

2014

**Education Committee
Finance Committee
Finance Project Working
Group
Health, Board of
Historical Commission**

Town of Bourne Education Committee Meeting

March 1, 2014

**10:00 am at the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532**

Agenda:

- 1. Review of finances for current school year.**
- 2. Discussion and update of process for submitting grant recipients' bills for payment.**
- 3. Review of applications for the Spring 2013 grant cycle and selection of grant recipients.**

Submitted
Patricia Parker
Chairman-Town of Bourne Education/Scholarship Committee

2014 FEB 24 AM 9 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Education Committee Meeting

Tuesday, May 10, 2011

**4:00 pm in the Bourne High School Professional Library,
75 Waterhouse Road, Bourne , MA 02532**

Agenda:

- 1. Review of finances for current school year.**
- 2. Review of applications for the Spring 2011 grant cycle and selection of grant recipients.**

Submitted 5/6/11

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

TOWN CLERK'S OFFICE
2011 MAY 6 PM 2 29

May 10, 2011

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

FROM: Patti Parker, Chairman
Education/Scholarship Committee

SUBJECT: Education/Scholarship Committee Meeting Minutes

Minutes of Meeting Held May 10, 2011, 4:00 pm, BHS Professional Library

Committee Members Present: Steven Lamarche, Patti Parker, Jordan Geist, Tami Trask
Community Members Present: Susan Quick

1. A brief discussion was held regarding the funding available for our committee. Currently we have \$1632 (as of 3/31/11) in the Education Fund. The committee agreed that we will continue to assess the need to meet based on the funding available. It seems a good practice to wait until we have \$1000 available before sending out a call for grant applications. The scholarship fund currently has \$755 (as of 3/31/11). The committee authorized granting one scholarship for \$500 this June and decided to retain the remainder towards future scholarships.
2. There were eight mini grant applications received. After discussion, the committee awarded monies to three grant applicants.
Below is a list of the recipient of the Town of Bourne Mini Grant for the Spring 2011 cycle:

Spring 2011	Donna Beers	\$400.00
	James F. Peebles Elementary School "4 th Grade Mother-Daughter Tea"	
	Carol Maley-Makrys	\$250.00
	Bournedale Elementary School "Enrichment Math Centers"	
	Kelly Burdge	\$350.00
	Bournedale Elementary School "Mandala Community Weaving with Sarah Haskell"	

The meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Patricia A. Parker
Chairman

TOWN CLERK'S OFFICE

2011 JUN 14 PM 10 54

May 10, 2011

2011 JUN 21 AM 11 14

TOWN CLERK'S OFFICE

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

FROM: Patti Parker, Chairman
Education/Scholarship Committee

SUBJECT: Education/Scholarship Committee Meeting Minutes

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Community Members Present: Susan Quick

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	"Enrichment Math Centers"	
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	Bournedale Elementary School	
	"Mandala Community Weaving with Sarah Haskell"	

The meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Patricia A. Parker
Chairman

Clark University/Southborough Survey
Best practices of budgeting and communication
Visual Budget discussions
Financial Model

Next Meeting TBD

1/5/15

Any other business that may legally come before the Task Force.

TG – the Center for Priority Base Budget is giving a presentation (1/13/15 and 1/14/15 or 1/14/15 and 1/15/15). They will do a primer for the Department Heads. The same presentation will be provided to the BOS and the FinCom. The second night everyone will be invited to go through the second phase.

Adjourn

Stuck moved to adjourn and was seconded by LeGacy. Meeting adjourned at 8:43 PM.
Unanimous vote.

Respectfully submitted - Lisa Groezinger, sec.

**BUDGET SUBCOMMITTEE, FINANCE SUBCOMMITTEE
AND BOARD OF SELECTMAN JOINT MEETING AGENDA**

2014 JAN 16 PM 4 40

**DATE: JANUARY 21, 2014
TIME: 6:30 PM
PLACE: COMMUNITY CENTER**

**TOWN CLERK'S OFFICE
BOURNE, MASS**

AGENDA

1. FY15 Budget Planning

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

2014 JAN 16 PM 4 23

TOWN CLERK'S OFFICE,
BOURNE, MASS.

Joint Session Board of Selectmen and
Finance Committee

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday January 21, 2014	6:30 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

6:30 pm Workshop to discuss FY2015 budget

Cancelled
1/21/14
(10)

2014 JAN 21 AM 9 33

TOWN CLERK'S OFFICE
BOURNE, MASS

Joint Session Board of Selectmen and Finance Committee

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday January 23, 2014	6:30 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

6:30 pm Workshop to discuss FY2015 budget

**BUDGET SUBCOMMITTEE, FINANCE SUBCOMMITTEE
AND BOARD OF SELECTMAN JOINT MEETING AGENDA**

DATE: JANUARY 23, 2014 (01/21/2014 MEETING POSTPONED)

TIME: 6:30 PM

PLACE: COMMUNITY CENTER

AGENDA

1. FY15 Budget Planning

2014 JAN 21 PM 11 15
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Christopher Hyldborg, Chairman

Mathew Stuck

Catherine Walton

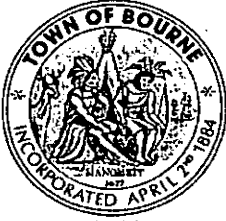
**FINANCE COMMITTEE
JOINT SESSION AGENDA WITH THE BOARD OF SELECTMEN**

**DATE: TUESDAY, JANUARY 28, 2014
TIME: 6:30 PM
PLACE: COMMUNITY CENTER**

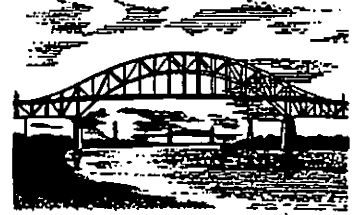
Agenda

1. FY 15 Budget Message

2014 JAN 24 PM 1 35
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

MEETING NOTICE

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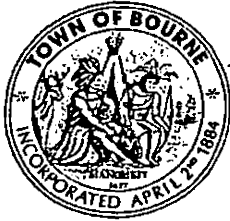
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 10, 2014 at 7 **PM** at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review Sewer Dept. budget
4. Review HR Dept. budget
5. Review Library budget
6. Review Recreation budget
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

2014 JAN 31 AM 9 53
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 26, 2014



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



Reserve Fund: \$250,000

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2. Reserve Fund Transfers
3. Review DNR budget
4. Review Fire Dept. budget
5. Review Police Dept. budget
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
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TOWN CLERK'S OFFICE
BOURNE, MASS

JAN 27 11PM 8 27

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Michele Ford
January 26, 2014

2014 FEB 3 PM 1 51
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of February 10, 2014
Veterans Community Center
Buzzards Bay, MA**

Finance Committee: Co-Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Donald Montour, John Redman, George Slade, Kathleen Lagacy and Bill Scotti

Members excused: Chm. Michele Ford, Jeff Perry and Rich Lavoie

Guests: TA Guerino, Linda Marzelli, Selectmen Meier

Members of the Press: Michael Rausch, Bourne Enterprise

Documents

- Patrick Marshall – Library Documents dated 2/10/14
- V. Chm. Mastrangelo – Spreadsheet of 2007 Long Term projections for FY15 with proposed FY15 budget dated 2/10/14

Meeting called to order

By V. Chm. Mastrangelo at 7:00 pm.

Minutes of previous meetings

Galusha MOVED and SECONDED by Slade to approve minutes of 11/13/13 as submitted.
UNANIMOUS VOTE.

Reserve Fund Transfers

None at this time.

Review Sewer Dept. budget – George Tribou

Sewer Department is pretty much level funded. The small increase is due to OT which went from \$24,000 to \$32,000. The principal long-term debt was used to pay for pumps which went down from \$51,948 to \$11,044.

Review HR Dept. budget

TA Guerino said this would be deferred to another meeting in the future.

Review Library budget – Patrick Marshall

Library budget, as presented, is 622,610 for FY 15 an increase of 21,063 from FY 14. Expenses are essentially level funded with a slight decrease of 2,080. Increases in salary are contractual increases as laid out by the various employee contracts.

The budget proposes no new services for the library with library staff attempting to maintain current levels of services. The department is in need of more staffing as current staffing levels are below public demand.

Review Recreation budget – Krissanne Caron

Ms. Krissanne Caron reviewed her budget which is basically level funded with reductions. \$40,000 came out of the temporary hourly wages which reduces the number of beaches from four (4) to two (2) with respect to lifeguards. Lifeguards will be put at Monument Beach and Sagamore Beach.

TA Comment (for informational purposes only)

None at this time.

Selectmen Comment (for informational purposes only)

None at this time.

Finance Committee Comment (for informational purposes only)

V. Chm. Mastrangelo reviewed the next meeting's agenda items. The Department Heads who were scheduled for the FinCom meeting that was cancelled due to snow will be heard in the future.

Grant asked TA Guerino whether the budgets we were reviewing are the final budgets. TA Guerino sate that he didn't expect further cuts, but that adjustments may be made as we go through the budget process.

Grant also requested a follow up meeting on OPEB that we had discussed at the joint meeting of the Board of Selectmen reviewing the audit.

Galusha requested detail on ISWM Contracted Services. He also requested line item budget details from UCT as well as a breakdown of revenues and expenses for the Adult Continuing Education Program at UCT. V. Chm. Mastrangelo will make those requests.

V. Chm. Mastrangelo also suggested joint meetings with the Board of Selectmen to review and discuss: Financial Policy, Long Term Projections, Shared Costs and OPEB. Due to limited availability of BOS members for Monday nights, the possibility of some Tuesday meetings was discussed. Members of the FinCom indicated that they could be available for some Tuesday meetings.

Public Comment (for informational purposes only)

None.

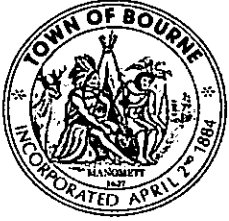
Future agenda items

None.

Adjournment

Galusha MOVED and SECONDED by Grant to adjourn. Meeting adjourned at 8:40 pm.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$250,000

MEETING NOTICE

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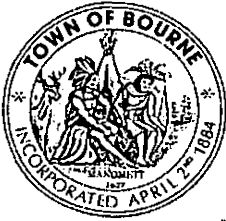
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday February 24, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Review Health Dept. budget
4. Review ISWM budget
5. Review Finance budget
6. Review TA/Admin/Town Hall budget
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

2014 FEB 18 AM 9 07
TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
February 17, 2014



TOWN OF BOURNE

Finance Committee

2014 FEB 24 AM 11:21
24 Perry Avenue
Bourne, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



Reserve Fund: \$250,000

AMENDED MEETING NOTICE

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Michele Ford
January 26, 2014

**Finance Committee
Minutes of February 24, 2014
Bourne High School Professional Library**

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Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Jeff Perry, John Redman, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Members absent: Donald Montour

Guests: TA Guerino, Linda Marzelli; Selectmen Baldwin, Zuern, Meier and Ellis; School Committee member Chris Hyldborg

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents

- Community Center summary dated 2/24/14
- Assessors summary dated 1/30/14
- Treasurer/Collector's office dated 2/24/14
- IT department dated 2/24/14
- TA Guerino's CPM document dated 2/24/14
- TA Guerino's PBB document dated 2/24/14

Meeting called to order

By Chm. Ford at 7:00 pm.

Minutes of previous meetings

Redman MOVED and SECONDED by Mastrangelo to approved minutes of 2/10/14 as submitted. VOTE 7-0-3 (abstentions from Chm. Ford, Jeff Perry and Rich Lavoie).

Reserve Fund Transfers

None

Review Health Dept. budget – Cindy Coffin

This budget is basically level funded except for salary increases. The \$6,000 increase for new Health Inspector. To be competitive with surrounding communities, TA Guerino increased the salary by \$6,000 which was done when the Health Inspector was hired in December. This position is not at the top of the pay scale.

Meier said the Agent's salary was pushed up so when the Health Director does retire, the Agent can apply. There will be an in-house applicant with qualifications and has been trained by the Health Director.

Discretionary spending is down which includes rabies response and medical supplies.

2014 AUG 8 PM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

TA Guerino said this budget has increased only 5% since FY08, other than gasoline. He also said the Board of Health is not doing public health which should be done which is another part of the regulatory piece not required but expected, due to personnel.

Ms. Coffin said restaurants are inspected twice a year. Also included are Serve Safe, Allergy, and Choke Saving classes.

Galusha asked about restaurant reports being put on-line would force restaurants to comply. Ms. Coffin doesn't agree with on-line publishing and said if there is an issue of a restaurant not compliant, it would be brought up to the Board of Health. She also said that it is her job to instruct and teach and have corrections done.

Review Community Building budget – Lisa Plante

This budget includes the lost of one PT custodian position by \$18,189, reducing a total of 19 hours. We have added \$4,000 OT. If this doesn't work, we will be coming back for the additional 19 hours and reducing the OT budget in October or next May.

For FY15, \$7,500 was added to the R&M Building and Grounds line item for the purpose of repairing the damaged walls and ceilings in the veteran's lobby area and adjacent restrooms from water damage sustained last fall. The main lobby ceiling damage due to the leaking cupola will also be repaired with these funds. There are also cracks and holes in the walls in the gym lobby and adjacent restrooms.

Galusha asked for clarification between the Building Director and the Facilities Manager. TA Guerino said the Director deals with the day-to-day basis. The Facilities Director deals with the infrastructure. One position doesn't overlap to be able to take over the piece.

Zuern asked about using the contracted custodians in the Town Hall for the Community Building. TA Guerino said the Town Hall is contracted and cannot do. The only custodian is from the Police department.

Mastrangelo asked about job descriptions. TA Guerino said union is reviewing the re-writing of job descriptions at this time. HR is responsible for the changes in the upgrades and descriptions.

Galusha has a hard time decreasing the maintenance with increased activity in this building. TA Guerino doesn't argue the point, but are trying something new. If it doesn't work, we will come back.

Zuern asked about the total fees for the building. Ms. Plante said in FY12 it was approximately \$5,500/year. In FY13 it was approximately \$7,100/year. This is the Revolving Account for the building. These funds don't go towards salaries. Zuern said that if any group doesn't leave the

building as clean as it was, they should be charged extra. TA Guerino said this could be similar to groups using Buzzards Bay Park where we take a fee and a deposit.

Galusha asked if the Day Program contributes to the maintenance. TA Guerino said the Day Program doesn't contribute to the clean up. It has a revolving account and is now a town entity. Ms. Marzelli said one municipal building doesn't charge another municipal building.

Zuern asked if we use tax work-off in this building. Ms. Plante said she uses court ordered community service as well as tax write off under the Council on Aging.

Galusha asked for further clarification on the Day Program; whoever provides that service, there is a contract fee for maintenance. TA Guerino said this is a question to ask when the Council on Aging Director comes before the committee.

Mr. Arnold Carr is the Treasurer of The Friends COA. He supports the budget being submitted but concerned with repair and maintenance.

Review ISWM budget – Dan Barrett

This budget is pretty much level serviced. Debt services went up a little as we begin to pay for liner in phase 4 stage 1. Overall cuts made to the budget \$70,000 on an \$8M budget. Most were operational expenses of which \$2,700 out of salary cuts.

Contracted services totals \$2M which is for leachate hauling and disposing; C&D processing costs which fluctuates and varies; the gas blower maintenance runs 24/7; and Fire suppression at the baling and transfer stations. The Temporary Labor line is for temporary pickers which vary.

Galusha asked to see previous years to compare years moving forward in the print out.

Redman commended the Department Head and TA Guerino for the guaranteed cash flow.

Meier asked if the \$600,000 host community will vary. Mr. Barrett said upon of completion of Harvest Powers agreement, we are assessed for disposal or processing. TA Guerino said the agreement is a couple years out from a budgetary perspective.

Slade asked about receivables. Mr. Barrett said it is an issue, but we try to keep it under control and shut off fast. Mr. Barrett said 85% of material comes from Covanta which stabilizes collections and makes it easier to manage. Revenues will streamline.

Zuern asked what the cost would be for hooking up to the base. Mr. Barrett said the treatment system will be on our side, but we will have to manage and monitor. The price was about \$1M a couple years ago. TA Guerino said if the Harvest Power agreement is successful, we run leachate and collect a fee to help offset the costs.

Redman reminded everyone that ISWM is responsible for preparing the site for the new DPW facility representing \$1M savings to the town.

Chm. Ford commended the customer service at ISWM.

Review Finance budget – Linda Marzelli

Overall review of Treasurer/Collector's, IT Department and Assessors Departments.

IT Department is a department of one. Services will be affected and will be taking away a position in that department. TA Guerino said the downfall is that there is no department when that one person is out. He feels our IT person is losing out on training and educational opportunities. Bourne is falling behind in technology. Updating webpage is on the list to do.

Tax bills were printed in-house at a savings to the town. Contracting the printing was not cost efficient.

Finance Department (Accounting) budget is pretty much level funded. Finance budget is up 22% due to the renewal of Finance Director's contract. All contracted employees went from 35 to 40 hours. TA Guerino said all non-union senior contracted will be moved to 40 hours.

Assessor's Department decreased consultant fee and will kick up a little bit in about two years.

Treasurer/Collector is the combining budgets. There are four (4) people in this budget.

Zuern suggested looking at our network system and create a plan for what needs to be replaced. Mastrangelo suggested every three (3) years with regard to equipment. TA Guerino said we need to look at our network system.

TA Guerino also said he is looking at a phone system to incorporate all the buildings. He is looking at a lease vs. a purchase as it would be more cost effective. This is not in this budget this year.

Galusha asked if in other towns the IT Department reports to the Finance Director. Ms. Marzelli said it varies. Galusha suggested getting temporary help from colleges in work study. Both TA Guerino and Ms. Marzelli don't argue that it isn't a good idea, but security is an issue. Galusha also suggested combining some school resources. TA Guerino said the Superintendent of Schools and himself have discussed already. The needs are different but there are some areas the town side can use.

Meier suggested the IT in the public library could possibly help. TA Guerino said there is shared responsibility when needed.

Selectmen Comment (for informational purposes only)

None.

TA Comment (for informational purposes only)

TA Guerino handed out documents for discussion of his budget. He has a \$22,000 line item in other contracted services and ICMA would be a priority for budgeting.

Finance Committee Comment (for informational purposes only)

Galusha requests the Recreation Department supply numbers reflecting in their Revolving Fund.

Public Comment (for informational purposes only)

None.

Future agenda items

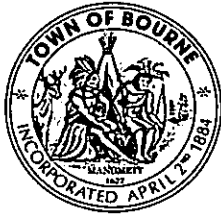
TA's budget, Fire, Police, Planning next week.

Adjournment

Galusha MOVED and SECONDED by Lavoie to adjourn. Meeting adjourned at 8:47 pm.

Respectfully submitted,

Lisa Groezinger – sec.



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



Reserve Fund: \$250,000

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2. Reserve Fund Transfers
3. Review Planning Dept. budget
4. Review Police Dept. budget
5. Review Fire Dept. budget
6. Review TA/Admin/Town Hall budget
7. TA Comment (for informational purposes only)
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Michele Ford
February 24, 2014

2014 FEB 25 PM 3 11
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of March 3, 2014
Bourne Community Building**

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Finance Committee: Chm. Michele Ford (arrived 7:50 pm), Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Members excused: John Redman, Jeff Perry, Donald Montour

Guests: TA Guerino, Linda Marzelli; Selectmen Meier and Ellis;

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents

- Police Department (PD) Three-Year Comparison statistics dated 12/31/13
- PD Administrative Duties of Supervising Officers dated 3/3/14
- Fire Department (FD) Metrics dated 3/3/14
- FD Weekly Gross totals dated 3/3/14
- Recreation Department – lifeguards dated 2/26/14
- Information on Center for Priority Based Budgeting
- Information on CPM – ICMA Center for Performance Measurement

2014 AUG 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE MASS

Meeting called to order

By Vice Chm. Mastrangelo at 7:05 pm.

Minutes of previous meetings 2/24/14

Defer to the next meeting.

Reserve Fund Transfers

None

Review Planning Dept. budget – Coreen Moore

Town Planner's Department morphed into Community and Economic Development. Full time Planner and ½ time tech shared with Engineering. The population of the Town has increased but department has remained the same. The department work little with the Planning Board when she became Town Planner, but now does a lot with the Planning Board. Some of the duties and functions have increased. The GIS was activated and an integral to the department. The department maintains records of over 10,000 parcels. It is also responsible for land development and review zoning requirements and review subdivisions. Zoning is another portion which we work with the Building Inspector. The department reviews and drafts bylaws as well as working with other boards and committees. She also discussed Community Development and Revitalization.

Discussion

Ms. Moore said resources and consulting from the CCC is very helpful to the town. Regulatory issues can make it more difficult for her department.

TA Guerino said Ms. Moore's job has become Community Development/Town Planner which is more than other surrounding community Town Planners do. The budgeted increase in dept. head salary reflects a pay adjustment for duties. TA Guerino said her department needs another Planner.

TA Guerino said Ms. Moore is a LIUNA employee, Union B contract. Ellis asked Ms. Moore about recent further discussions about a third bridge to the Cape. Ms. Moore said no more discussion has happened. Ellis asked if the town could support a third bridge. Ms. Moore said the land takings would be a tremendous and make it very difficult. Ellis said he has an enforcement issue with the CCC (Cape Cod Commission). Ms. Moore said it is cumbersome for her department.

Galusha asked if Ms. Moore was missing out on grants for the community. Ms. Moore responded by saying yes, as they are very time consuming. TA Guerino said the grants are job specific. Galusha also asked how the CCC overlaps with Buzzards Bay. Ms. Moore said that is a very positive issue, however, mitigation came with it which is time consuming. TA Guerino said the caveat is that we are competing with Plymouth and Bristol Counties that don't have the same concerns Bourne has.

V. Chm. Mastrangelo asked about the \$50,000 for an Assistant Planner that is not funded in the recommended budget. Ms. Moore's upgrade and change in title to Community Development is funded, but the assistant planner position is not.

Galusha commented on the sad shape of Main Street where a lot of people coming down for the MMA. TA Guerino said it depends on the will of the property owner. Galusha was concerned about the enforcement of the blight. Ms. Moore the bylaw has to be implemented. Lastly, Galusha suggested the Selectmen to do research with a questionnaire on what the town needs to develop a friendlier tie with the town. Ms. Moore said when there are restrictive bylaws and a design review for signs, and some people are upset they cannot do a project.

Ellis mentioned paying \$175,000 to the CCC and asked if didn't have the CCC, could the downtown area better without the restrictions? Ms. Moore said that is the cost of business without an umbrella on the top.

Grant asked if the GIS was updated. Ms. Moore said it is updated for her department's purposes, but a request for update of the software is not funded in the budget this year.

Mr. Mulvey said you cannot have north end development without proper parking and the commuter rail.

Ms. Moore said she started a day-to-day log, an exercise for her department.

Meier said that if there is any way to offset the burden Ms. Moore has, we should go out of our way to give Ms. Moore some assistance. TA Guerino said it is one of his top 3 priorities.

Review Police Dept. budget – Chief Woodside

TA Guerino said this budget is adequate and is close to requested amount. There is a deferral of vacant lieutenant for 10 months. This is not an optimum budget.

Chief Woodside said the last group of 6 officers puts this department at the amount of employees since 2008.

Chief Woodside reviewed Three-Year Comparison Statistics and Administrative duties of supervising officers have been overwhelming. The duties of the administrative lt. have been divided up among sergeants and other admin. staff. One Sgt. has been taken off the road and brought in to do administrative work. There is one Sgt. on duty in charge of all patrolmen on duty. V. Chm. Mastrangelo asked if there was a listing of the admin duties of the vacant lieutenant position before the duties were shifted. Chief Woodside said there was not a separate listing the duties were included in the handout. Chief Woodside said if there is a vacancy, monies will be stockpiled and will bring back the sergeant on the road and the lieutenant's position to what it was earlier. The position is now vacant and will be vacant July 1 through the end of April of FY15. It is important that the police department have adequate training and supervision because failure to train and failure to supervise are the biggest liabilities to the Town. V. Chm. Mastrangelo noted with the new patrolmen having adequate supervision was important.

Chief Woodside touched upon the department sick time which is very low and includes all absences.

Discussion

Meier is in favor of the school patrolman. Chief Woodside said the school funded a portion of that salary. There is now a School Liaison Officer for all schools (public, UCT and MMA). He doesn't see a school patrolman coming back anytime soon. Meier asked about the Evidence processor. Chief Woodside said it is very time consuming. Chief Woodside is most concerned about supervision and training. Patrol staff is being addressed.

Galusha asked if he is seeing decreasing training with college degrees. Chief Woodside said it doesn't matter, but training requirements are the same for everybody. Galusha asked with the 100 anniversary celebration able to get money from Homeland. Chief Woodside said there will be no money from Homeland. There was \$75,000 marked for Police, Fire and DNR for public safety. He is confident financially and operationally for the anniversary celebration.

Galusha asked about regional dispatching. Chief Woodside doesn't feel it will work out for the town's best interest financially. The 911 operation is the hot potato with dispatching.

Review Fire Dept. budget – Chief Greene

The only impact is the Assistant Chief position for day-to-day issues that don't get done. TA Guerino said this position was to be filled in April of this year.

Chief Greene said the budget supports 36 staff, a Fire Chief and one administrative secretary. A \$1.1M grant supports 2-year staffing of additional 8 personnel, salary and benefits. The operational budget continues to be tight at best.

Ambulance billing continues to bring in about \$900,000 per year. Affordable Care Act may bring issues due to hospital re-admissions. Hospitals will get penalties if there are re-admissions.

Budgeted OT was briefly discussed as well as department hours. He discussed the organizational chart. Staffing is broken down into three fire stations: Buzzards Bay, Sagamore and Pocasset.

Mastrangelo noticed a shift in firefighter and supervision categories. Chief Greene said yes, per the Jacobs Report and the SAFER grant. With the additional firefighters paid for by the grant lieutenants were added to the shifts. Chief Greene said that the lieutenant's exam is more difficult than the captain's exam.

Ellis asked about generating grants for the celebration in July. Chief Greene is concerned with patient care. He hasn't outreached to the Armories. Chief Green will discuss in the future.

Review TA/Admin/Town Hall budget

TA/Administrative

The administrative secretary was eliminated. TA salary is a number that probably won't be more and is a number roughly for the Selectmen to enter into with the Town Administrator. Contracted Services is down a little, and travel will be put back into the budget which is very little.

TA Guerino briefly reviewed the Boards and Committees.

Town Hall

Most of this budget was transferred to Facilities. Meier suggested having Mr. Nelson and his assistant make sure the walkways are safe in inclement weather.

Galusha asked about supervisor training. TA Guerino the town is in an agreement with Suffolk where there is a program for departmental leaders, Town Administrators/Assistants offered from October – May.

Galusha asked what TA Guerino's time management is with the creation of the Facilities Manager and Human Resources Director positions. TA Guerino said he can look at performance management systems, how the IT piece fits in the community, and how professional people be trained to name a few items. It enhances his time with his job.

TA Comment (for informational purposes only)

TA Guerino answered the question "How did we not see the shortage coming with regard to the budget." He explained it was a situation that couldn't have been seen. He went on to discuss the shortfall due to the increase at the UCT.

Selectmen Comment (for informational purposes only)

Meier said there will be no Selectmen meeting tomorrow night.

Finance Committee Comment (for informational purposes only)

The Finance Committee will not meet on 3/10, but will meet on Tuesday 3/11/14 which will include Unibank Discussion and Bourne School District Budget Review.

TA Guerino doesn't anticipate any difficulty in obtaining monies from FEMA for the Sagamore Emergency Repair. He said he anticipates getting it this fiscal year.

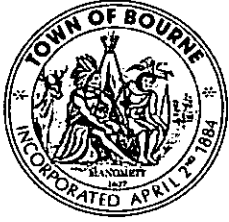
Public Comment (for informational purposes only)

None.

Adjournment

Grant MOVED and SECONDED by Lavoie adjourn. Meeting adjourned at 9:45 pm.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$250,000

MEETING NOTICE

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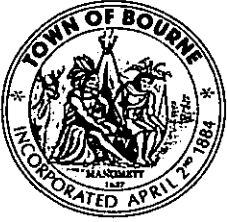
The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Tuesday March 11, 2014 at 7 PM at the Community Building.

1. Unibank discussion on bond rating
2. Review Bourne School District budget

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

Michele Ford
March 4, 2014

2014 MAR 5 AM 10 34
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$250,000

AMENDED
MEETING NOTICE

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1. Request for Reserve Fund Transfers
2. Unibank discussion on bond rating
3. Review Bourne School District budget

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Michele Ford
March 4, 2014

BOURNE, MASS.
TOWN CLERK'S OFFICE
2014 MAR 6 PM 3 04

Joint Meeting of the Finance Committee and
The Board of Selectmen

Minutes of March 11, 2014 APR 29 AM 9 16

Bourne Community Building

~~TOWN CLERK'S OFFICE~~

BOURNE, MASS

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Judy Conron, Glen Galusha, Bill Grant, George Slade, Kathleen Lagacy, Rich Lavoie, Jeff Perry and Bill Scotti

Members excused: John Redman, Donald Montour

Guests: TA Guerino, Linda Marzelli; Selectmen Meier, Ellis and Zuern

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents

7:00 p.m. Joint Session with Finance Committee
Called by Chm. Ford.

7:00 p.m. Joint Session with Finance Committee
Called by Chm. Baldwin of the Board of Selectmen and by Chm. Ford of the Finance Committee.

Request for Reserve Fund Transfers

There is a request for \$23,000 to hire an IT position between \$55,000-\$75,000 and will find in existing budget as proposed.

Pickard saw this as an opportune way to investigate for both the school side and the town side work together. TA Guerino said there is very little redundancy given software issues and wireless contracts. There may be economies to be realized.

Mastrangelo asked to explain duties and if GIS capabilities will fit in on a long term basis. TA Guerino expects the position be similar to what is in Concord - a GIS/Analyst and a Tech person. This position will increase the live non-static GIS capability as well. Mastrangelo asked if this position can assist in the Planning Department. TA Guerino said yes, but he doesn't know to what extent.

Meier said we need to keep in mind we need to make a new permanent position. TA Guerino will take from the existing budget and make it neutral.

Pickard suggested a group discussion with a representative from the Selectmen and the Finance Committee, the Public School Superintendent, the School Business Manager, TA Guerino and the School IT on how to address budget shortfalls.

Ellis suggested getting in touch with the UCT School and seniors who could help as well. TA Guerino said this gets into personnel issues, tax bills, sick leave and confidential information.

School Superintendent said he is the school's IT person overall and is always willing to sit down and discuss possibilities.

Chm. Ford said at a minimum, Part A is we need short time help to keep the town running. Part B is the long-term piece Pickard is suggesting with the need of a strategy which includes the schools and the library. Part C is if there are any common points. Right now need a short-time issue to take care of day-to-day issues with a group to put more focus on the rest of the parts which may take more of a couple days. TA Guerino said Triage will take some time to figure out, but the school will take priority.

Zuern suggested dealing with the request tonight and at the next meeting's agenda discuss long-term solutions.

Galusha would like to see a task force and suggested to look at other communities. TA Guerino said most communities have two or three on the IT town side only.

Grant moved and seconded by Conron to approve the Reserve Fund Transfer in the amount of \$23,000 to hire an IT person between \$55,000-\$75,000 and to find in the existing budget as proposed. Vote 6-0-2 (Galusha and MJ abstained). ***MJ CAN YOU CHECK THIS VOTE.

Selectmen's Business

a. TA Guerino said Pickard's document submitted to the board and minutes at the last board's meeting will be on the board's agenda for discussion on 3/14/14.

b. Meier reminded folks of the FEMA presentation this Saturday in the Veteran's Hallway of this Building. Mr. Quigley, from Congressman Keating's office and Ms. Dody Adkins-Perry will be present.

Unibank discussion on bond rating

Ms. Lynn Foster from Unibank, the town's fiscal advisor. Discussion on the bond rating upgrade and any changes in the future. A brief overview was given with regard to the rating itself and how the market evolved. Written policies are the foundation and what the town has to work with. The recent upgrade in Bourne is an AA+. There are implications if the money doesn't get paid back. You lose credibility as the town isn't doing what they told the analyst you would do.

TA Guerino asked what would happen if we utilize some of the \$700,000 toward the budget this year and have a plan to pay back over a period of time. Ms. Foster said \$700,000 is an

operational draw out of Reserve. The reserves are still within below the threshold and are susceptible to a rating review. She doesn't recommend Bourne do.

Mastrangelo suggests setting up a committee now for override discussions. She suggests taking \$930 and put into Stabilization to fund the budget as planned and if come spring, prepare for an October STM override to replenish reserves.

Zuern would be against that as we need to make cuts now. She doesn't feel the town will approve both an override and funding for a new Police Station.

Chm. Ford said Bourne's policy is 12% of Reserves and asked if the sticking point is 12% or the number saying we are going to pay. Ms. Foster said it is both. Chm. Ford asked if the town didn't pay monies back to reach the 12%, how quickly would the review kick in. Ms. Foster said it is an annual due diligence and would strongly advise not to do.

TA Guerino said if the full amount paid back to Stabilization, Free Cash would be at 5% and Stabilization would be slightly below 7%. His concern is if we fund the budget as in excess two of the TA FY15 recommendations and go to October with the plan that Mastrangelo discussed, we will have spent the first quarter of the next fiscal year which will make reductions that much greater. It will be greater than what the proposal is to go into July.

Chm. Ford suggested going forward as presented with cuts and repaying to stabilization. The town maintains their promise to the bond rating agencies and we go to the town with an override. TA Guerino said it makes it harder for the school side.

Conron asked if we didn't repay the money what would happen. Ms. Foster said it would be a credibility issue. Conron asked what would happen if we told the agent we had a responsibility to educate our children. Ms. Foster said she understands, but it is the foundation and a promise the town made.

Legacy said it is in the town's best interest to go by the policy. Grant would like to go by the policy. He said he would rather change policy rather than not go back on our word.

Ms. Foster said the average percent of bond ratings is between 8-15%. If the town later on looked at the policy and asked to bring the percentage rate down, the bond raters wouldn't think highly of that as they would see the town as shifting to accommodate.

Mastrangelo said we should have gone for an override this year, but we should start discussions now for an override for next year. She suggests maintaining our 12% policy and start talking about an override.

In summary, Ms. Foster said the town should know how to address the policies as a general rule and know that the bond raters do pay attention.

Review Bourne School District budget

Both Chm. Matt Stoke (School Committee) and Chm. Chris Hyldburg (Budget Sub Committee) expressed their desire to work with the community before turning the meeting over to School Superintendent Steven LaMarche.

Mr. LaMarche reviewed a PowerPoint presentation of the School's budget. The Administrative Team Recommended FY15 Budget is \$20,802,374 which is a level funded budget. TA Guerino recommended budget of \$20,244,738%.

Discussion

TA Guerino said the town needs to make a decision as to whether the TA properly funded education overall. The town side feels that based on numbers, you have to decide if it is sufficient. The Cherry Sheet net is upside down going into next year.

TA Guerino explained that the \$1.5M deficit is due to the UCT enrollment of 55 students totaling \$800,000. Another \$300,000 due to the dental health line. The overall insurances are up 24% which include workers compensation and building insurance and automobile insurance.

Mastrangelo said we should have taken from Stabilization and not Free Cash. \$342,000 from Host Fee could have been spent. TA Guerino said this money had nothing to do with the FY09 funding. It wasn't due to how we budgeted.

Ms. Marzelli said the Medicaid money since 2002 was divided by the administration (town) and direct service costs (school). Atty. Troy ruled that the school side gets the direct service costs. Superintendent said that wasn't true. Vote decided to do between the boards and the committee.

Ms. Marzelli said the McKinney Transportation Reimbursement is a General Fund Revenue and not ear marked for the schools.

Pickard asked how many positions were actual positions eliminated of all budgeted from both the town side and the school side. TA Guerino said 4 -6 real positions on the town side and another 2 funded but not filled. On the school side there were actual 23 people cut under the TA Guerino recommended. A total of \$342,000 of actual funded positions is not moving forward in the FY15 budget.

Conron requested to see a list of actual funded positions not moving forwarded in the FY budget. Mastrangelo asked to include how much was funded in FY14, how many positions and how much funded and how many bodies.

On the school side, no one exceeded the 2% fixed for 3 years with regard to contractual increases.

Meier requested the classification study will be on the Selectmen's agenda on 3/25 or first meeting in 4/1. TA Guerino said that is included in this FY15 budget. Meier would have a hard time agreeing to upgrading jobs at this point. TA Guerino recommends an Executive Session for contractual issue discussions.

Galusha stated the school budget is not a quality education. He asked about the staff-to-child ration. Mr. LaMarche said grades K-20, 2nd -20, 3rd/4th grade-23-25 and middle school/high school-26. Galusha would like to see in writing where the money is going to the school but gets put into the General Fund.

Mr. Hyldburg raised concern of education is a whole. With regard to the 2.5%, how much has the school received from that 2.5%? The overage should be divided by the budget. TA Guerino said the town budget takes into consideration that effect of the school and the town.

Conron asked for both the Selectmen and the Fincom to look into budgets and maybe spread a little differently so the schools get a little more. It is important for a future of our town.

TA Guerino said the town authorized an override for public safety. He didn't go after public safety. The Fire Department is based on the numbers based on the grant requirements. If we reduce firefighters, we have to reduce 9 and we can't go below the threshold of the grant. It left us with a small pool of where we could go.

Zuern said by reducing a school budget is the reason people want to move out of Bourne. It is due to economic issues. This is a town focus and not just about looking at the educational side. She doesn't see where we can cut from the town side.

Ellis is worried this is an issue about "them" or "us". He would appreciate further discussion.

When School Committee member Ms. Walton was asking TA Guerino why he didn't see this deficit coming, TA Guerino explained the deficit. At this time Pickard said the way TA Guerino responded to Ms. Walton of the School and said it was not becoming of a Town Administrator.

TA Guerino apologized for being discourteous Ms. Walton (School Committee) as called out by Pickard. He said it wasn't intentional. The town is upside down for the Snow & Ice Budget. It's not just the numbers on the plate. If we get more monies in, they can be utilized toward the budget but he cannot count them towards the budget until that happens.

Walton, of the School Committee, quoted articles of school enrollment numbers and asked why didn't we see this coming? TA Guerino said it isn't until after the census in October is when we get the real numbers. Ms. Walton said the School District knew the numbers of students going to schools. TA Guerino said he would be happy to go the numbers with her.

Mr. Stokes agrees about another meeting and asked when the next meeting could be for further discussion. TA Guerino said the anticipated vote on the budget for the Selectmen is the second week of April the latest - 4/15/14.

Galusha wants full transparency.

Chm. Ford said she has been holding her comments until the end. The community set priorities and that didn't want to spend a lot of money. The public spoke about increasing public safety and keeping the tax rate low so the elderly people will stay in the town. The way things are now, the town will not be able to enjoy the level of service we have enjoyed. We have "hit that wall." The budget is a reflection of our values: "What do we want to support?" over "What are we doing about the school budget?" We live with what the dollars we have.

Legacy asked about getting a cost breakdown of cost per person for health insurance. Ms. Marzelli said this could be done.

Steve Mealy suggested two or three people come up with a number for each side with a list of priorities and present to the town as a whole. This will allow us to see how to adjust our priorities and which will be put off to the following override.

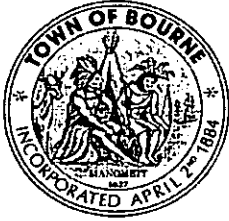
Other Finance Committee business

None.

Adjourn joint meeting

Galusha moved and seconded by Grant to adjourn joint meeting. Meeting adjourned at 10:00 pm. VOTE 11-0.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$250,000

MEETING NOTICE

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The Finance Committee will hold a public meeting jointly with the Board of Selectmen on Monday March 17, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (February 24, March 3, March 11)
2. Reserve Fund Transfers
3. Review DNR budget
4. Review Council on Aging budget
5. Review DPW budget
6. Review Facilities Dept. budget
7. Review Upper Cape Tech School 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

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Michele Ford
March 4, 2014

BOURNE, MASS.
TOWN CLERK'S OFFICE
2014 MAR 5 PM 10 34

Finance Committee
Minutes of March 17, 2014
Bourne Community Building

2014 APR 29 AM 9 06

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Jeff Perry, Bill Grant, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Members excused: John Redman, Donald Montour, Glenn Galusha and Judy Conron

Guests: TA Guerino, Linda Marzelli; Selectmen Meier, Ellis and Zuern

Members of the Press: Michael Rausch, Bourne Enterprise

Meeting called to order

Chm. Ford at 7:05 pm. Chm. Ford recognized Mr. Richard LaForge's passing this weekend and acknowledged his services for this town.

Minutes of previous meetings 2/24/14 and 3/3/14

Mastrangelo MOVED and SECONDED by Grant to approve minutes of 2/24/14 as amended. VOTE 7-0-1 (Grant abstained).

Mastrangelo MOVED and SECONDED by Lavoie to approve minutes of 3/3/14 as amended. VOTE 7-0-1 (Perry abstained).

Reserve Fund Transfers

None

Review DNR budget – Tim Mullen

At the request of the Chairman and for the benefit of new FinCom members I've prepared a synopsis of the Department of Natural Resources. It's neither complete nor concise but it will give you a pretty good idea of what we do.

Most waterfront communities on Cape Cod, the south shore and the north Shore have a Harbor Master Dept, a Shellfish Dept, an Animal Control Dept, and in many of these towns a Herring Agent. In 1972, the town of Bourne put all these departments under one roof in an effort to provide the best service for the best value. Today's Department of Natural Resources Department carries out the duties associated with the Harbor Master, Shellfish Constable, Animal Control Officer, Herring Agent, and Marina Management. The department also reports wetland violations when observed to Conservation and assists the Conservation Agent when necessary. The department is currently staffed by 1 Secretary, 1 Administrative Assistant, 4

NROs, a dedicated Marina Manager, and a Director for a total of 8 year round full time employees.

The Secretary's primary duties include all aspects of in person and over the phone customer service. To give you an idea of the volume we deal with, Last year over the counter we issued 1,970 Recreational Shellfish Permits totaling \$74,430 and 4,323 Beach and boat ramp stickers totaling \$71,435.

The Administrative Assistant whose main responsibility is to coordinate all the administrative components associated with the town's mooring management system as well as provides any and all other customer service when needed. Today we manage 2,674 moorings and outhauls and 40 individual waiting lists (2,440 moorings 234 outhauls).

The Marina Manager oversees the Taylor Point Marina, Monument Beach Marina, and Pocasset River Marina. Combined they total 222 slips and 35 moorings. In FY13 all marinas were 100% occupied, they generated \$745,367 In rental revenue, \$44,744 in Ramp Fees at Taylor Point Marina and other merchandise sold, and \$336,387 in fuel sales for a total of \$1,126,498.

The four Natural Resources Officers are extensively trained in Environmental Law Enforcement. All Natural Resources Officers have completed the 242 hour Reserve Police Officer Academy and attend in- service annually for re-certification that also includes First Responder and CPR. Some Officers have also completed the 350 hour Massachusetts Harbor Master Academy, and the Massachusetts Shellfish Constable Academy. Some of the officers also hold US Coast Guard Captain's Licenses. The Officer's primary duties are to enforce local and state regulations and laws pertaining to the waterways, shellfish, animal control, the herring fishery, and local conservation and wetlands. They hold the appointments of Assistant Harbor Master, Deputy Shellfish Constable, Animal Control Officer, Animal Inspector, and Deputy Herring Agent.

You will find DNR Officers on the shoreline enforcing local and state shellfish regulations and providing guidance to the 2,000 permitted fishermen and their families. Our officers and dedicated seasonal personnel annually raise hundreds of thousands of quahogs and oysters in shellfish nurseries to supplement the native stock. We also annually transplant no less than 1,000 bushels of quahogs in several of the favorite and easy access fishing locations in town.

You'll find DNR Officers on the water in one of the town's Patrol Boats along with Seasonal Personnel enforcing local and state boating laws and regulations or providing guidance and assistance to boaters and vessels in distress. We tow boats in emergency situations and dewater sinking vessels on moorings all the time. We help stranded mammals get out to open water and have helped free giant Sea Turtles tangled in mooring gear.

You'll find our Officers enforcing the local dog by laws and state laws pertaining to animal cruelty. Last fiscal year we investigated 408 dog related cases, of which 28 were animal cruelty related cases, 58 were aggressive dog or dog bites, and the remainder were barking dogs, loose dogs, lost dogs, found dogs, etc. We're the folks that make sure you vaccinate your pets and license your dogs. We're also the folks that let you know your neighbors hate you because your dog is helping to naturally fertilize all the lawns on the street or because your dog is barking too much for their liking. Last fiscal year we issued 140 dog related citations. As Animal Inspectors the officers quarantined 76 dogs or cats who were involved with biting incidents or had received wounds from encounters with wild animals. The Officers are vaccinated against the Rabies Virus and respond to all calls involving sick or injured wildlife. We often respond to calls involving pets hit by motor vehicles and transport them to the local trauma center and we regularly transport injured wildlife to a Wildlife Rehabilitation Center in Barnstable. Our officers have rescued everything from shore birds, baby raccoons and opossums to owls, osprey, hawks and turtles.

Other duties performed by Natural Resources includes the maintenance of approximately 90 shellfish signs throughout town, the maintenance and deployment of approximately 60 aids to navigation throughout town, assisting the DPW in deploying all the town floats swim floats and docks throughout town including the Monument Beach and Pocasset River Marinas, In the fall we bring it all back in for the winter, the basic and routine maintenance and repair of the department's five boats and trailers, annually remove debris and obstructions in the fish passage and the length of Monument River from the Herring Run Motel to Great Herring Pond, That's just a few of the major tasks that the officers do on an annual basis. Oh, and currently we're constructing a new floating upweller rather than purchasing a completed one, this will save us about \$3,500.

The Director of the department works under the administrative direction of the Town Administrator and holds the title and appointment of Harbor Master, Shellfish Constable, Animal Control Officer, Animal Inspector, and Herring Agent and enforces all the related state and local laws and regulations. The director manages the town's waterways and implements the town's harbor management plan through the formation and enforcement of local and state waterway regulations, manages the town's mooring system which currently includes just under 2,700 moorings and outhauls, With the assistance of a knowledgeable staff develops and implements the town's shellfish management, recommends appropriate shellfish regulations and management practices to the board of Selectmen that will allow us to maintain a sustainable population of shellfish that can be harvested recreationally and commercially. The Director oversees the town's pumpout program which last fiscal year serviced approximately 885 boats at anchor or in slips and on moorings and removed approximately 14,733 gallons of sewage. That total doesn't include the three shoreside stations at Kingman, Parkers, and Taylor Point Marina. Last year we were able to install new and much improved pumpout systems at both Kingman and Parkers. Director works with the Shore and harbor Committee, town

engineer, and Conservation Agent in prioritizing dredging projects and improvements to the town's waterfront. Director purchases and prepares IFBs for goods, services, and construction projects in accordance with state procurement laws. Prepares department budget and manages the department's expenses within the constraints of the budget, usually. Processes accounts payable and payroll for the department. Enforces all the rules, regulations and laws related to waterways, shellfish, and animal control, conducts investigations and takes appropriate action. And in general oversees the employees in the department and provides assistance and direction when needed to attain our goals and objectives and to provide the level of service the town's people deserve and have come to expect. The Director like the Natural Resources Officers has attended the Reserve Intermittent Police Academy and is certified as a First Responder and in CPR, has completed the 350 hour Massachusetts Harbor Master Academy, has his USCG Captain's License, he is also certified through the Massachusetts Inspector General's office in public procurement. Annually attends classes, continuing education, and in service required to maintain all licenses and certifications. In a nutshell, that's who we are and what we do for the town of Bourne.

TA Guerino said the numbers prior \$18,000 increase in seasonal employees and removal of DNR officer. Since initial came out, we are taking the Harbor Master budget out of waterways account for this year to keep staffing levels appropriate and keep out the \$18,000 for seasonal employees. Doing as fiscal concerns, however, it is not a recommended way to continue year after year for operational purposes. This also keeps staffing at level giving upcoming centennial celebration will be a full month of activities on the water.

\$56,894 original request and now TA \$36,500 coming out of waterways funds (reducing \$18,000). Funding sources change.

TA Guerino said since Mr. Mullen came on, Mr. Mullen, Linda Marzelli and himself have worked together to get these accounts as close to what they are used for and fund them properly.

Meier asked about the Taylor's Point Marina asked how \$126,000 is allocated. Grant asked about the Red Brook Harbor Herring Run. Mr. Mullen said lowest bid was \$51,000 in excess of funding. At this point we have only one viable herring run which is Monument River.

Review Council on Aging (COA) budget – Ms. Felice Monteiro

The Bourne Council on Aging is established to plan, develop, implement & provide programs and services that enhance the quality of life for residents of Bourne who have reached their 60th year of age and to advocate for programs and services that support seniors, Further the COA will promote the well-being of Bourne residents of any age, by acting as the Human Services Agency for the Town of Bourne.

Presently, the COA is open five days a week from 8:30-4:30 and in FY13, served a total of 1,859 new or unduplicated seniors.

Despite some challenges, Bourne is admired by its neighbors for the sound fiscal policy, low taxes and its many town services, including a very active Senior Center.

I have been asked to cut \$16,000 from my FY 15 budget, an amount not so exorbitant for some, but for the COA it accounts for much.

You have asked what will we **NOT** be doing if there are further reductions?

The following are the programs that will be most affected by these reductions.

1. **Transportation:** Our program currently staffs one full time (40 hrs./wk.) bus driver and provides rides to Bourne elders and disabled to doctor's/hospital appointments, food shopping, personal and monthly trips. With the assistance of tax work off participants we continue to operate two RTA buses successfully. We provided over **4,700** rides in FY13. We also managed monthly day trips for those less fortunate and homebound; these cuts will affect this very important portion of our transportation; many times we are the elder's only source for socialization. All rides are door to door and wheelchair accessible to all Bourne residents 60 and older and by appointment. The elders that use our transportation are accustomed to our bus driver who not only is a driver to them, but she is the eyes and ears for us, she knows who is not doing well, who needs extra help and reports her concerns to our Outreach.
 - **When you reduce transportation** that means fewer frail elders who are basically homebound are not getting to medical appointments and shopping—there is a loss of independence which positions them into quicker admissions into nursing homes due to poor nutrition and not getting the meds they need.

2. **Outreach:** Our outreach workers provide case management, advocacy, direct services and referrals to seniors and non-seniors. Our 2 Outreach Workers, 1 at 28 hours and 1 at 25 hours have been inundated with Fuel Assistance for all ages' new applications and recertification's since October 1st. In FY13 the two outreach workers served over **1,500** elders.
 - To supplement the work of paid staff, the Outreach Worker is also the Volunteer Coordinator, and is responsible for placing volunteers in available positions within the COA this also includes interviewing, CORI and orientation.

When people are having financial problems and fuel emergencies there is often a host of other needs—medical, housing, food pantry, food stamps, isolation, mental health, etc.—all taking our time even if it's just to make referrals for non-seniors.

Human Services: We are the Council on Aging and the Human Services Agency for the Town of Bourne (see brochures of programs, activities and services) 127 non-elders were served. Many of the constituents they see are emergencies; a broken boiler, no oil and concerns for their small children being cold or a senior bundled in a sweater with

the temperatures at 65 degrees to save heat or worse yet a kerosene space heater or the oven.

As the leading edge of the boomers reach their 65th birthday this year, we are challenged with serving several generations of elders at the same time.

- **Reduced funding** means less hours, less time to screen calls, less time making home visits to the homebound, less time spent providing direct services and more time spent triaging phone calls and providing referrals instead. This is the scenario when people begin slipping through the cracks.
 - **Tax Work-off Program:** The numbers I've shared with you do not take into account this program and we have managed and placed 80 tax work-off people within 19 Town departments and school. In addition to supervising the volunteer tax work-off people, this program also requires the COA to assume responsibility for recruiting, interviews, CORIs, confidentiality training, placement and annual paperwork for each tax work-off person.
 - **Reduced staff** means that the COA may not have the capacity to manage this program going forward.
3. **Bridging The Years:** The COA is responsible for this program, we provide cognitive stimulation and socialization for elders in a safe structured environment. Program also provides much needed respite for caregivers. New programs introduced in FY13 are Cosmetology, Hand Massage and Aromatherapy with students from the Upper Cape BTY is open 5 days a week from 9am-3pm, with a staff ratio of 1 to 5. We served 32 clients in 242 service days.
- **Reduced funding** means less hours, less staff, less people we serve, more elders will be put in nursing homes due to the caregivers inability to care for them at home; possible cuts in Title III funding we currently receive.
4. **Café-** The COA is also responsible for The Community Café. The café provides appetizing home-cooked meals 5 days a week, once a week for the public, 2 days a week To Go Board, a monthly Men's Breakfast, weekly Meal site for elders who are homebound and Bridging the Years (Supportive Day) program. The café served over 6,157 meals in FY13.
- **Reduced funding** means less hours for the Café which means the loss of our Men's Breakfast which many gentlemen rely on for socialization, healthy minds and look forward to our monthly speakers as well as loss of the **TO GO Board** which many elders who live alone rely on for a nutritional meal for one or providing a nutritional meal for those couples who no longer wish or cannot cook.

5. **Programs:** Obviously, over a long term, the number of programs and activities offered would be curtailed due to reduced staff.
6. **Volunteers:** In FY14 the COA accounted for **120** Volunteers who donated over **7,000** hours showing commitment and support to the COA, the Community and the Food Pantry.

The Town of Bourne has been lucky in that the COA has been able to supplement our budget with the MA State Formula Grant, Title III Funding through Elder Services of Cape Cod & the Islands, Project SMILE (dentistry maintenance and referral) and the Cape Consortium (mental wellness) and of course the Friends of Bourne COA which is the fundraising arm of the COA and provides wonderful events for the entertainment and socialization of our seniors.

If I could Enhance operations at the COA, I would:

- Have a full-time outreach worker – 35 hours
- Include the computer data clerk to the COA Budget to continue to operate our MySeniorCenter software which is a statistical program helping to keep accurate track of the people we serve and provides reports (currently temporary through June 2014) if we receive cuts from Elder Affairs to the Formula Grant, this position will be eliminated and an office staff person would have to take over with the inputting and management of this software (additional multi-tasking for the staff we currently have) this position is 16 hours
- Continue serving the homebound and less fortunate with our monthly day trips

All of this points to more phone calls (over 7,300 were fielded in FY13), more work for our office staff and volunteers.

When thinking about cutting the COA Budget, remember.....

These older adults are your parents, your grandparents, your siblings, your friends and your neighbors. They served in World War II, the Korean War and Viet Nam. They worked in local businesses and trades. They financed our schools and community projects. They range in age from 60-100+ and their needs are diverse. They have families that are supportive, overwhelmed, or nonexistent. They come to the Senior Center seeking assistance, advice, support, socialization, affirmation, nourishment, and wellness. We manage to provide services for 40% percent of Bourne's older adults. That leaves a gap of 10% percent who have not been reached through the Bourne Council on Aging.

In conclusion cuts to our budget will affect all that we've accomplished and will have a big affect in the elders' quality of life. We are charged with the responsibility of serving all older adults as well as their families and members of their support system. Councils on Aging, the first stop on the eldercare succession do not place individuals on waiting lists, and an individual's income does not have any bearing on their ability to access our services. We are a

“Welcoming Place” for all. Adequately funding our front-line services will continue to enhance our community.

Reduced funding will and can affect our Accreditation that previous Directors and Friends worked so hard to attain.

NOTE: The number of people age 65+ will rise in Bourne to 6,773 by 2020, that’s 1600 additional seniors seeking our services.

**COA Staff Administrative Office/
Bridging The Years (Supportive Day)**

Number of Employees	Full Time	Part Time	Funding Source	Number of Hours
3 Director Admin. Assist. Account Clerk	✓		Town	35
1 Director BTY	✓		Town Revolving Fund	37.5
1 Bus Driver	✓		Town	40
1 BTY Activity Leader	✓		Formula Grant	35
2 Outreach Workers		✓	Town	1@28 1@25
1 Receptionist		✓	Town	18.5
1 Clerk (newsletter)		✓	Town	18
1 BTY PGM. Assist.		✓	Town	17
1 BTY PGM. Aide		✓	Town	15
1 Computer data entry clerk		✓ Temporary	Formula Grant	16 through 6/14
1 Chef	✓		Town (contract)	28

**COUNCIL ON AGING
BRIDGING THE YEARS-SUPPORTIVE DAY PROGRAM
Title III Funding**

PERIOD OF SERVICE	PROVIDER	FUNDING SOURCE	PROGRAM	RATE AMOUNT
2004-2006	BCOA/SUPPORTIVE DAY	ESCC&I	BTY	\$30.00
2005	BCOA/SUPPORTIVE DAY	ESCC&I	BTY	\$35.00(amended)
2009	BCOA/SUPPORTIVE DAY	ESCC&I	BTY	\$35
2012-2015	BCOA/SUPPORTIVE DAY	ESCC&I	BTY	\$40 \$48 (non-resident)

Assistance on a sliding fee is available for eligible seniors. (ESCC&I). BCOA
3/10/14

Chm. Ford asked that with proposed \$418,000, is there enough to continue accreditation. Ms. Monteiro replied no. She lost an Assistant Director and lost a secretarial position. She had full staff when she won accreditation. Great number of volunteers and some supplement what we have lost previously.

Meier asked what will happen with the COA's disbanding. Ms. Monteiro said if Wareham shuts down the COA entirely, it will put more stress on a department that is short staffed

Mastrangelo commented that this budget isn't showing cuts and asked for clarification. Ms. Monteiro stated that she was commenting on effects if cuts are made. TA Guerino said the Assistant position hasn't been funded for 2 fiscal years but there has been a little offsetting. The department is down today what it was from 2013.

Mastrangelo asked where the bus driver is being cut. TA Guerino said the hourly wages would have been up more if it wasn't. There is a cut in PT hourly wages by \$14,000. He said when the COA Director came, it was a hard year over the last year mgmt of staff and utilization of productivity and program implementation, the director has done an outstanding job in taking a difficult situation and running an aggressive outreach.

Zuern asked how many people are 60 and over in the town of Bourne and can we make another agreement with other towns to provide services for them. Ms. Monteiro said they participate in the programs, but don't receive outreach and transportation. Zuern asked if there was a way to come into an agreement to allow them to help with their formula grant so Bourne can continue to serve their elders. TA Guerino said Executive Officers of Elder Affairs said there is a

way to do that from towns that have had diminished COA services. TA Guerino responded to Zuern by saying the population of over age 60 in Bourne is 5,166. Ms. Monteiro said based on 2020 projections, that number will reach to over 7,000 out of 20,000 residents.

Grant asked about the tax work-off. Ms. Monteiro said it is in place this year said Felice.

TA Guerino asked the director to discuss my senior center software. Ms. Monteiro said they obtained software called My Senior Center. This is something the seniors have embraced. Another program that is in the works is similar to a cable TV program where the community can visually see what we are doing at the COA. The Friends helped donated the TV and paying for the software.

Review DPW budget – Mr. George Sala, Michele Freeman

It was TA Guerino's oversight about the reduced laborer position which has been reinstated due to attrition in the mechanics line. This budget doesn't reflect that.

Mr. George Sala said this is keeping the laborer but removing the mechanic. There is a total of 38 employees: three (3) in administration; three (3) in mechanics; five (5) in Highway; nine (9) in sanitation; six (6) in recycling; and two (2) under municipal maintenance. We provide a great service to the community. The department maintains the roadway maintenance, and drainage, signs. The department maintains all vehicles town wide as well as all parks, beaches, ball fields and grounds. The department mows 63 different parcels of town wide property. The department also assists all departments when asked. The department is fully involved with the Holiday lights and decorations. With the number of staff vs. services provided, he commends all employees for working hard and being able to do that for us.

TA Guerino said the transition with department going into facilities and public works has gone smoothly due to the DPW staff working with Mr. Jon Nelson.

At this time, the FY14 Snow & Ice budget has a \$448,000 overage in Snow & Ice.

Grant asked about road repair affecting this department. Ms. Sala said we've faired pretty well for the last 10 years as we have a good road maintenance program.

Meier asked about increasing sidewalks in the roads. Mr. Sala said a survey done two years ago with Beta and there are some plans in the future but we have to take care of sidewalks we have now that need repairs.

TA Guerino said if you look at the Beta report, use Chapter 90 money for all road repairs. Beta recommended in 2013/2014 spending \$350,000 per year in addition with Chapter 90 to keep roads in shape now which we haven't done for the last two fiscal years.

Ellis commended the DPW department.

Lavoie asked what roads the town takes care of. Mr. Sala said for the private roads the Town does their plowing and sanitation and pick up. The maintenance and grading belongs to the homeowners and residents.

Slade asked if there was any indication of any State mitigation for this winter. Mr. Sala doesn't believe we will see any state funds for that.

Mastrangelo commented on the outsourcing of vehicle repairs. Mr. Sala commented that they are feeling the impact of losing laborers vs. mechanical area.

Mastrangelo asked if DPW can't fix the vehicle and needs to be outsourced, is that department responsible for the payment. TA Guerino doesn't expect that to happen.

Review Facilities Dept. budget – Jonathan Nelson

Mr. Nelson said he hired a town maintenance electrical/electrical hired for additional maintenance of electrical work. The budget developed with the baseline position.

The total budget request is \$389,412 and TA Guerino recommended \$272,362. Town Hall includes cleaning.

Chm. Ford questioned the number in the budget books vs. what is presented by Mr. Nelson with regard to the energy and heating budget numbers. TA Guerino said this will be discussed next week.

Mastrangelo said that Mr. Nelson has done a tremendous job with the huge infrastructure in this town. Mr. Nelson said the goal is to do preventive maintenance vs. large expenditure.

Zuern suggested the Sheriff's Department for some town work. Mr. Nelson said it is cost effective but we will still need to purchase materials.

Review Upper Cape Tech School budget – Robert Dutch

- Foundation budget increase 3.16% from FY14
- Chapter 70 increase is \$25 per student
- Transportation Reimbursement rate increase
- No additional staffing
- HVAC bond has been paid reducing Capital Budget by 13.07%
- Resultant actual assessment increase of 1.6%

Enrollment percentages of operating budget have increased for Bourne. From FY13 117 in to 193 in FY15. An increase from 17% to 27%.

TA Guerino said the foundation reserve has never been apportioned between the UCT and the public school. 100% share goes to the Bourne school. Chapter 70 money is affected since the

greater percentage from Bourne going to the UCT, more Chapter 70 is going to the UCT instead of coming to the town.

FY15 Gross Foundation Budget is \$12,387,806.

Instruction - 62.27%

Fixed charges – 16.93%

Operations & Maintenance – 11.54%

Administration – 5.51%

Student Services – 3.75%

FY15 Gross Foundation Budget Increase - \$391,753

Instruction – 57.72%

Fixed Charges – 17.02%

Operations & Maintenance – 14.38%

Student Services – 7.28%

Administration – 3.60%

Theme: One team building a strong foundation.

Discussion

Lavoie asked what he believes the reason for the increase to UCT. The Superintendent said that in general, college is not for everyone. 66% of the UCT graduates go on to college. They can work while in college to pay for college. The economy is driving people's decisions.

TA Guerino asked if there is any cross contamination with the Adult Education programs from regular school day budget going into continuing programs. The Superintendent said there is none. Adult Education income is \$415,678.56 which is paid for by the enrollment program.

TA Guerino said he is putting together a group to look at everything Bourne related as to what we need, what is realistic and what are expectations and would invite and hope the UCT participates. The Superintendent said it is important the tech school be a part of this system. The Facilities Manager will step in where he is needed too.

TA Guerino said the UCT budget is a 35% increase in budget from FY14.

Mastrangelo said the cost per student is \$15,000 at the UCT and in public school is \$8,000 per student. There is a higher cost to the Town for students at UCT.

Zuern suggested contacting State representatives if the State mandates items for the town, the State needs to fund it.

Meier recognized the UCT Girls Basketball team.

TA comment

None.

Selectmen comment

TA Guerino said that he, the Selectmen Chairman, the Chairman of the Bourne School Committee, The Superintendent, the School's Business Manager, the Finance Committee Chm., the Finance Director met this afternoon and had a discussion. They will meet again in time for recommendation to go forward through the Selectmen in time for the Selectmen to vote on the budget and the Fincom to be prepared for a discussion on the budget the Selectmen voted on 4/28/14. This meeting was the first in series to start the planning steps after the town gets through the immediate budget.

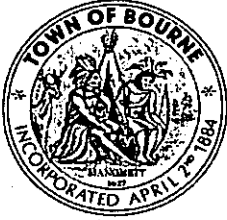
Public Comment (for informational purposes only)

None.

Adjournment

Lavoie MOVED and SECONDED by Slade adjourn. 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



Reserve Fund: \$227,000

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 March 24, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (March 17)
2. Reserve Fund Transfers
3. Review HR department budget
4. Review Town Clerk's budget
5. Review all remaining budgets
6. Review capital outlay budget
7. Review Town Meeting Warrant articles 1-20
8. Discuss and assign articles
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

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

Michele Ford
March 18, 2014

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 MAR 19 AM 8 32

**Finance Committee
Minutes of March 24, 2014
Bourne Community Building**

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Glen Galusha, Bill Grant, George Slade, Kathleen Lagacy, Rich Lavoie and Bill Scotti

Members excused: John Redman, Donald Montour, Glenn Galusha and Judy Conron

Guests: TA Guerino, Linda Marzelli; Selectmen Meier and Ellis

Members of the Press: Michael Rausch, Bourne Enterprise

Chm. Ford welcomed Judy Conron back to the FinCom meeting.

List of documents

-

Meeting called to order

Chm. Ford at 7:05 pm.

Minutes of previous meetings 3/3/14 and 3/10/17

Minutes will be deferred to the next meeting.

Reserve Fund Transfers

None.

Review HR Department budget – Troy Thompson

Contracted services were cut \$12,000 for broadcasting didn't know what would cost.

Professional development – this is for conferences and yearly licenses and recertification, procurement (if an employee is certified you need to continue), some enrolled in college pertaining to their job, mechanics trained in new technology, accounting education program.

Pre-employment physicals – we don't need the \$8,500, but requested \$5,500 for truck driver licenses (10 employees).

Chm. Ford said the Professional Development is in the HR Department and not dispersed throughout the town departments.

TA Guerino said last year job classification and re-classification was approved by the union to get to the employees by 4/1/14. The compensation will create a new grade schedule.

2014 AUG 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Ms. Thompson said the new time and attendance software agreement is signed and will go live in April. The school department opted out in this software.

Discussion

There are two FTE in the department.

Mastrangelo – asked about compensation and classification; who’s involved and is this something we can implement over time? Troy said compensation will fall where they are wage-wise into classification. There are only three (3) positions that would need to change. TA Guerino said two (2) have already been implemented. Until such time has been put on hold and dropped back. Classification will be approved by the selectmen and the wage part will be a collective bargaining unit piece.

Mastrangelo – asked if the Planning Department related to this? TA Guerino said no.

Review Town Clerk budget – Barry Johnson

There are two FT positions (Wendy Chapman and Marie Meier) and one PT position (Barry Johnson). There was a slight increase paid out when Mr. Johnson is out of the office for 5 days, Ms. Chapman assumes all duties of the Town Clerk, and includes her longevity per union contract.

Purchase of services – is for paper for vital records (death, birth, marriage).

Mr. Johnson recognized the 16 senior citizens for the tax write off and said the office would not be able to function if it wasn’t for their help. The volunteers assist with the census, and the dog licenses. Ms. Chapman added a dog license renewal portion of the census which the public has responded to positively. The town has about 3,100 dogs in town and this office has licensed over 2,100.

Travel – this is mostly for the Constable regarding warrants and for dues for Mr. Johnson and Ms. Chapman to join Clerk Associations.

Total fees collected in the Clerk’s Office is \$41,222.50.

The Clerk’s Office fees were found to be right in the middle of surrounding communities. This department’s fees need to be voted at Town Meeting.

Election registration – this current year only had one election. There are 20,630 year round residents.

Street listing - \$125,000 is for when we run out of street listing books, we produce them in-house (DPW, police cruisers, fire trucks) and charge \$20 per book.

Coming into this year there will be three (3) elections which brought the cost to \$58,000, averaging between \$16,000 – \$18,000 per election.

Machine contracts – one voting machine was purchased for \$200 versus \$6,000. Ms. Chapman did some research in towns selling off voting machines. using the cardboard vs. higher cost.

Office supplies and vehicles – the office machines recently went through the maintenance contract and are in good shape.

Meier asked what Mr. Johnson's position on the early voting provision for the weekend. Mr. Johnson said it is still being negotiated. He is not sure of the additional costs.

Review all remaining budgets

Town Report - \$7,000. TA Guerino said next year we may try flash drives.

Town Meeting – is standard.

Selectmen – doesn't include payments under elected officials article. There is not much of a change.

TA Administrator - reduced by \$13,000.

Alternative Energy Committee – the Energy Coordinator position was eliminated. A grant written and submitted.

Finance Committee – mostly secretarial and includes the committee dues.

Independent audit – this is a contracted fee.

Legal – Selectmen will discuss at tomorrow night's meeting.

Postage and Copy Machine - this is a standard cost.

Tax Title Expense – this is a standard fee.

ISWM Working Group – this is for secretarial help.

Conservation Commission – this is for secretarial help and includes the Conservation Agent's salary.

Open Space Committee – this is for office supplies and travel.

Planning Board – this is for a FT secretary which is shared with the Inspections Department and advertising.

Board of Appeals – this is for secretarial and advertising.

Engineering Department – this department has one 1 ½ FT employees. The ½ position shares with Planning Department.

Shore & Harbor – this is for secretarial work.

Economic Development – consultants, promotion of the Bourne area, the town's contribution to keeping tourist information up. TA Guerino said the Scallop Festival isn't part of this line item.

Buzzards Bay Action Committee – this group gets together to protect the environmental quality of the bay. This also includes dues.

Telephone account – this is for the general government departments - Town Hall for the most part.

Inspection Department – this includes the plumbing, gas, electrical and building departments and some training and supplies. If the inspectors are ill, we have have an alternate or associate inspector paid. There is one FTE: There is Plumbing and Gas is .5 FTE and Electrical .5 FTE.

Lavoie – asked what the department take in for fees. TA Guerino said the building department funds itself. TA Guerino will get the numbers for Plumbing and Electrical.

Emergency Preparedness – this is the formal civil defense department which includes storm, shelter, communications. The is a ½ time employee who works 17 hours per week.

Building equipment and supplies – \$10,000 is for the Reverse 911 contract which is a contracted out service.

TA Guerino said there are two shelters in Bourne – the Middle School and the Community Building.

Gnat Fly Control – this is a county-based program.

Snow & Ice Removal – the town appropriates \$90,000. TA Guerino explains this is one account the State allows the town to underfund and whatever estimate is, that is the number you have to have every year. Currently we are \$448,000 over the \$90,000.

Street and Traffic Lights – the town is changing all town owned public way streetlights to LED lighting. Next year you will see a 30% reduction in this line item. Cape Light Compact is paying for the conversion.

Pollution Task Force Stormwater – this is for secretarial services.

SWAP Program – this is for developmental disabilities and is an active program.

Veteran's Assessment – the estimated cost of benefits.

Community Building – this is for secretarial services.

Human Services – this has been wiped out mostly, except for the two large local programs: 1) the Visiting Nurses Association; and 2) the Human Services Committee. TA said this doesn't help with Goswald. Mastrangelo asked TA Guerino to get feedback with the Police Department on Goswald. TA Guerino will get the information by having a Human Services Committee come before the FinCom.

Elder Services of Cape Cod Services – a question was asked about the \$1,200. TA Guerino believes it is Meals for Wheels. Conron said other individuals can give money to the programs. TA Guerino is willing to do what the FinCom and Selectmen would like with the Human Services Committee.

Historic Commission – secretarial services.

Archives Committee – secretarial services.

Debt Service – this is standard.

Fee schedule of all debt – this is for general government, and does not include ISWM or the DPW. Offset items are funded within the enterprise funds.

Mastangelo – requested to see the chronological order for enterprise funds – whatever the FY it was approved in.

Grant – asked why the town can't loan ourselves money from the reserve fund for capital items. Ms. Marzelli said you have to watch spending to make sure you are drawing down. This is the first year haven't borrowed out of free cash for capital. She will get some information for the committee. Conron suggested bringing the number to 10% from 12% and will need a bigger discussion.

Mastrangelo – this is an area for discussion if we use Stabilization for capital again, and it needs to be more clear when it has to be paid back.

Unemployment Compensation – this is an \$80,000 increase. The town pays as it goes.

Ms. Marzelli – said the bill was \$95,000 and we don't know the cost until the bill comes in.

TA Guerino handed out actual reductions and reasons for part year funding. He can fairly say we will need more money in addition to the \$230,000.

Lavoie – asked if there is any way to get custodian services contracted at Town Hall to assist the Community Building. TA Guerino said he has not looked into it.

Mastrangelo – asked if the Assistant FC was partial funded in FY15. TA Guerino said the Administrative Assistant position that was approved at the STM in November was funded. During the funding, \$25,000 is in the FY14 and no money or position in FY15. The only position partially funded is Fire Lieutant position. If not, go for an override in FY16.

FICA social security – this is standard.

Health Insurance – this is up 5% roughly. Ms. Marzelli said the town's appropriation is 75% of all health and dental (school and town).

County Retirement – includes all of ISWM and any employeea at the school who are not part of the teacher's retirement. All this is part of the shared expenses for discussions.

FICA – this is a separate tax that everyone pays it.

State retirement – there is one person left.

Insurance – this is standard.

LIUNA – employees in this group long enough are able to stay as a member.

Automobile insurance – went up 42% from \$156,000 to 180,000 due to the more expensive models that town purchased.

Medicaid reimbursement – medicaid money split with the schools.

TOTAL OPERATIONS BUDGET - \$54.5M

Lavoie – asked what the next steps are from the meeting last week between TA Guerino, Ms. Marzelli, the School Committee. TA Guerino said there will be another meeting possibly this week to find common ground. At this time the School Committee has made no decision on their budget at this time. Chm. Ford added this is discussion only and no decisions are being made.

TA Guerino - School committee votes their budget 4/9/14.

Mr. Mulvey – suggested to post a brief agenda for discussion and keep some form of minutes so the public is aware of what it being discussed.

Review capital outlay budget
Deferred to next week's meeting.

Town Meeting Warrant

Chm. Ford – protocol for the newest members. The deadline for written comments due to Mastrangelo is 4/8/14. The second piece verbal comments

Future Meeting discussion

4/7/14 - CPC article review.

4/14/14 - Long term plan projection.

4/28/14 sources and uses – final review of revenue and possible vote on budget.

TA comment

None.

Selectmen comment

None.

FinCom comment

None.

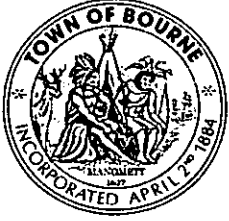
Public Comment (for informational purposes only)

None.

Adjournment

Grant MOVED and SECONDED by Slade adjourn. Meeting adjourned at 9:36 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$227,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday March 31, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (March 17, March 24)
2. Reserve Fund Transfers
3. Review Town Meeting Warrant articles 1-20
4. Review Special Town Meeting warrant articles 1-7
5. Discuss and assign articles
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for informational purposes only)
8. Finance Committee Comment (for informational purposes only)
9. Public Comment (for informational purposes only)
10. Future agenda items

2014 MAR 27 PM 10 52
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
March 27, 2014

**Finance Committee
Minutes of March 31, 2014
Bourne Community Building**

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Judy Conron, Glen Galusha, Bill Grant, Kathleen Lagacy, Rich Lavoie, Bill Scotti and George Slade

Members excused: Glenn Galusha, Donald Montour and John Redman

Guests: TA Guerino, Linda Marzelli; Selectmen Meier and Ellis

Members of the Press: Michael Rausch, Bourne Enterprise – recording tonight

List of documents

- Annual Town Meeting Warrant – dated 3/31/14
- Annual Town Meeting votes – dated 3/31/14
- Special Town meeting Warrant – dated 3/31/14
- Special Town Meeting votes – dated 3/31/14

2014 MAR 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting called to order

Chm. Ford at 7:00 pm.

Minutes of previous meetings

Defer to the next meeting.

Reserve Fund Transfers

None.

Review Special Town Meeting warrant articles 1-7

Article 1 – George Slade

DPW Garage.

Article 2 – Bill Grant

Underground Storage Regulation. Typo change in the bylaw.

Grant moved and seconded by a favorable recommendation for Article 1. Vote 9-0.

Article 3 – Jeff Perry

Unpaid bills. Injured fire fighters reimbursement and transcript from one of the cases.

Lavoie moved and seconded by Slade a favorable recommendation for Article 3. Vote 8-0-1 (Chm. Ford abstained).

Article 4 – John Redman

This discussion is deferred.

Article 5 – Bill Grant

This discussion is deferred.

Article 6 - Rich Lavoie

An easement for a underwater pipe to Bassets Island. Selectmen voted to sponsor relative to conservation land. Small presentation may be presented at STM.

Article 7 – Bill Grant

For use of space as the lease expired some time ago.

Article 8 – Bill Grant

This discussion deferred.

Review Town Meeting Warrant articles 1-20

Article 1 – Bill Scotti

Governance article to allow the town to do business.

Grant moved and seconded by Lavoie for a favorable recommendation for Article 1. Vote 9-0.

Article 2 – Judy Conron

Salaries for elected officials: Town Clerk, Selectmen and the Moderator.

Article 3 – Michele Ford

This discussion will be deferred.

Article 4 – Bill Grant

Sewer Department – user fees.

Lavoie moved and seconded by Perry for a favorable recommendation for Article 4. Vote 9-0.

Article 5 – Jeff Perry

State Aid Highway (Chapter 90)

Grant moved and seconded by Lavoie a favorable recommendation for Article 5. Vote 9-0.

Article 6 – Michele Ford

Reserve Fund

This discussion will be deferred.

Article 7 – Mary Jane Mastrangelo

ISWM.

Mastrangelo asked about the Reserve Fund. TA Guerino said it comes to the FinCom.

Grant moved and seconded by Lavoie a favorable recommendation for Article 7. Vote 9-0

Article 8 – Rich Lavoie

Revolving Funds. TA Guerino said these are fees charged for a program or continual fee that go into this account.

Grant moved and seconded by Slade for a favorable recommendation for Article 8. Vote 9-0.

Article 9 – Mary Jane Mastrangelo

Defer to two weeks. Recommendation made at Town Meeting.

Article 10 – Kathleen Legacy

Reports and Recommendations of Committees and Town Officers.

Grant moved and seconded by Lavoie for a favorable recommendation for Article 10. Vote 9-0.

Article 11 – George Slade

Close out and transfer available balances. Require 2/3 vote. Closes out this article.

