

2010 Meeting Notices

Vol. 2

Bourne Efficiency Operations
Committee

BFDC

BY-LAW

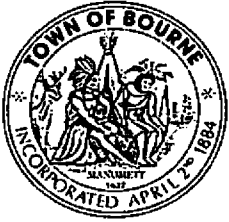
Bourne Water District

Bourne Housing Partnership

Bourne Veterans Memorial

Buzzards Bay Water Department

Cindy Williams
8/24/17



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE Town Administrator

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620



AGENDA:

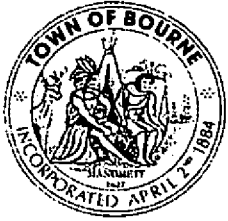
The Bourne Efficiency/[?]Operations Committee
January 11, 2010 5:30 P.M.
Town Hall
Lower Conference Room

2010 JAN 6 PM 1 02
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Minutes of the previous meeting
2. Ken Legg – Discussion related to Facility Manager/Maintenance
3. Falmouth/Yarmouth on facilities planning – contracting and combined maintenance
4. Update by the Chairman on findings to date
5. DNR, DPW and School Department regarding organizational charts
6. Other Business/Winter schedule
7. Adjourn

Peter J. Meier
Chairman

January 6, 2010



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620

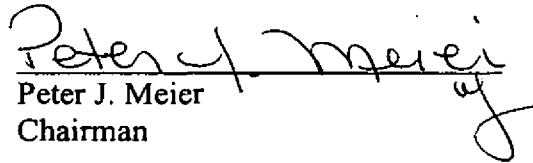


AGENDA:

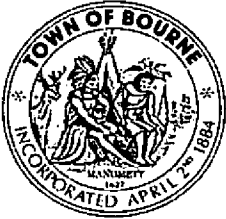
The Bourne Efficiency/Ooerations Committee
January 25, 2010 11:00 A.M
Town Hall
Lower Conference Room

1. Report of the Chairman
2. School Department Matrix - Maintenance
3. ISWM Matrix - Maintenance
4. Old Business
5. New Business
6. Future Meeting date and agenda items
7. Adjourn

2010 JAN 22 PM 11 22
TOWN CLERK'S OFFICE
BOURNE, MASS


Peter J. Meier
Chairman

January 22, 2010



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE

Town Administrator

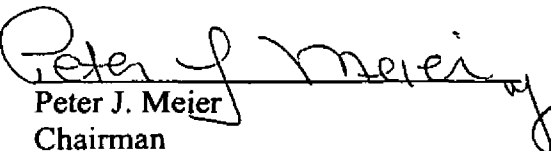
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620



AGENDA:

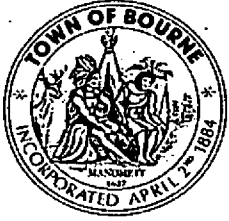
The Bourne Efficiency/Operations Committee
February 16, 2010 11:00 A.M
Town Hall
Lower Conference Room

1. Report of the Chairman
2. Old Business
3. New Business
4. Future Meeting date and agenda items
5. Adjourn


Peter J. Meier
Chairman

February 12, 2010

2010 FEB 12 PM 4 15
TOWN CLERK'S OFFICE
BOURNE, MASS.



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE

Town Administrator

24 Perry Avenue

Buzzards Bay, MA 02532

Phone 508-759-0600 x 304 - Fax 508-759-0620



MEETING CANCELLED – NO QUORUM

AGENDA:

The Bourne Efficiency/Operations Committee

February 16, 2010 11:00 A.M

Town Hall

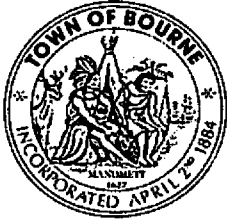
Lower Conference Room

1. Report of the Chairman
2. Old Business
3. New Business
4. Future Meeting date and agenda items
5. Adjourn

2010 FEB 18 AM 9 00
TOWN CLERK'S OFFICE
BOURNE, MASS

2010 FEB 19 PM 4 09

TOWN CLERK'S OFFICE
BOURNE, MASS



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE
Town Administrator

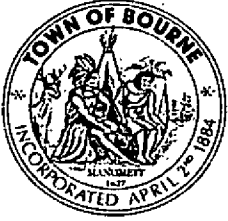
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620



AGENDA

The Bourne Efficiency/Operations Committee
February 22, 2010 11:00 A.M
Town Hall
Lower Conference Room

1. Report of the Chairman
2. Old Business
3. New Business
4. Future Meeting date and agenda items
5. Adjourn



Thomas M. Guerino
tguerino@townofbourne.com

TOWN OF BOURNE
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620



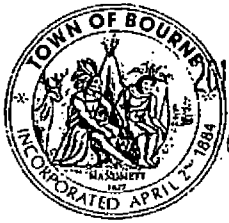
MEETING CANCELLED

AGENDA

The Bourne Efficiency/Operations Committee
February 22, 2010 11:00 A.M.
Town Hall
Lower Conference Room

1. Report of the Chairman
2. Old Business
3. New Business
4. Future Meeting date and agenda items
5. Adjourn

2010 FEB 23 AM 10 04
TOWN CLERK'S OFFICE
BOURNE, MASS



THE BOURNE
EFFICIENCY/OPERATIONS
COMMITTEE
TOWN CLERK'S OFFICE
BERRY, MA 01939



MEETING NOTICE

Date

June 9, 2010

Time

10:00 A.M.

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

AGENDA

1. Report of the Chairman
2. Old Business
3. New Business
4. Future Meeting date and agenda items
5. Adjourn

Peter J. Meier
Peter J. Meier
Chairman

Date: May 20, 2010

**Efficiency Committee
Meeting
June 9, 2010**

APPROVED
7/21/10

PRESENT: Peter Meier, Ken Legg, Ted Ellis

ABSENT: Donald MacPhee, Gerard Kelly

Ann Gratis, recording secretary

The meeting was called to order at 10:15am.

P. Meier handed out organizational charts for DPW, ISWM - current & proposed, and DNR.

The school has no supervision for maintenance after 2pm. Fire Dept. maintains their own buildings, Police Dept. has one man.

K. Legg stated we should include those that do their own maintenance in the plan.

Need a procurement officer for town-wide office supplies, maintenance supplies, equipment that can be used at more than one location, etc. Many other towns do this and are saving lots of money. Let's move ahead with this and present to the selectmen.

Next Meeting: June 22, 2010 - 10am

To be discussed:

Goal: bullet points how this should go together, overall justification, flesh out how it looks
Then present to the department heads including Fire, Police, School, Library and others.

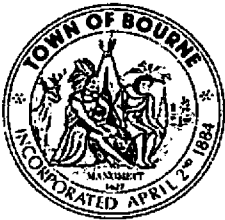
T. Ellis made a Motion to adjourn. The Motion was seconded by K. Legg with all in favor.

With no further business before the committee, the meeting was adjourned at 10:30am.

Respectfully submitted,
Ann Gratis, secretary

TOWN CLERK'S OFFICE

2010 JUL 21 PM 1 06



THE BOURNE EFFICIENCY/OPERATIONS COMMITTEE



MEETING NOTICE

Date

June 25, 2010

Time

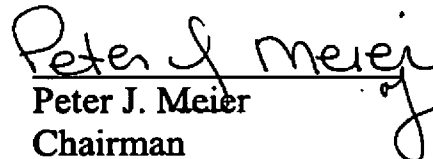
10:00 A.M.

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

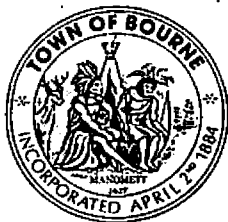
AGENDA

1. Approval of minutes from last meeting
2. Organizational charts from last meeting
3. Bullet points of what to do and letter to Selectmen
4. Future meeting dates
5. Adjourn


Peter J. Meier
Chairman

Date: June 23, 2010

TOWN CLERK'S OFFICE
2010 JUN 23 PM 12 05



THE BOURNE EFFICIENCY/OPERATIONS COMMITTEE



MEETING NOTICE

Date

June 29, 2010

Time

10:00 A.M.

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

AGENDA

1. Approval of minutes from last meeting
2. Organizational charts from last meeting
3. Bullet points of what to do and letter to Selectmen
4. Future meeting dates
5. Adjourn

2010 JUN 25 AM 10 05
TOWN CLERK'S OFFICE

Peter J. Meier
Chairman

Date: June 25, 2010

**Efficiency Committee
Meeting
June 29, 2010**

APPROVED
7/21/10

PRESENT: Ken Legg, Ted Ellis, Donald MacPhee

ABSENT: Peter Meier, Gerard Kelly

Ann Gratis, recording secretary

Discussion as follows:

K. Legg handed out a draft of the Facilities Manager responsibilities. Will email to absent members. If ok, meet then go to Selectmen.

DPW: Look at the people involved, their skills. Could get along with less.

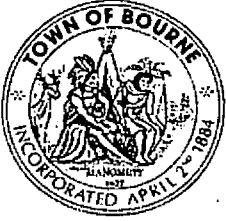
D. MacPhee: this would prevent last minute expensive purchases to use up the money.

K. Legg: This is great for routine items: toilet paper, cleaning supplies, copy paper, pens, etc.

With no further business before the committee, the discussion was adjourned at 10:30am.

Respectfully submitted,
Ann Gratis, secretary

2010 JUL 21 PM 1 06
TOWN CLERK'S OFFICE
TOWN OF WESTPORT



THE BOURNE EFFICIENCY/OPERATIONS COMMITTEE



MEETING NOTICE

Date

July 21, 2010

Time

10:30 A.M.

Location

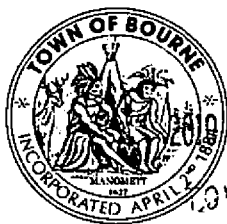
Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Approval of minutes from last two meetings
2. Re-organization of Officers
3. No hire no fire policy for entire town.
4. Single purchasing for all dept. for usable, expendable items.
Example - toilet paper. computer paper.
5. Approval of report for submission to Board of Selectmen
6. Future meeting dates
7. Adjourn

2010 JUL 13 PM 3 31
TOWN CLERK'S OFFICE

Peter J. Meier
Chairman



**THE BOURNE
EFFICIENCY/OPERATIONS
COMMITTEE**

SEP 7 PM 3 35

TOWN CLERK'S OFFICE

SEP 7 2010



MEETING NOTICE

Date

September 15, 2010

Time

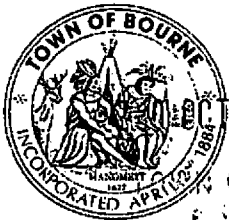
10:00 A.M.

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Approval of minutes from previous meetings
2. Review of draft letter to Board of Selectmen
3. Review of job description for Facilities Manager position
4. Strategy of how to present to Board of Selectmen
5. Next goals



**THE BOURNE
EFFICIENCY/OPERATIONS
COMMITTEE**

5 PM 1 56

CLERK'S OFFICE



MEETING NOTICE

Date

Wednesday
October 20, 2010

Time

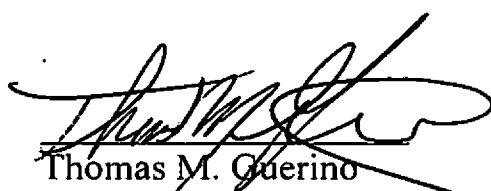
10:30 A.M.

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Reorganization
2. Set expectations for next 90 days
3. Discuss future agenda items
4. Adjourn


Thomas M. Guerino
Town Administration

Date: October 5, 2010

To: Town Clerk

From: Efficiency/Operations Committee

Date: October 19, 2010

RE: Meeting cancellation

2010 OCT 20 AM 9 57

TOWN CLERK'S OFFICE
BOURNE, MASS

The Efficiency/Operations Committee has cancelled their meeting that was posted and scheduled for Wednesday, October 20, 2010 @ 10:30 A.M. due to no quorum.

BFDC

**Bourne Financial
Development Corporation**

508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: January 13, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order

B. Motta

Minutes of the October meeting

Nominating Committee

Election of Board officers

M. Ford

Treasurer's Report

Authorization of expenditures

E. Dean, Treasurer

Bourne Development Campus report

Executive Director's updates

Report from the Main Street Steering Committee
Other

S. Riggs

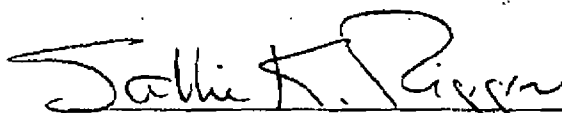
President's updates

Old Business

New Business

Executive Session – if needed

Adjourn


Sallie K. Riggs, Executive Director

2010 JAN 8 AM 9 46
TOWN CLERK'S OFFICE
BOURNE, MASS

BFDC
Bourne Financial
Development Corporation508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289**Proposed Agenda - Board of Directors****Date:** February 10, 2010**Time:** 7:45 am**Location:** Bourne Community Center

Call to order

B. Motta

Minutes of the January meeting

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

Bourne Development Campus report

Executive Director's updates

S. Riggs

*Report from the Main Street Steering Committee**Other*


President's updates

Old Business

New Business

Executive Session - if needed

Adjourn.

2010 FEB 5 AM 9 22
TOWN CLERK'S OFFICE
BOURNE, MASS
Sallie K. Riggs, Executive Director



508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: March 17, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order

B. Motta

Minutes of the January meeting

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

Bourne Development Campus report

Executive Director's updates

S. Riggs

Report from the Main Street Steering Committee
Other

President's updates

Old Business

New Business

Executive Session – if needed

Adjourn

Sallie K. Riggs, Executive Director

Sallie K. Riggs, Executive Director

Proposed Agenda - Board of Directors

Date: April 14, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order	B. Motta
Minutes of the March meeting	
Treasurer's Report	E. Dean, Treasurer
<i>Authorization of expenditures</i>	
Bourne Development Campus report	
Executive Director's updates	S. Riggs
<i>Report from the Main Street Steering Committee</i>	
<i>Other</i>	
President's updates	
Old Business	
New Business	
Executive Session – if needed	
Adjourn	


Sallie K. Riggs, Executive Director

2010 APR 9 AM 9 34
TOWN CLERK'S OFFICE
BOURNE, MASS



2010 MAY 7 AM 10 03

508 457-5306 www.bidconline.org

P.O. Box 289 Buzzards Bay, MA 02532-0289

TOWN CLERK'S OFFICE

ED RIGGS

Proposed Agenda - Board of Directors

Date: May 12, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order	B. Motta
Minutes of the April meeting	
Treasurer's Report	E. Dean, Treasurer
<i>Authorization of expenditures</i>	
Bourne Development Campus report	
Executive Director's updates	S. Riggs
<i>Report from the Main Street Steering Committee</i>	
<i>Other</i>	
President's updates	
Old Business	
New Business	
Executive Session – if needed	
Adjourn	


Sallie K. Riggs, Executive Director

BFDC
Bourne Financial
Development Corporation

508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: June 9, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order

B. Motta

Minutes of the May meeting

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

Bourne Development Campus report

Executive Director's updates

S. Riggs

Report from the Main Street Steering Committee

Other

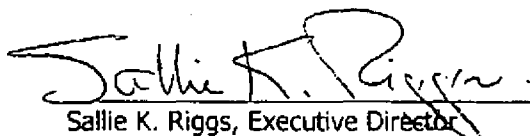
President's updates

Old Business

New Business

Executive Session - if needed

Adjourn


Sallie K. Riggs, Executive Director

TOWN CLERK'S OFFICE
2010 JUN 1 PM 12 57



508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: July 14, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order	B. Motta
Minutes of the June meeting	
Treasurer's Report	E. Dean, Treasurer
<i>Authorization of expenditures</i>	
Executive Director's updates	S. Riggs
<i>Open Meeting Law</i>	
<i>Report from the Main Street Steering Committee</i>	
a) <i>Growth Incentive Zone application</i>	
b) <i>Traffic and transportation</i>	
Bourne Development Campus report	
<i>Status of the working group</i>	
President's updates	
<i>Annual Meeting</i>	
<i>Why Not! Award</i>	
Old Business	
<i>Nominating Committee</i>	M. Ford
New Business	
Executive Session – for discussion of real property value	
Adjourn	

2010 JUL 9 AM 11 29
TOWN CLERK'S OFFICE
BZZZARDS BAY, MA

A handwritten signature in cursive script that reads "Sallie K. Riggs".
Sallie K. Riggs, Executive Director

Johnson, Barry

From: Johnson, Barry
Sent: Thursday, July 22, 2010 2:13 PM
To: 'sriggs@bfdconline.org'
Subject: July 26,2010 Meeting Posting

Sallie: as a follow-up to our conversation this pm on the July 26,2010 meeting of the BFDC; I still need you to send/bring in to our office a note on your BFDC letterhead that the July 26,2010 meeting was CANCELLED.

That way we are able to track the "doings" of the committee as people come here looking for minutes etc..

Thankyou! BJ



508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda – Nominating Committee

Date: August 11, 2010

Time: 7:35 am

Location: Bourne Community Center

Call to order

M. Ford

1. Director nominations for annual meeting
2. Officer nominations for annual meeting.

Adjourn

A handwritten signature in black ink that reads "Sallie K. Riggs". The signature is written in a cursive, flowing style.

Sallie K. Riggs, Executive Director

2010 AUG 4 AM 10 07
TOWN CLERK'S OFFICE
BUZZARDS BAY, MA



508 457-5305 www.bfdconline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: August 11, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order

B. Motta

Minutes of the July meeting

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

FY10 Year-end budget analysis and look ahead

ACTION: vote on FY11 budget

Executive Director's updates

S. Riggs

Report from the Main Street Steering Committee

a) Wastewater Advisory Committee

b) Growth Incentive Zone application

c) Traffic and transportation

Report from Bourne Development Campus

President's updates

Annual Meeting

Why Not! Award

Old Business

Nominating Committee

M. Ford

Topics for Future Discussion (for information only)

Public Comments (for information only)

Executive Session – if needed

Adjourn

A handwritten signature in black ink that reads "Sallie K. Riggs". The signature is written in a cursive, flowing style.

Sallie K. Riggs, Executive Director

2010 AUG 4 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MA



508 457-5306 www.bfdconline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

**Proposed Agenda - Board of Directors
Executive Committee**

Date: August 31, 2010

Time: 8:15 am

Location: TDBank conference room, Main Street, Buzzards Bay.

Call to order

B. Motta

Committee appointments

Public Comments (for information only)

Adjourn

2010 AUG 26 PM 4 12
TOWN CLERK'S OFFICE


Sallie K. Riggs
Executive Director

BFDC
Bourne Financial
Development Corporation508 457-5305 www.bfdonline.org

P.O. Box 289, Bourne, MA 02532-0289

2010 SEP 1 AM 11:55

TOWN CLERK'S OFFICE

2010 SEP 1 AM 11:55

Proposed Agenda - Board of Directors**Date:** September 8, 2010**Time:** 7:45 am**Location:** Bourne Community Center

Call to order

B. Motta

Minutes of the August meeting

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

Executive Director's updates

S. Riggs

Report from the Main Street Steering Committee

- a) *Wastewater Advisory Committee*
- b) *New Main Street developments*
- c) *Growth Incentive Zone application*
- d) *Traffic and transportation*

Report from Bourne Development Campus

- a) *Cape Cod Commission hearings – New Generation Wind turbine project*
- b) *PWED application and permitting*

President's updates

*Annual Meeting**Why Not! Award*

Nominating Committee

M. Ford

Topics for Future Discussion (for information only)

Public Comments (for information only)

Executive Session – if needed

Adjourn

Sallie K. Riggs
Executive Director

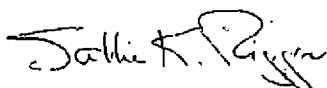
Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, October 4, 2010 - 11 am
Bourne Town Hall

Proposed Agenda

- 1- Review and action on minutes of August 23 meeting
- 2- Report on Growth Incentive Zone application J. Lipman, C. Moore
 - a. Land Use Map
- 3- Updates
 - a. Wastewater Advisory Committee
 - b. Main Street
 - c. RESET team
 - d. Transportation
- 4- Topics for Future Discussion (for information only)
- 5- Public Comments (for information only)
- 6- Executive Session - if needed
- 7- Adjourn



Sallie Riggs, Facilitator

2010 SEP 29 PM 12 42
TOWN CLERK'S OFFICE
BOURNE, MASS.

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

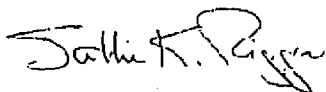
AMENDED

Meeting - Main Street Steering Committee
Monday, October 4, 2010 - 11 am
Bourne Town Hall

2010 SEP 29 PM 3 25
TOWN CLERK'S OFFICE
Bourne, MA 01939

Proposed Agenda

- 1- Review and action on minutes of August 23 meeting
- 2- Report on Growth Incentive Zone application J. Lipman, C. Moore
 - a. Land Use Map
- 3- grant application for housing rehab and downtown façade and compliance improvements
- 4- Updates
 - a. Wastewater Advisory Committee
 - b. Main Street
 - c. RESET team
 - d. Transportation
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn



Sallie Riggs, Facilitator

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508 457-5305 www.bfdconline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

Proposed Agenda - Board of Directors

Date: October 6, 2010

Time: 4:45 pm

Location: MA Maritime Academy, Bay State Conference Center

Call to order B. Motta

Nominating Committee M. Ford

Treasurer – request for authorization to pay invoices L. Dean

Public Comments (for information only)

Adjourn


Sallie K. Riggs
Executive Director

2010 SEP 29 PM 12 43
TOWN CLERK'S OFFICE
BZZZARDS BAY MA



508 457-5305 www.bfdonline.org

P.O. Box 289, Buzzards Bay, MA 02532-0289

**2009-2010 Annual Meeting
Bourne Financial Development Corporation**

Proposed Agenda

Date: October 6, 2010

Time: 5:30 pm

Location: MA Maritime Academy, Bay State Conference Center

Call to order B. Motta

Minutes: Annual Meeting 2009

Treasurer's Report L. Dean

Nominating Committee M. Ford
Election of Directors

Public Comments (for information only)

Adjourn


Sallie K. Riggs
Executive Director

2010 SEP 29 PM 12 43
TOWN CLERK'S OFFICE
BOURNE, MA

Main Street Steering Committee

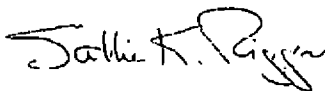
A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, November 1, 2010 - 11 am
Bourne Town Hall

Proposed Agenda

- 1- Review and action on minutes of October 4 and October 18 meetings
- 2- Updates
 - a. Wastewater Advisory Committee
 - b. Main Street activities
 - c. Growth Incentive Zone application
 - d. Land Use Map
- 3- Grant application for housing rehab and downtown façade and compliance improvements
- 4- Topics for Future Discussion (for information only)
- 5- Public Comments (for information only)
- 6- Executive Session - if needed
- 7- Adjourn

2010 OCT 27 PM 4 24
TOWN CLERK'S OFFICE
BOURNE, MASS



Sallie Riggs, Facilitator

C:\S\BFDC\Buzzards Bay\MSSC\Proposed Agenda.docx



508 457-5305 www.bfdonline.org
P.O. Box 289, Buzzards Bay, MA 02532-0289

2010 NOV 4 AM 2 53

TOWN CLERK'S OFFICE
BOURNE, MA

Proposed Agenda - Board of Directors

Date: November 10, 2010

Time: 7:45 am

Location: Bourne Community Center

Call to order

B. Motta

Nominating Committee

Election of Officers

Review and VOTE on Minutes of the August, September and October Board meetings

Treasurer's Report

E. Dean, Treasurer

Authorization of expenditures

Executive Director's updates

S. Riggs

Report from the Main Street Steering Committee

- a) Wastewater Advisory Committee*
- b) New Main Street developments*
- c) Growth Incentive Zone application*
- d) Traffic and transportation*

Report from Bourne Development Campus Working Group

- a) New Generation Wind turbine project Dave Peterson*
- b) PWED application and permitting*
- c) Next steps*

President's updates

Topics for Future Discussion (for information only)

Public Comments (for information only)

Executive Session - if needed

Adjourn

A handwritten signature in black ink that reads "Sallie K. Riggs". The signature is written in a cursive style with a large, stylized "S" and "R".

Sallie K. Riggs
Executive Director

BY-LAW COMMITTEE MEETING NOTICE

Date

Wednesday
January 6, 2010

Time

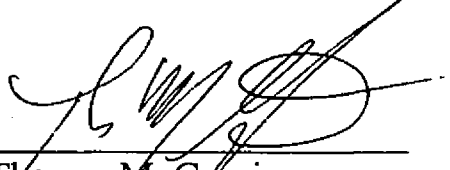
4:00 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

AGENDA

- 1) Review and approve minutes of November 4, 2009
- 2) Discuss proposal to delete Section 2.2.9 Appointments
- 3) Review outstanding questions regarding Section 2.2.8 "Inspection of Records and Section 2.8.1 "Emergency Ambulance Vehicles"
- 4) Discuss and review Article 3.1: "Public Safety and Good Order" existing Bylaws (pages 18-34)
- 5) Public Comment
- 6) Such other business that may legally come before the Committee



Thomas M. Guerino
Town Administrator

cc: Town Clerk
Selectmen

2009 DEC 31 PM 12:34
TOWN CLERK'S OFFICE
BOURNE, MASS

BY LAW COMMITTEE

MINUTES January 6, 2010

Meeting convened in the downstairs Conference room at Town Hall

2010 MAR 23 PM 1 51

Members in attendance: Elinor Ripley Chair; Michael Butler Clerk, Cynthia Coffin, Robert Pacheco

Guests present: Town Clerk Barry Johnson,- Richard Thrasher, 338 Shore Road Monument Beach.

Minutes accepted C. Coffin moved approval of the minutes of November 4, 2009, M. Butler second, so voted.

Meeting of December 2, 2009, no minutes taken as there was no quorum for the meeting, a written notice so stating was accepted, by the members present, and will be given to the Town Clerk for the town's records.

Richard Thrasher, explained a problem he has had for a few years, concerning a burnt dwelling across the street from his home...He would like to have the Committee sponsor a new By law that would require the town to take down this dwelling as it is a blight on the neighborhood. He has contacted the Building Inspector and the Board of Health and has not been able to have the building demolished.

C. Coffin said that the Building Inspector and the Board of Health have both been out to the site. The building is secure, and is not a danger to the public.

Mr. Thrasher asked that a new by law be drawn up so that the building could be removed. E. Ripley said that he himself could present an article to the Town Meeting, that such an article needs only 10 signatures to be placed on the Annual Warrant.

Mr. Thrasher would prefer that the By law Committee sponsor such an article. Barry Johnson said that his office has access to a Town Clerk network newsletter and he will review this abandoned building situation to see if any other town has a by law which could be incorporated by Bourne. Mr. Thrasher was thanked for coming in to the meeting.

Acceptance of a section of the Massachusetts General Laws: Town Clerk Barry Johnson, discussed, the possibility of accepting a section of the Massachusetts General Laws, at the next Town Meeting. This section of the M.G.L. would allow the Town to fine an owner/resident for not paying the required fee for opening a business in town. Currently the only redress the town has is to take the party to court, which is expensive for the town....B. Johnson will get copies of such a By law from other towns, he believes there are 3 towns currently which have accepted this section of the General Laws. When he receives the information he will present the language to the By law Committee.

REVIEW OF TOWN BY LAWS Section 3 Discussion of section 2.4.4 first...The committee discussed the improbability of the Moderator and the Board of Selectmen, making appointments to Committees within 45 days of Town Meeting. After discussion it was decided to table this item.

Section 2.2.8 language though difficult to read, is taken from the M.G.Laws, in its entirety.

