

2015 Meeting Notices

Capital Outlay

Charter Compliance Committee

Commission on Disabilities

CPA – Community Preservation Committee

Conservation Committee

Council on Aging

Design Review Committee

Early Childhood Council

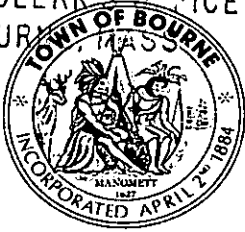
Education Committee

EAC – Energy Advisory Committee

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TOWN CLERK'S OFFICE

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CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
January 29, 2015

Time

7:00 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

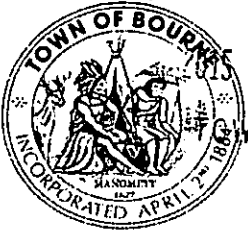
AGENDA

- 1) Call meeting to order
- 2) Committee reorganization
- 3) Fire Department
- 4) IT
- 5) Approval of minutes: March 13, 2014; May 1, 2014 and September 29, 2014
- 6) Future Meeting Topics
- 7) Such other business that may legally come before the Committee

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

Mary Jane Mastrangelo
Chairman

Date: January 23, 2015



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TOWN CLERK'S OFFICE
BOURNE, MASS

CAPITAL OUTLAY COMMITTEE



Meeting Notice

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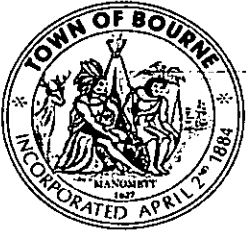
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Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: January 23, 2015



CAPITAL OUTLAY COMMITTEE

2015 FEB 3 PM 3 29

TOWN CLERK'S OFFICE
BOURNE, MASS



Meeting Notice

Date

Thursday
February 5, 2015

Time

7:00 PM

Location

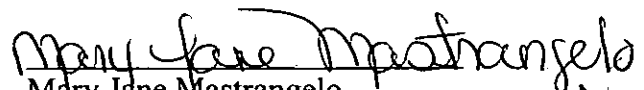
Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

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AGENDA

- 1) Call meeting to order
- 2) Committee reorganization
- 3) Police Department
- 4) Fire Department
- 5) Approval of minutes: March 13, 2014; May 1, 2014 and September 29, 2014
- 6) Future Meeting Topics
- 7) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."


Mary Jane Mastrangelo
Chairman

Date: February 3, 2015

2015 FEB 20 AM 10 30

Capital Outlay Committee TOWN CLERK'S OFFICE
Thursday, February 5, 2015 / 7:00 P.M. BOURNE, MASS
Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

Members present: Mary Jane Mastrangelo, John Redman, John O'Brien and Bill Ware
Excused: Rick Mastria

Others present: Town Administrator Thomas Guerino, Fire Chief Greene and Police Chief Woodside (8:00 P.M.)

Handouts: Current Ambulance 135 - photos of present and proposed
2007 American Lafrance – photos and repair description & process

Chairman Mastrangelo called meeting to order at 7:00 PM

Committee Reorganization

John Redman made a **MOTION** and **SECONDED** by Bill Ware to nominate Mary Jane Mastrangelo as Chairman. **VOTED 4-0**

John O'Brien made a **MOTION** and **SECONDED** by Bill Ware to nominate John Redman as Vice-Chairman and Rick Mastria as Secretary. **VOTED 4-0**

Fire Department

Ambulance 135: \$252,000

Ambulance 135 is a 2006 E-450 van type with 135,565 miles as of today and is on the 8 year replacement cycle. Department currently staffs 3 ambulances and the 4th ambulance is used as back-up when one of the other ambulances are out of service for maintenance or repairs. Ambulance 135 had significant repairs over the last year costing thousands of dollars.

Ambulances are on the schedule to be replaced every 2 years. Ambulance that is scheduled to be replaced in FY2018 already has 111,817 miles.

Town Administrator recommends putting Ambulance 135 on the Special Town Meeting warrant in May so you can place order, since it will take 6 months to receive.

Paint Tower Ladder 126: \$48,000

Ladder Tower is a 2007 and manufactured by American Lafrance. Town Meeting authorized appropriation in 2005, ordered in 2006 and received in 2007. There is exterior paint falling off the truck in several places: left side compartment door; left side level (mid); rear; right side above double doors; right side level (mid); right side step; right side step to turntable and right side step to turntable. Life span of the ladder truck is 25-30 years and without proper repairs to the exterior paint, the life span will be greatly reduced. This hasn't been on the 5 year plan since its unanticipated – primer issue not prepared and prepped properly.

Chief Greene said the DPW has been fantastic as far as making repairs to the vehicles.

Manufacturer filed bankruptcy in 2014 and will not honor the 10 year paint warranty. Town Administrator will contact Hart Insurance and ask about warranty coverage.

Monument Beach and Pocasset stations are not on the 5-year plan. Main Station is antiquated but repairs have been made on the second floor.

Appropriated \$70,000 for the phone system. Fiber has been stretched and in place. Handsets are expected in the Fire Department end of February to end of March and at Town Hall mid-March to mid-April.

Update on last year's appropriations:

Car 142 replacement: Received

King Fisher Radio Box: Hasn't been ordered yet

Portable Radios: Waiting on prices

Ballistic Protection: Has been ordered

Cardiac Compression Device: Installed and working – placed 1 in each ambulance.

Chief Greene said that this is his last Capital Outlay Committee meeting and thanked the members for their patience. Chairman Mastrangelo thanked Chief Greene for his service and wished him well.

Police Department

Police Vehicles: \$138,900

Police vehicles are part of the replacement plan. Current vehicles need to be replaced due to high mileage, age and repairs.

Vehicles will be replaced based on the worst 4 vehicles in the fleet.

Chairman Mastrangelo asked if the retrofit equipment is included in the bid price. Chief Woodside said 2 units do include equipment and 2 units don't.

Portable Radios: \$48,120

Request is for 15 radios at \$3,208 per unit. Chief Woodside said he can pass on getting radios this year but eventually they would need to be purchased.

It was asked if we can go 1 year with no capital expenditures due to finances. Administrator Guerino said we are in similar shape like last year and we can go forward. FY2017 is going to be problematic if no override. Putting off capital projects doesn't solve the problem.

Departments are not turning back same amounts of money like in the past. Only 1.2% of budget has been turned back compared to 2%. Capital Outlay needs to have more discussion on debt. Town of Bourne is self-insured on Health Care, which has gone up significantly. This year we are going to be short by 5%; and going up 6% next year.

Approval of minutes:

Bill Ware made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes of March 13, 2014 as submitted. **VOTED: 3-0-1 (John Redman abstained)**

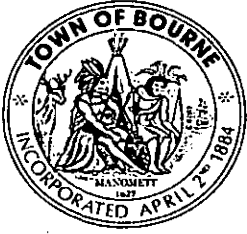
John Redman made a **MOTION** and **SECONDED** by Mary Jane Mastrangelo to approve the minutes of May 1, 2014 as submitted. **VOTED: 2-0-2 (Bill Ware and John O'Brien abstained)**

John O'Brien made a **MOTION** and **SECONDED** by John Redman to approve the minutes of September 29, 2014 as submitted. **VOTED: 4-0**

John Redman made a **MOTION** and **SECONDED** by Bill Ware to adjourn the meeting at 8:30 P.M. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
February 12, 2015

Time

7:00 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

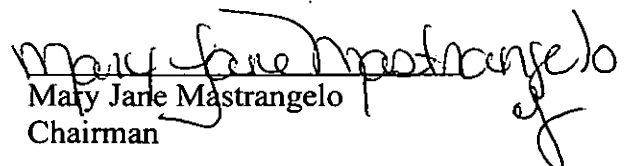
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AGENDA

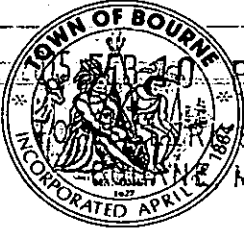
- 1) Call meeting to order
- 2) Sewer Department
- 3) Department of Public Works
- 4) School Department
- 5) Approval of minutes: February 5, 2015
- 6) Future Meeting Topics
- 7) Such other business that may legally come before the Committee

2015 FEB 9 PM 12 59
TOWN CLERK'S OFFICE
BOURNE, MASS

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Mary Jane Mastrangelo
Chairman

Date: February 9, 2015



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CAPITAL OUTLAY COMMITTEE



Meeting Notice

AMENDED

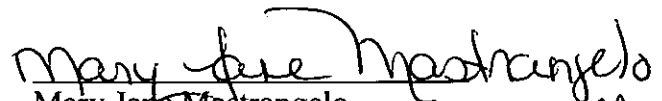
<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday February 12, 2015	7:00 PM	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Sewer Department
- 3) Department of Public Works
- 4) School Department
- 5) Approval of minutes: October 20, 2014
- 6) Future Meeting Topics
- 7) Such other business that may legally come before the Committee

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”


Mary Jane Mastrangelo
Chairman

Date: February 9, 2015

Capital Outlay Committee
Thursday, February 12, 2015 / 7:00 P.M.
Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

2015 MAR 25 AM 9 55
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, John Redman, John O'Brien and Bill Ware
Excused: Rick Mastria

Others present: Town Administrator Thomas Guerino, Finance Director Linda Marzelli, Facilities Director Jon Nelson, Sewer Inspector George Tribou, DPW Superintendent George Sala, Vehicle Maintenance Forman Edwin Riveria, School Superintendent Steve LaMarche, Director of Business Services Ed Donoghue, James Mulvey and Michael Rauch from the Bourne Enterprise.

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.
Michael Rausch Bourne Enterprise

Handouts: FY16 DPW Capital Outlay
FY16 School Department Capital Outlay

Chairman Mastrangelo called meeting to order at 7:00 PM

Sewer Department
Pumps and Panels: \$40,000

This is a continuation to purchase pumps and panels. The first article request was in FY2008 for \$100,000 (FY2008 – FY2012 @ \$20,000 each year) and last request was in 2013 for \$62,000 and monies have been expended to date.

Sewer Inspector George Tribou said it's less expensive to rebuild sewer pumps and get an additional 2-3 years out of the pumps than to replace. Sewer Department is moving up to the new DPW building and will make it easier with more room to rebuild and maintain pumps that are over 20 years old.

Equipment useful life: 10 – 15 years.

Administrator Guerino said he is working with Town Counsel to see if there is a legal way to help Hideaway Village to provide specific assistance to them where it is legally appropriate to do so. Hideaway Village represents about 30% of the overall sewer customers from the initial grant funding. This was brought up in Budget Message.

Replace Sewer Truck M-7: \$80,000

Current sewer truck is a 2006 Ford F350 4 wheel drive utility body with crane with approximately 50,000 miles. Existing truck is rusting away and not exactly what the Sewer Department should be driving. This is the only service vehicle for the department and is used 24/7.

Maintenance Forman Edwin Riveria recommends a Ford F450 which is a heavier capacity truck and should last a lot longer. The amount of weight and equipment required to be carried on the truck, a heavier vehicle is required. Will trade-in sewer truck but may not get much for it.

Truck will be stored inside the new DPW facility which will prolong the life expectancy. Currently truck is stored outside in all-weather elements.

Life expectancy: 8 years.

Department of Public Works

DPW Superintendent George Sala introduced Vehicle Maintenance Forman Edwin Riveira

Priority List:

- Dump/Sander Truck Combination (T-6)
- Multi-Purpose Sanitation /Recycling Truck (S-2)
- Mobile Dump Body
- Road Pavement Management Program

T-6: \$161,000

T-6 is a 1995 Ford L8000 Dump/Sander Combination. Parts are hard to get and cab chassis is rusted out and even used foam spray to fill in holes in cab. Truck is taking a beating this year with all the weather we've had. Brought 1 truck forward this year and another truck will be brought forward next year.

Received bid price from International Truck to replace with a 2015 7300SFA Cab & Chassis in the amount of \$149,848 and received a quote from Donovan Equipment for 11" edge snow plow in the amount of \$7,800.

Life expectancy: 15 years.

Multi-Purpose Sanitation/Recycling Truck: \$249,499

S-2 is a 2000 Volvo WG64 25 cy Yard Packer with approximately 130,000 miles is badly rusted, used sparingly and is becoming a liability issue. Body has been rebuilt 2 times, hopper pistons both have been redone and engine needs to be replaced.

Life expectancy: 10 – 12 years

Multi-Purpose Sanitation/Recycling Truck: \$249,499

S-3 is a 1993 International 4900 16 cy Yard Packer with over 200,000 miles and is badly rusted and is the oldest truck in the fleet. This truck is used sparingly for holiday schedules and for cardboard collection for Recycling truck.

Request two (2) 2015 MP8000 Multi-Purpose Refuse/Recycling Trucks.

Department is in the process of changing the sanitation and recycling curbside operations to a much more cost effective and safer operation. With the new Multi-Purpose recycling trucks, there is dual steering by both driver and passenger and you'll be able to load the truck on both sides. This will not only reduce the truck staffing from 3 staff to 2, but also reduce Workman Comp claims due to leg and knee injuries. Nobody will be riding outside any longer.

Both old packers are being traded in. Expect to receive several thousand for the 1993 International and \$5,000 to \$6,000 for the Volvo.

Total in Sanitation/Recycling Fleet:

5 Packers (4 that are used and green truck is used as backup)

4 Recycling trucks

Life expectancy: 10 – 12 years

Chairman Mastrangelo would like to see packers on the long-term plan and to see the numbers.

M-6 F500 Dump Body: \$12,000

Dump body is a 2005 F550 4x4; 9' 3-4 cubic yard Hydraulic Steel with a gate lift. Cab chassis and motor is in great shape with low mileage. Dump body does all DPW operations including snow plowing. Trucks bodies are rotting out and tried fixing several times and know they are at the point they can no longer be repaired.

Life expectancy: 8 – 10 years

M-8 F500 Dump Body: \$12,000

Dump body is a 2006 F550 4x4; 9' 3-4 cubic yard Hydraulic Steel with a gate lift. Cab chassis and motor is in great shape with low mileage. Dump body does all DPW operations including snow plowing. Trucks bodies are rotting out and tried fixing several times and know they are at the point they can no longer be repaired.

Life expectancy: 8 – 10 years

Road Pavement Management Plan: \$300,000

Hired BETA Engineering several years ago to do assessment of all roads to bring up to standards. There are 102 miles of roads in the Town of Bourne with the overall cost in breakdown by repair method is approximately \$12.5 million. This includes curb to curb improvements only but doesn't include drainage, sidewalks and ramps.

DPW is requesting funding in an effort to supplement available Chapter 90 Funding for roadway construction/maintenance backlog and will focus on high priority locations. If roads are not kept up the roads conditions will continue to decrease.

Chairman Mastrangelo said there is not enough time tonight to discuss road maintenance, but glad this was brought forward to capital. These are large ticket items that people are looking for. Need for discussion at another meeting. Request a detailed plan and how much the town is supplementing.

At the October Special Town Meeting there was an article for repair/replacement of sewer pipes, lines and other necessary repairs on Old Bridge Road, Buzzards Bay and this needs to be included in the 5-year plan.

DPW facility should be open between August/September 2015.

Schools

Priority List:

- BHS-Replace Cupola Roof Library

- Asbestos Abatement District Wide
- BPS Technology Planning
- Upgrade HVAC Management System-Bourne Middle School
- Bourne High School – Repair Exterior Support Columns
- Replacement of carpeting – Bourne High School Library

BHS-Replace Cupola Roof Library: \$70,000

Capital Outlay appropriated \$50,000 last year for this project. Project was bid and results came in at \$65,000; \$97,000 and \$106,000. Spent \$5,000 to \$6,000 on architect and wasn't enough money left for the project. Roof continues to leak and still need the buckets. Complete project needs to go out to bid again hopefully in March, contingent on Town Meeting approval.

Project useful life: 25 – 30 years

Asbestos Abatement District Wide: \$110,000

This is year 3 of a multiyear plan to remove and replace all floor tiles that still remain in 10 classrooms and some bathrooms at Bourne High School. Floor tiles will also need to be removed and replaced at Peebles School and Otis Memorial School. Work is to be completed when school is not in session.

School Department has the services of an environmental consultant, Fuss & O'Neil who inspects, monitors and reports on the conditions of all schools to meet AHERA compliance.

BPS Technology Planning: \$200,000

There will be an open house on February 26, 2015 from 5:00 PM to 7:00 PM to show off the former workshop into the new Technology Room that the Capital Outlay Committee approved last year. Mr. LaMarche thanked the committee for their support on the investment and can't wait to show it to the public.

Students from Peebles School to High School can use this room.

Project useful life: 5- 10 years (varies per item)

Discussed back-up phone system at the schools. IT looking to consolidate all servers at 1 location. This is an investment that has been needed for a number of years to preserve back-up.

Upgrade HVAC Management System – Bourne Middle School: \$95,000

Current software is not upgradable and was installed during the construction of the Middle School in 2000. Software is no longer able to address HVAC components located throughout the school. To operate at its maximum efficiency the computer, software and system controllers must be updated. Current equipment vendor provided a proposal of \$70,000 but the amount being requested includes the bidding expenses and opportunity to explore various equipment suppliers. If this ever became a major issue, it would be an emergency move and needs to be addressed.

Project useful life: 20 years

Bourne High School – Repair Exterior Support Columns: \$40,000

There are 32 exterior support columns with a metal cap that attaches to the structure of the building that surround the perimeter of the building. Many of the columns are beginning to fail from water seepage creating many surface cracks in the stucco and are bowing.

A mason would have to remove any loose or bowing concrete and then properly repair the affected areas with new concrete and paint the columns. Work needs to be done to maintain the structure of the building. This work will be a summer project.

Project useful life: 30 years

Replacement of Carpeting in Bourne High School Library: \$30,000

Carpeting hasn't been replaced since the library was constructed in 1991. Cupola roof in the library has been leaking for many years resulting in damage to the carpet and possibly mold issues. Cupola will need to be fixed first before carpeting is replaced. Will install air conditioning to help with the mold situation.

Approval of minutes:

John Redman made a **MOTION** and **SECONDED** by Bill Ware to approve minutes of October 20, 2014 as submitted. **VOTED 3-0 (John O'Brien abstained)**

Administrator Guerino said the Main Street Steering Committee will be present at next week's meeting (February 26, 2015) to present and discuss the Splash Pad and renovations at the Buzzards Bay Park.

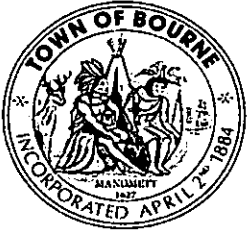
Facilities Director Jon Nelson said that he has a backlog of projects that need to be completed before he brings any more projects forward. Will request at next week's meeting funding for replacement of parking lot lights behind the Community Center and will put together a report for the committee. Also to review and discuss Facility Master Plan with committee.

Mr. Mulvey asked if we have a document that would list ongoing capital expenditures by department and municipal buildings. Chairman Mastangelo said all capital requests and amounts are on the Capital Outlay spreadsheet.

John Redman made a **MOTION** and **SECONDED** by Bill Ware to adjourn meeting at 8:50 P.M.
UNANIMOUS VOTE

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
February 19, 2015

Time

7:00 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Department of Natural Resources
- 3) Shore & Harbor
- 4) IT
- 5) ISWM
- 6) Approval of minutes: February 5, 2015
- 7) Future Meeting Topics
- 8) Such other business that may legally come before the Committee

2015 FEB 13 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS

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Mary Jane Mastrangelo
Chairman

Date: February 13, 2015

Capital Outlay Committee
Thursday, February 19, 2015 / 7:00 P.M.
Bourne Veterans' Memorial Community Center AM 9 55
239 Main Street, Buzzards Bay
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, John Redman, and Bill Ware
Excused: Rick Mastria, John O'Brien

Others present: Town Administrator Thomas Guerino, Finance Director Linda Marzelli, Facilities Director Jon Nelson, DNR Director Tim Mullen, Shore & Harbor member Paul Bushueff, IT Director Hans Lomeland and Jim Mulvey (8:26 PM)

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.
Michael Rausch Bourne Enterprise

Handouts: Assessment of Bourne's Boat Ramps – December 2014
Department of Integrated Solid Waste Management FY 2016 Capital Outlay Request

Chairman Mastrangelo called meeting to order at 7:00 PM

Department of Natural Resources

Repave Taylor Point Marina Parking Lot: \$375,000

Discussed repave Taylor Point Marina Parking Lot that was in the Capital Plan for FY2020 in the amount of \$375,000. Parking lot and curbing at Taylor Point Marina is in very bad shape. Could put down a shimming overlay that could last for 8 – 10 years for \$250,000. Parking lot does need to be done before FY2020. Committee to reduce cost from \$375,000 to \$250,000 by doing the shimming overlay. Town Administrator recommends putting the repave of Taylor Point Marina Parking Lot in FY2016 making the total capital request for FY2016 \$293,000

Value of Taylor Point Marina net after expenses including personnel and gasoline is \$400,000.

Repower Y-56 2008 Pump-Out Boat: \$17,500

Current engine has been in service for 7 seasons and hope to get thru this boating season and trade in for a new engine to put in service for the 2016 season. Pump-out boats are used to remove sewerage from holding tanks from vessels at any location in Bourne waters. Will look into applying for an environmental credit and will also seek reimbursement from the Clean Vessel Act.

Request to purchase a 2015/2016 HP Evinrude ETECH Outboard Engine

Equipment Useful Life: 6-8 years

Repower 1970 Boston Whaler: \$13,000

Boston Whaler stays at Taylor Point Marina is used as a yard boat, patrol boat for getting into shallow areas like Buttermilk Bay and is the only boat in fleet that can get under Cohasset Narrows Bridge, waterways and shellfish regulation enforcement and also responds to search and rescue

calls. Hull is in great shape with exception of doing a little fiberglass work. This engine has been in service for 8 boating seasons and hope to get 1 more season.

Current engine is a 2007 Mercury 4 stroke 60 HP engine that will be replaced with another mercury engine. Will get government price and quotes from several other venders.

Request to purchase a 2015/2016 Mercury 60 HP 4 Stroke outboard engine

Equipment Useful Life: 6-8 years

Repower Y-57 2011 Carolina Skiff: \$12,500

Carolina skiff is the main workboat for the department. Primarily used for shellfish relay and Propagation Programs, put in and haul all floats at the Monument Beach Marina, all town floats and swim floats and maintain town's navigation aids throughout the town.

Current engine is a 2011 Yamaha 4 stroke 60 HP outboard engine and has been in service for 4 seasons and should have a little trade-in value.

Request to purchase a 2015/2016 Yamaha 4 stroke 60 HP outboard engine.

Equipment Useful Life: 4-5 years

Shore & Harbor

Annual Dredging/Ramp Repair and Improvement: \$95,000

Paul Bushueff represented the Shore & Harbor Committee. Mr. Mullen said in absence of the Chairman and Vice-Chairman, he'll speak long with Mr. Bushueff.

This is an annual dredging request to meet the town's dredging needs and to repair and or maintain the town's public access piers and ramps. Upcoming dredging projects and included in the next phase of the permitting process are channel and boat basin at Barlow's Landing and mouth/channel at Pocasset River Marina. These are the last 2 major permits and once in hand all major areas will get done every 10 years and will submit under 1 certificate similar to the Monument Beach Marina configuration permit that also included the septic system, parking lot and maintenance to building.

South channel at Barlow's Landing, Redbrook Harbor between Scraggy Neck and Hospital Cove were done approximately 2001.

Project cost varies depending on the scope of the project.

New Double Lane Boat Ramp at Monument Beach: \$550,000

There was \$25,000 allocated for engineering study for the boat ramp. Contracted with engineering firm for \$19,000 and can't make excuses for them but the study is not completed. Received an estimated cost of \$644,000 for the new double lane boat ramp but when work is completed, cost may be closer to \$550,000.

There is concern on how much this ramp is going to cost to build and what it provides to the town. Monument Beach Marina has a public boating ramp for the citizens of the town with public parking with the purchase of a beach sticker and can also purchase gas at the end of the dock. There are 60 – 70 parking spots for trailers.

Paul Bushueff said the double boat ramp is the Shore & Harbor's top priority. There is adequate parking at this location. The base of the ramp is starting to silt in and requires maintenance. This ramp will be the only facility with ramps on either side for handicap accessibility and there is nothing that says ramps need to be ADA compliance. Ramps make people want to spend money and need to maintain which is paid out of Waterways Improvements.

Committee said they can't do anything at this point and time but need to have engineering study and a better estimate.

Ramp would be paid for in 3 ways: CPC, Waterways Improvement and borrowing.

IT

New Phone System: \$50,000

Chairman Mastrangelo said this is ongoing and need more of a 5-year plan. Linda Marzelli took the blame for not completing since IT Director is new at this and didn't know.

Phase 1 included Town Hall and Fire Department for complete phone system installations and wiring the Police Station and Community Center. New phones will have called ID.

Phase 2 includes the Police Department and Community Center. Part of the plan was to include the Schools and IT Director has been working with Superintendent LaMarche for installation at Bournedale Elementary School. They have fiber hooked in but are waiting to see how it all works. Other town buildings can tentatively can be fitted in. Don't have firm cost to run fiber to the new DPW facility.

Present phone system not including internet costs \$3,000 per month, with new system cost would be reduced to \$800 to \$1,000 per month.

Chairman Mastrangelo asked IT Director for more detailed cost of the phone system and would need prior to Town Meeting.

New Back-up System Implementation: \$32,751

Installation of a back-up system at Town Hall which would replicate with the school allowing for off-site backups between the 2 buildings.

The system is expandable that the life can be extended beyond its current configuration to allow more data to be backed up to it over time.

Project Useful Life: 10+ years

ISWM

Phase IV Stage 1 Final Cap and Closure: \$1,500,000

Final closure of the currently active Phase IV Stage 1 Cell. Final closure reduces leachate costs by preventing infiltration and also reduces gas migration potential by capping and installing a permanent gas collection system.

Hope to start the project in August 2015 with a completion in April 2016.

Project will be funded through the Closure Account within the Enterprise Fund's Retained Earnings.

Project Useful Life: 30 years

Replace 5-CY Wheel Loader: \$425,000

Original capital request was for \$400,000 has increased to \$425,000 and to remove the 2008 CAT 972H Wheel loader from FY2017 capital spreadsheet and make necessary changes on capital spreadsheet.

Current Wheel Loader is a 2008 has over 17,000 hours as of January 15, 2015 and is fully depreciated and has reached the end of its useful life. This machine is utilized in virtually every component of ISWM operations including ice and snow operations.

The 927 wheel loader is being replaced with the 5-CY wheel loader and all the appurtenances necessary to carry out the machines designated functions.

Funding Source: Borrowing

Cost Estimate:

Purchase price with Solid Waste and High Lift Packages:	\$425,000
Estimated Trade-in value of current machine:	<u>\$ 95,000</u>
Net Request:	\$330,000

Replace 35 ton Articulated Dump Truck: \$520,000

Original capital request was for \$410,000 for an Off-Road truck and now has been changed to purchase a 35 ton Articulated Dump Truck at the cost of \$520,000 and this change will need to be made on the capital spreadsheet.

ISWM currently has a 2000 caterpillar D250 E, 6 wheel, all-wheel-drive articulated Dump Truck. These trucks are all-terrain vehicles used to move soils, compost, municipal solid waste and construction and demolition at the landfill. This is one of the most expensive trucks in the fleet. This has been put off for about 6 times and with getting into Phase 6 soon there will be a need for this truck. Several years ago looked at trading in with 2 prices came in close at \$16,000 but decided to run it into the ground instead. Will trade-in caterpillar and Volvo instead.

ISWM is requesting to purchase a new 35 ton Articulated Dump Truck and all the appurtenances necessary to carry out the machines designated functions.

Funding Source: Borrowing

Cost Estimate:

Purchase price with Solid Waste and High Lift Packages	\$520,000
Estimated Trade-in value of current machine	<u>-0-</u>
Net request	\$520,000

Approval of minutes:

John Redman made a **MOTION** and **SECONDED** by Bill Ware to approve the minutes of February 5, 2015 as submitted. **UNANIMOUS VOTE**

Future Meeting:

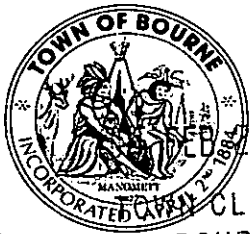
Next scheduled meeting will be held on February 26, 2015

There was a lengthy discussion on single stream recycling and how it will work. Hope to have everything up and running by this time next year.

John Redman made a **MOTION** and **SECONDED** by Bill Ware to adjourn meeting at 9:03 P.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



CLERK'S OFFICE.
BOURNE, MASS

CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
February 26, 2015

Time

7:00 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Town Clerk
- 3) Election & Registration
- 4) CPA Projects – Town Facilities
- 5) Buzzards Bay Park Project
- 6) Approval of minutes: Deferred to next meeting
- 7) Future Meeting Topics
- 8) Such other business that may legally come before the Committee

“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”

Mary Jane Mastrangelo
Chairman

Date: February 23, 2015

Capital Outlay Committee
Thursday, February 26, 2015 / 7:00 P.M.
Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

2015 DEC 17 PM 3 57
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, Bill Ware and John Redman
Excused: John O'Brien and Rick Mastria

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson, Town Clerk Barry Johnson and Assistant Town Clerk Wendy Chapman, Selectman Peter Meier and Selectman Don Ellis (8:25)

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

Handouts: Listing of FY' 2016 CPA Project Requests related to Town Facilities
LHS Associates quote for new Digital Scan Vote Tabulators
AutoMark Voter's Guide

Chairman Mastrangelo called meeting to order at 7:00 PM

Town Clerk

Electronic Voting Equipment: \$50,000

Mr. Johnson said he filed the request but really didn't expect to go forward at this time. This item is brand new and only a few communities are using this. This is just an idea but needs to be studied further and asked the Committee not to vote on this tonight.

The wireless electronic voting equipment is to be used at Town Meetings. At the end of the discussion on each article and the Moderator calls for the vote, each voter will press YES or NO button on their device signaling the vote. The total vote is visually shown on a screen.

Key things about this device:

- It's a YES or NO device
- No real savings
- It will eliminate intimidation when voting
- No more secret ballot
- Can see vote on tote board
- Moves meetings along quicker
- Lease/Rental for each meeting – company trains how to use device, sets up and takes down

Election and Registration

Automark Voter Assist Terminal (VAT): \$10,000

Automark Voter Assist Terminal (VAT) is used to mark the ballot selections of voters who are visually or hearing impaired or who are more comfortable using an alternative language.

One of these machines are set up in each polling location and may be used by any registered voter. The machine set up in the Sagamore Fire Station has had problems and technician had to be contacted to do repairs (prongs inside machine were gone and wouldn't accept disk). Mr. Johnson explained how these machines work and that we are mandated by laws to have.

Mr. Johnson further mentioned that people are sending in secret voters to make sure there is the VAT machine and also making sure the buildings are handicap accessible.

Also discussed information for future major costs to the as they relate to the voting machines. There are 9 machines that vendors are willing to support but may not be able to get parts. To replace memory cards it will cost \$350 each. Bourne was one of the 1st towns to get these voting machines back when Linda Marzelli was Town Clerk.

CPA Projects – Town Facilities

Listing of FY 2016 CPA Project Requests Related to Town Facilities

Barry Johnson, Chairman of the Community Preservation Committee submitted a list of CPA Projects at the request of Chairman Mastrangelo.

Monument Beach Boat Launch 3rd Phase: \$215,000

Community Preservation Committee was unanimous on this item for 1/3 funding in the amount of \$215,000. Chairman Mastrangelo recommends waiting to the fall and should receive engineering study and better estimate cost by that time.

Buzzards Bay Park Project

Restoration and Upgrading of the Buzzards Bay Park: \$350,000

Administrator Guerino said the Main Street Steering Committee put together a questionnaire asking for the community's input to see what they would like to see in the park and what was important to them. A retiree from the Cecil Group helped the committee with this concept. Total cost for the project is \$700,000 with \$350,000 requested from the CPA funds and the balance of \$350,000 will be requested from the Capital Outlay Committee. Engineering fees to do the rest of the planning will cost \$90,000.

Mr. Johnson said he has no breakdown on the \$350,000 is going to be spent.

Administrator Guerino suggested that the Main Street Steering Committee go to the CPA and hope that they support the project then come back before the Capital Outlay Committee in the fall.

Chairman Mastrangelo suggested removing the word "Request" from the spreadsheets before they go to Town Meeting.

Also suggested that we should move forward with the Police Station Committee

Committee discussed the following:

- Add Police Station to FY2018 for \$15million

- Move Peebles School from FY2020 to FY2018 and increase cost from \$28.5 million to \$30 million
- Move Pocasset and Monument Beach Stations from FY2019 to FY2020
- Move Taylor Point Marina Parking Lot from FY2020 to FY2016 and reduce cost from \$375,000 to \$250,000

Minutes:

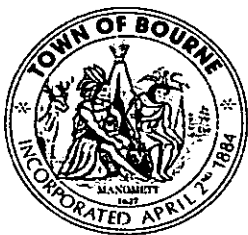
Defer minutes to next meeting

Mr. Nelson has a 5-year plan that he will e-mail to members and will be discussed at the next meeting.

Bill Ware made a **MOTION** and **SECONDED** by John Redman to adjourn meeting at 8:45 P.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
March 5, 2015

Time

7:00 PM

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

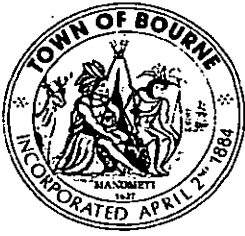
- 1) Call meeting to order
- 2) Town Administrator's recommendations
- 3) Discussion on debt service
- 4) Approval of minutes: February 12, 2015
- 5) Future Meeting Topics
- 6) Such other business that may legally come before the Committee

2015 MAR 2 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: March 2, 2015



CAPITAL OUTLAY COMMITTEE



Meeting Notice

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday March 5, 2015	7:00 PM	Bourne Veterans Memorial Community Center 239 Main Street Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

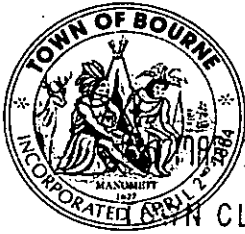
AGENDA

- 1) Call meeting to order
- 2) Town Administrator's recommendation
- 3) Discussion on debt service
- 4) Approval of minutes February 12, 2015
- 5) Future Meeting Topics
- 6) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."


Mary Jane Mastrangelo
Chairman

Date: March 2, 2015



CAPITAL OUTLAY COMMITTEE

17 AM 11 15
TOWN CLERK'S OFFICE
BOURNE, MASS



Meeting Notice

Date

Thursday
March 19, 2015

Time

7:00 PM

Location

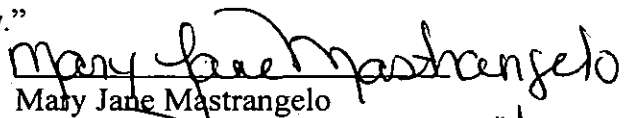
Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Additional Information on FY2016 Capital Plan
 - School Technology Plan
 - Road Improvements
 - Any other FY2016 Capital discussion
- 3) Discussion on debt service
- 4) Town Administrator's recommendations
- 5) Approval of minutes: February 12, 2015 and February 19, 2015
- 6) Future Meeting Topics
- 7) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."


Mary Jane Mastrangelo
Chairman

Date: March 17, 2015

Capital Outlay Committee
Thursday, March 19, 2015 / 7:00 P.M.
Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

2015 DEC 17 PM 3 57
CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, Bill Ware and John O'Brien
Excused: John Redman and Rick Mastria

Others present: Town Administrator Thomas Guerino, Selectman Meier, Finance Director Linda Marzelli, Facilities Director Jon Nelson (left at 7:37), DPW Superintendent George Sala

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

Handouts: Capital Outlay Technology Request
Taylor Point Marina bid price from P.J. Keating Company

Chairman Mastrangelo called meeting to order at 7:00 PM

Additional Information on FY2016 Capital Plan

Road Improvement Plan:

- Power point and presentation by BETA Engineers to get a better understanding of Road Repair Program. Town receives Chapter 90 monies for maintaining, repairing, improving and constructing town roads.

Project Process:

- Establish roadway inventory
- Rate each roadway and establish repair bands
- To understand the "Big Picture" you need to Network Condition, establish backlog and analysis and forecasting
- Prioritize Repairs and this will save the town money

Pavement Repair Toolbox:

- Routine Maintenance includes crack seal, potholes and utility patching
- Preventative Maintenance includes micro-surfacing, shim and overlay and cape seal
- Rehabilitation/Reconstruction includes mill and overlay, reclamation and reconstruction

Pavement Management:

- Need to be Proactive rather than Reactive
- Worst First vs. Timely maintenance
- Example: 1 mile of roadway; average width of 26'; approximately 15,250 sq. yards

Reactive:

- Worse First Approach
- Graph showing reconstruction in 20 years and 40 years at a cost of approximately \$1 million over 40 years

Proactive:

- Performing Timely Maintenance
- Timely maintenance in years, 5,11, 14, 23, 28,334, 37 will cost approximately \$520,000 over 40 years

Chapter 90 Funding:

- FY2014 apportionment of \$613,216 has been apportionment for past 3 years
- FY2015 apportionment increased to \$919,895
- FY2016 apportionment is expected to be \$613,216
- There are 97.91 road miles in the Town of Bourne

Existing Conditions Summary:

Current Backlog by repair type

Pavement Reconstruction: 9.95 miles – estimated cost \$4,221,870 or 10.22%

Pavement Rehabilitation: 27.06 miles – estimated cost \$5,438,630 or 27.80%

Preventative Maintenance: 28.52 miles – estimated cost \$2,871,010 or 29.31%

Routine Maintenance: 21.14 miles – estimated cost \$134,900 or 21.72%

No Maintenance Required: 10.66 miles – estimated cost -0- or 10.96%

TOTAL: 97.33 miles – estimated cost \$12,666,410 or 100%

Capital Planning

- **Priority Roadway Projects**
 1. Williston Road
 2. Old Plymouth Road
 3. Scraggy Neck Road
 4. Barlows Landing

Capital Project – Shore Road

1. Estimated Engineering Cost - \$250,000
2. Estimated Construction Cost - \$1.1 million

Discussion on the Road Improvement Plan. Prices are based on contract road that would require prevailing wages. \$1million would keep the town at the average not including drainage/sidewalks. Administrator Guerino supports the concept but there are different types of roads: high traffic, medium roads and no high traveled roads. Need to look at the cost breakdown. Some roads won't need much work compared to heavy traveled roads. Will take report into consideration. Capital Outlay needs to plan or add an additional \$300,000 over the Chapter 90 monies. Chapter 90 monies is an aide but not to cover the cost of the roads.

Chairman Mastrangelo would like a 5-year plan of on what roads would be done first and knowing this may change each year and how much the cost is.

School Technology Plan:

Disaster Recovery Program: This will address recovery of electronic files through daily operations use of current network devices. Schools currently use "tape" backup system that is antiquated and inadequate. Originally submitted for \$30,000 and now increased to \$35,000

Replacement Straight Throw: Ceiling mounted projectors remains the same at \$30,000

Replacement Short Throw: Wall mounted projectors remain the same at \$20,000

Chrome Base Google Drive Workstation at Bourne Middle School: Replacement cost to remain the same at \$89,750

Town Administrator recommended total cost for Technology Plan is \$175,000

Town Administrator recommends \$32,800 for the backup system for the IT Department

Capital Outlay Committee to present final recommendations to the Board of Selectmen on April 7, 2015

Bill Ware made a **MOTION** and **SECONDED** by John O'Brien to approve the Capital Outlay recommendations with changes as discussed in the amount of \$4,669,700. **VOTED 3-0**

Approval of Minutes

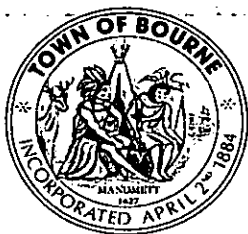
John O'Brien made a **MOTION** and **SECONDED** by Bill Ware to approve the minutes of February 12, 2015 as corrected. **VOTED 3-0**

Bill Ware made a **MOTION** and **SECONDED** by Mary Jane Mastrangelo to approve the minutes of February 19, 2015 as corrected. **VOTED 2-0-1** (John O'Brien abstained)

John O'Brien made a **MOTION** and **SECONDED** by Bill Ware to adjourn meeting at 7:58 P.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday December 9, 2015	8:30 AM	Department of Public Works Conference Room 35 Ernest Valarie Road Bourne

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Tour DPW Facility
- 3) Committee reorganization
- 4) Approval of minutes: February 26, 2015 and March 19, 2015
- 5) Set schedule for meeting dates
- 6) Preliminary discussion on single stream recycling
- 7) Such other business that may legally come before the Committee

2015 DEC 4 PM 3 01
TOWN CLERK'S OFFICE
BOURNE, MASS

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Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: December 4, 2015

Capital Outlay Committee

2016 JAN 10 PM 3:38
Wednesday, December 9, 2015 / 8:30 A.M.
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, John Redman, Rick Mastria and John O'Brien

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson, DPW Superintendent George Sala, ISWM General Manager Dan Barrett and Recycling Committee member Amy Sharpe

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

Chairman Mastrangelo called meeting to order at 8:30 AM

DPW Superintendent George Sala gave the committee a tour of the new DPW Facility. After tour committee returned to the Conference Room to continue with the meeting.

Committee reorganization:

John Redman nominated Mary Jane Mastrangelo as Chairman

John Redman made a **MOTION** and **SECONDED** by Rick Mastria to nominate Mary Jane Mastrangelo as Chairman. **VOTE: 4-0**

John O'Brien nominated John Redman as Vice-Chairman

John O'Brien made a **MOTION** and **SECONDED** by Rick Mastria to nominate John Redman as Vice-Chairman. **VOTE: 4-0**

John Redman nominated Rick Mastria as Clerk

John Redman made a **MOTION** and **SECONDED** by John O'Brien to nominate Rick Mastria as Clerk. **VOTED: 4-0**

Administrator Guerino announced that Library Director Patrick Marshall's mother passed away last night. Our condolences to Patrick and his family.

Preliminary discussion on Single Stream Recycling:

Facilities Director Jon Nelson has been working on Single Stream Recycling for a while and will present to the Board of Selectmen on January 5, 2016. Article for Single Stream Recycling carts will be on the warrant for the Special Town Meeting on February 8, 2016.

Single Stream Budget:

- Purchase 16,348 96-gallon carts @ \$60.00 each = \$980,880.00 (Includes 8,049 households, 150 stock backup, 100 extras for missed units. Costs includes delivery and RFID) ***Radio-frequency identification:** Radio-frequency identification is the wireless use of electromagnetic fields to transfer data, for the purposes of automatically identifying and tracking tags attached to objects.

- Purchase 200 45-gallon carts @ \$45.00 each = \$9,000.00 (Smaller carts available for senior residents or special entrance)
- Purchase 4 Cart Tilt Retrofit @ \$8,000.00 = \$32,000.00 (cost to retrofit existing rear load packers with one tipper per truck and to make any repairs to existing trucks to accommodate tipper)
- Purchase 2 Container Hook Retrofit @ \$5,000.00 = \$10,000.00 (Required to pick up town dumpsters)
- Purchase 24 Town Building Containers = \$25,000.00 (Numbers provides various sized dumpsters at town buildings and locations for trash and recycling)
- Outreach and advertising totaling \$25,000.00 (Includes mailings and other PR efforts)

Total Cost: \$1,081,880.00

Currently all recycles are separated into individual containers ie: bottles, cans, glass and paper etc. Single Stream Recycling is everything you recycle now going into one container and will be more efficient. DPW purchased two single stream trucks that was appropriated last year at \$250,000 per truck. To retrofit a truck the cost is \$8,000 per truck.

Surveyed a lot of communities and the main reason for going single stream is to increase curbside recycling. Goal is to reach the 40 – 50% range. Residents tend to throw items away if they don't know if it can be recycled. To promote recycling, flyers are being sent to all residents indicating what can be recycled and hope to get all residents more efficient at recycling. It is important to educate the residents and will have public presentations on how single stream recycling will be done.

Lid must be closed on curbside carts and any recyclables that are on the ground will not be picked up. If there are more recyclables that can't fit in containers, residents will have to bring to landfill as long as they have a landfill sticker. Also being discussed is picking up recyclables every other week.

Phil Goddard from ISWM has a listing of the exact items that can be recycled. He is also working on a grant that could be eligible for \$100,000 for containers.

Mr. Barrett said they are looking at purchasing 8+ acres to the south which will add an additional 8 years of life to the landfill. This will be Phase 8 and will be an article at the February 2016 Special Town Meeting. This will allow to move Harvest Power on site after receiving a site assignment from the Board of Health.

Efficiencies from the Single Stream Recycling:

- 1) Reduce Workman's Compensation injuries and lost time from work
- 2) Currently 3 people per truck and this will be reduced to 2 people per truck
- 3) Collection stop times will be less

Employees will take barrel to truck and set up to the truck and automation arms will pick up barrel and empty. Single Stream Recycling payback time over approximately 7 – 8 years.

Carts are the property of the Town of Bourne and each cart will have identification tags. Tags will record each dump and time at each stop. Carts are assigned to residences and bar coded. Residents will be required to file a Police report if their carts are missing and will be provided another cart. Each cart will have a 10 year warranty for normal wear and tear only. If cart is damaged by the homeowner, their trash will not be picked up and if left on the side of the road, know this becomes a Board of Health issue.

Company will do the original set-up during the summer months when residents are here. ISWM will pay for the Single Stream Recycling Program. Chairman Mastrangelo could like to see numbers, breakdown and how it's being paid for.

Dan Barrett said from the outside looking in, the Town of Bourne does exceptional in recycling thru the work of the Recycling Committee. Administrator Guerino said the Recycling Committee has been eager, helpful and enthusiastic in doing this.

Meeting Date:

All meetings will be held on Wednesday's at 8:30 A.M. in the DPW Conference Room

December 16, 2015

January 13, 2016

February 3, 2016

February 24, 2016

Approval of Minutes:

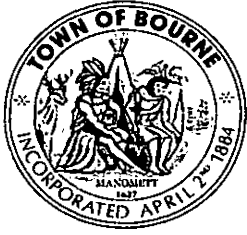
John Redman made a **MOTION** and **SECONDED** by Mary Jane Mastrangelo to approve the minutes of February 26, 2015 as submitted. **VOTED 2-0** John O'Brien and Rick Mastria abstained.

John O'Brien made a **MOTION** and **SECONDED** by Mary Jane Mastrangelo to approve the minutes of March 19, 2015 as submitted. **VOTED 2-0** John Redman and Rick Mastria abstained.

John O'Brien made a **MOTION** and **SECONDED** by John Redman to adjourn meeting at 10:10 A.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
December 16, 2015

Time

8:30 AM

Location

Department of Public Works
Conference Room
35 Ernest Valarie Road
Bourne

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Review of Department
A. Police Department
- 3) Continue discussion of Single Stream Recycling
- 4) Such other business that may legally come before the Committee

2015 DEC 11 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS

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Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: December 11, 2015

Capital Outlay Committee
Wednesday, December 16, 2015 / 8:30 A.M.
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Mary Jane Mastrangelo, John Redman and John O'Brien

Absent: Rick Mastria

Others present: Town Administrator Thomas Guerino, Finance Director Linda Marzelli, Facilities Director Jon Nelson, DPW Superintendent George Sala, Police Chief Dennis Woodside and Lt. Brandon Esip

If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

Chairman Mastrangelo called meeting to order at 8:30 AM

Police Department

Police Cruisers - \$125,404 (4 cruisers)

Chief Woodside said this is a standard request replacing no more than 4 cruisers. Replacing cruisers in the fleet that have low performance and high mileage ranging from 58,000 to 102,000 miles as of November 24, 2015. Maintenance problems are also a factor in which particular cruisers are being replaced.

Fleet consists of: 13 marked patrol units, 1 4x4 SUV, 1 motorcycle, 5 unmarked cruisers, 2 undercover vehicles and 1 pick-up truck.

Chairman Mastrangelo asked is there are any old cruisers that are still being used? Chief Woodside said there are 3: DNR, ISWM and School Department.

Dispatch Console - \$144,914

Dispatch Console and associated equipment was purchased in 1986 and has moved past its useful life. There are 3 remaining consoles remaining still in use within Barnstable County including Bourne. Barnstable County Sheriff's Office Communications section have old units that radio technicians can take parts and accessories from or they try to obtain parts that are needed through E-bay. The back-up unit is a mobile unit that was removed from a police cruiser and was installed into the console. This will serve as a limited need should there be a problem with the main console. The main console has been extensively modified throughout the years to accommodate other equipment such as the 911 system.

Bourne has 800 frequency while Wareham has 400 frequency. With Wareham having a different radio frequency makes communication difficult. You can talk with Provincetown clearly.

Administrator Guerino said this is absolutely necessary. He further mentioned that John Ford was talking about this when he became Town Administrator.

Portable Radios - \$51,520

Portable radios was on the 5-year plan last year and was deferred to this year. By deferring, the cost have increased \$300 - \$400 per radio. Radios can be deferred again this year. Chief Woodside did make the committee aware that if deferred again the cost could continue going up.

Motorola radios were purchased by the state after the Atlanta Summer Olympics in 1996. There are 14 radios being requested that are unable to be repaired or serviced. They are no longer manufactured and replacement parts are no longer available. Portable radios are issued to each full-time officer and 16 portable radios are used for detail officers and special events. Radios are ensure personnel safety and to request assistance.

Cost of radios are \$3,680 per unit = \$51,520.00

Single Stream Recycling:

Town of Bourne Recycling Program began 25 years ago. Ten years ago the town stated doing its own processing of recycled materials.

Bourne has partnered with a regional recycling facility, E. L. Harvey in Westborough.

Facilities Director Jon Nelson said he didn't have time to complete the power point presentation that he was going to present to the committee. Phil Goddard is putting together some data and is waiting for some answers. Goal to single stream recycling is to increase participation in recycling by the residents, extend the life of the landfill and to reduce injuries related to recycling. Most injuries due to lifting of the containers include shoulder, back and ankle. With the single stream recycling these injuries should decrease.

Currently about 14% of the weekly collection is recyclables. It is hopeful that with new single stream recycling this number will increase. Goal is to reach 30% to 40% in recyclables.

Recycling Committee is adamant about giving people two (2) 96 gallon carts for a trial period and have residents get accustomed to the new system. Jon said the Recycling Committee has been excellent to work with.

Discussed helping residents that have a handicap placard, medical necessity or terrain with single stream recycling or giving them a 45-gallon cart.

A notice will be going into the paper announcing that recyclable items don't have to be separated (co-mingling) any longer and that chip board will be picked up at the curb.

Special Town Meeting will be held on February 8, 2016 and hopefully the residents will vote to go single stream recycling. Vote will ask residents to approve the use of ISWM using retained earnings to pay for the wheel-carts, which include delivery by the company.

With a positive vote, 16,000 96-gallon wheel carts will be ordered costing approximately \$60 per cart. Carts will be delivered to households with 1 cart being used for everyday household trash and

other for recyclables. New recycling trucks will have a lift arm that fits into the groove on carts, picks up cart and empties and puts cart back down. This will prevent any employee from lifting heavy barrels.

Estimated pay-back savings to the town won't be for at least 5 years but looking more at 8 – 10 years.

Administrator Guerino said once we get the carts, there will be no going back to pick up if residents don't have trash/recyclables out on time. Being in the new building the travel time to go pick-up, go to the landfill to drop off and travel time back to the DPW facility will take too long.

Carts will have RFID (Radio-frequency identification) chip that is solely for the cart location. Will have readers on the truck to provide proof of service, how long stop took to empty carts and to create data base based on address. Homeowners are responsible for their cart. If someone uses your cart a fine will be issued.

No shredded paper will be allowed in recycling carts.

Administrator Guerino said there will be other articles coming forward for ISWM that will require borrowing. Pay cash for this program will make sense. Even though we run a good operation, the landfill space is getting less and is becoming more of a commodity.

New recycling trucks should be in by the end of the month.

Single Stream Recycling will be presented to the Board of Selectmen on January 5, 2016.

Committee discussed additional meeting dates:

January 20, 2016 – IT and ISWM

February 10, 2016 – School Department

John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn the meeting at 10:20 A.M. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary

TOWN OF BOURNE
OFFICE OF THE MODERATOR

24 Perry Avenue
Buzzards Bay, MA 02532

2014 JAN 24 PM 12 10

TOWN CLERK'S OFFICE
BOURNE, MASS

NOTICE OF MEETING

BOURNE CHARTER COMPLIANCE COMMITTEE

DATE: Tuesday, February 4, 2014.

TIME: 7:00 p.m.

PLACE: Bourne Town Hall. Downstairs Conference/Meeting Room.

AGENDA

1. Introductory Remarks by Moderator – Role of the Committee; vacancies; quorum; other
2. Compliance with Open Meeting Law Requirements – Moderator
3. Election of Committee Officers – Chairman, Vice Chairman and Clerk
4. Complaint of Richard Conron. Discussion and vote on whether or not to dismiss the complaint without further action, or schedule a hearing.
5. Such other business as shall lawfully come before the Committee
6. Adjournment

Robert W. Parady

Robert W. Parady, Moderator



Bourne Charter Compliance Committee

Bourne Town Hall 24 Perry Avenue, Buzzards Bay MA 02532

DRAFT MINUTES OF BCCC MEETING HELD TUESDAY, FEBRUARY 4, 2014

In the absence of a chair, Moderator Robert Parady, as the appointing authority, convened the meeting at approximately 7:10 PM on February 4, 2014.

The following members were present, and constituted a quorum:
Renée D. Ziegner, Richard J. White, James Sullivan, Kathleen Donovan

Town Counsel Robert Troy and the following selectmen were present in the audience, Selectmen Zuern, Meier, Ellis, and Pickard along with a handful of concerned citizens.

Moderator Robert Parady asked the board for nominations of officers for this board. Mr. Parady's duties would be over as soon as a chairman was in place. Richard J White was nominated and seconded as chairman. As there were no other nominations, Mr. White was unanimously elected as chairman by the board. He began his duties immediately and asked all present for nominations for vice-chairman. James Sullivan was nominated and seconded as vice-chairman, as there were no further nominations, Dr. Sullivan was unanimously elected as vice-chairman. Nominations were opened for clerk. There were no nominations. Renee Ziegner volunteered to serve as clerk pro-tem for this meeting, and was unanimously elected.

Chairman White opened deliberations on the complaint filed by Richard Conron on January 24, 2014 concerning actions taken by the Board of Selectmen on December 3, 2013am in regards to the submission of an appeal relative to a decision regarding the Building Inspector by the Bourne Board of Appeals. A copy of the complaint was referenced by the Committee, and is on file with these minutes.

As Mr. Conron was not able to be present he requested that his statement be read in entirety. Moderator Parady then read it to the board. After that reading Town Counsel Robert Troy requested to address the board regarding his interpretation of the Bourne Charter. Attorney Troy moved that the Committee dismiss the complaint because the actions of the selectmen complained of by Mr. Conron did not constitute violations of the Town Charter. He argued that M.G.L. c. 40A, §8, which as state law supersedes the Charter, gives the selectmen the right to appeal decisions of the building inspector and other boards. If that motion failed, Mr. Troy requested that Mr. Meier be dismissed as a party to the complaint because he did not participate in the vote.

Attorney Troy moved that the Committee dismiss the complaint because the actions of the selectmen complained of Mr. Conron did not constitute violations of the Town Charter. M.G.L. c. 40A, §8. Which as state law reads supersedes the Charter, and gives the selectmen the right to appeal decisions of the building inspector and other boards. If that motion failed; Mr. Troy requested that Mr. Meier be dismissed as a party to the complaint because he did not participate in the vote.

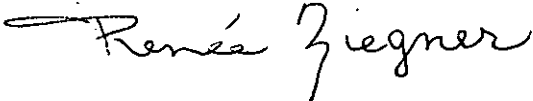
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TOWN CLERK'S OFFICE
BOURNE, MASS

Mr. Chris Farrell was permitted by unanimous consent to address the Committee on behalf of Mr. Conron's complaint. Mr. Farrell requested that the Committee continue the hearing until Mr. Conron could be present. Because Mr. Conron had not requested a continuance in his communication with Mr. Parody, but rather that his statement be read, no action was taken on Mr. Farrell's request.

After a brief discussion a motion to dismiss Mr. Conron's complaint was made by Kathleen Donovan and seconded by James Sullivan. The committee then voted unanimously to dismiss that complain.

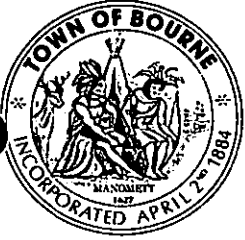
The meeting was adjourned at 7:45.

Respectfully submitted,



Renée Ziegner, Temporary clerk-secretary

TEMPORARY DRAFT



TOWN OF BOURNE

Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



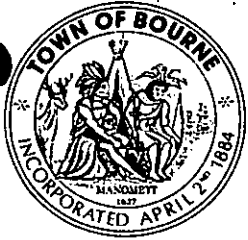
CHARTER REVIEW COMMITTEE

August 12, 2015
Bourne Veterans Memorial Community Building
6:30 p.m.

AGENDA

1. Call Meeting to Order
2. Review Open Meeting Law
3. Review Conflict of Interest
4. Goals of Committee
5. Public Comment
6. Adjourn

2015 JUL 20 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE
August 12, 2015
Bourne Veterans Memorial Community Building
6:30 p.m.

AMENDED AGENDA

1. Call Meeting to Order
2. Read Charge/answer questions by committee members
3. Election of Officers
4. Review Open Meeting Law
5. Review Conflict of Interest
6. Goals of Committee
7. Public Comment
8. Adjourn

2015 JUL 27 AM 9 12
TOWN CLERK'S OFFICE
BOURNE, MASS

Charter Review Committee
August 12, 2015

2015 SEP 15 AM 10 20

TOWN CLERK'S OFFICE

1. Meeting called to order by at 6:30pm by Selectman Don Picard Chairman Pro-Tem.

Committee members in attendance Jim Mulvey, Dick Anderson, Dan Doucette, Dennis White, Dave Pelosi and Joe Carrara. Wes Ewell arrived at 6:45pm.

Non-Committee members Town Manager Tom Guerino & Selectman Peter Meier

2. Tom read and explained the charge of the committee and answered several questions. He informed members of a Memo received from Bob Troy during the 2005 review that he will be forwarding to the committee.

