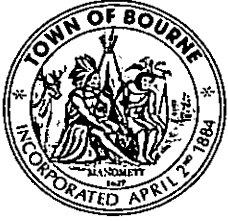


GNW
9-5-17

2015 Meeting Notices

Finance Project Working Group
Health, Board of
Historical Commission



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Monday, January 5, 2015
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 Hyldburg

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings
4. Discussion and recommendation: Visual Budget
5. Discussion: Distinguished Budget/GFOA Criteria
6. Discussion: Financial Model Assumptions and FY16
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

2014 DEC 30 AM 10 39
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 30, 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

2015 JUN 9 PM 12 38
TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne Financial Planning Work Group Meeting
Minutes of January 5, 2015
Bourne Veteran's Community Center
Buzzards Bay, MA 02532**

Members present: Peter Meier, Stephen Mealy, Mary Jane Mastrangelo, Matthew Stuck and Kathleen LeGacy

Member(s) excused: Peter Meier, Chris Hyldburg and Rich LaVoie

Also present: TA Guerino, Financial Director Linda Marzelli

Meeting Facilitator: Stephen Mealy

Call to Order

7:00 pm by Stephen Mealy

Approval of Minutes

9/24/14 – Stuck moved and seconded by Mastrangelo to approve minutes of 9/24/14 as submitted. Unanimous vote.

10/7/14 – Stuck moved and seconded by Mastrangelo to approve minutes of 10/7/14 as submitted. Unanimous vote.

11/19/14 – Stuck moved and seconded by LeGacy to approve minutes of 11/19/15 as submitted. Unanimous vote.

12/10/14 – LeGacy moved and seconded by Stuck to approve minutes of 12/10/15 as submitted. Unanimous vote.

Visual Budget

SM – participated in a conference call with Visual Budget with computer interactive demonstration. Allows to see budget as it starts and drill down through it. Allows to see where it is spent what the reserves. You can also look at previous years. This is an open source program and looking to make a recommendation to TA and the BOS. The cost is \$3,000.

TG – this is a good way to know where “your dollar stops.” And recommends this program.

LM – pulling revenue and expenditures and sees this as a good program for the town.

MM - this addresses communication, transparency to the public and efficiencies. This can be used at Town Meeting and a great way to see how much is spent on larger departments.

SM – read an email from the Town Manager from Arlington who is in support of this program.

Stuck moved and seconded by Mastrangelo to support the Visual Budget and its adoption to the Board of Selectmen. Unanimous vote.

MS – appreciates the small investment on such a big return to the town of Visual Budget.

Mr. Mulvey – commented on this Visual Budget is the “last wall” between the general public and boards/committees. He also asked to consider using the Visual Budget at a Pre-Town Meeting.

Distinguished Budget/GFOA Criteria

MS –four critical pieces: 1) Policy document which identifies town’s financial goals and policy goal; 2) Financial plan that presents current financial position, gives assumptions and projections; 3) Operations guide; and 4) Communications device.

Other bullets: Budget Message – Mission Statement (detailed summary table); Summary of Budget Message, Previous Years’ Accomplishments (include priorities and highlights); Overview of budgetary actions; Organizational chart; Table of personnel position accounts; Financial policies reiterating planning, expenditures and all revenues; narrative of Budget process; Summary of major revenues and expenditures; 3-Year Budget Summary (prior, current and upcoming year); Major changes in fund balances, Underlying estimates for fund balances; Long term financial plans; Budgeted Capital Expenditures; and Debt obligations (more comprehensive to tax payers).

SM – suggested bring back for discussion for other members in two-to-three weeks and pick half dozen items to implement immediately. We should review financial policies with a recommendation to take place before Town Meeting.

MM – would like input from other members for what the Finance Committee should be providing for the town.

MS – will summarize and send to the members.

Financial Model Assumptions for FY16

SM – can we improve the process between assumptions and how we document each year between departments?

MM – we need to know what the assumptions are and the problems with the assumptions. We need a broader discussion of what assumptions we use. How do variable assumptions affect our budget process?

Future Meeting Agenda - Chris Hyldburg as facilitator

Financial Assumptions

Follow-up on Priority-Based Workshops

**Review best budgeting practices
Committee Outreach Process**

Public Comment

Mr. Mulvey – commented on keeping the minutes simple.

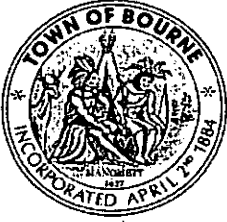
Next Meeting

1/21/15

Adjourn

Stuck moved and seconded by LeGacy to adjourn. Meeting adjourned at 8:30 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, January 21, 2015
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 1/5/15
4. Discussion: Priority Based Budgeting – Review of Workshops
5. Discussion: Budget Best Practices
6. Discussion: Financial Model Assumptions and FY16
7. Discussion: Community Outreach
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
January 6, 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

2015 JAN 6 PM 3 18
TOWN CLERK'S OFFICE
BOURNE, MASS

APPROVED
2.18.15

Bourne Financial Planning Work Group Meeting
Minutes of January 21, 2015
Bourne Veteran's Community Center
Buzzards Bay, MA 02532

2015 FEB 19 AM 11 30

TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Peter Meier, Stephen Mealy, Mary Jane Mastrangelo, Matthew Stuck, Kathleen LeGacy and Rich Lavoie

Member(s) excused: Chris Hyldborg

Also present: TA Guerino, Financial Director Linda Marzelli

Meeting Facilitator: Matt Stuck

Call to Order

7:00 pm by Peter Meier

Note of any Excused/Absent Task Force Members

Meier moved and seconded by Mealy to excuse members. UNANIMOUS VOTE.

Approval of Minutes from 1/5/15

Approval of minute will be deferred to the next meeting.

TA Guerino – the two-day workshop drills down to program areas. There are mandates by Federal and State. Go through iterations of peer reviews, and at the end come out with a system (not report or book) of how you continue to do budgeting and check in on your programs and how things may change in time.

The second night was an in-depth discussion with some table top exercise towards the end defining results and difference between result and goal. The cost of the program to move forward is relatively inexpensive in the scope of the budget. Over a 2-3 year period, full implementation is in the 3-5 year range to have institutionalized. Beyond this different way of thinking, he believes this deals with the potential actual loss of several senior level department leaders. This will help us capture a lot of institutional memory. As we bring in new people will be more electronically programmed to do things and allow us recruit people. This will benefit the community.

KL – Very informative and by the end, most people had a good idea of how the system would work. It would be well forth bringing on board.

MM – The program found other ways to take on the task – discussion how it benefited and what it gave to the town and how it made the town work. It is a much better way to analyze and prioritize what you can and cannot afford to pay. Financial Health discussion: control,

safety, going to court and when a department puts down what it does, it changes the understanding of what we do. We can get a lot out of the program.

RL – asked about a buy-in from the community and a way to use to attract more people. TA Guerino said there is a public participation pieces. It shows a much better way of what we are doing and how we are doing it.

TG – one of the concerns was of the small departments feeling swallowed up in this process and not have an equal voice. He doesn't believe this is true. The smalls won't be left all and better access to the dollar. The internal/external are taken into consideration in an equal but different light.

MM – sees a lot of potential for departments to say what they are doing and why. It could be a way to consolidate some things and/or re-assign some things. It helps engage the public to have choices.

SM – it is a chance to see the results of what the town does: provide a safe community, protects the environment, educates the children for examples. It gives a priority base on how important it is (mandated vs. just nice to have), as the programs add up, there is a second opinion. The smaller departments won't lose track as they have things that are town bylaws and mandates.

TG – if something is at the lower tier, it may not necessarily go away, you still may want to keep the program. They are looked at. It is about doing business better.

PM – it is making a more efficient system: needs vs. wants. You aren't wasting money. It is a great tool and we have to decide if this is the direction we want to go into. It is a huge investment in time (taking a couple of years).

MS – executive summary and if not simple to understand, it will be difficult for people to understand. It seems to be a consensus to get to the model.

TG – we need department head thoughts of the new program overall.

LM – feels people felt there were a lot of positive issues and there to justify a department.

PM – he would like to know what town leadership and major committees think – each committee chairman to provide by email what they got out of the workshop. To be successful it should be a team effort.

Mealy moved and seconded by Mastrangelo to endorse the Town's adoption of Priority Based Budgeting for future budget planning cycles. UNANIMOUS VOTE.

Budget Best Practices

Table until the next meeting.

Financial Model Assumptions

MM –State Aid: Expenditures on the Cherry Sheet keep going up. Local receipts were discussed. The revenue summary of \$52M is the revenue to run the Town of Bourne FY15. The total for salaries for contractual salaries plugged in 3%; for schools plugged in 2.5%. Debt service was discussed. Expenditures for operating is \$52M. Capital was also discussed. We used \$2 M of Free Cash in FY15.

SM – you can see the actual cost of operating the town and see where the monies are coming from. If you want to look at trending, the most enlightening was what was spent on Capital.

LM – If Debt Service goes down and if you lower percentage; you don't want to be shrunk and have it go into the Operating budget.

MM – more talk about the policies and assumptions.

SM - he would like to see the FY16 numbers.

TG – with the “short-term borrowing”, by biting down on the expenses, will create a bigger spread.

MM – we need to make other changes and a multi-problem solution.

TG – we need to make a determination within that Revenue Enhancer within the next 6-7 months.

RL – asked about revenue from zoning.

TG - commercial retail creates density for maximum build out without restraining community character. Our fee structures won't gain a lot of revenue. Over the next 2-3 meetings we need to get down to the numbers for FY17, FY18 before we get to October or November and doing the budget again; we need to have that conversation.

PM – we need to understand why we will need different sources of funding.

SM – any comments, send them to MM or me.

Discussion Community Outreach

Tabled until the next meeting.

Future agenda

Financial Policy Review

Best Budgeting Practices

Public Comment

Mr. Mulvey – commented on people with financial background and who understands the departments.

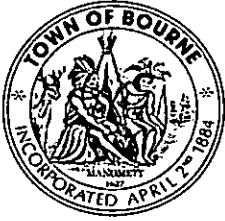
Next Meeting TBD

2/11/15

Adjourn

Meier moved to adjourn and seconded by Lavoie. Meeting adjourned at 8:30 PM. Unanimous vote.

Respectfully submitted - Lisa Groezinger, sec.



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532

MEETING NOTICE

2015 FEB 12 PM 1
TOWN CLERK'S OFF
BOURNE, MASS



Finance Project Working Group

Wednesday, February 18, 2015
6:30 PM

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

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: MJ Mastrangelo

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 1/5/15, 1/21/15
4. Discussion: Budget Best Practices
5. Discussion: Financial Model Assumptions and FY16
6. Discussion: Financial Policy Review
7. Discussion: Community Outreach
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
February 12, 2015

Future meeting topics:

Continued Discussion: OPEB

Continued Discussion: Bond Rating Criteria and History

**Bourne Financial Planning Work Group Meeting
Minutes of February 18, 2015
Bourne Veteran's Community Center
Buzzards Bay, MA 02532**

2015 JUN 9 PM 12 38

TOWN CLERK'S OFFICE
BOURNE, MASS

Members present: Peter Meier, Stephen Mealy, Mary Jane Mastrangelo, Kathleen Legacy and Rich Lavoie

Member(s) excused: Chris Hyldburg , Matthew Stuck

Also present: TA Guerino, Financial Director Linda Marzelli, Jon Nelson, Jim Mulvey

Meeting Facilitator: Mary Jane Mastrangelo

Call to Order

6:40 pm by Mary Jane Mastrangelo

Note of any Excused/Absent Task Force Members

Mealy moved and seconded by Meier to excuse members. UNANIMOUS VOTE.

Approval of Minutes from 1/21/15

Meier moved and seconded by Lavoie to approve with the change from LaVoie to Lavoie. UNANIMOUS VOTE.

Budget Best Practices

Meier moved and seconded by Mealy to table until a future meeting. UNANIMOUS VOTE.

Discussion: Financial Model Assumptions and FY16

MJ handed out Sources & Resources for review. Discussion of "shared costs" as electrical is now being handled differently. Bourne has bought into a solar program that will give us offset credits. FinCom will be talking about shared costs at their next meeting. There are appropriation deficits for the deficit from the snow account.

LM: We are \$170,000 in the hole this year and that doesn't include the last two storms. We'll end up using free cash to cover it.

PM: We'll receive some aid, but not much.

SM: We could look at a onetime debt exclusion from prop 2.5 to cover it.

Meier: May have to go state wide, no benefit for a year. Would have to go on the ballot if passed at a state level.

MJ: The school dept. came with a number and it was reduced by \$130,000.

RL: UCT numbers keep going up. We are barely increasing the school budget. It's a bigger drain of kids from Bourne schools.

PM: Does this group want to go to the Selectmen with a report?

MJ: We need to revisit some things first.

Long Term Sheets: Snow and ice is an expense. Excluded debt on page 6 as an offset. Revenue and expense varies tremendously. It doesn't fit in for an operating forecast. New growth, \$300,000 (\$340,000 last 3 years) plus 3.25% revenue tax levy. The cherry sheet numbers are down from last year, offsets are also down. Unrestricted government aid – level funded. \$3.36 million. Local receipts are up because of the energy credit.

Expend: Salaries are down; expenses are down because of the electric being taken out of budgets.

Mealy: the percentages get skewed when the electrical is taken out.

Jon Nelson: This will give us a little reduction in one of our rates from NSTAR and suppliers. Blue Wave Solar for an additional deal. 20 year life cycle of the system. We'll get additional invoices for the credits that are produced. Bourne agreed to purchase 3.9kw hours. There are certain unknowns, it's a new program for the town. It started in December so we haven't seen a check yet. We expect \$600,000 in a year in checks. A savings of \$253,420 a year.

TG: Will probably have to wait 3-4 billing cycles before we see what NSTAR is doing. The timing was good. We generate 4.8mw a year.

MJ: I tried to do the offsets with all the electricity costs removed from budgets. Would like a list of amounts from the different departments and what they had for electric. Show one side revenue and one side expense to understand the projection to really have a handle on it.

Jon: There are other communities working with NTAR too.

SM: There is no performance history.

Jon: We don't expect the degradation to affect our deal. The new DPW will cost 3x more than now for electric. The Sagamore fire station costs \$48,500 for a year.

LM: I have the breakdown of budgets with the electric pulled.

MJ: Health insurance will be increasing.

TG: It's higher than the budget line. The percentage increase won't be as high but the same amount.

Capital – including debt service and free cash is \$1.9 million deficit.

We need to talk about policy. WE had one for debt service but not the capital plan.

SM: FY10-15: It's hard to use the historical to budget for the future.

TG: Aggressive in DPW capital to get up to speed. It's the last year to pay for the stuff from 1983. The new equipment will include a wing plow to push the snow back better.

MJ: Look at an override of 1 million for this fall and how far it will get us? 2 million for next fall, how far does it get us? We are not ready, energy credits coming. How much do we have to cut to not have an override?

TG: Can we make up a \$46,000 deficit this year? Yes. Not doing capital makes no sense.

Mealy: It doesn't help, we have the same issue.

TG: Have to close the "duck bill" fast.

Mealy: Can the operating budget be manipulated down by \$3 million?

TG: What do you want your community to look like?

Mealy: Find a happy medium.

MJ: Group insurance is a 12% increase. The problem is revenue/expenses. Look at all budgets.

UCT is an 11% increase. Address "budget busters", don't know how to deal with that.

TG: The affordable care act will impact in the future. A number of plans we can offer in a larger group. Meeting again on Friday to discuss. Young people are not necessarily healthier than old people. Re-insurance bids not at \$125,000. There are less bidders.

Mealy: Next steps – clean up electrical, etc.

MJ: Discussion around policy. The model in the past was based on sources/uses. Direction we want to move in with how model and debt, etc.

MJ: The long term model goes in the voter handbook. This is a working document and not ready for publication. It can be a way to see if we need an override.

Mealy: It's clearer to see it this way.

Discussion: Financial Policy Review

Defining what a balanced budget is. General fund, operating budget.

MJ: Sources & Uses handout: Left debt exclusion in, just want to define it.

TG: Let us go back and talk about it.

Mealy: Free cash not below 35 of the operating. Certify free cash balance. Has to be 5% by the end of the year.

TG: Free cash, if we need it we borrow during the year/STM/articles, etc. We take 2% (-1.2 million), now at 1.8 million. End of the Fiscal Year we get turnbacks, auctions, etc. Now free cash certified at 2.5 million. So how do we maintain the 5%?

MJ: We can't use all that. Definition of what you can/can't do with different funding.

TG: We could use 50% over the 5% and still be able to pay that back.

MJ: We can't go below 3% in free cash. We get money from things that replenish it. Gives us a way to measure.

LM: The undesignated fund balance is different than free cash.

MJ: The stabilization fund doesn't go below 5%.

TG: We report back at the end of the fiscal year.

MJ: Set a February date to set up for budget. Where we are/where we want to be. Bond rating – 8-15% reserves.

TG: Need a more robust capital and free cash policy.

MJ: What is certified? Bring our bond people in when we get there.

OPEB: Karen is looking at joint multi-town. Looking at different ways for us to meet this.

MJ: Add what the ISWM fund is used for. Research how it's funded.

TG: Close the duckbill then we can start implementing things like this. This won't work now.

Waterways fund – where does the money come from and where is it spent?

LM: It's a special revenue fund.

TG: Thank you to Steve and Mary Jane for putting this together. It was a lot of work and is appreciated.

MJ: Had to do a draft for us to discuss it.

SM: Our goal was to get people to talk about it.

POLICIES DRAFT

MJ: The italics are where we stand on these. Say health insurance comes in over what was budgeted, we have to cut elsewhere to make up the deficit.

SM: It's what we do now only written down.

MJ: When this group started, the override was the big question. Those things we need to be solid on so we know how to manage the situation. They need to be clarified.

TG: If we can't be clear on what we're telling people, then we don't belong in the business.

Discussion Community Outreach

Tabled until the next meeting.

Next Meeting

3/18/15

Run some ideas by the bond council when we get closer. Run the numbers, if we do this override, then what?

MJ: We are in the budget cycle now. Are we going to make some drastic changes to the budget?

TG: When we started this, though it was going to muddle through this year and FY16. Need to put together a plan for FY17 with departments at the start of the budget cycle. I had them try to come in at 1.5-2% of the budget including wages. All have done that for the most part.

MJ: If the Selectmen decide to trim more of the budget where do we stand with our reserve policies? Free cash? Stabilization? We have reserves if using extra for services, taxpayers. Why cut the budget if we have it?

PM: If we ask for an override, we have to show we sacrificed to get the money. Willing to do our part.

RL: Town meeting has said what they want for services. We've been cutting for years and are as lean as possible.

SM: I don't think the school should be cut more.

TG: Others will say public safety can't be cut, now the pie of where we can cut is relatively small, it's narrow what can and can't be touched.

SM: Let people know now what FY17 will be with and without an override.

MJ: We'll be reviewing the budgets over the next five weeks. If we don't arbitrarily say cut money, we won't solve the problem.

SM: Can't come up with a number now without understanding the entire budget. We can't recommend anything.

TG: Whatever is decided, it's not just a number. Citizens utilizing programs the town offers will be affected.

PM: It will impact lives no matter what decision we make and it's not going to happen overnight.

MJ: We will know by the first of April. We'll have a final budget review process before randomly cutting things.

Future agenda

Financial Policy Review

Best Budgeting Practices

Public Comment

Mr. Mulvey: You should review the executive order that created you. What is your mission? Focus? We have no control over UCT, it's a five town operation and all took a heavy hit. We elect two people on that committee. Joint meeting with reps from all towns and the superintendent is presenting the budget to all towns at once.

SM: It takes 3 out of 5 towns to make changes, then it needs town meeting support.

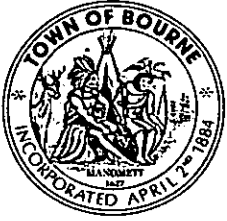
Mulvey: Shellfish is closely defined. Commercial fishermen, enforcement, propagation program.

SM: Need to let people be aware of what it is and how it works.

Adjourn

Lavoie moved to adjourn and seconded by Meier. Meeting adjourned at 9:03 PM. Unanimous vote.

Respectfully submitted – Ann Gratis, secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, March 25, 2015
6:30 PM

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

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 Hyldburg

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 1/5/15, 1/21/15, 2/18/15
4. Discussion: Financial Model Assumptions and FY16
 - a. Sources and Uses
 - b. Free Cash Analysis
 - c. Long Term Projections
 - d. Discussion/Recommendation on cuts and Override for FY16
5. Discussion: Financial Policy Review
6. Discussion: Community Outreach
7. Future Meeting Agenda items – Tasks
8. Any other business that may legally come before the Task Force.
9. Adjourn

2015 MAR 23 AM 11 26
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
March 23, 2015

Future meeting topics:

- Continued Discussion: OPEB
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Budget Best Practices

**Finance Project Working Group
Minutes of the Meeting of 3/25/15**

2015 JUN 9 PM 12 38
TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: MJ Mastrangelo, Stephen Mealy, Chris Hyldborg, Peter Meier, Matt Stuck, Kathleen LeGacy

Members Excused: Rich Lavoie

Also Present: TA Guerino, Finance Director Marzelli

Matt Stuck called the meeting to order at 6:30 pm.

Noted that meeting is being recorded – no one else acknowledged recording.

Minutes of 1/5/15 and 2/18/15 were deferred.

Financial Model Assumption Discussion:

Discussion around State aide net revenue and Chapter 70 net aide.

Discussion around current Sources and Uses.

Discussion around revenue not including available funds.

Review of Town budgets.

Review of School budget.

Review of UCT assessment.

Review of shared costs.

Review of off budget expenses.

Review of total budget number.

There is a deficit that has been building over time.

There was discussion about the correct number to be used for the school department electricity and the resulting number on the school budget.

There was discussion about the impact on the budget if an override doesn't pass.

There was discussion about systemic reductions vs. temporary reductions to the budget.

There was discussion on Free Cash analysis and Free Cash policy and what has happened with turn-backs over recent years.

There was discussion on the impact of an override.

There was discussion on the need for capital expenditure for a school as well as a police station as well as expenditures for the budgets.

Discussion on health insurance and other shared cost items that have an impact on the budget.

Despite what we have done to control budgets we are on a path that requires an override or loss of services.

Review of long term projection model - Yellow being current and blue being proposed. Shared cost item for recurring vs. non-recurring reductions. Also shows balance of surplus or deficit based on reductions or override.

Review of scenarios:

- 1) One scenario of systemic permanent cuts of \$200,000 show a small savings but little impact.
- 2) \$200,000 of non-recurring cuts has little effect.
- 3) \$2.6 Million override with \$200,000 systemic cuts helps balance the budget to FY19.

Override needs to be in conjunction with staying within revenues for total expenses.

Non-systemic cuts don't have a big impact on the long term, but have an impact on services.

Projection needs to be looked at in terms of assumptions for an accurate projection.

Approximately \$2.6 Million reduction needed to balance the budget for three years if override doesn't pass.

Peter Meier: Determining the right amount of the override and what needs to be cut if it doesn't pass is an exercise to be undertaken.

Discussion on the tax rate impact on different properties.

Discussion on the frugal leadership of the Town and Bourne Schools.

Discussion on the impact of different percentages on the future projection.

Discussion on process for potential override.

Discussion that there needs to be an override or cuts to the budget.

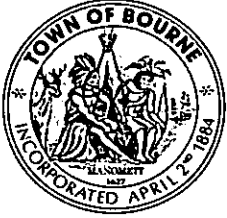
Request for a joint meeting on April 2 to discuss long term projection and need for an override.

Next meeting of Finance Project Working Group to be held on April 22nd at 6:30 pm with agenda items of Financial Policy and Community Outreach.

Motion made and duly seconded to adjourn the meeting: voted unanimously to adjourn. Meeting adjourned at 8:08 pm.

Respectfully submitted,

Mary Jane Mastrangelo



TOWN OF BOURNE

Finance Committee

24 Perry Avenue
Buzzards Bay, MA 02532



Finance Committee
Wednesday, April 15, 2015
7:00PM

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

Reserve Fund: \$96,050

MEETING NOTICE

NOTE: This meeting is being recorded for live broadcast and/or 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 Wednesday, April 15, 2015 at 7:00 PM at the Community Building.

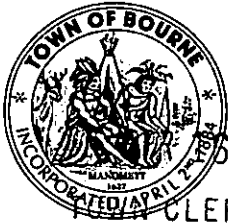
1. Reserve Fund Transfers
2. Warrant Article Review:
 - a. CPA Articles: STM Article 1 and ATM Articles 11-14
 - b. ATM Article 3 and Sources and Uses/Budget Updates
 - c. ATM Articles: 16 – 20
 - d. STM Articles: 2 – 3
3. 8:00 PM Public Hearing on the Budget
4. Vote ATM Articles: 1-10, 15
5. TA Comment (for informational purposes only)
6. Finance Director 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

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TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Finance Committee meetings are taped for live broadcast and/or replayed on the local cable channel.

Mary Jane Mastrangelo
April 10, 2014



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



PM 4 45

CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Finance Project Working Group

Wednesday, April 22, 2015
6:30 PM

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

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: TBD

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 1/5/15, 2/18/15
4. Sources and Uses/Free Cash Analysis – Brief Update
5. Discussion: Financial Policy Review
6. Discussion: Community Outreach
7. Discussion on Report at Town Meeting
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
April 16, 2015

Future meeting topics:

- Continued Discussion:
- Continued Discussion: OPEB
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Budget Best Practices

**Finance Project Working Group
Minutes of the Meeting of 4/22/15**

Members Present: MJ Mastrangelo, Stephen Mealey, Peter Meier (6:40 pm), Matt Stuck, Rich Lavoie

Members Excused: Kathleen LeGacy, Chris Hyldburg
Also Present: TA Guerino, Finance Director Marzelli

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BOURNE, MASS

Matt Stuck called the meeting to order at 6:35 pm.

Noted that meeting is being recorded – no one else acknowledged recording.

Minutes: Motion duly made and seconded to approve minutes of 1/5/15 approved 4 – 0. Motion made and duly seconded to approve minutes of 2/18/15 approved 3 - 0-1 (Stuck). Minutes of 3/22/15 deferred.

Sources and Uses Update.. Sources and Uses in warrant update includes school department budget, UCT assessment and Selectmen's voted reductions. Also included are snow and ice deficit and health insurance deficit.

Meals tax is as expected.

Discussion on Free Cash Analysis FY15 YTD and used at STM and ATM.

Discussion on override vs. reductions.

Discussion around prior override vote and process.

Discussion around how to decide budget priorities.

Discussion on proposed financial policy regarding keeping a minimum of 3% of free cash and policy regarding utilizing free cash for budget.

Tom Guerino left the meeting.

Discussion around ISWM budget and amount paid to the Town.

Financial Policy Discussion.

Review of present policy.

Discussion around adding Infrastructure policy to goals.

Discussion around use of prior year's turn-backs and projected turn-backs for future years.

Noted that turn-backs in recent years have been reduced due to tight budgeting.

How do we determine how much we use of reserves for budget and capital expenditures?

How do we maintain a comfort level for use of reserves?

How do we recognize when we are below our free cash policy?

Stephen Mealey: Because we had a \$3 Million hit on our Free Cash this has impacted our free cash in terms of policy.

Discussion around the FinCom Reserve fund at \$200,000 and whether it should be higher.

Discussion around the Capital Stabilization Fund.

Discussion around the Stabilization Fund.

Community Outreach discussion deferred to a future meeting.

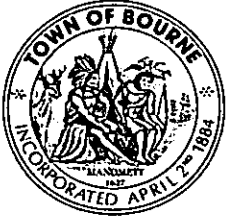
Stephen Mealy will draft a report on behalf of the FPWG for Town Meeting.

Next meeting to be held on April 29th for one hour to discuss the draft report.

Upon motion duly made and seconded meeting adjourned at 8:23 pm.

Respectfully submitted,

Mary Jane Mastrangelo



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, April 29, 2015
6:30 PM

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

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 of Previous Meetings 3/25/15, 4/22/15 - Deferred
4. Discussion on Report at Town Meeting
5. Discussion: Financial Policy Review
6. Future Meeting Agenda items – Tasks
7. Any other business that may legally come before the Task Force.
8. 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
April 27, 2015

Future meeting topics:

- Continued Discussion: Community Outreach
- Continued Discussion: OPEB
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Budget Best Practices

2015 APR 27 AM 11 15
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BOURNE, MASS

**Finance Project Working Group
Minutes of the Meeting of 4/29/15**

Members Present: Chris Hyldburg, MJ Mastrangelo, Stephen Mealy, Peter Meier, Matt Stuck,
Rich Lavoie

Members Absent: Kathleen LeGacy

Also Present: TA Guerino

Public in attendance: Michael Blanton

2015 JUN 9 PM 12:38
TOWN CLERK'S OFFICE
BOURNE, MASS

Peter Meier called the meeting to order at 6:30 pm.

Noted that meeting is being recorded – no one else acknowledged recording.

Minutes: Minutes of 3/25 and 4/22 were deferred.

Draft Report of FPWG to Annual Town Meeting.

Stephen Mealy read the draft report.

MJ commented that report will follow FinCom report and budget and that some of the numbers would be redundant.

There was discussion of the draft with comments on what to include and what not to include.

FTE information was distributed and reviewed. FTE information for the schools is still needed. FY16 FTE information includes proposed eliminations.

Mealy commented that FTE shows the Town has not increased the number of employees since FY11. Positions added have been offset by reductions or paid by grant funds. Grant funded positions and some vacancies are included.

Hyldburg noted 36 Fire Department in FY11 and 46 in FY16 8 are from SAFER grant which covers cost and benefits for the positions.