Most of the meeting consisted of reviewing Section 3. The members of the Committee found many inconsistencies in the way fines were levied for infractions of the by laws. Then there was the Violations Section 6.1

Again several inconsistencies were found. Michael Butler will draft some wording for the Committee to review, there was also a suggestion that the Committee will get a copy of the Town of Falmouth By laws for possible wording that would be consistent.

The next meeting of the Committee will be held on February 10th 2010

C. Coffin moved adjournment, M. Butler second, so voted. Meeting adjourned at 5:30 PM

Respectfully submitted

Marilyn Morris, Clerk Pro Tem

BY LAW COMMITTEE

MINUTES January 6, 2010

Meeting convened in the downstairs Conference room at Town Hall

Members in attendance: Elinor Ripley Chair, Michael Butler Clerk, Cynthia Coffin, Robert Pacheco

Guests present: Town Clerk Barry Johnson,- Richard Thrasher, 338 Shore Road Monument Beach.

Minutes accepted C. Coffin moved approval of the minutes of November 4, 2009, M. Butler second, so voted.

Meeting of December 2, 2009, no minutes taken as there was no quorum for the meeting, a written notice so stating was accepted, by the members present, and will be given to the Town Clerk for the town's records.

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C. Coffin said that the Building Inspector and the Board of Health have both been out to the site. The building is secure, and is not a danger to the public.

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2010 APR 7 PM 3 32

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Again several inconsistencies were found. Michael Butler will draft some wording for the Committee to review, there was also a suggestion that the Committee will get a copy of the Town of Falmouth By laws for possible wording that would be consistent.

The next meeting of the Committee will be held on February 10th 2010

C. Coffin moved adjournment, M. Butler second, so voted. Meeting adjourned at 5:30 PM

Respectfully submitted

Marilyn Morris

Marilyn Morris, Clerk Pro Tem

*Minutes accepted March 3, 2010
M. Morris*

BY-LAW COMMITTEE MEETING NOTICE

Date

Wednesday
February 10, 2010

Time

4:00 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

This meeting was cancelled due to a snowstorm and the agenda will be considered at the March 3, 2010 meeting.

Elinor D. Ripley
Chairman

2010 MAR 23 PM 1 51
TOWN CLERK'S OFFICE
Bourne, MA 01939

**BY-LAW COMMITTEE
MEETING NOTICE**

2010 FEB 10 AM 11 02

TOWN CLERK
BOURNE, MASS.
**BY-LAW COMMITTEE MEETING HAS BEEN
CANCELLED DUE TO SNOWSTORM**

Date

Wednesday
February 10, 2010

Time

4:00 PM

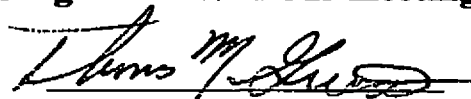
Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

AGENDA

- 1) Review and approve minutes of January 6, 2010
- 2) Report on corrections made to date
- 3) Discuss proposal to delete Section 2.2.9 Appointments
- 4) Discuss proposal to amend Section 2.4.2 Committees to add reappointment eligibility requirement of 75% attendance at meetings
- 5) Review outstanding questions regarding Section 2.2.8 Inspection of Records and 2.8.1 Emergency Ambulance Vehicles.
- 6) Continue review of Article 3.1 "Public Safety and Good Order"
- 7) Such other business that may legally come before the Committee
- 8) Public Comment

Residents are welcomed and encouraged to attend our meetings.


Thomas M. Guerino
Town Administrator

cc: Town Clerk
Selectmen

2010 FEB 3 PM 4 07

TOWN CLERK'S OFFICE
BOURNE, MASS

BY-LAW COMMITTEE MEETING NOTICE

Date

Wednesday
February 10, 2010

Time

4:00 PM

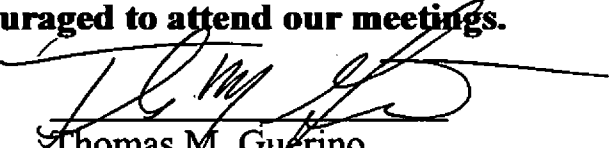
Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

- 1) Review and approve minutes of January 6, 2010
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- 6) Continue review of Article 3.1 "Public Safety and Good Order"
- 7) Such other business that may legally come before the Committee
- 8) Public Comment

Residents are welcomed and encouraged to attend our meetings.



Thomas M. Guerino
Town Administrator

cc: Town Clerk
Selectmen

BY-LAW COMMITTEE MEETING NOTICE

Date

Wednesday
March 3, 2010

Time

4:00 PM

Location

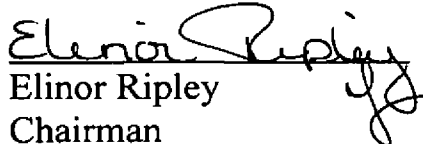
Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

AMENDED

- 1) Review and approve minutes of January 6, 2010
- 2) Report on corrections made to date
- 3) Discuss Town Clerk's proposed new "Business Licenses" bylaw
- 4) Discuss proposal to delete Section 2.2.9 Appointments
- 5) Discuss proposal to amend Section 2.4.2 Committees to add reappointment eligibility requirement of 75% attendance at meetings
- 6) Review outstanding questions regarding Section 2.2.8 Inspection of Records and 2.8.1 Emergency Ambulance Vehicles.
- 7) Continue review of Article 3.1 "Public Safety and Good Order"
- 8) Such other business that may legally come before the Committee
- 9) Public Comment

Residents are welcomed and encouraged to attend our meetings.


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

2010 FEB 26 PM 12 45
TOWN CLERK'S OFFICE
BOURNE, MASS

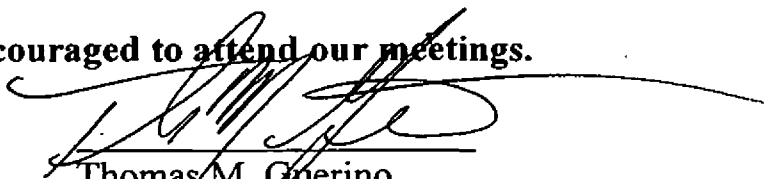
2010 FEB 25 AM 9 31
TOWN CLERK'S OFFICE
BY-LAW COMMITTEE
MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday March 3, 2010	4:00 PM 2	Bourne Town Hall 24 Perry Avenue Buzzards Bay Upper Conference Room

AGENDA

- 1) Review and approve minutes of January 6, 2010
- 2) Report on corrections made to date
- 3) Discuss proposal to delete Section 2.2.9 Appointments
- 4) Discuss proposal to amend Section 2.4.2 Committees to add reappointment eligibility requirement of 75% attendance at meetings
- 5) Review outstanding questions regarding Section 2.2.8 Inspection of Records and 2.8.1 Emergency Ambulance Vehicles.
- 6) Continue review of Article 3.1 "Public Safety and Good Order"
- 7) Such other business that may legally come before the Committee
- 8) Public Comment

Residents are welcomed and encouraged to attend our meetings.



Thomas M. Guerino
Town Administrator

cc: Town Clerk
Selectmen

BYLAW COMMITTEE

MINUTES March 3, 2010

Meeting convened in the upstairs conference room at Town Hall@ 4:00pm

Members in attendance: Elinor Ripley Chair, David Gay, Vice-Chair, Michael Butler Clerk, Christopher Farrell, and Robert Pacheco

Guest present: Town Clerk Barry Johnson.

Minutes accepted M. Butler moved approval of the minutes of January ^{6th 11} 2010; R. Pacheco seconded. So voted 3-0 with 2 abstentions.

Acceptance of a section of the Massachusetts General Laws regarding Business Licenses: Town Clerk Barry Johnson, discussed a proposed Warrant Article for the May Annual Town Meeting. al Laws, at the next Town Meeting. This article would allow the Town to fine an owner/resident for not paying the required fee for opening a business in town. Currently the only redress the town has is to take the party to court, which is expensive for the town. The Committee recommended a \$50 fine rather than the \$25 originally proposed by the Town Clerk.

D. Gay moved approval, seconded by R. Pacheco. So voted unanimously (5-0).

Proposed deletion of Section 2.2.9 Appointments:

After thorough discussion it was agreed that this Bylaw should not be deleted but that the 45-day requirement should be changed to read: "...shall be made within 90 days or as soon as possible after the Annual Town Meeting" E. Ripley will check with Town Counsel Troy to see if this is acceptable for the May Town Meeting. If not we will defer it until the next Town Meeting.

Amend section 2.4.2 to require 75% attendance to be reappointed to committees:

This requirement has been in place for the Finance Committee and the chairs of two other committees have requested that it apply to all Town Committees.

C. Farrell, seconded by D. Gay. So voted unanimously (5-0)

Section 2.2.8 Inspection of Records

Section 2.2.8 language is taken from the M.G.Laws, in its entirety and it was agreed not to make any changes.

Section 2.8.1 Emergency Ambulance Vehicles

Chris Farrell has reviewed this Bylaw with Fire Department officials who say that it describes the procedures currently in place and does not need revision.

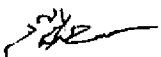
Ongoing Review of Article 3.1 "Public safety and Good Order

E. Ripley presented a matrix showing fines in place in other towns in the area. C. Farrell made some specific suggestions as to Bourne fines which should be increased and we will continue our review at our next meeting Cape.

The next meeting of the Committee will be held on April 7, 2010 at 4:00pm. February 10th 2010

D. Gay moved adjournment and M. Butler seconded, so voted. Meeting adjourned at 5:05 PM

Elinor Ripley, Chairman



*Minutes approved April 7, 2010
M. Morris*

BY-LAW COMMITTEE MEETING NOTICE

Date

Wednesday
April 7, 2010

Time

4:00 PM

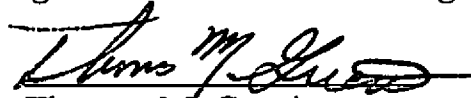
Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Lower Conference Room

AGENDA

- 1) Review and approve minutes of March 3, 2010
- 2) Report on corrections made to date
- 3) Discuss proposal to delete Section 2.2.9 Appointments
- 4) Revote proposed amendment to 1.1.2 Quorum –revised wording
- 5) Discuss Article deleting Section 2.1 Salary Administration Plan
- 6) Continue review of Article 3.1 "Public Safety and Good Order"
- 7) Such other business that may legally come before the Committee
- 8) Public Comment

Residents are welcomed and encouraged to attend our meetings.



Thomas M. Guerino
Town Administrator

cc: Town Clerk
Selectmen

TOWN CLERK'S OFFICE
2010 MAR 29 PM 9 59

BY LAW COMMITTEE

MINUTES APRIL 7, 2010 4:00 PM

Meeting convened in the Lower conference room at Town Hall

2010 JUL 9 PM 12 25

TOWN CLERK'S OFFICE

1007-101-100

Members in attendance: Elinor Ripley , Chair; Michael Butler, Clerk; Christopher Farrell, Robert Gaynor, Robert Pacheco.

Members absent: Cynthia Coffin, David Gay

E. Ripley informed the members that the main purpose of this meeting will be to vote on the Articles to be presented at the Annual Town Meeting. Some of the Articles have been voted at past meetings,

Article 11, Revote the proposed amendment to Section 1.1.2 Concerning the quorum needed for Town meeting. E. Ripley said Michelle Ford, Chair of the Finance Committee has done a survey of all towns on the Cape and other places and found that 100 voters was a sound number for a quorum needed to conduct Town Business.

R. Gaynor moved to approve, seconded by C. Farrell. So voted by all members present.

Article 12, Voted at last meeting, to be approved as revised. Section 1.1.9 Re: Lottery of Articles to be taken first at Town meeting.

Article 13, Vote to amend Article 2.4, Section 2.4.2, Reappointment to Committees
Approved as written in the Warrant.

Article 14, Salary Administration Plan.. This Article should be sponsored by the Board of Selectmen and/or Town Administrator.

Minutes of March 3, 2010, accepted as written. C. Farrell moved approval, R. Pacheco second, so voted.

C. Farrell said the detectives in the Police Department would like the Committee to review new regulations for Pawn Brokers for possible submittal to the next Town Meeting.

C. Farrell announced to the Committee that he would not be seeking re appointment to the Committee as he does not have the time to commit.

E. Ripley said the next meeting would be on May 5th, and the Committee would continue to review Article 3 of the Town By laws.

Meeting adjourned at 4:25 PM

Respectfully submitted

Marilyn Morris, Clerk pro tem

BY LAW COMMITTEE

2010 SEP 1 AM 9:47

MINUTES APRIL 7, 2010 4:00 PM

TOWN CLERK'S OFFICE

Meeting convened in the Lower conference room at Town Hall

Members in attendance: Elinor Ripley , Chair; Michael Butler, Clerk; Christopher Farrell, Robert Gaynor, Robert Pacheco.

Members absent: Cynthia Coffin, David Gay

E. Ripley informed the members that the main purpose of this meeting will be to vote on the Articles to be presented at the Annual Town Meeting. Some of the Articles have been voted at past meetings,

Article 11, Revote the proposed amendment to Section 1.1.2 Concerning the quorum needed for Town meeting. E. Ripley said Michelle Ford, Chair of the Finance Committee has done a survey of all towns on the Cape and other places and found that 100 voters was a sound number for a quorum needed to conduct Town Business.

R. Gaynor moved to approve, seconded by C. Farrell. So voted by all members present.

Article 12, Voted at last meeting, to be approved as revised. Section 1.1.9 Re: Lottery of Articles to be taken first at Town meeting.

Article 13, Vote to amend Article 2.4, Section 2.4.2, Reappointment to Committees
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Minutes of March 3, 2010, accepted as written. C. Farrell moved approval, R. Pacheco second, so voted.

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C. Farrell announced to the Committee that he would not be seeking re appointment to the Committee as he does not have the time to commit.

E. Ripley said the next meeting would be on May 5th, and the Committee would continue to review Article 3 of the Town By laws.

Meeting adjourned at 4:25 PM

Respectfully submitted

Marilyn Morris, Clerk pro tem

BY-LAW COMMITTEE MEETING NOTICE

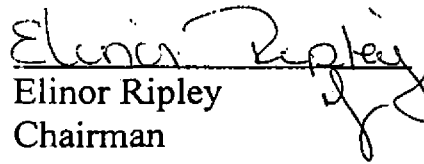
2010 APR 30 AM 8 43

Date TOWN CLERK'S OFFICE Time
Monday 6:30 PM
May 3, 2010

Location
Bourne High School
75 Waterhouse Road
Bourne
Room 11A

AGENDA

1. Call to order
2. Town Meeting
3. Other Business
4. Adjourn


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

BY-LAW COMMITTEE

Minutes

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday May 3, 2010	6:30 PM	Bourne High School 75 Waterhouse Road Bourne Room 11A

This meeting was posted for the first night of Town Meeting in case there was last-minute business for the Committee to consider. There was none and the meeting was not convened.

Elinor Ripley
Chairman

2010 JUN 15 PM 2 33
TOWN CLERK'S OFFICE

BY-LAW COMMITTEE MEETING NOTICE

2010 AUG 11 AM 9 24

TOWN CLERK'S OFFICE

Date

Wednesday
August 25, 2010

Time

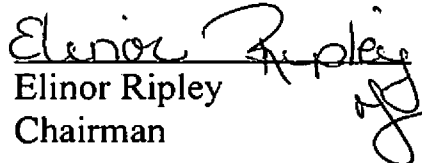
4:00 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Call to order
2. Reorganization – Elect Chairman, Vice-Chairman and Clerk
3. Discuss/approval suggestion to record meetings to facilitate minutes preparation
4. Review and approve minutes of April 7, 2010
5. Discuss Wareham Bylaw regulating Pawnbroking Activities and possibly take action on Bourne Police Department request that Bourne adopt a similar Bylaw
6. Continue review of General bylaws Article 3.1 "Public Safety and Good Order" and recommend changes in fines
7. Discuss future agenda items
8. Public Comment
4. Adjourn


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

BY LAW COMMITTEE

MINUTES AUGUST 25, 2010 4:00 PM

2010 SEP 16 AM 11 29

Meeting convened in the Lower conference room at Town Hall

TOWN CLERK'S OFFICE

Members in attendance: Elinor Ripley , Chair; Christopher Farrell, David Gay, and Cynthia Coffin.

Members absent: Michael Butler; Mr. Pacheco has resigned

Item #5 was taken first.

The Board discussed the submittal from the Bourne Police Department for a by-law to address junk dealers and pawn shops. Richard Silvestro, of Bourne PD, presented a reworded draft for review. The Bourne PD and other Town PDs are finding that many stolen goods are being sold to junk dealers, second hand dealers, and pawn brokers. This regulation will require the proper licensing of these businesses, will set standards for record keeping, and will set fines for violations of the by-law. The members thought it was a well written and necessary by-law. Members discussed the following amendments to the submitted draft:

That in section 1, second to last sentence, the word 'amount' should be changed to 'number'.

That in section 3, the words "the Board of Selectmen" should be deleted.

That in section 5, the word 'chapter' will be changed to 'section'.

And that a final sentence will be added to state "If violation(s) are found, the Board may suspend or revoke said license."

Ms. Ripley made a motion to approve the submitted by-law, "Second Hand Dealers, Shops, and Pawn Brokers", as amended; to delete the existing section 3.1.14 and replace it with the newly approved by-law. Mr. Gay seconded the motion. It was a unanimous vote.

Item #2. The members decided that reorganization of the Board would take place when there was full Board. It was discussed that Peter Meier would be the new Planning Board member and that Chris Farrell should be appointed as a member at large. Ms. Ripley stated that Chief Baldwin hopes to attend the meetings as the Police Dept. rep.

Item #3. Ms. Ripley suggested that using a tape recorder to record the meetings would be of benefit to anyone doing the minutes and everyone agreed. Ms. Ripley stated that she does have a small tape recorder that could be used.

Item #4. Mr. Farrell made a motion to approve the minutes of April 7, 2010. Ms. Ripley seconded the motion. It was unanimous.

Item #6. Members discussed that review of the By Laws, Article 3.1 Public Safety and Good Order would be continued to the next meeting when there might be a full Board.

Item #7. Members decided that the next meeting would be held on September 15 at 4:30 PM.

Ms. Coffin made a motion to adjourn. Mr. Gay seconded. It was unanimous. Meeting ended 4:45 PM.

*Submitted by Cynthia O. Coffin
Minutes approved 9/15/10*

BY-LAW COMMITTEE MEETING NOTICE

2010 SEP 10 PM 3 21

TOWN CLERK'S OFFICE

Date

Wednesday
September 15, 2010

Time

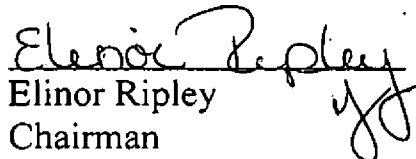
4:00 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Call to order
2. Announce that Meeting is being taped
3. Reorganization – Elect Chairman, Vice-Chairman and Clerk
4. Review and approve minutes of August 25, 2010
5. Discuss and take action on Warrant Articles for October 25, 2010 Special Town Meeting.
6. Continue review of General bylaws Article 3.1 "Public Safety and Good Order" and recommend changes in fines
7. Discuss future agenda items
8. Public Comment
9. Adjourn


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

BY LAW COMMITTEE

MINUTES SEPTEMBER 15, 2010 4:00 PM

Meeting convened in the upper conference room at Town Hall

2010 NOV 26 AM 9 15

Members in attendance: Elinor Ripley, Chair; David Gay, Vice-Chair; Cynthia Coffin, Clerk; and Chief Earl Baldwin, Ex-Officio Member

Members absent: Michael Butler (excused), Peter Meier.

Ms. Ripley opened the meeting and stated that per the Open Meeting Law she was announcing that the meeting was being taped. This taping will assist in keeping meeting minutes.

Item 3. Ms. Ripley stated that she would entertain remaining as Chairman of the By-Law Committee. Ms. Coffin made a motion that Ms. Ripley would remain Chairman. Mr. Gay seconded the motion. It was a unanimous vote.

Ms. Ripley made a motion to keep David Gay Vice-Chairman. Ms. Coffin seconded the motion. It was a unanimous vote.

Ms. Ripley made a motion to make Cynthia Coffin the Clerk. Mr. Gay seconded the motion. It was a unanimous vote.

Item 4. Mr. Gay made a motion to approve the minutes of the August 25, 2010 meeting. Ms. Ripley seconded the motion. It was a unanimous vote.

Ms. Ripley stated that the committee needed to look at dates for future meetings. It was decided that the next by-law committee meeting would be Wednesday, October 20 at 4 PM. After that the tentative date would be November 17th at 4 PM. The intention is to have no meeting in December. Ms. Ripley also stated that Mr. Farrell has made a request for appointment to the By-Law Committee but that appointment has not been made yet. There is still another opening on the committee and members should seek out anyone they think might be interested in the position.

Item 5. Ms. Ripley stated that other than the Pawn Brokers By-Law that we had approved at the last meeting, there were no other by-laws for the Special Town meeting that we had to discuss.

Item 6. The Board members continued their review of the Town By Laws, Article 3.1 "Public Safety and Good Order". It was discussed that Section 6.1.1 should be amended to increase the minimum and maximum fines that can be administered for any violations of the by-law that do not already have specific fines set. Ms. Ripley stated that she thought that the minimum fine should be \$50.00 and the maximum should be \$300.00. Ms. Coffin asked whether the range of fines would be difficult to enforce and whether action might be taken as arbitrary. Chief Baldwin stated that in general if the Police fine a violator, they usually attach the maximum fine allowed as a deterrent. Mr. Gay made a motion to amend Section 6.1.1 of the Town By-Laws by striking \$25.00 and substituting \$50.00 as the minimum fine and by striking \$50.00 and substituting \$300.00 as the maximum fine. Ms. Ripley seconded the motion. It was unanimous.

The next section discussed was 3.1.19 and 3.1.20-consumption and possession of alcohol. Ms. Ripley stated that at a previous meeting Mr. Farrell had stated that the \$50.00 fine in the reg was too low and that the fine for a violation should be the same as for possession of marijuana. Chief Baldwin agreed.

Ms. Coffin made a motion to change the fine in Section 3.1.19 and 3.1.20 from \$50.00 to \$300.00. Mr. Gay seconded the motion. It was a unanimous vote.

It was discussed that Section 3.1.14 would be replaced with the new pawn brokers/ junk dealers by-law.

During discussion of Section 3.1.12 Hitchhiking, Ms. Ripley asked if the term public way included the sidewalk area and Chief Baldwin stated that it would be any part of the roadway including the sidewalk or beside the paved road as the road layout is usually wider than the road. Chief Baldwin stated that this by law is rarely enforced.

Section 3.1.15 was discussed. Mr. Gay made a motion to change the fine from \$50.00 to \$300.00. Ms. Ripley seconded the motion. It was a unanimous vote.

Section 3.1.16 was discussed and Ms. Coffin stated that although the item of abandoned wells is already covered under existing Board of Health regulations it couldn't hurt to retain this section of the by-laws as back up.

Chief Baldwin stated that he would like to see the fine for this section, Hawkers and Peddlers, be changed from \$50.00 to \$300.00. Ms. Ripley made that a motion and Mr. Gay seconded. It was a unanimous vote.

Section 3.1.23, Disturbances, Ms. Ripley stated that this section really needs to be reviewed at a later date. The section could result in a major project for the by law committee if we feel it needs to be changed.

Section 3.1.24, Burglar alarms, Ms. Ripley made a motion to change the fine from \$50.00 to \$100.00 so it would be similar to the fines in the fire alarm section. This fine is only after the first three false alarms.

Section 3.1.25(d). Mr. Gay made a motion to add the language, 'except as otherwise provided in Section 3.1.29. Ms. Ripley seconded the motion. It was unanimous.

The members decided it would be best to adjourn the meeting as Mr. Gay had to leave due to an appointment. Ms. Coffin made a motion to adjourn. Ms. Ripley seconded the motion. The meeting adjourned at 4:50 PM.

Again, the next meeting will be before Town Meeting, on October 20 at 4 pm at the Bourne Town Hall.

Ms. Coffin made a motion to adjourn. Mr. Gay seconded. It was unanimous. Meeting ended 4:55 PM.

*Submitted,
Cynthia A. Coffin.*

*Approved
11/17/10*

BY-LAW COMMITTEE
Minutes of September 30, 2009

2010 SEP 30 PM 12 21

Members in attendance:

Elinor Ripley, David Gay, Michael Butler, Cindy Coffin

TOWN CLERK'S OFFICE

Audience: Jim Mulvey, Michelle Ford, Brendan Mullaney

Ms. Ripley opened the meeting at 4:00 pm. She stated that Mr. Pacheco may arrive late, Mr. Gaynor had dental surgery and would not be in attendance, and Mr. Farrell was on duty.

Ms. Ripley stated that the committee needs to reorganize. Ms. Coffin nominated Ms. Ripley as Chairman. Mr. Gay seconded. It was a unanimous vote to approve.

Ms. Coffin made a motion to nominate Mr. Gay as Vice-Chairman. Mr. Butler seconded. It was a unanimous vote to approve.

Ms. Ripley stated that Marilyn Morris has offered to do our minutes but that the Committee still needed a Clerk to sign those minutes. Ms. Ripley made a motion to nominate Mr. Butler as Clerk. Ms. Coffin seconded. It was a unanimous vote to approve.

Next was discussion of articles for Special Town Meeting.

Article 6 – Change of Quorum. Michelle Ford, Chairman of the Finance Committee, spoke to the Committee. The Finance Committee has been cognizant of the difficulty in obtaining a quorum at Bourne's Town meetings. Two years ago there was a change made to start the Town meeting at 7 pm, hoping that this would allow more people to attend. Unfortunately this did not solve the problem and now people still come later because they say it often takes so much time to get a quorum and they don't like to sit for nothing. Therefore the meeting still starts much after 7 pm ordinarily. Ms. Ford did some research and found that many other Towns have similar issues and many have changed to a 0 quorum or at least reduced their quorum figure. The general consensus of the Planning Board was that a zero quorum might be too harsh, but that if there was a small quorum, it might make people show up so that decisions for the Town would not be made by a small group of people. The Finance Committee wanted to base their number on some statistics of attendance, but the Town Clerk doesn't really keep those kinds of detailed records. The FinCom decided to look at the total number of registered voters and take a 1/2 of 1% figure, which are 55 voters. The intent of the change is to encourage greater participation. Presently the by law is 200 voters to start a meeting and 150 to continue if a quorum is called. This new change would eliminate that distinction and the new by law would be 55 to start and to continue. Mr. Gay stated that he thought that 55 was a rather low number. Ms. Ford stated that the FinCom voted 11-0 to support the reduction of the quorum to 55 registered voters. Mr. Gay made a motion to recommend the adoption of the change to

Section 1.1.2 to have the quorum for Town meeting set at 55 registered voters. Mr. Butler seconded the motion. It was unanimous.

Article 8 – Amend Article 3.7 Wetland and Natural Resources Protection Wetland Protection. Delete Section 3.7.4(d) and insert new Section 3.7.4(d).

Mr. Mullaney, the Conservation Commission agent, stated that a few years ago the Dept of Natural Resources were concerned about all the dinghies strewn all over the beach and waterfront areas. The DNR wanted a way to allow associations to be able to build dinghy docks. After some debate, the Conservation Commission revised the existing regulations to allow for the application for permits for dinghy docks. They then realized that the existing Town Bylaws would require an engineer's certification on this dinghy docks to state that no damage to the docks would occur in a storm. The ConCom did not feel that it was appropriate to just do a general waiver for the dinghy docks, but felt it was better to amend the existing by law. There an exemption was added to the by law which is the amendment that will come before Town meeting. Anyone proposing a dinghy dock will still have to come before the ConCom for review and approval. Ms. Coffin made a motion to approve the amendment as submitted. Mr. Gay seconded. It was a unanimous vote to approve.

