

Don
8/30/17

2012 Meeting Notices

Design Standards Sub-Committee
Education Committee
EAC- Energy Advisory Committee
Finance Committee

Design/Sign Standards Sub-Committee

of the Bourne Planning Board

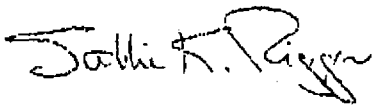
2011 DEC 29 PM 3 43

TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda
Wednesday, January 4, 2012
3 pm; Town Hall

NOTE: Change in day and time

1. Open Meeting
2. Review and VOTE on Minutes of the December 28 meeting
3. Formulate recommendation for Architectural Design Review Committee and process for architectural and sign review.
4. Review "final draft" of architectural and sign design guidelines and standards, including appropriate format and images for final documents.
5. Identify tasks to be completed by next meeting
6. Reports/Updates from committee members
7. Adjourn



Sallie K. Riggs, sub-committee facilitator

Design/Sign Standards Sub-Committee
of the BFDC's Main Street Steering Committee

2012 JAN 11 AM 9 44

Minutes of the Meeting
January 4, 2012
Town Hall

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Sibel Asantugrul, Coreen Moore, Marie Oliva, Doug Shearer, Facilitator Sallie Riggs, Elizabeth Hude

The meeting opened at 3:00 pm.

Minutes: Sallie asked for any corrections or edits to the draft of the Minutes of the meeting on December 28, 2011. There being none, it was MOVED, SECONDED and VOTED with one abstention to accept the Minutes of the December 28, 2011 meeting as circulated.

Guidelines and Standards: Coreen distributed drafts of the proposed Design Review Committee by-law and the sign by-law. She asked that committee members review the documents and forward any suggestions to her before the next meeting. The group continued its review of the draft of guidelines and standards led by Elizabeth. The discussion included guidelines and standards pertaining to signs in the Downtown District.

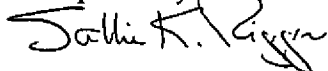
Tasks for next meeting:

- a) Members are asked to review the drafts circulated by Coreen and to forward any suggestions to Coreen before the next meeting.
- b) Coreen asked that members consider a timeline for taking the proposed by-laws to the Planning Board.
- c) Members should continue to identify photographs and drawings of commercial buildings that illustrate the desired "coastal New England" architectural style.

Adjourn: The next meeting is scheduled for January 9, 2012 at 3 pm.

The meeting adjourned at 4:22 pm.

Respectfully submitted



Sallie K. Riggs
Facilitator

These Minutes were accepted by the sub-committee members at the January 9, 2011 meeting.

Design/Sign Standards Sub-Committee
of the Planning Board

Proposed Agenda
Monday, January 9, 2012
3 pm; Town Hall

NOTE: Change in day

2012 JAN 5 AM 8 30
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Open Meeting
2. Review and VOTE on Minutes of the January 4 meeting
3. Review "final draft" of architectural and sign design guidelines and standards, including appropriate format and images for final documents.
4. Identify tasks to be completed by next meeting
5. Reports/Updates from committee members
6. Adjourn

Sallie K. Riggs, sub-committee facilitator

Design/Sign Standards Sub-Committee
of the BFDC's Main Street Steering Committee

2012 JAN 20 PM 2 16

Minutes of the Meeting
January 9, 2012
Town Hall

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Sibel Asantugrul, Coreen Moore, Marie Oliva, Doug Shearer, Facilitator Sallie Riggs.
Elizabeth Hude

The meeting opened at 3:04 pm.

Minutes: Sallie asked for any corrections or edits to the draft of the Minutes of the meeting on January 4, 2012. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes of the January 4, 2012 meeting as circulated.

Guidelines and Standards: Coreen distributed drafts of the proposed sign by-law and asked the sub-committee members to review it. She also noted that a draft of all the proposed by-laws (including one to establish the Design Review Committee) and the Appendix on design guidelines and standards should be prepared for submission to the Planning Board at its meeting on January 26. A meeting with the Board of Selectmen will also be arranged. Sub-committee members are strongly encouraged to attend those meetings. A lengthy discussion followed with members of the sub-committee raising questions and discussing types of signs. The draft of the Appendix was also reviewed.

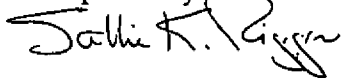
Tasks for next meeting:

- a) Members are asked to review the draft of the sign by-law and to forward any suggestions to Coreen before the next meeting.
- b) Members should continue to identify photographs and drawings of signs and commercial buildings that illustrate the desired "coastal New England" architectural style.

Adjourn: The next meeting is scheduled for January 13, 2012 at 9 am.

The meeting adjourned at 4:35 pm.

Respectfully submitted



Sallie K. Riggs
Facilitator

These Minutes were accepted by the committee members at their January 13, 2012 meeting.

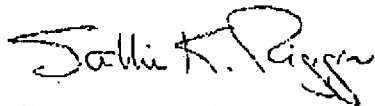
Design/Sign Standards Sub-Committee
of the Planning Board

2012
JAN 10 AM 9 57
TOWN CLERK'S OFFICE
TOWN OF SOUTHAMPTON, MASS.

Proposed Agenda
Friday, January 13, 2012
9 am; Town Hall

NOTE: Change in day and time

1. Open Meeting
2. Review and VOTE on Minutes of the January 9 meeting
3. Review draft of by-laws and appendix in preparation of submitting to the Planning Board at its meeting on January 26.
4. Identify tasks to be completed by next meeting
5. Reports/Updates from committee members
6. Adjourn



Sallie K. Riggs, sub-committee facilitator

Design/Sign Standards Sub-Committee
of the BFDC's Main Street Steering Committee

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Minutes of the Meeting
January 13, 2012
Town Hall

2012 MAR 5 AM 11 57
TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Sibel Asantugrul, Coreen Moore, Doug Shearer, Facilitator Sallie Riggs, Elizabeth Hude

The meeting opened at 9 am.

Minutes: Sallie asked for any corrections or edits to the draft of the Minutes of the meeting on January 9, 2012. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes of the January 9, 2012 meeting as circulated.

Guidelines and Standards: Elizabeth circulated the latest draft of the document that is to become *Appendix 1*. She pointed out the addition of a section on "Energy Efficient Design" and asked for reactions. A brief discussion followed.

Coreen distributed updated drafts of the proposed Town Meeting Articles: an addition to section 2814, a new section 2815 establishing the Design Review Committee, and section 2880 Downtown Sign Regulations. The updates to the drafts were discussed.

A draft of all the proposed by-laws and *Appendix 1* will be submitted for Planning Board review at its meeting on January 26. A meeting with the Board of Selectmen will be arranged for the following week. Sub-committee members are strongly encouraged to attend those meetings.

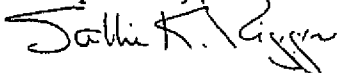
Tasks for next meeting:

Members are asked to review the drafts and the Appendix and to forward any suggestions to Coreen before the next meeting.

Adjourn: The next meeting was scheduled for January 23, 2012 at 3 pm.

The meeting adjourned at 11:04 am.

Respectfully submitted



Sallie K. Riggs
Facilitator

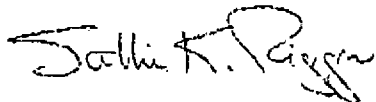
Design/Sign Standards Sub-Committee

2012 JAN 19 PM 2:50
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda
Monday, January 23, 2012
3 pm; Town Hall

NOTE: Change in day and time

1. Open Meeting
2. Review and VOTE on Minutes of the January 13 meeting
3. Review draft of by-laws and appendix in preparation of submitting to the Planning Board at its meeting on January 26.
4. Identify tasks to be completed by next meeting
5. Reports/Updates from committee members
6. Adjourn



Sallie K. Riggs, sub-committee facilitator

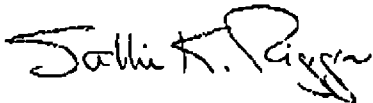


Design/Sign Standards Sub-Committee
of the BFD's Main Street Steering Committee

Proposed Agenda
Wednesday, January 25, 2012
3 pm; Town Hall

1. Open Meeting
2. Review and VOTE on Minutes of the January 13 meeting
3. Review draft of by-laws and appendix in preparation of submitting to the Planning Board at its meeting on January 26.
4. Identify tasks to be completed by next meeting
5. Reports/Updates from committee members
6. Adjourn

2012 JAN 23 PM 9 06
TOWN CLERK'S OFFICE
BOURNE, MASS



Sallie K. Riggs, sub-committee facilitator

2012

Design/Sign Standards Sub-Committee
of the BFDC's Main Street Steering Committee

DRAFT – DRAFT - DRAFT

Minutes of the Meeting
January 25, 2012
Town Hall

2014 DEC 8 PM 1 40

Attending: Sibel Asantugrul, Coreen Moore, Marie Oliva, Doug Shearer, Facilitator Sallie Riggs.
Elizabeth Hude, Building Inspector Roger Inapote

TOWN CLERK'S OFFICE
BOURNE, MASS

The meeting opened at 3 pm.

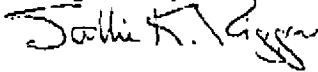
Minutes: Sallie asked for any corrections or edits to the draft of the Minutes of the meeting on January 13, 2012. There being none, it was **MOVED, SECONDED** and **VOTED** with one abstention to accept the Minutes of the January 13, 2012 meeting as circulated.

Guidelines and Standards: Elizabeth circulated the latest draft of the proposed by-law and appendix and asked for reactions. A brief discussion followed. Roger participated in the discussion, explaining how enforcement should work. At the end, there was consensus that the draft would be forwarded to the Planning Board on January 26 and the Board of Selectmen next week with a public hearing likely on February 9.

Adjourn: No additional meetings of the sub-committee were scheduled as members felt that their work had been done.

The meeting adjourned at 4:10 pm.

Respectfully submitted



Sallie K. Riggs
Facilitator

Town of Bourne Education Committee Meeting

2012 APR 26 AM 10 41

Tuesday, May 1, 2012

5:45 pm in the Bourne High School Professional Library,
TOWN CLERK'S OFFICE
BOURNE, MASS 75 Waterhouse Road, Bourne, MA 02532

Agenda:

1. **Introduction of new member, Lauren Freed. Review of committee guidelines and goals.**
2. **Review of finances for current school year.**
3. **Review of applications for the Spring 2012 grant cycle and selection of grant recipients.**

Submitted 4/26/12

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

May 1, 2012

2012 MAY 3 PM 3 41

TO: Board of Selectmen
24 Perry Ave.
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

FROM: Patti Parker, Chairman
Education/Scholarship Committee

SUBJECT: Education/Scholarship Committee Meeting Minutes

Minutes of Meeting Held May 1, 2012, 5:45 pm, BHS Professional Library

Committee Members Present: Steven Lamarche, Patti Parker, Tami Trask
Committee Members Absent: Lauren Freed

1. The meeting was called to order at 5:55 pm. A discussion of the grant description and guidelines was held. It was decided that future applications should include examples of past grant awards as examples of the creativity the grant was first proposed to foster.
2. The current budget shows \$800.00 to grant.
3. There were five mini grant applications received. After discussion, the committee awarded monies to two grant applicants. Below is a list of the recipient of the Town of Bourne Mini Grant for the Spring 2012 cycle:

Spring 2012	Eve M. Vidito	\$500.00
	Bourne Middle School	
	"Field Trip: Waquoit Bay National Estuarine Research Reserve"	
	Cynthia Beaudoin	\$300.00
	Bourne Middle School	
	"Bourne to Battle"	

4. It was pointed out that the Town of Bourne Scholarship Fund currently has about \$1200, however no allotment has been taken out for last year's winner. The committee approved granting one scholarship of \$500, with the recipient to be determined by a committee of teachers and guidance counselors.

The meeting was adjourned at 6:20 pm.

Respectfully Submitted,



Patricia A. Parker
Chairman

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Monday, January 09, 2012 8:14 AM
To: Sullivan, Tracy
Cc: Chapman, Wendy
Subject: EAC- meeting agenda of Wed. 1/11/12 - TO POST

2012 JAN 9 AM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE
Energy Advisory Committee (EAC).
Wednesday, 1/11/12
7 pm
Bourne Middle School, Room 100

Agenda:

- 1) Approval of Minutes including any past meetings
- 2) Green Communities Vehicle policy BOS meeting
- 3) Update on activities in Bourne:
 - Library NG installation - status, final cost
 - CVEC PV installations update
 - Info from School Department on NG conversions and audits to date
 - Next steps for building audits and work including potential performance based contracts
- 4) Next step for Green Community: Taking Stretch Code to Spring town meeting? Talk to Sel about another public outreach/education event for interested Cape and South Coast towns?
- 5) Out reach events/activities - event at school, Energy Savers Club, Ocean Explorium ev
- 6) Update on CCC ruling on sizing/locating turbines.
- 7) update on other renewable energy projects in the area
- 8) CLC Update
- 9) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli, Chairman
Sent from my BlackBerry® by Boost Mobile

2012 FEB 9 PM 3 57

Energy Advisory Committee

Meeting minutes of 1/12/12

TOWN CLERK'S OFFICE Bourne Middle School, Bourne MA 02532

BOURNE, MASS

Richard Elrick, Energy Coordinator

Liz Caporelli, Chairman (excused)

Bob Schofield, Vice Chairman

Allyson Bizer-Knox, Clerk

T. Gray Curtis (excused)

Chris Kapsambelis

Paul O'Keefe

Frank Kodzis

Meeting called to order

7:00 pm by V. Chm. Schofield.

Approval of minutes

O'Keefe MOVED and SECONDED by Kapsambelis to approve minutes of 11/9/11 as submitted.

UNANIMOUS VOTE.

Green Communities Vehicle policy BOS meeting

Policy approved by the Selectmen, which means it is the policy of Bourne to procure only fuel efficient vehicles. List of all town vehicles is being compiled. Said policy adds to one of the five elements to achieve Green Communities.

Update on activities in Bourne

Mr. Elrick asked TA Guerino about Bourne and the stretch code. However, this will need to go to Town Meeting vote which would require some preparation. This isn't a lot of time. After adoption by the town, implementation would take almost a one year.

DOER ran program in the Fall and anticipates another opportunity for the town with regard to grant applications and an opportunity to be a Green Community.

To become Green Communities compliant, five elements:

- Stretch code
- Fuel efficient vehicles
- As-of-right sighting
- Expediting permitting
- Base line and Energy Plan

Bourne has three of the five items completed. Discussion on talking to Mashpee and their stretch code – more work, hard to enforce in a departmental office; new housing difficult due to cost are the cons.

Mr. Elrick to move forward with the stretch code information in the Town Warrant for the Annual Town Meeting.

Library NG installation – status, final cost

Second boiler in and running for a total of two (2) new boilers; total cost \$17,430.

O'Keefe recommended if the library is using a county contract for gas, to go with a transporter (non-daily transportation meter); there is a "no capacity" charge if declared within 90 days of installment. Mr. Elrick will check with TA Guerino.

New boilers result in a total of approximately \$5,000 to 6,000 savings per year. V. Chm. Schofield believes it can be as much as \$10,000.

Info from School Department of NG conversions and audits to date

With the conversion from oil to gas, V. Chm. Schofield said the same thing as the library can come into plan for the high school (in the process of switching from oil to gas) and the Peebles school. He will meet with Superintendent and discuss.

Next steps for building audits and work including potential performance based contractor

Lighting for the high school. CLC went through the high school's HVAC system for controls as the next step for lighting. Hoxie, Fire Station Main Street, Town Hall, Peebles, high school, Bournedale Elementary have had substantial lighting audits.

Mr. Elrick will work on a schedule for the Hoxie school with regard to the HVAC system.

Next step for Green Community: Taking Stretch Code to Spring town meeting? Talk to Seth about another public outreach/education event for interested Cape and South Coast towns?

Mr. Elrick will move forward in the stretch code on the Town Warrant.

Outreach events/activities – event at school, Energy Savers Club, Ocean Explorium event

Energy Savers Club continues to meet on Tuesdays. Bizer-Knox suggested to a member of the Recycling Committee that the Energy Savers Club work on recycling as a project.

V. Chm. Schofield said the transfer station on the base is considered to be turned into a recycle center for the Upper Cape Tech school, which would pay for itself.

Update on Cape Cod Commission (CCC) ruling on sizing/locating turbines

Mr. Elrick discussed the letters from the three State agencies. The CCC subcommittee recommended opposition on the turbines project. CCC has an obligation within its jurisdiction. DOER, DEP, EPA called the CCC for discussion of additional power. A State decision as to new renewable energy is necessary and is beyond the CCC jurisdiction. Inconsistency between how they judged a recent solar project (fluid is vegetable based and determined non-hazardous with no mitigation) and the turbine project, hazardous materials were determined. DEP saying no issue with transporter oil.

Kapsambelis believes the new evidence should not be admissible. Mr. Elrick explained that the issue is when the Selectmen voted against, there was no chance to refute, and at this point it is not the town's call. Kapsambelis said both sides have to be at the table to present their case. Mr. Elrick said the State is coming in with new issues to consider. In summary, it is the CCC's responsibility at this point and raised issue to the EAC with regard to the methodology.

Update on other renewable energy projects in the area

V. Chm. Schofield commented on the RFP's with regard to the landfill - initially 52 people are interested with the RFP. Timeframe is this summer with construction to begin by the end of the year.

CLC Update

V. Chm. Schofield mentioned the increases in both small CNI and residential, but there is a chance that can go down. Right now the winter costs pushed the prices up.

To get the word out, V. Chm. Schofield encouraged committee members to mention the energy audit rebates for low income families, including heating systems.

Cape and Vineyard Electric Co-Op Update

Three companies are going through the final analysis, questions and looking for information moving forward. Most of the companies have bid on PV for the Bourne HS, Sagamore Fire Station and the Community Bldg. The initial prices have been very favorable. CVEC hopes to have an award by the end of January.

Public comment

None.

Next meeting

2/8/12 - TBD

Adjournment

Bizer-Knox MOVED and SECONDED by Kapsambelis to adjourn. Meeting adjourned at 8:25 pm.

Respectfully submitted – Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Monday, February 06, 2012 9:46 AM
To: Sullivan, Tracy
Cc: Chapman, Wendy
Subject: EAC meeting agenda - TO POST

2012 FEB 6 AM 9 48

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, February 8, 2012
7:00 pm
Bourne Middle School

Meeting Agenda:

1. Meeting called to order
2. Approval of minutes
3. Update on activities in Bourne
4. Info from school dept of NG conversions and audits to date
5. Next steps for building audits and work
6. Next steps for Green Community - taking stretch code to town meeting
7. Outreach events/activities
8. Update on renewable energy projects in the area
9. CLC update
10. CVEC update
11. Public comment
12. Next meeting
13. Adjournment

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Energy Advisory Committee
Meeting minutes of 2/8/12

Bourne Middle School, Bourne MA 02532

~~2012 APR 17 11:09:00~~

Richard Elrick, Energy Coordinator

Liz Caporelli, Chairman (excused)

Bob Schofield, Vice Chairman

Allyson Bizer-Knox, Clerk (excused)

T. Gray Curtis (unexcused)

Chris Kapsambelis

Paul O'Keefe

Frank Kodzis

Meeting called to order

7:05 pm by V. Chm. Schofield.

Approval of minutes

Kapsambelis MOVED and SECONDED by Kodzis to approve minutes of 01/11/12 as submitted.
UNANIMOUS VOTE.

Update on activities in Bourne

Coreen Moore, Town Planner, quoted in the Bourne Courier mentioning building a solar farm on the old driving range off MacArthur Boulevard on Clay Pond Road (6 or 7 acres). This is for one of the three parcels. Mr. Elrick to contact Ms. Moore for more information.

Mr. Elrick said it is more beneficial to the town to enter into an agreement with a facility within the town, or working with CVEC that best utilizes net metering opportunities.

O'Keefe said net metering cap is an issue.

Library. Installation complete and running, but the plumbing inspector had some minor issues and didn't pass the first run through. This will not affect the outcome.

Info from School Department of NG conversions and audits to date

Schofield to contact Superintendent for next meeting to invite Energy Coordinator to attend.

Next steps for building audits and work including potential performance based contractor

Waiting for report based on site visit to the high school to look at control system and system management (ventilation, blowers). Set up additional audits for Hoxie and two fire stations at Monument Beach and Pocasset.

Mr. Elrick is working on a town building spreadsheet that identifies each of the heating sources as quickly as possible for gas conversions.

Next step for Green Community: Taking Stretch Code to Spring town meeting

State is soliciting the stretch code communities with regard to the impacts of the stretch code. Mr. Elrick would like one good presentation prior to Town Meeting and to be prepared to speak at Town Meeting.

FYI - Wind Health Study hearing at the BHS on 2/16/12 from 5-8 p.m. on findings of significant health issues/impacts on the wind turbines.

Outreach events/activities

Net metering project. No Fossil Fuel. NStar attorney sent letter saying position for Kingston project is that they will cash out and for future projects they will elect to allocate. Town of Bourne was offered 1% of the net metering credit value every year (\$426,000 in year one) for 20 years.

Mr. Elrick said the town will maintain to maximize net metering credits.

CLC Update, Schofield

Meeting on 3/1/12 on LED street lights.

Cape and Vineyard Electric Co-Op Update, Paul O'Keefe

Vendor picked and under final negotiations at this time.

CVEC has been to all Bourne locations.

Public comment

None.

Next meeting

3/14/12 - TBD

Adjournment

O'Keefe MOVED and SECONDED by Kodzis to adjourn. Meeting adjourned at 8:15 pm.

Respectfully submitted – Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Tuesday, April 03, 2012 11:43 AM
To: Sullivan, Tracy
Subject: EAC - meeting agenda - TO POST

Bourne Energy Advisory Committee
Meeting Notice
Wednesday, 4/11/12
Bourne Middle School, Room 100
7:00 pm

Meeting Agenda:

1. Meeting called to order
 2. Approval of minutes
 3. Update on activities in Bourne
 4. CVEC PV installation visit updates - Paul O'Keefe
 5. Outreach events/activities - Alyson Bizer-Knox
 6. CLC update - Bob Schofield
 7. Other business
 8. Cape & Vineyard Electric Co-op Update - Paul O'Keefe
 9. Public comment
 10. Next meeting
 11. Adjournment
- Sent from my BlackBerry® by Boost Mobile

2012 APR 3 PM 2 40

TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee

Minutes of April 11, 2012 MAY 14 AM 8 06

Bourne Middle School

Bourne, MA 02532 TOWN CLERK'S OFFICE

BOURNE, MASS

Liz Caporelli, Chairman

Bob Schofield, Vice-Chairman

Allyson Bizer-Knox, Clerk (excused)

Thomas Gray Curtis

Chris Kapsambelis

Paul O'Keefe

Frank Kodzis

Richard Elrick, Bourne Energy Coordinator

List of Documents

- Bourne Electrical Energy Use Spreadsheet dated 4/11/12 – 5 pages

Meeting called to order

7:05 pm by Chm. Caporelli

Approval of minutes – 2/8/12

Schofield MOVED and SECONDED by O'Keefe to approve minutes of 2/8/12 as amended. VOTE 5-0-2 Abstentions by Chm. Caporelli and Curtis. Outreach project – CVEC deal. \$4,260 credit

Update on activities in Bourne – Richard Elrick

Stretch code – Selectmen decided not to bring to ATM 2012, however, TA Guerino said it would be on for the STM in the fall.

The stretch code is an energy-related opportunity using Green Communities money. Mr. Elrick will discuss with TA Guerino.

O'Keefe suggested talking to Mr. Seth Pickering with regard to hiring a firm to help with public relations to get the Selectmen on board.

Mass Energy Insight – electrical energy use spreadsheet

Electrical energy use broken down by Departments; individual accounts (more technical for each separate account); and actual account numbers with most recent data. Information for gas can also be obtained on the Mass Energy Insight website.

At some point, it would be good to make a presentation to the Selectmen.

Mr. Elrick will research Streetlights Account on why it is missing some data and report back to the committee. The goal is to have reliable data.

Bourne library - prevailing wage

Rise Engineering chose the contractor to do installation rather than the town and would file paperwork for prevailing wage after the fact. Vendor is now asking for additional cash payout. Mr. Elrick informed TA Guerino with regard to there being no more money than described in the agreement and is waiting to hear back.

Bourne Schools

Bob Schofield will contact Superintendent moving forward for information.

Discussion of replacing school parking lot lights of LED lights vs. solar lights.

O'Keefe asked about funding for opposition – Chm. Caporelli will research.

CVEC PV installation visit updates – Paul O'Keefe

Phase II of solar pv panels – awarded contract to Broadway Electric.

For Bourne, three sites:

- Community Center (35 kw) – annual savings start at \$2,000 for the first year. *TA Guerino moving forward with roof (no feasible study needed) at the ATM 2012 to begin repair work possibly on 7/1/12. Bourne will pay 8.13 cents/kw at the Community Building.*
- Sagamore Beach Fire Station (19 kw) – annual savings start at \$1,000 for the first year
- Bourne High School - requires School Committee approval. (482 kw) – annual savings start at \$25,000 for the first year. *Towns are free to make land available to other towns to make use for net metering.*

There will be a Phase III in the future.

Outreach events/activities – Allyson Bizer-Knox

Schofield said the CLC is giving out new light bulbs at Bourne ATM.

CLC Update – Bob Schofield

3-Year Budget. Discussed the next budget amount with the State on energy conservation of \$75M.

Program updates:

- Residential energy audit currently pays up to \$2,000 which will double at the end of the year (75%)
- Older boiler replacements for energy efficient units (no conversions)

- Domestic electric hot water heater rebates for a heat pump
- Upgrading central air

Other:

- CLC contest - Looking to enlist people for energy audits.
- Turn-in event - de-humidifier (limit of 2) - \$35 rebate with a \$20 rebate with local retailers on 6/16/12 from 9:00 am – 1:00 pm at Falmouth High School.
- ISWM - Harvest Power proposing to generate gas with leachate process putting in up to four (4) diesel turbines making 6-7 mega watts. Utilizing Covanta to cut the cost of the landfill in half (no odor, no seagulls). A decision will be made within the next two months. In addition, looking to get a contract back from Covanta to guarantee Bourne to be able to dispose of waste for a cost less than what town is paying today – proposal is worth over \$122M, good through 12/41.
- Single-stream recycling - discussion of using Falmouth Center for surrounding towns.

Public comment

None.

Next meeting

5/9/12 at BMS?

Adjournment

O'Keefe MOVED and SECONDED by Curtis to adjourn meeting. Meeting adjourned at 8:45 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Friday, May 04, 2012 8:24
To: Sullivan, Tracy
Subject: EAC - agenda of 5/9

2012 MAY 4 AM 8 45

Energy Advisory Committee (EAC) TOWN CLERK'S OFFICE
BMS, Media Center BOURNE, MASS
5/9/12
7:00 pm

- 1) Approval of Minutes including any past
 - 2) Update on activities in Bourne:
 - library NG installation
 - CVEC PV installations visit updates
 - 3) Feedback from two local climate change/
 - 4) Overview of MassEnergyInsight website a
 - 5) Out reach events/activities
 - 6) CLC Update
 - 7) Cape and Vineyard Electric Co-Op. Updat
- Public comments. non-agenda items

Energy Advisory Committee
Minutes of May 9, 2012
Bourne Middle School
Bourne, MA 02532

2012 JUL 12 AM 8 37

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

Guest(s): Jonathan Piers, My Generation Company

List of Documents

- Cape and Vineyard Electric Cooperative PV Solar Round 2 dated 5/1/12 – 11 pages

Meeting called to order

7:05 pm by Chm. Caporelli

Approval of minutes – 4/11/12

Schofield MOVED and SECONDED by O'Keefe to approve minutes of 4/11/12 as amended.
UNANIMOUS VOTE.

Update on activities in Bourne – Richard Eirick

Jonathan Public Library

The library installation is complete.

School Administrative Building

Mr. Edward Donohue, School Manager, said the building is looking to switch over to gas.

Bourne Middle School

Mr. Donahue is also looking into a program with participation in agreeing to reduce energy load in a moment's notice. O'Keefe to look into more information for Mr. Elrick. Schofield mentioned electrical usage for July and August in the schools where lights are off and not air conditioning the buildings in the summer.

Parking lot lights - possibly 50 fixtures replaced. Schofield said there is an upcoming meeting and he would like to have a "display" of the proposed LED lights for a better idea of what will be installed. This would be with concurrence with the Selectmen. Savings projected are about

\$40,000 - \$45,000 per year. This still has to go out to bid, but is a lot simpler than the solar project.

Mass Energy Insight

Overview of spreadsheet program which identifies and associates each electrical account; it also includes gas usage. Data was identified by Mr. Elrick, who briefly reviewed the program.

Mr. Elrick reviewed the High School electrical account for the summer months. He also reviewed the Street Lights accounts.

Enernoc

Overview by O'Keefe, which shows increments of energy usage, use vs. demand, time of day of accounts, etc. Gas consumption is also included.

CVEC PV installation visits updates – Paul O'Keefe

Board of Selectmen

Presentation to the Selectmen with regard to PV installation for three buildings: a) Community Building; b) Sagamore Fire Station; and c) Bourne High School. Concerns of liability and insurance were raised and whether installation requires a Selectmen vote. The contract would only require TA Guerino's signature.

School Committee

Presentation to the School Committee. Concerns of interruptions raised. Two roof tops will need to be repaired in the future; currently there are no plans to do so. The school's savings is about \$24,000 per year, however, O'Keefe added these numbers are conservative.

Mr. Piers added his company states the life of a roof should be no older than 10 years. The School Committee chairman wanted more time to assess the implications. O'Keefe said looking to sign development agreements soon. Ultimately, the committee voted unanimously to approve PV installation subject to approval and modification(s), if necessary, per Town Counsel and Engineering structural review.

Rise Engineering

Waiting for a proposal with regard to the controls for the Middle School and the High School.

Outreach events/activities – Richard Elrick and Allyson Bizer-Knox

Climate Change/Adaptation events

Mr. Elrick attended a training session to get people up to speed on the science and to understand the best way to communicate the science. Session presented real life examples of sea rise levels.

Upcoming meetings:

- 5/17/12 meeting on Drought or Climate Change.
- 5/21/12 meeting Climate Change Communications.

Adaptation - Science is becoming clearer that climate change is happening. Mr. Elrick asked if the committee wants to reflect upon and discuss. Chm. Caporelli suggested as an agenda item for a future meeting (planning, outreach). Mr. Elrick to check with DNR regarding any climate impacts to date.

Energy Savers – Allyson Bizer-Knox

Energy Savers won an award and were invited to Washington D.C. They will go to Boston. 6 out of the 8 were from the Cape.

CLC Update – Bob Schofield

Covanta

Extend secondary contract for 20 years with regard to the waste giving to them when our landfill closes. Bourne is trying to do away with transfer station as used today and convert to single-source recycling. Bourne is keeping 30,000 tons of disposal that is not going to Covanta. The hope is to handle adjoining towns and working to do something with waste.

Harvest Power

The government is beginning to restrict food waste (restaurants, motels). Harvest Power is looking to pick up the “good pickings” for a chance to make some money, as well as for Bourne. Schofield expects to move forward with awarding a contract within the next two months.

Other

Electric rates for the next 6 months will go down a penny, which should go under 7 cents for natural gas. If users opt out, they have the option to lock in with Diminon.

Boiler replacements rebates.

Program to promote energy audits and customers vote on their favorite group; bringing in the community centers and recreation departments. Mr. Elrick added the letter sent out with regard to the energy audit. Competition have \$8,000 for recruitment of participation. Bourne Recreation Department has not responded as of this time.

Public comment

Jonathan Piers, My Generation Company (MGC) deals with solar energy throughout the Cape towns. Currently, MGC is pursuing a Bourne parcel to build a solar garden. Mr. Elrick commented on Bourne having preliminary discussions of a solar garden per Coreen Moore. Mr. Piers stated MGC is looking to begin midsummer. MGC encourage people to buy or there is an option to lease.

Mr. Elrick - Property Assessed Clean Energy (PACE) which is available as a local option in MA. The idea is to acquire financing option for appropriate homeowners, making interest-free loans through a lease option with regard to solar panels. Solar would run with the property – when

the home is sold, the lease will be put with the new homeowner. Mr. Elrick believes the EAC should contact the Cape Light Compact (CPC) to discuss further.

Next meeting

6/13/12.

Adjournment

Schofield MOVED and SECONDED by O'Keefe to adjourn meeting. Meeting adjourned at 9:05 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Tuesday, July 03, 2012 11
To: Sullivan, Tracy
Subject: EAC agenda of 7/11/12

MEETING NOTICE

Energy Advisory Committee
Wednesday, 7/11/12
Bourne Community Center
7:00 pm

Agenda items:

- 1) Approval of Minutes including any past
- 2) Maggie Downey from CLC - update on the
- 3) Update on activities in Bourne:
-Elementary school solar installation
- 4) Green Communities - Stretch code
- 5) Communicating Climate Change
- 6) Out reach events/activities
- 7) CLC Update

2012 JUL 3 PM 12 26
TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee
Minutes of July 11, 2012
Bourne Community Center
Bourne, MA 02532

2012 AUG 13 AM 8 55

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Richard Elrick, Bourne Energy Coordinator

Guest(s): Peter Meier

List of Documents

- Cape Light Compact 2013-2015: The Second Chapter dated 7/11/12 – 10 pages
- Wastewater Management Planning for Bourne's Downtown booklet dated 6/20/12
- Bourne Solar roof-top installations dated 7/11/12 – 1 page
- Wind Turbines and Ghost Stories: The Effects of Infrasound on the Human Auditory System – 5 pages

Meeting called to order

7:05 pm by Chm. Caporelli

Approval of Minutes including any past meetings

O'Keefe MOVED and SECONDED by Schofield to approve minutes of 5/9/12 as amended.
VOTE 5-0.

Maggie Downey from CLC - update on the new 2013-2015 (three-year) Energy Efficiency Plan
Ms. Margaret Song is here tonight for Ms. Downey.

Background/Overview

- Comprehensive programs – going deeper – higher costs to save a kWh (non energy impacts – greater benefits)
- All programs must be cost effective – Benefit Cost Ratio (BCR) greater than 1
- Three-year budget is sustainable and minimizes bill impacts to ratepayers
- Public projects will continue to be 100% incentivized for all eligible measures

Residential and Low-Income programs

- Residential Products and Services
 - Lighting and appliances

- Residential heating and cooling

Residential Products and Services

- New Initiatives
 - Heat pump water heaters

Residential Whole House

- New construction
- Home Energy Assessments – the comprehensive nature of the Home Energy Assessments as well as reaching hard-to-serve customers will require more costs
- Multi-Family

Residential Energy Education

- NEED Project

Energy Savers (early elementary) continued to be involved through high school at the national level acting as counselors how to perpetrate.

Low-Income Retrofit

- Low-Income Single Family
- Low-Income Multi-Family

New initiatives – potential for inclusion of LEDs.

CLC Town Reports are broken down by government/non-government for new construction and retrofit.

C&I New Construction

- New Building
- Major Renovation
- Failed Equipment Replacement
- Upstream Lighting – bring to distributors for lower costs

New initiatives – expansion of Upstream Lighting to HVAC/other potential end uses.

C&I Large Retrofit

- Prescriptive Retrofit
- Custom Retrofit (streetlights)

CLC - looking to replace town-owned street lights with LED lights. There are pilot programs will begin this summer. Towns will have a choice and the Steering Committee will work together with the DPW, Police Chief and Fire Chief.

C&I Small Retrofit

- Direct install
- Other Small Retrofit

Financing mechanism took away from incentives. Direct install financing that will not affect incentives.

New initiatives – increased incentive tenant initiative, direct install financing through RISE

Likely follow residential with HPWHs for Direct Install.

Sector Totals – Three year totals

- Residential
- Low Income
- Commercial & Industrial

Next Steps

- Support for objectives in 2013-2015 Energy Efficiency Plan
- Submit Third Draft Plan to EEAC on 9/6/12
- Incorporate findings from on-going evaluations
- Continue to be informed by trade allies/stakeholders
- Identify potential venues for public discussion on EEP
 - Town Energy Committee Outreach
 - Community and Civic Associations
 - Public Informational Meetings – Cape & Vineyard
 - Public Survey

Discussion

Schofield – will promote audits by going before the Selectmen.

Gray – asked about Rise. Rise can still conduct audits, but cannot do installs.

Any further information is on the CLC website or can contact Ms. Downey.

Update on activities in Bourne:

-Elementary school solar installation

Mr. Elrick – Solectria Renewables Printouts for the solar ray production which shows information of cost avoidance on a monthly basis. Summer months are great for production.

