

2013

Meeting Notices

Design Review Committee

EAC- Energy Advisory
Committee

Finance Committee

Health, Board of

Historical Commission

Housing Authority

Housing Partnership

Human Services



COREEN V. MOORE
TOWN PLANNER

TOWN OF BOURNE
Office of the Town Planner

TOWN HALL
24 PERRY AVE.

BUZZARDS BAY, MA 02532

PHONE: 508-759-0615 x4 • FAX: 508-759-8026

Email: cmoore@townofbourne.com



MEETING AGENDA
Design Review Committee

DATE: June 3, 2013

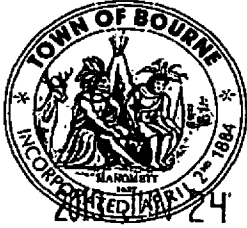
TIME: 9 AM

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

1. Organizational Items
 - a. Election of Committee Officers
 - b. Schedule monthly meetings
 - c. Any other new business

2. Public Comments

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TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Office of The Town Planner
TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532



TOWN CLERK'S OFFICE
BOURNE, MASS **Design Review Committee**
Meeting Minutes

DATE: 6/6/13
LOCATION: Lower Level Conference Room
Bourne Town Hall
24 Perry Avenue, Buzzards Bay MA 02532

Present: Pam Matheson, Lisa Laine, David O'Connor
Absent: Douglas Shearer, Marie Oliva, Coreen Moore

Meeting called to order at 9:15 am.

Item #1A: Election of Committee Officers

No action. Group wants to discuss what constitutes a quorum and what the positions and responsibilities would be. Continue at next meeting.

Item #1B: Schedule of Monthly Meetings

Coreen Moore (not present) requested that a meeting be set in the next two weeks to review the first project. Based on member availability, the next meeting was set for June 24, 2013 at 9 am in the Lower Level Conference Room at Town Hall. All subsequent meetings will be the first Monday of every month in the same location and time. Group expressed a preference for 8:30 am meeting start. If the Planner is available at this time, the meeting time will be changed to 8:30 am.

Item #1C: New Business

A discussion about current signs that are posted on Main Street that violate the bylaws included the following points:

- There are signs that are currently violating the bylaw. The group agreed that a letter should be drafted for submission to the Business Owner (cc'd to Building Inspector) explaining the Bylaw and sign guidelines.
- There was a question about compliance. How long do businesses have to remove and/or replace the sign?
- A cooperative community approach should be emphasized in all correspondence.



By DRC 6/24/13

Lisa Dewany

- The committee members requested a copy of the bylaw. One will be sent out to all members via email.

Item 2: Public Comments
None.

Meeting was adjourned at 9:40 am.

Submitted by:

Lisa Devaney
Program Coordinator
Town of Bourne, Office of the Town Planner



COREEN MOORE
TOWN PLANNER

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TOWN CLERK'S OFFICE
BOURNE, MASS

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MEETING AGENDA

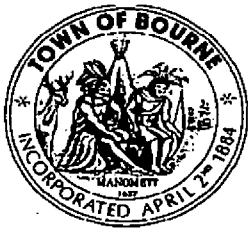
Design Review Committee

DATE: June 24, 2013

TIME: 9 AM

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

1. Review and acceptance of minutes from 6/4/13
2. Organizational Items
 - a. Election of Committee Officers
3. Projects for Review
 - a. Review of Keystone Place at Buzzards Bay- 218 Main Street
4. Any other new business for discussion purposes only
5. Public Comments



TOWN OF BOURNE
 Office of The Town Planner
 TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532



2013 JUL 1 AM 11:12

Design Review Committee (DRC)

TOWN CLERK'S OFFICE Meeting Minutes
 BOURNE, MASS

DATE: 6/24/13
LOCATION: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532



By DRC 7/1/13

Lisa Swaney

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

Absent: Lisa Laine

Meeting called to order at 9:00 am.

Item #1: Review and acceptance of minutes from 6/4/13

David O'Connor made a motion to accept the minutes as written. The motion was seconded by Pam Matheson. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Abstain
David O'Connor	Yes	Doug Shearer	Abstain

The minutes from 6/4/13 were accepted.

Item #2: Election of Committee Officers

Marie Oliva made a motion to nominate Doug Shearer to serve as the committee Chairman, the motion was seconded by David O'Connor. Roll Call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

Doug Shearer made a motion to nominate David O'Connor to serve as the Vice-Chairman, the motion was seconded by Marie Oliva. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

Doug Shearer will serve as the committee Chairman and David O'Connor will serve as the Vice-Chairman. It was decided that a Secretary was not necessary at this time as the Planner's Office will provide administrative support for meetings.

Coreen Moore announced that Lisa Laine has withdrawn from the Committee due to scheduling conflicts. An additional member needs to

be identified but that based on the Town bylaw, a simple majority is necessary for a quorum and voting. The Committee can proceed in her absence.

Item #3: Project Review: Keystone Place

The Keystone Place project was represented by three meeting attendees:
Fred Milke – Owner's Representative
Joe Longo of Horsey Whitten – Civil Engineer
Robert Kelley – Owner's Attorney

Fred Milke introduced the project by presenting some renderings of the exterior of the building. This included the identification of the exterior parking, the underground parking, the new architectural features (lighthouse structures & roof dormers) and the elevation of the first floor at 14'-0".

Joe Longo presented the site plan that as approved by the Conservation Committee at their last meeting. This included the entry way between the USPS and Ryan Amusements and the low impact design to minimize pavement. He also reviewed the stormwater plan. Mr. Longo pointed out that the Planning Board will be reviewing the fact that there is only 20' of frontage at the street.

Attorney Robert Kelley introduced himself to the group.

The group discussed the following items:

- The Open Space Committee land and the plan to create trails and a park adjacent to the property.
- The road leading to Keystone which is privately owned.
- The location of the HVAC equipment which will be placed at ground level.
- The vinyl siding and color scheme of the exterior. The renderings do not show a consistent scheme and the committee would like clarification before making a decision.
- Signage for the property including both temporary and permanent. No off-site signs (end of the entry road) are allowed without special permit. The standards for all signage are available in Appendix 1 which is available online. Signage will not hold up the process. A permit must be obtained by the Building Inspector and will require a positive review by the DRC.
- The complicated nature of the private ownership of the entry road, especially with respect to the need for sidewalks. This will be an item for the Planning Board to review. The Police have requested that the street be named. Currently, the address is listed as 218 Main Street.
- The landscape plan was discussed. It has already been submitted to the Planning Board but copies need to be forwarded to the DRC members.
- Exterior lighting was discussed. The Planning Board also has a copy of the exterior lighting plan. The DRC will be

reviewing the look of the fixtures but the calculations related to light will be reviewed by the Planning Board.

- The need for sidewalks on the entry road was discussed. The Planning Board can require sidewalks and the fact that the road is private does not matter. There are sidewalks in the proposed site plan around the parking area.

The Keystone group will be appearing before the Planning Board on 6/27/13 to review the site plan and on 7/11 for the Special Permit related to frontage.

The DRC discussed the need for additional information in order to make a decision on their design review. The next meeting is scheduled for 7/1/13 at 9 am in the Lower Level Conference Room at Bourne Town Hall. David O'Connor made a motion to continue until that time which was seconded by Marie Oliva. Roll Call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

The DRC has requested the following information/documents from the Keystone group:

1. Landscape Plan
2. Color Scheme
3. Lighting Plan
4. Sidewalk Plan
5. Proposed Sign Design- Temporary and Permanent

Item #4: New Business/Discussion

- Coreen Moore suggested a check list would help the group with reviewing projects. One will be drafted for the group to review.
- Coreen Moore reviewed the process for sign by-law enforcement. The Building Inspector will answer complaints. The DRC needs to create a letter or form to send to the B.I. if there is a sign the does not comply with the by-law.
- Coreen Moore suggested the Committee put together a list of items they would like to have available at a project review. This list would include materials, colors, etc.
- The need for an additional Committee member was discussed. An alternative should also be identified.

Meeting was adjourned at 10:17 am.

Submitted by:
Lisa Devaney
Program Coordinator
Town of Bourne, Office of the Town Planner



COREEN V. MOORE
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MEETING AGENDA
Design Review Committee

DATE: July 1, 2013

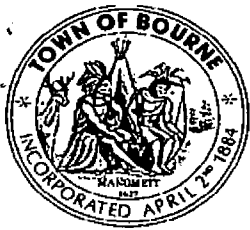
TIME: 9 AM

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

1. Review and acceptance of minutes from 6/24/13
2. Projects for Review
 - a. Keystone Place at Buzzards Bay- 218 Main Street (continued from 6/24/13).
3. Any other new business for discussion purposes only
4. Public Comments

TOWN CLERK'S OFFICE
BOURNE, MASS

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TOWN OF BOURNE
Office of The Town Planner
TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532



2013 AUG 5 AM 10 52 Design Review Committee (DRC)
Meeting Minutes

TOWN CLERK'S OFFICE

DATE: 7/1/13

LOCATION: BOURNE, MASS

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



by DRC 8/5/13

Jose Dwaney

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

Meeting called to order at 9:05 am.

Item #1: Review and acceptance of minutes from 6/24/13

David O'Connor made a motion to accept the minutes as written. The motion was seconded by Marie Oliva. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

The minutes from 6/24/13 were accepted.

Item #2: Projects for Review

Joe Longo of Horsey Witten (Engineering) arrived at 9:20 to represent the developer. He submitted the landscape narrative which lists the commitment of minimum plant sizes (see attachment).

Doug Shearer opened the discussion with a question about the exact light fixtures to be used for the project. J. Longo stated that the developer has not narrowed down to the exact fixture. All fixtures listed in the lighting proposal have the same photometric properties. There are no lights proposed on the entry road because they do not own it.

Coreen Moore added the recommendation that the light fixtures match the fixtures on Main Street. J. Longo commented that the Main Street fixtures are very expensive but that one of the fixture options in the proposal is very similar (#3).

Sidewalks along the entry road were discussed. The 40' right of way would allow a sidewalk if necessary. D. O'Connor inquired if there were going to be any street trees added along the access road to tie the new work to Main Street.

D. Shearer reminded the group that there is a 3" caliper minimum tree size across the frontage required by Town Bylaw. D. O'Connor pointed

out that the landscape narrative specifies 2.5-3" trees. The developer must adhere to the minimum of 3". 3.5" for shade trees is preferred.

The color scheme was reviewed. Samples of the paint colors include the following:

- Buckskin (light brown)
- Autumn Red (brick red)
- Cypress (olive green)
- Sandstone Beige (beige)
- White: trim (no sample provided)

A rendering was passed around which showed the use of the paint colors on the building (see attachment).

An asphalt roof shingle sample was available for review (architectural style with black and green asphalt). J. Longo explained that the developer was working to keep the pitch of the roof the same as proposed.

A discussion of the building setback included a description of the setbacks in the drawings on the front and side of the building by J. Longo. D. Shearer explained that the setbacks were greater than the maximum allowed for Main Street projects. The developer is seeking a variance from the Planning Board.

M. Oliva pointed out that the doors and windows were proposed to be "Champagne". There was not sample provided.

A final discussion was related to landscaping and signage for the project. D. O'Connor suggested that if the developer was going to plant trees on the public way, it should be coordinated with the trees that are planted along the front of the building. C. Moore mentioned that Barnstable has a tree farm where the Town gets trees. Long term care of any planting of trees will be by the Town. The area on the corner of Main Street and the entry way could possibly be used for an off-site sign if the developer commits to maintain any plantings that are installed at the corner. Such a condition would have to be approved by the Selectmen. D. O'Connor suggested this be addressed at a later date when the sign was under review.

D. O'Connor made a motion for a positive recommendation on the Keystone project by the DRC. The motion was seconded by M. Oliva. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

The positive review of the Keystone Place project to the Planning Board will include the following recommendations:

1. Installation of a curb on the entry road
2. Installation of a sidewalk on the entry road
3. Installation of light fixtures on the entry road and on the site to be #3 in the lighting proposal.
4. Addition of street trees along the west side of the entry road

Item #3: New Business/Discussion

- The open seat on the board was discussed. Any member of the committee that has an interested applicant should have them send a letter to the Planning Board outlining their interest and experience.
- A schedule of the meetings for the rest of the year has been sent by email. All meetings are the first Monday of the month except for in September due to the holiday. D. Shearer mentioned that he would not be present at the September meeting.
- C. Moore told the committee that Krua Thai presented a sign application to the Planning Department last week but they did not conform to any of the guidelines. She has spoken with the sign designer and let them know where to find the new bylaw.
- M. Oliva inquired about the status of the grant for signs. She is aware of businesses that are waiting to apply for funds as soon as they are available. C. Moore said that the grant did not become available last time until the beginning of August.
- A flyer/letter will be prepared by the Planning Dept. for the committee to review. This document will be mailed to businesses and it will serve as an introduction to the new bylaw. This will serve as notification to business owners before any enforcement begins.

Item #4: Public Comments

No public comments.

M. Oliva made a motion to adjourn the meeting. D. O'Connor seconded the motion.
Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes	Doug Shearer	Yes

Meeting was adjourned at 10:50 am.

Submitted by:
Lisa Devaney
Program Coordinator
Town of Bourne, Office of the Town Planner



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TOWN CLERK'S OFFICE
BOURNE, MASS

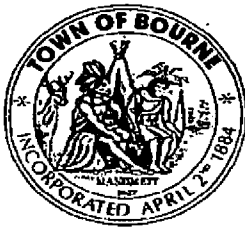
MEETING AGENDA
Design Review Committee

DATE: August 5, 2013

TIME: 9 AM

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

1. Review and acceptance of minutes from 7/1/13.
2. Discussion of enforcement of the Sign By-Law.
3. Review and discussion of the Sign and Architectural Checklists.
4. Any other new business for discussion purposes only
5. Public Comments.



TOWN OF BOURNE
Office of The Town Planner
TOWN HALL - 24 PERRY AVENUE
Buzzards Bay, MA 02532



Design Review Committee (DRC)
Meeting Minutes

DATE: 8/5/13
LOCATION: Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532

Present: Pam Matheson, David O'Connor, Doug Shearer, Coreen Moore
Absent: Marie Oliva

Date Approved by DRC: 9/9/13 Signed: <i>Clone</i>

Meeting called to order at 9:07 am.

Item #1: Review and acceptance of minutes from 7/1/13

David O'Connor made a motion to accept the minutes as written. motion was seconded by Pam Matheson. Roll call vote as follows:

Pam Matheson	Yes	Doug Shearer	Yes
David O'Connor	Yes		

The minutes from 7/1/13 were accepted.

Item #2: Discussion of Enforcement of the Sign Bylaw

Coreen Moore opened the discussion by handing out a copy of the proposed flyer to be distributed to Main Street businesses to introduce them to the new bylaw. The discussion of how the group will proceed with enforcing the new bylaw included the following topics:

- Both guidelines and standards can be enforced.
- A discussion of how to classify signs included a review of some signs that are not exactly as described in the bylaw. There are various styles of flags, banners and pole attachments that create visual clutter. "Open" and "U.S." flags are okay. Temporary signs and corrugated plastic signs are everywhere.
- C. Moore explained that the general by-law requires that all signs be reviewed. There are some signs that are excluded from this. This list of exclusions includes political signs, real estate signs and small "in and out" signs.
- The group discussed several locations on Main Street that currently are violating the bylaw.
- C. Moore told the group that there are some street banners for the Scallop Festival, Fisherman's Statue and Solarize Bourne which have

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 TOWN CLERK'S OFFICE
 BOURNE, MASS

been approved by the Selectman's Office. In the future, signs such as these will be reviewed by the DRC:

- The group is going to follow the following procedure for enforcing the bylaw:
 1. Send out flyer to all businesses
 2. Send a letter of violation to a business that has a sign posted that does not meet the standards and guidelines. This will include information about the grant money that is available for signs.
 3. If the business owner does not meet compliance, send a recommendation to Roger Laporte for enforcement.
- There was a discussion about enabling the committee to fine businesses that are not in compliance. This would require an addition to the general by-law.
- Roger Laporte will be invited to the next DRC meeting to discuss his view of the enforcement procedure.
- Dave O'Connor presented some sample photographs for discussion that he took along Main Street which the group reviewed. These photographs are attached.

Item #3: Architectural & Sign Checklists

The checklists were discussed. They are complete for the time being. As they are used, members will make suggestions about additions, deletions and edits.

Item #4: New Business/Discussion

No new business.

Item #5: Public Comments

No public comments.

D. O'Connor made a motion to adjourn the meeting. P. Matheson seconded the motion. Roll call vote as follows:

Pam Matheson	Yes	Doug Shearer	Yes
David O'Connor	Yes		

Meeting was adjourned at 9.35 am.

Submitted by:
Lisa Devaney
Program Coordinator
Town of Bourne, Office of the Town Planner



COREEN V. MOORE
TOWN PLANNER

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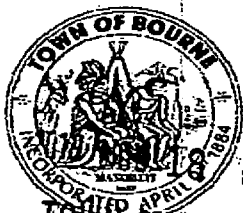


Amended
MEETING AGENDA
Design Review Committee

DATE: September 9, 2013
TIME: 9 AM
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2013 SEP 9 AM 2 49
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review and acceptance of minutes from 8/5/13.
2. Project for review
 - a. Krua Thai: 100 Main Street – Signage
 - b. Sovereign Bank: 50 Cohasset Avenue - Signage
3. Discussion of enforcement of the Sign By-Law
4. Any other new business for discussion purposes only
5. Public Comments.



TOWN OF BOURNE
Office of The Town Planner
TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532



AM 10 54
TOWN CLERK'S OFFICE
BOURNE, MASS
Douglas Shearer, Chairman
Mae O'Connor
David O'Connor
Pam Matheson

Design Review Committee

To: Roger Laporte, Building Inspector/Enforcement Officer

From: The Design Review Committee

Date: September 9, 2013

Re: Kura Thai 100 Main Street

The Design Review Committee has reviewed the proposed sign for 100 Main Street named Kura Thai, as per the Downtown sign regulations Section 2881 and the architectural design standards and guidelines adopted by the Town of Bourne on May 7, 2012 in Article 14, the committee unanimously voted to approve the sign as submitted dated 8/29/13 (see attached).

This approval is contingent upon the removal of the large green sign located on the right side of the building façade.

Sincerely,

David O'Connor / com

David O'Connor, Vice Chairman
Design Review Committee

cc: Coreen Moore, Town Planner
Chankait Suksanit, Applicant



TOWN OF BOURNE
Office of The Town Planner
 TOWN HALL - 24 PERRY AVENUE
 Buzzards Bay, MA 02532



2013 OCT 7 AM 10:00 **Design Review Committee (DRC)**
Meeting Minutes

TOWN CLERK'S OFFICE
 Date: September 9, 2013
 BOURNE, MASS

DRAFT

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

Present: David O'Connor Vice Chairman, Pam Matheson, Marie Oliva
 Absent: Doug Shearer (excused)

Staff: Coreen Moore, Town Planner

Public: Carol Bugbee, Sallie Riggs

Date Approved by
 DRC: *Moore*
 Signed: 10/7/13

Meeting called to order at 9:05 am.

Item #1: Review and acceptance of minutes from August 5, 2013

Pam Matheson made a motion to approve the minutes as written. The motion was seconded by Marie Oliva. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	abstain
David O'Connor	Yes		

The minutes from 8/05/13 were approved.

Item #2: Projects for Review

a. Sign- Sovereign Bank: 50 Cohasset Ave

Carol Bugbee representative for Sovereign Bank explained that Sovereign Bank was changing the name of the bank to "Santander" and the existing signs would be refaced. M. Oliva confirmed that the existing signs were being refaced. P. Matheson expressed that she felt that the sign color (red) was very bright.

D. O'Connor focused on the existing free standing sign in the front, he said it was too big and it extended into the right of way. If it were to remain it would need permission from the Board of Selectmen. Coreen added that the sign was actually a monument sign which is not allowed at this location because the building is not setback a minimum of 15 feet. D. O'Connor said he felt the sign on the front façade was acceptable along with the ATM and canopy. However the proportion of the logo and lettering as it relates to the red background was not appropriate. It appears to be neon like.

Ms. Bugbee said that "Santander" would like to keep their corporate proportions; D. O'Connor said that was not a concern of the Town. It was suggested that the red background be deleted and white lettering be placed directly on the brick. The directional signs were also to large with the monument base being unacceptable due to the potential of a sightline obstruction. D. O'Connor suggested that the applicant pass on the sign regulations to the sign designer. Ms. Bugbee agreed and will contact the DRC when she has revised plans.

D. O'Connor made a motion to continue with a date to be determined. The motion was seconded by P. Matheson vote was as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes		

b. Sign for Krua Thai – 100 Main Street

There was no applicant representative present. The DRC expressed their favor for the new sign, upon a motion from M. Oliva and seconded by D. O'Connor the Krua Thai sign was approved as submitted pending the removal of the large green sign located on the right side of the front of the building. The vote was as follows:

Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes		

Item #3: Enforcement

The committee discussed enforcement issues on Main Street and how they should be addressed. Roger Laporte Building Inspector and Zoning Enforcement officer will be invited to attend the next meeting.

The Committee named five businesses to be forwarded to the Enforcement officer to address immediate enforcement.

1. Canal Creamery rooftop sign– 89 Main Street
2. Shell Gas Station flags and banners– 246 Main Street
3. Tattoo banner on the back of a truck - 270 Main Street
4. Buzzards Bay Tavern sign and display of sale of bulkheads (permitted only for restaurant)– 145 Main Street
5. The "Herbie" sign – 105 Main Street

D. O'Connor made a motion to adjourn the meeting. P. Matheson seconded the motion, vote was as follows:

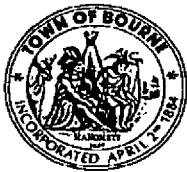
Pam Matheson	Yes	Marie Oliva	Yes
David O'Connor	Yes		

Meeting was adjourned at 10:00 am.

Recorded by:

Coreen Moore, Town Planner

Town of Bourne, Office of the Town Planner



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

TOWN OF BOURNE
Design Review Committee

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



MEETING AGENDA

DATE: October 7, 2013
TIME: 9:00 am.
LOCATION: Bourne Town Hall
Lower Level Conference Room
24 Perry Avenue
Buzzards Bay MA 02532

2013 OCT 2 PM 2 00
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review and acceptance of minutes from 9/9/13.
2. Project for review
 - a. Sovereign Bank: 50 Cohasset Avenue - Signage
3. Discussion of downtown enforcement with Zoning Enforcement Officer
4. Any other new business for discussion purposes only
5. Public Comments.



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

TOWN OF BOURNE
Design Review Committee

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



October 7, 2013

MEETING MINUTES

Date Approved by DRC: <u>10/13/13</u> Signed: <i>[Signature]</i>

- Date:** October 7, 2013
- Location:** Lower Level Conference Room
 Bourne Town Hall
 24 Perry Avenue, Buzzards Bay MA 02532
- Present:** Doug Shearer, Chairman, Pam Matheson, Marie Oliva
- Absent:** David O'Connor Vice Chairman (emergency)
- Staff:** Coreen Moore, Town Planner
- Public:** Carol Bugbee

2013 NOV 13 AM 10 03
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Meeting called to order at 9:06 am.

Item #1: Review and acceptance of minutes from September 9, 2013

Marie Oliva made a motion to approve the minutes as written. The motion was seconded by Pam Matheson. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	abstain		

The minutes from 9/9/13 were approved.

Item #2: Sovereign Bank Sign

Carol Bugbee from Sovereign Bank presented Revision #2 to the committee which incorporated their suggestions from the 9/9/13 meeting. The following drawings were reviewed.

- E-01: A blade sign projecting off the building between the windows, double sided, non-illuminated.
- E-02: Removal of the free standing sign.
- E-03: White letter sign on brick instead of red letters.
- E-05: Replace of hours plaque.
- E-06: Peak sign lettering, non-illuminated.



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

TOWN OF BOURNE
Design Review Committee

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



- E-07: Remove hours plaque at drive through.
- E-08: Red awning over ATM – no lettering on sign.
- E-09: Re-facing post signs: 2' x 20", painted gray.
- E-10: Do not enter sign. Plain, no additional writing.
- E-11: Replacing regulation handicapped signs.
- E-12: Clearance panel on drive through.
- E-13: ATM panel replacements.
- E-14: Decals in drive through windows.
- E-15: New awning fabric.
- E-16: Vinyl lettering on drive through windows with hours.

All members agreed the changes were a good improvement from the original submission. Marie Oliva made a motion to support the design and specifications as revised and submitted. Pam Matheson seconded the motion. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	abstain		

#2 Sign Enforcement Discussion

Roger LaPorte, Building Inspector joined the group to discuss the process for enforcing the zoning by-laws as it applies to signs. The inspection department is the enforcement agency; however, there are time and manpower restraints that make it difficult to cover the downtown area looking for violators and processing the associated paperwork. A part-time zoning person would be necessary to accomplish this work.

The discussion included the following topics:

- a. Possible fines
- b. Violation warning letters
- c. Legal actions
- d. Role of Selectmen in the enforcement process
- e. Role of new possible employee
- f. Focus on Main Street – town-wide benefit
- g. Town administrator's role

Coreen Moore will set up a meeting with the group to meet with Tom Guerino, Town Administrator to discuss the next step in the enforcement of the by-law. If Tom is available, a meeting will be scheduled for 10/23/13 at 9 a.m.



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

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
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#3 New Business

No new business.

#4 Motion to Adjourn

Marie Oliva made a motion to adjourn the meeting. Pam Matheson seconded the motion. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes		

Meeting was adjourned at 9:43 a.m.



Barry H. Johnson
Town Clerk

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



Wendy J. Chapman
Asst. Town Clerk

October 10, 2013

Sally Riggs

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

BFDC

2012 July 11, Aug. 29, Sept. 12

2013 July 10, Sept. 11, Oct. 9

2011 Apr. 13

Design/Sign Standards

2012 Jan 23, Jan 25

Main Street Steering

2012 Sept. 10, Sept 24

2013 Jan 14, Feb 11,

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman
Asst. Town Clerk



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

TOWN OF BOURNE
Design Review Committee

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

2013 NOV 7 PM 1 19
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: November 13, 2013

TIME: 9:00 am

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

1. Review and acceptance of minutes from 10/7/13
2. Project for review
 - a. Beautification Banner Proposal
3. Any other new business for discussion purposes only
4. Public comments



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

TOWN OF BOURNE
Design Review Committee

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



November 13, 2013

MEETING MINUTES

Date Approved by DRC:	12/2/13
Signed:	<i>David O'Connor</i>

Date: November 13, 2013

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

Present: Doug Shearer, Chairman, David O'Connor, Vice Chairman
 Pam Matheson, Marie Oliva, Coreen Moore

Staff: Coreen Moore, Town Planner, Lisa Devaney, Asst to the Planner

Public: Diane Flynn, Beautification Committee

2013 DEC 2 PM 10 38
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Meeting called to order at 9:03 am.

Item #1: Review and acceptance of minutes from October 7, 2013

M. Oliva made a motion to approve the minutes as written. The motion was seconded by D. O'Connor. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes	David O'Connor	Yes

The minutes from 10/7/13 were approved.

Item #2: Review of Beautification Committee Submission

Diane Flynn presented a project that the Beatification Committee is working on with George Sala of the DPW. Their proposal is to replace the existing banner along Main Street (affixed to arms on the lamp posts) with a season (5 month) banner. The banners will be fabricated by Downtown Decorations with the following specifications:

Main Banner: 60" x 30"
 Vinyl
 3 year warrantee
 Pine graphics in green, red and gold



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

TOWN OF BOURNE
Design Review Committee

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 Buzzards Bay, MA 02532
 Contact: Coreen Moore, Town Planner
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Hang Down Banner: 18" x 30"
 Vinyl
 Gold background with 3.5" max lettering

There will be twenty new banners. All hardware to support the banners has been replaced/repared. Approx 15 of the hang down banners have been sold at \$145 to cover the cost of the banners. The sponsors will be displayed for the life of the banners. If the names of the business require two lines, the letters will be smaller. No logos will be allowed, simple text only.

M. Oliva made a motion to approve the minutes as written. The motion was seconded by P. Matheson. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes	David O'Connor	Yes

#3

New Business

- A. Sign Enforcement: sign enforcement strategy was discussed. The committee agreed to review a list of non-compliant signs compiled by D. O'Connor for discussion at the next meeting. The goal is to formulate a formal complaint during the next meeting for submission to the Building Inspector. This will be put on the agenda for the next meeting.
- B. There is a need for an enforcement officer. The group discussed writing a letter to the Selectmen to support creating a part time position for this task. This will be put on the agenda for the next meeting.

#4

Motion to Adjourn

D. Shearer made a motion to adjourn the meeting. M. Oliva seconded the motion. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes	Dave O'Connor	Yes

Meeting was adjourned at 9:30 a.m.



TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-759-0615 x4 * Fax: 508-759-0611



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

NOV 18 AM 10 54

TOWN CLERK'S OFFICE
BOURNE, MASS

November 14, 2013

Town of Bourne, Planning Board
Mr. Christopher Farrell, Chairman
24 Perry Avenue
Buzzards Bay MA 02532

RE: **Beautification Committee**
Seasonal Banners for Main Street

Dear Mr. Farrell,

The Design Review Committee has reviewed the proposed seasonal banner installation for Main Street submitted by the Beautification Committee and presented by Diane Flynn at the November 13, 2013 meeting. As per the architectural design standards and guidelines adopted by the Town of Bourne on May 7, 2012 in Article 14, the committee voted to positively endorse the project to the Planning Board. The proposal met the guidelines and standards required by Appendix 1 of the Zoning Bylaws.

This decision was based on the graphic representation of the banner and the specifications which were received and reviewed by the Committee at the 11/13/13 meeting.

Sincerely,

Douglas Shearer, Chairman
Design Review Committee

Cc: Coreen Moore, Town Planner
Diane Flynn, Beautification Committee
Roger LaPorte, Building Inspector



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

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532
Contact: Office of the Town Planner
Coreen Moore, Town Planner
cmoore@townofbourne.com
Phone: 508-759-0615 x4 * Fax: 508-759-0988

NOV 27 AM 10 13
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: December 2, 2013

TIME: 9:00 am

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

1. Review and acceptance of minutes from 11/13/13
2. Group discussions and actions
 - a. Review the current list of Main Street signs that are not in compliance with the Zoning bylaw. Formulate and submit a formal complaint to the Building Inspector.
 - b. Discuss the need of a part-time enforcement officer. Formulate and submit a letter of support to the Selectmen
3. Any other new business for discussion purposes only
4. Public comments



TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE

Buzzards Bay, MA 02532

Contact: Coreen Moore, Town Planner

cmoore@townofbourne.com

Phone: 508-759-0615 x4 * Fax: 508-759-0611



Douglas Shearer, Chairman
David O'Connor, Vice Chairman

Marie Oliva
Pam Matheson

TOWN CLERK'S OFFICE
BOURNE, MASS

December 5, 2013

MEETING MINUTES

Date Approved by
DRC: <u>2/3/14</u>
Signed: <i>Risa Wang</i>

Date: December 2, 2013

Location: Lower Level Conference Room
Moved to Planners Office due to Auditors
Bourne Town Hall
24 Perry Avenue, Buzzards Bay MA 02532

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

Staff: Coreen Moore, Town Planner, Lisa Devaney, Asst to the Planner

Public: None

Meeting called to order at 9:02 am.

Item #1: Review and acceptance of minutes from November 13, 2013

P. Matheson made a motion to approve the minutes as written. The motion was seconded by D. O'Connor. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes	David O'Connor	Yes

The minutes from 11/13/13 were approved.

Item #2: Non-Compliant Sign Discussion

The group reviewed a list of signs that were not compliant with the zoning bylaw. Photographs were presented for properties between Mass Maritime and Belmont Circle. The group identified many violations including posters in the windows, temporary signs and banners erected on both poles and on the sides of buildings, unpermitted sandwich board signs on public property, "For Sale" signs in both windows and on vehicles and off site advertising signs.



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

TOWN OF BOURNE
Design Review Committee

TOWN HALL · 24 PERRY AVENUE
 Buzzards Bay, MA 02532
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A list of the properties with violations will be compiled with photographs and submitted to Roger LaPorte, Building Inspector.

The group also discussed containers used for donations are abundant along Main Street. No action was determined.

C. Moore will write a letter with input from R. Laporte and the DRC to be sent to business and property owners. If owners to not voluntarily comply, the next step would be to have R. Laporte send a letter.

The use of stickers to keep track of signs that were permitted was discussed. No action was determined.

#3 Part-time Enforcement Officer

D. Shearer will write a letter with input from the DRC members to Tom Guerino in support of a part-time enforcement officer.

#4 New Business

No new business.

#4 Motion to Adjourn

D. Shearer made a motion to adjourn the meeting. D. O'Connor seconded the motion. Roll call vote as follows:

Pam Matheson	Yes	Marie Oliva	Yes
Doug Shearer	Yes	Dave O'Connor	Yes

Meeting was adjourned at 10:25 a.m.

MEETING NOTICE

**Energy Advisory Committee (EAC)
Wednesday, 1/16/13
Bourne Middle School, Room 100
7:00 PM**

2013 JAN 11 AM 8 57

Meeting Agenda:

TOWN CLERK'S OFFICE
BOURNE, MASS

- 1) Approval of Minutes including any past meetings
 - 2) Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
 - 3) Update on activities in Bourne:
 - Discussion/introduction with Bourne facilities Manager, Mr Nelson.
 - CVEC PV installations updates
 - CLC/Rise: Municipal Building Visits
 - Energy audit report and contract
 - 4) EAC assistance with Recycling in Town.
 - meeting with Town Recycling committee
 - 5) Out reach events/activities update on presentation from Energy Savers
 - 6) CLC Update
 - 7) Cape and Vineyard Electric Co-Op. Update
-

Energy Advisory Committee
Minutes of January 16, 2013
Bourne Middle School, Room 100
Bourne, MA 02532

2013 FEB 15 PM 9 33
TOWN CLERK'S OFFICE
BOURNE, MASS

.....
Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis

Richard Elrick, Bourne Energy Coordinator

Meeting called to order
7:00 pm by Chm. Caporelli

Approval of Minutes including any past meetings
Schofield MOVED and SECONDED by O'Keefe to approve minutes of 12/12/12 as amended.
VOTE 5-0.

Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
Mr. Elrick – Mr. Mann's Net Metering Power Agreement was updated. O'Keefe to review and will forward to Town Counsel and TA Guerino.

Update on activities in Bourne

a. **Discussion/introduction with Bourne Facilities Manager, Mr. Nelson**
Tabled to next meeting.

b. **CVEC PV installations update**

1. The Community Center – the award has been made. Mr. Elrick to confirm with TA Guerino on the language.
2. Bourne High School – the School Facility Sub Committee raised concerns with the roof and want more technical details before approving.

c. **CLC/Rise: Municipal Buildings Visits**

Mr. Elrick – Rise is putting together the final technical review and preparing the final proposal for work on buildings visited and expects to receive in a week or two. The LED light switch over will take place within the next month.

Mr. Elrick checked the three references submitted by Next Step Living. The communities of Needham, Natick and Melrose had nothing negative to say. If the town doesn't want to

appoint Next Step Living, he suggested an RFP process to give opportunity to do roof top solar projects. The consensus of the committee was for Mr. Elrick to obtain a copy of the Next Step Living RFP and to put on the agenda for the next meeting.

d. Energy Audit report and contract

No report at this time.

EAC assistance with Recycling in Town

a. Meeting with Town Recycling committee

Bizer-Knox – Town Recycling Committee (Ms. Meredith Chase) met with Phil Goddard who wants to know what the EAC wants to do to be all on the same page. Chm. Caporelli to contact Ms. Chase and Mr. Goddard and attend a future EAC meeting for further discussion.

Outreach events/activities update on presentation from Energy Savers

Bizer-Knox – The Energy Savor's Science Fair will be held on Friday, 2/8/13. She will confirm the time and for the EAC to have a table at the fair. Chm. Caporelli to contact Margaret Song for pamphlets and information for said table.

Cape Light Compact update

Schofield - results of recruitment competition given. Ms. Moore, Town Planner is looking for funding to continue the rest of the decorative lights up to the Police Station.

CVEC update

O'Keefe – meeting tomorrow on how the CVEC can assist towns with regard to long-term planning.

Public comment

Bizer-Knox – suggested adding a link from NASA of images of temperature increases on town website. The consensus of the committee was to add the link. Mr. Elrick will contact IT.

Next meeting

2/13/13 – meeting place to be determined.

Chm. Caporelli – will check on the Open Meeting Law and the Conflict of Interest testing.

Next meeting agenda:

Mr. Jonathan Nelson
Review RFP solar installers
Recycling Committee
Open Meeting Law/Conflict info

Adjournment

Schofield MOVED and SECONDED by Kapsambellis to adjourn. Meeting adjourned at 8:10 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Groezinger, Lisa

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Friday, February 08, 2013 8:17 AM
To: Groezinger, Lisa
Subject: EAC - meeting agenda of 2/13/13 - TO POST

2013 FEB 8 AM 8 51

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee (EAC)
Wed. 2/13/13
7:00 pm
Bourne Middle School

Agenda Items:

- 1) Approval of Minutes including any past meetings
- 2) Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
- 3) Update on activities in Bourne:
 - Discussion/introduction with Bourne facilities Manager, Jon Nelson.
 - RFP Solar installers - MA Solarize program
 - CVEC PV installations updates
 - CLC/Rise: Initial Municipal Building Visits Energy audit report and contract
- 4) EAC assistance with Recycling in Town.
 - meeting with Town Recycling committee
- 5) Out reach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update

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



Barry H. Johnson
Town Clerk

Wendy J. Chapman
Asst. Town Clerk

Subject: EAC - meeting agenda of 2/13/13 - TO POST

MEETING NOTICE

Energy Advisory Committee (EAC)
Wed. 2/13/13
7:00 pm
Bourne Middle School

Agenda Items:

- 1) Approval of Minutes including any past meetings
- 2) Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
- 3) Update on activities in Bourne:
 - Discussion/introduction with Bourne facilities Manager, Jon Nelson.
 - RFP Solar installers - MA Solarize program
 - CVEC PV installations updates
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- 4) EAC assistance with Recycling in Town.
 - meeting with Town Recycling committee
- 5) Out reach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update

2013 FEB 8 AM 10 31
TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee
Minutes of February 13, 2013

Bourne Middle School, Administrative Room
Bourne, MA 02532

.....
Liz Caporelli, Chairman TOWN CLERK'S OFFICE
Bob Schofield, Vice-Chairman BOURNE, MASS
Allyson Bizer-Knox, Clerk (excused)
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis (excused)

Richard Elrick, Bourne Energy Coordinator

Meeting called to order
7:00 pm by Chm. Caporelli

Approval of Minutes including any past meetings
O'Keefe MOVED and SECONDED by Schofield to approve minutes of 1/16/13 as submitted.
UNANIMOUS VOTE.

Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
Mr. Elrick – the purchase agreement is with Atty. Bob Troy for review. There are 11 cents, 11.5 cents and 12 cents options. O'Keefe requested from Mr. Elrick to ask for a spreadsheet for the fixed 12 cents option and if there is a guaranteed floor price.

Update on activities in Bourne

a. **Discussion/introduction with Bourne Facilities Manager, Mr. Nelson**
Tabled until Mr. Nelson can attend a future meeting.

b. **RFP Solar Installers – MA Solarize program**
Mr. Elrick – if the town receives this grant, it will be a commitment on the town's part. He reviewed most of the completed draft application with the committee. Schofield requested to add the commercial firm that the town has talked to and the town would like to pick up as a community project. Outreach to the Bourne Technologies Collaborative, PTA, Rotary Club and the Chamber of Commerce were some suggestions. Marketing Plan would be to work with suggested groups.

c. **CVEC PV installations updates**
Mr. Elrick – the school committee concluded several of the roofs don't have current warranties. The school hired an engineering company to inspect both the Middle School and the High School roofs for suitability and their structure. The school committee hasn't finalized their

recommendations of whether the roofs are to be included, but Mr. Nelson will report back to Mr. Elrick.

The Middle School roof has leaks and the installer has offered to remove at no charge to the town the solar panels and may not be put back.

In addition, when TA Guerino puts together his line item for budget for utilities, the Round 2 CVEC projects are asking for a specific line item to pay CVEC - TA Guerino to get back to Mr. Elrick.

d. CLC/Rise: Initial Municipal Buildings Visit

Mr. Elrick - to get an updated schedule for the LED lights projects, due to the recent snow/wind storm.

EAC assistance with Recycling in Town

Bizer-Knox's contact is Ms. Meredith Chase.

Outreach events/activities update on presentation from Energy Savers

Tabled to next meeting.

Cape Light Compact update

Schofield - three year budgets approved last week. Numbers for last calendar year were briefly reviewed for Bourne.

Schofield – not on the agenda, but brought up a site that could be possibly used in town (AFNG base parcel) if Falmouth takes down their turbines.

CVEC update

No report this month.

Public comment

None.

Next meeting

3/20/13 – meeting place to be determined.

Adjournment

O'Keefe MOVED and SECONDED by Schofield to adjourn. Meeting adjourned at 8:30 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Johnson, Barry

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Friday, March 15, 2013 9:28 AM
To: Meier, Marie; Chapman, Wendy
Cc: Johnson, Barry
Subject: EAC meeting agenda of Wed 3/20/13 - TO POST

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, March 20, 2013
Bourne Middle School, Room 100
7:00 pm - 9:00 pm

Meeting Agenda:

- 1) Approval of Minutes including any past meetings
- 2) Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth
- 3) Update on activities in Bourne:
 - Discussion/introduction with Bourne facilities Manager, Jon Nelson.
 - RFP Solar installers - MA Solarize program -CVEC PV installations updates
 - CLC/Rise: Initial Municipal Building Visits Energy audit report and contract
- 4) Discussion on Representative Vieira's Bill: An Act relieving the adverse effects of wind energy.
- 5) Out reach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update

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BOURNE, MASS
TOWN CLERK'S OFFICE
2013 MAR 15 AM 9 32

Energy Advisory Committee
Minutes of March 20, 2013
Bourne Middle School, Room 101
Bourne, MA 02532

2013 APR 11 PM 4 30

Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk (excused)
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis (excused)

TOWN CLERK'S OFFICE
BOURNE, MASS

Richard Elrick, Bourne Energy Coordinator
Jon Nelson, Facilities Manager Bourne

Meeting called to order
7:05 pm by Chm. Caporelli

Approval of Minutes including any past meetings approved
Schofield MOVED and O'Keefe SECONDED to approve minutes of 2/13/13 as submitted.
UNANIMOUS VOTE.

Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth

Mr. Elrick – Mr. Guerino was approached by Blue Wave Capitol about selling solar to Town at \$.095 cents. Town has pending commitment with Future Gen. Option could be to potentially split between the two entities: 2 million kWh out of estimated 4.6 million kWh that the Town uses. More information needed on the Blue Wave contract. Blue Wave will present the contract details to Town Administrator on Monday 3/15.

-Future Generation will be reviewed by Selectmen 4/2 – Mr Mann will make a presentation to Selectmen. Town Administrator to make final decision.

Update on activities in Bourne

a. Discussion/introduction with Bourne Facilities Manager, Mr. Nelson

Mr. Nelson: Gail Engineer was contracted by school committee to assess the conditions of the roofs. He will review the Middle School report

-He plans to confirm that capital Town projects are reviewed for energy efficiency opportunities and include high efficient equipment.

Mr Elrick- would like to work with Jon to put together an energy efficient plan for each building and re-commission the building energy system.

Mr. Elrick – Approached by St. Margaret’s school about putting a PV panel on the roof of the school for a teaching tool. Mr. Elrick will meet with the school and discuss options. Mr. Nelson suggested contacting the Electric Union for assistance.

EAC Members – provided overview of the Committee’s activities to Mr. Nelson.

Eco Toilet work shop – April 5th

b. RFP Solar Installers – MA Solarize program

Mr. Elrick –Application submitted – Awards were due to be announced on March 14th. Have not been announced yet. Two RFPs submitted from Barnstable County.

c. CVEC PV installations updates

Mr. O’Keefe– Looked at High School roof. Walked with Engineering Contractor. Reconsidering one roof that was previously not an option. Three roofs will be disqualified. Waiting for School Committee to confirm what roofs are approved. Hope to have information in a few weeks. There are agreements that need to be signed. CVEC Financing contracts have been amended as required by the financiers and reviewed by Town Council.

Mr. Nelson- Community Center roof will be completed this week. It will be solar ready roof. Solar installation will go on the gym roof portion. Some consideration for panels on the front.

d. CLC/Rise: Initial Municipal Buildings Visit

Mr. Elrick — waiting to hear back from Rise Engineers.

EAC assistance with Recycling in Town

Ms Caporelli has been in touch with Ms. Meredith Chase. She will attend a future EAC meeting.

Outreach events/activities update on presentation from Energy Savers

Mr. Schofield – Science Fair several 100 adults. Gave away 100 light bulbs and a brochure for an energy audit. Light bulbs and brochure provided by CLC. Several Renters were informed that they are eligible for free audits. Customers were very pleased with recent audits and appreciated the lighting provided.

Cape Light Compact update

Mr. Schofield – \$25.5 million for 2012 budget 28,868 MWH hours savings. Total benefits for 2012 is \$88million dollars for saving. \$30 million 2013 budget, expected to save 41,665MWH. Additional information on breakdown between residential and commercial provided in CVEC annual report. Approved \$350K for new wireless on the Cape. Payback expected to be better than three times.

-Cape Cod Selectmen and Councilors Association – sent letter of support of CVEC and CLC

-LED Pilot Street light project – CLC presented to public for comment. Only a few comments on the installation, very minor comments on the lighting. Adjustments can be made to light color and buffer lighting if impacting residents.

-Discussions continue with CLC on changing out the new light fixtures on Main Street.

CVEC update

See Above

Public comment

None.

Next meeting

4/10/13 – Bourne Middle School Room 100

Adjournment

Curtis MOVED and O'Keefe SECONDED. Meeting adjourned at 8:45 pm. UNANIMOUS VOTE.

Respectfully submitted,
Liz Caporelli, Chairman

EAC - meeting of wed 4/10/13 - TO POST 2013-08-08 8 AM 9 30

Lisa A. Groezinger [lgroezinger@gmail.com]

Sent: Monday, April 08, 2013 9:28 AM

To: Meier, Marie

Cc: Chapman, Wendy; Johnson, Barry

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, 4/10/13
Bourne Middle School
7:00 pm

Agenda Items:

- 1) Approval of Minutes including any past meetings
 - 2) Presentation by Blue Wave to discuss a solar PV project for Bourne
 - 3) Update on the power purchase of Keith Mann's 4-Turbine project in Plymouth - update from Selectman's meeting.
 - 4) Update on activities in Bourne:
 - RFP Solar installers - MA Solarize program
 - CVEC PV installations updates
 - CLC/Rise: Initial Municipal Building Visits
 - Energy audit report and contract
 - 5) Out reach events/activities
update on presentation from Energy Savers
 - 6) CLC Update
 - 7) Cape and Vineyard Electric Co-Op. Update
 - 8) Public comment
- Sent from my BlackBerry®

**Energy Advisory Committee
Minutes of April 10, 2013
Bourne Middle School, Administrative Room
Bourne, MA 02532**

2013 MAY 17 AM 9 04

.....
Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk
Thomas Gray Curtis (excused)
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis

TOWN CLERK'S OFFICE
BOURNE, MASS

Richard Elrick, Bourne Energy Coordinator

John Nelson, Facilities Director

Meeting called to order

7:15 pm by Chm. Caporelli

Approval of Minutes including any past meetings

Schofield MOVED and SECONDED by O'Keefe to approve minutes of 3/16/13 as amended.

UNANIMOUS VOTE.

Presentation by Blue Wave to discuss a solar PV project for Bourne

Mr. John DeVillars – met with TA Guerino twice and was suggested to meet with this committee.

Copies:

- Original term sheet proposed
- Proposal for 20 year purchase agreement between the town and Blue Wave with 9.5 cents letter from 3/24/13
- Fixed rate across the 20 years 10.5 cents
- Power purchase agreement that will govern the arrangement between town and Blue Wave.

Mr. DeVillars - Blue Wave Capital out of Boston has been around for the last 10 years. They have been developing brown field sites and the last 3 1/2 years developing solar projects.

Mr. Aidan Foley is responsible for engineering and project management. Mr. DeVillars handles the public policy and management. Power purchase agreements with 5 municipalities. They have 3 or 4 communities with PPAs in negotiation – currently working with Sandwich.

Mr. DeVillars – several sites in the Commonwealth and several sites in NStar CEMA. Plymouth is the one where we have the highest confidence level to qualify for the SRECs.

Mr. Foley – Blue Wave has three other sites all in highly developed stage, one is Holliston. The solar business is where you should verify information.

Mr. DeVillars – Plymouth project will be checking all the boxes before you go to 10 megawatt to 8 mega watts. There is a 400 megawatt cap on SRECs.

Chm. Caporelli – asked how long the process is to register. Mr. DeVillars – it could be about 30 days. Right now you have to qualify to get the SRECs.

Mr. DeVillars – power purchase will have certain dates to begin construction or be commissioned. Meters would be assigned on a Schedule Z. Every kWh committed to procure starts the day the switch turns on in the plant.

Mr. Elrick – asked about accounting. Mr. Foley - in both contracts you would be billed monthly with a net 30-payment provision.

Mr. Foley – instead of paying 12 times, you pay 4 times – quarterly - to Blue Wave. The solar billing is the calendar month.

Mr. Foley - the biggest investors work with leading developers who work with customers like Bourne.

Mr. Foley – we have a local design team on board for each of the three projects. Sun Edison is the capital partner for the Plymouth site.

Mr. Foley – tracking accounts is an insurance program that is at the end of 20 year contract.

Mr. Foley – as a municipality, Bourne would probably benefit from a level value model.

Chm. Caporelli – asked about risks. Mr. DeVillars – three risks are: a) developer not delivering; b) Bourne could lose out on 400 megawatts; and c) Bourne could miss out of 10 year SRECs vs. 8 year.

Mr. Elrick – summarized by saying the town will see a 23% savings in the first year and a 32% escalator savings in the first year.

Mr. Foley – warns that the town should verify if a project is for real – know where they are in permitting, the interconnection, know if developers are for real, investors are for real – and if the company will share a financial model. Blue Wave can meet all of these criteria.

Mr. DeVillars – asked what is the next step. Mr. Nelson – Blue Wave will go before the Board of Selectmen on 4/16/13.

Mr. Elrick – asked about negotiating with Blue Wave for another off taker. Mr. DeVillars – Blue Wave would negotiate with the town. Mr. Foley – the re-sale of credits is not considered an assignment.

O’Keefe MOVED and SECONDED by Schofield recommends the Town enter into a 20-year Power Purchase Agreement with Blue Wave Capital, LLC with kWh to be determined by the Town Administrator. UNANIMOUS VOTE.

Chm. Caporelli – email TA Guerino of the vote and the bullet points of why they voted.

Update on activities in Bourne

a. RFP Solar Installers – MA Solarize program

Mr. Elrick – Bourne is one of 10 communities selected to receive the solar installers. He will be looking for committee members for outreach and education. The contractor hasn’t been picked at this time.

b. CVEC PV installations updates

Mr. Elrick – discussed with Broadway the documentation for the high school - the town needs to get documentation signed by the end of the month. O’Keefe – there has been discussion on which part of the roof of the high school to use. The school subcommittee has raised issues but doesn’t meet until after the 4/30/13 deadline. There is a possibility the town could lose that project. The Community Building has a new roof and Mr. Nelson is waiting for the new warranty documentation.

c. CLC/Rise: Initial Municipal Buildings Visit

Mr. Elrick – he has been in touch with the engineering specialist from Rise Engineering. They have been delayed in preparing a formal proposal for submitting work they are planning to do.

Agenda items below will be deferred to the next meeting on 5/8/13:

Update on the power purchase of Keith Mann’s 4-Turbine project in Plymouth – update from Selectmen’s meeting

Outreach events/activities update on presentation from Energy Savers

Cape Light Compact update

CVEC update

Public comment

Next meeting

5/8/13 – meeting place to be determined.

Adjournment

Schofield MOVED and SECONDED by O'Keefe to adjourn. Meeting adjourned at 9:15 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Fw: EAC - meeting agenda of Wed. 5/8/13 - TO POST

Lisa A. Groezinger [lgroezinger@gmail.com]

Sent: Sunday, May 05, 2013 7:32 AM

To: Meier, Marie

Cc: Chapman, Wendy

Hi! This is to post, please (see below email body). Thank you.

Lisa

Sent from my BlackBerry®

From: Lisa Groezinger <lgroezinger@gmail.com>

Date: Thu, 2 May 2013 10:50:19 -0400

To: Lisa Groezinger<lgroezinger@gmail.com>

Subject: EAC - meeting agenda of Wed. 5/8/13

Energy Advisory Committee (EAC)

Wednesday May 8, 2013

Bourne Middle School, Room 100

- 1) Approval of Minutes
- 2) Presentation by Luke Hinkle, from My Generation on PV project for Bourne
- 3) Update on power purchase proposals and comparison of costs
- 4) Plan for Selectman's meeting.
- 5) MA Solarize program
- 6) Update on activities in Bourne:
 - CVEC PV installations updates
 - CLC/Rise: Municipal Building Visits
 - Energy audit report and contract
- 7) Outreach events/activities
 - update on presentation from Energy Savers
- 8) CLC Update
- 9) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli, Chairman

2013 MAY 6 PM 3 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Fw: EAC - meeting agenda of Wed. 5/8/13 - TO POST

Lisa A. Groezinger [lgroezinger@gmail.com]

Sent: Sunday, May 05, 2013 7:32 AM

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To: Lisa Groezinger <lgroezinger@gmail.com>

Subject: EAC - meeting agenda of Wed. 5/8/13

Energy Advisory Committee (EAC)

Wednesday May 8, 2013

Bourne Middle School, Room 100

7PM

Per. Liz Caporelli
yc

- 1) Approval of Minutes
- 2) Presentation by Luke Hinkle, from My Generation on PV project for Bourne
- 3) Update on power purchase proposals and comparison of costs
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2013 MAY 6 PM 3 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Liz Caporelli, Chairman

1-774-836-0910

7PM

EAC - meeting agenda - TO POST

Lisa A. Groezinger [lgroezinger@gmail.com]

Sent: Wednesday, July 10, 2013 8:37 AM

To: Meier, Marie

Cc: Chapman, Wendy

2013 JUL 10 AM 8 39

TOWN CLERK'S OFFICE
POURNE, MASS

MEETING NOTICE

Energy Advisory Committee
Wednesday, July 17, 2013
7:00 PM
Bourne Community Building

Agenda Items

- 1) Approval of Minutes
- 2) Update on power purchase proposals
- 3) Update on MA Solarize program
-next events, participation
- 4) Update on activities in Bourne:
-CVEC PV installations updates
CLC/Rise: Municipal Building Visits
Energy audit report and contract
- 5) Outreach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
Chairman
Sent from my BlackBerry®

Energy Advisory Committee
Minutes of July 17, 2013
Bourne Community Center
Bourne, MA 02532

2013 AUG 15 PM 12 42

TOWN CLERK'S OFFICE
BOURNE, MASS

.....
Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis

Richard Elrick, Bourne Energy Coordinator
Thomas Guerino, Town Administrator

Meeting called to order
7:05 pm by Chm. Caporelli

Approval of Minutes including any past meetings
Schofield MOVED and SECONDED by O'Keefe to approve minutes of 5/8/13 as amended.
UNANIMOUS VOTE.

Update on power purchase proposals

Mr. Guerino: Mr Nelson will provide spreadsheet tomorrow with cost information and comparison. Mr. Guerino and Mr. Nelson have spoken to Future Generation (Carlos and Mr Mann) to adjust the rate and incentives. Savings based on 11.5 cent rate. Future Generation have adjusted the delta between savings and fixed rate. Discussion has also taken place with Blue Wave.

Mr. Guerino and Mr. Nelson run the numbers based on the estimates from Future Gen and Blue Wave, the estimated savings from the PP agreement with the solar is over \$2million dollars better than from the wind project based on 4million kWh. In the assessment, T. Gurino looked at 500K kWh, the savings on the Solar is \$34,000 for wind it is \$21,000 – difference of \$12,843. Over 20 years it is a \$256K dollar difference.

T. Gurino's recommendation to BOS is to go with Blue Wave's solar project. Discussion will BOS will take place during an executive session on Tuesday July 23.

R. Elrick: Request to look at the numbers when the spreadsheet is complete. Would like to diversify if possible.

Mr. Guerino: Sees the benefit of diversifying and using a local source but the cost difference is to great to justify the difference in cost. Estimated the Power Purchase agreement would be 3.8 million kWh for the Town.

Update on MA Solarize program

Mr. Elrick: provided overview of the program to date.

Will air a radio interview with local radio station.

Will put up a road banner in Bourne.

Scraggy Neck meeting

4th July Parade

Sent out information to schools and seniors

Choose a village: Get out a few posters

Other opportunities:

Concert on Park

Braves Games

Transfer Station

Farmers Market

Mr. Guerino: Are the other towns offering additional incentives?

When does the program end?

Mr. Elrick: Towns are not offering incentives

Contracts run to the end of September

Mr. Kodzis: Should we emphasize that the assessment is free.

Mr. Elrick: concern that too many people will want an assessment. Should asses only appropriate homes.

EAC members signed up for distributing posters brochures and talking with locals Villages in Bourne and local business.

Update on activities in Bourne:

a.) CVEC PV installations updates

R. Elrick: hopes to get community center done but there is a request for documentation from the Town that the funding is in the budget. Mr. Elrick has asked CVEC consultant to talk with Mr. Guerino for this documentation.

Other areas are still being evaluated.

b.) CLC/Rise: Municipal Building Visits

R. Elrick: Town hall, Library, Community center will be receiving energy management systems. System for the Town hall cost covered by CLC is \$24K first year savings for town is \$4K per year.

c.)SRECS for Elementary School: Avg SREC was \$215. This week: 7 more SREC were sold at \$230 each.

The Middle school has not had any data reported since May 9th. Contacted Real Good Solar and they believe that there was a change in IT and the reporting has not continuing.

d.) Decorative Street Lights: Lights are using a large amount of electricity. Mr. Schofield is working with the CLC to replace lights with LED. Suggest that we turn every other light off. Average cost per light is \$8 per month. Would need to pay to have each light removed.

e.) Street lights: CLC will replace the street lights. Contracts are going out now and in the process of RFP.

f.) Mr. Elrick: applying for electric vehicle grant for the Town. If we have an electric vehicle then we can get a free charger. \$7K rebate on an electric vehicle.

Outreach events/activities

None to report

CLC Update:

Mr. Schofield: Providing information about ratepayers savings over the life of CLC.

Cape and Vineyard Electric Co-Op. Update

NA

Next meeting

8//14 – meeting place to be determined.

Adjournment

Curtis MOVED and SECONDED by O'Keefe to adjourn. Meeting adjourned at 8:40 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Chair E. Caporelli

Johnson, Barry

From: Meier, Marie
Sent: Monday, August 12, 2013 12:01 PM
To: Johnson, Barry
Subject: FW: EAC - meeting of Wed 8/14/13 - TO POST, please :)

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Monday, August 12, 2013 8:35 AM
To: Meier, Marie
Cc: Chapman, Wendy
Subject: EAC - meeting of Wed 8/14/13 - TO POST, please :)

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, August 14, 2013
7:00 PM
Community Building

Meeting Agenda

- 1) Approval of Minutes
- 2) Update on power purchase proposals
- 3) Update on MA Solarize program
-next events, participation
- 4) Update on activities in Bourne:
-CVEC PV installations updates
CLC/Rise: Municipal Building Visits
Energy audit report and contract
- 5) Outreach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update Sent from my BlackBerry®

2013 AUG 12 PM 12 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Monday, September 09, 2013 10:54 AM
To: Meier, Marie
Cc: Chapman, Wendy
Subject: EAC - Meeting agenda of Wed 9/11/13 - TO POST

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, 9/11/13
7:00 PM
Bourne Middle School

*received
Sept 9, 2013
WJ*

Meeting Agenda:

- 1) Approval of Minutes
- 2) Update on power purchase proposals
- 3) Update on MA Solarize program
-next events, participation
- 4) Update on activities in Bourne:
-CVEC PV installations updates
CLC/Rise: Municipal Building Visits
Energy audit report and contract
- 5) Outreach events/activities
update on presentation from Energy Savers
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
EAC Chairman
Sent from my BlackBerry®

**Energy Advisory Committee
Minutes of September 11, 2013
Bourne Middle School, Administrative Room
Bourne, MA 02532**

Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk (excused)
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis (excused)

Richard Elrick, Bourne Energy Coordinator

Jonathan Nelson, Facilities Manager

Meeting called to order
7:08 pm by Chm. Caporelli

Approval of Minutes including any past meetings

Schofield MOVED and SECONDED by O'Keefe approve minutes of 8/14/13 as amended.
UNANIMOUS VOTE.

Update of Power Purchase Proposals

Update of MA Solarize Programs – next events, participation

Mr. Elrick – Cotuit Solar letter to get a final push to the end of the program suggested outreach at high school games, school mailing, posters around school, Town of Bourne Facebook, BHS Environmental Club, Scallop Fest, Bourne buildings – He will look into.

Mr. Elrick – conducted a presentation for the Men's Breakfast at the Community Building. Concerns raised were the Fire Chief's concerns, as well as individuals bringing up the increase of home insurance.

Chm. Caporelli will explore Cotuit Solar's response to Kodzis's letter.

Update on activities in Bourne

a. CVEC PV installations updates – package is sitting in Atty. Troy's office for review.
CLC/Rise: Municipal Building Visits - finished EMS controls at the library, and will work on the Community Center. Fire Station III (Sagamore) question was raised by Mr. Nelson. Mr. Elrick will look into the Gallo Ice Irena and the land behind them with the Solarize. He will also check with Mr. Barry Johnson about the roof.

2014 DEC 1 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Outreach events/activities

- a. **Update on presentation from Energy Savers - None at this time.**

- b. **Cape Light Compact update – Annual Report copy sent and over budget; it is working and people are getting the audits. Businesses are the most likely candidates for Solarize because they have the write offs.**

- c. **CVEC update – none at this time.**

Public comment

None.

Next meeting

10/9/13 – BMS, Room 100

Adjournment

Kampsambellis **MOVED** and **SECONDED** by Schoefield to adjourn. Meeting adjourned at 8:00 pm. **UNANIMOUS VOTE.**

Respectfully submitted - Lisa Groezinger, sec.

Johnson, Barry

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Wednesday, November 13, 2013 11:27 AM
To: Johnson, Barry
Cc: Chapman, Wendy
Subject: EAC - amended agenda for 11/13/13

Event Title: Energy Advisory Committee
Where: Bourne Middle School, Rm 100
Wednesday, November 13, 2013
Time: 7:00 PM EST

AMENDED Meeting Agenda

- 1) Approval of Minutes
- 2) Update on power purchase proposals
- 3) Update on MA Solarize program
- 4) Update on activities in Bourne:
CVEC PV installations updates
CLC/Rise: Municipal Building Visits
Energy audit report and contract
- 5) Presentation by Bob Frosch on infrasound associated with wind turbine operation
- 6) Outreach events/activities update on presentation from Energy Savers
- 7) CLC Update
- 8) Cape and Vineyard Electric Co-Op. Update

2013 NOV 13 AM 11 31
TOWN CLERK'S OFFICE
BOURNE, MASS

If I could reach up and hold a star for every time you've made me smile, the entire evening sky would be in the palm of my hand - Unknown

Chapman, Wendy

From: Lisa A. Groezinger [lgroezinger@gmail.com]
Sent: Friday, November 08, 2013 3:09 PM
To: Meier, Marie
Cc: Chapman, Wendy; Campbell, Cheryl
Subject: EAC - meeting agenda of Wed. 11/13/13 - TO POST

2013 NOV 12 AM 10 14
TOWN CLERK'S OFFICE
BOURNE, MASS

11/13/2013

Event Title: Energy Advisory Committee
Where: Bourne Middle School, Rm 100
Wednesday, November 13, 2013
Time: 7:00 PM EST

Meeting Agenda

- 1) Approval of Minutes
- 2) Update on power purchase proposals
- 3) Update on MA Solarize program
- 4) Update on activities in Bourne:
CVEC PV installations updates
CLC/Rise: Municipal Building Visits
Energy audit report and contract
- 5) Discussion on having presenter on infrasound associated with wind turbine operation at next EAC meeting
- 6) Outreach events/activities update on presentation from Energy Savers
- 7) CLC Update
- 8) Cape and Vineyard Electric Co-Op. Update

If I could reach up and hold a star for every time you've made me smile, the entire evening sky would be in the palm of my hand - Unknown

Energy Advisory Committee
Minutes of November 13, 2013
Bourne Middle School, Administration Room
Bourne, MA 02532

NOV 14 AM 8 21

TOWN CLERK'S OFFICE

BOURNE, MASS

Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk
Thomas Gray Curtis
Chris Kapsambelis
Paul O'Keefe
Frank Kodzis

Richard Elrick, Bourne Energy Coordinator
John Nelson, Facilities Director

Documents

Meeting called to order

7:04 pm by Chm. Caporelli

Approval of Minutes including any past meetings

Schofield MOVED and SECONDED by O'Keefe approve minutes of 10/09/13 as submitted. UNANIMOUS VOTE.

Presentation by Dr. Robert Frosch

Dr. Frosch is a physicist, who has had a long career in managing research. Beginning as a research scientist and subsequently as director of research programs for Hudson Laboratories of Columbia University he worked on problems in underwater sound, sonar, oceanography, and marine geophysics. He directed research at the U.S. Department of Defense Advanced Research Projects Agency (ARPA); became an Assistant Secretary of the Navy for Research and Development. As a NASA administrator, he was responsible for overseeing the continuation of the development effort on the Space Shuttle program. He has been vice president for research at the General Motors Research Laboratories. As a physicist he has had considerable experience in low frequency sound, infrasound, at frequencies below the audible range.

Dr. Frosch observed that the scientific studies of the effects of infrasound on people or animals are limited, and its effects on animals are not well understood. Some people, who live in close proximity to wind turbines, have been adversely affected by them. There is anecdotal evidence of that; adverse impacts of the Falmouth Wind Turbines has been documented. The town is of divided opinion. Some believe that the Falmouth wind turbines have caused sickness while others believe that such claims are psychosomatic.

Since some people have become sick and it is not clear why, scientific investigations should be made to determine the causes of such infrasound, and the causes of illness infrasound induces. In one of the houses near the Falmouth Wind Turbines, occupants had to move out as they

became ill and couldn't sleep. During a scientific investigation of the infrasound in the house, several of the investigators became ill as well. Inside the house, significant sound energy was found at frequencies of 2 and $29\frac{1}{2}$ hertz. The energy levels inside the house were greater than those outside, possible due to resonances of the structure at its natural frequencies. The investigation was published in the Bulletin of Science, Technology and Society ~~Noise Control Engineering Journal~~, the technical publication of the Institute of Noise Control Engineering.

In sensing the surrounding environment and to control the body's responses, the nerves transmit electrical signals between sensing organs, the spinal chord, brain, and muscles. Stimulation at certain frequencies can be disruptive of these transmissions. As individuals have different susceptibility to seasickness, various physiological effects can be produced in individuals more sensitive to infrasound frequencies than others. Visual stimulation by flicker on a TV have caused epileptic seizures. It is known that vibrations flicker near 20 hertz can affect vision. Some individuals subjected to vibrational motion have complained of visual problems during testing at certain infrasound frequencies.

Sensitive individuals might believe hallucinations they were having and sounds they heard were real paranormal visions and sounds. "Flakey" explanations based on apparitions tend to discredit scientists involved in such investigations in the eyes of the scientific community, and discourage serious scientists from making such investigations. However, scientific investigations of infrasound and its influences on humans are warranted.

The disturbing influence of turbines may possibly be readily corrected by simply altering the design of the turbine blades. However, until such investigations resolve the unknowns of infrasound caused by wind turbines, their location relative to humans should be prudently determined, and not be placed in too close proximity.

Kapsambelis – the official opinion of the DEP – measured and does exceed the noise limitation". DEP isn't specific on how much exposure. Mr. Frosch said it is on average.

Chm. Caporelli – natural barriers of trees and bushes would help. Mr. Frosch said at a height in between the turbine and the house.

Mr. Frosch talked to Falmouth about studies done. He suggested to re-measure the house or several houses to find out what is resonating, and find the source of infrasound.

Mr. Frosch is willing to discuss further with any member of the committee in the future.

DPW Facility and the Cape Light Compact (CLC) – Jonathan Nelson

Mr. Jon Nelson, Facilities Manager and Mr. Jeff Alberti, lead design present tonight. The total budget is \$11.1M, including \$1M in kind from ISWM.

Schofield – asked what the expected usage for power for the building will be. Mr. Alberti didn't have that information at this time.

The budget status is that they are looking to trim the fat to get this project built. There is no room in the budget for solar panels on the roof. The heating system will be radiant and will use super insulation, recycle rain water, maximizing natural daylight with sensors.

Work bids will go out around February 1, 2014. Open to suggestions from the committee. The building is at 50% design development.

Schofield – suggested using a geothermal system similar to the base in the new hanger. Mr. Alberti said the payback rate was in the 10-15 year range.

O'Keefe – suggested a hot water coil versus a gas fired unit with the vehicle maintenance room. Mr. Alberti will look into that.

Elrick – looking into installing LED lights. Mr. Nelson said this will be the most efficient in the budget. His goal is to make the building as efficient as possible.

Update of Power Purchase Proposals - John

Mr. Elrick - Mr. John Devillars supplied detailed impact studies. Holliston is the first location.

Update of MA Solarize Programs – next events, participation

Mr. Elrick - last week Bourne picked up 10-12 additional contracts for a total of 22 contracts that have been signed. The program has concluded. For the record, O'Keefe commended Mr. Elrick for his efforts on behalf of the town with the Solarize Program. Bizer-Knox added having increased awareness due to the signs that were put up during the program.

Update on activities in Bourne

Mr. Elrick - Rise will come in and audit the Sagamore Fire Station. Fire Station has the most potential. Mr. Nelson had some concerns with the ceiling and insulation at the library and wants to sit down with Rise in the future to make sure the same issues do not happen at the Community Center.

Cape Light Compact update

Schofield - briefly reviewed offers and incentives, including a 100% incentive up to \$4,000 to install recommended weatherization measures. Street lights update will begin next week.

CVEC update

Mr. Elrick - there was a walk through at the Community Center with Jon Nelson and Lisa Plante. Work will begin in 2-3 weeks. The walk through was mainly reconfirming where things will be located and the logistics of getting in and out of the building. The timeframe is expected to be a month to completion. Mr. Elrick will have a press release on the project.

Mr. Elrick - will ask if Mr. Nelson wishes to be re-appointed as the CVEC representative. TA Guerino appointed Mr. Nelson for a 6-month term.

Public comment

None.

Next meeting

12/11/13 - BMS

Adjourn

Schofield MOVED and SECONDED by O'Keefe to adjourn. Meeting adjourned at 8:45 pm. UNANIMOUS VOTE.

Respectfully submitted - Lisa Groezinger, sec.

**Energy Advisory Committee
Minutes of December 11, 2013
Bourne Middle School, Administrative Room
Bourne, MA 02532**

2014 JAN 9 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS.

.....
Liz Caporelli, Chairman
Bob Schofield, Vice-Chairman
Allyson Bizer-Knox, Clerk
Thomas Gray Curtis
Chris Kapsambelis (excused)
Paul O'Keefe
Frank Kodzis

Richard Elrick, Bourne Energy Coordinator
John Nelson, Facilities Director

Documents

Meeting called to order
7:00 pm by Chm. Caporelli

Approval of Minutes including any past meetings
Minutes of the 11/13/13 meeting will be tabled to the next meeting.

Update of Power Purchase Proposals
Mr. Elrick – expects to see some revenue the first half of 2014.

Update of MA Solarize Programs – next events, participation
Mr. Elrick – there has been five (5) systems installed out of 22 applicants at this time.

Opportunities for the DPW Facility – Mr. Jon Nelson
Mr. Nelson –is still talking with design engineer at this time. Any money saved will help with the total cost overage. The DPW group asked about the cold vehicle storage room. Keefe and Schofield suggested radiant heating in the floor. Mr. Nelson is hoping to bid the project February 1, 2014.

Update on activities in Bourne
Mr. Elrick – reviewed energy profiles of different municipal buildings. He asked the committee to review.

Mr. Nelson – contractor is loading the roof this Saturday for the Community Building solar to begin next week.

Mr. Elrick – there is additional parking lot LED lighting and dock lights at the DNR Marina. Cape Light Compact is reviewing Sagamore Fire Station but not ready for a proposal.

2014

Mr. Elrick's term is up in 6/30/14. O'Keefe found a grant to fund and needs to be submitted in February for Energy Managers.

Chm. Caporelli suggested focusing on municipal accounts, activities and look into grants. Mr. Elrick also suggested community outreach.

Outreach events/activities

None at this time.

Cape Light Compact update

Schofield – the CLC is working to update their Charter. Also, in the month of October, \$153,000 was spent on energy audits.

CVEC update

Projects should be complete in June 2014.

Public comment

None.

Next meeting

1/8/14 – BMS

Adjourn

Schofield MOVED and SECONDED by O'Keefe to adjourn. Meeting adjourned at 8:35 pm. UNANIMOUS VOTE.

Respectfully submitted - Lisa Groezinger, sec.

Johnson, Barry

From: Michele [michele541@aol.com]
Sent: Monday, January 28, 2013 11:39 AM
To: ElinorDRipley@aol.com; geoslade@msn.com; williamfgrant@comcast.net; mjm@mrainc.org; johne.redman@gmail.com; captjeff67@aol.com; lgroezinger@gmail.com; coupe57@gmail.com; galusha43@gmail.com; lmarkdecicco@gmail.com; Guerino, Thomas; Johnson, Barry
Subject: Meeting Cancelation

All,

In light of tonight's weather forecast, I am going to cancel our meeting tonight. Please stay home and safe.

i hope to see you tomorrow night at the BOS meeting to hear the budget message.

I will get next week's agenda out this evening. We will be reviewing the police and fire budgets.

Michele

2013 JAN 28 AM 11 51
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

MEETING NOTICE

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

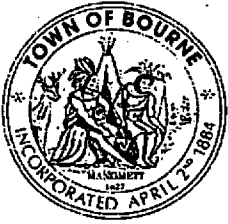
The Finance Committee will hold a public meeting on Monday January 28, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss preparation for budget review
4. Discuss preparation for article review
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

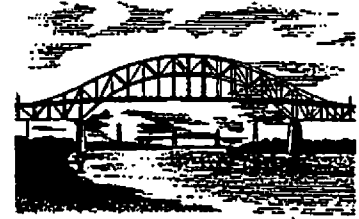
Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
January 14, 2013

2013 JAN 15 AM 10 20
TOWN CLERK'S OFFICE
BOURNE, MASS



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



MEETING NOTICE

Date

Tuesday
January 29, 2013

Time

7:15 P.M.

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

Joint meeting – Board of Selectmen and Finance Committee

Michelle Ford
Michelle Ford
Chairman

Date: January 25, 2013

2013 JAN 25 PM 4 19
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 4, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings (10/22, 11/14)
2. Reserve Fund Transfers
3. Review Fire & Police Dept. budgets
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

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Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
January 28, 2013

2013 JAN 29 AM 8 40
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

MEETING NOTICE

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1. Minutes of previous meetings (10/22, 11/14)
2. Reserve Fund Transfers
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4. TA Comment (for informational purposes only)
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7. Public Comment (for informational purposes only)
8. Future agenda items

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Michele Ford
January 28, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS.

2013 JAN 32 AM 8 26

Town of Bourne

Finance Committee
Bourne Veterans Memorial Community Center
Monday, February 4, 2013
7:00 P.M.