Grant moved and seconded by Lavoie for a favorable recommendation for Article 11. Vote 9-0.

Article 12 – Bill Grant

Community Preservation Committee.
Discussion deferred to next week.

Article 13 – Bill Grant

Discussion deferred to next week.

Article 14 – Jeff Perry

Exempting Darren Martin - waive Civil Service age requirement. Petition article.
Defer to a future meeting.

Article 15 – George Slade

Flood Plain. Planning Board voted to send to Town Meeting. Mastrangelo asked Slade for the Planning Department give opinion to the FinCom.
Defer to next week.

Article 16 - Bill Grant

Public Auction of Land. Housekeeping bylaw. Live by the current contracts as Town Planner.
Setting up a bylaw to include Town Planner/Director of Community development and Planning.

Grant moved and seconded by Lavoie for a favorable recommendation for Article 16. Vote 9-0.

Article 17 – Rich Lavoie

Bourne Home Rule Charter

Grant moved and seconded by Lavoie for a favorable recommendation for Article 17. Vote 9-0.

Article 18 – John Redman

0.75% Meals tax which is a consumption tax. This doesn't include Room tax.

Grant moved and seconded by Lavoie a favorable recommendation for Article 18. Vote 9-0.

Article 19 – Judy Conron

Exclude Bourne from the authority of the Cape Cod Commission and the Cape Cod Commission Sponsor.

Article 20 – Bill Grant

Open Space Committee.
Defer to next week.

Article 21 – Mary Jane Mastrangelo

ISWM Host Community Fee.

Mastrangelo moved and seconded by Grant a favorable recommendation for Article 21. Vote 9-0.

Article 22 –Judy Conron

Licensing and Control of Dogs.
Defer to next meeting with Town Clerk.

Article 23 – Bill Grant

Open Space Committee.
Defer to next week.

Article 24 –

Hoxie School. Grant feels it may be controversial. Ellis said on the national register for State and Federal. The group plans to use in celebration for the Canal. It needs a new roof and some TLC. Mastrangelo is interested in total cost for the project and how much the CPC money will be.

TA Comment (for informational purposes only)

There has been some conversation but no meeting between the TA Guerino, Chm. Ford, and the School Department. There have been no other discussions at this point in time.

TA Guerino said as we look through warrants, he really pushed the Department Heads to not bring articles that have financial implications.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Mastrangelo asked if normal authorizations can get the Shellfish out of the DNR budget or does it need to a warrant. Chm. Ford said it was in the Revolving Fund.

Chm. Ford encourages committee to work on written comments first and then oral comments.

Public Comment (for informational purposes only)

None.

Future agenda items

CPC will be discussed next week

Capital Budget articles will be done in two weeks.

Public Comment

None.

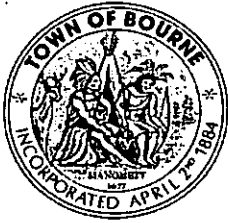
Adjournment

Grant MOVED and SECONDED by Lavoie to adjourn. Meeting adjourned at 8:40 pm.

Unanimous vote.

Respectfully submitted,

Lisa Gröezinger – sec.



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



Reserve Fund: \$227,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 7, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (March 17, March 24, March 31)
2. Reserve Fund Transfers
3. Review and discuss CPC articles on STM warrant
4. Review and discuss CPC articles on ATM warrant
5. Review and discuss ATM article 22 (bylaw article re:dogs)
6. Vote articles discussed
7. TA Comment (for informational purposes only)
8. Selectmen Comment (for informational purposes only)
9. Finance Committee Comment (for informational purposes only)
10. Public Comment (for informational purposes only)
11. Future agenda items

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Michele Ford
March 31, 2014

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 APR 1 PM 8 39

Finance Committee
Minutes of April 07, 2014
Bourne Community Building

2014 APR 29 AM 9 06

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Judy Conron, Bill Grant, Kathleen Lagacy, Rich Lavoie, Donald Montour, John Redman, Bill Scotti and George Slade

Members absent: Glenn Galusha

Guests: TA Guerino, Linda Marzelli; Selectmen Meier and Ellis, Jon Nelson and George Sala

Members of the Press: Michael Rausch, Bourne Enterprise – recording tonight's meeting.

List of documents

- Updated Warrant Articles
- CPC Project Descriptions and information

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.

Meeting called to order

Chm. Ford at 7:00 pm.

Minutes of previous meetings

Lavoie moved and seconded by Grant to approve March 3/24/14, between voting booths: Vote 7-0-4 Redmond, Montour, Conron and Perry)

Lavoie moved and seconded by Grant to approve 3/31/14 as submitted. Vote 9-0-2 (Montour and Redman).

Reserve Fund Transfers

Grant moved and seconded by Redman to approve the amount of \$20,342.02 from the Reserve Fund for Parks and Sanitation blown motor. Vote 11-0.

Mr. Johnson notified the board of the CPC public hearing this week. This year applicants will present their own applications. Applications are both in the STM and the ATM. Chm. Ford said FinCom will vote on the CPC applications on 4/28/14.

Review and discuss CPC articles on STM.warrant

1. **Open Space Committee (OSC) & Bourne Conservation Trust for Little Bay Boardwalk to Ram Island and Monks Park - \$47,650.**

To help prevent erosion from people walking out to Ram Island. Perry asked if it would stand up to storms and tides and was told it would be built to.

Chm. Ford asked if Facilities Director could help with bids on this project. TA Guerino responded yes. Work would begin as soon as possible.

2. **Facilities Director for Bournedale Schoolhouse Restoration - \$100,000.** Mr. Nelson is hoping the project will be done by the centennial. The siding will be replaced in its entirety. The clapboard may be replaced. Most likely there is lead paint and removal is built into the pricing. Wood trim will be put back in place.

Grant commented on the realistic completion of the project. Mr. Nelson sees this as an 8-10 week project. Grant said the project is also going to be almost an entire redo of the building. Grant asked what condition the bathrooms and the septic are in. Mr. Nelson doesn't know what condition the septic is in.

Mr. Skip Barlow said the bathrooms work fine and not heated in the winter. This building is worth saving. Grant said he feels CPC should be looking to match the money. TA Guerino reminded the board this is a town-owned building. He doesn't know what the long-term prospective usage for this building but sees this as potential meeting space.

Ms. Conron suggests monitoring who is using the building, encourage usage and have a report of the usage.

3. **Facilities Director for Keith Field Bathroom renovations - \$27,200.**

Mr. Nelson said \$38,000 is the total estimate of the project with some work being done inhouse to reduce costs. Project is roof and bathroom renovations and handicap accessibility.

4. **Recreation Committee for Tennis Court Replacement & Refurbishment at Keith Field - \$9,100.**

No discussion.

5. **Recreation Committee for Tennis Court Replacement & Refurbishment at Chester Park - \$14,483**

No discussion.

6. **Facilities Director & DPW Director for Main Street; Buzzards Bay Park Updates; Vandal resistant lighting fixtures; Gazebo roofing replacement; gazebo trim & paint; new planters; misc electrical/bldg materials. Work provided by town DPW & Contractors - \$50,000**

Mr. Sala said this will update the park which is heavily used. The lighting will be LED. TA Guerino suggested Mr. Sala look into the "big belly" compactors versus barrels. Original cost came to \$62,000 with labor provided by DPW and Town Electrician cost brought down to \$50K.

7. **Dept. of Natural Resources for Schematic designs and cost estimates for improvements to the Monument Beach Boat Ramp - \$25,000.**

Mr. Mullen said this request is for design specifications and methodology for a new boat ramp and not improvements to the boat ramp. This is part of the marina reconfiguration license which licenses the mooring field and the land up to the railroad tracks. Mr. Mullen briefly described the materials used. This is a significant improvement over what is already there.

This ramp will be 4 FT – 6 FT wide. It will be to the right of the existing ramp and angled. This is the busiest ramp in town with the most parking. In lieu of demolition of existing ramp, it would be blocked off for kayaks.

Mr. Mullen said it might be six MOS at the most before getting the report. Funding for the ramp may be before a STM and ATM.

Mastrangelo said money was voted by the Capital Outlay Committee for \$25,000. This is a great example to be able to use CPA funds to help fund Town Capital Projects.

8. DPW Director for Recreational fencing replacement at: Buzzards Bay Community Building field; Queen Sewell Park; Pocasset Playground; Monument Beach Baseball field on Shore Rd - \$129,000

Mr. Sala said various areas throughout town are in need of fence replacements either for safety reasons or where sections of fence have failed. Due to the cost, the project will need to be publically bid in order to move forward. Some fences at a 4 FT height would be replaced by 5 FT height.

Grant asked about the wastewater area of Queen Sewell. Mr. Sala said it was one area of the fence, but would not interfere.

Review and discuss CPC articles on ATM warrant

1. Open Space Committee for Improvements of the Three Mile Overlook Project - \$23,000

Mr. Sala said this place has a high degree of vandalism and they would like to replace and upgrade the lights and some of other damaged items. The DPW and facilities will be responsible for the project and the use of DPW labor reduced the cost by \$7,700. The lights will be vandal-resistant with LED lights. The goal will be to have this area ready with these upgrades for the centennial.

Grant commented about spending CPA money if this area is going to continue to be vandalized. Mr. Sala said will clear out and open out vegetation for the Police Department to view the area better and the lights will be brighter.

Legacy asked about surveillance cameras. Mr. Nelson would like to add to his budget next year. The cameras are an after-the-fact. The lights can be made higher and change the design so they are harder to vandalize. The cameras are a good idea, but the issue may be the continuous watch.

2. Facilities Director for painting & repairing rot at the Library - \$180,000

Mr. Nelson said this is a restoration of the outside "skin" of the library including exterior weather-proofing and restoration work.

3. Bourne Housing Partnership to provide day-to-day staff support to the Housing Partnership Trust; Affordable Housing Trust; Assist Town Planner when needed - \$51,175.

Ms. Sue Ross said this is to preserve what we have. We spent a lot of our time preserving affordable housing and are looking at our Housing Action Plan. We worked with the USDA and have a grant program for seniors of a certain income. We have a lot of volunteers and cannot function without this money.

4. Bourne Archives to organize, catalog and conserve collections in the Bourne Historical Commission Office - \$23,194

Ms. Jean Campbell submitting an application to work on the office in the basement of the building which has an issue with mildew and mold. There are a lot of plot plans and they are getting requests for information of certain homes and buildings.

Selectman Ellis is in support of this project.

Grant questioned the consultant money and asked who they are and what do they do. Two ladies who are experienced with documents and photographs and can determine what needs to be done and what needs to go into the computer.

Review and discuss ATM article 23 (Hoxie School) - \$213,000 (taken early)

Ms. Bizer-Knox said there is a need for multi-generational programs, after-school programs, space for group meetings. There is potential for use of the building for more programs the Recreation Department cannot do due to lack of space. There is also the use of the gymnasium. Conference space for conferences for non-profit.

To raise issue with the vandalism, it has been proven to keep vandalism down, you include more youth programs to keep them engaged in activities. There is request for \$213,000 for this year and a plan to apply for matching funds for another \$213,000 for the phase II project for the renovations.

Grant said the building looks like a "money pit". Their assessors said it would be a big project but in the realm of a non-profit, there is more flexibility without as much expense.

Grant commented that the assessment report would be willing to work in developing the project but hasn't analyzed the income in-stream and a detailed likeliness of success of their project. The assessment said given the funding, they could get this project rolling.

Grant said he isn't comfortable without better numbers. TA Guerino said there is another document that supersedes the 2/3/14 memo to which Grant is referring. A partnership with Score has been established and while there is no guarantee of success, the work done with Score is based on projections, and there appears to be potential based on what was heard and written per the MSBDC. Mr. Johnson said the second document will be sent out to the committee.

Mastrangelo is in favor of this project. There are contractual, legal workings if the project fails, outlining what happens to the building. If it does fail, there is opportunity for the town to re-do the project. Applying for a grant for the second phase is good.

Grant raised issue with housing, but this week the Board of Health said a new system may need to be installed and needs to be inspected. The project will have to have a compliant Title V system and are happening simultaneously. The projection showed housing for 5 -6 units, would possibly contribute \$360,000 to this project.

TA Guerino said until this group has control of the property, there is a limit of concreteness to what the group can apply to this plan. He suggests to the FinCom that if the town were to not do anything with this building and determined to tear down (which will not be CPA funds at this time), that the cost would be substantially more than the 4-5 year plan. This is a gamble and up to the vote at Town Meeting.

Chm. Ford asked in the event of no taxpayer money is used, what happens. The applicant stated the project is dead in the water and no back-up plan per stipulation of the Selectmen.

Applicant doesn't want to be the ones running programs. They are looking to expand opportunities.

Mr. Johnson said the CPC met with the applicant and found they have been thorough with the application process. The Historic Commission has voted to support the project to the CPC. There has to be a historic restriction using CPA funds. He is proposing a grant agreement between the town and the applicant for money to be dispersed in stages to protect both parties to the CPC. They want to hire a project manager to oversee the building and not have the Facilities Director be responsible.

5. **Town Clerk to do binding/re-binding of permanent Town vital records: birth, death, marriage, etc.; shelving for vaults; purchase of archival storage containers - \$50,000**

Mr. Johnson said this is the same request in previous years. It is a continuation of the program.

6. **Town Clerk for scanning and preservation of vital Town records: Town Clerk; Inspection: Health; Engineering**

Mr. Johnson said this is a continuation of the program. This will be done on site.

Ms. Marzelli said #7, #8, #9 and #10 will go to reserves.

7. **Community Preservation Committee Reserve for Open Space - \$521,137**
8. **Community Preservation Committee Reserve for Community Housing - \$99,450**
9. **Community Preservation Committee for Reserve for Historic Resources - \$0**
10. **Community Preservation Committee for 2015 Budgeted Reserve - \$1,578 (all purposes).**

Review and discuss newest ATM article 21 (bylaw article re: dogs)

Ms. Conron talked with Chief of Police, the provisions in the bylaw are covered by a State law so the bylaw is redundant and not necessary.

Grant moved and seconded by Montour a favorable recommendation. Vote 11-0.

Vote articles discussed

No further articles discussed.

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)

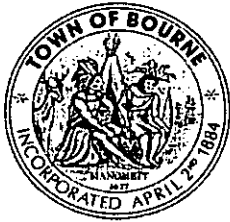
None.

Future agenda items

Adjournment

Lavoie MOVED and SECONDED by Slade to adjourn. Meeting adjourned at 10:10 pm.
Unanimous vote.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$206,656.98

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 14, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (March 11, March 17, April 7)
2. Reserve Fund Transfers
3. Review and discuss capital budget plan and article
4. Review and discuss remaining articles on STM warrant
5. Review and discuss remaining articles on ATM warrant
6. Re-vote ATM article 7
7. Vote articles discussed
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

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Michele Ford
March 31, 2014

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 APR 8 PM 1 19

Finance Committee
Minutes of April 14, 2014
Bourne Community Building

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TOWN CLERK'S OFFICE

BOURNE, MASS

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Judy Conron, Kathleen Lagacy, Rich Lavoie, Donald Montour, Jeff Perry, John Redman, Bill Scotti and George Slade

Members excused: Bill Grant

Members absent: Glenn Galusha

Guests: TA Guerino, Linda Marzelli, Jon Nelson

Members of the Press: Michael Rausch, Bourne Enterprise – recording tonight's meeting.

List of documents

- Updated sources and uses
- Zoning Bylaw map

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.

Meeting called to order

Chm. Ford at 7:00 pm.

Minutes of previous meetings (March 11, March 17, April 7)

Tabled to the next meeting.

Reserve Fund Transfers

None.

Review and discuss capital budget plan and article

Mastrangelo said the Capital Outlay changed their plan to only include the police station for the next five years due to the budget as a more realistic approach to what will be presented to the Town.

Discussion of a community forum with regard to whether and an override or Police Station was more important. It was suggested to begin discussions of an override as possible and to get input from the community on what services are most important to them.

Mastrangelo briefly reviewed the departments and their capital items. Police Department includes the police cruisers, and portable radios.

The Fire Department includes Car 142 replacement, King Fisher Radio Box, Portable Radios and Ballistic Protection.

The DNR includes replacement of 2005 Chevy Pickup. Schematic plans and design for the Monument Beach boat ramp are to be included in CPC requests.

The Bourne public schools include replacing exterior doors and security cameras, library cupola roof, repairing and painting student lockers and replacing the HVAC unit in the BHS auditorium. Systemwide technology is the Technology plan to replace the wood shop with and R & D studio, a dump truck replacement and asbestos abatement.

The DPW includes 1 ton Rake Body, 4 wheel sweeper, and roadside mower equipment..

The ISWM includes replacing a 2009 Dozer with lighter equipment suitable for ash, a 3/4 ton 4x4 crew cab, a skid steer and replacement of 4 roll off containers at the residential recycling center.

The Shore and Harbor Committee includes annual dredging with the boat ramp at Monument Beach a CPC request..

The Facilities Maintenance includes Police Station repairs including flooring, HVAC, masonry and fuel tank repairs. Town Hall repairs including Security upgrades, door replacement and flooring repairs. The telephone system is still being researched and is deferred to the future.

The Community Building includes flooring and carpeting, replacing 12 support columns, 60 chairs to be replaced in the cafeteria and automatic door assemblies.

Total \$2,281,752 not including the CPC monies.

No Free Cash is being spent.

Review and discuss remaining articles on STM warrant

Article 1 - \$350,000 from the Capital Stabilization Fund and \$450,000 from free cash for the purposes of this article.

Mastrangelo moved and seconded by Lavoie a favorable recommendation for STM Article 1 .
Vote 10-0.

Article 4 – TA Guerino said bid opens this Friday. Discussion and vote will be on 4/28/14.

Article 6 – easement for Bassetts Island. Selectmen voted to take no position. Proponents can come before the Committee. TA Guerino said the issue is because crossing land and that Town Counsel will be drafting the motion by 4/28/14.

Mastrangelo requested from Ms. Marzelli balances of the CPC funds.

Article 7 – vote on 4/28/14.

Article 8

Mr. Chris Farrell briefly reviewed the zoning for Adams Street and Cranberry Highway that was 200 ft. from Cranberry Highway with no consideration of lot lines. The property owners approached the Planning Board as they were having issues with selling and developing their properties. Ellis would be concerned that the Adams St. change would create more of a safety hazard than there is now. If Adams Street becomes one-way, Farrell doesn't believe Ellis' comment will be an issue.

Ellis has no issue with the squaring off the back lot on Cranberry Highway, but has issue with the Adams St. change.

Meier said the reason for the initial denial of Adams Street being a one way street was due to lack of a traffic study. Mr. Farrell will bring up with the Planning Board. Chm. Ford said this will be voted on 4/28/14.

Review and discuss remaining articles on ATM warrant

Article 2 – Elected official salaries. Reflects a 2% increase for Town Clerk and Moderator level for Selectmen.

Lavoie moved and seconded by Scotti a favorable recommendation of ATM Article 2. Vote 10-0.

Article 6 – Reserve Fund \$200,000 instead of \$250,000

Mastragelo moved and seconded by Conron a favorable recommendation of ATM Article 6. Vote 10-0.

Article 9 - Capital Budget

Redman moved and seconded by Perry a favorable recommendation of ATM Article 9. Vote 10-0.

Article 14 – Selectmen didn't take a position on this article. It would be encumbent upon the petitioner to bring a positive motion. Chm. Ford recommended a vote to postpone so the private petitioner can bring it forward.

Perry moved to approve. No Second.

Perry moved and seconded by Redman to Indefinitely Postpone ATM Article 14. Vote 10-0.

Article 15 - Flood Plain regulations.

Conron moved and seconded by Lavoie to approve ATM Article 15. Vote 10-0.

Article 18 – Cape Cod Commission (resolution)

Conron discussed the proposed exit of Bourne from the Cape Cod Commission (CCC) and suggests to Indefinitely Postpone. Ellis would like to have on the ballot so everyone can express their opinion.

Conron expressed that the CCC is a Regional planning agency and assists the town with bigger issues. The regulatory portion is for regional projects. All towns in the Commonwealth of Mass. Are part of a regional planning agency.

Redman has no determination one way or another.

Kathleen Lagacy said need to keep a little open mind.

Perry doesn't think the CCC has treated Bourne fairly in the past.

Ellis said the technical portion is a valuable asset. The regulations are where they "drop the ball". He commented on never hearing from the appointed member to keep the town up-to-date with what is going on.

Mastrangelo likes the planning but said the CCC has recognized how they their regulatory portion being a negative, but feels they are moving in the right direction.

Vote ATM article 18

Redman moved and seconded by Conron to Indefinitely Postpone ATM Article 18. Unanimously voted 10-0.

Vote articles discussed

TA Guerino said this past Thursday after School Committee voted to increase the school appropriation from (\$519,000) to level funded plus \$140,00 for a budget of \$20,890,000 the Selectmen voted the Town Budget with that amount and added \$20,000 to reinstate a part-time custodian at the Community Building. A total operations budget of \$55,350,130 was voted by the Selectmen in consort with the School Committee number. He suggested meeting with the UCT to get a better handle and look on how they do business so we are walking in the same line ahead. This is an okay budget and we will get through it. He commended the Selectmen, the School Department, and all the different boards working together. Everybody came together to move ahead.

The lifeguards, Energy Coordinator, bus driver (hours reduced by 5) and the position at the Selectmen's office have been cut. The mechanic at the DPW has been re-instated. The Police Department position will remain vacant for 10 months. The town will continue with the custodian services. The Assistant Fire Chief funding is put on hold. We won't know the Snow and Ice overage numbers until the end of the fiscal year. The IT position for the remaining quarter of the year is put in the budget for the next year which includes two people in the IT department.

Sources and Uses reviewed by Ms. Marzelli. Property taxes, State Aid, Local Receipts, Other sources, Available Funds briefly discussed.

General Fund Expenses. General Articles and off-budget expenditures reviewed. Capital Outlay has Capital Expenditures and Capital Financing Sources. ISWM Enterprise includes operating expenditures, operating revenues, capital expenditures and capital financing sources.

Sewer Enterprise includes expenditures, revenues, capital expenditures and Capital Financing Sources.

Chm. Ford briefly reviewed protocol of essential articles for the newer members of the FinCom. There are no essential articles on the STM warrant.

Mastrangelo moved and seconded by Redman that Articles 1-9 and 15 of the ATM are essential and that Article 3 is contingent upon Article 17. Vote 10-0.

Chm. Ford informed the committee of a Pre-Town Meeting beginning at 3:00 pm on April 28

Mastrangelo stated verbal comments will be due May 2nd.

Agenda on 4/28 will include votes on CPC, Long Term Plan, Budget.

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 agenda items

TA Guerino suggests the Chm. of both the Selectmen, the Finance Committee and the School meet after town meeting for momentum between the boards/committees. Mastrangelo suggested a workshop with BOS, FinCom and School Committees to discuss process going forward. Chm. Ford suggested 5/12/14 or 5/19/14 as the meeting date. TA Guerino suggested the media center at the library as a venue.

Adjournment

Lavoie MOVED and SECONDED by Slade to adjourn. Meeting adjourned at 9:11 pm.
Unanimous vote.

Respectfully submitted,
Lisa Groezinger – sec.

April 16, 2014

TOWN CLERK'S OFFICE
BOURNE, MASS

Budget

The FY 15 budget is being presented for consideration. It is a balanced budget using forecasts based on recent historical trends and realistic predictions.

Trends

The CCRTA is experiencing continuous growth with all of our revenue streams. In addition to our traditional back bone of fare box, human service transportation, parking, rent, we are again partnering with the MBTA to provide Cape Flyer service and, through a grant, offering daily bike shuttle service between Provincetown and Wellfleet for the summer months.

Capital Plan

Our FY 15 capital plan is designed to improve our buildings at the Hyannis Transportation Center as well as the Operations Facility in South Dennis. Replacements and improvements in our bus fleet will keep the maintenance of our rolling stock relatively low. Other initiatives will lower our expenses or create other revenue opportunities.

Transparency Initiative

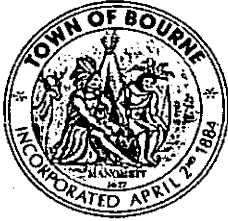
The Commonwealth's transparency law requires that the Secretary of the Executive Office of Administration and Finance develop and operate a searchable website for each transit authority that is accessible to the public at no cost. It is called Open Checkbook and should include information on expenses and revenue updated on a monthly basis. In addition it will have the Financial Statements and Audit report of each Regional Transit Authority. This should be launched later this spring.

Annual Audit

The first phase of our annual audit will begin shortly. It will include an initial site visit to review the current fiscal year for three quarters. The inventory of rolling stock, supplies and fuel will be taken around July 1. The final site visit to wrap up the fiscal year will take place in early September. The financial statements and management letter should be complete and ready for distribution in early October.

Cash Flow

We are keeping a close eye on our cash flow position as we progress through the year. Now that the state has made a commitment to forward fund its contract assistance, we will see a substantial reduction in the size of our annual revenue anticipation note. We will be working closely with Mass DOT to ensure a smooth transition as the timing and the size of the transfer amounts will change.



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



Reserve Fund: \$206,656.98

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday April 28, 2014 at 7 PM at the Community Building.

1. Minutes of previous meetings (March 11, March 17, April 7, April 14)
2. Reserve Fund Transfers
3. Review and discuss Long Term Plan
4. Re-vote STM article 3
5. Discuss and vote STM articles 4, 5, 6, 7, 8
6. Budget Public Hearing
7. Discuss and vote ATM articles 3, 12, 13, 19, 22, 23
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

Residents are welcome and encouraged to attend our meetings.

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

Michele Ford
April 20, 2014

2014 APR 22 AM 8 25
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of April 28, 2014
Bourne Community Building**

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Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Bill Grant, Judy Conron, Kathleen Lagacy, Rich Lavoie, Jeff Perry, John Redman and Bill Scotti

Members excused: Glenn Galusha (absent), George Slade (excused), Donald Montour (absent)

Guests: TA Guerino, Linda Marzelli (Finance Director), Jon Nelson (Facilities Manager), George Sala (DPW Superintendant), Troy Thompson (HR Director), Barry Johnson (Bourne Clerk)

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents

- Long-Term Financial Planning Model – dated 4/28/14
- Long –Term Financial Planning Model Revenues – dated 4/28/14

2014 JUN 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

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 – Michael Rausche recording tonight's meeting.

Meeting called to order

Chm. Ford at 7:00 pm.

Minutes of previous meetings (March 11, March 17, April 7, April 14)

Redman moved and seconded by Scotti to approve minutes of 3/11/14 as submitted. Vote 7-0-2 (Lavoie and Perry abstained)

Grant moved and seconded by Lavoie to approve minutes of 3/17/14 as submitted. Vote 7-0-2 (Conron and Redman abstained).

Jeff Perry moved and seconded by Grant to approve minutes of 4/7/14 as amended. Vote 9-0.

Redman moved and seconded by Perry to approve minutes of 4/14/14 as submitted. Vote 8-0-1 (Grant abstained)

Reserve Fund Transfers

None.

Review and discuss Long Term Plan – Ms. Marzelli

The handouts from Ms. Marzelli show planning without an override. Chapter 70 have averaged 1% increase.

Local receipts have been maximized out. Purchases of cars is a great revenue resource and the meal tax has been added and is not sure if can change up and down. Local receipts is stagnant.

She upped the DRN revenue up due to gas prices climbing.

Capital Outlay projects will be borrowed which includes the police station project.

Other sources – IWM, Sewer and Host Community Fee has a 2.5% increase every year.

Expenditures – 2.5% cost of living and step increases – average increase.

The UCT has been going up an average of 5%. This doesn't take into consideration as the school looking for an addition within the next 5 years.

Debt service is based on what we are doing every 2 years with regard to permanent bond issues. Adding all capital projects.

Share costs includes unemployment, FICA, retirement, State retirement pension, health insurance. Will go up more than 2.5% depending on what we have for changes in our policy.

Cherry Sheet charges depend on what the state sets aside and goes up every year significantly.

Revenue expenditure and balance summarizes end up. Lifeguards at two beaches, backfilling or anticipating need for backfilling of long term employees. There is no succession plan, no expansion plans, no expansion of services. The \$4M doesn't keep up whole because we don't know what will happen with the School Districts.

TA Guerino said there is nothing here for doing things smarter from a technological standpoint, professional development standpoint, no expansion of on-line services, no upgrade in tech and from a human resource prospective. What you see here today is what you get.

No use of Free Cash to balance the budget per Marzelli.

Chm. Ford said we did what taxpayers wanted, to be conservative and don't over spend. Being like this served us well and took an override longer than anticipated.

Mastrangelo – last time we did an override, we did \$1.5M in lieu of \$3M and in the existing fiscal year, we replenished. If we could do it that way, we have a better chance to pass the override.

Chm. Ford – this is a challenge to start articulate what our priorities for the Selectmen, Finance Committee and the School Department.

Lavoie – the biggest rate of increase is the UCT expense at 5%. Is this proposed joint meeting looking to see number can be curtailed and brought back to what was historically the last 10 years? TA Guerino said some of the programs they are putting in place, they are working hard to have choices available to keep students here and to entice other students to look at Bourne as an option.

Mastrangelo said the UCT is their overall budget and a little bit different, but they need to be brought into the discussions so they understand the financial constraints the town is under.

Chm. Ford – a great starting point for our joint discussion.

Re-vote STM article 3 – Unpaid Bills

Perry moved and seconded by Lavoie to re-vote STM Article 3. Vote 9-0.

Grant moved and seconded by Redman to approve STM Article 3 Unpaid Bills in the total amount of \$8,090.05. Vote 8-0-1 (Ford abstained)

Discuss and vote STM articles 4, 5, 6, 7, 8

STM Article 4

Redman explained at Town Meeting of 2013, the article passed and went forward. We had alternates when sent out the bids. We were able to accept the salt shed funded by Chapter 90 money. We didn't anticipate \$168,000 to NStar for electrical services and transformers which has to be accommodated. The biggest expense comes in the site preparation which is now behind us which was a net savings of \$1.2M. We are seeking an additional \$975,000 and are doing everything possible to get that number down. The town will act as the general contractor in that the town will do the bidding and there will be no mark up. West Construction was the construction company bid winner.

Mr. Jon Nelson said the additional \$975,000 includes the fuel island structure, security system, canopy and fencing.

TA Guerino said the \$975,000 will be bonded borrowing.

Perry moved and seconded by Grant a favorable recommendation for STM Article 4. Vote 9-0.

STM Article 5

Mastrangelo moved and seconded by Grant a favorable recommendation for STM Article 5. Vote 9-0.

STM Article 6

TA Guerino said a presentation by proponent at the Town Meeting.

Mastrangelo moved and seconded by Conron a favorable recommendation for STM Article 6. Vote 9-0.

STM Article 7

Grant is troubled by the Bournedale School. He will vote for the entire group, but questions the \$100,000 as being the best use of our money.

Conron moved and seconded by Redman a favorable recommendation for STM Article 7. Vote 9-0.

STM Article 8

Mr. Barry Johnson stated the Planning Board voted 7-1.

Conron moved and seconded by Redman a favorable recommendation for STM Article 8. Vote 7-1-1 (Legacy opposed, Mastrangelo abstained).

Budget Public Hearing

Chm. opened the public meeting. Due to no public interest, she then closed then public hearing.

Discuss and vote ATM articles 3, 12, 13, 19, 22, 23

ATM Article 12

Mr. Johnson said the CPC voted in support of all.

Grant moved and seconded by Conron a favorable recommendation for ATM Article 12. Vote 8-0-1 (Lavoie abstained).

ATM Article 13

Mr. Johnson said the CPC voted in support of all.

Redman moved and seconded by Legacy a favorable recommendation for ATM Article 13. Vote 9-0.

ATM Article 19

Mr. Johnson said \$475,000 includes purchase price 35 AC of land. This parcel borders the Town of Plymouth and the land will be for both open space and passive recreation (walking trails). There will be a conservation restriction put on this parcel. This is a negotiated price.

Grant asked why some of the land can't be used for a soccer field, for example. Mr. Johnson said it isn't for active recreation. He said it may be part of the conservation restriction and will look into.

Conron moved and seconded by Lavoie a favorable recommendation to ATM Article 19. Vote 9-0.

ATM Article 22

Mr. Johnson stated this is acquisition of land through the Open Space Committee through the CPC in the amount of \$115,000. It is approximately 13 SF on Thom Avenue. This parcel will give better access into the Carlson property. There will be a conservation restriction and about five to six parking spaces for cars.

Grant moved and seconded by Lavoie to approve ATM Article 22. Vote 9-0.

ATM Article 23

Mr. Johnson said the CPC is recommending the \$253,000. If this article passes, a historic restriction will be placed on the property. CPC is requiring a grantor agreement on how funds will be dispersed. CPC IS recommending hiring their own historic architect on behalf of the CPC and our town. The original application request was for \$213,370.

Grant said the Finance Committee is being asked to act on the values of historic building which isn't this committee's role. He doesn't see the numbers are working.

Mr. Fitzmaurice said they have raised \$6,000 at a recent fundraiser on top of the \$15,000 in kind support. He explained this isn't the only source of funding. Bizer-Knox said 4 grants are ready to go in the mail within the next couple of weeks.

Chm. Ford said the town has a building the town cannot use. The town tried to find buyers but they were unable to be found. The funding is dependent upon control of the building. The worst case scenario the town would be responsible for taking the building down which could be expensive. We are slightly in a better position in that we either find someone else to take over or spend more money to take down. Either way this will cost tax payers money.

TA Guerino – said the fields are being used, but need some work. If we tear down and combine the lots, we still are in R40 zone which means at best we could get three house lots. This group was ready to go a year ago and the town asked for a number of things which has slowed their process down. They have been patient and are being humble in their ability to raise benefactor funds they can't talk about until they have control of the building. In his opinion, this is a fairly good bet and would encourage the Finance Committee to support.

Mastrangelo – the town is putting money behind a historic building the public wants to save. She feels we should be supporting.

Conron – is in favor of this project.

Liz Henry – she feels it is a matter of values. Agree to disagree that some won't feel it is a good project.

Chm. Ford – Grant challenges us in that this has been thought through and is not in opposition necessarily. This will require 2/3 vote at the ATM. This is a clause renewed every 30 years.

Mr. Johnson said the CPC unanimously voted. Historic unanimously voted. Redman said in another year we will have a better sense of how it advances. Chm. Ford requested periodic updates from Mr. Johnson.

Conron moved and seconded by Mastrangelo to approve ATM Article 23. Vote 7-1-1 (Grant opposed and Lavoie abstained).

ATM Article 3

The total amount of \$55,350,130.

Chm. Ford said we are spending more than have taken in. It is a budget that doesn't meet our needs as a town.

Grant – asked about Gosnold and TA Guerino said it is not in the budget. Chm. Ford gave him the paperwork.

Chm. Ford – requested TA Guerino to set up joint meeting between the Selectmen, the Finance Committee and the School Committee for next steps. TA Guerino said tentatively 5/13/14.

Mastrangelo moved and seconded by Conron a favorable recommendation of ATM Article 3 in the amount of \$55,350,130. Vote 9-0.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Chm. Ford reviewed protocol for Town Meeting.

The next meeting will be at 6:30 pm in the Professional Library.

Public Comment (for informational purposes only)

None.

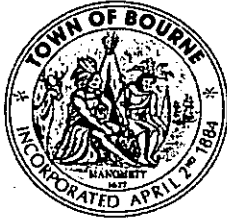
Future agenda items

TA Guerino asked Chm. Ford to work with Selectmen Chm. and the School Committee Chm. on drafting an agenda for the tentative meeting.

Adjournment

Grant moved and seconded by Lavoie to adjourn. Meeting adjourned at 9:00 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger – sec.



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



Reserve Fund: \$206,656.98

MEETING NOTICE

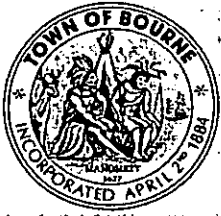
The Finance Committee will hold a public meeting on Monday May 5, 2014 at 6:30 PM at the Professional Library in Bourne High School.

1. Minutes of previous meetings (April 28)
2. Reserve Fund Transfers
3. Prepare for Town Meeting
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Michele Ford
April 28, 2014

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TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$206,656.98

MEETING NOTICE - Amended

The Finance Committee will hold a public meeting on Monday May 5, 2014 at 6:30 PM at the Professional Library in Bourne High School.

1. Minutes of previous meetings (April 28)
2. Reserve Fund Transfers
3. Revote Articles 19 and 22
4. Prepare for Town Meeting
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

Residents are welcome and encouraged to attend our meetings.

Michele Ford
May 1, 2014

2014 MAY 2 PM 8 38
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Committee
Minutes of May 5, 2014 and May 6, 2014
Bourne High School Professional Library
Bourne, MA 02532**

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Bill Grant, Judy Conron, Kathleen Lagacy, Rich Lavoie (arrived 6:36 pm), Donald Montour, Jeff Perry, John Redman, Bill Scotti and George Slade

Members excused: Glenn Galusha (absent)

Guests: TA Guerino, Linda Marzelli Finance Director, Earl Baldwin

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents

- None

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 – Michael Rausche recording tonight's meeting.

Meeting called to order

Chm. Ford at 6:33 pm.

Minutes of previous meetings (April 28)

Table to the next meeting.

Reserve Fund Transfers

None.

Revote of Articles

ATM Article 19

Grant moved and seconded by Redman to reconsider and revote ATM Article 19. Vote 10-0.

Grant moved and seconded by Redman a favorable recommendation to purchase land transferring \$475,000 from Community Preservation/Open Space. Vote 10-0.

ATM Article 22

Perry moved and seconded by Redman to reconsider and revote ATM Article 22. Vote 10-0.

Grant moved and seconded by Redman a favorable recommendation to purchase land transferring \$115,000 from Open Space Reserves. Vote 10-0.

2014 MAY 8 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

TA Guerino said the Planning Board stated the potential buyer with regard to ATM Article 8 withdrew as he believes can be done without a zoning change.

Mastrangelo gave out final motions of the STM and ATM. She reviewed the protocol for the Finance Committee members.

STM Article 8

Mastrangelo moved and seconded by Scotti to reconsider and to revote STM Article 8. Vote 10-0.

Perry moved and seconded by Scotti to Indefinitely Postpone STM Article 8. Vote 10-0.

TA Comment (for informational purposes only)

None.

Selectmen Comment (for informational purposes only)

None.

Finance Committee Comment (for informational purposes only)

Chm. Ford stated this meeting will remain in open session until after the conclusion of the Town Meeting.

TA Guerino said the joint meeting between the Selectmen, Finance Committee and the School Committee will be held on Tuesday 5/14/13 at 7:00 pm at the Community Building. The objective is the next steps with regard to an override at Fall Town Meeting or next spring or a combination.

Scotti asked if OPEB will be on as a future agenda item. TA Guerino said it will be a policy like some other financial policies and will set up a meeting at a future date.

Public Comment (for informational purposes only)

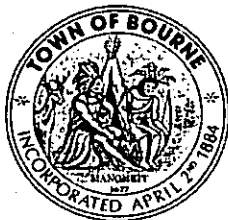
None.

Future agenda items

Adjournment

Slade moved and seconded by Perry to adjourn. Meeting adjourned on Tuesday, 5/6/14 at 8:39 pm. Unanimous vote.

Respectfully submitted,
Lisa Groezinger – sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$206,656.98

MEETING NOTICE - Amended

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 and the Bourne School Committee on Tuesday May 13, 2014 at 7 PM at the Community Building.

- A. Review of Town Meeting - what should we continue doing, what should we stop doing, what should we start doing
- B. Preparations for FY16 and potential override request
 1. Review of long-term financial projections
 2. Determine objective for tonight
 - a. Discuss can we/should we bring forward an override request to STM in fall? What is the broad timeline to complete tasks
 - b. Discuss can we/should we bring forward an override request to STM in spring? What is the Broad timeline to complete tasks
 3. Discuss appointing a small Project Group to guide the process
 - a. Membership
 - b. Guiding principles for Project Group from BOS, School Comm, FinComm [the Steering Committee]
 - c. Discuss how to engage UCT in small group?
 - d. Discuss objectives of Project Group including identifying comprehensive list of needs, process to prioritize the needs, and funding requirements
 4. Discuss how the Project Group will report back to the Steering Committee
 - a. Frequency
 - b. Format
 5. Other topics for the Steering Committee to discuss
 - a. Establishing benchmarks and outcomes. Assign responsibilities.
 6. BOS, School Committee and Finance Committee appoint their individual members to the Project Group
 7. Next steps
 8. Appoint Police Facility Committee member to represent Finance Committee
 9. Adjourn

Residents are welcome and encouraged to attend our meetings.

Michele Ford
May 9, 2014

**Finance Committee
Minutes of May 13, 2014
Bourne High School Professional Library
Bourne, MA 02532**

Finance Committee: Chm. Michele Ford, Vice Chm. Mary Jane Mastrangelo, Bill Grant, Judy Conron, Kathleen Lagacy, Rich Lavoie Donald Montour, Jeff Perry, John Redman, Bill Scotti and George Slade

Members excused: George Slade (excused) Glenn Galusha (absent)

Guests: TA Guerino, Linda Marzelli Finance Director, Earl Baldwin

Members of the Press: Michael Rausch, Bourne Enterprise

List of documents:

- None

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 – Michael Rausche recording tonight's meeting.

Meeting called to order

Chm. Ford at 6:33 pm.

Town Meeting Discussion – roundtable what did well, what continue to do, what should start doing if anything

Meier – did well meeting jointly

Baldwin – agreed did well. Felt information provided to the public was a little more concise and went well and quickly how it went with exception of a few issues.

Zuern – well run and organized. Moved right along.

Pickard – agrees with past and future been started a little early with things and good if all committees (school, BOS and FinCom) all knew what needed to know about the other budgets for total transparency.

LeGacy – got a lot personally and would like to see continue.

Scotti – appreciated all the different information from different departments.

2014 AUG 8 AM 11:21
TOWN CLERK'S OFFICE
BOURNE, MASS

Matt Stuck, School Committee – make available to meet or learning how to get to yes. Hae thoughts to improve.

Redman – gave appreciation to work in a smaller geroup of costs and how allocated. Town Meeting two points so doesn't know if educated or came for some items and confident in the BOS and FinCom as far as the budget.

Montour – getting the information from different departments and good if get numbers earlier to see where they started. We don't know where the numbers came from and have to agree with them; be a little more involved.

Mastrangelo – joint meetings were a good communication vehicle. Joint meeting where full attendance of the BOS and the FinCom was key for information. Flexibility and dates where next year look at larger departments done on a Tuesday night rather than a Monday night. Prescheduling of some meetings would be helpful. Communication between boards and committees was really key to the success of the budget this year.

Conron – Town Meeting night – was concerned with several people who didn't understand what is going on. Some pre-town meeting discussion with the public. We want to educate the public and help them get involved. She also thought if the big departments talked about their own budgets at Town Meeting. School, Facilities Manager for example. They might help audience understand. If address the younger people, may need to have childcare. Thought we did a good job with the amount of articles.

Chm. Ford – one of the tings that worked well was the quorum. Clerk and Moderator helps what doing and why doing to cover issues and get answered and continue to do.

Ellis – need to use transparency is the name of the game. Need to keep the public up to speed on all issues and work with the newspapers and TV. Voc and Schools to work for the best interest of the children. Lastly, let's be friendly about the issues as we are all together in this.

Redman – at Town Meeting, Moderator suggested get school children to get better educated to get their parents more involved.

Pickard – based on a schedule, would it benefit everyone to explore 2 Saturday workshops from 8:00 AM to 4:00 PM to get some of the bigger departments and invite the public. TA Guerino said we did that the first year he came to town.

Conron – that would be a good way to inform the public.

Chm. Ford – what continue that hasn't been listed:

Zuern – description of how the meeting is run to take 5 minutes in the beginning to review the procedure for new parents.

Walton, School Committee – working on the budget process and getting to know each other and is happy about that. Might not always agree, but always working for the same cause.

What should STOP doing that didn't work well:

Meier – have budgetary numbers earlier which is what we are beginning to do now for transparency.

Baldwin – concurs with Meier.

Zuern – can't think of anything.

Pickard – none.

LeGacy – not in a position but maybe a more seasoned member.

Scotti – getting numbers would be helpful; fixing the speakers at Town Meeting. Chm. Ford agrees.

Matt Stuck – none.

Redman – feels motions education on what voting on is good.

Montour – doesn't see anything to stop.

Walton – none.

Lavoie – better coordination between the town and school sides; we never quite get there as he feels the number comes late, but if that could get initiated sooner it may help the whole thing fit together. The Town Meeting motions were explained well he feels.

Mastrangelo – column in the budget that showed the difference in number from the prior budget. No numbers to refer to the prior year and would like to add column shows dollar increase and the percentage increase from the prior year. Doesn't feel think start with TA recommended budget at the end of January. From this year's process there are two things we should be talking about: review of the certification of free cash in terms of money from the State; if sat down and recognized, see deficit had to deal with. This is the BOS's job in the Fall and set priorities for the budget in a public meeting (level service, level funding for example) and a policy the BOS should be directing.

Conron – see a head count in departments for a sense of how different departments are growing and not growing. Liked when the BOS said only contractual raises solved problems as far as hunting could be said ahead of time.

Ellis – feels Chm. Ford did an outstanding job this year.

What could do differently:

Lavoie – see Linda's budget is the flat line growth. He doesn't know how much to be skinned off the bones. Come up with new revenue stream (fees or some commercial development, override for example); done sooner than later.

Mastrangelo – some earlier meetings before the budget process gets started for consensus and how develop the budget will be key to more forward.

Conron – see start early enough for FinCom have recommendations in the Warrant. It is important to get people educated.

Mastrangelo – one of the issues since TM before election, we don't State numbers until Mid-April. Having TM creates the pressure; it has been a struggle since we made that change; election was first then TM. That change has compressed the ability to get the numbers.

Walton – is there a standard template for budgeting process based on some of the recommendations? TA Guerino said based this past year, we will try to use an internal document that are between department head and TA. Each department he is responsible to the BOS will have a form that incorporates staffing, projections for 5 years and budget highlights. In expenses and an oddity explain and breakdown cost. He's not going to ask ConCom to breakdown a \$300 expense report, but some of the larger he will ask to explain to come forward in the budget book; one of his takeaways.

Redman – looking at some of the expenses (shared costs) smaller committees with working with major departments and reporting to the committee as a whole; if do at a more relaxed basis become educated something a subcommittee can discuss.

Conron – we always did this of a major department and meet with ISWM or the Police and come back and discuss the budget; it was a good process.

Mastrangelo – fell apart when changed with the Open Meeting Law. Chm. Ford agrees if we can do without violating the Open Meeting Law.

Matt Stuck, School Committee – meeting together sooner so no pressure discussion to make things easier. He also feels impacts (positive and negative) services the community appreciates from money spent – what will be added and changed and what goes away are the best terms

for the public to understand; more organic discussion. Attending each other's meetings was very helpful; it was educational, supporting and enlightening.

Pickard – commented on Redman's suggestion on smaller groups; had one member of BOS, member of School Committee and two members of the FinCom for transparency (public safety, general government, schools).

Zuern – liked the suggestion of percentages included in the budget would be helpful.

Baldwin – there is not many of departments that have a lot of employees; he thinks recognizing a revenue source might be the single most important thing. We have the option of either an override or putting trash pick-up on the tax bill. TA Guerino said trash pick-up runs for two departments is \$600,000 - \$700,000 (\$15,000 per week) approximately.

Ellis – friendly meetings as Redman suggested is very helpful. He suggested Mastrangelo sit with Capital Outlay and CPA (Mr. Johnson) would work well. He is a strong supporter of the children and the schools; he supports both of them as they are making the future of what we are working for. Suggests TA Guerino sit with Superintendents of both schools, Chairpersons of the School Committees once, twice before get heaving in the budget; get out so we get a better understanding.

Final Thoughts:

Walton – agrees pretty much with everything said but felt she was “cramming for an exam” – it generated the process. She would like to support and understand and not pit anyone against each other. Continue to work together.

Members of the Public:

Mr. Mulvey – he agrees with the explanation of the Warrant before the Town Meeting begins for the public; talking about budget, money and taxes which takes time for development. He hates to say it, but the direction seems to point to an override. Small group to discuss the budget (doesn't like subcommittee) should be a separated functioning committee and functioning under the Open Meeting Law. On the delay of the budget, a big piece of the budget is the money you get back from the State.

Mr. S. Mealy – he suggested starting at zero and the costs; then strip away and then look at what you need to put back according to what the towns people want. He disagrees with an override. Put together a process and a need to address the shortfall and address shortfall. There may be other ways to save with a override. The town should have “Selectmen School” and go through the training Selectmen have to go through for people can be interested. He had a discussion with Fuller and Tirrell and get rid of the Bourne Rule and set up TM with a

spreadsheet; not suggesting, but give people input of what they can do. The idea how to approach leaving availability for people in changing the way the town is run fiscally. TA Guerino said in Barnstable they run a Local Government 101 that runs 8-10 weeks with departments come in; at the end they receive a certificate which is usually successful and request the manager or town counselor's come before us and explain what they do over the next year for an annualized basis.

Pickard – need to know about how town meeting works; more specific.

School Committee member – with regard to the Bourne Rule, his concern is how to figure how to get more people in the door.

Mastrangelo – how we present the budget at Town Meeting and how can the public question the item.

Mr. Superintendent – UCT and Bourne Public Schools are not in competition with each other. We want children to win in both schools.

Lavoie – UCT has been able to get into some areas where offering similar programs that used to be only available at the high school (AP, College Prep for example); he sees as a friction point – something isn't quite working right and is something the whole community needs to address.

Mr. Superintendent – working hard at courses which are the best for our community. We are advocating but not competing with UCT. We are the only group who does a public hearing on our budget line-by-line and are always available. TA Guerino said the school does a great job with that, but the FinCom and BOS have public hearings; it is part of the total budget. Mr. Superintendent is a part of the town. Other department may do public hearings.

Mr. Dutch (UCT) – contrary, we are required to offer same programs at traditional high school; we don't offer art and music for example. We recognize we have a role and there is an alternative if they don't want a technical training – you want what is best for Bourne. We all have to work together to fund educations. Our per pupil is not double; it is 15-20% higher tied to requirements in the technical areas and ratios. Mr. Superintendent compliments Mr. Dutch.

Ellis – this is a great start and now take and let blossom so we all can benefit; he supports both equally and thanks both Superintendents.

Walton – some of the negativity is not coming from the Superintendents; it is not coming from the two schools and would like to get rid of that perception.

Chm. Ford, Starting Point, Assuming Baseline Numbers what the next steps should be in terms of a timeline. We have to set priorities tax revenues, fees, charging for services not being charged for today; this is the context of tonight.

Ms. Marzelli has long-term projections:

Quick override through. Tax levey and 2 ½ percent. New growth is unknown but coming in higher than estimate. If look at the top, that is the only increase the town has to work with (\$1M - \$1.3M per year) eaten up by cost of living, steps for personnel and expense increases).

In FY16, added \$4M override, without in the negative.

State Aid for budget and perspective – the hardest we have to work with. Go into TM with assuming what they are giving and total changes; the way to balance has to change estimated receipts which makes local receipts very maxed out.

Available funds and outside sources cme from dedicated source funds (ambulance fees); only budget what we take in up to TM so no deficit.

FY15 used \$2M for budget.

Removing the trash pick up which is included in the ISWM general fund and ISWM covers pick up and pays us back.

Host Community Fee will become stable across the board in the next few years.

Expenditures shows 2 1/2@% salaries because some employees are maxed out in steps. There is no increase or extra projects other than what is there.

Captial Outlay based on CO plan COC put forward.

Shared Costs is cherry sheet charges and offsets.

Last page Revenue Summary and what the balance of Surplus should be. \$1M access with a \$4M override without be in negative \$3M.

Mastrangelo – where the \$17M? Debt Service Exempt \$1,542 is included in that number.

TA Guerino – when look at Cherry Sheets offsets can be different before the final numbers come in.

Chm. Ford – between \$3M - \$4M issue assuming do nothing; if we want to keep departments with a reduction in services which may/may not happen.

Next Steps – How to Solve the Problem:

Do we want to solve an override as a piece of the solution or change the level of services.

Conron/Chm. Ford - one of the first steps is to find out what do the citizens want us to spend money on? How do we prioritize and get group together for public input for a consensus of our priorities.

Mastrangelo – always a challenge to get people to participate; she thinks we need to do more work on the long-term planning model. Maybe can't do 2.5% and more than 1.5% has to go to Unit or approved by Town Meeting. One of the biggest items we have is County Retirement – 8% increase every year! Getting a hard number of what we can afford and figure out what we can do; she feels that is a starting point. We need to come up with a balance; putting pen to paper.

Chm. Ford – suggested small group get together and put together a proposed solution rather than just ask blanket suggestion. What small group answers. Mastrangelo said to include some Department Head.

Zuern – look at budget and be as frugal as we can as we have fixed income people; we need to look at everything carefully and tear things apart and put back together to see what we are lacking.

Pickard – getting the TA budget message and BOS state what priorities are in the Fall. After this next election, set the priorities in May/June. The public feels we are trying to scare them. Put the horse first and then work from there.

Meier – the last few years, the BOS has been lax and have to do things we haven't done in a long time.

Pickard – had a consultant come in to help us with what we need and don't need by Statute.

TA Guerino – there isn't anyone that wants the school department level funded again. We have over the last 3-4 years, if you look at the budget in totality, we are 3-4 years where last override to last us, so we have been able to get by with some pain, but we might have to make while cutting budget, there may be areas that require investment to become fugal (kiosk vs person for example); those are the type of things that come and we don't have the backbone and doesn't feel can afford at this time – become more technology dependent (can't provide right now) and is something we need to address.

Meier – not balance budget on new growth and new development; something long term look at something more reasonable. We will have to look at the revenue as a whole and project out and hope we can do something. You won't balance the budget on fines and fees.

Pickard – every department had a facilitator in what everyone is doing that day/week and determined through a variety of methods some departments were doing the same thing in the private sector; doesn't know if in the municipality we can do that in an effort to save funds. Custodial services we could share with the schools, IT for example. Work with the Units on what we CAN accomplish.

Chm. Ford – how do we move forward with the next step? Small team to put together a draft of actions tossed out tonight? What want to do, how we want to fund it. Do we all come back together to sort through? Personally she feels it should be a small group of people. She has been careful to not imply we need to cut or do one particular thing; come to an open mind to provide level of services the town wants and provide a price tag and find out where the disconnect is (reduce services for example); try to increase revenue or cut expenses, we are doing a disservice.

Lavoie – how about putting together a survey? The public may respond to a survey on what services they want; simple and short with key factors.

Chm. Ford – “survey monkey”? We need to solve tonight, do we want a small groups and report. Mastrangelo suggested two members from each board/committee.

Walton – keep simple and market and use the newspapers; want to identify your needs with this survey (on the town website for example) will tell the story. In addition have a group of folks looking at ways to cut costs before we sell an override.

TA Guerino – how we word a survey is important. MMA can help and the school association needing expertise for meaningful results.

Chm. Ford – small group of two members from each of the board/committees a reasonable next step?

Mastrangelo – the group who does the survey be a different group; she feels working with this document and getting a good handle on that is different from a survey. Why chosen 2.5% and why chose 8% and why the Cherry Sheets growing; it is an important piece of discussion.

Zuern – FinCom member should also be on the Capital Outlay.

Mastrangelo – the last time we did the override.

Pickard – should be wait as some of the committees/boards will change.

Chm. Ford – step 1 two members from each committee to begin to start process they need to do and come back in a month and report back to the larger book. What outreach we want and need to do; we can determine what takes on the outreach portion.

Zuern – suggest go back to our full committees to choose those two members from each committee and have the vote.

Matt Stuck – starting sooner rather than later.

SCHOOL COMMITTEE: Katharine Walton and Matt Stuck.

SELECTMEN: Pickard moved and seconded by Zuern to suggest Meier and Mealy pending successful election on initial group to start moving this process forward on the small start-up steering committee. Vote 5-0.

FINANCE COMMITTEE: Lavoie, LaGacy and Mastrangelo.

Ford moved and seconded by Redman to appoint Lavoie, LeGacy and Mastrangelo to this working group. Vote 8-0.

TA Guerino – called the “high level huddle” would be the next step.

Chm. Ford – the School Committee volunteers and come 6/4/14 and empower two members to work on that collaborative group and are comfortable.

Zuern – this committee first meet with Linda Marzelli.

Ellis – he feels a 2-2-2 members from each committee/board for a “reporting group” and not a “voting group”. Chm. Ford agrees.

Mr. Mulvey – Mission Statement that this committee have access as necessary and cooperation with town employees. TA Guerino said Department Heads will be made available.

Chm. Ford – assumption all Department Heads, Committees/Boards are available to this small committee team.

TA Guerino – suggested 6/17/14 or later as the Steering Committee meet and then report back to the three committee/boards.

Chm. Ford – Conron moved and seconded by Mastrangelo for John Redman to participate in the police facility committee. Vote 8-0.

Matt Stuck – suggest to work out details to the group at large and belabor the dialogue.

Adjourn

Redman moved and seconded by Zuern to adjourn. Unanimous vote. Meeting adjourned at 9:10 pm.

Respectfully submitted,

Lisa Groezinger – sec.



Town of Bourne
Massachusetts
Office of the Moderator
P.O. Box 81



Monument Beach, MA 02553-0081
Telephone: (508) 759-5806
Fax: (775) 218-8360
Bobplawyer@verizon.net

To:

Michele W. Ford
25 Circuit Avenue
P.O. Box 3917
Pocasset, MA 02559
Tel. (508) 563-6988
E-Mail: michele541@aol.com

The Moderator has this day appointed you:

Member, Finance Committee

Your term will expire June 30, 2017, unless sooner suspended or revoked.

Thank you most sincerely for your continued willingness to serve the Town of Bourne.

Dated at Bourne, Massachusetts, this 7th day of June, 2014.

Robert W. Parady

Robert W. Parady, Moderator

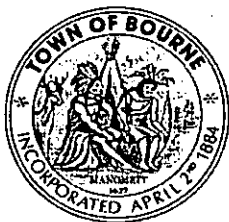
Duly sworn to office this 3rd

day of July, 2014

Hannah J. Lundman
Town Clerk/Assistant Town Clerk

Justice of the Peace

Please take this appointment to the Town Clerk's Office to be sworn in to office



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



Reserve Fund: \$200,000

MEETING NOTICE

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

The Finance Committee will hold a public meeting on Monday July 14, 2014 at 7 PM at the Community Building.

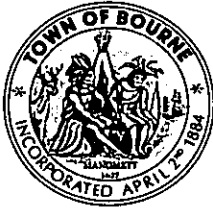
1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Year end closeouts – discussion and vote
4. Finance Committee officer discussion and vote
5. Finance Committee representative appointment to Capital Outlay Committee
6. TA Comment (for informational purposes only)
7. Selectmen Comment (for 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
June 12, 2014

2014 JUN 13 AM 9 22
TOWN CLERK'S OFFICE
BOURNE, MASS



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



Reserve Fund: \$200,000

REVISED MEETING NOTICE

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

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday July 14, 2014 at **6:30PM** at the Community Building.

1. FY14 closeout discussion and votes

The Finance Committee will hold a joint public meeting with the Board of Selectmen and School Committee on Monday July 14, 2014 at **7:15PM** at the Community Building.

2. Update and discussion with Finance Project Workgroup
3. Next steps

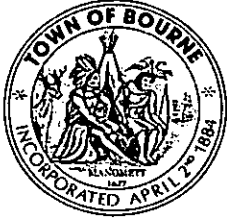
The Finance Committee will hold a public meeting on Monday July 14, 2014 at **8:00PM** at the Community Building.

4. Welcome new members
5. Minutes of previous meetings
6. Reserve Fund Transfers
7. Year end closeouts – discussion and vote
8. Finance Committee officer discussion and vote
9. Finance Committee representative appointments – all committees
10. TA Comment (for informational purposes only)
11. Selectmen Comment (for informational purposes only)
12. Finance Committee Comment (for informational purposes only)
13. Public Comment (for informational purposes only)
14. Future agenda items

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TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
July 1, 2014



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



FY14 Reserve Fund \$206,656.98
FY15 Reserve Fund: \$200,000.00

REVISED MEETING NOTICE

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The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday July 14, 2014 at **6:30PM** at the Community Building.

1. FY14 Reserve Fund Transfers
2. FY14 Year end closeouts - discussion and votes

The Finance Committee will hold a joint public meeting with the Board of Selectmen, School Committee, and Finance Project Working Group on Monday July 14, 2014 at **7:15PM** at the Community Building.

3. Update and discussion with Finance Project Working Group
4. Next steps
5. Update on Peebles School Project

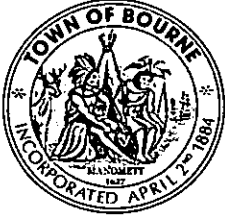
The Finance Committee will hold a public meeting on Monday July 14, 2014 at **8:00PM** at the Community Building.

6. Welcome new members
7. Minutes of previous meetings
8. Reserve Fund Transfers
9. Finance Committee officer discussion and vote
10. Finance Committee representative appointments – all committees
11. TA Comment (for informational purposes only)
12. Selectmen Comment (for informational purposes only)
13. Finance Committee Comment (for informational purposes only)
14. Public Comment (for informational purposes only)
15. Future agenda items

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TOWN CLERK'S OFFICE
BOURNE, MASS

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Michele Ford
July 10, 2014



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



FY15 Reserve Fund: \$200,000.00

MEETING NOTICE

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Tuesday October 7, 2014 at 7:00 PM at the Community Building.

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

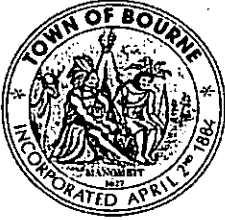
All items within the meeting agenda are subject to deliberation and vote(s) by the Finance Committee.

1. Introductions of new members
2. Mass School Building Authority process and progress update.
3. Report of the Financial Planning Working Group
4. FY 14 close-out report – Finance Director/Town Administrator
5. Other Post Employment Benefit (OPEB) discussion
6. Uncompensated Absence Discussion
7. Other Business
8. Adjourn Joint session.

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TOWN CLERK'S OFFICE
BOURNE, MASS

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Mary Jane Mastrangelo
October 3, 2014



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



FY15 Reserve Fund: \$200,000.00

MEETING NOTICE

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

The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday October 6, 2014 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Review and discuss Special Town Meeting Warrant Articles:
 - Articles 8 and 9 Old Bridge Road Projects
 - Article 14 CPC Requests
 - Article 11 Capital Outlay Requests
 - Article 7 Unpaid Bills
 - Articles 1,2, and 4 Easements
3. Assign articles
4. Minutes of previous meetings – none at this time
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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TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.
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Mary Jane Mastrangelo
October 2, 2014

**Joint Meeting of the Board of Selectmen,
Finance Committee and the School Committee
Minutes of October 7, 2014
Bourne Community Building
Bourne, MA 02532**

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

2014 OCT 23 09 08 11
TOWN ENTERPRISE
CLERK'S OFFICE
BOURNE, MASS

Documents

- MSBA Modules Overview dated 10/7/14 – 3 pages
- MSBA Building Process dated 10/7/14 – 1 page
- Feasibility Study document dated 10/7/14 – 1 page
- Town of Bourne Financial Review dated 10/7/14 – 27 pages
- OPEB Funding Around the Cape dated 10/7/14 – 8 pages

Meeting Called to Order

Chm. Meier called the joint meeting to order at 7:00 pm and turned the meeting over to the FinCom Chm. Mary Jane Mastrangelo.

Introduction of new members

Board of Selectmen: Peter Meier, Don Pickard, Stephen Mealy, Don Ellis and Linda Zuern

Finance Committee: Mary Jane Mastrangelo, Michele Ford, Judy Conron, Rich Lavoie, Kathleen LeGacy, Bill Lemee, Jeff Perry and Bill Scotti

School Committee: Chris Hylberg, Matt Stuck, Ann Marie Siroonian

Also attending: TA Guerino, Financial Director Linda Marzelli and School Superintendent Lamarche.

Mass School Building Authority process and progress update

Mastrangelo explained the process for the School Building process is different. Under the old way, the town is responsible for the initial plan. Under the new way the School Committee is to send a statement of interest to MSBA in order to be considered for funding. The said statement was accepted. The MSBA accepted Bourne's application as a great need.

Chris Hylberg briefly explained the MSBA building process. The Peebles School continues to deteriorate and continues to cost Bourne money. Module 1 is the Eligibility Period used to obtain information to generate a feasibility study which is the goal. This is the biggest challenge for towns.

Meier clarified that the 'old' School Building Committee for the Bournedale School may be different but it was just as much as a process. Mastrangelo wants the public to understand that the process is different and when we come to Town Meeting to request the new school building, we will have schematic designs at that time.

Mealy asked about a timeframe. Mastrangelo suggested to wait until February to ask for the money. Once a feasibility study is conducted, it references a 2 year process.

TA Guerino, Peter Meier and Chris Hylberg are meeting with Mr. Nick Milano on 10/20/14 in Boston.

Mr. Nelson threw out \$750,000 for the feasibility study. It is important to note although appropriated, we still have to bid the project. You can set the value for what you think the contract is worth and enough money.

TA Guerino said to obtain the money, there will be an authorization through Town Meeting through borrowing. He added it is best to get sufficient amount of funds.

Mastrangelo said there would be a 20% contingency for the project.

Chris Hylberg said the reimbursement range could be up to 83% and as low as 42%. Bourne could be 47%.

When planning the next joint meeting between the three boards and committees, it was suggested 10/16/14 at 6:00 pm. It is noted that Superintendent Lamarche cannot attend. TA Guerino to work on the date.

Report of the Financial Planning Working Group (FPWG)

Mr. Mealy gave report for FPWG to which all members were present tonight.

The last FPWG meeting was held on 9/24/14 where they reviewed the town's cherry sheet from the Statehouse. FY13-FY14 Sources and Uses were compared to FY14-FY15. They finalized and adopted a financial calendar to bring to TA Guerino for adoption. They are planning a detailed report at Town Meeting to discuss an article to allow any committee to report to Town Meeting. A big portion for next year is the feasibility study and the construction of a new school. The next meeting will be held on 10/15/14 at 6:30 pm.

Matthew Stuck said it was a great opportunity to collaborate. This is a learning curve not just for the town processes but also to hear about challenges or pitfalls we have faced in the past. It has been enlightening.

Mastrangelo said the group will make a presentation to the Selectmen and the FinCom to discuss whether budgeting would make sense for us; it is a way of thinking and worthwhile discussing.

FY14 Closeout Report – Finance Director/TA Guerino

Ms. Marzelli briefly reviewed the Financial Review for FY14. Highlights to General Fund Revenues & Expenditures were reviewed. The budget to actual for local receipts was tighter due to change in Cherry Sheet Charge increases. Revenues received were higher than budgeting resulting in a new surplus of \$1,076,627 to which \$528,041 were from one-time sources. Net turn back by departments were \$608,379 and less than budgeted. The Snow & Ice account had a deficit of \$398,560 which is being raised on the Tax Rate recap for FY15. Tax Title Collections increased by \$143,237; collections in the first 3 months of FY15 are already at \$191,870 due to current filings being brought up to date. Miscellaneous Revenues were \$573,936.81 for FY14. FY14 Expenditures by Department had 42.73% from the Schools; 21.35% was in shared costs.

ISWM & Sewer Revenue & Expenditure Highlights were reviewed. Actual revenues received were higher than budgeted by \$197,671. ISWM's departmental expenditures were \$387,614 lower than budgeted; ISWM's Free Cash approve was down \$120,717 from FY13. ISWM set aside additional funds of \$654,666 to Post Closure accounts. Sewer budgeted revenues were higher by \$112,296. Sewer departmental expenditures were less than budgeted by \$81,483. Sewer Enterprise Fund ended with a Free Cash approval of \$677,255 slightly higher than FY13.

Financial Policies & Reserve were briefly reviewed. The town changed its policies in April 2012 from the requirement of maintaining a Unreserved Fund Balance of 5% of the General Fund Operating Budget to maintain a Free Cash balance of 5% of the GFOB. Also changed was a debt service budget of at least 5% of the GFOB to striving to maintain a debt service budget of 3%; this was a result of the BMS debt being refunded. Certified Free Cash as of 7/1/14 is \$4,897,346. Free Cash is \$2,129,840 over minimum policy. Town Meeting approval transfers brought Stabilization fund to \$3,517,265 which is still under the minimum policy amount by \$357,244. The net difference in Free Cash & Stabilization policy amounts excess is over minimum is \$1,772,596 for both. The Unreserved Fund/Free Cash balance has been above the town's policy of 5% of the GFOB for the past five years. The Debt Service budget has been within the policy for the past three years. Employer Health Insurance Trust Fund continues to fall within the financial policy.

Other Post Employment Benefit (OPEB) discussion

A sum of \$300,000 is recommended by Finance Director and TA Guerino recommends \$200,000. TA Guerino said if you go back to the auditor's reports over the last couple years, this will show on our balance sheet as being upside down. This amount will show a commitment by the town.

Ms. Marzelli said Bourne has put it \$350,000 since initial conception. The majority of other Cape towns don't have a policy; they don't know what to do, but do know it is something that affects their bond rating.

Ms. Marzelli said FY15 budget is what we pay in health insurance – pay for retiree shares. She doesn't know what it is broken down. MJ wants to have on as an agenda item. She is hesitant to put money in until we know. Since the audit we've been trying to address she isn't comfortable putting in \$300,000; it should be a STM as part of the ATM.

Mastrangelo recommends putting in \$100,000 at the May Special Town Meeting.

Pickard suggested of a token amount of \$50,000. TA Guerino said it wouldn't be looked at seriously.

Mealy agrees with Mastrangelo.

Zuern asked what we are spending each year on those kinds of costs. Ms. Marzelli said \$2,800,000 approximately; we have to budget about \$3M every year.

Michele Ford suggests making a significant amount (either \$100,000 or \$200,000) which signals to the State we are serious. This will hold us accountable to determine a policy. It is better to have a policy vs. being forced by the State.

Mastrangelo stated the next FinCom meeting will be held on 10/20/14. TA Guerino suggests having motions in place before the last five days before the Special Town Meeting of 10/27/14.

STM ARTICLE 5 - OPEB

Selectmen Vote:

Zuern moved and seconded by Mealy to put \$200,000 aside for OPEB. Vote 5-0.

FinCom Vote:

Ford moved and seconded by Lavoie to put \$200,000 aside for OPEB. Vote 6-0-2 (Mastrangelo and Scotti abstained).

Uncompensated Absence Discussion

TA Guerino said when someone retires and has a buyout, it is not coming from the operating budget of that department. This will replenish this fund and recommends putting in \$100,000 in this fund.

Selectman Vote:

Mealy moved and seconded by Pickard to put \$100,000 into the Uncompensated Absence. Vote 5-0.

FinCom Vote:

Ford moved and seconded by Lavoie to put \$100,000 into the Uncompensated Absence. Vote 8-0.

Other business

None.

Adjourn joint session

Selectmen Vote:

Pickard moved and seconded by Zuern to adjourn. Unanimous vote.

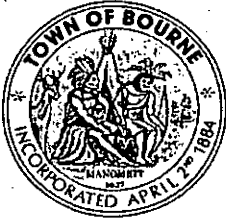
FinCom Vote:

Ford moved and seconded by Lavoie to adjourn. Unanimous vote.

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Lisa Groezinger – sec.



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



FY15 Reserve Fund: \$200,000.00

MEETING NOTICE

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

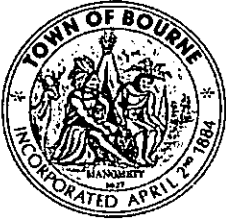
The Finance Committee will hold a joint public meeting with the Board of Selectmen on Monday October 20, 2014 at 7:00 PM at the Community Building.

1. Reserve Fund Transfers
2. Review and discuss Special Town Meeting Warrant Articles:
 - Article 3 – Easement for stone revetment
 - Article 10 Moorings/Boats
 - Article 11 Capital Outlay Requests
 - Article 12 School Building Bylaw
 - Article 13 Council on Aging Bylaw
 - Article 15 Reports of Committees
3. Vote STM Articles 1 – 4, 7 – 16
4. Minutes of previous meetings – none at this time
5. TA Comment (for informational purposes only)
6. Selectmen Comment (for informational purposes only)
7. Finance Committee Comment (for informational purposes only)
8. Public Comment (for informational purposes only)
9. Future agenda items

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

Mary Jane Mastrangelo
October 15, 2014

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 OCT 16 PM 8 32



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



The Reserve Fund balance \$174,150

MEETING NOTICE

The Finance Committee will hold a public meeting on Monday October 27, 2014 at 6:30 PM at the Bourne High School Professional Library.

1. Minutes of previous meetings
2. Reserve Fund Transfers
3. Discuss and vote STM Articles as needed
4. TA Comment (for informational purposes only)
5. Selectmen Comment (for informational purposes only)
6. Finance Committee Comment (for informational purposes only)
7. Public Comment (for informational purposes only)
8. Future agenda items

Residents are welcome and encouraged to attend our meetings.

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

Mary Jane Mastrangelo
October 23, 2014

2014 OCT 23 AM 4 56
TOWN CLERK'S OFFICE
BOURNE, MASS

Draft
Finance Committee
Minutes of October 27, 2014
Bourne Professional Library/Bourne High School
Bourne, MA 02532

2015 JAN 30 PM 2 49

TOWN CLERK'S OFFICE

BOURNE, MASS

Finance Committee: Chm. Mary Jane Mastrangelo, Co-Vice Chm. Michele Ford and John Redman, Judy Conron, Chris Crane, Rich Lavoie, Kathleen LeGacy, Brian Lemee (arrived at 6:40 pm), Jeff Perry, Bill Scotti, George Slade.

Guests: TA Guerino and Linda Marzelli, Financial Director

List of documents

- 2014 Finance Committee Handbook on DVD

Meeting called to order

6:30 pm by Chm. Mastrangelo

Approval of minutes

Ford MOVED and SECONDED by Crane to approve minutes of as 10/6/14 submitted. VOTE 7-0-3 (Redman, LeGacy and Lavoie abstained).

Ford MOVED and SECONDED by Crane to approve minutes of 10/7/14 as submitted. VOTE 8-0-2 (Redman and Slade abstained).

Ford MOVED and SECONDED by Redman to approve minutes of 10/20/14 as amended. VOTE 9-0-1 (Lavoie abstained).

Reserve fund transfers

None.

Warrant article discuss and vote any articles as needed

Article 2 – Easement on Circuit Avenue

No revoke needed. This is a Scribner's error; the correct address is 594 Circuit Avenue.

Article 8 – heard before Article 9 (Contingent upon)

Redman moved and seconded by Crane for Article 9 to be contingent on Article 8. VOTE 10-0.

Article 12 – Article 16 (Contingent upon)

Redman moved and seconded by Crane for Article 16 to be contingent on Article 12. VOTE 10-0.

Article 13

Redman MOVED and SECONDED by Slade to Indefinitely Postpone Article 13. Vote 11-0. *Motion taken at Town Meeting.*

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 2014 Special Town Meeting.

TA Comment (for informational purposes only)

None.

Selectmen comment (for informational purposes only)

None.

Finance Committee comment (for informational purposes only)

2014 Finance Committee Handbook on DVD form was handed out to the committee.

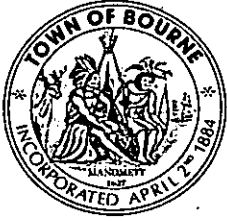
Public comment (for informational purposes only)

None.

Adjournment

Redman MOVED and SECONDED by Ford to adjourn meeting. Meeting adjourned at 9:27 pm.
UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Reserve Fund: \$174,500

MEETING NOTICE

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

The Finance Committee will hold a joint public meeting with the Board of Selectmen and the School Committee on Tuesday December 16, 2014 at 7:00 PM at the Community Building.

1. Fiscal outlook for FY 2016 – Town Administrator and Finance Director
2. Update from Financial Working Group
3. Discussion on upcoming needs and budgetary impediments
4. Other business .
5. Adjourn Board of Selectman and School Committee
6. Reserve Fund Transfers
7. Approval of Minutes – 7/14/15
8. Adjourn Finance Committee

Residents are welcome and encouraged to attend our meetings.

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

Mary Jane Mastrangelo
December 12, 2014

2014 DEC 12 PM 12 09
TOWN CLERK'S OFFICE
BOURNE, MASS

Draft
Finance Committee
Minutes of December 16, 2014
Bourne Community Building
Bourne, MA 02532

BOS: Peter Meier, Chairman, Don Pickard, Vice-Chairman (excused), Stephen Mealy, Clerk, Don Ellis, Linda Zuern

2015 JAN 30 PM 2
TOWN CLERK'S OFFICE

Finance Committee: MJ Mastrangelo, Michele Ford, George Slade, Rich Lavoie, Bill Scotti, Brian Lemeé, Chris Crane, Judy Conron, Kathleen LeGacy, Jeff Perry. Redman excused.

School Committee: Matt Stuck, Anne-Marie Siroonian, Chris Hydlburg, Mitch McClain

Also present: TA Guerino, FD Marzelli, Supt. Lamarche, Michael Rausch

BOS reconvened, FinCom and School Committee called into session all in session at 7:00 pm

TA Guerino said the best way to go into any budget season is to try to keep the dialogue open. We are trying to get a snapshot of where we think we will be and that we will have some challenges ahead.

Matthew Stuck said the Financial Planning Working Group (FPWG) role was to identify the financial processes we share collectively with the conclusion leading up to FY15. We appreciate all the support from members volunteer with TA Guerino and Ms. Marzelli. The group created a Financial Plan Calendar which is one of the significant contributions. There has been a whole series of budgetary best practices discussion for policy changes and be brought to the BOS and FinCom or adopted internally by the TA Guerino, making the website more informative for the citizens and identify cost per service or cost per employee and metrics that are common place for work. The group reviewed the policies and had some detailed discussions and will meet together to talk about what we have done and summarize discussions.

Mr. Stuck publically recognized the Finance Director and TA Guerino who have been extremely accessible.

Mary Jane Mastrangelo said at this point the FPWG has done a lot of research in understanding of what makes the Financial Policy for the Town. The group identified five areas: 1) financial policies, 2) long term plan for trends and assumptions, 3) budget presentations for clarity, 4) budget analysis and presentation (priority based and Stat Net program); and 5) community outreach.

Ms. Marzelli reviewed her rough draft of the Town of Bourne Long-Term Financial Planning Model. The Tax Levy is the starting point and averaged 2.5% being \$1M – this is our one known. New Growth came in at \$576,000 and as we get more could be \$500,000 (includes the addition of Keystone, for example).

Excluded Debt is a given. State Aid Revenue and Assessments and we can look at a trend. Revenue hasn't increased but charges that have been up and down. The FY15 cost to the town was almost \$300,000 which is a juggling point and we have to make to our Local Receipts.

