was not covered in the existing bylaw either. Suggested that the Committee work with that Attorney General's Office to correct that wording and represent the bylaw at a subsequent Town Meeting.

Other New Business

Chairman David Gay advised we would need to vote on officers at the next meeting.

Next meeting scheduled for November 13, 2019 at 4:00PM in the Lower Conference Room of Town Hall.

Public Commentary

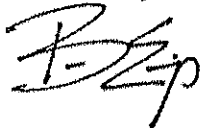
None

Motion made by Brandon Esip to adjourn.

Seconded by Kathleen LaGacy

Passed unanimously. Meeting closed at approximately 5:00 PM

Respectfully Submitted,



Brandon M. Esip
Clerk, Town of Bourne Bylaw Committee

BOURNE BYLAW COMMITTEE

NOTICE OF MEETING

Wednesday, October 16, 2019 at 4:00 p.m.

Bourne Town Hall
Lower Conference Room

MEETING AGENDA

- 1. Review and Approval of Minutes of April 20, 2019 meeting.**
- 2. Review of Minutes and to approve Minutes of the meeting held on September 4, 2019.**
- 3. Review information received from the Attorney General's Office concerning the Email Solicitation Bylaw and to consider a vote to amend said bylaw based on the information received by Brandon Esip.**
- 4. Election of Officers for this fiscal year.**
- 5. Review Article 14 as it appears on the Special Town Meeting Warrant for the Special Town Meeting to be held on October 28, 2019. Article 14 seeks to repeal Section 3.1.45 Prohibition on Marijuana Establishments of the Town Bylaws.**
- 6. Public input, if any.**

Submitted by,

David T. Gay, Esquire
Chairman Bourne Bylaw Committee

BOURNE BYLAW COMMITTEE

NOTICE OF MEETING

Wednesday, October 16, 2019 at 4:00 p.m.

Bourne Town Hall
Lower Conference Room

REVISED

MEETING AGENDA

1. **Review and Approval of Minutes of April 10, 2019 meeting.**
2. **Review of Minutes and to approve Minutes of the meeting held on September 4, 2019.**
3. **Review information received from the Attorney General's Office concerning the Email Solicitation Bylaw and to consider a vote to amend said bylaw based on the information received by Brandon Esip.**
4. **Election of Officers for this fiscal year.**
5. **Review Article 14 as it appears on the Special Town Meeting Warrant for the Special Town Meeting to be held on October 28, 2019. Article 14 seeks to repeal Section 3.1.45 Prohibition on Marijuana Establishments of the Town Bylaws.**
6. **Public input, if any.**

Submitted by,

David T. Gay, Esquire
Chairman Bourne Bylaw Committee

2019 OCT -9 AM 10:24
TOWN OF BOURNE

2019-10-16 Meeting Minutes DRAFT

DRAFT

RECEIVED

2019 NOV 12 AM 9:02

TOWN CLERK BOURNE

Minutes of Bylaw Committee Meeting
Town of Bourne

Meeting was called to order on **Wednesday, October 16, 2019 at 4:08 p.m.** basement of Town Hall Meeting Room.

Members Present were:

Chief Woodside, Ex-Officio Member
Kathleen LeGacy
Elizabeth Brown;
Aaron Tobey
David T. Gay, Chairman
Franchesca Ferguson
Brandon Esip (arrived approximately 4:12)

Absent Members:

George Sala

Public in Attendance:

None

The meeting opened Chairman moved to items on the Agenda as posted.

Motion was made by Kathleen LeGacy and seconded to accept the Minutes of the Meeting of April 10, 2019 passed unanimously.

Motion was made by Kathleen LeGacy and seconded to accept the Minutes of the Meeting of September 4, 2019 passed unanimously

Next item was #3 on the Agenda. There was discussion about the Attorney General's Opinion on the bylaw in question and after discussion it was agreed to put this matter on hold and it would be brought back before the Board when the sponsor of the bylaw (the police department) felt that they had resolved the issue with the Attorney General. The matter is placed on hold for further action at a subsequent meeting. Motion was made and seconded and voted unanimously.

Chairman asked to skip #4 and complete #5 first. Review of Article 14 as it appears on the Special Town Meeting resulted in much discussion and after discussion it was moved by Lt Brandon Esip that the Committee take no stance as to the substance of the bylaw proposal but found it to be of proper form and character. The motion was seconded and passed unanimously. It should be noted that Aaron Tobey, Jr. recused himself before the Motion was made and seconded and therefore the vote was 5 in favor 0 opposed 1 member recused (not voting).

The Board went back to #4 election of officers. Motion was made and seconded to nominate Brandon Esip for the position of Clerk of the Board. There were no further nominations therefore on Motion the nomination of Brandon Esip was voted unanimously.

Motion was made and seconded to nominate Elizabeth Brown as Vice Chairman. No other nominations were submitted. On Motion it was voted to elect Elizabeth Brown Vice Chairman unanimously.

Motion was made to nominate David T. Gay as Chairman. There were no further nominations. On Motion it was voted unanimously.

There was discussion about the next meeting of the Board and it was agreed that unless something was brought forward the Board would not meet again until a meeting to be scheduled in January.

There was no public input and Committee voted to adjourn at approximately 5:00 p.m.

Respectfully submitted,

David T. Gay, Chairman
(Acting Clerk for the meeting only)
Town of Bourne Bylaw Committee

RECEIVED
2019 NOV 12 AM 9:02
TOWN CLERK BOURNE

David T. Gay
P.O. Box 988
Taunton, MA 02780
office (508) 822-2071
cell 508-944-3226

November 7, 2019

via email only bjohnson@townofbourne.com
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Attn: Barry H. Johnson, Town Clerk

Re: Bourne Bylaw Committee /Town By-law 1.9.4

Dear Clerk Johnson:

I received your email regarding the October 16th meeting. The Bylaw Committee did discuss proposed repeal of Section 3.1.45/Prohibition of Marijuana Establishments. After discussion a Motion was made that the Committee take no action as to the substance of the Bylaw proposal but found the proposal to be of appropriate form and character. That Motion passed unanimously with member Aaron Tobey Jr. recusing himself before the Motion was made.

The Minutes of the October meeting have been circulated to the Committee members as draft Minutes but have not been approved. Approval will be at the next meeting of the Bylaw Committee. It is my understanding that until so approved, draft Minutes are not public records; that being said, attached is a copy of the draft minutes for your file.

Respectfully,

David T. Gay
David T. Gay, Esquire
Chairman Bourne Bylaw Committee

DTG/bd
Enclosure

David T. Gay
P.O. Box 988
Taunton, MA 02780
office (508) 822-2071
cell 508-944-3226

December 30, 2019

via email wchapman@townofbourne.com & regular mail

Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Attn: Wendy J. Chapman, Assistant Town Clerk

Re: Bourne By Law Committee Minutes for Meetings April 10, 2019 & September 4, 2019

Dear Assistant Town Clerk Chapman:


We received your request for copies of the Minutes for the Board Bylaw Committee Meetings of April 10th and September 4th, 2019. We received this request on December 20th.

On October 22, 2019 we sent copies of those Minutes (which were approved by the Bylaw Committee) to you at the Town Hall. A copy of our October 22nd letter is included.

Please let me know if you received those Minutes and this request is duplication of effort or if for some reason you did not receive them and maybe we need to correct the address. I note the address on the letter was "25" Perry Avenue instead of "24", however, I assume that the post office was good enough to deliver that letter since it has not been returned to us.

The last meeting of the Board was held on October 16, 2019. The Board's next meeting is tentatively scheduled for February 5, 2020. The Minutes of the October 16th meeting have been circulated but have not been voted on. A copy will be filed as soon as they have been approved by the Board. A copy of the draft Minutes were sent to Barry H. Johnson, Town Clerk by email on November 7th.

Respectfully,


David T. Gay, Esquire
Chairman Bourne Bylaw Committee

DTG/bd
Enclosure

RECEIVED
2020 JAN -2 PM 4:49
TOWN OF BOURNE

David T. Gay
P.O. Box 988
Taunton, MA 02780
office (508) 822-2071
cell 508-944-3226

October 22, 2019



RECEIVED
2019 JAN -2 PM 4:14
TOWN CLERK BOURNE
COPY

Town of Bourne
25 Perry Avenue
Buzzards Bay, MA 02532

Attn: Wendy J. Chapman, Assistant Town Clerk


Re: Bourne By Law Committee Minutes of Meeting April 10, 2019 & September 4, 2019

Dear Assistant Town Clerk Chapman:

With respect to the above referenced matter enclosed please find the Approved Minutes of Bylaw Committee Meetings held on April 10, 2019 & September 4, 2019.

Please contact me with any questions.

Respectfully,


David T. Gay, Esquire
Chairman Bourne Bylaw Committee

DTG/bd
Enclosure

2019-04-10 Meeting Minutes

Wednesday, April 10, 2019 16:00

Minutes of Bylaw Committee Meeting
APPROVED OCTOBER 16, 2019
Town of Bourne

Called to Order On
Wednesday, April 10, 2019 at 4:39 PM
Basement of Town Hall

RECEIVED
TOWN OF BOURNE
2019 JAN -2 PM 4:49

Members Present at the Meeting Were:

Brandon Esip, Clerk (Acting Chair)
Kathleen LaGacy
Elizabeth Brown
Aaron Tobey (Arrived 4:39 PM - Bridge Traffic)

Chief Woodside, Ex-Officio

Members Absent:

David T. Gay, Chairman
George Sala
Franchesca Ferguson

Public in Attendance:

TA Thomas Guerino

The meeting opened at approximately 4:39 PM on Wednesday, April 10, 2019 at the Bourne Town Hall Lower Conference Room. Several members were delayed by Bourne Bridge Constructions

Reviewed Minutes of August 29, 2018

Motion made by Elizabeth Brown to Accept the Minutes
Motion seconded by Kathleen LaGacy
Minutes Approved 4-0

Discussion on Town of Bourne Bylaw Proposal: Article 3.1.17 Hawkers and Peddlers

Bylaw already voted on by committee at previous meetings
Discussion about committees role should input be needed at Town Meeting
Brandon Esip advised he would be available to speak on the topic should the need arise

Town Administrator Thomas Guerino Discussed Agenda Items #4 and #5

Review and Discussion of a Proposal to Amend Town of Bourne Bylaws to establish a new Article 1.6: Community Events Committee

TA Guerino advised purpose is to build more of a community, realizing that each individual community is different
Funded by another article from FREE CASH
Groups would be able to use the CEC Logo for sponsorship

Plymouth and other area towns have similar groups that are successful
Selectmen Jim Potter and Froman instrumental in process
Aaron Tobey - Question about the membership, Curious about the Bourne Cultural Council
inclusion TA Guerino advised this was due to their existing grants and knowledge of events
Brandon Esip had question about whether the group would award money to "for profit"
organizations
TA Guerino advised the topic had not yet been discussed
TA Guerino advised the selectmen were looking for support of committee

*Motion made by Kathleen LaGacy to support the bylaw as written.
Seconded by Elizabeth Brown
Committed voted 4-0 in favor of passage*

Review and discussion of a proposal to amend Town of Bourne Bylaws, Section 1.18 to add new language

TA Guerino advised purpose was to allow for earlier meetings on Saturday
Existing bylaw allows for Saturday meetings but require they be held at same time as
weekday meetings.