3. D. Anderson moved to have the election of officers delayed until the full committee was in attendance. Motion was seconded by J. Carrara and a discussion followed. After some discussion D. Anderson withdrew his motion as did J. Carrara withdrew his second, as the full committee was now in attendance. The election of officers followed Wes Ewell was elected Chairman, Joe Carrara was elected Vice Chairman and D. Anderson was elected Clerk. After election of officers Selectman Picard turned over the meeting to the Chairman.

4. Tom explained the open meeting law requirements and also reminded members to take the OML test and provide proof of completion to the Town Clerk. The Chairman also gave some examples of violations we should be aware of including being careful not to include any deliberations in our emails.

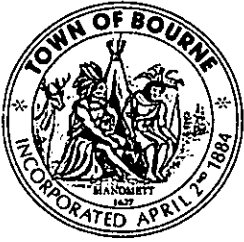
5. Tom gave a brief overview of the Conflict of Interest rules and regulations. There is also a test that must be completed by the members who must provide proof of completion to the Town Clerk.

6. Goals of the Committee such as meeting dates, who and when do we wish to come before us regarding the review process were discussed. It was suggested that all members review the present charter and highlight areas they believe might need some attention in anticipation of our upcoming meetings.

7. There was no public comment.

8. Motion by Dan Doucette and seconded by D. Pelosi to adjourn meeting. Voted upon unanimously at 7:21PM.

Next meeting Wednesday September 9th 6:30PM at the Community Center.



TOWN OF BOURNE

Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE

September 9, 2015

Bourne Veterans Memorial Community Building

6:30 p.m.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of August 12, 2015 Meeting
3. Town Counsel Bob Troy and Former Charter Commission Member Michelle Ford, re: Responsibilities and Limits of Charter Review Committee
4. Selectman Don Pickard, re: Changes to Charter
5. Public Comment
6. Set Next Meeting Date, Time & Agenda
7. Adjourn

(n.b. Any significant ideas and issues raised at this meeting will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

2015 SEP 3 AM 10 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Charter Review Committee
September 9, 2015

2015 SEP 24 AM 10 57

1. Meeting called to order by Chairman Wes Ewell at 6:35PM with the following members present: Wes Ewell, Joe Carrara, Dick Anderson, Dave Pelonzi and Dan Doucette. Dennis White and Jim Mulvey were excused.

Members of the public in attendance were Michael Rausch and Don Pickard.

2. Minutes of August 12 were approved with one correction: Dave Pelonzi in attendance. Motion by Dan Doucette and seconded by Joe Carrara with all in favor.
3. Mr Pickard started off by stating that he is presenting his ideas as a member of the public and not as a representative of the Selectmen. Mr Pickard presented his concerns and suggestions for changes in section covering the Town Administrator. (See separate sheet attached). He suggested changing wording in Article 4 Section 4-1 Para 1 Sentence 1 by adding "**reasons other than cause**". Article 4 Section 4-1 Para 2 change to "**a term defined by contract**" ipo "**for an indefinite term**". Article 4 Section 4-5 add second sentence "**The Board of Selectmen, by an affirmative vote of three (3) of it's members, may initiate the removal of the Town Administrator by adopting a preliminary resolution of removal for cause.** A discussion followed which revolved mostly around how do you define "cause".
4. Joe Carrara brought up the idea of going to daytime meetings. It was agreed by all to have our second meetings of the month at 1:30PM. The Committee voted to have our next meeting on September 23 at 1:30PM with a location to be decided upon.
5. A brief discussion was held on the use of social media and how we might use it to our advantage.
6. At 7:35PM Motion to adjourn by Dave Pelonzi, seconded by Dan Doucette all in favor.

I respectfully propose the following changes to the Town of Bourne Charter.

Proposed Change for Article 4, Section 4-1: Appointment; Qualifications; Term

Paragraph 2,

The Board of Selectmen, by an affirmative vote of four (4) members, shall appoint the Town Administrator for an indefinite term and fix the Town Administrator's compensation within the amount annually appropriated for this purpose.

to

The Board of Selectmen, by an affirmative vote of four (4) members, shall appoint the Town Administrator for **a term defined by contract** and fix the Town Administrator's compensation within the amount annually appropriated for this purpose.

Proposed Change for Article 4, Section 4-5: Procedures for Removal of Town Administrator

Paragraph 1, Sentence 1

The Board of Selectmen, by an affirmative vote of four (4) of it's members, may initiate the removal of the Town Administrator by adopting a preliminary resolution of removal.

to

The Board of Selectmen, by an affirmative vote of four (4) of it's members, may initiate the removal of the Town Administrator by adopting a preliminary resolution of removal for **reasons other than cause**.

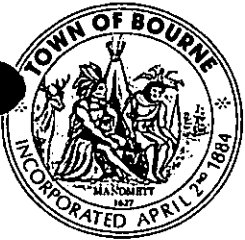
I propose adding the following as the second sentence of Article 4, Section 4-5 Procedures for Removal of Town Administrator.

The Board of Selectmen, by an affirmative vote of three (3) of it's members, may initiate the removal of the Town Administrator by adopting a preliminary resolution of removal for cause.

Donald J. Pickard

TOWN OF BOURNE
Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



2015 SEP 18 AM 9 57
TOWN CLERK'S OFFICE
BOURNE, MASS

CHARTER REVIEW COMMITTEE
September 23, 2015
Bourne Veterans Memorial Community Building
1:30 p.m.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of September 9, 2015 Meeting
3. Town Counsel Bob Troy, re: Responsibilities and Limits of Charter Review Committee
4. Town Administrator Tom Guerino, re: Changes to Charter
5. Town Clerk Barry Johnson, re: Terms of Housing Authority Members
6. Discussion of changes re hiring and dismissing Town Administrator
7. Public Comment
8. Set Next Meeting Date, Time & Agenda
9. Adjourn

(n.b. Any significant ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

Bourne Charter Review Committee
Wednesday September 23, 2015

2015 OCT 21 Meeting called to order by Chairman Wes Ewell at 1:32pm. With the following members in attendance Jim Mulvey, Dan Doucette, Dennis White, David Pelonzi, Wes Ewell and Dick Anderson. Joe Cararra was excused.
TOWN CLERK'S
BOURNE, MASS

Members of the public included Tom Guerino Town Administrator, Bob Troy Town Counsel, Barry Johnson Town Clerk, Dick and Judy Conron.

2. Minutes of the September 9th meeting were approved on a motion by Dan Doucette and seconded by Dave Pelonzi all in favor with Dennis White and Jim Mulvey abstaining.
3. Barry Johnson spoke on the length of term for Housing Authority members in the present charter. It is stated the term is 3 years however under MGL Chapter 121b the term should be 5 years. It was agreed to have been a clerical error. On a motion by Dan Doucette and seconded by Dennis White to change the length of term to 5 years to be in compliance with MGL Chapter 121b. All voted in favor.
4. Tom Guerino presented his recommendations for changes in the present charter regarding the Dismissal of the Town Administrator. More towns are now changing their charters to state a "Super Majority" vote is required.
5. Town Counsel Bob Troy explained to the committee their responsibilities regarding changes to the charter. We, as a committee, must decide which approach to take in proposing any changes. One approach was through "Home Rule", where any proposed changes would be acted upon by Town meeting. The other approach was to send the proposed changes to the state legislature for the appropriate action.
6. Tom Guerino suggested the following changes:
Section 2.5 (b) 50 days ipo 75 days 25 days ipo 45 days. Delete the second sentence in this section.
Section 2.5 (c) "Counted votes of the Finance Committee, Board of Selectmen" ... Tom stated the Selectmen are not following this procedure.
Section 3-3 add a violation clause. Reason stated by Tom is that no one is heeding "Only through the Town Administrator" which is the last sentence of the first paragraph.
Section 3-7 change "board of selectmen" to "Town Administrator or his appointee..."
Section 4-1 third paragraph "the town administrator need not be a resident..." Tom suggested removing residency requirement.
Section 4-6b make it applicable to the "Major Departments" only. In regards to getting approval for appointment by B.O.S.
Section 4-6h remove in its entirety TA is not a grant writer.
Section 4-6n TA believes this is covered by statutory interests.

Section 5-2 first paragraph remove "or the Department of Integrated Solid Waste Management" as this has already be done.

Section 5-3 rewrite first sentence as this is too cumbersome.

Section 6-3 replace "elected" with "appointed by the Town Administrator". Tom stated the way it is now is too cumbersome where the clerks are his employees but the Town Clerk is not.

Section 7-3 add "the Finance Director shall recommend to the Town Administrator" in the first sentence.

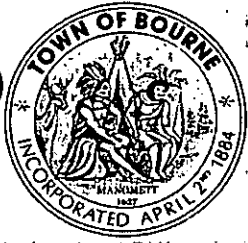
7. Dick Conron addressed the committee regarding Selectmen responsibilities and presented a handout from "Handbook for MA Selectmen"

Judy Conron spoke on Section 3-6 suggesting placing "or Committee" after "appointed town board".

8. Next meeting October 7th at 6:30pm within Bourne Community Center.

9. Motion to adjourn by Dan Doucette at 3:05pm and seconded by Dennis White with all in favor.

Submitted by Clerk
Richard Anderson



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE

October 7, 2015

Bourne Veterans Memorial Community Building

6:30 P.M.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of September 23, 2015 Meeting
3. Selectman Peter Meier, re Changes to Charter
4. Discussion of Suggested Changes to Charter
 - a. Hiring and Dismissing Town Administrator (Sec. 4-5)
 - b. Eliminating Residency Requirement for Administrator, and Changing Term from "indefinite" to "defined by contract" (Sec. 4-1)
 - c. Reducing the Time for Closing of Town Meeting Warrant and the Votes Required to Waive that Requirement (Sec. 2-5 (b))
 - d. Adding "or committee" to Prohibitions on Selectmen (Sec. 3-6)
 - e. Adding "Administrator or his designee" to Representatives on Intergovernmental Committees (Sec. 3-7)
5. Public Comment
6. Adjourn

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

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BOURNE, MASS

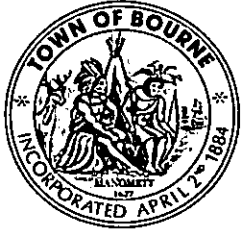
Johnson, Barry

From: wesleyewell@comcast.net
Sent: Tuesday, October 6, 2015 9:57 PM
To: Carrara, Joseph; Doucette, Dan; Richard, Anderson; Dennis, White; Pelonzi, David
Cc: Meier, Peter; Johnson, Barry; Sundman, Nancy; Guerino, Thomas
Subject: Charter Review Meeting Cancelled

With the Selectmen meeting Wednesday at 7:00, I am cancelling the Charter Review Committee meeting scheduled for 6:30.
The next meeting will be at 1:30 on October 21.

Wesley Ewell, Chairman
Charter Review Committee

2015 OCT 7 AM 10 52
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE October 21, 2015 Bourne Veterans Memorial Community Building 1:30 to 3:00 P.M.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of September 23, 2015 Meeting
3. Selectman Peter Meier, re Changes to Charter
4. George Sala, re Changes to Charter
5. Discussion of Suggested Changes to Charter (as time allows)
 - a. Making the Town Clerk position full-time and appointed
 - b. Hiring and Dismissing Town Administrator (Sec. 4-5)
 - c. Eliminating Residency Requirement for Administrator, and Changing Term from "indefinite" to "defined by contract" (Sec. 4-1)
 - d. Adding "or committee" to Prohibitions on Selectmen (Sec. 3-6)
 - e. Adding "Administrator or his designee" to Representatives on Intergovernmental Committees (Sec. 3-7)
6. Public Comment
7. Adjourn

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

2015 OCT 16 PM 2 23
TOWN CLERK'S OFFICE
BOURNE, MASS

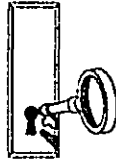
Bourne Charter Review Committee
Wednesday October 21, 2015

2015 NOV 10 10:12 AM
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Meeting called to order by Chairman Wes Ewell at 1:33pm with the following members present Dennis White, Jim Mulvey, David Pelonzi, Dick Anderson and Dan Doucette, Joe Cararra arrived at 2pm.

2. Minutes of September 23 were unanimously approved on a motion by Dennis White and seconded by Dave Pelonzi.
3. The Chairman mentioned that T/A Guerino had been in touch with him regarding his suggestion to change the Town Clerk to an appointed position. T/A Guerino wants to have that suggestion removed from consideration. A discussion followed with the committee feeling we should keep this on the table for consideration later in the process.
4. A discussion ensued regarding committee policies and procedures. No definitive conclusions were reached.
5. Selectman Meier and DPW Commissioner Sala were scheduled to appear but had to reschedule due to conflicts in their schedules.
6. Discussion on eliminating residency requirement for the T/A position. Should we remove, modify or just leave it as is, no decision was made.
7. Discussion on firing T/A. Is the super majority required, as is now in charter, to difficult, what is a super majority if only four selectmen are in attendance, is it 3 or does it require a unanimous decision? No decision was made.
8. Next scheduled meeting will be Wednesday November 4th 6:30pm within Bourne Community Center.
9. Motion to adjourn by Dan Doucette at 2:59pm seconded by Dave Pelonzi with all in favor

Submitted by
Richard Anderson
Clerk



Richard W. Conron
29 Mashnee Road
Bourne, MA 02532
Tel. (508) 759-1559

2015 NOV 18 PM 3 12

Tuesday, November 3, 2015
TOWN CLERK'S OFFICE
BOURNE, MASS

Charter Review Committee
Town of Bourne
25 Perry Avenue
Bourne, MA 02532

Dear Members of the Committee,

The purpose of this letter is to submit to the Charter Review Committee, proposed additions and modifications to the current version of the town charter, for their review and consideration. I feel the recommendations from these suggestions will improve the transparency and effectiveness of our town governing process. My recommendations for changes and additions to specific sections of the charter are highlighted in **Underlined, Bold and Italicized** text.

Thank you for giving me the opportunity for presenting my ideas.

My first suggestion pertains to the finance committee, Section 2-9. Membership of most town committees changes from year to year. Documented practices and/or procedures insure that any governing process remains constant and transparent as membership changes.

Section 2-9: Finance Committee.

A finance committee shall be appointed as provided by by-law. Town employees, including school employees, shall not be eligible for appointment to, or service on, the finance committee. The finance committee shall choose from its members a chairperson and fill such other offices as it may create. **The finance committee shall adopt, make public and abide by its own local Rules of Procedure to govern the conduct of its meetings and define its responsibilities in the annual town budgeting process as well as all other town-related financial matters.**

My second suggestion looks at Section 3.3, Policy Role. I begin by addressing goal setting and the lack of an annual reporting of the town's performance as it relates to the Selectmen's annual goals.

In addition, within this section of the charter, the policy role of the Board of Selectmen is restructured to define the specific steps necessary for any Selectman to initiate any independent action (i.e. Investigation) of any town agency or department.

Finally, within this section of the charter, I am also recommending a framework for formal identification and control of all policy decisions voted by the Board of Selectmen. My personal investigation via the Internet indicates that many towns in the Commonwealth, voted policies are organized in a "policy book", grouped by type (i.e. personnel, financial, etc.) using some

type of numbering system along with some type of administrative process to identify and document additions, changes, deletions and who initiated/approved the new policy and/or policy change. Since the office of Selectman is an elected position, individuals come and go through this leadership responsibility. Local policies are the primary "thread" that keeps local government consistent, sustainable and transparent so that all residents are treated fairly. Therefore a structured method to control and communicate town policies appears to me to be essential. The current charter already requires that the town establish a "policy book". However, there is no definition within the current charter that defines the contents of this "policy book". On October 26, 2015, I emailed the town administrator to inquire if such a book existed. This was his reply "There is no consolidated policy book" I have a copy of his Email reply if it is needed. This request simply expands the definition of the current charter requirement. Please refer to Bourne's zoning bylaw to gain an understanding of how policies can be grouped and numbered for control and easy access. I also invite you to visit the town of Framingham website, www.framinghamma.gov for a sample of a structured and organized approach to document town policies. See Exhibit-1 (page 6)

Section 3-3: Policy Role.

The board of selectmen shall serve as the chief goal setting and policy-making agency of the town, keeping in mind the goals, policies and action items of the local comprehensive plan, or LCP, and shall appoint a town administrator to carry out such policies. Policies, and goals specific to each policy, shall be filed with the town administrator not later than 45 days after the regular spring town election. *At the end of the fiscal year and prior to July 1, the start of the next fiscal year, the Board of Selectmen will write and verbally report to the public, a summary of the status for each of the current year's goals. This summary should report how many goals were completed, are still in process or have not been started.*

An individual selectman shall have no independent authority *to begin to undertake any independent action or study of town agencies or town departments* unless specifically *authorized and* voted by the board of selectmen. Selectmen shall deal with administrative agencies and departments only through the town administrator.

Nothing in this section shall authorize a member of the board of selectmen, or a majority of its members, to become involved in the day-to-day administration of a town agency. The board of selectmen shall act only through the adoption of written policy goals, policies and action items *that* shall be implemented by the town administrator and written in a policy book that shall be available to the public for review. *In order to improve the transparency of governing policies, this policy book shall be organized by topic (i.e. financial, personnel, organizational, etc.) and be organized using a defined documentation control process.*

My third suggestion expands Section 3-5 by clarifying the appointing process to include both appointment and reporting responsibility.

Section 3-5: Appointing Powers.

The board of selectmen shall appoint the town administrator, town counsel, registrars of voters, constables and members of all multi-member bodies for whom no other appointment provision is

made in this charter or by by-law. All boards, committees and commissions appointed by the board of selectmen shall be responsible to the board of selectmen.

I expand Section 3-6, Prohibitions, by increasing the limitations as to what kind of boards; committees and working-groups selectmen can serve on. The Board of Selectmen (as defined in the Charter) is the policy making arm of our local government. If a selectmen serves on any of these 3 types of groups; boards, committees or working-groups, it appears to me that a charter violation has occurred from this type of action. I also see an appearance of a conflict of interest especially in cases where the serving selectman votes twice, the first as a member of, for example, a working-group and a second vote as a member of the Board of Selectmen. "Roberts Rules of Order" also clearly states that "ex-officio" members, even though they cannot vote, are considered formal members of a committee.

Section 3-6: Prohibitions.

(a) No member of the board of selectmen shall serve as a member or ex-officio member on an appointed town board, or committee that is established by this charter, by by-law, by town meeting, or by the board of selectmen for which the board of selectmen is the appointing authority.

(b) No member of the board of selectmen shall serve as a member or ex-officio member of any "Working-Group" that is established by the town administrator.

Next I am requesting revisions to Section 3.8, Rules and Procedures, in order to formally identify and document all changes to the Selectmen's "Rules and Procedures". This section mirrors the same logic and process that was defined in Section 3-3: Policy Role. Once again, this process increases transparency and allows residents the opportunity to get a structured copy of any and all Rules and Procedures.

Section 3-8: Rules of Procedure.

The board of selectmen shall adopt, make public and abide by its own rules of procedure to govern the conduct of its meetings. In order to improve the transparency of governing methods and practices, the Rules of Procedures shall be organized by topic (i.e. Agenda, meeting format, meeting minutes etc.) and be organized using a defined documentation control process.

Finally, I have expanded the "Definitions" section of the charter to include four new items (goal, policy, policy book and working-group). These terms are mentioned in other sections of the charter that clearly involve governing actions of the Board of Selectmen and others but are not included in the "Definitions", Section 8-9.

Section 8-9: Definitions.

For the purposes of this charter, the following words shall, unless the context clearly requires otherwise, have the following meanings:-

"Charter", this charter and any amendments to it made through any of the methods provided under Article LXXXIX of the amendments to the Constitution of the Commonwealth.

“Goal”, the end toward which effort is directed that adds value to the town. Goals can be either short-term (one year or less) or long-term (greater than one year.) Each goal statement must contain the following elements:

- **Specific – target a specific area for improvement.**
- **Measurable – quantify or at least suggest an indicator of progress.**
- **Assignable – vote and publish a list of yearly goals and specify who is responsible for each goal.**
- **Realistic – state what results can realistically be achieved, given available resources.**
- **Time-related – specify when the result(s) can be achieved.**

“Library”, the Jonathan Bourne library and any branch thereof that may be established.

“Local newspaper”, a newspaper of general circulation within the town.

“Majority vote”, as to a town meeting, a majority of those present and voting; as to a multiple member body, the affirmative vote of a majority of all members present and voting shall be necessary to adopt any motion, order, appointment or approval or disapproval or to take any action not entirely procedural in nature, unless otherwise provided by law.

“Multiple member body”, a board, commission or committee consisting of 2 or more persons, whether elected or appointed.

“Policy” a municipal policy is defined as a statement, ordinance, regulation, or decision officially voted and adopted by the Board of Selectmen.

“Policy Book” a hard-copy or digitized book, that contains an organized and structured record of statements, ordinances, regulations, or decisions officially voted and adopted by the Board of Selectmen.

“Town”, the town of Bourne.

“Town agency”, a board, commission, committee, department or office of town government, whether elected, appointed or otherwise constituted.

“Town meeting”, the town meeting of the town of Bourne established in article 2.

“Town officer”, an elected or appointed official of the town who, in the performance of that person’s official duties, exercises some portion of the sovereign power of the town, whether great or small; provided, however, that a person may be a town official whether or not that person receives compensation for his services.

“Voter handbook”, the voter handbook established in subsection (c) of section 2-5 and referenced in section 7-4.

“Voters”, the registered voters of the town.

“Working Group”, an ad-hoc group of subject-matter experts temporarily working together to achieve specified goals. Working group participants are recruited and appointed by the town administrator and report the group findings directly to the town administrator.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Conron', written in a cursive style.

Richard W. Conron

Exhibit-1 (Town of Framingham)

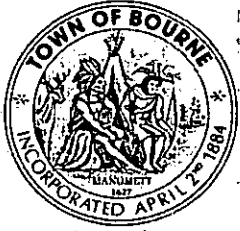
Policies & Procedures

Section 1. Procedural

- 1.01 Policy on Powers, Duties and Obligations of the Board of Selectmen
- 1.02 Policy on Establishment of Policy, Procedure and Regulations
- 1.03 Policy on Traffic and Roadway Safety Committee
- 1.04 Policy on Purchase Orders and Bid Procedures
- 1.05 Policy on Ethical Conduct
- 1.06 Policy Statement on Litigation
- 1.07 Policy on Approval of Contracts ✓
- 1.08 Policy on Reimbursement of Selectmen's Expenses
- 1.09 Policy on Water and Sewer Duties
- 1.10 Policy on Designer Selection Procedures

Section 2. Financial

- 2.1 Policy on Free Cash
- 2.2 Policy on Debt Service
- 2.3 Policy on Capital Budget
- 2.4 Policy on Stabilization Fund
- 2.5 Policy on Tax Title Property
- 2.6 Policy on Foreclosure of Property in Tax Title
- 2.7 Policy on Payment in Lieu of Taxes (PILOT)



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE November 4, 2015 Bourne Veterans Memorial Community Building 1:30 to 3:00 P.M.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of October 21, 2015 Meeting
3. Selectman Peter Meier, re Changes to Charter
4. George Sala, re Changes to Charter
5. Dick Conron, re Changes to Charter
6. Subjects for Discussion but Not for Vote
 - a. Making the Town Clerk position full-time and appointed
 - b. Hiring and Dismissing Town Administrator (Sec. 4-5)
 - c. Eliminating Residency Requirement for Administrator
7. Subjects for Discussion and Possible Vote
 - a. Adding "or committee" to Prohibitions on Selectmen (Sec. 3-6)
 - b. Adding "Administrator or his designee" to Representatives on Intergovernmental Committees (Sec. 3-7)
 - c. Changing Term from "indefinite" to "defined by contract (Sec. 4-1)
8. Public Comment
9. Suggest Agenda Items for Next Meeting – November 18, 2015 at 1:30
10. Adjourn

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

2015 OCT 30 PM 3 18
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Charter Review Committee
Wednesday November 4, 2015

2015 NOV 18 PM 3 12

1. Meeting called to order by Chairman Wes Ewell at 1:30pm with the following members in attendance: Dennis White, Dan Doucette, Jim Mulvey, Dave Pelonzi and Dick Anderson. Joe Cararra is excused for this meeting. Town officials included: Selectman P. Meier, Town Clerk Barry Johnson and members of the public Dick Conron and Enterprise reporter Michael Rausch.
2. No minutes were presented for the October 21 meeting.
3. Selectman P. Meier presented his remarks on various changes to the charter: he is against changing the Town Clerk's position to an appointed position under the control of the Town Administrator. He would, however, keep it is a part time position. Also thinks it is a bad idea to change the votes required to dismiss the Town Administrator to a 3-2 vote in that it makes it a more political action. Would like to see it remain a 4 vote super majority. Discussed the relationship between the Selectmen, Town Administrator and Finance Committee during the budget process including the new Financial Project Working Group, overall the process has worked well. When asked if he would change the residency requirement for the Town Administrator Selectman Meier said he had no problem with the requirement as it stands in the charter. Selectman Meier stated he would not like to see any changes made to any committees as they stand now.
4. Town Clerk Barry Johnson addressed the committee regarding an opinion by Town Council Bob Troy. In that opinion it is beyond our purview to change the Town Clerk's position to an appointed position. Barry also suggested that the committee be familiar with Chapter 43B section 10 & 18.
5. Discussion on contract negotiations ensued with Selectmen Meier. Suggestion made to somehow bring more transparency to the negotiation process within the charter.
6. Dick Conron presented the committee with a document with his concerns for Charter changes in several areas. **(See attachment #1)**
7. In section 2-9 Finance Committee add the following as the last sentence

The Finance Committee shall adopt, make public and abide by its own local rules of procedure to govern the conduct of it's meetings and define its responsibilities in the annual town budgeting process as well as all other town-related financial matters.

8. In section 3-3 Policy Role add the following after "spring town election." in paragraph 1

At the end of the fiscal year and prior to July 1, the start of the next fiscal year, the Board of Selectmen will write and verbally report to the public, a summary of the status for each of the current year's goals This summary should report how many goals were completed, are still in process or have not been started.

9. In section 3-3 Policy Role add the following after "no independent authority" in paragraph 1

to begin to undertake any independent action or study of town agencies or town departments

10. In section 3-3 Policy Role add the following after "unless specifically" in paragraph 1

authorized and

11. In section 3-3 Policy Role add the following after "action items" in paragraph 2

that

12. In section 3-3 Policy Role add the following as the last sentence in paragraph 2

In order to improve the transparency of governing policies, this policy book shall be organized by topic (i.e., financial, personnel, organizational, etc.) and be organized using a defined documentation control process.

13. In section 8-9 Definitions add the following as the second definition:

"Goal", the end toward which effort is directed that adds value to the town. Goals can be either short-term (one year or less) or long-term (greater than one year.) Each goal statement must contain the following elements:

****Specific- target a specific area for improvement***

****Measurable- quantify or at least suggest an indicator of progress***

****Assignable- vote and publish a list of yearly goals and specify who is responsible for each goal***

****Realistic- state what results can realistically be achieved, given available resources.***

****Time-related- specify when the result(s) can be achieved.***

14. In section 8-9 Definitions add the following definitions in alphabetical order:

"Policy" a municipal policy is defined as a statement, ordinance, regulation, or decision officially voted and adopted by the Board of Selectmen.

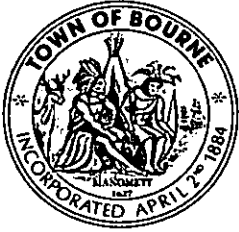
"Policy Book" a hard copy or digitized book, that contains an organized and structured record of statements, ordinances, regulations, or decisions officially voted and adopted by the Board of Selectmen.

"Working Group", an ad-hoc group of subject matter experts temporarily working together to achieve specified goals. Working group participants are recruited and appointed by the Town Administrator and report the group findings directly to the Town Administrator.

15. Next meeting Wednesday November 18 1:30pm within the Bourne Community Center.

16. Motion made to adjourn at 2:57pm by Dan Doucette and seconded by Dennis White voted all in favor.

Submitted by
John Anderson
Clerk



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE

November 18, 2015

Bourne Veterans Memorial Community Building

1:30 to 3:00 P.M.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of October 21 & November 4, 2015 Meetings
3. Selectman Steve Mealy, re Changes to Charter
4. Police Chief Dennis Woodside, re Changes to Charter
5. Subjects for Discussion but Not for Vote
 - a. Making the Town Clerk position full-time and appointed
 - b. Hiring and Dismissing Town Administrator (Sec. 4-5)
 - c. Eliminating Residency Requirement for Administrator
6. Subjects for Discussion and Possible Vote
 - a. Adding "or committee" to Prohibitions on Selectmen (Sec. 3-6)
 - b. Adding "Administrator or his designee" to Representatives on Intergovernmental Committees (Sec. 3-7)
 - c. Changing Term from "indefinite" to "defined by contract (Sec. 4-1)
7. Public Comment
8. Suggest Agenda Items for Next Meeting – December 2, 2015 at 6:30PM
9. Adjourn

2015 NOV 18 PM 9 12
TOWN CLERK'S OFFICE
BOURNE, MASS.

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

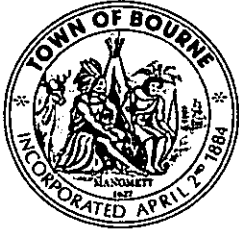
Bourne Charter Review Committee
Wednesday November 18, 2015

2015 DEC 23 AM 11 18

TOWN CLERK'S Meeting called to order by Chairman Wes Ewell at 1:30pm with the following members in attendance: Dennis White, Dan Doucette, Jim Mulvey, Joe Cararra and Dick Anderson. David Pelonzi was excused. Town officials included Steve Mealy, Chairman B.O.S. and Dennis Woodside, Chief of Police.

2. The minutes of October 21 were approved on a motion by Jim Mulvey and seconded by Dennis White.
3. The minutes of November 4 were approved on a motion by Dick Anderson and seconded by Jim Mulvey Joe Cararra abstained.
4. Selectman Mealy when questioned said he preferred to have the Town Clerk be an appointed position his main reason being he believes the position needs to be full time. Selectman Mealy also believes that a super majority of four votes should be maintained for both the hiring and firing of the Town Administrator. Selectman Mealy requested to come before the committee again when he will be better prepared to discuss his suggestions for charter changes.
5. Chief Woodside does not believe that the head of the DPW should report to the T/A because he is a department head just like the Police and Fire Chiefs. He also stated he has problems with the appointment of a interim Police or Fire Chief in that the T/A makes a recommendation to the B.O.S. and then B.O.S acts on his recommendation. Chief Woodside thinks the charter, as it stands now, is a pretty good charter and has no desire to change things.
6. Discussion on adding "or committee" to Prohibitions on Selectmen (Sec 3-6) no decision was reached.
7. Discussion on adding "Town Administrator or his designee" (Sec 3-7) no decision was reached.
8. Discussion on changing term from "Indefinite" to "defined by contract" (Sec. 4-1) no decision was reached.
9. Next meeting will be 7:30 pm December 2 within the Community Center. One Selectman and the Fire Chief will be invited to our next meeting.
10. Motion to adjourn at 2:58 pm by Dan Doucette and seconded by Dick Anderson with all in favor.

Submitted by *Richard J Anderson* 12/23/15



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE December 2, 2015 Bourne Veterans Memorial Community Building 6:30 to 8:00 P.M. AGENDA

1. Call Meeting to Order
2. Approve Minutes November 18, 2015 Meeting
3. Subjects for Discussion but Not for Vote
Review and discussion of Article 1 (Existence and Authority), Article 2
(Legislative Branch), and Article 3 (Executive Branch, Board of Selectmen).
4. Public Comment
5. Suggest Agenda Items for Next Meeting – December 16, 2015 at 1:30PM
6. Adjourn

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

2015 NOV 30 AM 10 58
TOWN CLERK'S OFFICE
BOURNE, MASS

Charter Review Committee Meeting

December 2, 2015

1830 hours

Bourne Community Building, 239 Main Street Buzzard Bay, 02532

Present: Chairman Wesley Ewell, Vice Chairman Joseph Carrara Jr., Daniel Doucette, James Mulvey, and Dennis White.

Excused: Richard Anderson and David Pelonzi.

Approval of minutes from November 18, 2015. Motion made by D. Doucette, 2nd by J. Mulvey. Vote was unanimous to approve.

The Committee did not have any invited guests present. BOS Chairman Steve McCall has been scheduled, but needed to reschedule until our next meeting.

Committee discussed Articles 1, 2 & 3.

Article 1: No issues from the Committee

Article 2-4: Warrants: Brief discussion and decision to see if any input comes forth relative to the topic. By Law Committee may have some input?

Article 2-5: (B) Committee believes it was brought up by the Town Administrator about changing dates. Discussion from members about if we should shorten the days, consensus is we need more information. There was a consensus from the Committee that the 4/5 required vote should be switched to a simple majority.

2-5: (C) Voter handbook wait and see if concerns or suggestions come forward. Discussion about possible exception on FinCom recommendations because some votes may be taken immediately before Town Meeting making it impossible to print in the warrant. The Committee discussed speaking to the Town Clerk, Moderator, & FinCom Chair about this issue.

Personal devices i.e. cell phones, etc. discussed. Consensus of Committee was members should have them available in case of an emergency and also to do research on issues pertaining to charter discussions.

Article 2-9: Finance Committee: Discussion about why language reads "or service on". Committee talked about getting input from the FinCom about the current charter.

Article 3-3: There was discussion regarding whether the 45 day reference is actually something that is being done. Also brief discussion about Selectmen dealing with departments and agencies directly and also strong Police and Fire Chief language. Topic to be discussed in the future.

Article 3-5: D. Doucette mentioned that he believes the Chair of a Committee should have power to appoint person who the Chair chooses and Selectmen should not have authority to overrule the Chairs choice. Example would be if a member of the Planning Board was selected by the Planning Board Chairman to serve on another committee as the Planning Board's representative, the Selectmen should not be able to overrule the choice of the Planning Board Chair and select someone of their choosing.

2015 DEC 17 PM 12:10
TOWN CLERK'S OFFICE
BOURNE, MASS

Article 3-6 (A): "Committee or working groups" should be inserted after the word "board"

Article 3-6 (B): words "full time" should be removed.

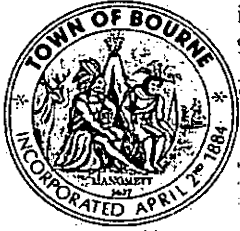
Article 3-6 (C): Discussion about adding wording relative to a selectman's term after the words expired such as "resignation" or "date of service ends". Also discussion about replacing "until" with the word "within"

Article 3-7 The T.A. would like to see language allowing him the authority to serve in the capacity or his designee. Committee will seek input from Selectmen on this issue.

Next meeting is set for Wednesday, December 16, 2015 at 1:30 P.M. at the Bourne Memorial Community Building. Guests at that meeting will be Selectman Mealy and Fire Chief Norman Sylvester.

Motion to adjourn made by D. Doucette at 8:00 P.M. Motion was seconded by J. Carrara. Vote was unanimous to adjourn.

(Minutes approved by unanimous vote on December 16, 2015.)



TOWN OF BOURNE Charter Review Committee

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE

December 16, 2015

Bourne Veterans Memorial Community Building

1:30 to 3:00 PM

REVISED AGENDA

1. Call Meeting to Order
2. Approve Minutes December 2, 2015 Meeting
3. Selectman Jerry Ellis
4. Selectman Steve Mealy to present additional comments
5. Subjects for Discussion but Not for Vote
Review and discussion of Article 4 (Town Administrator).
6. Public Comment
7. Suggest Agenda Items for Next Meeting – January 6, 2016 at 6:30 PM
8. Adjourn

(Ideas and issues raised at this meeting but not on the agenda will be placed on the agenda for discussion at subsequent meetings and not discussed at this meeting, in accordance with the open meeting law. Members are encouraged to ask questions, take notes, and raise any issues with guests at this meeting for discussion later.)

2015 DEC 14 AM 10 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Charter Review Committee
Wednesday December 16, 2015

2016 JAN 10 PM 11 38

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Meeting called to order by Chairman Wes Ewell at 1:30pm with the following members in attendance; Dan Doucette, Dennis White, Dave Pelonzi and Dick Anderson, Joe Carrara was excused and Jim Mulvey was late arriving at 1:50pm
2. The minutes of December 2 were approved on a motion by Dan Doucette and seconded by Dennis White WITH THE CAVEAT THAT WE MAKE ANOTHER ATTEMPT TO GET ANOTHER RECORDING SECRETARY. Dick Anderson abstained as he was not in attendance for December 2 meeting.
3. Selectmen Jerry Ellis spoke of the need to show in the charter that the T/A position is a "strong" administrator. When asked if he preferred a T/M over a T/A Selectmen Ellis said no, most of the members of the Cape Selectman's Association think it is much easier to work with a T/A and he agrees with them. Selectman Ellis also would like to see the Assessors office under the total jurisdiction of the T/A. Under Section 4-6 subsection lack of communication, Subsection K & L especially the contracts, Subsection M presently not getting adequate info regarding pay raises. Section 5-6 Finance Committee thinks they are running the finances of the town, it needs to have a tighter definition of the relationship between the Finance Committee, the Finance Department and the Director of Finance. It should be clear that the Department of Finance works with and for the T/A. Section 6-1 his opinion that the T/C be an independent office, elected by the voters as a full time position and not appointed by T/A. As for the number of votes required to dismiss the T/A Selectman Ellis believes it should stay like it is. Create a new subsection Section 7-5 add wording to the effect that only the planning board can make positive recommendations at Town Meetings on their articles. Selectman Ellis believes the residency requirement for the T/A should be changed so that T/A would live within the town of Bourne but give the BOS the authority to waive the requirement.
4. Selectmen Mealy presented more of his recommendations for the committee to review. These included recommendations for changes in Section 2-5, 3-3, 4-4, 7-3 and 7-4. (See attached document.)
5. Chairman Ewell presented changes that were proposed by several Selectmen and the T/A to Article 4. Discussion followed but no definitive action was taken.
6. Motion to adjourn at 2:59pm by Dan Doucette and seconded by Jim Mulvey with all in favor.
7. Next meeting Wednesday January 6 at 6:30pm within Bourne Veterans Memorial Community Center.

Submitted by Richard J. Anderson

December 16, 2015

Charter Review Committee Discussion, Stephen Mealy

Section 2.5 Warrant Articles.

Annual Town Meeting closure of Warrant, "not less than 75 days prior to the date of the meeting"

- Comment: Shorten to 50 or 60 days to allow completion of Warrant.

Special Town Meeting Closure, "not less than 45 days prior to the date of the meeting" but 4/5 vote by BOS may waive this requirement.

- No change recommended

Section 3.3 Selectman's Policy Role

Policies and Goals specific to each policy shall be filed with the Town Administrator not later than 45 days after Spring Election".

- Comment: Insufficient time to prepare adequately. This year, now December, goals have yet to be completed, although 2 workshops and one meeting have been devoted. This is excessive, but with one of possibly two new members joining the 5-man committee difficult to prepare, review and complete goals within the 45 days. Suggest 60-90 days.

Section 4.4 Temporary Absence of Town Administrator

"The Administrator may... designate an acting Administrator ... during a temporary absence."

- The new "Leanness" of the staffing of Town Hall as a result of continual reductions of personnel working within the building over the years has resulted in fewer available hands to undertake the jobs. Within the Administrator's office, having up to a 30-day gap without an administrator is poor management.
- Comment: Suggest the Administrator shall appoint an acting Administrator for any period longer than one week.

Section 7.3 Long Term Financial Forecast

"The forecast shall include, but not be limited to, the identification of factors which impact the financial condition of the town, revenue and expenditure trends, potential sources of new or expanded revenues and any short or long term actions... The Forecast shall be submitted to the board of selectmen and the BOS shall make it available to the public.

- Add a required date to this requirement. Suggest January, same time at the budget message and the beginning of the budget process.

Section 7.4 Finance Committee Action

The finance committee upon receipt of the operating and capital improvement program and capital budget from the board of selectmen, ... shall conduct 1 or more public hearings on the proposed operating and capital budgets, including the school budgets.

- Comment: The ONE or more public hearings does not allow sufficient time for review of the tasks by the Committee. Suggest holding ONE public hearing for each of the tasks as a minimum, i.e., shall hold one or more public hearings on each of the each of the proposed budgets, the capital budget, the proposed operating budget and the school budget.
- This will reflect actual practice and allow adequate (3 public meetings at a minimum) for these tasks.

"The finance Committee shall make copies of the report available to the voters in the town hall... at least 21 days before the scheduled date of the town meeting"


- This should be longer, perhaps 30 days to allow the preparation and printing of the voter's handbook.

**MEETING NOTICE
TOWN OF BOURNE
COMMISSION ON DISABILITIES**

DATE: October 13, 2015
TIME: 1:00 P.M.
PLACE: Bourne Veterans Memorial Community Center
Room 3
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Committee Re-organization – Chairman, Vice Chairman & Clerk
2. Update on meeting with Jeff Dugan, representative of the Commonwealth of Mass Disabilities Commission: to inform the committee of recently adopted rules and regulations concerning parking, handicapped placards, changing the name of handicapped parking and upcoming workshops that will be sponsored by the State Commission for local Committees on Disabilities.
3. Any other business that may come before the Board
4. Next committee meeting date.


Vicki Carr
October 2, 2015

cc: Town Administrator
Board of Selectmen
Building Inspector Roger Laporte
Conservation Agent Brendan Mullaney
Police Lt. Silvestro
Fire Chief Norman Sylvester
Town Planner Coreen Moore
Committee Members

2015 OCT 2 PM 12 56
TOWN CLERK'S OFFICE
BOURNE, MASS

2015 OCT 28 AM 11 31
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE COMMISSION ON DISABILITY

First Board of Directors Meeting

October 13, 2015

Bourne Memorial Community Building Room # 3

The first Board of Directors meeting was called to order at 1:10 PM by Committee Chairman Vicki Carr.

Attendance: Vicki Carr, Nathan Carr, Michael Roberts, Heather Alden and Michael McHone

Guests: were Arnold Carr, and Fred Bartholomew of the Bourne Housing Authority Commission.

A quorum was established and set.

Welcome and introduction of those present. A review of Committee members listed with the Town was reviewed. An up-date of these names need to be reviewed by the town Selectman and/or Town Clerk.

COMMITTEE RE-ORGANIZATION:

Chairman – Vicki Carr Co-Chairman – Michael McHone

Recording Secretary- Heather Alden

CORRESPONDENCE

Vicki Carr reviewed correspondence she had received over the past years with action taken on the correspondence. Correspondence was mostly on assessable parking issues within town, and if the Town of Bourne issues fines on misuse of handy-cap parking areas and to what department the fines are sent. Vicki was told the fines went to a town general fund.

Vicki also reviewed meetings she had attended on behalf of the Bourne Commission on Disability in Boston and our local area.

GUEST SPEAKER: Fred Bartholomew from the Town of Bourne Housing Authority Commission. Fred gave us information about Bourne housing available and accessibility within the units; and information on the new complex being built in Sagamore Beach. This Disability Commission would like to be active in the planning stages of this new complex. Questions were also asked about the private housing complexes in town.

New Business:

< Ask the Town Selectman to inform this board of new members being appointed to this board so that we may contact them in a timely manner.

< This board attends a class given in the future by the Commission Access Monitor Program.

< Seek new members from the Bourne Disaster Program, the Town Building Commission and a Disability Lawyer.

NEXT COMMITTEE MEETING DATE IS: NOVEMBER 17 1:00 pm to 3:00 pm

Meeting adjourned at 3:15 PM

MEETING NOTICE

TOWN OF BOURNE

COMMISSION ON DISABILITIES

DATE: November 17

TIME: 1:00 -3:00 PM

PLACE: Bourne Veterans Memorial Community Center

Room number will be on a notice board at the center

239 Main Street

Buzzards Bay, MA 02532

2015 OCT 28 AM 11 30
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

< Committee called to order at:

< Attendance:

< Minutes of October 13, 2005 meeting:

< Correspondence

<Agenda subjects for this meeting

1. Winter Preparedness in the town of Bourne with Bourne Emergency Management office
2. Research on available handy-cap parking and curb cuts in town of Bourne
3. Discussion on raising revenue for the Disability Commission future activities, including business cards
4. Discussion on involving the press to let the town know about the Disability Commission
5. Ask the town selectman or town clerk to send notice to this committee of new appointments to the Disability Commission

<Any other business that may come before the Board

NEXT COMMITTEE MEETING DATE:

Victoria A. Carr - Committee Chairman

TOWN OF BOURNE COMMISSION ON DISABILITIES

Board of Directors Meeting

Minutes November 17, 2015

Bourne Memorial Community Building

2015 NOV 30 PM 12 14

TOWN CLERK'S OFFICE
BOURNE, MASS

Called to order at 1:00 PM by Committee Chairman Vicki Carr.

Attendance: Members Vicki Carr, Nathan Carr and Michael Roberts

Guests – Arnold Carr, Fred Bartholomew from Housing Authority Commission, Charlie Noyes from Bourne Emergency Management, David Pelonzi - Deputy Chief with Bourne Fire Department

Mr. Noyes reviewed Town of Bourne's Emergency Management Services for the Disabled and elderly.

A discussion pursued about making a pamphlet with our information and disaster information. To be placed about town, newspaper add, local TV and placed in Tax bill. This would include information about Shelters, service animal needs and personal care check lists.

Mr. Pelonzi gave an overview of his efforts working with the 1-3 grades in the Bourne school system. He has started a "Low Jack" program for the Special Needs children, which focuses on safety within the schools and their homes. This type of program would be useful for the special needs elderly and disabled about town.

Bourne Town Park re-construction was discussed. We would like to be included in future plans to have an access trail around the park for visitors and local town folks with special needs. This would be a drawing card to visitors to say we had access to our beaches, boating, fishing and our town park. None of the wooded trails in the town of Bourne are accessible. We will ask if a member of this board could attend the February 2016 Planning BOD meeting.

NEXT COMMITTEE MEETING DATE: DECEMBER 8, 2015 1:00 PM

Meeting Adjourned at 2:20 PM

Victoria A. Carr



Committee Chairman

MEETING NOTICE

TOWN OF BOURNE COMMISSION ON DISABILITIES

2015 NOV 30 PM 12 14

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: December 8, 2015

TIME: 1:00 – 2:30 PM

PLACE: Bourne Veterans Memorial Community Center

239 Main Street, Buzzards Bay, MA 02532

Room: Will be on notice board at the center

AGENDA

< Committee called to order and attendance

< Minutes of November 17 meeting

< Correspondence

< Guest Speaker Masa Barse from Totally Mobile

< Notice of BCOD meetings on TV, Newspaper and about Bourne

< Make an e-mail address for BCOD

< BCOM Mission Statement and information pamphlets

< Accessible access to beaches and boating in town and Bourne Park re-construction

NEXT COMMITTEE MEETING DATE:

Victoria A. Carr



Committee Chairman

TOWN OF BOURNE COMISSION ON DISABILITIES

Board of Directors Meeting

Minutes December 8, 2015

Bourne Memorial Community Building

2015 DEC 30 PM 2 50

TOWN CLERK'S OFFICE
BOURNE, MASS

Called to order at 1:00 PM by Committee Chairwoman.

Attendance: Members: Vicki Carr, Nathan Carr, and Michael Roberts

Guests: Arne Carr, David Pelonzi- Deputy Chief Bourne Fire Dept.

Guest Speaker Masa Bearse from Totally Mobile was unable to attend meeting.

Masa Bearse will try to attend our next meeting in January 2016, to discuss boating ramps and lifts off of boat docks.

Mr. Pelonzi discussed more about his projects with the school systems for Special Needs children, which focuses on safety within their homes and schools. We will relate to this program to our adult disabled within their environments.

Discussion on Bourne Community Preservation Act Grants

- a. Recreation (walking paths
- b. Monument Beach and Taylors Point boating program being more accessible.
- c. This would be an assist to our town.

Look into parking fees being sent to this committee

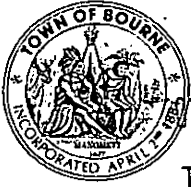
Look into charter for Bourne Commission on Disability and information on their past projects.

NEXT COMMITTEE MEETING DATE: JANUARY 12, 2016 1:00 pm Room 1

BOURNE MEMORIAL COMMUNITY BUILDING

Victoria A. Carr

Committee Chairwoman



TOWN OF BOURNE

15 FEB 4 *Community Preservation Committee*

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING AGENDA

Date: Monday, February 9, 2015
Time: 6:30 pm
Place: Middle School, Room 100, 77 Waterhouse Rd., Bourne

1. Community Preservation Fund Applications for FY2016:
 - a) Affordable Housing Trust Fund: Bourne Affordable Housing Down Payment Assistance & Subsidy Program...FY2016
 - b) Bourne Housing Partnership: Bourne Affordable Housing Services and Support FY2016
 - c) Dep. Fire Chief Pelonzi & Bourne housing Authority: Automatic Fire Sprinkler System Installation....Continental Apartments
2. Process for Reviewing the Historic and Recreation Applications.
3. Review of FY2016 Available Community Preservation Funds
4. Upcoming CPC meeting Schedule.
5. Minutes.

EXECUTIVE SESSION: not to re-open in public session:

To review certain RESTRICTIONS and GRANT AGREEMENT with persons of the HOXIE Center at Sagamore Beach for Art, Science, Education and Culture, Inc.



TOWN OF BOURNE
Community Preservation Committee



2015 FEB 11 12 39

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600

THIS MEETING HAS BEEN CANCELED

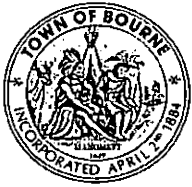
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To review certain RESTRICTIONS and GRANT AGREEMENT with persons of the HOXIE Center at Sagamore Beach for Art, Science, Education and Culture, Inc.



TOWN OF BOURNE
Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



2015 FEB 17 AM 11 24
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

Date: Monday, February 23, 2015
Time: 6:30 pm
Place: Middle School, Room 100, 77 Waterhouse Rd., Bourne

1. Community Preservation Fund Applications for FY2016:
 - a) Affordable Housing Trust Fund: Bourne Affordable Housing Down Payment Assistance & Subsidy Program...FY2016
 - b) Bourne Housing Partnership: Bourne Affordable Housing Services and Support FY2016
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5. Minutes.

EXECUTIVE SESSION: not to re-open in public session:

To review certain RESTRICTIONS and GRANT AGREEMENT with persons of the HOXIE Center at Sagamore Beach for Art, Science, Education and Culture, Inc.

DRAFT

**Community Preservation Committee
Meeting Minutes
February 23, 2015**

APPROVED

3/9/15

PRESENT: Barry Johnson (7: 15), Daniel Doucette, George Sala, Andrew Cooney, Fred Bartholomew, Penny Myers

EXCUSED: Neil Langille, Peter Holmes, Richard Anderson

ALSO PRESENT: Kerry Horman, Barbara Thurston, Sue Ross, David Pelonzi

2015 MAR 10 AM 10 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Recording Clerk, Ann Gratis

P. Myers called the meeting to order at 6:30pm. We are here to do a review of some of the applications for FY2016 CPA funds.

Housing:

Affordable Housing down payment assistance: Kerry, Sue

Kerry: The Cape Cod Commission (CCC) and HUD use money from the Housing Assistance Corp. (HAC) to help with closing costs. We couldn't use the program in the past. We took their plan and tweaked it so we could use it. We got approval from the State. This will help qualified buyers to get the 5% down or go to closing costs and will preserve affordable units. We had to open to a higher income because we couldn't find qualified buyers. Their credit rating is being lowered by 20 points so that makes a credit score of 660 eligible. We expect to do the first program in a month. Very low interest rates make the resale go up and that allows us to tap the funds.

Sue: Our biggest problem now is people can't save. Closing costs are up to \$7,000 and we've been using our own money but could use extra. The money can be used for resale too.

P. Myers: We are comfortable with this and know it's important.

Housing Services and Support: Sue

Kerry has had to do a lot more legal work, designing programs, RFPs and works with Town Counsel. HE saved us a lot by not having to pay a lawyer. We now have to oversee ourselves. Will need to sign off on Pilgrim Pines permits now. he will now administrate some program. Same hours but the job title changed. There is secretarial and legal money included in the requested amount. We have to have him, it's an important position.

Barbara: We don't know what we'd do without him. He helps Coreen and others.

P. Myers: Are there other "Kerry's on Cape?"

Sue: He was the first in the state! Now other towns have some. Towns have called him to do their town.

Barbara: I was on the hiring committee and his background, knowledge and experience (25+ years) stood out. It's a lot of work just keeping track of it all. Resales are a nightmare. Time counts.

Sue: His salary is \$46,280. He gets paid twice a month and submits spreadsheets with a breakdown of expenses.

Continental Apartments, sprinkler system & generator: Dave, Barbara

Dave: The building is three stories and houses seniors. There is an auto fire alarm and evacuation plans to help residents. The property is now non-smoking. The Fire Dept. looks at three things when responding:

1. Life safety
2. Stabilize the incident
3. Conserve property at incident

There is no means to stop fire and keep from spreading. This would be to preserve the building and property. Since 2006, six other communities got generators with CPC funds and two others got sprinkler systems. If they lost power, the water could freeze and that's why a generator.

Barbara: The building was constructed in 1955 and is grandfathered for no sprinklers. Falmouth Housing had a sprinkler pipe burst in one of their buildings and it cost over \$1 million in damages, 24 seniors were displaced for four months and many traumatized. They lost most of their belongings. Bellingham had a similar situation but 90 were displaced.

P. Myers: The generator may be an issue.

G. Sala: What is the cost of a generator?

Barbara: \$28,000.

D. Doucette: We should leave it as is until we find out legally if a generator can be done. Have you contacted the Capital Outlay Committee?

Barbara: They don't fund housing. We have our own funding agency and there is no money for the generator. We are trying to fix code issues with other buildings and all the money we have is going to roofing and siding at ½ of the units in another development. The generator supports the sprinkler system.

G. Sala: Public safety is my concern. Don't want it to get lost in the shuffle.

Barbara: If/when we install the system, Bourne Housing Authority will be responsible for maintenance and costs.

Dave: The town of Ayer got the generator to preserve the building. Not sure if that fell under historic or not.

P. Myers: It's a legal decision.

D. Doucette: The system can be shut down and drained if you know a power loss is coming. It's a catch 22. Are there other grants to help with this?

Barbara: Not really. It's a flat roof at the Continental Apts. We called the Sherriff's office and they shoveled off the snow. We were so grateful.

B. Johnson: Historical is hearing their applications tomorrow. The Recreation committee has endorsed their applications. Recreation committee has been asked to have the Main St. steering committee prioritize the items in the application. What does the \$350,000 go to? How does this interact with the Capital Outlay committee?

G. Sala: It doesn't that I'm aware of.

D. Doucette: Would the DPW mow the lawn if the park gets irrigation?

G. Sala: Yes. The Recreation committee met and reviewed the applications. There are some issues/concerns with Main St.. Not a bad idea to bring them in. We have no park without irrigation. We can put in our own well so not using town water.

A. Cooney made a Motion to ask the Rec. committee to review the track, Main St, prioritize, the Monument Beach ramp and report back to the CPC. The Motion was seconded by D. Doucette with all in favor.

B. Johnson handed out the latest figures from Linda Marzelli. Open space funds can be used for recreation.

Meetings:

3/9 at 6:30 – discussion of applications

3/16 at 6:30 – discussion of applications

3/30 at 6:30 with the public hearing at 7:00

4/13 FinCom

Minutes have been postponed.

D. Doucette made a Motion to adjourn and go into executive session to discuss the Hoxie grant agreement and not re-open in public session. The Motion was seconded by G. Sala. The Chairman stated that having the discussion in an open session may be detrimental to the public body's negotiating position.

Roll Call vote as follows:

A. Cooney – yes

G. Sala – yes

D. Doucette - yes

P. Myers – yes

F. Bartholomew – yes

B. Johnson - yes

With no further business before the Committee, the meeting was adjourned at 7:37pm

Respectfully submitted,
Ann Gratis

DRAFT

**Community Preservation Committee
EXECUTIVE SESSION Meeting Minutes
February 23, 2015**

APPROVED
3/9/15

PRESENT: Barry Johnson, Daniel Doucette, George Sala, Andrew Cooney, Fred Bartholomew, Penny Myers

EXCUSED: Neil Langille, Peter Holmes, Richard Anderson

ALSO PRESENT: Scott Fitzmaurice, Jerry Ingersoll, Allyson Bizer Knox

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 7:38pm.

Minutes postponed to the next meeting.

The purpose of this meeting is to discuss the Hoxie Grant agreement. It will be good for one year. There are some issues. Bob Troy has seen the issues and concurs they are important.

P. Myers: Jon Nelson wants us to hold firm on those three items.

B. Johnson: We'll go page by page and highlight. Bring up any points you may see.

Cover page:

Change the date and change Bourne to Sagamore Beach in the address throughout the document.

- #3 If future funds are to be awarded, there will be a separate grant agreement. Grant agreements can be renewed or terminated by us.
- #4 This is standard language.
- #6 This is what we do in this town. We have not hired a liaison yet.
- #12 Allyson: Would this be at their regular meeting? Yes.
- #14 We need insurances for any Town project.

Scott: We hired Fuss O'Neil for asbestos. They took 36 samples from the building and will give us an updated report.

Jerry: Will need an asbestos plan with the sprinklers. There were 75 holes drilled to anchor. The asbestos contractor will do the work.

Utilities removed and put in a fire suppression system.

Invoices: you get and bring to Barry. He will run by Jon Nelson for approval. Will need 1-2 copies. Any contracts with contractors should be on file with Linda Marzelli to match up the numbers. It takes 2-3 weeks for bills to get paid from the time of submission. Bills submitted to the CPC will only be for what's on your list (contracts).

Jerry: The liaison could be a town employee, why not Jon Nelson?

B. Johnson: He has too much to do, but will act as a point person for us. We'll advertise and do what we have to to get a liaison on board.

RECEIVED
2017 MAR 15 AM 10:00
TOWN CLERK BOURNE

Jerry: We received a letter today from MA Historical. There are three pages of minor but necessary changes to make him happy. We are ok with that.

