

**DESIGN REVIEW
TO
HISTORICAL
COMMISSION**

2019

VOL. 3



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL
24 PERRY AVE.
BUZZARDS BAY, MA 02532
Contact Coreen Moore, Town Planner
PHONE: 508-759-0600 x1346 • FAX: 508-759-0611
Email: cmoore@townofbourne.com



MEETING AGENDA

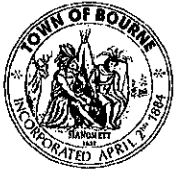
DATE: Tuesday – January 8, 2019

TIME: 9:00 am

Location: Bourne Town Hall
Lower Level Conference Room
24 Perry Ave
Buzzards Bay, MA 02532

1. Review and acceptance of minutes
2. Project Review:
 - a. 260 Main Street – Sign – Gun & Ammo Shop – Christine Reilly
3. Review Main Street concerns and ongoing issues
4. Any other new business for discussion purposes only
5. Public comments

RECORDED
2019 DEC 28 11:32:24
TOWN OF BOURNE



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611

APPROVED: *TS*
DATE: *2/12/19*



MEETING MINUTES

Date: January 8, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Marie Oliva, Pam Matheson, & Jeanne Azarovitz

Excused:

Staff: Coreen Moore - Town Planner

Public: Christine Reilly, Bourne Bridge Guns & Ammo - 260 Main Street, Michael Raush

Meeting was called to order at 9:03 am.

The Meeting Minutes of December 4, 2018 were approved on a motion by D. O'Connor and second by P. Matheson. The motion passed unanimously 4-0, with one abstention (Marie Oliva)

The Meeting Minutes of December 18, 2018 were approved on a motion by D. O'Connor and second by P. Matheson. The motion passed unanimously 4-0, with one abstention (Marie Oliva)

TOWN OF BOURNE

2019 FEB 14 PM 3:49

RECEIVED

260 Main Street - Bourne Bridge Guns & Ammo -

D. Shearer welcomed Christine Reilly and questioned her the square footage, wrong calculation was used when determining it. C. Reilly stated she would like to keep all three signs, D. O'Connor told her only one is allowed on the building.

P. Matheson stated that she did not like the large blue sign that on the building, the board agreed and also stated they like preferred the banner sign. M. Olivia what was C. Reilly's preference? Were they going to hold classes at the store?

D. Shearer stated that he did not appreciate that they put signs up before permitting and stated that she could have one sign on the building and one monument sign in front.

C. Reilly would like to keep the blue sign and take down the two other signs down because her building is so long. P. Matheson reiterated that she feels the long white, blue and yellow is more appropriate than the blue.

Town Planner made the suggestion that down the line she could put out a monument sign with the colors and look she likes. The board does not like the look of the color or the graphic, they do not harmonize with the feel of the neighborhood. A suggestion was made to separate the long banner sign onto both sides of the building.

D. O'Connor does not want to start a precedent by putting two signs on a building. Town Planner asked if there was an overhang and suggested that she could put one sign hanging from a soffit in the middle of the building.

On a motion by D. O'Connor and **seconded** by J. Azarovitz recommend that a single sign that can be a combination of the two strips signs hung centered from the soffit of no more than 78 square feet, **motion passed unanimously 5-0.**

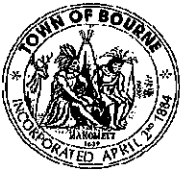
Enforcement: M. Olivia stated the BB Tavern feather banners must come down, and there are far too many stickers on the Vape Store windows that need to be taken down – Enforcement Officer to be emailed.

On a motion by M. Olivia and **seconded** by J. Azarovitz the meeting was adjourned at 9:39 am **motion passed unanimously 5-0**

Respectively submitted,

Recorded by Coreen Moore

Transcribed by Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: February 5, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a - **Hampton Inn** – Bill Kuck, Sunshine Sign Inc. – Kendall Rae Place –
Sign Review
 - 2b – **Nouria Energy Inc.** – Jon Fitch, Shell Gas Station - 282 Main Street
– **Sign Review**
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments

2019 JAN 31 PM 12:15
RECORDED

RECEIVED

2019 FEB 19 PM 3:30

TOWN OF BOURNE

APPROVED: T.S.
DATE: 2.12.19



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

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Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
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Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: February 5, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Marie Oliva, Pam Matheson, & Jeanne Azarovitz

Excused:

Staff: Coreen Moore - Town Planner, Tracy Sullivan – Administrative Assistant

Public: Jon Fitch & Robert Rich – Nouria Energy, Inc., Joseph Buchholz – Hampton Inn

Meeting was called to order at 9:03 am.

The Meeting Minutes of January 8, 2019 were not complete for meeting.

12 Kendall Rae Place – Hampton Inn – Signage

D. Shearer welcomed Joseph Buchholz representative for the Hampton Inn – Explained he is there to present the 5 sign locations for the Inn:

Sign Location #1 – Front of building, mounted on center of the building letters are 2' by 16" wide "Hampton Inn" Externally illuminated by goose neck lights, letters are burgundy, total square footage 42.35.

Town Planner questioned the length of building and how it was sized for the square footage of the sign, D. O'Connor questioned the back ground is it architectural feature of the building or a sign? Town Planner used the gun shop as an example and that the framed part is more of an architectural design of the building and not to be counted as part of the square footage of the sign. D. Shearer suggested that start to look at that more closely in the future.

Sign Location #2 Monument Sign, entrance sign location Kendall Rae Place and Perry? Brick posts are suggested, doubled sided, illuminated by ground flood lights, height of 5', total square footage 13.

Town Planner noted directional signs are exempt. Discussion pursued regarding the location, M. Olivia stated their site plan is inaccurate and asked that a new one be prepared.

Sign Location #3 Welcome signs #2, porte cochere, no illumination, red lettering, total square footage 6'

Sign Location #4 Clearance 14'-0" signs #2, porte cochere, no illumination, black lettering, total square footage 2.5'

Sign Location #5 Directional sign, off site sign, no illumination, white posts are suggested, doubled sided, total square footage 13.

Board feels the brown posts should be changed to white wooden post style as it has more of a Cape Cod feeling. Discussion pursued regarding if this sign should be a ladder sign with the "Town Hall" sign on top and a straight clean, ladder design. Needs approval of the Selectmen. Discussion followed

On a **motion** by M. Olivia and **seconded** by J. Azarovitz the Committee voted to approve one façade sign at 42.35 sf., 1- 13 sf freestanding sign with white posts at the entrance of the site at Kendall Rae Place, 2- red "Welcome" signs and 2- black "Clearance 14'0" signs on the porte cochere. The proposed off site sign shall be reviewed at a later date. **Motion passed unanimously 5-0**

282 Main Street Shell Station

D. Shearer welcomed Jon Fitch and Robert Rich of Nouria Energy, Inc., 282 Main Street Shell Station. J. Fitch explained to the board that they own the non-conforming sign at 282 Main Street and would like to come into compliance, the plans are to reduce the sign to 12' total height in the same location.

M. Olivia asked who owns the property – Gary Bourne

Town Planner stated in 2016 when the application came in they were supposed to remove non permitted signs which they didn't and if the board approves this sign they will have two monument signs which is not allowed.

D. Shearer the one thing we need to discuss is the clutter that goes along with gas stations and liquor stores, it's a problem for Main Street as we need everybody's help in cleaning up all of clutter in front of the stores.

J. Fitch responded that they came into this clutter, and suggested that the board revisit 2882 in the by law.

D. O'Connor noted that internally lit signs are not allowed and asked about the other signs on the site plan-J. Fitch stated they are only here to talk about the one non-conforming sign. Discussion followed.

D. Shearer asked why they could not have the doughnut shop, sandwich shop and gas sign on one – R. Rich replied there would be no line of sight and that people could not see past it. Town Planner reiterated you cannot have two monument signs. Suggestions followed.

Town Planner suggested take down wood sign, put sign submitted and add other signs to the one and this will give them some leeway. J Fitch stated it won't work.

J. Fitch asked for a short recess.

On a motion made by M. Olivia and seconded by J. Azarovitz to allow a short recess to Jon Fitch & Robert Rich – 282 Main Street Shell Station, **motion passed unanimously 5-0**

Enforcement: 310 Main Street, temporary sign which needed a permit - J. Azarovitz took a picture, board members agreed the sign was not appropriate large and over 12 feet. Enforcement Officer went out and Town Planner explained the owner of the business came in the day before to discuss in which she explained he needed a permit for any sign temporary or permanent. Town Planner feels that the board needs to revisit the temporary banner signs as they can be sloppy as well as revisiting the Down Town By-Laws. D. Shearer feels like the board also has to start passing out fines.

On a motion by M. Olivia seconded by D. O'Connor, to reopen the discussion on 282 Main Street Shell Station, the **motion passed unanimously 5-0**

J. Fitch and R. Rich came back to the table and requested a continuance as they would like to take the Town Planner's advice, short discussion followed –

Next meeting to be held February 12, 2019

On a motion by J. Azarovitz and seconded by M. Olivia the meeting was adjourned at 10:22 am **motion passed unanimously 5-0**

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: February 12, 2019
TIME: 9:00 am
LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a - **Nouria Energy Inc.** – Jon Fitch, Shell Gas Station - 282 Main Street
– **Sign Review**
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments

TOWN OF BOURNE

2019 MAR -1 AM 8:39

RECEIVED



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

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MEETING AGENDA

DATE: February 12, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a - **Nouria Energy Inc.** – Jon Fitch, Shell Gas Station - 282 Main Street
– **Sign Review**
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments

RECEIVED
2019 FEB -1 PM 2:34
TOWN OF BOURNE

RECEIVED

2019 MAY -8 AM 10:40

TOWN CLERK BOURNE

APPROVED: TS
DATE: April 30, 2019



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: February 12, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Marie Oliva, Pam Matheson, & Jeanne Azarovitz
Excused:

Staff: Coreen Moore - Town Planner, Tracy Sullivan – Administrative Assistant

Public: Jon Fitch & Robert Richard – Nouria Energy, Inc., Joseph Buchholz, Gary Bourne

Meeting was called to order at 9:05 am.

The Meeting Minutes of February 5, 2019 were approved with some minor changes.

282 Main Street Shell Station

D. Shearer welcomed Jon Fitch, Robert Richard, Gary Bourne, and Joseph Buchholz. G. Bourne is here to answer any questions.

J. Fitch let the board know that they are facing a hardship which is trying to put three different enterprises, (Shell, Honeydew, and Subway) all on one sign with in the maximum height as specified in the by-laws J. Fitch stated they are trying to compromise with the Design Review Board and also noted that they are having to compete with the Dunkin Doughnut's sign. A short discussion followed regarding the hardship.

Town Planner asked if they have reviewed the downtown by – laws regarding what the town likes and dislikes for signs in the downtown district. J. Fitch continued to say that after last week's (February 5, 2019) DRC meeting the board made believers out of them when it comes to removing the clutter from the lot and windows – clutter free will draw in more customers-stating that they will be removing the following: redundant signs and clutter on windows i.e. Lottery banners, cigarette posters; drive through signs, Subway sign in the window. Town Planner asked how they will keep the store operators from putting up the free signs that companies give them, G. Bourne will talk with the store managers.

D. O'Connor removing the clutter is a big step in the right direction. J. Buchholz made a few calculations and informed the board that they are reducing their signage square footage from 426 sq. ft. down to 85.5 sq. ft. by removing the high-rise Shell sign, Lolli pop signs, and price panels. Removal of the signs was reiterated and Discussion followed:

- Signs to be removed: Lolli – pop signs, large Shell sign, other small external signs as well as window and building signs/clutter-Roof sign to stay.
- We have to watch the traffic flow so we will need directional signs on the west side
- Halo lit signs would be their first choice

D. O'Connor and M. Oliva asked for clarification on the Halo lit sign they are suggesting. J. Buchholz described how the Shell logo would be lit up- it is called a stencil cut halo in which the shell and the edges would be lightly lit, stated it would be a nice clean subtle look. He also mentioned they could make it a lot brighter as used by other Shell gas stations. Discussion pursued. D. O'Connor asked for their site addresses that have the Halo lit signs, J. Buchholz, responded that they are in Worcester, MA and will send pictures. He did note that Sagamore Beach Shell did have a smaller "Halo" type sign at its location.

D. Shearer asked if Honey Dew and Subway to be included in the Halo lit sign, and J. Buchholz stated yes they could do this.

D. O'Connor asked several questions regarding the dimensions of the sign and the large amount of white that is making up the sign, discussion of minimizing the white space followed. J. Buchholz felt that reducing the white space on the sign might compromise the structure. D. O'Connor also expressed concern over the Shell's Corporate Template for signage in the downtown district.

M. Oliva asked to go back to the discussion the height hardship, a short discussion followed.

M. Oliva made a motion to allow the change in allowed maximum height of 8 feet to 12 feet to solve the onsite issues, **seconded** by P. Matheson, **motion passed unanimously 5-0**

Discussion returned to the Halo lit sign, D. Shearer asked if the board has any further questions or concerns. D. Shearer we will go with what our Town Planner approves, discussion pursued on Halo Lit signs versus internally lit signs. – Samples to be sent to Town Planner

Recap on signage to be removed:

Lolli-pop signs

Large Shell sign

All external small signage on and around building

Roof sign to stay, addition of 5 foot or less directional, drive – thru sign

On a **motion** by M. Oliva to approve sign as presented with the following conditions: the removal of signs that have been laid out for the Town Planner, signs cannot be internally lit must be a Halo lit sign to be determined by and approval by the Town Planner and **seconded** by D. O'Connor **motion passed unanimously 5-0**

Next meeting to be held March 5, 2019

On a **motion** by J. Azarovitz and **seconded** by M. Oliva the meeting was adjourned at 10:22 am **motion passed unanimously 5-0**

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: , March 5, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a – **Mr. Fence, Inc.** – Paul Longo – 310 Main Street
Sign Review
3. Review and Discussion of Design Review By-Laws
4. Enforcement
5. Any other new business for discussion purposes only
6. Public comments

TOWN CLERK DOMINIC

2019 MAR -1 AM 8:49

RECEIVED



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE *Design Review Committee*

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 * Fax: 508-759-0611



RECEIVED
2019 MAY -8 AM 10:40
TOWN OF BOURNE

MEETING MINUTES

APPROVED: w/changes TS
DATE: April 30, 2019

Date: March 5, 2019

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

Committee Members

Present: Doug Shearer, Pam Matheson, David O'Connor, Marie Oliva, Jeanne Azarovitz

Staff: Coreen Moore, Town Planner

Public: Paul Longo

Meeting was called to order by Chairman Shearer at 9:00 am.

The review and approval of meeting minutes was tabled until the next meeting.

Project Review: 310 Main Street – “Mr. Fence” Paul Longo Sign

Chairman Shearer asked Mr. Longo to explain his project.

Mr. Longo explained that this site at 310 Main Street is a satellite site to his main site in Bellingham. The sign shown on the site plan submitted does not reflect the exact look of the proposed sign. The height of the sign will be a total of 6'-0" with 6 1/2" x 6 1/2" white vinyl posts with round finials and caps as shown at the Bellingham site shown by Mr. Longo on his cell phone also as shown in his submittal during the conditional use hearing. The face of the sign will be 8'-0" x 3'-8" for a maximum of 30 square feet. The sign will be lit by ground up light.

The DRC was concerned with the base of the sign and suggested landscaping between the parking lot and fence display (24" wide) as discussed with the Assistant Town Planner, Jen Copeland previously and on site the DRC suggested specifically around the base of the sign.

There was much discussion of the landscaping and the authority of the DRC to required landscaping. Mr. Shearer explained the authority of the DRC and the process of approving signs and making recommendations to the Planning board for site approval.

Mr. Longo voiced his frustration with the process, he has been at this since November of 2018, he went to the Planning Board for a conditional use permit, which he thought was enough to go ahead with his project. He spoke to the Town Planner and asked if he could put up a temporary sign, she said yes. He then got a call from the building inspector saying there has been complaints about his sign.

D. O'Connor made a **motion, seconded** by M. Oliva to approve the sign as shown on the plan with the following changes, the sign shall have two 6 ½" x 6 ½" vertical wood covered vinyl posts, a maximum of 6' high with a 30 square foot sign face. The sign shall be lit with ground mounted lighting, with landscaping at the base using low evergreen plants. The **motion passed unanimously**.

Bylaw review:

The DRC discussed the existing bylaw and proposed no changes. M. Oliva expressed her dislike for the feather signs that are placed by various businesses. D. Shearer stated he felt there should be some mechanism to address grandfathered signs. Further discussion ensued however no changes were proposed for this town meeting.

On a **motion** by M. Oliva and **seconded** D. O'Connor by the meeting was adjourned at 9:55 am. **motion passed unanimously**

Transcribed by Coreen Moore
Respectively submitted,
Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

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Buzzards Bay, MA 02532
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Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: April 30, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
 - 2b – Main Street - Hampton Inn – Joseph Buchholz - Multi Tenant sign
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments

TOWN OF BOURNE

2019 APR 25 PM 3:05

RECEIVED

RECEIVED

2019 JUN 11 PM 12:09

TOWN CLERK BOURNE

APPROVED: TS

DATE: 06.11.19



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

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MEETING MINUTES

Date: April 30, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Pam Matheson, & Marie Oliva

Excused: Jeanne Azarovitz

Staff: Coreen Moore –Town Planner, Tracy Sullivan – Administrative Assistant

Public: Hampton Inn – Joseph Buchholz

Meeting was called to order at 9:03 am.

The Meeting Minutes of February 12, 2019 were approved and March 5, 2019 were approved with minor changes on a motion by M. Olvia and second by D. O'Connor. The motion passed unanimously 4-0

Project Reviews

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign

Applicant was not in attendance as she had to leave the state.