Article 14. Originally intended to amend the Town Bylaws, Section 3.1 by deleting Section 3.1.32 and inserting a new Section 3.1.32 regarding fire alarm systems and lock boxes. This bylaw change was brought before the Finance Committee and there were many questions. The bylaw would affect businesses and residences as well. The proposed bylaw had been copied from Sandwich. There was only 30 days given for compliance. The question of cost to homeowners was also raised. The Fire Department decided to withdraw the article. It will be brought back for discussion at the May Town meeting.

Ms. Ripley stated that the only other business she would like to mention is that she feels the Bylaw Committee should begin a review of all the bylaws. The other members agreed. It was decided that the Committee would meet on a monthly basis. The next meeting was scheduled for November 4th at 4:00 pm. The group will try and meet the 1st Wednesday of every month. The members should review Chapters 1 & 2 for next meeting.

Mr. Gay made a motion to adjourn, Mr. Butler seconded. It was unanimous. The meeting adjourned at 4:52 pm.

Typed and submitted by C. Coffin for Michael Butler.

BY-LAW COMMITTEE MEETING NOTICE

2010 OCT 12 PM 4 13

TOWN CLERK'S OFFICE

Date

Wednesday
October 20, 2010

Time

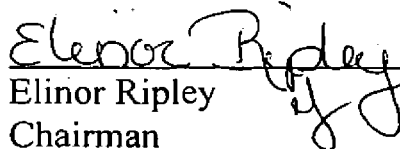
4:00 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Call to order
2. Announce that Meeting is being taped
3. Review and approve minutes of September 15, 2010
4. Discuss and take action on Warrant Articles for October 25, 2010 Special Town Meeting.
5. Discuss possible "Political Signs" Bylaw
6. Continue review of General bylaws Article 3.1 "Public Safety and Good Order" and recommend changes in fines.
7. Discuss future agenda items
8. Public Comment
9. Adjourn


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

BY LAW COMMITTEE

MINUTES October 20, 2010
Upstairs Conference room at Town Hall

Members in attendance: Elinor Ripley Chair; David Gay Vice Chair, Earl Baldwin Ex-Officio

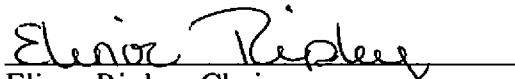

Absent: Cynthia Coffin (excused) , Michael Butler, Chris Farrell & Peter Meier

Guests present: Jim Mulvey.

The meeting was scheduled for 4:00 PM but since a quorum was not present by 4:40 the meeting was never formally called to order. David Gay and Elinor Ripley agreed to do some research to determine what regulations and bylaws other towns have relative to political signs and report at our November meeting.

The next meeting of the Committee will be held on November 17, 2010 at 4:30 PM

Respectfully submitted


Elinor Ripley, Chairman 

2010 NOV 26 AM 9 15
TOWN CLERK'S OFFICE
DOUGLAS, MASS.

BY-LAW COMMITTEE MEETING NOTICE

NOV 15 AM 11 30

TOWN CLERK'S OFFICE

Date

Wednesday
November 17, 2010

Time

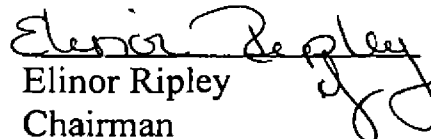
4:30 PM

Location

Bourne Town Hall
24 Perry Avenue
Buzzards Bay
Upper Conference Room

AGENDA

1. Call to order
2. Announce that Meeting is being taped
3. Review and approve minutes of September 15, 2010
4. Discuss possible "Political Signs" Bylaw
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6. Discuss future agenda items
7. Public Comment
8. Adjourn


Elinor Ripley
Chairman

cc: Town Clerk
Selectmen

Chapman, Wendy

Bylaw Committee

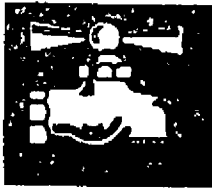
From: Coffin, Cynthia
Sent: Wednesday, November 24, 2010 11:34 AM
To: Chapman, Wendy
Subject: by law committee minutes

Wendy,

Just FYI, I just turned in the by law minutes for Sept. 15.
The meeting scheduled for Oct. 20th was not held due to lack of quorum.
Do you need anything for the record?

Cindy

2010 NOV 24 PM 12 00
TOWN CLERK'S OFFICE



BOURNE WATER DISTRICT

211 Barlow's Landing Road, P.O. Box 1417
Pocasset, Massachusetts 02559
508-563-2294 FAX Number 508-564-4661

**THE REGULARLY SCHEDULED MONTHLY MEETING OF
THE BOURNE WATER DISTRICT'S BOARD OF WATER
COMMISSIONERS WILL BE HELD ON TUESDAY,
JANUARY 12, 2010 AT 8:30 AM. THE MEETING WILL BE
HELD AT THE BOURNE WATER DISTRICT OFFICE, 211
BARLOWS LANDING ROAD, POCASSET.**

POSTED January 4, 2010

TO TOWN CLERK

PLEASE POST

2010 JAN 4 AM 11 30
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE WATER DISTRICT**

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

THE REGULARLY SCHEDULED MONTHLY MEETING OF
THE BOURNE WATER DISTRICT'S BOARD OF WATER
COMMISSIONERS SCHEDULED FOR TUESDAY,
FEBRUARY 9, 2010 AT 8:30 AM HAS BEEN CHANGED TO
WEDNESDAY, FEBRUARY 10, 2010 AT 8:30 AM. THE
MEETING WILL BE HELD AT THE BOURNE WATER
DISTRICT OFFICE, 211 BARLOWS LANDING ROAD,
POCASSET.

POSTED January 22, 2010

TO TOWN CLERK

PLEASE POST

2010 JAN 22 PM 4 06
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE WATER DISTRICT

**NOTICE TO THE REGISTERED VOTERS OF THE TOWN OF BOURNE RESIDING WITHIN
THE BOUNDARIES OF THE BOURNE WATER DISTRICT**

NOMINATION PAPERS ARE AVAILABLE AT THE OFFICE OF THE BOURNE WATER DISTRICT:

**BOURNE WATER DISTRICT
211 BARLOWS LANDING RD.
P.O. BOX 1447
POCASSET, MA 02559-1447
508-563-2294**

FOR THE OFFICE OF:

WATER COMMISSIONER FOR A THREE YEAR TERM

**ELECTION TO BE HELD ON APRIL 26, 2010 AT THE JAMES F. PEEBLES ELEMENTARY
SCHOOL, 70 TROWBRIDGE ROAD, BOURNE, MA FROM 5:00PM TO 7:00 PM**

LAST DAY TO OBTAIN NOMINATION PAPERS IS MARCH 5, 2010.

**LAST DAY TO SUBMIT NOMINATION PAPERS WITH THE BOURNE WATER DISTRICT CLERK
FOR CERTIFICATION OF VOTER REGISTRATION IS MARCH 8, 2010.**

**LAST DAY TO REGISTER TO VOTE WITH THE BOURNE TOWN CLERK FOR PARTICIPATION
IN THIS ELECTION IS APRIL 6, 2010.**

**ABSENTEE BALLOT APPLICATIONS ARE AVAILABLE AT THE BOURNE WATER DISTRICT
OFFICE**

**To : Town Clerk - Please Post
Posted 2/4/2010**

**2010 FEB 4 AM 9 03
TOWN CLERK'S OFFICE
BOURNE, MASS**

**BOURNE WATER DISTRICT**

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

2010 FEB 23 PM 2 03

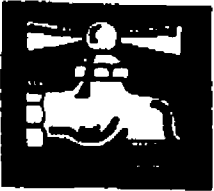
TOWN CLERK'S OFFICE
BOURNE, MASS

THE REGULARLY SCHEDULED MONTHLY MEETING OF
THE BOURNE WATER DISTRICT'S BOARD OF WATER
COMMISSIONERS SCHEDULED FOR TUESDAY, MARCH
9, 2010 AT 8:30 AM HAS BEEN CHANGED TO MONDAY,
MARCH 8, 2010 AT 8:30 AM. THE MEETING WILL BE
HELD AT THE BOURNE WATER DISTRICT OFFICE, 211
BARLOWS LANDING ROAD, POCASSET.

POSTED February 23, 2010

TO TOWN CLERK

PLEASE POST

**BOURNE WATER DISTRICT**

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

2010 MAR 31 PM 1:38
TOWN CLERK'S OFFICE
POCASSET, MASS.

THE REGULARLY SCHEDULED MONTHLY MEETING OF
THE BOURNE WATER DISTRICT'S BOARD OF WATER
COMMISSIONERS IS SCHEDULED FOR TUESDAY,
APRIL 13, 2010 AT 8:30 AM . THE MEETING WILL BE
HELD AT THE BOURNE WATER DISTRICT OFFICE, 211
BARLOWS LANDING ROAD, POCASSET.

POSTED March 31, 2010

TO TOWN CLERK

PLEASE POST

**BOURNE WATER DISTRICT**

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

2010 MAY 5 AM 11 31

TOWN CLERK'S OFFICE
POCASSET, MASS

THE REGULARLY SCHEDULED MONTHLY MEETING OF THE BOURNE WATER DISTRICT'S BOARD OF WATER COMMISSIONERS SCHEDULED FOR TUESDAY, MAY 11, 2010 AT 8:30 A.M. HAS BEEN CHANGED TO WEDNESDAY MAY 12, 2010 AT 8:30 A.M. THE MEETING WILL BE HELD AT THE BOURNE WATER DISTRICT OFFICE, 211 BARLOWS LANDING ROAD, POCASSET.

POSTED May 5, 2010

TO TOWN CLERK

PLEASE POST

**BOURNE WATER DISTRICT**

211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559
508-564-2294 FAX Number 508-564-4661

THE REGULARLY SCHEDULED MONTHLY MEETING OF
THE BOURNE WATER DISTRICT'S BOARD OF WATER
COMMISSIONERS WILL BE HELD TUESDAY, JUNE 8,⁴⁷
2010 AT 8:30 A.M. THE MEETING WILL BE HELD AT THE
BOURNE WATER DISTRICT OFFICE, 211 BARLOWS
LANDING ROAD, POCASSET.

POSTED May 28, 2010

TO TOWN CLERK

PLEASE POST

2010 MAY 28
TOWN CLERK
POCASSET, MASS.

**BOURNE WATER DISTRICT**

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

2010 JUN 21 PM 1 59

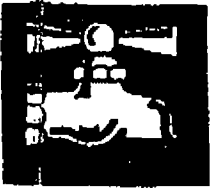
TOWN CLERK'S OFFICE
POCASSET, MA

THERE WILL BE A MEETING OF THE BOURNE WATER DISTRICT'S BOARD OF WATER COMMISSIONERS TO DISCUSS OLD AND NEW BUSINESS ON TUESDAY, JUNE 29, 2010 AT 9:00 A.M. THE MEETING WILL BE HELD AT THE BOURNE WATER DISTRICT OFFICE, 211 BARLOWS LANDING ROAD, POCASSET.

POSTED June 21, 2010

TO TOWN CLERK

PLEASE POST



BOURNE WATER DISTRICT

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

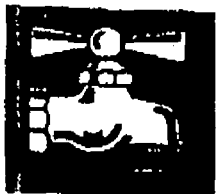
2010 JUN 25 PM 4 25
TOWN CLERK'S OFFICE

THE MEETING OF THE BOURNE WATER DISTRICT
BOARD OF WATER COMMISSIONERS SCHEDULED FOR
JUNE 29, 2010 HAS BEEN CHANGED TO JUNE 30, 2010
AT 9:00 A.M. TO DISCUSS OLD AND NEW BUSINESS.
THE MEETING WILL BE HELD AT THE BOURNE WATER
DISTRICT OFFICE, 211 BARLOWS LANDING ROAD,
POCASSET.

POSTED JUNE 25, 2010

TO TOWN CLERK

PLEASE POST

**BOURNE WATER DISTRICT**

211 Barlow's Landing Road, P.O. Box 1417
Pocasset, Massachusetts 02559
508-563-2294 FAX Number 508-564-4661

2010 JUL 2 AM 11 10
TOWN CLERK'S OFFICE
RECEIVED

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
THURSDAY, JULY 8, 2010**

9:00A.M. Convene meeting – Bourne Water District Office

MINUTES

Approval of the following:

June 30, 2010, Regular session

NEW BUSINESS

1. Superintendent's position.
2. Meeting with Andrew Campbell
3. Posting for new employee

**BOURNE WATER DISTRICT**

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

2010 JUL 13 AM 9 55
TOWN CLERK'S OFFICE
602 02 11

MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
THURSDAY, JULY 15, 2010

8:300A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

MINUTES

Approval of the following:

July 8, 2010, Regular session

OLD BUSINESS

1. Finalize Superintendent position
2. Finalize Job descriptions
3. Finalize Sick Leave donation policy
4. Finalize time period for G.E.D – Sean Ventura

NEW BUSINESS

1. Review letters of interest in pumping station operator's position.
2. Review ad for pumping station operator's position.
3. Ralph Mark's resignation from U.C.R.W.S Board

To Town Clerk Please Post
Posted 7/12/2010 @2:00 P.M.

**BOURNE WATER DISTRICT**

211 Barlow's Landing Road, P.O. Box 147
Pocasset, Massachusetts 02559
508-563-2294 FAX Number 508-564-4661

2010 AUG 4 PM 2 17
TOWN CLERK'S OFFICE
BOURNE, MASS.

MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
WEDNESDAY, AUGUST 11, 2010

8:300A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

MINUTES

Approval of the following:

July 15, 2010, Regular session

Approval of June Commitment and Abatements

NEW BUSINESS

1. Request for abatement Darling – H 0060 – 255 Scraggy Neck Rd.
2. Approval of changes to personnel policy
3. Valley Bars Road – Ongoing issues with dumping
4. Interview parameters for new pumping station operator

To Town Clerk Please Post
Posted 8/04/2010 @2:00 P.M.

**BOURNE WATER DISTRICT**

2010 SEP 3 211 Barlow's Landing Road, P.O. Box 1447
Pocasset, Massachusetts 02559
508-563-2294 FAX Number 508-564-4661

TOWN CLERK'S OFFICE

MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
TUESDAY, SEPTEMBER 14, 2010

8:300A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:
MINUTES

August 11, 2010, Regular session

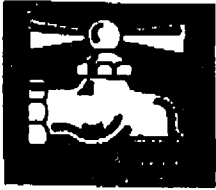
Approval of July Commitment and Abatements,
Approve Warrant

NEW BUSINESS

1. New Waterworks Crewperson Application Selection
2. Cape Cod Muscle and Speed – 5 Otis Park Drive – Violation of Planning Board Restrictions
3. Eric Butler – Passed Backhoe license test
4. Co-op Board Representation

Superintendents Report

To Town Clerk Please Post
Posted 9/03/2010 @10:00 A.M.

**BOURNE WATER DISTRICT**

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

2010 OCT 6 AM 11 02

TOWN CLERK'S OFFICE
1000 E. 1000

**MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
TUESDAY, OCTOBER 12, 2010**

**8:30 A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset**

Approval of the following:

MINUTES

September 14, 2010, Regular session

**Approval of September Commitment and Abatements,
Approve Warrant.**

NEW BUSINESS

- 1. WS-4 Progress**
- 2. Request for water main extension – Brookside**
- 3. Scada upgrades**

Superintendents Report

**To Town Clerk Please Post
Posted 10/06/2010 @ 11:10 A.M.**

**BOURNE WATER DISTRICT**

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

MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
TUESDAY, NOVEMBER 9, 2010

8:30 A.M. Convene meeting -- Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

8:30 am Tax Classification Hearing

Approval of the following:

MINUTES

OCTOBER 12, 2010, Regular session

Approval of October Commitment and Abatements.
Approve Warrant

NEW BUSINESS

- 1. Investment and Custodial Credit Risk Policy**
- 2. Representative from Brookside -- Request for Water Main Extension.**
- 3. Request for step raise -- David Tsaiikos**

Superintendents Report

To Town Clerk Please Post
Posted 10/29/2010

2010 OCT 29 PM 8 40
TOWN CLERK'S OFFICE
OCT 29 2010

**BOURNE WATER DISTRICT**

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

2010 NOV 12 AM 8 28

TOWN CLERK'S OFFICE
POCASSET, MASS

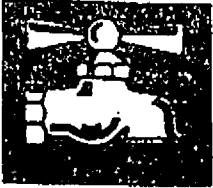
MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
TUESDAY, NOVEMBER 16, 2010

9:30 A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

OLD BUSINESS

1. Representatives from Brookside – Request for Water Main Extension.

To Town Clerk Please Post
Posted 11/12/2010 @8:00AM

**BOURNE WATER DISTRICT**

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

**EMERGENCY
MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
MONDAY, DECEMBER 13, 2010**

8:30 A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

**AGENDA
Regular Session**

Meeting with District's attorney regarding Brookside – Request for
Water Main Extension.

To Town Clerk Please Post
Posted 12/10/2010

BOURNE WATER DISTRICT
TOWN CLERK'S OFFICE

2010 DEC 10 PM 3 50

**BOURNE WATER DISTRICT**

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

2010 DEC 9 AM 9 50

TOWN CLERK'S OFFICE

S. R. S.

MEETING NOTICE
BOURNE WATER DISTRICT BOARD OF WATER
COMMISSIONERS
TUESDAY, DECEMBER 14, 2010

8:30 A.M. Convene meeting – Bourne Water District Office
211 Barlow's Landing Rd., Pocasset

Approval of the following:

MINUTES

NOVEMBER 9, 2010, Regular session

NOVEMBER 16, 2010 Regular session

Approval of November Commitment and Abatements,
Approve Warrant

NEW BUSINESS

1. Sick time accrual
2. Request for step raise – Kathy Drake
3. Request for main extension – Sagamore Outlet Mall
4. Request for main extension – 678 Scraggy Neck Rd

OLD BUSINESS

2. Brookside -- Request for Water Main Extension.

Superintendents Report

To Town Clerk Please Post
Posted 12/09/2010

"Client Service and Engineering Excellence...Since 1897"

2011 JUN 17 AM 11:25

FORM 10-20-70

25 Fox Road, Waltham, MA 02451-1066
Phone: (781) 890-3980 • Fax: (781) 890-1491
Email: hwi@haleyward.com • Web: www.haleyward.com

In the event that the applicant feels that a looped water main is not practical for his particular project, the applicant shall present to the District a summary of steps taken to investigate looping of the system, and the reasons that in the applicant's opinion it is not practical to eliminate the dead end(s). This summary shall include such items as written refusal from abutting property owners to provide the necessary easements, or other verified conditions that prevent the applicant from providing a looped system.

The District shall be the sole judge on whether or not that the applicant has made every effort to procure an easement/easements for the looping of the proposed water main, or other reasons verified in writing that substantiate the applicant's opinion that it is not practical to eliminate the dead end(s) in the design of the project. If the vote of the Board is that the applicant has not provided adequate evidence that it is not practical to provide a looped water main in the design, the request for the District to furnish public water to the proposed project shall be denied."

The MassDEP standard will be the basis for the District's standard, and this may have the possibility of standing up in court. We recommend that this revised language if acceptable to the Board, be reviewed by District Counsel.

Very truly yours,

HALEY AND WARD, INC.



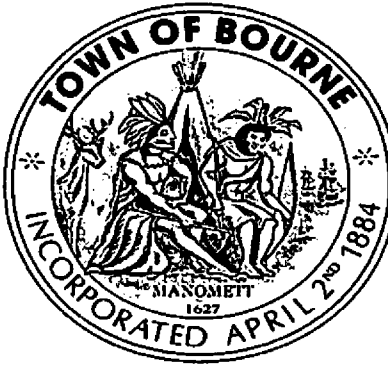
Leo R. Yuskus
Senior Vice-President

Project #: BRN-069

J:\Bourne\069 Villages at Brookside\Letters\Letter of Recommendation on Standard for Dead ended Mains.doc

it is subjective

Haley and Ward, Inc.



2010 JAN 13 PM 1 57
TOWN CLERK'S OFFICE
BOURNE, MASS.

BOURNE HOUSING PARTNERSHIP COMMITTEE MEETING NOTICE

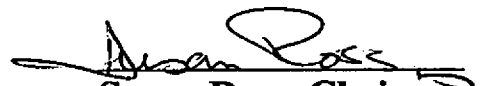
LOCATION: Bourne Housing Authority Offices
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559

DATE: Wednesday, January 20, 2010

TIME: 5:30 p.m.

AGENDA

1. Minutes
2. Actions as Monitoring Agent for resale/foreclosure of 55 Desert Drive.
3. Updates
 - Bourne Housing Trust
 - Affordable lots: Adams Street and Shearwater and others
 - B-HOPP and GAP
 - Non-conforming lots for affordable housing
4. Housing Specialist's Report
5. Other business to come before the Board.


Susan Ross, Chairman
January 13, 2010

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting

Wednesday, January 20, 2010

5:30 PM Bourne Housing Authority offices

Roland Phinney Housing Complex

871 Shore Road, Pocasset

Agenda

1. Minutes

2. Actions as Monitoring Agent for resale/foreclosure of 55 Deseret Drive, Bourne.

3. Updates

- Bourne Housing Trust
- Affordable lots: Adams St, and Shearwater and others
- B-HOPP and GAP
- Non- conforming lots for affordable housing.

4. Housing Specialist's Report

5. Other business to come before the board.

Thank you,

Susan R. Ross

2010 JUL 15 PM 1 40
TOWN CLERK'S OFFICE
POCASSET, MASS

**Meeting of the Bourne Housing Partnership
Minutes
Meeting of January 20, 2010**

Time: 5:35 p.m.

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

Present: Sue Ross, Frances Anderegg, Al Hill, and Barbara Thurston,

Absent: Coreen Moore

Others present: James Snyder, Volunteer Advisor and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the minutes of the December 9, 2009 meeting.

Ms. Thurston moved that the minutes be approved. Mr. Hill seconded the motion, and the motion passed unanimously.

Ms. Ross noted that there was no one yet present representing the owners of 55 Deserret so she moved on to the next item on the agenda which was the proposed nonconforming lot affordable housing ordinance. She said that she and Mr. Horman had attended the Planning Board meeting of December 10 and that Mr. Doucette of the Planning Board had been appointed to work with the Partnership. She said that that she and Mr. Horman and Ms. Moore had met with Mr. Doucette and that Ms. Moore had put together a proposal that included aspects from ordinances from number different towns along with the insight of the group at the meeting. She summarized the most current version prepared by Ms. Moore and noted that the minimum lot size was 10,000 ft.² and that in essence the applicants had to meet all other zoning criteria and use of the proposal was excluded from certain environmentally sensitive areas within the town. She also noted that there was a limit to the number of units that could be approved per year by the special permit granting authority to two units per year per village.

Ms. Ross noted that one of the aspects of the proposal was that an older person or any person might be able to sell a house that they're currently living for the deed restricted home and build on the adjacent nonconforming lot a home for their own purposes. This would allow, in the case of an elderly person, to downsize but stay in the same neighborhood. In this case the older larger house would become the affordable house.

Mr. Hill said he was concerned that the old a house may require a lot of maintenance and it would be passed on to the affordable buyer.

Mr. Horman pointed out that in order for the original older property to be approved it would have to meet DHCD requirements which would be that the house was in good condition and did not need any major improvements for five years from the time of purchase.

Mr. Horman noted another provision allowed the affordable property to be sold to an income eligible family member of the existing owner with a requirement that when the property was sold later that it would have to go through a fair housing marketing program and sold as an affordable home. He said that the unit would only be eligible to go on the Subsidized Housing Inventory list upon the second sale with fair housing marketing.

A general discussion occurred about the provision to allow sale within the family. Concern was addressed that particularly in the case of high valued or waterfront property that families would use this as a way to produce an additional home that would in fact never leave the family to reach the open market as an affordable. Also, concern for the effort necessary to monitor the transaction was at expressed.

Ms. Ross said that while she was originally in favor of this provision, she was now opposed to it because of the potential for abuse.

Ms. Anderegg said that she believed that this provision would encourage many families to utilize this provision to provide affordable housing initially for their families but later on it would be made available to the general public and would provide more units than would otherwise be brought about.

Ms. Thurston moved that the nonconforming lot ordinance be forwarded to the Planning Board with the approval of the Housing Partnership as written at the current time.

Mr. Hill seconded the motion. Mr. Hill, Ms. Thurston, and Ms. Anderegg voted in favor of the motion. Ms. Ross voted no. The motion carried 3 to 1.

Ms. Ross moved on to item number two relative to the Partnership's role as monitoring agent for 55 Desseret. She said that the property is an affordable house that is under threat of foreclosure and that proper notice had not been given to the Partnership. She said that Mr. Horman had been in contact with the foreclosing attorney at the direction of Troy/Wall. She said that Mr. Horman was attempting to get a closeout figure but as yet had not received that information. She asked Mr. Horman to discuss the other issues related to the property.

Mr. Horman said that the deed rider provides that the seller of the property must market and advertised for 180 days at a certain level of advertising to fulfill its obligation to complete a diligent effort to sell the property to an eligible income buyer. He said that the deed rider is very specific and he provided the members a copy of the requirements for advertising. He said that once the owner fulfills its obligation and is unable to identify ineligible income buyer they are free to sell a property on the open market and at that time the property would no longer be restricted as affordable. He said however that the agent and the owners of the property have been unable to demonstrate that they have fulfilled the advertising requirements that are part of the definition of a diligent effort. He said that it is his analysis that the owner has not met the requirements necessary during the 180 day period of time to be free to sell a property on the open market. He said that had asked the real estate agent to provide him with documentation but he had not received any indication that the requirements have been met.

Mr. Horman stated that there was a third issue that had to do with the deed rider. He said that the existing deed rider was unacceptable to lenders like the US Department of Agriculture. He said that on a "one property at a time" basis that the deed rider allows the Zoning Board of Appeals to waive any and all conditions and that after meeting with Town Counsel, he believed that the existing deed rider could be changed to the new "universal" rider that is acceptable to USDA by petition of the Partnership as the monitoring agent.

Ms. Ross asked for motion and it was moved that the owners and agent for 55 Desseret be notified that the Partnership did not accept as consistent with the definition of "diligent efforts" the advertising placements that to Committee's knowledge have been utilized to market the property in order to find an eligible purchaser. Therefore, unless the owners or agent can demonstrate that the provisions of the Deed Rider have been met, the Partnership does not consider that a diligent effort, as defined by the Deed Rider, for 180 days to find an eligible purchaser has occurred.

The motion carried unanimously.

The Committee members agreed that Mr. Horman should continue working with Troy/Wall Associates to obtain a pay off figure for the property and to pursue a change of the deed rider before the zoning board.

This Horman provided a brief summary of his monthly report and the meeting was adjourned at 7:40 p.m.

Respectfully Submitted

Kerry Horman Affordable Housing Specialist

**Bourne Housing Partnership meeting
Thursday, January 28, 2010
4:30 PM
Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset**

Agenda

- 1. Review of proposed Non-conforming Lot Affordable Housing Ordinance**
- 2. Other business to come before the board.**

2010 JAN 26 PM 12 53
TOWN CLERK'S OFFICE
BOURNE, MASS

To: Selectmen's Office

From: Kerry Horman

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting

Thursday, January 28, 2010

4:30 PM Bourne Housing Authority offices

Roland Phinney Housing Complex

871 Shore Road, Pocasset

Agenda

1. Review of proposed Non-conforming Lot Affordable Housing Ordinance
2. Other business to come before the board.

Thank you,

Kerry Horman

2010 JUL 15 PM 1 40
TOWN CLERK'S OFFICE
POCASSSET, MASS

**Meeting of the Bourne Housing Partnership
Minutes
Meeting of January 28, 2010**

Time: 4:35 p.m.

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

Present: Sue Ross, Frances Anderegg, Al Hill, Barbara Thurston, and Coreen Moore (arriving at 4:50 p.m.)

