

2016

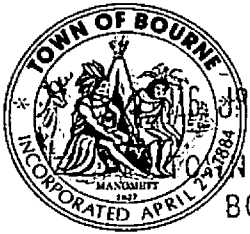
Meeting Notices

Capital Outlay

Charter Review Committee

Commission on Disabilities

CPA – Community Preservation Committee



JAN 8 AM 9
CLERK'S OFFICE
BOURNE, MASS

CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
January 13, 2016

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. Single Stream Curbside Automation discussion
 - B. Department of Public Works
 - C. Fire Department
- 3) Approval of Minutes: December 9, 2015 & December 16, 2015
- 4) Such other business that may legally come before the Committee

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

Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: January 7, 2016

RECEIVED

Capital Outlay Committee
Wednesday, January 13, 2016 / 8:30 AM - 7 AM 11:39
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne
TOWN CLERK BOURNE

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

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson, DPW Superintendent George Sala, Fire Chief Sylvester, Deputy Chief Carrara, Deputy Chief Pelonzi, Vehicle Maintenance Supervisor Edwin Rivera 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 8:35 AM

Review of Departments:

Single Stream Curbside Automation discussion

Chairman Mastrangelo said the committee needs to be prepared to answer questions at Town Meeting on why we need to spend \$1 million for this project. Need to be really comfortable to invest in Single Stream Recycling in place of what we already have.

Injuries will still be there, but should be reduced since the truck will be doing most of the work. Recyclables and household trash will be put into individual carts, wheeled to truck and truck will do the work. Curbside recycling now co-mingling which means it doesn't have to be sorted. The goal of the Recycling Committee is to get the residents to recycle more. In 2012 there was 793 thousand tons recycled or 14%; in 2013 there was 823 thousand tons recycled or 14.9% and in 2014 there was 878 thousand tons recycled or 15.79%.

Single Stream/Semi-Automation savings

1. Annual Reductions in Waste Disposal Cost
 - * Additional 900 tons: $36\$/\text{ton} \times 900 = \$32,400$
2. Annual ISWM Air-Space Savings (based on today's cost for ash disposal)
 - * Additional 900 tons: \$66,000
3. Annual Reductions in lost time
 - * Estimated at 100 days per year: $20\$/\text{hr} \times 8\text{hr}/\text{day} \times 100 = \$16,000$
4. Estimated long-term reduction in FTE's
 - * 1 FTE at annual cost of \$47,250 over years 5-10: \$47,250
5. Estimated Annual Reductions in Fleet Maintenance
 - * Reduction of two vehicles from vehicle fleet (9 to 7): \$5,000
6. Total estimated ten year operational savings: \$1,430,250.00

Goals of the Cart Program:

- 1) Increase recycling and reduce waste headed to the landfill
- 2) Reduce workplace injuries
- 3) Create efficiencies in current scheduling and operations

Chairman Masterangelo asked if we could get air space cost savings over the next 10 years.

There was a change in the grant program and thought we would have a hard time getting a grant. Grant is not guaranteed. Will apply to any grant that would be available even if it meant going to 64 gallon carts. Jon will look to apply for any grant that would be a cost saving.

Administrator Guerino said this is bringing 1960's era process that is currently being done to a more modern way of taking care of household waste disposal.

John Redman made a **MOTION** and **SECONDED** by John O'Brien to recommend going forward to spend \$1,081,880 on single stream recycling carts. **VOTED 4-0**

Department of Public Works

Bucket Truck body with Jib- \$94,500.00 (High Priority)

Current bucket truck is a 2000 international and is in deteriorating condition that was purchased used from NStar. Truck is used for every department as well as Maintenance and Facility department functions. Will continue to use this truck in the removal of trees, light replacement (traffic signals, street lights, ballfield lights and holiday lights). Bucket truck body will be retrofitted on an existing Recycling Truck identified as R-1.

Request to purchase a 2016 insulated 52' telescopic / articulating aerial boom and flatbed body. Bucket truck will now be identified as B-1.

Dump / Sander / Plow Truck T-3 - \$174,000.00 (2nd Priority)

Truck 3 is a 1995 Ford L8000 and is the last of the real old trucks. Foam is being used to fill in the holes and can't be put off another year. Replacement parts are hard to obtain and are no longer available. If this truck is not approved, it will not be in service next year.

Request to purchase a 2016 7300 SFA International Dump truck with plow.

Sidewalk Loader - \$88,700.00 (3rd Priority)

Already have a Sidewalk loader and it's the best piece of equipment ever purchased. Used for sidewalk snow removal and sweeping of sidewalks, parks and building and will serve every department as well as Maintenance and Facility department functions. With the purchase of this sidewalk loader it will reduce outside contractors and department overtime.

Chairman Mastrangelo is looking for a 5 year average for snow removal.

Snow Plows - [2] - \$22,000.00

Looking to purchase 2 plows:

- 1) 14' loader snow box plow will be used for main roadways and large parking areas.
- 2) 11' hydraulic angle plow will replace one of the older plows

Total plows for department is 15 with 1 spare.

In capital plan for FY2018 will start purchasing of new plows. George said he can reduce this amount and spread out over time.

Useful life for a plow is 20 years. Will change useful life on Capital Outlay form from 10 years to 20 years.

Road Paving Management Program - \$200,000

This was submitted last year as a capital request and is the least of the priorities. Request funding to supplement available Chapter 90 funding which is the town's only source for roadway maintenance. Requested roadway funding will be used for roadway construction/maintenance on high priority locations. There are some private developments that the residents will need to apply for betterments. These residents are responsible for their roads.

Chairman Mastrangelo requested and estimate of Chapter 90 monies and how it's being spent.

Fire Department

Fire Chief Sylvester "Spanky" introduced himself and said this is the first time before Capital Outlay. He also introduced Deputy Chief Carrara and Deputy Chief Pelonzi. Chief Sylvester also asked Vehicle Maintenance Supervisor Edwin Rivera to sit in on this meeting since he provides maintenance to Fire Department vehicles.

Ambulance 136 - \$259,500.00 [1st priority]

Chairman Mastrangelo asked the Fire Chief to submit corrected request form. Equipment description is for what is being requested and not what is being replaced.

Ambulance currently being built that was approved last year, will replace A-135 and when delivered will be numbered A-135.

Ambulance is a 2009 Ford Econoline diesel van type ambulance with 139,446 miles and is on an 8 year replacement cycle. There has been a lot of maintenance work done on this ambulance since February 2015.

State and Federal regulations in new guidelines that take effect July 1, 2017 and could cost up to an additional \$60,000. If ordered prior to July 1st, don't have to follow loading system which is a huge savings.

Request is to purchase a 2017 International Navistar Terrastar custom built lifeline superliner ambulance. All personnel will be seat belted with a cabinet that you can reach into without walking around. This will provide safety for personnel.

Cost of ambulance: \$252,000.00

Installation of radios and additional equipment: \$7,500.00

Total: \$259,500.00

Chairman Mastrangelo asked for cost breakdown for a 2016 International ambulance.

Edwin Rivera said there is a lot of money being spent into Fords and are getting very expensive to repair.

Chairman Mastrangelo said there is no debt exclusion for the Pocasset Fire Station.

Chief Sylvester is looking to see how structurally sound the Pocasset Fire Station is as we speak. Floors are sagging, water going through concrete into meeting room that they can no longer use. Main concern is public safety of his employees.

Jon Nelson has hired a Structural Engineer to look at the Pocasset Fire Station and give analysis to see when we have to definitely start spending money. Hope to get another 3 years at this station. Need to have a serious discussion or will have signification spending.

Discussion on Police/Fire/Peebles building and possible consolidate complex. Overview of all public safety buildings. There is 92 acres between Peebles School, Bourne High School and Middle School. Look into adding on to Bournedale Elementary School and possible combination at Peebles School. Dual centers is an easier selling point to the residents but they are also concerned with the tax impact and how much it will cost to keep affordable.

Deputy Chief Joe Carrara said he doesn't see there would be a problem with a combined building as they are all professionals. They work Homeless for the Holiday and other events and are friends outside of work.

Engine - \$675,000 [2nd Priority]

Current Engine 125 stationed in Buzzards Bay is used as a back-up. Just past certification on fire pump last year. There is significant rust and won't know trade-in value until it's put out to bid.

Proposed Engine 125 when delivered would become Engine 121 and stationed in Buzzards Bay.

Request to purchase 2018 Emergency One 1250 Fire Pumper with EMS Capabilities. This truck is used to fight fires, responds to motor vehicle crashes, EMS calls and water rescues.

Cost of this engine in FY2013 is \$520,000

Cost of this engine in FY2017 is \$650,000

Total of 5 engines stationed in: Pocasset, Monument Beach, Sagamore and 2 in Buzzards Bay.

Chairman Mastangelo requested a breakdown from bid specifications and what accessories are you getting with it.

Useful Life is 20 years – newer safety standards and emission changes will make the vehicle last longer. Also, newer body materials will prevent the vehicles from rusting sooner.

Command Vehicle C-141 - \$54,500 [3rd Priority]

Current Command Vehicle is a 2013 Chevy Tahoe that will continue to be used for emergency response in outlying districts.

Request is to purchase Chevrolet Tahoe 2017 Command Vehicle.

Chief's SUV is currently Car 141. New SUV would become the Chief's new vehicle and would remain Car 141. Existing Car 141 would go to Sagamore and be renumbered Car 143

Department's pickup truck located in Sagamore is currently Car 143. It would replace the old white police 4 door cruiser that is currently Car 147. Pickup truck would take the place of Car 147, be renumbered Car 145. There would no longer be any vehicle designated Car 147 and the old police cruiser would be eliminated from the fleet by either traded in or returned to the DPW.

Chairman Mastangelo will talk to the Town Administrator to see if the ambulance can go onto the Special Town Meeting in February to get a jump on it since it takes time to have it built.

John Redman made a **MOTION** and **SECONDED** by Rick Mastria to recommend Ambulance 136 in the amount of \$260,000 be placed on the February 2016 Special Town Meeting warrant. **VOTED 4-0**

Approval of Minutes:

John O'Brien made a **MOTION** and **SECONDED** by John Redman to approve minutes of December 9, 2016 as submitted. **VOTED 4-0**

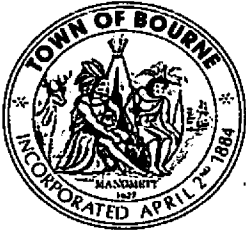
John O'Brien made a **MOTION** and **SECONDED** by John Redman to approve minutes of December 16, 2016 as submitted. **VOTED 4-0**

Next Capital Outlay meeting will be on January 13, 2016. IT and ISWM are on the agenda.

Meeting adjourned at 10:50 AM.

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
January 20, 2016

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.

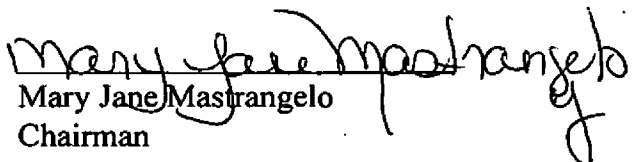
AGENDA

- 1) Call meeting to order
- 2) Review of FY17 Department Requests
 - a. IT Department
 - b. ISWM
- 3) Update FY16 Department Requests
 - a. ISWM
 - b. Any other FY16 updates

2016 JAN 14 PM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS

- 3) 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 14, 2016

RECEIVED
2016 SEP -7 AM 11:39
TOWN CLERK BOURNE

Capital Outlay Committee
Wednesday, January 20, 2016 / 8:30 AM
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne

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

Excused: Rick Mastria

Others present: Finance Director Linda Marzelli, General Manager Daniel Barrett, ISWM Operations Manager Asa Minz and IT Director Hans Lomeland

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

Handouts: ISWM Fiscal Year 2017 Capital Outlay Request

Chairman Mastrangelo called meeting to order at 8:38 AM

IT

Phone System Upgrade - \$50,000

Total project includes running fiber networks to all town buildings. Currently have completed portions of Phase 1 and Phase 2 will include: Town Hall, Community Building, Fire Department Head Quarters, Sagamore Fire Station (in process), ISWM (in process) new DPW Facility. Phase 3 will include Police Department and this is the biggest undertaken of the entire project.

Police Department will need to be re-wired to make it useable with the new phone system. Need to purchase new phones for Police Department and implement the fiber that has been run there from Phase 2.

New phone system unifies everything and can use directory to contact other departments that have the phones system by using the new 4 digit extension. Schools will be integrated into the phone system. Hardship will be that you can't transfer to Police Department since they aren't within the system.

Chairman Masteranglo suggested that Hans talks to Police Chief about phone system and ask him about his priorities.

Useful life of the new phone system will be at least 15 years.

ISWM

Dan thanked Debbie and MaryJane for straightening him out last year. Asa did the capital plan this year and did a fantastic job.

Excavator - \$315,000

Current excavator was purchased in 2010 and has completely depreciated and ready for replacement. Useful life is approximately 1 year short of the 7 years it's supposed to be. Tried to keep up maintenance but cost kept creeping up.

Excavator is primarily used for functions in the Construction and Demolition area in the Transfer Station. This machine also performs other duties such as grinding and screening. Duties in the Transfer Station will be replaced with Caterpillar 320E purchased in FY2014.

Request to purchase a new 25 Ton Hydraulic Excavator and all the appurtenances necessary to carry out the machines designated functions.

Estimated cost:

Purchase price with Solid Waste Package, Hydraulic Thumb	\$350,000
Estimated Trade-in Value of current machine	<u>\$ 35,000</u>
Net Request	\$315,000

Vibratory Roller - \$200,000

2001 Caterpillar 826G with approximately 21,000 hours that was rebuilt several years ago will be traded in. Caterpillar has been fully depreciated and is at the end of its useful life and is no longer required as a front line piece of equipment. When this machine was out of commission, had to pay \$4,000 a month to rent.

Request is to purchase a new or used 84" Smooth Drum Vibratory Roller and all the appurtenances necessary to carry out the machines designated functions.

Estimated cost:

Purchase Price with Solid Waste Package	\$220,000
Estimated Trade-in Value of Current Machine	<u>\$ 20,000</u>
Net Request	\$200,000

Phase 5 Landfill Liner Construction and Appurtenances - \$2,250,000

Proposed Phase 5 landfill expansion is located on top of the capped Phase 1 ABC Landfill area. Phase 5 is relatively shallow with an average fill depth of 40 feet. This will create uniform sloping grade across the top of the landfill from past stages and provide for a more reliable drainage system on the landfill.

Request is to fund the bidding and contract preparation, project management and construction costs associated with the installation of a double composite liner system, including Primary and Secondary Leachate Collection Systems and associated appurtenances.

Estimate Cost:

Subtotal Construction	\$1,866,930.00
Engineering: Design, Permitting, Construction and oversight	\$ 178,524.54
10% Contingency	<u>\$ 204,545.46</u>
Net Request	\$2,250,000.00

Update FY16 Department Requests

ISWM:

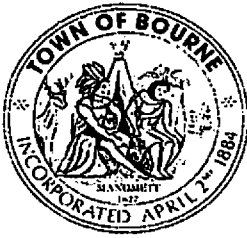
- Picked up 12 acres of land to the south. By this purchase it gives more room to put material.
- Want to get away from renting office space.
- Potential of having 5 acres leased from ISWM near base
- May need to modify site assignment but will keep Board of Health aware what they are doing.
- If Phase 8 is connected to Phase 7 that will gain a lot of air space

Board of Selectmen considered article for ambulance and was voted 3-2 to put on Special Town Meeting warrant.

John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn at 9:50 A.M.
UNANIMOUS VOTE

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
February 3, 2016

Time

8:30 AM

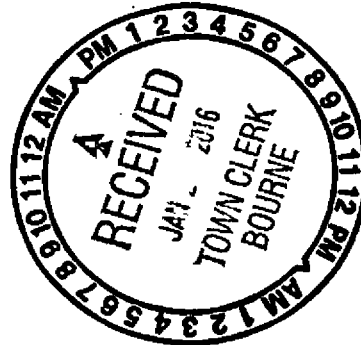
Location

Department of Public Works
Conference Room
35 Ernest Valarie Road
Bourne

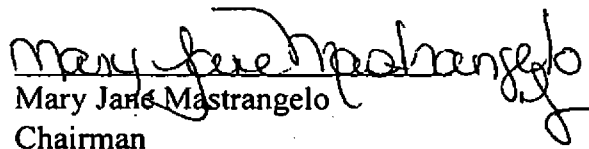
If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

AGENDA

- 1) Call meeting to order
- 2) Review of FY17 Department Requests
 - a. Sewer Department
 - b. Department of Natural Resources
 - c. Shore & Harbor
 - d. Facilities Department
- 3) Any other FY16 updates
- 4) Such other business that may legally come before the Committee



"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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 28, 2016

RECEIVED

Capital Outlay Committee

2016 SEP 14 AM 11:59
Wednesday, February 03, 2016 / 8:30 A.M.
Department of Public Works Conference Room
TOWN CLERK BOURNE 35 Ernest Valarie Road, Bourne

Members present: Mary Jane Mastrangelo, John Redman, Carole Lynch

Excused: Rick Mastria, John O'Brien

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson, Selectman Pickard, Sewer Inspector George Tribou and Natural Resources Director Timothy Mullen

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

Chairman Mastrangelo called meeting to order at 8:35 AM

Chairman Mastrangelo called Rick Mastria via phone and introduced all members that were present.

Sewer Department

Pumps and panels and wet well piping - \$30,000

Mr. Tribou said basically this is the same request as past years. Pumps and panels are on the 5-year plan as this is part an ongoing maintenance schedule.

Selectman Pickard asked if panels and pumps are going to Hideaway Village. Mr. Tribou said yes.

Chairman Mastrangelo asked if there is a plan on what's going to be done this year for spares. Mr. Tribou said he will replace 6 pumps, fix and reuse for approximately \$300 each. Still have some existing pumps from 24 years ago that are still working.

Useful life of pumps are 10 – 15 years.

Request is for 10 grinder pumps, panels and piping to maintain the sewer system.

Department of Natural Resources

Replace Monument Beach Marina Ramp - \$600,000

Same project that we've been talking about for the last several years and the price keeps increasing. Latest estimate from Engineer is \$644,000 for a 2 lane ramp with docks on both side, pilings driven-in and dredging. When started this project, estimated cost was \$450,000. At the request of the Capital Outlay Committee, we contracted with an engineer who specializes in this type of construction. We now have completed plans and specifications for a two lane ramp at this location in Monument Beach. This ramp won't be deep as compared to Taylor Point or Barlow's Landing in Pocasset.

Current ramp is only wide enough to accommodate one vessel or trailer of average size. It's sloped and located that it is not useable at haft tide or less.

Community Preservation Act gave money to get plans drawn at the request of former Capital Outlay Committee member Bill Ware.

Will apply for Community Preservation Act to cover 1/3 of the cost for recreation; 1/3 from Waterways and borrow to cover the balance. Chairman Mastrangelo said she is not inclined to use stabilization funds on the project. Selectman Pickard will talk to Barry Johnson, Chairman of CPA.

Proposed ramp will be approximately 160' in length x 46' in width. Ramp would be constructed on concrete and be 8" thick over an 18" thick gravel subbase over filter fabric. There will be 80' by 6' wide floats on both sides of ramp to facilitate launching and loading of vessels and passengers. Floats will be secured by 3 or 4 12" metal guide piles on each side.

Project would like to start in late March 2017. Don't want to take on project during the middle of the boating season. Will speak with ISWM & DPW to see if they can help with the dredging to help reduce the cost. Will piggyback this dredging projects with other dredging projects.

Selectman Pickard asked if there is any value to making marina an Enterprise Fund and have paid from user fees and marina fees. Tim Mullen said he tried to set up an Enterprise Fund for fuel and Department of Revenue said no.

There is no charge to use any boat ramp except Taylor Point but all other ramps require a beach sticker.

Tim Mullen said if this is a \$644,000 project, may want to think long and hard at the logistic with the restricted access with the railroad bridge.

Administrator Guerino said he can work with the railroad to make a permanent access but this is a long process. Michael Leitzel has an excellent relationship but won't be easy. Railroad is sensitive but something to explore. Trash train isn't using tracks anymore. It would be advantageous for people on the island for houses undergoing renovations and need to bring equipment to the island. Senate President Murray at the time was very helpful.

Chairman Mastrangelo said the improvements are necessary. What is the cost to do repairs compared to doing this project? Tim Mullen said it's hard to justify this project at this time when people are being laid off. Selectman Pickard said Tim brings up a good point during this budget time. Ramps is good to have vs. nice to have. Anybody can use the ramp and is a service to everyone.

In recent years, Monument Beach Marina has had a new septic installed and new parking lot. Can do some improvements to the snack bar. Will make Monument Beach Ramps as handicap accessible as we can and more user friendly.

Gross revenue for marina: \$1.1 million (fuel marked up 20%); expenses \$544,000 = net \$600,000

Useful like is 30 – 50 years.

Replace Dinghy Dock Barlow's Landing - \$190,000
Differ at this time.

Replace Y-52 – \$49,000

Current Animal Control Express van is a 2008 with approximately 175,000 miles used 365 days a year. Last year's maintenance expenditures were for routine maintenance only. No significant repair work needed. This vehicle is used for domestic and wild animal rescue, transportation and rehabilitation, shellfish enforcement and waterways. This is the primary patrol vehicle for the department. DPW Vehicle Maintenance Supervisor has recommended we look at replacing this vehicle in FY2017.

Van has its benefits for stepping up high to get dogs in an out but is horrible in snow and rain.

Request to purchase 2016 or 2017 Ford ½ Ton Animal Control Vehicle and put an animal carrier on back. This is a gas vehicle with forced air ventilation; no air conditioning in compartments but has air conditioning in cab. New vehicle will have 6 compartments and can store gear in some compartments for other duties. It will make good use for space. Can't transfer police radio from current vehicle to new vehicle.

Useful life is 8-9 year

Shore & Harbor

Annual Dredging/Ramp Repair and Improvement - \$100,000

Every year funds need to be allocated to meet the town's dredging needs and to repair and or maintaining the town's public access piers and ramps.

Dredging projects should be undertaken on an annual basis. Depending on the scope of the project, the town may be in the permitting stage of more than one project at a time. Dredging is a major part of the town's Harbor Management Plan.

It takes 3 years to get a blanket permit. All areas to be licensed are put on 1 Comprehensive Permit and make any future dredging projects more simplified. Permit is good for 10 years.

Facilities Department

Jon was unable to attend meeting today. Will defer to next meeting.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch pursuant to Chapter 30A of the Open Meet Law to allow remote call participation for members who are at a geographic distance.

UNANIMOUS VOTE

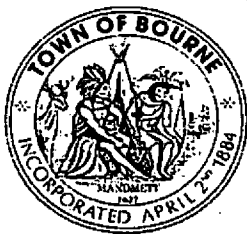
Fire Chief's vehicle to be deferred per Administrator's Guerino.

John Redman made a **MOTION** and **SECONDED** to adjourn meeting at 9:55 A.M.

UNANIMOUS VOTE

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Friday
February 12, 2016

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 FY17 Department Requests
 - a. Fire Department
 - b. School Department
 - c. Facilities Department
- 3) Feasibility study funds for Pocasset Fire Station
- 4) Any other FY16 updates
- 5) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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."

BOURNE, MASS
TOWN CLERK'S OFFICE
2016 FEB 9 PM 3 21

Mary Jane Mastrangelo
Mary Jane Mastrangelo
Chairman

Date: February 9, 2016

RECEIVED

Capital Outlay Committee
Friday, February 12, 2016 / 8:30 A.M.
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne

2016 SEP -7 AM 11:39
TOWN CLERK BOURNE

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

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson, DPW Superintendent George Sala, Fire Chief Sylvester, Deputy Chief Carrara, Deputy Chief Pelonzi, Vehicle Maintenance Supervisor Edwin Rivera 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 8:37 AM

First department on the agenda:

Fire chief Sylvester

1. **Defibrillators:** present equipment will no longer be able to be serviced by vendor, nor are replacement parts available.

Presently have 18 in service. Requesting purchasing 24. Present ones may have a trade in value of \$250 each. New ones will cost \$1,900 to \$2,000 each.

MJ asked if we should consider staggering costs. Tom Guerino feels we should standardize them equipment across the board.

Fire Dept. will assume responsibility for maintaining these units for both the Fire Dept and Police Dept.

These units are being purchased thru the state bid vendor

2. **Pocasset Fire Station:**

The Town of Bourne is required to do a Feasibility Study by the State, for upgrading this station.

Comments:

Jonathan Nelson: We need to do a FLAME study, to assess Fire Dept.'s response times to all areas throughout the town.

Estimated time to complete study: 8 months

Tom Guerino: ICMA webinar helps determine how many fire and police staff the town would need.

MJ: Proposes Capital Outlay approve study in preparation for this year's Town Meeting: \$100,000 for Fire Station Feasibility only.

3. **School Department:**

Ed Donoghue

1. **Air Conditioning** unit needed for BHS, for Library/Media center. One unit should suffice: est. cost \$60,000
Jon Nelson recommends the A/C unit vs a humidifier.

Steven LaMarche

2. **Technology request:** \$225,000
6 new servers: more efficient, less IT staff needed
3. **Phone system:**
BHS need total upgrade
Presently no room to room service. Need to announce and communicate thru old PA System

BMS: More updated than BHS, but still needs updating
Bournedale: needs updating too

All in all, eliminate antiquated Centrex system, and upgrade to IP phones.
Potential phone bill savings, buy eliminating phone company charges, and use internet phones.

School Dept., to gather phone bill costs and forward savings to Capital Outlay.

4. **Soundproofing:** both BES and BHS need this work.
Intervention studio and areas K-12
New England Sound did study for school. Reverberation Study.
Request: \$60,000. Vendor gave three options. But either way we go, the costs will remain consistent.

5. **New Mini- Buses:** request is \$120,000
Request is for 2 new buses, to replace:
 - a: 2007 bus with presently 140,000 miles
 - b: 2008 bus with 120,000 miles.Both units are Chevrolet's.

Mr. Donoghue had a bid from O'Connor Chevrolet in Maine.
No State ID is required because of "special needs" designation.

Rick Mastria suggested that the school investigate buying the unit closer than in Maine. The Chevrolet chassis can be purchased at any Chevy/GMC dealer. The body is installed by a vendor.

6. **Replacement of carpeting at BMS:** \$35,000
Carpet is 25 years old.

Jon Nelson suggested we install carpet tiles similar to the ones installed at new DPW building. These have a 10-year guarantee to have replacement tiles that match.

7. **Asbestos abatement:** Request \$150,000. This is the 4th and final year to replace all ACM tiles to conform with AHERA. This year will be the A-Wing Science Labs. Because of the labs, the labor will be a little more intensive.

MJ suggests ongoing maintenance of asbestos should not be part of Capital Outlay.

Steve LaMarche agreed

8. **BMS Sand and refinish Gym floor:** \$27,000

Middle school has never been refinished. High school has been done
Tom Guerino stated the floor is an eye-sore and a safety issue

9. **Upgrade HVAC system at BMS:** \$180,000. This amount will supplement the \$95,000 in funding they received last year. Cape Light Compact is the vendor that projected the cost of this project.

Jon Nelson stated that this equipment runs all mechanicals at this facility. Johnson Control was the original vendor. The installation was done in the year 2000. Johnson no longer has parts available for replacement parts. MJ suggested CLC could possibly reimburse the town for part, or all of this expenditure. Tom Guerino suggests putting this item on for the May Special Town Meeting.

4. **Jonathan Nelson's 5-year Capital Project requests:**

There are 16 items on Jon's request, which total \$325,000 for FY2017

MJ asked Jon to prioritize his top 5 requests:

1. **Town Hall Roof Replacement:** \$80,000. This is a selective roof over the Finance Office at Town Hall. He applied for CPC funds. \$80,000 is for Town Hall.
2. **Sagamore Fire Station HQ relocation:** \$75,000. Funds to move Head Quarters from Buzzards Bay to Sagamore.
3. **Town Hall Flooring Replacement:** \$50,000. Jon stated the carpeting needs replacement. There is possibly asbestos under the carpeting, and holes in the floor.
4. **Buzzards Bay Fire Station HVAC & Mechanical upgrade:** \$40,000.
5. **Pocasset Fire Station Flooring Repairs:** \$20,000.

Jon had an engineering test the floor. The slab is structurally sound. The upper portion of the slab has cracks, and holes that allow water to get in the basement area under the slab. It is rotting the Rebar.

Best approach at this point is to take core samples of the concrete to determine life of

the floor.

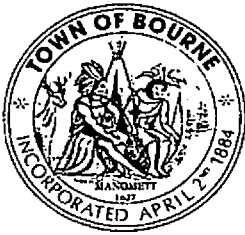
Rick suggested looking at some type of epoxy repair. However, Jon stated that would be like putting lipstick on a pig..

Adding some additional structural columns under the tracks where the engines park, may also help with the flooring.

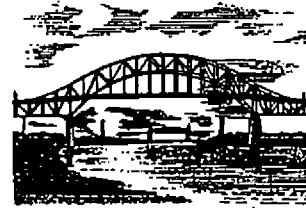
MJ called for a motion to adjourn. All in favor. Motion was duly made and seconded. Passed unanimously.

Next meeting: February 24th, 8:30 at the DPW building in Bourne.

Rick Mastria
Sent from my iPad



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
February 24, 2016

Time

8:30 AM

Location

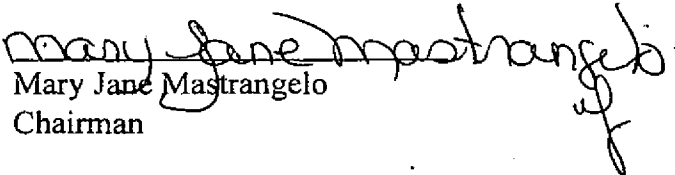
Department of Public Works
Conference Room
35 Ernest Valarie Road
Bourne

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 Debt Schedule and impact of borrowing for FY17 Capital
- 3) FY2017 Capital Outlay recommendations
- 3) 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 24, 2016
TOWN CLERK'S OFFICE

2016 FEB 19 PM 3 37

RECEIVED

Capital Outlay Committee

2016 SEP 14 AM **Wednesday, February 24, 2016 / 8:30 A.M.**
Department of Public Works Conference Room
TOWN CLERK BOURNE **35 Ernest Valarie Road, Bourne**

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

Others present: Town Administrator Thomas Guerino, Finance Director Linda Marzelli and Selectman Pickard

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

Chairman Mastrangelo called meeting to order at 8:45 AM

Review Debt Schedule and impact of borrowing for FY17 Capital

Chairman Mastrangelo talked about the long term debt schedule. In the future would like to have Finance Director list in 1st column on left side what FY items were approved or authorized. When look at paying for cash and borrowing, need impact on next several years budgets. Need to understand cash flow on capital plan and to take the time to look at debt schedule.

Administrator Guerino said he will talk with department heads to see if any items can be deferred or be done in several steps.

Finance Director looking at ISWM with the money that is left in articles and may be able to take one request and pay for with existing article.

Chairman Mastrangelo suggested it should be annual event at Town Meeting to close out articles and put monies back into free cash. Interest rate is fixed when going to bond.

Selectman Pickard asked Chairman of the CPC Barry Johnson if CPC can pay for half of the Monument Beach Ramp. Administrator Guerino to get some figures from Finance Director and will approach Mr. Johnson again.

There was a lengthy discussion on how CPC funds are spent on projects.

FY2017 Capital Outlay Recommendations

Police:

- Recommend at 3 items
- Portable radios paid from old article consolidation - \$30,000 from free cash and \$15,000 from old articles

Fire:

- Defer Fire Truck
- Defer Car 141
- AED's from articles

DNR:

- Y-52 from General Debt
- Monument Beach Marina recommends from General Debt; Waterways Fund and working with CPC pending approval of \$300,000
- Municipal Harbor Plan recommends from Waterways Fund

Schools:

- Technology – recommends \$25,000 from Free Cash
- Telephone System for High School and Administration Building – recommend \$120,000 from General Debt
- SPED – Administrator Guerino recommends \$60,000 from General Debt for 1 SPED bus. This can be spread out over the next several years.
- Flooring replacement – recommends \$35,000 from Free Cash
- Asbestos: Administrator Guerino spoke to Facilities Director Jon Nelson and this can be deferred
- Soundproofing – recommends \$60,000 from Free Cash and Available Funds
- Bourne High School - HVAC Media Center – Recommends \$60,000 from General Debt
- Bourne Middle School – Gym – Recommends \$27,000 from Free Cash
- Bourne Middle School – HVAC [may be able to get some funding from Cape Light Compact] or recommend \$180,000 from General Debt. This can be deferred if won't get answer by Town Meeting.

DPW:

- Bucket Truck is a necessity – recommend \$94,500 from General Debt
- T-3 – recommend \$174,000 from General Debt
- Sidewalk Loader – recommend \$88,700 from General Debt
- Road Paving Maintenance Program – Not recommended
- Plows – recommend from Chapter 90 or take from Free Cash

Shore & Harbor:

- Dredging – recommend \$100,000 from Waterways

Facilities:

- Roofing at Town Hall – recommend \$80,000 from General Debt
- Town Hall Flooring – recommend \$50,000 from Free Cash
- Sagamore Fire Station Head Quarters relocation – recommend \$75,000 from General Debt
- Buzzards Bay Fire Station HVAC – recommends \$40,000 from Free Cash and articles
- Police Station Flooring upgrades – Defer
- Pocasset Fire Station Floor Repair – not recommended
- Community Building Accessibility upgrades - Defer
- Fire Station Operation and Feasibility Study – recommend \$90,000 from Other Funding

IT:

- Phone System Upgrade – not recommended

ISWM:

- Recommend all items from Enterprise Funds and articles

Sewer:

- Pumps & Panels and Wet well Piping – recommend \$30,000 from Enterprise Fund

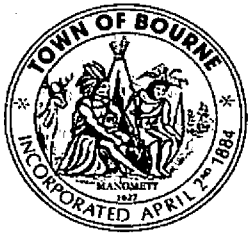
Next Capital Outlay Committee meeting will be held on Thursday, March 3, 2016 at 7:00 P.M. at the Community Center.

John Redman will call into meeting for remote participation.

John O'Brien made a **MOTION** and **SECONDED** by Rick Mastria to adjourn meeting at 10:32 A.M.
UNANIMOUS VOTE

Respectfully submitted by:

Debbie Judge
Recording secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Thursday
March 3, 2016

Time

7:00 PM

Location

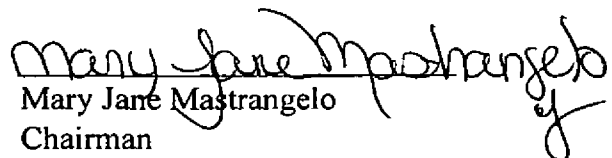
Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

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

AGENDA

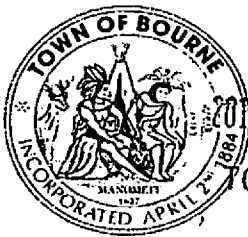
- 1) Call meeting to order
2. Review available funds and fund balances in waterways, capital stabilization, etc.
3. Discuss and vote FY17 capital recommendations
- 4) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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 29, 2016

2016 FEB 29 PM 12 01
TOWN CLERK'S OFFICE
BOURNE, MASS



2016 MAR 4 PM 2:10
**CAPITAL OUTLAY
COMMITTEE**
TOWN CLERK'S OFFICE
BOURNE, MASS



Meeting Notice

Date

Wednesday
March 9, 2016

Time

8:00 AM

Location

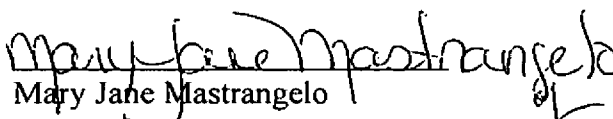
Department of Public Works
Conference Room
35 Ernest Valeri Road
Bourne

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 available funds and fund balances in waterways, capital stabilization, etc.
3. Discuss and vote FY17 capital recommendations
- 4) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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 4, 2016

RECEIVED

Capital Outlay Committee

Wednesday, March 09, 2016 / 8:00 A.M.

**2016 SEP 21 11:06 AM Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne**

TOWN CLERK BOURNE

Members present: Mary Jane Mastrangelo, John O'Brien, Carol Lynch

Excused: Rick Mastria, John Redman

Others present: Town Administrator Thomas Guerino, Facilities Director Jon Nelson,

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

Chairman Mastrangelo called meeting to order at 8:17 AM

Carole Lynch made a **MOTION** and **SECONDED** by John O'Brien accept to go into remote participation.
UNANIMOUS VOTE

Chairman Mastrangelo called Rick Mastria and John Redman via phone and introduced all members that were present.

Administrator Guerino started with final recommendation on funding spreadsheets. Further mentioned that the Finance Director was working on numbers and originally tried to bring down free cash to as little as possible. After speaking with Chairman Mastrangelo it was discussed to bring down debt and bring up free cash. Administrator Guerino said Linda spent a lot of time calling people and did a good job.

Administrator Guerino said to hold off on the Fire Truck for a number of reasons since it won't be supported at this time. May get support in the fall. This is a back-up truck and if needed, can call for mutual aid.

	Town Administrator Recommendation	Amount	Funding Source
Police Department:			
Police Cruisers	Yes	\$125,404	General Debt
Dispatch Console	Yes	\$144,914	General Debt
Portable Radios	Yes	\$ 51,520	Free Cast
			Other Funding
Sub Total		\$321,838	
Fire Department:			
Engine 125	No		
Replace Car 141	No		
Lifepac 1000 AED's	Yes	\$ 50,000	Other Funding
Sub Total		\$ 50,000	
Department of Natural Resources:			
Replace Y-52 Animal Control Vehicle	Yes	\$ 49,000	Available Funding
Monument Beach Marina Boat Ramp	Yes	\$600,000	General Debt

Waterways Fund
Community Preservation
Waterways Fund

Municipal Harbor Plan Yes \$ 60,000
Sub Total \$709,000

Bourne Public Schools:

Systemwide

Technology Plan	Yes	\$ 25,000	Available Funds
Install VOIP Telephone System	Yes	\$120,000	General Debt
Purchase/Replace 2-SPED Mini Buses	Yes	\$ 60,000	General Debt
Floor Replacement- BMS/Admin Bldg	Yes	\$ 35,000	Available Funds
Asbestos Abatement	Deferred		
Soundproofing BES/BHS	Yes	\$ 60,000	Free Cash
Sub Total		\$300,000	Available Funds

Bourne High School

Install A/C Library Media Center	Yes	\$ 60,000	Free Cash
Sub Total		\$ 60,000	

Bourne Middle School

Additional Funding HVAC System	Yes	\$180,000	General Debt
Gymnasium – sand, paint, refinish floor	Yes	\$ 27,000	Free Cash
Sub Total		\$207,000	

Department of Public Works:

Bucket Truck	Yes	\$ 94,500	General Debt
T-3	Yes	\$174,000	General Debt
Sidewalk Loader	Yes	\$ 88,700	General Debt
Road Paving Management Program	No		
Plows	Yes	\$ 22,000	Free Cash
Sub Total		\$379,200	

Shore & Harbor:

Dredging/Ramp and Pier Repair/Maintenance	Yes	\$100,000	Waterways Fund
Sub Total		\$100,000	

Facilities:

Town Hall Selective Roofing Replacement	Yes	\$ 80,000	Free Cash
Town Hall Selective Flooring Replacement	Yes	\$ 62,500	Free Cash
and office			Available Funds
Sagamore Fire Station HQ relocation/	Yes	\$ 75,000	General Debt
Build-out			
Buzzards Bay Fire Station HVAV &	Yes	\$ 40,000	Available Funds
Mechanical upgrades			
Police Station Flooring upgrades	No		
[including asbestos removal]			
Pocasset Fire Station Floor Repair	No		

Available Funds

Community Building Accessibility upgrades	No		
Fire Station Operation and Feasibility Study	Yes	\$ 90,000	Other Funding
Sub Total		\$347,500	
IT:			
Phone System Upgrade	No		
Sub Total Town and Schools		\$2,474,538	
Integrated Solid Waste Management:			
84" Drum Vibrator Compactor	Yes	\$200,000	Enterprise Fund R/E Available Funds
20" Metric Ton Excavator	Yes	\$315,000	Enterprise Funds
Phase V Liner Construction	Yes	\$2,250,000	Enterprise Debt Enterprise Fund R/E Available Funds
Sub Total ISWM		\$2,765,000	
Sewer Department:			
Pumps & Panels and Wet well Piping	Yes	\$ 30,000	Enterprise Fund R/E
Sub Total		\$ 30,000	
Sub Total Enterprise		\$2,795,000	
Grand Total		\$5,269,538	

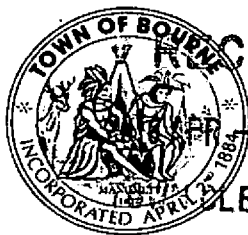
Jon Nelson would like to add to the request of Town Hall Selective Flooring Replacement and office an additional \$12,500. He spoke with Linda about reorganizing her office. Will work with vender to come up with floor plan and move forward with Administrator Guerino's concurrence. Chairman Mastrangelo said this should be in the budget portion and not a capital item. Administrator Guerino apologized and further recommend that this request should increase from \$50,000 to \$62,500.