*Motion made by Aaron Tobey to support the bylaw as written.
Motion seconded by Kathleen Lagacy
Committee voted 3-0 with one abstention (Elizabeth Brown) in favor of passage.*

Other New Business

Aaron Tobey suggest the committee members share phone numbers so they can make
contact if running late for meetings
General discussion about possibly changing the start time of the meeting to 4:30PM or
5:00PM.

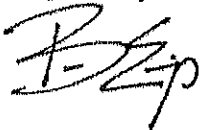
General discussion about open positions

Public Input

None

*Motion made by Kathleen LaGacy to adjourn.
Seconded by Aaron Tobey
Passed unanimously. Meeting closed at approximately 5:15 PM*

Respectfully Submitted,



Brandon M. Esip
Clerk, Town of Bourne Bylaw Committee

2019-09-04 Meeting Minutes

Wednesday, April 10, 2019 16:00

TOWN SELECT BOARD

2020 JAN -2 PM 4:49

REMOVED

Minutes of Bylaw Committee Meeting **APPROVED OCTOBER 16, 2019** Town of Bourne

Called to Order On
Wednesday, September 4, 2019 at 4:30 PM
Basement of Town Hall

Members Present at the Meeting Were:

David T. Gay, Chairman
Brandon Esip
Franchesca Ferguson
Aaron Tobey
Kathleen LaGacy

Chief Woodside, Ex-Officio

Members Absent:

Elizabeth Brown (Excused)
George Sala (Excused)

Public in Attendance:

Mary Jane Mastrangelo

The meeting opened at approximately 4:30 PM on Wednesday, September 4, 2019 at the Bourne Town Hall Lower Conference Room.

Minutes from the April 10, 2019 Meeting to be reviewed at the next meeting of the Bylaw Committee

Review of Proposal to Amend Section 1.5.5 of the Town Bylaws (Requested by Mary Jane Mastrangelo)

Mary Jane Mastrangelo discussed inconsistencies between the Town Bylaw and the Town Charter regarding the filing dates for operational budget. Requested 1.5.5 have the date amended to January 15th instead of the present date of March 15th.

Mary Jane Mastrangelo summarized the process for submitting budget proposals and why the March 15th date was problematic.

Chairman David Gay indicated the date in the Town Charter was the controlling date and that the current Bylaw was inconsistent with the Town Charter.

Chief Dennis Woodside expressed concern the suggested January 15th date would not provide enough time for the Town Administrator to be able to submit his report to the Selectmen on the same date.

Mary Jane Mastrangelo further explained the process and agreed that striking the January

15th date in the proposed bylaw change and replacing it with January 10th would be preferred.

*Motion was made by Brandon Esip to amend Section 1.5.5 of the Town Bylaws by changing March 15th to January 10th.
Seconded by seconded by Kathleen LaGacy.*

Discussion on the motion:

Aaron Tobey questioned the need to move forward on this matter at this time.

Mary Jane Mastrangelo advised delaying this vote would result in the change not being in place for the upcoming year, causing continued confusion on the matter for another year.

Committee voted 5-0 (unanimous) to approve the motion.

Review Status of Solicitation Bylaw

Brandon Esip advised that he was notified the Attorney General's Office would be issuing a rejection of the Solicitation bylaw approved at Town Meeting due to the lack of a clear standards for the selectmen to approve applications to solicit. The bylaw would also need a timeline for this approval process. Advised this appeared to be a procedural issue that was not covered in the existing bylaw either. Suggested that the Committee work with that Attorney General's Office to correct that wording and represent the bylaw at a subsequent Town Meeting.

Other New Business

Chairman David Gay advised we would need to vote on officers at the next meeting.

Next meeting scheduled for November 13, 2019 at 4:00PM in the Lower Conference Room of Town Hall.

Public Commentary

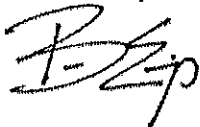
None

Motion made by Brandon Esip to adjourn.

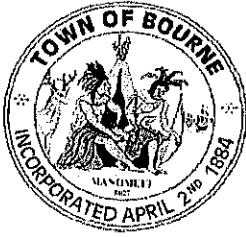
Seconded by Kathleen LaGacy

Passed unanimously. Meeting closed at approximately 5:00 PM

Respectfully Submitted,



Brandon M. Esip
Clerk, Town of Bourne Bylaw Committee



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date
January 7, 2019

Time
5:00 PM

Location
Bourne Veterans' Memorial
Community Center
239 Main Street,
Buzzards Bay, MA 02532

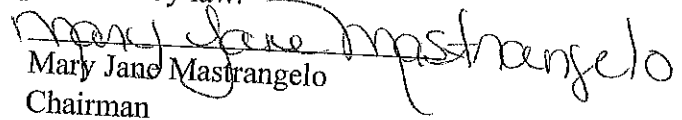
If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call Meeting to order
- 2) Review FY20 Capital Outlay Requests
 - Emergency Management
 - Technology Planning – Software initiatives and plan for servers
 - Any other requests or updates
- 3) FY20 Recommendations
 - Updates on requests
 - Review Updated 5 year plan
 - TA Recommendations
 - Committee Recommendations
- 4) Future Agenda Items
- 5) Next Meeting Date
- 6) Public Comment

Such other business that may legally come before the Committee

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items are on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”


Mary Jane Mastrangelo
Chairman

Date: January 3, 2019

RECEIVED
TOWN OF BOURNE
2019 JAN -3 PM 12:45

Capital Outlay Committee
Monday, January 7, 2019 / 5:00 P.M.

RECEIVED

2019 DEC -6 AM 9:46

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

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch, John O'Brien and Renee Gratis

Others present: Administrator Guerino, Assistant Town Administrator Glenn Cannon, IT Director Hans Lomeland, Health Agent Kayla Davis, Emergency Management Director Charlie Noyes. School Committee Chairman Chris Hyldburg and Paul Gately – Bourne Courier and Michael Rausch – Bourne Enterprise.

Chairman Mastrangelo opened meeting at 5:00 P.M.

Handouts: View Point Proposal Information; Full Circle Technologies Cost Proposal

Emergency Management:

Redundant Town Government Telephone and Data - \$95,080

Current phone system servicing all town departments and buildings is located within the IT department at Town Hall. On 3 occasions in the past the system failed due to water leaking on the equipment, power outages and internet access. The telephone system is essential to the town providing services to residents. It's especially critical to the operation of public safety department who must operate 24 hours a day, 7 days a week regardless of weather or power outages.

Project Useful Life: 10 years

Variable Message Boards, trailer mounted - \$40,000

Local Emergency Planning Committee has identified a need to post messages throughout the community that would inform residents of an impending event, either planning or emergency. The purchase and deployment of these message boards would increase the Town's ability to inform residents of emergency information, especially those residents without telephone or other notification methods.

Estimated project cost to purchase five [5] trailer mounted variable message boards over a three [3] period is \$105,000.

Project Useful Life: 10 – 15 years

IT

E-Permitting - \$55,000

Bringing permits on line for the Town of Bourne. Internal Working Group sponsors were Kayla David, Hans Lomeland, Administrator Guerino, Tim Lydon, Sam Haines, Jennifer Copeland, Terri Guarino, Bruce Cabral and Wendy Chapman to set up and coordinate e-permitting among departments. This was tried several years ago but didn't work do resistance with department heads.

Newer staff is eager to use this system and discussed wants and needs. Had 3 companies submit what they could offer: Dude Solutions [this was new to them], Full Circle Tech and View Point.

Kayla Davis spoke to other towns. Wareham has a system and suggested View Point.

Full Circle has been in business since 1996. Submitted proposal for Board of Health Department and not full town. Was impressed with Full Circle presentation. Customer service was slow and had concerns. Took numerous emails before getting responses and cost was almost double.

View Point has been in business since 1995. Prices are somewhat lower and includes all departments as a full circle. Asked for information and received next day. If inspector goes out to site they can log data into computer system and print out report. This will save time so inspector don't have to write notes then go back to office and write what was inspected.

Departments can use this system to build history on individual properties.

Tim Lydon and Sam Haines are most excited about this GIS system.

Chairman Mastangelo said it would be helpful to get more information.

Administrator Guerino said the Working Group worked hard to hammered venders as well as themselves making sure everything mends together. Very pleased.

Review Capital Outlay Requests

Administrator Guerino spoke with Mike Ellis in Finance Department for articles that can be closed. Finance Director Linda Marzelli closed out articles at last Town Meeting.