He received permission to move forward from Mr. Edward Donahue with SREC Trade.

Schofield – if this was planned at the time, the town would have been entitled to a third of the Mass Technology funding. The school supported and would have been free.

Mr. Elrick will continue to research to see if the contractor went with SREC.

Handout of Bourne Solar roof-top installations from the Bourne Building Inspector briefly reviewed. Mr. Elrick will try to expand by going back prior to 2009.

Green Communities - Stretch code

TA Guerino has put in a place holder for Stretch Code for Fall Town Meeting. Bourne has one last opportunity before the law goes into effect. The Energy Policy was voted and approved by the town.

Mr. Elrick suggested another opportunity to speak before the Selectmen on the Stretch Code, asking for endorsement. If they don't endorse, members of the EAC can continue on to Town Meeting as individuals and do another Outreach opportunity. He will talk to TA Guerino to get onto Selectmen's agenda. Public reach will be after speaking with the Selectmen.

Kodzis – going on record that he will abstain from vote on Stretch Code.

Communicating Climate Change

Kapsambelis – concerned with placing Climate Change (Global Warming) links on the website. Polls show half the public believes it while the other half does not, and would like to restrict the links to official government sites to avoid controversy.

Mr. Elrick - suggested EPA, USDS, NOAA websites.

Chm. Caporelli - will look into more websites.

Outreach events/activities

N/A.

CLC Update

Major issue is there is a small minority against the Co-op. The CLC is moving forward to include a separate audit. He will present to the Selectmen on 7/17/12 meeting.

Cape and Vineyard Electric Co-Op. Update

- High School - the issue is with the warranties and the roof as the roof is well over 10 years old. There are no plans as there is no money in the budgets to install a new roof.
- Sagamore Fire Station – roof warranties can be obtained.

- Community Center – TA Guerino waiting for architectural plans moving forward to replace the gymnasium roof replacement.

Public comment

None.

Other

Kodzis – will forward email of forum in Boston.

Peter Meier – personally thanked the committee for their work.

Next meeting

8/8/12.

Adjourn

Schofield MOVED and SECONDED by O'Keefe to adjourn. Meeting adjourned at 9:00 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezienger@gmail.com
Sent: Friday, August 03, 2012 11:53 AM
To: Sullivan, Tracy
Subject: EAC meeting agenda of 8/8/12

MEETING NOTICE
Energy Advisory Committee (EAC)

Wednesday, 8/8/12
7 pm
Bourne Community Center

Meeting Agenda:

- 1) Approval of Minutes including any past -CVEC PV installations updates
- 3) Green Communities update for Bourne -Town
- 4) list of potential links for EAC web page
- 5) Out reach events/activities
- 6) CLC Update
- 7) Cape and Vineyard Electric Co-Op. Update
- 8) Public comment

2012 AUG 3 AM 11 53

TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee
Minutes of August 8, 2012
Bourne Community Center
Bourne, MA 02532

2012 SEP 27 AM 3:30

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

TOWN CLERK'S OFFICE
BORNE, MASS.

Richard Elrick, Bourne Energy Coordinator

Guest(s):

List of Documents

- PTS New Grantee Data Entry Template dated 8/8/12 – 1 page
- SREC Market Prices dated 8/8/12 – 1 page

Meeting called to order

7:02 pm by V. Chm. Schofield

Approval of Minutes including any past meetings

Kodzis MOVED and SECONDED by Kapsambelis to approve minutes of 7/11/12 as amended.
VOTE 4-0. *Bizer-Knox was not present for vote.*

Update on activities in Bourne:

SREC - Mr. Elrick handed out the PTS New Grantee Data Entry Template sheet showing Bourne as new grantee to the committee. He also handed out the SREC Market Prices.

-CVEC PVC installations updates

Elementary School - roofs were inspected. Contractor will come back with a bid to include the oldest wing roof (C wing). He is hoping contracts are signed within the next month moving forward.

Fire Station is moving forward. The Community Building needs to move forward, perhaps this spring for solar installation.

Green Communities update for Bourne

-Town meeting/Stretch Code

TA Guerino wants to discuss with Roger LaPorte before the EAC goes before the Selectmen with regard to the Stretch Code and the Fall 2012 Town Meeting.

V. Chm. Schofield – as a point of reference, July and August electric numbers at the BMS should be less compared to the school year, but they are not. Bizer-Knox suggested putting together a school project to explore further. Schofield suggested she speak to the Upper Cape Tech school. Ms. Bizer-Knox will follow-up.

Bizer-Knox – asked if Mr. Elrick of a dollar figure if the Bourne becomes a Green Community. Mr. Elrick estimated between \$125,000 - \$175,000.

List of potential links for EAC webpage

Kapsambelis re-stated his opposition for Mr. Elrick's suggestion to put links on the EAC Bourne website:

- It is not covered on the EAC's charge
- Issue has become divided between for and against and feels it should be handled at the national/international level (not the Town of Bourne level)

Kapsambelis **MOVED** and **SECONDED** by Kodzis to not follow Energy Coordinator's recommendation to add external links on the Bourne website at the present time.

Discussion

Gray - feels it would be appropriate to educate the town for Town Meeting if EAC provides the facts.

Bizer-Knox – feels it should start in our community. Some of the best science comes from WHOI and makes sense to bring light as to what is going on.

Discussion of the EAC charge.

Bizer-Knox - read into record the charge of the EAC. Kapsambelis said to do what Mr. Elrick wants to do, the EAC should to before the Selectmen to add a 6th item to the EAC charge, adding climate change.

Mr. Elrick – science of climate changes is incontrovertible. All founding documents, charge aside, energy efficient measures for towns is to reduce the carbon parcel. Many towns have links on climate control on their website. The charge is broad enough for the committee to begin discussion of climate control. If nothing is done as a society, it is a disservice and unfortunate.

Kodzis –suggests going to Selectmen and Town Administrator to add to the EAC charge.

Kapsambelis – survival of planet is not the only issue. If move ahead with some of suggestions read, stand to ruin the nation, its economy. Someone has to be assigned to putting the proper items on the website.

Bizer-Knox – feels suggestion shows the data not moving in a certain direction and asked why shouldn't the EAC inform the public with data. V. Chm. Schofield said it is a question on how far the EAC goes.

V. Chm. Schofield – not for or against, but cannot see how the EAC can make a determination on what we should post on a site. He doesn't want to see the EAC get in the middle of something controversial.

Gray – if put things on the website that are “inflammatory”, EAC will get in trouble. It is not on our charter to educate our public, as we would need to cleared with the selectmen first. He feels you can put something on the website to benefit the public for facts on the Town Meeting floor.

VOTE ON THE QUESTION TO DELAY REQUEST:

Kapsambalis MOVED and SECONDED by Kodzis to delay the questions. VOTE 5-0.

Kodzis MOVED and SECONDED by Gray to modify the EAC charge to provide public information and guidance from the Selectmen on climate science and what the EAC can put on the website.

Discussion

Gray – to what extent do ask the Selectmen on what to pass on behalf of the EAC.

Kapsambelis – already have public information on the website.

V. Chm. Schofield – nothing would go on the website unless it was government backed (WHOI for example).

Kapsambelis – would like to see climate change on the request. V. Chm. Schofield said this is the guidance on the website. The public has moved away from the existence/non-existence of climate change. The big change he sees is the cost involved in mitigation in climate change.

MOTION VOTE – 4-0-1 (Kapsambelis abstains).

V. Chm. Schofield will bring information to Chm. Caporelli.

Outreach events/activities

None as it is summer, but will follow-up on the Upper Cape Tech.

CLC Update

Going into the fall heavily on contest through the energy audits. Advertising and press releases has been done.

The CLC hasn't met the last month. Maggie Downey is meeting with the Selectmen on 9/21/12 and will be accompanied by V. Chm. Schofield and O'Keefe to report on CLC and CVEC activities.

Mr. Elrick – asked about the LED program. V. Chm. Schofield said Bourne needs to signify being a part of the program. Discussion at upcoming meeting will be where to put 8 lights (4 in commercial area and 4 in residential area).

Cape and Vineyard Electric Co-Op. Update

None at this time.

Public comment

Ray Bourke, a scientist who's done studies in engineering manufacturing, offered to bring forward a presentation at the next EAC meeting on how to use tools (5 S Tools) for the waste/losses (in the BMS for example).

Mr. Bourke's contact information:

Home phone: (508) 888-1059

Cell phone: (847) 602-3575

E-mail address: raybourke@comast.net

V. Chm. Schofield – the town is in the process of hiring a Facilities Manager who would do a lot of what Mr. Bourke is discussing.

Next meeting

9/12/12

Adjourn

Kodzis MOVED and SECONDED by Kapsambelis to adjourn. Meeting adjourned at 8:46 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Monday, September 10, 2012 8:15 AM
To: Sullivan, Tracy
Subject: EAC - meeting on Wed. 9/12/12
POST

2012 SEP 10 AM 8 34
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, 9/12/12
Bourne Middle School, Room 100
7:00 pm

Agenda Items:

- 1) Approval of Minutes including any past meetings
- 2) Update on activities in Bourne:
 - CVEC PV installations updates
 - seasonal electric use at schools
- 3) Green Communities update for Bourne
 - Town meeting/Stretch Code
- 4) Presentation by Ray Bourke
- 5) Town Report
- 6) Out reach events/activities
- 7) CLC Update
- 8) Cape and Vineyard Electric Co-Op. Update

**Energy Advisory Committee
Minutes of September 12, 2012
Bourne Middle School, Room 100
Bourne, MA 02532**

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

Guest(s):

List of Documents

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

2012 OCT 26 PM 2 38
TOWN CLERK'S OFFICE
BOURNE, MASS

Approval of Minutes including any past meetings

Discussion and possible vote with regard to educating the public includes climate change moving forward and possible change in the charge at the next meeting. The Energy Policy will be given to the committee for discussion purposes.

Schofield MOVED and SECONDED by Bizer-Knox to approve minutes of 8/8/12 as amended. VOTE 5-0-2 (abstention from Liz Caporelli, Paul O'Keefe).

Update on activities in Bourne:

-CVEC PVC installations updates

Bourne High School - Ed Donahue and O'Keefe and Tremco that rooftops A and C will not work this time around.

Community Center – still waiting for input from architect and Town Counsel

Fire Station – ready to go. Mr. Elrick will follow up.

-Seasonal electric use at schools

Email to Mr. Elrick from Mr. Donahue on why the electrical use is high in the summer within the schools. Mr. Donahue said at the BMS, there is only the principal with a/c unit in office as well as a secretary with offices using a/c. The school has a summer camp program. The high school has the most year-round staff, but has the least amount of electrical use. In addition, the a/c

units were running at a time when the timers not functioning correctly and it isn't clear how long that has been the case.

Mr. Elrick suggested educating the janitor. As approach next summer, work to see where to get a handle on the situation. He will attend the sub-committee meeting at the school to discuss further.

Spreadsheets breakdown of town facilities for FY12 by month; FY11 and FY12 comparison's for the town's total usage of 295,470 fewer kw hours with a cost savings of less than \$139,000.

SREC Trade Company – application process is moving forward. The town will have a first accounting in the system by October.

Audits within the schools were done eight years ago and will ask if there are any enhanced technologies will be available (School Administration, Keene Building and the Police Station).

Per Mr. Donahue, the school administration building gas conversion and a matter of which contractor to chose to install the boiler.

Per Patrick Marshall, controls are working well, happy with the quality of heat. Mr. Elrick will follow up if there is any savings. See what the oil ran for the prior year and what gas during the same timeframe.

LED lighting – at the BMS and BHS parking lots. BMS has a projected savings of \$11,600 and \$7,200 for the BHS. Mr. Elrick will discuss further with TJ Turner.

CLC Energy Assessment Competition - energy audits - discussion on outreach (schools, town employees in Town Hall).

Green Communities update for Bourne

-Town meeting/Stretch Code

Per TA Guerino, the town will not move forward with the Stretch Code this Fall Special Town Meeting. Mr. Elrick will continue to bring to the Selectmen's attention.

Discussion on why ISWM is the initiative of the Town Recycling policy. The schools and the municipal buildings are not set up to collect the recyclables. Chm. Caporelli feels it should be initiated by the schools.

Chm. Caporelli - after ATM, the committee to meet with Recycling Committee to "push a plan" for recycling in the schools put on the next agenda discussion.

Presentation by Ray Bourke

Tabled a future meeting. Chm. Caporelli to contact Mr. Bourke.

Town Report

Curtis – raised issue about not having any educate the public in the LCP or mentioned in the

Mr. Elrick – list accomplishments. CVEC solar rays.

Money saved - \$138,869 through 6/30/12.

Outreach events/activities – Allyson Bizer-Knox

Put in a call into Chuck Lawrence at the Upper Cape Tech for interested students to research the school electric usage.

Energy Savers – BMS will be starting up in a couple of weeks. See if some would do a presentation to the committee. She will pursue.

Municipal vehicles – some old diesel fuel vehicles to initiate the use bio fuel.

CLC Update

Bourne Fast Facts and Figures handout - summary of Bourne projects. Discussion on potential project of 1,163 municipal streetlights to LEDs, demos to begin this fall.

O’Keefe - Pushback began with the Brewsters turbines. Since CVEC developer of that project, started going after CVEC. Once found out funded by the CLC, attack government on the process of how the developer CVEC is funded. Brought to the County Assembly of how the CLC and CVEC do business and raised a lot of issues. CLC is moving forward with regard to an official financial audit.

Cape and Vineyard Electric Co-Op. Update

Meeting next Thursday.

Public comment

Next meeting

10/10/12

Adjourn

Schofield MOVED and SECONDED by Kodzis to adjourn. Meeting adjourned at 8:33 pm. UNANIMOUS VOTE.

Respectfully submitted,

Lisa Groezinger, sec.

Energy Advisory Committee
Minutes of September 12, 2012
Bourne Middle School, Room 100
Bourne, MA 02532

2012 OCT 15 AM 8 45

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Richard Elrick, Bourne Energy Coordinator

Guest(s):

List of Documents

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

Approval of Minutes including any past meetings

Discussion and possible vote with regard to educating the public includes climate change moving forward and possible change in the charge at the next meeting. The Energy Policy will be given to the committee for discussion purposes.

Schofield MOVED and SECONDED by Bizer-Knox to approve minutes of 8/8/12 as amended.
VOTE 5-0-2 (abstention from Liz Caporelli, Paul O'Keefe).

Update on activities in Bourne:

-CVEC PVC installations updates

Bourne High School - Ed Donahue and O'Keefe and Tremco that rooftops A and C will not work this time around.

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Fire Station – ready to go. Mr. Elrick will follow up.

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units were running at a time when the timers not functioning correctly and it isn't clear how long that has been the case.

Mr. Elrick suggested educating the janitor. As approach next summer, work to see where to get a handle on the situation. He will attend the sub-committee meeting at the school to discuss further.

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Audits within the schools were done eight years ago and will ask if there are any enhanced technologies will be available (School Administration, Keene Building and the Police Station).

Per Mr. Donahue, the school administration building gas conversion and a matter of which contractor to chose to install the boiler.

Per Patrick Marshall, controls are working well, happy with the quality of heat. Mr. Elrick will follow up if there is any savings. See what the oil ran for the prior year and what gas during the same timeframe.

LED lighting – at the BMS and BHS parking lots. BMS has a projected savings of \$11,600 and \$7,200 for the BHS. Mr. Elrick will discuss further with TJ Turner.

CLC Energy Assessment Competition - energy audits - discussion on outreach (schools, town employees in Town Hall).

Green Communities update for Bourne

-Town meeting/Stretch Code

Per TA Guerino, the town will not move forward with the Stretch Code this Fall Special Town Meeting. Mr. Elrick will continue to bring to the Selectmen's attention.

Discussion on why ISWM is the initiative of the Town Recycling policy. The schools and the municipal buildings are not set up to collect the recyclables. Chm. Caporelli feels it should be initiated by the schools.

Chm. Caporelli - after ATM, the committee to meet with Recycling Committee to "push a plan" for recycling in the schools put on the next agenda discussion.

Presentation by Ray Bourke

Tabled a future meeting. Chm. Caporelli to contact Mr. Bourke.

Town Report

Curtis – raised issue about not having any educate the public in the LCP or mentioned in the

Mr. Elrick – list accomplishments. CVEC solar rays.

Money saved - \$138,869 through 6/30/12.

Outreach events/activities – Allyson Bizer-Knox

Put in a call into Chuck Lawrence at the Upper Cape Tech for interested students to research the school electric usage.

Energy Savers – BMS will be starting up in a couple of weeks. See if some would do a presentation to the committee. She will pursue.

Municipal vehicles – some old diesel fuel vehicles to initiate the use bio fuel.

CLC Update

Bourne Fast Facts and Figures handout - summary of Bourne projects. Discussion on potential project of 1,163 municipal streetlights to LEDs, demos to begin this fall.

O'Keefe - Pushback began with the Brewsters turbines. Since CVEC developer of that project, started going after CVEC. Once found out funded by the CLC, attack government on the process of how the developer CVEC is funded. Brought to the County Assembly of how the CLC and CVEC do business and raised a lot of issues. CLC is moving forward with regard to an official financial audit.

Cape and Vineyard Electric Co-Op. Update

Meeting next Thursday.

Public comment**Next meeting**

10/10/12

Adjourn

Schofield MOVED and SECONDED by Kodzis to adjourn. Meeting adjourned at 8:33 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Thursday, October 04, 2012 3:00 PM
To: Sullivan, Tracy
Subject: EAC - to post

2012 OCT 04 PM 3 26

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee
Wednesday, October 10, 2012
Bourne Middle School, Room 100
7:00 pm

Meeting Agenda

- 1) Approval of Minutes including any past meetings
- 2) Presentation by Keith Mann, the developer of a 4-Turbine project in Plymouth
- 3) Presentation by Ray Bourke (pending his response)
- 4) Update on activities in Bourne:
 - CVEC PV installations updates
 - evaluation of electric use
 - update on history and plans for energy assessments of Town Buildings
- 5) Green Communities update
- 6) Review of EAC Energy Policy
Changes to policy to include public education and climate change information

7) Town website: Discussion with Selectmen on adding climate change links

8) EAC assistance with Recycling in Town.
-meeting with Town Recycling committee

9) Out reach events/activities
update on presentation from Energy Savers

10) CLC Update

11) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
EAC Chairman

Sent from my BlackBerry® by Boost Mobile

Energy Advisory Committee
Minutes of October 10, 2012 NOV 29 PM 3 34
Bourne Middle School, Room 100
Bourne, MA 02532 TOWN CLERK'S OFFICE
BOURNE, MASS

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

Richard Elrick, Bourne Energy Coordinator

Guest(s): Keith Mann

List of Documents

- Future Generation Wind, LLC dated 10/10/12 – 19 pages

Meeting called to order

7:00 pm by Chm. Caporelli

Approval of Minutes including any past meetings

Schofield MOVED and SECONDED by Kodzis to approve minutes of 9/12/12 as amended.
VOTE 5-0.

Presentation by Keith Mann, developer of a 4-Turbine project in Plymouth

Future Generation Wind, LLC – Summary

- FGW is in advanced stage of development. 8 MW total on Mann Farms, Inc. in Plymouth, MA. Commercial operation in 12/13
- Turbines are new models
- Net metering power sales structure saves customers money
- Permitting is complete – 2 of 3 appeals resolved.
- Interconnection process is underway – services agreement complete by 12/12

FGW project timeline briefly reviewed.

PPA Key Points

- Local, renewable wind project on cranberry farm
- From 20%-30% savings on electrical costs, with 11.5 cents/kWh retail base price
- No upfront cost for development and construction of the project
- Long term savings (for lifetime of the contract) from stable wind power help lessen dependence on volatile fossil-fuel based costs of electricity

FGW team – sponsor and development team briefly reviewed.

Overview net metering credits:

- Net metering credits breakdown
 - Net metering cap
 - Private – 3% of NSTAR’s historical peak load (cap is 149 MW)
 - Municipal – 3% of NSTAR’s historical peak load (cap is 149 MW)
- Transfer of Net metering credit briefly reviewed

This is a 20-year contract with financing through a local bank. The site will be available next year for high efficiency turbine. The project is fully permitted.

Mr. Mann - public concerns were property value, health and noise protocol (if have a noise complaint, have to operate under thresholds – call in complaint within a reasonable time, conduct an acoustic study, determine problems and come up with issues). If don’t comply, will have to shut the turbines down.

Public outreach included fliers, press releases and a total of 12 informational public hearings in which the public was in favor of the project.

The noise for turbines is under 60 decibals. The setback is the total turbine height. Noise was the biggest hurdle, however.

Mr. Mann – financing is based on net metering. It is only the net metering credits. This saves the town and citizens money.

Mr. Erlick – asked if there are any model documents to review. The PPA can be showed as it is public information.

O’Keefe – only risk is if the net metering price falls to the floor. Mr. Mann said there will be a tracking account for what the town should have saved. The price needs to be above floor price until all savings is recovered (as long as energy prices don’t plummet).

Mr. Elrick – asked about the newer wind turbines. Mr. Mann said they have a larger rotor diameter, smaller rotation with reduced noise and variable speeds. He is looking for at least 3 turbines in one shot. If things go well, all 4 turbines. Mr. Mann has to get 11.0 cents in order to cover the load.

Mr. Elrick – suggested a subcommittee to discuss further moving forward.

O’Keefe - the town would be concerned with selling their capacity.

Mr. Mann - If Bourne is not the host, they could buy more credits that you need and trade them. In order to get the turbine up, he needs an agreement signed by the end of this year. Financing is the next year.

O'Keefe – asked about the moratorium. Mr. Mann said permits are obtained and are grandfathered.

Mr. Elrick – will have to go to Town Meeting for a 20-year contract. O'Keefe said it depends on the town's Charter and believes energy contracts are exempt from 30B.

Caporelli – requested Mr. Mann supply a Use/Generation/Savings/Cost. Mr. Elrick to email Mr. Mann specific numbers from Bourne to present to TA Guerino and forward to the Selectmen.

Mr. Mann – offered to work with Bourne and would always have the right to sell.

Caporelli – the EAC would determine the pros (evaluation) and cons (risks, potential lost opportunity).

Mr. Mann – Marion, Rochester and Rochester School District have already signed up. He is still in talks with Wareham.

Questions that need to be answered:

- Any CVEC conflicts – O'Keefe
- Fixed price – O'Keefe
- Town Meeting - Mr. Elrick with TA Guerino

Mr. Mann – offered to be present with the EAC when speaking to the Selectmen in the future for a Spring Town Meeting.

Schofield MOVED and SECONDED by Bizer-Knox that Mr. Richard Elrick move forward to consider a future proposal by Future Generation Wind, LLC in Bourne. UNANIMOUS VOTE.

Presentation by Ray Burke

Future agenda item. No contact has been successful.

Update on activities in Bourne:

CVEC PVC installation - Kapsambelis asked for a Decommissioning Clause. O'Keefe will research and find said information.

Sagamore Fire Station. Owner of the warranty for the Fire Station's roof determined the roof is not solar ready; and while it won't void the warranty, it limits it. The consensus of the committee is to not recommend.

Community Building. Mr. Elrick will talk with TA Guerino making sure the architect knows the roof should be solar ready. The new roof will be done this spring, so it would be nice to include the building.

LED Light Replacements parking lots

- \$44,000 CLC contribution for BHS
- \$53,261 CLC contribution for BMS

Mr. Elrick will send email members of the savings for the town.

CLC Energy Improvements. Mechanical systems proposal for both the BHS and BMS. In addition, the Police Station (lighting), the School Administration Building (install gas system), the Archives Building (Mr. Elrick to see if this building even qualifies) and the Town Hall.

CLC Energy Efficiency Plan. Any comments, have in by Monday, 10/22/12 at 5:00 pm.

Library. January – June heating costs FY10 electric - \$10,771; FY10 gas - \$9,429 and FY12 gas - \$3,600.

SREC Trade. BMS is approved for creating SRECs. Options for selling SRECs by controlling sales; sell them or hold on to them.

Mass Wind Working Group. Next meeting is on Wednesday, 10/17/12 from 2:00 pm – 4:00 pm at 11 Resnick Road.

Green Communities update

Development and implementation of Energy Efficient Plan. Mr. Elrick says he is hearing that achieving a 20% reduction is getting difficult, however, it is still a goal.

Stretch Code. DOR will take another look at what they are doing.

Review of EAC Energy Policy

Caporelli - the Red Cross has a Climate Change department which has a simulator. O'Keefe said this needs to be changed at Town Meeting to amend policy.

The EAC can go to Selectmen to request to put in their charge. Public education is part of the Charge of the EAC.

Town website: Discussion with Selectmen on adding climate change links

Caporelli - Federally-funded programs NOAA, Red Cross.

Kapsambelis – limit to government sites. EPA, DOR.

Bizer-Knox MOVED and SECONDED by Schofield to include any official government websites on the town website with regard to climate change. VOTE 6-0.

EAC assistance with Recycling in Town – meeting with Town Recycling committee

Report sent to the EAC by Mr. Elrick for informational purposes. More discussion will be at the next meeting.

Outreach events/activities – Allyson Bizer-Knox

A letter from the Chairman of the EAC inviting the school group to speak before the committee will be well received.

CLC Update

Bourne is still behind in the Energy Audit issue. Schofield will get information from the Yarmouth meeting 10/14/12 and said Bourne could do something similar. Suggestions for public outreach: signs around the rotary, under the Good Samaritans signs on both bridges. Mr. Elrick will speak with Council on Aging and Town Clerk for possible public outreach.

Cape and Vineyard Electric Co-Op. Update

Annual CVEC meeting will be Thursday 10/18/12 in which new officers will be elected.

Public comment

None.

Next meeting

11/14/12

Adjourn

Bizer-Knox MOVED and SECONDED by Schofield to adjourn. Meeting adjourned at 9:20 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Thursday, October 04, 2012 4:26 PM
To: Sullivan, Tracy
Cc: Chapman, Wendy; Johnson, Barry
Subject: EAC AMENDED meeting of 10/10/12 - TO POST

AMENDED MEETING NOTICE

Energy Advisory Committee
Wednesday October 10, 2012
Bourne Middle School, Room 100
7:00 pm

Meeting Agenda

- 1) Approval of Minutes including any past meetings
- 2) Presentation by Keith Mann, the developer of a 4-Turbine project in Plymouth
- 3) Presentation by Ray Bourke (pending his response)
- 4) Update on activities in Bourne:
 - CVEC PV installations updates and CVEC agreements
 - evaluation of electric use
 - update on history and plans for energy assessments of Town Buildings

2012 OCT 4 PM 4 25
TOWN CLERK'S OFFICE
BOURNE, MASS

- 5) Green Communities update
- 6) Review of EAC Energy Policy
Changes to policy to include public education and
climate change information
- 7) Town website: Discussion with Selectmen on
adding climate change links
- 8) EAC assistance with Recycling in Town.
-meeting with Town Recycling committee
- 9) Out reach events/activities
update on presentation from Energy Savers
- 10) CLC Update
- 11) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
EAC Chairman
Sent from my BlackBerry® by Boost Mobile

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Tuesday, October 09, 2012 9:55 PM
To: Allyson Bizer-Knox; Bob Schofield;
Thomas Gray Curtis; Chris
Kapsambelis; Elrick, Rick; Elrick,
Richard; Paul O'Keefe; Liz Caporelli;
Frank Kodzis
Cc: All Selectmen; Guerino, Thomas;
Sullivan, Tracy; Johnson, Barry;
Campbell, Cheryl; Jerry Ingersoll
Subject: EAC Meeting Agenda

AMENDED MEETING NOTICE

Energy Advisory Committee
Wednesday October 10, 2012
Bourne Middle School, Room 100
7:00 pm

Meeting Agenda

- 1) Approval of Minutes including any past meetings
- 2) Presentation by Keith Mann, the developer of 4-Turbine project in Plymouth
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 - CVEC PV installations updates and CVEC agreements
 - evaluation of electric use

TOWN CLERK'S OFFICE
BOURNE, MASS

2012 OCT 10 AM 8 30

-update on history and plans for energy assessments of Town Buildings

5) Green Communities update

6) Review of EAC Energy Policy
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update on presentation from Energy Savers

10) CLC Update

11) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
EAC Chairman
Sent from my BlackBerry® by Boost Mobile

Sullivan, Tracy

From: Lisa A. Groezinger
[lgroezinger@gmail.com]
Sent: Monday, November 26, 2012 9:40 AM
To: Allyson Bizer-Knox; Bob Schofield;
Thomas Gray Curtis; Chris
Kapsambelis; Elrick, Rick; Elrick,
Richard; Paul O'Keefe; Liz Caporelli;
Frank Kodzis
Cc: All Selectmen; Guerino, Thomas;
Sullivan, Tracy; Campbell, Cheryl;
Jerry Ingersoll
Subject: EAC meeting notice for Wed.
11/28/13

MEETING NOTICE

Energy Advisory Committee (EAC)
Wednesday, 11/28/12
7:00 pm
Bourne Middle School, Room 100

Meeting Agenda:

- 1) Approval of Minutes including any past meetings
- 2) Presentation by Next Step Living
- 3) Presentation Keith Mann (7:30), the developer of a 4-Turbine project in Plymouth
- 4) Update on activities in Bourne:
 - CVEC PV installations updates
 - CLC/Rise: Initial Municipal Building Visits - Energy audit report and contract

2012 NOV 26 AM 10 12
TOWN CLERK'S OFFICE
BOURNE, MASS

5) EAC assistance with Recycling in Town.
-meeting with Town Recycling Committee

6) Out reach events/activities
update on presentation from Energy Savers

9) CLC Update

10) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
Chairman, EAC
Sent from my BlackBerry®

**Energy Advisory Committee
Minutes of November 28, 2012
Bourne Middle School, Room 100
Bourne, MA 02532**

2012 DEC 13 AM 9 25

TOWN CLERK'S OFFICE
BOURNE, MASS

.....
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

Guest(s): Keith Mann

List of Documents

- Bourne Solar Challenge Proposal dated 11/28/12 – 4 pages, two-sided
- Summary of Future Generation Wind (FGW) Offer to the Town of Bourne dated 11/28/12 – 1 page
- Future Generation Wind. LLC Project Overview dated 11/18/12 – 9 pages
- Future Generation Wind offer to Bourne – Variable Discounted Rate dated 11/28/12 – 1 page

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 10/10/12 as submitted.
VOTE 5-0.

Presentation by Next Step Living (NSL) - Gabe Shapiro and Dan Ray

NSL is a Massachusetts-based residential energy efficiency company dedicated to serving local communities. They are a triple bottom-line company which creates family-sustaining, full-benefit jobs in the communities; install Mass. produced insulation and windows. NSL is incorporated as a for profit company, allowing to scale quickly and maximize impact.

Mr. Elrick – Mr. Ray contacted him as an opportunity for the town. Mr. Elrick is concerned about stepping on Cape Light Compact.

NSL is a partner with organizations that support the NSL are the government, community and non-profit and businesses.

NSL's Existing Community Partnerships. Implemented a Mass Save Program except on the Cape. NSL would like to work with good home performance contractor's on the Cape.

NSL's goal is to create a town-branded deadline driven solar campaign to install panels on 10% of eligible Bourne roofs (90 systems). There is a \$50 incentive on Main Street for an economic boost.

Two month flurry of activity

- Use community-based social marketing in conjunction with targeted direct marketing
- Resident and community incentives

Preparation

- Will rate every residential roof in town and create a solar potential map
- Design resident and community incentive – solar system on a high profile bldg
- Identify community liaison

Outreach Touch Points

- Direct mail
- Local advertising
- Canvassing
- Workshops
- Main Street Business Tabling
- Last Chance Celebration

Community driven campaign connecting residents to Mass CEC Commonwealth Solar and Mass Save Incentives

- Conduct coordinated outreach
- Rate homes for solar potential
- Offer appropriate package

Commonwealth Solar II Incentives Make Solar Affordable.

NSL partnered with SunRun (largest home solar company) to offer affordable solar to our customers.

- If your home qualifies, you can go solar with little to no up-front cost
- You pay SunRun only for electricity produced by your system at a locked-in rate lower than you currently pay your utility
- SunRun takes care of all the paperwork, installation, monitoring, insurance and repairs
- There is no catch – you need a qualified roof that can provide a lot of clean, reliable electricity

Home Qualifications - 15% of homes have enough solar potential to qualify

- Roof orientation – south facing roof
- Shading – lack of surrounding trees and buildings
- Useable roof area – large roof area with absence of dormers or other obstructions

Discussion

Schofield – the maximum solar production was in May - not in July or August – and depends on conditions. If you can capitalize on those 4-5 months, you could get more out of the system.

Schofield – raised issue of NSL energy audits; before NSL can do any work on the Cape, they will have to go through the CLC. Rise Engineering is contracted to do energy audits on the Cape.

Mr. Shapiro – the idea is that the community has the outreach which would prompt installers. NSL is the “deal point”. SunRun makes money through tax credits and taking State rebates.

Mr. Elrick – asked what NSL is seeking from Bourne. Mr. Shapiro explained they are looking for initiative. Their work of rating homes and energy maps received are from access to databases.

Mr. Shapiro – is looking for EAC to get NSL connected to local installers as part of an agreement that would be put together for Bourne. NSL has customer staffing to remediate negative experiences, but overall customers have generally been satisfied.

Mr. Elrick – asked for references to submit to the EAC.

Curtis – asked for technical information on the solar panels efficiencies.

Chm. Caporelli – asked about ownership transfer. Mr. Shapiro explained it is easy to transfer (20-year agreement); it is a one-page document. She also asked about the warranty. Mr. Shapiro explained that SunRun would have that information and can supply as well as information on ranges in kW/hour rates.

The homeowner is keeping net metering credits; assign net metering as well.

Mr. Shapiro will supply technical specifications, sample contracts as well as references to the EAC and Mr. Elrick.

Presentation by Keith Mann, developer of a 4-Turbine project in Plymouth

Mr. Mann briefly reviewed risks of the town.

PPA Key Points

- Wind turbines will be located in Plymouth
- Customer makes no investment and has no ownership risks
- In normal circumstances there is no downside to Net Metering – only savings.
- Last year the town would have accrued \$156,532 in savings

- In 25 years the town would save an estimated \$6,612,396

O'Keefe - asked about percentages. Mr. Mann said they can reallocate percentage between customers and overages can be reallocated. He also asked about the Variable Discount Rate option. Mr. Mann said there are two options, both 20 year contract with option to extend 5 years.

Fixed Rate Benefits

- Provides more predictable energy expense
- Provides a hedge against high future energy prices
- Provides more savings if energy costs escalate on average more than 3.8% annual
- Will likely provide ½ cent/kW more savings in earlier years
- Does not offer Tracking Account option

Variable Discount Rate Benefits

- Provides a discount below future energy prices
- Discount percent increases as energy prices rise
- Provides more savings if energy prices escalates on average less than 3.8%
- Tracking Account provides additional protection. Captures lost savings.

Discussion

Discount rates @ 2.5% and 4% inflation were compared. Mr. Mann explained that both methods work with financing; however, the fixed rate is more preferred by banks.

Mr. Mann – FGW is about a year start-up date from now. FGW will wait until have total project sold before beginning financing.

Mr. Elrick – asked about extensions. Mr. Mann said he would like to have an ITC extension and is counting on the extension of the PTC.

O'Keefe – asked how much net metering Mr. Mann would he like from Bourne. Mr. Mann would like to see as much as possible.

Mr. Elrick – asked about how the town would receive the benefits. Mr. Mann explained that the supplier would be the same (NSTAR), power supply is the same, a consolidated bill from NSTAR of net metering showing as a negative number, and a separate statement from FGW.

O'Keefe – the town has to be conservative on allocations. Schofield added that CLC is installing street lights saving on electrical cost to Bourne and the landfill was raised. Mr. Mann said he would like to find a number that is good for Bourne.

Mr. Mann - asked about setting up a meeting with Gallo and the three Water Districts to include. Schofield will contact and get back to Mr. Mann.

O'Keefe – the comparison is 11 cents (FGW) vs. 9 cents (CVEC). Mr. Mann said some are marketable. D

Chm. Caporelli – moving forward, we need more information, need to know what our options are with regard to selling (transitioning). We will need to provide Mr. Mann with the town's latest usage numbers.

Mr. Mann presentation to be held next week at a time and place to be determined.

The next few agenda items will be tabled to the next meeting:

Update on activities in Bourne:

EAC Assistance with Recycling in Town – meeting with Town Recycling Committee

Outreach events/activities – Allyson Bizer-Knox

CLC Update

Cape and Vineyard Electric Co-Op. Update

Public comment

None.