A motion was by M. Olvia to continue Cataumet Kitchen to the next DRC Meeting and second by D. O'Connor. The motion passed unanimously 4-0

2b – Main Street – Hampton Inn – Joseph Buchholz- Multi Tenant Sign

J. Buchholz, Hampton Inn Representative, presented drawings of the proposed off site (Main Street) multi-tenant sign based on his last meeting with the DRC. Proposing to raise it to 8', using existing sign adding 4 panels underneath for future businesses to use and the Bourne Town Hall sign remaining on top

M. Oliva is concerned the panels will remain blank for a while D. Shearer had a concern that if the Hampton Inn has a sub-business ie: restaurant – and that they are limiting themselves to just the four sign panels and asked for thoughts on raising sign to be able to accommodate more sign panels.

Town Planner stated that they would not be restricting themselves as she feels more panel could be added at a later time – if they added more panels now it would be a lot of white space. Town Planner also noted that if the Design Review Committee approves/recommends the sign the Select Board would have to approve as well.

Discussion regarding the possible new businesses that might be coming in and added to the sign followed.

Location of the sign

The position of the sign to remain in the same location after discussing other potential locations ie: closer to the Main Street or further west on Main Street, safety of pedestrians and vehicles being able to see the signs were also discussed. J. Buchholz also stated that the people are aware of seeing the sign in that location.

Placement and color of sign

J.B Buchholz stated the Town of Bourne sign should be moved up so the boards would not be too low. Town Planner noted they could go up to 12 feet if needed, J. B suggested maybe going up to 10 feet stating that bigger is not always better. No lights will be used.

Color of Hampton Inn sign to be The Hampton Inn a darker blue color, panels to be white.

D. Shearer asked who is responsible for the upkeep and maintenance of the sign, concerned of businesses coming and going – J. Buchholz notes that the sign was donated to the town but The Hampton Inn will take care of their signs and the other businesses should be responsible for their own signs. Town Planner noted it is a town sign and will speak to the Town Manager who is liable for the sign.

J. Buchholz recommended not putting up additional signs until the business actually come in. D. Shearer is also concerned how the sign will look once they start adding and taking down the signs. P. Matheson wants to make sure that the new business coming in cannot go any bigger than what they agreed on. J. B Buchholz agreed with P. Matterson and questioned how will this be controlled? Town Planner stated they must make it clear on all details of the sign for future DRC board members.

- Up to four panels each entities sign must be no larger than 10 ½ inches by 8 inches each – any more must be approved first
- Signs to be 8 feet 6 inches - to increase the height of the sign it must be approved by the DRC –
- Town of Bourne sign to be raised higher
- Permit/approval needed for signs
- After DRC approval/recommendation to the Town Select Board to be approved
- Blank signs not to be put up until needed

On a motion made by M. Oliva, and **seconded** by P. Matheson the sign post should be no higher than 8 feet 6 inches, signs to be no more than 10 ½ inches by 8 inches with the potential of 4 signs, no lighting to be used, and will be placed in the location specified on the map presented by J. Buchholz, Hampton Inn the motion **passed unanimously 4-0**

Enforcement

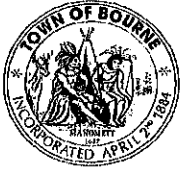
The Golf cart shop and Buzzards Bay Tavern were discussed regarding cart placement and feather banners. The bike shop should be issued a fine, warnings have been given and ignored – Town Planner to speak with the Enforcement Officer.

Next meeting to be held tentatively, May 21, 2019

On a motion by D. O'Connor and **seconded** by P. Matheson the meeting was adjourned at 9:56 am motion **passed unanimously 4-0**

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
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Jeanne Azarovitz

TOWN OF BOURNE *Design Review Committee*

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MEETING AGENDA

DATE: May 28, 2019
TIME: 9:00 am
LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn

TOWN OF BOURNE

2019 MAY 21 AM 11:41

RECEIVED



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson
 Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
 cmoore@townofbourne.com
 Phone: 508-759-0615 x4 * Fax: 508-759-0611

APPROVED: T. Sullivan
 DATE: 8.8.19



MEETING MINUTES

Date: May 28, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Pam Matheson, Marie Oliva, & Jeanne Azarovitz

Excused:

Staff: Coreen Moore –Town Planner, Tracy Sullivan – Administrative Assistant

Public: 127 Main Street – Cataumet Kitchens – Barbara Spaulding

Meeting was called to order at 9:03 am.

2019 AUG 12 PM 3:21
 TOWN OF BOURNE

Project Reviews

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign

B. Spaulding greeted the board, noted that this is her 3rd location in Bourne first time in front of the DRC – her store is located in the old Antique Asylum location.

Town Planner let the board know B. Spaulding has already put her signs up prior to addressing the board for approval. B. Spaulding apologized and explained that she was not told she need to apply to the Design Review Committee for a permit. M. Oliva explained the board needs to comply with the by-laws as well and mentioned the owner of the building should have been aware.

Moving forward D. O'Connor asked what the total square feet of the signs they are, Town Planner approximated the sq. footage at 27.55 square feet – D. Shearer estimates that they are 6 ½ square feet over the area allowed on the window.

The board agrees the signage is very well done, D. O'Connor asked if there is anything inside like furniture or cabinets that can be placed as a statement that would draw people in as well. Board asked what part of the sign was more important to her, B. Spaulding stated the Kitchen & Baths Interior Design are the most important signs. Board suggests that The Design First sign can be made smaller and added to the door, she can also do a pedestrian sign as well as a sign on the façade. Discussion followed regarding if the windows can be considered one window, the board agreed it can be considered one window. Town Planner noted that the Downtown signage bylaws can be found online.

D. Shearer asked if she was going to have a grand opening and would like to put temporary flags out, B. Spaulding stated she does want to have a temporary grand opening sign and would like to hang an American flag, board agreed and stated it should be in her sign permit application.

Discussion followed regarding keeping her signs in compliance with the Down Town By-Laws and both the Board and B. Spaulding agreed that she would supply new sign plans to the Town Planner's office before her next scheduled meeting.

A motion was by M. Olvia to continue Cataumet Kitchen to the next DRC Meeting on June 11, 2019 and second by D. O'Connor. The motion passed unanimously 5-0

Next meeting to be held tentatively, June 11, 2019

Enforcement

Buzzards Bay Tavern is still putting feather banners in the flower pots on the bump outs, Coastal Motors put brand new feather banners out, and the bike shop is still putting bikes out on the bump outs as well. After further discussion the Town Planner suggested as their staff representative, that they need to send out letters from the Design Review Committee and officially ask the Town Manager for a full time

dedicated official enforcement officer that could service the whole town. The Town Planner noted that to request the dedicated enforcement officer the board needs to take a vote and write a letter to the Town Manager, copy both the Select Board and the Finance Committee. In addition, the Town Planner recommends doing this early as the budgets are being put together now.

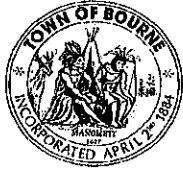
The Town Planner also feels that they go back and review the by law for some type of flexibility, on a case to case application.

No further comments were made, next meeting to be held, June 11, 2019.

On a motion by D. O'Connor and seconded by P. Matheson the meeting was adjourned at 9:56 am motion passed unanimously 5-0

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: June 11, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes

2. Project Reviews:

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
(CONTINUED FROM 5.28.19)

3. Enforcement

4. Any other new business for discussion purposes only

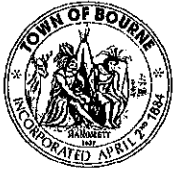
5. Public comments

6. Adjourn

TOWN OF BOURNE

2019 JUN -6 PM 12: 54

RECEIVED



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson
 Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL • 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
 cmoore@townofbourne.com
 Phone: 508-759-0615 x4 * Fax: 508-759-0611

APPROVED: T.Sullivan

DATE: 08.08.19



MEETING MINUTES

Date: June 11, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Pam Matheson, Jeanne Azarovitz & Marie Oliva
 Excused:

Staff: Coreen Moore –Town Planner, Tracy Sullivan – Administrative Assistant

Public: Cataumet Kitchens – Barbara Spaulding

Meeting was called to order at 9:00 am.

2019 SEP -9 PM 2:28
 TOWN OF BOURNE

Project Reviews

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign

Barbara Spaulding was not present at the meeting

Enforcement

The Town Planner sent out the enforcement letters to Coastal Motors, Buzzards Bay Tavern, and Griggs & Browne both property owner and business owner. The Town Planner stated the only violation letter that did not go out was Canal Cruisers because they are putting the bikes on town property and that is considered trespassing and is a police matter in which she discuss with the Town Manager.

J. Azarovitz had concerns regarding Mr. Fence that the flowers that were supposed to be planted, were not. D. O'Connor agreed and was also concerned that there are too many signs clustered in that one area. Town Planner to send letter.

Botanicals a new business on Main Street has opened and has not applied for a sign permit-M. Oliva will stop by and speak with them.

Discussion regarding fines followed, D. Shearer asked who receives the fine when you have a property owner and a business owner? D. O'Connor asked who has to pay it. Town Planner explained they both receive letters, but is on the business owner to pay the fine. If the fine is not paid a lien could be placed on the property as far as the Town Planner knows.

Other Business for Discussion Purposes Only

J. Azarovitz brought up for discussion the lighting on Main Street especially on the west end, feels that it is too dark and when people are leaving restaurants, other businesses, or out just walking it is hard for the motorist to see the pedestrian. Discussion followed regarding more lighting and maybe painted on "speed bumps".

127 Main Street – Cataumet Kitchens – Barbara Spaulding - Signage

Regarding B. Spaulding's lack of presence at the meeting today the board will send a letter informing her that she needs to be present at the next DRC meeting or they would have to deny her application.

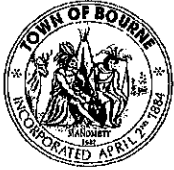
No further comments were made, next meeting to be held, July 2, 2019.

On a motion by M. Oliva and **seconded** by D. O'Connor the sign application for 127 Main Street was continued until Tuesday, July 2, 2019 **motion passed unanimously 5-0**

On a motion by M. Oliva and **seconded** by D. O'Connor the meeting was adjourned at 9:34 am **motion passed unanimously 5-0**

Respectively submitted,

APPROVED: *T Sullivan*
DATE: 8.8.19



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: June 11, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Pam Matheson, Jeanne Azarovitz & Marie Oliva
Excused:

Staff: Coreen Moore –Town Planner, Tracy Sullivan – Administrative Assistant

Public:

Meeting was called to order at 9:00 am.

2019 AUG 12 PM 3:21
TOWN OF BOURNE

Project Reviews

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign

Barbara Spaulding was not present at the meeting

Enforcement

The Town Planner sent out the enforcement letters to Coastal Motors, Buzzards Bay Tavern, and Griggs & Browne both property owner and business owner. The Town Planner stated the only violation letter that did not go out was Canal Cruisers because they are putting the bikes on town property and that is considered trespassing and is a police matter in which she discuss with the Town Manager.

J. Azarovitz had concerns regarding Mr. Fence that the flowers that were supposed to be planted, were not. D. O'Connor agreed and was also concerned that there are too many signs clustered in that one area. Town Planner to send letter.

Botanicals a new business on Main Street has opened and has not applied for a sign permit-M. Oliva will stop by and speak with them.

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Other Business for Discussion Purposes Only

J. Azarovitz brought up for discussion the lighting on Main Street especially on the west end, feels that it is too dark and when people are leaving restaurants, other businesses, or out just walking it is hard for the motorist to see the pedestrian. Discussion followed regarding more lighting and maybe painted on "speed bumps".

127 Main Street – Cataumet Kitchens – Barbara Spaulding - Signage

Regarding B. Spaulding's lack of presence at the meeting today the board will send a letter informing her that she needs to be present at the next DRC meeting or they would have to deny her application.

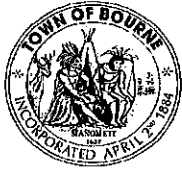
No further comments were made, next meeting to be held, July 2, 2019.

On a motion by M. Oliva and **seconded** by D. O'Connor the sign application for 127 Main Street was continued until Tuesday, July 2, 2019 **motion passed unanimously 5-0**

On a motion by M. Oliva and **seconded** by D. O'Connor the meeting was adjourned at 9:34 am **motion passed unanimously 5-0**

Respectively submitted,

Tracy Sullivan



Douglas Shoarer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson
 Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Office of the Town Planner
 Coreen Moore, Town Planner
cmoore@townofbourne.com
 Phone: 508-759-0600 ext. 1346



MEETING AGENDA

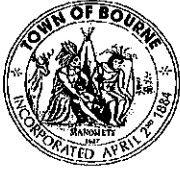
DATE: July 2, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
 Downstairs Conference Room
 24 Perry Avenue
 Buzzards Bay MA 02532

2019 JUN 27 PM 12:59
 TOWN CLERK BOURNE
 508-759-0600

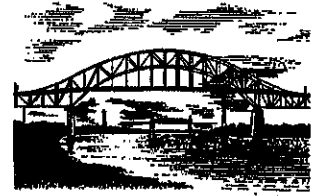
1. Review and acceptance of minutes
2. Project Reviews:
 - 2a 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
 (CONTINUED FROM 5.28.19 & 6.11.19)
 - 2b 85-93 Main Street - Vincent Michienzi - Signs
 - 85 Main St. - Buzzards Bay Brewery
 - 89 Main St. - Vela Juice Bar
 - 91 Main St. - Krua Thai
 - 93 Main St. - West End Pizza
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
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Phone: 508-759-0600 ext. 1346



CANCELLED

MEETING AGENDA

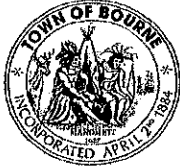
DATE: July 2, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
(CONTINUED FROM 5.28.19 & 6.11.19)
 - 2b 85-93 Main Street - Vincent Michienzi - Signs
 - 85 Main St. - Buzzards Bay Brewery
 - 89 Main St. - Vela Juice Bar
 - 91 Main St. - Krua Thai
 - 93 Main St. - West End Pizza
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn

2019 JUL 15 10:05 AM
TOWN OF BOURNE
001-759-0600



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: Thursday - August 8, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign
(CONTINUED FROM 5.28.19 & 6.11.19)
 - 2b 85-93 Main Street - Vincent Michienzi - Signs

85 Main St. - Buzzards Bay Brewery
89 Main St. - Vela Juice Bar
91 Main St. - Krua Thai
93 Main St. - West End Pizza
 - 2c 100 Main St. – Vincent Michienzi – Site Review
 - 2d 50 Cohasset Ave – VCS Veterinarian Clinic - Building Façade Sign
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
4. Adjourn

TOWN OF BOURNE

2019 AUG - 5 PM 1: 58

RECEIVED

APPROVED: T. Sullivan

DATE: 09.10.19



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: August 8, 2019

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

Committee Members

Present: Doug Shearer, David O'Connor, Pam Matheson, Jeanne Azarovitz & Marie Oliva

Excused:

Staff: Coreen Moore –Town Planner, Tracy Sullivan – Administrative Assistant

Public: William Grant - Planning Board, Barbara Spaulding – Cataumet Kitchens, Noreen and Michaela Michienzi – Mic's Ice Cream, Chris Farrell, Zackary Basinski – Bracken Engineering, Matt Anderson - Kiwi Signs & Marine Graphics

Meeting was called to order at 9:06 am.

The Meeting Minutes of May 28, 2019 and June 11, 2019 were approved on a motion by M. Olvia and second by D. O'Connor. The motion passed unanimously 5-0

2019 SEP 16 PM 12:21
TOWN OF BOURNE
COMMUNICATIONS

Project Reviews

2a – 127 Main Street – Cataumet Kitchen – Barbara Spaulding – Sign

B. Spaulding has presented a new plan – The sign that was to the right of the door with the name, description of store and phone number will be moved onto the door. B. Spaulding is taking the board's suggestion to install a two sided hanging sign 24" by 12" M. Oliva asked if the lettering was white and Black, B. Spaulding replied the lettering will be white and blue.

D. Shearer asked the board if there were any other comments or concerns, there were none.

On a motion by M. Oliva and seconded by D. O'Connor the sign application was approved as submitted for 127 Main Street motion passed unanimously 5-0

On a motion by M. Oliva and seconded by J. Azarovitz 50 Cohasset Avenue to be taken out of order motion passed unanimously 5-0

50 Cohasset Avenue – VCS Veterinary Clinic - Matt Anderson - Kiwi Signs & Marine Graphics Façade Sign

M. Anderson introduced himself and is here on behalf of Dr. Abbo – he explained that he sent revisions to the board as he is taken over the permitting process and the dimensions were a little off. He explained that his sign is made out of a recycled plastic, High Density Urethane – will hold up against weather and vandalism. Die cut Logo will be 1.5" HDU painted blue and mounted to façade with stainless steel pins, Die cut letters will be .5" thick painted a dark blue and mounted with a silicon base adhesive.

On a motion by M. Oliva and seconded by P. Matheson the sign application was approved as submitted for 50 Cohasset Ave, motion passed unanimously 5-0

85 Main St. - Buzzards Bay Brewery, 89 Main St. – Vela Juice Bar, 91 Main St. – Krua Thai, & 93 Main St. – West End Pizza – Vincent Michienzi – Zachary Basinski –Bracken Engineering - Signs

N. Michienzi – Started the presentation noting that the signs cannot be seen on the façade and will be centered over each business's door, she also noted 3 out of the 4 signs will be wood and the 4th will be a combination of wood and steel mounted to bead board above the windows.

Buzzards Bay Brewery – Black and white with a steel logo - wood & steel – 16' x 16"

Vela Juice Bar – Orange and green logo - wood 16' x 16"

Krua Thai – Yellow and red the same as Krua Thai 2 – wood 12' x 16"

West End Pizza – is a place holder – wood 12' x 16"

Lighting will be installed as discussed in an earlier meeting – D. Shearer noticed there is too much white on some of the signs. N. Michienzi stated that it is because of the way the signs are centered and it is how it is portrayed on her computer. D. O'Conner agreed that Vela's sign has too much white around the logo

and questioned the length of the sign, which is 16ft long - P. Matheson noted that some of the signs were longer and asked the reason for this? N. Michienzi stated that the store fronts were different sizes. Discussion pursued and the board agreed that the sign for Vela Juice Bar should be reduced from 16ft to 12ft. Town Planner concurred and added that the sign for the West End Pizza was a place holder and that the board should recommend that any future business's signs should conform to what is in place now.