Recommendations:

Police Dept:		
Police Vehicles – 4	\$163,034.00	General Debt
Computer Network	\$150,000.00	Free Cash
Fire Dept:		
Replace Pickup / Utility	\$ 51,000.00	Deferred
Surveillance System for Sagamore	\$ 28,640.00	Free Cash
Replace A-133 [STM Feb or March]	\$343,000.00	Special Town Meeting
Replace A-134	\$343,000.00	General Debt
DNR:		
TPM Wood Guardrail	\$ 20,125.00	Free Cash
Repower 2012 Alcar Pumpout Boat	\$ 24,000.00	Waterways Fund
Convert Garage to Natural Gas	\$ 12,000.00	Deferred
Bourne Public Schools:		
District		
Technology Plan	\$329,021.00	Free Cash [\$100,000.00]

Minibus / Van Purchase	\$205,000.00	General Debt [\$229,021.00] Free Cash [\$135,000.00] General Debt [\$70,000.00]
Wastewater Treatment Repairs Bourne High School HVAC	\$640,000.00 \$135,000.00	Defer Defer
Replace Roof	\$600,000.00	General Debt
Bournedale Elementary School Bournedale bathrooms	\$150,000.00	Free Cash
Department of Public Works:		
M-6 F550 Dump / Plow	\$ 74,000.00	General Debt
M-8 F550 Dump / Plow	\$ 74,000.00	Defer
Air Compressor	\$ 25,000.00	Defer
Kubota Tractor	\$ 80,000.00	General Debt
Tandom Roller	\$ 20,000.00	Free Cash
Shore & Harbor:		
Annual Dredging / Ramp Repair & Improvement	\$200,000.00	Waterways Fund
Facilities:		
Archives – Fire Alarm	\$ 25,000.00	Free Cash
Archives – Carpet Replacement	\$ 20,000.00	Free Cash
Fire Station 3 – Access Control System	\$ 60,000.00	Free Cash
Fire Station 3 – HVAC	\$ 50,000.00	Defer
Town Hall – Boiler Circulation Pump	\$ 25,000.00	Free Cash
Board of Health:		
1 New and 1 Replacement Truck	\$ 62,500.00	General Debt
Town Hall Vehicle Pool:		
2019 Chevrolet Equinox	\$ 25,000.00	Free Cash
Library:		
New carpeting for the Jonathan Bourne Library	\$105,000.00	General Debt
Council on Aging:		
Community Café Dishwasher	\$ 7,751.00	Free Cash
COA/BTY Furniture	\$ 8,256.00	Free Cash
Emergency Management:		
Redundant Town Government Telephone and Data	\$95,080.00	Other Funding
Variable Message Boards, Trailer Mounted	\$ 40,000.00	Free Cash

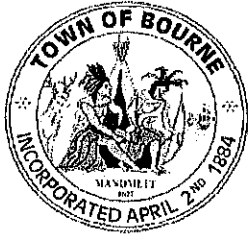
IT:		
E-Permitting	\$ 55,000.00	Free Cash
ISWM:		
2012 CAT D6T LGP Dozer	\$500,000.00	Special Town Meeting
Phase IV Stage 2 Cap & Closure	\$1,400,000.00	Other Funding
Phase V Cap & Closure	\$1,100,000.00	Other Funding
Sewer Department:		
Safety Equipment Upgrades [Exhaust System/Filter/Vent]	\$ 20,000.00	Enterprise Fund R/E
Pumps and Alarm Panels	\$ 55,000.00	Enterprise Debt
Inspection Camera System	\$ 15,000.00	Enterprise Fund R/E

Next meeting will be held January 14, 2019 at 5:00 PM at which time the Capital Outlay Committee can give final blessing on the capital plan.

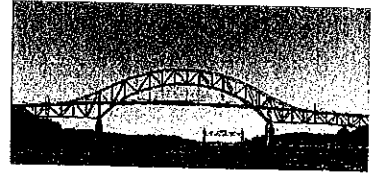
John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn meeting at 6:54 PM. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 14, 2019	5:00 PM	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay, MA 02532

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call Meeting to order
- 2) Review FY20 Capital Outlay Requests
 - Emergency Management and Technology Planning
 - Dude Solutions – Facilities Assessment and Planning
 - Any other requests or updates
- 3) FY20 Recommendations
 - Review Updated 5 year plan
 - TA Recommendations – Capital Improvement Plan
 - Committee Recommendations – Capital Improvement Plan
- 4) Discussion on Capital Outlay in the Local Comprehensive Plan
- 5) Future Agenda Items
- 6) Next Meeting Date
- 7) Approval of Minutes
- 8) Public Comment

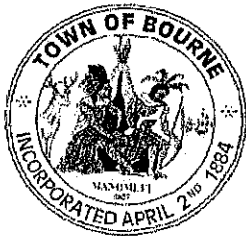
Such other business that may legally come before the Committee

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items are on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

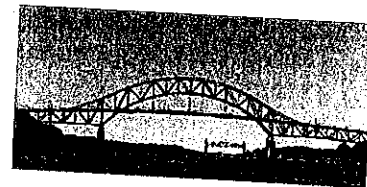
Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: January 10, 2019

2019 JAN 10 PM 12:36
TOWN OF BOURNE
REC'D



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date
April 4, 2019

Time
5:30 PM

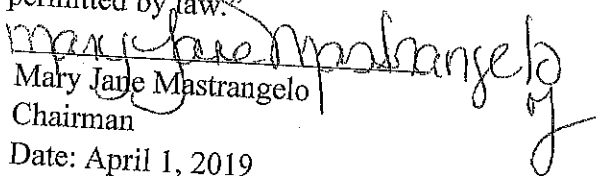
Location
Bourne Veterans' Memorial
Community Center
239 Main Street,
Buzzards Bay, MA 02532

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) FY2019 May STM Requests
 - Wastewater Facility Additional funding
 - Fire Dept. - Replace Ambulance A-133
 - BHS – Roof Repairs
 - ISWM Dozer
 - FY19 May STM Recommendations
- 3) FY 2020 Capital Outlay request follow up
 - DNR: Convert Garage to Natural Gas
 - Bourne Schools: Bournedale Bathrooms
 - Archives Carpet Replacement
 - Fire Station Feasibility – Additional Funding
 - Review Funding
 - FY20 Capital Outlay Recommendation
- 4) Review 5-Year Plan
- 5) Approval of minutes: 12.03.2018; 12.10.2018
- 6) Public Comment
- 7) Such other business that may legally come before the Committee.

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items are on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."


Mary Jane Mastrangelo
Chairman

Date: April 1, 2019

2019 APR - 1 PM 4:00
TOWN OF BOURNE
COMMUNITY CENTER

RECEIVED

2020 JAN -8 PM 12: 40

Capital Outlay Committee
April 4, 2019 / 5:30 P.M.

TOWN CLERK BOURNE

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

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch and Renee Gratis

Excused: John O'Brien

Others present: Administrator Guerino, Finance Director Erica Flemming, Assistant Town Accountant Michael Ellis, Assistant Fire Chief Dave Cody, OPM Joe Sullivan, Selectman Peter Meier, Director of Business Services Jordan Geist.

Chairman Mastrangelo opened meeting at 5:30 P.M.
If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

FY2019 May Special Town Meeting Requests

Wastewater Facility Additional Funding: OPM Joe Sullivan gave history on the Wastewater Treatment Plant and tanks for the Police Department. Project is going very well. Have 2 fields in and 3rd field to start shortly. From August 2018 to February 2019 cost estimate was done showing building and mechanics was significantly higher as provided by Weston & Sampson. The project is exceeding initial projected costs in electrical and mechanical areas, as well as parts manufactured overseas.

Timeline for putting out to bid is June 2019.

Chairman Mastrangelo explained the \$2.8 million General Fund Debt. Reimbursement is complex when filing with the State Revolving Fund [SRF]. May end up extending project to 2021.

Administrator Guerino said there are no other grants that are out there. May go back to Senator deMacedo since we have a final number and ask for help.

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to approve the \$2.8 million Wastewater Facility additional funding. **UNANIMOUS VOTE 4-0.**

Fire Station Feasibility – Additional Funding:

Conceptual drawing and need of a new substation would be part of the task to design size of building to see what size property is needed.

Chairman Mastrangelo said land needs to be evaluated and land testing's need to be done.

Mr. Sullivan said every month that goes by increases in cost. Next opportunity will be at the October Special Town Meeting.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve \$300,000 for a Fire Station Feasibility Study.

Fire Department: Replace Ambulance A-133

Replacement of Ambulance A-133 for \$343,000 will be appropriated at the May 2019 Special Town Meeting.

Replacement of Ambulance A-134 for \$343,000 will be appropriated in the May 2019 Annual Town Meeting.

Renee Gratis made a **MOTION** and **SECONDED** by John Redman to recommend approval of \$343,000 to replace Ambulance A-133 in the Special Town Meeting warrant. **UNANIMOUS VOTE 4-0**

Bourne High School Roof Repairs:

Chairman Mastrangelo said the Capital Outlay Committee hasn't been brought up to speed on how the estimate came about.

Owner's Project Manager Dan Pallotta was assigned to oversee the project by Massachusetts School Building Authority [MSBA] who spoke on the roof repairs. Schematic design for A & C wing roofs do qualify for reimbursement but B wing roof did not. Any project costs the town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the town.

MSBA will be voting on April 10, 2019.

Special warrant article has been approved by Bond Counsel and Town Counsel.

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to recommend approval of \$2,111,210.00 for school roof project. **UNANIMOUS VOTE 4-0**

Bournedale Bathrooms

Reduced cost from \$150,000 to \$50,000.

Jordan Geist explained that Bournedale School is prekindergarten to 3rd grade and restrooms are not conducive to small students. Our idea is to put in 2 bathrooms. We identified 2 storage closets in between 2 rooms that can be converted into a single stall bathroom. One of the rooms has a drain in it. This project can be done fairly quickly.

School Committee voted this request last night.

Sewer Department

Capital Outlay request in 2017 identified as replace 24-year old generator at Main Street Pump Station \$40,000 and replace 23-year old generator at Hideaway Village Pump Station \$28,000.

Need to amend this article and make Hideaway Village \$40,000 and Main Street \$28,000.