AMENDED MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 4, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings (10/22, 11/14)
2. Reserve Fund Transfers
3. Review Police and Natural Resources Department budgets.
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings

2013 FEB 4 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: Groezinger, Lisa
Sent: Monday, February 04, 2013 3:18 PM
To: Meier, Marie
Cc: Chapman, Wendy; Campbell, Cheryl; groezinger@townclerk.com
Subject: FINCOM - MEETING AGENDA FOR WED. 2/6/13 - TO POST (THIS IS THE ACCURATE ONE AFTER 3 PREVIOUS EMAILS)

2013 FEB 5 09:58 AM
TOWN CLERK'S OFFICE

BOURNE, MASS

MEETING NOTICE

**FINANCE COMMITTEE
BOURNE VETERANS MEMORIAL COMMUNITY CENTER
WEDNESDAY, FEBRUARY 6, 2013
6:30 PM.**

JOINT SESSION BETWEEN FINANCE COMMITTEE, BOARD OF SELECTMEN, CAPITAL OUTLAY COMMITTEE, DPW BUILDING COMMITTEE

- A. NUMBERS RECAP AND POSSIBLE ADJUSTMENTS
- B. NEXT STEPS
- C. TOWN MEETING PLACEMENT
- D. FEEDBACK FROM THE COMMUNITY ON THE PAST VOTE
- E. OTHER BUSINESS
- F. ADJOURN

**Finance Committee
Minutes of February 4, 2013
Bourne Community Building
Bourne, MA 02532**

2013 FEB 27 PM 4 31

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Mark DeCicco, Bill Grant, Donald Montour, John Redman and George Slade.

Selectmen: Chm. John Ford, V. Chm. Don Pickard

Member(s) excused: Glenn Galusha and Jeff Perry (FinCom), Clerk, Meier, Baldwin, Zuern (Selectmen)

Guests: TA Administrator, Financial Director Linda Marzelli, DNR Director Tim Mullen, Police Chief Woodside

Members of the Press: Diana Barth, Bourne Enterprise; Paul Gately, Bourne Courier

List of documents:
None.

Meeting called to order
7:00 pm by Chm. Ford.

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

Minutes of previous meetings (10/22, 11/14)

Grant MOVED and SECONDED by Redman to approve minutes of 10/22/12 as submitted.
VOTE 8-0

Montour MOVED and SECONDED by Grant to approve minutes of 11/14/12 as submitted.
VOTE 8-0.

Reserve Fund Transfers
None.

DNR budget

TA Guerino – increase in clerical line item will be funded from the Waterways Fund, not taxation. Discussion with DR and Financial Director – mooring maintenance, permit assignment to tie in with use of how waterways are used (eligible cost in their opinion). This will bring back to FY2000 support level before taking over the town marinas.

All but one position will be from fee generation or reallocation of past salary appropriations.

Chm. Ford – asked whether there is an ncrease in boats. Mr. Mullen answered about 15-20%.

Chm. Ford – asked about on the water coverage. Mr. Mullen has boosted the allocation coverage on the water for a total of \$18,000 - \$30,800. This will allow a manned boat (not just for emergency response) of two people for 8 hours/day; 7 days/week (July, August, September, October and May weekends only. June 7 days for half the month - \$29,078 to do so.

Mr. Mullen – pump out: full time peak season, half of June, weekends in September, October. Shore stations available for when not available, especially in the fall season.

Grant asked about failure of ARC – Mr. Mullen said we could purchase seed from other sources and it is not a problem..

Redman – can we apply for grants to offset costs? Mr. Mullen said we do apply for pumpout program grants every year. This year we are purchasing a boat of \$60,000 being reimbursed 75% along with general operation and expenses of up to about \$20,000.

Chm. Ford (BOS) – questioned the lower gasoline line item which brings the budget down. TA Guerino said at the time the retail price came down and will fluctuate back up again. This may need to be adjusted. Gas is marked up about 20%-25% for sale.

Chm. Ford – Other than the increase in animals licensed, is there any change in animal control activities? Mr. Mullen said the licensing enforcement requires more time administratively.

Chm. Ford (BOS) –inquired about temporary summer help going from \$18,000 to \$30,000. This is all boat coverage. Hours on the boat will generally be Saturdays from 6 am - 8 pm. As gets darker, scale back to 7:00 pm and then 6:00 pm. This is a combination of added hours and increase in boat coverage.

TOTAL BUDGET - \$1,095,501 (TA Recommended).

Police Dept. budgets - Chief Woodside

This year's budget is similar to last year's budget, as there are minimum requirements, personnel issues and hiring new officers (process of getting numbers up to where they should be). One of the increases is in the patrol. This budget takes \$75,000 from override account (using for its purpose, but taking a long time). Line items that changed are medical costs and the professional development. OT has kept in check.

Statistics: overall arrests going up. Vehicle accidents stayed the same. Calls for services stayed the same. Armed robberies stayed the same, breaking and entering are down from 2010. Shoplifting has increased quite a bit.

Fees generated: detail with administrative fees, FY12 took in \$44,000 into the General Fund. Cruiser use took in \$10,500 last year. Parking violations went up. Motor vehicles citations are consistent. Firearms licenses went up significantly (heavy year for renewals). False alarm bylaw is working well to stop false alarms.

This year's budget will benefit by giving more man power: 8 people out of the academy and 7 going to two different academies: 5 to 5 ½ months; field training - 3-4 months; desk training- 1 month.

Chm. Ford – asked about the state of the override account after all this activity. Ms. Marzelli said there is more left for equipment. Chief Woodside said the Override Account will be exhausted by December 2013.

Redman – asked about the Quinn Bill. Chief Woodside said the town has controlled costs now.

TA Guerino – added that the screening process is extensive.

DeCicco – asked if the budget can be cut more. Chief Woodside said the saving grace is the Override Account. Any further cuts will be people. TA Guerino said there is little wiggle room. The expense portion has been trimmed down.

Chm. Ford (BOS) – asked about the total complement – The total is 38. Asked if there was enough money in the salary account to cover OT. Chief Woodside responded yes. With regard to the gasoline account, will it be enough. Chief Woodside said an analysis was done and 40,000 gallons x 3.50 = \$130,000.

Chm. Ford (BOS) – to replace the Crown Victoria's, looking at the Ford Police Interceptor (similar to the Taurus) and the SUV Explorer model.

DeCicco – asked how many cruisers are on the road. Chief Woodside said 10 or 11 and the rest is a bigger SUV (court transportation).

Grant – asked about a taser update. Tasers have been used appropriately. Quarterly reports are given to the State. It has reduced officer injuries. Every officer is issued a taser, both sergeants and patrolmen.

Slade – asked if this affects our insurance liability. Chief Woodside responded not at all.

TA Guerino – asked if there will be any additional programs. Chief Woodside said not at this time. Also the town will be getting a drug-sniffing dog (rescue dog, possibly a lab) which includes the cage and vet care which is being donated to the town.

Slade – asked what optimal level for staffing is. Chief Woodside said 38 for patrol and he would next like to work on supervision. He would like to see two more sergeants. As far as OT, he doesn't see overtime being less than \$250,000 (7% of the Police Budget).

Redman – asked about a prosecutor. Court duty is assigned to a detective who schedules officers representing the Town of Bourne.

V. Chm. Pickard (BOS) – asked if there could be a reduction of 38 to 36 patrolmen, making two of them sergeants. Chief Woodside said he wants to focus on the patrol side right now.

TOTAL BUDGET - \$3,955,115 (TA Recommended)

TA Comment (for informational purposes only)

Education budget – UCT budget is up an additional \$230,604 due to increase in enrollment. He is going back through the budget to look for additional monies to offset, however he doesn't see \$230,000 to be had. In addition, an amount of \$6.7M reserves will put the town where it needs to be pursuant to town policies of 7% and 9% with regard to Stabilization and Free Cash.

UCT BUDGET - \$2,245,000 (TA Recommended).

Chm. Ford – ask School Administrator to be prepared to tell us how many school aged children there are in Bourne and where are they going (UCT, Charter Schools, Private Schools). TA Guerino said population is about 2,100.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Chm. Ford – Sewer, HR, Library and Recreation budgets next week. Any questions send directly to TA Guerino. Mastrangelo will be running the next meeting 2/11/13. The next meeting will be 2/25/13 after the holiday.

Redman – reminder of joint meeting with the DPW on Wednesday. Chm. Ford said the FinCom may not have a quorum.

Public Comment (for informational purposes only)

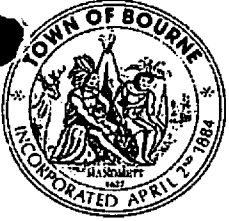
None.

Future agenda items

Adjournment

Ripley MOVED and SECONDED by DeCicco to adjourn. Meeting adjourned at 8:45 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



MEETING NOTICE

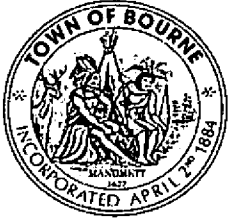
Joint Session with Board of Selectmen, Finance committee,
Capital Outlay Committee, Public Works Facility Building Committee

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday February 6, 2013	6:30 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

AGENDA

- A. Numbers recap and possible adjustments
- B. next steps
- C. Town Meeting placement
- D. Feedback from the community on the past vote
- E. Other business
- F. Adjourn

2013 FEB 4 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 11, 2013 at 7 PM at the Community Building.

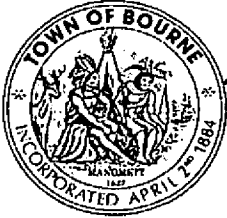
1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Sewer Dept., HR, Library, Recreation)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

2013 FEB 6 AM 9 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
February 5, 2013

Cancelled



TOWN OF BOURNE

2013 FEB 6 ~~Finance~~ **Finance Committee**

TOWN CLERK'S OFFICE
BOURNE, MASS
24 Berry Avenue
Bourne, MA 02532



Reserve Fund: \$250,000

AMENDED MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 11, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Sewer Dept., HR, Library)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

2013 FEB 6 PM 3 09
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
February 6, 2013

Cancelled

FinCom = meeting cancelled

Groezinger, Lisa

Sent: Wednesday, February 13, 2013 2:26 PM

To: Chapman, Wendy

Cc: Johnson, Barry; Meier, Marie; Campbell, Cheryl

- MEETING CANCELLED -

MEETING NOTICE

Finance Committee Jointly with the Board of Selectmen

Bourne Veterans Memorial Community Center

Monday, February 18, 2013

7:00 PM

Meeting Agenda:

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Sewer Dept., HR, Library)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

2013 FEB 14 AM 4 29
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

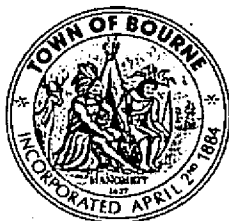
Finance Committee Jointly with the Board of Selectmen
Bourne Veterans Memorial Community Center
Monday, February 18, 2013
7:00 PM

2013 FEB 9 PM 7 10

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Agenda:

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Sewer Dept., HR, Library)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$250,000

MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 25, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Sewer Dept., HR, Community Building, TA/Admin/Town Hall)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

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Michele Ford
February 19, 2013

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 FEB 20 PM 9 02

Finance Committee
Minutes of February 25, 2013
Bourne Community Building
Bourne, MA 02532

2013 MAR 6 PM 2 33

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glenn Galusha,
Bill Grant, Jeff Perry, John Redman and George Slade.

Member(s) excused: Co-Vice Chm. Elinor Ripley, Mark DeCicco and Donald Montour

Selectmen: Chm. Pickard, V. Chm. John Ford and Peter Meier

Member(s) excused: Earl Baldwin and Linda Zuern

Guests: TA Administrator, Linda Marzelli - Finance Director, Lisa Plante – Recreation Director
and Troy Thompson - Human Resources Director

Members of the Press: Diana Barth, Bourne Enterprise

List of documents:
None.

Meeting called to order
7:00 pm by Chm. Ford.

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

Minutes of previous meetings – 2/4/13
Redman MOVED and SECONDED by Mastrangelo to approve minutes of 2/4/13. VOTE 5-0-2
(abstentions from Galusha and Perry).

Reserve Fund Transfers
Mastrangelo MOVED and SECONDED by Perry to approve the amount of \$24,000 for Veterans
Benefits. VOTE 7-0.

Mastrangelo MOVED and SECONDED by Redman to approve the amount of \$4,923 for a
commercial brand refrigerator and freezer for the Council on Aging cafeteria. VOTE 7-0.

Per TA Guerino, when Meier asked, it was said that bids have gone out for the food service in
the Community Building and one applicant is present tonight.

Review Budgets:
Sewer Department – George Tribou

Same budget as last year, except salaries went up 1%; legal (due to Wareham) went up. Replace of equipment up \$25,000. We continue to budget \$273,000 as the estimated payment to the Town of Wareham. We are suspect of the formulation they are using to bill us. Ms. Marzelli says to keep Retained Earnings high as Wareham is suspect. If a bill exceeds this estimate, can pay out of retained earnings with a vote. Rates will stay the same.

There is a Capital Article of \$62,000 for pump replacements.

Human Resources – Troy Thompson

2% increase in salaries (there were no increase for the first two years), including the new assistant who will go to a Step 3. Contract services of \$12,000 is added for the FD employment tests. Professional Development increased with the new hire of the Assistant Accountant, merge of the Treasurer and Collector and hiring of Mr. Jonathan Nelson. \$900 was added for printing new employee handbook. Dues are increased slightly.

TA Guerino – added there will be a new employee orientation in the future. Ms. Thompson is working with training opportunities.

Galusha – asked about the grievances. TA Guerino said grievances have been reduced significantly.

Selectmen Ford – asked about what tests are conducted by the FD. Physical and psychological testing which includes the 8 additional firefighters.

Chm. Ford – asked about the implementation of HR Director. TA Guerino said department has taken responsibilities faster than anticipated. Overall we have done very well.

Ms. Thompson – all employee files including all medical records in her office.

Grant – asked about position descriptions and evaluations. Ms. Thompson said the point rate system will be implemented. She would like to put the evaluations in place in October 2013.

Pickard – asked Warren Rutheford's, consultant, cost to review her work with regard to the position descriptions. The cost was \$19,500. Once one is in place, there won't be a need for a consultant.

Total Budget - \$170,067.

Community Building – Lisa Plante

Not much of a change. Employee has longevity for the first year adding \$450. Purchases of services, decreased from last year for natural gas, electricity and water. She is waiting for rates of water usage and may have to come back in October if the water rate fluctuates. The R&M building and grounds were added for repairs. Quotes received.

Galusha – asked who works on Saturdays to handle the capacity of the building on the weekends. There is a flexible weekend schedule of Ms. Plante and the two custodians.

Chm. Ford – asked about the life expectancy of the wood floor. Ms. Plante said it would depend on the finish of the wood (oil finish would be beneficial). The budget includes an oil based finish.

TA/Administration/Town Hall – TA Guerino

Town Report will be kept at level. Town Meeting kept the same. Selectmen dropped down consultancy by \$6,058. TA budget salary is up 3% (determined by the Selectmen), supervisor/administrator secretaries can come down from \$63,000 to \$47,000 as we are not co-hiring a position at this time. The remainder of the budget is contractual. The overall budget is down some \$12,200 from the previous year.

TA Guerino said the Selectmen haven't used contracted services in a lot of areas.

Committees:

Energy Committee - \$16,000 for Energy Coordinator and secretary

Wastewater Advisory Committee - secretarial services.

Finance Department – tabled.

Finance Committee – secretarial.

Audit – contractual

Legal services - \$15,000

Mastrangelo – asked about the costs of arbitration from previous years. TA Guerino said the Selectmen settled and the contract for the Fire was productive.

Redman – asked about the cost of the Comcast before the non-profit.

Postage – for Town Hall and our billings, Fire and other outside departments will bring.

Tax Title – established by the Collector/Treasurer

ISWM Working Group – secretarial and other

Clerk – tabled

Conservation Commission – all salary

Planning Department – all salary

Open Space – tabled

Planning Board – secretary

Board of Appeals – secretary

Engineering – salary and secretary

Shore & Harbor – secretary

Economic Development – Chamber assistance (some monies for Canal Centennial Celebration to be put in as an article)

Town Hall Maintenance – change substantially in October with Mr. Nelson, looking to consolidate a lot of budgeted, contracted services. Leaving as are at this time.

Facilities Management – with Mr. Tellier’s retirement, utilizing his salary after March and realigning DPW (Nelson will become Superintendent of Public Works Facility; George Sala will be Director of Highways and Roadways) \$62,000 to retain services of crafts person (electrician with other maintenance/technician skills saving the town of about \$50,000 - \$60,000 for the first 18 months. This is where consolidating will be done between this one and the Town Hall.

Telephone – reduced by \$1,000. Looking at new phone system; current system is “maxed out” and not capable of all changes.

Galusha – asked about consultants. Energy Coordinator is not an employee. He also asked about the Chamber (communications and advertising) for the promotion of Buzzards Bay and the maintenance of the visitors’ center in Sagamore and the annual tourist guides. TA Guerino said Bourne is not strong in Community Development and some grant monies have been earmarked.

TA Comment (for informational purposes only)

Slade – asked about Snow Removal situation. TA Guerino said about the \$400,000 - \$500,000 range. The town may be eligible for about 75% reimbursement of the cost. As a result of this last storm, we have issues of generators in the \$700,000 - \$800,000 range.

Pickard – there are some flaws in the generators plans (Community Center is in a flood zone; Police Department should not be a used facility – Cecil plans said to not use).

TA Guerino – Bournedale Elementary school doesn’t have sufficient space per Mr. Charles Noyes. He agrees there needs to be more done with the plan. Selectmen will make the final determination.

Grant – asked about the UCT. Ford said it is a command center and the grade is hard to get up the driveway. TA Guerino said the building will not be looked at as headquarters. Mastrangelo said capital priorities are the DPW, Police Station.

Selectmen Ford – the town needs to do the best we can and possibly look at a mobile generator.

Perry – fire station last had flood water in 75 years.

Mastrangelo – Capital Outlay hasn’t reviewed the generator plan at this time. TA Guerino said it will be sometime in March.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

ISWM, Fire, Finance, Health, Planning and Recreation Departments next week.

Public Comment (for informational purposes only)

Roberta Dwyer – will be on vacation in March so she emailed Selectmen and gave a copy to Chm. Ford of her comments regarding the lifeguards. Ms. Dwyer commended Mr. George Sala and the DPW on how they handled the storm.

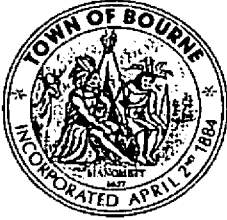
Future agenda items

Nothing added.

Adjournment

Redman MOVED and SECONDED by Mastrangelo to adjourn. Meeting adjourned at 9:00 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



Reserve Fund: \$221,077

MEETING NOTICE

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


The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 4, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Planning Dept., Health Dept., Recreation, ISWM, Fire Dept., Finance Dept.)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
February 26, 2013

2013 FEB 27 AM 8 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee ¹ 
Minutes of March 5, 2013
Bourne Community Building
Bourne, MA 02532

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley, Co-Vice Chm. Mary Jane Mastrangelo, Mark DeCicco, Glenn Galusha, Bill Grant, Donald Montour, Jeff Perry and George Slade.

Member(s) excused: John Redman

Selectmen: Chm. John Ford and Vice-Peter Meier

Member(s) excused: Earl Baldwin and Linda Zuern, Peter Meier

Guests: TA Administrator, Linda Marzelli - Finance Director

Members of the Press: Diana Barth, Bourne Enterprise, Paul Gately Bourne Courier

List of documents:
None.

Meeting called to order
7:00 pm by Chm. Ford.

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

Minutes of previous meetings – 2/25/13

Grant MOVED and SECONDED by Montour to approve minutes of 2/25/13 as submitted. VOTE 6-0-3. Abstentions from Ripley, DeCicco and Montour.

Reserve Fund Transfers

None.

Review Budgets:

Planning – Coreen Moore

Chm. Ford – asked what the proportion of her time is spent on what might go into development vs. planning. Ms. Moore responded 20%-25%. Main Street and Financial Development would be development. Community Development worked on a grant for the Housing Rehab and Store Front Facade. The Program Manager and Grant Clerk is working under that program. The Planning Department is understaffed. The Phase II wastewater project was not able to be pushed through; a bylaw was drafted whereby it would not be able to be managed in-house.

2011 DEC 1 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Her department is working with Buzzards Bay Park Committee to slim down the bylaw to make it easier to enforce. The department has come far with the GIS. In addition, her department deals with requests from committees, departments and citizens.

Chm. Ford – asked about the cost of working on the GIS. Ms. Moore responded \$10,000 is needed to do editing.

Mastrangelo – attended a Cape Cod Technology seminar and said it would be beneficial to help in this department.

DeCicco – asked about consultants vs. another member of her staff. Ms. Moore said an on-staff person would be more cost effective.

Recreation – Krissane Caron

No significant changes from last.

No significant change with the lifeguards (\$94,000 – recommendation of four (4) beaches; locations picked last year is where we need to stay). She is increasing program offerings and is working with Buzzards Bay Coalition to offer after school programs for more partnerships.

DeCicco – asked how the lifeguard program worked last year. Ms. Caron said it went well and it set a standard. DeCicco asked what the cost would be to add another beach for lifeguards. Ms. Caron said looking to about \$15,000 - \$18,000.

TA Guerino – where staffed, also provide swimming lessons. Ms. Caron said at Electric Ave. swimming lessons offered had a very low response. She may look at another venue.

Galusha – asked about surrounding towns. Ms. Caron said Sandwich guards their fresh water areas, not the bay areas. It varies by town. She has seen cutbacks in other towns.

Mastrangelo – addressed the email Ms. Dwyer. Ms. Caron summarized the staffing of beaches last year: Electric, Sagamore, Hens Cove and Monument Beach. Swim lessons 1 session at Electric Ave; 1 session at Hens Cove; 2 sessions at Monument Beach and none at Sagamore Beach. Ms. Caron would like to offer lessons on this side of the bridge. She feels need to offer an option here.

Mastrangelo – Ms. Dwyer makes a case of interest at Gray Gables. Ms. Caron said a lot of the children from Gray Gables enrolled at Monument Beach.

Mastrangelo – requested accurate numbers for guards at one additional beach and one session of swimming lessons. Ms. Caron will have numbers and send to TA Guerino.

Pickard – suggested looking at shifting people around and put lifeguards where there is relatively more interest.

Galusha – asked about the Swish program. Ms. Caron said it took in 341 registrants. It was successful. Galusha asked about who is responsible for the park areas. TA Guerino said it was either the TA office or the Selectmen. Galusha feels the area could be more utilized.

BOS Chm. Ford – feels it is utilized well. He asked more about the Swish program. The Swish program had the cost of equipment and the referees. Ms. Caron expects a lower start up cost for next year; no additional cost for custodians.

Pickard – suggested having computer access terminals in different departments if they don't have computer access to register for programs. Ms. Caron said currently it takes about 20 minutes for her to assist someone who doesn't have computer access at home.

DeCicco – asked what the town should do more of. Ms. Caron said after school programs is the next area to look into.

TA Guerino - per email from Ms. Caron: To open an additional beach with lessons we would have to hire four (4) additional lifeguards and 1 additional water safety instructor.
4 additional lifeguards for 8 weeks = \$14,976; 3 weeks of instruction= \$1,579.50.

Total Budget - \$211,187

Fire – Martin Greene

Chief Greene – through a grant, they are in the process of hiring 8 firefighters; it is lengthy. The budget is a level service budget without the grant.

Pickard – asked how the \$1.1M will be received for the extra firefighters. Chief Greene stated that the grant money came within about 20 days for prior grant funds. This budget does not include the \$1.1M. 8 positions will be paid by the grant.

TA Guerino – there will be some amendments to the budget and they will be given out at a later date. The numbers will drop \$104,000 (this is without the Assistant Chief).

Chm. Ford – how long before you expect the eight (8) firefighters to be operational. Chief Greene said about 60 – 90 days on average (mid April).

Galusha – asked about statistics of calls. Chief Greene said 372 types went into the report. Software utilized is a set standard.

Grant – asked about revenue. Chief Greene said the ambulance vendors was changed in September. Ms. Marzelli said collections are doing okay; she still haven't seen all the reports at this time.

ISWM – Dan Barrett

Increased due to salaries and union agreements; modest increase in the host community fee. Running about the same place as last year.

Mr. Barrett – the gross revenue is the same at mid-year as last year. Business picked up after the first of the year. Wells were installed, capping contractor looking to start April 1 and be complete by early June. Finished Phase IV, Stage I. As far as the soil component, clay tested coming from a Cambridge job was determined to be liner quality.

Mastrangelo – asked how C&D business is going. Mr. Barrett said there is a decrease in the line item. No price is set with regard to C&D; there is an upward trend as far as volume in the winter which negates a price increase in the future.

Mastrangelo – asked about leachate. Mr. Barrett said it will be two years of a significant decline. ISWM may handle and treat leachate on-site. Also included are the gas blower maintenance, fire suppression, C&D, contracts, and other miscellaneous jobs that don't constitute hiring.

BOS Chm. Ford – asked about the part time workers. Mr. Barrett said the idea is that they are experienced (trained, have insurance).

Mr. Barrett – the cost of the Phase IV construction, gate and paving totals of \$4.1M. The liner component is \$4.1M and infrastructure is another \$1M.

Mastrangelo – suggested adding a column to compare the current recommended budget vs. the cost of the previous year.

Total Budget - \$8,059,312 (includes the long term debt).

Health – Cindy Coffin

TA Guerino – no change in the budget other than salary by contract. Any specific questions he could relay to her.

Ripley – asked why the department head is up \$400 as it seems low. Ms. Marzelli will look into this.

Finance – Linda Marzelli

Assessors, Collector/Treasurer and IT Departments.

Finance Department - is the same as last year. No real changes. Accountant has been a help with policies and numbers.

Assessor's office - an increase in consultant work due to re-evaluation in 2015 certification of property values. The rest of the budget is small.

Treasurer office and Collector's office – kept separate. Treasurer salaries are up \$15,000 due to change in Assistant Treasurer now Assistant Treasurer/Collector. Added help in collector's office, just allocated between different positions. Treasurer's bond preparation is down to \$5,000.

Collector's office – pretty much the same. Changed lock box providers and the cost went slightly down. Services have increased tremendously.

Data Processing/IT - \$15,000 new line item in consultants for updating the webpage to keep updated and adding more service and options to the public. In the \$63,000, this includes software. TA Guerino is not sure if the new senior center software is added into this budget and will look into.

Mastrangelo –asked for explanation of increased services and consultants. Ms. Marzelli said part is the IT consultant and the two software (Recreation and Council on Aging) programs. Mastrangelo said software should be in the software budget. Ms. Marzelli will have categorized.

Chm. Ford – asked if the reorganization has affected the efficiency or effectiveness. Ms. Marzelli said it has been very beneficial.

Selectmen Comment (for informational purposes only)

BOS Chm. Ford – would like to see the line item sheet for the budget as it tells where the vacancies are. He also suggested adding the difference between the last budget and the TA recommendation.

TA Guerino – MMA offered its pool for testing with regard to lifeguards.

Finance Committee Comment (for informational purposes only)

Ripley – she would not like to see the extra column as she feels it will clutter.

Public Comment (for informational purposes only)

None.

Future agenda items

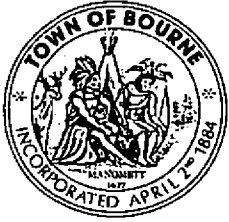
Next week's meeting will review COA, Town Clerk and the School budgets.

Adjournment

Grant MOVED and SECONDED by Ripley to adjourn. Meeting adjourned at 8:52 pm.

UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$221,077

MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 11, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Council on Aging; Town Clerk; Bourne School District)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
March 5, 2013

2013 MAR 6 AM 9 58
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of March 11, 2013
Bourne Community Building
Bourne, MA 02532**

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley, Co-Vice Chm. Mary Jane Mastrangelo, Mark DeCicco, Glenn Galusha, Bill Grant, Donald Montour, Jeff Perry and George Slade.

Member(s) excused: John Redman

Selectmen: Chm. John Ford, V. Chm. Donald Pickard

Member(s) excused: Earl Baldwin, Peter Meier and Linda Zuern

Guests: TA Administrator, Linda Marzelli, Finance Director

Members of the Press: Diana Barth, Bourne Enterprise, Paul Gately Bourne Courier

List of documents:
None.

Meeting called to order
7:00 pm by Chm. Ford.

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

Minutes of previous meetings – 3/4/13

Grant MOVED and SECONDED by Montour to approve minutes of 3/4/13 as submitted.
UNANIMOUS VOTE.

Reserve Fund Transfers

Mastrangelo MOVED and SECONDED by Galusha to approve the Reserve Fund Transfer of \$20,155 to purchase a 2013 Ford Explorer for the Police Department and replace the 2008 Ford which was totaled in the big storm. Unanimous vote.

Review Budgets:

Council on Aging – Felice Monteiro

\$382,938 – TA recommendation

This budget will sustain salaries of COA staff; includes salary for a Clerk (computer operator) for the department and an Administrative Assistant I (both positions combined replace the assistant director position that was available last year – 2 staff people from total monies).

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TOWN CLERK'S OFFICE
BOURNE, MASS

This department is the first responders for seniors, and community at large. They have added a few programs in addition to the existing (Supportive Day Program, Transportation, Café and exercise program) that include social Fridays, afternoon teas; and e-books for seniors in conjunction with the Library.

BOS Chm. Ford – asked if the COA is up to full staff. The COA staff is not full staff currently.

Pickard – asked about both positions. Ms. Monteiro explained there is 12 hours (Clerk – computer operator) and 35 hours (Administrative Assistant) for the two positions. He also asked about the software.

Senior Program software will assist in determining how well attended each program is and also provide weekly/monthly/annual reports; computerized system which comes with key tags. Each day the person will show existing programs that day and who would like to attend. TA Guerino said it allows for a multi-day scheduling. This will go into use in July 2013.

Mastrangelo – compared request and TA approval. Bus drivers are under the wages item line. TA Guerino said there is a need for an additional bus driver, but right now we are maintaining the current programs at this time. He sees this position as a necessity.

Galusha – asked about what future programs are needed. Ms. Monteiro said this we will target the baby boom and incorporate additional evening programs with computer programming; some exercise programs in the evening and will provide seniors with as many services as we can. He also asked about publishing a survey – it would have to be separate. The volunteer hours for 2012 were 15,720. Mastrangelo said it is equivalent to seven 45 hour a week people.

TA Guerino – We are going through a transition. This needs to be done before moving ahead.

BOS Chm. Ford – asked about volunteer bus drivers. The bus driver assists in medical appointments, personal transportation [picking up medicine] and food shopping. He also raised issue of fewer volunteer hours in the past couple years. The charge is \$40/day for Bourne residents and \$48/day for non-residents. Reimbursement from the State is \$40/day. He also asked about the RFP on the café. One RFP signed - current provider.

Ripley – asked about requested list of employees per department status; TA Guerino will talk to Ms. Marzelli this week.

Town Clerk – Barry Johnson

\$109,334 – TA Recommendation

Summary of Conflict of Interest Law – contact Mr. Johnson

Salaries adjusted as there is a change in personnel. \$650 difference is requested vs. TA Recommended: 1) meetings level funded; 2) communications and printing (additional 100 for watermark paper); 3) office supplies (purchasing own toning cartridges); and 4) cost of dog tags has increased. Other than the \$650, Mr. Johnson is in agreement with TA Guerino's recommendations. TA Guerino looks at items differently and sees meetings as a professional development setting, but it will be left to the Board of Selectmen.

BOS Chm. Ford – asked about putting documents on the computer. Mr. Johnson's request will be funded through CPA funds in the amount of \$72,000 from the historic portion, hiring a company to scan records along with Inspection Department. Currently they use 16 senior work-off program totaling about 992 hours.

Mastrangelo – suggested looking into adding toners to the maintenance agreement.

Election and Registration – Barry Johnson

Requested vs. TA recommended budget for the Street List printing agreement. This year would like to purchase 100 books – 55 for various town departments and the rest for re-sale. These books are constantly being requested and he charges \$20/copy. BOS Chm. Ford suggested a DVD in lieu of a book. Mr. Johnson will look into the DVD to sell. (DVD price \$10/copy).

Mr. Johnson - Upcoming special elections are not included in this budget – Town Clerk's Association pushing for re-imbursement for the two elections. The State Auditor agrees this is a local mandate and qualifies for funding under Prop 2 ½. Mr. Johnson said it costs \$16,000 per election – and will be looking for \$38,000 to fund elections (TA Guerino said this could be a Special Town Meeting).

Mr. Johnson – requested the CPA appropriations be scheduled for the FinCom and Board of Selectmen after 3/27/13.

Bourne School District – Steve LaMarche

Budget Subcommittee Chm. – areas of emphasis currently and moving forward: a) continue to offer wide range of academic programs; b) extracurricular activities; c) nine advanced placement programs; d) addition of the Key Club; and e) introducing full day Kindergarten.

Ongoing collaborative – K-12 curriculum, educator evaluation system, teacher leadership teams; and literacy attention.

LaMarche – PowerPoint presentation highlighted.

FY13 expenditures – funding students at the State average. Fiscal Year Data increase is 3% from FY09.

Percentage Increase – 1.5% increase of FY12 budget.

Wants vs. Needs budget briefly reviewed.

Contractual Obligations briefly reviewed.

Budget Story – 50 pages represent evaluation process to pinpoint resources as what a school system can/cannot do.

Budget Story – cost saving initiatives. Full day Kindergarten – tuition based funding. Reducing staff as enrollment at the high school has decreased. Reduced positions briefly reviewed. STEAM Program (STEM with Arts added) Variance of \$174,469.

FY14 Budget – compares FY12, FY13, FY14 with offset budgets. \$2.9M offset for FY14.

Galusha – asked what percent of students were “needs improvement” in MCAS. Percentages were given for each section (Science, Math, ELA). Galusha would like to see SAT scores vs. other school districts and asked about the senior exit program. Mr. LaMarche would like to have a lot of seniors involved of internships in businesses in Bourne.

Slade – asked the percentage of students taking the PSATs. The numbers are increasing. Slade also asked if students are reluctant to take the SATs. Mr. LaMarche explained colleges are not looking at SAT scores as much as they have in the past.

Chm. Ford – asked what percentage of children attend schools out of Bourne. Mr. LaMarche would have to look up that number.

Mastrangelo – noted that transportation costs have gone down. Mr. LaMarche explained this is due to students having moved out of Bourne schools and the funding of a non district placement liaison (Account Manager).

Pickard – commented on how well the budget has been presented.

Chm. Ford – asked what Mr. LaMarche’s top three items would be if given more money. Mr. LaMarche doesn’t have an answer at this time. This budget does what they want to do for Bourne. Not ready to ask at this time.

Galusha – with regard to school choice: is there a guaranteed stay for the student up through high school or is it annually approved? Mr. LaMarche said the students are provided the opportunity to stay through graduation. Grades 1-8 have no classes with over 25 students.

TA Comments

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Galusha – requested from Mr. Johnson a rough outline of his requests for the CPA presentation. TA Guerino said it would be a narrative on 25-30 requests, and they don't have the capability of staff to do so at this time. Ms. Marzelli to provide appropriations to Mr. Johnson.

Grant – asked if CPC can hire a staff member with CPA funds to prepare a spreadsheet and other reports. BOS.Chm. Ford said it is something will are look into.

Pickard – requested a status report on open projects from the CPC.

Public Comment (for informational purposes only)

None.

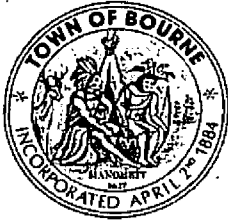
Future agenda items

3/18 - Library budget, DPW, Facilities and UCT.

Adjournment

Galusha MOVED and SECONDED by DeCicco to adjourn. Meeting adjourned at 9:00 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



Reserve Fund: \$200,922

MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 18, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets (Library, DPW, Upper Cape Tech School District)
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
March 12, 2013

2013 MAR 13 AM 8 58
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee
Minutes of March 18, 2013
Bourne Community Building 2013 MAR 26 PM 1 08
Bourne, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley, Co-Vice Chm. Mary Jane Mastrangelo, Mark DeCicco, Glenn Galusha, Donald Montour, Jeff Perry and George Slade.

Member(s) excused: Bill Grant and John Redman

Selectmen: Chm. Ford, V. Chm. Don Pickard

Member(s) excused: Earl Baldwin, Peter Meier and Linda Zuern

Guests: TA Administrator, Linda Marzelli, Finance Director, Jon Nelson, Facilities Manager

Members of the Press: Diana Barth, Bourne Enterprise, Paul Gately Bourne Courier

List of documents:

None.

Meeting called to order

7:00 pm by Chm. Ford.

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

Minutes of previous meetings – 3/11/13

Galusha MOVED and SECONDED by Perry to approve minutes of 3/11/13 as submitted.

UNANIMOUS VOTE.

Reserve Fund Transfers

None.

Review Budgets:

Library – Mr. Patrick Marshall

\$601,547 – TA recommendation

FY12 budget was \$501,050. For every dollar of the library budget, \$5.56 was returned to the public in services and materials.

Library goals and accomplishments for FY13:

1. Improved technology and instruction
2. New furniture and layout

3. Grants – Children’s Department is in its second year of Teens and Tweens Grant Program

Library staffing needs:

1. Library Assistant
2. Custodian – the current 20 hours per week doesn’t allow for any outside work or additional jobs that come up.

Chm. Ford – asked with FY14 budget, can the library be certified by the State. Mr. Marshall said he doesn’t think we will have a problem, butm it will be very close.

Galusha – asked if popular donated books are put into circulation. Mr. Marshall said generally if it is something they can use they will. Galusha also asked about opportunities of working with schools and other departments for programs at the library. Mr. Marshall said we are not at this time, but he is always looking for opportunities with other departments and the schools.

Chm. Ford – asked about downloading e-books. Mr. Marshall said those e-books that use overdrive is specifically a Bourne patron service.

TA Guerino – the library building itself is going to need a good review (window structures will need paint for example) as well as a new front desk set up. The self check out is very helpful for the community.

Slade – asked about the books line item. Mr. Marshall said the \$5,580 is not just books but everything the library buys (books, audios, DVDs).

DPW – Mr. George Sala

\$1,929,037 – TA Recommendation

Mr. Sala – \$21,000 has been added to the budget under R&M on field maintenance for upkeep of ball fields, tennis courts, fence repairs, damage to the fields.

TA Guerino – TA and Board of Selectmen are doing a re-alignment by adding Facilities Management position and a new crafts person (electrician) to the DPW budget. This will be brought to the Selectmen at the first meeting in April.

Snow - \$328,000 total expended so far vs budgeted \$95,000.

Slade – asked about how much salt is left over. TA Guerino said the salt will carry over to the last purchase before a new purchase.

BOS Chm. Ford – pointed out the budget is down from last year. TA Guerino pointed out it will be up some due to the re-alignment.

Upper Cape Tech School – Mr. Robert Dutch

Stabilization:

Mr. Dutch – there will be an Article on the Special Town Meeting Warrant. They are required by the DEP to establish a wastewater treatment plan and required to establish an escrow account. This year UCT was informed the regulation has changed and they cannot use their reserve account for this purpose. They are looking to transfer what is in the current reserve account into a stabilization fund to reserve for expenses relating to the wastewater treatment. They anticipate the wastewater treatment plant costing around \$750,000 - \$1M.

Mr. Dutch - septic tanks were built for a smaller enrollment. They have upgraded the tanks but are now are at borderline for discharge.

BOS Chm. Ford – asked where the reserves come from. Mr. Dutch said it is mostly through the LPN and the Adult Continuing Education programs.

TA Guerino – this is the earliest he has had budget numbers from the UCT. The town has been able to plan earlier due to this.

BOS Chm. Ford – asked with the treatment expansion how many will the septic accommodate. Mr. Dutch said they are approved for 12,000 gallons/day with 700 students and adult accommodates per State formula. The new treatment is being designed for 18,000/gallons/day.

Budget:

FY14 – 1.62% increase over FY13. Increases to non-salary accounts are only to accounts that have required transfers in previous fiscal years.

Key Factors in School Funding Formula. Foundation budget – Bourne enrollment, wage adjustment factor and inflation; Local contribution – property value; income; municipal revenue growth factor.

Bourne public schools enrollment decreased by 350 students, a reduction of 14.53%. Since 2005, Bourne enrollment at UCT has increased from 107 students to 138.

UCT's Foundation budget is \$1.7M.

School Committee - \$23,904 approved
Superintendent Office - \$233,972 (decrease)
Business and Finance - \$410,065
Principal/Instructional Lead - \$726,554 (decrease)
Teaching - \$5,269,533 (increased step raises and cost of living)
Professional Development - \$123,717

Textbook program - \$25,000 (decrease with use of iPods)
Supplies - \$498,840
Instructional technology – \$119,600 (increase with the purchase of iPads for sophomores)
Student services - \$649,289
Psychological services - \$75,000
Health services - \$79,661
Athletic program - \$216,061 (increase)
Student body activities - \$77,474
School security - \$63,075
Operation and Maintenance - \$164,000 (increase of \$10,000) includes utilities
Fixed charges (total foundation budget) - \$11,996,053 (slight increase)
Projected reductions to foundation budget - \$8,988,423 (net foundation budget)
Transportation - \$929,008 total; net transportation - \$522,737
LPN program - \$488,037 (all tuition is calculated as revenue on their campus) = a profit of \$34,700, putting against the budget.
Capital budget - \$379,570 (slight decrease)

Of the UCT gross foundation budget of \$11,996,053, 62.42% goes to instruction. Of the UCT gross foundation budget increase of \$190,722, 89.74% goes to instruction.

Bourne portion of the UCT budget - \$2,161,131

Galusha – how much of the budget percentage is spent on special needs. Mr. Dutch cannot give a number at this time. He can supply at a later date.

TA Guerino – asked what the 16.05 in student services represent. Mr. Dutch explained it is guidance, special education and adjustment counseling.

Galusha – requested an actual revenue and expense sheet. Mr. Dutch can submit revenue information. Chapter 78 and Assessments to the town are the only revenues.

Mr. Dutch – there are no fees for sports and they not allowed to charge fees for transportation.

Mastrangelo – asked how many students have applied for next year. Mr. Dutch said they will accept 180 students and have 295 applicants at this time.

TA Comments

TA Guerino, FYI, in 1991 a week before town meeting, the town was cutting 58.25 employees in 1991 on the town side and 70 staff person at the school. TA Guerino said the town has not replaced near to all of the positions that were lost back then.

Selectmen Comment (for informational purposes only)

BOS Chm. Ford – would like to get a letter out to the local Senator and State Representatives to support the transportation of the UCT students. The monies are coming out of the town's budget, and the the town is having a hard time coming up with that money.

Finance Committee Comment (for informational purposes only)

None.

Public Comment (for informational purposes only)

None.

Future agenda items

Chm. Ford will put a list of what is left to review. TA Guerino said a list of Articles will be given by the end of the week for both the Selectmen and FinCom. Special Town Meeting will be at a later date. Capital will be ready for next week.

Adjournment

Galusha MOVED and SECONDED by DeCicco to adjourn. Meeting adjourned at 8:37 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

2013 MAR 14 AM 11 26

TOWN CLERK'S OFFICE
BOURNE, MASS

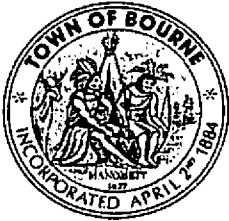
Joint Session Board of Selectmen and Finance Committee

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday March 19, 2013	7:00 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

Note this meeting is being televised and recorded. If anyone in the audience is recording or video taping, they need to acknowledge such at this time

The Board of Selectmen will hold a public meeting jointly with the Finance Committee on Monday March 19, 2013 at 7 PM at the Community Building as follows:

1. Review budgets
2. Other Business
3. Adjourn



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



Reserve Fund: \$200,922

MEETING NOTICE

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

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 25, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review budgets – Capital Budget/Debt Service ; Board of Appeals; Inspection Dept.; Emergency Preparedness; Gnat Fly Control; Street & Traffic Lights; Special Workshop Opp Program; Veteran's Services; Community Building Committee; Human Service Organizations; Historical Commission; Archives Committee; State/County Assessments; Unemployment Compensation; FICA/Social Sec Exp; Group Insurance; County Retirement; Staff Retirement; Insurance; LIUNA Pension Fund; Medicaid
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
March 19, 2013

2013 MAR 20 PM 8 45
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of March 25, 2013
Bourne Veterans Memorial Community Center
Buzzards Bay, MA 02532**

2013 APR 11 PM 4 30

TOWN CLERK'S OFFICE

FinCom Members present: Chm. Michele Ford, and Mary Jane Mastrangelo, Mark DeCicco, Glen Galusha, Donald Montour, Jeff Perry and George Slade.

FinCom Member(s) excused: Co-Vice Chm. Elinor Ripley, Bill Grant, John Redman

Board of Selectmen present: Chm. John Ford, V. Chm. Don Pickard, Peter Meier

Board of Selectmen member(s) excused: Earl Baldwin, Linda Zuern

Guests: TA Administrator, Linda Marzelli, Financial Director, Jon Nelson, Facilities Manager

Members of the Press: Diana Barth, Bourne Enterprise; Paul Gately, Bourne Courier

List of documents:

- Town of Bourne Budget Changes FY2014 – 39 pages
- Annual ATM/STM Warrant – 9 pages

Note: This meeting is being recorded for television replay. If anyone in the audience is audio or video taping, they need to acknowledge it as this time.

Meeting Called To Order

At 7:02 pm Chm. Ford.

Minutes of previous meetings

GG, JP to approve as submitted. VOTE 7-0.

Reserve Fund Transfers

None.

Review budgets

Capital Budget/Debt Service – Mastrangelo
5 Year Plan

Capital Improvement

Police Department -

- 159,400 for 4 cruisers
- Cruiser laptops and mounts – 3 laptops
- Portable radio replacement – replacing 1986 models

Fire Department –

Ambulance 133 – replacing 2006 ambulance

- Car 141 replacement – Fire Chief's 2009 command vehicle
- Laptops – 3 laptops in ambulances (software for medical data to simplify billing)
- King Fisher Radio box – deferred for one year per Chief Greene's recommendation
- Portable Radios – 12 for replacement
- Equipment Grant Match – contingent on receipt of FEMA grant (grant would fund 80% - town 20%)

Firefighters on call: about 15 per Ms. Marzelli.

DNR –

- Hen Cove Pier and Dingy Dock Renovation and Expansion – public service to the boating people; completes work in that area.
- Install security cameras at Taylor Point Marina and Monument Beach Marina – deter onboard thefts of marine equipment
- Replace ramp Monument Beach – deferred due to cost estimates being much higher than anticipated.

The number of security cameras – three (3) at Taylor Point and four (4) at Monument Beach per TA Guerino.

Bourne Public Schools –

- Systemwide Technology Plans
- Purchase: Replace SPED mini bus – replacing a 2005 mini bus
- Asbestos abatement – to fund ongoing asbestos projects

TA Guerino and Mr. Nelson looking at a universal fiberoptics system for the school technology item to maximize cost benefit.

Galusha – asked if there are any grants for technology available. TA Guerino cannot answer for the school, but the Superintendent is adept at this particular part and pretty up-to-date.

DPW –

- 1 ½ ton pick-up truck – replacement
- Recycle truck – replacement
- Dump/sander trucks : 2 requested, recommending replacing only the 1994 truck.
- New DPW Facility –\$11,080,798

ISWM –

- 5 Cubic yard 2006 wheel loader
- Hydraulic excavator – replacement of one lost in fire
- Phase IV Stage II liner construction – Ms. Marzelli to check with DPW to see how much has been received

Shore & Harbor –

- Annual dredging/ramp repair and improvements from Waterways Improvement Fund

Ms. Marzelli – Waterways funds is \$300,000 per year. This year taking out \$75,000 plus additional monies for an additional person's salary, dredging and other DNR projects.

Sewer Department –

- Sewer grinder pumps

TA Guerino – there was a break on Old Bridge Road currently being repaired. No costs at this time, but it is possible that Mr. Tribou will have to come for a Reserve Fund Transfer relative to that break.

Facilities – Town Hall –

- Emergency Power Upgrades including Generator Replacement – The Community Building expenditure for BOS decreed establishment of an in-town shelter – meeting State requirements - \$437,762 TA Recommended

Mastrangelo - the current Community Building generator will be transferred to the Town Hall. There will be an upgraded, larger generator for the Community Building.

TA Guerino – generator for the Community Center was in the Capital Outlay plan prior.

TA Guerino - have the BMS as a shelter for the other side of town.

Mastrangelo – there was a consideration of putting in a generator at the high school. The latest storm was the first time there was an issue of bursting of pipes. Facilities Subcommittee determined if this is an issue in the future, they will look into adding a generator.

Mastrangelo –List of future capital needs is getting extensive and thus will help with planning future equipment replacement expenses .

Board of Appeals

\$3,075 - standard budget

Inspection Department

\$163,069 – \$88,000 is wages and salaries.

Emergency Preparedness

\$44,350 – removed Reverse 911 budget from BOH to the Emergency Preparedness contract.

Gnat Fly Control

\$297.52 – County assessment

Street & Traffic Lights

\$114,000 – down slightly from last year.

Special Workshop Opportunity Program

\$5,181 – identical to last year's appropriation

Veteran's Services

\$152,000 – assessment based on actual need (Senior and returning vets)

Galusha – raised issue with requirement of full time Veterans' Agent. TA Guerino – there is a provision that provides for regionalization for such services.

Community Building Committee

\$600 – secretarial services.

Human Service Organizations

\$49,160 – adding additional \$500 to the \$48,660.

Historical Commission

\$1,125 – increase of \$15 for postage.

Archives Committee

\$9,350 – slight increase for telephone expenses and miscellaneous supplies (up \$500)

Galusha – asked about natural gas. TA Guerino recommending a level funded budget for natural gas.

State/County Assessments

\$3,044,911 – County budget up 18% purchasing a second dredge but the net increase to the town is the 2 ½ % that is allowed.

Unemployment Compensation

\$150,000 – down considerably from \$250,000.

FICA/Social Security Expense

\$375,000 – equal to last year.

Group Insurance

Down \$100,000 to \$6.5M per TA Guerino

County Retirement

\$2,911,983 – slight increase of \$200,000 (assessment)

Staff Retirement

\$866 – one last employee.

Insurance

\$1,098,110 – TA Guerino – adjustment will be the end of April for Fall Special Town Meeting

LIUNA Pension Compensation

\$100,000 – slight increase of \$31,000

Medicaid

\$205 - sharing part of the cost with the school per Ms. Marzelli

Budget reconciliation – Ms. Marzelli

Changes that have been made given to the FinCom which was reviewed at the last week's Selectmen's meeting in detail.

Operations Budget - \$53,560,446 – includes no Enterprise Funds per Ms. Marzelli

TA Comment (for informational purposes only)

Draft of Warrant – handed out to the Selectmen and the FinCom – 32 Articles for the Annual Town Meeting and 8 Articles for the Special Town Meeting.

Special Town Meeting, Article 7 – TA Guerino - \$200,000 in emergency expenditure for Sagamore Beach – work is pretty much completed. The best way to go forward is to use the Stabilization Fund in anticipation of reimbursement which should be 75%.

No further comment.

Selectmen Comment (for informational purposes only)

No comment.

Finance Committee Comment (for informational purposes only)

The FinCom meets on the 1st and 8th of April.

Galusha – after the town meeting, requested a joint meeting with FinCom and Selectmen at which draft forms can be submitted.

Public Comment (for informational purposes only)

None.

Future Agenda Items

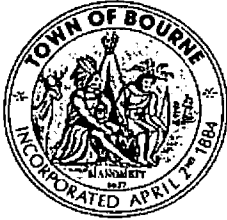
DPW Building on agenda for 4/8/13.

Adjournment

Galusha MOVED and SECONDED by Montour to adjourn. Meeting adjourned at 8:18 pm. Unanimous vote.

Respectfully submitted,

Lisa Groezinger, sec.



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

2013 MAR 27 AM 8 40
TOWN CLERK'S OFFICE
BOURNE



Reserve Fund: \$200,922

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 1, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review Town Meeting Warrant articles:
 - a. Regularly required authorizations (article 1)
 - b. Elected officials salaries (article 2)
 - c. Town Budget – FY14 (article 3)
 - d. Sewer Dept. budget – FY14 (article 4)
 - e. State Aid/Chapter 90 – FY14 (article 5)
 - f. Reserve Fund (article 6)
 - g. ISWM budget – FY14 (article 7)
 - h. Revolving Funds – FY14 (article 8)
 - i. Reports & recommendations (article 10)
 - j. Rescind authorizations for unissued debt (article 13)
 - k. Funding for Canal Centennial Committee (article 14)
 - l. Easement – Williams Ave., Lake Dr. & Lake Dr. Ext. (article 16)
 - m. Easement – Albert Road, Williams Ave., Mundo Road (article 17)
 - n. Easement – County Road (article 18)
 - o. UCT Stabilization fund (article 28)
 - p. Rescind vote to purchase 9 Sandwich Road (article 31)
4. Vote articles, as appropriate
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings. Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
March 26, 2013

**Finance Committee
Minutes of April 1, 2013
Buzzards Bay, MA 02532**

2013 APR 9 AM 8 39

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Mark DeCicco, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman and George Slade.

TOWN CLERK'S OFFICE
BOURNE, MASS

Guests: TA Guerino, Linda Marzelli – Finance Director

Members of the Press: Diana Barth, Bourne Enterprise

List of documents

- None

Meeting called to order

By Chm. Ford at 7:00 pm.

Minutes of previous meetings

Minutes of 3/25/13 - tabled to the next meeting.

Reserve Fund Transfers

None.

Review Town Meeting Warrant articles:

a. Regularly required authorizations (article 1) - Galusha

Ripley MOVED and SECONDED by Galusha a favorable recommendation for Article 1 of the Annual Town Meeting Warrant. VOTE 9-0.

b. Elected officials salaries (article 2) – Jeff Perry

Total - \$56,181

Breakdown:

690.15

20.71

710.86 x 52.2 = \$37,106.90

Moderator – \$574

Selectmen - \$18,500

4@3,500

1@4,500

FinCom to vote at 4/9/13 meeting.

c. Town Budget - FY14 (article 3) - Michele Ford

Ripley MOVED and SECONDED by Montour for a favorable recommendation for Article 3 in the amount of \$53,560,446 of the Annual Town Meeting Warrant. VOTE 9-0.

d. Sewer Dept. budget - FY14 (article 4) -- Bill Grant

DeCicco – asked about repairs last week. TA Guerino doesn't have final bills at this time.

Galusha MOVED and SECONDED by DeCicco a favorable recommendation for Article 4 in the amount of \$829,559 of the Annual Town Meeting Warrant. VOTE 9-0.

e. State Aid/Chapter 90 - FY14 (article 5) – Jeff Perry

Mastrangelo MOVED and SECONDED by Redman a favorable recommendation for Article 5 of the Annual Town Meeting Warrant. VOTE 9-0.

f. Reserve Fund (article 6) – Mark DeCicco

Mastrangelo MOVED and SECONDED Galusha a favorable recommendation for Article 6 in the amount of \$250,000 of the Annual Town Meeting Warrant. VOTE 9-0.

g. ISWM budget - FY14 (article 7) – Mary Jane Mastrangelo \$8,859,312

Mastrangelo MOVED and SECONDED by Galusha a favorable recommendation for Article 7 of the Annual Town Meeting Warrant. VOTE 9-0.

h. Revolving Funds - FY14 (article 8) – Glenn Galusha

Ms. Marzelli went over number amounts for the DNR, School Transportation, After School Activities, Library, Bridging the Years (fees for programs and services), Council on Aging for instructors and the Community Building rental for a total of \$440,000. She also reviewed Balances and Expenditures.

Chm. Ford – asked what happens to the money that is not spent. Ms. Marzelli – we get approval from Board of Selectmen to overspend the limit and does not require Town Meeting.

Ripley MOVED and SECONDED by Galusha for a favorable recommendation for Article 8 of the Annual Town Meeting Warrant. VOTE 8-1 (opposition from DeCicco).

i. Reports & recommendations (article 10) – Mark DeCicco

Galusha MOVED and SECONDED by DeCicco a favorable recommendation for Article 10 of the Annual Town Meeting Warrant. VOTE 9-0.

j. Rescind authorizations for unissued debt (article 13) - Don Montour

\$15,673,350 – Perry MOVED and SECONDED by Montour a favorable recommendation of Article 13 in the Annual Town Meeting Warrant. VOTE 9-0.

k. Funding for Canal Centennial Committee (article 14) – Don Montour

\$25,000 – mostly public safety related expenses per TA Guerino (police/fire details over the course of a few weeks).

Galusha MOVED and SECONDED by Redman a favorable recommendation of Article 14 of the Annual Town Meeting Warrant. VOTE 9-0.

l. Easement - Williams Ave., Lake Dr. & Lake Dr. Ext. (article 16) – George Slade
TA Guerino – 25 year easements to do monitoring of plumes at Otis. This has been done for about four to five years.

Galusha MOVED and SECONDED by Montour a favorable recommendation of Article 16 of the Annual Town Meeting Warrant. VOTE 9-0.

m. Easement - Albert Road, Williams Ave., Mundo Road (article 17) – George Slade
Redman MOVED and SECONDED by Galusha a favorable recommendation of Article 17 of the Annual Town Meeting Warrant. VOTE 9-0.

n. Easement - County Road (article 18) – George Slade
Redman MOVED and SECONDED by Galusha a favorable recommendation of Article 18 of the Annual Town Meeting Warrant. VOTE 9-0.

o. UCT Stabilization fund (article 28) – Jeff Perry
DeCicco MOVED and SECONDED by Montour a favorable recommendation of Article 28 of the Annual Town Meeting Warrant. VOTE 9-0.

p. Rescind vote to purchase 9 Sandwich Road (article 31) – Don Montour
Perry MOVED and SECONDED by Redman a favorable recommendation of Article 31 of the Annual Town Meeting Warrant. VOTE 9-0.

Remaining Articles Assignment

Article 15 – Don Montour

Article 19 and Article 20 – next week

Article 21 – bylaw article – next week – John Redman

Article 22 – town meeting bylaw – next week - Glenn Galusha

Article 23 – town meeting reconsideration – next week – Glenn Galusha

Article 24 – Elinor Ripley next week

Article 25- George Slade down town Buzzards Bay

Bill Grant – next week – CPC articles and CPC Administrative expenses

Article 29 – 4/22/13

Article 30 – town meeting bylaw quorum – Michele Ford – next week

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Ripley – Handbook Comments needed by midnight on Thursday, April 11, 2013.

Public Comment (for informational purposes only)

None.

Future agenda items

Special Town Meeting Article Assignments

Article 1 – Glenn Galusha

Article 2 – John Redman

Article 3 – Jeff Perry

Article 4 – Michele Ford

Article 5 – Mary Jane Mastrangelo

Article 6 – Jeff Perry

Article 7 – Glenn Galusha

Article 8 – Mary Jane Mastrangelo

Article 9 – Mary Jane Mastrangelo

Article 10 – Mark DeCicco

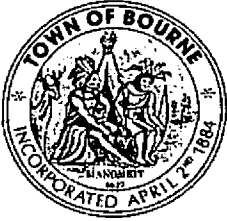
Article 11 – \$95,000 total – Don Montour

Adjournment

Galusha MOVED and SECONDED by Montour to adjourn. Meeting adjourned at 8:11 pm.

UNANIMOUS VOTE.

Respectfully submitted, Lisa Groezinger, sec.



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



Reserve Fund: \$200,922

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 8, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review Annual Town Meeting Warrant articles:
 - a. CPC Projects – article 26
 - b. CPC administrative expenses – article 27
 - c. CPC – parcel of land in Sagamore Beach – article 19
 - d. CPC – parcel of land in Buzzards Bay – article 20
 - e. Town Bylaw – Downtown Blight – article 25
 - f. DPW facility – article 12
 - g. Close out available balances – article 15
 - h. Town Bylaw – solid waste management – article 21
 - i. Town Bylaw – Town Meeting vote – article 22
 - j. Town Bylaw – Town Meeting reconsideration – article 23
 - k. Town Bylaw – Underground storage – article 24
 - l. Town Bylaw – Committee quorums – article 30
 - m. Capital plan expenditures – article 9
4. Review Special Town Meeting Warrant articles:
 - a. Unpaid bills – article 1
 - b. Demand fee change – article 2
 - c. Contractual adjustments – article 3
 - d. Transfer salary & wage for FY13 – article 4
 - e. ISWM insurance proceeds – article 5
 - f. Sagamore Beach emergency repairs – article 6
 - g. CMED dispatch system – article 7
 - h. ISWM reserve fund transfer – article 8
 - i. ISWM host community fee – article 9
 - j. Pilgrim Power resolution – article 10
 - k. Cable TV – article 11
5. Vote articles, as appropriate
6. Vote essential articles
7. TA Comment (for informational purposes only)

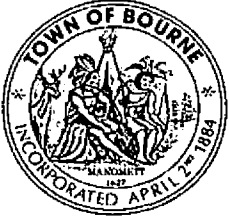
2013 APR 3 AM 8 50
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BOURNE, MASS

8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
April 2, 2013



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



Reserve Fund: \$200,922

AMENDED MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 8, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review Annual Town Meeting Warrant articles:
 - a. CPC Projects – article 26
 - b. CPC administrative expenses – article 27
 - c. CPC – parcel of land in Sagamore Beach – article 19
 - d. CPC – parcel of land in Buzzards Bay – article 20
 - e. Town Bylaw – Downtown Blight – article 25
 - f. DPW facility – article 12
 - g. Close out available balances – article 15
 - h. Town Bylaw – solid waste management – article 21
 - i. Town Bylaw – Town Meeting vote – article 22
 - j. Town Bylaw – Town Meeting reconsideration – article 23
 - k. Town Bylaw – Underground storage – article 24
 - l. Town Bylaw – Committee quorums – article 30
 - m. Capital plan expenditures – article 9
 - n. Host Community Fee Capital Stabilization Fund – article 32
 - o. Revolving Funds FY14 – article 8 – Revote
4. Review Special Town Meeting Warrant articles:
 - a. Unpaid bills – article 1
 - b. Demand fee change – article 2
 - c. Contractual adjustments – article 3
 - d. Transfer salary & wage for FY13 – article 4
 - e. ISWM insurance proceeds – article 5
 - f. Sagamore Beach emergency repairs – article 6
 - g. CMED dispatch system – article 7
 - h. ISWM reserve fund transfer – article 8
 - i. Allow the Town to enter into a contract with the new Facilities director – article 9
 - j. Pilgrim Power resolution – article 10
 - k. Cable TV – article 11
 - l. Allowing the Town to enter into a contract with the new Facilities director – article 12

2013 APR 3 PM 12 30
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee
Minutes of April 8, 2013
Buzzards Bay, MA 02532 8 AM 9 22

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Jeff Perry, John Redman and George Slade.

Members excused: Mark DeCicco and Donald Montour

Guests: Selectman John Ford, TA Guerino, Linda Marzelli – Finance Director

Members of the Press: Diana Barth, Bourne Enterprise; Paul Gately, Bourne Courier

List of documents

- None

Meeting called to order

By Chm. Ford at 7:00 pm.

Minutes of previous meetings

Perry MOVED and SECONDED by Galusha to approve minutes of 4/1/13 as submitted. VOTE 7-0-1 (Grant).

Minutes of 3/25/13 tabled to the next meeting.

Reserve Fund Transfers

Other Interest & Tax Refunds - \$15,000 interest to pay if assessor goes to ATB and to pay interest on a claim that was settled with Verizon Wireless.

Grant MOVED and SECONDED by Galusha to approve the transfer of \$15,000 for Other Interest & Tax Refunds. VOTE 8-0.

REVIEW ANNUAL TOWN MEETING WARRANT ARTICLES:

Ms. Marzelli – overview of CPC Estimated Revenues & Expenditures. Two land parcels are not included in FY14. Revenues anticipated in the amount of \$1,466,474 (Required Uses – Open Space (70%); Historic Resources (10%); Community Housing (10%); Other CPA Purposes (10%). Undesignated Fund Balance is \$1,550,830.04 (can be used across the board for other projects).

Mr. Johnson – on 4/3/13, the CPC held its public hearing on all projects being recommended by CPC for consideration for Town Meeting.

CPC projects – article 26

Community Housing – Ms. Sue Ross

\$50,575 - Affordable Housing Services Support (Specialist, equipment, legal support, admin.)
\$9,000 - Technical Support for Rehabilitation Program
\$5,000 - Consultant for Housing Need Assessment and Action Plan
\$110,000 - Construction (at least three houses depending on lot size)

Open Space – Barry Johnson

Phase II of improvements. Since last Town Meeting, we have been able to access additional 2 acres. Planning Board approved and recorded in the Registry of Deeds.

\$135,000 – Site preparation for Phase II of the additional 2 acres
\$15,000 – Consultant for the Update of the Recreation Plan

Historic Resources – Donald Ellis

\$20,000 – Continue binding and re-binding of permanent records (1930-1940) (Town Clerk)
\$72,000 – Scanning of vital records in Clerk/Building/Inspection offices (Town Clerk)
\$10,000 – the Vault work (door, shelving) for Town records – hopefully for two vaults (\$40,000 total)
\$16,750 - Cataumet Gravestone Project for 80 gravestones
 \$13,000 - Cataumet Railroad Station improvements TA Guerino - 6 month job to commence as soon as possible. Lighting and wiring work contributed to the cost of the estimate.

\$19,204 - Organize Cemetery Survey – Phase II (90% complete after this project)
\$15,840 – Roofing Repairs to Town Hall (Facilities Director). Repair and preserve project.

TA Guerino – July – October time frame with Mr. Nelson overseeing the project.

Mastrangelo – this is the beginning of a long-term assessment of town facilities.

TA Guerino – other issues at Town Hall: roof over Finance Department and the gutters, siding on the rear, electrical system, generator, front stairways, back stairways from TA side, assessable ramp in the rear, additional window work to name a few.

\$4,560 – Briggs-McDermott back door restoration
\$6,800 - Bournedale Schoolhouse installation of ADA access ramp (portable ramp)
\$25,500 - Bournedale Schoolhouse façade repairs and painting (July – 2014 construction time frame).

CPC administrative articles – article 27

\$50,000 – Committee administration and expenses.

Mr. Johnson – DOR mandates that these be appropriated annually. This position will only be on an hourly basis for compensation – no benefits.

CPC – parcels of land in Sagamore Beach and Buzzards Bay – articles 19 and article 20

Mr. Johnson – possible 4/29/13 agenda item for the FinCom unless two parcels are Indefinitely Postponed.

Close out available balances – article 15

Mr. Johnson – CPC turn backs in the amount of approximately \$116,050.32.

Town Bylaw – downtown blight – article 25

Ripley – has unanimous approval of the Bylaw Committee.

Ms. Moore – bylaw applies to the appearance of the Main Street buildings for the 2014 Canal Celebration for impact on property values, economic growth and downtown investment. General bylaw is applicable to the Downtown area only. Includes vacant and buildings that contribute to blight. Enforcement of the Bylaw will be generated by a complaint and is overseen by the Building Inspector. Ms. Moore – a Downtown map will be added to the appendix in the Town Meeting Warrant.

DPW facility – article 12

Redman - \$11,080,798 with a total net borrowing of \$6,330,798. This amounts to about \$35/year from each household. 2/3rd required vote at Town Meeting.

Town Bylaw – solid waste management – article 21

Ripley – bylaw update to conform to what is being done at ISWM in the recycling and composting areas.

Town Bylaw – Town Meeting 2/3rds vote – article 22

Ripley – proposed by the Town Moderator; new provision in State law that allows to speed up the Town Meeting process. If there are seven (7) or more voters in opposition of an article, the Moderator will pull voters for objection.

Town Bylaw – Town Meeting vote reconsideration – article 23

Ripley – recommended by the Town Moderator. If Moderator claims a motion to reconsider is frivolous, the bylaw states he has the right to deny it.

Town Bylaw – Underground storage – article 24

Ripley – Bylaw Committee reviewed all Town Bylaws. Ms. Coffin found references to sections of State Law that no longer exists. This changes the reference from 9.24 to 9.05 which is a new State Law number.

Town Bylaw – Committee quorums – article 30

Chm. Ford – opinion from Attorney General: a quorum can be more than 50% of sitting committee members at that time if the town has a Bylaw to that effect.

Capital Plan expenditures – article 9

Mastrangelo – asbestos abatement in the amount of \$110,000.

Generator recommended is in the amount of \$437,762. Station One generator is recommended going to the Fall Town Meeting. Excluding DPW facility, the total expenditure is \$4,134,092.

Mastrangelo - ISWM \$295,000 - \$220,000 in Capital Plan - \$75,000 in insurance money is applied to that cost in a separate article.

TA Guerino – at this time he recognized and acknowledged the efforts of Ms. Marzelli's work for CPC and Capital spreadsheets.

Host Community Fee Capital Stabilization Fund – article 32

Mastrangelo – based on ISWM budget of \$600,000. Excess over that amount will go to the Stabilization Fund.

Revolving Funds FY14 – article 8 – Revote

REVIEW SPECIAL TOWN MEETING WARRANT ARTICLES:

Unpaid Bills – article 1

Perry MOVED and SECONDED by Galusha a favorable recommendation for Article 1 in the amount of \$325. VOTE 8-0.

Demand fee change – article 2

Perry MOVED and SECONDED by Grant a favorable recommendation for Article 2 changing the demand fee from \$5 to \$15. VOTE 8-0.

Contractual adjustments – article 3

Grant MOVED and SECONDED by Ripley a favorable recommendation for Article 3 in the amount of \$255,000. VOTE 8-0.

Transfer salary and wages for FY13 – article 4

Ms. Marzelli - Net change to total budget is zero.

Grant MOVED and SECONDED by Redman a favorable recommendation for Article 4. VOTE 8-0.

ISWM insurance proceeds – article 5

Ms. Marzelli – To accept \$75,005 from a claim on the 25 ton hydraulic excavator

Redman MOVED and SECONDED by Mastrangelo a favorable recommendation for Article 5 in the amount of \$75,005. VOTE 8-0.

Sagamore Beach emergency repair – article 6

Ms. Marzelli - \$200,000 from Stabilization.

Ripley MOVED and SECONDED by Grant for a favorable recommendation for Article 6 in the amount of \$200,000. VOTE 8-0.

At this time, Chm. Ford recused herself from discussion and vote. Co-Vice Chm. Mastrangelo chaired.

CMED dispatch system – article 7

\$8,876.16

Redman MOVED and SECONDED by Galusha for a favorable recommendation for Article 7 in the amount of \$8,876.16. VOTE 7-0.

Chm. Ford back as chairing the remainder of the meeting.

ISWM reserve fund transfer – article 8

\$500,000 – to Future Solid Waste Stabilization Fund.

Mastrangelo MOVED and SECONDED by Redman for a favorable recommendation for Article 8 in the amount of \$500,000. VOTE 8-0.

Allow the town to enter into a contract with the new Facilities director – article 9 - Redman TA Guerino – get senior management positions away from unionized vs. contractual.

Ripley MOVED and SECONDED by Grant for a favorable recommendation for Article 9. VOTE 8-0.

Pilgrim Power resolution – article 10

TA Guerino – Town Moderator will treat as resolution; 5 minutes of discussion in favor and 5 minutes in opposition if any and move toward a vote.

Finance position takes no position on article 10.

Ripley MOVED and SECONDED by Perry that the Finance Committee takes no position on Article 10. VOTE 6-2. Galusha and Grant in opposition.

Cable TV – article 11

TA Guerino – \$75,000 in Free Cash due the not-for-profit.

Mastrangelo MOVED and SECONDED by Redman for a favorable recommendation for Article 11 in the amount of \$75,000. VOTE 8-0.

Vote articles, as appropriate

ATM Articles

Article 9 Capital Outlay

Mastrangelo MOVED and SECONDED by Redman for a favorable recommendation for Article 9 in the Special Town Meeting Warrant. VOTE 8-0.

Article 12 DPW Facility

Ripley MOVED and SECONDED by Mastrangelo for a favorable recommendation for Article 12 in the Special Town Meeting Warrant. VOTE 8-0.

Article 15 Close out Balances

Ripley MOVED and SECONDED by Galusha for a favorable recommendation for Article 15 in the Special Town Meeting Warrant. VOTE 8-0.

Article 21 ISWM Recycling Regulations

Ripley MOVED and SECONDED by Redman for a favorable recommendation for Article 21 in the Special Town Meeting Warrant. VOTE 8-0.

Article 22 Bylaw – 2/3rds Vote

Ripley MOVED and SECONDED by Redman for a favorable recommendation for Article 22 in the Special Town Meeting Warrant. VOTE 8-0.

Article 23 Bylaw – Vote Reconsideration

Ripley MOVED and SECONDED by Redman for a favorable recommendation for Article 23 in the Special Town Meeting Warrant. VOTE 7-1. Mastrangelo opposed.

Article 24 Bylaw – Underground Storage

Grant MOVED and SECONDED by Perry for a favorable recommendation for Article 24 in the Special Town Meeting Warrant. VOTE 8-0.

Article 25 Bylaw - Downtown Blight

Grant MOVED and SECONDED by Slade for a favorable recommendation for Article 25 in the Special Town Meeting Warrant. VOTE 8-0.

Article 26 CPC Projects

Ripley MOVED and SECONDED by Mastrangelo for a favorable recommendation for Article 25 in the Special Town Meeting Warrant. VOTE 8-0.

Article 27 CPC Expenses

Galusha MOVED and SECONDED by Grant for a favorable recommendation for Article 27 in the Special Town Meeting Warrant. VOTE 8-0.

Article 30 Bylaw – Committee Quorums

Galusha MOVED and SECONDED by Redman for a favorable recommendation for Article 30 in the Special Town Meeting Warrant. VOTE 8-0.

Article 32 Excess Host Community Fee

Redman MOVED and SECONDED by Galusha for a favorable recommendation for Article 32 in the Special Town Meeting Warrant. VOTE 8-0.

Article 8 – Revolving Funds

Ms. Marzelli - Removal of After School Activity
\$425,000 – Total

Redman MOVED and SECONDED by Galusha for a favorable recommendation for Article 8 in the Special Town Meeting Warrant. VOTE 7-1. Ford opposing.

ARTICLES REMAINING TO VOTE:

Article - Elected Officials Compensation Article. TA Guerino – Chm. of a board/committee should receive a nominal additional fee for compensation.

Article - Repair and Repave Cove Lane

Articles Potential two CPC parcels

Article 29 Road Improvements

\$625,000 betterment to repair and repave.

Galusha MOVED and SECONDED by Redman for a favorable recommendation for Article 29 in the Special Town Meeting Warrant. VOTE 8-0.

Articles **ESSENTIAL** to the running of the town

Ripley MOVED and SECONDED by Mastrangelo for Articles 1-9 and Article 12 deemed essential to the operation of the town and to take out of the lottery. VOTE 8-0.

Town Administrator Comment

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Chm. Ford – next meeting on 4/29/13 to vote the remaining articles. Written comments due 4/18/13. Oral comments due on 4/30/13.

Public Comment (for informational purposes only)

None.

Adjournment

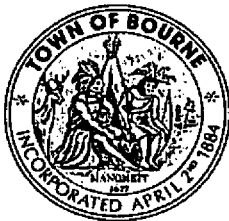
Galusha MOVED and SECONDED by Slade to adjourn. Meeting adjourned at 9:30 pm.