Next meeting

12/12/12 – meeting place TBD.

Adjourn

Curtis MOVED and SECONDED by Kapsambelis to adjourn. Meeting adjourned at 9:15 pm.

UNANIMOUS VOTE.

Respectfully submitted,

Lisa Groezinger, sec.

Sullivan, Tracy

From: Lisa A. Groezinger
[lgroezinger@gmail.com]
Sent: Monday, December 10, 2012 9:48 AM
To: Allyson Bizer-Knox; Bob Schofield;
Thomas Gray Curtis; Chris
Kapsambelis; Elrick, Rick; Elrick,
Richard; Paul O'Keefe; Liz Caporelli;
Frank Kodzis
Cc: All Selectmen; Guerino, Thomas;
Sullivan, Tracy; Campbell, Cheryl;
Jerry Ingersoll
Subject: EAC - meeting agenda of Wed.
12/12/12

2012 DEC 10 AM 10 01
TOWN CLERK'S OFFICE
BOURNE, MASS

Energy Advisory Committee (EAC)
Wednesday, 12/12/12
7:00 pm
Bourne Middle School, Room 100

Meeting Agenda:

- 1) Approval of Minutes including any past meetings
- 2) Update on the power purchase of 4-Turbine project in Plymouth
- 3) Update on activities in Bourne:
 - 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) Discussion on Next Step Living Proposal
- 7) CLC Update
- 8) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
Chairman, Energy Advisory Committee
Sent from my BlackBerry®

Sullivan, Tracy

From: Lisa A. Groezinger
[lgroezinger@gmail.com]
Sent: Monday, December 10, 2012 9:47 AM
To: Sullivan, Tracy
Subject: EAC- Wed 12/12/12 - TO POST

Energy Advisory Committee (EAC)
Wednesday, 12/12/12
7:00 pm
Bourne Middle School, Room 100

2012 DEC 10 AM 10 00

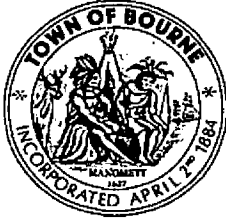
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Agenda:

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8) Cape and Vineyard Electric Co-Op. Update

Liz Caporelli
Chairman, Energy Advisory Committee
Sent from my BlackBerry®



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.

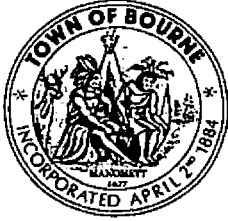
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday January 9, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting (July 11)
2. Reserve Fund Transfers
3. Review Council on Aging budget
4. Discuss preparation for budget 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 1, 2012

BOURNE, MASS
TOWN CLERK'S OFFICE
2012 JAN 3 PM 8 51



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 January 9, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting (July 11)
2. Reserve Fund Transfers
3. Review Council on Aging budget
4. Discuss preparation for budget 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 1, 2012

2011 DEC 31 AM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of January 9, 2012
Bourne Community Building
Bourne, MA 02532**

2012 JAN 27 AM 8 59

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and M. Mastrangelo, David Ahearn, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant, Donald Montour, John Redman and George Slade.

Member(s) excused: Jeff Perry

Board of Selectmen: Don Pickard

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

Members of the Public: Mandy Speakman, Council on Aging (COA)

List of documents:

- Town of Bourne Expenditure Budget Report – 2 pages dated 1/9/12
- Town of Bourne Financial Review of the Council on Aging – 20 pages dated 1/9/12
- Town of Bourne Review of the Council on Aging Staffing – 11 pages dated 1/9/12

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Minutes of 7/11/11 and 10/17/11 to be approved at the next FinCom meeting. Recording secretary will re-send draft minutes to the Committee.

Chm. Ford to correct the Reserve Fund balance for the next meeting's agenda. It is less than \$250,000.

Reserve Fund Transfers

TA Guerino explained a \$5,000 request for Library expenses is a result of the augmentation made to the FY2012 budget in October. In order to continue to receive a state grant the Library budget must be a calculated percentage of our operating budget. Money will be used for data processing.

Equipment.

Mastrangelo MOVED and SECONDED by Ahearn to approve the transfer of funds in the amount of \$5,000 to the Library for data processing. UNANIMOUS VOTE.

Town of Bourne Financial Review of the Council on Aging (COA)

TA Guerino said this budget is what will be recommended to the Selectmen. This adds two revolving funds ; one to be supported by the Supportive Day Program and one for the café. The town will take over all programmatic services of the COA through the Revolving Funds and allow appropriate accounting. The net result will utilize the Formula grant and the Revolving Funds to cover the staff. In this budget, the HR Director reviewed and changed a position from Assistant Director to an A6 (high skilled admin staff). Also recommended in this budget is the increase in bus driver hours from 36 hours to 40 hours. A request further additional hours is not supported in this budget at this time. TA Guerino, Financial Director and COA Director believe this is a good budget. There are minor amendments from the BOS presentation.

TA Guerino turned the meeting over to Linda Marzelli. The purpose of this review is to separate the accounting and operation of the COA programs from the Friends of Bourne Council on Aging, Inc. and to bring these activities under the direction and control of the COA. By identifying programs being affected; the current working staff, and the estimated revenues and costs in operating the programs; we can begin to understand the complexities involved in the undertaking of the separation of the current operations and how it can be accomplished.

Highlights discussed. Staffing, budget for COA FY12, major concerns facing COA, supportive day program, café program, all other activities, COA revenues, accounting options, recommendations for the future.

Employees currently paid by the Town of Bourne. 5 full time and 3 part-time.

Employees paid by COA formula grant. 3 part-time. Total grant funding \$32,288.

Major concerns to address. How and when can the town separate COA programs currently operated by the Friends and bring them into the town's accounting system. How to estimate cost of revenues associated with those programs to be able to budget accurately for FY13. How to establish accounting mechanisms to operate and review the revenue and expenses for those programs.

Supportive Day Program. Currently 2 part-time and 2 full-time employees. One full-time employee paid by the Friends. Total revenues \$103,591. Profit for the year 2011 \$10,529 which is not the usual situation. Part of increase in revenue arose from a one-time bequest. Program provides services to an average of 20-25 clients. Half of the clients are from Elder services (need based) the fee received is \$35 per day for a 5-8 days month. The town would have to take over 2.5 employees currently being paid by the Friends.

Café. Currently provides meals to the Supportive Day program 5 days a week. Monday a full meal is provided and available to the general public. Cost for meal is \$7.95 if a member of the Friends. Profit and loss for Café shows average loss of approximately \$600/month. This loss based on prior meal schedule which had full meals available and open to the public three days. Changes to meal service operation has only been in effect since November therefore current

profit and loss figures on new services are unavailable. If the café comes under the COA, the café operation would be required to follow procurement regulations.

Other COA Programs. All other program activities would be brought into the revolving fund. Program fees for classes would be deposited with the Town and the instructor would be paid for their services with a check processed through the town's warrant system.

COA Revenues. Grant funds – currently receives funding from the State under a Formula Grant. These funds awarded from the Executive Office of Elder Affairs. This is not guaranteed but unlikely to be discontinued. Donation/Gift funds - consisted only of receipts from the Friends in the past. All donations from individuals were previously paid and deposited to the Friends. Effective 12/1/11 the COA will credit all donations made to the COA to the Town for credit to the COA donation account.

Accounting Options. Increase COA operating budget to include program costs; Create revolving funds under MGL C. 44 Section 53E ½. Donations and gifts cannot be credited to the revolving fund; Use Donation & Gift accounts. No appropriation is needed to spend money from the donation/gift account; Use Donation & Gift accounts.

In summary, Linda Marzelli said currently there is no mechanism to make these changes during this fiscal year, so no changes can be made now; when do we make changes – at the ATM 5/2012 the town can vote the authorization of one or more revolving funds for the COA. Possibly one for the Supportive Day program and one for the other COA activity programs including the Café. This is a work in process and will continue to change and evolve during this fiscal year and in the future.

Discussion/Questions.

Redman asked about funding the additional benefits for these positions. TA Guerino said it would come through the Revolving Account. The other 35 hour/week comes out of the formulated grant (not guaranteed every year).

Mastrangelo asked for clarification on the donations and gifts not being credited to a Revolving Account. Linda Marzelli explained gifts and donations would go to the Donation Account; not the Revolving Fund. Expenses can be paid out of the Donation Account. TA Guerino added it would be no different from what is done with the Recreation Department. Mandy Speakman said the Friends will continue to support the newsletter. Mastrangelo raised issue about the newsletter generating money and should not come out of donations. There is a loop hole for this to happen.

Ahearn asked who controls the Donation Account. Linda Marzelli said it would be through the Director of the Council on Aging.

Galusha asked who the employees employed by the Friends report to. Mandy Speakman said one reports to the Council on Aging. The day-to-day issues go to the Program Director. The

Program Director reports to the Friends Board meetings. Galusha also asked what type of decision making changes will there be. Mandy Speakman said major issues would go to the COA Board and day-to-day decisions would come to the COA Director and staff. TA Guerino said there was some directive in the past with programs being through the COA. Friends were put through the COA as well. Co-mingling had a liability issue he was concerned with (as well as others). We will solve this by funding through a Revolving Fund. This does not negate the work that the Friends provide, but does allow for the appropriate integration of how things should be working in a town organization.

DeCicco asked about the grants. Mandy Speakman said formula grant comes to the Council from the State through the Town. Friends grants are not ongoing.

Pickard said the Supportive Day Program will report to the COA Director. The 2½ employees will be funded by different means. Out of the \$92,918, will they be paid from revenues in client fees or is there any other way funds get into the Revolving Fund. TA Guerino said if the town runs a program for seniors in the building, a fee is included. The fee comes to the town and goes into the Revolving Fund; the person teaching a program is paid as a vendor. Pickard asked if there is seed money going into the Revolving Fund. Linda Marzelli said you cannot have seed money in a Revolving Account. Pickard raised question of how starting 7/1/12 salaries and benefits will be given without knowing the Revolving Fund balance. Linda Marzelli said the Supportive Day and the smaller programs pretty much covers themselves (vendors and café).

Ahearn asked if this is an increased expense to the town for the benefits to the employees in 2013. Linda Marzelli said yes, it would be for one employee.

Pickard questioned hiring 2 ½ employees when benefits and salaries aren't covered in the proposed budget. He doesn't know where the money will come from; doesn't know if the grant will be consistent. Linda Marzelli said grants are pretty consistent.

Ahearn asked what happens in 2013 with money left in a Revolving Fund. Linda Marzelli said it stays in the Revolving Fund to cover the next year should something not come through. This account is not supposed to grow, but is to be there to receive revenues taken in. TA Guerino said the first year will tell us how this is going to work. Ahearn said he is looking at it as a little business; \$10,000 profit but not paying benefits. The only thing changing is now paying s benefits will reduce the \$10,000 profit.

Mastrangelo said the town has a program that ran for a profit. If you take \$82,452 of the payroll and increase by 30% to cover benefits, where is additional money if you can take donations and the program is not self sufficient. Linda Marzelli said it will have to be monitored; if changes are needed, the program will tweaked.

TA Guerino introduced HR Director Troy Thompson and turned the meeting over to her.

Ms. Thompson put the staffing review together after meeting with Linda Marzelli, Mandy Speakman and TA Guerino. Page 4 lists the employees paid by the town. Page 5 lists the employees paid by the formula grant. Page 6 lists employees paid by the Friends Supportive Day Program. Page 7 shows what is currently being spent on employees. Page 8 – shows Supportive Day salaries. Page 9 shows what the changes would be (Assistant Director from Unit B to a Unit A and reduce the salary by \$15,000; the van driver from 35 hours/week to 40 hours/week; Program Assistant difference of salary; Director of Support Day paid out of Revolving Account; Activity Leader paid by the formula grant.) Page 10 – salaries through FY13. Clerk /Typist, Special Projects Coordinator and Program Assistant would be put into the Revolving Account. Activity Leader is a formula grant employee.

Montour asked about the Activity Leader receiving benefits. Troy Thompson explained the Town has to supply benefits but not for the Supportive Day Revolving Account.

Ahearn asked about one person increasing by \$11,000. DeCicco said these numbers don't show benefits (like the School Budget). TA Guerino said the town doesn't pay for FICA and stated the total online wages should reflect a total of \$328,000.

Chm. Ford said to net all out, Friends will continue to do what they do through fundraising efforts, and assistance. The challenge falls as to how you account for the money and the cost of benefits for some people.

Mandy Speakman briefly reviewed the Supportive Day Program for the FinCom. She said the Friends had not planned to it fund forever; they planned only for one year. This is seven years later and the Friends continue to support it. She said this is not the norm, but sees this change as a natural and healthy move. There are challenges, but feels excited about the move for the programs.

Chm. Ford said total funding will come to the town and now we will be able see what running these programs will cost.

Mastrangelo asked about funds raised by COA (in the past used to support some programs that will now be in Revolving Funds). Linda Marzelli said donations and gifts can be used for expenses but cannot pay salaries. Mastrangelo stated that over the years Friends have done a tremendous amount to provide for programs ; if no money can go to support the programs, the town needs to decide if it will pay for these services or individuals will pay. Linda Marzelli said if the Friends want to support a program, they can make a donation to the Donation Account and can specify which program it is to be used for.

DeCicco said on Page 9 of Linda Marzelli's report, \$5,000 was a one time thing, and it is not a lot of money in donations.

TA Guerino said with the co-mingling of funding and staffing and responsibilities, this budget addresses the accounting and a potential legal issue.

Paul Gately asked the total draft budget - \$347,030 - \$368,000.

Prepare for budget review

Next meeting will be 1/23/12 – TA budget message as well as presenting the budget to FinCom and the BOS. Beginning 1/30/12 we will begin the review of various budgets. Plan to meet every week through March with exception 2/20/12 and (depending on what the warrant looks like) The Warrant closes in mid-February 2012. Chm. Ford sent Barry Johnson questions with regarding to what are the CPA's long-term plans. She plans to take the approach of the Capital Outlay Committee with regard to the town inventory of historic structures in the town and prioritizing their needs. ”.

Chm. Ford reviewed what the committee is looking for in their budget presentations; not looking for fancy PowerPoint presentations or binders, but anything particularly interesting from a financial point of view.

DeCicco requested that we receive paperwork prior to the night of the meeting.

Galusha at 1/23/12 meeting, would like to see standard reports and what is being paid to agencies. Chm. Ford suggests that other committee members get ideas to her to compile and forward to TA Guerino.

TA Guerino said if any questions can be given the Wed/Thursday before the meeting, they can be answered that next Monday.

Chm. Ford looking for volunteer as the FinCom representative to the Wastewater Advisory Committee (WAC). They meet twice a month on Wednesdays. Don Montour volunteered. TA Guerino added the Board of Sewer Commissioners (BOSC) would make an appointment on their 1/30/12 meeting.

TA Comment

Budget has come together well. There was substantial frustration for department heads due to recent years' layoffs and staff reduction. However, you will that they have done a fine job. New sustainable positions are being presented to the Selectmen and we are adjusting looking at line items from past years.

Selectmen Comment

Selectmen Chm. Pickard appreciates the work of Ms. Marzelli and Ms. Thompson. He appreciates the changes on Page 11 from the HR Director report. There are a few positions requested for several years, both are necessities: Facilities Manager and Accountant for the

Finance Department. He suggests a report put together as the HR Director's report on how to plan to fund said positions.

Finance Committee Comment

None.

Public Comment

None.

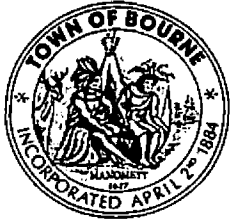
Adjournment

Ripley MOVED and SECONDED by Ahearn to adjourn. Meeting adjourned at 8:25pm.

UNANIMOUS VOTE.

Respectfully submitted,

Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

2012 JAN 17 AM 11:46
24 Perry Avenue

Bourne, MA 02532

BOURNE, MASS



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 January 23, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings (July 11, January 9)
2. Reserve Fund Transfers
3. Town Administrator's budget message
4. Receive 2013 budget
5. Discuss budget message and budget
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

Residents are welcome and encouraged to attend our meetings.

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

Michele Ford
January 15, 2012

Finance Committee
Minutes of January 23, 2012
Bourne Community Building
Bourne, MA 02532

2012 JAN 31 AM 8 34

***** TOWN CLERK'S OFFICE *****
***** BOURNE, MA *****
Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and MJ Mastrangelo, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry and George Slade.

Members excused: John Redman, David Ahearn

TA Guerino

Board of Selectmen: Don Pickard, Peter Meier, Earl Baldwin

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

List of documents:

- Town Administrator General Statement and Facts – Summary – January 23, 2012 – 9 pages

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

MJ Mastrangelo arrives at 7:05 pm and not present at time of vote of minutes.

Ripley MOVED and SECONDED by DeCicco to approve minutes of 7/25/12 as submitted. VOTE 7-0-1 (Perry).

Grant MOVED and SECONDED by Galusha to approve minutes of 1/09/12 as submitted. VOTE 7-0-1 (Perry).

Reserve Fund Transfers

None.

Town of Bourne Budget Message

TA Guerino's 8th fiscal year and 7th budget message. Special acknowledgement to the Financial Director for continued work and support.

TA proposed Budget recognizes that the current revenue forecast is somewhat limited and that substantial amounts of addition state aid is not likely. The past several years of conservative revenue forecasts, dependable and professional departmental budget management of expenditures and administrative management, the Town exceeds its own established policies

for reserves. The Town currently holds approximately 15% of the proposed FY13 budget in savings after the use of \$990,000 for the upcoming FY13 budget year.

The budget presented to the FinCom and Selectmen this evening is different than in the past several years. The Town has budgeted to a no-gain strategy during the recessionary period. This FY13 budget fully adheres to the Town's Financial Policy, brings the municipality into compliance with the laws and required regulatory performance for the Council on Aging. Additionally, this budget provides for Facilities Manager; augments to professional Accounting staff; fills the recognized need for an operational Assistant Chief at the Bourne Fire Department (Jacob's report) as concurred by the Selectmen over the last several years; brings forth further professionalization at the Bourne Public Library; and provides shared administrative support for Human Services and Recreation. It also restores a ½ administrative support position at the Fire Department. There is one additional laborer slotted in the DPW. Bourne Schools and the Police Department are also brought into realistic budgetary line. The recommended school budget is up 2.75%.

General Government

The current operating budget represents a 3% increase from the current fiscal year. The spending request is within about 1% for the budget of 2 years ago (FY11). New growth in real estate projected by the Assessors is limited to \$150,000 which is an increase of \$50,000 over FY12 budgeted amount.

Fiscally Responsible use of Reserves

TA Guerino recommends \$990,000 be used for the FY13 budget as currently presented. There will be some sense the level of aid once the House/Senate Committee on Conference will report out a FY13 budget recommendation for enactment by the General Court.

The Town departments and smart town-side labor contracts have resulted in a current General Fund Free Cash balance of \$5,099,679. Town departments returned \$1,406,482. Note, this larger than normal was an anomaly.

The Town side of the budget will not be able to continue this level excess balance returns to the general fund in FY12. The town must be prudent to protect reserves to help maintain a positive bond rating. The Stabilization Account is \$3,604,389 and there is currently \$451,335 in Capital Stabilization.

TA Guerino does not recommend that Town leaders entertain discussion for a general fund Proposition 2 ½ override. The town does not need one. He is recommending capital expenditure exclusion for a new Public Works Facility.

If the long-term plans for ISWM are to be achieved, the DPW must be relocated.

To repeat last year's message: Most departments remain understaffed while the complexities of running a municipal business continue to grow. A plan must be developed to address the most critical staffing needs as depicted earlier in this document.

Schools – TA recommends an increase of \$548,000 (2.75%) to the School budget from the current year.

Enterprise Funds

ISWM – continuation of the economic turndown.

Sewer – continues to function with minimal labor and equipment costs.

Additional Information

Budget message includes the following for the Board's review and comment:

- Sources and Uses Chart estimates with Revenue projections
- Debt Service Schedule and Analysis
 - Ambulance fees will be adjusted slightly due to new approved rates
 - For FY13, workable but minimal amount of money is recommended to fund cash related Capital Expenditures. A final figure will be available in the near future
- Projected Health Insurance continues to be less than most communities for FY13. This line item will be level funded or slightly reduced based on design changes.
- Town General Insurance rates will remain stable through FY14.
- Heating fuel, gasoline/diesel and electricity costs are increased in many areas.

Budgetary Highlights

Debt service on existing non-exempt debt is appropriate for a community this size.

PILOT funding is anticipated to be reduced though the amount cannot be determined at this time.

Chapter 70 Aid to education is expected to rise.

General Assistance to cities and towns is expected to remain level funded.

The town again has reduced the amount dependent on ISWM. The town is now utilizing the money from the landfill in a more appropriate manner.

"New Growth" is estimated at \$150,000. This represents a \$50,000 increase from the FY12 budget.

General Fund Budget

Not to be confused with a general program augmentation budget.

Summary

TA Guerino will continue to work with Department leaders in an effort to achieve municipal efficiencies while holding to the current budgetary numbers; including adjustments made up or down as the Commonwealth's budget picture becomes clearer. State Aide must be cognizant of Cherry Sheet Assessments, as they are anticipated to rise creating additional burdens to the Town.

Total FY13 General Fund Budget without Enterprise Funds = \$51,814,085.

Human Resources Director has allowed TA Guerino's office to get working on many areas that have been deferred out of necessity. This position has had an immediate positive impact on the Town.

Discussion

DeWaltoff – Turn back of cash reserves to the Town: by spending the \$990,000 of out Free Cash, will there be enough turn back each year. TA Guerino responded \$900,000 may not be turned back every year, but he wouldn't propose an amount if he didn't believe in that number. Budgeted revenues have been conservative over the years and will continue to be conservative.

Selectmen Chm. Pickard – for clarification, information on Capital Outlay request #3 – FY12 and should be pushed over one column (appropriated).

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Chm. Ford's schedule of Department Head budget reviews briefly discussed. Any specific questions should be emailed to her by this Wednesday would be beneficial.

Public Comment (for informational purposes only)

Gately – inquired about the monetary proposed budget. \$51,814,085 – budget without enterprise funds.

Barth – inquired about the School Budget. \$20,600,000 Bourne public schools; UCT has a scheduled preliminary budget discussion meeting on 2/9/12. Budget is based on population of students from Bourne. Chm. of Bourne School Committee reached out to FinCom Chm. Ford to be a participant in the budget discussions.

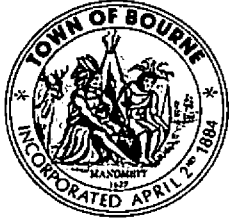
Future topics

DPW, Community Building, TA budget and Town Hall budget. TA Guerino will send email to the Selectmen asking to direct questions to the Chm. of FinCom for consolidation.

Adjournment

Mastrangelo MOVED and SECONDED by Grant to adjourn. Meeting adjourned at 7:40 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$242,986.82

MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday January 30, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review DPW budget
4. Review Community Building budget
5. Review TA/Admin/Town Hall budget
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

2012 JAN 24 PM 3 09
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
January 23, 2012

Finance Committee
Minutes of January 30, 2012
Bourne Community Building
Bourne, MA 02532

2012 FEB 7 AM 8 38

***** TOWN CLERK'S OFFICE *****

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and NB, Mastrangelo, David Ahearn, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Donald Montour, Jeff Perry, John Redman and George Slade.

Member(s) excused: Bill Grant

TA Guerino

Board of Selectmen: Don Pickard, Earl Baldwin, John Ford

Guests: Lisa Plant, Community Building Director; Linda Marzelli, Financial Director; DW: Rickie Tellier and Brian Wilson

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

List of documents:

- FY2013 Budget Book Index dated 1/30/12 – 1 page
- L. Plante email to TA Guerino re: Community Building Staff dated 1/24/12 – 1 page
- DPW Employee Breakdown Information dated 1/30/12 – 17 pages

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Perry MOVED and SECONDED by DeWaltoff to approve minutes of 1/23/12 as submitted. VOTE 7-0-2 (Ahearn, Redman). *Mastrangelo arrived at 7:05 pm and after the vote.*

Reserve Fund Transfers

None.

TA Guerino anticipates the Senate version will be in by the end of February/early March.

Community Building, Lisa Plante

Utilities have gone down. Turn backs were natural gas and electricity. Water bill line item is up \$3,500 as it is hard to predict water consumption. OT wages deducted \$2,000 due to p/t custodian. Everything else has stayed leveled.

2012 FEB 7 AM 8 38
TOWN CLERK'S OFFICE
BOURNE, MASS

Line item with regard to building equipment reads as being reduced to \$7,500 – should be an added \$11,000 for automatic doors, which are failing. Looking at a replacement cost over a 3-year period of time.

Discussion:

Ford - inquired about the anticipated increase in utilities rates. Electricity rates anticipated is \$40,000 by the end of the year. Ford also asked about OT with hiring of 2 p/t custodians. TA Guerino responded that there will be no OT with this hire. Also wouldn't have to charge organized sports the fee for the gym.

Galusha – asked what takes up the majority of the Director's time. Getting rooms ready for meetings; booking building, ordering supplies. TA Guerino added there is no control over non-profit fees for sports.

Budget total - \$275, 915

DPW, Rickie Tellier

Increases due to fuel, gasoline and electricity. Major line items stay the same. TA Guerino added there is an additional laborer in the budget, which includes the move of truck driver to laborer and an additional laborer.

Discussion:

Chm. Ford – mild winter, fuel costs will be lower and not want dept heads to anticipate the same weather for next year. TA Guerino said the Selectmen don't take a year view of utilities. Natural gas is going down, but doesn't include the distribution rate.

Ahearn – inquired about the number of employees chart. There are a total of 30 employees in the budget.

Mastrangelo – personnel count includes one more laborer in the highway, if approved.

Ford – inquired where the increase is in budget. Under Highway.

Pickard – appreciates the count of personnel and the work they do. He said the highway has five (5) equipment runners and one laborer – a lot of cross training. Mr. Tellier also mentioned mechanics (total of 4) level budget is getting difficult especially with the rising costs of tires.

Redman commended the DPW for the amount of work they do in house.

Ford – asked about putting ISWM and DPW mechanics in the same area. Mr. Tellier said it would be difficult to maneuver.

Ford – noted the large amount of work that the DPW does for the marinas and parks and trash pick up.

Galsusha – inquired if the DPW maintains the sports fields. There are probably 8 or 10 playing fields, (doesn't include the school fields), but they try to help as youth sports don't have a lot of fundraising.

DeCicco – inquired about a resolution to decrease the OT in DPW. TA Guerino said hopefully FIMA will reimburse the town 75% and are working on a reimbursement for the equipment as well.

Budget total - \$1,929,459

Snow removal is separate; street lights budgeted \$120,000 total – same as 2012.

TA budget

Town meeting - \$7,600 (2 town meetings)

Selectmen - \$13,500

Consultants – increase: BOS need to have contractual experts to assist in various personnel pieces.

Town Administrator - \$281,384

Discussion:

Ahearn - 2 ¾ full-time. One vacillates between TA and Sewer Departments. TA Guerino mentioned a retirement and training in FY14 to prepare for possible succession.

Pickard – ½ part time admin position was pulled out of this year's budget.

Town Hall Budget

Alternative Energy Committee – secretarial only. Energy Coordinator position funding approved at ATM 2011 and is not included in this budget. Internally helped save the town a lot of money. It is TA Guerino's recommendation to the Selectmen to add position in as 10 hours/week at around \$18/hr non-benefited (Pickard requested TA Guerino put on 2/7/12 BOS meeting agenda and inviting Mr. Bob Schofield before the Board).

Mastrangelo – would like to see more detail on work Energy Coordinator does and would make sense if there is continued work to be done.

Wastewater Advisory Committee – secretarial.

Efficiency Committees – work finished for now.

Human Resources – will review at a future meeting.

Finance Department – review at a future meeting (include independent audit – comfortable to drop \$10k)

Finance Committee – secretarial.

Ripley noted that we have 11 fewer departments than 3 years ago.

Ahearn asked about the difference between 2011 and 2012 Independent Audit. TA Guerino stated that there is an additional focus on various departments from year to year per Selectmen's requests.

Legal – substantially less than other communities similar in size. Total - \$267,500

Tax Title Expense – review in a future meeting with Finance Department.

Conservation Commission – one-person department, reduced administrative duties. Works well with other departments.

Planning Board – future meeting.

Open Space – secretary and some other services and supplies.

Zoning Board of Appeals – not much has changed.

Engineering – 1 ½ employees. Other half works in the Planning Department.

Shore & Harbor Committee – secretarial.

Economic Development – up \$5,000; part goes to the Chamber and the other half covered by the grant. In case of contracted services.

Town Hall Maintenance – no substantial change to anything. If things don't break, this budget can be sustainable. With Facilities Manager we will see some sort of consolidation.

Town Buildings Maintenance – Facilities Manager consolidation.

Buzzards Bay Action Committee – annual assessment.

Telephone Account – Town Hall employees (not Police, Fire, DPW).

Discussion:

Ahearn – asked about being broken down. TA Guerino said it includes cell phones and the office phones.

DeCicco – asked about phones. System has been functional for about 15 years. An upgraded integrated phone system will need to go to bid.

Galusha – With the new HR Director and future Facilities Manager, asked where TA Guerino will see freeing up of his time. TA Guerino responded the final determinations has to come back to the TA; spending more time with department heads and setting goals .

Pickard – Selectmen goals – a total of five (5). Facilities Manager comes under the Department Head of that building; town will appreciate savings in preventive maintenance. Doesn't see taking away from TA Guerino.

TA Guerino – added more flexibility for better regionalization services (Weights and Measures for example). Anytime we can realize a savings and still continue to get a quality services, it makes sense to research.

Pickard – also added collective bargaining agreements (8) will need to be done.

Mastrangelo – if there isn't addition of Facilities Manager and Assistant Accountant, there is a lot of work involved and TA will need to be involved in evaluation - keeping Capital Needs in tack, DPW facility, Fire facility – instrumental in getting items done.

Redman – with regard to Facilities Manager, more work will be done in-house.

TA Guerino – one advantage is having quality work.

Ahearn – asked TA Guerino what he is looking for down the road. TA Guerino said if he had one more thing to make a recommendation to the town, it would be Community and Economic Development Office

Chm. Ford – bring functions Bring TA out of day-to-day items.

TA Guerino doesn't expect this town to grow in personnel by leaps and bounds, but should put some more funds for capital aside.

Galusha – Main Street needs help. He would like to see better use of the scenic park (craft fairs), focus on small increments for increasing tourism.

TA Guerino – mentioned the British Car fair coming back, Buzzards Bay Beautification Group brings a lot to the town; Mezza Luna running a great business. Successful towns have a Community and Economic Development Office.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

Pickard – RFP's for ISWM – presentation today with about 60 people in the solid waste business. Proceeding as a group (John Redman, Bill Weir, Stanley Andrews and Bob Schofield).

Looking at 3 different lease options. Expecting RFP's back by 3/29/12 at which time put bids on what to do on-site. Price proposal/non-price proposal will be reviewed. It has been two (2) years since the working group request that it has been put together. Hope to generate a new revenue stream for the town. Also the Town of Mendon is building police station through forming a non-profit – something to look into.

Finance Committee Comment (for informational purposes only)

Redman – Mass Maritime simulator will be on the Discovery Channel; Pan Mass Challenge – exploit how much can bring people to re-visit.

Public Comment (for informational purposes only)

Member of the audience inquired when Recreation Department be discussed – February 13, 2012. Lifeguards will be incorporated into the Recreation Department.

Future topics

DNR, Finance Department, Health Department. Any questions for department heads, get to Chm. Ford before close of business on Wednesday. Future questions will also accepted.

TA Guerino said Ford involved with the centennial celebration in 2014.

Ahearn – would like to see the head count reconciliation from each Department.

Adjournment

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

Respectfully submitted,
Lisa Groezinger, sec.

Finance Committee
Minutes of January 30, 2012
Bourne Community Building
Bourne, MA 02532

2012 FEB 7 AM 8 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and MJ Mastrangelo, David Ahearn, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Donald Montour, Jeff Perry, John Redman and George Slade.

Member(s) excused: Bill Grant

TA Guerino

Board of Selectmen: Don Pickard, Earl Baldwin, John Ford

Guests: Lisa Plant, Community Building Director; Linda Marzelli, Financial Director; DPW: Rickie Tellier and Brian Wilson

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

List of documents:

- FY2013 Budget Book Index dated 1/30/12 – 1 page
- L. Plante email to TA Guerino re: Community Building Staff dated 1/24/12 – 1 page
- DPW Employee Breakdown Information dated 1/30/12 – 17 pages

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Perry MOVED and SECONDED by DeWaltoff to approve minutes of 1/23/12 as submitted. VOTE 7-0-2 (Ahearn, Redman). *Mastrangelo arrived at 7:05 pm and after the vote.*

Reserve Fund Transfers

None.

TA Guerino anticipates the Senate version will be in by the end of February/early March.

Community Building, Lisa Plante

Utilities have gone down. Turn backs were natural gas and electricity. Water bill line item is up \$3,500 as it is hard to predict water consumption. OT wages deducted \$2,000 due to p/t custodian. Everything else has stayed leveled.

Line item with regard to building equipment reads as being reduced to \$7,500 – should be an added \$11,000 for automatic doors, which are failing. Looking at a replacement cost over a 3-year period of time.

Discussion:

Ford - inquired about the anticipated increase in utilities rates. Electricity rates anticipated is \$40,000 by the end of the year. Ford also asked about OT with hiring of 2 p/t custodians. TA Guerino responded that there will be no OT with this hire. Also wouldn't have to charge organized sports the fee for the gym.

Galusha – asked what takes up the majority of the Director's time. Getting rooms ready for meetings; booking building, ordering supplies. TA Guerino added there is no control over non-profit fees for sports.

Budget total - \$275, 915

DPW, Rickie Tellier

Increases due to fuel, gasoline and electricity. Major line items stay the same. TA Guerino added there is an additional laborer in the budget, which includes the move of truck driver to laborer and an additional laborer.

Discussion:

Chm. Ford – mild winter, fuel costs will be lower and not want dept heads to anticipate the same weather for next year. TA Guerino said the Selectmen don't take a year view of utilities. Natural gas is going down, but doesn't include the distribution rate.

Ahearn – inquired about the number of employees chart. There are a total of 30 employees in the budget.

Mastrangelo – personnel count includes one more laborer in the highway, if approved.

Ford – inquired where the increase is in budget. Under Highway.

Pickard – appreciates the count of personnel and the work they do. He said the highway has five (5) equipment runners and one laborer – a lot of cross training. Mr. Tellier also mentioned mechanics (total of 4) level budget is getting difficult especially with the rising costs of tires.

Redman commended the DPW for the amount of work they do in house.

Ford – asked about putting ISWM and DPW mechanics in the same area. Mr. Tellier said it would be difficult to maneuver.

Ford – noted the large amount of work that the DPW does for the marinas and parks and trash pick up.

Galsusha – inquired if the DPW maintains the sports fields. There are probably 8 or 10 playing fields, (doesn't include the school fields), but they try to help as youth sports don't have a lot of fundraising.

DeCicco – inquired about a resolution to decrease the OT in DPW. TA Guerino said hopefully FIMA will reimburse the town 75% and are working on a reimbursement for the equipment as well.

Budget total - \$1,929,459

Snow removal is separate; street lights budgeted \$120,000 total – same as 2012.

TA budget

Town meeting - \$7,600 (2 town meetings)

Selectmen - \$13,500

Consultants – increase: BOS need to have contractual experts to assist in various personnel pieces.

Town Administrator - \$281,384

Discussion:

Ahearn - 2 ¾ full-time. One vacillates between TA and Sewer Departments. TA Guerino mentioned a retirement and training in FY14 to prepare for possible succession.

Pickard – ½ part time admin position was pulled out of this year's budget.

Town Hall Budget

Alternative Energy Committee – secretarial only. Energy Coordinator position funding approved at ATM 2011 and is not included in this budget. Internally helped save the town a lot of money. It is TA Guerino's recommendation to the Selectmen to add position in as 10 hours/week at around \$18/hr non-benefited (Pickard requested TA Guerino put on 2/7/12 BOS meeting agenda and inviting Mr. Bob Schofield before the Board).

Mastrangelo – would like to see more detail on work Energy Coordinator does and would make sense if there is continued work to be done.

Wastewater Advisory Committee – secretarial.

Efficiency Committees – work finished for now.

Human Resources – will review at a future meeting.