As an improvement to the spreadsheet we need to add a funding column to show grand funded vs. town funded positions. This is an item that should become more evident with Priority based budgeting.

Matt Stuck commented that the theme evident is frugality. There is a trend of trimming positions that is not sustainable.

Mastrangelo commented that there are additional requirements without addition positions that is an issue

Mealy commented that the report should show there about the same FTE's now as in FY11.

There are expenses from Health insurance, Upper Cape Tech and Snow and Ice that have affected our budget and reserves.

There was discussion on the use of free cash for budgets.

There was discussion on the report and including visual budget and priority based budget process.

Report should include:

Who we are

Why we were formed

What we did

What we are going to do

Guiding Principles

There was discussion about the UCT assessment.

Add outcomes and review of tasks.

Include the perfect storm of this year.

We have continued to use \$2 Million of free cash for the budget.

We have recommended a proposition 2 ½ override of \$2 - \$3 Million

Include comment that employment trends are stagnant.

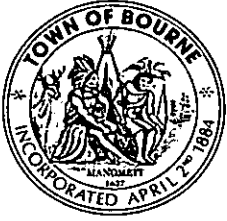
Mealy will distribute final draft to member of FPWG.

Next meeting to be held 5/13. Topics Community Outreach, Financial Calendar, Future Growth, Establishing Schedule.

Upon Motion duly made and seconded the meeting adjourned at 7:52 pm.

Respectfully submitted,

Mary Jane Mastrangelo



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, May 13, 2015
6:30 PM

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

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: Rich Lavoie

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 3/25/15, 4/22/15, 4/29/15
4. Discussion on Community Outreach
5. Discussion: Financial Calendar
6. Discussion: Promoting Future Growth
7. Future Meeting Agenda Schedule, Items and Tasks
8. Facilitator for Next Meeting
9. Any other business that may legally come before the Task Force.
10. Adjourn

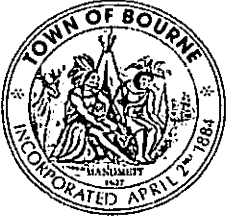
Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
April 30, 2015

Future meeting topics:

- Continued Discussion: Financial Policy
- Continued Discussion: OPEB
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Budget Best Practices

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TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, May 13, 2015
6:30 PM

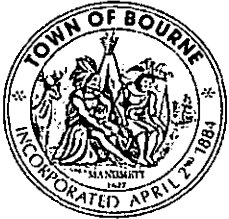
Bourne Veteran's Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532

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.

THIS MEETING HAS BEEN CANCELLED

Mary Jane Mastrangelo

2015 MAY 13 PM 3 01
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday, May 20, 2015
6:30 PM

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

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: Rich Lavoie

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 3/25/15, 4/22/15, 4/29/15
4. Discussion on Community Outreach
5. Discussion: Financial Calendar
6. Discussion: Promoting Future Growth
7. Future Meeting Agenda Schedule, Items and Tasks
8. Facilitator for Next Meeting
9. Any other business that may legally come before the Task Force.
10. Adjourn

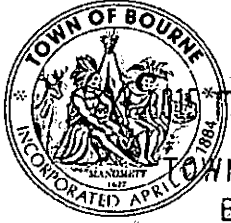
Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
April 30, 2015

Future meeting topics:

- Continued Discussion: Financial Policy
- Continued Discussion: OPEB
- Continued Discussion: Bond Rating Criteria and History
- Continued Discussion: Budget Best Practices

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TOWN CLERK'S OFFICE
2015 MAY 15 PM 9 20



TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE



Finance Project Working Group

Wednesday, May 27, 2015

6:30 PM

Bourne Veteran's Memorial Community Building

239 Main Street, Buzzards Bay, MA 02532

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: Rich Lavoie

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 3/25/15, 4/22/15
4. Discussion on Community Outreach
5. Discussion: Financial Calendar Revision August 13, 2014
 - a. Include Proposition 2-1/2 Override Question Impact
6. Discussion: Promoting Future Economic Growth
7. Future Meeting Agenda Schedule, Items and Tasks
 - a. Summer Schedule: Possible blocking of 29 June thru 17 July without meeting
8. Facilitator for next meeting
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.

Stephen F. Mealy
May 21, 2015

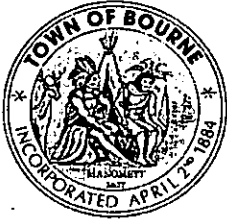
Future meeting topics:

Continued Discussion: Community Outreach

Continued Discussion: OPEB

Continued Discussion: Bond Rating Criteria and History

Continued Discussion: Budget Best Practices



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Monday, June 08, 2015

6:30 PM

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

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: Stephen Mealy

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 04/29/15
4. Discussion: Financial Calendar Revision August 13, 2014
 - a. Include Schedule for Proposition 2-1/2 Override Question
5. Discussion: Long Term Financial Plan Model and Recommendation to Board of Selectmen on Preliminary Override Amount and Preliminary FY16 Reduction amount
6. Facilitator for next meeting
7. Any other business that may legally come before the Task Force.
8. 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 2, 2015

Future meeting topics:

- Continued Discussion: Financial Policy
- Continued Discussion: Long Term Financial Plan Assumptions
- Continued Discussion: Community Outreach
- Continued Discussion: OPEB
- Continued Discussion: Budget Best Practices

2015 JUN 2 PM 12 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Finance Project Working Group Meeting Minutes

Bourne Veteran's Memorial Community Center, 239 Main St. Buzzards Bay, MA 02532

June 8, 2015

2015 JUN 18 AM 10 06
TOWN CLERK'S OFFICE
BOURNE, MASS

I. Call to order

Stephen Mealy, Meeting Facilitator, called to order the meeting of the Finance Project Working Group (FPWG) at 6:30 PM on June 8, 2015. Mr. Mealy announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. He acknowledged Michael Rausch, from the Enterprise, was taping the meeting as was Recording Secretary, Carol Mitchell.

II. Roll call

Members Present: Selectman Stephen Mealy, Mary Jane Mastrangelo, Chris Hyldburg, Selectman Peter Meier.

Members Excused: Richard Lavoie, Matt Stuck

Members Absent: Kathleen LeGacy

Also Present: Thomas Guerino, Town Administrator, Linda Marzelli, Finance Director, Carol Mitchell, Recording Secretary, Michael Rausch of the Enterprise and John Redman.

Documents: Agenda, Financial Policy, Financial Calendar, Long Term Financial Plan Model

III. Agenda Items

1. Approval of Minutes

Ms. Mastrangelo motioned to accept the minutes of the 4/29/15 meeting. **Mr. Hyldburg seconded.** The motion carried unanimously. 4-0

2. Proposed Override Schedule

Mr. Mealy explained that the schedule starts on May 28, 2015, and continues through to the Special Town Meeting / Special Election to be scheduled in October.

Mr. Mealy summarized the schedule date by date starting with May 28th explaining that the department heads met with the town administrator to discuss the Override / Reduction Proposals. This group was to advise the town administrator on budget reductions, and were to bring reductions in the amounts of 5, 10 and 20%.

On June 8th, the FPWG (meeting this evening) was to review the line and make a recommendation to the Board of Selectmen (BOS) relative to the calendar. Members

of the group were issued a copy of the calendar in advance to familiarize themselves with it.

On June 9th, a joint meeting will be held with the Finance Committee (FinCom), School Committee, and the BOS. They will vote for a date in the fall to place the ballot vote relative to the override question and for the Special Town Meeting. Mr. Mealy stated that all members should have received an email from Barry Johnson offering two available dates which he secured for all polling places. The BOS will also vote on a preliminary override and reduction amounts (which will also be covered in the meeting this evening). The preliminary reductions discussed were 1.3 million for ½ a year and 2.6 million for a full year. The BOS will also adopt the schedule for the override evaluation.

On June 15th, the FPWG will finish the review of the Financial Policies and vote recommendation to be presented to the BOS / FinCom.

On June 23rd, the BOS will review the FPWG's Financial Policy recommendation. This may also be a joint meeting with the FinCom.

On June 29th, the FPWG will review and discuss the Long Term Financial Plan (LTFP) and look at different scenarios i.e., 5-year with OPEB and Capital vs. 3-year without OPEB and Capital. They will also discuss how to deal with the military aide and to vote on a recommendation to be forwarded to the BOS.

On July 13th and 14th, the FinCom and the BOS will meet to closeout Year End Transfers and Reserve Funds. The BOS will have a Preliminary Review of departmental Proposed Reductions as presented by the T/A. There will be a second reading by the BOS on Financial Policies and there will be an initial discussion on the LTFP. A joint meeting with the FPWG and the School Committee may occur.

On July 28th, the BOS will have a second review of the Proposed Reductions. They will continue the review of the Long Term Projections and Override amount. They will also have a third reading and a vote on the Financial Policy. A possible joint meeting with the FinCom may occur.

On August 11th, a joint meeting between the FinCom and the BOS is scheduled to review two new Sources and Uses. One with the Override and one with reductions based on input from the July 28th meeting and year end closeout. Also, the BOS will vote on an override dollar amount for the ballot question so that ballots can be prepared.

On August 25th, the BOS will continue with departmental reports on budget impacts. They will also vote on the Proposed Reduction amount for FY 16 budget if the override does not pass (no later than September 8th). Ms. Mastrangelo suggested using August 25th as the deadline date. This will allow enough time to educate the public. Mr. Mealy agreed.

On September 8th, the reductions are finalized if they haven't already been and public informational sessions begin.

In October, there will be a Special Town Election for the override and a Special Town Meeting. The question is, do we hold the Special Town Meeting first or do we have the ballot question first?

Town Administrator Guerino offered his opinion based on the previous override and the calendar of the Town Clerk's Office, he recommends holding the Special Town Election first. He feels that by holding it first, you know what you're facing at the Special Town Meeting should it not pass. Finance Director Marzelli also agrees with having the ballot question first. By having it first, she feels this will help to avoid voter confusion at the Special Town Meeting. Mr. Guerino states that if we haven't provided enough information to the voters by October 6th, regardless of which is first, the override will not pass.

Ms. Mastrangelo asked when we should solicit public input. She feels that public input should be part of the development of the proposal and not as an afterthought of Town Meeting. Ms. Mastrangelo would like to have some public input once the proposed reductions come out. This will allow for some explanation and will give people an opportunity to raise their questions and concerns about the reductions and override before the final proposal is complete. She feels by putting the ballot question first, this will ensure that public outreach has occurred early.

Mr. Guerino offered examples on how to get information out to the public, i.e. local radio, church meetings/groups, and educational sessions. All of this will be done without having to spend money. Ms. Mastrangelo stated that once there's a ballot question, no money can be spent unless it's spent in accordance with Campaign Finance Law. "We can give factual information but we can't specifically ask for support of the override" she stated.

Mr. Meier also supports the ballot question being presented before the Special Town Meeting.

Mr. Hyldburg states it is logical to educate the public ahead of time and have the Special Election prior to Town Meeting but asked what would be the drawback to holding Town Meeting first. Ms. Marzelli responded that if the public feels like they weren't given enough information about the override ahead of time, the likelihood of it not passing is greater. A brief discussion transpired. Mr. Hyldburg agrees that educating the public first and holding the ballot question prior to Town Meeting is appropriate.

A brief discussion transpired concerning a similar situation concerning the DPW. Mr. Hyldburg asked if Ms. Mastrangelo's plan was to have an informational session at the tail end of the August 25th meeting. She thinks it needs to be even earlier than that. She wants the opportunity to hear feedback and objections from the public

concerning the initial proposed cuts. Meeting with the public earlier in the process, will allow explanation of the proposed cuts prior to deciding on the final reductions. She feels there will be public outcry over certain departmental cuts and wants the opportunity to explain the impacts of all proposed cuts. Mr. Hyldborg is concerned that too much public opinion and trying to negotiate because of the feedback received may slow the process. He's suggesting public input be heard at least 2 months prior to finalizing. Ms. Mastrangelo suggested the date of July 28th because that's when the BOS will have a second review of the proposed cuts. Mr. Meier states we need to talk dollar amounts vs. percentages because a 10% budget cut for a bigger department has a greater impact than one with a smaller budget. Mr. Guerino states that while public feedback is important, we need to focus on what's important to carry the municipal function and not what receives the most outcry. Ms. Mastrangelo agrees but feels for the override to pass, it's extremely important for public input to be heard. She added that if the override fails to pass, the changes in the town will be dramatic. Mr. Mealy states for now it's important to finalize the calendar so that all involved know what the game plan will be. He states that we can iron out the details along the way but agreeing on the schedule to present to the BOS is a good first step in being organized. A brief discussion transpired.

Mr. Mealy entertained a motion to adopt the ballot question on October 6th, the Special Town Meeting on October 19th, and release the schedule to the BOS at their June 9th meeting as the final document to start the process. **Mr. Meier motioned.** **Mr. Hyldborg seconded.** The motion carried. 4-0

3. Financial Policy Review

Ms. Mastrangelo commented that on page 2 of the schedule, there are two dates (January 21st) that should be removed. She quoted the Charter and based on Town Bylaw, that date is incorrect. She noticed another change required also based on Town Bylaw. Mr. Mealy will make the corrections and forward the revised copy to the group. A brief discussion transpired about the printing of the handbook.

4. Long Term Financial Plan Model

Ms. Mastrangelo suggested the discussion begin with the financial scenarios as prepared by Ms. Marzelli. Ms. Marzelli started with the basic assumptions; new growth at \$300,000 per year, local receipts an increase of 1.7% over the next five years, Cherry Sheet revenues remain stable but the Cherry Sheet charges increase 5%. Town salaries are increasing at 2.5% their expenses are increasing at 1.5%, the Bourne Public Schools has an overall increase of 2.25% which is a combination of their school and expense. Ms. Mastrangelo explained the way that figure was calculated was 75% of the budget at 2.5% and 25% of the budget at 1.5%. Upper Cape Schools increasing at 8%. Mr. Mealy asked what the Upper Cape's track has been for the last several years because it was high last year. Mr. Guerino states it's been high every year. Ms. Mastrangelo added it's been 10-12% so this is low from what it's been but feels it's reasonable. Mr. Hyldborg compared it to the snow and

ice budget. It fluctuates based on the conditions of that particular year. County Retirement increasing at 8%, Group Health Insurance at 7% (this amount could change based on the Affordable Care Act). Ms. Mastrangelo reminded that the group that these are assumptions and the BOS and School Committee need to keep these assumptions in mind when developing budgets because if one line item is higher than anticipated, it affects the financial plan as a whole.

Three scenarios were presented:

1. Do nothing
2. A \$2.9 million dollar override
3. No override, budget cuts

Scenario 1.

Ms. Marzelli explained that the Free Cash Policy is to have a balance of 5% of the General Fund Operating Budget. In FY16, the projected operating budget is \$57,674,883.00 that would equal a required Free Cash balance of \$2,883,744.00. Current estimations put the Free Cash balance below Policy at \$2,594,000.00 which is 4% not 5%. Based on projections, the Free Cash necessary to balance FY17 is \$2,476,000.00. Doing nothing would deplete Free Cash completely and would leave us with a deficit of \$125,000 with no Free Cash to use in future years. Ms. Marzelli then referred to a graph in the handout illustrating the downward spiral all the way through FY 2021. A brief discussion transpired.

Scenario 2.

A \$2.9 million override would bring Free Cash for FY 16 to \$5,204,800.00. This would bring Free Cash above Policy at 9%. We would not need to use any Free Cash to balance FY 17's budget. A small amount of Free Cash (\$7,000) would be needed to balance FY 18's budget. A projected amount of \$993,000 would be needed for FY 19 but would stay within Policy almost through 2020 where it drops to 4.6%.

Ms. Marzelli estimates it will cost an average house taxpayer \$17.12 per month in additional taxes. This is in addition to the allowed 2 ½ percent increase. A brief discussion transpired concerning the tax rate and new growth. Ms. Marzelli referred to the next graph and how it illustrates the Free Cash balance to Policy through 2020.

Scenario 3.

Budget Cuts for FY 16 would equal \$1.3 million and \$2.6 million in FY 17. The Free Cash would be above Policy in FY 16 through FY 18 but would fall below Policy in FY 19 and would be in the red in FY 20-21. The cuts would reduce costs to the employee benefits side of the expenses if the reductions included salary cuts. Health insurance, Medicare and Retirement Benefits would decrease but there would

be a corresponding increase to Unemployment Insurance. Ms. Marzelli referred to the next graph illustrating how additional cuts beyond the \$2.6 million would be necessary in FY 19 because that's when the downward spiral begins again. The graph demonstrates that even with the \$2.6 million reduction, Free Cash would still fall below Policy. Ms. Mastrangelo noted that whatever cuts are made from the budget would remain as cuts moving forward thus resulting in the need of even more cuts from future budgets or the need for a possible override again. The next graph demonstrates how we fall below Policy again in the middle of the 5 year plan.

Mr. Mealy discussed Policy and changing the Policy requirement but feels that will only delay the inevitable. He noted that in all of the scenarios, without increased revenue to the town, i.e. taxation, new growth, or other opportunities, that even with the suggested reductions, we still having an increasing gap. He states that the purpose of the FPWG is to put forth a recommendation cuts and an override amount to present to the BOS. Ms. Mastrangelo noted that this is a starting point and will be fine-tuned as the process continues. Mr. Guerino added that you have to take into consideration how shared costs with other departments may be impacted when cuts are implemented. Ms. Mastrangelo stated that while working on this model, it became apparent that when you put revenue into the system, it builds over time and sustains for a longer period of time. When you do reductions, it doesn't have that same affect. It becomes a downward spiral of more and more reductions. Eventually you get to a point where you need to go back to the Town for another override. Mr. Hyldborg added that based on the graphs, cuts only delay the problem for a couple of years. He offered a brief discussion on the Bond Rating. Mr. Meier added that the current policies in place have proven to be effective. Mr. Guerino stated that over the last 15 months, there were \$2.5 million in unforeseen expenses. Had the policies not been in place, we'd be in a financial dilemma sooner. Ms. Mastrangelo discussed trying to adhere to policies. She states the Stabilization Policy calls for 7% which we are not meeting. She added that she would not want to change the goal of certifying Free Cash at 5%. She's concerned that there's currently nothing in the policy that addresses how Free Cash is spent from the time it's certified and how it's used during the year. She feels Free Cash needs to be monitored and a policy needs to be implemented restricting the amount that is allowed to be spent during the course of the year. Mr. Guerino feels that implementing any changes to policies should be a collaborative effort amongst committees and boards so that everyone agrees on the changes. Mr. Mealy suggests implementing a monthly or quarterly monitoring of Free Cash. A brief discussion transpired.

Mr. Mealy entertained a motion to present for discussion a preliminary override amount of \$2.9 million dollars to the BOS. **Mr. Meier made the motion. Ms. Mastrangelo seconded.** Motion-carried unanimously. 4-0

Mr. Mealy entertained a motion to present for discussion a preliminary recommendation to the BOS that if the override doesn't pass, supporting a reduction of \$1.3 million in FY 16 and an additional \$2.6 million in FY 17. **Mr. Meier made**

the motion. Mr. Hyldburg seconded. Ms. Mastrangelo requested that the motion be amended to, if the override doesn't pass, supporting a reduction of \$1.3 million in FY 16 continuing as a \$2.6 million reduction in FY 17 and thereafter. Mr. Meier seconded. Motion carried unanimously 4-0.

Mr. Mealy thanked all who worked on the Long Term financial Plan. Ms. Mastrangelo thanked Ms. Marzelli for implementing the financial scenarios. Mr. Mealy would like to hear back from Mr. Hyldburg what the feedback was after he presents the plan to the School Department/School Committee.

Mr. Hyldburg commented that he and the School Department came up with some preliminary budget cuts. He states that as an employer, it is going to be difficult finding good, qualified personnel to replace retiring teachers without knowing if the position he'll be offering will be temporary.

Ms. Mastrangelo added that she'd like a revised date of 6/18/15 be added to the Schedule that will be presented at the June 9th BOS meeting. Mr. Mealy will implement the change.

5. Facilitator for Next Meeting

Mr. Meier has volunteered to facilitate the next meeting to be held on 6/15/15

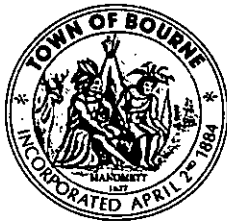
6. Public Comment

Mr. Redman was extremely pleased with Ms. Marzelli's presentation.

IV. Adjournment

.Mr. Meier motioned to adjourn the meeting. Mr. Hyldburg seconded. The motion carried unanimously. The meeting adjourned at 7:52 PM

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



2015 JUN 12 AM MEETING NOTICE

TOWN CLERK'S OFFICE
Bourne, MASS
Finance Project Working Group

Monday, June 15, 2015

6:30 PM

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

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 of Previous Meetings 5/27/15, 6/8/15
4. Discussion: Financial Policies
5. Discussion: Community Outreach
6. Facilitator for next meeting
7. Any other business that may legally come before the Task Force.
8. 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 11, 2015

Future meeting topics:

Continued Discussion: Override and Reductions
Continued Discussion: Long Term Financial Plan Assumptions
Continued Discussion: OPEB
Continued Discussion: Budget Best Practices

Town of Bourne Finance Project Working Group Meeting Minutes

Bourne Veteran's Memorial Community Center, 239 Main St. Buzzards Bay, MA 02532

June 15, 2015

I. Call to order

Peter Meier, Meeting Facilitator, called to order the meeting of the Finance Project Working Group (FPWG) at 6:34 PM on June 15, 2015. Mr. Meier announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. He acknowledged Carol Mitchell, Recording Secretary, was recording the meeting.

II. Roll call

Members Present: Selectman Stephen Mealy, Mary Jane Mastrangelo, Richard Lavoie, Selectman Peter Meier and Matt Stuck (arrived at 6:45 PM).

Members Excused: Chris Hyldburg, Kathleen LeGacy

Also Present: Thomas Guerino, Town Administrator, Linda Marzelli, Finance Director, Carol Mitchell, Recording Secretary, and Jim Mulvey, local resident (arrived at 7:09 PM)

Documents: Agenda, Fiscal Reserve Guidelines, Town of Bourne Financial Management Policies and Guidelines, Long-Term Financial Planning Model Scenario 2 & 3.

III. Agenda Items

1. Approval of Minutes

The approval of May 27, 2015's Minutes was deferred. Mr. Lavoie informed the committee of two minor typographical errors in the June 8, 2015, Minutes that were previously emailed to all members. Ms. Mastrangelo moved to accept the amended minutes. Mr. Mealy seconded. With no further discussion, the amended June 8th Minutes were accepted with 1 abstention (Richard Lavoie abstained). 3-0-1.

2. Financial Policies

Mr. Meier opened the discussion with where the committee left off in a previous meeting concerning the Town's Financial Management Policies and Guidelines. Ms. Mastrangelo sent out a revised draft which incorporated some of the comments that were made on April 22, 2015, and suggested starting back at the beginning to detail exactly what changes had been implemented.

Page 1. Ms. Mastrangelo explained she added "Infrastructure Solvency" (the ability to maintain infrastructure). Another change that was implemented concerned the Budget Guidelines and the definition of the General Fund Operating Budget.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Ms. Mastrangelo discussed making an adjustment to the description of a balanced budget. Under the Budget Guidelines section, the first sentence states, "The Town defines a balanced budget as a budget in which receipts are greater than or equal to expenditures". Ms. Mastrangelo is recommending that the word **receipt** be changed to **revenues** and offered a brief explanation as to why this change should be made. A brief discussion transpired.

Mr. Lavoie asked if the Commonwealth of Massachusetts has a standard definition for a balanced budget. He added that by law the State requires the Town to have one, but do they define what it is? While Ms. Marzelli researched this, the group had a brief discussion concerning whether the Town has a balanced budget even though we aren't in compliance with our Financial Policy.

Ms. Marzelli informed the group that in all the material she searched, the State only refers to revenue not receipts. Ms. Mastrangelo added that she thinks the reasoning behind this is because you can use Free Cash as an Operating Revenue. A brief discussion transpired.

Page 2. Fiscal Reserves Guidelines

- A. Free Cash - Ms. Mastrangelo is concerned that because Free Cash is only certified once a year, there is no way of guaranteeing that it remains within Policy throughout the fiscal year. Mr. Guerino concurs that the policy should be updated. He added that until now, there hasn't been a need to do so because we've been so far ahead of our policies. A brief discussion transpired concerning Free Cash, when it's actually certified and the amount that is certified at the beginning of the fiscal year includes the previous year's close outs as well as any monies that may have been allotted for the current year's budget.

The group discussed updating the Policy for Free Cash and Stabilization in two parts. The first, what is the level that these funds will be maintained at and two, how can the funds be spent?

- B. Stabilization Fund - Mr. Meier would like to better define what the Stabilization Fund may be used for. He would like the Policy to state that this fund may be used for one time expenditures. Additionally, the Stabilization Fund Policy currently calls for a balance of at least 6-7% of the GFOB. A discussion transpired concerning whether to change the Policy to 6% since the balance has been trending closer to that amount. Mr. Guerino added that this fund is more of an emergency type fund to help offset the cost of unforeseen emergencies. Mr. Mealy offered information on how several other towns in the Commonwealth define their Stabilization Fund's Policy. Ms. Marzelli offered the MMA's version of a Stabilization Fund. After further discussion, it was decided that the Stabilization Fund Policy will require a balance of at least 6% of the General Fund Operating Budget.

E. Reserve Fund – Mr. Meier discussed the possibility of increasing the amount required in the Reserve Fund. He feels 0.5% isn't sufficient. There was discussion concerning the Financial Policy versus Financial Guidelines and whether or not to include the Reserve Fund in the Policy with a specific recommendation or to leave it as is without any kind of definition. Mr. Guerino added that the Policies were signed by the Selectmen, Finance Committee, Town Treasurer, Finance Director and the Town Administrator. He feels because we're dealing with municipal finances, whatever financial policies are implemented, all five should have input. After further discussion concerning the Reserve Fund, Ms. Mastrangelo explained that the group is making a recommendation on a draft Policy to present to all five groups for review and discussion. She's suggesting leaving the Reserve Fund in the Policy as is. Ms. Marzelli feels that the 0.5% is adequate and added that having this fund serves as a buffer and helps to assist departments who may need a small amount of funds toward the end of the fiscal year.

F. Capital Stabilization Fund – A discussion transpired regarding this fund, how it is funded and how the funds may be allocated. There was some confusion regarding the terminology used to define this fund.

Ms. Mastrangelo suggested changing the order in which it is displayed in the Policies and Guidelines, recommending it be moved to the previous page to follow the explanation of the Stabilization Fund Policy; changing the order to make it letter C instead of further in the guidelines as letter F.

Additionally, Mr. Mealy recommended changing the wording from should be accumulated to may be accumulated. Changing the definition will prevent having to hold a specific amount in this fund; the group was in agreement. The group also decided to better define the use of the Stabilization Fund in accordance with Mass General Law Chapter 40 Section 5B. Mr. Mealy also recommended adding that the Town may appropriate funds from the Stabilization Fund for any lawful purpose with a 2/3 vote at Town Meeting. The group decided to add that to the definition.

G. ISWM Stabilization Fund – There was discussion on how this fund will cushion the impact on the Operating Budget after the landfill closes. Mr. Stuck recommended moving the placement of this definition to follow Capital Stabilization Fund.

H. OPEB Trust Fund – Since the fund has already been established, Mr. Stuck suggested changing the definition from "shall establish" to shall maintain an OPEB Trust Fund. The group was in agreement. A brief discussion ensued.

Use of Reserves

Free Cash – Ms. Mastrangelo referred to the Projection Model of Scenario 2 to explain to the group the impact of using 50% of excess Free Cash as an Operating Revenue. Ms. Marzelli states that by limiting the use, it will allow the balance to be

extended over a longer period of time. Mr. Mealy added that the intention of the policy is to offer a short-term notification that the use for the Operating Budget of the Free Cash is heading in a negative direction. A brief discussion began surrounding the feasibility of adhering to such a policy. The group decided that the policy should state that the Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue.

Mr. Stuck suggested reorganizing the placement of the definitions on Page 3. The group agreed.

Financial Planning and Monitoring Guidelines

B. Monitor and Track Current Year Financial Activities:

Mr. Meier states the Town no longer uses software. Mr. Stuck concurred stating software is implied with the term Management Systems and feels the word software should be removed. The group agreed.

A. Multi-Year Financial Forecasting:

Ms. Mastrangelo would like to change 10 years to 5 years. After a brief discussion, the group agreed.

C. Revolving Funds

The group deferred discussion to a later date.

D. Waterways Fund

The group deferred discussion to a later date.

Capital Planning and Debt Service Management Guideline

A. Capital Improvement Plan:

Mr. Guerino would like to increase the \$20,000.00. He states that the Town purchases vehicles at \$30,000.00-\$35,000.00 and it's a 3 year life. He feels this should be a Capital item and not a budgetary item. Ms. Mastrangelo states that \$20,000.00 is in the by-law. Mr. Mealy states that some changes may need to be made to the by-law and this may be looked at in the future. It was left at \$20,000.00 for the time being.

B. Debt Service Guidelines:

Mr. Meier questioned the percentage of 3-5% and thought it should be 5%. Before any changes are made, Ms. Marzelli stated that she needs to go back to see how we've been trending. The group agreed.

I. Capital Budget:

Previously, the group discussed having a benchmark for how much we should be spending on the Capital Budget. Mr. Stuck asked that Ms. Marzelli check to see how it's been trending over the last 5 years. Mr. Guerino thinks 5% is high. Ms. Mastrangelo stated the 5% includes the borrowing. A brief discussion transpired. The group requested additional data from Ms. Marzelli.