Absent:

Others present: Kerry Horman, Affordable Housing Specialist

Ms. Ross introduced the meeting stating that the only item on the agenda was the reconsideration of the nonconforming lot ordinance that was going to be discussed at the Planning Board meeting that evening. She said at the last meeting of the Partnership the Committee approved the ordinance with the provision that allowed for families to transfer ownership or rent the nonconforming property approved for affordable housing even though the Committee was aware that the new affordable unit would not be accepted by the State because it did not go through a fair housing process. She also noted that the Town's zoning consultant, Phil Heire, had reaffirmed this position. She said that she felt that this provision would "muddy the water" in getting approval from Town Meeting for the overall ordinance and that she could not defend this provision before the Town Meeting

Ms. Thurston noted that the Committee understood that but it would be on the resale from the family that the fair housing process would be followed and then the unit would be placed on the Subsidized Housing Inventory list.

Ms. Anderegg noted that while Mr. Heire might disagree with this portion of the ordinance, it does not necessarily mean that the Town could not implement it or that it would be against the law.

Ms. Ross pointed out that Ms. Moore had informed her that persons trying to provide additional housing to family could still go through and in-law or a variance process to provide the housing.

Ms. Ross said that the committee could reaffirm its position to retain the provision for a allowing a sale or rental to a family member or it could move to approve the ordinance with the provision for sale to family members removed.

Ms. Thurston moved that the committee support the ordinance subject to the removal of provisions to allow the transfer of the affordable unit to a family member.

The motion was seconded by Mr. Hill. Ms. Thurston, Ms. Ross, and Mr. Hill voted in favor of the motion. Ms. Anderegg voted in opposition. The motion carried three to one.

Ms. Moore apologize for being late. She said she's been working on eliminating the family option and some other concerns that were presented to her. The first issue was that the affordable lot should be on a town approved road so that at a later time an affordable family would not be under risk for a betterment fees to improve a private road or unaccepted street. She said she also changed the frontage requirement from 50 feet to 80 feet which is consistent with what a frontage requirement that was in effect when the minimum lot size was 10,000 ft.². She said it had been recommended that lots that were joined together by deed for a specific purpose should be excluded from the definition of a nonconforming lot for these purposes. She amended that through the definition of a nonconforming lot. Also, the option for someone after the approval to create an additional apartment or dwelling unit would not be allowed. Other changes included: the requirement that the remaining not affordable lot must also meet the conditions of the nonconforming lot requirements; and that the nonconforming lot must meet the maximum lot coverage requirements as a percentage of the total lot.

Ms. Thurston moved that the previous vote be rescinded and that the Partnership approve version 4 of the amendment as presented that evening by Ms. Moore. Ms. Moore seconded the motion and the motion passed unanimous.

There being no further business the meeting was adjourned at 5:15 p.m.

Respectfully Submitted

Kerry Horman Affordable Housing Specialist

TOWN CLERK'S OFFICE
JUL 15 PM 1 40
2010 JUL 15 PM 1 40

2011 FEB 2 PM 1 35

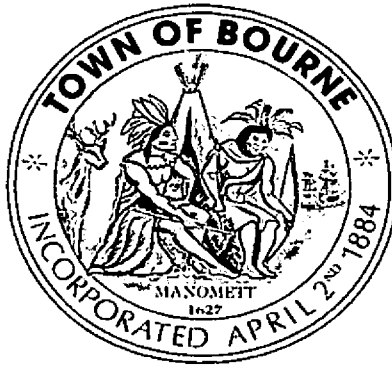
TOWN CLERK'S OFFICE

Bourne Housing Partnership Meeting
Wednesday, February 9, 2010
4:00 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Review and vote on Minutes from meetings of the last meeting
2. Review the proposed "Affordable Housing Development" bylaw under Section IV Special Regulations of the Bourne Zoning Regulations
3. Status reports on:
 - CPA Funding
 - Community Development Block Grant
 - Accessory Dwelling Bylaw and
 - Town owned Properties
 - B-HOPP
 - Ready Resale list
4. Report of the Affordable Housing Specialist
5. Discussion for future agenda items.


Susan R. Ross



BOURNE HOUSING PARTNERSHIP COMMITTEE MEETING NOTICE

LOCATION: Bourne Housing Authority Offices
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559

DATE: Wednesday, March 24, 2010

TIME: 5:30 p.m.

AGENDA

1. Minutes
2. Actions as Monitoring Agent
3. Updates
 - B-HOPP and GAP
 - Non-conforming lots for affordable housing
 - CPA and funding sources
4. Housing Specialist's Report
5. Other business to come before the Board.


Susan Ross, Chairman

March 17, 2010

2010 MAR 17 PM 3 03
TOWN CLERK'S OFFICE

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, March 24, 2010
5:30 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Minutes
2. Actions as Monitoring Agent
3. Updates
 - B-HOPP and GAP-
 - Non- conforming lots for affordable housing.
 - CPA and funding sources
4. Housing Specialist's Report
5. Other business to come before the board.

Thank you,

Susan R. Ross

2010 JUL 15 PM 1 40
TOWN CLERK'S OFFICE

**Meeting of the Bourne Housing Partnership
Minutes
Meeting of March 24, 2010**

Time: 5:35 p.m.

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

Present: Sue Ross, Frances Anderegg, Al Hill, Barbara Thurston, and Coreen Moore

Absent:

Others present: James Snyder, Volunteer Financial Advisor, and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the minutes of January 20, 2010.

Mr. Hill moved to accept the minutes. Ms. Anderegg seconded the motion and the motion carried unanimously

Ms. Moore moved that the minutes of the January 28 meeting be approved with the correction of the spelling of consultant Mr. Herr's name. Ms. Thurston seconded the motion and the motion passed unanimously.

Ms. Ross asked Mr. Horman to update the Committee on the first agenda item relative to the Partnership's role as monitoring agent.

Mr. Horman said that the efforts on the part of the Partnership to amend provisions of the deed rider for 55 Deseret had been successful and that had allowed a potential buyer to utilize the US Department of Agriculture mortgage program and that action was likely to save the property from potential foreclosure and the loss of an affordable unit. Mr. Horman also informed that Partnership that the developers of the property were seeking approval from the Zoning Board to make the same changes for the entire project, in addition to asking if for a switch in the designation of two building lots because of the high septic installation costs. Those lots were to be change to market rate sites and two market rate lots were to be switched to affordable.

Ms. Ross asked if the Committee were in favor of allowing a change to occur at Pilgrim Pines subdivision if the reason for change were related to the cost of the septic system installation.

Mr. Hill moved that the Partnership notify the Zoning Board of Appeal that it approved the change of lots at the Pilgrim Pines subdivision. if it were found that the reason for change was related to the cost of septic system installation.

Ms. Thurston seconded the motion in the motion passed unanimously.

Ms. Ross asked Mr. Horman to update the Committee on the activities currently underway.

Mr. Horman said that another round of advertising had been completed with the B-HOPP and GAP programs with no qualified applicants coming in during the first phase deadline. He said that they were now in the "first come first serve phase" and that two applicant households, a couple and a single person, had applied in this phase.

He said that the Housing Trust was preparing to market the property at 1 Tattler Circle and that the State Department of Communities and Development was viewing this sale as a resale and therefore that a lottery process was not being required, but, that he was going to do extensive marketing efforts to find size appropriate families for the three-bedroom home.

A general discussion occurred as to the nature of the marketing effort that should occur on the Tattler Circle property and Ms. Moore said that she would be willing to distribute any information on the property throughout the Town departments by e-mail.

Ms. Ross noted that the property would be advertised in the Multiple Listing Service.

Ms. Anderregg, informed the Committee of some opportunities for purchase of rental units in Buzzards Bay and a general discussion occurred about some of the opportunities that were on the market.

Ms. Ross moved on to an update of the nonconforming lot ordinance, and she praised the work that Ms. Moore had done in the process through the Planning Board, which has supported the ordinance.

Ms. Moore said that her estimates are that there would be somewhere between 77 and 170 lots that would have potential to be used for affordable housing under this ordinance which will now be going before Town Meeting.

Ms. Ross informed the committee that the funds available for affordable housing under the CPA program were proposed for the salary and expenses of the housing specialist and for a project by the Housing Authority at Continental Apartments.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

2010 APR 22 AM 11 11
BOURNE HOUSING PARTNERSHIP COMMITTEE
TOWN CLERK'S OFFICE
MEETING NOTICE

Date

Wednesday,
April 28, 2010

Time

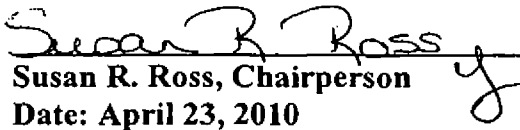
4:00 P.M.

Location

Bourne Housing Authority Office
Roland Phinney Housing Complex
871 Shore Road
Pocasset MA 02559

AGENDA

1. Approval of minutes
2. Review of Habitat for Humanity proposal to build an affordable single family home on Hunter's Ridge Road in Sagamore
3. Updates and action as necessary on:
 - B-HOPP and GAP
 - Non-conforming lots for affordable housing
 - CPA and funding sources
 - Town Meeting
4. Housing Specialist's Report
5. Other business to come before the Board


Susan R. Ross, Chairperson
Date: April 23, 2010

cc: Town Clerk
Selectmen

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, April 28, 2010
4:00 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Minutes
2. Review of Habitat for Humanity proposal to build an affordable single family home on Hunter's Ridge Rd. in Sagamore.
3. Updates and action as necessary on:
 - B-HOPP and GAP-
 - Non- conforming lots for affordable housing.
 - CPA and funding sources
 - Town Meeting
4. Housing Specialist's Report
5. Other business to come before the board.

Thank you,

Susan R. Ross

2010 JUL 15 PM 1 39
TOWN CLERK'S OFFICE
BORNE, MASS

**Meeting of the Bourne Housing Partnership
Minutes
Meeting of April 28, 2010**

Time: 4:00 p.m.

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

Present: Sue Ross, Frances Anderegg, and Barbara Thurston,

Absent: Al Hill and Coreen Moore

Others present: Donald Dickenson representing Habitat for Humanity and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the minutes of March 24, 2010.

Ms. Thurston moved to accept the minutes. Ms. Anderegg seconded the motion and the motion carried unanimously.

Mr. Horman provided the Committee with a verbal summary of his report. He noted that he's having problems with his laptop and it had been fixed twice.

The Committee advised him to get a new laptop.

He said the deed rider for all of Pilgrim Pines was changed by the ZBA and it appeared the sale of 55 Deseret was moving ahead. He said that the common marketing of B-HOPP and 1 Tattler Circle had brought in a number of potential B-HOPP applicants. He's said that B-HOPP program was ending in May but he hoped that the commitments to those applicants already in could continue. He notified the Committee that it appeared he may have to re-advertise 1 Tattler in the State's Central Register to meet 30B requirements. He said he has scheduled a meeting with Kate Racer at DHCD to discuss the Subsidized Inventory List with a Ms. Ross, Ms. Moore, Paul Ruchinskas from the C. C. Commission and Consultant Karen Sunnarborg. Ms. Thurston agreed to go as well.

Ms. Ross asked Mr. Dickenson to present his project.

Mr. Dickenson said that a number of years ago a lot in a developed area on Hunters Ridge Road in Sagamore was donated to Habitat. The lot, he said, was about a quarter acre and they are looking at it as a Local Action Unit development. The house would be a 28' X 28', two storey, 3 bedroom home. He said the sale price would be \$128,000 and would be marketed to households under 65% of median income. The monthly mortgage, insurance and taxes payments would be about \$600 a month using Habitat's internal mortgage program. He said they would have a lottery. The owner of the house will put in 500 hours of sweat equity.

Ms. Thurston moved that the Partnership support the Habitat proposals and to provide letters of support to the appropriate Committee's and Agencies.

Ms. Anderegg seconded the motion and the motion passed unanimously.

Ms. Ross said she would prepare the letters of support.

Ms. Ross said she would be attending Town meeting to support the Non-Conforming Lot Ordinance and funds for the Housing Specialist position. She invited the others to attend.

Ms. Anderegg said she and her husband would be there.

Mr. Horman said that Mr. Parady approved the Partnership's request for a booth and Mr. Horman asked for ideas.

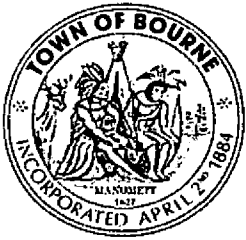
A discussion occurred as to how to demonstrate the adequacy of 10,000 sq.ft. lots.

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

TOWN CLERK'S OFFICE
2010 JUL 15 PM 1 39



**BOURNE HOUSING
PARTNERSHIP
COMMITTEE
MEETING NOTICE**



Date: **Wednesday,
June 16, 2010**

Time: **4:00 P.M.**

Location: **Housing Authority Offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset**

AGENDA

1. Minutes.
2. Actions as Monitoring Agent
3. Review of Chase Estates 40B proposal - Sandwich Rd.
4. B-HOPP and GAP - extension of commitments to applicants.
5. Non-conforming lots for affordable housing - Partnership Review Process.
6. Housing Specialist's Report
7. Other business to come before the board.

Susan Ross ^{JAR}
Susan R. Ross
Date: June 11, 2010

2010 JUN 11 PM 12 08
TOWN CLERK'S OFFICE

Meeting of the Bourne Housing Partnership
Minutes
Meeting of June 16, 2010

2010 AUG 20 AM 10 59

Time: 4:00 p.m.

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

Present: Sue Ross, Frances Anderegg, and Barbara Thurston, Al Hill and Coreen Moore

Absent:

Others present: Attorney Paul Attea representing Chase Estates, Jim Snyder, Volunteer Financial Advisor, and Kerry Horman, Affordable Housing Specialist

TOWN CLERK'S OFFICE
JUNE 16, 2010

Ms. Ross asked if there was a motion on the minutes of April 28, 2010.

Ms. Thurston moved to accept the minutes. Ms. Anderegg seconded the motion and the motion carried unanimously.

Ms. Ross asked Mr. Horman to discuss the next item on the agenda, which was actions as monitoring agent.

Mr. Horman said that 55 Desiret had closed using a US Department of Agriculture loan, and so that unit has been preserved for affordable housing. He said that he is as been talking to a number of people that are considering a resale or a refinance and that in the past for the resales they have usually passed that on to Housing Assistance Corps or to a realtor chosen by the owners. He said that it was his understanding that anyone that was eligible for the B-HOPP program ready buy list would be eligible for the purchase of a resale. He said that recently that HAC had not been able to find any families on their ready buy list and that in the effort to sell Tattler Circle that the Partnership and the Trust had been able to find eligible families by distributing flyers, locally and the surrounding towns.

Ms. Ross noted that also very important to the marketing effort was the placement of ads in the Multiple Listing Service which HAC has not done in the past nor has some of the realtors.

Mr. Horman said that because the Partnership was working with eligible families that the Partnership ought to take on the role of finding buyers for the resales. He said that one of the great benefits of the B-HOPP program has been that applicants have taken three important steps, going HAC, finding a lender, usually USDA and participating in the B-HOPP program. He said by taking these three steps, everyone he knows of has found a house as long as they could meet the eligibility requirements of the three agencies. He said that continuing the B-HOPP process will be important in the future for identifying eligible families for new sales as part of a lottery, for resales, and to be part of a lottery for new houses built now that Ms. Moore has gotten the nonconforming lot ordinance for affordable houses through Town Meeting.

Ms. Ross asked Mr. Horman and if it was his recommendation that the Partnership take on the role of finding a buyer for the upcoming resale properties.

Mr. Horman responded yes, that was his recommendation.

A general discussion occurred relative to the market conditions in Bourne and the lack of 'on the market', reasonably priced properties.

Ms. Ross said that it was her recollection that calls the Campbell from DHCP had informed that Partnership in the past that if the current affordable owner has a buyer in hand that the monitoring agent had to respect their rights to sell to the person they wished to, as long as they were eligible.

Horman said that while that might be the policy of DHCD that any his reading of the deed riders he did not believe that they required that arrangement.

A discussion occurred as to the fairness of not allowing the homeowner the choice of selling to a close friend or relative who is eligible since the house is their property.

Ms. Moore questioned whether this was contrary to the intent of the program.

Mr. Horman suggested that in building the B-HOPP ready buy list a fair housing process was followed.

Ms. Thurston suggested that if at a time of sale if there was no standing ready by list with eligible households on it that the Partnership might wish to forgo the right to find a buyer.

Ms. Ross noted that the action needed by the committee for the upcoming resale in the Pilgrim Pines area because the committee only had 30 days to decide if it wished to find a buyer.

Mr. Horman was asked what the actual the actual address of the property was, he said that in his memory he was intertwining a couple of different properties, but in essence in this case, the committee had only 30 days to respond and that the owner had indicated that they had a real estate agent representing them. But he had no indication that there was a buyer in hand, and that the property was a three-bedroom home in the Pilgrim Pines area.

Ms. Ross said that with the Partnership taking over the responsibility to find a buyer from the ready buy list that they would not be a need for a broker.

Mr. Hill moved that the Partnership retain the right to find a buyer for the upcoming resale of an affordable home.

The motion was seconded by Ms. Thurston.

The motion passed unanimously.

Mr. Horman advised the Committee that he was working with Elsa Campbell and DHCD on trying to develop a ready buy list for re-sales along with the marketing process with the two new houses that would be built at Adams Street and Shearwater Drive.

Ms. Ross introduced Attorney Paul Attea who was representing Chase Developers Inc. on their 230 Sandwich Road project.

Mr. Attea informed the committee that most of the information on the Partnership questionnaire had been filled out, but the financial data was not yet available but that he had hoped to have it available for the Zoning Board meeting.

Mr. Horman asked if he had plans of the project in a larger scale than his hand out.

Mr. Attea said he did not have those yet from the engineer.

Mr. Attea said that this particular project had been proposed originally about 2 years ago as a 40 B project with 32 units. He said that after much work with DHCD and an open dialogue with the Zoning Board of Appeals the project is now proposed for it 16 units, still as a 40 B project with four affordable units proposed. He continued that a number of changes have been made, including an agreement to remove the large garage structure and the single-family home foundation from the property. The brick wall at the entrance had been redesigned in coordination with the discussions with the Fire Chief to widen the entrance and to extend the wall to the south to improve access for emergency vehicles.

Mr. Hill asked Mr. Attea, what he thought the population of the complex would be.

Mr. Attea said that all of the units would be three-bedroom units, and that generally speaking, he would expect two to four people per unit.

Mr. Hill asked if the steep slope, coming off the site into Sandwich Road presented a potential hazard in the wintertime.

Mr. Attea said that they had been looking at this for two years, and that the original plan called for a grade of 13% and the current plan had improved the grade down to 11%. He said that the standard acceptable level was 10% without specific review of the situation. He said that the turn required at the driveway bottom required drivers to slow down, but also the presence of the brick wall would stop if vehicle from going into Sandwich Road, while possibly causing only a one vehicle accident at the wall.

Ms. Ross stated that since all of the units would be three-bedroom units, and therefore, be for families. there is some concern for where the recreational areas would be for the children. She said that there is a private-condominium complex to one side, and that you really do not want children crossing Sandwich Road for recreation.

Mr. Attea said that the original plan called for a swimming pool, but because of issues related to parking, operating expenses to the residents and liability, they've decided not to include a pool in the plan. He said that he recognizes that the back two thirds of the property does not offer recreational opportunities. He said that the front third of the property is relatively flat and could provide some recreation, while the upper two thirds will need to have significant efforts towards erosion control and therefore would not be available for recreation. He said that this development was safe and that it was buffeted by a residential community on one side and the open areas of the Upper Cape Regional Tech on the other side, and would be a dead-end street. He said that people within this project would have the same recreational opportunities of those in the other nearby densely developed areas such as Schooner Pass, except that the properties had Schooner Pass had their own private yards. He said that the reality is that the people buying in to this project would be experiencing condominium living.

Ms. Ross stated that the residents of Schooner Pass have their own recreation but also the ability to walk around throughout the complex. She said, the fact that this proposal calls for all three-bedroom units indicates that it would be larger families, who would be living there.

Mr. Attea said that not every family would be attracted to this development. He said some with very small children or those with an older child might be interested. He said that each of the units has a different site condition, and some would lend themselves for a small, affordable pool or sandbox. But he said that there is no public recreation area in the complex and that those looking for that would have to drive in a car, or, walk along Sandwich Road, which most people are unwilling to do. He said that frankly they have tried to figure out how to provide some recreational open space, but that this site just does not lend itself to that with out taking away from some other a safety feature. He continued that one of the recent discussions that they have had was related to how children will access the school bus and he felt that it is likely that the plan will call for children to access the bus at Sandwich Road. He said that the original plan call for some sidewalk area. This particular plan does not but he was under the impression that the ZBA will probably require some sidewalk area.

Mr. Horman asked if there was in place or whether it was planned for a crosswalk where the Upper Cape Tech driveway entrance came into Sandwich Road.

Mr. Attea said that there was not and that the large project planned for that area by Mr. Cubellis would have included a crosswalk and that the Chase Estates project would have been allowed to tie in with the Cubellis project but it did not appear that would be going ahead. He said that the estimate vehicle trips per day would be approximately 96 and that Mass. DPW had reviewed the project and were willing to provide a permit for a curb cut and did not see any issues. He said that there is plenty of ability to see in both directions along Sandwich Road at the proposed entrance to the site and that there was enough room for those coming from the north to take a left-hand turn into the site without holding up traffic behind.

Mr. Horman asked if anyone had addressed the question of how children, who wanted to walk to school would get across Sandwich Road.

Mr. Attea said that it was quite apparent that anyone who would buy into this project would be one who would be driving their children to recreation and school facilities.

Ms. Thurston asked if any of the units would be rentals.

Mr. Attea said that all of the units would be sales time and that due to the fact that there was so much site costs involved that they would have to sell the market rate units to make it economically feasible.

Ms. Ross asked what the market rate units would sell at.

Mr. Attea said that the original proforma called for sale prices of \$279,000 to \$299,000 but he thought that they may sell for more than that since the owner is likely to put in some features that would make them more valuable. He said that all of the units would be visitable from a handicapped accessible situation.

In response to questions by the Committee, Mr. Attea said that all of the units will have a first floor bedroom, that the recreation rooms would be heated and that while they have not specifically addressed the question of whether residents of the complex could use the outdoor facilities of the Tech school, he said that they certainly would have the same rights that any other resident of the town would have.

Ms. Ross expressed her concern at the ability to market even the affordable, not just the market rate units at that location, even though the garage under was a big plus.

Mr. Hill stated that while the garages were a plus, they were only one car garages and families today may have up to three cars.

Ms. Thurston asked about the visitor parking.

Mr. Attea said that the driveways are designed for 2 cars plus one in the garage. He said they met with the Fire Chief and he was not concerned with getting in but more getting it out. But he said the Chief was not concerned from a fire or safety point of view. He said building #2 would be moved back toward the lot line for better fire access. He said snow plowing and storage would require special conditions with a contractor.

Ms. Ross asked about the condo fee and a general discussion occurred about the State wanting the affordable condo fee to be the same as the fee for the market rate units and that would make the original affordable sale price lower.

Mr. Attea said he works with a number of condo boards, and that having an uneven formula for affordable and market rate units would cause a lot of problems among the owners.

Ms. Moore said that she had a lot of reservations on this project including the retaining walls, the slopes, and the lack of parking.

Ms. Ross said that she was really concerned about the families that would be living in these properties with very little recreational space on site.

Mr. Attea said that there are places in cities where the density is far far greater than in this project.

Ms. Ross stated, but that is not Cape Cod.

Mr. Attea stated that some families would really like the characteristics of this property and the low maintenance needed from owners in a condo project.

Mr. Horman and raise the question as to whether the affordable units that have retaining walls on their site might be switched to units not been affected by retaining walls.

Mr. Attea said that that would be a possibility if the Committee wanted it.

Mr. Horman asked whether it made any sense to have the affordable units be rental units.

There was a general consensus that that might present a difficult situation for selling the market rate units and the financing of the project and Mr. Attea said that he recalls that they did research that possibility and that it would not work.

Mr. Horman said that if this project were on a level lot some place with better access, that would be a great project, but he said his question was, how do you promote a project that is likely to have children of all ages that are going to be interested in going to the hockey rink across Sandwich Road and the schools half a mile down the road and the library on the other side of Sandwich Road and that where the only way that they could safely get there would be for the parents to drive them.

Ms. Moore pointed out that Canal Bluffs had a similar situation.

Ms. Ross pointed out, however, that at Canal Bluffs the Partnership required that the developer construct a roadway linkage to Clay Pond Rd where there was some shopping and other activities.

Mr. Horman pointed out that from the Chase Estates site that families with children would have to drive them to almost every activity other than using the facilities at the Upper Cape Tech and because of the danger of trying to get across Sandwich Road. The burden of having to own a second car, or to have a parent available to drive the children to the activities is a very significant financial burden on households of moderate income.

Mr. Attea said that the site has limitations for some people, but that 90% of households would be driving their children to activities anyway. He said he would not allow his children to cross Sandwich Road.

A general discussion occurred as to the danger of children on bikes, trying to leave the site.

Ms. Ross stated that she was concerned that the properties may not be able to be sold to affordable buyers.

Mr. Attea said that there probably would be a segment of the affordable buying public that wouldn't be interested and another segment that would be interested to buy these units because they met their needs during a particular period of time in their life and that he thought that there might be a growing group of people that did not need affordable housing before, but may need it now.

Mr. Horman asked the Committee if they thought it made sense to suggest that the option of renting some of the units would be an appropriate step.

Mr. Attea said that when the initial density of 32 units was proposed, it probably would've made some sense to rent some of the affordable units, but he did not think with only sixteen units that it made economic sense.

Ms. Ross stated that the Committee needed to draft a letter stating its views to the ZBA and that it might want to present these views for the letter while Mr. Attea was there.

Mr. Attea said that it probably was not necessary for him to participate, while the letter was being drafted, but that typically they would receive a copy of the letter prior to the ZBA meeting which was scheduled for June 30, 2010.

Ms. Thurston asked if the two parking spaces in addition to the space inside the garage, were side-by-side or behind each other.

Ms. Moore said that her recollection from the review of the larger plans that the parking spaces were in fact, side-by-side, but it was noted that one would be behind the parking space in the garage.

Ms. Thurston expressed concern about the availability of visitor parking.

Ms. Ross asked what would happen if some family decided to have people over to visit and they needed parking for their guest.

Mr. Attea said that that was one of the reasons why they had hoped to do some on street parking and that the street was 22 feet wide, but he said that was a condition of condominium living.

Ms. Moore noted that typically on street parking is allowed when the pavement is 24 feet wide.

The committee discussed how to phrase a letter to the Zoning Board on the Chase Estates project.

Mr. Hill moved that a letter he sent to the ZBA indicating that while the Partnership supports affordable housing, it does not support it at the expense of safety or the quality of life for the future occupants. Therefore, the Partnership cannot support the Chase Estates proposal for Sandwich Road because of the following concerns, lack of on site recreational areas and need to go off site for such activities; a lack of visitor parking for the units, particularly since all of the units are proposed to contain three bedrooms; the steep slope of the entry roadway; the danger for pedestrians crossing Sandwich Road to access offsite facilities; and its great concern that the affordable units will not be able to be sold successfully to affordable buyers.

Ms. Thurston seconded the motion and the motion passed unanimously.

Ms. Ross moved on to the next agenda item, which was the extension of the B-HOPP and GAP programs.

Mr. Horman said that there were a number of families that had applied to the B-HOPP Program, some in coordination with the Tattler Circles sale, that have not yet found a property, and that there appeared to be money that would still be available for them to use for assistance under these programs. He recommended that the families that have come in, be allowed to continue to be eligible for B-HOPP and GAP monies for another 90 days on a first-come first-served basis or until the money runs out.

Ms. Anderegg moved in favor of Mr. Horman's proposal. Mr. Hill seconded the motion and the motion passed unanimously.