5. Vote articles, as appropriate
6. Vote essential articles
7. TA Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
April 3, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS



2013 APR 16 AM 9 01
TOWN OF BOURNE
TOWN CLERK'S OFFICE
Finance Committee
BOURNE, MASS
24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$185,922

MEETING NOTICE

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

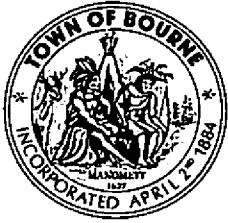
The Finance Committee will hold a public meeting on Monday April 29, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review and vote Annual Town Meeting Warrant articles:
 - a. Elected officials compensation – article 2
 - b. Repair & resurface Cove Lane – article 11
4. Discuss and reconsider article 31, rescind authorization
5. Town meeting preparation
6. Vote essential articles
7. TA Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

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Michele Ford
April 11, 2013



TOWN OF BOURNE

2013 APR 22 2013 APR 28

Finance Committee
24 Perry Avenue
TOWN CLERK'S OFFICE
Bourne, MA 02532
BOURNE, MASS



Reserve Fund: \$185,922

MEETING NOTICE

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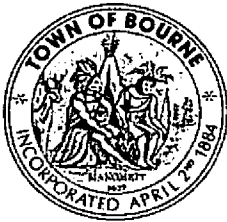
1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review and vote Annual Town Meeting Warrant articles:
 - a. Elected officials compensation – article 2
 - b. Repair & resurface Cove Lane – article 11
 - c. Articles 19 & 20 – CPA purchases
 - d. Article 11 – reconsider and revoke
4. Discuss and reconsider article 31, rescind authorization
5. Town meeting preparation
6. Vote essential articles
7. TA Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

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Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
April 21, 2013

2013 APR 22 AM 9 28
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$185,922

AMENDED MEETING NOTICE

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The Finance Committee will hold a public meeting on Monday April 29, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review and vote Town Meeting Warrant articles:
 - a. Elected officials compensation – article 2
 - b. Repair & resurface Cove Lane – article 11
 - c. Articles 19 & 20 – CPA purchases
 - d. Article 1 STM – reconsider and revote
 - e. Article 23 – reconsider and revote
4. Discuss and reconsider article 31, rescind authorization
5. Town meeting preparation
6. Vote essential articles
7. TA Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
April 21, 2013

2013 APR 24 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of April 29, 2013
Buzzards Bay, MA 02532**

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Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Mark DeCicco, Glen Galusha, Donald Montour, Jeff Perry, John Redman and George Slade.

Excused: Bill Grant

Guests: TA Guerino

Members of the Press: Diana Barth, Bourne Enterprise

List of documents

- None

Meeting called to order

By Chm. Ford at 7:00 pm.

Minutes of previous meetings

DeCicco MOVED and SECONDED by Redman to approve minutes of 3/25/13. VOTE 9-0.

Redman MOVED and SECONDED by Montour to approve minutes of 4/2/13. VOTE 7-0-2 (DeCicco, Montour).

Reserve Fund Transfers

None.

Review and vote Annual Town Meeting Warrant articles:

a. Elected officials compensation – ATM article 2

Ripley MOVED and SECONDED by Perry to a favorable recommendation for the total amount of \$56,181 for Elected Officials. VOTE 9-0.

b. Repair & resurface Cove Lane - article 11

TA Guerino – there is a public hearing tomorrow evening in which they anticipate this article will come forward to IP. There are conservation issues and other issues relative to drainage.

c. Articles 19 & 20 - CPA purchases

Ripley MOVED and SECONDED by Montour Indefinite Postponement of Article 19 in the ATM. VOTE 9-0.

Ripley MOVED and SECONDED by Ripley Indefinite Postponement of Article 20 in the ATM.
VOTE 9-0.

TA Guerino – the CPC had not successfully completed negotiations and would like to Indefinitely Postpone both articles and expects them to come before the Fall Special Town Meeting.

d. Article 1 STM - reconsider and revote

TA Guerino – the dollar amount changed. The total amount is \$345.

Redman MOVED and SECONDED by Mastrangelo to reconsider and revote Article 1 of the STM.
VOTE 9-0.

Mastrangelo MOVED and SECONDED by Slade a favorable recommendation of Article 1 in the STM. VOTE 9-0.

e. Article 23 - reconsider and revote

TA – Moderator recommendation of the last sentence be deleted at the Pre-Town Meeting.

Ripley – from majority vote to 2/3rd vote.

Galusha MOVED and SECONDED by Redman to reconsider and revote Article 23 of the ATM.
VOTE 8-1 (Ripley).

Chm. Ford – this article does two things: 1) Incorporates into the bylaw Robert's Rules of Order Town Meeting times standard which is up for consideration only on the prevailing side; and 2) Gives the Town Moderator the option of consideration by voice vote if it is a reconsideration, voice not changed or by show of hands (stand) and judge still a 2/3 vote vs. teller count by 2/3 vote.

Redman MOVED and SECONDED by Mastrangelo a favorable recommendation of Article 23 of the ATM. VOTE 9-0.

Discuss and reconsider article 31, rescind authorization

Mastrangelo – for clarification, this motion involved the purchase of land voted by Town Meeting. Town made an offer, but a private purchaser offered a higher amount and become the new owner. There was discussion of rescinding the money to retain Free Cash and have an opportunity in the Fall if enter into negotiation with the current owner.

TA Guerino – when the FinCom voted this article, there were no discussions occurring at that time. To date, a preliminary meeting with the representative of the new owner and himself on behalf of the Selectmen to discuss options available conducted. The Finance Director and the TA with the backing of the Selectmen concluded the town is not near any position to discuss negotiations, options, prices, can/cannot do at this time. There have been discussions brought up at the Selectmen meeting about giving a year to go by. TA Guerino said there is not a

timetable relative to the disposition of a TM article. We have done what was asked at Town Meeting. As he read the transcript of the TM of said article, discussions between Mr. Mealy, Mr. Farrell and the Town Moderator, the motion we can do anything else other than acquire the property for municipal purposes is null and void. Town Counsel opinion was requested through Selectmen Chm. Ford for two items: 1) If the town could expend public money on land privately held for a parking lot; and 2) If the town could build a parking lot for \$250,000 out of that Article. We are not opposed to working with this TM article.

Mastrangelo – the likelihood to build parking lot on town land would be something she would approve. The town needs ownership of the land to build a parking lot. She feels it is “cleaner” to put money back and take money when need the money.

TA Guerino – believes a municipal parking lot needs to go to Capital.

Ms. Ellis – if the article is postponed, the article is “dead”. Chm. Ford - \$250,000 was to only spend on a piece of property.

TA Guerino – read line 19 of the TM Article transcript into record. Moderator stated the Article is to purchase the property PERIOD.

Mastrangelo – the money needs to be returned now so it can be available in the Fall.

Montour – the Article was to purchase the land and a new article needs to be developed to ask for money to do something with it.

TA Guerino – the difference is that at the last TM, the property was on the market. Currently, the property is not on the market.

Chm. Ford – FinCom vote stands at 9-0 to rescind the motion.

Town meeting preparation

Chm. Ford - verbal comments are due by Thursday. FinCom will have one article to vote next week (Cove Lane) and TA Guerino to update at that time.

TA Guerino – Whimbrel has a \$625,000 price tag and it was very apparent that the residences from the area were prepared to move forward.

Vote essential articles

Ripley MOVED and SECONDED by Redman that ATM Articles 1-9 and Article 12 are essential to carry business for the Town. VOTE 9-0.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Slade – asked about Articles 16, 17 and 18. Selectmen Ford – we can go back to the Fall and it would not hurt the contractors. He would want to check with Town Moderator for clarification.

Public Comment (for informational purposes only)

None.

Future agenda items

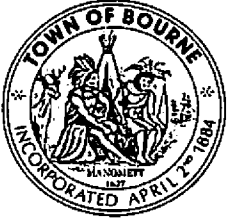
Meeting next Monday at 6:30 pm in the Professional Library and vote o Article 11 of the ATM.

Adjournment

Galusha MOVED and SECONDED by Mastrangelo to adjourn. Meeting adjourned at 8:00 pm.

Respectfully submitted,

Lisa Groezinger – sec.



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



Reserve Fund: \$185,922

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday May 6, 2013 at 6:30 PM at the Bourne High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review and vote Annual Town Meeting Warrant articles:
 - a. Repair & resurface Cove Lane – article 11
4. Town meeting preparation
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Michele Ford
April 29, 2013

2013 APR 30 AM 9 57
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of May 6, 2013
Bourne High School Professional Library
Bourne, MA 02532**

2013 JUN 27 AM 11 23

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Mark DeCicco, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman and George Slade.

Guests: TA Guerino

Members of the Press: Diana Barth, Bourne Enterprise

List of documents

- None

Meeting called to order

By Chm. Ford at 6:30 pm.

Minutes of previous meetings

DeCicco MOVED and SECONDED by Galusha to approve minutes of 4/29/13 as amended. VOTE 9-0-1 (Grant).

Reserve Fund Transfers

None.

Review and vote Annual Town Meeting Warrant articles:

a. Repair and resurface Cove Lane – Article 11

Redman MOVED and SECONDED by DeCicco to Indefinitely Postpone Article 11 with the concurrence of Cove Lane. VOTE 10-0.

Essential Articles – changes

Chm. Ford – Selectmen voted articles essential in the ATM Warrant – Article 13, Article 29, Article 31.

TA Guerino – Whimbrel, etc. If not voted tonight and comes back in November, we won't get to the engineering of the road done until next spring; construction will be 2 years out. If the article passes tonight, engineering will be done over the course of the summer and have the paving done by next spring. The Town Moderator is aware of this.

Mastrangelo MOVED and SECONDED by Galusha that Articles 13, 29 and 31 be added to the essential Articles for the ATM Warrant. VOTE 9-0-1 (Ripley).

Town Meeting Preparation
Procedural discussion.

TA Comment (for informational purposes only)
None.

Selectmen Comment (for informational purposes only)
None.

Finance Committee Comment (for informational purposes only)
Chm. Ford – the FinCom meeting will remain in session until the conclusion of Day 2 of the 2013 Annual Town Meeting.

Public Comment (for informational purposes only)
None.

Adjournment
Ripley MOVED and SECONDED by Mastrangelo to adjourn. Meeting adjourned at 9:30 pm on 5/7/13. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger – sec.

BOURNE FINANCE COMMITTEE

MEETING NOTICE

2013 JUN 13 AM 9 07

TOWN CLERK'S OFFICE
BOURNE, MASS

Reserve Fund Balance: \$185,922

Date: Tuesday, June 18, 2013

Place: **Bourne Veterans' Memorial Community Building**

Time: **6:00 PM**

AGENDA

1. Call meeting to order
2. Reserve Fund Transfers
 - a. ISWM Reserve Fund Transfer request
 - b. Veterans' Reserve Fund Transfer request
3. Consideration and vote to increase revolving fund limits for School Department and Council on Aging.
4. Other Business

Recess meeting to enter a joint session with Board of Selectmen to review 2012 FY audit with Chris Rogers of Sullivan and Rogers, CPA, LLC.

Finance Committee
Minutes of June 18, 2013
Bourne Community Building
Bourne, MA 02532

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, Bill Grant, , John Redman, Glenn Galusha and George Slade. Donald Montour (joined at 6:30pm)

Member(s) excused: Jeff Perry, Mark DeCicco,

Guests: Town Administrator Tom Guerino, Financial Director Linda Marzelli, ISWM General Manager Daniel Barrett

Members of the Press: Diana Barth, Bourne Enterprise

List of documents:
None.

Meeting called to order
6:00 pm by Chm. Ford.

~~Minutes of previous meetings (10/22, 11/14)~~

~~Grant MOVED and SECONDED by Redman to approve minutes of 10/22/12 as submitted.
VOTE 8-0~~

~~Montour MOVED and SECONDED by Grant to approve minutes of 11/14/12 as submitted.
VOTE 8-0.~~

Reserve Fund Transfers

Finance Director Marzelli and TA Guerino presented reserve fund transfer for \$2,500 to close out FY13 Veteran's Benefits. This is added to the previously approved \$24,000. Redman MOVED and Galusha SECONDED to approve the reserve fund transfer. VOTE 7-0.

Finance Director Marzelli and General Manager Barrett presented ISWM reserve fund transfer for \$154,050 to purchase a replacement flare skid. This is in addition to the approval from the May, 2010 Annual Town Meeting. The existing steel frame with blower and skid is 13 years old, beyond its life expectancy. The delay in purchase from May, 2010 appropriation related to operation changes at ISWM, which impacted the type of replacement flare skid. The new specs are for a bigger, more technologically advanced piece of equipment and accommodates the scrubbers purchased as part of the May, 2010 appropriation. It will take approximately 6 weeks from the time of order to delivery. In response to a question, the reserve fund transfer request meets the test for approval because the existing flare may not be operational through fall town

2014 DEC 1 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

meeting. The total cost of the equipment is \$237,000. Galusha MOVED and Redman SECONDED to approve the reserve fund transfer. VOTE 7-0.

Finance Director Marzelli and TA Guerino requested increases to two revolving funds. School Transportation to be increased from \$40,000 to \$80,000 and Council of Aging Programs to be increased from \$50,000 to \$110,000 bringing the total of revolving accounts to \$455,000. Galusha MOVED and Grant SECONDED to approve the increases. VOTE 7 – 0.

TA Guerino advised the committee of a proposed 90 day trial of contracted custodial services for Town Hall, due to the retirement of its two custodians. This has been a successful program at Yarmouth for 18 years. If the decision is made to trial the contracted services, a transfer from salaries to expenses for custodial services will be required. More details to follow after bids are received on June 28.

At 6:32pm the Finance Committee joined the Board of Selectmen in joint session to review the FY12 audit. Mr. Montour joined as he had attended the Sewer Commissioners meeting on behalf of the Finance Committee.

Adjournment

Galusha MOVED and SECONDED by Redman to adjourn. Meeting adjourned at 7:30 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

2013 JUL 1 AM 8 36



TOWN OF BOURNE
TOWN CLERK'S OFFICE
BOURNE, MASS
Finance Committee
24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$250,000

MEETING NOTICE

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The Finance Committee will hold a public meeting on Monday July 8, 2013 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Year end closeouts
4. Finance Committee officer selection
5. Finance Committee representative appointment to Capital Outlay Committee
6. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
June 30, 2013

Town of Bourne
Finance Committee
Bourne Community Building
Minutes of the meeting of July 8, 2013

2013 OCT 9 PM 1 12

TOWN CLERK'S OFFICE

Present: George Slade, Glenn Galusha, John Redman, Kathleen Legacy, Michele Ford,
Mary Jane Mastrangelo, Bill Grant, Finance Director Linda Marzelli,

Excused: Elinor Ripley, Don Montour, Jeff Perry, Administrator Guerino

Members of the Press: Paul Gately of Bourne Courier and Diana Barth, Bourne Enterprise

Chairman Ford called the meeting to order at 7:00 pm.

Chairman Ford introduced Kathleen Legacy, new member of the committee, and members each introduced themselves.

Meeting Minutes:

Bill Grant MOVED and SECONDED by John Redman to approve the minutes of May 6, 2013. VOTE 6-0-1 (Kathleen Legacy abstained).

John Redman MOVED and SECONDED by Bill Grant to approve the minutes of June 18, 2013. VOTE 6-0-1 (Kathleen Legacy abstained)

Reserve Fund Transfers:

Available Balance \$183,422.00

MOVED	SECONDED	Amount	From Reserve Fund to	VOTE
MJ Mastrangelo	John Redman	2,703.00	Town Meeting Expense due to Extra Special Town Meeting because of storm	7-0-0
Glen Galusha	George Slade	25,000.00	Election and Registration Salary due to two extra elections	7-0-0
Glenn Galusha	John Redman	503.00	Board of Appeals Salary due to extra meetings	7-0-0
John Redman	Glenn Galusha	117.00	Board of Appeals Expenses due to extra meetings	7-0-0

Bill Grant	Glenn Galusha	2,800.00	Telephone Account due to cell phone plan cost increases	7-0-0
John Redman	Glenn Galusha	6,898.00	Police Dept. expenses for Professional Development, medical and clothing due to new recruits	7-0-0
John Redman	Glenn Galusha	28,000.00	Debt Service due to sale of note in December.	7-0-0
John Redman	Bill Grant	30,231.00	Group Insurance to cover increase over budgeted amount due to plan change and more employees on the plan. Budget was \$100,000 less that prior year.	7-0-0
Bill Grant	John Redman	425.00	Medicaid Reimbursement - split with schools.	7-0-0
John Redman	Bill Grant	86,745.00	Snow and Ice expense account.	7-0-0

Bill Grant MOVED and SECONDED by Glenn Galusha to transfer \$90,519.78 from Police Salaries, \$108,555.00 from Fire Salaries, \$32,455.54 from DPW Salaries to the Snow and Ice Deficit. Discussion: \$318,275.32 required to cover deficit with \$86,745.00 coming from the Reserve Fund and balance from transfers from these accounts. VOTE: 7-0-0.

Year End Closeouts

ISWM

MJ Mastrangelo MOVED and SECONDED by Glenn Galusha to transfer \$167,000 from ISWM Salaries to ISWM Expenses. Discussion: purpose of transfer is to cover Host Community Fee. Total Host Committee fee to be paid to the Town in FY13 is \$641,144.00. VOTE: 7-0-0.

SEWER Department

Bill Grant MOVED and SECONDED by John Redman to transfer \$4,200 from Sewer Expense to Sewer Salaries for Overtime. VOTE: 7-0-0.

Finance Committee Officer Selection

Bill Grant MOVED and SECONDED by Glenn Galusha to nominate the existing slate of officers: Michele Ford as Chairman, and Elinor Ripley and Mary Jane Mastrangelo as Co-Vice Chairman. VOTE 7-0-0.

Finance Committee representative appointment to Capital Outlay Committee – no need to appoint new representatives from Finance Committee as John Redman and Mary Jane Mastrangelo's terms did not expire yet.

Future Agenda items:

Post-Employment Benefit Liability:

Bill Grant commented on the Post-Employment Benefit Liability from the audit. He suggests that we further explore the liability with a consultant to better understand the plan and the actuarial calculations. Perhaps we could have someone from MMA come to discuss. Glenn Galusha suggested that a more regional/Cape wide meeting might make sense. Michele Ford will connect with Administrator Guerino regarding the issue.

On the budget process:

Glenn Galusha commented that we should be looking at dept. statistics and a level of detail – including the Upper Cape Tech budget.

George Slade commented that the FinCom always wants to know what the departments would do with additional funding, but we should also be asking what they are doing without, what metrics do the department heads use to measure department performance, how do they measure staff performance, what is the level of staffing in the department, and request a current staffing overview for each department including what staffing was budgeting and what is the actual staffing level in the department.

Glenn Galusha MOVED and SECONDED by Bill Grant to adjourn the meeting. VOTE 7-0-0.

Meeting adjourned at 7:40 pm.

Respectfully submitted,

MJ Mastrangelo
Acting Secretary

Chapman, Wendy

From: Chapman, Wendy
Sent: Thursday, September 26, 2013 9:49 AM
To: 'lgroezinger@gmail.com'
Subject: RE: FinCom - Agenda 9/30/13 - TO POST

Lisa,

I am also missing the minutes for the following Selectmen's Energy Advisory Council

March 16,

Thanks

Wendy

-----Original Message-----

From: Lisa A. Groezinger [<mailto:lgroezinger@gmail.com>]
Sent: Wednesday, September 25, 2013 3:28 PM
To: Chapman, Wendy
Subject: Re: FinCom - Agenda 9/30/13 - TO POST

I will help you out Wendy! Thanks. Lisa -----Original Message-----

From: Wendy Chapman
To: lgroezinger@gmail.com
Subject: RE: FinCom - Agenda 9/30/13 - TO POST
Sent: Sep 25, 2013 3:06 PM

Lisa

I am missing minutes from Oct 12, 2011 finance committee Can You check out?

Thanks

-----Original Message-----

From: Lisa A. Groezinger [<mailto:lgroezinger@gmail.com>]
Sent: Monday, September 16, 2013 9:24 AM
To: Chapman, Wendy
Subject: Re: FinCom - Agenda 9/30/13 - TO POST

Hi! She is scheduled for 10/2 meeting. Notices going out today so she should get certified letter in a day or so.

I sent another posting from Cherie's email for the ZBA meeting. Did you get that?

Thanks

Lisa

-----Original Message-----

From: Wendy Chapman
To: lgroezinger@gmail.com
Subject: RE: FinCom - Agenda 9/30/13 - TO POST
Sent: Sep 16, 2013 9:07 AM

Lisa - We have a person

Terry Morris address 1 Country Way Special Permit When is hearing scheduled and when will she be notified of hearing?

Joint Meeting of the
Board of Selectmen and the FinCom
Minutes of August 14, 2012
Bourne's Veterans Memorial
Buzzards Bay, MA 02532

2013 SEP 27 AM 3:52

TOWN CLERK OFFICE
Bourne, MA

TA Guerino

Selectmen: Chairman John Ford, Vice-Chairman Don Pickard, Clerk Peter Meier, Earl Baldwin and Linda Zuern

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, David Ahearn (excused), Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant (excused), Donald Montour, Jeff Perry, John Redman and George Slade.

Members of the Press: Diana Barth, Bourne Enterprise and Paul Gately, Bourne Courier

List of documents

- None

Note this meeting is being televised and recorded. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time

Finance Committee Meeting - Chm. Ford called the meeting to order at 6:30 pm.

Reserve Fund Transfers

To transfer \$28,120 to allow continuity of the local cable access programming and staffing while articles of incorporation are sent to the Secretary of State and the non-profit is prepared and forwarded to the IRS for temporary approval. Once the non-profit is set up and in place, there will be an article for the transfer of money to the non-profit less dollars spent will be deducted and transferred back to the Reserve Fund – TA Guerino said most likely in October.

Mr. Mulvey – opposes the current charges in his cable bill. TA Guerino said Comcast indicated in the contract agreement there would be a check made to the town.

Mr. Mulvey – raised issue of subscribers being charged for a corporation that doesn't exist. TA Guerino said the option would to have the public access go "black" until set up. Mr. Mulvey said "appropriate" and "legal" are different and questions the legality of the fees.

Redman **MOVED** and **SECONDED** by DeWaltoff to approve the transfer of \$28,120 to allow continuity of the local cable access programming and staffing to General Receipts.
UNANIMOUS VOTE.

Update of Sewer Commissioner's Meeting

FinCom Chm. Ford summarized the outcome of the 7/10/12 meeting. The BOSC was re-appointed for another two (2) years and by charge to investigate the next steps and costs underlined in the program presented by the WAC. The intent is to start narrowing charges and costs to get detailed information in looking to expand sewerage in Buzzards Bay. The BOSC agreed there is sufficient work and is important enough for the BOSC to attempt to meet monthly for updates with the WAC.

Mastrangelo – would like the WAC to come before the Capital Outlay Committee.

V. Chm. Pickard – Selectmen Chm. Ford and TA Guerino have met to discuss what the needs are and possible alternative methods to discuss before the BOSC with regard to reducing the town's nitrogen loading.

Zuern – Sat. 8/18/12 is workshop on Composting Toilets from 10:00 am -12:00 pm.

FinCom Chm. Ford - FinCom will stay in session until after the audit review.

Call Meeting to order – Chm. Ford at 7:00 pm.

a. Sullivan, Rogers & Company, LLC to review and discuss report on FY11 Municipal Audit with the Board of Selectmen and Finance Committee – Chris Rogers

New standard for fund-balance reporting as of 2011. There are five new categories that took effect to the FY11 presentation (pages 36 and 37).

1. Nonspendable
2. Restricted
3. Committed
4. Assigned
5. Unassigned

Financial Summary (pages 18-21)

Balance Sheet of Governmental Funds (June 30, 2012). New Fund Balances broken down and briefly reviewed. Bourne is in a good financial position.

Propriety Funds Statement of Net Assets (page 24)

Revenue surplus - \$250,000 for the year.

CPA and School Construction Fund balances were also briefly reviewed.

ISWM – loss of \$2.3M due to estimated closure costs and capacity of Phase II had been completed (as use, expenses go up).

Note: Capital Assets (page 44) reviewed, totaling a little over \$95M; Sewer - \$3.9M, Landfill - \$93.3M

Note: Long term debt (page 49)

Details related to the outstanding indebtedness at 6/30/11 and the debt service requirements.

Note: Landfill Closure and Post-closure Care (page 53) briefly reviewed. TA Guerino said the town is in full compliance of Closure and Post-closure with DEP in this point in time.

Note: Other Post Employment Benefits (page 54).

Briefly reviewed.

Note: Net OPEB obligation of \$9.4M out of liability. Increase will grow.

Briefly reviewed.

Note: Fund Balances (page 58) components of numbers.

Briefly reviewed.

Note: Stabilization Funds (page 58)

Amounts and where reported at briefly reviewed.

General Fund – Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual for FY ended 6/30/12 (page 62).

Town of Bourne Reports on Internal Control Over Financial Reporting, Compliance and Federal Award Programs

The audit didn't identify any material weaknesses or deficiencies or on compliance here as no opinions are stated here. This is the most important report.

Town of Bourne Management Letter

Federal Awards

Bourne spent \$2M. Includes Title I and Special Education Programs. The audit issues an unqualified opinion of two programs, but found 11 findings related to the two programs.

The audit found five (5) findings of internal control. With regard to the Special Education and Title I Programs - both had issues of maintaining appropriate documentation.

- Title I – 5 out of 35 employees didn't have appropriate documentation. Question cost of \$3,200.
- Special Education - 11 out of 32 employees didn't have appropriate documentation. Question cost of \$23,000.

Granting Agency can come back look at Bourne's records. The history with Federal Department of Education is that they probably won't hear about the findings, but Bourne should review and correct.

Reporting has to be based on the Town's General Ledger. Verify information should be recorded in General Ledger and that it agrees. The findings are pretty simple to resolve but do need to be addressed.

Management Letter

7 comments; 4 repeated and 2 new comments. Two internal control over financial reporting.

Risk Assessment and Monitoring

Recommendation - develop and implement a monitoring program to periodically evaluate the operational effectiveness of internal controls.

Ford – this is part of the BOS policy. TA Guerino said the town side has improved and the policies for the Financial Department and one of the Selectmen's goals is to tighten up. A risk assessment and monitoring policy has been written and will be brought forward for acceptance by the BOS.

Zuern – can the BOS ask for a copy of report to be sent to the Financial Director for back up.

Mastrangelo – she would like to see a policy where grants administrators would request report needed from the General Ledger. It was said this is a simple step to resolve.

TA Guerino –there are some issues, but he can see a huge improvement in the accounting and bookkeeping in the School Department. He doesn't feel the need of a policy but does feel it needs to be cleaned up.

Ford – he agrees with Mastrangelo with regard to policy development.

General Ledger

There are accounting issues, but the auditor has met with Financial Director and this will be done next year.

Capital Assets

The town completed in 2/2012. This has already been resolved.

Student Activity Funds

School Department initiated a process that requires the Director of Business Services to conduct annual performance audit of all activity. Compliance procedures done either internally or externally.

Financial Policies and Procedures

Financial Director has begun the process of developing financial policies and procedures for several financial processes.

Enterprise Funds

Written policy for indirect cost allocation has begun and will be used and updated annually during budget preparation. The town's Treasurer is following up.

Last comment has to do with:

Pension Accounting – a new standard will now require to book town's share of liability for the pension system. FY15 will be the implementation year and is strictly financial reporting.

TA Guerino – requested in the audit under Fund Balances for FY12 (beyond standard reporting) to add a page to show what is needed now and what you are used to seeing for transition on undesignated fund balance. Mr. Rogers can do this.

Conclude Joint Session

Redman MOVED and SECONDED by DeWaltoff to adjourn. Meeting adjourned at 8:00 pm.
UNANIMOUS VOTE.

Selectmen recessed for 5 minutes and were back in session at 8:06 pm.

Selectmen to discuss Facilities Manager (FM) position

Money was approved at Town Meeting. The position is advertised with the School Department. Resumes have been reviewed and are at the point to commence interviews moving forward pursuant to the board's goals.

Couple of issues have been raised once position has been filled. One of the major pieces deal with long-term responsibilities - working with all custodial staff and to plan different ways to take care of buildings. The town has trades (electrical, plumbing, carpentry) who aren't available in detail or dedicated to jobs – this new staff would be out a couple of years. A couple of things that can be done in this interim period:

The FM's first year will take work off the shelf (Cecil program, looking at cost improvements for examples) and put together a realistic approach in addressing capital issues in existing structures (school and town). The other task is to look at the upcoming DPW facility, add value to the committee, serve as a Project Manager (if qualified saving substantial money) and assist in stamping engineering plans. TA Guerino asked if the latter is sufficient enough to move forward with an \$80,000 - \$90,000 salary or percentage of with remainder of the FY. It is budgeted the way it is funded, but this board has been diligent of cost benefit. He is at the point to move forward and wants to be sure he is backed by this board as he moves the position ahead.

TA Guerino – the position is sustainable as is. No custodians will be under the FM at this time, but it will be transitional. There is sufficient work to be done, but the questions is do we wait until we have the trades people on board or move position forward.

V. Chm. Pickard – believes the town needs to take position to finalization and will vote in favor to fill position as soon as possible.

Zuern – asked for clarification on the Facilities Manager position's responsibilities. TA Guerino said this isn't busy work, but can hire an outside company to do necessary work, however, this town is in need of a lead person to manage not just the custodial but work that needs to be done in the buildings. We have been dependent on DPW and Mr. Tribou for too long. We need to have someone in place.

Meier – this position will ultimately pay for itself and is for funding the position at this time.

V. Chm. Pickard – the town has \$250,000 in building replacement value. One goal of the FM should be to identify where the town is paying prevailing wages by evaluating paid invoices for the town and school side.

Zuern – the library had a leaky roof and asked if this is this what the FM would be doing. TA Guerino said yes and added that Ms. Plante has put in a lot of hours and is still getting specifications together vs. the FM would take a couple of months.

Mr. Mulvey – discussed capital expenditures of DPW, Fire Department, School Department, a Sewer proposal and the Pocasset Fire Station. He has concerns of adding people and expenses in town and when there is a layoff, it is costly in a number of ways. He feels a FM is not needed, and duties of the FM can be done by departments.

TA Guerino – the FM position is not about replacing employees.

Mastrangelo – the issue is addressing the capital expenditures identified which will take a long time. The really important thing is to have a FM to make buildings a good working environment until capital improvements are done. The FM would be a great help to the department heads and is in favor of implementing the FM position.

Redman – he is in support of moving the position forward.

Pickard MOVED and SECONDED by Meier to endorse the Facilities Manager position to direct TA Guerino to continue with the interview and selection process as soon as possible.

Discussion

Baldwin – would like to see the FM job description prior to the vote.

Zuern – take vote tonight and TA Guerino to send the description to review at the next meeting.

VOTE 4-0-1 (abstention from Baldwin).

TA Guerino will put the FM job description on the agenda of the next meeting.

Set Special Town Meeting date for October 29, 2012

Meier MOVED and SECONDED by Pickard to set Special Town Meeting date for 10/29/12.
VOTE 5-0.

Adopt Executive Order action regarding Transportation Advisory Committee (TAC) from October 18, 2011 meeting

Chm. Ford said the board did discuss the committee make up on 10/18/12, but did not take a vote. He would like to recommend adding the Chief of Police or his designee.

Zuern – asked about why a Planning Board member and suggested a person familiar with bicycles. TA Guerino feels this person can be brought on as an exoficio member.

Meier – recommended a Planning Board member.

Pickard MOVED and SECONDED by Zuern that the membership of the Transportation Advisory Committee to consist of Department of Public Works Director, Chief of Police or his designee, a representative of the Cape Cod Commisson or the MPO, Planning Board and five (5) members appointed by Selectmen. VOTE 5-0.

Adjournment

Pickard MOVED and SECONDED by Meier to adjourn Selectmen meeting. Meeting adjourned at 9:00 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$250,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday September 30, 2013 at 7 PM at the Community Building.

1. Introductions
2. Minutes of previous meetings
3. Reserve Fund Transfers
4. Review all STM Articles
5. Vote STM articles
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

2013 FEB 17 AM 10: 35
TOWN OF BOURNE OFFICE
FEB 17 2013

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
September 15, 2013

2013 OCT 9 AM 9 37

Finance Committee)
Minutes of September 30, 2013
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

.....

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Guests: TA Guerino, Linda Marzelli, Selectmen Baldwin

Members of the Press: Michael Rausch, Bourne Enterprise and Paul Gately, Bourne Courier

List of documents

- None

Meeting called to order

By Chm. Ford at 7:00 pm. New members Lavoie and Scotti were introduced.

Minutes of previous meetings

Minutes of 7/8/13 tabled to the next meeting.

Reserve Fund Transfers

None.

Review Special Town Meeting Warrant articles:

TA Guerino said the Articles are draft and subject to change.

Article 6 – Departmental Budgets – Michele Ford

TA Salaries - proposing to add secretary/administration in the Selectmen's office – floater as well as a succession plan. This position will be used by three departments.

Finance – IT in the amount of \$10,000 needed to navigate Town Hall website.

Town Planner - \$9,300 to continue assistant Town Planner supplement to keep position intact.

Fire Department Salaries - \$27,000 in the budget into Fire Department budget is specifically for the addition of the Assistant Chief for the last quarter. TA Administrator is in full support of this position.

Discussion held about this new position, which is sustainable. TA Guerino said there is a leadership void from a command perspective and it is a necessary position.

Town Hall Maintenance – transfer monies from salary into expenses to pay contractor for the rest of the current fiscal year. This is a savings of \$53,000 to the town.

Facilities Management Expenses – to do some in-house projects that aren't considered capital items. TA Guerino doesn't have the paperwork tonight and will bring to the board in the morning. This is the same with Other Debt Service discussion.

DPW Expenses – free cash from DPW in the amount of \$14,000 for repairs.

Library Expenses – \$4,000 in labor but brings up to the level for State match. Part is from some people leaving, so hiring people at lower levels. Copy center is contracted out so no revenues coming in from the copiers.

COA Expenses – Revolving Fund. The meals ran over and the town has committed to fully fund to hold the services at current level in the amount of \$13,000.

Budgetary Articles

Transfer monies from two employees who retired from salary into expenses to pay contractor for the rest of the current fiscal year. This is a savings of \$53,000 to the town.

Additional transfers – free cash from DPW - \$14,000 in repairs.

Request for additional funding for capital for the buildings (Fire Department asbestos removal in Station One – cleaned; parapit in the Sagamore Fire Station.

Opportunity to receive money off from a vehicle to replace a fleet – hybrid grant. Range from \$23,000 - \$29,000 either a Prius or a Volt.

Proposing to add secretary/administration in the Selectmen's office – floater as well as succession plan. In a position with 3 departments, no one in either of the departments. \$27,000 in the budget into Fire Department budget specifically for the addition of the assistant chief for the last quarter. TA Administrator is in full support of this – help with inspections.

Other repairs to Station One – asbestos abatement, plumbing issues on the second floor \$12,000 repair. Maintenance that haven't had repairs for a long time.

COA – Revolving Fund. Linda Marzelli, COA Director Felice Monteiro, TA Guerino and Jon Nelson to put a contract together for the chef (vs. an employee). Added some food controls, added freezer in the building. The kitchen has lost money. He is asking to add \$13,000 to hold the services at current level. Looked at other options. Meal programs for the seniors. When took on we owned it.

Library - \$4,000 in labor but brings up to the level for State match. Part is from some people leaving, so hiring people at lower levels. Copy center is contracted out so no revenues coming in from the copiers.

IT - \$10,000 needed to navigate Town Hall.

\$9,300 into Town Planner – continue assistant Town Planner supplement to keep position in tact.

Article 1 – Unpaid Bills – Glenn Galusha

General Fund - \$160

- Human Resource Expense - Tristen Medical - \$90
- Town Building Maintenance Expense – North Sagamore Water District - \$35
- Fire Department Expense – North Sagamore Water District - \$35

ISWM - \$9,677.70

- Salaries – P. Watt \$9,032.70
- Contracted Services - Carlyse Engineering \$645

Article 2 – Zoning Bylaws – John Redman

Temporary Moratorium on Medical Marijuana Treatment Centers which allows the town a year to work on an area in town that such activity would be allowed in a business zone. The town cannot prohibit, but can zone an area. Selectmen probably will sponsor.

Article 3 – Capital Improvement – MJ Mastrangelo

- Fire Station Three - \$15,000
- Fire Station One - \$15,600, including the toilets (new numbers TBD from Mr. Nelson)
- Town Hall - \$8,000
- Sub room air conditioning (IT) - \$12,000
- Electric Hybrid vehicle - \$29,000 (charging station is included at the Community Building). This will allow charging for others who have plug-ins, free charge to the community

Article 4 – Amend vote taken on Article 2 of the 5/3/10 Special Town Meeting – MJ Mastrangelo

Grant available to repair herring runs in Bournedale and Red Brook. The intent is to take money the town was going to match for the grant and put everything into the article to fix the herring run in Bournedale. Linda Marzelli waiting to hear from Atty. Troy on wording of the original article. \$125,000.

Article 5 – Supplement FY2014 Sewer Budget – Jeff Perry

To keep rates stabilized that the Board of Selectmen have set. Money will be from Sewer Department Retained Earnings.

Article 7 – Centennial Celebration – Don Montour

\$50,000 to supplement vote taken at the 2013 ATM for public safety. This would include medical tents which is currently being reviewed by Chief Greene.

Article 8 – Unpaid Tax Commitments — George Slade

This gives the Assessor's Office ability to write off bills that are under \$10.

Article 9 – OPEB liability – Bill Grant

Reallocation of funds that weren't used in the amount of \$100,000.

Article 10 – CPC – Bill Grant

The Carlson Property. The town's share for two parcels equaling 42,569 SF is \$149,917. The Article total is for \$170,000 to include incidentals. Anything unspent will be put back into the CPA fund.

Article 11 – CPC – Bill Grant

Total amount of \$15,800 for storm damage to the Briggs McDermott House. CPC will entertain application and will be acting upon soon. The Historic Preservation is asking to be reimbursed.

Article 12 – Accrued contractual compensated absences – Jeff Perry

The amount is \$70,000.

Article 13 – Reports and Recommendations – Glenn Galusha

Request made by the Moderator.

Article 14 – Easement with One Trowbridge Road – George Slade

This easement is off Perry Ave for the parking lot to be accessed. Vote to be made at Town Meeting.

Article 15 – Easement with One Trowbridge Road – George Slade

This easement deals with construction taken place on Trowbridge – the need to grant easement is to ease the town's liability.

Article 16 – Easement with David P. Delancey – George Slade

Board of Selectmen approved work to be done on town property for maintaining existing landscaping and outdoor patio area. The town needs access to ease the town's liability.

TA Comment (for informational purposes only)

Thanked Linda Marzelli for putting the Warrant together, as well as Nancy Sundman.

The town has gone through a new wage and clarification not long ago. There are some positions that need to be looked at immediately. Moving forward to the collective bargaining for the next LIUNA contract, we are looking for a more new, honest way to look at the

classifications of the positions. As we move toward the new system, he recommends a FinCom member be privy to discussions as they are formulated.

TA Guerino commented on the addition of the Director of Public Works and Facilities and how it has been a great addition to the municipality.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Comments are due by 10/10/13, except for the Capital articles.

Reorganization of the FinCom will be on the agenda next week.

A FinCom member list will be sent to the FinCom members with changes indicated.

Public Comment (for informational purposes only)

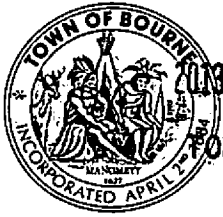
None.

Future agenda items

Adjournment

Galusha MOVED and SECONDED by Grant to adjourn. Meeting adjourned at 8:30 pm.

Respectfully submitted,
Lisa Groezinger – sec.



TOWN OF BOURNE

2013 OCT 2 Finance Committee

TOWN CLERK'S OFFICE
24 Perry Avenue
Bourne, MA 02532



The Reserve Fund balance \$250,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday October 7, 2013 at 7 PM at the Community Building.

1. Minutes of previous meetings (July 8, September 30)
2. Reserve Fund Transfers
3. Discuss and vote STM Articles
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.
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Michele Ford
October 1, 2013

Finance Committee
Minutes of October 7, 2013
Buzzards Bay, MA 02532

2013 NOV 7 PM 12 19
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Guests: TA Guerino, Linda Marzelli, Selectmen Baldwin

Members of the Press: Michael Rausch, Bourne Enterprise and Paul Gately, Bourne Courier

List of documents

- None

Meeting called to order

By Chm. Ford at 7:00 pm.

Minutes of previous meetings 7/8/13 and 9/30/13

Galusha MOVED and SECONDED by Grant to approve minutes of 7/8/13 as submitted. VOTE 8-0-3. (Scotti, Lavoie and Grant abstained).

Galusha MOVED and SECONDED by Grant to approve minutes of 9/30/13 as submitted. VOTE 11-0.

Reserve Fund Transfers

None.

Discuss and vote STM Articles

TA Guerino – an amended warrant due to the start of the ATM.

Article 1 – Unpaid Bills – Glenn Galusha

Grant MOVED and SECONDED by Galusha for a favorable recommendation of Article 1 in the total amount of \$9,677.70. VOTE 11-0.

Article 2 – Zoning Bylaws – John Redman

Grant – as a financial point of view, sees this as a missed opportunity if we pass this moratorium. TA Guerino said the Selectmen voted to take a year to determine the best site for zones.

Mastrangelo – agrees with Grant that it is no more than a pharmacy.

Galusha – asked if dispensary and growing facility can be separate. TA Guerino responded yes.

Grant MOVED and SECONDED by Montour to Indefinitely Postpone Article 2. VOTE 10-1 (Galusha).

Redman – said this is a planning tool and not a stall issue after speaking with the Town Planner.

Article 3 – Capital Improvement – MJ Mastrangelo

FinCom to vote Article 3 at Town Meeting.

Old Article 4 – Repair herring runs in Bournedale and Redbrook – MJ Mastrangelo – TAKEN OUT OF WARRANT per TA Guerino.

Article 4 – Supplement FY2014 Sewer Budget – Jeff Perry

Galusha MOVED and SECONDED by Grant a favorable recommendation of Article 4. VOTE 11-0.

Article 5 – Departmental Budgets – Michele Ford

Grant MOVED and SECONDED by Montour a favorable recommendation for Article 5. VOTE 11-0.

Article 6 – Centennial Celebration – Don Montour

Galusha MOVED and SECONDED by Montour a favorable recommendation for Article 6. VOTE 11-0.

Article 7 – Unpaid Tax Commitments — George Slade

Galusha MOVED and SECONDED by Redman a favorable recommendation for Article 7. VOTE 11-0.

Article 8 – OPEB liability – Bill Grant

Galusha MOVED and SECONDED by Grant a favorable recommendation for Article 8. VOTE 11-0.

Ms. Marzelli – the two CPC articles were approved at their last meeting.

Article 9 – CPC – Bill Grant

Grant MOVED and SECONDED by Montour a favorable recommendation for Article 9. VOTE 11-0.

Article 10 – CPC – Bill Grant

Grant MOVED and SECONDED by Redman a favorable recommendation for Article 10. VOTE 11-0.

Mastrangelo - Distribution of CPA funds is an application process, and the CPC only act on the applications given. The CPC should ask a 5-Year Plan as part of the application process.

Article 11 – Accrued contractual compensated absences – Jeff Perry

Grant MOVED and SECONDED by Galusha a favorable recommendation for Article 11.

VOTE 11-0.

Article 12 – Reports and Recommendations – Glenn Galusha

Galusha MOVED and SECONDED by Grant a favorable recommendation for Article 12.
VOTE 11-0.

Article 13 – Easement with One Trowbridge Road – George Slade

FinCom to vote at the ATM.

Article 14 – Easement with One Trowbridge Road – George Slade

Galusha MOVED and SECONDED by Montour a favorable recommendation for Article 14.
VOTE 10-1 (Grant opposed).

Article 15 – Easement with David P. Delancey – George Slade

TA Guerino – opinion from Town Counsel requested per Town Clerk’s Office and it was determined to leave in the Planning Board’s hands. If on 10/10/13 the Planning Board approves, the Article allows the easement to allow access the parking lot from Perry Avenue versus an easement from Sandwich Road.

FinCom to make vote at the ATM.

TA Comment (for informational purposes only)

TA Guerino – thanked the Selectmen, the Finance Director, the FinCom and Department Heads and commended their due diligence on the budget and for the expenditures.

Chm. Ford thanked TA Guerino thanked him for all of his hard work.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Verbal comments due in to Chm. Ford and Co-Vice Mastrangelo.

Public Comment (for informational purposes only)

None.

Future agenda items

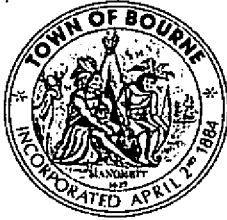
Reorganization will be at the next meeting.

MJ – FinCom representative on the Bylaw Committee in place of Elinor Ripley.

Adjournment

Grant MOVED and SECONDED by Montour to adjourn. Meeting adjourned at 8:02 pm.

Respectfully submitted,
Lisa Groezinger – sec.



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



The Reserve Fund balance \$250,000

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday October 21, 2013 at 6:30 PM at the Bourne High School Professional Library.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss and vote STM Articles 3 and 13
4. Finance Committee reorganization discussion and vote
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
October 7, 2013

2013 OCT 8 PM 8 55
TOWN CLERK'S OFFICE
BOURNE, MASS



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



The Reserve Fund balance \$250,000

AMENDED MEETING NOTICE

The Finance Committee will hold a public meeting on Monday October 21, 2013 at 6:30 PM at the Bourne High School Professional Library.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss and vote STM Articles 3, 13 and 15 (revote)
4. Vote essential articles
5. Finance Committee reorganization discussion and vote
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

2013 OCT 17 AM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
Finance Committee meetings are taped and replayed on the local cable channel.

Michele Ford
October 16, 2013

**Finance Committee
Minutes of October 21, 2013
Bourne High School Professional Library**

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Guests: TA Guerino, Linda Marzelli, Selectmen Meier and Ellis

Members of the Press: Michael Rausch, Bourne Enterprise and Paul Gately, Bourne Courier

List of documents

- None

Meeting called to order
By Chm. Ford at 6:30 pm.

1. Minutes of previous meeting (10/7/13)

Galusha MOVED and SECONDED by Perry to approve minutes of 10/7/13 as amended.
VOTE 10-0.

2. Reserve Fund Transfers

None at this time.

3. Discuss and vote STM Articles 3, 13 and 15 (re-vote)

Mastrangelo – Capital Outlay passed Articles 3, 13 and 15 unanimously. The Fire Station needs grouting needs to be replaced. It will be identified as a maintenance issue moving forward with caulking every year. Asbestos in mechanical room needs to be addressed. Plumbing is another urgent repair. Town Hall requires repairs to the floor by replacing carpeting. The window air conditioning unit in the IT room is not satisfactory. A town hybrid vehicle is eligible to purchase through a grant and this is an opportune time to purchase.

Galusha MOVED and SECONDED by Grant to Indefinitely Postpone Article 3. VOTE 10-0.

Perry MOVED and SECONDED by Redman to revote Article 13. VOTE 10-0.

Galusha MOVED and SECONDED by Redman to Indefinitely Postpone Article 13. VOTE 10-0.

Ford MOVED and SECONDED by Mastrangelo to affirm the Finance Committee recommendation of Indefinite Postponement if it is the recommendation to vote no on a positive motion. VOTE 11-0.

4. Vote essential articles

2013 AUG 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Mastrangelo MOVED and SECONDED by Grant to approve Articles 1, 3, 4, and 5 as essential articles to town business. VOTE 11-0.

5. Finance Committee reorganization discussion and vote

Redman MOVED and SECONDED by Montour to appoint Michele Ford as Finance Committee Chairman and Mary Jane Mastrangelo as Vice Chairman. VOTE 11-0.

Grant MOVED and SECONDED by Perry to nominate Bill Grant as Finance Committee representative to the Bylaw Committee.

Mastrangelo – based on the Attorney General’s position, the Finance Committee quorum is 7 members based on a total of 12 members.

6. TA Comment (for informational purposes only)

None.

7. Selectmen Comment (for informational purposes only)

None.

8. Finance Committee Comment (for informational purposes only)

Mastrangelo – attended the Association of Town Finance Committee and briefly discussed MPEB. The town will need to put \$12M away every year for future health insurance costs and liabilities. Bourne does not have a dedicated trust fund.

Chm. Ford to speak with TA Guerino on this issue.

9. Public Comment (for informational purposes only)

None.

10. Future agenda items

11. Adjournment

Mastrangelo MOVED and SECONDED Galusha by to adjourn. Meeting adjourned at 8:30 pm on October 21, 2013.

**Respectfully submitted,
Lisa Groezinger – sec.**

**Finance Committee
Minutes of November 13, 2013
Bourne High School Professional Library**

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Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

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2014 FEB 13 PM 12 36
TOWN CLERK'S OFFICE
BOURNE, MASS

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**Finance Committee
Minutes of November 13, 2013**

Bourne High School Professional Library 14 FEB 13 AM 10 05

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

TOWN CLERK'S OFFICE
BOURNE, MASS

Guests: TA Guerino, Linda Marzelli, Selectmen Meier and Ellis

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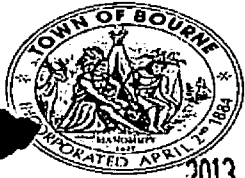
None.

10. Future agenda items

11. Adjournment

Mastrangelo MOVED and SECONDED Galusha by to adjourn. Meeting adjourned at 8:30 pm on October 21, 2013.

Respectfully submitted,
Lisa Groezinger – sec.



2013 JAN 3 PM 3 45

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

January 9, 2013

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

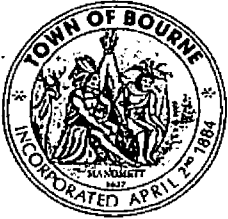
1. Interview Attorney Steve Torres – Discuss and Possible Vote to Accept as Board of Health Counsel for RFP review -
2. Floor Drain Regulation – Discuss and possible vote -
3. Approve minutes of 12/12/2012

cc Board of Selectmen/Town Clerk

Signed:

Title: Secretary

Date: January 3, 2013



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



2013 FEB 15 PM 10 13
TOWN CLERK'S OFFICE
BOURNE, MASS.

MINUTES January 9, 2013

Members in attendance: Kathleen Peterson, Chairman; Stanley Andrews, Vice Chairman; Don Uitti, Secretary; Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent; Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M.

- 1. Interview Attorney Steve Torres – Discuss and possible vote to accept as Board of Health counsel for RFP review** – Ms. Peterson stated that she is thinking more into the future when they need to sign the lease agreement, should one arise with Harvest Power because the way the site assignment reads, is even before the board reviews the project, they must approve the lease. Ms. Peterson stated that the board would not do that without a Board of Health direct attorney looking at it. Ms. Peterson stated that Mr. Torres has been recommended by McGregor & McGregor out of Boston. Mr. Andrews asked if the intent is to continue on to through site assignment if the board gets to that process also. Ms. Peterson stated that it is but you cannot have the same attorney open the site assignment. Ms. Peterson stated that the board will need to interview for the site assignment hearing officer which is still a long way away.

Mr. Torres stated that he apologies for not approaching the board sooner but he is a city official and also a former military officer, he does not approach until he is invited to do so. Mr. Torres stated he is an Attorney, partner with Pannone Lopes Devereaux and West LLC. Mr. Torres stated that prior to that he was the city attorney for Fall River for 3 years and prior to that the city attorney for Taunton for 10 years serving under 3 Mayors. Mr. Torres stated that his background has been in escrow law and prior to that labor law. Mr. Torres stated that he was a conservation commissioner for many years. Mr. Torres stated that as the materials will show, both the practice group and his firm, municipal infrastructure group and himself, have the significant amount of experience in the area of municipal solid waste, landfills, landfill gas operations, recycling centers and most particular, which is most important for this project and why he thinks Mr.

McGregor recommended him, is because he is one of the first attorneys , in this area, to handle emerging technologies and solid waste - both gasification and anaerobic digestion - when they first came on the front in the middle of the last decade. Mr. Torres stated that in Taunton, the City was looking into closing the landfill when he started working on a project involving alternatives that are more environmentally sound than simply landfilling or sending the waste into incineration. Mr. Torres stated that he became the lead attorney and the project administrator to try to find something that is environmentally sound and would fit into a neighborhood, industrial park or a work area of Taunton without impacting the neighbors or the environment. Mr. Torres stated that he has some experience with emerging technologies and has experience of looking at some of these technologies on site. Mr. Torres stated that he is also very familiar with the bidding process. Mr. Torres stated that the most important thing other than having this type of experience is the fact that he spent most of his career as a public servant, as a public official like all of the members of the Board of Health. Mr. Torres stated that his experience in private practice consists of some consulting work over the past 13 years and now is full time working private practice but the bulk of his experience has been a government employee both as military officer and as city attorney. Mr. Torres stated that his interest is making sure that the board's concerns are addressed and that the Bourne Board of Health is protected. Mr. Torres stated that he will make sure the board has proper mitigation, performance standards and security but most of all he wants to be able to represent the board's vision for their role as the regulators of this project. Mr. Torres stated that he is very excited about this project. Mr. Torres stated that he is very impressed with the facility at the landfill. Mr. Torres stated that he is very excited to become part of this project and looking forward to serving the Bourne Board of Health. Mr. Barlow stated that the board needs to be very careful in reviewing the project thoroughly and feels confident that Mr. Torres is knowledgeable about the project. Mr. Torres stated that he hopes to be on another agenda to discuss the board's expectations, concerns and what the board wants the firm to look out for during the process of this project. Mr. Torres stated that to begin he will do document research on what has already been presented to the board for the site assignment. Mr. Andrews asked if there is a similar project to this that Mr. Torres has seen the RFP request to help guide the board along. Mr. Torres stated that one of the projects that he can recall is the work that went into vetting the seven technologies that were proposed in the Taunton project. Mr. Torres stated that 3 of them were anaerobic digester that were initially involved so there is some guidance there. Mr. Torres stated that he will look at other places that have permitted these technologies and what the performance standards were contained. Mr. Torres stated that in Massachusetts, the Taunton project was one of the bigger projects. Mr. Torres stated that with that information and other information from across the country, he will put together a model to use as a guide for this project. Mr. Torres stated that another important part is the reference facility. Mr. Torres stated that one of the things the Board will need to know is the company's performance standards. Mr. Torres stated that he will look at the performance standards of their facility in Ottawa and any other

facilities that they use as a reference facility. The Board will want their representative to look at these other facilities and see their operational data. This will help the Board make a decision. Mr. Barlow stated that he was comfortable with making a vote. **Mr. Andrews moved that the Board engage the firm Pannonc ,Lopes, Devereaux and West, with counsel being Steve Torres to guide and work with the Board and its environmental consultant to work through the RFP review and the Board's input toward the lease agreement with ISWM for Harvest Power. Mr. Uitti seconded the motion. It was a unanimous vote to approve.** Ms. Peterson stated that this approval now has to go through Mr. Guerino, then to the Selectmen, and then on to Town Counsel for final approval. Ms. Coffin will speak to Mr. Guerino to see what the process needs to be. Ms. Coffin asked how the payment for services will take place. Ms. Peterson stated that at the start, the payment for services will come out of landfill money and then when the review of the actual project takes place, Harvest Power will be the one paying for our counsel. Mr. Torres said that he would address the letter of engagement to the Chairman of the Board. Ms. Peterson said that it could be sent to the office and Ms. Coffin would distribute. Ms. Coffin stated that she would make sure the letter got to the Town Administrator.

2. **Floor Drain Regulation – Discuss and possible vote** – Andy Campbell was present from the Bourne Water District for discussion of the draft regulation. Mr. Campbell stated that DEP is looking for a floor drain regulation and that has to come through the Town and not the Water District. He is hoping that the Board of Health would consider adopting this regulation. In order to stay in compliance with the Water Management Act, this is part of the requirement. There is also the requirement that any time repairs are made in public buildings, any of the water fittings need to be brought up to standards. That letter has already been delivered to the Town Manager. As to the floor drains, the model regulation developed by DEP describes the standards as to what can and cannot be done, and discusses fines and penalties. The regulation looks at the Plumbing Standards as well. He would like the Board of Health to adopt the model regulation. Ms. Peterson asked what changes are being brought to the business owner with this regulation. Mr. Campbell stated that unless there are illegal floor drains out there, there shouldn't be an issue. As the Bourne Water District goes through the commercial buildings doing a cross connection survey, they will identify if the floor drains are in compliance, rather than the Board of Health needing to go out to every commercial business. If the Water District finds that there are noncompliant floor drains, then this would be reported back to the Board of Health. He said that all commercial businesses don't have to be in immediate compliance but it is a slow process toward compliance. Mr. Andrews spoke about Section 5 and Section 6 of the regulation. Section 5 talks about the requirements for existing facilities and Section 6 talks about effective dates for all facilities. There is a timeline for compliance for existing facilities and that is 120 days from the adoption of the regulation. He stated that there could be an impact here but he can see that the intent of the regulation is to protect the groundwater from the floor drain systems that could go to a gas trap and then to the septic leaching system. He can see the

reasoning behind the Board of Health's adoption of such a regulation. Mr. Campbell stated that his primary concern is within the Zone II's. Mr. Andrews and Ms. Coffin stated that this regulation would deal with properties outside the Zone II as well. Mr. Andrews would like to get more time to review this issue. He knows that there are MA Plumbing Code regulations that deal with floor drains too. Ms. Coffin stated that she has spoken with George Tribou, the Plumbing Inspector, and his concern is that the plumbing code requires floor drains for any commercial buildings with overhead doors. Even George thinks that this regulation could still be worked with, in that the floor drain could be tied to either a municipal system or to a tight tank. The two regulations do parallel each other. Mr. Andrews stated that there is an expense to any tight tank and the public should know that this regulation is being discussed. Ms. Peterson also stated that she wants the public to know that the Board of Health is considering adopting this regulation. She would like public input. Mr. Campbell stated that perhaps one of the reporters from the local paper could discuss this issue in the paper. Mr. Barlow would have a problem issuing any penalties at the start. He would like a discussion with any non-compliant businesses first. Fines would come later. Mr. Campbell stated that this is not the intent of the Water Department either, he just wants to protect the groundwater. Mr. Andrews would like to look at Section 6, subsection a. He might want a longer time frame or a rewording of this section. Mr. Campbell is just started to develop his cross connection inspection program. DEP has recently stated that a cross connection survey is more important than looking at backflows, which was the other way around a year ago. Ms. Coffin stated that either the Bourne Water District or the Buzzards Bay Water District brought this same issue to the Board a year or so ago, the Board was not in favor at that time. She stated that she thinks that the original concern was how the Board of Health was going to go out and inspect all the businesses. She is in favor of the regulation as long as the Water District will be the one doing the inspections. Ms. Coffin and a representative of DEP years ago went through all the properties with floor drains and most were already ordered to be sealed. Mr. Campbell discussed that the regulation could either address only the Zone II's or could be for the entire Town. He would like to at least start with the Zone II's. Ms. Coffin asked if only the facilities in the Zone II would be inspected by the Water Department and Mr. Campbell answered that initially that would be the case. These are the ones of most concern. Ms. Coffin stated that she would like consistency and if the issue is groundwater, we are over a sole source aquifer and the Town should be looked at as a whole. The regulation should be fair to all. Ms. Coffin stated that she can reword the regulations and get something in the paper about the Board's discussion on this item. Mr. Campbell stated that he would notify all the Water Districts. **It was decided that this would be discussed again at the first Board meeting in February 13th.**

3. **Approve the minutes of 12-12-2012.** Mr. Barlow made a motion to approve. Mr. Andrews seconded. It was a unanimous vote to approve.

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 7:45 P.M.

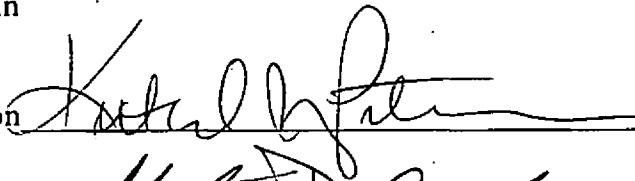
Respectfully typed and reviewed by,

Lisa M. Collett
Secretary

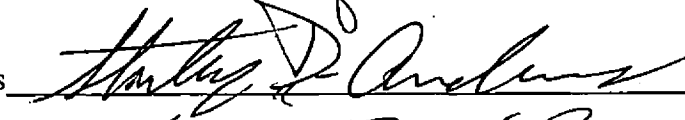
Typed, reviewed and approved by

Cynthia A. Coffin
Health Agent

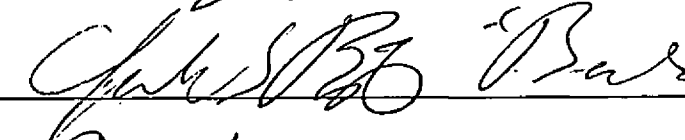
Kathleen Peterson



Stanley Andrews



Galon Barlow

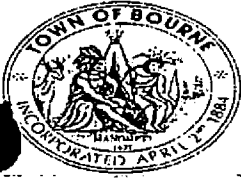


Don Uitti



Carol Tinkham

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

January 23, 2013

Time:

7:00 P.M.

Place:

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

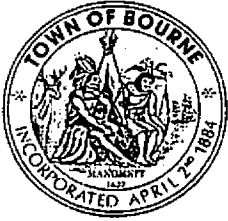
AGENDA ITEMS:

1. 36 STARBOARD RD – Gregory Siroonian from Rescom Architectural, Inc. for the Schuster/Murphy Residence – Request waiver to use the existing septic system for proposed renovations -
2. Approve minutes of 01/09/2013

cc Board of Selectmen/Town Clerk

Signed: *Lisa A. Allett*
Title: Secretary
Date: January 17, 2013

2013 JAN 17 PM 4 07
 TOWN CLERK'S OFFICE
 BOURNE, MASS



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
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FEB 15 PM 10 13
TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES
January 23, 2013

Members in attendance: Kathleen Peterson, Vice-Chair; Stanley Andrews, Chairman; Carol Tinkham

Support Staff in attendance: Cynthia Coffin, Health Agent; Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M.

- 1. 36 STARBOARD RD – Gregory Siroonian from Rescom Architectural, Inc. for the Schuster/Murphy Residence – Request waiver to use the existing septic system for proposed renovations –** Mr. Andrews stated that the letter submitted has the wrong address. Ms. Coffin stated that the actual address is 36 Starboard Road. Mr. Andrews stated that Mr. Siroonian needs to correct the address on the letter submitted and sign as a correction. Mr. Andrews asked that Mr. Siroonian give an overview of the project. Mr. Siroonian stated that the owners, Mr. Schuster and Ms. Murphy, are planning on doing interior renovations only. Mr. Siroonian stated that this is an existing 3 bedroom home and will remain 3 bedrooms. Mr. Siroonian stated that the project is to rearrange the interior to have better access. Mr. Siroonian stated that they are increasing the non-living space by 4%. Mr. Siroonian stated this is pretty simple and they are not taking over any space that was not living space and it is all existing living space. Mr. Siroonian stated that he is surprised that he even had to come before the board for this project because this is not an addition or adding a garage, it is just rearranging what is currently existing. Mr. Andrews ask if the agent has done an inspection at this property recently. Ms. Coffin stated that the system was installed in 2008 and she has not looked at the system recently. Mr. Andrews stated that this is still a fairly new system. Ms. Coffin stated that this plan is for 3 bedrooms but the system is actually designed for 4 bedrooms. Ms. Coffin stated that the permit is Red Stamped because it does not meet the setbacks to the coastal bank. Ms. Coffin stated that the reason this applicant needs to appear before the board was already explained to Mr. Siroonian. Ms. Coffin stated that she understands the project is minimal and if Mr. Siroonian shows the percentages were low then there probably will not be a problem. Mr. Andrews stated that he

would entertain a motion at this time. **Ms. Tinkham made a motion to approve the waiver to use the existing septic system for this project at 36 Starboard Road. Ms. Tinkham added to her motion the plans dated January 7, 2013 and received on January 8, 2013. Ms. Peterson seconded the motion. All in favor and the motion PASSES unanimously.**

- 2. APPROVE MINUTES – January 9, 2013 – Mr. Andrews stated that there are some corrections to be made. Mr. Andrews stated that on top of page 2, the sentence does not make sense and needs to be corrected. Mr. Andrews stated that a sentence may be missing. Mr. Andrews stated that an inch from the bottom of the same page there is a spelling error. Mr. Andrews stated that the word bedding should be vetting. Mr. Andrews moved that this be tabled to the next meeting. Ms. Peterson seconded the motion. The vote was 2 to approve, with Ms. Tinkham abstaining.**

Mr. Andrews made a motion to adjourn. Ms. Peterson seconded. It was unanimous. The meeting adjourned at 7:11 P.M.

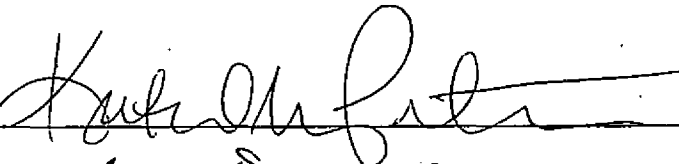
Respectfully taped and typed by,

Lisa M. Collett
Secretary

Reviewed and approved by

Cynthia A. Coffin
Health Agent

Kathleen Peterson



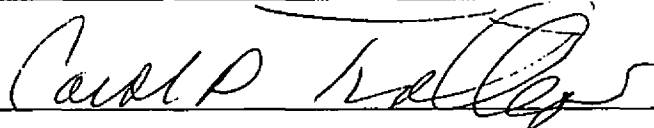
Stanley Andrews



Galon Barlow

Don Uitti

Carol Tinkham



cc Board of Selectmen/Town Clerk



2013 FEB 7 PM 3 24

TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

February 13, 2013

Time:

7:00 P.M.


Place:

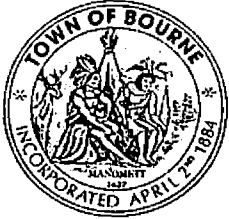
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **86 CAPTAINS ROW – Todd Pilling for John Rudnicki – Request waiver to use the existing septic system for proposed renovations.**
2. **FLOOR DRAIN REGULATION – CONTINUED from January 9, 2013 -Discuss and possible vote –**
3. **KATHY PETERSON — Update Board members re: RFP negotiations with Harvest Power**
4. **Approve minutes of 01/09/2013 (corrected) and 01/23/2012**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: February 7, 2013



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

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Buzzards Bay, MA 02532
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2013 MAR 20 PM

TOWN CLERK'S
BOURNE, MASS



MINUTES February 13, 2013

Members in attendance: Kathleen Peterson, Chairman; Stanley Andrews, Vice-Chair; Donald Uitti, Secretary; Galon Barlow and Carol Tinkham

Support Staff in attendance: Cynthia Coffin, Health Agent; Zack Seabury, Health Inspector; Lisa Collett, Secretary

Meeting was called to order at 7:03 P.M.

- 1. 86 CAPTAINS ROW – Todd Pilling for John Rudnicki – Request waiver to use the existing septic system for proposed renovations.** – Mr. Rudnicki stated that Todd Pilling, Engineer for this project, will not be present at this meeting. Mr. Rudnicki stated he is proposing to remove the porch and extend the kitchen to add a dining room. Mr. Rudnicki stated that the living room, kitchen and dining area will be all open. Ms. Peterson asked if the septic permit is red stamped. Ms. Coffin stated that this is an old septic system. Ms. Coffin stated that there is a 1000 gallon tank and a leach pit. Ms. Coffin stated that the water is quite a bit further away. Ms. Coffin stated that she remembers it being 110 feet to mean high water and 80 something feet to the top of the coastal bank. Ms. Coffin stated that the applicant does meet the non-bedroom space at 37 percent increase. Ms. Coffin stated that there was also a Title 5 inspection done in July of 2011 indicating the leach pit only shows a couple feet of liquid. Ms. Peterson asked if this has been done before on properties around this one. Ms. Coffin stated that there are some with alternative systems but they were larger renovations with increase in bedroom space. Ms. Coffin stated that she does not think there has ever been something outside the Board's normal guidelines. Ms. Coffin stated that the board has remained consistent with this area around Captains Row. Mr. Andrews stated that the proposed renovation is where the pergola roof deck is. Mr. Rudnicki stated that was correct. Mr. Andrews stated that architectural plans submitted do not show what room is what. Ms. Coffin asked Mr. Rudnicki to amend the architectural plans submitted, sign and date for the record. Mr. Andrews stated that was ok to do. Mr. Rudnicki named each room on the architectural plans submitted. Ms. Peterson asked what will happen to the current living room. Mr.

Rudnicki stated that the living room will remain the same. Mr. Rudnicki stated that he is opening up a room by removing a wall. Ms. Peterson asked if there will be at least a 6 foot cased opening. Mr. Rudnicki stated that it will be completely open. There is an atrium door leading to the outside. Mr. Andrews stated that normally it is required to have existing and propose architectural plans for the board's approval. Mr. Rudnicki stated that he will be getting the actual plans once he has approval for the project. Ms. Coffin stated that she will double check the building permit, once it's filed, to be sure what is being proposed tonight is the same as what is filed with the building permit. Mr. Andrews stated that if there are any changes from what is approved tonight, then this needs to come back before the board. Mr. Andrews stated to Ms. Coffin that this system was inspected a couple of years ago. Ms. Coffin stated that at the time, the stain line was 4 feet below the invert and the system had never had more than a foot and a half of water in it. Ms. Coffin stated that they are not adding any bedrooms so she saw no need to have the homeowner open up the system again. **Mr. Andrews made a motion to approve the request for the waiver to use the existing septic system at 186 Captains Row because this meets with our policy of less than 50% increase of non-bedroom space. Mr. Andrews added to his motion to use the prints that have been modified tonight. There is a floor plan sketch that was done in January 18, 2013 received by the Board of Health on January 25, 2013 and modified on February 13, 2013. Mr. Andrews added to his motion to request a 3 bedroom deed restriction attached to the premises to be filed with the Barnstable County Registry of Deeds prior to issuance of the building permit. Mr. Andrews added to the motion that the Health Agent, Cynthia Coffin, will verify when the new architectural come in, that they conform to the hand drawn changes that have been done tonight. Mr. Uitti seconded the motion. All in favor and the motion passes unanimously.**

2. **FLOOR DRAIN REGULATION – Continued from January 9, 2013 – Discuss and possible vote –** Ms. Peterson stated that this will be continued again as Mr. Campbell was not able to connect with the other water districts and requested a continuance. **Mr. Andrews made a motion to continue this item for the next meeting dated February 27, 2013. Mr. Uitti seconded the motion. All in favor and the motion to continue passes unanimously.**

3. **KATHY PETERSON – Update Board Members re: RFP negotiations with Harvest Power –** Ms. Peterson stated that she met with John Ford, Dan Barrett, Tom Guerino and Bob Troy with regards to the Board of Health legal counsel. Ms. Peterson stated that it is not all straightened out yet but within the next week or two she believes it will be all straightened out. Ms. Coffin asked if this will be a hard process. Ms. Peterson stated that it will not. Ms. Peterson stated that they may be looking at one other attorney. Ms. Peterson stated that originally they were going to have the board go with Attorney Hale but that was cancelled and the board will be getting their own attorney. Ms. Peterson stated that this is all just a process and everyone understands that the board did not mis-communicate and that the board has been right up front and fully understands what the process

is. Mr. Andrews stated that he would like to add that this board knows this process better than most others. Mr. Andrews stated that this Board is very versed at dealing with site assignments and the process that need to be run through. Ms. Peterson stated that with something this big, everyone needs to play along. Ms. Peterson stated that this is all that she has to report right now. Mr. Andrews stated that the working group is meeting tomorrow night and will be doing some review on process timelines and such. Mr. Andrews stated once he receives the information from the working group, he will forward it to Ms. Peterson. Ms. Coffin asked what is meant by process timelines. Mr. Andrews stated that it means what will happen first, then the next step, and the next step with certain dates while going through this process. Mr. Andrews stated that they will discuss certain blocks of time in which the site visits out to an existing facility for viewing will be possible, approximate timelines when the Board should expect to see site assignment request, etc. Ms. Peterson stated that there is a facility in Vancouver, Canada that the Board may want to do a site visit at. Ms. Peterson stated that seeing the whole process, while the board begins the review, would make it easier for the Board to understand the process. Mr. Andrews suggested a possible site visit early to mid summer timeline. Ms. Peterson stated that a lot of stuff still needs to happen before the Board considers a site visit. Mr. Barlow stated that there are some serious questions that still need to be answered before the board gets very far into this process at all. Mr. Barlow stated that the Board has seen a very limited amount of information. Mr. Barlow stated that the working group does their thing but they do not set a time schedule for the Board of Health. Ms. Peterson stated that was true and very shortly the Board will have Mr. Barrett attend a Board meeting in early March 2013 to go over the schedule with a fine tooth comb. Ms. Peterson stated that Mr. Barrett will explain to the Board every single step that he would like the Board to do. Ms. Peterson stated that at this time the Board may see a copy of a preliminary lease. Ms. Peterson stated that it will be a discussion to see if the Board is comfortable with the proposed timelines. Mr. Barlow stated that the working group should be made aware of the conditions in the site assignment. Ms. Peterson stated that as long as the members of the Board of Health have reviewed, discussed and voted as a Board on each issue, then what ever is heard from any other group is hearsay. Mr. Barlow stated that he does not disagree but feels if Mr. Andrews is going to represent the Board of Health, then Mr. Andrews is going to make sure that they all know the conditions that are imposed by the Board of Health on the site assignment. Mr. Barlow stated that there is no wiggle room here and the reason is because there have been problems in the past and the Board of Health cannot let it happen again. Mr. Barlow stated that perception is 90% of it and if the perception is that the Board of Health is on board, and the Board of Health has not even seen anything yet, then this becomes an issue. Ms. Peterson stated that the lease is only on its second or third re-write. Ms. Peterson stated that this is going to be a long process. Mr. Barlow read a paragraph from the site assignment which stated that ISWM has the sole operational responsibility of the site assigned areas and that said the operational responsibility of the site assigned areas shall not be assigned or transferred, in whole or in part, to any other party unless approved by

a majority of the Board of Health. He stressed his concerns regarding maintaining Board of Health's control. Mr. Barlow stated that he is not comfortable on letting anybody transfer anything. Ms. Peterson stated that there is no need to take a vote on this item and there is really nothing else to update on this. **No action need be taken as this time.**

- 4. Approve corrected minutes of 01/09/2013 and the minutes of 01/23/2013 – Mr. Andrews made a motion to accept the corrected minutes as amended for 01/09/2013. Mr. Andrews added to his motion that the corrections are at the top of page 2 in the original submitted minutes where it looked like there was a sentence missing. Mr. Andrews stated that the sentence flows correctly now. Mr. Andrews added to his motion another correction further down on page 2 to change the word bedding to vetting which has been corrected. Mr. Barlow also found a correction to be made on the first page where the minutes talk about Attorney Steve Torres. The 4th sentence down should say should "one" arise and not "run" arise. Mr. Andrews moved to accept this change as modified at this meeting. Mr. Barlow seconded the motion. All in favor, with one abstention.**

Mr. Andrews made a motion to accept the 01/23/2013 minutes as presented. Ms. Tinkham seconded the motion. All in favor with two abstentions.

Mr. Andrews made a motion to adjourn. Ms. Tinkham seconded. It was unanimous. The meeting adjourned at 7:26 P.M.

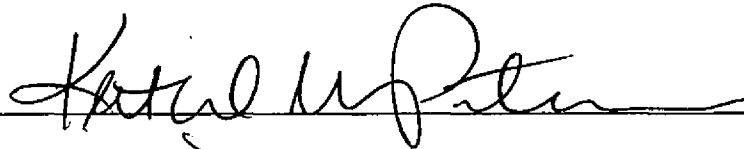
Respectfully taped and typed by,

Lisa M. Collett
Secretary

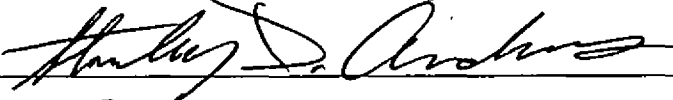
Reviewed and approved by

Cynthia A. Coffin
Health Agent

Kathleen Peterson



Stanley Andrews



Galon Barlow

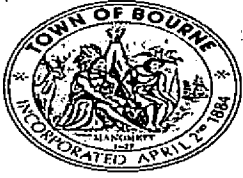


Don Uitti



Carol Tinkham

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

February 27, 2013

Time:

7:00 P.M.

Place:

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

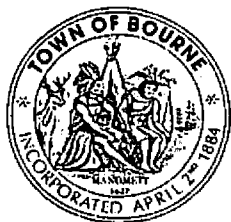
AGENDA ITEMS:

THE MEETING DATED FEBRUARY 27, 2013 HAS BEEN CANCELLED.

cc Board of Selectmen/Town Clerk

Signed: *Lisa M. Allett*
Title: Secretary
Date: February 21, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

March 13, 2013

Time:

7:00 P.M.