Mr. Guerino asked the facilitator to entertain a motion to extend the meeting. **Mr. Mealy motioned to extend the meeting. Mr. Stuck seconded and added for 15 minutes.** The motion carried unanimously.

Post Employment Benefit Liabilities

Pension Liabilities:

Ms. Marzelli suggested including retired teachers and states the description of the payment needs to read assessed not recommended. The group agreed.

OPEB:

Ms. Mastrangelo states that because we pay the liability on a pay-as-you-go basis, she recommends stating the Town will strive rather than the Town will endeavor to set aside 5% of the Normal Cost ARC. Ms. Marzelli recommends adding that it will be done annually.

Compensation and Benefit Guidelines

The group opted to remove this.

Revenue Enhancement Guidelines

D. Non-Tax Revenue:

Mr. Meier would like to add a definition of what this revenue is. He feels it needs to be defined in the Policy as to what it is. Ms. Marzelli stated the revenue comes from various sources such as licenses, permits and various fees. This description will be added to the policy. Mr. Guerino feels that reviewing this annually is too aggressive. After a brief discussion, Mr. Mealy recommends keeping the verbiage as is. The group agreed.

E. New Growth:

Mr. Guerino stated that the Town does what it can but there is no set plan to go out and seek economical commercial development or housing for new growth; we don't have the internal resources. Mr. Mealy recommends removing this. The group agreed.

3. Community Outreach

Deferred to the next meeting.

4. Facilitator for Next Meeting

Mr. Lavoie will facilitate the next meeting.

5. Other Business

Ms. Mastrangelo stated she received an email from Bill Scotti concerning New Growth. She is going to ask him to attend a meeting to discuss his ideas.

Ms. Mastrangelo asked if once the changes discussed have been implemented, should we forward the amended document to the Board of Selectmen as a Draft Policy for them to review at their June 23, 2015, meeting. Mr. Guerino feels that it should be forwarded to all participants, i.e. Finance Committee, Board of Selectmen, Town Treasurer etc... **Mr. Mealy made a motion** that the FPWG accept the revised Policies as a draft for distribution for review by other members of the financial team. **Mr. Lavoie seconded.** The motion carried unanimously. Ms. Mastrangelo stated that she will implement the changes but will keep the original policy so everyone can see what was changed. She'll then forward to everyone for review.

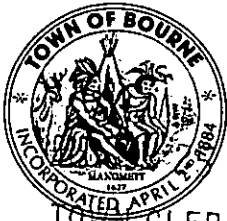
6. Public Comment

Mr. Mulvey offered brief input. He stated that there are only 12 weeks to convince the public to vote for the override and wants to know when the informational sessions are going to begin and who will oversee them. He thanked the committee for their hard work.

IV. Adjournment

Mr. Mealy motioned to adjourn the meeting. Mr. Lavoie seconded. The motion carried unanimously. The meeting adjourned at 8:20 PM

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



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MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

Finance Project Working Group

Monday, June 29, 2015

6:30 PM

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

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: Rich Lavoie

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 6/15/15
4. Discussion: Community Outreach
5. Brief Update on Override Working Group
6. Discussion: Financial Policies/OPEB/Capital
7. Next meeting: Agenda, Date, Facilitator
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
June 25, 2015

Future meeting topics:

- Visual Budget Demo
- Continued Discussion: Override and Reductions
- Continued Discussion: Long Term Financial Plan Assumptions
- Continued Discussion: OPEB
- Continued Discussion: Budget Best Practices

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TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne Finance Project Working Group Meeting Minutes

Bourne Veterans Memorial Community Center, 239 Main St. Buzzards Bay, MA 02532

June 29, 2015

I. Call to order

Peter Meier, Meeting Facilitator, called to order the meeting of the Finance Project Working Group (FPWG) at 6:30 PM on June 29, 2015. Mr. Meier announced the meeting was being recorded and asked if anyone in the audience was audio or videotaping the meeting. He acknowledged Michael Rausch of the Bourne Enterprise was recording the meeting.

II. Roll call

Members Present: Selectman Stephen Mealy, Mary Jane Mastrangelo, Kathleen LeGacy, Selectman Peter Meier and Matt Stuck (arrived at 6:37 PM)

Mr. Meier entertained a motion to excuse Mr. Lavoie and Mr. Hyldburg. **Ms. LeGacy motioned** to excuse the two members. **Mr. Mealy seconded.** The motion was carried unanimously. 3-0

Members Excused: Chris Hyldburg, Rich Lavoie

Also Present: Thomas Guerino, Town Administrator, William Scotti III, Michael Rausch of the Bourne Enterprise and Jim Mulvey, Resident.

Documents: Agenda, Override Schedule

III. Agenda Items

1. Approval of Minutes

Ms. Mastrangelo moved to accept the Minutes of the June 15, 2015, FPWG Meeting. **Mr. Mealy seconded.** With no further discussion, the Minutes were accepted with 1 abstention (Kathleen LeGacy abstained). 3-0-1.

2. Community Outreach

Finance Committee Member, William Scotti III, opened the discussion with suggestions on using different platforms, particularly social media, to inform/involve community members of the decision process concerning the Override. The discussion included a page on FaceBook called the Bourne Residents Page. He explained that this page is open to Bourne residents and this or a similar page may be an effective way to reach a younger demographic allowing them to voice their opinion, participate and be part of the Override process. Ms. Mastrangelo feels that if the Town were to have its own page, there would need to be a way to monitor it to

TOWN CLERK'S OFFICE
BOURNE, MASS
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prevent untrue or unwarranted comments toward Town approved posts or to have it be informational only. Mr. Guerino added that such a page would require a municipal administrator who would have to monitor the page on a regular basis and the Town may not have the capacity to do this. Further discussion transpired concerning the Police Department's page and its content. Ms. LeGacy added that as an alternative, a blog could be added to the Town's website. This may be easier to monitor and wouldn't have to be posted in real time. A brief discussion ensued.

Ms. Mastrangelo suggested adding a Q & A Forum to the Town's website in lieu of a blog. Ms. LeGacy added further explanation of a blog and ways it can be structured. The group is in agreement that using the internet in various forms i.e. social media, the Town's website, and emailing will be effective in providing information and generating interest. A brief discussion transpired concerning a Visual Budget.

Mr. Mealy would like a FAQ (Frequently Asked Questions) page added. He offered suggestions as to some questions that may be listed and suggests having bulleted answers. He feels this will be a quick reference for someone to understand the entire scenario. Mr. Scotti thinks a Finance 101 or a Town Hall 101 page may be effective in answering basic questions concerning how the Town operates.

Mr. Stuck discussed passive and active strategies in engaging the community. Further discussion included what information should be posted on the Town's website; the FAQ page; the process in which information should be presented to the public; obtaining feedback from the community; the importance of delivering a consistent message; drumming up support from various groups/organizations throughout Town and reaching out to the public through television, radio and newspapers.

The discussion turned to the implementation phase and how to operationalize what was discussed. Ms. LeGacy offered to put verbiage to some of the scenarios that Ms. Marzelli drafted. She also volunteered to write articles and put together training material.

Mr. Stuck stated that it's important to establish objectives. Ms. LeGacy added that this should all be defined in the media presentations and all presentations should reflect the same message. Ms. Mastrangelo would like to implement something immediately. She wants a way to hear the public's questions. Ms. LeGacy recommends placing drop boxes at various locations around town where residents can drop their questions into the box which will be picked up and answered by a designated committee member. Mr. Guerino suggested asking the library to borrow boxes they already have. Mr. Mealy feels that drafting a simple FAQ sheet will start the process and if residents have further questions, instructions on how to submit them could be listed on the bottom of the FAQ sheet. Mr. Stuck offered to draft a list of objectives which he feels should be the first phase of the implementation process.

Mr. Meier suggested displaying a PowerPoint presentation on Bourne TV so that people watching at home have a better understanding of what's being discussed during the meeting.

Ms. Mastrangelo stated the group has three action items. Mr. Mealy will work on the FAQ sheet. Mr. Stuck will draft Objectives of the Override and Ms. LeGacy will summarize the scenarios.

Mr. Mealy asked if anyone in the audience is interested in helping to please contact the group.

3. Brief Update on Override Working Group

Mr. Guerino stated that he's met with the Department Heads (excluding the School Department) as well as a smaller group that includes a couple of Finance Committee members. He asked them to provide budget reductions based on the amount recommended by the Board of Selectmen. The Department Heads provided their reductions. Once the reductions have been fine-tuned, Mr. Guerino will present a PowerPoint Presentation at the July 13th joint FinCom/BOS meeting which will portray the impact of the reductions per department. A brief discussion transpired.

Ms. LeGacy discussed the need for informing the public of the various meetings that have been scheduled. Ms. Mastrangelo suggests posting some of the scheduled meetings on the Town Calendar or in the list of upcoming events.

4. Financial Policies/OPEB/Capital

Deferred

5. Next Meeting

A Workshop is scheduled for 7/9/2015 at 6:30 PM

6. Public Comment

Mr. Mulvey was very encouraged by tonight's meeting. He offered a few suggestions on public input and outreach.

Ms. Mastrangelo asked Mr. Guerino to speak with IT to establish an email address and possible link on the Town's website concerning the Override.

IV. Adjournment

Mr. Stuck motioned to adjourn the meeting. Mr. Mealy seconded. The motion carried unanimously. The meeting adjourned at 7:57 PM

Minutes submitted by: Carol Mitchell

Town of Bourne Finance Project Working Group Workshop Minutes

Bourne Veterans Memorial Community Center, 239 Main St. Buzzards Bay, MA 02532

July 9, 2015

I. Call to order

Matt Stuck, Meeting Facilitator, called to order the Workshop of the Finance Project Working Group (FPWG) at 6:37 PM on July 9, 2015. Mr. Stuck asked if anyone in the audience was audio or video taping the meeting. He acknowledged Recording Secretary, Carol Mitchell, was audio taping the meeting.

II. Roll call

Members Present: Matt Stuck, Richard Lavoie, Selectman Stephen Mealy, Mary Jane Mastrangelo, Chris Hyldburg (arrived at 7:20 PM) and Kathleen LeGacy (arrived at 7:00 PM)

Members Excused: Selectman Peter Meier

Also Present: Thomas Guerino, Town Administrator, Linda Marzelli, Finance Director, Carol Mitchell, Recording Secretary, Fire Chief Sylvester, Judy Froman of the School Committee and Bourne resident, Jim Mulvey (arrived at 6:42 PM).

Documents: Agenda, BOS Working Override Schedule, FAQ Sheet, Reduction Budgets from the following departments: Bourne Public Schools, DPW, COA, Police, Fire, Town Hall Background Statement, Community Building, DNR, and Library. Budget Reductions Mid-Year FY16, Override Objectives Draft

III. Agenda Items

1. The following members were sworn in to continue as FPWG representatives. Mary Jane Mastrangelo, Richard Lavoie, Stephen Mealy and Matt Stuck.

2. **Approval of Minutes**

The approval of the Minutes from the 6/29/15 meeting was deferred.

3. **Update on Override Working Group**

Mr. Guerino informed the members that he had met on three occasions with department heads to reduce their budgets collectively by 2.6 million dollars over a 12 month period or roughly half of that amount over a 6 month period. He explained the number of FTE positions that will be eliminated should the Override not pass as well as the possible loss of 1.3 million dollars in grant money to the Fire Department. He added that even more grant money that the library and the school system receives could also be lost. Eliminations/staff reductions are also expected in

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TOWN CLERK
BOURNE MA

the Finance Department, Selectmen's Office, DNR (Dept. of Natural Resources) and the Town Clerk's Office. In addition to staff reductions, contracted services have also changed.

Each department submitted a four page overview of the reduction impacts for the FPWG to review. Mr. Guerino requested actual impacts be presented not possible impacts. He stated that once a reduction is proposed, the department head can't then go back and reinstate it. He feels that such an action would jeopardize the Town's credibility with the residents. A brief discussion transpired as to how detailed the explanation of reductions should get. The goal is to present each department's reductions in an easy to read, easy to understand format, with all being uniformed in how they're presented. A brief discussion transpired concerning Monday night's public meeting/presentation, shared costs and how to relay the information on a spreadsheet.

Mr. Guerino acknowledged Patrick Marshall and thanked him for acting as a liaison to many of the department heads.

The Town Administrator selected the Fire Department's overview and ran through it with the group. He then requested that Fire Chief Sylvester offer an explanation of his submitted draft. The chief discussed the elimination of positions, the closing of a station and the reasoning behind the station he selected to close, the volume of calls the department receives, revenue received from insurance claims, and mutual aid (assisting other communities). A brief discussion transpired.

The group agreed that each department should follow the same template presenting just enough information so that the public understands the impact without overburdening them with too much information.

The format will be: Current Staffing, Current Services, and Failed Override Impacts and will be restricted to a two page document.

The group reviewed all of the submissions recommending adjustments to each one so that it fits into the format. Mr. Guerino will relay the suggested changes to each department head and expects the revised overviews back to him by Monday, July 13, 2015 at 3PM to be presented that evening at the joint FinCom/BOS meeting.

At 8:00 PM, Mr. Stuck paused the meeting to request that the meeting time be extended for 30 additional minutes. No one objected.

Mr. Mealy commented on the length of time it has taken the group to go through each submission. He is concerned about Monday evening's meeting and the possibility of it running extremely long. Mr. Mulvey, a Bourne resident, suggests having an initial meeting, allowing the public to absorb the information for a week and then having a follow up meeting. Ms. Mastrangelo explained that there will be several meetings that will allow the public the opportunity to voice questions/concerns.

The group continued reviewing the submissions, suggesting revisions on each. A lengthy discussion concerning the school department's submission transpired regarding the impact of reductions, how they will impact the union and grants, learning impacts, class sizes and the format of their presentation. Mr. Mealy feels that the school department's overview should not follow the same format as the other departments. He feels that there is too much information that should be shared with the public; information that won't fit into the standard format. The group continued discussing what information should be relayed initially.

The group then discussed the BOS Override Schedule and revising the calendar. Ms. Mastrangelo recommends Monday evening's meeting should be a preliminary review of proposed reductions. She feels that July 28th BOS second review of revised reductions is the time to offer a more detailed account of the reductions. The third review of Financial Policy will change to August 18, 2015.

4. Facilitator for Next Meeting

Mr. Hyldburg has volunteered to facilitate the next meeting to be held on Tuesday, July 21, 2015 at 6:30 PM.

Mr. Stuck informed the group that he will email them the Objectives Overview that he's been working on.

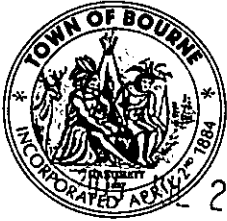
5. Public Comment

Mr. Mulvey briefly discussed public safety and health. He feels big ticket items deserve close scrutiny.

IV. Adjournment

Ms. Mastrangelo motioned to adjourn the meeting. **Mr. Lavoie seconded**. The motion to adjourn was approved 4-0-2 (Mr. Hyldburg and Ms. LeGacy abstained). The meeting adjourned at 8:45 PM.

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



21 AM 10:10 MEETING NOTICE - AMENDED

TOWN CLERK'S OFFICE
BOURNE, MASS
Finance Project Working Group
Thursday, July 23, 2015
6:30 PM

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

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 Hyldburg

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 6/29/15, 7/9/15
4. Review Override and Reductions Impacts List
5. Override Working Schedule
6. Discussion: Community Outreach – Draft Materials and Process
7. Next meeting: Agenda, Date, Facilitator
8. Any other business that may legally come before the Task Force.
9. Adjourn

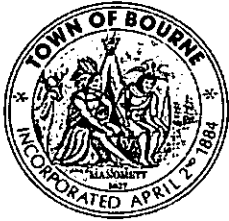
Residents are welcome and encouraged to attend our meetings. Members of the audience will be recognized for comments and suggestions during discussion as time allows.

Mary Jane Mastrangelo
July 17, 2015

Future meeting topics:

- Visual Budget Demo
- Continued Discussion: Override and Reductions
- Continued Discussion: Long Term Financial Plan Assumptions
- Continued Discussion: OPEB
- Continued Discussion: Budget Best Practices

2015 JUL 21 AM 10:48
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Monday August 3, 2015

6:30 PM

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

The Finance Project Working Group will hold a public meeting at **6:30 pm** on Monday August 3, 2015 at the Community Building and will then be joined by the Board of Selectmen at **7:00 pm** for a joint public meeting.

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: MJ Mastrangelo

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 6/29/15, 7/9/15
4. Review Override and Reductions Impacts List
5. Community Outreach Discussion
6. Recess FPWG
7. **7:00 PM** Call Joint Meeting with the Board of Selectmen to Order
8. Summer Public Forum for Citizen Input, Questions and FAQ's on the Override and Reductions if the Override Fails
Members of the audience will be recognized for comments and suggestions during this discussion.
9. Override Working Schedule Updates
10. Next meeting: Agenda, Date, Facilitator
11. Any other unanticipated business that may legally come before the Task Force.
12. Adjourn

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TOWN CLERK'S OFFICE
BOURNE, MASS

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
July 23, 2015

Town of Bourne Finance Project Working Group

Meeting Minutes

2015 OCT 26 PM 1:53

Bourne Veterans Memorial Community Center, 239 Main St. Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS

August 3, 2015

I. Call to order

Mary Jane Mastrangelo, Meeting Facilitator, called to order the meeting of the Finance Project Working Group (FPWG) at 6:30 PM on August 3, 2015. Ms. Mastrangelo announced the meeting was being recorded and asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, from the Enterprise, was taping the meeting as was Recording Secretary, Carol Mitchell.

II. Roll call

Members Present: Selectman Stephen Mealy (6:38), Mary Jane Mastrangelo, Chris Hyldburg, Selectman Peter Meier, Richard Lavoie, Matt Stuck and Kathleen LeGacy

Also Present: Thomas Guerino, Town Administrator, Linda Marzelli, Finance Director, Carol Mitchell, Recording Secretary, Michael Rausch of the Enterprise, George Slade, Michele Ford, Selectman Michael Blanton (6:52), Selectman Donald Ellis, Jonathan Nelson, residents, Jim Mulvey, Don Hayward, Susan Weston and Linda Zuern.

Documents: Agenda, 2 ½ Override Objectives document, Free Cash History, Criteria for determining Override Budget, Override Reductions Impact List, Minutes of 6/29/15 and 7/9/15.

III. Agenda Items

1. Approval of Minutes

Mr. Meier motioned to accept the minutes of the June 29, 2015 meeting. **Mr. Stuck seconded.** With no discussion, the motion carried unanimously 6-0.

Mr. Stuck motioned to accept the minutes of the July 9, 2015 meeting. **Mr. Lavoie seconded.** With no discussion, the motion carried unanimously 6-0.

(Mr. Mealy hadn't yet arrived for the vote)

2. Review Override and Reductions Impacts Lists

The Finance Committee and the Board of Selectmen had a joint meeting on July 13, 2015. The initial Reductions Impacts were introduced at this meeting. At the meeting, Chief Sylvester discussed the possibility of closing the Sagamore Fire Station in an effort to reduce the fire budget. Mr. Guerino stated that since then, the Board of Selectmen (BOS) are in agreement that they want the Sagamore Fire

Station to remain open. The BOS feels that the necessity of the public's safety and residents in that area is primary. Along with Fire Chief Sylvester, TA Guerino is going to re-examine ways for the station to remain open. He added that should the savings not come directly from the fire budget, reductions from other department's budgets would have to be made in as much to achieve that goal.

Mr. Lavoie inquired as to whether it was their hope to find the funds within the fire's budget or is it possible that there would be overflow into other departments.

Mr. Guerino stated yes, there would be overflow and added that the BOS will have to address other issues such as contract negotiations and the SAFER Grant that the Fire Department receives. They will try different scenarios in an attempt to make it work. A brief discussion transpired concerning staffing the station and the cost of keeping the lights on there.

Ms. Mastrangelo discussed the initial cuts proposed at the previous joint meeting. She stated that the proposed fire cuts do not reflect expense cuts. It reflects \$115,000 in salaries and wages in FY 16 and \$230,000 in salaries and wages for FY 17. She noted that there aren't any reductions in expenses listed. Mr. Guerino responded stating initially there weren't expense reductions but that it's currently under review.

Ms. Mastrangelo questioned the initial reductions and noted that the \$83,000 needed to keep the station open was not included in the Proposed Budget Reductions. She would like clarification on this and asked that should the Sagamore Station remain open but with fewer staff, will it impact the 8 person minimum requirement and how will it play out in an actual emergency, i.e. one station may have to cover for another station closing one temporarily. Mr. Guerino will meet with Chief Sylvester to fine tune the figures, particularly the overtime wages and to provide clarification regarding station coverage.

Mr. Stuck asked about time lines and when will the scenarios need to be submitted. Mr. Guerino stated that he's still waiting for some direction from the BOS in a couple of areas. He stated that most of the impacts that have been submitted are well understood but acknowledged that a few need further deliberation by the selectmen. He is hoping to have a workshop with the selectmen and department heads to finalize the impacts before the August 25th deadline.

Mr. Mealy concurred stating that in order for documents to be printed in time for Town Meeting, the 25th is the deadline.

3. Community Outreach Discussion

Mr. Mealy stated that there are two dates offered from the Pocasset Improvement Association and one from Taylor's Point. They are looking to host informational sessions pertaining to the Override for their community. He stated that Taylor's Point would like to meet on a Saturday morning. Mr. Meier feels that if a Saturday is chosen, it would have to be done in the morning. Mr. Mealy feels that it would be

difficult to have staff available on a Saturday. Ms. Mastrangelo added that if Taylor's Point would like administrative staff to attend, then a Saturday morning is not an option. A brief discussion transpired and it was agreed upon that a date for Taylor's Point would be selected at a later time.

After a brief discussion, the group selected August 20th to meet with Pocasset.

Mr. Stuck stated that the PTA would also like to host an informational session. August 26th was selected as the date to attend the PTA meeting.

A brief discussion transpired concerning whether or not the joint FinCom/BOS/School Committee meeting scheduled for August 11th should still take place. This meeting was tentatively slated to discuss the Sources and Uses with the Override and Sources and Uses with reductions. Ms. Mastrangelo feels that if the Proposed Reductions aren't finalized then, that meeting date should be changed. Mr. Guerino stated that the intradepartmental bottom line numbers won't change. Mr. Mealy feels it will be useful to go through both Sources and Uses at that point. The committee agreed to keep the meeting date for August 11th.

Mr. Stuck distributed the 2 ½ Override Objectives document to the committee members and asked all to review it for any changes and submit them to Ms. Mastrangelo immediately so the document may be finalized.

4. Recess

The FPWG meeting briefly recessed at 6:58 PM.

5. Joint Meeting with the Board of Selectmen

Chairman Mealy called to order the Board of Selectmen meeting at 7:00 PM on August 3, 2015. He addressed those in attendance explaining that this was an opportunity for residents to pose questions to the leadership of the town concerning the Override. He invited all members present to offer opening comments and asked all members in attendance to introduce themselves.

The introductions began as follows

Rich Lavoie – FPWG and Finance Committee, Michele Ford – Finance Committee, Kathleen LeGacy – FPWG and Finance Committee, Chris Hyldburg – FPWG and School Committee Chair, Matthew Stuck – FPWG and School Committee, Mary Jane Mastrangelo – FPWG and Finance Committee Chair, Peter Meier – FPWG and Board of Selectmen, Stephen Mealy – FPWG and Board of Selectmen Chair, Michael Blanton – Board of Selectmen, Don Ellis – Board of Selectmen, Tom Guerino – Town Administrator, and Linda Marzelli – Finance Director.

Excused Members – Selectman Don Pickard

Mr. Mealy asked if anyone on the panel had any opening remarks.

Mr. Stuck addressed all in attendance. He stated there are three main objectives of the Override. The first, prevent significant cuts in community services in FY 16, second, prevent even greater service cuts in FY 17, lastly, to establish a sustainable financial position for at least the next five years; meeting the Town's Free Cash Policy while maintaining the High Bond Rating.

Mr. Mealy then opened the discussion to members of the audience.

Susan Weston of Buzzards Bay addressed the committee. She is concerned over the possible loss of 12 fire men and the grant money that would also be lost should any layoffs occur. She is also concerned about the possible closing of the Sagamore Fire Station.

Mr. Mealy addressed her concerns indicating that discussions are still taking place with Chief Sylvester regarding this. He discussed the SAFER Grant, (Staffing for Adequate Fire and Emergency Response) a grant that the Town received in the amount of \$1.3 million dollars to assist with staffing 8 additional Firefighters. Should the Town layoff any fire department staff, the entire grant would be lost. The Board of Selectmen have asked Fire Chief Sylvester and the Town Administrator to find an alternative to layoffs/closing a station as doing so would be a detriment to the safety of Bourne residents.

Mr. Guerino added that with staff reductions, the stations would remain open; however, they would be open with a skeleton crew. This might be a problem should an emergency arise and staff from one station must leave to assist in another area of town; thus, leaving that station unmanned or short staffed. Overtime costs would need to be evaluated as well. Mr. Guerino and the chief will be looking to see if there are any other areas in the public safety piece of the budget that may be adjusted to avoid this.

Ms. Weston followed up by asking if there is a federal or state law requiring a specific number of firefighters be staffed on a truck for not only their own safety but the safety of the residents and would the proposed cuts violate such a regulation; thus, endangering lives. Mr. Guerino stated there are NFPA guidelines not mandates; however, there are common sense safety decisions to follow protocol. Ms. Mastrangelo and Mr. Blanton offered a brief discussion on the matter. Mr. Guerino acknowledged that the grant makes a big difference in how the fire department runs. He followed by stating that before the grant, the town ran a 3 person station and if need be, the town will have to run a 3 person station again.

Linda Zuern, a former member of the Board of Selectmen, addressed the committee. She inquired about the amount of the Override, \$2.9 million dollars, and asked what percentage will be distributed to each department. Mr. Mealy stated that since there won't be any increases to the budget, it may be best to explain how much each department is reducing their budget by. She explained that she's seen those figures and would like a better understanding of how much is going to town services, how much is going to the school department and how much is going to the Reserve Fund. Ms. Mastrangelo explained that the \$2.9 million dollar Override allows the town to keep the FY16 budget that was passed at the Town Meeting in May. There's no changes, no increases to anyone's budgets for this year or next year. Adding that in order to be able to cover the projected budget for next year through FY 2020, we need a \$2.9 million dollar Override in order to generate enough revenue to run our current budget until FY 2020. If the Override does not pass, reductions this year will be \$1.3 million dollars throughout the town departments. Next year, \$2.6 million dollars in reductions would be required. She stated that there's a Reductions Scenario document posted on the Town's website on the Override page that shows 3 different scenarios; what will happen if nothing is done, what will happen should the Override pass, and what will happen if it doesn't. Mr. Stuck offered further explanation of the Assumptions based on an average of the last five years.

Assumptions

- New Growth added to the tax base is 300,000 per year
- Local receipts increase an average of 1.7%, Cherry Sheet revenues remain stable but Cherry Sheet charges increase 5%.
- Town Salaries increase at 2.5% and Expenses at 1.5%
- Bourne Public Schools increase at 2.25%
- Upper Cape Tech School increases at 8%
- County Retirement increases at 8%
- Group Health Insurance increases at 7%

Ms. Zuern stated that the schools make up 60% of the Town's budget and asked if it's to be assumed that they will get that same percentage. Mr. Stuck responded that the school's portion is 54% which includes shared costs. Ms. Mastrangelo added that 2.25% has been earmarked for a budget increase to the Bourne Public Schools' budget which includes their salary and expense increases. Ms. Zuern further commented that if the Override doesn't pass, it appears that the School Department's budget will decrease 8%. Questioning why the largest department has the lowest decrease? Mr. Guerino responded, stating that when looking at the overall budget, you have to look at the non-school department side as one piece, the schools as another piece and the fixed costs as a piece. Adding that if we look at all of the

municipal departments and combine them together, without shared costs, it equates to about \$16 million. The School Department's equates to about \$20 million. The overall reductions to the general fund is approximately 7-10%, the School Department's reductions are approximately 8%, so it's about equal all the way around.

Mr. Guerino continued, stating some individual departments may be faced with more reductions than others, i.e. Human Services and art programs vs. Public Safety programs (citizens in the past have expressed their desire to maintain public safety programs) while others such as Planning, Conservation and Health will see no reductions because there is nothing left to cut in those departments. He added that the School Department worked extremely hard over the last several years to turn the department around and are now starting to see the fruits of their labor. He feels that an 8% reduction would be devastating. He further explained that over the last 2-3 fiscal years, the non-education side has made approximately \$1 million dollars in cuts and feels that both sides have been extremely responsible in trying to trim the budget.

Ms. Zuern then inquired as to whether the full day kindergarten and preschool programs have been eliminated. School Committee Chair, Chris Hyldborg, responded. He stated that the schools' budget has increased only 1.5 % per year since 2011. He agrees with Mr. Guerino that an 8% cut would be devastating. He feels the department is making good traction and having to make reductions would be a big setback. He stated that the School Committee has not voted on whether to eliminate those two programs yet and if voted to, it would not take effect until FY 17.

Ms. Mastrangelo stated that the School Department has full authority over their budget. What they decide to do with the monies received from the Town is their decision. That's what they're elected to do, to make those decisions. She added that the Town reductions, the non-school proposed reductions are \$1.2 million dollars, and the schools' proposed reductions are \$1.5 million dollars. She added that the \$2.9 million dollar Override will not change the school budget that was approved at Town Meeting in May.

Mr. Mealy concurred and stated that the reason for the amount of \$2.9 million is to be sure that the Town has enough money for more than just two years. He added that the last General Override lasted ten years not the five that was originally projected. He added that the FPWG, Finance Director and Town Administrator have spent a great amount of time researching, going through data over the last five years to draft the three scenarios of the Assumptions that Mr. Stuck presented earlier.