Carol Lynch made a **MOTION** and **SECONDED** by Mary Jane Mastrangelo to fund the recommendation by Town Administrator in the amount of \$5,269,538.

John O'Brien made a **MOTION** and **SECONDED** by Carol Lynch to adjourn the meeting at 8:48 A.M.
UNANIMOUS VOTE

Respectfully submitted by:

Debbie Judge
Recording Secretary



RECEIVED

8 AM 8:44

CLERK BOURNE

CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Tuesday
April 12, 2016

Time

9:00 AM

Location


Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

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

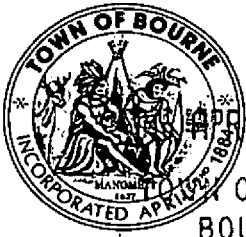
AGENDA

- 1) Call meeting to order
- 2) FY 17 Capital Plan
 - Funding for Monument Beach Boat ramp
 - Eliminate funding for Middle School gym repair
 - Discuss and Vote Capital FY17 Plan
- 3) Update on Peebles – School Building Feasibility Study
- 4) Such other business that may legally come before the Committee

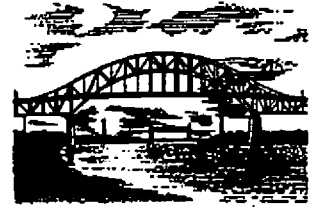
“The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”


Mary Jane Mastrangelo
Chairman

Date: April 8, 2016



APR 20 PM 9:10
**CAPITAL OUTLAY
COMMITTEE**
CLERK'S OFFICE
BOURNE, MASS



Meeting Notice

Date

Monday
April 25, 2016

Time

6:30 PM

Location

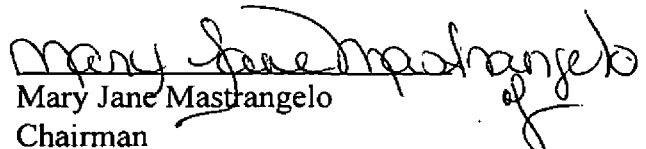
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) FY 17 Capital Plan
 - Funding for Monument Beach Boat ramp
 - Eliminate funding for Middle School gym repair
 - Discuss and Vote Capital FY17 Plan
- 3) Update on Peebles – School Building Feasibility Study
- 4) Such other business that may legally come before the Committee

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


Mary Jane Mastrangelo
Chairman

Date: April 20, 2016

Capital Outlay Committee
Monday, April 25, 2016 / 6:30 P.M.
Bourne Veterans' Memorial Community Center,
239 Main Street, Buzzards Bay
TOWN CLERK BOURNE

RECEIVED

2016 SEP -7 AM 11:40

Meeting called to order 6:30 pm

Present: Chairman MJ Mastrangelo, Carol Lynch, John Redman, Rick Mastria
Excused: John O'Brien

Also present were Town Administrator Thomas Guerino and Finance Director Linda Marzelli.

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

There was a brief discussion of changes to the Capital plan including reduction of Town Hall Roof to \$75,000 from Free Cash, change of Sagamore Fire Station improvements to borrowing, elimination of Middle School gym flooring due to water damage and insurance proceeds. Monument Beach Ramp funding of \$300,000 from Community Preservation Funds, \$100,000 from Waterway Fund and \$200,000 from borrowing.

Upon motion duly made by John Redman and seconded by Rick Mastria the Capital plan of \$5,237,538 was approved with \$300,000 to be funded in a separate article #15 from CPA funds and the remaining funding of \$4,937,538 as listed in the proposed motion for Article 9.

ARTICLE 9: MOTION: We move that the Town vote to raise and appropriate the sum of \$4,937,538.00 for the capital outlay projects listed in the Voters Handbook on pages 32-35 and to meet this appropriation, we move to transfer the sum of \$280,261.63 from General Fund Articles; \$658,233.87 from ISWM Articles; \$30,000.00 from Sewer Retained Earnings; 46,766.13 from ISWM Retained Earnings; \$90,000.00 from the Capital Stabilization Fund; \$260,000.00 from the Waterways Improvement Fund and \$249,758.37 from Free Cash. We further move to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$3,322,518.00 under and pursuant to Chapter 44, Sections 7(3A), 7(9), 7(17), & 8(24) of the General Laws as amended and supplemented, or any other enabling authority and to issue bonds or notes of the Town therefore.

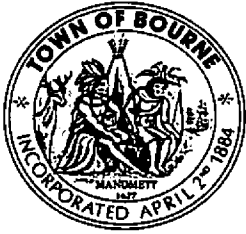
Motion passed unanimously 4 - 0.

There was a brief update on the status of the Peebles School building Committee - there is a new survey available on the School Building website and a possible report of the School Building Committee to the Capital Outlay Committee in May. The School Building Committee will make a recommendation to MSBA in May and if that is approved the project will enter the design phase which then need approval by MSBA before going to Town Meeting for approval and then to the ballot.

John Redman moved and Rick Mastria seconded motion to adjourn.

Motion approved unanimously 4-0.

Meeting adjourned at 6:40 pm.



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
May 18, 2016

Time

8:30 AM

Location

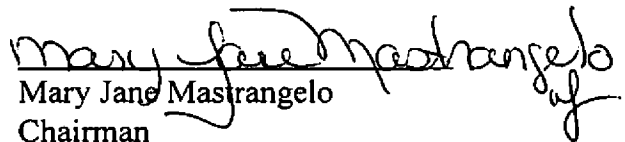
Department of Public Works
Conference Room
35 Ernest Valeri Road
Bourne

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) Presentation by School Building Committee - Peebles School project
- 3) 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: May 12, 2016

RECEIVED

2016 MAY 12 PM 1:47

TOWN CLERK BOURNE

RECEIVED

Capital Outlay Committee
Wednesday, May 18, 2016 / 8:30 A.M. 2016 SEP 21 AM 11:07
Department of Public Works Conference Room
35 Ernest Valarie Road, Bourne TOWN CLERK BOURNE

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

Excused: Rick Mastria

Others present: Chris Hyldburg, Joel Seeley, Kent Kovacs of School Building Committee

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

Presentation was made for the Peebles Elementary School

Bourne Capital Outlay Meeting

May 18, 2016

Peebles Elementary School Feasibility Study



PROJECT MANAGEMENT **SMMA**

Massachusetts School Building Authority

Flansburgh Architects

Project Need

The Peebles Elementary School is an aged facility requiring significant upkeep without long term educational benefits.

Voters approved the feasibility study to mitigate these conditions in the Fall of 2014.

Project Need

- Provide a long term solution for the existing deteriorating school
- Provide educational spaces that meet the MSBA state standards
- Update the schools to meet the “Visioning” workshops goals
- Provide 21st Century Educational spaces
- Provide a place Bourne can be proud of

MSBA Process

Submitted to MSBA
12/18/2015

- Existing Conditions
- Visioning
- Programming
- Preliminary options

PDP

Preliminary Design
Program

Submit to MSBA
6/02/2016

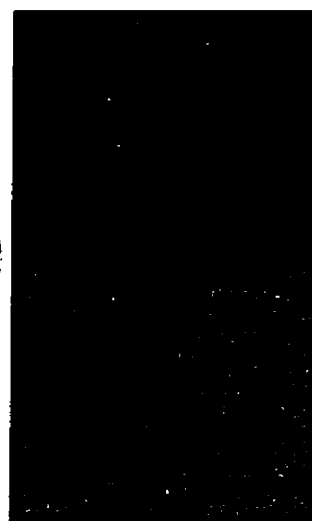
- Refine top options
- Options detailed
- Cost Estimates

PSR

Preliminary
Schematic Report

MSBA Board
Approval
07/20/2016

Submit to MSBA
9/29/2016



**Schematic
Design**

MSBA Board
Approval
11/09/2016

Local Funding
Approval

Completed Milestones

- January 09, 2012 - Bourne submits SOI to MSBA
- January 04, 2012 - MSBA invites Town into Eligibility Phase
- December 16, 2014 - MSBA Approves Student Enrollment
- February 11, 2015 - MSBA Executes Feasibility Agreement
- June 08, 2015 - Town retains Owner's Project Manager (OPM)
- September 22, 2015 - Town retains Architect
- October 17, 2015 - Community Forum No.1
- November 17, 2015 - Community Forum No.2
- December 08, 2015 - Community Forum No.3
- December 18, 2015 - PDP Submitted to the MSBA

Completed Milestones

- January 21, 2016 - Community Forum No.4
- March 03, 2016 - Community Forum No.5
- March 28, 2016 - Finance Committee Meeting
- March 31, 2016 - Community Forum No.6
- April 06, 2016 - School Committee Meeting
- May 05, 2016 - Community Forum No.7
- May 12, 2016 - School Building Committee Meeting Vote for Option 5A

Completed Tasks

- Educational Program
- Visioning Program
- Space Summary Spreadsheets
- Building Evaluation
- Structural Evaluation
- MEP Evaluation
- Hazardous Materials Inspection
- Phase 1 Environmental Assessment
- Site Evaluation
- Traffic Evaluation
- Options Development
- Comparison Matrix
- Cost Analysis
- Options Evaluation
- Design Alternatives reduced from 7 to 4
- PDP Report Submitted to the MSBA
- Responded to MSBA Comments on PDP
- Refined 4 PSR Options
- Evaluated MSBA Reimbursement on the 4 Options
- MSBA approval of Option 5
- Design Alternatives reduced from 4 to 2
- Preferred Alternative Selected

Defining the Need

Defining the NEED - Existing Conditions

Peebles Elementary School

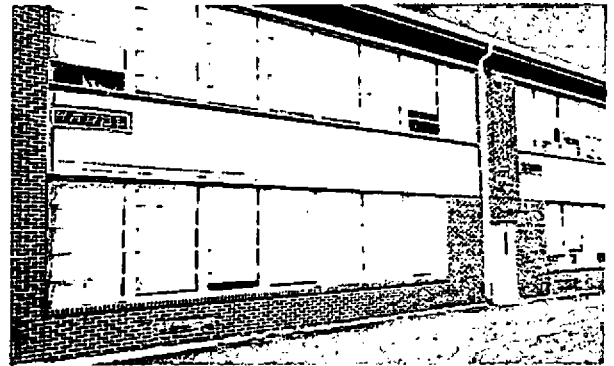
Year Built: 1953,1959 (62 yrs. old)

Site Poor drainage, traffic, and HC accessibility

Exterior Cracks, leaks, and lack of insulation

Interior Worn out, broken, and needs replacement

MEP systems Antiquated, inefficient, & poor temperature control



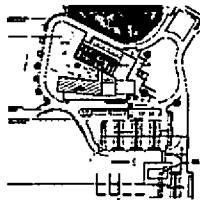
Building Exterior

Systems to be addressed near future

- Brick veneer potentially breaking away from building
- Further settling of the addition
- Limited areas covered by sprinkler system
- Major ventilation concerns in the cafeteria, gymnasium and kitchen

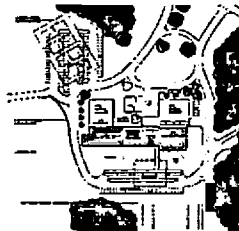
Design Options

Design Options



OPTION 1A - NEW CONSTRUCTION Grades K-4
Total Student Enrollment: 250 students (K-4)
Total Square Footage: 57,248 sf

- New school building on the Peebles Elementary School
- Elementary schools remain on each side of the canal



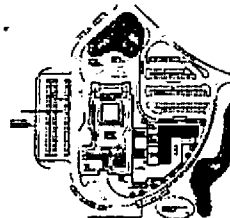
OPTION 1G - ADD/RENO Grades K-4
Total Student Enrollment: 250 students (K-4)
Total Square Footage: 57,248 sf

- New Addition to the existing Peebles Elementary School
- Existing to remain will require extensive renovations
- Elementary schools remain on each side of the canal



OPTION 2A - ADDITION/RENOVATION Grades PK-4
Total Student Enrollment: 725 students (PK-4)
Total Square Footage: 114,593 sf

- One district-wide consolidated elementary school
- New school addition to the Bourmedale Elementary School
- 5th grade remains in the middle school



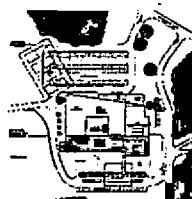
OPTION 3A - ADDITION/RENOVATION Grades PK-5
Total Student Enrollment: 885 students (PK-5)
Total Square Footage: 131,380 sf

- One district-wide consolidated elementary school
- New school addition to the Bourmedale Elementary School
- 5th grade in an elementary school setting



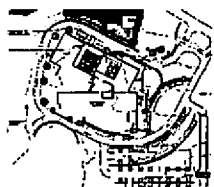
OPTION 4A - NEW CONSTRUCTION Grades K-5
Total Student Enrollment: 410 students (K-5)
Total Square Footage: 72,473 sf

- Elementary schools remain on each side of the canal
- New school building on the Peebles Elementary School site
- 5th grade in an elementary school setting



OPTION 4B - ADDITION/RENOVATION Grades K-5
Total Student Enrollment: 410 students (K-5)
Total Square Footage: 72,473 sf

- Elementary schools remain on each side of the canal
- New school addition to the existing Peebles Elementary School
- 5th grade in an elementary school setting



OPTION 5A - NEW CONSTRUCTION Grades 3-5
Total Student Enrollment: 460 students (3-5)
Total Square Footage: 72,600 sf

- Elementary schools remain on each side of the canal
- New school building on the Peebles Elementary School site
- 5th grade in an elementary school setting

This option provides district-wide PK-2 at Bourmedale, 3-5 at Peebles and 6-8 at BMS.

DESIGN OPTIONS SCHEDULE & COST MODELS

Construction Schedule

		Option 1A (K-4) Peebles New Construction 250 students	Option 1G (K-4) Peebles New Construction 250 students	Option 2A (PK-4) Bournedale Add/Reno 725 students	Option 4A (K-5) Bournedale Add/Reno 410 students	Option 4B (K-5) Bournedale Add/Reno 410 students	Option 5A (3-5) Peebles New Construction 460 students
Gross SF		57,248 SF	57,248 SF	114,593 SF	72,473 SF	72,473 SF	72,680 SF
Duration	Building	19 Months	22 Months	18 Months	19 Months	22 Months	19 Months
	Sitework	5 Months	8 Months	8 Months	5 Months	8 Months	5 Months
* TOTAL		24 Months	30 Months	26 Months	24 Months	30 Months	24 Months

* Estimated Construction Schedule subject to change as project is refined
Options 1G and 2A require occupied phased renovation.

Cost of Design Alternatives

		Option 1 (K-4) Peebles Elementary 250 students		Option 2 (PK-4) Bournedale Elementary 725 students	Option 4 (K-5) Peebles Elementary 410 students		Option 5 (3-5) Peebles Elementary 460 students	Base Repair Only**
		1A New	1G Add/Reno	2A Add/Reno	4A New	4B Add/Reno	5A New	
Gross SF		57,248 SF		62,293 SF	72,473 SF		72,680 SF	55,190 SF
Construction Cost \$ (Hard Cost)	Building	\$22.62M	\$23.15M	\$25.29M	\$26.14M	\$26.82M	\$26.19M	\$10.53M
	Hazmat/Demo	\$1.7M	\$1.24M	\$0	\$1.7M	\$1.21M	\$1.68M	\$1.16M
	Sitework	\$4.04M	\$4.17M	\$4.46M	\$4.18M	\$4.61M	\$4.2M	\$3.8M
	Total	\$28.36M	\$28.56M	\$29.75M	\$32.02M	\$32.64M	\$32.07M	\$12.07M
Soft Cost \$	Fees & Expenses	\$5.4M	\$5.34M	\$5.48M	\$5.8M	\$5.98M	\$5.8M	\$2.8M
	FF&E	\$.75M	\$.75M	\$1.02M	\$1.23M	\$1.23M	\$1.38M	\$.25M
	Contingencies	\$1.99M	\$2.57M	\$2.38M	\$2.24M	\$2.94M	\$2.24M	\$1.68M
Other Town Costs		no cost	no cost	TBD	no cost	no cost	no cost	no cost
* TOTAL		\$36.49M	\$37.42M	\$38.63M New Addition: 46,493 Extensive Reno: 15,800	\$41.29M	\$42.78M New Addition: 34,916 Extensive Reno: 37,557	\$41.49M	\$16.8M
Cost per SF		\$637	\$654	\$620	\$570	\$590	\$571	\$304

* Estimated Cost subject to change as project is refined and appropriation vote date is established

** Base Repair Only Option does not address the educational deficiencies in the school and does not meet MSBA standards

*** Option 2A cost per SF based on the sum of the Building Addition Area and Area of Major Renovations (approx. 46,493 SF and 15,800 SF respectively)

DESIGN OPTIONS PROJECT REIMBURSEMENT

Peebles Elementary School | Bourne, MA

Flansburgh

MSBA Reimbursement Process

- **MSBA is the state authority that administers and funds a program for grants for Massachusetts school projects.**
- **MSBA mandates a multi-step rigorous study and approval process.**
- **MSBA will reimburse all Eligible Costs.**
 - **Examples of Ineligible Costs are:**
 - › Site Costs Over 8%,
 - › Building Costs Over \$299/sf,
 - › Asbestos Flooring Abatement,
 - › FFE/Technology Costs Over \$2,400/Student,
 - › Legal Fees, Moving Expenses, Construction Contingencies over 1% for new construction or 2% for renovations.
 - › Prior Grant Cost Recovery/Renovation Costs on recent Previously Reimbursed Projects

Estimated Project Reimbursement Rate for Eligible Costs

	Option 1A	Option 1G	Option 2A	Option 4A	Option 4B	Option 5A
Base Reimbursement Rate	43.84	43.84	43.84	43.84	43.84	43.84
Maintenance	1.00	1.00	1.00	1.00	1.00	1.00
CM at Risk	1.00	1.00	1.00	1.00	1.00	1.00
Renovation	0.00	3.28	2.97	0.00	2.59	0.00
Green Schools	2.00	2.00	2.00	2.00	2.00	2.00
* Total Reimbursement Rate	47.84	51.12	50.81	47.84	50.43	47.84

* Reimbursement rates subject to change based on MSBA Review

Estimated Project Costs and MSBA Reimbursement

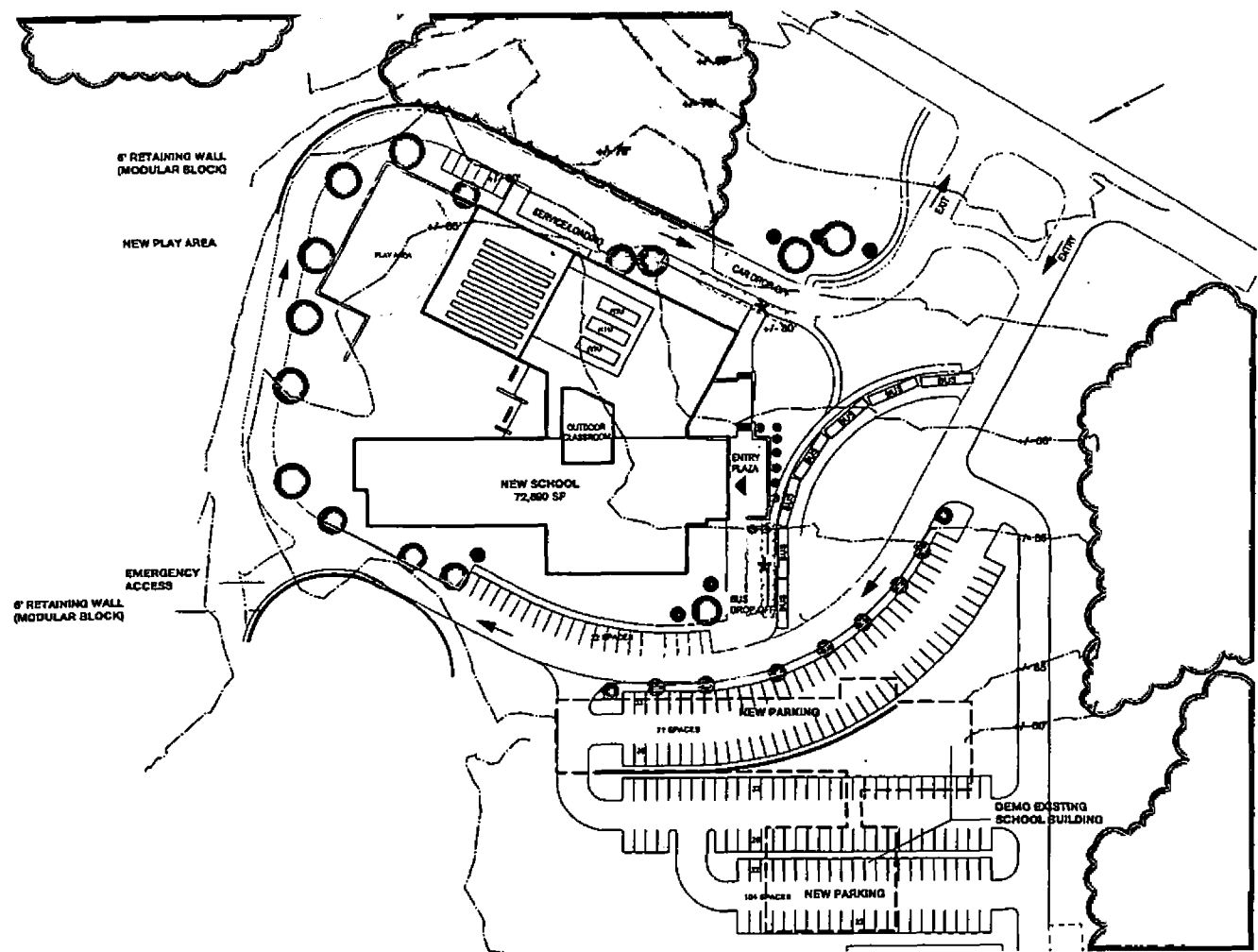
	Option 1A	Option 1G	Option 2A	Option 4A	Option 4B	Option 5A
Project Cost	\$36.49 M	\$37.42M	\$38.63M	\$41.29M	\$42.78M	\$41.49M
Approximate MSBA Grant	\$12.11M	\$12.81M	\$10.73M**	\$14.69M	\$15.47M	\$14.72M
Approximate Cost to Bourne	\$24.38M	\$24.61M	\$27.90M**	\$26.6M	\$27.31M	\$26.77M

* Costs subject to change as project is refined

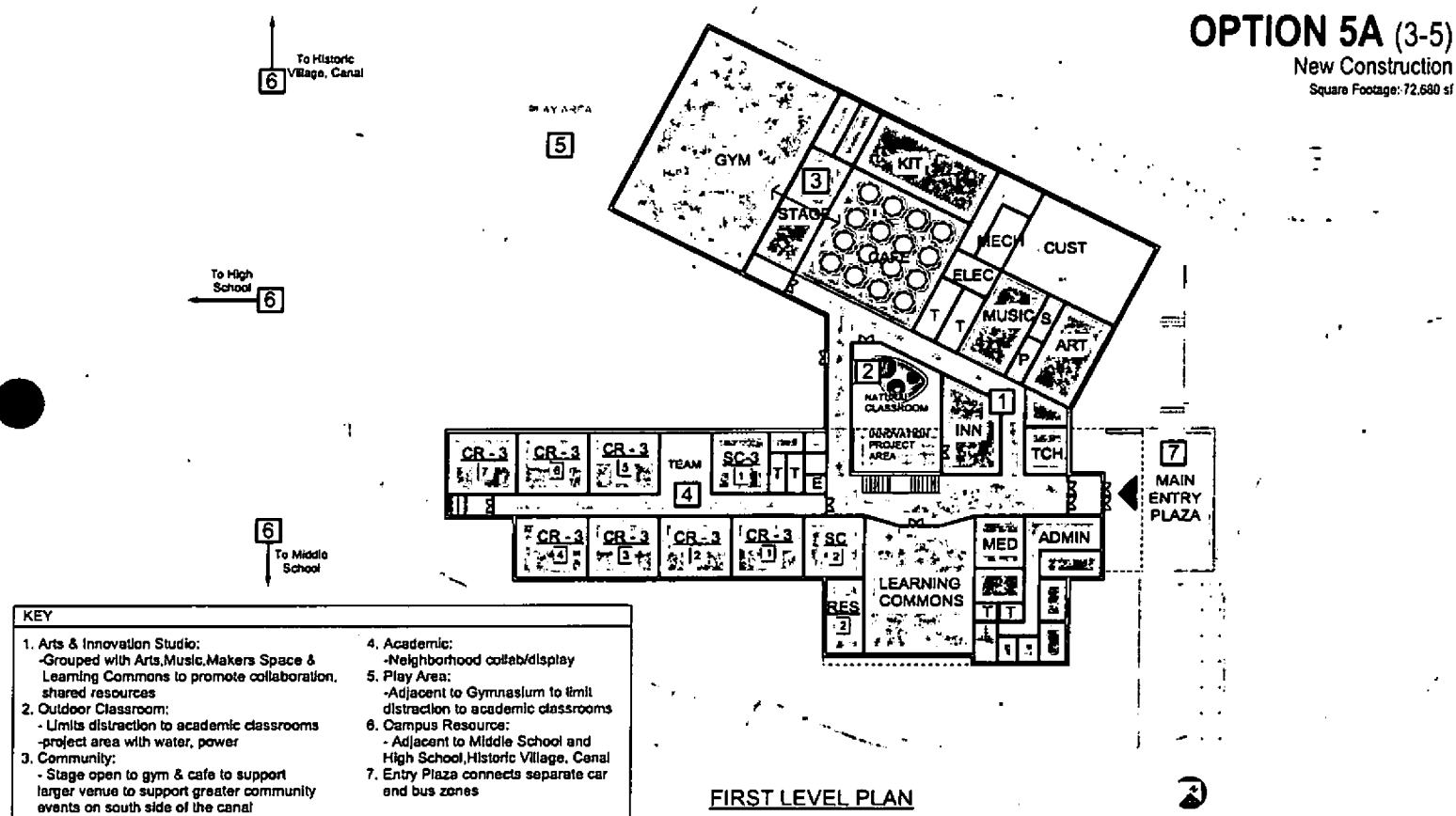
** Option 2A costs subject to change based on MSBA Recent Previously Reimbursed Project Review

PREFERRED ALTERNATIVE

Peebles New Construction Option 5A - (Grades 3-5 at 460 students)

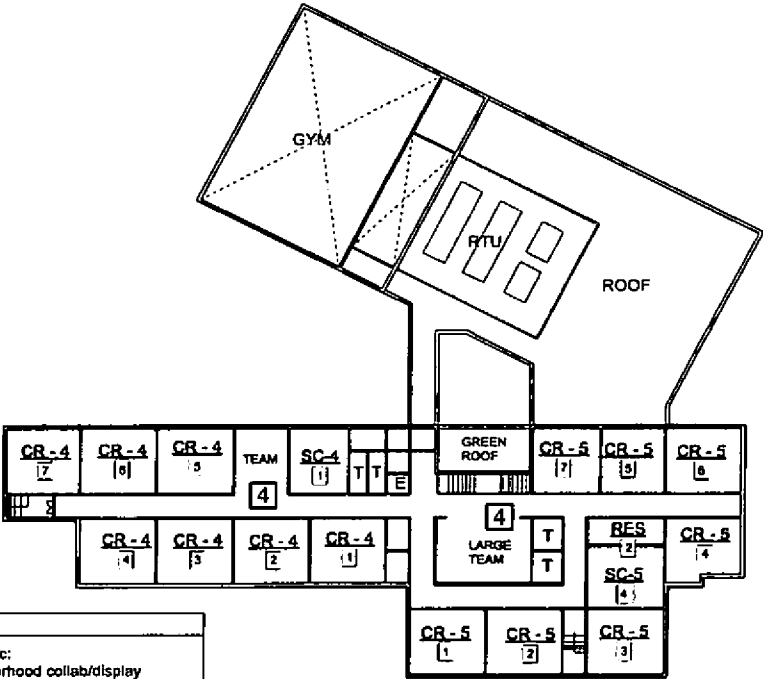


Peebles New Construction Option 5A - (Grades 3-5 at 460 students)



Peebles New Construction Option 5A - (Grades 3-5 at 460 students)

OPTION 5A (3-5)
New Construction
Square Footage: 72,680 sf



SECOND LEVEL PLAN

KEY	
1. Arts & Innovation Studio: -Grouped with Arts,Music,Makers Space & Learning Commons to promote collaboration, shared resources	4. Academic: -Neighborhood collab/display
2. Outdoor Classroom: - Limits distraction to academic classrooms -project area with water, power	5. Play Area: -Adjacent to Gymnasium to limit distraction to academic classrooms
3. Community: - Stage open to gym & cafe to support larger venue to support greater community events on south side of the canal	6. Campus Resource: - Adjacent to Middle School and High School,Historic Village, Canal
	7. Entry Plaza connects separate car and bus zones

Project Costs

Total project cost	\$41.49 million
Reimbursement rate (of Eligible Costs)	47.84%
Approximate MSBA Grant	\$14.72 million
Approximate Cost to Bourne	\$26.77 million

Tax Impact

Cost to Bourne	\$26.77 million
Annual Residential Tax	\$0.48 per \$1000

Increase per \$1000 Valuation

Annual Residential Tax	\$192.92
------------------------	-----------------

Increase per Average Home Value

(Based on 20 year term at 5.00% Interest Rate)

Tax Impact

*What does this mean to the
average homeowner?*

*For a home with an assessed value
of **\$398,944** the cost would be
between approximately:*

\$192.92 per year OR
\$16.08 per month OR
\$0.52 per day

Next Steps

Next Steps

The School Building Committee meetings are every two weeks.
Meeting agendas and dates are posted on the District's website.

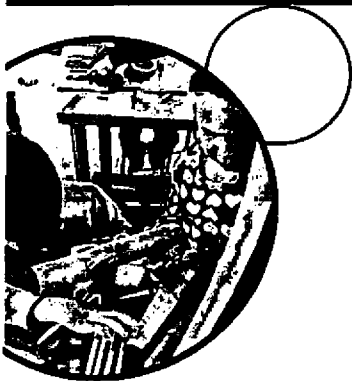
- *January 21, 2016 - Community Forum No.4 at Bournedale Elementary School Cafeteria*
- *March 03, 2016 - Community Forum No. 5 at Peebles Elementary School Cafeteria*
- *March 31, 2016 - Community Forum No. 6 at Bournedale Elementary School Cafeteria*
- *April 07, 2016 - SBC to evaluate Option 5A*
- *May 05, 2016 - Community Forum No. 7 at Peebles Elementary School Cafeteria*
- **May 18, 2016 - Capital Outlay Meeting**
- **May 19, 2016 - Council on Aging Meeting**
- **June 02, 2016 - Submit PSR document to the MSBA**
- **September 29, 2016 - Submit Schematic Design documents to MSBA**
- **November 09, 2016 - MSBA Board Meeting to approve project to bring to voters**
- **Fall 2016 - Town Vote**

Bourne Elementary Schools
School Project Information

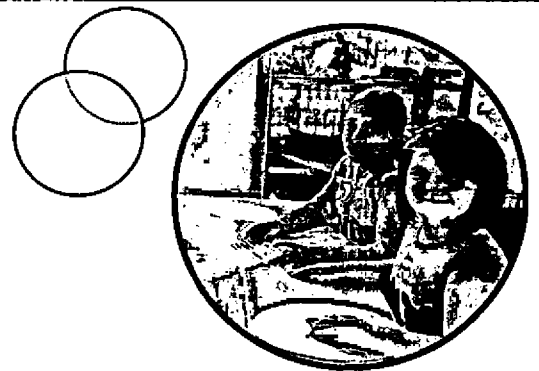
Go to:

Town Website: <http://www.townofbourne.com/school-building-committee>

Project Email: sbc@townofbourne.com



Peebles Elementary School | Bourne, MA



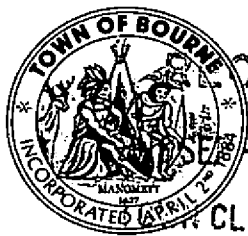
Flansburgh Architects

Questions?

Upon a motion duly made and seconded meeting adjourned at 9:50 A.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



RECEIVED

SEP - 1 PM 3:07

TOWN CLERK BOURNE

CAPITAL OUTLAY

COMMITTEE



Meeting Notice

Date

Wednesday
September 7, 2016

Time

8:30 AM

Location

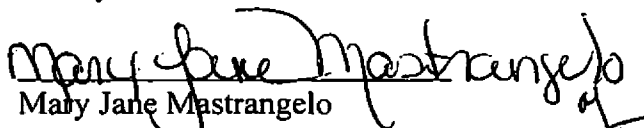
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Presentation by the Police Facility Building Committee on proposed Police Station
- 3) Approval of Minutes: 1.13.16; 1.20.16; 2.12.16; 4.25.16
- 4) Future meeting schedule
- 5) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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: September 1, 2016

TOWN CLERK BOURNE

2016 SEP - 1 PM 3:07

RECEIVED

Capital Outlay Committee
Wednesday, September 07, 2016 / 8:30 A.M.
Bourne Veterans' Community Center
239 Main Street, Buzzards Bay

RECEIVED

2017 MAY -2 PM 3: 09

Members present: Mary Jane Mastrangelo, John Redman, John O'Brien, Carole Lynch **TOWN CLERK BOURNE**

Excused: Rick Mastria

Others present: Administrator Guerino (arrived 8:58 AM), Donald Ellis, Chairman of the Police Facility Building Committee Charles Noyes, Police Chief Woodside, Detective Sergeant John Stowe, Lieutenant Brandan Esip and Kevin Witzell from Kaestle Boos.

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

Handout: Bourne Police Department Questionnaire from Kaestle Boos Associates

Chairman Mastrangelo called meeting to order at 8:40 AM

Presentation by the Police Facility Building Committee on Proposed Police Station

Chairman Charles Noyes made presentation to committee. In 2009 the Cecil Group prepared a Municipal Facilities Plan for the Capital Outlay Committee. In that report, the police station replacement was at the top of the list to be replaced. The report stated that the Bourne Police Station is in poor condition, has critical space needs and is restricted from receiving certain Federal funds because it is located within the flood plan.

History:

- Bourne Police Department was established on March 7, 1921.
- Police Department worked out the basement of the Bourne Town Hall from 1921 – 1934.
- In 1934 the Police Department moved into the newly constructed Fire Station on Main Street.
- In 1936 the Police Facility Committee was formed to explore the construction of a new Police Station.
- When efforts went nowhere, Police moved into the newly constructed annex in 1937 at Town Hall and remained there until 1959.
- New Police Station was constructed in 1958-1959 and added a second floor in 1974.
- Police Station has outlived its usefulness and is deteriorating on a daily basis.

Police Station: 1973 to present:

Since 1973 several hundreds of thousands of dollars have been spent to try to keep up with increases in manpower and the changing needs of a modern police force and to keep the building barely functional.

- Addition to cell block and storage areas
- Addition to second floor housing offices
- Addition to parking adjacent to the station
- Renovation of dispatch center to accommodate central dispatching
- Renovations of women's locker room
- Renovation of men's shower room
- Reconstruction of garage/cell block roof
- Retrofit the cells to replace original steel bar doors

- Multiple renovations resulting from E-911 technology changes
- Asbestos abatement and stabilization
- Replacement of whole building generator

Current conditions:

The building is undersized to perform existing Police functions and has no ability to remain functional without costly repairs that will still leave the building outdated and in a flood zone. There is a lot of asbestos and black mold; locker rooms flood; windows leak; the garage is too small to accommodate any of the department's vehicles; plumbing; mechanical and electrical systems are outdated.

Tour of the existing building will emphasize the multiple functions required of the undersized rooms and the need for more modern spaces better equipped for specialized functions of modern policing.

Proposed new Police Station:

Initial total gross area was 30,009 square feet and after more review of the space needs assessment, the final total square footage is 25,927, which includes basement, 1st and 2nd floor.

Building layout: 1st floor is operational and 2nd is administration. Committee still has a lot of work to finalize appearance of building.

Chairman Mastrangelo wants exact layout when finalized.

Building, equipment and accessories total \$17,609,545.

Looking to see if fuel station can be physically picked up and moved. There is no diesel in this fuel station. Only the DPW has diesel.

Chairman Noyes said the committee hasn't formally approved site locations. Hopefully this will be done at today's meeting.

Tunnel will remain and hope to upgrade and clean up during project.

John O'Brien said the process has been great and the proposed station meets the needs that has been needed for a long time.

John Redman said there needs to be some tweaking and that we need to stay with this number and don't want to go back to voters and ask for more money.

Location of the proposed Police Station is to the right of Armory Road off the By-pass.

Chairman Mastrangelo asked about the phasing as far as bonding so we don't have many BAN's (Bond Anticipation Notes).

There will be no bidding until July-August of 2017. Project could begin late 2017.

John Redman asked Kevin Witzell from Kaestle Boos for a breakdown on spending.

Chief Woodside suggested that anybody who wants to have a tour of the Police Department to see condition should come to the next tour that is scheduled for Saturday, September 10th at 11:00 A.M.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch that the Capital Outlay Committee approve the amount of \$17,609,545 for the construction of the Bourne Police Station. **UNANIMOUS VOTE**

Approval of Minutes

John O'Brien made a **MOTION** and **SECONDED** by John Redman to approve the minutes of January 13, 2016 as presented. **VOTED 3-0-1 [Carol abstained]**

John Redman made a **MOTION** and **SECONDED** John O'Brien to approve the minutes of January 20, 2016 as presented. **VOTED 3-0-1 [Carol abstained]**

John O'Brien made a **MOTION** and **SECONDED** by John Redman to approve the minutes of February 12, 2016 as amended. **VOTED 3-0-1 [Carol abstained]**

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve the minutes of April 25, 2016 as approved. **VOTED 3-0-1 [John O'Brien abstained]**

Next Capital Outlay Committee meeting will be held next Wednesday, September 14, 2016; 8:30 A.M. at the Community Center to hear the presentation by the School Building Committee on proposed Peebles School project.

The following Capital Outlay Committee meeting will be held on Wednesday, September 21, 2016; 8:30 A.M. at the Community Center to hear capital request from George Sala for Multi-purpose Packer Truck. Recycling is well beyond what they expected from the single stream program. Guys are staying out to 6-7 PM at night.

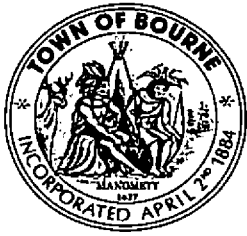
Chairman Mastrangelo said the Charter says Capital Planning should be part of the budget in January.