Place:

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

TOWN CLERK'S OFFICE
BOURNE, MASS

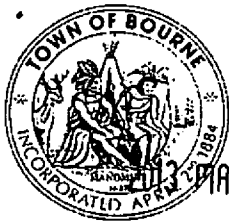
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AGENDA ITEMS:

1. Discuss and possible vote regarding proposed Floor Drain Regulation.
2. Discussion regarding proposal to adopt State Tanning Regulation as a Board of Health regulation and amend to prohibit persons under the age of 18 from using an ultraviolet tanning device
3. Approve minutes of February 13, 2013

cc Board of Selectmen/Town Clerk

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: March 7, 2013



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue

Buzzards Bay, MA 02532

Phone (508) 759-0615 x 1

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Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
BOURNE, MASS



FLOOR DRAIN REGULATION BOURNE BOARD OF HEALTH

Section I. PURPOSE OF REGULATION

Whereas:

- floor drains in industrial and commercial facilities are often tied to a system leading to a leaching structure or a septic system; and
- poor management practices and accidental and/or intentional discharges may lead petroleum and other toxic or hazardous materials into these drainage systems in facilities managing these products; and
- improper maintenance or inappropriate use of these systems may allow the passage of contaminants or pollutants entering the drain to discharge from the leaching structure or septic system to the ground; and
- discharges of hazardous wastes and other pollutants to floor drains leading to leaching structures and septic systems have repeatedly threatened surface and ground water quality throughout Massachusetts; and
- surface and ground water resources in the Town of Bourne contribute to drinking water supplies.

The Town of Bourne adopts the following regulation, under its authority as specified in Section II, as a preventative measure for the purposes of preserving and protecting Bourne's drinking water resources from discharges of pollutants to the ground via floor drains, and minimizing the threat of economic losses due to such discharges.

Section II. SCOPE OF AUTHORITY

On March 6, 2013, the Board of Health adopts the following regulation pursuant to authorization granted by M.G.L. c. 111 s.31 and s. 122. The regulation shall apply, as specified herein, to all applicable facilities, existing and new, within the Town of Bourne.

Section III. DEFINITIONS

For the purposes of this regulation, the following words and phrases shall have the following meanings:

Commercial and Industrial Facility: A public or private establishment where the principal use is the supply, sale, and/or manufacture of services, products, or information, including but not limited to: manufacturing, processing, or other industrial operations; service or retail establishments; printing or publishing establishments; research and development facilities; small or large quantity generators of hazardous waste; laboratories; hospitals.

Department: The Massachusetts Department of Environmental Protection.

Discharge: The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, incineration, or placing of toxic or hazardous material or waste upon or into any land or water so that such hazardous waste or any constituent thereof may enter the land or waters of the Commonwealth. Discharge includes,

without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any on-site leaching structure or sewage disposal system.

Floor Drain: An intended drainage point on a floor constructed to be otherwise impervious which serves as the point of entry into any subsurface drainage, treatment, disposal, containment, or other plumbing system.

Leaching Structure: Any subsurface structure through which a fluid that is introduced will pass and enter the environment, including, but not limited to, dry wells, leaching catch basins, cesspools, leach fields, and oil/water separators that are not water-tight.

Oil/Water Separator: A device designed and installed so as to separate and retain petroleum based oil or grease, flammable wastes as well as sand and particles from normal wastes while permitting normal sewage or liquid wastes to discharge into the drainage system by gravity. Other common names for such systems include MDC traps, gasoline and sand traps, grit and oil separators, grease traps, and interceptors.

Toxic or Hazardous Material: Any substance or mixture of physical, chemical, or infectious characteristics posing a significant, actual, or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or waters within the Town of Bourne. Toxic or hazardous materials include, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious wastes, acids and alkalis, and all substances defined as Toxic or Hazardous under Massachusetts General Laws (MGL) Chapter 21C and 21E or Massachusetts Hazardous Waste regulations (310 CMR 30.000), and also include such products as solvents, thinners, and pesticides in quantities greater than normal household use.

Use of Toxic or Hazardous Material: The handling, generation, treatment, storage, or management of toxic or hazardous materials.

Section IV. PROHIBITIONS

With the exception of discharges that have received (or have applied and will receive) a Department issued permit prior to the effective date of this regulation, no floor drain(s) shall be allowed to discharge, with or without pretreatment (such as an oil/water separator), to the ground, a leaching structure, or septic system in any industrial or commercial facility if such floor drain is located in either:

- A. an industrial or commercial process area,
- B. a petroleum, toxic, or hazardous materials and/or waste storage area, or
- C. a leased facility, that does not meet either A or B of this section, but that has the potential for a change of use of the property that would meet a use under either A or B is, in the opinion of the Board of Health or its agent, sufficient to warrant the elimination of the ground discharge at the present.

This prohibition shall not apply to floor drains in a food preparation facility, i.e. restaurant kitchens, school kitchens, nursing home kitchens.

Section V. REQUIREMENTS FOR EXISTING FACILITIES

A. The owner of a facility in operation prior to the effective date of this regulation with a prohibited (as defined under Section IV) floor drain system shall:

1. Where possible, disconnect and plug all applicable inlets to and outlets from applicable leaching structures, oil/water separators, and/or septic systems; in accordance with the Massachusetts Plumbing Code and after obtaining a permit to conduct said work.
2. Remove all existing sludge in oil/water separators, septic systems, and where accessible, leaching structures. Any sludge determined to be a hazardous waste shall be disposed of in accordance with state hazardous waste regulations, 310 CMR 30.000. Remedial activity

3. involving any excavation and/or soil or groundwater sampling must be performed in accordance with appropriate Department policies;
4. Alter the floor drain system so that the floor drain shall be either:
 - (a). connected to a holding tank, the installation of which has been permitted through the Board of Health and MA DEP, that meets all applicable requirements of Department policies and regulations. Hauling records for the pumping of said holding tank shall be submitted to the Board of Health at the time of hauling;
 - (b). connected to a municipal sanitary sewer line, if available, with all applicable Department and local permits; or
 - (c). permanently sealed. Any facility sealing a drain shall be required to submit for approval to the Board of Health a hazardous waste management plan detailing the means of collecting, storing, and disposing any hazardous waste generated by the facility, including any spill or other discharge of hazardous materials or wastes.

B. Any oil/water separator remaining in use shall be monitored weekly, cleaned not less than every 90 days, and restored to proper conditions after cleaning so as to ensure proper functioning. Records of the hauling of the removed contents of the separator shall be submitted to the Board of Health at the time of hauling.

C. Compliance with all provisions of this regulation must be accomplished in a manner consistent with Massachusetts Plumbing, Building, and Fire code requirements.

D. Upon complying with one of the options listed under Section V.A.3., the owner/operator of the facility shall notify the Department of the closure by filing the Department's UIC Pre-Closure Form BRP WS-06d (which may be obtained by calling 617/292-5770) with the Department, and sending a copy to the Board of Health.

Section VI. EFFECTIVE DATES FOR ALL FACILITIES

The effective date of this regulation is the date posted on the front page of the regulation, which shall be identical to the date of adoption of the regulation.

A. Existing Facilities:

1. Owners/Operators of a facility affected by this regulation shall comply with all of its provisions within one year of the effective date; or within 120 days after the issuance of an order of non-compliance by the Bourne Board of Health
2. All applicable discharges to the leaching structures and septic systems shall be discontinued immediately through temporary isolation or sealing of the floor drain.

B. New Facilities:

1. As of the effective date of the regulation, all new construction and/or applicable change of use within the Town of Bourne shall comply with the provisions of this regulation.
2. Certification of conformance with the provisions of this regulation by the Board of Health shall be required prior to issuance of construction and occupancy permits.
3. The use of any new oil/water separator shall comply with the same requirements as for existing systems, as specified above in Section V.B.

Section VII. PENALTIES

Failure to comply with provisions of this regulation will result in the levy of a fine of \$200.00 per day. After 30 days of non-compliance the fine will be \$300.00 per day. Each day's failure to comply with the provisions of this regulation shall constitute a separate violation. After 60 days of non-compliance the Board of Health may also proceed with a criminal complaint in a court of law.

Section VIII. SEVERABILITY

Each provision of this regulation shall be construed as separate to the end that, if any provision, or sentence, clause or phrase thereof, shall be held invalid for any reason, the other sections shall continue in full force and effect.¹

2013 MAR 28 AM 9 36

Board of Health
Minutes of March 13, 2013
Bourne Town Hall
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

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Cindy Coffin, Board of Health Director

Board of Health members: Kathy Peterson (Chairman), Stanley Andrews (Vice-Chairman), Skip Barlow, and Don Uitti (Secretary)

Member(s) excused: Carol Tinkham

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

Meeting called to order
7:08 pm by Chm. Peterson

Discuss and possible vote regarding proposed Floor Drain Regulation

Andrew Campbell (Bourne Water District) appeared before the Board of Health a few weeks ago to request that the Board adopt a floor drain regulation to help the Water District be in compliance with DEP requirements for recertifications. At that time the Board members were concerned that the regulation would burden business owners. Ms. Peterson stated that she does not want that to happen. Mr. Campbell explained that this regulation puts the burden on the Health Department for inspections. The reality is that the water districts will be conducting their cross connection surveys and at that time they will also be looking for plumbing and floor drains. Any violations, such as a floor drain feeding into a septic system and not a closed tank, or dumping oils into a floor drain, whether the property is in a Zone 2 or not, will be noted by the Water Districts and forwarded to the Board of Health. The Board of Health will not need to do a business by business inspection. It was discussed by the Board that the business owners should probably be given more than 120 days to comply with the regulation after it is adopted. It was suggested that a year be given for compliance. Ms. Coffin stated that she would like to see a year be given for businesses to be in compliance, but that once the Board of Health actually issues a non-compliance order, the business owner would have 120 days to comply. Mr. Campbell stated that his only concern would be quick enforcement if a business is found to be pouring something down the drain and it was toxic or could pollute the groundwater. He would prefer that the owner be notified to stop that practice but that time be given to either seal the floor drain or install a tight tank. A compounding issue is that the plumbing code actually requires floor drains for any businesses with overhead bay doors. Ms. Peterson stated that Ms. Coffin has the authority to issue a cease and desist even if this regulation is not adopted. Mr. Andrews agrees but stated that if the business owner is found to be in violation the business owner could be allowed to request an extension to come into compliance. Part of that request would have to include what would be done to correct the violation in a timely manner if it was over the 120 day time frame.

Ms. Peterson added that she felt that upon the sale of the business, the floor drain(s) would have to be in compliance within 60 days. Mr. Barlow suggested changing Section A on the third page to give one year for compliance just upon the adoption of the regulation or compliance within 120 days of issuance of non-compliance order. He felt that this would give Ms. Coffin the authority to obtain compliance in a more reasonable time frame.

Ms. Coffin stated that she would document any known compliance by writing an enforcement order. If a business owner needed more than the 120 days for compliance, he or she could request to come to the Board for an extension. If there is a discharge of some contaminant, then the Board could request that the violation be corrected even sooner than the 120 days. There was discussion among the Board members as to what the time for compliance should be. Ms. Peterson asked Mr. Campbell how many businesses he felt were in violation and he answered, very few. The question was asked of the Buzzards Bay Water District Superintendent as well and he agreed that there were probably only a few. Mr. Andrews asked about the audits for cross connections. Mr. Campbell said 1991 is the last time that the Bourne Water District completed a survey for cross connections. They haven't done a full review since then. They are looking to do this over the next couple of years. If done sooner, so be it, but he is giving himself a couple of years. Mr. Andrews asked what the water district is looking for with regard to cross connections or floor drains. Mr. Campbell said they are looking for the drains to be sealed and that the Bourne Water District may have missed some years ago when the districts, DEP, and the Board of Health did inspections. He stated that those missed he can count on one hand and he won't know who is in compliance until he does the reinspections. Ms. Peterson stated that this discussion on the regulation was already advertised in the newspapers and no business were here for the discussion. Mr. Andrews stated that once an order was issued, if a business owner was still not in compliance after the 120 days, then she could bring that business owner before the Board of Health. Ms. Coffin agreed that in general businesses would have one year to be in compliance after the regulation is adopted but if an order is issued because of a known problem, the compliance would be within 4 months of the notice or the owner could request an extension. There was further discussion among the Board members and Mr. Campbell about the time frames for compliance. Everyone felt comfortable with the times discussed. Ms. Coffin stated that in reality, the adoption of a floor drain regulation is what the State is looking for. She also told the Board members that she amended the State draft by referencing the State plumbing code and Board of Health codes, and under the prohibition section, she added an exemption for schools and nursing homes, or any place that could be considered a food preparation facility. Ms. Peterson confirmed that the Board is changing Section 6A to reflect compliance in one year or within 120 days if a notice of violation is issued by the Board of Health. Mr. Barlow moved to approve the draft regulation as amended. Mr. Uitti seconded the motion. It was a unanimous vote to approve.

Ms. Coffin added that she will get a summary in the paper and then get a copy to the State and to Mr. Campbell.

Discussion regarding proposal to adopt State Tanning Regulation as a Board of Health regulation and amend to prohibit persons under the age of 18 from using an ultraviolet tanning device

Mr. Andrews asked Ms. Coffin how many tanning salons are there in town and she answered that there were about 10. Ms. Coffin explained that she had received an email from the Glen Harrington, the Mashpee Health Agent, who was asking if any other towns would support making a prohibition for tanning to anyone less than 18 years of age. She did some research and then called Mr. Harrington asking for Mashpee's tanning regulations. He responded by saying they haven't done anything. Ms. Coffin looked at the State of California who did such a prohibition of tanning for anyone under 18 years of age. She included that information for the Board. There are other States who are trying to prohibit by different degrees. For purposes of discussion she read the language in the existing State regulation which says that no person 14 years of age to 17 can use a tanning device without prior written permission from a parent or legal guardian and the tanning salon operator has to sign as a witness that the legal guardian issued a letter of approval. If you are under 14 years of age, you would have to be accompanied by a parent or legal guardian. She felt that the new language was worth a discussion by the Board. Ms. Coffin stated that if the Board wanted to change the age requirements, the Board has to adopt the State regulation as its own and then amend it. Ms. Peterson pointed out it cannot be voted tonight as it is only put on the agenda as discussion. Ms. Peterson would like the tanning salons to be notified of the discussion on the draft regulation so that they could come to the Board of Health hearing if they chose to and she would like to do more research. She stated that if the reg was adopted and changed then the tanning salon owner would be libel for a fine if they did not follow the regulation. Ms. Coffin stated that she understands the health concerns about underage tanning but she wonders where parental rights end. Ms. Peterson would like to put off further discussion on this item until June 2013; as this gives time to get it published in the paper, and for some feedback from the tanning salons themselves. Ms. Coffin said that she will mail the draft to the tanning salons. Ms. Peterson would like to get the tanning salons opinions. Mr. Andrews made a motion to continue to discussion in late June, 2013. Mr. Uitti seconded this motion. It was a unanimous vote..

Approve minutes of 2/13/13

Mr. Andrews made a motion to approve the minutes of 2/13/13 as submitted. Mr. Uitti seconded the motion. It was a unanimous vote to approve.

Adjournment

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned 7:38 pm.

Respectfully submitted,
Lisa Groezinger

Reviewed and approved by

Cynthia A. Coffin

Cynthia A. Coffin
Health Agent

Kathleen Peterson

Kathleen Peterson

Stanley Andrews

Stanley Andrews

Galon Barlow

Galon Barlow

Don Uitti

Don Uitti

Carol Tinkham

cc Board of Selectmen/Town Clerk



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TOWN OF BOURNE
BOARD OF HEALTH TOWN CLERK'S OFFICE
24 Perry Avenue BOURNE, MASS
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

March 27, 2013

Time:

7:00 P.M.

Place:

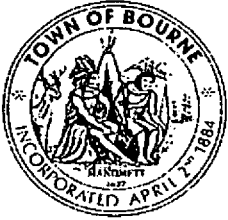
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 10 Electric Avenue – John Churchill, JC Engineering, for James & Laurie McLaughlin, Request variance from 150 foot setback regulation for demolition and rebuild
2. Approve minutes of March 13, 2013

Signed: Health Agent
Date: March 21, 2013

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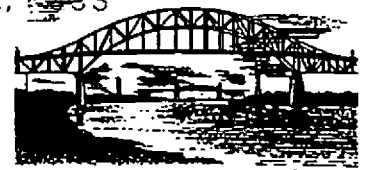


Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



Board of Health meeting of March 27, 2013

Members Present: Kathleen Peterson, Chairman; Stanley Andrews, Vice-Chairman; Don Uitti, Secretary; and Galon Barlow Jr.

In attendance: Cynthia Coffin, Health Agent and Zack Seabury, Health Inspector

1. 10 Electric Avenue- John Churchill of JC Engineering for James & Laurie McLaughlin- Discuss and possible vote on Request for variance from 150 foot setback regulation for demolition and rebuild. Mr. Andrews recused himself from the discussion as his company has a business relationship with Mr. Churchill of JC Engineering. Mike Pimental was the representative present from JC Engineering. He presented the green certified mail copies to Ms. Coffin. Mr. Pimental stated that the project involves the construction of a new three bedroom dwelling with a Title 5 septic system within 150 feet of a coastal bank. Under existing conditions there is an existing two bedroom home located on the south of the property. This is serviced by a single cesspool within 100 feet of the coastal bank. There is a driveway located on the west side of the property which serves the locus property and the neighbor to the south. There is also a coastal bank number one, located down gradient of the property and a second coastal bank which is a vertical retaining wall. This project has already been before the Conservation Commission with a condition that there be a drywell and trench drain installed along the edge of the new driveway. The proposal is the tear down of the existing dwelling, which has actually already been done. The proposed dwelling is larger and is located on the southeast corner. The new septic system is located just north of the garage and will consist of a 1500 gallon septic tank, distribution box, and plastic arc 36 biodiffusers. There may be a strip out of material during the installation. The leaching is designed to be 103.5 feet away from what is designated as coastal bank #1, and 222.4 feet from the mean high water mark. It is over 150 feet from coastal bank #2, which is the vertical retaining wall which is the functioning coastal bank. Coastal bank #1 is one by definition based on the DEP standards. Therefore a variance of 46.5 feet from the local regulation is being request to coastal bank #1. The leaching system will be at least 150 feet away from coastal bank #2. Ms. Coffin looked at the architectural and noted that there are two bedrooms on the first floor and then on the second floor it is noted that there is one bedroom and another living room. The living room opens to the stairway. She is, however, concerned that there is a den/office on the second floor that meets the definition of a bedroom. One of the doorways will have to be opened up with a four foot cased

opening. Mr. McLaughlin stated that this would not be a problem. He stated that the final architectural should substantially be the same. Ms. Coffin suggested that Mr. McLaughlin make the changes to the architectural and date them. Ms. Peterson asked Mr. Seabury his thoughts on the project. He stated that he thought there were no issues with the variance being granted. Mr. McLaughlin made the notation that a four foot cased opening be added to the den/office and signed and dated that change for the record of file. Mr. Uitti reviewed the architectural and asked a few questions. Mr. Barlow made a motion to approve the variance of 46.5 feet from the 150 foot setback regulation for the setback of the leaching facility to coastal bank #1, which is the closest coastal bank, for 10 Electric Avenue, plans dated received on March 11th, and drawn by JC Engineering, Inc. There will be a three bedroom deed restriction and the architectural of record are those as amended at tonight's meeting. Mr. Uitti seconded. It was a unanimous vote to approve with Mr. Andrews abstaining as he had recused himself.

Mr. Andrews returned to the Board for discussion.

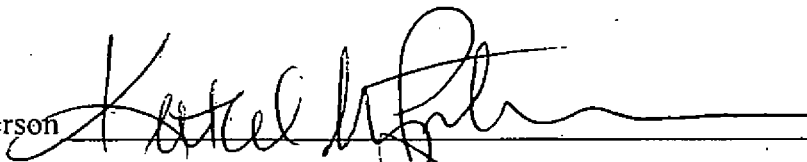
2. The next item was approval of the minutes of March 13, 2013. Mr. Andrews made a motion to approve and Mr. Barlow seconded. It was a unanimous vote to approve.

Mr. Andrews made a motion to adjourn. Mr. Barlow seconded. It was a unanimous vote and the meeting adjourned at 7:15 P.M.

Typed and submitted by

Cynthia A. Coffin
Health Agent

Kathleen Peterson



Stanley Andrews

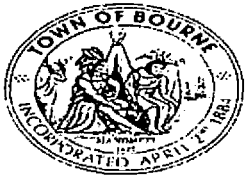


Galon Barlow

Don Uitti



Carol Tinkham



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue

Buzzards Bay, MA 02532
Phone (508) 759-0615 X1
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2013 APR 18 PM 2 54

TOWN CLERK'S OFFICE
BOURNE, MASS



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: . BOARD OF HEALTH
Schedule of Meeting

Date:

April 24, 2013

Time:

7:00 P.M.

Place:

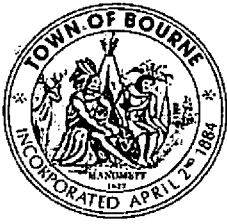
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 144 Claypond Rd – Jeff Bailey – Discuss and Possible Vote re: request decision from BOH on whether horse license on property will be allowed if property is sold
2. 290 Shore Rd – Don Bracken, Bracken Engineering – Request variances for the installation of an upgrade to the system at the Lobster Trap
3. Approve minutes of March 27, 2013

cc Board of Selectmen/Town Clerk

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: 4/18/13



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES April 24, 2013

Members in attendance: Kathleen Peterson, Chairman; Stanley Andrews, Vice-Chair; Donald Uitti, Secretary; and Carol Tinkham

Excused: Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent; Zack Seabury, Health Inspector; Lisa Groezinger, Acting Secretary

Meeting was called to order at 7:01 P.M.

- 1. 144 CLAYPOIND RD – Jeff Bailey – Discuss and Possible Vote re: request decision from BOH on whether horse license on property will be allowed if property is sold – Ms. Coffin –** In 2009 Mr. Bailey came in before the board due to complaints. The board granted Mr. Bailey with variances with the stipulation, at the time, inspections to be done two times a month for a number of months. One complaint was called in the Fall during a lot of rain. The water accumulated where the horses were and sand was brought in to rectify. Mr. Bailey would like to sell the property with the stipulation that horses could be on the property. Ms. Peterson asked for green cards due to past issues. Ms. Coffin didn't send out notices to abutters as the variances were already granted. Mr. Andrews said the variances were granted to continue with the stipulations and were adhered. No complaints received. If we allow, he would like to re-open and as part of the process he would like to include in the recording on the deed restriction with all variances so new owners understood what requirements were adhered to and also would be responsible for. He would like a public hearing to do this and feels abutters should be included in the hearing. Once the variances and conditions of the variance are recorded on the deed, any new owners would know about and be held to them. Ms. Peterson said if we were to allow and record restrictions at the registry, new owners would have to come before the board even though the property is sold with this license. Mr. Bailey asked if the property is grandfathered. Mr. Andrews said the variances are for Mr. Bailey only. Ms. Peterson would like to have Town Counsel's opinion. We need to know if something came up and something happened, do we have the right to say anyone who buys the house (he can't pick and choose who purchases the house) has the

variances. Ms. Coffin said she thought the variances went with the property. If someone does come in, keeping the property clean is a condition of their horse license. Mr. Andrews said these are conditions for Mr. Bailey. Ms. Coffin said this is why she brought this to the board's attention. Mr. Andrews requested Ms. Coffin to seek Town Counsel's opinion and report back to the board. Also, to invite Mr. Bailey to apply for the stipulation to transfer the horse license and variances. Ms. Peterson said Mr. Bailey can formally request a hearing after the ruling by Town Counsel. Ms. Coffin will request Town Counsel opinion through Tom Guerino first by email tomorrow (4/25/13). Mr. Andrews requested to put on the agenda for the next meeting. Ms. Coffin asked if the board would like to notify abutters. Ms. Peterson said to ask Town Counsel if we have to notify abutters. Mr. Andrews said this protects Mr. Bailey as well. Mr. Bailey will wait until he hears from Ms. Coffin. If the ruling on transferring the variances doesn't come back in his favor, he asked what his other options are. Mr. Andrews said that Town Counsel's ruling will only be on whether the variances can be transferred so that a new buyer would have the right to have horses on the property. Ms. Peterson stated that the ruling has nothing to do with how many horses you have or the fact that you have had restrictions on the existing license. Mr. Bailey asked if there would be a ruling on whether the use was grandfathered because there had been horses on that property for years. Ms. Coffin, for clarification, said that this is what the board is asking Town Counsel, 'can the use and variances granted by the board be transferred from owner to owner?' Ms. Coffin told Mr. Bailey if he doesn't hear from her by mid-week of next week, to call her office. Ms. Peterson said if Mr. Bailey doesn't hear from Ms. Coffin she would direct Mr. Seabury to contact Mr. Bailey. **Ms. Peterson said the board will take no action at this time and will wait for Town Counsel ruling.**

2. **290 SHORE RD – Don Bracken, Bracken Engineering – Request variances for the installation of an upgrade to the system at the Lobster Trap – Mr. Bracken** appeared before the Board representing the applicant, David Delancey. Mr. Bracken explained this is the third time for replacing the septic system. The system was replaced back in 2001 and in 2007. The applicant is here today as the system needs to be replaced again. Mr. Delancey found out that the system failed while doing regular maintenance, and had it inspected. The existing system is a pressure distribution system, but maybe the biomat and grease sealed and failed the system. In 2001, a grease trap was installed when the new field was put in. When the system failed in 2007, it was discovered that the plumbing hadn't been changed. For this new proposed system, the plumbing also will be changed. They used the best technology at that time of the 2007 system. They added another grease trap and pressure distribution to plastic contactors. Now they are looking at the system and wanted to figure out what else is out there to try to get a longer lasting system. In 2007, the design did not include an IA (Innovative Alternative) system. The proposed system will have an IA which gives the benefit, under State approval, to reduce ground water separation from 5 feet to 3 feet. The existing system had a 4 foot separation. The new proposed system will have a reduction from 4 feet to 3 feet. The new leaching system will be a Presby Enviro Septic which requires pre-treatment. The State allows the system with

pre-treatment to go from 5 feet to 3 feet GW separation. The old plan calls for a 4.5 Microfast system. The updated plan is a High Strength Fast system. They came up with this system because they worked with the Fast people and tested the existing effluent in the pump chamber and gave the company the results so they could design a system that would meet the State requirements that allows the reduction in the separation to groundwater. The total nitrogen from the pump chamber was 65 ppm. This new system is supposed to meet 25 ppm. The TOD was 164 and the new system should meet 30 ppm. The TSS in the tank was 270 and the new system should me 30 ppm. The TSS is a factor of the fines getting in to the system. The other test was for oil and grease which showed 13 parts per million, which wasn't too bad, but almost any amount over time will build up and help clog the system. That is why there is a proposal for an additional grease trap. The High Strength Fast will also help to filter out the grease. The system will have to have an operation and maintenance agreement. This approval would be under general use. The system will be monitored as we go forward. There was also a control valve box designed for the system , but this has been removed. The effluent will go from the pump chamber to the d-box and then will go to the field by gravity. The goal was to try and keep the leaching system the same size. The design flow for the 80 seat site is 1,655 GPD. The approved system was for around 1200 gallons as a reduction in the design was approved before. The new leaching is 10% bigger and is almost double the flow from what is there now. Mr. Bracken said that he spoke with the Presby representatives and that they stated that they have a long history of their systems working well with restaurants. Only those certified to install the system will be able to do that installation. He has been certified in the installations of the Presbys. If an installer is not certified, Presby will have to be on site during the installation and they will train on site. Using the Presby units the effluent will run through a series of pipes. There are connected pipes and then there is a manifold. There is maximum soil contact and maximum treatment. These system can be used for systems in place of pressure dosing, where pressure dosing is required as in the case of systems over 2,000 gallons per day. This system also has a patent for being considered a sand filter for the treatment of effluent. The effluent is filtered through the sand and then goes to the ground. Mr. Bracken explained the Presby system using a cross section of pipe. This system works by using pipe ridges, a mat of random coarse fibers and a geo-textile fabric to retain sludge within the corrugated plastic pipe and to provide a large surface area to promote growth of a bacterial layer that provides treatment and protects the sand from surface clogging. There is always 6 inches of sand below the pipe. The separation to ground water is measured from the bottom of the 6 inches of sand, not the bottom of the pipe. The sand is considered part of the system. The biomat is created along the Presby pipe. The Presby system has an overall size of 1,909 SF (28.5' by 67'), providing 1,170 linear feet of feet of pipe with design capacity of 2,340 GPD. Mr. Andrews said water in the manhole gives a lot of residual time in the system. Mr. Bracken said the groundwater separation is based on monitoring which is higher than the actual test. With the system proposed having a high strength fast system, it still has a better treatment with 3 feet than with the required 5 foot system. Mr. Bracken explained the venting of the system. There will always be an exchange of air in the system. There is an

also an end cap on the top and bottom of the system. The bottom goes into a manifold so that it can be inspected. If the system ever failed there is a way to pump out the entire system. The effluent will go all the way through the first trench the level will have to build up before it goes to the next trench. There will always be water in the manhole. Mr. Bracken stated that the groundwater separation is based on a monitoring well and was higher than what was found during the perc test. Mr. Bracken discussed the peer review of the system by Norfolk-Ram. The report basically says that there with this system there is still better treatment even with the 3 foot separation than would be achieved with a regular title 5 and a 5 foot separation to groundwater. Ms. Coffin is concerned the system is designed for a fast food restaurant. She doesn't consider the Lobster Trap a fast food restaurant. The issue is the system should be 35 gallons per day and not 20 gallons per day. The restaurant is continually putting in septic systems and she doesn't know if pumping is diligent enough. She asked the applicant if he has a high temp dishwasher. Mr. Delancey said he never has had one but does have a low temp one. Ms. Coffin said low temp dishwashers still can be used incorrectly and grease can be liquefied and go into the septic. Ms. Coffin mentioned that an applicant cannot ask for a reduction in the size and a reduction in the separation to groundwater with the Presby system. You can ask for one, but not both. Ms. Peterson asked what Ms. Coffin thinks of the system. Ms. Coffin said there she doesn't have a lot of data with this type of system in restaurants. Mr. Bracken said there are several restaurants, but he has not received the testing data. That is something he could get. The filter (media) on the system will be required to be cleaned and or replaced. Ms. Peterson is pleased with the system. She said they are putting in a fairly large grease trap. Ms. Coffin brought up the fact that in checking with their pumping records, she sees a lot from 2012 but in prior years there was less. Mr. Delancey addressed this by saying in the summer the system is cleaned twice a month and in the winter it is once a month. Ms. Coffin thinks that the reduction in separation to groundwater is a good idea. The Board has never allowed this before. Mr. Delancey said he will use Bio-Microbics as a professional monitor. Mr. Andrews asked what the new design will do that the old design failed to do. Mr. Bracken said the difference is the size, the IA system and the increase in the leaching field area. Mr. Andrews asked how often will the media (filter) be replaced. Mr. Bracken if grease is discovered in the system there is a way to fix. If it is discovered that the pipes clog up, they will be dug up and replaced. Mr. Delancey is spending \$40,000 - \$45,000 in additional cost for this system. Mr. Andrews is concerned about the system failing every 5 years or so. Mr. Bracken said he believes reason was that the grease was getting into the system. Mr. Andrews asked what Mr. Bracken would recommend before there was another failure – some type of procedure adhered over time to prevent another failure. Mr. Bracken said the last system didn't have written inspection. Mr. Andrews would like to a manual for the maintenance procedure. Mr. Bracken said the board can include this as a condition, with the inspection report included. Mr. Andrews asked how this system got more area. Mr. Bracken explained gaining 10% by shifting the tank further down to the right. No further questions from the board. No questions from the public. Ms. Peterson asked Health Inspector Zackary Seabury if he had any further comments. He said no. Ms.

Coffin is concerned with the 20 gallons a day and believes it should be 35 gallons per day for the system design. Mr. Delancey said about 30% of his business is takeout. Ms. Coffin added that alcohol has been added to the establishment and that can increase patronage and increase design flow. Mr. Andrews asked for clarification and maintenance stipulations. Ms. Tinkham also stated where the Lobster Trap is located is a very sensitive area. Ms. Coffin said the maintenance company will have to report to Carmody. Ms. Peterson asked for that report to be sent to the office. The applicant could ask the board to approve a less expensive system. There are a couple of grey areas, but on the other hand the applicant is being up front and doing everything to address the situation. Mr. Andrews said this is a sensitive area and doesn't want applicant back in another 5 years. Ms. Coffin was given pumping records after the last system was installed and there was some off time when the restaurant changed from a seasonal to year-round restaurant. Mr. Bracken explained that Mr. Delancey is willing to go into a pumping schedule. Ms. Coffin added the new system will provide access to grease traps. Before it gets to the tank, they can check the pump or the primary D-box every couple weeks. If there are signs of grease in the D-box, then there is an issue. She suggested every couple of weeks to pull the cover off the distribution box. Mr. Andrews suggested having a couple of months of alternative testing by a professional tester. He also would like to see that in the maintenance manual. Mr. Bracken said the grease wouldn't contribute to the nitrogen loading. Ms. Peterson suggested having the applicant back before the board in December or a letter submitted for the system. Mr. Bracken said there would be data 30 days after full operation. Mr. Andrews suggested having a couple of quarters of data. Ms. Peterson feels having the applicant before us again in December would give the system 2-3 inspections and more data. **Mr. Andrews moved to approve the new system modification for a subsurface disposal system for Parcel 17, Map 26.4 with the following Board of Health variances requested: 1) SAS to Salt Marsh required 150', proposed 8', variance 142'; SAS to Coastal Bank required 150', proposed 52', variance 98'; SAS to River Edge required 150', proposed 76', variance 74' 2) and under Local Upgrade Approval, variances for SAS and septic tanks to property line required 10' and proposed 0.4'; Groundwater separation using secondary treatment required 4', proposed 3'. The septic plan of record is dated 4/18/13 to reference a High Strength 4.5 Fast system for denitrification. The reasons for the variances are to allow the upgrade of a failed septic system with the use of an Alternative Technology system. In addition Mr. Andrews stated that there is reference to a letter from Brian Dudley of DEP on the second sheet of the design plans, stating that a design flow for a fast food restaurant is allowed, and that there will be a complete operations manual describing the inspections and what to look for to maintain the system. This system will conform to the Board's Alternative Testing Policy. There will also be an initial report to the Board on January 1, 2014 to review the data obtained to that point. Mr. Uitti seconded the motion. Ms. Coffin raised the issue of Mr. Sala's memo from the DPW dated 4/24/13 requesting that the little stones from the parking area be cleaned up daily due to the equipment coming in and out of this parking area. Mr. Andrews amended**

his motion to include to remove stones from the parking lot be cleaned up daily to abide by the DPW Superintendent's request. Uitti seconded the amended motion. Mr. Andrews amended the motion again to include allowing the ground water separation of 3 feet because of the use of the Alternative Technology system and the Presby units. Mr. Uitti seconded the amended motion. All in favor and the motion passes unanimously.

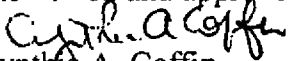
3. Approve corrected minutes of 03/27/2013 – Mr. Andrews made a motion to accept the corrected minutes as amended for 3/27/2013. Mr. Uitti seconded the motion. All in favor, with one abstention.

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 8:25 P.M.

Respectfully taped and typed by

Lisa A. Groezinger, sec.

Reviewed and approved by


Cynthia A. Coffin
Health Agent

Kathleen Peterson



Stanley Andrews

Galon Barlow



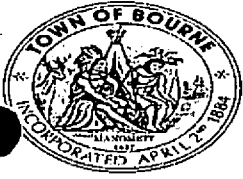
p B Stair

Don Uitti



Carol Tinkham

cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



2013 MAY 2 PM 3 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

MAY 8, 2013

Time:

6:00 P.M.

Place:

Bourne Veterans' Memorial
Community Center
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. BOS Interview of Mr. Torres, Attorney at Law
2. Dan Barrett—ISWM update
3. Approve minutes of April 24, 2013

cc Board of Selectmen/Town Clerk

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: 5-2-2013

**Board of Health
Minutes of May 8, 2013
Bourne Community Building
Bourne, MA 02532**

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TOWN CLERK'S OFFICE

Board of Health members: Stanley Andrews, V. Chm., Skip Barlow, WRNE, MASS

Also present: Board of Selectmen, Tom Guerino, Town Counsel, Robert Troy; Dan Barrett, ISWM and Atty. Steven Torres

Documents

- None

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time

Call to order

As this was actually a meeting of the Board of Selectmen, at which members of the Board of Health were present, John Ford, Chm. Of the Board of Selectmen opened the meeting at 6:01 PM.

Interview of Mr. Torres, Attorney At Law

Steven Torres works is a partner with Pannone Lopes Devereaux and West and a member of the firms Municipal Infrastructure Team. He is experienced in municipal construction and public-private partnership project advisor and legal counsel who has managed in the areas of utilities, water and wastewater, transportation, building construction and renewable energy.

Prior to joining Pannone Lopes Devereaux & West, he served 13 years as a city attorney for two cities. He was Corporate Counsel for the City of Fall River and responsible for many municipal building projects, including design-build-finance-operate emerging technology energy projects, school building and utility design and construction projects.

He served as City Solicitor for Taunton. During this time, he accomplished one of the first Construction Manager at risk school building construction projects and led waste-to-fuel project under a design-build-operate model using merging technology.

The project in Taunton was the first conversion technologies in the country to look at emerging technology for solid waste. DEP has released a new draft Master Plan and some things in the plan are a result of what he pushed for with solid waste technology.

By working for Bourne, he would assist the Board of Health through the Selectmen and the Town Administrator to advise of assignment criteria and issues related to the technology. He will focus on site assignment criteria, by making sure technology is appropriate for the site and balance all criteria. He would begin to look at the site and proposals and issues that would impact the environment.

Discussion and possible vote by the Board of Selectmen regarding Board of Health Counsel Chm. Ford – the board would like to meet with Atty. Troy every couple of months to understand the fiduciary portion in Executive Session. The board is also concerned with billing out in a timely manner.

Meier - asked Atty. Troy if every 90 days is good. Atty. Troy – yes.

Mr. Torres – can send out report as frequently as needed.

Pickard – would be fine with the 90 days.

Mr. Torres – suggested an initial kick off meeting then every 90 days and if something comes up within the 30 day report, issues can be addressed at that time.

Atty. Troy – at some point, all attorneys will need to meet to understand what each other is doing. This could be the kickoff meeting.

Meier – asked for Board of Health comments. Skip Barlow – the Board of Health met and voted to recommend Mr. Torres to the Selectmen.

Pickard – with regard to anaerobic digestion, asked Mr. Torres what environmental issues he has experienced and his impressions. Mr. Torres – site assignment; odors; emissions and excess gas flared or leaching; noise; truck traffic with merchant organics coming onto the site; what type of facility loading available so everything is inside; performance criteria of the facility - run time vs. downtime; interconnection agreement (Mr. Barrett – looking at options with the military base) and where the easements will be; monies for environmental mitigation around the site; annual compliance.

Meier – asked about the budget. TA Guerino – this will not come out of General Counsel for the most part. ISWM is covering costs as it relates to Wilmer Hale. Negotiation will take place with Harvest Power to set aside monies for Mr. Torres' assistance to the Board of Health.

Atty. Troy – Board of Health Chm. Kathy Peterson said it should be paid out of ISWM and there should be motivation to induce Harvest Power to fund the legal aspect. Initially, we have some funds at ISWM. Mr. Barrett – by statute, the proponent is required to pay a percentage. Negotiation comes in when funding by statute runs out. It is up to ISWM to get Harvest Power to pay.

Atty. Troy – TA Guerino has forwarded some bills to him, which will be the initial kick off fee and will report to the board.

Meier - in his opinion it is an investment and part of doing business for having attorney's available.

Chm. Ford – the general consensus of the board is comfortable with a single source.

Pickard MOVED and SECONDED by Meier that the Town retain the services of Atty. Steven Torres of Pannone, Lopes, Devereaux & West to act as Associate Town Counsel for environmental issues and for assisting the Board of Health with the health aspect on site. VOTE 5-0.


Adjourn

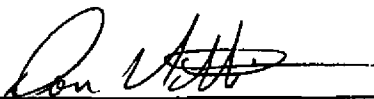
As this was a Selectmen's meeting, Pickard MOVED and SECONDED by Meier to adjourn. Meeting adjourned at 6:30 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger

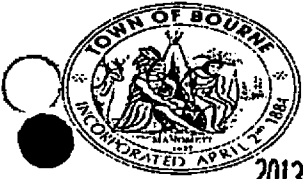
Kathleen Peterson  _____

Stanley Andrews _____

Galon Barlow  _____

Don Uitti  _____

Carol Tinkham _____



2013 MAY 16 PM 12 43

TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
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MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

May 22, 2013

Time:

7:00 P.M.

Place:

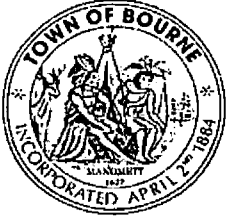
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. Dan Barrett – ISWM – Update on Landfill operations
2. 449 Barlows Landing Rd – Barbara Frappier of Warwick Engineering for Marilyn & Raymond Yorke—Request variance from 150 foot setback regulation for new Title 5 system and renovations to the dwelling
3. 24 Massassoit Avenue- Zak Basinski of Bracken Engineering for Charles & Ellen Buchanan—Request variances to coastal bank and salt marsh for new Title 5 system and construction of a new dwelling
4. Approve minutes of April 24, 2013
5. Approve minutes of May 8, 2013

cc Board of Selectmen/Town Clerk

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: 5/16/13



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532

2013 JUN 17 AM 10 09

TOWN CLERK'S OFFICE
BOURNE, MASSACHUSETTS



Board of Health meeting of May 22, 2013

Members Present: Kathleen Peterson, Chairman; Don Uitti, Secretary; and Galon Barlow Jr.

In attendance: Cynthia Coffin, Health Agent and Zack Seabury, Health Inspector

- 1. Dan Barrett – ISWM – Update on Landfill operations.** Phase 2A/3A Final Cap Project - Contractor RC&D came back to the site in early April after the winter season shutdown. The ISWM staff had finished dressing the subgrade and RC&D immediately began installing the six-inch gas vent layer. New England Lining began deploying the 40-mil HDPE cap this past Monday. The top is currently approximately 50% covered with plastic. New England lining anticipates completing installation of the flexible membrane cap by the second week in June. RC&D anticipates they will achieve substantial completion by the middle of July. The settlement on the north slope will be repaired. All of the gas collection system work was completed late last fall, all six vertical wells were installed all piping was connected and has been working all winter long. Two previously installed well lateral pipes that were watered in and not functioning properly were repaired. ISWM wanted to do this to make sure the system was fully functional prior to placing the final cap. These were minor excavations and the contractor adhered to the Odor Control Protocol that the landfill has been using for the last two projects. Mr. Barrett did not anticipate any further excavation. Mr. Barrett then discussed the Phase 4 Stage 2 liner. At the May 6, 2013 ATM voters approved appropriation of funds to contract the Phase 4 Stage 2 Liner. Bid plans for the Phase 4 Stage 2 were issued last Friday. There is a Pre-bid meeting scheduled for May 30 and the bid opening is scheduled for June 12. It is a small liner section of only 3 acres and he hopes construction will be complete by the end of this season. Although it is a small installation, due to the geometry it will give twice as much space as Stage 1. The entire phase 4 cells should last a little over five years. Mr. Barrett then discussed odor issues. ISWM received an odor complaint on April 18, 2013 from the area around Brookside and County Road. ISWM staff investigated and concluded that the odors were most likely due to contraction activities associated with the Phase 2A/3A Cap Project. We had also been working on a condensate pump and had to isolate some of the well field, this also may have been a contributing factor. It took a couple days to fix the pump. Mr. Barrett was happy because Tuesday's weather conditions were prime for odors but none were detected. The level of hydrogen sulfide at the flare is dropping considerable. He also stated that misters are being added and will extend to the west side of the paper fence. They will also be repairing the paper

netting along the base side of the property line (6 sections). This work will begin this weekend. ISWM is still working on the flair, but have bids out and hope to have it in this year. Mr. Barlows asked about the hours of the residential drop off area. Mr. Barrett stated that a press release was issued by Phil Goddard explaining that after Memorial Day the residential center will be open 7 days a week. Mr. Barrett then discussed that he would like to come back before the Board at the meeting on June 26th to talk a little about the RFP process. The Board of Selectmen and Town Counsel Bob Troy approved the Board of Health's selection of Stephen Torres to represent the town, and in particular the Board of Health, in reviewing information from the RFP process in preparation for the anticipated consideration of a Site Assignment Modification. Mr. Barlow said the BOH will need Mr. Barrett to come before the board for discussion. Mr. Barrett stated that Mike Lannan has been discussing issues with Harvest Power and has developed a four page report that he feels very comfortable with. Ms. Peterson stated that the Board of Health needs to understand what is going on with the lease and proposed work so that they can be sure of what to ask for. She said that Mr. Torres and Mr. Lannan will go under the Board of Health direction. She stated further that the Board will need a couple meetings where they can go over the lease and can ask questions about it. Mr. Barrett stated that the first mark up of the lease with Harvest Power has been completed. ISWM took things out of the proposed lease that they would not live with and now Harvest Power is going over it as well. The next round the lease will be reviewed by the Board of Health and Mr. Torres. Mr. Barlow asked if ISWM is considering purchasing more land for disposal cells. Mr. Barrett said they are looking to keep it open for future development. Mr. Barlow would like it to stay open. Mr. Barrett said this is a decision for the town and is a good 8 years away in having to consider. He believes that there may be landfill life beyond the end of the Covanta Ash project. Mr. Mulvey asked if the operation is totally committed to Harvest Power. Mr. Barrett said they are the only ones that met the criteria of the RFP..

2. **449 Barlows Landing Rd – Barbara Frappier of Warwick Engineering for Marilyn & Raymond Yorke - Request variance from 150 foot setback regulation for new Title V system and renovations to the dwelling.** Ms. Frappier said there is an old antique, 2-family house which will have substantial renovations. The footprint will be slightly smaller, but will remain a 6-bedroom home. She is here tonight as there are two banks on the property. The Conservation Commission determined the top of the coastal bank and the secondary bank and those two banks are delineated on the submitted plans. The applicant is requesting an 87 foot variance from the 150 ft setback of the leaching facility to the top of the secondary coastal bank. They are getting rid of the old cesspools. Ms. Frappier submitted two copies of a revised plan for the record. There were no questions from the board. Mr. Barlow made a motion to grant a variance of 87 feet from the 150 feet setback regulation to allow the placement of the leaching facility 63 feet from the secondary coastal bank, as determined by the Conservation Commission. The septic plans of record are dated received by the BOH on 5/22/2013, and have been revised to show the secondary coastal bank. The architectural are 4/2/2013, received by the Board of Health on April 29, 2013 by SPB. Mr. Uitti seconded the motion. It was unanimous.

3. **24 Massasoit Avenue – Zak Basinski of Bracken Engineering for Charles & Ellen Buchanan – Request variances to coastal bank and salt marsh for new Title V system and construction of new dwelling.** At the request of the applicant, Mr. Barlow made a motion to approve the request of a continuance on this item until the next Board meeting on 6/12/2013. Mr. Uitti seconded. It was a unanimous vote.
4. **Approve minutes of April 24, 2013.** Ms. Peterson made a motion to approve the minutes of 4/24/13 as submitted. Mr. Uitti seconded the motion. It was a unanimous vote to approve. Mr. Barlow abstained.
5. **Approve minutes of May 8, 2013.** Mr. Barlow made a motion to approve the minutes of 5/8/13 as submitted. Mr. Uitti seconded the motion. It was a unanimous vote to approve. Since these minutes were really of a BOS meeting where two members of the Board of Health were present, Ms. Coffin will talk to the Town Clerk to see if these minutes need to be filed.

Mr. Barlow made a motion to adjourn. Mr. Uitti seconded. It was a unanimous vote and the meeting adjourned at 7:40 P.M.

Typed and submitted by

Cynthia A. Coffin
Health Agent

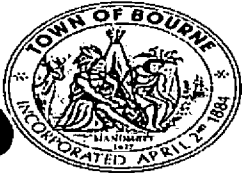
Kathleen Peterson _____

Stanley Andrews _____

Galon Barlow _____

Don Uitti _____

Kelly Mastria _____



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BOARD OF HEALTH
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Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

June 12, 2013

Time:

7:00 P.M.

Place:

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

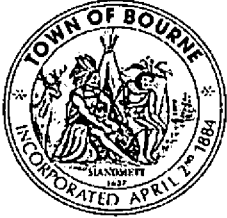
AGENDA ITEMS:

1. 24 Massasoit Avenue- Zak Basinski of Bracken Engineering for Charles & Ellen Buchanan—Request variances to coastal bank and salt marsh for new Title 5 system and construction of a new dwelling
2. Chuck Sabatt – update on Pocasset Mobile Home Park status
3. Approve minutes of May, 22, 2013

cc Board of Selectmen/Town Clerk

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: 6/6/13

2013 AUG 15 PM 3 38



Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
TOWN OF BOURNE
BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
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MINUTES
June 12, 2013

Members in attendance: Stanley Andrews, Vice-Chair; Donald Uitti, Secretary; Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent & Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M.

- 1. 24 MASSASOIT AVENUE – Don Bracken for Charles and Ellen Buchanan - Request variances to coastal bank and salt marsh for new Title 5 system and construction of a new dwelling –** Mr. Bracken stated that the lot is owned by the Buchanan's and there is an existing garage on the lot. Mr. Bracken stated that the Buchanan's also own the cottage across the street. Mr. Bracken stated that the lots are separate for zoning and they have the ability to build on it. Mr. Bracken stated that he has received a confirmation from the Building Department that this is a buildable lot. Mr. Bracken stated that he is proposing to construct a new 2 bedroom single family dwelling with a new septic system. Mr. Bracken stated that the lot itself is approximately 6600 sq feet. Mr. Bracken stated that the property is located in an AE flood zone. Mr. Bracken stated that there are buffer zones to the coastal bank and the salt marsh to the north of the lot. Mr. Bracken stated that the structure will be constructed on pilings to meet the flood zone requirements and because of the ground water elevations. Mr. Bracken stated that this is the most practical foundation to construct. Mr. Bracken stated that the septic system will be located between the house and the road. Mr. Bracken stated that the septic will be as far away from the resource areas as he can get it. Mr. Bracken stated that he is proposing a Microfast de-nitrification system with a pump chamber that pumps up to a pressure distribution field which is a drip irrigation field. The Board has seen this type of field in previous projects. Mr. Bracken stated that drip irrigation pipe is a very small pipe that only requires about 6 inches of cover over it and acts as a pressure distribution system with small holes where the effluent weeps out and back into the treatment by the soils underneath it. Mr. Bracken stated that the field is set at a 5 foot separation to ground water. Mr. Bracken stated that in this case he did the actual soil

evaluation back in 2007 and at that time he set a monitoring well and added a data logger that can be left in for months at a time which constantly measures the change in the ground water elevation. These reading gave him a graph of ground water levels. Mr. Bracken stated that the groundwater is at the maximum or most conservative that he could get on the site, which is at elevation 5.5. Mr. Bracken stated that the design is the maximum treatment that he can get on the property. Mr. Bracken stated that he is looking for variances to the 150 foot setback to the resource areas to be a 40 foot variance to the coastal bank and a 32 foot variance to the salt marsh. Mr. Bracken stated that he also submitted copies of the proposed floor plans. Mr. Bracken stated that he also submitted nitrogen loading calculations. The existing vacant land has a nitrogen loading of 4 parts per million and the proposed structure with the treatment system is 7.6 parts per million. Ms. Coffin stated that she has a question for Mr. Bracken. She has only done a couple drip irrigation systems, which was some time ago, so she knows it needs to be done on better sand and Mr. Bracken stated that down to 11 feet there will be a strip out. Ms. Coffin stated that she does not see a strip out indicated on the plan so how much around the drip irrigation do you have to strip out. Mr. Bracken stated that it is on the cross section of the plan on the second page. Mr. Bracken stated that with drip irrigation you do not need a 5 foot around strip out. Ms. Coffin asked if he needed to do a side wall strip out and Mr. Bracken stated no, but realistically he is sure that they will. Mr. Bracken stated that there is also a retaining wall that is about 3 feet high to create the mound. Mr. Andrew stated that the Board is beginning to see a lot more of these drip irrigation soil absorption systems. Mr. Andrews asked what the life expectancy is on them and how well are they working. Mr. Bracken stated that he installed a system like this out on Nantucket approximately 6 years ago for a seasonal system and has not heard of any issues or problems. Mr. Bracken stated that there is also a treatment system which requires quarterly inspections. Mr. Bracken stated that there were some issues in the beginning. There is a filter system and the filters got clogged initially because the tanks were not clean enough. Mr. Bracken stated that the filters would pick up some of the residue on the tanks, then all he did was change the filters and there were no problems after that. Mr. Andrews asked what caused the filters to clog. Mr. Bracken stated that it was improper tank maintenance and fine particles got through. Mr. Bracken stated that when you check the system you also check the filters. Mr. Bracken stated that this system is the same system that goes with the microfast system. Mr. Andrews stated that in the request for the variance there is a 2 bedroom deed restriction. Mr. Bracken stated that was correct. Mr. Blaha asked about the blower on the system. Mr. Blaha asked what the blower does because it is very close to his house and has concerns about that. Mr. Bracken stated that it blows air into the treatment system and does have a humming sound. Mr. Bracken stated that it must be set on a platform above the flood zone. Mr. Blaha stated that he has seen the holding tank versions. Mr. Bracken stated that they are not the same and that these blowers go specifically with the microfast system. Ms. Coffin stated that there is a hum sound and that she has not ever had anyone complain of the sound. Ms. Coffin stated that this blower is more for air intake. Ms. Coffin stated that if there were a problem it is

now required to have a charcoal filter on any vent pipes. Mr. Blaha asked if this system is a smaller footprint. Ms. Coffin stated that it is all by square footage. Ms. Coffin stated that it is probably the same as if it was a regular Title 5 and it may even be a little bit bigger. Mr. Bracken stated that it is a bit bigger but it does have to be the same size as a conventional leaching field and the benefit is that he saves at least a foot on depth by going with this system as opposed to a conventional field. Ms. Coffin asked how high the retaining wall is. Mr. Bracken stated that the retaining wall is 3 feet high. Ms. Coffin stated that retaining walls are always a concern for the board as well as the abutters. Ms. Coffin asked if anything is done regarding runoff from the mound. Ms. Coffin suggested an infiltration trench. Mr. Bracken stated that on the east side there is a coarse driveway along with a row of plantings that will be in mulch. Mr. Bracken stated that on the west side the area is shown to be landscaped but if it became an issue, there is space to provide a stone trench or some plantings. Ms. Coffin suggested the board put that as a condition because it is such a small and narrow lot. Ms. Coffin stated that maybe after a rainy period or even after 6 months, to have the property inspected, so that if there is a problem with runoff, it can be addressed. Mr. Andrews asked if Ms. Coffin's concern is from the mounded area. Ms. Coffin stated yes. Mr. Andrews asked how much space will be provided between the retaining wall and the property line on the left hand side. Mr. Bracken stated 4 feet. Mr. Bracken stated that the system is 5 feet from the inside of the wall and 10 feet from the wetlands so there is about 4 feet. Mr. Bracken stated that this project has been through conservation already and received approval but if the board feels more comfortable with putting a condition that is fine. Mr. Blaha stated that he understands that the motion before the board is to provide a variance change from 150 foot setback. Mr. Andrews stated that was correct. Mr. Blaha asked if a 50 foot variance is common request. Mr. Barlow stated that yes it is. Mr. Barlow stated that the Board of Health grants variances up to 75 feet on a regular basis. Mr. Barlow stated that as long as the board gets something in return such as this nitrogen removal and a better system then what is existing there. Mr. Barlow stated that the Board of Health tries to get the best system that they can on any lot. Ms. Coffin stated that the Board is allowed to grant variances if the engineer/applicant can basically show that they are getting the same degree of environmental protection as would have been achieved with a regular Title 5. Ms. Coffin stated that in reality, the board is getting more environmental protection because a regular septic system does not remove nitrogen at all so between the drip irrigation and the nitrogen removal system it is actually a better system then if they met the 150 foot setback with just a regular Title 5. Ms. Coffin stated that is why the board generally grants variances. **Mr. Barlow moved that the board grant the variances requested for 24 Massasoit Ave for a reduction of setback distances from a proposed soil absorption system to the adjacent wetland resource area from 150 feet to 110 foot, a 40 foot waiver, and a reduction in the setback distances from a proposed soil absorption system to the adjacent wetland resource area salt marsh from 150 foot to 118 foot, a 32 foot waiver, and that the board will have a 2 bedroom deed restriction on this property and the reason the board is granting this variance is because the board is**

getting, in Mr. Barlow's opinion, a much better system. Mr. Barlow referenced the Board of Health's current testing policy on this system. Mr. Barlow added to his motion the concern of the Health Agent regarding runoff. Mr. Barlow stated that should there be any concern and the conservation commission does not address it, which he believes they will, the board shall include that if there are any problem with excessive runoff, then the Board of Health will have this applicant back for a hearing to address the problem. Mr. Barlow referenced the plans prepared by Bracken Engineering and they were received by the Bourne Board of Health on May 13, 2013 for 24 Massasoit Ave. Mr. Barlow referenced the architectural received May 13, 2013. Mr. Uitti seconded the motion. All in favor and the motion passes unanimously.

2. **CHUCK SABBATT – Update on Pocasset Mobile Home Park Status -** Mr. Sabatt stated that the status of the septic at the park within the last 9 months includes two major repairs. Mr. Sabatt stated one was an installation of new conduits in the vicinity of 3rd and 4th avenue, which is the interior of the park. Mr. Sabatt stated that it alleviated some overflow problems that he had been experiencing there. Mr. Sabatt stated that was undertaken with DEP approval. Mr. Sabatt stated that the second major undertaking that he completed a few months ago was the installation of new leaching tanks and leaching. In 2011 through some emergency procedures 5 leaching trenches were installed and that relieved the existing system. Mr. Sabatt stated that at that time it was understood that it was only temporary fix. Mr. Sabatt stated that Mr. Gilpin had given it a life span of one year at most. Mr. Sabatt stated that it worked for over a year and when it became obvious that it was beginning to give out, he had preplanned to replace them which was done. Mr. Sabatt stated that in terms of any issues with the septic system, he has not experienced any major problems in the last 6 months. Mr. Sabatt stated that ironically he had a problem just yesterday with an overflow on 4th Avenue which he reported to Ms. Coffin by email and he understands that this has been repaired now. Mr. Sabatt stated that there may actually be a plumbing issue within the unit itself which has nothing to do with him. Mr. Sabatt stated that he does have another issue which he has reported routinely to the court which is also on 4th Avenue. Mr. Sabatt stated it appears that there is some back up or some blockage in a line on 4th Avenue that services 2 or 3 units in there. Mr. Sabatt stated that he did look at that with Mr. Valeri approximately one month ago, and has authorized Mr. Valeri to proceed with a repair or replacement if necessary. Mr. Sabatt stated that he will follow up on that. Mr. Sabatt stated that he has not had any urgent or emergency situations here. Mr. Sabatt stated that there was a great deal of repair work in that vicinity done during the winter time because of overflows sort of in the same area. Mr. Sabatt stated that the other repairs were done on 3rd Avenue. Mr. Sabatt stated that he did have a problem in the fall on 1st street and 1st Avenue. Mr. Sabatt stated that there was a back up there. Mr. Sabatt stated that those units are serviced on a separate septic system, not tied into the main system. Mr. Sabatt stated that there are about 4 or 5 units there with their own septic system. Mr.

Sabatt stated that the septic system has been routinely pumped. Mr. Sabatt stated that the problem was alleviated when it occurred in the fall. Mr. Sabatt stated that there are no new issues but the ongoing issues he has stayed on top of. Mr. Sabatt stated that in terms of the overall operation, he is pleased to say he now has a full time, soon to be resident, manager named Rudy Vallederas. Mr. Sabatt stated that Mr. Vallederas is on site 24/7. Mr. Sabatt stated that as of tomorrow, he will have unit secured for him and he will be living there which has made and will make a tremendous difference in the overall operation and environment of the park. Mr. Sabatt stated that he is doing some clean up now under Mr. Vallederas' supervision and will get to the lawns and grass commencing next week. Mr. Sabatt stated that he has a few issues in terms of the water. Mr. Sabatt stated not in terms of quality but there have been a few leaks. Mr. Sabatt stated he found 2 on 1st St and both of those have been addressed. Mr. Sabatt stated that there is another one which has been ongoing which is in 6th Avenue, there is a unit there and he has asked Mr. Valeri to take a look at it. Mr. Sabatt stated that it has already been looked at and thought it was taken care of but Mr. Vallederas will look at it again. Mr. Sabatt stated that in terms of the court case, he has a definite "he does not know", he is very surprised that he does not have a decision as of right now. Mr. Sabatt stated that almost one year ago, in August of 2012, the court ruled that Mr. Austin was to provide him with sufficient funding to build an on-site septic treatment plant, put in a new sewer delivery system and repair and replace all the road ways. Mr. Sabatt stated that figure came to approximately 2.8 million dollars and Mr. Austin was instructed to deliver those funds to him. Mr. Sabatt stated that it has not happened. Mr. Sabatt stated that Mr. Austin did file motions to reconsider that ruling. Mr. Sabatt stated that since that time Mr. Austin has been placed in conservatorship. Mr. Sabatt stated that Mr. Austin's son and daughter are his conservers. Mr. Sabatt stated that Mr. Austin has been in a treatment facility. Mr. Barlow stated that from what he understood, Mr. Austin passed away a couple of days ago. Mr. Barlow stated that he was in Lewis Point Nursing Home. Mr. Sabatt stated that he was unaware of Mr. Austin's passing. Mr. Sabatt stated that upon that news, it will change things and someone will now become the estate's executor. Mr. Sabatt stated that he is surprised that he was not one of the first to know. Mr. Sabatt stated that in any case, his son and daughter did ask for and was granted a hearing in February of 2013 to ask the court to reconsider its order and to revise its order to allow them to close the park. Mr. Sabatt stated that they did not want to post the funds. Mr. Sabatt stated that is the issue on the table now. Mr. Sabatt stated that they also have a motion to stay the court's order from 2012 which is under consideration. Mr. Sabatt stated the Attorney General's Office and Phil Austin were trying to negotiate some sort of settlement. Mr. Sabatt stated that the case fell stillborn and nothing happened. Mr. Sabatt stated that the judge was notified that there would be no settlement and was asked to consider the motion. Mr. Sabatt stated that was a considerable time ago, at least early March. Mr. Sabatt stated that he is very surprised there is not yet a ruling. Mr. Sabatt stated that what he has seen happen with respect to motions is that they do get acted on but they acted on by other judges. Mr. Sabatt stated that it tells him that the judge that had this case in February has now moved

on to something else which could mean that the motion is on the bottom of someone else's pile or could be on someone else's desk. Mr. Sabatt stated that his sense is that the hearing judge will not allow that motion, she will not allow the park to be closed, and that she will order them to post the funding. Mr. Sabatt stated that it is frustrating that he does not have a final ruling at this point. Mr. Sabatt stated that there will be an appeal but the judge does not have to stay that order in the interim which would then render the appeal mute. Mr. Sabatt stated that he wished he has more information about it but he has not. Mr. Uitti asked if a lot of people have moved out. Mr. Sabatt stated no. Mr. Uitti stated that it seems like there are more empty lots. Mr. Sabatt stated that the status is there is more of a problem with people moving in then moving out. Mr. Sabatt stated that was one of the things he really needed to get a handle on. Mr. Sabatt stated that units are being rented and he does not know exactly who is moving in. Mr. Sabatt stated that he has a very good grip on that now. Mr. Sabatt stated that he has taken some measures to try to prevent that from happening. Mr. Sabatt stated that he does not think there are vacant lots, but there are units that were owned by the park that he has evicted people from. People were in those units in various illegal capacities, mostly trespassers. Mr. Sabatt stated that it took a long time to get them out but they are now out so that is maybe what Mr. Uitti is referring to as vacant lots. Mr. Sabatt stated that there are maybe 7 units that are empty. Mr. Sabatt stated that no trailers have been removed so there are no vacant sites but the units that were owned by the park are vacant. Mr. Sabatt stated that there is one in the park that is being contested between the former manager and the officer of the state. Mr. Sabatt stated that is the one unit that is occupied. Ms. Cole asked since the work has been done will that mean that other people will be able to move into the vacant trailers. Mr. Sabatt stated that theoretically, according to the license, he can rent out the units. Mr. Sabatt stated that there are 2 issues that would prevent him from renting them out. Mr. Sabatt stated that number 1 is that he does not think these units are habitable in his estimation. Mr. Sabatt stated that number 2; in terms of his management of the park, he has no desire, to rent them out at this point. Mr. Sabatt stated that according to the license he can rent out additional sites, under the discretion of Ms. Coffin. Ms. Coffin stated that the park cannot bring in any more trailers on an empty lot. Ms. Coffin stated that she cannot recall if they are park owned or not. Mr. Sabatt stated that he has received calls over the past couple years of people wanting to move into the park and he has discouraged them and informs that there is no availability at this time. Ms. Cole stated that she just wants clarification. Ms. Cole asked if once the trailers are patched up, he can rent out more trailers if he feels like it. Mr. Sabatt stated that if he wanted to with the units that he owns, meaning the park, could be rented and would not be a violation of the license. Ms. Cole asked if that would put more of a strain on the system. Mr. Sabatt stated that it probably would but the likelihood of the park renting out any of its units is unlikely. Mr. Barlow stated that technically these units were already occupied and is now vacant so if Mr. Sabatt wanted to rent them to someone else, they are already part of the system. Ms. Cole stated that she may not be making herself clear. Ms. Cole stated that if Mr. Sabatt chose to sell these or whatever you choose, there may have been one

person living in the trailer previously. Ms. Cole stated if these units get sold or rented, a whole family could move in so eventually that would mean more people moving in causing more of a stain on the system. Mr. Barlow stated that it is not likely that this would happen. Mr. Barlow stated that the park still needs to deal with the Board of Health and the Health Agent. Mr. Sabatt stated that it is sort of a mute question because these are not habitable units and he is not going to rent these units or sell these units. Mr. Sabatt stated to be candid about it, he has discussed with Mr. Vallederas the prospect of selling these units and in the same conversation, before this would happen, he would want to discuss this with the board of health. Mr. Sabatt stated that he not about to make a move in that direction. Mr. Andrews stated that the license states that the Board of Health has the discretion over the park owned units. Mr. Barlow said the board made that very clear on the license. Mr. Sabatt stated that there is sufficient cash flow here currently that meets the needs adequately. Mr. Sabatt stated that he is able to meet all of his obligations here and there is still an ample amount of money in reserve. Mr. Sabatt stated that he does not foresee that he will be renting any of these units and he does not foresee that any will be selling in the immediate future but he may discuss with someone the prospect of his buying one or of them which would be brought before the board before it was done. Mr. Sabatt stated that it would be done on a one unit at a time basis. Ms. Cole stated that by doing this she feels they are taking on step ahead then 3 steps back. Mr. Sabatt stated that it is a very academic discussion because there is nothing on the table right now. Ms. Coffin stated that working with Mr. Vallederas has been very nice. Mr. Andrews thanks Mr. Sabatt for attending this evenings meeting and updating the board. Mr. Andrews asked about the meeting Mr. Sabatt had with the occupants of the park. Mr. Sabatt stated that he met with them in May and hopes to have another meeting in July. Mr. Andrews stated that was great and feels this opens up communications with the occupants of the park. Mr. Sabatt stated that he meets fairly regularly with them, at least every 2 months. **No action need be taken at this time.**

- 3. Approve minutes of May 22, 2013** – Mr. Andrews stated that he has found an error in the minutes of May 22, 2013. Mr. Andrews stated that it shows under members present that Mr. Andrews was at this meeting when in fact he was not. It has been instructed to the secretary to remove Mr. Andrews name from the minutes of May 22, 2013. **Mr. Barlow made a motion to accept the minutes as amended. Mr. Uitti seconded the motion. All in favor and the motion passes unanimously.**

Mr. Barlow made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 7:43 P.M.

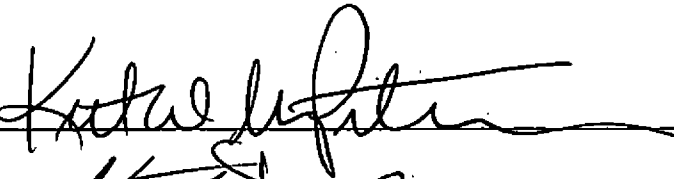
Respectfully taped and typed by,

Lisa M. Collett
Secretary

Reviewed and approved by

Cynthia A. Coffin
Health Agent

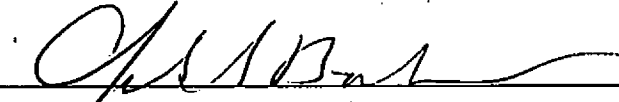
Kathleen Peterson



Stanley Andrews



Galon Barlow



Don Uitti

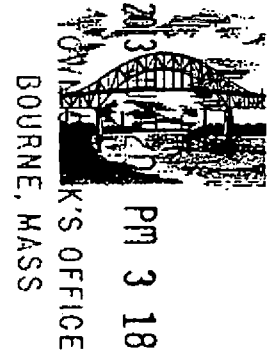


Kelly Mastria

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

June 26, 2013

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

- 1. ISWM – Steve Torres, Attorney – Discussion regarding RFP process -**
- 2. 134 TAHANTO RD – Gregory Siroonian for the Duserick Residence – Request waiver to use the existing septic system for proposed renovation.**
- 3. 175 PRESIDENTS RD – Barbara Frappier for Al and Barbara Morton – Request waiver to use the existing septic system for proposed renovations.**
- 4. DISCUSS COMMITTEE ASSIGNMENT – Stanley Andrews**

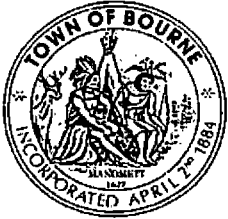
cc Board of Selectmen/Town Clerk

Signed: *Lisa Gallett*

Title: Secretary

Date: June 26, 2013, 2013

2013 AUG 15 PM 3 38



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE
TOWN CLERK'S OFFICE
BOARD OF HEALTH
BOURNE, MASS

24 Perry Avenue
Buzzards Bay, MA 02532
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MINUTES
June 26, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary; Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent & Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M.