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to recommend approval of Article 3 at the Special Town Meeting. **UNANIMOUS VOTE 4-0**

ISWM

2012 Cat D6T LGP Dozer won't make it until July.

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to recommend approval of \$500,000 for Dozer at the Special Town Meeting to be taken from Retained Earnings. **UNANIMOUS VOTE 4-0**

Capital Improvements Budget .

Whether items are deferred or going to Special Town Meeting – it will be noted in Administrator's recommend column.

Fire

Replace Pickup / Utility: Deferred
Replace A-133: Special Town Meeting

Department of Natural Resources

Convert Garage to natural gas: Deferred

Schools

WWTP Repairs: Deferred
HVAC Upgrades: Deferred
Replace Roof: Special Town Meeting

Department of Public Works

M-8 Dump / Plow: Deferred
Air Compressor: Deferred

Facilities

Fire Station 3 HVAC: Deferred

Wastewater

Wastewater Facility – Additional Funding: Special Town Meeting

ISWM

Dozer: Special Town Meeting

Facilities:

Fire Station Feasibility: Changed from \$250,000 to \$300,000

Recommended for Capital Outlay: \$5,215,407

Minus: \$ 300,000 [Fire Station Feasibility Study]

Total: \$4,915,407

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to recommend FY2020 Capital Plan for the Annual Town Meeting the amount of \$4,915,407 subject for approval by Finance Director. **UNANIMOUS VOTE 4-0**

Approval of Minutes:

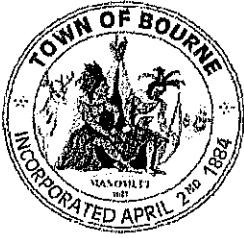
Carol Lynch made a **MOTION** and **SECONDED** John Redman to approve the minutes of December 3, 2018 as presented. **UNANIMOUS VOTE 4-0**

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve the minutes of December 10, 2018 as presented. **UNANIMOUS VOTE 4-0**

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to adjourn meeting at 6:45 PM. **UNANIMOUS VOTE 4-0**

Respectfully submitted by:

Debbie Judge
Recording secretary



CAPITAL OUTLAY COMMITTEE



Amended Meeting Notice

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 16, 2019	6:30 PM	Bourne Veterans' Memorial Community Center – Room 2 239 Main Street, Buzzards Bay, MA 02532

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call Meeting to order
- 2) Review Capital Outlay Requests for FY2020 October Special Town Meeting
 - Department of Natural Resources
 - Department of Public Works
 - Facilities: Dude Solutions – Software Additional Funding \$15,000
 - Engineering Department
 - Fire Department
 - Conservation Commission
 - School Department
 - South Side Fire Station Feasibility and Building Committee – Land Purchase Request
 - ISWM - purchase of land
 - Any other requests or updates
- 3) Future Agenda Items
- 4) Next Meeting Date
- 5) Public Comment

Such other business that may legally come before the Committee

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Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman
Date: September 16, 2019

TOWN CLERK BOURNE

2019 SEP 16 PM 12:10

RECEIVED

RECEIVED

2020 JAN -8 PM 12: 40 Capital Outlay Committee
September 16, 2019 / 6:30 P.M.

TOWN CLERK BOB BURNE Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch and Renee Gratis

Excused: John O'Brien

Others present: Finance Director Erica Flemming, Fire Chief Sylvester, DPW Director George Sala, DNR Director Chris Southwood, Vehicle Maintenance Supervisor Edwin Rivera, Facilities Manager Sean Feeney, Director of Business Services Jordan Geist and Engineering Technician Tim Lydon.

Chairman Mastrangelo opened meeting at 6:30 P.M.

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

Review Capital Outlay Requests for FY2020 October Special Town Meeting

Department of Public Works:

Request 2 sanitation/recycling packers at \$365,000 each.

One packer will be paid by DPW and the other will be paid by ISWM. Packers will save time and each will only need one person to drive/operate instead of needing one person to load and one person to drive/operate. Two workers will be freed up to assist elsewhere.

Older packer no longer in service so we are down 1 truck. There is an 8 month waiting time before receiving new packer. Prices have gone up dramatically due to cost of metal.

New trucks have forks in front that can pick up dumpster at schools. Each school has around 15 blue bins.

Chairman Mastrangelo asked how many packers would ISWM own if they bought this one. ISWM will have 3 and DPW will have 3.

This size packer will work on 60% of the roads. New smaller packer can go on small side roads.

Useful life: 15 years

Department of Natural Resources

Barlow's Landing dinghy dock: \$38,000

Didn't have appropriate funding when bids were opened last December. Also asked CPC for matching funds. Total cost of project is \$76,000 with Capital Outlay funding \$38,000 from Waterways Fund and CPC funding \$38,000.

Dinghy dock has wear and tear over the years. Floats are secured to seasonal galvanized pipes that bend during weather events, and the float hardware and tackle fail causing the floats to break free. Dinghy dock will be secured to permanent, year-round pilings that are expected to last several decades and the floats should last 10 years will be minimal maintenance.

All permits are in order. Dinghy dock will be similar to Hen Cove. Will hold up to approximately 60 dinghies. With all the work that is being done it will be one of the nicest areas on that side.

Heating Garage System - \$11,500

Garage currently has one large bay heated by an oil furnace installed in 1986 with an outdoor oil storage tank from the 1920's.

An electric mini split heat pump system will be installed, including insulation and air sealing. This will be more cost effective than running a natural gas line from Everett Road and across the parking lot.

Garage is used as an animal shelter, when needed, and also is utilized every day by the DNR employees.

DPW/Facilities

Management Software - \$20,500

Request is for additional funding for Facilities Management Program training, data migration costs, and implementation. The purpose is to manage scheduling, servicing and maintaining work/service history of facilities and related equipment.

This will be an addendum in the appropriation at the spring Town Meeting. There are other buildings in town that we want to have covered. If utilized correctly and training is kept up this will be a benefit for the town for a long time.

Administrator Guerino and Chairman Mastrangelo fully support this warrant article.

Engineering

Sagamore Beach Fire Department Parking Lot Expansion Design - \$40,000

Request for designing a lot expansion at the Sagamore Fire Station. The fire station holds 40-60 events, including District 2 voting polls and trainings so additional parking has become a need. The overflow parking lot will be on the abandoned subdivision on #4 Cape View Way.

Mr. Lydon is mobilizing an engineering company to work on expansion design for getting additional parking spaces for municipality. Property was formally developed on pervious surface so it may need to modify drainage area.

Proposal would create an additional 80 – 100 parking spaces.

Chairman Mastrangelo said this is a new project that hasn't been seen on our 5-year plan. We need to keep this on our radar.

Hope to have contractor in June 2020 and award Notice to Proceed on July 1, 2020 with final construction completed by November 1, 2020.

Useful life: 30 – 50 years

Fire Department

Request to replace a 2010 Pickup truck with 130,000 miles and purchase new vehicle with snowplow package. Firefighters would be assigned to plow fire stations during snow storms. FY2018 this vehicle was in capital plan to be replaced in FY2021 but was deferred.

Request to replace 2013 Chevy Tahoe. This vehicle is used by the Fire Department to travel to Stow Academy over the next 3 – 6 months or pay mileage. There are currently 4 firefighters attending and 1 just started. After the academy the vehicle can be given the Emergency Management Director Charlie Noyes or Recreation Director Krissanne Caron.

Administrator Guerino said these types of vehicles come to the Annual Town Meeting on your capital plan.

Chief Sylvester said it takes 18 months before taking vehicle orders. Vehicle replacement last spring in rotation but I deferred from the plan because of a lot of stuff going on. Ultimately, it's the committee's decision.

Chairman Mastrangelo asked what all the vehicles are in the plan. Sort of ok with the pickup truck if not going to make it thru the winter.

Administrator Guerino said if it's going to be handed down, town needs to know what vehicles are going away. We've been 80% good about that. We need to stay on top and be vigilant.

Chairman Mastrangelo asked the following on Vehicle Replacement Vehicles:

- How is vehicle used
- What is plan for vehicle
- When is vehicle going to be replaced
- Chief's vision on these vehicles

Maintenance exhaust system at the Sagamore Fire Station is 13 – 14 years old. System is installed to handle the exhaust of vehicles. There is a company looking at all 3 stations except for Monument Beach station [call station]. This is becoming a health and safety issue.

This was supposed to go before the Finance Committee on 09.23.2019 for Reserve Fund Transfer.

HVAC System at the Sagamore Fire Station may need to receive a Reserve Fund Transfer. Need to get a crane to the roof to drain the freon. Chairman Mastrangelo said Reserve Fund Transfers are used for unexpected expenses.

This was supposed to go before the Finance Committee on 09.23.2019 for Reserve Fund Transfer.

Schools

Maintenance shed roof and siding replacement behind the former Peebles Elementary School holds equipment has been leaking and became significantly worse. Needs new siding on 3 sides but not the back since it's not exposed. Quote received is shy of \$30,000.

Chairman Mastrangelo asked if you get funding, when will it go out to bid and when do you expect it to be completed? This wasn't on the capital plan. Mr. Geist said as soon as possible. Further stated that he's new to this or he would have put in for it. Will forward to the Chairman the pictures the maintenance worker took.

Conservation

Scanning of Conservation Documents - \$51,000

Conservation Agent Sam Haines apologized for being late due to being held up at the CPC meeting.

Request for scanning historic documents to begin implementation of e-permitting, which will improve the efficiency of inspections by moving away from relying on the paper filing system and towards an electronic database.

Data Bank Management will scan items going back to 1978 and quote is based on what is needed. Don't want to store records in basement due to subject to flooding. Michelle Ford recommends same company. Want to make sure not to exceed \$49,000 or have to go thru procurement.

Priority is to scan documents in the basement then office. IT suggest looking at some items before going forward to see how documents look and sure you're happy with the outcome.

South Side Fire Station Feasibility Building Committee – Land Purchase

Study of 2 properties by South Side Fire Station on town land and county land. If county doesn't want the land the Town of Bourne would be able to get property.

Assistant Town Administrator Glenn Cannon said the committee looked at 10 lots and narrowed down to 3 and ended up with the county land as the best site. Chairman Mastrangelo recommends an article at the Special Town Meeting.