Local Receipts have FY15 area of funds that we can close out is getting tighter. Available Funds monies can be used to offset costs. Other Sources (ISWM, Sewer, for example) should stay constant and any access going to capital stabilization fund if voted.

Expense Categories – TA Guerino is recommending Department Budgets go up no more than 1.5% with cost of living not to exceed 2%. We need to know the worst case scenario and went back and increased, following the contracts as they settled in the past.

Mr. Stuck said the School side has done the same thing, but there might be a need for more or less.

TA Guerino's budget is based on 1.5% expenses and salaries could include cost of living. Steps and the cost of living are included and part of the new negotiations. This is for FY16 and FY17.

Lavoie asked about contracts under negotiations that have an impact on the town – School side has two contracts (BEA Bourne Education Association Bargaining Unit being the biggest and the Custodians). The town contract is LIUNA which includes the Landfill, DPW, Unit B and Bourne Employees Association. The rest are in total about 150 all other employees but Police and Fire.

TA Guerino said based on the census, 18 additional students at \$16,500 per year per student and add 10% on top of that number. That number may come down slightly but it is a fairly accurate number. Last year it was a 35% increase over last year.

TA Guerino said capital expense for the facilities in FY16 is not on the plate. It is cyclical. Mr. Hydlburg said the trend is not necessarily the migration of to and from other than the immediate action and is challenging to predict.

Ms. Marzelli said the 1.5% is not to say everyone is willing to accept and that is not what the school is going to come in at - it's not a final figure.

Ms. Marzelli went on to explain that some items that are known once debts go in, it is a known factor. Shared Costs that will impact the budget will be health insurance looking at FY16 estimating at \$7.7M. TA Guerino said we have had some good years were we were \$8M but we have been hit this year and the next year. There are some rules and regulations we need to

comply with and make changes. We are shopping every couple of years for health insurance policies and bring back to the boards for review. The other item is County Retirement, going up 8% (we will know closer at the beginning of January). Cherry Sheet Offsets and Charges have gone up and down in the last couple of years.

The summary sheet, putting 1.5% increase shows a deficit for FY16. Can the towns use Free Cash for one more year? We think that is part of the discussion we want to have. We have been within policy.

TA Guerino said the BOS would like to see zoning enforcement (offsets other places in the budget to accommodate the priorities the BOS set so far). The other priority is to not fund the DNR ongoing operations with the Waterways Fund. We are working on IT items. We have to look at the priorities and what we have to do.

Mealy said the 5-Year Capital Plan as it is not funded and we are trying to put our hands on what that is supposed to be, but gives the challenges as we put the final budget together for the spring.

TA Guerino said we did some transfers and can't continue to do on an annual basis. We can probably slide by another year with some adjustments downward but they are not huge. If there is no relief in the impact aid for the military dollars, then we have a different situation on how we take care of that.

Ms. Mastrangelo discussed the Free Cash history on the sheets handed out and briefly reviewed the trend. We need to get a handle on what defines the use of Free Cash and goes back to the policy.

Mealy said we need to come up with a policy to flatten out some of the variations to make forecasting and budgeting easier.

Ms. Michele Ford suggested putting a list of service enhancements we would like to have with costs and the target year we would like to implement.

Ms. Mastrangelo said some monies are budgeted for Capital and systematizing to fit in easier with the budget.

TA Guerino thanked and recognized Ms. Marzelli for the work she has done in preparation for these meetings. In respect to Ms. Ford's comments on prioritization of the service enhancements, it will take some work but we have to look at it as a piece of our budgeting. TA Guerino was in Seattle and ran across a center for Priority Based Budgeting. He has them scheduled to meet with the BOS, FinCom, School Committee and Department Heads. They will be here in mid January, for two 3-hour sessions.

Chm. Meier said the last Selectmen will meet again in January 6, 2015.

Mealy moved and seconded by Zuern to adjourn the Selectmen meeting. Unanimous vote. Meeting adjourned.

Stuck moved and seconded by Siroonian to adjourn the School Committee meeting. Unanimous vote. Meeting adjourned.

**Re Convene Finance Committee
Reserve Fund Transfers**

Town Clerk - Ethics

Ford moved and seconded by Lavoie to approve the transfer of \$2,000 for the Town Clerk. Unanimous vote.

Town Administrator – Other Contracted Services

Ford moved and seconded by Scotti to approve \$13,400 for the Town Administrator's Other Contracted Services. Unanimous vote.

TA Guerino will move an article to replenish the Reserve Fund from \$200,000 to \$250,000 in the 1/26/14 Town Meeting if the Selectmen authorize the article:

IT – ShoreTel Phone System (Town Hall and Fire Department)

TA Guerino said Fire Department Station One phone system has crashed and is failing. To implement the system, it will take some fiber optic work in the amount of \$70,000. It will include the Fire Station One and Town Hall.

Mr. Hans Lomeland explained this is a bundled package. The MOU is a commitment to finish our goal to implement the entire system as an overall plan. Other than the discount price, we will save man hours of the Fire Department.

TA Guerino said the phone system will be within the current budgetary landscaping. The new DPW system will be integrated into this as will the School Department – using all the same loop for symmetry vs. not having the ability to connect to each other.

Ms. Ford briefly reviewed the Fiber Lateral Construction and said there are efficiencies to this system.

TA Guerino said with the back-up system at Town Hall and the Community Center for sheltering purposes, we can stay live, up and running.

Chm. Meier asked if all elected and appointed officials would have their own town email address. Mr. Lowland said it can happen.

Ms. Mastrangelo said this is crossing over to a Capital item and while she understands the need, but she is concerned about the rest of it. TA Guerino said continuing on the Capital Expense piece but for the purposes of this being an unforeseen expense.

TA Guerino said the phone bill charge minute by minute will go away.

Ford moved and seconded by Lavoie to approve the amount of \$70,000 for the Fiber Lateral and ShoreTel Phone System. Unanimous vote.

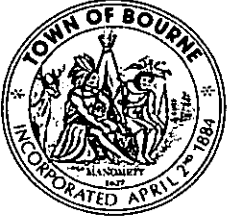
Approval of the 7/14/14 Minutes

Ford moved and seconded by Scotti to approve minutes of 7/14/14 as submitted. Unanimous vote.

Adjourn

Crane moved and seconded by Slade to adjourn meeting. Meeting adjourned at 9:00 pm.
Vote 5-0.

Respectfully submitted – Lisa Groezinger, sec.



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, May 21, 2014

7:00 PM

Community Building

1. Determine objective for tonight
2. Guiding principles for the Project Group
3. Discuss objectives of Project Group including identifying comprehensive list of needs, process to prioritize the needs, and funding requirements
4. Establishing benchmarks and outcomes.
5. Assign responsibilities.
6. Discuss how to engage others with small group?
7. Next steps and meeting schedule
8. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
May 15, 2014

2014 MAY 15 PM 2 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Amended

**Finance Project Working Group
Meeting Minutes
May 21, 2014**

APPROVED

2014 JUL 7 AM 10 52

PRESENT: TOWN CLERK'S OFFICE
Peter Meier, Stephen Mealy, Catherine Walton, Kathleen LeGacy, Matt Stuck, Mary Jane
BOURNE, MASS
Mastrangelo

Also Present: Tom Guerino, Linda Marzelli

Excused: Rich Lavoie

Public: Paul Gately, Jim Mulvey

Ann Gratis, recording secretary

The meeting was called to order at 7:06pm.

Tom: Looking at the Charter, multi-board committees can be established by the Selectmen or Town Administrator. For Selectmen to sit on a committee, it has to be the Town Administrator to appoint it. The Town Administrator is staff only and does not want to chair or run the group. Cautions the group relative to Open Meeting Law that there can be no deliberation over email or phone.

MJ: We need to brainstorm about what tasks we want to undertake to make recommendations. What we think is important. If FY15 & 16 are level funded, what will it look like? What would it take to level fund by department? This will lead us into what we need to get feedback from the Town departments. Add the task of delving deeply into the next 5 years. Finesse the model we've been using. We need to understand what we do and don't have control of.

Peter: What if we show the Town what the budget looks like with a \$1-2 million deficit?

Tom: Position elimination vs layoffs affects bumping rights.

Steve: We'll need one night for that. Look at contracts and how they affect the budget.

MJ: Recommendations for future contracts.

Tom: Look at the overall organizational structure. We have many individual departments that only have one person due to cutbacks. Look at shifting from 20 leaders to fewer leaders. Think it will save money but need to look at the numbers. For short money we need to look at a priority based budgeting model. Programs that aren't serving a majority of the public could be eliminated.

Kathleen: We are no different than a big company as far as IT goes. Certain users can have access to this, or that. It can be done.

Tom: We had talked about shared custodial services.

Catherine: What about purchasing supplies?

Tom: We use the State Bid/County bid.

Matt: What is our charge? Tonight we should set guiding principles, obligations. We are a non-decision making, deliberative body.

Steve: Have other towns done this? Tom will look into it.

Guiding Principles:

- Advisory/exploratory
- No chair – Team Leader with rolling facilitator
- Public Body
- Strive for consensus
- Ask for expertise and staff as necessary
- Don't duplicate efforts of other boards/committees

Tom volunteered Debbie Judge to help with distribution of agendas, etc.

MJ volunteered to be Team Leader. The meeting facilitator will be selected by her prior to the meeting.

Tom asked if there was a need for himself and Linda to be at every meeting?

Kathleen said it's not needed. We are a think tank. If we need your input/help, we'll let you know. We'll throw ideas out there and explore them.

Linda would only let you know if something couldn't be done legally.

Matt: Looking at FY15-20 will help frame our discussion.

MJ: I don't think it should be limited to those five years.

Steve: We need a plan/model that can be tweaked yearly. Look at the town, how it's run, financed.

MJ: The cherry sheet numbers, do we understand the trends behind it?

Tom: the Commonwealth can be very different from the sheet.

Catherine: Look at other ways to increase revenue, cutting costs, sharing resources, etc.

Tom: what can be regionalized?

Tom: How can we position the Town with efficient technology, respond with the citizens needs/wants? They are starting to demand things differently. We'll need something by Sept/Oct for the Nov. budget.

Peter: Needs are different for year-round and seasonal. We need to figure out how to sell the message.

Steve: We could put on the website a 5 question survey. Need to set a calendar then facilitate how to make it happen. Stick to the time limit.

MJ: do the survey then go to small community groups/meetings to get input. We need to review our financial policies (task).

Objectives:

- Standardize vocabulary
- identify budget strategies for FY16-20
- 5 year lookout for projects
- look at the different levels of the budget
- what info do we ask for from Dept. heads
- discuss contracts current/future (labor/other)
- Organizational structure analysis

Jim Mulvey: You should only look at services, costs, budgets, revenue, taxes and expenses.

Outcome:

Fiscal policy/procedure

Get back to Selectmen, Fincom, School Comm by 6/17/14.

FY15 override in October – partial or full?

Steve: we should have a plan with recommendations by the fall.

Next meeting topics: Calendar, review fiscal policies/procedures, assign action items.
Get familiar with the financial policy for the next meeting. Linda will email to everyone.

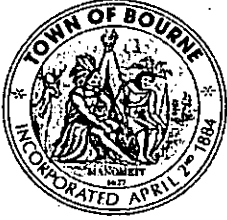
Tom: go to www.pbbcenter.org it's about priority based budgeting.

MJ: Linda to bring the history (last 10 years) of free cash, stabilization fund. Look at then/now.

Next meeting date: June 11 @ 6pm at the community building.

With no further business before the committee, the discussion was adjourned at 8:35pm.

Respectfully submitted,
Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, June 18, 2014
6:00 PM

Bourne Veteran's Memorial Community Building

Swear In Members

Meeting Facilitator: Matt Stuck

1. Approve minutes of Meeting of May 21, 2014
2. Establish list of topics for discussion, next steps, benchmarks, outcomes
3. Establish Calendar
4. Review fiscal policies/procedures
5. Review history of reserves: Free Cash, Stabilization, Capital Stabilization, Health insurance reserves, and any other reserve funds of the Town
6. Review Bond rating criteria and history of bond ratings of the Town
7. Discuss Agenda for next meeting and Appoint Meeting Facilitator
8. Future Meeting Agenda item requests
9. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
June 9, 2014

2014 JUN 10 AM 8 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Project Working Group
Meeting Minutes
June 18, 2014

APPROVED

2014 JUL 7 AM 10 52

PRESENT: Stephen Mealy, Kathleen LeGacy, Matt Stuck (arrived 6:30 pm), Mary Jane Mastrangelo,
TOWN CLERK'S OFFICE
Richard Lavoie
BOURNE, MASS

Excused: Catherine Walton, Peter Meier

Also Present: Town Administrator Tom Guerino, Finance Director Linda Marzelli

Public: Mike Rausch, Jim Mulvey

Ann Gratis, recording secretary

The meeting was called to order at 6:12pm.

This meeting is being televised and recorded.

Motion made by MJ Mastrangelo and Seconded by S Mealy to approve the Minutes of 5/21/14 meeting.
Motion approved 3 - 1..

Matt Stuck is the facilitator of this meeting. Richard Lavoie volunteered to facilitate until Matt arrives.

Tom: It's important to look at the staffing currently, what's been added, what's needed and where we are.

MJ: Catherine wanted to create a good organizational chart. What contracts govern individuals will help with the big picture. I looked at that Priority Based Budgeting website www.pbbcenter.org Tom had recommended and I think with FTEs that this is the direction we need to go in for organizing budget information.

Tom: the program breaks down by population, etc. as you use it, it breaks down how your tick.

MJ: They don't do schools in this program probably because schools are county based. How do we want to organize information? This will be a very helpful tool.

Tom: It's easy to read. I hope to have them come out. I'll be going to a 3-day seminar. Excited about this program.

MJ: We need to take a look at Cherry sheets with adjustments. There are lots of elements we need to understand.

Steve: Not all of us understand the cherry sheet. Budgeting strategies, compare where we think we are out of whack.

Matt: We need common vocabulary, budgeting strategies, what goes into the budget and the process.

Rick: Look at the school/UCT budget and how it can fluctuate so much year to year. Need a better understanding and if there is a way to stabilize it.

Tom: At last week's meeting with the schools, we're looking at \$250,000 going to UCT.

MJ: Need the June 20th, Oct. 1st and end of year numbers. What information can we get and when can we get it?

Linda: A timeline is needed for the organizational chart.

MJ: It needs to be organized so we are on the same page.

Tom: We need to start looking at technological capabilities, we have a ways to go but people want things more accessible online.

MJ: that can be a meeting topic – efficiencies.

Matt: our direction is still a grey cloud. We have some direction and maybe we can give some structure to what we've discussed.

Rich: There is real growth potential. Are there impediments in place that we don't see?

MJ: wastewater treatment and development revenue that we can tap into? How is it going to work?

Tom: those topics are one meeting each. Developable land/where/sewer? The GIZ (Growth Incentive Zone) to the density of development. Net positive gain? Quality of life and more.

MJ: look at capital; ways to do better and save money, long term.

Tom: Look at personnel needs/reductions and what's trending. Build that capacity in a similar manner as you do capital.

Matt: the MSBA approved application to replace Peebles school. Looking at 2020 for any groundbreaking. Looking at opportunities for the town to leverage as much as we can through reimbursement – utilize other schools, etc. Need a study. WE have 270 days to commit the funds to do an analysis.

Establish Calendar

Matt: conceptual in nature, what is our will?

Steve: we already have a financial calendar in place.

Tom: Late Oct/Nov. we meet with department heads. December we bring the budget together and about the 3rd week of January we bring it to FinCom/Selectmen. Need for the warrant March/April. If we have a Special Town Meeting in the fall, it has impact on budgets.

MJ: STM decisions to add personnel doesn't look at how it impacts the following year. Prior year adjustments, to what we budgeted (cherry sheet). Need some meeting in the fall that closes out those items and how they affect next year's budget and the Long term picture.

Tom: we had things happen that we didn't plan on and UCT additional costs. Because of those we have a \$1.5 million problem. Couldn't have fixed it even if we saw it coming.

MJ: When do we get the information? Build a fiscal calendar from there. How will it look level funded?

How do we start the budget process? Different departments develop their budgets in different ways.

Steve will work with Tom and Linda in setting a schedule/calendar.

MJ: FinCom reviews budgets but doesn't develop them.

1. Dept. level impacts
2. Understand long-term plan/overall town budget.

Steve: I'll work with Tom and Linda to create a typical year's calendar, the school side, reports, etc. Once the budget is set the money goes to the schools and they decide how to spend it.

Tom: Where is the money coming in from? Grants, etc.

MJ: How to spend Chapter 90 funds, look at outside funding sources, then raise and appropriate the budget.

Steve: will try to get the calendar in advance of the next meeting.

Tom: if a calendar can be put together next week, we can go through with a broad calendar.

Next meeting: July 2nd at 6:30pm. Steve will be the facilitator.

Financial Policies and Procedures

Matt: it's very clear, appreciate it.

Rick: Can we get a list of comparable towns?

Tom: we did years ago. It's all over the map. Some have no policies, some 5-15% total. This is from 05/06 and was well researched then based on where we had been. We were in much worse fiscal shape then than now.

Linda: the bond counsel asks if you're sticking to what you said you were going to do.

MJ: They have different standards for determining the bond rating.

Matt: Free cash at 5% of the general operating budget. How does it work?

Linda: We look at the general fund and what we'd like to see. Compare to FY14 as it stands. Hope free cash is certified as it goes along, it gets certified in October. We are on a fast track this year, auditors coming in early.

Matt: is the 7% stabilization fund based on the previous year?

Tom: 12% savings, break into free cash 5% and stabilization 7% categories.

MJ: We need to have a definition of "operating budget" in the policy.

Matt: \$1.6 million health dedicated fund or 4 months total.

Tom: scrivener's error should be "not less than".

Linda: money is set aside for abatements, etc. It varies from \$350,000 - \$600,000.

Matt: Use of reserves. The goal is not to use reserves for operating expenses.

Tom: we do a short term loan to ourselves. \$1-2 million included in the Town Meeting. Then at year end, turn backs, close outs, etc. have been able to make the money back. Budgets are tightening up. Maybe \$400,000 turned back this year.

MJ: We should be tracking how much we got as turn backs. Does not include capital stabilization fund.

The policy can probably use some tweaks. If we use for a project, should be 5-7% of the budget. Flexible. Or utilize capital stabilization and put money into it without going outside our policy.

Matt: Another way of how it can be leveraged \$20,000 guideline for capital items.

Tom: everyone (department) has different "capital".

MJ: Land, etc. The guidelines are not always adhered to if useful life more than 5 years. Police cars as an example.

Matt: Debt maturity guidelines.

Tom: Schools, buildings, sewer will go longer up to 30-40 years which is nuts.

Linda: M.G.L. says 5 years for equipment. Can go higher or opt for lower.

Matt: Proposed re-val 3 years for assessing of all properties. Each year is a percentage.

Linda: By the time we get to the third year, the whole town is done.

Tom: Donna Barakauskas is the one to bring in here and she can explain it much better than us.

Matt: Foreclosed properties, auction off?

Tom: some years is higher than others. Tax title properties, we hold a joint meeting to discuss what to do with the lands. We made about \$400,000 at the last auction. We have some others coming up. Many times it's just a sliver of land next to someone and we hope they buy it.

History of Reserves

Linda passed out the last 8 years.

MJ: Free cash was down \$1 million in 2005.

Tom: Health trust was upside down by \$1.5 million in 2005.

Steve: Get copies of the town meeting warrant to review the entire budget.

Matt: add to the next agenda.

Bond Rating Criteria

General description is very detailed/illuminating. There are Percentages for the different ratings criteria. 30% is for the economy.

Matt: Scoring sheets are significant.

Tom: Linda and Karen go through a brutal process every time we go up for a bond.

Linda: Bourne wasn't considered ratable when I started, now we are an AA.

Next meeting date: July 2nd @ 6:30pm at the community building.

MJ made a Motion to adjourn. The Motion was seconded by Kathleen with all in favor.

Jim Mulvey suggested adding a public comment period.

Tom: this is an adhoc group with a rolling facilitator at each meeting.

Matt: if someone has a question, we would have answered.

Jim: It still comes under the open meeting law, must excuse absent members. Don't try to learn bonding and policies. The budget is your objective.

Steve: We will all be on the same level of understanding this way.

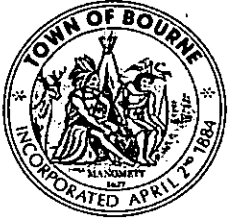
MJ: Understanding the framework will help us understand the budget. Public comment will be during discussion.

Tom: We have a defined time period, not a parliamentary committee, not formal.

With no further business before the committee, the discussion was adjourned at 8:07 pm.

Respectfully submitted,

Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, July 30, 2014
6:30 PM

Bourne Veteran's Memorial Community Building

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

Meeting Facilitator: Stephen Mealy

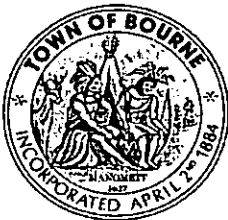
1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Approval of Minutes from previous meeting
4. Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft.
5. Continued Discussion: Communication Outreach – suggestions on how to get input from the community
6. Continued Discussion: History of Free Cash, Stabilization and Reserve Fund History Review
7. Next Meeting 8/13/14: Cherry Sheet – Peter Meier Meeting Facilitator
8. Future Meeting Agenda items – Tasks
9. Any other business that may legally come before the Task Force.
10. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
July 24, 2014

Future meeting topics:
Continued Discussion: Financial Policies TBD
Continued Discussion: Bond Rating Criteria and History TBD

2014 JUL 25 AM 9 55
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, July 2, 2014

6:30 PM

Bourne Veteran's Memorial Community Building

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

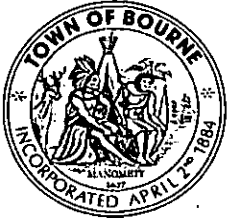
Meeting Facilitator: Stephen Mealy

1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Approval of Minutes from previous meeting
4. Review Financial Calendar for 2015 Budget Preparation Draft.
5. Continued from June 18, 2014 meeting: Review history of reserves; Free Cash, Capital Stabilization, General Stabilization
6. Continued from June 18, 2014 meeting: Review of Bond Rating Criteria and History of Town's Bond Ratings
7. Communication Outreach – suggestions on how to get input from the community
8. Preparation for Joint Meeting with Selectmen, Finance Committee, School Committee
9. Future Meeting Agenda items, requests.
10. Any other business that may legally come before the Task Force.
11. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
June 24, 2014

TOWN CLERK'S OFFICE
BOURNE, MASS
2014 JUN 24 PM 2 32



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532

MEETING NOTICE - AMENDED



Finance Project Working Group

Wednesday, July 2, 2014
6:30 PM

Bourne Veteran's Memorial Community Building

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

Meeting Facilitator: Stephen Mealy

1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Approval of Minutes from previous meeting
4. Review Financial Calendar for 2015 Budget Preparation Draft.
5. Continued from June 18, 2014 meeting: Review history of reserves; Free Cash, Capital Stabilization, General Stabilization
6. Continued from June 18, 2014 meeting: Review of Bond Rating Criteria and History of Town's Bond Ratings
7. Communication Outreach – suggestions on how to get input from the community
8. Preparation for Joint Meeting with Selectmen, Finance Committee, School Committee
9. Discuss Agenda for next meeting and Appoint Meeting Facilitator
10. Future Meeting Agenda items, requests
11. Any other business that may legally come before the Task Force.
12. Adjourn

2014 JUN 25 PM 1 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows,

Mary Jane Mastrangelo
June 24, 2014

Finance Project Working Group
Meeting Minutes
July 2, 2014

APPROVED

2014 SEP 24 PM 4 05
PRESENT: Peter Meier, Stephen Mealy, Kathleen LeGacy, Matt Stuck, Mary Jane Mastrangelo,
Catherine Walton
TOWN CLERK'S OFFICE
BOURNE, MASS
EXCUSED: Rick Lavoie
Also Present: Tom Guerino, Linda Marzelli

Ann Gratis, recording secretary

The meeting was called to order at 6:35pm.

This meeting is being televised and recorded.

Minutes from 6/18/14 were approved 4 in favor, 1 abstention.

Steve Mealy is the facilitator of this meeting.

Review of Financial Calendar

Steve passed out a copy of the calendar so far. Initial budgeting starts in Oct/Nov. Need to add dates of reporting to the Board of Selectmen, FinCom, School Committee.

Tom: The Cherry sheet comes out in February.

Linda: The one that came out today is a lot different and will change how we go forward. Need to make up almost \$200,000 if this is the final for FY14. Tuition is huge and went up.

Tom: There is an \$182,000 difference from town meeting budgeting to what the Governor signed two days ago.

MJ: We get a revised cherry sheet in the summer, then some at end of year enrollment happens and we get one 10/1. The FY14 sheet after October will be final. It's important to understand the cherry sheet.

Linda: We get the final usually by 7/31. During the year they make adjustments, but I have to balance to the 7/31 sheet.

MJ: School choice receiving goes direct to the schools. School choice sending is assessed to the town. Both are up.

Tom: Should look at staffing differences in the town up/down from the Annual Town Meeting.

Steve asked when do we receive the UCT data?

Matt: There is a 1 year delay. We receive numbers on 10/1.

Tom: The 3rd week of Oct. we receive the numbers from UCT for the next fiscal year. The prior numbers to that are guesstimates.

Steve: Capital outlay planning? Do we do this?

Tom: Not like that. Capital budgets come in 1-2 weeks after regular budgets.

MJ: It's based on how much we have.

Linda: It's looked at after budget reviews.

MJ: What should we be spending on capital every year? There is no policy and we never budget any cash.

Tom: The Charter says when the budget gets turned into the Selectmen, and then it goes to FinCom. We present to both at once in January. The Selectmen can make changes and report to

FinCom/Administrator. It's been that way since we've had an administrator.

Steve: Should look to see if there is any overlap with the calendar/Charter, there is nothing regarding the schools on this calendar.

Matt: The school committee has a March budget hearing then we vote in April, prior to the Selectmen vote. Usually the first Wednesday of each month. The rest of the school calendar is the responsibility of the superintendent. The problem is the timing isn't right with this. At the start of the school year, no attention is paid to budgeting as everyone trying to get adjusted. We need to readjust timelines.

MJ: The initial budgeting workshop; what does it entail?

Tom: At the meeting, the Town Administrator (TA) is given marching orders as related to the budget from the Selectmen; level service, no hiring, no new programs, etc. Generally it's a workshop of the Board, not a regular meeting, but it is posted.

Catherine: It's important to put the school budget steps into the calendar.

Matt will ask the superintendent for a rough schedule/dates.

Tom: July-Sept, Lisa is closing the books. People are gearing up for budgets and many departments are busy so usually mid September we do the budgets.

Linda: The tax rate date is usually at the end of October/beginning of November. At the end of December it has to be in the mail.

MJ: We need a "state of the town" financially. How start drafting our budgets, so when we start looking at budgets, we are operating on the same financial expectations. Maybe have a joint review of financial state of affairs.

Tom: It can be a report and it doesn't need a meeting.

MJ: Put the report on the calendar.

Linda: We can do the report after the auditors and the DOR certificates, free cash. Probably Sept. this year.

Steve: Schedule a "state of the town" meeting in September.

Matt: Have a calendar with things that have happened vs. new. Loop back to this in the upcoming meetings.

MJ: Handed out numbers she found from FY83-Fy10. It's not complete but gives a good idea of where the town was. There is no capital stabilization in here, should add. All information should be in the Town reports.

Tom: Fy05/06 was odd, Health insurance we were upside down in two accounts. The override was 06 when we put money in.

Steve: There is the town side, the school side and capital. Take a snapshot of the ups/downs and what we experienced.

MJ: Also how this relates to financial policy. There are some good and different ways to do it (override, increase costs, etc). Some towns base it on their tax levy not their budget.

Steve: The town of Arlington's website has a snapshot of their fiscal years online. They use pie charts, it's not rocket science; we should do this on our own site. A "visual budget" would improve transparency.

Matt: We have steadily increased/doubled the amount of free cash used just to maintain services. To do what we do now we have to spend out of hide to maintain. Need a brainstorming session, this is a big thing.

Tom: The town has done some good spending for example the \$75,000 for the Centennial celebration, this is not a natural reoccurring expense.

Matt: Onset beach doesn't have lifeguards.

Peter: They are also charging for on-street parking now. Proposition 2.5 is a fiscal reality unless they change to allow an increase. We have less commercial taxes in town.

Steve: We have no plan on spending Capital; it's all over the place. History of what money used for articles. We have run out of free cash.

Tom: Trends 4-5 years building the health insurance, costs, now turning around. Look at things we need to do, alternatives.

MJ: 2013 was there some big thing?

Linda: The retirement account, accrued vacation, etc.

Matt suggested moving #6 on the agenda to the end.

Linda explained the difference in stabilization funds.

Capital: revenues from ISWM, Host Community fees. Funds future projects.

General: requires a 2/3 vote to go in or out. Purpose: similar to free cash but a one time purchases/supplement to something. Don't want to sustain in the budget.

Tom: the rainy day fund is used for emergency repair due to storms, etc. Reimbursements get voted to go back into the fund. We have been raising the Host community fee (ISWM) and we need to get back to reducing our reliance on their revenue.

MJ: The Covanta contract for ash. Isn't always used for the Host community fee. It's a long-term contract, what are other options? Use the prior year revenues to figure out how much you are going to do.

Preparation for Joint Meeting

Matt: tell about the process we've followed so far, what we are about – 1 minute

- Facilitator, free flowing meetings, notes to take back to their committees
- Highlight the most critical agenda items
- Share the calendar draft. Talk about benchmarks
- Aspirational things
- Getting all departments on the same page, working together. Looking at the big picture of our town, a brief overview
- Organizational chart of the town
- Common vocabulary
- Future agenda items – getting more specific (cherry sheet, etc)

Tom: Lexicon – I don't understand many of the acronyms that come from the school dept.

Matt: The school committee members' policies are budget, policy and hiring the superintendant. They also go to a training session.

Steve: Can we get a copy of the policies?

Steve: Get the voters handbook for the next meeting. Look at as a workshop not a formal meeting.

MJ: any proposal for an override won't happen until Spring. There isn't enough time to be prepared for the fall special town meeting. If we do with the FY16 budget, development is easier for people to understand.

Tom: There is going to be a second town meeting in February for the MBTA.

Steve: The fall STM is for budget adjustments and other minor changes.

Linda: Calendar; work within what you can, what is the direction of the school committee? How to work together with the Town.

MJ: Budget development; we understand issues, communication between everyone to understand where we are.

Tom: There needs to be a nexus for communication.

Steve: Sept. 21st give a preliminary "state of the town" report. We should have numbers available by then.

Steve will represent this group at the joint meeting. How to present to Boards to get feedback?

It was decided not to do a PowerPoint presentation at this time.

Communication Outreach

Matt: Community outreach, how to inform, solicit (ask questions), presentation/advocacy.

Tom: Community involvement isn't 3 minutes at a microphone. What people want/think of their community.

MJ: Arrange with village associations.

Next Meeting

#4 review, #6, #7 on the 7/30 meeting

Cherry sheet, on the 8/13 meeting

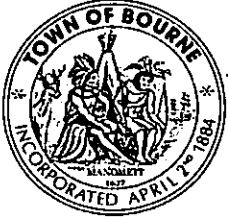
Facilitator: Steve for 7/30, Peter for 8/13

Matt made a Motion and it was seconded by Peter to adjourn.

With no further business before the committee, the discussion was adjourned at 8:17pm.

Respectfully submitted,

Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Monday, July 14, 2014
7:15 PM

Bourne Veteran's Memorial Community Building

The Finance Project Working Group will hold a joint public meeting with the Board of Selectmen, School Committee, and Finance Committee on Monday July 14, 2014 at 7:15PM at the Community Building.

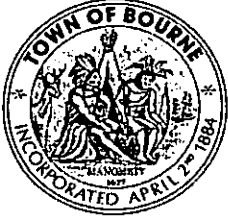
Meeting Facilitator: Stephen Mealy

1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Finance Project Working Group Update and discussion
4. Next steps
5. Update on Peebles School Project
6. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
July 10, 2014

2014 JUL 10 AM 10 02
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, August 13, 2014
6:30 PM

Bourne Veteran's Memorial Community Building

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

Meeting Facilitator: Stephen Mealy

1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Approval of Minutes from previous meeting
4. Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft.
5. Continued Discussion: Communication Outreach – suggestions on how to get input from the community
6. Continued Discussion: History of Free Cash, Stabilization and Reserve Fund History Review
7. Next Meeting TBD: Cherry Sheet – Peter Meier Meeting Facilitator
8. Future Meeting Agenda items – Tasks
9. Any other business that may legally come before the Task Force.
10. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
August 6, 2014

Future meeting topics:

Continued Discussion: Financial Policies TBD

Continued Discussion: Bond Rating Criteria and History TBD

2014 AUG 6 11 3 57
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Project Working Group
Meeting Minutes
August 13, 2014**

APPROVED

2014 SEP 25 AM 9 44
PRESENT: Peter Meier, Stephen Mealy, Kathleen LeGacy (arrived 6:45 pm), Matt Stuck, Mary Jane
Mason, Angela Fris, Davore (arrived 6:35 pm)

EXCUSED: Catherine Donnan

Also Present: Tom Guerino, Linda Marzelli, Jim Mulvey

Ann Gratis, recording secretary

The meeting was called to order at 6:33pm.

This meeting is being televised and recorded.

Steve Mealy is the facilitator of this meeting.

Minutes from 7/2/14: MJ made a Motion to approve, seconded by PM with all in favor.

MJ asked who did the minutes for the joint meeting? Asked for a copy for all committees involved so each can approve separately.

Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft:

A revised Budget and Town Meeting Calendar was distributed.

MJ: Tried to put things in as in the Charter or by day (1st Wednesday, as the dates will change). The date the FinCom report is supposed to be available to the public isn't always ready. Need to do some Charter review. Free Cash gets certified before the fall STM.

TG: It's a misnomer when we get the final cherry sheet. We get our numbers but they are subject to change.

LM: The 7/31 sheet is for the tax rate. If they change charter tuition, they don't update the sheet.

MJ: Fall last year, adjustments to tuition really affected from the prior year.

TG: Adjustments based on 7/31 FY15 sheet. We have to budget by that. Changes to the sheet, assessments change quarterly.

LM: December or March you'll see a change. We use the 7/31 sheet to budget for the upcoming year.

TG: The government budget proposes for locals, etc. The House budget may be different, the Senate could be different. The end of the budget session is the final sheet. Then it's voted and signed by the governor by 7/31.

MJ: Is there much change with the end of year number for students?

LM: Last year it changed a lot. Show what we went to town meeting with and what we use for our tax rate. Last year's sheet they didn't adjust. May not be what we receive. We generate the final sheet at the end of the year.

TG: Local aid stays the same, chapter 70 stays the same. The assessment side changes. There is a down trend coming.

MJ: we should do the State of the Town before November.

TG: The Jan. budget message gives a sense of town financial perspective. Sept./Oct. what is different? Broad based? Economic development, staffing, challenges, accomplishments or an abridged budget message?

MJ: Going into the budget cycle, everyone needs to be on the same page.

SM: After the first of the year we'll have the final overview of the fiscal year and how to prepare for next year.

MJ: Need to get a handle on how assessments work, understanding the flow of cash.

TG: one time reviews, stimulus money, special projects

RL: when the Fire Dept. and the Police Dept. get grants to hire, they have certain terms? At what point do we start building these numbers in?

TG: If a grant is not renewed, those positions would go away. A new grant will be applied for. The dispatch position will continue another 1-2 years through 911 funding. We start gearing up for the new budget in early September.

RL: So there is no long term budget impact.

MJ: Bylaw deadline. Needs to come out of the bylaws as we don't do it anymore (Charter). Fix dates during the next Charter review. Only have one set of instructions.

TG: We now provide the budget to FinCom and the Selectmen on the same date in joint session. It will take longer than 10 days to review and submit changes to FinCom.

MJ: FinCom many times makes recommendations at town meeting. Sometimes we can't tell if the Selectmen support or not. Need to see how they vote.

SM: Do a spreadsheet with the article numbers and how the vote went - BOS and FinCom.

MJ: Report of the auditor? When?

TG: Makes sense, haven't done one in a while.

MJ and SM will clean up the wording of the calendar.

Continued Discussion: Communication Outreach:

MS: 1.) Identify the kinds of processes we want to engage in. Prepare: inform people: common vocabulary, calendar, basic fundamental things, high points of the cherry sheet, revenue, debt, visual budget. A simple chart to hand out.

2.) Solicit: Learn from the community members. Tricky, we don't want to ask questions that are too broad. Focused, priorities specific.

3.) Presentation and advocacy. This group would act as an instrument.

RL: It would help to have what we have to do vs. what we choose to do.

KL: FAQs - management, budget, town meeting process. Put it on the website.

TG: The Town doesn't have a Face Book page, but some departments do (PD, Recreation). There are certain things by law that we have to do. People may not always know the intricacies of the operation layers. How do we get those FAQs out? As we move forward, there may be changes in what positions are or requirements are.

MS: I have lots of experience with surveys. Need to be very specific and don't do too early or it sets up people's expectations. If you haven't reached everyone, it's more of a vote. Have an independent company to do random ones. I think it would be better for us to do small group discussions. Surveys are scientific vs. quality discussion. When we know more how things look for our boards and committees then do it.

MJ: Value to set up village meetings?

TG: Examples – community visits, 1-2 days in each. Community forums – keep the focus limited. “tonight’s’ topic for discussion is _____.” Please come out and share ideas. Cost breakdown, how can we do better? How we set priorities.

KL: We go out to the community, there are other meetings going on all the time: civic, religious, etc. Might be a good way to start.

SM: We did something similar years ago and got mixed feedback.

KL: We have no solutions, more discussion than a solution to a problem.

MJ: Get a handle and plug into the long term projection, have a better idea of what we’re facing.

PM: 9 villages, all with different priorities.

SM: the voter handbook – overview, put on the website and update as the numbers change. Maybe a small questionnaire online. Update for the upcoming fiscal year. kick off to define why we are here tonight, etc.

LM: The ABCs of town meeting and the budget we can put on the web.

MJ: Can we show how we compare to other communities?

MS: The town does a good job stretching the budgets. People want technology at their fingertips. We may grow out of things too. What is the broad picture of FY16?

RL: The difference of how we think we are and how the tax payer things we are. People thing we waste all the money all the time.

SM: Compare Wareham, Falmouth, Bourne. Number of students, etc. Associate value people can see (Arlington website) will also tell us if we are off base as well.

TG: Staffing issues. Look at the towns of 15-30k people with similar complexities, not all towns have a landfill, or a DPW that does what ours do, villages, etc. I’m going to ask Department heads what their staffing levels were in 2003, 2008 etc. Many have stayed the same or have been reduced, new departments, etc.

MJ: Have in context a person and what they do. ISWM as an example. Priority based budgeting.

TG: We could get them here for round 1. Would be a good primer. If the town committed, would be in to it for midterm haul (3-7 year initiative) that can transform: service level, technology, if serious about as a community.

SM: Thinks having them come in is a good idea.

TG: No towns on the cape do it (priority based budgeting). It’s moving its way east but mainly Midwest.

SM: Is the committee interested? Would be about a 3 hour presentation.

TG: Set up 2 afternoons/evenings of sessions.

MJ: Zero based budgeting system. Every function is talked about.

TG: We use a modified zero base. We can’t start at zero. Priority based breaks down by program.

SM: Find someone/community that does this and have them come in instead of the company.

SM: Continue outreach to 2 meetings from now.

Continued Discussion: History of Free Cash, Stabilization and Reserve Fund History Review:

MJ: in the spreadsheets of the budget of that year and tax levy, some towns use the tax levy instead of a budget. (financial policy) We need to have a financial policy discussion. We don't 'really talk about free cash as reserves. Separate reserves, they way they do it and the flexibility built in. Not less than 10% etc. Fine tune our policy could help our town. Ours is based on the operating budget, show why we do it.

LM: Stabilization, free cash history, will start with these and break it down more.

Stabilization: always put \$50k in. 2008 built it back up. FY14 close out was at \$3,517,265. We don't use stabilization for the budget.

Free cash the last 5 years has been pretty high. \$1.2 million. If show an override, don't use the free cash to fund budget. Want to survive with the tax levy only.

SM: FY10-14 it grew to over \$2 million. 1% of the budget +/- . We have made the last override last. We can see the cause and effect if we lean away from free cash so we don't supplement then put it back in.

MJ: Arlington sets the money aside to supplement the budget. If we are in excess of policy, we should be able to use free cash.

TG: the override lasted 4 years longer than anticipated.

MJ: 1-2 years longer, now in-debting ourselves.

TG: We stayed within policy until now.

LM: We won't see the increase. Free cash has grown. Look at what we won't have next year (Ex: sales of properties).

TG: \$25k-\$50k for the centennial. Would that have occurred if our policies were set?

MJ: Don't want to be so constricting. We don't have the minimum of 10% with a goal of 12%.

TG: It's a way to borrow and pay back ourselves.

LM: Add excess revenue and turnback columns.

TG: This year we had to make adjustments because of the State.

LM: There is no policy as it relates to Capital. I'll break down the articles.

Next Meeting

9/10/14

Facilitator: Peter Meier

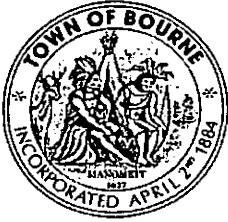
Future Agenda Topics: priorities of how to address for policy review; other communities, priority based budgeting; support from Tom to put together generic layout on the website.

PM made a Motion to adjourn, seconded by MS with all in favor.

With no further business before the committee, the discussion was adjourned at 8:20pm.

Respectfully submitted,

Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, September 10, 2014

6:30 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Peter Meier

1. Call to Order
2. Note of any Excused/absentee Task Force Members
3. Approval of Minutes from previous meeting
4. Discussion: Cherry Sheet – FY15, FY14 and trends
5. Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft. Finalize Recommendation for FY15 Calendar.
6. Next Meeting TBD
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
September 5, 2014

BOURNE, MASS
TOWN CLERK'S OFFICE
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Future meeting topics:

Priority Based Budgeting

Continued Discussion: Community Outreach

Continued Discussion: Financial Policies

Continued Discussion: Bond Rating Criteria and History

**Finance Project Working Group
Notes of September 10, 2014
Bourne Community Building
Bourne, MA 02532**

2014 SEP 25 PM 12 21
TOWN CLERK'S OFFICE
BOURNE, MASS

.....
Present: Matt Stuck, Mary Jane Mastrangelo, Rick LaVoie

Excused: Peter Meier, Stephen Mealy, Catherine Walton

Absent: Kathleen LeGacy

Also Present: Linda Marzelli

Public: Jim Mulvey

Note this meeting is televised and recorded.

Documents:

- Fiscal 2013 & 2014 Sources and Uses of Funds dated 9/9/14 – 10 pages
- FY2014 & 2015 Sources and Uses of Funds dated 9/9/14 – 10 pages
- Cherry Sheet Manual - 52 pages
- FY14 and FY13 Local Aid Estimates dated 7/5/13 – 2 pages
- FY15 Local Aid Estimates dated 9/10/14 – 2 pages

Informal discussion tonight with no action taken due to lack of quorum.

Note of any Excused/absentee Task Force Members

Excused: Peter Meier, Stephen Mealy, Tom Guerino and Catherine Walton/Absent: Katherine LeGacy

Discussion: Cherry Street – FY15, FY15 and trends – Linda Marzelli

Ms. Marzelli briefly reviewed FY2013 Cherry Sheet. The Governor's budget comes out in January and the House Budget comes out in April. State Aid should be budgeted as close to the prior year.

FY15 tax rate is a work in progress. Reconciling Adjustment is what needs to be balanced. Debt exclusion hasn't been finalized.

Mastrangelo briefly reviewed Local Aid Estimates for Education and General Government. Local Aid is an estimate and will change. You need to look at the assessment part in the total Sources and Uses.

FY15 Local Aid Estimates were briefly reviewed where Net Direct to the Schools is \$171,984 and Net to the Town is -\$273,065. Ms. Marzelli said if you look at off-budget expenditures, assessments are up so the net difference is about \$300,000 increase of charges to the town.

Mastrangelo said TA Guerino tried to explain why the town took a hit last budget season, which is because of the way the money flows. This will be put on the next agenda.

Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft. Finalize Recommendation for FY15 Calendar

Mastrangelo suggested getting the draft to the School. Mr. Stuck said he can add to the School Committee agenda for next week.

Next Meeting TBD

September 24, 2014 at 6:30 PM.

Future Meeting Agenda items – Tasks

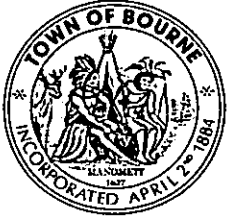
The agenda will stay pretty much the same.

Any other business that may legally come before the Task Force

None.

Meeting adjourned at 7:40 pm.

Respectfully submitted - Lisa A. Groezinger, sec.



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, September 24, 2014
6:30 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Peter Meier

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes from 8/13/14, synopsis 9/10/14
4. Discussion: Cherry Sheet – FY15, FY14 and trends
5. Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft. Finalize Recommendation for FY15 Calendar.
6. Next Meeting TBD
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
September 22, 2014

Future meeting topics:
Priority Based Budgeting
Continued Discussion: Financial Policies
Continued Discussion: Bond Rating Criteria and History
Continued Discussion: Community Outreach

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TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Project Working Group
Minutes of September 24, 2014
Bourne Community Building
Bourne, MA 02532

2015 JAN 6 AM 11 24
STUCK (arrived 6:40 pm)
BOURNE, MASS

Present: Peter Meier, Stephen Mealy, Kathleen LeGacy, Matt Stuck (arrived 6:40 pm), Mary Jane Mastrangelo, Chris Hyldburg

Excused: Rich LaVoie

Also Present: TA Guerino, Linda Marzelli

Public: Mr. Mulvey

Note this meeting is televised and recorded.

Documents:

- Fiscal 2013 & 2014 Sources and Uses of Funds dated 9/9/14 – 10 pages
- FY2014 & 2015 Sources and Uses of Funds dated 9/9/14 – 10 pages
- Cherry Sheet Manual - 52 pages
- FY14 and FY13 Local Aid Estimates dated 7/5/13 – 2 pages
- FY15 Local Aid Estimates dated 9/10/14 – 2 pages
- Draft Town of Budget and Town Meeting Calendar - 3 pages

Note of any Excused/absentee Task Force Members

Rick LaVoie is excused tonight.

Mastrangelo moved and seconded by Mealy to approve minutes of 8/13/14 as submitted. Vote 4-0-2. Abstentions from Mr. Hyldburg and Ms. Legacy.

Mastrangelo moved and seconded by Stuck to approve notes of 9/4/14. Vote 2-4-0. Abstentions from Mealy, Meier, Legacy and Hyldburg.

Discussion: Cherry Street – FY15, FY15 and trends – Linda Marzelli

Ms. Marzelli briefly explained manual.

2013/2014 Sources and Uses:

2014 what happens when begin process with what we think cherry sheet is and what actually is and make adjustments from there.

State Aid - actual and proposed numbers are different. We make up the difference in adjustments through other items. We increase local receipts to cover loss to make the tax rate balance.

New growth can change. There was an increase in assessments with less revenue which was part of the issue the town encountered last year.

Mastrangelo handed out sheets and discussed FY13 and FY14. Estimated local receipts were \$136,000 greater, but assessments were \$423,000 more which meant the town was down by \$287,000. The other

piece was that the school choice goes directly to the schools which was \$48,000 and made the town portion even less, which was more of a hit than the \$287,000.

Overlay reserve:

Offset as expenditure of \$500,000 is used for any abatements. Balances are carries forward. There is no policy set with regard to overlay reserve amount, it is estimated based on experience over the years.

Budget Cherry Sheet Governor's Proposed Budget:

The one that is usually available is the governor's budget when we went to town meeting. A lot of times revenues and expenses increase a little.

2014/2015 budget proposals

The cherry sheet shows a difference of assessments and with the increase of revenues puts the town is in the red. We are at a reconciling adjustment of \$285,000 which is unbalanced at this point. She will change any local receipt estimates she can do. The Town Assessor said new growth is up and up to \$452,000 and we budgeted \$100,000.

Meier asked about meal tax. Ms. Marzelli said she hasn't seen the receipts posted. If new growth didn't come in other than meal tax, we could be looking to reduce, but the shortfall will be covered by an increase in assessments.

Ms. Marzelli said there wasn't as much fluctuating between the net of the two in the past, but this past year there was such an increase in assessments. Local receipts are where they should be this year and it is good to have an increase and the growth. TA Guerino said there will be another Special Town Meeting in February.

Mastrangelo said the assessments are higher than in the Conference Committee. Ms. Marzelli said what goes on the tax rate could be totally different and change things due to student enrollment. It can change 2 or 3 times a year.

Stuck suggested accumulating a list of one time and recurring strengths and challenges we face each year. The immediate one time deal was with new growth. This will allow filling in enough details to draw our own conclusions in a general sense. This information will be what voters can understand and part of our communication.

Mastrangelo said when you look at FY13/14, estimated receipts was up \$136,000; total estimated charges total is \$423,000 and the net the town is getting is less. One of the things that happens with school choice receiving tuition goes to the schools, in 2015, the town ended getting \$273,000 less than it did in 2014. This doesn't become apparent until we are doing it now.

Ms. Marzelli said taking the funding from another source and getting the actual percentage of what will go up and is hard to figure out.

TA Guerino said we bring the estimated receipts that we put in conservatively; we take the flexibility out and raise local receipt estimates. We look at fee structures every couple of years and you can take all the local fees and add them all up and it doesn't make any dent in the budgetary issues we have going on.

Ms. Marzelli said the only difference is we are raising the Snow & Ice deficit on the tax rate. TA Guerino said that needs the vote of both the Board of Selectman and the Finance Committee to carry the deficit of Snow & Ice. Ms. Marzelli said most Towns do put the Snow & Ice deficit on the tax rate, but in the past Bourne has not.

Mealy suggested a set up a screen for viewers as we start to build numbers; even if it is simplified to allow individuals to understand why we anticipate a shortfall. A simple summary for this year to look at the numbers is beneficial to look at as well.

Mastrangelo said not only for sources and uses, but including receipts and assessments.

Ms. Marzelli said there will be a joint session in early October with the Board of Selectmen, the Finance Committee and the Schools for a review of where we ended up, where we are now compared to last year and what we can look forward to going ahead.

Meier suggested at said October meeting to include a summary of what we accomplished as part of our communication going forward.

Mealy suggested making a presentation and a short report of general recommendations/observations at Town Meeting. It is important to take advantage of that opportunity.

Continued Discussion: Review Financial Calendar for 2015 Budget Preparation Draft. Finalize Recommendation for FY15 Calendar

TA Guerino said Department Heads last week were instructed to show level service budgets and level funded budget going into FY16. He wants a historical look at FY equivalents 5-years back and going into next fiscal year.

TA Guerino said all job descriptions have been adopted by the Town Administrator. Classified issues will be before the Board of Selectmen for review and adoption sometime in November. The wage and class of Bourne is within high normal range, but Bourne is also a highly tenured community; we also have a lot of senior workers that are at the top of the scale compared to other communities.

Meier said it is the thought to not have step increases or grade increases for the next couple of years. TA Guerino said when we go into collective bargaining, we cannot make a blanket statement. We commence collective bargaining after the 1st of the new year which includes all LIUNA contracts, Bourne employees Association (BEA) and the teacher portion of the School Department. Fire and Police are up next year.

TA Guerino does not participate in the school collective bargaining; he or a representative is open to talk about revenue to relative comparisons or to provide support or information if requested.

Mealy moved and seconded by Meier to forward the 8/13/14 version of the Financial Calendar for FY 2016 Budget Preparation as final to the Board of Selectmen for review and possible adoption.

Mastrangelo said there will be a report out in February and would have some recommendations by then about what we need to do for FY16.

Mr. Mulvey suggested the Group obtain a schedule of for every town contract and expiration date. He suggested the Finance Director use the copies of FY15 budget and fill in items that have reasonable expectation.

FINANCE PROJECT WORKING GROUP VOTE: Unanimous vote.

Future Meeting Agenda items – Tasks

1. Financial Policies
2. Update on priority based budgets
3. Town Meeting presentation
4. List to go on the website

TA Guerino said ICMA where there is some east coast work, giving the cost of travel just as economical from Denver as from Western Pennsylvania; he would suggest do this before January as we will be in the thick of budget discussions and more joint sessions than have had in the past. ICMA just after Thanksgiving may be able to come and will try to facilitate.

Next Meeting/Agenda Items

10/15/14 at 6:30 pm. Ms. Mastrangelo will facilitate.

Ms. Mastrangelo requested TA Guerino to research information on contracted services for the town website and suggested looking at the Town of Abington website.

Ms. Mastrangelo will attend a workshop on Financial Policies held on 10/18/14 in Franklin.

Any other business that may legally come before the Task Force

None.

Stuck moved and moved by Mealy to adjourn. Meeting adjourned at 8:00 PM.

Respectfully submitted - Lisa A. Groezinger, sec.

**Finance Project Working Group
Minutes of October 7, 2014
Bourne Community Building
Bourne, MA 02532**

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TOWN CLERK'S OFFICE
BOURNE, MASS

Members of the Finance Project Working Group attended the Joint Meeting of the Board of Selectmen, Finance Committee and Bourne School Committee at 7:00 pm.

Present: Peter Meier, Stephen Mealy, Kathleen LeGacy, Rich Lavoie, Matt Stuck, Mary Jane Mastrangelo, Chris Hyldburg

Topics discussed at the meeting were:

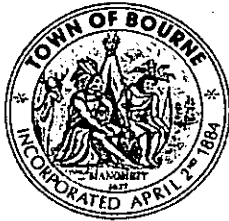
1. Mass School Building Authority process and progress update.
2. Report of the Financial Planning Working Group
3. FY 14 close-out report – Finance Director/Town Administrator
4. Other Post Employment Benefit (OPEB) discussion
5. Uncompensated Absence Discussion

No votes were taken.

The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Mary Jane Mastrangelo



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, October 15, 2014

7:00 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Mary Jane Mastrangelo

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes from 9/24/14, 10/7/14
4. Discussion: Financial Policies
5. Discussion: Report to Town Meeting
6. Next Meeting TBD
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

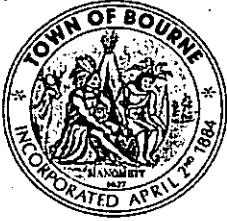
OWN CLERK'S OFFICE
BOURNE, MASS
OCT 10 PM 2 24

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
September 22, 2014

Future meeting topics:

Priority Based Budgeting
Continued Discussion: Financial Policies
Continued Discussion: Bond Rating Criteria and History
Continued Discussion: Community Outreach



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, November 5, 2014

6:30 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Linda Marzelli

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Discussion: OPEB - Kathleen Riley from Segal
4. Next Meeting TBD
5. Future Meeting Agenda items – Tasks
6. Any other business that may legally come before the Task Force
7. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
November 3, 2014

Future meeting topics:

Priority Based Budgeting

Continued Discussion: Financial Policies

Continued Discussion: Bond Rating Criteria and History

Continued Discussion: Community Outreach

2014 NOV 3 PM 2:26
TOWN CLERK'S OFFICE
BOURNE, MASS

**Finance Project Working Group
Meeting Minutes
November 5, 2014**

PRESENT: Peter Meier, Stephen Mealy, Kathleen LeGacy, Mary Jane Mastrangelo, Chris Hyldburg

EXCUSED: Matt Stuck, Rich LaVoie

Also Present: Tom Guerino, Linda Marzelli, Karen Girouard, Mike Ellis, Kathleen Riley, Bill Scotti

Ann Gratis, recording secretary

The meeting was called to order at 6:30pm.

This meeting is being televised and recorded.

Linda Marzelli is the facilitator of this meeting.

Other Post Employment Benefits (OPEB)

Kathy Riley gave a PowerPoint presentation. We do a lot of work with towns on the Cape. This was done in 2012 for use in the 2014 statement. 45 employers disclosure.

MJ: if in a private plan, do employees get disclosure – Tom: no.

Kathy: Account of all benefits for long-term budgets. The theoretical and actual dollars you have set aside. Assumption: how long will you live? Age, service, etc. OPEB – health challenge, it's utilized differently depending on circumstances. We look at past claims, medical inflation, etc. (higher interest rate, lower liability). There is no requirement to fund.

SM: Different assumptions for Bourne from what they're doing in other parts of MA.

Kathy: a portion of premiums you pay, demographics, etc. Can't use the same premiums for retirees as active. Usage increases over time. Anyone with Medicare in MA controls the town costs.

Trend assumptions: Set by a health actuary, the balance of what's going on in all plans vs your plan.

TG: When you lay a trend on the percentages, that's why it increases.

Kathy: Expect there to be a 7% reset. Not as high as in recent years.

Liabilities: Depends on the source/assets and expected return on those. If funding, expected return on the. Short terms in the 4-4.5% range.

MJ: What is considered assets?

Kathy: free cash, stabilization. All cash assets.

Funding OPEB:

You don't have to have the assets set aside, just a policy to do that.

MJ: what does Fully Funded mean?

Kathy: Annual required contribution at 7.75% discount rate.

CH: is it required to be operated by a specific company? Kathy: SRBTF or other.

2014 NOV 20 PM 3 08
TOWN CLERK'S OFFICE
BOURNE, MASS

KG: We have OPEB set up. The rest of the money is in a trust fund. The policy is ready to go, just needs to be adopted. We have \$200,000 in Rockland Trust.

Kathy: If when we do our next evaluation, the money will be considered the first contribution.

SM: The funding policy is the next step.

KG: Funding and investment policies should be done together. There is some ambiguity as who can be trustees. I'll research.

SM: Have other towns done this? - Yes

Kathy: Nobody is fully funded for OPEB yet.

LM: If it will help with our next evaluation, we need to get it done.

Kathy: We will be working on this over the winter.

KG: The investment policy is done. I have a sample trust document ready to go. We may use HR, the treasurer, or town counsel as the trustee. Many towns use the treasurer.

CH: Does this need a town meeting vote?

TG: No. The Board of Selectmen have a procedure to adopt policy.

MJ: The funding policy is the hard part.

KG: We are not mandated to do it, but there is pressure to start. Everybody's doing it differently.

Kathy: People have asked if it affects the bond rating. Only if partially funded.

LM: How do we know where to invest?

Kathy: That's why you talk to Rockland, Bartholomew, etc. they have professional investors.

KG: State law says what we (the Town) can invest in. M.G.L. has OPEB policies too. Typically with municipalities it's very conservative. Money of this magnitude has to be invested.

Kathy: Cash restrictions don't apply to OPEB. Can be much more aggressive and have a diverse portfolio.

KG: Rockland Trust has offered to do a presentation to the FPWG too.

Pg. 13: Adjustments done at the beginning of the year and are 4% a year based on payroll increase to be fully funded.

Pg. 14: 30 year keeps ARC longer. We just shift your budget around between active and retirees. Liabilities grow if you do nothing.

TG: if health benefits vs. pension benefit goes to Medicare at 65 retired, I don't understand the jump.

Kathy: Because you offer a medical supplement plan. Police and Fire retire between 50-55.

TG: There are still more non public safety that can retire out, many in town hall. Why seeing this and not less than a gap.

MJ: Self insured vs. GIC. If everyone went GIC when they retired, only have premium costs and not claim costs.

Kathy: That's why you get stop gap insurance for non Medicare only. Employees only need 10 years to vest. When they collect retirement they can get OPEB benefits.

KG: If the health plan changes midyear can we adjust? - yes

Pg. 18: Impact on financial statements. Accounting standards are changing. FY17/18 you'll have to report the whole, not a slice on statements.

MJ: 80 communities got increases in their bond ratings. Some states (like Mass.) use the property tax as the main revenue source and it's a very stable source. Many other states use sales tax as the main revenue source. If we put money aside in the OPEB fund, how/when can we use it?

Kathy: If you adopt a 30 year funding schedule, the ARC and benefits are both growing. That's when you start seeing the savings.

TG: Bonding policies: stick to what they are. Does the same rule apply? Should we make an aggressive or less aggressive policy? Will we be impacted because we aren't sticking to our policies? We have to do something, there is a long-term obligation we have to address.

TG: Looking to borrow, trading OPEB liability for debt service.

Kathy: The state has allowed a couple communities to fully fund the account, but at this time nobody is fully funded.

KG: The funding part of OPEB is still new and we are still investigating. Towns are looking at massive liabilities. Doing something is better than doing nothing.

MJ: We have put aside money for the pension, not money for health benefits.

SM: Any thought to put outside the 2 ½% limits?

Kathy: The money used after you're fully funded, if for OPEB you could use for retiree health benefits before 30 years.

MJ: Claims cost vs GIC cost?

KG: No information. Not released by the GIC. Self funded is totally different. The schools don't report.

MJ: Can we make retirees go into the GIC to control the cost?

KG: we are trending cost-wise better. To move to GIC will increase at the beginning then level out. The state can negotiate a better rate than us.

Kathy: You can't move just retirees into the GIC, would have to be everyone.

LM: Thank you Kathy for your time and presentation.

TG: Priority based budgeting: trying to coordinate schedules, will know next week, looking at December.

Next Meeting

11/19/14 at 7pm

Facilitator: Matt Stuck

Agenda Topics: Long term projections

SM: Can we do 3 budgets? 1) anticipated funding with no free cash; 2) if level funded next year, what would the impact be? 3) if level serviced? This will give us a good basis for funding methodology.

LM: 1 and 2 are easy to come by.

SM: We can't determine funding capabilities without knowing. We have last year's free cash info. How to adjust the operating budget to meet the needs.

MJ: Needham; look at what revenue increases each year about 4%, that's what they base their budget on.

SM: Really looking at revenue, not budget.

MJ: Long term projection.

BS: Discussion with OPEB liability by utilizing insurance against the lives to help fund the plan. Purchase life insurance over time, cash value can be considered reserve. Structure it in a way that over the lifetime of the policy, at their passing, it funds the trust.

TG: Need to look at legalities.

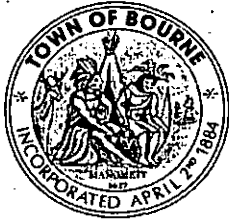
MJ: Corporations do it for pension liabilities.

PM made a Motion to adjourn, seconded by SM with all in favor.

With no further business before the committee, the discussion was adjourned at 8:37pm.

Respectfully submitted,

Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, November 19, 2014

7:00 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Matt Stuck

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings
4. Discussion/Recommendation: Long Term Financial Plan
5. Discussion/Recommendation: Visual Budget
6. Next Meeting TBD
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
November 16, 2014

Future meeting topics:
Priority Based Budgeting
Continued Discussion: OPEB
Continued Discussion: Financial Policies
Continued Discussion: Bond Rating Criteria and History
Continued Discussion: Community Outreach

2014 NOV 17 AM 10 57
TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne Financial Planning Work Group Meeting
Minutes of November 19, 2014
Bourne Veteran's Community Center
Buzzards Bay, MA 02532**

2015 JAN 6 AM 11 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Peter Meier, Stephen Mealy, Mary Jane Mastrangelo, Matthew Stuck, Rhis Hyldborg, Rich LaVoie and Kathleen LeGacy

Also present: TA Guerino, Financial Director Linda Marzelli

Meeting Facilitator: Matthew Stuck

Call to Order

7:00 pm by M. Stuck.

Approval of Minutes from 11/5/14

Mealy moved and seconded by Meier to approve the minutes of 11/5/14 as submitted. Vote 5-0-2 (Stuck and LaVoie abstained).

Discussion: Long Term Financial Plan

MJ – suggested looking at trends: Revenues; State Aid; Local Aid; Available Funds; and Expenditure trends.

Ms. Marzelli reviewed the Long Term Financial Model.

LM – the Tax Levy is standard from the previous year. Excluded Debt Service was added (Community Bldg and part of the DPW). The Cape Cod Commission Tax is a tax we can add on to the Tax Levy; Snow & Ice Deficit in FY15 added this year. The Tax Levy starts at the Levy ceiling with \$39,825,000; added are 2.5%, (New Growth) and the Debt Excluded amounts.

MJ – we have to discuss what we have control over and what we don't have control over. She would like to see the history of total growth in revenue.

SM – suggested adding a column in the report to reflect the trends.

LM - State Aid reviewed for the Schools and the Library. Chapter 70 trend is moving upward. Local Receipts have been up and down and we should look at what is driving this trend (DNR driven by the gas sales, Motor Vehicle excise tax). Available Funds (ConCom receipts, PL874 – Federal Funding, CPA Debt Services for CPA projects, close out Articles for Town Meeting budgets for example) are items generally set. The Host Community Fee is the is received from the landfill. Expenditures is all the budgets combined (including Debt Funded). Assumed Rate of Growth (either to reduce salary or expenses as this includes salary increases). Salaries General Government will be corrected. TG suggested adding \$91,000 to that figure. Shared Costs (Cherry Sheet offsets, Articles for Reserve Fund of Elected Officials), Health Insurance will continue to rise (County Retirement).

SM – Pothole money is being counted upon every year; this should be part of the analysis.

MJ – Revenue Summary for FY15 is less than FY14 by \$9M. LM said everything we did in Town Meeting was included.

MJ – would like to see Revenue that doesn't include borrowing. She would like to see the Capital Budget that should be aside from borrowing. What is Revenue for operations not including borrowing?

SM – we should identify what we want to include in another spreadsheet still adding up to the same numbers (Revenues and Expenditures for primarily for operations for example).

MJ – when we talk about Fiscal Management Policy and Guidelines, the General Fund Operating Budget – what is that number in here? TG said the town budget without ISWM, Sewer and some other extraneous budgets is calculated by taking the \$56M x 5 (or 7). LM - Assessments are not included.

MJ – take some borrowing out, you get a better handle on what we are operating on.

LM – this is where we stand without taking out any Free Cash.

MJ – the last override, looking at Free Cash for Capital, nothing was plugged in. LM said that has to be a policy and not her decision to put in there.

MS – we need to define the Assumptions for not only Growth Amount, but we need a list of concrete Assumptions in front of us. We need to identify things we want to explicitly say and with that we can say if valid or not.

LM - The Sources and Uses mirrors in a condensed form. SM we may need to do a layover of what LM is already maintaining.

MJ – would like to see what are the Sources and Uses are including and not including.

MS – we should capture cumulative impacts to Gaps and Services that have grown over time or created and sustained (Or sub-planted but not supplemented per TG). We need a couple of volunteers of the group to better define the baseline formatting and for some Assumptions in various growth categories (or losses) to address grants used for the operating budget. MJ and SM volunteered.

MJ – this discussion will impact the Operation Budget for FY17.

Discussion: Visual Budget

MJ – the Arlington Visual Budget is something she feels we can look into for Bourne and is looking for feedback from this group. TG said Stat Net is another program.

SM – suggested the group spend time to go to the Arlington website and at the next meeting decide what the group wants to do and then perhaps if appropriate, a volunteer visit Arlington for further review.

MS – for our next meeting we should review website VisGov.com and other related towns using the application. Also the GFA award criteria to see what information would be useful for us.

Future Meeting Agenda Items – Tasks

Community Outreach

Visual Budget

Distinguished Budget/GFOA Criteria

Next Meeting TBD

12/10/14 at 7:00 pm.

Any other business that may legally come before the Task Force.

None.

Adjourn

Lavoie moved to adjourn and was seconded by Meier. Meeting adjourned at 8:39 PM.

Unanimous vote.

Respectfully submitted - Lisa Groezinger, sec.



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, December 10, 2014

7:00 PM

Bourne Veteran's Memorial Community Building

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

Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Meeting Facilitator: Chris Hyldborg

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings
4. Discussion: Visual Budget
5. Discussion: Distinguished Budget/GFOA Criteria
6. Update on Clark University/Southborough Survey – Tom Guerino
7. Update on Growth Assumptions – Tom Guerino
8. Future Meeting Agenda items – Tasks
9. Any other business that may legally come before the Task Force.
10. Adjourn

2014 DEC 8 PM 12 18
TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
December 8, 2014

Future meeting topics:

- Priority Based Budgeting
- Continued Discussion: OPEB
- Continued Discussion: Financial Policies
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Community Outreach

**Bourne Financial Planning Work Group Meeting
Minutes of December 10, 2014
Bourne Veteran's Community Center
Buzzards Bay, MA 02532**

2015 JAN 6 AM 11 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Peter Meier, Stephen Mealy, Mary Jane Mastrangelo, Matthew Stuck, and Kathleen LeGacy

Member(s) excused: Chris Hyldburg and Rich LaVoie

Also present: TA Guerino, Financial Director Linda Marzelli

Meeting Facilitator: Peter Meier

Call to Order

7:00 pm by Peter Meier

Note of any Excused/Absent Task Force Members

Meier moved and seconded by Meier to excused members. Unanimous vote.

Approval of Minutes from 10/15/14

Stuck moved and seconded by LeGacy to approve the 10/15/14 as submitted. Unanimous vote.

Discussion: Visual Budget

MS – the software was good; it is easy to pick up in the aggregate. Given limited cost with the help of technical support, this should be a strong candidate. Interactive causes people to spend more time reviewing.

MJ – a good way to communicate. If you plug in what you paid in taxes, there is a breakdown of where your money went.

SM – asked about the help section. MJ said it was self explanatory.

MJ – she would like to know how many people have gone into the website (Arlington) and get their feedback.

PM – wondered if there were other systems out there. TG said there are a number of programs but this may be the best use for citizenry.

SM – the more information easily understood, presented and obtained by the residents the better. The two programs are: Visual Budget and Stat Net.

MJ – Visual Budget is \$3,000 for the start-up kit. The maintenance is \$1,200 a year to update but need IT to download town data into the system.

MS – the challenges are the different kinds of spending. There is more work in tailoring for our town and being consistent. He asked if there is a “ticker”.

MJ – the first 20 towns to be included with the grant will have the next 3 years of service. She feels it is worth looking into further.

SM – feels the BOS can carry the recommendation with the endorsement of Linda Marzelli and Tom Guerino.

MJ - 6 months is the roll out period.

SM – will gather information and submit data collected. TG suggested he and SM go to Arlington to discuss the program. LM suggested talking to Cohasset.

TG – Bourne has to move toward this data driven information.

Discussion: Distinguished Budget/GFOA Criteria

MJ – distributed the Northborough budget by email. The Northboro presentation is 450 pages. She wanted a brief discussion of the criteria to present the budget and see if it meets some or all of this criteria. Since we don't really present the budget to the public, are we doing what we should be doing? Are we doing it in a way that we and the public can understand?

MS – the main highlights of the criteria for what an excellent budget looks like: policy document; financial plan; operations guide; and communications device. There are 14 actual checkmarks to be evaluated for the Excellence Award. If we used that as a guide to share with the public, it would get rid of a lot of the mystery and anxiety.

MS – we need to take these criteria and turn into something to make a recommendation to the BOS and TA. There could be a way to pull together.

TG – how do we present what we do in this kind of format? How do we partition the time to make it beneficial while we continue the operation?

SM – look at the written list and state we are already doing “x”; we can do “so and so” and then do something to address the other.

MS – volunteered to assemble what fits in the 14 criteria as quick notes to give to the group for the next meeting.

TG – this will help us to tell our story. We are letting the people know what our efforts are on their financial contributions.

MJ – when is it appropriate to have the budget? How do you see us using this kind of budget presentation. What pre-budget message are we looking at?

TG – the first year is business as usual but the second year you get assumptions based on historical data and plug in and anticipate. Mid-year you do a public check-in. This is where we are at and here is where we think the pressure points are. We have a big impediment and we have to deal with it if the cuts don't come back.

SM – the Selectmen, School Committee and the Finance Committee separately can all review the Budget Summary for more exposure.

MJ – this is the community outreach we have been talking about.

TG – we have to do the old “boots on the ground” as well as the new discussions (cable TV shows for example).

Update on Clark University/Southborough Survey – Tom Guerino

TG – provided a copy of the survey. The objective of the survey was to ask the citizens what they expect from the town and what is their own participation in the town.

MJ – there were codes for the people who filled out the surveys. She briefly read some of the survey questions.

MS – we can formulate discussions from surveys, but we can over-mind our cause.

MJ – she liked the service-specific questions in the surveys; it tends to give you more information.

TG – the Survey was well received by the public.

PM – requested to continue discussion to the future agenda item for follow-up.

MJ – asked the group to review the survey and ask what information would we want to get from the survey? What would be important?

Update on Growth Assumptions – Tom Guerino

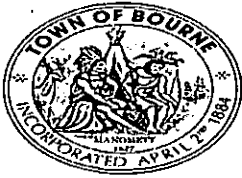
TG – asked how do they get to these assumptions (4% a year) for income? He was told it was 25 years of data; it is historic and this is what we can do; we are in a different position.

MJ – if you look at the overall rate of growth, Bourne's range is between 3.01% - 3.8%.

MS – what is the offline discussion take-a ways?

MJ – we want the financials, assumptions and the financial process of the financial model.

Future Meeting Agenda Items – Tasks



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

2014 JAN 2 PM 3 32
John A. Coffey
Health Agent

**TOWN CLERK'S OFFICE
BOURNE, MASS**

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

January 8, 2014

Time:

7:00 P.M.

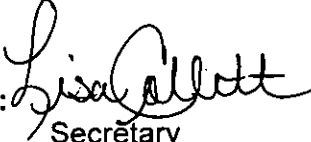
Place:

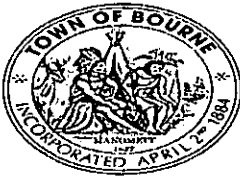
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 55 ROCKY POINT RD – Rick and Lori Spilhaus – Request variance for proposed horse stable -
2. 55 HEAD OF THE BAY RD – Brian Ciccariello – Request reduction in septic testing from quarterly to annually -
3. 30 PRESIDENTS RD - Brian Grady of GAF Engineering for Jerome & Patricia Cura – request Variance/Waiver for proposed additions/renovation -
4. APPROVE THE MINUTES FROM THE MEETING DATED NOVEMBER 13, 2013
5. APPROVE THE MINUTES FROM THE MEETING DATED NOVEMBER 18, 2013

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: January 2, 2014



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



2014 JAN 2 PM 4 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

January 8, 2014

Time:

7:00 P.M.

Place:

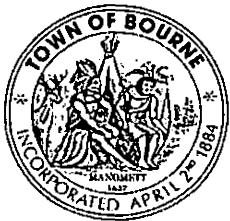
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

"AMENDED" AGENDA ITEMS:

1. 49 ROCKY POINT RD - Rick and Lori Spilhaus – Hearing regarding Stable License and request variance for 6 horses –
2. 55 ROCKY POINT RD – Rick and Lori Spilhaus – Hearing regarding stable license
3. 55 HEAD OF THE BAY RD – Brian Ciccariello – Request reduction in maintenance inspections for alternative septic system from quarterly to annually -
4. 30 PRESIDENTS RD - Brian Grady of GAF Engineering for Jerome & Patricia Cura – request Variance/Waiver for proposed additions/renovation -
5. APPROVE THE MINUTES FROM THE MEETING DATED NOVEMBER 13, 2013
6. APPROVE THE MINUTES FROM THE MEETING DATED NOVEMBER 18, 2013

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: January 2, 2014



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532



Cynthia A. Coffin
Health Agent

MINUTES January 8, 2014

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent; Terri Guarino, Health Inspector, and Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M by Vice Chairman, Stanley Andrews.