B. Johnson: The Historical Commission will hold the historic restriction when finished.

D. Doucette made a Motion to accept as presented with the corrections noted and authorizes B. Johnson to sign on behalf of the Committee. The Motion was seconded by A. Cooney. Roll call vote as follows:

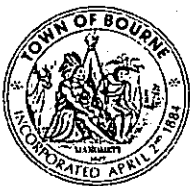
D. Doucette – yes	P. Myers – yes	A. Cooney – yes
G. Sala – yes	F. Bartholomew – yes	B. Johnson - yes

D. Doucette made a Motion to adjourn and go back into public session. The Motion was seconded by A. Cooney. Roll call vote as follows:

A. Cooney – yes	G. Sala – yes	D. Doucette – yes
P. Myers – yes	F. Bartholomew – yes	B. Johnson - yes

With no further business before the Committee, the meeting was adjourned at 8:25pm

Respectfully submitted,
Ann T. Gratis, secretary



TOWN OF BOURNE

Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING AGENDA

Date: Monday, March 9, 2015
Time: 6:30 pm
Place: Middle School, Room 100, 77 Waterhouse Rd., Bourne

1. Community Preservation Fund Applications for FY2016:

Recreation:

- a) Jackson Field track
- b) Chester Park playground equipment
- c) Clark Field Tennis court
- d) Clark Field Basketball court
- e) Town Hall Tennis court
- f) Pocasset Field Tennis court
- g) Cataumet Tennis court
- h) Buzzards Bay Park improvements

2. Minutes

2015 MAR 9 PM 3 37
TOWN CLERK'S OFFICE
BOURNE, MASS

EXECUTIVE SESSION For approval of executive session minutes from 2014/2015 only

DRAFT

Community Preservation Committee
Meeting Minutes
March 9, 2015

APPROVED

3/16/15
2015
TOWN CLERK'S OFFICE
BORNE, MASS
17 AM 10 29

PRESENT: Barry Johnson, Daniel Doucette, George Sala, Andrew Cooney, Fred Bartholomew, Neil Langille, Penny Myers

EXCUSED: Peter Holmes, Richard Anderson

ALSO PRESENT: Kathy Zagzebski, Pam Matheson, David O'Connor

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 6:30pm. We are here to do a review of some of the applications for FY2016 CPA funds.

The Jackson Field project has been changed to the meeting on 3/16/15.

Buzzards Bay Park improvements: Kathy, Pam, David presented the plan.

We did a public survey and are still getting responses. This is our initial concept plan of where we want to go. Looking at the big picture and thinking of function: events, open space, better landscape, play area, memorial grove, maybe a historical walkway, park pavilion (30'x60') for movies, rentable space, shelter for events, utilities need upgrades and we have two areas on either side of the park for access. The play area will have a splash pad that can change to an ice skating area with water or artificial ice. There will be small canopy areas with picnic tables under. The two gateways will have bike racks and benches. We are asking \$350,000 with a total budget of \$1.5 million. The CPC money will be going to infrastructure: electrical, lighting, engineering design for the whole park, visual entrance way (landscape & screening) and irrigation.

G. Sala: We were unable to have the Recreation committee meeting due to the snow. We rescheduled for this Thursday.

P. Myers: What is the time frame after Town meeting?

Kathy: First is the park design/engineering, hope to have that completed by the end of summer. Then the irrigation and the gateway on Main St. This would help us leverage other grants. Depending on funding the next phase would be the second gateway, splash pad, pavilion, shelters, etc.

D. Doucette: I applaud the project and see that something positive is coming from this. It has been discussed for decades what to do with the park.

Kathy: It's doable and modular so we can start right away.

G. Sala: \$90,000 for engineering, \$200,000 for electrical, lighting, irrigation (will be added to the list)

A. Gratis: What is the surface under the pavilion, play area, etc?

Kathy: grass.

G. Sala: We will eliminate the town water and install a well.

D. Doucette: Think about potable water for drinking fountains. Think of other utilities you may need to add in, make the list broader.

A. Cooney: This is a long overdue project. What took so long?

G. Sala: The Town didn't want to spend serious money with the scallop fest and carnival there with all the damage they did. This is the best time to get it done. The Main St. Steering Committee are all volunteers and the Chamber supports it.

D. Doucette: With the Army Corps re-doing their parking lot it made the area more desirable.

A. Cooney: Where are you getting your figures?

B. Johnson: They came in an email dated 2/27/15 that was sent to everyone.

David: I think 7% for engineering is on the low side.

F. Bartholomew: What event types will happen? Who will schedule?

Kathy: The same as now; concerts, farmers market. Its up to the Town who will manage, but it's the Selectmen's office now. Having a nicer park will attract more events.

A. Cooney: I think this will be successful. Will the Corps be ok with people using their bathrooms?

G. Sala: There is no difference from what it has been. We never thought to use the Chamber bathrooms.

Kathy: The Army Corps gets some of their funding from the number of people that use their facilities. Events would use port-a-pottys.

G. Sala: The playground equipment needs to be approved by the Rec. Committee and installed by certified people.

Kathy: It won't be a massive structure, more stand alone elements. Our vision is that this is the sole money request from the Town.

B. Johnson: CPC money can't be used for maintenance. This could turn into a multi-year project and I think we should treat it like Hoxie and have a grant agreement as this committee is an offshoot of the BFDC.

D. Doucette: Hoxie is not a Town group, this is.

B. Johnson: I'm just thinking it out there. The MSSC is an ad-hoc group. If the town oversees and implements, then won't need a grant agreement. Should it be the MSSC and Rec Committee?

Kathy: If the grant is awarded, it would be to the Town of Bourne.

B. Johnson: A lot of this equipment is on a state contract. Put his as a separate article on town meeting so it doesn't affect the main article. Would do this for the track and Hoxie too.

P. Myers: They are in control, why do we need to know if they're coming back to us again? They plan on getting the money from other sources, if something falls through, then they can come back to us.

D. Doucette: will the park be elevated? It's not pretty when it becomes a lake from storms.

G. Sala: It depends on the engineering.

A. Cooney: Will it be ADA compliant?

Kathy: This is the concept; engineering will do the ADA.

D. Doucette: I support a separate article if this is a multi-year project.

P. Myers: How fast is MassWorks if you get it?

Kathy: The deadline is in the fall, not sure of the turnaround but probably FY17.

David: The survey needs to be done first, that's about two months then the engineering begins.

D. Doucette: If you can keep costs down and save say \$25,000, put it in the article to buy materials for Phase 1 so in the spring people will see something above ground.

B. Johnson thanked them for their presentation.

Chester Park playground equipment

Community Preservation Committee

3/9/15 minutes

G. Sala: the existing equipment is unsafe and rusted. The new equipment will be mostly plastic. This is a heavily used park.

D. Doucette: What about adding lights to help prevent vandalism?

G. Sala: Would like to but the residents don't like it and the vandals climbed the pole and cut the wires for the light. We can reconnect the light. The playground equipment will be from the State bid. We use Landscape Structures.

D. Doucette: The lights would help protect the investment.

A. Cooney: What about a border to keep the sand from the basketball court?

G. Sala: Could be a trip hazard, will look at options.

Clark Field Tennis court

Cape & Islands Tennis will be doing all the courts (tennis and basketball). They will fill in the cracks, resurface, paint, new nets and poles installed.

Clark Field Basketball court

Cape & Islands Tennis suggested doing this at the same time as the tennis courts.

Town Hall Tennis court

Cracks, metal chips coming up from the pavement. This will be the only court left in Buzzards Bay.

Pocasset Field Tennis court

The fencing is being replaced here too (money from another source). This is behind the fire dept.

Cataumet Tennis court.

Next to the Cataumet Schoolhouse. The fencing there was donated years ago. There are major structural repairs here. A section will be cut out and rebuilt.

This covers all the courts in town except one which will be done at a later time. Can these be put on the Special Town Meeting warrant so we can get them done before summer? I can start on them right away. (will vote at public hearing on 3/30/15)

Minutes

3/8/14: A. Cooney asked to clarify his statement on page 4. D. Doucette made a Motion to approve with the amendment. The Motion was seconded by G. Sala with all in favor.

3/31/14: G. Sala made a Motion to approve. The Motion was seconded by D. Doucette with six in favor, 1 abstention.

4/9/14: D. Doucette made a Motion to approve. The Motion was seconded by G. Sala with six in favor, 1 abstention.

12/1/14: D. Doucette made a Motion to approve. The Motion was seconded by G. Sala with six in favor, 1 abstention.

12/15/14: A. Cooney made a Motion to approve. The Motion was seconded by G. Sala with six in favor, 1 abstention.

2/23/14: G. Sala made a Motion to approve. The Motion was seconded by D. Doucette with six in favor, 1 abstention.

D. Doucette made a Motion to adjourn and go into executive session to approve executive session minutes. The Motion was seconded by G. Sala. The Chairman stated that having the discussion in an open session may be detrimental to the public body's negotiating position.

Roll Call vote as follows:

A. Cooney - yes	G. Sala - yes	D. Doucette - yes
P. Myers - yes	F. Bartholomew - yes	B. Johnson - yes
N. Langille - yes		

With no further business before the Committee, the meeting was adjourned at 8:20pm

Respectfully submitted,
Ann Gratis



TOWN OF BOURNE
Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING NOTICE

Date: Monday, March 16, 2015

Time: 6:30pm.

Place: Middle School, Room 100, 77 Waterhouse Road

1). Community Preservation Fund Applications for FY'2016:

Recreation:

- a). Monument Beach boat launch/ramp improvements.
- b). Jackson Field Track

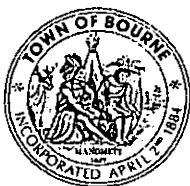
2) Historic:

- a). Buzzards Bay railroad station: upgrade the visitor center
- b) HOXIE CENTER: Phase Two improvements

3). Minutes.

Ray H. Spear, Chairman

2015 MAR 12 PM 1 18
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Community Preservation Committee



2015 MAR 26 PM 2 05

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

Date: Monday, March 30, 2015
Time: 6:30 pm with Public Hearing starting at 7:00 pm
Place: Middle School, Media Room, 77 Waterhouse Rd., Bourne

Public Hearing for Community Preservation Fund Applications for FY2016

Open Space/Passive Recreation:

Affordable Housing:

1. Assistance/Subsidy Program
2. Affordable Housing Programs Administrator
3. Installation of a Fire Sprinkler System at the Continental Apartments

Historic Resources:

1. Buzzards Bay Railroad Station Visitor Center
2. Hoxie Center at Sagamore Beach

Recreation:

1. Refurbishing certain tennis/basketball courts
2. Replacement of equipment in Chester Park
3. Resurfacing of the outdoor track at Jackson Field
4. Restoration and upgrade of the Buzzards Bay Park

The committee will also be taking testimony on: Public Hearing on the needs, possibilities and resources of the Town regarding future uses of the Community Preservation Fund and the possibilities of any regional projects between Bourne and neighboring communities

**Community Preservation Committee
Public Hearing Meeting Minutes
March 30, 2015**

DRAFT

PRESENT: Barry Johnson, Daniel Doucette, George Sala (7:46pm), Andrew Cooney, Fred Bartholomew, Neil Langille, Penny Myers, Richard Anderson

EXCUSED: Peter Holmes

ALSO PRESENT: Pam Matheson, David O'Connor, Sallie Riggs, Jon Nelson, Krissanne Caron, Sue Ross, Dave Pelonzi, Tudor Ingersoll, Donald Ellis, Anthi Frangiadis, Ron Matheson, Marie Oliva, Allyson Bizer Knox

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 7:02pm. This is the public hearing for the FY2016 applications for CPA funds.

The committee introduced themselves and what group they are from. B. Johnson read the public hearing notice into the record.

Affordable Housing:

1. Assistance/Subsidy Program

Sue Ross: This is a down payment program with the Housing Trust. When people have gone to sell, we find applicants qualify but don't have the down payment saved. Usually it's \$5,000-\$8,000 for closing costs. HAC used to have a program like this. Our guy developed a program that DHDC approved and we adopted. We have our first person lined up for this. It's almost vital to sell houses. We will have three new houses this year. Up to 5% of the purchase price, not to exceed \$12,000 they will get at closing with 0% interest. If they stay in the house at least five years, it's forgiven.

R. Anderson: Does it include anything for home repairs down the road? No.

F. Bartholomew: When it sells, does it go for a certain amount?

Sue: The seller has to write a letter stating they want to sell. The State determines the price based on their deed rider.

R. Anderson made a MOTION to recommend, seconded by D. Doucette with all in favor. \$53,600 community housing

2. Affordable Housing Programs Administrator

Sue Ross: We are working towards 10%, the State needs to know what you're doing at all times. This is way beyond a volunteer committee. We need someone to coordinate programs, work with the Trust, Town Planner, DHDC weekly, keeping up with new rules and regulations, put together P&S contracts. We do have an attorney approved by Town Council, but this is the only way Bourne can get affordable housing.

D. Doucette: Kerry Horman has a proven track record.

A. Cooney made a MOTION to recommend, seconded by D. Doucette with all in favor.

R. Anderson: Hopes the Town will pick up the cost of this someday.

\$61,380 community housing

3. Installation of a Fire Sprinkler System at the Continental Apartments

Dave Pelonzi: \$211,000. Currently there is an auto fire alarm and all Bourne Housing properties are non-smoking. The sprinkler will control the fire. Safer for the residents and the fire dept. A generator will help keep water from freezing in the pipes. Other towns have gotten generators approved by CPC funds.

B. Johnson: The question is where CPA funds can be used for the generator. It can protect the building, not the people in it. This will be subject to review by Town Council. It might reduce the article amount at town meeting as to why.

\$39,115 from community housing revenues

\$161,256 from community housing reserves

\$10,629 from the undesignated fund balance

A. Cooney: Should we break out the cost of both items and where the funds are coming from?

B. Johnson: Should the project go forward if the generator can't be paid for by CPA?

Dave: yes. I feel it should go forward. I don't know the specific amount, somewhere around \$20k.

B. Johnson: \$28,000 for the generator.

D. Doucette: why is the housing representative refraining from voting?

B. Johnson: He is part of the group that approved it. He was elected, not appointed. We will let him vote.

D. Doucette made a MOTION to ask town council if we can approve with the generator and to change it if we have to, seconded by D. Anderson with all in favor.

Historic Resources:

1. Buzzards Bay Railroad Station Visitor Center

Marie Oliva: \$91,630 for refurbishing the building built in 1912. It's dismal inside.

Updating light fixtures, artwork, historic pictures (approved by the historic group). We get \$20,000 people a year visiting. Will be more with the commuter rail.

R. Anderson: what's the time frame?

Marie: After Columbus Day, done by December/January.

R. Anderson: Is there lead paint?

Marie: It has been painted many times.

A. Cooney: Any potential hazardous materials foreseen?

Anthi: We have contingencies for that built into the budget.

Marie: All the work is cosmetic.

N. Langille made a MOTION to recommend, seconded by D. Doucette with all in favor.

B. Johnson: The historic commission recommended unanimously.

2. Hoxie Center at Sagamore Beach

Allyson Bizer-Knox and Jerry Ingersoll: The historic commission met and approved unanimously. \$206,000. Mostly egress, ramps and related modifications to the building, climate control, windows, roof.

R. Anderson made a MOTION to recommend, seconded by D. Doucette.

B. Johnson: \$62,465 from historic resources, \$143,835 from the undesignated fund balance.

Jon Nelson: Can we increase the amount to include project management?

B. Johnson: as before, we'll have a liaison to oversee the project. The first phase was \$213,760 and we asked for \$250,000. To date, nothing has been spent. WE recognize Jon's and Bob Troy's efforts

Jon would like to add \$15,000.

B. Johnson: More like \$20,000 to make it \$226,300. The additional will be taken from the undesignated fund.

R. Anderson amended his MOTION to include \$20,000 for a liaison, seconded by D. Doucette with all in favor.

Recreation:

1. Refurbishing certain tennis/basketball courts

2. Replacement of equipment in Chester Park

B. Johnson: Taking 1 and 2 together. Read the requests and amounts. \$143,960 total for all. These will be on the STM so funds can be available the next day to be done before summer. This money is coming from reserves.

Krissanne Caron: None of the tennis courts have been done in 11 years, we need to get back on track of maintaining our recreation areas. 4 tennis courts, 1 basketball and Chester Park.

R. Anderson: is the equipment acceptable to salt water?

Krissanne: They are preformed concrete structures. Rusty bolts are our biggest problem. The last was 8-9 years, this will last longer and will fit the area with a nautical theme.

G. Sala: There will be some plastic items too. One structure needs to be removed where the ladders are. The swings will stay for now. Cape & Islands Tennis is working on a schedule. Clark and Monument will be done first.

D. Doucette made a MOTION to recommend, seconded by A. Cooney with all in favor.

3. Resurfacing of the outdoor track at Jackson Field

B. Johnson: The track has a \$300,000 estimate. Mr. Donohue couldn't be here. Go for \$60,000 for engineering/design work now, then the rest at the fall town meeting. \$60,000 from open space (passive recreation).

D. Doucette made a MOTION to recommend \$60,000, seconded by R. Anderson with all in favor.

4. Restoration and upgrade of the Buzzards Bay Park

\$350,000. Sallie Riggs, David O'Connor. The Main St. Steering Committee (MSSC) was asked by the Board of Selectmen to make it more welcoming. WE did a public online survey. It will be a multi-phase upgrade. In order to do the first phase: survey, engineering, design, lighting, electrical, landscaping. Will begin in the fall, engineering will be done over the summer. We will apply for grants from other agencies. Having the engineering will make our application stronger. The Selectmen endorsed this plan.

David: We had lots of test layouts. Tried to make it for a broad range of activities.

F. Bartholomew: Have you spoken to a handicap group for use?

Sallie: it will be accessible to all people and ages.

David: There will be a system of walkways and connections will all be handicap accessible.

G. Sala: The DPW will be the project manager for all work.

D. Doucette: As a BFDC member I have no conflict or interest or financial interest in this project.

Jerry Ellis: We endorsed in concept. Concerned with upkeep, think about maintenance. Will need in the future.

Jon Nelson: Part of the design process is to focus on lifecycle cost. We are looking at the total project and the future.

Sallie: We did discuss. The equipment is low maintenance. The DPW now maintains, cuts grass, etc. Maintenance is our concern too.

D. Doucette: The Park supports a lot of other projects. It's a good give and take, looking for benefit of the town. It's in the heart of the town.

G. Sala: I'm a MSSC member and have no financial interest in this project.

B. Johnson: the money is coming from revenues of open space.

Sallie: we are going to try to avoid coming back again.

G. Sala: the park is heavily used. We will let the Selectmen know when the work starts so they don't overlap events. One selectmen is a MSSC member and will keep on that.

R. Anderson: any connectivity to the world there?

Sallie: Xfinity is going down the road now, we can look into adding Wi-Fi.

D. Doucette: Comcast used to be free to Town properties.

Jon: not for data.

B. Johnson: This will be a separate article at the ATM.

R. Anderson made a MOTION to recommend, seconded by D. Doucette with all in favor.

B. Johnson: The DNR application is up for the fall possibly. The track balance in the fall. Hoxie Phase 2, we talked about as a separate article. We will have two stand-alone articles. Some recreation will be on the STM and the rest on ATM.

An article for Committee expenses of \$50,000 as we usually do will be on the ATM. Any unused goes back into the fund.

R. Anderson made a MOTION to support, seconded by D. Doucette with all in favor.

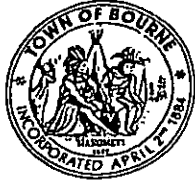
B. Johnson reviewed Linda Marzelli's number sheet for balances. She recommends doing some short term borrowing as opposed to using our resources.

D. Doucette: Would rather use the money to a project and not toward interest on a loan.

D. Doucette made a MOTION to adjourn, seconded by R. Anderson with all in favor.

With no further business before the Committee, the meeting was adjourned at 8:25pm

Respectfully submitted,
Ann Gratis



TOWN OF BOURNE
Community Preservation Committee



Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600

MEETING NOTICE

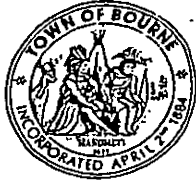
The Community Preservation Committee will be meeting at 6:30pm. in the hallway outside of the High School Auditorium and throughout the May 4, 2015 Annual and Special Town Meetings.

Purpose: to be available to address any matters that need the committee's action on the articles that involve projects that have been recommended by the committee.

Barry H. Johnson

4/30/2015

2015 APR 30 PM 4 09
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



Agency: Community Preservation Committee (CPC)
When: Monday, November 16, 2015
Location: Bourne Middle School...Room 100
Time: 6:30pm.

AGENDA

- 1). Matt Cipriani, CPC's representative, and Jon Nelson, Facilities Director: will update the committee on the HOXIE CENTER FOR ARTS, SCIENCE, EDUCATION AND CULTURE, INC. renovation project.
- 2). Request to possibly Replace/Refurbish the Bourne High School Track located at Jackson Field: presentation by Ed Donohue, Business Manager for the Bourne School System and a representative of the engineering firm contracted to work on this project.
- 3). Update on the status of the Buzzards Bay Park Project.
- 4). Discussion and vote on adopting the Fiscal Year 2017 Community Preservation Committee Application process for the May 2, 2015 Annual Town Meeting.
- 5). Approval past CPC meeting minutes.
- 6.) Setting the next CPC meeting.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Community Preservation Committee
Meeting Minutes
November 16, 2015

2.22.16
APPROVED

PRESENT: Barry Johnson, Daniel Doucette, George Sala, Andrew Cooney, Fred Bartholomew, Penny Myers, Richard Anderson

EXCUSED: Peter Holmes, Neil Langille

ALSO PRESENT: Scott Fitzmaurice, Barbara Fitzmaurice, Ed Donohue, Matt Cipriani

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 6:32pm.

B. Johnson: We are taking the Jackson Field track out of order and putting it first. There will be no vote tonight. There is going to be a special town meeting on Feb. 8, 2016. We can put this on the warrant.

Ed, George Sala, Jon Nelson are working with Gale Assoc.

Ed: We would like to go out to bid in early February with construction to start in late May. It's a whole summer project if we do option 2. Graduation would have to be indoors. We'd lose another year if we wait. Gale has done a study of the whole track. Tracks are only meant to last 20-25 years. This was built in 1993.

Option 1: Minimal, remove/replace surface only. It's now a safety issue for track meets. \$337,800 including a fence.

Option 2: remove surface, redo 1-2" of the asphalt, add a new base and surface and fence, work on the long jump, triple jump and high jump areas.

D. Anderson: Do they give a guarantee on the life of the track?

Ed: 8-12 years for option 1, 20 for option 2. This is from his experiences, basically double the life.

D. Anderson: Why not going all the way to the base?

G. Sala: Would cost close to \$1 million. The track will need preventative maintenance once it goes down. With option 2 it will have to be crack sealed in 6-8 years. We can put mats down for the ambulance at games. People won't be allowed on the track with cleats.

P. Myers: Is there no tentative funding in the school budget?

Ed: No capital budget for this, building repairs, etc run about \$100,000 a year as it is.

F. Bartholomew: If option 2, do we need to borrow funding to pay for it? How will it affect other potential projects?

B. Johnson: I will get into that later. But yes, for 5 years. We'll be ok with all projects.

D. Anderson: if only taking an inch off, how will it fix the heaves?

Ed: That's why we want option 2. There will be a 2-4 week curing time for the asphalt before surfacing.

G. Sala: the DPW can do some things to save money.

B. Johnson: This was a preliminary meeting. Maybe we can have Gale Assoc. and a large plan at another meeting. Back in the spring when we were first discussing this, Andy talked about doing a larger bathroom. That would add considerable cost, maybe do it in the future. We could propose the track for the 2/8/16 STM.

Hoxie

Matt Cipriani, representative for the Town and was involved with the new DPW.

B. Johnson: When Hoxie incurs bills, Matt and Jon process them then give to me to pay. Some money does have to be moved around if things cost more/less.

Matt: Work going as planned for budget year 1. The last 6-8 weeks have really picked up. Some fire suppression money had to go to the removal of hazardous materials and that wasn't in the budget. The work was done in a safe manner by licensed contractors and I'm comfortable with how it was done.

Scott: We are working with local contractors, Green Environmental. It's a positive process, if it takes extra time, fine. We want to see us open next year. Put some money in abatement and having great luck with contractors. \$25,000 for fire alarm system, 20 motion detectors and lights (LED). The gas line and boiler were installed, some pipes are blowing steam and need to be fixed. Painting is done. The septic system plan is in place. We are hoping to open up the gym first but need ramps and a chair lift. My mom is working on a big grant and now that we have the deed, we can apply for more grants. We are actually ahead of schedule from the original time line. We would like to request \$328,000 + \$90,000 + \$88,000. Eventually will have classes to midnight so people can have time to go to school. Campus here for GED, she wants to be in by September. Have to give credit to Allie for her STEAM (science & technology, engineering, art, math) program that she has brought to Bourne schools.

Barbara: We've had numerous requests from groups to meet here because the override didn't pass. It's been great having Matt work with us.

F. Bartholomew: Any requests by the COA to use the building?

Scott: Felice wants to work with us to access another part of town and make services more accessible. They will do the programs that already work.

P. Myers: How many rooms are available to rent to a college campus?

Scott: We need the elevator and chairlift for flexibility. They're interested in the basement rooms. We need at least one elevator or ramp. Hoping the CPC will approve the larger money amount. We want it done by June so we can open in September. Plans for a top floor buildout in the future.

Matt: May want to investigate the variance now – preexisting/non-conforming building/use.

Scott: Amelia Peabody grant is \$100,000 exclusive for the elevator. The foundations want to support it, we met with the Cape Cod Foundation last week.

F. Bartholomew: Are we still concerned about his grants vs CPC?

B. Johnson: It's being strictly adhered to.

A. Cooney: I work for the DEP and there was a concern for asbestos, the latest plan came across my desk. I asked to recuse myself on the DEP level from this project. Some rooms didn't have asbestos, can you clarify?

Scott: Eagle sprinkler/Green Environmental are not working together. Looked at our attachment There are 8 ceilings and ended up taking down 4 and replaced with new products so they can go in and attach. Places were marked out. We are meeting with bot so we can have an idea where we go and when it will be done. The other 4 classrooms and the gym don't have anything in the ceilings. Green Environmental will abate in eth connection areas.

B. Johnson: 2015 there is a \$65,000 unencumbered balance. Working on 2016 - \$206,000 for egress, architectural services, and climate control.

Matt has been a great help for all. Now things are happening. They have a 5 year plan.

Scott: We have combined years 3-5 as the entrance needs to be moved to better serve and the elevator location, etc.

P. Myers: How soon are the MA Cultural and Peabody grants? If not, what happens?

Scott: We'll get it done. We have hired a fundraiser and she needs to raise \$50,000 by February. We have several other grant requests that we are working on. We have a backup plan.

Barbara: We are always pursuing other grants.

Scott: MA Cultural has nothing anywhere near Sagamore Beach for this type project. We want to see more local donors.

B. Johnson: Thinking about combining years 3-5 it makes sense.

Matt: Yes. Take grants out as they don't exist yet but need to get an elevator now.

Scott: It's all about the access now. February Town Meeting would be better for us to get work done sooner.

D. Doucette: If February doesn't work can we do the May STM so the money will be available the next day and not July?

B. Johnson: Yes

A. Cooney: Can we put a general dollar figure on the services/programs the town groups have ask you to do?

Matt: Money is being spent in a way that works. It's encouraging to see. A report was done by Fuss & O'Neil and came back negative in many areas.

A. Cooney: If any classrooms are used for educational purposes for K-12, they need asbestos guidelines. Will need an O&M plan. I suggest having a meeting every other week to keep everyone on the same page.

Matt: There is no GC on board. Doing one trade at a time and there isn't a lot of overlap. I know they meet with the contractors, it's not my responsibility. I make sure they follow their work plan.

B. Johnson: Jon Nelson has been heavily involved with the project. If we feel it's necessary to review and expand Matt's contract we can and will. The sign is excellent.

Matt: There were red flags but now in good shape. Watch for the elevator and bathroom installation that could push them off track. Probably run into asbestos with removals and need to account for that.

Buzzards Bay Park

B. Johnson: update – Coreen issued an RFP for the design. She had 30-40 people and narrowed to 9. Currently negotiating with a firm.

G. Sala: MSSC (Main St. Steering Committee) gave them a plan. One firm brought in different ideas. The overall plan will have electrical and irrigation upgrades in the spring/summer. Just need a plan set in place for the irrigation. The archway in Phase 1 is for the spring. One engineering firm has a very aggressive schedule and may be able to do some electrical in-house. Will be drilling a well and need a survey of what's in the ground now. There are some lights missing. The splash pad/skating rink: some concerns with the synthetic ice.

Schedule

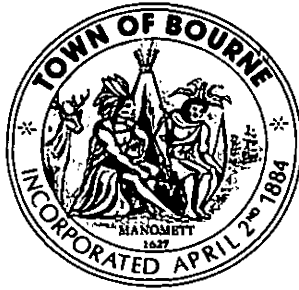
- Dick Conron went to the Historical Commission about the war memorial at town hall as it's deteriorating. Steps made with cement blocks, not marble or granite.
- Dehumidification system at the Archives building.
- Easement at Aptuxcet to Lyons.

B. Johnson: We will put a couple on the February STM. I want updates on different projects from the different groups. Example: Cape View Way for housing.

D. Doucette made a MOTION to adjourn. The MOTION was seconded by G. Sala with all in favor.

With no further business before the Committee, the meeting was adjourned at 8:06pm

Respectfully submitted,
Ann Gratis



CONSERVATION COMMISSION AGENDA

Thursday, January 8, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Scott Okun **File Number:** CC15-01
Representative: Stephen Doyle & Associates
Project Address: Lot 6A Bassetts Island
Proposed Project: Upgrade to new Title V septic system within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Peter Goodney **File Number:** CC15-02
Representative: SAME
Project Address: 6 River Road, Pocasset
Proposed Project: Construct an addition to existing dwelling within an AE Flood Zone
Hearing Under State Act Only

Notice of Intent:

- 1) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from December 18, 2014)

Other Business:

- ▶ Approval of Minutes – December 4, 2014
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

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TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION MINUTES

January 8, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

2015 FEB 27 AM 11 25

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

TOWN CLERK'S OFFICE
BOURNE, MASS

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Gray, Rob Palumbo, Betsy Kiebala, Susan Weston (7:17 pm) and Thomas Ligor. Also present is Paul Szwed.

Members excused: V. Chm. Martha Craig Rheinhardt and Peter Holmes

Requests for Determination of Applicability

1 – Scott Okun

CC15-01

Lot 6A Bassetts Island

Upgrade to new Title V septic system within AE and VE Flood Zones and within 100 FT of a Wetland Resource Area

Steven Doyle representing – proposing a new septic system with infiltration chambers, no aggregates. Almost all of the lot is in an AE zone. Seek to remove ramp for access and put excess fill in a small depression on the site.

No questions from the board.

Brendan Mullaney – difficult to access site; timber ramp to allow machine on Bassetts Island. Improvement over existing conditions. No other concerns with the project.

No public comment.

Palumbo moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

2 – Peter Goodney

CC15-02

6 River Road, Pocasset

**Construct an addition to existing dwelling within an AE Flood Zone
Hearing Under State Act Only**

Mr. Goodney representing – seeking to add addition to a cottage.

Brendan Mullaney – this was brought into the flood zone since the change in maps in July 2014. Cottage is over 200 feet from the riverfront and over 100 feet from closest resource area. No other concerns with the project.

No board comment.

No public comment.

Ligor moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

Notices of Intent

1 - Mass Maritime Academy

SE7-1908

Stanley Humphries, LEC Environmental Consultants

101 Academy Drive, Buzzards Bay

Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material and all associated facilities, utilities and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area and within 100 FT of a Wetland Resource Area

(Continued from 12/18/14)

Paul Szwed recused himself from discussion and possible vote.

Chm. Gray -counsel to the authority and Town Counsel responded and his position hasn't changed. 131-40 applies and the Bylaw applies – he wants the board to move forward

Edward Adelman (Mass State College Building Authority) representing – he asked if it would be appropriate if his attorney speak with Town Counsel.

Stan Humphries - Three issues the board wanted additional information – shellfish, dredge material disposal and planting plan. Mr. Humphries said the DMF would be involved in identifying a company that is experienced in transplanting shellfish. Mr. Mullen would like to see shellfish sampled within 1 month of doing the dredging. They would like to re-use the material and come to the conclusion would still use location and take some offsite either by truck or by barge. Revised the plan to accommodate keeping a majority of a tree line. At this point identified two discharge points. Graphic rendering of where the pier would be and associated with the shellfish bed.

Chm. Gray – asked about accommodating the DMF – there is the issue of either 25 meters or 25 FT the pier is from the wetland.

Palumbo – asked about the pile depth. It won't be deeper than 50 FT. Steel pipe piles and concrete pile cap and concrete deck will be used.

In the planting plan, snow fencing will be used to stabilize vegetation. Wildlife will not be adversely affected and it seems there will be more opportunities for wildlife. Chm. Gray had Brendan Mullaney contact the representatives for more information in regards to potential species using the area. Chm. Gray raised issue with diamond back terrapin liking to nest in that area. Even if this is not a mapped area, he would like to see being conditioned by Natural Heritage. Chm. Gray suggested a qualified wildlife biologist to check the area before the snow comes.

Chm. Gray – raised issue of a path going through the salt marsh which is detrimental to the vegetation. He would like to see a proposed walkway over the entire salt marsh as part of this application. It would have to meet the requirements set by Army Corps and DEP. Mr. Adelman said that could be done.

Chm. Gray – the board needs to decide tonight whether we need an engineering consultant. The two issues he has goes back to pier regulations; as written we don't allow for a pier in a Velocity Flood zone and if we enforce that issue, we would be interfering with the governmental mandate the Academy has. He feels comfortable with an independent engineer review of this structure being in a velocity zone - would like to have reassurance the structure is designed for heavy ice. Mr. Adelman is willing to accommodate the hiring of an engineer and look into issues of the board's concerns. Mr. Adelman offered going up to \$10,000 for consultation.

Chm. Gray – the only issue is the engineering of the design of the pier. All other issues the board is well versed and has plenty of expertise to handle.

Kiebala moved and seconded by Ligor in order to formalize, invoke the consultancy clause and Brendan Mullaney to draw up documentation to go out to bid. Unanimous vote.

Kiebala asked about dredge material and how it would get to Sandwich if a mixture of till and sand. Mr. Humphries said there is an area that will be tested and we don't believe it is contaminated. There is a possibility of 3,400 cubic yards will go into a landfill capping.

Mr. Humphries – for disposal and dewatering, they reviewed two areas to be looked at by the DNR and/or DMF.

Chm. Gray – asked if there are eel grass beds at the second pipe. Mr. Humphries is not aware of any eel grass. Chm. Gray has issues of the dewatering concept and the ability of the basins to work properly.

Brendan Mullaney – suggested to look at the large filter bag or something to put on the top side of the pipe. There must be technology available to filter out.

Brendan Mullaney and Mr. Humphries will determine a site visit date and time.

Chm. Gray – suggested communication with Sandwich and Wareham for the dredge material and if there is any way to find the cost difference brining the dredge material to Sandwich by barge vs. trucking. Sandwich may pay for some of the costs to remove.

Chm. Gray – we will also need a list of who has worked on this project so there is no conflict with choosing a review consultant.

This hearing is continued to the 1/22/15 meeting. A site visit, including tide ranges for an outgoing tide for the beds will be discussed with the DNR.

Approval of Minutes

Ligor moved and seconded by Palumbo to approve minutes of 12/4/14 as written. Unanimous vote.

Excuse Absent Members

Palumbo moved and seconded by Kiebala to excuse Martha Craig-Rheinhardt and Peter Holmes. Unanimous vote.

Public comment

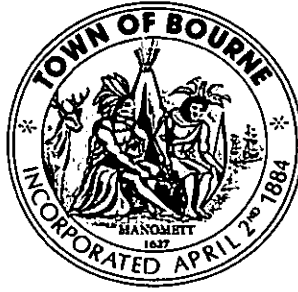
None.

Brendan Mullaney – handed out two letters regarding Hideaway Village proposing to build dingy docks. Nothing has been filed.

Adjourn

Palumbo moved and seconded by Ligor to adjourn. Meeting adjourned at 8:16 pm. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 JAN 15 PM 1 11

TOWN CLERK'S OFFICE
Bourne, MA
CONSERVATION COMMISSION AGENDA
Thursday, January 22, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Evelyn Bronsdon **File Number:** CC15-03
Representative: Shawn MacInnes
Project Address: 96 Williams Avenue, Pocasset
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Francis Wallace **File Number:** CC15-04
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 51 Tahanto Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone, within 100 feet of a Wetland Resource Area, and within the 200 foot Riverfront Area

Notice of Intent:

- 1) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from January 8, 2015)

Other Business:

- ▶ Approval of Minutes – December 18, 2014
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

January 22, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

2015 MAR 27 AM 9 48
TOWN WETLAND PROTECTION
BOURNE, MASS

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Michael Rausch recording meeting tonight from Bourne Enterprise.

Members present: Chm. Gray, Rob Palumbo, Susan Weston, Thomas Ligor, and associate member Paul Szwed.

Members excused: V. Chm. Martha Craig Rheinhardt, Peter Holmes and Betsy Kiebala

Requests for Determination of Applicability

1 – Evelyn Bronsdon

CC15-03

96 Williams Avenue, Pocasset

Upgrade to new Title V septic system within 100 FT of a Wetland Resources Area

Shawn MacInnes representing – the old septic system failed and proposing to remove the existing leaching system and replace in front of property.

Brendan Mullaney – the new system will be an improvement over the failed system. The resource area as shown is an approximation, the board could stamp the resource area not approved for this filing. In case of any future work on the property it could be more accurately defined, as associated with Lily Pond. No other concerns with the project.

Ligor – asked about a water table issue. Mr. MacInnes said there is a water table issue. The front of the yard is mounded and the rest of the street is much lower. No trees will be taken out.

No further board comment.

Leona Bombachi – concerned about the water table issue and the 4 FT ground water level as she owns a home in the area. She asked how the board can help her address her issue with her home at a later time.

Brendan Mullaney – this is in a fully, developed neighborhood, regulations are enforced to the maximum extent applicable for the smaller lots. When the property changes hands, the new owner has to bring the system up to compliance to meet new Title V guidelines. A new septic almost always will be an improvement over what is in the ground. He explained the process for the 4 FT ground water level.

No further public comment.

Palumbo moved and seconded by Ligor a Negative Three Determination. Unanimous vote.

2 – Francis Wallace

CC15-04

51 Tahanto Road, Pocasset

Upgrade to new Title V septic system within an AE Flood Zone, within 100 FT of a Wetland Resource Area, and within the 200 FT Riverfront Area

Jack Landers-Cauley representing – the property was inspected for Title V and failed due to being too close to the ground water. Applicant proposes to remove the existing system and replace with a Title V compliance. The lot is within the 200 FT setback and the system is tucked away in the south east corner of the lot; the separation is greater than 4 FT.

Brendan Mullaney – the system is as far away from the resource area as far as the lot will allow. No other concerns with the project.

No board comment.

No public comment.

Palumbo moved and seconded by Weston a Negative Two Determination. Unanimous vote.

Notices of Intent

1 - Mass Maritime Academy

SE7-1908

Stanley Humphries, LEC Environmental Consultants

101 Academy Drive, Buzzards Bay

Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material and all associated facilities, utilities and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area and within 100 FT of a Wetland Resource Area

(Continued from 1/8/15)

Paul Szwed recused himself from discussion and possible vote.

Stan Humphries representing – nothing further to present tonight.

Brendan Mullaney – received quotes regarding a 3rd party review of the pier sent to different waterfront engineering and consulting firms. Proposed costs from the firm quotes were given to the board. All seemed competent; some have more experience with this specific type of design and scope than others. Costs varied. At this time we can discuss or take a vote or review more thoroughly.

Chm. Gray - suggested Brendan Mullaney and TA Guerino review and make a decision based on their review of the engineering design of the pier. The board will focus on the dredging activity and where the dredge spoil will be deposited (i.e. the issue of trucks, strain on infrastructure, etc.).

Brendan Mullaney – once selected, he will run by the Chairman. Mass State Building College Authority who will transfer the funds to Bourne who can then send to the engineers.

Chm. Gray – the board is looking for assurance of the structure in the VE zone and subject to ice forces – will the structure be able to withstand forces? At this time he would like to discuss and possibly vote on Bylaw fees.

Brendan Mullaney – the fees can be waived at the discretion of the board for educational or non-profit institutions - MMA would qualify.

Ligor moved and Weston seconded to waive the fee. Unanimous vote.

Brendan Mullaney – will work with John Logan from DMF, Tim Mullen from Bourne DNR and Stan Humphries for a sight visit date.

Chm. Gray – he clarified the dredge de-watering area needed to be 25 meters from eelgrass beds, in accordance with DMF comments.

Joe Roy – asked where the board anticipates to meet. Brendan Mullaney suggested the end of Taylor Road, next to the baseball field near the Beachmoor.

Chm. Gray – we need to know the difference of trucking vs. barging costs. Brendan Mullaney said the difference is in the mechanism in which the material is dredged. The county dredge comes at a reduced rate and uses hydraulic techniques, other technique is mechanical which can be more costly.

Chm. Gray – looking for the design of the enhanced dune. He is requesting information from Stan Humphries for some indication of what would happen to that enhanced dune in a typical hurricane velocity event. If the dune doesn't hold, where does it all end up?

Ligor – asked if the commercial fisherman will be called if there are shellfish present while dredging. Chm. Gray said they will be taken out and relocated.

This hearing is continued to 2/5/15 to allow for additional information generated.

Approval of Minutes

Ligor moved and seconded by Weston to approve minutes of 12/18/14 as written. Unanimous vote.

Excuse Absent Members

Palumbo moved and seconded by Weston to excuse Martha Craig-Rheinhardt, Peter Holmes and Betsy Kiebala. Unanimous vote.

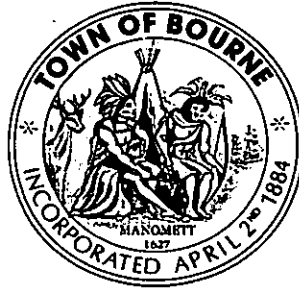
Public comment

None.

Adjourn

Palumbo moved and seconded by Ligor to adjourn. Meeting adjourned at 8:00 pm. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 JAN 30 AM 11 58

TOWN CLERK'S OFFICE

CONSERVATION COMMISSION AGENDA BOURNE, MASS

Thursday, February 5, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

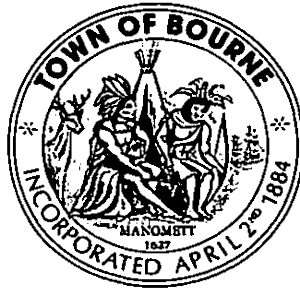
- 1) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling

7:10) Notices of Intent:

- 1) **Applicant:** John Black & Ann Taylor **DEP File Number:** SE7-1914
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 388 Scraggy Neck Road, Cataumet
Proposed Project: Construct a new single family dwelling including Title V septic system, pool, utilities, landscaping, grading, and appurtenances within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from January 22, 2015)

Other Business:

- ▶ Approval of Minutes – January 8, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



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CONSERVATION COMMISSION AGENDA TOWN CLERK'S OFFICE
Thursday, February 19, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Phil Austin **File Number:** CC15-06
Representative: SAME
Project Address: 821 & 827 Shore Road, Pocasset
Proposed Project: Remove and prune trees within an AE Flood Zone, within 100 feet of a Wetland Resource Area and within the 200' Riverfront Area

- 2) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling

7:10) Notices of Intent:

- 1) **Applicant:** John Black & Ann Taylor **DEP File Number:** SE7-1914
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 388 Scraggy Neck Road, Cataumet
Proposed Project: Construct a new single family dwelling including Title V septic system, pool, utilities, landscaping, grading, and appurtenances within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from January 22, 2015)

Applicant: Pinnacle Site Contractors, LLC **DEP File Number:** SE7-
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area

Other Business:

- ▶ Approval of Minutes – January 8, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

February 19, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Gray, V. Chm., Martha Craig Rheinhardt, Peter Holme (7:08 PM), Betsy Kiebala and Susan Weston.

Members excused: Rob Palumbo, Thomas Ligor and Paul Szwed.

Requests for Determination of Applicability

1 – Phil Austin

CC15-06

821 & 827 Shore Road, Pocasset

Remove and prune trees with an with an AE Flood Zone, within 100 FT of a Wetland Resource Area and within the 200 FT Riverfront Area

Mr. Austin representing – applicant seeks to prune out the trees for view.

Brendan Mullaney - reviewed the property before the snow storms and was asked what the process would be to remove cedar trees in which the some were weakened and compromised. They were marked out in the field. Applicant is not looking to clear cut the area but rather thin out the area. This can be done in a phased approached and the applicant offered to replant, if necessary. He can include a condition to contact the town before any work is done.

No other board comment. No public comment.

Kiebala moved and seconded by Weston a Negative Two Determination. Unanimous vote.

2 - Daniel Donovan

CC15-05

3 Vineyard Circle, Sagamore Beach

Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling.

Continued to 3/5/15.

2015 FEB 10 PM 12 38
TOWN CLERK'S OFFICE
BOURNE, MASS

Notices of Intent

1 – John Black & Ann Taylor

DEP File Number SE7-1914

388 Scraggy Neck Road, Cataumet

Construct a new single family dwelling, including Title V septic system, pool, utilities, landscaping, grading and appurtenances within AE and VE Flood Zones and within 100 FT of a Wetland Resource Area.

Barbara Frappier, Warwick & Associates, Inc. representing – the applicant seeks to construct a single-family dwelling, install retaining walls and a small (10'x15') 'plunge' pool and remove some phragmites. The limit of work lines are set. The 50 FT no-touch buffer was pointed out on the plans and where the retaining wall will be outside of that.

Craig-Rheinhardt – asked about phragmites removal. CMS Landscape will hand cut, drip on cut, bag it and remove. The applicant originally discussed to work with the neighbor next door for removal, but for now confined to this site. If the neighbor decides to come to the board, applicant may coordinate the effort.

The landscape plan was briefly discussed. Native trees and shrubs will be added as well as two swales for rainwater. Arborvitaes and cedars are some of the native vegetation that will be used.

Brendan Mullaney – referenced the area will be mowed two times a year. This area had a previous dwelling which was destroyed due to fire damage. The proposed project meets all required setbacks for an undeveloped lot. The area of phragmites is a little over 1,000 SF. There are no major concerns with the project. Both plans are referenced in the Order of Conditions in terms of site plan, landscape plan and language for installation and maintenance.

Frappier – there will be no backwashing of the pool. Although not a saltwater pool, it is a very environmentally safe pool. It will have its own filter.

No board comment.

No public comment.

Kiebala moved and seconded by Holmes to close public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: General Conditions pursuant to MGL, Chapter 131, Section 140 and Special Conditions 1-6,9,10,12,13,16-24 and Special Conditions to the bylaw 4,6,7,8,9 and Special Condition 20-24 to continue in perpetuity.

Holmes moved and seconded by Kiebala move the Draft Notice of Intent to Final Notice of Intent. Unanimous vote.

2 - Mass Maritime Academy

SE7-1908

Stanley Humphries, LEC Environmental Consultants

101 Academy Drive, Buzzards Bay

Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material and all associated facilities, utilities and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area and within 100 FT of a Wetland Resource Area

(Continued from 1/22/15)

Continued to 3/5/15.

3-Pinnacle Site Contractors, LLC

DEP File Number SE7-

JC Engineering, Inc.

0 Crab Rock Way, Sagamore Beach (the "Strand" below Indian Trail)

Construct a 750 FT long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area

Chm. Gray recused himself from discussion and vote. He turned the meeting over to Peter Holmes.

Brendan Mullaney – it appears there a number of private parcels that the applicant needs to cross over to get to the site, only one was notified about this project as an abutter. Therefore, no discussion will be held tonight with regard to access until said abutters are notified (7 properties in total). These property owners do not need to sign on to the application but the applicant should have written permission for temporary construction access to cross over these properties. Selectmen gave permission for access on town property, not for the private owners.

Holmes – the applicant can discuss the project tonight and the public can discuss the project itself. The access will be at another date.

Mr. Churchill representing – the applicant is proposing 750 FT stone revetment sloped 1½:1. Town Meeting voted to allow to access over the town's property and an easement on the property itself. The coastal bank is disappearing. Homeowners tried to plant this bank to save it and it hasn't worked. The applicant is proposing a revetment to stabilize the bank. There is no soft solution that will help the eroded areas or work in this situation.

Mr. Don Perry – handed out information and documentation from Pinnacle Site Contractors to the board. He briefly reviewed the history of the embankment, post-Nemo storm to this date.

Kiebala – asked how much erosion attributed to rain and wind. Mr. Perry said there is some but primary cause is that there is nothing protecting the toe and when the toe suffers erosion the entire embankment slides.

The proposal is to construct the revetment to protect the toe and stop the sliding, then work with the vegetation in place, coir logs and native species planted above to stabilize the face of the bank. The wording regarding vegetation and coir logs was 'as required on a property by property basis' since the areas below each property have varying characteristics and levels of erosion.

Holmes – asked about the coir logs. Mr. Perry explained It is a two year planting plan and they will be replaced as needed.

Holmes - Based on the complexity of the project, this board is not totally capable of review of the application and will require a consultant. Under MGL Chapter 44, Section 53G the board can do so and requests the applicant to provide funds in the amount of \$2,500.

Mr. Don Perry – asked if his company can work with the consultant. Brendan Mullaney explained that the chosen consultant can report to the commission only, in accordance with the regulations for hiring outside consultants. He gave an explanation of how the process works; there are certain provisions where the board can engage the services of a consultant, including an alteration greater than 500 FT to a coastal bank and impacts on municipal conservation land - this project meets this criteria two fold. The board will make a decision and inform the applicant of the chosen consultant. In addition, the board will seek services of the coastal process specialist from Woods Hole Sea Grant Program, Mr. Greg Berman. He will provide a synopsis and written review of the proposed project.

Craig-Rheinhardt moved and seconded by Kiebala to hire an outside consultant under MGL Chapter 44, Section 53G. Unanimous vote.

No further board comment.

Dr. Richard Regnante read into the record his two-page letter of why the rock revetment should not be built. Dr. Regnante refers the board to visit the stormsmart coasts state webpage. If the board moves forward, Dr. Regnante recommends to go back to square one and amend the NOI to use this toolkit and apply all methods not only on the properties themselves but also on the beach stairway, the cliff walk and the beach itself in order to avoid this negative impact from building the seawalls. He feels we need more knowledge.

Dr. Regnante also read a two-page letter dated 2/17/15 by 43 residents of Sagamore Highlands into the record seeking the board recognize the shortcomings and inadequacies of this proposal and slow down the process of approval. They ask the proposal be vetted by impartial outside experts to assist in understanding the impact on our beaches and steps. We are convinced that

with much broader consultation and more nuanced planning, it will be possible to come up with a much better proposal than the one before you now.

Mr. Walter Tonaszuck, former Town Engineer in Duxbury, spoke against the project and submitted a two-page letter dated 2/16/15 and read into the record.

Mr. Dan Reddy, 30 Sheppard Road, spoke in opposition to this project and submitted a letter dated 2/17/15.

Ms. Julie Keene, 19 Vickerson Avenue, did her own investigative work. One thing Mr. Churchill was not aware that she has been in touch with the Wildlife Fishing & Game who sent her to an office on the Cape. She asks Mr. Churchill to study the endangered species at the site, including piping plovers. She is going on record. She submitted 134-pages and 82-pages documents for the record of the draft report of the Coastal Erosion Commission. She is also here tonight because her deed states she has deeded beach easement to the beach in question. If the board votes in favor, she strongly recommends the applicant put up a bond that holds the applicant reliable.

Ms. Barbara Sullivan, represents the Jones Family, is in favor of the applicant's proposal.

Ms. Wanda Corn would like to see another proposal other than the revetment has been explored to hold the cliff together.

Eileen O'Brien raised concerns about the project, particularly where it ends.

Craig-Rheinhardt – raised concern about what the consultant's scope of work is and would like to see an alternatives analysis. Mr. Perry explained that Mr. Stan Humphries, coastal geologist, recommended a hard solution.

Mr. Ray Jussaume, 8 Sheppard Road, asked about specifications of the revetment.

Ms. Corn asked about why some of the projects further down the beach used rock and some did not. Brendan Mullaney explained that hard engineered structures are allowed in certain conditions and on certain landforms - coastal banks, while areas that are defined as coastal dune are prohibited from hard structures and must utilize soft solutions. The Wetlands Protection Act has very specific criteria for defining these landforms and associated regulations for each one.

Craig-Rheinhardt – stated she has concerns since 4 of these properties have Orders of Conditions that specifically prohibit this type of project.

Ms. Sullivan said as far as the subject of the deed restriction, Atty. Bob Troy wrote an opinion which stated the cliff belongs to the town and therefore the Orders were not applicable. Brendan Mullaney said if these orders of conditions do not apply to the subject property, then

we have no structure to protect on the subject property and therefore cannot build a revetment.

Discussion regarding next hearing date. At the request of the applicant, Craig-Rheinhardt moved and seconded by Weston to continue hearing to Monday, 4/13/15 at 7:00 PM.

Approval of Minutes

Kiebala moved and seconded by Holmes to approve minutes of 1/8/14 as written. Unanimous vote.

Excuse Absent Members

Holmes moved and seconded by Kiebala to excuse Rob Palumbo, Thomas Ligor and Paul Szwed. Unanimous vote.

Chm. Gray – under Other Business, the DOT with regard to the railroad projects are meeting under the Bourne Bridge at 10:00 AM on 2/26/15.

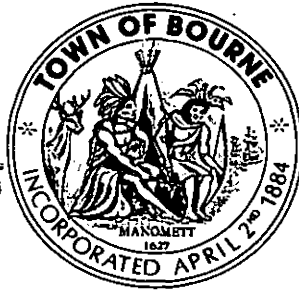
Public comment

None.

Adjourn

Holmes moved and seconded by Kiebala to adjourn. Meeting adjourned at 9:20 PM. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 FEB 27 AM 11 25
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, March 5, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Brett Ellis **File Number:** CC15-07
Representative: SAME
Project Address: 37 Wings Neck Road, Pocasset
Proposed Project: Construct an addition including grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Riverbend Holdings, LLC **File Number:** CC15-08
Representative: Shawn MacInnes, PE
Project Address: 437 Shore Road, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Kevin W. Oliver Trust **File Number:** CC15-09
Representative: Shawn MacInnes, PE
Project Address: 109 Bellavista Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Kathleen Donovan **File Number:** CC15-10
Representative: Shawn MacInnes, PE
Project Address: 19 Central Boulevard, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 5) **Applicant:** Robert & Wendy Scandurra **File Number:** CC15-11
Representative: JC Engineering, Inc.
Project Address: 60 Old Dam Road, Gray Gables
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

3) **Applicant:** Parker's Boat Yard **DEP File Number:** SE7-1916
Representative: Bourne Consulting Engineering
Project Address: 68 Red Brook Harbor Road, Cataumet
Proposed Project: Install composite sheeting to repair and rehabilitate an existing licensed bulkhead within a VE Flood Zone and within a Wetland Resource Area

4) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from February 19, 2015)

Other Business:

- ▶ Approval of Minutes – January 22, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
- ▶ Report of the Conservation Agent
- ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
- ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

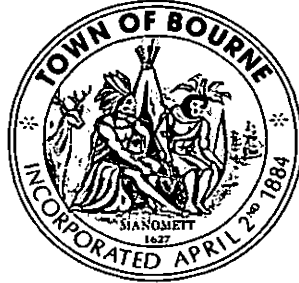
- 6) **Applicant:** Mary Anderson **File Number:** CC15-12
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 3 Old Monument Neck Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only
- 7) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 8) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling
(Continued from February 19, 2015)

7:10) **Notices of Intent:**

- 1) **Applicant:** Ben Nadeau **DEP File Number:** SE7-
Representative: Outback Engineering, Inc.
Project Address: 335 Shore Road, Monument Beach
Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within an AE Flood Zone
Hearing Under State Act Only
- 2) **Applicant:** Anne Camille (Maher) Talley **DEP File Number:** SE7-
Representative: Bracken Engineering, Inc.
Project Address: 594 Circuit Avenue, Pocasset
Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within a VE Flood Zone and within 100 feet of a Wetland Resource Area

**MEETING CANCELED DUE TO INCLEMENT WEATHER.
ALL MATTERS POTPONED UNTIL THURSDAY,
MARCH 19, 2015**

2015 MAR 5 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS



CONSERVATION COMMISSION AGENDA

Thursday, March 5, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall .

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Brett Ellis **File Number:** CC15-07
Representative: SAME
Project Address: 37 Wings Neck Road, Pocasset
Proposed Project: Construct an addition including grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Riverbend Holdings, LLC **File Number:** CC15-08
Representative: Shawn MacInnes, PE
Project Address: 437 Shore Road, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Kevin W. Oliver Trust **File Number:** CC15-09
Representative: Shawn MacInnes, PE
Project Address: 109 Bellavista Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Kathleen Donovan **File Number:** CC15-10
Representative: Shawn MacInnes, PE
Project Address: 19 Central Boulevard, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone

Hearing Under State Act Only

- 5) **Applicant:** Robert & Wendy Scandurra **File Number:** CC15-11
Representative: JC Engineering, Inc.
Project Address: 60 Old Dam Road, Gray Gables
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only
- 6) **Applicant:** Mary Anderson **File Number:** CC15-12
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 3 Old Monument Neck Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only
- 7) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 8) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling
(Continued from February 19, 2015)

7:10) **Notices of Intent:**

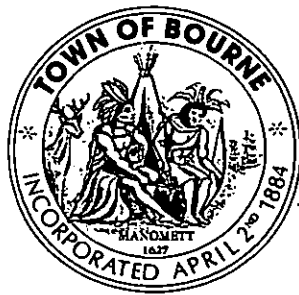
- 1) **Applicant:** Ben Nadeau **DEP File Number:** SE7-
Representative: Outback Engineering, Inc.
Project Address: 335 Shore Road, Monument Beach
Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within an AE Flood Zone
Hearing Under State Act Only
- 2) **Applicant:** Anne Camille (Maher) Talley **DEP File Number:** SE7-
Representative: Bracken Engineering, Inc.
Project Address: 594 Circuit Avenue, Pocasset

Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within a VE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Parker's Boat Yard **DEP File Number:** SE7-1916
Representative: Bourne Consulting Engineering
Project Address: 68 Red Brook Harbor Road, Cataumet
Proposed Project: Install composite sheeting to repair and rehabilitate an existing licensed bulkhead within a VE Flood Zone and within a Wetland Resource Area
- 4) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from February 19, 2015)

Other Business:

- ▶ Approval of Minutes – January 22, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



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TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, March 19, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Brett Ellis **File Number:** CC15-07
Representative: SAME
Project Address: 37 Wings Neck Road, Pocasset
Proposed Project: Construct an addition including grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Riverbend Holdings, LLC **File Number:** CC15-08
Representative: Shawn MacInnes, PE
Project Address: 437 Shore Road, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Kevin W. Oliver Trust **File Number:** CC15-09
Representative: Shawn MacInnes, PE
Project Address: 109 Bellavista Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Kathleen Donovan **File Number:** CC15-10
Representative: Shawn MacInnes, PE
Project Address: 19 Central Boulevard, Monument Beach
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 5) **Applicant:** Robert & Wendy Scandurra **File Number:** CC15-11
Representative: JC Engineering, Inc.
Project Address: 60 Old Dam Road, Gray Gables
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 6) **Applicant:** Mary Anderson **File Number:** CC15-12
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 3 Old Monument Neck Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only
- 7) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 8) **Applicant:** Donald & Janet Boardman **File Number:** CC15-15
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 145 Tahanto Road, Pocasset
Proposed Project: Construct an addition to existing dwelling within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 9) **Applicant:** Richard Iwaszko **File Number:** CC15-14
Representative: Jeffrey Ryther, PE, BSS Design, Inc.
Project Address: 26 Mercury Avenue, Pocasset
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area
- 10) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling
(Continued from February 19, 2015)

7:15) **Notices of Intent:**

- 1) **Applicant:** Ben Nadeau **DEP File Number:** SE7-1917
Representative: Outback Engineering, Inc.
Project Address: 335 Shore Road, Monument Beach
Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within an AE Flood Zone
Hearing Under State Act Only

- 2) **Applicant:** Anne Camille (Maher) Talley **DEP File Number:** SE7-1918
Representative: Bracken Engineering, Inc.
Project Address: 594 Circuit Avenue, Pocasset
Proposed Project: Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within a VE Flood Zone and within 100 feet of a Wetland Resource Area
- 3) **Applicant:** Parker's Boat Yard **DEP File Number:** SE7-1916
Representative: Bourne Consulting Engineering
Project Address: 68 Red Brook Harbor Road, Cataumet
Proposed Project: Install composite sheeting to repair and rehabilitate an existing licensed bulkhead within a VE Flood Zone and within a Wetland Resource Area
- 4) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
(Continued from February 19, 2015)

Other Business:

- ▶ Approval of Minutes – January 22, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

March 19, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Robert Gray, Betsy Kiebala, Rob Palumbo, Susan Weston, and Associate Member Paul Szwed.