1. **ISWM – Steve Torres, Attorney – Discussion regarding RFP process-** Ms. Peterson stated that she took it upon herself to cancel this discussion with Attorney Torres because there is nothing new to discuss. Ms. Peterson stated that the board was supposed to have received an initial copy of the lease to start to review but it has not arrived yet. Ms. Peterson stated that the Town of Bourne feels that the Board of Health's position will be compromised if the board sees the lease. Ms. Peterson stated that she is unaware of what the legal basis is of this and asked Attorney Torres to look into it. Ms. Peterson stated that to save the town money she did not see any need to bring Attorney Torres here, driving an hour to and from, because there is nothing to ask him. Ms. Peterson stated that the board has not reviewed the lease nor have they seen the lease. Ms. Peterson stated that she would have advised the board not to ask too many questions because the board is not involved with what is currently happening. Ms. Peterson stated that when they choose to allow the board to see the lease, then Mr. Torres will be requested to appear before the board. Mr. Barlow stated that it should be made clear that nothing is going to happen on this property regardless of who signs the lease until the Board reviews and approves everything. Ms. Peterson stated that she has made it perfectly clear. Mr. Barlow stated that the Selectmen say things like "the Board of Health is on board" but the Board isn't always aware of what is going on. He mentioned the time that they sold the air space for up to 2 million dollars less than what it was worth. Mr. Barlow stated that the money would have been in this town, circulating in this town. Mr. Barlow stated that he would not support anything until the board knows everything that is going on over there. Ms. Peterson agreed. Ms. Peterson stated that they are just not ready. Ms. Peterson stated that she thought the board would be involved in meetings already

but they are just way behind she is guessing. Ms. Peterson stated that she is not an attorney but does not understand how the board's position could be compromised by viewing the lease. **Mr. Andrews made a motion to move to item number 2. Mr. Uitti seconded and the motion passes unanimously.**

2. **134 TAHANTO RD – Gregory Siroonian for the Duserick Residence – Request waiver to use the existing septic system for proposed renovations.** – Mr. Siroonian stated that this project is pretty straight forward and simple. Mr. Siroonian stated that this is an elderly couple with a 4 bedroom home. Mr. Siroonian stated that all the bedrooms are on the second floor. Mr. Siroonian stated the proposal is to reconfigure the first floor to allow a bedroom and some storage space and maybe a slightly bigger bedroom up stairs. Mr. Siroonian stated he is not increasing the footprint. Mr. Siroonian stated that he is taking the existing living space and making it bedroom space. Mr. Siroonian stated that one of the smaller bedrooms upstairs will be turned into storage with built in shelving and cubby space. Mr. Siroonian stated that the bedroom space will become a 15% increase and with the non-bedroom it is only 1% increase. Mr. Siroonian stated that some of the new bedroom space is coming from a porch which is really just enclosed space that he counted as living space. Ms. Peterson asked what is going in the new bedroom upstairs under storage. Mr. Siroonian stated it will be built in shelves with cubbies. Mr. Siroonian stated that he tried to get it just under the 70 square feet so that it wouldn't technically qualify as a bedroom. Mr. Siroonian stated that he is trying not to get into too much construction. Mr. Andrews stated it is hard to read the scale on this. Mr. Andrews asked how big the opening to the storage area will be. Mr. Siroonian stated it will be a normal 3 foot door. Ms. Peterson stated it must be at least 4 foot. Mr. Siroonian stated he can get it under the 70 square feet. Mr. Andrews stated there still must be a 4 foot opening or larger. Mr. Siroonian stated that he thought as long as the square footage is under 70 then ok. Mr. Barlow stated Mr. Siroonian should be able to get pretty close to a 4 foot opening. Mr. Barlow stated if Mr. Siroonian can get 40 inches and no door then that would probably be sufficient. Mr. Barlow stated that he knows the board usually likes a 4 foot cased opening but in this case, because it already exists, the board may approve a 40 inch cased opening. Mr. Siroonian stated that he is proposing no work around the opening and he was trying to preserve the room. Mr. Siroonian stated that he is familiar with the rule. Mr. Barlow stated that the board just does not want to see anyone putting a door onto this opening. Mr. Siroonian stated that he is less than 70 square feet according to Title 5 rules does not come close to meeting the definition of a bedroom. Mr. Barlow stated that is the states regulation and the Bourne Board of Health have its own regulations. Ms. Coffin stated that it is not really in the Title 5 regulations. Ms. Coffin stated that any room that offers minimum seclusion. Ms. Coffin stated that the room does not even need closets, so the board has always used the minimum seclusion rule. Ms. Coffin stated that Mr. Siroonian is correct and that it does not meet the housing code. Mr. Barlow stated that in 2005 there were renovations done to the property where they increased the square footage but it was non-bedroom space. Mr. Andrews stated this is the second time they have been before

the board in eight years. Mr. Siroonian stated that was the porch addition. Mr. Siroonian stated that he did include the porch in this calculation. Mr. Andrews asked that in 5 or 6 years will the applicants request yet another increase. Mr. Siroonian stated that this is all within the footprint. Ms. Coffin stated that it was 27% non-bedroom before so it was a 1% decrease actually. Ms Coffin stated that this project is actually going down from what was approved the last time. Ms. Coffin stated that the bedroom is increased but the number of bedrooms is the same. **Mr. Andrews made a motion to approve the request of waiver for the use of the existing septic system at 134 Tahanto Road with the renovation of the architectuals that were dated received June 5, 2013 provided the applicant notes on the print the increase in the door spacing to the prints of record and modify that to a 40 inch opening to the storage room on the second floor. Mr. Andrews added to his motion that a deed restriction be applied for no further increase in bedroom space unless the applicant appears back before the board. Mr. Barlow seconded the motion. All in favor and the motion passes unanimously.**

3. **175 PRESIDENTS RD – Barbara Frappier for Al and Barbara Morton – Request waiver to use the existing septic system for proposed renovations –** Ms. Frappier stated this is a 2 bedroom dwelling. Ms. Frappier stated the Morton's would like to bump out one of the bedrooms on this one story house and also a bump out in the kitchen in order to accommodate an eat in kitchen and the other is to increase the bedroom space by 45 square feet. Ms. Frappier stated that she meets the criteria based on the sheet just submitted to the members of the board. Ms. Frappier stated that there is a 22% increase in the square footage of the bedrooms and a 22.5% increase created by the bump out in kitchen for non-bedroom space. Ms. Frappier stated that in the non-bedroom space, she did include the sun porch. Ms. Frappier stated that there will be a 22.3% increase overall on the dwelling. Ms. Frappier stated that the septic is on the side and she has been through the Conservation department so the resource areas are confirmed. Ms. Coffin stated that the project does meet the board's general policy guidelines. Ms. Coffin stated that there was a Title 5 inspection done in 2011 and there were no signs of any ponding or backup then. Ms. Coffin stated that because it does meet the criteria to the general policy, it seems like a waiver was in order. Ms. Coffin stated that the board might want to consider a deed restriction too. Ms. Coffin stated that the system is designed for 3 bedrooms and this is a 2 bedroom dwelling. Ms. Coffin stated that the board may want it documented that it stays as a 2 bedroom dwelling. Ms. Peterson stated if the system is designed for 3 bedrooms then she would not want it documented for only 2 bedrooms. Ms. Coffin stated this property is more of a concern to add bedrooms because if another bedroom were to be added, the system should be upgraded to an alternative technology system. Mr. Barlow stated that this property is very low and right on the marsh. Mr. Andrews asked what year the system was done. Ms. Coffin answered, in 2000. Ms. Coffin stated that the document says existing is 197 now the 241 is proposed so is something being taken away from another bedroom. Ms. Coffin stated that it says expansion by 72

so if she adds 72 to 197. Ms. Frappier stated that she is adding 43.5. Ms. Coffin stated to reference the letter because 72 would bring it over the amount allowed. Ms. Peterson stated to make sure Ms. Frappier makes the correct change on the letter and initial. Mr. Andrews stated there is a kitchen expansion of 144 feet which is correct. Ms. Coffin stated that according to her figure, the 12X12 and the 12X6 equals 72 square feet so where is the 43.5 coming from. Mr. Barlow stated that it all depends on the inside dimensions and outside dimensions. Mr. Morton stated the bedroom is coming out 6 feet and across by 12 feet. Mr. Morton stated that the big closet is measured in as living space not closet space. Ms. Coffin stated that no one else has ever excluded the closet. Ms. Frappier stated that she has never counted closet space in her calculations. Ms. Coffin stated that she cannot recall it ever being subtracted. Ms. Coffin stated she would have to go back and research other plans because this would put this project up to 36%. Ms. Coffin stated that she does not remember people taking closets out of bedrooms. Ms. Coffin would like to go back and research. Mr. Andrews asked if there were any existing floor plans available. Ms. Frappier stated no. Mr. Andrews stated that he cannot tell what is new and what was existing. Ms. Frappier stated that she will have the architect draw up existing plans. Mr. Morton tries to explain to the board what is existing. Ms. Frappier suggests continuing until existing plans are drawn by the architect. The board discusses the and tries to figure the plans that are submitted. Ms. Peterson stated that she would like existing plans also. **Mr. Uitti made a motion to continue 175 Presidents Road until the next meeting dated July 10, 2013. Mr. Andrews seconded the motion. All in favor. Motion passes to CONTINUE unanimously.**

4. **DISCUSS COMMITTEE ASSIGNMENT – Stanley Andrews** – Mr. Andrews stated that currently he represents the Board of Health on 2 committees. Mr. Andrews stated one being the Waste Water Advisory Committee and the other being the ISWM Business Model Working Group. Mr. Andrews stated that his committee work and other obligations bring him to a point where he must step off one of these committees. Mr. Andrews stated that the Waste Water Advisory Committee is at a good transition point. Mr. Andrews stated that they have developed a plan and town meeting has approved funding to continue with this plan. Mr. Andrews stated the report has been completed and presented to the Board of Sewer Commissioners and this would be a good transition time for that committee for a new member to step in on. Mr. Andrews stated that they are starting to send out the RFP's for the hydrological studies for the proposed sites to see if they are even capable of handling the discharge areas. Mr. Andrews stated that this is a good transition time and it would fit into his schedule entails. Ms. Peterson stated that she and the board thank him for all his work on the Waste Water Committee. Ms. Peterson asked how much time is involved with sitting on this committee. Mr. Andrews stated that it is typically 2 meetings per month on Wednesdays, alternate from the Board of Health meetings. Ms. Peterson stated that is a lot considering the Board of Health may, at any time, be undertaking extra meeting also. Ms. Peterson stated that right now it does not look like next

month but it could. Mr. Andrews stated that although they do meet twice per month, the second meeting has been very short. Mr. Andrews stated that they are not performing as much work as they were one year ago or even 8 months ago when they were meeting with the commission and gathering all the information to put into the report. Mr. Andrews stated that right now it is primarily the consultant that the town has hired reporting back to the committee to how the process is going along. Ms. Peterson asked if there is anyone on the board that would like to sit on this committee. Ms. Peterson asked if this is a committee that a board member must sit on. Mr. Andrews stated that it is. Mr. Andrews stated that the way the committee was set up; a member of the Board of Health has always been on. Ms. Peterson stated that this is an elective thing and not something that this board has to do. Mr. Andrews stated you would not have to go to all the meetings but the Board of Health does have a representative that is assigned to this committee. Mr. Andrews stated that his term ends on June 30, 2013 and a new set of appointments will be coming out the beginning of July. Mr. Barlow stated that he cannot sit on this committee because he is a customer of sewage. Mr. Barlow stated that not only this committee but the Landfill Committee also he has a big problem with because they put you on these committees with several other members of other boards and each member counts as one vote. Mr. Barlow stated that they do whatever they want to do regardless. Mr. Barlow stated that they will say that the Board of Health is on board and we are not on board with them. Mr. Barlow stated that the Board of Health has never really seen what's going on but because it's a committee made up of a whole bunch of members, the Board of Health is kind of diminished and over run. Mr. Barlow stated that he would say to them personally, if you want to appoint a committee to look at what's going on at the Landfill, that's fine but then you should come before the Board of Health and tell us what is going on. Mr. Barlow stated that then the whole board gets to participate. Mr. Andrews stated that the only role he played for the Landfill is to remind them to look at the site assignment and keep in touch with the Board of Health and the chair. Mr. Andrews stated that the Waste Water Committee, he gave information to help them better understand waste water. Mr. Andrews stated that there are people on that committee that have no idea what waste water is. Mr. Andrews stated that he was trying to educate the other committees and keep everything going in the right direction. Ms. Coffin stated that she serves on a lot of committees, which is an important part of her job, and feels the Board of Health would not want a member on the Waste Water Committee. Ms. Coffin stated that for one reason, it does not look very good if you have a town looking at waste water and the Board of Health does not have a representative. Ms. Coffin stated that what if someone brought up an issue that was in a zone II and the committee could start spinning their wheels, come up with a plan, come before the board with an idea and then the board could say gee, we're sorry but. Ms. Coffin stated that if someone from the Board of Health was already on there for the initial stages. Ms. Coffin stated that for PR purposes, a Board of Health member should be on there and to help the committee to get where they need to be because you have a lot of lay people looking at waste water. Ms. Peterson suggested Zack Seabury. Ms. Coffin stated

she thought it has to be an elected member. Mr. Andrews stated that the committee was set up for a member from the Board of Health. Mr. Barlow stated that it is the Selectmen's committee. Mr. Andrews stated that it is the Sewer Commissioner committee. Mr. Barlow stated that more often than not, the information they want they can get from Ms. Coffin. Mr. Barlow stated that if the information they are looking for is more than Ms. Coffin can offer then Ms. Coffin should suggest they come before the board so that everyone knows what's going on. Mr. Barlow stated that he is a customer with sewage so he will not be able to be on the committee. Mr. Andrews stated that they do have customers that sit on this committee. Mr. Barlow stated that he was told by the Ethics Committee not to sit on the Waste Water Committee. Mr. Barlow stated that he is an elected official and a customer so does not sit on that board. Mr. Barlow stated that his seat with the Board of Health is elected so he is not going to get involved with anything that could change the price of what he pays for sewage in any way. Mr. Barlow stated that it is illegal and unethical. Ms. Coffin stated that he would not be making the ultimate decision. Ms. Coffin stated that the Selectmen will be making the ultimate decision. Ms. Coffin stated the seat just makes recommendations. Mr. Barlow stated that it does not matter. Ms. Peterson stated that this is really a mute point right now because there is not a Board of Health member that wants to sit on this committee. Ms. Peterson stated that she understands not having time and she certainly does not have the time. Ms. Peterson stated that she does not want the Board of Health's position compromised. Mr. Barlow suggested Ms. Mastria. Ms. Mastria stated that she does not yet have enough experience. Ms. Peterson stated that Ms. Mastria has only been to one meeting so far and feels this is a lot to ask of Ms. Mastria. Ms. Coffin asked if Mr. Andrews could find out if it needs to be an elected member. Mr. Andrews stated that the composition of the committee shows a member of the finance committee, member of the board of Health, a commercial user, a residential user, a couple of members at large etc. Ms. Coffin stated that the Board of Health does not necessarily mean the 5 member board. Ms. Coffin asked to get a clarification. Ms. Coffin stated that Mr. Seabury may show an interest if he could, if he is eligible. Mr. Andrews stated that she would have to see because it states a member of the Board of Health. Ms. Peterson stated that should be looked into because it is unfair to ask Ms. Mastria to sit on it having just joined the Board of Health, Mr. Barlow has been told by the ethics committee that he is unable to sit on it, and she is unable due to issues in front of the board at this time and Mr. Uitti is away for most of the rest of the summer along with the fact he too sits on another committee on Wednesday nights. Ms. Peterson stated that if Mr. Seabury wants to sit on this committee and is able to that would be a great addition to this committee. Ms. Peterson stated that she feels Mr. Seabury would be a wealth of knowledge for this committee. **Mr. Barlow made a motion to ask Mr. Seabury to sit on the Waste Water Committee.** Ms. Peterson stated that it must first be verified if it needs to be an elected board member. Ms. Peterson stated if not, then she thoroughly supports Mr. Seabury sitting on this board. Mr. Barlow stated that Mr. Seabury would be able to keep the Board of Health informed. Mr. Andrews stated he has all the books that he can hand down

to Mr. Seabury. Ms. Peterson stated that there is still the trailer park issue. Mr. Barlow stated that they do not deal with that. Mr. Barlow stated that it is a funny thing that it's the sewer advisory commission and they don't deal with sewer issues for people that actually live in town but will on stuff that has not even happened yet. Ms. Coffin stated that will all come later. Ms. Coffin stated they are only addressing Buzzards Bay now. Mr. Andrews stated that the charge that the committee has been given is to deal with the economic development area from the bypass to the canal, from rotary to rotary. Mr. Barlow stated that he is not disputing that but is just pointing out. Mr. Andrews stated that the committee in the past was charged with a more blanket and that's when they came out with the big time bomb for sewerage all the way from Sagamore Beach and all of Buzzards Bay which was astronomical. Ms. Peterson stated that you can see with what is happening down cape with all of these decisions; it's not going very well. Ms. Peterson stated that this is not something that will happen today or tomorrow so it might be good were Mr. Seabury is newer and at some point if Ms. Mastria feels comfortable and wants to move over to it, maybe she could attend some meetings. Mr. Andrews stated that she can still attend some meetings to get a feel of what is going on. Ms. Coffin stated that she will find out. Mr. Andrews stated that he will not be picking up his appointment papers. Ms. Peterson thanked Mr. Andrews for sitting on the committee. **No action was taken at this time.**

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 7:38 P.M.

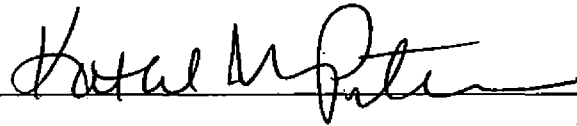
Respectfully taped and typed by,

Lisa M. Collett
Secretary

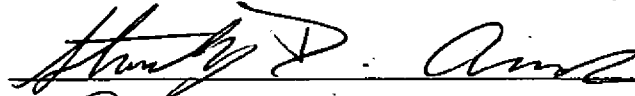
Reviewed and approved by

Cynthia A. Coffin
Health Agent

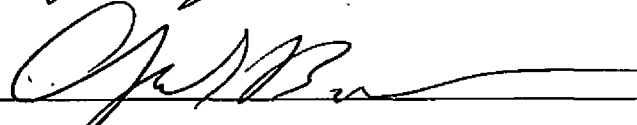
Kathleen Peterson



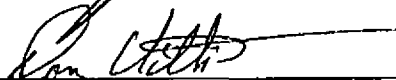
Stanley Andrews



Galon Barlow



Don Uitti



Kelly Mastria

cc Board of Selectmen/Town Clerk



2013 JUL 3 PM 10:10
TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MA Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

July 10, 2013

Time:

7:00 P.M.

Place:

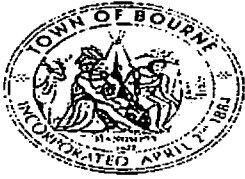
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 175 PRESIDENTS RD – CONTINUED from June 26, 2013 – Barbara Frappier for Al and Barbara Morton – Request waiver to use the existing septic system for proposed renovations –
2. 51 GILDER RD – William Curt Duane – Request waiver to use the existing septic system for proposed renovations and additions –
3. 31 LITTLE BAY LANE – Eva Vekos – request waiver regarding Chicken Coop Regulation and distance to property lines -
4. REORGANIZE BOARD –
5. APPROVE MINUTES DATED JUNE 12, 2013

cc Board of Selectmen/Town Clerk

Signed: *Susan Collett*
Title: Secretary
Date: July 3, 2013



2013 JUL 3 PM 12 12
 TOWN OF BOURNE
 TOWN CLERK'S OFFICE
 BOARD OF HEALTH
 BOURNE 24 Perry Avenue
 Buzzards Bay, MA 02532
 Phone (508) 759-0615 x1
 Fax (508) 759-0679

2013 JUL 10 PM 12 36
 TOWN CLERK'S OFFICE
 BOURNE, MASSACHUSETTS

Cynthia A. Coffin,
 Health Agent

AMENDED AGENDA

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
 Schedule of Meeting

Date:

July 10, 2013

Time:

7:00 P.M.

Place:

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

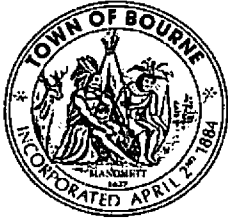
AGENDA ITEMS:

ISWM - DAN BARRETT - DISCUSS Leachate Issue

1. 175 PRESIDENTS RD – CONTINUED from June 26, 2013 – Barbara Frappier for Al and Barbara Morton – Request waiver to use the existing septic system for proposed renovations –
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5. APPROVE MINUTES DATED JUNE 12, 2013

cc Board of Selectmen/Town Clerk

Signed: *Lizann Collett*
 Title: Secretary
 Date: July 3, 2013



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES July 10, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary; Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent, Zack Seabury, Health Inspector & Lisa Collett, Secretary

Meeting was called to order at 7:01 P.M.

- 1. ISWM – Dan Barrett – Discuss Leachate issue** – Ms. Peterson stated there is an item that has been added so this is an amended agenda. Ms. Peterson asked that Mr. Barrett from ISWM to come forward to discuss some leachate issues. Mr. Barrett stated that he called the chairperson of the Board of Health as he usually does when there is an event that he would consider substantial. Mr. Barrett stated that sometime on Sunday afternoon on July 7, 2013, the leachate piping system in phase 4 stage 1 liner system failed causing the leachate in the primary sump to be pumped into the secondary system. Mr. Barrett stated that the secondary system quickly filled over capacity causing some leachate to spill into the retention basin on phase 4 stage 1. Mr. Barrett stated that they discovered the situation on Monday morning, shut the pumps down, determined the problem and repaired it. Mr. Barrett stated that the primary pump is back online Monday afternoon. Leakage from the cells was contained and stopped. Mr. Barrett stated that they contacted J.P. Noonan, Monday morning, about the situation and they responded quickly with vacuum trailers and began pumping water out of the retention pond and hauling it off site. The secondary pump was turned on this morning and the system was pumped out by the afternoon. Mr. Barrett stated that he contacted the Department of Environmental Protection (DEP) of the failure on Monday morning. Mr. Barrett stated that he already has a protocol to handle these situations in place and they instructed him to follow the protocol, taking the necessary steps to stop the leakage and clean up the overflow. He informed DEP that he had already started the process and that he would keep the DEP abreast of their progress. Mr. Barrett stated that Mr. Quinn, from SITEC Engineering came on site, observed the progress and assisted with testing that needs to be done to

comply with the clean up protocol. Mr. Barrett stated that of this afternoon, all the water had been removed from the pond and they began to remove underlying soils to complete the clean up. Mr. Barrett stated that this was an unfortunate incident. Mr. Barrett stated that this is a brand new pumping system. The piping failed and they are trying to figure out why. They took the whole thing apart and replaced it with all brand new components. Part of the problem was because it was not one single piece of pipe. Mr. Barrett stated that it has been replaced with all single pieces of pipe. They also installed a manual shut off valve in the middle so they don't have to rely on a back flow preventer. Mr. Barrett stated that the good news is that it was a very small amount of water and he was able to get it very quickly thanks to J.P. Noonan. He feels they are now in pretty good shape. As part of the testing protocol that he worked out with DEP, for all these types of situations, he will calculate the distance to the nearest groundwater monitoring well. He stated that the County is due to come do some testing within the next 2 weeks, then another round on those wells 2 weeks after that. They will be able to predict if there is any contamination and when it will hit it. Mr. Barrett stated that he does not anticipate any issues. He stated that as the board already knows, leachate is not a hazardous waste. This situation still does not make him happy. There was an operational flaw, and installation flaw and he certainly won't allow that to happen again. Ms. Peterson stated that she wonders why it took until Monday for someone to notice this problem. Ms. Peterson stated that she knows there are people there on Sunday and isn't that why they are there. Mr. Barrett stated that the facility is open 7 days per week and that is why he can narrow it down that it happened Sunday afternoon. When the guard in the cell did his walk around the pumps were all functioning fine, and then everyone left for the day. Given the amount of water that was in there and looking at when the employees left, it had to happen sometime after closing. Ms. Peterson stated that she would like to see Mr. Barrett back in a couple of weeks to see how he has corrected that operational problem. **No action need be taken at this time.**

2. **175 PRESIDENTS RD – CONTINUED from June 26, 2013 – Barbara Frappier for Al and Barbara Morton – Request waiver to use the existing septic system for proposed renovations and additions** – Ms. Frappier stated that she has provided plans of the existing house and the proposed renovations to the Board of Health. Ms. Frappier stated there was also a discrepancy of approximately 30 square feet in the bedroom space which centered around a closet. Ms. Frappier stated that according to the Bourne Board of Health policy, the Board does not count closets, which equaled the 30 feet in question. Ms. Coffin stated that Ms. Frappier is correct. Ms. Peterson asked Ms Coffin if all the figures work out. Ms. Coffin stated that it seems to be fine now. Ms. Peterson asked if the members of the board had any questions or concerns. Mr. Andrews stated that the square footage matched to the numbers provided so he is comfortable now. Mr. Barlow stated that he is all set. Ms. Mastria stated yes and Mr. Uitti stated yes also. **Mr. Andrews made a motion to approve the waiver to allow the continued use of the existing septic system in conjunction with the planned renovations. Mr. Andrews stated that the work includes an**

expansion of an existing bedroom by 43.5 square feet and a kitchen expansion of 144 square feet. Mr. Andrews stated that there will be no increase in number of bedrooms. Mr. Andrews stated that the plans are received by the Board of Health July 13, 2013 of existing and proposed renovations. Mr. Andrews stated that there will be a 2 bedroom deed restriction and prior to any other renovations, the applicant must come back before the board. Mr. Barlow seconded the motion. All in favor and the motion passes unanimously.

3. **51 GILDER RD – William Curt Duane – Request waiver to use the existing septic system for proposed renovations and additions.** – Mr. Duane stated that he had previously constructed a garage and that there is already a septic system on the property. He bought the property in 2003. It is on a half acre lot and is in the highest area on Gray Gables. He purchased the property from Mark Weatherby and the septic system was being upgraded. Mr. Weatherby was going to install a four bedroom septic system, with three 500 gallon leaching chambers. Mr. Duane asked the installer what he would have to do to make the system larger in case he wanted to add on to the house. At his expense, Mr. Duane asked for four leaching chambers to be installed to give a design flow of 566 gallons per day, for a five bedroom system. The system is 205 feet from the resource area. He has a letter from the Conservation Committee stating that the coastal bank is a topographical anomaly and is a bank by definition only. Mr. Duane spoke with Mr. Mullaney at length about the bank. Mr. Duane stated that now the garage has been built. At first it was just for storage but the second floor is really nice, so he has decided to put a bathroom up there and maybe a bedroom, office, recreational area etc. Mr. Duane stated that he was just going to do it but fortunately Ms. Coffin informed him that he needs to come before the Board of Health and request a waiver first. Ms. Coffin stated that there is a coastal bank, but it is by definition only according to the Conservation Commission. If the Board agrees with this, there is not a setback issue. Ms. Peterson stated that she would feel more comfortable if Mr. Duane knew exactly what he plans on doing with the space. Ms. Coffin stated that Mr. Duane came into the office and stated he wanted to put the bathroom in. Ms. Coffin asked Mr. Duane what his future use was for the rest of the space. Ms. Coffin stated that if his future intention was to turn it into a bedroom then she advised Mr. Duane to ask for that now as well. Ms. Peterson stated that she suggests he propose the bedroom now and let the board look at the plans to work it through that way, and then the bedroom part of this is established. Mr. Duane stated that he has a 5 bedroom system and he has 3 bedrooms existing, so he is proposing to add a bedroom. Mr. Duane stated that he knows the square footage looks heavy but he did not want to put any walls or anything. Mr. Andrews stated that the plans show existing at 523.5 with a proposed of 470 square feet. Ms. Coffin stated that she did not look at this because if it is not a coastal bank then it's not an issue. Ms. Coffin stated that Mr. Mullaney, the Conservation Agent, already told her it is not a true coastal bank. Ms. Coffin stated that in her opinion the percentages did not really come into play because the whole idea is if it's not a coastal bank then the board does not generally worry about the coastal bank

issues. Mr. Andrews stated that he would still like to see the paperwork submitted correctly. Mr. Duane stated how he came up with his percentages. Mr. Andrews stated that the total should be the cumulative of the existing and the proposed. Ms. Coffin stated that the total is only the increase between the existing and the proposed. Ms. Coffin stated that it is approximately an 89% increase. Mr. Barlow stated that he is comfortable with Conservation's thoughts and Ms. Coffin's. Mr. Barlow stated that this is technically out of the Board of Health's realm. Ms. Peterson stated that it is under our purview because of the coastal bank, and all of Gray Gables has to deal with that. Mr. Barlow stated that he knew that and this board has dealt with this before. Mr. Barlow stated that as a rule, Board of Health usually accepts what the Conservation Commission decides. Ms. Coffin stated that there was another issue about this property due to a complaint from an abutter. The result was that a vent had to be installed on the existing leaching system. Ms. Coffin stated that she looked at this system the end of 2012 and it was almost empty so it is working fine. Mr. O'Connor, a resident of Gray Gables, stated he called the EPA on Mr. Duane twice for major violations. Mr. O'Connor stated all the plans never had any stamps on them. Mr. O'Connor stated his house is 3500 square feet and Mr. Duane's house is 2000 square feet. Mr. O'Connor stated he was only allowed 2 bedrooms so wonders how does Mr. Duane get away with 4 bedrooms. Mr. O'Connor stated that Ms. Coffin told him that Mr. Duane's septic design is for 5 bedrooms. Mr. O'Connor stated that he asked for a plan showing 5 bedroom design but never got it. Mr. O'Connor stated that he went to Mr. LaPorte, the Building Inspector, asking for a certified foundation plan. Mr. O'Connor asked how a variance can be awarded without knowing how close he is. Mr. O'Connor stated that Ms. Coffin told him that this was now up to the State. Mr. O'Connor stated that Captain Owens is on top of this and has also gone to Mrs. Coakley from the Attorney General's Office. Mr. O'Connor stated that he just talked to Captain Owens in his office and tried to call Mr. Duane but Mr. Duane never returned his call. Mr. O'Connor stated that Captain Owens stated the next time he will send the State Police. Ms. Mastria asked what Mr. O'Connor's objection is. Mr. O'Connor stated that Mr. Duane has 4 flow diffusers but never saw a certified plan showing the 4 flow diffusers. Ms. Coffin stated that this issue Mr. O'Connor is speaking of is before engineered plans were required. Mr. O'Connor asked how can you design a plan and not have that plan stamped. Mr. Barlow reminded Mr. O'Connor that this took place before the Board of Health was requiring engineered plans. Mr. O'Connor stated that Ms. Coffin cannot do that. Mr. Barlow stated that we can and we did. Mr. O'Connor stated that it's in the Charter and the town bylaws that you cannot do any approvals in-house. Ms. Peterson interrupted and stated she is going to stay on point and only discuss what is on the agenda tonight only. Ms. Peterson stated that this will stay with the proposed one bedroom in the garage and nothing about what has been done before because that has been voted on by other boards at other meetings with other people etc. Ms. Peterson stated that if Mr. O'Connor has any issues with past approvals, he will need to bring them in front of a court of law. Ms. Peterson reiterated that tonight's discussion is about a bedroom for Mr. Duane's garage in a building and that there is a coastal bank, but by definition

only. Mr. O'Connor stated that Mr. Duane has already connected the sewer line to the garage and he has pictures of it. Mr. O'Connor submitted the pictures. Mr. O'Connor stated that the permit states no deck but the pictures shows a finished deck. Ms. Peterson stated that the plan does show the deck. Mr. O'Connor stated that the square footage does not include the deck. Mr. O'Connor stated that these plans would never pass the Zoning Board. Mr. Barlow stated that the Board of Health is not the Zoning Board and that is not the issue and to please stay on point. Mr. O'Connor stated that Mr. Duane bought the house in 2003 and felt he could go back and discuss past issues. Ms. Peterson stated that she understands Mr. O'Connor's frustration but these are things that had taken place many years ago so unfortunately all the things that Mr. O'Connor is talking about do not come into play this evening. Ms. Peterson stated that under the new Open Meeting Law, the board can only discuss what is on the agenda. Ms. Peterson asked what Mr. O'Connor's objections were to the proposal before the Board. Mr. O'Connor asked how Mr. Duane got a 5 bedroom system. Ms. Coffin stated that was what was installed 2002. Mr. O'Connor stated no that was not. Ms. Coffin stated that in 2002, Mark MacNally installed enough for 566 gallons so they put in 4 leaching chambers. Mr. O'Connor stated that that was never done. Ms. Peterson stated that the system had a final inspection. Mr. O'Connor stated that no, it was not. Ms. Peterson asked if Mr. O'Connor is stating that no one ever inspected that system. Mr. O'Connor stated that not at the time. Mr. O'Connor stated that Ms. Coffin inspected the system 6 years after Mr. Duane purchased the property. Ms. Peterson stated that Ms. Coffin did in fact inspect the system and it is a 5 bedroom system. Ms. Coffin stated that she has a note from 2003 stating tank and tees ok, D-Box ok, with risers and water tested, 4 chambers ok, CAC. Ms. Coffin stated that is what she wrote on the permit back in 2003. Mr. O'Connor stated that he knows as well as the Board that there was only a cesspool on the property that he added to. Mr. O'Connor stated that all the new components were installed 6 years later, after all the building was complete. Mr. O'Connor stated that it was Ms. Coffin that suggested he contact the state if he was not happy with it. Ms. Coffin stated that Mr. O'Connor's complaint was that the system was not vented. Ms. Peterson asked if they are now discussing something other then what is on the agenda. Ms. Coffin stated yes we are. Ms. Peterson told Mr. O'Connor he would now have to sit down and again explained that the board cannot discuss anything that is not currently on the agenda. **Mr. Barlow made a motion to grant a waiver to use the existing septic system at 51 Gilder Road to tie into the garage and add a bedroom. Mr. Uitti seconded. Ms. Coffin stated that the plans should also be referenced. Mr. Barlow added to his motion the plans received June 29, 2013 when the request came in and all the plans are stamped June 19, 2013. Mr. Barlow referenced that this is a 5 bedroom system and Mr. Duane is proposing to have 4 bedrooms. Mr. Barlow added that the Conservation Commission has assured the Board of Health that it's only a coastal bank by definition. Ms. Peterson stated that there is a letter submitted by Conservation, in the file that states what was told to the board this evening. Ms. Mastria seconded the amended motion. All in favor and the motion passes unanimously.**

4. **31 LITTLE BAY LANE – Eva Vekos – Request waiver regarding Chicken Coop Regulation and distance to property lines** - Ms. Peterson asked that Ms. Vekos explain why she is before the board. Ms. Peterson stated that the Board has have received a letter but would like more information. Ms. Vekos stated that she is before the Board of Health today because she has chickens and a small coop in the back of her yard. Ms. Vekos stated that she found out sometime in June that there was a complaint made and she does not know who made the complaint. Ms. Vekos stated that as soon as she received the letter from the Board of Health she notified the Health Inspector, Zack Seabury. Ms. Vekos stated that she has also been in contact with the Health Agent, Cynthia Coffin. Ms. Vekos stated that she prepared a letter and attached an explanation of where the coop is in relationship to the house and the property lines. Ms. Vekos said that she understands that the complaint is about not being in compliance with the setback of 50 feet to the property line. Ms. Vekos stated that she measured it herself and found to be 32 feet from the property line which is 18 feet short of the abutting property, which is owned by Mary Robert Carter. Ms. Vekos stated that Mr. Carter and their son are in the audience today and she also received a certified receipt that the Carters were notified of the meeting. Ms. Vekos stated that Mary Carter sent her a voice mail stating that she had no objection to the chickens or the coop. Ms. Vekos stated that the Carters are the only abutters that are affected in any way as far as the setback or the coop is concerned. Ms. Vekos stated that the Carters found out about the chickens a long time ago. Ms. Vekos stated that Robert Carter, the son, sent her an email stating he had no objection, which she forward to Ms. Coffin. Ms. Vekos stated that the next abutter is across the street, Helen Quaid, who gave her a letter stating she had no objection to the chickens or the coop and there is no inconvenience to her. Ms. Vekos stated that there are two other houses listed from the abutters list she obtained through the Bourne Assessor's Office. Ms. Vekos stated one is 0 Little Bay Lane and the other is 28 Little Bay Lane and they were both owned by Ed Dow and Mary Dow. Ms. Vekos stated that Ed Dow unfortunately passed away some time ago but that she did get a receipt back from Mrs. Dow. Ms. Vekos stated that she does not want to take up the board's time and recite everything that is in the letter she submitted but would like the document to become part of the record if possible. Ms. Vekos stated that the letter does detail the benefits of having chickens. Ms. Peterson asked Mr. Seabury to discuss the complaint he received. Mr. Seabury stated that it was an anonymous complaint. Mr. Seabury stated that at first the complaint was about dogs running onto their property. Mr. Seabury stated then a complaint came in about the garden in the front yard. Mr. Seabury explained to the complainant that there was nothing he could do about the garden being in the front yard. Mr. Seabury stated that as a result of that, the complaint came in regarding the chickens. Mr. Seabury stated that he did go to the property. He was not able to go to the coop because it was in the rear yard but he could see from the street that the coop was very close to the abutting property line. Mr. Seabury stated that he did not know who complained. Mr. Seabury stated that as a follow-up he reviewed the existing regulation and wrote the letter to Ms. Vekos.

Mr. Andrews asked what the specific complaint is about the chickens. Mr. Seabury stated that Ms. Vekos was not following the regulations regarding variances. Mr. Seabury stated that the coop is too close to the property line. Mr. Barlow asked if there are any roosters. Ms. Vekos stated that yes, there are roosters. Ms. Vekos stated that the chickens were just born in February so it was too early to tell what was going to be a chicken and what would be a rooster. Ms. Vekos stated she has identified which ones are roosters and there are a few but she plans on moving them to a friend's farm up in Maine. Ms. Vekos stated that this will take place the end of the month or the first of August. Mr. Barlow stated that he is only asking because generally when the board hears complaints regarding chickens, it's not about the hens but about roosters crowing. Mr. Barlow stated that it is true that some roosters only crow in the morning but there are some that will crow all day. Mr. Barlow stated that he is unclear as to what the real issue is but if there are roosters, that is probably the real issue. Mr. Vekos stated that she has theories of what the real issues are. Ms. Vekos stated that she already knows of a complaint about how she is gardening out in the front yard and the dogs are under voice control and always tied up. Ms. Vekos stated that yesterday, Mr. Dow Jr. came to her house and in a very intimidating and rude manner, and told her not to show up at this evening's meeting. Ms. Vekos stated that she was told by Mr. Dow Jr. that if even one person came to object, the Board of Health would not consider her request and she felt incredibly uncomfortable. Ms. Vekos stated that she is not sure if Mr. Dow Jr. has any standing to object. Ms. Vekos stated that Mr. Dow Jr. is not on the abutter list and he is not a home owner as far as she is aware. Ms. Peterson asked if anyone was in the audience regarding this matter. Mr. Dow Jr. stated that he lives diagonally from the Vekos property. Ms. Peterson asked if he is on the abutters list. Mr. Dow Jr. stated that he is not and does not understand why. Ms. Coffin stated that the Board of Health only notifies abutting properties from side to side and front to back. Mr. Dow Jr. stated that he is within ear shot of the crowing. Mr. Dow Jr. stated that the roosters start at 5:15 in the morning and he works nights. Mr. Dow Jr. stated that Ms. Vekos's property is right at the water. Mr. Dow Jr. stated that there is a chicken coop there with a big fence where the chickens have free run. Mr. Dow Jr. stated that when it rains, the water washes the chicken waste right down the embankment and into the water. Mr. Dow Jr. stated that some of the residents here like to do clamming. Mr. Dow Jr. stated that the regulation talks about a 250 foot setback to the high water mark and he is not sure if that bank is part of the 250 foot setback, so that will be up to the board to decide if this run off is safe. Mr. Dow Jr. stated that he feels a chicken coop affects the property values. Mr. Dow Jr. stated he is ok with whatever you want to do with your own property but when it affects other people, then there is problem. Ms. Vekos stated that the 250 foot setback that Mr. Dow Jr. is referring to, she understands to be drinking water. Ms. Vekos stated that her coop in no way affects any drinking water source. Ms. Vekos stated that as far as the roosters crowing, she takes steps avoid disturbing anyone and locks them in the coop at night at dusk. They are completely sealed up except for the little windows. Ms. Vekos stated that way when they crow at night or in the morning, it is very hard to hear them. Ms. Vekos stated that she does not

let the roosters out until around 7:00 am. Ms. Vekos stated that one of the primary issues that she would like to remind the board is that the abutters that are affected as far as the setback is concerned are present at tonight's meeting. Ms. Peterson asked if anyone else from the audience would like to speak. Mrs. Dow stated that she is an abutter to this property. Mrs. Dow stated that she is not feeling well and would like her son-in-law to speak to the board on her behalf. Mr. Witzell, Mrs. Dow's son-in-law, stated that they really did not know of the issues until after Mrs. Dow received the letter. Mr. Witzell stated that he started investigating and found a number of interesting factors. Mr. Witzell stated the chicken coop is not to scale on the plot plan. Mr. Witzell stated that there is no mention of a fence. Mr. Witzell stated that he did not do any actual measurements but would estimate that the run for the chickens around the coop is probably 20 to 25 feet. Mr. Witzell stated that the run itself extends to within a couple of feet of the embankment that goes down to the water. Mr. Witzell stated that it also is very close to a drainage easement in the back between the Vekos yard and the Carter's yard. Mr. Witzell stated that according to the Bourne Poultry Regulations, coops and runs must be 50 feet minimum from property lines and 100 feet minimum from any dwelling. Mr. Witzell stated that according to the plot plan, it is only 90 feet from the back of the house to the edge of the embankment. Mr. Witzell stated that the lot is way too small to raise poultry. Ms. Peterson stated that the reason the Board of Health sits here is to allow people to ask for variances to the regulations. Mr. Witzell stated that he does understand that. Ms. Coffin asked if the 100 foot setback that Mr. Witzell is referring to is to the abutter's house. Mr. Witzell answered no; it is to Ms. Veko's own house. Ms. Coffin stated the 100 foot setback is more to protect the abutters and not the poultry owner. Ms. Coffin explained that if a property owner wants a horse and has it 10 feet from their own house that is their desire and generally the Board is more concerned about the setback to an abutter's house. Mr. Witzell stated that he can't tell how far it is from the Carter's house or his Mother-in-Law's house but according to the regulation, poultry shall not be permitted to roam unrestricted outside the building run or enclosure. He stated that he has seen the chickens running all over the yard. Mr. Witzell stated that the regulation also states that a ventilated, water tight storage facility constructed of concrete or other durable material shall be so located as to promote removal of manure from the premises. Mr. Witzell stated that the nitrogen from the chicken manure, which stated in the letter as a positive, actually creates a major ecological problem in the bay. According to the Buzzards Bay Coalition, nitrogen pollution is growing, resulting in suffocation of the bay. Mr. Witzell stated that in Little Buttermilk Bay, both commercial and residential shell fishing has been encouraged for years. Nitrogen pollution, according to the Coalition, kills not only shell fish but eel grass as well, which many of the shell fish, such as scallops, depend. Mr. Witzell stated that the pollution from the chicken waste is getting into the bay as run-off, as well as through the sandy soil. Mr. Witzell stated that the soil in that area is very sandy and anything will flow through it. It's been known that the water drains down through the sandy soil and into the bay and the nitrogen from the chicken manure will continue to leach into the bay and negatively affect the ecology of the bay.

Ms. Peterson asked if anyone else in the audience would like to speak. Mr. Carter, an abutter, stated that he just wants to show support. Mr. Carter stated that he and his family have discussed this and has no issues with this. Ms. Brosnan, who is also a neighbor here, stated that she too is in support of the variances. Ms. Brosnan stated that she has done some studies on environmental issues and actually worked with the town on some issues and what she can tell is that the chickens are not what are causing the problem in the bay. Ms. Brosnan stated that there are geese, swans and septic systems, nitrogen chemicals on lawns etc. that are causing the problem. Ms. Brosnan stated that the chickens are not to blame. Mr. Witzell stated if there are chickens in close proximity to the bay, the manure will leach nitrogen which will cause problems. Mr. Barlow stated that he really does not want to deal with this issue but the fact is he has lived on Little Buttermilk Bay his whole life. Mr. Barlow stated that a few chickens have nothing to do with the nitrogen loading in Buttermilk Bay. Mr. Barlow stated that you could put a chicken farm there and it would not change what is happening here now. Mr. Barlow stated that there is no evidence to support what Mr. Witzell is stating. Mr. Barlow stated that he has lived here even before Little Bay Lane existed. Mr. Barlow stated that before the houses were built, there were birds, deer, rabbits and probably a few chickens. Mr. Barlow stated that he lived on the cranberry bog and he always had chickens. Mr. Barlow stated that there are horses in this neighborhood which produce a lot more manure than the chickens. Mr. Barlow stated that he can understand the issue with the roosters, which can be a big issue. Mr. Barlow stated that if the Board of Health is going to deal with this issue then it should only be about the roosters. Mr. Barlow stated that the hens do not produce any more waste than the seagulls or the geese or people fertilizing their lawn. Mr. Mulvey stated that he is not an abutter and his house is two houses away and really did not intend to speak this evening. Mr. Mulvey stated that he is friendly with Ms. Vekos but he does have to rise to oppose the raising of the chickens in this residential area of senior citizens for a number of reasons. Mr. Mulvey stated there are two points he would like to make. One is that although Mr. Carter is an abutter, he does not reside here and is only here a few days off and on any given year over the last 20 years. Mr. Mulvey stated that the house is largely vacant. Mr. Mulvey stated that Mr. Carter is an abutter by ownership but not really by occupancy so he will have to disregard his opinion on this particular matter. Mr. Mulvey stated that his concern here is nitrogen pollution and he knows that Captain Barlow and Mr. Barlow's family has been here way before this development was even considered but things have changed. Mr. Mulvey stated that these are relatively small lots. Mr. Mulvey stated that the roosters have definitely been a problem. Mr. Mulvey stated that this is really not subsistence farming, it's a hobby. Ms. Peterson stated that is Mr. Mulvey's opinion and an opinion cannot render any decisions. Ms. Peterson stated that it could be a hobby, it may be substance for the family to survive, but that is not the issue. Mr. Mulvey stated that he will accept Ms. Peterson's ruling on that but it is a fact nevertheless. Mr. Mulvey stated that now there are these chickens and by his estimate they are within 10 feet of a coastal bank which is a steep coastal bank, and at the bottom of this coastal bank there are

numerous areas where you can see seeping going across the sand area or the gravel area and going directly into shellfish beds. Mr. Mulvey stated that this is a problem. Mr. Mulvey stated fertilized lawns are a growing problem. Ms. Peterson stated that we cannot talk about fertilized lawns this evening. Mr. Mulvey stated that he is trying to minimize any position that fertilizer of lawns is a factor here. Mr. Mulvey stated that is a separate issue that the town is trying to deal with. Mr. Mulvey stated that we do have an issue with poultry. Mr. Mulvey stated that there are approximately 30 chickens and their output is definitely going to have an impact being that close to a coastal bank. Mr. Mulvey stated that upon the Vekos' purchasing the property, the septic system had to be moved from the area now that is housing the poultry to the other side of the house on the street. Mr. Mulvey stated that this is just not appropriate in the area and a variance should not be granted. Ms. Peterson stated that she takes one exception with what Mr. Mulvey has to say and she stated that the Carters are direct abutters. Ms. Peterson stated that it does not matter if they are there for a day or 300 days. Ms. Peterson asked if Mr. Seabury has done a site visit. Mr. Seabury stated only from the road. Mr. Andrews stated that he did a drive through the neighborhood. Ms. Peterson stated that in this case, she feels a site visit is needed. Ms. Peterson stated that by that time, Ms. Vekos can give an exact date as to when the roosters are going. Ms. Peterson suggests that this item be continued until the next meeting dated August 14, 2013. Ms. Vekos stated that she is confused as to whether the board is going to vote that she can have chickens or not. Ms. Peterson stated that she is requesting a variance of 13 feet. Mr. Galinski, fiancé' of Ms. Vekos stated that this is all very exhausting. Mr. Galinski stated that if the residents have an issue, come across the street and say something. Mr. Galinski stated they are not a hard pair to find. Mr. Galinski stated if it is the 18 feet, then give him the 18 feet otherwise he can move it to another part of the property. Mr. Galinski stated that if the problem is the roosters then tell them. Mr. Galinski stated that the roosters are going to be removed. Mr. Galinski stated that this is crazy to waste the board's time for some chickens and a hen house. Mr. Barlow stated that, in his opinion, the roosters are the real issue. Ms. Peterson stated that unfortunately the Board of Health is now involved. Mr. Galinski stated that maybe between this meeting and the next meeting someone will walk over and say something to him and straighten this all out. Mr. Dow Jr. stated he did have a discussion with Mr. Galinski about the rooster over one year ago. Mr. Dow Jr. stated that Mr. Galinski assured him that there would be no roosters. Mr. Dow Jr. stated that was two years ago he was listening to roosters. Mr. Dow Jr. stated that the only reason the roosters are not there now is because a fox got to them. Mr. Dow Jr. stated that he did go across the street last night and spoke to Ms. Vekos and was chased out by the dog that is not on a leash as Ms. Vekos claims. He stated that Ms. Vekos does not follow the rules. Mr. Dow Jr. stated that he did not start this fight nor did he want to involve the Board of Health because it is simple, if you are doing something that affects your neighbor, then don't do it. Ms. Coffin stated that she understands that the board wants to continue this but feels this is pretty black and white just from looking at it that there is an issue with the setback here. Ms. Coffin stated it is her suggestion but the board will

probably still continue this. Ms. Coffin stated that the Board of Health is going to have to address roosters in residential areas. Ms. Coffin stated the Board of Health is going to have to amend its regulation to probably not allow roosters in residential areas. Ms. Peterson stated to put that on the agenda for September or October. Mr. Andrews stated that the Board of Health needs to slowly look at all its regulations as times change. Ms. Coffin stated noise is not specifically in the regulation but it does need to be addressed for the future. Ms. Coffin stated that there is potentially a valid point regarding the proximity to the coastal bank. Ms. Coffin stated that the setbacks in the existing regulation are to a drinking water source. Ms. Coffin stated that it is tributary to reservoirs to drinking water which is the 250 foot setback. Ms. Coffin stated that it might not be a bad idea to move that fence a little further away from the bank or do something like a berm or something that prevents a direct runoff from the property. Ms. Coffin stated that she does not know what the site visit is going to accomplish. Mr. Andrews stated that he would like to be able to go on the property and see the situation as opposed to just doing a drive by. Ms. Coffin stated that her recommendation is to build a barrier or something where the fence is, even if it means to move it a little bit. Ms. Coffin stated that she feels they should be restricted from having roosters and in the future the Board of Health needs to restrict roosters from residential areas. Ms. Coffin stated that a horse must have a manure management plan and so should the chicken regulation to avoid piles of chicken waste. Ms. Coffin stated that there should be something in writing on how the chicken waste will be managed. This will address a lot of the concerns. Ms. Vekos stated that the conversation is now going way off of the agenda. Ms. Vekos stated that the complaint in the letter was about the setback. Ms. Vekos stated that it was not about the run off or all these things that are now being discussed. Ms. Peterson stated that this is what a hearing creates. Ms. Peterson stated that the board had no idea that all the neighbors were going to show up for and against the variance. Ms. Peterson stated that if no one showed up, and only the people that the property abutted were here and they were for it, then Ms. Vekos would probably have walked out of the meeting with the variance. Ms. Peterson stated that unfortunately that was not the case. Ms. Peterson stated that she was very surprised to see so many people attend a Board of Health meeting on this one item. Ms. Peterson stated that everyone deserves a fair shake so the board is going to do a site visit which will be planned for sometime in August. The next meeting is not until August 14, 2013. Ms. Peterson asked if a Saturday is convenient for the board members to do a site visit. Ms. Mastria asked if all the board members had to go out together. Ms. Peterson answered that the board does not like to put the applicant out and try to do it within one hour. The board scheduled July 27 at 9:00 am for the site visit. Ms. Peterson asked if the date and time were acceptable to Ms. Vekos. Ms. Vekos stated that she will be available but she does not know what will get accomplished at the site visit. Ms. Peterson stated that the board would like to do a site visit so they understand what everyone else sees as an issue. Ms. Peterson stated that when the board members go onto the property, they will not answer any questions nor will they ask any questions. Ms. Peterson stated that they just want to see the site, see the

proximity of the houses and have the Health Inspector, Zack Seabury on site along with the Health Agent, Cynthia Coffin. Mr. Mulvey stated that without going into great detail, perhaps the board should consider whether there is one board member who should recuse themselves because of an involvement in raising poultry in a residential area. Mr. Andrews stated that he no longer has chickens. **Mr. Andrews made a motion to do a site visit at 31 Little Bay Lane at 9:00 am on July 27, 2013. Mr. Andrews added to his motion that the applicant has withdrawn this request with the understanding to return before the board on August 14, 2013 and they do not need to notify their abutters. Mr. Uitti seconded the motion. All in favor.**

- 5. REORGANIZE BOARD – Mr. Barlow made a motion to keep Ms. Peterson as Chairman. Ms. Mastria seconded the motion. All in favor. Ms. Peterson abstained. Mr. Uitti made a motion to keep Mr. Andrews as Vice-Chairman. Mr. Barlow seconded the motion. All in favor. Mr. Andrews Abstained. Ms Peterson made a motion to keep Mr. Uitti as secretary. Mr. Andrews seconded the motion. All in favor.**
- 6. APPROVE MINUTES DATED JUNE 12, 2013 – Ms. Collett stated that there are no minutes to approve at this time. No action taken.**

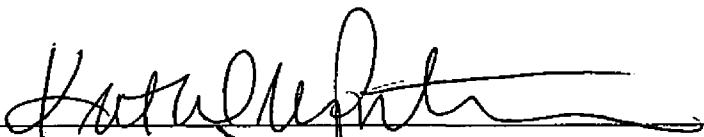
Mr. Andrews made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 8:20 P.M.

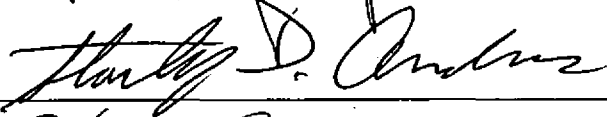
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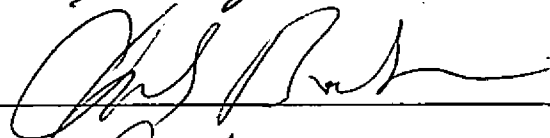
Lisa M. Collett
Secretary

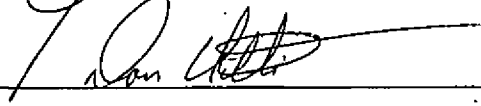
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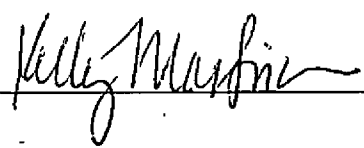
Cynthia A. Coffin
Health Agent

Kathleen Peterson 

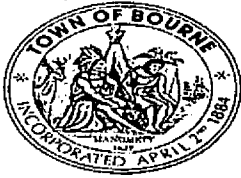
Stanley Andrews 

Galon Barlow 

Don Uitti 

Kelly Mastria 

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

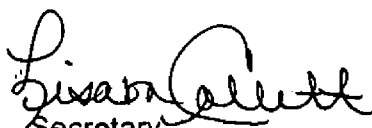
<u>Date:</u>	<u>Time:</u>	<u>Place:</u>
August 14, 2013	7:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 31 LITTLE BAY LANE – CONTINUED FROM JULY 10, 2013 – Eva Vekos – Request waiver regarding Chicken Coop Regulation and distance to property lines -
2. 14 SHIRLEY PLACE – Zackary Basinski of Bracken Engineering for the Macleod Residence – Request variance for proposed additions and renovations. -
3. 135 CIRCUIT AVE – Don Bracken for the Wagner residence – Request extension on variances already granted on May 12, 2012 –
4. APPROVE MINUTES DATED JUNE 12, 2013
5. APPROVE MINUTES DATED JUNE 26, 2013

2013 AUG 8 PM 3 32
TOWN CLERK'S OFFICE
BOURNE, MASS

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: August 8, 2013

2013 OCT 11 AM 9 03



Cynthia A. Coffin
Health Agent

**TOWN OF BOURNE
BOARD OF HEALTH**

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



**MINUTES
August 14, 2013**

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary and Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent, Zack Seabury, Health Inspector & Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M.

- 1. 31 LITTLE BAY LANE – Continued from July 10, 2013 – Eva Vekos – Request waiver regarding Chicken Coop Regulation and distance to property lines –** Ms. Peterson stated that she would like to hear from the Health Inspector, Zack Seabury and the Health Agent, Cynthia Coffin, first and then any comments from the board. Ms. Coffin stated that she did the site visit on Saturday, July 27, 2013. Ms. Coffin stated that because of the high volume of traffic, she instructed Mr. Seabury not to do the site visit. Ms. Coffin stated that Ms. Vekos had moved the coop probably at least 10 feet from the bank or maybe a little bit more. Ms. Coffin stated that the area was fairly clean. Ms. Coffin stated that she told Ms. Vekos that the board may require some type of manure management plan. Ms. Coffin stated that she did see one rooster that she did notice was crowing while she was there which is now gone. Ms. Coffin stated that there are chicks and when they are young you cannot tell which will be roosters. Ms. Coffin stated that Mr. Seabury is working on new regulations for the future. Ms. Coffin stated that she feels that the roosters are the issue and is what the Board of Health is concerned about. Ms. Coffin stated that is what the new regulation will be addressing. Ms. Coffin stated that as long as there is no problem with the roosters and if the board is ok with the fact that it's been inspected then she does see any problems with the approval. She does think that periodic inspections might be warranted just to make sure that waste is not accumulated and there is not a problem with runoff or erosion. Ms. Peterson stated that the new poultry regulations could have been ready for this evening's meeting but she didn't think that it was fair to present them at the same time as this variance hearing. The new regulation is being drafted because we have been

getting a lot of complaints about roosters in general. Ms. Peterson asked Mr. Seabury where he was in the drafting of the regulation. Mr. Seabury has done a lot of research on the issues. He knows that people have roosters in order to maintain the pecking order and keep the hens in line and that roosters also make the hens lay more eggs. After researching a lot of other Towns' regulations, he feels that roosters should be prohibited unless someone is raising chickens to sell chicks. There is really no need for a rooster if someone is just trying to have eggs. Ms. Coffin stated that Mr. Seabury has found that there are a lot of towns that prohibit roosters in residential areas. Mr. Andrews wants to stay on track with Little Bay Lane. He believes that roosters can annoy neighbors and that is his concern. It appears that Ms. Vekos has gotten rid of the larger roosters that were making the noise. Ms. Coffin stated that Ms. Vekos wrote an email and stated that the rooster that had been crowing the date of the site inspection had been removed. Mr. Andrews did not hear any roosters crowing when he was there. Mr. Uitti said that if the rooster that was crowing is gone and the other small rooster is going to be kept in and does not cause a problem then he sees no problem. He also commented that the coop had been moved back away from the coastal bank. Mr. Barlow stated that he went out and looked at the bank and it was the time of low tide. He did not see any greater algae bloom here. He has seen areas where people fertilize their lawn and there are huge algae blooms there. He does not believe that the chickens are an issue but he does believe that the rooster issue needs to be addressed. Mr. Barlow wondered if you could have a rooster fixed so that it doesn't crow. He stated that if the one small rooster is allowed to stay then there can't be any complaints coming in about this rooster. Ms. Peterson is concerned that the Board might get a call on this one small rooster but she hopes that is not the case. She stated that if there is a complaint this rooster will have to go too. Ms. Vekos stated that she will not have any other roosters. Mr. Gilanski stated they will only keep the one rooster. He has raised chickens for a long time and he has no problem getting rid of the roosters. The roosters in the house are not out until after 7 or 8 o'clock. If someone has two or more roosters it can become a crowing match. He stated that if you have only one rooster then he will crow when he gets out in the morning and may crow for an hour. The roosters are not allowed to run free. They only crow in the morning. Mr. Barlow stated that the Board is probably inclined to grant the waiver. Ms. Peterson stated that if the Board does grant the waiver she is just concerned that we will get a complaint and then the rooster will have to be removed. Ms. Vekos said that she plans on having chicks in the future and doesn't see how it's the Board's position to determine her purpose for having chickens. Ms. Peterson and Mr. Barlow stated that it is up to the Board as to whether she can have roosters or not. Ms. Vekos said that the complaint was about the setback. She would like to have the Board agree that she can keep the one rooster and if there is a complaint then it will be dealt with but she would like a reasonable amount of time to do that. Ms. Vekos would like at least a week to get rid of the rooster if there is a problem. Ms. Peterson asked how many chickens were on the property. Mr. Galinski said that they are now down to 21 chickens. Mr. Barlow wants to set the number of chickens so that they are not forced to remove any more. Ms. Peterson would like to have the number of

chickens stay at what it is now. She also wants there to be a stipulation that if there is any complaint about the rooster then it has to go. She would like there to be a removal of the rooster within 24 to 48 hrs. Mr. Mulvey, from the audience, stated that he has always had a cordial relationship with Ms. Vekos and he hopes that these proceedings do not change that but he feels that there are two issues, one being the rooster and one the effect on the environment and the coastal bank from the chicken waste. He stated that the Towns have been looking at having regulations to restrict the fertilization of lawns and he doesn't want chicken waste to be an issue either. He thinks that the roosters are definitely an issue that needs to be addressed. He realizes that the nature of the area has changed and it is no longer an agricultural area. He will be satisfied with whatever the Board of Health decides. Ms. Coffin said that she really would like the complaint to be verified and substantiated before any action is taken. She stated that with any other complaint, it has to be verified by the Board of Health or the Bourne Police Department or other agency. She doesn't want action to be taken on something that might just be hearsay. There could be other roosters in the area that might be crowing and she would want to substantiate that the right corrective action is being taken. There was some discussion among the Board members on her statement. Ms. Coffin said that the Police are supposed to go out on noise complaints. Ms. Vekos stated that it is her intent to just have eggs and either eating them or giving them away. She does not want any other rooster. If they do get chicks and one develops into a rooster, they will get rid of it. Mr. Barlow stated that Ms. Coffin will make sure that any complaint that comes in is valid. Ms. Peterson does not agree with the fact that an anonymous complaint can come in to the Board of Health, but that is the way it is. Ms. Peterson asked if Mr. Seabury was comfortable with the number of chickens that Ms. Vekos presently has. Mr. Seabury stated that he was and reminded the Board that Bourne is presently one of the few towns that even allow roosters at all. Mr. Andrews made a motion to grant the variance to the existing poultry regulation for 31 Little Bay Lane, Buzzards Bay, to have up to 24 chickens and that if at any time there is a confirmed complaint received by the Board of Health, that Ms. Vekos has 7 days to remove the one rooster that the Board is allowing them to keep from the property. Mr. Uitti seconded the motion. Mr. Andrews amended the motion to state that Ms. Coffin will try and do inspections once every month for the next six months. Mr. Uitti seconded the amendment. It was a unanimous vote to approve the motion.

2. 14 Shirley Place – Zackary Basinski of Bracken Engineering for the Macleod Residence – Request variance for proposed additions and renovations –

Zac Basinski from Bracken Engineering stated that he is requesting a variance from the 150 foot setback regulation for proposed renovations to the house. The property is 14 Shirley Place. The lot was created in 1967. The house was built in 1979 and consists of 4 bedrooms. The current system is a 1000 gallon tank, distribution box, and leach pit. The Macleod's purchased the house in 1984. Picture Lake abuts the property to the north and there is a resource area, BVW, that has been delineated and confirmed by the Conservation Commission.

The project is to add a 16' x 16' square foot addition off the west side of the house that will be a cathedral living room. There will be a six foot cased opening. The existing leaching pit only had a one foot separation to groundwater. They are proposing to keep the existing septic tank and put in a new soil absorption system in that will have a 5 foot separation to groundwater. Mr. Basinski is also asking for a 10 foot reduction in the required 20 foot setback of the leaching facility to a full foundation, with the installation of an impervious barrier, and a maximum cover of 6 feet with the installation of a vent. The other variance is a 14% decrease in the leaching size due to the lot conditions and the tree clearing. There is Natural Heritage and endangered species land to the west of the property. They want to disturb the least amount of land possible. The project is not increasing the nitrogen loading or the number of bedrooms. Mr. Basinski stated that he is requesting a 103 foot variance for a 47 foot setback of the leaching facility to the edge of wetlands. Ms. Coffin said that the Town is definitely getting a better system and the proposed work does fall within the guidelines of being less than a 50% increase in non-bedroom space. It's about a 36% increase in non-bedroom square footage. She does not generally like reductions in the leaching area but in this case she is okay because they are getting a much better system and design flows in Title 5 are already a little larger than what is actual. Mr. Andrews made a motion to grant a 103 foot variance from the 150 foot setback regulation for the setback of the leaching facility to the edge of wetlands for 14 Shirley Place, a 10 foot variance from the required 10 foot setback of the soil absorption system to the foundation with the installation of a liner along the foundation, allow the cover over the system to be up to 6 feet with the addition of a vent, and a 14.2% reduction in the size of the designed leaching area. The architectural plans for the addition were drawn June 27, 2013 and received by the Board of Health on July 10, 2013. The septic design plans are by Bracken Engineering dated June 25, 2013, received by the Board of Health on July 10, 2013. Mr. Uitti seconded the motion. It was a unanimous vote to approve the variances.

3. **135 CIRCUIT AVE – Don Bracken for the Wagner residence – Request extension on variance already granted on May 12, 2012 –** Mr. Basinski spoke on this item as well. He stated that Mr. Wagner had passed away in the spring. Mrs. Wagner is going through the estate and trying to determine what she is going to do with the property. Ms. Coffin stated that the required deed restriction was already recorded. Mr. Basinski asked for a one year extension, but Ms. Peterson stated that the Board usually only grants an initial 6 month extension. Mr. Barlow made a motion to grant an extension on the existing variance to six months from August 14, 2013 or to Feb. 14, 2014. Mr. Uitti seconded the motion. It was a unanimous vote to approve the motion.

4. **APPROVE MINUTES DATED JUNE 12, 2013. Mr. Andrews made a motion to approve the minutes of June 12, 2013. Mr. Uitti seconded that motion. The motion passed with one abstention by Ms. Peterson.**

5. **APPROVE MINUTES DATED JUNE 26, 2013. Mr. Andrews made a motion to approve the minutes of June 26, 2013. Mr. Uitti seconded the motion. It was a unanimous vote.**

It was discussed that the next meeting would be September 11, 2013.

Mr. Andrews commented on the brochures made by the office. He thought that the pamphlet on septic systems was too small. Otherwise the Board thought that they were great.

Don Uitti made a motion to adjourn. Mr. Barlow seconded. It was unanimous. The meeting adjourned at 7:45 P.M.

Respectfully taped by,

Lisa M. Collett
Secretary

Reviewed, typed and approved by

Cynthia A. Coffin
Health Agent

Kathleen Peterson _____

Stanley Andrews _____

Galon Barlow _____

Don Uitti _____

Kelly Mastria _____

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
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TOWN CLERK'S OFFICE
Cynthia A. Coffin, BOURNE, MASS
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

August 28, 2013

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

MEETING HAS BEEN CANCELLED

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: August 27, 2013



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
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2013 SEP 4 PM 6 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

September 11, 2013

Time:

7:00 P.M.

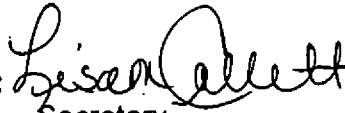
Place:

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

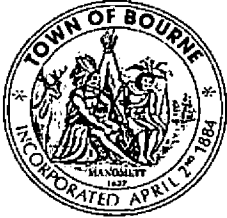
AGENDA ITEMS:

1. **ISWM – Dan Barrett – Discussion regarding general landfill updates, reports and projects –**
 - a. Odor report
 - b. Leachate Outbreak Update
 - c. Construction Projects
 - i. Phase 2A/3A Cap Construction
 - ii. Phase 4 Stage 2 Liner Project
 - iii. New Flare Installation
 - d. Potential connection to the Base Effluent Line
 - e. Update on Negotiations with Harvest Power
2. **POCASSET MOBILE HOME PARK – Chuck Sabatt – Discuss and possible vote regarding Trailer Purchase Issue and General Update**
3. **GENERAL DISCUSSION – Condemnation of abandoned buildings**
4. **POULTRY REGULATION – Zack Seabury – Discussion and possible vote to approve the revised Town of Bourne Poultry Regulation –**
5. **ZACK SEABURY AS BURIAL AGENT – Cynthia Coffin – Discussion and possible vote to designate Zach Seabury as Burial Agent –**
6. **APPROVE MINUTES – Dated July 10, 2013 -**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: September 5, 2013

2013 OCT 11 PM 1 01



Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
BOURNE, MASS
TOWN OF BOURNE
BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



MINUTES
September 11, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary, Galon Barlow, and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Zack Seabury, Health Inspector

Meeting was called to order at 7:00 P.M

- 1. ISWM – Dan Barrett – discussion regarding general landfill updates, reports and projects – Odor Report, Leachate Outbreak Update, Construction Project, Phase 2A/3A Cap Construction, Phase 4 Stage 2 Liner Project, New Flare Installation, Potential connection to the Base Effluent Line and Update on Negotiations with Harvest Power -** The first item for discussion was odors. Repairs were made to the misting system and it is up and running. In response to complaints of trash odors, received earlier this summer ISWM changed operations to begin covering earlier in the day, particularly on days when the wind is out of the east or after a particularly odorous load has been dropped off. They will continue to monitor the effectiveness of these changes and make adjustments as necessary. Although ISWM has not received any official complaints and have not detected anything from their morning odor loops Mr. Barrett has heard from Town officials that some residents have reported early morning odors. Completion of the Phase 2A/3A Cap Project has caused significant changes to the wellfield. ISWM will continue to make adjustments on a daily basis and will continue to do this as needed. Mr. Barrett stated that the new flare is also coming soon and this will help with any gas. Right now the landfill is 95% covered. The second item for discussion was the **Leachate System Failure**. At the last update by Mr. Barrett, he notified the Board of a leachate piping failure that occurred on July 7, 2013 in the Phase 4 Stage 1 Liner System. As reported last time all the water was pumped out of the pond by Tuesday July 9th and the soil was removed from the basin floor and trucked to the landfill by the close of business on Friday July 12th. Confirmatory samples were taken from the basin floor, analyzed against MCP S-1 Standards for the solid waste analytical parameters and nothing was detected. The repairs to the plumbing system included upgrades to prevent this from happening again. The leachate pond is now part of the Stage 2 liner. The

third item discussed was the **Phase 2A/3A Final Cap Project**. For all intents and purposes the Phase 2A/3A Cap Project is complete. The contractor RC&D remains on site regarding washouts that occurred during the last rain storm. The area was reseeded today. The road that was washed out with the rain and has been redesigned. The fourth item was **Phase 4 Stage 2**. J. Bates and Son, Inc. completed the sub grading and have begun clay placement on the west slope of the cell. They are preparing to expose the connection point between the Phase 2A/3A liner and the Phase 4 liner. Their construction schedule has the liner complete by the middle of November. This area is not a big liner. The only issue that might come up is that for one of the liner connections, they will have to expose old trash, but they will use clay on site to patch and they will also have the normal spray agent for odor. **Fifth item was New Flare Installation**. J. Bates and Son also won the installation contract for the new flare. The flare is being made now. It is Mr. Bates's intent to work on both projects simultaneously. He has assured us that if it appears that he is falling behind schedule he will bring in a second crew and have a crew for each project to ensure timely completion. According to their construction schedule they will be done with the flare in early January of 2014. They will keep the old flare in place. Once the new flare is up and running they will upgrade the old flare too. **Sixth item was Potential Connection to Base Effluent Line**. In February of 2012 ISWM began meeting with personnel from the 102nd Intelligence Wing, Civil Engineering section. They met to discuss the possibility of hooking up to the effluent line that runs along Canal View Road just east of the property line between ISWM and the Base. Over the last year and a half they looked at most of the necessary requirements to see if it would be possible to discharge treated waste water, in this case leachate from the landfill, to their effluent line for final disposition in the infiltration beds along Sandwich Road. At this point all indications are that it is possible and ISWM is moving ahead to determine exactly what each group has to do to make this a successful project. DEP has discussed that the Town might need its own discharge permit but that is being looked at. This presents the Town of Bourne with an excellent alternative for treating our landfill leachate on site rather than having to transport it off site. This would result in a sizable reduction in cost and carbon footprint. Partnering with Bourne could also help the base alleviate some of their solid waste concerns regarding disposal and recycling. Mr. Barrett stated that ISWM feels that there are several other benefits for both parties and looks forward to working on them over the next few months. The town had already decided that if a treatment facility was constructed at the landfill it would be one that uses reverse osmosis. The final item was an **Update on Negotiations with Harvest Power**. ISWM received the latest updates and revised version of the Site Lease from Harvest Power late last week. They had an internal review yesterday and it appears that Harvest Power has addressed all of the major issues that had been slowing progress over the course of the last six months. It is the intent of the negotiating team to finalize ISWM's comments on the last version and get a copy to Mr. Torres, the Board's appointed attorney, for his review prior to returning it to Harvest Power. Ms. Peterson stated that she wants the Lease before the Board of Health. The Board needs to review it so that they can ask Mr. Torres

questions. She keeps hearing that the Board's review of the lease will compromise the process. She wants something in writing from that explains to the Board of Health why their review of the lease with either compromises the process or the Board itself. She is also upset that Mr. Torres hasn't even been involved in the review process to date. Her understanding was that Mr. Torres would be working with the Board of Health as they reviewed the lease and now it appears that the Selectmen just want to give Mr. Torres the lease for review. Mr. Barrett stated that he understands her frustration and will get something in writing for the Board.

2. **POCASSET MOBILE HOME PARK – Chuck Sabatt – Discuss and possible vote regarding Trailer Purchase Issue and General Update.** - Pocasset Mobile Home Park – Chuck Sabatt – Discuss and possible vote regarding Trailer Purchase Issue and General Update. Attorney Sabatt stated that there had not been any major issues with the septic. There had been a couple of water leaks but these had been repaired. There was also a line repair made to the system that serviced three houses on the corner of First Ave and First Street. There was also some work around 3rd Avenue to clear roots from a line. As to the litigation Attorney Sabatt stated that was a hearing with the present Judge sitting in Lawrence. At that time there was a motion to close the Park and to stay the order to provide monies to Attorney Sabatt, as the receiver, for the construction of the Wastewater Treatment Plant. The Court denied that motion in July. The order that was issued by the Court in August of 2012 still remains in effect. The Attorney General's Office is proceeding with enforcement versus the Estate of Charles Austin. Legal steps are being taken in terms of collection and something should begin within the next month. Attorney Sabatt then spoke to the Board about his request to allow him, as receiver for the Park, to sell a trailer under Park ownership. The Board had conditioned the license on the fact that owners of trailers would be allowed to sell or rent their trailers but that Park owned trailers could not be rented or sold if they had been abandoned or unoccupied. Attorney Sabatt stated that he had been approached by a gentleman interested in purchasing one of the Park owner trailers and renovating it. He would also clean up the lot the trailer sits on. Attorney Sabatt stated that he is not advocating for anything one way or the other. He is just presenting the case to the Board. Mr. Barlow asked if it would affect the legal case at all and Attorney Sabatt stated that it would not. Attorney Sabatt stated that it was his feeling that most problems in the trailer park usually come from trailers that are rented, generally not from those that are owner occupied. Mr. Andrews said he would feel more comfortable if there was a solid plan for proceeding with the wastewater treatment plant construction. Ms. Peterson stated that the Board's concern about the Park owner trailer rentals was really when Mr. Austin had control of the Park. The Board didn't want to unduly add to the septic load when nothing was being done to address the existing problem. That is not the case now. Mr. Barlow stated that it seems that the sewer issues are under control for the moment. Ms. Peterson stated that if the Board approved the sale she would like to see that there is a no rental clause in the purchase and sales agreement, i.e. that the unit would be owner occupied only.

Mr. Andrews said that he would like the Board to receive a copy of that agreement. Attorney Sabatt stated that the trailer in question is #13 on 4th Avenue. Ms. Cole asked what the number of occupied trailers was when the condition was placed on the license. Attorney Sabatt stated that he did not know but that he had about 6 fewer occupancies, maybe more, due to evictions of those who were not paying rent. **Ms. Mastria made a motion to allow Attorney Sabatt to sell the trailer unit at #13 4th Avenue with the condition that the trailer be owner occupied until the construction of the wastewater treatment plant is completed and the septic issue is addressed. Mr. Andrews seconded the motion. It was a unanimous vote to approve.**

3. **GENERAL DISCUSSION – Condemnation of Abandoned Buildings - Ms. Coffin** stated that the Town Administrator had asked her to bring this issue to the Board for discussion. There are a few properties in Town where owners have abandoned the buildings and they are generally run down, open to the weather and animals. The yards are usually unkempt as well. Even though the Board of Health has the right to look at houses that are vacant, she has always tried to keep the issues before the Board to properties where there are occupancy and housing violations. She did make copies of the Housing Code for the Board members. Mr. Andrews stated that there was clearly section in the Code that stated that the Board of Health could condemn a building and that one year after the condemnation if the repairs to the structure had not been made, that the Board of Health could cause the structure to be demolished. Then a lien would be placed on the property. Ms. Peterson said that she has noticed recent condemnation recordings from the Dennis Board of Health. She told Ms. Coffin how to look those recordings up to get the proper wording. The Board members decided that if there is an issue with an abandoned building, they would like to see that item brought before the Board with instructions for a site visit prior to the hearing. Ms. Coffin stated that she would look into this further and bring something before the Board after she tries one more time to contact the present owners. **No action need be taken at this time.**

4. **POULTRY REGULATION – Zack Seabury – Discussion and possible vote to approve the revised Town of Bourne Poultry Regulation – Mr. Seabury** presented the Boards with the amendments to the existing regulation. He stated that he had added a statement in the preamble that male chickens would be considered roosters and female chickens would be hens. Mr. Andrews asked what he would call meat birds. He then told the Board members what a meat bird was. This is a bird that can be male or female that is used strictly for rising for meat and does not show the typical characteristics of a rooster or a hen. It was decided to amend the female definition to say hens and meat birds, for purposes of this regulation. Mr. Seabury went on to say that the next change was to reword section C under Location. He added that a coop or hutch would not be placed less than 25 feet from the top of coastal bank or edge of wetlands, either fresh or salt water and would not be less than 100 feet from any private/public drinking well. It was discussed that the present section C really only pertains to setbacks to a

drinking water tributary. It was felt that the changes would more appropriately apply to Bourne where there is an aquifer and wells. In addition, based on the last poultry hearing before the Board of Health Mr. Seabury wanted to add a setback to the top of bank to try and protect that resource and any down gradient waters. Mr. Andrews stated that they would like the words "except upon written permission of the Board of Health" to sections B & C. Mr. Seabury then stated that the next section amended was Section 4) Maintenance of Facilities. He removed the present section C and placed in under a new heading 6) Poultry Feed. There are two sections under Poultry Feed. There is an A which states that any and all poultry feed must be held in a property sanitized and sealed container, and a B which states that feed stations shall be maintained in proper sanitary condition. Mr. Andrews questioned the difference between sanitary and sanitized. There was discussion that the wording in 6C already exists in the present regulation as 4C. The Board decided to leave this section as is. Under Section 7) Manure Management, the Health Inspector added a sentence to require a written manure management plan. There is still the section on restriction to premises and the wording has not changed. The second to last added section is 9) Restriction of Rooster and Hens. Mr. Seabury stated that he has researched many other Town's regulations across Eastern Massachusetts. What he came up with was that there would be no rooster on any property unless that property had two acres. In addition, someone can only have roosters when they are using them for breeding purposes only. If there is no sale of chicks for household income, then there can be no roosters regardless of lot size. Finally properties will be permitted to have 4 hens per ¼ acre and no more than 2 hens on any property less than a ¼ acre. After discussion it was decided that the word "and" be placed at the end of lines A) and B) so that people would know that all 3 sections applied together. Finally a variance procedure was written into the regulation. After discussion the wording was changed to stated that "for a variance to be considered, abutters within 200 feet of a coop or run must be notified by certified return receipt mail." Mr. Mulvey, from the audience, suggested that the word "a defined" be added before the words coastal bank, so that the new section will read 1C) Not less than 25 feet from the top of a defined coastal bank. Finally Mr. Andrews stated that he would like to see a definition for sanitized added to the regulation. **Mr. Andrews made a motion to approve the regulation as amended. Mr. Uitti seconded the motion. It was a unanimous vote to approve.**

5. **ZACK SEABURY AS BURIAL AGENT – Cynthia Coffin – Discussion and possible vote to designate Zack Seabury as Burial Agent – Ms. Coffin stated that this would allow Mr. Seabury to sign the death certificates when she is not present. The office can use her stamp but it is not always easy to line everything up properly. Mr. Seabury will serve as an alternate Burial Agent. Ms. Peterson made a motion to approve Zack Seabury as a burial agent and Mr. Uitti seconded the motion. It was a unanimous vote.**

6. APPROVE MINUTES DATED JULY 10, 2013 - Mr. Andrews made a motion to approve the minutes of July 10, 2013. Mr. Uitti seconded the motion. It was an unanimous vote to approve

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded. It was unanimous. The meeting adjourned at 8:20 P.M.

Respectfully taped and typed,
Reviewed and approved by

Cynthia A. Coffin
Health Agent

Kathleen Peterson _____

Stanley Andrews _____

Galon Barlow _____

Don Uitti _____

Kelly Mastria _____

cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532

2013 SEP 23 PM 3 30 Phone (508) 759-0615 x1
Fax (508) 759-0679

TOWN CLERK'S OFFICE
Cynthia A. Coffin, BOURNE, MASS
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

September 25, 2013

Time:

7:00 P.M.