- 1) **49 Rocky Point Rd – Rick and Lori Spilhaus – Hearing regarding Stable License and request variance for 6 horses** – Mr. Spilhaus presented the green cards for proof of abutter notification. Ms. Coffin wanted to make an opening statement about the first two items on the agenda and why there was an amended agenda. Ms. Coffin stated that the applicant wants to have horses at 49 Rocky Point Rd. In addition is also is requesting another license to have alpacas at 55 Rocky Point Rd. Since the Board of Health regulation requires that anyone obtaining a barn/stable license must have a hearing before the Board of Health before said licensure, she put both items separately on the agenda as they are two separate properties. Ms. Peterson arrived to participate in the discussion. Mr. Spilhaus stated that he is requesting a variance to go from two horses to six horses. He is constructing a six stable barn. He is moving from Falmouth and already has the six horses. Ms. Coffin asked if Mr. Spilhaus has a plot plan and he presented that to the Board. They have already been before Conservation Commission to add more pasture area. He already owns #88 Rocky Point Rd, which is an additional 6 acres of pasture. There is also another 9 acres in ownership. There was a description of the location of the property. There are 4 and ½ acres on 49 Rocky Point Rd. #55 is 3 ½ acres. There will be no boarding or lessons. All the horses are privately owned. Ms. Peterson discussed that the manure management plan submitted states that the manure will be removed at least once per week. She asked Mr. Spilhaus if he had a written contract with someone to that affect. Mr. Spilhaus said that he does not have anything in writing but in Falmouth this is the existing procedure. They either take it to the disposal sites or it gets picked up by Peach Tree Farms. The other alternative is Blacksmith Shop Farm. Mr. Spilhaus stated that he generally puts the waste in metal garbage cans, but he does dispose of it weekly. Ms. Peterson still had

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TOWN CLERK'S OFFICE
BOURNE, MASS.

concerns about the manure and that there was not a written contract for the manure disposal. She is concerned about possible odors in the future. Mr. Spilhaus stated that he understands if there was a complaint that there will be an issue but feels it could be addressed at that time. Mr. Barlow reiterated the concern and just wants to make sure that Mr. Spilhaus understands that the manure has to be taken care of. Ms. Peterson asked Mr. Spilhaus to sign and date the manure management letter he submitted. **Ms. Peterson made a motion to approve the request from Rick and Lori Spilhaus for a variance from the Board of Health stable regulations to allow the applicant to have six horses at 49 Rocky Point Rd. Ms. Peterson referenced the plan dated August 5, 2013 and received by the Board of Health on December 20, 2013 for the barn and resident for Rick and Lori Spilhaus, and the manure management plan submitted. She stated that there was more than enough acreage to allow this variance. Mr. Barlow seconded the motion. It was unanimous.**

- 2) **Mr. Andrews turned the meeting back over the Ms. Peterson. The next item for discussion was 55 Rocky Point Rd – Rick and Lori Spilhaus – hearing regarding a stable license.** Mr. Spilhaus stated that there is also request a barn for alpacas. The alpacas do not require a barn but do require wind protection. They are outdoor animals. On 55 Rocky Point Rd there is a small pen area. They are kept in electric fenced pastures. Right now there are four alpacas. In the spring there may be more if there are babies. He is requesting for approval of up to 10, he believes. The manure management plan is the same. Mr. Barlow wanted to amend the previous item but Ms. Coffin stated that they are two separate properties even though they are owned by the same people. He is requesting two separate properties. Mr. Barlow withdrew his amendment. **Mr. Barlow made a motion to approve the request for a stable license for 55 Rocky Point Rd and to allow up to 10 alpacas on the property with a condition that the same manure management plan, as was submitted for 49 Rocky Point Rd, be followed for this property. Mr. Andrews seconded the motion. It was unanimous.**

- 3) **55 Head of the Bay Rd – Brian Ciccariello – Request reduction in maintenance inspections for alternative septic system from quarterly to annually.** Mr. Ciccariello stated that he would like to reduce the maintenance inspections from quarterly to annually since the house is only seasonal. The house is only used 8-10 weekends per year. Ms. Coffin stated that the effluent sampling has been completed. Mr. Andrews asked what the results of the testing had shown and Ms. Coffin stated that the parameters had been met except for one testing period and the next test showed compliance with the 19 mg/l. Ms. Coffin stated that the required two times per year for two years effluent sampling has been completed. Mr. Ciccariello is now asking that the maintenance inspections be reduced from quarterly to annually. The quarterly maintenance includes a field test required by DEP. Ms. Coffin told the Board that the DEP does not require any effluent sampling and the Town decided at one point to accept the twice per year for 2 years sampling of effluent. The maintenance inspections are just to

check for the functioning of the system. Ms. Peterson stated that the Board gave a very large variance for this project and had initially only wanted a two bedroom house there but did allow a three bedroom dwelling. Mr. Barlow stated that the abutting cranberry bog is being increased in size and he has concerns. Mr. Andrews is not comfortable with a once per year maintenance inspections. Mr. Barlow asked if two inspections per year could be allowed, one in the spring and one in the fall. Ms. Coffin stated that in general the Board has only allowed a reduction to three times per year. The past reductions have been that the system be inspected one month before occupancy, once during mid- occupancy and once just before the house is vacated. Ms. Peterson said that she reviewed the records and the last seasonal house that requested the reduction did show that there was not really any occupancy off season. Mr. Ciccariello stated that their bills are a little higher because they keep the house heated to 50 degrees even when they aren't there. Ms. Peterson said that she has issues with these requests for reduction because the installation of these systems are offered at the time when applicants want variances but once approved then the applicants don't want to adhere to the approved testing or maintenance. She understands that there are financial concerns. She does not want to see things being reduced to once per year. Mr. Barlow said that the alternative system was offered to get the variance and the Board did grant that variance in a very critical resource area. Ms. Peterson stated that she cannot agree to once per year maintenance. She is willing to look at three times per year as the Board has done before. Mr. Andrews agrees and said that he would like to see it reviewed annually with the utility bills being submitted each year. The Health Agent can review the electric and water bills and if there is no change the reduction to three can be continued. Mr. Barlow asked if three inspections every four months would be appropriate. It appears that the house is kept heated so occupancy at any time is possible. The Board wants to be sure that the system is operational in case the house is occupied any time during the season. It was discussed that even if the system is not receiving flow it could still be operational. Mr. Ciccariello stated that this year's bill would be about 800 dollars for the year. Mr. Barlow stated that if the house was on sewer the cost would be comparable. **Mr. Andrews moved to approve a reduction in the maintenance for the alternative septic system at 55 Head of the Bay Road from four times per year to three times per year. Said inspections to be equally spaced and that annually bills for the electric, water, and gas will be submitted to the Board for review. The Health Agent has the authority to review the bills and as long as there is no change the reduction can continue. If there is any change it will be brought back to the Board. Mr. Uitti seconded the motion. It was unanimous.**

- 4) **30 Presidents Road – Brian Grady of GAF Engineering for Jerome & Patricia Cura – request variance/waiver for proposed additions/renovation.** Mr. Grady presented the proof of abutter notification. He stated that the applicants want to make alterations to the existing dwelling and would like to continue to utilize the existing septic system. The existing system is located approximately 60 feet to an isolated wetland area, but there are no bordering

vegetated wetlands or water bodies within the 150 feet. At the front of the house there will be a small 4' x 10' addition on a crawl space that will be 6 feet to the existing septic tank and 14 feet to the existing leaching facility. The home will remain a three bedroom home. The addition in the front will expand the den which meets the definition of the bedroom. Windows are being relocated. Most of the addition will be for the garage. There will also be the addition of a front entry foyer, an increase in the dining area, a half bath, and hallway but this is minimal. The bedroom area is increasing by 50 sq. ft., which is a 15% increase. The non-bedroom square footage increase is 169 sq. ft. which is approximately a 34% increase, but the bulk of that increase is the garage itself. Mr. Andrews asked Ms. Coffin the age of the system and the last inspection. Ms. Coffin stated that the system was installed in 1989. It consists of a 1000 gallon septic tank and two flow diffusers. She did inspect the system in November and the system was dry and fully functional. Mr. Grady stated that the house is currently occupied year round. Ms. Coffin states that the house does have heat. Mr. Grady stated that the project is going before the Conservation Commission tomorrow night. Ms. Peterson asked why the project did not go before the ConCom before they came to the Board of Health. Ms. Coffin stated that she did not think it was an issue since the request is for a waiver for an existing system and not for the installation of a new one. Mr. Grady stated that the wetlands is isolated and is from the drainage of the surrounding homes. Mr. Barlow asked Mr. Grady if the applicant would be uncomfortable with a three bedroom deed restriction. Ms. Bonoli was in the audience and wanted to clarify that the addition on the front of the house would be on piers and that there would not actually be a crawl space. **Mr. Uitti made a motion to approve the waiver to continue the use of the existing system for proposed renovations to 30 Presidents Road, Jerome & Patricia Cura with the condition of a three bedroom deed restriction. The structural plans are dated received Jan. 2, 2014 and the site plan is dated received the same date. Mr. Andrews seconded the motion. It was a unanimous vote.**

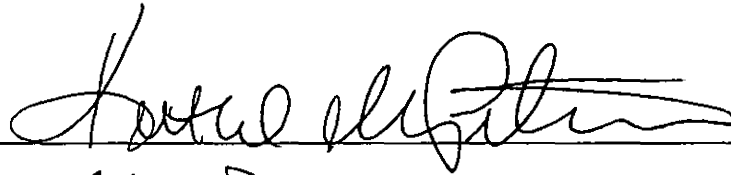
5. **Approve the minutes from the meeting dated November 13, 2013. Mr. Uitti made a motion to approve the minutes. Mr. Andrews seconded the motion. It was unanimous.**
6. **Approve the minutes from the meeting dated November 18, 2013. Ms. Mastria made a motion to approve the minutes. Mr. Uitti seconded the motion. The vote was four to approve with one abstention.**

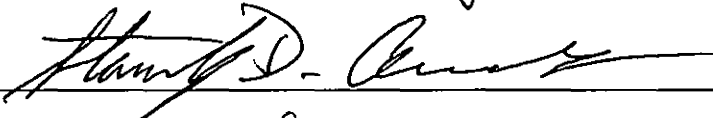
Mr. Uitti made a motion to adjourn. Mr. Andrews seconded the motion. It was unanimous and the meeting adjourned at 7:46 P.M.


Respectfully taped by

Lisa Collett
Secretary

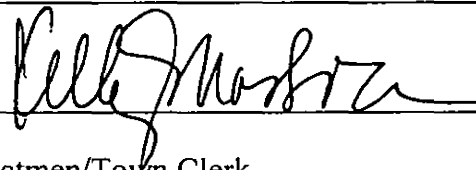
Typed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson 

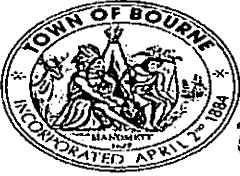
Stanley Andrews 

Galon Barlow 

Don Uitti 

Kelly Mastria 

cc Board of Selectmen/Town Clerk



2014 JAN 16 PM 2:13
TOWN OF BOURNE
BOARD OF HEALTH
TOWN CLERK'S OFFICE
BOURNE, MASS
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

January 22, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. 10 JEFFERSON RD – Barbara Frappier for Mr. & Mrs. Paul Poirier – Request waiver for proposed renovations -
2. LOBSTER TRAP – Don Bracken – Review the status of the septic system replacement -
3. APPROVE THE MINUTES FROM THE MEETING DATED DECEMBER 11, 2013

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: January 16, 2014



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 JAN 21 PM 1 56
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

January 22, 2014

Time:

7:00 P.M.

Place:

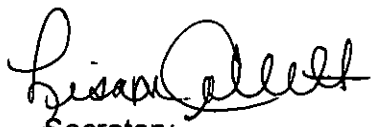
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

**CANCELLED
DUE TO
BLIZZARD WARNING**

1. 10 JEFFERSON RD – Barbara Frappier for Mr. & Mrs. Paul Poirier – Request waiver for proposed renovations -
2. LOBSTER TRAP – Don Bracken – Review the status of the septic system replacement -
3. APPROVE THE MINUTES FROM THE MEETING DATED DECEMBER 11, 2013

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: January 21, 2014



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 FEB 6 PM 1 57
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

February 12, 2014

Time:

7:00 P.M.

Place:

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

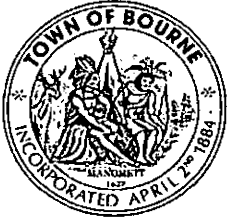
AGENDA ITEMS:

1. 10 JEFFERSON RD – Barbara Frappier for Mr. & Mrs. Paul Poirier – Request waiver to continue use of existing septic system for proposed renovations -
2. LOBSTER TRAP – Don Bracken – Review the status of the septic system replacement –
3. 40 WENAUMET BLUFF DRIVE – David R. MacLean for John & Lori Ricciuti- Request for variance from 150 foot setback regulation to install Title 5 system for demo and rebuild
4. DISCUSS AND VOTE TO SEND FORMAL LETTER OF INQUIRY TO TOWN ADMINSTRATOR REGARDING DELAY IN HARVEST POWER NEGOTIATIONS
5. APPROVE THE MINUTES FROM THE MEETING DATED DECEMBER 11, 2013
6. APPROVE THE MINTUES FROM THE MEETING DATED JANUARY 8, 2014

cc Board of Selectmen/Town Clerk

Signed:
Title:
Date:

Cynthia A Coffin
Agent
February 6, 2014



Cynthia A. Coffin
Health Agent

2014 APR 11 AM 11 54
TOWN CLERK'S OFFICE
TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532



MINUTES
February 12, 2014

Members in attendance: Kathy Peterson, Chairperson, Stanley Andrews, Vice-Chair; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Lisa Collett, Secretary

Meeting was called to order at 7:03 P.M by Chairperson, Kathy Peterson.

- 1) 10 JEFFERSON RD – Barbara Frappier for Mr. & Mrs. Poirier – Request waiver to continue use of existing septic system for proposed renovations -** Ms. Frappier stated that this is a project to do some renovations to the house. She reviewed the submitted plans with the Board. She explained that one addition was the garage going onto the house. Another addition will be a deck and there is a section of the house that is being removed. They are going to be doing interior renovations as well. In the course of those renovations, they are going to drop a bedroom in the design. They are going from 4 bedrooms to 3 bedrooms. The square footage of these bedrooms will drop by 4%. The non-bedroom space is going to increase by 10%. They are asking to be able to do these renovations and maintain the existing septic. The only aspect of the septic system that will require some attention is the fact that the tank will be too close to the slab foundation of the addition, so she is asking to replace the tank in the appropriate distance away from the slab. Mr. Andrews stated that there is a plan of the existing first floor but no proposed architectural. Ms. Frappier stated that the first floor is not changing. Ms. Peterson asked what the condition is of the existing septic system. Ms. Frappier answered that it passed Title 5 inspection just recently when the owners bought the house, and is adequately sized for the house. Ms. Coffin asked if the 2009 inspection was the last inspection. Ms. Frappier stated yes. Ms. Coffin stated that Ms. Frappier mentioned that there is an existing tank but she does not think there is. The Title 5 report states that there is a single cesspool with a leach pit. Mr. Poirier verified that Ms. Coffin is correct. Ms. Coffin stated that a permit needs to be pulled for the installation of the tank. Ms. Mastria asked if this project should require a deed restriction. Ms. Peterson stated yes. **Mr. Uitti made a motion that the board approve the request for a waiver for the continued use of the existing septic system for**

proposed renovations with plans dated received January 10, 2014 and the architectuals received January 10, 2014. There is to be a recorded 3 bedroom deed restriction and a new 1500 tank will need to be installed. Mr. Andrews seconded the motion. It was unanimous.

- 2) **LOBSTER TRAP – Don Bracken – Review the status of the septic system replacement** – Mr. Basinski was in for Mr. Bracken. Ms. Peterson stated that Mr. Basinski dropped off an O & M book for the office and for the Board to review. This book is filled with practically everything the board has asked for so if the board wants to review it during this discussion they are able to do so. She does not feel that board needs to go through everything in the manual this evening. Mr. Basinski stated that he has done inspections of the system. Each time he has been onsite, he checks for various things, such as checking to make sure all the grease traps and filters are working; making sure that the Microfast units are in operation and are well serviced, and that the pump chambers are in working order. There has been no hydraulic failure. Back in April there was a concern of grease carry over coming from the system because that is what failed the soil absorption system in the past. The system was upgraded and a new grease trap was installed. The old pressure dosed soil absorption system was replaced with a new Presby system. They have been testing the effluent and influent to monitor the BOD, TSS and grease amounts. There has been no grease carry over and there has been a reduction in the BOD and the TSS. Based on the testing results, the TSS and the BOD still currently fall within the required permit limits, but there has been excessive pumping of the septic tank. When the system was permitted, it was requested that the grease chamber be pumped more frequently. At the time the grease trap was pumped every week. With pumping records it has been discovered that WinWater was pumping out the septic tank as well as the grease trap, so there has been excessive pumping of the septic tanks. Mr. Andrews stated that one of his concerns was that the board wanted to see a written maintenance procedure so that the owner knew what needed to be done to maintain the system. A procedure like that would have told his pumper what to pump and what not to pump. Mr. Andrews stated that he looked through the table of contents and did not see any procedure for maintenance. Mr. Basinski stated that there is a procedure in place for the 2014 season in section II. Mr. Andrews stated that he is looking something in the manual that tells the owner what he needs to do and he doesn't see that specifically spelled out in the manual. He is concerned that the excessive pumping of the tank that has already taken place is making the system not function as designed. Mr. Basinski stated that the system is not failing but there was excessive pumping that was not required for the tank. He said that this has been addressed in the manual and the company has been told to only pump the tank as required in the O & M. Mr. Andrews stated that he is just trying to protect Mr. Delaney. Mr. Delaney knows how to run a restaurant, but he does not know how to run the septic system. Bracken Engineering should provide the owner with that documentation because that system has been replaced 3 times in the last fifteen years. Mr. Andrews does not want to see the owner repeatedly coming back and spending a lot of money to fix the system again. Mr.

Andrews stated that he is trying to find the maintenance document in the book that was given to the board for review and cannot find one. Mr. Basinski stated that he has not established a timing on the required pumping going forward, but that will be established when they due the inspections and recheck the system now that the pumping has stopped. They are now doing quarterly inspections. The only other part that is missing from the binder is the pumping maintenance agreement which will be established once they get the new testing results. Right now the test results that he has gotten are noncompliant because of the pumping. The procedure is that Bracken Engineering will be going out in March, July, October and December and will look at effluent and influent samples. Mr. Andrews stated that he would like a cover letter to simplify what is needed to maintain the system. Mr. Basinski stated that in the contract it stated that one week the tank will be pumped and the next week the grease trap will be pumped. That protocol was already established. Mr. Basinski stated that he will create a new cover letter and attach it to the front of this book so that the owner knows each month what will need to be done. Mr. Andrews stated that would be great. **Ms. Peterson stated that no action need be taken at this time. She would like to see this back on the agenda in September unless there is a problem. Ms. Peterson stated that she appreciates Mr. Basinski creating this book for the board. Ms. Peterson stated that when Mr. Basinski creates the letter that Mr. Andrews would like to see, a copy should be given to the office so that it can be added to the office copy of the book. (*During the discussion, Mr. Barlow stepped off this item per possible conflict of interest as he is a restaurant owner.)**

- 3) **40 WENAUMET BLUFF DRIVE – David R. MacLean for John and Lori Ricciuti – Request for variance from 150 foot setback regulation to install Title 5 system for demo and rebuild** – Ms. Peterson passed out some pictures that Ms. Coffin took of this property. Mr. MacLean stated that Lori Ricciuti grew up in this neighborhood and for years has wanted to purchase a house on the bluff. The existing house is in disrepair. When he assessed the situation, he realized that it had severe structural problems and the foundation was breeched and caving in. The electrical system was substandard. The house was completely filled with black mold. It turns out that the original house was built in 1890 and with all the houses on the bluff, additions have happened over the years and at some point someone put a concrete block foundation under the entire building including the porch, with a concrete floor in the basement. Every time it rained or snowed, all the water went right thru the porch, into the basement and then rolled out of the garage door. This project will be a tear down and rebuild. Mr. MacLean stated that he has been through the Conservation Commission and has a unanimous approval. Also a unanimous approval through Historic. He would have been through the board of appeals last week if there was no snow storm. Mr. MacLean stated that the new house has exactly the same spaces as the old house. It works within the zoning bylaw in terms of the maximum of square footage that he can have on the lot. The existing cottage had rooms that were really uninhabitable. The bedrooms were like closets. Everything has stayed the same except he

actually dropped one of the spaces with the new house. Down stairs, with the new house, the sunroom will be a combination sunroom/bedroom. The owners want to maintain the 4 bedrooms in the new dwelling. The existing footprint is 1285 square feet and the proposed is 1284 square feet. It's just reconfigured and pulled further away from the resource area. What was determined in Conservation is that what is considered top of bank is really the top of manmade seawall. It's an armored bank; it really has nothing to do with vegetated wetland or endangered species. The real resource area is mean high water. Mr. MacLean stated that the applicant wants to install a new Title 5 system. The current system is a cesspool. The new leaching area will be 153 feet to mean high water. He believes that the leaching is outside of the 150 foot setback. The leaching was designed 5 feet to the street property line. Mr. MacLean stated that he has spoken with Ms. Coffin about it already. The impact of the new building will be less than the impact of the existing dwelling relative to the proximity to the resource. He has also redesigned the northwest corner of the house to move it further from the property line because the existing house was 2.5 feet from the property line so now it will be 6.5 feet. Ms. Coffin stated that originally she thought this lot would require an alternative septic system but in looking at the seawall and the actual resource it can be seen that the wall is the resource barrier with regard to the houses to the right side of the property, but that the beach and mean high water appears to be the regulated area at the house and to houses to the left. She and the engineer David Martin spoke about this at the time of the percolation test. She added that if the board feels that the actual resource is further away which seems like it is based on the pictures, then the board would just have to make a statement to that effect. Ms. Coffin stated that her only concern is that this is such a large variance from the wall, but she knows the board will probably do a deed restriction anyway, so the whole thing is the board needs to be comfortable with the fact that the resource is far enough away from the actual resource. This project is definitely over our 50%/25% increase in square footage guideline. Ms. Peterson asked what the board usually does in this area. Mr. Barlow said that he is concerned about setting a precedence in this area so near the water. He said that this request will probably be the first of many in the area. Mr. MacLean stated that regarding the beach situation, if you look at the seawall, the seawall is the actual top of bank only way over to the west. He also took pictures and at low tide he could only get over so far because the water meets the seawall to the west, but at the Ricciuti property the beach juts out into the bay, so there mean high water ends up being further away here and the actually receptor. Mr. Barlow stated again that this is going to be the first house in this neighborhood so it is very likely that within 10 years there will be significantly more of them done. Further down the road, across from Kenwood, the board is requiring those people to put in raised systems because of groundwater issues. This is a little bit higher but the board will be setting a precedence if the board allows one person to continue to use the existing system. Ms. Coffin stated that this will have a new system. Mr. Barlow feels that the Board should require an alternative here. Mr. MacLean stated that he can get 150 feet away so an alternative is not required. Ms. Coffin stated that she is on the fence because she does not know when that

beach was created, or if that beach has always been like this. Ms. Coffin stated that if she were to go out and look at this property right now, the resource is 150 feet away. Mr. Barlow stated that the beach has not changed in 50 years. Mr. Andrews asked if the Conservation Commission put that the wall is an armored bank in their record. Mr. MacLean stated that he did not have a copy of the approval with him. Ms. Coffin stated that an armored bank just means that it is not a natural bank. Mr. Andrews asked if the Conservation Commission determined where the resource area was. Mr. MacLean answered they determined the resource was mean high water. Mr. Barlow asked if Ms Coffin would have liked to see a fast system or maybe a pressure dosed system. Ms. Coffin stated that pressure distribution would have been nice. She never thought of that at the time because she thought the board would approve this as a regular title 5 if the resource was determined to be mean high water. Mr. Barlow stated that the pressure dosed system would be a compromise. It is not as expensive as an alternative system. Ms. Coffin stated that she would also have liked a reduction in the number of bedrooms from 4 to 3. Ms. Peterson asked what Mr. MacLean's thoughts are on pressure dosing. Mr. MacLean stated that they want to do whatever the board wants them to do. They really want to get the house built. Mr. MacLean stated that he feels a traditional system would certainly be adequate here because of the distance he is able to get from the resource area. When the board talks about precedence, it's hard for him to say that everyone would need an alternative system because of the variation in the receptors. He feels that the receptor varies drastically as you walk down the beach, but that this is only his opinion. Mr. Barlow stated that he is looking at it from a different perspective. This is a neighborhood that is primarily summer residences and they are going to change into year round residences. Right now most of those houses are empty but when someone comes in and upgrades a house and makes it a year round house with insulation and heating, and built to today's code, that changes the whole amount of use and the amount of septic that is going to be in this area. If the board asks for something, not necessarily a fast system but just pressure dosing or something moving in a protective direction, it gives the board something. The board can say this was done here but more may need to be done somewhere else. Ms. Mastria stated that this is a soup to nuts renovation. Even if the Board approves this project, something more could be required for some other project. Each decision will be made on a case by case basis. Mr. MacLean stated that isn't it really the location of the receptor rather than scale of construction. Mr. Barlow stated that he disagrees. Mean high water means average. It does not mean maximum. Ms. Coffin stated that with pressure distribution, she feels if she only would require a 2 foot strip out, then they could do a pressure distribution field. It would not be able to be done with a 5 foot strip out but sometime the board allows 2 feet with new construction also. Mr. Andrews stated that this really isn't new construction. Ms. Coffin stated when you demo and rebuild, it is new construction. Mr. Barlow stated that his only concern is that they are setting themselves up for the whole neighborhood. This is kind of a precedence setting situation. Ms. Peterson asked if the board would like to do a site visit. Mr. Andrews stated that depends on what the board wants to look at. Does the board

want to use mean high water as the resource? If so, there would be a 153 feet setback from the mean high water to the leaching facility. Mr. Barlow stated that nothing has to be re-written and the board does have the right to ask for pressure dosing as opposed to a standard system. In some places, the board has asked for a lot more. If that wall was not there, the erosion would have been a lot more. Mr. MacLean stated that he does have some earlier photos of that area and the bank was right up at the houses and it's been filled in overtime and then they constructed this armor bank. Ms Coffin asked if the beach has always been the same or has sand been deposited over the years. Mr. MacLean stated that the only change that there's been is when there are storms. Mr. Barlow stated that whatever the board does here, every engineer is going to know what the board did and they will come in and say if this was done here, why can't you do this for me. Mr. MacLean stated that the board looks at every situation individually. He just stated his case and whatever decision is made he was hoping he could do it at this hearing. Ms. Peterson stated that she is torn on this one. She really doesn't want to set a precedence but she does understand that this is further away. Mr. Andrews stated that there are other places that an alternative system was required and the house next door isn't. Mr. MacLean stated that is his argument. Mr. Andrews stated that then again this is close. It is right on the edge. The reason you are getting the 153 feet is because you are going closest to the road as you can. Ms. Mastria said the argument could be made that they are further than 150 feet. Anyone else going forward would have to prove that they can obtain the 150 feet. Mr. Andrews asked what the variances are. Ms. Coffin stated that Mr. MacLean is not asking for any. Legally, they are asking for a 5 foot variance to the street. She told them to try and get the system as far away from the wetland as they can. Mr. Andrews stated that there is a water main out in the street that is abutting very close which will need to be sleeved. Ms. Coffin stated that they are 10 feet from the water main right now. Mr. Andrews stated that the water main is approximate. It has not been field located. Mr. Barlow stated that the reason he was uncomfortable is because Ms. Coffin is uncomfortable and he considers her to be the expert. Ms. Coffin stated that she didn't say she was uncomfortable. The key to this whole thing is that the board needs to agree that the resource, which is what the board is trying to protect, is the mean high water. She is telling them one way or the other because if you ask her honestly, she is kind of torn. She would probably approve it because she thinks if you take away the wall and everything just sloped to the ocean then mean high water would not be an issue because it would make the 150 feet. That seawall created a problem in a way. Mr. MacLean stated that Ms. Ricciuti grew up in this neighborhood and remembers this always being the beach for Wenaumet Bluffs, even as a child, this was the beach and where she swam. Mr. Barlow stated that Wenaumet Bluffs was there even before any of those roads and those smaller houses. Wenaumet Bluffs has been here all along with that seawall since the 1800's. They were serviced by a little wind water tower that was all of Wings Neck Rd and it hasn't changed since 1890. That beach has not changed. The seawall was put there then. It does not get washed away. Mr. Andrews asked Ms Coffin if there was any way they can find out the exact location of the water main in the street. Ms.

Coffin stated that she did not know. **Mr. Andrews made a motion to grant a 5 foot variance from the strip out from the soil absorption system to the property line on Wenaumet Bluff Rd. Mr. Andrews changed his motion to grant a 5' variance from the leaching facility to the street line and that the water line be confirmed to be a minimum of 10 feet away from the leaching. There is also to be deed restriction being applied to the property for 4 bedrooms. This system is laid out at 153 feet from mean high water. That is why the board is not requiring an alternative type system. Plans received by the office on February 6, 2014 dated January 27, 2014 and architectural received February 6, 2014 and dated December 18, 2013. Mr. Barlow seconded the motion. It was unanimous.**

- 4) **DISCUSS AND VOTE TO SEND FORMAL LETTER OF INQUIRY TO TOWN ADMINISTRATOR REGARDING DELAY IN HARVEST POWER NEGOTIATIONS** – Ms. Peterson stated that there is a letter that she would like the board members to review and make any changes they might want. If no one had any changes then they should just email Ms. Coffin and tell her that they are ok with it. When that happens then Ms. Coffin will let her know. Ms. Mastria stated that the agenda says to discuss and vote. Ms. Peterson stated that the agenda needs to say discuss and vote on everything. Ms. Mastria stated that she realizes that but if everyone agrees with the letter as is can they just take a vote to send it. Ms. Peterson stated that the board does not have to take votes to send letters. Mr. Andrews stated that it might be multiple people putting their input into this and if they have this communication on line it is not in an open forum. Ms. Peterson stated that this is why she just wants people to send their comments to Ms. Coffin. She stated that she talked to Barry and the board does not have to take votes to send letters, but for discussion on anything it was decided to put “discuss and possible vote” in front of everything that goes on the agenda and that way if by chance something requires a vote then the board does not have a problem. Mr. Mulvey stated that if a discussion letter goes out without a vote it could always be questioned whether the content of that was the will of the committee. Ms. Peterson stated that the board members are going to email Ms. Coffin that they agree with the letter. **No action need be taken at this time.**

- 5) **APPROVE THE MINUTES FROM THE MEETING DATED DECEMBER 11, 2013** – Ms. Mastria made a motion to approve the minutes dated December 11, 2013. Mr. Andrews seconded the motion. It was unanimous.

- 6) **APPROVE THE MINUTES FROM THE MEETING DATED JANUARY 8, 2014** – Ms. Mastria stated that she has just one thing on that. It was in regards to 55 Head of the Bay Road. The request for the reduction of maintenance inspections for the alternative septic system from quarterly to annually. At the last meeting, Ms. Peterson had requested that there be a discussion regarding the approval of request for maintenance reduction at one of the Board’s future meetings. This should get on the agenda sometime soon. Ms


Coffin asked if Ms. Mastria was questioning the minutes. Ms. Mastria stated no, she just wants to remind everyone about this item. Ms. Peterson stated that the board wants to review the policy for reducing maintenance on nitrogen removal systems. Ms. Peterson stated that we should do that soon because with summer coming up, people are going to start coming in. Mr. Andrews stated that it would be nice to have everything that the board has done for people that have already come before the Board so that the Board members will be able to refer back and keep things consistent. Ms. Coffin stated that she will have to read through all of the agendas as she does not remember who has come in. Mr. Andrews stated that the board has done several and as long as we know what we did and why we did it, it will help the Board develop a policy. Mr. Peterson said that people ask for the variance, they get the variance, this is what you have to do to get the variance and we are not going to change our minds. We should put this back on the agenda before the board gets involved with Harvest. **Ms. Mastria made a motion to approve the minutes dated January 8, 2014. Mr. Andrews seconded the motion. It was unanimous.**

Ms. Peterson made a motion to adjourn. Mr. Andrews seconded the motion. It was unanimous and the meeting adjourned at 7:58 P.M.

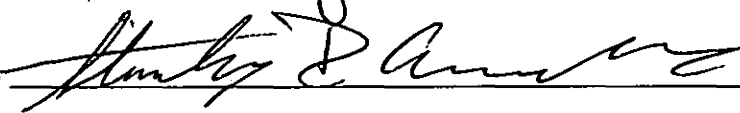
Respectfully taped and typed by
Lisa Collett
Secretary

Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson



Stanley Andrews



Galon Barlow

Don Uitti



Kelly Mastria



cc Board of Selectmen Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 FEB 20 PM 2 43
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

February 26, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

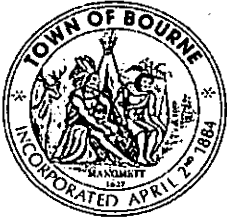
1. 10 ELECTRIC AVE – James McLaughlin – Request an extension on variances already approved on March 27, 2013 and amend the plans of record -
2. 4 FOURTH STREET – Thyme Gardner – Discussion and possible vote regarding Appeal of Housing order dated February 3, 2014 -
3. 135 CIRCUIT AVE – Zachary Basinski for Katie Wagner – Request another extension to the variances already extended and approved on August 14, 2013 –
4. DISCUSSION AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections -
5. APPROVE THE MINTUES FROM THE MEETING DATED FEBRUARY 12, 2014

cc Board of Selectmen/Town Clerk

Signed:
Title:
Date:

Lizanne J. Elliott

Secretary
February 20, 2014



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Ave
Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



MINUTES
February 26, 2014

Members in attendance: Stanley Andrews, Chairperson, Donald Uitti, Secretary, and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent, Terri Guarino and Lisa Collett, Secretary

Meeting was called to order at 7:25 P.M by Chairperson, Stanley Andrews.

- 1) **10 ELECTRIC AVE – James McLaughlin – Request and extension on variances already approved on March 27, 2013 and amend the plans of record –** Ms. Coffin stated that they have not built the house yet. They had to go back to the Zoning Board of Appeals because of a garage and lot coverage issues. She happened to look at the house plans and noticed a significant difference from the plans that Board had approved. It is still a 3 bedroom house. The board already granted the variance to the coastal bank because the resource was over 150 feet away back in March of 2013. Mr. Andrews asked who the engineer is for this project. Ms. Coffin stated it is JC Engineering. Mr. Andrews stated that he has a prior business relationship with one of the principals at JC Engineering so he will sit in for by necessity to maintain a quorum. Ms. Coffin stated that the architectural are the only thing being amended. Ms. Coffin stated that it is a really rough sketch of what is being proposed. They have swapped the upstairs for downstairs. Ms. Mastria asked if the square footage will remain the same. Ms. Coffin stated that the dimensions of the house are the same. Mr. Andrews asked if Ms. Coffin concurs that everything is all set. Ms. Coffin stated yes. **Ms. Mastria made a motion to accept the request of the extension of the variances already approved on March 27, 2013 for 6 months. The new architectural plan of record is dated received February 7, 2014. Mr. Uitti seconded the motion. It was unanimous.**

- 2) **4 FOURTH ST – Thyme Gardner – Discussion and possible vote regarding Appeal of Housing order dated February 3, 2014 –** Ms. Coffin stated that she and the Health Inspector, Terri Guarino, went out to this property to do a housing inspection. Ms. Guarino did another inspection on February 25, 2014. Some of the corrections to the violations have been completed. Ms. Gardner had sent a

letter dated February 5, 2014 and had requested a hearing even though some of the items have already been corrected. Mr. Andrews stated that after reviewing the Housing Inspection Report he saw that there were some items that needed immediate attention. Ms. Guarino stated that the items that needed immediate attention, including the smoke detectors and the carbon monoxide alarm, were repaired. The gas stove was repaired, the bathroom floor was installed, and the door knob for the bathroom door was replaced. Mr. Andrews asked what remaining violations needed to be addressed. Ms. Coffin stated that something has come up involving the water heater and an incident with the tenant lighting that gas heater. Ms. Guarino also stated that some of the window panes are cracked and the windows in the storm doors are missing screens. The storm door does not latch properly and the doors are not weather tight. Mr. Andrews stated that the screens only have to be available by a certain date and Ms. Guarino stated that was correct. Mr. Uitti asked if the carbon monoxide detectors have been replaced and are functioning. Ms. Guarino stated yes. Mr. Andrews asked if it was inspected by the fire department. Ms. Coffin stated that they did not know. Ms. Gardner, the landlord, was present for this meeting. Mr. Andrews stated that Ms. Gardner has requested a hearing regarding an appeal of the housing order. He asked that she state to him what her reasons for an appeal are, what has actually been accomplished, completed and what still needs to be completed. He also asked for a time frame for the completion of the rest of the items. Ms. Gardner stated that she needs to replace weather stripping on the rear door. Ms. Gardner stated that there is nothing wrong with the water heater. It was looked at yesterday (Tuesday, February 25, 2014) and a collar was put on. Mr. Andrews stated that there are cracked window panes as well. Ms. Gardner stated that in order to replace the window pane she needs to take out the whole window so she was going to do it in the spring time or when the weather gets warmer. Ms. Coffin stated that the tenant is here as well. There was an issue with the pilot of the water heater. She checked with George Tribou, the town Plumbing Inspector, and he stated that existing water heaters of this type are exempt from the Plumbing and Heating Code standards since they are in a mobile home. She said that the tenant states that the pilot keeps going out and she is concerned with that. Ms. Mastria asked if there was some documentation that the plumber would give. Ms. Coffin stated that she did request that Ms. Gardner bring proof of whatever was being installed today. Ms. Gardner stated that she did not know that she needed receipts until today. Her Dad actually paid for the repair so she does not have any receipts. She has an affidavit that her father wrote but that is all she has. Ms. Coffin stated that the screens are definitely not an issue until later in the spring, which was included in the order. Ms Coffin stated that her concern with the window is drafts. In lieu of fixing the panes, there should be some type of weather stripping on the inside of the window. The door, which is another thing, does lock and close, it just does not lock and close tightly. It appears that at some point the door may have been jimmed. It just does not seal tight, so that would also need weather stripping to keep the draft out. Mr. Andrews asked Ms. Gardner what her plan or timetable is within which she feels she can complete and close out these violations that are still outstanding. Ms. Gardner stated that the

weather stripping she can do within the week. The screens will be done by April. The plastic on the inside of the window pane can be done this week. Mr. Uitti asked if these are trailer homes in the Pocasset Park. Ms. Gardner stated that it is. Ms. Mastria reiterated that the smoke detectors and the carbon monoxide detectors have been repaired. Ms. Guarino stated yes. Ms. Houston, the tenant, stated that there still some serious issues with the water heater. While trying to relight the pilot, it back flared on her and caused serious burns on her hands and her hair needed to be cut because of singeing. Every time the wind blows or there is a wind storm, the pilot goes out. Last year, Mr. Gardner came over and had to light the pilot. This is the first time she has ever had an issue lighting the pilot. The week of the big snow storm, her nephew was staying there and when he went to take a shower, there was no hot water. He didn't know to try to relight the pilot. When she returned after a week she went to light the pilot and as soon as she tried to light it, it blew her back. Her shirt, which she said she has with her in the car, pretty much melted onto her skin. She is worried about what to do if the pilot goes out again. She has been lighting this pilot for about 18 months without any issues. Ms. Gardner stated that her father, Mr. Gardner, has been called out a dozen times to light the pilot. Not just once or twice. Ms. Mastria stated that this makes it clear that there is a problem with the water heater. Ms. Gardner stated that it is a mobile home and it is very common problem. The wind goes right down through the top of the vent pipe and causes a back draft. Ms. Mastria stated that this sounds dangerous. Mr. Andrews asked what the Plumbing Inspector, George Tribou, has said about this. Ms. Coffin stated Mr. Tribou informed her that mobile homes or manufactured homes are not under the plumbing code. Ms. Gardner stated that she has had Eastern Propane out to the home and feels she has done everything that she can. Mr. Andrews asked how the water heater blowing out comes under the health code. Ms. Coffin stated that the code states that appliances and equipment must meet the state plumbing code standards. If there are no standards, then it may be just a safety issue, but safety isn't specifically listed in the code. Mr. Uitti stated that it is definitely a safety issue if it blows back at the tenant. Mr. Andrews stated that safety does not fall under the Board of Health regulations. Ms. Mastria asked what about the health and well being. Ms. Coffin stated that maybe the Fire Department can do something under their code but she is not sure. Ms. Gardner stated that she has lived here for 10 years and has never once, not has any previous tenant, had a problem as Ms. Houston is describing. The water heater has never blown back upon lighting. She also stated that the pilot has never gone out as it has since Ms. Houston has been a tenant. It just seems that Ms Houston gave her a laundry list of problems the minute after she asked her to leave. Now she is supposed to fix them within a certain amount of time. Mr. Andrews stated that if there is a violation to the health code or the regulations, those items have to be addressed. Ms. Gardner stated that she is fixing everything that she can. Mr. Andrews stated that his concern, and the concern of the rest of the board, is this issue with the hot water heater. He is concerned that if the water heater goes out then the tenant does not have hot water and this is a Board of Health issue. He would suggest to the rest of the board that they require a licensed professional go out there and look at the hot water heater

to see what can be addressed and whatever they find be put in writing. If the plumber suggests repairs then Ms. Gardner will need to do those repairs. He asked that whatever the plumber writes up should be submitted to the Board of Health. Mr. Andrews wants the plumber to state what needs to be repaired, if anything. The Board wants a licensed professional to inspect the system and submit something in writing and signed to state that the water heater will be operational all the time for the occupant of the home. The Board also wants to see that inner plastic covering on the windows is completed within a week along with the weather stripping on the door; and that the screens be completed before the first of April. As each of these steps is done, he would like notification to be given to the office so that someone can go out and visually inspect that these have been done. He would like the inspection on the hot water heater to be done by the end of business on Monday, March 3, 2014. The tenant should have hot water that does not turn off on them. An occupant of a home should not have to be relighting and starting the hot water heater. That should be automatic and operational at all times. Ms. Mastria stated that she agrees with Mr. Andrews on the importance of repairing the hot water heater. **Mr. Andrews made a motion that Ms Gardner have the plastic on the interior of the windows with the cracked panes completed within 7 days, the weather stripping on the doors completed within 7 days and notices to the office that those have been completed so that they can inspect it and that by close of business on Monday, March 3, 2014, that a licensed professional do an evaluation and repair as necessary to maintain the water heater to be operational at all times. If not then Ms. Gardner will be in violation of the codes and can be fined daily the amount of money that is stipulated in the Board of Health regulations. Mr. Uitti seconded the motion. Ms. Gardner stated that she is not sure she can get someone out to the property by Monday. Mr. Andrews stated that there are a lot of professionals and is sure she will be able to get someone. There are a lot of 24 hour services available. Ms. Gardner stated that she is aware of that but it is difficult to find someone that fixes mobile homes. Mr. Andrews stated that the board will not suggest or recommend anyone for her but they are ordering that this be done in the name of the health and safety of the occupant of the trailer. All in favor. It was unanimous.**

- 3) **135 CIRCUIT AVE – Zachary Basinski for Katie Wagner – Request another extension to the variances already extended and approved on April 14, 2013 -** Mr. Basinski stated that on behalf of Mrs. Wagner, he is requesting another 6 month extension for the previously approved permit that was issued back in June of 2012. At the last extension hearing he had told the board that Mr. Wagner had passed away and Mrs. Wagner is still going through the estate to try and figure out what she wants to do with the property. Mrs. Wagner has had the property up for sale since September of 2012 and is currently going back and forth to determine if she wants to sell it or if she wants to do the construction herself. If Mrs. Wagner decides to sell, he would like to keep the variance valid so that the new buyer has a valid permit on file for it. If Mrs. Wagner decides to go forward,

the construction would not start until after the summer. He would come back in August of 2014 and provide another update at that time. Ms. Coffin stated that nothing has changed on the plans. **Mr. Uitti made a motion to extend 135 Circuit Ave for a 6 month extension to expire on August 26, 2014. Ms. Mastria seconded the motion. It was unanimous.**

- 4) **DISCUSS AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections** – Ms. Coffin stated that she went through the last 2 years of minutes to find votes that the Board has already taken on requests for reduction of maintenance inspections. There may have been other requests from earlier but these are the ones she remembers more clearly. Mr. Andrews stated that there has been very few of these that have come before the board asking for this. One of the concerns he has if the board starts reducing and granting these requests for reduction in alternative maintenance inspections is that there are mechanical parts and different things that are in these systems that do have a life span to them. When the board starts to reduce the amount of inspections, it delays the time that a failure of one of the components might be identified. A lot of these systems are installed because they are located in sensitive areas for wetlands, water, bays and resource areas. The reason why a lot of these areas had to put in these systems is because they wanted to build a bigger home or update things and part of the Board's approval was to have this alternative system. It reduces nitrogen to help protect the resources. If the board allows for an inspection once a year, that system could break down the next day and there is a whole year before it is found. The board hears justifications that these properties are only used for 6 weeks but 6 months from now they may sell the property and the new owners are using it full time. The board would have no knowledge of that until they come back the following year asking for a renewal of that reduction. Mr. Andrews stated that he has never been favorable of reducing the number of inspections. Applicants submit water bills and electric bills but he feels the board is not protecting the resources when they allow the reductions in maintenance. Ms. Mastria asked if the required maintenance is four times per year. Mr. Andrews stated that it is 4 times a year for maintenance inspections not testing. Ms. Mastria stated that one of these requests for reduction of maintenance of an alternative systems prompted the board to have this discussion; and the Board did approve this request with a reduction in maintenance inspections from 4 times to 3 times per year. Mr. Andrews stated that was correct. Ms. Mastria stated that the board just wants continuity. Ms. Coffin stated that this is the most that the board has ever granted for a reduction. There have been a couple of people that have asked for more but have gotten denied. Ms. Mastria stated that she completely agrees. Three times a year would be just as adequate as the 4 times per year. Mr. Andrews stated that by reducing the maintenance to three times per year, this is generally an inspection every 4 months. His concern is that these are expensive systems that the homeowner put in. They pay for testing for 2 years and then these inspections cost them more money, but they would not have been able to build what they built without these systems. It's all about protecting the resource. These are his

concerns and he has a hard time allowing even a reduction to three times per year. His concern is that as these systems become 5, 6, 7 years older, components of these systems will start to fail. Especially when there is the blower that is running 24/7. Ms. Coffin stated that the only ones that have ever been granted are when people could prove to the board that there was a seasonal occupancy, meaning 3 months out of the year. The stipulation that the board gave, which has been passed on to the wastewater companies, is that they turn the system on and start it up before the owners get there and do an inspection then inspect it again during the middle of their occupancy, then again at the end. It is not usually every 4 months. It's just that 3 inspections are required during that short span. The board has never granted a reduction for year round occupancy. Ms. Mastria stated that the board would only entertain a request for a reduction to someone that could prove that the property is only used seasonally. Mr. Andrews stated that the board requires copies of the utility bills because Ms. Coffin and the staff do not have the time to police these approvals. In order to keep their requested reduction every year, they need to bring in those bills as proof. Otherwise they go back to the 4 times per year. It is an expense but it is the cost of having that type of system. This will be policy that the board will be looking to implement and it will remain as a discussion with no vote this evening. Because it is a policy, then a full board should be present for discussion and final vote. Mr. Mulvey asked if the inspections have been turned over to Barnstable County to do. Ms. Coffin stated that the discussion is about when residents request a reduction in the maintenance inspections. Barnstable County just records the information into a data base. Mr. Mulvey asked if the numbers are available on failures on a percentage basis. Ms. Coffin stated that Barnstable County actually looks at that. They have been able to do spreadsheets on what systems are meeting nitrogen limits. She is not sure if Barnstable County could run a report on percentage of failures, but they do have it all documented. Mr. Andrews stated that the board could ask Mr. Huefelder from Barnstable County if those records could be produced readily. Not only for the Town of Bourne but county wide because it would give the board a larger sampling to get a good data base and see what kind of systems do fail over time. Mr. Andrews stated that he does know that there are some issues with different types of motors. When you shut some of them down for a period of time and then turn them back on, it is worse than just running them full time. It's really bad for equipment. **Mr. Andrews suggested continuing this item until the next meeting or a future meeting. No action taken at this time.**

- 5) APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 12, 2014 – Ms. Collett stated that the minutes were not ready. No Action taken at this time.**


Mr. Uitti made a motion to adjourn. Ms. Mastria seconded the motion. It was unanimous and the meeting adjourned at 8:01 P.M.

Respectfully taped and typed by
Lisa Collett
Secretary

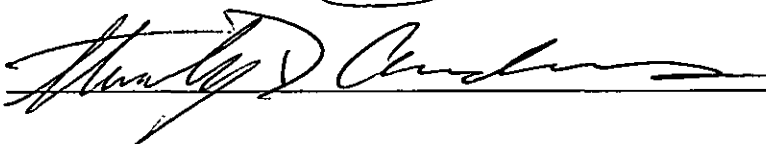
Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson _____

ABSENT



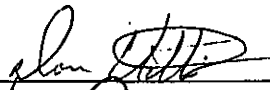
Stanley Andrews _____




Galon Barlow _____

ABSENT

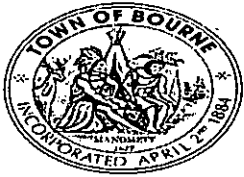
Don Uitti _____



Kelly Mastria _____



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

March 12, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

**MEETING FOR MARCH 12, 2014
HAS BEEN CANCELED**

cc Board of Selectmen/Town Clerk

Signed: *Lisa Collett*
Title: Secretary
Date: March 6, 2014

2014 MAR 6 PM 4 21
TOWN CLERK'S OFFICE
BOURNE, MASS



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



2014 MAR 20 PM 12 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

<u>Date:</u>	<u>Time:</u>	<u>Place:</u>
March 26, 2014	7:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **LANDFILL – General Update - Dan Barrett –**
 - a. Phase 4 Stage 2 Liner Project
 - b. New Flare Installation
 - c. Update on Negotiations with Harvest Power
 - d. Potential Connection to JBCC Effluent Line
2. **SAGAMORE SHELL – 1 CANAL ST – Cynthia Coffin – Discussion and possible vote regarding Fine for Tobacco Violation on March 2, 2014 –**
3. **DISCUSSION AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections CONTINUED FROM FEBRUARY 26, 2014 -**
4. **DISCUSSION AND POSSIBLE VOTE to allow Ms Coffin to issue \$500.00 per day, for failure to maintain an I/A contract for the following:**
 - a. 124 Waterhouse Road – Atlantic Subaru – system originally required by Cape Cod Commission
 - b. 3 Brendan Lane (aka 62 Mashnee Rd) Vincenzo Origlio c/o Allesandro & Andrew Origlio – system approved by Board of Health
5. **DISCUSSION AND POSSIBLE VOTE – Cynthia Coffin – Regarding amendment to swimming pool fence regulation. -**
6. **APPROVE THE MINTUES FROM THE MEETING DATED FEBRUARY 12, 2014**
7. **APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 26, 2014**

cc Board of Selectmen/Town Clerk

Signed:
Title: Secretary
Date: March 20, 2014



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532**
Phone (508) 759-0615 x1
Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

March 26, 2014

Time:

7:00 P.M.

Place:

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

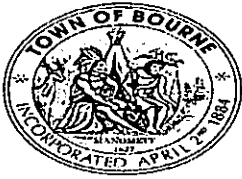
AGENDA ITEMS:

**THE MEETING SCHEDULED FOR THIS EVENING
HAS BEEN
CANCELLED**

2014 MAR 26 PM 12 39
TOWN CLERK'S OFFICE
BOURNE, MASS

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: March 20, 2014



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

April 9, 2014

Time:

7:00 P.M.

Place:

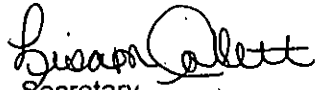
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **LANDFILL – General Update - Dan Barrett –**
 - a. Phase 4 Stage 2 Liner Project
 - b. New Flare Installation
 - c. Update on Negotiations with Harvest Power
 - d. Potential Connection to JBCC Effluent Line
2. **SAGAMORE SHELL – 1 CANAL ST – Cynthia Coffin – Discussion and possible vote regarding Fine for Tobacco Violation on March 2, 2014 –**
3. **DISCUSSION AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections CONTINUED FROM FEBRUARY 26, 2014 -**
4. **DISCUSSION AND POSSIBLE VOTE – Cynthia Coffin – Regarding amendment to swimming pool fence regulation. -**
5. **4 FOUTH ST – Discussion and possible vote – Cynthia Coffin – Hearing On Non-Compliance of Housing Inspection -**
6. **APPROVE THE MINTUES FROM THE MEETING DATED FEBRUARY 12, 2014**
7. **APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 26, 2014**

2014 APR 3 PM 3:03
TOWN CLERK'S OFFICE
BOURNE, MASS

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: April 3, 2014



2014 APR 4 PM 4 18

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679

TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

AMENDED MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

April 9, 2014

Time:

7:00 P.M.

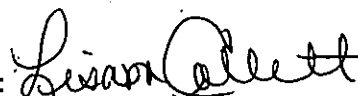
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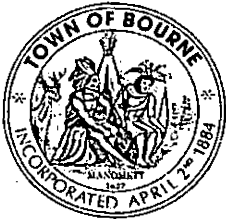
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **LANDFILL – General Update - Dan Barrett –**
 - a. Emergency Landfill Procedure
 - b. Phase 4 Stage 2 Liner Project
 - c. New Flare Installation
 - d. Update on Negotiations with Harvest Power
 - e. Potential Connection to JBCC Effluent Line
2. **SAGAMORE SHELL – 1 CANAL ST – Cynthia Coffin – Discussion and possible vote regarding Fine for Tobacco Violation on March 2, 2014 –**
3. **DISCUSSION AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections CONTINUED FROM FEBRUARY 26, 2014 -**
4. **DISCUSSION AND POSSIBLE VOTE – Cynthia Coffin – Regarding amendment to swimming pool fence regulation. -**
5. **4 FOURTH ST – Discussion and possible vote – Cynthia Coffin – Hearing On Non-Compliance of Housing Inspection -**
6. **APPROVE THE MINTUES FROM THE MEETING DATED FEBRUARY 12, 2014**
7. **APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 26, 2014**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: April 3, 2014, Amended April 4, 2014



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
2014 JUL 31 AM 11 43

Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



MINUTES
April 9, 2014

Members in attendance: Kathleen Peterson, Chairperson; Stanley Andrews, Vice-Chairperson, Donald Uitti, Secretary, and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent, Terri Guarino and Lisa Collett, Secretary

Meeting was called to order at 7:02 P.M by Chairperson, Kathleen Peterson.

1) Landfill – General Update – Dan Barrett –

- (a) **Emergency Protocol** – Ms. Peterson stated that the landfill had an issue recently which was discussed by Ms. Peterson and Mr. Barrett. The night of the fire the Board of Health was not contacted. There were plenty of Town people there after the fire that could have contacted anybody from the Board of Health. This needs to be corrected and the Board needs to be certain that this never happens again. The landfill operates under a site assignment and the site assignment is under the direction of the Board of Health. Mr. Barrett agrees. Mr. Andrews stated that the emergency notifications should go through to Ms Coffin first. Mr. Barrett apologized and stated he will set up a protocol and an emergency procedure. Ms. Peterson stated that the landfill will be held accountable if they do not follow the protocol. Ms. Mastria asked if the landfill has an existing emergency protocol. Mr. Barrett stated yes. Ms. Mastria said that notification to the Board of Health agent and its members needs to be put into that existing protocol. Ms. Peterson could not believe that no one thought to contact the Board of Health considering that there could have been impacts to the environment and to the health of the people of Bourne. The fire happened at 6:00 in the evening. She could understand if the incident happened at 2:00 am or something like that but this was early evening. Mr. Barrett stated that it really does not matter what time an incident occurs; they still must follow protocol. The first thing the fire department does is set up a perimeter with smoke monitors. Then they go through the entire facility as well as the perimeter edges. Ms. Peterson stated that she feels the fire department did a splendid job. Ms. Peterson asked the board members for any ideas regarding a consequence if this happens again. Mr. Andrews stated

that he would like to see a protocol in place and the board should evaluate this a little further. Ms. Coffin will be notified, and then a report of the incident will be submitted. Ms. Mastria asked if there are consequences in other towns when the protocol is not followed. The board should look into what the other towns are doing then re-visit this. Ms. Peterson stated that Mr. Barrett should decide what the consequences will be if his people do not make sure the protocol procedures take place. The board will give Mr. Barrett one to two weeks to think about because he is the one that will take the heat on something like this, but he can't do everything. His people should have notified those who should have been notified. Mr. Barrett is to write up a plan as to what the consequences will be and submit it to the office. Mr. Barrett stated the he would definitely have something for the board to look at.

- (b) Phase 4 Stage 2 Liner Project** – Mr. Barrett stated that the winter has been really tough and he has gotten behind on construction. Construction on the Phase 2 Stage 2 liner ceased in mid December last year due to poor weather conditions. The only remaining component of this project to complete is the connection between the Phase 4 Stage 2 liner and the Phase 3 Stage 3, Phase 2A 3A Leachate collection systems. November 27, 2013 ISWM received a partial approval from the Department of Environmental Protection (DEP) on the completed portions of the liner that allowed them to draing leachate from Phase 2A/3A and Phase3 into State 2 to facilitate the connection of the liner systems. The liners are all hooked together. Everything is ready to go. The key component that is not in the written summary is that there will be an excavation into trash and Mr. Barrett wants the board to be aware of this. There could be odors but the odor control plan is in place. Mr. Barrett stated that he plans to get that done as soon as possible.
- (c) New Flare Installation** – Mr. Barrett stated that because of bad weather, progress has been shut down. It was anticipated to have the flare up and running in January 2014. At this point, the concrete work is complete. The blower skid and the backup generator are in place. The flares are on site and have been set. The piping is on the way and the electricians are scheduled to come in next Monday, April 14, 2014. At the last construction meeting, it was stated that they anticipate that the flare will be operational by the end of April 2014 weather permitting. Mr. Andrews asked when the switch over from the old flare to the new flare is made, how long it takes for the switch over to happen. Mr. Barrett stated that the old flare is going to stay. The new flare cannot be turned down to lower flow rates as the old one could so the plan is to keep one running while the other is being hooked up. He anticipates no more than 4 hours. There will be down time while they make the cut into the connection. Mr. Andrews asked what that will do as far as rebalancing the whole system once everything is shut down. Mr. Barrett stated that it would take 10-12 hours before any odors would be noticed and that he did not feel there would be any odor issues. The backup generator would be hooked up too.

(d) **Update on Negotiations with Harvest Power** – Mr. Barrett stated that the lease is done and will be given to the Selectmen in draft form at an executive session meeting April 10, 2014. Where it goes from there is for the lawyers to decide. He does not have control over that. He will see how the progress goes. He does not anticipate a huge pile of documents to be reviewed over the course of the summer. After the lease is reviewed, they will need to sit down and figure out what kinds of permits will be needed before they can move forward. The board will probably not see the lease until mid to late fall if everything goes well. Ms. Peterson stated that the Selectmen will get to see the lease. Mr. Barrett stated that the Selectmen will see the draft copy of the lease. Mr. Barrett stated that the good news is that it is moving forward. Ms. Peterson stated that the Board of Health wrote a letter to the Town Administrator and wondered if this is the response back from the Town Administrator. Mr. Barrett stated that he did not know. Mr. Andrews stated that there is no need to see this on the agenda again until they are ready to give the board a copy of the lease.

(e) **Potential Connection to JBCC Effluent Line** – Mr. Barrett stated that over the course of the last couple of years, Mr. Barrett has been talking with Joint Base Cape Cod (JBCC). One of the RFP's he put out was for leachate treatment equipment. The landfill treats a lot of leachate but that should drop now that they have capped over 12 acres. That leachate will slowly dissipate. Mr. Barrett said that ISWM will continue to research ways to reduce the landfill's overall environmental footprint, and increase the efficiency of their operation. They will look at the elements that have a largest impact on both. Leachate removal and treatment have been a big part of ISWM's operational concern as with just about every landfill. About 2 years ago it came to the Town's attention that the infiltration beds at Joint Base Cape Cod treatment facility were under-utilized. One portion of the 3 RFP's that were issued in January of 2012 included a request for leachate treatment. They found a well-established technology with several vendors that could treat the leachate to a point that would meet and even surpass requirements of the Joint Base Cape Cod district. During the Town's initial discussion with the engineering department of the 102nd Intelligent Wing and the Massachusetts Air National Guard, who are responsible for the operation of the treatment facility, it became evident that there was a strong potential for mutually beneficial partnership. Since then the ISWM staff and the 102nd Engineering staff have been working through details such as federal, state and local permitting, logistics of accessing the base property, and mutual benefits, just to name a few. Potential benefits to the Town include a decrease in truck traffic on the site and on surrounding roads, and more control of the final disposition of the landfill leachate, decreasing its potential for interruption of service, and a substantial decrease in costs. One of the concerns that they have talked about is that there has been a misconception that they were going to discharge untreated leachate into the effluent line and into the infiltration beds. This is

not the case. One of the things that came out of the RFP process was the reverse osmosis system. They have been sampling leachate for the past 10 years on a quarterly basis so they have a pretty good idea of what is in the leachate. That sampling information was handed over to the vendors who gave the Town bids. ISWM realized what their permit requirements with JBCC would be so they gave that to their own vendors and the vendors reply was that they could beat that. Mr. Barrett stated that the point he is trying to make is there is no way in the world he is looking to discharge raw leachate into the infiltration beds. Mr. Andrews asked that Mr. Barrett talk a little more on what the reverse osmosis is. We know that we have raw leachate coming out of the cells right now that fills up into the tanks and then trucks come and haul it down the road off someplace for treatment. Mr. Barrett stated that reverse osmosis is a fairly well established process in fact the people at the 102nd informed him that they have units in the field that they can pick up with a helicopter and move all around their out bases to treat the water that the soldiers are drinking. Basically they design membranes and also use electrostatic precipitation and a couple of other technologies, depending on what is in the water. The main focus is on the membranes and they use the membranes to filter out the contaminants that are in the wastewater. Most places inject it right into the ground. Mr. Barrett stated that he has no intention of doing that. Ms Peterson stated that it sounds like a really good process. She likes that ISWM will be working with Joint Base Cape Cod. They have some pretty smart people working out there and it will be beneficial to the Board of Health. Mr. Barrett stated that the Town of Bourne offers them some opportunities as well. They are part of the Semass contract so their contracts for waste disposal, even though it is only approximately 600 tons a year, will come up and they are concerned about that. These are all the things that still need to be ironed out. These are all part of the open discussions. It looks like this can be a mutually beneficial opportunity. Ms. Peterson stated that at some point Mr. Barrett will need a vote on this so when he is ready, he should come back before the board. Mr. Barrett stated that this should move a lot quicker than most of the projects he does. It appears to be moving along pretty quickly already. As always before they do anything they gut out all the things that can be potential trip-ups. They are working closely with Massachusetts Department of Environmental Protection (DEP) and the people on the base. Ms. Peterson asked Mr. Barrett to keep the board informed. Mr. Mulvey asked what components of the leachate is the system designed to remove. Mr. Barrett answered certain nitrogens and iron. Also there are VOC's and a few other things.

- (f) Mr. Barrett went back to the discussion regarding the Emergency Protocol item. Mr. Barrett asked for the chair's leniency on the Emergency Landfill Procedure. He would like to give the board an update on where they are because it is moving at glacial pace. They are struggling to get that transfer station back on line. Early indications are that there was minimal damage and they are happy about that, but they have to work through all the procedures.

There are structural engineers involved and it is taking a little bit longer than he would like it to. He is hoping that it will be back online sometime during the week of April 21, 2014. Ms Peterson asked that he let the Board know before he brings it back online. Mr. Barrett stated ok.

- 2) **SAGAMORE SHELL – 1 Canal Street – Cynthia Coffin – Discussion and Possible vote regarding fine for tobacco violation on March 2, 2014** – Mr. Sorenti stated his name for the record. Michael Sorenti. Ms Coffin stated the office received a report from Barnstable County by fax that on March 2, 2014 there was a sale of tobacco to an underage female without an ID check. The report did describe the seller. Ms. Peterson stated that she knows Mr. Sorenti has a protocol in place. Mr. Sorenti stated that he has a policy that they all (the employees) sign. Mr. Sorenti stated that he feels his staff is pretty good but whatever the rule is, he is willing to follow. Ms. Peterson stated that she appreciates Mr. Sorenti coming to the meeting. Ms. Peterson stated that Ms. Coffin has already told Mr. Sorenti what the fine is. Ms. Coffin stated that it has been years since anyone in the town violated the tobacco regulation. Mr. Sorenti stated that he likes the instant reporting because the last time he got caught which was years ago, he didn't find out for like 6 months. Now it was a couple of days later. Ms. Coffin stated that she did not think it was 6 months but she knows it was not right away and Mr. Sorenti could not determine who it was that sold the tobacco. Ms. Peterson stated that the people who violate the regulation should have to come and sit through the meeting. Mr. Sorenti stated that he did address the issue with his employee. Mr. Andrews asked if there was a standard fine in place. Ms. Coffin stated it is \$100.00 for the first offense. **Mr. Andrews made a motion to fine Sorenti Shell at 1 Canal Road, Bourne MA \$100.00 for a violation on March 2, 2014 for selling tobacco to a minor. Mr. Uitti seconded the motion. All in favor. It was unanimous.**

- 3) **DISCUSSION AND POSSIBLE VOTE – Cynthia Coffin – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections CONTINUED from February 26, 2014** – Mr. Andrews stated that at the last meeting the board got into some pretty good discussions on these and the 3 board members that were present truly want to have a full board before finishing up this piece. He feels everyone agrees that the board should update their policies as far as what the board is going to allow for large reductions. Mr. Andrews stated that he already has an issue with the reductions that the board has already approved. The best thing for this item is to bring it up when there is a full board of all 5 members. Mr. Uitti agreed. Ms Peterson stated that this has been an issue for the board for quite a while. Ms. Mastria asked if we have any information on what other towns are doing regarding this issue. Ms. Coffin stated she doesn't think other towns require the testing that this town requires. Other towns only abide by the State requirement. These are only approved for this town under our own regulations. Our regulations are much stricter than what the State requires. Mr. Uitti asked if this could be continued to the first meeting in May 2014. He will not be present for the next meeting in April 2014. Ms. Peterson

stated that she thinks that the costs go down for the maintenance but that she might be more lenient with reductions if this wasn't happening. Someone once told the Board that he started off paying \$1,200.00 per year, and then it went down to \$800.00 then to \$700.00. Ms. Coffin stated that once they get to just the maintenance inspections, she does not know if that really goes down but thinks it is because once the influent and effluent testing after those first 2 years is complete, the costs do drop. Also, he could have picked up a different contractor. Mr. Andrews stated that these are general maintenance inspections to make sure the systems are still working. Mr. Andrews suggested that this be continued to the first meeting in June. **Ms. Peterson made a motion to this item to the first meeting in June 2014. Mr. Andrews seconded the motion. All in favor.**

- 4) **DISCUSS AND POSSIBLE VOTE – Cynthia Coffin - Regarding amendment to swimming pool fence regulation** – Ms. Mastria stepped off of this item. Ms. Coffin stated that there is an old fence regulation and it is a little bit different than the building code. In 2004, the sitting board voted to amend the regulation and took a section of the building code and just referenced it to make it clear so that everyone was on the same page. The amended regulation had a section regarding the horizontal and vertical spacing of pool fences and included a statement that temporary wading pools less than 2 feet in height would be exempt from having a fence as long as there was no circulation system. Ms. Coffin stated that she wants things on the website to look as professional as possible so that when people look on-line, it makes a lot of sense and is very clear. The other day something came up where people and companies are starting to offer pools that are basically 5 feet in height so the actual wall of the pool is the barrier. For years, she was looking at this and stating that there still must be a fence surrounding the 5 foot pool. After researching on-line, Ms. Coffin discovered a regulation from the Town of Plymouth that really details what is in the building code and what is recommended by the swimming pool foundation. She feels that the proposed amended regulation won't be as ambiguous as it is right now. Ms. Coffin stated that she took the Plymouth code and added the temporary wading pool section that already existed in the present regulation, and that she added a little preamble as to why she is beefing up the swimming pool fence regulation. Mr. Andrews stated that a lot of the new regulation follows the building code. Ms. Coffin stated that was correct. Mr. Andrews stated that he has done some pool fences in the Barnstable area and this is exactly what the requirements are for Barnstable. Ms. Coffin stated that there were some things that were not addressed in the old regulation. Ms. Peterson stated that Ms. Coffin did a really good job on revising the regulation but just asks that she be able to see the brochure from the National Pool Association that she talked about. Ms. Peterson would like to see the website and hold off on this for now. Ms. Coffin stated that she would add this item again on the next agenda. Mr. Andrews requested that Ms. Coffin send the link of the website to the board members. Ms. Peterson asked to move on this item to the next meeting for vote so that the new regulation would be ready for this swimming pool season. **Ms. Peterson made a motion to continue this item for**

the next meeting. Mr. Andrews seconded the motion. All in favor. For the record, Ms. Mastria did step off from discussion on this item.

Ms. Mastria has rejoined the board.

- 5) **4 FOURTH STREET – Discussion and possible vote – Cynthia Coffin – Hearing on non-compliance of Housing Inspection** – Ms. Guarino stated that she did speak with both parties on April 8, 2014. The tenant, Maureen Houston, was supposed to be evicted so she is not sure if that was successful or not. Ms. Peterson asked if the park manager has been contacted. Mr. Valladares was present for this item. Mr. Valladares stated that the tenant, Ms. Houston has been evicted. Ms. Peterson asked if she is still on the property. Mr. Valladares stated that she is in the process of moving out today. She was given until Sunday and then they extended it until today. She has removed most of her stuff. Mr. Andrews asked what the housing complaint is. Ms. Coffin stated that there were several things and most everything has been addressed. The original inspection was back on February 3, 2014. Ms. Guarino wrote a letter to Thyme Gardner, the owner, regarding the repair of the gas stove but the burner was wrong. The board did order several corrections and almost everything was completed. Mr. Andrews asked what was not completed. Ms. Coffin stated that the owners weather-stripped the rear door that had the space, but they did not replace it. Ms. Houston was not happy with the repair and complained there was still some air spaces. The owner put plastic over the side window that was cracked but they did not replace the glass. Mr. Andrews stated that the board asked for it to be sealed. Ms. Coffin stated that they did seal it but had not actually replaced the glass yet. Ms. Houston kept complaining about the screen door but when Ms. Coffin found that the screen door did close. Ms. Coffin stated that she does not understand what the complaint is about the screen door. Mr. Andrews reviewed what the board talked about at the last hearing and what items the board asked to be completed from the enforcement order. He discussed the immediate violations that were corrected such as the window being sealed with plastic and that the screen door be capable of being shut, so it appears that the landlord did what the board asked. Ms. Mastria stated that the big issue was the gas water heater which was repaired the next day. Ms. Coffin stated that the town plumbing inspector also checked out the gas water heater repair. Ms. Peterson stated that after discussions with Mr. Sabatt, the park receiver, the park manager needs to be notified when something like this is coming about because it could potentially cause problems and he should be aware. She was concerned when she was in the office one day and Ms. Guarino had to sit and listen to the parties about restraining orders, eviction, etc. and Ms. Guarino should not have to deal with that. Attorney Chuck Sabatt should also be notified. Mr. Sabatt is present at this evening's meeting. Mr. Andrews stated that the resolution by the board was to ask that certain things be corrected. Everything was corrected with the exception of the window being replaced until the weather gets warmer. The landlord did address everything that the board asked for her to address for the safety and well being of the tenant. The board is only concerned with health and welfare of a

tenant. Ms. Peterson stated that Ms. Guarino should not get stuck on the phone with someone who complains for over an hour. If the tenant will not allow the owner to enter the premises to make corrections, then maybe the property manager, Rudy could have intervened. Ms. Mastria stated that had the property manager known about the complaint, maybe this would not have ever been brought before the board at all. Ms. Coffin stated that she understands that but when the health office receives a complaint, the office has to do the inspection and the investigation required by the Board of Health. Mr. Andrews stated that is correct but still try to keep the property manager informed. **Ms. Peterson made a motion to take no action at this time for the landlord did all that was requested by the Board of Health. Mr. Andrews seconded. All in favor.**

6) APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 12, 2014 – Ms. Mastria made a motion to approve the minutes dated February 12, 2014. Mr. Andrews seconded. All in favor

7) APPROVE THE MINUTES FROM THE MEETING DATED FEBRUARY 26, 2014 – Ms. Mastria made a motion to approve the minutes dated February 12, 2014. Mr. Uitti seconded. All in favor

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was unanimous and the meeting adjourned at 7:58 P.M.

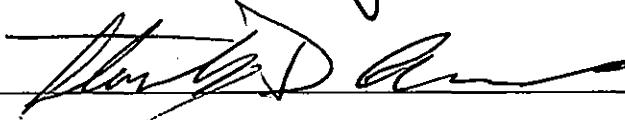
Respectfully taped and typed by
Lisa Collett
Secretary

Reviewed and approved by
Cynthia A. Coffin
Health Agent

Kathleen Peterson



Stanley Andrews



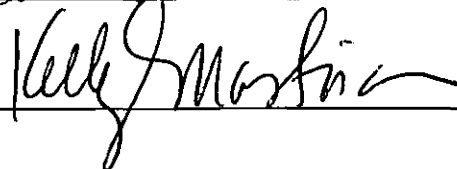
Galon Barlow

ABSENT

Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 MAY 8 PM 2 59
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

May 14, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

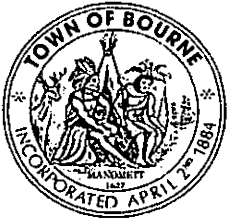
1. **35 PARK STREET – Zachary Basinski for Jack & Ann Wood – Request extension on variances already approved on April 25, 2012 –**
2. **13A RIVER RD – Timothy Santos of Holmes and McGrath for Vincent Michienzi – Request variances from the 150 foot setback to the top of a Coastal Bank –**
3. **14 CANONICUS AVE – Zachary Basinski of Bracken Engineering for Richard and Janis Shepherd – Request variances from the 150 foot setback to a Wetland Resource Area –**
4. **WHALEBACK RESTAURANT – Terri Guarino – Discussion and Possible vote to revoke the 2014 Food License -**
5. **DISCUSSION AND POSSIBLE VOTE – Cynthia Coffin – Regarding amendment to swimming pool fence regulation. - CONTINUED from April 9, 2013 –**

cc Board of Selectmen/Town Clerk

Signed:
Title:
Date:

Lizbeth

Secretary
May 8, 2014



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



2014 JUL 14 PM 10 00
TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES
May 14, 2014

Members in attendance: Kathy Peterson, Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Lisa Collett, Secretary and Terri Guarino, Health Inspector. Cynthia Coffin, Health Agent, arrived when discussion of item 4 was taking place.

Meeting was called to order at 7:00 P.M by Chairman Peterson.

1. 35 Park Street – Zachary Basinski for Jack & Ann Wood – Request extension on variances already approved on April 25, 2012 – Mr. Basinski requested a six month extension. The client is still working with the architect on the project. Ms. Mastria made a motion to approve a six month extension on the variances originally approved on April 25, 2012 for 35 Park Street for Jack and Ann Wood. Mr. Uitti seconded the motion. It was a unanimous vote to approve the request.

2. 13A River Road – Timothy Santos of Holmes and McGrath for Vincent Michienzi- Request variances from the 150 foot setback to the top of coastal bank - Michael McGrath from Holmes and McGrath stated that he was a professional engineer and professional land surveyor. The lot in question is a vacant lot on River Road that fronts on the Pocasset River and a phragmites marsh. They are proposing a Ruck system. He has included a copy of the DEP's general use approval for this system. The system removes 80% of the total nitrogen from the septic effluent and this is guaranteed. He is asking for the Board to issue a local upgrade approval under our existing regulation. Ms. Peterson asked if there were other Ruck systems in the Town. Mr. McGrath stated that there are two older systems off of Barlows Landing Rd. Mr. Barlow asked if this system was a recirculating sand system but Mr. McGrath answered no. The type of system that the Board is talking about is a single pass through sand filter that Costa designs. This system only gets credit for 5 bedrooms per acre for their amount of nitrogen removal but the Ruck gets credit for 6 bedrooms per acre. The Ruck system gets credit for a higher nitrogen removal rate. Ms. Collett interjected that she had not had a chance to check the return receipt cards for the registered notification to the abutters. Ms. Peterson asked Mr. McGrath if he had the green cards or proof of mailing but he did not have them with him.