Members excused: Peter Holmes, Thomas Ligor, and V. Chm. Martha Craig Rheinhardt.

Requests for Determination

1) Brett Ellis

CC15-07

SAME

37 Wings Neck Road, Pocasset

Construct an addition including grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area

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TOWN CLERK'S OFFICE
BOURNE, MASS

Brett Ellis – proposing to excavate for a new addition.

Brendan Mullaney – the current house approximately 20 from edge of wetlands. The addition is further than currently exists. Relatively flat lot. No concerns with the project.

No other board comment. No public comment.

Palumbo moved and seconded by Weston a Negative Two Determination. Unanimous vote.

2) Riverbend Holdings, LLC

CC15-08

Shawn MacInnes, PE

437 Shore Road, Monument Beach

Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Mr. MacInnes – applicant seeks an upgrade to new septic system. The BOH will provide a variance to use pre-Title V to install according to plans. Existing septic tank will be used.

Brendan Mullaney – this is a tight lot and next to the Cumberland Farms in Monument Beach. There are no other options for the system on the lot and it will be an improvement over existing conditions. No concerns with the project.

No other board comment. No public comment.

Kiebala moved and seconded by Weston a Negative Two Determination. Unanimous vote.

3) Kevin W. Oliver Trust

CC15-09

Shawn MacInnes, PE

109 Bellavista Road, Pocasset

Upgrade to new Title V septic system within an AE Flood Zone

Hearing Under State Act Only

Mr. MacInnes representing – septic system repair replacing chambers. Proposed system going north of existing system, which would be further from the flood zone.

Brendan Mullaney – flood zone only, improvement over existing conditions. No concerns with the project.

No other board comment. No public comment.

Palumbo moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

4) Kathleen Donovan

CC15-10

Shawn MacInnes, PE

19 Central Boulevard, Monument Beach

Upgrade to new Title V septic system within an AE Flood Zone

Hearing Under State Act Only

Mr. MacInnes representing – septic repair of an existing system. Plastic chambers will be used in the small lot.

Brendan Mullaney – small, developed lot, flood zone only. No concerns with the project.

No other board comment. No public comment.

Kiebala moved and seconded by Weston a Negative Two Determination. Unanimous vote.

5) Robert & Wendy Scandurra

CC15-11

JC Engineering, Inc.

**60 Old Dam Road, Gray Gables
Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only**

Chm. Gray recused himself from discussion and vote and turned meeting over to Palumbo.

JC Engineering representing – no grade changes and a simple upgrade.

Brendan Mullaney – flood zone only, improvement over current conditions and no other concerns with the project.

No other board comment. No public comment.

Weston moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

**6) Mary Anderson
CC15-12
Barbara Frappier, Warwick & Associates, Inc.
3 Old Monument Neck Road, Bourne
Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only**

Chm. Gray back chairing the meeting.

Ms. Frappier representing – an upgrade of a septic system between the railroad and Old Monument Neck Road. No changes in grading; keeping existing tanks.

Brendan Mullaney – no other jurisdictional resource areas within 100 FT. No other concerns with the project.

No other board comment. No public comment.

Kiebala moved and seconded by Weston a Negative Two Determination. Unanimous vote.

**7) Edward & Lorraine Feeney
CC15-13
Barbara Frappier, Warwick & Associates, Inc.
179 Tahanto Road, Pocasset
Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a
Wetland Resource Area**

Ms. Frappier representing – estate situation but applicants are listed as owners of record.

Brendan Mullaney – Over in Tahanto, improvement over current conditions and no other concerns with the project.

Palumbo moved and seconded by Weston a Negative Two Determination. Unanimous vote.

8) Donald & Janet Boardman

CC5-14

Barbara Frappier, Warwick & Associates, Inc.

145 Tahanto Road, Pocasset

Construct an addition to existing dwelling within an AE Flood Zone and within 100 FT of a Wetland Resource Area

Ms. Frappier representing – applicant seeks to cut a hole from raised patio and set up proper footing, using sauna tubes. The hole will be cut with a jackhammer. It moves no closer to the wetland resource area than structure which is already there. Any materials brought up concrete walk by wheel barrows. A mat will be used as well for removal of materials and bringing materials up to the site. There will be a dumpster at the site.

Brendan Mullaney – this addition is relatively small. Setback from wetlands and the 50 FT setback from the saltmarsh as proposed will be met. It is in an existing disturbed, pervious area and should not increase drainage patterns or water flow. Access is where people access the beach so it already existing.

No other board comment.

Discussion on placement of straw bales for prevention of migration of loose material. Ms. Frappier also answered questions on where the dumpsters would be located on the property. No further public comment.

Palumbo moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

9) Richard Iwazko

CC15-15

Jeffrey Ryther, PE, BSS Design, Inc.

26 Mercury Avenue, Pocasset

Mr. Ryther representing – septic upgrade of an existing 3-bedroom house.

Brendan Mullaney – limited amount of work in jurisdiction to bring proper utilities to the front. Vast improvement over existing conditions. No other concerns with the project.

No other board comments. No public comments.

Palumbo moved and seconded by Kiebala for a Negative Three Determination. Unanimous vote.

Donovan review continued to 4/2/15..

Notices of Intent

1) Ben Nadeau

DEP File Number: SE7-1917

Outback Engineering, Inc.

335 Shore Road, Monument Beach

Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within an AE Flood Zone

Hearing Under State Act Only

Ben Nadeau representing – project is to tear down existing dwelling and construct a new dwelling within the Flood Zone.

Brendan Mullaney – the home destroyed by fire. The closest resource area is a couple hundred feet away. Standard raze and re-build. No other concerns with the project.

No board comment.

No public comment.

Kiebala moved and seconded by Weston to close public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: All General Conditions, Special Conditions pursuant to MGL, Chapter 131, Section 140 numbers 1-6,9,12,13,16-24. Special Conditions 20 & 24 to continue in perpetuity and the plans will be listed with new revision date.

Kiebala moved and seconded by Weston the Draft Notice of Intent to Final Notice of Intent. Unanimous vote.

Chm. Gray recused himself from discussion and vote. He turned the meeting over to Palumbo at this time.

2) Anne Camille (Maher) Talley

DEP File Number: SE7-1918

Bracken Engineering, Inc.

594 Circuit Avenue, Pocasset

Raze and rebuild a single family dwelling including Title V septic system, utilities, landscaping, grading, and appurtenances within a VE Flood Zone and within 100 feet of a Wetland Resource Area

Palumbo took over to chair the meeting.

Mr. Basinski representing – the house sits on a coastal bank. Applicant seeks to raze and rebuild the house. The project is no closer to the saltmarsh than existing structure. The house will be serviced by a new Title V system and supported using a pile system.

Brendan Mullaney – property in front of the board for a few projects. This is a unique situation as the house is built on top of the coastal bank and on the seaward side a coastal beach and saltmarsh which has expanded close to the existing dwelling. There was a design challenge to keep the house in the same footprint and not move closer to the Resource Area. The new foundation system shows the pile layout and will be pressure treated piles for the structure. The septic system is within the Circuit Road layout and the applicant needed to go to Town Meeting; an easement was granted for this by the Town Meeting body. This will be a nitrogen reduction system which will be an improvement over existing conditions. He suggested the erosion controls and work limit line be a little closer than shown (Mr. Basinski will comply).

No public comment.

Kiebala moved and seconded by Weston to close public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: All General Conditions, Special Conditions pursuant to MGL, Chapter 131, Section 140 1-6,9-13,16-24 and Special Conditions pursuant to the to the Bylaw 4,6,7,8,9. Additional Special Conditions: ASC-1) The Project Narrative submitted with the Notice of Intent, including Preliminary Construction Sequence, is automatically incorporated into this Order of Conditions.

Weston moved and seconded by Kiebala move the Draft Order of Conditions to Final Order of Conditions. Unanimous vote.

3) Parker's Boat Yard

DEP File Number: SE7-1916

Bourne Consulting Engineering

68 Red Brook Harbor Road, Cataumet

Install composite sheeting to repair and rehabilitate an existing licensed bulkhead within a VE Flood Zone and within a Wetland Resource Area

Bourne Consulting Engineering – seek to provide a new face to the bulkhead to take care of corrosion issues. The void will be filled with concrete. We anticipate installing staging. Once the sheeting is in, the contractor can do this all at once.

Brendan Mullaney – asked for revised plans for the record. Steel sheeting is compromised and starting to fail. This is an existing licensed structure within a licensed boatyard. This method has the least impact to the resources he has seen. He read commentary of the DMF which stated to use the footprint of the existing structure as possible. The applicant's representative

will advise the board once revised application is submitted. He suggests including the project subject to other regulatory rules.

No board comment.

No public comment.

Kiebala moved and seconded by Weston to close public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: All General Conditions, Special Conditions pursuant to MGL, Chapter 131, Section 140 1,2,3,9,10,12,13,16-24 and Special Conditions pursuant to the to the Bylaw 7,8,9. Additional Special Conditions: ASC-1) Reconstruction of the bulkhead should be limited to the footprint of the existing structure to the maximum extent practicable.

ASC-2) All work shall be conducted from the upland side of the bulkhead.

ASC-3) Adequate containment and clean-up material shall be kept on-site to minimize impacts in the event of a fuel spill.

ASC-4) Project is subject to all other applicable federal and state permitting requirements. Copies of permit approvals shall be sent to the Commission prior to the start of work.

Kiebala moved and seconded by Weston move the Draft Order of Conditions to Final Order of Conditions. Unanimous vote.

Chm. Gray back to chairing the meeting.

4) Massachusetts Maritime Academy

DEP File Number: SE7-1908

Stanley Humphries, LEC Environmental Consultants, Inc.

101 Academy Drive, Buzzards Bay

Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area

(Continued from February 19, 2015)

Mr. Stan Humphries representing – submitted two letters for the record with regard to withdrawing the disposal of materials on the west side of the project and providing a commitment to take the material to Sandwich or to an off-shore disposal site. The other letter certifies the integrity of the structure during storm events.

Chm. Gray – as no dune construction will be done, the scheduled site visit is not necessary. In addition, he is very pleased that we have a certification for the structure to withstand storm events and feels this is the best possible outcome for the project.

Brendan Mullaney – received review from Appledore Marine Engineering in Portsmouth, NH. The conceptual design was “very good” and follows best practices. They went through a number of relatively minor issues and he is in receipt of the Bourne Consulting. At this time he doesn’t have a Draft Order of Conditions.

There was a brief discussion of the boardwalk where people walk on. It would go over the saltmarsh, but it is on town property and will not be constructed.

No board comment.

Mr. Mulvey raised issue of dredge material and change in flow patterns to Buttermilk Bay. Representative from Woods Hole Group explained the study that was done regarding change in currents and how proposed project would not have any effect on flow into Buttermilk Bay, which is too far away to be affected by project.

No further public comment.

Kiebala moved and seconded by Weston to close public hearing and to continue for issuance of Order of Conditions only to 4/2/15. Unanimous vote.

Other Business

Approval of Minutes – January 22, 2015

Weston moved and seconded by Kiebala to approve minutes of 1/22/15 as written. Unanimous vote.

Excuse Absent Members

Weston moved and seconded by Kiebala to excuse Peter Holmes, Thomas Ligor and Martha Craig Rheinhardt. Unanimous vote.

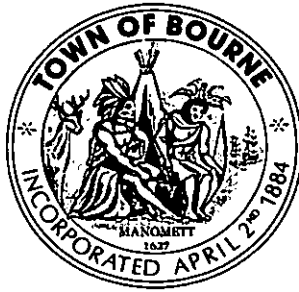
Public comment

None.

Adjourn

Palumbo moved and seconded by Weston to adjourn. Meeting adjourned at 9:00 PM. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



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CONSERVATION COMMISSION AGENDA

TOWN Thursday, April 2, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall
BOURNE, MASS

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Lynne & Robert Schwandt **File Number:** CC15-16
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 20 Wenaumet Bluffs Drive, Pocasset
Proposed Project: Renovate existing dwelling, including construction of deck, storage shed, and all associated landscaping, grading, utilities, and appurtenances within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area **(Continued from March 19, 2015)**

- 3) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling **(Continued from March 19, 2015)**

Issuance of Order of Conditions:

- 1) **Applicant:** Massachusetts Maritime Academy **DEP File Number:** SE7-1908
Representative: Stanley Humphries, LEC Environmental Consultants, Inc.
Project Address: 101 Academy Drive, Buzzards Bay
Proposed Project: Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area
Note: The Public Hearing is closed for this project.

Other Business:

- ▶ Presentation from AmeriCorps Cape Cod
- ▶ Approval of Minutes – February 19, 2015
- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

April 2, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Gray, V. Chm., Thomas Ligor, , Betsy Kiebala, Rob Pambro and Susan Weston.

Members excused: Peter Holmes, Martha Craig Rheinhardt and Paul Szwed.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Requests for Determination

1) Lynn & Robert Schwandt

CC15-16

Barbara Frappier, Warwick & Associates, Inc.

20 Wenaument Bluffs Drive, Pocasset

Renovate existing dwelling, including construction of deck, storage shed and all associated landscaping, grading, utilities and appurtenances within an AE Flood Zone and within 100 FT of a Wetland Resource Area

Ms. Frappier representing – submitting revised plans of reduced deck for the record. Single-family home, coastal beach and 100 FT setback buffer to the top of the bank. Remove deck on the side, an outdoor tool shed and plantings of shrubs for privacy on that side of the property. Installing an outdoor shower, but seeking an outdoor drywell – BOH to determine exact location. No erosion issues, sauna tubes holding up the deck.

Brendan Mullaney – coastal bank with stone wall. Property had some cedar trees around the perimeter removed without permits on the landside of the house. No other concerns with the project.

Ms. Frappier – submitted letter from abutter in support of the project.

No other board comment. No public comment.

Ligor moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

2) Edward & Lorraine Feeney

CC15-13

Barbara Frappier, Warwick & Associates, Inc.

179 Tahanto Road, Pocasset

Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Continued to 4/16/15 at the request of the applicant.

3) Daniel Donovan

CC15-05

Timothy Bennett, Green Seal Environmental, Inc.

179 Tahanto Road, Pocasset

Upgrade to new Title V septic system within an AE Flood Zone and within 100 FT of a Wetland Resource Area

Continued to 4/16/15 at the request of the applicant.

Presentation from AmeriCorps Cape Cod

Representatives from AmeriCorps Cape Cod - Barnstable County AmeriCorps Cape Cod (ACC) is a full-time residential service program committed to addressing the environmental and disaster related needs of Cape Cod and its fragile natural resources. Each year, up to 32 service-minded adults commit 11 months to responding to the needs of the community through hands-on service focused on Natural Resource Management (Land & Water Conservation), Disaster Preparedness and Response, Environmental and Community Education, and Volunteer Engagement.

As an AmeriCorps member, each individual is expected to perform 1,700 hours of service over the 11 months of the program. AmeriCorps Cape Cod members serve at individual and group service sites throughout Barnstable County's 15 towns. Members complete assigned projects, as well as develop and implement projects of their own. Members coordinate and lead service projects with Service Partners, work with community members to identify and address unmet needs, and help evaluate the effectiveness of the program. Members receive housing, a living stipend, and, upon completion of their term of service, an education award, among other benefits.

Notices of Intent

1) Massachusetts Maritime Academy

DEP File Number: SE7-1908

Stanley Humphries, LEC Environmental Consultants, Inc.

101 Academy Drive, Buzzards Bay

Construct a waterfront protection project including a pile supported concrete pier, associated dredging and reuse of dredged material, and all associated facilities, utilities, and appurtenances within AE and VE Flood Zones, within a Wetland Resource Area, and within 100 feet of a Wetland Resource Area

Note: The Public Hearing is closed for this project.

Brendan Mullaney – the Public Hearing has been closed. Draft Order of Conditions: All General Conditions, Special Conditions pursuant to MGL, Chapter 131, Section 140 numbers 1-3,9,12,13,16-24,30-32,34-39 and Special Conditions pursuant to the to the Bylaw 7-9,13,14.

Additional Special Conditions:

ASC-1) All shellfish within the proposed dredge area must be removed and relocated prior to commencement of dredge activities. The removal and relocation must be performed in accordance with all conditions and requirements determined to be necessary by the Town of Bourne Department of Natural Resources and the Massachusetts Division of Marine Fisheries. A survey must be performed within 6 months of the dredging start date to determine shellfish density in the dredge area and pathology testing shall be performed as necessary on shellfish samples in accordance with the National Shellfish Sanitation Program.

ASC-2) No disposal or re-use of dredged materials is allowed under this Order of Conditions within the Town of Bourne. All other applicable permits must be received from federal, state, and/or local authorities for disposal in another location.

ASC-3) All "Documents of Record" are incorporated into this Order of Conditions.

Weston moved and seconded by Kiebala the Draft Order of Conditions to Final Order of Conditions. Unanimous vote.

Other Business

Approval of Minutes – February 19, 2015

Ligor moved and seconded by Weston to approve minutes of 2/19/15 as written. Unanimous vote.

Excuse Absent Members

Ligor moved and seconded by Weston to excuse absent members. Unanimous vote.

Emergency Certification - This is an Emergency Certification request at the request of Mass DEP Bureau of Waste Site Cleanup due to the gas spill at the Bourne Rotary. Brendan Mullaney received memo from LSP of the work requested. Some of the gasoline entered into the storm drains that empty into the wetland adjacent to the Bourne Bridge off of Sandwich Road. They have laid out a specific protocol for the cleanup in this area. Said certification was issued this past Tuesday after discussion with Chm. Gray. Once ratified, the board will sign.

Ligor moved and seconded by Weston to approve the Emergency Certification as written. Unanimous vote.

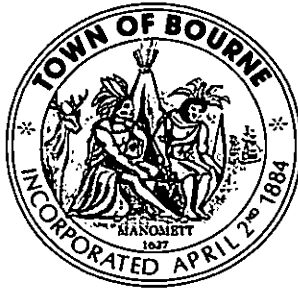
Public comment

None.

Adjourn

Kiebala moved and seconded by Weston to adjourn. Meeting adjourned at 8:00 PM.
Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 APR 10 PM 12 38

TOWN CLERK'S OFFICE CONSERVATION COMMISSION AGENDA
BOURNE, MASS. Thursday, April 16, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

1) **Applicant:** Barbara Jones **File Number:** CC15-16
Representative: Shawn MacInnes, PE
Project Address: 230 Shore Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

2) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area **(Continued from April 2, 2015)**

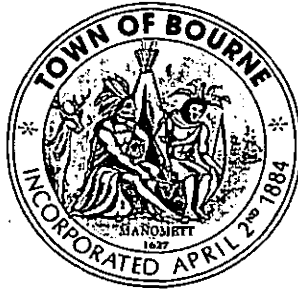
Applicant: Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling **(Continued from April 2, 2015)**

7:10) Notice of Intent:

1) **Applicant:** Peter and Allison Grasso **DEP File Number:** SE7-1919
Representative: JC Engineering, Inc.
Project Address: 37 Buttermilk Way, Buzzards Bay
Proposed Project: Raze and rebuild a single family dwelling including all grading, landscaping, utilities, and appurtenances within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



CONSERVATION COMMISSION AGENDA (Amended)

Thursday, April 16, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

- 1) **Applicant:** Barbara Jones **File Number:** CC15-16
Representative: Shawn MacInnes, PE
Project Address: 230 Shore Road, Bourne
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 2) **Applicant:** Edward & Lorraine Feeney **File Number:** CC15-13
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 179 Tahanto Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area **(Continued from April 2, 2015)**

- 3) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling **(Continued from April 2, 2015)**

7:10) Notice of Intent:

- 1) **Applicant:** Peter and Allison Grasso **DEP File Number:** SE7-1919
Representative: JC Engineering, Inc.
Project Address: 37 Buttermilk Way, Buzzards Bay
Proposed Project: Raze and rebuild a single family dwelling including all grading, landscaping, utilities, and appurtenances within an AE Flood Zone and within 100 feet of a Wetland Resource Area

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TOWN CLERK'S OFFICE
BOURNE, MASS

Request to Extend Order of Conditions:

1) **Applicant:** Town of Bourne Open Space Committee **DEP File Number:** SE7-1555
Representative: SAME
Project Address: Off Little Sandy Pond Road, Bournedale
Proposed Project: Construction of elevated wooden stairs, a wooden boardwalk and a viewing platform with canoe racks within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

April 16, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

2015 JUL 30 AM 11 02

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

TOWN CLERK'S OFFICE
BOURNE, MASS

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Gray, Peter Holmes, Betsy Kiebala, Rob Palumbo and Susan Weston.

Members excused: Martha Craig Rheinhardt, Thomas Ligor and Paul Szwed.

Requests for Determination

1) Barbara Jones

CC15-16

Shawn MacInnes, PE

230 Shore Road, Bourne

Upgrade to new Title V septic system within an AE Flood one

Hearing Under State Act Only

Mr. MacInnes representing – septic upgrade to Title V.

Brendan Mullaney – no other resource areas within 100 FT of the proposed project.

Improvement over current conditions. No other concerns with the project.

No other board comment. No public comment.

Palumbo moved and seconded by Kiebala a Negative Two Determination. Unanimous vote.

2) Edward & Lorraine Feeney

CC15-13

Barbara Frappier, Warwick & Associates, Inc.

179 Tahanto Road, Pocasset

Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a

Wetland Resource Area

Ms. Frappier representing – upgrade of a failed septic system. This is a very small lot and proposing new septic system and tank in consideration of the neighbor and will require many

variances from the BOH. There will be a 2-bedroom restriction to this house. No proposed work other than the septic upgrade.

Brendan Mullaney – restrictive lot; improvement over existing system; no other concerns with the project.

No board comments. No public comments.

Palumbo moved and seconded by Ligor for a Negative Two Determination. Unanimous vote.

3) Daniel Donovan

CC15-05

3 Vineyard Circle, Sagamore Beach

Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling (Continued from 4/2/15)

Chm. Gray – this meeting will be continued to 5/7/15.

Brendan Mullaney - explained this project as being a vacant lot on Vineyard Circle adjacent to Marsh Pond Road. A number of people have looked at to develop. He received a call there was machines clear cutting; this area may qualify as a wetland and suggested to file a permit. He and Chm. Gray have been to the site and do not agree with the delineation. The wetlands may be more expansive than originally thought.

Notices of Intent

1) Peter and Alison Grasso

DEP File Number: SE7-1919

JC Engineering, Inc.

37 Buttermilk Way, Buzzards Bay

Raze and rebuild a single-family dwelling including all grading, landscaping, utilities and appurtenances within an AE Flood Zone area within 100 FT of a Wetland Resource Area

Chm. Gray recused himself from discussion and vote and turned the meeting over to Palumbo.

Brad Bertolo representing - Applicant seeking to raze and re-build. Site contains a 3-bedroom dwelling. Reconstruct a 3-bedroom dwelling. First floor will be open floor garage space and storage only. Installing drywells and relocating dwelling closer to the street and further away from the resource area. The nearest structure is 31.9 FT being the stairway, structure is 46 FT from the resource area. Minimal grading. The grade will pitch towards the wall and the wall is raised higher than grade.

No board comments. No public comments.

Brendan Mullaney – the dwelling is serviced by town sewer and the existing house is closer to the resource area than proposed dwelling. Most of Taylor’s Point had the VE Flood Zone designation and changed to AE Flood Zone by FEMA – applicability of sewer restrictions still under review by Town Counsel. New house is closer to the street and they have provided adequate erosion controls. Minor concern of extra water on the street but will be minimal.

Ms. Edie Cardoza – asked Brendan Mullaney for a copy of the flood map and that if her property was affected. Brendan Mullaney requested she contact him in the morning.

Holmes moved and seconded by Weston to close the public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: General Conditions pursuant to MGL, Chapter 131, Section 140 and Special Conditions 1,2,3,5,6,9,10,12,13,16-24 and Special Condition pursuant to the bylaw 4,7,8,9 and Special Conditions 20-24 to continue in perpetuity.

Kiebala moved and seconded by Weston Draft Order of Conditions to Final Order of Conditions. Unanimous vote.

Chm. Gray back chairing the meeting at this time.

Extend Order of Conditions

1)Town of Bourne Open Space Committee

DEP File Number SE7-1555

Off Little Sandy Pond Road, Bournedale

Construction of elevated wooden stairs, a wooden boardwalk and a viewing platform with canoe racks within 100 FT of a Wetland Resource Area.

Brendan Mullaney – the board originally approved as an accessory to a subdivision to Ship Pond Trust, a 9-lot subdivision. The town purchased the land from owners and the Order of Conditions passed on with the new ownership. The Open Space Committee is looking to move forward at this time requesting a three-year extension.

Holmes moved and seconded by Palumbo to grant a three-year extension. Unanimous vote.

Other Business

Excuse Absent Members

Palumbo moved and seconded by Holmes to excuse absent members. Unanimous vote.

Emergency Certification

Chm. Gray discussed the Emergency Certification granted for remediation work for gas spill cleanup approved at the last meeting. The extent of the work has expanded and now they have to go into the wetland. They need to remove some standing trees along Sandwich Road. They submitted a thorough plan to do so as well as a wetlands restoration plan.

Brendan Mullaney explained while removing contaminated soil, it was determined it is more expansive than originally thought. Go into the wetland with heavier equipment for excavation. At this time proposing offsite disposal and provided restoration plan. They also provided planning, monitoring, proposal in order to accomplish. This is being done under an order from DEP, but the Emergency Cert has to go through the board. The original certification can only be issued for 60 days; this will be a revised certificate with the same date of 5/30/15 (60 days from date issued on 3/31/15). Special all work done pursuant to the wetlands restoration plan and protocol.

Ligor – commented on the wildlife plan and would like to see addressed in the revised Emergency Certification.

Holmes moved and seconded by Palumbo to approve the revised Emergency Certification as written from original date of 3/31/15 and to expire on 5/30/15. Unanimous vote.

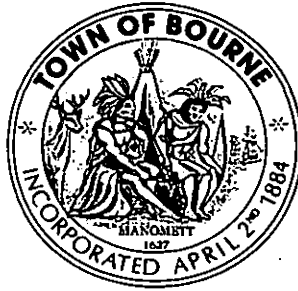
Public comment

None.

Adjourn

Palumbo moved and seconded by Kiebala to adjourn. Meeting adjourned at 8:00 PM. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 MAY 11 AM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, May 7, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling
(Continued from April 16, 2015)

7:05) Notice of Intent:

- 1) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from February 19, 2015)

Certificates of Compliance:

- 1) **Applicant:** Pat Golini **DEP File Number:** SE7-573
Representative: Warwick & Associates, Inc.
Project Address: 40 Russell Road, Gray Gables
Proposed Project: Construct a new dwelling and detached garage including all related activities within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Joseph & Pamela Palumbo **DEP File Number:** SE7-1785
Representative: Holmes & McGrath, Inc.
Project Address: 61 Harbor Drive, Pocasset
Proposed Project: Raze and rebuild existing single family dwelling including attached garage, porches, decks, patio, driveway reconfiguration, drainage, drywells, utilities, and all associated excavation, grading, and landscaping within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes March 19, 2015 & April 2, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

CONSERVATION COMMISSION MINUTES

May 7, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Mr. Peter Holmes called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

2015 MAY 12 PM 12 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Note: Mr. Holmes addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Peter Holmes, Betsy Kiebala, Rob Palumbo, and Thomas Ligor

Members excused: Chm. Robert Gray, V. Chm. Martha Craig Rheinhardt, Susan Weston and Paul Szwed.

Requests for Determination

1) Daniel Donovan

CC15-05

Timothy Bennett, Green Seal Environmental, Inc.

3 Vineyard Circle, Sagamore Beach

Confirm Wetland Resource Area boundaries in association with construction of new single-family dwelling

(Continued from 4/16/15)

Brendan Mullaney – applicant requests a continuance to 5/21/15.

Palumbo moved and seconded by Kiebala to continue hearing to 5/21/15 at applicant's request. Unanimous vote.

Notice of Intent

1) Pinnacle Site Contractors, LLC

SE7-1915

JC Engineering, Inc.

0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)

Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area

(Continued from 2/19/15)

Brendan Mullaney – applicant's representative requests a continuance to 7/16/15.

Palumbo moved and seconded by Kiebala to continue hearing to 7/16/15 at applicant's request. Unanimous vote.

Certificates of Compliance

1)Pat Golini

Warwick & Associates, Inc.

SE7-573

40 Russell Road, Gray Gables

Construct a new dwelling and detached garage including all related activities within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Brendan Mullaney – site visit was made and has determined the project to be in compliance.

Kiebala moved and seconded by Palumbo to approve the Certificate of Compliance. Unanimous vote.

2)Joseph & Pamela Palumbo

SE7-1785

Holmes & McGrath, Inc.

61 Harbor Drive, Pocasset

Raze and rebuild existing single-family dwelling including attached garage, porches, decks, patio, driveway reconfiguration, drainage, drywells, utilities and all associated excavation, grading and landscaping within 100 feet of a Wetland Resource Area.

Palumbo is voting due to the Rule of Necessity. No objection from the public.

Brendan Mullaney – a site visit has been made. There has been a slight deviation from original plans: paved driveway is now graveled, the deck is now a patio and slight reconfigurations of the house. He has determined the project to be in substantial compliance.

Ligor moved and seconded by Kiebala to approve the Certificate of Compliance. Unanimous vote.

Other Business

Excuse Absent Members

Palumbo moved and seconded by Kiebala to excuse absent members. Unanimous vote.

Approval of Minutes

Palumbo moved and seconded by Kiebala to approve minutes of 5/19/15 as submitted. Unanimous vote.

Kiebala moved and seconded by Palumbo to approve minutes of 4/2/15 as submitted.
Unanimous vote.

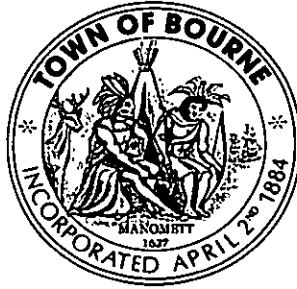
Public comment

None.

Adjourn

Palumbo moved and seconded by Kiebala to adjourn. Meeting adjourned at 7:15PM.
Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 MAY 13 AM 9 50
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, May 21, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Peter Newell **File Number:** CC15-18
Representative: SAME
Project Address: Off Quamhasset Road, Buzzards Bay
Proposed Project: Repair and stabilize an existing seawall within an AE Flood Zone and within a Wetland Resource Area

- 2) **Applicant:** Christopher Nichols **File Number:** CC15-19
Representative: SAME
Project Address: 87 Tahanto Road, Pocasset
Proposed Project: Repair winter ice damage to an existing licensed dock within an AE Flood Zone, within a Wetland Resource Area, and within the Riverfront Area

- 3) **Applicant:** Paul & Kathleen Alfano **File Number:** CC15-20
Representative: David Sampson, Sampson Construction Co.
Project Address: 160 Jefferson Road, Gray Gables
Proposed Project: Repair existing rip rap seawall within a VE Flood Zone and within a Wetland Resource Area

- 4) **Applicant:** Daniel Donovan **File Number:** CC15-05
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling
(Continued from May 7, 2015)

7:10) Notice of Intent:

- 1) **Applicant:** George Ajami **DEP File Number:** SE7-1920
Representative: Brian Grady, G.A.F. Engineering, Inc.
Project Address: 700 County Road, Pocasset
Proposed Project: Remove a fence and construct a wooden retaining wall within the 200' Riverfront Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes – April 16, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

2015 NOV 12 PM 12 11
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION MINUTES

May 21, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

Chm. Gray called meeting to order at 7:00 pm and explained the Commission's procedure pursuant to the Wetland Protection Act M.G.L. c. 131, s. 40 and the Bourne Wetland Protection Bylaw Article 3.7.

Note: Chm. Gray addresses the audience in regards to recording a public hearing. If anyone wishes to record a public meeting, they are free to do so, however, it must be known by the Board and the public. All cell phones are to be placed on vibrate or turned off during the meeting.

Members present: Chm. Gray, Peter Holmes, Betsy Kiebala, Susan Weston, Thomas Ligor, and Associate Member Paul Szwed

Members excused: V. Chm., Martha Craig Rheinhardt, Rob Palumbo and Betsy Kiebala

Requests for Determination of Applicability

1) Peter Newell

CC15-18

SAME

Off Quamhasset Road, Buzzards Bay

Repair and stabilize an existing seawall within an AE Flood Zone and within a Wetland Resource Area

Mr. Peter Newell representing – seeks to repair and stabilize existing seawall. He is applying on behalf of the Quamhasset Homeowners Association, who owns the property. He showed the board an actual stone that will be used in the proposed project. The stones will be brought in by wheelbarrow. Rip rap will be against the wall with crushed stone to fill in.

Holmes – asked how long is the wall. Mr. Newell said it was about 124 feet.

Brendan Mullaney – Very minimal impact and relatively small amount of material. It should stabilize the wall. No concerns with the project.

No other board comment. No public comment.

Holmes moved and seconded by Ligor a Negative Two Determination. Unanimous vote.

2) Christopher Nichols

CC15-19

SAME

87 Tahanto Road, Pocasset

Repair winter ice damage to an existing licensed dock within an AE Flood Zone, within a Wetland Resource Area and within the Riverfront Area

Mr. Christian Norgeot representing – existing fiberglass pilings were pulled up by the ice. He is proposing to replace four (4) of his pilings with pressure treated pilings. The piles will be driven.

Brendan Mullaney – the damage was due to some winter ice damage. In the past, the board has allowed repair through this process. The repaired project will be put back with the licensed- approved footprint. It will be much more stable and a better overall pier vs. the fiberglass piles. It should be an improvement overall.

No board comments. No public comments.

Ligor moved and seconded by Weston a Negative Two Determination. Unanimous vote.

3) Paul & Kathleen Alfano

CC15-20

David Sampson, Sampson Construction Co.

160 Jefferson Road, Gray Gables

Repair existing rip rap seawall within a VE Flood Zone and within a Wetland Resource Area

Mr. David Sampson representing – applicant seeks to repair existing rip rap seawall to protect the property. The rip rap that was there was either washed out or washed away. A similar project was done next door which proved to be successful about six (6) years ago.

Ligor – asked about how much material will be used. Mr. Sampson said about 40 tons.

Brendan Mullaney – this home is in the middle of a seawall project going on now which the board approved a while back. There is a variety of stone size along the canal. The applicant is seeking to improve the seawall before the condition gets worse.

Holmes moved and seconded by Ligor a Negative Two Determination. Unanimous vote.

4) Daniel Donovan

CC15-05

Timothy Bennett, Green Seal Environmental, Inc.

3 Vineyard Circle, Sagamore Beach

Confirm Wetland Resource Area boundaries in association with construction of new single family dwelling

(Continued from 5/7/15)

Mr. Bennett representing – this project was started in 2010. Both Chm. Gray and Brendan Mullaney have been to the site. He doesn't know if this property is buildable at this point. Mr. Donovan is the first person to go forward to make that determination. Perc tests have been performed – good sand at 22 feet. It was determined it was buildable from a zoning perspective. It was also determined the neighboring house encroached on the property (#42 and the entire septic system is on Mr. Donovan's property). Mr. Donovan worked with Mr. Hall to remedy. Applicant seeks to build his retirement home and purchased additional lots to make the project feasible. A surveyor was unable to determine the boundaries due to thick brush. Clearing of the land was started. A complaint was called in and work was delayed. It was determined there are some wetland areas. The isolated wetland is a potential wetland under the bylaw. Applicant seeks guidance from the board so he can file a Notice of Intent.

Brendan Mullaney – a site where you can see a relatively thin layer of sandy loam and another area with a lot of clay. This site retains some water and appears to potentially have a spring that runs across to the marsh. The town bylaw states that an area that has 50% or greater wetland indicator species qualifies as a wetland. It has been difficult to determine the exact boundaries due to the snowpack. As the spring came, there were additional observations of wetland indicator species in various locations on the property. At this point, this filing is to confirm the boundaries of the resource areas.

Chm. Gray – the area in purple was determined after several site visits, it is his opinion that based on the soils on the site, it looks like the site was disturbed in the past. Some heavy equipment went through that area and packed the soil down to make it more inviting to certain species, especially soft rush. He would like the members to consider a relocation of what is in purple to the north of Marsh Pond Road which is more of a true wetland area. He doesn't feel the purple area should be regulated as a bylaw wetland in that location and in turn determine this lot is unbuildable. The only thing we have is vegetation. We don't have the soils. We've looked at the area to the north near the two green isolated wetlands and he personally feels the applicant can come in with a plan that shows minimal excavation and establish a wetland community that allows the purple to be relocated to the green area. It is similar to other sites that have been revisited with an old test hole. The area is around 1,000 square feet.

Holmes – asked about turtles and if the replacement is 2:1.

Brendan Mullaney – at this point they are just looking for resource boundary confirmation – the project specifics will be determined when they file a Notice. It is possible there might be a hydrologic connection but that area would be prime area in order to attempt to replicate the 1,000+ square feet. This was an area that was disturbed in the past.

Chm. Gray – if the board gives some guidance, the applicant would come back with further details moving forward.

Chm. Gray – he asked if the board would like the connection between the two areas. The consensus is to have the connection.

Mr. Bennett – he suggests he be allowed to clear the “trash dump” – beer bottles and old tires.

No further board comment. No public comment.

Holmes moved and seconded by Ligor a Positive Two Determination confirming the resource area boundaries as shown. Unanimous vote.

Notice of Intent

1) George Ajami

DEP File Number SE7-1920

Brian Grady, G.A.F. Engineering, Inc.

700 County Road, Pocasset

Remove a fence and construct a wooden retaining wall within the 200' Riverfront Area

Mr. Grady representing – he briefly explained the history of the land. The site has been revegetated and stabilized itself naturally after about 8 years. The fence is starting to overturn and is askew. Applicant seeks to remove wire fence and replace with timber wall. Mr. Agrillo will be doing the work. It's approximately a 90 foot wall using an excavator from the back. The excavator will drive the piles for a wall approximately eight (8) feet into the ground with eight (8) feet exposed.

Brendan Mullaney – the history goes back to 2006 when Mr. Ajami started work. At this point, there is still an open Order of Conditions for that project – National Heritage raised issues of the garage not being included; the concern was with the grades of the property. There was also issue of box turtle. With the access proposed currently, it is outside of the habitat; the issue was down below. He said the garage used to be an auto body repair.

Mr. Joseph Agrillo, Jr. – showed the board the access route. There is no need to go around the back of the site.

Mr. Grady – did not have any contact with National Heritage as the project is quite a way out of the riverfront area.

Chm. Gray – recommends if in doing work and comes across the turtle, he will come and document for Heritage purposes. Relocate the turtle towards the Pocasset River to get it out of the proposed work area.

No further board comment. No public comment.

Holmes moved and seconded by Ligor to close the public hearing. Unanimous vote.

Brendan Mullaney – Draft Order of Conditions: General Conditions pursuant to MGL, Chapter 131, Section 140 and Special Conditions 1,2,3,9,10,12,13,16-24 and Special Conditions to the bylaw 4,6,7,8,9. He advises to require compliance of outstanding Order of Conditions.

Weston moved and seconded by Holmes Draft Order of Conditions to Final Order of Conditions. Unanimous vote.

Other Business

Excuse Absent Members

Ligor moved and seconded by Holmes to excuse absent members. Unanimous vote.

Approval of Minutes 4/16/15

Ligor moved and seconded by Holmes to approve minutes of 4/16/15 as presented. Unanimous vote.

Public comment

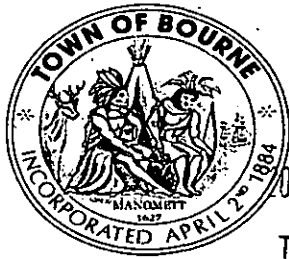
None.

Chm. Gray – the next scheduled meeting will be on 7/2/15.

Adjourn

Holmes moved and seconded by Ligor to adjourn. Meeting adjourned at 8:30 PM. Unanimous vote.

Respectfully submitted – Lisa Groezinger, sec.



2015 JUN 5 PM 1 00

TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION

Joint Meeting between Conservation Commission, Board of Selectmen and Planning Board

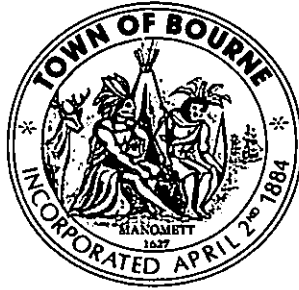
Date: June 9, 2015

Time: 6:30 P.M.

Place: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

Joint Meeting with Board of Selectmen and Planning Board to discuss the sale of surplus property (25G) Hideaway Village)



2015 JUN 25 PM 12 15

CONSERVATION COMMISSION AGENDA TOWN CLERK'S OFFICE
Thursday, July 2, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall, MASS

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Raymond Labrun **File Number:** CC15-21
Representative: Jack Vaccaro, Vaccaro Environmental Consulting
Project Address: 22 Millbrook Road, Monument Beach
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 2) **Applicant:** James Ledwell **File Number:** CC15-22
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 148 Circuit Avenue, Pocasset
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Jerry & Jane Noack **File Number:** CC15-23
Representative: SAME
Project Address: 32 North Beach Avenue, Monument Beach
Proposed Project: Construct an addition to single family dwelling within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 4) **Applicant:** National Grid **File Number:** CC15-24
Representative: Coastal Engineering Co., Inc.
Project Address: 10 Studio Drive, Buzzards Bay
Proposed Project: Install gas main extension and service connection within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 5) **Applicant:** National Grid **File Number:** CC15-25
Representative: Coastal Engineering Co., Inc.
Project Address: 90 Old North Road, Pocasset
Proposed Project: Install gas main extension and service connection within an AE Flood Zone
Hearing Under State Act Only

6) **Applicant:** National Grid **File Number:** CC15-26
Representative: Coastal Engineering Co., Inc.
Project Address: 24 Nye Lane, Buzzards Bay
Proposed Project: Install gas main extension and service connection within 100 feet of a Wetland Resource Area

7) **Applicant:** Thomas Gagne **File Number:** CC15-27
Representative: SAME
Project Address: 42 Harrison Avenue, Buzzards Bay
Proposed Project: Install an in-ground swimming pool within an AE Flood Zone
Hearing Under State Act Only

7:15) **Notice of Intent:**

1) **Applicant:** Donald Jones **DEP File Number:** SE7-1921
Representative: Tom Lee, TL Studio, Inc.
Project Address: 44 & 45 Baxendale Road, Cataumet
Proposed Project: Perform landscape construction, including demo of asphalt driveway, walkway, and unit paver patio, reconstruction of hardscape and other landscape features, landscape planting, and restoration planting within 100 feet of a Wetland Resource Area

2) **Applicant:** Walter Federow **DEP File Number:** SE7-
Representative: Field Resources, Inc.
Project Address: 69 Bellavista Drive, Pocasset
Proposed Project: Construct an addition and deck within 100 feet of a Wetland Resource Area

3) **Applicant:** Joseph Smullin & Susan Beth Jones **DEP File Number:** SE7-
Representative: Thomas Bunker, BSS Design, Inc.
Project Address: 13 Emmons Road, Monument Beach
Proposed Project: Construct an addition, deck, and install a new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

Chapman, Wendy

From: Mullaney, Brendan
Sent: Tuesday, July 7, 2015 8:34 AM
To: Chapman, Wendy
Cc: Johnson, Barry
Subject: RE: COn COM Meeting on July 2

Wendy,

The Conservation Commission did not meet on July 2nd due to a lack of quorum of members.

I will be reposting the agenda for this Thursday (July 9th) sometime today –

Please let me know if you need anything else at this time –

Thanks,
Brendan

2015 JUL 7 AM 8 57
TOWN CLERK'S OFFICE
BOULNE, MASS

From: Chapman, Wendy
Sent: Monday, July 6, 2015 9:55 AM
To: Mullaney, Brendan
Cc: Johnson, Barry
Subject: COn COM Meeting on July 2

Brendan

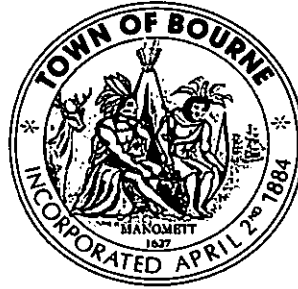
The July 2nd meeting – Please send me a cancellation or some type of written verbiage stating why the committee did not meet

Repost to the next date and time

I know it is a lot of paperwork

Thanks

Wendy



2015 JUL 7 AM 10 25

CONSERVATION COMMISSION AGENDA

TOWN CLERK'S OFFICE

Thursday, July 9, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

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Representative: Jack Vaccaro, Vaccaro Environmental Consulting
Project Address: 22 Millbrook Road, Monument Beach
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 2) **Applicant:** James Ledwell **File Number:** CC15-22
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 148 Circuit Avenue, Pocasset
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Jerry & Jane Noack **File Number:** CC15-23
Representative: SAME
Project Address: 32 North Beach Avenue, Monument Beach
Proposed Project: Construct an addition to single family dwelling within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 4) **Applicant:** National Grid **File Number:** CC15-24
Representative: Coastal Engineering Co., Inc.
Project Address: 10 Studio Drive, Buzzards Bay
Proposed Project: Install gas main extension and service connection within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 5) **Applicant:** National Grid **File Number:** CC15-25
Representative: Coastal Engineering Co., Inc.
Project Address: 90 Old North Road, Pocasset
Proposed Project: Install gas main extension and service connection within an AE Flood Zone
Hearing Under State Act Only

6) **Applicant:** National Grid **File Number:** CC15-26
Representative: Coastal Engineering Co., Inc.
Project Address: 24 Nye Lane, Buzzards Bay
Proposed Project: Install gas main extension and service connection within 100 feet of a Wetland Resource Area

7) **Applicant:** Thomas Gagne **File Number:** CC15-27
Representative: SAME
Project Address: 42 Harrison Avenue, Buzzards Bay
Proposed Project: Install an in-ground swimming pool within an AE Flood Zone
Hearing Under State Act Only

7:15) **Notice of Intent:**

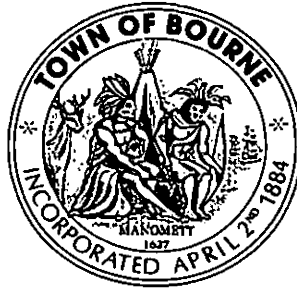
1) **Applicant:** Donald Jones **DEP File Number:** SE7-1921
Representative: Tom Lee, TL Studio, Inc.
Project Address: 44 & 45 Baxendale Road, Cataumet
Proposed Project: Perform landscape construction, including demo of asphalt driveway, walkway, and unit paver patio, reconstruction of hardscape and other landscape features, landscape planting, and restoration planting within 100 feet of a Wetland Resource Area

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Representative: Field Resources, Inc.
Project Address: 69 Bellavista Drive, Pocasset
Proposed Project: Construct an addition and deck within 100 feet of a Wetland Resource Area

3) **Applicant:** Joseph Smullin & Susan Beth Jones **DEP File Number:** SE7-1922
Representative: Thomas Bunker, BSS Design, Inc.
Project Address: 13 Emmons Road, Monument Beach
Proposed Project: Construct an addition, deck, and install a new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 JUL 10 AM 11 05

TOWN CLERK'S OFFICE
CONSERVATION COMMISSION AGENDA
Bourne, MA
Thursday, July 16, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Lawrence Murphy **File Number:** CC15-28
Representative: SAME
Project Address: 11 Red Brook Pond Drive, Cataumet
Proposed Project: Construction an addition to existing dwelling within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Langdon Allen **File Number:** CC15-29
Representative: Shawn MacInnes, MacInnes Consulting
Project Address: 59 Elgin Road, Cataumet
Proposed Project: Upgrade to new Title V septic system within a VE Flood Zone and within 100 feet of a Wetland Resource Area

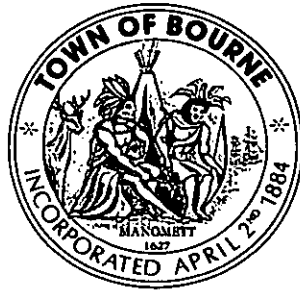
- 3) **Applicant:** Jerry & Jane Noack **File Number:** CC15-23
Representative: SAME
Project Address: 32 North Beach Avenue, Monument Beach
Proposed Project: Construct an addition to single family dwelling within an AE Flood Zone and within 100 feet of a Wetland Resource Area
(Continued from July 9, 2015)

7:15) Notice of Intent:

- 1) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from May 7, 2015)

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 JUL 30 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, August 6, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Richard Selby **File Number:** CC15-30
Representative: SAME
Project Address: 134 Wings Neck Road, Pocasset
Proposed Project: Install a natural gas service connection within a VE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Pocasset Mobile Home Park **File Number:** CC15-31
Representative: Brad Holmes, Environmental Consulting & Restoration, LLC
Project Address: 117-149 Barlows Landing Road
Proposed Project: Replace existing access way and install waste water facility components within 100 feet of a Wetland Resource Area

- Applicant:** Bruce & Shirley Bradley **File Number:** CC15-32
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 75 Tahanto Road, Pocasset
Proposed Project: Perform repairs to existing concrete seawall within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 4) **Applicant:** Dana Pickup **File Number:** CC15-33
Representative: SAME
Project Address: 49 Holt Road, Buzzards Bay
Proposed Project: Construct a sunroom within an AE Flood Zone
Hearing Under State Act Only

7:15) Notice of Intent:

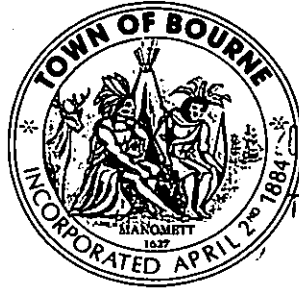
- 1) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from July 16, 2015)

Certificate of Compliance:

Applicant: Mark & Mary O'Donnell **DEP File Number:** SE7-1796
Representative: Barbara Frappier, Warwick & associates, Inc.
Project Address: 6 Quiet Cove Lane, Monument Beach
Proposed Project: Construct an addition and renovate existing dwelling, including new Title V septic system, mitigation planting, grading, landscaping, utilities, and other appurtenances within AE and VE Flood Zones, within 100 feet of a Wetland Resource Area, and within the 200 foot Riverfront Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



15 AUG 13 AM 10 55
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, August 20, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

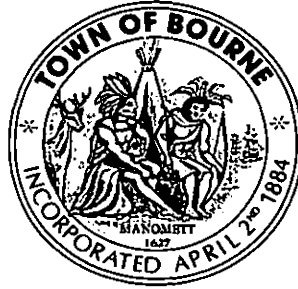
- 1) **Applicant:** Robert Florio **File Number:** CC15-34
Representative: SAME
Project Address: 12 Gilder Road, Gray Gables
Proposed Project: Construct a deck within an AE Flood Zone
Hearing Under State Act Only

7:05) Notice of Intent:

- 1) **Applicant:** Joan Durant **DEP File Number:** SE7-1924
Representative: Michael Ball, Marsh Matters Environmental
Project Address: 128 Emmons Road, Monument Beach
Proposed Project: Remove invasive vegetation, perform landscape restoration, and associated land management activities within a VE Flood Zone and within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 AUG 27 PM 1 07
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, September 3, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

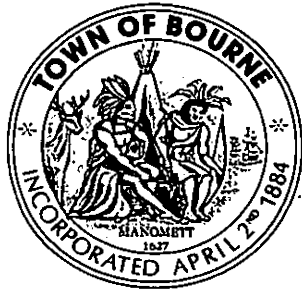
- 1) **Applicant:** Robert Florio **File Number:** CC15-34
Representative: SAME
Project Address: 12 Gilder Road, Gray Gables
Proposed Project: Construct a deck within an AE Flood Zone
Hearing Under State Act Only

- 2) **Applicant:** Susan Papalia, Trustee **File Number:** CC15-35
Representative: Shawn MacInnes, MacInnes Consulting
Project Address: 430 Barlows Landing Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 3) **Applicant:** Kenneth Sundman **File Number:** CC15-36
Representative: SAME
Project Address: 59 Carlisle Road, Gray Gables
Proposed Project: Construct an addition and porch within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Steve Torpey **File Number:** CC15-37
Representative: SAME
Project Address: 230 Shore Road, Bourne
Proposed Project: Construct an addition, shed, and deck within an AE Flood Zone
Hearing Under State Act Only

- 5) **Applicant:** Dana Anderson **File Number:** CC15-38
Representative: SAME
Project Address: 12 Robin Lane, Pocasset
Proposed Project: Construct an addition and garage within an AE Flood Zone
Hearing Under State Act Only
- 6) **Applicant:** Enrico Testa **File Number:** CC15-39
Representative: Bracken Engineering, Inc.
Project Address: 40 Russell Road, Gray Gables
Proposed Project: Construct two additions, resurface and reconfigure existing driveway, and remove invasive species within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 7:15) **Notice of Intent:**
- 1) **Applicant:** Joan Durant **DEP File Number:** SE7-1924
Representative: Michael Ball, Marsh Matters Environmental
Project Address: 128 Emmons Road, Monument Beach
Proposed Project: Remove invasive vegetation, perform landscape restoration, and associated land management activities within a VE Flood Zone and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Steven & Nancy Candela **DEP File Number:** SE7-
Representative: Bracken Engineering, Inc.
Project Address: 41 Harbor Drive, Pocasset
Proposed Project: Raze and rebuild an existing dwelling including new Title V septic system and all associated landscaping, grading, utilities, and appurtenances within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area
- 3) **Applicant:** Daniel Donovan **DEP File Number:** SE7-
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Construct a single family dwelling including new Title V septic system, all associated landscaping, grading, utilities, and relocate an isolated vegetated wetland within 100 feet of a Wetland Resource Area



2015 AUG 31 PM 12 26
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA (Amended)

Thursday, September 3, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Robert Florio **File Number:** CC15-34
Representative: SAME
Project Address: 12 Gilder Road, Gray Gables
Proposed Project: Construct a deck within an AE Flood Zone
Hearing Under State Act Only

- 2) **Applicant:** Susan Papalia, Trustee **File Number:** CC15-35
Representative: Shawn MacInnes, MacInnes Consulting
Project Address: 430 Barlows Landing Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone
Hearing Under State Act Only

- 3) **Applicant:** Kenneth Sundman **File Number:** CC15-36
Representative: SAME
Project Address: 59 Carlisle Road, Gray Gables
Proposed Project: Construct an addition and porch within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Steve Torpey **File Number:** CC15-37
Representative: SAME
Project Address: 230 Shore Road, Bourne
Proposed Project: - Construct an addition, shed, and deck within an AE Flood Zone
Hearing Under State Act Only

- 5) **Applicant:** Dana Anderson **File Number:** CC15-38
Representative: SAME
Project Address: 12 Robin Lane, Pocasset
Proposed Project: Construct an addition and garage within an AE Flood Zone
Hearing Under State Act Only
- 6) **Applicant:** Enrico Testa **File Number:** CC15-39
Representative: Bracken Engineering, Inc.
Project Address: 40 Russell Road, Gray Gables
Proposed Project: Construct two additions, resurface and reconfigure existing driveway, and remove invasive species within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 7:15) **Notice of Intent:**
- 1) **Applicant:** Joan Durant **DEP File Number:** SE7-1924
Representative: Michael Ball, Marsh Matters Environmental
Project Address: 128 Emmons Road, Monument Beach
Proposed Project: Remove invasive vegetation, perform landscape restoration, and associated land management activities within a VE Flood Zone and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Steven & Nancy Candela **DEP File Number:** SE7-
Representative: Bracken Engineering, Inc.
Project Address: 41 Harbor Drive, Pocasset
Proposed Project: Raze and rebuild an existing dwelling including new Title V septic system and all associated landscaping, grading, utilities, and appurtenances within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area
- 3) **Applicant:** Daniel Donovan **DEP File Number:** SE7-
Representative: Timothy Bennett, Green Seal Environmental, Inc.
Project Address: 3 Vineyard Circle, Sagamore Beach
Proposed Project: Construct a single family dwelling including new Title V septic system, all associated landscaping, grading, utilities, and relocate an isolated vegetated wetland within 100 feet of a Wetland Resource Area

- 4) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from August 6, 2015)

Request to Amend Order of Conditions:

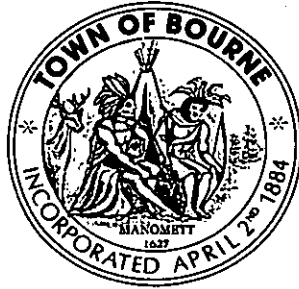
- 1) **Applicant:** Richard & Janis Shepherd **DEP File Number:** SE7-1891
Representative: Bracken Engineering, Inc.
Project Address: 14 Cannonicus Avenue, Pocasset
Proposed Project: Amend Order of Conditions to revise scope of project and modifications to septic system design

Request for Certificate of Compliance:

- 1) **Applicant:** John & Lori Ricciuti **DEP File Number:** SE7-1881
Representative: David R. MacLean & Associates
Project Address: 40 Wenaumet Bluffs Drive, Pocasset
Proposed Project: Raze and rebuild existing dwelling, including landscaping, utilities, and appurtenances within an AE Flood Zone and within 100 feet a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 SEP 10 PM 12 51

TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, September 17, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Herb Landsman **File Number:** CC15-40
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 170 Wings Neck Road, Pocasset
Proposed Project: Construct a shed within an VE Flood Zone

- 2) **Applicant:** James Madigan **File Number:** CC15-41
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 217 Presidents Road, Gray Gables
Proposed Project: Restore mitigation planting within a VE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Paul & Diane Lowndes **File Number:** CC15-42
Representative: Bracken Engineering, Inc.
Project Address: 45 Thorne Road, Gray Gables
Proposed Project: Construct a garage and driveway within an AE Flood Zone
Hearing Under State Act Only

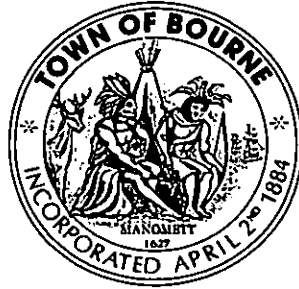
- 4) **Applicant:** Mary Whelan **File Number:** CC15-43
Representative: Bracken Engineering, Inc.
Project Address: 790 Shore Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within the 200' Riverfront Area

7:10) Notice of Intent:

- 1) **Applicant:** Gretchen Woodruff **DEP File Number:** SE7-
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 538 Scraggy Neck Road, Cataumet
Proposed Project: Raze a portion of existing, construct an addition and perform renovations, including all landscaping, grading, utilities, and other appurtenances within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a 760-foot long stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from September 3, 2015)

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
- ▶ Report of the Conservation Agent
- ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
- ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 SEP 23 PM 12 43
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, October 1, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Anne Reilly **File Number:** CC15-44
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 124 Emmons Road, Monument Beach
Proposed Project: Construct a deck within an 100 feet of a Wetland Resource Area

- 2) **Applicant:** Mark Tuleja **File Number:** CC15-45
Representative: SAME
Project Address: 61 Maryland Avenue, Monument Beach
Proposed Project: Construct an addition and farmer's porch within AE and VE Flood Zones

- 3) **Applicant:** Colonial Gas **File Number:** CC15-46
Representative: Amanda Crouch-Smith, Tighe & Bond
Project Address: 209 Main Street, Buzzards Bay
Proposed Project: Install a gas service connection within an AE Flood Zone
Hearing Under State Act Only

- 4) **Applicant:** Colonial Gas **File Number:** CC15-47
Representative: Amanda Crouch-Smith, Tighe & Bond
Project Address: 502,506,508 County Road, Pocasset
Proposed Project: Extend an existing gas main and install gas service connections within 100 feet of a Wetland Resource Area

- 5) **Applicant:** Colonial Gas **File Number:** CC15-48
Representative: Amanda Crouch-Smith, Tighe & Bond
Project Address: 14 Wings Neck Road, Pocasset
Proposed Project: Extend an existing gas main and install a gas service connection within an AE Flood Zone
Hearing Under State Act Only

7:15) **Notice of Intent:**

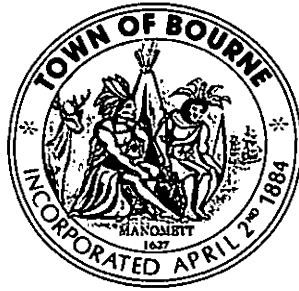
- 1) **Applicant:** Patricia Flatley **DEP File Number:** SE7-1928
Representative: Jeffrey Johnson, Holmes and McGrath, Inc.
Project Address: 432 Scraggy Neck Road, Cataumet
Proposed Project: Construct an addition and attached garage, in-ground swimming pool, patio, utilities, drywells, and all associated clearing, excavation, grading and landscaping within 100 feet of a Wetland Resource Area

Request for Certificate of Compliance:

- 1) **Applicant:** Brian Murkland **DEP File Number:** SE7-1870
Representative: JC Engineering, Inc.
Project Address: 9 Gilder Road, Gray Gables
Proposed Project: Construct a new single family dwelling, detached garage, Title V septic system, driveway, utilities, and appurtenances within an AE Flood Zone and within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 OCT 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, October 15, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

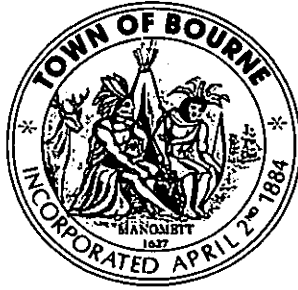
7:00) Notice of Intent:

- 1) **Applicant:** Julietta Vecchio **DEP File Number:** SE7-1929
Representative: Prime Engineering, Inc.
Project Address: 4 Massasoit Avenue, Pocasset
Proposed Project: Raze and reconstruct an existing dwelling including installation of new septic system and all associated utilities, excavation, grading and landscaping within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from September 17, 2015)

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 OCT 29 PM 12 18

TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, November 5, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Andrew Campbell **File Number:** CC15-49
Representative: SAME
Project Address: 13 Bell Road, Bourne
Proposed Project: Construct a carport, garage, and shed within an AE Flood Zone
Hearing Under State Act Only

- 2) **Applicant:** National Grid **File Number:** CC15-50
Representative: Coastal Engineering Co., Inc.
Project Address: 129 Old Dam Road, Bourne
Proposed Project: Extend existing gas main and install service connection within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Henry & Marie Cote **File Number:** CC15-51
Representative: Shawn MacInnes, MacInnes Consulting
Project Address: 2 Pine Hill Road, Cataumet
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 4) **Applicant:** Joseph Brosnan **File Number:** CC15-52
Representative: Shawn MacInnes, MacInnes Consulting
Project Address: 49 King Phillip Road, Pocasset
Proposed Project: Upgrade to new Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 5) **Applicant:** Colonial Gas **File Number:** CC15-53
Representative: Amanda Crouch-Smith, Tighe & Bond
Project Address: 6 Salt Works Lane, Buzzards Bay
Proposed Project: Extend an existing gas main and install a gas service connection within an AE Flood Zone
Hearing Under State Act Only

- 6) **Applicant:** Deborah Matthews **File Number:** CC15-54
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 79 Tahanto Road, Pocasset

Proposed Project: License and maintain existing pipe anchored floats within an AE Flood Zone and within a Wetland Resource Area

7:15) **Notice of Intent:**

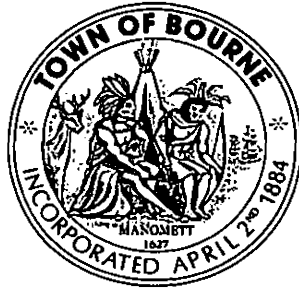
- 1) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from October 15, 2015)

Requests for Certificate of Compliance:

- 1) **Applicant:** Florence Flogate **DEP File Number:** SE7-926
Representative: Peter Conathan, Counselor at Law
Project Address: 7 Oyster Lane, Pocasset
Proposed Project: License and maintain an existing pier within an AE Flood Zone and within a Wetland Resource Area
- 2) **Applicant:** Carmen & Grace Difilippo **DEP File Number:** SE7-1906
Representative: JC Engineering, Inc.
Project Address: 2 Brom Dutcher Road, Buzzards Bay
Proposed Project: Remove an existing failing concrete seawall and replace with a concrete block seawall within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 3) **Applicant:** Peter Newell **DEP File Number:** SE7-392
Representative: SAME
Project Address: 22 Quamhasset Road, Buzzards Bay
Proposed Project: Construct a new single family dwelling and Title V septic system within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 4) **Applicant:** Peter Newell **DEP File Number:** SE7-1011
Representative: SAME
Project Address: 22 Quamhasset Road, Buzzards Bay
Proposed Project: License and maintain an existing stone seawall within an AE Flood Zone and within a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes – May 7 & May 21, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 NOV 12 PM 12 10

TOWN CLERK'S OFFICE

CONSERVATION COMMISSION AGENDA BOURNE, MASS

Thursday, November 19, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

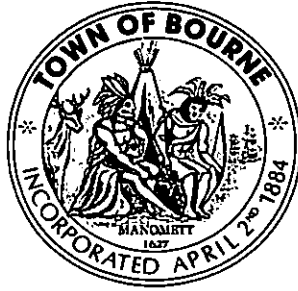
- 1) **Applicant:** John Cuff **File Number:** CC15-55
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 1 Richmond Road, Pocasset
Proposed Project: Replace a failed cesspool with a tight tank septic system within an AE Flood Zone
Hearing Under State Act Only

7:05) Notices of Intent:

- 1) **Applicant:** Thomas Lyons **DEP File Number:** SE7-
Representative: Michael Borselli, Falmouth Engineering, Inc.
Project Address: 71 Wamsutta Avenue, Pocasset
Proposed Project: Raze and rebuild an existing single family dwelling including all grading, landscaping, and appurtenances within an AE Flood Zone and within 100 feet of a Wetland Resource Area
- 2) **Applicant:** Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from November 5, 2015)

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes – July 16, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 NOV 24 AM 11 32
TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, December 3, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Request for Determination of Applicability:

- 1) **Applicant:** Bruce Benner **File Number:** CC15-56
Representative: SAME
Project Address: 23 Emmons Road, Monument Beach
Proposed Project: Construct cover for side and rear decks within a VE Flood Zone and within 100 feet of a Wetland Resource Area

- 2) **Applicant:** Scott Zeien, Trustee **File Number:** CC15-57
Representative: Rycon Group, Inc.
Project Address: 1090 Shore Road, Cataumet
Proposed Project: Remove trees and conduct vista pruning within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Pauline Townsend **File Number:** CC15-58
Representative: Shawn MacInnes, PE
Project Address: 37 Circuit Avenue, Pocasset
Proposed Project: Upgrade to new Title V septic system within 100 feet of a Wetland Resource Area

- 4) **Applicant:** Joseph & Elaine Desorcy **File Number:** CC15-59
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 144 Jefferson Road, Gray Gables
Proposed Project: Construct an addition to existing dwelling within an AE Flood Zone and within 100 feet of a Wetland Resource Area

7:15) Notices of Intent:

- 1) **Applicant:** Tobey Island Homeowners Assoc. **DEP File Number:** SE7-
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: Emmons Road Causeway, Tobey Island, Monument Beach
Proposed Project: Repair and extend stone armoring along causeway, including associated grading and landscaping within a VE Flood Zone and within 100 feet of a Wetland Resource Area

Applicant: Town of Bourne **DEP File Number:** SE7-1931
Representative: BSC Group, Inc.
Project Address: Barlows Landing, Pocasset Harbor, Pocasset River, and Little Bay
Proposed Project: Perform maintenance and improvement dredging with associated beach nourishment at Barlows Landing, Pocasset Harbor, Pocasset River, and Little Bay within AE and VE Flood Zones and within Wetland Resource Areas
NOTE: Due to abutter notification requirements, this hearing is being continued until Thursday, December 17, 2015

Request to Amend Order of Conditions:

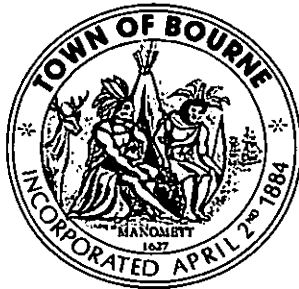
1) **Applicant:** John Black & Ann Taylor **DEP File Number:** SE7-1914
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 388 Scraggy Neck Road, Cataumet
Proposed Project: Construct a new single family dwelling including Title V septic system, pool, utilities, landscaping, grading, and appurtenances within AE and VE Flood Zones and within 100 feet of a Wetland Resource Area

Issuance of Order of Conditions:

Applicant: Pinnacle Site Contractors, LLC **DEP File Number:** SE7-1915
Representative: JC Engineering, Inc.
Project Address: 0 Crab Rock Way, Sagamore Beach ("The Strand" below Indian Trail)
Proposed Project: Construct a stone revetment and perform coastal bank stabilization within a VE Flood Zone and within a Wetland Resource Area
(Continued from November 19, 2015)
NOTE: The public hearing is closed for this matter

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes – July 9, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16



2015 DEC 10 PM 12 38

TOWN CLERK'S OFFICE
BOURNE, MASS

CONSERVATION COMMISSION AGENDA

Thursday, December 17, 2015 ~ 7 pm ~ Lower Conference Room, Bourne Town Hall

7:00) Requests for Determination of Applicability:

1) **Applicant:** Mark Matoian **File Number:** CC15-60
Representative: Cape & Islands Engineering, Inc.
Project Address: 41 Salt Marsh Lane, Pocasset
Proposed Project: Raise existing dwelling onto new foundation and construct porches and an addition within an AE Flood Zone
Hearing Under State Act Only

2) **Applicant:** Lighthouse Realty Trust **File Number:** CC15-61
c/o Christina Stevens
Representative: Bracken Engineering, Inc.
Project Address: 1 Lighthouse Lane, Pocasset
Proposed Project: Install a septic force main within an AE Flood Zone
Hearing Under State Act Only

7:05) Notices of Intent:

1) **Applicant:** Elizabeth Gillis Warden **DEP File Number:** SE7-
Representative: Bracken Engineering, Inc.
Project Address: 10 Harbor Way, Pocasset
Proposed Project: Construct a single family dwelling with associated site work, utilities, and appurtenances within an AE Flood Zone
Hearing Under State Act Only

2) **Applicant:** Lighthouse Realty Trust **DEP File Number:** SE7-
c/o Christina Stevens
Representative: Bracken Engineering, Inc.
Project Address: 0 Lighthouse Lane, Pocasset
Proposed Project: Install a 3 bedroom septic field, landscape wall, and associated site grading in association with the development of a single family dwelling at 10 Harbor Way within an AE Flood Zone and within 100 feet of a Wetland Resource Area

- 3) **Applicant:** Tobey Island Homeowners Assoc. **DEP File Number:** SE7-1932
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: Emmons Road Causeway, Tobey Island, Monument Beach
Proposed Project: Repair and extend stone armoring along causeway, including associated grading and landscaping within a VE Flood Zone and within 100 feet of a Wetland Resource Area
(Continued from December 3, 2015)
- 4) **Applicant:** Town of Bourne **DEP File Number:** SE7-1931
Representative: BSC Group, Inc.
Project Address: Barlows Landing, Pocasset Harbor, Pocasset River, and Little Bay
Proposed Project: Perform maintenance and improvement dredging with associated beach nourishment at Barlows Landing, Pocasset Harbor, Pocasset River, and Little Bay within AE and VE Flood Zones and within Wetland Resource Areas
NOTE: Due to abutter notification requirements, this hearing is being continued until Thursday, January 7, 2016

Request for Certificate of Compliance:

- 1) **Applicant:** Marc Solomon **DEP File Number:** SE7-1124
Representative: Barbara Frappier, Warwick & Associates, Inc.
Project Address: 14 Ellen Lane, Pocasset
Proposed Project: Construct an addition to a single family dwelling within 100 feet of a Wetland Resource Area

Other Business:

- ▶ Vote – Excuse Absent Members, if necessary
- ▶ Approval of Minutes –August 6, 2015
- ▶ Any other business that may legally come before the Commission
 - ▶ Report of the Conservation Agent
 - ▶ Questions and Answers re: MGL Chapter 131 §40 and 310 CMR 10.00-10.99
 - ▶ Questions and Answers re: Town of Bourne Wetland Protection Bylaw (Article 3.7) and BWR 1.00-1.16

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
February 19, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

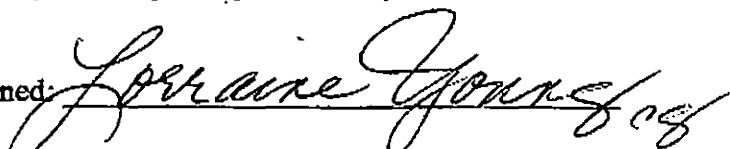
1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Introduction of office staff (Tracy Sullivan)
2. Minutes- Cheryl Gomes
3. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach - Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
4. Emerging Issues to be put on next month's Agenda
5. Public Input

2015 FEB 13 AM 11 09
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Notice of Cancellation of Meeting. (Specify meeting being cancelled.)

Signed: 

Lorraine Young

Title: Chair, Bourne Council on Aging

Date: February 13, 2015

cc: Town Clerk

TOWN OF BOURNE 2015 FEB 17 PM 12 39

Board, Committee, or Commission: BOURNE COUNCIL ON AGING TOWN CLERK'S OFFICE
BOURNE, MASS

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
February 19, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

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2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach - Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Emerging Issues to be put on next month's Agenda
4. Public Input

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed: _____

Lorraine Young
Title: Chair, Bourne Council on Aging
Date: February 13, 2015

cc: Town Clerk

AMENDED 2/17/2015

TOWN OF BOURNE
BOURNE VETERANS MEMORIAL COMMUNITY/SENIOR CENTER
2015 APR 15 3 38 PM
COUNCIL ON AGING BOARD OF DIRECTORS
MINUTES OF FEBRUARY 19, 2015

TOWN CLERK'S OFFICE

MEMBERS PRESENT: Lorraine Young, Mary Fuller, Monica Layton, Valerie Gudas, Bette Songer, Donald Morrissey, Dorothy Wilcox, Linda Masson, Estelle Blake, and Earl Baldwin.

MEMBERS EXCUSED: Marge McClung

OTHERS PRESENT: Felicita Monteiro, Lois Carr, Debora Oliviere-Llanes, Carol MacDonald, H. Arnold Carr, Barbara McMakin, Nancy Manley, Richard Menkello, Karol Musche, Chase Friedrichsen, Linda Silveira, and Lisa Lane.

Meeting was called to order at 1 p. m.

MINUTES: Upon a motion duly made by Betty Sogner and seconded by Estelle Blake the board unanimously voted to approve the minutes of January 15, 2015 as written.

OUTREACH: Highlights (Lois Carr)

- **Intergenerational:** The Intergenerational Memory Share program with Middle School fifth graders will be held on April 16.
- **Knox Boxes:** One Knox box was installed and one was returned. We currently have boxes available.
- **Code Red:** Question if people are actually receiving the messages.

BTY: Highlights (Debora Oliviere-Llanes)

- We have two new prospective clients.
- Weather has been very difficult; we had to cancel our programs 3 times in January.
- **Sickness** also continues to plaque attendance, looking forward to a healthier spring.

Director's Report Highlights (Felicita Monteiro)

- **COA is participating in the Jonathan Bourne Public Library Boston Bruins Cradle to Crayons Pajama Drive.**
- **Friday May 29, 2015 chosen for the Volunteer Appreciation Day.**
- **Cold weather, snow day's closure and building damage due to leaks forced cancelations of programs.**
- **Hoping new spring programs will bring out more people.**
- **Two tours came in to view building, thought it was beautiful and accommodating, and particularly liked the Café.**

OTHER BUSINESS

- **COA budget was discussed, our program line was reduced to accommodate a part-time data program coordinator; if we cannot self support other measures, but only as last resort, will need to take place (i.e. eliminate Monday public lunch) and add another day to the TO GO board. The remainder of the non-personnel budget has hopes of level funding.**
- **Other discussion and inquiries took place with regards to the water damage to the lobby of the Community Building on February 16th. Estimated damage of \$40,000.**
- **Discussion on the elimination of the Building Director's position and the affect it will have on our programs and seniors who frequent the building on a daily basis took place. Board recommended sending a letter to the Town Administrator.**
- **Discussed possible locations for the exhibit "The Storefronts of South Coast." Mezza Luna and the outdoor area of the Hoxie School are being considered.**
- **Discussed the cost and ease of the COA recertification process. Cost estimated to be \$3000 with a nonrefundable deposit of \$500, not an easy process; we would have to start from the beginning.**
- **Certain requests were made by Board Chair to Director to bring to the next board meeting with regards to Accreditation.**

Upon a motion duly made by Betty Sogner and seconded by Estelle Blake the board unanimously voted to adjourn the meeting at 1:55.

Respectfully submitted,

**Tracy Sullivan
Account Clerk**

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING 15 MAR 16 AM 9 39

Schedule of Regular Meetings

TOWN CLERK'S OFFICE
BOURNE, MASS

<u>Date</u>	<u>Time</u>	<u>Place</u>
March 19, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

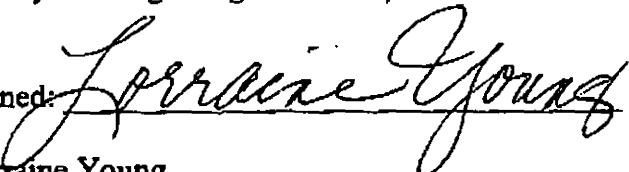
Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach - Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Read and describe the job performance of the Outreach/Volunteer Coordinator and Newsletter Coordinator
4. Emerging Issues to be put on next month's Agenda
5. Public Input

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging

cc: Town Clerk

Date: March 16, 2015

TOWN OF BOURNE

Board, Committee, or Commission: **BOURNE COUNCIL ON AGING**

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
April 16, 2015	12 Noon	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

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3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Review of Amended COA By-laws
2. Introduction of Mature Worker Program

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed:

Lorraine Young

Lorraine Young

Title: Chair, Bourne Council on Aging

Date: April 13, 2015

cc: Town Clerk

2015 APR 13 PM 2 45
 TOWN CLERK'S OFFICE
 BOURNE, MASS

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
April 16, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

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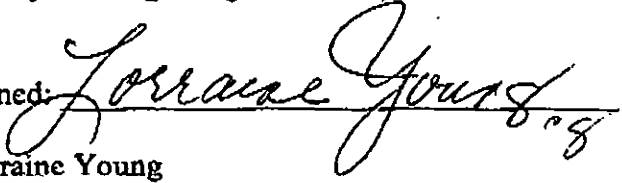
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2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Linda Zuern - COA By-laws
2. Introduction of Mature Worker (David Murray)
3. Minutes- Cheryl Gomes
4. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach - Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
5. Request for members/Nominating Committee
6. Volunteers for Health Fair and Volunteer Recognition
7. Emerging Issues to be put on next month's Agenda
8. Public Input

TOWN CLERK'S OFFICE
BOURNE, MASS
APR 13 PM 2 45

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging

Date: April 13, 2015

cc: Town Clerk

9

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
May 21, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

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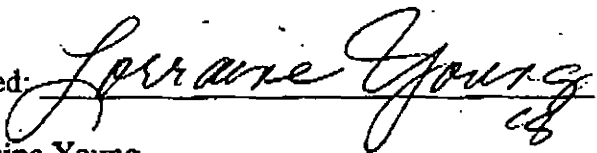
1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Nominating Committee Recommendations
4. Emerging Issues to be put on next month's Agenda
5. Public Input

2015 MAY 18 AM 9 28
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging
Date: May 18, 2015

cc: Town Clerk

CORRECTION

TOWN OF BOURNE

Board, Committee, or Commission: **BOURNE COUNCIL ON AGING** PM 4 22

Schedule of Regular Meetings

TOWN CLERK'S OFFICE
BOURNE, MASS

Date
June 18, 2015

Time
1 P.M.

Place
Bourne Veterans Memorial
Community Center/
Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)


Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach - Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Resignation of Valerie Gudas
4. Election of Office
5. Emerging Issues to be put on next month's Agenda
6. Public Input

Notice of Cancellation of Meeting (Specify meeting being cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging

Date: June 15, 2015

cc: Town Clerk

correction

TOWN OF BOURNE

2015 JUN 16 AM 8 25

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

TOWN CLERK'S OFFICE
BOURNE, MASS

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
June 18, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)


Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Resignation of Valerie Gudas
4. Election of Officer
5. Emerging Issues to be put on next month's Agenda
6. Public Input

Notice of Cancellation of Meeting (Meeting date for June 19, 2015 is cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging

Date: June 15, 2015

cc: Town Clerk

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

Schedule of Regular Meetings

2015 JUN 15 AM 10 54

<u>Date</u>	<u>Time</u>	<u>Place</u>
June 19, 2015	1 P.M.	TOWN CLERK'S OFFICE Bourne Veterans Memorial Community Center Senior Center BOURNE, MASS

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

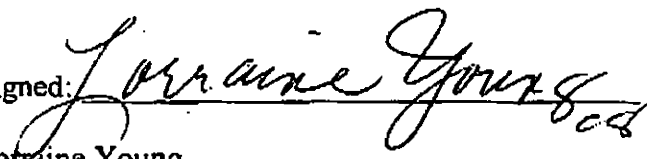
Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Resignation of Valerie Gudas
4. Election of Office
5. Emerging Issues to be put on next month's Agenda
6. Public Input

Notice of Cancellation of Meeting. (Specify meeting being cancelled.)

Signed: 

Lorraine Young
Title: Chair, Bourne Council on Aging

cc: Town Clerk

Date: June 15, 2015

TOWN OF BOURNE

Board, Committee, or Commission: **BOURNE COUNCIL ON AGING**

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 20, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Recreation Director Krisanne Caron Community Center Rental Fees
4. Friends Fitness Scholarship Fund (To help COA Seniors who cannot afford to pay for programs.)
5. Emerging Issues to be put on next month's Agenda
6. Public Input

Signed: Earl V. Baldwin
 Earl V. Baldwin
 Title: Chair, Bourne Council on Aging
 Date: August 17, 2015

cc: Town Clerk

2015 AUG 17 8 34
 TOWN CLERK'S OFFICE
 BOURNE MASS

TOWN OF BOURNE

Board, Committee, or Commission: **BOURNE COUNCIL ON AGING**

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
October 15, 2015	1 P.M.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Ramifications concerning COA Budget and failed 2 ½ over-ride
4. Emerging Issues to be put on next month's Agenda
5. Public Input

2015 OCT 13 PM 10 29
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Signed: Earl V. Baldwin

Earl V. Baldwin
Title: Chair, Bourne Council on Aging

cc: Town Clerk

Date: September 11, 2015

TOWN OF BOURNE

Board, Committee, or Commission: **BOURNE COUNCIL ON AGING**

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
December 17, 2015	12 noon	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

- Explanation of COA Accounts
- Explanation of policy with boards and committees/training
- Committee Alternates

2015 DEC 11 PM 3 01
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Signed: Earl V. Baldwin

Earl V. Baldwin

Title: Chair, Bourne Council on Aging

Date: December 8, 2015

cc: Town Clerk

TOWN OF BOURNE

Board, Committee, or Commission: BOURNE COUNCIL ON AGING

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
December 17, 2015	1 p. m.	Bourne Veterans Memorial Community Center/ Senior Center

Mission: The Bourne COA is established to plan, develop, implement and provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors. Further, the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Town of Bourne By-Laws: (full text Chapter 2, Article 2.5)

Duties of the Council on Aging shall be to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist support participation of all citizens concerning these needs.
3. Design, promote and implement services to fill these needs and coordinate present existing services in the community.
4. Promote and support programs designed to assist the elderly in the community.

Agenda Items

1. Minutes- Cheryl Gomes
2. Explanation of COA Donation Account
3. Highlights of written reports to be incorporated into the Minutes
 - a. Outreach – Lois Carr
 - b. BTY Supportive Day Report- Debora Oliviere-Llanes
 - c. Director's Report- Felicita Monteiro
3. Emerging Issues to be put on next month's Agenda
4. Public Input

2015 DEC 11 PM 3 01
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Signed: Earl V. Baldwin

Earl V. Baldwin
Title: Chair, Bourne Council on Aging

cc: Town Clerk

Date: December 8, 2015



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: February 23, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from
2. Project Review:
 - a. Request for Sign - 240 Main Street – Stomping Grounds Grille
3. Any other new business for discussion purposes only
4. Public comments

2015 FEB 18 AM 9 09
TOWN CLERK'S OFFICE
BOURNE, MASS



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
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MEETING MINUTES

- Date:** February 23, 2015
- Location:** Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532
- Present:** Marie Oliva, Doug Shearer, Pam Matheson
- Staff:** Coreen Moore
- Public:** Charles Freestone & Helene Rogers (Stomping Grounds)

Date Approved by
 DRC:
Lisa Devaney
 Signed: 4/27/15
 APR 27 AM 9 35
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Meeting was called to order at 9:00 am.

1. Project Review: Stomping Grounds – 240 Main Street

The sign was presented as designed by the owner, Helene Rogers. In the front a red, black and white carved foam oval sign will be mounted in the existing posts (cut down to 6' from their current height of 8'). As second small sign was proposed to mark the restaurant parking lot off Perry Avenue. This sign was similar in style and materials but has the added text "parking".

The committee reviewed and accepted the proposal with the following conditions:

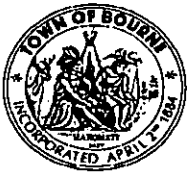
- a. Signs will be located as marked on the site plan.
- b. Main Street sign must be a maximum of 6' tall (the posts and sign).
- c. The directional sign on Perry avenue must smaller at a maximum of 5 sqft.
- d. The business may fly one American flag and one "Open" flag which will be taken in at the end of every business day.
- e. A-frame and sliding letter board must be permanently removed

2. There was no other business.

Meeting was adjourned at 9:12 am.

There is no meeting on March 2, 2015. The next meeting is April 6, 2015.

Recorded by Lisa Devaney



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: March 23, 2015
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from 2/23/15.
2. Project Review:
 - a. Request for Sign - 199 Main Street – Canal Cruisers Bicycles – Gregg Woodworth
3. Any other new business for discussion purposes only
4. Public comments

2015 MAR 19 AM 8 45
TOWN CLERK'S OFFICE
BOURNE, MASS



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
 Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: March 23, 2015
Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532
Present: Marie Oliva, Doug Shearer, Pam Matheson, David O'Connor
Staff: Coreen Moore
Public: Gregg Woodworth (Canal Cruisers)
 Michelle Rickets

Meeting was called to order at 9:02 am.

1. Project Review: 199 Main Street, Canal Cruisers

A new sign was mounted on an existing group sign at 199 Main Street. The owner, Gregg Woodworth stated that he did not know he needed a sign permit and was alerted to the requirement when he came in to change the address on his business license. He stated that he had read the by-law and his sign was in compliance.

The committee reviewed the case and determined that the sign was not in compliance with Section 2882 of the by-law. Any modification of the existing sign required a permit. A permit would not be granted without compliance to the by-law. The existing group sign does not comply with the by-law.

The owner expressed his opinion that the landlord would not remove the existing sign and that he had no other way to post a sign for his business. The committee discussed other options and determined that mounting a wall sign on the building for his business was an option.

The owner is going to discuss the options with his landlord and report to the next committee at the next meeting. The sign mounted on the posts can remain until that date.

A motion to continue to next meeting made by Marie Oliva, Seconded by Dave O'Connor. All were in favor of continuing this topic at the meeting scheduled for April 6, 2015 at 9 am.

2. There was no other business.

Meeting was adjourned at 9:40 am.

Recorded by Lisa Devaney

Date Approved by
 DRC:
Lisa Devaney
 Signed: 4/27/15

TOWN CLERK'S OFFICE
 BOURNE, MASS
 APR 27 AM 9 35



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: April 27, 2015
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2015 APR 22 PM 3 59
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review and acceptance of minutes from previous meeting.
2. Project Review:
 - a. Request for Sign - 279 Main Street – Moonlight Cape Cod – David Clifford
 - b. Request for a Sign – 304 Main Street – Eastwind Lobster - Craig Moore
 - c. Request for a Sign – 134 Main Street -
3. Any other new business for discussion purposes only
4. Public comments



TOWN OF BOURNE Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-759-0615 x4 * Fax: 508-759-0611



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

2015 MAY 4 AM 10 19

TOWN CLERK'S OFFICE MEETING MINUTES

BOURNE, MASS

Date: April 27, 2015

Location: Lower Level Conference Room
Bourne Town Hall
24 Perry Avenue, Buzzards Bay MA 02532

Present: Marie Oliva, Doug Shearer, Pam Matheson, David O'Connor

Staff: Coreen Moore

Public: Donna Sprague (Lilybelle Florals)

Date Approved by DRC: <i>Lisa Devaney</i> Signed: 5/1/15

Meeting was called to order at 9:03 am.

1. **Acceptance of the minutes:**
 - a. On a motion to accept the February 23, 2015 minutes as presented by D. O'Connor, seconded by P. Matheson and a unanimous vote, the minutes were approved.
 - b. On a motion to accept the March 23, 2015 minutes as presented by M. Oliva, seconded by D. O'Connor and a unanimous vote, the minutes were approved.
2. **Project Review: 279 Main Street:** The owner contacted the Town Planner to say that they could not be at the meeting. Continuance to March 4, 2015 meeting.
3. **Project Review: 304 Main Street:** No representative present. Package as submitted was reviewed by the committee. D. O'Connor made a motion to approve the temporary sign on the lawn for 30 days with the condition that the sign on the roof including the support structures were removed immediately. Seconded by P. Matheson and unanimously accepted by the committee.
4. **Project Review: 134 Main Street:** Donna Sprague presented two sign locations to the committee for review. D. O'Connor made a motion to accept the proposal which included hanging the sign below the roof eave to the right side of the door and over the top part of the window along with a stenciled ad applied to the glass with no more than 30% coverage of the glass. Seconded by P. Matheson and unanimously accepted by the committee.
5. **New Business:** D. O'Connor requested that enforcement be added to the agenda for the next meeting along with an invitation to Tom Guerino and Roger Laporte.

Meeting was adjourned at 9:29 am.

Recorded by Lisa Devaney



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: May 4, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from 4/27/15.
2. Project Review:
 - a. 199 Main Street – Canal Cruisers Bicycles – Gregg Woodworth
 - b. 279 Main Street – Moonlight Cape Cod – David Clifford
3. Enforcement of Bylaw
4. Any other new business for discussion purposes only
5. Public comments

2015 APR 29 AM 10 21
TOWN CLERK'S OFFICE
BOURNE, MASS



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
 cmoore@townofbourne.com
 Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: May 4, 2015

Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Marie Oliva, Doug Shearer, Pam Matheson, David O'Connor

Staff: Coreen Moore, Tim Lydon

Public: David Clifford, 279 Main Street

Date Approved by DRC: <u>5/19/15</u> Signed: <u>CUM</u>
--

Meeting was called to order at 8:59 am.

1. Acceptance of the minutes:

- a. On a motion to accept the April 27, 2015 minutes as presented by D. O'Connor, seconded by P. Matheson and after a unanimous vote, the minutes were approved.

- 2. Project Review: 199 Main Street:** The business owner, Gregg Woodworth, was not present during the meeting. After the review of 279 Main Street, the committee returned to this project and discussed the permit application as submitted by the owner. The application does not present a design that complies with the by-law and the owner has not returned as requested with an alternative design. A motion was made by D. Shearer and seconded by M. Oliva to deny the permit. Unanimously approved by the committee.

- 3. Project Review: 279 Main Street:** David Clifford presented the sign design and plot plan to the committee. The committee discussed the location, height of the sign, the west abutter's derelict sign posts and plantings around the sign base. The advantage/disadvantage of using awning signs was discussed. After discussion, M. Oliva made a motion to approve the graphic of the sign as presented with a maximum height from the ground to the highest point of the sign of 6'-0" and an installation location near the west property line. Seconded by D. O'Connor. Unanimously approved by the committee.

Owner requested a ten day extension for the removal of all existing building signage and sign brackets and supports. Unanimously approved by the committee.

- 4.** Tom Guerino was scheduled to be at the meeting at 9:30 to discuss compliance with the committee. He was unavailable.

5. New Business: Compliance

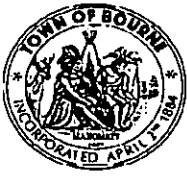
- a. C. Moore introduced Tim Lydon to the committee.
- b. The committee discussed the possibility of having another Town come and talk at a meeting about how they handle compliance in their towns.

2015 MAY 21 AM 9:10
 TOWN CLERK'S OFFICE
 BOURNE, MASSACHUSETTS

- c. The committee discussed the possibility of having T. Lydon appointed as a compliance officer. D. Shearer is going to send T. Guerino a letter with this request.

Meeting was adjourned at 9:54 am.

Recorded by Lisa Devaney



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE *Design Review Committee*

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Office of the Town Planner

Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-759-0615 x4 * Fax: 508-759-0611



2015 MAY 14 PM 2 18

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: May 19, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from May 4, 2015
2. Project Review:
 - a. 23 Main Street - John Mancuso
3. Any other new business for discussion purposes only
4. Public comments



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-59-0615 x4 * Fax: 508-759-0611



2016 MAR 3 3:09 PM
 TOWN CLERK
 BOURNE, MASS
MEETING MINUTES

Date: May 19, 2015

Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Douglas Shearer, Pam Matheson, David O'Connor, Absent Marie Oliva

Staff: Coreen Moore, Town Planner

Public: John Mancuso, owner of 23 Main Street, Buzzards Bay

Final

Date Approved by DRC:	6/1/15
Signed:	CUM

Meeting was called to order at 9:01 am.

1. **Acceptance of the minutes:**
 - a. On a MOTION by D. O'Connor; SECONDED by P. Matheson the May 4, 2015 minutes were accepted and approved as presented, by a unanimous VOTE.
2. **Project Review: 23 Main Street:** business owner, John Mancuso presented his project. He proposes a food truck at his current location, although showing four trucks he only wants one permanent truck, the other three are proposed as transitory for special events in the downtown.

David O'Connor (Dave) said he would like to see an engineered plan that can be scaled, the plan should show parking. Mr. Mancuso says there is plenty of room on his site for parking and pedestrians. He is committed to only one food truck location now and maybe two in the future.

Pam Matheson (Pam) asked if the trucks would be there overnight. Mr. Mancuso said the one permanent truck would be offered to remain overnight.

Douglas Shearer (Doug) asked if the signage on the truck count towards the site signage. Coreen stated if the truck placement is permanent then yes.

Dave asked if there can be more than one business on a site. Coreen said as long as the site can support the additional business and the base area requirement is met.

Coreen said temporary trucks with signage would not count. The discussion continued as to what is permanent verses temporary.

Coreen explained that the special permit is granted by the Planning Board, however, this committee can make recommendations to the Board as to conditions for the site. Area three (3) is the preferred location and should be shown on the plan. Coreen presented an

engineered plan previous submitted. Dave said that this engineered plan shows the existing conditions and should be used to show the proposed food truck location. Discussion continued as to the proposed parking.

Dave wants to make sure that we address all issues. There are many moving parts to this project and we want to make sure we cover everything.

Doug also wants to make sure that the ultimate goal to protect the entire village and all the goals of the downtown are met. The first issue is for this project is the food service trucks all other outstanding issues are set aside for now. If the Planning Board and Selectmen allow the food truck then he can have the truck. Coreen reminded the committee that this is a special permit and can only be allowed if it meets the criteria of a special permit and the general performance standards in Section 2800.

Mr. Mancuso stated that he wanted a first class operation not just a canteen truck he desires a more upscale food truck, he doesn't want to offend anyone.

Coreen reminded the committee that a special permit does not have to exist forever you can recommend a timeline for renewal. Mass General law suggests two years. If you are not satisfied as to the operation of the business you do not have to renew the permit or can place further conditions.

Mr. Mancuso stated that he has done a lot of improvements to the site, Doug agreed, however reminded him that the town especially the downtown has certain permitting requirements that must be followed.

Doug explained that the site looks a lot better however there still many outstanding compliance issues such as the signage. None of the signs are in compliance. Mr. Mancuso said he didn't think there were any violations. Dave stated any sign that has been modified now must come into compliance.

Coreen stated that once a project is before the Town the entire site is looked at and should be brought into compliance including signage.

On a MOTION by Dave O'Connor, SECONDED by Pam Matheson the meeting was continued to June 1, 2015. VOTE, unanimous.

The following information needed is:

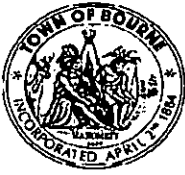
1. Engineered scale plan show location of food truck, parking, and seating area.
2. Picture of a typical food truck and future signage.
3. Overall site signage in compliance with current downtown bylaw.

Mr. Mancuso signed a time waiver for the DRC to continue the meeting to June 1, 2015.

Next meeting: June 1, 2015 – 9:00 am

On a MOTION by Dave O'Connor, SECONDED by Pam Matheson the meeting was adjourned at 10:35 am, VOTE, unanimous.

Recorded and transcribed by Coreen Moore



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

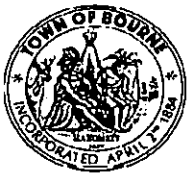
DATE: June 1, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from May 19, 2015
2. Project Review:
 - a. 23 Main Street – John Mancuso
 - b. 43 Main Street – Darice Johnson
 - c. 45 Main Street – Leah Rogers
3. Any other new business for discussion purposes only
4. Public comments

2015 MAY 27 PM 2 20
TOWN CLERK'S OFFICE
BOURNE, MASS.



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: June 29, 2015
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from June 1, 2015
2. Project Review:
 - a. 70 Main Street – Marie Oliva
 - b. 215 Main Street – CDBG
 - c. 249 Main Street – Anthony Cubellis
 - d. 343 Scenic Highway – Carol Bugbee
3. Any other new business for discussion purposes only
4. Public comments

2015 JUN 23 PM 12 31
TOWN CLERK'S OFFICE
BOURNE, MASS



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
 Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: June 29, 2015

Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Douglas Shearer, Pam Matheson, David O'Connor, Marie Oliva

Staff: Coreen Moore, Town Planner

Public: Anthi Frangiadis, Carol Bugbee

Date Approved by
 DRC: 8/3/15
 Signed: *[Signature]*

2015 AUG 3 AM 11 31
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Meeting was called to order at 9:08 am.

1. Acceptance of the minutes:

- a. On a MOTION by D. O'Connor; SECONDED by P. Matheson the June 1, 2015 acceptance of the minutes was continued until the next meeting, approved by a unanimous VOTE.

2. Project Review – 70 Main Street:

Anthi Frangiadis, Architect, presented the new sign proposal for the Chamber of Commerce. Her presentation included photographs of the existing conditions, a sketch of the location of the new signs, and a schematic for bidding by the client which included the lighting specifications, sign specifications and site installation specifications.

D. O'Connor made a motion to accept the plans as presented, seconded by P. Matheson, M. Olvia abstaining due to involvement with project. Approved by votes from D. Shearer, D. O'Connor and P. Matheson.

3. Project Review – 215 Main Street:

A proposed construction sign for the CDBG project at Dunn Insurance was submitted. On a motion from D. O'Connor, seconded by MO and by a unanimous vote, the sign was approved with the following conditions:

- The size and design accepted as presented
- The sign must come down upon occupancy or may remain with an extension from the Building Inspector.
- Location at either of the proposed locations at discretion of owner as long as it does not affect traffic flow.

4. Project Review – 249 Main Street:

Not present. Motion by M. Oliva to continue to next scheduled meeting, seconded by D. O'Connor and approved by a unanimous vote.

5. Project Review – 343 Scenic Highway:

Carol Bugbee of Philadelphia Sign presented the new sign proposal for Speedway, the new owner of the Hess Gas Station. The proposal included re-facing all the existing signs, LED pricing signs, replacement of the existing wall sign with the illuminated Speedway logo 24 x 36 box.

The committee had several questions:

D. O'Connor asked if the two signs were internally lit. C. Bugbee confirmed that they were.

S. Shearer explained that LED signs are not allowable and that any change in the signs would require all signs to be brought in compliance with the bylaw.

C. Bugbee asked if the existing sign had been granted a variance. D. Shearer explained that the sign was existing before the new bylaw went into effect.

D. O'Connor reviewed the restrictions of the bylaw that applied to this new design:

1. Six foot maximum height
2. No digital or LED
3. No internal lighting
4. Max of 30 sqft / face

C. Bugbee asked if her client could apply for a variance. D. O'Connor replied that they could but that no hardship was apparent in this case.

C. Bugbee stated that Speedway would need to cover the Hess signs to comply with FTC regulations. They would also need to negotiate with Dunkin Donuts.

D. O'Connor stated that covering up the sign with a temporary sign was a violation of the bylaw.

C. Bugbee stated that she would need to discuss alternatives with her client.

On a motion from M. Oliva, seconded by D. O'Connor and approved by a unanimous vote, this review was continued to the next scheduled meeting.

6. New Business

D. O'Connor opened a discussion concerning the enforcement of the bylaw on Main Street. He suggested the committee once again open a dialog with the Town Manager and perhaps the Chairman of the Board of Selectmen. The committee was in agreement that the Enforcement Officer needs to be appointed and that two letters would be generated: the first to Tom Guerino, Town Administrator to urge him to appoint the enforcement officer and the second, to Tom Guerino and Steve Mealy, Chairman of the Board of Selectman, requesting a meeting to discuss the enforcement process going forward.

Actions: D. Shearer will submit the first letter today, June 29, 2015 and D. O'Connor will prepare the second letter for committee review by email.

Next meeting: August 3, 2015 – 9:00 am

On a MOTION by M. Oliva, SECONDED by P. Matheson the meeting was adjourned at 9:30 am, VOTE, unanimous.

Recorded and transcribed by Lisa Devaney



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: August 3, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from June 29, 2015
2. Project Review:
 - a. 249 Main Street – Leo's Restaurant
 - b. 343 Scenic Highway – Speedway
 - c. 304 Main Street – Atlantic Seafood
3. Any other new business for discussion purposes only
4. Public comments

2015 JUL 28 PM 12 00
TOWN CLERK'S OFFICE
BOURNE, MASS



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
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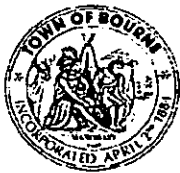
AMENDED

MEETING AGENDA

DATE: August 3, 2015
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2015 JUL 30 PM 12 33
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review and acceptance of minutes from June 29, 2015
2. Project Review:
 - a. 249 Main Street – Leo's Restaurant
 - b. 343 Scenic Highway – Speedway
 - c. 304 Main Street – Eastwind Seafood
3. Any other new business for discussion purposes only
4. Public comments



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL • 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-759-0615 x4 • Fax: 508-759-0611

2016 MAR 14 10:42 AM
 TOWN CLERK'S OFFICE

MEETING MINUTES



Final
 Date Approved by
 DRC
 10/5/15
 Signed: com

Date: August 3, 2015

Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Douglas Shearer, Pam Matheson, David O'Connor, Marie Oliva

Staff: Coreen Moore, Town Planner

Public: Maryann Johnson, Johnson Signs, Paul Lussier and Andy Lautenbacher,
 Speedway, Robert Ciociola, Speedway's attorney, Litchfield Cavo LLP, Ford
 O'Connor, Landlord's attorney, 343 Main Street

Meeting was called to order at 9:05 am.

1. Acceptance of the minutes:

a. On a MOTION by D. O'Connor, SECONDED by P. Matheson the May 29, 2015 minutes were accepted and approved as presented, by a unanimous VOTE.

2. Project Review – 249 Main Street: (continued from May 29, 2015) Business owner, Anthony Cubellis was not present. Motion to continue to next scheduled meeting by D. O'Connor, seconded by M. Oliva and approved by a unanimous VOTE.

3. Project Review – 343 Scenic Highway – Speedway

R. Ciociola opened the discussion by stating that his client wants to address the pylon sign and that they were going to ask for a special variance due to the fact that the changes are so minor they should not cause a change to the whole sign. The sign belongs to the property owner and Speedway is going to use the middle and bottom panels. Hess and Speedway have merged so the identifier has changed but not the use and purpose.

D. Shearer responded that with any change or alteration the bylaw is clear; compliance is required. No exemption will be given due to a brand change.

D. O'Connor added that the sign is over 16' tall in a 20 MPH traffic zone. The height of the existing sign is not appropriate for the speed limit in the village.

M. Oliva stated that the sign doesn't support the character that the bylaw is intended to create.

R. Ciociola commented that this is a minor misdemeanor compared to many others along the street. He added that he was not sure if his client would seek an appeal of the Committee's decision.

D. O'Connor is concerned about the precedent that allowing this change would create.

M. Oliva pointed out that the Zoning Board of Appeals would require proof of a hardship.

F. O'Connor introduced himself as the attorney for the landlord. He stated that his client was granted a special permit in 2006 and by Section 2814C of the Zoning Bylaw – they are exempt from compliance to the sign bylaw.

D. Shearer said that site plan review and sign permits are completely separate. The Planning Board does not approve signs.

F. O'Connor responded that this sign was part of the site plan review and decision by the Planning Board. He added that his client has a right to keep the pylon sign even with the proposed modification.

R. Ciociola stated that his client was reliant on the landlord's decision. The sign is already changed to update prices on a regular basis.

D. O'Connor commented that this might be a case for Town Counsel.

D. Shearer stated that everyone is in agreement that the change is minor, however, the bylaw has already been written and by allowing this change would require him to let every other tenant along Main Street do the same thing. If the landlord would support the bylaw it would reflect positively on them. He stated that he would not vote in favor of the proposal and that he disagreed with F. O'Connor's position.

R. Ciociola confirmed that the sign is already being changed and that this proposed change is not substantively different. He also argued that traffic does not travel 20 MPH along this stretch of the roadway.

M. Oliva commented that she understands R. Ciociola's point of view but reminded the group that the intention of the bylaw is to bring all signs into conformance.

F. O'Connor asked the committee to enforce the bylaw because his client has an exemption. He also stated that his client will not take the pylon down.

D. Shearer added that the pylon was approved with a Dunkin Donut sign on it. The sign is being altered and therefore it must come into compliance.

C. Moore stated that the exemption was transitional. The special permit is not a lifetime exemption.

R. Ciociola stated that his client will fight for an appeal due to hardship. They are stuck between the landlord and the Town. He expressed his concern that legal proceedings might do more harm than good to the bylaw.

F. O'Connor restated that the current sign is legally permitted. His client will not take down the sign because the committee chooses not to read the bylaw. This sign has a foundation and is therefore a structure. All structures on this property are protected.

D. Shearer asked the group if they would prefer a decision or a continuance.

R. Ciociola answered that it didn't seem that they would all come to an agreement and that a recorded vote made more sense.

C. Moore explained that the next step in the process would be a recommendation from the Design Review Committee to the Building Inspector. If he does not approve the permit, the applicant can appeal his decision.

R. Ciociola asked if the white panel inserted over the old "Hess" sign constituted a change.

D. O'Connor reiterated that it did constitute a change as would any damage, repairs, or other changes – all of which require a permit.

A motion to deny permission to modify the sign as proposed was made by D. O'Connor, seconded P. Matheson and supported by a unanimous VOTE.

4. Project Review – 304 Main Street – Eastwind Seafood

M. Johnson presented the new sign installation project including the location on the property, the direction the sign would be mounted on the posts and the design of the sign itself. She stated that the landlord has already granted permission for this new location on the property.

C. Moore stated that the property that is adjacent and the property leased to Eastwind Seafood are two separate parcels owned by one person. She asked if the sign was single or double faced.

M. Johnson replied the sign was single faced.

A conversation followed about the exact layout of the sign, maximum allowable dimensions, temporary signs and the addition of a placard under the sign directing patrons to the rear parking lot. D. O'Connor asked the committee if M. Johnson would need to re-submit the drawings for consideration. C. Moore suggested that the committee make the approval conditional on M. Johnson submitting updated sketches showing the changes made during this discussion to the committee before they send their recommendation to the Building Inspector.

M. Oliva made a motion to approve the sign design on the condition that the committee will receive final drawings showing compliance to the bylaw and the removal of all temporary banners and signs (including posts) from the property. D. O'Connor seconded the motion and it was approved unanimously.

5. NEW BUSINESS

D. Shearer told the committee he hand delivered the letter to the Town Administrator since the last meeting. This was the letter that asked for assistance getting an Enforcement Officer.

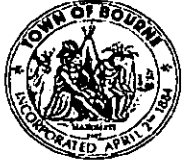
D. O'Connor presented a second letter which follows up on this topic and would be sent to the Town Administrator and the Chairman of the Selectman, Steve Mealy. After a brief discussion of the need for enforcement, D. Shearer signed the letter for delivery by hand immediately.

C. Moore let the committee know that Bay Village Auto has an open permit. They were continued at a prior meeting and have not returned before the committee as instructed. She suggested that the committee might want to deny his application because he procedurally did not fulfill the requirements. This topic will need to be addressed at the next meeting.

Next meeting: September 14, 2015 – 9:00 am

On a MOTION by D. O'Connor, SECONDED by M Oliva the meeting was adjourned at 10:06 am, VOTE, unanimous.

Recorded and transcribed by Lisa Devaney



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 • Fax: 508-759-0611



2015 OCT 1 AM 8 34

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: October 5, 2015
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes from August 3, 2015
2. Project Review:
 - a. 249 Main Street – Leo's Restaurant – Sign Review
 - b. 258 Main Street – Buzzards Bay Professional Center – Sign Review
3. Any other new business for discussion purposes only
4. Public comments



TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 • Fax: 508-759-0611



2016 MAR 3 10 22 AM
TOWN CLERK'S OFFICE
BOURNE, MASS
MEETING MINUTES

Final
Date Approved by
DRC: 1/5/16
Signed: CWM

~~DRAFT~~

- Date:** October 5, 2015
- Location:** Lower Level Conference Room
Bourne Town Hall
24 Perry Avenue, Buzzards Bay MA 02532
- Present:** Douglas Shearer, Pam Matheson, David O'Connor,
Marie Oliva
- Staff:** Coreen Moore, Town Planner
- Public:** Maryann Johnson, Anthony Cubellis, Anthi Frangiadis, Lisa Mackenzie

Meeting was called to order at 9:08 am.

1. Acceptance of the minutes:

On a MOTION by David O'Connor; SECONDED by Pam Matheson the minutes of August 3, 2015 were approved by a unanimous VOTE.

2. Sign Review – 249 Main Street – Leo's Restaurant:

Maryann Johnson owner of the Johnson Sign Company presented the proposed new sign for Leo's Restaurant. The sign will be six feet high with an asphalt berm, also including a three dimensional coffee mug. The new sign will be relocated to the first parking space, the existing sign will be removed. The Committee did not agree with the asphalt berm and suggest either a planter of a vegetated berm. On a MOTION by Marie Oliva, SECONDED by Pam Matheson the sign was unanimously approved, with the condition of removing the asphalt berm, and submitting a sketch of the new berm before a building permit is issued.

3. Project Review – 258 Main Street – Buzzards Bay Professional Center:

Anthi Frangiadis, Architect, presented the new sign proposal for the professional center. The presentation included a sketch of the location of the new sign, and a schematic for bidding by the client which included the lighting specifications, sign specifications and site installation specifications. The sign will be two-sided with the colors on the sign matching the colors of the unit doors on each building. The palette of colors will reflect New England. Sign post will be granite with onion lights on the top, name placards will be black and with white lettering. No signage on the building is included in the project

On a MOTION by David O'Connor, SECONDED by Pam Matheson the plans were unanimously approved as presented including the new sign and repainting of the unit doors.

Next meeting: November 2, 2015 – 9:00 am

On a MOTION by David O'Connor, SECONDED by Marie Oliva the meeting was adjourned at 9:45 am, by a unanimous, VOTE.

Recorded and transcribed by Coreen Moore



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Office of the Town Planner

Coreen Moore, Town Planner

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Phone: 508-759-0615 x4 * Fax: 508-759-0611



2015 OCT 29 AM 8 54

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: November 2, 2015

TIME: 9:00 am

LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Review:
 - a. 25 Perry Ave – Ryan Correia
3. Any other new business for discussion purposes only
4. Public comments

Chapman, Wendy

From: Moore, Coreen
Sent: Wednesday, December 16, 2015 11:11 AM
To: Chapman, Wendy; Johnson, Barry
Subject: DRC Meeting

2015 DEC 16 AM 11 27

TOWN CLERK'S OFFICE
BOURNE, MASS

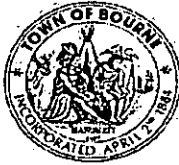
FYI the Nov 2, 2015 meeting was canceled



Coreen V. Moore
Bourne Town Planner
Bourne Town Hall
24 Perry Ave.
Buzzards Bay, MA 02532

508.759.0600 ext.#1346

*Design Review
Committee*



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING AGENDA

DATE: December 8, 2015, Tuesday
TIME: 9:00 am
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2015 DEC 9 AM 10 48
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review and acceptance of minutes
2. Project Review:
 - a. Redtop –Tom Coots - Façade and sign review
 - b. 282 Main street – Bourne Sunoco aka Nouria Energy Corp – Sign
 - c. 23 Main Street – John Mancuso Bay Village Auto – Sign and Canopy
3. Any other new business for discussion purposes only
4. Public comments

Submitted by
Coreen V. Moore
Town Planner



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

2016 map *cmoore@townofbourne.com*
 Phone: 508-759-0819 x40 Fax: 508-759-0611



TOWN OF BOURNE
MEETING MINUTES
 BOURNE, MASS

Final
 Date Approved by
 DRC: *1/5/16*
 Signed: *cm*

Date: December 8, 2015
Location: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Douglas Shearer, Pam Matheson, David O'Connor
Absent: Marie Oliva

Staff: Coreen Moore, Town Planner

Public: John Mancuso, Tom Coots, Steven Pedro and Anthi Frangiadis

Meeting was called to order at 9:05 am.

1. **Acceptance of the minutes:** No minutes were reviewed
2. **Project Review – 282 Main Street – Bourne Sunoco** (moved from b. to a. on agenda). Mr. Steven Pedro of Ayoub Engineering applicant's representative presented the project. He stated that the gas station was changing brands from a Sunoco to Shell. They would like to keep the freestanding sign (30'-0" high) and change the name, also repaint the existing (26'-3") canopy. Coreen said that the existing freestanding does not comply with the current regulations freestanding monument signs height is 6 feet. Mr. Pedro said that corporate would like to keep the sign, so they will file for a variance from the zoning board of appeals.

On a MOTION by Dave O'Connor, SECONDED by Pam Matheson it was moved to continue the hearing, date pending, VOTE: unanimous.

3. **Project Review – 265 Main Street Redtop Sporting Goods.** Architect Anthi Frangiadis present the project to the committee. The site is participating in the Downtown Façade program. The windows on the front of the metal building will be changed to wood shingles with a new door and walkup window. The right side of the front façade will contain a framed portion of the existing freestanding. The shingles will have designer cutouts of various fish, along with fish door pulls. The sides of the building will be painted. The existing freestanding sign will be 6' feet placed on a foundation/planter filled with seashells.