Place:

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

AGENDA ITEMS:

MEETING CANCELLED

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: September 23, 2013



**TOWN OF BOURNE
BOARD OF HEALTH
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Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

Cynthia A. Coffin,
Health Agent

2013 OCT 3 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS.

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

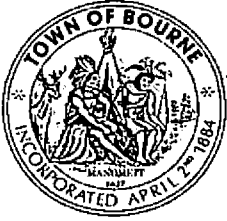
<u>Date:</u>	<u>Time:</u>	<u>Place:</u>
October 9, 2013	7:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA 02532

AGENDA ITEMS:

1. OTIS – Doug Carson – Environmental Update for Joint Base Cape Cod – Discussion –
2. CAPE COD NAILS – Danny Tran – Failure to pay Tanning License renewal for 2013
3. AMEND TEMPORARY FOOD LICENSE FEE – Cynthia Coffin – Discussion and possible vote to change the license fee for vendors selling food at temporary and/or one day events from \$40.00 for onsite cooking/preparing and \$35.00 for prepackaged/retail sales to all being \$40.00
4. INFORMAL DISCUSSION – Cynthia Coffin - Cape Cod Commission DCPC and draft fertilizer regulation -
5. APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated August 14, 2013
6. APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated September 11, 2013.

cc Board of Selectmen/Town Clerk

Signed: *Lisa Albert*
Title: Secretary
Date: October 3, 2013



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



Cynthia A. Coffin
Health Agent

MINUTES
October 9, 2013

**Members in attendance: Stanley Andrews, Vice-Chair; Donald Uitti, Secretary;
Galon Barlow, and Kelly Mastria**

Support Staff in attendance: Cynthia Coffin, Health Agent

Meeting was called to order at 7:00 P.M

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TOWN CLERK'S OFFICE
BOURNE, MASS

1. Otis – Doug Karson – Environmental Update for Joint Base Cape Cod – Discussion – Doug Karson from the Air Force Civil Engineer Center was present to speak to the Board. Also present was Pam Richardson from the Army Environmental Information Program and Ellie Donovan from DEP. Mr. Karson provided handouts and maps to the Board members. He also provided two CD's, one on land use controls and the well sampling program information, and one on the entire 2013 plan update. There are still 12 groundwater plumes associated with the program. 10 have treatment, two are in Bourne (CS-19 and the LF-1 plume). There is currently a treatment system on the landfill plume and CS-19 is being monitored. The monitoring and treatment will go on for many decades. The landfill plume restoration program will go through to 2047, and CS-19 will operate until 2040. The Air Force is also operating three wind turbines at the Base. They are now paying 100 percent of electric costs with these turbines. There are also 2 additional wind turbines by PavePaws. The plumes are constantly being monitored and adjustments are being made to the treatment systems. The Chemical Spill 19 plume in the Central Impact Area, contains RDX, which is an explosive related compound. There is a downward trend in the amounts shown in the monitoring wells. The levels are continuing to dissipate as the plume moves toward the base boundary. Modeling indicates that the plume will not reach the actual boundary. In 2012 the highest concentration found in the plume was 9.6 micrograms per liter (ppb); now the highest concentration is 3.65 micrograms per liter. This plume will be sampled again next summer. It is sampled annually. The landfill plume has 6 extraction wells. The water is treated with activated carbon and discharges back into the ground at the plume edges. Currently 1,895 gallons per minute are being treated. The highest concentrations of TCE in that plume is 94 micrograms per liter; and PCE is 22 micrograms per liter. It is not a potent plume but it is above the drinking water standard, which is 5 micrograms per liter. As you move beyond the base and out toward Squeteague Harbor the values are less than 20 micrograms per liter. There is an adjacent plume, CS-23 but it is only on the Bourne

section of the Base. The model was updated in 2013 and reductions in PCE and TCE are done. This is due to treatment and also to natural attenuation and degradation. The plume is reducing in its toxicity. There is similar reduction in CS-23 due to natural attenuation, treatment, and better plume delineation. An optimization test will be conducted in the spring of 2014. The test will look at whether the capture area is accurate to determine if it is effective, if flow rate adjustments or more wells are needed. The landfill plume is estimated to be cleaned up by 2047. The landfill has been capped since 1995, so there is no longer any connection between the plume and the landfill itself. The Harbors are also sampled in May of each year. There is also a seep location in Red Brook Harbor. There was one non-detect for PCE and a 'below reporting limit' for TCE. The surface water sampling of Squeteague Harbor was below the reporting limit for solvents. The seeps showed 1.1 micrograms per liter of PCE and TCE was below the reportable limit. Last year this value was 2.7. It seems to go up and down over the years, but is within the lower limits. He went on to discuss the Military Munitions Response Program. There will be more work on this over the next coming years. The Air Force is responsible for 12 locations on Joint Base Cape Code that have not been previously investigated. These sites were not part of the Superfund Program but still need attention. Some are munition storage areas. The work is only in the early phase of identification and evaluation. Mr. Karson then discussed the Residential Well Verification Program that has been going on for 5 years. There were over 299 Bourne parcels in the program. Residents were contacted by mail, email, phone, and by door to door to determine if there were any active private drinking wells. 61 wells were identified in Cataumet. Most of these wells were capped except for 4, 2 used for irrigation and 2 as potable water wells. The two drinking water wells were sampled and were found to be clean. There will be an annual mailing to the homeowners to make sure that the wells are inactive. The existing wells will continue to be sampled. There is one well on Rt 28A but that is not sampled because it is a shallow well and the plume is very deep. The two irrigation wells and they are not sampled as there are wells nearby. Ms. Coffin stated that she knew about the irrigation well but the property is on Town water. Mr. Karson stated that at some point if the wells can be brought back on line people should be able to do that if the testing shows that there is no contamination, but that will be up to the Board of Health. Ms. Coffin stated that the Board of Health still has the well regulation which does not allow a drinking well installation downgradient of any known plume. There was a complete re-verification of wells done of the 57 inactive wells. Everyone will be re-verified as part of a 5 year review process. Mr. Karson mentioned that the CD has a lot of private well data such as when contacts were made and what field visits were done to make notifications to homeowners.

Pam Richardson then spoke about the Army Cleanup Program. All of these plumes are on the northern portion of the Base. She passed out some materials to the Board. Copies will be available at the library. This program is much smaller. There are about 500 homes that are being looked at to make sure people are on Town water. The first plume is the Demo 1 Plume which affects Bourne. 2.2 Billion gallons of water have been treated. There are 6 extraction wells. Some of the plume has migrated to the Pocasset area. There was an aggressive installation of wells in July in the area of Picture Lake and in the rear section of the Pocasset Mobile Home Park. The homeowners were notified of the clean up plan. The EPA signed a decision document in September of this year that requires an additional

extraction well to clean up that plume. The plume does not upwell into Picture Lake or Lily Pond. No private wells have been identified in the area. The contaminant in the plume is 5 ppb and the Massachusetts DEP MCL is 2 ppb. Since the well was installed at the base boundary there has been no additional loading into the plume. Two other sites were in the northwest corner. Both are lowering in levels. The RDX is at 2 ppb and the perchlorate is hovering around 2 ppb as well. They will continue to monitor these plumes. Ms. Donovan mentioned that when the Clean Up Team met on the Base, Barbara Saunders asked that the residents of Pocasset be informed and they met at the Pocasset Community Building. People were happy with the plan and were very supportive. The Army still needs some property easements to put in treatment systems. Mr. Mulvey asked how the treatment is done for the RDX and Mr. Karson and Ms. Richardson said it is by activated carbon. Ion exchange treatment is done for the perchlorate. The perchlorate is already non-detect in the NW corner. Perchlorate moves faster than RDX and therefore dissipates faster. Mr. Gately asked where the treated water was reinjected and Mr. Karson stated that the treated water is injected at the sides of the plume. He also said that even if no treatment were done the plume would dissipate and degrade over time. Ms. Donovan spoke about the joint meetings of the Army, Air Force, and DEP and that the teams meeting regularly keeps everyone on the same page and keeps the process working forward.

2. Cape Cod Nails – Ms. Coffin informed the Board that this item did not need to be heard as the owner came in and paid for his license.

3. Amend Temporary Food License Fee – Cynthia Coffin – Mr. Barlow stepped off the Board for this discussion. Ms. Coffin stated that this year there were two fees for temporary licenses, one for food service and one for retail food only. She stated that people were very confused by this, especially the vendors at the Scallop Festival this year. Many vendors told her that it would be better to just have one fee so her proposed is to amend the temporary food license to be \$40.00 whether for food prep and sale or for retail sale. The temporary food license will cover an event for up to 10 days. **Mr. Uitti made a motion to approve the request to make the temporary food permit fee \$40.00. Ms. Mastria seconded the motion. The vote was 3 in favor, 1 recused. Mr. Barlow then returned to the meeting.**

4. Informal Discussion – Cynthia Coffin – Cape Cod Commission DCPC draft fertilizer regulation- Ms. Coffin stated that she just wanted to make sure that the Board members had all the information regarding the proposed draft BOH regulation on fertilizer application. She told the Board that at a recent meeting of all the Cape Health Agents it was discussed that the Cape Cod Commission created the first draft without any input from the Boards of Health. Most Health Agents felt that the regulation was good for educational purposes for best management practices but that the regulation was not really enforceable. George Heufelder and a few Health Agents have made comments and the draft has been changed. There is a Stakeholder meeting next Tuesday and she will try to attend. Mr. Heufelder is trying to tie Public Health to the fertilizer application issue. Mr. Andrews asked if there is any science out there to back up this regulation and Ms. Coffin answered that it was. The fertilizer issue is only part of the work to address nutrient

loading. The Cape is looking at other ways to address nutrient loading in addition to sewerage and treatment plants. Mr. Barlow stated that he felt that the Board of Health should require applicators should be licensed and have to report their usage to the Board. Mr. Andrews agrees. Mr. Barlow stated that by having the applicators license and report we could build a database. Ms. Coffin stated that she does not feel that licensed lawn companies are the main issue and that it is more the uninformed homeowner that over-applies fertilizer. Ms. Mastria thinks that education of the public is the key. She feels that people will do less fertilizing if they learn what they are doing to the embayments. Mr. Andrews stated that the Board needs to develop a master plan. Ms. Coffin did remind the Board that if they develop any nitrogen regulation, it has to be fairly consistent across the Cape and it also has to be reviewed by the Cape Cod Commission. This is what the DCPC designation will allow. Mr. Andrews stated that he wasn't talking about a regulation but about a reporting of the fertilizer use and a plan of action. Mr. Andrews stated that he doesn't feel that the fertilizer applicators are being seen as stakeholders. Mr. Uitti asked how easy it would be to make people report. Ms. Coffin stated that she does not think it will be an easy thing to accomplish. She would prefer that proper education is done. This discussion was for informational purposes only and there is no need for action at this time.

5. Approve minutes of August 14, 2013. Mr. Uitti made a motion to approve. Mr. Barlow seconded. It was unanimous to approve.

6. Approve minutes of September 11, 2013. Ms. Mastria noted that she was at the September 11th meeting but was not listed on the minutes, so that needs to be amended. Ms. Mastria then motioned to approve the amended minutes. Mr. Uitti seconded. It was unanimous to approve.

Mr. Uitti made a motion to adjourn. Ms. Mastria seconded the motion. It was unanimous and the meeting adjourned at 7:55 P.M.

Tape and typed by:

Cynthia A. Coffin

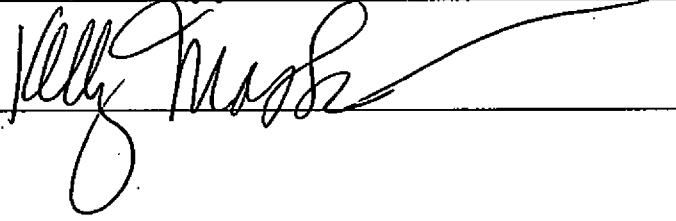
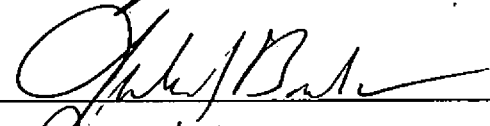
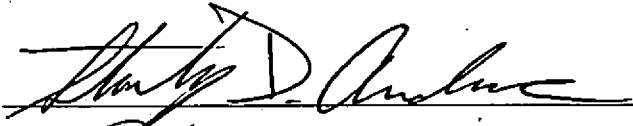
Kathleen Peterson _____

Stanley Andrews _____

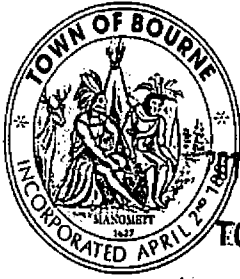
Galon Barlow _____

Don Uitti _____

Kelly Mastria _____



cc Board of Selectmen/Town Clerk



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TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
2924 Perry Avenue
Buzzards Bay, MA 02532
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Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

October 23, 2013

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. **Landfill Update: Dan Barrett**
 - a. Phase 4 stage 2 Liner Project
 - b. Flare Upgrade Project
 - c. Harvest Power Negotiations
 - d. Up Coming Cover Soil Projects
2. **1 Bell Buoy Rd – Zac Basinski, Bracken Engineering, for Jean Fredrickson & Nancy Burroughs (Bell Buoy Realty Trust) – Request for variances to raise and remodel existing dwelling**
3. **270 Scraggy Neck Rd – Zac Basinski, Bracken Engineering, for Lynne Smith – Request for waiver to continue use of existing septic system with the addition of 7 leaching chambers for demo and rebuild of existing house**
4. **69 Bellavista Drive – Walter Federow- Request for waiver to continue the use of existing Alternative Septic System for proposed garage addition with non-bedroom space above**
5. **Approve Minutes – Discuss and possible vote to approve the minutes of the meeting dated October 9, 2013**

cc Board of Selectmen/Town Clerk

Signed:
Title: Health Agent
Date: October 17, 2013

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Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



MINUTES October 23, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Lisa Collett, Secretary

Meeting was called to order at 7:02 P.M

- 1) 1 BELL BUOY ROAD – Zac Basinski, Bracken Engineering for Jean Fredrickson and Nancy Burroughs (Bell Buoy Realty Trust) – Request for variances to raise and remodel existing dwelling –** Mr. Basinski stated that the existing house was built in 1909. It is abutted to the North by Circuit Ave, to the west by Bell Buoy. The resource on and near the lot are associated coastal banks in the AE flood zone. All resource areas have been reviewed and approved by the Conservation Commission last week. The applicants are looking to renovate the house and have a partial second story addition on the house and also upgrade the onsite septic system. Mr. Basinski stated that currently the house is serviced by a cesspool. Mr. Basinski stated that the plan is to have the property serviced by a new compliant Title 5 system. The new system will have a new 1500 gallon tank with a D box and 6 stone chambers. Mr. Basinski stated that given the size of the lot, which is only 4000 square feet, and its close proximity to all resource areas, he is here asking for variances to the setbacks. He stated that the soil absorption system will be placed as far away from the bank as possible. He is requesting a 15 foot variance to Hen Cove providing a 135 foot setback and a 39 foot variance to the coastal bank providing a 111 foot setback. Mr. Basinski stated that the existing house is a 4 bedroom house. The new house will also be 4 bedrooms. The increase in non-bedroom area is 18.7% and the increase in bedroom area is 3.7%, both of which are under the policy of 50% and 25%, respectively. Mr. Barlow asked what comments or concerns Ms. Coffin has on this proposal. Ms Coffin stated that she tries to make decisions based on what the policy is so this is an existing house that they are adding on to, but it is under the 25% and 50% increase in space policy. Ms. Coffin stated that she feels the project does fall under the Board of Health guidelines to have a regular Title 5 system. Mr. Andrews stated that the soil absorption system is only 8 feet to the lot line. Mr. Andrews stated that Mr. Basinski should be asking for a variance here also. Mr. Basinski stated that he is and he is also asking for a 5 foot variance from the north

side. Mr. Barlow made a motion to approve the request for variances at 1 Bell Buoy Rd, and that the applicant be given a 39 foot variance on the high water mark to Hen's Cove, a 111 foot setback; a 15 foot variance from the 150 foot setback, a 135 foot setback; and a 5 foot variance from the required 10 foot setback of the leaching facility to the lot line. Mr. Barlow referenced the variance request dated October 10, 2013. The architectural plans were drawn October 8, 2013 and the other site plan is September 30, 2013. Plans were received on October 10, 2013 drawn by Bracken Engineering. Mr. Uitti seconded the motion. Approved unanimously.

- 2) **270 SCRAGGY NECK RD – Zac Basinski, Bracken Engineering for Lynne Smith – Request for waiver to continue use of existing septic system with the addition of 7 leaching chambers for demo and rebuild of existing house** – Mr. Basinski stated that the current house was built in 1890. There is a coastal bank by definition. This project was before the Board of Health back in 2007 and at that time the homeowner was looking to add additions onto the house and upgrade the cesspool that was on the lot to a Title 5 compliant system. They were granted approval at that time with a 9 foot variance to the coastal bank. They went ahead and installed the system on the lot but then unfortunately Mr. Smith passed away so the house renovations never got completed. Mrs. Smith is now ready to move forward and demolish the existing house and construct a new house on the property. The new house will reduce the number of bedrooms from 8 to 5 which will reduce the nitrogen loading from 13.5 down to 10.3 parts per million. There will be a decrease in bedroom area and non-bedroom area with the new project. They are also looking to increase the size of the existing septic leaching area. Therefore, Mr. Basinski is asking for a waiver to do the renovations. The previously granted setback variance for the leaching will still be adhered to with the additional leaching chambers. Ms. Coffin and Mr. Basinski did do a Title 5 inspection on October 22, 2013 and there were no signs of hydraulic failure. Ms. Coffin stated that there is a coastal bank but by definition only. Ms. Peterson stated just to clarify that there was an approval for a 4 bedroom home, but that reduction was never done so the 8 bedrooms remained, and now the proposal is to become a 5 bedroom home. Mr. Basinski stated that was correct. Ms. Peterson stated that the Board needs to come up with a plan to try to keep better track of approvals. Ms. Coffin stated that usually things are tracked properly. There were problems with the septic permit for this property. She did not even realize that the system had been installed until she received questions from the installer on a certificate of compliance. The office paperwork did not show that the system was ever inspected. She ended up getting photos of the system this year from the installer. Since she was unaware that the septic upgrade took place, she did not follow through on the issue of the bedroom reduction. No building permit was ever pulled so she thought that the project had not gone forward. Once she was made aware that the system had been installed, she informed the installer that the bedroom reduction was supposed to be verified. Now the proposal by the owner is entirely different. The follow up on this property definitely did not take place as it usually does. The system has now been dug up so she knows it is there now, at least she has seen the tank and the distribution box, but she did not know what to do and did not

know at the time that they were going to do this project either. Usually these do not get missed but this one did because she did not even realize the system was put in. When the board grants the variances and the applicant pulls a permit, the office tracks track when the variance expires but generally the system goes in before the work gets started on the house. This was worse because it was supposed to be a reduction in the number of bedrooms so she probably should have found a way to track this one a little bit better. Ms. Peterson stated that if there is not a system in place, maybe an internal certificate of compliance that pops up within 6 to 8 months if you haven't heard from the applicant to find out if it's in. Ms. Coffin stated that we do put alerts on Microsoft Outlook that will pop up usually a month before the variance is due to expire. Ms. Peterson stated that she would like to be alerted sooner than a month before. This applicant has been living with 8 bedrooms with a 4 bedroom system. Ms. Coffin stated that the occupancy has not changed. It got missed and she will try better at tracking. Ms. Peterson stated that she is just annoyed that this went on for so long. Mr. Barlow stated that what the board is being asked is to allow one more bedroom. Mr. Andrews stated that this is with expanding the existing system. Mr. Basinski stated yes, they will be adding with 7 chambers to the existing leaching facility. Ms. Coffin stated that she only saw the distribution box, so one of the conditions she would like to see is to verify that the existing system is in fact functioning properly, and if there is a problem then the whole system would need to be replaced. Mr. Basinski could not find the inspection port. Ms. Mastria stated that she is glad more chambers are being added. **Mr. Barlow made a motion to grant the request to modify the variance request at 270 Scraggy Neck Rd. The Board will allow the applicant, Mrs. Smith, to build a 5 bedroom home on the existing 4 bedroom system provided they add a chamber and provided that the Health Department examines the system and finds that it was installed properly and is functioning properly. Mr. Uitti seconded the motion. Mr. Barlow revised his motion to include the addition of 7 chambers. Mr. Barlow added a 5 bedroom deed restriction and that the deed restriction needs to be recorded prior to the start of construction. Mr. Uitti seconded the motion. It was a unanimous vote. Mr. Barlow made a motion to reconsider the original motion for 270 Scraggy Neck Rd. Mr. Andrews seconded that motion. Mr. Barlow wanted to include the site plan received October 10, 2013 drawn by Bracken Engineering, drawn Oct. 1, 2013 and the architectural received Oct. 10, 2013. Mr. Uitti seconded that revised motion. It was a unanimous vote.**

- 3) **69 BELLAVISTA DRIVE – Walter Federow – Request for waiver to continue the use of the existing Alternative Septic System for proposed garage addition with non-bedroom space above.** –Mr. Federow spoke to the Board and told them that he hoped to add a two car garage to his property. He has already been before the Conservation Commission. He is also planning additional space above the garage. He is proposing office space that is open into the existing bedroom. There will be no plumbing in the upstairs space and no closet space. Ms. Coffin told the Board that there was an alternative septic system already installed for the property in 2001. All of the required two years testing has been completed and the system is current for its inspection. Ms. Peterson asked Mr. Federow if he liked the alternative system and

what type it was. He said he is happy with them system. It is a Fast system and seems to be doing its job. He said that whatever helps keep the nitrogen out is helpful and that the cost is not that bad compared to what he would pay for sewage. **Mr. Barlow made a motion to grant a waiver for the use of the existing septic system at 69 Bellavista Drive for a garage addition. The existing house is three bedrooms. He would like to see a three bedroom deed restriction on the house. The request was received by the Board on October 15, 2015 and the plans were received on October 15, 2013. The plans were drawn by JP Rogers. Mr. Andrews seconded the motion. The vote was unanimous to approve.**

4) LANDFILL UPDATE - Dan Barrett

- A. Phase 4 Stage 2 Liner Project** – Mr. Barrett stated that Bates and Son have completed the installation of the clay soil component. All of the testing of the clay is complete and the clay has passed. The secondary geosynthetic clay component has been installed, tested, and met the initial specifications. Installation and testing of the 60 ml secondary geomembrane and associated testing are complete and they have begun to install the biplanar geocomposite drainage layer between the two main plastic liners. The weather has been fantastic given the fill and construction project. The outstanding component on this project is the installation or tie in between the two liners. This has not been done yet but it is all set up to go. Dewatering is still being done in the area. ISWM has been talking to DEP to discuss all the contingencies if something were to go wrong. DEP is comfortable at this point. The intent is to finish the liner completely right up to the point of connection and then the two active liners will be tied together. The tricky point is that they will be tying two active liners together. There will be limited work to do to tie them together. They will be able to drain one onto the other until they are tied together. Hopefully the weather will hold out.
- B. Flare Upgrade Project** – The parts for this project are starting to show up. Some of the special parts that had to be made are onsite. The flare is under construction. It is anticipated that the work will be done around the first of the year. One of the things of concern was the back-up generator. It has been chosen and the air emissions guys approved and it was sent to DEP who approved it. DEP has attached that approval to the existing air permit so ISWM is ready to go. Work is focusing on the liner right now.
- C. Harvest Power Negotiations** – There is really nothing new with the Harvest Power negotiations, but there is a meeting scheduled for Friday October 25th with the Board of Health attorney to go over the whole project. After Friday's meeting he will know more. Ms. Peterson said that if Mr. Torres was chosen by the Board of Health to be their attorney, why the BOH would have him look at anything when the Board members have not reviewed the lease yet. She said that the Board members cannot even express their concerns if the lease hasn't been viewed yet so how can Mr. Torres act for the Board. Mr. Barrett said that he has stated before that the concern is everyone has to make sure that the Board of Health's and the Board of Selectmen's positions do not get compromised in their position as regulators. He said that if the Board gets involved in negotiating the

lease then the Board would give up some rights as regulating parties. Mr. Barrett stated that this is the best way that he can explain the situation. Ms. Peterson asked why someone can't put that in writing to us. Mr. Andrews said that the last time Mr. Barrett was before the Board of Health the Board asked him to get an explanation in writing to the Board of why the Board is not allowed to look at the lease, but Mr. Barrett stated that he has not been able to get that. He stated that the Selectmen want to bring Mr. Torres in with Bob Troy and Mark Kelpin and discuss things. He hasn't gotten anything in writing. If he had he would have brought it to the Board of Health. He thinks that the Selectmen want to have Mr. Torres weigh in on the lease. Mr. Barlow said that they still can't do anything without the approval of the Board of Health. Mr. Barrett stated that no one is bypassing anyone. They just want the opinion of Mr. Torres on the lease before any decisions are made. Mr. Stanley said that is fine but the Attorney has no input from the Board he is working for. Mr. Barlow stated that his main concern is that there are no odor problems around all the holidays; no open trenches, etc. with all the work on the liner. As to the Harvest Power nothing can happen without the Board of Health. Mr. Andrews does not know why the Selectmen aren't putting together a site visit to review the proposed project. Mr. Barrett stated that the London Ontario facility for Harvest Power is up and running and so far it is running well. The one on the West Coast is also running well. ISWM is waiting for leachate data to see how to best handle their wastewater. The separator up in London isn't working right. Mr. Barlow said again that the liner situation needs to remain under control through the holiday season. Ms. Peterson said that she finds it interesting that up until yesterday the Board of Selectmen did not want any help from the Board or the Board of Health attorney, and just because the Board has requested something in writing as to why they don't want to involve the Board of Health in the review of the lease, now they want to involve the attorney that is supposed to work with the Board of Health.

Mr. Barrett said that they have been working on gating issues that took longer than anticipated. He said that this is why things took longer to have the attorney in. Ms. Peterson said that Mr. Torres can't comment if we haven't given him input. Mr. Barrett said that the process isn't even to the point where the Board of Health would be making comments. He is just talking about the process. The process is whether or not he feels that any steps that are proposed during the negotiations will compromise any of the regulatory Boards. The things that the Board wants to negotiate, such as what will happen if there are smells, when will trucks come in, etc. have not been talked about yet. The reality is that a Board, either the Selectmen or the Board of Health, cannot help to negotiate a document and then be the ones to vote to approve it. Mr. Andrews said that he would still like to have heard this from the Selectmen or Town Counsel. Mr. Barrett stated that he told everyone that the Board needs more information. Ms. Peterson said that the Selectmen are not going to be able to pick and choose what the Board of Health sees of the lease. The Board of Health will review the entire lease in an open meeting. Mr. Barrett says that at the beginning of the process there may be things that the Board of Health cannot review, but that before that lease is voted on, the Board will see the entire lease. He said there is wording that the lease shall

be in a form that is acceptable to both Boards prior to even opening the site assignment. Mr. Barlow said that the process seems backward to the Board. He would think that the environmental issues should be discussed first. Mr. Barrett tried to explain to the Board that the Board will be involved at some point in the process and will be able to make all its comments then. Ms. Peterson said that if Steve Torres was actually working for the Board of Health, the Board of Health would have been sent a letter from the 'powers that be' asking Board of Health to engage their attorney to speak with them with regards to the lease. She is having a problem with how this is being done. Mr. Barrett stated that Mr. Torres is associate counsel and works for the Town, as do all the attorneys engaged by the Town. Mr. Barrett says that there should be some answers for the Board soon. Ms. Mastria asked if we haven't been asked to engage Mr. Torres then who would it be? Mr. Barrett stated that as he understands it, Mr. Torres was chosen by the Board of Health. He then got appointed by the Board of Selectmen, and then he is engaged by Town Counsel as an Associate. He believes that a letter should come from Bob Troy at some point to the Board of Health.

- D. Up Coming Cover Soil Projects –** There was an application for a Beneficial Use Determination issued by DEP. The Town of Plymouth had contacted Bourne ISWM about 2 years ago as they were doing a couple of jobs in Plymouth and there were some soils that had higher readings of total petroleum hydrocarbons, diesel fuel, gas, arsenic; the typical things you see with dredge material. The project has been going on for two years. Samples were taken and DEP decided that the material was safe for use at the landfill. They asked the Town ISWM for a support letter and that was issued. DEP's biggest concern that the material will not be tracked out of the landfill. The Town sent the letter in and DEP approved it, but there is a 21 day comment period. The comment period ends on October 28th. Ms. Coffin had already emailed the material to the Board. Ms. Peterson stated that she thinks it is a good project. Mr. Andrews asked what ISWM uses to prevent material from being tracked out of the landfill. Mr. Barrett stated that the material would be brought in and deposited next to the Processed Bottom Ash that the Bourne landfill currently accepts as daily cover from the Covanta Energy SEMASS Plant. The ISWM operators will observe the material and determine if its moisture content is such that it needs to be mixed for proper handling. If it's all right to accept but too moist it will be mixed with ash as a bulking agent. At the end of each day it will hauled to the working face and be deposited as daily cover on the face. Care will be taken to insure that the delivery trucks' wheels and tailgates are clean and free of wet debris prior to leaving the cell to prevent tracking outside the disposal area. The project should take place about the same time that ISWM is opening the new cell so it will be really advantageous. Additional cover material will be needed. Mr. Barrett stated that it is a good project but early on there was contamination; but those materials have been removed and now it is suitable for use. Ms. Peterson likes to see Bourne working with Plymouth. Mr. Barrett also stated the when ISWM was going into Stage 3; ISWM took a lot of dense material for awhile. Now there is a good market for soils. The Town has put in numbers on a couple of those jobs and the Town could be looking at some profitable jobs. Catch basin cleanings are

considered solid waste by DEP but ISWM has always stated that they need to be tested anyway. DEP is looking at changing the soil use regulation in the future. Ms. Peterson thanked Mr. Barrett for his presentation. She said that they will probably see Mr. Barrett at the meeting on December 11th. The next two Board meetings will be November 13th and December 11th.

- 1) **APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated October 9, 2013 – Mr. Uitti made a motion to approve the minutes of October 9, 2013. Mr. Andrews seconded the motion. A vote was taken. Ms. Peterson abstained as she was not present. All other voted favorably.**

Mr. Uitti made a motion to adjourn. Mr. Andrews seconded. It was a unanimous vote. The meeting adjourned at 8:06 P.M.

Respectfully taped by
Lisa Collett
Secretary

Typed and approved by
Cynthia A. Coffin
Health Agent

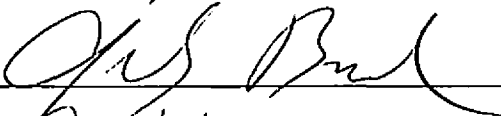
Kathleen Peterson



Stanley Andrews



Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679

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**TOWN CLERK'S OFFICE
BOURNE, MASS**

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

November 13, 2013

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. **DISSCUSSION ONLY – Attorney Torres – Regarding meeting with legal counsel for the Harvard Power project.**
2. **35 PARK ST – Don Bracken of Bracken Engineering for Jack and Ann Wood – Request to reinstate and extend the variance for proposed renovation and additions –**
3. **30 NYE LANE – Elizabeth Martone – Request for further reduction of testing on the alternative technology septic system –**
4. **FERTILIZER REGULATION – Cynthia Coffin – Discussion and possible vote to adopt a fertilizer regulation –**
5. **APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated October 23, 2013-**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: November 7, 2013



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TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

November 13, 2013

Time:

7:00 P.M.

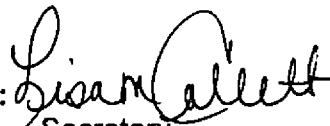
Place:

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

****AMENDED** AGENDA ITEMS:**

1. **DISCUSSION ONLY – Attorney Torres – Regarding meeting with legal counsel for the Harvard Power project.**
2. **35 PARK ST – Don Bracken of Bracken Engineering for Jack and Ann Wood – Request to reinstate and extend the variance for proposed renovation and additions –**
3. **30 NYE LANE – Elizabeth Martone – Request for further reduction of testing on the alternative technology septic system –**
4. **FERTILIZER REGULATION – Cynthia Coffin – Discussion and possible vote to adopt a fertilizer regulation –**
5. **DISCUSSION ONLY – Attorney Jack Collins for Kingsbury Group Inc. – Proposal to operate a medical marijuana facility at 320 MacArthur Blvd. -**
6. **APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated October 23, 2013-**

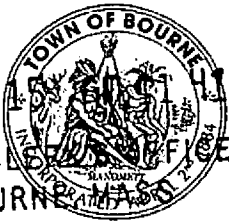
cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: November 7, 2013

2014 JAN

TOWN CLERK'S OFFICE

BOURNE, MASS



Cynthia A. Coffin
Health Agent

2014 JAN 15 AM 11 41
TOWN OF BOURNE
BOARD OF HEALTH
TOWN CLERK'S OFFICE
24 Perry Avenue
BOURNE, MASS
Buzzards Bay, MA 02532



MINUTES
November 13, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Lisa Collett, Secretary

Meeting was called to order at 7:04 P.M

- 1) **DISCUSSION ONLY – Attorney Torres – Regarding meeting with legal counsel for the Harvest Power project** – Mr. Torres stated he would like to go over an update on where he thinks he is in the process. He stated that the last time he met with the board, they went over the projects and tonight he will not go into any more specifics of this particular lease transaction but will go into the specifics of the site assignment process and the board's roll. He stated that the unique thing about the process is being a town; there is the normal process of negotiating in any vendor or union contracts, or sale of the property contracts with the executive branch, which is the Board of Selectmen. Under the Board of Health's continuing resolution on this project, the Board of Selectmen will have the final approval on the lease from the executive end. He stated that through the whole process, it is the Board of Health approval that will be final. With respect to the current negotiations, those are being performed by the administrative personnel and the counsel to the administrative personnel. The Board of Selectmen will then have the chance to review the final document prior to it coming to the Board of Health for its approval. The process is that the Town Executive, the Town Counsel, and the Special Counsel are negotiating the lease. That process is very consistent with State Law. The negotiations are by the Town Executive, the Selectmen will sit sort of as a mini-legislative branch and then vote on the proposal. That is the Executive Process and ends the process for negotiating the terms and economic conditions in the lease. The Town's Site Assignment conditions for the landfill, the Board of Health, in accordance with condition #10 have to approve the site assignment of the property. He went on to review the process as required by law. He stated that there is a general separation of powers between executive and legislative branches of government. He stated that the executive branch negotiates and the legislative branch approves. He stated that when the town administrator is done negotiating with town council, special council and Harvest Power, we will have a finished product that will then go to the selectmen for

the first time who will have to approve it; and then at that point there is a process discussion on exactly how it comes in front of the Board of Health. Mr. Torres stated that the lease, when it's finished on all those economic terms and all the things the town has to do, will come to the Board of Health essentially for 2 key roles; and that is approval of the terms of the assignment and then setting the site assignment conditions for that lease. The process that is used to do that is right continues to be a dynamic process. The negotiations now are review of the lease with Mr. Torres giving his advice on some of the environmental conditions contained in the lease as he is trying to look forward to what he thinks that the Board will want to see. What is trying to be determined is the exact manner in which the lease will be presented to the Town Boards and what the timing will be for that process. He hopes to have that process and timing determined shortly. Regardless of what provisions end up in the lease, with regard to economics, scheduling, construction, the Board of Health has a full opportunity to review the lease, add input to the lease and without revealing any of the contents of that particular contract, every contract that has a regulatory provision, which means that somebody has to approve it, that lease is always written on a conditional stand point. In this case there is a lease, and regardless of whatever else is in it just for the presence of the site assignment and condition 10 alone, that lease is going to be subject to the Board of Health's final approval. That is not administrative but it is a substantive approval. In this case the Board of Health has a real substantive role. The Board of Health has to go through the lease and make a determination, first under condition #10, whether the Board is going to permit the assignment of the property, and secondly what conditions are going to be approved for that. Mr. Torres stated that he can imagine that the biggest concern will be the process and the timing. That is being worked out now. The board will have adequate time to view, comment, make changes and determine what the board will want for site assignment conditions. He will be available to help the Board to determine those conditions and understand from a broad legal prospective what the Board can and cannot require. Once we get in to this process; the board will be very involved. Right now they are just waiting on the executive branch to complete their negotiation of the economic terms of the lease and some of the environmental terms of the lease. However, the negotiations are being made knowing that the environmental terms and the environmental conditions, and the site assignment conditions, will be decided upon by the Board of Health. Mr. Torres stated that he has been involved in the process since the time the Board of Health brought him on board. He has been given a copy of all the proposal documents, all the exhibits to the proposal, the original and secondary leases; so the town has included him in this process. This will give him a chance to get his recommendations in order to present to the Board of Health during their review. The process he has not been involved in is the negotiations between the Town of Bourne and Harvest Power over the main provisions of the lease. This is mostly what is going on now. He has not been involved in the talk about numbers and scheduling and surety. In other words he has not been involved in any discussions about the standard lease provisions. Mr. Torres stated that he was invited a couple of weeks ago to go in and review exactly where they are with the lease. They sought his input on some issues that were associated with site assignment and environmental issues. He stated that he was very happy with the office staff's help at reviewing

documents on file. Mr. Torres stated that so far he is pleased with what the Town of Bourne has permitted him to participate in and he continues to express how important it is to get the Board of Health involved in the right stage in the process. The right stage may not be exactly where the Board of Health would like it to be, but in no way does it take away what the boards' final input will be on the lease. The Board of Health will be the final approving authority. Mr. Andrews asked statutorily, how much time would the board have to review the lease and does the board have a time constraint from the time the board is given the lease to complete the process. Mr. Torres stated that if this were a normal site assignment, as soon as the application is given to the state, the state has 60 days to look at the site suitability report. The state will use all of those 60 days so the Board also has those 60 days also for review. Once it is returned to the Board of Health, a meeting must be scheduled within 30 days which the board can max it out and schedule for the 30th day. So you are at 90 days to review. Then the Board has 45 days to hold a hearing and get a decision out, so now you are up to the 135 day range under normal site assignment process. Now, because the way the site assignment conditions are written, the board's approval of the lease assignment is separate and apart from the site assignment process. This could go either way. Condition 10 is an assignment provision so if for some reason today ISWM in-house was not going to run the landfill anymore and now ACME was going to run the landfill, that is not a change to your site assignment. That would neither be a major nor a minor modification but it would impact condition 10 which states you cannot transfer in whole or in part without the Board of Health approving it at a public hearing. The only thing that is certain on the time frame is that the board must have a public hearing to approve the assignment of the lease. Site Assignment is also a public hearing but it is a public hearing on site assignment. Mr. Torres stated that what he is trying to achieve is making sure the board will get more time than what is allowed under the site assignment process. The three lawyers will need to sit down and define what exactly Condition 10 means. This would be a separate public hearing, other than an actual site assignment. Mr. Torres stated that he would recommend in that time frame is that the Board of Health says they are approving the assignment of the property only subject to the site assignment conditions that the Board will establish in site assignment. This would give the Board more time to look at the lease. The site assignment does not have to be opened to look at the lease. This is the best case scenario for the Board of Health. This is part of what is being determined. Mr. Torres stated that he very much believes that the Town understands the Board of Health role. Mr. Andrews stated that he is concerned about being on a tight time constraint and stated that if the board does not receive the additional time to fully review, he would have to lean closer to being conservative and to rejecting the proposal. Mr. Torres stated that he would suggest this at the meeting by stating the only thing that triggers time is the filing of the site suitability. That does not mean that has to be simultaneous with when the town completes the lease document and Harvest agrees with the town to hand it over to the Board of Health for a preliminary review before they apply for site assignment. Everything in the construction contract is scheduled. Mr. Torres stated that if he inserts a suggestion in there that says schedule wise, when Harvest Power is done with lease negotiations with the town, but before they go apply for site assignment and put the Board of Health under a 60 day

gun, actually 135 day gun, that Harvest Power will wait 60 days before they apply for site assignment, which will give the board an extra 2-3 months for review. That would be the process that he would advocate for the Board of Health. This would still be in line with all the statute. We could avoid any time constraints by having the vendor say that they agree to give the Board of Health time to review the lease before the site suitability application is filed. If they go by strict site assignment time lines the review will be within a very short time frame. Mr. Barlow stated that the board did have an engineer, Mr. Lanahan, review the original project that was put forward. He came up with some very vague responses. He couldn't get enough information to make solid comments. Mr. Barlow just wants to be sure that Mr. Torres, town council, the selectmen and the town administrator are not going forward thinking that the Board of Health was ok with report. We accepted the report so that the engineer could get paid that is all. Mr. Barlow stated that no one on the board was satisfied with the information that the engineer presented because he could not get a lot of information. Mr. Barlow stated that the town administrator, by charter, signs all the contracts for the town. The town administrator can sign a contract with Harvest Power and start the wheels moving. The Board of Health does not want that to happen. The Board of Health wants the environmental issues addressed first. The board wants to feel comfortable that the people in the community are protected from excess traffic, odors, nuisances etc. He stated that almost every waste to energy project that happens has huge environmental issues that follow it. We don't want that to happen in Bourne. Mr. Barlow stated that he hopes the people who are negotiating this contract are aware that the Board of Health has not been satisfied right up front. Mr. Torres stated that he understood. It is just a matter of when those environmental conditions are addressed, before the contract is signed or in the site assignment approval. Mr. Barlow stated that the Charter states that the Town Administrator signs all contracts. The Board of Health wants to be ahead of this. The Board of Health is trying to protect the community. Mr. Torres stated that he is sure that Harvest Power's attorney knows that even the Town Administrator signs a contract, that contract would be ineffective without satisfying the permitting and regulatory requirements. Mr. Barlow stated that we just need more information about the project. Mr. Torres stated that one of his recommendations is that there be stages of inspection and that at any stage the Board of Health will have a right to place a cease and desist on the project. If it's not already in the lease he expects that the Board will add this to the lease upon his recommendation. Mr. Barlow discussed the issues with SEMASS. He does not want the Town to have similar problems. Mr. Mulvey stated that just as an observation, the question seems to be whether or not the town administrator fully recognizes that any contract signed by him is not effective until the regulatory procedures have been fulfilled. If there is any doubt about that, it would seem either the Board of Health attorney or the Town Attorney would ensure that the administrator recognizes that fact. Ms. Mastria is still concerned that the clock starts ticking as soon as the contract is signed but Mr. Andrews and other stated that it does not. Ms Peterson stated the board does not want to see this lease for the very first time at the opening of the site assignment. That is not enough time to properly review the project. This is new project. Nobody knows anything about this project. Ms. Peterson stated that there is not really a lot to go on, so that is why the board hired

Mr. Torres because of his past experience. Ms. Peterson stated that the lease agreement must be given to the Board of Health members before the site assignment. How that can happen, she does not know, but the board has the authority to allow that lease to go forward, so once Mr. Torres has an answer on that, she expects him to come back before the board. Mr. Torres stated that no one would ever write a contract without a provision that says this is contingent upon all permits and conditions being granted. The site assignment is one and condition 10 is another, so he would expect this to appear in this contract. Ms. Peterson stated that she really wants it to be said that the Board of Health does not feel that opening the site assignment and reviewing the lease is enough time, because under the site assignment, there are always open meetings and the next thing you know you are signing on the dotted line. The Board of Health must be comfortable with the project before the site assignment is opened. Mr. Torres stated he would bring this message and any other concerns back with him to the meetings. Mr. Mulvey stated that he finds the timeline confusing. Mr. Barlow stated that if Mr. Torres finds information that the board should receive immediately, the chairman can move into executive session instead of waiting for a scheduled meeting. **No action is needed at this time.**

Item #5 was moved to Item #2 due to time constraints on the applicants.

- 2) **DISCUSSION ONLY – Attorney Jack Collins for Kingsbury Group Inc. – Proposal to operate a medical marijuana facility at 340 MacArthur Blvd. –** Mike Wallace, President for Kingsbury Group Inc. stated he brought with him the following people: Ms. Susan Winsocki, CEO for Kingsbury Group Inc., Mike Tierney, local residence helping Kingsbury Group locally and Senator Raschenback. Mr. Wallace stated they are before the board this evening to get the process moving, which he has been working on for about one year now. He is trying to get a letter of known opposition or support for a medical marijuana operation. He has spoken with other boards in the town including the Selectmen and is willing to be completely transparent about the proposed operation. He is competing with other companies on the Cape. On the health side of the proposal, from the Department of Public Health, there are huge rules and regulations, but the local Board of Health does have input especially the marijuana induced products using a commercial kitchen, having PIC's to deal with. Mr. Wallace stated that he assumes the Board of Health would need to do kitchen inspections as you would for a restaurant. In terms of the health and the general welfare of the town, he would like to be able to work with this Board of Health. Mr. Barlow stated that on this issue, the Health Agent, Cynthia Coffin would advise the board members. Ms. Peterson stated that the application process for the marijuana facilities requires the applicant to have already been before the Board of Health. Ultimately, the facility would become under the jurisdiction of the Board of Health. Ms. Peterson stated that right now she has nothing to base this on and it is run directly through the Department of Public Health. Ms. Peterson stated that right now, in order for Mr. Wallace to submit the application, he needs to obtain a letter from the Board of Health stating his company has never had any bad issues or complaints in the town. Further than that, there have been no directives given to the

board. Mr. Wallace stated that the applications will be reviewed by 3 different groups of people, doctors, medical people, lawyers, police, and a series of people which will be quite extensive. Mr. Wallace submitted a sample letter for the board to submit on behalf of his company. The board can draw up a letter of their own but the basic information is what is required by the state as part of the application submittal. Ms. Coffin stated that there are two other applications that this company has requested elsewhere. Mr. Wallace stated that he has not submitted any formal applications yet. Currently he has a letter from the Board of Health in Provincetown and one from W. Tisbury on Martha's Vineyard. Ms. Coffin stated that the Department of Public Health already has this company listed twice as already being an applicant in Barnstable. Mr. Wallace stated that a company can only have 3 towns and his picks are 2 in Barnstable County and one on Martha's Vineyard. **Mr. Barlow made a motion for the Board of Health to support Kingsbury Group Inc. application to the State of Massachusetts for a registered marijuana dispensary.** Ms. Peterson stated that the board cannot vote on a motion tonight because this item is for discussion only. Mr. Barlow stated that the board can vote to send a letter. Ms. Peterson stated that was true. The board can draft a letter then the board members can sign it. **Mr. Barlow stated that he made a motion to write a letter and wants to hear a second. Mr. Uitti seconded the motion.** Mr. Mulvey stated that he respectfully suggests that the agenda was published as discussion only and would not legally allow a motion to be made. Ms. Peterson stated that the board has discussed the fact and have decided to send a letter. Ms. Peterson stated that you do not need a vote to send out a letter anyway. Ms. Coffin asked where in the documentation that was submitted to the board members does it state that the applicant needs a letter from the Board of Health in any of these conditions for submittal. Mr. Wallace stated that it is in the phase II application. Mr. Wallace stated that he would locate the paragraph and email it to Ms. Coffin. Ms. Peterson stated that the Chairman for the Board of Selectmen thought this is a good location. Ms. Peterson stated that she would be in favor of giving any group that came forward a letter of support. Mr. Rashenbach stated that in terms of the letter, there is series of questions and answers that are available on Compass. This is about the application process with the DPH. The whole process is run through Compass which is the commonwealth's procurement system. They have a question and answer posted from November 8, 2013 that they update from people, mostly applicants that have asked about the process. There was a question regarding submitting letters of support from local communities. 3 options for letters are given to an applicant who can obtain 5 points on the exhibit if the applicant only submits a letter representing one of the three options. It is in there and they will find it for Ms. Coffin. Ms. Coffin stated her concern is that she would prefer that the letter state the Board of Health is in support of this company going forward with applications even though they have not reviewed any plans, conditions or anything. Ms. Coffin stated that she would not like the State to get a letter stating that the board is in support of the project and have a higher authority think the board has already looked all the ins and outs of the project when we really haven't been presented with any details. Ms. Coffin stated that she would have liked the wording a little stricter. Mr. Wallace stated that right now this is just an opportunity so the boards can see who is applying. The process gets a lot more

involved when you get more into Phase II. Mr. Mulvey reiterated that in his opinion there can be no official action by consensus or motion by the board. Mr. Barlow stated that was only Mr. Mulvey's opinion which is ok. Mr. Mulvey stated that was correct but he would ask the ethics commission on this issue. When the agenda say discussion only, then that is it. Ms. Peterson asked when the next meeting is. Ms. Coffin answered December 11, 2013. Mr. Barlow stated that he does not believe it is an ethics violation for the board to sit during open session and discuss an issue and send a letter supporting it. Mr. Barlow stated that there are many things on the agenda that do not state the board will vote, but the board will vote on some of these other items. Mr. Barlow stated that the board does have the authority to vote if they decide to vote. Ms. Peterson stated that she will clarify with town council in the morning that it's ok to send a letter. If not, the board will hold a quick meeting as soon as the office can post an agenda before the 21st of November and we will meet and vote on sending a letter of support if that is necessary. Mr. Barlow stated that Ms. Peterson, being chairman of the board, can write a letter stating her position and the board's position without taking a vote. Mr. Wallace stated that he can make himself available for whatever date. Ms. Peterson stated that Mr. Wallace will not need to be here for the special meeting. Ms. Peterson stated that if in fact the board cannot write a letter because the agenda states for discussion only, the board will have a special meeting on Monday night, November 18, 2013, and take a vote and issue the letter.

- 3) **35 PARK ST – Don Bracken of Bracken Engineering for Jack and Ann Wood – Request to reinstate and extend the variance for proposed renovation and additions** – Ms. Coffin stated that no one is here this evening for this agenda item. Ms. Coffin stated that the board had voted that the architectural be redrawn showing the laundry room with a cased opening of 4 feet or larger. The homeowners also decided that they wanted to rotate a stair case which did not significantly change anything. The design took almost one year. Finally they are ready to renovate but an extension is needed. Ms. Coffin stated that she normally requests that the applicant come back before the Board of Health if the changes in the architectural are substantially different but they are just rotating a staircase and something that was already approved, she will approve it. Ms. Coffin stated that the board may want to do six months on the renovations. Mr. Andrews stated that the Board generally approves 3 month and 6 month extensions. Ms. Peterson stated that we are now into the winter so the board should give a 6 month extension. Ms. Coffin stated that she does see any issues with this proposal. **Mr. Andrews made a motion to grant the request to reinstate and extend the variances for 35 Park Street for 6 months. Mr. Barlow seconded the motion. All in favor.**

- 4) **30 NYE LANE – Elizabeth Martone – Request for further reduction of testing on the alternative technology septic system** – Ms. Coffin stated that she sent the letter because the board said about one year ago that they would reconsider keeping the reduction to 3 maintenance inspections instead of 4. Mrs. Martone wanted a continuance but she also wanted the testing reduced further. Ms. Coffin stated that she did receive the electrical records from Mrs. Martone and informed her that not a

lot has changed in the electrical use since she applied back in 2012. Ms. Peterson stated that she is not comfortable in allowing a further reduction. Mr. Andrews pointed out on the electrical documents that there is use in June, July August, September, and October. Ms. Peterson stated that the use is actually higher now than she was before. **Mr. Barlow made a motion to make no changes to the testing alternative technology system and the requirements for 30 Nye Lane. Mr. Andrews seconded the motion. All in favor.**

- 5) **FERTILIZER REGULATION – Cynthia Coffin – Discussion and possible vote to adopt a fertilizer regulation** – Ms. Coffin stated that everyone should have a copy of the draft regulation. The final draft is the model 10.21.13. The problem is, unless they do an extension which she does not think they will, if the Board of Health wants to adopt a fertilizer bylaw, it must be approved before January 2014. We only have this meeting and then December 11, 2013 to discuss having a fertilizer regulation. The board can have its own regulation but it needs to be similar to this Final Draft proposal from the Cape Cod Commission. Most of the Health Agents are not in support and really think it will be difficult to enforce but they do feel it's a good educational piece. Ms. Peterson stated that she is getting the feeling that Ms. Coffin does not want the board to pass this. Ms. Coffin stated that she feels it's a good educational piece but feels it will not be enforceable. Mr. Barlow stated that he does not know how the board will be able to enforce this. Ms. Mastria commented on item 2.2, Best management practices as normal operating procedure; it just makes sense to put out the best practices and educate the public. She feels it's a good place to start. Mr. Barlow stated that he likes the wording of alternative b instead of alternative a. Ms. Coffin stated that George Huefelder added that alternative and he is trying to tie it back to the boards of health and a public health issue. Mr. Barlow stated that in the end it gives the board the opportunity to amend it if they want. Mr. Andrews stated that the only way this is able to go through is if you don't change a lot of this wording. You have to stay within a certain framework in order for this to be enforceable. Mr. Andrews stated that once you start going through this document, there is a lot that will be difficult to enforce. It needs to be done but the board has not taken any evidence in or held a hearing on it. Mr. Andrews asked if the document was created by the Cape Cod Commission. Ms Coffin stated it was created by the Cape Cod Commission but her understanding it was created by a panel with representatives from Turf Management, applicators, and at the end, the County Extension Service. Ms. Peterson stated that she would like the regulation to be rewritten to have Alternative B as the preamble; and she would like it back on the agenda for December 11, 2013. **No further action needs to be taken at this time.**
- 6) **Ms. Peterson stated that she would like to go back to item number 2, The Kingsbury Group and make sure there are no issues with regards to the board sending a letter. She would like there to be an extra meeting on Monday night. Mr. Barlow stated that Barry Johnson is the town's representative on ethics issues. Ms. Peterson stated that the board can take a formal vote on Monday, November 18, 2013 at 5:30pm.**

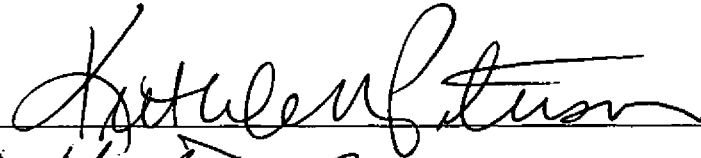
7) **APPROVE MINUTES – Discuss and possible vote to approve the minutes of the meeting dated October 23, 2013 – Mr. Uitti made a motion to approve the minutes dated October 23, 2103. Mr. Andrews seconded the motion. All in favor.**

Mr. Uitti made a motion to adjourn. Ms. Mastria seconded. It was a unanimous vote. The meeting adjourned at 8:10 P.M.

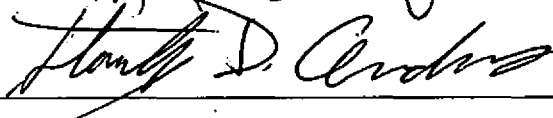
Respectfully taped and typed by
Lisa Collett
Secretary

Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson



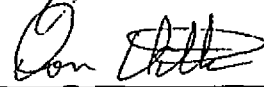
Stanley Andrews



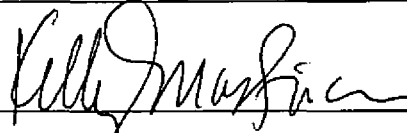
Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**

24 Perry Avenue
Buzzards Bay, MA 02532

Phone (508) 759-0615 x1.

Fax (508) 759-0679

2013 NOV 14 AM 10:11

TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

SPECIAL MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

November 18, 2013

Time:

5:30 P.M.

Place:

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

AGENDA ITEMS:

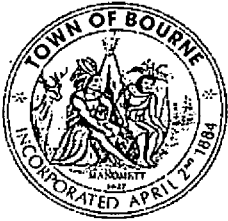
1. Discussion and possible vote to sign a letter of support for an application to the Department of Public Health on behalf of the Kingsbury Group Inc. to operate a medical marijuana facility.

cc Board of Selectmen/Town Clerk

Signed: 

Title: Secretary

Date: November 14, 2013



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532

2014 JAN 15

TOWN CLERK
BOURNE



Cynthia A. Coffin
Health Agent

MINUTES November 18, 2013

Members in attendance: Kathy Peterson, Chairperson, Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Lisa Collett, Secretary

Meeting was called to order at 5:33 P.M

1) **DISCUSSION AND POSSIBLE VOTE to sign a letter of support for an application to the Department of Public Health on behalf of the Kingsbury Group Inc. to operate a medical marijuana facility** – Ms. Peterson stated that the Kingsbury Group was before the board on Wednesday, November 13, 2013 and the board could not take a vote that evening so that is what this meeting is for tonight. Ms. Peterson read the letter that Ms. Coffin has provided regarding a letter of support for the Kingsbury Group to make an application to the DPH. **Mr. Barlow made a motion to sign the letter. Ms. Mastria seconded the motion. All in favor. Ms. Peterson also wanted to state that there was no opposition to this at the meeting on November 13, 2013. Mr. Michael Tierney was present at the meeting in support of The Kingsbury Group.**

Mr. Barlow made a motion to adjourn. Ms. Mastria seconded. It was a unanimous vote. The meeting adjourned at 5:38 P.M.

Respectfully taped and typed by
Lisa Collett
Secretary

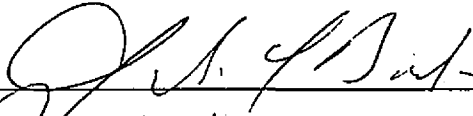
Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson

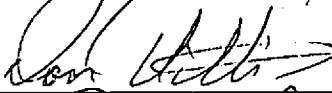
Stanley Andrews

ABSENT


Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**



2013 DEC 5 PM 12 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

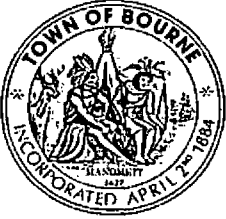
<u>Date:</u>	<u>Time:</u>	<u>Place:</u>
December 11, 2013	7:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **POCASSET MOBILE HOME PARK – Chuck Sabatt – Discussion and possible vote regarding Mobile Home Park License renewal for 2014 –**
2. **14 BRIARWOOD LANE – Tom Donovan for Kevin & Sue O’Neil – Request a waiver to use the existing septic system for proposed renovations/additions –**
3. **18 RICHMOND RD – Bracken Engineering for David & Elaine Lagasse – Request to extend the variances already approved on December 12, 2012 –**
4. **38B SANDWICH RD – Kevin Naylor – Request extension on 30 day Housing Inspection order –**
5. **FERTILIZER REGULATION – Cynthia Coffin – Discussion and possible vote regarding the fertilizer regulation -**

cc Board of Selectmen/Town Clerk

Signed: *Lisa M. Collett*
Title: Secretary
Date: December 5, 2013



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



Cynthia A. Coffin
Health Agent

MINUTES December 11, 2013

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice Chairperson, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Lisa Collett, Secretary

Meeting was called to order at 7:02 P.M

- 1) POCASSET MOBILE HOME PARK - Chuck Sabatt – Discussion and possible vote regarding Mobile Home Park License renewal for 2014 –** Ms. Peterson stated that she spoke with Bob Troy regarding condition number #9 on the existing conditions which will be included on the next license. Ms. Peterson would like to add this addendum to item # 9, which will be read when it is time. Mr. Sabatt stated that the status of the park, as far as septic issues, remains the same. There have not been any substantial issues. There is an occasional line back-up for a particular unit, but that is taken care of right away. He has only had 2 instances in the last few months. The park's septic system is checked out every week by Bill Gilpin of Capeway. Mr. Gilpin pumps as needed. The repair work that has already been done seems to be working. There was a major repair on a separate system that is at the intersections of 1st Avenue and 1st Street that was done sometime in the summer. That has alleviated problems that existed there. On the larger issue of the Park, he has located the assets that are substantial enough to fund the building of an on-site treatment plant. He identified those assets in October, 2013. He has now commenced the process for creating the plans for a new system and new onsite septic treatment plant. Mr. Sabatt met with the engineers a few weeks ago and they are going to be undertaking some initial review of the existing plans. It may be necessary to do some alterations of the existing site plan. It also may be necessary to seek some additional permitting from the Zoning Board of Appeals. Essentially he is in the process of commencing engineering and is looking forward to building the new plant. Mr. Sabatt stated that he does not have a time table yet, but the goal is within the year. Mr. Sabatt stated that another issue is the repair or replacement of a water delivery system. The court order did not provide for that. The court felt that they did not have the authority to order that a new water delivery system be installed and that a new system may need to be funded. Mr. Sabatt stated that he feels that the new water system is essential. He will try to persuade the Austin family that this would be a beneficial undertaking.

for them. Mr. Sabatt stated that he is requesting a renewal of the 2014 License to operate the Pocasset Mobile Home Park. Ms. Peterson stated as far as the permit goes, it is her suggestion to leave the conditions as written but also add, under number 9, that any proposed transfer of the property by option, purchase and sales agreement or any other agreement, must be filed with the Board of Health within 5 days of its execution for review and determination that all issues that are related to the boards jurisdiction, including the wastewater treatment plant water service and related items, are satisfactory to the Board of Health. Ms. Peterson stated that she did run this by the town attorney, Bob Troy, just to make sure this is something that the Board of Health can put into the license. Ms. Peterson asked if there are any questions for Mr. Sabatt. Mr. Barlow asked if Mr. Sabatt had any questions or concerns regarding the addition to item 9. Mr. Sabatt stated no. **Mr. Barlow made a motion to add this amended provision #9 to our existing conditions as read and reviewed by Mr. Sabatt and the Board of Health Chair. Ms. Mastria seconded the motion. All in favor. There was an amendment to the motion to add #9 and to renew the license. Mr. Andrews seconded the amended motion. All in favor.**

- 2) **14 BRIARWOOD LANE – Tom Donovan for Kevin & Sue O’Neil – Request a waiver to use the existing septic system for proposed renovations/additions –** Mr. Donovan stated that the O’Neil’s are presently renovating the house and has hired his company for the project. Part of the renovation was to separate the existing living room with a wall which will be approximately 7’6” in from the front of the house to incorporate an office for Mr. O’Neil. At present it has a glass door to the foyer and the proposal is to add a set of pocket doors that are 6 foot wide glass doors. Mr. Donovan stated that he has submitted to the board members a copy of the layout of the proposed office with a desk and file cabinets. He did the calculations for Cindy and if you were to consider the office a bedroom, as opposed to being part of the living room or an office, it would increase the square footage of the bedroom area by approximately 14% and decrease the non-bedroom space by 5%. This is part of the existing house. There will not be any additions in the proposed renovations but because of the by-law it would constitute an area that meets the bedroom definition, although they are glass doors. He is allowed by the by-law to construct the wall with a six foot opening, but to put the doors in, he needs to request a waiver. The interior layout of the house is minimal. There is a larger kitchen but there are no additions proposed on the house. He would request that the Board of Health waive the definition of bedroom and allow the office to be constructed as shown with incorporation of the two doors in the pocket frames. Ms. Mastria asked how many existing bedrooms. Mr. Donovan stated it is a 4 bedroom home. The septic system was installed in 2001. Mr. Donovan stated that he did find during the renovations that one sink in the basement was tied into the old septic system. The septic system had been changed prior to the passing of the papers mainly because it was too close to the water table. As a result the laundry sink in the basement has been disconnected and nothing is going to the old septic system. Mr. Donovan stated that the laundry room will now be located on the first floor. Mr. Gilbert from 580 Shore Road asked how many bedrooms the septic system will be sized for. Ms. Coffin stated 5 bedrooms and there are 4 bedrooms existing. **Ms. Mastria made a motion to**

approve the request for a waiver to use the existing septic system for renovations and additions at 14 Briarwood Lane, Tom Donovan for Kevin and Sue O'Neil. Mr. Barlow seconded. All in favor and the motion passes. Ms. Peterson added that Ms. Coffin put in the letter that the board waived these because of the glass door and reference the plans.

- 3) **18 RICHMOND RD – Bracken Engineering for David & Elaine Lagasse – Request to extend the variances already approved on December 12, 2012 –** No one was present for this item so Ms. Peterson read the request to be heard out loud to the board members. Ms. Peterson stated that the board approved the original request on December 12, 2012 and now it is December 11, 2013. Ms. Coffin stated that the applicant applied for the building permit but she is still waiting for the new house plans to make sure that there are what the Board originally approved. Ms. Peterson asked if the board should extend for another 3 months. Ms. Coffin stated that she is not sure how quickly the applicant will be ready. Ms. Peterson asked if another 120 days is better. Mr. Andrews stated that the board also grants shorter extensions. Ms. Coffin stated that it is up to the board. Ms. Peterson stated that if the applicant does not have any plans within the next 3 months then they should come back before the board. Mr. Andrews agreed. **Mr. Andrews made a motion to approve the request for the extension of variances for 18 Richmond Road for 120 days. Mr. Barlow seconded the motion. All in favor and the motion passes.**
- 4) **38B SANDWICH RD – Kevin Naylor – Request extension on 30 day Housing Inspection order –** Mr. Naylor stated that his tenant, who occupies the upstairs unit, owes him \$6,000.00 and is in the process of being evicted. Ms. Peterson asked if the tenant, Mr. Brown is present for this meeting. Ms. Coffin stated that Mr. Brown was notified but did not show up to the meeting. Mr. Naylor stated that he went to court last week and has been awarded ½ of the \$6,000.00 owed. Mr. Naylor stated that on December 12, 2013, Mr. Brown will be given a 30 notice to leave the premises. Mr. Naylor stated that he has supplied the tenant with a CO detector and a smoke detector but the rest is going to require him to go into the unit and spend time to fix. Mr. Naylor stated that Mr. Brown has a nasty Pit Bull and his relationship with the tenant is pretty much ended, so he is asking the board to at least let him wait until Mr. Brown is gone, so that he can then go in and make the repairs. Ms. Peterson asked if Mr. Brown sent in any documentation that he notified the owner of the repairs that were needed to be done before he notified the Board of Health. Ms. Coffin stated she did not know, but only that she was told by Mr. Brown that he verbally told Mr. Naylor of the issues like the deck, the rotting door etc. Mr. Naylor stated that Mr. Brown was so far in arrears that he made a deal with him to forgive two month's rent to fix the stairs and obviously that was not done. In early October Mr. Naylor served Mr. Brown with the eviction notice, which is what prompted Mr. Brown to call the Board of Health and complain about the issues. Mr. Naylor stated that Mr. Brown told the judge that the reason he is not paying his rent is because of all these infractions which Mr. Naylor was never aware of, except for the stairs. Ms. Peterson asked if there were anyone in the audience to represent Mr. Brown. No one was present. Ms. Peterson asked if there were any receipts for the smoke alarm and the

CO detector. Mr. Naylor stated he did not have them with him but he does have them at home. Ms. Coffin stated that she did receive a call on December 9, 2013 from Mr. Brown that there was no hot water on Saturday. She spoke with Mr. Naylor who informed her that he hired a plumber to fix the problem. Ms. Coffin stated that the plumber informed her that a new hot water tank was being installed today, December 11, 2013. Mr. Naylor stated that he is fixing the water heater even though Mr. Brown owes him thousands of dollars. Ms. Peterson stated that the board cannot get into that issue. The board is trying to help Mr. Naylor within the law. Ms. Peterson stated that the problem is that Mr. Naylor does not have any receipts and Mr. Brown did not show up tonight. Ms. Peterson stated she needs copies of the receipts for the smoke detector and the water heater. Ms. Peterson stated that Mr. Naylor must keep meticulous records so that the board knows all of the issues have been addressed. She believes they have, and she understands Mr. Naylor's position. Mr. Andrews stated that it is hard with the complainant not being here. In the past both parties were present and the board was able to make sure that the landlord could get access to make repairs. The landlord has stated that he has a concern with a potentially unsafe condition to enter the property. The board cannot work on that right now. Mr. Andrews asked Ms. Coffin if there any extreme violations. Ms. Coffin stated the only thing she is really concerned about that the rear door will not close and she is concerned about a burned out outlet under the deck. Ms. Coffin asked Mr. Naylor about the outlet. The outlet looks melted and she is concerned about a fire hazard. She asked if that has been disconnected. Mr. Naylor stated that no it is not. Mr. Naylor stated that the dog attacks people and even attacked a meter person from NStar. Mr. Brown keeps the dog loose. Mr. Barlow stated that the board cannot take second hand testimony. Ms. Coffin stated that the only thing she is really worried about is that outlet. Mr. Naylor stated that he will have an electrician take care of that. Ms. Peterson stated that where Mr. Brown did not show up, she says the board should give Mr. Naylor 30 days. Mr. Andrews stated that he would like to see the issue with the outside outlet addressed as there is concern about a possible fire hazard. Ms. Coffin stated that Mr. Brown does not have access into the basement so she was unable to check. Ms. Peterson stated that the board should do what they usually do and fine the tenant for not allowing access. Ms. Mastria asked if that means the board can say something about the dog. Ms. Peterson stated that Mr. Brown needs to make the property secure for Mr. Naylor to get in. Ms. Peterson stated that in 30 days any number of things can happen. It could be 60 days, 90 or maybe 120 days before Mr. Naylor actually gets Mr. Brown out. Mr. Naylor stated that Mr. Brown is a tenant at will and should be forced to get out within 30 days. Ms. Coffin asked if Mr. Naylor has seen what the order from the judge is. Mr. Naylor stated that he has the order with him. Ms. Coffin stated that she was told by Mr. Brown that he was only going to be given 10 days after he was served to leave. Ms. Coffin stated that it was actually the clerk of the court that read to her that the tenant would need to leave within 10 days. Ms. Peterson read from the court order which stated that it is a court order and it is ordered and adjudged by the court that the plaintiff named above recover from the defendant named above possession of the subject premises shown above and deferred rent, use and occupation and so on. Ms. Coffin suggested that Mr. Naylor go to the Falmouth District Court because she told

the court over the phone that Mr. Naylor was going to give the tenant 30 days to vacate the premises and the clerk stated that this was more than what the court was going to give the tenant. Ms. Peterson suggested that Mr. Naylor call the Sheriff's Department and have Mr. Brown served as soon as possible. Mr. Andrews stated that his concern is requiring the tenant to make safe access to the dwelling for the landlord to get the work done and to make sure that the one issue of potential fire hazard that Ms. Coffin has identified be addressed. **Mr. Andrews made a motion to give Mr. Naylor the 30 days he has requested for the completion of these items, but that the item that is referenced under 410.351, the electrical ground fault outlet under the deck which appears to be melted of fire damage, be disconnected within 7 days and that the tenant be notified to provide safe access to the building as well for doing said repairs. If access is not granted then the tenant shall be fined according to our fine schedule and fees. Ms. Coffin added if the repairs are able to be completed, especially the outlet that Mr. Andrews stated in the motion, to contact her at the office or have the electrician who has applied for the permit to repair contact her or submit documentation of the work. She needs something to show that these issues have been repaired. Mr. Barlow seconded the motion. All in favor.**

- 5) **FERTILIZER REGULATION – Cynthia Coffin – Discuss and possible vote regarding the fertilizer regulation** – Ms. Peterson stated that she is aware of the extension on this and would like to make some more changes. Ms. Coffin stated that she would like to discuss what the Cape Cod Commission is going to do based on the fact that most of the towns are not going to approve the draft regulation as it exists. The Cape Cod Commission is going to readdress this and involved the Boards of Health in the discussion process to see if they can get a document that is more enforceable and manageable. Not that the board can't put stuff into the regulation because who knows what the final product will be, but she feels the board should write down their issues and she can submit them. Ms. Coffin stated that discussions have been suspended for one year so she is not sure when she will see another draft. Ms. Mastria asked if they will form a committee that has Board of Health members on it. Ms. Coffin stated that Board of Health people will now be on the board that wrote this regulation. It did not have a Board of Health rep on it before. Mr. Andrews asked if Ms. Coffin still wants feedback. Ms. Coffin stated that if the board gives her feedback, then she can forward the comments to whoever the Board of Health rep is. Ms. Mastria stated that she has some feedback. She read through the draft regulation and on 6.23 it says Municipal applicators or Landscape professionals who meet the following criteria shall be presumed to be proficient in the best management policy and may become certified fertilizer applicators without the need for additional proficiency assessment. There are numbers 1 through 5, but when it states to meet the following criteria, she asked if that meant all of the criteria or one from each. Ms. Peterson stated that she thinks it's one from each. Ms. Coffin stated that applicators must be one of those 5 designations. It states the first thing and then one of the following. Mr. Barlow reiterated what Ms. Coffin just stated. Ms. Peterson stated that she does not want to get overzealous about this because there are cranberry bogs that are subject to greater leaching than turf which are not even


mentioned in the draft. Mr. Barlow stated that the reality is if they grant all of the exemptions, people will object. They only want to regulate the people that are not going to fight back. Ms. Coffin stated that it may end up being more of an educational piece. Ms. Coffin stated that she sits on the 208 Wastewater study Committee for the Upper Cape and they are looking at other ways to meet the TMDL's, the nitrogen loading limits, and one of the things to address is fertilizers. She feels it would benefit the towns to have something because you actually get credit for addressing that part of the issue. Ms. Peterson stated that she does not want to get to where Falmouth is with theirs because they are way overboard. Ms. Coffin stated to the board to write her something, email her something, and talk to her for when the committee gets going. Ms. Mastria stated that the structure of the enforcement needs to be made clearer. Ms. Peterson stated that it should be able to be used in small quantities also. Less than .25. Mr. Barlow stated everyone will have an opportunity to re-read this and other boards of health may have similar concerns or different concerns but they will all need to be addressed. Ms. Peterson stated that the proper way to grow fine turf within the growing season is soluble sources of nitrogen that the plant can use immediately without leaching or runoff. That is in a study by Penn State. Ms. Coffin stated that Bill Clark's main concern is that there is no way to prove after the fact that fertilizer was used incorrectly. If you can't document something then it's going to have to be an education piece. Ms. Peterson stated that we hold golf courses to such stringent regulations. The more fertilizer they use the more they can charge. Ms. Mastria stated the exemptions will allow for residents to use more fertilizer because they can say their landscaper is certified. Ms. Peterson does not want a lot of laws on this. Ms. Coffin stated that she thinks it would be good if the Board of Health could control how much fertilizer is being used but she does not know how to get to that point. Mr. Barlow stated to start with one specific estuary of bay and do a study. Create a study group. Mr. Barlow stated that a lot of it is not coming from the lawns in the neighborhood. It may be coming with the tide. There are just so many contributors. Ms. Coffin stated that if it is such an issue then the State should regulate. Mr. Mort Toomey stated that he is on the committee for the selectmen's task force and the phase II storm water group and this has been a concern of theirs for quite a while now. At the last town meeting, they passed out different brochures. It's been a bit of a struggle to inform the public on what is going on. Mr. Toomey passed out samples of his brochures to the members of the board. Mr. Toomey stated that the last couple of years he has attended meetings and seminars regarding fertilizer. As far as regulating some of this stuff will be difficult. Falmouth has a program right now and Barnstable is pretty heavy with a program also. Mr. Toomey suggested that the board look into these other towns to see what they are doing. Ms. Mastria suggested that the schools start educating the students on the impacts of using fertilizer. Mr. Barlow stated that Barnstable County does go into schools already. They have a big camper that they go around the whole county to educate in environmental issues. Ms. Peterson stated that her point is that she wants to make sure that all manners of fertilizer applications are coming under scrutiny and not just one or two. People tend to want to blame one group for all the water problems etc. Mr. Toomey stated that it is easier to go after the big companies instead of the individual resident. Mr. Toomey suggested having the brochures at the


Home Depots and such for consumers to take on their way out of the store. Ms. Coffin stated that she doubts that retail businesses that sell fertilizer would allow brochures to be distributed. The state should regulate what is allowed in fertilizer then the Boards of Health would not need to worry about it. Mr. Mulvey stated that he is very encouraged and happy to see this issue come before the Board of Health. Ms. Coffin has been on this issue for years and was instrumental several years ago in developing a 3 fold hand out similar to the one presented to the board tonight. At that time, the lead on it was "the solution to pollution is you" and it went on to illustrate the different ways that the individual would lessen pollution. The residential and commercial use of lawn fertilizer is a major issue. Mr. Mulvey stated that he is also concerned about cranberry growing that puts down herbicide, fungicide, insecticide as well as fertilizer and nitrogen. These applications are under local, state and federal regulations but they are largely ignored. The new bogs are required to have a pond that holds their discharge for a period of hours so that the chemicals can degrade but with the older bogs, that is not required. When they flood a bog and then pull the plug and discharge, there it goes directly into Little Buttermilk as well as what goes down vertically to the soil and eventually into the estuaries. So agriculture use is regulated but not largely enforced. The commercial shell fishermen have said in the past that they saw bogs discharge and shortly after that see a black back flounder float to the top. It's been abused in the past and it needs to be monitored along with commercial and residential lawns. Mr. Barlow stated that it is not just the bogs but the animals that live there. It's very hard to distinguish the pollution coming out of the cranberry bog whether it's put there artificially or by the geese, muskrats and other animals that live within those bogs. Mr. Barlow stated that he does not know what the answer, is but he does see a lot of the issues. There are some towns already running willy nilly with it. Ms. Peterson stated that the board will not take a vote on the fertilizer regulation this evening and just put it back on a future agenda. Ms. Peterson instructs the board members to put their thoughts on paper and submit them to Ms. Coffin in advance. **No action was taken.**

Mr. Andrews made a motion to adjourn. Mr. Barlow seconded. It was a unanimous vote. The meeting adjourned at 7:55 P.M.