Ms. Peterson said that procedurally the Board has to continue this item. **Mr. Barlow made a motion to continue this item to May 28th. Mr. Uitti seconded the motion. It was a unanimous vote.**

3. 14 Canonicus Ave – Zachary Basinski of Bracken Engineering for Richard and Janis Shepherd – Request variances from the 150 foot setback to a wetland resource area - Mr. Basinski submitted green cards for the hearing. Ms. Peterson asked the location of Canonicus Ave and Mr. Basinski told the Board members that it was located off Circuit Ave. He stated that there is an existing single family house lot and there is a cranberry bog to the south and a coastal dune to the north. The intent is to demolish the existing structure and to rebuild a new two bedroom dwelling. The proposed system will be a Fast system with pump system to a pressure dosed Cultec disposal field. The system will be mounded to maintain the required groundwater separation and will be a walled system. He is requesting a 20 foot variance from the 150 foot setback of the leaching facility to the cranberry bog; a 130 foot setback has been provided. He is also requesting a 3 foot variance to the coastal dune to the north. The leaching is over 300 feet from Hen's Cove. The proposed system will be an IA Nitrogen reduction system and will lower the nitrogen from 7.9 ppm to 4.7 ppm for a 40% reduction. Ms. Peterson reviewed the architectural submissions. The filing has already been through the Conservation Commission and the wetlands line has been agreed upon. Mr. Barlow asked if the Board should restrict the house to two bedrooms and Ms. Peterson answered in the affirmative. There was no one present in the audience. **Mr. Barlow made a motion to approve the request for variances for 14 Canonicus Ave. He added that there will be a two bedroom deed restriction placed on the property. The plans were received May 1, 2014, drawn by Bracken Engineering. The architectural submissions were also received May 1, 2014 by Bracken. Ms. Mastria seconded the motion. It was a unanimous vote to approve the variances.**

4. Whaleback Restaurant – Terri Guarino – Discussion and Possible vote to revoke the 2014 Food License – The owner, Robert Lacey was present for the discussion. Ms. Peterson asked the Health Inspector, Ms. Guarino, to summarize the issues with the Whaleback Restaurant. Ms. Guarino stated that on February 26, 2014 she conducted a routine inspection of the restaurant. At that time she found a number of health and safety violations. She found a lot of structural problems with the establishment which she referred to the Building Inspector, Roger Laporte. She brought Mr. Laporte with her on an inspection on March 17th to go over some of the structural violations, such as a severe leak in the roof which appeared to have been going on for awhile, mold on the ceilings, the ceiling peeling off in the kitchen, the walls of the kitchen were peeling off and molding, the floor is peeling, the back door would not close, and the bathroom has structural issues with the floor. The Building Inspector agreed that a lot of work had to be done and stated that he had not issued a certificate of inspection for the property for 2014. On March 17th none of the violations noted from the February inspection had been addressed. Ms. Guarino stated that she went back for a third time after she had issued a written and verbal order to make the repairs/ corrections. This was on May 2nd. Ms. Guarino suggested that Mr. Lacey voluntarily close the restaurant at that time because the corrections that had been made were inadequate. The roof had been repaired but the

interior needed a significant amount of work and the kitchen needed thorough cleaning. Ms. Guarino typed and issued a second written order which she issued as a final warning and asked that Mr. Lacey appear before the Board tonight. She had hoped that the violation might be corrected before the meeting but they have not. On May 12th she did her fourth inspection and there had only been minimal progress. Mr. Lacey agreed with Ms. Guarino's statements and said that he has been working to address issues. He stated that he had scheduled workers to come in on the May 13th and put up the non-porous wall and work on the roof additionally. He said that the workers are coming through the kitchen to do the work and he can't really run the kitchen and keep it clean. Ms. Peterson asked why Mr. Lacey did not accept the voluntary closure and make the repairs and correct the violations. Ms. Peterson said that she does not like to have business owners before the Board but he did not close to make repairs and now it is before the Board. Mr. Lacey stated that he did a lot of work on the roof. He stated that he would close early at night to make the repairs and he thought that this would be enough of a closure. Ms. Peterson discussed that it may have been better to close for a few days to get all the items addressed and the restaurant clean. The Board of Health should not have to make multiple visits to get the issues addressed. She feels that this shows a lack of cooperation with the office. Mr. Lacey restated that he thought he was doing enough at the time. He stated that every time he accomplished one thing there was something else to do. Ms. Peterson asked if Mr. Lacey was willing to give up his food license for a couple of weeks so that the work can be done. Mr. Lacey stated that the present condition of the restaurant were due to neglect. Ms. Mastria stated that Mr. Lacey should not be in the kitchen while work is being done on the roof, etc. The kitchen should be closed while the work is being conducted. Ms. Peterson agreed. Ms. Guarino also stated that Mr. Lacey did not have his ServSafe Certificate. The certificate submitted to the office is for someone who no longer works at the Whaleback. Mr. Lacey stated that he took the course last year with the County Extension Service. Ms. Peterson said that she would check with the County Extension Service tomorrow. Ms. Guarino said that she would like to see the kitchen closed until the repairs have been made. Ms. Peterson stated that the next Board's meeting was May 28th. She would like to see the license pulled until May 28th. If the corrections are not made by then, the Board will revoke the license totally. Ms. Peterson stated that Mr. Lacey needs to prove to the Board that he does have his ServSafe certificate. Mr. Lacey said that he took the test and passed it but did not have the capability to print out the certificate. Ms. Peterson reiterated that both the Health Inspector and the Building Inspector asked Mr. Lacey to close so that the repairs could be made in a timely manner. Mr. Lacey chose not to do that. Ms. Guarino stated that she would like the Building Inspector and the Fire Department do the reinspection on the work. Ms. Peterson said that one of the problems is that not even the small things have been addressed. This would have show a good faith effort to do something. Ms. Peterson read through the listed violations. Ms. Peterson asked again if Mr. Lacey would voluntarily close his restaurant until the violations have been addressed. Mr. Lacey responded that he would. He stated that he thought that he would be able to get the work done. Ms. Peterson restated that there are serious issues. Mr. Lacey also stated that workers brought food into the kitchen in crock pots. Ms. Peterson and Ms. Guarino that this is not allowed under the code. Ms. Peterson said that Mr. Lacey stated that he needs to show proof by tomorrow that he is ServSafe certified. Mr. Lacey asked to read the

violation again. Mr. Lacey stated that someone was coming to clean the hood. He said that some of the cleaning has been done. Ms. Guarino stated that she is concerned about all the paper products being stored in the kitchen. There was general discussion about all the violations. Mr. Lacey stated that Chuck Sorenti was doing all the structural work on the restaurant. Mr. Uitti stated that the area around the dumpster needs to be cleaned and the dumpster needs to be closed. Ms. Peterson stated that she would like the Board to vote to close the restaurant for 7 days and that if Mr. Lacey could get the work done he can call the office for a reinspection and it might not have to be closed that long. If he completes the work by this Friday he will have to contact this office before noon on Friday and have at least 75 percent of the violations corrected. Ms. Coffin was concerned with the term 75 percent because this may not address the most critical issues. Mr. Lacey said that he thought that the roof was the most critical issue and so he addressed that first. There was discussion about the crock pot. Ms. Coffin said that no one can bring in any food made at a home unless that person has a licensed and inspected kitchen. This practice must stop. Ms. Mastria stated that Ms. Guarino had asked for the building inspector and fire department to also sign off before the restaurant to open so she does not think that notification by noon on Friday that the work is done would be enough time to get all parties to do their inspections. Mr. Lacey asked if he could serve beer. Ms. Peterson stated that if cannot serve food, he cannot serve beer. Ms. Peterson stated that Mr. Lacey has not addressed the issues that he was asked to address. Mr. Lacey said that he has tried to address some of the violations. Ms. Coffin stated that Ms. Guarino is frustrated that the violations are the same each time she does an inspection. She asked Ms. Guarino what the repeat violations were and what the priorities were. She said it might help to prioritize the issues for Mr. Lacey. Ms. Guarino stated that on Monday the material for the wall was outside of the establishment but it was not installed at the last time she was out there. The back of the kitchen in the dishwashing area still has a lot of issues. The flooring is peeling off and the walls are spattered with grease. Mr. Lacey stated that he will have that entire kitchen dishwashing area redone. Ms. Guarino requested that Mr. Lacey submit receipts for the materials that have been purchased. Ms. Coffin stated that in the past there was a restaurant that was closed voluntarily and the owners worked for three days and got the restaurant reopened and there had been serious issues in that establishment. Mr. Lacey said that he thought he had addressed the most serious issues. He stated that he has scraped the coffin refrigerator. Ms. Peterson said that all of this should have been taken care of after the Health Inspector's first notice of violations. He also should have been keeping everything maintained and not need to have the Board of Health order him to clean the kitchen. Ms. Peterson stated that the restaurant would be closed Thursday morning. She asked Mr. Lacey how long he thought it would take him to correct the violations. Mr. Lacey said that he hopes that he can everything open in three days. Ms. Peterson said that when Mr. Lacey is ready he needs to call the office. Ms. Coffin said that even if Mr. Lacey doesn't call the office she thinks that the Board of Health should reinspect. Ms. Peterson and the Board decided that they would like to visit the restaurant on Thursday morning and look at the violations and what has been done. Ms. Mastria said that she will come to that inspection. Ms. Guarino also stated that Mr. Lacey needs to submit his ServSafe certification. She said that she would be by the restaurant at 3:30 tomorrow (Thursday) and Ms. Coffin said that she thinks that they should reinspect on Monday as well. Mr. Uitti said that he would be

present for the inspection as well. Mr. Lacey said that he understands that the Board is not happy that everything isn't done yet but he really thought that he was trying to take care of things in order or priority. Ms. Coffin also said that it is frustrating that things have gotten to this point at all. Cleaning should be taking place constantly, not just when the Board of Health orders it. Ms. Peterson stated that she does not like to close a restaurant and have Mr. Lacey lose income, but the Board has no choice in this instance. Mr. Lacey stated that he has brought in a new partner, Stu Coggeshall, and he believes that things will get better. There was more discussion about what needed to be done to have the restaurant reopen. Ms. Peterson stated that the Health Department first documented the issues in December and things have not been addressed to date. He stated that he did not have a bartender was not able to do the work and maintain the bar operation. **Ms. Peterson made a motion to revoke the license of the Whaleback until the Board of Health and the Building Department are satisfied. This closure will take effect as of Thursday morning at 8 AM and that Mr. Lacey hopefully will voluntarily not open in the morning. The issues noted in the inspections will be corrected. She wants Mr. Lacey to know that the Board does not make this vote lightly. Ms. Mastria seconded the motion. It was a unanimous vote. Ms. Peterson said that the Whaleback is officially closed. Ms. Coffin told Mr. Lacey that if violations are corrected he needs to call the Board of Health office so that reinspections can be done. The goal is to get the restaurant reopened. Ms. Coffin reminded Mr. Lacey to get the office a copy of this ServSafe certification.**

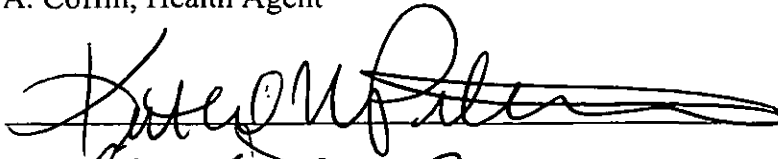
Mr. Barlow returned to the meeting.

5. Discussion and Possible Vote – Cynthia Coffin – Regarding amendment to Swimming Pool fence regulation. Ms. Peterson stated that she did not have any changes that she thought needed to be made to the amendment. She asked the other Board members if they didn't have any comments. Mr. Uitti asked Ms. Coffin if she had read through the Building Code materials he had submitted to her. She stated that the amendment was written based on the standards in the Building Code so she did not read through the code again. **Mr. Uitti made a motion to approve the Swimming Pool regulations amendment. Mr. Barlow seconded the motion. It was a unanimous vote to approve the amended regulation.**

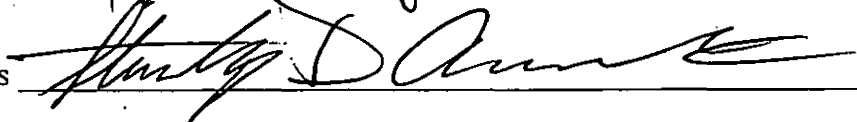
Ms. Mastria made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote. The meeting adjourned at 8:08 P.M.

Typed by Cynthia A. Coffin, Health Agent

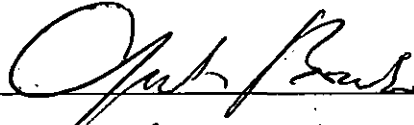
Kathleen Peterson



Stanley Andrews



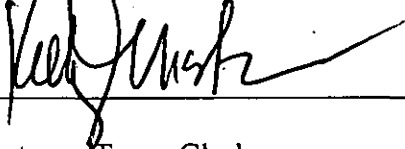
Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



2014 MAY 22 PM 2:04

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

May 28, 2014

Time:

7:00 P.M.

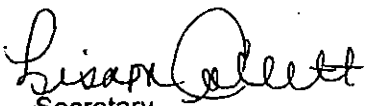
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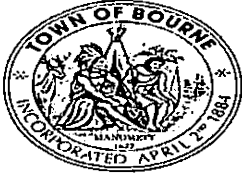
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **13A RIVER RD – Timothy Santos of Holmes and McGrath for Vincent Michienzi – Request variances from the 150 foot setback to the top of a Coastal Bank – CONTINUED FROM MAY 14, 2014 MEETING -**
2. **24 MASSASOIT AVE – Zachary Basinski of Bracken Engineering for Charles & Ellen Buchanan – Request extension on the variance already granted from June 12, 2013 -**
3. **15 HOPE AVE – Charles Coombs – Request waiver to use the existing septic system for proposed renovations, additions and alterations -**
4. **DISCUSSION AND POSSIBLE VOTE – To designate a new member of the Wastewater Advisory Committee –**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: May 22, 2014



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 MAY 23 PM 2 58
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

May 28, 2014

Time:

7:00 P.M.

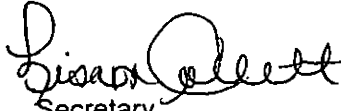
Place:

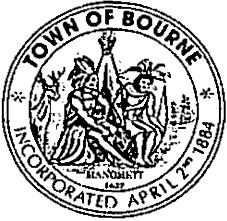
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AMENDED AGENDA ITEMS:

1. **13A RIVER RD – Timothy Santos of Holmes and McGrath for Vincent Michienzi – Request variances from the 150 foot setback to the top of a Coastal Bank – CONTINUED FROM MAY 14, 2014 MEETING -**
2. **24 MASSASOIT AVE – Zachary Basinski of Bracken Engineering for Charles & Ellen Buchanan – Request extension on the variance already granted from June 12, 2013 –**
3. **14 CANONIUS AVE – Appeal variance approval of May 14, 2014 – Health Agent's request to amend approval and require pressure distribution -**
4. **15 HOPE AVE – Charles Coombs – Request waiver to use the existing septic system for proposed renovations, additions and alterations -**
5. **DISCUSSION AND POSSIBLE VOTE – To designate a new member of the Wastewater Advisory Committee –**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: May 23, 2014



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE AM 9 53
BOARD OF HEALTH TOWN CLERK'S OFFICE
24 Perry Avenue BOURNE, MASS
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES
May 28, 2014

Members in attendance: Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary, and Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent and Terri Guarino, Health Inspector

Meeting was called to order at 7:00 P.M by Vice-Chairman Stanley Andrews.

Mr. Andrews called the meeting to order.

1. 13A River Road – Tim Santos of Holmes and McGrath for Vincent Michienzi- Request variance from the 150 foot setback to the top of coastal bank- continued from May 14, 2014 meeting – Mr. Santos introduced himself and submitted the green notification cards. Mr Santos stated that the existing property has a one bedroom single family cottage. The applicant is proposing to construct a three bedroom home and is proposing a denitrification system, in this case a Ruck system. The system has general use approval through MA DEP. He is here to request a setback reduction from the top of coastal bank. He is looking for a 59 foot variance from the required 150 setback of the leaching facility to the top of coastal bank to the west and a 47 foot variance to the top of coastal bank to the north. The applicant has already been to the Conservation Commission and has their approval. Ms. Coffin asked why the system designed did not include pressure distribution which the Board generally calls for to address virus removal. Mr. Santos stated that the Ruck system is already a sand filter and pressure distribution is not required since there is already 99.99% virus removal through the sand filter. Mr. Santos did look at this issue and two trenches could be used instead of the proposed leaching. Mr. Santos said that the Ruck system already addresses what the Board would be asking for with pressure distribution. Mr. Andrews remarked that the report submitted shows that the system does the pressure distribution through the pressure distributed sand filter. Mr. Santos described the components of the Ruck system. Ms. Coffin stated that it makes sense that the sand filter is already addressing the BOH virus concerns. **Mr. Barlow made a motion to approve a 59 foot variance to the top of coastal bank to the west and a 47 foot variance to the top of coastal bank to the**

north for the leaching facility at 13A River Road. The septic plan of record by Holmes and McGrath is dated received April 30, 2014 and the architectural of record are dated received April 30, 2014. There will be a 2 year wastewater contract initially and there will be a three bedroom deed restriction placed on the property. The approval is conditioned on all requirements of our alternative testing policy. Mr. Uitti seconded the motion. It was a unanimous vote to approve the variances.

2. 24 Massasoit Ave – Zachary Basinski of Bracken Engineering for Charles & Ellen Buchanan – Request extension on the variance already granted on June 12, 2013. Ms. Coffin stated that Mr. Basinski was not present for the discussion tonight. He is just requesting a six month extension. They are still working with the owner on the project to finish construction drawings. Ms. Coffin stated that the original approval was on June 12, 2013 so this is the first extension. She said that usually the Board grants a six month extension. **Mr. Uitti made a motion to extend the variances for 24 Massasoit Ave for an additional six months. Mr. Barlow seconded the motion. It was a unanimous vote.**

3. 14 Canonicus Ave – Appeal variance approval of May 14, 2014 – Health Agent’s request to amend the approval and require pressure distribution. Ms. Coffin stated that she had not been present for this item at the last meeting. She was going through the minutes and noticed that the Board of Health did not require pressure distribution with the Fast system which has always been what they have requested before. She contacted Mr. Basinski who stated that he just forgot to include pressure distribution. He told her that he would like to come to the next meeting to amend the septic plan of record to include pressure distribution. **Mr. Barlow made a motion to continue this item to the next BOH meeting on June 11, 2014. Mr. Uitti seconded the motion. It was a unanimous vote.**


4. 15 Hope Ave – Charles Coombs – Request waiver to use the existing septic system for proposed renovations, additions, and alterations - Mr. Coombs stated that he would like to add a bathroom and closet to his house at 15 Hope Ave. It will be an 8’ x 16’ addition onto the back of the house off the master bedroom. Ms. Coffin stated that the title 5 system was installed in 2005 and consists of a 1000 gallon tank and four 500 gallon leaching chambers for a 5 bedroom dwelling. She does not think that a septic certification is required. Mr. Coombs said that the addition is a surprise for his wife. The percentage of increase in non bedroom square footage is well below the Board’s guideline of less than 50%. Mr. Coombs stated that the foundation of the addition will be on piers and will not be dug right next to the septic tank. Mr. Coombs submitted the drawings of the footings for the record. **Mr. Barlow made a motion to approve the requested waiver for use of the existing septic system for proposed renovations to 15 Hope Ave, for Charles Coombs. The plans were received May 20, 2014, with an additional two pages on the foundation plans submitted at tonight’s meeting. Mr. Uitti seconded the motion. It was a unanimous vote to approve.**

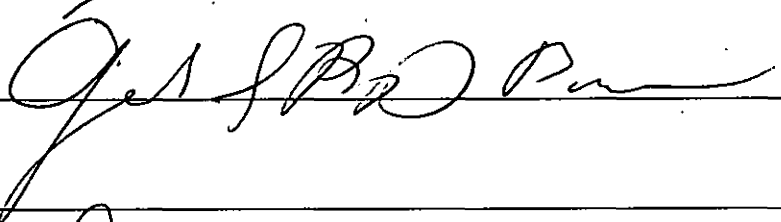
5. Discussion and Possible Vote – To designate a new member of the Wastewater Advisory Committee – Mr. Andrews stated that he had been the appointed member of the Committee but due to other commitments he was not able to continue to serve. Ms. Coffin said that Sallie Riggs had been requesting that the Board of Health designate a member to serve on the Committee. Evidently at the last Board of Selectmen's meeting they took a vote to allow the Health Agent to appoint a member to the Committee. Ms. Coffin stated that Terri Guarino, the Health Inspector, is interested in serving on the Committee if none of the Board members are interested. Mr. Barlow said he believed that Ms. Mastria had said she would be interested once she had been on the Board for awhile. Ms. Coffin stated that she would contact Ms. Mastria and ask her if she was interested. If she wanted to serve the Board could have her be the primary and Ms. Guarino could be the secondary. If she was not interested, then she will make Ms. Guarino the primary. The Board members agreed that this was fine. No formal vote was needed or taken.

Mr. Barlow made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote. The meeting adjourned at 7:40 P.M.

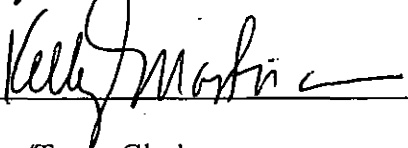
Taped and typed by Cynthia A. Coffin, Health Agent

Kathleen Peterson _____

Stanley Andrews  _____

Galon Barlow  _____

Don Uitti _____

Kelly Mastria  _____

cc Board of Selectmen/Town Clerk



MAY 30 PM 4 21
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

SPECIAL MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

June 10, 2014

Time:

7:00 P.M.

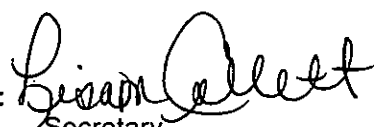
Place:

Bourne Community Building
Selectmen's Meeting Room
239 Main Street
Buzzards Bay, MA 02532

AMENDED AGENDA ITEMS:

1. THE BOARD OF SELECTMEN OPEN MEETING – DISCUSSION AND POSSIBLE VOTE REGARDING THE DRAFT SITE LEASE AND DEVELOPMENT AGREEMENT NEGOCIATED BY HAREST POWER, THE ISWM STAFF AND THEIR CONSULTANTS .-

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: May 30, 2014



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

2014 JUN 4 PM 4 07
TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED SPECIAL MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

June 10, 2014

Time:

7:00 P.M.

Place:

Bourne Community Building
Selectmen's Meeting Room
239 Main Street
Buzzards Bay, MA 02532

AMENDED AGENDA ITEMS:

- 1. THE BOARD OF SELECTMEN OPEN MEETING – DISCUSSION AND POSSIBLE VOTE REGARDING THE DRAFT SITE LEASE AND DEVELOPMENT AGREEMENT NEGOCIATED BY HAREST POWER, THE ISWM STAFF AND THEIR CONSULTANTS - (POSSIBLE EXECUTIVE SESSION) -**

cc Board of Selectmen/Town Clerk

Signed:
Title:
Date:

Secretary
June 4, 2014



2014 JUN 5 PM 3 41

TOWN CLERK'S OFFICE,
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

June 11, 2014

Time:

7:00 P.M.


Place:

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

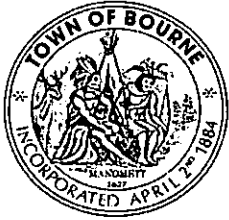
AGENDA ITEMS:

1. **14 CANONIUS AVE – Bracken Engineering for Richard and Janis Shepherd – Request to amend site plan of record to include pressure distribution per request of Health Agent -**
2. **4 KING ARTHUR WAY – Ian and Belinda Rubinstein – Appeal of the Board of Health order dated May 28, 2014 to remove roosters –**
3. **DISCUSSION AND POSSIBLE VOTE – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections CONTINUED from April 9, 2014 -**

cc Board of Selectmen/Town Clerk

Signed: 
Title: Secretary
Date: June 5, 2014

2014 JUL 9 AM 9 53



Cynthia A. Coffin
Health Agent

TOWN CLERK'S OFFICE
TOWN OF BOURNE
BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES
June 11, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent and Terri Guarino, Health Inspector

Meeting was called to order at 7:00 P.M by Chairman Kathy Peterson.

- 1. 14 Canonicus Ave- Bracken Engineering for Richard and Janis Shepherd- Request to amend site plan of record to include pressure distribution per request of Health Agent - Ms. Coffin stated that Mr. Basinski would not be present for this item. She told the Board that Mr. Basinski had not included pressure distribution on the plan that the Board had previously approved and had resubmitted an amended plan for the Board's approval. The Board always requires pressure distribution when the Board approves an alternative for nitrogen removal. Ms. Peterson stated that she would like to thank Bracken Engineering for coming back to the Board with the amendment. Mr. Andrews made a motion to accept the revised plan by Bracken Engineering for 14 Canonicus , sheet one and sheet two, dated June 5, 2014 and received by the Board of Health on June 10, 2014. The new plan reflects the addition of pressure distribution. Mr. Barlow seconded the motion. It was a unanimous vote to approve the amended plan.**
- 2. 4 King Arthur Way – Ian and Belinda Rubinstein – Appeal of the Board of Health order dated May 28, 2014 to remove roosters – The Board was presented with additional documents that the Board members took time to read. Ms. Peterson asked if there were any green cards for this hearing but Mr. Andrews stated that at this point it is just an appeal of the Board of Health order and no certified notifications are required. Mr. & Mrs. Rubinstein introduced themselves as did their two children. Present with them was Mr. Knieriem, President of the Cape and Islands Farm Bureau, State Director of the MA Farm Bureau and a member of the US Farm Bureau. He stated that he was at the meeting to represent and help the process. He would like to help the Rubinsteins and the Board of Health work through the regulation that was adopted. Ms. Coffin gave the Board members an overview of the situation. She said that in**

2013 the office did receive a complaint about the crowing of roosters at this property. She and the Health Inspector at the time, Zack Seabury, visited the property and they did see that there were chickens on the property and there appeared to be one rooster that crowed when they went into the side yard but that the crowing was very low in volume. Mr. Seabury left and Ms. Coffin thinks that she spoke to the owner and told them that they should keep the rooster in so that it would not crow. The Board of Health regulation outlawing roosters had not been approved at that time. She did not receive any further complaints and she did not take any other action. At the end of the year when she was doing the Animal Inspections, she did return to the property and saw the coop but did not see any chickens and just assumed that there weren't any on the property any more. Then on May 21st the Board received another complaint. Ms. Guarino did go to the property and did see chickens but was not sure if any were roosters. Ms. Coffin suggested writing an order for the Rubinsteins to remove any roosters on their property as per the regulation. The order was sent and then the Rubinsteins submitted a letter appealing the order. The complainant also submitted another letter and there were other submissions from the Rubinsteins. Ms. Coffin again stated that the chickens and roosters were on the property before the Board of Health adopted the amendment. Ms. Guarino agreed that Ms. Coffin presented the facts accurately. Ms. Peterson stated the Ms. Mastria went by the property on her way to the meeting and she would like her to give a report. Ms. Mastria stated that she went to the site and found a very small coop. She saw three chickens. She said that the chickens are in the back yard furthest away from the complainant's address. Ms. Mastria said that Mr. Rubinstein pointed out that one of the chickens was a rooster. She felt that the coop was nicely made and clean. Mr. Knieriem stated that the chickens were bantams. Ms. Mastria stated that the chicken coop is away from the house and that the property abuts the woods. She stated that the complainants are on the right side of the property and that the coop is on the far left corner of the yard. She said that there is a wooded area between the two yards. Mr. Andrews stated that in the complaint there was a reference to a violation since the chickens were less than 50 feet to a place where milk handled but that he believes this is a misinterpretation of the regulation and he asked if Ms. Coffin agreed. He stated that this section of the regulation did not mean a residential kitchen area but an area where there is a milking parlor area. He said that the complainants should be notified that this is a misinterpretation of the intent of that section. Ms. Mastria also said that Mr. Rubinstein had told her that the chickens are not let out of the coop until about 8:30 in the morning and they go in at dusk. Mr. Rubinsteins had pictures of the coop on his laptop. Mr. Andrews asked him if he could present a digital copy of the pictures for the office file. Mr. Barlow asked if the chickens were ones that were shown at a fair. Mr. Andrews feels that the Rubinstein children do a lot of hard work to show the birds. Mr. Uitti made a statement that he wondered if the complaint was totally accurate. Mr. Rubinstein asked to see a copy of the complaint. Mr. Rubinstein showed the Board's more pictures of the coop. Mr. Barlow asked what the Board is being asked to do. Ms. Coffin stated that the Board has the new regulation which states that roosters are not allowed until a property has 2 acres and there are roosters for raising chickens. The Rubinsteins were sent an order to remove the roosters and subsequently appealed that order. Right now they are before the Board because of that appeal. If the Board chooses to allow them the appeal then

she would suppose that the Rubinsteins would have to formally request a variance to sections of the regulation. They would have to notify the abutters in order to have the variance hearing. Mr. Andrews asked how long the Rubinsteins have had the roosters and if they had them before the Poultry regulations were amended. They answered two years, which was before the regulation amendment. Ms. Coffin said that she and the Board had decided that since they knew that people probably had existing roosters at the time that the regulation prohibiting roosters was adopted, that the office would not go out looking for roosters but would address the issue if complaints on a particular property came in to the office. Ms. Peterson said that she feels that the best thing for the Rubinsteins would be for them to formally request the variances necessary. The Board has to consider the complaint and the nuisance issue. She would have liked to have had the complainant appear hear tonight. Ms. Coffin did state that complainant has some health issues and she believes that is why no one is here. Ms. Peterson would have liked more evidence such as a tape of the offense. Ms. Mastria said it is always best if neighbors can work with neighbors to reach an agreement. Mr. Knieriem stated that the Rubinsteins have other issues with the complainants. He believes that the Board of Health regulation should have wording that everything is site specific. Ms. Coffin said that the appeal process is right in the regulation itself. Mr. Knieriem said that he is here because it is only one rooster and he supports the children raising them for showing. He stated that there are a lot of other roosters in Bourne. Ms. Mastria asked if the Board could just dismiss the order. Ms. Coffin said that she thinks the best process would be for the Rubinsteins to request a variance or variances to the regulation and have a formal hearing. Ms. Peterson agreed. The Board seems to be willing to consider the request for one rooster. Mr. Knieriem stated that if in the future the family is in a situation to want more roosters they would have the right to come back before the Board. They could come back with a proposal for soundproofing of the coop. Mr. Barlow stated that the Board would like to just look at this one issue that is presently before the Board. Ms. Coffin stated that the next Board meeting would be June 25th. Abutter notifications would have to go out by June 16th and the proof of mailing receipts should be retained to present to the Board. At the meeting any abutter would be able to comment on the variance request. Mr. Rubinstein again stated that there could be a proposal to sound proof the coop and to agree that the chickens would not be let out till 8 am and would be back inside by 7 pm. Mr. Barlow again said that the present issue needs to be discussed first. Ms. Coffin described what needed to be done to request a variance and the time frame for the submittals. **Mr. Andrews made a motion to continue this item to June 25th and at that time the Rubinsteins will need to request a variance to the poultry regulation requirements. Mr. Uitti seconded that motion. It was a unanimous vote to continue this item. Mr. Mulvey, in the audience, mentioned a previous hearing before the Board of Health about a rooster on Little Bay Lane.**

- 3. Discussion and Possible Vote – Regarding policy and guidelines for requests for reduction of Alternative Maintenance Inspections – continued from April 9, 2014** – Ms. Coffin told the Board members that she had drafted a policy solely for purposes of discussion. Part of the policy is what the Board is already doing when someone requests a reduction in the maintenance. Mr. Andrews

would like to add that if the property has a change of use or change in ownership then any approval of reductions in maintenance inspections would be void. **Mr. Andrews made a motion for a quick 5 minute recess as the Rubinstein boys asked if they could show their rooster to the Board. Ms. Mastria seconded the motion. It was a unanimous vote. The Board recessed four five minutes and then reopened the meeting at 7:55 P.M.** The Board members discussed that they really felt that any requests for a reduction in the maintenance inspections should be handled on a case by case basis. They agreed that no action need be taken on the policy at this time. **Ms. Mastria made a motion that the Board deal with requests on a case by case/ site specific basis. Mr. Uitti seconded that motion. It was a unanimous vote.**

Ms. Peterson told Ms. Coffin that she wanted two items added to the next agenda. One was to discuss and possible vote to remove Mike Lanan as the Board of Health representative on odor control issues. The second item will be to discuss Attorney Troy's opinion on site assignment particulars that she will present to him tomorrow.

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote. The meeting adjourned at 7:57 P.M.

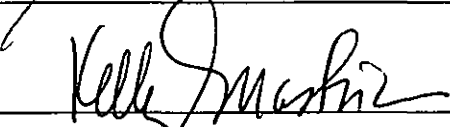
Taped and typed by Cynthia A. Coffin, Health Agent

Kathleen Peterson _____

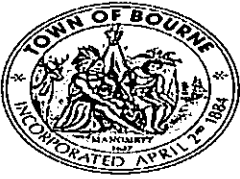
Stanley Andrews  _____

Galon Barlow  _____

Don Uitti _____

Kelly Mastria  _____

cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679

2014 JUN 19



TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

June 25, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

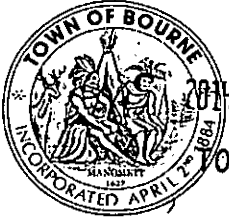
1. **4 KING ARTHUR WAY – Ian and Belinda Rubinstein – Continued Appeal of the Board of Health order dated May 28, 2014 to remove roosters and request for variances of BOH Poultry Regulation**
2. **10 Long Pond Way – Sean Burke - Request for variance from the 150 foot setback regulation for construction of dwelling unit above proposed barn**
3. **10 Long Pond Way – Sean Burke – Request for permit to have horses**
4. **Discuss and Vote to remove Mike Lannan as the Board of Health representative on odor control issues**
5. **Approve the minutes of the meeting dated May 28, 2014**
6. **Approve the minutes of the meeting dated June 11, 2014**

Signed:

Title: Health Agent

Date: June 19, 2014

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

2014 JUL 31 AM 9 53
TOWN CLERK'S OFFICE
Bourne, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES June 25, 2014

Members in attendance: Stanley Andrews, Chairman; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Lisa Collett, Secretary and Cynthia Coffin, Health Agent

Meeting was called to order at 7:00 P.M by Chairman Stanley Andrews.

- 1. 4 King Arthur Way – Ian and Belinda Rubinstein- Continued Appeal of the Board of Health order dated May 28, 2014 to remove roosters and request for variances of BOH Poultry Regulation – Ian Rubinstein was present for the discussion. Ms. Mastria asked if the green cards had been submitted and Ms. Coffin said that they had. Mr. Andrews asked Ms. Coffin for a recap. Ms. Coffin stated that in 2013 there was a previous complaint regarding a rooster crowing. Ms. Coffin thought that the situation had been taken care of since when she went to the property the end of last year to do the barn /animal inspections, she did not find any chickens. The office, however, received a complaint on May 21st of this year. Ms. Guarino did go out and investigate and found chickens. At that time she was not sure which chickens were roosters. The abutter at 2 King Arthur Way made a complaint about the chickens and the rooster crowing. That complaint is a hand written letter dated 5-22-14. The Board should also a letter from the Rubinsteins on June 5th which stated that they were going to appeal the order to remove the roosters. The office then received an additional letter, stamped June 6th, from the complainant Ms. Rotundi. There is also a letter on file from Susan James, who does not live near the property, but submitted a letter as a letter of support for the Rubinsteins. One letter from the Rubinsteins also had signatures from two abutters with statements that they had no issue with the rooster or chickens. There was also a letter from Elise Palmer that was received on June 11th that was in support of the Rubinsteins. Another letter was submitted by Ms. Rotundi asking the Board not to approve any variances from the poultry regulation. Finally that there was a letter from Maureen King, 32 Chartwell Drive, who also complained about hearing the rooster and was not in favor of the variances. Mr. Barlow stated that at the last meeting there was a State Agricultural man who was at the meeting with the Rubinsteins who stated that there were things that could be done to address the noise issue. He had mentioned sound proofing material and plans to develop coops and address the noise issues. He said that if the Board did grant the variances and complaints continued that this might be something that would be required. Ms. Mastria said that this same man stated that each hearing had to be site specific and he had problems with the**

regulation. Ms. Mastria said that he had stated that if the regulation were taken to court there would be an issue with the regulation being too stringent. Ms. Coffin and Mr. Andrews both stated that this was not the case as a variance procedure is written into any regulation and that things are looked at on a case by case basis when there is an appeal. Ms. Coffin stated that she is torn on this issue because she had only heard the rooster once on the initial complaint and had thought that the crow of the rooster was very soft, but the Board has received another letter stating that the rooster crows various times through the day. Even if the Rubinsteins soundproof a coop, if the rooster is outside and crowing the soundproofing of the structure of the coop won't alleviate the noise. She also understands when the Rubinsteins have referenced before that dogs are allowed to bark for a limited time. Ms. Coffin stated that she assumes that if the variances are granted that the number of roosters would need to be limited and there would have to be restrictions imposed. She would need to know what would be considered an additional infringement or violation. Ms. Mastria stated that she thought that in her opinion there were other issues between the Rubinsteins and the complainant. She said it is always better when neighbors can work with each other to resolve an issue. She feels that the rooster is a teaching tool for the Rubinstein children. Ms. Mastria visited and site and the chicken coop is in the far left corner. There are only 6 small bantam chickens. She feels that they are properly taken care of and are as far from the complainant's property as is possible. Where the coop is situated is actually abutting Conservation property. Mr. Barlow stated that he thinks the Board should grant the variance. He said that if there are more complaints they will have to be dealt with as things go forward. If there is proof or evidence that the rooster is disturbing someone then the Board will have to deal with that issue. He would not be in favor if the rooster and chickens were not already on the property at the time the Board passed the amendment to the poultry regulation. Mr. Andrews stated that at the last meeting it was stated that the chickens were used for educational purposes but that the Board still has to address the complaints. He said that if the variances were allowed the Board would have to give guidance to the Agent so that she could determine what would be considered a violation. Ms. Rotundi, the complainant, was in the audience. She stated that she does not think that personalities should be a part of the discussion. The Rubinsteins also wrote a letter saying things about her character. She stated that the issue is that there is a rooster that crows and she believes that the Rubinsteins do not have enough land to have chickens. She discussed that she and her husband have had a very good relationship with the Rubinsteins and have done lots of things to help them, such as babysitting their son, taking them out to dinner, putting the children on the bus when the Rubinsteins had to work and taking Mr. Rubinstein downtown to get parts for his car. She stated that the issue is that requirements to have a rooster and chickens are not being met. Mr. Andrews stated that the Rubinsteins have provided evidence to the Board that they have been showing the chickens for two years and that the amended Poultry Regulation only went into effect in September of 2013. He would like to see if the Board can accommodate both parties. Ms. Rotundi stated that sound proofing would be fantastic. She said that the crowing is very disturbing and offensive. She would like the rooster to be enclosed so she doesn't have to hear the crowing. Ms. Rotundi said that there is an issue with the chickens being less than 100 feet from a dwelling. She stated that the variance request also includes a variance from the required 50 feet to the property line for 6 King Arthur and the Conservation land. She believes that they are also closer than 50 feet to her property. She said that the Rubinsteins admit that the rooster crows off and on during the day. Mr. Andrews stated that the Rubinsteins are allowed to request the

variances. The coop is within 100 feet of their own dwelling. Mr. Andrews asked Ms. Rotundi if the coop was within 50 feet of her property and she answered no. Ms. Rotundi said that the coop is closer than 100 feet. Ms. Mastria said that she did a site visit and that the coop is not less than 50 feet from Ms. Rotundi's property. Ms. Rotundi continued that they do not have enough land to have a rooster. There was discussion that this is why the Rubinsteins are before the Board. Ms. Rotundi stated that the rooster is out from dawn till dusk and it crows off and on all day. Ms. Coffin said that she did witness the rooster crowing initially during the 2013 complaint. She did write a letter at that time to the Rubinsteins and she believes that they said they would keep the rooster in. She did not get any more complaints and at the end of the year she thought that the chickens were gone. Ms. King from 32 Chartwell stated that she lives across the street and she hears the rooster crow as well. She works during the day but when she is home she hears it crow. She has had to get up and close the windows and sliders because of the crowing. Mr. Mulvey asked if the Rubinsteins have a suggestion to correct the problem. Mr. Rubinstein stated that the animals in question are not released from the coop until far after roosters are generally known to crow on a farm. They take numerous steps to keep the chickens in the morning. They are usually not let out until 8:30 am and in the evening a rooster does not make want to make noise at dusk as it could end up eaten or attacked. The chickens in question make every effort on their own to go back into the coop for their own safety. He stated that when the chickens were let out this morning there was already noise from many construction trucks that were making far more noise than his rooster ever would. He also stated that there were many dogs in the neighborhood that bark consistently. Even if the rooster crows it is only for a short time. The family has tried to take steps to minimize the crowing. Mr. Mulvey commented on the Town's barking bylaw and that noise can become a public nuisance depending on a number of factors. Ms. King asked if there were laws and what would the process be if she wanted to have chickens on her property. Ms. Coffin stated that now that the present regulation exists having a rooster in a residential area is prohibited. She also said that often the Board of Health might not be aware of people getting chickens unless someone comes in to pull a building permit for a coop. There are however setback requirements in the regulation that she would enforce if she received a complaint or were to know about someone getting chickens. If people already had a rooster or roosters at the time the poultry regulation was amended to prohibit roosters, there is a bit of grandfathering allowing the rooster to remain unless there are valid complaints. A new person would not be allowed to have a rooster now. Ms. King stated that she never addressed the issue with the rooster with the Rubinsteins in the past. She did not feel that the Rubinsteins would address the issue. Mr. Andrews asked the Rubinsteins if the Board gave them the variance to keep the rooster and if the Board received further substantiated complaints, if there were any other mitigation that could be done to address the issue. Mr. Rubinstein said that he would try to address the issue with advice from the Farm Bureau. He said that the complaints have been subjective. Mr. Andrews stated that a complaint is a complaint. Mr. Rubinstein stated that there is variability to the decibel level perceived. He stated that there is no way to make the animals completely soundproof 24/7. As far as sound mitigation the sound would travel regardless of the location of the animal. He stated that they are already trying to control the time of day that there might be growing. They might be able to have buffer trees in the area that might help. Mrs. Rubinstein stated that they are willing to talk with the Farm Bureau to get their recommendations. Ms. Mastria asked if the item should be continued. Mr. Barlow

said that he would like to hear from the Farm Bureau representative again. Ms. Mastria also said that the Board needs to hear from the Farm Bureau to help determine at what point or level the rooster crowing would be considered a nuisance. Ms. Coffin said that unfortunately what is considered a nuisance can be rather subjective. She said that when a complaint is investigated that the office are taking the word of the complainant that an incident occurred. If the Board were to say that if the crowing occurs again the rooster has to go, how is the office supposed to prove that the crowing actually took place. She said that a crowing rooster is a very hard complaint to follow up on. She would prefer that a compromise could be met here. She said that the Rubinsteins need to come up with further mitigations to address any future complaints. Mr. Andrews said that at this point the Board of Health needs to determine how this will be handled. It is beyond the point of the neighbors handling it on their own. There have already been good arguments as to why the rooster should be allowed to remain such as the educational component of the children having the rooster, but the Board also has to consider the neighbors and what is being considered a nuisance. He said that it would have been nice to hear from the Farm Bureau representative tonight to have tools to apply to this situation. **Mr. Barlow made a motion to continue 4 King Arthur Way to July 9th. The Board would like to have mitigation methods brought to the Board at this meeting. Ms. Coffin said that even if the gentlemen can't be at the meeting, he should be able to give the Rubinsteins some material to develop a mitigation plan. Ms. Mastria said that there may be ways to soften the noise. Mr. Mulvey asked if the time element was a consideration but Mr. Andrews said that based on the complaints the rooster crows all day long. It is the daytime mitigation that is being discussed. Ms. King said that she thinks that the fact that it is spring and the doors and windows are open and that is why more complaints are taking place now. Ms. Mastria asked what is meant by "all day long". Ms. Rotundi said the crowing starts at about 8:20 am, and again at 10:00 am and it crowed for 10-15 min, then again at noon. It crows every couple of hours. Mr. Barlow asked Ms. Rotundi if she had any idea what triggered the crowing. She replied that she didn't see anything. Mr. Rubinstein asked what the town requires for mitigation for a dog barking. Ms. Coffin stated that the Board of Health does not deal with barking dogs but that she believes fines are issued. Ms. Mastria said that maybe there are some acoustic panels that could be placed on the side facing the abutters to soften the noise. Mr. Rubinstein again stated that dogs bark all the time and no mitigation is required. Mr. Barlow stated that we have had other similar complaints and Board has dealt with them on a case by case basis. Ms. Mastria seconded the motion to continue. It was a unanimous vote to continue this item to July 9th.**

- 2. 10 Long Pond Way – Sean Burke – Request for variance from the 150 foot setback regulation for construction of dwelling unit above proposed barn –** Mr. Burke stated that his engineer, Jack Cauley, could not attend tonight but he hoped he could answer all the questions. The proposed septic is a FAST with pressure dosing. He showed the Board the plan of the construction of the barn and pasture. Mr. Burke stated that he will be purchasing a separate lot presently owned by Brian Handy. Mr. Burke already owns the abutting lot. His wife currently has two horses and they would like to build barn on this separate lot and have a dwelling unit above the barn. He cannot build the accessory building by itself. He is installing a four bedroom septic so that in the future if the horses leave he can convert the one bedroom apartment to a four bedroom residence. Mr. Burke presented both sets of

architectuals for the proposed barn and apartment, and for the potential future conversion. He understands the Board's alternative testing policy. Ms. Coffin stated that she feels that the project meets the Board's policy on variances since an alternative system with nitrogen removal is being proposed. Mr. Burke said that he needs a 25 foot variance to the stream. Ms. Coffin stated that she had a 24.9 foot variance from the corner of the leaching to the edge of wetlands that is a ditch. Mr. Andrews said that this wetland is to the east/southeast. Ms. Coffin said that there is also another wetland and a 7 foot variance is required for that wetland to the north. She would also include the variance for the reserve area which would be a 32.8 foot variance from the same wetland ditch to the east/southeast. Mr. Burke stated that the wetland ditch is the same ditch that drains the cranberry bogs that leads to Olofson Drive. Mr. Barlow stated that care needs to be taken on the handling of manure in this area. **Ms. Mastria made a motion to approve the three variances to the 150 foot setback regulation previously stated by Mr. Andrews for 10 Long Pond Way. The site plan is from Warwick and Associates dated June 19, 2014. Architectuals dated June 19, 2014 as well. Mr. Barlow seconded the motion. Ms. Coffin stated that she would like to have the board add the policy on alternative systems. Amended motion agreed by Ms. Mastria and seconded by Mr. Barlow. All in favor. It was unanimous.**

3. **10 Long Pond Way – Sean Burke – Request for permit to have horses –** Mr. Andrews asked how many stalls will be built. Mr. Burke stated there are 3 stalls and he has 2 horses and planning on having a tenant to help maintain the horses. The horses will be kept for the most part in the turnout areas for the majority of the time and then allowed to go to pasture for grazing. 90 percent of the time, depending on the weather, the turnouts are really where the horses are supposed to be. He will try to keep the pasture for limited grazing and stretching their legs. As far as the cleanup of manure goes, that should be cleaned up on a daily basis and he is proposing to install a concrete slab with 3 sides. He will be able to go in with a machine and pick up the manure and he will also put a carport kind of roof on it so it will not get saturated with rain and cause runoff. On a weekly basis, the manure will be put into a dump trailer and either taken to the Bourne dump or any of the other composting facilities that are available. Ms. Coffin read to the board the manure management plan which Mr. Burke did put in writing. **Mr. Barlow made a motion to grant Sean Burke a permit to have and keep 3 horses at 10 Long Pond Way provided he follows all the plans he has submitted along with the manure management plan and the regulations of the town. Ms. Mastria seconded the motion. All in favor. It was unanimous.**

4. **Discuss and vote to remove Mike Lannan as the Board of Health representative on odor control issues –** Mr. Andrews state that this was requested to be put on the agenda by the Chairman of the Board of Health, Kathleen Peterson. Mr. Barlow stated that he thought the board already voted months ago when the board received Mr. Lannan's report. It was stated that the board must accept his report so he could get paid. Mr. Barlow stated that he did not feel that anyone on the board agreed or disagreed with some of the engineering things that Mr. Lannan reviewed regarding the plan for Harvest Power. Mr. Barlow stated that Mr. Lannan could not give any concrete information so as far as he knew at that time; Mr. Lannan no longer represented the Board of Health. He may still work for the landfill but he doesn't represent the Board of Health. Mr. Barlow stated that he does not know why Mr. Lannan is still representing the Board of Health. Mr. Andrews stated that the board engaged Mr. Lannan in assisting the Board of Health with the review of a proposed project. Mr.

Lannan was unable to give the board a complete review because the design had not yet been completed to the point where he could do a complete review. This is what was discussed when Mr. Lannan came before the board and the board did not accept his report but did listen to the report so that Mr. Lannan could be paid. Hence the chairman asked Mr. Lannan to provide any information that he had worked on before this project up to that point in time and beyond that point in time. Mr. Lannan did not provide that information to the chairman prior to the joint meeting to review the site lease with the Selectmen. Having not provided that information, the chairman has asked that the board remove Mr. Lannan for non-performance and stated that Mr. Lannan has not represented the Board of Health in any such review beyond the preliminary review that was done. Mr. Barlow stated that he agrees with Mr. Andrews's statement 100 percent. Mr. Andrews stated that because Mr. Lannan was not forthcoming with information, the board is not happy with his services that were provided up to that point in time. The Board of Health is not getting the feedback that the board requested for that review. Ms. Mastria stated that she is sure it would have prepared the board better before going into the review. Mr. Barlow stated that he feels there would have been a lot less confusion. **Mr. Barlow made a motion to remove Michael Lannan as the Board of Health representative on all issues related to any projects at the landfill. Ms. Mastria seconded the motion. All in favor. It was unanimous.**

5. **Approve the minutes of the meeting dated May 28, 2014 – Ms. Mastria made a motion to approve the minutes of the meeting dated May 28, 2014. Mr. Barlow seconded the motion. All in favor. It was unanimous**

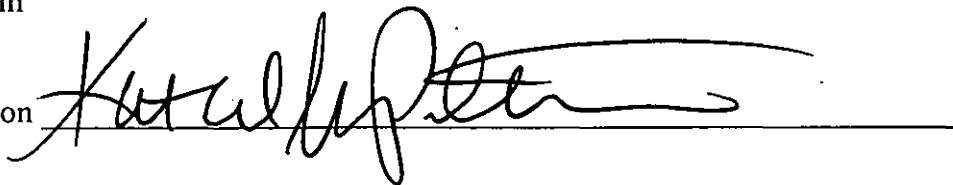
6. **Approval of the minutes of the meeting dated June 11, 2014 – Ms. Mastria stated that she did find an error on the back of the first page almost to the bottom, it states Ms. Coffin stated that the board has the new regulations that roosters are not allowed on a property that has 7 acres. Ms. Coffin stated that it should read 2 acres. Ms. Coffin asked if the change can be made and still vote on the minutes. Mr. Andrews stated that he would entertain a motion to approve with this change. Ms. Mastria made a motion to approve the minutes of the meeting dated June 11, 2014 with the change. Mr. Barlow seconded the motion. All in favor. It was unanimous.**

Mr. Barlow made a motion to adjourn. Ms. Mastria seconded the motion. It was a unanimous vote. The meeting adjourned at 8:03 P.M.

Taped and typed by the Secretary
Lisa Collett

Reviewed and approved by the Health Agent
Cynthia A Coffin

Kathleen Peterson

A handwritten signature in black ink, appearing to read 'Kathleen Peterson', written over a horizontal line.

Stanley Andrews *Stanley Andrews*

Galon Barlow *Galon Barlow*

Don Uitti *Don Uitti*

Kelly Mastria *Kelly Mastria*

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

July 9, 2014

Time:

7:00 P.M.

Place:

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

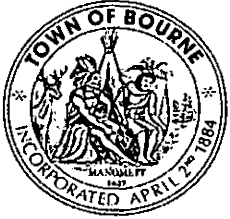
AGENDA ITEMS:

1. **HARVEST POWER – ATTORNEY STEVEN TORRES – Discussion regarding lease to Harvard Power. –**
2. **4 KING ARTHUR WAY – Ian and Belinda Rubinstein – Continued Appeal of the Board of Health order dated May 28, 2014 to remove roosters and request for variances of BOH Poultry Regulation –**
3. **APPROVE THE MINUTES FROM MAY 14, 2014 -**

Signed: *Lizian Callahan*
Title: **Secretary**
Date: **July 3, 2014**

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TOWN CLERK'S OFFICE
BOURNE, MASS

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

2014 SEP 9 AM 10 18
24 Perry Avenue
Bourne, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES July 9, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Lisa Collett, Secretary and Cynthia Coffin, Health Agent

Meeting was called to order at 7:09 P.M by acting Chairman Stanley Andrews.

The items on the agenda were taken out of order. Item 1 is 4 King Arthur way.

- 1. 4 King Arthur Way – Ian and Belinda Rubinstein- Continued Appeal of the Board of Health order dated May 28, 2014 to remove roosters and request for variances of BOH Poultry Regulation – Mr. Andrews stated that at the last hearing the board requested that the Rubinstein's come back with some information. The Rubinstein's submitted a letter dated July 9, 2014. The letter discusses working with the Cape Cod Farm Bureau for possible reduction of noise from the rooster. Mr. James Knieriem, from the Cape Cod and Islands Farm Bureau, stated he has had numbers of discussions with the Rubinsteins. They have worked on a mitigation plan based on work in other communities with similar noise issues with farm animals. Mr. Kneiriem stated that the Rubinsteins have just one rooster. In regards to the pen, the Rubinsteins are very neat and meticulous. The back of the pen is open to conservation land so noise carries in all different directions. There is a suggestion to plant something in front of the pen to block the noise, or perhaps add Plexiglas panels on the front of the run. Mr. Kneiriem stated that noise problem is not during the night because Ms. Rubinstein does lock the rooster in and the building is pretty soundproof. Mr. Kneiriem stated that no matter what the Rubinsteins come up with for the noise, they will never be able to make everyone happy. He did state that these are 4H chickens and Mrs. Rubinstein is an educator, so he is hoping the board will give some leniency to the one rooster. Mr. Barlow stated that he likes the idea of the Rubinsteins asking the Conservation Commission what type of vegetation should be planted to help break the noise down. Mr. Andrews stated that at the last meeting the board asked that that applicant come back with a mitigation plan. Mr.**

Andrews sees a mitigation plan has been presented. This is the 3rd meeting on this issue and the board has done their due diligence. **Ms. Mastria made a motion to grant the variance to Ian and Belinda Rubinstein to keep their one rooster with this mitigation plan in place. Mr. Barlow seconded the motion adding one month for the Rubinstein's to institute this plan. Ms Coffin asked if there are any other variances. Mr. Rubinstein stated that the setback from the home and the property lines. Ms. Mastria amended her motion and made a new motion to grant Ian and Belinda Rubinstein of 4 King Arthur Way to keep the rooster and the other two variances to the property lines. Mr. Barlow seconded the motion. It was unanimous.**

2. **Harvest Power – Attorney Steven Torres – Discussion regarding lease to Harvard Power – Attorney Steven Torres present for this meeting.** Ms. Peterson stated that although Mr. McPhee is in the audience to discuss other options, the board cannot comment or discuss any of these issues yet so she is asking that Mr. McPhee save his comments until the board is presented with a project. Mr. Torres stated that he was unable to attend the joint meeting that was scheduled with the Board of Selectmen. Mr. Torres stated that even if he was able to attend that meeting, he would not have been able to comment on anything. It was the Board of Selectmen's presentation. Mr. Torres stated that on several occasions he has attempted to meet with the other attorneys to facilitate a process to recommend to the Board of Health that complies with the site assignment statute and regulations, and complies with the existing site assignment, in particular condition 10. Since the meetings, they have been able to agree on a process that he believes will satisfy the existing site assignment and not put the board in a situation to be challenged. Mr. Torres stated that the Board of Selectmen has agreed, with consent from their lawyers, to abide by his process. Mr. Torres stated that even though the process so far has not been what the Board of Health members expected time wise, he is confident the board is in a good position right now and will be given the time needed for approvals. The Board of Health has approval of who gets control of this site and what is done at this site. Mr. Torres stated that he has a memo that he would like to review first then submit to the board members for review. He is protecting his attorney/client privilege because once the board reviews any document; it will become public record as an opinion of counsel. By the next meeting, as long as the board concurs, the document will then become public record. Mr. Torres stated that it is his responsibility to hand the document to the board members as a confidential document because it is providing initial legal advice on condition 10. Mr. Torres stated that the Board of Health members treat the open meeting law with tremendous respect and that he has no objection as to when to make the document public record. Mr. Torres stated that the way condition 10 is formulated for approval is in 2 parts. If there is a transfer of control of the property, approval from the Board of Health is necessary. Some lawyers may question why this condition is still valid, but the condition was never appealed, so it is law in this case. No one so far is interested in making this condition go away. This is a good thing for the board. The only authority that can state that condition 10 does not apply is a court of law. The Policy of

condition 10 is to make sure that whatever is going on out at this property must have approval by the Board of Health. Mr. Torres stated that he has advocated and made certain that this condition 10 means something then, now, and in the future. If condition 10 gets violated then the lease assignment can no longer continue. Mr. Torres stated that he is confident that the town understands that nothing moves forward until the Board of Health signs off. Mr. Torres stated that he has arranged it so that condition 10 approval comes before the site assignment. A bank would not even consider lending money to the project until all the endorsements have been signed by the members of the board. Mr. Torres stated that it would take years for condition 10 to be overturned. He stated that he refers to condition 10 as the 'whom' and the site assignment is the 'what'. What he recommended to the town is a two step process, first condition 10, then the site assignment. Everyone is on board with this process. The board does not have to open a site assignment to address condition 10 but there needs to be a public hearing. Mr. Torres recommends on step one, which is condition 10, to determine if Harvest Power is an appropriate party for ISWM to transfer a portion of the site assignment premises to. Condition 10 states the board is approving a transfer of property. Mr. Torres stated that the Board is not going to let someone else other than Harvest Power be able to obtain the site assignment. Mr. Torres stated that step one will be to hold a public hearing on the appropriateness of Harvest Power to be the transferee of the acreage of property at the site assigned landfill. Mr. Torres stated that he will go through the process with the board and answer any questions or concerns the board might have regarding the integrity of Harvest Power. Mr. Torres stated that board should do a full review of Harvest Power's corporate compliance with respect to environmental standards, the structure of the corporation, and the financial standing to assume liability should anything happen on the site, even before they build, but not getting into the construction bond or the environmental issues, but certain criteria that they will have to qualify for to take control of that property. Mr. Torres stated that when the project gets to the site assignment phase, the board will want to make sure Harvest Power has a compliance plan and a proactive approach to emissions. The next step will be the site assignment phase. This process will give the board time to really review the site assignment before the site assignment moves forward. Mr. Barlow stated that the site assignment prohibits certain activities that Harvest Power may want to do on the site. The review of Harvest Power's ability to lease this property is based on the Board of Health addressing the site assignment. Mr. Barlow stated that the board can say they are not interested. Mr. Torres stated that the board can't address the site assignment issues until they receive the site assignment. The board is only agreeing to allow the transfer of the property not the operational provisions of the lease. Mr. Torres stated that the board can word the lease to approve the transfer of the property subject to the site assignment process, not anything the lease does. Mr. Barlow stated that the problem is not whether there is a lease or not, it is whether the board is willing to commit to changing and opening the site assignment to make changes to address this lease. Ms. Peterson stated that this cannot be determined ahead of time. The board would be approving the lease under the current site assignment knowing that Harvest Power

will be applying to modify the site assignment. The board is not approving or disapproving anything that Harvest Power might come in front of the board with because the board cannot rule on that right now. Ms. Peterson stated that the only issue being discussed tonight is condition 10 and the process to approve the lease for the Selectmen to sign. The Board of Health knows that the Selectmen want to sign a lease with Harvest Power. Mr. Torres is trying to tell the Board of Health members what he has agreed to with the other attorneys and let the board think about it for couple of weeks and then put it back on the agenda for approval. Mr. Barlow stated that was fine if that is what Ms. Peterson believes but he does not know if the Selectmen want to be involved as far as this. Mr. Torres stated that from a technical standpoint, Mr. Barlow does not want the Selectmen to be able to use this lease approval to automatically go with their plan and from a policy standpoint, they certainly don't want this vote of approval of the transfer of the property to be a fact of endorsement of what Harvest Power is proposing to build. Mr. Torres stated that the Selectmen are basically agreeing that the Board of Health has the final say on whether or not it is built. Mr. Torres stated that this will be included in the resolution. Mr. Torres stated that he will have the draft resolution ready for the next meeting. Mr. Torres stated that the board has plenty of time to review the lease and understand every aspect of and analyze any impact of the provision. The board does not have to wait to get the site assignment but the board can certainly ask questions. The board just cannot question any of the conditions right now. Ms. Peterson asked if Harvest Power has requested to come to a Board of Health meeting. Mr. Torres stated that he is not sure if they have seen what was put together for a process, but that Harvest Power is looking to have a lease approved by the Selectmen as a transfer of the site in control of them, which is adequate for their purposes right now, and then to enter into the site assignment process. Mr. Torres stated that the way the board gets additional time is to not conduct a site assignment process but by the lease being submitted and submitting the information that supported their proposal without getting the site assignment criteria, the board is given time to review the lease. By Harvest Power not submitting an application yet or by them submitting details of other facilities, the Board of Health is given more time to actually review the site assignment. Mr. Andrews stated that he has felt threatened on how to speak or not to speak on things. Mr. Andrews stated that he did not make any comments at the joint meeting because of the way it was presented to the Board of Health. Mr. Torres stated that he did observe that when he reviewed the tape of the meeting. Mr. Torres stated that he was concerned that the Board of Health would feel boxed in on what they can ask. Mr. Torres stated that with this process he will outline exactly what can be asked on condition 10 and what can be asked in the site assignment and what information can be shared in between to get the Board of Health ready for the site assignment. As public officials, the board represents the town so there will be questions that need to be asked. Mr. Andrews stated that was true. The people of the town do have some questions. Mr. Andrews stated that he felt threatened that the board will not be allowed to sit for the site assignment if any questions are asked, which is what was stated at the joint meeting. Mr. Torres stated that the statement was made just in case the board

started the site assignment process before the site assignment was open. Mr. Barlow stated that the Board of Health felt intimidated. The board received a copy of the tape and they have no problem signing something from the bar association asking for some disciplinary action because the attorney was very aggressive and feels that he was very rude. Mr. Barlow stated that this was a joint meeting with the Board of Health and the Selectmen's office and both boards have the authority to approve the minutes but the Board of Health has not received a copy of those minutes. Mr. Torres stated that he requested a copy of those minutes and did receive them. Mr. Torres stated that the Board of Health members will be able to ask questions at the appropriate time; then the board can make their recommendation and conditions. Mr. Torres stated that if the board concludes that this project is not in the best interest for the health and safety of the environment, then it is ok to reject. Ms. Peterson requested that Mr. Torres put together questions that the board may ask under condition 10. At the next meeting the board will further discuss the questions and by then Mr. Torres should know if and when Harvest Power is going to present something to the Board of Health. Ms. Peterson stated that the board has been asking to do these things prior to this meeting. Ms. Peterson stated that probably Mr. Torres will be on the agenda for the next 5 to 6 meetings. Mr. Torres stated yes, whatever it takes to help the board through this process. Ms. Peterson stated that until the board has a meeting prior to site assignment, that it will need to be done in executive session. Ms. Peterson stated that she remembers from the last site assignment there were 2 or 3 executive session meetings prior to site assignment so the board could discuss freely with the attorney about various things. Mr. Torres stated that was correct. Mr. Torres stated that once the executive session is completed, the minutes become public and public hearings continue again. Mr. Torres stated that this is a new process and it will take time for the board to get through it. Mr. Barlow stated that there may be a different perception for a specific requirement which may be perceived differently. Mr. Barlow stated that he is not comfortable with changing the perception of things regarding the site assignment. Ms. Peterson stated that prior to the site assignment when the board meets with Mr. Torres, with the types of conditions the board will be looking for; the board will know the public is protected because the public will find out what the board discussed once it becomes public. Mr. Barlow stated that Mr. Torres will tell the board members what questions they can ask but the board may be more comfortable asking other questions as well. Mr. Torres stated that he will not be telling the board members what questions they can ask. He will be guiding them on what areas the questions can be asked about in site assignment and condition 10 while trying to keep them separate to remain impartial and preserving condition 10. Mr. Torres stated that he wants this process to be watertight with anyone threatening appeals because of questions that should not have been asked before the opening of the site assignment. Mr. Barlow stated that he finds this very difficult because it is going forward as if this particular proposal meets the current requirements. Ms. Peterson stated that was not correct. Ms. Peterson stated that they need to apply for modification of the site assignment but before that, Harvest Power needs to get approval from the Board of Health to sign

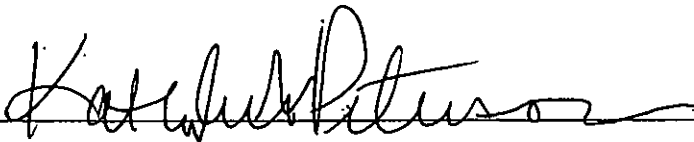
the lease to allow someone to come to the Board of Health and ask to be able to modify the site assignment. Ms. Mastria asked if the Selectmen are the applicants that will allow Harvest Power to apply to the Board of Health. By signing the lease, the Selectmen are the ones that are giving Harvest Power the ok to apply to the Board of Health. Mr. Torres stated that was correct and that transfer becomes effective only when the Board of Health approves the transfer of the property. That transfer will only allow Harvest Power to apply. Ms. Mastria asked if it is safe to say that the perception of the town is step one is the Selectmen have to sign the lease in order for Harvest Power to apply to the Board of Health. Ms. Peterson stated that the Board of Health needs to give the Selectmen, under condition 10, a vote from the board saying that we approve the fact that they can sign the lease with Harvest Power because the Board of Health has reviewed the applicant. Mr. Barlow stated that looking through history of other projects that have come before the board over the years; the Selectmen have not always done things within the guidelines of the landfill or the site assignment. Ms. Peterson stated that is why condition 10 is in the site assignment. Mr. Torres stated that there are so many environmental projects like this are almost the same but they are not site assigned. What happens is a contingency clause in the purchase and sales. Mr. Torres stated that when the Board of Health approves this, the board is approving the transfer of the lease only. Ms. Peterson said to put Mr. Torres back on the agenda for the next meeting. Mr. Barlow asked if the meeting can be cancelled because it is during the centennial celebration. Ms. Peterson suggested moving the meeting out to July 30, 2014. **No action to be taken on this item at this time.**


- 3. Approve the minutes of the meeting dated May 14, 2014 – Mr. Uitti made a motion to approve the minutes of the meeting dated May 14, 2014. Ms. Mastria seconded the motion. All in favor. It was unanimous.**

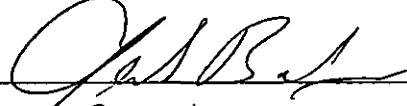
Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote. The meeting adjourned at 8:16 P.M.

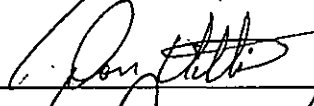
Taped and typed by the Secretary
Lisa Collett


Reviewed and approved by the Health Agent
Cynthia A Coffin

Kathleen Peterson 

Stanley Andrews 

Galon Barlow 

Don Uitti 

Kelly Mastria 

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
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Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

July 30, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. **HARVEST POWER – ATTORNEY STEVEN TORRES – Discussion and possible vote on Harvest Power condition X. Possible executive session -**
2. **35 MARYLAND AVE – Bracken Engineering for 35 Maryland Ave, LLC – Request variances from the 150 foot setback for a demolition and rebuild –**
3. **APPROVE THE MINUTES FROM APRIL 9, 2014 –**
4. **APPROVE THE MINUTES FROM JUNE 25, 2014 -**

Signed:
Title:
Date:

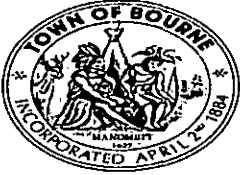
Lisa M. Gallett

Secretary

July 24, 2014

cc: Board of Selectmen/ Town Clerk

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 JUL 24 PM 3 24



TOWN OF BOURNE
BOARD OF HEALTH
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Health Agent

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July 30, 2014

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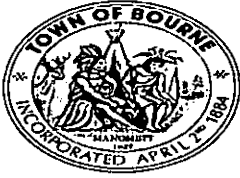
AMENDED AGENDA ITEMS:

1. 35 MARYLAND AVE – Bracken Engineering for 35 Maryland Ave, LLC – Request variances from the 150 foot setback for a demolition and rebuild –
2. APPROVE THE MINUTES FROM APRIL 9, 2014 –
3. APPROVE THE MINUTES FROM JUNE 25, 2014 -

Signed: 
Title: Secretary
Date: July 24, 2014

cc: Board of Selectmen/ Town Clerk

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TOWN CLERK'S OFFICE
BOURNE, MASS



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BOARD OF HEALTH**
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Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

July 30, 2014

Time:


7:00 P.M.

Place:

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

AMENDED AGENDA ITEMS:

1. **HARVEST POWER – Discuss and possible vote regarding Acceptance of Process Memorandum as submitted by Attorney Steven A. Torres of Pannone, Lopes, Devereaux & West dated July 9, 2014 –**
2. **35 MARYLAND AVE – Bracken Engineering for 35 Maryland Ave, LLC – Request variances from the 150 foot setback for a demolition and rebuild –**
3. **APPROVE THE MINUTES FROM APRIL 9, 2014 –**
4. **APPROVE THE MINUTES FROM JUNE 25, 2014 -**

Signed: 
Title: **Secretary**
Date: July 25, 2014

cc: Board of Selectmen/ Town Clerk

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TOWN CLERK'S OFFICE
BOURNE, MASS

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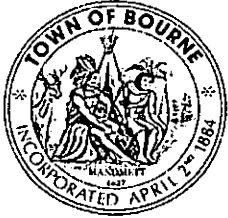
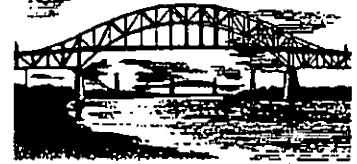
TOWN CLERK'S OFFICE

TOWN OF BOURNE
BOARD OF HEALTH

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Cynthia A. Coffin
Health Agent

MINUTES
July 30, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent

Meeting was called to order at 7:00 P.M by Chairman Kathy Peterson.

Although Harvest Power was the first item on the agenda, Attorney Steven Torres agreed to let 35 Maryland Avenue be heard as the first item.

1. 35 Maryland Ave- Bracken Engineering for 35 Maryland Ave, LLC –Request variances from the 150 foot setback for a demolition and rebuild – Mr. Bracken was present for the discussion and presented the green certified mail cards to Ms. Coffin. Mr. Bracken stated that the applicants for the project are the prospective owners, the Gilberts. They are going thru the process prior to the purchase. The existing dwelling is 5 bedrooms, located on Phinney's Harbor. The current septic system is located behind the house towards the water. The project is to raise the existing dwelling and construct a new dwelling with a new septic system. The proposed dwelling will be four bedrooms. The site has several resource areas, high water mark, coastal beach, coastal bank, and almost the entire property is located within a coastal flood zone. The proposed design includes a Microfast denitrification system to a pump chamber which discharges to a drip irrigation field system. This system will be located at the highest point of the lot closest to the road. The test pits on the property indicate a groundwater elevation around elevation 1.0. The bottom of the field is about elevation 12 so there is a substantial separation to groundwater, i.e. about 11 feet. The nitrogen loading calculations show that the existing property has a nitrogen loading rate of 7.2 ppm and a proposed nitrogen loading level of 3.9 ppm, which is a 46% reduction. There are increasing the size of the house and the proposed total living area is 4673 square feet. The official variance request is for a 57 foot variance from the 150 foot required setback of the soil absorption system to the coastal bank. This is the largest variance based on the other resources delineated. Mr. Barlow asked if the existing house was seasonal and Mr. Bracken replied that it is presently a year round house and has heat. Ms. Coffin asked what the setback line was on the plan and Mr. Bracken stated that it was not on the plan but it was the same point that was shown on the house setback to the bank. Ms. Coffin also asked why pressure distribution was not part of the design as this is usually what the Board of Health requires

to address virus attenuation. Mr. Bracken said that the drip irrigation system would be a type of pressure distribution. All of the lines fill up instantaneously. There is also a filter in the dosing box. Ms. Peterson asked how often that drip irrigation system would be checked and Mr. Bracken stated that it would be checked at the same time as the nitrogen removal system. Ms. Coffin stated that the maintenance inspections are required quarterly but that the influent and effluent sampling is twice per year for two years. **Mr. Andrews made a motion to approve the request for a 57 foot variance from top of coastal bank for 35 Maryland Avenue. The architectural records of record are dated received by the Board of Health on July 14, 2014 and drawn by Bracken Engineering. The site plan of record by Bracken Engineering is also dated received by the Board of Health on July 14, 2014. The approval includes adherence to the Board's Alternative Maintenance and Testing Policy. Ms. Mastria seconded the motion. It was a unanimous vote.**

2. Harvest Power—Discuss and possible vote regarding acceptance of process memorandum as submitted by Attorney Steven A. Torres of Pannone, Lopes, Devereaux & West dated July 9, 2014 – Ms. Peterson stated that the Board did hear back from Attorney Troy but that it did take the Selectmen getting involved to finally get a ruling. The Board is confident that Condition X is not up for discussion and the Harvest Power lease does have to be approved by the Board of Health. The Board has always been of that impression. It took a long time and memos to get this done. That being said, Harvest Power wants to come in and meet with the Board of Health and tell the Board about the company. Attorney Torres will develop a list before the next week of the kind of questions that the Board of Health can ask. Ms. Peterson wanted to add that the Chairman and Vice Chairman of the Board of Selectmen really stepped up to get this ruling from Troy. Mr. Barlow stated that he had an issue with the process being called an approval process. He would rather that is just says a two step process. He does not like the word 'approval' being there. Attorney Torres restated that the process in the memo was fine and agreed upon by Town Counsel. This gets the Board to the first set of hearings that it will conduct. He has provided Town Counsel with the citations to the law and references to the Site Assignment regulations for the type of hearing to be held, which is to be approving the lease itself and Harvest Power as being the ones who can receive site control under that lease. He will provide general outline of areas that the Board of Health should inquire about during the hearing. It is up to the Board to how in depth the questions will be. He restated that he will provide an outline of the questions that would be in a standard procurement hearing to find someone who is an appropriate site manager or operator without actually approving the project. There will be a request for qualifications. There can also be sample questions for each area to be addressed. He would also like to make a request to Harvest Power for information before they actually appear before the Board at the hearing. Ms. Peterson stated that Dan Barrett was happy that the Board would be doing this. Mr. Torres said that the Board could authorize that the Chair send the request drafted by him to Harvest Power. He said that the request would be sent to Harvest Power to submit the information so that the Board could review it before the hearing. The Board of Health might want documentation on their corporate structure, shareholder reports, environmental compliance reports and the like. The Board can also get copies from Dan Barrett of the original proposal that speaks to Harvest Power's actual qualifications, such as record of other projects, their environmental record, their bond capability; anything that speaks to their ability to manage a site like the present proposal. The Board cannot ask about the environmental pollutions or criteria for

air emissions, how much leachate they will produce, or what surface and stormwater plans are going to be. It is proper to ask about other projects. The Board cannot talk about things that would be discussed during the site assignment process. The Board is not approving the proposal itself just Harvest Power's ability to accomplish the site control. He reiterated that the approval of the lease is not an approval of the operation itself. Mr. Andrews asked if Mr. Torres would be present at the hearings with Harvest Power and he stated that he would be. Mr. Barlow had concern about an item at the site that is not owned by the Town. He is comfortable with the suggested two part review system. Ms. Peterson stated that Mr. Torres cannot attend the next meeting so when Harvest Power requests to be heard before the Board of Health she would like it to be August 18th or 20th. As a last resort they could be on the regular agenda on August 27th. Harvest Power still has to apply to the Board to be heard. Mr. Andrews said that it is important that the Board get the list of questions well beforehand. The Board would rather that the meeting with Harvest Power be separate from the regular Board meeting. Ms. Coffin asked what the wording of that item would be and Ms. Peterson said that it would probably be a general presentation by Harvest Power. Ms. Peterson said that when Harvest Power contacts the office to set up a hearing, then Ms. Coffin should send a copy of the questions generated by Mr. Torres to Harvest Power. She should also send Mr. Barrett a copy. Mr. Mulvey, in the audience, asked what would happen if there was a dispute about the Harvest Power operation. Ms. Peterson stated that the Board of Health was not at this stage yet but when they are operating it will be under site assignment approved by the Board of Health. Ms. Peterson explained that the process will be a two stage process. During the first stage, the Board will evaluate Harvest Power's suitability to operate at the site. The second stage will be the site assignment process where the Board will address the actual operation, the process, odor, and traffic issues. Ms. Peterson stated that at this point the Board is starting at square one with its review. Ms. Peterson asked if the Planning Board should be invited to the Board of Health meeting but the Board members generally agreed that the Planning Board should meet with Harvest Power on its own to address Planning Board issues. **Mr. Andrews made a motion to approve the memo as written up by Attorney Torres as long as all references to an 'approval' process are changed to an 'evaluation' process. Ms. Mastria seconded that motion. It was a unanimous vote.**

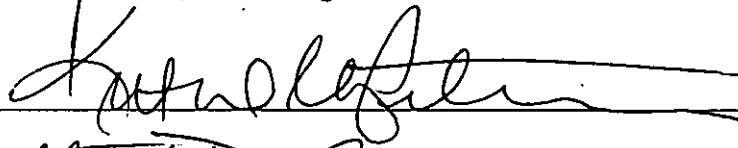
3. Approve the minutes of April 9, 2014. Ms. Mastria asked if the Board had ever received the emergency notification protocol that was requested of Mr. Barrett at the April 9th meeting. The answer was no. The Board members agreed that Mr. Barrett should submit that protocol to the Board for discussion at the next meeting on August 13th. **Mr. Uitti made a motion to approve the minutes of April 9, 2014. Mr. Andrews seconded the motion. All were in favor except for Mr. Barlow who abstained as he was not at the meeting.**

4. Approve the minutes of June 25, 2014. Ms. Mastria made a motion to approve the minutes of June 25, 2014. Mr. Barlow seconded the motion. All were in favor except for Mr. Uitti who abstained as he had not been at the meeting.

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 7:45 P.M.

Taped and typed by Cynthia A. Coffin, Health Agent

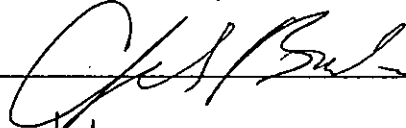
Kathleen Peterson



Stanley Andrews



Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



2014 AUG 13 PM 4 23

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

SPECIAL MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

AUGUST 18, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

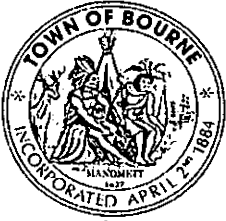
1. **HARVEST POWER – Discussion and possible vote on approval of lease under Condition X of Site Assignment ONLY -**

Signed:

Title: Health Agent

Date: August 13, 2014

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



OWN CLERK'S OFFICE
BOURNE, MASS
11 NOV 24 PM 9 55

MINUTES
August 18, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Lisa Collett, Secretary; Attorney Steven Torres

Meeting was called to order at 7:09 P.M by Chairman Kathy Peterson.

- 1. Harvest Power – Discussion and possible vote on approval of lease under Condition X of Site Assignment ONLY.** – Ms. Peterson stated that they have decided to break up this process into two parts. Ms. Peterson stated that condition 10 requires a vote from the Board of Health to allow the Selectmen to sign the lease with Harvest Power. Ms. Peterson stated that there was discussion back and forth as to whether this is necessary or not and counsel came back to the board and stated that it is. Ms. Peterson stated that under condition 10 it is to look into Harvest Power and get to know the company and see where the project is going. Ms. Peterson stated that she hopes with all this discussion, they will approve condition 10. After that approval, the board will meet again with Harvest Power under site assignment. Ms. Peterson asked if everyone understood to process. Ms. Peterson asked that everyone introduce themselves before the board and Harvest Power starts discussions. Mr. Sam Snellings stated that he works for Harvest Power as a project manager on the Bourne project specifically. Mr. Wayne Davis, responsible for safety, regulatory and governmental affairs. When he is not working for Harvest Power, he sits on a lot of committees for the Town of Carlisle. Mr. Davis stated that he is here to help and guide the board on making a decision to move forward. Mr. Brendan Moffatt stated that he is the Senior Vice President of Energy and oversees the existing plants in Orlando, Ontario and Richmond, B.C. as well as huge projects such as this one. Mr. Peterson stated that there is also a representative from the Finance Committee as well as one of the Selectmen. Mr. John Redman from the Finance Committee and Capital Outlay as well as on the ISWM Working Group. Mr. Steve Mealy stated he was a newly elected member of the Board of Selectmen and is also an electrical engineer. Mr. Mealy stated that he is in support of this proposed project. Ms. Peterson stated that Mr. Dan Barrett and Mr. Steve Torres are also present for this meeting. Ms. Peterson asked that Mr. Snellings open the discussion. Ms. Peterson reminded the board to not ask question regarding their

financials because that discussion will be saved until the board calls for an executive session. Mr. Snellings stated that he can talk about going into an executive session but he is not sure what he can actually disclose in the executive session. Mr. Snellings stated that they are here tonight to talk about public record issues. Mr. Snellings opened the discussion by walking through the presentation he submitted to the board members. Ms. Peterson thanked Mr. Snellings for his presentation and stated that it is difficult for board to ask questions at this time because no one has had any time to review the lease. Ms. Peterson stated that Attorney Torres has put together a list of questions that he feels the board should ask of Harvest Power. Ms. Peterson asked if it would be ok to just go through the list of questions starting with number 1 which is how the project site will be managed. Mr. Snellings stated that these questions were not the questions that they were sent to review before the meeting. Mr. Torres stated that the first item that Harvest Power received was an information and document request which was generally just a follow-up on what the chairman asked earlier on what Harvest Power has done in the past. Mr. Torres stated that the condition 10 process is essentially the front end of an RFQP. This means it is a review of the qualifications of Harvest Power to do the project without getting into the project specific criteria of the site assignment and environmental permitting. Mr. Torres stated that with the presentation already given by Mr. Snellings probably already addresses most of the questions on the list. Mr. Torres stated that he informed Ms. Peterson that a lot of the documentation has already been submitted at the very beginning of discussion approximately 2 years ago. This request is to get the Board of Health members comfortable and in a position to signed off for the project to move forward. Mr. Davis stated that Harvest Power has already submitted the necessary documentation for the RFP by following the Massachusetts Procurement Law. Mr. Davis asked if the documentation that has already been submitted can be shared by the other departments within ISWM and the Town of Bourne and get copies to the Board of Health members so that 2 years of work is not duplicated. Mr. Davis stated that his concern is being caught is a situation of possibly supplying other information then what was submitted 2 years ago. Mr. Davis stated that he understands there have been some changes due to updates since two years ago but feels the Board of Health should have already received copies of the RFP from those other departments for their review. Attorney Torres stated that he could not answer why this information has not already been shared. Attorney Torres stated that the Board of Health had extremely limited involvement with the process prior to the recent decision by Town Counsel and the Board of Selectmen to involve the Board of Health. Attorney Torres stated that Harvest Power is not being re-qualified for the project because they have already been selected by the town with a pending contract. The request is just for a quantity of information to the Board of Health so they can perform their responsibility under condition 10 which is essentially to approve whoever takes over the site because as Mr. Davis knows there are a lot of startups in this business who can't qualify for these projects. Mr. Davis stated that was fair enough and will respond to the board's questions as best as they can. Mr. Davis stated that he would like to get the documents to the board but without overwhelming them and overwhelming Harvest Power to have to produce all those documents again. Ms. Peterson stated that she does not think it will be that difficult to ask the powers that be to produce copies of these documents so that

Harvest Power does not have to waste time reproducing them again. Mr. Barlow stated that the board is not here tonight to discuss Harvest Power project at all they are just here to discuss condition 10 and whether the board will support or not support. Ms. Peterson asked Mr. Torres if these questions should even be asked tonight. Mr. Torres stated that rather than having Harvest Power answer the questions tonight, we could give them a copy of the questions so then they can put the answers together or they can say this particular question has already been answered in document response number 2 and so forth. That might be the most effective use of time and again these will clarify the information. Mr. Andrews stated that Mr. Torres is suggesting that Harvest Power go through the questions and note which section the answer is in. Mr. Torres stated that he will contact Harvest Power and create a checklist to see what questions still need to be answered. Mr. Barlow stated that he does not feel comfortable with the board taking any votes tonight. He feels the board should have time to study what Harvest Power submitted tonight. Mr. Davis asked if the board will give them time to look over the questions before continuing with the discussion. Mr. Snellings stated that they are in a timing crunch with their ability to complete their purchase agreement process which will be coming up very soon. Mr. Snellings stated that they were under the expectation that we had to come to this hearing and then maybe one more meeting but this is a whole other set of questions and is concerned that this process is going to take a lot longer than what was represented to him. Mr. Snellings asked what the board's expectation is as to how long this will take. Ms. Peterson stated that in the board's defense, they only just received these questions at 3:00 pm today. The board is just looking at all of this for the first time. Ms. Peterson stated that she understands that Mr. Snellings is focused on this project but she did inform Mr. Snellings that the Board of Health is coming on late and will need time to review. Ms. Peterson suggested a recess to allow Harvest Power to review the questions in private. **Mr. Andrews made a motion to recess. Ms. Mastria seconded. All in favor.**

The board returns from recess.