Capital request for FY2018 will be due in mid-October with meetings to be scheduled to discuss request with Department Heads on November 30th, December 7th and December 14th. If additional meeting is required, maybe January 11, 2017.

John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn meeting at 9:30 A.M. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
September 14, 2016

Time

8:30 AM

Location

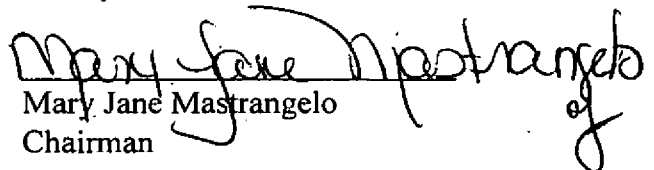
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Presentation by the School Building Committee – Peebles School Project
- 3) Approval of Minutes: 2.03.2016; 2.24.2016
- 4) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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: September 9, 2016

RECEIVED
2016 SEP - 9 AM 10:17
TOWN CLERK BOURNE

RECEIVED

Capital Outlay Committee
Wednesday, September 14, 2016 / 8:30 A.M.

2017 MAY -2 PM 3: 09

Bourne Veterans' Community Center

TOWN CLERK BOURNE

239 Main Street, Buzzards Bay

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

Others present: Administrator Guerino, Superintendent Stephen LaMarche, Director of Business Services Ed Donaghue, School Committee Chairman Chris Hyldborg, Liz Carpentino, School Facility Building Committee Chairman James Potter, Representatives Joel Seeley and Ken Kovacs from Fransburgh Architects.

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

Chairman Mastrangelo called meeting to order at 8:37 AM

Presentation by the School Facility Building Committee on Proposed new Elementary School

School Facility Committee Chairman James Potter reported that the Massachusetts School Building Authority (MSBA) has approved a grant for approximately \$15.23 million for the new proposed school. The Town received a letter on July 20, 2016 from the MSBA that they have voted to approve the Town of Bourne as part of its invitation for Feasibility Study, to proceed into the Schematic Design to replace the existing James F. Peebles Elementary School with a new District-wide grades 3-5 elementary school on the existing site. MSBA oversees all school projects, which is a multi-step a rigorous study and approval process.

Mr. Potter said the Committee hired Flansburgh Architects and introduced Owner's Project Manager Joel Sealy and Ken Kovacs who presented a power point presentation.

Peebles original construction was in 1953 and the annex was added in 1959.

Need for a new building for the following reason:

Site: poor drainage on the site, traffic and HC accessibility.

Exterior: cracks, leaks and lack of insulation.

Interior: is worn out, broken and needs replacement.

Mechanical: electrical & plumbing systems are antiquated, inefficient and poor temperature control.

Systems to be addressed in the near future:

Brick Veneer potentially breaking away from the building

Further settling of the addition

Limited areas covered by sprinkler system

Major ventilation concerns in the cafeteria, gymnasium and kitchen

Process in 3 steps:

Submit to MSBA a Design Development proposal by 12/12/2015

Submit to MSBA a Project Scope Report proposal by 06/02/2016

Submit to MSBA a Schematic Design proposal by 09/29/2016

School Facility Building Committee held the following Community Outreach Meetings:

Held 24 meeting

8 Community Forums

1 Town Meeting

4 Board presentations: Board of Selectmen; Finance Committee; Counsel on Aging; Capital Outlay Committee.

Proposal is also on the Town of Bourne web page

New Peebles Elementary School will have grades 3-5 (460 students)

Bournedale Elementary School has pre-kindergarten – 2

Bourne Middle School 6 – 8

Bourne High School 9 – 12

Site Benefits:

Simplifies phasing/construction

Highly visible “front” entrance

Academic Campus

Clean Circulation routes

Discussed current and proposed bus routes. High School starts at 7:15 A.M. Travel Analysis –

Trip duration impact:

Grades	Cape Side Residents	Off Cape Residents
Pre-K (at Bournedale)	no change	no change
Kindergarten (at Bournedale)	no change	no change
1 (at Bournedale)	*add 15 minutes	no change
2 (at Bournedale)	*add 15 minutes	no change
3 (at Peebles)	no change	*add 15 minutes
4 (at Peebles)	no change	*add 15 minutes
5 (at Peebles)	no change	no change

Mr. Joel Seeley said the Special Town Meeting to vote on the proposed school is October 17, 2016 and the Town election will be held on December 6, 2016. Voters will be voting to total cost of the project.

Design and Construction schedule:

December 7, 2016 - Detailed design work will start on if approved.

October 2017 - Commence bidding

November 2017 – Commence construction

August 2019 – Open new Peebles School

November 2019 – complete demolition and site work

Project cost:

Gross square footage: 72,680 sf
Cost per square footage: \$550. Sf

Construction cost: **\$30.96 million**
• Building \$25.24 million
• Hazmat/Demo \$1.62 million
• Site work \$4.1 million

Soft cost: fees & expenses: \$5.49 million
furniture, fixtures & \$1.38 million
equipment
contingency \$2.17 million

TOTAL \$39.99 million
Grant reimbursement \$15.15 million
Cost to Bourne \$24.84 million

*Estimated cost subject to change as project is refined in the Schematic Design Phase

This will be a 20 year bond with a conservative 5% interest rate.

Based on an average home assessed valuation of \$398,944 an average residence taxes will increase by \$178.51 or \$14.88 per month or .049 per day. Chairman Mastrangelo and Administrator Guerino will be meeting with Finance Director on Monday, September 22, 2016 on impact to taxpayers and bonding.

Mr. Redman asked if we can use CPC funds for tennis courts. This will be looked into as this may be possible. When this goes before the votes, need to vote total cost of project. MSBA will reimburse on 8% of site work.

MSBA is the state authority that administers and funds a program for grants for Massachusetts school projects. All reimbursable and eligible costs and are treated the same across the commonwealth.

Administrator Guerino asked is there is a difference on prevailing wages? Mr. Seeley said no, MSBA doesn't have a difference in factors or region.

Next Step:

Administrator Guerino received articles in draft form and has been forwarded to Bond Counsel.

Series of meetings:

Presentation to Capital Outlay on 9/14/2016

Presentation to Finance Committee on 9/9/2016

Community Forum #9 at Peebles Elementary School on 9/20/2016

Submit Schematic Design documents to MSBA on 9/29/2016
Presentation to Council on Aging on 10/06/2016
Special Town Meeting on 10/17/2016
MSBA Board Meeting on 11/09/2016
Special Election Ballot vote on 12/06/2016

Chris Hyldburg spoke about the conditions of Peebles School that we send our children to everyday. Safety becomes a challenge every day. Over the last 5 years, over \$600,000 has been spent. We can either 1) do nothing or continue to keep monitoring safety issues 2) fix Peebles School or 3) replace Peebles School and work with 2014 Feasibility Study.

Can't take kids out of Peebles School and put in other schools. They have educational needs and need to make sure what's built meets all needs.

Bourne had a tremendous growth spurt in 1950–1960 mostly due to Joint Base Cape Cod. In 2008 the town did a study on development of Peebles. Cost to replace in 2009 was \$28.5 million and in 2016 to replace is \$39.91 million. More importantly, with the MSBA we can build a school for less than we could in 2009.

Administrator Guerino said we have 2 major projects before us and they both are necessary. Board of Selectmen voted 5-0 to put forward and are supporting both projects.

John O'Brien gave history on Peebles School.

Both Town Meeting and ballot vote is needed to go forward.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve \$39.91 for the construction of a new Peebles Elementary School. **UNANIMOUS VOTE**

Approval of minutes:

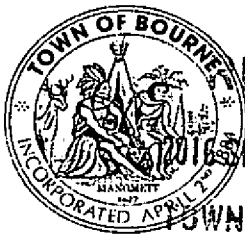
John Redman made **MOTION** and **SECONDED** by Carol Lynch to approve the minutes of February 3, 2016 as submitted. **UNANIMOUS VOTE** [John O'Brien abstained]

John Redman made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes of February 24, 2016 as submitted. **UNANIMOUS VOTE**

John O'Brien made a **MOTION** and **SECONDED** by John Redman to adjourn meeting at 9:47AM. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



RECEIVED

CAPITAL OUTLAY

SEP 15 PM 4:26

COMMITTEE

TOWN CLERK BOURNE



Meeting Notice

Date

Wednesday
September 21, 2016

Time

8:30 AM

Location

Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Capital request from DPW
- 3) Debt Schedule and Borrowing
- 4) Approval of Minutes: 3/9/2016; 5/18/2016
- 4) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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: September 16, 2016

RECEIVED

2017 MAY -2 PM 2:08
Capital Outlay Committee
Wednesday, September 21, 2016 / 8:30 A.M.

TOWN CLERK BOURNE
Bourne Veterans' Community Center

239 Main Street, Buzzards Bay

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

Excused: Rick Mastria

Others present: DPW Superintendent George Sala and Vehicle Maintenance Supervisor Edwin Rivera

Handouts: Pictures of R2 2001 Sterling Recycling and R3 2004 International Recycling Trucks

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

Chairman Mastrangelo called meeting to order at 8:40 AM

Department of Public Works:

Recycling/Sanitation Packer [R-2] – 260,000.00

Sanitation and Recycling curbside collection operations started July 1, 2016 and has been very successful with town wide participation greater than anticipated. With increase in Sanitation and Recycling operations it has put a higher demand on the old packers. The two old curbside recycling trucks have become obsolete to the operation and cannot be used for curbside collection due to the trucks inability to collect the new style carts. Department has also seen a substantial increase in overtime.

Request to purchase a 2018 International Multi-Purpose Refuse/Recycling Packer.

Useful life: 10 – 12 years

Would like to request Packer for the Special Town Meeting as it takes 6 months to receive.

Chairman Mastrangelo requested a 5-year plan with all vehicles belonging to DPW and when vehicles are going to be replaced in projected years. Vehicle Maintenance Supervisor Edwin Rivera will provide copy to the Chairman.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve \$260,000 for Sanitation/Packer for DPW and to be funded by Enterprise Retained Earnings or Enterprise Debt.

UNANIMOUS VOTE

Chairman Mastrangelo said there will be a meeting next Monday with Finance Director, members of the Board of Selectmen and Unibank to discuss options for borrowing for Police Department and Peebles School.

Approval of minutes:

Carol Lynch made a **MOTION** and **SECONDED** by John O'Brien to approve the minutes of March 9, 2016 as presented. **VOTED 3-0-1** [John Redman abstained]

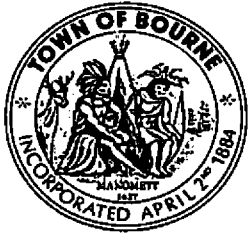
John Redman made a **MOTION** and **SECONDED** by Carol Lynch to approve the minutes of May 18, 2016 as presented. **UNANIMOUS VOTE**

Chairman Mastrangelo to contact Dan Barrett regarding a possible warrant article for Town Meeting for Landfill Extraction depending on cost. If cost is over \$20,000 will need to come before Capital Outlay Committee.

John Redman made a **MOTION** and **SECONDED** by Carol Lynch to adjourn meeting at 9:50 AM. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
November 30, 2016

Time

9:00 AM

Location

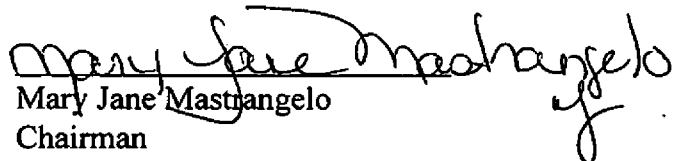
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Review Capital Outlay request:
 - Department of Public Works
 - Department of Natural Resources
 - Shore & Harbor
- 3) Public Comment
- 4) Such other business that may legally come before the Committee

"The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. 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 Mastriangelo
Chairman

Date: November 23, 2016

RECEIVED
2016 NOV 23 AM 10:33
TOWN CLERK BOURNE

RECEIVED

Capital Outlay Committee
Wednesday, November 30, 2016 / 9:00 A.M.

2017 JAN 18 AM 10:18

TOWN CLERK DOURNE

Bourne Veterans' Community Center
239 Main Street, Buzzards Bay

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

Absent: Rick Mastria

Others present: Finance Director Linda Marzelli, Department of Public Works Superintendent George Sala, Vehicle Maintenance Supervisor Edwin Rivera, Department of Natural Resources Director Timothy Mullen and Michael Rauch – Bourne Enterprise.

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

Chairman Mastrangelo called the meeting to order at 9:06 A.M.

Department of Public Works

Chairman Mastrangelo thanked the DPW for submitting their inventory.

Mr. Sala presented 2 options:

Option 1:

- Multi-purpose Sanitation / Recycling Truck (believes ISWM will put this in their capital plan)
- M-3 Supervisor's Truck
- 20 ton Trailer
- Dump / Sander Truck Combination
- Mini Excavator

Option 2:

- M-3 Supervisor's Truck
- 20 ton Trailer
- Dump / Sander Truck Combination
- Mini Excavator

Priority List

Mobile 3 - Supervisor's Truck – \$45,000 [1st Priority]

This vehicle is a 2005 F-150 4x4 ½ ton pick-up truck with 130,000 miles, used daily and is rotting out. Supervisor's truck is used in daily operations and is shared with the Facilities Department for snow and ice operations for the following town buildings: Town Hall,

Community Center, Fire and Police Stations, Library and Archives Building. This will also shorten the life of the vehicle.

Request is to replace with a 2018 F-250 Pick-up Crew cab with ¾ 106" bed with a Fisher 8" plow [M-3].

20 Ton Trailer - \$27,500 [2nd Priority]

Trailer is 20 years old and is used to carry heavy equipment. It's used quite a bit during snow and ice to keep large equipment off the roads. Trailer has been bandaged over the years and is time to be replaced. Trailer was refurnished 10 years ago.

Request is to replace with a 2018 20' 49,000 pound trailer.

Useful life is between 12 – 15 years

Sander / Dump Truck [T-16] - \$176,000 [3rd Priority]

Sander/Dump truck is a 1994 Volvo Sander and is in very poor condition. Replacement parts are hard to obtain and are no longer available. This is the last of the oldest sanders the DPW has.

Request is to purchase a 2018 7300 SFA International Dump Truck with Plow

Useful life is 15 years

Mini Excavator - \$67,000

Excavator is rented 4 – 5 times already this year. Staff has experience with this type of machine. Need to rent one now to do the water line at the Police Department. Cost about \$1500 for several days.

Request to purchase U55 – 4R3A Mini Excavator. This machine will be used on roadway projects, beaches, tree work, drainage and town wide maintenance projects.

Useful Life is 10 years

2017 Ford Explorer – 30,717

George Sala said Administrator Guerino asked that I submit this request for a 2017 Ford Explorer as a Vehicle Pool car for Town Hall. It's included in the DPW 5-year plan but it's not for the DPW. It should be under a different category such as Vehicle Pool, which is how it was when the current Ford Explorer was purchased.

Current Ford Escape is a 2009 with approximately 135,000 miles and needs to be replaced due to mileage, age of vehicle and breakdown. This vehicle is used by employees and departments to attend meetings, perform inspections and any other functions that are required. If employee uses their own vehicle, they will be reimbursed for mileage.

Request to purchase 2017 Ford Explorer SUV

Useful Life is 5 to 8 years

Chairman Mastrangelo said this vehicle is to be removed from the DPW 5-year plan and insert a new category for Vehicle Pool.

Sanitation Truck [R-2] - \$260,000

George Sala said he included Sanitation Truck in his 5-year plan in case ISWM didn't include in their plan.

Sanitation Truck [R-2] is the last of 3 trucks on ISWM inventory. Started new Single Stream Recycling Program July 1, 2016. Operation has been successful and town wide participation has been greater than anticipated. With such success has put a higher demand on older packers. The 2 older style Recycling trucks have become obsolete and can no longer be used for curbside collection due to the inability to collect the new style carts. Department has also seen substantial increase in overtime.

S-1, S-4 & S-5 still using for recycling

R-2 new Multi-Purpose

R-3 new Multi-Purpose

R-1 Bucket Truck (suggested changing to B-1)

R-4 DPW truck

*R-1, R-2 & R-3 are ISWM trucks

Request to purchase 2018 7300SFA International Multi-Purpose Refuse/Recycling Truck.

Useful Life is 10 – 12 years

Chairman Mastrangelo said that Sanitation Truck R-2 should come out of ISWM

Department of Natural Resources

Tim Mullen gave update on Monument Beach boat ramp that will begin in early spring. Engineer double checking to make sure plan is going to work before spending a half million dollars.

Repower Y-53 2008 Parker - \$55,000

Repower two [2] 150HP Yamaha motors that are on the 2008 25' Parker. The 2016 boating season was the 9th season for the engines. Engines are currently operational with some repair work. Anticipate getting thru the 2017 season but hesitant due to considerable hours on the motors. By going this route, if engine fails we will have money available to purchase another motor(s). Won't get much in trade.

Request to purchase two [2] 150HP Yamaha Outboard Motors at \$27,000 each with an added 10% contingency for each engine when purchasing in 2018.

Useful Life is approximately 10 years

Replace Dingy Dock - Barlows Landing – \$190,000

Replace existing dinghy dock with new dock and permanent pilings similar to new dingy dock constructed in Hen Cove, which was well done. Process of coming up with design suitable to water conditions and prevailing winds in the area. Dock will accommodate approximately 50 – 60 dinghies depending on the design. Dock will need to be permitted through DEP. Historically, it will take 12 – 15 months to get permitted. We are a year ½ out in permitting so we should secure permits by 2017 to begin work in FY2018. Construction will take approximately 2 weeks.

Water Quality Recertification needs to be done every 5 years.

Useful Life is 20 years with routine maintenance and repairs

Shore & Harbor

Annual Dredging/Ramp Repair and Improvement - \$105,000

Funds are needed to do repair and or maintain town's public access piers and ramps.

Dredging is a major part of the Town's Harbor Management Plan. Lengthy permitting process precludes the town from dredging. Funds for the repair and maintenance of ramps and piers are not allocated to any department as part of their annual budget.

It's extremely important to keep channels navigable for all vessels, especially the deep draft vessels. Many larger vessels rent slips at both town owned and privately owned marinas. In many cases there is only one channel available to access these marinas. Loss of access would result in loss of revenue to any of the affected marinas. Delays in dredging in some channels has resulted in numerous groundings with damage to boats. Failure to maintain ramps has resulted in boat trailer damage, loss of use during low tide and in some cases ramp repairs being required.

Shore & Harbor Committee maintains a town wide dredging priority plan. Barlows Landing, and Hen Cove projects is scheduled to be dredged next December. Dredging projects are done every 3 years but apply each year for funding. Every year dredging gets approved and remains in the article.

Need to get Water Quality Certification to include Buttermilk Bay channel, Redbrook Harbor and around Bassetts Island, Gray Gables and Phinney's Harbor. Estimated cost is \$177,058.

Use funds from oldest article then go to next article when expended. Remaining monies in articles is \$451,058.

At the end of business today, we won't have a Town Engineer any longer so it's in Tim's hands for now.

Tim reported on unrelated Capital Outlay matters. Doing dam compliance on all dams in Bourne for the state. Tim was checking a culvert on Shore Road at Red Brook Pond. Need to do some remediation and leaking on downside of dam. Pretty sure we can repair where it's leaking by the ladder and to excavate on other side of pipe to reduce the pressure. Need to have a place for water to go. Cost will be between \$10,000 - \$17,000 to pay engineer to be on site for a couple of

days while construction is going on. Linda reported that Conservation Commission may have monies but she will look into it.

1st Phase of inspections were done last year on 2 dams. Chairman Mastrangelo told Tim that he can ask for a Reserve Fund Transfer where this was unanticipated.

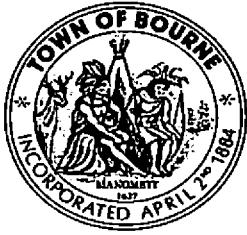
Chairman Mastrangelo asked Tim if he had equipment inventory.

Discussed upcoming meetings – next meeting is December 7, 2016 with Fire, Police Department and Recreation Department.

John Redman made a **MOTION** and **SECONDED** by John O'Brien to adjourn meeting at 10:25 A.M. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



RECEIVED
CAPITAL OUTLAY
2016 DEC 2 AM 11:53
COMMITTEE
TOWN CLERK BOURNE



Meeting Notice

Date

Wednesday
December 7, 2016

Time

9:00 AM

Location

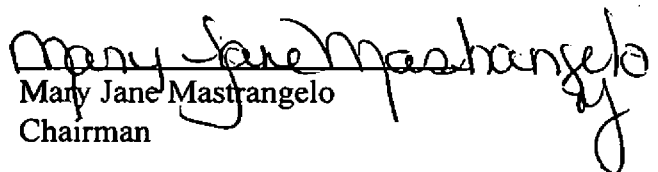
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Review Capital Outlay request:
 - Fire Department
 - Police Department
 - Recreation Department
- 3) Public Comment
- 4) Such other business that may legally come before the Committee

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


Mary Jane Mastrangelo
Chairman

Date: December 2, 2016

RECEIVED

Capital Outlay Committee
Wednesday, December 7, 2016 / 9:00 A.M.

2017 JAN 18 AM 10:18

TOWN CLERK BOURNE

Bourne Veterans' Community Center
239 Main Street, Buzzards Bay

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

Absent: Rick Mastria

Others present: Administrator Guerino, Selectmen Meier [arrived at 10:13] Finance Director Linda Marzelli, Fire Chief Sylvester, Deputy Fire Chief's Joseph Carrara and David Pelonzi, Police Chief Dennis Woodside, Lt. Esip, Detective Sergeant John Stowe, Recreation Director Krissanne Caron and Michael Rauch – Bourne Enterprise.

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

Chairman Mastrangelo called the meeting to order at 9:05 A.M.

Fire Department

Refurbish E-123 - \$50,000

Fire Chief Sylvester introduced Deputy Fire Chief's Joseph Carrara and David Pelonzi and said they are here to learn the process.

Chief Sylvester said he submitted a late item into his capital request to replace E-123. By pushing back 1 year we noticed a significant amount of rusting and rot that is beginning to come thru the paint and peeling off other parts of the vehicle. E-123 only has 51,000 miles and is used to pump water at fires and responds to medical calls and motor vehicle accidents. If we are able to refurbish, could get an additional 10 – 12 years of additional life.

Chairman Mastrangelo said request for E-123 is to refurbish and not a replacement. This needs to be changed on the 5-year plan.

E-121 is stationed in Sagamore

E-122 is stationed in Monument Beach. Oldest truck and is used and maintained by call firefighters

E-124 is stationed in Pocasset

E-125 is a spare at Sagamore but will be going to Buzzards Bay

Replacing E-125 - \$695,000

E-125 is a 1995 International Navistar Commercial Chassis Fire Truck. Life span when purchased is 15 years. Pump and truck engine are getting worse and having a harder time passing yearly compliance tests. Maintenance cost are increasing and replacement parts are harder to find when repairs are needed. Starting to have significant rust and rot issues, fire pump inside truck is

leaking and showing signs of pitting around major valves. Since last year cost of metal by manufactures has increased by 4%.

If not able to use this truck, we would have to call in mutual aid and this is additional waiting time for them to arrive at the scene. Town would also lose the capabilities to provide advanced medical care, while waiting for additional ambulances or support staff when other vehicles are committed throughout the town.

Request to replace with Emergency One, Typhoon 4 door Type Cab 2017 or newer model.

Useful Life is 25 – 30 years with proper maintenance

Chief Sylvester brought engines to meeting just in case committee members wanted to see the conditions of the engines.

Chairman Mastrangelo asked Chief Sylvester if he could work on his inventory

Replace 147 – \$49,500 [Old Police Cruiser]

Car 141 will be replacing Car 147. This is a command vehicle for emergency responses to help the ambulance. Car 147 is a 2006 Crown Victoria with approximately 160,000 miles is used for back-up calls. This vehicle was turned over by the Police Department because it outlived its usefulness with them.

Request to replace with Chevrolet Tahoe 2017 or newer Emergency Response Command Vehicle

Useful Life is 10 years

Discussion on vehicle numbers – current:

Car 141:	Currently Chief's car [Tahoe]
Car 142:	Deputy Chief's car [3 years old]
Car 143:	Chevy Pick up to be replaced in 2021 is stationed in Sagamore
Car 144:	Lieutenant's car [Tahoe] is stationed in Pocasset
Car 147:	Ford Crown Victoria is used for traveling to school or chase vehicle [back up]

Chairman Mastrangelo said keep changing numbers is very confusing.

Deputy Chief Carrara said next week Main Station will become sub-station and Sagamore Station will become the new Headquarters.

Administrator Guerino said he doesn't think we need to have 3 Tahoe's but may be able to get something smaller that can still function.

Update from last year:

- Starting Friday moving files from Buzzards Bay to Sagamore Head Quarters. There will be a formal opening for everybody to attend by January 1, 2017.

- Buzzards Bay HVAC – New Facilities Director will be working on. This is on hold until other items are completed.

Police Department

Chairman Mastrangelo congratulated Chief Woodside on the election results for the passing of the new Police Station. Chief Woodside said its congratulations to all of us. Glad this is going forward but there is still a lot of work to do. **GREAT VOTE**

Police Cruisers - \$134,053 [Priority 1]

Chief Woodside said this is a standard request on the replacement plan. Cruisers being replaced is based on high mileage, engine time and mechanical problems.

Request is to purchase four [4] Ford Police Interceptors. Cruisers are used for patrol, and response to emergencies.

Useful Life is 3 years

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

MDT Computers – 44,000

Department has 11 in total and request to purchase 7. Remaining 4 will need to be replaced within the next 1 – 2 years.

MDT's and mounts are used to assist with routine patrol duties and are required for computer assisted dispatching. These devices decrease both the workload on dispatchers and the amount of time spend in the station, which increases amount of time available to continue patrolling. These tablets are 5 years old and are out of warranty. Lt. Esip is very good with computers and is able to fix these.

Request to purchase 7 Dell MDT Computer and center mounts. These tablets are durable with a camera, take up less room and are cheaper.

Useful Life is approximately 5 years for the tables. Mounts are anticipated to last the life of the MDT, however they are not warrantied past 1 year.

Fingerprint Scanner - \$24,500

Current scanners were purchased in 2010 thru a grant free of charge from the MA State Police. Grant value at that time was \$30,000. Warranty and maintenance contract has since expired and the device and software is no longer able to be updated. Scanning hardware has started to fail, making it difficult to obtain quality prints or not being able to turn the scanner on at all. Breaks down 2 – 3 times a month. We should be able to wait for new model.

Fingerprint Scanners are used on a daily basis for obtaining fingerprints to see if there are any warrants within minutes and also provides a live connection to the FBI, MA State Police, Department of Homeland Security and other agencies.

Request to purchase a Crossmatch LScan 1000PX Live Scan System including cabinet, printer, fingerprint scanner, Livescan software and implementation.

Useful Life is 4-5 years.

Update from last year:

- Waiting for cruisers
- Dispatch Console has been pushed back to February 2017. There has been a big increase in volume of calls by cell phones going to the Police Department dispatch center.
- Portable Radios have been received and sent to technician. Can't be activated due to problem with the new Motorola radios. Haven't paid for any units until radio is programmed.

Administrator Guerino asked the Police Chief if he would need additional dispatchers to offset the calls. Chief said we'll have to wait and see but will discuss this with the administrator.

Recreation Department

Access Mats - \$20,000

Recreation Director Krissanne Caron made presentation. These are roll out mats that are staked and provides stability. Will be able to purchase 2 mats but if we can get a good price order 3 and keep 1 as backup since vandalism is always a concern. Mats come with a 2 year warrant and are recommended for Monument Beach and Hen Cove.

There are 3 mobile chairs for the public to use: 2 at Monument Beach and 1 at Taylor Point.

DPW will roll out mats and bring in at the end of the season. Mats will need to be rolled up when the DPW rakes the beaches which is done about once a week.

Useful Life is 5 years

Chairman Mastrangelo asked if anybody looked into CPC funds to pay for the mats. It's a small amount but may be worth it. If CPC can pay for this and the dinghy dock it would be helpful. Administrator Guerino said he can look into this.

Finance Director said the general debt will be dropping off in several years so you want to look at that. Chairman Mastrangelo said you also need to look at the Pocasset Fire Station and maybe borrow to even things out.

Selectman Meier said he has seen people over last several year with arthritis trying to walk on the sand and this mat will provide assistance to these people. For a short amount of money it's a good asset to the town.

Krissanne said Tim Mullen had done research on this and other communities have used the mats and it works out very well and happy with them. Mats can't be located near the slips at Monument Beach since swimming is not allowed in this area. Mats are placed at the high tide

mark. Placed at medium tide, mats will get seaweed on them, get slippery and is not recommended.

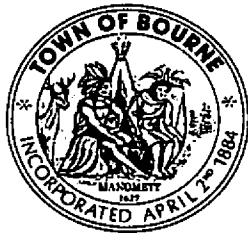
Selectman Meier also spoke about the conditions of the bathroom facilities at Monument Beach. Bathrooms are not ADA compliant and only has 1 stall and are used as storage after 5:00 PM. We need to turn Monument Beach into a destination beach in about 10 years from now.

Linda Marzelli said she spoke with George Sala and there was a blown engine on a 2009 packer. Administrator Guerino already spoke to Chairman Mastrangelo about this. Cost is \$24,000 and will do work in-house. Will purchase from budget now but may have to get a Reserve Fund Transfer at the end of the year.

John O'Brien made a **MOTION** and **SECONDED** by John Redman to adjourn meeting at 10:30 A.M. **UNANIMOUS VOTE**

Respectfully submitted by:

Debbie Judge
Recording Secretary



CAPITAL OUTLAY COMMITTEE



Meeting Notice

Date

Wednesday
December 14, 2016

Time

9:00 AM

Location

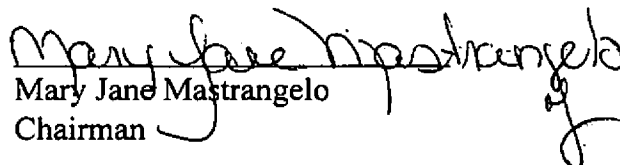
Bourne Veterans' Memorial
Community Center – Room 2
239 Main Street
Buzzards Bay, MA 02532

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

AGENDA

- 1) Call meeting to order
- 2) Review FY18 Capital Outlay requests:
 - ISWM Department
 - Main Street Steering Committee
- 3) Additional information/review on requests that have been reviewed
- 4) Public Comment
- 5) Such other business that may legally come before the Committee

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


Mary Jane Mastrangelo
Chairman

Date: December 9, 2016

RECEIVED
2016 DEC 9 AM 9:11
TOWN CLERK BOURNE

RECEIVED

Capital Outlay Committee
Wednesday, December 14, 2016 / 9:00 A.M.

2017 JAN 18 AM 10:17

TOWN CLERK BOURNE

Bourne Veterans' Community Center
239 Main Street, Buzzards Bay

Members present: Mary Jane Mastrangelo, John Redman, John O'Brien, Carol Lynch and Rick Mastria and John O'Brien [arrived at 9:26 AM]

Others present: Director Linda Marzelli, ISWM General Manager Dan Barrett, Buzzards Bay Steering Committee member Sallie Riggs and Michael Rauch – Bourne Enterprise.

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

Chairman Mastrangelo called the meeting to order at 9:15 A.M.

ISWM

Chairman Mastrangelo said the packer that was purchased and paid for by ISWM in 2014 is now a bucket truck.

Phase 6 Landfill Liner Construction and Appurtenances - \$3,600,000

Liner construction needs to start next summer. May put out to bid contingent Town Meeting approval as long as Capital Outlay Committee approves. On 5-year plan requested \$3,100,000 for the liner but that has increased to \$3,600,000.

Background:

Proposed Phase 6 landfill expansion is located to the south of the Phase 4 Stage 2 and Phase 3 Stage 3 landfill cells and will provide approximately 940,000 cubic yards of airspace over 3 to 4 year timeframe. The Phase 6 landfill area will encompass the area where the office trailers and old DPW building have existed for many years. Phase 6 is 6.8 acres will last to 2024. This will get us through our responsibilities with the Town of Falmouth.

Request is to fund the bidding and contract preparation, project management/CQA and construction costs associated with the installation of a double composite liner system, including Primary and Secondary Leachate Collection Systems and associated appurtenances. Phase 6 still needs to get permits.

Purchased 12 acres to the south to go into Phase 7 and Phase 8 and will keep going south to the Transfer Station. This will get us to 2034. In order to go forward, will need a do Site Assessment that could take up to 6 – 8 months. Will need a full blown ERI (Environmental Impact Report) and have to go before the Board of Health, MEPA and Cape Cod Commission.

Funding to come from Retained Earnings

Replace 1.5 Cubic Yard Compact Wheel Loader - \$142,000

Current Compact Wheel Loader was purchased in FY2012 and has been completely depreciated and needs to be replaced. This is the primary machine that is used in the Construction and Demolition (C&D) Transfer Station. The current John Deere 244 is reaching the end of its useful life. It's showing wear in the drive train components and electrical system is in need of extensive repair. Maintenance costs will increase as well as the downtime, leaving the facility without a crucial piece of equipment for extended periods of time.

Request to purchase a new 1.5 cubic yard Compact Wheel Loader and all the appurtenances necessary to carry out the machines designated functions.

Useful Life is 5 years

Funding to come from Retained Earnings

Update from last year:

With the loss of Harvest Power there needs to be some reconfiguration with the leachate. Technical changes are being made at the present time.

Still in the plan to connect leach field to base. Need to have some treatments, but need to determine what type and will it handle contamination.

Discussed Recycling Trucks

Three [3] Multi Packers will be owned by ISWM

- R1 Multi-Packer purchased in 2014 and to be replaced in 2024
- R2 Multi-Packer purchased in 2016 and to be replaced in 2028
- R3 Multi-Packer request to purchase in FY2018

If there is a need for another Multi-Packer DPW will pay for it.

It was suggested to re-letter Sanitation Trucks with "S"

Restoration and Upgrade of Town Park on Main Street

Sallie Riggs made presentation to committee. Received funding at Town Meeting in May 2015 and May 2016 for park restoration and upgrade project for a total of \$775,000 in CPA funds. Funds will be used in Implementation Area 1 [outlined in red] and Implementation Area 2 [outlined in blue] as referred to colored plan in her submission. Cost appropriated wasn't enough to support the project.

Implementation One is being funded by two [2] current CPA funding phases as follows:

- Professional design and engineering: Schematic Design for both implementation areas was complete in late April 2016.

- Site survey and existing conditions study was completed in March 2016.
- Soils analysis was completed in March 2016.
- Implementation Area One Design Documents and construction documents for contract bidding was completed in September 2016; bids from General Contractor opened in October 2016 and contract was awarded November 4, 2016.
- Permitting for Implementation Area One – Planning Board and Conservation Commission have been completed.
- Ground breaking on September 12, 2016 – Implementation Area One work includes:
 - Construction Preparation: Installation of construction fencing, erosion controls, tree protection etc.
 - Grading and contouring lawn, walkway and entrances, stripping and stockpiling loam, screening and conditioning; restoring conditioned loam, importing and distributing sub-grade materials, land shaping [to create an open lawn for events and performance viewing, pathways and entrances and to improve drainage: to be completed spring 2017.
 - Removing old bollards, clearing new pathway areas of current landscape materials has been completed.
 - Installing drainage structures and associated piping, stormwater management has been completed.
 - Removing old electrical items above and underground has been completed.
 - Installing upgraded electrical system including new light poles/bases/poles, outlets and accent lighting a main gateway to be completed spring 2017.
 - New infrastructure for installation of irrigation system is partially complete.
 - Paving new walkways and entrance areas including ADA access to Wagner Gazebo to be completed spring 2017.
 - Constructing 2 gateway areas – Main Street and from Army Corps parking lot; new crosswalk and ADA ramps, pavers, stone walls, bollards to be completed spring 2017.
 - Create new Memorial Garden area and moving existing memorials [exception of Fisherman's Statue that will stay in current location] to be completed spring 2017.
 - Create concrete pads for pavilion [installed at later phase], new seating, trash receptacles and bike racks to be completed spring 2017.
 - Purchase and install new furniture ie: benches bike racks, trash receptacles to be completed spring 2017.
 - Seeding lawn areas spring 2017.
 - Construction oversight is on-going.

Additional funding will be required to complete Implementation Area One and to restore and upgrade Implementation Area Two. This funding phase will cover:

- Preparing Implementation Area Two Design Documents, Bid Documents and Construction Documents for contract bidding.
- Preparing documents for use in permitting implementation Area Two – Planning Board and Conservation.
- Purchasing and planting trees, shrubs and other plant material for implementation areas.
- Purchasing and constructing the pavilion.

- Grading and site preparation for Implementation Area Two.
- Create playground; purchase and install equipment.
- Purchase and install splash pad.
- Create shade structures.
- Improving and/or installing stormwater system for area two.
- Purchase and install irrigation system for both implementation areas; install water infrastructure for splash pad.
- Create and install interpretive signage.
- Purchase and install site lighting and electrical services for Implementation Area Two; install security system for both implementation areas.
- Paving area two sidewalks and pathways.
- Purchase and install site furniture [additional for Implementation Area One and all for Implementation Area Two]
- Create reinforced turf areas for tents/events.
- Construction oversight.

Request is for funds to complete aspects of Implementation Area One and all of Implementation Area Two. Goals of the project are:

- 1) To create a place for Bourne residents and visitors to gather for recreation and to enjoy the Cape Cod Canal
- 2) Vision people arriving by commuter rail to enter Bourne's Downtown revitalized village.

If all necessary funding is voted in May 2017, Design Documents could be completed within 2 months and the review of Implementation Area Two could take place in summer of 2017. Park project would be completed by spring 2018 or possibly December 2017.

If funding is not obtained, the park will sit for another year unfinished and will add to the blighted look of downtown and if the total project funding is not allocated by vote of Town Meeting, town would be ineligible for state grants.

Selectmen charged the Main Street Steering Committee in late Fall 2014 the developing recommendations for an improved Buzzards Bay Park. After a survey of residents to determine their interest in the park, application for CPA funding was submitted. Following the May 2015 approval of funds and RFP process, Landscape Architects were contracted in December 2015. Schematic Design were completed in April 2016. A different Landscape Architect firm was contracted to prepare Design Documents, Construction Documents and Bid Documents. Project has been reviewed and endorsed by the Board of Selectmen, and the Implementation Area One plans have been reviewed and accepted by the Conservation Commission and Planning Board. Reviews are also required by the Finance Committee and Capital Outlay Committee.

Pavilion cost varies and can't tell the committee the cost for Implementation Two. Working with architect and hope to get better look at numbers by the beginning of the year.

Researched 2 state grants:

- 1) Application deadline is mid-February and another one will be announced soon. Requires the town to have a certified recreation plan on file with the state. Also need vote by Town Meeting for full 100% project cost. That makes this project ineligible.
- 2) Same requirements but maximum grant is \$400,000. If Town Meeting votes in May, we can go forward with grant. Plan upgrade needs to be filed with state but doesn't need to be certified.

Ms. Riggs is working with the Administrator of the grants for the wording of vote so it gets voted correctly. She is also going to e-mail Finance Director information on the grant.

If CPC monies get appropriated at the Special Town Meeting in May, plantings can get started right away. When you apply for a grant, it takes 120 days before notified if you've been approved. Have also looked at private fundraising and may see something emerge over the next several months.

Mr. Redman said he is concerned with the amount of money being spent on this project.

Chairman Mastrangelo asked if funding is not appropriated and there is a delay with Implementation Area Two, can we hydro-seed Implementation Area Two so the park looks esthetically pleasing while funding comes from other sources? Ms. Riggs said she understands that the dirt and boulders will go away. Linda said she told Dan Barrett that ISWM can't be over the park due to Enterprise Fund. DPW can do work at the park.

Chairman Mastrangelo said Capital Plan is due by 1/16/17 and anything that can come back to the committee would be helpful.