On a MOTION by Dave O'Connor, SECONDED by Pam Matheson it was moved to approve the project as presented with the condition of the ice machine being relocated to the side of the building. VOTE: unanimous.

4. **Project Review – 23 Main Street John Mancusco Bay Village Sign.** Mr. Mancusco presented his revised signs. A monument price sign, an A frame, a 52' rounds sign on the building and a new canopy over the pumps with no signage. There was discussion as to the design and location of the new monument sign. The committee wanted the existing "lollipop" sign removed. The A frame sign would be removed each night at closing. The 52" round sign on the building cannot be internally lit. The overall consensus of the committee was positive, however requested final plans be submitted before approval.

On a MOTION by Dave O'Connor, SECONDED by Pam Matheson it was moved to continue the hearing to January 5, 2016, pending final plans. VOTE: unanimous.

Next meeting: – Tuesday January 5, 2016 - 9:00 am

On a MOTION by D. O'Connor, SECONDED by P. Matheson the meeting was adjourned at 10:20 am, VOTE, unanimous.

Recorded and transcribed by Coreen Moore

DRAFT

2015 MAY 7 PM 1 17

TOWN CLERK'S OFFICE

Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting

Bourne Early Childhood Council

**Wednesday May 20, 2015
6:30 PM**

**Bourne Middle School
Library**

Post this notice.

Please feel free to invite any interested person to attend.

Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting*Meeting

Bourne Early Childhood Council

**Tuesday, September 15, 2015
6:30 PM**

**Bourne Middle School
Conference Room #100**

2015 SEP 8 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Post this notice.

Please feel free to invite any interested person to attend.

Town of Bourne Education Committee Meeting

Wednesday, February 25, 2015

**5:30 pm in the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532**

Agenda:

- 1. Review of finances for current school year for education fund and scholarship fund.**
- 2. Review of applications for the Spring 2014 grant cycle and selection of grant recipients.**

Submitted 2/23/15

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

2015 FEB 23 PM 12 09
TOWN CLERK'S OFFICE
BOURNE, MASS

2015 FEB 24 AM 9 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Education Committee Meeting

Monday, March 2, 2015

**5:30 pm in the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532**

Agenda:

- 1. Review of finances for current school year for education fund and scholarship fund.**
- 2. Review of applications for the Spring 2014 grant cycle and selection of grant recipients.**

Submitted 2/24/15

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

Chapman, Wendy

From: Elizabeth Caporelli <ecaporelli@whoi.edu>
Sent: Friday, February 20, 2015 11:49 AM
To: Sundman, Nancy; Chapman, Wendy
Cc: Richard Elrick
Subject: EAC Meeting Feb 24th 6:00.

Hi Nancy and Wendy,

Can you post the Energy Committee meeting for us.

Thank you,

Liz Caporelli

Agenda for EAC Meeting on Tues Feb 24th 6:00 Bourne Community Center 1. APPROVAL OF PREVIOUS MEETING MINUTES 2. ENERGY COORDINATOR GRANT AND ACTIVITIES 3. CLC ENERGY PILOT PROGRAM - BEHAVIOR INITIATIVE 4. UPDATE ON ACTIVITIES IN BOURNE 5. CLC UPDATE 6. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE

2015 FEB 20 PM 1 08
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: Elizabeth Caporelli <ecaporelli@whoi.edu>
Sent: Monday, March 9, 2015 12:41 PM
To: Sundman, Nancy; Chapman, Wendy
Cc: Richard Elrick; Robert E. Schofield; Elrick, Richard; Richard Elrick; Lisa Groezinger; Frank Kodzis; Elizabeth A. Caporelli; Thomas Gray Curtis; Chris Kapsanbelis; Paul O'Keefe
Subject: EAC Meeting March 11th 7pm BMS

Hi Nancy and Wendy,

Can you post the Energy Committee meeting for us.

Thank you,

Liz Caporelli

Agenda for EAC Meeting on Wed March 11th 7:00 Bourne Middle School

1. APPROVAL OF PREVIOUS MEETING MINUTES
2. Hugh Scott presentation on Bourne Community Solar.
3. UPDATE ON ACTIVITIES IN BOURNE
4. CLC UPDATE and CAPE AND VINEYARD ELECTRIC CO-OP UPDATE

2015 MAR 9 PM 1 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: Elizabeth Caporelli <ecaporelli@whoie.edu>
Sent: Monday, June 8, 2015 11:54 AM
To: Sundman, Nancy; Chapman, Wendy
Subject: Fwd: Next EAC meeting June 10th, 7pm BMS

Hi Nancy and Wendy,

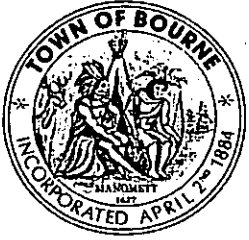
Can you post the EAC meeting agenda for us.

Thank you,
Liz

EAC meeting for June 10th, 7pm at the Bourne Middle School, Room 100.

1. APPROVAL OF PREVIOUS MEETING MINUTES
2. ENERGY COORDINATOR GRANT AND ACTIVITIES
3. CLC ENERGY PILOT PROGRAM - BEHAVIOR INITIATIVE
4. UPDATE ON ACTIVITIES IN BOURNE
5. CLC UPDATE
6. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE

2015 JUN 8 PM 2 42
TOWN CLERK'S OFFICE
BOURNE, MASS



Selectmen's Energy Advisory Committee Meeting Notice



Date: Wednesday, September 9, 2015
Time: 7:00 P.M.
Location: Bourne Middle School, Room 100

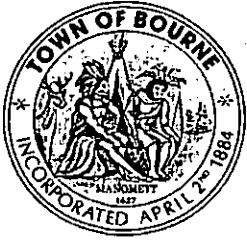
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TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. APPROVAL OF PREVIOUS MEETING MINUTES
2. INTRODUCTION OF NEW MEMBER, MOLLY MAHONEY
3. RESIGNATION OF LIZ CAPORELLI
4. DISCUSSION OF FUTURE GENERATION WIND PROJECT
5. ENERGY COORDINATOR GRANT AND ACTIVITIES/DISCUSSION OF 2015-16 EFFORTS
6. UPDATE ON ACTIVITIES IN BOURNE
7. CAPE LIGHT COMPACT UPDATE
8. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE
9. OTHER BUSINESS
10. ADJOURNMENT

Bob Schofield, Vice Chair

cc: Thomas M. Guerino, Town Administrator, Town Clerk, Selectmen, EAC
members: T. Gray Curtis, Paul O'Keefe, Bob Schofield, Frank Kodziz,
and Molly Mahoney



Selectmen's Energy Advisory Committee Meeting Notice



Date: Wednesday, October 14, 2015
Time: 7:00 P.M.
Location: Bourne Middle School, Room 100

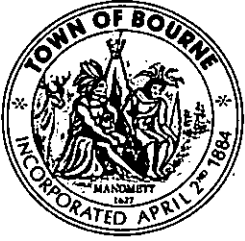
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TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. APPROVAL OF PREVIOUS MEETING MINUTES
2. INTRODUCTION OF NEW MEMBER, MOLLY MAHONEY
3. UPDATE ON FUTURE GENERATION WIND PROJECT
4. ENERGY COORDINATOR GRANT AND ACTIVITIES/DISCUSSION OF 2015-16 EFFORTS: Discussion of potential ESCO RFQ; and discussion of parking lot solar canopy option
5. UPDATE ON ACTIVITIES IN BOURNE
6. CAPE LIGHT COMPACT UPDATE
7. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE
8. OTHER BUSINESS
9. ADJOURNMENT

Bob Schofield, Vice Chair

cc: Thomas M. Guerino, Town Administrator, Town Clerk, Selectmen, EAC members: T. Gray Curtis, Paul O'Keefe, Bob Schofield, Frank Kodziz, and Molly Mahoney



Selectmen's Energy Advisory Committee Meeting Notice



Date: Tuesday, November 10, 2015
Time: 7:00 P.M.
Location: Bourne Middle School, Room 100

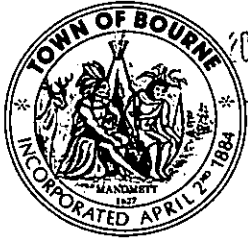
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1. APPROVAL OF PREVIOUS MEETING MINUTES
2. INTRODUCTION OF NEW MEMBER, MOLLY MAHONEY
3. UPDATE ON FUTURE GENERATION WIND PROJECT
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5. UPDATE ON ACTIVITIES IN BOURNE
6. CAPE LIGHT COMPACT UPDATE
7. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE
9. OTHER BUSINESS
10. ADJOURNMENT

Bob Schofield, Vice Chair

cc: Thomas M. Guerino, Town Administrator, Jon Nelson, Director of Public Works and Facilities, Town Clerk, Selectmen, EAC members: T. Gray Curtis, Paul O'Keefe, Bob Schofield, Frank Kodziz, and Molly Mahoney

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BOURNE, MASS



2015 DEC 2 PM
TOWN OF BOURNE, MASS
**Selectmen's
Energy Advisory Committee
Meeting Notice**



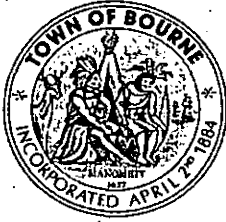
Date: Wednesday, December 9, 2015
Time: 7:00 P.M.
Location: Bourne Middle School, Room 100

AGENDA

1. APPROVAL OF PREVIOUS MEETING MINUTES
2. INTRODUCTION OF NEW MEMBER, MOLLY MAHONEY
3. UPDATE ON FUTURE GENERATION WIND PROJECT
4. ENERGY COORDINATOR GRANT AND ACTIVITIES/DISCUSSION OF 2015-16 EFFORTS: Discussion of potential ESCO RFQ; and discussion of parking lot solar canopy option
5. UPDATE ON ACTIVITIES IN BOURNE
6. CAPE LIGHT COMPACT UPDATE
7. CAPE AND VINEYARD ELECTRIC CO-OP UPDATE
9. OTHER BUSINESS
 - A. SELECTMEN REDUCE COMMITTEE SIZE TO SEVEN
10. ADJOURNMENT

Bob Schofield, Vice Chair

cc: Thomas M. Guerino, Town Administrator, Jon Nelson, Director of Public Works and Facilities, Town Clerk, Selectmen, EAC members: T. Gray Curtis, Paul O'Keefe, Bob Schofield, Frank Kodziz, and Molly Mahoney



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, January 12, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday October 20, 2014 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Review and discuss Special Town Meeting Warrant Articles:
 - Article 1 – Unpaid Bills
 - Article 2 – MBTA Ballot Question
 - Article 3 – Solar Photovoltaic System – Buzzards Bay Water District
 - Article 4 – Wastewater Advisory Committee – additional funding
 - Article 5 – Amendment Zoning By Law Section 2842
 - Article 6 – Reserve Fund
 - Article 7 – Amendment Council on Aging By Law
 - Resolution –NSTAR Herbicide Use
3. Vote STM Articles – if appropriate
4. Minutes of previous meetings – 10/27/14, 12/16/14
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

2015 JAN 8 AM 8 41
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 7, 2014

**Finance Committee
Notes of January 12, 2015
Bourne Community Building
Bourne, MA 02532**

2015 FEB 11 PM 3 38

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TOWN CLERK'S OFFICE

Finance Committee, Chm. Mary Jane Mastrangelo, Co-Vice Chm. John Redman, Judy Conron, Chris Crane, Bill Scotti, and George Slade.

Also Present: TA Guerino and Finance Director Marzelli. Selectmen Stephen Mealey and Linda Zuern

Excused: Co-Vice Chm. Michele Ford, Rich Lavoie, Brian Lemeé

Absent: Jeff Perry, Kathleen LeGacy

Guests: Sally Riggs, Wastewater Advisory Committee, Town Planner Coreen Moore, Chris Farrell Planning Board, Michael Rausch Bourne Enterprise

List of documents

- Warrant for Special Town Meeting 1/26/15

Meeting called to order

7:00 pm by Chm. Mastrangelo – due to lack of a quorum meeting would proceed for informational purposes only with no votes taken.

Approval of minutes deferred.

Reserve fund transfers

Deferred

Warrant article discussion

Article 1 – Unpaid Bills

3 unpaid bill totaling \$613.71. Fire Department \$195.00, ISWM Working Group \$40, and Memorial Community Building \$378.71. Brian Lemeé will present article.

Article 2 – MBTA Ballot Question Town Planner

Town Meeting must vote to authorize ballot question at least 90 days before ballot. If Town Meeting votes to put the question on the ballot we can then have discussion about whether to vote yes or no on the ballot question. There will be an assessment to the Town, but we can deduct our RTA expense from the assessment. Sallie Riggs of the Transportation Advisory Committee said that committee is collecting information and will be reporting to the Board of Selectmen on January 20th. They are requesting assistance from the Cape Cod Commission in answering 11 questions including the range of assessment, tax impact, options for parking, and economic impact. Chris Farrell said that the Mass DOT meeting on Thursday 1/15 may address some of the questions. It was discussed that it would be good to have the DOT meeting taped and TA Guerino said he would request filming by Bourne Community TV. John Redman will present article.

Article 3 – Petitioned Article – Solar Photovoltaic System – Bourne Water District

Coreen Moore explained that the Bourne Water District approached her because their property is not in a solar overlay district and they would like Town Meeting to vote on the project to eliminate any potential challenges. Since it is a “quasi municipal” use it can come under industrial use/municipal use and be authorized by Town Meeting outside of the solar overlay district. It is about a two acre solar field on Bourne Water District property that will still be subject to site plan review. Some homes on Spinnaker Lane may have their view affected. Chrm. Mastrangelo suggested that Town Counsel draft the motion to make sure that it is properly drafted. George Slade will present article.

Article 4 – Wastewater Advisory Committee – additional funding

Sally Riggs of the Wastewater Advisory Committee reported that all of the \$145,000 authorized by Town Meeting in the fall of 2012 had been spent. The Committee had hired an advisor, contracted with Weston and Sampson for hydrogeological studies which had been completed. The Committee reported to the Board of Sewer Commissioners and sent the reports to DEP for acceptance and for the Queen Sewell site to be certified as a site for sub-surface disposal. An additional \$3,000 is requested to continue funding of the project coordinator to assess next steps, report to the Board of Sewer Commissioners in 60 days from January 6th, and assess new wastewater technologies and the impact of ocean outfall that has recently been authorized by the legislature. Judy Conron will present article.

Article 5 Amendment Zoning By Law Section 2842

Coreen Moore explained that this amendment would allow a developer to pay a fee in lieu of providing affordable housing as part of their development. The fee would be assessed based on market rate and per unit costs. The Housing Authority and Planning Board would consult together on this option. This option gives some flexibility that is beneficial. Currently we are at about 6.8% affordable down from about 8% due to the increase in units. Chris Farrell indicated that the Planning Board voted unanimously in favor of this article. Judy Conron asked if this would help with Keystone project. Coreen Moore said they could ask for it to apply. Also discussed was a possible amendment to the main motion to clarify the by law by specifying both section and table references for the two sections of the by law referenced in Section a 1. George Slade will present this article.

Article 6 Reserve Fund

TA Guerino said that with the reserve fund transfer for the fire station phone system and related fiber optic installation of \$70,000 at least that amount needed to be restored to the Reserve Fund. This year the Reserve Fund started at \$200,000 which is \$50,000 less than normal. Chrm. Mastrangelo said that \$70,000 was a good amount to transfer at this time. If there are more extraordinary expenses requiring reserve fund transfers we can revisit at the STM in the Spring at which time we will have a full picture of both FY15 and FY16. Bill Scotti will present article.

Article 7 – Amendment to Council on Aging By Law

This is the same By Law change that was on the fall STM warrant with one slight addition adding that the Council on Aging Committee is responsible to the Board of Selectmen. Also, it is now co-sponsored by both the COA and Board of Selectmen. George Slade will present article.

Resolution – NSTAR Herbicide Use

This is a resolution proposed by the Board of Selectmen. There will be no Finance Committee position or presentation on the resolution. One pro and one against statement will be heard.

Vote on STM Articles – deferred.

Minutes of Previous Meetings – deferred.

TA Comment (for informational purposes only)

None.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only).

Priority Based Budgeting Workshops on Tuesday and Wednesday of this week.

Next meeting and vote on STM articles will be 1/26/15 at 6:15 pm.

Verbal Comments are due to MJ Saturday, 1/24/15 at noon.

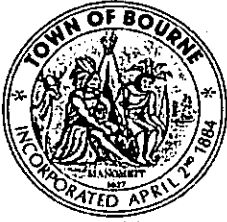
Public comment (for informational purposes only)

None.

Adjournment

Meeting adjourned at 8:27 pm.

Respectfully submitted,
Mary Jane Mastrangelo



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Tuesday, January 13, 2015
6:30 PM
Bourne Middle School
77 Waterhouse Road
Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Tuesday January 13, 2015 at 6:30 PM at the Bourne Middle School,

1. Call to Order
2. Note of any Excused/Absent Members
3. Introductory Workshop – Priority Based Budget
4. Adjourn Finance Committee

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 7, 2015

BOURNE, MASS.
TOWN CLERK'S OFFICE
2015 JAN 8 PM 8 40

Joint Meeting
Board of Selectmen/Finance Committee/School Committee
Minutes of January 13, 2015
Bourne Middle School
Bourne, MA 02532

2015 FEB 11 PM 2 48
TOWN CLERK'S OFFICE
BOURNE, MASS

TA Guerino

Board of Selectmen: Peter Meier, Don Pickard (excused), Stephen Mealy, Don Ellis and Linda Zuern

Finance Committee: Mary Jane Mastrangelo, Kathleen LeGacy, John Redman, Jeff Perry Brian Lemeé, George Slade

School Committee: Mitch McLane, Chris Hyldborg, Judy Froman

Guests: School Superintendent Steven Lamarche and Fire Chief Martin Greene

Meeting Called to Order

Workshop opened at 6:30 pm.

Workshop with the Center for Priority Based Budgeting

Introduction – Chris Phalin

TA Guerino met with the Department Heads this morning. He asks everyone to keep an open mind with this presentation. He will recommend both the BOS and the FinCom move this forward for the town to undertake this practice over the next 2-3 years.

Metropolitan Revolution by Bruce Katz and Jennifer Bradley is a suggested reading book.

Financial Illiteracy is an issue and we need a better tool to analyze information and understand if the town is in a position of solid financial well-being.

Fiscal Health (solid foundation):

- Spend within our means (ongoing or one-time reserve)
- Establish and maintain reserves
- Understand variances (budget vs. actual)
- Transparent about the 'true cost of doing business'
- Incorporate economic analysis and long-term planning into decision making

TA Guerino said when referring to the "duck bill", we've had revenues which we turned back at the end of a fiscal year. As we bring projections closer to the actuals, we won't have the cushions.

Any decision that has a financial impact, we can show the impacts. What do you do about them?

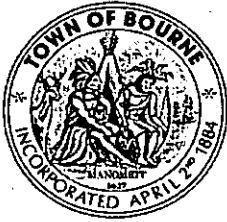
Fiscal Wellness:

- Determine results – why are we in business?
- Clarify result definitions – what do those results mean to us?
- Identify programs and services – what exactly do we do & what does it cost?
- Value programs based on results – what is of the highest importance
- Allocate resources based on priorities - what can we “see” differently?

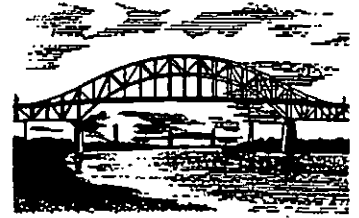
Adjourn

Meeting adjourned at 9:00 pm.

Respectfully submitted – Lisa Groezinger, sec.



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Wednesday, January 14, 2015
6:30 PM
Bourne Middle School
77 Waterhouse Road
Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Tuesday January 14, 2015 at 6:30 PM at the Bourne Middle School;

1. Call to Order
2. Note of any Excused/Absent Members
3. Advanced Workshop – Priority Based Budgeting
4. Adjourn Finance Committee

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 7, 2015

2015 JAN 8 AM 8 40
TOWN CLERK'S OFFICE
BOURNE, MASS

**Joint Meeting
Board of Selectmen/Finance Committee/School Committee
Minutes of January 14, 2015
Bourne Middle School
Bourne, MA 02532**

2015 FEB 11 PM 2 48
TOWN CLERK'S OFFICE
BOURNE, MASS

TA Guerino

Board of Selectmen: Peter Meier, Don Pickard (excused), Stephen Mealy, Don Ellis and Linda Zuern

Finance Committee: Mary Jane Mastrangelo, Kathleen LeGacy, John Redman, Jeff Perry Brian Lemeé, George Slade

School Committee: Mitch McLane, Chris Hyldborg, Anne Marie Siroonian, Judy Froman

Guests: Superintendent Steven Lamarche, Martin Greene (Fire), Coreen Moore (Planning), Donna Barakasas (Assessors), Brendan Mullaney (Conservation), Hans Lowland (IT), Lisa Plante (Community Bldg. Director), Felice Monteiro (COA), George Sala (DPW), Dan Barrett (ISWM), Tim Mullen (DNR), Jon Nelson (DPW), Karen Girourard (Treasurer), Dennis Woodside (Police), Michael Ellis (Finance), Michael Leitzel (Engineering), Linda Marzelli (Finance), Barry Johnson (Town Clerk), Patrick Marshall (Library), Krisanne Caron (Recreation)

Member(s) of the Press: Michael Rausch, Bourne Enterprise

Meeting Called to Order

Workshop began at 6:30 pm.

Workshop with the Center for Priority Based Budgeting

Introduction – Chris Phalin

Questions from Yesterday

How do you take results of the analysis done and provide information to the general public?

A magazine type document, town meetings to present to the public, put on-line.

If implemented, how much would it cost and how long before we see the full benefit?

This will be reviewed tonight.

Was there any negative public reaction?

The point of making difficult choices to pay for this program, but preserved the program in the end.

Overview: Implementation Options

Fiscal Health Modeling – 1 month to prepare

Priority Based Budgeting Process – 2 year process total

- Determine Results - "Why are we in business?"
- Clarify Result Definitions - "What do those Results mean to us?"
- Identify Programs and Services - "What exactly do we do & what does it cost?"
- Value Programs Based on Results - "What is of the highest importance?"
- Allocate Resources Based on Priorities - "What can we "see" differently?"

Discussion

If a Department's long-range plan is different from the rest of the town, it is a very important discuss if there are different priorities.

Having a master plan as a good starting point and to build upon would be optimal.

Bourne would be the first Massachusetts town to implement this program.

- **Citizen Engagement options**

Citizen's input is very important to this process.

- **Online PBB Model**

"Results" Exercise

- High-level and over-arching reasons the organization exists in the eyes of the community
- Identifies the "Role of Local Government" in your Community
- Remain consistent and unchanged over time
- Comprehensive
- Distinguished from (i.e. "Results" are not...)
 - Vision or Mission Statements
 - Specific short-term, projects, goals or initiatives
 - Organizational Values
 - How we want to achieve our results
 - "Marketing" statements
 - Look and feel of the community

Identifying Results

Step 1:

- Take 5 to 10 minutes, and write down as many “Results” that you can think of, that define “Why” the Town of Bourne local government exists
- Think of the following types of questions:
 - What are we striving to accomplish?
 - Why does this local government organization exist?
 - What do our taxpayers expect from us, for what they pay?

Step 2:

- Divide your list into 2 columns:
 - R = “An End, in and of Itself” (Result)
 - D = “A Means to an End” (Definition)
- Review your list, and consider:
 - Is your list of “R’s” (Results) complete and comprehensive?
 - Does your list fully articulate all of the reasons you exist?
 - Is there anything missing?
- Choose your top 5 to 8 Results

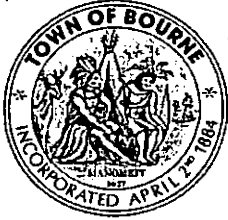
Next Steps

The Board of Selectmen have to determine if this program is to be implemented for the next two years.

Adjourn

Meeting adjourned at 9:10 pm

Respectfully submitted – Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



JAN 21 AM 11 56
CLERK'S OFFICE
BOURNE, MASS

Finance Committee
Monday, January 26, 2015
6:15 PM
Bourne High School
Professional Library

Reserve Fund: \$88,750

MEETING NOTICE

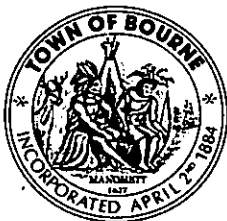
The Finance Committee will hold a public meeting on Monday January 26, 2015 at 6:15 PM at the Bourne High School Professional Library.

1. Reserve Fund Transfers
2. Review and Vote Special Town Meeting Warrant Articles:
 - Article 1 – Unpaid Bills
 - Article 2 – MBTA Ballot Question
 - Article 3 – Solar Photovoltaic System – Buzzards Bay Water District
 - Article 4 – Wastewater Advisory Committee – additional funding
 - Article 5 – Amendment Zoning By Law Section 2842
 - Article 6 – Reserve Fund
 - Article 7 – Amendment Council on Aging By Law
3. Distribution of Final Motions
4. Approve Minutes of previous meetings – 10/27/14, 12/16/14, 1/12/15, 1/13/15, 1/14/15
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 21, 2014



TOWN OF BOURNE

Finance Committee

2015 JAN 26 AM 11:10
24 Perry Avenue
Bourne, MA 02532
TOWN CLEARING OFFICE
BOURNE, MASS



Finance Committee
Monday, January 26, 2015
6:15 PM
Bourne High School
Professional Library

Reserve Fund: \$88,750

MEETING - CANCELLED

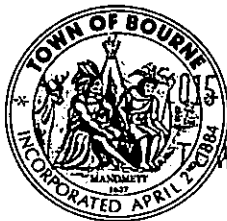
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Mary Jane Mastrangelo
January 21, 2014



TOWN OF BOURNE

Finance Committee

24 Perry Avenue

Buzzards Bay, MA 02532



JAN 23 PM 1 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee

Tuesday, January 27, 2015

7:00PM

Bourne Veteran's Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and School Committee on Tuesday, January 27, 2015 at 7:00 PM at the Community Building.

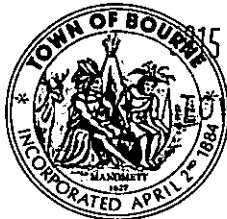
1. Town Administrator's Budget Message
2. Finance Committee Comment
3. Adjourn

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo

January 23, 2014



15 JAN 26 AM 11 59
TOWN CLERK'S OFFICE
BOURNE, MASS
TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Tuesday, January 27, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING - CANCELLED

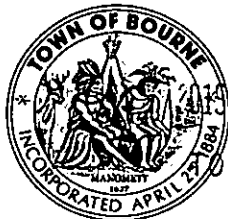
NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and School Committee on Tuesday, January 27, 2015 at 7:00 PM at the Community Building.

1. Town Administrator's Budget Message
2. Finance Committee Comment
3. Adjourn

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 26, 2014



TOWN OF BOURNE

Finance Committee

JAN 26 PM 11 59
TOWN CLERK'S OFFICE
BOURNE, MASS
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee

Wednesday, January 28, 2015

6:30 PM

Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and School Committee on Wednesday, January 28, 2015 at **6:30 PM** at the Community Building.

1. Town Administrator's Budget Message
2. Finance Committee Comment
3. Adjourn

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 26, 2014

Chapman, Wendy

From: MJM@MRAINCO.ORG
Sent: Thursday, February 5, 2015 4:20 PM
To: Chapman, Wendy
Subject: FinCom Meeting 1/28/15

2015 FEB 5 PM 4 16
TOWN CLERK'S OFFICE
BOURNE, MASS

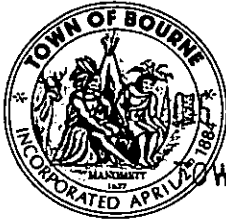
Wendy,

Please be advised that the FinCom did not meet on 1/28/15 due to weather conditions. The meeting was postponed to 2/4/15.

If you need anything further from me please let me know.

Mary Jane

Mary Jane Mastrangelo
Chair, Bourne Finance Committee
Work 508-564-9991
Home 508-563-7377



TOWN OF BOURNE

Finance Committee

24 Perry Avenue

Buzzards Bay, MA 02532

BOURNE, MASS



Finance Committee
Monday, February 2, 2015

6:15 PM

Bourne High School
Professional Library

Reserve Fund: \$88,750

MEETING - Cancelled

The Finance Committee will hold a public meeting on Monday February 2, 2015 at **6:15 PM** at the Bourne High School Professional Library.

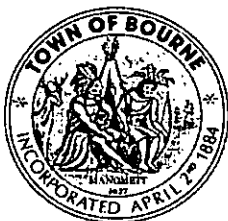
1. Reserve Fund Transfers
2. Review and Vote Special Town Meeting Warrant Articles:
 - Article 1 – Unpaid Bills
 - Article 2 – MBTA Ballot Question
 - Article 3 – Solar Photovoltaic System – Buzzards Bay Water District
 - Article 4 – Wastewater Advisory Committee – additional funding
 - Article 5 – Amendment Zoning By Law Section 2842
 - Article 6 – Reserve Fund
 - Article 7 – Amendment Council on Aging By Law
3. Distribution of Final Motions
4. Approve Minutes of previous meetings – 10/27/14, 12/16/14, 1/12/15, 1/13/15, 1/14/15
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo

January 26, 2014



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee

Wednesday, February 4, 2015

7:00 PM

Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$88,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Wednesday, February 4, 2015 at 7:00 PM at the Community Building.

1. Call to order
2. Note of absent/excused FinCom members
3. Town Administrator's Budget Message
4. Finance Committee Comment
5. Adjourn

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
January 30, 2015

2015 JAN 30 PM 1 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: MJM@MRAINC.ORG
Sent: Thursday, February 5, 2015 4:06 PM
To: Chapman, Wendy
Subject: FinCom Meeting 2/4/15

2015 FEB 5 PM 4 04
TOWN CLERK'S OFFICE
BOURNE, MASS

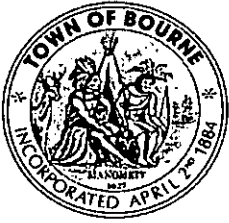
Wendy,

Please be advised that the FinCom did not meet on 2/4/15 due to lack of a quorum.

If you need anything further from me please let me know.

Mary Jane

Mary Jane Mastrangelo
Chair, Bourne Finance Committee
Work 508-564-9991
Home 508-563-7377



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Tuesday, February 10, 2015
6:15 PM
Bourne High School
Professional Library

2015 FEB 5 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS.

Reserve Fund: \$88,750

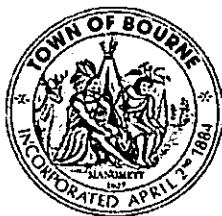
MEETING NOTICE

The Finance Committee will hold a public meeting on Tuesday, February 10, 2015 at 6:15 PM at the Bourne High School Professional Library.

1. Reserve Fund Transfers
2. Review and Vote Special Town Meeting Warrant Articles:
 - Article 1 – Unpaid Bills
 - Article 2 – MBTA Ballot Question
 - Article 3 – Solar Photovoltaic System – Buzzards Bay Water District
 - Article 4 – Wastewater Advisory Committee – additional funding
 - Article 5 – Amendment Zoning By Law Section 2842
 - Article 6 – Reserve Fund
 - Article 7 – Amendment Council on Aging By Law
3. Distribution of Final Motions
4. Approve Minutes of previous meetings – 10/27/14, 12/16/14, 1/12/15, 1/13/15, 1/14/15
5. Tentative Meeting Schedule
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

Residents are welcome and encouraged to attend our meetings.
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Mary Jane Mastrangelo
February 5, 2015



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, February 23, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

2015 FEB 17 PM 3 08
TOWN CLERK'S OFFICE
BOURNE, MASS

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

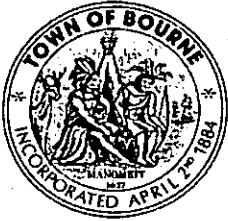
The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday February 23, 2015 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Review and discuss Budgets:
 - Sewer Dept. Budget
 - ISWM Budget
 - Facilities Budget
 - Shared Costs Budget
3. Minutes of previous meetings – 02/10/15
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.

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Mary Jane Mastrangelo
February 17, 2014



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, March 2, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

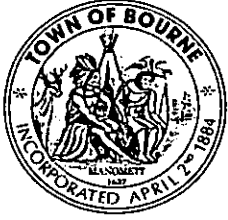
The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday March 2, 2015 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Sources and Uses/Budget Updates
3. Review and discuss Budgets:
 - Town Clerk
 - Elections and Registration
 - Police
 - Finance
 - Debt Service
4. Minutes of previous meetings – 02/23/15
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

2015 FEB 26 AM 8 29
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
February 26, 2014



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, March 9, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

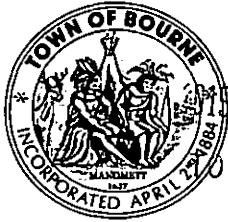
The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday March 9, 2015 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Sources and Uses/Budget Updates
3. Review and discuss Budgets:
 - Fire Department
 - Library
 - Council on Aging
 - Community Building
 - Recreation
 - Additional information on prior budgets reviewed
4. Minutes of previous meetings – 02/23/15, 3/2/15
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
March 5, 2014

2015 MAR 5 PM 2 30
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Finance Committee

MAR 10 PM 2 03
TOWN CLERK'S **Buzzards Bay, MA 02532**
BOURNE, MASS



Finance Committee

Tuesday, March 17, 2015

7:00PM

Bourne Veteran's Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Tuesday, March 17, 2015 at 7:00 PM at the Community Building.

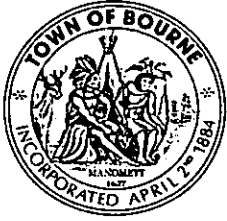
1. Sources and Uses/Budget Updates
2. Review and discuss Budgets:
 - Bourne School Department
 - Upper Cape Tech
3. Discussion: Long Term Projections
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo

March 10, 2014



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, March 30, 2015
7:00PM

Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday, March 30, 2015 at 7:00 PM at the Community Building.

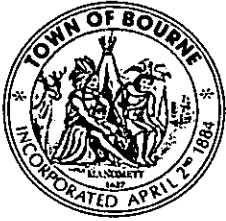
1. Reserve Fund Transfers
2. Sources and Uses/Budget Updates
3. Review and discuss FY16 Budgets:
 - Dept. Natural Resources
 - Dept. Public Works
 - Health Dept.
 - Human Resources Dept.
 - Planning Dept.
 - Town Administrator/Selectmen/Town Hall
 - All other Budgets
4. Warrant Article Review: ATM Articles 1 - 2, 4 - 6
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

2015 MAR 25 AM 9 48
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo
March 24, 2014



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Thursday, April 2, 2015
7:00 PM

Bourne Middle School Library
77 Waterhouse Road, Bourne, MA 02532

Reserve Fund: \$118,750

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Thursday, April 2, 2015 at 7:00 PM in the Bourne Middle School Library.

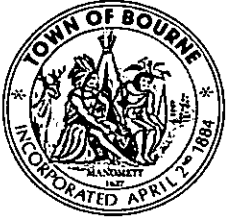
1. FY16 Sources and Uses
2. FY15 Free Cash Analysis
3. Long Term Projection Scenarios
 - Budget Reductions \$200,000 – \$450,000
 - Override – with reductions/without reductions
 - No Override – reductions required
4. Finance Project Working Group Recommendation
5. FY16 Budget Strategy
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

2015 MAR 27 PM 1 19
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo
March 27, 2014



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Monday, April 6, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$96,050

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Monday, April 6, 2015 at 7:00 PM at the Community Building.

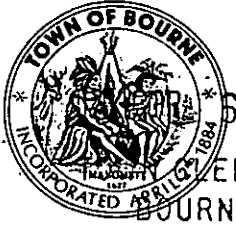
1. Reserve Fund Transfers
2. Sources and Uses/Budget Updates
3. Warrant Article Review:
 - a. ATM Articles 1 – 2, 4 – 8, 10, 15
 - b. Capital Budget: Article 9
4. Long Term Projections Discussion
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

2015 APR 2 PM 2 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo
April 2, 2014



TOWN OF BOURNE

Finance Committee

24 Perry Avenue

Buzzards Bay, MA 02532



Finance Committee

Monday, April 6, 2015

7:00PM

Bourne Veteran's Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$96,050

MEETING NOTICE - Amended

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Monday, April 6, 2015 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Sources and Uses/Budget Updates
3. Warrant Article Review:
 - a. ATM Articles 1 – 2, 4 – 8, 10, 15
 - b. Capital Budget: Article 9
4. Long Term Projections Discussion
5. Voter Handbook
 - a. FinCom Report – recommendations
 - b. Warrant article assignments
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo

April 6, 2014

Town of Bourne Finance Committee
Meeting Minutes

Bourne Community Center, 239 Main St. Bourne, MA 02532

April 6, 2015

2015 APR 21 AM 9 25

TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Mary Jane Mastrangelo called to order the regular meeting of the Finance Committee at 7:00 PM on April 6, 2015. After introducing the new Recording Secretary, Carol Mitchell, Ms. Mastrangelo announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, from the Enterprise, was taping the meeting.

II. Roll call

Each member introduced themselves to the new secretary.

Members Present: Mary Jane Mastrangelo, John Redman, Jeff Perry, Brian Lemee', Judy Conron, George Slade, William G. Scotti III, William Towne, Richard Lavoie, Christine Crane, and Kathleen LeGacy. Also in attendance were Thomas Guerino, Town Administrator, and Linda Marzelli, Finance Director.

Members Excused: Michelle Ford

Also Present: Selectmen, Stephen Mealy, Peter Meier, and Linda Zuern. Additionally, Michael Rausch of the Enterprise and Jim Mulvey, a Bourne resident, were in attendance.

Documents: Handout on Budget Increases, Draft Warrant dated 4/6/15

III. Agenda Items

1. Reserve Fund Transfers – None at this time.
2. Sources and Uses/Budget Updates – Several departments had adjustments to their final budget. All Finance Committee Members received a worksheet prior to the start of the meeting. The worksheet displayed which departments had variances and the increased amount of funds needed in their budget. The difference was an increase of \$130,621.00. Ms. Marzelli explained that the Town received additional funds from PL874 (funds received from the federal government for children living on the military base) in February and these funds would supplement the difference. A brief discussion regarding PL874 funds transpired.
3. Warrant Article Review – The committee reviewed Articles of the draft Warrant for the Bourne Annual Town Meeting.

Article 1. Regularly required Authorizations. Mr. Guerino explained the Article to the committee. There were no questions posed regarding this Article. Ms. Mastrangelo asked Mr. Scotti if he would present this Article at Town Meeting. He agreed.

Article 2. Salaries and Compensation of elected officials including the Moderator, Town Clerk and Board of Selectmen. A brief discussion transpired concerning cost of living increases and when increases had been received in the past. Mr. Lemee' inquired as to why the Article did not include dollar amounts. Mr. Guerino explained, because figures change often and because this was a draft of the Articles and not the motion, the dollar amounts would not be presented at this time. Ms. Mastrangelo requested that even if the motions were not available next week, that dollar amounts be reflected in the next draft for the members to see. She asked Ms. Conron to present this Article at Town Meeting. She agreed.

Article 4. The Sewer Department is seeking an increase of \$10,025.00 from the prior year. The Sewer Department requires \$889,677.00 plus Admin fees of \$131,983.00 totaling \$1,021,660.00. There were no questions regarding the Sewer Department budget. This Article will be presented by Mr. Slade at the Town Meeting.

Article 5. State Aid Highway Chapter 90. The Town will receive approximately \$930,000 from the Commonwealth of Massachusetts for public road repairs this year. The usual amount is about \$600,000. A brief discussion transpired concerning these funds and which roads qualify for repairs under Chapter 90 funds. Mr. Perry will present this Article at Town Meeting.

Article 6. Reserve Fund. The Finance Committee Reserve Fund is at \$200,000. Ms. Mastrangelo expressed concern that the budget has increased but the amount in this fund has not. There were no questions posed regarding this Article. Mr. Scotti will present this Article at Town Meeting.

Article 7. Integrated Solid Waste Management is requesting \$8,535,621.00 plus \$1,986,364.00 for General Fund Administrative fees and \$600,000 from Host Community fees totaling \$10,521,985.00. There were no questions posed with regard to the ISWM budget. Mr. Redman will present this Article at Town Meeting.

Article 8. Revolving Funds. The Article shows a breakdown of the Revolving funds collected from User Fees. Ms. Mastrangelo inquired as to what has been spent year to date. Ms. Conron stated that she too would be interested in knowing what has been spent. A report will be provided next week detailing this information. Selectman Peter Meier inquired about the amount of funding for the COA Supportive Day program. Mr. Guerino stated the funding amount was based on previous years' figures. Ms. LeGacy volunteered to present this Article at Town Meeting.

Article 10. Reports and Recommendations. Mr. Guerino asked if anyone knows of any committees with a report to present at Town Meeting to please inform the moderator ahead of time.

Article 15. Priority Based Budgeting. A brief discussion transpired regarding the amount allocated for Health and Wellness and the length of the contract. Ms. Mastrangelo asked Mr. Guerino for clarification. He will provide additional information at the next meeting. There were no questions posed regarding this Article which will be presented by Michelle Ford at Town Meeting.

Selectman Meier addressed the committee stating there may be an additional Article added to the Warrant by the Board of Selectmen at the following night's Board of Selectmen's meeting. He states this Article would reduce the quorum at Town Meeting.

Article 9. Capital. Ms. Mastrangelo advised the committee that the Capital section in their Budget Book is different than what she'll be using at the meeting. She will get all members an updated version. Ms. Mastrangelo informed them of two major changes in the 5 year plan concerning the Police Station, the Pocasset Fire Station and the Peebles School. In the original requests, the Police Station was not in the 5 year plan. The Capital Outlay Committee recommended that the Police Station be put into FY18 for discussion along with the Peebles School request because one of the plans being discussed is adding on to the Bournedale School instead of rebuilding the Peebles School. A new Police Station would be built on the Peebles School property. The following scenarios will be presented to the voters at Town Meeting for them to weigh the advantages and disadvantages as well as the cost of each scenario. The first scenario is to rebuild the Peebles School on the same site (the new Police Station would be built at an alternate site yet to be determined). Another is to renovate the Peebles School. The third is to add on to the Bournedale School. The other change is the Pocasset and Monument Beach Fire Stations have been moved into FY 2020. Significant repairs have been put into the headquarters building and now Pocasset is requiring repairs. The Capital Outlay Committee is trying to decide to move this up to save on interim repair costs.

Capital Improvements and Projects were then discussed. The Police Department is seeking funds to replace 4 police vehicles. General Debt will pay for these vehicles. The Fire Department requires the replacement of an ambulance. General Debt will cover this cost. The ladder tower requires repainting. The cost for this will come from Free Cash. The Department of Natural Resources have several boats that require repowering. A request to replace a pump out boat will be paid for out of the Waterways Fund. We will receive 75% of the cost back from a grant but we must appropriate the full amount. A Carolina skiff motor needs replacing which will be paid for by the Waterways Fund. Repowering a Boston Whaler is to be paid for by the Waterways Fund. Repaving Taylor's Point parking lot will be paid for by both General Debt and by the Waterways Fund. There were no questions regarding these requests. Bourne High School's roof is leaking and carpets need replacing. Both of these projects will be paid for from Free Cash. A two year plan to repair existing columns at the school will be paid for from Free Cash. The Technology Plan will be paid for from General Debt. These funds will purchase backup recovery. Also, they'll replace 250 desktop work stations at the Bourne Middle School and install anti-virus software. Asbestos abatement, is in the third year of a three year plan. The cost will be paid for by General Debt. Upgrading the HVAC Management System and replacing the Management Software at Bourne Middle School will be funded by Free Cash. DPW requests the replacement of two dump bodies each to be paid for from Free Cash. The

replacement of a sander plow and two general packers for curbside pickup/recycling will be funded by General Debt. DPW is also requesting funds for road maintenance. Finance Committee does not recommend the funds at this time. Further information is needed regarding this request. ISWM is replacing two large loaders with a 5 cubic yard wheel loader. Trade-ins will reduce the cost which will be paid for by Enterprise Borrowing. A 35 ton articulated truck will replace two articulated dump trucks. The cost will be funded by Enterprise Debt. The third item is Phase IV Stage I of Cap and Closure. The cost will be paid for by the Closure Fund. Shore and Harbor Committee annual dredging and ramp repair. These costs will be funded by the Waterways Fund. A new double lane boat ramp at Monument Beach is being requested by the Shore and Harbor Committee. Finance Committee is not recommending funds for this request because they have not received all of the engineering plans requested. This request has been deferred until the fall. Sewer Department is seeking funds for replacement of the sewer truck. Also, pumps and panels replacement to be paid for by Enterprise Fund retained earnings. Election and Registration is requesting a new voter assist terminal to be paid for by Free Cash. The Town Clerk's request for electronic voting equipment has been deferred. IT Department is requesting a new phone system. This is an ongoing project which is being funded by Free Cash and Enterprise Fund retained earnings. IT Department is also requesting funds for their back up system. The total recommended is \$4,669,700.00. \$369,800 of this total is Free Cash, \$1,461,900 is General Debt, \$1,500,000 is Enterprise Debt. \$263,000 is Waterways Fund, \$70,000 is Enterprise Fund retained earnings and \$1,500,000 is Closure funds from ISWM. There were no questions regarding the Capital Improvement Plan.

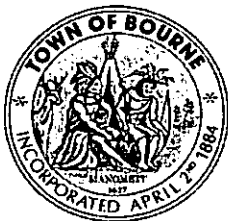
4. Long Term Projections Discussion – There was no discussion pertaining to the joint meeting with the Board of Selectmen.
5. Voter Handbook.
 - a. FinCom Report – recommendations – Ms. Mastrangelo is working on the FinCom report that will be in the voter handbook. The report is still being finalized based on the final recommendations by the Board of Selectmen. Ms. Mastrangelo feels that the voters need to be made aware that if the current budget passes, that an override will be needed in the fall or reductions will have to be made. A discussion transpired regarding Finance Committee recommending a possible override. **Mr. Redman made a motion that the Finance Committee vote to recommend the Town request an override in the Fall of 2015 an amount to be determined based on potential cuts should it not pass as outlined by the chairman and discussed this evening. His motion was seconded by Richard Lavoie.** The motion was unanimously approved.
 - b. Warrant article assignments. Ms. Mastrangelo assigned the remaining Articles. ATM Article 18 - Brian Lemee', STM Article 3 – Michelle Ford. Members will receive a complete list of assigned Articles.

6. Town Administrator Comment – None
7. Selectmen Comment – None
8. Finance Committee Comment – George Slade inquired about the meeting schedule.
9. Public Comment – Jim Mulvey, a town resident, found several old newspaper articles regarding the budget. He also voiced his opinion on reducing the quorum and the Peebles School.
10. Future Agenda Items – None

IV. Adjournment

. Mr. Redman motioned to adjourn the meeting Mr. Lavoie seconded. The motion carried.
The meeting adjourned at 9:05 PM

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Wednesday, April 15, 2015
7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$96,050

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Wednesday, April 15, 2015 at 7:00 PM at the Community Building.

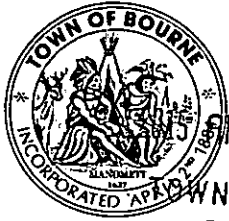
1. Reserve Fund Transfers
2. Minutes of previous meetings – 4/6/15
3. Warrant Article Review:
 - a. CPA Articles: STM Article 1 and ATM Articles 11-14
 - b. ATM Article 3 and Sources and Uses/Budget Updates
 - c. ATM Articles: 16 – 20
 - d. STM Articles: 2 – 4
4. 8:00 PM Public Hearing on the Budget
5. Vote ATM Articles: 1-10, 15
6. TA Comment (for informational purposes only)
7. Finance Director Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

2015 APR 13 PM 3 25
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo
April 13, 2014



TOWN OF BOURNE

Finance Committee

APR 15 PM 2 10 24 Perry Avenue
Bourne Clerk's Office
Bourne, MA 02532



Finance Committee
Wednesday, April 15, 2015
7:00PM

Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

Reserve Fund: \$96,050

MEETING NOTICE - Amended

NOTE: This meeting is being recorded for live broadcast and/or for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Wednesday, April 15, 2015 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers.
2. Minutes of previous meetings – 4/6/15
3. Warrant Article Review:
 - a. CPA Articles: STM Article 1 and ATM Articles 12-13, 11, 14
 - b. ATM Article 3 and Sources and Uses/Budget Updates
 - c. ATM Articles: 16 – 20
 - d. STM Articles: 2 – 3, 5
4. 8:00 PM Public Hearing on the Budget
5. Vote ATM Articles: 1-10, 15
6. TA Comment (for informational purposes only)
7. Finance Director Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

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Mary Jane Mastrangelo
April 13, 2014

Town of Bourne Finance Committee
Meeting Minutes

Bourne Community Center, 239 Main St. Bourne, MA 02538

April 15, 2015

2015 APR 30 PM 8 34
TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Mary Jane Mastrangelo called to order the regular meeting of the Finance Committee at 7:02 PM on April 15, 2015.

Roll call

Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Jeff Perry, Brian Lemee', Judy Conron, George Slade, William G. Scotti III, William Towne, Richard Lavoie, Christine Crane, and Kathleen LeGacy. Also in attendance were Thomas Guerino, Town Administrator, and Linda Marzelli, Finance Director.

Also Present: Selectmen, Donald Ellis and Peter Meier. Additionally, Michael Rausch of the Enterprise, Barry Johnson of CPC, George Sala of DPW, Susan Ross of Bourne Housing Trust/Bourne Housing Partnership, Barbara Thurston of the Bourne Housing Authority, Scott Fitzmaurice and Allyson Bizer Knox of the Hoxie Center, Sallie Riggs of the Main Street Steering Committee, Landscape Architect, David Conner, Jonathan Nelson, Facilities Director, and Jim Mulvey, a Bourne resident, were in attendance.

Documents – Motions of the Articles, Budget Changes, Budget Reduction Summary, Sources and Uses, Increases to Budget, STM Articles, Articles of the Warrant, Article V Budget Transfer, draft Warrant dated 4/6/15.

II. Agenda Items

- 1. Reserve Fund Transfers – no transfers**
- 2. Approval of minutes from the previous meeting**

Mr. Lavoie moved to accept the minutes from the 4/6/15 meeting. George Slade seconded the motion. The minutes were accepted with one abstention (Michele Ford).
Vote 11-0-1.

- 3. Warrant Article Review**

- a. **CPA Articles** – Barry Johnson, CPC Chairman, provided an overview of the Community Preservation Committee, how the committee receives its funding and how the funds are disbursed for community projects.

At this point, Ms. Mastrangelo announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, from the Enterprise, was taping the meeting.

STM Article 1 - George Sala, DPW Superintendent and Chairman of the Rec. Committee, offered a brief description of how CPA funds will refurbish 5 tennis courts, 1 basketball court and replacement of 1 playground equipment. There were no questions posed regarding this Article.

ATM Article 12 – Susan Ross, Chair of Bourne Housing Trust and Bourne Housing Partnership, spoke of the Down Payment Assistance/Subsidy Program being offered to residents who qualify for Affordable Housing but cannot afford a down payment and/or closing costs. This program assists homebuyers with a down payment and/or closing costs. Ms. Ross is also seeking additional funds for services and support to maintain and preserve Affordable Housing in the town. Barbara Thurston, Director of the Bourne Housing Authority, expressed the need for a sprinkler system and generator at Continental Apartments. Barry Johnson spoke on behalf of the Bourne Public Schools. He expressed their need to resurface the outdoor track at Jackson Field. He also spoke on behalf of the Cape Cod Canal Region Chamber of Commerce's request to make improvements to the Buzzards Bay Railroad Station Visitors Center.

ATM Article 13 – Barry Johnson, Chairman of CPC, is requesting funds to cover administrative and operating expenses.

ATM Article 11 – Scott Fitzmaurice and Allyson Bizer Knox, Executive Director of the Hoxie Center, spoke of their need for funds to improve safety in the building; i.e. structural improvements, sprinkler system, flooring, air quality, ramps, roof, air quality, and gas conversion. Another main focus is programming in Science and Art. She explained about a grant they received to implement "STEAM" education programs. This project has been funded by multiple sources not just town resources. A brief discussion transpired. Jonathan Nelson, Facilities Manager, - addressed the committee to further explain how some funding will cover Town Counsel fees as well as the Historical Architecture's fee for project oversight.

ATM Article 14 – Sallie Riggs of the Main Street Steering Committee discussed restoration and upgrades to Buzzards Bay Park. The Board of Selectmen asked this committee to do community outreach to see what type of upgrades or improved

amenities the community would like to see. A survey was conducted which helped the committee create an initial concept which was accepted by the Board of Selectmen. The funds requested would be for the initial phase of surveying, engineering design, upgrading electrical, lighting, landscaping, irrigation and an entrance. Total cost could be as much as \$1-1/2 million over a 2-3 year period. A brief discussion transpired.

4. 8:00 PM Public Hearing

Ms. Mastrangelo suspended the review of the Warrant Articles and opened the Public Hearing on the Budget. There was no public comment. **The Public Hearing was closed.**

The review of the Warrant Articles resumed.

- b. **ATM Article 3 and Sources and Uses/ Budget Updates** – Documents included in discussion were the budget document, updated Sources and Uses, list of Budget changes FY 2016, Reductions document (colored). Mr. Guerino gave a detailed explanation of the budget reductions he is recommending. Several of the reductions are in personnel by either eliminating positions or reducing hours. Departments with proposed reductions are COA, FIN, DPW, FIRE, HR, INSP. Prior reductions included the Community Building Director, mechanic at DPW and IT tech. assistant. Mr. Guerino also discussed other cost saving measures such as printing less reports, cutting back on professional development, office supplies, consulting fees, internal travel, temporary wages, overtime wages, and using more LED street lighting. There was a lengthy discussion regarding which positions are being eliminated, the difficulty in selecting these positions, and the reasoning behind the eliminations. Several committee members expressed their concerns/disapproval over the top level cuts being proposed. Mr. Guerino stated that past cuts have almost always been in support staff. He feels it's important to show that we're doing the best we can to minimize our expenses particularly with an override looming. Ms. Mastrangelo spoke of how the use of Free Cash was instrumental in balancing this budget and without an override, imagine how difficult the task of balancing the budget will be. Jim Mulvey, a Bourne resident, was allowed to address the committee. He expressed his opposition of some of the staff reductions. He stated that staff is already overloaded with work and to reorganize/share responsibilities shouldn't happen. Ms. Ford, Mr. Redman, Mr. Slade,

Mr. Lemee', Ms. Conron and Mr. Towne all shared their point of view. Selectman Meier addressed the committee.

c. ATM Articles 16-20

ATM Article 19 (out of order) – Sallie Riggs addressed the committee on expanding the waste water treatment capacity in Buzzards Bay. She discussed a two phase plan to implement the expansion. There were no questions posed.

ATM Article 16 – Mr. Guerino explained the purpose of the Article and the reason for amending the Bylaws pertaining to the Council on Aging.

ATM Article 17 - Ms. Mastrangelo presented the Article to the committee. Ms. Ford commented on the amount of Host Community Fees used to support the General Fund and how it relates to budget cuts.

ATM Article 18 - Ms. Mastrangelo explained to the committee that funds received from the Insurance Recovery Fund for water damage to the Community Building is in excess of \$20,000; therefore, a vote is required to appropriate it.

ATM Article 20 - Deferred to 4/27/15

d. STM Articles 2-3, 5

STM Article 2 - Ms. Mastrangelo presented the Article. She explained the funds requested will cover a deficit in Group Insurance and Snow and Ice Expenses. A brief discussion regarding employee health insurance transpired. A brief discussion transpired regarding FEMA's reimbursement for the multiple snow storms.

STM Article 3 - Ms. Mastrangelo presented the Article to appropriate funds for environmental assessments required by the Commonwealth to town leased land to the National Marine Life Center. There was no discussion.

STM Article 5 - Ms. Mastrangelo presented the Article to the committee. Mr. Guerino read a statement from ISWM General Manager, Dan Barrett, explaining the need to transfer funds from Retained Earnings to supplement the FY 2015 ISWM expenses. A brief discussion transpired. Ms. Crane inquired about a line item in the budget concerning a large amount of over-time. Mr. Guerino stated he would look into the matter.

5. Vote ATM Articles

Ms. Mastrangelo asked the committee to vote on Annual Town Meeting Articles 1-10 and Article 15.

Article 1. Mr. Lavoie moved to approve the Article. Ms. Conron seconded. With no discussion, the Motion was approved 12-0.

Article 2. Mr. Towne moved to approve the Article. Ms. Crane seconded. With no discussion, the Motion was approved 12-0.

Article 3. Deferred to 4/27/15.

Article 4. Ms. Ford moved to approve the Article. Mr. Slade seconded. With no discussion, the Motion was approved 12-0.

Article 5. Mr. Redman moved to approve the Article. Mr. Lavoie seconded. With no discussion, the Motion was approved 12-0.

Article 6. Ms. Ford moved to approve the Article. Mr. Lavoie seconded. With no discussion, the Motion was approved 12-0.

Article 7. Mr. Redman moved to approve the Article. Mr. Slade seconded. With no discussion, the Motion was approved 12-0.

Article 8. Mr. Towne moved to approve the Article. Mr. Lavoie seconded. With no discussion, the Motion was approved 12-0.

Article 9. Mr. Redman moved to approve the Article. Ms. Conron seconded. With no discussion, the Motion was approved 12-0.

Article 10. Ms. Ford moved to approve the Article. Mr. Slade seconded. With no discussion, the Motion was approved 12-0.

Article 15. Mr. Lavoie moved to approve the Article. Ms. Crane seconded. With no discussion, the Motion was approved 12-0.

6. TA Comment - None at this time.

7. Finance Director Comment – None at this time.

8. Selectmen Comment – None at this time

9. Finance Committee Comment – Ms. Crane acknowledged Mr. Guerino and the difficulty in selecting budget cuts. Mr. Guerino thanked her and followed up by thanking his team.

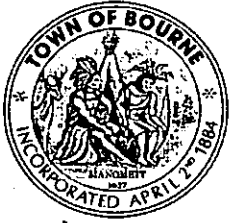
10. Public Comment – Mr. Mulvey appreciates the work of all members. He also commented on the committee's approval of new projects but feels previous projects are being ignored.