Mr. Snellings stated that for the newest questions, they will run through it, answer the board's questions and ask to clarify where necessary then at the end, will try to go back and answer questions they may not have been able to answer. Ms. Peterson stated that a lot of the questions have probably already been answered but this list of questions was formed to give the board parameters of what they can ask. Mr. Snellings stated that he agrees that the questions as presented is great and feels that he can answer them in a more complete way verbally than written. Mr. Snellings started to read from the list of questions.

- I. Describe how the project site will be managed,
 - a. **Staffing** – Plant Manager who is responsible for this facility day in and day out, Team of Operators that are on at least 3 shifts with 2 or more people, a Mechanic for maintenance, Head of Operation who oversees all facilities and consists of Engineers, Regulatory person for Health and Safety which is a corporate function but they will be on site as well. There will be a team of approximately 8 to 10 people at the site. Then they are supported by at broader team at the corporate level. They will also periodically bring in local mechanical contractors to help support the plant.

- b. **Chain of authority** – Starts with the Plant Manager who will know the plant inside and out. The Plant Manager will have approval rights within their budget to purchase parts, safety equipment or whatever will be needed.
- c. **Emergency and environmental incident response and reporting** – There is a corporate wide template that defines the chain of command, the accountability of the site manager and the employees. That template is then customized for each individual plant. It is very clear on who gets called for what things as in a case for example Environment Incident Reporting that varies by jurisdiction but there are places in the template to preplan in the event hazardous materials spill the contractors will be lined up and the phone numbers available.
- d. **Project information provided to board** – Mr. Moffat asked for clarification on this item. Ms. Peterson stated it was already answered in the presentation.
- e. **Status reporting of facilities, preconstruction, construction, -** Status reporting is essentially preconstruction, during construction and during operation with is monthly between ISWM and Harvest Power. Reports will include timelines, where the project is at this point and how is it continuing.
- f. **including the names of**
 - i. **Site Manager** – Has not been hired yet but will be at a later date
 - ii. **Corporate level executive who will respond directly to the Board of Health Chair on any matter.** – Mr. Moffat is the contact person and will be very happy to assist with any questions or concerns.
 - iii. **Safety Manager** – Mr. Moffat stated that right now they do not have one for this specific site. Mr. Moffat stated that the 3 people present in front of the board tonight are the best people to contact regarding any safety issues the board members might have.
 - iv. **Liaison**

2. **Describe your plan and time table for obtaining project financing for the full cost of the project.**

- a. **Type of financing planned for project development (Debt/Equity/Combination)** – Mr. Snellings stated that it will be a combination of Debt and Equity.
- b. **State/federal/incentives** – Mr. Snellings stated right now there aren't any but they do have a power purchase agreement that is part of the PBA site. There is no incentive yet. Just the basic energy and processing fees and back end product sales. That is how the revenue is set up for right now.
- c. **Timetable for project finance** – Mr. Snellings stated they continue to talk to lenders so probably out more than a year from now. Mr. Davis stated that they are not the type of developer who comes into a project without having the proper equity. They have investors in the company who expect that the equity for their energy projects comes directly from the ownership of the company.
- d. **Interim funding** – Mr. Snellings stated that the interim funding is the internal equity fee. It covers all the developmental costs for engineering, permitting etc. is all funded by Harvest Power.
- e. **Is this a separate project funding source from other Harvest projects, so that it is planned and finance regardless of any projects in the Harvest pipeline in other areas that may take priority and remove funding, causing potential project delays or project cancellation.** – Mr. Snellings asked the board for some clarity. Mr. Torres stated that in the business world there are a number of project sites. Companies will move forward with project planning, responsive proposals and working with the permitting agencies but of out 5 projects, the developer only intends to fund only 3 out of those 5 and move forward with the projects that seem to have an easy permitting process then drop the last 2 projects. This is what this question is referring to. Mr. Snellings stated that in this project is their prime focus in this State of Massachusetts.

Mr. Moffat stated that this is the only project that Harvest Power is working on that is site assigned. Harvest Power feels a real big value in one being collocated with ISWM because they run a great operation. Mr. Moffat stated that it has been great working with the whole team there. Mr. Moffat stated that with the site assignment, it is really valuable to process into process and that is why this site is so exciting and this project opportunity to be so valuable. There is not another one like this in the whole State of Massachusetts.

3. **Describe your plan for site control, maintenance, site protection and any activities planned for the site from the date of lease execution up to groundbreaking. For the facilities**
- a. **Include site security plan** – Mr. Snellings stated that Harvest Power will not have any presence on the site for these initial processes. Harvest Power will just be doing exploratory work, some geotechnical and some baseline environmental surveys. In terms of security during this period is essentially behind ISWM's gate. Mr. Snellings stated that Harvest Power will not have any activity on site and does not have a specific security plan for the site at this time. Once a construction begins, Harvest Power will depend on whom ISWM recommends for security.
 - b. **Arrangements for site monitoring by Harvest** – Mr. Snellings stated that what has been done in the past on sites is once they receive utility services, they put up monitoring cameras. There are 2 reasons. One is to keep track of construction with a time lapse video and two is to make sure there is not any unauthorized personnel at the construction site.
 - c. **Any planned activity that may be allowed by existing site assignment that Harvest is planning to perform post-lease execution but pre-site assignment modification/construction.** – Mr. Snellings stated that he does not believe there are any. Mr. Snellings asked the board to identify a certain situation under the current site assignment. Mr. Torres stated that he also believes there will not be anything because the execution of the lease includes anything that might happen on site. Simply put, between now and ground breaking, his guess is no. Mr. Snellings stated that only some environmental surveys and geo tests. Mr. Andrews added that no site assigned processes are to be done on the parcel pre-site assignment modification. Mr. Snellings stated that between the lease being signed and their site assignment modifications, nothing is going to happen that will be site assigned.
 - d. **Describe any agreements or understandings between Harvest and ISWM regarding site management and maintenance after the lease is signed that may not appear in the agreement.** – Mr. Torres stated that this question "D" is essentially a question regarding anything outside of the lease meaning a handshake or anything like that with a submittal of a letter or a verbal as to how something will be handled that is not in the lease. This is not variegation of the lease it just this is what came up and it does not rise within the level of a lease condition. Mr. Snellings stated that some things in the lease like operating parameters, figuring out where a certain monitoring stations should go in the pipeline that connects our adjoining services. What exact data should be provided to determine if certain parameter for billing purposes. There are things like that that will be decided by the equals, written down and become a point of record. These items are all well identified in the lease. Outside of those, Mr. Snellings stated he is pretty sure that ISWM will cut the grass for them. There are no other instances that he can come up with at this time. Mr. Barrett stated when they negotiated the lease, these things came up and they included, in detail, each one of these events. For example, the monitoring points so that they would not have to re-open the lease and not rise to the level of adjusting the lease or the site assignment. Mr. Barrett stated that after 2 years, he is pretty sure they have addressed every possible issue.

4. **What are your plans to maintain insurance on the parcel you are leasing from the date of lease execution? Please describe.** – Mr. Snellings stated that the plan is to pay for the insurance policies. The insurance will be for what is required and nothing more. Mr. Barrett stated that all the insurance information is within section 20.

5. **Please describe your timeline and plan of events for permit applications, licenses and all preconstruction activities planned and necessary for site development, including?**
 - a. **Event** – Mr. Snellings stated that this are still a bit vague at this time. The first couple of months after the lease is signed they will put in an application for a power purchase agreement which is under a program with the state. The gives them a leg up on the process and the ability to obtain a price that makes this project possible. This is one of their biggest concerns because it is a really important project of economics that makes this project possible. After that, based on environmental surveys, they will move into permitting.
 - b. **Date of permit application** – Mr. Snellings stated that most of the timelines are outlined. Mr. Snellings asked the board about discussion they have had regarding extensions. Mr. Snellings stated that they will come before this board with what extensions they will need. In general the timelines will be within the state permitting timelines unless they are informed otherwise by the Board of Health. Mr. Torres stated that is understandable but would like to know when Harvest Power will apply with the DEP because then the Board of Health will know when the time starts ticking from there. Mr. Snellings stated the earliest most likely will not be until the beginning of 2015 but more likely in the Spring of 2015. It all depends on how the DEP process goes. Mr. Snellings stated that he cannot see happening earlier then the close of this year. Mr. Andrews reiterated that the project will not start for at least 4 to 8 months. Mr. Snellings stated that was correct. Mr. Snellings stated that they still need to prepare their applications. Mr. Davis stated it is very important for them to clarify is the Purchase Power Agreement. Mr. Davis stated that the Green Communities Act that passed years ago listed various types of energy programs and then in 2012 there was an amendment to that which created a special program for procurement of electricity. That program is only going to happen once for a variety of reasons. That has been held up but now the legislative session has finished they have been working with the utility companies so the program is supposed to be announced at any time now. The administration wants to get it done before the Governor leaves office. It is possible that they may release the procurement for this PPA process within a matter of weeks. Mr. Davis stated that a matter of his concern is that in order for Harvest Power to apply for that, they do need to have site control which means that the lease does need to get finished up. Mr. Davis stated that this is the one piece that shows how important it is to get this process get wrapped with reasonable expedition. Once that gets publically announced, then they absolutely will need site control so that they can apply. Otherwise this whole project will fall apart and the years of effect will be meaningless. Mr. Snellings stated that there is not any other alternative program. This is a one shot deal. Mr. Davis stated that they are not under any extreme time pressure right now but that literally could change right after Labor Day.
 - c. **Anticipated time period for application process** – Mr. Snellings stated that this question was already answered within question B. The board agreed.

6. **Describe the number of similar organics to energy projects you have completed or are in process, for each describe**
 - a. **Location**

- b. Solid waste volume or throughput
 - c. Technology used
 - d. Date of commercial operation
 - e. Issues during development, construction or operation. – Mr. Torres stated that this question is almost the same information that was already given from the discussion above.
7. Are you in the process of developing any other organics projects in Massachusetts that would take priority over this project with respect to schedule or finance?- Mr. Andrews stated that this too has already been answered.
 8. Are there public projects where you have been a successful responder/bidder, awarded a contract and then terminated your involvement in the project, if so – Mr. Snellings answered NO.
 - a. Location of the project -
 - b. Reason for project termination
 - c. Time in process that you terminated the project
 9. Describe your timing and plan for application of any necessary interconnection permits, including - Mr. Moffatt stated that this is currently in the process and the approval timeline has already been discussed. Mr. Snellings asked if this question was answered to the boards' approval. Ms. Peterson stated yes.
 - a. Regulatory approvals –
 - b. Utility company agreements and approvals
 - c. For each describe the current status of any pending applications/negotiations
 10. Have you ever been found to be in default on a government contract, or entered into a settlement agreement with a government agency after being alleged by that agency as being in default ? If so, for each provide – Mr. Davis answered NO.
 - a. Name of the government agency or contract
 - b. Date of alleged default
 - c. Nature of alleged default
 - d. Disposition of alleged default
 - e. Any explanatory information you would like to provide.

Mr. Davis stated that they have now answered all ten questions and would like the board to make a decision tonight to move forward. Mr. Torres stated that he is satisfied as long as the board is. Mr. Torres stated that if the board has any other questions regarding Harvest Power's background or qualifications, it would be ok to discuss now. Mr. Andrews asked if there were any environmental issues in the past and how was it addressed. Mr. Davis stated that this questions is very similar to one already asked. They have the 3 energy projects. Two in London and one in Florida. They have no notices from the regulators and have gone through the permitting process with them and in all instances they have had recording obligations with submitting information. Sometimes they have had back and forth follow-up with regulators who require more information and clarification. Mr. Davis stated that in Vancouver, there were two situations. One is what he called a technical violation. The air permit there was a large number of reporting requirements. This was the first anaerobic digestive plant in the area and they were a little bit overboard on what they asked Harvest Power to do. They had difficulty trying to find engineers who could actually provide the testing surfaces that they required. The report done on the second round completed 3 months later, the engineering firm that Harvest Power recruited two weeks before the deadline had informed Harvest Power that some technicians had left the company and they missed their reporting deadline. The regulator stated that because they missed the reporting deadline, they must be written up for it. The regulator wrote it up as a violation but later determined that it was not Harvest Powers. There was no other enforcement. The other situation, on the wastewater discharge was some higher levels of potent elements that they need and so sometimes there are reports that are higher than they are supposed to be discharging into the sewer system so there have been reports on that regularly. They have been working with the regulators who have asked Harvest Power to come up with compliance programs to help bring the levels


back down. The compliance program has been submitted. They have come up with some interesting results from our treatment options. The other thing that they try to do is instead of just trying to treat the problem, they try to go to the source. They experiment with different operational ways of managing this and having some pretty good success. This is an ongoing situation which they have not completely finished with yet. They have kept the regulators up to date with constant communication and they are very happy with the progress. Harvest Power has never been fined for a violation. Mr. Davis stated that with this facility in Bourne, it is considered low solids and there will be a treatment facility on site to deal with issues like these. Mr. Torres stated that this makes a lot of sense to him. Mr. Andrews asked if these are the only environmental impact issues that this company has experienced. Mr. Snellings stated that was correct. Ms. Peterson stated that the next meeting is scheduled for August 27, 2014 so any information that the board still needs to review needs to be received by the office on the Thursday before. Mr. Snellings stated that the request for more documents is ok but will need to know beforehand which are confidential. Mr. Torres stated that Mr. Snellings should send any requested documents to his attention. He will determine what should be kept confidential. If the board is comfortable without those financial documents that would be questionable then we can proceed. Ms. Peterson asked the board if they are comfortable with Mr. Torres deciding what documents the board and review at this time. Mr. Barlow stated that on this specific issue yes. Ms. Mastria stated yes. Mr. Uitti stated yes. Mr. Andrews stated yes with one question which is if a document is deemed confidential, the board is still able to review just not in an open public meeting. Mr. Torres stated that was correct. Mr. Davis went over the procedure again to be sure he understood what the board is discussing. Mr. Davis stated Harvest Power will submit their financial records to Mr. Torres who will review them and share his opinion with the members of the board or share the documents with the board. Mr. Torres stated that he would look at Harvest Power's certified financial statement from last year and inform the board that they are good. 1:14.33

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:46 P.M.

Taped and typed by Lisa Collett, Secretary


Reviewed and approved by Cynthia Coffin, Health Agent

Kathleen Peterson 

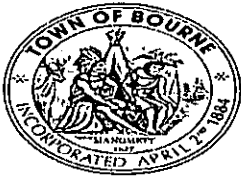
Stanley Andrews 

Galon Barlow 

Don Uitti 

Kelly Mastria 

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**

**24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**

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**TOWN CLERK'S OFFICE
BOURNE, MASS**

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

August 27, 2014

Time:

7:00 P.M.

Place:

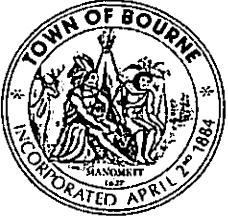
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **HARVEST POWER – CONTINUED FROM AUGUST 18, 2014 – Discussion and possible vote on approval of lease under Condition X of Site Assignment ONLY –**
2. **LANDFILL – Dan Barrett –**
 - a. Discuss and possible vote regarding Emergency Notification Protocol –
 - b. Discuss landfill update
3. **POCASSET MOBILE HOME PARK – Chuck Sabatt – Discuss Pocasset Mobile Home Park Update -**
4. **12 PROSPECT AVE – Bracken Engineering for Richard Irving – Request variances from the 150 foot setback to a wetland resource area for a proposed Alternative Septic System.**
5. **83 GILDER RD – Barbara Frappier of Warwick and Associates for Gary Puryear – Request waiver to use the existing septic system for proposed additions –**
6. **135 CIRCUIT AVE – Zack from Bracken Engineering for Katherine Wagner – Request another extension on variances originally granted on June 13, 2012 – Last extended February 26, 2014 -**
7. **TOBACCO VIOLATIONS – Cindy Coffin – Discuss and Possible Vote to fine for selling tobacco products to a minor –**
 - a. Sorenti Shell – 1 Canal St – 2nd violation within 6 months
 - b. Sunoco – 282 Main St
8. **HAVEN CENTER – Chris Taloumis – Discuss and Possible vote regarding letter of support or non-opposition for medical marijuana cultivation facility at 340 MacArthur Blvd –**
9. **AMEMD BED & BREAKFAST REGULATION – Cynthia Coffin – Discuss and possible vote to rescind the Bed & Breakfast regulation dated effective March 10, 1995 – Not needed, already in the State food code -**
10. **APPROVE THE MINUTES FROM JULY 9, 2014**
11. **APPROVE THE MINUTES FROM JULY 30, 2014 –**

Signed: 
Title: Secretary
Date: August 21, 2014

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508).759-0679



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TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES
August 27, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent; Terri Guarino, Health Inspector; Steve Torres, BOH Counsel

Meeting was called to order at 7:00 P.M by Chairman Kathy Peterson.

Ms. Peterson made a statement that there were two changes to the meeting's agenda. Item #3, Pocasset Mobile Home Park, would not be discussed tonight but will be rescheduled and Item # 8 will not be heard at this time as the request was withdrawn.

1. Harvest Power – Continued from August 18, 2014—Discussion and possible vote on approval of lease under Condition X of Site Assignment ONLY – Ms. Peterson stated that at the last meeting there had been a productive meeting with Harvest Power. After that meeting Attorney Torres looked at Harvest Power records that needed to remain confidential. Mr. Torres is at the meeting tonight to discuss his findings. Mr. Torres handed out an Outline of the process issues in Condition X and the operation issues under the Site Assignment. He wants to keep both items separate for discussion and action. He created a draft decision for the Board to review. If the Board is happy with his presentation then they can vote to adopt the recommendation of Special Counsel. There is a resolution available for that vote. The draft decision will be a hard copy of the recommendations, process, and findings made on behalf of the Board of Health. It will be presented to the Board tonight and then the document will be available for the Board to review and adopt at the Board's discretion. The draft decision does not have to be adopted on the same evening as the vote on the transfer of premises described in the lease agreement. The Board's vote of approval can be separate from adopting the formal decision. Attorney Torres stated that he will have copies for all the Board members. He stated that he would review the document and his findings. Some of the items will be read verbatim from the document. Mr. Barlow stated that he believes that the Board was not given enough time to ask questions. He thinks that this draft approval is coming too quickly and that the Board is being rushed. Ms. Peterson stated that what the Board is being asked to look at has nothing to do with an approval of what Harvest Power will be

August 27, 2014 Board of Health minutes

doing at the landfill site. She stated that this decision does not approve any health or environmental issues in the lease and does not approve anything that Harvest Power will do on the land. It is merely an approval of the Selectmen's signing a lease with Harvest Power. It has nothing to do with what is in the lease. The Board of Health is not allowed to talk about the actual operation at this point. Mr. Barlow disagrees because he feels that Harvest Power is asking to do a lot of things that are not allowed on the site right now. He thinks that the Board of Health should be discussing those things now. He said that the Board should be discussing whether it will allow operations at the site that are not allowed now. Ms. Peterson said that this is why it is being separated. Presently the Selectmen cannot enter into any kind of lease without the Board of Health approval. But Harvest Power also can't bring anything to the Board of Health until they have a lease in hand. The lease does not give Harvest Power the authority to do anything on that site. Mr. Barlow feels that once Harvest Power leases the property that they will be able to put a power plant on the site and that the Board of Health will have no control over that project. Mr. Torres stated that all of the documents have been reviewed in regard to the RFPs, etc. He has just provided the document to the Board that states his findings. The Board can still ask questions of him and of Harvest Power. The approval would only deal with the transfer of property. The Board is not voting to agree with any terms and conditions in the lease. He said that in the resolution there is a statement that the Board is only voting in accordance with Condition X to permit ISWM to transfer its management and operational responsibility for this portion of the site assigned property over to Harvest Power. There are specific limitations that nothing can go on at the site in conflict with the existing site assignment. Mr. Barlow asked again to be sure that the Board approval does not give Harvest Power any approval of the actual operation. Mr. Torres stated that the economics of the deal sit with the Executive Officers. Mr. Barlow stated that this is the first time that the Board has seen the document and he feels that this vote is being rushed. He said that last week the Board was given a set of questions and were just expected to read them that night.

Mr. Torres began his presentation on the draft document. He stated that there was an RFP in 2011/2012 that invited proposals for use of the parcel at the landfill. Harvest was the winning bid on all three parts of the RFP- to manage leachate, to work on the gas production at the landfill, and to combine that with anaerobic digestion so that there would be a greater gas source. There was a two year period during which the Executive Branch of government negotiated a lease, which the Board of Health first saw on June 4th. At that point Attorney Torres had already been reviewing the lease to assist the Town on the process that would allow the Board of Health to exercise its proper authority under Condition X and to separate any functions with respect to site assignment. Attorney Torres drafted that protocol; it was approved by the Town Counsel, and by the Board itself. Today we are at the second of the hearings on that Condition X approval. In the document itself the site assignments regulations and the existing site assignment are addressed. There is also explanation of how the Board's Condition X overlays the existing site assignment regulations. Mr. Torres stated that essentially it supports the position that if an anaerobic digestion facility is going to be put on this parcel then it definitely has to come into compliance with the existing site assignment. Because the existing site assignment has a condition X, there can be no doubt that the Board of Health has significant authority with respect to the transfer of this property. That is why there is significant discussion in the document about condition X and the existing site assignment

regulations. Mr. Torres stated that condition X has to do with the qualifications of the transferee, in this case Harvest Power. The Board will look at who the party is, what they are capable of doing, and what they have done. The Board will look at the qualifications of the company and who are the key personnel in said company. The Board will look at from a financial, organizational, and historical standpoint, what is Harvest Power capable of doing to manage the site. The Board needs to make sure that the site is transferred to someone with financial resources and experience in management of site assigned areas. The Board needs to look at the company from a financial standpoint for surety and liability, from an operational standpoint with respect to the presence of hazardous materials and the fact that the facility will adjacent to an operational site that handles mixed solid waste, C & D, ash. Then the Board has to look at what Harvest Power has done. The Board needs to look at historical compliance, permitting, and their record in respect to litigation and their compliance with other contractual obligations. The Board should also look history of compliance with existing contracts with other municipalities or government agencies. Attorney Torres stated that the Board has received the two previous document requests and the narrative questions that were asked of Harvest. All the answers to those questions helped to determine Harvest Power's ability on each of the criteria previously talked about. Mr. Torres looked at the RFP and looked at the documents for which there were concerns relative to confidentiality. He is comfortable that the documents reviewed show that Harvest Power has the ability to manage the site. He restated that the gathering of all the information described is what helped him to come to the conclusion that Harvest Power has the ability to manage and operate the site as they have proposed. Those were the processes with respect to gathering the information to support his decision.

Attorney Torres stated that when he visited the Harvest office they provided any personnel necessary to answer any of the questions he had on any of the documents. He then created a matrix to designate where the answers to questions were found during the process. With respect to qualifications and experience, this is regarding the corporate organization as well as the project specific staff. The narrative states that Harvest Power operates three anaerobic digestion facilities. Currently they operate over 40 sites in the United States and handle 2 million tons of organic materials at those sites. The curriculum vitae were reviewed for the Harvest personnel. The personnel have experience in organics management, financial management, and energy. Mr. Torres said that he was satisfied with the experience of the Harvest Power personnel and believes that this project team and corporate team have the qualifications to operate and manage the site being considered. Mr. Torres read directly from his findings document. The second area looked at was the financial conditions. Ms. Peterson called for a two minute recess. The meeting was reconvened. Mr. Torres continued by stating that the independent audit was reviewed and he asked for updated financials as well. He reviewed the financial condition of the company with respect to standard balance sheets and growth trends over the last three to five years. He looked at liquid assets and made a determination as to their financial condition. He also looked at Harvest's ability to access both the debt and equity capital markets for project development. Based on review of the standard development areas, Mr. Torres made a finding that Harvest Power's financial condition is sufficient for it to assume site management and control of the area in discussion. The next area for review was Harvest Power's history of environmental compliance. Harvest Power had pointed out that at all of the facilities there were two occurrences of concern

relative to environmental compliance. Attorney Torres reviewed all the documents relative to those two occurrences. One occurrence was a technical violation, a reporting violation, that Harvest Power's consultants did not conduct required air testing on the required date. The firm was not able from a staffing standpoint to do the required testing. There was no imposition of any civil fine or penalty. The operator responded quickly and remediated the situation satisfactorily. The second violation was an elevated level in effluent discharge. This happened in Canada. There were NPDES permits and had loading factors for discharge effluent. There was an elevated level of nitrogen in the effluent and Harvest Power received a letter of concern and a request for action. Harvest took immediate action and contacted the agency and drafted a remediation plan. Because there was no cease and desist order and there was no penalty imposed. The elevated discharge was not a threat to the public or the environment. Attorney Torres found that there was good environmental compliance with Harvest Power operations. The next issue looked at was contract compliance. He looked at the history of other contracts with other Towns and agencies. The finding here was based on review of available documents and he did not find that there was any history of contract noncompliance. The next issue he looked at was the history of litigation. There was a dispute between the owner that built the Ontario Plant and the EPC (Engineering, Procurement, and Construction Company) with regard to pricing and Mr. Torres stated that many jobs do not close out without such a dispute and he did not find any history of an issue with litigation.

Mr. Torres stated that the Board is not looking at the technology, the process, the schedule, or the timeline of the project. The Board is just looking at the issues Attorney Torres has already summarized. Mr. Torres stated that his document states that the Board of Health is not really approving the lease; the Board of Health is only making a finding that the company to which the lease is being transferred is satisfactory to the Board of Health. Mr. Torres stated that his decision has painstakingly differentiated between site assignment and Condition X approval from what the Board of Selectmen are doing. The Board of Health will only be saying that it finds Harvest an appropriate entity to assume the control of that small portion of the landfill site. Ms. Peterson thanked Attorney Torres for his presentation. Mr. Barlow again stated that he still is not comfortable with making a decision and that the Board has not been able to have enough questions. Mr. Barlow said that he does not feel that Condition X was only written to allow the Board to look at finances but was to have the Board be able to look at the project as a whole. He thinks that it is too much too fast. Ms. Mastria stated that the Board can't really look at the project until there is an approved company to have the lease. She feels that the Board is really only saying that Harvest Power has the qualifications to move forward with the Town and enter into the lease. Later the Board will be able to look at the project. Attorney Torres stated that legally the Board cannot look at the particulars of the project until the site assignment has been opened. Mr. Barlow feels that the Board is opening a can of worms. He believes that the Board had condition X so that the Board can review the project, not just the financial issues. Ms. Mastria stated again that she thinks that the process is fine and that we are just approving the qualified company to go forward. The Board will still be able to look at the project as a whole during the site assignment. Ms. Peterson said that there are so many legal conditions that any action by the Board is not to be taken as an approval by the Board of Health. It is only a permission to allow ISWM to transfer operational control to Harvest Power of that portion of the property in discussion. Mr. Barlow restated his concerns about what action is being taken. Mr.

Torres stated that because the feed stock of this power plant is source separate organics, because it is an anaerobic digestion facility, and because it is a qualified facility and not a utility plant, like a coal fired or natural gas plant, they are not an energy provider. They will enter into a power purchase agreement. They are not a utility power plant like SEMASS. They will not be in the same category. Wayne Davis from Harvest Power stated that they would be selling the electricity under a power purchase agreement to one of the distribution companies in Massachusetts who would then sell it to their customers. Mr. Barlow still feels that we will not be the permit granting authority. Ms. Peterson said that this facility will be under site assignment and the Board of Health will have control. The operation will always be under Site Assignment. Dan Barrett stated that Harvest Power will be regulated under a MA DEP Solid Waste Permit. The Board of Health also has general authority to regulate anything that is a public nuisance and this is in addition to its authority under the Site Assignment. Mr. Andrews asked Mr. Torres if the process we are undertaking could have been done in an opposite order, or doing the site assignment modification first and then looking at the approval under Condition X. Mr. Torres stated that it is hard to say but that if ISWM had been the applicant and the party to build the facility and then least to operate it might have been able to do that way. In the present case a separate entity will be responsible for the design, construction, finance and operation and the best way is to lease the property first so Condition X has to be addressed first. Harvest Power has to have a lease in place before it can go forward. Wynn Davis, Harvest Power, stated that he understands that this two step process can be confusing and frustrating. He said that he can remember sitting with Dan Barrett two years ago when he explained the process that the Board of Health would have two reviews of the proposal. Mr. Davis stated that he has never had to deal with this before, and it is due to Condition X of the Site Assignment. The Board of Health will be able to review the project during the site assignment process and Harvest Power will be able to answer any questions of the Board of Health and the Community. Harvest Power wants to be good neighbors as they will be in the community for 25 years as a participant. Mr. Davis added that the bankers are on the side of the Board of Health in that before Harvest Power can raise money for the project, the bankers will be looking to see if Harvest Power has satisfied every condition, and unless Harvest Power gets a site assignment from the Board of Health, no one is going to loan Harvest Power any money to build the project. Mr. Barlow stated that he believes that the process is being pushed much too fast but that is just his opinion. Mr. Torres stated that he believes he has been as thorough as possible during this part of the review. He said that he has also been asked to prepare an appropriate resolution in case the Board decides to take a vote tonight. His resolution states that whereas the Board of Health has been presented with a lease agreement, and whereas the lease agreement calls for the transfer of a described portion of land, and whereas Condition X of the site assignment states that the Board of Health must vote to approve any transfer at a public hearing, and that the Board of Health has held a hearing on the sole issue of whether to transfer the operational responsibility of the site assigned area contained in the lease. The vote is not on the operation but on the transfer of the lease. The resolution also states that nowhere in the resolution or the draft decision is there approval of the project. Harvest Power is not being given an authority to do anything but enter into the lease agreement. Mr. Mulvey asked if Harvest Power was a United States Corporation. Mr. Davis stated that yes. Mr. Mulvey asked if the 40 sites referred to were directly under the corporation or were subsidiaries. Mr. Davis stated that most of the 40 sites are owned subsidiaries and not franchises. Mr. Andrews asked Mr.

Torres about wording in the decision which referred to 'exhibits'. Mr. Torres said that the exhibits were the documents presented to the Board at the last meeting, the narrative, the Harvest Power Point, and the financial statements that Attorney Torres looked at. There were all exhibits that the Board had last time. Mr. Torres went over the exhibit numbers and the corresponding document descriptions. There was more discussion that the Board cannot ask questions about the actual project at this meeting. Ms. Peterson stated that there is no way to get the questions answered unless the Board goes forward to allow the lease. Mr. Barlows still feels that the Board has not asked its own questions. He feels that Mr. Torres developed the questions and that the Board of Health did not have input. He wants more information on the whole project and he understands that we cannot get more information until Condition X is approved. He just has a problem with this. Mr. Torres stated that the Board cannot ask questions about the project and any environmental issues until the Board is in the site assignment process. The State regulations on Site Assignment are very specific. Mr. Torres stated that the Board of Health is doing everything it can at this point. The Board has to vote up and down on the lease, anything else would be outside the Board's statutory authority. Mr. Mulvey stated that tonight the Board would only be supporting the lease. Ms. Peterson read from the resolution "nothing in this resolution, the draft decision, or Board's vote shall constitute an approval or endorsement of the lease agreement or any term or condition contained therein." Ms. Peterson gave an overview of the process to date. Mr. Andrews stated that he did ask questions at the last meeting and he did get answers. He asked Ms. Coffin when she got the copy of the resolution and she stated that she received it on August 27th. **Mr. Andrews made a motion that the Board accept the resolution before them tonight that was received by the office on August 27, 2014, and that is before the Board of Health. Mr. Uitti seconded the motion. A vote was taken and all were in favor except for Mr. Barlow who abstained.**

Ms. Peterson said that anything from Harvest Power should be brought to the office for distribution to the Board members. She went on to say that she expects Harvest Power to come before the Board before they actually apply for site assignment. The Board needs more time than the 45 days allotted after the site assignment is open in order to give a thorough review to this project. She would like to see the applicant come before the Board as information is available. She wants the Board of Health to understand the project before the site assignment is opened. Mr. Davis thanked Ms. Peterson for her comments. He stated that he also agrees that it is best to come before the Board/regulator informally before submitting formal documents. Harvest Power will also ask the Board what its concerns are. They want the process to be as smooth as possible as well. Mr. Davis asked if it was the intention of the Board to adopt the explanation of the decision that Attorney Torres adopted. Ms. Peterson believes that this explanation was just for our use and does not need to be voted on. She stated that at the site assignment the Board will document everything in its decision.

2. Landfill – Dan Barrett –Discuss and possible vote regarding Emergency Notification Protocol and discuss landfill update. Mr. Barrett read through the draft emergency notification protocol. He would like the Board to make comments and then he will finish the document. Mr. Andrews has concerns about the method of contact. He wants it noted that Ms. Coffin will be the first contact attempted and a message will be left if she is not reached. Then the notification will be Chair of the Board of Health, Vice

Chair, and members and messages will be left until a live body is reached. Mr. Andrews also stated that as far as compliance requirement, he feels that financial should be secondary and that the primary will be closure. He believes that there should be closure upon the first offense and extending out if there are further violations. He wants the document to have some teeth. Mr. Andrews stated that the closure would be for everything on the site except the residential drop off area. The residents of the Town will not suffer for ISWM not reporting to the Board as required. Mr. Barrett stated that this will cause problems with ISWM's contractual obligations but Mr. Barrett and Mr. Peterson said that this is ISWM's issue to deal with. Ms. Peterson presented three options of 24 hrs, three days, and then a week as the three tiers. If anything gets to a third time then there are issues. Mr. Barrett stated that if there are three issues he would not be at ISWM anymore. The Board discussed the matter further stating that fines would not be appropriate as it is all the Town finances. Ms. Peterson feels it needs to be stated that all the people under Dan, the Management Team, needs to be aware of the policy and need to follow through on that protocol. Mr. Andrews said that the protocol has to have a call down aspect for who is responsible to make the calls. Ms. Coffin stated that ISWM will need everyone's off hours' contacts and there needs to be correction to the office numbers during operation times. She will give him other phone numbers. Ms. Coffin stated that the others at ISWM will need the call down list as well. Mr. Barlow believes that a closure of the landfill is a little abrupt. He thinks that closing the landfill is just punishing the Town. The C&D operation has a serious economic impact on the Town and the closure would be a negative effect. Ms. Coffin and others stated that there should be a hearing before any action as there could be mitigating circumstances. Mr. Barlow feels that the hearing is important. Ms. Mastria agreed that the hearing is the fairest way to deal with an issue of non-notification. Ms. Peterson wants there to be something in the protocol stating that there will be a hearing with an option of closure. Mr. Barrett will continue working on the draft and will get it back to the Board.

Mr. Barrett continued with the landfill update. He stated that he had sent around a memo referring to the possibility of temporarily closing the C&D transfer station. There was a fire in Sandwich and one of the competing facilities was closed. This resulted in Bourne getting more tonnage than it had before and the problem wasn't accepting it but how to handle it and exporting it. One of the processors that takes our material happened to be a parent company of the facility that burned. The Town deals with two rail companies, one in Brockton and one in Stoughton, and they have been having a problem getting rail cars so they could not accept all the material. Other facilities are overwhelmed with the lack of outlets. The Town is working on some alternative options to get rid of the material but they want to be careful where it is sent and how it is handled. The Town is only able to keep so much on the floor. The Town closed for two days and exported enough material to get to a safe stockpile on the floor. Now we are metering tonnage in based on what can be exported. The pile is now back under control. They are operating at about 40-50% capacity. There was another problem in Connecticut where a gasifier for woodwaste was opened and there were a lot of processors going to this facility but this has been shut down for about two months. That was why he issued the document in case they had to shut down accepting C& D for a time. Mr. Barlow asked if it would be better to only operate for so many hours and Mr. Barrett stated that this is basically what is happening. No one has really noticed the change. Mr. Barrett went on to stated that there Phase IV

Stage II liner is completed. There was a second partial authorization to operate to put leachate on the liner to facilitate the connection between the two cells. The second partial authorization to operate was to allow the select waste layer into the cell. This let them stabilize the sand layers. DEP is waiting for the final clay readings and the destructs on the plastic and synthetic products in the last section where the connection was made. He stated that Bates and Son did the work and there were no significant odors during the work. They will get a layer of trash on that work to help with any odors. The Town is waiting for DEP's final authorization to operate. The new flare installation has taken place. It was started on July 8th and has been running perfectly. There has been a problem with the unit and the flare tip which is a new design. There are control issues that are being addressed. The generator is working fine. There have been some re-ignition problems that are being taken care of. Mr. Mulvey asked what happens with the leachate issue if there is a power outage. Mr. Barrett stated that there is a backup generator that can run the flare and the leachate pumps. Mr. Barlow asked who is running the scrubber and Mr. Barrett stated that it is being run by Boyd. The Town doesn't have the capacity to take that on at this time. Mr. Barrett also stated that the hydrogen sulfide concentrations in the gas are down to about 500 ppm at the inlet to the scrubber and it should be down below 200 ppm in about a year and the scrubber could then be shut off. Right now it is about 150-180 ppm when it leaves the scrubber. There is a cumulative emissions standard. The Town owns the scrubber but does not operate it. The Board thanked Mr. Barrett for his presentation.

Next item for discussion.

3. (4 on agenda) 12 Prospect Ave- Bracken Engineering for Richard Irving –Request variances from the 150 foot setback to a wetland resource area for a proposed Alternative Septic System – The green cards were submitted to the staff. Zac Basinski of Bracken Engineering was present. He described the project location. Mr. Basinski stated that the lot is a single family house lot. The existing house was built in 1900. It is presently serviced by a single family cesspool that is about 84 feet from the bordering vegetated wetland. He stated that the resource is a non-coastal resource area. Mr. Bracken said that wetland is an isolated wetland resource area that is 380 feet from Hen's Cove. He said that the system actually receives water from the town drainage system. He stated that this is what feeds the wetland system in question. The applicant is requesting to raze the existing house and build a new dwelling to be serviced by a new Title 5 septic system. They are proposing a nitrogen removal system with a distribution box and soil absorption system. Given the site constraints they are asking for two variances. They are requesting a 54 foot variance from the 150 foot setback for the reserve area, and a 34 foot variance from the 150 foot setback from the primary leaching area. Mr. Basinski stated that the existing house is a three bedroom house per the Assessor's records but that the house is actually a six bedroom home. They are proposing to construct a four bedroom dwelling. Mr Basinski stated that with the alternative system proposed they are reducing the nitrogen by 53%. He is requesting that pressure distribution not be required. He stated that the wetland has no direct contact with Hen's Cove or the shellfish beds in the cove. Ms. Coffin stated that he has spoken to Mr. Basinski about the issue of pressure distribution. She still feels that pressure distribution should be required in this instance. The 150 foot setback regulation was written to address virus attenuation and pressure distribution is the way that the Board tries to ensure virus removal when the leaching is not 150 feet from a wetland. She understands that Mr. Basinski is stating that the wetland

is not connected to Hen's Cove but she does not know if this is the case. Mr. Basinski stated that the Town's drainage system is doing more harm to the cove. Ms. Coffin asked Mr. Basinski if he could say for sure that this wetland is not hydraulically connected to the harbor. Mr. Basinski stated that it is connected but that it is over 150 feet to Hen's Cove. Ms. Coffin said that when she originally asked Mr. Basinski why he didn't design for pressure distribution he did not say anything about there not being an environmental issue, but stated that a pump was just one more thing to break down. She does not believe this to be a valid statement and still feels that pressure distribution should be required by the Board. Ms. Peterson stated that she understands both positions. Mr. Basinski stated that he does not think that there will be any human contact to the effluent considering the wetland in question. Mr. Barlow stated that the Board tries to be consistent. There is a connection from the wetland to Hen's Cove if you look at the whole wetland. He would like to see pressure distribution in this case. Mr. Andrews asked a question about the architectural, Sheet A-2. He stated that there is an office with a three foot door. Mr. Basinski stated that there is a glass door across it. Mr. Andrews feels that it meets the definition of a bedroom. Even the part of the room with the four foot opening has doors. It was decided that the doors would need to be removed so that the room does not meet the Board's definition of bedroom space. The applicant noted and initialed the changes on the plan of record. Mr. Andrews stated that there should also be three bedroom deed restriction. Ms. Coffin stated that she did not think that the figures on the square footage are accurate but that it probably doesn't make that much difference as it is new construction and there is an alternative system being offered. Mr. Irving, the homeowner, stated that he owns a good portion of the wetland area but that there is a 14 inch storm drain coming in off the road that is already introducing viruses and fecal matter. He doesn't feel that doing pressure distribution will make an impact if there is already such a contribution from the storm water. Mr. Barlow said that the Town has already done a lot of stormwater remediation projects and that this area will be looked at in the future. He stated that the Board of Health needs to do what it can to address issues when things are before them. Ms. Mastria asked if pressure distribution was going to be required. Ms. Coffin says that it is up to the Board. Ms. Mastria, Mr. Andrews and Mr. Uitti agreed that pressure distribution should be required. Mr. Basinski asked if ultraviolet disinfection could be used instead of pressure distribution. Ms. Coffin stated that she had already explained to Mr. Basinski that the Board does not like using UV for treatment as it is often difficult to make sure that bulbs are burnt out, etc. Mr. Basinski asked if that meant that UV would never be approved, and Ms. Coffin stated that she only remembers it being approved of late for retrofits of existing systems so that someone doesn't have to redo the whole leaching facility, but even this has not happened in years. Ms. Coffin stated that there are about 130 alternatives in the database and she does not believe that there is a huge problem with pumps going down on the systems. Mr. Andrews said that the plans would have to be redesigned. He would like to approve with a contingency that the plans be amended to include pressure distribution. Ms. Coffin said that the Board will just have to allow her to change the date of the plan of record. Mr. Basinski said that he can have the plans to the Board by the end of the week. **Mr. Andrews made a motion to approve the reduction in the setback distance for the proposed soil absorption system for 12 Prospect Avenue, from 150 feet to 96 feet or a 54 foot variance for the reserve leaching system to an isolated vegetated wetland and from 150 feet to 116 feet, or a 34 foot variance for the primary leaching facility. He referenced architectural dated received August 13, 2014 and amended at the**

meeting of August 27, 2014. The septic system will have a pressure distribution system added to the septic plans by Bracken Engineering received by the Board of Health on August 13, 2014, and updated drawing with that system shall be submitted to the office by September 5, 2015. He also voted that there be a four bedroom deed restriction. There was discussion that the office space that had been discussed before is actually a bedroom so now the applicant does not have to remove any doors or make any cased openings in that office space. Mr. Uitti seconded the motion. It was a unanimous vote to approve.

4. (6 on agenda) 135 Circuit Ave – Zac Basinski of Bracken Engineering for Katherine Wagner – Request another extension on variances originally granted on June 13, 2012 – last extended February 26, 2014. Mr. Basinski stated that the estate still has not been worked out and the house is still for sale. The owner wants to put the system in but is requesting another six month extension. Ms. Coffin questioned how the Board of Health will know that if another party buys the house they will be satisfied with the architectural that the Board of Health has approved. Mr. Basinski said that if someone buys the house and wants something different they will have to come back before the Board of Health. Ms. Coffin stated that it might be better to allow a new owner to just start the process over when they purchase the house. Mr. Basinski remarked that the present owner still is not sure whether she wants to build the house herself. Ms. Peterson suggested that the Board of Health extend the variance for a year because estates in Massachusetts can take over a year to clear. Mr. Andrews said that he would rather stay with the Board's normal policy of a six month extension. Ms. Mastria states that in this case it is a little different because of the issue with the estate. Mr. Barlow doesn't have a problem with giving a year extension. **Mr. Uitti made a motion to extend the variances for 135 Circuit Ave for another year. Ms. Mastria seconded the motion. It was a vote of 4 in favor with 1 abstention.**

5. 83 Gilder Rd – Barbara Frappier of Warwick & Associates for Gary Puryear- Request waiver to use the existing septic system for proposed renovations – Ms. Frappier explained the project to the Board and submitted the green certified mail cards. She stated that there is an existing home at 83 Gilder Road and Mr. Puryear has been approved by the Conservation Commission to put on an addition to his house and also build a one car free standing garage. The existing septic system will be close to the addition. The existing leaching system is as far from the wetland as is possible. The architect Greg Siroonian, Ms. Frappier, and Ms. Coffin all looked at the site and agreed that the addition originally desired could not be built as it was too close to the existing leaching area. The addition onto the house will now be on footings, with no foundation next to the tank. Now the tank will not have to be moved and it will not impact the leaching area. The addition will be a carport with a space above. The architect described the addition. The carport will be on sonotubes. Ms. Frappier stated that she is asking for a waiver to continue the use of the existing system for the proposed carport with space above. The existing system was dug up and inspected. There is no increase in number of bedrooms. The addition will be less than a 50% increase in non-bedroom space. It was explained that the carport will be next to the existing porch. Ms. Coffin stated that she has already inspected the septic and it is functioning properly. She asked about the number of bedrooms. One bedroom is being removed and the new bedroom will be over the carport. Ms. Coffin stated that the leaching is over 150 feet to the actual resource.

Ms. Frappier stated that the leaching system is 158 feet to mean high water. Mr. Andrews mentioned that Ms. Coffin had talked about the existing septic tank not being an H-20 load. He asked the proponent what the attached garage was going to be used for. The answer was that it was more like a shed and there was no space above. Ms. Coffin stated that the plans do not show a driveway to the detached garage. She restated that the Board doesn't have anything in their proposal about the garage. Mr. Andrews wants to make sure that there is no driving over the tank. Ms. Frappier stated that if it will be driven over the tank will be changed to an H-20 tank or will have an H-20 cover installed. Ms. Coffin noticed that on the plan it does say that there is an H-20 tank there. **Ms. Mastria made a motion to approve the waiver request for 83 Gilder Road to continue the use of the existing septic system for the proposed renovations. The architectural records are those by RESCOM, dated received August 20, 2014. Ms. Mastria added that there be a four bedroom deed restriction on the property. Mr. Andrews seconded the motion. It was a unanimous vote to approve.**

7. Tobacco Violations – Cindy Coffin—Discuss and Possible Vote to fine for selling of tobacco products to a minor – First up was Mike Sorenti of Sorenti Shell, 1 Canal Street—This is the second violation within six months. Mr. Sorenti said that he has a policy that all the employees sign. He believes that his son sold the product. It was a very busy time of the day. He knows that it was not done with any ill intent. He said that he tries really hard to enforce and uphold the regulations. There are separate policies for all sales, tobacco, lottery, etc. He has reminders to check ID's on each shift's schedule. It has been many years since any other violation outside of the recent two sales. **Mr. Andrews made a motion to issue a fine of \$200 to Sorenti Shell for the second offense within 6 months for selling tobacco products to a minor. Mr. Barlow seconded the motion. It was a unanimous vote.** The second item was Sunoco – 282 Main Street – The owner Zahed Rashid stated that there was a new girl that was hired that made the sale. **Mr. Uitti made a motion to issue the fine of \$100 for the first sale of tobacco products to a minor. Mr. Andrews seconded the motion. It was a unanimous vote.**

8. (#9 on the agenda) Amend Bed & Breakfast Regulation – Cynthia Coffin – Discuss and Possible vote to rescind the Bed & Breakfast regulation dated effective March 10, 1995—Not needed, already in the State Food Code—Ms. Coffin stated that this is an older regulation but that Bed and Breakfast are now covered under the existing Food Code. **Mr. Uitti made a motion to rescind the existing Bed & Breakfast Regulation. Mr. Andrews seconded the motion. It was a unanimous vote.**

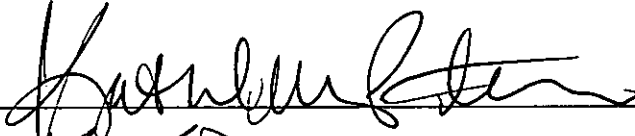
9. (#10 on agenda) - Approve the minutes of July 9, 2014 – Ms. Mastria made a motion to approve the minutes. Mr. Andrews seconded the motion. It was a unanimous vote to approve.

10. (#11 on agenda) – Approve the minutes of July 30, 2014 – Ms. Mastria made a motion to approve the minutes. Mr. Uitti seconded the motion. It was unanimous vote to approve.

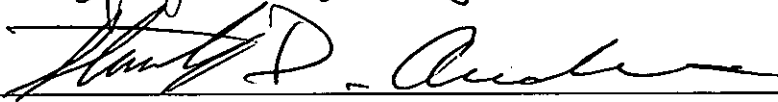
Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 9:34 PM.

Taped by Lisa Collett and typed by Cynthia A. Coffin, Health Agent

Kathleen Peterson



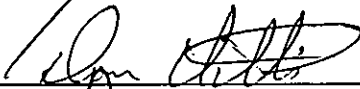
Stanley Andrews



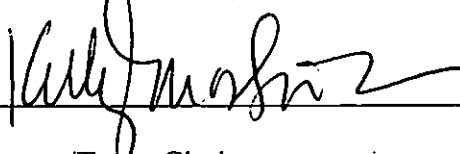
Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

September 10, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

**The meeting dated September 10, 2014
has been cancelled.**

2014 SEP 4 PM 12 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: *Lisa M. O'Leary*
Title: Secretary
Date: September 4, 2014

cc: Board of Selectmen/ Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

September 24, 2014

Time:

7:00 P.M.

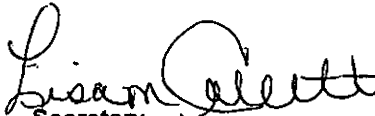
Place:

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

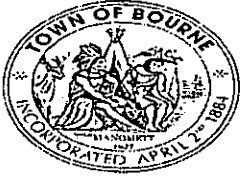
AGENDA ITEMS:

**The meeting dated September 24, 2014
has been cancelled.**

2014 SEP 18 PM 2 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: 
Title: Secretary
Date: September 18, 2014

cc: Board of Selectmen/ Town Clerk



TOWN OF BOURNE
 BOARD OF HEALTH
 24 Perry Avenue
 Buzzards Bay, MA 02532
 Phone (508) 759-0615 x1
 Fax (508) 759-0679



Cynthia A. Coffin,
 Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
 Schedule of Meeting

Date:

October 8, 2014

Time:

7:00 P.M.

Place:

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

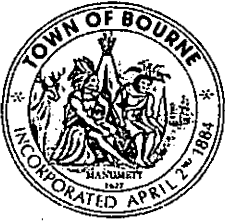
2014 OCT 2 PM 3 26
 TOWN CLERK'S OFFICE
 BOURNE, MASS

AGENDA ITEMS:

1. 1 BELL BUOY - Basinski, Bracken Engineering for Jean Fredrickson and Nancy Burroughs (Bell Buoy Health Trust - Request 2nd extension on variances originally approved on October 23, 2012 -
2. 126 EMMONS RD - Barbara Frappier, Warwick and Associates for Peter Coffin - Request variances from top of a coastal bank/wetland resource area -
3. APPROVE THE MINUTES FROM AUGUST 18, 2014
4. APPROVE THE MINUTES FROM AUGUST 27, 2014 -

Signed: *Lisvan Callett*
 Title: Secretary
 Date: October 2, 2014

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue,
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES
October 8, 2014

2014 NOV 24 AM 9 55
TOWN CLERK'S OFFICE
BOURNE, MASS

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent

Meeting was called to order at 7:00 P.M by Chairman Kathy Peterson.

1. 1 Bell Buoy – Zac Basinski, Bracken Engineering for Jean Frederickson and Nancy Burroughs (Bell Buoy Realty Trust)- Request 2nd extension on variances originally approved on October 23, 2012 – Ms. Coffin stated that Mr. Basinski was not present for the meeting but was requesting another extension on the previously granted variance. Ms. Peterson stated that since the applicant is working with the builder she expected that the plans work would be undertaken soon but probably not until March. Ms. Andrews made a motion to approve the request for an extension to the variances originally granted on October 23, 2012 for 1 Bell Buoy and that the extension is for six months. Mr. Uitti seconded the motion. It was a unanimous vote to approve the extension.

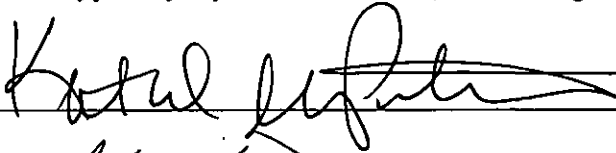
2. 126 Emmons Rd – Barbara Frappier, Warwick and Associates for Peter Coffin – Request variances from top of a coastal bank/wetland resource area – Ms. Frappier stated that she is seeking two variances to the top of coastal bank. She showed the Board a plan and explained the project. The dwelling has been raised and is going to be moved further away from the coastal bank. There will be additions on either end of the dwelling and there will be interior rehab. She stated that currently there are three cesspools servicing the dwelling. Ms. Coffin corrected that statement by stating that there is a title 5 system already there with three leaching pits. Ms. Frappier stated that they are proposing to install a new Title 5 system sized for seven bedrooms. She stated that the house is going from ten to seven bedrooms. She also stated that there are probably eleven rooms that could be counted as bedrooms presently. The architects have calculated the existing bedroom space and the proposal is well under the 25% increase that the Board has for a guideline, but they are over on the non-bedroom space. The architect's figures show that there is a 74% increase in non-bedroom space, but there is only an 11% increase in bedroom space. She said that much of the increase in non-bedroom space is attributed to the proposed aviary. There is a coastal bank on the either side of the property. The proposed septic system will not meet the 150 foot setback to either coastal bank.

The leaching is 186 to mean high water on one side and 151 feet to the saltmarsh on the other side of the property. The issue is the variance to the coastal bank. Mr. Andrews asked Ms. Frappier to show the seven bedrooms. Ms. Coffin and Ms. Frappier stated that there is also an office that is being counted as a bedroom. There is more than a four foot opening to the exercise room. The basement will be unfinished. Mr. Coffin stated that he has owned the property since April 1st. Ms. Frappier stated that she has the new deed information for the office. There was discussion as to the location of the property. Mr. Andrews stated that the proposed system is 107 to one of the coastal banks. There was general discussion about the location and the coastal bank and actual resource setbacks. Ms. Coffin stated that if the Board determines that the resource is the key area and that the banks are banks by definition only, then the project would meet the Board of Health guidelines for approval. The Conservation Commission has determined that there are coastal bank but has not stated that they are banks by definition only. The elevation is about 34-36 above sea level. Mr. Barlow stated that this area is more like Sagamore Beach where the bank is very high and not like a low lying area where the bank is the resource. Mr. Richard Wright stated that he is co-owner and that the bank is very heavily vegetated. **Mr. Andrews made a motion to approve the variances requested for 126 Emmons Rd, those being a 42.8 foot variance from the 150 foot setback from the top of coastal bank at the NW side of the property and a 71.3 foot variance from the 150 setback of the leaching facility to the top of coastal bank to the SW of the property. He stated that the reason for the approval is that the actual resource is in excess of 150 feet from the leaching facility in both directions. Mr. Uitti seconded the motion. Mr. Andrews made a motion to amend the previous motion by stating that the architectural of record are those received October 2, 2014, and the site plan is that received October 2, 2014. Mr. Uitti seconded the amendment. It was a unanimous vote to approve.**

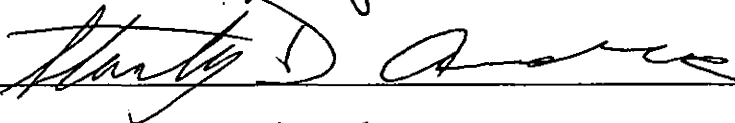
Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned 7:21 PM.

Taped by Lisa Collett and typed by Cynthia A. Coffin, Health Agent

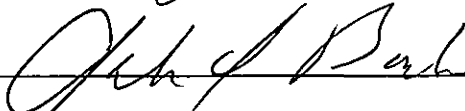
Kathleen Peterson



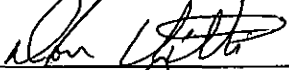
Stanley Andrews



Galon Barlow



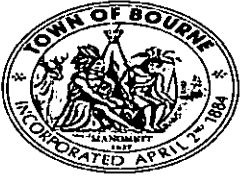
Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532**
Phone (508) 759-0615 x1
Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

October 22, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

THE BOARD OF HEALTH MEETING HAS BEEN CANCELLED.

Signed: *Lisan Collett*
Title: Secretary
Date: October 16, 2014

cc: Board of Selectmen/ Town Clerk

2014 OCT 16 PM 3 26
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532

2014 NOV 6 AM 10 05
TOWN CLERK'S OFFICE
BOURNE, MASS
Phone (508) 759-0615 x1
Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

November 12, 2014

Time:

7:00 P.M.

Place:

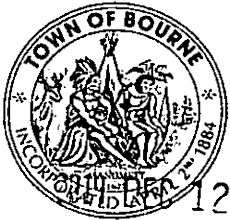
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. LANDFILL – Dan Barrett – Discuss and possible vote regarding Emergency Notification Protocol
2. 35 Park Street- Zac Basinski, Bracken Engineering – Discuss and vote re: request to amend septic plan of record and extend variances
3. Lobster Trap – 290 Shore Rd – Zac Basinski, Bracken Engineering – Review status of O & M of existing Alternative Septic System
4. 70 Old Dam Rd – request by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health condition of previous waiver
5. 39 Buttermilk Way – request by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health variance conditions
6. APPROVE THE MINUTES FROM August 18, 2014
7. APPROVE THE MINUTES FROM August 27, 2014-
8. APPROVE THE MINUTES FROM October 8, 2014 –

Signed: 
Title: Agent
Date: November 6, 2014

cc: Board of Selectmen/ Town Clerk



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue

Buzzards Bay, MA 02532

Phone (508) 759-0615 x 1

Fax (508) 759-0679



12 PM 2 37
Cynthia Coffin
Health Agent
TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES November 12, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent; Terri Guarino, Health Inspector; Lisa Collett, Secretary

Meeting was called to order at 7:00 P.M by Chairman Kathy Peterson.

1. Landfill – Dan Barrett – Discuss and possible vote regarding Emergency Notification Protocol –Mr. Barrett was present for discussion on the rewritten Emergency Contact Protocol last updated 11/13/14. He read through the written document. He stated that if changes need to be made, he will do them. The read from the document:

Objective: Establish a protocol designed to ensure that in case of extraordinary Events (reportable) at the Town of Bourne Department of Integrated Solid Waste Management Facility (ISWM) located at 201 Mac Arthur Blvd. (Rt.28 north) Bourne, Massachusetts that have potential to negatively impact the health, safety and welfare of Bourne Residents, employees or the environment the Town of Bourne Board of Health will be notified in a timely manner.

Reportable Event: Any event that could have the potential to negatively impact the health, safety and welfare of Bourne Residents, employees or the environment.

Reportable Events may include but are not limited the following list of examples;

- 1) **Fire:** Any fire requiring a response by the Bourne Fire Department
- 2) **Spills:** Any material spill including but not limited to, waste oil, leachate and chemicals that require a response from the Bourne Fire Department and/or notification to the Massachusetts Department of Environmental Protection (MADEP). Reportable spills may include but are not limited to any uncontrolled release of a controlled or regulated material via broken or damaged storage containers, broken or leaking pipes, damaged equipment like fuel, chemical or oil storage tanks.

Method of Contact:

Once the incident scene has been secured and imminent danger to staff, the general public and the environment has been controlled, the on scene ranking ISWM official or his/her designee will place a phone call to Bourne Health Director (Cynthia Coffin). During normal business hours Monday-Friday 8:30 AM to 4:30 PM the Board of Health can be reached by calling (508) 759-0600 Ext. 340, 341 or 342. After regular business hours you are to call the Health Director's Mobile Phone at (508) 776-6420. If you do not get an answer leave a message giving a detailed description of the event and who has responded, for example the Bourne Fire Department, Local Haz Mat Team, Bourne Police Department, MADEP, the time of day and your mobile phone number to facilitate the call back. If you are not able to contact the Health Director and after leaving a detailed message as outlined above you will proceed to the attached call tree (attachment 1) and attempt to contact each person listed until you reach a live person. If after calling everyone listed on the call tree you still have not reached a live person proceed through the call tree again.

Establish Chain of Command:

It is incumbent upon the General Manager to establish a well-defined chain of command (attachment 2) outlining who on-site at any given time is responsible for initiating this procedure to ensure compliance with the Emergency Contact Protocol in his absence.

Compliance Requirement:

Failure of the ISWM Department to notify the Board of Health of a Reportable Event in a timely manner will result in the following actions:

- 1) The ISWM General Manager will be summoned to the next regular meeting of the Board of Health. The General Manager will be required to give an explanation for the failure of the Emergency Contact Protocol.
- 2) The Board will consider the merits of the General Manager's explanation, review the ISWM Department's performance record as it relates to compliance with the Emergency Contact Protocol. Based on its review the board could assign the following penalties;
 - a) 24 hour closure of the facility
 - b) 3 day closure of the Facility
 - c) 1 Week closure of the Facility

The Board members then made comments. Mr. Barlow stated that on the compliance requirement if something really bad happened the Board of Health would do whatever it had to do. He does not believe that the Board would be limited to the items listed in the protocol and he does not think that anything would be serious enough that the landfill would have to be closed for a week. Ms. Peterson asked if Mr. Barlow wanted to add something to that section but he said no. Mr. Barrett said that if the Board got to item B, the Board would not be talking to him anymore. Mr. Barrett stated that he had the contact numbers on the addendum. Ms. Peterson told Mr. Barrett to remove her home phone as she does not have access to that line. Mr. Barrett said that a safety meeting is scheduled for the beginning of December and the protocol will be issued to everyone that works for ISWM and they will discuss chain of command. Mr. Barrett said that at the last event the existing protocol was used and it worked well. Mr. Andrews said that under reportable events he thought that other things might also need to be reported. He said

that anything that is referred to under the objectives should be listed in this section. There should be action for anything that has to do with public health. He stated that any event requiring a response from the Bourne Fire Department should be listed and it shouldn't be limited to spills and fire. Ms. Mastria said that we shouldn't need to be notified just because an ambulance is dispatched to the landfill. Mr. Andrews agreed but said that if there was a rip in the liner, according to the protocol as written, the Board of Health would not have to be notified. Mr. Barlow asked if something should be added as an item 3 to state that any unusual event that could affect public health or that the ISWM manager feels should be reported, would need to be reported to the Board of Health. Mr. Barlow stated that there have been numerous events over the years that the BOH have been notified about. Mr. Barlow stated that the lack of notification about the recent fire at the landfill is what caused this whole review of protocols. The Board of Health was not notified and now we are looking to have an approved notification protocol. There was a discussion as to what issues could be considered 'notifiable' and what should be added to the protocol. It was decided to word the Reportable Event section to read: Any event that could have the potential to negatively impact the health, safety and welfare of the Bourne residents, employees or the environment. Reportable Events may include but are not limited to the following list of examples. Mr. Barrett will reword that section. Ms. Peterson and Mr. Andrews stated that if Mr. Barrett gets a draft back to the Board members and comments can then be made and brought to the next BOH meeting for a vote. Mr. Barrett will not need to come to the next meeting. It was decided that no action needed to be taken at tonight's meeting. Mr. Barrett will get a revision to the office for distribution. Mr. Mulvey stated that the Board should be contacted about anything that it has jurisdiction over and that anything has to be reported within a reasonable time frame. Mr. Mulvey also stated that maybe there should be other options for penalties. Ms. Peterson said that there is always an option for other penalties. Site Assignment already allows the Board to be able to make other actions. This protocol is only for non-notification to the Board. Mr. Barrett reviewed the call down process. Mr. Mulvey stated that there should be a very limited amount of time within which the notification should be made. Mr. Barlow stated then when the Board of Health has been notified in the past it has already been very quickly. Mr. Barrett stated that he could add something to the protocol which stated that once the imminent danger to life and safety is under control, the notification will be made. Ms. Peterson stated that the Board added the penalties if the notification does not take place in a timely manner. Mr. Barlow stated that there should be a little bit of a grey area as to the time for notification based on the situation. Mr. Barlow stated that he just wants the Board notified before the newspapers know. There was no further action.

2. 35 Park Street – Zac Basinski, Bracken Engineering – Discuss and vote re: request to amend septic plan of record and extend variances. Mr. Basinski stated that he was at the meeting on behalf of the owners, Ann and Jack Wood, of 35 Park Street. In April 2012 the Board of Health originally granted variances for the septic system. The owners have finalized their construction permits and hope to start in the next couple of weeks. Mr. Basinski is before the Board because the septic plan has changed and the plan on file is no longer accurate. In addition the variances approved are set to expire soon. Since the last appearance before the Board the owners have made a change to the layout on the site. The garage has now been placed further back on the property and the house has been pushed to the front. There have been no changes in the number of bedrooms or the gross floor area of the house. The proposed leaching is actually now four feet further away from the top of coastal bank. The updated floor plans have been provided to the

Board as well. There were some slight interior modifications as to an internal stairway and some doors, but otherwise the plans are basically the same. Ms. Coffin stated that she did not realize that the architectural had changed too but it does appear that the changes are not significant. Ms. Peterson asked if the Board had done a deed restriction and Ms. Coffin answered that it had not. Ms. Peterson said that she felt there should be one on this property. Ms. Coffin stated that the new variance is only 26 feet where the original variance had been 30 feet. **Mr. Andrews made a motion to grant a variance of 26 feet for the setback of the leaching area to the top of coastal bank and to approve the set of architectural received by the office on November 6 as the new architectural of record. The septic plan is that received by the office on November 6, 2014 and drawn by Bracken Engineering. Mr. Andrews also made a motion that there be a four bedroom deed restriction placed on the property. Mr. Barlow seconded the motion. It was a unanimous vote to approve.**

3. Lobster Trap – 290 Shore Rd, Zac Basinski – Review status of O&M of existing Alternative Septic System - Mr. Basinski stated that he was only here to update the Board. He was before the Board back in January. He stated that the system has been inspected four times since then. It was installed in May of 2013. A new grease trap was installed and has been monitored and no grease is carrying over to the new system. Testing results have been submitted to the Board but the results show that the nitrogen loading is not as low as what had been expected. They are currently working to rectify that problem. They hope to come back before the Board in January 14th of 2015. The three issues being looked at are the flow rate going through the system, the chemical compounds of the wastewater, and the chemicals being used in the building. They are trying to look at all three factors and how they might be affecting the nitrogen loading. Mr. Andrews asked a question about the amount of pumping of the system. Mr. Basinski stated that when the grease trap was being pumped, the septic tank and the Microfast system was also pumped and that this was actually not good for the system. This has been rectified. The waste is now staying inside the tank. Mr. Andrews said that the wastewater procedure was supposed to eliminate things like this happening and Mr. Basinski stated that this actually happened before the full procedure was in place. Ms. Coffin asked what the range of nitrogen was supposed to be. Mr. Basinski stated that the effluent is supposed to be at 25 ppm and the results were at 57ppm in March of last year, and there was a reading of 72 ppm at the last result. BioMicrobics has taken all the information about the wastewater flows and is analyzing everything again. Mr. Barlow stated that the system is better than what was previously there and hopefully the problems can be worked out. There was no further action needed by the Board.

4. 70 Old Dam Rd – request by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health condition of previous waiver – The owners, the Denapolis, Pam and Tom, were present for the hearing. Ms. Coffin stated that in 1999 the house was built and there was an issue on the setback to wetlands so the Board of Health granted a variance for the construction of the house. Then in 2010, Barbara Frappier of Warwick came before the Board of Health to obtain a waiver for the construction of a work shop with an open storage area above. At that meeting the Board of Health required that there be a direct opening from the first floor workroom to the second floor. There was also supposed to be a solid wall between the main house and the storage room over the workroom so that the room over the workroom could not be considered a bedroom. Ms. Coffin stated that recently she was subpoenaed by the builders of the project to testify in a court case regarding the property and when the

builder came in to discuss the issue she was informed that the room was not constructed as per the Board of Health approval. She was informed that the wall had been opened on the second floor and that there were doors from the 1st floor workshop to the second story room that was to have been storage and that this room was being used and now met the definition of a bedroom. Ms. Coffin contacted Mr. Denapoli and told him that she needed to inspect the house to see what existed. She did find that the room over the garage now is considered a bedroom by Board of Health addition. Ms. Peterson asked who had submitted some of the pictures and Ms. Coffin stated that some were from the builder and some were from her when she went out and did the walk thru with Mr. Denapoli. Mr. Denapoli stated that some of the pictures were taken last Jan/Feb. Ms. Denapoli stated that the builders stopped coming when they had their money and didn't finish the project. Ms. Coffin stated that the Board doesn't want to get in to the court case. She is being told a different story from the builder. The Board is just looking at the room over the workshop and what has been constructed. Ms. Coffin stated that Mr. Denapoli told her that even though the workroom was supposed to be open to the second floor, the work room is a wood shop and he was having problems with the sawdust getting upstairs so he closed the room off and created a door at the bottom of the staircase and at the top of the staircase. Ms. Coffin stated that the upstairs room is also now open to the main house and there was supposed to be a solid wall there. Ms. Peterson stated that she remembers how the Board voted and conditions placed on the construction. Mr. Denapoli stated that he gave Ms. Coffin pictures that showed that the wall had been put in between the main house and the upstairs room initially. Ms. Coffin said that the pictures don't really matter because that is not what is there now. Mr. Denapoli stated that he did open up the room later. Ms. Coffin continued the discussion with the photographs on file to try and describe how the second story room opens into the connection room that leads to the main house. She stated that this room needs to be opened up somehow as the Board had originally conditioned. Mr. Denapoli stated that the first floor is his workshop. He stated that about half a level up there is an office. He works at home. This is what was shown as the loft on the original plans. He said that when he used the workshop, the entire upper space was filled with sawdust and the smoke detectors kept going off. He and Mrs. Denapoli decided that it wasn't feasible to have the sawdust issue and the smoke detectors going off. Mr. Andrews asked why there was a smoke detector in an unfinished storage space and Mr. Denapoli stated that the smoke detector was for his office. Ms. Coffin stated that the loft was shown on the original plan. Mr. Andrews looked at the plans and said that the 2nd floor room was to remain unfinished and there was supposed to be a solid wall between it and the main house. Mr. Denapoli stated that he didn't know that it had to stay unfinished. Ms. Denapoli said that they are now using that second floor space as a bonus room. He also said that the room was opened to the main house because of fear of being trapped if there was a fire in the workshop. Ms. Peterson read from the minutes where it stated that the room was to be for storage only and that the Board granted the waiver for the addition with this condition. She said that the Board had granted a similar variance down the street at the Barretts. Ms. Peterson read from the minutes regarding the two story addition. She read that Ms. Frappier had stated that the addition was to be for a workshop and storage only and that there would be no habitable space over the workshop. The existing house is a five bedroom house and there is a five bedroom septic system. Ms. Peterson continued to read from the minutes regarding the Barrett's approval. Ms. Peterson also stated that the minutes show that there was to be no passage from the second story room to the main house. The waiver was only approved for the workshop with storage above, with open access from the lower level to the storage area and a solid wall between the main house.

Ms. Peterson said that Mr. Denapoli was aware of the conditions of approval and Mr. Denapoli again stated that he didn't realize that the conditions had to remain in place. He was concerned about a fire and not being able to get out of the room above the workshop. Mr. Andrews stated that if it had been storage space as shown at the time of the waiver request that would not be an issue because it wouldn't be habitable space.

Mr. Andrews stated that the loft area was to be storage too. Mr. Denapoli asked if there could just be a deed restriction for five bedrooms. Ms. Coffin stated that the walls in the second story room have to be opened up. Mr. Denapoli stated that one of the doorways could be opened up from the 'bonus' room to the main house section over the garage but that there was not enough wall space to have a four foot cased opening into the main house. Ms. Coffin said that in that case the stairway has to be opened so that the room over the workshop does not have minimal seclusion. Mr. Andrews, Mr. Barlow, and Ms. Peterson said that there has to be at least a four foot cased opening so that the room does not offer minimum seclusion. Ms. Denapoli said that the construction was a total nightmare. Ms. Peterson asked what Mr. Denapoli is offering to do to correct the situation. Mr. Denapoli stated that he would prefer not to have to open up walls and was hoping that there could be a five bedroom deed restriction. Ms. Denapoli asked why they couldn't just open up one of the existing bedrooms. There was discussion among the members and the Denapolis. Ms. Mastria asked why the owner could not just open up an existing room to correct the problem with the number of rooms being considered bedrooms. Ms. Coffin explained that because variances were granted for the original house and the existing septic system did not meet the required 150 foot setback to wetlands, if the proposal had come before the Board of Health to add the habitable room that presently exists it is probable that the Board would have required the retrofit of an alternative technology septic system based on the increase in square footage. She explained that the room over the garage is huge. It doesn't seem fair to allow them to correct the problem by just opening up a smaller bedroom when the Board would have requested an Alternative if what has been built was originally requested. Ms. Coffin stated that both doorways on the staircase would have to be opened if this was the option considered. Mr. Barlow stated that perhaps the stairway could be opened up from the first floor to the second and there could be a hanging barrier to stop the saw dust. Mr. Denapoli said again that he didn't realize that the condition was permanent. There was further discussion that the room that exists now would have required an alternative septic system. Mr. Barlow asked if this item could be continued to a later meeting to give Mr. Denapoli time to decide on his plan of action. There was further discussion as to how the room could be opened up. This item will be continued to the first meeting in January.

Mr. Barlow made a motion to continue the item to January 14th. Mr. Uitti seconded the motion. It was a unanimous vote to continue this item.

5. 39 Buttermilk Way – request by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health variance conditions. Ms. Coffin stated that the owner lives in Texas and when she met with the builder today he was sick and stated that he probably would not be at the meeting. She would do her best to explain the situation. Ms. Coffin stated that within the last couple of weeks someone came in to the office to discuss a property that she was interested in purchasing on Taylor's Point. The house at 39 Buttermilk Way has a long history. The house was built but a septic system was not installed and the Board of Health kept asking the State to allow the new house to be tied in to the existing sewer. The Board tried for almost two years but that request was denied based on the condition of the original funding for the sewer on Taylor's Point that no house built after 1978 be allowed to be tied in to the sewer if it

were in a certain flood zone. At the time that the Board of Health had the variance hearing the minutes state that it was a one bedroom house but that the builder stated that there was one additional room that might be considered a bedroom so the Board of Health at that time granted variances for an alternative septic system with leaching for two bedrooms. She found out from the woman who came in to the office that the house was being listed as a 3/4 bedroom dwelling but it was discovered that the septic system was only designed for a two bedroom dwelling. The building inspector also found out that a room over the garage had been finished off without permits and he issued a letter to the owner on that violation. Ms. Coffin stated that she went out to the house today and that the builder had removed all of the sheet rock that had been in the room over the garage. There was still a carpet on the floor and there was door to the main house although it is a step up. The owner had also been told to open up a small room in the house with a cased opening but this was not done. The builder said that there had always been three 'bedroom' in the house so he does not know how this was ever called a two bedroom dwelling. Regardless, Ms. Coffin said that she said that house only had a two bedroom septic system and that the small room had to be opened up with a minimum of a four foot cased opening. Ms. Peterson and the Board were concerned that there was no one present at the meeting to discuss the situation. The Board stated that they preferred to continue this item to the next meeting on December 10th and that owner would have to have representation at that time. **Mr. Andrews made a motion to continue 39 Buttermilk Way to December 10th. Mr. Uitti seconded the motion. It was a unanimous vote to continue.** Ms. Peterson asked Ms. Coffin to write a letter to the listing agent explaining the situation and that this item is before the Board of Health.

6. Approve the minutes from August 18, 2014. - Ms. Mastria made a motion to approve the minutes of August 18, 2014. Mr. Uitti seconded the motion. It was a unanimous vote to approve.

7. Approve the minutes of August 27, 2014.- Ms. Mastria made a motion to approve the minutes of August 27, 2014. Mr. Uitti seconded the motion. It was a unanimous vote to approve.

8. Approve the minutes of October 8, 2014 – Ms. Peterson made a motion to approve the minutes of October 8, 2014. Ms. Mastria seconded the motion. It was a unanimous vote to approve.

Mr. Barlow made a motion to adjourn. Mr. Uitti seconded the motion. It was unanimous and the meeting adjourned at 8:15 P.M.