On a motion by D. O'Connor and seconded by M. Oliva the sign logos were approved as submitted with exception of for 127 Main Street Vela Juice Bar's sign which will be reduced from 16ft to 12ft. motion passed unanimously 5-0

100 Main St. – Mic's Main Scoop - Vincent Michienzi – Zachary Basinski –Bracken Engineering – Signs

Z. Basinski from Bracken Engineering introduced himself to the board and gave some history on the building that is there now (Krua Tai), circa 1925 was deemed non-significant and will be allowed to be renovated.

- Krua Tai to relocate the business to 91 Main St.
- Building will go from 726 square-foot to a 904 square-foot building, 178± addition
- Gray asphalt roof shingles
- Gray plank or similar shingles on building
- 2 walk up windows
- 5 signs and one menu board – to the right when you walk in

Sign A – Front of building 12 sq. ft. white with 6" black letters "Sundaes Floats" - pvc or composite

Sign B – Special signage 12x84 7 sq. ft. white with 5" black letters - pvc or composite

Sign C –Right side of building Special sign (Mic's Main Scoop – ½ circle) 27x96, 12.5 sq. ft. – white with 5" black letters - pvc or composite

Sign D – Rear of building 12 sq. ft. white with 6" black letters "Sundaes Floats" - pvc or composite

Sign E - Special signage 12x84 7 sq. ft. white with 5" black letters - pvc or composite

Town Planner noted that they have multiple façade signs in front and back which the by-laws do not allow.

- Gooseneck lighting proposed
- Dumpster with roll out barrels & 6 ft. vinyl fence – Discussion pursued regarding the placement of the dumpster. D. Shearer suggested turning the opening to the dumpster 90°
- Parking – 4 onsite, 6 offsite, 1 handicap spot – will reduce standard parking by 2 to allow for walk up windows

Discussion regarding parking/public parking pursued – Town Planner stated parking is at a premium. D. O'Conner suggested they have customer only parking signs or 30 minute parking limit signs.

D. Shearer summarized what was presented for 100 Main St. and asked for any further questions or concerns.

- o 1 main, primary sign with the name of the business – 4 signs on front and back not to include name of business
- o Menu is not included in the total sign sq. footage (up to 2 pages on menu board)
- o Town Planner to confirm the sq. footage of total signage – will compare with the building permit application.
- o Dumpster to be turned 90° so you will not see trash from Main St. - Barrels are the same size as the residential barrels (4ft) – suggested lowering the proposed 6 ft fence enclosure and maybe plantings in front
- o Landscaping consisting of 2 plantings
- o Signs as submitted to be verified by town planner, recommend rotating the trash enclosure and add plantings if space allows

On a motion by M. Oliva and **seconded** by J. Azarovitz to approve the signs as submitted and verified by the Town Planner as well as rotating the trash enclosure 90° and adding plantings if the space allows, **motion passed unanimously 5-0**

Enforcement

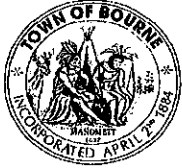
Buzzards Bay Tavern, who had to go in front of the Selectmen and the wire signs that are appearing along Main Street were discussed. Town By-laws versus Main Street DRC by-laws were also discussed. Other businesses/properties St. Margaret and the Terminix business. Terminix was asked to take down their banners and complied right away, were as St. Margaret still has temporary signs up – Town Planner to send a letter.

Other Business for Discussion Purposes Only

On a motion by M. Oliva and **seconded** by D. O'Connor the meeting was adjourned at 10:17 am **motion passed unanimously 5-0**

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

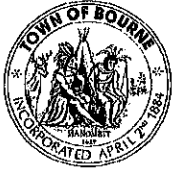
DATE: Tuesday - September 10, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2019 SEP -9 AM 11:22
TOWN OF BOURNE

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a 239 Main St. – Felicita Monteiro COA Director - Community Building – Temporary Fair signs
 - 2b 89 Main St. - Vela Juice Bar Ana Walsh - Signs
 - 2c 85-93 Main St. – Vincent Michienzi – Bracken Engineering - Site Review
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611

APPROVED: TS

DATE: 10.01.19



MEETING MINUTES

Date: September 10, 2019

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

Committee Members

Present: David O'Connor, Pam Matheson, Jeanne Azarovitz & Marie Oliva

Excused: Doug Shearer, Chairman

Staff: Tracy Sullivan – Administrative Assistant

Public: Felice Monteiro - Director Council on Aging, Zackary Basinski – Bracken Engineering for Vincent Michienzi, Ana Walsh & Daniel Anthony – Vela Juice Bar

Meeting was called to order at 9:03 am.

The Meeting Minutes of August 8, 2019 were approved on a motion by J. Azarovitz and second by P. Matheson. The motion passed unanimously 4-0

2019 OCT -1 PM 3:20
TOWN OF BOURNE
RECEIVED

Project Reviews

2a – 239 Main Street – Veterans Community Building- Felicita Monteiro, COA Director – Temp. Signs

F. Monteiro introduced herself and explained the use and placement of the event signs:

- Event - Health Fair at the Council on Aging – 35 vendors – 150 to 200 people, well attended
- 10 event signs – 5 with the details and date of event – 5 signs for the day of “Health Fair Today”
- Signs are white with purple lettering
- Metal signs
- Signs to be put up on the grassy area between the sidewalk and parking lot
- 5 to be put out 3 days before, 5 more the day of, all to be removed the immediately after the event

D. O’Conner asked the board if there were any other comments or concerns, there were none.

On a motion by M. Oliva and **seconded** by P. Matheson the temporary event signs were approved as submitted in addition will be put up no more than three days before event and taken down no more than one day after the event for 239 Main Street **motion passed unanimously 4-0**

89 Main St. – Vela Juice Bar – Ana Walsh & Daniel Anthony - Signs

A. Walsh introduced herself as part owner of Vela Juice Bar, noting they also have a juice bar in Plymouth, MA. - A. Walsh explained that the sign design that was approved by the DRC, is not what they wanted and per the Town Planner’s comments made adjustments to the new sign design plans.

- Reduced the blade sign down to 36”
- Reduced the glass door decals to 25% of the doors
- “Open” flag 5 ft. by 3 ft. not to hang below the 8 ft. mark
- Side walk sandwich sign double sided not to exceed 36 inches tall

D. O’Conner noted that the Open flag must not drop below the 8 ft mark and along with the Sandwich sign must be brought in at the end of every business day.

On a motion by M. Oliva and **seconded** by P. Matheson to approve the signs as submitted, **motion passed unanimously 4-0**

85-93 Main St. – Vincent Michienzi – Zachary Basinski – Bracken Engineering - Site Review

Z. Basinski representing V. Michienzi, property owner here to address the project change for 85-93 Main Street. Changes:

- Previously approved garage/dumpster/storage building has been eliminated
- Dumpster pad enclosed with a 6ft. white vinyl fence added
- Second floor area associated with 93 Main St. was expanded during construction in July 2019, to provide additional seasonal seating and off season storage

- The exterior patio associated with 85 Main St. has been eliminated and replaced with a stone game area such as corn hole and added picnic tables
- Stage area reduced

Discussion pursued regarding the above changes and when they were made. D. O'Conner asked how many more seats will be available for use during the busy season – Z. Basinski said it was originally approved for 185 seats in which they added 40 additional for a total of 225. J. Azarovitz mentioned she does not like the idea of the view the second floor seating offers when you look down – which is asphalt and very bleak looking. The board agreed and D. O'Conner asked that they find a way to brighten up the back scape by maybe adding color to the asphalt, planters, and dressing up the lally columns. The board agreed that they need more than an asphalt alley.

On a motion by M. Oliva and **seconded** by J. Azarovitz 85-93 was continued to the next meeting to review the site plan and the walk way, **motion passed unanimously 4 -0**

Enforcement

Discussion regarding having an in house enforcement officer who is already familiar with the businesses and violations was pursued.

Other Business for Discussion Purposes Only

Next meeting to be Tuesday, October 1, 2019 at 9am.

On a motion by J. Azarovitz and **seconded** by M. Oliva the meeting was adjourned at 9:44 am **motion passed unanimously 4 -0**

Respectively submitted,

Tracy Sullivan



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE *Design Review Committee*

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: Tuesday - October 1, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a 239 Main St. – Friends of Bourne COA – Community Building – Carol MacDonald – Temporary Event Signs
 - 2b 227 Main St. – James McLaughlin Mixed Use – Bracken Engineering - Site Review
 - 2c 100 Main St. – Mics Ice cream Scoop – Michaela Michienzi – Bracken Engineering - Site Review
 - 2d 85-93 Main St. – Vincent Michienzi – Bracken Engineering - Site Review
(Continued from September 10, 2019)
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn

TOWN CLERK BOURNE

2019 SEP 26 AM 10:34

RECEIVED

APPROVED: T. Sullivan
DATE: 11.05.2019



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE *Design Review Committee*

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: October 1, 2019

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

Committee Members

Present: Doug Shearer-Chairman, David O'Connor, Pam Matheson, Jeanne Azarovitz & Marie Oliva
Excused:

Staff: Coreen Moore-Town Planner, Tracy Sullivan – Administrative Assistant

Public: Zackary Basinski – Bracken Engineering for Vincent Michienzi, Noreen Michienzi,
Michaela Michienzi, James McLaughlin

Meeting was called to order at 9:03 am.

The Meeting Minutes of September 10, 2019 were approved on a motion by J. Azarovitz and second by P. Matheson. The motion passed 4-0 with 1 abstention.

RECEIVED
2019 NOV -8 AM 10:28
TOWN CLERK BOURNE

Project Reviews

239 Main Street – Veterans Community Building- Carol MacDonald Friends of Bourne COA & Food Pantry – Temp. Signs

The Town Planner informed the board that temporary event signs do not have to come in front of the Design Review Committee per Bourne Zoning By-Law 2889a, which states that “flags or emblems of government, political, civic, philanthropic, educational or religious organizations, displayed on private property, as long as such flag or emblem does not exceed 15 square feet” shall be exempt from the requirements of the DTD sign regulations.

In addition, the Bourne Council on Aging in the future will not need to file a DRC application for event signs as long as the requirements are adhered to.

Permanent signs will be required to file an application with the DRC.

D. Shearer asked the board if there were any other comments or concerns, there were none.

227 Main St. – James McLaughlin – Mixed Use – Zachary Basinski – Bracken Engineering - Site Review

Z. Basinski introduced himself as the representative for James McLaughlin, owner of 227 Main St., changes: Update building will be opened up by removing the screen on the front porch. Balconies to be included on the front of building, commercial parking lot in the back, onsite lighting same as Veterans Building. Project is mixed use office and two residential apartments.

D. O’Connor & J. Azarovitz would like to see two Sugar Maples instead of three Norway Maples in front and to buffer the back parking lot from the Community Building using 3-4ft. evergreen shrubs.

D. Shearer asked of the colors noted on the sketches is what will be used on the building – J. McLaughlin replied yes.

D. Shearer asked the board if there were any other comments or concerns, there were none.

On a motion by M. Oliva and **seconded** by P. Matheson to approve the plans as submitted with the recommendation to replace the Norway Maples with Sugar Maples on the lawn and to buffer the rear parking lot between 227 Main St. and 239 main St. with low 3-4ft. evergreen shrubs, **motion passed unanimously 5-0**

100 Main St. – Michaela Michienzi – Mic's Scoop - Zachary Basinski – Bracken Engineering - Site Review

Revisions:

- Onsite parking is being removed
- Closing up curb cuts
- Adding green space to front of building
- Creating raised patio with seating
- Dumpster will be shrunk to hold 90 gallon barrels, moved to rear of building and screened in by a 5 ft. fence. Fence will be high quality untreated cedar that naturally weather and not made out of inexpensive solid white vinyl.

Board feels these changes are a vast improvement, Town Planner noted that the town is creating a downtown parking plan and has reached an agreement with the National Marine Life Center to allow for public parking. D. O'Connor noted that the property line is 8ft back from the public sidewalk and asked if they received approval from the DPW to seed the green space and if so is the applicant committed to maintaining this area. Z. Basinski responded that they have received approval from the DPW Director and his client will maintain and cover all associated costs. Discussion pursued on trees to be planted, DPW to supervise applicants work on closing the curb cuts and side walk.

On a motion by M. Oliva and **seconded** by P. Matheson to approve the plans submitted on September 9, 2019 for 100 Main Street with the revisions presented and conditions as noted, **motion passed unanimously 5-0**

CONDITIONS

1. **Patio/Front of Building Wall** – To be made out of stone i.e. Field stone or equal.
2. **Patio** – Pavers, scored or stamped concrete or equal - No Stamped asphalt
3. **Patio Fence** – To be glass between white vinyl posts or iron rails to match park rails/fencing.
4. **Dumpster Fence** – To be untreated Cedar 5 ft. fence.

85-93 Main St. – Vincent Michienzi – Zachary Basinski – Bracken Engineering - Site Review

Z. Basinski is back in front of the board to address modifications made since the last DRC approval, he passed out revised site photographs. The following modifications were discussed in length.

- The 2nd floor level was extended out by 7ft.
- Concealing the Lally columns using a white column cover.
- Planters to help conceal Lally columns.
- LED lighting under overhang-natural light during the day.
- Stamped/painted asphalt under overhang and along the side of the building-applicant is waiting on new tenant before they decide on a color.
- Stone game area
- Patio
- Raingarden
- Dumpster located in rear with 6ft fencing

D. O'Connor discussed the outstanding noncompliant issues to date regarding 85-93 Main Street as well as what the board approves is what the applicant will deliver with no short cuts. The Town Planner and D. O'Connor noted the expansion of the 2nd floor dining area can only be used for overflow seating per the Town's Building Inspector and the timing of the back scape to be put into place after the winter months.

N. Michienzi said that the development team would prefer to delay installation of the rear exterior dining area at 93 Main Street until spring.

On a motion by M. Oliva and **seconded** by P. Matheson to approve the plans submitted for 85-93 Main Street on September 9, 2019 with the revisions presented and conditions as noted by the Town Planner, motion passed unanimously 5-0

1. **10' Walk way**– Stamped asphalt.
2. **Patio** behind restaurant # 93 Main St. shall be made non pervious materials i.e.: pavers.
3. **Brewery game area** crushed stone or pavers/field stone.
4. **Dumpster** as presented; on pad and screened by 6ft. white vinyl fence.
5. **Replace tree** that was removed on island size 3-3 1/2 in diameter.
6. **Rain garden** to be completed as originally designed at entrance of Cohasset Ave.
7. **Under the overhang** – stamped asphalt, patio like feel and LED light under overhang.
8. **Columns** as submitted.
9. **Planters** – to be substantial and upscale, to be administratively approved.
10. **Town Planner** made note that the 2nd floor dining area can only be used for over flow per the Building Inspector and timing of back scape to be put into place.
11. **Detailed rear exterior dining area** plans for 93 Main Street shall be submitted for review in the spring.

Enforcement

Town Planner stated the Town Engineer that he is very busy with his other duties, the town hired a new Building Inspector who is training for the next few months and her recommendation is that the Town Administration give the Town Planner's Office the power to enforce signs in the Down Town Area only.

Other Business for Discussion Purposes Only

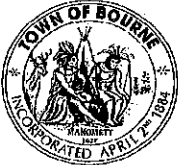
The board asked about the new Mass Maritime Parking lot across from Town Hall, a short discussion followed.

Next meeting to be as needed.

On a motion by M. Oliva and **seconded** by D. O'Connor the meeting was adjourned at 9:44 am motion passed unanimously 5 -0

Respectively submitted,

Tracy Sullivan
Administrative Assistant



Douglas Shearer, Chairman
 David O'Connor, Vice Chairman
 Marie Oliva
 Pam Matheson
 Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
 Contact: Office of the Town Planner
 Coreen Moore, Town Planner
 cmoore@townofbourne.com
 Phone: 508-759-0600 ext. 1346



MEETING AGENDA

AMENDED

DATE: Tuesday – November 5, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
 Downstairs Conference Room
 24 Perry Avenue
 Buzzards Bay MA 02532

RECEIVED
 2019 OCT 30 PM 2:54
 TOWN OF BOURNE

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a- 340 Main Street - Gas Station - 340 Main Street, LLC - Halim A. Choubah, P.E.
Site Review
 - 2b- 101 Maple Ave – Jaspers Too – Tabitha Vasconcelos– William Lockwood -
Architectural
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE *Design Review Committee*

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0600 ext. 1346



MEETING AGENDA

DATE: Tuesday – November 5, 2019

TIME: 9:00 am

LOCATION: Bourne Town Hall
Downstairs Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

1. Review and acceptance of minutes
2. Project Reviews:
 - 2a– 340 Main Street - Gas Station - 340 Main Street, LLC - Halim A. Choubah, P.E.
Site Review
3. Enforcement
4. Any other new business for discussion purposes only
5. Public comments
6. Adjourn

2019 OCT 28 PM 12:38
TOWN OF BOURNE

RECEIVED

2020 FEB -4 PM 12: 42

TOWN CLERK BOURNE

APPROVED: *T. Sullivan*

DATE: *2.4.20*



Douglas Shearer, Chairman
David O'Connor, Vice Chairman
Marie Oliva
Pam Matheson
Jeanne Azarovitz

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0611



MEETING MINUTES

Date: November 5, 2019

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

Committee Members

Present: Doug Shearer, Chairman David O'Connor, Pam Matheson, & Jeanne Azarovitz
Excused: Marie Oliva

Staff: Coreen Moore – Town Planner, Tracy Sullivan – Administrative Assistant

Public: Halim A. Choubah, P.E., Tabitha Vasconcelos, Shawn McCurry & William Lockwood, R.A.

Meeting was called to order at 9:08 am.

The Meeting Minutes of October 1, 2019 were approved with minor changes on a motion by D. O'Connor and second by P. Matheson. The motion passed unanimously 4-0

Project Reviews

2a – 340 Main Street - Gas Station - 340 Main Street, LLC - Halim A. Choubah, P.E. Site Review

D. Shearer welcomed H. Choubah to the DRC Meeting in which H. Choubah representing the 340 Main Street, LLC gave some back ground on his client and the property to be developed.