Ms. Ross asked Mr. Horman if there were any other matters he wanted to cover.

He said just that he may need to buy a new laptop, because the hard drive needs to be replaced and that he had talked to Ms. Ross about the possibility of getting some part time help in setting up a filing system for him.

Ms. Ross reminded the committee members that they needed to get in their submissions for reappointment..

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

2011 JUN 10 AM 9 26

TOWN CLERK'S OFFICE

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, August 18, 2010
4:00 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Review Minutes of June 16, 2010 meeting
2. Status review of resale of 45 High Ridge Dr.
3. Status review of B-HOPP program and vote on extending deadline to November 30, 2010 for applicants to use remaining funding.
4. Review and vote on proposal to create a separate Ready Buyer List for purchase of deed restricted affordable properties as they become available for resale.
5. Discussion of subjects pertinent for the proposed Affordable Housing Coordination Meeting with the Housing Authority and Housing Trust and setting potential dates for the meeting.
6. Housing Specialist's Report
7. Other business to come before the board including preliminary discussions of site opportunities for affordable housing.

Thank you,

Susan R. Ross

2010 AUG 12 AM 11 34

BOURNE HOUSING PARTNERSHIP COMMITTEE
MEETING NOTICE

Date

Wednesday,
August 18, 2010

Time

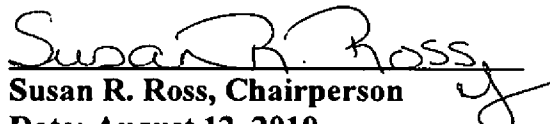
4:00 P.M.

Location

Bourne Housing Authority Office
Roland Phinney Housing Complex
871 Shore Road
Pocasset MA 02559

AGENDA

1. Approval of minutes of June 16, 2010
2. Status review of resale of 45 High Ridge Drive
3. Status review of B-HOPP program and vote on extending deadline to November 30, 2010 for applicants to use remaining funding.
4. Review and vote on proposal to create a separate Ready Buyer List for purchase of deed restricted affordable properties as they become available for resale.
5. Discussion of subjects pertinent for the proposed Affordable Housing Coordination Meeting with the Housing Authority and Housing Trust and setting potential dates for the meeting.
6. Housing Specialist's Report
5. Other business to come before the board including preliminary discussions of site opportunities for affordable housing.


Susan R. Ross, Chairperson
Date: August 12, 2010

cc: Town Clerk
Selectmen

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of August 18, 2010

Time: 4:10 p.m.

2010 SEP 31 AM 9 04

Location: Bourne Housing Authority Offices, 871 Shore Rd. Pocasset, MA.

TOWN CLERK'S OFFICE

Present: Sue Ross, Barbara Thurston, Coreen Moore, Al Hill, and Frances Anderegg.

Absent: None

Others present: James Snyder, Volunteer Financial Advisor and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the minutes of the June 16, 2010 meeting.

Ms. Moore moved that the minutes be approved. Ms. Anderegg seconded the motion, and the motion passed unanimously.

Ms. Ross introduced the first agenda item which was the resale of 45 High Ridge.

Mr. Horman said that this was the property that he was confused as to the actual address at the last meeting, but he knew that it was in that same area. He said that the Partnership is responsible for finding a buyer and that he went to the B-HOPP ready buy list which also included those who had shown interest in the Tattler Circle property. He said that he offered the resale property to the next in line from Tattler Circle, but they rejected it and he moved on to the next in line who had accepted it. The buyers have been approved by the US Department of Agriculture for a mortgage and it appears that the purchase and sales agreement will be completed shortly.

Ms. Ross stated that Mr. Horman should continue to look for a backup buyer because you never know what might happen.

Mr. Horman said that he had others in the ready buy list that he would follow-up on.

A general discussion occurred as to the importance of moving the sale process ahead quickly and identifying the back up buyer if necessary.

Ms. Ross moved onto the next agenda item, which was the status of the B-HOPP program and a vote to extend the deadline to November 30, 2010 for applicants to use the remaining funding.

Mr. Horman said that there was approximately \$155,000 left in B-HOPP, but that the program had officially ended on May 14, 2010. He said that the Partnership had already approved current applicants for an extension until the end of September. He said that in his discussions with Elsa Campbell at DHCD that she suggested that if the Town wanted to continue the B-HOPP program, she would suggest that they extend it to November 30 and send DHCD a letter stating that they wanted to extend it. Mr. Horman said that there are a few people eligible under the current program and a few that could be added as they received bank commitments. He said that he was seeking support from the Partnership to extend the program until November 30, 2010.

A discussion occurred relative to the need to go back before the Board of Selectmen, and Ms. Moore pointed out that since the program required the initial approval of the Selectmen then, she was convinced that it would have to go before them to extend it.

Ms. Thurston moved that the B-HOPP program be extended to November 30, and that the Partnership go before the Selectmen for approval for this action.

The motion was seconded by Mr. Hill and passed unanimously.

Ms. Ross moved on to the next item on the agenda, which was a proposal to create a separate ready buyer list for the purchase of deed restricted affordable properties as they become available for resale.

Mr. Horman said that in his conversations with DHCD that the idea of having a ready buy list of eligible buyers for re-sales seemed like a good idea if the town was experiencing a couple of re-sales a year, which appeared to be the case. He said he had discussed the idea of advertising for resales along with the sale of the new properties proposed for Adams Street and Shearwater Drive and that Janice Lesniak said that they could approve that subject to review of the ad itself. He said that DHCD had sent him a model of a similar program that he believed had come from the Town of Westwood and that he had edited it to fit the needs of Bourne and that he had provided the Partnership with a copy of that draft.

A general discussion occurred relative to the fact that the Bourne Housing Trust will be responsible for finding buyers in completing the fair marketing process for the Adams/Shearwater Project and would be paid for by the developer. He said it had been the developer's choice as to whether they wanted to use the Trust to complete the marketing, do it themselves or use another agent and therefore a dual marketing effort would need to be acceptable to them.

Mr. Hill said that as long as it was clear in the advertising that there were two separate lists, he can't understand why the developer would be in opposition to marketing this way.

Ms. Ross said that it would be both less expensive to do it this way and would generate more interest along with requiring less of Mr. Horman's time. Ms. Ross also noted that the deed riders on many of these properties provide only a short period of time to find a buyer, and there's a risk of losing the properties as affordable if a buyer is not found quickly, which this list would help to do.

Ms. Ross stated however that she did not like the title of the program because it suggested that every time a unit came up there would be a lottery, which he felt that would dissuade participation and she suggested the title of the program be called Guidelines For The Establishing A Ready Buy A List For The Resale Of Affordable Properties. She also suggested that the word "lottery" be taken out of the first sentence under the heading "Guidelines".

Ms. Moore asked why Mr. Horman had included the name of the affordable projects within the town in the document.

Mr. Horman said that the state wanted the projects to be listed as much as possible and he had tried to keep it broad and inclusive for anything that might come in.

Ms. Moore suggested that the paragraph be amended to be inclusive for all properties on the subsidized housing inventory list, and Ms. Ross suggested that that ordinance be amended to eliminate the words. Local Initiative Program (LIP) since all of the properties were not LIP properties, but that some were under 40b proposals.

A discussion occurred on the issue of priority for household size. Ms. Ross suggested the words for paragraph 3, to be "Priority will be given to household size which is appropriate for the number of bedrooms in the home" and to end there.

Ms. Ross said that in paragraph 8, the word "LIP" should be replaced with the phrase, "DHCD approved"

Ms. Moore suggested that paragraph 9 should begin as follows "Applicants must qualify under the Local Initiative Program guidelines both....."

The members discussed the first paragraph under Local Preference and agreed then in the second sentence, the word "awarded" should be changed to "offered"

The members discussed the remaining paragraphs under the local preference section and decided to leave them as they were in the draft.

The committee members decided that the word "churches" should be removed from the marketing and outreach section.

Mr. Hill moved that the program to establish a ready buy a list for the resale of affordable properties be approved as amended at the current meeting.

Ms. Anderegg seconded the motion and the motion passed unanimously.

Ms. Ross moved on to the next agenda item which was a discussion relative to the affordable housing coordination meeting with the Housing Authority and the Housing Trust. She said that the goal would be to have the topics ready for that meeting, and suggested that anyone who had a topic that they would like to have discussed and researched, that they should get in touch with her or Mr. Horman.

Ms. Thurston, informed agreement group that she and Mr. Horman had discussed the date of September 22, 2010 at 9:30 a.m. at the Housing Authority offices for the joint meeting which appeared to be acceptable to all.

Mr. Hill said that one subject he'd like to see researched was abandoned and vacant housing.

Ms. Ross asked Mr. Horman to present his report.

He informed the committee that 1 Tattler Circle had been sold and he said that he had been in touch with Kate Racer about the lack of response on the part of the state relative to the five units removed from the subsidized housing inventory list. She had suggested that the group send another letter similar to the one that what had been sent the past winter. Mr. Horman suggested that the Partnership and the Housing Authority petitioned the Selectmen to send a letter to the Governor.

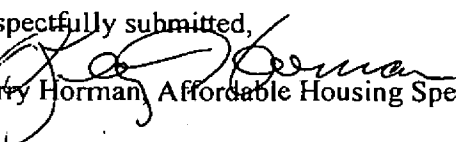
It was generally agreed that one more attempt to proceed with a letter between the housing groups and DHCD would be made with Mr. Horman drafting a letter for the review of Ms. Ross, Ms. Moore and Ms. Thurston before it was sent. Also, it was agreed that a copy of the letter would go to Mr. Guerino and to Ms. Racer.

Ms. Moore said that under the agenda item of other business she would like to discuss the Hoxie School and the site of the former Waldorf School which was planned to be discussed at a joint meeting of the Board of Selectmen and the Conservation Commission since both sites offer some potential for affordable housing.

Ms. Thurston noted that there were some discussions that the Housing Authority might want to utilize the Hoxie school site rather than the site adjacent to the Sagamore fire station because of the economies of scale at the biggest site can and because funding for larger projects is more available. She said that the Sagamore fire station site might lend itself for single-family houses by the Housing Trust.

Ms. Moore said that she was able to forward an electronic copy of the reports on the school buildings.

There being no further business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

To: Selectmen's Office

2011 JUN 10 AM 9 26

From: Sue Ross

TOWN CLERK'S OFFICE

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, September 15, 2010
4:00 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Review Minutes of August 18, 2010 meeting
2. Status review of resale of 45 High Ridge Dr.
3. Update on return of units to SHI list
4. Discussion of an Accessory Dwelling Unit Ordinance
5. Discussion of annual goals and objectives
6. Housing Specialist's Report
7. Other business to come before the Committee including a Joint Meeting and site opportunities for affordable housing.



Thank you,

Susan R. Ross

Bourne Housing Partnership meeting
Wednesday, September 15, 2010
2010 SEP 10 PM 3:22 PM **Bourne Housing Authority offices**
TOWN CLERK'S OFFICE Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Review Minutes of August 18, 2010 meeting
2. Status review of resale of 45 High Ridge Dr.
3. Update on return of units to SHI list
4. Discussion of an Accessory Dwelling Unit Ordinance
5. Discussion of annual goals and objectives
7. Suggestions and discussions of potential sites for affordable housing.
8. Housing Specialist's Report
9. Discussion of future agenda items
10. Agern


Susan R. Ross
Chairman 

Bourne Housing Partnership
Minutes
Meeting of September 15, 2010

Time 4:10

Location: Roland Phinney Housing Complex, 871 Shore Road, Pocasset

Members present: Corrine Moore, Barbara Thurston, Al Hill, Susan Ross

Non member present: James Snyder

Absent: Frances Anderegg

2011 JUN 10 AM 9 27

TOWN CLERK'S OFFICE

Ms Ross asked if there were any comments on the minutes.

Ms Thurston moved that the minutes be accepted, Mr. Hill second the motion and the motion passed unanimously.

Ms Ross stated that the resale at of 45 High Ridge was proceeding well. USDA had approved the loan and sale should close in October. Mr Hill inquired as to why the first couple on the BHOPP list did not want the property. Ms Ross replied that it was too small. Ms Thurston inquired as to the current Buyer and was told that it was a policeman in town.

Ms Ross stated that Mr. Horman received a letter from Tina Brooks of DHCD informing our committee that the 6 units taken off our affordable list have been reinstated. Ms Ross said that she felt it was due to the efforts of the team from our committee, Paul Ruchinskus and Karen Sunnaborg who made the trip to Boston to plead the case. Barbara Thurston agreed that this was a great achievement.

Ms Ross started the discussion about the Accessory Dwelling Bylaw. She said that Mr. Horman had done some research into Barnstable's by law and reported that the requirement is that the landlords are given a list (3 at first) of tenants. They could then do a check of these people and reject any tenant that they felt did not qualify. They would need to have sufficient reason to reject the tenant. Ms Ross stated that we had not presented this bylaw to Town Meeting previously because we thought the landlords had no choice and had rent their unit to the next tenant on the list of qualified tenants.. Kerry had mentioned that in Barnstable the landlords seemed to like getting names to choose from. Mr. Hill inquired about the amnesty part for in-law apartments. Ms Moore mentioned that the in-law apartment loses its "permit" if the in-law moves out. With the Accessory Dwelling By- law, they might be able to apply for the unit to be a legal rental.. Ms Moore mentioned that this might be hard to do if 40B is rejected at the November state elections. Discussions on the 40 B aspect ensued. Ms Ross stated that she would ask Kerry to email the last revision of our draft accessory Dwelling Bylaw before our next meeting and at that time we would review it.

Ms Ross stated that we need to discuss our goals for this fiscal year. When each town's housing group, establishes what their goals are, the chairperson of each committee will meet to discuss their goals as a group . Ms Moore thought that we should have more educational seminars and let people know what we do. Mr. Hill thought that we should do it at town meeting. Ms Moore stated that she thought we should do something on the community channel. We reviewed the goals of the Bourne Housing Needs Assessment to see which of those goals we need to concentrate on. We discussed our main goal should be to maintain and retain our affordable count. It takes time and effort to monitor and retain our affordable units.

Al Hill wanted to discuss using CPA funds for rehabing houses and making them affordable. The committee discussed that CPA could not be used for this purpose

Ms. Ross asked if we wanted to do another BHOPP program - MS Thurston stated that we should rely on Kerry's opinion for that decision. Ms Ross suggested that we finish this one and then next year consider rewriting after seeking Mr. Horman's advice.

Ms Thurston asked about the Hoxie and Coady School. Ms Moore stated that the meetings concerning these building were postponed while engineering studies were being conducted. Ms Thurston was interested in finding out from the structural engineers about the feasibility of converting Hoxie to 50-60 units for the Authority.

Ms Moore stated that maybe we should discuss a block grant to use to rehab homes whose owners needed assistance. She had talked to Mr. Guerino and found that no grants were being submitted this year so we could do it. The committee agreed that this would be a great goal. Mr. Snyder stated that people who needed funds to "create" their accessory dwelling might be able to use this grant money.

Ms Thurston inquired about the proposed project on Perry Avenue. Ms Moore said the area received the designation of a growth center zone and got the regulations changed at the Cape Cod Commission to do what needed to be done. The biggest hurdle now was to designate the off set for this density. Mr. Hill inquired about the assisted living across from the Veterans Memorial Building. Ms Moore gave an update on that. The Perry Avenue projects appears to be on hold.

Mr. Horman called during the meeting and said that we can't use HUD money for Accessory Dwelling because we couldn't use it in our count of affordable units. He also said that we only have until early December to submit the application for a block grant. He also agreed that we will just extend the BHOPP to finish with current applicants before discussing a new program.

The committee discussed getting Hoxie for the purpose of affordable housing. Ms Moore discussed the idea of selling the building with a RFP that includes affordable housing. The town would get the money from the sale and the additional affordable unit counts.

Ms Ross summarized our goals: 1. Maintaining and preserving current affordable housing inventory; 2. Pursuing the Accessory Housing Bylaw 3 working on a block grant for housing rehab. 4. conducting a affordable housing education seminar.

Motion to adjourn was made by Ms. Thurston and seconded by Mr. Hill. The motion was passed unanimously. Meeting was adjourned at 5:10PM

Respectfully submitted
Susan Ross

2011 JUN 10 AM 9 26

TOWN CLERK'S OFFICE

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, October 20, 2010
4:00 PM Bourne Housing Authority offices
Roland Phinney Housing Complex
871 Shore Road, Pocasset

Agenda

1. Review Minutes of September 15, 2010 meeting
2. Status review of resale of 45 High Ridge Dr.
3. Review of October 19, 2010 agenda items from Selectmen's meeting concerning the Housing Partnership's Ready Buyer list and extension of the BHOPP program..
4. Discuss and plan for submission of a Block Grant for a housing rehab program and request for approval to conduct a "wind shield survey" of housing conditions in the Buzzards Bay target area for the grant application
5. Housing Specialist's Report
6. Discussion of future agenda items

Thank you,

Susan R. Ross

Meeting Notice
Bourne Housing Partnership

2010 OCT 15 AM 11 57

TOWN CLERK'S OFFICE:

[Committee] Bourne Housing Partnership

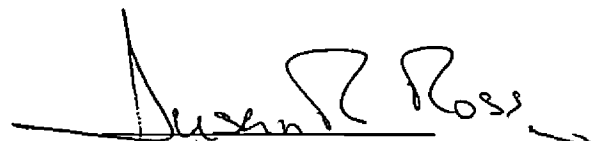
Date: Wednesday, October 20, 2010

Location: Bourne Housing Authority Office
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559

Time: 4:00 p.m.

AGENDA

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2. Status review of resale of 45 High Ridge Drive.
3. Review of October 19, 2010 agenda items from Selectmen's meeting concerning the Housing Partnership's Ready Buyer list and extension of the BHOPP program.
4. Discuss and plan for submission of a Block Grant for a Housing rehab program and request for approval to conduct a "wind shield survey" o housing conditions in the Buzzards Bay target area for the grant application.
5. Housing Specialist's Report
6. Discussion of future agenda items.


Susan R. Ross

Meeting Notice
Bourne Housing Partnership
2010 OCTOBER AMENDED

Committee: ~~TOWN CLERK'S OFFICE~~
Bourne Housing Partnership

Date: Wednesday, October 20, 2010

Location: Bourne Housing Authority Office
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559

Time: 4:00 p.m.

AGENDA

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2. Status review of resale of 45 High Ridge Drive.
3. Review of October 19, 2010 agenda items from Selectmen's meeting concerning the Housing Partnership's Ready Buyer list and extension of the BHOPP program.
4. Discuss and plan for submission of a Block Grant for a Housing rehab program and request for approval to conduct a "wind shield survey" of housing conditions in the Buzzards Bay target area for the grant application.
5. Discuss ballot question concerning 40B Affordable Housing law.
6. Housing Specialist's Report
7. Discussion of future agenda items.


Susan R. Ross

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of October 20, 2010

Time: 4:10 p.m.

Location: Bourne Housing Authority
871 Shore Rd.
Pocasset MA

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TOWN CLERK'S OFFICE

Present: Sue Ross, Coreen Moore, Al Hill, and Barbara Thurston

Absent: Frances Andereg

Others present: James Snyder, Volunteer Financial Advisor and Kerry Horman, Affordable Housing Specialist.

Ms. Thurston moved that the minutes of the September 15, 2010 meeting be approved.

The motion was seconded by Mr. Hill and the motion passed unanimously

Ms. Ross asked Mr. Horman to update the Committee on the 45 High Ridge Drive resale.

Mr. Horman said that the resale is scheduled for the following day, and that the applicants were using the US Department of Agriculture loan and would be recording the universal deed rider.

Ms. Ross moved to the next item on the agenda, which was the review of the proposals to the Board of Selectmen to develop a resale ready by list and to extend the B-HOPP program. She said that she and Mr. Horman along with Mr. Walsh of the Affordable Housing Trust attended the meeting and that the Selectmen approved all of the items on the agenda, along with the submission of the local action unit application by the Trust for the Adams Street and Shearwater Drive projects.

Ms. Ross moved down to item 5 of the agenda, which was to discuss the ballot question relative to MGL 40B. she said that Bourne Affordable Housing Trust had approved a press release encouraging voters to vote no on ballot question number two, which would preserve 40B and she asked Mr. Horman what he thought his understanding was of what the Trust thought might be the next step.

Mr. Horman stated that it was his understanding that the Trust was hoping that a joint statement of the Partnership and the Housing Authority supporting the continuation of MGL 40B might be appropriate for a press release.

Ms. Thurston stated that earlier in the day the Housing Authority had decided not to issue a statement.

Ms. Ross asked if the Committee wished to take a position on this issue.

Ms. Moore moved that the Partnership joining the Housing Trust in support of preserving MGL 40B

Ms. Thurston seconded the motion and the motion passed unanimously.

Ms. Ross asked Mr. Horman if there was anything in his monthly report that he'd like to cover before the Committees discussed the community development block grant.

Mr. Horman said that the one thing he did want to note to the Committee was that he was working with Elsa Campbell at DHCD to come up with a strategy to lessen the incredible paperwork tied to the Local Action Unit Application process that had just been brought before the Selectmen for the Adams Street Shearwater Project. He said he had hoped to accomplish one of two things. Either to create a fill in the blanks application that might be very fat but would only require a little bit of work for each project; or to utilize the format of the recent submission as a program submission, similar to what was done with B-HOPP, which would reduce the paperwork for each submission.

Ms. Ross moved on to the discussion and plan for submission of a community development block Grant program and the request of the Housing Specialist to conduct a windshield survey of housing conditions of the Buzzards Bay target area as part of the necessary work items under a block grant application.

Mr. Horman provided the Committee with an overview of how the Community Development Block Grant program generally operates and the typical ways in which housing rehabilitation programs are generally structured.

Mr. Hill asked if the money provided to the homeowner under a housing rehab program needed to be paid back.

Mr. Horman said that that depended on the program designed by the town, but generally, there is a 15 year period of time in which each year the amount of principle that needs to be paid back is reduced by 1/15, and generally during that 15 year period of time there are no monthly interest or principal payments.

He said, if someone sold the house one year after the rehab had been done, they would pay back 14/15 of the loan, but if they kept the house for more than 15 years they would pay nothing back when they sold the home.

Ms. Ross asked what would be done with the money that was paid back.

Mr. Horman said that that would be considered program income that could be utilized for of a wide variety of community development eligible activities but how the program income would be utilized would be something that was included in the block grant application.

Mr. Horman continued that the philosophy of the block grant program is to concentrate a comprehensive series of programs into a small targeted area to have maximum effect which over a few years would revitalizing that neighborhood.

Ms. Thurston said that as she understands it the block grant funds are federal funds that are funneled through the state on a competitive basis to the towns. She asked, how much money was involved.

Mr. Horman said that the maximum amount that they could apply for was \$1 million, and that he did not know what the total amount that the state had for this purpose was but he said he could find that out. Mr. Horman pointed out that the State wanted to make sure that anything is presented to State can be defended according to a real need to do the project and that in fact it can be carried out successfully over an 18 month period time. He said that one of the issues before them was whether or not, a survey necessary to determine the level of slums and blight within the downtown could be completed in time to include a storefront facade and signage program in this application. He asked Ms. Moore, if she had any further progress in determining whether it could be done in time or not.

Ms. Moore said that she had completed a survey like this 10 years ago, but in her conversations with the State, it appeared that a great deal more work is necessary now than had previously been required. While she still has some hope that by reducing the area of the portion of the downtown that would be targeted for the storefront facade work that she might be able accomplish it, it was looking less and less possible. She said that if it was determined to be not feasible to complete the survey for this year, it was possible

that the town could include a request for funds within the submission to complete the slums and blight survey during the following year.

Mr. Horman said that the Downtown Steering Committee was very supportive of the idea of getting his storefront facade and signage program going.

Mr. Horman said that he was working with Ms. Moore and the Planning Department to put together a strategy to do housing conditions survey. He said that they estimated that there are approximately 800 houses in the target area and that his son, who is an actuary, is helping him to do a valid statistical sample of the housing. He said he has a format to determine whether properties were in fair, poor, or good condition from one of the towns who had been successful in receiving funding.

A general discussion occurred relative to doing a windshield survey, as well as how protect the privacy of homeowners by using a code identification method.

Ms. Moore suggested that maybe DHCD has any accepted version of determining what is poor, fair, good, and excellent from a window survey.

Mr. Horman said he could check with the towns that actually put these together to see how they defined the categories. He said that the State has given him four different applications to review has models to follow and while at this point, he should be able to view the four applications on the State website, he could only view one that the State has given him access and while he should be able to be writing a grant on the States website that had not been completed by the State yet, even though he had submitted the necessary approvals to be designated as the grant writer. He said that he was hoping that these things would be completed shortly. He said that in the meantime, he had been able to obtain documents from Wareham, Northfield, and Fairhaven and that the contacts there had been extremely helpful in providing him with sample documents quickly by fax or e-mail.

Mr. Horman said that his strategy was to work with Ms. Moore and Ms. Riggs of the downtown steering committee to be able to include in the Community Development Strategy document that have been done recently, that are ongoing, or that are planned for the near future in order to give a comprehensive view of what was happening in the target area. He said that he may use the Fairhaven model for the basis of his writing, but utilizing all of the planning documents that have been approved locally as the source for the activities necessary to be done over the next three to five years in the target area.

Ms. Moore suggested that once Mr. Horman had from his son how many units were needed to be surveyed statistically than the list of units could be drawn up and they could determine how many volunteers would be necessary to complete the project.

It was generally agreed that once Mr. Horman had data as to how many units it would be necessary to survey he would schedule a training session and a time to begin the survey.

Mr. Horman said there was one other aspect of this that he would like to inform the Committee about. He said that he hoped to submit to the Trust a proposal to utilize some funds to hire a housing rehab specialist to work on a town-wide basis with a housing rehabilitation program that the USDA had for people of less than 50% of median income. He said that they have both a grant and alone, but they find that people have difficulty putting together the bidding process and the spec writing and the USDA would very much like to cooperate with Bourne in putting the program together.

Ms. Ross suggested that the committee meet in a week to develop a strategy for the housing conditions survey.

Ms. Moore suggested that town hall would be the place to meet at around four o'clock since it would give them access to the facilities and information at her office.

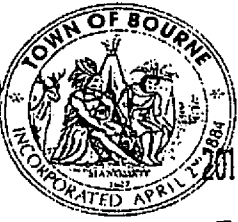
Ms. Ross reviewed the upcoming meeting schedule and there being no further business, she asked if there was a motion to adjourn.

Mr. Hill moved that the meeting be adjourned. Ms. Thurston seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist



2010 OCT 22 AM 9 14

TOWN CLERK'S OFFICE

BOURNE, MASS

Bourne Housing Partnership meeting
Wednesday, October 27, 2010 / 4:00 PM
Bourne Town Hall – Upper Conference Room
24 Perry Avenue, Buzzards Bay



AGENDA

1. Work and training session to perform requirements for the completion of the application for the Block Grant
2. Discussion of future agenda items
3. Adjourn


Susan R. Ross
Chairman

S. R. Ross
Chairman

Bourne Housing Partnership meeting
Thursday, October 28, 2010
3:30 PM Bourne Town Hall
2nd floor conference room

Agenda

1. Consideration and vote to support efforts to acquire consulting assistance for the writing of the Block Grant for housing rehab.
2. Work and training session to perform requirements for the completion of the application for the Block Grant
3. Discussion of future agenda items


Susan R. Ross

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TOWN CLERK'S OFFICE
BOURNE, MASS.



BOURNE HOUSING PARTNERSHIP

2010 OCT 27 PM 1 52

TOWN CLERK'S OFFICE
BOURNE, MASS.