Taped by Lisa Collett and typed by Cynthia A. Coffin, Health Agent

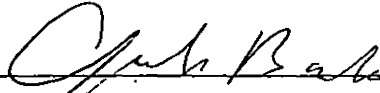
Kathleen Peterson



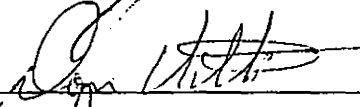
Stanley Andrews



Galon Barlow



Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679**



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

November 26, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

**THE BOARD OF HEALTH MEETING DATED
NOVEMBER 26, 2014 HAS BEEN CANCELLED**

2014 NOV 20 PM 3 03

TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: *Lisa Collett*
Title: Secretary
Date: November 20, 2014

cc: Board of Selectmen/ Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

2014 DEC 4 PM 3 39
TOWN CLERK'S OFFICE
BOURNE, MASS

Date:

December 10, 2014

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. **POCASSET MOBILE HOME PARK – Chuck Sabatt – Discuss and possible vote on Pocasset Mobile Home Park yearly license and update –**
2. **FUTURE GENERATOR WIND – Keith Mann – Presentation on Plymouth wind turbine project and discussion relative to Bourne BOH Wind Energy Conversion System Regulation**
3. **KINGMAN MARINA PROJECT – F.P. Lee, P.E., Horsley and Witten - Request waiver to use the existing leaching for proposed Cataumet Harborview Wastewater Treatment Facility**
4. **5 MILL WHEEL LANE – Jason Churchill of Orenco Systems Inc. - Request for reduction in maintenance inspections of I/A System**
5. **24 MASSASOIT – Zack Basinski of Bracken Engineering for Charles and Ellen Buchanan Request another extension on variances originally granted on June 12, 2013**
6. **45 BAXENDALE RD – David MacLean for Donald W. Jones Jr. - Request variance from the 150 foot setback to the manmade seawall**
7. **CONFLICT OF INTEREST LAW – Distribution of the Conflict of Interest Law**
8. **LANDFILL – Discuss and possible vote regarding Emergency Notification Protocol**
9. **APPROVE THE MINUTES FROM November 12, 2014**

Signed: 
Title: Secretary
Date: December 4, 2014

2015 JAN 15 AM 10 00

TOWN CLERK'S OFFICE

BOURNE MASS

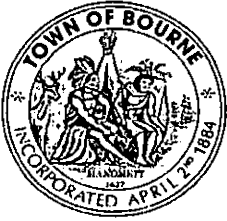
TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue

Buzzards Bay, MA 02532

Phone (508) 759-0615 x 1

Fax (508) 759-0679



Cynthia A. Coffin
Health Agent



MINUTES December 10, 2014

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent; Terri Guarino, Health Inspector; Lisa Collett, Secretary

1. Pocasset mobile home park- Chuck Sabbat-discuss and possible vote on Pocasset mobile home park yearly license and update- attorney Michael Pierce was present for the discussion. Ms. Peterson stated that this item was on the agenda for discussion of the yearly Park license and for a general update. Attorney Pierce stated that the check was being cut and would be ready by the end of the week. There are presently two civil engineers working on the septic system for the park. One is BSC design which has completed its work on the sewer delivery system and the location of the wastewater treatment plant. Woodward and Cullen are doing the design work for the treatment plant. Atty. Sabbat believes that the design plan should be done by the end of the month. Then the plans will be submitted to DEP in January. DEP has stated that they will expedite the permit an attorney Sabbat hopes to begin work in the spring. Otherwise there have been no significant issues with the septic system. There were two minor backups which occurred last month. Unfortunately they occurred over the holiday weekend and there was a delay with response. There was discussion among the board members that there needs to be a backup for response. Ms. Peterson stated that there needs to be somebody on 24 hour call. Ms. Coffin and Ms. Guarino stated that there was somebody that went out over the holiday weekend but it was about a day late. The problem was eventually repaired. Ms. Peterson said that if the license is approved again she would like something added about the 24 hour service, and Mr. Andrews stated that he believes that is already a condition in the approval. Ms. Peterson stated that if the current person on contract is not able to be available 24/7 than perhaps someone else needs to be contracted with. Ms. Peterson said that Mr. Valeri has always done a good job but maybe he needs to let his employees know that there needs to be a 24/7 response. Mr. Andrews asked what the situation was with the replacement of the water system. He said that this definitely will need to be addressed in the future, and needs to be addressed during construction of the sewer lines. Mr. Andrews would like an update from Mr. Sabbat on the water system

issue. Ms. Peterson stated that the judge did not order the improvement to the water system but that it is crucial that this is to be replaced. Mr. Barlow stated that he would like a report from Mr. Sabatt himself. Mr. Pierce apologized but stated that attorney Sabatt had a conflict. Ms. Coffin stated that the septic system is being pumped and inspected weekly. **Mr. Andrews made a motion to grant the Park license with the same conditions as previously voted in 2013. Mr. Uitti seconded the motion. It was a unanimous vote to approve.**

2. Future Generation Wind-Keith Mann-Presentation on Plymouth wind turbine project and discussion relative to Bourne board of health wind energy conversion system regulation. Ms. Peterson stated to the audience that this was not a hearing on whether anyone likes or does not like wind power. She stated that this hearing is to see whether Mr. Mann's project will meet the regulations of the Bourne Board of Health relative to how the Plymouth project may affect abutters in Bourne. Ms. Peterson also stated that the board would not be hearing any medical testimony. Mr. Mann set up a display board for the Board of Health. Mr. Mann stated that he was the owner and sponsor of the Future Generation Wind project. Mr. Mann stated that he is a lifelong resident of the town of Bourne. He owns a cranberry bog on the Plymouth/Bourne line. This is a four turbine project on nearly 400 acres of land. He is here to talk about potential nuisance of flicker and noise. He became interested in wind energy when he was a student at Peebles. There was an energy crisis and the teacher came in with a presentation on wind farms being built in Canada and California. He is close to being able to finance this project and hopes to be operational by the end of 2015. The wind turbines have a 97 m rotor and 100 m tower. Mr. Mann stated he is here because there were a few residents of Bourne who were concerned about the proximity of the project and possible flicker and nuisance. He believes it is completely reasonable for residents to want to find out how this project may affect their property. He has many friends who are here to support the project tonight but even they had concerns as to what the noise and flicker would be like. Mr. Mann stated that his project will not be a nuisance with either noise or flicker. Mr. Mann stated that one born resident lived on Clarissa Joseph Road and felt the project might impact her lot. However the project is over 12,000 feet away from this property. The property is actually closer to the turbines in Sagamore. Mr. Mann showed the audience where the properties were located in relation to the wind turbine project. Mr. Mann gave the board a description of the location of the property relative to Route 25 and Head of the Bay Road. This project has had many hearings before Plymouth boards. Mr. Mann stated that flicker is simply the moving shadow from the turbine. When you are within 1000 feet of the turbine the flicker can be harsh. When you are beyond 1000 feet the flicker is a lot to softer. His engineers have you stated that flicker does not travel more than 3000 feet. Ms. Peterson told Mr. Mann that he needs to address whether the project will meet the Board of Health regulations. If the regulations cannot be met that he will need to apply for a variance. Mr. Mann stated that he is trying to explain the area of impact in Bourne from the project. Mr. Mann stated that 1000 feet from the turbine is within Plymouth Lane. There is no flicker to the west of the project and no houses in Bourne in that area. He is only looking at sunset hours from turbine one because the areas of turbines two, three, and four are in uninhabited areas. Mr. Andrews asked Mr. Mann about moon flicker. Mr. Mann stated that he has never heard of moon flicker. Mr. Andrew stated that he has seen

shadows from the Mass Maritime Academy wind turbine at night during a full moon. Ms. Peterson asked Mr. Mann if his shadow flicker would go beyond his property line and Mr. Mann answered yes but that it would not be a nuisance. Mr. Mann stated that he was told that this would be an informal meeting during which he could present information about the project and possible areas in Bourne that could be impacted by either flicker or noise. This Peterson reiterated that if there is property that will be affected by flicker or noise Mr. Mann will need to request a variance from the existing Board of Health regulation. Mr. Mann stated that he wants to explain to the board why he does not think there will be a nuisance. He stated that the impact from the flicker will be near zero. In regards to the flicker he is only looking at houses from you Head of the Bay Road to Plymouth Lane. Almost every house in that area has trees between the house and the turbine and this will block the flicker. There is one house that does not have many trees and his engineers have done an analysis on how many minutes of flicker might occur at that property. These studies have included wind direction and topography. The studies have shown that there will be less than five hours of flicker per year for that house. He has talked to the owner of that house and the owner does not want to have any negative impacts from flicker. He has assured the owner that the flicker will not be a nuisance. Mr. Mann has stated he will do whatever it takes to make sure that flicker is not an issue. He will even put trees up if necessary. Mr. Mann stated that nationally anything less than 30 hours per year is not considered flicker. There is one house at the end of Head of the Bay Road that will be able to see the turbines but the house will be setting behind it. That house will have zero flicker because it is 3700 feet away. This is why he is saying that shadow flicker will not be a nuisance. Mr. Mann stated that he would now address the issue of noise. He stated that the project complies with pertinent local and state noise regulations. The project itself was permitted in Plymouth. Mr. Mann stated that once the turbines are operational he has committed to do post-construction sound studies. The turbines can be programmed under certain conditions to minimize any noise if there were to ever be a problem. Mr. Mann stated that Bourne has five industrial wind turbines in town presently. Mr. Mann stated that none of the turbines have resulted in any complaints. Mr. Mann stated that the Mass Maritime Academy wind turbine has houses 520 feet away. There are about 112 houses within 1500 feet of the Mass Maritime Academy turbine. There is also a school with over 2000 students and faculty and to his knowledge there have been no complaints. Mr. Mann stated that while his turbines are much larger than the Mass Maritime Academy turbines they will be less than 1 dB louder than the MMA turbines. There is nobody within 1000 feet of the turbine either in Plymouth or Bourne. There are only five residences total that are within 1500 feet of the project. This is nearly 3 times the setbacks at the Maritime Academy. Mr. Mann stated that if the requirements of the state laws cannot be met the turbines would have to be shut down. Ms. Peterson stated that the Academy wind turbines were constructed before the Board of Health regulations were in effect. Ms. Peterson stated that she understands what Mr. Mann is saying about the project but if there will be flicker leaving the property he needs to request variances to the Board of Health regulation. This applies to sound and the conditions in the regulation to that as well. Mr. Mann stated that with all due respect the project is not a Bourne project. Ms. Peterson stated that while this is the case this project could still affect properties in Bourne. Mr. Barlow stated that Mr. Mann has already stated that shadow flicker will only be produced for about five hours per year and

if there are issues they will be addressed. Mr. Andrew stated that even though there is technology that can address the issues he will still need a variance if the flicker leaves the property. Ms. Coffin stated that after she received emails from a couple residents concerned about the project that might be best if Mr. Mann come to the Board of Health and discuss his project. The project has already been permitted in Plymouth but she told Mr. Mann he needs to address the issues of flicker and noise and whether that will affect residents in Bourne. Ms. Coffin stated that Mr. Mann had told her previously that there will be not an issue with noise because the project will meet the decibel levels described in the regulation, unless something has changed. Mr. Mann was going to ask his engineers about the section regarding modulation. Mr. Mann stated that he had not been able to get an answer on modulation. Ms. Coffin believes that Mr. Mann is trying to explain that there will only be a couple of houses that will be affected potentially by flicker. Mr. Andrews stated that Mr. Mann should address the Board of Health regulation starting with section 4. Mr. Andrews stated that this section gives a list of requirements for information that needs to be filed with the Board of Health. Ms. Coffin interjected that she did not believe that section applied to this project as it already been permitted in the town of Plymouth. Mr. Mann is not asking for an application to construct in the town of Bourne. Mr. Andrews stated that the information in section 4 will be required as well as the request for variance to the flicker and noise sections. Ms. Peterson stated that she agreed the information in section 4 would be required. Mr. Barlow asked whether an opinion from Town Counsel would be warranted. Mr. Barlow stated that he is not sure whether this project comes under the Board of Health regulations where it is not constructed in Bourne. He is not saying that it doesn't but that he is not sure that it does. Mr. Andrews stated that it does come under the Board of Health regulation because there is flicker that will be entering the town of Bourne. Ms. Peterson stated that in Mr. Mann's best interest she feels he should apply for the necessary variances. She does not want to see the wind turbines constructed and then the Board of Health receive complaints without having addressed the issues beforehand. Mr. Mann stated he would like to complete his presentation. He stated that he came to the Board of Health in order to present the facts and possibly answer questions. Mr. Mann stated he is willing to work with any neighbor on any issue. Mr. Peterson asked if there was anyone in the audience who had a question. Mr. Manter of 50 Clarissa Joseph Rd. asked that the board take into consideration the effect on tribal land from the project. Mr. McMahon from Buzzards Bay asked Mr. Mann how we could say that was not an issue with wind turbines when he has complaints from Falmouth residents about the Falmouth wind turbine. Ms. Coffin stated that Mr. Mann could address the issues of the older type of turbine in Falmouth. She feels that statements are being made that are not entirely accurate. Ms. Coffin feels that Mr. Mann should be allowed to answer questions raised. A resident from Morning Mist Lane had two questions. She asked if there was a setback regulation in the town of Bourne. She asked if the setbacks were the same as in the town of Plymouth. Ms. Peterson gave her a copy of the Bourne regulation. The resident asked Mr. Mann about an escrow account that he agreed to set aside for mitigation such as plants and window dressing. Plymouth requested that this fund be available for particular roads in Plymouth. Mr. Mann stated again that he is still willing to work with any resident to address concerns. The resident from Morning Mist Lane asked if Mr. Mann if he had any concerns about noise or sub audible noise. Mr. Mann stated that wind turbines do produce

infra-sound which is low-frequency noise below the audible range but it can be measured with instrumentation. Infra-sound is also produced by wind, trees and moving vehicles. The wind turbines themselves produce less infra-sound than the surrounding ambient conditions. Mr. Mann stated that there are all kinds of misinformation about the health effects of infra-sound. MIT just completed a study on infra-sound this month. They looked at all studies, peer reviewed and non-peer-reviewed reviewed studies. The studies showed that there was no direct impact between infra-sound and health conditions. The study acknowledged that sound can be annoying. This is why we have state laws to protect us at reasonable levels. Mr. Mann does not want to be involved in a project where the wind turbines will need to be shut down. Some wind turbine projects have been constructed on the Cape without any studies being performed. Wind energy is the fastest growing energy in the world. Canada just finished the most extensive research on health. The study looked at 800 turbines in Canada and about 1200 people. The study evaluated sleep and stress through personal interviews. They also took hair samples and measured cortisol which is a stress hormone. They measured the stress hormone over pre-and post-construction of the wind turbines. The study determined that stresses didn't change. This study was funded by the Canadian government but they want to protect the health of their residents. Mr. Mann stated that the Bowman's are concerned about flicker but that they do support the project. Mr. Mann again stated that he is willing to work with any residents that have issues. He believes he can get the town of Bourne to zero impact from flicker. There really will be only one house who receives any impact from flicker. Kathy Sherman who is not from Bourne but is from Brewster stated that she is concerned about wind turbines. Ms. Sherman stated that the Canadian study showed that to avoid any nuisance the wind turbine's sound emissions need to be 10 dB below ambient. She believes that if the project complies with the state regulation which is 10 dB above background there will be issues. Ms. Sherman asked Mr. Mann where she could find the studies on his project and the findings. She would like to see information on the flicker and wind paths. Ms. Sherman stated that Denmark does not allow wind turbines within 2 miles of coastal resource. She stated that this is because of wind shear. She is concerned about with conditions that are not even flow across the rotor. Mr. Mann stated that his noise studies were done during quiet times of the year to determine ambient which was DEP's criteria during the time of permitting. The project needs to stay requirement of no more than 10 dB over ambient. The results were between 1-6 dB. These readings were taken at the property lines not at the residences. These turbines may be close to property lines but residences or are beyond those property lines. Mr. Mann stated that with the project was permitted with Plymouth all of the information from his studies was presented at that time. This information is all on file. There were 12 public hearings in the town of Plymouth. Mr. Mann stated that the computer can generate the impact at any residences and anyone can ask him to find that information. You will be glad to sit down with anyone individually and show them the mapping. Ms. Mastria suggested that Mr. Mann take the sections of the regulation on flicker, sound, and modulation and address how his project will meet our standards. Mr. Mann stated that he thinks he is done the best he can with that tonight. Mr. Mann stated that the project will not be a nuisance because he has the ability to control the factors. Mr. Barlow feels that the standards will be met because Mr. Mann can shut the turbines down if the standards aren't met. Ms. Mastria and Ms. Peterson both stated that if the standards in the regulation cannot be met

that Mr. Mann will need to ask for a variance. Ms. Peterson said that the issues would be addressed at a public hearing for the variances. Mr. Andrew stated that if the variances are granted it would actually protect Mr. Mann's project for the future if someone new purchased one of the abutting properties. Selectwoman Zuern said that Mr. Mann had talked about the trees being a buffer but she wondered if they were still a buffer in the fall and winter when the leaves were off the trees. Ms. Zuern wondered why one of the wind turbines was more southerly than the other turbines. Mr. Mann stated that the wind turbine placement was done based on studies of wind direction and other factors. It has taken years to establish these locations. The original project was a five turbine project but one was taken away due to its proximity to residences. Ms. Zuern asked if Mr. Mann was selling the electricity. Mr. Mann stated that all power from this project would be supplying school districts and local municipalities. Margaret Burke from 62 Clarissa Joseph Rd. asked what impact from sound would be at her property. She is concerned because one of the neighbors across the street from her said they can hear the sound of the wind turbine in Sagamore in the dead of night. Mr. Mann stated that he is surprised to hear that. He stated that sound study show that sound dissipates over distance. Mr. Mann stated that he can go to the parking lot at the marina near the Mass Maritime Academy turbine and he can hear the turbine and that is 1800 feet away. He is not saying that the closer neighbors to his project will not hear the wind turbines here saying that it will not be a nuisance. Mr. Mann stated that as far as he knows the Mass Maritime project has not had any complaints nor have the wind turbines at the Mass Military Reservation. Ms. Burke stated that from the study she has read they are finding that infra-sound is more of a health concern that was originally thought. Mr. Mann stated that there are a lot of studies out there but the most important are the peer-reviewed studies. He said that the MIT studied all of the studies available and found that there was no conclusive evidence that there is any direct adverse health impact. Ms. Peterson said that the board found during its hearings that for every study you might find there is another that contradicts those findings. Mr. Mann stated that peer-reviewed studies are those that are evaluated and are found to have been conducted properly. Lydia Manter of 50 Clarissa Joseph Rd. asked Mr. Mann to repeat his statement about hearing the Mass Maritime Academy turbine. Mr. Mann stated that although residents near the mass Maritime Academy say that they can hear the wind turbine they do not say it is a nuisance. They hear the wind turbines just as they hear traffic and boats in the canal. Noise is an everyday thing. Mr. Mann stated that although his turbines are larger than the Mass Maritime turbines even at the highest wind speeds they are only slightly louder. Between average wind speed increase of 9 miles an hour to 22 miles an hour there is only a an average increase of less than 1 dB. Ms. Manter stated that he was over 1400 feet from a wind turbine of comparable size and she felt that the noise was louder away from the turbine than close to it. Mr. Mann stated that there are older turbines around that are stalled regulated machines. He stated that these turbines are pretty quiet under low wind speeds but that under high speeds they control their speed by stalling and this causes cavitation and excessive noise. All modern turbines now have pitch regulated blades. They will never spin over a certain RPM. It is the speed that makes the wind turbine louder or quieter. A gentleman from Onset Avenue said that he asked many residents around the Mass Maritime Wind turbines if they had any issues and they told him they did not. There was a resident from Morning Mist Lane stated that his son had gone to mass Maritime

Academy and did tell him that there was an issue with the wind turbines and sleeping and that when they are playing on the ball field it is very annoying. A few other audience members stated that they had heard that there were complaints about the noise from the wind turbines. Mr. Mann stated that there is another wind turbine designated as Hull #2 that is of comparable height and power to his turbines. Within 1500 feet of that wind turbine there are 125 homes. The last time he checked with the town there had been no complaints. Mr. Mann's project only has five homes within that distance. Ms. Peterson thanked Mr. Mann for his presentation. Ms. Coffin told Mr. Mann that the next Board of Health meeting would be January 14th. Ms. Peterson told Mr. Mann that she thought it would be in his best interest to request variances. **No action was taken at this time.**

3. KINGMAN MARINA PROJECT-F. P. Lee, P. E., Horsley and Witton-request waiver to use the existing leaching for proposed Cataumet Harborview Wastewater Treatment Facility. Mr. Tom Lee stated that he would be sending the project to the board on behalf of the owner Scott Zeine. Mr. Lee showed the board members the plan for the septic of the Kingman yacht club. Mr. Lee stated that the Kingman yacht club has an existing 9000 gallon septic tank and a leaching field. Mr. Zeine has the idea to develop the Harborview project near the marina. He and his partner are proposing to build a wastewater treatment plant that will serve the Kingman yacht center as well as the Harborview development. There will be some additional capacity to serve some neighborhood residential lots. The intent is to reuse the existing leaching field. DEP require that a hydrogeologic study be done at the existing leaching facility to show that it would take the load. That work was done and DEP has given its approval to use the field. The proposed leaching flow will be 34,000 gallons. The existing leaching facility has a Board of Health variance of 75 feet from the nearest wetlands/ top of coastal bank. The groundwater discharge permit has a limit of 100 feet from a wetland resource. For this reason they removed part of the field that was within 100 feet from the wetland resource. The leaching facility will now be a minimum of 100 feet from the coastal wetland resource. Mr. Lee stated that the key here is that they leaching well now be dosed with treated wastewater. The title five system wastewater had about 35 mg/L of total nitrogen. The groundwater discharge permit will limit the wastewater treatment plant effluent to 10 mg/L. The new treatment plant will have a benefit to the nitrogen loading to the harbor. The treatment plant would remove over 700 pounds of nitrogen per year and that is without considering the potential tie-ins from residences. Mr. Zeine said that he owns Kingman yacht center and there over 400 boaters who use the facility. He said the future of that business depends to a great extent on the water quality of Redbrook Harbor. There have been increased algae blooms over the past years. The existing septic systems are leaching nitrogen into the water. 15 years ago he decided that he wanted to do something to help maintain the water quality of Redbrook Harbor. At that time he had no land on which to construct a treatment plant. In 2001 he brought the existing system for the marina up to title 5 standards. He had the opportunity to buy the Callahan property above the marina and this gave him the opportunity to have land to move away from the water and build a wastewater treatment plant. He intends to use Bioclere systems. These systems do not take a lot of space. DEP said that the existing leaching facility with treated effluent would be capable of handling about 34,000 gallons. It presently handles about 9000 gallons of regular title five effluent. The extra capacity in the leaching facility will allow the tie-in of some 50 to 60 homes in

the neighborhood area. The treatment facility will be operated and paid for by Kingman Marine. Mr. Zeine went to town meeting to have a Marine overlay district created. It has taken him several years to get to this point. The zoning will allow a more dense population of townhomes at the top of the hill. There were endless hearings before the planning board and special permit requests. Mr. Zeine stated that he is ready to break ground. 15 townhouse units will be built at the top of the hill. There are presently two homes in that area now. About a month ago he secured a grant from EPA for a phase 2 project to create a study to try and figure out how to tie in the residences around the marina. There would need to be a public-private partnership with the town. This plan will be brought back to the Board of Health and other boards at a later date. Mr. Andrews asked about the part of the leaching facility that they are intending to cap off. He wants to make sure that this is not disconnected from the system until the treatment plant is operational. Mr. Andrews said that the flow will actually now only be 32,400 gallons with the removal of that section of the leaching facility. In Mr. Barlow said that he remembered Mr. John Harding coming before the board with this proposal years ago. At that time the biggest concern was how to get the sewer line underneath the railroad tracks. That issue has now been addressed. Ms. Coffin said that her only concern was the age of the existing leaching facility which is over 13 years old. She asked what inspections would be done to determine that a bio mat has not already formed on the existing leaching facility. She would hate to see an increased load to this leaching facility if there is already bio mat or clogging that would cause the system not to operate properly. She also stated that although it is a great idea to be able to tie in residences nearby it seems that the homeowners would be paying for the cost of the tie-in as to the laying of the main in the street and the piping. Mr. Lee stated at the time of construction they will be able to cut into the leaching facility to inspect its condition. Mr. Zeine stated that they have done a mounding analysis. They also have monitoring wells to show that the water is traveling through the field. Ms. Coffin stated that at the time the board granted the 75 foot variance for the existing leaching facility at the Kingman Marina and the Chart Room there was no other place to put the leaching facility for the upgrade. She believes that variances should be granted only when there is no other recourse. It would seem that the new leaching facility could be constructed in the area where the town houses are proposed. This is just something she has an issue with. Ms. Peterson stated that the LLC will be able to enter into an agreement with any resident whether the town decides to be involved or not. Mr. Andrews asked Mr. Lee how he will be able to determine how long the leaching facility will last. Mr. Lee stated that this will only be able to be done when the leaching facility is exposed. Mr. Lee said the only other option is to use cameras but this is a very expensive option. Mr. Barlow suggested that Ms. Coffin also look at the leaching facility when it is exposed. The board members said that they supported the proposal. There was discussion among the board members as to the quality of Redbrook Harbor. **Mr. Andrews made a motion to grant the Cataumet Harborview wastewater treatment facility a waiver to continue use of the existing leaching facility at Kingman yacht center. With this waiver the board is granting a 50 foot variance from the 150 foot setback. The existing leaching facility will be used as the leaching facility for the wastewater treatment plant. The plan received by the Board of Health on November 25, 2014 shows the removal of a portion of the existing leaching facility in order to meet the hundred foot setback. The plan was**

drawn by Horsley and Witten. **Mr. Andrews added that the removal of the section of the leaching facility will not be done until the treatment plant is operational and that Ms. Coffin will view the inspection of the existing leaching facility. Ms. Mastria seconded the motion. It was a unanimous vote to approve the waiver.**

4. 45 Baxendale Rd – (this item was taken out of order) David MacLean for Donald W. Jones, Jr. – Request variance from the 150 foot setback to the manmade seawall. David MacLean, the architect was present for the discussion. The proposal is to make renovations to the existing house. Mr. Jones recently passed but the three siblings are in a trust and own this house and one other. The house has an existing cesspool probably since the house was built in 1903. In the 60's a second cesspool was added as an overflow. Mr. MacLean has been working on this property for 35 years off and on. The Joneses are upgrading the kitchen and bathrooms. It is an existing four bedroom house and it will remain a four bedroom house. They would like to upgrade the system to make it Title 5 compliant. The 150 foot setback of the leaching to wetland resource/ top of bank cannot be met. They are requesting a 22.5 foot variance so that the field is 127.5 feet from the armored bank. The house is 40 feet about sea level. The bank is armored and heavily vegetated. Ms. Coffin said that she supported the upgrade. Ms. Coffin asked that the Board do the measurement from the top of coastal bank so that the variance would actually be a 72.8 foot variance. **Mr. Andrews made a motion to grant a 72.8 foot variance from the required 150 foot setback of the leaching facility to the top of the coastal bank for a new four bedroom system at 45 Baxendale Rd. the architectural records of record are dated received by the Board of Health on December 2, 2014. The septic site plan is also dated received December 2, 2014. He also asked that there be a four bedroom deed restriction on the property. Mr. Uitti seconded the motion. Ms. Peterson asked Mr. MacLean to change his letter of request to reflect the variance to the top of coastal bank and initial that change.**

5. 5 Mill Wheel Lane – Jason Churchill of Orenco Systems, Inc. – Request for reduction in maintenance inspections of I/A system. Ms. Coffin stated that Mr. Churchill had emailed the Board discussing his intentions to request the reductions in maintenance for the owner of 5 Mill Wheel Lane. Ms. Coffin said that the sampling has been completed and they are trying to reduce the number of inspections to twice per year. Ms. Coffin said that she supports that request in this case because there is telemetry control so that the system is remotely monitored constantly. She thinks that the remote monitoring is an excellent idea and the Town does not have many of these systems. This system is an Advantex and she believes that it may be the only one in Town but she is not sure. Mr. Churchill is in Oregon and that is why Ms. Coffin stated that she would present the request to the Board. Ms. Peterson asked why Mr. Churchill could not be present and Ms. Coffin said again that his company is not in Massachusetts. Mr. Churchill made the request through email on behalf of the owner and she thought that the Board would be okay with her making the presentation. Ms. Peterson said that the homeowner should have been here if Mr. Churchill could not. Mr. Andrews said that Mr. Churchill had stated in his emails that he did not think that the owner could answer any of the technical questions and so he did not think that he could make the request himself. Mr. Andrews said that he still wants the homeowner to come in before the Board. Mr. Andrews said

that if the Board did vote to request the reduction, he would like the homeowner at the meeting so that the homeowner could make some assurances that the remote monitoring would be continued. Mr. Andrews stated that he really not in favor or reducing any inspections and Ms. Peterson said that she isn't either. Ms. Coffin said that she doesn't understand why the Board would be against this because with remote monitoring there is basically a constant inspection of the functioning of the system. If there is any problem with the system the company knows that there is something wrong with the system and can make adjustments or respond to the problem. She does not like reducing the actual inspections either but in this case the onsite inspections are a bit redundant as the system is constantly being monitored for correct operation. Ms. Mastria asked if Ms. Coffin thought that the remote monitoring is better than the regular quarterly monitoring. Ms. Coffin said it was her opinion that the remote monitoring would be better than the field monitoring but that the Board still might require a couple field inspections. She said that it also depends on the type of system as some types of I/A's may not be capable of remote monitoring at this point. She is not sure. Ms. Peterson stated that she just doesn't think that the Health Agent should be making the request for Mr. Churchill or the homeowner. She said that either the homeowner or the representation needs to come before the Board of Health. Ms. Coffin stated that she thought that all the emails from Mr. Churchill would suffice but that she will let him know that the Board would like someone to be at the meeting for the request. Mr. Andrews said that he cannot ask any questions to a letter. He would like to hear more about the technology. **Mr. Barlow made a motion to continue this item to the next Board's meeting. Mr. Andrews seconded the motion. It was a unanimous vote.**

6. 24 Massasoit Ave- Zac Basinski of Bracken Engineering for Charles and Ellen Buchanan – Request another extension on variances originally granted on June 12, 2013. Mr. Andrews stated that would be in support of granting another 6 month extension, however he is concerned that the letter of request states that the architectural are being amended. He would like the engineer to be notified that if any changes are made to the architectural they will have to be brought back to the Board of Health. Ms. Coffin stated that she has already made Mr. Basinski aware of this. **Mr. Andrews made a motion to grant a variance extension for 24 Massasoit Avenue for 6 months. Ms. Peterson said that the Board needs to look at this extension issue at a future meeting. Ms. Mastria seconded the motion. It was a unanimous vote to extend for 6 months.**

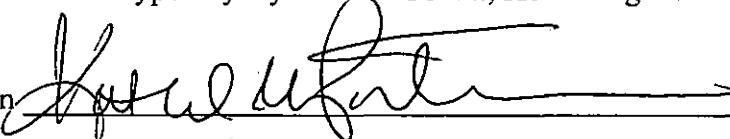
7. Conflict of Interest Law – Distribution of the Conflict of Interest Law. Members passed in forms that they had signed documenting receipt and Ms. Collett also passed around a signature form that she had typed up.

8. Landfill – Discuss and possible vote regarding Emergency Notification Protocol. **Mr. Barlow made a motion to approve the Emergency Notification Protocol dated 11-13-14 for ISWM. Mr. Uitti seconded the motion. It was a unanimous vote to approve.**

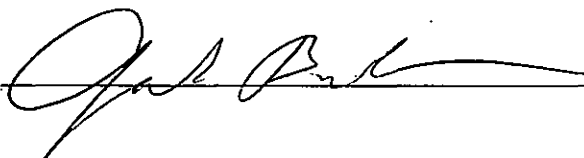
9. Approve the minutes of November 12, 2014. **Mr. Uitti made a motion to approve. Mr. Andrews seconded the motion. It was unanimous to approve.**

Mr. Andrews made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 9:05 PM.

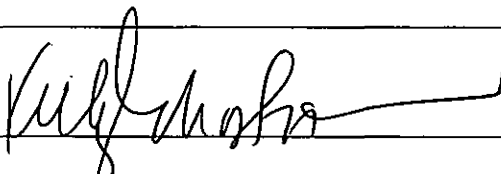
Taped by Lisa Collett and typed by Cynthia A. Coffin, Health Agent

Kathleen Peterson 

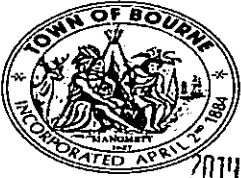
Stanley Andrews 

Galon Barlow 

Don Uitti _____

Kelly Mastria 

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**

24 Perry Avenue
Buzzards Bay, MA 02532

2014 DEC 19 AM 9 36
TOWN CLERK'S OFFICE Phone (508) 759-0615 x1
BOURNE, MASS Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

December 24, 2014

Time:


7:00 P.M.

Place:

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

AGENDA ITEMS:

**THE BOARD OF HEALTH MEETING DATED
DECEMBER 24, 2014 HAS BEEN CANCELLED**

Signed: 
Title: Secretary
Date: December 19, 2014, 2014

cc: Board of Selectmen/ Town Clerk

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 180 North Rd
Assessors Map 42 Parcel 42

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to remove sunroom and 2 decks.

DATE & TIME: Tuesday, Jan. 14, 2014 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
Dec. 26, 2013

2013 DEC 26 PM 3 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

January 14, 2014

Public Hearing for

180 North Road, Cataumet

Map 42, Parcel 42

Chairman Judith Riordan opened the hearing at 10:25 a.m.

Members: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah Burgess and Frances Speers

Absent: Neil Langille (Excused)

Public: Cheryl Ciampa, Owner; Tom Turketta, Contractor

Press: Paul Gately, Bourne Courier

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to remodel building, build additions and porches per plans. Remove existing sun room, one porch and sidings, and remove one deck.

The house was built in 1906 for Robert Saltonstall by Zebena Baker Davis, builder from New Bedford. The architect was J. Harleston Parker who was a friend of Mr. Saltonstall's. Attached is information about him and his firm. The house was sold in the 1930s and changed hands a number of times in the following years. Mr. and Mrs. Ciampa purchased the house in 2012.

The owners are committed to restoring and maintaining this historic property. They decided to remove the octagonal sun porch as it didn't fit in with their plans. Will replace windows with appropriate wooden ones by Marvin with wooden storm/screens and wooden shutters. They will reside with white cedar and reroof with red cedar. Plans call for adding back an original porch with original columns. They will redo the interior using original materials as much as possible.

A structural engineer has inspected the property and finds it to be in excellent condition. The pilings which the house is built on are very sound. The house sits above the flood plain by 1"! On the water side they will use concrete with smart fence. In the event of flooding, smart fence breaks away allowing water to flow back out. Additional piers will be installed to beef up the foundation. They will salvage all building materials that they possibly can. The ceilings had to come down so that work could be done on the utilities. There is a crawl space foundation and the attic is also a crawl space.

George Jenkins asked the owner if the Commission members and the Bourne Society for Historic Preservation board members could tour the house now and at a later time when construction had been done. The owner and contractor were both very pleased to allow this.

Judith Riordan commended the owner and the contractor for their commitment to preservation of this historic property.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling

Public Hearing Notice

Memo, Office of the Town Planner

Owner/Parcel ID Sheet

Building Permit Application

Information on J. Harleston Parker, Architect of House

Construction Plans

2014 JUN 24 PM 3:47
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 75 Winsor Rd
Assessors Map 50, Parcel 168

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to remodel interior and enclose
open breezeway.

DATE & TIME: Tuesday, Jan. 14, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
Dec. 26, 2013

2013 DEC 26 PM 3 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

January 14, 2014

Public Hearing for
75 Winsor Road, Cataumet
Map 50, Parcel 168

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah M. Burgess and Frances Speers

Absent: Neil Langille (Excused)

Public: John and Kathryn Pearce, Owners; Sally Weston, Architect; Paul Pacella of Post & Beam of Cape Cod, Inc., Contractor, Cheryl Ciampa and Tom Turketta

Press: Paul Gately, Bourne Courier

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to renovate and remodel existing residence to include new kitchen and baths, and remodel plan to reduce number of bedrooms. All work to be within existing footprint.

Sally Weston presented the project to the Commission. She, the owners and the contractor are all committed to preserving the home.

The house is comprised of several sections which were built at different times. The left section dates to 1896. The right section is later and still later both sections were joined by what is now a breezeway. At one time this section had been enclosed, but a storm broke through and it was then made into a breezeway. The new plan is to enclose the breezeway and make that space the new kitchen. The old kitchen would be made into a guest bedroom. As the house is now, to get from the first floor of the back section to the first floor of the front section without going outside, you have to go up the back stairs, cross through the second floor, and descend the grand staircase in the front section.

The interior is all bead board which they have removed to do electrical, etc., and will be replacing all of it. Any windows to be replaced will have authentic muttoms and there will be Marvin storms installed in keeping with the style of the house. They plan to dress up the exterior to what it had once been.

The seawall was built in the 1896-1901 period out of granite and is 3-4 feet on the water side and flush on the house side.

The bridge was replaced in the 1980s and is the third one on that site.

It will be a summer home for now and year round later on.

George Jenkins had concerns about possible storm damage in the future. He suggested that they add a berm to the top of the wall to help break waves. He also suggested that there be a way to open up the breezeway/kitchen area so that water could flow through and out the other side. This may help to reduce damage from flooding.

Paul Pacella said that they had had a structural engineer inspect the house and it was found to be in excellent structural condition, very sound.

Cheryl Ciampa said that she knew the house in the 1950s. All the windows were out and it was a derelict property. The people who bought it at that time did a major renovation and that is why it is in relatively good condition today.

Paul Pacella explained that he had divided the work into multiple building permits. The first which was already approved is for the interior work. The second is the exterior which necessitated the hearing before the Commission. They plan another permit for building a garage in the style of the long gone boat house.

Judy Riordon commended the owners, architect, and contractor on their commitment to preserve this historic house.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Building Permit Application
Set of Plans

Bourne Historical Commission

2014 JAN 7 AM 11 10

Date Time
January 14, 2014 10:30 a.m.

Place TOWN CLERK'S OFFICE
BOURNE, MASS.
Jonathan Bourne Historical Center
Reading Room
30 Keene Street
Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Report on Massachusetts Historical Conference
- * New Commission Member Information
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

CPC reports, if any
CPC requests, if any

New Business --

Secretary Deborah Burgess

- * Excused Absences
- * Next Meeting: February 11, 2014

Chairman Riordan

- * Town Hall report, if any
- * Coreen V. Moore, Town Planner
- * Thelma R. Loring, former Commission Member - Discussion Commission Collections

Adjournment

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - January 14, 2014

2014 JAN 29 PM 1 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 11:15 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances E. Speers
Excused Absence: Neil Langille

Secretary's Report

Secretary's Report was approved as printed.

Unfinished Business

- * At this time there are no demolition delays scheduled. Chairman Riordan commented on the two homes for which hearings had been held prior to this meeting. She thought these two homes, 75 Winsor Road and 180 North Road, were both treats to hear about. Both owners are so committed to preserving their homes. The Town is fortunate to have them.
- * Spoke about the need to identify districts in Town which are of historic significance, i.e., Bourne Village for one.

New Business

Chairman Riordan:

- * Thelma R. Loring, former Commission Member, attended the meeting to discuss with the present members the Commission collections. The Commission has a collection of items which belonged to Hannah Rebecca Burgess. They were given to the Commission by William Ripley. Thelma didn't know if there was a list of what was donated, but would search the Commission files to determine if there is one. This collection needs to be stored according to archival practices.
There are important paper archives which Thelma recommended be placed with the Archives so that these records can be properly stored according to archival practices and will be available for research by the public.
- * It was decided to send a letter to selectmen about the deteriorating condition of the front walk to the Historical Center requesting repairs.
- * An email has been received from Neil Langille, Commission Member, saying that he is in Florida and won't be back until March 1st. He requested that he be excused from scheduled meetings. Mary Reid motioned to excuse the absences, George Jenkins seconded. Passed Unanimously.
- * CPC grants need to be applied for by January 31. Chairman Riordan asked Jean Campbell if she would be prepared with her grant material for a Commission meeting later this month. Jean said she would have the grant completed.
- * Meeting to discuss CPC grants was scheduled for January 21, 2014, at 10:00 a.m. It was also noted that Neil Langille is the Commission's representative on the CPC and that he will not be able to attend as he is in Florida. The need to appoint an alternate will also be decided at the next meeting.

Deborah M. Burgess, Secretary/Treasurer

Bourne Historical Commission

2014 JAN 16 AM 11 45

TOWN CLERK'S OFFICE
BOURNE, MASS

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 21, 2014	10:00 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

SPECIAL MEETING

AGENDA

Call to Order by Chairman Judith Riordan

New Business --

Chairman Riordan:

1. Hearing for proposal by the Bourne Archives for a CPA grant
2. Review of Real Time Management System for Mass DOT Project No. 607422
3. Agenda items for February 11, 2014 meeting

Adjournment.

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Special Meeting - January 21, 2014

2014 JAN 29 PM 1 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:00 a.m.

Members Present: Jean Campbell, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchi

Associate Members: Deborah M. Burgess and Frances E. Speers

Excused Absence: Gioia Dimock and Neil Langille

New Business

Chairman Riordan:

- * Public Hearing for 2014 CPA Proposal for the Bourne Archives. They are seeking a grant to assess and properly conserve the paper collections of the Bourne Historical Commission which are stored in the Commission's office downstairs in the Bourne Historical Center.

The collections are in danger of further deterioration from mold and mildew and have not been stored correctly. Some of the collections include residential information, duplicate tax records, maps, plot plans, original copies of the historic survey, and bound copies of the town's assessment records. Some have been stored rolled up, others are stored flat, and still others have been folded for storage. The bound books need to be separated so air can circulate around them. Currently they are stored upright on shelves so tightly that it is almost impossible to remove a book without damaging the binding.

The Grant includes funds for hiring a consultant who would assess the collections and direct a group of volunteers in accomplishing the work.

The amount requested is \$23,194 which includes 419,200 for the consultant.

A copy of the Grant Proposal is attached.

After discussion George Jenkins made a motion to accept the request from the Archives for a CPA Grant. Seconded by Mary Reid. **Motion passed Unanimously.**

- * Chairman Riordan read a letter from Mass. DOT requesting a review of Real Time Management System for Mass DOT Project No. 607422. Real Time Management Systems are signs which are placed along highways and tell drivers how much time it will take to drive from that point to a destination depending on the traffic conditions. This project is to place such a sign on Route 3 just before the Sagamore Bridge. The Chairman will reply to the letter that the Commission has no objection to the proposal as stated.
- * George Jenkins suggested that the Board of Governors for the Historical Center be included on the next agenda since the board has not met in the last three years. The Commission needs to appoint new representatives.

Another Agenda item for discussion is the letter from the Cape Cod Commission concerning the annual Cape-Wide Historic Preservation workshop to be held in the spring.

Another Agenda item for discussion at the next meeting is whether the Commission should contact Christopher Skelly of the Massachusetts Historical Commission for guidance concerning the Keene House.

Deborah M. Burgess
Secretary/Treasurer

2014 CPA Proposal for Archives

Project Description

1. **Goals:** The Bourne Town Archives is applying for funding to organize, catalog and properly conserve various collections of historical documents and photographs which have been housed in the Bourne Historical Commission office.
2. **Community Need:** These vital records and photographic items are all rapidly deteriorating in this unventilated office (some things are covered with mold and mildew) and their conservation is an immediate need.
3. **Community Support:** There has been a significant increase in interest in the preservation of antique houses as well as many new residents who are just curious about the history of their new house. Many of the relevant real estate records--such as tax records, the historical survey which was done by the Commission, and plot plans—are currently housed in the Commission office, making them relatively inaccessible as well as allowing their deterioration. The Archives frequently has requests for this real estate information. In addition, there are many unknown documents and photographs which need to be cataloged and assessed.
4. **Timeline:** This is an extensive project which will probably need to be done in phases. This project would involve having a conservation consultant examine the contents of the office, define the scope of the project and direct a group of volunteers in accomplishing the goals.
5. **Credentials:** The consultant would require a background in archival collection management, knowledge of proper conservation techniques for both photographic materials as well as documentary materials, and project management.
6. **Success Factors:** A successful completion of the project will be having the contents of the office organized, catalogued, and properly housed; and making these records easily accessible to researchers.
7. **Budget:** \$23,194
8. **Other Funding:** None at this time
9. **Maintenance:** Once the collections have been properly set up by the consultant, the Archives staff will be able to handle the ongoing maintenance.

[1]

Approved for recommendation to C.P.A. Committee

by Bourne Historical Commission Jan. 21, 2014
L. with A. Rindland Chairman

Bourne Town Archives

We feel that there are three tasks which are in critical need of work:

- ❖ The preservation and rehousing of all the books currently stored on floor in cardboard boxes or on tightly packed shelves
- ❖ the conservation and cataloguing of the extensive collection of plans and maps stored in the vault which are currently rolled, sitting in piles, or jammed in drawers
- ❖ the reorganization of the office to make the ^{records} archives more accessible to researchers

Proposed Budget for this Project

Archive/Library Equipment:

Two 5-drawer map cases + 6" base (2 x 912 = 1824; 1 x 160)	\$1984
Shelf dividers for 34 feet of shelving (24 dividers = 285; 2 packages markers = 25)	310
Laptop and multifunction printer for use of researchers (to be added to the existing network)	650

Archival Supplies:

Map folders	655
Encapsulation materials	150
Misc. office supplies (paper, ink, labels, etc)	225

Consultants

960 hours @ \$20/hr = 19,200

Total: \$23,194

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2014 JAN 14 AM 9 20

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 40 Wenaumet Bluffs Dr
Assessors Map 38.3 Parcel 58

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is demolish and rebuild structure in a
different location on the property.

DATE & TIME: Tuesday, Jan. 28, 2014 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
Jan. 8, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

January 28, 2014
Public Hearing for
40 Wenaumet Bluffs Drive, Pocasset
Map 38.3, Parcel 58

In the absence of Judith Riordan, Chairman, and Neil Langille, Vice Chairman, Deborah M. Burgess, Secretary, conducted the Hearing.

Mary Sicchio served as Secretary Pro-Tem.

Acting Chairman Burgess opened the meeting at 10:00 a.m.

Members present: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, and Mary Sicchio
with associate members: Deborah Burgess and Frances Speers

Absent: Neil Langille (excused), Judith Riordan (excused)

Public present: David R. MacLean, architect

Acting Chairman Burgess read the public meeting notice for this proposal.

This 4 bedroom cottage was built in 1890 and underwent many storm mitigating renovations over the years. Originally built on posts, it currently has a concrete block foundation and sits above an 1890 sea wall.

History of the house, along with problems in renovation which included a failed concrete foundation, hole in roof and extensive black mold, were presented by David R. MacLean.

Extensive historic photographs, current aerial photographs, and before and after representations of the house were exhibited by Mr. MacLean.

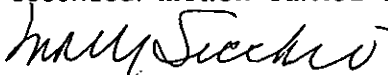
Letters of support from abutters: Robert E. Flynn, 39 Wenaumet Bluffs Drive and Gar & Nancy Ferguson, 42 Wenaumet Bluffs Drive were read into the record and are attached.

There was some discussion about dissenting abutter Nick Crain's view also of Wenaumet Bluffs Drive and heightened stairs above the sea wall and obstructing views. An e-mail from Robert Horne in support of Mr. Crain's objections is included in this packet.

All roof lines will be maintained, an open porch will mitigate view obstruction.

An interior stained glass window featured in an early postcard of the cottage will be preserved in the new construction of the cottage.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented. Jean Campbell seconded. **Motion carried unanimously.**



Mary Sicchio
Secretary Pro-Tem

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet
Zoning Board of Appeals Application for Special Permit
Site Plan
Letter from Ann; ZBA application in lieu of building permit
Letter from Robert E. Flynn
Letter from Gar & Nancy Ferguson
Emil from Robert Horne
Architectural Plans including Photo

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
February 11, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Report on Massachusetts Historical Conference
- * New Commission Member Information
- * Information on Bourne's Four Historical Groups
- * Communication with Town Hall about front walk at the Center
- * Commission Office, further discussion

CPC Representative Neil Langille

- * Need to appoint an alternate to CPC in Neil Langille's absence
- * CPC reports, if any
- * CPC requests, if any

New Business --

Secretary Deborah Burgess

- * Excused Absences
- * Next Meeting: March 11, 2014

Chairman Riordan

- * Town Hall report, if any
- * Historical Center Board of Governors. Representatives and Duties.
- * Cape Cod Commission's Annual Cape-Wide Historic Preservation Workshop
- * Contact Christopher Skelly of the Massachusetts Historical Commission for guidance concerning the Keene House.
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 FEB 9 9 48 AM

Bourne Historical Commission

30 Keene Street, Bourne, MA 02539
Regular Meeting - February 11, 2014

MA 02539
FEB 25 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances E. Speers
Excused Absences: Jean Campbell and Neil Langille

Secretary's Report

Secretary's Report for the January 14th Regular meeting and the January 28th Special Meeting were approved as printed.

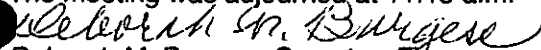
Unfinished Business

- * The next Demolition Delay Hearing is on February 25, 2013.
- * There was no further business concerning either the Report on Massachusetts Historical Conference or on the New Commission member Information.
- * Deborah Burgess reported that she would have an updated copy on Bourne's Four Historical Groups at the next meeting.
- * Chairman Riordan reported that she had emailed Tom Guerino about the condition of the front walk during the recent snow storms. Town buildings are listed by importance for snow removal. The Historical Center is listed as a No. 4 in priority. Even so we think the walk has been receiving better snow removal recently.
- * Chairman Riordan reported that some progress is being made to get the Military Museum boxes out of the Commission's office. Some of these items have already been moved into the furnace room. More is planned to be done later this week.
- * Members also discussed the Hannah Rebecca Burgess collection which is stored in the Commission office.
- * The need to appoint an alternate representative to the next meeting of the CPC in March is not necessary. The Commission's representative, Neil Langille, will have returned at the end of this month and will be able to attend the CPC meeting in March.

New Business

- * It was decided not to vote on excused absences, but to leave it up to the secretary to record as such.
- * Chairman Riordan reported on the Board of Governors of the Jonathan Bourne Historical Center. According to the Center's Bylaws, the operation of the Center will be under the direction of a Board of Governors composed of representatives of the four groups occupying it. The Bourne Historical Society will have four (4) representatives, The Bourne Archives will have three (3), The Bourne Historical Commission will have two (2), and the Bourne Society for Historic Preservation will have two (2). Deborah M. Burgess nominated Judith Riordan and Mary Sicchio to be the Commission's representatives. Gioia Dimock seconded. **The motion carried unanimously.** The Board of Governors will next meet on February 18 at 10:00 a.m.
- * Chairman Riordan will contact the Cape Cod Commission about our interest in the Annual Cape-Wide Historic Preservation Workshop to be held this spring.
- * George Jenkins said that the Bourne Society for Historic Preservation had Sarah Korjeff, Preservation Specialist with the Cape Cod Commission, do an assessment of the Keene House. He is going to share that report with the Commission.
- * Future Agenda: 1. Discussion of reprinting the Pictorial Album; 2. Inviting Coreen V. Moore to meet with the Commission.

The meeting was adjourned at 11:15 a.m.


Deborah M. Burgess, Secretary/Treasurer

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

February 11, 2014
Public Hearing for
20 Salt Marsh Lane, Pocasset
Map 43.1, Parcel 64

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah Burgess and Frances Speers
Absent: Jean Campbell and Neil Langille (Both excused)

Public: Paul Monroe, Owner

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish center chimney, add dormer, re-roof, repair/replace porch roof and walls, upgrade windows and doors.

Paul Monroe, owner, explained that the kitchen is an addition to the original house. It had a nearly flat roof which was later roofed over with another roof of slightly steeper pitch. He wants to replace both roofs with a steeper pitched roof to correct a leak in the present roof. He told the members that the center chimney is no longer in use. It is unlined and not in good repair. Since the house is heated with electric heat and he has no use for the chimney, he wants to take it down so the interior space can be put to better living space. The porch was built over a raised patio and its roof has a low pitch. It too needs to be replaced with a better pitched roof line. He wants to update windows with Marvin ones and to make the house into a year round residence.

George Jenkins commented that it would be nice to retain the chimney since it is so much a part of the Cape Cod House style. Mr. Monroe said that right now the house is not in a flood plain, but under the new guidelines it will be. He wants to use the upper floor to locate the utilities for the house and lesson damage from possible flooding of the first floor.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented. Mary Sicchio seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Building Permit Application
Owner/Parcel ID Sheet
Sketch of Plan

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

February 11, 2014
Public Hearing for
30 Bayview Avenue, Monument Beach
Map 30.4, Parcel 205

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah Burgess and Frances Speers
Absent: Jean Campbell and Neil Langille (Both excused)

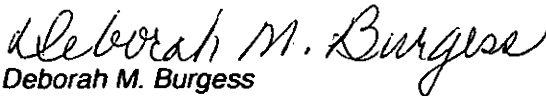
Public: Mark and Judith LeBeau, Owners

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to remove existing brick stairs and landing and remove existing entryway. Build new entryway, landing and stairs.

Mrs. LeBeau said that the existing entry is very small, about 3'X3'. They want to replace it with a larger entry to be about 5'X5'. This will give them a place to have a closet for coats and her vacuum. The pitch of the roof will be changed to accommodate the larger area. It will remain an unheated space.

After discussion by members, Gioia Dimock moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet
7 Sheets of Plans
Building Permit Application

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 429 Barlows Landing Road
Assessors Map 43.1, Parcel 105

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to rebuild deck, roof over porch,
add deck, rebuild basement entrance.

DATE & TIME: Tuesday, Feb. 25, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
Feb. 5, 2014

2014 FEB 6 PM 12 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

February 25, 2014
Public Hearing for
429 Barlows Landing Road, Pocasset
Map 43.1, Parcel 105

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah Burgess and Frances Speers

Absent: George O. Jenkins and Neil Langille (excused)

Public: Wayne Sampson, Owner

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to rebuild deck, roof over porch, add deck, and rebuild basement entrance.

Wayne Sampson, owner, explained what had to be done and why. The building was originally a small grocery store which had been located near the street where the driveway is now located. The building had been moved to the back of the property behind the house some years before. On November 12, 2013, Mr. Sampson appeared before the Historical Commission for permission to raise the building and add to the existing foundation because the building was now located in the flood plain. The Commission approved that plan.

As a result of having been raised, a few problems were encountered:

1. The front steps to the porch need to be extended. The porch is now of a height that building laws require porch railings be installed. He plans to completely rebuild the porch installing railings and balusters to match those on the existing house and to reshingle the roof with cedar shingles.

2. The metal bulkhead to the basement had to be removed when the building was raised. A new entrance was built which is not appropriate to the building. Mr. Sampson requests permission to rebuild this entrance to better conform with the building style. Also, a fascia board needs to be installed along the top of the new foundation and the sidewall.

3. Mr. Sampson requests permission to install a 12'X12' deck with stairs on the back of the building where a slider is located. Railings and balusters will be installed to match those existing on the house.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. Mary Sicchio seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary/Treasurer

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Owner/Parcel ID Sheet, Guest House
Owner/Parcel ID Sheet, Main House
History of Building
Building Permit Application
Site Map

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

Date 2014 MAR 3 AM 10:50

Place

TOWN CLERK'S OFFICE
March 11, 2014 10:30 a.m.
BOURNE, MASS

Jonathan Bourne Historical Center
Reading Room
30 Keene Street
Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Cape Cod Annual Historic Preservation Workshop
- * Information on Bourne's Four Historical Groups
- * Update removal military items from office; next steps in office organization
- * Grant permission to Archives staff to begin preservation of endangered documents in the Commission Office

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * Discussion of letter received from Bourne Housing Rehabilitation Program
- * Inventory of books published by the Commission and possible reprinting
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: April 8, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - March 11, 2014

2014 MAR 28 AM 10 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Vice Chairman Neil Langille called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Neil Langille, and Mary P. Reid.
Associate Members: Deborah M. Burgess and Frances E. Speers
Excused Absences: Mary Reid and Judith Riordan

Secretary's Report

Secretary's Report for the February 11th Regular meeting was approved as printed.

Unfinished Business

- * No Demolition Delay Hearings scheduled at this time.
- * The Cape Cod Annual Historic Preservation Workshop will be held on April 17, 2014, in Barnstable Village at the County's Harborview Conference Room. More information will be emailed soon.
- * Neil Langille is the Commission's representative on the Community Preservation Committee. He reported that six (6) applications have been received. Hearings for these will be held on March 25, 2014, at 10:00 a.m. at the Historical Center. The applications are: Barry H. Johnson, Town Clerk, Scanning and Preservation of Vital Town Permanent Records; Barry H. Johnson, Town Clerk, Bind and Rebind Permanent Birth, Marriage and Death Records; Bourne Archives, Organize, Catalog and Conserve Collections in the Bourne Historical Commission Office; Town of Bourne, Bournedale School House Restoration; Jonathan Bourne Public Library, Painting and Rot Repair Work of Library; and Hoxie Center for Arts, Science, Education and Culture, Inc. There was discussion as to whether or not the Commission may take into account the amount each application is requesting for funds and exactly what the Commission's responsibility is in reviewing these applications. Vice Chairman Langille said he would call Barry Johnson and get more information prior to the hearing date.
- * Deborah Burgess passed out an updated copy on Bourne's Four Historical Groups. She reported that she has consulted with Blanche Cody about the format for printing it. Blanche suggests doing a rack card. The copy presented would have to be edited and shortened. This project is to inform the public what each of Bourne's Four Historical Groups does. The Commission could produce the rack card and a longer piece which would describe the groups in more detail.
- * Vice Chairman Langille reported the the Cape Cod Military Museum things in the Commission Office have been removed and are now stored in the furnace room. The CCMM has been given permission to store their things there by the Historical Center's Board of Governors. It was agreed that organizing the rest of the Commission office should wait until the Bourne Archives can do the work of conserving the collections.
- * Gioia Dimock reported that she has done a preliminary oversight of the Commission's collections which are stored in the office. Some paper records are in deteriorating condition and she requested permission to start conserving now prior to approval of funding from the CPA. **Jean Campbell so moved. George Jenkins seconded. The motion passed unanimously.**

New Business

- * Secretary Burgess reported that the letter received from the Bourne Housing Rehabilitation Program was an informational letter required to be sent to the Historical Commission about properties which they are working on.
- * Secretary Burgess reported on the inventory of Commission books. Three of the books, Bourne Village - An Oral History, Bournedale - The Forgotten Village, and From Pocasset to Cataumet have sufficient inventory. Memories of Monument Beach - An Oral History, unfortunately has a number of errors in it and, even though there are only 17 unsold copies, would need to be rewritten before being republished. There are 14 remaining copies of Bourne. A Pictorial Album out of 800 copies published in 2005. It was suggested that the Commission develop a

means to get the books out before the public. Jean Campbell and Gioia Dimock are willing to take the books to the opening gala of the Cape Cod Canal Celebration. It was suggested that the web site have the books listed for sale with a fee for postage. Secretary Burgess said that the Commission already has a supply of mailing envelopes.

- * Secretary Burgess reported that Judith Riordan and Mary Reid had excused absences for this meeting. She also reported that she will not be able to attend the next meeting on April 8, 2014.
- * At this time there were no new agenda items suggested for the next meeting.

The meeting was adjourned at 11:40 a.m.

Deborah M. Burgess

Deborah M. Burgess, Secretary/Treasurer

Bourne Historical Commission
Community Preservation Act Hearings

<u>Date</u>	<u>Time</u>	<u>Place</u>
March 25, 2014	10:00 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

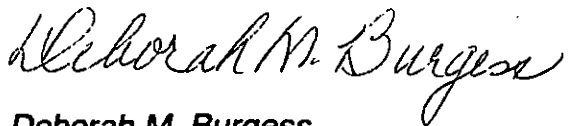
AGENDA

Call to Order by Chairman Judith Riordan

Hearings for the following applicants for Community Preservation Funding:

1. Barry Johnson, Town Clerk, for Scanning and Preservation of Vital Town Permanent Records.
2. Barry Johnson, Town Clerk, for Bind and Rebind Permanent Birth, Marriage and Death Records. Purchase Shelving for Various Vaults, Purchase Archival Storage Containers.
3. Bourne Archives for Organize, Catalog and Conserve Collections in the Bourne Historical Commission Office.
4. Town of Bourne for Bournedale School House Restoration.
5. Jonathan Bourne Public Library for Painting and Rot Repair Work of Library.
6. Hoxie Center for Arts, Science, Education and Culture, Inc. for Preservation of Historic and Rural Community Resource.

Adjournment



Deborah M. Burgess
Secretary/Treasurer

2014 MAR 20 PM 2 56
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

March 25, 2014

2014 MAR 28 AM 10 28

TOWN CLERK Present: Jean Campbell,
Associate Member: Deborah M. Burgess,
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:00 a.m. with the following members present: Jean Campbell, Gioia Dimock, George O. Jenkins, Neil Langille, Mary Reid, Mary Sicchio, and Associate Member Deborah M. Burgess.

Excused Absence: Frances E. Speers.

Hearing #1: Applicant: Barry H. Johnson, Town Clerk. Funding requested: \$60,000

Proposal for Scanning and Preservation of Vital Town Permanent Records for Town Clerk, Inspection, Health, Engineering, Planning, and Finance Departments.

Mr. Johnson explained the proposal is continuation of project from prior years. Request includes purchase of a large bed scanner to reduce paperwork with the goal of having records available online. Amount requested is mostly for needed equipment. Request for Proposals and Invitation for Bids will be advertised. There are companies which will set up what is needed for the town. The Town of Bourne will become one of only three towns doing this on the Cape. The other two are Barnstable and Falmouth. The amount requested will pay for maintenance contracts and help to keep this process moving forward.

Jean Campbell asked where the scanned items will be kept. Would they be in a server? Would the Archives be able to use the scanner?

Mr. Johnson answered in the affirmative.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by Gioia Dimock and seconded by Jean Campbell. **Motion passed unanimously.**

Hearing #2: Applicant: Barry H. Johnson, Town Clerk. Funding requested: \$50,000

Proposal for Bind and Rebind Permanent Birth, Marriage and Death Records. Purchase Shelving for Various Vaults. Purchase Archival Storage Containers.

Mr. Johnson brought with him a bound book of original town records. He showed how the original records have been encapsulated in mylar in a de-acidification process and then bound in a large book. Each of these books costs \$5,000-\$7,000. He would like to have all birth, marriage, and death records up to 1930 be preserved. The needed shelving for the basement vault and storage areas will allow for storage of records above possible flooding levels. Records will be stored in archival storage containers.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by Jean Campbell and seconded by George Jenkins. **Motion passed unanimously.**

Hearing #3: Applicant: Bourne Archives, Jean Campbell, Director. Funding requested: \$23,194

Proposal for Organize, Catalog and Conserve Collections in the Bourne Historical Commission office.

Ms. Campbell explained that the old vault (once used by the Town Clerk and Treasurer when the Town offices were located in the Historical Center) in the Commission office contains thousands of plot plans and military records dating back to the Civil War. These records are mostly rolled and are crumbling. They need to be gradually flattened, catalogued, encapsulated in mylar and digitized. Many of the books which have been published by the Commission have mold on them and need to be cleaned. This request covers the purchase of map cases, shelf dividers, laptop and multifunction printer, archival supplies, and the services of consultants.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by Neil Langille and seconded by George Jenkins. **Motion passed unanimously.**

Hearing #4: Applicant: Town of Bourne, Jonathan Nelson, Facilities Director. Funding requested: \$100,000

Proposal for Bournedale School House Restoration.

Meredith Chase, Buzzards Bay Beautification Group, attended in support of the request.

Mr. Nelson said that they had received funding from the Buzzards Bay Beautification Group last year for \$25,000. As they started working on the building it became apparent that the building would need much more work to preserve and restore it properly. They are required to hire an architect who is experienced with historical preservation. The structural beams are failing as are sections of the side wall and the cupola. They would reuse

elements which are in good shape and replace areas of rot. No bell is presently in the cupola. They plan to install one. They are planning to do this work as soon as possible so the building will be completed by the time of the 100th Anniversary of the Cape Cod Canal this summer. He mentioned the names of several people who may be interested in bidding on this project: Stephen Bradley and Bob Gendron.

George Jenkins suggested David MacLean, an architect from Cataumet, as being someone for them to contact. Mr. Nelson emphasized the preservation of the historic building which is used mostly in the summer now, but with the repairs he expects usage of the building to increase during the rest of the year. The building is town owned, has heat and water, and two bathrooms.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by Mary Reid and seconded by George Jenkins. **Motion passed unanimously.**

Hearing #5: Applicant: Jonathan Bourne Public Library, Patrick W. Marshall, Director. Funding requested: \$180,000 Proposal for Library Exterior Waterproofing and Restoration, Restoration of Cupola and Associated Flashing, Painting and Rot Repair Work.

Attending in support of application: Patrick W. Marshall, Library Director; Heather A.M. DiPaolo, Chairman of the Board of Trustees, and Jonathan Nelson, Facilities Director.

Mr. Marshall said that the building has had very little done to it since it was first rehabilitated in the early 2000s. There is extensive rot in the wood and deterioration of the brick exterior.

Ms. DiPaolo said that the roof is leaking in the upstairs meeting room.

Mr. Nelson explained that the building is eligible for inclusion on the Historical Register. It needs repairs to the brick facade as well as of the wood trim.

George Jenkins asked if having aluminum storm windows over the original windows has caused any rot.

Mr. Marshall said it has not.

Mr. Nelson said that the flashing would be repaired and masonry sealer would be used on the exterior.

Mr. Jenkins said that it should be resealed about every five years.

Mr. Nelson agreed and said that is their plan for the future.

Chairman Riordan commented that it is a significant historical building in town deserving of restoration.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by George Jenkins and seconded by Mary Reid. **Motion passed unanimously.**

Hearing #6: Applicant: Hoxie Center for Art, Science, Education & Culture, Inc., Allison Bizer-Knox, President and Scott A. Fitzmaurice, Vice President. Funding requested: \$213,370

Attending in support of this application: Allison Bizer-Knox, Scott A. Fitzmaurice, Joanne Ingersoll, Meredith Chase, Barbara Fitzmaurice, Elizabeth Henry, Phyllis Ingersoll, and Tudor Ingersoll.

Mr. Fitzmaurice asked each of us to imagine it is 1914. He asked what do we see 100 years ago and imagine what we might see 100 years in the future. He sees the Hoxie Center as an opportunity for the town to come together and create a legacy for all. This project is an asset for everyone and of great significance for the future. There is much history surrounding this building which was built in 1909. During WWII it housed soldiers prior to barracks being built at Camp Edwards.

Chairman Riordan commented that this project has many challenges. She asked how the physical repairs will be handled.

Mr. Fitzmaurice replied that there are things which are required by the Building Department and the Fire Department. As the committee has inspected the building, they have been surprised to find that it is in much better shape than they had been lead to believe. It is a well constructed building. They have not found signs of asbestos in the building, but expect that some of the floor tiles may contain it. That can be handled safely by encapsulating it. Safety is the first requirement. They will make essential repairs, sprinklers, and fire safety so that access may be gained to the building for program usage. Most groups trying to do a project like this have to undertake a large mortgage. The Hoxie Center is fortunate that the town has agreed to turn the building over to them, so they have no cost in that respect. The building has 24,000 sq.ft. to use to generate income.

Ms. Bizer-Knox said that the town has done an excellent job of maintaining the building. On a recent walk through she could detect no musty odor and everything looks good.

George Jenkins asked if putting epoxy over asbestos flooring is a good way to handle this material.

Mr. Fitzmaurice replied that the flooring is in good condition and encapsulating it does work to contain it.

Gioia Dimock asked about funding requested.

Mr. Fitzmaurice replied that they are making a higher request initially and will need to make more requests in future years.

Mr. Jenkins said that the impact for the building and the town is significant.

Mr. Fitzmaurice said that the organizers will not be doing new programs, but rather the building will be available for existing groups to use on a rental basis.

Mz. Bizer-Knox said that the building would be used by many different organizations and groups. They see this as being an opportunity for science and history to come together.

Mr. Fitzmaurice said that Bourne has lots of history. This is a good venue for the community coming together. The programs being offered will keep the building going. Income will be generated from activities.

Mr. Jenkins asked if there would be people living in the building.

Mr. Fitzmaurice replied that they have not made a final determination on this. The list of possible uses which they provided with their application is not final. Affordable housing in the building would mean the building is in use more. Upgrades to the septic need to be determined. Since the building was a school serving many students, it is probably O.K. Bathrooms are fully functional.

Elizabeth Henry said that this project is for everyone in Bourne and in surrounding towns. It will be open to all people.

Chairman Riordan said that much has been said about the Cape Cod Cultural Center in Yarmouth which is very good. But this project is going way beyond what the Cultural Center is doing.

Mr. Fitzmaurice said that focus groups helped them to define uses for the building. They found that people were very interested in the project and had many ideas for what should be done there.

Meredith Chase said that the Garden Club currently meets at the Bourne United Methodist Church where they cannot leave any of their supplies. This center would give them a permanent place to meet and the ability to store things between meetings.

Joan Ingersoll said that the Girl Scouts meet twice during each month. They can't find space to meet more often. She takes her children to other towns for activities. There is so much opportunity for this center.

Ms. Bizer-Knox stressed that this Center represents an opportunity for all towns in the area.

Mr. Fitzmaurice said that he believes that everyone needs three things: transportation, a job, and housing. If you lose one, you lose all three. Sees the Center as being able to provide certification for jobs, i.e., EMT, etc. Children will be able to come to the Center to learn about nature and so much more.

Ms. Bizer-Knox said that at a recent clean up day, one child had a very enjoyable time helping. When it was over, he wanted to know when the next one would be held.

Chairman Riordan said that this is an historic building deserving of this project.

There being no further discussion, the Chairman asked for a motion to approve this proposal. It was so moved by Jean Campbell and seconded by George Jenkins. **Motion passed unanimously.**


Deborah M. Burgess
Secretary/Treasurer

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

MAR 11 PM 1 57

TOWN CLERK'S OFFICE

LOCATION:

60 Monument Neck Road, Bourne, MA 02532
Assessors Map 26, Parcel 3.

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is defined as demolition.

DATE & TIME:

Tuesday, April 8, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date: March 19, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

April 8, 2014
Public Hearing for
60 Monument Neck Road, Bourne
Map 26, Parcel 3

2014 APR 18 PM 2 29
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Member: Frances Speers
Absent: Deborah M. Burgess (excused)

Public: Dianne and Mark Ellis (owners), Bob Gendron (builder)

Chairman Riordan called for a vote for acceptance of Mary Sicchio as Secretary Pro Tem in Deborah Burgess absence, unanimously accepted.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish house damaged beyond repair by fire.

Mark Ellis reported the history of this 1870 two story farmhouse that was struck by lightning on Sept. 3, 2013. The fire mainly involved downstairs bedroom but also resulted in considerable smoke damage. The builder Bob Gendron cited the old balloon construction of the structure as causing more than 50% damage to the building. Over 50% damage to a structure requires that the new residence must be brought up to code. The owners have determined that framing up to code was cost prohibitive.

Dianne Ellis expressed an interest in preserving moldings, elements of the front porch and windows reclaimed or replicated. She also reported on the considerable smoke smell in the house.

Enclosed with the public hearing notice was a statement signed by the owners attesting to the loss of all contents in the house and that the house was uninhabitable. They have been living in rental property since the fire. The barn on the property will not be demolished at this time.

Mark Ellis when requested by the board did show photographs of the property after the fire showing smoke and property damage.

There was considerable discussion of insurance and the owners' suit to recover monies for damages. The builder will not keep the same house footprint and has next December as a goal for completion of this project.

It was also noted that the residence is not on the Town Historic Register.

George Jenkins expressed confidence in the builder as doing excellent preservation work in Bourne and elsewhere.

A motion was made by Jean Campbell, seconded by Gioia Dimock, to allow for the demolition of 60 Monument Neck Road, Bourne, MA with the proviso that the builder preserve architectural elements of the original structure. **Motion carried unanimously.**


Mary Sicchio
Secretary Pro Tem

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2014 MAR 25 PM 3 35

LOCATION: 16 Pleasant Street TOWN CLERK'S OFFICE
Assessors Map 12.3, Parcel 72 BOURNE, MASS

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish and rebuild a portion
of the existing structure enlarging rooms and adding roof
deck.

DATE & TIME: Tuesday, April 22, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
April 2, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - April 8, 2014

Chairman Judith Riordan called the meeting to order at 11:00 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Neil Langille, Mary P. Reid, Judith Riordan, and Mary Sicchio.
Associate Member: Frances E. Speers
Excused Absence: Deborah M. Burgess

Secretary's Report

Chairman Riordan called for a vote for acceptance of Secretary's report. Report unanimously accepted.

Chairman Riordan called for a vote for acceptance of Mary Sicchio as Secretary Pro Tem in Deborah Burgess absence, unanimously accepted.

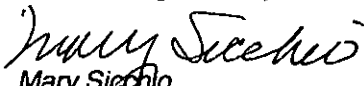
Unfinished Business

- * There are two Demolition Delay Hearings scheduled for April 22, 2014. Notices concerning an additional meeting concerning property on Wenaumet Bluffs was sent in error from Town Hall.
- * Reminder of April 17 Cape Cod Annual Historic Preservation Workshop presented by Cape Cod Commission. Several members attending.
- * In the absence of Deborah Burgess, report on Bourne's Four Historical Groups was deferred to the May meeting.
- * Neil Langille reported on the CPC hearings that are proceeding through the Finance Committee and CPC Committees prior to Town Meeting.

New Business

- * It was reported that Deborah Burgess had an excused absence for this meeting.
- * The next meeting will be May 13, 2014. Coreen Moore, Town Planner, will be attending this meeting. Concerns over flow of paper notices from Town Hall will be discussed at that time.
- * At this time there were no new agenda items suggested for the next meeting.

The meeting was adjourned at 11:40 a.m.


Mary Sicchio
Secretary Pro Tem

2014 JUN 24 PM 3 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
April 8, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Appointment of Secretary Pro Tem

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Cape Cod Annual Historic Preservation Workshop
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: May 13, 2014 - Coreen Moore
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 APR 2 AM 10 11
TOWN CLERK'S OFFICE
BOURNE, MASS

2014 MAR 25 PM 2 11

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 207 Main Street
Assessors Map 19.4, Parcel 260

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to demolish and rebuild existing garage.

DATE & TIME: Tuesday, April 22, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
April 2, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

April 22, 2014
Public Hearing for
207 Main Street, Buzzards Bay
Map 19.4, Parcel 260

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances Speers
Absent: Neil Langille (excused)

Public: James McLaughlin, Owner and Contractor

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish and rebuild existing garage.

Property at 207 Main Street is behind a large American Four-Square house which fronts on Main Street. The garage was originally part of the front property. It is a nondescript one-car garage.

James McLaughlin explained that the garage is in poor condition and not located in a good place on the property. He wants to demolish it so he can build a new garage of similar style at the rear of the property behind his house which is on this property. It was noted that he has done a lot of work on the house and it is much improved.

After discussion by members, Gioia Dimock moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

- Bourne Historical Commission Ruling
- Public Hearing Notice
- Memo, Office of the Town Planner
- Building Permit Application
- Owner/Parcel ID Sheet
- Site Plans (3)
- Land Valuation Sheets for Lots E & F
- Picture of garage similar to what will be built
- Abutters List
- Quitclaim Deed from Charles W. Ehmman, III,
Executor under the will of Dorothy Virginia Ehmman,
Susan Eileen Newell, & Nancy E. Ward
to James McLaughlin

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

.....
2014 APR 1 AM 11:16
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 40 Wenaumet Bluffs Drive, Pocasset MA 02559
Assessors Map 38.3, Parcel 58

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demolish the existing single
family dwelling.

DATE & TIME: Tuesday, April 22, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
April 4, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

April 22, 2014
Public Hearing for
16 Pleasant Street, Sagamore
Map 12.3, Parcel 72

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances Speers
Absent: Neil Langille (excused)

Public: Dawna M. Gauvin of Gauvin Building & Contracting, Inc., representing the owner and the contractor for the project.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish and rebuild a portion of the existing structure enlarging rooms and adding roof deck.

Dawna M. Gauvin explained that the owner has five (5) children and needs more room in the house. They are proposing to put an addition on the rear of the house. This will add to the size of the kitchen, add a mud room, and a master bedroom on the second floor. There will be a basement under the kitchen with a crawl space under the rest of the addition. They will use the same exterior materials; red cedar shingles and a composite material to match the original trim. The roof will be flat with a railing to create a roof deck accessible only from the master bedroom. The bulkhead will be moved to the side of the house due to placement of septic system. Otherwise there will be no changes to the sides or the front of the house.

George Jenkins asked about who would be doing the rubber roofing on the deck. Ms. Gauvin said that Primo Roofing of Wareham would. Mr. Jenkins was concerned about the rubber roofing being applied correctly. Ms. Gauvin said that Primo would not do the work if the temperature was either too cold or too warm as there has to be a good bond between the rubber and the cement adhesive.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented. Jean Campbell seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments;

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Gauvin Building & Contracting, Inc. Workers' Compensation Insurance Affidavit; Arbella Protection Insurance Company
Copies of Darryl J. Gauvin Construction Supervisor and Home Improvement Contractor Licenses
13 Pages of photos of property, sketches of work and work sheet concerning property and work to be done
Architect Plan of Work

2014 JUN 24 PM 3 27
TOWN CLERK'S OFFICE
BOURNE, MASS

2014 APR 17 PM 3 54

TOWN CLERK'S OFFICE
BOURNE, MASS
TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 88 Standish Road
Assessors Map 7.1, Parcel 34

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be
preserved will be made. Project is to demolish deck,
windows & doors and replace as per plans.

DATE & TIME: Tuesday, May 13, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Town Hall, Office of the
Town Planner from 8:30-4:30, Monday - Friday. 508-
759-0615. Written comments in advance are welcome
and should be sent to Coreen Moore, Town Planner.
All persons desiring to be heard on this matter should
appear at the hearing.

Bourne Courier Publishing Date:
April 25, 2014

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
May 13, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan
Discussion with Coreen Moore, Town Planner
Secretary's Report
Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Cape Cod Annual Historic Preservation Workshop
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: June 10, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 MAY 8 PM 11 41
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

May 13, 2014
Public Hearing for
88 Standish Road, Sagamore Beach
Map 7.1, Parcel 34

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances Speers
Excused Absences: George Jenkins, Neil Langille, and Mary Reid
Public: Mark J. Melchionda, Contractor, and Coreen Moore, Town Planner

Chairman Judith Riordan read the public hearing notice for this proposal.

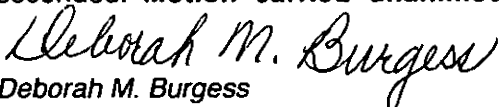
Project is to demolish deck, windows and doors and replace as per plans.

Mr. Melchionda spoke about the project. Last year a new deck had been added to the front of the house replacing an older entrance. The owner's very much want to preserve the house which has been referred to as "The House of Seven Gables" for obvious reasons. There are a lot of gable roofs. The owners are working to preserve the outside first before doing interior renovations.