11. Future Agenda Items – Ms. Ford would like a discussion recommending the continuation of the Finance Planning Working group because they need to begin work the day after Town Meeting. Ms. Mastrangelo wants to incorporate department heads in the discussion and involving the public in these discussions as well.

III. Adjournment

Ms. Mastrangelo entertained a motion to adjourn the meeting. **Mr. Lavoie motioned to adjourn the meeting. Ms. Conron seconded. The motion carried.** The meeting adjourned at 9:35 PM.

Minutes submitted by: Carol Mitchell, Recording Secretary



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



The Reserve Fund balance \$96,050

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday May 4, 2015 at 6:00 PM at the Bourne High School Professional Library.

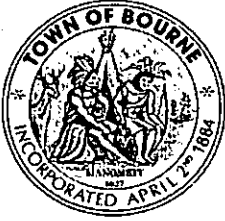
1. Minutes of previous meetings 4/27/15
2. Reserve Fund Transfers
3. Discuss and vote ATM and STM Articles as needed
 - a. ATM Article 20
 - b. ATM Article 3
 - c. Any other ATM and STM Articles requiring discussion and vote
4. Distribute Final Motions and Verbal Comments
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel

Mary Jane Mastrangelo
April 28, 2015

2015 APR 29 AM 8 23
TOWN CLERK'S OFFICE
BOURNE, MASS.



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



The Reserve Fund balance \$96,050

MEETING NOTICE Amended

The Finance Committee will hold a public meeting on Monday May 4, 2015 at 6:00 PM at the Bourne High School Professional Library.

1. Minutes of previous meetings 4/27/15
2. Reserve Fund Transfers
3. Discuss and vote ATM and STM Articles as needed
 - a. Vote essential and contingent articles
 - b. ATM Article 20
 - c. ATM Article 3
 - d. Any other ATM and STM Articles requiring discussion and vote
4. Distribute Final Motions and Verbal Comments
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
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Mary Jane Mastrangelo
April 28, 2015

2015 APR 30 PM 3 21
TOWN CLERK'S OFFICE
BOURNE, MASS

2015 AUG 14 AM 8 30

Town of Bourne Finance Committee
TOWN CLERK'S OFFICE
Meeting Minutes BOURNE, MASS

Bourne High School, Professional Library, 75 Waterhouse Rd, Bourne, MA 02532

May 4, 2015

I. Call to order

Ms. Mastrangelo called to order the regular meeting of the Finance Committee at 6:05 PM.

II. Roll call

Members Present: Mary Jane Mastrangelo, John Redman (arrived 6:35), Michele Ford, Jeff Perry, Brian Lemee', Judy Conron, George Slade, William G. Scotti III, William Towne, Richard Lavoie, Christine Crane, and Kathleen LeGacy (arrived 6:15).

Documents – Final Motions, Article 5 Motion, Article Tracker, Articles of the Warrant Handbook.

III. Agenda Items

1. Approval of the minutes of the previous meeting -

Mr. Scotti III motioned to accept the Minutes from the 4/27/15 meeting. Mr. Towne seconded. With no discussion, the Minutes were accepted Vote 10-0.

2. Reserve Fund Transfer – No Transfers

3. Discuss and vote ATM and STM Articles as needed

a. Vote essential and contingent articles – Ms. Mastrangelo offered a brief description then entertained a Motion to accept Articles 1-9 as essential. **Mr. Lavoie motioned to accept Articles 1-9 as essential. Ms. Ford seconded. With no discussion, the Motion was approved 10-0.**

b. ATM Article 20 – Ms. Mastrangelo explained that this is the Zoning Article. She asked the members to refer to the Motions handout and read the Motion. Mr. Slade offered an explanation of the Motion to the committee. Ms. Mastrangelo added to the discussion and offered an explanation of the amended Motion. Ms. Ford requested something more straightforward. Ms. Mastrangelo stated that if the committee votes to indefinitely postpone this Article, then it

can be amended and be presented again in the fall. If however the Motion is presented the Zoning Article has to pass by 2/3. If it is defeated, it cannot be presented again for two years. A brief discussion transpired. Ms. Mastrangelo entertained a Motion to indefinitely postpone Article 20. **Ms. Ford motioned to indefinitely postpone Article 20. Mr. Perry seconded.** The Motion passed with one abstention. **10-0-1. (Ms. LeGacy abstained)**

- c. **ATM Article 3 – Deferred**
- d. **Any other ATM and STM Articles requiring discussion and vote – Ms. Mastrangelo explained that there is a slight adjustment to the Capital Article Motion.**
4. **Distribute Final Motions and Verbal Comments – Ms. Mastrangelo reviewed the process of how each committee member will present their assigned Articles to the voters.**
5. **TA Comment – No TA Comment.**
6. **Selectmen Comment – No Selectmen Comment**
7. **Finance Committee Comment – No Finance Committee Comment**
8. **Public Comment – No Public Comment**
9. **Future Agenda Items – Finance Committee will meet sometime in June to have a debriefing of Town Meeting and a July closeout meeting.**

While waiting for the vote of the Board of Selectmen, there was an informal discussion among the members of the FinCom concerning the possibility of an override, budget deficits, also the possibility of a voter amending the Budget from the floor, turn backs, Meals Tax revenue and Special Town Meeting.

Selectmen Meier brought in the results of the Board of Selectmen's vote. Ms. Mastrangelo read their decision. She explained that they've broken it into two Motions.

1. The Board of Selectmen support putting an override question for the voter's consideration to be presented to the voters in the fall of 2015. Vote 4-1.

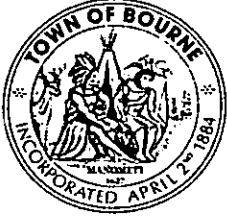
2. Move that if an override question in the fall of 2015 fails, the selectmen will recommend a reduction in the FY 16 budget by at least an amount required to bring Free Cash up to the Town's financial policy. Vote 3-2.

Finance Committee will make a positive Motion.

IV. Adjournment:

Mr. Redman moved to adjourn the meeting. Ms. Ford seconded. The meeting adjourned at 9:20 PM.

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



The Reserve Fund balance \$96,050

MEETING NOTICE

The Finance Committee will hold a joint public meeting with the Board of Selectmen and School Committee on Tuesday, June 9, 2015 at 7:00 PM at the Bourne Veteran's Community Building, 239 Main Street, Buzzards Bay, MA.

1. Review Annual Town Meeting
2. Discuss and establish dates for Override Ballot and Town Special Town Meeting
3. Discuss and adopt Override Schedule
4. Discuss preliminary override amount and amount of FY16 (17) Budget Reductions if override question does not prevail.
5. Adjourn

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
June 5, 2015

2015 JUN 5 PM 9 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Meier, Marie

From: MJM@MRAINC.ORG
Sent: Wednesday, June 10, 2015 1:30 PM
To: Chapman, Wendy; Johnson, Barry; Meier, Marie
Subject: Finance Committee Meeting 6/9/15

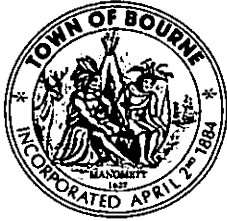
Please be advised that there was not a quorum of Finance Committee members for the Finance Committee meeting posted for 6/9/15 at 7:00 pm.

There were six members present. These members attended the joint Board of Selectmen/School Committee meeting that was held, but the Finance Committee was not called to order there were no votes of the Finance Committee and no action was taken by the Finance Committee.

Sincerely,

Mary Jane Mastrangelo
Chair, Bourne Finance Committee

2015 JUN 10 PM 2 57
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532 JUL 2 PM 12



FY15 Reserve Fund \$ 96,050.00
FY16 Reserve Fund: \$200,000.00

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Monday July 13, 2015 at 7:00 PM at the Community Building.

Call Joint Meeting of the Finance Committee and Board of Selectmen to Order.

1. FY15 Reserve Fund Transfers (Finance Committee)
2. FY15 Year-end transfers and closeouts (Finance Committee and Board of Selectmen)

Recess and reconvene in joint session with School Committee.

Call Joint Meeting of Finance Committee, Board of Selectmen and School Committee to Order.

3. Override and Proposed Reductions – preliminary discussion
4. Financial Policy Discussion
5. Next Steps
 - a. Updated proposed Override Schedule Calendar
 - b. Public Outreach Discussion
6. Adjourn Board of Selectmen and School Committee – Recess Finance Committee

Reconvene Finance Committee – Call Meeting to Order

1. Minutes of previous meetings 5/4/15
2. FY16 Reserve Fund Transfers
3. Finance Committee officer discussion and vote
4. Finance Committee representative appointments – all committees
5. TA/Finance Director Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items
9. Adjourn

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Finance Committee meetings are televised on the local cable channel.

Mary Jane Mastrangelo
July 1, 2015

**Town of Bourne Finance Committee
Meeting Minutes**

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

July 13, 2015

2015 OCT 23 PM 12 15
TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on July 13, 2015. Ms. Mastrangelo announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

Ms. Mastrangelo then asked Selectman Mealy if he would like to call the Board of Selectmen meeting to order. Selectman Mealy called to order the Board of Selectmen meeting at 7:01 PM.

Ms. Mastrangelo then introduced the new member of the Finance Committee, Andrew Roth. She then asked all present to introduce themselves to Mr. Roth.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie, Andrew Roth and Kathleen LeGacy. Also in attendance were Thomas Guerino, Town Administrator, and Linda Marzelli, Finance Director.

Finance Committee Members Excused: Jeff Perry

Board of Selectmen Members Present: Selectmen Stephen Mealy, Peter Meier, Donald Pickard, Michael Blanton and Donald Ellis.

School Committee Members Present: Heather Dipaolo, Laura Scena, Anne Marie Siroonian, Judy Froman, Mitch McClain, and Christopher Hyldborg.

School Committee Members Excused: Matthew Stuck

Also Present: Superintendent Lamarche. Michael Rausch of the Enterprise, Fire Chief Sylvester, Police Chief Woodside, George Sala of the DPW, Carol Mitchell, Recording Secretary, Jonathan Nelson and Jim Mulvey, a Bourne resident, were in attendance.

Documents: Agenda, Reserve Fund Transfer documents, Year-End Transfer document, Impacts of Failed Override, Draft Financial Policy, and Working Override Schedule

III. Agenda Items

1. **FY 15 Reserve Fund Transfers** – Mr. Guerino stated there were several and began with salaries. He explained each line item and the amount being transferred.

TA salary, \$2,318.88 covers clerical/office longevity.

Human Resources, \$24,999.27 is the final payment on the contract for accrued vacation and leave.

Planning Board, \$6.16 for clerical.

Shore and Harbor, \$11.30 for secretarial.

Snow and Ice, \$1411.01 for over time.

Board of Health, \$1,107.73 for Out of Grade Pay.

Community Building Director, \$1,564.47 for vacation pay.

He then went on to explain the expenses beginning with \$6,608.84 for a Human Resources pre-employment physical and advertising.

ISWM Working Group, \$365.00 for working group travel.

Planning Board, \$300.00 for printing and advertising.

Board of Appeals, \$400.00 for extra meetings and postings.

Inspections, \$1,750.00 for travel expenses.

DPW, \$7,500 for fuel costs.

Fire Dept., \$15,000.00 for fuel.

Snow and Ice, \$14,707.28 to cover costs of the numerous snow storms.

Veteran's Benefits, \$18,000.00 additional funds to cover Veteran's benefits.

FY 15 Reserve Funds Transfers total \$96,050.00.

Ms. Mastrangelo entertained a motion to approve the FY 15 Reserve Fund Transfer amount of \$96,050.00. **Ms. Ford motioned to approve the FY 15 Reserve Fund Transfers. Mr. Lavoie seconded.** With no discussion, the motion carried unanimously. 10-0.

2. **Year-End Transfers** – Ms. Marzelli explained that the Year-End Transfer would require a vote from both FinCom and the BOS.

Ms. Marzelli explained that at the end of the year, the Town is allowed to transfer up to 3% of a department's budget to another department with a vote from the BOS and

FinCom. She explained that County Retirement would like to transfer \$38,799.00 from the County Retirement fund to the LIUNA Pension Fund, and \$42,009.74 from the County Retirement Fund to the FICA/Medicare tax line.

The second request is to transfer \$25,000.00 from the Fire Department salaries to the Fire Department's expenses.

Ms. Mastrangelo entertained a motion to transfer \$38,799.00 from the County Retirement Fund to the LIUNA Pension Fund, \$42,009.74 from the County Retirement fund to the FICA/Medicare tax line and \$25,000 from the Fire Department salaries to the Fire Department's expenses. **Ms. Ford motioned to transfer \$38,799.00 from the County Retirement Fund to the LIUNA Pension Fund, \$42,009.74 from the County Retirement fund to the FICA/Medicare tax line and \$25,000 from the Fire Department salaries to the Fire Department's expenses. Mr. Lavoie seconded.** Mr. Mealy asked if the transfer to Fire pertained to fuel expenses. He was informed that it does pertain to fuel. Mr. Blanton questioned that this request is a transfer that will occur within the Fire Department's own budget. Ms. Marzelli indicated it is. With no further discussion, the motion carried unanimously. 10-0

Selectman Mealy entertained a motion to approve the transfers. **Selectman Meier moved to approve the transfers. Selectman Blanton seconded.** With no discussion, the motion passed unanimously. 5-0

A third request was to transfer \$200,000.00 from the ISWM Reserve Fund to the ISWM Host Community Fee. This would cover an unforeseen adjustments. Ms. Mastrangelo entertained a motion to transfer \$200,000.00 from the ISWM Reserve Fund to the ISWM Host Community Fee. **Mr. Redman moved to transfer \$200,000.00 from the ISWM Reserve Fund to the ISWM Host Community Fee. Ms. Ford seconded.** Ms. Mastrangelo reminded the committee that any amount in the Host Community Fee in excess of the budgeted amount of \$600,000.00 will be placed in the Capital Stabilization Fund. There is \$174,020.00 in excess. With no further discussion, the motion carried. 10-0

Finance Committee recessed to reconvene in joint session with School Committee

Mr. Mealy reconvened the Board of Selectmen Meeting.

3. **Override and Proposed Reductions** (preliminary discussion) – Ms. Mastrangelo explained that the purpose of the joint meeting was to have a preliminary discussion concerning the pending Override request and to discuss Financial Policy.

Town Administrator Guerino addressed the group. He started by thanking the Advisory Group that consisted of both Public Safety Chiefs, the Finance Director, DPW Director, the Library Director, the School Superintendent and the DNR Director. Mr. Guerino also thanked Mr. Slade, Mr. Redman, the members of the FPWG and the Board of Selectmen, specifically Chairman Mealy. He noted that

both municipally and educationally, all involved have worked extremely hard to bring the departmental revisions forward with the least amount of citizen impact. He added that the proposed reductions by department are hard; collectively they are devastating. He reminded the members that the Town was directed to reduce the FY 16 budget before Town Meeting by an additional \$200,000.00 resulting in 5 reduced, eliminated or consolidated positions and \$34,000.00 in line item reductions.

Mr. Guerino noted that the School Department made similar reductions in their budget before it was brought forward for final vote at Town Meeting and added Town Hall and Administration has been reducing line items and staffing expenditures annually for several years.

Mr. Guerino then referred to the Impacts of a Failed Override handout. He summarized both the non-school and school's proposed reductions over a 12 month period. Before reviewing the individual reductions per department, Mr. Guerino explained that each of the departments followed a similar format when developing their reductions presentation. Each presentation depicts current staffing, services provided, recommended reductions and the impact of the reductions.

Mr. Guerino continued, offering a brief synopsis of each individual department's submissions. Upon completion of the overview, Ms. Mastrangelo opened the discussion for questions and comments from the members.

Mr. Lavoie inquired as to whether the Impacts of a Failed Override handout was posted on the Town's website. Mr. Guerino indicated it was not yet but that it would be soon. Ms. Mastrangelo wants to make sure that it's posted as a draft. Mr. Blanton agrees that the information should be made available on the Town's website as soon as possible.

Mr. Lemee' inquired as to how many employees the Town currently has and what percentage will be reduced. Mr. Lamarche indicated that the School Department has 260 FTEs. Mr. Guerino indicated the Town has 200-225 FTEs. The proposed staff cuts would be equivalent to approximately 10% of the Town's employees. Mr. Pickard suggested breaking down the number of positions being eliminated by department rather than as a total for the Town as a whole. Mr. Guerino indicated that in the future, each department would be represented but for the purpose of that evening's meeting, the information was consolidated. Mr. Meier stated that the snapshot presented is the reason that the Override should be supported. He added that further cuts would not be feasible.

Ms. Mastrangelo indicated that the information being presented was a preliminary snapshot of the proposed reductions. She asked all committee members to present any questions they may have to their chairperson who will then forward them to the Town Administrator so that he and the Override Working Group can work through them. She added that there's a lot of information to absorb including grants and the possible loss of revenue including the School Choice revenue, ambulance fees etc...

The reductions they're proposing will also cause future reductions in revenue. Mr. Pickard inquired about the amount received in ambulance fees and why in eight years they haven't increased. He added that the amount of calls have increased but the revenue amount has not. He feels that we may not have an aggressive collector and we should look into what's happening. Ms. Mastrangelo stated that it may be because the amount that insurance companies reimburse for hasn't increased; but agreed that it is worth looking into to possibly increase revenue. Mr. Pickard then inquired as to the timeline of when we'd receive grant money and if we knew for sure that we'd be receiving it. Chief Sylvester explained that his department has been working very hard to secure the grant. He stated that they should have an answer from FEMA by August 10, 2015. He added that because the amount is over one million dollars, the request must go before Congress. He stated that to maintain the 8 firefighters / paramedics, the amount they're seeking is \$1.2 - \$1.3 million dollars. The chief also addressed the inquiry concerning ambulance billing. He stated that of the 4,800 calls received, 3,100 were EMS. He added that the Federal Government has cut the amount that they'll reimburse; because they set the rate, we can only bill the allowable amount.

Mr. Guerino added that the Town's collection company, Coastal Collections, does an excellent job. Mr. Redman inquired about mutual aid. Chief Sylvester explained that the Town of Bourne is supplying more mutual aid to the outlying communities. He added that we offer Wareham assistance frequently which generates revenue for the Town. Additional revenue is received when we assist another town with a fire incident; this enables us to bill the insurance company.

Mr. Guerino reminded the group that approximately 30% of the Town's workforce was cut with the 1990 Override and many positions have not been reinstated. Additionally, each department has made numerous reductions throughout the years. So much so, that now there is little left to cut and still maintain basic Municipal services.

Ms. Mastrangelo asked the audience for comments. There weren't any. She then reiterated to the members to submit any questions they may have to their committee chairperson who will then forward to the Town Administrator.

Selectman Mealy thanked all committee members and department heads for their efforts thus far. He also addressed the public; informing them that all was being done by Town Management to look at the way tax dollars are spent while trying to make up for the short fall that has developed over the last several years. The intention is to bring all of the information together and begin to disseminate to the public through various means. He encouraged department heads to attend upcoming meetings that will be held in the various villages to answer one on one questions and provide information to the general public. He added that it won't be an easy task and in some cases layoffs may include employees that have been with the Town for many years.

Mr. Mealy continued by restating the importance of providing the most information so that taxpayers will make a legitimate decision considering what the impact will be not only on the Town but on themselves and their tax bills to maintain the current services.

Mr. Pickard feels that a better explanation of how the Town arrived at their numbers is needed. He opposes cuts to police or fire and would like the Town Administrator to supply a fact sheet explaining how the departments arrived at their figures. This would allow a better presentation to the public.

Ms. Mastrangelo agrees that a fact sheet would be helpful but added; if you take the police and fire proposed FY 17 reductions totaling \$311,000.00 and try to divide that amount among the remaining non-school departments, some of those departments are so small that finding the \$300,000.00 elsewhere will completely eliminate functions.

Ms. Mastrangelo discussed briefly Priority Based Budgeting and what is considered Essential Services. A brief discussion transpired concerning Essential Services vs. Nice-to-Have Services.

Chief Woodside added additional comment concerning Priority Based Budgeting and how it varies in different parts of the country. He reminded the group that in Massachusetts, the police are the first responders to every fire call and every rescue call and added that the two departments work very well together. A brief discussion transpired.

4. Next Steps

- a. **Updated Proposed Override Schedule Calendar** – Selectman Mealy explained that the calendar has been revised and now goes through to October 19th. Ms. Mastrangelo explained that the first page of the schedule are meetings that have already taken place.
- b. **Public Outreach Discussion**- Ms. Mastrangelo stated that based on the Working Override Schedule, community outreach would occur between June 23rd and August 25th. She added that there will be two stages of outreach. The first is community input on the information being outlined at tonight's meeting.

The second is the public input after the BOS make their final decision on the Override amounts. Ms. Mastrangelo would like the Override Schedule posted on the Town's website. This will allow the public to see when the meetings will occur and whether or not they'll be televised.

She then summarized the dates of scheduled meetings and the topics that will be addressed at those meetings. Mr. Blanton discussed the importance of holding informational meetings prior to Labor Day to include summer residents and not just year round residents.

Ms. LeGacy discussed the social media aspect of public outreach. She explained how Twitter, Facebook and a blog on the Town's website will be a good tool which will be used to provide/receive information from the community. She added that this will be a faster way to disseminate information to the Town's people. A brief discussion transpired. Ms. Conron discussed the possibility of utilizing the Bourne Enterprise as a method of providing information.

Mr. Slade feels it's important to have a unified message. Ms. Mastrangelo explained what type of information will be posted on the Town's website. Ms. Froman feels it's important to post a voter registration deadline. Ms. Mastrangelo would like to add a "register to vote deadline" reminder to the schedule. A brief discussion transpired concerning the register to vote deadline.

Mr. Pickard suggested that Town Counsel review all material prior to posting on the Town's Website to avoid any legal repercussions.

Mr. Blanton expressed the importance of utilizing social media to engage the public. Mr. Mealy expressed concern on not being able to respond immediately to Facebook posts. He is going to organize a workshop geared toward community outreach.

5. **Financial Policy Discussion** – Ms. Mastrangelo explained that the FPWG has spent a lot of time discussing Financial Policy. She added that the Financial Policy is endorsed and approved by the Town Administrator, the Board of Selectmen, the Chair of the Finance Committee (representing the entire Finance Committee), the Finance Director and the Town Treasurer. The last Financial Policy change was in 2010. Ms. Mastrangelo instructed the members to submit any questions concerning the draft Policy to their chairperson who should forward them to Selectman Mealy.

Ms. Mastrangelo and Mr. Mealy explained the additions/ changes to the Policy.

- Infrastructure Policy was added to the introduction.
- A statement was added to Budget Guidelines, defining what a balanced budget is.
- Fiscal Reserve Guidelines, the definition of Free Cash was strengthened.
- Stabilization Fund is defined.
- Capital Stabilization Fund is defined.
- How the Capital Stabilization Fund will be replenished is better defined.
- ISWM Stabilization Fund is defined.
- Employer Health Fund was added.
- Overlay Reserve added to the Policy.
- Reserve Fund is better defined.
- OPEB Fund was added.
- Further definition added to Free Cash Policy and use of those reserves.
- Uses for the Capital Stabilization Fund is better defined.

- A guideline was set for how much Free Cash may be used when balance is above Policy.
- Established a plan to replenish Reserves if they fall below guidelines.
- Multi-year Financial Plan Forecasting changed from 10 years to 5 years.
- Lettering is uniform throughout.
- Capital Budget is defined.
- Post Employment Benefit Liabilities/ Pension liabilities were added.
- Updated Non-Tax Revenue definition.

A brief discussion transpired.

IV. Adjournment

Ms. Scena motioned to adjourn the School Committee Meeting. **Heather DiPaolo seconded.** With no discussion, the motion carried 6-0.

Selectman Mealy motioned to adjourn the Board of Selectmen meeting. **Selectman Meier seconded.** With no discussion, the motion carried 5-0.

Ms. Mastrangelo reconvened the Finance Committee Meeting

1. Approval of Minutes from 5/4/15 meeting

Mr. Redman motioned to approve the Minutes of the 5/4/15 meeting. **Mr. Lemee' seconded.** With no discussion, the motion carried 10-0.

2. Finance Committee Officer discussion and vote

Ms. Ford moved to appoint Mary Jane Mastrangelo as Chairperson of the Finance Committee. Mr. Redman seconded. With no discussion, the motion carried 10-0. **Mr. Lavoie moved** to appoint Michele Ford and John Redman as Co-Vice Chairs of the Finance Committee. **Ms. Conron seconded. With no discussion,** the motion carried 10-0.

3. Finance Committee Representative Appointments

Ms. Ford motioned to confirm the appointments of the Finance Committee. **Mr. Redman seconded.** With no discussion, the motion carried 10-0.

4. T/A Comment – None

5. Finance Committee Comment – A brief discussion transpired concerning the scheduling of future FinCom meetings.

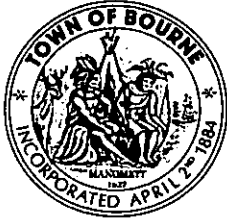
6. Public Comment – None

**7. Future Agenda Items – None Presented. Next meeting date is scheduled for
September 14, 2015 at 7:00 PM.**

V. Adjournment

Dr. Towne moved to adjourn the meeting. **Ms. LeGacy seconded.** With no discussion, the motion carried 10-0. The meeting adjourned at 9:15 PM

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



2015 AUG 13 PM 2 03

FY16 Reserve Fund: \$200,000.00

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

**Finance Committee Joint Meeting with
School Committee and Board of Selectmen
Tuesday, August 18, 2015
7:00PM**

**Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532**

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Tuesday August 18, 2015 at 7:00 PM at the Community Building.

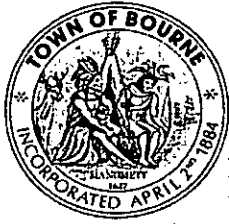
NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

7:00 p.m. Call to order Joint Meeting of Finance Committee, School Committee and Board of Selectmen

1. Office of Campaign and Finance presentation on Do's and Don'ts regarding Overrides
2. FY16 Sources and Uses
 - a. Sources and Uses with Override
 - b. Sources and Uses with reductions based on input from July 28th and year end
3. Review and Discuss Community input and alternatives
4. Fire Department Budget Adjustments
5. Board of Selectmen Third, final reading of Financial Policy and potential vote for engrossment.
6. Other business of the joint committee meeting
7. Adjournment

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are televised on the local cable channel.

Mary Jane Mastrangelo
August 13, 2015



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



FY16 Reserve Fund: \$200,000.00

MEETING NOTICE

Finance Committee
Monday, September 14, 2015 at 7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

The Finance Committee will hold a public meeting on Monday, September 14, 2015 at 7:00 PM at the Community Building.

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time. Finance Committee meetings are televised on the local cable channel.

- 1) Call to order
- 2) Note any absent or excused members
- 3) Reserve Fund Transfers
- 4) Discussion on Impacts of Failed Override – see attached list of Departments
 - a) BOS Budget Priorities used in determining reductions
 - b) Review of reductions if override fails: Administrative Services, Public Safety, Public Works, Health and Human Services, Culture and Recreation, Bourne Public Schools, Upper Cape Tech, Debt Service, Shared Costs
- 5) FY16 Sources and Uses
 - c) Review History of Local Receipts Revenues
 - 5 year History of Ambulance Fund
 - 5 year History of Waterways Fund
 - d) 5 Year History of Snow and Ice
 - e) FY16 Sources and Uses with Override
 - f) FY16 Sources and Uses with reductions based on BOS vote of 9/1/15
- 6) Review Free Cash Analysis – New Financial Policy
 - a) Free Cash Analysis with Override
 - b) Free Cash Analysis – reductions scenario
- 7) Review Community Outreach Dates
- 8) Public Comment
- 9) Finance Director Comment
- 10) Town Administrator Comment
- 11) Finance Committee Comment
- 12) Future Meetings – Topics and Dates
- 13) Any other business
- 14) Adjournment

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
September 14, 2015

2015 SEP 8 AM 8 25
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Finance Committee
Meeting Minutes
Bourne Veterans Memorial Community Center
239 Main St. Bourne, MA 02532

September 14, 2015

2015 OCT 23 PM 12:43
TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on September 14, 2015. Ms. Mastrangelo announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie, Jeff Perry, Andrew Roth and Kathleen LeGacy (7:09 PM).

Finance Committee Members Excused: Michele Ford

Also Present: Thomas Guerino, Town Administrator, Linda Marzelli, Finance Director, Michael Rausch, Bourne Enterprise, Carol Mitchell, Recording Secretary, Selectman Stephen Mealy, Chris Hyldburg, Steven Lamarche, Jonathan Nelson, Mary Crook, Barry Johnson, Charlie Noyes, Chief Woodside, George Sala, Selectman Don Ellis, Krissanne Caron and Jim Mulvey.

Documents: Agenda, Free Cash Analysis, History of Snow & Ice document, History of Waterways/Ambulance, Cuts Sources and Uses document, Override Sources and Uses and Listing of Departments document.

III. Agenda Items

1. **Reserve Fund Transfers - None**
2. **Discussion on Impacts of Failed Override**
 - a. **Board of Selectmen Budget Priorities used in determining reductions**

TA Guerino stated the Board of Selectmen made it clear of their desire to keep public safety intact, including DNR (Dept. of Natural Resources). Mr. Guerino stated that initially, closing one fire station was being considered. That has since been rescinded. Other departments excluded in the reductions were departments that had previously faced reductions and/or departments of one; i.e., Planning Board, Inspections, Conservation and Health.

Human Service/ Recreation programs were also spared as much as possible; however, they still face significant cuts. Fee structures were re-evaluated; additionally, the schools' percentage of budget was assessed.

b. Review of Reductions if override fails

Mr. Guerino clarified that the BOS had not voted on any of the reductions being presented; therefore, they were only recommendations. Mr. Guerino stated that the BOS had voted on a dollar figure for the reductions; but, the actual programs and departments facing cuts has not yet been finalized.

Mr. Guerino presented the proposed reductions to Administrative Services and General Government as follows:

ADMINISTRATIVE/ GENERAL GOVERNMENT LISTING OF DEPARTMENTS

Town Administrator – One ½ time position will be eliminated.

Human Resource – This entire department of 2FTEs was reduced in the last set of budget cuts.

Finance Department – One full time position will be reduced to a ½ time position in the Treasurer/Collector's Office. That compounds the reduction that was made in the Assessor's Office of one full time person in the last budget cuts.

Ms. Mastrangelo inquired as to how many FTEs there are in the Finance Department. Mr. Guerino stated there are 13. She then asked for a detailed list of how many FTEs each department has and how many are being eliminated with the proposed reductions.

Town Clerk – there are two FTE positions. One is being reduced to a ½ time.

Barry Johnson, Town Clerk, was asked to address the committee concerning how the reductions will impact his department. Mr. Johnson offered a brief synopsis on how the reductions will affect his department. When finished, Mr. Johnson reminded voters the date of the Special Election, the cut-off date to become a registered voter, the location of each polling station, absentee ballot information and the Special Town Meeting date. Ms. Mastrangelo thanked him for attending.

Mr. Guerino asked the Finance Committee chair if he could go back and offer an explanation of how the reductions will impact the Town Administrator's Department. She agreed.

Mr. Guerino explained that the ½ time position is a long-time permanent part-time employee who had been a full-time employee. He stated this position keeps all of the licensure up to date, undertakes the annual report, and handles accounts payables for many of the town departments. He stated several years ago there were three full time and one ½ time Administrative Assistants in the TA/BOS's Office. Over the years, the positions have been eliminated. The proposed cuts will now bring the department down to two. He added that some of the HR function has been brought into the TA/BOS's Office such as Worker's Comp., maintaining employee files, as well as some of the pre-placement physicals. He stated that losing ½ of the current 2 ½ FTEs is going to be a substantial loss.

Ms. Mastrangelo commented that many people aren't aware of just how many cuts and reductions have been done over the last few years. Mr. Guerino added that costs have also been shifted.

Ms. Marzelli commented on the Finance Department losing a ½ time person. That's in addition to the ¾ person who was cut earlier this year. She stated the Treasurer's Office already lost a ½ time person with previous cuts and was never reinstated. The Treasurer's Office has also added some HR function to their department. It now administers the

benefits for all employees. Ms. Marzelli feels with the upcoming changes in the Affordable Care Act, the department may fall behind with some of its responsibilities. She added that after a lengthy process, the Assessor's Office has hired an assistant assessor.

Mr. Guerino stated that even though a ½ time person was approved in the budget for the IT Department, the hiring for that position has been postponed. He stated the Town's IT Department is extremely short staffed in comparison to other cape towns which range from 2-11 IT employees.

Mr. Lavoie asked if the hiring of the assistant assessor was to replace an existing assessor. Ms. Marzelli stated the former position was a 25 hour position; however, when the clerk position was eliminated, the hours were increased to 35 hours. Mr. Lavoie then inquired as to why that position was being filled when many other cuts are being made. Ms. Marzelli stated the department can't be without this position since eliminating the clerk position. She added that this position's hours were increased with the hopes that the newly hired assistant may at some point replace the soon-to-be retiring assessor.

Independent Audit – No Reductions

Legal – No Reductions

Election & Registration – No Reductions

Conservation Commission – Mr. Guerino explained that ConCom is a one person department, which at one time staffed 1 ½ people. It then became a two person department; but, is now down to one. The assistant there was cut around 2011.

Planning Department - Mr. Guerino explained there is one person in the Planning Department. This person also issues passports, works a lot with the Appeals Board and assists in the Inspections Department.

Board of Appeals - Mr. Guerino explained that the assistant from the Planning Department also covers this department. There are no FTEs in this department.

Engineering – Mr. Guerino stated this department has 1.5 staff members; however, the department shares a technician with the Planning Department (not Planning Board)

Shore and Harbor – This is an expenses only department there are no FTEs.

Economic Development – Mr. Guerino stated this is a \$12,000.00 line item. \$5,000.00 of which goes to the chamber for marketing. Another \$5,000.00 helps to staff the Visitor's Center at the Sagamore Park & Ride. \$2,000 is set aside in case there's a small contract or publication available to participate in. Mr. Guerino stated that these funds will be eliminated in next year's budget.

Town Hall Maintenance – Ms. Mastrangelo stated this is no longer a line item in the budget. It is now included under the Facilities line item. Mr. Guerino concurred but added an outside custodial company was hired approximately a year and a half ago to come in nightly for a few hours to maintain the facility. This will be reduced by 40%, or three nights per week instead of five.

Facilities Maintenance – Deferred (momentarily)

Telephone – No Reductions

Other General Govt. – Mr. Guerino stated there were some small sundry reductions but nothing of huge consequence relating to the override.

Ms. Mastrangelo asked the committee if anyone had any questions. Dr. Towne inquired as to whether the initial cuts per department was 10% across the board. Mr. Guerino stated he did not recall there being any discussion of there being an across the board percentage. He added that it didn't make sense to do an across the board cut because the smaller departments would be severely impacted. Dr. Towne then asked if a hiring freeze has been implemented. Mr. Guerino stated there has been, adding that should a position be vacated, if it's deemed to be essential, the BOS must approve the refilling of that position. Dr. Towne then asked if two new police officers were hired. Mr. Guerino stated there were three new hires. He stated that public safety would not be faced with reductions. He further explained that back in 2008, there had been a targeted override of some \$400,000.00 to maintain the Police Department staff. Dr. Towne feels it's a detriment to other departments not to reduce public safety. Ms. Mastrangelo disagreed adding that overall, the two years of reductions to the non-school portion of the budget is 4.63% and the school reductions are 4.65%.

Mr. Lavoie posed a follow up to Dr. Towne's question. He stated several residents have approached him and asked why there have been promotions in both the Police and Fire Departments. Ms. Mastrangelo asked to defer this question until the police reductions are discussed. Mr. Lavoie agreed.

Facilities Maintenance – Ms. Mastrangelo asked Jonathan Nelson, Director of Facilities, to discuss the reductions to his department's budget. She stated the last outline that was reviewed by the FPWG reflected reductions totaling \$5,200.00 in salary and \$11,330.00 in expenses. Mr. Nelson stated the salary reduction was due to his contract being re-negotiated and the expense reduction was due to a change in custodial services. He stated the outside cleaning company comes in 5 nights per week and when there's a scheduled evening meeting to do additional detail work. This is going to be reduced significantly which will have an impact on how meetings are scheduled at Town Hall. A discussion transpired concerning which departments still meet at Town Hall, i.e., Board of Health, Board of Appeals and Conservation and occasionally, other committees hold their meetings there as well.

A brief discussion transpired pertaining to the estimated amount of foot traffic at Town Hall on a daily basis.

Dr. Towne inquired as to whether any consideration had been given to adjusting the hours that Town Hall is open, perhaps staying open later one day and closing altogether on Friday. Mr. Guerino replied that it had been discussed on more than one occasion; however, because Bourne is a seasonal town, a lot of business is conducted March through October particularly on Fridays; therefore, it wouldn't be prudent to close on Fridays. Mr. Guerino stated they are still weighing options. Ms. Mastrangelo thanked Mr. Nelson for attending.

With no other questions or comments pertaining to the Administrative/General Government section on the budget, Ms. Mastrangelo moved on to the Public Safety portion.

Mr. Guerino stated that Chief Sylvester was unable to attend this meeting because he was out of town for trainings.

Police Department – Ms. Mastrangelo asked Chief Woodside to explain to the committee where the Police Department stands with their staffing, how many police officers they are supposed to have and the training requirements.

Chief Woodside explained to the group that with the 2008 override, 50 uniformed officers would have been the suggested number to employ based on the Town's population. Prior to the 2008 override, the BOS had voted to hire one or two officers but then pushed to increase the number based on the national standard. The BOS ultimately decided on an override to increase police staffing, adding 5 officers. That increase put the department at 48. At that time, the Town decided to run four patrol cars 24 hours per day, 7 days a week. That number at times diminished over the years when cuts were made, eventually 14 positions were lost. Those positions were never filled because Town finances dictated the ability to fill them.

When the override passed, the department started hiring. Chief Woodside stated it takes approximately 1 ½ years to hire a new officer. Unlike a firefighter/paramedic, who can begin working immediately before having to attend the Fire Academy, in Massachusetts, a Police Officer must attend the Police Academy first. He explained that because of this requirement, the academy fills up quickly. Additionally, there's the civil service factor which lengthens the process.

As it stands right now, the department has 3 open positions. One position is open because one officer transferred to the Environmental Police. Two other vacancies resulted from officers experiencing medical issues in the academy.

There's an academy in September, which might've been the next opportunity to hire; but, there isn't a civil service list available yet so hiring won't be possible. The results of the May civil service test will be available November 1st. When the list is received, background checks are conducted and qualified candidates will hopefully attend the March 1st academy. The academy takes 5 ½ months to complete. Then, field training is conducted lasting 3-4 months. The next officer won't be finished with the extensive training until December of 2016.

The chief stated that in order to save money, he and the Town Administrator looked at ways to lower overtime expenses. A lot of the overtime generated is supervisor coverage because one sergeant is required to be on duty 24/7. He added that he is frugal and always looking to make reductions. He's been able to save money with collective bargaining. Additionally, all time off requests; i.e., vacation requests and personal days are controlled. Sick time is monitored closely as is holiday time.

Even though the department has hired officers, other positions have been reduced or eliminated throughout the department. He stated that by hiring officers, he is simply trying to honor the 4 patrol plan which is what the tax payers approved with the 2008 override.

Chief Woodside then addressed the earlier question concerning promotions. He stated the department is comprised of a chief, two lieutenants and seven sergeants. He stated when one lieutenant retired, a sergeant was promoted to lieutenant to fill that vacancy.

Dr. Towne asked if the officer earns a salary while attending the academy. The chief stated he/she does. He also inquired as to whether the Town pays tuition to the academy. The chief stated the tuition is the responsibility of the officer. He stated the Town front loads the tuition if the officer can't afford to pay it, \$100 per week is payroll deducted until the balance is paid in full. That money goes back into the General Fund. There are also conditions on employment when they're hired. The first year is a probationary period. If they leave for other employment or fired for misconduct, they have to pay back the amount for medical exams, the psychological test and uniforms the Town paid for. If necessary, the Town will take the individual to court to obtain payment.

Mr. Lemee' inquired as to how many employees there are presently vs. 2008 when the override was passed. Chief Woodside stated there are more employees now than in 2008 before the override. Mr. Lemee' then rephrased and asked how many after the override passed. A brief discussion ensued pertaining to the current number of employees vs. vacant positions and the process of hiring new officers.

Mr. Lemee' asked why aren't the candidates required to graduate from the academy then apply for the position. Chief Woodside stated there's a new self-sponsored program where the candidate can do just that; however, there are no openings for that program at the academy.

Ms. Mastrangelo thanked the chief for his time and reiterated some of his key points.

Mr. Roth inquired as to the population of year round residents in 2008 vs. 2014/2015. Mr. Guerino stated in 2008, the population was approximately 19,000, which peaked a couple of years ago at just over 20,000 year

round residents. With the last census, the population dipped just below 20,000, but it just about doubles in the summer.

Fire Department – Mr. Guerino discussed the Safer Grant that the Town received two years ago in the amount of \$1.3 million dollars to add 8 fire fighters/paramedics to the existing ranks. This brought the total to 44 firefighters / paramedics. The grant was renewed for \$1.3 million dollars. These funds will allow the 8 firefighters to remain working. The BOS voted to accept the grant. Chief Sylvester and TA Guerino are working to try to retain the 8 firefighters. He stated that if the override fails, there is a possibility that the department will be faced with additional reductions. A discussion transpired concerning the amount of reductions the Fire Department has received thus far.

Inspection Department – Mr. Guerino stated there is a .4 reduction in this department. He stated a position was combined in an effort to save a DPW position. Three days per week the employee works at DPW and two days per week they work at the Inspection Department. He added that without the override, the Inspection position will be eliminated and the employee will go back to their regular hours at DPW.

Emergency Preparedness – Charles Noyes stated his position as the Director of Emergency Management is required by law and is a half time position. With the proposed reductions, his salary would be cut by 50% as well as a 24% reduction in expenses; i.e., supplies and services. If the position is reduced from ½ time to ¼ time, he suggests assigning his duties to someone else in Public Safety because they'd need to be available 24/7. He feels someone in administration would not be able to make that commitment. He offered some background on the planning for, the Town's response to and the recovery from any large scale incident that may occur within the Town. Mr. Noyes stated that if no emergency happens, there would be a savings; however, if something does happen, those savings would be expended quickly.

Mr. Guerino dovetailed on Mr. Noyes' comments stating that in addition to the emergency response to hurricanes, snowstorms, sheltering and backup generation, there are other requirements municipalities face; i.e., continuity of operations (how the government will function if the critical infrastructure is lost) This involves a lot of planning and training and is required by the Federal Government. Mr. Guerino stated in addition to his regular duties, Mr. Noyes has also recruited and trained "shelter helpers" who assist at the shelters during emergencies. He feels Mr. Noyes'

position is too critical a one to be eliminated. A brief discussion transpired. Mr. Noyes remarked that when preparing for an emergency, planning is essential. Making sure there's a plan in place and following it.

Mr. Roth, new to the committee, dovetailed on Mr. Noyes' planning remark and asked the committee how long they've known that an override would be needed. Additionally, he questioned why the Town requires the same level of services when the population has dropped.

Mr. Guerino addressed Mr. Roth's concerns. He stated internal discussions concerning an override began back in FY 10 & 11 but because of the recession, it was decided not to bring it forward. He added that both the current and past Finance Committee chairs have discussed the need for an override over the last several fiscal years. Mr. Guerino has also voiced his concerns in the last two fiscal budgets he's presented. He stated that losing 500 people in the community is not considered enough of a critical loss to reduce or eliminate services.

Ms. Mastrangelo added that the cape overall is losing the wage earner population and gaining retirees resulting in a greater need for services for that population.

Mr. Guerino explained when budgeting, you can pick out a department or a line item that appears to be heavier in comparison to others; but, looking back over the last 7 or 8 years of reductions, they've been systematically done.

He added that two management positions have been eliminated, critical positions have also been eliminated and many of the departments are down to one staff member. Fees have been raised where practical but overall, the ratio of employees vs. population is low in comparison to other communities.

Mr. Roth asked what is being done to bring the wage earners back. Mr. Guerino responded that Bourne is working cooperatively with other towns to do just that. He acknowledged there's an economic development need, an affordable housing need, meaning, work force affordable. Mr. Guerino stated one town can't accomplish this by themselves. It needs to be a cooperative effort.

Ms. Mastrangelo added that the Cape Cod Commission has implemented a fast-track approval of development for companies that will provide those kinds of jobs. Hydroid is an example. Their application for an

expansion was expedited quickly. Ms. Mastrangelo stated the last census reflected the need to attract a younger population. A brief discussion ensued.

Dept. Natural Resources – Ms. Mastrangelo referred to the History of Waterways document. The BOS voted to increase mooring fees with the override which will add \$104,000.00 of additional funding to support the DNR budget. A brief discussion transpired concerning the Waterways Fund, how it's funded and how it may be used.

Other Public Safety – None

Dept. of Public Works – George Sala, Superintendent of the DPW, addressed the committee. There was discussion concerning the reduction of one DPW employee. He stated in FY 15 his department had 29 employees. 1.5 FTEs were reduced. He currently has 2.5 FTEs in Administration, 15 in Sanitation and Recycling, 3 in Vehicle Maintenance, 5 in Highway and 2 in Municipal Maintenance. He stated that the salaries of the 15 employees in the Sanitation and Recycling division are paid for by ISWM and are not in the budget. He explained the services provided by DPW are Sanitation and Recycling pick up, road paving and maintenance, street sweeping, drainage, tree work, roadside mowing, town property maintenance, vehicle maintenance of all town vehicles, plowing/sanding, assisting with all emergencies town wide including assisting other town departments with their needs. The DPW also maintains all beaches and ball parks. He added that should the override not pass, all of their responsibilities will be impacted. He also feels their response time to the general public for requests for services will be slower. Ms. Conron discussed feedback she's heard from the community concerning ISWM. She feels that many in the community don't understand that it's an independent enterprise and it's a benefit to the Town. A brief discussion transpired concerning ISWM, its budget, how it helped to fund the new DPW building, the role of its employees and how they assist DPW with other functions and it funds the Host Community Fund.

Snow and Ice – There are no reductions in Snow and Ice. Ms. Mastrangelo referred to the History of Snow and Ice document. She stated this budget runs differently than all other budgets in town. It's the only one that can have a deficit at the end of the year and be handled in the next year. It has been budgeted at \$92,900.00 because, once the budget is increased, it can't be decreased. Looking at the 5 year history and

particularly in just the last two years, it has cost the Town over \$1,000,000.00 in snow and ice removal on a budget of \$92,900.00. This has severely impacted the excess Free Cash.

In the Override Scenario, the amount budgeted for snow and ice would be increased to the average amount of \$400,000.00. This will prevent an unexpected deficit at the end of the year.

In the Reductions Scenario, the snow and ice budget is kept at \$92,900.00 which could once again fall well below the average resulting in another deficit.

Street & Traffic – This line item is being reduced by \$14,000.00. Street lights will be turned off in select non-intersection, non-critical areas. A brief discussion ensued.

Board of Health – There are three staff members in this department. The Health Agent, the Health Inspector and one full time administrator. There will be no reductions in the BOH.

Special Workshop Opp Program – This is a program for people with cognitive or mental disabilities. A small amount is spent annually to support the program. There are no reductions planned for this program.

Council on Aging – The director was ill and unable to attend. The committee has received an extensive summary of reduction impacts for the COA. Mr. Guerino gave a brief summary of reduction impacts pertaining to staff reductions, current programs being offered would be limited, the Supportive Day Program is not being cut; however, the meals portion of the program will be facing difficulties with the preparation of the meals, and because the Community Building will have reduced hours of operation, some COA programs that are held in the building may be cut. Additionally, the newsletter may be impacted. While it's funded by the Friends, the preparation of the newsletter is done by staff which will be facing cuts. The outreach staff serves as the intake staff for all citizens not just senior citizens. The staff handles all Human Services related programs; i.e., Food Stamps and Fuel Assistance. Additionally, the bus driver position will also be eliminated requiring residents to utilize the CRTA. A brief discussion transpired concerning the Senior Tax Write-off Program (which is not facing reductions).

Veterans Services - None

Memorial Building – Jonathan Nelson, Director of Facilities, addressed the committee. He stated with the reductions, the Director of the Bourne Veterans Memorial Community Building position was eliminated. He stated after that reduction, there really isn't a lot left to be reduced. A lot of maintenance line items were shifted from various departments to the Facilities budget, the Memorial Building's Maintenance budget was not shifted. It has its own Maintenance budget which was cut significantly from last year.

Coming into this fiscal year, there was 1 full-time custodian and 2 part-time custodians. The goal was to rearrange the 2 part-time custodian's schedules to cover more hours resulting in the building being open more; however, those 2 part-timers resigned over the course of the summer. As a result, the positions have not been refilled and the hours of operation have been reduced. While awaiting the impending decision of the override, an outside janitorial company was hired to work in the evenings until the Special Election. Mr. Nelson and Recreation Director, Krissanne Caron, have worked well together to come up with a short-term plan for keeping the building open while reducing the hours of custodial coverage; however, the Veterans Memorial Trustees have care custody and control over the building and has a policy in effect that states if the building is open, there must be a custodian on duty. He feels that having a custodian in the building while it's open has merit because the building sees a lot of foot traffic.

There have been discussions of opening the building only three days per week, Tues. – Thurs. from 8AM -9:30PM. This would allow COA to maintain their Supportive Day Program Mondays and Fridays. This schedule has not been finalized. Alternatives are still being discussed.

Mr. Guerino noted that the new reduction to the Memorial Building budget was \$84,303.00 from FY 15 to FY 16 and \$16,000.00 in Building and Grounds previously.

Human Service Organizations – The FY 14 budget was \$45,000.00 reduced to \$ 31,000.00 this current fiscal year, \$22,000.00 of which is VNA funding. All but the VNA will be cut next year.

Culture and Recreation / Library – The Library provided a detailed summary of reduction impacts to the committee. Mr. Guerino summarized the impacts stating two staff positions will be eliminated, one

30 hour, one 18 hour. There will be a 40% reduction in materials, an 18% reduction in data, the Library may lose its state certification because it won't be open the minimum required amount of time, 50 hours. The \$24,000.00 annual state grant received through that certification would likely be lost. Unannounced closings may occur due to staffing issues, and some children's programs may be eliminated.

Mr. Guerino added that the Library sees roughly 375 people per day on a regular day. During the summer, they see approximately 500 people per day.

Bourne Recreation Dept. - Recreation Director, Krissanne Caron, addressed the committee. She stated in FY 17 her department is facing a \$70,000.00 reduction, approximately 40% of their budget. This would eliminate most of their expense line items as well as the Life Guard programs and swim lessons.

She stated her department works closely with the social workers and the Special Needs Department at the Bourne Public Schools who identify children in need of various programs that would be beneficial to them. The Recreation Department provides many subsidies for the children of the Bourne community to utilize these programs. Without the override, these subsidies will no longer be available.

Ms. Mastrangelo is concerned that a failed override will shift equality of access in the community. The Library, which is a free resource, and various subsidized recreation programs serve many in the community who may not be able to afford services with user fees.

A brief discussion transpired concerning the elimination of some programs; i.e., after school programs and the popular Swish program. User fees may be implemented and the use of the Memorial Building will be reduced.

Historical Commission – None

Archives Committee - None

Bourne Public Schools – School Committee chair, Chris Hyldburg, and School Superintendent, Steven Lamarche, addressed the committee. Mr. Lamarche read an opening statement and then summarized the impacts of a failed override to the schools. He stated that overall in FY 16 and FY 17 the total reductions total almost \$1.2 million dollars. Administrative and

independent non-union contracts represent 25% of all reductions, support staff including administrative assistants, educational support personnel, maintenance and custodians represent 11% of all reductions. Supplies, materials and programs represent 26% of all reductions, teachers represent 21% of the \$1.2 million dollars. Lastly, their shared costs represents 17% of total reductions. He added that the schools have not filled numerous vacant positions. They don't want to fill a position, only to cut a position. Mr. Lamarche then described which positions and programs will be eliminated should the override fail.

Mr. Hyldburg also addressed the committee. He stated that although the School Department is the largest budget in Town, it doesn't necessarily mean it's the easiest one to remove funds from. He stated the override is vastly important to maintain the integrity of the schools, and asked how do you attract 40 somethings? You start with attracting the 20 somethings. What's the first question they ask? How are the schools? Mr. Hyldburg stated Bourne Schools are good. A brief discussion transpired concerning the school budget.

Mr. Slade inquired as to transportation costs and user fees for parents. Mr. Lamarche stated that their transportation fees are at the high school level for all athletics and extracurricular trips. Mr. Hylburg added that the fees are capped at \$150.00 for each sport unless the student participates in three activities; then, the third is included. The \$150.00 fee helps to defray the cost but does not cover the entire cost of the program.

Dr. Towne inquired as to how much of the schools' \$20 million dollar operating budget is granted? Mr. Lamarche stated none of that is monies received from grants. It does include the School Choice offsets. Dr. Towne then asked how much the Circuit Breaker fund brings in. Mr. Hyldburg stated it varies every year. Dr. Towne asked for clarification concerning the final School budget including all the offsets. Mr. Lamarche stated it is \$23 million dollars. Dr. Towne feels it should be listed that way for full transparency. Mr. Lamarche stated when the budget is presented at the Annual Town Meeting, all of the figures are listed. Mr. Hyldburg stated for the purpose of the override, they decided to show the tax payer burden only. Ms. Mastrangelo added the state's Chapter 70 funds should also be documented. A brief discussion transpired.

Mr. Lavoie stated cuts in programs offered in the school system create a spiral effect in the community:

- the real estate market drops because people no longer want to move to the community
- kids no longer have organized activities or after school programs resulting in them playing in the streets
- police response to non-emergency calls rise

Mr. Lavoie stated a similar situation occurred in the 90s and he'd hate to see a similar situation occur again.

Mr. Redman inquired as to whether the School Choice figures include Upper Cape Students. Mr. Lamarche stated is does not and added, there are currently 130 students who have choiced in and 80 who have choiced out, this fiscal year.

Ms. Mastrangelo dovetailed on that stating there are financial implications in having a school system that people choose to come to. Funds are paid to the Town for those students who choose to attend Bourne Schools. On the other hand, if a Bourne student chooses to attend an out of district school, the Town must pay that district's fee. A brief discussion transpired.

Upper Cape Tech – This budget is voted in at the Annual Town Meeting and can't be changed until next year.

Shared Costs – This includes public utilities, insurance etc... Mr. Guerino stated the Town has worked with their agent to try to decrease costs; however, the new Public Works building will require additional insurance as compared to the old building. The same applies to the operational costs. He stated there are no reductions for this budget at this point, as contracts have been signed.

Mr. Slade stated that even though some expenses have increased pertaining to this bigger building, it will retain a longer asset life for vehicles and equipment. Mr. Redman concurred.

3. FY 16 Sources and Uses

c. Review of Reductions of Local Receipts Revenues

The 5 year history of the Waterways Fund was reviewed earlier in the meeting. The history of the Ambulance Fund document was reviewed. There was increased revenues into the General Fund which allowed the amount requested for the override to be lowered.

Mr. Lemee' noted that the balance in these funds continues to increase over the years. He inquired about transferring more of the balance from the Waterways and Ambulance Funds into the General Fund. Ms. Mastrangelo stated that's what's been slowly happening but a policy should be implemented. He then inquired about who would determine the amount allowed to be transferred. Mr. Guerino stated it would be a joint decision between the BOS and FinCom. He also stated that although there's presently a balance in the fund, there will be expenditures off of that and the balance is always a year behind. A brief discussion transpired.

d. 5 Year History of Snow and Ice

Discussed earlier in the meeting.

e. FY 16 Sources and Uses with Override and Sources and Uses with reductions based on BOS vote.

Ms. Marzelli drafted two different Sources and Uses in August. Since then, there have been some adjustments. With the override scenario, the Free Cash use would be reduced, the Snow and Ice deficit would be funded and the Reserve Fund would be brought to policy. With the reductions scenario, Free Cash continues to be used for the budget, expenses are reduced but no funds are added to Snow and Ice or the Finance Committee's Reserve Fund. Ms. Mastrangelo wants the community to understand that the override will provide financial stability for the near future. The reductions will be a million dollars of reductions this year and a million dollars of reductions next year with more reductions each year after that. The reductions scenario will not help the Town live within its means. Mr. Guerino added that if the override is successful, nothing is added, no added programs, staffing or luxuries, this is to maintain current services. He continued, if the override fails, it may not be noticeable in the first three or even the first six months. It will show in FY 17, 18 and 19. The Town will become a much reduced community in all sectors.

4. Review Free Cash Analysis

Ms. Marzelli referred to the Free Cash Analysis document. She stated the Free Cash was certified a week ago at \$3,538,836.00. Looking at the cuts scenario, \$1,792,345.00 will be used. Once the year-end numbers have been finalized the Free Cash balance will be within policy at \$4,442,520.00. In the

override scenario, the Free Cash would no longer be used which at the end of the year would leave the Free Cash balance at \$5.2 million.

5. Review Community Outreach Dates

On September 28, 2015, there will be a meeting at the Sagamore Fire Station Community Room at 7PM. On October 1, 2015, there will be a Community Forum at the Bourne Middle School Library Media Center. The Cataumet Civic Association meeting date is pending.

6. Public Comment

None

7. Finance Director Comment

None

8. Town Administrator Comment

Mr. Guerino thanked all departments, members of the Financial Project Working Group, the selectmen but particularly, Selectmen Mealy, who has put in an exorbitant amount of time and effort. He also thanked the Finance Committee chair, Ms. Mastrangelo.

9. Finance Committee Comment

Ms. Mastrangelo asked the Finance Committee members to state whether or not they support the override. She stated that although Michele Ford could not be present at the meeting, she wanted it to be noted that she does support the override and feels it's very important to the community. The FinCom members then stated their opinion as follows:

Members in favor of the override:

Mary Jane Mastrangelo, John Redman, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie, Jeff Perry, Andrew Roth, Kathleen LeGacy and Michele Ford.

Members against the override: None

Ms. Mastrangelo entertained a motion that the Finance Committee support the override.

Mr. Redman motioned that the Finance Committee support the 2 ½ override. Mr. Slade seconded. The motion carried unanimously. 10-0

10. Future Meetings – Topics and Dates

Ms. Mastrangelo will discuss a future meeting date with the Town Administrator and will notify the committee of the date. A brief discussion transpired. Ms. Mastrangelo stated the Special Town Meeting Warrant has to be signed by September 22, 2015 and has to be posted by September 28, 2015. The Ballot vote is October 6, 2015, the Special Town Meeting is October 19, 2015.