Proposed Plan:

Raze existing building and construct a 6,000 sf gas station and retail stores, three units' total – there are no tenants for these units as of yet:

- 1) 2,000 sf convenience store
- 2) 2,000 sf retail store
- 3) 2,000 sf coffee/deli-fast food

Gas station to consist of five pumps with canopy – tenant already found. Canopy to have a Cape Cod Design using architectural shingles

Discussion:

- J. Azarovitz let H. Choubah know that she is one of the reviewers for the Planning Board.

Parking:

- Town Planner stated people will park at the gas pumps and run into the store after purchasing gas, for this reason these spaces are part of the total parking spaces allowed. J. Azarovitz asked if the parking lot was full could people park along side of the road, Town Planner replied no there will be no street parking allowed.

Signs:

- D. O'Connor stated that there is not enough information for the signs on this project, H. Choubah stated because this is their first meeting in front of the DRC Board and the fact that they do not have all tenants in place, they will need more time and stated that they will be in compliance with the Downtown signage by-laws.

D. O'Connor noted that just for now that they keep in mind that he has 30 sq. ft. of sign space and that cannot be backlit. Town Planner continued this discussion by detailing the sign approval process with the DRC.

D. Shearer asked if they had any sign location proposals at this time, H. Choubah replied that they do on the east end of the property but as stated before once they have logos and more information they will come back in front of the board to discuss. D. O'Connor stated that it would be helpful to know where the tree line is on the site plan, because the sign will not be able to be seen from the west bound lane. Discussion pursued.

Building Colors:

- D. Shearer asked if the colors on the plans are accurate to what they will be using – H. Choubah stated that they have no preference and that they would like to hear what colors the board would like to see them use. Materials will be high grade. D. Shearer asked the board if they had any comments or concerns on the architectural, J. Azarovitz noted that she likes the architectural that are being presented.

Landscaping and Screening:

- D. Shearer asked the board if they had any comments or concerns on what they know about the landscape design at this point. D. O'Connor asked about the retention/detention basins and noted that he is concerned that the basins are right up on their property line and can be seen from the highway. He would like to see some landscaping/screening, as he is afraid what it will look like. D. O'Connor also commented on the level changes (5 ft. drop) at the basins and asked if they had thought about the liability and what they plan on handling this. H. Choubah replied that they are aware of and they would be using screening fencing and/or trees and shrubs.

D. O'Connor mentioned that regarding the step wall he noticed that in the details they will only be using crushed stone around the step wall and no filter fabric, he is afraid to see what it would look like in 18 months. D. O'Connor showed pictures of how Stop and Shop handled this issue. H. Choubah agreed that this needs to be addressed (whether with shrubs and/or fencing) with the Planning Board as well. J. Azarovitz also noted that it is dangerous to children and pets. Town Planner let the applicant know that chain link fences are not allowed in the Down Town Area.

Lighting:

- More details on the light poles needed

D. Shearer asked if there were any other comments or issues to this point:

- No signs on the canopy
- Would like to have input on the details that were not proposed at this meeting; colors, lighting fixtures, landscaping.
- Would also like to see detailed landscaping design for the basins.
- Materials used need to be of quality material.
- D. Shearer stated signs must come back in front of the board, when you do come back with your signage for your tenants, please ask them to refrain from putting extra cardboard signs, decals, wire signs, and taped up things in the store windows.

On a motion by D. O'Connor and second by J. Azarovitz to recommend the site plans to the Planning Board and that the signs and design will need to come back in front of the DRC prior to a building permit being issued, the motion passed unanimously 4-0

2b- 101 Maple Street – Jaspers Too – Tabitha Vasconcelos– William Lockwood - Architectural

Wm. Lockwood, Architect presented plans to the board for Jaspers' Too that included:

- Small expansion of the office, with handicap access.
- Addition of a second floor owner's apartment.
- Second egress stairs in the rear of building.
- Existing 17 parking spaces.
- New Signage: State to remove and replace old free-standing sign.
- Colors are to remain the same and will be carried up to the second floor.

Currently has 12 units and the owners are living in unit 6. D. O'Connor asked if adding the second floor apartment would change the number of parking spacing that will need to accommodate the guests. T. Vasconcelos stated that the current 17 parking spaces are more than they need even with the new apartment. Town Planner stated that the only site changes are the egress stairs in the back.

D. Shearer asked if there was any new signage, Wm. Lockwood noted the sign on the roof will be removed and added to the new second floor balcony. T. Vasconcelos also informed the board that due to the state's plan to redo the rotary (Belmont Circle), they will be taking part of her land to install a pedestrian path and will need to remove their old free-standing sign and replace it with a new one as the old one is nonconforming with the Downtown's By-Laws. In addition, T. Vasconcelos also noted that the state will also be giving her a new fence and they will be renaming the motel when the old signs come down.

The Board agreed that the improvements look very nice and wished her luck moving forward.

On a motion by D. O'Connor and second by J. Azarovitz to approve the second floor plans as presented, the motion passed unanimously 4-0

Enforcement

Brief discussion regarding the signs around Belmont Circle, Mobile Gas Station pursued, they seem to have taken down the wired signs.

Other Business for Discussion Purposes Only

D. O'Connor asked the Town Planner about parking at gas pumps. The Town Planner stated that people seem to run into the stores while still parked at the pump, whether or not they are paying for the gas or buying something in the store, discussion pursued.

On a motion by D. O'Connor and seconded by J. Azarovitz the meeting was adjourned at 9:52 am motion passed unanimously 4 -0

Respectively submitted,

Tracy Sullivan

Amended Agenda

Town of Bourne Education Committee Meeting

Wednesday, March 13th, 2019

5:00 pm in the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532

2019 MAR 13 PM 9:33

2019 MAR 13 PM 9:33

2019 MAR 13 PM 9:33

Agenda:

1. **Review of finances for current school year for education fund and scholarship fund.**
2. **Review of applications for the Spring 2019 grant cycle and selection of grant recipients.**
3. **Review of committee assignments and positions.**
4. **New business as needed.**

Submitted 3/7/19

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

RECEIVED

2019 MAR -1 PM 4: 11

TOWN CLERK BOURNE

Town of Bourne Education Committee Meeting

Wednesday, March 13th, 2019

**5:30 pm in the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532**

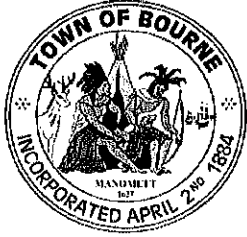
Agenda:

1. **Review of finances for current school year for education fund and scholarship fund.**
2. **Review of applications for the Spring 2019 grant cycle and selection of grant recipients.**
3. **Review of committee assignments and positions.**
4. **New business as needed.**

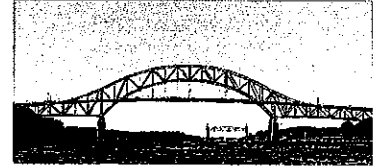
Submitted 3/1/19

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



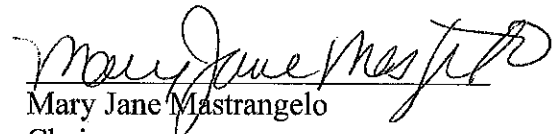
MEETING NOTICE

Joint Session with Finance committee and Board of Selectmen

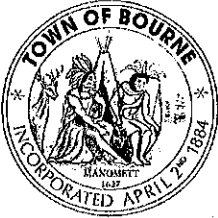
<u>Date</u>	<u>Time</u>	<u>Location</u>
January 15, 2019	7:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

2019 JAN 11 PM 1:06
TOWN OF BOURNE
COMMUNITY CENTER

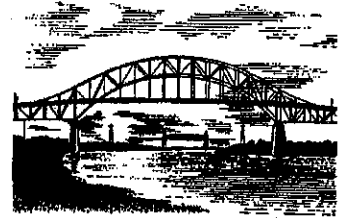
- 7:00 P.M. Joint Meeting – Finance Committee and Board of Selectmen
1. Town Administrator's Budget Message for FY 2020
 2. GENERAL BUDGET DISCUSSION
 3. Adjourn


Mary Jane Mastrangelo
Chairman

Date: January 11, 2019



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00

MEETING NOTICE

Finance Committee
Monday, January 28, 2019
7:00PM

Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

RECEIVED
 2019 JAN 24 04:11:18
 TOWN OF BOURNE

The Finance Committee will hold a non-televised Workshop to review FY20 Budget and Finances.

NOTE: If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

- 1) Call to order
- 2) Note any absent or excused members.
- 3) Workshop Discussion on Finances and the FY20 including:
 - Financial Policy
 - Fiscal Reserve Guidelines based on FY20 budget proposal
 - Free Cash History and Analysis
 - Waterways and Ambulance Funds
 - Sources and Uses – Revenue and Expenditures
 - Debt Schedule - Debt Exclusion History
 - Revenue Assumptions and the Cherry Sheet
 - Tax Levy and Proposition 2 1/2
 - OPEB
 - Long Term Plan
 - Tips on Reviewing Department Budgets
 - Supplemental Staffing Worksheets – what info does FinCom Need?
 - Any other Financial considerations regarding the FY20 budget
- 4) Discuss FinCom Department Liaisons for FY20
- 5) Adjourn

Mary Jane Mastrangelo
 January 23, 2019

MM		BL	
MF		GS	
RG		JS	
AB		WT	
RL		RW	
KL			

RECEIVED

Town of Bourne Finance Committee

2019 FEB -7 PM 12: 23

Meeting Minutes

TOWN CLERK BOURNE

Bourne Veterans Memorial Community Building

239 Main St. Bourne, MA 02532

January 28, 2019

I. Call to order

Chair Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on January 29, 2019. Ms. Mastrangelo announced the meeting was a Workshop that was not being recorded for television replay and asked if anyone in the audience was audio or videotaping the meeting. She acknowledged Michael Rausch was recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, , Renee' Gratis, Brian Lemee', Kathleen LeGacy, Rich Lavoie, Amanda Bongiovanni, Jim Sullivan, and Robert Wheeler.

Members Excused: Michele Ford, Dr. William Towne, George Smith.

Also Present: Tom Guerino, Glenn Cannon, Michael Rausch and Selectman Peter Meier.

Documents: Agenda, Workshop PowerPoint

III. Agenda Items

The Finance Committee reviewed and discussed the Finance Committee FY20 Workshop PowerPoint.

Finance Committee Workshop – FY20

January 28, 2019

This Workshop is based on information available at the time of presentation. Budget and Financial information will change during FY19 and the FY20 the budget process.

- This workshop is an opportunity to have a more in-depth discussion about the financial policies of the Town, the financial position of the Town in terms of policy, some recent history, some trends to look for, how the revenues and expenditures work and how the tax rate is set.
- The discussion is meant to be interactive and questions for clarification are encouraged. The major purpose of the Workshop is to allow for questions and in-depth discussion that there is not always time for in our budget review meetings.

Town of Bourne - Financial Management Policies and Guidelines

- **The policies are designed to ensure the Town's sound financial condition now and in the future. Sound financial condition may be defined as:**
 - **Cash Solvency:** The ability to pay bills in a timely fashion
 - **Budgetary Solvency:** The ability to annually balance the budget
 - **Long- Term Solvency:** The ability to pay future costs
 - **Service Level Solvency:** The ability to provide needed services
 - **Infrastructure Solvency** The ability to maintain infrastructure
- **It is equally important that the Town maintain flexibility in its finances to ensure that the Town is positioned to react and respond to changes in the economy and new service challenges without measurable financial stress.**

BUDGET GUIDELINES

- The Town defines a balanced budget as a budget in which revenues are greater than or equal to expenditures. The Commonwealth of Massachusetts requires all municipalities to present a balanced budget each year as a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined period of time.
- **General Fund Operating Budget (GFOB) is defined as the operating budget (Town, Schools, Shared Costs and Debt Service). It does not include general articles, off-budget expenses, Enterprise Funds or Capital.**
- Note that Sources and Uses has a line item that shows what the GFOB is for the current and proposed budgets.

Budget Proposal-GFOB is \$68,646,934 as we evaluate the proposed budget in terms of our Financial policies this is the key number that is used.

GENERAL FUND EXPENSES				
	Budget 2019	Proposed Budget 2020	\$ Increase / Decrease 2019	% Increase /Decrease 2019
Town Budget				
Administrative Services-Salaries	2,151,987	2,294,387	142,400	6.62%
-Expenses	1,304,560	1,368,532	63,972	4.90%
Public Safety Services-Salaries	9,158,134	9,228,011	69,877	0.76%
-Expenses	1,374,069	1,509,378	135,309	9.85%
Public Works Services-Salaries	1,819,192	1,842,979	23,787	1.31%
-Expenses	852,376	894,746	42,370	4.97%
Health & Human Services-Salaries	601,495	624,943	23,448	3.90%
-Expenses	421,831	429,318	7,487	1.77%
Culture & Recreation Services-Sa	732,278	751,727	19,449	2.66%
-Expenses	180,450	191,975	11,525	6.39%
Total Town	18,596,372	19,135,995	539,624	2.90%
Schools				
Bourne School Department	22,567,543	23,357,407	789,864	3.50%
Upper Cape Technical School	2,983,269	2,904,016	(79,253)	-2.66%
Total Schools	25,550,812	26,261,423	710,611	2.78%
Shared Costs				
Shared Costs-Public Utilities	1,300,000	1,300,000	0	0.00%
Shared Costs	14,052,596	14,753,622	701,026	4.99%
Total Shared Costs	15,352,596	16,053,622	701,026	4.57%
Total Operating Budget	\$59,499,780	\$61,451,041	\$1,951,261	3.28%
Capital Budgets				
Debt Service Budget Non Exempt	2,823,589	2,918,009	94,420	3.34%
Debt Service Budget Exempt	3,278,032	4,277,884	999,852	30.50%
Total Debt Service	6,101,621	7,195,893	1,094,272	17.93%
Total General Fund Budget	\$65,601,401	\$68,646,934	\$3,045,533	4.64%

FISCAL RESERVES GUIDELINES

- The Town's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. Reserves are a resource to sustain a community during an economic downturn and may provide for cash flow needs until major revenues are received, reducing or eliminating the need for short-term borrowing. Rating agencies and investors also view reserves favorably as evidence of the community's financial flexibility.
- The Town will endeavor to establish and maintain the following reserve levels:
 - **A. Free Cash: To have a certified Free Cash balance of at least 5% of the current Fiscal Year General Fund Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 5% of the General Fund Operating Budget during the Fiscal Year.**
 - *Free Cash is Certified by the Mass. Dept. of Revenue each year as of the end of the Fiscal Year.*
 - *As of 6/30/18 Free Cash was Certified at **\$8,967,073**.*
 - *5% of the FY20 Proposed GFOB Budget of \$68,646,934 = **\$3,432,347**. We started the Fiscal Year with Free Cash in excess of policy.*
 - *Prior to the Financial Policy change in 2015 we only tracked Free Cash for the policy at the certification. Now we keep track of Town Meeting expenditures of Free Cash during the year. In 2015 the Policy for the Use of Free Cash as an operating revenue for the budget was changed.*
- Use of Reserves
- **Free Cash:** The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting.

Why is it important to track Free Cash? And why did we change the Financial Policy for Free Cash in 2015? Before the Policy Change the 5% was only measured at the time of certification.

	FREE CASH ANALYSIS FY2015/FY2016	Free Cash Expensed & Proposed FY15 & FY16	Free Cash Balance	FY16 % of GFOB	Excess over 5% of GFOB	Policy Allowance FC for Budget
	GFOB = Sources and Uses Operating Budgets plus Debt Service			\$57,674,883.00		
	5% of GFOB			\$2,883,744.15		
	CERTIFIED FREE CASH BALANCE 7/1/2014					
10/27/14 STM	OPEB	(\$200,000)	\$4,897,346	8.5%		
10/27/14 STM	Accrued Compensated Absences	(\$100,000)	\$4,697,346	8.1%		
10/27/14 STM	Unpaid Bills	(\$287)	\$4,597,346	8.0%		
10/27/14 STM	Capital - Cardiac Compressors	(\$28,000)	\$4,569,059	7.9%		
1/26/15 STM	Unpaid Bills	(\$614)	\$4,568,445	7.9%		
1/26/15 STM	Wastewater Advisory	(\$3,000)	\$4,565,445	7.9%		
1/26/15 STM	Reserve Fund	(\$70,000)	\$4,495,445	7.8%	\$1,611,701	\$805,850
5/4/15 ATM	Proposed for FY16 Operating Budget	(\$1,792,345)	\$2,703,100	4.7%	(\$180,644)	(\$90,322)
5/4/15 ATM	Proposed for FY16 Capital Direct Expenditure	(\$369,800)	\$2,333,300	4.0%	(\$550,444)	(\$275,222)
5/4/15 ATM	Proposed 2016 ATM Warrant Articles	(\$73,500)	\$2,259,800	3.9%	(\$623,944)	(\$311,972)
5/4/15 STM	Proposed STM Article for FY15 deficits (Group Health and Snow and Ice)	(\$865,000)	\$1,394,800	2.4%	(\$1,488,944)	(\$744,472)
	Total used after May Town Meeting	(\$3,502,546)				
6/30/2015	State Revenue Actual vs. Estimate	(\$14,540)	(\$14,540)	0.0%	(\$2,898,284)	(\$1,449,142)
6/30/2015	Local Receipts Actual vs. Estimates	\$741,468	\$726,928	1.3%	(\$2,156,816)	(\$1,078,408)
6/30/2015	Budget Turnbacks Actual vs. Estimate	\$1,192,707	\$1,919,635	3.3%	(\$964,109)	(\$482,055)
6/30/2017	Other Year end adjustments	\$1,619,201	\$3,538,836	6.1%	\$655,092	\$327,546
10/19/2015	Unpaid Bills	(\$2,733)	\$3,541,569	6.1%	\$657,825	\$328,912
10/19/2015	Amendments to Budget turned back to free cash	\$1,028,684	\$4,570,253	7.9%	\$1,686,509	\$843,254
	\$763,661 FC For Budget instead of \$1,792,546					

**This is a simple calculation of the possible increases and decreases to free cash but does not include any year end adjustments done to certify free cash.