Additional information/review on requests that have been reviewed

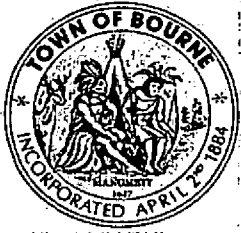
Discussion on Fire Chief's request for 2017 Tahoe. Would it make sense to spend \$49,000 on a smaller vehicle?

Town Hall Vehicle Pool – Why are they going from a Ford Escape to Explorer with trailer hitch?

John Redman made a **MOTION** and **SECONDED** by Rick Mastria to adjourn meeting at 11:05 A.M.

Respectfully submitted by:

Debbie Judge
Recording Secretary



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 January 6, 2016 Bourne Veterans Memorial Community Building 6:30 to 8:00 PM AGENDA

2015 DEC 31 AM 11 18
TOWN CLERK'S OFFICE
BOURNE, MASS

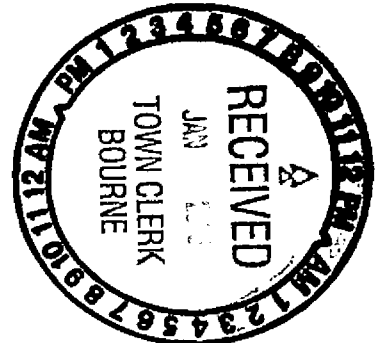
1. Call Meeting to Order
2. Approve Minutes December 16, 2015 Meeting
3. Fire Chief Norman Sylvester
4. Finance Committee Chair Mary Jane Mastrangelo
5. Subjects for Discussion but Not for Vote
 - Review and discussion of Article 4 (Town Administrator)
 - Discussion related to Article 7 (Finance & Fiscal Procedures)
6. Public Comment
7. Suggest Agenda Items for Next Meeting – January 20, 2016 at 1:30 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.)

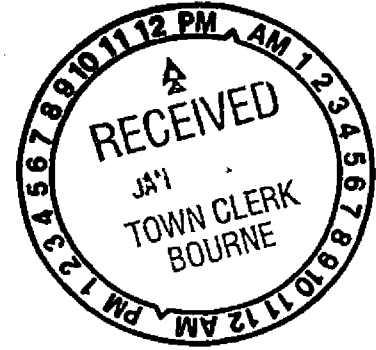
Bourne Charter Review Committee
Wednesday January 6, 2016

1. Meeting called to order by Chairman Wes Ewell at 6:30PM with the following members in attendance: Dennis White, Dick Anderson, Jim Mulvey and Joe Cararra. Members Dan Doucette and David Pelonzi were excused. Members of the public included Michael Rausch (Bourne Enterprise) Selectman Peter Meier and Fire Chief Sylvester.
2. The minutes of December 16 were approved unanimously as presented on a motion by Jim Mulvey and seconded by Dennis White.
3. Chairman Ewell reminded the committee that our next article to explore is #7, Finance and Fiscal Procedures. Especially the relative roles of the Finance Committee, Financial Director, Town Administrator and the Board of Selectmen. Chairman Ewell welcomed Fire Chief Sylvester to our meeting and asked for his appraisal of the Charter especially the "Weak/Strong Chief." Under the current Charter both the Fire and Police Chiefs are "weak" however, their contracts state they are "strong" Chiefs under Mass General Law. Chief Sylvester believes they should be "Strong" Chiefs. Chief Sylvester believes it would be a relatively easy to add "Strong Chiefs" into the charter. Chairman Ewell asked Chief Sylvester if he could come up with wording for a "Strong Chief" that the committee might be able to discuss.
4. Chairman Ewell welcomed Finance Committee Chair M.J. Mastrangelo to the Meeting. M.J. explained her concerns with the present Charter and made several suggestions. (See attachment) M.J. was invited to our next meeting to be held on January 20th to conclude her recommendations. This evening we covered up to page 4 of the attached handout.
5. Motion to adjourn at 8:05PM by Dick Anderson and seconded by Dennis White with all in favor
6. Next meeting Wednesday January 20 at 1:30PM within Bourne Veterans Memorial Community Center.

Submitted by Richard Anderson



Charter Review Comments
MJ Mastrangelo – *My comments are in italics*
1/6/16



Three areas of concern:

1. *Policy Making*
2. *Budget Process*
3. *Communication*

Section 2 – 5 Initiation of Warrant Articles

(c) The voter handbook shall include the text of any annual or special town meeting warrant with the recommendations and counted votes of the finance committee, board of selectmen and any other appointed or elected board or committee proposing an article. In the voter handbook for the annual town meeting, the selectmen shall include the recommended operating budget with revenue projections, the departmental goals for the upcoming fiscal year and 5-year financial, debt and capital projections. The voter handbook shall be available to the public at the town hall and the public library not less than 15 days before the annual town meeting.

Notes regarding the voter handbook:

- *Add budget goals before departmental goals*
- *Add organization table*
- *Note votes of board of selectmen and any other appointed or elected board or committee proposing an article in addition to Finance Committee – currently only Finance Committee votes are included – if available at time of printing*

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. An individual selectman shall have no independent authority unless specifically 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 which shall be implemented by the town administrator and written in a policy book that shall be available to the public for review.

Define or be more specific about policy. Policies are guidelines, rules, regulations, laws, principles, or directions. Policies say what is to be done, who is to do it, and for (or to) whom it

is to be done. Goals are an observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe.

RE: 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.

Suggest a date specific for goals, i.e. July 1 instead of 45 days.

There needs to be a better distinction between policies that govern certain aspects of the town operation and the annual goals for the Town and the Town Administrator that will be the basis for evaluation of the Town. Budget goals need to be set by the Board of Selectmen prior to the Town Administrator developing the annual budget.

For example:

- *Support the initiatives in the annual goals of the Board of Selectmen and LCP*
- *Provide funding for services that benefit the community including*
 - Public Safety*
 - Education*
 - Economic Development*
 - Culture, Recreation and Human Services*
 - Efficient operation in required government functions*
- *Maintain town facilities and infrastructure through capital investment and operational funding of the Department of Public Works.*
- *To maintain Bourne as an affordable place to live and operate a business.*
- *To protect and improve the Town's overall Financial Condition, which is broadly defined as our ability to maintain existing service levels and met the demands of growth, decline and change.*

RE: The board of selectmen shall act only through the adoption of written policy goals, policies and action items which shall be implemented by the town administrator and written in a policy book that shall be available to the public for review.

Specify minimum requirements for availability of the policy book, i.e., available to the public for review on the town website, town library and other locations specified by the Board of Selectmen.

Section 3-6: Prohibitions.

(a) No member of the board of selectmen shall serve on an appointed town board 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.

I disagree with the prohibition of a member of the Board of Selectmen serving on an appointed Town board established by the Board of Selectmen. This has created the Town Administrator as the "appointing authority" for any ad hoc committee on which a member of the Board of

Selectmen will serve. Examples are the ISWM Business Model Working Group and the Finance Project Working Group. The Selectmen should be the appointing authority of all committees not otherwise set up in the Charter or by By-Law and it should be their discretion whether or not a member of the Board of Selectmen should serve.

In addition the Mass General Law on School Building Committee, which is established by Town Meeting, requires a member of the Board of Selectmen.

This limitation should be stated as "No member of the board of selectmen shall serve on an elected or appointed town board or committee established by this charter, by by-law, or by town meeting unless otherwise specified in the charter, by-law, by town meeting or by other applicable law.

Section 4-1 Appointment; Qualification; Term

If the board of selectmen does not select 1 of the candidates presented by the search committee within 30 days, then the search committee shall resume its search and submit an additional list of candidates to the board of selectmen within 60 days after it resumes the search.

Initial 30 days is too short – should be 45 or 60 days and then an additional 45 or 60 days.

The board of selectmen, by an affirmative vote of 4 members, shall appoint the town administrator for an indefinite term and fix the town administrator's compensation within the amount annually appropriated for that purpose. The town administrator shall be appointed solely on the basis of executive and administrative qualifications.

I am OK with the super majority requirement. I can see a move to a majority for this as well as for termination but caution that there should be a strong consensus for either appointment or termination.

Re: indefinite term.

I think the indefinite term creates problems as it is not well understood. Annual compensation within the appropriated budget is problematic and has created some issues as there is no formal contractual review. The current contract is for a specific term, but this applies to compensation only, not for employment. I have had experience with a "rolling three year contract" that provides for stability of employment yet allows for annual compensation discussion. I think a contract of "no less than three years" is a better benchmark as it allows for a three year contract or, at the discretion of the Board of Selectmen, a longer term. Compensation should be reviewed on an annual basis based on the annual evaluation of the Town Administrator and the budget and should be separate from the term of employment.

The town administrator need not be a resident of the town when appointed but shall establish primary residence within Barnstable, Bristol or Plymouth county within 1 year after the date of appointment; provided, however, that the board of selectmen may, by simple majority vote of the

selectmen in office at the time of appointment, extend to a time certain the time for establishing residence or otherwise allow the town administrator to reside outside of those counties.:

I'm OK with residency as currently stated in the Charter.

Section 4-2: Relationship of the Town Administrator and the Board of Selectmen.

The town administrator shall be the primary officer responsible for the implementation of the broad policy directives of the board of selectmen and for the attainment of yearly goals. The daily administration of the affairs of the town shall be the responsibility of the town administrator only. The town administrator may create advisory ad hoc committees to assist in the execution of the town administrator's duties.

Re: The town administrator may create advisory ad hoc committees to assist in the execution of the town administrator's duties.

This classification of ad hoc advisory committees is a specific designation in the Open Meeting Law. These ad hoc advisory committees are meant only to advise the Town Administrator in making his recommendations and therefore not subject to the open meeting law. This has been somewhat of a loophole for appointment of committees to sidestep the "Selectmen cannot serve on a committee appointed by the Board of Selectmen." When an ad hoc committee is selected it is at the discretion of the Town Administrator. A general committee appointment should be more open with open requests for appointment and a public appointment process. This goes back to my disagreement with the limitation on a member of the Board of Selectmen serving on a committee appointed by the Board of Selectmen.

Section 4-6 Powers and Duties

(c) prepare and submit an annual operating budget and capital improvement program and budget in accordance with sections 7-1 and 7-2 of this charter;

Add: and in accordance with the policies and goals established by the Board of Selectmen.

(l) be responsible for and oversee the purchase of all supplies, materials, services and equipment and approve the award of all contracts for all town departments; provided, however, that the town administrator shall secure the approval of the board of selectmen for contracts of 3 or more years;

Change "after contracts of 3 or more years": to contracts or contractual obligations or impacts of 3 or more years

(m) fix the compensation of all town employees and officers appointed by the town administrator within the limits of the town's compensation plan, collective bargaining agreements and other employment agreements;

There is somewhat of an issue because the "town's salary administration plan" has been eliminated. Therefore the only constraints are the collective bargaining agreements and other employment agreements. The Town Administrator has control of other employment agreements and some salaries in these agreements have been awarded very large increases. There is no way to control this in the budget because it becomes "a contractual obligation" in the budget. The notification of the Town Meeting about salary increases and the authority to approve increases has been limited.

Add either in this section or in Section 7-4: The Town Administrator will attend all meetings of the Finance Committee.

Section 5-1: Table of Organization.

The town administrator shall prepare for submission to the board of selectmen a table of organization establishing personnel requirements within the town agencies created by the charter, by by-law or by administrative code. The table of organization shall become effective unless rejected by the board of selectmen within 30 days following its submission.

Change to: shall annually prepare and submit to the board of selectmen by June 1st of each year a table of organization establishing personnel requirements...." Note: If not rejected it will go into effect on July 1.

Section 5-3: Public Hearing and Effective Date.

Before the board of selectmen approves a proposed plan under section 5-2, it shall hold 1 or more public hearings on the proposal, giving notice by publication in a local newspaper at least 7 days in advance of the hearing. The notice shall describe the scope of the proposal and the date and place where the hearing will be held. The selectmen shall have 14 days after the close of the public hearing to propose amendments, if any, and vote on the final plan. The proposed organization shall become effective not sooner than 60 days following the selectmen's vote on the final plan. Where the reorganization moves a function or funding from 1 department to another, voters may petition for a special town meeting to address those changes.

Notes: Clarification of what kind of re-organization requires Section 5-3. And add notification of the Finance Committee at least 7 days in advance of the hearing.

Section 5-6: Department of Finance

Add either in this section or in Section 7-4: The Finance Director will attend all meetings of the Finance Committee.

Section 6-11: Trustees of the Soldiers' Memorials.

In accordance with section 105 of chapter 41 of the General Laws, there shall be a trustees of soldiers' memorials to consist of 6 trustees, 5 of whom shall be elected for 3-year terms so

arranged that as nearly an equal number of terms as possible shall expire each year and 1 of whom shall be the chairman of the board of selectmen.

Clarification of the Role of the Trustees of the Bourne Veterans Community Building – rewording of the section and/or clarification of their role as regards to the memorial vs. the community building.

Section 7-1: Budget Process.

Prior to the annual town meeting and within a time fixed by by-law, the town administrator shall submit to the board of selectmen a proposed operating budget and a capital program and capital budget for all town departments, including the school department, for the ensuing fiscal year. The proposed budget shall be accompanied by a budget message and supporting documents. The budget message shall explain the budget both in fiscal terms and in terms of work programs. The proposed budget shall be balanced and shall show both proposed expenditures and anticipated revenue. The proposed budget shall provide a complete fiscal plan of all town funds and activities and shall be in the form the town administrator deems desirable or as the board of selectmen requires. The proposed budget shall include a listing of the funds requested by town departments and agencies. The board of selectmen shall review the proposed budget and capital plan and make such changes as the board deems appropriate prior to transmitting the budget and capital plan to the finance committee. The school committee budget shall be submitted to the town administrator in sufficient time to enable the town administrator to consider the effect of the school department's requested appropriation on the total town budget and make recommendations on same.

Add wording after supporting documents: including but not limited to sources and uses of funds, proposed organization chart including number of actual and the number of Full time equivalent employees by department, debt service obligations, long term financial projection based on the proposed operating and capital budgets, estimated free cash and stabilization fund balances based on proposed operating and capital budgets, and whether the proposed budgets meets the Town's established financial policies.

Section 7-3: Long-Term Financial Forecast.

The town administrator shall prepare annually a 5-year financial forecast of town revenue, expenditures and general financial condition of the town. 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 long or short term actions which may be taken that will enhance the financial condition of the town. The forecast shall be submitted to the board of selectmen and the board of selectmen shall make it available to the public for inspection.

Change last sentence to: shall be submitted to the board of selectmen annually as part of the annual budget message and shall be updated to reflect the final proposed budget in the Voter Handbook and after the annual town meeting if the Town meeting approves a different budget. The board of selectmen shall make it available to the public on the town website and other locations specified by the Board of Selectmen.

Section 7-4: Finance Committee Action

The finance committee shall make copies of its report available to the voters in the town hall and the public library at least 21 days before the scheduled date of the town meeting. The report shall be prepared in sufficient time to be incorporated into the annual town meeting voter handbook.

Change to: The finance committee shall annually make a report available to the voters. The report shall be prepared in sufficient time to be incorporated into the annual town meeting voter handbook.

The finance committee may request the town administrator to provide necessary information from any town agency and the town administrator shall promptly respond to such requests. The office of the town administrator shall provide staff support to the finance committee in issuing its recommendations on the operating budget and capital improvement program. The budget to be acted upon by the town meeting shall be the budget approved by the board of selectmen.

Add wording from Section 1.3.3 of the By-Law at the beginning: The Finance Committee or any person authorized to act for the Committee shall have authority at any time to examine and investigate the books, accounts and the management of any department or officer of the Town; and the books and accounts of the Town and all the officers thereof shall be open to the inspection of the Committee.

Add either in this section or in Section 4-6: The Town Administrator will attend all meetings of the Finance Committee.

Add either in this section or in Section 5-6: The Finance Director will attend all meetings of the Finance Committee.

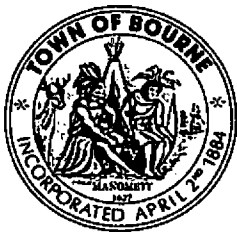
Section 8-6: Procedures for Multiple Member Bodies.

c) Each multiple member body shall provide for the keeping of the minutes of its proceedings. The minutes shall be a public record and a copy of the minutes shall be filed with the office of the town clerk and posted on the town website for at least 5 years.

Note: Who is responsible for posting minutes on the town website and making sure that the minutes are available for five years? This is not currently happening and there is not sufficient manpower in the town clerk's office for the town clerk to do the posting. Perhaps change the wording to: shall be filed with the office of the town clerk and when feasible posted on the town website for at least five years.

For consideration:

Establishment by Charter or By Law of: The Bourne Financial Advisory Council appointed by the Town Moderator. Membership will consist of Chairs of BOS, School Committee, Finance Committee, plus one other member of each committee designated by each of the committees, and the Town Administrator and Finance Director, both ex officio. This is an advisory group with no binding authority established to communicate and coordinate regarding town financial issues and long term planning for the Town. Members will be appointed for one year terms expiring June 30th of each year. The group will meet at least four times a year or more as necessary to discuss financial issues facing the Town including the annual year-end review, prior to the Town Administrator's budget message, prior to the Annual Town meeting during the budget process and after the Annual Town Meeting or at the end of the fiscal year.



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 January 20, 2016 Bourne Veterans Memorial Community Building 1:30 to 3:00 PM AGENDA

1. Call Meeting to Order
2. Approve Minutes of January 6, 2016 Meeting
3. Finance Committee Chair Mary Jane Mastrangelo
4. Subjects for Discussion but Not for Vote
Discussion related to Article 7 (Finance & Fiscal Procedures)
5. Public Comment
6. Suggest Agenda Items for Next Meeting – February 3, 2016 at 6:30 PM
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.)

2016 JAN 14 PM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Charter Review Committee
Wednesday January 20, 2016

1. Meeting called to order by Chairman Wes Ewell at 1:33PM with the following members present: Dennis White, Joe Cararra, David Pelonzi, Jim Mulvey and Dick Anderson. Dan Doucette was excused. Members of the public included M J. Mastrangelo Chair of the Finance Committee.
2. Minutes of the January 6, 2016 meeting were approved unanimously on a motion by Dennis White and seconded by Joe Cararra.
3. Chairman Wes Ewell welcomed back MJ Mastrangelo to complete her presentation on proposed changes to the charter. (See attached document #1) These proposed changes are in Sections 5-1 Table of Organization, Section 5-3 Public Hearing and Effective Date, 5-6 Department of Finance, 6-11 Trustees of the Soldiers' Memorials, Section 7-1 Budget Process, Section 7-3 Long-Term Financial Forecast, Section 7-4 Finance Committee Action, Section 8-6 Procedures for Multiple Member Bodies and the creation "Bourne Financial Advisory Council".
4. Under Public Comment Richard Conron brought forth a proposed change to the charter in Section 3-6 (b) (See Document #2) by adding the following language after office (local, regional, state or federal). Chairman Ewell thanked Mr. Conron for bringing this forth and told him this will be discussed at a later date.
5. Motion to adjourn at 2:55PM by Joe Cararra and seconded by Dave Pelonzi with all in favor.
6. Next meeting 6:30PM Wednesday February 3, 2016 within Bourne Veterans Memorial Community Center.

Submitted by Richard J. Anderson

2016 FEB 9 PM 1 09
TOWN CLERK'S OFFICE
BOURNE, MASS



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

1/20/16

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

Subject: Proposed Charter Revision to Section 3-6 Prohibitions

This section of the Charter talks about limiting the participation of elected members of the Board of Selectmen to no other "elected town office". It says nothing about County, State or Federal government elected positions (i.e. Barnstable County Commissioner, State Senator, Congressman). In my opinion, being elected to a second government position while currently holding the elected position of Bourne Selectman severely distracts an individual from what I consider should be his/her primary governing focus, the Town of Bourne. My intent is not to discourage individuals from seeking other elected offices but if elected, I feel the charter should specify that any sitting selectman elected to another political office resign as a member of Bourne's Board of Selectmen.

Current Version of the Charter

Section 3-6: Prohibitions.

- (a) No member of the board of selectmen shall serve on an appointed town board 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 hold any other elected town office or full-time town employment during that member's term of office.
- (c) No former member of the board of selectmen shall hold an appointed town office for which compensation is paid or hold full-time town employment until 2 years after that former member's term of office on the board has expired.

Recommended Change

- (b) No member of the board of selectmen shall hold any other elected office (local, regional state or federal) or full-time town employment during that member's term of office.

Thank you for your consideration,

Richard W. Conron

Doc 1

Section 2-5: Initiation of Warrant Articles

(b) The board of selectmen shall close the warrant not less than 75 days prior to the date for the annual town meeting and not less than 45 days prior to the date for any special town meeting. By four-fifths vote, the board of selectmen may waive the aforementioned requirements for the special town meeting in case of emergency.

Issue: Change 75 days to 50 and 45 days to 25; and change vote from “four-fifths” to “majority”.

(c) The voter handbook shall include the text of any annual or special town meeting warrant with the recommendations and counted votes of the finance committee, board of selectmen and any other appointed or elected board or committee proposing an article. In the voter handbook for the annual town meeting, the selectmen shall include the recommended operating budget with revenue projections, the departmental goals for the upcoming fiscal year and 5-year financial, debt and capital projections. The voter handbook shall be available to the public at the town hall and the public library not less than 15 days before the annual town meeting.

Issue: Revise the second sentence to read “In the voter handbook for the annual town meeting, the selectmen shall include the recommended operating budget with revenue projections; their budget goals; departmental goals for the upcoming fiscal year; an organization table; and five-year financial, debt, and capital projections.” (MJM)

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.

Issue: Add “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.” (RC)

Section 3-3: Policy Role [of the selectmen]

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. An individual selectman shall have no independent authority unless specifically voted by the board of selectmen. Selectmen shall deal with administrative agencies and departments only through the town administrator.

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

January 28, 2016

Issue: After the second sentence add: “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 progress, or have not been started.” (RC)

Issue: Revise the next sentence to read: “An individual selectman shall have no independent authority to undertake any independent action or study of town agencies or town departments unless specifically authorized and voted by the board of selectmen.” (RC)

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 which shall be implemented by the town administrator and written in a policy book that shall be available to the public for review.

Issue: Include goals in Town Report (BJ)

Issue: Change 45 days to 60 days or 90 days (SM); state a specific date instead of days (MJM)

Issue: There needs to be a better distinction between policies that govern certain aspects of the town operation and the annual goals for the town and the town administrator that will be the basis for evaluation of the town. (MJM)

Issue: Allow police and fire chiefs to deal directly with agencies and departments on routine matters. (DW & NS)

Issue: Replace first sentence in second paragraph with “Selectmen, individually or as a board, shall not become involved in the day-to-day administration of a town agency or department.”

Issue: Budget goals need to be set by the selectmen prior to the town administrator developing the annual budget (MJM)

Issue: Specify minimum requirements for availability of the policy book, i.e.: available to the public for review on the town website, town library, and other locations specified by selectmen.

Issue: Add “In order to improve transparency of governing policies, this policy book shall be organized by topic (i.e. financial, personnel, organizational, etc.) (RC)

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.

Issue: Add “Representatives of boards or committees specified as members of any committee shall be appointed by majority vote of their respective boards or committees.”

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

January 28, 2016

Section 3-6: Prohibitions

(a) No member of the board of selectmen shall serve on an appointed town board 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.

Issue: Replace “appointed town board” with “appointed town board or committee”.

Alternate A: “No member of the board of selectmen shall serve on an elected or appointed town board or committee established by this charter, by by-law, or by town meeting, unless otherwise specified in the charter, by-law, by town meeting, or by other applicable law.” (MJM)

Alternate B: “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...” (RC)

Issue: Add “No member of the board of selectmen shall serve a member or ex-officio member of any ‘working group’ established by the town administrator.” (RC)

(b) No member of the board of selectmen shall hold any other elected town office or full-time town employment during that member’s term of office.

Issue: Remove “full-time”.

(c) No former member of the board of selectmen shall hold an appointed town office for which compensation is paid or hold full-time town employment until 2 years after that former member’s term of office on the board has expired.

Issue: Replace “until 2 years after that former member’s term of office on the board has expired” with “within two years after that former member’s resignation or term of office has expired”.

Section 3-7: Intergovernmental Relations.

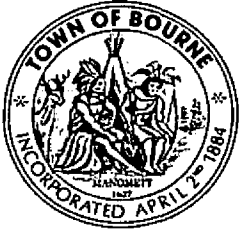
Members of the board of selectmen shall represent the town on federal, state, regional and intermunicipal committees or may designate a town employee or other person to represent the town on those committees.

Issue: Revise to read “The board of selectmen shall designate one of its members, the town administrator, or any other person to represent the town on federal, state, regional, or inter-municipal committees that require or allow such representation.”

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.

Issue: Add the sentence “In order to improve the transparency of governing methods and practices, the rules of procedure shall be organized by topic (i.e. agenda, meeting format, meeting minutes, etc.) and be organized using a defined documentation control process.” (RC)



TOWN OF BOURNE Charter Review Committee

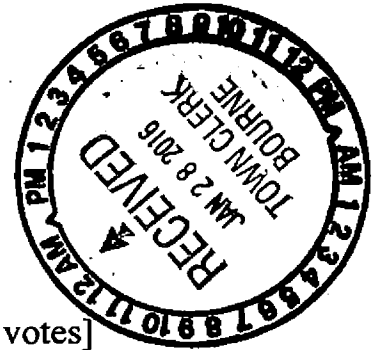
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



CHARTER REVIEW COMMITTEE February 3, 2016 Bourne Veterans Memorial Community Building 6:30 to 8:00 PM AGENDA

1. Call Meeting to Order
2. Approve Minutes of January 20, 2016 Meeting
3. Subjects for Discussion and Vote:
 - Section 2-5: Initiation of Warrant Articles [dates and votes]
 - Section 2-9: Finance Committee [rules of procedure]
 - Section 3-3: Policy Role [of the selectmen]
 - Section 3-5: Appointing Powers [to advisory committees]
 - Section 3-6: Prohibitions [on selectmen]
 - Section 3-7: Intergovernmental Relations [appointments]
4. Public Comment
5. Suggest Agenda Items for Next Meeting – February 17, 2016 at 1:30 PM
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.)



Charter Review Committee
Wednesday February 3, 2016

2016 FEB 18 AM 11:23
TOWN CLERK'S OFFICE
BOURNE, MASS.

1. Meeting called to order by Chairman Wes Ewell at 6:30PM with the following members in attendance: Dave Pelonzi, Joe Cararra, Dennis White, Dan Doucette, Jim Mulvey and Dick Anderson. Members of the public included Amy Sharpe and M.J. Mastrangelo.
2. Minutes of the January 20, 2016 meeting were approved unanimously, with Dan Doucette abstaining, on a motion by Joe Cararra and seconded by Dave Pelonzi.
3. Chairman Ewell opened discussion on "Issues to be Considered" handout. (See Document 1)

Section 2-5 (b) Motion by Dan Doucette and second by Dennis White to adopt the changes as outlined for Section 2-5 (b) change: 75 days to 50 and 45 days to 25 and to change vote from "four-fifths" to "majority".
Motion passed unanimously.

Section 2-5 (c) Motion by Joe Cararra and second by Dave Pelonzi to support the change and to adopt the following: revise the second sentence to read "In the voter handbook for the annual town meeting, the selectmen shall include the recommended operating budget with revenue projections, their budget goals, departmental goals for the upcoming fiscal year, an organization table and five-year financial, debt and capital projections"
Motion passed unanimously.

Section 2-9 after discussions it was decided by consensus that the committee did not favor taking a vote on this issue at this time.

Section 3-3 first paragraph no vote was taken on proposed changes to second sentence.

Section 3-3 first paragraph no vote was taken on proposed changes to third sentence.

Section 3-3 second paragraph on a motion by Dan Doucette and second by Dave Pelonzi to add the following after public for review. "and also published in the annual Town Report"
Motion passed unanimously.

Section 3-3 first paragraph Change 45 days to 60 days or 90 days. Dan Doucette made motion to change 45 days to 75 days seconded by Dennis White.
Motion passed unanimously.

Section 3-3 second paragraph "There needs to be better..." after discussion it was decided by consensus to address this issue in Section 8-9 Definitions.

Section 3-3 second paragraph "Allow police and fire chiefs..." after discussion it was decided to have our Chairman email the chiefs to get further information before taking a vote.

Section 3-3 second paragraph "Replace first sentence..." On a motion by Dan Doucette and seconded by Dennis White to replace the first sentence in the second paragraph with "Selectmen, individually or as a board, shall not become involved in the day-to-day administration of a town agency or department."

Motion passed unanimously.

After discussion on previous vote to change 45 days to 75 days in first paragraph on a motion by Joe Cararra and second by Dan Doucette the committee voted to reconsider the previous vote.

Motion passed unanimously.

Motion to change the 75 days to July 1 by Dan Doucette and seconded by Dave Pelonzi.

Motion passed unanimously

Motion to change second sentence by removing "Policies and goals specific to each policy" and replacing it with "Annual goals as voted by the Board of Selectmen" made by Joe Cararra and second by Dick Anderson.

Motion passed unanimously.

Motion to move the last two sentences in paragraph one of Section 3-3 to the second paragraph in Section 3-3 by Dan Doucette and second by Joe Cararra. Motion passed unanimously.

Section 3-3 second paragraph "Specify minimum requirements..." add after review. "on the town website, town library, and other locations specified by the Board of Selectmen." Motioned by Dan Doucette and second by Joe Cararra.

Motion passed unanimously.

Section 3-3 second paragraph Add "In order to improve..." by consensus no vote taken after brief discussion.

Section 3-5 add "Representatives of boards or committees specified as members of any committee shall be appointed by their respective boards or committees." Motioned by Dan Doucette and second by Dennis White.

Motion passed unanimously.

Section 3-6 (a) Motion by Dan Doucette and second by Dennis White to replace 3-6 (a) in it's entirety with "No member of the board of selectmen shall serve on an elected or appointed town board or committee established by this charter, by by-law, or by town meeting, unless otherwise specified in the charter, by-law, by town meeting or by other applicable law.
Motion passed unanimously.

Section 3-6-(b) Motion by Dan Doucette and second by Dennis White to remove "full-time"
Motion passed unanimously.

Section 3-6 (c) Motion by Dan Doucette and second by Joe Cararra to replace in it's entirety 3-6 (c) with "No member of the board of selectmen may be employed by the town within two years after that former member's resignation or term of office has expired."
Motion passed unanimously.

Section 3-7 after discussion and by consensus no action was taken

Section 3-8 after discussion and by consensus no action was taken

4. Next meeting February 17, 2016 at 6:30PM within the Bourne Veterans Memorial Community Center.
5. Joe Cararra asked if we had previously voted to add a definitive date, December 1st, for the selectmen to submit their budget goals to the town administrator. Dan Doucette made a motion seconded by Joe Cararra to add a new sentence: "Selectmen's budget goals shall be voted and forwarded to the town administrator by December 1 of each year." to Section 3-3 following "spring town election."
Motion passed unanimously.
6. Motion to adjourn by Dan Doucette at 8:17PM with all in favor.

Submitted by 

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 11, 2016

Section 4-1: Appointment; Qualification; Term [of the town administrator]

The board of selectmen shall appoint a town administrator search committee of not fewer than 5 and not more than 9 residents of the community to assist the board of selectmen in the recruitment and selection of the town administrator. If the board of selectmen does not select 1 of the candidates presented by the search committee within 30 days, then the search committee shall resume its search and submit an additional list of candidates to the board of selectmen within 60 days after it resumes the search.

Issue: Initial 30 days is too short – should be 45 or 60 days and then an additional 45 or 60 days. (MJM)

Suggested wording: “If the Board of Selectmen does not select one of the candidates presented by the search committee within 60 days, then the search committee shall resume its search and submit an additional list of candidates to the Board of Selectmen with 60 days after it resumes the search.” (WJE)

The board of selectmen, by an affirmative vote of 4 members, shall appoint the town administrator for an indefinite term and fix the town administrator’s compensation within the amount annually appropriated for that purpose. The town administrator shall be appointed solely on the basis of executive and administrative qualifications.

Issue: Revise the first sentence to read “The Board of Selectmen, by an affirmative vote of four 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. (DP)

Alternate A: Revise the first sentence to read “The Board of Selectmen, by an affirmative vote of at least four 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.” (WJE)

Alternate B: Revise the first sentence to read “The Board of Selectmen, by an affirmative vote of at least four members, shall annually appoint the Town Administrator for a rolling three-year term; and shall fix the town administrator’s compensation within the amount annually appropriated for that purpose.” (MJM)

The town administrator shall be a professionally qualified person of proven ability, especially fitted to perform the duties of the office by education, training and previous experience in municipal administration. The town administrator shall have at least a bachelor’s degree, but preferably a master’s degree, in public administration, business management or a related field, at least 7 years experience in an upper level executive municipal position or any equivalent combination of education and experience. The town administrator need not be a resident of the town when appointed but shall establish primary residence within Barnstable, Bristol or Plymouth county with 1 year after the date of appointment; provided, however, that the board of selectmen may, by simple majority vote of the selectmen in office at the time of appointment,

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 11, 2016

extend to a time certain the time for establishing residence or otherwise allow the town administrator to reside outside of those counties.

Issue: Revise the second sentence to read “The town administrator shall have at least a bachelor’s degree, but preferably a master’s degree, in public administration, business management, or related field; and a minimum of seven years of experience in an upper level executive municipal position.” (WJE)

Issue: Break this paragraph and revise the second half to read “The town administrator need not be a resident of the town when appointed, but shall establish primary residence in the Town of Bourne within one year after appointment; provided, however, that the board of selectmen may, by simple majority vote of the selectmen in office at the time of initial appointment, extend the time for establishing residence, or otherwise allow the town administrator to reside elsewhere.” (WJE, et al)

Issue: Remove residency requirement entirely (TG)

The town administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, or engage in any other business or occupation during the administrator’s term unless such action has been approved in writing in advance of such action by the board of selectmen. The town may from time to time, by by-law, establish such additional qualifications as it deems necessary and appropriate.

Issue: Revise the last sentence to read “The town may establish additional qualifications it deems necessary and appropriate by by-law or amendment of the charter.”

Section 4-4: Temporary Absence

The town administrator may, by letter filed with the town clerk and board of selectmen, designate as acting town administrator, a qualified officer or employee of the town, to perform the duties of the town administrator during a temporary absence or disability. If the absence or disability exceeds 30 days, any designation made by the town administrator shall be subject to the approval of the board of selectmen. If the town administrator fails to make a designation or if the person so designated is unable to serve, the board of selectmen may designate some other qualified employee of the town to perform the duties of the town administrator until the town administrator shall return.

Issue: In the first sentence change “may” to “shall”. (SM)

Issue: Change 30 days to 7 days (SM)

Section 4-5: Procedures for Removal of Town Administrator.

The board of selectmen, by an affirmative vote of 4 of its members, may initiate the removal of the town administrator by adopting a preliminary resolution of removal. The resolution shall set forth in reasonable detail the reasons for such removal. The preliminary resolution may suspend

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 11, 2016

the town administrator for a period not to exceed 30 days. The resolution shall be delivered to the town administrator forthwith upon its adoption. The administrator, within 5 days of receipt of the resolution of removal, may request a public hearing by the board of selectmen on the reasons stated in the resolution of removal. The board of selectmen shall convene the requested hearing not less than 7 and not more than 30 days after receipt of the request by the town administrator. The town administrator may be represented by counsel of the town administrator's choosing, may call and question witnesses and may file a statement on the town administrator's own behalf.

Issue: Add to the first sentence "...for reasons other than cause." (DP)

Issue: Add the following new sentence after the first sentence: "The Board of Selectmen, by an affirmative vote of three (3) of its members, may initiate the removal of the Town Administrator by adopting a preliminary resolution of removal for cause." (DP)

Section 4-6: Powers and Duties.

(b) appoint and, in appropriate circumstances, remove, subject to civil service laws and collective bargaining agreements where applicable, all department heads and employees, including members of the board of assessors and other employees for whom no other appointment provision is made in this charter; provided, however, that appointments made by the town administrator shall be effective immediately; provided, further, that an appointment of a department head or member of the board of assessors shall become effective on the fifteenth day after the day on which notice of the proposed appointment is filed with the board of selectmen unless a majority of the board of selectmen votes to reject the appointment within that period;

Issue: Make approval by BOS required only for major department heads (TG)

(c) prepare and submit an annual operating budget and capital improvement program and budget in accordance with sections 7-1 and 7-2 of this charter;

Issue: Add "...and in accordance with the policies and goals established by the Board of Selectmen." (MJM)

(f) keep the board of selectmen fully informed as to the needs of the town and make recommendations to the board;

Issue: Strengthen wording (DJE)

Suggested wording: "keep the Board of Selectmen fully informed of all issues and potential problems or needs of the town, and make recommendations to address such issues and problems;" (WJE)

(h) inform the board of selectmen of the availability of public and private funding opportunities;

Issue: Remove this requirement, as Town Administrator is not a grant writer. (TG)

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 11, 2016

(l) be responsible for and oversee the purchase of all supplies, materials, services and equipment and approve the award of all contracts for all town departments; provided, however, that the town administrator shall secure the approval of the board of selectmen for contracts of 3 or more years;

Issue: Make contract negotiations more transparent (PM)

Issue: Inform the Board of Selectmen of all contracts signed by the Town Administrator. (DJE)

Issue: Change "...for contracts of 3 or more years;" to "...contracts or contractual obligations with impacts of three or more years;" (MJM)

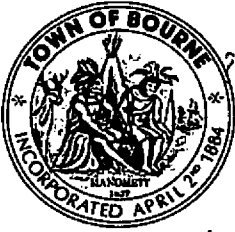
(m) fix the compensation of all town employees and officers appointed by the town administrator within the limits of the town's compensation plan, collective bargaining agreements and other employment agreements;

Issue: Inform the Board of Selectmen of all changes in compensation made. (DJE)

Issue: Add either in this section or in Section 7-4: The Town Administrator will attend all meetings of the Finance Committee; (MJM)

(n) coordinate the activities of all appointed and elected boards, committees and commissions; provided, however, that the town administrator may require elected boards and individuals to meet with and provide information to the town administrator at reasonable times for the purpose of coordination and financial planning;

Issue: This is covered by statute (TG)



TOWN OF BOURNE
Charter Review Committee

2016 FEB 12 AM 9 07

TOWN CLERK'S OFFICE
BOURNE, MASS

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



CHARTER REVIEW COMMITTEE
February 17, 2016
Bourne Veterans Memorial Community Building
6:30 to 8:00 PM
AGENDA

1. Call Meeting to Order
2. Approve Minutes of February 3, 2016 Meeting
3. Subjects for Discussion and Vote:
 - Section 4-1: Appointment; Qualification; Term [of Town Administrator]
 - Section 4-4: Temporary Absence
 - Section 4-5: Procedures for Removal of Town Administrator
 - Section 4-6: Powers and Duties
4. Public Comment
5. Set Date, Time, and Agenda Items for Next Meeting
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.)

Charter Review Committee
Wednesday February 17, 2016

1. Meeting called to order by Chairman Wes Ewell at 6:32pm with the following members in attendance: Joe Cararra, Jim Mulvey, Dan Doucette and Dick Anderson, Dennis White and Dave Pelonzi were excused. Members of the public in attendance were Selectman Peter Meier and M.J. Mastrangelo.
2. Minutes of the February 3, 2016 meeting were amended to add "Motion passed unanimously" as the last sentence in item 5 motion to amend by Dick Anderson and seconded by Dan Doucette. Amendment passed unanimously. Motion to accept minutes as amended by Dan Doucette seconded by Jim Mulvey with all in favor.
3. Chairman Ewell handed out his list of subjects for discussion and vote.
(See document #1)

Section 4-1 Appointment; Qualification; Term (of Town Administrator)
On a motion by Joe Cararra and second by Dan Doucette to replace the second sentence in the first paragraph with: "If the Board of Selectmen does not select one of the candidates presented by the search within 60 days then the search committee shall resume its search and submit an additional list of candidates to the Board of Selectmen within 60 days after it resumes the search."