Before this goes to Town Meeting it is recommended to have an outreach meeting with the community, possibly at the Middle School Library. Capital Outlay has been made aware of this potential purchase and would like to be made aware of any upcoming meetings and be involved. Carol Lynch already reached out to Skip Barlow for outreach meetings. After outreach meetings are held the South Side Fire Station Feasibility Committee can present recommendation to the Board of Selectmen prior to the warrant being signed on October 1, 2019.

Chief Sylvester said 1st priority to make the Fire Station a part of the community and to be good friendly neighbors; design has to meet needs of the property and neighborhood and receiving input from the neighbors is important.

ISWM – Purchase of land

Request is to purchase additional parcels of land that abuts ISWM land. Administrator Guerino, Assistant Town Administrator Cannon, ISWM General Manager Dan Barrett and Town Counsel Troy will get together but don't know if this will be ready for STM.

Administrator Guerino recommendations:

- DPW - Recommends funding of Sanitation/Recycling Packer but needs to consult with Dan Barrett on spending from Retain Earnings.
- DNR – Recommends funding for Barlow's Landing Dinghy Dock in amount of \$38,000 from Waterways Funds and \$38,000 from CPC.
- DNR – Recommends funding for Garage Heating System in amount of \$11,500 from Free Cash.
- DPW/Facilities – Recommends funding for Facilities Management Software in amount of \$20,500 from Free Cash.
- Engineering – Recommends funding for Sagamore Beach Fire Department Parking Lot Expansion Design in amount of \$40,000 but will look at closing out articles or pay from Free Cash.
- Conservation – Recommends \$51,000 but do we pay from Available Funds or Free Cash. Will leave this up to the committee.
- Schools – Look for Tech School to do the work. May not be an emergency but will wait for pictures [Refer to Annual Town Meeting].
- Fire – Not recommended - Tahoe can wait until May Town Meeting. Chairman Mastrangelo said this is not on 5-Year Plan.
- Fire – Not recommended – Pickup Truck can wait until May Town Meeting.

John Redman made a **MOTION** and **SECONED** by Renee Gratis to approve and take \$123,000 from Free Cash. **UNANIMOUS VOTE 4-0**

John Redman made a **MOTION** and **SECONED** by Renee Gratis to approve \$730,000 for the purchase of 2 packers. **UNANIMOUS VOTE 4-0**

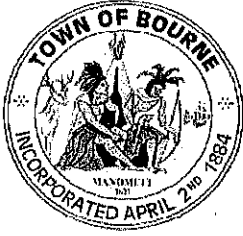
Chairman Mastrangelo went to the Bylaw Committee to make Capital Report due by January 10th to be ready for Town Administrator's Report.

Administrator Guerino want to thank Debbie Judge for all her work in getting the Capital Outlay done and the same time get her Sewer bills out. It's really appreciated.

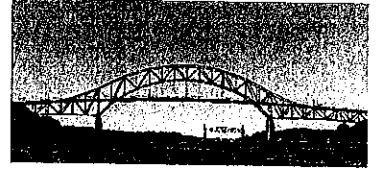
John Redman made a **MOTION** and **SECONED** by Renee Gratis to adjourn meeting at 8:35 PM. **UNANIMOUS VOTE 4-0**

Respectfully submitted by:

Debbie Judge
Recording secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

October 15, 2019

Time

2:00 PM

Location

Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

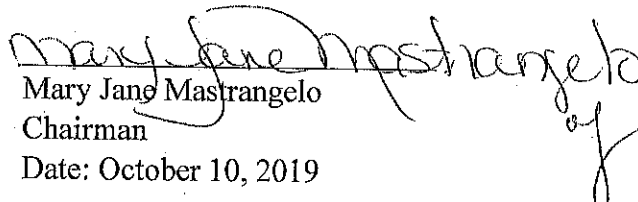
- 1) Call meeting to order
- 2) Discuss and possible vote on the following articles for Special Town Meeting
 - Articles 15 & 16 – ISWM Land purchase
 - Article 17 – County Land Purchase
 - Discuss and vote other articles as needed
- 7) Such other business that may legally come before the Committee.

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

RECEIVED

2019 OCT 10 PM 12:01

TOWN CLERK BOURNE


Mary Jane Mastrangelo
Chairman
Date: October 10, 2019

Capital Outlay Committee
Tuesday, October 15, 2019/ 2:00 P.M.

RECORDED

2019 DEC 10 AM 11: 57

Bourne Town Hall – Lower Conference Room
24 Perry Avenue, Buzzards Bay

TOWN CLERK BOURNE

Members Attending: Mary Jane Mastrangelo, Chairwoman, John Redman, Carol Lynch
Absent Members Excused: John O'Brien, Renee Gratis

- Article 15: ISWM Land Purchase

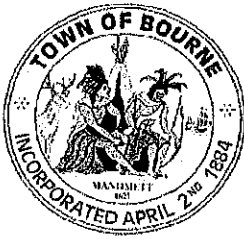
Daniel Barrett explained that Article 15 concerns 11 acres of land (flyover land) south of the Landfill and abutted by the Coast Guard Base Cape Cod. The town is requested to buy the 11 acres from "Mac Hunter Realty" for \$175,000 at \$15,909 per acre from retained earnings for conservation land. Bourne will not need to mitigate open space habitat henceforward. There will be a diagram and plot site in view at the entrance to Town Meeting.

- Article 16: The town is requested to buy 6.5 acres of land south of the Otis Rotary just before the National Cemetery. The goal is to conserve mitigation land owned by the town. They are requesting \$105,000 from ISWM at \$15,909 per acre. A motion was made for both of these articles by John Redman, seconded by Carol Lynch, and approved by the committee.

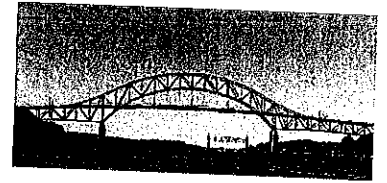
- Article 17: County Land Purchase

We are waiting on the Commonwealth to decide whether or not they want to purchase 65 acres of county land in Pocasset. The town is requested to purchase the whole property in order to maintain Valley Farm thrift store, community gardens, conservation land, land occupied by Cape Cod Residences for independent and assisted living, and land for future use by the Town of Bourne. The Town of Bourne would become the landlord for these renters, as well as 8+ acres for the future firehouse. The Firehouse Committee was tasked with looking at 10 possible sites for the new firehouse out of which the County property was the preferred site. It was the least expensive and included a septic hookup with easy connections to utilities. They are requesting \$800,000 from Capital Stabilization funds (2/3 vote) and \$100,000 from free cash (majority vote). Another Town Meeting may be required when talks begin with the County re negotiating cost. A motion was made for this article by John Redman, seconded by Carol Lynch, and approved by the committee.

Meeting Adjourned at 2:57 pm.



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

December 2, 2019

Time

6:30 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay, MA 02532

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.

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Committee reorganization
- 3) Review Capital Outlay Requests:
 - Recreation Department
 - Department of Natural Resources
 - Shore & Harbor
 - Fire Department
- 4) Approval of minutes: 12.17.2018; 01.07.2019
- 5) Such other business that may legally come before the Committee.

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Mary Jane Mastrangelo

Mary Jane Mastrangelo
Chairman

Date: November 26, 2019

RECORDED
2019 NOV 26 PM 12:11
TOWN OF BOURNE

RECEIVED

Capital Outlay Committee
Monday, December 2, 2019 / 6:30 P.M.

2020 MAR 11 AM 9:06

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

TOWN CLERK BOURNE

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch, Renee Gratis and John O'Brien

Others present: Administrator Schiavi, Assistant Town Administrator Glenn Cannon, Recreation Director Krissanne Caron, DNR Director Christopher Southwood, Fire Chief Sylvester, Assistant Fire Chief Cody, and Paul Gately – Bourne Courier and Michael Rausch – Bourne Enterprise.

Handouts:

Chairman Mastrangelo opened meeting at 6:30 P.M.

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.

Chairman Mastrangelo introduced the new Town Administrator Anthony Schiavi. Committee members introduced themselves.

Committee Reorganization:

Chairman:

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to appoint Mary Jane Mastrangelo as chairman. Nomination closed. **UNANIMOUS VOTE.**

Vice-Chairman:

John O'Brien made a **MOTION** and **SECONDED** by Renee Gratis to nominate John Redman as Vice-Chairman. Nomination closed. **UNANIMOUS VOTE.**

Clerk:

John Redman made a **MOTION** and **SECONDED** by Renee Gratis to nominate Carol Lynch as Clerk. Nomination closed. **UNANIMOUS VOTE.**

Review Capital Outlay Requests:

Recreation Department

Truck - \$33,000

Recreation Director Caron said the department is in need of a vehicle for the Recreation Department to transfer equipment to off-site programs. Department currently doesn't have a dedicated vehicle so they rely on the vehicle pool. Biggest items are the 10' rescue boards that will be carried in the vehicle and stored at the beach.

Request is to purchase a 2020 Chevy Colorado Ext Cab Truck. Vehicle needs to be able to transport and store bigger items in it. Vehicle could also be used during snow storms. DPW

Mechanic Edwin Rivera got price for the vehicle. Director Caron said she is flexible on make of vehicle but a larger SUV would work better. Committee discussed other options and looking at a van might be a better option.

Vehicle will be stored at the Community Building and they also have a good security system.

Vehicle will be used all days during the summer – 7 days a week and other times will be a couple of hours of dedicated time for approximately 15+ hours.

Chairman Mastrangelo asked if she could provide documents on how Mr. Rivera arrived at the cost.

Department of Natural Resources

Additional Guardrail at Taylor Point Marina - \$5,000

Request is to finish the installation of a guardrail at Taylor Point Marina along Wright Lane. Measurement was short by 125'. Installation of the guardrail is to keep vehicles off the sidewalk.

Request to replace floats at Monument Beach Marina will be deferred at the present time.

Barlow's Landing Dingy dock bid will be going out next week with bids due by end of January. Installation will be in the spring.