Free Cash History

Fiscal Year	Certified Free Cash	As of	Total Voted During		Used for Following		Used for Current		Transfer to	
			Fiscal Year	Fiscal Year	Fiscal Years Budget	Fiscal Years Budget	Used for Capital	Stabilization	Used for Articles	
2005	\$ 1,890,990.00	7/1/2004	\$ 1,890,990.00	\$ 700,929.00	\$ 248,853.00	\$ 941,208.00				
2006	\$ 1,107,031.00	7/1/2005	\$ (668,167.36)	\$ (700,929.00)		\$ 32,761.64				
2007	\$ 3,911,948.00	7/1/2006	\$ 1,459,656.57	\$ 553,850.00	\$ 30,749.72	\$ 82,102.00				
2008	\$ 4,262,471.00	7/1/2007	\$ 1,662,337.40	\$ 650,478.00	\$ 181,980.53	\$ 129,878.87				
2009	\$ 5,252,603.00	7/1/2008	\$ 2,034,697.39	\$ 859,245.00	\$ 22,500.00	\$ 21,490.39				
2010	\$ 4,897,336.00	7/1/2009	\$ 1,854,907.32	\$ 1,780,737.00		\$ 74,170.32				
2011	\$ 4,347,334.00	7/1/2010	\$ 1,340,687.00	\$ 800,000.00	\$ 8,000.00	\$ 15,000.00				
2012	\$ 5,099,679.00	7/1/2011	\$ 1,908,921.73	\$ 1,400,000.00	\$ 144,395.00	\$ 195,000.00				
2013	\$ 6,510,383.00	7/1/2012	\$ 3,216,255.99	\$ 1,400,000.00	\$ 464,500.00	\$ 757,364.62				
2014	\$ 5,700,480.00	7/1/2013	\$ 2,422,060.00	\$ 2,004,000.00	\$ 107,800.00	\$ 310,260.00				
2015	\$ 4,897,346.00	7/1/2014	\$ 3,429,046.00	\$ 1,792,345.00	\$ 865,000.00	\$ 373,901.00				
2016	\$ 3,538,836.00	7/1/2015	\$ 846,676.25	\$ 892,405.00	\$ (648,682.00)	\$ 353,194.88				
2017	\$ 6,714,795.00	7/1/2016	\$ 2,154,899.65	\$ 795,300.00	\$ 349,836.27	\$ 364,083.38				
2018	\$ 7,847,739.00	7/1/2017	\$ 2,515,149.71	\$ 1,095,696.00	\$ 204,500.00	\$ 547,584.06				
2019 _{Page 9}	\$ 8,691,073.00	7/1/2018	\$ 869,595.15	\$ 100,162.00	\$ 46,000.00	\$ 723,433.15				

What contributes to Free Cash?

- Revenue Over/Under Budget which is State Aid Revenue and Local Receipts
- Expenditure Turn Backs which are unspent budgets
- Other Miscellaneous income, fees and adjustments during the Fiscal Year. Some examples are: FEMA reimbursements, tax title or other property sales, and mitigation fees.
- When looking at Sources and Uses some of this is on the revenue side and some is on the expenditure side – but all of these are estimates when the budget is presented and can change over the year based on actual revenue or expenditures.

Revenue Over/Under Budget & Expenditure Turn Back History

Fiscal Year	State Revenue Over/Under Budget	Local Receipts Over/Under Budget	Expenditure Turn Backs
2010	(9,526)	525,361	612,968
2011	(25,592)	453,640	1,406,482
2012	8,146	882,013	1,635,873
2013	(217,165)	1,353,923	831,020
2014	38,893	1,076,627	608,379
2015	(14,540)	741,468	1,192,707
2016	(51,148)	1,906,148	764,400
2017	(66,207)	1,414,243	1,677,121
2018	(122,981)	1,097,683	1,896,073

Budget VS Actual Local Receipts FY2018

FROM LOCAL RECEIPTS	Budget	Actual	Difference	% over budget
Motor Vehicle Excise	\$ 2,649,966.67	\$ 3,269,644.95	\$ 619,678.28	123.38%
Other Excise (Hotel & Boat)	\$ 125,000.00	\$ 142,561.08	\$ 17,561.08	114.05%
Meals Tax	\$ 375,000.00	\$ 445,288.81	\$ 70,288.81	118.74%
Penalties/Interest on Taxes	\$ 225,000.00	\$ 180,740.37	\$ (44,259.63)	80.33%
Payment In Lieu of Taxes	\$ 20,000.00	\$ 28,676.25	\$ 8,676.25	143.38%
Recreation	\$ 1,160,000.00	\$ 1,215,405.57	\$ 55,405.57	104.78%
Other Departmental Revenue	\$ 325,000.00	\$ 333,733.00	\$ 8,733.00	102.69%
Licenses and Permits	\$ 625,000.00	\$ 731,357.58	\$ 106,357.58	117.02%
Fines and Forfeits	\$ 125,000.00	\$ 152,514.58	\$ 27,514.58	122.01%
Investment Income	\$ 39,709.00	\$ 187,531.25	\$ 147,822.25	472.26%
Other Federal Revenue	\$ 20,000.00	\$ 30,036.48	\$ 10,036.48	150.18%
Energy Credits	\$ 650,000.00	\$ 753,095.74	\$ 103,095.74	115.86%
Other Miscellaneous Income	\$ 103,506.00	\$ 71,148.18	\$ (32,357.82)	68.74%
Total Local Receipts	\$ 6,443,181.67	\$ 7,541,733.84	\$ 1,098,552.17	117.05%

Appropriation & Expenditures FY2018

	Encumbered Balance 7/1/2017	Appropriation	Expended	Transfers & Budget Amend	Closed to Fund Balance	Encumbered 6/30/2018
General Government	32,321.07	3,167,012.00	3,077,783.04	155,841.00	244,976.25	32,414.78
Public Safety	14,162.89	9,750,012.00	9,702,655.65	177,057.89	232,606.46	5,970.67
Education	31,748.95	24,968,352.00	24,917,684.38		18,338.10	64,078.47
Public Works	5,096.00	2,481,943.00	2,443,315.61	108,900.00	150,175.04	2,448.35
Human Services	2,433.00	947,702.00	940,975.28	27,600.00	35,306.81	1,452.91
Culture & Recreation	1,249.75	873,739.00	845,547.57	3,500.00	32,842.38	98.80
Debt Services		4,837,474.00	4,812,744.32		24,729.68	
Shared Costs	<u>35,349.99</u>	<u>14,969,623.00</u>	<u>14,107,178.48</u>	<u>140,501.11</u>	<u>986,919.18</u>	<u>51,376.44</u>
Total General Fund Budget	122,361.65	61,995,857.00	60,847,884.33	613,400.00	1,725,893.90	157,840.42

USE OF RESERVES GUIDELINES

- To the maximum extent possible, the Town shall only appropriate reserves as follows:
- Free Cash, Stabilization Fund and Overlay Surplus: funds in excess of reserve policies established for each **may be used for one-time, non-recurring expenses such as capital projects and equipment, emergency expenses and to fund the OPEB Trust Fund.**
- Capital Stabilization Fund will be used to support the annual capital budget and to fund large capital expenditures.
- **The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting.**

Proposed FY19 – FY20 Use of Free Cash

	**FREE CASH ANALYSIS FY2020 Budget	Free Cash Expended & Proposed FY2019- FY2020	Free Cash Balance	FY20 GFOB	Excess over 5% of GFOB	Policy Allowance FC for Budget
	GFOB = Sources and Uses Operating Budgets plus Debt Service			\$68,646,934.00		
	5% of GFOB			\$3,432,346.70		
	CERTIFIED FREE CASH BALANCE 7/1/2018					
10/1/2018	Unpaid Bills (STM Article 1)	(\$6,832)	\$8,961,073	13.1%	\$5,528,726	\$2,764,363
10/1/2018	FY2018 Budget Amendment (STM Article 2)	(\$100,162)	\$8,954,241	13.0%	\$5,521,894	\$2,760,947
10/1/2018	STM Article 3	(\$25,000)	\$8,854,079	12.9%	\$5,421,732	\$2,710,866
10/1/2018	OPEB Contribution (STM Article 6)	(\$541,601)	\$8,829,079	12.9%	\$5,396,732	\$2,698,366
10/1/2018	BHS Roof Feasibility Study (STM Article 7)	(\$150,000)	\$8,287,478	12.1%	\$4,855,131	\$2,427,566
10/1/2018	Capital Article (STM Article 9)	(\$46,000)	\$8,137,478	11.9%	\$4,705,131	\$2,352,566
5/6/2019	Proposed Free Cash for FY20 Capital Article*	(\$869,772)	\$8,091,478	11.8%	\$4,659,131	\$2,329,566
5/6/2019	Proposed Free Cash for FY20 Budget*	(\$1,100,000)	\$7,221,706	10.5%	\$3,789,359	\$1,894,680
			\$6,121,706	8.9%	\$2,689,359	\$1,344,680
	Total Used	(\$2,839,367.15)				
	* Proposed for ATM May 2019					
	** This is a simple calculation of the possible increases and decreases to free cash but does not include any year end adjustments done to certify free cash.					

Note: FY18 – FY19 Free Cash Analysis at the May 2018 ATM had spent \$2,476,234 Free Cash leaving \$2,086,443 Excess after the ATM

The increase in Free Cash is a positive trend but it leads to questions.

- What is Free Cash?
- How much Free Cash should we have?
- Are there Budget Turn-backs because the Budgets are too high?
- Are there Budget Turn-backs because of budget freezes or departments not spending due to budget concerns?
- How should we use Free Cash that is in excess of policy?
- Can Free Cash be used to give some relief to the taxpayers?

To be considered over the next few months:

- Should we consider using some of the Excess Free cash:
 - To reduce the Tax Levy? *Reduce the impact of the debt exclusions and create excess levy capacity.*
 - To increase Capital Stabilization? *Put aside money for the Southside Fire Station or other large capital projects.*
 - To reduce the OPEB Liability? *To reduce future liabilities.*
 - To increase the Stabilization Fund? *If needed to meet policy.*
- Or, should it be left as Free Cash? *To provide flexibility.*

Taxpayer Impact - Notice the \$1,050,038 increase in Debt Exclusion and the 5.63% increase in the Tax Levy.

FISCAL 2019 & 2020 SOURCES & USES OF FUNDS				
GENERAL FUND REVENUES				
	Budget 2019	Proposed Budget 2020	Decrease over 2019	/ Decrease over 2019
Property Taxes				
Prior Year Tax Levy Limit	45,011,685	46,738,964	1,727,279	3.84%
2.5% Allowance	1,125,292	1,168,474	43,182	3.84%
New Growth	601,987	550,000	(51,987)	-8.64%
Override				
Sub-total	46,738,964	48,457,438	1,718,474	3.68%
Debt Exclusion	3,153,154	4,203,192	1,050,038	33.30%
Cape Cod Commission Tax	189,907	194,654	4,747	2.50%
Unused Levy Capacity	(43,044)		43,044	-100.00%
Total Tax Levy	\$50,038,981	\$52,855,284	\$2,816,303	5.63%

Tax Rate Debt Exclusion

	4,203,192	1,050,038	Increase
FY2020 estimated			
FY2019	3,153,154	1,197,742	
FY2018	1,955,412	432,205	
FY2017	1,523,207	450,093	
FY2016	1,073,114	(21,780)	
FY2015	1,094,894	(11,292)	
FY2014	1,106,186	(20,164)	
FY2013	1,126,350	57,864	
FY2012	1,068,486		

Option 1: Excess Levy Capacity

Excess levy capacity is a potential municipal reserve that arises out of the operation of Proposition 2 1/2. It is the difference between the maximum property tax revenue a community is permitted to raise under Proposition 2 1/2 rules (levy limit) and the tax revenue actually raised (levy). If a city or town creates excess levy capacity, it can in subsequent years build the reserve by again taxing less than the levy limit or it can tap into this taxing capacity to finance municipal spending.

Using Free Cash to reduce the levy in FY20 and create unused levy capacity could reduce the impact on the taxpayers this year – but could be tapped in the future if additional funding is needed.

Example 1 : \$500,000 of Free Cash to reduce the tax levy to a 4.63% increase instead of 5.63%

FISCAL 2019 & 2020 SOURCES & USES OF FUNDS				
GENERAL FUND REVENUES				
	Budget 2019	Proposed Budget 2020	Decrease over 2019	/ Decrease over 2019
Property Taxes				
Prior Year Tax Levy Limit	45,011,685	46,738,964	1,727,279	3.84%
2.5% Allowance	1,125,292	1,168,474	43,182	3.84%
New Growth	601,987	550,000	(51,987)	-8.64%
Override				
Sub-total	46,738,964	48,457,438	1,718,474	3.68%
Debt Exclusion	3,153,154	4,203,192	1,050,038	33.30%
Cape Cod Commission Tax	189,907	194,654	4,747	2.50%
Unused Lew Capacity	(43,044)	(500,000)	(456,956)	1061.60%
Total Tax Levy	\$50,038,981	\$52,355,284	\$2,316,303	4.63%

Example 2 : \$1,000,000 of Free Cash to reduce the tax levy to a 3.63% increase instead of 5.63%

FISCAL 2019 & 2020 SOURCES & USES OF FUNDS					
GENERAL FUND REVENUES					
	Budget 2019	Proposed Budget 2020	Decrease over 2019	/ Decrease over 2019	
Property Taxes					
Prior Year Tax Levy Limit	45,011,685	46,738,964	1,727,279	3.84%	
2.5% Allowance	1,125,292	1,168,474	43,182	3.84%	
New Growth	601,987	550,000	(51,987)	-8.64%	
Override					
Sub-total	46,738,964	48,457,438	1,718,474	3.68%	
Debt Exclusion	3,153,154	4,203,192	1,050,038	33.30%	
Cape Cod Commission Tax	189,907	194,654	4,747	2.50%	
Unused Levy Capacity	(43,044)	(1,000,000)	(956,956)	2223.20%	
Total Tax Levy	\$50,038,981	\$51,855,284	\$1,816,303	3.63%	

Option 2: Capital Stabilization

- Funded with ISWM Host Community Fees in excess of the \$600,000 budgeted Host Community Fee
- June 30, 2018 Certified Capital Stabilization Fund Balance is \$1,128,197.97
- \$200,080 Proposed to be used for the FY20 Capital Improvement Plan
- On Average about \$200,000 of excess host community fees is added to the fund each year
- Future uses are Southside Fire Station project or other projects – we have the fund but haven't established a policy for spending guidelines
- Making good progress based on excess host community fees from ISWM

Option 3: OPEB

- FY18 Certified OPEB Trust Fund Balance: \$1,868,590.36
- October 2018 Town Meeting appropriation: \$541,601 (10% of Excess Free Cash)
- Budgeted amount for FY20 is \$110,199 (\$50,000 last year plus 10% of FY19 Actual New Growth of \$601,987)
- Policy is for a minimum of \$250,000 into the fund each fiscal year.
- At the Fall Special Town Meeting 10% of Excess Free Cash should be appropriated again.
- Making Good Progress – Focus on meeting policy.

Option 4: Stabilization Fund

- June 30, 2018 Certified Stabilization Fund Balance:
\$3,953,766.45
- Financial Policy calls for 6% of GFOB = \$4,107,896
- An appropriation of \$154,130 is needed to be within policy – less any interest earned.

- Option 5: Leave Excess as Free Cash – perhaps make adjustments at Fall Special Town Meeting based on actual certified Free Cash – this gives the most flexibility — Remember FY15 deficits in Health Insurance and Snow & Ice that had to be covered

- **No answers now – just food for thought during the budget process and for recommendations to Town Meeting.**

Budget Review

- This Workshop is not going to spend time on Specific Line Expenses as reviewing budgets is the major way that the Finance Committee spends its time.
- There are however, a couple of things to note in the proposed budget:
- The GFOB budget increase for FY20 is 4.64% over FY19 and revenue is at 4.81% increase.
- The biggest percentage increase in expenditures is Debt Service for Exempt Debt 30.50% which is an increase of \$999,852. This increase is offset by Debt Exclusion revenue on the Tax levy that has been approved by the voters.
- Snow and Ice is a unique budget. Once the Annual Budget for Snow and Ice has appropriated the budget can not be reduced in the future. Snow and Ice is level funded this year. It is also the only budget that can run at a deficit and carry over to the next year. For many years the budget was kept at \$92,900. However, after the \$531,000 deficit that had to be covered in 2016 the budget was increased in FY17 to \$338,000. That amount has been close to actual over recent years and the account is level funded for FY20.

Overall Budget Trend

- Is the total increase in Expenditures in line with the increase in Revenues?
- On Sources and Uses for the proposed FY20 budget General Revenues are shown increasing 4.81% without Free Cash and the General Fund Operating budget increase shown is 4.64%.
- This is a positive trend.
- The use of Free Cash for the budget has decreased \$95,858 from the total FY19 use of Free Cash but is \$8,000 more than at the ATM last year.
- This is a trend that needs to be monitored at the Fall Special Town Meeting.
- While reducing the use of Free Cash for the Operating Budget is a goal – if it is consistently less than \$1,100,000 and Free Cash balances are stable or increasing it does not raise an alarm.

Budget Process

- By Charter the Budget presented to Town Meeting is the Selectmen's Budget.
- The Town Administrator recommends a budget to the Board of Selectmen by 1/15.
- The Board of Selectmen then vote to amend the budget or forward as recommended to the Finance Committee by 2/1.
- The Finance Committee reviews the budget and makes a recommendation to Town Meeting.
- At one time the budget reports provided to the Finance Committee included a column for both the \$ increase and % increase over the current year appropriated budget – these columns are not in the reports this year.
- One deficiency in the Financial Software that the Town uses is that it can not accurately calculate the percentage increase in the budget over the prior year which was done in the past.
- **Would the Finance Committee like to have at least the \$ increase over prior year included in the budget pages?**
- For the last few years I have created Excel spreadsheets for most departments to calculate the percentage increase analysis and to track the increase in salaries and the increase in expenses. This is very labor intensive and I will probably not do it this year.