Motion passed unanimously

Section 4-1 On a motion by Dan Doucette and second by Jim Mulvey in the second paragraph replace the first sentence with: "The Board of Selectmen by an affirmative vote of four 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."

Motion passed unanimously

Section 4-1 third paragraph On a motion by Joe Cararra and second by Dan Doucette replace the second sentence with: "The Town Administrator shall have at least a Bachelor's degree, but preferably a Masters degree, in Public Administration, Business Management, or related field and a minimum of seven years of experience in an upper level executive municipal position or equivalent education and experience."

Motion passed unanimously

Section 4-1 third paragraph On a motion by Dan Doucette and second by Joe Cararra break this paragraph beginning at "The Town Administrator need not..." and revise the second half to read "The town administrator need not be a resident of the town when appointed, but shall establish primary residence in the Town of Bourne within one year after appointment; provided, however, that the Board of Selectmen may, by simple majority vote

2016 FEB 24 PM 3 13
TOWN CLERK'S OFFICE
BOURNE, MASS

of the Selectmen in office at the time of appointment, extend the time for establishing residence, or otherwise allow the Town Administrator to reside elsewhere."

Motion passed unanimously

Section 4-1 fourth paragraph Revise the last sentence to read "The town may establish additional qualifications it deems necessary and appropriate by by-law or amendment of the charter."

By consensus the change was tabled

Section 4-4 temporary absence On a motion by Dan Doucette and second by Dick Anderson change "may" in first sentence to "shall", in the third sentence change "may" to "shall" and after disability change "exceeds 30 days" to "greater than five business days."

Motion passed unanimously

Section 4-5 Procedures for Removal of Town Administrator

On a motion by Dan Doucette and second by Jim Mulvey to "Make no changes in the charter that reflects any change from four to three".

Motion passed unanimously

On adding to the first sentence "for reasons other than cause" after discussion the committee by consensus decided to take no action.

Section 4-6 Powers and Duties

4-6b approval by Board of Selectmen required only for major department heads after discussion the committee by consensus decided to take no action

4-6c On a motion by Dan Doucette and second by Joe Cararra add "and in accordance with the policies and goals established by the Board of Selectmen." after "of the charter;"

Motion passed unanimously

4-6f On a motion by Dan Doucette and second by Joe Cararra to "adopt the suggested wording for f" ("keep the board of selectmen fully informed of all issues and potential problems or needs of the town, and make recommendations to address such issues and problems;")

Motion passed unanimously

4-6h "Remove this requirement..." by consensus no action was taken.

4-6l On a motion by Dan Doucette and second by Joe Cararra to insert the following after administrator shall "inform the Board of Selectmen of all contracts signed by the Town Administrator and"

Motion passed unanimously

4-6m On a motion by Dan Doucette and second by Joe Cararra add "and inform the Board of Selectmen of all changes in compensation made;" after employment agreements.

Motion passed with four in favor and one abstention (Jim Mulvey)

4-6n Remove this is covered by statue

After discussion and by consensus no action was taken

4. Next meeting Wednesday, February 24 at 1:30pm within the Community Center

5. Motion to adjourn at 7:59pm by Dan Doucette and second by Joe Cararra with all in favor.

Submitted by *Richard V. Anderson*

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 18, 2016

Section 5-1: Table of Organization

The town administrator shall prepare for submission to the board of selectmen a table of organization establishing personnel requirements within the town agencies created by the charter, by by-law or by administrative code. The table of organization shall become effective unless rejected by the board of selectmen within 30 days following its submission.

Suggestion: Change to: "...shall annually prepare and submit to the board of selectmen by June 1st of each year a table of organization establishing personnel requirements..." Note: If not rejected it will go into effect on July 1. (MJM)

Alternate wording: "The town administrator shall submit a table of organization establishing personnel requirements within all town departments to the board of selectmen by June 1st of each year." (WJE)

Section 5-2: Organization of Town Government

The town administrator shall not be prohibited by this charter from including the department of public works or the department of integrated solid waste management in any plan to organize, reorganize, consolidate or abolish a town agency that the town administrator considers necessary or advisable in accordance with this section.

Suggestion: Remove "or the Department of Integrated Solid Waste Management" as this has already been done. (TG)

Section 5-3: Public Hearing and Effective Date

Before the board of selectmen approves a proposed plan under section 5-2, it shall hold 1 or more public hearings on the proposal, giving notice by publication in a local newspaper at least 7 days in advance of the hearing. The notice shall describe the scope of the proposal and the date and place where the hearing will be held. The selectmen shall have 14 days after the close of the public hearing to propose amendments, if any, and vote on the final plan. The proposed organization shall become effective not sooner than 60 days following the selectmen's vote on the final plan. Where the reorganization moves a function or funding from 1 department to another, voters may petition for a special town meeting to address those changes.

Suggestion: Rewrite first sentence as this is too cumbersome (TG)

Notes: Clarification of what kind of re-organization requires Section 5-3. And add notification of the Finance Committee at least 7 days in advance of the hearing. (MJM)

Section 5-6: Department of Finance

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 18, 2016

(a) There shall be a department of finance responsible for the fiscal and financial affairs of the town and for the coordination and overall supervision of all fiscal and financial activities of all town government agencies.

Suggestion: Add either in this section or in Section 7-4: The Finance Director will attend all meetings of the Finance Committee. (MJM)

Suggestion: The Finance Director shall report to Town Administrator and not the Finance Committee. (DJE)

Section 6-3: Town Clerk

There shall be a town clerk who shall be elected at the annual town election for a 3-year term.

Suggestion: Replace "elected" with "appointed by the Town Administrator. (TG)

Suggestion: Make the town clerk position full-time. (SM & DJE)

Section 6-11: Trustees of the Soldiers' Memorials

In accordance with section 105 of chapter 41 of the General Laws, there shall be a trustees of soldiers' memorials to consist of 6 trustees, 5 of whom shall be elected for 3-year terms so arranged that as nearly an equal number of terms as possible shall expire each year and 1 of whom shall be the chairman of the board of selectmen.

Issue: Clarification of the Role of the Trustees of the Bourne Veterans Community Building – rewording of the section and/or clarification of their role as regards to the memorial vs. the community building. (MJM)

Suggested wording: Add "The trustees shall be responsible for maintenance and protection of all soldiers memorials within the town, but not the Bourne Veterans Memorial Community Center or any other structures or grounds housing those memorials." (WJE)

Section 7-1: Budget Process

Prior to the annual town meeting and within a time fixed by by-law, the town administrator shall submit to the board of selectmen a proposed operating budget and a capital program and capital budget for all town departments, including the school department, for the ensuing fiscal year. The proposed budget shall be accompanied by a budget message and supporting documents. The budget message shall explain the budget both in fiscal terms and in terms of work programs. The proposed budget shall be balanced and shall show both proposed expenditures and anticipated revenue. The proposed budget shall provide a complete fiscal plan of all town funds and activities and shall be in the form the town administrator deems desirable or as the board of selectmen requires. The proposed budget shall include a listing of the funds requested by town departments and agencies.

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 18, 2016

Suggestion: Add wording after supporting documents: including but not limited to sources and uses of funds, proposed organization chart including number of actual and the number of Full time equivalent employees by department, debt service obligations, long term financial projection based on the proposed operating and capital budgets, estimated free cash and stabilization fund balances based on proposed operating and capital budgets, and whether the proposed budgets meets the Town's established financial policies. (MJM)

Section 7-3: Long-Term Financial Forecast

The town administrator shall prepare annually a 5-year financial forecast of town revenue, expenditures and general financial condition of the town. 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 long or short term actions which may be taken that will enhance the financial condition of the town. The forecast shall be submitted to the board of selectmen and the board of selectmen shall make it available to the public for inspection.

Suggestion: Add "the Finance Director shall recommend to the Town Administrator" in the first sentence. (TG)

Suggestion: Add a required date. Suggest January, same time as the budget message and the beginning of the budget process. (SM)

Suggestion: Change last sentence to "The forecast shall be submitted to the board of selectmen annually as part of the annual budget in the voter handbook and after the annual town meeting if the town meeting approves a different budget. The board of selectmen shall make it available to the public on the town website and other locations specified by the board of selectmen." (MJM)

Section 7-4: Finance Committee Action

The board of selectmen shall submit the operating budget and the capital improvement program and capital budget to the finance committee by a date fixed by by-law. The finance committee, upon receipt of the operating and capital improvement program and capital budget from the board of selectmen, shall consider in public meetings the detailed expenditures for each town department and agency and shall conduct 1 or more public hearings on the proposed operating and capital budgets, including the school budget. The finance committee shall issue its recommendations in a detailed written report, which shall include the fiscal and tax implications of the proposed budget, a statement outlining its support or opposition to the proposed budget or any sections thereof and its vote, by roll call, on all warrant articles.

Suggestion: Hold one or more public hearings for each of the proposed budgets (capital, school, operating). This will reflect actual practice. (SM)

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 18, 2016

The finance committee shall make copies of its report available to the voters in the town hall and the public library at least 21 days before the scheduled date of the town meeting. The report shall be prepared in sufficient time to be incorporated into the annual town meeting voter handbook.

Suggestion: Change to: The finance committee shall annually make a report available to the voters. The report shall be prepared in sufficient time to be incorporated into the annual town meeting voter handbook. (MJM)

The finance committee may request the town administrator to provide necessary information from any town agency and the town administrator shall promptly respond to such requests. The office of the town administrator shall provide staff support to the finance committee in issuing its recommendations on the operating budget and capital improvement program. The budget to be acted upon by the town meeting shall be the budget approved by the board of selectmen.

Suggestion: Add wording from Section 1.3.3 of the By-Law at the beginning: The Finance Committee or any person authorized to act for the Committee shall have authority at any time to examine and investigate the books, accounts and the management of any department or officer of the Town; and the books and accounts of the Town and all the officers thereof shall be open to the inspection of the Committee. (MJM)

Add either in this section or in Section 4-6: The Town Administrator will attend all meetings of the Finance Committee. (MJM)

Add either in this section or in Section 5-6: The Finance Director will attend all meetings of the Finance Committee. (MJM)

Section 8-6: Procedures for Multiple Member Bodies

(c) Each multiple member body shall provide for the keeping of the minutes of its proceedings. The minutes shall be a public record and a copy of the minutes shall be filed with the office of the town clerk and posted on the town website for at least 5 years.

Note: Who is responsible for posting minutes on the town website and making sure that the minutes are available for five years? This is not currently happening and there is not sufficient manpower in the town clerk's office for the town clerk to do the posting. Perhaps change the wording to: shall be filed with the office of the town clerk and when feasible posted on the town website for at least five years. (MJM)

Suggestion: Eliminate the words "and posted on the town website for at least 5 years". (WJE)

For consideration: Establishment by Charter or By Law of: The Bourne Financial Advisory Council appointed by the Town Moderator. Membership will consist of Chairs of BOS, School Committee, Finance Committee, plus one other member of each committee designated by each of the committees, and the Town Administrator and Finance Director, both ex officio. This is an advisory group with no binding authority established to communicate and coordinate regarding

2015 BOURNE CHARTER REVIEW – ISSUES TO BE CONSIDERED

February 18, 2016

town financial issues and long term planning for the Town. Members will be appointed for one year terms expiring June 30th of each year. The group will meet at least four times a year or more as necessary to discuss financial issues facing the Town including the annual year-end review, prior to the Town Administrator's budget message, prior to the Annual Town meeting during the budget process and after the Annual Town Meeting or at the end of the fiscal year. (MJM)

Section 8-9: Definitions

Suggestion: Add the following definitions. (RC)

"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.*
- Measureable – 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.*

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

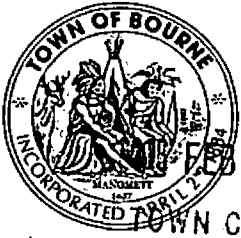
"Working Group", an ad-hoc group of subject-matter experts temporarily working together to achieve specified goals. Working group participants are recruited and appointed by the town administrator and report the group findings directly to the town administrator.

Alternate wording: (WJE)

"Goal" The desired outcome of a policy, program, or other action.

"Policy" A statement of preferred practice.

"Working Group" An ad-hoc committee of experts appointed by and reporting to the town administrator to study a specific issue and make recommendations for its resolution.



TOWN OF BOURNE Charter Review Committee

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



FEB 18 PM 2 58
TOWN CLERK'S OFFICE
BOURNE, MASS

CHARTER REVIEW COMMITTEE February 24, 2016 Bourne Veterans Memorial Community Building 1:30 to 3:00 PM AGENDA

1. Call Meeting to Order
2. Approve Minutes of February 17, 2016 Meeting
3. Subjects for Discussion and Vote:
 - Section 3.5: Appointing Powers
 - Section 5-1: Table of Organization
 - Section 5-2: Organization of Town Government
 - Section 5-3: Public Hearing and Effective Date
 - Section 5-6: Department of Finance
 - Section 6-3: Town Clerk
 - Section 6-11: Trustees of the Soldiers' Memorials
 - Section 7-1: Budget Process
 - Section 7-3: Long Term Financial Forecast
 - Section 7-4: Finance Committee Action
 - Section 8-6: Procedures for Multiple Member Bodies
 - Section 8-9: Definitions
4. Public Comment
5. Set Date, Time, and Agenda Items for Next Meeting
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.)

Charter Review Committee
Wednesday February 24, 2016

1. Meeting called to order at 1:35pm by Chairman Wes Ewell with the following members in attendance: Dennis White, Dan Doucette, Jim Mulvey and Dick Anderson, Joe Cararra and David Pelonzi were excused. Members of the public included Barry Johnson, Town Clerk, M. J. Mastrangelo and Michael Rausch from the Bourne Enterprise.

Minutes of the February 17, 2016 meeting were approved on a motion by Dan Doucette and second by Jim Mulvey with all in favor.

3. Chairman Ewell handed out his list of subjects for discussion and vote. (See attached document #1)
- Section 3-5 Appointing Powers On a motion by Dan Doucette and second by Dennis White Section 3-5 remove "appointed" from last sentence and replace with "designated"
Motion passed unanimously.
 - Section 5-1 Table of Organization On a motion by Dan Doucette and second by Dennis White "To remove the first sentence in it's entirety and replace it with "The town administrator shall submit a table of organization establishing personnel requirements within all town departments to the board of selectmen by June 1st of each year."
Motion passed unanimously.
 - Section 5-2 Organization of Town Government after discussion and by consensus no action was taken
 - Section 5-3 Public Hearing and Effective Date
After discussion and by consensus no action was taken and was held for further clarification.
 - Section 5-6 Department of Finance
After discussion and by consensus no action was taken
 - Section 6-3 Town Clerk
On a motion by Dan Doucette and second by Dennis White
"keep the clerk an elected position"
Motion passed unanimously
 - Section 6-11 Trustees of the Soldiers' Memorials
After discussion and by consensus no action was taken
 - Section 7-1 Budget Process
After discussion and by consensus no action was taken
 - Section 7-3 Long Term Financial Forecast
On a motion by Dan Doucette and second by Dennis White to add at the end of the first sentence "which shall be submitted to the Board of Selectmen annually as part of the annual budget message."
Motion passed unanimously
 - Section 7-4 Finance Committee Action
After discussion and by consensus no action was taken on paragraphs one and two. On paragraph three by consensus it was decided to take this up at our next meeting.

k. Section 8-6 (c) Procedures for Multiple Member Bodies

On a motion by Dick Anderson and second by Dan Doucette to remove
"and posted on the town website for at least 5 years."

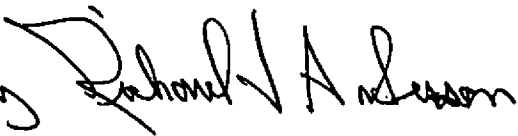
Motion passed unanimously

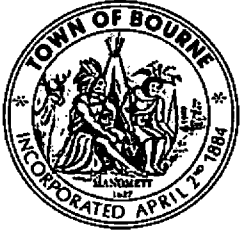
l. Section 8-9 Definitions

On a motion by Dan Doucette and second by Dick Anderson add the
definition of "Goal-The desired outcome of a policy, program or other
action and Policy-A statement of preferred practice." as presented by
Wes Ewell.

Motion passed with four in favor and one abstention

4. Chairman Ewell asked for any public comment however none was offered.
5. Next meeting Wednesday March 2, 2016 at 6:30pm within Bourne Veterans
Memorial Community Center
6. Motion to adjourn at 3:03pm by Jim Mulvey and second by Dennis White
with all in favor.

Submitted by  Dick 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

March 2, 2016

Bourne Veterans Memorial Community Building

6:30 to 8:00 PM

AGENDA

1. Call Meeting to Order
2. Approve Minutes of February 24, 2016 Meeting
3. Chairman's Report
4. Subjects for Discussion and Vote:
Draft Report to Town Meeting
5. Public Comment
6. Set Date, Time, and Agenda Items for Next Meeting
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.)

2016 FEB 26 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS

Charter Review Committee
Wednesday March 3, 2016

1. Meeting called to order at 6:30pm by Chairman Wes Ewell with the following members present: Dennis White, Dan Doucette, Jim Mulvey, Dick Anderson and Joe Cararra. David Pelonzi arrived at 6:40pm, members of the public included George Slade and Amy Sharpe.
2. Minutes of February 24th meeting were approved as written on a motion by Dan Doucette and second by Dennis White with 2 abstentions.
3. Chairman Ewell voiced his regrets for what was considered the rushing of our previous meeting. The chairman explained how the committee is up against a tight timeframe where we have to finish up and get a draft report approved. Along with having our public hearing on March 30th, meet with the Finance Committee on April 4th and Board of Selectmen at a date to be determined.
4. Discussion then ensued on our draft report. Dan Doucette suggested that we include the differences between a Charter Review Committee and a Charter Commission be explained in the "introduction" of the report. It was suggested by Dan Doucette that a sentence be included giving credit to Dick Anderson for his work on the committee. Joe Cararra brought up the issue of 'strong' chiefs and presented the committee with some back-up documentation. (See attached documents 1 and 2) A question was asked if any member of the committee could/would present this as a separate article before town meeting with negative results. After a lengthy discussion it was decided not to take any action on this request at this time.
5. No public comment was presented.
6. Next meeting 1:30pm March 16th within the Bourne Veterans Memorial Community Center. March 30th public hearing at 6:30pm within Bourne Veterans Memorial Community Center. Chairman Ewell asked if we had anything we wanted placed on the agenda of our next meeting and it was requested to add a discussion on Section 7-4 paragraph 3 Finance Committee Action.
7. Motion to adjourn at 7:44 by Dan Doucette and second by Dave Pelonzi with all in favor.

Submitted by *Dick Anderson*

RECEIVED
2016 MAR 16 PM 3:17
TOWN CLERK BOURNE

Dec 2

Stephen Mahoney, Buzzards Bay: Bourne Needs 'Strong' Chiefs Appointed by Selectmen

-
- **By Stephen Mahoney**

Posted Apr 20, 2011 at 12:01 AM
Updated Apr 20, 2011 at 8:10 PM

BUZZARDS BAY

In 1933, Bourne adopted a Massachusetts General Law, creating a "strong" fire chief. In 1966, Bourne adopted an MGL, creating a "strong" police chief. Both were appointed by selectmen. They formulated and administered rules and regulations, they hired and promoted per Civil Service, were responsible for providing police and fire services to the town and ran their departments as their budgets allowed. The chiefs were hired based on their training and experience in fire or police work. They were the experts in their respective fields.

In the 2007 charter revision, the town administrator became the appointing authority and thus the chiefs were responsible to him. The fire chief retired, the town administrator oversaw the fire department, and over four years passed before a new chief was appointed. This was a turbulent, scandalous time for the Bourne Fire Department. There were acting chiefs during this period, but the law which gave them the "strong" chief status was trumped by the charter and they became ineffective.

The strong chief laws were in effect for good reason. These are quasi-military organizations, whose members take an oath to risk their lives for all of us. They need to have unflinching dedication and respect for the person in charge. This needs to be a chief, not a civilian. There are 351 towns in Massachusetts and only 12 do not have strong chiefs. Bourne's experience of the last four years shows the need for strong chiefs.

Doc 1

of CHIEF and, in accordance with the provisions of this Agreement, agrees to serve the Town faithfully, efficiently, and economically, in accordance with all applicable constitutions, statutes, ordinances, by-laws, charters, rules and regulations, executive orders, written policies of the TOWN and the agreed position description.

~~The CHIEF shall have all the powers given to the Fire Chief under the provisions of M.G.L. Chapter 48, Section 42, as amended, accepted on March 7, 1932, subject to the provisions of the Town of Bourne Charter.~~

B. TERM

The term of this Agreement shall be from February 28, 2015 through February 28, 2018 unless sooner terminated in accordance with the provisions hereof. The parties agree that for the first year of the contract (between February 28, 2015 and February 28, 2016) the CHIEF shall be a probationary employee. The CHIEF agrees to remain the exclusive employ of the Town during the term of this Agreement, and neither to accept other employment nor to become employed by any other employer during said term.

The term "employment" shall not be construed to include occasional teaching, writing, or consulting performed during CHIEF's time off as long

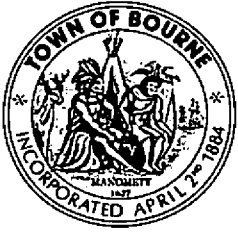
The proposed charter change would revert to selectmen appointing police and fire chiefs, who would supervise their own departments. Logically, the selectmen still have the administrator recommend applicants through Civil Service. They would choose the best candidate and make the appointment.

It makes sense to have these important positions chosen by five selectmen elected by Bourne voters, are residents of Bourne, vote in Bourne, and are affected themselves by their appointments, rather than one individual who only works for Bourne, may live far from here, does not vote in Bourne, could leave tomorrow or next year, and would not be personally affected by the selection.

We need to return confidence and stability to our public safety departments as proposed in the charter amendment.

Stephen Mahoney

Buzzards Bay



TOWN OF BOURNE
Charter Review Committee



2016 MAR 11 PM 2:47
24 Perry Avenue
Bourne, MA 02532
Phone 508-759-0600, ext. 11
TOWN CLERK'S OFFICE Fax 508-759-0620
BOURNE, MASS

CHARTER REVIEW COMMITTEE

March 16, 2016

Bourne Veterans Memorial Community Building

1:30 to 3:00 PM

AGENDA

1. Call Meeting to Order
2. Approve Minutes of March 3, 2016 Meeting
3. Selectman Don Pickard to discuss draft report
4. Town Administrator Tom Guerino to discuss changes to Section 4
5. Subjects for Discussion and Vote:
 - Revised Draft Report to Town Meeting dated March 3, 2016
 - Section 4-1: Appointment, Qualification, Term (of Administrator)
 - Section 7-4: Finance Committee Action
 - Possible inclusion of Police and Fire Chief positions in the charter
6. Public Comment
7. Set Date, Time, and Agenda Items for Next Meeting
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.)

Charter Review Committee
Wednesday March 16, 2016

RECEIVED

2016 APR -1 AM 9:35

TOWN CLERK BOURNE

1. Meeting called to order at 1:31pm by Chairman Wes Ewell with the following members in attendance: Dennis White, Dan Doucette, Jim Mulvey, Dave Pelonzi, Joe Cararra and Dick Anderson. Members of the public included: Chief Dennis Woodside (BPD), Chief Norman Sylvester Jr. (BFD), Donald Pickard (BOS), Tom Guerino (T/A) and Joe Gordon.
2. Minutes of the March 2, 2016 meeting were approved on a motion by Dan Doucette and second by Jim Mulvey with all in favor.
3. Chairman Ewell introduced Selectman Pickard to voice his opinion on the proposed changes to the charter some of which were his. Before his presentation Selectman Pickard handed out a document (see Doc #1) which contained his remarks and suggested changes to Section 4-6 (l) and 4-6 (m). A discussion followed with no action taken by the committee. Chairman Ewell thanked Selectman Pickard and told him the committee will discuss his recommendations at a later date.
4. T/A Guerino addressed the committee regarding his concerns with the proposed changes to Section 4 (Town Administrator). T/A Guerino believes the committee's recommendation in Section 4-4 changing 30 days to 5 days is not warranted in these days of electronic communications. T/A Guerino still believes that the committee should delete the residency requirement within the 3rd paragraph of Section 4-1. T/A Guerino suggested that some language be added to the charter regarding his exemption from the residency requirement should the suggested changes be adopted.
5. Section 7-4 Finance Committee Action a question arose regarding members of the Finance Committee being able to question department heads directly concerning financial affairs. At a previous meeting Selectmen Meier had stated he thought there was a town by-law addressing this and that he would look into this and get back to the committee with his findings. After a brief discussion the committee took no action.
6. Chairman Ewell asked Chief Woodside and Chief Sylvester if they would like to address the committee regarding the "Strong" Chief issue. Under the Charter both Chiefs are selected by the T/A and approved by the Board of Selectmen. The problem arises in the Chiefs contracts that they both have language stating they are "Strong" chiefs. Prior town meetings have voted to accept "Strong" chief language sighting chapter and verse of MGL. Chairman Ewell suggested we place this issue along with others discussed today on the agenda for March 30.
7. No public comment was presented.
8. Next meeting will be held on March 30 at 6:30pm within Bourne Veterans Memorial Community Center.
9. Motion to adjourn at 3:03pm by Dan Doucette second by Dennis White with all in favor.

Submitted by Richard J. Anderson

Doc # 1

**Donald J. Pickard
Post Office Box 3061
Bourne, Massachusetts 02532**

March 16, 2016

2015 Charter Review Committee,

I read with interest your draft report and while I believe you made the right decision in proposing the changing of Article 4, Section 4-1: Appointment; Qualifications: Term, Paragraph 2 to remove the word indefinite and replace that with " a term defined by contract".

I still believe that the Removal for Cause of the Town Administrator should be a simple majority.

Upon further review of your March 3, 2016 draft, I respectfully propose the following changes to the Draft Report to Town Meeting dated March 3, 2016.

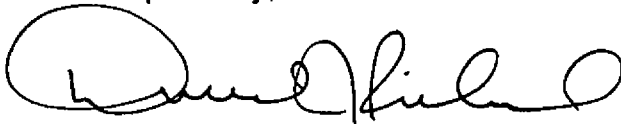
On page 8 and Page 9 of the Draft Report, several sections cite under the reason that Selectmen **"have complained that they have not been made aware of contracts or large changes by the administrator"**.

We should all agree that the Budget is the Budget of the Selectmen. Any change, contractual or otherwise that has an affect on the Selectmen's Budget, should receive prior approval from the Selectmen before the Town Administrator enters into those agreements.

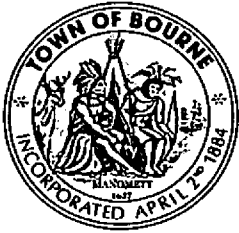
In Section 4-6 (l), I recommend that the following wording replace your proposed action, to state after the administrator shall secure **"the prior approval of the Board of Selectmen for all contracts including all amendments' to those contracts"**. And delete 3 or more years from the end of that sentence.

In Section 4-6 (m), I recommend that the following wording replace your proposed action, to state after employment agreements; replace the remainder of the sentence with the wording **"with the prior approval of the Board of Selectmen"**.

Respectfully,



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



CHARTER REVIEW COMMITTEE

March 30, 2016

Bourne Veterans Memorial Community Building

6:30 to 8:00 PM

AGENDA

RECEIVED
2016 MAR 25 PM 2:13
TOWN CLERK BOURNE

1. Call Meeting to Order
2. Approve Minutes of March 16, 2016 Meeting
3. Subjects for Discussion and Vote:

Revised Draft Report to Town Meeting dated March 3, 2016

Section 2-9: Finance Committee

Section 4-1: Appointment, Qualification, Term (of Administrator)

Section 4-4: Residence (of Administrator)

Section 4-6: Powers & Duties (of Administrator)

Section 7-4: Finance Committee Action

Possible inclusion of Police and Fire Chief positions in the charter

4. Public Comment
5. Set Date, Time, and promotion efforts for public hearing
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.)

RECEIVED

Charter Review Committee
Wednesday March 30, 2016

2016 APR 21 AM 8:51

TOWN CLERK BOURNE

1. Meeting called to order at 6:30pm by Chairman Wes Ewell with the following members present: Dennis White, Dave Pelonzi, Jim Mulvey, Joe Carrara and Dick Anderson. Dan Doucette was excused. Members of the public included T/A Tom Guerino, Selectman Peter Meier, Chief Norman Sylvester Jr (BFD), Lt. Richard Silvestro (BPD), George Slade and Richard Conron.
2. The minutes of March 16, 2016 meeting were approved on a motion by Jim Mulvey and second by Dennis White with all in favor.
3. Chairman Ewell announced that he has scheduled the Public Hearing on proposed changes to the charter for Wednesday April 13 at 7pm within the Community Center. Chairman Ewell made mention of an email he sent regarding the further proposed changes and how the committee will proceed on them this evening. (See Document #1)
 - a. After discussion on Section 2-9 Finance Committee and on a motion by Jim Mulvey with a second from Joe Carrara it was voted to postpone voting on the proposed change until our next meeting. With all in favor.
 - b. Section 4-1 Appointment; Qualification; Term (of Town Administrator) After discussion a motion by Joe Carrara and second by Dennis White it was moved to postpone the vote on the proposed change until our next meeting. With all in favor. After the vote the discussion continued as to how to handle the residency requirement. On a motion by Dick Anderson and second by Dennis White the committee unanimously voted to reconsider their previous vote. After extensive discussion on a motion by Dick Anderson and second by Dave Pelonzi to eliminate the residency in it's entirety. Motion failed 2 in favor and 4 against.
 - c. Section 4-4 Change 5 days to 10 days after discussion on a motion by Joe Carrara and second by Dave Pelonzi it was voted unanimously to change 5 days to 10 days within Section 4-4.
 - d. Section 4-6(I) amend the committee's previous vote on this section by adding "inform the board of selectmen of all contracts signed by the town administrator and" On a motion by Joe Carrara and second by Dennis White it was unanimously voted to make no change to the existing charter in this sub-section.
 - e. Inclusion of Police and Fire Chief positions into the charter. (See Documents #2, 3, 4 & 5) Joe Carrara started off the discussion stating he talked to all 4 of the previous Fire Chiefs. Joe reported they all were in favor of the "Strong" chiefs language along with the previous 2 Police Chiefs and the current Chief. Joe's main concern being that the chief's contracts state they are "Strong Chiefs" however under the charter there is no language affirming so. Chairman Ewell stated the question before us is "do we memorialize those contract provisions in

the charter?" Discussion then turned to option 3 that is favored by both Chief Woodside and Chief Sylvester. On a motion by Dick Anderson and second by Dennis White to add option 3 to the charter in the appropriate place the motion was defeated 2 in favor Dick Anderson and Dennis White 2 opposed Jim Mulvey and Chairman Ewell and 2 abstained Dave Pelonzi and Joe Carrara. After further discussion Chairman Ewell suggested that this be added to our report to the town meeting. Motion to reconsider previous vote by Dick Anderson and second by Dennis White motion passed 4 in favor and 2 abstained Joe Carrara and Dave Pelonzi. Motion to accept option #3 as presented by the letter from Chief Woodside and to include it in our report to town meeting by Dick Anderson and second by Dennis White. Motion passed 4 in favor and 2 abstained Joe Carrara and Dave Pelonzi.

4. Motion to adjourn by Dennis White and second by Dave Pelonzi at 8:20pm
5. Next meeting April 4 before Finance Committee meeting within Community Center.

Submitted by Richard Anderson, Clerk

LAST MINUTE 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.

Tom's suggestion

There shall be a finance committee consisting of seven (7) members to be appointed by the moderator. It shall be the duty of this committee to investigate all proposals in the articles of the warrant for any town meeting that is budgetary in nature and effect the finances of the town and to recommend to the town at the time of said meeting a course of action thereon, and in general to make recommendations to the town in regard to any financial business of the town. It shall have control of the reserve fund of the town and make appropriations therefrom.

Recommendation

A finance committee shall be appointed as provided by by-law. **It shall be the duty of this committee to investigate all proposals in the articles of the warrant for any town meeting that is budgetary in nature and effect the finances of the town and to recommend to the town at the time of said meeting a course of action thereon, and in general to make recommendations to the town in regard to any financial business of the town. It shall have control of the reserve fund of the town and make appropriations therefrom.** 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.

Section 4-1 Appointment; Qualification; Term (of Town Administrator)

Previous vote

The town administrator need not be a resident of the town when appointed but shall establish primary residence **in the Town of Bourne within one** year after the date of appointment; provided, however, that the board of selectmen may, by simple majority vote of the selectmen in office at the time of appointment, extend the time for establishing residence or otherwise allow the town administrator to reside **elsewhere**.

Options

1. Confirm previous vote
 2. Leave as current stated in charter
 3. Eliminate residency requirement altogether
 4. Amend previous vote by adding exemption for incumbent
-

Section 4-4 Temporary Absence (of Town Administrator)

Previous vote

The town administrator **shall**, by letter filed with the town clerk and board of selectmen, designate as acting town administrator, a qualified officer or employee of the town, to perform the duties of the town administrator during a temporary absence or disability. If the absence or disability **greater than five business days**, any designation made by the town administrator shall be subject to the approval of the board of selectmen. If the town administrator fails to make a designation or if the person so designated is unable to serve, the board of selectmen **shall** designate some other qualified employee of the town to perform the duties of the town administrator until the town administrator shall return.

Tom's suggestion

The town manager may designate by letter filed with the select board a qualified officer of the town to perform the duties of manager during the manager's temporary absence. If the manager fails to make such designation, the select board may designate an officer of the town to perform the manager's duties until the manager returns.

Recommendation

Change **five** business days to **ten**.

Section 4-6 Powers and Duties (of Town Administrator)

Previous vote

(l) be responsible for and oversee the purchase of all supplies, materials, services and equipment and approve the award of all contracts for all town departments; provided, however, that the town administrator shall **inform the board of selectmen of all contracts signed by the town administrator** and secure the approval of the board of selectmen for contracts of 3 or more years;

Recommendation

Stand by previous vote

Police and Fire Chiefs

Current status

Not addressed in charter

Chief Woodside Suggestions

(See attached)

Recommendation

Submit a separate TM article to avoid floor fight that could appear to show conflict of interest by committee members and jeopardize entire article.

Option #1:

Make no change

Option #2:

Proposed language, added as a new Section, in the appropriate location of the Town of Bourne Charter as determined:

"Notwithstanding the procedure for the appointment of the Town's police and Fire Chiefs as stated in Section 4-6(b), the Police and Fire Chiefs are considered "Strong Chiefs" pursuant to M.G.L. Chapter 41, Section 97A (Police Chief-accepted by Town Meeting on March 7, 1966), and Chapter 48, Section 42 (Fire Chief-accepted by Town Meeting on March 7, 1932)."

Option #3:

Because the "Strong" Chief laws are vitally important to the operations of the Town's Police and Fire Departments, and the specific language contained in these general laws may possibly conflict with current Town of Bourne government operations, it may be necessary to spell out the individual authority that the Police Chief and Fire Chief currently have.

Proposed language, added as a new Section, in the appropriate location of the Town of Bourne Charter as determined:

Chief of Police: There shall be a Police Department under the control and supervision of an officer known as the Chief of Police. The Chief of Police is appointed pursuant to Section 4-6(b) of the Town's Charter. The Town Administrator is the appointing authority for all police officers under the Chief of Police' control. The Chief of Police shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Administrator; provided, that such regulations shall become effective without such approval upon the failure of the Town Administrator to take action thereon within thirty days after they have been submitted to the Town Administrator by the Chief of Police. The Chief of Police shall be in immediate control of all town property used by the department, and of the police officers, whom he shall assign to their respective duties and who shall obey his orders.

Chief of the Fire Department: There shall be a Fire Department under the control and supervision of an officer known as the Chief of the Fire Department. The Chief of the Fire Department is appointed pursuant to Section 4-6(b) of the Town's Charter. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase to the approval of the Town Administrator and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Administrator from time to time as he may require, and shall annually report to the town the condition of the department with his recommendations thereon. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe.

I offer the following options for the Charter Committee to evaluate regarding adding language to the Town's Charter regarding the Police and Fire Chiefs. I offer this document to give the Committee some advice in this area and I am not taking a position in offering these prospective options at this time.

Option #1:

Make no change.

Option #2:

Proposed language, added as a new Section, in the appropriate location of the Town of Bourne Charter as determined:

"Notwithstanding the procedure for the appointment of the Town's police and Fire Chiefs as stated in Section 4-6(b), the Police and Fire Chiefs are considered "Strong Chiefs" pursuant to M.G.L. Chapter 41, Section 97A (Police Chief-accepted by Town Meeting on March 7, 1966), and Chapter 48, Section 42 (Fire Chief-accepted by Town Meeting on March 7, 1932)."

Option #3:

Because the "Strong" Chief laws are vitally important to the operations of the Town's Police and Fire Departments, and the specific language contained in these general laws may possibly conflict with current Town of Bourne government operations, it may be necessary to spell out the individual authority that the Police Chief and Fire Chief currently have.

Proposed language, added as a new Section, in the appropriate location of the Town of Bourne Charter as determined:

Chief of Police: There shall be a Police Department under the control and supervision of an officer known as the Chief of Police. The Chief of Police is appointed pursuant to Section 4-6(b) of the Town's Charter. The Town Administrator is the appointing authority for all police officers under the Chief of Police' control. The Chief of Police shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Administrator; provided, that such regulations shall become effective without such approval upon the failure of the Town Administrator to take action thereon within thirty days after they have been submitted to the Town Administrator by the Chief of Police. The Chief of Police shall be in immediate control of all town property used by the department, and of the police officers, whom he shall assign to their respective duties and who shall obey his orders.

Chief of the Fire Department: There shall be a Fire Department under the control and supervision of an officer known as the Chief of the Fire Department. The Chief of the Fire Department is appointed pursuant to Section 4-6(b) of the Town's Charter. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase to the approval of the Town Administrator and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Administrator from time to time as he may require, and shall annually report to the town the condition of the department with his recommendations thereon. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe.

Doc. 4

Police Chief - Strong



PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 97A Police departments; chief of police; powers and duties

Section 97A. In any town which accepts this section there shall be a police department established by the selectmen, and such department shall be under the supervision of an officer to be known as the chief of police. The selectmen of any such town shall appoint a chief of police and such other officers as they deem necessary, and fix their compensation, not exceeding, in the aggregate, the annual appropriation therefor. In any such town in which such appointments are not subject to chapter thirty-one, they shall be made annually or for a term of years not exceeding three years, as the selectmen shall determine, and the selectmen may remove such chief or other officers for cause at any time after a hearing. The chief of police in any such town shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the selectmen; provided, that such regulations shall become effective without such approval upon the failure of the selectmen to take action thereon within thirty days after they have been submitted to them by the chief of police. The chief of police in any such town shall be in immediate control of all town property used by the department, and of the police officers, whom he shall assign to their respective duties and who shall obey his orders. Section ninety-seven shall not apply in any town which accepts the provisions of this section. Acceptance of the provisions of this section shall be by a vote at an annual town meeting.

- Accepted @ T.M. March 7, 1966

Doc 5

Fire Chief - Strong



PART I ADMINISTRATION OF THE GOVERNMENT

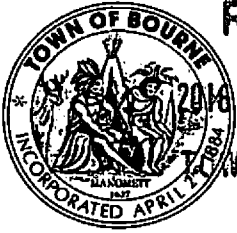
TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 48 FIRES, FIRE DEPARTMENTS AND FIRE DISTRICTS

Section 42 Establishment of fire departments; appointment of fire chief; compensation; removal; powers and duties

Section 42. Towns accepting the provisions of this section and sections forty-three and forty-four, or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The chief shall be appointed by the selectmen, and shall receive such salary as the selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe. The appointment of the chief of the fire department in any town or district having a population of five thousand or less may be for a period of three years.