Ms. Zuern then asked what the cost will be per homeowner whose home is assessed at \$300,000.00, what will their tax increase be? Ms. Mastrangelo responded that the increase will be approximately \$17.00 per month for the year.

She then offered a suggestion, to break up the ballot question into sections. Then residents will know how much money is going to town services, school services etc... Mr. Meier stated that would pit department against department. He added that we're all in this together. Mr. Lavoie feels that type of ballot question would be more detrimental because you'd be targeting money in specific places. You'd have less available for Sources and Uses if the money is earmarked. Mr. Guerino added that in the past, when he's seen a "menu" type Override, it's usually for specific projects, i.e. funding of a playground or for the institution of a new program. That type is more of an "Add-on" Override. Ours is more of an "Operational" Override impacting the entire municipality as opposed to individual departmental requests for something special.

A brief discussion transpired concerning the number of FTEs (Full Time Equivalents) that will be reduced should the Override fail.

Don Hayward of Monument Beach addressed the committee. He stated that he read in the Bourne Courier comments regarding stability in government. Which caused him to look at his own finances since 1997. Doing so, he found that he doesn't have the luxury of 2 ½ % increase per year as a retiree. He's level funded. He feels that asking for additional funding on top of the 2 ½ % increase the town receives annually is unjustified. He added that as long as the town is using Reserve Funds, our town government isn't stable.

Mr. Guerino responded stating that the Town of Bourne has taken a short-term loan from itself for years. He continued by saying the short-term loan should have been paid back and then move forward with the remaining funds, but that's not what was done; thus, the deficit. Adding that we've been frugal in how municipal dollars are spent, we have pared a lot of budgets back.

Ms. Mastrangelo explained that there's two kinds of reserves, the first, the Stabilization Fund, (The Rainy Day Fund reserve) which we've been building up since the last Override. This fund hasn't been used often. It was used to help build the new DPW building. The amount used was repaid.

The second, Free Cash, which is the unreserved balance of the Town. Although it's referred to as a reserve, it is a revenue source available to pay for expenses of the town. This year, \$1.8 million dollars of Free Cash was used for the Operating Budget. Last year, \$2 million dollars was used for the Operating Budget because the revenues coming in were not sufficient to cover expenses. She added that as long as the Free Cash Policy is being observed while using Free Cash, it's an acceptable use. Because in the last 3 years we've had two extremely high snow and ice deficits, budget increases for the assessment at Upper Cape Tech, increases in health insurance etc... we are currently at our Free Cash Policy. This means that going into FY 17, we have zero Free Cash available to support the budget. If the \$2.9 million dollars in reductions aren't made now, our Free Cash will be depleted by the

following year. It is now up to the residents to decide, increase taxes and maintain services or reduce services to avoid a tax increase.

Mr. Hayward stated that the town is incapable of operating on a 2 ½ basis. Mr. Mealy stated he didn't think any town could operate on a 2 ½ % basis. He used Arlington as an example stating that Arlington has an Override every three years which is how they address their deficit. He added that we don't have control over how much snow falls or that we can't tell a student they can't attend the Upper Cape Tech.

Mr. Mealy explained the process for budgeting different expenses and the reasoning behind keeping numbers as low as possible, as not to tie up funds that may be put to use in other areas of the budget.

Ms. Mastrangelo commented on different tax rates. She did some research and states that in Bourne, 55% of the Town's expenses are paid by the tax levy. In Falmouth, it's 67%. She feels that Bourne does a great job in finding other ways to support the budget without going to the tax payer.

Jim Mulvey of Buzzards Bay addressed the committee. He feels there are two basic problems, where we are/how we solve it and how we got there. He discussed the Town and its presentation of the budget every year at Town Meeting. He discussed how many in attendance at Town Meeting have not seen the budget before walking in the door and probably don't understand the numbers. He feels most in attendance at Town Meeting rely on the preparation and presentation that evening when deciding how to vote.

He discussed the moving of the DPW building and recalled hearing at one of the BOS meetings 3 or 4 years ago the discussion over concerns of the Reserve Funds being depleted. Stating those concerns were dismissed. He asked, why the Town didn't make adjustments then.

Ms. Ford, former chair of the Finance Committee, responded. She recalled while chairing for five years, emphasizing in both verbal and written comments each of those five years, that approach being taken was unsustainable. Furthermore, that certain principals of theirs were being violated; including, increasing the amount of funding being taken from the ISWM operation to support the general fund even though a minimum threshold was set. She added that the budget put together by the BOS, violated that threshold the following year.

Ms. Ford continued, stating that you have the push and the pull, setting expectations through the way money is spent that is satisfactory to the populous vs. am I going to support a tax increase. She stated that the leadership, right, wrong or indifferent said that the most important thing that needs to be done is that we do not increase the tax burden on the townspeople. This has been done successfully since the last Override. She feels it was made clear that the path taken was not sustainable. She stated that if

people weren't listening or if stronger language should've been used then shame on her, but feels the message has been out there for at least 6 years.

Mr. Guerino added that over the last 7-8 years, the BOS has made reductions to expenditures, then instructing the Town Administrator to go back and make further reductions. To their credit, the selectmen have been very vocal over the last several years forecasting that the current situation would be the scenario the Town would be facing. Mr. Guerino indicated that money has not been spent foolishly, that key personnel has been lost and in some cases, whole departments. He feels that the BOS have been good stewards with the townspeople's money.

He stated that he's heard on several occasions that residents don't want an Override to replenish the Rainy Day fund. He stated that this is not the case; if you look at the way the town is financed, by raising the tax levy by \$2.9 million dollars, our forecasted amount of expenditures will last 5 years. Even though the monies will initially go into reserves, those reserves will be taken out toward the end of the 5 years as we approach the end of the 5 year term where we may have to again look at some type of alternative. He reminded everyone that the last Override was predicted to last 5 years, but the Town was actually able to get by with 10 years. The plan is to make the funds last significantly longer than 5 years. He also stated that one of the reasons that Free Cash is no longer a viable alternative is that the budget has been trimmed to such an extent, that the turn backs at the end of the fiscal year are becoming less and less to the point that instead of getting a million dollars we're getting hundreds of thousands instead.

Mr. Mealy asked to hear more feedback from audience members.

Mary Crook of Monument Beach addressed the committee. She stated she's lived in the community for 40+ years. She's seen a lot of changes and would like to know what the Town is going to do to increase revenue? She added that we need to bring big business that pays taxes instead of continuing to burden the homeowner.

Mr. Mealy addressed her concerns stating that the Town has taken steps to try to bring business revenue in. He is hoping that the MBTA will begin service to the Town which will increase activity in Buzzards Bay. Zoning has been changed in Buzzards Bay. Arrangements have been made with the Cape Cod Commission to allow development to be undertaken in Buzzards Bay that isn't allowed in other parts of town. Wastewater capacity is being addressed as this is a stranglehold on the development of Buzzards Bay. He stated there has been interest for hotels and/or convention centers.

Mr. Mealy discussed briefly the economic fallout back in 2008/2009 and how it didn't have an immediate impact on the municipality; but, the impacts are being felt now. He reaffirmed that Economic Development is a priority. Mr. Guerino added that the MacArthur Blvd. area of town is also being developed commercially. He added that the services a town provides plays a key role in attracting businesses

looking to relocate or expand. Mr. Meier stated that yes, we want more commercial development but it has to be the right type of development.

Mr. Mealy encouraged residents to visit the Override page on the Town's website and the Override Facebook page, a link is also there, to obtain information and to establish a dialogue between the taxpayers and town leaders.

Susan Weston of Buzzards Bay readdressed the committee. She commented on the differences in landscape, new learning facilities including a nursing facility, baseball dugouts and snack bar, plus various other playing fields have been added to the Upper Cape Tech since one of her sons graduated from there. She's noticed that there hasn't been any noticeable modifications made at the Bourne High School and wonders why Bourne Public Schools will face an 8% budget reduction but Upper Cape Tech will have no reductions.

Mr. Mealy replied that the Doran Family donated the funds used to build the Brave's facility including the dugouts and snack bar at the Upper Cape Tech School.

Additionally, the Upper Cape Tech serves multiple towns and has a multiple town school committee that determines how that school will operate fiscally and sets the policies of the school. The cost per student assessed to the Town is based on their number of students attending and that town's perceived ability to pay the per pupil cost.

Mr. Hyldburg further explained that the Upper Cape's assessed cost to each participating town is factored in three ways; 1. The number of students attending from a particular town, 2. The rate per town is different, 3. The budget that Upper Cape elects to develop. Their budget is developed differently than the Bourne Public Schools. They are both a Regional School as well as a Tech School, they have different requirements as to how they can charge the student/parent for attending, as they are limited in the fees they can charge.

Mr. Hyldburg would like to back away from pitting the Bourne School System against the Upper Cape Tech. He states that students receive an education from Bourne as a team. Adding that we never really know how many students will choose to attend the Tech. It's dependent on the families and which school works best for them. Regardless if the Override passes or fails, neither will affect Bourne's participation in the Upper Cape's budget. Mr. Guerino stated that the nursing facility is self-sufficient, the program offered there covers its own costs.

Jim Mulvey of Buzzards Bay readdressed the committee. Mr. Mulvey stated that he supports the Override but in the future, demands that when a financial problem develops, the Town acts on it before a similar situation like the present one arises. He would like to see more industrial growth. He also feels the large projects being discussed, i.e. the new Police Station / Peebles School should be factored in to all Override discussions.

Mr. Mealy addressed Mr. Mulvey's concerns, stating that the Financial Project Working Group was established to examine the Financial Policies the Town has been using for the last 8-10 years and to put together an analysis of where we've been, where we are now and how we get here. He stated that the FPWG, over the last several months, has reexamined the Financial Policies of the Town.

Ms. Mastrangelo explained that one of the biggest changes to the Financial Policies is now, a policy has been implemented on the use of Free Cash. Limits have been set as to when Free Cash may be used, how it may be used and how much money will be maintained in the fund.

6. Override Working Schedule Updates

Mr. Mealy quickly went through the proposed schedule.

August 5th - Board of Selectmen will meet.

August 11th - a joint meeting between the BOS, FinCom and School Department is scheduled to review Sources and Uses with reductions and Sources and Uses with the Override.

August 18th – BOS to have third and final review of the Financial Policy.

August 19th – School Committee Meeting

August 25th – BOS vote on Override dollar amount for ballot question.

September 8th – October 6th – Public Education.

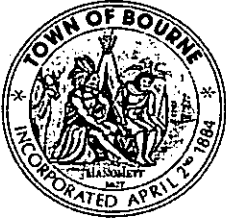
- 7. Next Meeting Date/Facilitator** – August 26, 2015 at 7:30 PM. Mr. Meier will facilitate.

- 8. Unanticipated Business – None**

IV. Adjournment

Mr. Meier made a motion to adjourn. Mr. Lavoie seconded. The motion carried unanimously. The meeting adjourned at 8:58 PM.

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Thursday August 20, 2015

6:30 PM

Pocasset Village Community Center

314 Barlows Landing Road, Pocasset, MA 02532

The Finance Project Working Group will hold a public meeting at 6:30 pm on Thursday, August 20, 2015 at the Pocasset Village Community Center.

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

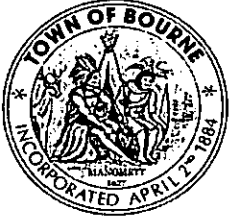
Meeting Facilitator: Stephen Mealy

1. Call to Order
2. Note of any Excused/Absent Working Group Members
3. Public Forum for Citizen Input, Questions and FAQ's on the Override and Reductions and Impacts if the Override Fails
4. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
August 11, 2015

2015 AUG 11 PM 3 55
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE - AMENDED

Finance Project Working Group

Thursday August 20, 2015

6:30 PM

Pocasset Heights Improvement Association

100 Circuit Ave, Pocasset, MA 02532

The Finance Project Working Group will hold a public meeting at 6:30 pm on Thursday, August 20, 2015 at the Pocasset Heights Improvement Association.

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/Absent Working Group Members
3. Public Forum for Citizen Input, Questions and FAQ's on the Override and Reductions and Impacts if the Override Fails
4. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
August 11, 2015

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TOWN CLERK'S OFFICE
BOURNE, MASS

**Town of Bourne Board of Selectmen
Finance Project Working Group
Joint Community Meeting Minutes**

Pocasset Heights Improvement Association

100 Circuit Ave, Pocasset, MA 02559

August 20, 2015

I. Call to order

Susan Wiggin, Chairperson of the Pocasset Heights Improvement Association, called to order the Community Meeting at 6:30 PM on August 20, 2015. She introduced the Chairman of the Board of Selectmen, Stephen Mealy. He addressed all in the audience and thanked them for attending. He then asked all members present to introduce themselves to the audience.

II. Roll call

Finance Project Working Group Members Present: Selectman, Stephen Mealy, School Committee Chairman, Chris Hyldburg, School Committee Member, Matthew Stuck, Selectman Peter Meier, Chairperson of the Finance Committee, Mary Jane Mastrangelo, and Town Administrator, Thomas Guerino.

Board of Selectmen Members Present: Selectman Michael Blanton

Finance Project Working Group Members Excused: Kathleen LeGacy, Richard Lavoie

Board of Selectmen Members Excused: Selectman Donald Pickard, Selectman Donald Ellis

Also Present: Carol Mitchell, Recording Secretary, Michael Rausch of the Enterprise and several members of the community.

Documents: Forecasted Non Education Related Budget Reduction Impacts document, Criteria for Determining Override Budget Reductions, Impact on Bourne Public Schools document, Q&A sheet

III. Open Discussion

Mr. Mealy began the discussion stating it's been about ten years since the last General Override. He continued stating that since Proposition 2 ½ came into effect 35 years ago, this is only the third request for a General Override. He gave a brief summary of Proposition 2 ½, the regulations that govern it, and explained that the Proposition 2 ½ can only happen by ballot vote. He stated that there is a Special Election scheduled for October 6, 2015, where voters will decide whether or not to exceed the 2 ½ limit.

Mr. Mealy informed the audience that the Town has been faced with increasing expenses that the Town has had no control over; adding that the revenues cannot keep pace with the increasing expenses.

He stated that there have been several budget impacts that have contributed to the current financial crisis. Over the last two winters, the snow and ice deficit has exceeded \$920,000.00, the group health insurance increased in FY 15 by \$350,000.00; by FY 16, \$820,000.00. Additionally, over the last two years, The Upper Cape Technical Vocational High School has increased their assessment to the Town, to \$1.1 million dollars, as more Bourne students have elected to attend that high school.

Also, there's a new requirement for all towns in the Commonwealth to account for future Other than Pension Employee Benefit (OPEB), it's an expense on the Balance Sheet of the Town, and the annual contribution made for this year was in the amount of \$200,000.00. The estimated liability for OPEB to the Town is approximately \$89,000,000.00.

Our net state aid has declined steadily since 2008. We are now receiving the equivalent of what we received in FY 2006.

Mr. Mealy informed the audience that the Town has contracted with a solar energy provider. All of the electricity the Town uses is sourced through solar power. An energy credit will offset electrical expenses and provide a net savings to the Town of \$250,000.00 annually. We've also taken advantage of some increased taxes and fees. This year we recently adopted the local option for Meals Tax which has generated \$350,000.00. Mooring fees have been increased which are being used to fund the Department of Natural Resources Department.

In May of last year, the Financial Project Working Group was formed to bring together members of the BOS, FinCom and School Committee to work together on 1 year and 5 year budget plans. The group has worked with the Town Administrator, Board of Selectmen, and the School Superintendent to try and maintain/keep finances in line, balance expenses to revenues and develop a 5 year financial plan.

The long term financial plan has been completely reworked and updated. Financial Policies that have not been updated since 2007 have been thoroughly reviewed. Controls to the amount of Free Cash (unspent monies returned to the Town at the end of the Fiscal Year) that may be used have been implemented, and how much of that Free Cash may be used toward budgets and capital expenses have been established.

By strictly adhering to the Town's financial policies, our bond rating has been increased to a strong AA+ which has meant lower interest expenses to the Town.

Since 2005, the Town has maintained Free Cash Reserves in excess of what the financial policies call for. Early retirement has been discussed as a means of

reducing the cost of personnel to the Town. Health Insurance options are being reviewed to provide less expensive options to the Town; though, the overall cost to the Town has increased.

Mr. Mealy explained that because the snow and ice, health insurance, regional high school costs and expenses have increased beyond the Town's control, they've been paid for using Free Cash. The Town is no longer able to fund the same level of services provided in last year's budget and this continues well into the future years. Residents are being asked to vote to raise taxes beyond the limits of 2 ½ to maintain the current services. No services are being added, expenses are not being increased.

The estimated deficit this year is approximately \$1.1 million dollars. This escalates to \$1.25 million dollars next year. In FY 18, it increases to \$1.65 million dollars and in FY 19 it's projected to be \$2.67 million dollars. In 2020, the expected deficit for that year is \$3.69 million dollars. This is the problem being faced in the following years to come. The proposed Override is in the amount of \$2.7 million dollars. The tax burden to home owners would be an additional \$191.00 annually or about \$0.66 cents per thousand dollar valuation. This is based on the average median valued home in Bourne which is \$290,000.00.

The Town Administrator has set up criteria for determining how budget reductions will be implemented should the Override fail to pass. He has worked with each department head to arrive at specific budget cuts for each department's budget.

Mr. Mealy then referred to the Forecasted Non Education Related Budget Reduction Impacts handout and summarized each department's reductions. Highlighted below.

The Town Administrator set up criteria for determining override budget reductions, and worked with each Department to arrive at specific cuts to the department's budget.

Should the override not pass, the following summary of impacts to the general government, non-school services will be made. We have these available as a handout, too.

Within Town Hall/ General Government - Full year reductions will result in an additional loss of 2.5 Full Time Equivalent Employees (FTE's). This staff reduction is in addition to the 4.5 FTE's already laid off this year.

Additional expense line items will be cut \$34,000 for the current budget year. The Contract Custodial services for the Town Hall facility will be reduced by 40% All Human Service Organization funding will be eliminated with the exception of the Visiting Nurses Program.

At the Bourne Veterans Memorial Community Building - Staff reductions bring staffing at the Community Building to only one full-time employee (down from 2 FTE's) Public access to the Community Building will be

reduced to 40 hours per week from the current 78 hours per week. These cut in hours will result in reduced COA and recreation programming. Repair Expense budget has been cut, so any needed emergency repairs would require the use of reserve funds.

At our Public Works Department (DPW) - One FTE in the Maintenance and Highway Division will be laid off, reducing the total number of people to seven. General road maintenance, snow removal, requests for service, roadside mowing and street cleaning, will be reduced and/or delayed. Assistance to other town departments will be reduced.

Within Recreation - All lifeguards and swim lessons would be eliminated; we currently have guards and lessons on two beaches.

All free community programs that are currently funded through the Town appropriation will be cut. Some program receiving subsidies to keep program fees affordable, will be cut.

Summer Camp Scholarships for families in need will be cut.

All fees will be reviewed and raised to cover all program costs, including equipment and salaries.

Police Department - We recognized the citizen concern for maintaining our police department. We held a successful targeted override to add police officers several years ago. As a result of reworking several budgetary funding areas within other parts of the budget we are not proposing budgetary reductions to the Police Department at this time.

Fire Department - You may have heard or read about the town's successful award of a SAFER grant for \$1.3M. Acceptance of this grant requires no layoffs of existing personnel. This is the second time we have received the grant and will allow the department to keep 8 firefighters/paramedics in place for two additional years.

The Fire Department will use department personnel for Dispatch operations, services that had been contracted resulting in a savings of \$115,000.00. The overtime salary line item will be cut by \$105,000.

Library - Reductions of 2.25 FTE's from part-time staff and custodial staff; cuts will be made for materials (books, etc.), data processing, and other services. Other Line item reductions that will effect general operations at the Library. The Town will likely lose State certification. Certification Loss would mean the inability to use other libraries in Massachusetts; the inability to apply for LSTA grants; no State Aid funding for Bourne. We currently receive \$24,000. The hours of operation at the Library will be reduced from 50 hours per week to 40 hours per week. Public access to the meeting rooms will be limited.

All adult programming and the One-on-One technology assistance will be cut.

Children's programming is going to be reduced by 50%, a reduction of 200 programs a year.

Longer wait times for best sellers and new releases are to be expected. Fewer materials in the formats desired by the public, including the elimination of some, due to cost constraints.

There may be unanticipated, unannounced and unplanned closures due to staff shortages and minimum staffing requirements at the building.

Elimination of important library public databases, while others will not be renewed. Maintenance and upkeep budgets for the building will reduced.

Council on Aging - There will be staff losses of 1 FTE in budget year 2016 and additional reductions of .8 FTE in budget year 2017. This will result is less client service and interaction.

The proposed reductions combined with reduction in expense line items will cause great reductions in all program offerings. It is anticipated that there will be substantial increases of response time to telephone inquiries of service and requests for assistance.

Impacts to accurate statistical reporting necessary for funding and annual reporting to the State are predicted, placing the reporting for state formula grant funding at risk.

Our COA transportation will be cut, requiring the use of Public Transit for medical, food and other necessities.

For those who are disabled this becomes a substantial burden.

Program money losses used for Food purchases will affect the Supportive Day Program which relies on the Café for their daily lunches. There will be a complete elimination of the newsletter, currently having a distribution of over 2000 each month.

The total number of lay-offs this fall is 6.8 FTEs/full time employees, within the general government non-educational services.

Should the override fail, we will be making similar reductions in dollars again next year. We are asking for your support to keep our community whole. We are not adding, growing, expanding or embellishing services or personnel.

All of these reductions will effect hundreds of residents. They are NOT just "nice to haves".

They represent the very core of our town, and what our town represents to all of us.

A note on the number of general government personnel.

In FY11, the non-educational town services employed 185.7 Full Time equivalent/employees.

In FY16, we have employed 189 Full Time equivalent/employees, including the 5 new Police officers added by an earlier override.

Once the review of reductions was finished, Mr. Mealy explained that there will be a similar presentation at 6:30 PM on Monday, August 24, 2015, at Taylor's Point. Additional presentations will be posted on the Town's website. He asked residents to support the Override at the Special Election being held on October 6, 2015. At the Special Town Meeting, on Monday, October 19, 2015, voters will be asked to approve the modified FY 16's Budget.

Regardless if the Override passes or fails, the Special Town Meeting will take place.

Mr. Mealy thanked everyone for attending and asked Mr. Stuck to explain the impacts of a failed Override on the Bourne School Department.

Prior to Mr. Stuck addressing the audience, Mr. Hyldburg, Chairman of the School Committee, addressed the audience giving them some background on the School Committee and the Bourne Public Schools. He explained that the schools develop and work within a budget; adding that the schools' budget is the largest in the Town comprising of approximately 55% of the overall budget. He stated that the School Committee realizes this and takes the budgeting role seriously.

The School Committee has developed several subcommittees; one of them being the Budget Subcommittee. He added that understanding their numbers is important for everyone in their community asking them to recognize that over the last year and a half, the schools' budget process has been very robust. They look at every single line item; almost down to counting pencils. He stated that the school committee has been working to understand the budget process for a very long time; and look for every opportunity to save money. He added that the schools' budget has increased less than 1% per year over the last six years stating that if the proposed FY 16 reductions are implemented, the School Department will be spending less than what they spent in 2010.

He thanked everyone for attending and encouraged questions, input, and advice. Mr. Stuck was introduced.

He stated that he's a proud son of the Bourne community. He grew up in Bourne, attended school in Bourne and is now raising his family here. He gave a little bit of background on himself and the reasons why he ran for School Committee.

Mr. Stuck explained that one of his roles as a member of the School Committee is to provide the best education for the students at all times. Another role is to evaluate the Superintendent and leadership and to work within policies and budget. He then referred to the Impact on Bourne Public Schools document shown below.

Override Failure Impact on BPS for FY16 and FY17

August 20, 2015

Impacts to Accomplishments

Fast facts:

IMPACT SUMMARY	SPECIFIC IMPACTED ACCOMPLISHMENTS
<p>Degradation of academic rigor including advanced/accelerated options</p>	<ul style="list-style-type: none"> ➤ Added Coding, Digital Literacy, Health, Technology @ Elementary, Writing @ Elementary, BHS electives/Advanced Placement (AP) ➤ Increased district-wide project-based and hands-on learning ➤ BMS accelerated courses - math, English language arts (ELA), band Supported summer curriculum work ➤ Incrementally have increased offerings and access to and performance in AP courses ➤ Increased collaboration between elementary schools ➤ Increased collaboration between elementary, middle and high school with more student involvement, mentors, classroom visits ➤ Increased opportunities for collaboration for teachers with common planning time, building-based and district professional development ➤ Online learning opportunities for credit recovery, home hospital tutoring and additional/expansion of course offerings ➤ Invested in Early Childhood Education with PreK and Full-day K ➤ Special education services are more inclusive/dynamic to meet the needs of PreK-12 students ➤ New programs - ECEP, School-to-Careers ➤ New learning environments: Aquaponics Lab, Innovation Studio, Robotics Lab, Keyboard Lab
<p>Elimination of integrated professional development programs to achieve student growth</p>	<ul style="list-style-type: none"> ➤ Learning coaches for teachers ➤ Increased opportunities for teachers to collaborate vertically and horizontally ➤ Increased opportunities for teachers to collaborate during school day with common planning time ➤ Teacher initiated, developed and facilitated professional development workshops ➤
<p>Limited service with and to community</p>	<ul style="list-style-type: none"> ➤ Increased community relations - Women's Club, Alumni, Garden Club ➤ Collaboration with Bourne Recreation, Bourne Library (Teen Tuesdays with bus drop off, art displays), Bourne TV
<p>Communication is inconsistent and haphazard; inefficiencies emerge</p>	<ul style="list-style-type: none"> ➤ Increased automation to reduce redundancies and costs ➤ Addition of PowerSchool for increased communications with families ➤ Increased use of Google Classroom which increases student and teacher collaboration and enhances instruction

Lost attraction for school choice	<ul style="list-style-type: none"> ➤ Increased school choice revenue at risk <ul style="list-style-type: none"> ➤ 2014: 74 students choice in; 83 students choice out ➤ 2015: 117 students choice in; 92 students choice out
Reduction in the district's systems for managed automations	<ul style="list-style-type: none"> ➤ Decreased need for more FTE staff ➤ Enhanced working conditions for staff ➤ Improved systems of access and communication to parents/caregivers, community, and DESE

- School Department Budget has only increased by 5.3% since 2010 (only .88%/year) due to close program oversight, prioritization and budget controls.
- Have downsized 6.0 Full-Time Equivalent (FTE) employees since 2011 while continuing to make instructional advancements for the students and the district.
- With >\$1.2M in FY16 and FY17 program and position cuts, recent school advancements will become offsets for compliance with mandates.

Mr. Stuck finished his presentation by thanking everyone for attending and asked the audience members if they had any questions.

A member of the community inquired as to why students are choosing to attend the Upper Cape Tech vs. the Bourne High School. He wonders if the curriculum should be changed and wonders if the high school is missing the boat with the curriculum being offered. Mr. Stuck agreed that the curriculum may need to be adjusted. Mr. Stuck stated that because the number of students choosing to attend the Tech varies each year, it wouldn't be financially prudent to adjust the curriculum and offer course that are already being offered at the Upper Cape Tech. He added that every student in Massachusetts has the right to attend a vocational technical school if they choose to.

Mr. Hyldburg addressed the audience. He used the former Wood Shop at Bourne High School as an example. He stated that it didn't make sense to offer Wood Shop to the students of Bourne when there's a very good Wood Shop course offered at the Upper Cape Tech.

Mr. Hyldburg stated that the Wood Shop classroom was converted to what's now called Innovation Studio, which offers 3D cameras, CAD systems, and Terrain Mapping systems. This is curriculum that students are being submersed in when attending secondary college or university. Mr. Hyldburg stated that Bourne teaches everybody whether they're graduating and going into the work force, the military or going into secondary education.

He then briefly went on to explain School Choice; adding that Bourne's School Choice numbers have increased. More students from surrounding towns are choosing to attend Bourne's schools. There's a lot of competition; i.e. charter schools, private schools, regional technical schools. Mr. Stuck added the school age population from Plymouth to the cape has dropped 25% over the last 11 years. The proliferation of secondary high schools has created excess capacity. Public and private schools are advertising themselves to draw students in.

Mr. Meier added that when Wareham did not pass their Override last year, many services were eliminated; now, many Wareham students are opting to attend Bourne's schools.

Mr. Stuck added, meeting the needs of all students will ensure that students remain in the Bourne school system and students from other towns will elect to attend our schools. He states that the reputation of the district and on-site visits, is what triggers families to choose our district.

Ms. Mastrangelo addressed the audience. She stated that one of the main reasons that the Override is needed is it will give Bourne the financial stability to continue the services that we have in town. If the Override fails, this year there will be a million dollars in cuts. Next year there will be another million dollars in cuts. The year after that, there will be \$400,000.00 in cuts. This will greatly affect the schools. If the schools get cut, students will start looking at other schools to attend. The Town of Bourne will then be assessed and we will lose our Chapter 78 funds from the State, resulting in less money to run the town.

She added that it's extremely difficult to explain the impact of the Override not passing and how much it will affect the Town if it doesn't pass.

A member of community asked how long the Override funds will last. He's concerned that additional funds will be needed sooner than anticipated. Mr. Mealy replied that the last General Override was projected to last 5 years but went 10 years. He stated that a financial plan has been put together so the \$2.7 million dollars being asked for is projected to last 5 years or longer.