Budget Book columns:

- There several columns in the budget book:
- 2018 App = The total Actual appropriation for FY18 including budget adjustments during the year.
- 2018 Exp = The total Actual expenditure for FY18.
- 2019 App = The total appropriation for the current year FY19 including budget adjustments that have been made by reserve fund transfer or at the Special Town Meeting in October.
- 2019 Exp = The expenditures year-to-date as of the date the budget page was printed (shown on the bottom right of the page (most are 01/08/2019 around 12:59 PM). Note this is not a full year expenditure and that many line items have higher expenditures during the active summer months or during the winter heating season.
- 2020 Req = the Request of the Department Head for his/her department budget.
- Adopted = the Recommendation of the Town Administrator for that department budget.
- Select Rec = an open space for changes by the Board of Selectmen.

Tips on reviewing department budgets:

- When looking at the budget is helpful to compare prior year Appropriation (FY18 App) to prior year Actual Expenditures (FY18 Exp).
- Was the actual expenditure the same, lower or higher than the appropriation?
- How does the FY20 request compare to the current year (FY19) appropriation?
- How does the request compare to the prior year actual expenditure?
- Is there an explanation for any differences?

Revenue Considerations

- **State Aid** – estimated at level funded – current Cherry Sheet shows both increased revenue and increased assessments – current net revenue is a deficit but this will be adjusted over the budget process.
- **Local Receipts** – conservative estimates – estimated revenue has been increasing, but do not want to over-estimate revenue.
- **Other Revenue Sources** – are administrative costs for ISWM and Sewer and the ISWM Host community fee.
- **Special Revenues** – Revenue from designated sources such as CPA, the Ambulance Fund and the Waterways fund.

State Aid

- The budget proposal shows a net state aid with no change.
- The Governor's FY20 Budget Cherry Sheet shows a net reduction in state aid of \$138,056 (after assessments) .
- The difference between revenue and assessments needs to be monitored.
- State Aid numbers will change between now and Town Meeting during the state's budget process.

Local Receipts – mostly level funded with a few exceptions.

- Typically Motor Vehicle Excise is conservatively estimated. This year the revenue estimate is increased \$305,000 (note this may impact future free cash).
- Other Excise (Hotel Room Occupancy and Boat) is a small increase. The short term rental tax will increase the room occupancy receipts but the amount of additional revenue is uncertain this year.
- Marina Revenue is level funded.
- Investment income has increased \$204,000.
- Energy credit income increased \$75,000.
- Overall Local Receipts are increased \$580,451

Special Revenues

- Conservation Commission, CPA Fund Debt Service and Title 5 Loan repayments offset expenses.
- PL 874 – Increased \$53,750 based on actual increased Federal funds for education of students from the base.

Two special revenue sources to monitor:

- Ambulance Fees
- Waterways for the Operating Budget

Waterway & Ambulance Funds:

Note that certification does not include FY19 spending or receipts

	Special Revenue Town	Balance 7/1/2017	Revenues	Transfers In	Transfers Out	Expenses	5/31/2018
Municipal Waterways Fund Receipts Reserved		448,538.68	5,980.00	437,730.16	(381,278.00)		510,970.84
Ambulance Maintenance Fund Receipts Reserved		1,738,034.50	1,336,802.52	-	(1,250,000.00)	(63,099.84)	1,761,737.18

FY19/FY20 Ambulance Fund Analysis

- Starting Balance 7/1/18 \$1,771,737.18
- Less FY19 budget support (\$1,500,000.00)
- Less FY19 YTD Expenses (\$22,377.62)
- Plus FY19 YTD Income (6 months) \$654,675.73
- Current Balance in Fund \$894,035.29
- Anticipated FY19 revenue (6 months) \$654,675.73
- Estimated FY19 ending balance \$1,548,711.02

- Proposed to support FY20 Budget = (\$1,325,000)
- Proposed to support FY20 Ambulance purchase = (\$343,000)
- Total proposed is (\$1,668,000) Is adjustment needed?

FY19/FY20 Waterways Fund Analysis

- Starting Balance 7/1/18 \$510,970.84
- Less FY19 budget support (\$115,264.00)
- Plus FY19 YTD Income (as of 11/30) \$1,647.60
- Current Balance in Fund \$394,354.44
- Less FY19 Capital Outlay (\$250,000.00)
- Anticipated FY19 revenue (thru 6/30) \$400,000.00
- Estimated FY19 ending balance \$544,354.44

- Proposed to support FY20 Budget = (\$136,970)
- Proposed to support FY20 Capital Outlay = (\$224,000)
- Total proposed is (\$360,970) which leaves a positive balance.

Useful resources:

- Annual town reports <https://www.townofbourne.com/town-info/pages/town-reports>
- Year End Reviews <https://www.townofbourne.com/finance-ap-ar/pages/financial-documents>
- DLS Gateway <https://dls.gateway.dor.state.ma.us/gateway/>
- **Public Reports and Database**
 - [Municipalities with Approved Tax Rate](#)
 - [Municipal Fiscal Year Recaps](#)
 - [Municipal Proforma Recap](#)
 - [Municipal Levy Limit](#)
 - [LA-19 Equalized Valuation Report](#)
 - [Search DLSLAW Library](#)
- [Free Cash Calculations Beginning in FY14](#) [City & Town Free Cash](#)
- **Division of Local Services**
 - [DLS Web Site](#)
 - [DLS Databank Analytics & Reports](#)
 - [Bureau of Local Assessment](#)
 - [Bureau of Accounts](#)
- Town Audit Reports <https://www.townofbourne.com/finance-ap-ar/pages/audit-reports>

QUESTIONS ???????

Discussion included comments on the importance of maintaining a Free Cash Balance, limiting the use of Free Cash for the Budget, how the Health Insurance Trust fund works and the reserve required.

The Finance Committee noted that budget review is easier when the budget worksheets include the dollar amount of increase as well as the percent increase for each line item.

There was discussion of the Draft Community Events Committee and proposed funding mechanism. Several committee members expressed concern on the need for an additional committee and that the charge, scope and intended outcomes for the committee need to be clear. It was the general consensus of the Finance Committee that the funding mechanism was of concern. It is not the general practice in Bourne to have any general fund revenue designated to a specific purpose, instead the annual priorities and use of funds are decided each year in the budget process. There was concern about oversight of the proposed fund, its use, and how much funding would be involved. The Committee requested that the concerns be communicated to the Board of Selectmen.

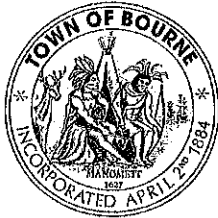
There was discussion about whether or not FinCom Department Liaisons were needed and the consensus was that there were no issues this year that required liaisons.

Renee Gratis moved and Amanda Bongiovanni seconded the motion to adjourn the meeting.

The meeting adjourned at 8:36 pm.

Respectfully submitted,

Mary Jane Mastrangelo
Acting Secretary



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00

MEETING NOTICE

Finance Committee
and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, February 4, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

2019 JAN 30 PM 1:56
 TOWN OF BOURNE
 REPORT # 2720

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Monday February 4, 2019 at 7:00 PM at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. Reserve Fund Transfers
3. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Updates – Department Budgets – Sources and Uses
 - Police Department
 - IT/Data Processing
 - ISWM
 - Town Administrator/Selectmen/Employment Services
 - Economic Development

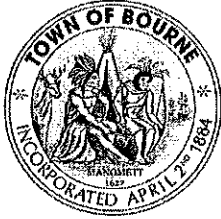
Adjourn Joint Session – Continue Finance Committee Meeting

4. Public Comment (for informational purposes only)
5. Minutes of previous meetings
6. Correspondence
7. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
8. Future Meetings – Topics and Schedule
9. TA Comment (for informational purposes only)
10. Finance Committee Comment (for informational purposes only)
11. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 January 30, 2019

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TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Minutes of the Meeting of February 4, 2019.

FinCom members Present: Chairman Mary Jane Mastrangelo, Vice Chairman Renee Gratis, Vice Chairman Michele Ford, Amanda Bongiovanni, Richard Lavoie, Kathleen Legacy, Brian Lemeé, George Smith, Jim Sullivan, Rob Wheeler.

Excused: Dr. Bill Towne

Also present: Town Administrator Tom Guerino, Finance Director Erica Flemming, Assistant Town Administrator Glenn Cannon, Selectman George Slade, Selectman Jim Potter, Police Chief Woodside, Hans Lomeland (IT), Dan Barrett (ISWM), Paul Gately.

1. Meeting was called to order at 7:00 pm.
2. Noted that the meeting was being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time. None.
3. Note any excused/absent members – Dr. Bill Town was excused
4. Reserve Fund Transfers – none.
5. FY20 Budget Review
 - Updates - Staffing for Planning Department and Planning Board updated handouts.
 - Police Department – Chief Woodside reviewed the Police budget and noted that the Overtime budget was reduced in order to reduce turn-backs. Staffing continues to be a challenge with the goal of filling 37 patrolman positions – there are currently 3 patrolmen and 1 dispatcher position unfilled. Costs related to opening the new Police Facility are estimated but will not be known until the facility opens.
 - IT/Data Processing – Department Head Hans Lomeland reviewed the budget including staffing that is the same since 2018. Ongoing Software Licenses are included in the budget as well as hardware replacements on a 3 – 5-year rotation.
 - ISWM – Department Head Dan Barrett reviewed the current year status and upcoming budget. Adjustments to staffing for the 20 employees that staff recycling, landfill, c&d and support were reviewed. Adjustments are made based on the staffing needs of the cost centers. Overall the revenue is projected to cover the expenses. Increases in Leachate and c & d disposal costs were noted.

Town Administrator/Selectmen/Employment Services – Town Administrator Guerino reviewed the budgets. There were few changes. There was discussion on the need for consultants to meet the needs of the Town Administrator and the Board of Selectman. Employment Services includes the pre-employment screening of all new employees. Economic Development – Town Administrator Guerino reviewed the Economic Development budget that includes either a new position for 6 months for Economic Development or a consultancy to determine Economic Development needs. It was noted that the current Economic Development budget includes support for the Canal Chamber of Commerce for marketing events and for the support of the Sagamore Visitor's Center. Using the Economic Development budget as a funding source for the proposed Community Events Committee is an option.
6. Public Comment (for informational purposes only) – none.

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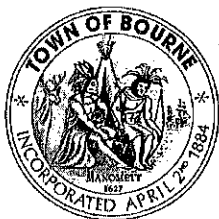
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TOWN CLERK BOURNE

7. Minutes of previous meetings – Motion made by Renee Gratis seconded by Amanda Bongiovanni to approve the minutes of January 28, 2019. Motion passed with 9 in favor – 0 opposed and 1 abstention (Michele Ford).
8. Correspondence – noted that ISWM – other contracted services budget detail was received and distributed to the committee.
9. Updates from Committee Representatives – School Building – Rich Lavoie noted that there have been some issues with windows that the School Building Committee is working diligently to address, Southside Fire Facility – MJ Mastrangelo reported that the committee has interviewed architects for design and negotiations are under way, Wastewater Facility – MJ Mastrangelo reported that planning is progressing and that some unsuitable materials need to be removed before the installation of the leaching fields, and Amanda Bongiovanni reported that the ISWM Business Model Working Group is working on a draft financial policy for ISWM.
10. Future Meetings – Topics and Schedule – Next meeting 2/11/19.
11. TA Comment - None
12. Finance Committee Comment - None
13. Kathleen Legacy moved to Adjourn the meeting – seconded by Brian Lemeé – motion passed 10-0-0. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Mary Jane Mastrangelo
Acting Secretary



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

MEETING NOTICE

**Finance Committee
 and
 Joint Session with Board of Selectmen for FY20 Budget Review**

Monday, February 11, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

RECEIVED
 2019 FEB - 7 AM 9:56
 TOWN OF BOURNE

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, February 11, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute Any Updates for Department Budgets or Sources and Uses, etc.
 - Inspections
 - Planning,
 - Engineering
 - Conservation
 - Health Department
3. Public Comment (for informational purposes only)
Adjourn Joint Session – Continue Finance Committee Meeting
4. Reserve Fund Transfers
5. Minutes of previous meetings: 2/4/19
6. Correspondence
7. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
8. Future Meetings – Topics and Schedule
9. TA Comment (for informational purposes only)
10. Finance Committee Comment (for informational purposes only)
11. Adjourn

Residents are welcome and encouraged to attend our meetings.

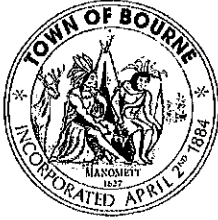
Mary Jane Mastrangelo
 February 6, 2019

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aspect climate change and rising sea levels that has been noted for future planning is the impact on assessed values and other infrastructure improvements that may be required.

- **Inspections:** Dept. Head Roger Laporte reviewed the Inspections Department budget. He noted that the budget was different as it reflected succession planning for his retirement in December of 2018. The recommended budget shows the Dept. Head (5111) for six months plus some additional time for consultation after retirement, line 5117 with a request of six months for the newly hired department head to shadow the Department Head and six months of salary as the new Department Head, the recommended amount is for three months for the newly hired department head to shadow the Department Head and six months of salary as the new Department Head. Also added is the increase of the administrative secretary from a shared position with the Board of Health to a full-time position for the Inspections Department. It is expected that this position will also help with Conservation administrative needs. The concept is that 3 administrative positions in Planning Board, Board of Health and the new Inspections position will be cross trained and be able to cover each other for vacations. Roger noted that the department issues about 1,200 permits and that permit fees have subsidized the cost of the department each year except in a year of economic downturn. He noted that there were some changes in the positions of Gas and Wiring inspections have stabilized.
 - **Health Department:** Dept. Head Terry Guarino reviewed the Board of Health Budget. There is an increase in the hours for the administrative support position that will no longer be shared with the Inspections Dept. The budget line for meetings is increased so that 3 staff members can attend. Selectman Potter asked if an additional staff position would be needed for inspections due to the short-term rental taxes that have been implemented. There was discussion on the issues, and it was noted that inspection regulations required by either the new law or the Board of Health might require additional inspections and additional staff. It was noted that there should be fees to offset the cost and that this was a topic for future discussion.
6. Public Comment (for informational purposes only) – none.
Motion was made and duly seconded to adjourn the Board of Selectmen’s meeting. Motion approved 4-0-0. Board of Selectmen’s meeting adjourned and the Finance Committee Meeting continued.
 7. Reserve Fund Transfers – none.
 8. Minutes of previous meetings: 2/4/19 **Motion by Michele Ford seconded by Amanda Bongiovanni to approve the minutes as presented. Motion approved 9-0-0.**
 9. Updates from Committee Representatives –Wastewater Facility Building Committee – MJ Mastrangelo noted quarterly reports and reimbursement had been submitted to Mass Works; Police Facility – MJ Mastrangelo noted that John Redman is no longer on the FinCom but still acting as the representative. Construction is progressing with foundation installed and work progressing.
 10. Future Meetings – Next meeting is 2/25/19 and a new schedule has been distributed.
 11. TA Comment – none.
 12. Finance Committee Comment: Rich Lavoie expressed a concern about the inclusion of the Middle School Roof on the Capital Plan. MJ Mastrangelo indicated it is on the plan for FY2023. MJ Mastrangelo expressed a concern about Electricity shared costs being level funded with new buildings being occupied and increased revenue shown for energy credits.
 13. **Motion made by Amanda Bongiovanni and seconded by Renee Gratis to adjourn. Motion passed unanimously.** Meeting adjourned at 8:20 pm.

Respectfully submitted,
Mary Jane Mastrangelo
Acting Secretary



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

MEETING NOTICE

Finance Committee
and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, February 25, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

FEB 21 11 31 AM '19
 TOWN OF BOURNE

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

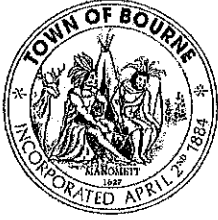
The Finance Committee will hold a public meeting on **Monday, February 25, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute Any Updates for Department Budgets or Sources and Uses, etc.
 - Library
 - Council on Aging
 - DNR
 - Non-Electricity Shared Costs
 - Capital Outlay
3. Public Comment (for informational purposes only)
Adjourn Joint Session – Continue Finance Committee Meeting
4. Reserve Fund Transfers
5. Minutes of previous meetings: 2/11/19
6. Correspondence
7. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
8. Future Meetings – Topics and Schedule
9. TA Comment (for informational purposes only)
10. Finance Committee Comment (for informational purposes only)
11. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 February 21, 2019

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TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



Minutes of the Meeting of February 25, 2019.

FinCom members Present: Chairman Mary Jane Mastrangelo, Vice Chairman Renee Gratis (arrived 7:30 pm), Vice Chairman Michele Ford, Amanda Bongiovanni, Richard Lavoie, Kathleen Legacy, Brian Lemeé, George Smith, and Jim Sullivan, Dr. Bill Towne, Rob Wheeler

Select board Members Present (for the joint portion of the meeting): Chairman Peter Meier, George Slade, Jim Potter (arrived 7:20 pm), Judy Froman. **Excused:** Jared MacDonald

Also present: Finance Director Erica Flemming, Assistant Town Administrator Glenn Cannon, Patrick Marshall (Library), Felicita Monteiro (Council on Aging), Chris Southwood (Dept. of Natural Resources).

1. Chairman Mastrangelo called the Meeting to order at 7:00 pm.
2. She noted that the meeting was being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time. None.
3. Note any excused/absent members – None.

The Board of Selectmen was still in Executive Session. By consensus Finance Committee items regarding Reserve Fund Transfers, Minutes of previous meetings and Updates from Committee Representatives were moved up on the agenda.

4. Reserve Fund Transfers – none.
5. Minutes of previous meetings: 2/11/19 **Motion by Michele Ford seconded by Amanda Bongiovanni to approve the minutes as presented. Motion approved 8-0 with 2 abstentions (Rob Wheeler and Bill Towne).**
6. **Updates from Committee Representatives** –Rich Lavoie reported that the new Intermediate School is ahead of schedule and that furniture is being discussed and moving bids will be opened soon. The school is on schedule to open as planned in August of 2019. Bill Towne reported that the Southside Fire Station Committee is in the process of contracting a firm for feasibility design. He also reported that the Electronic Voting committee was interviewing other towns that have electronic voting.