Shore & Harbor

Annual Dredging - \$200,000

Every year funds need to be allocated to meet the town's dredging needs and to repair and/or maintain the town's public access piers and ramps.

Town of Bourne didn't make the dredging list this year due to problems with dredge last year and backed up projects.

Dredging can only be done between mid-November – mid January.

10 year Comprehensive Permit will hopefully be done in the spring and will have every project that's ever been done. This will give the ability to move around to do projects annually and as quickly as the town wants.

Fire Department

Service Vehicle Replacement - \$53,750 [original cost] \$51,202 [2nd quote]

Fire Chief Sylvester said there are some changes to the capital request. Original request was under the original vender with a quote. Received another quote that was cheaper.

Current vehicle is a 2010 Chevrolet ¾ Pickup truck with 123,000 miles with a lot of rust and bed of truck completely rotten. It is no longer being used as an emergency or response vehicle.

DPW Mechanic Edwin Rivera wants to use bed and body of the truck.

Chairman Mastrangelo said this is a point of discussion. By doing this we lose the number of vehicles in the fleet.

Chief Sylvester said we could use it as a backup when another vehicle goes in for maintenance and will be kept at the Sagamore Fire Station.

Request is for a Service Vehicle Replacement 2021 or newer Chevy 4 door Pickup truck with a snow plow package.

Last year the Capital Outlay Committee has requested a complete vehicle replacement schedule from the Fire Department for consideration in FY2021 capital planning.

Useful life: 10 years

Service Vehicle Replacement - \$53,000 [original cost] \$51,575 [2nd quote]

Fire Chief Sylvester said there are some changes to the capital request. Original request was under the original vender with a quote. Received another quote that was cheaper.

Current vehicle is a 2013 Chevy Tahoe with 111,000 miles and is used as an Emergency Response vehicle. Increase in maintenance cost and safety of members responding to emergency situations could be compounded if items start to break during response.

Request to replace with a 2021 or newer Chevy Tahoe.

This request was not listed on the 5-year plan for 2020 – 2024 replacement.

Useful life: 7 years

Bourne Fire Equipment and Location

Station 1 [Buzzards Bay]

2018 Chevy Tahoe SUV [Assistant Chief]
2014 Chevy Tahoe SUV [Station Duty Officer]
2013 E-1 Fire Engine [1500 GPM]
2001 Smeal Fire Engine [1250 GPM]
2016 Lifeline Ambulance
2002 Inflatable Boat w/25 HP Motor

Station 2 [Monument Beach]

1994 E-One Fire Engine [1250 GPM]
2012 AM General Brush Truck [1200 Gallon Tank]
2013 International/Horton Ambulance

Station 3 [Sagamore Station]

2018 Chevy Tahoe SUV [Chief]
2017 Chevy Tahoe SUV [Station Duty Officer]
2010 Chevy Pickup [4WD]
2018 E-One Fire Engine [1500 GPM]
2009 AM General Brush Truck [800 Gallons]
2006 American LaFrance 100' Aerial
2016 Lifeline Ambulance
2007 Edgewater Boat [Placed in Sagamore during winter months] [Monument Beach dock]

Station 4 [Pocasset Station]

2013 Chevy Tahoe SUV [Station Duty Officer]
2002 E-One Fire Engine [1250 GPM]
2012 GMC/Horton Ambulance

Station 3 Air Compressor

Air Compressor is used to fill bottle air packs that are used to go into fires. Current air compressor was installed when the station was built. Spewing oil and called local company. Air Compressor at the Buzzards Bay station went down but was an easy fix. Borrowed air trailer from Onset and kept it at the Sagamore station.

Submitted as a request but it is an emergency repair.

This is a critical piece of equipment. Cost for new Air Compressor is \$29,500 and will bring into compliance. Current air compressor is 13 years old and will cost \$15,000 to repair.

Chairman Mastrangelo asked if during the Facility Assessment did they look at this with Sean Feeney? Looking at next month Finance Committee meeting with Board of Selectmen to consider a Reserve Fund Transfer.

Approval of minutes:

John Redman made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes of December 17, 2018 as amended. **VOTED 3-0-1** [Renee Gratis abstained]

John Redman made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes of January 7, 2019 as amended. **UNANIMOUS VOTE**

Paul Gately from the Bourne Courier asked what the total capital requests is at this time. Chairman Mastrangelo replied \$12,025,607 but this figure includes \$7.8 million for the South Side Fire Station.

Update the committee on the South Side Fire Station

South Side Fire Station Design and Feasibility Building Committee approved a motion to approach the Cape Cod Commission about conducting the study. This was one of the concerns from the former committee member.

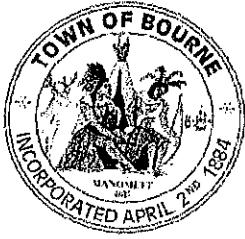
Committee will have a study done on response times from four separate locations south of the canal which include the 60-plus acre parcel of county-owned land off County Road in Pocasset; town forest; site of the current Pocasset station; and a location in Monument Beach.

Administrator Schiavi reached out to the Cape Cod Commission on Response Time Study to include response time to areas where there are the most calls.

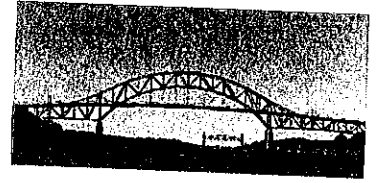
Renee Gratis made a **MOTION** and **SECONDED** by John Redman to adjourn the meeting at 7:35 PM. **UNANIMOUS VOTE 5-0**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

December 9, 2019

Time

5:30 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay, MA 02532

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.

AGENDA

- 1) Call meeting to order
- 2) Review Capital Outlay Requests:
 - Police Department
 - Emergency Management
 - ISWM
 - Schools
 - Additional information on other requests
- 3) Approval of Minutes 10/15/19
- 4) Such other business that may legally come before the Committee.

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Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman
Date: December 4, 2019

RECORDED
2019 DEC -4 PM 3:24
TOWN CLERK BOURNE

RECEIVED

Capital Outlay Committee
Monday, December 9, 2019 / 5:30 P.M.

2020 MAR 11 AM 9:05

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

TOWN CLERK BOURNE

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch, Renee Gratis and John O'Brien

Others present: Administrator Schiavi, Assistant Town Administrator Glenn Cannon, Finance Director Erica Flemming, Emergency Management Director Charles Noyes, ISWM Manager Dan Barrett, Sergeant John Stowe, Lieutenant Brandon Esip, Business Director Jordan Geist, Interim School Superintendent Perry Davis, Paul Gately – Bourne Courier and Michael Rausch – Bourne Enterprise.

Chairman Mastrangelo opened meeting at 5:30 P.M.

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.

Handouts: ISWM FY2021 Capital Outlay requests

Police:

Lieutenant Brandon Esip said Chief Woodside regrets that he couldn't be at the meeting due to a personal matter this evening.

Presenting the Police capital requests are Lieutenant Brandon Esip and Sergeant John Stowe.

Police Vehicles - \$179,340.00

Request is the standard replacement of 4 police vehicles. Ford has changed the body this year and some equipment may not be able to transfer over to the new vehicles. Monies that is being requested should be sufficient.

Request for Tasers and Body cameras have been moved to FY2022 on the 5-year capital plan.

Emergency Management

Electronic Variable Message Boards - \$15,000

Request is to purchase a total of 5 trailer mounted message variable message boards over the next 3 fiscal years. Cost to purchase 1 message board off the state bid is \$14,800.

Two boards have been purchased off the state bid and when not in use they are stored at the Department of Public Works.

The Local Emergency Planning Committee has identified the need to post messages throughout the community that would inform residents of impending event, either planned or emergencies.

These message boards would increase the town's ability to inform residents of emergency information, especially those residents without telephone or other notification methods. Boards are not remotely programmable. Emergency Management and DPW sets up the message boards.

Useful life: 10 – 15 years

Emergency AM Radio Station - \$25,000

Request for an AM radio information station, to include antenna system, radio transmitter, FCC licensing approval. Equipment will be utilized by the town to inform and advise residents during emergency events and incidents. Equipment may also be used on a day to day basis to provide Town of Bourne related information regarding town services and non-emergency event.

This system is currently being used in 17 communities across the state. FCC is a process and part of the overall cost including licensing. There will be a tower either on Town Hall or Police Station.

Useful life: 20 years

*Useful life might be shortened if the equipment is subject to harsh weather.

ISWM

Compact Track, Multi Terrain Loader with Integrated Tool Carrier – 85,218.14

Background: First Skid-Steer Loader with purchased in 2013. A lot of effort was put into researching the best model and best configuration for what the intended use of the machine was. At the time the best primary use would be landfill slope mowing, snow removal site maintenance. Once on site the machine immediately became front line piece and was critical in both on and off site projects such as the DPW Facility Construction project and the Buzzards Bay Park project.

Request to purchase a new Compact Track, Multi Terrain, Skid-Steer Loader. New machine will integrate all the latest updates and modified specifications to better serve its expanded role in the ISWM fleet. Current functions include mowing, snow plowing, landscaping, sweeping and support on construction projects.

Funding Source: Borrow.

Received budget quote for one new Caterpillar 27903 Compact Track Loader

Cost Estimate:

Compact Track, Multi Terrain Loader with Integrated Tool carrier:	\$82,218.14
Optional 36 month/3,000 hour extended warranty:	<u>\$ 3,000.00</u>
	\$85,218.14

Net request was rounded off to \$85,220.00

There is no Trade-in Value. Will either trade in or sold.

5cy Wheel Loader - \$476,845

Background: Current 5CY Wheel Loader was purchased in 2013 is fully depreciated. Existing unit has approximately 13,266 operating hours on it and will reach the end of its useful life in July 2020. This is a versatile, front line machine and is utilized in virtually every part of the ISWM operations.