Ms. Mastrangelo stated Dr. Towne will no longer be serving on the School Building Committee and asked the members if anyone else is interested in serving on that committee to please let her know.

IV. Adjournment

Mr. Redman moved to adjourn the meeting. **Mr. Lavoie** seconded. With no discussion, the motion carried 10-0. The meeting adjourned at 10:03 PM

Minutes submitted by: Carol Mitchell

LISTING OF DEPARTMENTS
ADMINISTRATIVE/ GENERAL GOVERNMENT

2015 SEP 8 AM 8 25
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Town Administrator
Human Resource
Finance Department
Independent Audit
Legal
Town Clerk
Election & Registration
Conservation Commission
Planning Department
Board of Appeals
Engineering
Shore and Harbor
Economic Development
Town Hall Maintenance
Facilities Maintenance
Telephone
Other General Govt.

PUBLIC SAFETY

Police Department
Fire Department
Inspection Department
Dept. Natural Resources
Other Public Safety

PUBLIC WORKS

DPW
Snow and Ice
Street & Traffic

HUMAN SERVICES

Board of Health
Special Workshop Opp Program
Council on Aging
Veterans Services
Memorial Building

Human Service Organizations

Other Human Services

CULTURE AND RECREATION

Library

Bourne Recreation Dept.

Historical Commission

Archives Committee

Other Culture/Recreation

SCHOOLS

Bourne Public Schools

Upper Cape Tech

DEBT SERVICE

Other Debt. Services

Other Interest & Tax Refunds

SHARED COSTS

Public Utilities

Unemployment Comp.

Fica/Social Security

Group Insurance

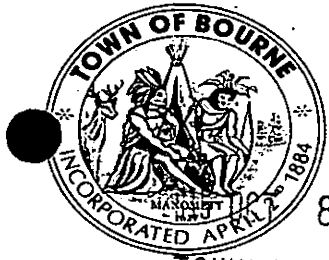
County Retirement

State Retirement

Insurance

Liuna Pension Fund

2015 SEP 8 AM 8 25
TOWN CLERK'S OFFICE
BOURNE, MASS



Joint Meeting Finance Committee and



Board of Selectmen

8 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Notice

AGENDA

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday October 13, 2015	7:10 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

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

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

7:00 p.m. Call to order

1. Joint Meeting to review, discuss and possible vote on the Special Town Meeting Articles scheduled for October 19, 2015.

Article 1: To see if the Town will vote to amend the existing Zoning Map of the Town of Bourne by removing from R-40 and placing in B-2 the land in the village of Cataumet identified as Parcels 67, 68, 69, 70, 71, 72 Bonnie Land and the easterly portion of Anastasia Lane on Map Bourne Assessors Map 52 owned by the Woodland Realty Trust. Said land to be rezoned being designated by a blue line on the copy of the assessors map, a copy of which is on file with the Town Clerk, or to take any action in relation thereto.

Sponsor – Bonnie Wing and others

Article 2: To see if the Town will vote to appropriate a sum of money for the purpose of the payment of unpaid bills from a previous fiscal year that are legally unenforceable due to the insufficiency of appropriation or take any action in relation thereto.

Sponsor – Board of Selectmen

Article 3: To see if the Town will vote to amend the vote taken under Article 4 (Sewer Budget) of the 2015 Annual Town Meeting, or take any action in relation thereto.

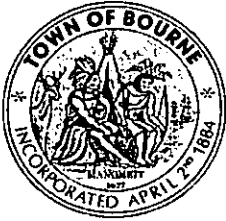
Sponsor – Board of Sewer Commissioners

Article 4: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to amend the vote taken under Article 6 (Reserve Fund) of the 2015 Annual Town Meeting, or take any action in relation thereto.

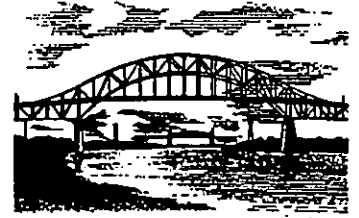
Article 5: To see if the Town will vote to amend action taken under Article 3 (Annual Budget) of the 2015 Annual Town Meeting, and as necessary, to raise, appropriate, transfer or borrow funds for the purpose of supplementing departmental expenses and/or to reduce certain departmental expenses or otherwise amend said vote, or take any other action in relation thereto.

Sponsor – Board of Selectmen

2. Other business
3. Adjourn



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



The Reserve Fund balance \$200,000

MEETING NOTICE

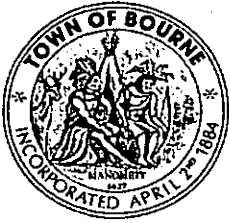
The Finance Committee will hold a public meeting on Monday October 19, 2015 at 6:00 PM at the Bourne High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles as needed
4. Distribution of Motions/Verbal Comments
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items and Meeting Schedule

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Mary Jane Mastrangelo
October 14, 2015

2015 OCT 14 PM 12 11
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



The Reserve Fund balance \$200,000

MEETING NOTICE – AMENDED
TO CHANGE LOCATION and ADD ITEM 3a.

The Finance Committee will hold a public meeting on Monday October 19, 2015 at
6:00 PM at the Bourne High School Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles as needed
 - 3a. Vote Essential Articles
4. Distribution of Motions/Verbal Comments
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items and Meeting Schedule

Residents are welcome and encouraged to attend our meetings.
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Mary Jane Mastrangelo
October 19, 2015

Amending originally posted 10/14/15

2015 OCT 19 AM 11 53
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Finance Committee

Meeting Minutes

2015 DEC 7 AM 8 27

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne High School Library

75 Waterhouse Rd Bourne, MA 02532

October 19, 2015

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 6:00 PM on October 19, 2015. Ms. Mastrangelo asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie (7:10 PM), and Kathleen LeGacy.

Finance Committee Members Excused: Jeff Perry and Andrew Roth.

Also Present: Town Administrator, Tom Guerino, Finance Director, Linda Marzelli, Steven Lamarche, Chris Hyldburg, Judy Froman, selectmen; Michael Blanton, Peter Meier, Stephen Mealy, Donald Pickard, and Donald Ellis, Also, Michael Rausch of the Enterprise, Chief Sylvester, Chief Woodside, Jonathan Nelson, George Sala, Carol Mitchell and several members of the community.

Documents: Agenda, Articles of the Warrant handbook, 5 year Average Turn Backs handout

III. Agenda Items

1. Approval of Minutes

Ms. Ford moved to accept the minutes of the July 13, 2015, Finance Committee meeting. Mr. Redman seconded. With no discussion, the motion carried. 8-0

Dr. Towne moved to accept the minutes of the September 14, 2015, Finance Committee meeting. Mr. Redman seconded. With no discussion, the minutes were approved with Ms. Ford abstaining. 7-0-1.

2. Reserve Fund Transfers – None

3. Discuss and Vote STM Articles as needed

Article 1 – Zoning Amendment (page 14 of the handbook)

Ms. Mastrangelo asked Mr. Slade to address the committee. Mr. Slade referred to page 18 of the handbook and explained the proposed zoning change from residential to business is for an area in Cataumet. It is bordered by MacArthur Blvd. to the rear and the Bourne Water District to the south. He added that the Planning Board has voted unanimously to approve the zoning change and he too is recommending it.

Mr. Redman motioned to approve recommending Article 1. Ms. Ford seconded. With no discussion, the motion carried unanimously. 8-0.

Article 3 – Sewer Budget (page 15 of the handbook)

Ms. Mastrangelo referred to the Sewer Department's Sources and Uses on page 26 of the handbook. Overall it's the same the same except \$50,000.00 is coming from retained earnings instead of from sewer enterprise revenues or fees. With no discussion, **Ms. Ford motioned to approve Article 3. Mr. Redman seconded.** The motion carried unanimously. 8-0.

Article 5 – Amendment of the Budget (page 16 of the handbook)

Ms. Mastrangelo asked the committee members if anyone had any questions concerning this Article. With no questions from the committee, she stated she'd like to see Article 5 indefinitely postponed.

She explained at the Annual Town Meeting in the spring, the Finance Committee's recommendation was to support the proposed budget as a temporary budget subject to adjustment in the fall but not as a permanent budget for all of FY 16. The Finance Committee's recommendation asked the Board of Selectmen to present an override ballot question to the voters in the fall. This would give the voters the choice of increasing taxes or reducing services and to recognize that if the override failed to pass, reductions would need to be made to the budget. During the summer and fall, many public hearings and meetings were held during which, proposed reductions and impacts of those reductions were discussed. The budget amendment proposed in Article V would implement the budget reductions that were discussed.

After the override failed, preparations began for a Special Town Meeting.

A few concerns were raised at the previous BOS meeting held last week. One of the concerns pertained to \$120,000 in unemployment costs that would reduce the original vote of \$979,225.00 of reductions to make the final reduction to the FY16 budget, \$854,225.00. Ms. Mastrangelo asked Mr. Guerino or Ms. Marzelli to clarify whether or not the original reductions of personnel included an added 35% for shared costs and was unemployment included in the 35%. Mr. Guerino responded, no.

Ms. Mastrangelo then asked if there's an added estimated 35% to an employee's salary for employee benefits. Mr. Guerino stated that is correct. Ms. Mastrangelo explained she was comparing the FY16 budget book and the Annual Town Meeting handbook and both show for FY 14 actual expenses totaling \$32,908,906.56. She feels this amount is incorrect and attributes it to outdated software. After a brief discussion, Ms. Marzelli explained that the discrepancy is because the School Department's budget was not included in that figure.

Ms. Mastrangelo then referred to pages 19-23 of the Voter Handbook. She noticed that the total turn backs and expenditures for the FY 15 budget were \$1,192,764.65; however, the FY 14 review, stated the turn backs were \$608,000.00 and the close to fund balance was a different number. She questioned why the amounts were different. Ms. Marzelli stated the difference was because one figure includes the snow and ice deficit.

Ms. Mastrangelo broke down the two year average of turn backs as follows; the two year average of turn backs for General Government is \$214,340.00, Public Safety is \$290,069.00, Education is \$15,000.00, Public Works is \$85,000.00, Human Services is \$25,000.00, Culture and Recreation is \$25,000.00, Debt Service is \$20,000.00, Shared Costs is \$164,000.00 for a two year average of total turn backs of \$841,000.00.

Ms. Mastrangelo then referred to the 5 year average turn backs handout. She explained that over a 5 year period, the combined average of local receipts under budget and the expenditure turn backs equal \$1,836,208.00. She further explained that when looking at FY 14 and FY 15, there seemed to be some trends in turn backs. She questioned whether or not these trends could be applied toward the reductions to lessen the impact on services. She feels that this question can't be answered without further discussion. She'd like to pinpoint exactly where the turn backs from each department come from and see if the department budgets can be tightened more. She feels it deserves another look before going to the towns people with reductions which is why she'd like to see the article indefinitely postponed.

Mr. Slade stated that there are advantages in making financial decisions so late in the fiscal year. There is access to budgeting information that is not available at Town Meeting; i.e. amount in turn backs, new growth, state aid etc. He questioned whether the BOS would have been able to lower the amount of the override had all of this information been available sooner. He too supports indefinitely postponing this article.

Mr. Guerino thanked Ms. Mastrangelo for her comments. He stated that when looking at trends and expenditure line items, some accounts may turn back a few hundred dollars while some accounts may over spend. Others may not spend at all. He used the Public Works budget as an example. Due to the heavy snow fall over the last two years, work that was scheduled to be done had to be postponed resulting in turn backs in those particular lines. This does not equal a trend. He stated this is also

the case with salary turn backs. He explained that worker's comp. claims and unfilled positions result in salary turn backs.

Ms. Mastrangelo said she understood but still requires additional information in order to make an accurate recommendation to the voters.

Mr. Mealy feels that indefinitely postponing the reductions will cost the Town, starting in January, \$140,000.00 of Free Cash per month if action isn't taken at the Special Town Meeting to reduce the budget. Ms. Mastrangelo asked him to explain that figure. He stated if you take the total reduction amount of \$860,000.00 and divide it by 6 months it equals \$140,000.00 per month.

Ms. Mastrangelo asked Mr. Mealy if the BOS have the authority to reduce the budget without a Town Meeting vote. He stated they do but selectmen have to make decisions based on what the voters have decided. A brief discussion transpired concerning indefinitely postponing the article, the proposed reductions, and turn backs amount.

Ms. Mastrangelo then asked what the \$98,000.00 in insurance turn backs was for. Mr. Guerino stated it was for general liability insurance and explained that the amount will increase due to the new Public Works facility requiring additional insurance. She then asked what the \$66,000.00 from the Finance Department was for. Ms. Marzelli stated it was for an unfilled position in the IT Department. Ms. Mastrangelo asked if the position would be filled. Mr. Mealy stated a hiring freeze was implemented by the BOS. A brief discussion transpired as to why the salary of the unfilled position is still in the budget.

Ms. Mastrangelo inquired as to whether the unfilled police officer position's salary is in that department's budget. Chief Woodside stated that when their budget is presented, it's presented on the actual hiring and not by fiscal year so the numbers are realistic.

Both Mr. Guerino and Mr. Lemee' feel that postponing the reduction vote until January or February, will greatly increase the number of layoffs that will occur.

Ms. Mastrangelo doesn't feel enough time was spent during the budget reductions scenario to see what if anything else could've be done to prevent the elimination of services currently offered to the residents.

Mr. Guerino made two points. He stated it's disconcerting that for the last several years, the Finance Committee has never questioned the turn backs and has always been pleased with the turn back figures. He also stated that layoffs are never-easy and by reducing the budget immediately and not indefinitely postponing, there may be an opportunity to bring some employees back. Ms. Mastrangelo argued that until you identify revenue, other reductions may be implemented without having to cut personnel.

Mr. Pickard thanked the committee for their hard work. He would like to see Article 5 passed and asked the members of the Finance Committee to vote in that manner. He feels that indefinitely postponing would not be in the best interest of the Town. He stated that the group can work together to find alternate solutions once it's passed and again urged the members not to indefinitely postpone the Article.

Ms. Mastrangelo asked for input from the Finance Committee members.

Mr. Redman inquired as to whether the amount of Free Cash used to supplement the snow and ice shortfall was reflected in the budget. Ms. Marzelli stated it is. She explained that the funds are transferred at the end of the year. Although this year the transfer happened to be from Free Cash, Mr. Guerino stated it can be transferred from other departments that have balances. A brief discussion transpired.

Ms. Marzelli asked to make a clarification. She stated that she heard through various social media outlets that the Town has found an additional \$1.1 million dollars in turn backs. Ms. Marzelli stated there was no extra money found, the money has always been accounted for. She added that information concerning turn backs is readily available to anyone who requests it.

Ms. Mastrangelo feels it would've been helpful to have the turn back information available while the various committees were developing the reductions / override scenarios. Mr. Guerino explained that the Finance Department does their best to provide the information quickly but a lot depends on the state so it doesn't happen as quickly as he'd like.

Ms. Mastrangelo asked for public comment. Mr. Carerra of the Bourne Fire Department first thanked the committee for their service. He then expressed concern over the proposed Fire Department cuts, their impact on grant money and unemployment insurance. He agrees with Ms. Mastrangelo's recommendation to indefinitely postpone the article and urges the committee to support it as well. Mr. Guerino responded by thanking Mr. Carerra for his service and his comments. Mr. Guerino explained that the SAFER Grant is not related to the Town Meeting. He stated he and the BOS will be working with the Fire Department with regard to their personnel and grant funding. A brief discussion transpired concerning the number of anticipated layoffs, unemployment benefits and shared costs.

Mr. Mulvey, a Bourne resident, questioned whether indefinitely postponing the Article would prevent it from being presented in the future. A brief discussion transpired.

Jerry Sylvestri, a Bourne resident, is upset that the Fire and Police Departments are facing reductions. He feels other departments should bear the brunt of the reductions.

Brandon Ferro of the Fire Department referred to the Public Safety section on page 4 of the handbook. He inquired about the \$115,000.00 listed in reductions and stated

that it does not indicate that 12 positions will be eliminated. He's wondering if the voters are receiving accurate information. Mr. Mealy stated that \$115,000.00 reduction is for overtime and not of personnel. Mr. Ferro stated that 10 firefighters have received pink slips. Mr. Mealy stated that's because the BOS may determine that the dispatch take-over can't be worked out and the BOS could vote not to accept the SAFER Grant and return it.

Ms. Mastrangelo asked the Finance Committee members whether or not they support indefinitely postponing Article 5.

After a brief discussion, **Ms. Ford made a motion to recommend approval of Article 5. Mr. Lemee' seconded.**

Further discussion transpired. Mr. Redman expressed his appreciation to Ms. Mastrangelo for her hard work in gathering all of the information that she presented. He stated that he reluctantly supports approving Article 5. Ms. Ford explained her reasoning for supporting the approval of the article. Ms. Mastrangelo wants to be sure the budget process is done correctly in the future and wants to find the best way to estimate the Town's revenue to stay on track.

The motion passed 6-2-0 with Ms. Mastrangelo and Mr. Slade voting no.

The Finance Committee meeting adjourned to STM at 7:15 PM.

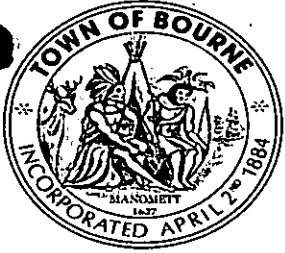
Ms. Ford made a motion that Articles 2, 3 and 5 are essential articles. Dr. Towne seconded. The motion passed 9-0

4. **T/A Comment** – No additional comment
5. **Selectmen Comment** – No additional comment
6. **Finance Committee Comment** – No additional comment
7. **Public Comment** – No additional comment
8. **Future Agenda Items and Meeting Schedule**– None Presented. Next meeting TBD

IV. Adjournment

Ms. Ford motioned to adjourn the meeting. Dr. Towne seconded. With no discussion, the motion passed unanimously 9-0. The meeting adjourned at 9:35 PM

Minutes submitted by: Carol Mitchell



**Joint Meeting
Finance Committee,
School Committee
and
Board of Selectmen
Meeting Notice
AGENDA**



2015 NOV 12 PM 1:27
TOWN CLERK'S OFFICE
BOURNE, MASS

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday November 16, 2015	7:15 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

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

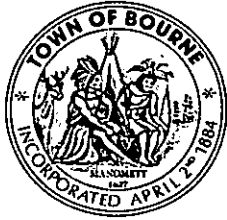
7:15 Joint Session of Finance Committee, Board of Selectmen and School Committee

- 1 FY 15 financial Closeout and review.
- 2 FY 17 overview of process and priorities
- 3 Next steps for FY 16
- 4 Other business and comment

Recess to Finance Committee Meeting

- 5 Vote to affirm Rich Lavoie as FinCom Representative to School Building Committee.

Adjourn



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



FY16 Reserve Fund: \$200,000.00

MEETING NOTICE

Finance Committee
Monday, November 30, 2015 at 7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

The Finance Committee will hold a public meeting on Monday, November 30, 2015 at 7:00 PM at the Community Building.

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time. Finance Committee meetings are televised on the local cable channel.

- 1) Call to order
- 2) Note any absent or excused members
- 3) Reserve Fund Transfers
- 4) Approval of Minutes of Previous Meetings – October 19, 2015
- 5) Discussion on Fire Department SAFER Grant, Fire Dept. Staffing, and the financial and public safety implications of keeping the grant or terminating the grant. Recommendation of the Finance Committee to the Board of Selectmen.
- 6) Future Meetings – Topics and Dates
- 7) Any other business
- 8) Adjournment

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
November 20, 2015

Future Meeting Topics:
Finance Committee Roles and Responsibilities
Finance Committee comments on the Charter Review

2015 NOV 20 AM 10 06
TOWN CLERK'S OFFICE
BOURNE, MASS

**Town of Bourne Finance Committee
Meeting Minutes**

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

November 30, 2015

2016 JAN 4 PM 11 30
TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on November 30, 2015. Ms. Mastrangelo asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee, Judy Conron, George Slade, Dr. William Towne, Richard Lavoie, Kathleen LeGacy and Karin Meehan.

Finance Committee Members Excused: Jeff Perry and Andrew Roth.

Also Present: Town Administrator, Tom Guerino, Fire Chief, Norman Sylvester, selectmen; Stephen Mealy, Michael Blanton, Peter Meier, Donald Pickard, and Donald Ellis. Additionally, Michael Rausch of the Enterprise, Police Chief Woodside, Deputy Chief Carrara, Deputy Chief Pelonzi, Carol Mitchell, a resident, Jim Mulvey and several other members of the community.

Documents: Agenda, FinCom Email Correspondence.

III. Agenda Items

1. **Reserve Fund Transfers – None**
2. **Approval of Minutes -**

Mr. Redman moved to accept the minutes of the October 19, 2015, Finance Committee meeting. **Ms. Ford seconded.** With no discussion, the minutes were approved with Ms. Meehan abstaining. 9-0-1.

3. **Discussion on Fire Department SAFER Grant, Fire Department staffing, and the financial and public safety implications of keeping the grant or terminating the grant. Recommendation of the Finance Committee to the Board of Selectmen –**

Ms. Mastrangelo explained there was a significant amount of email correspondence with questions and answers pertaining to the SAFER Grant. She referred to the FinCom Email Correspondence handout (attached below) beginning with the dates

the emails were sent, explaining the subject of the emails and who sent them.



1_SAFER_Grant_EMail_Correspondence.pdf

Ms. Mastrangelo decided it would be best to read the emails and allow committee members to ask questions and offer input.

The first email dated 11/9/2015, was sent by Ms. Mastrangelo sent to the BOS when they were first considering this issue. Ms. Mastrangelo read the email and then asked if anyone on the committee had any questions. Mr. Lemee' summarized the email explaining that the department's overtime has decreased while Ambulance revenue has increased. Mr. Guerino noted that the Ambulance revenue had increased considerably in FY 15 over FY 14 due to the amount of Out of District Service to Wareham.

Ms. Mastrangelo then referred to an email she sent on 11/11/2015, concerning Non-supplanting requirements from the grant. A brief discussion transpired concerning the remainder of that email.

Ms. Mastrangelo deferred the reading of the email she sent on 11/18/2015. She then briefly explained the two emails pertaining to the FEMA letter and grant information, followed by the Q & A email with two options; to either keep the SAFER Grant or return the funds. She asked Chief Sylvester to read the questions and his responses to them.

Option 1. Keeping the SAFER Grant funds- Chief Sylvester explained that he broke the questions down into sections. He asked Deputy Chiefs Pelonzi and Carrara, as well as his Administrative Assistant, Kim Griffin, to assist him with the responses. He stated that the grant process had already begun when he joined the department last February, he was unfamiliar with what transpired prior to his employment. They helped him complete some of the questions.

The chief stated there are currently 44 positions, the chief, the administrative assistant and 12 part-time call personnel. The SAFER Grant funds 8 firefighter positions, 5 of those 8 are filled. There are 37 being paid from the department's budget not including grant positions. There is a deputy chief and 2 firefighters at the Buzzards Bay station. There is a lieutenant and 2 firefighters at both the Sagamore and Pocasset stations. The Monument Beach station is still the call station. There is a call captain and a couple of call firefighters when needed.

He stated when he started with the department, the staffing was 4, 3, 2; i.e., 4 at Buzzards Bay, 3 at Pocasset and 2 at Sagamore. To run the department more efficiently, personnel was reallocated. Ms. Mastrangelo asked if the 4, 3, 2 staffing was minimum manning or standard manning. Chief Sylvester stated that was

standard manning when he started. He worked with the union to adjust personnel to an officer and two firefighters per station.

He explained the vacancies. One member resigned, another retired, one is out on disability, he doesn't know when that individual will return. Four have left on FMLA. He stated there are Civil Service rules to abide by, he can't fill the positions until the BOS has determined what the Town is doing with the grant funds.

Chief Sylvester then addressed the question pertaining to dispatch. He stated the question can't be answered until there's a decision made on the grant funds. Ms. Mastrangelo asked whether a reduction in their budget of \$115,000.00 has been identified. Chief Sylvester stated, not entirely. TA Guerino added that \$34,000.00 in line items has been identified and other areas of the budget are being looked at.

Chief Sylvester referred to the question in the email pertaining to the lieutenants. He stated the lieutenant position requires a lot more responsibility now. Lieutenants are required to perform inspections, conduct trainings and they are third on the ambulance when needed.

Mr. Lemee' inquired as to what happens to the station when all three personnel are needed on one call. The chief stated the station stays empty until another call comes in; then, another station covers the next incoming call. By waiting until another call comes in, overtime costs are reduced. Mr. Guerino explained that just because all three go out on one call, once on the scene, the third person may not be needed and will then return to the station.

Ms. Mastrangelo asked if it was standard practice that all three would go out on the call. Mr. Guerino stated it depends on the priority of the call.

Mr. Redman asked for clarification on the call firefighters; i.e., when are they called in, is there a minimum number of hours they're required to work? Chief Sylvester replied they are generally utilized at night, on weekends, for details or special events.

Chief Sylvester then responded to the email question concerning how keeping the SAFER Grant will impact the FY 17 budget. Chief Sylvester replied that by having additional people, the number of injuries on duty have decreased. Mr. Guerino added that by not holding people over, injury levels will come down because you don't have the fatigue factor.

In response to question 12 of the email, Chief Sylvester stated the Town Administrator or the BOS would decide how much revenue from the Ambulance Fund may be used to support the budget in FY 16, FY 17 and FY 18. Ms. Mastrangelo inquired as to whether revenue in the Ambulance Fund may be used to support the General Fund, which would help to lessen the burden imposed on other departments since the Fire Department would not be allowed to lay off any employees in FY 16 or FY 17. TA Guerino stated the short answer is, yes, it could

be used if the BOS decide it should be used for that purpose. A brief discussion ensued.

Mr. Lavoie asked what the duration of the grant is. Mr. Guerino responded the funding is through August of 2018. Mr. Lavoie asked how the grant funded positions will be impacted once the grant expires will that department see a budget increase or will personnel be laid off then? Mr. Guerino replied that there is always a possibility of a targeted override; but, it is his understanding based on previous discussions with the BOS, that all positions funded by the grant would be eliminated once those funds are depleted or returned.

Ms. Conron inquired as to whether the employees were told when hired that the position was only funded for two years. Chief Sylvester stated all employees hired were told it was a grant funded position. He stated that in some cases; i.e., retirement, attrition, etc. those that were hired under the grant component have become full-time town employees. Ms. Mastrangelo commented that hiring a firefighter under the grant, training them to possibly fill positions as a succession plan for retirees, is a benefit of the grant. The chief concurred. Mr. Guerino added that there's always a possibility that the grant could be renewed.

Mr. Redman asked if two individuals leave the department, would that have an impact on the grant. Chief Sylvester indicated it would not. Mr. Redman followed up asking, since there's currently only 5 of the allowed 8 positions filled, are the funds withheld? Chief Sylvester replied, stating he has not asked for any of the grant funds yet. He has candidates chosen but won't hire them until a decision has been made concerning the grant.

Ms. LeGacy questioned the use of the Ambulance Fund. It is her understanding that those funds are used to purchase new ambulances, new equipment etc. Mr. Guerino stated it's an offset, an account dedicated to running the ambulance service. Mr. Guerino stated there used to be two separate budgets, an Ambulance Budget and a Firefighter Budget, but approximately three years ago, the two budgets were combined into one. A brief discussion transpired concerning budgeting for capital equipment costs. Mr. Lavoie feels it may be time to utilize some of the funds that had been set aside for capital equipment replacement for Operations instead of equipment. He thinks equipment replacement may need to be done through bonding as it once was. Mr. Guerino stated that is an option currently being discussed. Ms. Legacy inquired as to when the last time an ambulance was replaced. Mr. Guerino replied one is currently being replaced. She asked what the average life of an ambulance is. Chief Sylvester stated the new ambulance will cost \$252,000.00. The ambulances are rotated, the new one is expected to run 9-12 years. He stated that some of the specification requirements are changing, which will add to the cost of the ambulance. Ms. LeGacy asked when the next new vehicle will be purchased. Mr. Guerino replied in FY 18.

Mr. Lemee' inquired as to the different grades of vehicles being purchased and asked if the Town has a choice in the grade vehicle it purchases. Chief Sylvester explained that when you have two or three paramedics in the truck plus the patient, there's too much weight for a smaller van type of ambulance. The newer vehicles being purchased are on truck chassis and can withstand the heavier weight; thus, increasing its longevity.

Mr. Slade inquired as to whether the initial grant is fully closed. Chief Sylvester stated the previous grant was fully closed, which as required to receive the second grant. He then inquired as to the guidelines set by FEMA in order to be eligible for funding. Deputy Carrara explained there's criteria that has to be met in order to be eligible to receive funding; i.e., the structures that have to be protected, the number of schools in town, the number of marinas, the call volume and the limited resources the department has are all a factor. He questioned whether or not terminating the grant would jeopardize the town's ability to receive similar grants in the future. Mr. Guerino stated from his personal history working with federal agencies, it would not be looked upon favorably for some time.

Mr. Lavoie asked if by recommending to the BOS that the SAFER Grant be continued, will that exempt the Fire Department from budget cuts over the next 2-3 years and if so, would that force additional cuts on other town departments. Mr. Guerino stated there will be another \$105,000.00 cut from the overtime account or other areas in FY 17 and there will be reductions to the current budget as well. The only department that will not face reductions in this first round of cuts is the Police Department.

Dr. Towne requested an explanation of the process for hiring new firefighters and when they are trained. Chief Sylvester stated once they're hired they begin basic training, Monday – Friday. In addition, they are required to have current certifications. Once they've finished their rotation and have been assigned to a group, the chief will then take them off shift to send them to the academy. His goal is to get them into the academy as quickly as possible. Ms. Mastrangelo asked if the Town of Bourne pays for their training. The chief stated he submits for partial reimbursement through the grant. Dr. Towne asked if they're required to repay the cost of the academy should they fail. The chief stated they would lose their position with the department but would not have to reimburse the town. Should the employee decide to transfer to a different department after the town has paid for the academy, the employee is required to pay a fee to the town before they are allowed to transfer out.

Option 2. Returning the SAFER Grant. Ms. Mastrangelo asked the chief to discuss the email pertaining to implications of terminating the grant. Chief Sylvester explained that by terminating the grant, the department would lose the eight funded positions (five of the eight are currently filled), staffing of the stations would have to be reconfigured. By losing the grant, additional personnel would not be on hand to

cover shifts, vacation time, sick time etc. requiring overtime. Also, depending on weather conditions, crews may need to be held longer or called in early to ensure the station has adequate coverage as well as for the safety of the employee. This would add to overtime as well.

Chief Sylvester referred to question 7 and explained that as of now, the department hasn't drawn any money from FEMA; however, \$167,747.56 of contractual costs; i.e., salary, benefits, clothing allowance and holiday pay would need to be covered immediately by the budget, should the grant be terminated. A brief discussion ensued. A question was posed concerning layoffs once the grant funding expires. Chief Sylvester stated once the grant expires, the Town may eliminate the 8 grant funded positions if need be. The Town; however, would be responsible for paying the associated Unemployment Insurance costs should any positions be eliminated.

Chief Sylvester next explained the effect on Ambulance Fund revenue should the grant be terminated. He stated that by not having additional staff to assist with calls to neighboring towns, out of district billing would decrease by approximately 5% resulting in an \$85,000.00 loss, which he says is a modest figure.

Ms. Mastrangelo stated Mr. Slade analyzed the percentage of collection and it appears that the Ambulance receivables have increased over previous years. Mr. Guerino concurred and anticipates this trend to continue. He explained that there will always be some write-offs for indigents; however, the collection agency the Town has contracted with, has been successful in obtaining payments.

Ms. Mastrangelo asked how the billing works when Out of District services are completed. Chief Sylvester explained that depending on the type of call; ALS or BLS (Advanced Life Support or Basic Life Support), is it a broken ankle, or a heart attack, the mileage etc. each call is billed differently. The Bourne Fire Department directly bills the person who received the services. Mr. Lavoie asked if health insurance plans and Medicare defray the cost billed to the recipient. The chief stated there's a significant difference from the amount that is billed and the amount actually received. Mr. Guerino added that insurance companies have widely differing reimbursement rates.

Ms. Mastrangelo then referred to the question pertaining to the number of lieutenants on a shift, the functional purpose of this number and the policy for overtime. Deputy Carrara explained at the two man stations, Pocasset and Sagamore, there's a shift lieutenant and two firefighter/paramedics. He stated that all of the Lieutenants are paramedics which is invaluable when they arrive to a call ahead of an ambulance. The Lieutenant is also the supervisor for all of the emergency operations in his district and assumes overall command. Additionally, the department is very young, half of the department has less than five years on the job. The supervisor is key in making sure the job gets done and the Town is not liable. The Town has multimillions of dollars in assets at each station, it's important to have a supervisor overseeing those assets. Lieutenants assist in conducting residential inspections and

are learning commercial inspections. Additionally, the number of calls dispatched from headquarters has been reduced significantly by having additional staffing at the outside stations available to address minor calls throughout the district. Furthermore, in the past, if a third person was needed to act as a driver on a high priority call, someone was called in off duty for overtime. Having a lieutenant on scene allows them to secure their pickup truck and accompany the two paramedics to the hospital, avoiding the need to call another individual in; thus reducing overtime but more importantly, providing a quicker response time to the hospital. Lastly, for every call, paperwork needs to be generated. Every ambulance call requires two reports, structure fires require one report. In the past, it would take the deputy 2-3 hours per day to complete paperwork requirements. Proper documentation is required to ensure the Town is protected from liability. Also, deputies were completing reports when they may not have been on the scene. The reports were drafted by interviewing those who were on scene. Now, the lieutenants handle the responses they go on. They have direct input, they handle the runs, which in turn frees up the deputies to do more fire prevention and other tasks the chief deems necessary. Deputy Chief Carrara feels the lieutenant position is vital in the successful operation of the Fire Department.

Mr. Guerino questioned the ratio of supervisory personnel to non-supervisory personnel at each station. A brief discussion transpired concerning whether there is a need to have a lieutenant at each station. Deputy Chief Carrara reiterated how invaluable this lieutenant position is.

Dr. Towne asked where the ambulances are located. The chief replied there's one ambulance in Pocasset, one in Sagamore and two in Buzzards Bay (one is a back-up).

The chief revisited Mr. Guerino's concerns pertaining to the supervisor/non-supervisor ratio. He explained that by having a lieutenant in each district, the department as a whole is running more efficiently.

Chief Sylvester stated he's not prepared to answer questions pertaining to dispatch.

A brief discussion transpired with regards to the chief's analysis of the cost of covering overtime for a shift at \$1,200.00 per day. The chief explained that cost does not include fires, late calls or storm coverage. This is a snapshot of what the overtime cost would be without grant personnel.

A brief discussion transpired concerning the minimum staffing of 9. Should the grant be terminated, there will be staff reductions resulting in a less efficient operation.

Mr. Lavoie entertained a motion to recommend retaining the grant to the Board of Selectmen. Each committee member offered their opinion on the matter. A brief discussion pertaining to overtime and the relationship the Town has with Fire Union 1717.

Mr. Redman made a motion to recommend that the selectmen consider continuance of the SAFER Grant. **Mr. Lavoie** seconded. After a brief discussion, the motion passed with Ms. LeGacy abstaining. 9-0-1

Mr. Mealy, chairman of the Board of Selectmen, addressed the committee. He thanked the committee for undertaking his request to meet and discuss how to address both fire and emergency medical services for the Town.

4. **Future Meetings – Topics and Dates**

Ms. Mastrangelo informed the committee that the Community Center won't be available on Monday evenings in the future. She recommends either switching the meetings to Wednesday evenings or changing the location to the Bourne Professional Library at Bourne High School, as long as Bourne Community Television is able to set up a live feed. Mr. Guerino stated another option may be to hold the meetings at the DPW building.

Ms. Mastrangelo stated a question that has come up is what are the roles and responsibilities of the Finance Committee. She would like to address this at a future meeting. She'd also like to discuss reviewing the Charter.

The next meeting will be a workshop being held at the Bourne Professional Library on Monday, December 14, 2015.

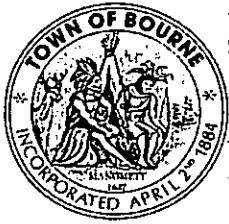
Mr. Mealy informed the committee that changes have to be made with the budget process. His goal is to present a budget to the committee by February 2, 2016, (which is required by the Charter) with recommendations on how to proceed not only in FY 16 but FY 17 as well. He would like to reexamine FY 16 due to the change in the amount of Free Cash that could potentially be available. He intends to bring in an outside person to evaluate their methodologies and make recommendations on how to make improvements with the budget process.

Ms. Mastrangelo feels that before the budget is set, the Long-term Financial Plan should be the forethought. Mr. Guerino informed the committee that the Finance Director and Mr. Mealy have started working on a model.

5. **Any other business – None**

IV. **Adjournment**

Mr. Redman motioned to adjourn the meeting. **Ms. Ford seconded.** With no discussion, the motion passed unanimously 10-0. The meeting adjourned at 8:44 PM



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



FY16 Reserve Fund: \$200,000.00

MEETING NOTICE

Finance Committee
Wednesday, December 16, 2015 at 7:00PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

The Finance Committee will hold a public meeting on Wednesday, December 16, 2015 at 7:00 PM at the Community Building.

NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time. Finance Committee meetings are televised on the local cable channel.

- 1) Call to order
- 2) Note any absent or excused members
- 3) Reserve Fund Transfers
- 4) Approval of Minutes of Previous Meetings
- 5) Discussion on Finance Committee Roles and Responsibilities.
 - Bourne Finance Committee Handbook
 - AFTC Finance Committee Handbook
 - Town By Law
 - Town Charter
 - FY17 Budget Process – BOS Liaisons
- 6) Finance Committee comments on the Charter Review
- 7) Future Meetings – Topics and Dates
- 8) Public Comment
- 9) Any other business or Comment
- 10) Adjournment

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
December 10, 2015

Future Meeting Topics:
Visual Budget
Priority Based Budget Process and Update

2015 DEC 10 PM 4 02
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Finance Committee Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

December 16, 2015

2016 JAN 20 14 38 PM
TOWN CLERK'S OFFICE
BOURNE, MASS
P. H. J.

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on December 16, 2015.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Kathleen LeGacy, Karin Meehan and Jeff Perry

Finance Committee Members Excused: Richard Lavoie and Dr. William Towne

Members Absent: Andrew Roth

Also Present: Town Administrator, Tom Guerino, resident, Jim Mulvey, Selectman, Peter Meier.

Documents: Agenda, Bourne Finance Committee Handbook, AFTC Finance Committee Handbook, Town By-law, Town Charter, Budget Liaisons- Draft List of Depts. for Discussion

III. Agenda Items

- 1. Reserve Fund Transfers** – Mr. Guerino stated there was one Reserve Fund Transfer in the amount of \$9,500.00 for the cost of inspecting two dams in the town located at Red Brook Pond and Mill Pond. He explained that the Commonwealth requires the dam inspections every ten years. When the Town received quotes to inspect the dams, the estimates far exceeded the anticipated figure. TA Guerino asked the town's engineer, Michael Leitzel, to contact the Commonwealth to find out what the average cost of a dam inspection should be. The Commonwealth provided a price range and the Town contacted Green Seal with a Scope of Service to obtain a price quote. The quote was received on November 23rd which was post Town Meeting. The inspections need to be completed by December 28th; therefore, the Town is requesting that the Finance Committee approve the fund transfer to the Engineering Services/Consultants line in the Engineering Department's Budget. There is currently a balance of \$100.00 in that budget line.

Ms. Mastrangelo asked if any committee members had any questions. With no discussion, **Ms. Ford moved to approve the dam inspection contract. Mr. Redman seconded.** With no discussion, the motion carried 9-0.

TA Guerino thanked the committee for their consideration.

2. Approval of Minutes -

Mr. Redman moved to approve the minutes of the Finance Committee meeting held on November 30, 2015. **Ms. Ford seconded.** With no discussion, the minutes were approved with Mr. Perry abstaining. 8-0-1.

Ms. Mastrangelo announced that the meeting was being recorded and asked if anyone present was also recording the meeting. She informed the committee members that the Recording Secretary, Carol Mitchell, would be drafting the minutes from the DVD. A brief discussion transpired pertaining to a new policy being implemented concerning cell phone use during meetings.

3. Discussion on Finance Committee Roles and Responsibilities

Ms. Mastrangelo stated she'd received an email from BOS chairman Mealy regarding a proposed change in the budget process for the upcoming year.

In the past, the FinCom and the BOS have held joint meetings. He is looking at the possibility of changing that. Ms. Mastrangelo asked the committee for feedback on the possibility of making a change to hold individual meetings. She discussed the Finance Project Working Group and stated their work offered valuable input in the budget process. She added that the group may not continue its work this year; and, perhaps, the Finance Committee should look at some aspects of the work that group accomplished.

At this point, Mr. Guerino asked, as long as he wasn't needed, to be excused. Ms. Mastrangelo stated that although she felt he could add some input to their discussion, it wouldn't be necessary for him to stay. He stated he'd be available to answer any questions if needed.

Mr. Redman stated he did not object to having joint meetings with the BOS in the past. He didn't think their presence unduly influenced any committee members' decisions. In fact, he thought the joint meetings may have made for a more efficient process. He added that having budget liaisons would be helpful to the committee; where a designated committee member meets directly with the department head. This would allow for a closer examination of that department's budget rather than a brief presentation to the committee. Mr. Redman finished by stating he is neutral as far as holding joint meetings with the BOS in the future.

Mr. Slade questioned the decision to have the department heads meet with the FinCom and the BOS individually rather than jointly. Ms. Ford explained that several years ago, the Finance Committee and the BOS would meet individually with each department head. This led to unanswered questions, as the information

gathered crossed between meetings. To avoid miscommunication, Ms. Ford and Mr. Mealy suggested that the FinCom and BOS meet jointly with critical department heads to gather information, which ultimately turned into joint meetings with all department heads. Having one conversation, allowed them to hear some concerns and viewpoints from both perspectives, which in turn allowed more time to deliberate once the information was gathered. This idea was proposed to see if it would work and would at least make better use of everyone's time. Mr. Slade concurred. He is also in agreement with having a liaison. Mr. Guerino stated he'd found the joint sessions to be helpful.

Ms. Mastrangelo questioned whether the budget process had been adjusted to account for the Town Meeting scheduling change. Town Meeting used to be held on the third Monday in May and the election was prior to. It was then switched. The election now takes place after Town Meeting and Town Meeting is held earlier in May. She stated if the budget process was adjusted, it would still allow time to hold a couple of joint meetings and the Finance Committee would have time to deliberate on its own. She added that there hasn't been sufficient time to scrutinize the budget. Mr. Slade agreed, adding that when the town administrator presents the forecasted budget for the fiscal year, he'd like to have the chance to meet with the department head individually to probe and see if possibly anything may have been overlooked.

Mr. Guerino stated when he started with the town back in 2005, there were Finance Committee liaisons to some of the larger departments. He suggested holding an all-day joint session on a Saturday. This would allow the committees to tackle many issues without time restrictions. He asked to be informed once liaisons have been established and meetings with department heads have been scheduled. Ms. Mastrangelo stated when she sat on the School Committee, there was a Finance Committee sub-group who would meet with the budget sub-group of the School Committee and would hold several 2-3 hour long meetings on the school budget before it was presented to the Finance Committee. Additionally, she explained that in the past, the Fincom and the BOS would hold a joint session prior to Town Meeting; which enabled them to discuss their differences, if any within the budget.

Mr. Lemee' stated when he first joined the committee, he was under the impression that if during the budget process it was noticed that a line item was found to be under funded, it could be corrected on the spot. He was surprised when there was one vote on the entire budget. Mr. Guerino explained that the Finance Committee cannot change line items within the budget, they can make a recommendation but not a change. Mr. Lemee' said he felt powerless when noticing a line item should be adjusted. A brief discussion ensued.

Ms. Conron feels communication is very important amongst FinCom members. Additionally, she feels that the Finance Committee's role is to critique the budget that the BOS has created and ultimately decide if is best for the people of Bourne. She prefers separate meetings rather than joint meetings with the BOS and feels that

a lot is going on in the larger joint meetings resulting in information being lost. She feels disconnected in the joint meetings. Ms. Conron enjoyed the format of the meeting held on 11/30/2015. Mr. Slade dovetailed on that remark. He too liked that the November 30th meeting was focused on the SAFER Grant which in turn allowed for further exploration into the Fire Department's budget, policies/procedures, which would not normally be the case. A brief discussion ensued.

Mr. Guerino mentioned, when choosing liaisons, it is sometimes helpful to assign out of one's comfort spot and also suggested reassigning periodically. Ms. Mastrangelo agreed. Mr. Guerino thanked the committee and excused himself at 7:30 PM.

Ms. Mastrangelo began a discussion pertaining to the Bourne Finance Handbook. She feels it needs to be updated and is looking for a couple of committee members to come up with revisions. Ms. Conron asked whether or not the handbook is still needed and explained that the handbook was drafted before the Charter. Ms. Mastrangelo feels it would be a good idea to have an updated version of the handbook. She read a section of the handbook pertaining to Financial Reviews as follows:

Financial Review; FinCom:

1. Reviews the annual Town financial results with the Director of Finance at the end of each year.
2. Along with the Board of Selectmen, reviews the Town's Audited Financial results with the independent auditors at the conclusion of the annual audit each year.

Ms. Mastrangelo stated that although the committee received the audit report, she did not recall the committee meeting with the auditor last year. She would like to have a meeting with the auditor. The committee was in agreement. Mr. Slade stated he recalled the year prior, there was an innocuous finding but doesn't recall any major findings. Mr. Redman recalled the OPEB fund needing to be established, which was two years ago. Ms. Mastrangelo recalled having a joint meeting with the BOS and a representative conducted a presentation on OPEB. Mr. Redman asked if the auditor has to meet with the BOS annually. Ms. Mastrangelo will follow up on that.

The next section of the handbook reads:

3. Reviews ISWM financial reports on a quarterly basis.

Ms. Mastrangelo stated she can't recall the last time an ISWM financial report was reviewed. She stated at one time there was an ISWM Group. Members of that group would meet on a regular basis and would review the ISWM financial reports. A brief discussion ensued.

Mr. Slade stated several years ago, he was able to attend a meeting where the bond counsel explained the importance of the bond rating, what the Town has to do to obtain a high rating, etc. He feels it may be worthwhile to have the bond counsel address the committee. He also feels that asking the tax assessor speak to the committee may be valuable. He feels that the tax assessor would be able to offer valuable information pertaining to the Town's tax rate vs. revenue received from taxes and how property values play a role in that. A brief discussion ensued. Ms. Mastrangelo feels it would be worthwhile to have the tax assessor address the committee. She also feels the tax recap should also be examined. Several members of the committee agreed.

Ms. Mastrangelo referred back to the handbook and read the following:

Periodic Reviews, Reports and Studies. As situations arise, FinCom conducts reviews or studies of specific areas of the Town's operations with the assistance of the Town Administrator, department heads and/or other committees and boards. If appropriate, FinCom or a working group will prepare a report. For example;

Land Bank programs and financing

Marina Operations

Health Insurance

Local Comprehensive Plan Review

Long Term Financial Projections

School construction programs

Tax Assessments and Fees charged

Benchmark analysis vs. other town's operations

She stated the Finance Committee should become more versed in the Town's health insurance options and how the decisions are made for the plans offered to its employees. Mr. Redman explained that the BOS chairman, Stephen Mealy, is interested in reestablishing the Health Care Committee to evaluate the Town's health care plans. Ms. Mastrangelo explained that someone had approached her to discuss consumer driven health care. These are high deductible plans with low cost insurance premiums which give incentives to the consumer for producing wellness; which saves money for everyone. A brief discussion then transpired pertaining to shared costs, the school's budget toward shared costs, state aid received and how it affects the overall budget. Ms. Mastrangelo continued discussing the list above and explained that some of the items listed were topics that the Finance Project Working

Group delved into; but, maybe the Finance Committee should also review some of them. Ms. Conron agreed.

Ms. Mastrangelo stated it would be important to form a small subcommittee to review and revise the Finance Committee Handbook. She explained that the Finance Project Working Group did something similar with the Financial Policies. Ms. Conron offered to review the handbook. Mr. Lemee' stated while he was looking through the handbook he read that the Finance Committee has the authority to question any department's bookkeeping. Ms. Mastrangelo stated the Town's books are open to the Finance Committee. Ms. Conron added that one must go through the proper channels first. Ms. Mastrangelo explained that if the Finance Committee or a liaison has a question pertaining to a department's budget, the FinCom has the authority to question it. She stated the TA would be informed of the concern and then the information would be obtained. She added that in the past, questions from committee members would be sent to both the Finance Committee chair and the TA and they would submit the question(s) to the department head.

Mr. Slade commented that in the past, there wasn't a lot of time between weekly meetings to review the data that had been provided. Ms. Ford explained that department heads need time to prepare and sometimes the information they gathered wasn't submitted until the day of the next meeting.

Ms. Mastrangelo moved on. She asked the committee if anyone had a particular topic that interested them to work on. For her, it's Long-term Financial Projections and Revenue. She feels the committee spends a lot of time discussing expenses and not a lot of time discussing revenue. Ms. Mastrangelo feels it's important the committee understands the Cherry Sheet, taxes, local receipts and the various funds; i.e., Ambulance, Waterways, General etc.

A brief discussion transpired concerning when the new budget will be submitted to the FinCom for review. The town administrator is submitting the budget to the BOS on February 1st. The BOS will take several weeks to review it and will then forward it to the FinCom for their review. Ms. Mastrangelo explained that while the BOS are reviewing the budget, it will allow the Finance Committee to review the Long-term Projections, Sources and Uses and Revenue in preparation for when they receive the budget.

Ms. LeGacy inquired as to whether the committee will have enough time to review the budget since the BOS won't submit it to the Finance Committee until they've reviewed it. Ms. Conron suggested watching some of the BOS meetings on television to help prepare for when the budget is received. Ms. Mastrangelo also thinks it may be a good idea for some members of the Finance Committee to attend the BOS meeting when they're reviewing the budget.

Ms. Mastrangelo wanted to discuss the meetings schedule. Mr. Lemee' inquired as to whether they would be held on Mondays or Wednesdays. Ms. Mastrangelo stated

she's had several conversations with Jen McGrail of Bourne Community Television (BCT). BCT is in the process of setting up a live television feed in the library at Bourne High School. This would allow the Finance Committee to hold meetings on Monday evenings. Until it is set up, the committee can either, hold meetings on Monday evenings without it being videotaped, or, the committee can continue to meet on Wednesday evenings until the installation at the library is complete. Ms. Ford asked when the install would be completed. Ms. Mastrangelo stated no later than mid-February. A brief discussion transpired concerning the STM being held on February 8, 2016, the timeline to review the Warrant Articles and a timeline to meet with department heads. Ms. Mastrangelo referred to the Charter and explained it requires the FinCom report be in the handbook. Ms. Conron stated the three week deadline to review and present all of its recommendations is almost never met. Ms. Mastrangelo agreed that although the report is complete, not all of the committee's recommendations are in the handbook. Ms. Ford stated that the deadline for the Warrant is Monday, April 11, 2016, so the committee's recommendations should be submitted by the 7th or 8th of April. After a brief discussion, the topic turned to the next agenda item, Charter Review.

4. Finance Committee comments on the Charter Review

Ms. Mastrangelo read from the Charter; 21 days before Town Meeting, the Finance Committee report should be available to voters. She stated that on April 15th, the handbook goes to the printer. Fifteen days before the Town Meeting, the handbook shall be available to the public. Ms. Mastrangelo feels that the FinCom report and the handbook be in sync; both be 15 days. Ms. Conron agreed. Mr. Slade asked if possible for each department to present a mission statement as to what they're trying to accomplish for that particular year. Ms. Ford stated the department heads should be asked if they have Key Performance Indicators. She feels KPIs would be extremely beneficial. If a department doesn't have KPIs, the question then becomes, how do we measure your performance, are the dollars being used appropriately? In the instance where a department does have KPIs, do you use the same one year after year? Can you provide any historic data? She feels a 3 year analysis would be beneficial and stated that by having a baseline and an objective and then seeing how the objective was or wasn't accomplished would give the committee a better understanding when analyzing the departments. Mr. Redman feels having liaisons for each department will also give the committee a better understanding of the services the departments offer and what the costs are to maintain those services. A brief discussion transpired pertaining to the meeting held on 11/30/2015, the SAFER Grant and the Fire Department's Q & A session.

Ms. Ford commented on how the CPA requests are received and that there's better structure in the format. She feels that similar structuring will only help to improve the committee's role.

Mr. Slade stated he would compile a list of questions similar to the ones presented to department heads when seeking Capital Improvement funds. Ms. Mastrangelo asked the committee members to send Mr. Slade any questions that they'd like to have answered in order to get a better understanding of how each department runs. Ms. Ford stated that although it may be a laundry list of questions and some of them may not pertain to each department, that's ok, the questionnaire can always be refined. Ms. Mastrangelo stated the department heads have begun working on priority based budgeting, so the initial questionnaire should be somewhat basic. A brief discussion ensued.

A brief discussion transpired concerning priority based budgeting. Ms. Mastrangelo stated it's still in the beginning stages and it is a topic the committee will be discussing at a future meeting. Ms. Mastrangelo informed the committee that the Finance Director, Linda Marzelli, is working to have a visual budget available on the Town's website. This will be similar to the visual budget on the Town of Arlington's website. She stated the visual budget is a great tool for the taxpayer to have a better understanding of how their tax dollars are spent and will answer a lot of common questions that individuals have.

Ms. Ford reverted back to the questionnaire Mr. Slade will be drafting. She listed a few questions that should be listed; i.e., total number of FTEs, the number of transactions (such as licensing or building permits) a department completes. It may not apply to apply departments; however, volume metrics will give the committee a better understanding of a department's workload.

Mr. Redman stated he was looking at Planning and Economic Development with regards to wastewater and the inability to develop the downtown Buzzards Bay area due to the wastewater treatment factor. There is a plan in place to treat more wastewater; thus, allowing for further Economic Development of the downtown Buzzards Bay area. Ms. Mastrangelo explained that the Wastewater Advisory Committee has been working on the project. The Cape Cod Commission has mitigation funds to defray some of the cost and the wastewater treatment project is moving forward steadily. A brief discussion transpired concerning the development of Buzzards Bay.

Ms. Mastrangelo suggested for the month of January that FinCom meetings be held on Wednesday evenings. She offered the 13th, 20th, 27th or February 3rd as potential meeting dates. Once the live television feed has been installed at the library, the meetings will be switched back to Mondays and will be held there. She discussed the topics she'd like the committee to address at future meetings.

A brief discussion occurred concerning the upcoming Town Meeting and what questions would be voted on at that meeting.

Ms. Mastrangelo then asked the committee members to decide which department they'd like to be a liaison for. She discussed the possibility of one member of

FinCom and one member of the BOS working together as a joint liaison for a single department. There was a discussion pertaining to whether or not having two members from the same committee, acting as the liaisons, would violate the Open Meeting law. Mr. Redman is going to get clarification on this.

Ms. Ford stated she would not be attending several upcoming meetings as she'll be out of town.

Ms. Mastrangelo asked the members if anyone had any specific concerns pertaining to the Charter. Ms. Conron stated they would need time to review it. Ms. Mastrangelo feels that since the Town Meeting date has been changed, the timeline of the Charter should be adjusted. Ms. Ford explained that the Town Meeting date was changed to occur prior to the election because there were times that the elected official present at Town Meeting weren't necessarily the same officials who developed the budget. A brief discussion occurred pertaining to when the FinCom will receive the budget, how long they'll have to deliberate it and whether or not it's feasible this year to forgo the joint meeting with the BOS. Ms. Ford stated it's the by-law that reflects the time line of when the budget reviews need to be completed; therefore, it's the by-law that needs to be adjusted and not the Charter. Mr. Lemee suggested moving the Town Meeting back. Ms. Ford explained that moving the Town Meeting back may conflict with Memorial Day. Mr. Slade stated it wouldn't be possible to review the information of the first 6 months of the fiscal year if the review dates were adjusted, because December's actuals won't be available until late January. Ms. Mastrangelo stated the process could be expedited if the BOS spoke to the department heads in January. Selectman Meier addressed the committee. He stated that was their goal.

A brief discussion transpired concerning the timeline of the budget process in Southborough and Lynnfield.

Ms. Mastrangelo feels the Charter doesn't clearly establish the policy role of the Board of Selectmen in terms of the budget priorities. She would like this better clarified. Additionally, she feels the town administrator's contract should be changed from an indefinite contract to a timed contract.

5. Future Meetings Topics and Dates

The next meeting will be held on Wednesday, January 13, 2016. Ms. Meehan stated she would not be available to attend that meeting. Ms. Mastrangelo will speak to the town administrator to gather information pertaining to Revenue and Long-term Projections.

6. Public Comment

Mr. Mulvey addressed the committee. He informed the group that the Charter Review Committee is attempting to review each article of the Charter. He suggests the Finance Committee be proactive with recommended changes to the Charter

rather than being reactive. Ms. Mastrangelo asked the committee for suggestions and will add the Charter review to the Agenda for the January 13th meeting.

Ms. Mastrangelo stated a concern she has is there's a large part of the budget which is controlled by contracts. She feels the Finance Committee should have an understanding of how the contracts impact the budget. Mr. Lemee' inquired as to whether the Finance Committee has control over the contracts. Ms. Mastrangelo stated they do not and added that Town Meeting has control over the contracts through the budget. Much of the contracted amounts in the budget are salaries. Mr. Slade discussed the advantages of working in the private sector vs. public sector. He stated that liaisons, although won't have input pertaining to the contractual agreements, they can at least determine if any contracts are being negotiated in that department and how does the Town of Bourne compare with neighboring towns; i.e., is the town overpaying or underpaying staff?

Mr. Mulvey stated in some parts of the Charter, it is minor wording changes that will help to clarify broad policies. He suggested the committee review the Charter paragraph by paragraph. A brief discussion ensued. Ms. Mastrangelo questioned the role of the Finance Committee and presenting contracts at Town Meeting. How does a contract negotiation effect the budget? She feels it's important the committee have a handle on that.

IV. Adjournment

Mr. Redman motioned to adjourn the meeting. **Ms. Ford** seconded. The motion carried 9-0. The meeting adjourned at 8:56 PM

Minutes submitted by: Carol Mitchell