Mr. Meier stated he's a big supporter of the Override; however, new ways to bring revenue to the town needs to be sought to bring commercial tax base to the town to relieve the tax stress off the residential tax payer.

Town Administrator Guerino reiterated that the prior Override monies of \$1.5 million was projected to last 3 years and that was 10 years ago. He stated that every year the budget has been trimmed back which has prolonged the need for

another Override. Expenses have been reduced, staff has either been eliminated or combined to cover other departments. Mr. Guerino informed those in attendance that last year, \$300,000.00 was cut from the budget before the Annual Town Meeting. This year \$252,000.00 was cut prior to Town Meeting; that is after the department heads submitted their initial cuts. Mr. Guerino stated that all has been done that can be done. He added that all of Town Government has been extremely concerned about the people who live in town whose taxes have to stay as low as possible; however, without the Override, residents will see a downward spiral in services that will have to be cut.

Ms. Mastrangelo informed those in attendance the snow and ice deficit has greatly impacted the budget over the last couple of years. She stated traditionally the Town has budgeted \$92,000.00 per year for snow and ice removal. After analyzing the budget over the last several years, the amount budgeted was extremely short. The actual amount fluctuated; averaging \$200,000-\$300,000 hundred thousand dollars. Last year; however, the amount soared to \$600,000.00.

One of the goals of the Override is to budget appropriately for snow and ice based on previous years. Another priority is to look at budget busters; one of them being health insurance. The Override will keep the Town's expenditures and revenue balanced and allow for better monitoring of how funds are spent.

A member of the audience asked what the employee contribution toward health insurance is. Mr. Guerino stated it's 25% which is the same for all cape towns with the exception of Barnstable. He added that the Town has made adjustments toward health insurance in recent years to help offset the cost. Copays have been increased including out of district copays. Prescription drug coverage has been adjusted. The highest cost indemnity plan has been eliminated. All new employees are being steered toward an HMO vs. a PPO. Bourne is self-insured; every year the town looks at its costs and every two years the town requests price quotes from outside agencies. Increasing the employee contribution was considered; however, because this amount was set by a ballot vote, it is not possible at this time.

A member of the audience asked if the town has explored the GIC option. Mr. Guerino stated they had looked into GIC and there are pros and cons both from an administrative and employee prospective. He added that the Town will continue to explore GIC as an option.

A resident addressed the committee concerning possible capital improvement projects; i.e. building a new police station as well as an addition to the Peebles School. He states that these projects will affect every tax payer and regardless if the Override passes or fails, there will still be expenses relating to these projects

in the near future. He stated his community has 65 homes, 20 of them are year round residences, and only 1 of the residences has children in the school system. He continued, stating every one of the 65 homes are assessed at the same tax rate regardless if they have children in the school system or not. He questioned the Free Cash spending and feels that the manner in which the Free Cash was utilized is what caused the current predicament. Mr. Mealy explained that the increases in health insurance, assessment from the Upper Cape Regional Tech and the snow and ice deficit is what caused the current situation. Ms. Mastrangelo explained that because there was Free Cash, it enabled the town to pay those expenses. She further explained that the Town maintains a Free Cash balance that's 5% of the budget. Bonding companies want to see a balance that's between 8-15% in reserves. By having Free Cash at 5% and Stabilization at 6% this allows for a good bond rating which enables the Town to borrow funds for various projects at a 1.3% interest rate. The Free Cash has now been depleted so its balance is just at the 5% which is why the Override is now necessary.

The same community member inquired about the way the 2 ½ % is will be assessed moving forward. Ms. Mastrangelo explained that currently the tax levy is about \$42,000,000.00 the Override will add \$2.7 million dollars to that amount. Next year, the levy will increase 2.5% of that amount.

A brief discussion concerning the new DPW building and relocating several town departments to the new DPW building transpired after the community member stated he'd like to see the Town Hall renovated.

A community member inquired as to what is being done to bring new business to the town. Mr. Mealy stated that the Town has recently voted to allow the MBTA to bring service to the town. He informed the audience that a new company, Keystone, will be building a facility in Buzzards Bay. He anticipates more businesses relocating to Bourne once the MBTA begins service there and the ability of treating wastewater is addressed.

Mr. Guerino stated that Hydroid has doubled their size and is looking to expand again. He added that the town planner has done an excellent job in obtaining grant money that's been used to relight and repave Main St. in Buzzards Bay.

Mr. Guerino stated that all of this is preliminary work needed in order to create what will be called Downtown Bourne attractive to retailers. Additionally, the Cape Cod Commission has approved a Growth Incentive Zone which will allow much more dense development in a smaller area on Main St. and will bring in not only retail shops but commercial development, office space and various types of housing.

A resident inquired about the taxes that the new 5 million dollar housing development in Buzzards Bay will generate, as well as the 2 million dollar Hydroid project and the Cataumet Gardens project. Ms. Mastrangelo stated that in order to cover the 2.7 million dollars needed, we need 800 million dollars in development. She stated that 12% of the taxes raised from Property Taxes in Bourne come from commercial/industrial. In Falmouth, it's only 8%.

A community member questioned what is happening with the former Grand Union site. Mr. Mealy stated the space is being rented by Stop and Shop. He added that the Town continues to push for them to either develop the space or release it for another company to develop it. The community member stated that there are several similar parcels in town that used to have a viable business but has since become vacant. Mr. Guerino responded that the property is being taxed on their value but added that the Town can't force private owners to develop their property that they may not want to do.

A resident inquired as to the possibility of lowering the Community Preservation percentage from 3% to 1.5%. Mr. Guerino stated that because the Town voted on the percentage, we are bound by that amount until the reauthorization in 2020. A brief discussion transpired concerning CPA funds and the various projects that have been completed using CPA funds.

A resident inquired about the school's budget. She stated that based on the percentage of funds the Bourne Public Schools receive, Bourne should have one of the best school systems in the state. She added that there are many in town who don't have children in the school system yet their taxes contribute to the school budget. Ms. Mastrangelo responded. She stated that Bourne's taxes are the 43rd lowest in the state. She added that demographically, in the United States, less than 50% of the people in the United States have children going to school as opposed to the 1950s where almost everyone had children attending school. The resident added that 100% of residents contribute to the school's budget. Mr. Guerino replied that the same could be said regarding the Council on Aging's budget; or any other department in the town. 100% of the homes are paying toward each department's budgets. Mr. Hyldburg added that other towns throughout the cape have a far higher tax rate and offer far less services than Bourne.

A resident inquired as to how much the cost is per student to educate them. Mr. Hyldburg stated it varies from \$9,000-\$14,000 per student depending on the services that student requires.

Mr. Mealy encouraged all in attendance to review the Reductions and Frequently Asked Questions handouts. He briefly discussed the ISWM funds and the fact that they're separate from the Town's funds; therefore, trash pickup will not be

impacted. He also stated that the Town has entered into a contract to receive monies from a company called Harvest Power who will generate electricity using food waste it collects from local restaurants.

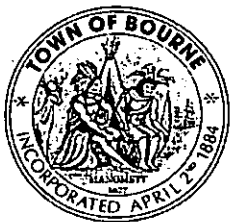
A resident inquired about reimbursement from the state for snow and ice removal. Mr. Guerino informed the audience that the governor went to Washington and asked for a Federal Disaster Declaration for the entire month of February and it was denied. We are awaiting \$81,000 back from the \$139,000 that it cost. He added that it won't come quickly as we are still awaiting reimbursement for the Nemo storm from several years ago.

Mr. Mealy encouraged all to visit the Town's website and review the Override page that has been established. He thanked everyone for attending.

IV. Adjournment

The meeting adjourned at 8:15 PM

Respectfully Submitted: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Monday August 24, 2015

6:30 PM

Taylor's Point Association
10 Saltworks Lane, Buzzards Bay, MA

The Finance Project Working Group will hold a public meeting at 6:30 pm on Monday, August 24, 2015 at the Taylor's Point Association.

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/Absent Working Group Members
3. Public Forum for Citizen Input, Questions and FAQ's on the Override and Reductions and Impacts if the Override Fails
4. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
August 19, 2015

BOURNE, MASS
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Town of Bourne
Finance Project Working Group
Community Meeting Minutes

2015 OCT 26 PM 1 53

Taylor's Point Improvement Association (TPIA) TOWN CLERK'S OFFICE
10 Salt Works Ln., Buzzards Bay, MA BOURNE, MASS

August 24, 2015

I. Call to order

Selectman and President of the TPIA, Peter Meier, called to order the Community Meeting at 6:30 PM on August 24, 2015. Mr. Meier thanked everyone for attending and then introduced the Chairman of the Board of Selectmen, Stephen Mealy. Mr. Mealy addressed all in the audience and thanked them for attending. He then introduced all members on the panel to the audience.

II. Roll call

Finance Project Working Group Members Present: Selectman, Stephen Mealy, School Committee Chairman, Chris Hyldburg, School Committee Member, Matthew Stuck, Selectman Peter Meier, Chairperson of the Finance Committee, Mary Jane Mastrangelo, and Town Administrator, Thomas Guerino.

Board of Selectmen Members Present: Selectman Michael Blanton and Selectman Donald Ellis

Finance Project Working Group Members Excused: Kathleen LeGacy, Richard Lavoie

Board of Selectmen Members Excused: Selectman Donald Pickard

Also Present: Carol Mitchell, Recording Secretary, Michael Rausch of the Enterprise and several members of the community.

Documents: Forecasted Non Education Related Budget Reduction Impacts document, Criteria for Determining Override Budget Reductions, Impact on Bourne Public Schools document, Q&A sheet

III. Open Discussion

Mr. Mealy began the discussion stating it's been about ten years since the last General Override. He continued, stating that since Proposition 2 ½ came into effect 35 years ago, this is only the third request for a General Override. He gave a brief summary of Proposition 2 ½, the regulations that govern it, and explained that the Proposition 2 ½ can only happen by ballot vote. He stated there is a Special

Election scheduled for October 6, 2015, where voters will decide whether or not to exceed the 2 ½ limit.

Mr. Mealy informed the audience that the meeting was being recorded and introduced Michael Rausch of the Enterprise and Carol Mitchell, Recording Secretary, as the two who were recording the meeting.

Mr. Mealy stated that the Town's budget is \$57,670,000.00. The non-educational portion of the budget is approximately \$16,000,000.00 or 27%. The schools' portion is just under \$21,000,000.00 or 36%. Last year, the schools' budget increase was .05%. The Town sought 4.5% less last year. The Upper Cape Vocational High School which has a separate budget, is a regional school and accepts students from Wareham, Falmouth and Mashpee. Their budget increased last year 12.8% which represent approximately 5.7% of the Town's operating budget. Approximately \$14,000,000.00 is used to pay for shared costs, i.e., health insurance, unemployment, pensions and all utilities. Our debt service, which is one of the lowest in the state is approximately \$3,290,000.00 per year. This leaves approximately \$7,100,000.00 that is charged back to the Town from the state. The Town has been faced with increasing expenses that it's had no control over; the revenues cannot keep pace with the increasing expenses.

He stated that there have been several budget impacts that have contributed to the current financial crisis. Over the last two winters, the snow and ice deficit has exceeded \$923,000.00, the group health insurance increased in FY 15 by \$350,000.00; by FY 16, \$820,000.00. Additionally, over the last two years, The Upper Cape Technical Vocational High School has increased their assessment to the Town, to \$1.1 million dollars, as more Bourne students have elected to attend that high school.

Also, there's a new requirement for all towns in the Commonwealth to account for future Other than Personal Employment Benefit (OPEB), it's an expense on the Balance Sheet of the Town, and the annual contribution made for this year was in the amount of \$200,000.00. The estimated liability for OPEB to the Town is approximately \$89,000,000.00.

Our net state aid has declined steadily since 2008. We are now receiving the equivalent of what we received in FY 2006.

Mr. Mealy informed the audience that the Town has contracted with a solar energy provider. All of the electricity the Town uses is sourced through solar power. An energy credit will offset electrical expenses and provide a net savings to the Town of \$250,000.00 annually. We've also taken advantage of some increased taxes and fees. This year we recently adopted the local option for meals tax which has generated \$350,000.00. Mooring fees have been increased, which are being used to fund the Department of Natural Resources Department.

In May of last year, the Financial Project Working Group was formed to bring together members of the BOS, FinCom and School Committee to work together on 1 year and 5 year budget plans. The group has worked with the Town Administrator, Board of Selectmen, and the School Superintendent to try and maintain/keep finances in line, balance expenses to revenues and develop a 5 year financial plan.

The Long Term Financial Plan has been completely reworked and updated. Financial Policies that have not been updated since 2007 have been thoroughly reviewed. Controls to the amount of Free Cash (unspent monies returned to the Town at the end of the Fiscal Year) that may be used have been implemented, and how much of that Free Cash may be used toward budgets and capital expenses have been established.

By strictly adhering to the Town's Financial Policies, our bond rating has been increased to a strong AA+ which has meant lower interest rates to the Town when borrowing money.

Since 2005, the Town has maintained Free Cash Reserves in excess of what the financial policies call for. Early retirement has been discussed as a means of reducing the cost of personnel to the Town. Health Insurance options are being reviewed to provide less expensive options to the Town; though, the overall cost to the Town has increased.

Mr. Mealy explained that because the snow and ice, health insurance, regional high school costs and expenses have increased beyond the Town's control, they've been paid for using Free Cash. The Town is no longer able to fund the same level of services provided in last year's budget and this continues well into the future years. Residents are being asked to vote to raise taxes beyond the limits of 2 ½ to maintain the current services. No services are being added, expenses are not being increased.

The estimated deficit this year is approximately \$1.1 million dollars. This escalates to \$1.25 million dollars next year. In FY 18, it increases to \$1.65 million dollars and in FY 19 it's projected to be \$2.67 million dollars. In 2020, the expected deficit for that year is \$3.69 million dollars. This is the problem being faced in the following years to come. The proposed Override is in the amount of \$2.7 million dollars; it is expected to maintain the current level of services for 5 years. The tax burden to home owners would be an additional \$191.00 annually or about \$0.66 cents per thousand dollar valuation. This is based on the average median valued home in Bourne which is \$290,000.00.

The Town Administrator has set up criteria for determining how budget reductions will be implemented should the Override fail to pass. He has worked with each department head to arrive at specific budget cuts for each department's budget.

Mr. Mealy then referred to the Forecasted Non Education Related Budget Reduction Impacts handout and summarized each department's reductions. Highlighted below.

The Town Administrator set up criteria for determining override budget reductions, and worked with each Department to arrive at specific cuts to the department's budget.

Should the override not pass, the following summary of impacts to the general government, non-school services will be made. We have these available as a handout, too.

Within Town Hall/ General Government - Full year reductions will result in an additional loss of 2.5 Full Time Equivalent Employees (FTE's). This staff reduction is in addition to the 4.5 FTE's already laid off this year. Additional expense line items will be cut \$34,000 for the current budget year. The Contract Custodial services for the Town Hall facility will be reduced by 40% All Human Service Organization funding will be eliminated with the exception of the Visiting Nurses Program.

At the Bourne Veterans Memorial Community Building - Staff reductions bring staffing at the Community Building to only one full-time employee (down from 2 FTE's) Public access to the Community Building will be reduced to 40 hours per week from the current 78 hours per week. These cut in hours will result in reduced COA and recreation programming. Repair Expense budget has been cut, so any needed emergency repairs would require the use of reserve funds.

At our Public Works Department (DPW) - One FTE in the Maintenance and Highway Division will be laid off, reducing the total number of people to seven. General road maintenance, snow removal, requests for service, roadside mowing and street cleaning, will reduced and/or delayed. Assistance to other town departments will be reduced.

Within Recreation - All lifeguards and swim lessons would be eliminated; we currently have guards and lessons on two beaches. All free community programs that are currently funded through the Town appropriation will be cut. Some program receiving subsidies to keep program fees affordable, will be cut. Summer Camp Scholarships for families in need will be cut. All fees will be reviewed and raised to cover all program costs, including equipment and salaries.

Police Department - We recognized the citizen concern for maintaining our police department. We held a successful targeted override to add police officers several years ago. As a result of reworking several budgetary funding areas within other parts of the budget we are not proposing budgetary reductions to the Police Department at this time.

Fire Department - You may have heard or read about the town's successful award of a SAFER grant for \$1.3M. Acceptance of this grant requires no layoffs of existing personnel. This is the second time we have received the grant and will allow the department to keep 8 firefighters/paramedics in place for two additional years.

The Fire Department will use department personnel for Dispatch operations, services that had been contracted resulting in a savings of \$115,000.00. The overtime salary line item will be cut by \$105,000.

Library - Reductions of 2.25 FTE's from part-time staff and custodial staff; cuts will be made for materials (books, etc.), data processing, and other services. Other Line item reductions that will effect general operations at the Library. The Town will likely loose State certification. Certification Loss would mean the inability to use other libraries in Massachusetts; the inability to apply for LSTA grants; no State Aid funding for Bourne. We currently receive \$24,000. The hours of operation at the Library will be reduced from 50 hours per week to 40 hours per week. Public access to the meeting rooms will be limited.

All adult programming and the One-on-One technology assistance will be cut.

Children's programming is going to be reduced by 50%, a reduction of 200 programs a year.

Longer wait times for best sellers and new releases are to be expected. Fewer materials in the formats desired by the public, including the elimination of some, due to cost constraints.

There may be unanticipated, unannounced and unplanned closures due to staff shortages and minimum staffing requirements at the building.

Elimination of important library public databases, while others will not be renewed. Maintenance and upkeep budgets for the building will reduced.

Council on Aging - There will be staff losses of 1 FTE in budget year 2016 and additional reductions of .8 FTE in budget year 2017. This will result is less client service and interaction.

The proposed reductions combined with reduction in expense line items will cause great reductions in all program offerings. It is anticipated that there will be substantial increases of response time to telephone inquiries of service and requests for assistance.

Impacts to accurate statistical reporting necessary for funding and annual reporting to the State are predicted, placing the reporting for state formula grant funding at risk.

Our COA transportation will be cut, requiring the use of Public Transit for medical, food and other necessities.

For those who are disabled this becomes a substantial burden.

Program money losses used for Food purchases will affect the Supportive Day Program which relies on the Café for their daily lunches. There will be a

complete elimination of the newsletter, currently having a distribution of over 2000 each month.

The total number of lay-offs this fall is 6.8 FTEs/full time employees, within the general government non-educational services.

Should the override fail, we will be making similar reductions in dollars again next year. We are asking for your support to keep our community whole. We are not adding, growing, expanding or embellishing services or personnel.

All of these reductions will effect hundreds of residents. They are NOT just "nice to haves".

They represent the very core of our town, and what our town represents to all of us.

A note on the number of general government personnel.

In FY11, the non-educational town services employed 185.7 Full Time equivalent/employees.

In FY16, we have employed 189 Full Time equivalent/employees, including the 5 new Police officers added by an earlier override.

Once the review of reductions was finished, Mr. Mealy explained that there will be a similar presentation at the Pocasset Civic Association at 9:30AM on Saturday, September 12, 2015. Monday, October 5, 2015, is the deadline for filing an absentee ballot. The absentee ballot must be filed by noon. He asked residents to support the Override at the Special Election being held on October 6, 2015. At the Special Town Meeting, on Monday, October 19, 2015, voters will be asked to approve the modified FY 16's Budget.

Regardless if the Override passes or fails, the Special Town Meeting will take place.

Mr. Mealy thanked everyone for attending and asked Mr. Stuck to explain the impacts of a failed Override on the Bourne School Department.

Prior to Mr. Stuck addressing the audience, Mr. Hyldburg, Chairman of the School Committee, addressed the audience giving them some background on his and Mr. Stuck's personal lives, on the School Committee and the Bourne Public Schools.

The School Committee has developed several subcommittees; one of them being the Budget Subcommittee. He added that this subcommittee meets monthly and analyzes the budget routinely; always looking for every opportunity to save money. He added that because of strong fiscal management, the schools' budget has increased less than 1% per year over

the last six years. Mr. Hyldburg stated the Town has done a tremendous job of investing in their students. He added that this year, there are more students choosing Bourne and Bourne Public Schools than not. Particularly students from surrounding towns. Two or three of the schools are maxed out with School Choice students. Mr. Hyldburg informed the audience that the budget approved at Town Meeting in the spring had already been reduced. Then it was further reduced to meet the needs of the Town.

He thanked everyone for attending and encouraged questions, input, and advice. Mr. Stuck was introduced.

He stated that he's a proud son of the Bourne community. He grew up in Bourne, attended school in Bourne and is now raising his family here. He gave a little bit of background on himself and the reasons why he ran for School Committee.

Mr. Stuck explained that one of his roles as a member of the School Committee is to provide the best education for the students at all times. Another role is to evaluate the Superintendent and leadership and to set and work within policies and budget. He then referred to the Impact on Bourne Public Schools document shown below.

Override Failure Impact on BPS for FY16 and FY17

Impacts to Accomplishments

Fast facts:

IMPACT SUMMARY	SPECIFIC IMPACTED ACCOMPLISHMENTS
<p>Degradation of academic rigor including advanced/accelerated options</p>	<ul style="list-style-type: none"> ➤ Added Coding, Digital Literacy, Health, Technology @ Elementary, Writing @ Elementary, BHS electives/Advanced Placement (AP) ➤ Increased district-wide project-based and hands-on learning ➤ BMS accelerated courses - math, English language arts (ELA), band Supported summer curriculum work ➤ Incrementally have increased offerings and access to and performance in AP courses ➤ Increased collaboration between elementary schools ➤ Increased collaboration between elementary, middle and high school with more student involvement, mentors, classroom visits ➤ Increased opportunities for collaboration for teachers with common planning time, building-based and district professional development ➤ Online learning opportunities for credit recovery, home hospital tutoring and additional/expansion of course offerings ➤ Invested in Early Childhood Education with PreK and Full-day K ➤ Special education services are more inclusive/dynamic to meet the needs of PreK-12 students ➤ New programs - ECEP, School-to-Careers ➤ New learning environments: Aquaponics Lab, Innovation Studio, Robotics Lab, Keyboard Lab
<p>Elimination of integrated professional development programs to achieve student growth</p>	<ul style="list-style-type: none"> ➤ Learning coaches for teachers ➤ Increased opportunities for teachers to collaborate vertically and horizontally ➤ Increased opportunities for teachers to collaborate during school day with common planning time ➤ Teacher initiated, developed and facilitated professional development workshops ➤
<p>Limited service with and to community</p>	<ul style="list-style-type: none"> ➤ Increased community relations - Women's Club, Alumni, Garden Club ➤ Collaboration with Bourne Recreation, Bourne Library (Teen Tuesdays with bus drop off, art displays), Bourne TV
<p>Communication is inconsistent and haphazard; inefficiencies emerge</p>	<ul style="list-style-type: none"> ➤ Increased automation to reduce redundancies and costs ➤ Addition of PowerSchool for increased communications with families ➤ Increased use of Google Classroom which increases student and teacher collaboration and enhances instruction

Lost attraction for school choice	<ul style="list-style-type: none"> ➤ Increased school choice revenue at risk <ul style="list-style-type: none"> ➤ 2014: 74 students choice in; 83 students choice out ➤ 2015: 117 students choice in; 92 students choice out
Reduction in the district's systems for managed automations	<ul style="list-style-type: none"> ➤ Decreased need for more FTE staff ➤ Enhanced working conditions for staff ➤ Improved systems of access and communication to parents/caregivers, community, and DESE

- School Department Budget has only increased by 5.3% since 2010 (only .88%/year) due to close program oversight, prioritization and budget controls.
- Have downsized 6.0 Full-Time Equivalent (FTE) employees since 2011 while continuing to make instructional advancements for the students and the district.
- With >\$1.2M in FY16 and FY17 program and position cuts, recent school advancements will become offsets for compliance with mandates.

Mr. Stuck went on to explain School Choice and the importance of making ourselves competitive. He added the school age population from Plymouth to the cape has dropped 25% over the last 10 years. The proliferation of secondary high schools has created excess capacity. He explained that cutting programs to save money; i.e., sports, arts, and music would only hurt the students as they are part of their education.

Mr. Stuck thanked everyone. Mr. Mealy then opened the floor up for questions from those in attendance.

A member of the community questioned the “92 choice out” figure on the Impacts to Accomplishments handout. She inquired as to whether that number includes Upper Cape Tech students. Mr. Stuck explained that the Upper Cape Tech students are not considered School Choice students, only those from outside the district who choose to attend Bourne Public Schools are considered Choice students.

A question was asked if the schools will lose their accreditation. Mr. Hyldburg responded, explaining that the accreditation they’d potentially lose is from the NE Association of Schools and Colleges in which some colleges may use in their decision making process to see if Bourne has met certain standards. It does not have any impact on the student receiving their diploma.

A community member asked if students pay for their sports and busing. Mr. Hyldburg stated that they do pay for sports, explaining that students pay

\$150.00 for the first two sports that they participate in and if they participate in a three season sport, the third sport is included in that fee. There is a fee imposed for the busing as well.

A question was raised as to whether the Town pays to transport School Choice students. The answer is no, the family of that student is obligated to transport their student. Ms. Mastrangelo added that if a resident of Bourne chooses to attend a school in Falmouth; and Falmouth's per-pupil cost is \$10,000; the Town of Bourne gets charged \$10,000.00 for that student to attend a Falmouth School. The same applies to a student from another district who chooses to attend a Bourne School. Bourne assesses that student's town its per-pupil cost. Mr. Hyldburg added that this is the case as long as the School Choice Program remains viable. He stated that if someone isn't happy with their town's services and is contemplating on another school district for their child but reads in the newspaper that Bourne is cutting programs; this may sway them from choosing Bourne's School District. He stated that Bourne has more students this year choicing into Bourne from surrounding communities and fears that this could be a revenue resource that may dry up.

A comment was made by an audience member concerning the number of graduates last year. She thought 110 graduates seemed low. Mr. Hyldburg reiterated Mr. Stuck's previous comment concerning the decrease in the school age population; adding that there is a lot of competition; i.e., private schools, charter schools, technical schools. He recently attended a conference in the western part of the state. He stated in that area, there are no technical or charter schools.

A question was directed to Mr. Guerino asking if the Senior Tax Work-Off Program will be affected. Mr. Guerino stated it would not, adding that it is too valuable a program to be eliminated.

A member of the audience thanked the panel for taking the time to be there that evening. He stated that he is not a registered voter in Buzzards Bay and is only a seasonal resident. He does not have children in the school system, he takes his trash and recyclables home off cape. He's a strong supporter of Public Safety, Fire/EMS. He asked if the Override is across the board or can it be structured in an A' la carte structure focusing on certain departments. Mr. Mealy replied this is a General Override with only one question pertaining to the \$2.7 million dollar request. The audience member feels that an individual his age, with no children in the school system, is not as concerned with cutting the schools' budget vs. Elder Affairs, and other areas in town that directly impact the seniors. Mr. Mealy stated that the cutting of the schools could result in a loss of property value because people may not want to be in a town with a failing school system. The

audience member added that his tax bill does not reflect the fact that he's a seasonal resident. Mr. Mealy stated that his tax bill doesn't reflect it for his family either. He added he doesn't have children at all but he realizes that the Bourne community is a better community because of all of the services offered.

Mr. Blanton offered a comment. He thanked the audience member for his input and for attending the meeting. He stated that his background is in real estate and he knows first-hand that the health of a school system directly impacts property values. He also stated that the health of a community can't be driven by one individual's priorities. To have a healthy community, all community member's priorities need to be met. He stated that overall he's a healthy individual; therefore, he's less likely to use the emergency services in town. He asked, would it be conscionable for him to advocate for a decrease in Fire / Emergency Services because he may not require the use of those services? He finished by stating it would be unconscionable of him to not consider the well-being of his neighbors by expecting his tax dollars be used elsewhere simply because he may not use the service.

A member of the audience asked what is going to happen in two years when the grant monies that the Fire Department receives for 8 firefighter positions expires. Mr. Mealy stated that in two years, there is a possibility that the Fire Department will lose staff. Ms. Mastrangelo added that there's also a possibility of going to the voters to ask for the \$1.2 million dollars in funds that it will require to keep those positions. The voters may choose to raise their taxes again to maintain these positions or the positions may have to be eliminated. She added that several positions in various departments have been eliminated but before any other services or positions were going to be cut, the decision to ask the voters was made. It is the taxpayer's choice to keep the level of services; therefore, increase your taxes or reduce the services. The audience member stated that she's concerned with the possibility of having to go back to taxpayers in two years to ask for another tax increase to fund the 8 firefighter positions should the Override pass in October. Ms. Mastrangelo asked if she'd prefer that the positions be cut without asking the voters what their preference would be. The audience member stated that she'd prefer to be asked.

Ms. Mastrangelo stated that the Finance Committee and the Board of Selectmen do everything they can to save money but when it comes to cutting a million dollars which will have an adverse effect on services; the tax payers should be asked. If the voters decide to let the firemen go, then they'll be let go but that choice needs to be given to the people who will pay the bill.

Mr. Guerino stated that a similar situation took place after the Override in 2005. The voters were asked three years later to enhance the Police Department. The voters were asked if they wanted to enhance the Police Department which would require an amount of \$400,000.00. The voters voted to enhance the Police Department. He stated that the voters could also approve to keep the positions if the grant were not renewed. He feels there's a 40/60 chance the grant will not be renewed. Mr. Mealy added that there's no reason that all 8 eight would have to be approved. The fire chief would determine how many positions would have to be reduced if any. Mr. Mealy emphasized that the governing boards are listening to the voters. He also emphasized that the proposed cuts have not been voted on by the Board of Selectmen (BOS) yet. On the 25th, the \$2.7 million dollar figure will be voted on by the BOS. He further emphasized that the BOS will continue to take into consideration all feedback received from the voters and up to the Town Meeting in the fall, figures may be changed. The voters who attend Town Meeting will make the final decision.