Finance Department – review at a future meeting (include independent audit – comfortable to drop \$10k)

Finance Committee – secretarial.

Ripley noted that we have 11 fewer departments than 3 years ago.

Ahearn asked about the difference between 2011 and 2012 Independent Audit. TA Guerino stated that there is an additional focus on various departments from year to year per Selectmen's requests.

Legal – substantially less than other communities similar in size. Total - \$267,500

Tax Title Expense – review in a future meeting with Finance Department.

Conservation Commission – one-person department, reduced administrative duties. Works well with other departments.

Planning Board – future meeting.

Open Space – secretary and some other services and supplies.

Zoning Board of Appeals – not much has changed.

Engineering – 1 ½ employees. Other half works in the Planning Department.

Shore & Harbor Committee – secretarial.

Economic Development – up \$5,000; part goes to the Chamber and the other half covered by the grant. In case of contracted services.

Town Hall Maintenance – no substantial change to anything. If things don't break, this budget can be sustainable. With Facilities Manager we will see some sort of consolidation.

Town Buildings Maintenance – Facilities Manager consolidation.

Buzzards Bay Action Committee – annual assessment.

Telephone Account – Town Hall employees (not Police, Fire, DPW).

Discussion:

Ahearn – asked about being broken down. TA Guerino said it includes cell phones and the office phones.

DeCicco – asked about phones. System has been functional for about 15 years. An upgraded integrated phone system will need to go to bid.

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TA Comment (for informational purposes only)

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Future topics

DNR, Finance Department, Health Department. Any questions for department heads, get to Chm. Ford before close of business on Wednesday. Future questions will also accepted.

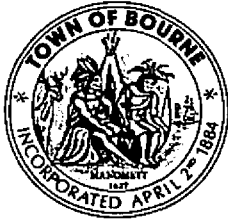
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Ahearn – would like to see the head count reconciliation from each Department.

Adjournment

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

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$242,986.82

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 jointly with the Board of Selectmen on Monday February 6, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review Health Department budget
4. Review DNR budget
5. Review Finance Department budget
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

2012 JAN 31 AM 8 34
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
January 30, 2012

Finance Committee
Minutes of February 6, 2012
Bourne Community Building
Bourne, MA 02532

2012 FEB 28 AM 9 30

TOWN CLERK'S OFFICE

BOURNE, MASS
Finance Committee: Chm: Michele Ford, Co-Vice Chm. Elinor Ripley, David Ahearn, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry and George Slade.

Member(s) excused: Mary Jane Mastrangelo

Board of Selectmen: Don Pickard, John Ford, Peter Meier

Guests: TA Guerino, Linda Marzelli, Finance Director; Cindy Coffin, Board of Health; Tim Mullen, DNR

Members of the Press: Paul Gately, Bourne Courier

List of documents:

- Department of DNR FY03-13 – full time round employees – 3 pages
- Board of Health inspection list – 1 page
- Duties of Local Boards of Health in Mass. – 11 pages
- BOH list of inspections performed – 4 pages
- BOH staffing – 1 page
- Town of Bourne Actual & Budgeted Local Revenue FY09-12 – 1 page
- Tax Collections and Abatements – 1 page
- Department of Finance – 1 page

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Montour MOVED and SECONDED by DeWaltoff to approve minutes of 1/30/12 as submitted. VOTE 9-0-1 (Grant).

Reserve Fund Transfers

None.

Board of Health, Cindy Coffin

Ms. Coffin reviewed:

Capital outlay request to replace 2003 truck. Maintenance line was \$650 in 2011 reduced request to \$450; TA Guerino put in for \$600. Rabies – reduced to \$500. Kept to cover

unforeseen cases. Services – cover physicals for new employees; training for keeping up credits; Printing – level funded; Advertising – posting BOH; Office supplies – spent a little more; Gas prices – spent half of budget; Vehicle Inspection – two vehicles; Medical/First Aid – personal protection equipment; Medical lab – water testing; Books – field books, Title V changes; Travel – cover gas; Mass Officers – training.

Discussion:

Redman asked if Water Districts random test home tap water. Ms. Coffin doesn't believe so. Ms. Coffin added that the BOH conducts numerous inspections 1-3x/year including ice cream vendors, swimming pools, the school district and barns.

Galusha – what are the biggest challenges in the BOH. Trying to get both inspections and office work completed ; TA Guerino added the Pocasset Mobile Home Park and other which are items you don't expect to take a lot of time is also in the Board of Health.

Budget total - \$168,713

DNR, Tim Mullen

\$28,000 higher was request

\$84,000 increase over last year's budget. \$63,400 of which is for gasoline for re-sale at the town's marinas. The rest is made up 3-4% increase in full-time salaries and part-time salaries for additional seasonal staff.

Discussion:

Chm. Ford – what are you doing with the staff during the off-season vs. summer months. Mr. Mullen said in 1972 town had combined Harbormaster, Shellfish Constable, Forest Management. At that time came up with a Natural Resources officer as enforcement agent. Then came the addition of managing the marinas.

A lot of time with dog officer control. 2006 joined with Clerk's office in enforcing licensing dogs – this takes up a lot of time during the off-season (rabies, wildlife), including shellfishing, propagation efforts – maintenance and repair in the winter; Quahog and oyster plantings to boost population; there are over 90 shellfish informational signs that need repair, changing, painting; navigation aids to be upgraded, maintained; Maintain 2 pump out boats, maintain docks; Cover the office during peak periods; all DNR officers' training .

Ahearn – page 295.50 – Taylor Point labor salaries – 2013: \$55,000 budget – last 2 years spent more. TA Guerino explained hiring new Marina Manager and was reclassified. Page 295.49 – what was the credit for \$2,000 (parts and pump outs) – reimbursement on pump-out boats to the town.

Redman – Asked whether gasoline is being contracted with a locked-in rate. Mr. Mullen said DNR goes with the current market rate for the purpose of re-sale. If they go over \$200,000 they will ask for a Reserve Fund transfer.

TA Guerino – County Bid – floating rate through the county by the day. On market rate year round. Heating fuel is through the county bid. Fixed bid is good as you know where you are .

DeCicco – asked if it would be cost effective having a non-licensed secretary in the office. Mr. Mullen said it would be better. DeCicco asked about cutting down in what will be spent in labor at the Marina – Mr. Mullen said they will be good in providing good, quality service. Lastly, DeCicco asked when DNR is updating the waiting list. Mr. Mullen said it usually is the beginning of every month.

Meier – asked if pump out boat is part of the cut backs. Mr. Mullen said there is enough to provide better coverage this season as compared to last year.

Chm. Ford – what is the coverage of three (3) patrol boat operators and two (2) pump out boat operators. Mr. Mullen – 7 days a week coverage during the peak season.

Budget total - \$1,013,231

Department of Finance, Linda Marzelli

Except for General office expenses, even across the board. Looking to share a new copier with the Town Clerk's office.

Assessors – went down due to contracted services since FY12 is a revaluation year.; Treasurer's – Account Clerk 2 eliminated;

Tax collector – basically office supplies, lock box; Data processing – up in services, consultants: tax title on line software, antivirus software.

Discussion:

John Ford – asked Ms. Marzelli to explain motor vehicle excise tax revenue budget. The town budgeted \$1.875M in FY11 and collected \$2,056,000 . Ford asked how tax collections are estimated . They are billed quarterly; Ms. Marzelli looks at levy and the percent of collections for that fiscal year. The town has stayed consistent at over 95% with their collection rate which has helped our bond rating.

Chm. Ford – new software – tax title sheet in Excel worksheet (a lot of manual calculations); save a lot of time and reconciliation.

Meier – page 130-12 – Data Processing Department Head – with department in general, concerned if there is enough staffing for her to do her job. TA Guerino added \$3,000 into the budget to cover sick days/vacation to do work. Ms. Marzelli put in for a p/t position for 20

hours benefited position which was cut out. TA Guerino said this will be something to monitor if the \$3,000 doesn't work; try for a year and if doesn't work, come in with a p/t.

Chm. Ford – contracted person vs. one person not specialized. TA Guerino – network is contracted; cloud-based; Ms. Campbell is determining schedule to replace, working on software issues. Run into most trouble – illness, vacation time is what the \$3,000 will cover at this time.

Chm. Ford – asked about the Tax title expense. It is shared by the collector and the treasurer.

John Ford – agenda for tonight's FinCom meeting was not on the web and asked who her back-up is. Currently the Finance Director is doing it personally. TA Guerino – Town Clerk has initiated a website to handle the agendas and updates and when it gets utilized the problem should go away.

Meier – asked how accurate this budget is until we get to Town Meeting. TA Guerino said is 96.5% accurate. Final numbers after the Governor's budget. Chm. Ford said if there is a change, it creates a ripple effect. Sticking with one budget printing and mark up to save paper and money.

John Ford – inquired about step increases – TA Guerino said no negotiations with A&B. Agreed not to take step-increases for 2 years, not including Police, Fire and School departments.

Budget total - \$1,079,488

Chm. Ford – asked TA Guerino about Town Meeting Articles: Planning Board has 4 articles; TA has 2 articles; the standard articles; Bylaw has 7-8 articles; none by petition at this time (due by 2/22/12) – a total of about 40+ article Town Meeting.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

None.

Public Comment (for informational purposes only)

Paul Gately – ATM articles due: 2/22/12 by the end of day; STM articles due: 3/23/12. Town Meeting date is 5/7/12.

Future topics

Grant – like to work with the Selectmen on the financial aspect of the TA's contract. TA Guerino said if there is to be any discussion in either a positive or negative light, he would request that it be done in an Executive Session. Pickard – told the FinCom that Selectmen would be deferring a discussion at their regular meeting until 2/21/12. Chm. Ford will put on FinCom's next meeting's agenda (2/13/12) an Executive Session at the end of the meeting.

Recreation, Police and ISWM budgets for next week.

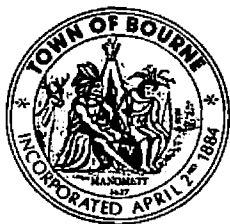
Chm. Ford – questions from Committee and Selectmen by Wednesday this week.

Galusha – would like to see School Budget detail sooner than other budgets.

Adjournment

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

Respectfully submitted,
Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
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1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review Recreation Department budget
4. Review Police Department budget
5. Review ISWM budget
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Executive Session – Town Administrator performance discussion
9. Return to public session – vote on TA as needed
10. Finance Committee Comment (for informational purposes only)
11. Public Comment (for informational purposes only)
12. Future agenda items

2012 FEB 7 AM 8 50
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
February 6, 2012

**Finance Committee
Minutes of February 13, 2012
Bourne Community Building
Bourne, MA 02532**

2012 FEB 28 AM 9 29

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Member(s) excused: Jeff Perry

Board of Selectmen: Don Pickard, John Ford, Peter Meier

Guests: TA Guerino, Linda Marzelli, Financial Director; Chrissane Caron, Recreational Director; Police Chief Woodside; Dan Barrett, ISWM General Manager

Members of the Press: Paul Gately, Bourne Courier

List of documents:

- Recreation Department – 10-year staffing – 1 page dated 2/13/12
- Recreation Department – Programs 2011-2012 – 3 pages double sided dated 2/13/12
- Police staffing – 1 page dated 2/13/12
- ISWM staffing – 3 pages dated 2/13/12
- ISWM revenue from materials management – 1 page dated 2/13/12
- ISWM organizational chart – 1 page dated 2/13/12
- ISWM memo breakdown of engineering services – 1 page dated 2/13/12

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Minutes of 2/6/12 and 2/13/12 will be deferred to next meeting.

Reserve Fund Transfers

None.

Recreation Department – Chrisanne Caron

Main changes are in hourly changes. Recreation Assistant position is added and a sum of money for lifeguards. Additional line items have gone up (lifeguard and recreation have been combined together).

Summer planning is a year round venture beginning in January.

Ahearn – staffing clarifications. 15 employees are summer staff. TA Guerino said also looking to add a person divided by 3 departments (HR, Recreation and floating).

Ms. Caron said an assistant would be very welcome, even for one day a week.

Chm. Ford – out of 859 participants, what portion are summer time? Majority are in the summer time.

Ford – can coordinator be hired p/t to run skating and the lifeguards. One person is hired in the summer and paid out of the revenue from the skating program.

Ms. Caron said it is hard to accommodate hours for registration; never had an issue of shutting people out. Ford asked if people can register on-line. Not at the moment.

Meier – the hiring of a lifeguard coordinator would make Ms. Caron's job easier. She is hoping to have one hired by the end of April and bring on a month later. The schedule for the lifeguards comes out the last week of June and goes through third week of August. TA Guerino said there will be some rafts where there are guards, and he is working with DNR and each of villages. Once we hear from Town Counsel and our insurance company a decision can be made about rafts at other beaches.

Redman – when will we find Beach 1, 2, and 3? TA Guerino said each beach will need two (2) lifeguards to be staffed.

Ford – would like to see more pick up basketball, open gym for more activities for the children. Ms. Caron runs supervised open gym (provide staff which is free for the public) which has been successful. This is paid for by a little bit of money from the revolving account to run program. Ms. Caron would run more programs if she had more gym time and participants.

Meier – asked and was told there have been no programs that have waitlists where she had to turn people away.

TA Guerino asked if there was an increase in DYS, DSS requests for children at-risk in the summer and other times of the year. There is a tremendous increase in at-risk children. Ms. Caron tries to coordinate and help out; youth organizations have been accommodating.

Galusha – would like to see more of a connection of what the town has to offer with regard to sports for the Bourne children. TA Guerino said the town provides scholarships to kids who want to play.

Ford – asked where the money from a scholarship account comes from. It is something that is in the budget that is revenue and is received as it comes in.

Ahearn – What is the \$16,000 difference from last year's budget. This includes the p/t secretarial position to work year round. TA Guerino said this is the 7th year Ms. Caron has belonged to the Mass Association Recreation legislation and she has been instrumental in the getting monies from Federal sources which trickles down to the town.

Discussion

Bobby Dwyer (Gray Gables). She questioned the previous budgets for 7 beaches where this budget will include 3 beaches. Ms. Caron didn't control the lifeguards at that time, but the standard rate for a lifeguard is \$12/hr which is a median range and will have 2 guards at each beach now.

Meier – asked what a lifeguard aid does. Assist in coverage but not a primary lifeguard or rescuer. They are brought in at a little lower rate.

Bobby Dwyer – asked about the rafts. TA Guerino said looking to have rafts in place where they were before, but not necessarily having lifeguards where there were rafts due to a liability issue. Ms. Dwyer asked which three beaches are being considered. TA Guerino said currently they are looking at Monument Beach, Sagamore Beach and one in the Buzzards Bay area. This is due to the higher usage, parking availability and is geographically located.

Ford – asked about swimming lessons at three areas. Ms. Caron said Monument Beach will have two 3-week sessions; Beach 2 and Beach 3 would each have 3-week programs.

Bobby Dwyer – asked why only three beaches with lifeguards. TA Guerino said it was a budgetary process. 3 beaches, 7 weeks, approximately 5 guards each, and allows for transition of staffing with swimming instruction as well.

Resident from Gray Gables would like to see lifeguards at all town beaches, with the exception of a village that passes on lifeguard coverage. He is concerned for the public safety.

TA Guerino said the Selectmen's goal was to provide guarded beaches to people who wanted guarded beaches for residents.

Judy Conron – suggested having lifeguards at Gray Gables due to the young families. She also raised issue with bylaws needing to be reinforced by lifeguards or policemen; lifeguards would be cheaper.

Mastrangelo – asked the additional cost of adding the third beach coverage with 2 lifeguards during the week/3 lifeguards during the weekend. TA Guerino said about \$12,000 total. Mastrangelo said this number is important for Town Meeting for the public to make a decision.

Pickard – if the town included a 4th beach, there is no guarantee it would be Gray Gables. It may be a more prioritized beach.

Ron Majeski – thanked the Boards for moving forward with lifeguards. He added he would like to see more lifeguards on the weekends.

Budget total - \$211,640

Police Department

This budget is adding one administrative assistant.

Salaries include 2 lieutenants and 6 sergeants (the same as last year). This number has recently changed due to a retirement to 3 lieutenants and 5 sergeants. Chief would like to add a 6th patrol sergeant in the future to overlap shifts and reduce OT costs. Currently the department is short on patrol officers.

Ahearn – pointed out the \$400,000 increase in personnel services.

Discussion

Chm. Ford – summarized the department includes 38 patrolman total; approximately 26 patrolman and detectives in place today with a 3 car minimum in patrol. She asked why the town missed an academy. Chief said the civil service list came after November; not reserved for the next one, but have been guaranteed for June.

Ford – pointed out the increase from \$749,000 to \$793,000 for supervisors. Chief said this includes 2 lieutenants and 6 sergeants. The town is mandated for 38 patrol officers.

Meier – inquired about the secretarial clerical. This is due to not filling a 4th dispatcher. TA Guerino said a 10-year dispatcher resigned. Meier would like to see an evidence officer added in the future.

Redman – inquired about transfers. The opportunity has not happened and is due mainly because of the Quinn bill not being settled; the town has limited number of civil service positions. TA Guerino said the Quinn bill has not been funded in this budget.

Meier – asked how many supervisors are affected by the Quinn bill. 3-Lieutenants; patrol is split.

Chm. Ford – asked if the town will be in same cycle continually with regard to civil service exams. Chief responded yes and it will cost a little more in the beginning. The cost will be effective. Ford asked if the cycle would be better if it weren't for the civil service. Chief said the civil service is not holding the town back as he previously thought. Ford asked of the patrolman we have, how many might reasonably retire. The next officer is in the next 2 years (hidden costs not recognize yet).

Mastrangelo – asked about the cost for outfitting new officers in salaries line item. It is under clothing.. Officers are given equipment for the academy only; the are expected to pay for their own outfitting additionally.

Ahearn – asked the Chief if he is comfortable with the budget. He can make it work as it is conservative. He would like to see tasers but requires training; this budget is low for training. Ahearn asked about more cruisers. The standard is 4, but making 3 work.

Galusha – asked about crime statistics. Citations are up, breaking and entering increased significantly.

TA Guerino – over the next couple of years the town will be looking at getting services to where everyone expects them to be.

Budget total - \$3,725,052 (plus \$30,000 for assistant).

ISWM – Dan Barrett

In process of alternative energy. Electrical generation projects are running lower due to the lower rates in natural gas. People are requesting information to put together proposals for the alternative energy. Currently there are 4 or 5 complete application packages.

ISWM finished Phase I-D for mining solid waste. It expanded the front to accommodate Phase IV. The last major project other than capping is the construction of Phase VI.

Discussion

Mastrangelo – questioned other contracted services \$2M, which includes leachate and asked if this assumes the leachate cost will stay the same. Mr. Barrett said one of the major focuses of the landfill after closure is taking care of the landfill debt and any other ongoing costs.

Slade – asked about receivables since the solid waste industry taking a big hit in receivables. Ours are in good shape – no major problems.

Meier – asked if any bad debt has been written off. Yes, but minor. ISWM has set up plans with people to pay off as it is more cost effective vs. debtors filing bankruptcy.

Grant – asked about cover related material. Some is ash, auto shredder residue, any revenue generated covers.

Meier – paperwork doesn't include revenue and asked how much did ISWM takes in for revenue. Mr. Barrett can give information to Meier as he doesn't have it at this time.

Redman – the ISWM Working Group is working to cover leachate costs even after the closing of the landfill. Mr. Barrett said they are looking at the post closure account and make sure they are where they need to be going forward.

Budget total - \$7,084,878

Executive Session

Chm. Ford said the FinCom will not hold executive session today upon receiving opinion from Town Counsel which was forwarded to FinCom and the Selectmen. In summary, the FinCom cannot hold an Executive Session to discuss the professional competence of the TA. However the FinCom may enter into Executive Session to discuss the TA's reputation or character, provided that the requisite notice is given or the TA agrees to waive the notification requirement.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

None.

Public Comment (for informational purposes only)

None.

Future topics

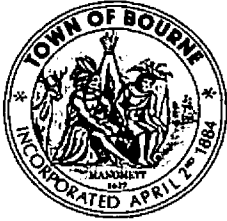
Fire Department, Human Resources, Library, and Town Clerk.

Chm. Ford is in possession of the preliminary draft of the Warrant and will send to FinCom and Selectmen for review at the 2/27/12 meeting.

Adjournment

Galusha MOVED and SECONDED by Ahearn to adjourn. Meeting adjourned at 8:53 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$242,986.82

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.

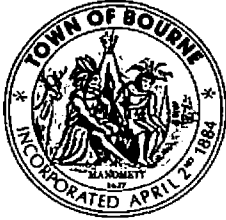
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 27, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings (2/6 & 2/13)
2. Reserve Fund Transfers
3. Review Sewer Department budget
4. Review Human Resources Department budget
5. Review Library budget
6. Library revolving fund vote
7. Recreation revolving fund vote
8. Review Town Clerk budget
9. TA Comment (for informational purposes only)
10. Selectmen Comment (for informational purposes only)
11. Finance Committee Comment (for informational purposes only)
12. Public Comment (for informational purposes only)
13. Future agenda items

2012 FEB 23 AM 8 55
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 16, 2012



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532

2012 OCT 5
TOWN CLERK'S
BOURNE, MASS



The Reserve Fund balance \$221,880

MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 27, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review STM Articles
 - a. New DPW building article (article 16)
 - b. DPW electric (article 1)
 - c. FY13 Budget Supplement (Article 2)
 - d. Unpaid Bills (Article 3)
 - e. OPEB Liability (Article 7)
 - f. Capital Improvements (Article 6)
 - g. Cable TV Proceeds (Article 5)
 - h. Cable TV (Article 18)
 - i. Comcast Van (Article 15)
 - j. Land (Article 13)
 - k. Land parcels (Article 17)
 - l. Bylaw articles (Articles 9, 10, 11, 12) time permitting
4. Vote articles
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

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Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Thursday, February 16, 2012 10:19 PM
To: Sullivan, Tracy
Cc: Chapman, Wendy; Campbell, Cheryl; Dick Anderson; Dick Anderson
Subject: FinCom - AMENDED meeting agenda of 2/27/12 - TO POST

TOWN OF BOURNE
Finance Committee
Monday February 27, 2012
Community Building
7 PM

2012 FEB 17 AM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

The Reserve Fund balance \$242,986.82

MEETING NOTICE

1. Minutes of previous meetings (2/6 & 2/13)
2. Reserve Fund Transfers
3. Review Fire Department budget
4. Review Human Resources Department budget
5. Review Library budget
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7. Review Town Clerk budget
8. TA Comment (for informational purposes only)
9. Selectmen Comment (for informational purposes only)
10. Finance Committee Comment (for informational purposes only)
11. Public Comment (for informational purposes only)
12. Future agenda items

Sent from my BlackBerry® by Boost Mobile

Chapman, Wendy

From: lgroezinger@gmail.com
Sent: Tuesday, February 21, 2012 6:31 PM
To: Sullivan, Tracy
Cc: Chapman, Wendy; Campbell, Cheryl
Subject: FinCom - amended amended meeting agenda for 2/27/12 - TO POST

TOWN OF BOURNE
Finance Committee
Monday February 27, 2012
Community Building
7 PM

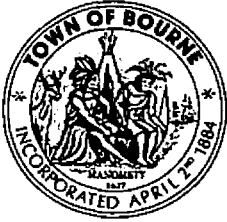
The Reserve Fund balance \$242,986.82

MEETING NOTICE

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7. Recreation Department revolving fund vote
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11. Finance Committee Comment (for informational purposes only)
12. Public Comment (for informational purposes only)
13. Future agenda items

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TOWN CLERK'S OFFICE
BOURNE, MASS



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



The Reserve Fund balance \$242,986.82

MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 27, 2012 at 7 PM at the Community Building.

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2012 FEB 15 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
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Michele Ford
February 13, 2012

**Finance Committee
Minutes of February 27, 2012
Bourne Community Building
Bourne, MA 02532**

SEP 27 AM 3: 39

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

Member(s) excused: David Ahearn and Hal DeWaltoff

Board of Selectmen: John Ford, Earl Baldwin

Guests: Linda Marzelli, Financial Director; George Tribeau, Sewer; Patrick Marshall, Library Director; Barry Johnson, Town Clerk; Wendy Chapman, Assistant Town Clerk

Members of the Press: Diana Paul Gately, Bourne Courier

List of documents:

- Human Resources Goals – dated 2/27/12, 3 pages
- FY2011 Value of the Library – dated 2/27/12, 9 pages
- Bourne Library Telegram – dated 2/27/12, 2 pages
- Town Clerk Revenue – dated 2/27/12, 1 page
- Town of Bourne Precincts – dated 2/27/12, 1 page
- Town Warrant – dated 2/27/12, 31 pages
- Town Warrant additional articles – dated 2/27/12, 1 page

Meeting called to order

7:00 pm by Chm. Ford.

Approval of Minutes

Grant MOVED and SECONDED by Ripley to approve minutes of 2/6/12 as submitted. VOTE 8-1 (Mastrangelo).

Ripley MOVED and SECONDED by Redman to approve minutes of 2/13/12 as submitted. VOTE 8-0-1 (Perry).

Reserve Fund Transfers

Redman MOVED and SECONDED by Grant to approve the transfer of \$3,000 for Selectmen's consulting fees. VOTE 9-0.

Perry MOVED and SECONDED by Grant to approve the transfer of \$7,500 from Sewer Reserve Fund to Sewer Salaries & Laborers (\$5,500 and OT \$2,000). VOTE 9-0.

Sewer Department – George Tribeau

Wareham continues to be a challenge. Mr. Tribeau limits the amount of time he goes to Wareham as he is on audio camera. At this time, he would like to go through the TA. Rates remain the same at \$734. No real changes. Budget is down \$5,000.

Discussion

Mastrangelo – inquired about on-going services waste removal. This is the Wareham fee. Bourne's share is \$192,500.

DeCicco – inquired about collections on bank-owned properties with regard to sewage. Sewage rates get liened onto the property.

Chm. Ford – asked Ford what the Board of Sewer Commissioners (BOSC) plan to do in lieu of lowering rates. BOSC is putting money into a capital outlay line item.

Budget total - \$8,004.32 (includes tonight's reserve fund transfer).

Human Resources Department

Goals reviewed given by TA Guerino to HR Director; policies and procedures – done; service expectations and necessary actions – on-going; define and implement Policies & Procedures, transfer civil service to the HRD – done; assist in negotiating agreements with Fire & Police departments bargaining units – in process; updating job descriptions – TA request for the next FY.

Discussion

Chm. Ford – part time help will assist HR Director. Part time person would organize personnel files; filing.

HR Director requested \$20,000 for contracted services – classification and compensation study.

Chm. Ford – commented on professional development being down. Money in this line item is for all departments and includes training for employees.

Redman – contracted services and job descriptions. A survey is done to update position by the contractor.

Slade – performance evaluations. TA Guerino is in process of evaluating Department Heads. Staff will be done once Department Head evaluations are completed.

Galusha – grievances and departments. HR Director said she is kept in the loop, but doesn't have that information in her office files. Galusha asked if this information is kept in the files. Due to the steps of the positions, they are kept with TA Guerino. Galusha asked about exit interviews – HR Director offers exit interviews, but are elected and not mandatory.

Grant – asked who works with the unions. Town Counsel, TA Guerino and HR Director.

Chm. Ford – goal with Town Counsel. HR Director sent to Town Counsel information last week and would like to get to Selectmen by the middle of the March.

DeCicco – budget growth. Budget is funded adequately; training is negotiated.

Ford – recognized work HR Director has done and has been cost effective.

Budget total - \$146,263

Library Budget – Patrick Marshall

Fiscal year has been a difficult for year with the 13% cut, but have been able to provide a number of services for residents of Bourne.

State median for Bourne is near lower end for population group.

Children’s Department served almost 8,000 residents throughout the year.

It is anticipated the library will receive \$17,000 in State Aid as the library is a certified public library.

Recurring goals is the review and renew of library policies.

Staffing needs: information/technology librarian; library assistant and custodian.

Discussion

Ripley – asked if the new position is full-time and included in the budget. Position is part-time and is included in the budget.

Galusha – inquired about the difference in the requested budget and the TA recommended budget reflects a difference in salaries. A full-time library position was requested.

Mastrangelo – supervisor’s line item. Step 1 of grade 7 for a salary of \$42,000.

Redman – downloaded books reduce or replace books and associated costs. Shifted burden, but demands for e-books services and e-music have increased. Shelving is done by volunteers.

Redman – suggested community outreach for resumes, etc. The library worked with Upper Cape Tech (UCT) in the past; volunteers need to be trained and supervised. The library needs are changing.

Mastrangelo – how is this year's budget fitting into certification. Budget would still be below certified levels, however, the library is about \$10,000 off from full certification. Bourne has always maintained the certified levels with the exception of this year.

Mastrangelo – e-books. The big publishers are limiting libraries from purchasing e-books.

Grant – commended Mr. Marshall's radio interview with regard to the Bourne's library value. Sustainability takes a toll on the staff.

Ford – substitute line item. A correction of \$7,000 which should have been in the line item last year. The \$42,000 IT position will be hard to fill in comparison with the other positions in the library.

Galusha – use of library is evolving into technology. 10 public computers for public use; wireless is an area where there are no instructional computers. Mr. Marshall would like to make use of wireless instruction.

DeCicco – heating oil line item. Installation of new boilers and the conversion from oil to natural gas has reduced the oil line item. This number is a guesstimate at this time.

Budget total - \$589,226

Revolving Funds – Linda Marzelli

Ms. Marzelli is looking to increase the amount voted on at Town Meeting for programs with revolving funds.

Perry MOVED and SECONDED by Montour to increase the spending limit to \$20,000 for the Library authorization to spend without further appropriation. VOTE 9-0. Selectmen will need to approve increase.

Grant MOVED and SECONDED by Montour to increase the spending limit to \$75,000 for the Recreation Department authorization to spend without further appropriation. VOTE 9-0.

Town Clerk Budget – Barry Johnson and Wendy Chapman
Revenue Projections – increases in modest fees.

Highlighting new State requirements allowing 16 tax write-off program seniors. Town Clerk's office would like to continue to use. Requesting a part-time person was not needed. It would have been a non-benefitted position.

Goal for Implementation of www.MyGovernment.com (\$100/year) is not included in this budget, but right now it is free.

Discussion

Mastrangelo – inquired who can implement use of MyGovernment for the boards and committees. A limit of two (2) people included for each committee.

Total Budget - \$92,685

Elections & Registration – Barry Johnson and Wendy Chapman

Precincts – part of the budget envision of Precinct 7

Police duty is included in line item 5120.

Mastrangelo – inquired if the new DPW debt exclusion can be put on the Presidential State ballot. The deadline is 8/1/12 to the Secretary of the State's Office. Mr. Johnson highly recommends not to have two (2) ballots at the election. Mr. Johnson to further discuss with Mastrangelo.

Total Budget \$77,470

TA Comment (for informational purposes only)

N/A.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

None.

Public Comment (for informational purposes only)

None.

Future topics

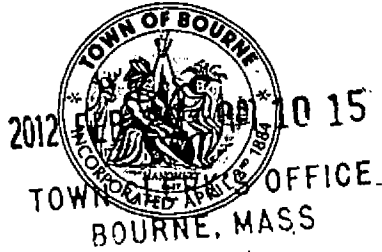
Fire Department and UCT budgets.

Adjournment

DeCicco MOVED and SECONDED by Galusha 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



The Reserve Fund balance \$239,986.82

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 jointly with the Board of Selectmen on Monday March 5, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review Fire Department budget
4. Review Upper Cape Tech School Department budget
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.
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Michele Ford
February 28, 2012

**Finance Committee
Minutes of March 5, 2012** 2012 SEP 27 AM 3:31
**Bourne Community Building
Bourne, MA 02532** TOWN CLERK'S OFFICE

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

Member(s) excused: ~~David Ahearn and Hal DeWaltoff~~ John Redman

Board of Selectmen: Don Pickard, Earl Baldwin

Guests: TA Guerino, Linda Marzelli, Financial Director; Kevin Farr, UCT Superintendent; Robert Dutch; UCT Acting Superintendent: Martin Greene, Fire Chief

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

List of documents:

- UCT FY13 Proposed Budget Information dated 2/27/12 – 8 pages
- Fire Department Budget dated 2/27/12 – 1 page

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

Approval of Minutes
Minutes will be tabled to the next meeting.

Reserve Fund Transfers

\$22,000 for Veteran's ordinary living, heat expenses approved by the Commonwealth.

MJ MOVED and SECONDED by Ahearn to approve the transfer of \$22,000 for Veteran's ordinary living. VOTE 11-0.

UCT Budget – Superintendent Kevin Farr, Acting Superintendent Robert Dutch
Superintendent elect Dutch reviewed budget.

FY13 Proposed Budget presentation reviewed. 3.207% increase over FY12. No cuts to programs/services; no increase to non-salary accounts.

Line items (increase/decrease) reviewed. As far as increases:

Superintendent office increase includes Acting Superintendent and Mr. Farr until his official retirement in June (one time increase).

Teaching increase – 2% contractual obligation plus step raises and liane movement. No teaching positions in this line item.

Professional Development - \$10,000 Commonwealth for

Supplies – up slightly less than rate of inflation.

Health Services – increase 2% contractual raise.

Athletic Program - \$15,000 increase; official increase fees, football being in the budget; increases in student interest.

School Security – increase 2% contractual obligation.

Operation and Maintenance – increase custodian position that was never filled prior.

Total Foundation Budget - \$11,805,331 – FY13 Approved.

Net Foundation Budget - \$8,772,282.

TA Guerino asked about salary lines are averaging about a 7% increase. Anticipate 3.5% is average. Have a significant number of younger teachers moving up the salary schedule.

DeWaltoff – why a-principale and a superintendent. Commonwealth requires both a superintendent and a principal.

Net Foundation Budget - \$8,722,282. UCT returned over \$1M to 5 towns through budget processing.

Transportation – total \$807,498.

Net Transportation budget is \$408,049

LPN Program budget is self-sufficient. Net Transportation and LPN Programs is \$405,110.

Capital Budget – total \$415,870.

Enrollment – Bourne population total is decreasing.

E&D Town Reduction – total is \$180,000 (all five towns).

Gross Foundation Budget (\$11,805,331) – 62.30% includes instruction; 17.58% fixed charges; 11.42% Operations & Maintenance; 3.44% student services and 5.26% administration.

FY13 Approved Assessment Bourne – total \$1,789,111

Discussion

Mastrangelo – salary lines include positions paid by grant and not by budget Edu jobs funding.

TA Guerino – Special Education Stabilization Account discussed at legislature. If passed take E&D to Special Education (tech schools only); how will it effect other towns in the District. As a tech school, Special Education costs are consistent; rarely incur costs for placement of students elsewhere. Not anticipated as an issue. Special Education costs remained consistent because Special Education population has decreased, but not predicted; and

~~Transportation coordinator position and 3 people taking a piece. Hiring position reduced any three. One is a retiree, (replacement coming in at a lower salary); other position no cut in salary; third person hourly person who's hours will be cut back.~~

Galusha – asked what programs are included reviewed. Health, Cosmetology, Culinary Arts, Engineering, Electrical, Environmental Technology, Carpentry, Landscaping, Computer IT, Automotive, Collision Repair and Marine Services. All programs are at near capacity currently.

DeWaltoff – inquired about percentage of students going on to college. Tech school required to meet require under Perkins (successful placement), going onto college or military. 66% 2/4 yr. collage. 99% placement rate.

Galusha – adult education/evening classes interface into this budget presented. One custodian paid by adult/continuing education; whether evening or not, need custodians to clean building. Every other component of evening program is self-sufficient.

Budget total - \$1,789,111

Fire Department – Chief Greene

~~Proposal is fairly routine and is relative to the expenses.~~

Staffing – salary increase of Fire Chief.

Inspections - have been difficult keep up with. ~~Inspections~~– With the economy improving, construction has increased and difficult to meet those needs. Averaging 1,000 permits and have inspected about 400.

Clerical staff – brought back administrative position.

~~Common compensation – raised a bit.~~

Recruit training – increase relative to the minimal requirements.

Water – slight increase for water usage from Buzzards Bay Water District.

~~Phones – increase due to ATM.~~

Medical supplies – slight increase relative to re-stocking of hospital supplies.