Respectfully taped and typed by
Lisa Collett
Secretary

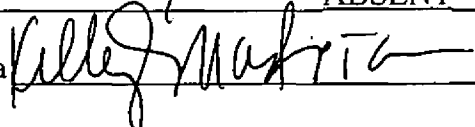
Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson 

Stanley Andrews 

Galon Barlow 

Don Uitti ABSENT

Kelly Mastria 

cc Board of Selectmen/Town Clerk

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

2014 SEP 4 PM 1 34

TOWN CLERK'S OFFICE
BOURNE, MASS

Wendy J. Chapman
Assistant Town Clerk

In reply to your communication of August, 2014 concerning missing minutes of various Commission meetings.

2013 Meetings:

Note: I did not become a member of the Commission and was not elected secretary/treasurer until July of 2014.

2/19/2013 I find no copy of minutes for this meeting. I have asked other members if they remember, or have a record of meetings for this time, and they do not. I also checked for weather conditions and find that there were several snow storms during February. The meeting may have been cancelled due to one of these storms.

3/19/2013 I find no copy of minutes for this meeting. Under Secretary's Report for meeting of April 16, 2013 is the following: "Secretary Loring noted that due to a lack of quorum, including the secretary's absence, that there is no recorded minutes for the March 19th scheduled meeting."

2013 Hearings:

2/26/2013 Demolition Delay Hearing for 29 Monument Avenue.
I find no copy of minutes for this hearing. I have thoroughly searched the file where hearing minutes and documents are stored.

2014 Hearings:

4/22/2014 Demolition Delay Hearing for 40 Wenaumet Bluffs Drive.
Hearing was held on 1/28/2014.

7/8/2014 There was no Demolition Delay Hearing on this date.

7/22/2014 Demolition Delay Hearing for 1 Bell Buoy Road. Minutes attached.

8/12/2014 Demolition Delay Hearings for Wheeler Drive, 51 Pleasant Street, and 29 Depot Road. Minutes attached.

file 2013

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE 2012 DEC 17 AM 11 46

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 7 Lantern Lane
Assessors Map 43.4, Parcel 95

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the building.

DATE & TIME: Tuesday, January 8, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
Dec. 20, 2012

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Date Time
January 15, 2013 10:00 AM

Place
Jonathan Bourne Historical Center - Reading Room
30 Keene St, Bourne
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 JAN 3 AM 11 47

Agenda Items

Call to Order by Chairman Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

- CPC reports
- CPC requests

New Business:

Secretary Loring:

- Absences: Neil Langille, Gioia Dimock
- Next meeting: February 19th
- Town Bylaw regarding absences

Chairman Ellis:

- Town Hall report
- CPC requests

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Thelma Rowe Loring

Title Secretary / Treasurer

Date: January 2, 2013

C: Town Clerk

BOURNE HISTORICAL COMMISSION

30 Keene Street, Bourne, MA 02532

January 15, 2013

Chairman Donald Ellis called the meeting to order at 10:00 AM.

Members Present:

Jean Campbell, Thelma Loring, Mary Reid, Judith Riordan and William Wright, Jr.

Absent: Neil Langille and Associate Member Gioia Dimock

Public: Diana Barth, Warren E Loring

2013 JAN 18 AM 9 33

TOWN CLERK'S OFFICE

Secretary's Report: motion was made by Judith Riordan and seconded by Jean Campbell to accept report as printed; motion passed with five (5) ayes and one (1) member (William Wright, Jr.) not voting.

Unfinished Business:

CPC Reports / Requests: none at this time

New Business:

Secretary Loring:

Absences: Thelma Loring made a motion, seconded by Mary Reid, to excuse Neil Langille and Gioia Dimock as they are both out of town; motion passed unanimously.

Town Bylaw regarding Absences: Secretary Loring asked if the town had a bylaw regarding absences and excused absences. Chairman Ellis stated that he has a meeting with Town Administrator Guerino tomorrow (Wednesday, 1/16) and would discuss this with him at that time.

Chairman Ellis:

Town Hall Reports: CPC requests deadline is today for submittal to the Town Clerk

CPC Requests:

1. Hoxie School rehabilitation project has been submitted under Historic Preservation; this committee needs a complete packet before reaching a conclusion.

2. Bourne Archives, represented by Jean Campbell: Phase II, Cemetery survey: proposal to organize, store, and make accessible the cemetery survey information; \$19,204.00. Mrs. Campbell stated that not all of the cemeteries have been completely photographed and that Phase I will be finished by the end of April.

Motion made by Thelma Loring, seconded by Mary Reid, to accept this proposal as presented; motion passed with five (5) ayes and one (1) member (William Wright, Jr.) not voting.

3. Cataumet Cemetery Gravestone restoration project by the Cataumet Cemetery Association, represented by David Dimmick; \$16,750.00. Judith Riordan asked about the restoration process and Mr. Dimmick explained just what was entailed by showing a packet of photos that showed the before and after of a few gravestones that have already been restored and all of the details involved in this project so far. **Motion** made by Judith Riordan, seconded by Thelma Loring, to accept this proposal as presented; motion passed with five (5) ayes and one (1) member (William Wright, Jr.) not voting.

4. Cataumet Railroad Depot: proposal is to restore the platform and replace / add same style station lights (one on either side of the station) so as to improve the safety and appearance of this depot. After discussion, the motion was made by Jean Campbell, seconded by Mary Reid, to accept this proposal as presented; motion passed unanimously.

There being no further business, Chairman Ellis entertained the motion to adjourn the meeting at 10:37 AM; seconded by Jean Campbell; motion passed unanimously.

Thelma R. Loring
Thelma R. Loring, Secretary / Treasurer

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Date Time
February 19, 2013 10:00 AM

Place
**Jonathan Bourne Historical Center – Reading Room
30 Keene St, Bourne**

Agenda Items

Call to Order by Chairman Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

- CPC reports
- CPC requests
- Town Bylaw regarding absences

New Business:

Secretary Loring:

- Absences: Neil Langille**
- Next meeting: March 19th**

Chairman Ellis:

- Town Hall report**
- CPC requests**
- Signs: Buzzards Bay Theater
Coca-Cola, Sagamore**
- Office policy (as to being closed)**

2013 FEB 5 PM 12:28
TOWN CLERK'S OFFICE
BOURNE, MASS

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed 
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **February 4, 2013**

C: Town Clerk

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE FEB 5 PM 3 19

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 29 Monument Ave
Assessors Map 30.4, Parcel 50

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish and rebuild the house.

DATE & TIME: Tuesday, February 26, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
February 7, 2013

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 29 Monument Ave
Assessors Map 30.4, Parcel 50

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish and rebuild the house.

DATE & TIME: Tuesday, February 26, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
February 7, 2013

2013 FEB 14 PM 10 11
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Date
March 19, 2013

Time
10:00 AM

Place
**Jonathan Bourne Historical Center – Reading Room
30 Keene St, Bourne**

2013 MAR 6 AM 11 03

TOWN CLERK'S OFFICE
BOURNE, MASS.

Agenda Items

Call to Order by Chairman Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

**National Register of Historic Houses applications
CPC reports
CPC requests
Town Bylaw regarding absences**

New Business:

Secretary Loring:

**Absences: Jean Campbell and Judith Riordan (out of state)
Next meeting: April 16th**

Chairman Ellis:

**Town Hall report
CPC requests:
Hoxie School proposal**

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **March 5, 2013**

C: Town Clerk

MEETING NOTICE

2013 APR 9 AM 10 33

TOWN OF BOURNE

TOWN CLERK'S OFFICE
BOURNE, MASS

Board, Committee or Commission

Historical Commission

Date Time
April 15, 2013 10:00 AM

Place
**Jonathan Bourne Historical Center – Reading Room
30 Keene St, Bourne**

Agenda Items

Call to Order by Chairman Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

**National Register of Historic Houses applications
CPC reports
CPC requests
Town Bylaw regarding absences**

New Business:

Secretary Loring:

**Absences, if any
Next meeting: May 21**

Chairman Ellis:

**Town Hall report
CPC requests:
Hoxie School proposal**

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed 
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **April 6, 2013**

C: Town Clerk

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532
April 16, 2013

Chairman Donald Ellis called the meeting to order at 10:04 AM.

Members Present:

Jean Campbell, Neil Langille, Thelma Loring, Mary Reid, Judith Riordan, William Wright, Jr; and Associate Member Gioia Dimock

Secretary's Report:

Secretary Loring noted that due to a lack of quorum, including the secretary's absence, that there is no recorded minutes for the March 19th scheduled meeting. The chairman entertained a motion that the secretary's report for today be accepted; the consent to **approve** the report as printed was **unanimous**.

Unfinished Business:

Chairman Ellis:

National Register of Historic Houses applications: all have been accepted and Mr. Guerino, in conjunction with the Historical Commission will be held at each site. The next applications will be for the Cataumet Schoolhouse, the Bourne Grammas School/Bourne Town Library, and the Land on which the Aptuxet Trading Post reproduction is built.

CPC Reports: all requests have been accepted by the Finance Committee and the Board of Selectman.

CPC Requests: any remaining old ones have been withdrawn by the applicants.

Town Bylaw regarding Absences (attached) The chairman spoke to Corrine Moore, with backup from Mr. Guerino about this bylaw. He was advised that she and the Bylaw Committee are refining the present and asked for his input, which was that the attendance record be looked at regarding absences.

New Business:

Secretary Loring:

Announced that a copy of the Certificate for completing the "Conflict of Interest Law" is needed for the office file, and that she had received one today from Neil Langille and Mary Reid. Other members, with the exception of William Wright, Jr., have completed them and will give her a copy.

Chairman Ellis:

Town Hall Report:

Demolition Bylaw:

1 - Met with the Building Inspector, Roger Laporte about receiving hearing notices that require a Commission meeting, but might not need one. The chairman felt that in some instances, all that would be required is for him to send him a notice that due to conditions that one need not be held. Mr. Ellis entertained a motion to this effect; Thelma Loring made the **motion**, seconded by Mary Reid to approve; **passed unanimously**.

2 - William Wright, Jr. asked about the future of the Pocasset Schoolhouse on Barlow's Landing Road as to its future as the present business owner has moved out. The Chairman explained that until a future owner asked for work on this structure, it was not the business of the Bourne Historical Commission.

3 - Donald Jacobs, as chairman 3 - 4 years ago and the Building Inspector agreed that he could approve changes to windows, doors, entrances without a hearing being held. Since then this agreement has been taken to the extreme and drastic changes have sometimes been allowed to historic structures. After much discussion, Thelma Loring, seconded by Neil Langille, made the **motion** that all exterior features of historic structures, including windows, doors, siding and porches, must be kept historically accurate in appearance; **passed unanimously**

CPC Requests: none received to date

Hoxie School: town counsel ruled that since the committee formed and submitted a request had neither leased nor owned the building, they were not allowed to submit their request at this time; request was withdrawn.

Three (3) applicants have submitted proposals:

1 - tear down the school and build condos; 2 - Stratford Dev. Corp, to renovate the school, as is being down at

BOURNE HISTORICAL COMMISSION

the Coady School; 3 – Hoxie School Committee resubmitted a slightly revised proposal.
30 Keene Street, Bourne, MA 02532

Judith Riordan asked the difference between a wood and a brick development of property, as there is a gap; the Chairman met with the Fire Chief who said that the entire building will have to be sprinkled before his approval.

Keene House, 9 Sandwich Road: Mary Reid asked for any information on the status of this property and house. Chairman Ellis: a committee is being formed, consisting of Mr. Guerino and Bourne Society of Historic Preservation members to meet with the present owner, Vincent Michinski as to the parking at this location and possible attaining the house as a museum.

There being no further business, **Chairman Ellis** entertained the **motion** to adjourn the meeting at 11:13 AM; seconded by Jean Campbell; **passed unanimously.**

Thelma R Loring

Thelma R. Loring
Secretary / Treasurer

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532
April 16, 2013

Chairman Donald Ellis called the meeting to order at 10:04 AM.

Members Present:

Jean Campbell, Neil Langille, Thelma Loring, Mary Reid, Judith Riordan, William Wright, Jr.; and
Associate Member Gioia Dimock

2013 APR 18 AM 9 10

TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report:

Secretary Loring noted that due to a lack of quorum, including the secretary's absence; that there is no recorded minutes for the March 19th scheduled meeting. The chairman entertained a motion that the secretary's report for today be accepted; the consent to **approve** the report as printed was **unanimous**.

Unfinished Business:

Chairman Ellis:

National Register of Historic Houses applications: all have been accepted and Mr. Guerino, in conjunction with the Historical Commission will be held at each site. The next applications will be for the Cataumet Schoolhouse, the Bourne Grammas School/Bourne Town Library, and the Land on which the Aptucxet Trading Post reproduction is built.

CPC Reports: all requests have been accepted by the Finance Committee and the Board of Selectman.

CPC Requests: any remaining old ones have been withdrawn by the applicants.

Town Bylaw regarding Absences (attached) The chairman spoke to Corrine Moore, with backup from Mr. Guerino about this bylaw. He was advised that she and the Bylaw Committee are refining the present and asked for his input, which was that the attendance record be looked at regarding absences.

New Business:

Secretary Loring:

Announced that a copy of the Certificate for completing the "Conflict of Interest Law" is needed for the office file, and that she had received one today from Neil Langille and Mary Reid. Other members, with the exception of William Wright, Jr., have completed them and will give her a copy.

Chairman Ellis:

Town Hall Report:

Demolition Bylaw:

1 - Met with the Building Inspector, Roger Laporte about receiving hearing notices that require a Commission meeting, but might not need one. The chairman felt that in some instances, all that would be required is for him to send him a notice that due to conditions that one need not be held. Mr. Ellis entertained a motion to this effect; Thelma Loring made the **motion**, seconded by Mary Reid to approve; **passed unanimously**.

2 - William Wright, Jr. asked about the future of the Pocasset Schoolhouse on Barlow's Landing Road as to its future as the present business owner has moved out. The Chairman explained that until a future owner asked for work on this structure, it was not the business of the Bourne Historical Commission.

3 - Donald Jacobs, as chairman 3 - 4 years ago and the Building Inspector agreed that he could approve changes to windows, doors, entrances without a hearing being held. Since then this agreement has been taken to the extreme and drastic changes have sometimes been allowed to historic structures. After much discussion, Thelma Loring, seconded by Neil Langille, made the **motion** that all exterior features of historic structures, including windows, doors, siding and porches, must be kept historically accurate in appearance; **passed unanimously**

CPC Requests: none received to date

Hoxie School: town counsel ruled that since the committee formed and submitted a request had neither leased nor owned the building, they were not allowed to submit their request at this time; request was withdrawn.

Three (3) applicants have submitted proposals:

1 - tear down the school and build condos; 2 - Stratford Dev. Corp, to renovate the school, as is being down at

the Coady School; 3 – Hoxie School Committee resubmitted a slightly revised proposal.

Judith Riordan asked the difference between a wood and a brick development of property, as there is a gap; the Chairman met with the Fire Chief who said that the entire building will have to be sprinkled before his approval.

Keene House, 9 Sandwich Road: Mary Reid asked for any information on the status of this property and house. Chairman Ellis: a committee is being formed, consisting of Mr. Guerino and Bourne Society of Historic Preservation members to meet with the present owner, Vincent Michinski as to the parking at this location and possible attaining the house as a museum.

There being no further business, **Chairman Ellis** entertained the **motion** to adjourn the meeting at 11:13 AM; seconded by Jean Campbell; **passed unanimously.**

Thelma R Loring

Thelma R. Loring
Secretary / Treasurer

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 2 Phillips Road
Assessors Map 4.4 Parcel 22

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to add a deck.

DATE & TIME: Tuesday, May 14, 2012 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
April 30, 2013

2013 APR 25 PM 3 36
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532

Public Hearing for
2 Phillips Rd, Sagamore Beach
May 14, 2013

Chairman Donald Ellis opened the hearing at 10:00 AM.

Members: Jean Campbell, Neil Langille, Thelma Loring, Judith Riordan, Mary Reid
and Associate Member Gioia Dimock William Wright, Jr.: Absent

Public: Michael McKenna, Contractor; Donald Luoni and Barbara Thibault

Chairman Ellis:

Called the hearing to order, read the public hearing notice for this proposal, and introduced the Commission members.

Mr. McKenna described the project to replace the existing open deck on the back corner of the house.

Ms Riordan noted that it would be a slightly larger one, to which the contractor agreed and it would have a railing to bring it up to code.

Mr. Ellis asked if the deck would match the exterior of the building, and he was assured that it would be.

There being no further questions,, Mr. Ellis read into the record a letter received from an abutter, supporting this project. (attached)

The **motion** was made by Neil Langille, seconded by Judith Riordan to approve the plans as presented; **carried unanimously.**

There being no further discussion, the hearing adjourned at 10:08 AM.

Thelma R. Loring
Thelma R. Loring
Secretary

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 449 Barlows Landing Road
Assessors Map 43.1 Parcel 54

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to rebuild part of home.

DATE & TIME: Tuesday, May 14, 2013 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
April 30, 2013

2013 APR 25 PM 3 36
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532

Public Hearing for
449 Barlows Landing Rd, Pocasset
Map 43.1, Parcel 54
May 14, 2013

Chairman Donald Ellis opened the hearing at 10:30 AM.

Members: Jean Campbell, Neil Langille, Thelma Loring, Judith Riordan, Mary Reid, William Wright, Jr
and Associate Member Gioia Dimock

Public: James Halliday, Contractor

Chairman Ellis:

Called the hearing to order, read the public hearing notice for this proposal, and introduced the Commission members.

Mr. Halliday gave a brief history of the original house built c 1900, and described the project to rebuild the left section of the existing house and garage and to install new doors, windows, roof, siding, and trim.

Mr. Ellis asked if it would be re-shingled, as it is now; affirmative answer.

There being no further questions or discussion by the board, Mr. Ellis read his statement of permit for this project. (attached) The **motion** to so move was made by Judith Riordan, seconded by Neil Langille; **carried unanimously**.

There being no further discussion, the hearing adjourned at 10:42 AM.


Thelma R. Loring
Secretary

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 66 Sagamore Road
Assessors Map 4.1, Parcel 55

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to rebuild a porch with pergola.

DATE & TIME: Tuesday, May 14, 2013 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
April 30, 2013

2013 APR 25 PM 3 36
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532

Public Hearing for
66 Sagamore Rd, Sagamore Beach
May 14, 2013

Chairman Donald Ellis opened the hearing at 10:15 AM.

Members: Jean Campbell, Neil Langille, Thelma Loring, Judith Riordan, Mary Reid, William Wright, Jr
and Associate Member Gioia Dimock

Public: Donald Luoni, architect and Barbara Thibault

Chairman Ellis:

Called the hearing to order, read the public hearing notice for this proposal, and introduced the Commission members.

Mr. Luoni gave a brief history of the original house built c 1900, and described the project in full to rebuild the existing 25 year old deck on the front of the addition built in 1988, to add a pergola, and remove the existing decking and replace with mahogany.

There being no questions, Mr. Ellis read his statement of permit for this project.

The **motion** to so move was made by Thelma Loring, seconded by Mary Reed; **carried unanimously.**

There being no further discussion, the hearing adjourned at 10:25 AM.

Thelma R. Loring
Thelma R. Loring
Secretary

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Date Time
May 21, 2013 10:00 AM

Place
Jonathan Bourne Historical Center - Reading Room
30 Keene St, Bourne

Agenda Items

Cali to Order by Chairman Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

CPC reports
CPC requests

New Business:

Secretary Loring:

Absences, if any
Next meeting: June 18

Chairman Ellis:

Town Hall report
CPC requests

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **May 8, 2013**

C: Town Clerk

2013 MAY 9 AM 1 27
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE HISTORICAL COMMISSION

30 Keene Street, Bourne, MA 02532

May 21, 2013

Chairman Donald Ellis called the meeting to order at 10:04 AM.

Members Present:

Jean Campbell, Thelma Loring, Judith Riordan and Associate Member Gioia Dimock

Excused Absences: Neil Langille, Mary Reid Absent: William Wright, Jr.

Secretary's Report:

Secretary Reports were approved as printed.

2013 MAY 28 AM 11 20
TOWN CLERK'S OFFICE
BOURNE, MASS

Unfinished Business:

Chairman Ellis:

CPC Reports: all requests have gone forward for approval from the Commonwealth.

CPC Requests: none

New Business:

Secretary Loring:

Absences approved for Neil Langille (taking friend to an appointment), Mary Reid (poll worker)

Motion to approve these absences made by Judith Riordan, seconded by Gioia Dimock;

passed unanimously.

William Wright, Jr. was noted as being absent.

New Business:

Chairman Ellis:

Town Hall Report:

1 - No provision in the town charter for removal of a committee member except for absences.

Approved removal of the two (2) trees directly in front of the Jonathan Bourne Historic Center, and Chairman Ellis will notify the chairman of the Board of Trustees for the Center of this recommendation.

CPC Requests: none received to date; possible future ones may be received from the Hoxie School Committee and for the Keene House at 9 Sandwich Road.

Chairman Ellis announced that town leased property is eligible for CPC funds; this information just received from the Commonwealth.

Motion made by Jean Campbell, seconded by Gioia Dimock to adjourn the meeting; **passed unanimously.**

Thelma R. Loring

Thelma R. Loring
Secretary / Treasurer

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

2013 JUN 11 AM 11 33

Date

Time

Place

TOWN CLERK'S OFFICE

June 18, 2013

10:00 AM

Jonathan Bourne Historical Center - Reading Room
30 Keene St, Bourne

Agenda Items

Call to Order by Vice-Chairman Riordan

Secretary's Reports

Unfinished Business:

Vice-Chairman Riordan:

CPC reports, if any

CPC requests, if any

New Business:

Secretary Loring:

Absences, if any

Distribute 2012-2013 Attendance Record sheet

1 copy sent to Mary Rebello, Town Hall

Next meeting: July 16

Election of Officers next month, with comments on nominations

Give assistance to the newly elected Secretary / Treasurer

New chairman and treasurer: forms need to be filled out at TD Bank

Vie-Chairman Riordan:

Town Hall report, if any

CPC requests, if any

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed



Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **June 7, 2013**

C: Town Clerk

BOURNE HISTORICAL COMMISSION

30 Keene Street, Bourne, MA 02532

June 18, 2013

Vice-Chairman Judith Riordan called the meeting to order at 10:04 AM.

Members Present:

Jean Campbell, Neil Langille, Mary Reid, Thelma Loring, and Associate Member Gioia Dimock

Absent: William Wright, Jr.

2013 JUN 21 GIOIA DIMOCK
11 18

TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report:

Secretary Reports were approved as printed.

Unfinished Business:

Vice-Chairman Riordan:

CPC Reports: none

Thelma Loring noted that the Commission had approved the CPA funds for the restoration of the Buzzards Bay Railroad Switching Tower, w/ the condition of a museum of railroad artifacts to be installed on the ground floor. She has been asked by the public why this has not happened. Judith Riordan and Neil Langille both spoke re this matter, and that since a new railroad company has since purchased the line, Ms. Riordan said that she would write to the company about this matter.

CPC Requests: Jean Campbell of the Bourne Archives reported that their grant will be completed and the Cemetery is still ongoing.

New Business:

Secretary Loring:

William Wright, Jr. - Absent

Distributed the 2012-2013 Attendance Record sheet; 1 copy sent to Mary Rebello, Town Hall and an updated one to include the June meeting and hearings will be sent to her. Copies are also sent to the Town Administrator and the Board of Selectmen.

Next Meeting: July 16th at which time there is the annual election of officers; noted that this person should be someone who knows the functioning of the Town of Bourne and is computer literate. Discussion followed as to the number of regular members and associate members on this committee, and who the known applicants were as of last week. The applicants are appointed by the Selectmen as they are received in Town Hall. As an associate, Gioia Dimock would become a regular member, plus one more would need to be appointed; one (1) more regular member would be needed as there are two (2) regular members not continuing on to the 2013/14 year. Two (2) associate members would then need to be appointed to fully meet the quota. The newly elected chairman and treasurer will need to go to the TD Bank to fill out the required signature cards, and will be glad to accompany them.

New Business:

Vice-Chairman Riordan:

Town Hall Report:

Four (4) Demolition Delay Hearings received; three (3) were posted in an issue of the Bourne Courier but not the one for Canal View Road; two (2) have been scheduled for 10:30 and the one (1) for Eel Pond Rd. is incomplete. Ms. Riordan said that she would contact Town Hall regarding these matters.

Mrs. Loring noted that a map for each of the three (3) known hearings were handed out, and that the Eel Pond Rd. property is on marked private property; therefore, be sure to take your hearing papers with you when inspecting this property.

CPC Requests: none received to date

Motion made by Gioia Dimock, seconded by Neil Langille to adjourn the meeting; passed unanimously.

Thelma R. Loring
Thelma R. Loring, Secretary/Treasurer

mailed 6.4.13

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 JUN 4 PM 3 44

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 140 Eel Pond Road
Assessors Map 26.4 Parcel 32

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demo/rebuild the house.

DATE & TIME: Tuesday, June 25, 2013 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 6, 2013

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 9 Taylor Road
Assessors Map 23.1 Parcel 49

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to remove the garage.

DATE & TIME: Tuesday, June 25, 2013 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
June 6, 2013

2013 MAY 31 PM 3 23
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 185 Scraggy Neck Road
Assessors Map 51.1, Parcel 48

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the cottage.

DATE & TIME: Tuesday, June 25, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
June 6, 2013

2013 MAY 31 PM 3 23
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE HISTORICAL COMMISSION
30 Keene Street, Bourne, MA 02532

Public Hearing for
9 Taylor Rd, Buzzards Bay
Map 23.1, Parcel 49
June 25, 2013

Vice Chairman Judith Riordan re-opened the hearing at 10:45 AM.


Members: Jean Campbell, Neil Langille, Thelma Loring, Mary Reid, Associate Member Gioia Dimock
Absent: William Wright, Jr

Vice Chairman Riordan called the hearing to order and read the public hearing notice for this proposal.

Ms. Riordan noted that neither the owner nor the contractor were in attendance.

After a discussion by the members, Neil Langille made the **motion to approve the demolition of the garage; seconded by Gioia Dimock; **carried unanimously.****

There being no further discussion, the hearing adjourned at 10:58 AM.


Thelma R. Loring
Secretary

MEETING NOTICE

TOWN OF BOURNE

2013 JUL 9 AM 11 02

Board, Committee or Commission

Historical Commission

TOWN CLERK'S OFFICE
BOURNE, MASS

Date

Time

Place

July 16, 2013

10:00 AM

**Jonathan Bourne Historical Center – Reading Room
30 Keene St, Bourne**

Agenda Items

Call to Order by Vice-Chairman Riordan

Appointment of a Secretary Pro-tem

Secretary's Reports

Unfinished Business:

Vice-Chairman Riordan:

CPC reports, if any

CPC requests, if any

New Business:

Election of Officers for Chairman, Vice Chairman and Secretary / Treasurer

Chairman:

Absences, if any

Next meeting: August 20

Town Hall report, if any

CPC requests, if any

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Judith Riordan

Title **Vice Chairman**

Date: **July 8, 2013**

C: Town Clerk

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Regular Meeting - July 16, 2013

2013 JUL 25 AM 10 12

TOWN CLERK'S OFFICE
BOURNE, MASS

Vice-chairman Judith Riordan called the meeting to order at 10:00 a.m.

Members Present:

Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Associate Members Mary Sicchio and Deborah M. Burgess

Absent: William Wright, Jr.

Appointment of a Secretary Pro-tem

Vice-Chairman called for nominations. Gioia Dimock nominated Deborah M. Burgess, Mary Reid seconded. The motion carried.

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

Vice Chairman Riordan:

- * CPC Reports: none
- * Bills which have been received have been submitted to Town Hall for payment.
- * Judith Riordan will meet with Donald (Jerry) Ellis (former chairman of the Commission) to discuss background of Commission approved CPA funds for the restoration of the Buzzards Bay Railroad Switching Tower and the museum of railroad artifacts which is to be installed on the ground floor. Gioia Dimock offered to help with the museum if needed.
- * CPC Requests: Jean Campbell, Bourne Archives, reported work on the Historical Center's windows is in progress.

New Business

Election of Officers

Chairman - Judith Riordan nominated by Gioia Dimock, seconded by George Jenkins. Judy said that she may have to miss some meetings and as long as the Vice Chairman was willing she would accept the Chairmanship.

Vice Chairman - Neil Langille nominated by Mary Reid, seconded by George Jenkins.

Secretary/Treasurer - Deborah M. Burgess nominated by Jean Campbell, seconded by Neil Langille.

All nominations were passed unanimously.

Judith Riordan appointed Neil Langille as Delegate to the Community Preservation Committee, which implements the Community Preservation Act.

Historical Commission regular meetings are held on the 3rd Tuesday of each month. Demolition Delay Hearings, if any, are scheduled for the 2nd and 4th Tuesdays of the month. There was discussion about scheduling Demolition Delay Hearings for the 3rd Tuesday prior to the regular meeting. The Chairman will check with Town Hall about this.

Judith reported for the benefit of all members that attendance is taken at all meetings and is reported to Town Hall. Members who cannot attend a meeting must notify either the Chairman or the Secretary/Treasurer prior to the meeting. Members who miss more than 25% of meetings without due cause may be asked to withdraw from the Commission.

The Commission is concerned with a building's architectural or historic significance, and works with the National Register of Historic Places. Prior projects include renovation plans for the Coady School and plans for clearing the Bournedale Indian Cemetery, among others.

Demolition Delay Hearings

Chairman Riordan reported that three (3) Demolition Delay Hearings have been scheduled for August 13 at 10:00 a.m. Judith explained that all buildings are subject to the law if they are 75 or more years old.

The meeting was adjourned at 10:55 a.m.

Deborah M. Burgess
Deborah M. Burgess, Secretary/Treasurer

Following the meeting Chairman Riordan invited former member Thelma Rowe Loring to join the meeting. Thelma retired from the Commission after serving 18 years, many of them as secretary/treasurer. Judith thanked Thelma for her years of dedicated service to the Commission, to the Town of Bourne, and for her commitment to the preservation of Bourne's history. Thelma was presented with a card and a large impatiens plant, following which everyone enjoyed a delicious cake.

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 JUL 1 PM 12 28

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

1 Linwood Ave ✓
Assessors Map 30.4, Parcel 60

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the house.

DATE & TIME:

Tuesday, August 13, 2013 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 24, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
140 Eel Pond Road, Monument Beach
Map 26.4, Parcel 32

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah M. Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimóck

Public: Rosemary Dalton, Owner; Alex Joyce, 200 Eel Pond Road, Abutter and brother of applicant.

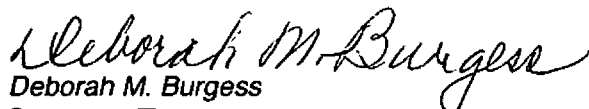
Chairman Judith Riordan read the public hearing notice for this proposal. Hearing is a continuation from June 25, 2013
Project is to demolish house.

Mrs. Dalton said that the house had been built as a rustic camp with crawl space beneath. It has not been well maintained and is now falling apart. She plans to build an arts and crafts style, 1 1/2 story, shingle house in its place.

Neil Langille inquired about the size of the property. Mrs. Dalton replied that it has about 4-5 acres.

Alex Joyce, an abutter, spoke in full support of the project.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented; Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary / Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Building Permit Application
Demolition Project Timeline
Letter from Rosemary (Joyce) Dalton, Owner
Set of Construction Plans

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
185 Scraggy Neck Road, Cataumet
Map 51.1, Parcel 48

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah M. Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: John Gwynn, Owner

Chairman Judith Riordan read the public hearing notice for this proposal. Hearing is a continuation from June 25, 2013.

Project is to demolish cottage.

Mr. Gwynn said that the present structure is bordering on being unsafe. The underpinnings are sinking, windows need to be replaced and it is in a general state of disrepair. He plans to build a Cape Cod style house and will make sure it fits into the surrounding area. Builder/adviser is Ralph Brown.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented; Mary Reid seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Building Permit Application (first sheet only)
Pictures of House
Map Showing Property Location

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
1 Linwood Avenue, Monument Beach
Map 30.4, Parcel 60

Chairman Judith Riordan opened the hearing at 10:30 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

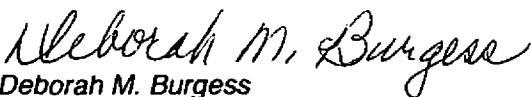
Public: Judy and Joseph DiGiano, Owners

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to demolish house.

Mrs. DiGiano said that she had grown up in the house which had been owned by her parents. She and her siblings inherited it after her parents passed away. She and her husband now own it. The house is only livable on the first floor. The second floor and attic have no electricity, plumbing, or heat. To bring the house up to code would be prohibitively expensive. She and her husband want to demolish the house and build a one story ranch on the property.

George Jenkins asked if its proximity to the rail road tracks was detrimental. Mrs. DiGiano said that the whole house shakes and the windows rattle when trains go by .

After discussion by members, Neil Langille moved to accept in accordance with site plans presented; George Jenkins seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet
Letter from Owner, Judith DiGiano
Building Permit

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission 2013 JUL 10 AM 9 57
PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS.

LOCATION:

41 Depot Road ✓
Assessors Map 51.2, Parcel 47

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to demolish a barn.

DATE & TIME:

Tuesday, August 13, 2013 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 24, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
41 Depot Road, Cataumet
Map 51.2, Parcel 47

Chairman Judith Riordan opened the hearing at 10:20 a.m.

Members: Deborah Burgess, Jean Campbell, George Jenkins, Neil Langille, Mary Reid, Associate Member Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: Charles Collins, Owner; Rosemary Dalton

Chairman Judith Riordan read the public hearing notice for this proposal.

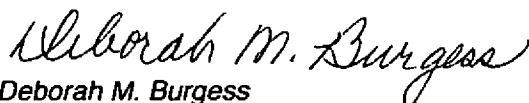
Project is demolition of barn.

Mr. Collins said that they had recently had a property inspection for insurance purposes which the barn failed. It is beyond repair, is leaning, and the sill is rotting. It is in danger of collapse.

Mary Sicchio had done research on the barn and determined that it was the John Handy property and was likely used in his livery and ice business.

Rosemary Dalton asked if there might be grant money available for restoring it. Mrs. Riordan said that it is very hard for an individual to apply for and receive funding.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented; George Jenkins seconded. **Motion carried unanimously.**



Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Letter from Lisa Devaney, Program Coordinator
Office of the Town Planner
Owner/Parcel ID Sheet
Demolition Project Timeline
Demolition Delay Bylaw Hearing Map
Abutters List for 41 Depot

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 499 Shore Road
Assessors Map 34.2, Parcel 9

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to add a covered porch.

DATE & TIME: Tuesday, August 13, 2013 at 10 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 24, 2013

2013 JUL 11 AM 9 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
499 Shore road, Monument Beach
Map 34.2, Parcel 9

Chairman Judith Riordan opened the hearing at 10:40 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: Catherine Grant, Paul Grant, Owners

Chairman Judith Riordan read the public hearing notice for this proposal. Project is addition of porch on front of house.

Mrs. Grant said that the house had been renovated by a prior owner. They want to add a porch across the front to tie in the earlier odd additions.

After discussion by members, Mary Reid moved to accept in accordance with site plans presented; Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Memo, Office of the Town Planner
Public Hearing Notice
Owner/Parcel ID Sheet
Demolition Delay Bylaw Hearing Map
Demolition Project Timeline
Building Permit Application
Letter, Lisa Devaney, Program Coordinator,
Office of the Town Planner
Project Plans

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 JUL 25 AM 9 36

LOCATION: 22 Deacons Lane
Assessors Map 7, Parcel 32

TOWN CLERK'S OFFICE
BOURNE, MASS

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the house.

DATE & TIME: Tuesday, August 13, 2013 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 31, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 13, 2013
Public Hearing for
22 Deacons Lane, Sagamore Beach
Map7, Parcel 32

Chairman Judith Riordan opened the hearing at 10:50 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid; Associate Members: Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: Phil Gilpin, Owner, Barbara Lawrence, 21 Deacons Lane.

Chairman Riordan read the public hearing notice for this proposal.

Project is to demolish house.

Mr. Gilpin said that they have had the house for sale for two years and haven't had an offer due to its bad condition. The ceilings are caving in and the sills are rotting. A friend is planning to buy the property and construct a ranch with a detached two car garage. The demo permit would transfer with the property.

Mrs. Lawrence said that she lives across the street from 22 Deacons Lane and the house is in very bad condition. She supports the petition.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented; Jean Campbell seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Building Permit

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

2013 AUG 15 PM 2 17

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 20, 2013	10:00 a.m.	TOWN CLERK'S OFFICE BOURNE, MASS Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan
Demolition Delay Public Hearing Schedule

CPC Representative Neil Langille
CPC reports, if any
CPC requests, if any

New Business

Secretary Deborah Burgess
Absences
Next Meeting: September 17, 2013

Chairman Riordan
Conflict of Interest Law forms for office file
Massachusetts Historical Conference
Town Hall report, if any

CPC Representative Langille
CPC requests, if any

Adjournment

Deborah M. Burgess
Secretary

August 13, 2013

Copy: Town Hall

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - August 20, 2013

Chairman Judith Riordan called the meeting to order at 10:00 a.m.

Members Present:

Jean Campbell, George Jenkins, Neil Langille, Mary Reid, and Associate Members Mary Sicchio and Deborah M. Burgess

Absent: Gioia Dimock and William Wright, Jr.

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

Chairman Riordan:

- * 3 Demolition Delay Public Hearings are scheduled for August 27, 2013 and at this time 2 hearings are scheduled for September 10, 2013.

New Business

Chairman Riordan:

- * Reminded members about completing the Conflict of Interest Law Certification on line. When completed everyone needs to send a copy of the certificate to Barry Johnson in the Town Clerk's office and to provide a copy for the Commission's files.
- * Passed out copies of the program for the Massachusetts Historic Preservation conference 2013 to be held October 18 in Lexington, Mass. The program will provide information of importance to Commission members. The fee for those who register prior to September 30 is \$35. Chairman Riordan will check to find out if the fee would be reimbursable by the Town.
- * Told members that in September there will be a meeting to review a CPC request from the Bourne Society for Historic Preservation for emergency repairs to the Briggs McDermott House.
- * Advised members that the Keene House will be coming before the Commission under the Demolition Delay Bylaw although no application has been received at this time nor a date set. She noted the need to conduct ourselves in an impartial manner and to remember the open meeting bylaw. George Jenkins asked about his being able to take part in Commission discussion on this since he is president of the Bourne Society of Historic Preservation which may be taking a role in the future of the Keene House. Chairman Riordan advised him not to take an active part in discussions between the BSHP and the owner of the Keene House, but to appoint someone else from the BSHP to be spokesperson.
- * Mentioned ongoing discussion of changes to the Bourne Rotary and how that may impinge on Sandwich Road and historic Bourne Village.

The meeting was adjourned at 10:45 a.m.

Deborah M. Burgess, Secretary/Treasurer

Following the end of the formal meeting, members went to the Commission office located downstairs in the Historical Center. All expressed concern about the amount of Cape Cod Military Museum collections which are stored there. It is hoped that those collections will be relocated soon. Members want to reorganize the office and have it open on a yet-to-be-determined schedule.

TOWN CLERK'S OFFICE
BOURNE, MASS
2013 AUG 29 AM 7 22

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 AUG 5 AM 11 48

LOCATION: TOWN CLERK'S OFFICE
56 Sandwich Road
BOURNE, MASS. Assessors Map 24.3 Parcel 90

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to add a screened in porch on top of existing concrete slab.

DATE & TIME: Tuesday, August 27, 2013 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
August 8, 2013

TOWN OF BOURNE

2013 AUG 5 AM 11:47 Bourne Historical Commission
PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 470 Williston Road
Assessors Map 4.1, Parcel 127

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to add a second floor and put an
overhang on the front door.

DATE & TIME: Tuesday, August 27, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
August 7, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 27, 2013

Public Hearing for
56 Sandwich Road, Bourne
Map 24.3, Parcel 90

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Chairman Judith Riordan reported she had received a phone call from Kevin McLaughlin, the owner. Mr. McLaughlin explained that he had been in a meeting at work and the meeting had lasted longer than he had anticipated and he was unable to get to the hearing on time. He requested an extension.

Chairman Riordan told him that he would have to reschedule through the Building Department. The hearing will have to be re-advertized.

No action was taken.

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 JUN 24 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 27, 2013

Public Hearing for
470 Williston Road, Sagamore Beach
Map 4.1, Parcel 127

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: J. Ford O'Connor, Attorney: Candy Massard, Owner

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to add a second floor to part of the house.

Candy Massard explained that they want to add a second floor addition on top of an earlier addition and to add an overhang above the front door.

J. Ford O'Connor pointed out that the original 1907 structure has been significantly changed in the past. The time of those changes are unknown.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented; Jean Campbell seconded. **Motion carried unanimously.**

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet
Building Permit Application
Set of Building Plans

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 45 Bell Buoy Road
Assessors Map 43.3 Parcel 251

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the house.

DATE & TIME: Tuesday, August 27, 2013 at 10:30 A.M.

PLACE: Bourne Historical Center,
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
August 8, 2013

2013 AUG 6 PM 3 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 27, 2013

Public Hearing for
45 Bell Buoy Road, Pocasset
Map 43.3, Parcel 251

Chairman Judith Riordan opened the hearing at 10:30 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent William Wright, Jr., Gioia Dimock

Public: Michael Giancola, Owner


Chairman Judith Riordan read the public hearing notice for this proposal.

Project is demolish house.

Michael Giancola explained that they want to demolish the single family home. It was originally built as a camp about 1920 by Everett L. Way in an area of Pocasset referred to as Way Village. Mr. Giancola's wife is a member of the Way family and other Way Family members live near. The camp originally had no foundation, but Ralph Whitcomb added one during the time he owned the property. Mr. and Mrs. Giancola were able to purchase the property in 2005. The rooms in the house are very small in particular the bedrooms.

Mr. Giancola said that they plan to build a new, year-round house on the site which would be modern, but characteristic of Cape Cod using cedar shingles and double hung windows. He said they are planning a house which will blend in with the setting and other homes in the area.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented; Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Building Permit Application
Set of Building Plans

2014 JUN 24 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

emailed 8-15-13

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 AUG 20 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

5 Bayside Lane
Assessors Map 38.1 Parcel 38

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to add a sunroom.

DATE & TIME:

Tuesday, Sept. 10, 2013 at 10:15 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
August 21, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

September 10, 2013
Public Hearing for
5 Bayside Lane, Pocasset
Map 38.1, Parcel 38

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent: None

Public: Walter Sullivan, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to add sunroom.

Applicant wants to add a sun room with a deck above to the right side of the house, a new decorative overhang above the front door and a dormer on the right roof section. Mr. Sullivan explained that the sun room would be built on pilings due to the contour of the land. Landscaping would make it aesthetically pleasing. There would be a metal spiral staircase to get to the deck from the yard. The front overhang would have traditional columns. The exterior finish would be Shaker style shingles to match the existing. All new windows would have built-in mullions to match the existing. All new construction would be in a traditional style.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented; Mary Reid seconded. **Motion carried, unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet
Building Permit Application
Two sets of Plans

2014 JUN 24 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 AUG 20 AM 11 02

LOCATION: 10 Kendrick Lane
Assessors Map 43.1 Parcel 40
TOWN CLERK'S OFFICE
BOURNE, MASS

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to relocate the house.

DATE & TIME: Tuesday, Sept. 10, 2013 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keenē Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
August 22, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

September 10, 2013
Public Hearing for
10 Kendrick Lane, Pocasset
Map 43.1, Parcel 40

Chairman Judith Riordan opened the hearing at 10:30 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent: None

Public: Donald DuBerger, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to relocate house.

The property is a long, oblong lot running from Kendrick Lane almost to Barlow's Landing Road. The barn is visible through the abutter's yard from Barlow's Landing Road.

Mr. DuBerger explained that the barn/house is a legal residence which the owner wants to move to another location on the property closer to Kendrick Lane. In the present location, the owner wants to build a new barn which would have a cupola and be antique in appearance.

Mr. DuBerger said that the owner is cognizant of the historical perspective to the building and this is a way to preserve and restore it. The owner plans to use it as a residence.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented; Neil Langille seconded. **Motion carried unanimously.**

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet
Two Diagrams
Set of Building Plans
Building Permit Application

2014 JUN 24 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2013 AUG 20 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 23 Park Street
Assessors Map 43.4, Parcel 19

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish and rebuild the older
section of house.

DATE & TIME: Tuesday, Sept. 10, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
August 21, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

September 10, 2013
Public Hearing for
23 Park Street, Pocasset
Map 43.4, Parcel 19

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, and Mary Reid, Associate Members: Deborah Burgess and Mary Sicchio
Absent: None

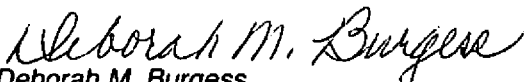
Public: Sharon George, owner

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to demolish and rebuild older section of hours.

The application presents a Plan A and a Plan B for this property. Mrs. George said that they were going to have to use Plan B which is the demolition of the entire structure. She has owned the property for about a month and didn't realize the state of deterioration of the building until after the former owner moved out, i.e., no water in the bathroom, sewer not connected, roof has leaked causing mold, Sills are rotting, amongst other things. The Board of Health has inspected the property and declared the house unfit for habitation. The property taxes are going to be reduced to the value of the land only.

Mrs. George wants to build a new residence using nearly the same footprint. She wants it to have an exterior of shingle style in keeping with the architecture of surrounding residences.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented; Gioia Dimock seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
2 copies of Building Diagrams
Building Permit Application

2014 JUN 24 PM 3 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
September 17, 2013	10:00 a.m.	2013 SEP 12 PM 11 40 TOWN CLERK'S OFFICE Jonathan Bourne Historical Center Reading Room MASS 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Conflict of Interest Law forms for office file
- * Massachusetts Historical Conference

CPC Representative Neil Langille

- CPC reports, if any
- CPC requests, if any

New Business

Secretary Deborah Burgess

- Absences
- Next Meeting: October 15, 2013

Chairman Riordan

- Town Hall report, if any
- Summary New Commission Member Information

CPC request: George Jenkins

- Bourne Society for Historic Preservation, Inc.
- Briggs-McDermott House Repairs

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2013 SEP 12 PM 11 40
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 OCT 2 AM 10 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532
Regular Meeting - September 17, 2013

Chairman Judith Riordan called the meeting to order at 10:00 a.m.

Members Present:

Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Associate Members Mary Sicchio and Deborah M. Burgess

Absent: None

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

Chairman Riordan:

- * Scheduling of Demolition Delay Hearings and Regular Meetings. Due to scheduling constraints two dates during each month need to be available for holding Demolition Delay Hearings. Those dates are the second and/or fourth Tuesdays of each month. Therefore, it was decided to move the Regular Monthly Meeting to the second Tuesday of each month starting with the October meeting on Oct. 8th. Demolition Delay Hearings will continue to be scheduled beginning at 10:00 a.m. with the Regular Monthly Meeting scheduled for 10:30 a.m. or as soon as Hearings have concluded.
- * Reminded members who had not completed the conflict of Interest law Certification on line to do so and to send a copy of the certificate to Barry Johnson in the Town Clerk's office and to provide a copy for the Commission's files.
- * Plans were made to attend the Massachusetts Historic Preservation Conference on October 18 in Lexington, Mass. Those expressing interest in attending were Deborah Burgess, Gioia Dimock, George Jenkins, Neil Langille, Judith Riordan, and Mary Sicchio. Each is to register on line and submit for reimbursement. Neil and George volunteered to drive. We will meet at the Historical Center at 7:00 a.m. on October 18.

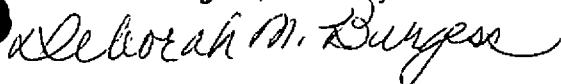
New Business

Chairman Riordan:

- * The resignation of William Wright, Jr. from the Commission has been accepted by the Selectmen. Mary Sicchio will request that she be appointed to assume his place on the Commission. Once approved, the Commission will have a vacancy for one Associate Member.
- * CPC request by the Bourne Society for Historic Preservation for emergency funding of repairs to the roof and east side wall of the Briggs-McDermott House. George Jenkins spoke for the Preservation Society and presented a copy of the application detailing costs as follows: \$6,000 for repairs to the side wall from Donald DuBerger and \$9,800 for roof repairs from Martineau Roofing. All repairs have been made as time was of the essence. Together with Craig Smith repairs were made in accordance with building/carpentry practices in use at the time the house was originally built.
Motion made by Jean Campbell to approve the request as presented. Seconded by Neil Langille.
Role call vote: Approved by Jean Campbell, Gioia Dimock, Mary Reid, Neil Langille, and Judith Riordan.
There were no dissentions.
- * Local Historical Commission Summary Sheet. Determine goals of the Historical Commission and define what each of the historical groups in town do: The Bourne Archives, The Bourne Historical Commission, The Bourne Historical Society, Inc., and The Bourne Society for Historic Preservation. Deborah Burgess said she would look up an article published in the Bourne Historical Society's Post Scripts, written by Thelma Loring, which defines the four groups.
- * Letter from Edward Andrews, Bronx, NY, requesting help in locating historical materials for restoration of an 18th Century house in Massachusetts. He would be interested in purchasing materials from an 18th Century house which may be scheduled for demolition. We do not know of one and will write to tell him so.
- * Discussion of the Cape Cod Military Museum collections which are still being stored in the Historical Commission's office at the Historical Center. No conclusions were arrived at.

The meeting was adjourned at 11:10 a.m.

Deborah M. Burgess, Secretary/Treasurer



Bourne Historical Commission

2013 SEP 30 AM 10 54
Date Time
TOWN CLERK'S OFFICE
October 8, 2013 10:30 a.m.
BOURNE, MASS

Place

Jonathan Bourne Historical Center
Reading Room
30 Keene Street
Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Conflict of Interest Law forms for office file
- * Massachusetts Historical Conference
- * New Commission Member Information
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- CPC reports, if any
- CPC requests, if any

New Business

Secretary Deborah Burgess

- Absences
- Next Meeting: November 12, 2013

Chairman Riordan

- Town Hall report, if any

Adjournment

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Regular Meeting - October 8, 2013

TOWN CLERK'S

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Gioia Dimock, Mary Reid, and Mary Sicchio. Associate Member: Deborah M. Burgess

Absent: Jean Campbell, George Jenkins, and Neil Langille

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

Chairman Riordan:

- * Demolition Delay Hearings - None scheduled at this time.
Judy Riordan will check with Town Hall as to status of Demolition Delay Hearing for property located at 56 Sandwich Road, Bourne which was postponed from September to a later date.
- * Reminded members who had not completed the Conflict of Interest Law Certification on line to do so.
- * Judy Riordan, Mary Sicchio and Deborah Burgess have registered for the Massachusetts Historical Conference to be held on October 18, 2013, in Lexington. George Jenkins is on a waiting list. Judy is going to switch with George, so he may attend.
- * Members discussed the duties and goals of Historical Commissions as outlined in the Massachusetts Historical Commission publication "Local Historical Commissions in Massachusetts." The first step for an Historical Commission is compiling an historic properties inventory. This was started, but we don't believe it was completed. Discussion touched on the need to research areas of responsibility of an Historical Commission and on a Preservation Plan for the town; share with the community at large what the Commission does; secure financial resources for historical preservation; get, compile, and disseminate the town's history. What can we realistically accomplish in the short term and in the long term? This discussion to be continued in future meetings.
- * It was agreed to make inquiries with the Massachusetts Historical Commission about their program On the Road. We would invite the towns of Wareham, Falmouth, and Sandwich to join us for one of the MHC's traveling programs.
- * A preliminary draft of an article on Bourne's Historical Groups was presented by Deborah Burgess. It will be further worked on and expanded.
- * Town Meeting is October 21 at which the CPA Funding for the Briggs-McDermott house will be voted on.
- * The restoration of the Historical Center windows is an ongoing project. Specifications have not been posted. The stained glass window of St. Michael Slaying the Dragon is not included in this project. The window's historical significance was noted as it is over 100 years old and is of superb quality, even priceless!

New Business

Chairman Riordan:

- * Mary Sicchio has been appointed by the Selectmen to serve as a member of the Commission. She had been an Associate Member. She will fill the unexpired term of William Wright who resigned. Her term will expire June, 2015.
- * Judy Riordan will see about a letter of thanks to William Wright for his many years of service. She will also see if there is some public way in which his tenure can be recognize.

The meeting was adjourned at 11:55 a.m.

Deborah M. Burgess
Deborah M. Burgess, Secretary/Treasurer

TOWN CLERK'S OFFICE
BOURNE, MASS.
OCT 15 PM 3 33

TOWN CLERK'S
BOURNE

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

October 22, 2013
Public Hearing for
56 Fairview Road, Pocasset
Map 38.3, Parcel 46

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Mary Sicchio. Associate Member: Deborah Burgess
Absent: Jean Campbell (Excused)

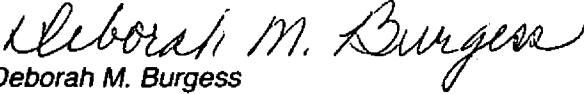
Public: Paul J. Meaney, owner, and Darren Wesson, contractor

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to add a dormer and deck to the second floor.

Project is to add a second floor deck over a present porch. Porch roof would be replaced with the deck and an attractive railing surrounding it. On the second floor roof overlooking the new deck there would be a new dormer which will add balance to the roof line. One of the three windows on the second floor would be changed to a door for access to the deck. The porch beneath the deck would be changed by installing a double set of stairs to the first floor porch.

The members all agreed that the changes will enhance the appearance of the house and will be an asset to the neighborhood.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented; Mary Sicchio seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

- List of Attachments:
Bourne Historical Commission Ruling
Memo, Office of the Town Planner
Public Hearing Notice
Building Permit Application
Owner Information, 1934
Owner/Parcel ID Sheet
Assessors' Dept. Land Valuation Sheet
Set of Plans

2014 JUN 24 PM 3 46
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

2013 OCT 16 PM 4 10

Bourne Historical Commission
PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS.

LOCATION:

7 Shore Road
Assessors Map 24.3 Parcel 41

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to demolish the house.

DATE & TIME:

Tuesday, Nov. 12, 2013 at 10:30 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
Oct. 23, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

November 12, 2013
Public Hearing for
7 Shore Road, Bourne
Map 24.3, Parcel 41

2014 JUN 24 PM 3 46
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan opened the hearing at 10:30 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, and Mary Sicchio.
Associate Members: Deborah Burgess and Francis Speers
Absent: Gioia Dimock and Neil Langille (Both Excused)

Public: David Neal, Executor of father's estate and Trustee of the Neal Nominee Trust which owns the property; Karen Neal (his wife); Jim Malano, Contractor; and Paul Gately, Reporter for the Bourne Courier.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish house.

David Neal explained that his grandfather, Arthur Neal purchased the house about 1900. His three children; Lucy, Philip, and Charles, inherited the property. They are now all deceased. Two of Lucy's children; Nancy and Larry, have lived in the house until very recently. Their uncle, Philip, paid the taxes and upkeep as much as was possible. In January of this year, David entered the house for the first time in any years. He found the house to be in extremely bad condition due to lack of maintenance. Neither Nancy nor Larry were financially able to pay for the maintenance.

David continued describing the condition of the house: the roof has holes in it which let the rain in, the foundation has holes in it, the chimney is falling in on itself, Lead paint, mold, insect damage, dry rot in support beams and elsewhere. He had the property inspected and the recommendation was to demolish it.

In response to members questions, David said that the property has 1.8 acres and is on the market for \$285,000. It has been on the market for 5 months. Members, George Jenkins, Jean Campbell, and Francis Speers all said that 5 months isn't enough time to find a buyer. Most properties don't move until about a year on the market. Jean Campbell asked him if they were marketing it through an antique homes for sale business. David didn't believe so. They have had one buyer interested, but they said the price was too high. Another offer was made for \$175,000 which was not accepted. It would cost \$10,000 to demolish it. If permitted to demolish it, the land would be marketed for \$240,000.

Copies of the Town's Historic Inventory for this house were given to each Member of the Commission and to the owner. A copy is attached. The house was built in the early 19th century and is known as the Rev. Herman Perry House.

Members found this decision difficult and were reluctant to take action. They asked the owner if he would be receptive to the Commission taking a walk through of the house. He was.

It was decided to meet at 7 Shore Road on Monday, November 18 at 10:00 a.m.

Chairman Riordan called for a motion for continuance of the hearing.

George Jenkins moved for a continuance on the application to give the Commission Members more time to consider their decision. Mary Reid seconded. **Motion carried unanimously.**

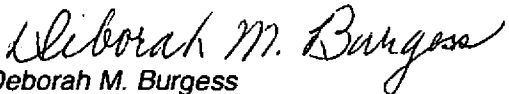
Chairman Riordan told David Neal that she would notify Town Hall and see about getting the continuance posted for

November 26, the next available date for hearings. However, this date wasn't posted in time to be held. Therefore, the following Tuesday, December 3, 2013, was the date for the continuance of this hearing.

Monday, November 18 at 10:00 a.m.

Those present for the site walkthrough were: David and Karen Neal, Helen Bresnahan (David's sister), and Jim Milano.
Commission Members: Deborah Burgess, Jean Campbell, Gioia Dimock, Neil Langille, Judy Riordan, and Francis Speers.

See minutes for the continuance of this hearing under December 3, 2013.


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Public Hearing Notice
Building Permit Application
Owner/Parcel ID Sheet
Bourne Historical Commission
Town Survey Record with History of House
Locus Map
Real Estate Listing for Property
Lighthouse Home Inspection Report, 29 Pages

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 429 Barlows Landing Rd
Assessors Map 43.1, Parcel 105

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to raise the foundation by 16".

DATE & TIME: Tuesday, Nov. 12, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
Oct. 30, 2013

2013 OCT 21 PM 12 25
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

November 12, 2013
Public Hearing for
429 Barlows Landing Road, Pocasset
Map 43.1, Parcel 105

Chairman Judith Riordan opened the hearing at 10:00 a.m.

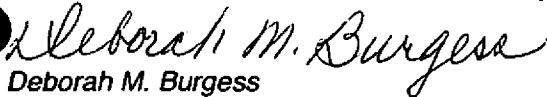
Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, and Mary Sicchio.
Associate Member: Deborah Burgess
Absent: Neil Langille (Excused)

Public: Wayne Sampson, Owner; David Sampson, Contractor; John Carroll, Abutter

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to raise cottage a minimum of 16" to a maximum of 32" above the flood plain. This would be accomplished by raising the building, adding to the foundation which already exists, and reattaching the building to the higher foundation. There would be no changes to the cottage with the exception of the need for longer stairs. The cottage is a residential guest house for use by the family.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented; Jean Campbell seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Building Permit Application
Owner/Parcel ID Sheet
Plot Plan

2014 JUN 24 PM 3 46
TOWN CLERK'S OFFICE
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Bourne Historical Commission
2013 NOV 5 PM 12:50

TOWN CLERK'S OFFICE

Date

BOURNE, MASS

Place

November 12, 2013 10:30 a.m.

Jonathan Bourne Historical Center
Reading Room
30 Keene Street
Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Report on Massachusetts Historical Conference
- * New Commission Member Information
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

CPC reports, if any
CPC requests, if any

New Business

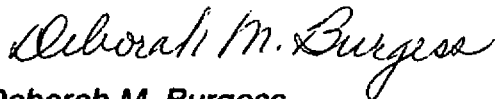
Secretary Deborah Burgess

Excused Absences
Next Meeting: December 10, 2013

Chairman Riordan

Town Hall report, if any

Adjournment



Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Regular Meeting - November 12, 2013

Chairman Judith Riordan called the meeting to order at 10:15 a.m. as the next Demolition Delay hearing wasn't scheduled until 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid and Mary Sicchio
Associate Members: Deborah M. Burgess and Francis e. Speers
Excused Absence: Neil Langille

2013 NOV 26 AM 11 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

Chairman Riordan:

- * Demolition Delay Hearings - At this time none scheduled for November 26.
- * Mary Sicchio, Deborah Burgess, and George Jenkins attended the Historic Preservation conference on October 18, 2013. A report is attached. The three sessions attended were: Your Preservation Toolbox, Demo is Delayed. Now What?, and How to be an Effective Historical Commission.
- * Members reiterated their desire to make inquiries with Christopher Skelly of the Massachusetts Historical Commission about their program On the Road. There are a number of interesting topics. We would invite the towns of Wareham, Falmouth, and Sandwich to join us for a program.
- * Another draft of the article on Bourne's Historical Groups was presented by Deborah Burgess. She asked members what they envision for the printed format. No firm decision was made due to unknown cost. A rack card or a three fold brochure might be possible. There was some discussion about including the Cataumet School House. But this was not decided as the original intent of the brochure was to clarify the four entities which share similar names: Bourne Archives, Bourne Historical Commission, Bourne Historical Society, and Bourne Society for Historic Preservation. She told members that she will work more on it in January.
- * Discussion about including more information about the Historical Commission on the town's web site and to include regulations for Demolition Delay.

Regular meeting was suspended at 10:30 a.m. to continue with the Demolition Delay Hearing.

Reconvened the regular meeting at 11:05 a.m.

New Business

Chairman Riordan:

- * George O. Jenkins requested an excused absence for the next regular meeting in December as he will be in Europe at that time. Jean Campbell so moved and Mary Reid seconded. Passed unanimously.
- * The Commission welcomed new Associate Member, Francis E. Speers, recently appointed by the Selectmen. Her Commission expires June 30, 2014.
- * Coreen Moore, Town Planner, will be attending the Commission's next meeting on December 10, 2013. She will talk with the members about procedures relating to how the Commission functions within town government.
- * The meeting was adjourned at 11:20 a.m.

Deborah M. Burgess, Secretary/Treasurer

Deborah M. Burgess

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

November 12, 2013
Public Hearing for
56 Sandwich Road, Bourne
Map 24.3, Parcel 90

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, and Mary Sicchio.

Associate Member: Deborah Burgess

Absent: Neil Langille (Excused)

Public: Kevin McLaughlin, Owner

Chairman Judith Riordan read the public hearing notice for this proposal which was rescheduled from August 27, 2013.

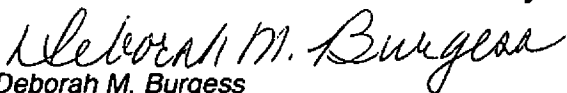
Deborah Burgess identified herself as an abutter.

Project is to add an enclosed porch over an existing cement slab. Deborah Burgess told members that her mother, Gladys Burgess, had told her some years ago that the house originally had a porch where the cement slab is located.

Deborah Burgess asked the owner if he had been given a building permit prior to this hearing since he had already started working on the project. Mr. McLaughlin said that he had been and had wondered why the hearing had been scheduled.

Members agreed that the porch enclosure added to the appearance of the house.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented; Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the town Planner
Building Permit Application
Owner/Parcel ID Sheet
Two Sketches of Plan

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TOWN CLERK'S OFFICE
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Historic Preservation Conference 2013

NOV 26 AM 11 16

Session A - Your Preservation Toolbox

TOWN CLERK'S OFFICE
BOURNE, MASS

A-1

Education - Foster awareness and appreciation of town's history through historical markers, publications, historic districts, preservation awards, etc.

Use public hearings as a teaching tool
explain how the process works
explain why historic preservation is important and relate to that particular property

National Register of Historic Places
Incorporate National Register into local ordinances

Community Preservation Act
Preservation grants help make projects more affordable
Conservation of historic cemeteries
Archival preservation and digitization of records

Demo Delay
Landmarks & preservation easements
Landmark designation

Neighborhood Conservation District
More flexible - tailored to needs

Conservation Districts
Residential - commercial - mixed use
Administered by Historical Commission
Very flexible - signs not allowed under by-laws can be allowed under CD

A-2

Development is the #1 threat to Historic Preservation

Be aware of what values are to developers and create a win-win situation through -

Installing plaques on historic buildings and sites
Scenic Road added to street signs
Raise awareness of historic value throughout town

PLAN AHEAD - before it is all done
Planning Board, Selectmen, Zoning changes
Allow progress while allowing for preservation
Look at things which have been lost
ID the whys
By-Laws
Add "and historic"
Include "Preservation of Historic Resources"
Be aware of the general objectives of site development

A-3

Planned Development District
Adaptive reuse & revitalization
75% of residential construction is "tare down"

Teaching programs in public school
Get in the schools and talk about the town's history & historic sites
Walking tours
Create an Historic Preservation Fund
Weston uses public funds for private homes
Arlington loans money for historic preservation at low rates

B - Demo is Delayed. Now What?

B-1 Demolition Delay is a limited tool providing a window of opportunity
Preservation through by-laws and ordinances.

B-2 Mitigation
Avoid or minimize
Stress the core values of the community

B-3 LHD - Local Historic District
Demolition Delay not applicable in an Historic District
LCD - Local Conservation District
Review trees, shrubs, land forms, public parks, etc.

C - How to be an Effective Historical Commission?

C-1 Established under Chapter 40C
Substantive - 1-4
Procedural - 5-8
Practical Tips - 9-10
Always be professional
Use name plates

Create a Commission hand book - check with town counsel on contents

Do not be intimidated by lawyers, architects, etc. representing the property owner

Commission can be viewed as a steward of historical properties, whereas the owner may not have the historical value in mind

Commission members should be prepared to contribute to the discussion

Applicant must prove the reasons for demolition or renovation
Ask applicant for documentation of condition of the building



C1 – How to Be an Effective Historical Commission Member
Eric Dray, Chair, Provincetown Historical Commission

Top 10 Tips for Historical Commission Members

Substantive Tips: How to effectively reach appropriate decisions.

Procedural Tips: How to ensure that the *process* by which you reach those decisions is fair.

Practical Tips: How to behave and communicate effectively with the public.

1. **Follow the Rules of the Game**
 - Know your bylaw(s)
2. **Know your Jurisdiction**
 - Stay within your jurisdictional boundaries
3. **Treat people the same**
 - What's good for the goose...
4. **Spare the Rod...**
 - Enforcement builds credibility
5. **People have a Right to be Heard**
 - Public meetings and hearings are governed by the Open Meeting Law
 - See AG site www.mass.gov/ago/government-resources/open-meeting-law/
6. **Watch for Conflicts of Interest**
 - When you have questions, contact:
 - Town Clerk, Town Counsel, and/or
 - State Ethics Commission, (617) 371-9500, ask for Attorney of the Day
7. **Beware Ex Parte Contact**
 - No business at cocktail party
8. **Keep a Record**
 - "While the minutes must include a summary of the discussions on each subject, a transcript is not required." (from AG office Open Meeting Law PDF)
9. **Decorum Matters**
 - Remember what it's like to be on the other side of the table
10. **Educate, Educate, Educate**
 - The more people know about architecture and history, the more they care

NOV 26 AM 11 16
TOWN CLERK'S OFFICE
BOURNE, MASS

PRESERVATION ADVOCACY THROUGH TOWN GOVERNMENT

VALUES

Build historic preservation into town priorities

- Raise visibility of Historical Commission & public appreciation of historic resources
 - Historic home plaques
 - Historic site plaques
 - Restoration of historic sites & structures
 - Historic town tours of homes, cemeteries, architecture
 - Scout programs
- Include historic preservation objectives in Master Plan
- Include protection of historic resources in town surveys
- Develop by-laws that encourage and aid historic preservation

VOICE

- Join influential town boards
- Request Historical Comm. or Historic District representation on boards which can impact historic resources (*Design Review, Downtown Revitalization, Master Plan, visioning forums*)
- Improve intra-board communication where historic resources are involved (*Conservation, Planning, Zoning, Parks & Rec., CPC*)

TOOLS

- Town By-laws
 - ***"and historic"*** –include preservation of historic resources in general objectives of residential land development by-laws
 - *Open Space Land Preservation Development*
 - *Site planning waivers for historic homes*
 - *Site planning "Peel Off" provision for historic homes*
 - *Intra-board communication requirement*
- Historic Preservation Trust Fund

2013 NOV 26 AM 11 16

TOWN CLERK'S OFFICE
BOURNE, MASS

BY-LAWS AND BY-LAW CHANGES
TO AID & ENCOURAGE PRESERVATION
Town of Hopkinton

Please refer to Town of Hopkinton website: www.hopkintonma.gov

Please reference "Bylaws"

- **Including preservation of historic resources in general objectives of residential land development by-laws**

See Ch. 210, Zoning By-laws: "Garden Apts." Article XIII 210-72 Sec. B,(2)

"Village Housing" Article XIII A, 210-75.1m Sec. B,(2)

"Senior Housing" Article XVIA 210-105.1 Sec. B (2)

210-105.3 Sec. B (7)

"Open Space Land Preservation Development" Article XXVI

210-106 Purpose

210-111 Intensity

210-112 A(4) Development Standards

210-162

210-168

"Site Plan Review" Article XX 210-136.1 Sec.B Site Plan Standards

- **Open Space Land Preservation Development: Chapter 210, Article XXVI**

- **Site Planning Waivers for Historic Homes: "Genl. Provisions" Sec. 210-4**

"Garden Apts." Article XII Sec. 210-74, B

"Senior Housing" Article XVIA Sec. 210-105.3, B

"Village Housing" Article XIII A, Sec. 210-75.3, B(7)

"Open Space Land Presv. Devel.," Article XVI, Sec. 210-111, Sec. 210-113, A

Sec. 210-113, C, item (1)

- **Site Planning "Peel Off" Provision for Historic Homes**

"Lots with Historic Structures" Chapter 210-117.2

- **Intra-board Communication Requirement (re: Demolition)**

General By-laws, Chapter 125, Section 125-1, & Section 125-3

Bourne's Historical Groups

The Town of Bourne was incorporated in 1884 when it split from the Town of Sandwich. Since then, Bourne has developed its own unique history as the youngest town on Cape Cod.

Bourne is fortunate to have four groups dedicated to its history. These groups have similar sounding names, but play distinct roles in preserving our history. Two of the groups, privately owned and operated, are the Bourne Historical Society and the Bourne Society for Historic Preservation. The other two groups are part of the municipal government of the Town of Bourne. These are the Town of Bourne Archives and the Town of Bourne Historical Commission.

The **Bourne Historical Society** was organized in 1921 to "... discover, collect, preserve, and disseminate the history primarily of the Town of Bourne, ... of Cape Cod, and of southeastern Massachusetts." In 1927 the Society built a replica of the Aptuxet Trading Post on the original site by the Cape Cod Canal. Here the history of the Pilgrims' trade with the Dutch of New Amsterdam and with Native Americans of the area is presented. This is the primary 17th-century site in Bourne. Other buildings on the Society's property are the Gray Gables Railroad Station, the Jefferson Windmill, and the Sagamore Information Booth. In 1986 the Society signed a lease with the Town of Bourne to be the major tenant of the Jonathan Bourne Historical Center (formerly the town's library). At that time it was agreed that the Bourne Historical Commission, the Bourne Archives, and the Bourne Society for Historic Preservation would also share the Center. The Society has an office in the basement at the Center, and in two museum rooms on the main floor presents displays reflecting Bourne's rich history from Pilgrim times to the present day

The **Bourne Society for Historic Preservation** was organized in 1979 to save the Briggs-McDermott House in Bourne village from imminent demolition.

Although the house was slated for demolition, it was eligible for placement on the National Register of Historic Places and was subsequently placed on that list. The Preservation Society worked diligently to restore the structure as an example of the Victorian Period. The house was opened in 1984 during Bourne's Centennial. It is furnished with items from the McDermott family as well as from family friends and Preservation Society members. George I. Briggs was a friend of President Grover Cleveland and held a number of important positions in the town of Bourne. His neighborhood was Bourne's town center until the opening of the Cape Cod Canal in 1914. Two other structures at the Briggs-McDermott property are the Alonzo Booth Blacksmith Shop, restored in 1988 as a working forge representing the area's commercial and industrial history, and the Alan Green Carriage House with a collection of carriages, sleighs, and agricultural implements. The Preservation Society yearly presents three plaques to designate buildings of architectural integrity and significance in Bourne.

Both the Town of Bourne Archives and the Town of Bourne Historical Commission have their own niche in the collection, preservation, and dissemination of Bourne's history. The **Bourne Archives**, maintained by the Archives committee, is responsible for the holding of the town's "paper history," both past and present. This town committee began in 1980 and moved to its present location in the east room at the Center in 1987.

The **Bourne Historical Commission**, appointed by the selectmen in the early 1970s, is responsible for historic preservation planning for the entire town, identifying local historic resources, advising the town on historic preservation matters, and preparing the survey of historic places for the Massachusetts Historical Commission. That survey was begun in the mid-1970s but not completed; it is being undertaken again today. The Commission's office is in the basement of the Center.

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

December 3, 2013
Public Hearing for
7 Shore Road, Bourne
Map 24.3, Parcel 41

Conclusion of Hearing
From
November 12, 2013

2013 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, Mary Reid, and Mary Sicchio.
Associate Members: Deborah Burgess and Francis Speers
Absent: Gioia Dimock (Excused)

Public: David Neal, Executor of father's estate and Trustee of the Neal Nominee Trust, and Karen Neal (his wife)

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish house.

Chairman Riordan thanked David and Karen Neal for allowing the Commission Members to tour the house on November 18, 2013

The Chairman then addressed those present and explained that the house was historically significant having been built in 1832 and is a important part of Bourne Village.

However, she went on to say that the structure is too far gone to be realistically saved. Would someone be able to purchase and rehabilitate it? The cost would be too high. It is an attractive building and a desirable property, but the building has no architectural features which people look for when purchasing an old house. Could someone purchase it and find it reasonable to flip? No.

The exterior corner beams, shakes, roof, plaster, no insulation, basement beams, bowing in of the foundation; almost all parts of the building need replacement. She estimates it would be an minimum of \$100,000 and up to restore the building.

The Town Building Inspector, Roger M. Laporte, inspected the building. In his opinion, via e-mail to the Chairman on November 26, 2013, the building was too far gone and should be torn down.

Jean Campbell stated that the house is a hazard and is at the point where it cannot be saved and restored.

George Jenkins said that the Bourne Society for Historical Preservation has been told that for them to undertake the restoration of the Keene House would cost \$250,000 just to secure the property and \$500,000 to completely restore it. In his opinion the Keene house is in much better shape than the Neal House.

Neil Langille felt that the building is in tough shape and not worth keeping.

Mary Sicchio asked the Neals if there had been any response from the newspaper article which appeared in the Bourne Courier after the first part of the hearing on November 12. There had not been. But Karen Neal added that two had looked at it previously, but said it was too expensive.

Mary Reid said that it was too bad to demolish it because of its potential as an historic home.

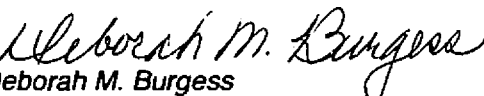
Deborah Burgess asked the Neals if there is enough frontage on Shore road to subdivide the property into two housing lots. David Neal replied that they have been told there is just enough to do so. She also added that she finds it sad to loose the house as she has many pleasant memories of playing there was a child.

Francis Speers said that the house is too far gone to save.

The Chairman asked the Neals if the hardware, old doors, windows, anything salvageable could be saved. George Jenkins asked if the BSHP could perhaps buy some of these items. David Neal replied that they would be glad to donate whatever anyone could use including the BSHP.