- Accepted @ T.M. March 7, 1932



**RECEIVED TOWN OF BOURNE
Charter Review Committee**

2016 MAR 31 AM 11:23

TOWN CLERK BOURNE

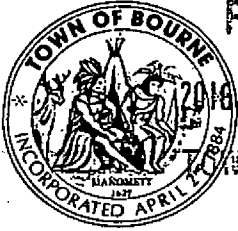
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600, ext. 11
Fax 508-759-0620



**CHARTER REVIEW COMMITTEE
Joint Meeting with Bourne Finance Committee
April 4, 2016
Bourne Veterans Memorial Community Building
7:00 PM
AGENDA**

Discussion of Draft Charter Committee Report

There may be votes taken if a quorum is present



**RECEIVED TOWN OF BOURNE
Charter Review Committee**

MAR 31 AM 11:23

TOWN CLERK BOURNE

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



**CHARTER REVIEW COMMITTEE
Joint Meeting with Bourne Finance Committee
April 4, 2016
Bourne Veterans Memorial Community Building
7:00 PM
AGENDA**

Discussion of Draft Charter Committee Report

There may be votes taken if a quorum is present

*Cancelled
S. Torner
per T. Adams
BZ*

Charter Review Committee

Wednesday April 6, 2016

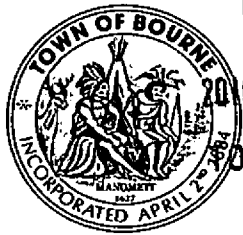
RECEIVED

2016 MAY -2 PM 1:10

TOWN CLERK BOURNE

1. Meeting called to order at 7:02pm by Chairman Wes Ewell with the following members present: Dan Doucette, Jim Mulvey, Dick Anderson, Joe Carrara with Dennis White and Dave Pelonzi excused. Members of the public included T/A Tom Guerino and Selectman Jerry Ellis.
2. The minutes of the March 30, 2016 meeting were approved on a motion by Jim Mulvey and second by Dick Anderson with 3 in favor and one abstention.
3. In Section 4-1 4th paragraph on a motion by Jim Mulvey and second by Dan Doucette it was voted unanimously to add "Once a residency exemption is granted to a specific administrator, it may not be rescinded in future contracts with that administrator." as the last sentence.
4. Section 5-7 & 5-8 on a motion by Dan Doucette and second by Jim Mulvey it was voted 4 in favor and 1 abstention to remove any gender reference and make the language "Gender Neutral".
5. Jim Mulvey proposed to make changes to Section 4-4 in reference to who replaces the T/A if he is out for longer than 10 days. Chairman Ewell ruled this action out of order as it was not on the agenda for this meeting. After more discussion Chairman Ewell called for a motion. A motion by Jim Mulvey and second by Joe Carrara to add "The temporary appointee would be restricted to the day to day operation necessary to keep the town operating efficiently." After discussion the committee voted 1 in favor and 4 opposed.
6. During the review of draft report some changes were made. On page four in the reason for change explanation of Section 2-9 Finance Committee added "not" after need. On page 11 corrected date to "2007" ipo 2000 in the reason for change explanation. Page nine move Section 6-8 to after Section 5-8. On a motion by Joe Carrara and seconded by Dan Doucette it was voted unanimously to add after "made" in Section 4-6 (m) "within 30 days;" After these changes were made on a motion by Dan Doucette and second by Joe Carrara it was unanimously voted to accept the draft report as amended.
7. Motion to adjourn at 7:53pm by Dick Anderson and second by Dan Doucette all in favor.

Submitted by Richard J. Anderson, Clerk



RECEIVED TOWN OF BOURNE
Charter Review Committee

2016 APR -7 PM 12:00

TOWN CLERK BOURNE

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



**CHARTER REVIEW COMMITTEE
PUBLIC HEARING**

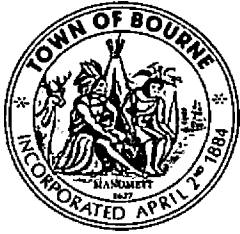
April 13, 2016

Bourne Veterans Memorial Community Building

7:00-9:00 PM

AGENDA

1. Call Meeting to Order
2. Approve Minutes of March 16, 2016 Meeting
3. Public Comment & Discussion
4. Subjects for Discussion and Vote:
 - Revised Draft Report to Town Meeting dated March 31, 2016
 - Addition to Section 4-4: Residence (of Administrator)
 - Revisions to Section 5-7: Police Department & Section 5-8: Fire Department
 - Acceptance of Revised Draft Report as amended
5. Set Date, Time, and promotion efforts for public hearing
6. Adjourn



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

Joint Meeting with Bourne Finance Committee
April 20, 2016
Bourne Veterans Memorial Community Building
7:00 PM
AGENDA

Discussion of Charter Review Committee Report

There may be votes taken if a quorum is present

RECEIVED
2016 APR 14 AM 11:30
TOWN CLERK BOURNE

MEETING NOTICE

TOWN OF BOURNE COMMISSION ON DISABILITIES

2015 DEC 30 PM 2 50

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: January 12, 2016

TIME: 1 :00 – 2:30 PM Room #1

**PLACE: Bourne Veterans Memorial Community Center
239 Main Street, Buzzards Bay, MA**

AGENDA

<Committee called to order and attendance

< Minutes of December 8, 2015 meeting

<Guest speaker Masa Bearse from Totally Mobile

<Assign position for a member to place our committee announcements and new on TV Channel and newspapers

<Review past history of BCOD history

NEXT COMMITTEE MEETING:

Victoria A. Carr

Committee Chairwoman

BOURNE COMMISSION ON DISABILITY

MINUTES OF JANUARY 12, 2016 MEETING

Meeting started at 1:00 PM at the Bourne Veterans Memorial Community Center

Establish Quorum: A quorum of 3 members (Vicki Carr, Nathan Carr, David Pelonzi) and Arnold Carr as a guest in attendance.

Approved Minutes of Previous December 8, 2015 meeting.

Reviewed Correspondence: Jeff Dugan from Mass. Commission on Disability sent review of an earlier MOD COD Conference call. This report included future Mass. MOD COD meetings across the state.

Brain Injury Awareness Month in March 2016 - Could Bourne put up some blue lights at Town Hall or Fire Station. Towns across the state have been asked to do this show of support.

Reviewed a couple of towns that reported amount of special placard parking tickets that had been issued in their towns. Could we find this information in our town?

Hoxie School: Hoxie School has asked for our support on their grant for a new ADA accessible playground. There are no playgrounds in the Town of Bourne that are fully ADA approved for ALL types of disabilities.

Old Business:

Vicki was able to procure from town hall some records on file from the BCOD from the year 2000, when this committee was active.

NEW BUSINESS: Voted to call a special meeting for January 19, 2016 at the Community Building.

Hoxie School representatives will give us a presentation on the School Playground Concept.

NEXT MEETING: January 19, 2016

Posted By:
Victoria A. Carr,
Chairman BCOD



2016 FEB 11 PM 3 13
TOWN CLERK'S OFFICE
BOURNE, MASS

SPECIAL MEETING NOTICE

DATE: JANUARY 19, 2016
1:00 PM
Bourne Memorial Community Center
239 Main Street, Buzzards Bay, MA

AGENDA

Discuss and vote on our support of the proposed Hoxie School Center's new playground.

Lorrie Cooney of the Recreation Committee and a representative of the Hoxie School Center, have been invited to attend this meeting.

Victoria Carr - Chairman of BCOD

Victoria L. Carr

2016 JAN 14 PM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS

Friday, January 15, 2016 AOL: ACarrAUSS

Subj: Hoxie Inclusive Playground Print for me
Date: 1/15/2016 12:29:15 A.M. Eastern Standard Time
From: [REDACTED]
To: [REDACTED]

Can you please print this letter and attachment
Thanks

From: dpelonzi33@aol.com
To: vickilyntex@aol.com
Sent: 1/14/2016 8:09:49 A.M. Eastern Standard Time
Subj: Fwd: Hoxie Inclusive Playground

Vicki,

Here is the presentation for the proposed Hoxie playground. Please let me know if you are not able to receive or download it. I have invited Lori to come to the meeting but as of right now, she will be working. If for some reason her work day is cancelled, she will come and speak. Also, I spoke to Barry Johnson, and confirmed that as long as Lori's application is submitted on time, the Commission can submit a letter of support after, that will be included with the paperwork. Also, the Sagamore Beach fire station community room is available for the meeting on the 19th if the community building is not available, and I have penciled it in to reserve it. Thanks so much, and I will get a sample letterhead created for the meeting on the 19th. Take care!

Dave Pelonzi

—Original Message—

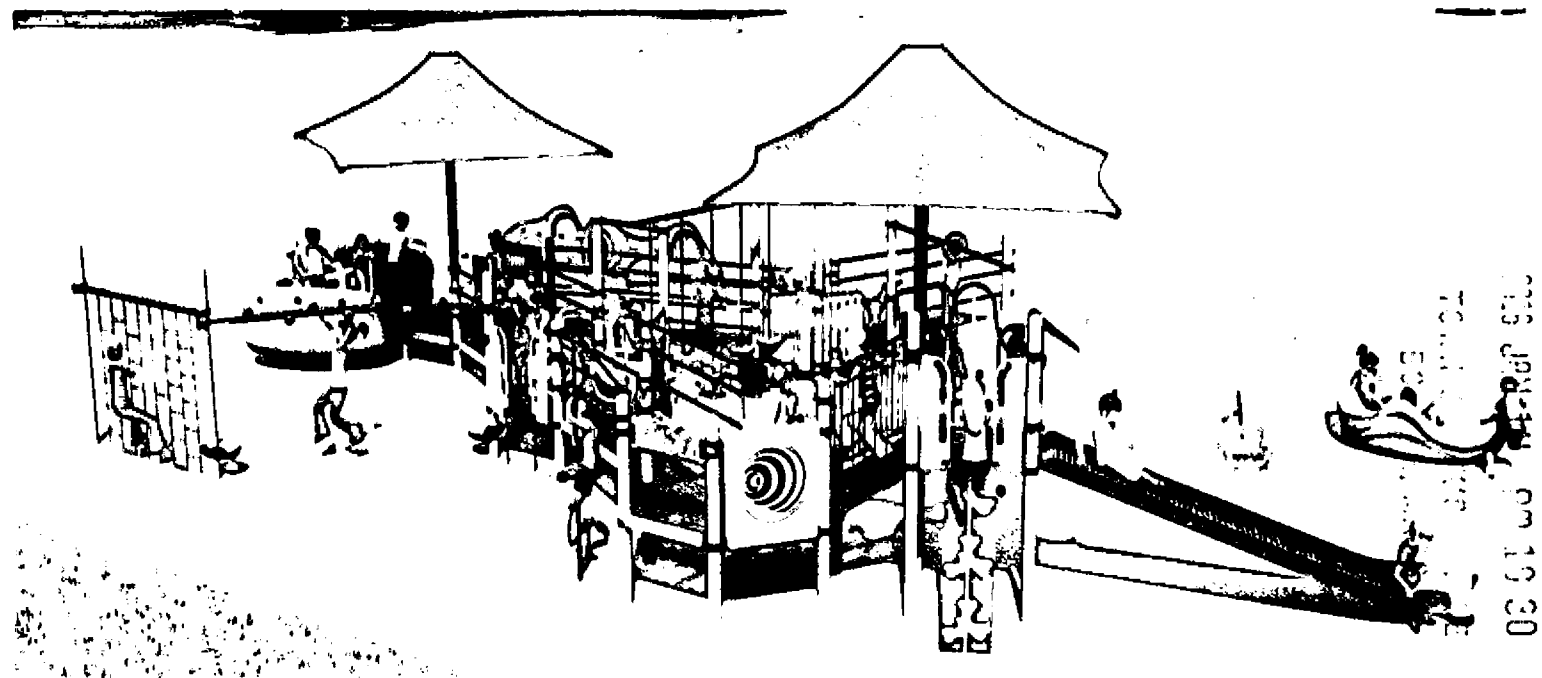
From: lcooney <lcooney98@yahoo.com>
To: Dpelonzi33 <Dpelonzi33@aol.com>
Sent: Mon, Jan 11, 2016 3:22 pm
Subject: Hoxie Inclusive Playground

Hi David,

Here is the pdf I promised. Take a close look to make sure it's okay and I can make changes tonight, if needed. Just so you know, the recreation department, DPW and Hoxie Center are all backing this. I'm pretty sure I can have this backed up by the Institute for Community Inclusion at UMass Boston (where I work).

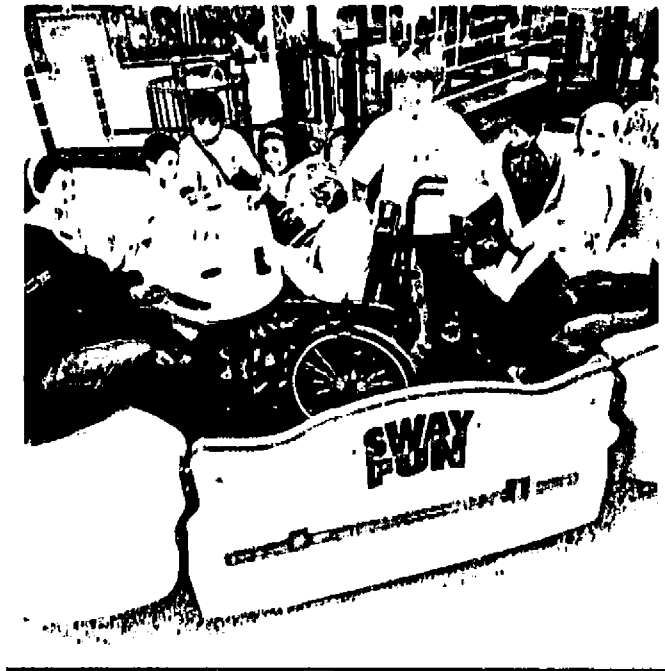
Thank you,
Lori

2016 JAN 14 PM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS



Presented by Lori Cooney, Bourne Inclusive Recreation Group
Supported by Bourne Recreation Department and the Rosie Center

What is an Inclusive Playground?



More than ADA compliant*

- Focuses on individuals with and without disabilities including:
 - Physical Disabilities
 - Sensory Processing Disorder
 - Autism
 - Deaf or Hard of Hearing
 - Behavioral
 - Able Bodied Individuals
- Includes **EVERYONE (All Ages)**

** ADA compliance is wheelchair accessible only*

Why an Inclusive Playground at Hoxie?

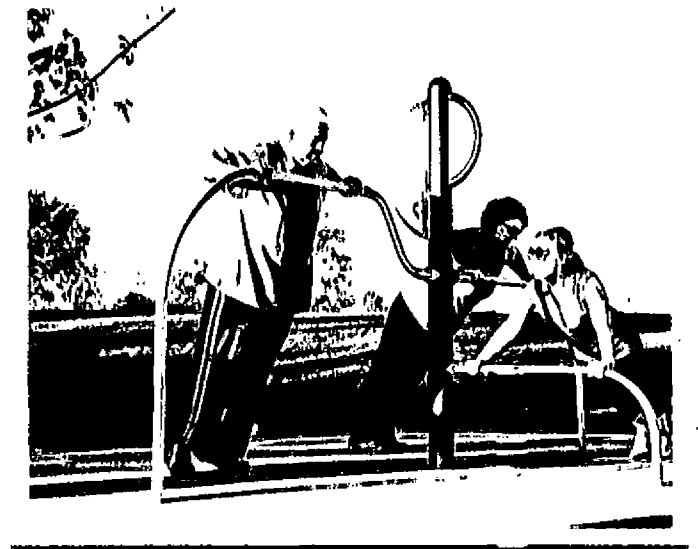
1. 1 in 7 children have a disability*
2. Existing playground not accessible
3. Bourne doesn't have any inclusive playgrounds
4. Place for all - including infants, pre-school, school-age, teens, adults and elderly
 - Adults & elderly that want to participate in recreation, exercise and family support (assist children & grandchildren)



*2014 landscape structure survey, <https://www.playlsi.com/globalassets/documents/children-with-disabilities-inclusive-play-infographic.jpg>

Why an Inclusive Playground at Hoxie?

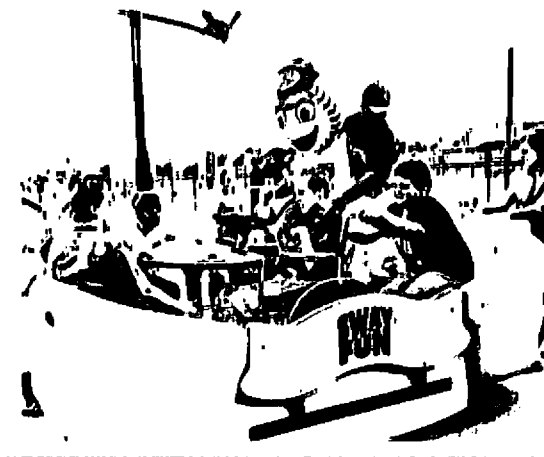
1. Supports Social, Emotional, Physical, Creative Development
2. Will support Hoxie Center
 - connections to programs and activities
 - 1-stop location
3. Attract tourist (close to the canal & Sagamore Bridge)
4. Rebuild community in Sagamore



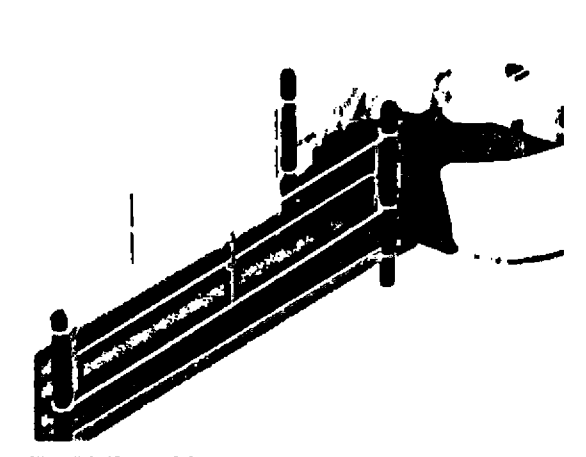
Inclusive Equipment (Suggestions)



Easy Access to "merry-go-round" with back supports

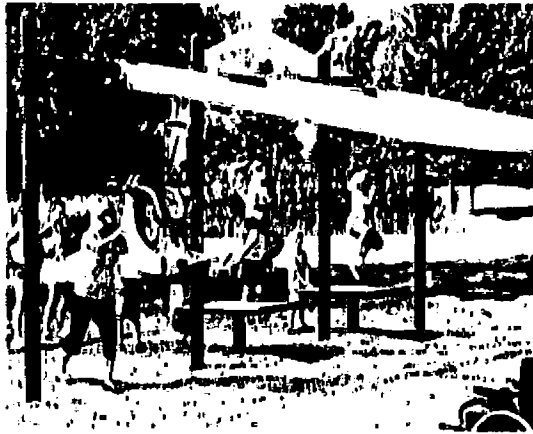


"Sway Fun" for everyone

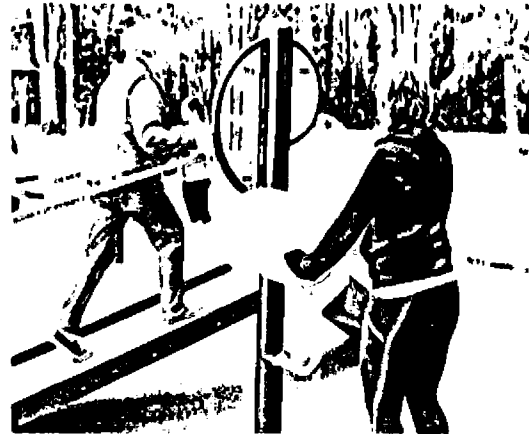


Ramp to Sway Fun

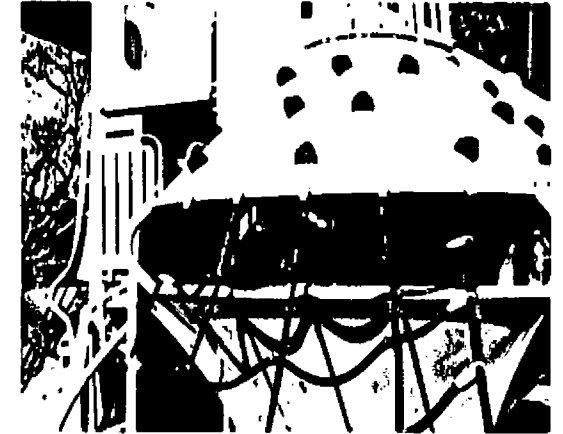
Inclusive Equipment (Suggestions)



ZipKrooz, Zip Lines for All



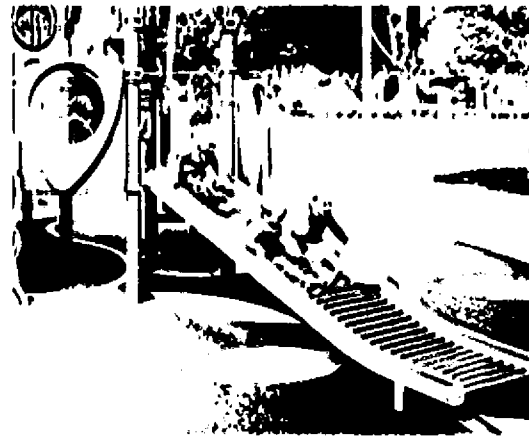
Teens & Adults



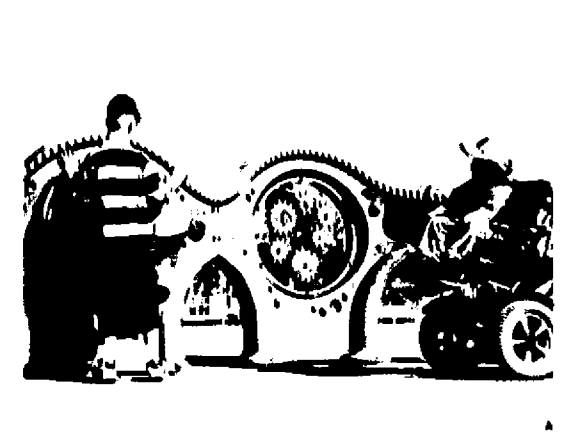
Rock Climbing



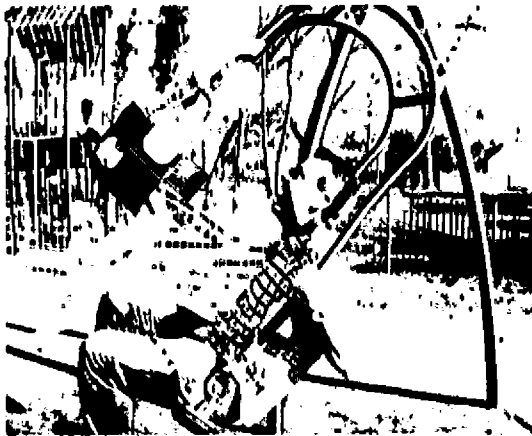
Music & Collaborative
Play



Slide for mobility &
minimizes static for
individuals with
cochlear implants



Sensory Wall



Interact with Children



Social Development,
multi-use swing



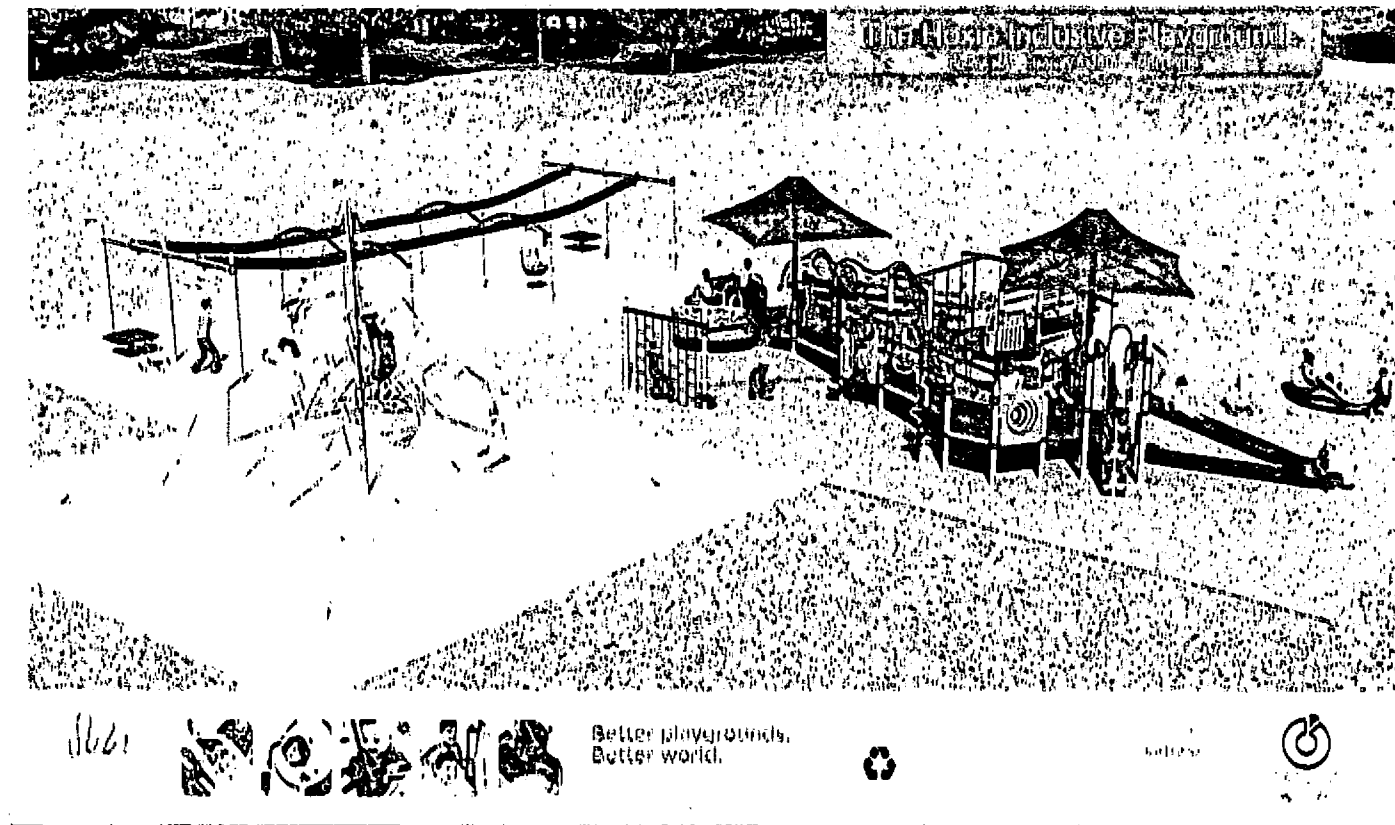
Swing is adapted

Draft Design, Phase 1

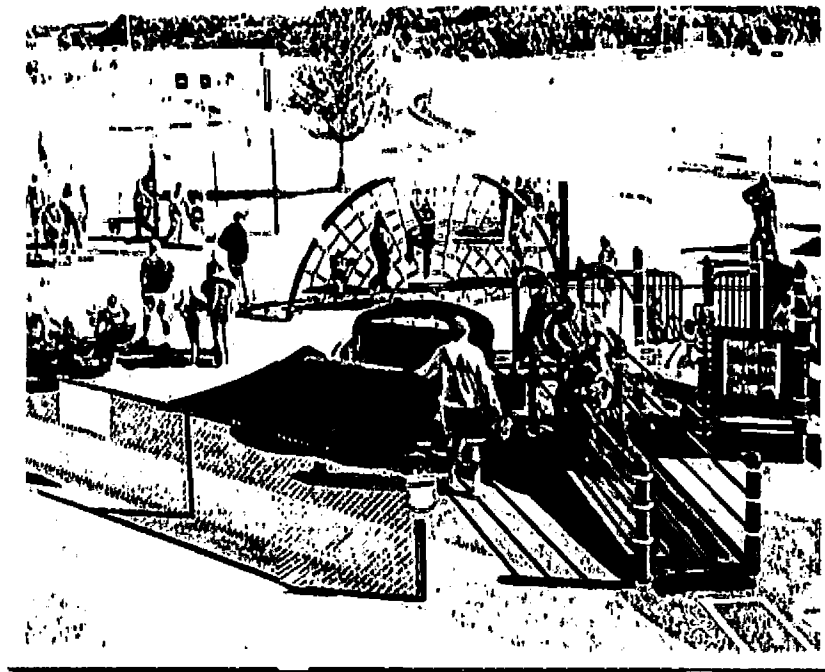


Hoxie Inclusive Playground
(will add outdoor exercise equipment & reuse existing swings)

Draft Design with Expansion

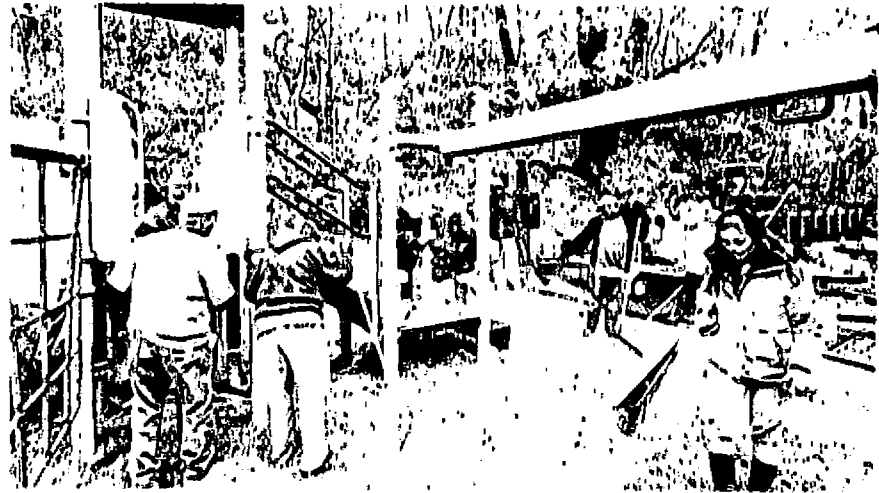


Other Benefits



1. Choose color and theme
2. Safety standards
3. Shaded
4. Easy Maintenance

How do we pay for it?



1. Community Preservation Committee Funds
2. Community Build
3. Grants & Donations
4. Fundraising

Build in Phases Depending on Space and Funds



- 1. Community Preservation Committee Funds**
- 2. Community Build**
- 3. Other Grants**
- 4. Fundraising**

Lori Cooney, Bourne Resident Bourne Inclusive Recreation Group

Bio:



Lori Cooney is a project coordinator and universal instructional design specialist at the Institute for Community Inclusion at the University of Massachusetts Boston. Lori directs grant activities for Future Quest Island, an online, fully accessible and inclusive college and career readiness adventure for middle school students funded by the federal Office of Special Education Programs.

Lori has over 18 years of extensive experience in designing and delivering professional development for educators. Her key topic areas are instructional resources, universal instructional design, inclusive educational practices, individualized learning plans, curriculum development, course redesign, technology integration, and assessment strategies for students from cradle to college.

Lori has received a MassCUE Pathfinder Award, as well as a Technology Humanist Award from Worcester Polytechnic Institute. She is a STAR Discovery Educator, and is recognized as a Christa McAuliffe Teacher by the Challenger Learning Center at Framingham State University.

Additionally, Lori and her husband, Andrew have lived in Bourne for over 20 years and have 2 children with significant health care needs.

Credits & Resources

- <http://youtu.be/LITLeJfjIUE>
- <http://www.abilitymagazine.com/CVS.html>
- <http://www.examiner.com/article/teens-need-playgrounds>
- <https://www.playlsi.com/globalassets/documents/children-with-disabilities-inclusive-play-infographic.jpg>
- <http://www.sunnyskyz.com/positive-good-news.php?newsid=801%2FScientists-#Y1tkX7Axgz822v60.01>
- Preliminary drawings by Landscape Structures and Joseph Dufour from O'Brien & Sons
- Images provided by Landscape Structures Website - <https://www.playlsi.com/>

Subj: BCOD 1-19-2016 special meeting Minutes Please proof read
Date: 1/23/2016 10:59:41 P.M. Eastern Standard Time
From: Vickilyntex@aol.com
To: acarrauss@aol.com

BOURNE COMMISSION ON DISABILITIES

Meeting started at 1:00 PM at the Bourne Veterans Memorial Community Center

Members Present: Vicki Carr, Nathan Carr, David Pelonzi and Michael Roberts.
Guests: Arnold Carr, Liz Heony - Grant writer for Hoxie School Project. Lorry Cooney and Barbara Fitzmaurice representing the Hoxie School Project. And Maurene Pelonzi bringing her knowledge of working with and building structures for the special needs community.

Business: Liz presented a power point presentation of a proto type of an ADA approved playground for all ages and for the special needs community that have sensory needs. She mentioned Bourne does not have any playgrounds that meet ADA guidelines for all of the special needs community.

This playground will be on the same footprint of the old playground. The town of Beverly has a new playground rebuilt to ADA compliance, maybe visit this site in future.

This committee is being asked to give support of this Hoxie School Playground our support.

VOTE: Yes: 4 Approved No: 0

A letter will be sent to Hoxie School and an e-mail sent to the CPC Committee for their meeting on January 25, 2006

Posted By
Victoria A. Carr
Chairman of BCOD



2016 FEB 11 PM 3 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Subj: **BCOD Meeting notice**
Date: 1/23/2016 11:38:41 P.M. Eastern Standard Time
From: Vickilyntex@aol.com
To: girlthursday07@aol.com, acarrauss@aol.com, dpelonzi@townofbourne.com,
mmchone01@aol.com, vickilyntex@aol.com, mlrfishinmag@gmail.com

BOURNE COMMISSION ON DISABILITY

MEETING NOTICE

Next Meeting: March 1, 2016 1:00 PM
Bourne Veterans Memorial Community Center

AGENDA:

1. Hoxie School Playground Project
2. Review past minutes of BCOD year 2000
3. Set up BCOD mailbox at Town Hall
4. Review if any reports made concerning any problems of Bourne's disability community after recent storm

NEW BUSINESS:

Posted By
Victoria A. Carr
Chairman BCOD



2016 FEB 11 PM 3 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Subj: **BCOD March 1, 2016 Minutes**
Date: 3/25/2016 2:34:53 P.M. Eastern Daylight Time
From:
To:

RECEIVED

2016 MAR 25 PM 3: 22

TOWN CLERK BOURNE

BOURNE COMMISSION ON DISABILITY

MINUTES: March 1, 2016
Community Building, Buzzards Bay

Meeting called to order at 1:10 PM

Present: Vicki Carr, Nathan Carr, David Pelonzi, Michael Roberts and guest
Arnold Carr

CORRESPONDENCE:

1. Letter and information from Access Recreation for All. A company providing access to beaches and water wheel chairs. This is a mat project this committee will be looking into for access across the sand to water line at Monument Beach, and other places in town.
2. Letter from MassRelay - a telephone conversations device for individuals who are hearing and site impaired. This will be addressed at a later meeting.

OLD BUSINESS

1. David Pelonzi sent a letter to the Hoxie School Playground Project stating this committee's support for a new all inclusive playground at Hoxie School Center.
2. Change this committee meeting time to an evening meeting 6-7 PM at the Community Building.

NEW BUSINESS:

1. Look into Bourne's parking ticket fees . A town Patrolman had mentioned he thought the fee's were being sent to Plymouth
2. Discussed Article 3 from February 8, 2016 Special Town meeting motions, constructing a trail and walkway from Aptuxet Trading Post to the town owned "Lyons" property. We would like to see Aptuxet accessible from the parking lot up to the trading post and up to where the food events are held, with an accessible picnic table available. The new walking trail should be all inclusive to all disabilities with access to/from the canal service road.
3. Check with Main Street bike shops to see if they also provide accessible bikes. Arts Bikes in North Falmouth does provide this service.
4. At this moment the mail address for BCOD is Post Office Box 464, Monument Beach, MA 02553

Next Meeting is : Wednesday April 6 6-7PM

Community Building, Buzzards Bay

Posted by : Victoria A Carr
Committee Chairman

Victoria A. Carr

BOURNE COMMISSION ON DISABILITY

RECEIVED

MEETING NOTICE APRIL 6, 2016 6-7 pm

Buzzards Bay Community Office back office of Elder Service Office

2016 MAR 25 PM 3: 21

TOWN CLERK BOURNE

AGENDA: Review Minutes of March meeting

OLD BUSINESS

1. Hoxie School Playground Project
2. Aptuxet Trading Post new walking trail
3. Parking Fees update
4. Access onto town beaches - who to contact

NEW BUSINESS:

1. Address and update BCOD information on Town Web Page
2. Call from Justin McCarthy - Vocational Rehabilitation Counselor ,
Mass. Commission for the Blind. Stopped by town hall - has a sight impaired
person in Buzzards Bay needing some help. Justin would like to attend our May
meeting.
3. MASS OPTIONS - Executive Office of Elder Affairs (ADRC) - Aging and
Disability Resource Consortia and CORD and Options Counseling. And training
Program

OTHER BUSINESS TO BE ADDRESSED?

NEXT MEETING DATE:

Posted By
Victoria A. Carr
Chairman BCOD

BOURNE COMMISSION ON DISABILITY

**MINUTES: April 6, 2016 6:00 PM meeting
Community Center**

PRESENT: Vicki Carr and David Pelonzi

RECEIVED

2016 MAY -9 PM 12:18

TOWN CLERK BOURNE

Quorum not present

Next meeting not made

David and Vicki decided to attend the Bourne Preservation Committee Meeting down the hall, which was voting on issues our Disability Committee supported.

Posted by: Victoria A. Carr
Committee Chairman

Subj: **BCOD August meeting announcement**
Date: 8/8/2016 2:03:55 P.M. Eastern Daylight Time
From: Vickilyntex@aol.com
To: girtthursday07@aol.com, fredericbartholomew@yahoo.com, acarrauss@aol.com,
dpelonzi@townofbourne.com, mmchone01@aol.com, vickilyntex@aol.com,
pmeier@townofbourne.com, mlrfishinmag@gmail.com

BOURNE COMMISSION ON DISABILITY

MEETING NOTICE:

AUGUST 25, 2016

2:00 to 3:00 PM Room 1 Community Building

AGENDA

CORRESPONDANCE

1. Mass. Maratime Renovations
2. Note from Mary Rebello, Town Hall @ BCOD membership
3. Note from Mr. Barry Johnson - Chair of the Bourne Community Preservation Committee.
4. Note from Commission for the Blind, Mr. Justin McCarthy.

NEW BUSINESS

NEXT MEETING:

Posted By
Victoria A. Carr
Chairman BCOD
August 8, 2016

RECEIVED
2016 AUG 8 PM 3:35
TOWN CLERK BOURNE

Fernandes, Mary

From: Vickilyntex@aol.com
Sent: Tuesday, September 20, 2016 3:22 PM
To: girlthursday07@aol.com; mmchone01@aol.com; mlrfishinmag@gmail.com;
scotiarn@comcast.net; Pelonzi, David; vickilyntex@aol.com;
b.johnson@townofbourne.com; Chapman, Wendy; Fernandes, Mary;
B.Johnson@townofbourne.com; W.Chapman@townofbourne.com;
M.Fernandes@townofbourne.com
Subject: bcod August 26, 2016

BOURNE COMMISSION ON DISABILITY

MINUTES OF AUGUST 26, 2016

Attendance: Vicki Carr, Nathan Carr,
David Pelonzi, Michael Roberts
Guests: Arnold Carr and Patricia Ruggles

RECEIVED
2016 SEP 20 PM 4:06
TOWN CLERK BOURNE

Minutes of last meeting reviewed and approved.

CORRESPONDANCE REVIEWED

1. Visit to Mass. Maritime to check out Kutz Hall's new accessible renovations. Our committee member Nathan Carr checked out electric door entrance and new safety codes in restrooms. restroom area.