Budget Total - \$3,444,614

Discussion

Mastrangelo – inquired about additional staff and how they would be funded. Deputy staff budget for next year will come out of salary supervisors; Half-time secretary would come out of the clerical. If a grant is received given, he would add a differential to make one position of the three a supervisor. Technology is increasing faster than the yearly budget. Collective bargaining is separate, ~~and~~

Could collective bargaining help the OT budget? It would, but even with minimal manning, there are a lot of days where all three ambulances are busy;

Deputy Chief and Lieutenant Inspector. Salaries line item 1 & 2: \$605,075 is TA Recommended budget. Assistant Chief (included in original \$645,075 budget). No Deputy Chief but bringing back Lieutenant Inspector's position which was left out of budget (4 years) was something that needed re-instating (M-F administrative schedule). Assistant Chief position has been necessary for several years;

Cost for differential of adding a supervisor (taking advantage of the grant), what is cost of town for differential of supervisor. Cost is \$50,000. Grant doesn't cover 15% for the difference between grades and the uniforms.

Pickard – inquired about hiring additional eight (8) firefighters. ~~deficiency is the argument.~~ The department is spending \$500,000 in OT. It wouldn't be a savings, but rather a greater level of service to the residents.

Mastrangelo – With prior OT discussions, this grant is a unique opportunity where the town has the funding for an "experiment" to increase man power in efforts to decrease OT.

Pickard – difference in Bourne is having the canal stretch of area.

TA Guerino – survey done with surrounding towns. Bourne is moderate to moderate high. Mashpee has two different lines; including a recall; up to the same level as other community.

TA Guerino – going back to override year; Chief Kleiber put together concentric circles showing that of why Buzzards Bay continued to have majority of the calls. Understanding of how the bridges make a difference.

Chm. Ford – what are the chances of getting the grant. The grant has been available for a while.

Ahearn – inquired about how many firefighters were in the past budgets. 24 firefighters in the past two budgets.

Pickard – if get the grant, and hire 8 people for two years, and the goal is to promote from existing firefighters to lieutenants; if Bourne after two years cannot afford 8 people and 8 promotions, would they be temporary? If funding isn't there, eliminate position or have option of taking decrease in rank.

TA Guerino – if hire 8 grant funded positions, an already existing person retires after almost 2 years. Position is grandfathered, not the name of the employee. ~~Senior holds.~~

Chm. Ford – At the end of 24 months, let all get laid off, what is Bourne on the hook for with regards to unemployment compensation and termination pay. ~~Unemployment compensation.~~

Galusha – who is responsible for rewarding programs. FEMA.

Mastrangelo – you can also apply for the same grant to get funding to continue positions.

Chm. Ford – asked how long the grant been available. It has been available for a long time and Chief Greene doesn't see it going anywhere; the number may go down, but it has been available.

TA Guerino suggested BOS and FinCom take this Budget under advisement and bring up at the next meeting to digest information presented tonight.

Montour – asked if the first year Bourne has all 16 firefighters and work in the next budget the promotion of the lieutenants. Needs supervision relative to particular situations.

Grant – dispatching. Bourne still shares dispatching with a smaller town (Truro?). There has been discussion on charging towns when ambulance talks to the hospital.

TA Comment (for informational purposes only)

N/A.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)
Warrant Article assignments – any issues contact Chm. Ford.

CPA is a future topic. CPA works on how they set their priorities. Explain that process when they explain their article.

Public Comment (for informational purposes only)

Diana Barth – use of CPA funding is an application process. Lack of applications to the CPA is ~~and~~ not under their control.

Ripley – made a Capital Outlay Committee comparison. Capital Outlay takes upon themselves to explore future needs of the community and put in priority. FinCom asking CPC to take the same kind of role for the future, rather than just reacting to applications.

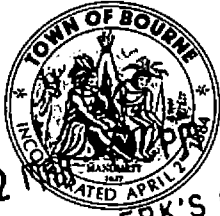
Future topics

School budget, Planning Department.

Adjournment

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

Respectfully submitted,
Lisa Groezinger, sec.



2012
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund balance \$217,986.82

MEETING NOTICE

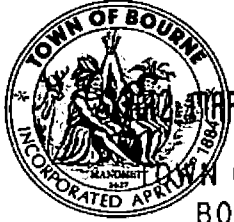
NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 12, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review Bourne School District budget
4. Review Planning Department budget
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 6, 2012



TOWN OF BOURNE

Finance Committee

THUR 6 PM 9 30

24 Perry Avenue

TOWN CLERK'S OFFICE
Bourne, MA 02532
BOURNE, MASS



The Reserve Fund balance \$217,986.82

MEETING NOTICE

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Michele Ford
March 6, 2012

**Finance Committee
Minutes of March 12, 2012
Bourne Community Building
Bourne, MA 02532**

MAR 23 AM 7 30

*****TOWN CLERK'S OFFICE*****

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

Member(s) excused: John Redman

Board of Selectmen: Don Pickard, Earl Baldwin, John Ford, Peter Meier

Guests: Linda Marzelli, Financial Director, Steve Lamarche, Bourne School Superintendent, Matthew Stuck, Cairnan Bourne School Committee

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

List of documents:

- Bourne Public School's budget dated 3/7/12 – 5 pages
- Bourne Public School's Financial Planning Document dated 3/12/12 – 9 pages

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

Approval of Minutes

Perry MOVED and SECONDED by Montour to approve minutes of 2/27/12 as submitted.
VOTE 7-0-2 (DeWaltoff, Ahearn abstentions)

Perry MOVED and SECONDED by DeWaltoff to approve minutes of 3/5/12 as submitted.
VOTE 9-0.

Reserve Fund Transfers
None.

School Budget – Matthew Stuck, Chairman of the School Committee

School Committee Chm. said one of their goals is the reduction in energy costs for this year and will be continued in the future.

Mr. Lamarche's presentation reviewed. Federal and Title I grants received cannot be used to offset the budget; there is little negotiation. Most Districts don't put in budget as there is little flexibility in these monies.

FY13 Budget Process includes:

Wants

- Instructional programs
- Student centered programs

Needs

- Federal requirements
- State requirements
- Demographic requirements

School Committee Goals

- Ones that impact FY13

Fiscal Year Data

- Proposed FY13 operating budget of \$20,460,000, 2.03 % increase.

Ahearn – asked Mr. Lamarche to include the offset budgets as it would be helpful to see the totality of the budget.

The budget total \$20,460,000 is accurate and not what is in the budget notebook.

Maximize Offsets/Revenues

- FY13 - \$689,000 - pothole and foundation reserve money only.

Revenue/Offsets reviewed that weren't available for view in last year's budget. \$689,000 deducted for FY12. Offset \$2,878,884 in FY13 budget.

Contractual Obligations

- \$547,904 (place holder; currently negotiating)

Additional Funds – if they had more money how would it be spent

- \$290,000 – full-time: teacher, math coach and two assistant principals at BMS and Elementary
- \$200,000 (1% of the budget) for curriculum and instructional resources

FY2009 through FY2013 budgets in planning document. Cannot compare FY12 to FY13 offsets as they are different. In previous years the offsets were presented from the Bourne Public Schools. FY13 budget is not level-funded moving forward.

This budget has slight increases are not much of a change from FY12 to FY13:

- Handheld devices - looking to expand; using Verizon Wireless it would be \$100,000 for handheld devices. If WiFi the building it would be \$30,000 - \$40,000.

- Curriculum Development Team and Building Base Team
- Textbooks
- Wastewater treatment plant – initiatives for next year
- Transportation
- Special Education

Discussion

Pickard – Out of District tuitions is up and down. 20-24 students are included in the number. Out of District programs are day or night and transportation must be funded.

Galusha – requested oa chart for test scores (MCAS, SAT, Advanced Replacement) on one sheet showing educational results relative to other towns. Mr. Lamarche would like to also include PSAT test scores. Mr. Galusha looking for numbers under each age group; it is to educate parents in Bourne.

DeWaltoff – shared costs. The DEP website includes these numbers.

DeCicco – inquired about the trend of having less students enrolled. Mr. Lamarche said the budget should go down, however, the trend can go the other way.

Chm. Ford – tablet computers. Tablets will follow students, but will outdate quickly. There is a recommendation of a buy-back program. Communication piece is included and how students collaborate as well (Edmodo). Motivating to students. Chm. Ford asked if Bourne is spending for next year's 5th graders. Money for buy-back will go back. School will support if a parent cannot pay (\$100 per tablet; buy-back is \$30).

DeWaltoff – would like to see more teachers rather than the tablets. Mr. Lamarche said the tablets are teacher-recommended.

Galusha – are there audits on facilities on collaborative. Yes, but not blindly paid by the school. Galusha also asked about No Child Left Behind trend. State waiver was passed; MCAS turned into curriculum-based assessments.

Chm. Ford – why are hockey costs double that of other sports and how many students are impacted. Mr. Lamarche responded ice time is very expensive but he doesn't have the number students. Chm. Ford asked about gifted/talented students. Looking for ways to include honor or accelerated programs in the high school. There are recommendations for the Middle School but haven't come to fruition but believe in them strongly.

Mastrangelo – not in favor of parents paying for fees (offsets) for sports; there are some members of the public who don't realize parents do pay \$100,000 a year for some of the costs to run programs. Transportation charges are at the high school only.

Mr. Stuck: curriculum experience is what the school district supports; part of the norm of what happens in the classroom. Aggregate cost of student who attends public schools is \$19,000 per student including breakfast and lunch; \$12,000 per student not including breakfast and lunch.

Mastrangelo – important to point out how much parents do have to pay.

Slade – any districts that don't charge fees? Not off-hand, but some fees are offsetting programs and not looking to sustain them. Slade also asked about students leaving public schools for private schooling. Bourne continues to evaluate but no recommendation at this time for a survey.

Ford – commended Mr. Lamarche on his presentation of his budget.

Chm. Ford – level of detail answers most of the questions the FinCom asked.

Budget total - \$20,460,000 (\$521,905 in reductions)

Planning Board Budget – Linda Marzelli

Meier – budget increase of 3% includes contract negotiations and steps. This is a placement marker and is not settled.

Chm. Ford – asked about the \$16,000 increase. Some contract services.

Ford – Ms. Moore to bring in consultant.

DeCicco – Planning Board consultant fees decreased.

Meier – in favor of Planning Board having discretion for consultant fees for town-specific issues.

Chm. Ford said this could be up for future discussion on what the town should fund.

Planning Department total - \$120,605

Planning Board budget - \$42,436

TA Comment (for informational purposes only)

N/A.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Ripley, for the record, said that she stated at the last meeting that she had not received an email requesting information for the new on-line agenda and minutes filing system. In fact she did receive the email on December 3rd.

Public Comment (for informational purposes only)

Future topics

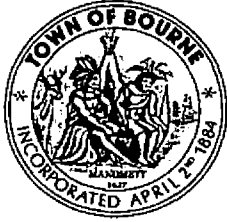
Capital review (Mastrangelo) and remaining miscellaneous budgets; finish review; review of revenue 3/26/12; begin warrant article review next week (Cindy Coffin town bylaws); revised, adjusted budget from TA Guerino.

Revenue review with Linda Marzelli will be 4/2/12.

Adjournment

DeWaltoff MOVED and SECONDED by Ahearn to adjourn. Meeting adjourned at 8:32 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

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 jointly with the Board of Selectmen on Monday March 19, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review and vote amended financial management policies and guidelines
4. Review capital expenditures budget/article 9
5. Review remaining budgets
6. Review bylaw articles – 19, 21, 22, 23, 25, 27, 28, 29, 30, 34
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

2012 MAR 14 AM 7 37
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
March 13, 2012

**Finance Committee
Minutes of March 19, 2012
Bourne Community Building
Bourne, MA 02532**

2012 MAR 27 AM 8 52

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Member(s) excused: John Redman

Guests: TA Administrator; Cindy Coffin, Board of Health (BOH); Joe Carrara, Fire Department

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.

Approval of Minutes
Perry MOVED and SECONDED by Galusha to approve minutes of 3/12/12 as amended.
VOTE 9-0-1 (Grant).

Reserve Fund Transfers
None.

Financial Management Policies & Guidelines review
Two readings with Selectmen. Final reading will be this week and requires FinCom action.

The amendments include the following:

- Change wording from "Unreserved Fund Balance" to "certified Free Cash balance".
- Looked at changing the two rates for the Free Cash and Stabilization from the 5% to 7% of the Operating Budget. However, upon research of surrounding towns, generally towns had 10% total, so our 12% is more conservative and does well for our bond-rating and we would like it to remain as is.
- Add under "Capital Improvement Plan ... that the town should capitalize expenditures of at least \$20,000 and having a useful life of more than five (5) years ..." Ran across issue when have audit when asking to define a capital expenditure that used for fixed asset purposes. Recommended changing to the \$20,000 limit because listing all purchases becomes cumbersome.

- Debt Service Guidelines – remove whole section that existed and take out and put in “... the Town will strive to budget at least 3% of the general fund annual operating budget excluding debt service on debt service for capital maintenance and equipment costs. This amount does not include the debt for Community Preservation, Enterprise Funds, Debt Exclusions and self-supported debt.”
- Debt Maturity Guidelines – change from “5 years” to “10 years”.
- Investment Guidelines to refer to the Town of Bourne Investment Policy for the full guidelines. Used to list a small amount of investment policy and wanted to make sure guidelines refer to the policies and not forget they exist.

DeWaltoff - Debt Services Guidelines with regard to moving from a guideline to a specific recommendation. TA Guerino said it clarifies what we consider to be long-term capital replacement; TA Guerino will discuss with Linda Marzelli for language change.

Mastrangelo – on capital improvement plan, a bylaw defines capital items. There is a \$20,000 amount for certain kinds of items; others are \$10,000. Curious is to why it is going in here and not following the bylaw. TA Guerino replied this will allow the town to bring down on an auditing level of that \$20,000 in five (5) years. Mastrangelo still believes it should be the same as the bylaw.

Chm. Ford asked what the next step is if FinCom approves. TA Guerino said he could put an article on the Special Town Meeting if that is what the Bylaw Committee would like to see. Mastrangelo and Ripley (Chair of the Bylaw Committee) believe it is too short a time to change at this point. TA Guerino suggested passing this and then tackling the bylaw. Chm. Ford will put on the FinCom agenda for 4/2/12.

Bylaw Articles – Cindy Coffin, Board of Health

Article 19 – amendment regarding blocking fire hydrants; fine of \$300.00.

Article 21 – amendment with regard to Bourne bylaws match existing BOH fine regulations; \$50, \$100; \$200; etc.

Article 22 – amendment with regard to motor vehicle/junkyards - adds fines up to \$300.

Article 23 – amendment with regard to a number of regulations instituting specific fines where none are currently included in the Bylaws.

Article 25 – amendment with regard to feeding waterfowl; increasing fine from \$50 to \$100.

Article 27 – amendment with regard to sidewalk sales; instituting new fines..

Article 28 – amendment with regard to 2/3 vote at Town Meeting giving Moderator discretion to take a voice vote.

Article 29 – amendment with regard to sanitary conditions; modernizing language and adding a fine for violations.

Article 30 – amendment with regard to vote by secret ballot; Moderator's request to increase number of requesting voters from 15 to 30.

Article 34 – amendment with regard to unregistered vehicles; New Bylaw giving police enforcement powers and establishing level of fines..

Montour - asked if the town can override a State Law. TA Guerino responded yes, as long as the Town law is more restrictive..

Discussion

Chm. Ford – asked about waterfowl article with regard to feeding ducks. Ms. Coffin said feeding is not currently allowed and this amendment will increase the fine.

Diana Barth – asked what is the reason for Article 21. To synchronize with Board of Health regulations.

Paul Gately – asked what the context is for Article 22. The amendment adds a fine to the existing bylaw. Thus the fines will come back to the town. TA Guerino said it is an existing fine structure and this puts it into a local bylaw.

Galusha – wanted clarification on unregistered residential vs. commercial vehicles. This applies only to residential.

Chm. Ford – consistent with what started last year, we need to modernize the fines; Changing anything the fines make the bylaws more enforceable AND, the town keeps the money rather than having it go to the State.

Galusha – questioned lowering quorum for the meeting, but upping number of voters by secret ballot. Ripley said this comes from the Moderator and is designed to speed up the Town Meeting process. Galusha was hoping it would be arbitrary - in the discretion of the Moderator..

Updated Capital Budget – TA Guerino

Mastrangelo – Capital Committee working on an inventory of capital equipment as part of developing a replacement schedule of capital items. To extend 5-year plan to a longer period of time.

Requests reviewed:

1. IT – on hold at this time.
2. Police Department
 - a. Cruisers (4) and laptops (3). Ongoing for laptops in the cruisers
 - b. Tasers (33) - TA recommendation of \$76,000). – new item
 - i. camera – showing why taser was used
3. Fire Department
 - a. Replacing Engine 125 – 1987 fire engine; currently out of service; 1 of 2 held at Head Quarters (plan for stretching out how equipment will be replaced).

Chm. Ford asked if we are in a position to place an order immediately. Mastrangelo responded yes, but does take time. She also asked if this is a customized vs. standard set up and needs a FD visit. TA Guerino responded he doesn't believe they will go out more than once and that was confirmed by Deputy Chief Carrara. Cost of engine \$575,000.

- b. Pocasset Station repairs – some work to prevent further damage
- c. Air Compressor – replacing 23 year old breathing apparatus.
- d. Safety Equipment for matching Federal Funds (FEMA grant proposal \$20,000 match for the town). On 5-year replacement schedule, cover expense with grant.

Fire Chief said grant has been awarded. DeCicco – grant is to buy new equipment now. No waiting for the beginning of fiscal year.

- e. Buzzards Bay Station repairs – important repairs.
 - f. Grant asked about postponing putting money into the station. Mastrangelo said have to maintain building as long as people are still working in them. Grant – need a long range plan for the building. Mastrangelo said the long range plan is to maintain the building. TA Guerino said probably 10 years out before start to consider the Main Street station.
4. DNR – replacing 1995 pumpout boat
 - a. Replacing in Kingman – DMF grant to cover 75% of both items
 5. Bourne High School
 - a. Repair bleachers

- b. System IT plan – upgrading student system
- c. Replacing workstations
- d. Replacing maintenance with a F350 (maintenance and plowing)
- e. Dump truck – deferring

6. DPW (replace)

- a. One ton dump truck 2001
- b. Pick-up truck 2001
- c. Dump sander 1994
- d. lawn mowing equipment purchased in 1994
- e. Electrical upgrade for park and gazebo area – code
- f. New DPW facility – postponed recommendation until the Fall Town Meeting. TA Guerino said need to get more information relative to final numbers. Ahearn said a lot of information will come together in the next 6 months and will be ready for the Fall Town Meeting. Chm. Ford said this Article will need to be IP'd.

7. ISWM

- a. Replacing a compactor 2005 model
- b. Cat wheel loader – replacing dozer
- c. Mobile heavy screener replacing 2001 model
- d. Replacing roll off containers (number cut down)
- e. Final closure a total amount of \$1.9M (not on this list because funding is in hand)

8. Recreation Committee

- a. Clark Field upgrade - ADA
- b. Pocasset playground upgrade – ADA

9. Shore & Harbor

10. Dredgin Estuaries Project

astuaries program (UMass Dartmouth water quality project final phase)

- a. 11. Board of Health Replace 2003 Ford Ranger

Capital Outlay Budget – total \$3,230,150. TA Guerino added: \$1.25M – in General Debt; \$665,000 - Enterprise Debt; \$1M – Other Available Funds; \$110,000 – Waterways.

Discussion

TA Guerino commented on the dredging at Hen's Cove .

DeCicco – asked Mastangelo asked whether vehicles are replacements and trade-ins are included in all the numbers. Yes

Updated Budgets – TA Guerino

Updated Sources and Uses Document; Summary Budget Amendments

TA Guerino – not a lot of major changes – county and assessments were increased by \$122,000 approximately. Reduced budget from original piece on line items. On cherry sheets, brought back about \$100,000. There will be an article for Annual Town Meeting for training. One other line item may change in the Recreation Department (\$18,900 increase in budget).

Smaller Budgets

Town Reports – \$7,000 - same as last year.

Wastewater Advisory - \$750,000 for dues and small hourly secretarial services

Finance Committee - \$1,550 for secretarial support and small money for meetings

Postage – Postage & rental of copying machine - \$101,500.

Open Space Committee - \$750

Board of Appeals - \$3,050 for secretarial help plus advertising, notifications

Shore & Harbor Committee - \$500 for secretarial help

Gnat Fly Control – \$1,400

Veteran's Services - \$129,000.

Historic Commission - \$1,110 office supplies

Archives Committee - \$8,600

Chm. Ford asked TA Guerino if he expects any changes to the budget. He doesn't expect any great substantial changes relative to the budget; Selectmen will be discussing capital presented this evening (1 position in Recreation) and work maturations on how to make p/t fit into p/t slots, minor tweaking.

Chm. Ford asked TA Guerino relative to Sources and Uses, which the FinCom will discuss with Linda Marzelli at a later date. She asked when we can expect final Revenue numbers. TA Guerino said the Senate budget won't be finished until May; House budget – before Senate. There will be differences in House and Senate budgets. He doesn't expect to see changes to General Assistant to cities and towns. We will see differences in State Aid and Regional Transportation (annual legislation appropriations). Pothole money for the kids on the base was not received; Senate President will do what she can to get re-instated.

Mastrangelo – financial policies and asked if modeling of changes took place. TA Guerino said Linda Marzelli did. Mastrangelo would like to see the modeling of changes.

TA Comment (for informational purposes only)

Selectmen discussed positions during budget process. FD grant – request will be withdrawn. Others will be going forward. Organizational chart – brought number of employees 17 to 21 down to 7 to 8 – not approved and would have cost approximately \$16,000. Selectmen felt should hold until have better sense of a couple of the larger departments.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

None.

Public Comment (for informational purposes only)

None.

Future topics

- Article 35 discussion; CPA review – 4/2/12.
- Zoning Bylaw review – 4/9/12
- Article review:

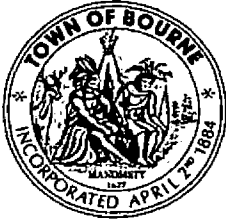
Article 20, Police Bylaw, Private petition for RR and auto passes; ISWM Articles; Solid Waste Contract Article (TA Guerino said it may take another week); Articles 38, 39 and 40; Revenue review with Linda Marzelli.

- Written comments due to Elinor Ripley on 4/8/12.
- Mastrangelo asked TA Guerino to check on capital items for Special Town Meeting.
- Grant – request for CPA spreadsheet.

Adjournment

Galusha MOVED and SECONDED by Grant to adjourn. Meeting adjourned at 8:36 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

MEETING NOTICE

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The Finance Committee will hold a public meeting on Monday March 26, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Review articles 20, 24, 26, 31, 32, 36, 38, 39
4. Vote bylaw articles – 19, 21, 22, 23, 25, 27, 28, 29, 30, 34
5. Budget public hearing
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

2012 MAR 21 AM 8:06
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
March 20, 2012

Finance Committee
Minutes of March 26, 2012
Bourne Community Building
Bourne, MA 02532

2012 APR 5 AM 8 58

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

Members excused: Hal DeWaltoff and John Redman

Selectmen: Chm. Pickard, John Ford, Peter Meier and Earl Baldwin

Guests: Financial Director Linda Marzelli; Roberta Dwyer,

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

List of documents

- FY2012 & FY13 Updated Sources & Uses of Funds dated 3/26/12 – 2 pages
- Town of Bourne Updated Expenditure Budget Report FY13 Town Budget dated 3/26/12 – 7 pages

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

Approval of minutes

Grant MOVED and SECONDED by Ahearn to approve minutes of 3/19/12 as submitted. VOTE 10-0.

Reserve fund transfers

None

Updates – Budget handouts

Changes to salaries in DPW.

Review articles 20, 24, 26, 31, 32, 36, 38 and 39

Article 20 – Council on Aging

Article is being pulled and will be incorporated into the main Revolving Fund Article.

Article 24 – Police Details

Police Department is sponsor and Chief Woodside will be invited to attend next week..

Article 26 – Railroad and Auto Overpasses

Private sponsor. Ripley said the Bylaw Committee, which includes a town counsel, concluded that the Town would expose itself to great liability if the existing bylaw were to be rescinded. Voted unanimously to oppose it.

Article 31 – ISWM proceeds from insurance

ISWM received a check from their insurance company for a piece of equipment (2002 Ford F-550). Vote required to appropriate (\$21,600). Ms. Marzelli report back to the FinCom whether the vehicle has been replaced already. If not, does it need to be replaced? If it does, at what point will it be replaced?

Article 32 – ISWM Host Community Fees in excess of \$450,000

Receipts to be put into Capital Expenditure Stabilization Fund.

This has been updated from \$450,000 to \$475,000. Mastrangelo suggested to take out "...per year ..." language and should be the budgeted amount vs. dollar amount. Ms. Marzelli will check to see if this has to be done every year. If not, she will take out the "per year".

Mastrangelo – suggested how money would come out of this Fund be a future topic. She would like to see a smaller cost project.

Ahearn – Establish what is the impact on taxpayers. Mastrangelo recommended allowing what is in Capitalization to accumulate and put towards a future project.

Article 36 – Solid waste related agreements

Ahearn – asked about 15 years with renewal. Chm. Ford to ask TA Guerino if it is really a 20-year agreement.

Mastrangelo suggested giving article to John Redman as he has the background.

Article 38 – Repair and resurface Cheryl Lane, Pocasset

TA Guerino to discuss.

Article 39 – MGL Chapter 40 Section 22F

Fix reasonable charges to be paid for the services rendered or work performed. Ms. Marzelli said she is looking for Municipal Lien Certificate fees to be increased from \$25. This Article isn't increasing the fee to a dollar amount, but rather accepting the part of the law that will allow it.

Chm. Ford has a draft of the Special Town Meeting Articles. She will send an electronic copy to everyone for discussion and article assignment at the next meeting. She briefly reviewed the eight (8) articles.

Vote bylaw articles 19, 21, 22, 23, 25, 27, 28, 29, 30, 34

Article 19 – Fire hydrants and Fire Department connections

Ripley clarified this article is not parking in front of hydrants but rather construction, permanent plantings, etc.

Galusha MOVED and SECONDED by Grant a favorable recommendation for Article 19.
VOTE 9-1.(Mastrangelo opposed).

Article 21 – Amend Section 3.4.4 of the Town of Bourne Bylaws

Galusha MOVED and SECONDED by Perry a favorable recommendation for Article 21.

DeCicco concerned about the fines imposed. Chm. Ford suggested similar language should be added to the article. Diana Barth said the Board of Health regulations covers (imposition of the Board of Health fines). Chm. Ford will request clarification from Cindy Coffin.

Galusha rescinded his motion.

Article 22 – Motor Vehicle Junkyards

DeCicco asked how many junkyards are in town. The answer is one junkyard.

Grant MOVED and SECONDED by Perry a favorable recommendation for Article 22. VOTE 6-4 (Ford, Mastrangelo, Ahearn and DiCicco opposed).

Article 23 – Chapter 3 General Regulations

Chm. Ford explained this is for the areas where the town doesn't have a specified fine. Ripley explained that the reasoning behind this article is that the Police Department has no clout to enforce currently. Therefore it becomes enforceable and the amounts collected will go to the Town of Bourne.

Grant MOVED and SECONDED by Perry a favorable recommendation for Article 23. VOTE 7-3 (Mastrangelo, Perry and DeCicco opposed).

Article 25 – Prohibiting Feeding of Waterfowl

Fee changed from \$50 to \$100.

Ahearn – asked if the extra \$50 will be advantageous. Grant explained as it is pollution and it will give some "bite"; it will keep waterfowl out of the water.

Montour – raised issue of how the town decides which bylaws to enforce. Ripley said the police are far more lenient and the only time they would enforce is if it was blatant and/or someone complains; the police do have better things to do with their time.

Grant MOVED and SECONDED by Ripley a favorable recommendation for Article 25. VOTE 7-0. (Mastrangelo, Ahearn and DeCicco opposed).

Article 27 – Sidewalk Sales

Ripley clarified that the merchants were violating the regulations. Chm. Ford asked if there is a provision for merchants to have a sidewalk sale. Chm. Ford read into record section "public sidewalk or street" – there is a way to have one which is by Selectmen approval.

Montour MOVED and SECONDED by Ahearn a favorable recommendation for Article 27. VOTE 9-1 (DeCicco opposed).

Article 28 – Section 1.1.11 Two-Thirds Votes

Galusha MOVED and SECONDED by Ahearn a favorable recommendation for Article 28. VOTE 10-0.

Article 29 – Unsanitary Conditions

Police Department and Board of Health enforcement where a source of sickness hasn't been removed or corrected. Grant MOVED and SECONDED by Galusha a favorable recommendation for Article 29.

Mastrangelo – asked when does the violation begin and if it is every day; there is potential of the fees adding up fast while trying to remedy. Chm. Ford will contact Cindy Coffin for clarification (Article 21 and 29 and will ask for her to bring the Board of Health bylaws). NO VOTE TAKEN TONIGHT.

Article 30 – Section 1.1.7 Vote by Ballot

Ripley said the number of voters is currently 15 and Moderator would like to increase it to 30.

Galusha MOVED and SECONDED by Grant a favorable recommendation for Article 30. VOTE 10-0.

Article 34 – Section 3.1.41 Unregistered Vehicles

Grant MOVED and SECONDED by Ripley a favorable recommendation for Article 34. VOTE 7-3 (DeCicco, Montour and Galusha opposed).

Mastrangelo asked when the Warrant closes as there will be some changes in the Capital articles and the Capital Outlay Committee does not have a meeting scheduled before the Town Meeting. Ms. Marzelli will find the drop-dead date.

Budget public hearing

Chm. Ford opened up public hearing on the FY13 budget and at this time asked for public comments.

Paul Gately – Budget total - \$54,673,015; ISWM Enterprise Fund – currently \$9,605,515, but will change; Sewer Enterprise Fund - \$925,908.

Roberta Dwyer, Gray Gables – asked if the budget named the third beach to be covered by lifeguards. Chm. Ford said there is money for lifeguards, but no mention of the specific beaches at this time. Ms. Dwyer asked if the Selectmen will state what they are before their vote. Chm. Ford said Ms. Dwyer would have to ask the Selectmen their intension as she cannot speak for them; FinCom provides an opinion on the budget for the lifeguards and three (3) beaches; the Selectmen take specific action.

Paul Gately – asked what the line item for lifeguards is. Chm. Ford said it was added to the Recreation Department this year.

No further public comment. Chm. Ford closed the public hearing on the Fiscal Budget.

TA Comment (for informational purposes only)

Linda Marzelli – TA Guerino asked her to talk about the Debt Service Guidelines of 3% of the operating budget. Ms. Marzelli said she would like the number to be "at least 3%". Schedule prepared and handed out to FinCom members. Ms. Marzelli said that in reviewing, she asked what does the town want to carry over to debt service? Middle School debt was a non-excluded project and refunded in FY11; debt service drops off to almost half, but lost the re-imbusement of \$1M. The town no longer has the revenue, but no longer has the expense. To keep between 5%-10% we would have to cut \$1M from the budget this year.

DeWaltoff – question from last meeting with regard to the town changing limiting its debt service from 7% - 10% to 5% - 10%.

Mastrangelo – equipment doesn't match the bylaw; get into aggregate \$20,000 items. The Capital Outlay Committee could ask for a change in the bylaw and asked if there was a reason to do so. Ms. Marzelli said the original change came from discussion from their auditor.

Ahearn – doesn't make sense to capitalize items that don't have at least a 5-year life.

Mastrangelo – discussion was had a couple of years ago and Capital Outlay did want to capitalize those items. Inventory was requested from Capital Outlay from Department Heads. She would like to see a consistent replacement schedule format on capital items including when it was purchased for all departments. Chm. Ford will put on the agenda for next week for discussion and possible vote.

Chm. Ford – if it is less than \$20,000 but has a useful life greater than 5 years, we should have the option to capitalize. Need some parameters.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

Chm. Ford will update the tracker to get up-to-date with the latest warrant in matching article numbers.

Galusha – Police Department on Police Details article? **Chm. Ford** asked to copy Chief and herself of questions.

Public comment (for informational purposes only)

None.

Future agenda items

Next meeting:

- Revenue discussion
- Revolving Fund articles, including summary of income and expenditures from various revolving accounts
- CPA articles
- Other article didn't get to tonight
- Special Town Meeting articles.

4/9/12 meeting:

- Planning Department/Chris Farrell and Coreen Moore.

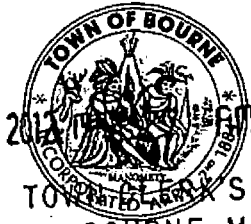
Chm. Ford working with TA Guerino to discuss remaining money articles and when to get a final reading before put to vote.

Comments in to Elinor Ripley by 4/8/12.

Adjournment

Grant MOVED and SECONDED by Galusha to adjourn meeting. Meeting adjourned at 8:45 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



2012 APR 10 12
TOWN CLERK'S OFFICE
BOURNE, MASS

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



The Reserve Fund balance \$217,986.82

MEETING NOTICE

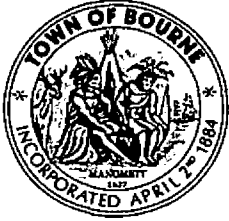
NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting on Monday April 2, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss article – Town Bylaw Enforcement – Cindy Coffin
4. Discuss article – Town Bylaw unsanitary conditions – Cindy Coffin
5. Discuss Revenue budget
6. Discuss and vote Town of Bourne Financial Management Policies & Guidelines
7. Discuss revolving funds article
8. Discuss CPA operating expenses article
9. Discuss CPA projects article
10. Discuss ISWM insurance proceeds article
11. Discuss ISWM Host Community Fee article
12. Discuss ISWM contracts to 20 years article
13. Discuss resurface Cheryl Lane article
14. Vote articles: Town Bylaw Enforcement; Town Bylaw unsanitary conditions; ISWM insurance proceeds; ISWM Host Community Fee; ISWM contracts to 20 years; CPA operating expenses
15. TA Comment (for informational purposes only)
16. Selectmen Comment (for informational purposes only)
17. Finance Committee Comment (for informational purposes only)
18. Public Comment (for informational purposes only)
19. Future agenda items

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Michele Ford
March 26, 2012



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



The Reserve Fund balance \$217,986.82

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2012 MAR 27 AM 8 52
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
March 26, 2012

Finance Committee
Minutes of April 2, 2012
Bourne Community Building
Bourne, MA 02532

2013 SEP 27 AM 3:32

TOWN CLERK'S OFFICE

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

Members excused: George Slade

Selectmen: John Ford and Earl Baldwin

Guests: TA Guerino, Linda Marzelli, Financial Director

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

List of documents

- Police Department – Request for Police Traffic Detail Bylaw dated 4/2/12 – 3 pages
- Revenue Projections dated 4/2/12 – 6 pages
- DPW Cheryl Lane estimate dated 3/29/12 – 1 page
- Revolving Fund dated 4/2/12 – 3 pages
- Main Street Open Space Parcel dated 4/2/12 – 4 pages

Meeting called to order

7:00 pm by Chm. Ford

Approval of minutes

Montour MOVED and SECONDED by Ahearn to approve minutes of 3/26/12 as submitted. VOTE 8-0-2 (DeWaltoff, John Redman abstentions).

Reserve fund transfers

None

Mooring Article will be reviewed 4/23.

Police Chief

Article 23 – Police Details

Transparent discretion. Article will not change the way policeman are paid for details and how details are worked. Police officers are not able to work where liquor was served.

Mastrangelo commented on a typo which will be addressed.

DeCicco – commented on function facilities and if they would be required to have police details.

Mastrangelo – asked for clarification of Article. Private weddings policeman can monitor traffic only. She commented on how it may be confusing coming to Town Meeting.

DeCicco – asked about written guidelines. They are what is in the article.

No further questions from the FinCom and BOS.

Revenue Budget – Linda Marzelli

Revenue Projects reviewed:

➤ Property Tax Levy

FY12 Current Budget total is \$37,282,524 – total proposed for FY13 is \$38,393,284

➤ DOR Fiscal 2013 Local Aid Estimates

Total estimated receipts for FY12 - \$7,310,570. FY13 Governor's Budget is \$7,152,179 difference of - \$158,391

➤ Local Receipts

FY12 Budget est. - \$4,163,780. FY13 Budget est. is \$4,313,141 increase of \$149,361.

➤ Other Sources of Revenues

FY12 Total - \$2,344,397. FY13 \$2,442,513 increase of \$98,116.

➤ Other Available Funds

FY12 \$4,581,315. FY13 \$5,556,079 increase of \$974,764.

Ahearn – Free Cash for Capital clarification. Asking town to pay for part of the capital projects using Free Cash.

Galusha – is Bourne getting costs per student from the Federal government. They are not supporting what they should have been paid.

No further Committee comments. No further Board questions.