Another resident commented that the Fire budget doesn't seem to have as high of reductions as some of the other smaller departments; i.e. Council on Aging and the Library. Mr. Mealy stated that's true and explained that if even 1 firefighter is cut from the fire budget, the entire department would lose a \$1.3 million dollar grant. He said he couldn't in good conscience go to the voters and tell them he thought it to be a good idea to cut 8 firefighter positions and lose the grant. He elaborated, by asking the department to take on more responsibility; i.e., not contracting out their dispatch, this is their cut. Additionally, they'll be reducing their overtime budget. The Fire Department is reducing their budget in other ways just not with staff reductions; as Public Safety is important to the taxpayers. Ms. Mastrangelo stated she doesn't want the voters to think that the choice is the same; meaning, if the Override passes, the gap between the revenue and expenses will be covered so that the same level of services will be funded for 5 years. If the Override fails; however, the reductions discussed thus far are only for this year and next. She asks what happens with cuts the year after that? Maybe this year police aren't being cut and possibly the following year too but at some point, police positions will have to be cut. It's a choice between financial stability vs. cutting more and more services.

Mr. Hyldburg states he's very concerned about the School Department; adding, this is a series of waves that go on and on not just one wave off shore. It isn't just to get by in FY16, FY17, it is very dramatic for the schools in FY18.

A community member asked that if the Override fails to pass, could the request be revisited in 2018 or 2019 should the voters realize that the services that were cut were truly needed. Ms. Mastrangelo stated that a request can be put forward every year; however, with every year that passes, it gets more expensive because the

costs increase. She added that the FPWG has come up with financial scenarios; i.e., Override vs. Reductions which reflects that in FY19, another million dollars in cuts will have to be made should the Override fail vs. if it passes, in FY19, the current services will still be funded. She reminded everyone that the financial scenarios are listed on the Town's website on the Override page.

Another audience member commented on how surprised she is by the number of people who oppose the Override.

Mr. Guerino reiterated that it will be much more expensive to regain services in FY19 should the Override fail to pass.

An audience member asked if anyone has consulted with the Town of Wareham concerning their failed Override and its implications on that town. Mr. Guerino indicated that he had spoken to the Wareham Town Administrator and is aware of the impacts the failed Override there has had on their town.

Ms. Mastrangelo stated that she's heard a lot of comments concerning the need to increase commercial development to lessen the tax burden on the residents. Her response to this is, if the Town doesn't have good schools or services, companies aren't going to want to relocate to Bourne because people working for these companies won't want to live in Bourne. It's a snowball effect. She added that 12% of Bourne's cash flow comes from commercial and only 8% of Falmouth's comes from commercial. Having marinas and a landfill helps to offset the expenses of the town. Additionally, Bourne's residential owners pay approximately 55% of the town's expenses; whereas, Falmouth's is over 60% and other town's homeowners pay over 70%.

Mr. Stuck stated that as a resident himself, the biggest question is, after the Override has passed, what's the guarantee that we don't have to go to the well again? He replied that after the 2005 Override, those funds were projected to carry through 5 years but actually went to 10 years. With the scenarios drafted for this Override, the same timeframe of 5 years is projected. He added that new money saving programs have been implemented. Higher budgeted amounts for snow and ice will be set and the Town's Financial Policies have been updated to serve as a check and balance. Revenue is expected to increase due to higher mooring fees, meals tax and commercial development.

A member of the audience asked if the reason that the COA will eliminate the newsletter is because there won't be staff to put it together. Mr. Mealy explained that with staff reductions, that would be one of the reasons. He further explained that the department heads were asked to reduce their budgets, the results are what is being presented. The reductions were not dictated by the Board of Selectmen or

the Town Administrator. The reductions presented are what the department heads recommend in order to meet the request for budget cuts.

Ms. Mastrangelo reiterated that the tax burden to the homeowner is approximately \$190.00 per year. A resident stated many receive Social Security and can't afford an additional \$190.00. A brief discussion transpired concerning utility bills and try to budget for the additional tax burden.

Mr. Guerino stated if a resident takes advantage of any of the Adult Recreation programs or Council on Aging programs, they'll be eliminated and become Fee for Service programs. The cost of participating in just one of these programs will increase to the point where the resident will then be spending more out of pocket for one program than the cost to save all of the programs combined.

Mr. Blanton stated the panel has agonized over their decision to request a tax increase. It is recommended soberly and added the proposals have been well-analyzed.

A resident asked what town government will do with regards to new hires and their salary/benefit

Mr. Guerino responded that all employees hired after July 1, 2012, have seen their rate of increase cut by ½, additionally, the most expensive health insurance program has been eliminated, new employees are being steered toward an HMO vs. a PPO, and the prescription drug plan has been reduced. He added that employees have been cut every year for the past four to five years. The need for an Override was discussed a few years ago; but, because of the deep recession, it was best thought to not burden the tax payers with an even greater financial burden.

A resident suggested reducing starting salaries for new hires. Mr. Blanton explained that one of the benefits of early retirement is you eliminate a higher paid position and you replace it with a lower paid position. Mr. Guerino added that our salaries town wide are within 1% of other neighboring communities with a similar budget.

Mr. Mealy reminded all in attendance that when hiring, we're competing with other towns. Mr. Guerino stated that an Assistant Assessor was needed and the Town was offering what he thought to be a fair salary; yet, both of the finalists declined the position. Another candidate is looking to enhance the benefits being offered. Mr. Guerino stated that is something that won't be permissible and fears the candidate will end up leaving because of it.

Judy Conron spoke of an organization, Believe in Bourne. This group supports the Override and has a forum scheduled on September 9, 2015. She is encouraging people to attend.

A resident inquired as to the amount of net state aid that's received. Mr. Mealy explained that the net state aid received is the same as it was in FY 2006, \$107,000.00. Mr. Hyldburg explained that the current governor reinstated the funds for Joint Base Cape Cod, funds that Governor Patrick cut the year before.

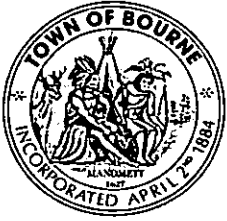
A resident stated he'd like to see members of town government in forums like the one that evening rather than on television all the time. He feels residents will relate more to issues in an informal setting.

Mr. Mealy thanked all in attendance.

IV. Adjournment

The meeting adjourned at 7:55 PM.

Minutes Submitted by: Carol Mitchell



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532

MEETING NOTICE

Finance Project Working Group
Wednesday August 26, 2015
7:30 PM

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



15 AUG 21 AM 11 49
OWN CLERK'S OFFICE
BOURNE, MASS

The Finance Project Working Group will hold a public meeting at 7:30 pm on Wednesday, August 26, 2015 at the 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.

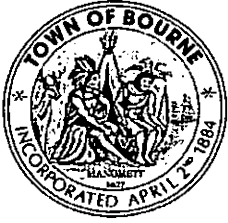
Members of the audience will be recognized for comments and suggestions as time allows.

Meeting Facilitator: Peter Meier

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 6/29/15, 7/9/15, 7/23/15, 8/3/15, 8/20/15
4. Review Draft Sources and Uses for Override and Reductions
 - a. Review revenues, expenses, shared cost allocations
 - b. Impact on long term plan
 - c. Recommendation to BOS
5. Discuss Override Schedule and Outreach
6. Next meeting: Agenda, Date, Facilitator
7. Any other unanticipated business that may legally come before the Task Force.
8. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
August 21, 2015



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



MEETING NOTICE

Finance Project Working Group

Wednesday September 23, 2015

7:00 PM

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

The Finance Project Working Group will hold a public meeting at 7:00 pm on Wednesday, September 23, 2015 at the Community Building.

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 as time allows.

Meeting Facilitator: Rich Lavoie

1. Call to Order
2. Note of any Excused/Absent Task Force Members
3. Approval of Minutes of Previous Meetings 7/23/15, 8/3/15, 8/20/15, 8/24
4. Review and discuss Reductions, Impacts of Failed Override, Public Presentations and materials
5. Recommendations to BOS
6. Discuss Override Schedule and Outreach
7. Next meeting: Agenda, Date, Facilitator
8. Any other unanticipated business that may legally come before the Task Force.
9. Adjourn

Residents are welcome and encouraged to attend our meetings.

Mary Jane Mastrangelo
September 17, 2015

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TOWN CLERK'S OFFICE
BOURNE, MASS

**Town of Bourne Finance Committee
Meeting Minutes**

Bourne High School Library

75 Waterhouse Rd Bourne, MA 02532

October 19, 2015

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TOWN CLERK BOURNE

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 6:00 PM on October 19, 2015. Ms. Mastrangelo asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie (7:10 PM), and Kathleen LeGacy.

Finance Committee Members Excused: Jeff Perry and Andrew Roth.

Also Present: Town Administrator, Tom Guerino, Finance Director, Linda Marzelli, Steven Lamarche, Chris Hyldburg, Judy Froman, selectmen; Michael Blanton, Peter Meier, Stephen Mealy, Donald Pickard, and Donald Ellis, Also, Michael Rausch of the Enterprise, Chief Sylvester, Chief Woodside, Jonathan Nelson, George Sala, Carol Mitchell and several members of the community.

Documents: Agenda, Articles of the Warrant handbook, 5 year Average Turn Backs handout

III. Agenda Items

1. Approval of Minutes

Ms. Ford moved to accept the minutes of the July 13, 2015, Finance Committee meeting. Mr. Redman seconded. With no discussion, the motion carried. 8-0

Dr. Towne moved to accept the minutes of the September 14, 2015, Finance Committee meeting. Mr. Redman seconded. With no discussion, the minutes were approved with Ms. Ford abstaining. 7-0-1.

2. Reserve Fund Transfers – None

3. Discuss and Vote STM Articles as needed

Article 1 – Zoning Amendment (page 14 of the handbook)

Ms. Mastrangelo asked Mr. Slade to address the committee. Mr. Slade referred to page 18 of the handbook and explained the proposed zoning change from residential to business is for an area in Cataumet. It is bordered by MacArthur Blvd. to the rear and the Bourne Water District to the south. He added that the Planning Board has voted unanimously to approve the zoning change and he too is recommending it.

Mr. Redman motioned to approve recommending Article 1. Ms. Ford seconded. With no discussion, the motion carried unanimously. 8-0.

Article 3 – Sewer Budget (page 15 of the handbook)

Ms. Mastrangelo referred to the Sewer Department's Sources and Uses on page 26 of the handbook. Overall it's the same the same except \$50,000.00 is coming from retained earnings instead of from sewer enterprise revenues or fees. With no discussion, **Ms. Ford motioned to approve Article 3. Mr. Redman seconded.** The motion carried unanimously. 8-0.

Article 5 – Amendment of the Budget (page 16 of the handbook)

Ms. Mastrangelo asked the committee members if anyone had any questions concerning this Article. With no questions from the committee, she stated she'd like to see Article 5 indefinitely postponed.

She explained at the Annual Town Meeting in the spring, the Finance Committee's recommendation was to support the proposed budget as a temporary budget subject to adjustment in the fall but not as a permanent budget for all of FY 16. The Finance Committee's recommendation asked the Board of Selectmen to present an override ballot question to the voters in the fall. This would give the voters the choice of increasing taxes or reducing services and to recognize that if the override failed to pass, reductions would need to be made to the budget. During the summer and fall, many public hearings and meetings were held during which, proposed reductions and impacts of those reductions were discussed. The budget amendment proposed in Article V would implement the budget reductions that were discussed.

After the override failed, preparations began for a Special Town Meeting.

A few concerns were raised at the previous BOS meeting held last week. One of the concerns pertained to \$120,000 in unemployment costs that would reduce the original vote of \$979,225.00 of reductions to make the final reduction to the FY16 budget, \$854,225.00. Ms. Mastrangelo asked Mr. Guerino or Ms. Marzelli to clarify whether or not the original reductions of personnel included an added 35% for shared costs and was unemployment included in the 35%. Mr. Guerino responded, no.

Ms. Mastrangelo then asked if there's an added estimated 35% to an employee's salary for employee benefits. Mr. Guerino stated that is correct. Ms. Mastrangelo explained she was comparing the FY16 budget book and the Annual Town Meeting handbook and both show for FY 14 actual expenses totaling \$32,908,906.56. She feels this amount is incorrect and attributes it to outdated software. After a brief discussion, Ms. Marzelli explained that the discrepancy is because the School Department's budget was not included in that figure.

Ms. Mastrangelo then referred to pages 19-23 of the Voter Handbook. She noticed that the total turn backs and expenditures for the FY 15 budget were \$1,192,764.65; however, the FY 14 review, stated the turn backs were \$608,000.00 and the close to fund balance was a different number. She questioned why the amounts were different. Ms. Marzelli stated the difference was because one figure includes the snow and ice deficit.

Ms. Mastrangelo broke down the two year average of turn backs as follows; the two year average of turn backs for General Government is \$214,340.00, Public Safety is \$290,069.00, Education is \$15,000.00, Public Works is \$85,000.00, Human Services is \$25,000.00, Culture and Recreation is \$25,000.00, Debt Service is \$20,000.00, Shared Costs is \$164,000.00 for a two year average of total turn backs of \$841,000.00.

Ms. Mastrangelo then referred to the 5 year average turn backs handout. She explained that over a 5 year period, the combined average of local receipts under budget and the expenditure turn backs equal \$1,836,208.00. She further explained that when looking at FY 14 and FY 15, there seemed to be some trends in turn backs. She questioned whether or not these trends could be applied toward the reductions to lessen the impact on services. She feels that this question can't be answered without further discussion. She'd like to pinpoint exactly where the turn backs from each department come from and see if the department budgets can be tightened more. She feels it deserves another look before going to the towns people with reductions which is why she'd like to see the article indefinitely postponed.

Mr. Slade stated that there are advantages in making financial decisions so late in the fiscal year. There is access to budgeting information that is not available at Town Meeting; i.e. amount in turn backs, new growth, state aid etc. He questioned whether the BOS would have been able to lower the amount of the override had all of this information been available sooner. He too supports indefinitely postponing this article.

Mr. Guerino thanked Ms. Mastrangelo for her comments. He stated that when looking at trends and expenditure line items, some accounts may turn back a few hundred dollars while some accounts may over spend. Others may not spend at all. He used the Public Works budget as an example. Due to the heavy snow fall over the last two years, work that was scheduled to be done had to be postponed resulting in turn backs in those particular lines. This does not equal a trend. He stated this is also

the case with salary turn backs. He explained that worker's comp. claims and unfilled positions result in salary turn backs.

Ms. Mastrangelo said she understood but still requires additional information in order to make an accurate recommendation to the voters.

Mr. Mealy feels that indefinitely postponing the reductions will cost the Town, starting in January, \$140,000.00 of Free Cash per month if action isn't taken at the Special Town Meeting to reduce the budget. Ms. Mastrangelo asked him to explain that figure. He stated if you take the total reduction amount of \$860,000.00 and divide it by 6 months it equals \$140,000.00 per month.

Ms. Mastrangelo asked Mr. Mealy if the BOS have the authority to reduce the budget without a Town Meeting vote. He stated they do but selectmen have to make decisions based on what the voters have decided. A brief discussion transpired concerning indefinitely postponing the article, the proposed reductions, and turn backs amount.

Ms. Mastrangelo then asked what the \$98,000.00 in insurance turn backs was for. Mr. Guerino stated it was for general liability insurance and explained that the amount will increase due to the new Public Works facility requiring additional insurance. She then asked what the \$66,000.00 from the Finance Department was for. Ms. Marzelli stated it was for an unfilled position in the IT Department. Ms. Mastrangelo asked if the position would be filled. Mr. Mealy stated a hiring freeze was implemented by the BOS. A brief discussion transpired as to why the salary of the unfilled position is still in the budget.

Ms. Mastrangelo inquired as to whether the unfilled police officer position's salary is in that department's budget. Chief Woodside stated that when their budget is presented, it's presented on the actual hiring and not by fiscal year so the numbers are realistic.

Both Mr. Guerino and Mr. Lemee' feel that postponing the reduction vote until January or February, will greatly increase the number of layoffs that will occur.

Ms. Mastrangelo doesn't feel enough time was spent during the budget reductions scenario to see what if anything else could've be done to prevent the elimination of services currently offered to the residents.

Mr. Guerino made two points. He stated it's disconcerting that for the last several years, the Finance Committee has never questioned the turn backs and has always been pleased with the turn back figures. He also stated that layoffs are never easy and by reducing the budget immediately and not indefinitely postponing, there may be an opportunity to bring some employees back. Ms. Mastrangelo argued that until you identify revenue, other reductions may be implemented without having to cut personnel.

Mr. Pickard thanked the committee for their hard work. He would like to see Article 5 passed and asked the members of the Finance Committee to vote in that manner. He feels that indefinitely postponing would not be in the best interest of the Town. He stated that the group can work together to find alternate solutions once it's passed and again urged the members not to indefinitely postpone the Article.

Ms. Mastrangelo asked for input from the Finance Committee members.

Mr. Redman inquired as to whether the amount of Free Cash used to supplement the snow and ice shortfall was reflected in the budget. Ms. Marzelli stated it is. She explained that the funds are transferred at the end of the year. Although this year the transfer happened to be from Free Cash, Mr. Guerino stated it can be transferred from other departments that have balances. A brief discussion transpired.

Ms. Marzelli asked to make a clarification. She stated that she heard through various social media outlets that the Town has found an additional \$1.1 million dollars in turn backs. Ms. Marzelli stated there was no extra money found, the money has always been accounted for. She added that information concerning turn backs is readily available to anyone who requests it.

Ms. Mastrangelo feels it would've been helpful to have the turn back information available while the various committees were developing the reductions / override scenarios. Mr. Guerino explained that the Finance Department does their best to provide the information quickly but a lot depends on the state so it doesn't happen as quickly as he'd like.

Ms. Mastrangelo asked for public comment. Mr. Carerra of the Bourne Fire Department first thanked the committee for their service. He then expressed concern over the proposed Fire Department cuts, their impact on grant money and unemployment insurance. He agrees with Ms. Mastrangelo's recommendation to indefinitely postpone the article and urges the committee to support it as well. Mr. Guerino responded by thanking Mr. Carerra for his service and his comments. Mr. Guerino explained that the SAFER Grant is not related to the Town Meeting. He stated he and the BOS will be working with the Fire Department with regard to their personnel and grant funding. A brief discussion transpired concerning the number of anticipated layoffs, unemployment benefits and shared costs.

Mr. Mulvey, a Bourne resident, questioned whether indefinitely postponing the Article would prevent it from being presented in the future. A brief discussion transpired.

Jerry Sylvestri, a Bourne resident, is upset that the Fire and Police Departments are facing reductions. He feels other departments should bear the brunt of the reductions.

Brandon Ferro of the Fire Department referred to the Public Safety section on page 4 of the handbook. He inquired about the \$115,000.00 listed in reductions and stated

that it does not indicate that 12 positions will be eliminated. He's wondering if the voters are receiving accurate information. Mr. Mealy stated that \$115,000.00 reduction is for overtime and not of personnel. Mr. Ferro stated that 10 firefighters have received pink slips. Mr. Mealy stated that's because the BOS may determine that the dispatch take-over can't be worked out and the BOS could vote not to accept the SAFER Grant and return it.

Ms. Mastrangelo asked the Finance Committee members whether or not they support indefinitely postponing Article 5.

After a brief discussion, **Ms. Ford made a motion to recommend approval of Article 5. Mr. Lemee' seconded.**

Further discussion transpired. Mr. Redman expressed his appreciation to Ms. Mastrangelo for her hard work in gathering all of the information that she presented. He stated that he reluctantly supports approving Article 5. Ms. Ford explained her reasoning for supporting the approval of the article. Ms. Mastrangelo wants to be sure the budget process is done correctly in the future and wants to find the best way to estimate the Town's revenue to stay on track.

The motion passed 6-2-0 with Ms. Mastrangelo and Mr. Slade voting no.

The Finance Committee meeting adjourned to STM at 7:15 PM.

Ms. Ford made a motion that Articles 2, 3 and 5 are essential articles. Dr. Towne seconded. The motion passed 9-0

4. **T/A Comment** – No additional comment
5. **Selectmen Comment** – No additional comment
6. **Finance Committee Comment** – No additional comment
7. **Public Comment** – No additional comment
8. **Future Agenda Items and Meeting Schedule**– None Presented. Next meeting TBD

IV. Adjournment

Ms. Ford motioned to adjourn the meeting. **Dr. Towne seconded.** With no discussion, the motion passed unanimously 9-0. The meeting adjourned at 9:35 PM

Minutes submitted by: Carol Mitchell

**Town of Bourne Finance Committee
Meeting Minutes**

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Bourne Veterans Memorial Community Center

TOWN CLERK BOURNE

239 Main St. Bourne, MA 02532

November 30, 2015

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on November 30, 2015. Ms. Mastrangelo asked if anyone in the audience was audio or video taping the meeting. She acknowledged Michael Rausch, of the Enterprise, and Carol Mitchell, Recording Secretary, were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Dr. William Towne, Richard Lavoie, Kathleen LeGacy and Karin Meehan.

Finance Committee Members Excused: Jeff Perry and Andrew Roth.

Also Present: Town Administrator, Tom Guerino, Fire Chief, Norman Sylvester, selectmen; Stephen Mealy, Michael Blanton, Peter Meier, Donald Pickard, and Donald Ellis. Additionally, Michael Rausch of the Enterprise, Police Chief Woodside, Deputy Chief Carrara, Deputy Chief Pelonzi, Carol Mitchell, a resident, Jim Mulvey and several other members of the community.

Documents: Agenda, FinCom Email Correspondence.

III. Agenda Items

1. **Reserve Fund Transfers** – None
2. **Approval of Minutes** -

Mr. Redman moved to accept the minutes of the October 19, 2015, Finance Committee meeting. **Ms. Ford seconded.** With no discussion, the minutes were approved with Ms. Meehan abstaining. 9-0-1.

3. **Discussion on Fire Department SAFER Grant, Fire Department staffing, and the financial and public safety implications of keeping the grant or terminating the grant. Recommendation of the Finance Committee to the Board of Selectmen** –

Ms. Mastrangelo explained there was a significant amount of email correspondence with questions and answers pertaining to the SAFER Grant. She referred to the FinCom Email Correspondence handout (attached below) beginning with the dates

the emails were sent, explaining the subject of the emails and who sent them.



1_SAFER_Grant_EMail_Correspondence.pdf

Ms. Mastrangelo decided it would be best to read the emails and allow committee members to ask questions and offer input.

The first email dated 11/9/2015, was sent by Ms. Mastrangelo sent to the BOS when they were first considering this issue. Ms. Mastrangelo read the email and then asked if anyone on the committee had any questions. Mr. Lemee' summarized the email explaining that the department's overtime has decreased while Ambulance revenue has increased. Mr. Guerino noted that the Ambulance revenue had increased considerably in FY 15 over FY 14 due to the amount of Out of District Service to Wareham.

Ms. Mastrangelo then referred to an email she sent on 11/11/2015, concerning Non-supplanting requirements from the grant. A brief discussion transpired concerning the remainder of that email.

Ms. Mastrangelo deferred the reading of the email she sent on 11/18/2015. She then briefly explained the two emails pertaining to the FEMA letter and grant information, followed by the Q & A email with two options; to either keep the SAFER Grant or return the funds. She asked Chief Sylvester to read the questions and his responses to them.

Option 1. Keeping the SAFER Grant funds- Chief Sylvester explained that he broke the questions down into sections. He asked Deputy Chiefs Pelonzi and Carrara, as well as his Administrative Assistant, Kim Griffin, to assist him with the responses. He stated that the grant process had already begun when he joined the department last February, he was unfamiliar with what transpired prior to his employment. They helped him complete some of the questions.

The chief stated there are currently 44 positions, the chief, the administrative assistant and 12 part-time call personnel. The SAFER Grant funds 8 firefighter positions, 5 of those 8 are filled. There are 37 being paid from the department's budget not including grant positions. There is a deputy chief and 2 firefighters at the Buzzards Bay station. There is a lieutenant and 2 firefighters at both the Sagamore and Pocasset stations. The Monument Beach station is still the call station. There is a call captain and a couple of call firefighters when needed.

He stated when he started with the department, the staffing was 4, 3, 2; i.e., 4 at Buzzards Bay, 3 at Pocasset and 2 at Sagamore. To run the department more efficiently, personnel was reallocated. Ms. Mastrangelo asked if the 4, 3, 2 staffing was minimum manning or standard manning. Chief Sylvester stated that was

standard manning when he started. He worked with the union to adjust personnel to an officer and two firefighters per station.

He explained the vacancies. One member resigned, another retired, one is out on disability, he doesn't know when that individual will return. Four have left on FMLA. He stated there are Civil Service rules to abide by, he can't fill the positions until the BOS has determined what the Town is doing with the grant funds.

Chief Sylvester then addressed the question pertaining to dispatch. He stated the question can't be answered until there's a decision made on the grant funds. Ms. Mastrangelo asked whether a reduction in their budget of \$115,000.00 has been identified. Chief Sylvester stated, not entirely. TA Guerino added that \$34,000.00 in line items has been identified and other areas of the budget are being looked at.

Chief Sylvester referred to the question in the email pertaining to the lieutenants. He stated the lieutenant position requires a lot more responsibility now. Lieutenants are required to perform inspections, conduct trainings and they are third on the ambulance when needed.

Mr. Lemee' inquired as to what happens to the station when all three personnel are needed on one call. The chief stated the station stays empty until another call comes in; then, another station covers the next incoming call. By waiting until another call comes in, overtime costs are reduced. Mr. Guerino explained that just because all three go out on one call, once on the scene, the third person may not be needed and will then return to the station.

Ms. Mastrangelo asked if it was standard practice that all three would go out on the call. Mr. Guerino stated it depends on the priority of the call.

Mr. Redman asked for clarification on the call firefighters; i.e., when are they called in, is there a minimum number of hours they're required to work? Chief Sylvester replied they are generally utilized at night, on weekends, for details or special events.

Chief Sylvester then responded to the email question concerning how keeping the SAFER Grant will impact the FY 17 budget. Chief Sylvester replied that by having additional people, the number of injuries on duty have decreased. Mr. Guerino added that by not holding people over, injury levels will come down because you don't have the fatigue factor.

In response to question 12 of the email, Chief Sylvester stated the Town Administrator or the BOS would decide how much revenue from the Ambulance Fund may be used to support the budget in FY 16, FY 17 and FY 18. Ms. Mastrangelo inquired as to whether revenue in the Ambulance Fund may be used to support the General Fund, which would help to lessen the burden imposed on other departments since the Fire Department would not be allowed to lay off any employees in FY 16 or FY 17. TA Guerino stated the short answer is, yes, it could

be used if the BOS decide it should be used for that purpose. A brief discussion ensued.

Mr. Lavoie asked what the duration of the grant is. Mr. Guerino responded the funding is through August of 2018. Mr. Lavoie asked how the grant funded positions will be impacted once the grant expires will that department see a budget increase or will personnel be laid off then? Mr. Guerino replied that there is always a possibility of a targeted override; but, it is his understanding based on previous discussions with the BOS, that all positions funded by the grant would be eliminated once those funds are depleted or returned.

Ms. Conron inquired as to whether the employees were told when hired that the position was only funded for two years. Chief Sylvester stated all employees hired were told it was a grant funded position. He stated that in some cases; i.e., retirement, attrition, etc. those that were hired under the grant component have become full-time town employees. Ms. Mastrangelo commented that hiring a firefighter under the grant, training them to possibly fill positions as a succession plan for retirees, is a benefit of the grant. The chief concurred. Mr. Guerino added that there's always a possibility that the grant could be renewed.

Mr. Redman asked if two individuals leave the department, would that have an impact on the grant. Chief Sylvester indicated it would not. Mr. Redman followed up asking, since there's currently only 5 of the allowed 8 positions filled, are the funds withheld? Chief Sylvester replied, stating he has not asked for any of the grant funds yet. He has candidates chosen but won't hire them until a decision has been made concerning the grant.

Ms. LeGacy questioned the use of the Ambulance Fund. It is her understanding that those funds are used to purchase new ambulances, new equipment etc. Mr. Guerino stated it's an offset, an account dedicated to running the ambulance service. Mr. Guerino stated there used to be two separate budgets, an Ambulance Budget and a Firefighter Budget, but approximately three years ago, the two budgets were combined into one. A brief discussion transpired concerning budgeting for capital equipment costs. Mr. Lavoie feels it may be time to utilize some of the funds that had been set aside for capital equipment replacement for Operations instead of equipment. He thinks equipment replacement may need to be done through bonding as it once was. Mr. Guerino stated that is an option currently being discussed. Ms. Legacy inquired as to when the last time an ambulance was replaced. Mr. Guerino replied one is currently being replaced. She asked what the average life of an ambulance is. Chief Sylvester stated the new ambulance will cost \$252,000.00. The ambulances are rotated, the new one is expected to run 9-12 years. He stated that some of the specification requirements are changing, which will add to the cost of the ambulance. Ms. LeGacy asked when the next new vehicle will be purchased. Mr. Guerino replied in FY 18.

Mr. Lemee' inquired as to the different grades of vehicles being purchased and asked if the Town has a choice in the grade vehicle it purchases. Chief Sylvester explained that when you have two or three paramedics in the truck plus the patient, there's too much weight for a smaller van type of ambulance. The newer vehicles being purchased are on truck chassis and can withstand the heavier weight; thus, increasing its longevity.