Neil Langille made the motion to allow the building to be demolished as requested. George Jenkins seconded.

The motion passed with Judith Riordon, Jean Campbell, George Jenkins, Mary Reid and Neil Langille voting in favor. Mary Sicchio abstained.


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Building Permit Application
Owner/Parcel ID Sheet
Memo, Roger LaPorte
Bourne Historical Commission Historical Survey
Site Map

TOWN OF BOURNE 2013 NOV 21 PM 3 28
Bourne Historical Commission
PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 270 Scraggy Neck Road
Assessors Map 50, Parcel 162

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish house and garage.

DATE & TIME: Tuesday, Dec. 10, 2013 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
Nov. 27, 2013

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

December 10, 2013
Public Hearing for
270 Scraggy Neck Road, Cataumet
Map 50, Parcel 162

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah Burgess and Frances Speers

Absent: George Jenkins (Excused)

Public: Samuel Swift representing the owner, Lynne Smith, who was not present, Matt Smith, son of the owner, Zachary Basinski, P.E. of Bracken Engineering, Inc. and Paul Gately, reporter for the Bourne Courier.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish single family house and 3 car garage in preparation for building a new dwelling.

Zachary Basinski presented the project to the Commission Members. The house sits on a lot which is 150' wide by 80' deep and is a non-conforming lot. The home is a summer home, sits too close to the road, and would require major renovation of at least \$350,000 to bring it up to grade as a year round residence.

Samuel Swift spoke about the house whose original owner was a Mrs. Thompson. She sold it in the early 1970s to Dr. and Mrs. Smith. Dr. Smith was planning to renovate the house, when he died and nothing more was done. Now it is no longer feasible to do so. Mrs. Smith wants to live in it year round and the house is too big for her. The proposed plan is to build a smaller house set back further from the road by about 15-20'. Although the house was built in 1890, it was built as a summer place. It has a plain interior with no mouldings and plain mantles. Not the type of salvage materials which people are looking for. There is some sill rot. The new house design would be attractive and in keeping with the neighboring houses. The design presented is indicative of what they would build although it may change.

George Jenkins, Commission Member who was not present, left a statement to be read into the record: "In my opinion the home could be moved. It is too close to the street. Otherwise, confirm demolition. Signed George Jenkins." Copy is attached. Other members pointed out that it could not be moved under the RR overpass to get it out to County Road. Frances Speers asked if the new house would be Cape Cod in appearance. Petitioner confirmed that it would be. Gioia dimock said that it is too bad to loose another old house in town, but she inquired about being able to take pictures of the interior to add to the Archives. She and Matt Smith made arrangements for this to be done.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented. Jean Campbell seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

- Bourne Historical Commission Ruling
- Public Hearing Notice
- Memo, Office of the Town Planner
- Building Permit Application
- Owner/Parcel ID Sheet
- Public Hearing Notice with Memo from George Jenkins
- Photos of house
- Map, Scraggy Neck
- Building Plans

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
December 10, 2013	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Report on Massachusetts Historical Conference
- * New Commission Member Information
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- CPC reports, if any
- CPC requests, if any

New Business --

Secretary Deborah Burgess

Excused Absences

Next Meeting: January 14, 2014

Chairman Riordan

Town Hall report, if any

Coreen V. Moore, Town Planner

Possible transfer of Commission records to the Town Archives

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2013 DEC 5 PM 12 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Regular Meeting - December 10, 2013

2013 DEC 19 PM 1 18

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, John Dimock, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah M. Burgess and Frances E. Speers

Excused Absence: George O. Jenkins

Secretary's Report

Secretary's Report was approved as printed.

New Business

Chairman Riordan:

- Coreen V. Moore, Town Planner, had been scheduled to appear under New Business. Due to illness she was unable to attend. However, Dody Adkins-Perry, came in her place. In order to allow her to return to work in a timely manner, she spoke first. She brought copies of Bourne's Local Comprehensive Plan, Section 13.0 - Cultural Heritage, pps 36-38 for distribution. She was unable to answer some of the concerns which members have and referred those to Coreen Moore. We discussed creating neighborhood historic districts. It was noted that the Local Comprehensive Plan is not an action plan, but a guide, a vision, towards future goals. There are currently signs reading "Entering Old Bourne Village" as vehicles enter that village. Most all of the town's other villages could have similar signs. This is a way to increase the visibility of the town's historic areas.

There are notebooks with the Historic Inventory which was undertaken by PAL from Rhode Island. This inventory is not complete. Apparently, PAL picked and chose which properties to include. This was due to lack of funding to do a complete survey. Commission needs to be pro-active with support for historic preservation.

Mary Sicchio said that the Commission needs help to promote rehabilitation rather than demolition. Jean Campbell said that with the Demolition Delay Law people do think twice about demolishing homes. The level of awareness has increased. Mary Sicchio reported on the total number of homes being demolished since the beginning of the Demolition Delay Law is 26.

Unfinished Business

- After Dody Adkins-Perry left, the Commission continued by taking up Unfinished Business.
- At this time there is one Demolition Delay Hearing scheduled for January 14, 2013 for 75 Winsor Road.
- Chairman Riordan reports that she has received two phone calls recently asking her to make a determination about whether or not a particular property would be subject to coming before the Historical Commission. She reminded us all that we cannot discuss properties or make any kind of a statement either in support or not. All property owners have to follow the correct channels and come before the Commission through the Hearing process.
- The other items under Unfinished Business: Report on Massachusetts Historical Conference, New Commission Member Information, and Information on Bourne's Four Historical Groups will be taken up at future meetings.
- Neil Langille, the Commission's CPC Representative, reported that the CPC has approved funding for the Briggs-McDermott House and it was approved at Town Meeting. The next CPC meeting is December 16, 2013.

New Business

Chairman Riordan:

- No excused absences at this time.
Next meeting: January 14, 2014
- Discussion about records in the Historical Commission's office at the Historical Center. Jean Campbell, Archives Chairman, explained that there are a lot of records which are not catalogued and properly preserved. One of these collections are the records prepared by PAL for the town historical survey. She asked that the Commission approve her completing an application for CPA funds to cover this project. Mary Reid so moved. Mary Sicchio seconded. **Motion passed unanimously.**
- The meeting was adjourned at 11:40 a.m.

Deborah M. Burgess, Secretary/Treasurer

Town of Bourne

NOTICE OF PUBLIC MEETING

2014 JAN 2 AM 9 25
TOWN CLERK'S OFFICE
BOURNE, MASS

The Town of Bourne will hold a public hearing on Tuesday, **January 21, 2013** at **6:15 p.m.** at the Bourne Memorial Community Building at 239 Main Street, Buzzards Bay, MA 02532 on its **FY 2014 Massachusetts Community Development Block Grant Program application.**

The proposed application is comprised of the Bourne Housing Rehabilitation Program which includes the surrounding residential neighborhoods of the Downtown and Target Area; also included is a Commercial Façade and Sign Improvement Program along Main Street in the Downtown Core, also in the Target Area. Any person or organization wishing to be heard will be afforded an opportunity to speak. If unable to attend the public hearing, comments may be forwarded to the Town of Bourne, c/o the Town Planner, Bourne Town Hall, 24 Perry Avenue, Buzzards Bay MA 02532 and must be received no later than 4:00 p.m. on January 21, 2014.

*Bourne
Rehabilitation*

MEETING NOTICE

2013 JAN 14 PM 4 22

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on Thursday, January 17, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- **Approval of the Minutes of the Regular meeting held on November 28, 2012**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Review and approve Certificate of Final Completion for roof replacement a Continental Apts.**
- **Update Board on Captial Funding for decking & rails at Continental Aps.**
- **Communication/Correspondence/Conferences**
- **Discuss Governor's Report on Regionalization**
- **Discuss computer upgrades**
- **Present Board with copies of audit by Hurley & O'Neill**
- **Present Board with Feasibility and Project Plan Report for Cape View Way**
- **Topics for future discussion**
- **Adjourn meeting**

Signed:



Barbara Thurston, Executive Director

Date: January 14, 2013

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on January 17, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Fred Bartholomew, Al Huff, Larry Olson, Paula McConnell

Members Absent: Steve Litz

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:07 a.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on November 28, 2012. Motion seconded by Mr. Huff. Unanimous vote.

Treasurers Report

Ms. Thurston presented the Board with financial reports for October and November for both State and Federal. Mr. Bartholomew made a motion to accept the Treasurer's reports. Motion seconded by Mr. Huff. Unanimous vote.

Program Update

Continental Apartments has three vacancies. Roland Phinney has two vacancies. Handicap development has two vacancies. Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place had a New Years Eve Party in the Community Room. Nine tenants attended and Chinese food was served. Everyone left by 10:00 p.m. The Events Committee met and they have completed the events schedule for 2013. A Super Bowl party is planned even if the Pats do not win.

Ms. Thurston presented the Board with the Certificate of Final Completion for the roof replacement at Continental Apts. Motion made by Mr. Olson to approve the Certificate of Final Completion. Motion seconded by Mr. Huff. Unanimous vote.

Ms. Thurston informed the Board that she and Dan DiMonda met with DHCD and the engineer to discuss the decking & railing repairs at Continental Apts. We will be using our Formula Funding money to fund it. We should be ready to go out to bid in February.

Ms. Thurston informed the Board that we have been having some problems with our computers. Ms. Thurston has hired iMedia from Centerville to review the system. Our computers are very old and need replacement. Replacement and upgrades will be expensive. They recommend that we hard wire the computers and our electrician met with him. We also need new printers and updates for Microsoft Office.

Ms. Thurston presented the Board with copies of the Audit from Hurley & O'Neill. We had no findings.

Ms. Thurston informed the Board that due to the theft of the plow, we will be installing a security camera at Roland Phinney Place. She has received an estimate of \$4,992 from Mr. Scena, the electrician. Mr. Bartholomew was concerned that there would be audio. Ms. Thurston called Mr. Scena and he said there would be no audio and a flip of a switch will disable the camera in the Community Room.

Mr. Olson moved to approve Ms. Thurston's time sheets for November & December. Motion seconded by Mr. Huff. Unanimous vote.

The Board discussed the Governor's proposed legislation for regionalization. The Board is not in favor of the proposal. Mass Nahro has a counter proposal that they will submit for legislation. Ms. Thurston and Ms. McConnell

2013 OCT 8 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS.

will attend a meeting with Rep. David Viera on Tuesday the 29th at the Falmouth Housing Authority with Falmouth, Mashpee and Bourne Directors and Chairmen.

Cape View Way

Ms. Thurston presented the Board with the Feasibility and Project Plan Report on Cape View Way.

Community Preservation

Ms. McConnell will be attending the meeting next week to review applications for Community Preservation funds.

Communications/Conferences/Correspondence

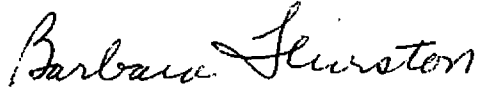
Topics for future discussion

Smoking policy

Next meeting scheduled for February 20, 2013 at 8:00 a.m.

Motion made by Mr. Bartholomew to adjourn at 9:20 a.m. Motion seconded by Mr. Huff

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

2013 FEB 16 AM 4 41

MEETING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on Thursday, February 21, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of the Minutes of the Regular meeting held on January 17, 2013.
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update Board on Captial Funding for decking & rails at Continental Apts.
- Review application for CPA funds requested by Bourne Housing Partnership/Bourne Affordable Housing Trust
- Discuss Feasibility and Project Plan Report for Cape View Way
- Discuss Blizzard
- Letter from tenant at Continental Apts. Re: blizzard
- Update on meeting with Rep. Viera on 1/22 regarding regionalization
- Approve Executive Director Time Sheet/Expenses
- Update on cookout @ Continental Apts. On 1/18
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston

Barbara Thurston, Executive Director

Date: February 15, 2013

*Actually received in Clerk's office on
2/15/2013. Check stamp to the
may date.*

*B.H.S.
Clerk*

MEETING NOTICE

2013 FEB 16 AM 4 13

TOWN CLERK'S OFFICE
BOURNE, MASS**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on Thursday, February 20, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of the Minutes of the Regular meeting held on January 17, 2013
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update Board on Captial Funding for decking & rails at Continental Apts.
- Review application for CPA funds requested by Bourne Housing Partnership/Bourne Affordable Housing Trust
- Discuss Feasibility and Project Plan Report for Cape View Way
- Discuss Blizzard
- Letter from tenant at Continental Apts. Re: blizzard
- Update on meeting with Rep. Viera on 1/22 regarding regionalization
- Approve Executive Director Time Sheet/Expenses
- Update on cookout @ Continental Apts. On 1/18
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed:

Barbara Thurston
 Barbara Thurston, Executive Director

Date: February 15, 2013

*Actually received in Cuba
 office on 2/15/2013. Check
 changed to Waystate.
 SRS
 Deb*

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on February 21, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Fred Bartholomew, Larry Olson, Paula McConnell

2013 OCT 8 PM 3 47

Members Absent: Steve Litz, Al Huff

TOWN CLERK'S OFFICE
BOURNE, MASS

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:05 a.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on January 17, 2012. Motion seconded by Mr. Olson. Unanimous vote.

Treasurers Report

Ms. Thurston presented the Board with financial reports as of December 31, 2012 for both State and Federal. Mr. Bartholomew made a motion to accept the Treasurer's reports. Motion seconded by Mr. Olson. Unanimous vote.

Program Update

Continental Apartments has two vacancies. Roland Phinney has no vacancies. Handicap development has three vacancies. Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place had a Super Bowl Party on February 3rd in the Community Room. 14 tenants attended and Chinese food was served. They will be going to Bobby Byrnes for a St. Patrick's Day celebration in March. On January 24th, the tenants watched "Pitched Perfect" on movie night.

Ms. Thurston informed the Board that we should be ready to go out to bid shortly for the decking and rails at Continental.

Ms. Thurston presented the Board with copies of the CPA application from the Bourne Housing Partnership and the Bourne Housing Trust. Mr. Olson made a motion to support the applications. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston updated the Board regarding the events of the Blizzard. Tenants at Continental and Roland Phinney were without power from Friday to Monday evening. Ms. Thurston presented the Board with a copy of a letter to the editor that was in the Bourne Enterprise. Continental does not have a generator. We had an estimate of \$30,000. We do not have the funding.

Mr. Bartholomew informed the Board of what went on during the storm at Roland Phinney Place.

Ms. McConnell read a letter received from a tenant at Continental complimenting us for the hard work we did during the storm.

The Board approved Ms. Thurston's time sheet for the month of January.

Ms. Thurston informed the Board that we had a cookout for the tenants at Continental on January 18th for being so cooperative during the roof replacement. Everyone had a great time.

Ms. Thurston presented the Board with a letter of resignation that she received yesterday from Board Member Steven Litz. He has resigned due to medical reasons. A copy has been sent to the Town Clerk.s.

Ms. Thurston provided the Board with two articles from the Cape Cod Times regarding the Governor's proposal for regionalization.

Cape View Way

The Board will review the Feasibility Plan for Cape View Way

Community Preservation

Communications/Conferences/Correspondence

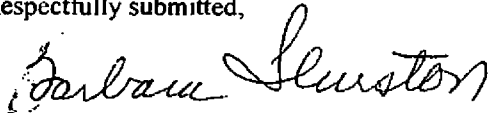
Topics for future discussion

Ms. McConnell's term expiration date

Next meeting scheduled for March 20, 2013 at 8:00 a.m.

Motion made by Mr. Bartholomew to adjourn at 9:20 a.m. Motion seconded by Mr. Olson

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on Wednesday, March 20, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- **Approval of the Minutes of the Regular meeting held on February 21, 2013**
- **Presentation and approval of annual budgets by Tom Joy and Jack Sullivan**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Review and approve Amendment #1 to the Capital Improvement Work Plan for State funding**
- **Review and approve funding for low-flow toilets for State Programs**
- **Discuss sequestration cuts for Federal programs**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Approve Executive Director Time Sheet/Expenses**
- **Discuss Ms. McConnell's term expiration date**
- **Discuss Ethics review and certification online**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: *Barbara Thurston*
Barbara Thurston, Executive Director

Date: March 15, 2013

TOWN CLERK'S OFFICE
 BOURNE, MASS
 2013 MAR 15 PM 4 21

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on March 20, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Fred Bartholomew, Larry Olson, Paula McConnel, Al ~~Al~~ 2013 OCT 8 PM 3 46

Members Absent: none

Others Present: Barbara Thurston, Executive Director
Jack Sullivan, Fee Accountant
Tom Joy, Fee Accountant

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting convened at 8:09 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on February 21, 2013. Motion seconded by Mr. Bartholomew. Unanimous vote.

Treasurers Report

Mr. Sullivan presented the Board with the proposed Federal budget for FY14. The Federal programs are doing very well. Motion made by Mr. Bartholomew to approve the Federal budget. Motion seconded by Mr. Olson. Roll call vote: Mr. Huff: aye; Mr. Bartholomew: aye; Mr. Olson: aye; Ms. McConnell: aye. The State budget for FY 14 was presented to the Board by Mr. Joy. Motion made by Mr. Olson to approve the State and MRVP budgets. Motion seconded by Mr. Bartholomew. Roll call vote: Mr. Bartholomew: aye; Mr. Huff: aye; Mr. Olson: aye; Ms. McConnell: aye.

Program Update

Continental Apartments has one vacancy. Roland Phinney has no vacancies. Handicap development has one vacancy and the Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place went to Lindsay's Restaurant for St. Patrick's Day. April 7th will be the Spring Musical at the Bourne High School.

Ms. Thurston presented the Board with Amendment #1 to the Capital Improvement Work Plan for State Funding. We will receive \$244,000 in Capital Funding for 2015. After discussion, Mr. Huff made a motion to accept the Amendment. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with an Amendment for Low Flow Toilet Award from DHCD. They will award us \$32,000 to install 80 toilets in the State units. Motion made by Mr. Olson to approve the grant of \$32,000. Motion seconded by Mr. Olson. Unanimous vote.

Ms. Thurston informed the Board that she is waiting to hear from DHCD regarding when we will be going out to bid for the decking & railings at Continental.

Ms. Thurston presented the Board with her time sheets for February. Motion made by Mr. Bartholomew to approve the time sheet. Motion seconded by Mr. Olson.

Ms. Thurston presented the Board with the original letter that appointed Ms. McConnell to the State Appointee position. Her term expires on May 20, 2013. Ms. Thurston will find out how to request re-appointment.

Ms. Thurston informed the Board that it is time to take the State Ethics certification test on line. It was done two years ago. She will e-mail info to Board Members.

Ms. Thurston presented the Board with a copy of a letter she received from a tenant at the Handicap Development. He states he is not in favor of the Governor's proposal for Regionalization. He mentioned how pleased he was when Al Huff went above and beyond to fix a problem he had with drainage and flooding after heavy rains.

Ms. Thurston reminded the Board that we will have a vacant seat on the Board for three years due to Mr. Litz's resignation. Town elections will be held on May 21st. Mr. Olson will not be running again so that seat will also be on the ballot for a five-year term.

Communications/Conferences/Correspondence

Mass NAHRO spring conference will be held May 20 – May 22

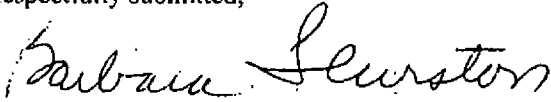
Topics for future discussion

Ms. McConnell's term expiration date

Next meeting scheduled for April 18, 2013 at 8:00 a.m.

Motion made by Mr. Huff to adjourn at 9:35 a.m. Motion seconded by Mr. Olson

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Thurston". The signature is written in dark ink and is positioned above the typed name.

Barbara Thurston, Ex-Officio Secretary

2013 OCT 8 PM 3 46

TOWN CLERK'S OFFICE
BOURNE, MASS

NO

MEETING

IN

APRIL

MEETING NOTICE 2013 MAY 24 PM 2 34

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on May 30, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- **Approval of the Minutes of the Regular meeting held on March 20, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Town elections and vacant seat on Board**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Discuss Ms. McConnell's term expiration date**
- **Discuss Governors proposed legislation**
- **Discuss Medical Leave of Absence for administrative employee**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: May 24, 2013

2013 OCT 8 PM 3 46

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held in the Town Clerk's Office at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Fred Bartholomew, Larry Olson, Paula McConnel, Al Huff

Members Absent: none

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:06 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on March 20, 2013. Motion seconded by Mr. Bartholomew. Unanimous vote.

Treasurers Report

Ms. Thurston presented the Board with financial reports as of March 31, 2013 for both State and Federal Programs. Motion made by Mr. Bartholomew to accept the Treasurer's report. Motion seconded by Mr. Huff. Unanimous vote.

Program Update

Continental Apartments has one vacancy. Roland Phinney has no vacancies. Handicap development has one vacancy and the Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers. Ms. Thurston informed the Board that we have a 3rd floor efficiency unit at Continental Apts. that is difficult to rent. She will request a waiver from DHCD so that we will not be sanctioned for having it vacant for more than 90 days.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place went to the Bourne High School to see a play. In May they went to the Music Man at the Falmouth Theater Guild. It was great. In June they will be going to a Duck Boat trip in Hyannis Harbor. In July they will be going to Mohegan Sun.

Ms. Thurston informed the Board that our maintenance man is meeting the engineer at Continental Apts. today to do a final check before publishing the specifications for the decking. It should be going out to bid within the next 30 days.

The Board reviewed Ms. Thurston's time sheet and expense report. Motion made by Mr. Huff to approve the time sheet and expenses. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with a copy of an e-mail from Joe Hart at DHCD stating that Ms. McConnell will continue to serve until she resigns, reappointed or is replaced.

Ms. Thurston informed the Board that we have an administrative employee who will be out on medical leave until the end of September. Ms. Thurston explained that she and the staff do not have the time to train a temporary employee and the entire staff and our accountant are pulling together to make this work. Ms. Garcia who is our part-time employee is working some overtime hours. Three of the staff members have donated sick time to get the employee through till 6/30/13.

Ms. Thurston presented the Board with a packet from Lizbeth Heyer of DHCD regarding the Governor's proposal for regionalization.

Ms. Thurston presented the Board with a Certificate of Appreciation from Mass NAHRO that was presented at the annual conference.

Ms. McConnell presented the Board with a report from the Annual PHADA Conference in San Antonio. One of the

sessions was regarding the Massachusetts proposed regionalization. Some of the questions from the audience were why did the auditors not pick this up. Ms. McConnell stated that she had concerns about resident preferences.

The Board congratulated Mr. Olson for receiving the most write-in votes during the most recent election.

Ms. Thurston stated that Bob Troy will be determining whether the paper road on Cape View Way is part of the square footage of the existing lots or if it is separate.

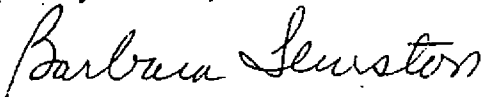
Communications/Conferences/Correspondence

Topics for future discussion

Next meeting scheduled for June 20, 2013 at 8:00 a.m.

Motion made by Mr. Huff to adjourn at 9:05 a.m. Motion seconded by Mr. Olson

Respectfully submitted,

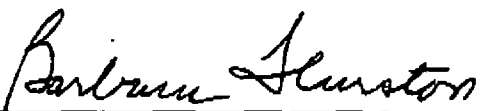


Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on June 27, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- **Approval of the Minutes of the Regular meeting held on May 30, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss vacant seat on Board**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Discuss Ms. McConnell's term expiration date**
- **Discuss Governors proposed legislation**
- **Write off tenant accounts receivable**
- **Discuss easement at Continental apartments**
- **Review and approve quarterly operating statements for State projects**
- **Set date for Executive Director evaluation**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed:

**Barbara Thurston, Executive Director****Date: June 24, 2013**

2013 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on June 27, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Fred Bartholomew, Larry Olson, Paula McConnell, Al Huff

Members Absent: none

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:00 a.m.

2013 OCT 8 PM 3 46
TOWN CLERK'S OFFICE
BOURNE, MASS

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on May 30, 2013. Motion seconded by Mr. Olson. Unanimous vote.

Treasurers Report

Ms. Thurston presented the Board with financial reports as of April 30, 2013 for the Federal Programs. She will submit the State budget to actual report at the next meeting. She was not able to print it. Also presented were accounts payable and bank statements. Motion made by Mr. Huff to accept the Treasurer's report for the Federal Programs. Motion seconded by Mr. Bartholomew. Unanimous vote.

Program Update

Continental Apartments has two vacancy. Ms. Thurston has requested a waiver from sanctions for the 3rd floor efficiency unit at Continental Apts. She spoke to Joe Hart and he stated that he would approve it. Roland Phinney Place has no vacancies. Handicap development has two vacancies. We leased it up and the next day the tenant called and said her husband who is in a wheelchair and in a nursing home will not be ready to come home and may never be. The Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place went to the Duck Boat trip in Hyannis Harbor in June. 8 tenants attended. They had lunch at the Brazilian Grill.

Ms. Thurston informed the Board that the specification for the decking at Continental Apts. has been approved with comments and should be going out to bid very shortly.

Ms. Thurston presented the Board with an email that she received from the Town Clerk that was sent to him from Bob Troy amending his original email regarding the appointment of someone to the Board. Since no one was elected for the 5 year term, the Selectmen will appoint someone. Ms. Thurston wrote a letter to the Selectmen requesting a meeting to discuss the next step and how we will fill the seat.

Ms. Thurston presented the Board with a list of tenant balances of terminated tenants in the amount of \$8,277.20. Motion mad by Mr. Huff to approve the write offs. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with an email she received from the next door neighbor at Continental Apts. who has questions regarding the easement from our property to Bourne Oaks. Ms. Thurston informed him that it is not our easement and she thinks it belongs to Bourne Oaks.

Ms. Thurston presented the Board with the Certification for the Year End Operating Statements for the State Programs. Motion made by Mr. Bartholomew to approve the Certification for signatures. Motion seconded by Mr. Olson. Unanimous vote.

Mr. Huff and Mr. Olson will conduct Ms. Thurston's annual evaluation.

Mr. Olson made a motion to approve Ms. Thurston's time sheet for the month of May. Motion seconded by Mr. Bartholomew. Unanimous vote.

Bob Troy will be informing us of the status of Cape View Way when he researches it.

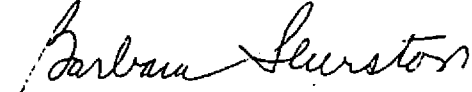
Communications/Conferences/Correspondence

Topics for future discussion

Next meeting scheduled for July 18, 2013 at 8:00 a.m.

Motion made by Mr. Huff to adjourn at 8:45 a.m. Motion seconded by Mr. Olson

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on July 18, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- **Approval of the Minutes of the Regular meeting held on June 27, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss vacant seat on Board**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Certify Capital Planning Report for State Developments**
- **Discuss Governors proposed legislation/public hearings**
- **Write off tenant accounts receivable – Roland Phinney Place**
- **Discuss Executive Director evaluation**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed:


Barbara Thurston, Executive Director

Date: July 15, 2013

2013 JUL 15 PM 4 01
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on July 18, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

2013 OCT 8 PM 3 46

Members Present: Fred Bartholomew, Larry Olson, Paula McConnell, Al Huff

TOWN CLERK'S OFFICE

Members Absent: none

) BOURNE, MASS

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:12 a.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on June 27, 2013. Motion seconded by Mr. Olson. Unanimous vote.

Treasurers Report

Ms. Thurston presented the Board with financial reports as of May 31, 2013 for the Federal Programs and the April 30th and May 31st report for the State. Also presented were accounts payable, bank statements and the check warrant. Motion made by Mr. Bartholomew to approve the Treasurers report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update

Continental Apartments has two vacancy. Roland Phinney Place has no vacancies. Handicap development has two vacancies. The Family development has no vacancies. Section 8 is fully leased with 76 vouchers. DIAL has 20 leased. We are administering 14 Portable vouchers.

Resident Report:

Mr. Bartholomew reported that tenants from Roland Phinney Place will be going to the Longhorn Steak house next week. On August 14th, residents will be going to Nantucket.

Ms. Thurston informed the Board that Debbie from the Selectmen's office called to say that they have had no one show interest in the position of Board Member. They will advertise with other vacant positions for the Town.

Ms. Thurston informed the Board that she just received the advertisement for the decking & rail at Continental from DHCD. It will be in next week's paper.

Ms. Thurston presented the Board with the Capital Funding Plan for State Projects through 2017 totaling \$1,650,057. Motion made by Mr. Huff to approve the Capital Funding Plan through 2017. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston submitted Executive Director Evaluation Forms to Mr. Olson and Mr. Huff. They will meet to complete the evaluation.

Motion made by Mr. Huff to approve Ms. Thurston's time sheet for the month of June, 2013. Motion seconded by Mr. Olson. Unanimous vote.

Ms. Thurston presented the Board with the Operating Statement that was presented and approved at the June meeting. The Board signed the MRVP certification but Ms. Thurston forgot to have them sign the 400-1 certification. Board members signed the certification.

Ms. Thurston presented a letter for Ms. McConnell to sign to approve Ms. Thurston to draw down funds from the LOCCS system for Roland Phinney Place.

Ms. Thurston informed the Board that there will be public hearing coming up in September regarding the Governor's proposed legislation for Regionalization.

Ms. Thurston showed the Board our new security camera system at Roland Phinney Place.

Ms. Thurston presented the Board with a letter from Lizbeth Heyer from DHCD regarding approved repairs under the CPA funds.

Communications/Conferences/Correspondence

Topics for future discussion

Next meeting scheduled for August 22, 2013 at 8:00 a.m.

Motion made by Mr. Huff to adjourn at 8:45 a.m. Motion seconded by Mr. Olson

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Thurston".

Barbara Thurston, Ex-Officio Secretary

2013 JUL 19 AM 8 34

To: Town Clerk's Office

TOWN CLERK'S OFFICE
POURNE, MASS

From: Kerry Horman

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

Bourne Housing Partnership Meeting
3:30 PM Tuesday, July 23, 2013
Downstairs Conference Room
Town Hall
24 Perry Ave
Buzzards Bay MA 02532

Agenda

1. Review and vote on Minutes of the last meeting.
2. Determination of process and selection criteria for hiring a housing consultant to update the Housing needs Assessment and Action Plan
3. Consideration of issues relative to role as Monitoring Agent for 56 Mirasol Dr., 47 High Ridge Dr., and 21 Mirasol Dr.
4. Report of the Affordable Housing Specialist
6. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

To: Town Clerk's Office

From: Kerry Horman

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

2013 AUG 8 PM 12 19

TOWN CLERK'S OFFICE

BOURNE, MASS

Bourne Housing Partnership Meeting
3:00 PM Tuesday, August 13, 2013
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Report on status of Request for Quotes (RFQ) for a housing consultant to update the Housing needs Assessment and Action Plan
3. Consideration of issues relative to role as Monitoring Agent for 56 Mirasol Dr., 47 High Ridge Dr., and 21 Mirasol Dr. and the status of the Pilgrim Pines 40B project in general.
4. Vote to enter executive session to discuss recommendations to the Housing Trust on purchase of real estate property and pricing for the purpose of creating or preserving affordable housing.
5. Vote to return to Open Session
6. Report of the Affordable Housing Specialist
7. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

Bourne Affordable Partnership Meeting
Executive Session Minutes
August 13, 2013

2014 SEP 4 AM 9 22

TOWN CLERK'S OFFICE
Meeting Location:
BOURNE, MASS

Bourne Housing Authority Offices, 871 Shore Road, Pocasset,
Massachusetts

Members Present: Chairperson, Susan Ross, Albert Hill, Barbara Thurston, Coreen Moore

Members Absent: None

Others Present: Kerry Horman, Affordable Housing Specialist and Dolores Consoletti, Administrative Support and James Snyder, Volunteer Financial Advisor

The meeting opened at 3:33 p.m.

Mr. Horman asked the members to take the time review the Outline of Issues Relative to 21 Marisol Drive and the Addendum. Ms. Ross informed the members this unit has the old deed rider. The owners have been trying to sell it because the husband has a new job and they have another house they want to purchase. She let the members know on the previous evening, the Housing Trust voted to purchase the unit back to preserve it as an affordable and then to turn around and resell it with the new deed rider. She said we could sell it up to 120% of median income to get more people to qualify. Ms. Ross informed the members that they needed to decide if they wanted the Trust to buy this unit back and to vote to approve the purchase. Mr. Horman stated that the Town had the opportunity to buy the property initially or take on the responsibility to market it. He further stated the price was too high at the time and the Town and this Board recommended not buying it nor taking on the marketing of it. The owner went step-by-step and followed the regulations, has gone through the process and, having received no offers at the subsidized pricing, can now sell it at fair market value on the open market with all of the restrictions gone. Mr. Hill asked what additional costs would be incurred to market this property. Ms. Ross stated that they may not be able to sell it for \$217,000 and may have to put the price down and Trust may have to subsidize it. The Trust felt it was still worth it to retain the affordable unit, considering if they were to build an affordable, it would cost them roughly \$60,000. Mr. Horman stated the Board would need to determine what the fair market value of the unit is. His recommendation to the Board was to have an independent, outside person with no financial ties to this deal, to determine the fair market value.

After much discussion regarding the determination of fair market value, a motion was made by Ms. Thurston, second by Mr. Hill, to accept the Opinion of Value of Amy Neading of \$219,000, which is on the lower end of the Fair Market Value range; an individual role call

resulted in Mr. Hill voting yes, Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

Further, a motion was made by Mr. Hill, second by Ms. Thurston, to allow the Trust to negotiate the purchase of 21 Marisol Drive; an individual role call resulted in Mr. Hill voting yes, Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

There being no further items before the members, Ms. Ross asked for a vote to move into Open Session. A motion was made by Ms. Thurston, second by Mr. Hill, to move into Open Session at 4:37 p.m.; an individual role call resulted in Mr. Hill voting yes, Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

Respectfully submitted,

Dolores Consoletti
Administrative Support

Bourne Affordable Partnership Meeting
Minutes
August 13, 2013

2014 SEP 4 AM 9 22

TOWN CLERK'S OFFICE

Meeting Location: Bourne Housing Authority Offices, 871 Shore Road, Pocasset,
Massachusetts

Members Present: Chairperson, Susan Ross, Albert Hill, Barbara Thurston, Coreen
Moore and James Snyder

Members Absent: None

Others Present: Kerry Horman, Affordable Housing Specialist and Dolores
Consoletti, Administrative Support

Meeting called to order at 3:05 p.m. by Chairperson, Susan Ross

Chairperson Ross opened the meeting and asked the members to review the minutes from the previous meeting. A motion was made by Mr. Hill, second by Ms. Moore, to approve the minutes of the January 30, 2013 meeting; the vote was affirmative with Ms. Moore abstaining.

Ms. Thurston joined the meeting at 3:07 p.m.

Mr. Horman provided the members with an update on the RFQ for a housing consultant to update the Housings Needs Assessment and Action Plan. He further explained that since the proposal is under \$5,000, whoever comes in with the lowest price and meets the criteria, we are required to go with that quote. He stated he got three names of the best people and sent the RFQ out. Mr. Horman provided the members with the criteria sent to each candidate and will update the members when he receives the quotes.

Mr. Horman updated the members on the issues related to the monitoring agent at Pilgrim Pines. He informed the members that the developer has plans to go before the Planning Board for a waiver on the last five affordables they are required to build. It hasn't formally taken place yet, but he assumed when it did, the Partnership would want to be involved. Ms. Ross informed the members the developer had written to the Board asking them to buy the affordables and develop them ourselves. They responded they would not do that. She also informed the members that if he did go bankrupt, whoever buys the development would have to keep the affordables requirement. She said she asked the member of the Trust who is on the Board of Appeals if they had it on the agenda yet, he said no but would let us know when it was put on the agenda. Mr. Horman stated the owner of 56 Marisol is complaining of cracks in the foundation. It appears to be caused by runoff from the next door neighbor which could be fixed by a simple regarding or the property. Roger has been out there; it's a small thing which could be fixed easily but they won't do anything because under

bankruptcy, they aren't allowed to spend any money on the old houses. He went on to say that 47 High Ridge has bad cracks in the foundation. The owner vacated the house, had rented it, the house has been trashed and needs work. We told the owners we'd like to buy it back but the owners said no, they were moving back in and were going to fix it up. It was under threat of foreclosure with an illegal second mortgage. In this case, the resale price is less than what the owner needs to get out of it (including the second mortgage).

Ms. Ross asked for a vote to move into Executive Session. A motion was made by Ms. Thurston, second by Mr. Hill, to move into Executive Session to discuss recommendations to the Housing Trust on the purchase of real estate property and pricing for the purpose of creating or preserving affordable housing and to return to open session upon completion of that discussion; an individual role call resulted in Mr. Hill voting yes, Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

The members moved to Executive Session at 3:33 p.m.

At the end of Executive Session, a motion was made by Ms. Thurston, second by Mr. Hill, to move into Open Session at 4:37 p.m.; an individual role call resulted in Mr. Hill voting yes, Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

Mr. Horman gave each of the members a copy of his update report for their review.

There being no further business, Ms. Ross asked for a motion to adjourn. Ms. Moore made said motion at 4:41 p.m., second by Mr. Hill, unanimous vote of the members.

Respectfully submitted,

Dolores Consoletti
Administrative Support

MEETING NOTICE

2013 SEP 16 PM 3 38

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on September 19, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- **Approval of the Minutes of the Regular meeting held on August 22, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss vacant seat on Board**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Review and approve recommendation for low bid contractor for the repair/replacement of decking & rails at Continental**
- **Review and approve new Utility Allowance Schedule**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: _____

Barbara Thurston
Barbara Thurston, Executive Director

Date: September 16, 2013

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on August 22, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of the Minutes of the Regular meeting held on July 18, 2013
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss vacant seat on Board
- Update Board on Capital Funding for decking & rails at Continental Apts.
- Review and approve Budget Revision for Patricia Grace
- Review and approve Lead Paint certification State
- Review and approve write-off tenant balances for State and Roland Phinney Place
- Review and approve Payment Standards for Section 8
- Discuss Executive Director evaluation
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston

Barbara Thurston, Executive Director

Date: August 19, 2013

2013 AUG 19 PM 4 14
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 Capital Fund

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Whereas, (Public Housing Authority) Bourne Housing Authority MA110 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) B-1666 dated 9/29/1982

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 67,812.00 for Fiscal Year 2013 to be referred to under Capital Fund Grant Number MA06P11050113 PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein. OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States

The PHA acknowledges its responsibility for adherence to this amendment. The parties have executed this Amendment, and it will be effective 9/9/2013. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development

PHA Executive Director

By Date:

By Barbara Shurters Date: 8/29/13

Title

Title EXECUTIVE DIRECTOR

**Capital Fund Program
(CFP) Amendment—page 2**
To The Consolidated Annual Contributions Contract
(form HUD-53012)

(SEAL)
Attest:

TOWN/CITY Town of Bourne

BY: Meody Chapman

TITLE: ASST TOWN CLERK

DATE: August 29, 2013

To: Town Clerk's Office

From: Kerry Horman

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

Bourne Housing Partnership Meeting
3:30 PM Tuesday, Sept 10, 2013
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

2013 SEP 4 AM 12 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

1. Review and vote on Minutes of the last meeting.
2. Meet with housing consultant to determine a strategy to update the Housing Needs Assessment and Action Plan.
3. Vote to enter executive session to review minutes of previous meeting executive session
4. Vote to return to Open Session
5. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
6. Report of the Affordable Housing Specialist
7. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

Bourne Affordable Partnership Meeting
Minutes

2014 SEP 4 AM 9 22
September 10, 2013

TOWN CLERK'S OFFICE
Meeting Location: Bourne Housing Authority Offices, 871 Shore Road, Pocasset,
Bourne, MASS
Massachusetts

Members Present: Chairperson, Susan Ross, Barbara Thurston and Coreen Moore

Members Absent: Albert Hill

Others Present: Kerry Horman, Affordable Housing Specialist and Dolores
Consoletti, Administrative Support and Karen Sunnarborg, Housing and
Planning Consultant

Meeting called to order at 3:41 p.m. by Chairperson, Susan Ross

Chairperson Ross opened the meeting and asked the members to review the minutes from the previous meeting. A motion was made by Ms. Moore, second by Ms. Thurston, to approve the minutes of the August 13, 2013 meeting; unanimous vote of the members.

Ms. Sunnarborg, the consultant the Partnership hired to update the Housing Needs Assessment and Action Plan, asked the members for updates of potential affordable housing projects. The members discussed the possibility of including the Coady School in the plan and Ms. Thurston suggested including Capeview, which should have 40 units. She stated they will be going out to bid for a developer in November and she would forward Ms. Sunnarborg the information.

Ms. Sunnarborg asked if there had been any thought to developing the Route 28/MacArthur Boulevard. Ms. Moore stated the road was considered a "significant regional roadway". They tried to deem it an economic engine area, but the Cape Cod Commission didn't agree and after much back and forth the project was dropped.

After much discussion regarding different projects, Ms. Sunnarborg said she would put some things together and get back to everyone via email with any questions.

Ms. Sunnarborg left the meeting at 5:03 p.m.

Ms. Ross asked for a vote to move into Executive Session. A motion was made by Ms. Moore, second by Ms. Thurston, to move into Executive Session; an individual roll call resulted in Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

The members moved to Executive Session at 5:04 p.m.

At the end of Executive Session, a motion was made by Ms. Moore, second by Ms. Thurston, to move into Open Session at 5:05 p.m.; an individual role call resulted in Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

Mr. Horman gave each of the members a copy of his update report for their review.

Mr. Horman informed the members the Trust had accepted the right to try and find a buyer for 47 High Ridge. The unit is under threat of foreclosure and has already been approved for the Trust to buy. The Trust is also in the process of buying back the two bedroom at 21 Marisol. He said there is a possibility there is a buyer for that one. Unit 7 at Canal Crossing is under foreclosure and is with Bob Troy. He hasn't heard anything more about it. He stated he has a couple interested in the unite at 46 Deseret and they have an application in for it. He also gave an update on 47 High Ridge, which is being foreclosed on. Ms. Ross indicated they are trying to get ahold of short sale attorney. If the owner will do a short sale, the Trust will buy the unit.

Ms. Moore gave an update on the Block Grant. She stated they are still trying to hire staff; the Grant Administrator and Project Coordinator (Sharon and Lisa). It should be ready to go in two to three weeks.

There being no further business, Ms. Ross asked for a motion to adjourn. Ms. Thurston made said motion at 5:18 p.m., second by Ms. Moore, unanimous vote of the members.

Respectfully submitted,

Dolores Consoletti
Administrative Support

Bourne Affordable Partnership Meeting
Executive Session Minutes
September 10, 2013

2014 SEP 4 AM 9 22

TOWN CLERK'S OFFICE
Meeting Location: Bourne Housing Authority Offices, 871 Shore Road, Pocasset,
Bourne, MASS
Massachusetts

Members Present: Chairperson, Susan Ross, Barbara Thurston, Coreen Moore

Members Absent: Albert Hill

Others Present: Kerry Horman, Affordable Housing Specialist and Dolores
Consoletti, Administrative Support

The meeting opened at 5:04 p.m.

Chairperson Ross asked the members to review the minutes from the previous meeting. A motion was made by Ms. Thurston, second by Ms. Moore, to approve and encumber the minutes of the August 13, 2013 meeting; an individual role call resulted in Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

There being no further items before the members, Ms. Ross asked for a vote to move into Open Session. A motion was made by Ms. Moore, second by Ms. Thurston, to move into Open Session at 5:05 p.m.; an individual role call resulted in Ms. Thurston voting yes, Ms. Moore voting yes and Ms. Ross voting yes.

Respectfully submitted,

Dolores Consoletti
Administrative Support

MEETING NOTICE

2013 SEP 16 PM 3 41

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on September 19, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- **Approval of the Minutes of the Regular meeting held on August 22, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss vacant seat on Board**
- **Update Board on Capital Funding for decking & rails at Continental Apts.**
- **Review and approve recommendation for low bid contractor for the repair/replacement of decking & rails at Continental**
- **Discuss public hearing for Governors bill for regionalization**
- **Review and approve new Utility Allowance Schedule**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: *Barbara Thurston*
Barbara Thurston, Executive Director

Date: September 16, 2013

SPECIAL MEETING NOTICE

BOARD: Bourne Housing Authority

NOTICE OF SPECIAL MEETING TO BE HELD:

Date: Thursday, October 3, 2013

Time: 8:30 a.m.

**Place: Community Room at Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559**

Agenda Item:

- **Vote to approve Frederic Bartholomew to be appointed to the Community Preservation Committee as the representative from the Bourne Housing Authority**

Signed: 
Barbara Thurston
Executive Director

Date: September 30, 2013

cc: Town Clerk

2013 SEP 30 PM 3 52
TOWN CLERKS OFFICE
BOURNE, MASS

MEETING NOTICE

2013 OCT 21 PM 3 46
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on October 24, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

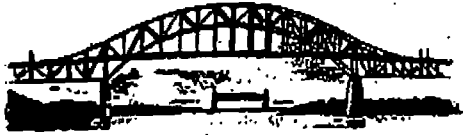
AGENDA

- **Approval of the Minutes of the Regular meeting held on September 19, 2013**
- **Approval of the Minutes of a Special Meeting held on October 3, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Welcome new Board member Ann Geary Roche**
- **Cookouts and quarterly meetings at Roland Phinney Place & Continental**
- **Inform Board of Federal Audit on October 22nd & 23rd**
- **Update Board on hearing for the Governors proposed legislation**
- **Update Board on decking & rails project at Continental Apts.**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: _____

Barbara Thurston, Executive Director

Date: October 21, 2013



BOURNE HOUSING AUTHORITY

871 Shore Road • Pocasset, MA 02559 • (508) 563-7485 • FAX (508) 564-7531 • email: bourneha@capecod.net

2013 NOV 25 AM 9 00

TOWN CLERK'S OFFICE
BOURNE, MASS



TO: WENDY	FROM: MEGGIE
COMPANY: TOWN OF BOURNE	DATE: 11/25/13
FAX #: 508-759-7980	PAGES: 1
PHONE: 508-759-0600	RE: BHA BOARD MEETING
COMMENTS:	

DUE TO AN EMERGENCY, THE
BHA CANCELLED THE BOARD MEETING
OF NOVEMBER 21, 2013

The information included with this facsimile transmission sheet may be confidential and/or privileged. This information is intended only for the addressee named on the transmittal sheet. If you are not the addressee, please note that any disclosure, photocopying, distribution or use of the contents is absolutely prohibited. If you have received this facsimile in error, please notify us immediately so we can arrange for proper retrieval of this information at no cost to you.



Equal Opportunity Housing and Employment



MEETING NOTICE

BOARD: Bourne Housing Authority

2013 NOV 18 PM 4 11

The Regular Meeting of the Board of Commissioners will be held on November 21, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

- Approval of the Minutes of the Regular meeting held on October 24, 2013
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update on decking/railing project @ Continental Apts.
- Update on roofs for Handicap & Family Developments
- Update on wireless radio transmitters for Roland Phinney Place
- Inform Board of Draft of Federal Audit
- Vote to submit request to Selectmen for support of maintaining local control of the Bourne Housing Authority
- Discuss Meggie Shea's retirement in June
- Discuss one-time Special Fee for Administering Sect. 8 Portable Vouchers
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: _____

Barbara Thurston
Barbara Thurston, Executive Director

Date: November 18, 2013

To: Town Clerk's Office

From: Kerry Horman

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

2013 NOV 26 PM 3 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Housing Partnership Meeting
Thursday, December 5, 2013 at 3:30 PM
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Discuss the FY 2015 Community Development Fund application
3. Meet with the Housing Consultant to review the update of the Housing Needs Assessment and Action Plan.
4. Vote to enter executive session to review minutes of previous meeting executive session
5. Vote to return to Open Session
6. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities
6. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

To: Town Clerk's Office

From: Kerry Horman

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

2013 NOV 26 PM 3 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Housing Partnership Meeting
Thursday, December 5, 2013 at 3:30 PM
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Discuss the FY 2015 Community Development Fund application
3. Meet with the Housing Consultant to review the update of the Housing Needs Assessment and Action Plan.
4. Vote to enter executive session to review minutes of previous meeting executive session
5. Vote to return to Open Session
6. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities
6. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

Bourne Affordable Partnership Meeting
Minutes

December 5, 2013

2014 SEP 4 AM 9 23

TOWN CLERK'S OFFICE
Meeting Location: Bourne Housing Authority Offices, 871 Shore Road, Pocasset,
BOURNE, MASS
Massachusetts

Members Present: Chairperson, Susan Ross, Albert Hill and Coreen Moore

Members Absent: Barbara Thurston

Others Present: James Snyder, Volunteer Financial Advisor, Kerry Horman, Affordable Housing Specialist, Karen Sunnarborg, Housing and Planning Consultant, Sharon Gay, Grant Administrator, Lisa Devaney, CDF Grant Coordinator and Dolores Consoletti, Administrative Support,

Meeting called to order at 3:31 p.m. by Chairperson, Susan Ross

Chairperson Ross opened the meeting and asked the members to review the minutes. Mr. Hill was not at the previous meeting and Ms. Moore asked that the approval of the minutes be held over for the next meeting as Mr. Hill was not at the last meeting and Ms. Thurston was absent. Ms. Ross agreed and the members moved on to the next agenda item.

Ms. Devaney provided an update on the CDBG Program (please see attached update). They are doing 12 residential housing rehab projects at \$30,000 each, 4 façade improvements at \$50,000 each and 10 sign improvement projects at \$5,000 each. The program restarted at the beginning of October and the first month has been spent getting the staff in order. She informed the members they had a great response on the commercial side with façade applications. They had eight complete applications which are currently being reviewed, with at least four great projects. Ms. Devaney also informed the members of changes to the recapture policy and asked for their input. After reviewing the updated proposed recapture policy a motion was made by Mr. Hill, second by Ms. Moore, supporting the recapture policy as presented, unanimous vote of the members.

Ms. Gay updated the members on the upcoming application for the FY14 Block Grant application. In FY11 the town received \$900,000 and they were able to rehab 15 housing units and replace the roof on Continental Apartments. In FY13 the Town received \$891,000 and they rehabbed 12 housing units, renovating the storefronts of 4 buildings and 10 signs. The application for FY14 is due February 14. There is a cap on the amount of money we can receive in two years at \$1.35M. Since we received \$891,000 in FY13 we can only receive \$458,649. Now would be the time to consider what we would downscale. Ms. Gay suggested to continue the two programs they have now on a reduced scale with 3-4 units of housing, 3 store fronts and 5 signs and stay in the same target area. After some discussion a

motion was made by Ms. Moore, second by Mr. Hill, to write a letter of support for the application for 2014 and to stay in the same target area, unanimous vote of the members.

Ms. Gay and Ms. Devaney left the meeting at 4:04 p.m.

Ms. Sunnarborg provided the members with the draft Housing Production Plan and asked the members for their comments and input. The members went through the plan and provided the necessary input where possible, some information would be provided upon Ms. Thurston's return.

Mr. Snyder left the meeting at 4:30 p.m.

Ms. Moore left the meeting at 5:07 p.m., at which time the meeting failed to have the required quorum. As a result, the meeting continued as a working session to continue to review the draft Housing Plan.

The meeting ended at 5:51 p.m. without a vote.

Respectfully submitted,

Dolores Consoletti
Administrative Support

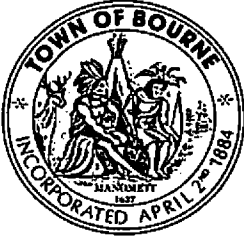
MEETING NOTICE2013 DEC 5 PM 12 22
TOWN CLERK'S OFFICE
BOURNE, MASS.**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on December 10, 2013 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- **Approval of the Minutes of the Regular meeting held on October 24, 2013**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Update on decking & railings @ Continental Apts.**
- **Review and approve contractors for roofs for Handicap & Family Developments**
- **Review and approve contractor for wireless radio transmitters for Roland Phinney Place**
- **Inform Board of Draft of Federal Audit**
- **Vote to submit request to Selectmen for support of maintaining local control of the Bourne Housing Authority**
- **Discuss Meggle Shea's retirement in June**
- **Discuss one-time Special Fee for Administering Sect. 8 Portable Vouchers**
- **Vote to Open wait list for Family development**
- **Discuss budget revision approval for Patricia Grace**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: _____

Barbara Thurston
Barbara Thurston, Executive Director

Date: December 5, 2013



Bourne Human Services Committee Meeting Notice



Date: Tuesday
January 8, 2013

Time: 4:00 P.M.

Location: Room 3
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

2013 JAN 3 AM 11 09
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Introduction of new members
2. Approve minutes of previous meeting
3. Review and discussion of FY 2014 budget requests
4. Vote on Human Services budget
5. Topics for future discussion
6. Next meeting date

Lois Carr
January 3, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Mulkeen, Monteiro, Stuart

**MINUTES OF THE MONTHLY MEETING OF THE BOURNE HUMAN
SERVICES COMMITTEE
TUESDAY, JANUARY 8, 2013
BOURNE COMMUNITY CENTER**

Present: Andrew Murray, Barbara Thurston, Lois Carr, Leona Bombaci, Jack Mulkeen,
Christina Stuart, Felicita Monteiro

Absent: Richard Tavares

Others Present: Diana Barth, Bourne Enterprise

Meeting convened at 4:05 p.m.

Motion made by Ms. Thurston to approve the minutes for the December 11, 2012
meeting. Motion seconded by Mr. Murray. Unanimous vote.

Ms. Carr introduced Christina Stuart, a new member of the Committee. She is the
Director of Special Education and Student Services in Bourne.

The Committee reviewed and discussed applicant requests for funding from the Human
Services FY14 budget. Ms. Carr stated that Mr. Guerino mentioned that the Committee
would be able to request funding to update/reprint the Human Services Resource Guide
Handbooks. The total amount approved was \$49,160. See attached recommendations for
funding. Mr. Murray made a motion to approve the recommendations. Motion seconded
by Ms. Thurston. Unanimous vote.

The Board discussed recruiting a student for the Committee. Ms. Stuart will look into it.

Ms. Carr and Mr. Murray will review the Resource booklet to prepare it for printing.

Next meeting scheduled for February 12, 2013

Motion made by Mr. Mulkeen to adjourn. Motion seconded by Ms. Bombaci. Meeting
adjourned at 5:15 p.m.

Respectfully submitted,

Barbara Thurston

2013 JAN 9 5 50 AM
TOWN CLERK'S OFFICE
BOURNE, MASS

January 28 , 2013

To: Tom Guerino, Town Administrator

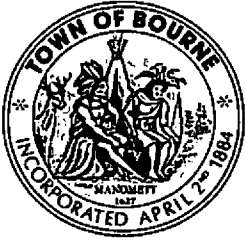
From: Lois Carr, Chair, Bourne Human Services Committee

Re: Amended FY 2014 Human Services Budget

At the January 8, 2013 meeting, The Bourne Human Services Committee unanimously voted on the FY2014 Human Services budget.

The Committee's recommendations for agencies to receive funding and the amounts are as follows:

Big Brothers/Big Sisters.....	\$2000
CapeAbilities.....	\$250
Gosnold/Thorne Counseling Center.....	\$6,200
Public Nurse(VNA).....	\$22,000
Bourne Food Pantry.....	\$5,250
Cape Cod Child Development/Head Start.....	\$1,250
Sight Loss Services.....	\$450
Bourne Youth Council.....	\$1,100
AIDS Support Group of Cape Cod.....	\$500
Independence House.....	\$6,000
South Coastal Counties Legal Services.....	\$500
Elder Services of Cape Cod & Islands.....	\$1,200
" The Bridge to Human Services" Resource Guide.....	\$2,460
TOTAL:.....	\$49,160



Bourne Human Services Committee Meeting Notice



2013 JAN 31 AM 8 42

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Tuesday
February 12, 2013

Time: 4:00 P.M.

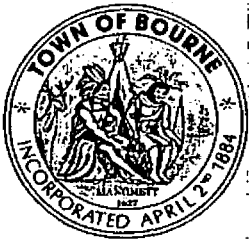
Location: Room 3
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. FY 14 Budget update
3. Human Services booklet
4. Topics for future discussion
5. Next meeting date

Lois Carr
January 30, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Mulkeen, Tavares, Thurston, Stuart, Monteiro



Bourne Human Services Committee Meeting Notice



Date: Tuesday
February 26, 2013

Time: 4:00 P.M.

Location: Room 3
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. FY 14 Budget update
3. Conflict of Interest Law Online Training
4. Human Services booklet
5. Topics for future discussion
6. Next meeting date

Lois Carr
February 21, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Mulkeen, Tavares, Thurston, Stuart, Monteiro

TOWN CLERK'S OFFICE
BOURNE, MASS.

2013 FEB 21 PM 4 28

Bourne Human Services
February 26, 2013
Monthly Meeting Minutes

2013 APR 4 AM 11 15
TOWN CLERK'S OFFICE
BOURNE, MASS

In ATTENDANCE: Lois Carr, Barbara Thurston, Leona Bombaci, Felicita Monteiro, Jack Mulkeen, Andrew Murray, Richard Tavares

ABSENT: Christina Stuart

Meeting was called to order at 4:00 P.M.

Motion was made by Andrew Murray to approve the amended minutes of the January 8th, 2013 meeting. The motion was seconded by Jack Mulkeen and the vote was unanimous.

Lois Carr reviewed the conflict of interest law online training and the importance of completing it by the April 5th, 2013 deadline.

The new Human Service Resource booklet was reviewed in detail, and corrections were made.

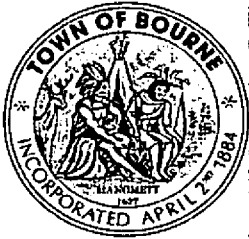
Felicital Monteiro, reminded the committee of the March 6th, 2013 Emergency Management meeting at the Bourne Community Center @ 7P.M. Members that would like to attend and update our committee, were invited,

Next meeting scheduled for April 2nd, 2013

Motion made by Jack Mulkeen and seconded by Andrew Murray to adjourn the meeting. Meeting was adjourned at 5:15 P.M.

Respectfully Submitted,


Richard Tavares



Bourne Human Services Committee Meeting Notice



Date: Tuesday
April 2, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. Emergency Planning Committee meeting
3. Conflict of Interest Law Online Training
4. Human Services booklet
5. Topics for future discussion
6. Next meeting date

Lois Carr
March 22, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Mulkeen, Tavares, Thurston, Stuart, Monteiro

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 MAR 22 PM 3 43

Bourne Human Services
April 2, 2013
Monthly Meeting Minutes

2013 MAY 28 PM 12 32

TOWN CLERK'S OFFICE
BOURNE, MASS

IN ATTENDANCE: Lois Carr, Christina Stuart, Leona Bombaci, Barbara Thurston, Felicita Monteiro

EXCUSED: Andrew Murray, Richard Tavares, Jack Mulkeen (resigned)

Meeting was called to order at 4:13 P.M.

Motion was made by Barbara Thurston to approve the minutes of the February 26, 2013 meeting. The motion was seconded by Felicita Monteiro and the vote was unanimous.

Discussion took place with regards to the outcome of the Emergency Planning Committee meetings with preference on the generators for Elder Housing sites. Ms. Thurston sees the need to set a plan before hurricane season, Ms. Thurston was encouraged to attend the next LEPC meeting on Wednesday, April 3rd at 7pm in the Community Center Building.

Ms. Carr asked if all had complied with the Conflict of Interest Online Training. All confirmed completion.

Ms. Carr discussed the Human Services Booklet, there have been some additions and deletions the Human Services Booklet should be completed and ready to go to print in the new fiscal year. Ms. Stuart volunteered to help with the Booklet. Further discussion ensued.

Other discussions from Ms. Stuart on the increase of military disabled school age children in Bourne school system and Ms. Bombaci added that there is a need for Federal monies for a Family Resource Center as an information/referral tool for these families that are new to the area as well as the community at large.

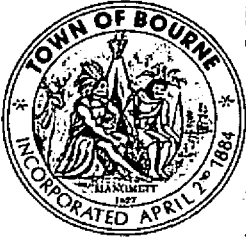
Ms. Carr invited the Board to the COA's Health and Wellness Fair to take place on Friday, May 17, 2013 from 10:00 A.M. – 2:00 P.M.

Next meeting scheduled for May 21, 2013 at 4:00 P.M. at the COA Conference Room.

Motion was made by Barbara Thurston and seconded by Leona Bombaci to Adjourn. Meeting adjourned at 5:10 pm

Respectfully Submitted,

Felicita Monteiro



Bourne Human Services Committee Meeting Notice



Date: Tuesday
May 21, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. Emergency Planning Committee update
3. Suggestions for new members
4. Review hotline list
5. Homeless Outreach Program
6. Topics for future discussion
7. Next meeting date

Lois Carr
May 16, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro

TOWN CLERK'S OFFICE

2013 MAY 16 PM 12 54

**Bourne Human Services
Minutes of Meeting
May 21, 2013**

2013 SEP 20 PM 12 52
TOWN CLERK'S OFFICE
BOURNE, MASS

In Attendance: Lois Carr, Christine Stuart, Leona Bombaci, Richard Tavares,
Andrew Murray

Excused: Felicita Monteiro, Barbara Thurston

Meeting was called to order at 4:10 p.m.

Minutes of April 2, 2013 were reviewed and a motion was made by Richard Tavares to approve the minutes. The motion was seconded by Christine Stuart and the vote was unanimous.

There was a discussion about the Town Emergency Planning Committee and the issues this Committee is addressing to be better prepared for a future possible disaster that affects the Town of Bourne. Lois mentioned that volunteers are needed to staff the town's two shelters, the Community Building and the middle school. Lois also distributed brochures titled "Emergency Preparedness for Town Residents".

Charlie Noyes will be giving a talk at St. John's Parish Center about the Committee and the work that is being done to better prepare for any possible future disaster.

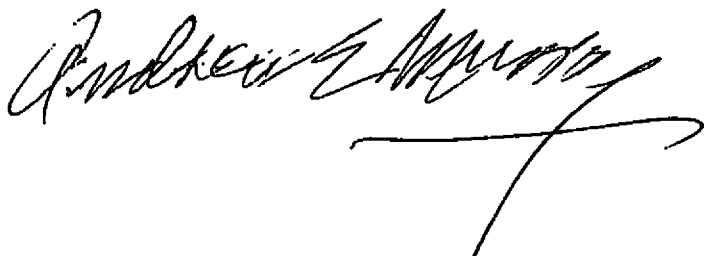
There was a discussion about the "Hot Line" agencies and telephone numbers to be included in the Human Services Booklet. The Committee went through the potential list and made appropriate additions and deletions.

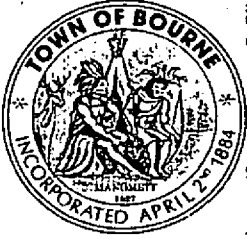
Discussion followed about the work of the Homeless Outreach group named Team 25. This group is providing services to some homeless individuals in Bourne.

Motion for adjournment made by Andy Murray and seconded by Leona Bombaci. Motion passed unanimously.

Meeting adjourned at 5:00 p.m.

The next meeting is scheduled for Tuesday, June 18th at 4:00 p.m. at the Conference Room at COA





Bourne Human Services Committee Meeting Notice



Date: Tuesday
June 18, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. Review booklet information and format
3. FY 2014 Budget review
4. Topics for future discussion
5. Next meeting date

Lois Carr
June 13, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 JUN 13 PM 3 58

Human Service Committee

Meeting Minutes

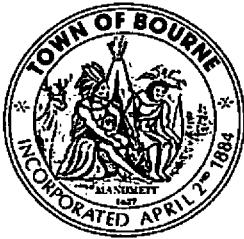
June 18th, 2013

2013 SEP 20 PM 12 52

- Did not approve previous minutes as they were unavailable.
- Important telephone numbers were listed and being added on the back of the Human Service Booklet. The list is the same with the addition of Bourne Special Education Department, The Duffy Health Center, and Stoneman Urgent Care Center.
- Health and Human Service Hotlines were listed on the inside cover.
- Poison Control and Homelessness Crisis were added to the hotlines.
- Adcare was removed from the Human Service Directory.
- Alzheimer's Services of Cape Cod was added to the Human Service Directory.
- There was discussion about clarifying Al-Anon and AA meeting times and locations at the Community Building.
- There were some phone number and address changes to incorporate into the Human Service Booklet.
- Lois requested review of the book for any changes to addresses, emails, websites, phone numbers, etc.
- Format of the book was discussed and it was decided that the size of print for the book will remain. The cover will be changed to a shade of purple.
- A phone number was added for the Local Emergency Planning Committee (i.e. Bourne Emergency Management)
- OTIS Advisory Council would be added and Lois was going to look into the name change.
- The budget for FY14 was \$48,660.00 according to Town Administrators Office. \$2,460.00 was available for the Human Services Booklet. This will allow print for at least 1500 copies.
- There will be no meeting for July/August and the first meeting will be held on September 17, 2013.

TOWN CLERK'S OFFICE
BOURNE, MASS





Bourne Human Services Committee Meeting Notice



Date: Tuesday
September 17, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. Discussion of distribution of "Bridge to Human Services" books
3. Committee vacancies
4. FY 2014 Goals
5. Topics for future discussion
6. Next meeting date

Lois Carr
September 10, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro

2013 SEP 12 PM 11 58
TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne Human Services
Minutes of Meeting
September 17, 2013**

2013 OCT 24 PM 4 28

TOWN CLERK'S OFFICE
BOURNE, MASS

In Attendance: Lois Carr, Christine Stuart, Richard Tavares, Andrew Murray, Felicity Monteiro.

Excused: Barbara Thurston, Leona Bombaci

Meeting was called to order at 4:11 p.m.

Minutes of May and June, 2013 were reviewed and a motion was made by Felicity Monteiro to approve the minutes and seconded by Andrew Murray. Motion passed unanimously.

Discussion took place about the distribution of Human Services book, locations to be distributed will be The Base, Library, Town Hall, Elder Housing, St. John's Church, St. Margaret's Church, Community Health Center, Cape Cod Hospital to name a few.

Discussion followed with regard to filling Committee vacancies. Ms. Stuart has a student that is interested. We need one at-large member and Ms. Bombaci is making inquiries.

Discussion followed on FY14 Goals. Mr. Murray suggested having an information table at St. John's during the Flu Clinic, also the Flu Clinic in the Community Center and during the Selectmen's meeting, and hand out Human Services Books to residents. Another suggestion by Mr. Murray was to invite other agencies to join us with literature. Ms. Monteiro will partner with Mr. Murray on this.

Additional Goals were discussed for the remainder of the year, i.e. invite those agencies that HS has funded to come in and talk about how funding has helped their program, possibly on a quarterly basis. Chairman Carr read through the list of Grantees.

Ms. Stuart suggested bridging knowledge between schools and medical agencies (family and children impacted by mental health issues) educational programming with health agencies needed, also discussion regarding night school options for Bourne, i.e. (G.E.D program).

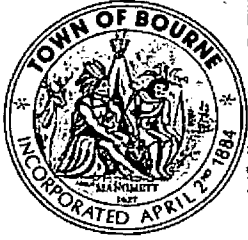
Ms. Stuart also informed the board of a special education resource council fair, Pre K-12, October 19, 2013 from 9am – 12 noon at the middle school. Ms. Stuart will send a flyer via email to all.

Topics for future discussion- invite agencies funded by Human Services to discuss their programs.

Motion for adjournment was made by Andrew Murray to Adjourn, seconded by Richard Tavares. Motion passed unanimously.

Meeting adjourned at 5:00 pm.

The next meeting is scheduled for Tuesday, October 22, 2013 at 4:00 p.m. COA Conference Room.



Bourne Human Services Committee Meeting Notice



2013 OCT 16 AM 8 09

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Tuesday
October 22, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Introduction of new member- William Cook-Warren
2. Approve minutes of previous meeting
3. Agency presentations:
 - Raymond Yox; South Coastal Legal Services
 - Larry Thayer; CapeAbilities
 - Krisitin St. Onge; AIDS Support Group
4. Topics for future discussion
5. Next meeting date

Lois Carr
October 15, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro, Warren

2014 JAN 16 PM 3 52

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Bourne Human Services Committee Meeting

October 22, 2013

Bourne Memorial Community Building

Members Present: Lois Carr, Leona Bombaci, Christina Stuart, Felicita Monteiro, William Cook-Warren

Excused: Richard Tavares, Andrew Murray, Barbara Thurston

Guests Speakers:, Raymond Yox: South Coastal Legal Services, Larry Thayer; Cape Abilities, Kristin St. Onge; AIDS support Group of Cape Cod

Meeting convened at 4:10 p.m. 4 member Quorum

Introduction of new member William Cook- Warren, a Bourne High School senior interested in Public Policy.

Minutes of September 17, 2013 meeting reviewed and unanimously approved.

Larry Thayer, President of Cape Abilities reported the following information and presented a 2013 Annual Report brochure of the agency which included more details of the Program.

- Cape Abilities organization was founded over 45 years ago.

- 13.2 Million Dollar Budget and serves clients Cape Wide

- Residents of Bourne receive services either in Hyannis or Falmouth. Day Rehabilitation Program.

- Residential Programs: 13 group homes on Cape Cod. Cooperative, Supervised Apartment living. Developing a New Home in Sandwich for 5 males with Brain injuries. Cape Abilities owns most of the homes and renovates them for Handicap accessibility. Has a site in Marstons Mills.

- Adult Family Care Program wherein clients live with Families and caretakers receive a stipend. Cape Abilities provides Case Management.

- Vocational Programs provided with Job Coaching in Cape Businesses. WHOI has served clients and has services for clients on Otis Base. Has a business of Hydroponic Farming in So Dennis where tomatoes are grown and sold. Centerville Pie Co helps to promote their program

- Program in Yarmouthport for Autism Spectrum Clients.

- Advisory committee, Thorne Foundation Grant, Affiliated with Endicott College Behavioral Health. Large Transportation service owning vans for client transportation.

- Services clients age 22 and above. Program makes a life long commitment to clients and plans to remain on Cape Cod only. Cape Abilities has Rep Payee status with clients and family member can be

legal guardian. Works with Department of Developmental Services. Cape Abilities receives 75% of recurrent income from SSI, SSDI, trust funds but not client's wages. 80% of income through contracts with MRC and DDS. Clients have Medicaid or Mass Health. Funds from Towns help to support program in places where grants can not.

Raymond Yox of South Coastal Legal Services

Program has 3 site locations, Fall River, Hyannis and Brockton with 7 Attorneys. Receives subsidy funds from the Justice Center of South Eastern MA. Founded in the late 1960's. Free Legal services to Low Income (\$40,000 or less for family of 4). Elders over age 60 no means list for income. Primarily does Civil law cases not criminal; Family Law, Victims of Domestic Violence, Divorce/ custody, child support, housing law issues especially for subsidized housing. Developed a new Program that is statewide called Home Core out of the Hyannis Office addressing foreclosure issues. Referrals from Attorney General's Office or self referral with no means test. Advocates for Public Benefits, Hearings Process, Social Security, disability, unemployment issues. Elder Services: health Care Proxy, power of attorney, wills medical issues. Received an America Core Grant that funds 1 attorney of the 7 in Hyannis. Town of Bourne Grant, Clients Served 2 years ago was 60 Bourne residents and in 2013 74 residents to date. Elder Attorney visits Bourne Community Building. Receives a grant from US Attorneys' Office for National Domestic Violence program.

Kristin St Onge, Director of AIDS Support Group of Cape Cod

Program was founded in 1983 in Provincetown and in 1996 to the Upper Cape network. Merged 2 locations into Hyannis and does Outreach. 722 clients served from Wareham to Provincetown with 19 clients from Bourne. Offers a food program delivering food to Bourne clients. Housing Program in Provincetown with Homeless congregate. 35 Shelter plus care clients with rap around support not nursing services. Works with Medical Providers and reintegration services. Offers a Needle exchange program, overdose prevention programs. Viral Hep C in Upper Cape is the highest among youth. Some services provided to Falmouth Human Services. Averages about 50 to 60 new patients a year, Works with Parents and children with diagnosis of HIV/AIDS. DPH funds limited to what they can use funds for and Town funds allow more creative uses for funds.

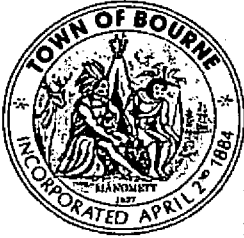
NEXT MEETING SCHEDULED Tuesday 11/19 4pm at Bourne Memorial Community Building with presentations from Bourne Food Pantry and Independence House.

Motion was made to adjourn and seconded by Leona Bombaci.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Leona Bombaci



Bourne Human Services Committee Meeting Notice



Date: Tuesday
November 19, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting
2. Agency presentations:
 - Lysette Hurge- Putnam: Independence House
 - Ann Marie Riley: Bourne Food Pantry
 - Ray Tamasi: Gosnold-Thorne Counseling Center
3. Topics for future discussion
4. Next meeting date

TOWN CLERK'S OFFICE
BOURNE, MASS

2013 NOV 13 AM 8 45

Lois Carr
November 19, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro, Warren

Bourne Human Services Committee

Minutes of Meeting

November 19, 2013

Members Present: Andrew Murray, Richard Tavares, Lois Carr

Excused: Felicita Monteiro, Barbara Thurston, Christina Stuart, Leona Bombaci,
William Cook-Warren

There was not a quorum at this meeting, but the members in attendance did meet with representatives from three agencies that receive funding from the Human Services budget.

Lysette Hurge-Putnam from Independence House reported that her agency provided services for 173 Bourne residents who were victims of domestic violence or sexual assault by providing crisis intervention, advocacy, counseling, referral, outreach, prevention and education.

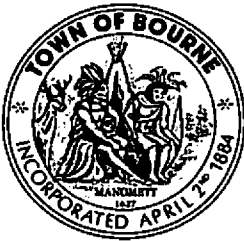
Ann Marie Riley, coordinator of the Bourne Friends Food Pantry reported that 941 Bourne residents (which average 403 families per month) received services from the pantry. Clients are low income, unemployed or underemployed. The pantry does SNAP applications and provides information and referral to other resources. It also distributes toys for tots for Bourne children and works with the Bourne schools back pack program.

Ray Tamasi, CEO of Gosnold reported that 435 Bourne residents received addiction and mental health services in FY 2014. Services were provided in various inpatient and outpatient programs. He also spoke about the growing number of addiction among 20- 30 year olds, both male and female

Respectfully submitted:

Lois Carr

2014 AUG 8 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Human Services Committee Meeting Notice



2013 DEC 10 PM 3 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Tuesday
December 17, 2013

Time: 4:00 P.M.

Location: COA Conference Room
Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

CANCELLED

AGENDA

1. Approve minutes of previous meeting
2. Agency presentations:
Kathy Berry McDonough and Kathy Gainey; VNA of Cape Cod
Linda Zuern; Bourne Youth Council
3. Preparation for FY 2015 Budget
4. Topics for future discussion
5. Next meeting date

Lois Carr
December 10, 2013

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Tavares, Thurston, Stuart, Monteiro, Warren

Johnson, Barry

From: Carr, Lois
Sent: Tuesday, December 17, 2013 2:10 PM
To: bourneha@capecod.net; Christine Stuart; Lbabdm@aol.com; Monteiro, Felicitia; sheilaandy@comcast.net; Tavares, Richard; William Cook Warren
Cc: Johnson, Barry
Subject: Human Services

2013 DEC 17 PM 2:10
TOWN CLERK'S OFFICE
BOURNE, MASS.

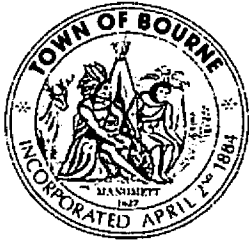
Hello All

The Human Services Committee meeting scheduled for today at 4 pm has been cancelled. I know a few of you had concerns over the weather as did the speakers. The budget books for FY 15 should be ready soon and I will let you all know when they are available to pick up at Town Hall. Our next meeting will be either January 7 or 14. Please let me know if you have a preference.

Have a Happy Holiday

Lois

Lois Carr, LSW
Outreach Coordinator
Bourne Council on Aging
239 Main Street
Buzzards Bay, MA 02532
508-759-0653



Bourne Human Services Committee Meeting Notice



Date: Tuesday
December 17, 2013

Time: 4:00 P.M.

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Cancelled

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2014 AUG 8 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
December 10, 2013

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