Request is to purchase a new 5-CY Wheel loader and all the appurtenances necessary to carry out the machines designated functions. Feels comfortable staying with Caterpillar

Funding Source: Borrow

Received budget quote for one new Caterpillar 966M

Cost Estimate:

Purchase price with Solid Waste and High Lift Packages	\$467,944.00
Optional 36 month/6,000 hour extended warranty	<u>\$ 8,900.00</u>
	\$476,845.00

After further discussion the cost was increased to \$496,650

East and North Road Litter Fence Repair - \$232,000

Background: East and North Side Litter Fences were installed in 2000. Exposure to ultra violet sunlight and weather over the years have taken their toll. These areas have been patched and reworked as a result of the mandated facility inspections conducted by our Engineer of Record. As the Facility expands vertically these fences will play a key role in the ISWM's ability to remain in compliance.

Request: Need to restore approximately sixteen-hundred [1,600] linear feet of fence. Fernandes Line Construction, who recently installed the fence component of the Phase VI Liner Project provided a quote of \$145.00 per linear foot.

Funding Source: Borrow

Cost Estimate:

Quote based cost estimate 1,600 linear feet @ \$145.00 per foot	\$232,000
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Schools

Bournedale Elementary Repair and expand playgrounds - \$50,000

Request to remove the damaged Bournedale pre-school playground poured in place rubber surface and replace it with grass mats. Install two new swing features to the Bournedale grade K-2 playground complete with ADA accessibility upgrades.

Pre-school surface has been repaired numerous times in the past and are now beyond repair. Board of Health has pointed out that there are numerous tripping hazards due to the poor condition of the surface that needs to be addressed. The other playground needs improvements for ADA compliance and lacks swings.

Project Planning: Have consulted with Nancy White of Playground Inspections of NE, LLC who helped facilitate the design.

Installation will be completed by licensed and certified playground installers.

Project costs:

Removal and disposal of old surface:	\$12,000.00 [estimate]
Grass Mats for Pre-school playground	\$12,000.00 [material only]
New swing structures for K-2 playground	\$16,000.00
ADA improvements [Grass mats Material At K-2 playground]	\$10,000.00

Total Project Cost \$50,000.00

BPS Technology Planning - \$290,000

Project will update instructional technology devices for students and staff at Bourne Middle School.

District continues to lead the way with exceptional technology enhanced instructional devices for the classroom such as hover pilots and true touch monitors located throughout the Bourne Intermediate School to ensure that there is continued technology as the students' progress to the Middle School.

The District's investment in SMART Board technology passed the 10 year mark and is considered older technology. Continue to maintain the devices but the clarity and functionality of each setup varies depending on the nature of each instructional environment. With True touch technology alone, staff and students are relieved of the variances of visual access and the low functionality of projector based touch manipulation.

35 units would cost \$276,000 or could lease to own the units over a five [5] year period at a cost of \$60,420 per year with a \$1.00 buyout. Requested amount is \$290,000 to compensate for an increase in costs due to any unforeseen costs or inflation.

Useful Life: 10+ years

Mini-Buses - \$130,000

Replace existing 2007 mini-bus with 179, miles and a 2008 mini-bus with 163,000 miles.

Request to purchase two [2] 29 passenger Bluebird buses at \$65,000 each.

Buses are used to transport students to and from school daily. Purchase is necessary to provide reliable, safe and timely transportation services across the district.

Useful Life: 7-8 years

Wastewater Treatment Plant Repairs - \$746,747

Wastewater Treatment Plant is 20 years old and is in need of repairs and upgrades to keep it in compliance with DEP regulations.

This multi-phase project is the result of an evaluation of the WWTP completed by a consultant in March 2018. A capital plan was created by the consultant to keep the plant operating for the next 20 years.

Phase 1: Project was approved by the Capital Outlay Committee for FY2019 and will address the immediate need to repair denitrification cell #2, which is now inoperable.

Phase 2: Will address the other items that the consultant marked as needed immediate attention.

BETA Group has created a comprehensive report of deficiencies to be addressed and a 20 year capital expense plan. In addition to recent survey of the WWTP, DEP have concurred with the immediate recommendations of BEATA's report.

Additional Phases an approximate costs:

Phase 3:	\$2,000,000 in 2025
Phase 4:	\$ 500,000 in 2030
Phase 5:	\$ 325,000 in 2035
Phase 6:	\$ 200,000 in 2040

Useful life: 20 years

Approval of minutes: October 15, 2019

John Redman made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes as amended. **VOTED 4-0**

John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn meeting at 6:40 PM. **UNANIMOUS VOTE 5-0**

Respectfully submitted by:

Debbie Judge
Recording Secretary

Request to Amend Order of Conditions

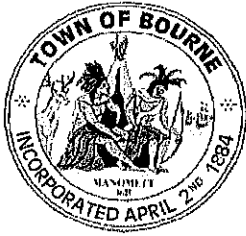
- 1) **Applicant:** John and Elizabeth LoMedico **DEP File Number:** SE7- 2037
Representative Bracken Engineering
Project Address: 18 Winsor Road, Cataumet
Proposed Project: To raze and rebuild existing house with associated garage and driveway, pool, septic system, grading and landscaping; existing hardscape design revised within a V Flood Zone and within a 100 ft. of a wetland resource area

Request for Certificate of Compliance

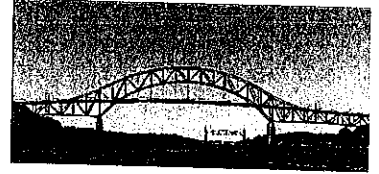
- 1) **Applicant:** Jeffery Goldstein **DEP File Number:** SE7- 2013
Representative Falmouth Engineering, Inc.
Project Address: 8 Agawam Point Road
Proposed Project: To install a helical pile supported, elevated walkway within a V & AE flood zone and within 100 feet of a Wetland resource Area

- ▶ Violation at 11 Observatory Lane: Unpermitted construction of structures and land alteration within 100 foot buffer and ACEC.
- ▶ Violation of Order SE7-1976 at 50 Lewis Point: Unpermitted land alteration within 100 foot buffer to a coastal bank.
- ▶ Discussion of Bourne Wetland Protection Bylaw (Article 3.7 Wetland and Natural Resources Protection) and Bourne Wetlands Regulations.
- ▶ Discussion and possible vote on 2020 hearing dates.
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Acceptance of Previous Meeting Minutes:
- ▶ Report of the Conservation Agent:
- ▶ Public Comment Period on Non-Agenda Items
- ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
- ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

- 3) **Applicant:** Champ A. Fisher Jr **DEP File Number:** SE7-2087
Representative Bracken Engineering
Project Address: 4 Fisher Lane, Sagamore Beach
Proposed Project: To install coastal stabilization measures including a coir envelope system, sand drift fencing, coir logs, native vegetative plantings, jute netting and stair construction within a V Flood Zone and within a 100 ft. of a wetland resource area
(Continued from November 7, 2019)
- 4) **Applicant:** Candace Fisher **DEP File Number:** SE7-2088
Representative Bracken Engineering
Project Address: 6 Fisher Lane, Sagamore Beach
Proposed Project: To install coastal stabilization measures including a stone revetment, jute netting, coir rolls, native vegetative plantings, and stair construction within a V Flood and within a 100 ft. of a wetland resource area
(Continued from November 7, 2019)
- 5) **Applicant:** Sarah Fisher **DEP File Number:** SE7-2089
Representative Bracken Engineering
Project Address: 8 Fisher Lane, Sagamore Beach
Proposed Project: To install coastal stabilization measures including a coir envelope system, sand drift fencing, coir logs, native vegetative plantings, jute netting and stair construction within a V Flood Zone and within a 100 ft. of a wetland resource
(Continued from November 7, 2019)
- 6) **Applicant:** Sarah Fisher **DEP File Number:** SE7-2090
Representative Bracken Engineering
Project Address: 10 Fisher Lane, Sagamore Beach
Proposed Project: To install coastal stabilization measures including a coir envelope system, sand drift fencing, coir logs, native vegetative plantings, jute netting and stair construction within a V Flood and within a 100 ft. of a wetland resource area
(Continued from November 7, 2019)
- 7) **Applicant:** Robert Gendron **DEP File Number:** SE7-2091
Representative Bracken Engineering
Project Address: 16 Fisher Lane, Sagamore Beach
Proposed Project: To install coastal stabilization measures including a coir envelope system, sand drift fencing, coir rolls, native vegetative plantings, and sand nourishment as well as stair reconstruction within a V Flood Zone and within a 100 ft. of a wetland resource
(Continued from November 7, 2019)



CAPITAL OUTLAY COMMITTEE



Meeting Notice

<u>Date</u>	<u>Time</u>	<u>Location</u>
December 16, 2019	5:30 PM	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA 02532

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.

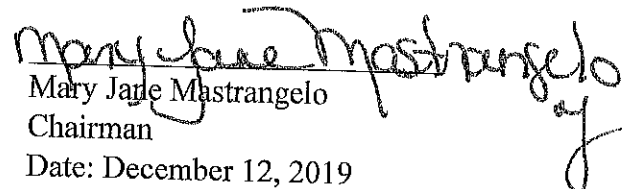
AGENDA

- 1) Call meeting to order
- 2) Review Capital Outlay Requests:
 - Department of Public Works
 - Facilities
 - Sewer Department
 - Library
 - Engineering
 - Additional information on other requests

3) Approval of minutes

4) Such other business that may legally come before the Committee.

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. All items on the agenda are subject to deliberation and votes by the Capital Outlay Committee. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."


Mary Jane Mastrangelo
Chairman
Date: December 12, 2019

RECORDED
2019 DEC 12 AM 11:16
TOWN CLERK BOURNE

Capital Outlay Committee
Monday, December 16, 2019 / 5:30 P.M.

RECEIVED

2020 MAY 14 AM 9:25

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

TOWN CLERK BOURNE

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch, Renee Gratis and John O'Brien

Others present: Administrator Schiavi, Assistant Town Administrator Glenn Cannon, Finance Director Erica Flemming, Town Accountant Michael Ellis, DPW Director George Sala, Vehicle Maintenance Forman Edwin Rivera, Facilities Sean Feeney, Library Director Patrick Marshall, Engineering Technician Tim Lydon, Paul Gately – Bourne Courier and Michael Rausch – Bourne Enterprise.