Financial Management Policies

- First change - Wording change from "Reserve Fund Balance" to "Free Cash"
- Second change – keep as is.
- Third change – okay.
- Fourth change – Debt Maturity Guidelines of 5-10 years.
- Fifth change – Investment Guideline – no concerns.

Ahearn – Item F Reconciliation & Record Keeping clarification. This is done twice a year.

Mastrangelo – change wording throughout document "Use of Reserves" to "Free Cash"; and asked for clarification of the policy to maintain Free Cash, if had cash available, would the town have an understanding that it is sustainable. Can always spend Free Cash towards the budget as they are guidelines.

DeWaltoff – is there a policy to use Free Cash for the budget. It could be used towards a one-time purchase, but should look at it on a year-by-year basis, not as policy.

Mastrangelo - If it is more than a certain amount the town should add to Stabilization. It has been done in the past.

Ms. Marzelli will email the final copy of the document for the FinCom to vote.

No further Committee comments. No further Board comments.

Town Meeting Fund Articles

Articles 1-9 briefly reviewed.

- Revolving Funds Report for FY11
 - Ending balances:
 - Recreation Department - \$19,360.42
 - DNR - \$11,677.75
 - Library - \$3,239.52
 - School Dept - \$59,618.93
 - School Dept - \$12,525.79
 - ISWM - \$200

Article 8 - Revolving Funds Article

Council on Aging \$100,000 – includes the cost of one employee

COA Programs \$50,000 –includes the cost of instructors

(Local non-profits can use building at no fee).

Bus fees discussion. Mastrangelo - take revolving money and pay for the transportation coordinator makes more sense.

- Revolving Report for 6 Months of FY12
 - Ending balances:
 - Recreation Dept - \$5,238.49
 - DNR - \$12,824.75
 - Library - \$9,411.82
 - Community Bldg - \$0
 - School Dept - \$76,668.25
 - School Dept - \$10,924.79
 - ISWM - \$200

CPC Articles

Article 12 – Operating Expenses

Regular administrative and operative expenses of \$30,000 which includes appraisals, legal advice, supplies.

Not asking FinCom and BOS to take any formal position for the Article 13 at this time and would like to ask to take formal vote after CPC public hearing.

CPC Estimated Revenues Expenditures – Linda Marzelli

- Revenues – FY12 \$1,374,340
 - Required Uses:
 - Open Space – 70% (\$1,692,341.24)
 - Historic Resources – 10% (\$113,011.73)
 - Community Housing – 10% (0.28)
 - Other CPA Purposes – 10% (0)
 - Undesignated Fund Balance – FY12 - \$1,669,219.86

Article 13 – sum of money for specific purposes

- Item A – Open Space Committee - \$110,000 (estimate)
Main Street parcel: clearing, trimming, upgrade trails (fall construction ready for next spring/summer)
- Item B – Open Space Committee - \$2,000,000 (estimate)
Purchase of sundry parcels of land
- Item C - Habitat for Humanity – \$30,000
To construct new affordable at 6 Flintlock Lane. Habitat bill process briefly reviewed.
- Item D – Bourne Housing Partnership & Housing Trust - \$54,600
Affordable Housing Specialist services and administrative support
- Item E – Bourne Housing Authority - \$100,000
Exterior decking, stairs and railings at the Continental apartments
- Item F – Bourne Society for Historic Preservation, Inc. - \$4,680
Briggs-McDermott House sash restoration
- Item G – Bourne Fire Department - \$6,000
Restore and rehabilitate the outdoor wall clock at the Main Street station
- Item H – Bourne Historic Commission - \$6,000
Scanning of Bournedale burial site

Jim Mulvey – asked if burial sites will be protected and was told by Mr. Jerry Ellis they would.

- Item I – Cataumet Schoolhouse Preservation Group - \$8,700
Restore stove and chimney

Grant – questioned about school students attending in the winter. Third grade presenting history to the pre-schoolers.

- Item J – Bourne Historical Society - \$14,575
Restoration of Joseph Jefferson windmill. Ready for 2014 Canal Celebration.
- Item K – Town Clerk - \$20,000

Bind, re-bind permanent birth, death, marriage records; install shelving in the clerk's vaults, purchase proper archival storage containers

Item L – Bourne Archives - \$20,500

Organize and preserve the Archive's scrapbook collection

- **Item M – Bourne Public Schools - \$25,000**
Roof replacement at School Administration Building
- **Item N – Town Clerk - \$40,000**
Electronic document management system (Laserfiche) for the Clerk, Inspection, Board of Health, Archives and Historic Commission
- **Item O – Bourne Historic Society - \$75,000 (estimate)**
Replace, repair, restore windows in Historical Center. Rough estimate from Anderson Windows Representative. Exact number will be available after window expert determines whether to replace and repair. Number can be amended either up or down.

Galusha – asked if cost includes lead paint removal. It appears that paint on the building is not lead paint, but require a professional opinion to have correct numbers.

TA Guerino – based on the Town Hall window replacement vs. repair the price is relatively the same, including the de-leading.

Chm. Ford asked CPC to come before the FinCom and BOS to discuss Historical purpose at a later date.

ISWM Insurance Proceeds Article

\$21,600 for vehicle in accident. ISWM is not sure if going to replace at this time. ISWM has the right to spend at their will.

ISWM Host Community Fee Article

This is an increase over prior years. The amount is \$475,000. Mastrangelo said the amount needs to be voted every year at Town Meeting.

ISWM contracts to 20 years Article

Working with Town Counsel. Currently it is not to exceed 15 years. Counsel reviewing how to deal with some negotiations that are happening now.

Cheryl Lane Article

\$32,310. 51% of property owners have signed. Public hearing to be held within a couple weeks. BOS to vote whether to approve or not moving forward. TA Guerino feels the BOS will support as a betterment for the town.

Bylaw Enforcement

Articles give the Board of Health the ability to charge the fines, but the BOH's objective is always to get compliance without fines.

Vote Articles: Town Bylaw Enforcement; Town Bylaw Unsanitary Conditions; ISWM Insurance Proceeds; ISWM Host Community Fee; ISWM Contracts to 2 Years; CPA Operating Expenses
Tabled to next meeting.

TA Comment (for informational purposes only)

Negotiated contracts are being worked a little at a time. Four will be in executive session tomorrow with the BOS. He is confident all negotiations will be done by Town Meeting.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

Chm. Ford updated Article tracker.

Public comment (for informational purposes only)

Mr. Richard Conron – comments about the CPC relative to transparency, financial process and on how to evaluate articles. Affordable Housing Articles, what are the metrics to measure by. Is the number going up or down and is the town involved in housing maintenance.

Mastrangelo – committee makes decisions whether to fund. FinCom only has the ability to say yes or no on items they bring to them.

Mr. Conron – committee doesn't answer to Selectmen, TA Guerino, etc .

Mr. Mulvey – asked about mandates on Articles. Policy and guidelines set them.

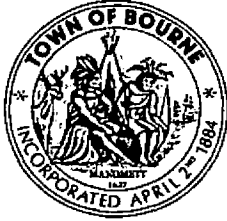
Future agenda items

N/A

Adjournment

Ripley MOVED and SECONDED by Galusha to adjourn meeting. Meeting adjourned at pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

MEETING NOTICE

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The Finance Committee will hold a public meeting on Monday April 9, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss article – zoning bylaw-architectural design standards
4. Discuss article – zoning bylaw-relationship to other bylaws
5. Discuss article – zoning bylaw-screening
6. Discuss article – design review downtown district
7. Discuss article – amend zoning map by private petitions
8. Discuss rescind authorizations article
9. Discuss STM article – Hoxie school proclamation
10. Discuss STM article – money for negotiated agreements
11. Discuss STM article – repair Community Building roof
12. Discuss STM article – additional office space Community Building
13. Discuss STM article – supplement 2012 ISWM budget
14. Discuss STM article – close out and transfer available balances
15. Discuss STM article – landfill closure work
16. Review and vote Town of Bourne Financial Management Policies & Guidelines
17. Vote articles: Town Bylaw Enforcement; Town Bylaw unsanitary conditions; Town Bylaw police details; ISWM insurance proceeds; ISWM Host Community Fee; ISWM contracts to 20 years; CPA operating expenses; ISWM insurance proceeds article; ISWM Host Community Fee article; ISWM contracts to 20 years article; resurface Cheryl Lane article; revolving funds article; committee reports article
18. TA Comment (for informational purposes only)
19. Selectmen Comment (for informational purposes only)
20. Finance Committee Comment (for informational purposes only)
21. Public Comment (for informational purposes only)
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2012 APR 4 AM 8 38
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford

April 3, 2012

2012 APR 30 AM 8 41

Finance Committee
Minutes of April 9, 2012
Bourne Community Building
Bourne, MA 02532

-----TOWN CLERK'S OFFICE-----

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

Guests: TA Guerino, Linda Marzelli, Financial Director

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

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

Approval of minutes
DeWaltoff MOVED and SECONDED by Grant to approve minutes of 4/9/12 as submitted. VOTE 11-0-1 (Slade abstention).

Reserve fund transfers
None

Planning Board articles – Some of these articles are contingent upon each other. If Article 18 (DRC) does not pass, there will be no need to pass the remaining articles. Article 17 stands on its own.

Article 18 - Design Review Committee (DRC)
This article establishes a DRC which is appointed by the Planning Board (PB) and advisory for developments in the downtown district (Buzzards Bay). DRC will consist of five (5) members with 1 alternate: an architect, landscape designer or Civil Engineer, downtown business owner, Steering Committee member and a citizen-at-large. Planning Board (PB) term of 3 years. DRC advisory to the PB.

Mastrangelo – concerned about an applicant missing the opportunity for an approval for a sign timeframe due to the DRC meeting once a month. Ms. Moore said there are standard sized signs.

Galusha – concerned about the DRC voting up or down a sign. It is a recommendation to the PB. Permitting will be expedited in a timely manner and the DRC will not slow down the application process. Ms. Moore said the PB is conscious of applicant's permitting and is what the State is projecting to the towns.

TA Guerino – the first phase of the GZA was approved at Cape Cod Commission (CCC).
Mastrangelo – her concern is for the common businessmen and how the DRC may be problematic to them. She would like to see the process simplified so development and sign issues are separate. It is not two different committees.

Mr. James Mulvey – with regard to the signs he sees the DRC as a standing committee appointed by the PB, which it becomes a PB sub-committee with regulatory powers. Building Inspector is comfortable

with the process and doesn't feel it takes away his authority. This is done in many MA towns. The Selectmen asked how to appeal which is currently in Town Counsel review.

Mr. Chris Farrell – believes this will speed up the process.

Mr. David O'Connell – spoke in favor of the article, bringing more business to the town.

Ms. Moore – understands the cost and time issues for applicants; there are grants for small business owners where they can fix up the façade of their business.

Chm. Ford – the passing of these articles would make obtaining the grant easier for the business owner.

TA Guerino – there is work to be done on coming from both rotaries.

Article 14 - Architectural Design Standard Guidelines

ATM 2004 adopted the guideline. They were revised to use implementation of the DRC and to make some of the guidelines standards. Pictures were put in to identify exactly what the PB is looking for. PB looking to promote "green technology".

TA Guerino – suggested that the PB hold one more public session prior to ATM 2012. Mr. Farrell can put something together for an informal meeting for questions.

Chm. Ford – suggested color versions of the signs for the public at ATM 2012. Mr. Farrell said he could put color photos on a poster board.

Article 16 – Section 2880 – Downtown Sign Regulations

Sign regulations overseen by the DRC who would then contact the Building Inspector of their approval or denial.

DeCicco – asked about a tasteful "neon" sign. Ms. Moore said right now they are not allowed and are not promoting those types of signs.

Mr. Gary Malone – what percentage of signs that meet the bylaws vs what is there now. Ms. Moore said if it is a legal sign, one is grandfathered. If there signs that were illegal before this bylaw, they will be asked to remove the sign. There is no sunset clause.

Mastrangelo – enforcement is something to think about in the future.

Chm. Ford – read into the record "...no person, place ... maintain any public way signs, signal or device ... Chief of Police directed to remove sign" – speaks to offset signs.

PB will address private petition article later this week and will have a decision.

Article 15 – Section 2814

Formatting and changing old bylaw.

Article 17 – Screening; Slade asked about outdoor splay areas and required front yard refers to setbacks.

Recind Authorization article – Linda Marzelli

- Mashnee Island property – \$3.2M

Mr. Barry Johnson on behalf of the Open Space Committee (OSC), said the OSC never did a purchase and sale agreement. He gave a brief OSC timeline of said property. 2/14/12 – Mashnee Group is not interested in selling to Bourne for the parking issue. At this time, the OSC is not able to go forward.

- ISWM truck - \$200,000

No Committee comment. No public comment.

Special Town Meeting Articles - Discussion

Article 1 – Money negotiated for agreements - working in principle with one question change and will happen and he will authorize for 3 years. Negotiated and signed agreement with police patrol officers. Unit B, DPW and ISWM to be completed within a week and a half. Setting up a meeting with the BEA Group. By the STM motion, possibly all 8 completed.

Article 3 – Community Building

Looking at a minimum of \$50,000-\$75,000 for more than a patch, but less than a new roof job. Not sure if it will be the most successful; looking at \$67/sq. ft. plus add-ons. Taking legal action going forward with Town Counsel on Genflex, the roofing company through warranty. Numbers will be available by 4/23/12.

Article 4 – Additional Office Space

Total estimated cost is \$18,000 - \$20,000 range, but waiting for estimates. Numbers will be available by 4/23/12.

Article 5 – Supplemental ISWM Budget

Contracting with regard to fuel, leachate, C&D and the Host Community Fee. Mr. Barrett away and didn't not get final numbers.

Article 6 – Close out and transfers of available balances

Old Middle School – approximately \$12 and \$483,687 for audit of Elementary School to the State; and Community Building to debt exclusion - \$124,290

Total of \$124,255.57 transferred to the Elementary School.

Article 7 - ISWM Retained Earnings

Landfill Capping – Stage 3

Total of \$312,999.24 to retained earnings

Article 8 - Landfill Closure Work

This is moving to the Capital Expenditures article.

Article 7 - Hoxie School

Arts and Community Projects group who is interested but is not financially ready to move forward at this time; authorization on the books to RFP – which did not receive like on the Cody School. On the town's view, the group will get back to the Selectmen to mothball building and shut heat down. There is historic significance to the town.

Ripley – seems the group has zero finances, and there are issues with maintenance and insurance with the building. The big item is the town's financial standpoint and would be beneficial to sell the building and having money go to large capital building projects. TA Guerino added since the building has not been used as a school this group would have to bring all components up to code.

Town of Bourne Financial Management Policies and Guidelines – Discussion and Vote

Unreserved Fund Balance to Free Cash; Under Capital Planning & Debt Management; Guidelines; General Fund Operating Budget; Debt Maturity Guidelines; added Town Investment Guidelines

Ripley MOVED and SECONDED by Galusha that the Finance Committee adopt and approve Town of Bourne Financial Management Policies and Guidelines as presented tonight. VOTE 12-0. *Three copies signed by Chm. Ford.*

Annual Town Meeting – Vote Articles

Article 20 - Bylaw Enforcement Article

DeWaltoff MOVED and SECONDED by Redman for a favorable recommendation of Article 20. VOTE 12-0.

Article 28 – Unsanitary compliance

Galusha MOVED and SECONDED by Ahearn for a favorable recommendation of Article 28. VOTE 12-0.

Article 23 – Police Detail

Galusha MOVED and SECONDED by DeWaltoff for a favorable recommendation of Article 23. VOTE 11-1 (DeCicco opposes).

Article 30 - ISWM Insurance

DeCicco MOVED and SECONDED by Galusha for a favorable recommendation of Article 30 in the amount of \$21,600. VOTE 12-0.

Article 31 - Excess ISWM Host Community Fee

Redman MOVED and SECONDED by DeWaltoff for a favorable recommendation of Article 31. VOTE 12-0.

Article 36 – ISWM Contracts over 20 years

DeWaltoff MOVED and SECONDED by Grant for a favorable recommendation of Article 36. VOTE 12-0.

Article 12 - CPA Operating Expenses

DeWaltoff MOVED and SECONDED by Galusha for a favorable recommendation of Article 12. VOTE 12-0.

Article 36 - Resurfacing Cheryl Lane
To be voted at the 4/23/12 meeting.

Article 8 – Revolving Funds

Galusha MOVED and SECONDED by Ahearn for a favorable recommendation of Article 8. VOTE 12-0.

Article 10 – Committee Reports

Ripley MOVED and SECONDED DeWaltoff for a favorable recommendation to Article 10. VOTE 12-0.

Other Business

Ripley MOVED and SECONDED by DeWaltoff that ATM Articles 1-9 are essential to the running of the town business and are to be removed from the lottery; and to be taken first in the ATM. VOTE 12-0.

Ripley MOVED and SECONDED by Galusha the contingency of Bylaw Articles in the order of #18, #14, #16 and #15. VOTE 12-0.

TA Comment (for informational purposes only)

None.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

Vote CPC articles on 4/23/12.

Public comment (for informational purposes only)

None.

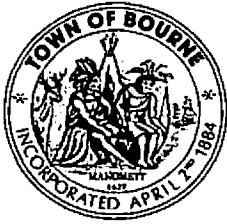
Future agenda items

N/A

Adjournment

Slade MOVED and SECONDED by Perry to adjourn meeting. Meeting adjourned at 9 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

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 23, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss town bylaw – mooring permits – article 33
4. Discuss regular authorizations – article 1
5. Discuss elected officials compensation – article 2
6. Discuss accept MGL CH40S22F pay for services – article 37
7. Discuss wage and classification study – article 38
8. Discuss town bylaw railroad and auto overpass – article 25
9. Discuss money for negotiated agreements – STM article 1
10. Discuss CPA projects – article 13
11. Vote ATM articles:
 - Rescind authorizations for unissued debt – article 11
 - Zoning Bylaw- design review downtown district - article 18
 - Zoning Bylaw – architectural design standards - article 14
 - Zoning Bylaw –signs - article 16
 - Zoning Bylaw – relationship to other bylaws - article 15
 - Zoning Bylaw – screening – article 17
 - Repair/resurface Cheryl Lane – article 36
12. Vote STM articles:
 - Repair Community Building roof – article 3
 - Additional office space Community Building – article 4
 - Supplement 2012 ISWM budget – article 5
 - Close out & transfer available balances – article 6
 - Hoxie School proclamation – article 7
 - Landfill closure work – article 8
13. TA Comment (for informational purposes only)
14. Selectmen Comment (for informational purposes only)
15. Finance Committee Comment (for informational purposes only)
16. Public Comment (for informational purposes only)
17. 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 12, 2012

2012 APR 13 AM 8 30
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee
Minutes of April 23, 2012
Bourne, MA 02532

2012 MAY 1 PM 12:47

Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Labeo, David Castiglino, David Angelo, David Ahern, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant, Donald Norcross, Jeff Perry, John Redman and George Slade.

Members excused: DeCicco

Selectmen:

Guests: Linda Marzelli, Financial Director

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

List of documents

- Article 33 – Mooring Permit article documentation dated 4/13/12 – 3 pages

Meeting called to order

7:00 pm by Chm. Ford

Approval of minutes

DeWaltoff MOVED and SECONDED by Perry to approve minutes of 4/9/12 as submitted. VOTE 11-0.

Reserve fund transfers

None

Discuss Town Bylaw – mooring permits – Article 33

Amend bylaws by adding a new section “mooring permits”.

Chm. Ford said Town Counsel provided an opinion that a change to State regulations cannot be made by adding a new bylaw. He is going to consult with to the Atty. General’s office, but we have not heard back at this time.

John Fisher, sponsor, and his group is concerned that current mooring regulations are unfair, unpractical and consistent with the mooring regulations.

This Article is seeking to allow transfer of a mooring permit to the holder’s sibling, child or grandchild. If permit holder has multiple, again moorings he is only allowed to transfer one. Proposal is consistent what Board of Selectmen (BOS) Chairman proposed in December which was voted down by the BOS.

Most neighboring towns allow transfer of one mooring permit.

Mooring regulations state changes can be made by the BOS; regulations also state the regulations are governed by MGL in two chapters; and two town bylaws and states the Harbormaster can enforce.

Lastly, Mr. Fisher addressed whether this change would create a longer waiting list. He feels the article will allow a continual turnover of permits and eliminate relatives' signing up on multiple mooring waiting lists. He sees no financial impact to the town.

Chm. Ford said the committee received a letter from the Shore & Harbor Committee (SHC) who is opposed to this Article. Chm. Ford read letter into the record.

Ahearn – asked how many permits are on waiting list and how many are family members. Tim Mullen – 500 on the waiting list, some on the list in different areas. Are any family members? Mr. Mullen said it was hard to get an exact number, but guessed between 60 – 90 are family members.

Perry – asked the total permits in town. Mr. Mullen said about 1,855 recreational permits.

Mr. Fisher – commented that there are 21 harbors in Falmouth; 10 of those harbors have average turnover which is consistent with Bourne; 8 of the harbors have slower turnover and three have very little turnover.

DeWaltoff – how many on the waiting list are waiting for a second mooring permit. Mr. Mullen said one is allowed to be on up to three mooring waiting lists.

Montour – asked how diligent the town is in the mooring permit list. Chm. Ford can personally attest to the diligence.

Chm. Ford – asked how the bylaw will spread the wealth vs. keeping the wealth in the family for a period of time. Mr. Fisher said the death of a permit holder is not the only reason a permit is forfeited.

Ripley – raised issue of boats that are jointly owned. Under the current regulations. The mooring has to be forfeited and doesn't believe this is fair.

Mastrangelo – raised issue with respect waterfront property, in Bourne, if you have a house with a mooring near your house, your kids cannot get the mooring if you die. If the property is inherited, the children cannot have the mooring. Mr. Mullen said generally it will go in that spot (some shuffling if different boat sizes).

Chm. Ford – asked Mr. Fisher if he tried working with the Harbormaster and SHC before taking the Town Meeting route. Mr. Fisher said he went to the BOS.

Ken Legg – raised issue with remote areas having moorings available with no access and is in support of this Article.

Mr. Mullen – clarified that in remote areas, this bylaw does not apply.

Tom Gelstar – he is in favor for the Article. He would like to see Bourne have continuity; preserve the tax space and other services the taxes support.

Mr. Mulvey – opposes this Article as we are talking about a public resource and should not be inherited. Atty. Troy submitted an opinion when it was presented to him and cited for sections of MGL that undisputedly that where a town has a harbor master, he has control of the surface, tidal, waters and the land beneath; BOS are given the right to set fees only.

Chm. Ford – this will be voted next week after Atty. Troy's written response.

Ripley – has not seen Atty. Troy's response, but was with Atty. Troy and the Town Moderator at a Pre-Town Meeting. There is some doubt in Atty. Troy's mind about this Article.

Paul Bushueff – he personally opposes Article as is; the regulations with regard to transferring of moorings could be worked upon. He feels it is a privilege to have a mooring; if there is no use, one could rent out to people to raise revenue for the town.

Discuss Article 35 Zoning in Bourne Village

Applicant approached the Keene family to turn lot into a business zone and use as parking for their business at Trowbridge Road. Seeking to purchase property near the Library; willing to work with the Historic Committee in moving the building to near the Aputuxcet property. Looking for better parking for the town.

Greg Siroonian, Architect – he was at a Planning Board who is looking for good community growth; this Article would fit that criteria for Bourne.

Chm. Ford – asked who will pay for the moving of the building. Applicant said they are willing to pay for it.

Mr. Siroonian – the building is capable of the move structurally.

Discussion

Mastrangelo – raised issue with the building and asked if it will be razed for parking. Applicant said it would be for employee parking, not for public parking.

Ripley – What plans for lot with the apartment building. Applicant said it is not part of their parking plan.

Galusha – medical facilities looking to have parking as close to the building as possible.

Slade – Are proposed spaces consistent with the number of employees. Mr. Siroonian said studies have been done.

Mastrangelo – asked about the process. Mr. Siroonian said this was the beginning step.

David Dimmick – attended a Planning Board meeting and the key to remember is that this is a zoning change and this area has been the civic center of the community. The building is one of the oldest buildings in town and has historic significance; it should be looked at by someone who is experienced in post and beam structures.

Chm. Ford – asked if any historic committees been active in this building. Mr. Dimmick said the building hasn't had a lot of TLC.

Discuss Regular Authorizations – Article 1

Linda Marzelli said there is no change.

Discuss Elected Officials Compensation – Article 2

Moderator and Town Clerk will be getting an appropriate increase of 2%.

Town Clerk - salary from \$35,184 to \$35,888

Moderator – salary from \$552 to \$563

Discuss/Accept MGL CH40S22F pay for services – Article 37

Allows BOS to vote to increase fees for things such as Municipal Lein Certificates..

Mark Tirrell – asked what the fee will be. \$50.

Discuss Wage and Classification study – Article 38

Article will update and revise the compensation schedule as well as classification; it will standardize town job descriptions. A total of \$25,000 for the Wage & Classification study.

Discussion

Grant – asked how many employees are being affected. Ms. Marzelli guessed about 100, but will give information to Grant as well as the BOS position. Ripley said she believed the Selectmen were in support of it.

Mark Tirrell –asked if implementation of the results for employees would be a matter of labor negotiations. Ms. Marzelli answered no, but will ask the HR Director. Pages would be valuable when in discussions, but doesn't seem the sort of thing applied by a singular vote by a board.

Discuss Town Bylaw Railroad and auto overpass – Article 25

Ripley – reported that proponent made a good presentation to the Bylaw Committee. The Bylaw Committee concluded that revoking the existing bylaw open the town to tremendous financial liability and voted 5-0 against this article .

Discuss money for negotiated agreements – STM Article 1

Ms. Marzelli said this is to transfer amount of \$110,000 from Free Cash for the Police bargaining unit.

Grant – asked what this percentage breaks down to. Ms. Marzelli believes it is 2% each year and said Policegot their step increases for FY11 and FY12. Ms. Marzelli will get the amount of employees to Grant.

Discuss CPA projects – Article 13

Barry Johnson, CPC and Barbara Thurston, Bourne Housing Authority, Gerry Ellis, Historic Commission.

Information listing on the town website of all CPA projects through 2011 and the status of where projects are now.

Housing

Item A - \$110,000 parcel next to the post office in Buzzards Bay.

Three parcels - \$1.9M

\$262,904 Open Space parcel adjacent to Ryan Amusements (2 acres);

Aputuxcet parcel abuts windmill site (228 feet);

5+ acres off County Road; off Hersey Lane (9.5 acres).

Letters of intent received of purchase and sale agreements .

Galusha – use of this area down to the canal and along Perry Avenue. Are we thinking about their needs by providing some paths to use. Mr. Johnson answered quite possible.

\$30,000 - 6 Flintlock Lane to help defray costs for Habitat for Humanity. In the process of constructing the home and add to the Affordable Housing stock which is now 6%.

\$54,600 - Housing Specialist (same as last year)

Repair exterior decking, railing and stairs at Continental Apartments:

\$49,131 Community Housing Fund

\$50,869 from Undesignated Fund Balance

Mastrangelo – asked about using money for expanding housing and not necessarily repairing. Ms. Thurston said looking for funding as Boston doesn't give them the funding anymore. Rather than shut the housing down, asking for CPA funds. Mastrangelo said people need to know that.

Mr. Johnson updated the committee on the Bourne Housing Partnership Articles.

Mr. Johnson briefly discussed basis and the outreach: Website advertisements for development rights to come forward and actively pursuing; Received active responses; The "bibles" used are the Open Space Program and the Local Comprehensive Plan.

Open Space remaining balances updates given to the committee.

Historic Preservation

\$4,680 – Society for Historic Preservation. Sash restoration at Briggs-Mcdermott house. Quote from North Star Woodworks, Etc.

\$6,000 – Police Wall Clock. Quotation and description from the Thomas D. Company in Medfield.

\$6,000 – Scanning of Bournedale sites. Quote given from Public Archeologic Laboratory (PAL) conducted light detection and ranging. Native Americans own property.

Grant having attended the public hearing is not clear on the line for the abutters of the cemetery.

\$8,700 – restore stove and chimney at Cataumet Schoolhouse. Estimate came from Ben Joyce and Ben Allen. Stove from the West Barnstable Stove company.

Perry – asked how they are sweeping. Will install stainless liner.

\$14,575 – restoration of windmill. Historic Society will be contributing \$2,000 towards the project. Estimate from carpenters and tradesmen.

Perry – asked if the windmill repair correct the problem. Mr. Ellis said this will end the problem.

\$20,000 – binding of town records and shelving of vaults.

\$20,500 – archives and scrapbooks. Allow public view into the scrap books. 18 scrapbooks came out of the Community Building.

\$25,000 – Bourne Administration building roof. Mr. Donohue of School Department obtained Martin Oak estimate. This is a higher amount, but wants to make sure the project is complete.

\$28,276; \$11,724 – Continuation of electronic document management work . Work done off State Contract list.

\$75,000 – Historic buildings repair from Historic Preservation. Estimates increased to \$125,000 and will need to be indefinitely postponed . Moderator and Town Counsel concurred and it will be re-submitted in Special Town Meeting in October.

Estimates from Heritage Restorations, Inc. just under \$100,000. Formal, written recommendations have been obtained.

Total \$1,915,055 (minus \$75,000).

Ripley – to send the newest warrant, taking out pictures from the Zoning Articles.

Update on projects

Chm. Ford requested update on previously voted projects. The majority of projects are complete. On-going projects are generally a couple of years out; historic register process is four years to complete; Aputuxet, etc. will be complete next year; memorial stones – 60% complete; MA coastal railroad – 95% complete.

Grant – can we take appropriate action if the town contribution has not been put in place at the MA Coastal Railroad? Mr. Ellis responded “yes”. Mr. Perry said he is disappointed that the end result does not seem to be what was originally proposed. Chm. Ford said Bourne will have to move forward with the oversight.

Historic Center – on-going; upgrade electric service at Continental Apartments – on-going (recently went out to bid). Mr. Johnson said there is more than Bourne funds and will get back to Chm. Ford; renovation at Town Vault ; window replacement/Administrative building – 90% complete.

Chm. Ford asked who signs for a project to be considered complete and acceptable. Mr. Ellis and if a technical inspection, he will ask Mr. Roger LaPorte, Building Inspector.

Cemetery – 40% complete; preservation of historical map books – 50% complete; Gray Gables railroad – 50% complete.

Open Space parcels acquired: Sandy Pond Road – in progress; Henshaw/ Head of the Bay – in progress.

As an update, Mr. Johnson – heard from the CPA Coalition in Boston that a bill to be filed this year will hopefully have dedicated stream of revenue (State match). There is a “possibility” of \$25M State Surplus money vs. coming from the Registry of Deeds as a regular source of revenue. One change in words would allow the CPA to fund Recreational restoration and improvement projects.

Chm. Ford – requested from Mr. Johnson updates throughout the year for the FinCom. Mr. Johnson happy to accommodate and suggested quarterly reviews..

Ms. Marzelli – close outs of CPA Articles will be done at the Fall Special Town Meeting.

Mastrangelo – suggested a fund for cost appraisal of all proposed projects as part of the CPC operating budget - like the Open Space budget . Mr. Johnson will discuss with Ms. Marzelli.

Vote ATM articles: - table to next week (consensus of the Committee)

Rescind authorization for unissued debt – Article 11

Zoning Bylaw – design review downtown district – Article 18

Zoning Bylaw – architectural design standards – Article 14

Zoning Bylaw – signs – Article 16

Zoning Bylaw – relationship to other bylaws – Article 15

Zoning Bylaw – screening – Article 17

Repair/resurface Cheryl Lane – Article 36

Votes STM Articles:

Repair Community Building roof – Article 3

Additional office space Community Building – Article 4

Supplement 2012 ISWM budget – Article 5

Close out and transfer available balances – Article 6

Hoxie School proclamation – Article 7

Landfill closure work – Article 8

TA Comment (for informational purposes only)

None.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

Ripley – will share motions with the committee, but cautions that they are subject to change.

Grant – has issue with CPA scrapbooks portion - doesn't feel taxpayers would want to spend their tax money on them. Chm. Ford felt that way about the windows which were removed from the Article.

Grant MOVED and SECONDED by Ripley to take Item L Preserve Bourne Archives Scrapbooks out of Article 13 and vote to separately.

VOTE 11-0.

Ripley MOVED and SECONDED by Grant to support the balance of Article 13 for CPA projects.

VOTE 11-0.

Grant MOVED and SECONDED by DeWaltoff to vote Indefinite Postponement of Item L for Archives Scrapbooks. VOTE 11-0.

Mastrangelo – in the future, when discussing restoration projects on Archives Building and others, if exceeds a certain amount time, we should be careful of how estimate project.

Grant – it would be more cost effective to use different types of windows that serve the purpose of looking historic with regard to aesthetics of a historic building.

Public comment (for informational purposes only)

None.

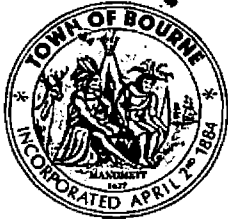
Future agenda items

Vote Articles in tonight's agenda added to next week's agenda, excluding Article 13.

Adjournment

Perry MOVED and SECONDED by DeWaltoff to adjourn meeting. Meeting adjourned at 10:00 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

MEETING NOTICE

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The Finance Committee will hold a public meeting on Monday April 30, 2012 at 7 PM at the Community Building.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Discuss articles:
 - a. Wage and classification study – article 38
 - b. STM Community Building article – article 2
 - c. STM Supplement 2012 ISWM budget – article 4
4. Vote articles:
 - a. STM Money for negotiated agreements – article 1
 - b. STM Community Building – article 2
 - c. STM Community Building – article 3
 - d. STM Supplement ISWM budget – article 4
 - e. STM Close out and transfer available balances – article 5
 - f. STM Hoxie School proclamation – article 6
 - g. ATM – Regular authorizations – article 1
 - h. ATM – Elected officials compensation – article 2
 - i. ATM – Town Budget – article 3
 - j. ATM – Sewer Department budget – article 4
 - k. ATM – Chapter 90 – article 5
 - l. ATM – Reserve fund – article 6
 - m. ATM – ISWM budget – article 7
 - n. ATM – capital budget – article 9
 - o. ATM – rescind authorization unauthorized debt – article 11
 - p. ATM – CPA projects – article 13 (re-vote as necessary)
 - q. ATM – Zoning – architectural design standards – article 14
 - r. ATM – Zoning – relationship to other bylaws – article 15
 - s. ATM – Zoning – signs – article 16
 - t. ATM – Zoning – screening – article 17
 - u. ATM – Zoning – design review – article 18
 - v. ATM – Town bylaw – railroad & auto overpass – article 25

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TOWN CLERK'S OFFICE
BOURNE, MASS

- w. ATM – Town Bylaw – Mooring permits – article 33
 - x. ATM – Amend zoning – article 35
 - y. ATM – Repair/resurface Cheryl Lane – article 36
 - z. ATM – Accept MGL pay for service – article 37
 - aa. ATM – Wage & classification study – article 38
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

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Michele Ford
April 24, 2012

Finance Committee
Minutes of April 30, 2012
Bourne, MA 02532

2012 MAY 14 PM 12 07

Finance Committee; Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, David Ahearn, Mark DeCicco, Hal DeWaltoff, Donald Montour, Jeff Perry, John Redman and George Slade.
TOWN CLERK'S OFFICE
BOURNE, MASS

Members excused: Glen Galusha and Bill Grant

Selectmen:

Guests: TA Guerino

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

List of documents

Meeting called to order

7:00 pm by Chm. Ford

Approval of minutes

Slade MOVED and SECONDED by DeWaltoff to approve minutes of 4/23/12 as amended. VOTE 9-0-1 (DeCicco).

Reserve fund transfers

Training for new person working in the Sewer Department due retirement of George Tribue.

Ripley MOVED and SECONDED by Ahearn to transfer the total amount of \$4,000 from the Sewer Reserve Fund to Sewer expenses.

VOTE 10-0.

Discuss articles

a. Wage and classification study – article 38
FinCom discussed at a previous meeting.

b. STM Community Building article – article 2
Article 2 will be Indefinitely Postponed (IP) as no additional engineering is required. Town Counsel continues to work with GenFlex relative to the warranty for the roof. TA Guerino said the town needs to fix it while running this "parallel track". Article 3 will stay. Article total is \$150,000 of which \$130,000 for a flat roof over the gym.

c. STM Supplement 2012 ISWM budget – article 4
ISWM supplemental budget total of \$400,000: \$180,000 - Host Community fee; \$120,000 - Other Contracted Services; and \$100,000 - Vehicles (diesel).