7. Peter Meier called the meeting of the Board of Selectman to order at 7:10 pm.

8. The Finance Committee entered in Joint Session with the Board of Selectmen for FY20 Budget Review

Distribute Any Updates for Department Budgets or Sources and Uses, etc. None.

Library: Dept. Head Patrick Marshall reviewed the “Value of the Library: Additional hours this year have allowed the library to be open on Mondays which has been very popular and

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TOWN CLERK

helpful to the staff. New Services include Daily Digital, Acorn TV and Great Courses online. The physical plan no longer meets the needs of the library. There are Accessibility issues with handicap doors, shelving not spaced for wheelchairs, and a lack of program space. Any programs for more than 40 – 50 need to go to another location. Select member Froman asked if it was clear to participants that the Library was sponsoring a program when it was held in another location. Marshall indicated that it was not always apparent. There are 11 staff in the library – 8 Full time and 3 part time. The budget increase this year is approximately \$21,000 with \$16,000 of the increase in salaries and about \$5,000 in expenses. The major expense in Data Processing line item for \$50,000 is the CLAMS cost of \$34,000. This budget meets library certification requirements. One of those requirements is 15% of the budget to be spent on materials. \$88,000 for books and magazines meets that requirement.

- **Council on Aging:** Dept. Head. Felicita Monteiro reviewed the COA programs and budget. The COA Budget for FY 2020 has been level-funded. COA had (2) staff retire this FY; (1) Admin Assistant and (1) Bus Driver, these 2 positions have been replaced; with a decrease in hours for the Bus Driver (transportation demonstrates this program can run successfully with 35 hrs. 90% of seniors age 65 and older own a vehicle and drive) (2 tax work off drivers help when needed and there is the availability of 2 volunteer drivers to help with medical appointments). We opened our doors to our community in September 2018, after the January 2018 Flood. Thanks to the generous outpouring of support from the Bourne Community 29 out of 30 programs were relocated to other facilities.

COA Personnel: The COA has a total of 11 staff (including Director), 5 FT, 2 PT (COA budget) and 1 FT Revolving Fund and 3 PT Formula Grant.

The COA provides multi-purpose programs with a focus on health, education, socialization and recreation, including: Health & Wellness/Screenings/Dental, Café, Financial Assistance, Outreach, Transportation, and Human Services

The BOOMERS have arrived! Town Hall records: age 65+ 5,307 and Age 60+ 4,266
Projection Between 2010-2030 there will be an increase of 50-100% Growth in older population 60+ in the Cape. By 2030 28% of Massachusetts will be 60 and older
Cost to town: Impact on essential town services such as COA, Fire, Police, DPW

Some Quick Facts about COA Services for FY18- 19: There were 4,592 telephone calls received from 905 Individuals, 1,871 rides were provided to medical appointment and food shopping for 132 individuals, 2,529 meals were served to 284 low and moderate income elders including Supportive Day Program (FY18 closed for 9 months, only serviced SDP) and 506 individuals participated 5,412 times in programs, including exercise, support group, and recreation, health screenings.

(OUTREACH) Elders at Risk Case Management has had an FY 19 caseload of 1,952 with 33 non-seniors were served.

Human Services for Seniors & family caregivers includes Fuel Assistance-help with applications, SNAP Assistance-help with applications, and Salvation Army for homeless.

Bridging the Years/Supportive Day Program-provides a safe and stimulating environment designed to engage seniors socially and helps foster independence and provides respite to the caregiver. 36 Clients in 232 service days with 1,917 units of service in FY 18-19
Manages the Bourne Memory Café offered to folks with memory issues and their care-companion/family a chance to connect with other individuals in our community with the same concerns.

Tax Work off Program placed 76 residents of the program out of the 80.

In August 2018, through a Mass DOT grant the CCRTA provided the Bourne Council on Aging with a brand new 2018, 12 passenger Bus.

The Barnstable County Regional Age-Friendly/Dementia Friendly Assessment and Planning Project is an initiative to have communities create a more “Age Friendly” and “Dementia Friendly” environment. Bourne has agreed to be a part of this initiative and one of the ways we can accomplish this is by offering a “Memory Café”. A Memory Café is a welcoming place for people with memory concerns/forgetfulness to meet in a social gathering with their care partners and/or their families/friends. They are able to engage in a variety of activities like Music and Creative Arts, while fostering new friendships in a safe and supporting environment. Massachusetts currently has seventy-eight Memory Cafes.

The Bourne COA held the first Memory Café on December 21, 2018 with entertainment, crafts, food and fun. 18 people registered and all 18 attended. COA hopes that this program will continue as a monthly event with funding from the Formula Grant.

- **Natural Resources:** Acting Dept. Head Chris Southwood reviewed the Department budget. Dept. Head Tim Mullen retired at the end of 2018. 2 other Natural Resource Officers also retired. Chris has been hired as the new Dept. Head and there is one new NRO going through the academy who should be joining soon. In addition to Harbor Master duties, the department handles animal control, shellfishing, marinas and dredging. Dredging will be at Pocasset River and Little Bay. There are two Pump out Boats operated by the department. There will be an ADA compliant lift at the Monument Beach boat ramp this summer. Salaries are down due to the retirements. Most other costs are level funded except for fuel which is increasing. Rob Wheeler asked about cell phone costs – which includes service and replacement costs for cell phones used by the NRO’s. Due to the type of work there is often a need for replacement due to accidental damage by water or other hazard.
- **Non-Electricity Shared Costs:** TA Guerino and Finance Director Flemming reviewed non-electricity shared costs. The OPEB budget line item has been increased \$60,199 based on the actual new growth in 2018. This meets the new financial policy regarding OPEB. Unemployment Compensation is down based on experience. FICA is funded according to salaries.

Group Insurance is shown increasing about \$340,000. The Town uses Cook & Co. to review insurance options. They met with Blue Cross to review the rates. We may be able to reduce

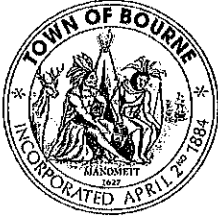
the budget somewhat. There was a budget turn-back of about \$600,000 in FY18. The average monthly claims are \$616,000 which requires about \$2.4 million to be in the trust fund to meet the financial policy requirement of 4 months of average costs. There is currently just over \$6 million in the trust fund, so the financial policy has been met. The Town is self-insured and pays 75% of the claims from the Employer trust fund. The employee trust fund pays 25% of the cost. The stop loss re-insurance covers costs of a claim over \$125,000. There are 369 active town and school employees and 250 retired town employees in the plan. Retired teacher costs are assessed under the cherry sheet.

County Retirement is the amount billed from the Barnstable County Pension Plan. State retirement is level funded. Special Legislation retirement is funded according to COLA/collective bargaining. Insurance covers workers comp, building insurance, liability insurance, auto insurance, etc. There is a \$60,000 increase from FY19. There are new buildings going on line. Worker's comp is audit based on both job classifications and actual claims.

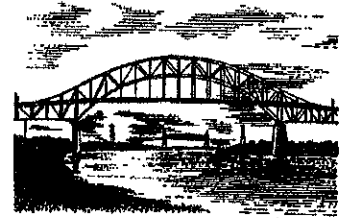
- **Capital Outlay:** Due to the time being 8:50 pm this item was deferred to 3/11/19.
9. Public Comment (for informational purposes only) – none.
Motion was made and duly seconded to adjourn the Board of Selectmen's meeting. Motion approved 4-0-0. Board of Selectmen's meeting adjourned and the Finance Committee Meeting continued.
 10. Future Meetings – Next meeting is 3/04/19 and a new schedule has been distributed.
 11. TA Comment – none.
 12. Finance Committee Comment: None
 13. **Motion made by Amanda Bongiovanni and seconded by Rich Lavoie to adjourn. Motion passed unanimously. Meeting adjourned at 8:55 pm.**

Respectfully submitted,

Mary Jane Mastrangelo
Acting Secretary



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

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 2019 FEB 27 PM 3:37
 TOWN OF BOURNE

MEETING NOTICE
Finance Committee
 and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, March 4, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, March 4, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

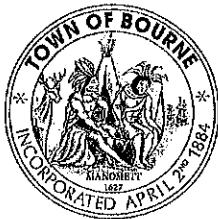
1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute Any Updates for Department Budgets or Sources and Uses, etc.
 - Recreation
 - Community Building
 - DPW
 - Snow & Ice
 - Sewer Dept.
 - Facilities
 - Electricity Shared Costs
 - Finance Department (Finance, Assessors, Treasurer/Collector)
 - Public Comment (for informational purposes only)

Adjourn Joint Session – Continue Finance Committee Meeting

3. Reserve Fund Transfers
4. Minutes of previous meetings: 2/25/19
5. Correspondence
6. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
7. Future Meetings – Topics and Schedule
8. TA Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Adjourn

MM	BL	
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Residents are welcome and encouraged to attend our meetings.
 Mary Jane Mastrangelo
 February 27, 2019



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

RECEIVED
 TOWN OF BOURNE
 MARCH 11 2019

MEETING NOTICE
Finance Committee
 and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, March 11, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, March 11, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute Any Updates for Department Budgets or Sources and Uses, etc.
 - Upper Cape Tech
 - Capital Outlay
 - Debt Service
 - Public Comment (for informational purposes only)

Adjourn Joint Session – Continue Finance Committee Meeting

3. Reserve Fund Transfers
4. Minutes of previous meetings: 3/4/19
5. Correspondence
6. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
7. Future Meetings – Topics and Schedule
8. TA Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 March 7, 2019

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Town of Bourne Finance Committee/Selectman Joint Meeting

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main Street, Bourne, MA 02532

March 11, 2019 at 7:00 PM

Finance Committee Members Present: Chairman Mary Jane Mastrangelo, Michele Ford, Renee Gratis, Amanda Bongiovanni, Robert Wheeler, Richard Lavoie, Kathleen LeGacy, Dr. William Towne, Jim Sullivan, Brian Lemeé

Finance Committee Members Excused: George Smith

Selectmen present: Selectmen George Slade, Judith MacLeod-Froman, Peter Meier, and James Potter

Also present: Glenn Cannon, Assistant Town Administrator, Erica Flemming, Finance Director, Town Administrator Tom Guerino, Bob Dutch, David Sampson, Robert Fichtenmayer of Upper Cape Tech.

I. Call to order

Chairman Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on March 11, 2019. Chairman Mastrangelo announced that the meeting was being recorded for live broadcast and television replay and asked if anyone was audio or videotaping the meeting. The Board of Selectman began their meeting at 7:00 PM.

II. Enter in Joint Session with the Board of selectmen for FY20 Budget Review

- **Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, etc.** – Ms. Flemming said that she had a couple of updates, but they do not affect the overall number. Chairman Mastrangelo explained that under the ice and sewer expenses, they changed to operating expenditures to include salaries and wages, expenses, general fund administration fee and community fee.
- **Upper Cape Tech** – Mr. Dutch introduced David Sampson and Robert Fichtenmayer of the School Committee. Mr. Dutch said he does not have an approved budget as of yet, the School Committee will be voting on the budget on March 14. Mr. Dutch went over their proposed budget. There is a significant increase in one of the Administration line items and that is due to leadership reorganization. The Special Education population is increasing and with that comes associated costs. They are adding a program – Animal Science. Mr. Dutch answered questions about the budget, the programs and the school.
- **Capital Outlay** – MJ Mastrangelo turned over the Chair to Michele Ford while she presented the budget for Capital Outlay. Ms. Mastrangelo went over the five-year plan, which includes what was appropriated at Annual Town Meeting FY 19, FY 18 Special Town Meeting. It also includes the estimated costs of \$7,300,000.00 for the Southside Fire Station in FY 21. Another item to note is the school's wastewater treatment facility repairs are estimated at about \$140,000.00. More big items are

the high school roof and middle school roof is estimated at \$950,000.00 for FY 23. MJ listed more areas that are in the five-year plan, including Town Hall, Facilities Maintenance, and Solid Waste and overall it is \$31,256,542.00.

The next section that Ms. Mastrangelo talked about is a breakout of this year's plan. The majority of what is being spent is \$3.7 million for infrastructure of which \$2.5 million is for ISWM.

- The Police Department - replace 4 vehicles at an estimated cost of \$163,034.00 and the funding is general debt, and the computer network needs updating for the new building at an estimated cost of \$150,000.00 and that funding is free cash. There was discussion about the method of how these items for the Police Department will be funded.
- The Fire Department - update the surveillance system at the Sagamore Station at a cost of \$28,640.00 and the funding source is free cash and they need to replace an ambulance that has high mileage and was in an accident at a cost of \$343,000.00.
- The Department of Natural Resources – Taylor's Point Marina wood guardrail, which goes along side of Academy Drive and along the corner, to inhibit boat trailers from encroaching on sidewalks and roads. The cost is \$20,125.00, to be funded from free cash. They also need to replace a pump out boat at a cost of \$24,000.00 to be funded from the Waterways Fund. They also would like to convert the garage to natural gas for \$12,000.00, but this has been deferred.
- Bourne Public Schools – The technology plan this year is to increase download and upload speeds at Bourne high School, Bourne Middle School and Bournedale to match the speeds that will be at the new intermediate school. The cost is \$329,021.00 but the project will receive 50% to 60% reimbursement, and funding will be \$100,000.00 from free cash and the remainder from general debt. There was some discussion about the costs of the various speeds. Also, there will be a mini-bus or van purchase at a cost of \$205,000.00, which was originally requested at \$268,000.00 for two busses – one bus is being deferred, and the funding will be \$135,000.00 from free cash and \$70,000.00 from general debt. The high school also needs an HVAC upgrade for cost savings, but because the savings were unclear at this time, it has been deferred.

There will be a separate warrant article for replacement of roofs, currently planned in the amount of \$2,111,201.00, to comply with MSBA requirements. There will be an article to rescind the authorization that was approved at the Annual Town Meeting in 2018 to borrow \$400,000.00 for the roof before the roof project was accepted by the MSBA. Originally this was showing as \$600,000.00 and added to the previous \$400,000.00 gives an estimate of \$1,000,000.00. The project has been submitted to MSBA for reimbursement. The results of the feasibility study and plans were sent to MSBA on February 20, and it is pending vote at the board meeting on April 10. Based on what is proposed to MSBA, they would pay 46.79% for A and C roofs for a cost of \$847,000.00 after reimbursement and after adding B roof would bring the total cost to the Town to \$1,366,299.00.

Bournedale Elementary School will add three age appropriate bathrooms for a cost of \$150,000.00 to be funded from free cash.

o The grand total is \$6,815,407.00 with a recommended total of \$6,110,407.00.

- **Debt Service** – Deferred.
- **Public Comment (for informational purposes only)** - None.

The Board of Selectmen adjournment (Continue with Finance Committee Meeting) – Mr. Meier moved to adjourn the Board of Selectmen’s meeting. Mr. Slade seconded. With no discussion, the motion carried. 4-0. The meeting adjourned at 9:27 PM.

III. Reserve Fund Transfers–None.

IV. Minutes of previous meetings– Ms. Ford moved to approve the 2/25/19 minutes. Dr. Towne seconded. Deferred.

V. Correspondence – Organizational Chart and staffing for the Finance Department.

VI. Updates for Committee Representatives –School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting – Deferred.

VII. Future Meetings – Topics and Schedule –Fire Department, Bourne School Department, Debt Service and Long-Term Plan.

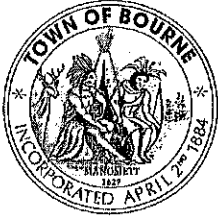
VIII. TA Comment (for informational purposes only) – None.

IX. Finance Committee Comment (for informational purposes only) – No comments.

X. Adjournment

Dr. Towne moved to adjourn the meeting. Ms. Gratis seconded. With no discussion, the motion carried. 10-0. The meeting adjourned at 9:29 PM.

Respectfully submitted,
Kim Johnson



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

RECORDING DEVICE
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 RECORDING DEVICE

MEETING NOTICE
Finance Committee
 and

Joint Session with Board of Selectmen for FY20 Budget Review

Monday, March 18, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, March 18, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, etc.
 - Fire Department
 - Bourne School Department
 - Debt Service
 - Long Term Plan
 - Public Comment (for informational purposes only)

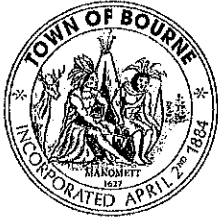
Adjourn Joint Session – Continue Finance Committee Meeting

3. Reserve Fund Transfers
4. Minutes of previous meetings: 3/4/19, 3/11/19
5. Correspondence
6. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
7. Future Meetings – Topics and Schedule
8. TA Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Adjourn

MM		BL	
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Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 March 14, 2019



TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

RECEIVED
 2019 MAR 21 PM 12:23
 TOWN OF BOURNE

MEETING NOTICE
Finance Committee
 and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, March 25, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, March 25, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent members
2. **Enter in Joint Session with the Board of Selectmen for FY20 Budget Review**
 - Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, etc.
 - **7:00 pm Budget Public Hearing** – to hear public comment on FY19 budget
 - CPC Articles
 - Town Clerk,
 - Elections & Registration,
 - Annual and Special Town Meeting Warrant article review
 - Public Comment (for informational purposes only)

Adjourn Joint Session – Continue Finance Committee Meeting

3. Reserve Fund Transfers
4. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19
5. Correspondence
6. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
7. Future Meetings – Topics and Schedule
8. TA Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 March 21, 2019

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TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
FY19 ISWM Reserve Fund: \$600,000.00
FY19 SEWER Reserve Fund: \$35,000.00

MEETING NOTICE
Finance Committee
and
Joint Session with Board of Selectmen for FY20 Budget Review

Monday, April 1, 2019 at 6:30 PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

TOWN OF BOURNE

2019 MAR 28 PM 2:31

RECEIVED

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, April 1, 2019 at 6:30 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent member
2. **Enter in Joint Session with the Board of Selectmen**

Executive Session: Enter into Joint Executive Session with Bourne Board of Selectmen: Motion to enter into Executive Session with Bourne Board of Selectmen to discuss strategy with respect to pending litigation all of the Town's pending litigation pursuant to MGL Chapter 30A, Section 21 (a) (3), including litigation with Local 1717, the Buzzards Bay Playground, and the Haven Center: The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the Town.