2. Note from Mary Rebello from Town Hall. How we could ask inactive members to step down so we could fill their position with new active members.

This would be under Section 2.4.4

Termination of Committee Membership

3. Note from Mr. Barry Johnson, Chair of the Bourne Community Preservation Committee concerning our committee being active with their committee on the All Inclusive Play Ground progress.

4. Note from Commission for the Blind, Mr. Justin McCarthy wanting to visiting one of our committee meeting.

5. A future visit from our Selectman, Peter Meier was mentioned. Peter and Michael Roberts have been looking into mats that go over the sand for access to our beach water lines.

6. Deb Jordan from Bourne Housing Authority called to let us know a 2 bedroom/3 bedroom duplex available with Housing Authority.

Other activities. Visited Red Top on Main Street to do sight visit concerning their new ramp and renovations into the store. State and Federal regulation on ramp slope was an issue. Our Committee member Nathan Carr, tried out the ramp in manual chair. He did tip backwards twice because ramp slope did not have a flat pad area at top of ramp.

Guest Patricia Ruggles BSc.,RN introduced herself and is interested in joining our committee. She is involved with the limited sight community. Patricia had many ideas on adding brail features to our future park.

On August 23, 2016, Lori Cooney of Tara Terrace, Monument Beach, was appointed to our Committee on August 23, 2016. Lori is on planning committee of our new park.

Next Meeting: September 15, 2016
2:00 PM at Bourne Community Center

Submitted by Victoria
Committee Chairman
September 20, 2016

Johnson, Barry

From: Vickilyntex@aol.com
Sent: Monday, November 7, 2016 1:24 PM
To: mlrfishinmag@gmail.com; w.chapman@townofbourne.com; Johnson, Barry; Pelonzi, David; mmchone01@aol.com; vickilyntex@aol.com; girlthursday07@aol.com; lori.cooney@umo.edu; m.fernandes@townofbourne.com; scotiarn@comcast.net
Subject: Bourne Commission On Disability

RECEIVED
2016 NOV - 8 AM 8:43
TOWN CLERK BOURNE

BOURNE COMMISSION ON DISABILITY

MINUTES:

October 20, 2016 meeting minutes were approved.

MEMBERS PRESENT:

David Pelonzi, Michael Roberts, Nathan Carr and Vicki Carr

CORRESPONDENCE: non received

NEW BUSINESS:

Ask Selectman to visit our meeting to discuss some future plans for this committee

Ask BCOD listed members who are not active to step down so we can fill their openings with new active people who are interested in being on this committee.

OLD BUSINESS:

Red Top's rebuilt entrance ramp is now up to code. Next the parking spaces need to be painted.

NEXT MEETING: November 16 at 2:00 PM Bourne Community Building

Posted on November 7, 2016

Victoria A. Carr

BCOD Chairman

Johnson, Barry

From: Vickilyntex@aol.com
Sent: Thursday, November 10, 2016 1:59 AM
To: mlrfishinmag@gmail.com; w.chapman@townofbourne.com; Johnson, Barry; Pelonzi, David; mmchone01@aol.com; vickilyntex@aol.com; girlthursday07@aol.com; Lori.Cooney@umo.edu; m.fernandes@townofbourne.com; scotiarn@comcast.net
Subject: BCOD November meeting Notice and Agenda

BOURNE COMMISSION ON DISABILITY

MEETING NOTICE:

November 16 2:00 PM

Bourne Community Building

AGENDA

MEMBERS PRESENT:

MINUTES: September 20, 2016 board meeting

CORRESPONDENCE:

1. e-mail note to correct e-mail address for Lori Cooney to:
Lori.Cooney@umb.edu
2. e-mail note to Barry Johnson
asking the procedure to ask inactive members to step down their positions

NEW BUSINESS:

1. A site visit to the renovated Train Station Visitor Center

OLD BUSINESS:

Red Top Sports Store: Have parking lines been painted as yet?

Visit from one of our Selectman

RECEIVED
2016 NOV 10 AM 9:16
TOWN CLERK BOURNE

Posted on: November 10, 2016

Committee Members

Town Hall: Barry Johnson, Wendy Chapman, Mary Fernandes

Victoria A. Carr

BCOD Chairman

Johnson, Barry

From: Vickilyntex@aol.com
Sent: Tuesday, January 10, 2017 3:25 PM
To: mlrfishinmag@gmail.com; w.chapman@townofbourne.com; Johnson, Barry; Pelonzi, David; fredericbartholomew@yahoo.com; mmchone01@aol.com; vickilyntex@aol.com; girlthursday07@aol.com; Lori.Cooney@umo.edu; m.fernandes@townofbourne.com
Subject: Bourne Commission on Disability November 16, 2016 Minutes

RECEIVED
2017 JAN 10 PM 3:51
TOWN CLERK BOURNE

BOURNE COMMISSION ON DISABILITY

MINUTES: November 16, 2016 BCOD Meeting

MEMBERS PRESENT: Vicki Carr, Nathan Carr, Michael Roberts and guest, Arne Carr.

APPROVED: Minutes of October 20, 2016 BCOD meeting

CORRESPONDENCE: None

OLD BUSINESS:

~Discussed fishing accessibility at Scusset Beach over look on the canal and at Sandwich Marina behind Jo's. Maybe to be listed in future town brochure with list of accessible bike rentals in town and accessible restaurants and shops.

~ Discussed Red Top still does not have accessible parking lines painted in their parking lot.

~ Discussed asking Selectman Peter Meier and Donald Pickard come to our committee meetings. And ask SHINE too come to a meeting.

~ Still working on asking in-active members to step down their positions to bring on new members to this board who are on a waiting list.

NEW BUSINESS:

The Massachusetts Office on Disability will hold a Conference call on December 19, 2016.

NEXT MEETING: January 18, 2017 at 4:00 pm
Community Building

Posted by
Victoria Carr
Chairman BCOD
01/10/17

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

BOURNE VETERAN'S MEMORIAL COMMUNITY BUILDING

239 Main Street
Buzzards Bay, MA 02532

BOARD OF TRUSTEES

Meeting Notice

Agenda

2015 DEC 31 AM 11 18
TOWN CLERK'S OFFICE
BOURNE, MASS

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday January 5, 2016	4:30pm	Bourne Veteran's Memorial Community Building 239 Main Street Buzzards Bay, MA 02532

1. Call meeting to order
2. Moment of Silence for our Troops and public safety personnel
3. Approval of Minutes from December 1, 2015
4. Memorial Clock in memory of SSG Matthew Pucino. Discussion and possible vote.
5. Public Comment
6. Building Update
7. Continue discussion on and approval of building policies and procedures
8. Trustees Comments
9. Future Agenda Items
10. Other Business
11. Adjourn

All items within the meeting agenda are subject to deliberation and vote(s) by the Trustees

Respectfully Submitted,

George M. Sala
Chairman

BOURNE VETERANS MEMORIAL COMMUNITY BUILDING

239 Main Street
Buzzards Bay, MA 02532

BOARD OF TRUSTEES

Meeting Notice AGENDA

2016 MAR 4 AM 10 02

TOWN CLERK'S OFFICE
BOURNE, MASS

Date

Tuesday
March 8, 2016

Time

4:30 p.m.

Location

BOURNE VETERANS
MEMORIAL COMMUNITY BUILDING
239 Main Street
Buzzards Bay, MA 02532

1. Call meeting to order
2. Moment of Silence for our Troops and public safety personnel
3. Public Comment
4. Correspondence
5. Approval of December 1, 2015 minutes
6. Discussion on General Leonard Wood
7. Building Report
Krissanne Caron/Jonathan Nelson
 - a. Building hours
 - b. Repairs to the building
8. Discussion and possible vote for the locker room usage
9. Discussion and possible vote on building policies and procedures
10. Trustees Comments
11. Future Agenda Items
12. New/Old business
13. Set next meeting
14. Adjourn

All items within the meeting agenda are subject to deliberation and vote(s) by the Trustees

George M. Sala
Chairman

BOURNE VETERANS MEMORIAL COMMUNITY BUILDING

239 Main Street
Buzzards Bay, MA 02532

RECEIVED
2016 MAY 26 PM 12:37
TOWN CLERK BOURNE

BOARD OF TRUSTEES
Meeting Notice
AGENDA

Date

Tuesday
May 31, 2016

Time

4:30 p.m.

Location

BOURNE VETERANS
MEMORIAL COMMUNITY BUILDING
239 Main Street
Buzzards Bay, MA 02532

1. Call meeting to order
2. Moment of Silence for our Troops and public safety personnel
3. Public Comment
4. Correspondence
5. Approval of minutes
6. Building Report
 Krissanne Caron/Jonathan Nelson
7. Future Agenda Items
8. Reorganization of Board of Trustees
9. Discussion and possible vote on building policies and procedures
10. Future Goals
11. Trustees Comments
12. New/Old business
13. Set next meeting
14. Adjourn

All items within the meeting agenda are subject to deliberation and vote(s) by the Trustees

George M. Sala
Chairman

BOURNE VETERANS MEMORIAL COMMUNITY BUILDING
RECEIVED

239 Main Street
Buzzards Bay, MA 02532
2016 JUN 24 PM 1:17

TOWN CLERK BOURNE

BOARD OF TRUSTEES
Meeting Notice
AGENDA

Date

Tuesday
June 28, 2016

Time

4:30 p.m.

Location

BOURNE VETERANS
MEMORIAL COMMUNITY BUILDING
239 Main Street
Buzzards Bay, MA 02532

1. Call meeting to order
2. Moment of Silence for our Troops and public safety personnel
3. Public Comment
4. Approval of minutes
5. Building Report
6. Discussion and possible vote on building policies and procedures
7. Trustees Comments
8. Set next meeting
9. Adjourn

All items within the meeting agenda are subject to deliberation and vote(s) by the Trustees

George M. Sala
Chairman

Draft

Bourne Veterans Memorial Community Center

Minutes from June 28, 2016 Public Meeting

Location: 239 Main Street, Buzzards Bay, MA 02532

RECEIVED

2017 MAR 17 PM 2:13

TOWN CLERK BOURNE

Bourne Veterans Memorial Community Center – James A. Mulvey Meeting Room

The Board of Trustees of the Bourne Veterans Memorial Community Center held a public meeting at 4:30 pm on Tuesday June 28, 2016 at the Bourne Veterans Memorial Community Center in Buzzards Bay. The meeting was chaired by George Sala. Elected members in attendance were:

- George Sala – Chairman
- Bill "Dusty" Meier – Vice-Chairman
- Joseph Gordon – Secretary
- Don Dastous – Member

Also, in attendance were:

- Krissanne Caron – Recreation Director Town of Bourne
- Mr. Jim Mulvey – Resident Town of Bourne
- Paul Gately – Member of the Press

1. First item on the agenda was the Call the meeting to order. Chairman George Sala called the meeting to order at 4:34 PM.
2. Second item on the agenda was the Moment of Silence for our Troops and public safety personnel. The Chair asked that all in attendance respectfully take a moment of silence for our troops and all of the other public safety personnel who keep our nation safe. The moment of silence was held and all in attendance participated.
3. Third item on the agenda was Public Comment. Mr. Mulvey asked the Board about the fans & intake flow that exist over the gym within the community center. He wanted to know specifically if the intake flow path could be manually overridden during inclement weather so that rain water couldn't get into the ventilation and leak onto the gym flooring. The Chair stated that he would ask facilities manager Jonathan Nelson about this question and get an answer back to the Board at the next meeting.
4. Fourth item on the agenda was Approval of minutes. Former Board of Trustees Secretary Dusty Meier informed the Board of Trustees that he would have the past minutes available soon and would provide them to the chairman on a thumb drive. No minutes were voted on.
5. Fifth item on the agenda was Building Report. The Chair informed those in attendance that there wasn't a Building Report for today's meeting. He stated that Krissanne Caron was on vacation and that Facilities Manager Jonathan Nelson was leaving his position to take a similar position in Sandwich. Chairman Sala did state that although Jonathan was departing for another job that we would still be getting a monthly Building Report by Krissanne. The Chair also stated that he was going to talk with Town Administrator Tom Guerino about getting the Community

Building on the pending Fall Special Meeting in order to address the issue of getting the gym floor fixed. Chairman Sala also informed those in attendance about the "James A. Mulvey" sign that was ordered and would be placed over the doorway entrance to the James A. Mulvey meeting room (previously known as "Selectmen's meeting room"). The sign has been delivered but it hasn't been hung up as of yet. Finally, the chairman announced that the community building would be open during the 4th of July parade strictly for public restroom use.

6. Sixth item on the agenda was Discussion and possible vote on building policies and procedures. The Chair informed all in attendance that he always places this item on the agenda just in case there's a request. There were no requests at this time so no action needed.
7. Seventh item on the agenda was Trustees Comments. Chairman Sala started this item off by talking about the Staff Sgt. Matthew Pucino Memorial Clock that has been placed on Main Street directly across from the Bourne Veterans Memorial Community Center. The Chair informed all of those in attendance that there will be a public dedication ceremony for this clock on Friday July 8, 2016 at 1 PM. Family members of Staff Sgt. Pucino will be in attendance and Don Pickard the Chairman of the Board of Selectmen will be the keynote speaker. All members of the Board of Trustees have been invited. Joe Gordon informed the meeting that he will be away on official military duties that day and will not be able to attend. Don Dastous asked about the progress of the "Soldiers & Sailors Monument" in front of Town Hall that is currently undergoing renovations. Chairman Sala spoke about the progress of this project and explained how the contractor doing the work was doing a great job. Chairman Sala also stated that the Eagle on top of the monument was in need of some touching up and that the contractor was still trying to figure out how that part of the monument had originally been attached. More updates on the Soldiers & Sailors Monument to follow in future meetings.
8. Eighth item on the agenda was Set next meeting. The Chairman asked those members in attendance if we could recess the regularly scheduled July meeting and comeback in session on August 30, 2016 at 4:30 PM. All voting members in attendance agreed to this request and it was a unanimous vote.
9. Ninth item on the agenda was Adjourn. At 5:32 PM Dusty Meier made a motion to adjourn and Don Dastous seconded this motion. The vote was unanimous.

Meeting was adjourned at 5:32 pm

Minutes respectfully submitted by Joseph Gordon.

RECEIVED

BOURNE VETERANS MEMORIAL COMMUNITY BUILDING

2016 SEP 30 AM 10:52

239 Main Street
Buzzards Bay, MA 02532

TOWN CLERK BOURNE

BOARD OF TRUSTEES
Meeting Notice
AGENDA

Date

Tuesday
October 4, 2016

Time

4:30 p.m.

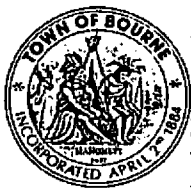
Location

BOURNE VETERANS
MEMORIAL COMMUNITY BUILDING
239 Main Street
Buzzards Bay, MA 02532

1. Call meeting to order
2. Moment of Silence for our Troops and public safety personnel
3. Public Comment
4. Correspondence
5. Approval of minutes
6. Discussion and vote on Building Policies.
7. Building Report
Krissanne Caron
8. Trustees Comments
10. Future Agenda Items
11. Discussion and vote on Memorial Dedication at Town Hall on November 11, 2016
12. Set next meeting
13. Adjourn

All items within the meeting agenda are subject to deliberation and vote(s) by the Trustees

George M. Sala
Chairman



TOWN OF BOURNE
Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, January 4, 2016
Time: 6:30 pm
Place: Middle School, Room 100, 77 Waterhouse Rd., Bourne

1. Discussion and possible vote on whether or not to recommend the following the CPA Applications that have been filed asking that they be considered at the February 8, 2016 Special Town Meeting:
 - a. Resurfacing of the outdoor track at Jackson Field located behind the Peebles School: Ed Donoghue
 - b. Restoration of the Soldiers and Sailors Monument in front of Town Hall: Richard Conron
 - c. Easement from the Bourne Historical Society, Inc. to the Town: to construct a walkway from the Aptuxcet Campus to the Town-Owned "Lyons Property":
2. Request of the Open Space Committee.
3. Scheduling of upcoming CPC meetings

Barry Johnson, Chairman.

2015 DEC 30 AM 11 12
TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT

**Community Preservation Committee
Meeting Minutes
January 4, 2016**

APPROVED
2-22-16

PRESENT: Barry Johnson, Daniel Doucette, George Sala, Andrew Cooney, Richard Anderson, Peter Holmes

EXCUSED: Neil Langille, Penny Myers, Fred Bartholomew

ALSO PRESENT: Ed Donohue, Peter Spanosi, Scott Ashworth, Jon Nelson, Jerry Ellis, Skip Barlow, Dick Conron

Recording Clerk, Ann Gratis

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

Resurfacing of the outdoor track at Jackson Field located behind the Peebles School:

Ed Donohue: As we discussed last month, we want to go with option 3 which includes a new asphalt base, resurfacing/stripping of the track, a 4' chain link fence surrounding it, an area for long jump and high jump. Pictures taken on 1/4/16 of the track were submitted to the Committee.

Scott: With the current condition of the track it will be hard to have a practice, let alone have another school in here using it for meets. Our track is well used by many people from the town. A new track will be a benefit to the school and town.

Peter S: The track was constructed in the early 90's. Some patchwork and striping was done but it's lost its flexibility and is not brittle. The base stone appears to be in good shape. We will scrape off the surface, mill (like a road), do crack repair, new asphalt layer and a new surface polyurethane system. Then spray with red rubber. This will give it 20 years if maintained properly. In year 7-9 do a recoat and stripe, year 18 another patch like that. Water flows back into the center field. Improvements will be made to the high jump area and sandpits and a 4' chainlike fence will be installed. A 3' distance needs to be maintained from the outside lane to any obstruction. Pavement will extend past the fence to help with maintenance. Lanes will be 42" wide.

D. Anderson: Is the future maintenance included in this?

Peter: No.

D. Doucette: On the existing track the Fire Dept. brought down a truck to change the lights on the towers, can this handle it?

Peter: Where you put your point load, it will have to be protected.

G. Sala: The DPW is looking at getting a new bucket truck which is lighter than a ladder truck.

A. Cooney: Is there any quality control provided?

Peter: We do a weekly visit and are on site when it's being resurfaced. I'm sure as it progresses we can see what bids come in at.

P. Holmes: Where are you disposing of the demo?

Peter: It's up to the means and methods of the contractor.

Jon Nelson: We can specify ISWM but most of that is labor/trucking. This is a good budget and the final number won't be affected that much by bringing debris to ISWM.

Jackson Field Cont'd:

Scott: The big doors will be locked and the pedestrian gate should be open so anyone can have access. Handicap can park by the track.

G. Sala: The Recreation Committee voted 100% to support this. If we wait any longer it will be another year. The public needs access to this, many walk/run. I just want to make sure we put in enough money to support this as to not cut any corners. I propose \$666,000.

Before it goes out to bid we can see what the DPW can help with.

P. Holmes: With the cost of oil down now, do you think the price will reduce some?

Peter: This summer prices stayed the same on other projects we've done. I'm not going to make that assumption. We will put out to bid early on to get the contractors that can give more competitive prices.

J. Ellis: the track is used frequently and is protected by the wind. My daughter is a runner and says the track is horrible.

B. Johnson: Consider how to pay for this. My recommendation is to have it bonded for 15 years. Still in the FY2016 is \$1,420,000 in undesignated funds. Ed will oversee the bidding.

D. Doucette: What interest rate will we pay out?

B. Johnson: I can't tell you until Linda bonds it. The more the Town bonds, the lower the rate.

D. Doucette: My concern is will this take from other projects? Invest in the Town, not a bank.

B. Johnson: the park will be coming back for other recreational uses. It might come out of Open Space and Recreation. Debt service we are currently funding is all open space and the fields in 2017.

G. Sala made a MOTION to approve \$675,000. The MOTION was seconded by A. Cooney with all in favor.

Restoration of the Soldiers and Sailors Monument in front of Town Hall:

Richard Conron: I found 3 companies that do this type of work. I told him I want a letter with a price range. It's prevailing wage. I have letters from NY and CT and am waiting to hear from a third. They are pretty consistent and are about \$305,000, including all lettering, replacing the stairs, landscaping, and new pavers not asphalt. We aren't going to gold plate the eagle. The cost is \$250 for lettering, molds, etc. I am adding a \$50,000 contingency. The pavers will be granite to match the steps.

Jon: It will meet handicap standards. It was built in 1914 and is the Civil War monument.

A. Cooney: Any consideration to move to a more prominent location?

G. Sala: The Trustees voted to support this and work with Richard and Jon. All the monuments from the west rotary were moved to town Hall a couple years ago.

Jon: The plan is in the works to do another Veteran memorial on the corner of Perry Ave.

G. Sala: This is long overdue and has been brought up before.

A. Cooney: How is it structurally? Will it fall down?

Jon: We haven't dug in to the underside but the pillar seems ok. It's the base that is a safety hazard, the concrete blocks are disintegrating.

Richard: The Historic Commission supports this.

Jerry Ellis: I started on this in 2006, but the contractor died when I was ready to sign the contract. The design was done by James Purdell, the same man who designed town hall and is similar to West Point. The total cost of the monument then was \$47,000 and honored 80 men from West Sandwich. The monument was built in Quincy and represents the Town of Bourne.

Skip Barlow: It has had very little maintenance and does represent the Town. Richard has put in a lot of work on this.

D. Doucette: You added a 20% contingency, would you need more in case the underpinnings need replacing? I'm thinking \$325,000. I don't want to see them left off.

Jon: \$350,000 should more than cover it. The numbers have come in all over the place.

Jerry: The surveyor in 2006 said the shaft is dead on and is sitting on a pure granite base. It's the steps leading up to it that are falling apart. Once granite steps go in, it will be all set. Richard will submit a revised figure.

D. Doucette made a MOTION to approve \$350,000. The MOTION was seconded by R. Anderson with all in favor.

A. Cooney: I'd like to see a CPA fund sign to blend in with the monument.

R. Anderson: Time frame?

Richard: Bids will go out in March, allow 3 weeks. Would like to have it done by July 4th, but it depends on their work loads.

Easement from the Bourne Historical Society, Inc. to the Town: to construct a walkway from the Aptuxcet Campus to the Town-Owned "Lyons Property":

B. Johnson The Lyons property has a walkway to Aptuxcet. We hope to have CPA funds to do projects on that property and we need an easement.

Skip: There is a natural path to the Lyons property but it's not handicap accessible. The Army Corps said no access to the canal from the Lyons property.

Jerry: The Corps is changing and learning.

D. Doucette: On the Lyons property we may want to consider parking for weddings, etc. if we want a gazebo and to pattern after 3 mile overlook.

G. Sala: Concerned about parking from Aptuxcet to Lyons. It's a long way. Could we do a parking area on the lower area of the Lyons property?

A. Cooney: Open Space Committee needs to discuss what we want for this property.

D. Doucette: This request requires no money, just an easement. MOTION to support. The MOTION was seconded by P. Holmes. Five in favor, one abstention.

B. Johnson: Once we get an easement, we can spend CPA funds to improve.

D. Doucette made a MOTION to adjourn 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



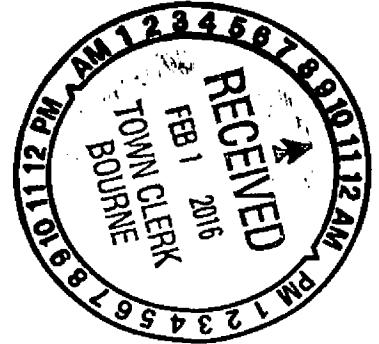
TOWN OF BOURNE
Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



**AMENDED
MEETING AGENDA**

Date: Tuesday, February 2, 2016
Time: 5:30 pm
Place: Gallo Ice Arena, 231 Sandwich Road, Bourne



1. Distribution of CPA projects for FY17 funding
2. Discussion and vote on the procedure of how the CPC will review these applications
3. Review and take a possible vote on the on the FY2017 Archives CPA Application to organize & catalog the Michael Burges Collection
4. Scheduling of upcoming CPC meetings

Barry Johnson, Chairman

DRAFT

**Community Preservation Committee
Meeting Minutes
February 2, 2016**

APPROVED
2.22.16

PRESENT: Barry Johnson, Daniel Doucette, George Sala (5:42), Andrew Cooney, Peter Holmes, Penny Myers, Fred Bartholomew

2016 FEB 23 AM 11 27
TOWN CLERK'S OFFICE
BOURNE, MASS

EXCUSED: Richard Anderson, Neil Langille

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 5:34pm.

B. Johnson handed out the FY2017 CPA applications.

Housing: 4 applications

- Affordable Housing Services/Support - \$61,830
- Down Payment assistance program - \$35,000
- New affordable homes program - \$60,620
- Roland Phinney Place fire alarm monitoring system - \$10,260

B. Johnson: As we've done in the past the committee as a whole will review. Do you wish to continue like this?

Committee: Yes.

Historic: 6 applications

- Archives: Michael Burgess Collection - \$27,000

B. Johnson: I talked to Linda Marzelli and there is money from past Articles for this type of project. We can review the project, make sure the Historic Commission approves and then give them we approve and give them the money without going to Town Meeting.

Neil is not here, would anyone else like to act as liason to the Historic Commission?

- Pocasset Community Club: bring bathroom/storage/kitchen up to code - \$40,000
- Town Hall roof - \$100,000
- Archives Center: exterior masonry, install cooling/dehumidification system - \$150,000
- Hoxie: ADA, elevator, entrance, plumbing/electrical - \$637,909
- Railroad Station, Buzzards Bay: Exterior restoration - \$289,786

Recreation: 4 applications

- Dog Park: \$25,000 (also Open Space)

P. Holmes: We discussed this before and it was determined we couldn't go on land already purchased by open space.

- Playground at Hoxie:
 - Option 1 - \$173,000
 - Option 2 – 222,500
- Monument Beach boat launch - \$215,000
- Buzzards Bay Park - \$500,000

F. Bartholomew: Do we have the funding for all of these requests?

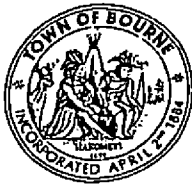
B. Johnson: No, but we can borrow.

For the 2/8/16 STM: The track, easement and the Soldier's monument are on.

D. Doucette made a MOTION to adjourn seconded by P. Holmes with all in favor.

With no further business before the Committee, the meeting was adjourned at 6:02pm

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 on Tuesday, February 16, 2016 in the foyer to the Main Entrance to the Bourne High School.

Subject Matter: to review any items that are related to the Committee's Articles that are included in the February 16, 2016 Special Town Meeting Warrant.

Barry H. Johnson, Chairman

2016 FEB 11 PM 2 53
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 ex. 1313



MEETING AGENDA

Date: Monday, February 22, 2016
Time: 6:30 pm
Place: Middle School, Room 100, 77 Waterhouse Road

1. Minutes of: 3/30/15, 11/16/15, 1/4/16, 2/2/16
2. Review of CPA projects for Housing
3. Open Space Committee: request for FY'2017 CPA Funding for the Construction of a Walkway/Trail from the Aptuxcet Trading Post to the "Lyons Property...Extension of CPC Filing Deadline.
4. Upcoming CPC meeting dates

Barry Johnson, Chairman

2016 FEB 18 PM 2 25
TOWN CLERK'S OFFICE
BOURNE, MASS

**Community Preservation Committee
Meeting Minutes
February 22, 2016**

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

EXCUSED: Peter Holmes, Neil Langille

ALSO PRESENT: Sue Ross

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 6:30pm.

Review of CPA projects for Housing

B. Johnson: Housing has \$157,000 allocated for FY17.

- **Services:** We are asking for \$61,380 and the Trust subsidizes the rest. The Trust creates the affordables, the Partnership oversees them. Kerry writes grants, keeps track of our inventory and more. The State will be nicer to you if you are working towards your 10%. The Trust and Partnership had a joint meeting on Dec. 14, 2015 and both support this. This will cover the specialist and secretarial help.
- **Affordable Homes Program:** \$60,620. We are going to be building a new house, after we go in front of the Planning Board. We are working with a developer in town to get some rental units in Buzzards Bay. Great for seniors, with an elevator, shops, etc. We are currently in the mid 7% towards the 10% goal. We are one of the highest on the Cape.
- **Down Payment Program:** \$35,000. We always get families that have good credit and have saved some money but never have enough. This helps with down payments and closing costs. We will use it at least three times this year. If they haven't sold the house in 10 years, the money is forgiven. We have a successful lottery and the last few families we have placed are all from Bourne. Other towns don't have this program but have approached Kerry to help them. HAC (Housing Assistance Corp) is working with the State to come up with something similar that they can use.
F. Bartholomew: Do you work with Habitat for Humanity?
Sue: No, but we support them.
- **Housing Authority:** \$10,260
B. Johnson: The Coalition in Boston thought that \$4,860 is for maintenance and we can't do that, but we can entertain the \$5,400 at the public hearing if you'd like. I have talked to Barbara Thurston and told her.

RECEIVED
2016 APR 21 PM 12:29
TOWN CLERK BOURNE

Open Space Committee: request for FY'2017 CPA Funding for the Construction of a Walkway/Trail from the Aptucxet Trading Post to the "Lyons Property...Extension of CPC Filing Deadline.

B. Johnson: We got the easement at the STM, now Bob Troy will work on that. I asked Zac from Bracken Engineering how much it would be to draw up a plan that we can record, he said about \$3,000.

P. Myers: There is a steep incline on that path, how will it be handicap accessible?

B. Johnson: The easement will be 30' wide and the path can wind within that. The walkway will be 10' wide. The plan will be a basic layout and the construction will come at another time.

D. Doucette made a MOTION to support up to \$3,500 for engineering and filing. The MOTION was seconded by A. Cooney with all in favor.

Minutes:

3/30/15: D. Doucette made a MOTION to approve. The MOTION was seconded by P. Myers with all in favor.

11/16/15: D. Doucette made a MOTION to approve with the corrections discussed. The MOTION was seconded by G. Sala with all in favor.

1/4/16: D. Doucette made a MOTION to approve. The MOTION was seconded by G. Sala with all in favor.

2/2/16: D. Doucette made a MOTION to approve. The MOTION was seconded by G. Sala with 6 in favor, 1 abstention.

Upcoming CPC meeting dates

B. Johnson: I asked Judy Reardon, Historical Commission, to take up the Pocasset Community Building, the Town Hall roof, and the Archives building.

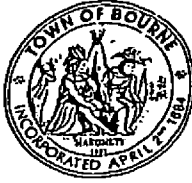
We meet with the Finance Committee on April 11th.

March 7th I'm looking at a joint meeting of the Open Space Committee and Recreation Committee to discuss the various recreation applications as they are also open space.

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

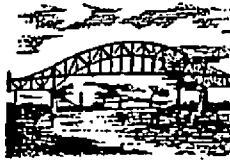
With no further business before the Committee, the meeting was adjourned at 7:30pm

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

Community Preservation Committee

Monday, March 14, 2016

Room 100 in the Bourne Middle School

AGENDA

- 1) DNR Director Tim Mullen and members of the Shore & Harbor Committee: to present their FY'2017 Community Preservation Application for improvements to the Monument Beach Boat Launch.
- 2). Jon Nelson, Town Facilities Director: to present his FY'2017 Community Preservation Applications for:
 - A) Replacement of a roof at Town Hall; and;
 - B) To make certain improvements to the Archives Building
3. Minutes
- 4). Discussion of next CPC meeting dates; scheduling of other Applicants; and scheduling the mandated Public Hearing.

Barry H. Johnson, Chairman

2016 MAR 10 PM 2 19
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Community Preservation Committee

Monday, March 14, 2016

6:30pm

Bourne Middle School - Room 100

AMENDED

AGENDA

1. DNR Director Tim Mullen and members of the Shore & Harbor Committee: to present their FY'2017 Community Preservation Application for improvements to the Monument Beach Boat Launch
2. Pocasset Village Association: Request for preservation, rehabilitation and restoration of the Pocasset Community club Building
3. Jon Nelson, Town Facilities Director: to present his FY'2017 Community Preservation Applications for:
 - a) Replacement of a roof at Town Hall; and
 - b) To Make certain improvements to the Archives Building
4. Minutes
5. Discussion of next CPC meeting dates; scheduling of other Applicants, and scheduling the mandated Public Hearing

Barry H. Johnson, Chairman

2016 MAR 11 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS

RECEIVED

Community Preservation Committee
Meeting Minutes
March 14, 2016

3-28-16
APPROVED

2016 MAR 29 PM 3:40

PRESENT: Barry Johnson, George Sala, Andrew Cooney, Penny Myers, Fred Bartholomew,
TOWN CLERK ROBERT RICHARD ANDERSON (7:50pm), Neil Langille

EXCUSED: Daniel Doucette, Peter Holmes

ALSO PRESENT: Jon Nelson, Don Pickard, Tim Mullen, John Johnson, David Wiggin, Chris Southwood, Hunter Scott, Irving Salley, Richard Libin

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 6:30pm.

Monument Beach Boat Ramp – Open Space/Recreation

Total project cost \$645,000, request \$215,000

Tim Mullen: the CPC put up the money for the engineering plans. The cost of this project three years ago was \$450,000. The new cost is based on the engineered plans. We won't know until it goes out to bid. This is going next to the existing ramp. We have some concerns with these plans: the pitch of the ramp, the stone on both sides and this would require significant dredging, which is already permitted. The ramp is 46' wide x 150' long on an 18" gravel sub base. There will be 3 mooring piles on either side. We can tweak these plans. We are looking for a minimum of 1/3 of the project cost from the CPC, 1/3 from the Waterways Improvement Fund and 1/3 from borrowing. Not sure if the CPC would consider giving more money. Would like to secure the funds now then take the time to design and get it down the way we want then we can turn back any funds at the end.

Richard: This finishes off the marina project. The ramp gets used a lot and can't be used at low tide and it's a busy parking lot.

Don: I am the Capital Outlay liaison. We would like to request the CPC fund 50% of the project and we'll get the rest from the Waterways Improvement Fund or borrowing. This will be handicap accessible and will be a tremendous asset to the Town and will be must more effective.

P. Myers: Where does the Waterways fund get its money?

Tim: It's made up of mooring permit fees and 1/2 of the boat excise tax. We use the money each year for different purposes; boat replacement, etc. It brings in about \$400,000 a year.

F. Bartholomew: You'd like the CPC to fund \$322,500 instead of the \$215,000?

Tim: Yes. We have another capital plan for the whole area: a Municipal Harbor Plan which will show how we want it for decades to come. If you have a plan in place, the DEP is more open to negotiation. The ramp will last 35-50 years.

B. Johnson: We meet with FinCom on 4/11/16 and need to have our public hearing prior.

A. Cooney: how many parking spaces are affected?

Tim: Maybe 6. We plan on doing improvements to the back field and increase parking by about 30 spaces.

G. Sala: The DPW is always cleaning out the sand on the ramp and helping cars get unstuck.

Pocasset Community Club – Historic

Request \$40,000

John Johnson, Pocasset Village Assoc.: We need to rehabilitate our bathrooms to be ADA compliant and more accessible for the people that use the hall. Historic determined we are eligible to receive CPA funds and this building is on the Local Inventory. It's been a public gathering place since it was built in 1912. It gets used a lot for after funerals and Christmas gatherings. The women's room will be upstairs and the men's below. The kitchen needs an exhaust hood/fan over the stove and some of the outlets don't work all the time so we need to fix that.

B. Johnson: I need to call Boston to see if everything qualifies for this.

John: The cost to build in 1912 was \$1,500.

A. Cooney: the lower level is not handicap accessible?

John: They can go through the side door but it's not easy to get to. We are hoping the boy scouts will build a ramp for us, they use the building a lot.

John: We will probably make both bathrooms Unisex. The Hall can be rented for \$75 for 4 hours and many groups get to use it for no cost as established in 1913.

Town Hall Roof – Historic

Request: \$100,000

B. Johnson: MJ from FinCom said they are approving this project for \$80,000 so it may be withdrawn from us.

Jon Nelson: The roof is a 1,000sf flat roof over the Finance Department. We expect the bids to be in at the end of the month. We just finished doing test cuts for asbestos and what the insulation is like. The roof is considered failed and is 18-20 years old. It's a membrane roof and susceptible to the elements. The manufacturer is out of business. The new roof will be PVC and warrantied for 25 years. The Sagamore fire station has the same roof. It's easy to repair.

Archives Building – Historic

Request \$150,000

Jon: Electrical updates and an HVAC system for dehumidification and masonry repairs. The brick is starting to get soft and deteriorate on itself. Not sure of the cost as the mortar will have to be handmade and the bricks may have to be also. Mortar then was more waterproof than today's. This is what you need for being on the historical inventory with the State. Plus we have to pay prevailing wage.

F. Bartholomew: Is this building occupied by staff all the time?

Jon: About 30 hours a week.

P. Myers: If the old mortar is so good, why don't we still make it?

Jon: New mortar is stronger and adheres better to the brick.

B. Johnson: Marie Oliva revised the budget for the railroad station to finish the first project. It went from \$289,000 to \$25,400.

Minutes will be on the next meeting.

3/21/16 meeting: Dog park, Inclusive Park, Main St park, Railroad Station.

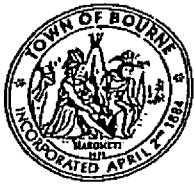
3/28/16 meeting: Hoxie.

G. Sala made a MOTION to adjourn seconded by D. Anderson with all in favor. With no further business before the Committee, the meeting was adjourned at 8:00pm.

Respectfully submitted, Ann Gratis

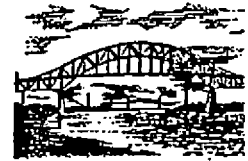
Community Preservation Committee

3.14.16 minutes



TOWN OF BOURNE
Community Preservation Committee

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



MEETING NOTICE

Community Preservation Committee

When: Monday, March 21, 2016

Time: 6:30pm

Where: Bourne Middle School

AGENDA

The Community Preservation Committee (CPC) will be reviewing the following FY'2017 CPA Applications:

- a) CAPE COD CANAL REGION OF COMMERCE: funds to continue the interior renovations to the BBAY RR Station Visitor Center.
- b) Bourne To Bark: to create a Dog Park.
- c) To create a "Inclusive Playground".
- d) Continued Improvements to the BBAY Park on Main Street next to the RR Station.
- e) OPEN SPACE COMMITTEE: the request is that the CPC waive the filing deadline as it had to wait to see if the February 8, 2016 Town Meeting approved an Easement from the Aptuxcet Trading Post to the Town-Owned Lyons property. Second request is to apply for the construction funds to create the Trail/Walkway so it can be ready for the summer of 2016.

f). Bourne Housing Authority: installation of wireless transmitters that are to be part of the fire suppression system in: Roland Phinney Place and the Continetal Apartments.

Minutes of the CPC meetings of February 22 and March 14, 2016.

Setting of upcoming CPC meeting dates.

Barry H. Johnson, Chairman

RECEIVED
2016 MAR 17 PM 3:12
TOWN CLERK BOURNE



RECEIVED

MAR 23 PM

TOWN CLERK BOURNE

TOWN OF BOURNE

Community Preservation Committee

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, March 28, 2016
Time: 5:00 pm
Place: Veteran's Memorial Community Building, 239 Main St., Buzzards Bay

1. Review of CPA projects:
 - a. Housing Authority: Fire Suppression System - installation of wireless transmitters
 - b. Railroad station
 - c. Dog Park
 - d. Inclusive Playground
 - e. Buzzards Bay Park
2. Application from the Open Space Committee asking that the CPC extend the FY'2017 CPA Application filing deadline which would allow the Open Space Committee to file an Application for CPA funds to construct a walkway/trail from the Aptuxcet Trading Post to the town-owned property known as the "Lyons" parcel.
3. Review of the overall status of the Community Preservation Fund
4. Minutes of 3/14/16
5. Update of the Community Preservation Committee meeting schedule

Barry H. Johnson, Chairman

DRAFT

RECEIVED

**Community Preservation Committee
Meeting Minutes
March 28, 2016**

APPROVED

2016 DEC 22 AM 11:50

PRESENT: Barry Johnson, George Sala, Penny Myers, Fred Bartholomew, Richard Anderson, Neil Langille, Daniel Doucette, Peter Holmes

EXCUSED: Andrew Cooney

ALSO PRESENT: Michael Rausch, Marie Oliva, Sallie Riggs, Barbara Thurston, Dave Pelonzi, Lori Cooney, Doug and Janet Butler, and other members of the public

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 5:00pm and announced the Public Hearing will be next week in this room.