Vote articles

a. STM Money for negotiated agreements – article 1

TA Guerino recommends FinCom move to IP this article. There is a Fire Department related back wage issue (retroactive) and they were not able to come to an agreement based on the most recent proposal. Not approved by Local 1717. Therefore it is going to arbitration. This will come back in October.

DeWaltoff MOVED and SECONDED by Redman to recommend Indefinite Postponement of STM Article 1. VOTE 10-0.

b. STM Community Building – article 2

Redman MOVED and SECONDED by DeWaltoff to recommend Indefinite Postponement of STM Article 2. VOTE 10-0.

c. STM Community Building – article 3

Redman MOVED and SECONDED DeWaltoff a favorable recommendation to approve STM Article 3 in the amount of \$150,000. VOTE 10-0.

d. STM Supplement ISWM budget – article 4

DeWaltoff MOVED and SECONDED by Montour a favorable recommendation to STM Article 4 in the amount of \$400,000. VOTE 10-0.

e. STM Close out and transfer available balances – article 5

DeWaltoff MOVED and SECONDED by Ahearn a favorable recommendation to STM Article 5. VOTE 10-0.

f. STM Hoxie School proclamation – article 6

TA Guerino asked if FinCom wants the petitioner to make the motion if FinCom doesn't make a positive motion.

Ripley MOVED and SECONDED by Perry to Indefinite Postpone STM Article 6. VOTE 5-4-1 (opposing DeCicco, DeWaltoff, Ford, Slade) (abstention Mastrangelo).

g. ATM – Regular authorizations – article 1

Ripley MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 1. VOTE 10-0.

h. ATM – Elected officials compensation – article 2

Ripley MOVED and SECONDED by Redman a favorable recommendation to approve Article 2. VOTE 10-0.

i. ATM – Town Budget – article 3

DeWaltoff MOVED and SECONDED by Perry a favorable recommendation to approve Article 3 in the total amount of \$51,928,453. VOTE 10-0.

j. ATM – Sewer Department budget – article 4

Redman MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 4 in the total amount of \$927,233. VOTE 10-0.

k. ATM – Chapter 90 – article 5
DeWaltoff MOVED and SECONDED by Ahearn a favorable recommendation to approve Article 5. VOTE 10-0.

l. ATM – Reserve Fund – article 6
Ahearn MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 6 in the total amount of \$250,000. VOTE 10-0.

m. ATM – ISWM budget – article 7
DeWaltoff MOVED and SECONDED by Ripley a favorable recommendation to approve the total amount of \$9,612,150 for Article 7 as presented. VOTE 10-0. (page 25) DeWaltoff, Ripley. 10-0.

n. ATM – Capital Budget – article 9
FinCom voted prior to this meeting, however, Linda Marzelli is changing the funding source of the portable radios to Free Cash.

DeWaltoff MOVED and SECONDED by Redman a favorable recommendation of Article 9 to correct funding source of the portable radios to Free Cash; The total amount of \$5,267,071 for Items 1-29. VOTE 10-0.

MJ – need future discussion about the motion. The motion as printed in the warrant, FinCom needs recognize how the change to Free Cash will be made in the motion. Requested motion be based on tonight's change.

o. ATM – Rescind authorization unauthorized debt – article 11
Ahearn MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 11 in the total amount of \$3,400,000. VOTE 10-0.

p. ATM – CPA projects – article 13 (re-vote as necessary)
Chm. Ford briefly discussed Town Moderator's instructions. Items and dollar amounts approved do not include Items L - \$20,500 for Archives and Item O - \$75,000 for windows. A motion from the floor to amend motion, assuming CPC wants to include Item L. If amended motion is debated; If passes – revised motion and majority vote. Wants FinCom to explain what is going on with Item L and Item O.

Perry MOVED and SECONDED by Ahearn a favorable recommendation to approve the sum of \$1,819,555: \$631,590 from FY13 estimated CPA revenues; \$1,137,096 from CPA open space; and \$50,869 Community Preservation Fund Undesignated Fund Balance Article 13 as presented. VOTE 10-0.

Mastrangelo – new schedule for capital to hand to the moderator to show the change from free cash. Ms. Marzelli will give schedule to the Moderator.

Redman MOVED and SECONDED by Ripley to rescind the FinCom vote from last week to divide the CPA projects. VOTE 8-0-1 (abstention DeCicco).

q. ATM – Zoning – architectural design standards – article 14
DeWaltoff MOVED and SECONDED by Perry a favorable recommendation to approve Article 14. VOTE 9-0-1 (abstention Mastrangelo).

r. ATM – Zoning – relationship to other bylaws – article 15
Perry MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 15.
VOTE 9-0-1 (abstention Mastrangelo).

s. ATM – Zoning – signs – article 16
DeWaltoff MOVED and SECONDED by Perry a favorable recommendation to approve Article 16.
VOTE 9-0-1 (abstention Mastrangelo).

t. ATM – Zoning – screening – article 17
DeWaltoff MOVED and SECONDED by Slade a favorable recommendation to approve Article 17.
VOTE 10-0.

u. ATM – Zoning – design review – article 18
DeCicco MOVED and SECONDED by DeWaltoff a favorable recommendation to approve Article 18.
VOTE 8-0-2 (MJ, Ripley).

v. ATM – Town bylaw – railroad and auto overpass – article 25
DeWaltoff MOVED and SECONDED by Perry Indefinite Postponement of Article 25. VOTE 10-0.

w. ATM - Town bylaw – Mooring permits – article 33
Town Counsel opinion dated 4/30/12. Chm. Ford read last paragraph into the record: "... Because statutory and regulatory authority governing the permitting of moorings and their transferability does not provide for modification by a town bylaw, it is my opinion as Town Counsel that the Town Meeting may not adopt Article 23."

TA Guerino said once Town Counsel rules, it is the law of the Town. It is up to the petitioners to take it to the next level.

DeWaltoff MOVED and SECONDED by Perry Indefinite Postponement of Article 33 as presented.
VOTE 10-0.

x. ATM – Amend zoning – article 35
Chm. Ford briefly discussed Town Moderator's instructions. FinCom's only option would be to recommend to so vote or IP Article 35.

Planning Board vote was 4-4 to approve.

TA Guerino said petitioner is making an effort to preserve one of the historical buildings in town. He feels the town should support the owner of the adjacent building.

Mastrangelo – there are some valid concerns about what could happen in the future if this is zoned village business.

Ford MOVED and SECONDED by Perry a favorable recommendation to approve Article 35. VOTE 8-2 (opposition Mastrangelo, Slade).

y. ATM – Repair/resurface Cheryl Lane – article 36
DeWaltoff MOVED and SECONDED by Ahearn favorable recommendation for Article 36 in the total amount of \$35,000 as a betterment from Free Cash. VOTE 10-0.

z. ATM – Accept MGL pay for service – article 37
Ahearn MOVED and SECONDED Ripley 9-1 (opposition DeCicco).

aa. ATM – Wage and classification study – article 38
DeWaltoff MOVED and SECONDED by Montour a favorable recommendation for Article 38. VOTE 10-0.

TA Comment (for informational purposes only)
Democracy will have a good airing at this Town Meeting.

Selectmen comment (for informational purposes only)
None.

Finance Committee comment (for informational purposes only)
Chm. Ford will make petitioner aware of the Mooring article of Town Counsel's opinion.

FinCom to meet on 5/7/12 at 6:30 pm for Town Meeting. Verbal comments due to Ripley by this Friday.

Public comment (for informational purposes only)
Mr. Mulvey – raised issue with allowing Moderator to exclusively to determine if necessary, a 2/3rd vote on a given Article.

Redman – as a former Moderator in another community, five or more voters can contest then a hand count is done. In articles concerning bonding or financing, the Moderator has to count unless there is a unanimous vote.

Mr. Mulvey – the town is not under Robert's rules, but rather Town Meeting rules. The wording of the motion will preclude being challenged from the floor. He feels this is excessive amount of authority to the Town Moderator and is opposed to Article 27.

Ripley - expressed that she trusts the Town Moderator.

Mastrangelo requested final motions from Ms. Marzelli.

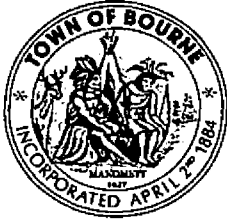
Mr. Tirrell - as a citizen, he thanked the FinCom for their services to the town.

125 quorum, meeting begins at 7:00 pm.

Future agenda items
N/A.

Adjournment
DeWaltoff MOVED and SECONDED by Perry to adjourn meeting. Meeting adjourned at 8:30 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



The Reserve Fund balance \$217,986.82

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday May 7, 2011 at 6:30 PM at the High School Professional Library.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Warrant article discuss and vote any articles as needed
4. Finance committee discussion – 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

2012 MAY 1 PM 8 42
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
April 30, 2012

Finance Committee
Minutes of May 7 and May 8, 2012
Bourne Professional Library/Bourne High School
Bourne, MA 02532

2012 JUL 17 AM 8 35

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Members excused: Glen Galusha

Guests: Linda Marzelli, Finance Director

Members of the Public: Robert Ripley, Marilyn Morris

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

List of documents

- None

Meeting called to order

6:30 pm by Chm. Ford

Approval of minutes

Grant MOVED and SECONDED by Redman to approve minutes of 4/30/12 as submitted. VOTE 11-0.

Reserve fund transfers

None.

Warrant article discuss and vote any articles as needed

ATM Article 13 - CPC

CPC Article requires FinCom to re-vote per Atty. Troy memo dated 5/4/12 in which he states that the town cannot use CPA funds to repair a building which was not previously purchased with CPA Funds (i.e. Continental Apartments).

Grant MOVED and SECONDED by Ripley a favorable recommendation of ATM Article 13 in the total amounts of \$1,777,462 for Article 13. VOTE 11-0.

STM Article 4 - ISWM

Mastrangelo MOVED and SECONDED by Grant a favorable recommendation of STM Article 4 to add \$400,000 to the ISWM budget; \$210,000 to the Host Community Fee and \$190,000 for Expenses. VOTE 11-0.

Finance Committee discussion

Slade – raised issue with Article 16, 18 and 35 and where there are legal opinions that motions for said articles need to be worded differently.

Town Meeting preparation

New discussions on the STM/ATM process for the newest members of the Finance Committee.

The Finance Committee meeting will remain in session and adjourn at the close of the 2012 Annual Town Meeting.

TA Comment (for informational purposes only)

None.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

None.

Public comment (for informational purposes only)

None.

ATM Article 27

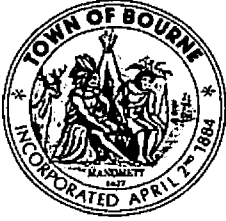
On May 8, 2012, the Finance Committee gathered on the stage the second day of Town Meeting with Town Moderator Atty. Bob Parody regarding Article 27. He explained the language of the article needed some refinement, which would bring the language more in line with the State law underlying the article. Therefore, as the informal sponsor of the article, he asked the Finance Committee if they would reconsider its prior vote and vote to Indefinitely Postpone the article. It was confirmed by the Bylaw Committee that they had not heard this information. Atty. Parody intends to bring the revised article before the Fall Special Town Meeting.

Upon motion by Ripley and seconded by DeWaltoff, the Finance Committee voted unanimously (10-0) to Indefinitely Postpone Article 27. There was no discussion of the motion to IP.

Adjournment

Ripley MOVED and SECONDED by Mastrangelo to adjourn meeting. Meeting adjourned on Tuesday, 5/8/12 at 9:28 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



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



Reserve Fund: \$250,000

MEETING NOTICE

The Finance Committee will hold a public meeting on Tuesday July 10, 2012 at 6:00 PM at the Bourne Middle School Library.

1. Minutes of previous meeting
2. Reserve Fund Transfers
3. Year end closeouts
4. Finance Committee officer selection
5. Finance Committee appointments to committees, as necessary
6. Future agenda items

6:30 PM Meeting continues as Joint Meeting with Board of Sewer Commissioners, Planning Board, Board of Health, Capital Outlay Committee and Energy Committee with the Wastewater Advisory Committee

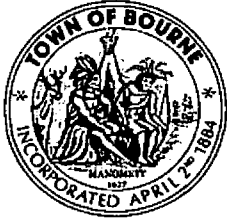
7. Review and discuss wastewater management plan from Wastewater Advisory Committee

Residents are welcome and encouraged to attend our meetings.

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

Michele Ford
July 1, 2012

2012 JUL 2 AM 11 19
TOWN CLERK'S OFFICE
BOURNE, MASS



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



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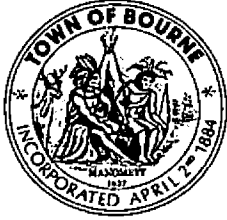
6:45 PM Meeting continues as Joint Meeting with Board of Sewer Commissioners, Planning Board, Board of Health, Capital Outlay Committee and Energy Committee with the Wastewater Advisory Committee

7. Review and discuss wastewater management plan from Wastewater Advisory Committee

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Michele Ford
July 2, 2012

2012 JUL 3 AM 8 25
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

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Michele Ford
July 1, 2012

2012 JUL 2 AM 8 39

TOWN CLERK'S OFFICE
BOURNE, MASS

Joint Meeting of the
Board of Selectmen and the FinCom

Minutes of July 10, 2012

Bourne Middle School 2012 OCT 25 AM 8 50

Bourne, MA 02532

TOWN CLERK'S OFFICE

BOURNE, MASS

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 (excused), David Ahearn, Mark DeCicco, Hal DeWaltoff, Glen Galusha, Bill Grant, Donald Montour, Jeff Perry, John Redman and George Slade.

Guests: Board of Health, Planning Board, Capital Outlay Committee, Wastewater Advisory Committee, TA Guerino, Finance Director Marzelli & Cape Cod Commission Staff members

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

6:00 pm FINCOM MEETING CALLED TO ORDER – YEAR END TRANSFERS

By FinCom Chm. M. Ford.

Ripley MOVED and SECONDED by Perry to approve minutes of 5/7/12 and 5/8/12 as submitted.
UNANIMOUS VOTE.

At this time, Selectmen Chm. J. Ford called Selectmen meeting to order.

Linda Marzelli, Financial Director – Year End Transfers

RESERVE FUND: salaries

- Planning Board salaries - \$1.81 out of reserve fund. Shortfall in budget
- Board of Appeals - \$873.89 wages for extra meetings
- DPW – \$22,483.05 OT for hurricane cleanup (75% reimbursement applied for by TA)
- Snow & Ice - \$14,583.09 for OT salaries
- BOH - \$1,112.04 transfer of personnel within departments
- Library - \$899.12 – transfer of personnel within departments

Total of \$39,953.00

Ripley MOVED and SECONDED by Redman to approve the total amount of \$39,953 from Reserve Funds for Department Salaries. VOTE 10-0. VOTE 10-0.

REASERVE FUND: expenses

- Town Meeting expense - \$1,212.43 to cover STM and ATM expenditures
- Legal costs - \$12,884.20 much dealing specifically with the Doherty case.
- Tax tile - \$17,651.42 increase of activity in auctions
- Planning Board expenses - \$600 for advertising/meetings
- Telephone account - \$4,116.50 for cell phones and regular phone
- EMS - \$0.03 shortfall
- Inspections Dept. - \$508.09 travel
- DNR fuel - \$70,051.72 for both marinas (TA - for gas the town sells)
- Veterans - \$2,120.06 for expenses
- Archives \$600.16 - shares budget with historical society
- Interest on Tax Cases - \$513.07 - appellate taxes
- Medical overage - \$14,897.19
- Insurance - \$52,604.67
- LIUNA - \$162.46 cost of re-match of employees

Total of \$177,922.00

Ripley MOVED and SECONDED by Ahearn to approve the amount of \$177,922 from the Reserve Fund for Department Expenses. VOTE 10-0.

MUNICIPAL TRANSFERS:

Transfers from Department Budgets:

- Police Department to Planning Board expenses - \$7,705.00
- Police Salaries to Police Expenses - \$26,774.09

ISWM Contracted Services to ISWM Host Community Fee - \$25,000.00

Total \$59,479.09

Selectmen Vote:

Zuern MOVED and SECONDED by Baldwin to approve transfers totaling \$59,479.09. VOTE 4-0.

FinCom Vote:

Redman MOVED and SECONDED by Ripley to approve transfers totaling \$59,479.09 for Department Expenses. VOTE 10-0. **Finance Committee Reorganization**

Chairman

Ripley MOVED and SECONDED by Redman to re-appoint Michele Ford as the Finance Committee Chairman. UNANIMOUS VOTE.

Co-Vice Chairman:

Ripley MOVED and SECONDED by Ford to re-appoint Mary Jane Mastrangelo as Co-Vice Chairman. UNANIMOUS VOTE.

Co-Vice Chairman:

Galusha MOVED and SECONDED by Perry to re-appoint Elinor Ripley as Co-Vice Chairman. UNANIMOUS VOTE.

Capital Outlay Committee FinCom Representative

Ripley MOVED and SECONDED by Perry to re-appoint John Redman and Mary Jane Mastrangelo as the FinCom Capital Outlay Committee Representatives. UNANIMOUS VOTE.

Wastewater Advisory Committee

Ripley MOVED and SECONDED by Slade to re-appoint Don Montour as the FinCom Representative to the Wastewater Advisory Committee. UNANIMOUS VOTE.

Bylaw Committee

Ford MOVED and SECONDED by Montour to re-appoint Elinor Ripley as the FinCom Representative to the Bylaw Committee. UNANIMOUS VOTE.

ISWM Working Group

Ripley MOVED and SECONDED by Slade to re-appoint John Redman as the FinCom Representative to the ISWM Working Group. UNANIMOUS VOTE.

Future agenda items

Chm. Ford requested any future agenda items request to be sent by email. FinCom meeting will remain in session until the conclusion of the joint meeting.

6:30 pm – REGULAR SELECTMEN’S MEETING CALLED TO ORDER

By Selectmen Chm. J. Ford

Moment of Silence/Salute the Flag

Chm. J. Ford requested a moment of silence in memory of Mrs. Betty Galusha.

Public Comment

None

Licenses/Appointments/Easements

a. Block Party Pilgrim Pines

Meier MOVED and SECONDED by Baldwin to approve Pilgrim Pines Block Party on 7/21/12 from 1:00 pm – 8:00 pm, per routing slip. VOTE 5-0.

b. ABCC – population

Annual affidavit the Selectmen sign relative to seasonal population. Estimate town doubles to about 40,000 and always concurred and approved when it gets to the ABCC.

Pickard MOVED and SECONDED by Zuern to approve the ABCC population as presented. VOTE 5-0.

c. Appointment – Local Emergency Planning Committee (LEPC) – John Pribilla

Pickard MOVED and SECONDED by Baldwin to approve appointment of John Pribilla for a term to expire 1/30/13. Board of Selectmen Representative to the LEPC appointment - Zuern received letter in the mail, but asked if any member of the board was interested to serve. Zuern volunteered to serve as Selectmen representative.

d. Cataumet Club Camp – 2 overnight camping events at Bassetts Island

Pickard MOVED and SECONDED by Meier to approve two overnight camping events on 7/19/12 from 7:00 pm – 7:00 am per routing slip (DNR concur with Conservation Agent – TA said ConCom doesn't need to take action). VOTE 4-0.

e. Friendly's Ice Cream – change from 1 corporation to another/change in manager

Pickard MOVED and SECONDED by Baldwin change from 1 corporation to another and change in manager per routing slip. VOTE 5-0.

Town Administrator's business

Thanked the Finance Director and her staff for their work invested for the year-end account balances and transfers.

Selectmen's business

Signing of the Primary Warrant

Pickard MOVED and SECONDED by Baldwin to sign the Primary Warrant. VOTE 5-0.

Zuern – notified public that her house was broken into and urged people to lock doors, put jewelry in a safe place; watch your house and your neighbor's house. Her house was alarmed and the alarm didn't deter the offender.

Ford – suggested TA Guerino contact Police Chief requesting a Reverse 911 for said incident and asked if anyone has any information to contact the TA's office.

Meier – thanked people who came out for the 4th of July parade as well as the 4th of July Parade Committee.

Meier MOVED and SECONDED by Pickard to adjourn. Meeting adjourned at 6:45 pm.
UNANIMOUS VOTE.

7:00 pm – JOINT MEETING BOARD OF SELECTMEN/BOARD OF SEWER COMMISSIONERS, CAPITAL OUTLAY COMMITTEE, FINANCE COMMITTEE, BOARD OF HEALTH, PLANNING BOARD, SELECTMEN'S ENERGY ADVISORY COMMITTEE, WASTEWATER ADVISORY COMMITTEE CALLED TO ORDER

By Selectmen Chm. J. Ford

List of documents

- Wastewater Management Planning for Bourne's Downtown booklet dated 6/20/12

Selectmen's Committee Advisory on Wastewater bringing forward the First Phase of report of the Buzzards Bay side and most part of Bourne's wastewater capacity and needs. Ms. Riggs is not present tonight, and Mr. William Locke agreed to step in. Mr. Locke thanked the group for their efforts for the Town of Bourne.

Glenn Cannon, Director of Technical Services at the CCC, thanked the committee for their involvement and said the committee believes wastewater management planning is a worthwhile experience and is the best way to handle wastewater. Currently they are at a phase where they need some decisions to be made to proceed. It is a long process and currently there is about eight years of studying.

The purpose of this report is to present the findings of the study performed by the RESET staff relating to water supply and wastewater issues as part of a comprehensive water supply/wastewater assessment of the Downtown Bourne area (including Hideaway Village and the Bourne Development Campus).

The study included the following goals:

- Evaluate water supply and wastewater issues within the study area (includes Downtown Bourne, Hideaway Village and the Bourne Development Campus)
- Identify options for water supply and wastewater management
- Assist Bourne and the Buzzards Bay Water District with water supply and wastewater issues within the area and to provide an action plan for a solution.

Task 2 – Existing Planning Documentation

To provide for a systematic and practical approach to the project.

Task 3 – Water Supply and Demands

Commission staff investigated water supply issues related to the Buzzards Bay Water District including supply capacity and demands based on existing studies, map of well sites and potential water supply sites.

Task 3a – Discussion with Buzzards Bay Water District Superintendent

Task 3b – Current Water and Supply Demands

Task 3c – Future Supply Needs

Task 3d – Screening for potential lands suitable for water supply

Task 4 – Assessment of existing Wastewater Infrastructure

The RESET staff reviewed existing documents relating to sewer use patterns, regulations, inter municipal agreements and potential and future allocation agreements as it effects future expansion planning.

Task 4a – view Inter Municipal Agreement (IMA)

Task 4b – Summarize allocation issues

Task 4c – Develop outline for allocation tracking

Task 5 – Buildout Analysis and Wastewater Flows

Commission staff prepared buildout analysis for the study area following assumptions outlined by current zoning and future market analysis.

Task 6 – Wastewater Facility Siting

A key component to wastewater planning is the identification of one or more feasible sites for a wastewater treatment facility and an associated subsurface disposal system, north of the Cape Cod Canal. The Commission's RESET staff conducted an evaluation of potential wastewater facility and discharge sites.

Subsurface Disposal Sites:

Site 10 – Kramer Property (Hideaway Village)

Site 16 – Scenic Highway (out of town)

Site 19 – Queen Sewell Park (Downtown)

Site 29 –Community Center (Downtown)

Treatment Sites:

Site 10 – Kramer Property (Hideaway Village)

Site 16 – Scenic Highway (out of town)

Site 21 – Deseret Drive (out of town)

Site 39E – Belmont Circle (Downtown)

Site C – Sandford Property (Downtown)

Task 7 – Evaluation of Wastewater Infrastructure Options

Incremental flows, Wastewater treatment technologies and Wastewater treatment and subsurface disposal site area requirements.

Task 8 – Evaluation of Financing Options

The financial plan has four primary components:

1. A plan for financing the implementation of needed projects
2. A plan for re-payment of debt incurred during the project implementation
3. A plan for funding on-going operations, maintenance and administrative costs associated with the wastewater system
4. A “model” or approach to manage near-term and long-term financial commitments

Task 9 – Action Plan

The recommended, phased Wastewater Management Plan to provide critical wastewater services to meet needs of range of future commercial development in downtown Bourne is summarized:

- Implement a phased approach
- Utilize remaining capacity at Wareham WWTF
- Request DEP review and comment on Bourne WWAC Downtown Plan with the ultimate goal of implementation
- Continue discussions with private parties on commercial development plans and private financing options (Optimus project) – may not be the only option
- Develop and execute Memoranda of Understanding (MOUs) for private partnership
- Select treatment and disposal sites that fit private development plans
- Continue to maintain scenic highway site pending downtown plan
- Procure consulting support to undertake hydraulic studies, define condition and capacity of existing system and on-going wastewater planning
- Conduct preliminary hydrogeologic studies of Queen Sewell park and Community Center
- Acquire rights to critical treatments sites
- Obtain SRF funding to supplement private investment
- Investigate and secure other public financing options
- Develop public involvement process to support wastewater program

Discussion

DeCicco – raised issue of an additional 350,000 GPD is based on 800,000 sq. ft. Mr. Cannon said moving forward, need to have capacity to add for the next developer who comes along.

TA Guerino – asked about Belmont Circle area. Mr. Cannon said open land would not be disturbed. TA Guerino mentioned the Scenic Highway site as there is a lot of concern relative to the needs of the Bourne Water District. Mr. Cannon said the location of site (Scenic Highway) groundwater flow is front northeast to southwest and groundwater would not affect anything to the north.

Zuern – questioned disposal. Mr. Cannon said disposal water is treated and goes into the groundwater; the Cape has a high permeability rate due to the sandy soil.

Chm. J. Ford – said people's perceptions is an issue and believes Scenic Highway is going to be a hard sell. Mr. Cannon agrees that perception "drives the boat", however, this is not surface water – it is a groundwater aquifer and not subject to the vagaries of weather.

TA Guerino – said the Community Center is in a flood plain area. Mr. Cannon said he will have to review during the screening.

Mastrangelo – raised issue with septage means. Mr. Cannon said a residential home Title V system has a pump out septic tank which goes to wastewater treatment plant. Mastrangelo asked what can be phased and not be phased. Mr. Cannon said an underground well is built for planned capacity (treatment plant); subsurface is built all at the same time.

Skip Barlow – because this Planning is tied to the GIZ, he is asking all parties to re-think the whole issue and to look at all the different options rather than building homes in Buzzards Bay.

TA Guerino – a company is looking to put directional drills along the canal down near the new parking lot; it seems to make some sense to look at if this is to move forward. Leasing on the directional drill at the MMR if going to do any upgrades. This plan is currently being looked at. Mr. Cannon said they can continue to discuss with the MMA.

Selectmen Chm. J. Ford – asked about building a private plant and offer to businesses at a cost and not to the taxpayers. Mr. Cannon said Sandwich is looking at this on Route 130, and will either dedicate to the town or sell service to the town. This is a private investment in the capital cost. Paid back through user charges and betterment charges. The new town of Devens had a design-build-operate and charged user charges.

Mastrangelo – asked since CCC paid for the study (6 versions), what are the costs and planning costs for the next step. Mr. Locke said he doesn't know if the CCC is ready to "step up to the plate" and is a question that needs to be asked. Mastrangelo said Ms. Riggs mentioned in a Selectmen meeting that in order to qualify to apply for State funding, we need an accepted plan to meet the next deadline (Mr. Locke said this deadline was missed). She isn't sure the 2% loan is what the town can get on its own and understanding the steps and planning and alternatives, to have a plan is difficult as it is complex. Mr. Cannon said the CCC has new management and will step up as well as they can.

Pickard – Bourne has obtained local control and would hate to see grouped into one organization where it will cost the town a lot of money. The more aggressive Bourne can be, the better.

Selectmen Chm. J. Ford – people paying for additional systems have to deal with perception. He suggests working with Congressmen on a discharging treatment plan that can be built if have a place to discharge the water. Mr. Cannon said he is meeting with DEP where Falmouth is pursuing an ocean discharge in Woods Hole - looking to re-opening after closing in 1985. If

partner with the MMA and have something going out to the canal, wouldn't be doing all the transportation.

DeCicco – The more usage in one of the MMA units, the less money it costs. If MMA spends for an upgrade, it doesn't make sense for Bourne to build one down the street.

Galusha – still looking at 200,000 gallons per day (GPD) sewage. Mr. Cannon said the schedule to get on Wareham's behalf is a multi-hearing process and Bourne will lose some control as Wareham is initiating, but worth discussing and working with them.

Galusha – Hideaway Village (HAV) will decrease the flow from the Buzzards Bay Water District. TA Guerino said taking HAV connections off Wareham and go to own facility would take current user fee and put onto the remaining users so the Buzzards Bay community. If look at bringing more capacity to Wareham, have to look at town's current transmission system (getting aged now and will need repair) and doesn't know about pump capacity (re-calibrated and re-build). We are looking at a substantial cost, losing control and adding a potential substantial cost. This is a very costly short-term perception.

Skip Barlow – if a developer came into Buzzards Bay and wants to build 250 units, let him build and pay. He questioned why have the town pay. TA Guerino said doing so may make it cost prohibitive for the developer.

Zuern – doesn't think having developer pay is unreasonable. She was upset to hear about the mandate, but a mandate can be broken. She is concerned about disposal sites in a residential area.

Mastrangelo – asked what does Bourne need to have in place for developers to participate on costs. Chm. J. Ford said it doesn't have to be one big system.

Baldwin – agrees on the development of Buzzards Bay, but not to flattening out Buzzards Bay for homes. Mr. Locke said he agrees and has a book to follow to move forward.

Mr. Cannon – asking the town to consider the dialogue it has now. There is the ability to accommodate wastewater. Bourne has land to provide to a developer. Public/private partnership is significant to offer. Not asking for a commitment, but rather to continue dialogue.

Redman – asked about the town of Devens. Mr. Cannon said the plant was a 1942 vintage tank which had to be completely replaced, financed on behalf of Devens, built plant and sold surface to surrounding towns. User base set up with sewers. Financed by the State and privatized.

TA Guerino – the RESET team that came from the Cape Cod Commission (CCC) could have been sent to any community on the Cape, but directed the RESET money to Bourne.

Public Comment

Diane Barth – asked for clarification about no implementation of large growth in Buzzards Bay unless there is a solution for wastewater. Mr. Cannon added there is no mandate for Phase II.

Mr. James Mulvey – there is little open undeveloped land in Buzzards Bay. This proposal is to take what we have now and ship out of town and retaining into town. There are fisheries and estuaries to think about. He has some issues with general direction. With regard to cost benefit - who pays for it and what are the benefits - which doesn't compute.

No further questions from the public.

Selectmen Chm. J. Ford – asked about a time table from the CCC. Mr. Cannon will have one when he comes before the board in August

Other business

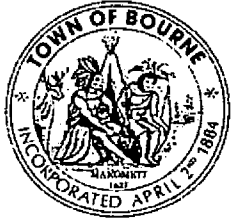
Jack Howarth, Planning Board - asked about tax title property – TA Guerino responded with a date of 9/13/12. He also inquired about a revival tent (he filed a complaint) and asked the status. Chm. J. Ford suggested writing a letter to the TA office to take action. TA Guerino will discuss tent with Building Inspector Roger Laporte. He was under the impression it was closed down.

Adjournment

Pickard MOVED and SECONDED by Meier to adjourn Selectmen meeting. Meeting adjourned at 8:41 pm. UNANIMOUS VOTE.

Ripley MOVED and SECONDED by Galusha to adjourn FinCom meeting. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.

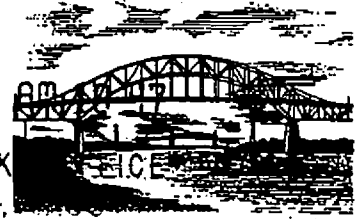


TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532

2012 AUG 10
TOWN CLERK
BOURNE,



MEETING NOTICE

Date

Tuesday
August 14, 2012

Time

6:30 P.M.

Location

Bourne Veterans' Memorial
Community Center
239 Main Street
Buzzards Bay

1. Call meeting to order
2. Reserve Fund Transfers
3. Update of Sewer Commissioners meeting

7:00 P.M.

Enter Joint Session with the Board of Selectmen to discuss FY2011 Audit

Thomas M. Guerino
Town Administrator

Date: August 9, 2012

Sullivan, Tracy

From: lgroezinger@gmail.com
Sent: Thursday, September 13, 2012 8:39 AM
To: Sullivan, Tracy
Subject: FinCom meeting agenda - TO POST

MEETING NOTICE

FINANCE COMMITTEE

A joint meeting between Finance Committee, Board of Selectmen and Capital Outlay Committee

Monday, September 24, 2012
7 p.m.
Community Building

DPW Facility discussion and vote, if necessary.

Michele Ford
Chairman, Finance Committee

Sent from my BlackBerry® by Boost Mobile

2012 SEP 13 AM 8 41
TOWN CLERK'S OFFICE
BOURNE, MASS

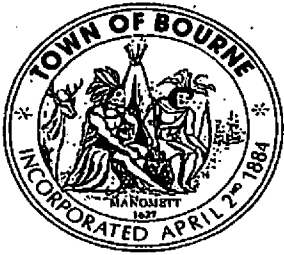
NOTICE OF MEETING - Bourne Finance Committee

2012 SEP 20 PM 4 18

DATE	TIME	LOCATION
Monday September 24, 2012	6:30	TOWN CLERK'S OFFICE BOURNE MASS Bourne Veterans Memorial Community Center 239 Main Street - Buzzards Bay, MA 02532

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

1. Presentation by Public Works Committee on the new proposed DPW Facility
2. Adjourn



**Board of Selectmen
Meeting Notice
AGENDA**



**Joint Session Finance Committee/Public Works Building
Committee/Capital Outlay Committee**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday September 24, 2012	6:00 p.m.	Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay

1. Presentation by Public Works Building Committee on new DPW facility
2. Other Selectmen's business
3. Adjourn

2012 SEP 19 PM 12 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee
Minutes of September 24, 2012
Bourne Community Building
Bourne, MA 02532

2012 OCT 26 AM 8 32

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Guests: Town Counsel Bob Troy; Town Clerk Barry Johnson; and Ms. Nancy Sundman acting as Notary, for execution of Restrictions and signing of Purchase and Sale Agreements.

List of documents

Town of Bourne New Public Works Facility presentation dated 9/19/12 – 22 pages

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.

6:30 pm – Convened Joint Session with Board of Selectmen, Capital Outlay Committee, DPW Building Committee

Present: Finance Committee: Chm. Michele Ford, Co-Vice Chm. Elinor Ripley and Mary Jane Mastrangelo, David Ahearn, Mark DeCicco, Glenn Galusha, Donald Montour, John Redman and George Slade

Guests: Capital Outlay and DPW Facility Building Committees.

Introduction by Stanley Andrews, Chm. of DPW Facility Building Committee.

John Redman – brief background of the DWP Building Committee. Established in 2011, had 22 meetings. 6 DPW facilities on and off Cape and develop best practices on the development. Bourne DPW is unique. DPW was built in 1967 and comprises of 20,000 SF now occupying 7,500 SF. Presentation is a team effort with other town departments to make proposal a reality and saving tax payers money.

Presentation by Public Works Committee – Jeff Alberti of Weston & Sampson

Purpose of the presentation is to show the project history, DPW was constructed in 1967, initial feasibility completed in 2008 with feasibility study updated 2012.

DPW for the community. One of the town's (4) emergency services, maintenance and repair of some of the town's most vital infrastructures, including being on-call 24 hours a day to handle unexpected problems and emergencies.

Does a lot more than DPW's in most communities. Managing collection of solid waste and recyclables, maintaining all town vehicles, maintaining beaches and shore line.

New facility needed. In 1967, current facility was built. Town needs a public works facility as department responsibilities increased along with number of vehicles, and pieces of equipment.

Due to lack of space, staff is forced to work out of temporary trailers. Temporary facilities are not designed with public works and emergency response operations in mind. There are only 1 ½ vehicle maintenance bays for 4 mechanics to maintain entire town fleet, undersized vehicle maintenance support space, vehicle/equipment storage areas are inefficient for just non-existent.

Need vehicles and equipment inside. Improve employee safety, public safety, efficient & cost effective operations, protective of equipment, stormwater pollution control, noise & air.

Facility needs to be moved to a new site. Existing facility is located in Phase 6 of ISWM facility. Airspace has potential value of \$23M in total future revenue. By 2015, Bourne will begin accepting contractual peak allotment of ash from the Covanta/SEMMASS facility as a future revenue stream for the town.

Proposed:

Programming process. Interviewed DPW staff, compared interview data to industry standards, prepared programming sketches for each operating area.