You are Invited to a

Community Development Strategy Public Meeting

There will be a public meeting on Thursday, **November 4, 2010 at 7:00 p.m.** at the Bourne Memorial Community Building, 239 Main St. Buzzards Bay MA, to provide information and receive public comment on the Town's Community Development Strategy including:

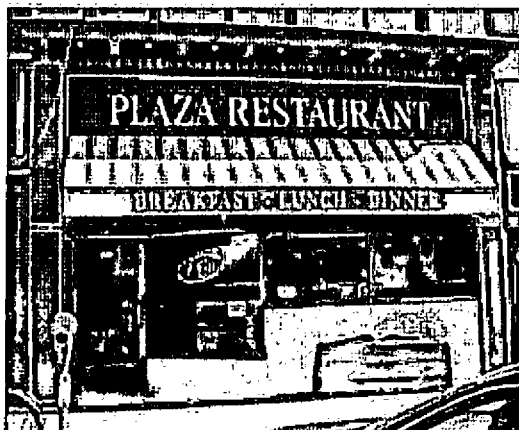
- housing rehabilitation
- storefront façade and signage

If you are a homeowner or business owner you may qualify for special grants!!

- transportation
- infrastructure improvements
- social services
- economic development
- identifying potential target areas for eligible community development activities
- improvements to public housing facilities and other public facilities and services

Citizens are encouraged to attend the informational meeting and give their thoughts and ideas.

Town of Bourne
Bourne Housing Partnership



**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of October 28, 2010

Time: 4:10 p.m.

Location: Bourne Town Hall, Second Floor Conference Rm
24 Perry Ave Buzzards Bay, MA.

Present: Sue Ross, Coreen Moore, Al Hill, and Frances Anderegg .

Absent: Barbara Thurston .

Others present: Sharon Gay, Consultant and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked Mr. Horman to update the Committee on the community development block.

Mr. Horman said that approximately 6 weeks ago in the Committee had voted to pursue a community development block grant in order to institute a housing rehabilitation program. He said that the program was hoped to include a housing rehabilitation segment, funding for renovations to Continental Apartments and a store front façade and signage program for downtown Buzzards Bay. He said that he and Ms. Moore had worked together on this and it became very clear to both of them that they needed help with the project and that it was unlikely that a store front façade program could be included because a new study needed to be done in order to designate the downtown as an area with significant slums and blight. He said there just was not enough time to complete the work necessary for that type of program by the deadline of December 10, 2010. Mr. Horman is said that once he realized it was going to be absolutely critical to have a consultant on board, he attempted to contact Ms. Gay but also contacted Karen Sunnarborg, who had worked on a number of projects for the Housing Partnership, Peter Sanborn, who work's as a community development consultant for the town of Wareham, and Alice Boyd who was a successful community development consultant to a number of communities on the lower Cape. In each case, the consultants felt that the amount of work required would be too much work for their available time and that there was too short a period of time for them to be helpful. Ms. Sunnarborg said that she really felt that other consultants were more attuned to this type of project than she. She said she normally charges \$100 an hour for her consulting services. Mr. Sanborn said that normally the cost to do a slums and bright survey could be anywhere from \$15,000 to -\$40,000 depending on the size of the target area.

Mr. Horman continued that in his search for a consultant and discussions with the State that Ms. Gay was continually recommended to him. However, he was unable to contact her since she had been on vacation during this period time. He said that upon her return she had informed him that she had not planned to take on the job of writing another community development block grant proposal this year, but since it was for her hometown of Bourne, and that she had had a chance to rest while on vacation that she would consider taking on the project on. Mr. Horman said that he and Ms. Gay had worked together approximately 30 years earlier in Attleboro, and that he learned then to have complete confidence in her. He said that she trained two persons under her to handle the program and financial compliance aspects of the community development block grant and that during his tenure of seven years in Attleboro that there never was a negative finding in either the financial or program aspects of the block grant program, and he attributed that to Ms. Gay's work. He said that as he sought to find a consultant that her name had come up with the highest recommendations, and that in the past community development block grant application round, she had gone 3 for 3, representing communities that were statistically less competitive than Bourne.

Ms. Moore said the issue that needed to be solved was where the money would come from to pay for the consultant. She said that potential sources of funds were was some old Small Cities money, DRI

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TOWN CLERK'S OFFICE

money, money from other sources at the Cape Cod Commission, CPA funds, and maybe monies from the Bourne Affordable Housing Trust.

Ms. Ross introduced Ms. Gay to the Committee and asked her to tell them a little about the block grant process and her experience.

Ms. Gay said that she had been working in this field for approximately 30 years and that she had worked with the towns of Bourne, Wareham, Falmouth, and many others. She said that Wareham is what they call a mini entitlement program, which is pretty much guaranteed funding but that Bourne was a CDF 1 and had to compete with other communities on the annual basis. She said that the previous year, she was able to get funding for three communities that were designated as CDF 2 which means they were in a group of towns that had to compete for a smaller amount of money and were less competitive than Bourne. She said, normally, that she has about six months to put together an application, but in this case there was only about six weeks available.

Mr. Hill moved that the Partnership support the effort to hire a consultant to assist the Town in writing and applying for a Community Development Block Grant and to seek to obtain funding of \$8,000 for that purpose. The motion was seconded by Ms. Anderegg and had passed unanimously.

Ms. Moore said that the next step would be to complete a windshield survey with the purpose of demonstrating the need for housing rehab within the target area. She said that she believed the best way to do it would be to have Mr. Horman and a member of her staff to actually do this survey and that the members of the Partnerships serve as drivers.

Ms. Ross asked how many houses needed to be surveyed.

Ms. Moore said that she was advised that about 25% of the houses would be acceptable and since they were 800 houses proximately in the target area that about 200 houses should be surveyed. She said that an appropriate way to do this would be to select some streets and do the entire streets rather than a true random sample of houses within the entire block in an area. She said that the block grant target area had been divided up into five sections, and that she had already identified the streets and was working on getting information on the individual houses on the streets.

A general discussion occurred as to the methodology of doing a windshield housing conditions survey.

Mr. Hill asked when the windshield survey should be done.

Ms. Moore said that a good deal of preparation needed to go into the Thursday night public forum to be held on November 4, and that may be the following morning, Friday, November 5 would be an appropriate time to start the survey.

It was agreed that the volunteers would meet at nine o'clock on Friday, November 5 at 9:00 a.m. to begin the survey.

Ms. Gay gave an overview of the community development block grant process and said that one of the functions of the Partnership could be to help design a housing rehab program which can take a number of forms she said the goal should be for livable and safe houses, not "House Beautiful"

Mr. Horman said that the typical standard is "HQS" which is HUD's standard and the same one that houses under the B-HOPP in a program must reach.

Ms. Anderegg asked why he the public should be helping people, who are not maintaining a properties when other people are working hard to keep their properties maintained? She also asked whether they should be required to pay it back or not.

Ms. Gay said that part of the program design would be determined whether or when not the money would be paid back, and if to be paid back, how it would be done.

Mr. Hill pointed out that by fixing up houses that are deteriorated, it helps everyone in the neighborhood.

Ms. Moore also pointed out that the people who would receive the benefit have to qualify by income, just the way they do for other programs such as B-HOPP.

Ms. Anderegg said she understands now that it isn't for everybody but it is for people that are of lower income.

Ms. Ross pointed out that a lot of the people in the target area are older people that are living on Social Security and cannot afford to fix their properties. She said that's a group that really needs help.

Ms. Gay noted that there are number of program details, they would need to be worked out over time such as the payback schedule, if any.

Mr. Hill asked how someone would get on the list to begin with.

Ms. Gay said that its likely that the program could do 15 to 17 units over the 18 months of the program with a maximum of \$30,000 per unit or a \$35,000 if there is lead abatement involved. She said that the process could begin with a lottery or just a first come first serve process.

Mr. Horman noted that the figure of \$30,000 and \$35,000 with lead is the State's guideline.

Ms. Gay pointed out that the State does not want to fund projects where the funds sit around unused, and since this process is so competitive, that in addition to the windshield survey to determine the need on a general basis, they very much want to see that there's an actual waiting list of prospective participants in the housing rehab program. She said that an effort must be made to get pre-applications from a number of people in the target area.

Ms. Ross asked how many pre-applicants that Ms. Gay thought she would need on this project.

Ms. Gay responded that she would like about 40 but it least 30 would be important. She said that she has done this process more than 30 times and there are a number of tools that can be used, but she said the biggest problem we have is time. She said one affective tool is to work through the Council on Aging. Also, she said it would be very valuable to have the pre-applications available at the meeting on November 4.

Mr. Hill asked about how people will know about the target area.

Ms. Gay responded that the pre-application should have a map of the target area with it, but in addition to that, she noted that under emergency situations, up to 20% of the funds can be used outside of the target area. Also, she noted that Mr. Horman was trying to put together a project with the US Department of Agriculture that would help people below 50% of median income who live outside the target area as well. She said there are also a number of ancillary programs for energy and other purposes that could be tied in to make the housing rehab money go as far as possible.

Ms. Ross pointed out that one of the programs that the town had been very interested in was the storefront façade program. She said that she understood that because some survey work needed to be done that can't be completed prior to getting in this application in, that a façade program would not be submitted this year. She asked if within the grant, monies could be found to complete it for the next submission.

Ms. Moore said that she believed that over the next year that the survey work necessary could be completed in-house and be ready for submission the following year.

Mr. Hill said that the main problem with the downtown is the vacant buildings and why would you want to fix up a building that has no tenet.

Mr. Horman pointed out that the State will not allow you to do this on a speculative basis, so, either the building would have to be occupied or under some form of secure lease to be occupied.

Ms. Anderegg said that the lead issue is a very important one, and that she would hope that households with children under six might have some type of priority, if there was lead in the house.

Ms. Gay said that those were the types of details that would need to be discussed at future meetings.

Ms. Gay moved on to the next item to be included in the block grant, which was Continental Apartments. She said that it was her understanding that the Housing Authority needed approximately \$200,000 to complete renovations to the roof.

Ms. Gay provided the Committee with a draft outline of the financial aspects of the grant proposal based upon \$200,000 for Continental Apartments plus, architectural and administrative fees, 17 housing rehabilitation units averaging \$30,000 per unit and necessary administrative and program expenses and she estimated the total grant to be in the neighborhood of slightly over \$900,000.

Mr. Hill asked how all of this would be administered.

Ms. Gay said there are a variety of ways to do it. It could be done all in house with a local government employees; it can all be done by outside consultants, or a mix of the two. She said these were some of the things that need to be worked on over the next few weeks.

Ms. Gay explained some of the operating procedures that are typical of housing rehabilitation programs and the general financial aspects of the program.

Mr. Hill asked about auditing and overseeing of the financial activities.

Ms. Gay said that the State would periodically be auditing the program and that internal financial controls would be set up. She said that draw downs were done on a monthly or quarterly basis and not per activity, but based upon estimates of how much money would be needed for that month.. She said there is a separation between the cost of personnel and administrative expenses that are directly tied to a project such as housing rehab and that which is general administration of the whole program.

Ms. Ross reviewed the upcoming meeting schedule and there being no further business, she asked if there was a motion to adjourn.

Mr. Hill moved that the meeting be adjourned. Ms. Anderegg seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

Town of Bourne
Affordable Housing Partnership

Notice of Public Meeting

Community Development Strategy

2011 JUN 10 AM 9 26
TOWN CLERK'S OFFICE

The Town of Bourne, Affordable Housing Partnership will hold a public meeting on Thursday, November 4, 2010 at 7:00 p.m. at the Bourne Memorial Community Building, 239 Main St. Buzzards Bay MA . The purpose of the meeting will be to provide information and receive public comment on the Town's Community Development Strategy including identifying potential target areas for eligible community development activities including but not limited to housing rehabilitation, storefront façade and signage, transportation, infrastructure improvements, social services, economic development , and improvements to public housing facilities and other public facilities and services.

The Town wishes to encourage local citizens to attend the informational meeting, where any person or organization wishing to be heard will be afforded the opportunity.

Town of Bourne

Bourne Housing Partnership

**Bourne Housing Partnership Committee
Public Forum
for**

**Community Development Strategy
November 4, 2010**

Minutes

Bourne Town Hall, Buzzards Bay MA 02352

Attendance:

Kerry Horman, Affordable Housing Specialist
Sharon Gay, STG Consultant Service

Frances Anderegg
Albert Hill-
Coreen Moore
Sue Ross
Barbara Thurston

Member(s) of the Press: Diana Barth, Bourne Enterprise

Guests: (see attached sign in sheet)

List of Documents

- Town of Bourne Community Development Strategy FY2011 - (7 pages)

Meeting called to order
7:00 pm

Ms. Moore presided over the meeting. She introduced the Committee Members and proceeded with a presentation.

The purpose of the meeting will be to provide information and receive public comment on the Town's Community Development Strategy including identifying potential target areas for eligible community development activities including but not limited to housing rehabilitation, storefront façade and signage, transportation, infrastructure improvements, social services, economic development, and improvements to public housing facilities and other public facilities and services.

Ms. Moore, read the list of proposed community development priority projects as follows:

1. Rehabilitate older housing stock in need of code compliance and energy conservation by continuing the housing rehab program
2. Promote affordable housing and smart growth
3. Storm drainage improvements

4. Sidewalk reconstruction and roadways including ADA compliant sidewalk improvements
5. Acquires/reuse Brownfield properties for future use
6. Construct new police station and Department of Public Works facility
7. Systematic replacement of outdated sewer pipes and distribution system
8. Create additional affordable housing through use of accessory apartments in nonconforming parts
9. Create more attractive pedestrian environment in the downtown
10. Develop a storefront and signage improvement program
11. Transportation options for low and moderate income residents
12. Rehabilitation of senior housing complex "Continental Apartments"

Target Area Description: located in the village of Buzzards Bay beginning at the Cohasset Narrows bridge running along Main Street to Lincoln Ave north to the intersection of Lincoln Ave and Puritan Road, then runs along the south side of Puritan Road to Head of the Bay Road south to Finch Lane, south on Route 25 to the Belmont Rotary east to the Bourne Bridge Approach, south along the right of way of the Bourne Bridge, then west along the bank of the Cape Cod Canal to Academy Drive then to Tower Lane, north along the shoreline, and back to the Cohasset Narrows Bridge. The target area includes the downtown core along Main Street, which at one time was a bustling retail area, however has had significant decline due to the connection of Route 25 to Route 195 and the separation of the business district from the residential district by a bypass road that was built as a temporary solution, but has literally fenced off the residential neighborhood, leaving only one central connecting point. Also included in the target area are over 800 residential units with a majority located north of the Buzzards Bay bypass.

Town of Bourne Community Development Strategy FY2011 (7 pages) – Planning Context, Highest Priority Issues, Planning Documents and Activities, Strategic Action Plan, Sustainable Development Principles and List of Community Development Projects reviewed briefly.

Community-Based Planning Requirement. The DHCD seeks to fund projects identified through meaningful, public community-based planning and priority setting processes. All applicants and participants must have engaged in a community-based planning process and be able to demonstrate project consistency with a Community Development Strategy, that must be included in the application.

DHCD will evaluate submitted Community Development Strategy to determine adequacy. DHCD will use the following four (4) criteria to make this determination. The CD Strategy must:

- Describe the manner in which a community has identified and will accomplish projects and activities.
- Conclude with a list of projects and activities in order of priority in which community plans to undertake
- Identify geographic target areas

- Document that a CD Strategy and its priority lists were discussed at a separate public forum, held at least two (2) months prior to submission of a CDBG application.

The storefront and façade program will not be included in this application but hopefully be included next year. The focus this year is proposed to be on a Housing Rehab Program and the Continental Apartments, which is managed by the Housing Authority.

Housing Rehab Program – Kerry Horman

Typically maximum Housing Rehab Loan Grant is \$30,000 based on Statutes and guidelines. If lead paint is found, this number could go up to \$35,000. The Program is designed to not have a monthly payment. Each year (15 year term total), 1/15 of the principle would be reduced from that debt and if the current owner resides there for 15 years, there is no payback. This is designed to bring a house to a safe and livable condition (up-to-code), not house beautiful. There is no payback unless property is sold.

Applicant is required to have at or below 80% median income. Town would hire a Housing Specialist to do inspection, bid write up, and review bids. The staff will assist applicant with the application process and construction process (including lead paint inspection, write ups, scope of work with cost estimates). Homeowner can select a qualified bidder other than the low bid contractor but the homeowner must make up difference).

If there are many applicants, some may have to come back for the second round. This is needs to be a community effort because of the highly competitive nature of the application. By filling out a pre-application, the applicant demonstrates there is need and interest but homeowner is not forced to participate.

Between 15 17 units could be expected to be completed over an 18-month period. The Block Grant Program was started back in the early 70's, but is new to Bourne. Two qualifications are living in the Target Area and meeting income thresholds. Work done will alleviate code violations including upgrading the roof, electric, plumbing, windows, lead paint, ADA improvements.

Even if applicant is outside target area, there will be potential to work on an emergency basis with up to 20% of funds. The application needs to demonstrate need and demand but also the Town's ability to implement the program. There can be different levels of funding mechanisms for owner occupants and investor owners. 50% + of renters have to meet income guidelines and investors could be allowed up to \$30,000 per unit.

Continental Apartments – Barbara Thurston

Acquired by Bourne Housing Partnership in 1965. Roof was last worked on in 1984. Patchwork to the roof has been done. Partnership hired a structural engineer a year ago and report stated it is a structurally sound building.

In addition to roof repairs electrical upgrades are needed costing \$100,000 (Bourne CPA funds have been set aside),and deck and railing repair to address code violations will require \$65,000 from Housing Authority assets. An architect reviewed the roof. There is an allowance for sheathing under the roof. Funds requested for the roof includes, soffets, gutters. The energy costs from heat escaping from the roof are substantial and the work will help the Housing Authority to reduce heating costs.

Conclusion

The Town hopes to include storefront next year.

An additional Public Hearing on the Application will be held on 11/17/10.

If the Town is awarded funds and able to start Program, they will reach out to contractors to inform on them of the opportunity to bid on work for the homeowners.

Member of the public, Julie Keene, questioned if Program will allow for a partial rehab on a home if the rehab cost was too high.

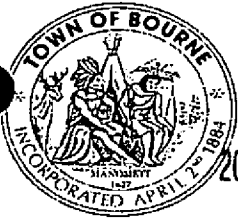
Ms Gay said that if it made sense to put more money into the home, the Program could reach out to banks to get a higher amount of money to make it work if there is enough equity and good credit.

Members of the public were encouraged to fill out applications. Application is also on the Town website.

Meting adjourned at 7:50 pm.

Respectfully submitted,
Lisa A. Groezinger, sec.

Edits by K Horman



2010 OCT 29 AM 9 42



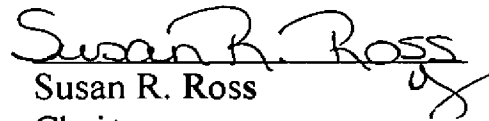
TOWN CLERK'S OFFICE

BOURNE, MASS.

Bourne Housing Partnership meeting
Friday, November 5, 2010 / 9:00 AM
Bourne Town Hall – Upper Conference Room
24 Perry Avenue, Buzzards Bay

AGENDA

1. Review and vote on minutes from meetings of October 28, 2010 and October 20, 2010
2. Work session for the application for the Community Development Grant Program for Housing Rehab
3. Begin the Windshield Survey required for the Community Development Grant Program for Housing Rehab.
4. Discussion for future agenda items
5. Adjourn


Susan R. Ross
Chairman

Date: October 29, 2010

2011 JUN 10 AM 9 26

TOWN CLERK'S OFFICE

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Friday, November 5, 2010
9 AM Bourne Town Hall
2nd floor conference room

Agenda

1. Review and vote on Minutes from meetings of October 28, 2010 and October 20, 2010
2. Work session for the application for the Community Development Grant Program for Housing Rehab.
3. Begin the Windshield Survey required for the Community Development Grant Program for Housing Rehab.
4. Discussion for future agenda items.

Thank You,

Susan R. Ross

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of November 5, 2010

Time: 4:10 p.m.

2011 JUN 10 AM 9 26

Location: Bourne Town Hall, Second Floor Conference Rm
24 Perry Ave Buzzards Bay, MA.

TOWN CLERK'S OFFICE

Present: Sue Ross, Coreen Moore, Al Hill, Barbara Thurston, and Frances Anderegg .

Absent: None

Others present: Sharon Gay, Consultant, Dody Atkins- Perry and Kerry Horman, Affordable Housing Specialist,

Ms. Ross asked if there was a motion on the October 20, 2010 minutes.

Ms. Thurston moved at the meeting minutes for October 20, 2010 be approved

Ms. Anderegg seconded the motion in the motion passed unanimously

Ms. Ross asked if there was a motion on the minutes of November 28, 2010.

Ms. Anderegg moved that the minutes be approved as submitted.

Mr. Hill seconded the motion and the motion passed unanimously.

Ms. Ross asked Ms. Gay to update the committee on the status of the Community Development Block Grant application.

Ms. Gay said that she had worked on the budget after meeting with Ms. Thurston at which time she had had an opportunity to speak with the engineer from DHCd that was working on the Continental Apartments roof specs. She said that the total application would be in the low of \$900,000 range. She added that the information she needed from the engineer should be available in time for the December application deadline.

Ms. Moore said that she had been working on the Community Development Strategy which was presented for comment at the November 4 Public Forum. She distributed 5 packages for the windshield survey of housing conditions in the target area that she and Ms. Atkins Perry had worked on for the Committee.

It was generally agreed that the deadline for submitting the completed applications and returning them to the Planning Office was November 16. The Committee further agreed that once the other business of this meeting was completed that the Committee members would meet at Old Bridge Road to practice use of the forms provided for the survey.

Ms. Gay asked the Committee members to provide her with guidance on a number of program questions, including the following:

Eligibility. The Committee agreed that both owner occupants in investor owned properties should be eligible. As long as the owner occupants were below 80% of median income and that at least half of the tenants in the investor owned properties under eight units would lower or moderate income persons. They determined that all owner occupants under 80% of median income should receive the same deferred

payment loan program with 0% interest, no monthly payment and the principal reducing by 1/15 of the total principal each year for 15 years. Also, it was decided that the maximum loan should follow the DHCP guidelines of \$30,000 per unit and up to \$35,000 if lead paint had to be removed.

Ms. Thurston asked about the policy of allowing homeowners to do the work themselves.

Ms. Gay said they had DHCD recommends against doing as and her experience is that she is in agreement with DHCD. She raised the issue of how investor-owned properties might be approached.

The Committee thought that in the case of investor-owned properties that the program should be 50% of the cost of the project up to the maximum per unit limit allowed for owner occupants.

Ms Anderegg voiced her concern about the importance of removing lead in both owner-occupied and rental properties.

Ms. Ross suggested that when calculating the deferred loan to investor owners that the program should be willing to pay for up to 100% of the cost of the lead removal rather than on a 50-50 basis for the remaining work. The Committee generally agreed.

Ms. Gay said that she would work on a formula to reflect Ms. Ross's recommendation.

A discussion occurred relative to whether it applicants should be selected on a first come first serve basis or based upon a lottery. After the general discussion in which the benefits and disadvantages of both approaches we discussed, it was agreed that the process should be implemented on a lottery basis.

Ms. Gay noted that DH CD allows for up to 20% of the total housing rehab monies to be used outside of that target area on an emergency basis.

The Committee was in general agreement with using 20% of the funds outside of the target area on emergency basis, and it was agreed that the Committee members would think about what the definition of emergency basis would be for discussion at the next meeting.

It was agreed that the next meeting would be held on November 16, 2010 at 4 p.m. to continue the work on the program design of the Block Grant and to review the new information developed by that time.

A public hearing on the Block Grant was also decided to be held on November 17 at 6 p.m. at the down stairs conference room of the town hall.

The Committee took a brief break to re-convene at Old Bridge Road to practice the use of the housing conditions survey form.

The Committee reconvened in Old Bridge Road and practiced the use of the housing conditions survey form, reviewing for houses as to the characteristics of what would be considered poor, fair and good condition.

The Committee in general agreement as to the method for the housing survey and there being no further business, Ms. Thurston moved that the meeting be adjourned.

Ms. Anderegg seconded the motion and the motion passed unanimously.

The meeting was adjourned at Old Bridge Road at 10:50 a.m.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

2011 JUN 10 AM 9 26

TOWN CLERK'S OFFICE

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting

Tuesday, November 16, 2010

4:00PM Bourne Town Hall

2nd floor conference room

Agenda

1. Review and vote on Minutes from meetings of the November 4 Public Meeting and the November 5, 2010 Bourne Housing Partnership Meeting
2. Work session for the application for the Community Development Grant Program for Housing Rehab.
3. Review of Windshield Survey required for the Community Development Grant Program for Housing Rehab.
4. Report of the Affordable Housing Specialist
5. Discussion for future agenda items.

Thank You,

Susan R. Ross

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of November 16, 2010

Time: 4:10 p.m.

Location: Bourne Town Hall, Second Floor Conference Rm
24 Perry Ave Buzzards Bay, MA.

2011 JUN 10 AM 9 26
TOWN CLERK'S OFFICE

Present: Sue Ross, Coreen Moore, Al Hill, Barbara Thurston, and Frances Anderegg.

Absent: None

Others present: Sharon Gay, Consultant, Dody Atkins- Perry, Bourne Planning Dept., James Snyder, Volunteer Financial Advisor, and Kerry Horman, Affordable Housing Specialist,

Ms. Ross said that in reviewing the November 4, 2010 minutes she noted that the title of the meeting should actually be a Public Forum for the Community Development Strategy since this was not a regular meeting of the Housing Partnership.....

Ms. Gay pointed out that the minutes should reflect the fact that Ms. Moore had read aloud the priority projects from the Community Development Strategy at the forum.

There was general agreement and it was decided that the minutes would be revised for the next meeting.

Ms. Ross moved on to the minutes of the November 5, 2010 Partnership meeting.

Ms. Moore noted some errors, which were corrected.

Ms. Thurston moved that the minutes of the November 5, 2010 minutes be approved as amended.

Ms. Anderegg seconded the motion in the motion passed unanimously.

Ms. Ross asked if Ms. Moore and Ms. Gay would give the Committee an update as to how the housing condition windshield survey was progressing.

Ms. Moore said that the survey sheets from all of the volunteers were in and that Ms. Atkins Perry should have the data collated by that Thursday. She had also informed the group that an 800 piece mailing was sent out the previous Friday with the pre-application form and pertinent information. She said a number of calls had come in and that she was "time and date" stamping the pre-applications as they came in.

Ms. Ross asked if there had been any attempt to contact in downtown landlords.

Mr. Horman said that he and Mr. Hill had been in touch with a number of downtown property owners and it seemed to be a good deal of interest.

Ms. Moore said she had heard from at least one landlord that owned a number of properties that has shown some interest in the proposed program. She said that issues related to floodplain regulations may arise.

Ms. Gay informed the committee that assistance in that payment of floodplain insurance to properties that are renovated could be an eligible expense and might be done by a pre-payment for a year or more.

Ms. Gay said she would like to have the Committee's view on the investor own properties part of the program. She reminded the Committee that at the last discussion it was decided that 50% of the cost of renovations, up to \$30,000 would be offered through the program with the exception of expenses for removal of lead paint, which would be subsidized up to 100% , still with a maximum of \$30,000.

Ms. Gay asked if the Committee felt it would be appropriate to have a specific set aside for investor owned properties.

Ms. Ross suggested that investor owned properties on Main Street would have the greatest impact on visually revitalizing the downtown and she thought that a set-aside of two or three units might be appropriate.

Ms. Anderregg noted that there may be a large demand for this activity and may be more than two or three that would be interested.

A general of discussion occurred and it was agreed that four units would be the appropriate number for a separate lottery for the investor units on Main Street from Belmont Circle to Memorial Circle.

A discussion occurred as to how long the money for the investor-owned property should be held as a set aside and the consensus was that between six months and 12 months was the appropriate range and the Committee settled on reserving the investor owned funds for nine months.