Handouts: DPW FY2021 Capital Outlay requests and Facilities Capital Outlay request and Library Director submitted pictures of the existing walls.

Chairman Mastrangelo opened meeting at 5:30 P.M.

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. Michael Rausch – Bourne Enterprise.

Review FY2021 Capital Outlay Request:

Department of Public Works

Director George Sala introduced Edwin Rivera as Vehicle Maintenance Forman.

Priority #1

Front End Loader - \$200,000

Current 2006 John Deere 544 J Frontend Loader was the first in the fleet. Loader has 7,414 hours with 3,219 miles and VIN: DW544JP60414. Frontend loader is used daily for roadwork, paving, drainage projects, bench repairs, assist other department's town wide and snow and ice operations. Loader is 13 years old and is the only loader in the department to perform heavy task and town wide projects. Loader has recently had problems and anticipate major engine and various other component failures in the near future.

Request to purchase a 2019 John Deere 624L Frontend Loader, Serial #1DW624LZCKF699669.

Chairman Mastrangelo said the request says number requested is 1.

Loader will be kept as a registered vehicle. During a storm would have 1 loader on north side and 1 loader on south side.

Mr. Rivera said they have 2 pieces of equipment that is currently registered will come off line. Town Administrator Schiavi said if you are going to keep loader, consider amount of maintenance cost.

Useful Life: 10 years

Priority #2

M-6 F550 Dump Truck/Plow - \$78,767

Current Dump Truck/Plow is a 2006 Ford F550 4WD VIN#1FDAF57P86EB92200. Dump Truck/Plow is 15 years old and usually gets replaced after 10 years. Requested this vehicle last year but was deferred to this year.

Request to purchase a 2020 Ford Super Duty F550 XL 4WD Reg. cab

Useful Life: 10 years

Priority #3

Air Compressor - \$25,000

Air Compressor is a 1997 Ingersoll IR 185 VIN#280486UHH221. When the meter on the air compress broke there were estimated 5 – 6 thousand hours. Compressors are used in many DPW functions such as powering tools used to cut pavement, clearing irrigation systems, power hammers and other construction projects. This item was deferred from last year.

Request to replace with a 2019 Chicago Pneumatic model CPS185 Air Compressor.

Useful Life: 10 years

Priority #4

M-12 Landscape Body - \$22,000

This vehicle can't be used as a dump truck because it's a metal rack flatbed body with wooden deck that doesn't meet all department functional needs of the department.

Request to install an aluminum body that will extend the life of the body.

Useful Life: 15-20 years

Priority #5

Road Paving Maintenance - \$200,000

Request for funding in an effort to supplement available Chapter 90 funding. Chapter 90 funding source is currently the town's sole resource for roadway maintenance. This additional funding will also allow the town to implement preservation treatments in an effort to save the town money on future roadway maintenance expenditures.

There was a presentation by BETA Engineering years ago. There is a need to do some granite curbing to be ADA compliant. Director Sala said he can defer and get a plan from BETA.

Chairman Mastrangelo said we need to figure out funding aspect and what will \$200,000 get us. If we don't maintain roads what will that cost be. Need to do some work and may consider an Article. Should not be part of the capital plan.

Sewer

Replace M-9 Truck – 89,000

Current M-9 Truck is a 2008 Ford F250 4x4 pickup with 84,898 miles and was purchased by former Sewer Inspector. Vehicle sat for a long time behind Town Hall and was used briefly by former Facilities Director Jonathan Nelson. Truck is in very poor condition with no crane. This truck is used to help out the Sewer Department and also used for plowing. There are 200 pumps and panels and are looking to replace 20 at a time.

Vehicle Maintenance Forman Edwin Rivera recommends nothing below an F-450.

Request to purchase a Ford F-450 Super Duty dump/plow truck with plow.

Useful Life: 10 years

Pumps and Panels - \$56,000

Cost have increased dramatically going from \$1,600 to \$2,600 within the last year. Current pumps are aging and are not efficient as the new style pumps. When pumps are not working, light will go on. Pump grinds the waste and then pumps into the sewer system. Alarm boxes that are attached to the houses are beginning to rust out.

Request to purchase 20 Barnes OGT Series Centrifugal grinder pumps 1 H,P, and Alarm Panels 200 series. New alarm panels will have audible sound and blinking light indicating the pump is not working.

Useful Life: 10 years

Safety Upgrades - \$25,000

Sewer system is aging and need to continue to upgrade the safety equipment for the safety of our employees and to meet regulation requirements.

Request to purchase exhaust system at the Main Street pump station. Safety winch, tripod and cable.

Chairman Mastrangelo wants backup information on pumps/panels and safety upgrades.

Sewer Cover repairs/replacement - \$15,000

Moved to Sewer Operating Budget

Sewer covers settle and 3 will be replaced within next several weeks.

Facilities

Priority #1

M-14 Pickup/Plow – 79,794.80

Current Pickup/plow is a 2005 Ford F350 4WD VIN #1FDWF37P66EA85303. Pickup bed rusted off and this vehicle is used on a daily basis. Pickup is also used to plow all town buildings. This truck will be salvaged.

Request to purchase a 2020 Ford Super Duty F-450 XL 4WD Reg. cab. Utility body is enclosed so items won't be out in the element.

Chairman Mastrangelo asked why a F450? Weight class for tools and capacity issue.

Labor Technician and Electrician uses this vehicles also. Only used as a service truck.

Useful Life: 10 years

Priority #2

Fire Station #1 – Selective Roofing Repair – Phase 1 - \$53,000

Replace leaking roof system and extend the structures useful life. Will also address safety and health issues in addition to leaking water contacting electrical equipment can cause a hazardous situation. Lower back roof is leaking extensively and is in disrepair. Water damaging building materials such as carpet plaster and ceiling tiles can cause mold and fungal spores which is proven to be harmful to humans.

Cost effective to replace roof by using only 1 contractor. Will be doing Phase 1 & Phase 2 together. Dude Solutions said roof is in bad shape.

Request is to redesign and eliminate flat roof entirely. New roof systems could improve energy efficiently and reduce the potential for damage and/or health issues.

Useful Life: 20 – 40 years

Priority #3

Fire Station #3 – Building EMS Upgrade - \$45,000

Current EMS system is 20 years old and wants to move to a more modern with trunk network. Existing JC Metasys system is obsolete and overloaded. Replacement parts are difficult to source or are out of production.

Request to replace existing Energy Monitoring Control System with direct digital controls. Project will be ready to bid as soon as the funds are available and should be completed by the end of FY2021.

Useful Life: 10 – 15 years

Priority 4

Town Hall – Selective HVAC Replacement – Selectmen/Administration Office - \$55,000

Currently the Selectmen/Administration Office is serviced by HVAC that also services the DNR Office. Current design does not allow for zoning of the 2 offices. One office will be hot and the other office will be cold. It is recommended that a new unit is configured to support zoning for both the DNR Office and Selectmen/Administration Office area. This will maintain continuity of the zoning design and operation of the existing HVAC units in Town Hall.

Request is to replace existing HVAV system servicing the Selectmen/Administration Office. There will be 2 separate controls.

Useful Life: 15 – 20 years

Priority #5

Town Hall – Chiller Plant Replacement – \$131,000

Current system consists of two [2] 22 ton Trane chiller units. These units use R22 refrigerant that the EPA has phased out because it is deemed harmful to the environment. Mechanical systems have been extended beyond life expectancy and needs to be replaced or upgraded. Replacement parts are becoming increasingly harder to find.

Request to upgrade/replace aging and inefficient mechanical systems. Project would include but is not limited to chiller plant and chiller pumps.

Useful Life: 15 – 20 years

Priority #6

Fire Station #3 – Selective HVAC Upgrades - \$52,000

Due to the floor plan redesign that was necessary to convert the Sagamore Fire Station to the Bourne Fire Department Headquarters the HVAC system on the 3rd floor sleeping quarters and offices are inadequate for the new layout. Supplementing the existing mechanical/electrical system with the state-of-the-art energy efficient systems will improve the indoor air quality, conserve energy and offer cost savings.

Request to upgrade the existing HVAV system servicing the sleeping quarters and office areas. Project will be ready to bid as soon as the funds are available and should be completed by the end of FY2021.

Useful Life: 15 – 20 years

Library

Interior Painting of Library – \$150,000

Interior of the library hasn't been painted since converting to a library in the late 1980's. Building is showing dirt and grime from over the years. Many areas are chipped and stained. New carpeting and shelving has only heightened the dreariness of the building.

Library Director Patrick Marshall said he put in a placeholder for \$150,000 but doesn't know what to expect for final cost. He has been working the Facilities Sean Feeney who is looking into a couple of paint companies to get better estimates.

Request to have the interior painted either in early fall or late spring when the library is slightly less busy. Idea would be to section off the library so that the library may be able to stay open during the majority of the painting with the least amount of disruption of service.

Useful Life: 15 – 20 years

Engineering

Sagamore Beach, Cape View Way Parking Lot - \$200,000

At the October 2019 Special Town Meeting \$40,000 was allocated for engineering of the parking lot expansion design.

Currently, parking at the Fire Department is limited and is also used for voting District 2 as well as the village center for town activities. Various town boards and Fire Department trainings are held here and the additional parking allows for a town presence to be available in Sagamore Beach more often.

Engineering Technician Tim Lydon said he is still in process of securing engineers and can't get a survey done until the end of January by Horsley & Whitten.

Request is for funding to construct a 35,000 square foot parking lot.

Additional overflow parking lot behind the Sagamore Beach Fire Department is being designed in conjunction with the Bourne Housing Authority's new housing project on Cape View Way.

Chairman Mastrangelo suggested to put in \$300,000 [to include 15% contingency] but beginning of April but before Town Meeting will be redefined. Recommendations made in January are preliminary.

Design winter 2019 and construction summer 2020 and to be completed by November 1st. Would like Notice to Proceed by July 1st.

Useful Life: 30 – 50 years

John O'Brien made a **MOTION** and **SECONDED** by John Redman to adjourn the meeting at 6:40 PM. **UNANIMOUS VOTE**