Space needs assessment. Program includes consolidation of sewer operations, engineering and the new facilities maintenance operations. This includes administration, employee facilities, DPW operations and shops, vehicle & equipment storage, vehicle maintenance and wash bay.

Conceptual building and site alternatives were shown through pictures and drawings.

Project costs – Mr. Don Ahearn

Project cost summary:

- Building - \$5,253,370
- Industrial support equipment/fueling - \$730,000
- Site development costs - \$2,655,342
- Design contingencies - \$345,548

Subtotal Construction of \$8,984,260 (\$244/SF)

Soft Costs & Const. Contingencies - \$2,096,538

TOTAL COST \$11,080,798

How will town finance project.

- \$1M – savings for site work completed by DPW & ISWM
- \$1M – from ISWM retained earnings
- \$750,000 – Stabilization Fund
- \$500,000 – Free Cash
- \$500,000 – Capital Reserve Stabilization Fund
- \$1M – ISWM financing
- Remaining cost as Debt Exclusion of \$6,330,798

Summary of Mandated costs – Mr. Alberti, Weston & Sampson

- Administrative costs (Chapter 149 Filed sub-bids, owner's project manager)
- Prevailing wage rates
- Industrial Equipment and Fueling Systems
- Site work/Environmental
- HVAC/Fire Protection/Electrical Systems

Why the town shouldn't wait.

- Ability to provide efficient services to the community will be impacted
- Lose out on future revenue at the ISWM operation
- Employee safety within this substandard building will continue to be a major concern
- Life expectancy of the multimillion dollar fleet will continue to be reduced at an accelerated rate
- DPW staff will continue to work out of substandard conditions
- Town will lose out on the chance to fund this project when borrowing costs and construction costs are at historic lows.

Discussion

Picard – asked what the impact of tax rate - \$37.16/\$330,000 average value home for the first year.

Zuern – asked if the \$37.16 per household more than paying now or will it even off as debt goes down from other facilities. Ms. Marzelli said this will be added to the levy and will be on top of what people pay. This doesn't have the same impact as the Middle School.

Ford – this is a debt exclusion and will be outside the budget. The money the town would be saving will be used for keeping the buildings the town already has and for buying equipment. Ms. Marzelli said we want to keep debt service as level as possible.

Pickard – recognizing what was suggested as being necessary, but asked if it was possible to build a 3-sided barn to reduce a couple million dollars off the proposal. Mr. Ahearn said \$1.9M is for vehicle storage which averages out to \$80/SF. The building will be kept at 45 degrees and there is currently approximately \$10M of equipment in DPW, plus a couple of million dollars in investment is something to consider to protect the life.

Ripley – interest rates and construction costs are at historic lows and the time to take advantage is now. Financing is the major cost. Ms. Marzelli said 3% was used as today's variable rate.

J. Ford – feels trucks need to be inside and feels the price is right for what the DPW does for the town. He is not for overrides, but feels this is important.

Mastrangelo – asked the difference between pre-engineered and modular construction. Mr. Alberti said modular is defined as a building shipped to site, installed within the building and shipped out – basically a shell. This DPW facility doesn't qualify.

J. Ford – asked about furnishings. Mr. Alberti said with regard to soft costs, industrial equipment design is specialty equipment.

Mastrangelo – questioned any cost savings for an architectural pre-engineered building. Mr. Alberti said the rest of the designs inside the building are mandated and will see cost savings on that end. Some soft costs will go down.

Mastrangelo – seemed unusual for a budget to be the same for a pre-fabricated building. If lower, how much lower would it go? Mr. Alberti said he doesn't anticipate it will; typically all savings are identified to reduce soft costs.

Member of the Capital Outlay Committee discussed analysis for costs of operation costs and asked if it will be likely higher as there is more square footage. Mr. Alberti said although operating costs are higher, cost per foot will be at a low cost. With respect to vehicle washing, it shows a separate building which includes manual labor system; minimally heated, higher ventilated rate for moisture. Why put in separate building? Mr. Alberti said there is more cost as it becomes corrosive environment (ventilate a smaller volume). Mr. Alberti further went on to say there is a separate wall for more flexibility.

Meier – is in favor of this project as some projects are in a higher range. He feels it is the board's job to sell this project to the public.

Pickard – raised issue with Weston & Sampson bidding on engineering functions. Mr. Alberti clarified it would be design only, not construction. Pickard is in favor of the project and wants to sell to the public. He would like to see public forums between now and town meeting.

Mr. Redman – as far as selling to the public, education is the next. ISWM can come in and assist with the project. He encourages any residents to look at the facility now. He hopes the board embraces the project; forums and brochures are planned.

Pickard – concurs with public outreach as time is limited.

TA Guerino – this committee has been putting together presentation for several months and has met their deadline and would like to personally thank them. Phase 6 and the future Covanta contract is a \$23M direct to the town. ISWM has brought into the town between \$14M - \$18M; \$41M into operations to this community. ISWM has paid for this facility several times over and will almost pay 60% of this project. Tremendous work has been done by ISWM and they have performed a financial obligation. ISWM is being more than fair. Moving forward, he asked and Mr. Alberti concurred, this is the most cost effective and energy efficient building.

Mastrangelo – if you compare the cost of what other towns have paid for and what they have received for it, Bourne is getting more for their money.

Zuern – commented on the pavement around the building, and the wear and tear. Mr. Alberti said the goal is to only pave areas where vehicles turn around and will try to reduce costs. Zuern suggested an open house at the landfill inviting people to take a tour and to explain how it will affect the town.

Meier – where taking \$750,000 from Stabilization and \$550,000 from Free Cash, one option is to take more money from one account for the purpose of reducing the impact on the tax payers. TA Guerino said as we have to look down the road and at other capital expenses; the town wants to keep the reserve pieces for good bond ratings. Keep reserves at a level to protect the town and provide stability towards more capital projects and/or repairs on facilities.

Mr. Paul Gately – asked when the article will be on the warrant for board review and signature. TA Guerino said he anticipates the board to sign the warrant on 10/9/12 and posted by 10/14/12.

M. Ford – FinCom will have to review articles and will wait for final warrant.

TA Guerino – boards/committees can give a consensus as to where they are.

M. Ford – the town needs a new facility. The town is in a fortunate position where ISWM can finance a portion, recognizing they are not a private enterprise and is incumbent upon the town. She is in favor of the project. FinCom will discuss at their 10/15/12 meeting and commented on being constrained by a holiday and not having a warrant at that time.

Mr. James Mulvey – asked if the reserve funds can be brought back up to current levels if used for this project.

TA Guerino – the town has been building reserves for the past 7 years for the purpose of paying for capital expenses as they come forward. Worked hard through Selectmen policies and the Finance Committee to bring the numbers back up. By using \$500,000 Free Cash and \$750,000 from Stabilization we will be fairly stable and should in close proximity to current goals and will not have to scramble to build up reserves. The reserves will come up as the town uses its current budgetary systems. It is important to stay judicious and conservative.

Pickard – with regard to ISWM responses to the 3 RFPs, they are going to negotiations shortly and it is possible to reduce some expenses through ISWM and generating land uses.

Mastragelo – Capital Outlay will meet this Thursday with the DPW Building Facilities Committee and will probably take their final vote.

DeCicco – is in support of the project and asked if there is any other town-owned land to use. Mr. Redman said they have looked at some town-owned land and car dealerships; however it is a lot cheaper to use the property it has now.

TA Guerino – while the town currently has vacant commercial land, we don't want to take what little commercial land we have; keep economical developable land value.

No further board/committee comments. No further public comment.

Stanley Andrews – the next step would be to bring presentation forward to educate the public.

J. Ford – the town needs a forum to answer questions the public. Mr. Andrews said the committee would be in favor of holding several meetings.

Pickard – suggested using photographs of current vehicles and equipment, including working garage picture for the forums. He doesn't suggest using Weston & Sampson for educating. Mr. Redman said the DPW Building Committee can educate.

Mr. Ahearn – the Building Committee has discussed some ideas brought forth tonight, including educating on cable TV.

Gary Malone – asked if this project is still a top priority for the town. Pickard said a building study that was done for the town which identified buildings as priorities. The Selectmen and Capital Outlay Committee prioritized these buildings. Mr. Malone asked about conditions for employees now in the current building and asked about the dirt areas that won't be paved and what can we expect the noise levels to be. Also, if the new ISWM tipping fees are to be regarded, why not go after already authorized meal tax money (\$200,000/year).

Pickard – host community fee costs are what it costs to put a ton into the ground. Beyond that, the host fee goes toward post closure. The prior Selectmen board voted to not raise room/meal taxes for the business communities.

Mr. Redman – ISWM has prioritized their activities and there are plenty of things to do to keep the landfill operational.

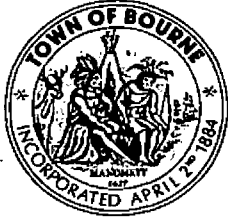
TA Guerino – with regard to the meals tax, he would like to keep Bourne on a little competitive edge if possible.

M. Ford – FinCom meets 10/15/12.

Adjournment

Pickard MOVED and SECONDED by Meier to adjourn. Meeting adjourned at 8:12 pm.

Respectfully submitted - Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue

Buzzards Bay, MA 02532

CLERK'S OFFICE
BOURNE, MASS



The Reserve Fund balance \$221,880

MEETING NOTICE

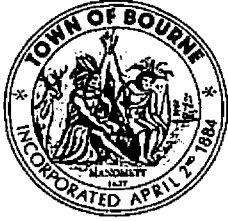
NOTE: This meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.

The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday October 15, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review STM Articles
 - a. New DPW building article (article 16)
 - b. DPW electric (article 1)
 - c. FY13 Budget Supplement (Article 2)
 - d. Unpaid Bills (Article 3)
 - e. OPEB Liability (Article 7)
 - f. Capital Improvements (Article 6)
 - g. Cable TV Proceeds (Article 5)
 - h. Cable TV (Article 18)
 - i. Comcast Van (Article 15)
 - j. Land (Article 13)
 - k. Land parcels (Article 17)
 - l. Bylaw articles (Articles 9, 10, 11, 12) time permitting
4. Vote articles
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.



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



The Reserve Fund balance \$221,880

MEETING NOTICE

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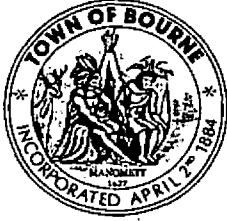
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday October 22, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review STM Articles
 - a. Wastewater treatment – Article 14
 - b. Capital improvements – Article 6
 - c. Land – 9 Sandwich Road – Article 8
 - d. CPC undesignated fund balance – Article 4
 - e. CPC – Windows – Article 18
4. Vote articles
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

2012 OCT 18 PM 12 49
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
October 16, 2012



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



The Reserve Fund balance \$221,880

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.

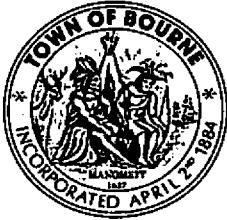
The Finance Committee will hold a public meeting on Monday October 22, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review STM Articles
 - a. Wastewater treatment – Article 14
 - b. Capital improvements – Article 6
 - c. Land – 9 Sandwich Road – Article 8
 - d. CPC undesignated fund balance – Article 4
 - e. CPC – Windows – Article 18
4. Vote articles
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

2012 OCT 19 PM 4 22
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
October 16, 2012



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



The Reserve Fund balance \$221,880

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday October 22, 2012 at 6 PM in the High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles
 - a. Land – 9 Sandwich Road – Article 8
 - b. CPC – Windows – Article 18
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
October 22, 2012

2012 NOV 1 PM 12 44
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 FEB 5 AM 10:56

TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of October 22, 2012
Bourne Community Building
Bourne, MA 02532**

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

Guests: TA Administrator, Linda Marzelli

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.

Chm. Ford a thank you note from Mr. & Mrs. Michienzi for Article 35 at Town Meeting for time and support.

Approval of Minutes

Mastrangelo MOVED and SECONDED by Montour to approve minutes of 7/10/12 as submitted. VOTE 10-0-1 (Mastrangelo abstained).

Mastrangelo MOVED and SECONDED by Perry to approve minutes 9/24/12 as submitted. UNANIMOUS VOTE.

Grant MOVED and SECONDED by Redman to approve minutes of 10/15/12 as submitted. UNANIMOUS VOTE.

Reserve Fund Transfers

None.

Review STM Articles

1. Wastewater treatment – Article 14

Mastrangelo recused herself from discussion and vote at this time.

Ms. Sally Riggs requesting the Finance Committee's endorsement of Article 14 which is asking \$145,000 to be spent over two years and its general purpose is to advance planning for expansion in wastewater expansion in Buzzards Bay (Bourne's Downtown). There is the potential of expansion of the commercial sector contribution. Residents currently carry most of

the burden. If the town increases the sector, the commercial sector can carry more and residents less which will benefit everyone. Looking for funding to be able to conduct hydrogeologic studies in town to hire either a part-time or contracted employee who would serve as a project manager to keep the process going. This person would assist in reviewing RFP's, grants and understands the process. Because of the potential of public private partnership, some monies will be required for orchestration by attorneys of how to bring public entity with a private developer. Money will be spent over two year period. Some of this may be supplemented by grants.

Marzelli – said this will come out of Free Cash.

Redman – Capital Outlay voted to approve, Selectmen voted to approve at the recommendation of the Finance Director.

Mr. James Mulvey – asked who will pay for the piping increase, piping and two filtration systems and building a secondary vat stand behind this building.

Chm. Ford – research is needed to answer those questions. The FinCom is acting on behalf of the Finance Committee and not anyone else.

TA Guerino – current sewer users that now pay \$734/year to send wastewater to Wareham, that is as high as they go for this current system. Future financing of mechanisms will have to be studied through cost estimates. Not ready to say there will be any money spent. Have to figure out what can/cannot do and if it makes sense.

Selectmen Chm. J. Ford – the town isn't going forward with any costs to taxpayer in town. This is a private/public partnership where we are doing the planning and review of land. Any costs would be put on anyone who is planning to do business with Bourne. We have to identify if there is a way to do this.

Ahearn – asked how do we know we won't be looking for more funds. Ms. Riggs said we don't know where money is coming from. However, we do know it if it ends up in any way as an action by the town, it would have to go before Town Meeting. This is about the initial planning step. If sites prove to be not feasible, we will have to start again.

Ahearn – asked about the \$145,000 figure. Ms. Riggs said prices came from combination from consulting assistance (Cape Cod Commission) and a consulting firm (SHCM2 Hill). \$60,000 of

the \$145,000 would be for employees or a contractor for a 2-year period. Final amount, if private/public partnership would be available for legal services.

Montour MOVED and SECONDED by Ripley to support Article 14. VOTE 10-0.

2. Capital Improvements – Article 6

Mastrangelo – total requests for \$11,365,398.

\$11,080,398 - DPW building (major portion of the Article).

A separate capital article for adjustments:

- \$15,000 - PD cruisers
- \$26,000 – PD station/masonry repairs (emergency request from PD)
- \$30,000 – FD portable radios
- \$14,600 – FD computer system and hardware for ambulance
- \$50,000 - Tideway Sea Wall Repairs;
- \$145,000 - Wastewater Planning and Hydrogeological testing (a separate article)

\$139,600

Discussion

Perry – asked if the Sea Wall was on public or private land. TA Guerino said it was town property and its responsibility to repair the wall, even though it has some private access.

Mastrangelo MOVED and SECONDED by Perry to approve Article 6 in the total amount of \$11,365,398 (\$11,080,398 DPW building and \$139,600 adjustments for PD, PD, Conservation and Wastewater planning). VOTE 11-0.

3. Land – 9 Sandwich Road – Article 8

Ms. Elizabeth Ellis representing the Bourne Society for the Bourne Preservation Society. The zoning change for said parcel failed. The Preservation Society conducted further investigation as the land is vital for expanding municipal parking in this area. The acquisition of this parcel will meet additional needs of the library and the ball field with access/egress from Perry Avenue.

The Article is to propose money to be taken from Free Cash. There is no purchase amount available at this time. Wording to be removed from the Article are “eminent domain” and “historical purposes” which may be done in the motion or as an amendment at Town Meeting.

Ripley – looking at spending \$400,000 approximately. Ms. Ellis said assessed value is \$374,000 and is a drop in the bucket. Ripley said it seems like a drop in the bucket, but have to line it up with all other demands. With regard to Ms. Ellis’ comment on improvements not made with public funds as it comes from the CPC money: CPC money is also public funds.

FinCom Chm. M. Ford – the worst case scenario, we buy a lot with house. The town may be responsible to tear down and pave the lot. TA Guerino estimated said cost would be about \$30,000 - \$40,000. He has received today an appraisal of the property (given to Counsel for review at this time). The Selectmen will make determination on what figure they will go forward with at Town Meeting. They can amend their agenda and discuss tomorrow if Selectmen allow.

Selectmen Chm. J. Ford - someone may want to buy some of the demolition material, so the net cost could be less.

DiCicco – asked who would be in control of the house. TA Guerino said it would be up to the Board of Selectmen if the town opts to lease property to a non-profit, the town is required to go through a process to take over the building (see if any interest) which would take some time. There would be a scoping period and cannot give a direct answer. The town would maintain the safety of property in the interim, similar to the Hoxie School.

Ahearn – asked if the town can have both the land and the building. TA Guerino said Selectmen haven't made that determination at this time. The Article will read "to purchase a parcel for municipal purposes".

TA Guerino – the FinCom will have a number prior to voting on the Article.

Galusha – asked if there is any private interest. Yes, TA Guerino spoke with legal representative representing the owner.

TA Guerino – if the town adds a parking facility across the way, it would be a general, public, parking facility.

Grant –if the medical facility doesn't have enough parking, this benefits a private owner directly and he is troubled with that.

Mastrangelo – this is more of a Historical concept. TA Guerino said this is a petitioned article and any change in the motion will come from the petitioners.

FinCom vote to be taken next week.

4. CPC undesignated fund balance – Article 4

Ms. Marzelli – \$26,800 - Open Space Reserve; \$3,836 - Historical Reserve; \$3,820 - Housing Community for a total of \$34,456 from the Undesignated Fund Balance.

Ripley MOVED and SECONDED by Ahearn to approve Article 4 in the amount of \$34,456.
VOTE 11-0.

5. CPC – windows – Article 18

Mr. Ellis – \$142,000 to replace/repair 114 year-old windows at the Historic Center to preserve and protect this building. This will leave a Historic Fund balance of approximately \$1.6M.

Ms. Marzelli - \$142,000 figure was recommended by the Finance Director.

Mr. Johnson said the FinCom will vote on \$142,000; he may need to review with architect and amount may or may not be adjusted. He will speak with Ms. Marzelli tomorrow about the cost.

Grant – seems we are using money for the Registry and cannot use for other buildings (Town Hall for example) which are widely used by the town. Also, it appears the storm windows are new storm windows and not restoration.

Mr. Ellis – if restoration is done to the property, the storm windows can be put in positive condition and painted per Historic requirements which will be included in the overall contract.

Grant – the number was \$71,000 for the past request, and seems the numbers were inflated. TA Guerino said we close out articles with balances regularly as we are going with the best number available at that time. There may be a small cost savings with renovate vs. replacement. He feels this is a good number.

FinCom Chm. M. Ford – asked who is going to manage the project. TA Guerino said project management is in the contract (Kurt Raiber); he cannot say if new Facility Manager cannot do so as he doesn't know if he is qualified for historical preservation.

Mastrangelo – this is an on-going plan and is done in an orderly process. This is just one step in a carefully crafted plan moving forward. You have to be careful not to underfund projects.

Ahearn – asked how many windows this includes. Mr. Ellis said it is all the windows.

Galusha – asked if the project will be 80% complete after the windows. Mr. Ellis said re-wiring will need to be done within 2-3 years and estimates costs between \$30,000 - \$50,000.

Ripley – asked if \$142,000 is enough. Mr. Johnson said if we need to adjust the number, we can go back to Ms. Marzelli to adjust numbers in the four Articles. She suggested \$145,000 to be safe.

Ms. Marzelli – we will wait until tomorrow for an amount.

FinCom Chm. M. Ford – the FinCom will wait until we have dollars to vote. She asked what the timeframe of the project would be. TA Guerino said if we put the bid out now we can start work in May 2013.

DeCicco – asked if this is the same project as last year for less money. Mr. Johnsons said it is and it was withdrawn. Advertising for the project will be done before Christmas or in early January.

Mr. Johnson – will be back before the Committee, perhaps with Town Counsel, to discuss changes to the CPA laws.

FinCom Chm. M. Ford – requested paperwork be submitted to see what a third party has to say about projects, if allowed.

TA Guerino – with regard to the flexibility of the unknowns, it is the same unknowns and flexibility as we had with Hoxie and suggests deferring to the Selectmen.

Mastrangelo – this is the building we need to most take care of in terms of preservation. Grant said Town Hall basement has records and doesn't know if the monies would be better spent at the Town Hall basement. Mastrangelo said Mr. Johnson has an on-going project of preservation of records.

Vote Articles

Article 10

Ripley MOVED and SECONDED by Grant to approve Article 10. VOTE 10-1 (Ahearn)

Article 11

Ripley MOVED and SECONDED by Mastrangelo to approve Article 11 if Article 10 fails; otherwise if Article 10 passes, Indefinitely Postpone Article 11. VOTE 9-2 (DeCicco, Ahearn).

Article 12

Ripley MOVED and SECONDED by Redman to approve Article 12 if Article 10 fails; otherwise if Article 10 passes, Indefinitely Postpone Article 12. VOTE 7-4 (DeCicco, Galusha, Ahearn, Mastrangelo).

TA Comment (for informational purposes only)

Thursday night, second Open Forum on DPW building and an Open House on Saturday.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Galusha – he would like to see a change as to when the FinCom receives information and suggested getting it to the FinCom a week before a presentation. TA Guerino said the second or third week in January we will have the budget.

Public Comment (for informational purposes only)

None.

Future Agenda Items

The FinCom will meet at 6:00 pm at the Professional Library.

Adjournment

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

Respectfully submitted,
Lisa Groezinger, sec.

Key: 16847

Town of Bourne - Fiscal Year 2013

12/26/2012 10:11 am SEQ #: 12,188

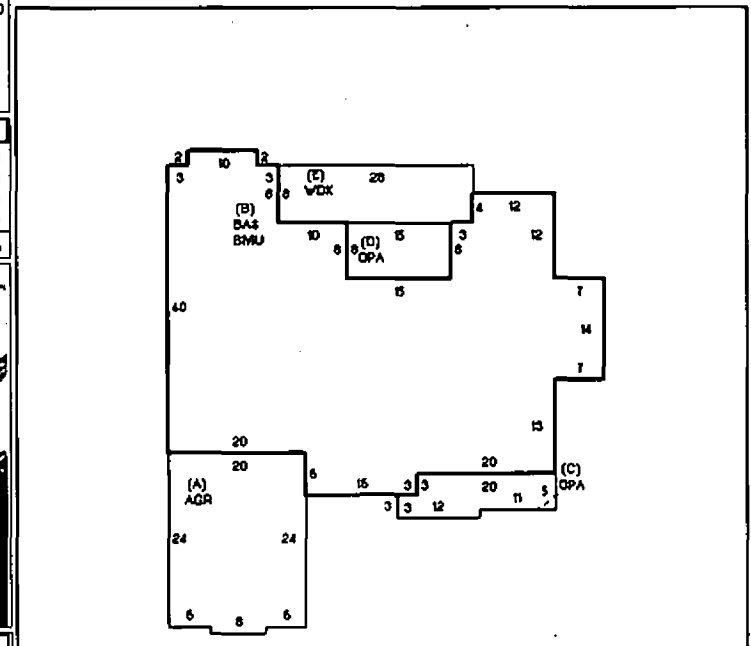
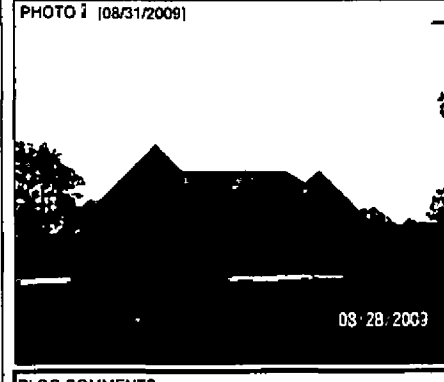
CURRENT OWNER		PARCEL ID	LOCATION		
COMEAU THOMAS J ETUX C/O ANSLEM ANN M TR 19 COTTAGE AVE MILLS, MA 02054		25.0-17-0-R	11 BOSUNS LN		
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)
ANSLEM ANN M TR		09/28/2012	F	10	(198305)
ANSLEM ANN M		09/14/2012	QS	445,000	(197352)
COMEAU THOMAS J ETUX		07/28/2009	OS	500,000	(189123)

CLASS	CLASS%	DESCRIPTION		BN ID	BN	CARD		
1010	100	SINGLE FAMILY			1	1 of 1		
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%
09002	01/06/2009	1	NEW CONSTRUC	252,000	09/16/2009	TL	100	100

CD	T	ACRES/SF	Nbhd	Infl1	N_Index	ADJ BASE	SAF	Topo	Lpl	VC	CREDIT AMT	ADJ VALUE
100	S	40,000	6	1.00	100	1.00	100	1.00				120,550
300	A	0,010	8	1.00	100	1.00	100	1.00	R03	0.90		80

TOTAL	40,436 SF	ZONING	1	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Nbhd	BOURNE	NOTE: Out of Map 25 Parcel 10				LAND	120,600	134,100
Infl1	AVG				BUILDING	322,300	341,100	
N_Index	AVG				DETACHED	0	0	
					OTHER	0	0	
					TOTAL	442,900	475,200	

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD



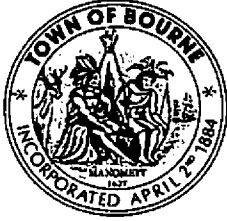
BUILDING	CD	ADJ	DESC	MEASURE	9/16/2009	TL
MODEL	1		RESIDENTIAL	LIST	9/16/2009	TL
STYLE	8	1.15	CONTEMPORARY (100%)	REVIEW	9/16/2009	TL
QUALITY	+	1.05	AVERAGE + (100%)			
FRAME	1	1.00	WOOD FRAME (100%)			

BLOG COMMENTS

YEAR BLT	2009	SIZE ADJ	1.000
NET AREA	2,122	DETAIL AOJ	1.000
\$NLA(RCN)	\$153	OVERALL	1.300
CAPACITY		UNITS	ADJ
STORIES	1	1.00	
ROOMS	7	1.00	
BEDROOMS	4	1.00	
BATHROOMS	2	1.00	
FIXTURES	10	1.00	
GARAGE CAPACITY	2	1.00	
% BSMT FINISH	0	1.00	
# OF HALF BATHS	0	1.00	
# OF UNITS	1	1.00	

ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
FOUNDATION	4	FLR/WALL(FULL)	1.00	A	AGR	N	ATT GARAGE	488		40.76	19,889
EXT COVER	13	STONE VENEER	1.10	B	BMU	N	BSMT UNFINISHED	2,122		19.00	40,318
ROOF SHAPE	2	HIP	1.02	B	BAS	L	BASE AREA	2,122	2009	113.61	241,070
ROOF COVER	1	ASPH/COMP SHIN	1.00	+	OPA	N	OPEN PORCH	238		38.89	9,256
FLOOR COVER	21	COMBO	1.00	E	WDK	N	WOOD DECK	224		17.01	3,811
INT. FINISH	1	PLASTER	1.00	FIX	O	XTRA FIXTURES	5		1,405.40	7,027	
HEATING/COOLING	9	WARM-COOL AIR	1.03	GFP	O	GAS FIREPLACE	1		4,223.30	4,223	
FUEL SOURCE	2	GAS	1.00								

TOTAL RCN	325,595
CONDITION ELEM	CD
EXTERIOR	
INTERIOR	
KITCHEN	
BATHS	
HEAT	
ELECT	
EFF.YR/AGE	2009 / 2
COND	1 0
FUNC	0
ECON	0
DEPR	1 % GD 99
RCNLD	\$322,300



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



The Reserve Fund balance \$221,880

MEETING NOTICE

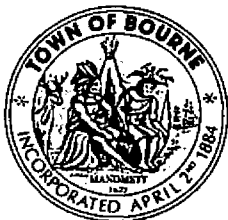
The Finance Committee will hold a public meeting on Monday October 29, 2012 at 6 PM in the High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles
 - a. Land – 9 Sandwich Road – Article 8
 - b. CPC – Windows – Article 18
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

2012 OCT 23 AM 10 54
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 22, 2012



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



The Reserve Fund balance \$221,880

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.

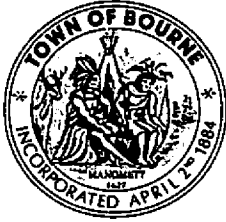
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday October 22, 2012 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review STM Articles
 - a. Wastewater treatment – Article 14
 - b. Capital improvements – Article 6
 - c. Land – 9 Sandwich Road – Article 8
 - d. CPC undesignated fund balance – Article 4
 - e. CPC – Windows – Article 18
4. Vote articles
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

2012 OCT 23 AM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
October 16, 2012



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



The Reserve Fund balance \$221,880

MEETING NOTICE

The Finance Committee will hold a public meeting on Wednesday, November 14, 2012 at 6 PM in the High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles
 - a. Land – 9 Sandwich Road – Article 8
 - b. CPC – Windows – Article 18
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

2012 NOV 1 PM 1 36
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 22, 2012

**Finance Committee
Minutes of November 14, 2012
Bourne Professional Library/Bourne High School
Bourne, MA 02532**

2013 FEB 5 AM 10 56

TOWN CLERK'S OFFICE
BOURNE, MA

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

Guests: TA Guerino, Town Administrator; Linda Marzelli, Finance Director

Members of the Public: Robert Ripley, Don and Elizabeth Ellis, Marilyn Morris

Members of the Press: Diana Barth, Bourne Enterprise

List of documents

- None

Meeting called to order

6:05 pm by Chm. Ford

Approval of minutes

10/22/12 minutes will be deferred to the next meeting.

Reserve fund transfers

TA Guerino – request to transfer funds to TA Contracted Services in the amount of \$10,000 for the continuation of Cable Access.

Mastrangelo MOVED and SECONDED by Grant to approve a sum of \$10,000 to be transferred from the Reserve Fund for TA Contracted Services. VOTE 10-0 (Montour not present at the time of vote).

Warrant article discuss and vote any articles as needed

Article – 8 Purchase land at 9 Sandwich Road

TA Guerino – Selectmen voted and to appropriate up to \$250,000 for the purposes of this Article. Guerino has put in a call to Atty. O'Connor – he has not been available; he spoke with Atty. O'Connor's staff and purchase is in verbal negotiations. He is not at liberty to discuss further.

Mastrangelo – questioned costs incidentals as maintenance isn't a part of it. TA Guerino said the proper term is "securing" to maintain the integrity of the structure as well as purchase.

Chm. Ford – asked about maintenance plans. TA – if monies were to maintain the property for historic purposes, the town would have to go through the Mass Regulatory process or lease it through the procurement. The motion has taken out "for historic purposes or eminent domain". If the town is not able to keep the house up and running, it may dispose of it with the intent of taking the historic pieces out and use in an as appropriate manner. Selectmen are discussing the purchase for parking. The intent is to use the building behind the structure for parking.

Chm. Ford – raised the possibility that the property will sit unused. She asked who will mow the lawn. TA Guerino said there will be some on-going maintenance as for the Coady and Hoxie schools. The town would be gaining a lot of land and the intent is to put in some parking for the library and the playing fields. There are historic areas on Sandwich Road where parking becomes difficult during the summer. This would be an asset to the commercial block as well and perhaps a benefit for the church. There is a municipal need beyond the structure and the Selectmen unanimously supported to acquire property not only for historic purposes, but also for the added value the municipality would get by developing the land behind it.

Mastrangelo – the Historic purpose of this Article is to raise money to obtain the building which is of historic benefit to the town. TA Guerino said the intent is if there are parties interested in the historic piece and it is not a burden to the community we should obtain. If this is not possible, there would have to be “Plan B”.

Ahearn – asked TA Guerino how many acres and where the money is coming from. There are 2.4 acres and \$250,000 is coming from Free Cash.

Mastrangelo MOVED and SECONDED by Galusha to support Article 8.

Discussion

Grant –as a FinCom member, he feels to approve is troubling. TA Guerino said the town is in a position of having a sum of money to start a negotiation. We don’t have all the answers available, but the intent is to create parking for the back part of the land and with respect to the building, do what can to maintain the building whether it is moved or pieces are used to an appropriate fashion. It is a reasonable amount of money to secure a purchase and sale and take to the next step to develop.

DeCicco – asked about pavement and drainage. TA Guerino doesn’t feel there is a reason to spend money and time on something for this piece if we don’t have a shot at getting it.

Redman – asked if there are any other interested parties besides the town. TA Guerino said formally he hasn’t heard of anything, but there was an interested party at the Spring Town Meeting. There is no discussion of a partnership.

Ahearn – feels the town will spend \$250,000 for parking lot. There is no discussion of anything coming from that house or anything with it. TA Guerino said the selectmen publically indicated there is a need for parking and will have pre-planning down the road. There is a need in the village where there is no parking. There are a number of public functions that come up.

Mastrangelo –this is a positive move for the town. The property can always be sold if doesn’t work out.

FINCOM VOTE

VOTE 6-5 (Ford, Grant, DeCicco, Redman and Ahearn opposed).

Article – 18 Historic center Windows

TA Guerino – Mr. Johnson, at the last meeting said there may be additional costs. Testing was done by an asbestos company on the caulking to see if it needed to be remediated; the tests came back negative.

Chm. Ford – we are transferring half the money from the prior Historic Resources Reserves and half from 2010 STM Article closeouts.

Ms. Marzelli – the only difference is the May 2010 STM monies.

Chm. Ford – FinCom will continue to ask every year to see progress of CPC Articles voted moving forward.

Grant – concerned that the Town Hall could use rehabilitation. TA Guerino said to look at the Archives Building as a “museum” as well as the history of the town.

Mastrangelo – Capital Outlay looked at an overall plan for space in the Town Hall. If the DPW building was built, it will free up some space at Town Hall.

Grant – asked if the town can use Historic Resource Reserves for projects at the Town Hall. Mastrangelo said we have in the past, but cannot just use historic funds for reconfigurations. The Capital Outlay Committee is conscience of when use historic money is to be used at the Town Hall.

Galusha MOVED and SECONDED by Ripley to approve Article 10. VOTE 10-1 (Grant opposes).

Article 16 DPW Building

Vote to Reconsider Article 16

Redman MOVED and SECONDED by Galusha to reconsider Article 16. VOTE 11-0.

Redman MOVED and SECONDED by Galusha for Indefinite Postponement of Article 16. VOTE 10-1 (Mastrangelo opposes).

Article 2 FY 2013 Budget

Vote to Reconsider Article 2

Mastrangelo MOVED and SECONDED by Galusha to reconsider Article 2. VOTE 11-0.

TA Guerino - Selectmen’s Expense increase from \$5,000 to \$9,000 for the purpose related to the auction monies that came out of the Selectmen’s Expenses. Total is \$465,400.

Montour MOVED and SECONDED by Mastrangelo to approve Article 2. VOTE 11-0.

Article 5 Cable TV Contract

Vote to Reconsider Article 5.

Redman MOVED and SECONDED by Perry to reconsider. VOTE 11-0.

Redman MOVED and SECONDED by DeCicco to approve the amount of \$38,120. VOTE 11-0.

TA Comment (for informational purposes only)

TA Guerino – putting FinCom on notice with regard to Town Insurance (Workers’ Comp). The town is challenging the amount per recommendation of the Finance Director. The insurance company has made a \$36,000 error and is aware the town isn’t putting on the STM warrant while it is in dispute. We may

be back in the May Town Meeting, but at this time the town has no intension of paying the bill while in dispute.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

Chm. Ford – FinCom’s annual review will begin in January; any thoughts, comments, etc. for Department Heads send to her as soon as you can so Department Heads can prepare for the meetings. TA Guerino added that budgets are due by 12/5/12 from Department Heads.

BOS Chm. Ford – there was scheduling issues for some Selectmen with joint meetings with the FinCom on Mondays. They will review DVD/and or tape in their absence. We will continue to have Monday Joint Meetings between the BOS and the FinCom on Mondays with Department Heads.

Public comment (for informational purposes only)

None.

Adjournment

MOVED and SECONDED by to adjourn meeting. Meeting adjourned on Wednesday, 11/14/12 at pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.