The Committee was in agreement that the investor owned aspect of the project was very important because Main Street was an excellent location for affordable housing, that rehab would help revitalize one of the most rundown sections of the community, and that there appeared to be interest on the part of landlords.

Ms. Gay moved on to the question of the design of the emergency repairs provision of the housing rehab program. She referred the committee to a draft emergency housing repair policy, prepared by Ms. Moore and after discussion by the Committee, the group agreed on two changes. The first being that the examples of ineligible roof repairs that the term "home owner negligence" be removed and an additional bullet item should be added, which would be that repairs to inoperable septic systems, water supply and wells, be eligible as last resort funding with verification of need by appropriate town inspectors.

Ms. Gay next addressed the management plan for the Block Grant. She said that the only official applicant can be the Board of Selectmen of the Town and they would sign the grant agreement. Other than that, she said that Town would need to demonstrate to DHCD that it has the ability to effectively implement the program and that there are a number of different management formats that communities have used successfully. She identified the various positions and their responsibilities that would be needed to implement the program and explained how part-time consultants or town employees might be used to implement the program. She also explained the step-by-step process that someone applying for a housing rehab grant would go through.

Ms. Moore indicated that because there was a hiring freeze, that it was most likely that part-time consultants would be the best way to implement the program.

It was generally agreed that the input of the Town Administrator should be sought as to whether the community development program clerk should be hired as an outside contractor or be part of the duties of a town employee.

A general discussion occurred as to the various agencies and groups that might be interested in supporting the Community Development Block Grant program and provide a letter of support or commitment. All were reminded of the public forum on the Block Grant on November 17.

There being no further business, Ms. Thurston moved that the meeting be adjourned.

Ms. Anderegg seconded the motion and the motion passed unanimously.

The meeting was adjourned at 6 p.m.

Respectfully submitted,


Kerry Horman, Affordable Housing Specialist

Meeting Notice Bourne Housing Partnership

Committee: Bourne Housing Partnership
Date: Tuesday, November 16, 2010
Location: Bourne Town Hall
2nd Floor Conference Room
Time: 4:00 p.m.

AGENDA

1. Review and vote on minutes from meetings of the November 4 Public Meeting and the November 5, 2010 Bourne Housing Partnership Meeting.
2. Work session for the application for the Community Development Grant Program for Housing Rehab.
3. Review of Windshield Survey required for the Community Development Grant Program for Housing Rehab.
4. Report of the Affordable Housing Specialist
5. Discussion for future agenda items.
6. Adjourn


TOWN CLERK'S OFFICE
2010 NOV 12 AM 11 50
Susan R. Ross

**Bourne Housing Partnership
Public Hearing
for
Community Development Block Grant Application
November 17, 2010
Bourne Town Hall, Buzzards Bay MA 02352
Minutes**

Attendance: Frances Anderegg (Resident), Coreen Moore (Resident), Susan Ross (Resident), Barbara Thurston, James Snyder, Sharon Gay(Resident) STG Consultant Service, Kerry Horman, Affordable Housing Specialist

Meeting was called to order at 6:10 pm

Ms. Gay provided two handouts to all present and provided copies for the file. The handouts were a Project Description of the Continental Apartments, Roof and Gutter Replacement and the Housing Rehabilitation Program Project Description.

There was a general discussion focusing on the investor owned housing rehab section of that program, and there was general support that 50% of the financing be provided towards a project with the same maximum per unit as the single-family house program with the exception of the removal of lead paint for which 100% would be financed up to the maximum and that a 15 year rental agreement must be executed.

Ms. Moore, Town Planner, presided over the meeting. She read the notice of the meeting which said:

"The Bourne Housing Partnership Committee will hold a public meeting on November 17, 2010 at 6:00 PM in Conference Rooms A and B, lower level at the Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA on the FY 2011 Massachusetts Department of Housing and Community Development Application.

The proposed application may include but is not limited to the Bourn Housing Rehabilitation Program and improvements to the Continental Apartments located at 8 Head of the Bay Road and owned by the Bourne Housing Authority. Both projects are located in the Buzzards Bay Community-Fund Target-Area. Any person or organization wishing to be heard will be afforded an opportunity to speak. If unable to attend the public hearing, comments may be forwarded to the Town of Bourne, Office of the Town Planner, Bourne Town Hall, 24 Perry Ave Buzzards Bay, Mass. 02532 and must be received no later than 4 p.m. on November 17, 2000.

The public is encouraged to attend, participate in or comment on the project. (Published November 5, 2010)"

There being no further comments, the hearing was adjourned at 6:25 pm.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

George

TOWN OF BOURNE
Bylaws

Trustees of the Bourne Veterans' Memorial Community Center and Trustees of
Soldiers Memorials

ARTICLE 1: NAME OF ORGANIZATION

Section 1: Name

The name of the organization shall be Trustees of the Bourne Veterans' Memorial Community Center and Trustees of Soldiers Memorials.

Section 2: Board of Trustees

1. The Board of Trustees shall serve without pay and consist of six (6) trustees.
2. Trustees shall compose of the Chairman of the Board of Selectmen, and five members elected by the town in the same manner as other town officers, three of whom shall be veterans and two of whom shall not be veterans of any war.
3. Terms are for three (3) years.
4. Any vacancy occurring shall be filled for the unexpired term by the remaining members at the next regular meeting.
5. The Trustees shall elect a Chairman, Vice-Chairman, Secretary and Treasurer annually after the annual Town Elections.
6. The Chairman shall preside at all Trustees meetings; the Vice-Chairman shall assume the duties of the Chairman in case of the Chairman's absence; the Secretary shall be responsible for the minutes of the Trustees, keeping all minutes in a minute book, sending copies of the approved minutes to all Trustees and filing a copy with the Town Clerk's Office; and the Treasurer shall keep record of the Trustees budget and prepare financial reports as needed.

7. Executive Session minutes, upon approval of the Trustees having called the Executive Session, shall be sealed in an envelope labeled with the name of the Board of Trustees, 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 Trustees.

Section 3: Meetings

1. Regular meetings shall be held on the last Tuesday of each month.
2. Special meetings may be held at any time when called for by the Chairman or a majority of Trustees.
3. Agendas shall be posted and provided at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, the Trustees shall post notice as soon as reasonably possible prior to such meeting.

Section 4: Voting

1. (a) A majority of Trustees constitutes a quorum. (b) In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority vote.

Section 5: Conflict of Interest

1. Any Trustee who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Trustees, of such nature that it prevents or may prevent that Trustee from acting on the matter in an impartial manner, will offer to the Trustees to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on same.

Section 6: Duties and Responsibilities

1. The Trustees shall have the care, custody and control of the Veterans' Memorial Community Center in accordance with Article 1 of the May 12, 2003 Special Town Meeting; to have charge and control of the

construction of any such soldiers memorials, and to have custody and care thereof after its construction.

2. The Trustees may make such rules and regulations relative to the use of said memorials as they deem necessary as promulgated by Massachusetts General Laws, Chapter 41, Section 105, as amended, the Town of Bourne Bylaws and Town of Bourne Charter.

Section 7: Revision and/or Amendment to Bylaws

Bylaws may be amended or revised by a 2/3rds vote of the Board of Trustees at a duly posted Trustees Meeting.

Section 8: Parliamentary Law

1. All questions or orders shall be decided Robert's Rules of Order, a handbook of Parliamentary Law, except as otherwise provided by statute, Town Bylaws and the Town of Bourne Home Rule Charter.

**Bourne Veteran's Memorial Community
Building**

239 Main Street

Trustee Meeting

Tuesday, May 25, 2010

4:30 PM

Open to the public

2010 MAY 21 AM 11 53
TOWN CLERK'S OFFICE

Bourne Veteran's Memorial Community Building Trustee Meeting

2010 SEP 29 PM 1 34
May 26, 2010

TOWN CLERK'S OFFICE.

Called to order by Chairman Joe Carrara

Present: Chairman Joseph Carrara, Trustee Ray Parrott, Trustee George Sala, Selectman John Ford, Building Director Lisa Plante, Trustee Joseph Sheehy, James Mulvey, Kathleen Donovan

Missing: Trustee Charles Noyes

Trustee George Sala reported April 27, 2010 minutes was not available for approval that this time.

Directors Report

Lisa reported that the fire alarm system's motherboard was blown and was sent out for repair

Old Business

Discussion on the Town Counsel ruling on the care and custody of the building

Discussion on the Trustees responsibilities and Bylaws

New Business

Chairman Joseph Carrara added a new name and repaired two misspelled names to the Veteran's wall

Trustees set a meeting for June 8, 2010 to discuss the Trustees responsibilities and to draft some bylaws for a future meeting with Town Administrator Thomas M. Guerino

Meeting adjourned at 6:05 pm

Respectfully submitted,
George M. Sala

July 27th (Tue)
Trustee Candidates interviews

**Bourne Veteran's Memorial Community
Building**

239 Main Street

Trustee Meeting

Tuesday, June 8, 2010

4:30 PM

Open to the public

2010 JUN 4 PM 11 36
TOWN CLERK'S OFFICE
BOWNE, MASS.

Bourne Veterans Memorial Community Building Trustee Meeting

June 17, 2009

Meeting called to order at 4:37 pm

Present:

J. Carrara

R. Parrott

G. Sala

L. Plante

J. Sheehy

J. Parsons

2010 SEP 29 PM 1 33
TOWN CLERK'S OFFICE
BOURNE, MASS.

Joe Carrara-Voting on positions

Motion for a vote for Co. Chair, second, R. Parrott selected.

Motion for a new position as a Liaison to Chairman J. Carrara, second, G. Sala selected.

Motion for a vote for Secretary, second, Lisa Plante selected.

May 26, 2009 minutes approved.

J. Parsons-Correspondence

Red Top letter dated May 26, 2009 regarding the Spring Striper Derby thanking the town and the food pantry for their support. The derby was a great success.

Bills-

Phone: \$23.22

Casey Industries: \$40.00

New Maintenance schedule is being updated when Jim Parsons retires.

Marcel Marineau has re-inspected the roof and found no leaks, no water found in the gym. We will need full town support from Police, Fire and DPW during the time between J. Parsons' retirement and the hiring of a new Building Manager.

G. Sala-

Skateboard Park open. Fence surrounding Skate Park is beginning to lift up. Kids from other towns are using Bourne Skate Park. Vandalism because of unsupervision is a continuous problem. DPW fixed dugout. DPW installed a protective net above playground area.

New Business-

Jim Parson's retirement party, July 23, 2009 at Mezza Lunna. Tickets are \$35. per person. See Sandy Bickery for tickets.

Meeting adjourned at 5:20 pm

**Bourne Veterans Memorial Community Center
239 Main Street**

Buzzards Bay, MA. 02532

2010 JUN 18 PM 1 43

TOWN CLERK'S OFFICE

BIDDER KOS

Veterans Memorial Center Board of Trustees

Date: June 22, 2010

Time: 4:30 PM

AGENDA

CALL MEETING TO ORDER:

REVIEW AND APPROVE PREVIOUS MINUTES:

April 27, 2010

May 26, 2010

DIRECTOR'S REPORT:

DISCUSSIONS:

- 1. Bourne Parade Committees request to have Community Center open for the July 4 Parade**
- 2. Discussion on responsibilities of Building Trustees and Building Director**
- 3. Discussion on filling the vacancy spot on the Board of Trustees**

OLD BUSINESS

NEW BUSINESS

Bourne Memorial Community Building Trustee Meeting

June 22, 2010

Call to Order by Chairman George Sala, 4:30pm

Members present- Joe Carrara, Ray Parrott, George Sala, Charles Noyes, Director Lisa Plante.

Absent- John Ford

Minutes of meeting of 4/27/2010 presented for approval. Minutes moved for vote and approved by members.

Minutes of 5/26/2010 presented for approval. Minutes moved for vote and approved by members.

Directors Report-

Chairman Sala informed members that the fire alarm has been repaired and inspected.

In regards to the leaks from the roof, the fault has been located in the area of the HVAC units, and that a meeting will be held with the Town Administrator to move forward with repairs. Also, the front pillars need repairs as they have been damaged. This has also been forwarded to the Town Administrator for action.

Discussion was held regarding the process to fill the trustee vacancy. As of this date three letters of interest have been received. A public notice will run in this week's Bourne Courier announcing the vacancy. It is hoped that on July 27th meeting, a selection can be made to fill the vacancy.

Motion made to accept report as given, voted to accept.

Old Business-

Discussion held regarding the by-laws as presented by Ray Parrott. By Laws were reviewed by members present and possible changes discussed. It was suggested that working groups be established to discuss the various areas of the by-laws.

New Business-

A request has been made by the Bourne on the 4th of July Parade Committee to have the lobby of the community building open to the public during the duration of the parade. Of primary concern was the availability of the restrooms for the public. Whereas Director Plante was unavailable to open the building, a request was made to see if anyone else might open the building. Police Chief Baldwin who was present, volunteered to perform his duties at the Community Building, thus allowing the building to be open.

Next meeting is scheduled for July 27, 2007 at 4:30pm.

Adjournment

The meeting was adjourned at approximately 5:30pm

Respectfully submitted,

Charles K. Noyes

TOWN CLERK'S OFFICE
2010 JUL 28 PM 3 26

Town of Bourne
Bourne Veteran's Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

Lisa Plante, Building Director

Office: 508-759-0650

Fax: 508-759-0655

Trustees Meeting
Tuesday, July 27, 2010
4:30 pm

Location: Bourne Veterans Memorial Community Building


Agenda

1. Approval of past meetings minutes
2. Director's Report
3. Selection of new trustee
4. Discussion on gym roof repair
5. Video surveillance system
6. Purchase of miscellaneous items for Community Building
 1. Baby Changing Tables in restrooms
 2. Bicycle racks
 3. Door mat cleaning service
7. Discussion of need for custodial assistance
8. Discussion and approval of Policy Proposals

Old Business

New Business

Adjournment


Chairman, George M. Sala

TOWN CLERK'S OFFICE
2010 JUL 23 AM 10 47

Bourne Memorial Community Building Trustee Meeting

July 27, 2010

Call to Order by Chairman George Sala, 4:30pm

Members present- Joe Carrara, Ray Parrott, George Sala, Charles Noyes, Selectman John Ford, Director Lisa Plante.

2010 SEP 29 PM 1 33

Minutes of meeting of 6/22/2010 presented for approval. Motion to approve by Joe Carrara, seconded and voted to approve, one abstention.

TOWN CLERK'S OFFICE

Minutes of 6/29/2010 presented for approval. Motion to approve by John Ford, seconded and voted to approve.

BOURNE

Directors Report-

Director Plante reported that the glass table top has been repaired, courtesy of Falmouth Glass. A letter will be sent to Brian Sundquist thanking him and the company for the repair.

Lisa also reported that the memorial bricks have been installed.

Motion made to accept report as given, voted to accept.

Selection of New Trustee-

Chairman Sala reported that four persons had submitted letters of interest for the open trustee position. Letters were received from Earl Baldwin, James Murray, Jr., James Stowe, and Gary Loring. All four were invited to attend today's meeting. Present were Earl Baldwin and James Stowe. Both candidates gave a brief presentation of their military service, community residency, past and present community service, and their vision of serving as a Trustee. Paper ballots were prepared by Chairman Sala and distributed to the five voting trustees. The election resulted in four votes cast for James Stowe and one vote for Earl Baldwin to fill the vacant trustee position.

Discussion of Roof repair-

Director Plante presented copies of the inspection report prepared by Flagship Roofing and Sheetmetal Company. At issue is whether the material used has failed or the installation was improper. Lisa reported that the contractor has been helpful in attempting to resolve the matter. The Town Administrator has authorized a \$1,875 repair order.

Video Surveillance system-

Discussion was held, led by Lisa Plante, regarding the need for additional and/or improved surveillance cameras for the building. Areas of concern are inside the right side hallways, the right outside of the building, the left outside parking area, and improved coverage to the rear of the building. Lisa will seek cost proposals and a system layout for a future presentation.

Purchase of Miscellaneous items-

1. Discussion was held regarding the purchase and installation of baby changing tables. Approximate cost is \$500 each, with the exact number needed to be determined by Lisa.
2. Discussion was held regarding the need for bicycle racks outside the building. Lisa and George will evaluate the number and placement of any racks. It was discussed that there may be unused bicycle racks at one of the closed school building. This will be scouted out.
3. Door mat cleaning service- postponed for future discussion.

Discussion of need for custodial assistance-

Trustees discussed the need to have a fill in or relief custodian to fill in for vacations, absences, or other situations. A formal request will be made to the Town Administrator to have a line item for this in future budgets.

Discussion of Policy Proposals-

Postponed until August Meeting.

Adjournment

Motion to adjourn made by Chairman Sala at approximately 5:35pm, voted to adjourn

Respectfully submitted,

Charles K. Noyes

Minutes for July 27, 2010 meeting:

Trustees voted and approved the minutes. 5-0

Director's Report:

Lisa Plante advised the Trustees that she located the warranty for the Community Centers roof and Flag Ship repaired the leak under the warranty.

Lisa Plante and Chairman informed the Trustees that the new Human Resource person will be located in the Community Center.

The Community Center will be going wireless.

Board of Trustees Bylaws:

The Trustees felt they should call Policies and Procedures instead of Bylaws.

All Trustees agreed and voted to approve name change. 5-0

Section 1: Name approved

Section 2: Board of Trustees

Item 1: OK

Item 2: OK

Item 3: Should read "Terms are three (3) years staggered"

Item 4: Should read "Any vacancy occurring shall be filled for the unexpired term by the remaining members within Thirty (30) days"

Item 5: Should read "The Trustees shall elect a Chairman, Vice Chairman, and Secretary annually after the annually Town election"

Item 6: Remove everything after Town Clerks office"

Item 7: Ok

Page 3

Section 3: Meetings

Item 1: Ok

Item 2: Ok

Item 3: Ok

Section 4: Voting

Item 1: Ok

Item 2: Ok

Section 5:

Item 1: Ok

Section 6: Duties and Responsibilities

Item 1: Ok

Item 2: Ok

Section 7: Revision and/or Amendment to bylaws

Item 1: Ok

Section 8:

Item 1: Ok

6. Maintenance Budget

Lisa talked about cost of inspections needed each year that come out of her budget that add up to approximately 14,000.00 a year

Lisa also informed the Trustees that the deadline for articles for Town Meeting are September 10, 2010

Trustees asked Lisa to get prices on repairing columns, drains and downspouts, surveillance equipment, changing tables for restrooms, a part time Custodian and bike racks. Trustees asked George Sala and Lisa Plante to put it together.

Meeting adjourn a 5:22 PM.

James F. Stowe
Respectfully Submitted,

George M. Sala

2010 AUG 2 PM 1 29

TOWN CLERK'S OFFICE
B. J. KEENE

July 30, 2010

Dear Barry Johnson, Town Clerk,

On Tuesday July 27, 2010, the Bourne Veterans Memorial Community Center Board of Trustees voted to have James Stowe fill the vacancy vacated by former Trustee Joseph Sheehy, term expiring in 2012.

Sincerely,



George M. Sala

Cc: Thomas Guerino, Town Administrator

Dave 8/3/2010

Bourne Veteran's Memorial Community Building Trustee Meeting

June 29, 2010

Called to order by Chairman George M. Sala

Present Joseph Carrara, Trustee Ray Parrott, Chairman George Sala, Selectman John Ford, Building Director Lisa Plante, Earl Baldwin, James Mulvey, Town Administrator Thomas Guerino

Missing: Trustee Charles Noyes,

Meeting called to order at 5:35 pm

Directors Report

Lisa reported that the gym roof was leaking again and she would be meeting with a contractor to discuss repairs

Old Business

None

New Business

Town Administrator Thomas M. Guerino discussed a draft proposal for the Trustee's responsibilities and duties of the Bourne Veterans Memorial Community Center.

Trustees will discuss the draft at July's meeting

Meeting adjourned at 6:05 pm

**Respectfully submitted,
George M. Sala**

2010 JUL 28 PM 3 26
TOWN CLERK'S OFFICE
BOURNE, MASSACHUSETTS

Town of Bourne
Bourne Veteran's Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532

2010 AUG 27 PM 1 32

Bourne Veteran's Memorial Community Center Trustee Meeting
Tuesday, August 31, 2010
4:30 pm

AGENDA

1. Public Comment
2. Approval of July 27 Meeting Minutes
3. Review of new trustee by-laws
4. Notification of the Human Resource Director's Office that will be located in the Community Center Computer Room.
5. Discuss the creation of an article for Special Town Meeting on Oct. 25, 2010 regarding a Community Center Preventative Maintenance Budget.
6. Adjournment

BOURNE MEMORIAL BUILDING TRUSTEE MEETING

August 31, 2010

Called to order by Chairman George Sala at 4:30 PM

Members present: George Sala
Joe Carrara
Ray Parrott
James Stowe
John Ford, Selectman Chairman
Lisa Plante, Director

Missing member: Charles Noyes

Public Comment: Earl Baldwin advised the trustees that the last trustees' election was a violation of the open meeting law. Baldwin stated the violation was that the trustees failed to sign the paper ballots and failed to turn them into Town Clerks office.

John Ford called Town Clerk Barry Johnson and was advised by Mr. Johnson that the ballots were not turned in to his office.

Paul Gately asked how the Town Clerks office was notified that Trustee James Stowe was elected. Chairman advised Mr. Gately that he sent a letter confirming James Stowe as a new trustee.

Paul Gately ask if the Community Center was going be open for the coming storm.

Director Lisa Plante informed Mr. Gately and the Trustees that the Community Center would be open if needed.

2010 SEP 29 PM 1 33
TOWN CLERK'S OFFICE
BOWEN, 01906

✓
Earl Baldwin
James Murray Jr
Jim Stowe
Gary Loring

2010 SEP 29 PM 2
TOWN CLERK'S OFFICE
COURT HOUSE

X
Earl Baldwin
James Murray Jr.
Jim Stowe
Gary Loring

2010 SEP 29 PM 2 07

TOWN CLERK'S OFFICE
COURT HOUSE

Earl Baldwin
James Murray Jr
X Jim Stowe
Gary Loring

2010 SEP 29 PM 2 07

TOWN CLERK'S OFFICE
RECORDS & COMM

Earl Baldwin
James Murray Jr
Jim Stowe ✓
Gary Loring

2010 SEP 29 PM 2 07

TOWN CLERK'S OFFICE
RECORDS & COMM

Earl Baldwin

James Murray Sr

Jim Stowe

Gary Loring

X

2010 SEP 29 PM 2 07

TOWN CLERK'S OFFICE

BOLTON

Bourne Veteran's Memorial Community Center
239 Main Street
Building Trustees Meeting
Tuesday, September 28, 2010
4:30 PM

AGENDA

1. Public Comment
2. Approval of August 31, 2010 minutes
3. Review of building maintenance repair and building upgrade quotes for Article created for Special Town Meeting.
4. Letter from Bourne Town Clerk in reference to the absence of five (5) Trustee Meeting Minutes.
5. Trustee Assignments to Sub-Committees
6. Adjournment

2010 SEP 24 PM 2 21
TOWN CLERK'S OFFICE
BOURNE, MASS.

Bourne Memorial Community Building Trustee Meeting

September 28, 2010

Call to Order by Chairman George Sala, 4:30pm

Members present- Joe Carrara, Ray Parrott, George Sala, Charles Noyes, Director Lisa Plante, James Stowe.

Absent- Selectman John Ford

Public Comments- None

Approval of August 31, 2010 Minutes

Members reviewed minutes submitted for approval. No corrections offered, motion to approve made and seconded. Voted to approve; 5 yes, 1 abstention.

Review of building maintenance repair quotes for Special Town Meeting-

Director Plante reported that the request to purchase bicycle racks will be postponed until the spring 2011 Annual Town meeting. As a result, the figure to be presented at the Fall Special Town meeting is now \$32,375.

Lisa reported that funds are already included in this years operating budget for additional custodian hours and replacement.

Members of the Trustees were asked to be present for the October 5th Selectman's meeting at which time our budget request will be reviewed.

Letter from Bourne own Clerk-

Chairman Sala reported he was in receipt of a letter from Town Clerk Barry Johnson regarding missing minutes of previous Trustee's meetings. Missing were minutes dated 6/17/09, 5/25/10, 6/22/10, 7/27/10, and 8/31/10. Discussion was held and copies of minutes will be submitted tomorrow, Sept. 29, 2010.

Trustee Assignments to Sub-Committees-

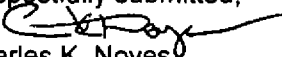
Chairman Sala began a discussion relating to the fact that there is a lack of involvement by the Trustees in events that occur within the building. Discussion focused on having different members of the Trustees assigned to interact with groups and organizations that use the building, and then keep the Board of Trustees informed of what is occurring or has occurred. As a result of the discussion, it was decided by the Trustees that the Chairman of the Trustees shall serve as the liaison to all groups and organizations utilizing the building, and report to the Board of Trustees any issues or concerns requiring action by the Trustees. Additionally, Joe Carrara volunteered and subsequently was assigned to be the liaison to issues regarding the Veteran's Memorial Wall. Charles Noyes has undertaken the role of liaison for the memorial brick program. The need to have a Public Relations liaison was also discussed and will be formalized at a later date.

Chief Earl Baldwin, who was in attendance, suggested that a program be started where a high school student could research and develop a database of information relative to all of the names on the Veteran's Memorial Wall.

Adjournment

Motion to adjourn made by Chairman Sala at approximately 5:26pm, voted to adjourn

Respectfully submitted,


Charles K. Noyes

Bourne Memorial Community Building Trustee Meeting

September 28, 2010

2010 NOV 1 AM 3 21

Call to Order by Chairman George Sala, 4:30pm

Members present- Joe Carrara, Ray Parrott, George Sala, Charles Noyes, Director Lisa Plante, James Stowe.

Absent- Selectman John Ford

Public Comments- None

Approval of August 31, 2010 Minutes

Members reviewed minutes submitted for approval. No corrections offered, motion to approve made and seconded. Voted to approve; 5 yes, 1 abstention.

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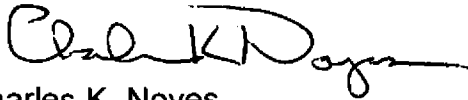
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Adjournment

Motion to adjourn made by Chairman Sala at approximately 5:26pm, voted to adjourn

Respectfully submitted,



Charles K. Noyes

Approved: Oct 26, 2010

Town of Bourne

Bourne Veteran's Memorial Community Center

2010 OCT 22 AM 11 16

239 Main Street
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE

~~BOURNE VETERAN'S~~

Bourne Veteran's Memorial Community Center Trustee Meeting

Tuesday, October 26, 2010

4:30 pm

AGENDA

1. Public comment
2. Approval of the September 28, 2010 meeting minutes
3. Charter Review discussion
4. Update on gym roof repairs and damages
5. Trustee Subcommittees
6. Director's Report
7. Adjournment

Bourne Memorial Community Building Trustee Meeting

October 26, 2010 ^{2010 NOV} 1 AM 3 21

TOWN CLERK'S OFFICE
BOURNE, MASS

Call to Order by Vice Chairman Ray Parrott, 4:40pm

Members present- Joe Carrara, Ray Parrott, Charles Noyes, James Stowe, Selectman John Ford.

Absent- Director Lisa Plante

Public Comments-

Kathleen Donovan, Monument Beach, provided information she had received regarding the USO. Ms Donovan reminded the trustees that the USO was the original tenant of the building to serve the needs of serviceman in the area. Material left to be followed up.

Jim Mulvey, Buzzards Bay informed the Trustees that we should prepare to meet with the Charter Review Committee regarding the operation and organization of the Trustees.