Mr. Slade inquired as to whether the initial grant is fully closed. Chief Sylvester stated the previous grant was fully closed, which as required to receive the second grant. He then inquired as to the guidelines set by FEMA in order to be eligible for funding. Deputy Carrara explained there's criteria that has to be met in order to be eligible to receive funding; i.e., the structures that have to be protected, the number of schools in town, the number of marinas, the call volume and the limited resources the department has are all a factor. He questioned whether or not terminating the grant would jeopardize the town's ability to receive similar grants in the future. Mr. Guerino stated from his personal history working with federal agencies, it would not be looked upon favorably for some time.

Mr. Lavoie asked if by recommending to the BOS that the SAFER Grant be continued, will that exempt the Fire Department from budget cuts over the next 2-3 years and if so, would that force additional cuts on other town departments. Mr. Guerino stated there will be another \$105,000.00 cut from the overtime account or other areas in FY 17 and there will be reductions to the current budget as well. The only department that will not face reductions in this first round of cuts is the Police Department.

Dr. Towne requested an explanation of the process for hiring new firefighters and when they are trained. Chief Sylvester stated once they're hired they begin basic training, Monday – Friday. In addition, they are required to have current certifications. Once they've finished their rotation and have been assigned to a group, the chief will then take them off shift to send them to the academy. His goal is to get them into the academy as quickly as possible. Ms. Mastrangelo asked if the Town of Bourne pays for their training. The chief stated he submits for partial reimbursement through the grant. Dr. Towne asked if they're required to repay the cost of the academy should they fail. The chief stated they would lose their position with the department but would not have to reimburse the town. Should the employee decide to transfer to a different department after the town has paid for the academy, the employee is required to pay a fee to the town before they are allowed to transfer out.

Option 2. Returning the SAFER Grant. Ms. Mastrangelo asked the chief to discuss the email pertaining to implications of terminating the grant. Chief Sylvester explained that by terminating the grant, the department would lose the eight funded positions (five of the eight are currently filled), staffing of the stations would have to be reconfigured. By losing the grant, additional personnel would not be on hand to

cover shifts, vacation time, sick time etc. requiring overtime. Also, depending on weather conditions, crews may need to be held longer or called in early to ensure the station has adequate coverage as well as for the safety of the employee. This would add to overtime as well.

Chief Sylvester referred to question 7 and explained that as of now, the department hasn't drawn any money from FEMA; however, \$167,747.56 of contractual costs; i.e., salary, benefits, clothing allowance and holiday pay would need to be covered immediately by the budget, should the grant be terminated. A brief discussion ensued. A question was posed concerning layoffs once the grant funding expires. Chief Sylvester stated once the grant expires, the Town may eliminate the 8 grant funded positions if need be. The Town; however, would be responsible for paying the associated Unemployment Insurance costs should any positions be eliminated.

Chief Sylvester next explained the effect on Ambulance Fund revenue should the grant be terminated. He stated that by not having additional staff to assist with calls to neighboring towns, out of district billing would decrease by approximately 5% resulting in an \$85,000.00 loss, which he says is a modest figure.

Ms. Mastrangelo stated Mr. Slade analyzed the percentage of collection and it appears that the Ambulance receivables have increased over previous years. Mr. Guerino concurred and anticipates this trend to continue. He explained that there will always be some write-offs for indigents; however, the collection agency the Town has contracted with, has been successful in obtaining payments.

Ms. Mastrangelo asked how the billing works when Out of District services are completed. Chief Sylvester explained that depending on the type of call; ALS or BLS (Advanced Life Support or Basic Life Support), is it a broken ankle, or a heart attack, the mileage etc. each call is billed differently. The Bourne Fire Department directly bills the person who received the services. Mr. Lavoie asked if health insurance plans and Medicare defray the cost billed to the recipient. The chief stated there's a significant difference from the amount that is billed and the amount actually received. Mr. Guerino added that insurance companies have widely differing reimbursement rates.

Ms. Mastrangelo then referred to the question pertaining to the number of lieutenants on a shift, the functional purpose of this number and the policy for overtime. Deputy Carrara explained at the two man stations, Pocasset and Sagamore, there's a shift lieutenant and two firefighter/paramedics. He stated that all of the Lieutenants are paramedics which is invaluable when they arrive to a call ahead of an ambulance. The Lieutenant is also the supervisor for all of the emergency operations in his district and assumes overall command. Additionally, the department is very young, half of the department has less than five years on the job. The supervisor is key in making sure the job gets done and the Town is not liable. The Town has multimillions of dollars in assets at each station, it's important to have a supervisor overseeing those assets. Lieutenants assist in conducting residential inspections and

are learning commercial inspections. Additionally, the number of calls dispatched from headquarters has been reduced significantly by having additional staffing at the outside stations available to address minor calls throughout the district. Furthermore, in the past, if a third person was needed to act as a driver on a high priority call, someone was called in off duty for overtime. Having a lieutenant on scene allows them to secure their pickup truck and accompany the two paramedics to the hospital, avoiding the need to call another individual in; thus reducing overtime but more importantly, providing a quicker response time to the hospital. Lastly, for every call, paperwork needs to be generated. Every ambulance call requires two reports, structure fires require one report. In the past, it would take the deputy 2-3 hours per day to complete paperwork requirements. Proper documentation is required to ensure the Town is protected from liability. Also, deputies were completing reports when they may not have been on the scene. The reports were drafted by interviewing those who were on scene. Now, the lieutenants handle the responses they go on. They have direct input, they handle the runs, which in turn frees up the deputies to do more fire prevention and other tasks the chief deems necessary. Deputy Chief Carrara feels the lieutenant position is vital in the successful operation of the Fire Department.

Mr. Guerino questioned the ratio of supervisory personnel to non-supervisory personnel at each station. A brief discussion transpired concerning whether there is a need to have a lieutenant at each station. Deputy Chief Carrara reiterated how invaluable this lieutenant position is.

Dr. Towne asked where the ambulances are located The chief replied there's one ambulance in Pocasset, one in Sagamore and two in Buzzards Bay (one is a back-up).

The chief revisited Mr. Guerino's concerns pertaining to the supervisor/non-supervisor ratio. He explained that by having a lieutenant in each district, the department as a whole is running more efficiently.

Chief Sylvester stated he's not prepared to answer questions pertaining to dispatch.

A brief discussion transpired with regards to the chief's analysis of the cost of covering overtime for a shift at \$1,200.00 per day. The chief explained that cost does not include fires, late calls or storm coverage. This is a snapshot of what the overtime cost would be without grant personnel.

A brief discussion transpired concerning the minimum staffing of 9. Should the grant be terminated, there will be staff reductions resulting in a less efficient operation.

Mr. Lavoie entertained a motion to recommend retaining the grant to the Board of Selectmen. Each committee member offered their opinion on the matter. A brief discussion pertaining to overtime and the relationship the Town has with Fire Union 1717.

Mr. Redman made a motion to recommend that the selectmen consider continuance of the SAFER Grant. **Mr. Lavoie** seconded. After a brief discussion, the motion passed with Ms. LeGacy abstaining. 9-0-1

Mr. Mealy, chairman of the Board of Selectmen, addressed the committee. He thanked the committee for undertaking his request to meet and discuss how to address both fire and emergency medical services for the Town.

4. Future Meetings – Topics and Dates

Ms. Mastrangelo informed the committee that the Community Center won't be available on Monday evenings in the future. She recommends either switching the meetings to Wednesday evenings or changing the location to the Bourne Professional Library at Bourne High School, as long as Bourne Community Television is able to set up a live feed. Mr. Guerino stated another option may be to hold the meetings at the DPW building.

Ms. Mastrangelo stated a question that has come up is what are the roles and responsibilities of the Finance Committee. She would like to address this at a future meeting. She'd also like to discuss reviewing the Charter.

The next meeting will be a workshop being held at the Bourne Professional Library on Monday, December 14, 2015.

Mr. Mealy informed the committee that changes have to be made with the budget process. His goal is to present a budget to the committee by February 2, 2016, (which is required by the Charter) with recommendations on how to proceed not only in FY 16 but FY 17 as well. He would like to reexamine FY 16 due to the change in the amount of Free Cash that could potentially be available. He intends to bring in an outside person to evaluate their methodologies and make recommendations on how to make improvements with the budget process.

Ms. Mastrangelo feels that before the budget is set, the Long-term Financial Plan should be the forethought. Mr. Guerino informed the committee that the Finance Director and Mr. Mealy have started working on a model.

5. Any other business – None

IV. Adjournment

Mr. Redman motioned to adjourn the meeting. **Ms. Ford seconded.** With no discussion, the motion passed unanimously 10-0. The meeting adjourned at 8:44 PM

Town of Bourne Finance Committee
Meeting Minutes

RECEIVED

2016 MAR 24 AM 11:42

Bourne Veterans Memorial Community Center

TOWN CLERK BOURNE

239 Main St. Bourne, MA 02532

December 16, 2015

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on December 16, 2015.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Michele Ford, Brian Lemee', Judy Conron, George Slade, Kathleen LeGacy, Karin Meehan and Jeff Perry

Finance Committee Members Excused: Richard Lavoie and Dr. William Towne

Members Absent: Andrew Roth

Also Present: Town Administrator, Tom Guerino, resident, Jim Mulvey, Selectman, Peter Meier.

Documents: Agenda, Bourne Finance Committee Handbook, AFTC Finance Committee Handbook, Town By-law, Town Charter, Budget Liaisons- Draft List of Depts. for Discussion

III. Agenda Items

- 1. Reserve Fund Transfers** – Mr. Guerino stated there was one Reserve Fund Transfer in the amount of \$9,500.00 for the cost of inspecting two dams in the town located at Red Brook Pond and Mill Pond. He explained that the Commonwealth requires the dam inspections every ten years. When the Town received quotes to inspect the dams, the estimates far exceeded the anticipated figure. TA Guerino asked the town's engineer, Michael Leitzel, to contact the Commonwealth to find out what the average cost of a dam inspection should be. The Commonwealth provided a price range and the Town contacted Green Seal with a Scope of Service to obtain a price quote. The quote was received on November 23rd which was post Town Meeting. The inspections need to be completed by December 28th; therefore, the Town is requesting that the Finance Committee approve the fund transfer to the Engineering Services/Consultants line in the Engineering Department's Budget. There is currently a balance of \$100.00 in that budget line.

Ms. Mastrangelo asked if any committee members had any questions. With no discussion, **Ms. Ford moved to approve the dam inspection contract. Mr. Redman seconded.** With no discussion, the motion carried 9-0.

TA Guerino thanked the committee for their consideration.

2. Approval of Minutes -

Mr. Redman moved to approve the minutes of the Finance Committee meeting held on November 30, 2015. **Ms. Ford seconded.** With no discussion, the minutes were approved with Mr. Perry abstaining. 8-0-1.

Ms. Mastrangelo announced that the meeting was being recorded and asked if anyone present was also recording the meeting. She informed the committee members that the Recording Secretary, Carol Mitchell, would be drafting the minutes from the DVD. A brief discussion transpired pertaining to a new policy being implemented concerning cell phone use during meetings.

3. Discussion on Finance Committee Roles and Responsibilities

Ms. Mastrangelo stated she'd received an email from BOS chairman Mealy regarding a proposed change in the budget process for the upcoming year.

In the past, the FinCom and the BOS have held joint meetings. He is looking at the possibility of changing that. Ms. Mastrangelo asked the committee for feedback on the possibility of making a change to hold individual meetings. She discussed the Finance Project Working Group and stated their work offered valuable input in the budget process. She added that the group may not continue its work this year; and, perhaps, the Finance Committee should look at some aspects of the work that group accomplished.

At this point, Mr. Guerino asked, as long as he wasn't needed, to be excused. Ms. Mastrangelo stated that although she felt he could add some input to their discussion, it wouldn't be necessary for him to stay. He stated he'd be available to answer any questions if needed.

Mr. Redman stated he did not object to having joint meetings with the BOS in the past. He didn't think their presence unduly influenced any committee members' decisions. In fact, he thought the joint meetings may have made for a more efficient process. He added that having budget liaisons would be helpful to the committee; where a designated committee member meets directly with the department head. This would allow for a closer examination of that department's budget rather than a brief presentation to the committee. Mr. Redman finished by stating he is neutral as far as holding joint meetings with the BOS in the future.

Mr. Slade questioned the decision to have the department heads meet with the FinCom and the BOS individually rather than jointly. Ms. Ford explained that several years ago, the Finance Committee and the BOS would meet individually with each department head. This led to unanswered questions, as the information

gathered crossed between meetings. To avoid miscommunication, Ms. Ford and Mr. Mealy suggested that the FinCom and BOS meet jointly with critical department heads to gather information, which ultimately turned into joint meetings with all department heads. Having one conversation, allowed them to hear some concerns and viewpoints from both perspectives, which in turn allowed more time to deliberate once the information was gathered. This idea was proposed to see if it would work and would at least make better use of everyone's time. Mr. Slade concurred. He is also in agreement with having a liaison. Mr. Guerino stated he'd found the joint sessions to be helpful.

Ms. Mastrangelo questioned whether the budget process had been adjusted to account for the Town Meeting scheduling change. Town Meeting used to be held on the third Monday in May and the election was prior to. It was then switched. The election now takes place after Town Meeting and Town Meeting is held earlier in May. She stated if the budget process was adjusted, it would still allow time to hold a couple of joint meetings and the Finance Committee would have time to deliberate on its own. She added that there hasn't been sufficient time to scrutinize the budget. Mr. Slade agreed, adding that when the town administrator presents the forecasted budget for the fiscal year, he'd like to have the chance to meet with the department head individually to probe and see if possibly anything may have been overlooked.

Mr. Guerino stated when he started with the town back in 2005, there were Finance Committee liaisons to some of the larger departments. He suggested holding an all-day joint session on a Saturday. This would allow the committees to tackle many issues without time restrictions. He asked to be informed once liaisons have been established and meetings with department heads have been scheduled. Ms. Mastrangelo stated when she sat on the School Committee, there was a Finance Committee sub-group who would meet with the budget sub-group of the School Committee and would hold several 2-3 hour long meetings on the school budget before it was presented to the Finance Committee. Additionally, she explained that in the past, the Fincom and the BOS would hold a joint session prior to Town Meeting; which enabled them to discuss their differences, if any within the budget.

Mr. Lemee' stated when he first joined the committee, he was under the impression that if during the budget process it was noticed that a line item was found to be under funded, it could be corrected on the spot. He was surprised when there was one vote on the entire budget. Mr. Guerino explained that the Finance Committee cannot change line items within the budget, they can make a recommendation but not a change. Mr. Lemee' said he felt powerless when noticing a line item should be adjusted. A brief discussion ensued.

Ms. Conron feels communication is very important amongst FinCom members. Additionally, she feels that the Finance Committee's role is to critique the budget that the BOS has created and ultimately decide if is best for the people of Bourne. She prefers separate meetings rather than joint meetings with the BOS and feels that

a lot is going on in the larger joint meetings resulting in information being lost. She feels disconnected in the joint meetings. Ms. Conron enjoyed the format of the meeting held on 11/30/2015. Mr. Slade dovetailed on that remark. He too liked that the November 30th meeting was focused on the SAFER Grant which in turn allowed for further exploration into the Fire Department's budget, policies/procedures, which would not normally be the case. A brief discussion ensued.

Mr. Guerino mentioned, when choosing liaisons, it is sometimes helpful to assign out of one's comfort spot and also suggested reassigning periodically. Ms. Mastrangelo agreed. Mr. Guerino thanked the committee and excused himself at 7:30 PM.

Ms. Mastrangelo began a discussion pertaining to the Bourne Finance Handbook. She feels it needs to be updated and is looking for a couple of committee members to come up with revisions. Ms. Conron asked whether or not the handbook is still needed and explained that the handbook was drafted before the Charter. Ms. Mastrangelo feels it would be a good idea to have an updated version of the handbook. She read a section of the handbook pertaining to Financial Reviews as follows:

Financial Review; FinCom:

1. Reviews the annual Town financial results with the Director of Finance at the end of each year.
2. Along with the Board of Selectmen, reviews the Town's Audited Financial results with the independent auditors at the conclusion of the annual audit each year.

Ms. Mastrangelo stated that although the committee received the audit report, she did not recall the committee meeting with the auditor last year. She would like to have a meeting with the auditor. The committee was in agreement. Mr. Slade stated he recalled the year prior, there was an innocuous finding but doesn't recall any major findings. Mr. Redman recalled the OPEB fund needing to be established, which was two years ago. Ms. Mastrangelo recalled having a joint meeting with the BOS and a representative conducted a presentation on OPEB. Mr. Redman asked if the auditor has to meet with the BOS annually. Ms. Mastrangelo will follow up on that.

The next section of the handbook reads:

3. Reviews ISWM financial reports on a quarterly basis.

Ms. Mastrangelo stated she can't recall the last time an ISWM financial report was reviewed. She stated at one time there was an ISWM Group. Members of that group would meet on a regular basis and would review the ISWM financial reports. A brief discussion ensued.

Mr. Slade stated several years ago, he was able to attend a meeting where the bond counsel explained the importance of the bond rating, what the Town has to do to obtain a high rating, etc. He feels it may be worthwhile to have the bond counsel address the committee. He also feels that asking the tax assessor speak to the committee may be valuable. He feels that the tax assessor would be able to offer valuable information pertaining to the Town's tax rate vs. revenue received from taxes and how property values play a role in that. A brief discussion ensued. Ms. Mastrangelo feels it would be worthwhile to have the tax assessor address the committee. She also feels the tax recap should also be examined. Several members of the committee agreed.

Ms. Mastrangelo referred back to the handbook and read the following:

Periodic Reviews, Reports and Studies. As situations arise, FinCom conducts reviews or studies of specific areas of the Town's operations with the assistance of the Town Administrator, department heads and/or other committees and boards. If appropriate, FinCom or a working group will prepare a report. For example;

Land Bank programs and financing

Marina Operations

Health Insurance

Local Comprehensive Plan Review

Long Term Financial Projections

School construction programs

Tax Assessments and Fees charged

Benchmark analysis vs. other town's operations

She stated the Finance Committee should become more versed in the Town's health insurance options and how the decisions are made for the plans offered to its employees. Mr. Redman explained that the BOS chairman, Stephen Mealy, is interested in reestablishing the Health Care Committee to evaluate the Town's health care plans. Ms. Mastrangelo explained that someone had approached her to discuss consumer driven health care. These are high deductible plans with low cost insurance premiums which give incentives to the consumer for producing wellness; which saves money for everyone. A brief discussion then transpired pertaining to shared costs, the school's budget toward shared costs, state aid received and how it affects the overall budget. Ms. Mastrangelo continued discussing the list above and explained that some of the items listed were topics that the Finance Project Working

Group delved into; but, maybe the Finance Committee should also review some of them. Ms. Conron agreed.

Ms. Mastrangelo stated it would be important to form a small subcommittee to review and revise the Finance Committee Handbook. She explained that the Finance Project Working Group did something similar with the Financial Policies. Ms. Conron offered to review the handbook. Mr. Lemee' stated while he was looking through the handbook he read that the Finance Committee has the authority to question any department's bookkeeping. Ms. Mastrangelo stated the Town's books are open to the Finance Committee. Ms. Conron added that one must go through the proper channels first. Ms. Mastrangelo explained that if the Finance Committee or a liaison has a question pertaining to a department's budget, the FinCom has the authority to question it. She stated the TA would be informed of the concern and then the information would be obtained. She added that in the past, questions from committee members would be sent to both the Finance Committee chair and the TA and they would submit the question(s) to the department head.

Mr. Slade commented that in the past, there wasn't a lot of time between weekly meetings to review the data that had been provided. Ms. Ford explained that department heads need time to prepare and sometimes the information they gathered wasn't submitted until the day of the next meeting.

Ms. Mastrangelo moved on. She asked the committee if anyone had a particular topic that interested them to work on. For her, it's Long-term Financial Projections and Revenue. She feels the committee spends a lot of time discussing expenses and not a lot of time discussing revenue. Ms. Mastrangelo feels it's important the committee understands the Cherry Sheet, taxes, local receipts and the various funds; i.e., Ambulance, Waterways, General etc.

A brief discussion transpired concerning when the new budget will be submitted to the FinCom for review. The town administrator is submitting the budget to the BOS on February 1st. The BOS will take several weeks to review it and will then forward it to the FinCom for their review. Ms. Mastrangelo explained that while the BOS are reviewing the budget, it will allow the Finance Committee to review the Long-term Projections, Sources and Uses and Revenue in preparation for when they receive the budget.

Ms. LeGacy inquired as to whether the committee will have enough time to review the budget since the BOS won't submit it to the Finance Committee until they've reviewed it. Ms. Conron suggested watching some of the BOS meetings on television to help prepare for when the budget is received. Ms. Mastrangelo also thinks it may be a good idea for some members of the Finance Committee to attend the BOS meeting when they're reviewing the budget.

Ms. Mastrangelo wanted to discuss the meetings schedule. Mr. Lemee' inquired as to whether they would be held on Mondays or Wednesdays. Ms. Mastrangelo stated

she's had several conversations with Jen McGrail of Bourne Community Television (BCT). BCT is in the process of setting up a live television feed in the library at Bourne High School. This would allow the Finance Committee to hold meetings on Monday evenings. Until it is set up, the committee can either, hold meetings on Monday evenings without it being videotaped, or, the committee can continue to meet on Wednesday evenings until the installation at the library is complete. Ms. Ford asked when the install would be completed. Ms. Mastrangelo stated no later than mid-February. A brief discussion transpired concerning the STM being held on February 8, 2016, the timeline to review the Warrant Articles and a timeline to meet with department heads. Ms. Mastrangelo referred to the Charter and explained it requires the FinCom report be in the handbook. Ms. Conron stated the three week deadline to review and present all of its recommendations is almost never met. Ms. Mastrangelo agreed that although the report is complete, not all of the committee's recommendations are in the handbook. Ms. Ford stated that the deadline for the Warrant is Monday, April 11, 2016, so the committee's recommendations should be submitted by the 7th or 8th of April. After a brief discussion, the topic turned to the next agenda item, Charter Review.

4. Finance Committee comments on the Charter Review

Ms. Mastrangelo read from the Charter; 21 days before Town Meeting, the Finance Committee report should be available to voters. She stated that on April 15th, the handbook goes to the printer. Fifteen days before the Town Meeting, the handbook shall be available to the public. Ms. Mastrangelo feels that the FinCom report and the handbook be in sync; both be 15 days. Ms. Conron agreed. Mr. Slade asked if possible for each department to present a mission statement as to what they're trying to accomplish for that particular year. Ms. Ford stated the department heads should be asked if they have Key Performance Indicators. She feels KPIs would be extremely beneficial. If a department doesn't have KPIs, the question then becomes, how do we measure your performance, are the dollars being used appropriately? In the instance where a department does have KPIs, do you use the same one year after year? Can you provide any historic data? She feels a 3 year analysis would be beneficial and stated that by having a baseline and an objective and then seeing how the objective was or wasn't accomplished would give the committee a better understanding when analyzing the departments. Mr. Redman feels having liaisons for each department will also give the committee a better understanding of the services the departments offer and what the costs are to maintain those services. A brief discussion transpired pertaining to the meeting held on 11/30/2015, the SAFER Grant and the Fire Department's Q & A session.

Ms. Ford commented on how the CPA requests are received and that there's better structure in the format. She feels that similar structuring will only help to improve the committee's role.

Mr. Slade stated he would compile a list of questions similar to the ones presented to department heads when seeking Capital Improvement funds. Ms. Mastrangelo asked the committee members to send Mr. Slade any questions that they'd like to have answered in order to get a better understanding of how each department runs. Ms. Ford stated that although it may be a laundry list of questions and some of them may not pertain to each department, that's ok, the questionnaire can always be refined. Ms. Mastrangelo stated the department heads have begun working on priority based budgeting, so the initial questionnaire should be somewhat basic. A brief discussion ensued.

A brief discussion transpired concerning priority based budgeting. Ms. Mastrangelo stated it's still in the beginning stages and it is a topic the committee will be discussing at a future meeting. Ms. Mastrangelo informed the committee that the Finance Director, Linda Marzelli, is working to have a visual budget available on the Town's website. This will be similar to the visual budget on the Town of Arlington's website. She stated the visual budget is a great tool for the taxpayer to have a better understanding of how their tax dollars are spent and will answer a lot of common questions that individuals have.

Ms. Ford reverted back to the questionnaire Mr. Slade will be drafting. She listed a few questions that should be listed; i.e., total number of FTEs, the number of transactions (such as licensing or building permits) a department completes. It may not apply to apply departments; however, volume metrics will give the committee a better understanding of a department's workload.

Mr. Redman stated he was looking at Planning and Economic Development with regards to wastewater and the inability to develop the downtown Buzzards Bay area due to the wastewater treatment factor. There is a plan in place to treat more wastewater; thus, allowing for further Economic Development of the downtown Buzzards Bay area. Ms. Mastrangelo explained that the Wastewater Advisory Committee has been working on the project. The Cape Cod Commission has mitigation funds to defray some of the cost and the wastewater treatment project is moving forward steadily. A brief discussion transpired concerning the development of Buzzards Bay.

Ms. Mastrangelo suggested for the month of January that FinCom meetings be held on Wednesday evenings. She offered the 13th, 20th, 27th or February 3rd as potential meeting dates. Once the live television feed has been installed at the library, the meetings will be switched back to Mondays and will be held there. She discussed the topics she'd like the committee to address at future meetings.

A brief discussion occurred concerning the upcoming Town Meeting and what questions would be voted on at that meeting.

Ms. Mastrangelo then asked the committee members to decide which department they'd like to be a liaison for. She discussed the possibility of one member of

FinCom and one member of the BOS working together as a joint liaison for a single department. There was a discussion pertaining to whether or not having two members from the same committee, acting as the liaisons, would violate the Open Meeting law. Mr. Redman is going to get clarification on this.

Ms. Ford stated she would not be attending several upcoming meetings as she'll be out of town.

Ms. Mastrangelo asked the members if anyone had any specific concerns pertaining to the Charter. Ms. Conron stated they would need time to review it. Ms. Mastrangelo feels that since the Town Meeting date has been changed, the timeline of the Charter should be adjusted. Ms. Ford explained that the Town Meeting date was changed to occur prior to the election because there were times that the elected official present at Town Meeting weren't necessarily the same officials who developed the budget. A brief discussion occurred pertaining to when the FinCom will receive the budget, how long they'll have to deliberate it and whether or not it's feasible this year to forgo the joint meeting with the BOS. Ms. Ford stated it's the by-law that reflects the time line of when the budget reviews need to be completed; therefore, it's the by-law that needs to be adjusted and not the Charter. Mr. Lemee' suggested moving the Town Meeting back. Ms. Ford explained that moving the Town Meeting back may conflict with Memorial Day. Mr. Slade stated it wouldn't be possible to review the information of the first 6 months of the fiscal year if the review dates were adjusted, because December's actuals won't be available until late January. Ms. Mastrangelo stated the process could be expedited if the BOS spoke to the department heads in January. Selectman Meier addressed the committee. He stated that was their goal.

A brief discussion transpired concerning the timeline of the budget process in Southborough and Lynnfield.

Ms. Mastrangelo feels the Charter doesn't clearly establish the policy role of the Board of Selectmen in terms of the budget priorities. She would like this better clarified. Additionally, she feels the town administrator's contract should be changed from an indefinite contract to a timed contract.

5. Future Meetings Topics and Dates

The next meeting will be held on Wednesday, January 13, 2016. Ms. Meehan stated she would not be available to attend that meeting. Ms. Mastrangelo will speak to the town administrator to gather information pertaining to Revenue and Long-term Projections.

6. Public Comment

Mr. Mulvey addressed the committee. He informed the group that the Charter Review Committee is attempting to review each article of the Charter. He suggests the Finance Committee be proactive with recommended changes to the Charter

rather than being reactive. Ms. Mastrangelo asked the committee for suggestions and will add the Charter review to the Agenda for the January 13th meeting.

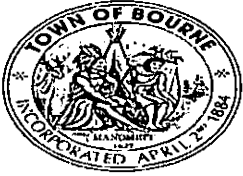
Ms. Mastrangelo stated a concern she has is there's a large part of the budget which is controlled by contracts. She feels the Finance Committee should have an understanding of how the contracts impact the budget. Mr. Lemee' inquired as to whether the Finance Committee has control over the contracts. Ms. Mastrangelo stated they do not and added that Town Meeting has control over the contracts through the budget. Much of the contracted amounts in the budget are salaries. Mr. Slade discussed the advantages of working in the private sector vs. public sector. He stated that liaisons, although won't have input pertaining to the contractual agreements, they can at least determine if any contracts are being negotiated in that department and how does the Town of Bourne compare with neighboring towns; i.e., is the town overpaying or underpaying staff?

Mr. Mulvey stated in some parts of the Charter, it is minor wording changes that will help to clarify broad policies. He suggested the committee review the Charter paragraph by paragraph. A brief discussion ensued. Ms. Mastrangelo questioned the role of the Finance Committee and presenting contracts at Town Meeting. How does a contract negotiation effect the budget? She feels it's important the committee have a handle on that.

IV. Adjournment

Mr. Redman motioned to adjourn the meeting. **Ms. Ford** seconded. The motion carried 9-0. The meeting adjourned at 8:56 PM

Minutes submitted by: Carol Mitchell



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532



2015 JAN 8 PM 1 FAX
Phone (508) 759-0615 x1
Fax (508) 759-0679

Cynthia A. Coffin,
Health Agent

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

January 14, 2015

Time:

7:00 P.M.