Roll call Vote to convene in Executive Session for the purposes stated. The Finance Committee/Board of Selectmen will reconvene in open session following the Executive Session at approximately 7:30 p.m.

Roll call Vote to adjourn the Executive Session.

3. **Return to Open Session FY20 Budget Review and proposed Special and Annual Meeting Articles**

- **7:30 pm Budget Public Hearing** – to hear public comment on FY20 budget
- Special Town Meeting Article –Additional funding for Wastewater Facility
- Review Legal Budget and all other budgets
- Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, etc.
- Review Budget and Staffing Priorities
- Review and Discuss Annual Town Meeting Warrant articles
- Review and Discuss Special Town Meeting Warrant articles
- Public Comment (for informational purposes only)

Adjourn Joint Session – Continue Finance Committee Meeting

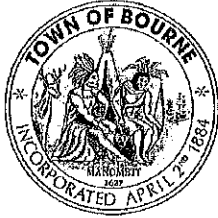
4. Reserve Fund Transfers
5. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19
6. Correspondence
7. Review Draft Warrant tracker and Article Assignments
8. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
9. Future Meetings – Topics and Schedule
10. TA Comment (for informational purposes only)
11. Finance Committee Comment (for informational purposes only)
12. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo

March 28, 2019

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TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

2019 APR -4 PM 9:00
 TOWN OF BOURNE

MEETING NOTICE
Finance Committee
 and

Joint Session with Board of Selectmen for FY20 Budget and Special and Annual Meeting
Articles Review

Monday, April 8, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Monday, April 8, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent member
2. Enter in Joint Session with the Board of Selectmen
3. Review FY20 Budget and Special and Annual Meeting Articles – and take votes as appropriate
 - Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, etc.
 - Review and Discuss Special Town Meeting Warrant articles
 - Review and Discuss Annual Town Meeting Warrant articles
 - Public Comment (for informational purposes only)

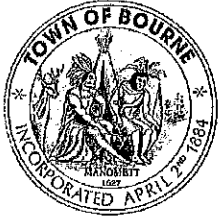
Adjourn Joint Session – Continue Finance Committee Meeting

4. Reserve Fund Transfers
5. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19, 4/1/19
6. Correspondence
7. Review Draft Warrant tracker and Article Assignments
8. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
9. Future Meetings – Topics and Schedule
10. TA Comment (for informational purposes only)
11. Finance Committee Comment (for informational purposes only)
12. Adjourn

MM		KL	
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Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 April 3, 2019



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
FY19 ISWM Reserve Fund: \$600,000.00
FY19 SEWER Reserve Fund: \$35,000.00

MEETING NOTICE - AMENDED

Finance Committee

And

**Joint Session with Board of Selectmen for FY20 Budget and
Special and Annual Meeting Articles Review**

Thursday, April 11, 2019 at 7:00 PM

Bourne Veteran's Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

APR 11 2019 7:00 PM
TOWN OF BOURNE

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on **Thursday, April 11, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent member
2. Enter in Joint Session with the Board of Selectmen
3. Review FY20 Budget and Special and Annual Meeting Articles – and take votes as appropriate
 - Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, Long Term Plan, etc.
 - Review and Discuss Special Town Meeting Warrant articles
 - STM Article 1 BHS Roof
 - STM Article 2 Rescind Prior Authorization BHS Roof
 - Any other STM Articles needing updates or votes
 - Review and Discuss Annual Town Meeting Warrant articles
 - ATM Article 3 Budget
 - ATM Article 4 Sewer Budget
 - ATM Article 7 ISWM Budget
 - ATM Article 18 Zoning Private Petition
 - ATM Article 20 By-law Hawkers and Peddlers
 - ATM Article 22 Bylaw Community Events Committee
 - ATM Article 23 Fund Community Events Committee
 - ATM Article 24 Bylaw Time for Saturday Town Meeting
 - ATM Article 27 Authorize Lease or sale of Hoxie School
 - ATM Article 29 Easement – Hefferman
 - Any other STM Articles needing updates or votes
 - Public Comment (for informational purposes only)

Adjourn Joint Session – Continue Finance Committee Meeting

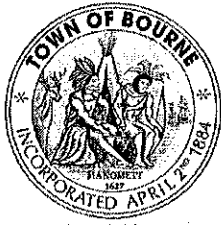
4. Reserve Fund Transfers
5. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19, 4/1/19, 4/8/19
6. Correspondence
7. Review Warrant tracker and Article Assignments and Timeline to Town Meeting
8. Consensus on FinCom Report to Town Meeting
9. Updates from Committee Representatives – School Building, Southside Fire Facility, Wastewater Advisory & Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees, Electronic Voting
10. Future Meetings – Topics and Schedule
11. TA Comment (for informational purposes only)
12. Finance Committee Comment (for informational purposes only)
13. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo

April 10, 2019

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TOWN OF BOURNE
Finance Committee
 24 Perry Avenue
 Buzzards Bay, MA 02532



FY19 Reserve Fund: \$280,000.00
 FY19 ISWM Reserve Fund: \$600,000.00
 FY19 SEWER Reserve Fund: \$35,000.00

MEETING NOTICE
Finance Committee

Monday, April 29, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
 239 Main Street, Buzzards Bay, MA 02532

RECEIVED
 2019 APR 25 PM 12:07
 TOWN CLERK OFFICE

NOTE: This meeting is being recorded for live broadcast and television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

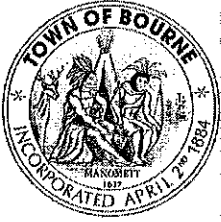
The Finance Committee will hold a public meeting on **Monday, April 29, 2019 at 7:00 PM** at the Bourne Veteran's Memorial Community Building.

1. Call meeting to order - Note any excused/absent member
2. Reserve Fund Transfers
3. **Review FY20 Budget and Special and Annual Meeting Articles – and take votes as appropriate**
 - Distribute or Discuss Any Updates or Follow Ups for Department Budgets or Sources and Uses, Long Term Plan, etc.
 - Review and Discuss Recommendations -Annual and Special Town Meeting Warrant articles
 - ATM Article 19 – Wireless Voting System – Discuss proposal and cost/benefit
 - STM Article 6 – Savary Ave. Community Sewer Collection/Disposal System.
 - STM Article 12 – Marine Life Center Lease Amendment
 - STM Article 13 – Taylor Point Marina Parking – discuss 30B requirements
 - ATM Article 3 – Operating Budget - Discuss Budget adjustment voted by BOS on 4/23
 - ATM Article 18 – Private Petition –zoning change – further discussion
 - ATM Article 24 – Bylaw Time for Saturday Town Meeting – discuss clarification and re-vote of FinCom recommendation
 - Any other STM Articles needing updates or votes
 - Vote Essential and Contingent Articles
 - Public Comment (for informational purposes only)
4. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19, 4/1/19, 4/8/19, 4/18/19
5. Correspondence
6. Review Warrant tracker and Article Assignments and Timeline to Town Meeting
7. Updates from Committee Representatives –Future Meetings – Topics and Schedule
8. TA Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
 April 25, 2019

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TOWN OF BOURNE

Finance Committee

24 Perry Avenue

Buzzards Bay, MA 02532



FY19 Reserve Fund balance: \$267,484.00
FY19 ISWM Reserv Fund balance: \$600,000.00
FY19 SEWER Reserve Fund balance: \$35,000.00

MEETING NOTICE

The Finance Committee will hold a public meeting on **Monday May 6, 2019 at 6:00 PM** at the Bourne High School Professional Library, 75 Waterhouse Road, Bourne, MA 02532

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

1. Call Meeting to Order – Note any excused/absent members
2. Reserve Fund Transfers
3. Distribute or Discuss Any Updates to FY20 Budgets or Articles
4. Discuss and vote or re-vote ATM and STM Articles as needed
5. Distribute Final Motions and Verbal Comments
6. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19, 4/1/19, 4/8/19, 4/11/19, 4/29/19
7. TA Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items
11. Move to the Auditorium Stage and Remain in Open Session during the Town Meeting

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
May 2, 2019

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Town of Bourne Finance Committee

Meeting Minutes

Bourne High School, Professional Library

75 Waterhouse Road, Bourne, MA 02532

May 6, 2019

RECEIVED
2021 FEB 21 PM 9:16
TOWN CLERK BOURNE

Finance Committee Members Present: Chairman Mary Jane Mastrangelo, Amanda Bongiovanni, Judith Flynn, Dr. William Towne, Robert Wheeler, Vice Chairman Michele Ford, Vice Chairman Renee Gratis, James Sullivan, Richard Lavoie (arrived 7 pm.)

Finance Committee Members Excused: Brian Lemee', George Smith, Kathleen LeGacy,

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 6:00 PM on May 6, 2019.

II. Reserve Fund Transfers – There were no reserve fund transfers.

III. Distribute or Discuss Any Updates to FY20 Budget or Articles – Chairman Mastrangelo said all have received an email with updated sources and uses.

IV. Discuss and vote or re-vote ATM and STM Articles as needed. – Mr. Wheeler asked Chairman Mastrangelo how he would go about changing his vote if he changed his mind about how he originally voted. She informed him that he can vote however he wants. He also had questions on the budget and free cash and Chairman Mastrangelo explained about the difference of free cash that the Town now has compared to 2015, and how the Town has used the free cash to build it up to the point it is at now.

V. Distribute Final Motions and Verbal Comments – Chairman Mastrangelo handed out everyone's motions. She then went over the procedures. She split up the motions that were assigned to those who could not attend Town Meeting, amongst those who will attend.

VI. Minutes of previous meetings: 3/4/19, 3/11/19, 3/18/19, 3/25/19, 4/1/19, 4/8/19, 4/11/19, & 4/29/19 – They are currently being done by the new recording secretary.

VII. TA Comment (for informational purposes only) – Not present.

VIII. Finance Committee Comment (for informational purposes only) – No comment.

IX. Public Comment (for informational purposes only) – None present.

- X. **Future Agenda Items** – Chairman Mastrangelo expects that there will be a joint meeting, for the purpose of reviewing the audit, sometime in May, and then the Finance Committee will meet again in July.
- XI. **Move to the Auditorium Stage and Remain in Open Session during the Town Meeting -**

Ms. Ford moved to move to the Auditorium and remain in open session. Ms. Gratis seconded. With no discussion, the motion carried 8-0. and the meeting moved to the auditorium at 6:29 PM to attend Town Meeting.

Richard Lavoie arrived at 7:00 pm.

During Town meeting on May 6th Town Counsel Attorney Bob Troy spoke to the Finance Committee on the stage and recommended that the Motion for STM Article 12 be amended. **Motion made by Michele Ford and seconded by Renee Gratis: To amend the Finance Committee motion on STM Article 12 to delete the wording “to permit the National Marine Life Center to sublet a portion of the leased property.” New motion to read: We move to authorize the Board of Selectmen to amend the Lease between the Town of Bourne and the National Marine Life Center on terms and conditions deemed to be in the best interest of the Town by the Board of Selectmen for the purpose of providing additional parking in Buzzards Bay. Motion passed unanimously 9 – 0.**

When Town Meeting recessed at 10:05 pm, Motion made by Bill Towne and seconded by Renee Gratis to recess until Tuesday, May 7 at 7:00 pm. Motion passed unanimously 9-0.

May 7, 2019 the meeting was a called to order at 7 pm.

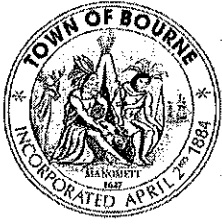
Selectmen Froman explained to the Finance Committee that Rear Admiral Francis MacDonald of the Mass Maritime Academy wanted to address the Town Meeting, but the Academy had requested that the article for the lease of Taylor Point Marina parking be withdrawn to allow for further discussion before being presented to Town Meeting.

Motion made by Bill Towne and Seconded by Renee Gratis to change the recommendation of the Finance Committee on Special Town Meeting Article 1, to recommend the article be Indefinitely Postponed, and to withdraw the motion for Special Town Meeting 13 of the Finance Committee on the floor. It was discussed that Michele Ford would explain the request to indefinitely postpone the article to allow further discussion Motion passed unanimously 9 – 0.

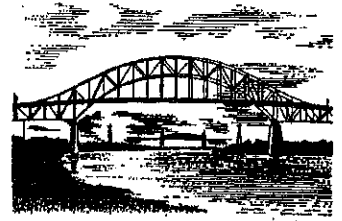
At the conclusion of Town Meeting motion made by Bill Towne and seconded by Renee Gratis to adjourn the Finance Committee meeting. The meeting adjourned at 10:39 pm.

Respectfully submitted,

Kim Johnson, Recording Secretary



TOWN OF BOURNE
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Committee
Tuesday, June 11, 2019 at 7:00 PM
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

2019 JUN - 7 PM 1:00
TOWN OF BOURNE

RECEIVED

The Finance Committee will hold a public meeting on Tuesday, June 11, 2016 at 7:00 PM at the Bourne Veteran's Memorial Community Building, 239 Main Street, Buzzards Bay, MA 02532

- 1) Call to order to attend Joint Meeting with the Board of Selectmen - Approximately 7:30 pm
- 2) Auditors Report for FY2018
- 3) Adjourn

Mary Jane Mastrangelo
June 7, 2019

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

.....

TA Guerino
ATA Glenn Cannon

Selectmen

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

Peter Meier

Finance Committee Members

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

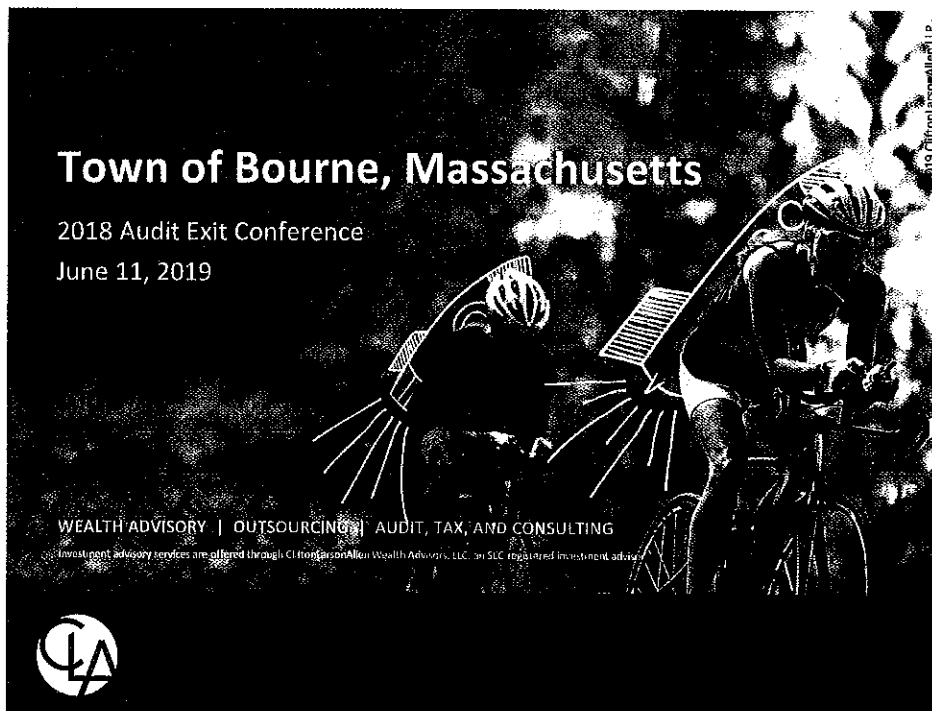
Judy Flynn
George Smith
Excused Members
Michele Ford
Jared MacDonald
James Sullivan
Robert Wheeler

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

Judy Froman gave condolence for the passing of Brian Lemee.

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

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



RECEIVED
2021 FEB 21 PM 9:16
TOWN CLERK BOURNE

Agenda

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



Terms of Engagement

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



Terms of Engagement

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



Executive Summary

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



Executive Summary

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



Create Opportunities

6

Executive Summary

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



Create Opportunities

7

Financial Highlights

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



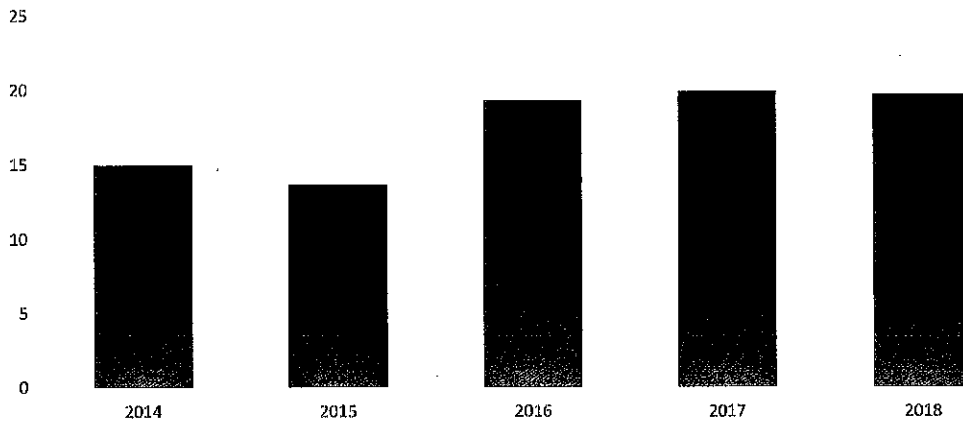
Financial Highlights

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



Financial Highlights

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



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Create Opportunities

10

Financial Highlights

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

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Create Opportunities

11

Financial Highlights

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



Financial Highlights

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



Financial Highlights

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



Financial Highlights

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



Uniform Guidance Report

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



Management Letter

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





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

Respectfully submitted – Carole Ellis, secretary.