The work proposed at this time is at the back of the house and is not highly visible from the street. The windows and a slider at the back of the house have been damaged during the storms of last winter and have now been boarded up. Two years ago the owners installed an in-ground swimming pool at the rear of the house. They have to replace the damaged windows and slider and at the same time want to add a new wrap-around deck at the back and side. The deck will connect with a smaller deck on one side which is in need of repair. The deck will better connect the house to the pool area.

The windows and slider are to be Andersen with historic sill to match the rest of the house. The new shingles will be treated with bleaching oil to match the rest of the siding.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. Gioia Dimock seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Map and Site Plan
Abutters' List
Set of Plans

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - May 13, 2014

2014 JUN 24 PM 3 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:15 a.m.

Members Present: Jean Campbell, Gioia Dimock, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances E. Speers
Tardy: George Jenkins
Excused Absences: Neil Langille and Mary Reid

Chairman Riordan welcomed Coreen Moore, Town Planner, to the meeting and expressed our appreciation for all she does.

Chairman Riordan asked Ms. Moore to explain how applications are handled and then sent to the Commission. Ms. Moore explained that the applications had been prepared for the Commission by Ann Gratis in the Planning Board office and that Ms. Gratis has been doing a very good job with overseeing them. However, Ms. Moore has just moved the administration of the applications which are going for Historic Review to her office. Her staff will now oversee those applications.

Ms. Moore said they have already established a data base for all properties which have been reviewed by the Historical Commission. There have been 175 properties since 2006 and only one property was issued a Demolition Delay Order. That property has since been saved. Her office will be better able in the future to provide an overview of the application properties.

Her office will be able to send all the information for the hearings to Commission members via Email which will speed up the process. At the conclusion of a hearing, the Chairman of the Commission will give the applicant two copies of the Commission's Ruling. One copy is for the Applicant to file with the Building Department and the other copy is for the Applicant the Applicant to file with the Office of the Town Planner.

Several Commission Members talked about not having a complete survey of the historic properties in town. Many of the houses are not listed in the town survey which was done several years ago. The state list of Bourne's historic properties is also not complete. Ms. Moore said that the survey should be reviewed and completed. This can be done locally by reviewing a section of town at a time or by hiring consultants. CPA funds could be applied for to pay for this. Public Archaeology Laboratory (PAL) should be contacted for further information on the survey as they conducted the original survey.

The Engineering Department reviews all permits and sends those which are over 75 years in age to Ms. Moore's office. The Engineering Department has many house records including aerials, maps, and more. Digitizing Engineering Records would be of tremendous help to everyone and could be paid for with CPA Funds.

Ms. Moore was asked about Historic Districts. She replied that Donald Jacobs and Donald (Jerry) Ellis, the two prior Commission Chairmen, always felt that Historic Districts would not be supported.

Chairman Riordan said she views the Commission's role as being one of public relations. We try to be supportive of what the property owners want to do. We have to take into account how much renovating a property will cost and whether or not that is reasonable. Because owners have had to come before the Commission for a Demolition Delay Hearing they take the history of their homes more seriously. They have thought about preservation before coming before the Commission.

Ms. Moore said that if a house is on the local or state historic listing, there is more influence for maintaining the historic property.

Mary Sicchio asked about the Downtown Buzzards Bay Preservation Plan and whether or not that could be used in other villages in town. Ms. Moore said that that plan was specifically for Buzzards Bay which was chosen because of its density.

The other villages in town have centers with shops and parking. Centers with VB zoning for business are allowed 100% coverage for the businesses.

Ms. Moore was asked about Bourne's comprehensive Plan. She said that the plan was written under the guidance of the Cape Cod Commission and is now out of date. It needs to be reviewed and revised. Some sections are at cross purposes with other sections. The Town needs to have a plan for the future to participate with the Cape Cod Commission.

Issues which Ms. Moore sees in the future concern Buzzards Bay and waste water. The Keystone building is large and some people are going to be surprised by its height. There is a development plan for the Byron property across from the Town Hall which will in all likelihood have to be scaled back.

There were questions about when a property might not come before the Commission for Demolition Delay. Ms. Moore replied that Roger LaPorte, Building Inspector, can deem a property at risk and a danger and order its demolition. Whenever there is a question of safety, the Building Inspector can issue a permit.

Deborah Burgess asked Ms. Moore about posting meetings when a hearing is going to be concluded on a second date. She said that if the first meeting is adjourned with a specific date for the continuation then the Secretary of the Commission should post the agenda with the Town Clerk. If there is no specific date, at the conclusion of the hearing then rescheduling of the hearing would go back to her office.

Chairman Riordan thanked Ms. Moore for her time and told her it had been a very useful discussion. Ms. Moore then left the meeting.

Chairman Riordan continued with the meeting Agenda.

Secretary's Report

Chairman Riordan hearing no corrections to the Secretary's Report accepted it as printed.

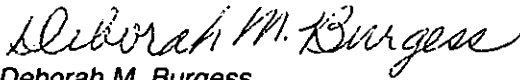
Unfinished Business:

- *There are no Demolition Delays scheduled at this time.
- * Chairman Riordan reported that all of the CPA historic applications had been approved at Town Meeting.
- * No further discussion relative to the Cape Cod Annual Historic Preservation Workshop.
- * Information on Bourne's Four Historical Groups was rescheduled for the June meeting.
- * CPC reports and requests are concluded for the time being.

New Business:

- *George Jenkins reported that he has had a call from Mrs. Chiampa. Her house at 180 North Road, Wings Neck has progressed in renovations and is at a point where she would like Commission Members to take a walk through. Various dates were discussed, but members needed to check their calendars. Members are to Email George with possible dates which work for them.
- *Secretary Burgess reported excused absences for Neil Langille and Mary Reid. George Jenkins was tardy.
- * The next regular meeting will be on June 10, 2014.
- *There were no suggestions for future agenda items.

The meeting was adjourned at 11:35 a.m.


Deborah M. Burgess
Secretary/Treasurer

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE 2014 MAY 13 PM 2 03

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 15 Hope Ave
Assessors Map 43.3, Parcel 124

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to alter building by adding a closet and bath in the rear of a building built c. 1900.

DATE & TIME: Tuesday, June 10, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at the Bourne Town Hall 24 Perry Ave., Buzzards Bay, MA from 8:30-4:30, Monday – Friday - 508-759-0615.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date: May 21, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

June 10, 2014
Public Hearing for
15 Hope Avenue, Pocasset
Map 43.3, Parcel 124

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Judith Riordan.
Associate Members: Deborah M. Burgess and Frances Speers
Excused Absences: Jean Campbell and Mary Sicchio

Public: Charles Coombs, Owner

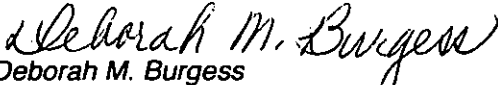
Chairman Judith Riordan read the public hearing notice for this proposal.

Project is an addition to the rear of the house for closet and bath.

Charles Coombs explained that the addition would be approximately 8'X16' to accommodate a closet and bathroom off the existing bedroom. Exterior siding would be to match existing on the house. The roof would be wood shingled with two skylights. The addition would be supported on sonotubes which would be covered with wood palings.

Since Mr. Coombs' application did not have a contractor's name filled in, Deborah Burgess asked who would be doing the work. Mr. Coombs replied that he had hired Moore Carpentry to construct the addition.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Map and Site Plan
Set of Plans, four (4) pages

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

emailed 5.7.14

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2014 MAY 15 PM 2 36
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 46 Saco Ave
Assessors Map 43.3, Parcel 229

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to construct a deck/balcony over
the existing porch.

DATE & TIME: Tuesday, June 10, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
May 21, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

June 10, 2014
Public Hearing for
46 Saco Avenue, Pocasset
Map 43.3, Parcel 229

Chairman Judith Riordan opened the hearing at 10:10 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Judith Riordan.
Associate Members: Deborah M. Burgess and Frances Speers
Excused Absences: Jean Campbell and Mary Sicchio

Public: Mark Luther, owner, William Schulze, Schulze Building Co., Jody and Paula Gainer, neighbors.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to build a floating deck/balcony off of the existing covered porch roof using pressure treated lumber and composite decking and railing. Replace one (1) window with one (1) exterior door to gain access to the new deck.

Mark Luther, owner, presented his plans. He had pictures of neighboring houses which have this kind of an upper roof deck. He wants to make improvements on the house and have it fit in well with the existing houses in the neighborhood. Frances Speers asked about the pitch of the roof under the deck. Mr. Luther explained that the present roof is leaking and will be replaced with a new rubber roof with better pitch. The deck will be built over the rubber roof. Neil Langille asked how the railing posts will fit in and not be a source of leaks. Mr. Luther said that the posts will be built into the roof and the rubber will be laid after the posts are in. The rubber will be run up the posts to prevent water seeping to the sub-roofing. The existing window will be replaced with a double slider for access to the deck.

Paula and Jody Gainer were both very much in favor of the new construction. They think it will improve the appearance of the house and the neighborhood.

After discussion by members, Gioia Dimock moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

- Bourne Historical Commission Ruling
- Public Hearing Notice
- Memo, Office of the Town Planner
- Building Permit Application
- Owner/Parcel ID Sheet
- Map and Site Plan, 2 pages
- Demolition Project timeline
- Two (2) photos of house
- Plans, 1 page

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

2014 JUN 5 AM 9 50

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
June 10, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: July 8, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Secretary/Treasurer

Deborah M. Burgess

TOWN OF BOURNE
Bourne Historical Commission

2014 MAY 21 PM 12 36

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 340 Circuit Avenue
Assessors Map 43.3, Parcel 95

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to demolish and replace front porch with railing, replace lattice work with T & G around perimeter of crawlspace.

DATE & TIME: Tuesday, June 24, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:

May 28, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

June 24, 2014
Public Hearing for
340 Circuit, Pocasset
Map 43.3, Parcel 95

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Gioia Dimock, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess and Frances Speers
Tardy: Jean Campbell
Excused Absence: George Jenkins

Public: Rui A. Dutra, Owner

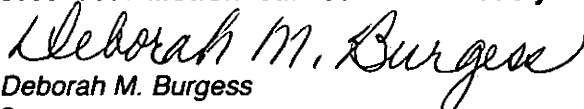
Due to an error none of the Commission members received the packet of information for this hearing. However, Rui A. Dutra, Owner, had a copy of the hearing notice which stated there was an advertised hearing for his property at 340 Circuit Avenue at 10:00 a.m. on this date. Neil Langille had gone on line and printed out the Owner/Parcel ID sheet. Copies of these two sheets were made for each member.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish and replace front porch with railing, replace lattice work with T&G around perimeter of crawl space and to reconfigure the front steps adding a landing at the door.

Mr. Dutra explained that the porch as it is now is not convenient. He said that they never use the front door because there is no landing at the top of the steps. This makes it difficult to enter and exit through the front door. They also want to restore the enclosed porch to an open porch with railings and to replace the lattice skirt board with tongue & groove exterior bead board making the house fit in with its neighbors better.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented. Gioia Dimock seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Owner/Parcel ID Sheet

2014 JUN 24 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission 2014 MAY 29 AM 11 35

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 10 Jefferson Road
Assessors Map 23.4, Parcel 11

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to remove chimney, demolition of existing garage, construction of new foundation and garage, addition of new covered porch.

DATE & TIME: Tuesday, June 24, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
June 4, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

June 24, 2014
Public Hearing for
10 Jefferson Road, Gray Gables
Map 23.4, Parcel 11

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess and Frances Speers
Excused Absences: Jean Campbell and George Jenkins

Public: Philip and Perian Poirier, Owners; Joseph and Elizabeth Soares, Abutters.

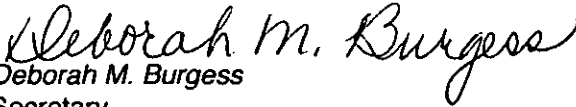
Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to remove chimney, demolition of existing garage, construction of new foundation and garage, and addition of new covered porch.

Philip Poirier explained the need for the renovations. The existing garage was added in the 1970s and is not useful by today's standards. They need to update the house and, in doing so, want to improve the looks of the house. The farmer's porch will be built with a new roof and will have a railing to enclose it. They will use cedar shakes and clapboards to match the existing house. They want to maintain the sense of their house within the neighborhood.

Joseph Soares spoke about the history of the Poirier's house and his house which is next door. He said that during the 1938 hurricane the land where the houses are located was not flooded as most of Gray Gables was. For that reason two brothers purchased the property and built identical houses although the two houses are reversed in plan. Mr. Soares and his wife were both supportive of the new plans.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Project timeline
Town of Bourne, Zoning Board of Appeals; Application for Special Permit
Special Permit Final Decision
Map and Site Plan
Set of Plans, six (6) pages

2014 JUN 24 PM 3 48
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
July 8, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Treasurer's Report & List of future possible uses for Commission funds.

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Information on Bourne's Four Historical Groups

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns
- * Memorial Stone - Donald Jacobs - at Aptuxet Complex

Secretary Burgess

- * Excused Absences
- * Next Meeting: August 12, 2014
- * Future Agenda Items

Election of Officers for 2014 - 2015

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 JUL 3 AM 10 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting - July 8, 2014

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Gioia Dimock, George Jenkins, Judith Riordan, and Mary Sicchio.
Associate Members: Deborah M. Burgess and Frances E. Speers
Excused Absence: Jean Campbell and Mary Reid
Absent: Neil Langille

Secretary's Report

Secretary's Report for June 10th regular meeting was filed as printed.

Treasurer's Report was filed as printed. A list of Projects was filed as part of the Treasurer's Report. Discussion of these projects followed.

- *Reprinting of Historical Commission Books. The Pictorial Album is the only book which needs to be reprinted at this time. It was decided to consult with Donald "Jerry" Ellis, prior Chairman of the Commission, to find out what he may have discussed with William Sullwold, publisher, about reprinting the Pictorial Album with a spiral binding. It was also decided to ask Blanche Cody about pricing and if we should use another printer.
- *Future Historical Commission Publications. None were suggested at this time.
- *Bourne Historical Center Rack Card. The proposed Rack Card was e-mailed to members prior to the meeting. Jean Campbell e-mailed Deborah Burgess that the Archives has a new web site. Gioia Dimock corrected the Archives telephone number. Mary Sicchio suggested that the background picture on the front of the card seemed dark and could it be lightened. These changes will be given to Blanche Cody who designed the Rack Card. Cost to produce is \$250 for 1,000 cards. **Motion to proceed with printing of the rack cards was made by Gioia Dimock. George Jenkins seconded. Motion carried unanimously.**
- *Public Archeology Laboratory (PAL) for continuation of Bourne's Historic Properties List. Gioia Dimock commented that this is the single most important project the Commission needs to undertake. Mary Sicchio said that the Massachusetts Historical Commission has a site called MACRIS, Massachusetts Cultural Resource Information System. This allows people to search the Massachusetts Historical Commission database for information on historic properties and areas in the Commonwealth. Mary Sicchio suggested that there be a link from the Town's web site to MACRIS. The work done in Bourne by PAL is available on this site. Chairman Riordan said that we need to find out what has been done and what needs to be done. She will contact PAL and find out if they have a record of the next steps which need to be taken, but which were not carried out. She will ask if someone from PAL can meet with us to plan for continuing this important project.

Unfinished Business

- *Chairman Riordan reported there are two Demolition Delay Hearings scheduled at this time: July 22, Bell Buoy and Aug. 12, Pleasant Street.
- *There are no CPC reports or requests at this time.

New Business

- *Memorial stone to honor Donald Jacobs. The Bourne Historical Society is selling engraved bricks to be installed in a Memorial Garden at the Gray Gables, Grover Cleveland Railroad Station located at the entrance to the Society's property at Aptuxcet. It was decided to purchase one of these bricks to honor longtime member and former Chairman of the Bourne Historical Commission, Donald Jacobs. There was discussion as to the wording to use on the brick. After several suggestions were made, Deborah Burgess said she would look up how many

BOURNE, MASS
TOWN CLERK'S OFFICE
JUL 11 2014

years Don was chairman and work out the wording. She will e-mail everyone for approval. It was suggested that we check with the Historical Society to make sure someone else hasn't already done this. Deborah Burgess will e-mail Diane Flynn to find out. **Motion was made by Giola Dimock, seconded by George Jenkins to spend \$150 for an 8 X 8 memorial brick.**

*Secretary Burgess reported excused absences for Jean Campbell and Mary Reid. No one had heard from Neil Langille and he has been recorded as absent.

* The next regular meeting will be on August 12, 2014.

*There were no suggestions for future agenda items.

Election of Officers for 2014 - 2015

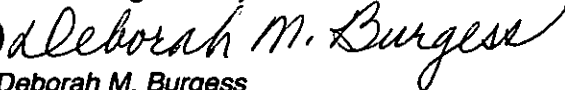
In the absence of Vice Chairman Langille, Chairman Riordan turned the conducting of the meeting over to Secretary Burgess. Chairman Riordan then addressed the Commission Members. She said that it had been her intention to be Chairman for only one year, but she thinks we are just getting going with important work she wants to continue with. Secretary Burgess then asked for a nomination for Chairman. **Giola Dimock nominated Judith Riordan, seconded by George Jenkins. Motion carried unanimously.**

Secretary Burgess relinquished conducting of the meeting back to Chairman Riordan.

Chairman Riordan asked for a nomination for Vice Chairman. **George Jenkins nominated Neil Langille, seconded by Mary Sicchio. Motion carried unanimously.**

Chairman Riordan asked for a nomination for Secretary/Treasurer. **Giola Dimock nominated Deborah Burgess, seconded by George Jenkins. Motion carried unanimously.**

The meeting was adjourned at 11:40 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:

Treasurer's Report and Project Listing
Commission Book Inventory
Proposed Rack Card about Bourne's Four Historical Groups
Agenda

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2014 JUN 26 PM 1 50
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 1 Bell Buoy Road, Pocasset MA 02559
Assessors Map 43.3, Parcel 241

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to replace the septic system, add a new foundation, raze existing den and rebuild to same dimensions and to renovate the remainder of structure as per plans dated 2/20/14.

DATE & TIME: Tuesday, July 22, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 9, 2014

2014 SEP 4 PM 1 33

TOWN CLERK'S OFFICE

Bourne Historical Commission BOURNE, MASS
30 Keene Street, Bourne, MA 02532

July 22, 2014
Public Hearing for
1 Bell Buoy Road, Pocasset
Map 43.3, Parcel 241

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, and Judith Riordan
Associate Members: Deborah M. Burgess, Frances Speers, and Sandra Goldstein
Excused Absences: Jean Campbell, Mary Sicchio, and Blanche Cody

Public: Walter Sullivan, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal.

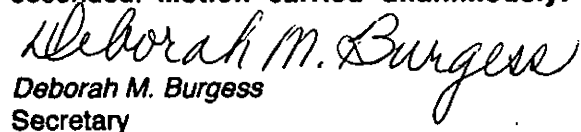
Project is to replace septic system, add a new foundation, raze existing den and rebuild to same dimensions and to renovate the remainder of structure as per plans dated 2/20/14.

Walter Sullivan explained that the foundation was structurally not sound and needed to be replaced. Due to the new flood plain maps and because the building is presently situated so close to the road, they plan to raise it 16" and move it back on the lot 7'. To do this will require the addition of steel beams for support. Part of the basement will be crawl space as well as the garage area presently located there.

All exterior shingles will be replaced with white cedar shingles to blend in with other homes in the neighborhood. The addition on the left of the building was poorly built. They will remove it and rebuild using the same dimensions. They will replace trim with Azek manufactured materials. Windows will be replaced with Andersen double hung windows which are vinyl on the exterior, but look like wood. The only casement will be in the kitchen over the sink where it is difficult to open a double hung window.

There is a poured concrete retaining wall along the street. When the landscaping is done, it will be replace with a stone wall.

After discussion by members, Neil Langille moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Hearing Map
Set of Plans (7 pages)
Board of Appeals Final Decision
Bracken Engineering Existing & Proposed Site Plan

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 51 Pleasant Street
Assessors Map 12.3, Parcel 87

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to demolish and replace a 12' x 22' pressure treated deck, reside barn with white cedar shingles.

DATE & TIME: Tuesday, August 12, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
July 9, 2014

2014 JUL 2 PM 1 55
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

2014 SEP 4 PM 1 32

TOWN CLERK'S OFFICE
BOURNE, MASS

August 12, 2014
Public Hearing for

51 Pleasant Street
Map 12.3, Parcel 87

Chairman Judith Riordan opened the hearing at 10:15 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, and Sandra Goldstein
Excused Absences: Jean Campbell and Blanche Cody

Public: Walter Belcher, Owner, and Donald (Jerry) Ellis, abutter

Chairman Judith Riordan read the public hearing notice for this proposal.

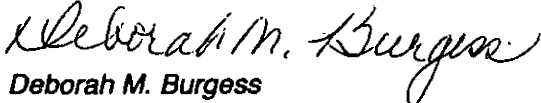
Project is to demolish and replace a 12'X22' pressure treated deck, reside barn with white cedar shingles and new cupola on barn.

Chairman Riordan explained that the Building Permit for this project was issued prior to the Demolition Delay Hearing. She questioned the owner as to why this had happened. Walter Belcher, Owner, said that he didn't know why it was issued, but had noted that the Demolition Delay Hearing was scheduled for after work began on the project. Chairman Riordan had asked the Planning Department and found out that the Building Permit was issued prior to the hearing because the barn was in hazardous condition and needed to be worked on immediately to save it.

Donald (Jerry) Ellis identified himself as a Selectman of The Town of Bourne, but said that he lives at 50 Pleasant Street and was speaking as an abutter. He was formerly Chairman of the Bourne Historical Commission. He said that this property has a significant history having been the Hiram T. Keith House. He can attest to the deplorable condition of the house and barn. The work being accomplished is of a very positive nature. They have rebuilt the breezeway and resided the barn. The barn has been included in a book about barns of Cape Cod. The owner and builder have been very pleasant and considerate of the neighbors.

Walter Belcher said that he is restoring the cupola which is on the barn. He stated that he buys distressed properties, rehabs them and then sells them. He purchased this property at a foreclosure auction and, when the project is complete, he will be selling it.

After discussion by members, Gioia Dimock moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Hearing Map

Site Map
Historic Inventory Listing
Mass. Historical Commission Listing including pictures (5 pages)
Drawings (2 pages)
Builder, McDermott Construction, Workers compensation and
Licensing Information (3 pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 29 Depot Road
Assessors Map 51.2, Parcel 49

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to add a 24' x 40' addition on the front of the structure; renovation of kitchen, family room, bedroom. Addition of covered porches on front and side of structure.

DATE & TIME: Tuesday, August 12, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Dates:
July 9, 2014**

2014 JUL 3 PM 12 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 12, 2014
Public Hearing for

29 Depot Road
Map 51.2, Parcel 49

2014 SEP 4 PM 1 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Mary Sicchio, and Judith Riordan
Associate Members: Deborah M. Burgess, Frances Speers, and Sandra Goldstein
Excused Absences: Jean Campbell and Blanche Cody

Public: Judy Ariagno, Owner

Chairman Judith Riordan read the public hearing notice for this proposal.

Judy Ariagno said that the description on the Public Hearing Notice was incorrect in stating that the changes would be made to the front and side of the house. All work is to the rear of the house and no changes will be on the sides. Changes will not be visible from the front. She said that the house is an older home and they want to update it with a 24'x40' addition. It will allow for a new kitchen, larger family room, and a covered porch to the rear. They will make a new entry door at the rear as the main entry for the house. Siding will be a cement type clapboard called Hardy Board which is the same as is on the front of the house and the garage.

After discussion by members, George Jenkins moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application, first page only
Owner/Parcel ID Sheet, 2 pages
Abutters map and list
Demolition Project Timeline
Warwick & Associates Site Plan
Photocopy of Partial Plans
Complete set of Plans by JB Designs

TOWN OF BOURNE
Bourne Historical Commission

2014 JUL 8 PM 2 52

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

10 Wheeler Drive
Assessors Map 38.3, Parcel 376

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to add a 25' x 25' master bedroom and bath to the existing structure

DATE & TIME:

Tuesday, 8/12/14 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Dates:
July 16, 2014**

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 12, 2014
Public Hearing for
10 Wheeler Drive, Pocasset
Map 38.3, Parcel 376

2014 SEP 4 PM 1 32

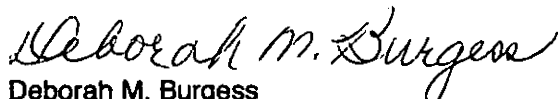
TOWN CLERK'S OFFICE
BOURNE, MASS

Noted on 7/22/2014

Permit for this project was issued and construction was started prior to Historical Commission notification.

Ron DuBurger, Contractor, requested that the project not be stopped and that it not be considered for Historical Commission review. He said that the house has been renovated many times over the years and does not retain much of the original house.

Chairman Riordan consulted with Coreen Moore, Town Planner. Under the circumstances it was decided to waive the hearing for this property. Ron DuBurger was notified of this decision as were the members of the Historical Commission.


Deborah M. Burgess
Secretary/Treasurer

Attachments:

Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Abutters Map
Site Plan
Board of Appeals, Variance Final Decision
Plans (7 Pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 12, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Bourne's Four Historical Groups Rack Card
- * Memorial Brick for Donald Jacobs

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Bournedale Schoolhouse CPA Review for National Historical Register
- * Town Hall report, if any
- * General Operating Concerns
- * Date for November Regular Meeting

Secretary Burgess

- * Excused Absences
- * Next Meeting: September 9, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 AUG 5 AM 10 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

Regular Meeting - August 12, 2014

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah M. Burgess, Frances E. Speers, and Sandra Goldstein

Excused Absence: Jean Campbell and Blanche Cody

Public: Donald (Jerry) Ellis, Selectman of the Town of Bourne, appearing as an individual

Secretary's Report

Secretary's Report for July 8th regular meeting was filed as printed.

Unfinished Business

- *Chairman Riordan asked for a report on the Music Festival held on July 26 as part of the Cape Cod Canal's 100th Celebration. The Festival was sponsored by the Bourne Society for Historic Preservation. Mary Sicchio and Deborah Burgess represented the Historical Commission selling Commission Books during the Festival. Deborah said that she had not expected to sell many books since they had been published quite some time ago and most people in Bourne have already purchased them. Those attending the Festival who were not from Bourne wouldn't necessarily have an interest in purchasing copies. Even so they did sell a copy of the Pictorial Album. Mary Sicchio added that it had been a good afternoon meeting people and telling them about the history of Bourne and trying to get them interested in returning to Bourne to see all the town has to offer.
- *Chairman Riordan read a letter with an enclosed picture of Taylor's Point. She turned the letter over to Gioia Dimock to add to the Archives collections. In talking about Taylor's Point a question was asked about a house on the West End Rotary. Donald (Jerry) Ellis, speaking as an individual, answered the question. He said it was the Ann Annicelli House. It had been part of the Taylor Estate, but at a distance from the main house. The Annicelli's had owned the cement block construction business located just off the South Bourne Rotary many years ago. The house is in sad shape even though work has been done on it recently. Jerry said there was a gas station located next door and the ground has become saturated with gasoline. The windmill attached to the garage/barn was used to pump water.
- *Chairman Riordan read a notice from the Cape Cod Commission for a hearing to be held at the Bourne Community Center on August 13, 2014, at 5:30 p.m. concerning the Bourne Solar Project off MacArthur Boulevard. Donald (Jerry) Ellis, speaking as an individual, said that this project is being proposed by a private enterprise. It is unknown if the power produced will be sold as part of the grid. He felt that a negative effect of the project is that it will tie up land and make it unavailable for manufacturing and other revenue producing uses. The site is not historical and is not a Native American site. There will be a 50' setback from the highway and a 10' wide gravel drive.
- *There are no CPC reports or requests at this time. However, Neil Langille, CPC Representative, reported that in the future the Historical Commission could apply for CPA funds for continuation of the PAL Historical Inventory.
- *Deborah Burgess reported that Bourne's Four Historical Groups Rack Card has been printed and distributed at the Aptuxet Trading Post Museum, the Briggs-McDermott House, and the Historical Center. Chairman Riordan suggested that some be put in the library which Deborah will do.
- *Deborah Burgess reported that the brick in memory of Donald Jacobs has been purchased and will soon be in place near the Gray Gables Rail Road Station at the entrance to the Aptuxet Museum Complex.

BOURNE, MASS.
TOWN OF BOURNE
15 OCT 3 100 HI02

New Business

*Bournedale Schoolhouse - Chairman Riordan explained that this project had come before the Commission when applying for CPA funding for repairs this past spring. Coreene Moore informed the Chairman that, since the Schoolhouse is listed on the National Register of Historic Places, certain criteria must be met for repairs to proceed. Work has been halted on the repairs until a Demolition Delay Hearing is held on August 26, 2014. The Historical Commission needs to make a statement about repairs being made to the building and that the building is not being changed in any way. Failure to do so would send the project before the Cape Cod Commission for review. Donald (Jerry) Ellis, speaking as an individual, said he urges the Commission not to allow this project to go before the Cape Cod Commission. He said that the building is in serious condition and needs to be repaired as soon as possible. Going before the Cape Cod Commission will delay this necessary work by 4 - 6 weeks. The Bourne Historical Commission has the authority to keep this moving. He is passionate to get buildings repaired. It is in dire need of replacement boards under the clapboards.

George Jenkins inquired if removal of trees behind the Schoolhouse would improve conditions by letting more light in.

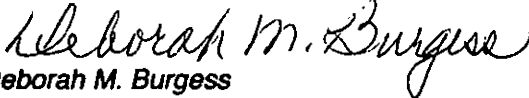
Jerry Ellis replied in the affirmative. He went on to say that the need is urgent. The building is suffering from 40-50 years of misuse. There is a problem for parking at the site, but parking is available nearby. He said that he has given lectures in the building and the acoustics are perfect. The #1 job to get done right now, aside from repairing windows, are these repairs which have been scheduled.

- *On another topic, George Jenkins stated that the Town Hall had once had a cupola. He asked Jerry Ellis if there were any plans to put it back. Jerry Ellis replied that the cupola had come off during the 1938 hurricane. He said that replacing it has been discussed, but there have been changes to the building over the years and the design of the roof has changed from having a peak to now being flat.
- *Sandra Goldstein asked if there was a map locating various historical sites in town. Jerry Ellis replied that there had been an attempt to have one made up. Public properties were O.K. with being listed, but private properties were not. There had been a map of Bourne Village which Dudley Jensen had worked on. Jerry Ellis wondered if there might be a copy in the Archives. Gioia Dimock thought there was and she would look for it. Jerry thought that CPA funds might be used to pay for creating such a map, maybe \$5,000.
- *Chairman Riordan reported having talked with Coreen Moore, Town Planner, about the problem recently encountered with two properties: 10 Wheeler Drive and 51 Pleasant Street. Both of these projects were given Building Permits prior to coming before the Historical Commission. In the case of the 10 Wheeler Drive property, it was withdrawn from consideration. 51 Pleasant Street, which had a hearing on August 12, had been granted an emergency permit due to the property's deteriorating condition. The Historical Commission was not notified of this. After discussion, it was suggested that we invite Roger Laporte, Building Inspector, to attend a meeting, so we can gain further insight about the permitting process.
- *Discussion followed about the packets for Demolition Delay Hearings. Recently the Planning Dept. started sending them by e-mail with the Chairman receiving a hard copy in the mail. Most were satisfied with receiving them by internet. However, the Secretary, Deborah M. Burgess, was not. She explained that she has to have a complete set to file with each hearing's minutes. What she has been receiving have not been consistent from one application to the next and some pages have not been readable when printed. Judy Riordan is going to request that hard copy be mailed to both the Chairman and the Secretary. All others will continue to receive the packets via internet.
- *Sandra Goldstein asked if there is a check off list when Building Applications are received. Donald (Jerry) Ellis, speaking as an individual, replied that there is such a sheet which goes to each of the town departments for approval.
- *Secretary Burgess reported excused absences for Jean Campbell and Blanche Cody. Gioia Dimock reported that she will be absent on both 8/26/14 and 9/9/14. George Jenkins will be absent on 8/26/14.
- *The November regular meeting falls on the 11th which is Veteran's Day. It was decided to move that meeting to the third Tuesday, November 18.
- *The next regular meeting will be on September 9, 2014.
- *Under future agenda items Mary Sicchio talked about Preservation Massachusetts. They have a program which lists endangered properties. She suggested that we submit the Keene House. She stressed that this is a statewide listing and not a means to actively advocate for preservation. A submission doesn't mean it will be

chosen for inclusion. The Keene House is on the Town's Historical Register and Mary believes that the Cape Cod Commission has made a report concerning the house. Donald (Jerry) Ellis, speaking as an individual, said that the Keene House has serious problems including the east wall and roof. He said that another good candidate for this listing would be the Swift House in North Sagamore. It is presently vacant and was built sometime between 1710 and 1740. It is located at the corner of Old Plymouth Road and Meetinghouse Lane. Since there was a deadline for submissions for the next listing and that deadline would be prior to the Commission's next regularly scheduled meeting, Judith Riordan made a motion to allow Mary Sicchio to go ahead with submitting the Keene House to the Preservation Massachusetts Most Endangered Properties Listing. George Jenkins seconded. **Motion carried unanimously.**

Work on listing the Swift House would be added to the Agenda for the next meeting on September 9, 2014.

The meeting was adjourned at 11:40 a.m.



Deborah M. Burgess
Secretary/Treasurer

Attachments:

Rack Card about Bourne's Four Historical Groups
Hearing Notice, Cape Cod Commission
Agenda

2014 JUL 22 PM 2 55

TOWN OF BOURNE
Bourne Historical Commission TOWN CLERK'S OFFICE
BOURNE, MASS

PUBLIC HEARING NOTICE

LOCATION: 24 Pequot Avenue
Assessors Map 43.3, Parcel 186

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to renovate front covered porch with second story balcony.

DATE & TIME: Tuesday, August 26, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
August 6, 2014

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 26, 2014
Public Hearing for
24 Pequot Avenue, Pocasset
Map 43.3, Parcel 186

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock and George Jenkins

Public: Everett Francis, Contractor; Judith McAlister, abutter

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to restore front of house by adding a covered porch with a second story Juliet balcony.

Everett Francis, contractor, said that the original porch had been removed 20 years ago due to decay. Recently, there had been a water leak which necessitated the removal of the landscaping in front. The owners want to put back the original porch. The porch would be 6' X 27.8'. He said that the balcony is a Juliet style. There will not be a slider on the second floor. There will be a single door. He gave the Commission three pictures of the house: 1) as originally built, 2) with the front porch, and 3) as the house appears now. The earliest picture show a Juliet balcony with a single door on the second floor.

Judith McAlister, abutter, spoke in favor of the project. She felt that putting the porch back to match other houses in the area would be an accurate improvement. This house is the only one lacking a front porch.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Hearing Map
Locus Map
Abutters List
Set of Plans (4 pages)
3 Pictures of House: as Originally Built, with Front Porch, and Currently without Front Porch
Board of Appeals Final Decision
Bracken Engineering Site Plan
Architectural Plans

2014 SEP 4 PM 1 17
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 32 Bournedale Road
Assessors Map 10, Parcel 23

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to add an additional 6' x 28' section on to existing front porch, rebuild roof and enclose.

DATE & TIME: Tuesday, August 26 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
August 6, 2014

2014 JUL 28 AM 11 41
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 26, 2014
Public Hearing for
32 Bournedale Road, Bournedale
Map 10, Parcel 23

Chairman Judith Riordan opened the hearing at 10:20 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein

Excused Absences: Gioia Dimock and George Jenkins

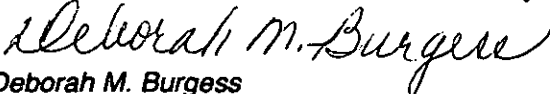
Public: Dana Pickup, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to add an additional 6' X 28' section on to the existing front porch, rebuild roof and enclose.

Dana Pickup said that the present porch is 6' in depth. Owners want to add an additional 6' on the front part of the porch. No addition is to be made to the side porch. The roof would be removed and rebuilt because of the change in pitch. The present aluminum window panels which enclose the porch will be moved out and reinstalled on the new porch. The completed porch would be 12' X 28'.

After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Hearing Map
Site Plan
Lot Coverage Form
Set of Plans (4 pages)

PUBLIC HEARING NOTICE

LOCATION: 29 Herring Pond Road
Assessors Map 10, Parcel 30

PROPOSAL: Restoration of the Bournedale Schoolhouse.
The Bournedale Schoolhouse is considered a historic "Significant Building" and is listed on the National Historic Register. According to the Cape Cod Commission the Bourne Historic Commission must make a determination if the proposed restoration constitutes a "substantial alteration" as defined within the Enabling regulations of the Code of the Cape Cod Commission.

DATE & TIME: Tuesday, August 26, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Date:
August 13, 2014**

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 26, 2014
Public Hearing for
29 Herring Pond Road, Bournedale
Map 10, Parcel 30

Chairman Judith Riordan opened the hearing at 10:05 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock and George Jenkins

Public: Jonathan Nelson, Town of Bourne Director of Public Works and Facilities; Donald (Jerry) Ellis, Town of Bourne Selectman

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is "Restoration of the Bournedale Schoolhouse. The Bournedale Schoolhouse is considered an historic "Significant Building" and is listed on the National Historic Register. According to the Cape Cod Commission the Bourne Historic Commission must make a determination if the proposed restoration constitutes a "substantial alteration" as defined within the Enabling regulations of the Code of the Cape Cod Commission."

Chairman Riordan explained that the Bournedale Schoolhouse is listed on the National Register of Historic Places. The Town had applied through the Community Preservation Act for funding to make the needed repairs on the building. Since it is on the National Register, the project must be referred to the Cape Cod Commission if there are to be significant changes made to the building. The Historical Commission, when approving the CPA funding, did not specifically state that there would be no changes to the historical structure.

Jonathan Nelson said that the building is in a state of disrepair. The Buzzards Bay Community Group had been working on upkeep of the structure, but the work needing to be done is more than that group can handle. There are weather issues with rot in about 2/3 of the structural members. Rot needs to be removed and replaced with new siding and clapboards. The exterior is 1/3 bead board at the bottom, 1/3 clapboard in the middle, and 1/3 cedar shingles at the top. New materials will be primed and painted to match existing. They will also restore trim features to the current profile. The cupola has significant rot and needs to be rebuilt. There is a bell in it and they are planning to make it operational. Trim will be replaced. The Department of the Interior oversees structures listed on the National Register. According to their guidelines historic features must be maintained. An architect has been hired to make sure the historic features are properly restored. They will be using red cedar and doing selective masonry repairs as needed.

Chairman Riordan stated that there would be no change in the appearance.

Mr. Nelson stated that under National Standards features must be maintained as they were when originally listed on the National Register.

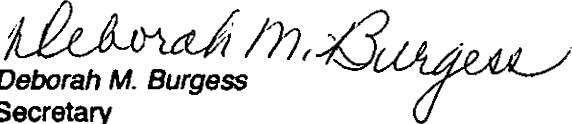
Donald (Jerry) Ellis said this building is a classic example of repairs needing to be done and what should be done. It is a one room schoolhouse with two entry doors, one for the boys and one for the girls. He said it is only one of two historic schoolhouses in the Town of Bourne. He believes very strongly that this project should be supported. Sending it to the Cape Cod Commission will delay the repairs too long. The repairs are in urgent need of being done.

Sandra Goldstein asked about funding. Chairman Riordan replied that the funds have already been voted on through the Community Preservation Act funding process.

Chairman Riordan asked for a motion of finding. She read a prepared statement which was incorporated in the motion.

After discussion by members, Neil Langille made a **motion to accept** in accordance with plans presented and "Move a finding that the restoration proposed for the Bournedale Schoolhouse and carried out through a CPA Grant, does not jeopardize the historic structure's individual eligibility for listing in the National Register of Historic Buildings, or its status as a contributing structure in a National Register of Historic Districts, if applicable.

The restoration consists of replacement of siding and underlay sheathing of the schoolhouse in a manner in keeping with the previous siding of the structure. The painting will also be in keeping with the restoration and preservation of the structure. There is no substantive change or alteration to the structure." Mary Reid **seconded. Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Decision Letter
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Abutter & Hearing Map
Cape Cod Commission Regulations; Pps 8,9,11, &12
Letter and Certificate, Appointment to the National Register of Historic Places

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

August 26, 2014
Public Hearing for
35 Maryland Avenue, Monument Beach
Map 30.1, Parcel 13

Chairman Judith Riordan opened the hearing at 10:25 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock and George Jenkins

Public: Walter Sullivan, Contractor; Victor & Miriam Gilbert, in process of purchasing property; Donald (Jerry) Ellis, Town of Bourne Selectman, but appearing as a private citizen.

Chairman Judith Riordan read the public hearing notice for this proposal.

Project is to demolish existing structure and build a new 4 bedroom single family home with attached 3 car garage, new foundation and new septic.

Chairman Riordan passed out copies of the Town's Historic Survey for members to read. The survey identifies this structure as having been the first building on Phinney's Point. It was a small structure built for Capt. Charles Cook. The Furber Family purchased the house in 1900 and made substantial additions to it. Several hurricanes modified the size of the structure. In the 1970s the right ranch style addition was constructed.

Walter Sullivan spoke. He said that they had considered renovating, but to renovate would cost more than 50% of the value. They would have to bring the structure up to code. That would require raising the building for the flood plain. The largest, oldest portion of the house is built on locust posts and questioned whether it would withstand another hurricane.

Mary Sicchio spoke about the history of the area and the people who lived there and whether that had been considered. Blanche Cody asked if the earliest part of the house could be identified, perhaps an interior room.

Francis Speers asked about the new elevation. Walter Sullivan replied that the first floor would be 3' higher than the present first floor is. The house is currently 12.5' above sea level and the new would be 15.5' above sea level. He said that the new building will be 14' longer than the current house. Ms. Speers then asked about the view from the other houses. Mr. Sullivan said that it would not be changed much.

Mr. Sullivan said that the new house would have white cedar shingles and the trim would be painted white. Windows are currently 2 over 1. The new would be 6 over 1. They plan to install a new nitrate lowering septic system and move it to the front of the property. Currently there is a cesspool at the rear.

Sandra Goldstein spoke about the house having been a smaller one originally and that it has changed over the years.

Donald (Jerry) Ellis, speaking as a private citizen, said that this is a very difficult decision for Commission members to make. He felt that Mrs. Goldstein had voiced a good point. He is familiar with the house having visited it a number of times. It is a prime water front location which has undergone many changes. He believes it would be better for the town and the neighborhood to have a structure which meets current building laws.

Chairman Riordan said that to renovate the house would cost in excess of 50% of the value. She asked Mr. Sullivan if there would be elements in the structure in case of flooding. Mr. Sullivan replied that there will be breakaway panels in the lower level which is for boat storage. The garage is at the opposite end of the house and is at street level.

Mary Sicchio asked about how the new structure might incorporate design features of the old. Mr. Sullivan replied that the roof line has been kept. They have tried to design a structure in keeping with the Cape Cod style.

Blanche Cody asked about having a plaque installed on the property to identify the earlier structure and its history.

Chairman Riordan asked the owners if someone from the Archives could take photos of the house for its historical value. The owners were agreeable to this.

Chairman Riordan asked for a motion.

After a considerable pause, Neil Langille moved to accept in accordance with site plans presented. Mary Reid reluctantly seconded.

Voting was as follows:

Mary Sicchio - No
Mary Reid - Yes
Jean Campbell - reluctantly yes
Neil Langille, yes
Judy Riordan - reluctantly yes.

There were 4 votes in favor and 1 opposed. **The motion carried.**

Deborah M. Burgess

Secretary

List of Attachments:

Deborah M. Burgess
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Historic.Demo Review Map
Locus Map
Phinney's Point Area Data Table
Town of Bourne, Historic Property Listing
Town of Bourne, Historic Inventory Information
Picture of Historic House
Set of Plans (7 pages)

TOWN OF BOURNE
Bourne Historical Commission

2014 AUG 21 AM 11 12

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

126 Emmons Road
Assessors Map 34, Parcel 5

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to restore exterior of existing house and add two additions totaling 1377 sqft.

DATE & TIME:

Tuesday, September 9, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Date:
August 27, 2014**

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

September 9, 2014
Public Hearing for
126 Emmons Road, Monument Beach
Map 34, Parcel 5

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: George Jenkins, Neil Langille, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein
Excused Absences: Jean Campbell, Gioia Dimock and Mary Reid

Public: Peter B. Coffin, Owner; Richard Wright; and Greg Jones, Architect

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to restore exterior of existing house, move and raise house to put foundation and cellar under it, add two additions totaling 1377 sq. ft.

Peter Coffin, owner, spoke about the house and what they want to do. He said their focus is on preservation of the house and to make it into their primary residence. The house was built in 1903 by the Emmons Family as a wedding gift for their daughter. The Emmons were early residents of Tobey Island where the house is located.

When Mr. Coffin purchased the house, it was in less than desirable condition. All the showers leaked and there were raccoons living in the house. They have secured a permit to excavate and move the house 25' away from the water to protect the coastal embankment. When this phase of construction was started, they discovered there was no cellar under the building and it would need a new foundation. The house will be tied to the foundation by plywood on the outside and ties on the inside. Presently the first course of shingles are in the grade. When complete the elevation will be 41.67'. Gary Sylvester will be doing the moving of the house and Robert Andrade will be the mason.

They have received good support from the Conservation Department as well as from the other residents of the island. They have been able to tour the other houses and want this house to continue to be maintained and preserved for the future in keeping with the rest of the island homes.

The roof is presently an architectural roof and will be replaced with the same. The siding will be white cedar with white trim. The windows will be Andersen Storm Watch windows. All windows in the house have to be replaced as they had been replaced earlier with vinyl and are not in keeping with the style of the house.

The house, when moved, will be about 25' from the garage. The garage is being built in a style to blend with the house. They will restore the eyebrow window on the house as well as the diamond paned entry doors. Shutters will be made out of Koma. Insulation will be added. They have worked to bring a new water main to all parts of the island and the house will have all new mechanicals as well as Title V septic.

Mr. Coffin estimates that moving the house and building a new foundation will take about a month. The total project will take about 1 to 1 1/2 years to complete.

Chairman Riordan asked for a motion. After discussion by members, Neil Langille moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

2014 OCT 3 PM 11 51
TOWN CLERK'S OFFICE

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Abutter & Hearing Map
Abutter List
Site Plan
Set of Plans (2 pages)
Letters in support of proposed project (5 pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
September 9, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Treasurer's Report and list of possible future uses for Commission funds

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Preservation Massachusetts - Properties for Future Listing
- * Map of Historical Sites
- * Reprinting of the Pictorial Album
- * Town Hall report, if any
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: October 14, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 SEP 9 PM 1 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Regular Meeting – September 9, 2014

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: George O. Jenkins, Neil Langille, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah M. Burgess, Frances E. Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absence: Jean Campbell, Gioia Dimock, and Mary Reid

Secretary's Report: August 12th regular meeting was filed as printed.

Treasurer's Report: Period ending August 31 was filed as printed.

Unfinished Business

- * Demolition Delay hearings for September 23 are 11 Pine Street and 43 County Road.
- * CPC Representative, Neil Langille, reported on the recent CPC meeting. He said the Community Preservation Committee had voted to accept applications for funding to come before the Special Town Meeting in October. Deadline for submissions is September 26. There was a discussion of applying for funds to help finance continuation of the listing of historic properties in town by PAL (Providence Archeological Laboratories). Some felt we were rushing the process since there is just over two weeks to meet the deadline. Blanche Cody expressed her view that this will take several stages since how much needs to be done and what needs to be done is unknown at this time. It was decided that Mary Sicchio will contact PAL for preliminary information and the approximate cost. Motion was made by Blanche Cody to have a special meeting of the Commission on September 23. Motion seconded by Sandra Goldstein. **Approved Unanimously.**

New Business

- * Mary Sicchio reported she had completed the submission to Preservation Massachusetts listing the Keene House at 9 Sandwich Road on the Endangered Properties List. She said that the information requested is quite detailed, but she had included good supporting documents including one from the Cape Cod Commission. Determination on including the Keene House won't be decided until later.
- * Information on an Historical Sites Map will be taken up at a later meeting since Gioia Dimock is not here.
- * Blanche Cody reported on reprinting/republishing the Pictorial Album. She said that there are a number of questions to be considered. Where are the printer's plates which were made for the current published book? What is the quality of these plates? We need to get a good copy off the plates. If that isn't possible, re-scanning would need to be done which is expensive. Do we want to use newer methods as opposed to real printing? If re-scanning, it has to be at the top level to get an excellent product. She will have a report of her findings at the next meeting.
- * Chairman Riordan read a notice from the Cape Cod Commission concerning hearings about Cape Cod Water Quality.
- * Chairman Riordan also read a letter from Bourne Housing Rehabilitation. She did not believe any of the properties concerned were impacted historically, but she will confer with Coreen Moore, Town Planner, to determine this.
- * Under Future Agenda Items: Discussion of the current Demolition Delay Law and what, if any, changes might be considered.

The meeting was adjourned at 11:15 a.m.

Deborah M. Burgess

Deborah M. Burgess, Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

Bourne Historical Commission Proposal Community Preservation Fund

Notice from Cape Cod Commission, Re: Water Quality

Letter from Bourne Housing Rehabilitation noting properties

2014 DEC 4 PM 2 05
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission

2014 AUG 28 PM 12:00 **PUBLIC HEARING NOTICE**

TOWN CLERK'S OFFICE

BOURNE, MASS
LOCATION:

11 Pine Street
Assessors Map 30.4, Parcel 109

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to renovate second floor dormer, add new front porch, update insulation, plumbing and electrical.

DATE & TIME:

Tuesday, September 23, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
September 3, 2014

Bourne Historical Commission

30 Keene Street, Bourne, MA 02532

September 23, 2014

Public Hearing for

11 Pine Street, Monument Beach

Map 30.4, Parcel 109

Chairman Judith Riordan opened the hearing at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein

Public: Christopher Quinn and Victoria Sittig, Owners; Kevin Schmidt, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to renovate second floor dormer, add new front porch, update insulation, plumbing and electrical.

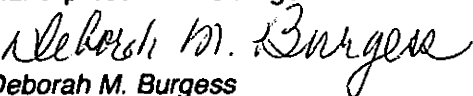
Christopher Quinn, owner, spoke about the house and what they want to do. He said his wife, Victoria Sittig, had grown up with Jack Coady. They have visited them near by and when the house came up for sale, they purchased it. For many years it had been owned and lived in by the Morris family. They paid \$200,000 for the property and estimate it will cost \$150,000 to renovate it into a year round Cape Cod style.

Mr. Quinn said that a prior owner had done renovations which were substandard including enclosing a front porch, putting front steps on which were not in line with the front door, and using inferior siding and building materials on the house. There is a small dormer on the back of the house with three rooms running across the second floor on the back. The ceilings are low and only the center room with the small dormer has much head room. They want to raise the dormer and extend it along the full back creating a new master bedroom with bathroom and a laundry room.

They want to add a 20' wide deck to the front of the house to create a pleasing entryway for the house. There was a deck on the left side of the house which they want to raise to the level of the first floor. Where an oblong Plexiglas window now exists, they want to put in a double patio door. There are 6 over 1 windows which were replaced by a prior owner and do not need replacing. The sides are covered in asbestos siding which is in good condition on the ends of the house. They plan to cover it with rigid board and put 5" vinyl cedar shake over it. The asbestos on the dormers will be removed and disposed of properly since that has deteriorated. There will be vinyl siding on the rear.

There is no insulation in the house. When they removed the wall paper, the plaster fell part creating a bigger job than they had anticipated. They will be putting closed cell insulation in the house. They are purchasing a new forced air furnace and are bringing gas in for heat.

Chairman Riordan asked for a motion. After discussion by members, Gioia Dimock moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**



Deborah M. Burgess

Secretary

List of Attachments:

Bourne Historical Commission Ruling

Public Hearing Notice

Memo, Office of the Town Planner

Building Permit Application

Owner/Parcel ID Sheet

Demolition Delay Bylaw Abutter & Hearing Map

Set of Plans (3 pages)

Pictures of roof and dormers

BOURNE, MASS
TOWN CLERK'S OFFICE
OCT 3 PM 11 51

TOWN OF BOURNE
Bourne Historical Commission
2014 SEP 2 AM 10 43

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 43 County Road
Assessors Map 24, Parcel 36

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to enclose a second story deck to expand the existing study.

DATE & TIME: Tuesday, September 23, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Enterprise Publishing Date:
September 4, 2014**

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532

September 23, 2014
Public Hearing for
43 County Road, Bourne
Map 24, Parcel 36

Chairman Judith Riordan opened the hearing at 10:20 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Frances Speers, Blanche Cody, and Sandra Goldstein

Public: Clem and Gloria Walsh, Owners; and Michael Speakman, Contractor

Chairman Judith Riordan read the public hearing notice for this proposal. Project is to enclose a second story deck to expand the exiting study.

Clem Walsh explained the project. In 2001 they did extensive renovations on the house. Michael Speakman was their contractor for that renovation as he will be for the current project. At that time they added a den to the back of the house with a flat roof deck over it. The roof deck is accessible through an upstairs study which is extremely small.

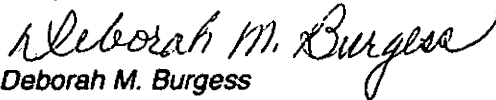
The flat roof deck is covered with rubberized roofing, is surrounded by a solid railing, and has a drain in one corner. When they were in Florida, the drain got plugged up. The water got deep enough to go up and over the edge of the rubber roofing creating leaks in the den below. Repairs were extensive as everything in the den got wet - oriental carpet, oak floors which were ruined and mold on the walls.

Not wanting to worry about this happening again, they decided to extend their small study doing away with the problematic roof deck.

Mr. Walsh showed a number of photographs and the renovation won't be visible from the road.

Chairman Riordan commented on their beautiful, well cared for property.

Chairman Riordan asked for a motion. After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. Mary Reid seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:
Bourne Historical Commission Ruling
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit Application
Owner/Parcel ID Sheet
Demolition Delay Bylaw Abutter & Hearing Map
Set of Plans (3 pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 45 Baxendale Road
Assessors Map 54, Parcel 3

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to remodel the kitchen and second floor bath, add windows.

DATE & TIME: Tuesday, October 14, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

2014 SEP 16 AM 9 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coréen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
September 24, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

October 14, 2014

45 Baxendale Road, Cataumet

Map 54, Parcel 3

2014 DEC 4 PM 2 05

TOWN CLERK'S OFFICE

Chairman ~~David R. Maclean~~ ^{Judith Riordan} called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary P. Reid, and Judith Riordan
Associate Members: Deborah M. Burgess, Frances E. Speers, Blanche E. Cody, and Sandra Goldstein
Excused Absence: Mary Sicchio
Public: David R. Maclean, Architect

Chairman Riordan read the public hearing notice for this proposal. Project is to remodel kitchen, second floor bath and add windows.

David R. Maclean, Architect, addressed the Commission about the project. He started out by saying that this is NOT a demolition. The Jones Family have owned this house, known as Stonehenge, and the house across the street at 44 Baxendale Road, known as Sorento, since 1967. They are very interested in preserving the architecture and history of both of these properties. These houses were originally built as guest homes for the main estate of the Baxendale Family. That house is located at the end of the road.

The prior owners had done some renovations on the house most notably enclosing the porch using storm windows and a 1950s style kitchen. The porch windows have already been changed to mahogany windows in keeping with the style of the house. To the interior they want to reintroduce match board or tongue and groove boarding. They are going to eliminate one set of interior stairs, which ran beside the main stairway, and will end in a landing with access to either the living room or the kitchen by turning either left or right. They want to embellish the building and bring it back to what it would have been when first built.

The northern elevation is where the most exterior changes will be made. They want to add two bays to either side of the chimney. These will come out about 6" less than the chimney. Windows on the second floor will be replaced with double windows where there are now single windows. All windows in the house are to be replaced with the same style; 12 with 1 upper sash over 1 lower sash; manufactured by Loewen Company in British Columbia, Canada, made out of fir. All windows will be cased as they would have been 100 years ago.

They expect to start construction in three weeks and complete the project in June 2015. Sam Swift is the general contractor and Scott Melanson is the lead carpenter. Mr. Maclean said that they are craftsmen, not installers.

Chairman Riordan asked for a motion. After discussion by members, Jean Campbell moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit

Owner/Parcel ID
Demolition Delay Hearing Map
Locus Map
Set of Plans (19 Pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
October 14, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to Order by Chairman Judith Riordan

Secretary's Report

Treasurer's Report and list of possible future uses for Commission funds

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Bourne Housing Rehabilitation Letter, discussion with Coreen Moore as to historical relevance
- * Map of Historical Sites
- * Reprinting of the Pictorial Album
- * CPA application for funding continuation of Town Historical Listing by PAL (Providence Archeological Laboratory)

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns
- * Hoxie School e-mail from Donald (Jerry) Ellis
- * Discussion of Demolition Delay Law

Secretary Burgess

- * Excused Absences
- * Next Meeting: November 18, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2014 OCT 13 PM 11 51
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
Bourne Historical Commission

2014 SEP 8 PM 3 31

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

24 Richmond Road
Assessors Map 37.4, Parcel 49

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to remove existing vinyl siding and trim, install new windows and doors, re-side with cedar shingles and PVC trim.

DATE & TIME:

Tuesday, October 14, 2014 at 10:00 A.M.

PLACE

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Date:
September 17, 2014**

2014 SEP 15 AM 9 13
TOWN CLERK'S OFFICE
BOURNE, MASS
CANCELLED

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – October 14, 2014

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

2014 DEC 4 PM 2 05

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Neil Langille, Mary P. Reid, and Judith Riordan
CLERK'S OFFICE
BOURNE, MASS

Members Tardy: Mary Sicchio

Associate Members: Deborah M. Burgess, Frances E. Speers, Blanche E. Cody, and Sandra Goldstein

Secretary's Report: September 9th regular meeting was filed as printed.

Treasurer's Report: Period ending September 30 was filed as printed.

Unfinished Business

- * Demolition Delay hearings for October 28 are 710 County Road and 17 Savery Avenue.
- * Chairman Riordan reported that she had been unable to have a discussion with Coreen Moore about the Bourne Housing Rehabilitation Letter concerning changes on Main Street. She will follow up on this.
- * A map of Bourne's Historical Sites is on display in the Archives. Copies were made for members.
- * Pictorial Album - Blanche Cody reported that she believes Jerry Ellis has corrections which will need to be made to the text. She said that would not be a problem. The pictures as printed are of very poor quality and will need to be rescanned. She is waiting on cost. It will be necessary to print a new edition. She mentioned that, after printing an initial run, we might be able to print on demand thereby keeping inventory and cost down. We could have the book Perfect Bound or Spiral Bound.
- * Chairman Riordan reported that Gioia Dimock and Mary Sicchio made a presentation to the Community Preservation Committee for funds to continue the town's historical inventory with PAL (Providence Archeological Laboratory). It was approved by the CPC and went to a joint meeting of the Selectmen and the Finance Committee where no vote was taken. The Finance Committee will vote just prior to the Special Town Meeting which will be held on October 27. Our application was for \$10,000. We will be applying for a matching grant from Mass. Historical. This application is due on November 17.

New Business

- * Chairman Riordan reported on an upcoming demolition delay workshop through the Cape Cod Commission. She offered the Historical Center as a possible site for this workshop.
- * Chairman Riordan reported on an email from Jerry Ellis concerning the Hoxie School Organization, which is beginning to aggressively fund raise, and asked him to serve on the committee. He felt he could not do so. The Chairman reminded members that the Hoxie Organization might need to come before the Historical Commission in the future. We need to be aware of possible conflict of interest should any of the members be approached to be part of their fund raising campaign. Members could not serve as representatives of the Commission, but only as private individuals
- * Mary Sicchio told the members about an article in the Falmouth Enterprise, 10-10-2014, about the Falmouth Preservation Alliance – Saving Our Past for Our Future. This private, non-profit group has recently been formed in Falmouth.
George Jenkins had a newspaper article, an editorial from the Boston Globe, 10-14-2014, about the historic Loring House in Beverly, which will likely be demolished because of an apparent misstep by the Beverly Historical Commission. Copies of both articles are attached.

- * Forming a sub-committee to study the Demolition Delay Bylaw was discussed. It was decided to wait until after the Demolition Delay Workshop to be held later this year. The above two newspaper articles might be of use in this discussion.
- * Neil Langille requested an excused absence for the hearing on October 28.
- * Next monthly meeting is November 18.
- * There were no new agenda items suggested, but members were reminded to email either the Chairman or the Secretary with any items they want on the next agenda.

The meeting was adjourned at 11:30 a.m.

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda
Treasurer's Report
Newspaper Article, Boston Globe
Internet copies of Falmouth Preservation Alliance News

TOWN OF BOURNE
Bourne Historical Commission

2014 SEP 23 PM 1 46

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

710 County Road
Assessors Map 39, Parcel 12

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to add one room to side of existing structure.

DATE & TIME:

Tuesday, October 28, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

**Bourne Courier Publishing Dates:
October 1, 2014**

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

October 28, 2014

710 County Road, Pocasset

Map 39, Parcel 12

2014 DEC 4 PM 2 05

TOWN CLERK'S OFFICE
BOURNE, MASS
Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Sicchio, and Judith Riordan

Associate Members: Deborah M. Burgess, Frances E. Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absence: Neil Langille and Mary P. Reid

Public: Emilie Martin, Owner, and Peter Heino, Son-in-Law and Contractor

Chairman Riordan explained that a quorum for the hearing is six (6). There were five (5) members present. Therefore, Deborah M. Burgess, as the longest serving alternate would be voting on this application.

Chairman Riordan read the public hearing notice for this proposal. Project is to add one room to end of existing structure.

Peter Heino spoke about the addition. He said it will be a bedroom for the Owner, Emilie Martin, to use. He and his family are living in the house and this room will give his mother-in-law a quiet place away from the grandchildren. In the coming years the room could be converted to an office.

Mr. Heino said they would build the addition on piers because there had been a carriage house in this same location. The old foundation for that is still buried there and he didn't want to get into digging it up. They would use pressure treated lumber and plywood with 2X4 framing and red cedar clapboard on the exterior. Mr. Heino said the original building is covered in aluminum siding. The roofline of the addition will copy the current roofline. Windows are salvaged sashes and they will build new frames for them. They are uncertain if they will use shutters. It will depend on how the addition looks when completed.

George Jenkins asked what kind of roof shingles would be used. Mr. Heino said they were planning on using architectural asphalt shingles in a red to match the existing roof. Mr. Jenkins said that architectural shingles are not considered appropriate for an historical structure. Mr. Heino said he didn't realize that, but they would be willing to use 3-tab shingles which are what are on the original structure providing they can get them in red.

Following discussion by members, Chairman Riordan asked for a motion. Gioia Dimock moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Owner/Parcel ID
Demolition Delay Hearing Map

Plan of Lot
Bourne Historic Survey Listing
Photo of end of house
Various Drawings (5 Pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 17 Savery Avenue
Assessors Map 12.1, Parcel 85

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to replace windows, complete interior renovation, add new balcony on front.

DATE & TIME: Tuesday, October 28, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Date:
October 10, 2014

2014 OCT 6 PM 3 15
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

October 28, 2014

17 Savary Avenue, Sagamore

Map 12.1, Parcel 85

2014 DEC 4 PM 2 05

TOWN CLERK'S OFFICE

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Sicchio, and Judith Riordan

Associate Members: Deborah M. Burgess, Frances E. Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absence: Neil Langille and Mary P. Reid

Public: Barry Davis and Diane Davis, Owners

Chairman Riordan explained that a quorum for the hearing is six (6). There were five (5) members present. Therefore, Deborah M. Burgess, as the longest serving alternate would be voting on this application.

Chairman Riordan read the public hearing notice for this proposal. Project is to replace windows, complete interior renovation, and add new balcony on front.

Barry Davis spoke about their desire to update the house which he said is stuck in the 1970s. They will be completely renovating the interior and adding new double hung windows throughout. Mr. Davis said the exterior of the house is presently vinyl siding. They are going to replace it with Cedar Impressions which is also a vinyl replacement material, but new technology makes this appear more like wood shingles.

This house, along with a number on Savary Avenue, was built for housing workers for the Keith Freight Car Manufacturing Company in 1908. Mr. Davis mentioned that a number of people have told them the area was called Rainbow Bend. He understood that the road used to be a dead end. Deborah Burgess confirmed this. All the houses built were identical, but their doors were all painted in different colors which is why the area was called Rainbow Bend.

Mr. Davis plans to construct a balcony across the front of the house on the second floor. This will be accessed from the new master bedroom located on the second floor, front of the house. The balcony will be 19' across and 4' deep. He is planning to use clear plexiglass around the perimeter so that the view of the Canal won't be obstructed.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with site plans presented. George Jenkins seconded. **Motion carried unanimously.**

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Building Permit

Owner/Parcel ID

Demolition Delay Hearing Map

Plan of Lot

Bourne Historic Survey Listing

Special Permit, Board of Appeals

Set of Plans (6 Pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2014 OCT 20 AM 6 58
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

4 Windmill Road
Assessors Map 19.3, Parcel 25

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to build an addition of 1225 SF consisting of one bedroom, a library and a sitting room.

DATE & TIME:

Tuesday, November 18, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
October 29, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

November 18, 2014

4 Windmill Road, Buzzards Bay

Map 19.3, Parcel 25

2014 DEC 18 PM 12 04

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Sicchio, and Judith Riordan
Associate Members: Blanche E. Cody, and Sandra Goldstein
Excused Absences: Deborah Burgess, Mary P. Reid, and Francis Speers.

Public: Ronald Wagner, Owner; Paul Gately, Bourne Courier

In the absence of Deborah Burgess, Secretary, Mary Sicchio served as Secretary Pro Tem.

Chairman Riordan read the public hearing notice for this proposal. Project is to build an addition of 1225 SF consisting of one bedroom, a library and a sitting room.

Mr. Ronald Wagner, owner, presented plans for adding a first floor wing to the right end of the present house. The size of the lot was adequate and the added wing would continue the existing style and materials of the structure.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in Accordance with site plans presented. Jean Campbell seconded. **Motion carried unanimously.**

Mary Sicchio DMB
Mary Sicchio
Secretary Pro Tem

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Owner/Parcel ID (3 pages for 3 bldgs. on property)
Demolition Delay Hearing Map
Plan of Lot
Koch Architects building plans (8 pages)

TOWN OF BOURNE
Bourne Historical Commission

2014 OCT 23 AM 6 11

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

35 Park Street
Assessors Map 43.3, Parcel 203

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to demolish existing home and build a new 6,216 SF home.

DATE & TIME:

Tuesday, November 18, 2014 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:

10/29/14

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

November 18, 2014

35 Park Street, Pocasset

Map 43.3, Parcel 203

2014 DEC 18 PM 12 04

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Sicchio, and Judith Riordan

Associate Members: Blanche E. Cody, and Sandra Goldstein

Excused Absences: Deborah Burgess, Mary P. Reid, and Francis Speers.

Public: Ann Wood, Owner; David Johnson, Contractor; Cheryl Perrault, Architect; Barbara Scruton, Abutter; and Paul Gately, Bourne Courier

In the absence of Deborah Burgess, Secretary, Mary Sicchio served as Secretary Pro Tem.

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish the existing home and build a new 6,216 SF home. Chairman Riordan explained the Demolition Delay bylaw.

Cheryl Perrault, architect, made the presentation for the project which calls for the demolition of the existing 1930 structure and the construction of a shingle style 6,216 SF structure.

The history of this project was discussed and the fact that a special permit was obtained from the Town of Bourne Board of Appeals on April 18, 2012 to increase by 5% the gross floor area. Concerns were raised by Mary Sicchio, Gioia Dimock and Jean Campbell concerning the size of the new structure compared to the surrounding properties. Cheryl Perrault said she was reverting to the scope of the original structures of the turn of the century. There were questions about blocking water views to a nearby pond and the waterfront. Ms. Perrault stated there were no water views from the site.

Barbara Scruton, an abutter who resides at 22 Park Street, examined the plans and stated that she completely supported this project.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**

Mary Sicchio
Mary Sicchio *Sub*
Secretary Pro Tem

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Building Permit

Owner/Parcel ID

Demolition Delay Hearing Map

Plan of Lot

Town of Bourne Board of Appeals Decision

Letter from Jack Denfeld Wood, Property Owner, giving permission to David Johnson of Johnson Homes, Inc. to act on behalf of the owners in securing a building permit

Set of Architectural Plans, 14 pages

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
November 18, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Judith Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Bourne Housing Rehabilitation Letter, discussion with Coreen Moore as to historical relevance
- * Massachusetts Historical Commission matching grant application
- * Reprinting of the Pictorial Album
- * Cape Cod Commission, Demolition Delay Workshop
- * Sub-committee to study Demolition Delay Bylaw

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns

Secretary Burgess

- * Excused Absences
- * Next Meeting: December 9, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Secretary/Treasurer

2014 NOV 13 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – November 18, 2014

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Neil Langille, Judith Riordan, and Mary Sicchio

Associate Members: Blanche E. Cody, and Sandra Goldstein

Excused Absences: Deborah Burgess, Mary Reid, and Frances Speers

In the absence of Deborah Burgess, Secretary/Treasurer, Mary Sicchio served as Secretary Pro Tem.

Secretary's Report: October 14th regular meeting was filed as printed.

Treasurer's Report: None was presented due to the absence of the treasurer.

TOWN CLERK'S OFFICE
BOURNE, MASS

Unfinished Business

- * There are no Demolition Delay hearings scheduled at the present time.
- * George Jenkins told the members that the owners of the newly restored "Saltonstall" house on North Road on Wing's Neck have extended an invitation to the Historical Commission to visit and tour the property. It was decided to do so as part of the Commission's meeting on January 13, 2015.
- * Bourne Housing Rehabilitation Letter was resolved by Judith Riordan.
- * The Massachusetts Historical Commission grant pre-application was distributed. No date was given for the announcement of those who can apply for full application.
- * Pictorial Album – Reprinting of the Pictorial Album is unresolved. On demand printing costs have not been determined. Jean Campbell suggested that the Pictorial Album not be reprinted because of errors and the popularity of Gioia Dimock's book. Blanche Cody will continue findings at the next meeting.
- * There is no further information from the Cape Cod Commission on the local Demolition Delay Workshop which is scheduled for the spring.
- * Sub-committee to study Demolition Delay Bylaw – No discussion at this time.
- * CPC Representative Neil Langille reported that there were no further reports. The next CPC start up will be in January for the Spring Town Meeting.

New Business

- * Chairman Riordan reported that Selectman Donald (Jerry) Ellis, formerly Chairman of the Bourne Historical Commission, offered to give background information to the Commission Board whenever needed.
- * Mary Sicchio obtained a PDF copy of the new Falmouth Preservation Plan and asked about possible printing (180 pages).
- * Chairman Riordan distributed the Buzzards Bay Park questionnaire. It is on the Bourne Town Hall website and will be in the Bourne Courier.
- * There were no future absences at this time. There is a concern for winter quorums.
- * Next monthly meeting is December 9.
- * There were no new agenda items suggested, but members were reminded to email either the Chairman or the Secretary with any items they want on the next agenda.

The meeting was adjourned at 11:30 a.m.

Mary Sicchio
Mary Sicchio 24B
Secretary Pro Tem

Attachments:

Agenda

Massachusetts Historical Commission Grant Pre-application
Buzzards Bay Park Questionnaire

TOWN OF BOURNE 2014 NOV 20 AM 10 43
Bourne Historical Commission
TOWN CLERK'S OFFICE
BOURNE, MASS

PUBLIC HEARING NOTICE

LOCATION: 24 Perry Avenue
Assessors Map 24.1, Parcel 10

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to replace exterior doors building.

DATE & TIME: Tuesday, December 23, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
November 26, 2014

Bourne Historical Commission

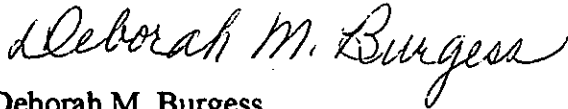
30 Keene Street
Bourne, MA 02532
Demolition Delay Hearing
December 23, 2014
24 Perry Avenue, Buzzards Bay
Map 24.1, Parcel 10

2015 FEB 26 AM 11 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Judith Riordan
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock, Mary P. Reid, Mary Sicchio, and Francis Speers.

Since no one from Town Hall was present and since the Commission Members had many questions about the project, no Demolition Delay Hearing was held. Chairman Riordan will contact Coreen V. Moore, Town Planner, to have the hearing rescheduled.



Deborah M. Burgess
Secretary

List of Attachments:
Public Hearing Notice

Hearing for 24 Perry Avenue was rescheduled for February 24, 2015. Documentation for this project was carried over to this date.

TOWN OF BOURNE
Bourne Historical Commission

2014 NOV 24 AM 9 42

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 72 Circuit Avenue
Assessors Map 43.3, Parcel 239

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to renovate front porch, add decks on a c. 1905 building.

DATE & TIME: Tuesday, December 23, 2014 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Office of the Town Planner at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615 ext. 4.

Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
December 3, 2014

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Demolition Delay Hearing
December 23, 2014
72 Circuit Avenue, Pocasset
Map 43.3, Parcel 239

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Neil Langille, and Judith Riordan
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock, Mary P. Reid, Mary Sicchio, and Francis Speers.

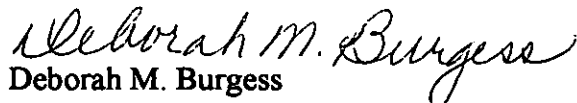
Public: Patricia Scuito, Harbor Homes Building

Chairman Riordan read the public hearing notice for this proposal. Project is to renovate front porch, add decks and interior renovations.

Since there were only four Members in attendance, Associate Member Deborah M. Burgess voted on this hearing.

Patricia Scuito presented the building plans. They propose to renovate the front porch. It will be completely rebuilt as there are no footings under the present porch. The porch is one story and they propose to add a balcony porch over it. A porch at the rear of the house will be enclosed. The new field stone chimney on the right side of the house will be modified from the plans presented. The exterior fireplace which was on the outside of the field stone chimney has been eliminated. There will be new exterior windows and doors and the shingles will match the existing.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with site plans presented. Neil Langille seconded. **Motion carried unanimously.**


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Owner/Parcel ID
Demolition Delay Hearing Abutter Map
Quitclaim Deed
Rescom Architectural, Inc. Plans (5 pages)

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TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
December 9, 2014	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Judith Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

Chairman Riordan

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Massachusetts Historical Commission matching grant application
- * Reprinting of the Pictorial Album
- * Cape Cod Commission, Demolition Delay Workshop
- * Sub-committee to study Demolition Delay Bylaw

CPC Representative Neil Langille

- * CPC reports, if any
- * CPC requests, if any

New Business

Chairman Riordan

- * Town Hall report, if any
- * General Operating Concerns
- * Discussion - proposed RR Station under Bourne Bridge on South Side of Canal

Secretary Burgess

- * Excused Absences
- * Next Meeting: January 13, 2014
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Secretary/Treasurer

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BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Gioia Dimock, George O. Jenkins, Neil Langille, Mary Reid, and Judith Riordan

Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers

Excused Absences: Jean Campbell and Mary Sicchio

Secretary's Report: November 18, 2014 regular meeting was filed as printed.

Treasurer's Report: Period ending November 30, 2014 was filed as printed.

Unfinished Business

- * Demolition Delay hearings scheduled at this time are: 12/23/2014 – Town Hall and 72 Circuit Avenue and 1/13/2015 – 420 Barlows Landing Road.
- * Reminder to all members to complete the Ethics Law Signature page. All forms will be filed at the Town Clerks office.
- * There has been no response from the Massachusetts Historical Commission as to whether or not our application has been accepted for full application, which is the next step in securing a grant.
- * Pictorial Album – Blanche Cody read from a typed report which is attached to these minutes. Discussion followed. Members were interested in the possibility of setting up print on demand for the Commission's books including other books in addition to the Pictorial Album.
- * There is still no further information from the Cape Cod Commission on the local Demolition Delay Workshop which is scheduled for the spring. Information maybe forthcoming after the holidays.
- * Sub-committee to study Demolition Delay Bylaw – No discussion at this time.
- * CPC Representative Neil Langille reported that the deadline for submitting proposals for the Annual Spring Town Meeting is the middle of January.

New Business

- * Donald (Jerry) Ellis, Selectman of the Town of Bourne, addressed this meeting to discuss with the members the proposed Rail Road Station under the Bourne Bridge on the south side of the Cape Cod Canal. Jerry said that he was appearing before the Commission as an individual Selectman. The concern to the Historical Commission is the impact on historic Bourne Village. Jerry distributed handouts concerning this project.

Jerry said that the Town has been the last to be notified about this proposed project (just as the Town has also been the last to be notified about a possible third bridge over the Canal). The Station would be for commuters on weekends during the summer when the Cape Flyer is in operation.

Jerry said that he has looked for the benefits to this project and finds very little for the Town of Bourne. There are many more negative aspects for the Town. He listed negatives as: an increase in noise, pollution, parking under the bridge, and traffic on the roads in and around the South Rotary Circle. Traffic is a main concern. Buses and individual cars will use Sandwich Road and Waterhouse Road to access Route 28 to Falmouth as well as Sandwich Road to Sagamore and Sandwich. Two fifty-seat buses would be used each time the train stops to pick up and drop off passengers. Vehicles of this size are a concern when used on the streets in Bourne Village.

Jerry said that the track from the Worcester Surfcasting Club to the Bridge will become a double set of tracks which will lead to increased commuter rail usage. At the present time the single track has a speed limit of 30 miles/hour. The new double track will be welded track and the speed limit will be increased to 70 miles/hour. It may shut off recreational access to the Canal Service Road.

Under the bridge a new 400' long cement platform will be built. Jerry passed out copies of the MDOT proposed plan for this station which includes pictures of the area and maps showing the location of the new tracks, parking, and platform.

If commuter rail is established here, the MBTA would charge the town for track usage: Bourne at \$128,751; Wareham at \$145,200; Falmouth at \$204,000 and Sandwich at \$113,300.

This proposal says that each train will stop for five minutes on weekends during the summer with 10 to 200 people getting on or off there at each stop. It is estimated that construction costs under the Bridge will be \$2.3 million. The parking lot will accommodate 30 cars.

- * Gioia Dimock, Neil Langille, and Frances Speers will not be able to attend the Demolition Delay Hearings on December 23, 2014.
- * Next monthly meeting is January 13, 2014.
- * There were no new agenda items suggested, but members were reminded to email either the Chairman or the Secretary with any items they want on the next agenda.

The meeting was adjourned at 11:30 a.m.

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda
Treasurer's Report
Pictorial Album Report
Massachusetts DOT handout