Review of CPA projects:

Housing Authority: Fire Suppression System - installation of wireless transmitters

B. Johnson: The funds for the monitoring can't be covered under CPA but we can do the transmitters.

Barbara Thurston: We need 8 at Roland Phinney Place. The cost was unexpected. We are asking for the purchase and installation only.

Cape View Way Update: The funding is a challenge as all the federal grant money is gone. We need to pursue tax credits to build it. A group of consultants will prepare it for us and they won't look at anything under 40 units. We're looking at 40-50.

F. Bartholomew: What is the status of the environmental study?

Barbara: It's complete. There don't seem to be any issues.

B. Johnson: There is still money left for this project.

Railroad station

Marie Oliva: We have scaled back to complete the interior of the building. There were seven holes in the floor that needed to be fixed. There will be historic photos on the walls approved by the Historic Commission. In the future we're going to apply for a grant from the Railroad Association.

R. Anderson: Will this finish the interior?

Marie: yes.

B. Johnson: On 3/22 the Historic Commission approved this project unanimously.

R. Anderson: Will you be back for more funds?

Marie: Yes, but we hope not as much. We will pursue other grants first and evaluate things more.

Neil: Will the Sheriff's Dept. help?

Marie: I'll pursue that but they have had cutbacks too.

Dog Park

Janet Butler, Stacey Barabee. We have formed a non-profit. There are 3,000 licensed dogs in Bourne. This would be an amenity to the Town. It will cost about \$250,000. We found a grant, Stanton Foundation, which will give us 100% of the design costs and 90% of the construction costs plus up to \$10,000 a year for three years for improvements. We just have to come up with 10% and eventually the land. Mashpee and Falmouth were very helpful with how they did it. The Friends of Bourne to Bark will oversee the park and day to day care.

D. Doucette: I spoke with Coreen and we're trying to locate a parcel, but she's busy.

R. Anderson: How large of a parcel of land will you need?

Janet: About 1.5-2 acres.

N. Langille: What is all the money going to be spent on?

Janet: There will be three sections, paving, infrastructure, water, fencing, peastone, etc. We are looking at in-kind services for clearing, etc. It's very much a people socialization area as well and therapeutic for elderly, disabled, etc. The Falmouth park is a very active place.

G. Sala: This will help as we now have dogs running in the fields and lots of feces with kids sliding into it.

Janet: We'd like it as central as possible, maybe near the high school, but it depends on what the Town has available. Greater maintenance would fall on the DPW. Day to day would be a stewardship program.

B. Johnson: The request is for \$25,000 as seed money. Would have to find the land before any money is spent. Are there time limits to the Stanton Foundation?

Janet: I can apply anytime. It's a non-competitive grant and if I have the land, they will provide the money and services.

Inclusive Playground

Lori Cooney, Dave Pelonzi.

Lori: We are working on establishing a 501C3. This playground will be for infants to elderly and ADA compliant. Great for people with special needs, disabilities, etc. WE want to be in the top 20 in MA. We can't find any park that has everything we're proposing. We met with the Main St. Steering Committee and discussed putting the inclusive park in the main park.

B. Johnson: The Recreation Committee had suggested putting it in a more central location instead of Hoxie.

Lori: A merry-go-round with back support, a zip cruise which is similar to a zipline, fencing, sensory walls, base material, etc. Wareham wants to do this too.

R. Anderson: What is a sensory wall?

Lori: It's for kids/people with sensory disabilities. There are different textures, they can roll things, make music and spin things.

D. Doucette: It's a great idea. Is it expandable?

Lori: Yes. We want to do it now, not in a year and that's when the Main St. Park would be ready for it.

P. Meyer: Can you put the equipment elsewhere for now and then move it?

Lori: It would cost a lot to move it. Will be \$50-\$60,000 to build plus the poured rubber base.

B. Johnson: What if some is put on either side of the canal, in different areas of town.

G. Sala: We have other areas that could use it. Many people don't realize the cost of playground equipment these days. Clark Field it cost \$95,000 for a poured rubber surface. The DPW can't install the equipment anymore, too much liability.

Lori: Chester Park has some potential, maybe on the grass section.

D. Doucette: Would there be any disassociation with splitting it up?

Lori: I'm not opposed to spreading it out but have one major area. We can expand into satellite parks if the need arises.

G. Sala: All of our parks have expansion areas. Chester Park was never meant to be a baseball field.

F. Bartholomew: What is the lifecycle of equipment?

Lori: Over 20 years.

G. Sala: The equipment at Clark Field has been 24 years.

Lori: We can customize and do fun themes/options. Build in QR codes with the history of the Town, YouTube videos done by high school students.

G. Sala: Many of the parks have rubber bases now where we could put a piece of equipment.

Buzzards Bay Park

Pam Masterson, David O'Connor, Marie Oliva, Sallie Riggs

B. Johnson: As part of the Main St. Steering Committee (MSSC) some of the amenities listed is an artificial ice surface. I filed a statement with the Clerk's office for full public disclosure as I'm on the Recreation Authority and we have the Gallo ice rink.

Sallie: This is not the same thing at all. There has been lots of discussion if we should go with this, there are major maintenance concerns. One of our designers went to one in RI and she said she couldn't skate on it. It's unlikely at this point that we will do it. Thank you for the support. We hired a professional team: landscape architect, engineering. Test pits and the survey is done. We are anticipating schematic designs in a few weeks. This is Phase 2 and we're asking for \$500,000. We have investigated several grant options, there are both federal and state available but the Town needs a certified Open Space plan and at this point it hasn't been updated. It's unlikely we'll be able to get in for the next round.

B. Johnson: The Open Space Committee (OSC) is aware and it's in the works. Due to other circumstances, it's not going as we wanted. We advertised and received no responses. No we have to try for an invitation for bid.

Sallie: The goal is to create a place for residents to gather and enjoy the canal.

B. Johnson: I'd like to hear how it will play out. There is a lot of money between this and the inclusive playground.

Sallie: Priority list:

1. Earth shaping/grading: Create areas for people to sit screening the parking lots
2. The first of three gateways. Want to do the one on Main St to show progress
3. Bid/Design documents
4. Splash pad: Can coordinate with the inclusive park. Make it more welcoming to a wider range of people.
5. Pavilion

David: We started the construction sequence, underground utilities with the balance of last year's money. Future: play space, landscaping, benches, walkways, lighting, so it's not disturbed by construction.

G. Sala: With the splash pad having a sensory wall, could \$30,000 come from the inclusive playground money? There is not enough money to do a full park in that area.

B. Johnson: I'm not sure what we can and can't do until you have a firm design/specs it doesn't make sense to give that money now.

Sallie: The money last year will be used up by this fall. August 1st is our target start date with seeding on 10/1. Next spring will be more shaping, a gateway, the bid docs for the pavilion and pay area then the build.

B. Johnson: We are having an October town meeting, if we give you some money now to get where you want to be then you can do it again in October to get you through the winter.

G. Sala: Phase 2 – regrade/shape need \$88,000

Pavilion base - \$150,000

Splash pad - \$205,000

Total - \$435,000 that we need before October.

If we receive funding in July, we can start grading. If it's not in place we can't put in the irrigation.

David: You could put down the base but not the superstructure.

B. Johnson: We want to get it so all the infrastructure (electrical, plumbing, etc) is ready to go.

G. Sala: The park still falls under maintenance, we're going to try and help out as much as possible.

D. Doucette: the MSST came last year and was hoping to get grants but the Town has no Open Space plan. Not their fault, things get delayed. We have to put the plan out to bid so we can have more freedom to get these projects done.

Lori: What phase would you see the inclusive park going in?

Sallie: Right now, phase 3.

P. Meyer: We now have an inclusive playground with no location. What do we do on Monday with this? We have to come to some decision tonight on the money.

G. Sala: The playground was originally set for Hoxie and would have to be expanded and use some of the parking lot which is not owned by the Town. Some of the money would go to the splash pad.

David: If looking to divide up the money, the gateway and earth shaping are relatively small. Implementation of the playground, lighting, surveillance, seating, screening, and pavilion are big jobs. We originally wanted to do one gateway so people can see work is being done.

Sallie: \$200,000 in May, \$300,000 in the fall.

G. Sala: Hold another meeting and get some numbers in place for the hearing next week.

Application from the Open Space Committee asking that the CPC extend the FY'2017 CPA Application filing deadline which would allow the Open Space Committee to file an Application for CPA funds to construct a walkway/trail from the Aptuxcet Trading Post to the town-owned property known as the "Lyons" parcel.

B. Johnson: The OSC is asking for \$9,970 but we might up it to \$12,000 for incidentals. Want to get it in for the ATM.

G. Sala made a MOTION to accept the application. The MOTION was seconded by P. Holmes with 7 in favor, 1 abstention.

Minutes of 2/22/16: G. Sala made a MOTION to approve, seconded by P. Holmes. 6 in favor, 2 abstentions.

3/14/16: G. Sala made a MOTION to approve, seconded by N. Langille. 6 in favor, 2 abstentions.

Update of the Community Preservation Committee meeting schedule

7pm next week in this room (room 1 at the Community Building). We'll be getting a letter of withdrawal for the roof repair at Town Hall from Tom Guerino.

G. Sala made a MOTION to adjourn seconded by D. Anderson with all in favor. With no further business before the Committee, the meeting was adjourned at 6:53pm.

Respectfully submitted,
Ann Gratis

DRAFT RECEIVED

Community Preservation Committee
Public Hearing Meeting Minutes
April 4, 2016

APPROVED

2016 DEC 22 AM 11:50
PRESENT: Barry Johnson, Daniel Doucette, George Sala, Andrew Cooney, Fred Bartholomew,
Neil Langille, Penny Myers, Richard Anderson, Peter Holmes

ALSO PRESENT: Sue Ross, Tim Mullen, Lori Cooney, Renee Gratis, Barbara Thuston, David
Pelonzi, Stacey Berube, Vicki Carr, Don Ellis, Peter Meier, Skip Barlow, Chris
Farrell

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 7:00pm. This is the public hearing for the FY2017 applications for CPA funds.

B. Johnson introduced the Committee members and read the public hearing notice into the record.

Taking business out of order due to a conflict with another meeting.

RECREATION/OPEN SPACE

Monument Beach Boat Launch: Request \$300,000. Total project cost \$600,000 - 644,000

Tim Mullen: We are requesting \$300,000, we will borrow \$200,000 and the remainder will come from the Waterways fund. The quote was the engineer's estimate, we won't know actual cost until the bids come in. This is the third phase of large capital improvements. In 2007/08 the pier was replaced, septic replaced and the parking lot. This will be a 2 lane ramp. Busiest on weekends and a 2 lane ramp is only \$100,000-\$150,000 more than a single ramp. Will be 150' long x 46' wide and user friendly.

B. Johnson: Engineered plans have been submitted.

Tim: Capital Outlay committee requested plans be done which the CPC paid for.

P. Holmes: If the project costs less, are we going to see money back? – Yes

N. Langille: Fee if they have a beach sticker?

Tim: Taylor's Point they pay a daily fee as it's similar to a commercial marina. Monument Beach is used by beachgoers, transient residents, mooring launches, and shell fishermen. It's the largest place in the community where everybody wants a piece of it. We would like to see it continue to be used. All ramps in town except Taylor's Point are for everyone to use and are free with a beach sticker.

A. Cooney: Parking will eliminate 6 spots, sounds like the use will increase. Will trailer parking be an issue? \$50 for an out of town sticker doesn't seem adequate.

Tim: Plans to do improvements to the field and add about 30 spaces.

D. Doucette: Scheduling:

Tim: About a year out, we need to dredge first.

Skip B: I support this. It's the only decent boat ramp and it needs to be done. There are docks on both sides of the ramp. In the 1950's when the pier was built, the state paid to build it, that's part of the reason we can't change.

Chris F: I support this and have used it many times. There are floats on both sides to help speed up the process. It's a great project and better for the Town with upgraded facilities. G. Sala made a Motion to support \$300,000 from the Rec/OSC line item. The Motion was seconded by P. Holmes with all in favor.

HISTORIC

Buzzards Bay Railroad Station Visitor Center: Request \$25,450

Marie Oliva: We need to finish the interior project as we had some cost overruns. We get about 25,000 visitors annually.

B. Johnson: On 3/22/16 Historic approved this unanimously.

D. Doucette: Is that budget tight?

Marie: Yes but we have good cost estimates, we don't anticipate anything else.

D. Doucette: Can we make it \$26,000?

Jerry Ellis: Exofficio of the Historic commission, prior to 1990 there are 2 train stations out of 6 left. The other is in West Barnstable. When renovating this one, they found structural damage that needed to be taken care of. We will request it to be put on the National Register when complete.

F. Bartholomew: are the paintings done?

Marie: Kathy Hallam is a local artist and is doing murals in the bathrooms. We'll get historic commission approval first.

Vicki Carr: Is it accessible for larger wheelchairs now?

Marie: Yes. Bathrooms need to make ADA compliant. Access into the b building is the second door down, no lip.

B. Johnson: What about \$30,000?

Marie: That would give us some breathing room. If we don't need it, it will be turned back.

D. Doucette made a MOTION to recommend \$30,000.

A. Cooney: How much was the cost overrun and what was it for?

Marie: \$91,630. Windows, went from plastic to glass, rotted sills, tile floor is original and some tiles had to be replaced; structural repairs overall that weren't included in the first one; cosmetic and ADA compliant.

The MOTION was seconded by D. Anderson with all in favor.

Pocasset Community Club building: \$40,000 Historic

John Johnson: The building was built by 17 ladies in 1912. It was voted to allow young people to use it in 1913. In the 1940s it was sold to the Pocasset Community Club and made available for suitable public activity. It's used for all kinds of purposes. Some of the floors are spongy. There is spotty electrical in the building and the walls are covered in homosote which will have to be removed when the kitchen hood and exhaust fan goes in. We got historical approval on 3/1/16. We have asked to be put on the historic register.

A. Cooney: Are you aware of any other renovations? Are there any potential hazardous materials? It was common to use asbestos, be conservative to look for that material.

John: 1948 when the club took it over. We might find lead paint but that's all the contractor could think of.

F. Bartholomew: Are you still doing the bathrooms?

John: Yes, 1 up and 1 down. The ladies did not want a small bathroom. The upstairs will be unisex and ADA compliant. The downstairs is hard to access from outside but is handicap accessible.

D. Doucette: What does it cost for a consultant fee to test for lead paint and asbestos?

A. Cooney: \$1500-3,000. Some consultants are licensed to do both.

Jerry: It meets all the National Register requirements. It's a classic example of meeting halls.

D. Anderson: Does the hood vent need to be sealed?

John: No, it's not a restaurant. Just a regular stove with a hood vent. I've checked with the gas and electrical inspectors.

A. Cooney: It's a private facility, but using municipal funds, does it need to go to bed?

John: yes, CPC would reimburse.

Chris Farrell: There are not a lot of meeting spaces in town and this is used by many organizations. I fully support this.

D. Doucette made a MOTION to support \$43,000 for the consultant, survey and to proceed without interruption. The MOTION was seconded by P. Holmes with all in favor.

Archives Building repairs and de-humidification system

B. Johnson: The improvements include electrical, dehumidification system. Will defer to the next meeting as Jon Nelson is doing more work on it. Money will come from Historic and the Undesignated fund.

COMMUNITY HOUSING

Housing Authority Fire Alarm Equipment: Request \$5,460

Barbara Thurston: This is for Roland Phinny. At the end of June the fire dept. wasn't monitoring the fire alarm system. We got three proposals for the purchase and installation of the units. We originally asked for monitoring fees but it's not allowed under CPA. These will be wireless fire boxes monitored by Mammoth Alarm.

D. Doucette made a MOTION to support \$5400. The MOTION was seconded by G. Sala with all in favor.

Affordable Housing Programs Administrator & support Request \$61,380

Sue Ross: Our programs are tried and true and could never have happened without the CPA funds. We are grateful for the money we can get. The State wants everyone at 10% affordable housing. We are one of the highest on the Cape around 8%. This is for the Housing Specialist and administrative aide. He monitors the list, creating programs and other towns are trying to use them. We cut his hours a couple years ago to hire the administrative help.

B. Johnson: You started this in FY06.

D. Doucette made a MOTION to support \$61,380. The MOTION was seconded by A. Cooney with all in favor.

Down Payment Assistance/Subsidy Program Request \$35,000

Sue Ross: Our houses bought by the residents of town. Some aren't able to secure money for down payments. The State requires they have 1.5% of their own money, we help subsidize the rest. It's a highly successful program and we are the only ones who have it. Houses are done by lottery. We advertise, the applicants need to meet the qualifications and bring a bank commitment.

D. Anderson: Is there more stock that people could apply for if you had more money?

Sue: We use it for resales also. Right now we have three waiting and only for houses with a restricted deed rider.

D. Doucette made a MOTION to support \$35,000. The MOTION was seconded by A. Cooney with all in favor.

New Affordable Housing Homes \$60,620

Sue Ross: We make sure the homes fit in with the neighborhood. This program is to help keep more affordable homes in Bourne.

A. Cooney: Any consideration to make in-law apartments as affordable units?

Sue: There are many around and we have looked into it. The State changed the vote.

People would have a list to choose who lived there, we felt the homeowner has no rights.

D. Doucette made a MOTION to support \$60,620. The MOTION was seconded by D. Anderson with all in favor.

RECREATION/OPEN SPACE

Bourne to Bark Dog Park Request \$25,000

B. Johnson: Establishing a dog park in the community is an allowable expense. It's unique and we really don't have an area where it's going. If we put up a 10% match, a certain foundation will do the rest up to \$250,000.

Stacey Berube: The grant is from the Stanton Foundation and they cover design fees as long as we have the 10%. We are now a registered non-profit. Stanton will send out to designers. Mashpee and Falmouth built theirs for under \$250,000. We can go back in a year to ask for \$10,000 if we find it needs changing.

N. Langille: If you don't get the Stanton grant are you prepared to go forward?

Stacey: Not at this time.

D. Doucette: It's moving, but slowly.

P. Holmes: How large are the parks?

Stacey: About 1.5 acres in 3 sections.

D. Doucette: Went to the Wrentham dog park and it was a free for all with only one section.

A. Cooney: What does Stanton want? Just the vote? When do expenditures start?

B. Johnson: After the grant is received and the land is found will expenditures begin.

D. Doucette: No cost to the town until the shovel hits the ground.

Renee Gratis: I love to see what makes each town unique. Maybe put near hiking trails.

D. Doucette made a MOTION to support \$25,000. The MOTION was seconded by P. Holmes with all in favor.

Inclusive Playground Request \$175,000

A. Cooney: The applicant is my wife. I disclosed it to the Selectmen as a potential conflict. Said I can still act in my authority as a voting member as I have no financial interest for me or my wife in this request. Confirmed by B. Johnson.

Lori Cooney and Dave Pelonzi: WE amended our application. We want to create the inclusive park on existing open space. One in 45,000 children have autism spectrum disorder. We chose the Canal Crossways just down the street. People can walk between there and the park on Main St. We have disability, recreation and Sepac support. We have established a nonprofit and the open space committee voted unanimously today to support on this property. We reduced our cost by \$90,000.

B. Johnson: The property was bought in the early 2000's and is an asset to the community. White flags have been put where the equipment would be. The OSC recommendation is for \$175,000. \$100,000 for the equipment and groundcover as it has to be a certain kind. Trying to compliment the Main Street park. Would make a nice walking loop trail.

D. Doucette: The last hearing thought it was one year premature. This is perfect timing for working with the Main St. Steering Committee.

Lori: We can have it built in 6 weeks and its' expandable.

D. Doucette: Is parking there adequate?

B. Johnson: Yes for the time being. We have some existing funds to improve town owned lands in that area.

G. Sala: The Recreation committee supports this. The lot has 7 spaces. Are we looking at another parking lot?

B. Johnson: The Open Space Committee will be meeting again with Keystone again, it's a gradual transition.

Dave: There is extra parking on Main St.

D. Doucette: Don't want to encroach on the post office or Keystone. Is there room there to expand?

G. Sala: No.

D. Anderson: Can we go toward the canal a couple of spaces?

A. Cooney: This is a play area, will the Recreation Committee maintain it?

B. Johnson: We can use funds to keep poison ivy out.

A. Cooney: Will make it safer with the town employees keeping an eye on it.

B. Johnson: There is a street light right there. Keystone has been a good neighbor.

N. Langille: Would like to see video surveillance.

Lori: That would be a good thing.

D. Doucette: Don't know if the police dept. can monitor wirelessly.

P. Holmes: Surveillance is changing rapidly. Extremely available and cheap.

F. Bartholomew: The housing authority has cameras and they record.

Steve Mealy: video surveillance services run about \$15-25,000 depending on the number of cameras and if monitored 24/7.

D. Doucette made a MOTION to support \$175,000 and to consider monitoring. The MOTION was seconded by G. Sala with 8 in favor, 1 abstention.

Main St. Buzzards Bay Park Request \$425,000

Steve Mealy and Sallie Riggs.

Steve: Restoration/upgrade began with the survey of residents last year when we asked for funding to get work started. The park serves as a gateway. This is a continuation of the revitalization efforts. Originally was \$500,000, we were asked to reduce it so now \$425,000. Last year's funding went to the site survey and engineering. Phase 2 is construction, Phase 3 is the pavilion, splash pad, landscaping, memorial grove, Wi-Fi, and video surveillance.

G. Sala: I'm a MSST volunteer and town employee. The park now is a dust bowl. Thank everyone for their time putting into this.

Vicki Carr: I had a brain injury group and they can't access the picnic tables. Any plans for wheelchair accessible picnic tables?

Steve: Haven't gotten into the details yet. We talked about making the gazebo and splash pad, pavilion accessible.

Chris Farrell: Main St had a great opportunity for the 1 million people who use the canal. Looking for ways to draw them up from the canal to the road. Helps show developers we are committed to make Main St. work.

B. Johnson: We appreciate Coreen Moore for all her work to this committee.

D. Doucette made a MOTION to support the \$425,000. The MOTION was seconded by D. Anderson with all in favor.

D. Anderson recused himself and left the room.

Trail/walkway from Aptuxcet Trading Post to the Lyons parcel Request \$12,000

B. Johnson: We have a plan done by Don Bracken.

Skip: I'm glad this is happening. It's a really good project. We've worked with people to expand the parking area at the RR station adjacent to the Lyons property. That's going on now.

Jerry: I support and want to put the land on the National Register. We can't put the building because it's a reproduction. Arty corps tried to shut off canal access so they came up with this walkway. It's a unique historic center the town can be proud of.

N. Langille made a MOTION to support the \$12,000. The MOTION was seconded by P. Holmes with all in favor.

D. Anderson returned.

Review the status of the Community Preservation Fund

B. Johnson: As of July 1st this is what we will have:

OSC \$814,000

Historical: \$1.09

Housing: \$29,000

Undesignated: \$1,042,510

R. Anderson: What is the status with the Archives windows? It's been 1-2 years and nothing has been done.

B. Johnson: We have 22 articles for town meeting. The main article, boat ramp and park will be separate due to different funding sources.

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

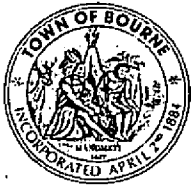
R. Anderson made a MOTION to support, seconded by D. Doucette with all in favor.

Peter Meier: Thank you on behalf of the Board of Selectmen for taking time away from your lives to serve.

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

With no further business before the Committee, the meeting was adjourned at 9:35pm

Respectfully submitted,
Ann Gratis



RECEIVED

TOWN OF BOURNE

RECEIVED

2016 APR - *Community Preservation Committee* 11:19

TOWN CLERK BOURNE

Bourne Town Hall

24 Perry Avenue

TOWN CLERK BOURNE

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Wednesday, April 6, 2016
Time: 7:00 pm
Place: Bourne Veteran's Memorial Community Building, 239 Main St., Buzzards Bay

Public Hearing for Community Preservation Fund Applications for FY2017

- This meeting may be recorded
- Notice of the public hearing will be cited

Historic Resources:

1. Buzzards Bay Railroad Station Visitor Center
2. Pocasset Community Club building
3. Archives Building repairs and de-humidification system

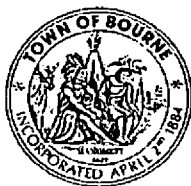
Community Housing:

1. Housing Authority Fire Alarm Equipment
2. Affordable Housing Programs Administrator & support
3. Down Payment Assistance/Subsidy program
4. New Affordable Housing homes

Open Space/Passive Recreation:

1. Bourne to Bark dog park
 2. Monument Beach Boat Launch improvements
 3. Inclusive Playground
 4. Main St. Buzzards Bay Park
 5. Trail/walkway from Aptuxcet Trading Post to the Lyons parcel
- Review the status of the Community Preservation Fund
 - Review of the Open Space Committee/Community Preservation Articles that will be included in the May 2, 2016 Annual Town Meeting Warrant

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



RECEIVED
TOWN OF BOURNE
2016 APR 7 AM 11:56
Community Preservation Committee

TOWN CLERK BOURNE

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, April 11, 2016
Time: 7:00 pm
Place: Veteran's Memorial Community Building, 239 Main St., Buzzards Bay

Meeting with the Finance Committee for the purpose of presenting the
recommendations on the CPC warrant articles for presentation at the May 2, 2016
Annual Town Meeting

Barry H. Johnson, Chairman



RECEIVED

TOWN OF BOURNE

2016 APR 29 PM 3:28 Community Preservation Committee

TOWN CLERK BOURNE

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, April 25, 2016
Time: 6:30 pm
Place: Bourne Middle School, Room 100, 77 Waterhouse Road, Bourne

Public Hearing for Community Preservation Fund Application for FY2017

- This meeting may be recorded
- Notice of the public hearing will be cited

Historic Resources:

1. Archives Building repairs and de-humidification system

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
April 25, 2016**

DRAFT

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

RS

ALSO PRESENT: Bob Wood, Bridgewater CPC

Recording Clerk, Ann Gratis

B. Johnson called the meeting to order at 6:30pm. Read the public notice that was published in the newspaper. This is the public hearing for one FY2017 application for CPA funds for the Archives building at 30 Keene Street. The request is for \$150,000 and will come from Historic.

D. Doucette made a MOTION to adjourn, seconded by G. Sala.

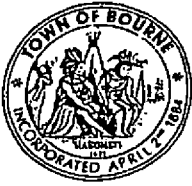
Bob Wood runs the history room at the Bridgewater library. It's valuable to keep the records. You have a crowded building and this will help preserve them.

All in favor of the MOTION.

With no further business before the Committee, the meeting was adjourned at 6:35pm

Respectfully submitted,
Ann Gratis

RECEIVED
2016 APR 28 PM 12:23
TOWN CLERK BOURNE



TOWN OF BOURNE RECEIVED
Community Preservation Committee
Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600
TOWN CLERK BOURNE



MEETING NOTICE

When: Wednesday, April 27, 2016

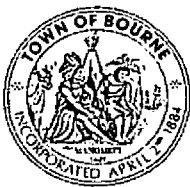
Time: 4pm.

Place: Basement of Town Hall.

AGENDA

- 1) To hold an Executive Session to investigate charges of criminal misconduct with respect to Town funds.
- 2) The committee will not be reconvening in an open session.

Barry H. Johnson, Chairman



RECEIVED
TOWN OF BOURNE
2016 APR 20 PM 3:29
Community Preservation Committee
TOWN CLERK BOURNE
Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, May 2, 2016
Time: 6:30 pm
Place: Bourne High School, Hall in front of auditorium, 75 Waterhouse Road, Bourne

- Any business that the committee may have to discuss regarding the CPA articles on the Annual Town Meeting warrant



RECEIVED

MAY -6 PM 2:06
TOWN CLERK BOURNE

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

Tuesday, May 10, 2016

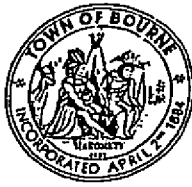
Time: 7pm

Bourne Veterans Memorial Community Building

Agenda

- 1). Discussion and vote to notify the Hoxie Center at Sagamore Beach for Art, Science, Education and Culture Inc. of a Default of Grant Agreement(s) between the Town of Bourne acting by and through the Community Preservation Committee.

Barry H. Johnson, Chairman, Community Preservation Committee



TOWN OF BOURNE
Community Preservation Committee

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



RECEIVED

2016 MAY 18 AM 8:19

TOWN CLERK BOURNE

May 18, 2016

NOTICE OF A PUBLIC HEARING

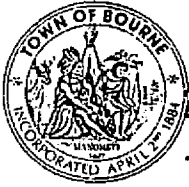
The Community Preservation Committee will be holding a Public Hearing on Friday, May 20, 2016 in the Bourne veterans Memorial Community Building....239 Main Street....Buzzards Bay, Mass. 02532.....beginning at 12:45pm for the following purpose(s):

On May 10, 2016 the Community Preservation Committee (CPC) voted to notify the Hoxie Center for Art, Science, Education and Culture Inc....herein referred to as the RECIPIENT...failed to comply with Grant Agreement(s) # HOXIE 1 2015 and HOXIE 2 2016. The CPC has determined that Hoxie failed to provide adequate back up documentation accompanying request for payment: to wit, fraudulent invoices were submitted to the Town for payment. Because of this, the CPC has determined that HOXIE failed to fulfill all obligations set forth under the terms of the Grant Agreement(s) and defaulted in the obligations of the Grant Agreement.

Pursuant to Section 17 of the Agreements....a Public Hearing on this matter has been scheduled for Friday, May 20, 2016 beginning at 12:45pm. in the Bourne Veterans Memorial Community Building...239 Main Street....Buzzards Bay, Mass 02532 for the purpose of determining whether this Grant Agreement should be terminated. The Recipient...and other interested parties....shall have the opportunity to present evidence and argument at said termination hearing prior to the CPC voting whether to terminate the Grant Agreement.

For the Community Preservation Committee,

Barry H. Johnson, Chairman



RECEIVED TOWN OF BOURNE

2016 AUG 15 *Community Preservation Committee*

TOWN CLERK BOURNE

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Wednesday, August 17, 2016
Time: 6:30 pm
Place: Gallo Ice Arena, 231 Sandwich Rd, Bourne

1. Discussion of the October 17, 2016: Special Town Meeting:
 - a. September 2, 2016: deadline to file Private Article Petitions...per Charter
 - b. September 14, 2016 at noon: deadline for Town Boards and Committees to file Articles with written content....per Town Administrator.
2. Discussion and Vote: if the CPC will be advertising it will be accepting CPA Applications for THIS Special Town Meeting and if the CPC will be sponsoring any Articles for THIS Special Town Meeting.
3. Update on the CPC reimbursing Vendors for services/supplies performed for the Hoxie Center Project.
4. Minutes
5. Next CPC meeting date.

Barry H. Johnson, Chairman

RECEIVED

2016 NOV 14 PM 2:20

TOWN CLERK BOURNE

MEETING NOTICE

COMMUNITY PRESERVATION COMMITTEE

When: Wednesday, November 16

Time: 5pm

Where: Media Center----Bourne Middle School

AGENDA

- 1) To develop the Fiscal Year 2018 Community Preservation Act application process ie.:

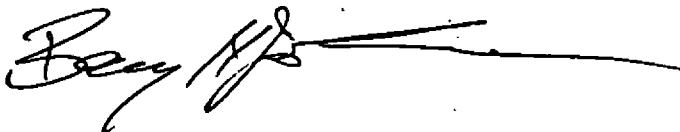
- a) Review and update the Application.

- 2). Establish the filing deadline(s) to coincide with the Town's FY'2018 budget calendar.

Set next committee meeting date

Minutes

Barry H. Johnson, Chairman

A handwritten signature in black ink, appearing to read "Barry H. Johnson", followed by a long horizontal line extending to the right.

Community Preservation Committee
Meeting Minutes
November 16, 2016

APPROVED

RECEIVED

PRESENT: 2016 DEC 22 AM 11:50
Barry Johnson, Penny Myers, Fred Bartholomew, Richard Anderson, Neil Langille,
Daniel Doucette, Peter Holmes, Andrew Cooney
TOWN CLERK BOOKING

EXCUSED: George Sala

Recording Clerk, Ann Gutterson

B. Johnson called the meeting to order at 5:00pm.

CPA Application Schedule

Starting next Monday, applications will be available and Ann will put on the website.

Jan. 20, 2017, applications are due

Jan. 30, 2017, CPC meeting to distribute

March 13, 2017, Public Hearing

Everything should be wrapped up by early April in time to meet with FinCom.

The Library cupola is ongoing, Archives is ongoing. Steve Gavazza is the new Facilities guy.
The monument in front of Town Hall is done and came in about \$60-\$70,000 under budget.
Richard Conron did a great job spearheading it.

Look at how to oversee projects. Build in money to have.

Buzzards Bay park: We wanted them to get grants/outside funding. They just signed a
\$500,000 contract and are down to \$10,000 from the CPC funding approved. You know
they'll be coming back. Ask them in December for an update. Meet on Dec. 12? Yes.

The ad for the application availability will be in the paper after Thanksgiving.

D. Doucette made a MOTION to adjourn seconded by D. Anderson with all in favor. With no further
business before the Committee, the meeting was adjourned at 5:36pm.

Respectfully submitted,
Ann Gutterson



TOWN OF BOURNE
Community Preservation Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1313



MEETING AGENDA

Date: Monday, December 12, 2016
Time: 5:00 pm
Place: Middle School, Media Center, 77 Waterhouse Rd., Bourne

1. Buzzards Bay Park update
2. Hoxie update
3. Minutes: 3/28/16, 4/4/16, /4/25/16, 11/16/16

Barry Johnson, Chairman.

RECEIVED
2016 DEC 18 PM 2:44
TOWN CLERK BOURNE

DRAFT

**Community Preservation Committee
Meeting Minutes
December 12, 2016**

APPROVED
3.13.17

PRESENT: Barry Johnson, Andrew Cooney (5:15pm), Fred Bartholomew, Neil Langille, Penny Myers, Richard Anderson, Peter Holmes

EXCUSED: George Sala, Daniel Doucette

ALSO PRESENT: Sallie Riggs, Allyson Bizer-Knox, Michael Rausch, Paul Rossi, John Brennan

Recording Clerk, Ann Gutterson

B. Johnson called the meeting to order at 5:00pm.

Buzzards Bay Park: update. Sallie Riggs

A handout was given showing the two Implementations phases in one rendering and the Funding implementations in the other. Some of the schematics have changed from the Implementation and Funding drawings. The amount of pathways has reduced. The bandstand has been lowered to meet the grade so it meets ADA requirements, there are two main entrances. We are putting in all the electrical in Phase 1, bases for lighting, outlets for events. The fisherman statue isn't moving. Paving is on halt for the season along with the concrete for the pavilion and benches. All will be done in the spring. The top soil has been removed, stored and screened so when it returns it will support a strong lawn. We wanted to hydroseed but that is postponed until the spring due to the weather. There are four parcels that make up the park, NMLC, and parking.

P. Holmes: Will the budget cover is the asphalt pricing goes up?

Sallie: We get a county rate at a cheaper price. There was new contouring of the land for drainage, this will eliminate puddling.

F. Bartholomew: Is it subject to hurricane flooding?

Sallie: Anything near the canal has that potential. Limited to what we can do, workers are aware. The pavilion will be 30'x40' roughly. It's multi-purpose for an outdoor movie screen, picnic tables/benches, canvas screening.

Grant possibilities: There are two grants available. One is not viable now.

P. Holmes: How close are we to the implementation of the OSC plan?

B. Johnson: Moving along. We had our public hearing and are waiting for the Draft Summary. Our major focus has been the goals and objectives. Grant #1, is it possible to file a draft of the plan to show where we are?

Sallie: Focus on grant #2.

P. Myers: What is the total project cost?

Sallie: We are developing that, it's not ready. Consultants are putting it together.

P. Myers: Will there be another implementation phase?

Sallie: Depends on the funding.

P. Holmes: If stalled the project for a year, could we qualify for grant #1?

Sallie: If they offered it, not sure if it will be available and you'll have an open space with paths and lights. And looking at the middle of summer for 2018 before being able to do anything. I don't want to see an incomplete project hang around.

B. Johnson: Almost into the amenities phase, discussion of others (splash pad, etc). Have all the underground utilities been done for that? What if we don't support?

Sallie: No, nothing was touched on the Phase 2 Implementation. Potential correction in there, we didn't have the money to touch that other area. Town electrical. The facilities manager left, things shifted to consultants.

Hoxie: update. Allyson Bizer-Knox, John Brennan, Paul Rossi.

John: I have over 20 years in finance. We want transparent, unimpeachable reports.

Allyson: Sarah Tribuzio is with WGBH and has a fundraising background. She was the manager for the Habitat for Humanity CPC grant for Flintlock Lane.

We are developing community relations, working with Swift Church, the library and the school system. Since the spring we have raised \$50,000 from private donations and events. I have a letter from the new financial oversight company we will be working with. I'll forward it to you. We had a 3 phase plan, then thought about doing it all at once. So now we are refocusing on the 3 phases again.

Phase 1: The gym, auditorium to complete needs: fire suppression system, fire alarm upgrade, and ADA bathrooms. It will be a performance center to help pay bills. \$200,000 which isn't far off from the grant that was terminated. Project manager is included in that price.

Phase 2: classrooms

Phase 3: renovate the 3rd floor – this is way in the future.

P. Myers: What about the elevator?

Allyson: We need to reevaluate. It's not needed to open the performance center. Possible in the second phase or look at how to make the building accessible without it.

B. Johnson: I met with Hoxie on 11/21/16 along with Linda Marzelli, Dick Anderson, Neil Langille. The first grant is expended. The second grant had \$226,300 and currently has \$158,715.98 remaining. Set up separate article and if passed, the current funds would be transferred to the new article.

F. Bartholomew: What is the projected completion date of the performance center?

Allyson: Funds won't be released until July 1st then we can begin so I can't give a date yet. We have a target of next fall or the end of 2017 we hope. There are no current projects going on now. It's about \$5,000 a month in expenses, heat, insurance, my salary. We have the vet there once a week and I have an office there so the utilities are all on.

B. Johnson: You'll pay for the project manager?

Allison: We may ask for part to be covered, don't know.

B. Johnson: We definitely have money to represent us. More of a defined role than before. We need to see the Board structure, backgrounds, etc. It's a whole new ballgame.

Paul Rossi: I've been in the building business for 45 years. I'm available when needed.

Agree you need accountability at both ends.

B. Johnson: Financial is a major component.

A. Cooney: Any full time director? Any intent for other full time employees?

Allyson: Someday. Now just part time. Depends on how successful it is.

A. Cooney: I think we need to look at where we've been.

B. Johnson: Clearly define who is responsible for what.

B. Johnson: The CPA is so popular that many new communities have voted to join. Stronger legislative people.

Minutes:

3/28/16: P. Holmes made a MOTION to approve, seconded by P. Myers with 5 in favor, 1 abstention.

4/4/16: N. Langille made a MOTION to approve, seconded by F. Bartholomew with all in favor.

4/25/16: P. Myers made a MOTION to approve, seconded by F. Bartholomew with all in favor.

11/16/16: A. Cooney made a MOTION to approve with the suggested correction, seconded by F. Bartholomew with all in favor.

Next meeting: January 23, 2017 at 6pm. Distribution of applications.

With no further business before the Committee, the meeting was adjourned at 6:16pm

Respectfully submitted,
Ann Gutterson