Agenda item- Charter Review Committee discussion

Chairman Sala (arrived at approx 4:50pm) that all Trustees should be at a future meeting with the Charter Review Commission to discuss and lay out our purpose and organization as it pertains to the care, custody, and control of the Veterans Memorial Community Building. The discussion led to a agenda item for the November meeting of the Trustees.

Agenda item; Approval of September 28, 2010 Minutes

Members reviewed minutes submitted for approval. One typo correction offered, motion to approve made by Ray Parrott, and seconded by Joe Carrara. Voted to approve; 5 yes. (Selectman Ford left meeting at 5:20 pm)

Agenda item; Update on gym roof repair and damages-

Director Plante, thru Chair Sala, provided information for a required repair to the heating system. Cost is \$1,980. Part/s have been ordered and will be completed upon their arrival. Damage to the special walkway on the roof done during recent storms, will need to be repaired when contractors are up on the roof. No water leakage reported caused by this walkway damage.

Trustees reviewed updated documents on repairs to columns and downspouts. Due to bids submitted, column repair can wait until spring, however downspouts should be repaired as soon as possible. Separate bids for downspouts will be sought for their replacement and will be reviewed at a future meeting.

Agenda item; Trustee Assignments to Sub-Committees-

Chairman Sala followed up on last month's meeting discussion on the need to have a Public Relations liaison for the Trustees. George asked if Charles Noyes would be willing to serve in this position based upon his prior experience in dealing with media and the public. Trustee Noyes accepted the assignment on behalf of the Committee.

Agenda item; Directors Report

No formal report given due to Director's absence. Documents had been provided by Lisa for review during the building repair discussion.

Other business-

Trustee Parrott provided the Trustees with a document that showed the locations of all Veterans monuments within the Town. Discussion was held regarding the move of the monuments located at the West Rotary, as well as the care and maintenance of the other monuments. Future agenda item for Trustees.

Adjournment-

Motion to adjourn made by Chairman Sala at approximately 6:00pm, voted to adjourn

Respectfully submitted,

Charles K. Noyes

Bourne Memorial Community Building Trustee Meeting

October 26, 2010

2010 DEC 1 PM 1 39

Call to Order by Vice Chairman Ray Parrott, 4:40pm

TOWN CLERK'S OFFICE

DOVER, MASS

Members present- George Sala, Joe Carrara, Ray Parrott, Charles Noyes, James Stowe, Selectman John Ford.

Absent- Director Lisa Plante

Public Comments-

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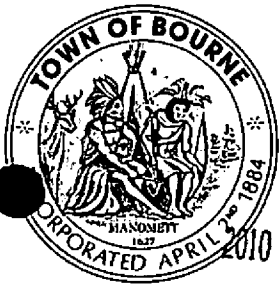
Adjournment-

Motion to adjourn made by Chairman Sala at approximately 6:00pm, voted to adjourn

Respectfully submitted,



Charles K. Noyes



214

Town of Bourne

Bourne Veteran's Memorial Community Center

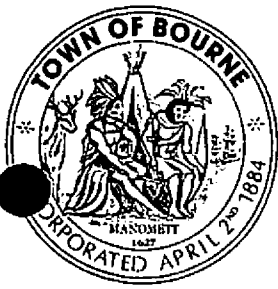
239 Main Street
Buzzards Bay, MA 02532

2010 DEC 1 PM 1 39
TOWN CLERK'S OFFICE

Bourne Veteran's Memorial Community Center Trustees Meeting
Tuesday, November 30, 2010
4:30 pm

AGENDA

1. Public Comment
2. Approval of October 26, 2010 meeting minutes
3. Director's Report
4. Community Center Dept. Head Meeting with Trustee Chairman and Mr. Guerino
5. Community Center Usage Policy
6. Discussion and possible vote for cancellation of December 28, 2010 Trustee Meeting
7. Trustee Reports
8. Adjournment



Town of Bourne
Bourne Veteran's Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532

Bourne Veteran's Memorial Community Center Trustees Meeting
Tuesday, November 30, 2010
4:30 pm

AGENDA

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6. Discussion and possible vote for cancellation of December 28, 2010 Trustee Meeting
7. Trustee Reports
8. Adjournment

2010 NOV 22 AM 9 21
TOWN CLERK'S OFFICE
COMPUTER 1.50

Bourne Memorial Community Building Trustee Meeting

November 30, 2010

Call to Order by Chairman George Sala, 4:30pm

Members present- George Sala, Joe Carrara, Ray Parrott, Charles Noyes, James Stowe, Selectman John Ford, and Director Lisa Plante

Public Comments-

Jim Mulvey, Buzzards Bay informed the Trustees that Charles Miller, died this past week.

Agenda item; Approval of October 26, 2010 Minutes

Members reviewed minutes submitted for approval. One attendee correction offered motion to approve made by John Ford, and seconded by Ray Parrott. Voted to approve; unanimous.

Agenda item; Directors report

Director Plante reported that the additional cameras approved at the Special Town Meeting have been installed, and adjustments have been made to existing cameras greatly improving video surveillance of the building area. Two changing stations have been installed in two restrooms in the building. Outside lighting has been repaired with the exception of the gooseneck type lights out front. Reaching them is an issue and with it additional cost. The use of the fire department tower truck for this repair was subsequently approved by Tom Guerino who was present in the audience.

The roof has been repaired again. The question for the trustees is what to do in order to resolve this issue. John Ford stated to continue to call the warranty company whenever a problem occurs. Discussion ensued with Tom Guerino re pursuing the warranty company to permanently fix the leaks. Motion made by John Ford to have Town Counsel pursue appropriate legal action. Motion seconded by Ray Parrott, unanimous vote to send request to use Town Counsel to deal with this issue.

Agenda item; Meeting with Building Director, Trustees, and building tenants.

Chairman Sala reported that he participated in an introductory meeting with all the stakeholders of the Community Building. This included the Building Director, Counsel

on Aging Director, Town Administrator, and himself. The meeting was positive and a first step in resolving differences in building useage and conflicts in scheduling of the facility. A meeting between the Town Administrator and the Friends of the Council on Aging was also held regarding the same purpose. A future meeting will be held with the Council on Aging Director and the Trustees early in the new year.

Other business-

- A. Ray Parrott discussed the Trustees responsibilities for memorials in Bourne. It is believed that only the memorials at the Community Building and the wall located at Town Hall fall within our responsibility. Discussion was held amongst the Trustees concerning our statutory authority on this issue. John Ford will research the subject and report in the future.
- B. Any capital outlay request greater that \$10,000 should be submitted ASAP.
- C. The use of an outside person to take and prepare minutes for Trustees meetings was raised by Ray Parrott. This would be paid out of the existing budget. To be placed on our next meetings agenda.
- D. The development of a written Building Use Policy was brought up by Charles Noyes. Discussion held with input from Tom Guerino who reported that he has been working on this. Motion made by Ray Parrott and seconded by John Ford to develop a Building Use Policy and a separate fee policy. Unanimous approval.
- E. Meeting schedule- Trustees voted not to meet in December.

Adjournment-

Motion to adjourn made by Chairman Sala at approximately 5:28pm, voted to adjourn

Respectfully submitted,

DRAFT ONLY...

Charles K. Noyes



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

The Board of Commissioners will hold a meeting

to conduct District Business at

the District Office, 15 Wallace Avenue

at 4:30 p.m. on the following dates:

Wednesday, February 24, 2010

Wednesday, March 10, 2010

Wednesday, April 7, 2010

2010 JAN 14 AM 10 52
TOWN CLERK'S OFFICE
BOURNE, MASS

Caitlin Rocheleau
Caitlin Rocheleau / District Clerk

FAXED TO:

Bourne Town Clerk 508-759-7980
Plymouth Town Clerk 508-830-4062

PLEASE POST

Meeting Notice: FY2010



2010 MAR 31 PM 1 39
TOWN CLERK'S OFFICE
BUZZARDS BAY, MA

The Board of Commissioners will hold the

ANNUAL DISTRICT MEETING


At St. Peter's Church,

Main Street, Buzzards Bay, MA

Wednesday, April 14, 2010

7:00 p.m.

The Warrant is attached to this notice.


Caitlin Rocheleau, District Clerk

ANNUAL DISTRICT MEETING WARRANT, APRIL 26, 2010

TO ONE OF THE CONSTABLES OF THE TOWN OF BOURNE, COUNTY OF BARNSTABLE:

GREETINGS:

YOU ARE HEREBY REQUIRED AND DIRECTED TO NOTIFY AND WARN THE VOTERS OF THE TOWN OF BOURNE, RESIDING WITHIN THE TERRITORY COMPRISING THE BOURNE WATER DISTRICT TO MEET AT THE :

JAMES F. PEEBLES ELEMENTARY
APRIL 26, 2010

WHERE POLLS WILL OPEN AT 5:00 P.M. AND CLOSE AT 7:00 P.M. AND THEN AND THERE TO VOTE FOR THE FOLLOWING OFFICER TO WIT:

ONE WATER COMMISSIONER FOR THREE YEARS

AND TO MEET ON MONDAY APRIL 26, 2010 AT 7:00 P.M. AT

JAMES F. PEEBLES SCHOOL
70 TROWBRIDGE ROAD, BOURNE MASSACHUSETTS

THEN AND THERE TO ACT UPON THE FOLLOWING ARTICLES:

ARTICLE 1. TO SEE WHAT SUM OF MONEY THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS, TO DEFRAY THE REGULAR EXPENSES OF THE DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2010; INCLUDING SALARIES AND WAGES, OFFICE EXPENSE, STOCK AND EQUIPMENT, OPERATION AND MAINTENANCE, GROUP HEALTH, LIFE AND DENTAL INSURANCE, TRAVEL EXPENSES IN AND OUT OF STATE, LEGAL AND ENGINEERING EXPENSES AND SUCH OTHER EXPENSES AS MAY BE DEEMED NECESSARY BY THE BOARD OF WATER COMMISSIONERS, OR ACT ANYTHING THEREON.

ARTICLE 2. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY FOR COSTS ON ANY NEW FUNDED DEBT OR TEMPORARY LOANS, OR ACT ANYTHING THEREON.

ARTICLE 3. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS, A SUM OF MONEY TO PAY TO THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAW CHAPTER 21A, SECTION 18A, OR ACT ANYTHING THEREON.

ARTICLE 4. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS, A SUM OF MONEY TO BE USED BY THE BOARD OF WATER COMMISSIONERS AS A RESERVE FUND AS AUTHORIZED UNDER CHAPTER 40 SECTION 5C OR ACT ANYTHING THEREON.

ARTICLE 5. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO PURCHASE WATER METERS AND METER READING EQUIPMENT, OR ACT ANYTHING THEREON.

ARTICLE 6. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO PAY THE TREASURER OF THE BARNSTABLE COUNTY RETIREMENT SYSTEM IN ACCORDANCE WITH THE PROVISIONS OF GENERAL LAWS CHAPTER 32 SECTION 22 D OR ACT ANYTHING THEREON.

ARTICLE 7. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY FOR AN AUDIT OF THE DISTRICT'S BOOKS AND RECORDS FOR THE FISCAL YEAR ENDING JUNE 30, 2010 OR ACT ANYTHING THEREON.

2010 APR 15 PM 3 14
TOWN CLERK'S OFFICE

ANNUAL DISTRICT MEETING WARRANT, APRIL 26, 2010

ARTICLE 8. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED FOR PAINT, REPAIR AND INSPECTION OF WATER TANKS, OR ACT ANYTHING THEREON.

ARTICLE 9. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED FOR THE TESTING OF WATER SAMPLES, OR ACT ANYTHING THEREON.

ARTICLE 10. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED FOR COMPLIANCE WITH THE GASB 45 PRONOUNCEMENT REGARDING OTHER POST EMPLOYMENT BENEFITS, OR ACT ANYTHING THEREON.

ARTICLE 11. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE ADDED TO THE STABILIZATION FUND OR ACT ANYTHING THEREON.

ARTICLE 12. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED TO PURCHASE ONE NEW TRUCK AND AUTHORIZE THE BOARD OF WATER COMMISSIONERS TO SELL OR TRADE ONE (1) TRUCK, OR ACT ANYTHING THEREON.

ARTICLE 13. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED TO PURCHASE WATER, OR ACT ANYTHING THEREON.

ARTICLE 14. TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE OR TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY TO BE USED TO UPDATE THE MAP OF THE DISTRICT'S DISTRIBUTION SYSTEM WITH GEOGRAPHIC INFORMATIONAL SYSTEM (GIS) SOFTWARE, OR ACT ANYTHING THEREON.

AND YOU ARE HEREBY DIRECTED TO SERVE THIS WARRANT BY POSTING TRUE AND ATTESTED COPIES THEREOF IN THE POST OFFICES OF SAID DISTRICT, (7) SEVEN DAYS, AT LEAST, BEFORE THE TIME OF SAID MEETING.

GIVEN UNDER OUR HANDS THIS 26th DAY OF MARCH, 2010.

I certify this to be a true and attested copy.

Nancy E. Ward
Nancy E. Ward
District Clerk

SIGNED:

THE BOARD OF WATER COMMISSIONERS

Brian S. Handy 2012
BRIAN S. HANDY 2012

Michael R. Lyons 2010
MICHAEL R. LYONS 2010

Peter R. Way 2011
PETER R. WAY 2011

BARNSTABLE SS APRIL 15, 2010. I HEREBY CERTIFY THAT I HAVE PUBLISHED THE WARRANT BY POSTING ATTESTED TRUE COPIES IN THE BOURNE TOWN HALL AND IN THE POST OFFICES OF BOURNE, MONUMENT BEACH, POCASSET, CATAUMET, AND SOUTH SAGAMORE, MASSACHUSETTS.

Nancy J. Sundman
CONSTABLE, NANCY J. SUNDMAN



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

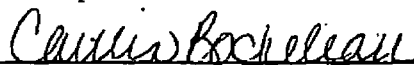
2010 MAR 22 AM 10 06
TOWN CLERK'S OFFICE
15 WALLACE AVENUE
BUZZARDS BAY, MA 02532

**The Board of Commissioners will hold a meeting
to conduct District Business at
the District Office, 15 Wallace Avenue
at 4:30 p.m. on the following dates:**

Tuesday, April 6, 2010*

Wednesday, May 12, 2010

Wednesday, June 9, 2010


Caitlin Rocheleau / District Clerk

FAXED TO:
Bourne Town Clerk 508-759-7980
Plymouth Town Clerk 508-830-4062

PLEASE POST

Meeting Notice: FY2010

**revision to previous posting*



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

2010 AUG 16 AM 9 29
TOWN CLERK'S OFFICE

The Board of Commissioners will hold a meeting to conduct District business at the District Office, 15 Wallace Avenue, Buzzards Bay at 4:30 p.m. on the following date:

Wednesday, August 18, 2010

CALL MEETING TO ORDER:

APPOINTMENTS: 5 pm: John Lipman re: New Generation Wind

REVIEW AND APPROVE PREVIOUS MINUTES 6/9/10:

REVIEW AND APPROVE WARRANT:

REVIEW AND APPROVE COMMITMENT: F/Y 10 June & F/Y 11 July

CORRESPONDENCE:

TREASURER AND SUPERINTENDENT REPORTS:

OLD BUSINESS: Account #01329
Rules and Regulations update

NEW BUSINESS: 2011 DEP Water Conservation Grant proposal

OTHER/OPEN COMMENTS & NON-AGENDA ITEMS:

EXECUTIVE SESSION: None proposed

ADJOURNMENT



Caitlin Rocheleau / District Clerk

FAXED TO:

Bourne Town Clerk 508-759-7980

Plymouth Town Clerk 508-830-4062

PLEASE POST: Meeting Notice: August-2010



2010 SEP 1 PM 1 59

TOWN CLERK'S OFFICE

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

The Board of Commissioners will hold a meeting to conduct District business at the District Office, 15 Wallace Avenue, Buzzards Bay at 4:30 p.m. on the following date:

Wednesday, September 8, 2010

CALL MEETING TO ORDER:

APPOINTMENTS: 5 pm: John Lipman re: New Generation Wind

REVIEW AND APPROVE PREVIOUS MINUTES:

REVIEW AND APPROVE WARRANT:

REVIEW AND APPROVE COMMITMENT:

CORRESPONDENCE:

TREASURER AND SUPERINTENDENT REPORTS:

OLD BUSINESS:

NEW BUSINESS: Capital Improvement Plan Grant Program

OTHER/OPEN COMMENTS & NON-AGENDA ITEMS:

EXECUTIVE SESSION: None proposed

ADJOURNMENT

Caitlin Rocheleau / District Clerk

FAXED TO:

Bourne Town Clerk 508-759-7980

Plymouth Town Clerk 508-830-4062

PLEASE POST: Meeting Notice: September 2010



2010 OCT 26 AM 9 49 *Office of The Commissioners*
TOWN CLERK'S OFFICE Buzzards Bay Water District
BOURNE, MASS P.O. Box 243 - 15 Wallace Avenue
Buzzards Bay, MA 02532
(508) 759 - 4631

**BUZZARDS BAY WATER DISTRICT
BOARD OF WATER COMMISSIONERS
PUBLIC HEARING ON PROPERTY
TAXES**

The Board of Water Commissioners will hold a Public Hearing pursuant to the provisions of Mass. General Laws on Thursday, November 4²⁰¹⁰ at 4:00 PM at the Buzzards Bay Water District, 15 Wallace Avenue, Buzzards Bay, MA 02532 to solicit public input on the issue of allocating the Local Property Tax levy among the property classes for the fiscal year 2011. In summary the Board of Water Commissioners is empowered by Mass. General Laws to determine the percentages of the tax levy to be borne by each class of property for the fiscal year. Classes are as follows:

Residential Property Class One
Open Space Class Two
Commercial Property Class Three
Industrial Property Class Four
Personal Property

At this hearing, the Board of Assessors will provide information and data relevant to making a decision on allocating the tax burden among the classes of property, including the fiscal effect of the available alternatives. Citizens wishing to be heard on this matter are encouraged to present written and oral testimony to the Board of Commissioners. Written comments may be submitted to the Office of the Board of Commissioners, P.O. Box 243, 15 Wallace Avenue, Buzzards Bay, Ma 02532, no later than Tuesday, November 2, 2010.


Caitlin Rocheleau, Treasurer / Clerk

FAXED TO:
Bourne Town Clerk 508-759-7980
Plymouth Town Clerk 508-830-4062

PLEASE POST

**Revision to original



2010 NOV 3 PM 9 26

TOWN CLERK'S OFFICE
BOURNE, MASS

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

The Board of Commissioners will hold a meeting to conduct District business at the District Office, 15 Wallace Avenue, Buzzards Bay at 4:30 p.m. on the following date:

Wednesday November 10, 2010

CALL MEETING TO ORDER:

APPOINTMENTS:

REVIEW AND APPROVE PREVIOUS MINUTES:

REVIEW AND APPROVE WARRANT:

REVIEW AND APPROVE COMMITMENT:

CORRESPONDENCE:

TREASURER AND SUPERINTENDENT REPORTS:

OLD BUSINESS:

NEW BUSINESS: District Insurance Policies
T-Mobile; fiber optic cable

OTHER/OPEN COMMENTS & NON-AGENDA ITEMS:

EXECUTIVE SESSION: None proposed

ADJOURNMENT

Caitlin Rocheleau
Caitlin Rocheleau / District Clerk

FAXED TO:
Bourne Town Clerk 508-759-7980
Plymouth Town Clerk 508-830-4062
PLEASE POST: Meeting Notice



2010 DEC 3 PM 1 02

TOWN CLERK'S OFFICE
COPIES SENT

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

The Board of Commissioners will hold a meeting to conduct District business at the District Office, 15 Wallace Avenue, Buzzards Bay at 4:15 p.m. on the following date:

Wednesday December 8, 2010

CALL MEETING TO ORDER:

APPOINTMENTS:

REVIEW AND APPROVE PREVIOUS MINUTES:

REVIEW AND APPROVE WARRANT:

REVIEW AND APPROVE COMMITMENT:

CORRESPONDENCE:

TREASURER AND SUPERINTENDENT REPORTS:

OLD BUSINESS: Storage Tank study update

NEW BUSINESS: Review/adopt MGL Chapter 165; sec 11

OTHER/OPEN COMMENTS & NON-AGENDA ITEMS:

EXECUTIVE SESSION: None proposed

ADJOURNMENT

A handwritten signature in cursive script, reading "Caitlin Rocheleau", written over a horizontal line.

Caitlin Rocheleau / District Clerk

FAXED TO:

Bourne Town Clerk 508-759-7980

Plymouth Town Clerk 508-830-4062

PLEASE POST: Meeting Notice

Buzzards Bay Water District

PWS ID# 4036001

CONSUMER CONFIDENCE REPORT 2009

2010 JUN 25 PM 1 44

TOWN CLERK'S OFFICE

Where does the water come from?

Dear Valued Customer,

It is my pleasure to present to you the 2009 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 2009, however, the water quality data includes the most recent rounds of sampling.

Respectfully Submitted,

Harry W. Woods
Water Superintendent

The Buzzards Bay Water District receives its water supply from four groundwater sources supplied by the Plymouth / Carver aquifer. Station 2 is located off Kettle Lane and Stations 1,3 and 4 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 second Wednesday 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.

Water Use Statistics

Daily indoor per capita water use in the typical single family home is 69.3 gallons. Here is how it breaks down:

Use	Gallons per Capita	Percentage of Total Daily Use
Showers	11.6	16.8%
Clothes Washers	15.0	21.7%
Dishwashers	1.0	1.4%
Toilets	18.5	26.7%
Baths	1.2	1.7%
Leaks	9.5	13.7%
Faucets	10.9	15.7%
Other Domestic Uses	1.6	2.2%

drinkap.org
2007 AWWA

....More Statistics

The Buzzards Bay Water District pumped 157,942,400 gallons during 2009.

The maximum day for water consumption occurred on August 20, 2009 at 851,730 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.

SUBSTANCES FOUND IN DRINKING WATER

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land, or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animal or human activity.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791)

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders and some elderly and infants can be particularly at risk from infections. These people should seek advice from their health care providers. EPA/Centers for Disease Control and Prevention (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Buzzards Bay Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Contaminants that may be present in source water before treatment include: **microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife; **inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming; **pesticides and herbicides**, which may come from a variety of sources such as agricultural and residential uses; **organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban storm water runoff and septic systems; **radioactive contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to insure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Buzzards Bay water is treated according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water that must provide the same protection for public health.

All chemicals used for water treatment are approved by the National Sanitation Foundation or Underwriter Laboratories, both accredited by the American National Standards Institute (ANSI). Chemicals must also meet standards established by the American Water Works Association.



The United States Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) have specific requirements for the quality of water delivered by public water suppliers. To assure that this quality is maintained these agencies have testing requirements. The table on the following page, lists all the drinking water contaminants that were detected during 2009. THE PRESENCE OF THESE CONTAMINANTS IN THE WATER DOES NOT NECESSARILY INDICATE THAT THE WATER POSES A HEALTH RISK. Some of the test dates are from prior years. That is because we were not required to test for these substances during 2009. We follow a strict schedule regulated by the DEP for water testing.

CONTAMINANTS DETECTED WERE BELOW THE MAXIMUM
CONTAMINANT LEVEL DETERMINED BY THE EPA, EXCEPT FOR TOTAL COLIFORMS

MCLG: Maximum Contaminant Level Goal, the level below which there is no known health risk. MCLGs allow for a margin of safety.
MCL: Maximum Contaminant Level; The highest level of a contaminant that is allowed in drinking water. MCL's are set as close to the MCLG's as feasible using the best available treatment technology.
AL: Action Level; The concentration of a contaminant which, when exceeded, triggers a treatment or other requirement which a water system must follow.
TT: Treatment Technique; A required process intended to reduce the level of a contaminant in drinking water.
90th Percentile: Out of every 10 homes, 9 were at or below this level.
NR: Not Regulated
pCi/L: Alpha Emitters
ppm: Parts per Million
ND: Not Detectable at testing limit
ppb: Parts per Billion
mgd: Million gallons per Day
N/A: Not Applicable

2009 Water Quality Information Table

SUBSTANCE (Contaminant)	Date Code	Highest Level Detected	Range of Detection	MCL	MCLG	Source of Contaminant	Violation (Y/N)
<u>MICROBIOLOGICAL</u>							
Total Coliform	7	5	ND - Present	See Footnote **	Zero	Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, bacteria may be present. Coliforms were found in more samples than allowed and this was a warning of potential problems.	Y
<u>INORGANIC</u>							
Nitrate (ppm)	3	1.3	0.15-1.3	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; erosion of natural deposits.	N
Sodium (ppm)	5	10	7.0-10.0	NR		Road salt runoff. Naturally present in the environment.	N
<u>ORGANIC</u>							
Chloroform (ppm)	4	0.8	0.0-0.8	N/A	N/A	By-product of drinking water chlorination and naturally occurring in groundwater in this region. EPA believes there is no health hazard at this level.	N
<u>RADIOACTIVE CONTAMINANTS</u>							
Gross Alpha Activity	6	0.8	0-0.8	15 pCi/L		Erosion of natural deposits.	N
Radium 226 & 228 Combined	6	0.3	0-0.3	5 pCi/L		Erosion of natural deposits.	N
<u>LEAD & COPPER</u>							
Lead (ppb)	2	5.0	ND-5.0 90th%=5.0	AL=15*		Corrosion of household plumbing.	N
Copper (ppm)	1	0.61	0.011-0.61 90th%=0.49	AL=1.3*		Corrosion of household plumbing.	N

DATE ANALYZED AND LOCATION:

- 09/21/07 DEP Approved Sample Locations
- 09/20/07 DEP Approved Sample Locations
- 04/24/08 Pump Stations 1, 2, 3 and 4
- 05/02/08 Pump Stations 2, 3 and 4
- 10/07/08 Pump Stations 1, 2, 3, and 4
- 07/07/03 DEP Approved Sample Locations
- 12/07/09 DEP Approved Sample Locations

*Samples were below the Action Level due to the treatment of the sources, reducing the acidity of the water.

**For water systems analyzing at least 40 samples per month, no more than 5.0% of the monthly samples may be positive for total coliforms. For systems analyzing fewer than 40 samples per month, no more than one sample per month may be positive for total coliforms.

Violation: about our Total Coliform violation: We routinely monitor for drinking water contaminants. We took twenty nine samples to test for the presence of coliform bacteria during December 2009. Five of our samples showed the presence of total coliform bacteria. The standard is that no more than 1 sample per month may do so. This was not an emergency. If it had been you would have been notified immediately. Coliform bacteria are generally not harmful themselves. Coliform detections during the week of December 7, 2009 at the Scenic Highway stand pipe and the Main Street service area are believed to be associated with recent distribution system disturbances, unseasonable temperatures and the fall flushing program. The duration of the violation was for 48 hours, and the system returned to compliance. An approved notice was distributed on 12/19/09. Usually, coliforms are a sign that there could be a problem with the system's treatment or distribution system (pipes). Whenever we detect coliform bacteria in any sample, we do follow-up testing to see if other bacteria of greater concern, such as fecal coliform or *E. coli*, are present. In consultation with the Department of Environmental Protection Drinking Water Program, additional repeat samples were taken; flushing of the affected area, sanitary inspections of the storage tanks and the Scenic Highway tank was disinfecting.

We did not find any of these bacteria in our subsequent testing, and further testing shows that this problem has been resolved.

For More Information on the Buzzards Bay Water System contact:

Barry Woods, Superintendent

Buzzards Bay Water District

15 Wallace Avenue

P.O. Box 243

Buzzards Bay, MA 02532

Public Water Supply ID#: 4036001

508-759-4631

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.

The complete SWAP report is available at the Buzzards Bay Water District Office and online at www.state.ma.us/dep/brp/dws.

2009 Board of Water Commissioners

Joseph Carrara Sr., - Chairman

Rickie Tellier - Commissioner

Robert M. Ethier, - Commissioner