Place:

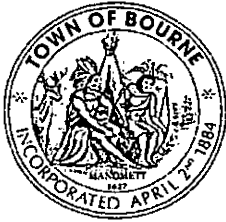
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 5 Mill Wheel Lane – Jason Churchill of Orenco Systems Inc. – Request for reduction in maintenance inspections of I/A System – CONTINUED from December 10, 2014
2. 70 Old Dam Rd – CONTINUED from December 10, 2014 - Requested by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health condition of previous waiver
3. 39 Buttermilk Way – CONTINUED from December 10, 2014 - Requested by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health variance conditions
4. APPROVE THE MINUTES FROM December 10, 2014 -

Signed: *Lisa A. Coffin*
Title: Secretary
Date: January 8, 2015

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



15 FEB 13 PM 2:08
TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES January 14, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Galon Barlow; and Kelly Mastria

Support Staff in attendance: Cynthia Coffin, Health Agent; Lisa Collett, Secretary

- 1. 5 Mill Wheel Lane – Jason Churchill of Orenco Systems, Inc. –Request for reduction in maintenance inspections of I/A system –Continued from December 10, 2014** –Mr. Blake Johnston was present from Orenco on behalf of the homeowner. Mr. Johnston stated that the existing alternative system is an Advantex system. DEP has required that there be 12 samplings for Total Nitrogen on the Advantex systems. Sampling is done twice per year and there are usually four maintenance inspections done annually. He stated that all of the components are checked during the inspection. The Advantex system works with pumps and floats. He stated that the VeriCom panel is hooked up to the homeowner's phone line. If there is a problem with any part of the system, the provider will receive a call. Basically there is daily monitoring of the system. Also once per month the system calls to the provider just to make sure that the line is still functioning. Mr. Johnston stated that Orenco, through Jason Churchill, the one who had originally made the request for the homeowner, felt that the quarterly inspections were unnecessary due to the daily remote monitoring by the VeriCom system and the monthly phone checks. Mr. Andrews asked what inspections of the system are conducted in the field. Mr. Johnston stated that it might be best to discuss the parts of the I/A system first. The Advantex is a packed bed filter. This type of system does not blow air in. Instead, sheets of medium are hung into a tank and are wetted with effluent about every 20 minutes. The sheets actually hang suspended into a two compartment tank. There is a recirculating pump that delivers the effluent to the sheets. This pump generally has a life of about 20 years. There is also a small basin for a discharge pump that takes the treated effluent to the disposal field. In addition there is a filter that needs to be cleaned. At the inspection the above components are inspected and

the media is checked for excessive growth and washed if necessary. This is generally required every 2-3 years. If necessary the effluent filter is also removed and cleaned. This usually occurs maybe once per year. Also the floats are tested, the high water alarm, and the discharge floats. If necessary the laterals are also bottle brushed to clean them out. This is usually only necessary every 1-2 years. Mr. Johnston stated that because of the VeriCom monitoring if any of the pumps were down, or if the media were clogged, etc. the system would recognize that there was a problem and the wastewater operator would be notified. Mr. Andrews asked what would be the situation if a homeowner took down his landline and converted to just a mobile phone. Again Mr. Johnston told the Board that the system will make a monthly call on the same day and time every month to make sure that there is a connection. The system will also download flows at the same time. The service provider is automatically notified if the panel doesn't make the call. He reiterated that the quarterly inspections are really not necessary since the VeriCom system allows the I/A to be constantly monitored. Ms. Coffin said that she is not generally in favor of reducing maintenance inspections, but in this case the technology is already doing the inspections, in a way, on a daily basis. If the system is off, a component breaks down, or the media is clogged then the provider will be notified. She feels that in this instance the reduction in monitoring is warranted. The Board members decided that they would like more information and requested a copy of all the calls made into the provider on the VeriCom system so that they could see documentation of the statements made about the program. They also wanted to verify that there was a current contract with a WWO for the system and Ms. Coffin stated that she has already verified that the contract was current and that she believed that the WWO was Effluent Technologies. She said she would double check this fact. Ms. Peterson stated that as long as Mr. Johnston sees that the report on the calls is sent to the Board of Health and the current contract is verified, then there would be no need to come back before the Board of Health. At the next meeting the Board will have reviewed the documentation and will vote on the request if everything is found to be satisfactory. The Board members stated that if they allowed the reduction that they would probably require that the WWO forward copies of quarterly calls to the office. One thing that Mr. Johnston wanted to make the Board aware of was that the Advantex system was not a bypass system, in other words, there was not a way to bypass the functioning of the I/A and just work as a gravity Title 5. The system would back up into the house if the I/A component was not functioning. **The Board decided to take no action at this time but that if the proper documentation was presented to the office, this item could be placed back on the agenda for either the meeting on January 24 or the first meeting in February.**

2. **70 Old Dam Road – Continued from December 10, 2014 – Requested by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of**

Board of Health condition of previous waiver – Ms. Coffin passed out pictures to the Board that Mr. Denapoli had emailed to her. These pictures show the work that Mr. Denapoli has done to close up the doorway in the finished room over the workshop. Ms. Coffin had asked Mr. Denapoli to also submit a picture to give an overall view of the room in relation to the work done so that they could see that the new wall was the area where the door and doorway had been. Mr. Denapoli showed the Board members a large photo showing the room overview. The Board agreed that the wall have been put up on the second floor as requested. Mr. Denapoli also stated that he had removed the door at the top of the stairs. He also told the Board that he wanted to keep the door at the bottom of the stairs so that the sawdust would not go to the upstairs room that there were using as a living room. The Board members discussed that what was required had been discussed at the last meeting. One of the requirements had been that the wall be put up as originally approved but the Board had also talked about the other doorways as well so that the room over the workshop could not be considered as possible bedroom space. Mr. Andrews asked Ms. Coffin what her comments were. Ms. Coffin stated that she had already emailed Mr. Denapoli when he sent the recent pictures and told him that she thought that the upstairs doorway where he had removed the door should be a flush cased opening and that the door at the bottom of the stairs needed to be a cased opening too. She had said that if Mr. Denapoli was concerned about the sawdust then he could put up one of those plastic sheeted doorways to prevent the sawdust from going upstairs. She reiterated that in the original variance approval the space over the workshop was supposed to have been storage only and not a finished room. Some of the Board members discussed that they did not think that the plastic covering would look very good but the consensus was that Mr. Denapoli would have to come up with a way to address the other issues to the Board's satisfaction. The Board members decided that Mr. Denapoli should make the changes to the door at the top of the stairs by making it a cased opening and that he would address the lower door in the workshop and then call Ms. Coffin for a reinspection. If Ms. Coffin felt that the changes were sufficient Mr. Denapoli would not have to come back to the Board of Health. **The Board decided that they would take no action at tonight's meeting.**

3. **39 Buttermilk Way – continued from December 10, 2014 – Requested by Cynthia Coffin, Agent, for discussion and possible vote regarding violation of Board of Health variance condition.**-- Ms. Coffin stated that she had previously put this item on an agenda because she had found out from a prospective buyer that a room over the garage that was supposed to have been storage space had been sheet rocked and carpeted. She had also found when she did an inspection of the property that there was a room in the house that could be considered a third bedroom and that the septic was only a two bedroom septic system. She had discussed the issues with the homeowner and Mr. Fountain, the builder, before the last meeting, but Mr. Fountain had been ill and not been able to attend that

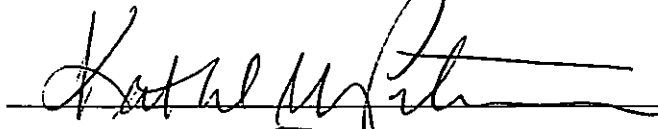
meeting. After the Board of Health meeting Mr. Fountain had opened up the room inside the house and had removed the sheet rock and carpet from the room over the garage. She had considered that all issues had been resolved and had not brought the item back before the Board of Health. However, at the last meeting Mr. Andrews had commented that this item should have been brought back to the Board of Health as the Board had continued it. Therefore, Mr. Fountain, the builder, was present tonight to discuss the corrections made. Ms. Coffin showed the Board members the photos of the corrections and said that she was fine with what had been done. Lisa Wheeler was also present in the audience as the owner's realtor but she had nothing else to state. **Mr. Barlow made a motion to find that the necessary renovations had been made so that there was no longer a violation of the approved variance conditions. Mr. Andrews seconded the motion. It was unanimous vote.**

4. **Approve the minutes of December 10, 2014 – Mr. Andrews made a motion to approve the minutes of December 10, 2014. Mr. Barlow seconded the motion. It was a unanimous vote.**

Mr. Andrews made a motion to adjourn. Mr. Barlow seconded the motion. It was a unanimous vote and the meeting adjourned at 7:56 PM.

Taped by Lisa Collett and typed by Cynthia A. Coffin, Health Agent

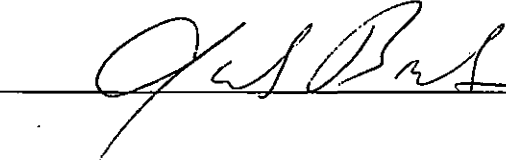
Kathleen Peterson



Stanley Andrews



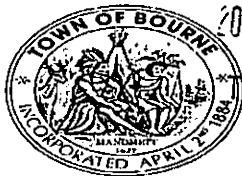
Galon Barlow



Don Uitti

Kelly Mastria

cc Board of Selectmen/Town Clerk



2015 JAN 22 PM 2 32

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

January 28, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. 75 EEL POND RD – Nicholas P. Dufresne of Thomson Farland, Inc. for Stephen Paulus – Request waiver to use the existing septic system for proposed demo and rebuild. -
2. APPROVE THE MINUTES FROM January 14, 2014 -

Signed:

Title:

Date:

Secretary

January 22, 2015

cc: Board of Selectmen/ Town Clerk

Chapman, Wendy

From: Collett, Lisa
Sent: Friday, January 30, 2015 3:17 PM
To: Chapman, Wendy
Subject: JANUARY 28, 2015 MINUTES

2015 FEB 2 PM 12 52

TOWN CLERK'S OFFICE
BOURNE, MASS

Hi Wendy,

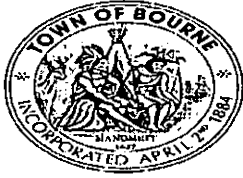
The posted Board of Health meeting dated January 28, 2015 was cancelled due to the blizzard. There will not be any minutes to file for this meeting.

Please let me know if you have any questions or concerns.

Thanks,

Lisa M. Collett

Town of Bourne
Board of Health
24 Perry Ave
Buzzards Bay, MA 02532
lcollett@townofbourne.com
508-759-0615 X-1



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

2015 FEB 5 PM 2 58
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

February 11, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

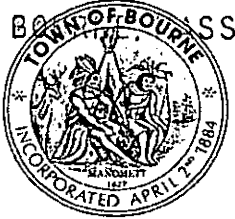
1. POCASSET MOBILE HOME PARK – Chuck Sabatt – Update –
2. 75 EEL POND RD – Nicholas P. Dufresne of Thomson Farland, Inc. for Stephen Paulus – Request waiver to use the existing septic system for proposed demo and rebuild. -
3. APPROVE THE MINUTES FROM January 14, 2014 -

Signed: *Lisan Collett*
Title: Secretary
Date: February 5, 2015

cc: Board of Selectmen/ Town Clerk

2015 MAR 4 AM 9 55

TOWN CLERK'S OFFICE



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 February 11, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent; Lisa Collett, Secretary

- 1. Pocasset Mobile Home Park – Chuck Sabatt – Update**—Attorney Sabatt stated that he has secured the funding for the Wastewater Treatment Plant that was ordered by the Superior Court. BSC Engineering has completed its plans for a new DEP permit for the WWTP. BSC has subcontracted with Woodard and Curran and Mr. Carlson, of that firm, is the engineer who designed the original WWTP for the Park. The field plans should be completed within the next few days. These will then be filed with the DEP. DEP has stated that they will give this project expedited review. Attorney Sabatt expects the amended permit by mid-March. The permit will be for 119 sites. The building plans for the actual treatment plant should be finished within the next two months. Then the project will be put out to bid. He expects construction of the treatment plant to begin sometime in the spring with the entire project taking about a year. In terms of the existing system, Attorney Sabatt stated that he has spoken with Bill Gilpin, who inspects the existing septic system weekly. Mr. Gilpin has stated that things seem to be doing okay and that the added leaching is functioning well at this time. Ms. Coffin stated that the older pits are pretty much full except for one which is dry. Attorney Sabatt stated that he has instructed Peter Valeri, who does the plowing at the Park, to plow an access road to the leaching area so that Mr. Gilpin can get out to do his inspections. He is not sure if the pumping truck will be able to get there. There have an occasional back up or two but things have been addressed quickly and they do not appear to be major issues. There was one the other day and there was one on January 5th. The lines were cleared and this seemed to resolve the problem. Ms. Peterson asked Ms. Coffin if the office was being made aware of the problems and Ms. Coffin confirmed that Rudy Valladeras emails her when there is an issue. Attorney Sabatt stated that things usually seem to happen on a

weekend. They did get Ready Rooter one weekend when Mr. Valeri was unavailable, so they do have a backup responder. The plowing has been taken place regularly. Ms. Peterson asked how the WWTP operation would be funded after the Plant is completed. Attorney Sabatt stated that it would have to be funded through the income stream. He believes that the rental income should take care of the operation. He believes that the costs should be about \$3,000 per month to maintain the plant. He believes that it can be done without debt service. Ms. Peterson asked about the water issue and Attorney Sabatt said that this is still a nagging problem. He has not been able to fund the water system replacement. He tried to get that through the courts but the judge did not feel it was within her scope to address this issue. The judge did give money for the roads to be replaced because they would have to be removed and replaced to get the sewer lines in. The 3 year old estimate was almost \$650,000 for the water system. Attorney Sabatt stated that he is working on analyzing borrowing money for the upgrade of the water system. He has the authority to obtain a mortgage. He is going to talk to a few local lenders. He can present records to a lender and they can analyze the Park's ability to meet the debt service. He said that he might be able to talk to the family to post all of the money or contribute to it to reduce the debt service. It is definitely a problem but he is working to get funding. He know that the water system needs to be replaced. Ms. Peterson stated that the plant can't operate without a dependable water service. She knows that Attorney Sabatt tried to work with the judge to make her understand that both systems need to be addressed. Ms. Coffin asked if the money that the court allowed include the cost for all the piping from the trailers to the plant and Attorney Sabatt answered that it did. Ms. Coffin then asked whether an argument could be made that the cost for the water system could be part of the money for the sewer system since the water system will be disrupted by all the work to put the sewer lines in. Ms. Peterson stated that Attorney Sabatt did try to argue this in front of the judge but only the sewer and roads were included in the decision. Attorney Sabatt said that even his engineer said that without water from a working water system, the plant won't operate anyway. He said that he has about 2.7 million and that this money will not be enough for the treatment plant and sewer lines, and the roads, and the water system. Ms. Peterson asked if he could amend the decision with the judge. She suggested that Ms. Coffin could go up to speak with the judge with Attorney Sabatt. Attorney Sabatt stated that the judgment was finalized in the summer of 2013. He believes that it is beyond the one year time frame to ask for an amendment. He will look into ways to possibly go back before the judge to get an increased judgment. Ms. Coffin said that the argument needs to be made that in order to tie the sewer lines into the existing trailers, the existing water lines are going to be destroyed and will need to be replaced. One can't be done without the other. Ms. Coffin asked whether the new design for the plant will result in a smaller plant since it is for a smaller number of trailers than the original design. Attorney Sabatt that the plant will be smaller but expandable so perhaps that

could reduce the costs. Mr. Andrews stated that there has been about a 22% increase in construction costs. Ms. Peterson said that she is still concerned about the condition of the trailers and the ability for the remaining renters to carry the costs of the operation. Attorney Sabatt stated that he has been told that the existing zoning bylaw for a manufactured homes park will not allow the moving of a new trailer on a site unless the site is a minimum of 4,000 square feet. There are also setback requirements too. There is also something in the bylaw which states that there will be no trailer within 200 feet of a road and he is assuming that this refers to a public road. Any unit that fronts Barlows Landing Road is gone once it is removed. He stated that he has tried to create space of 4,000 square feet for use in the future. He has stated that there are some of the trailers that have been renovated and are in good shape. The Board members all agreed that the water system issue needs to be addressed. Attorney Sabatt stated that when the water system was redone everyone would have a separate water meet. This would go a long way to reduce water uses. Attorney Sabatt stated that last year the fees for water were almost \$19,000. **No action was necessary by the Board and Ms. Peterson thanked Attorney Sabatt for the update.**

2. **75 Eel Pond Rd** – Nicholas P. Dufresne of Thomson Farland, Inc. for Stephen Paulus – Request waiver to use the existing septic system for proposed demo and rebuild – Mr. Dufresne stated that the existing dwelling is a single family three bedroom home. The applicant is proposing to demolish the existing structure and construct a new three bedroom dwelling. The existing septic system does not meet the 150 foot setback to the top of coastal bank. He is therefore asking for a waiver to continue the use of the existing septic system for the new house to be constructed. The house will be moved further from the resource area and closer to the road. The existing system was installed in 2010. Ms. Coffin stated that the system has not been inspected but consists of a 1000 gallon tank and two 500 g leaching chambers, for a three bedroom home. Mr. Andrews stated that the plan indicates than a new 1500 gallon septic tank will be installed. Ms. Coffin stated that the system meets the 150 foot setback to the actual resource. At the time of the upgrade the septic plan did not indicate that there was a coastal bank. Ms. Peterson questioned the number of bedrooms in the house since the Assessor's card states that there is only one bedroom in the dwelling. Mr. Dufresne said that the Assessor's must have not been in the house. Mr. Andrews asked if there were plans for the existing architectural and Mr. Dufresne said no. Mr. Andrews and Ms. Peterson both stated that the Board needs to know how many bedrooms are in the existing house. Ms. Coffin suggested that if the Board wanted to approve the project they could do so with the condition that Assessor's go out and verify that the existing house has three bedrooms. Mr. Andrews said that he would like Ms. Coffin to go out and look at the house. Ms. Coffin said that was fine. The Board needs to know what the true situation is. Ms. Coffin said that if the Board decides that the resource is over 150 feet away and that the bank is just a bank by


definition there shouldn't be a real issue even if the house was going from one bedroom to three bedrooms as an actual variance would not be necessary. The 150 foot setback to the resource would be met. Ms. Peterson said that she does not have a problem granting the waiver if the existing house has three bedroom. **Mr. Andrews made a motion to grant the waiver for the continued use of the existing septic system at 75 Eel Pond Rd for a proposed demo and rebuild. The architectural records are those dated received by the Board of Health on January 20, 2015. The site plan of record was also received January 20, 2015. The condition of the approval is that Ms. Coffin do a site visit and confirm that the existing house is a three bedroom dwelling. Mr. Barlow seconded the motion. It was a unanimous vote to approve. Mr. Dufresne asked whether he would have to come back before the Board for an additional hearing if the house was not three bedrooms and Ms. Peterson answered that he would. Ms. Peterson asked if the Board wanted to have a three bedroom deed restriction on the dwelling and the Board members said that would be a good idea. Mr. Barlow made a motion to amend the approval by adding that a condition of a three bedroom deed restriction be placed on the property. Mr. Andrews seconded the motion. It was a unanimous vote.**

3. **Approve minutes from January 14, 2015.** Mr. Andrews made a motion to approve the minutes. Ms. Peterson seconded the motion. It was a unanimous vote to approve.

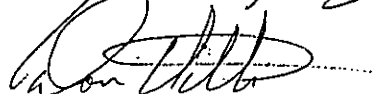
Mr. Andrews made a motion to adjourn. Mr. Barlow seconded the motion. The meeting adjourned at 7:28 PM.

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

2015 FEB 19 PM 3 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Date:

February 25, 2015

Time:

7:00 P.M.

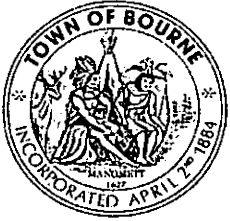
Place:

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

AGENDA ITEMS:

1. **LANDFILL – Dan Barrett – Update –**
 - a. **Gas Collection System header Repair – Discussion and possible vote -**
 - b. **Phase IV Stage 1 Closure Project – Discussion and possible vote -**
 - c. **Harvest Power Project – Discussion and possible vote on Section Thirty-One F. Modification of Agreement – Attachment 3 –**
 - d. **Temporary, Emergency Change in Use at the Construction and Demolition Transfer Station – Discussion and possible vote -**
2. **37 WINGS NECK RD – Denny O'Connor for Kristin Blount – Request waiver to use the existing septic system for proposed renovations, alterations and additions –**
3. **20 WENAUMET BLUFF – Denny O'Connor for Rob and Lynn Schwandt – Request waiver to use the existing septic system for proposed renovations, alterations and additions –**
4. **10 ELECTRIC AVE – James McLaughlin – Request 3rd extension on variances originally granted on March 27, 2013**
5. **APPROVE THE MINUTES FROM February 11, 2015 -**

Signed: 
Title: Secretary
Date: February 19, 2015



Cynthia A. Coffin
Health Agent

2015 MAR 12 PM 12:35
TOWN CLERK'S OFFICE
BOURNE, MASS

**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Bourne, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



**MINUTES
February 25, 2015**

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Don Uitti, Secretary; Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent; Terri Guarino, Health Inspector

1. Landfill – Dan Barrett – Update-
 - a. Gas Collection System header repair—Mr. Barrett read from his handout dated February 25, 2015 to give the Board an update on the header line repair. He said that currently there is a blocked gas collection main along the East Slope of the landfill, as a result they are not able to get vacuum to six gas collection wells. The ISWM Gas Collection system has been designed with these situations in mind. They are able to provide vacuum to the impacted area via surrounding, functioning legs of the system. ISWM has applied for a permit from MADEP to allow them to disturb the final cover system in the area of the blockage. MADEP has granted the permit, and ISWM is currently awaiting favorable weather conditions to complete this project. They are continually monitoring the area surrounding the blockage and making adjustments to insure no gas is escaping the collection system and causing migration or odor problems. There is a lot of redundancy in the system design. The gas collection wells are a lot closer together than they need to be. ISWM also has the system in loops so that they can draw a vacuum from both sides of the wells. The problem would have been fixed already if it weren't for the snow. It will take some time for the snow to melt. They have been discussing the best way to get to the clog with the least disturbance. Because of the redundancy there are no real issues with odors so far. The new flares are also working well. The flares were left on during the first blizzard and the flares went down a couple of times. The last blizzard the new flare was shut off for about 10 hours. They have worked through a couple of electrical and computer problems, but this is normal.

- b. Phase IV Stage 1 Closure Project--- The daily landfill operations are focused on bringing Phase IV Stage 1 up to finish grade. This will allow the landfill to place final cover on this portion of the landfill later on this summer. ISWM has included this project on their FY16 Capital Budget Request. Funding for this project will come from the already existing and prepaid Closure Account. MADEP is reviewing the design plans and ISWM's request to access the closure funds. DEP has actually already granted that. Mr. Barrett anticipates a late spring, early summer construction start date with completion in the fall. This will allow ISWM to take advantage of the fall growing season to establish a strong vegetative cover heading into winter. Mr. Barrett said that he is eager to get this work done. There have been a couple odor issues. Most of the odors are coming out of this section. He stated that he hopes that the work will be done in about two weeks. ISWM has an intermediate gas collection system in that section and it is pulling a lot of gas. They are scheduled to get in 8 wells and some new header line.
- c. Before Mr. Barrett began his discussion on the Harvest Power Project Ms. Peterson made a statement that in the future Harvest Power may no longer use Mr. Barrett to speak for them at any Board of Health meeting. She does not want anyone in the public to perceive that there is any conflict of interest. Ms. Peterson said that if Harvest Power wants to do business with the Town they can come down and present to the Board themselves. She also said that Harvest Power needs to have any information that is coming to the Board for review or discussion to the Board 10 days prior to any meeting. The Board members need time to review the material ahead of when the normal packet mailing by the office is done. Ms. Peterson made that a motion and Mr. Barlow seconded that motion. It was a unanimous vote. Ms. Peterson directed Ms. Coffin to draft a letter to Harvest Power stating the vote. Mr. Barrett said that he is partly responsible as he thought it would be something he could bring back to the Board. Mr. Andrews stated that this would have been a good time to introduce Harvest Power to the Board so that they could start building a relationship with the Board. Ms. Peterson stated that Harvest Power should no longer be listed under a 'Landfill Update' heading on any future Board of Health agendas. Ms. Peterson also stated that she believes that the Board had already voted that no decisions on Harvest Power would be made unless there was a full Board. Mr. Barrett said that if the Board looks at Exhibit I it will see that the wording says if the acceptable Centrate Standards are not agreed upon by both parties within six months of the lease commencement date then either party could terminate the lease. Mr. Barlow made a motion to discuss and continue the item to the next BOH meeting. Mr. Andrews and Ms. Peterson discussed whether to grant a 30 or 60 day extension so that this item can be brought back to the Board by Harvest Power. She wants Harvest Power to explain why more time is needed. Mr. Andrews made a motion that the

Board of Health grant a 30 day extension to Exhibit I of the lease so that the applicant can explain why they are requesting an additional six months. Ms. Peterson said she also wants to know why Town Counsel, Bob Troy, already approved the language before the Board of Health looked at it. Mr. Barrett stated that Town Counsel's review is only 'as to form'. She wants it to be clear that just because Attorney Troy says something is okay doesn't mean that the Board agrees with it. Again Mr. Barrett stated that Attorney Troy's review is just to the form of the document. Mr. Uitti seconded the motion. It was a unanimous vote.

- d. Temporary, Emergency Change in Use at the Construction and Demolition Transfer Station – Discussion and Possible vote – Mr. Barrett stated that as a result of the weather conditions of the past few weeks, trash collection and transportation efforts have suffered for the entire region. Hauling companies and waste-to-energy facilities state wide have sought temporary relief on restrictions to some transfer and combustion facility hours and methods in an effort to speed up trash pick-up and disposal. Covanta Energy, operators of the SEMASS waste-to-energy facility have asked if Bourne would consider transferring waste from Falmouth and other upper Cape towns to the SEMASS facility. This would speed up collections by reducing truck travel times and increase through put at SEMASS to keep that facility performing at an optimal rate. This would help prevent the possible backup of trash at residential houses and businesses. ISWM is asking the Board to consider allowing ISWM to transfer Municipal Solid Waste through the C&D Transfer Station for Thirty (30) days. This would not impact any other Federal, State or Local regulations currently governing the facilities operations. For example Daily Tonnage Limits and Hours of Operation would remain in effect. If this operation proves to be problematic for any reason it would be stopped immediately. MADEP was consulted and said they have approved similar temporary changes for other facilities and would allow it in Bourne provided that the Bourne Board of Health considered it and voted in the affirmative. Mr. Barlow made a motion to approve the request by Mr. Barrett for a temporary, emergency change in use at the construction and demolition transfer station. Mr. Uitti seconded the motion. It was a unanimous vote. Mr. Andrews asked Mr. Barrett what the bird problems have been at the landfill now that trash is no longer being buried and it is mostly ash. Mr. Barrett stated that they were driven out around Christmas time but they are still hanging around. He said it is sad but the birds will actually eat the ash. The seagulls are starting to go away a little bit but they are seeing more crows. Mr. Barrett stated that no trash is being buried. Only grit and screens from treatment plants is being buried. The only other thing that might be buried is when there is a house cleanout brought to the C & D transfer station. This material doesn't really fit the C & D regulations, so the material goes to the

landfill. Mr. Barrett told that Board that ISWM is going to the Capital Outlay Committee to purchase a new loader. They also purchased a new bulldozer, a D6 not a D8. There is still work to do on Phase VI. Mr. Barrett said that one thing they are watching is for ash being tracked out of the landfill on tires from the disposal trucks but that is being monitored. It was discussed that the letter to Harvest Power be directed to Dave Pierotti and that the letter to DEP on the transfer station vote will go to Mark Dakers.

Ms. Peterson had to leave and the meeting was turned over to Mr. Andrews.

2. 37 Wings Neck Rd – Mr. O'Connor for Kristin Blount – Request waiver to use the existing system for proposed renovations, alterations and additions. – Collins O'Connor Jr. was present for the discussion and submitted the green cards for certified mail notification. Mr. O'Connor stated that the proposed work is to convert an existing bedroom to an open space, possibly an office and to construct a new master bedroom. Mr. Andrews asked if Ms. Coffin the percentages for the increase in square footage were correct and Ms. Coffin said that they were not. She said that she had gone over the total square footage increase and she believes that the bedroom space increase is about a 38% increase. She stated that Ms. Guerino also checked them. There is about a 20% increase in non-bedroom but that is not an issue. The 38% increase would not be allowed in a waiver. Mr. Andrews stated that the existing bedroom space is correct but the proposed square footage is 504.8 but the request listed it as 464.5 square feet of increase. Ms. Coffin said that with the plans the way they are, the applicant would need to install an alternative technology septic system. There was some discussion as to how to calculate the square footage percentages. She suggested that the plans be reworked to see if they can stay under the 25% increase guideline. Mr. Barlow made a motion to continue this item to the meeting in March 11. Mr. Uitti seconded the motion. It was a unanimous vote to continue this item to March 11.

3. 20 Wenaumet Bluff Drive – Mr. O'Connor for Rob and Lynn Schwandt – Request waiver to use the existing septic system for proposed renovations, alterations and additions – Mr. O'Connor submitted the green cards. He stated that the proposed work is to just move interior rooms around. Some square footage of bedroom space is becoming closet and bathroom square footage. Ms. Coffin stated that the system is for four bedrooms and there are four bedrooms in the house. She stated that there is about a 16% reduction in the bedroom square footage and only about a 6 % increase in non-bedroom square footage and this meets the Board's guidelines for a waiver. Mr. Uitti made a motion to approve the request for a waiver for 20 Wenaumet Bluff Drive to continue the use of the existing septic system for proposed renovations to the dwelling per the architectural drawings dated received February 9, 2015. Mr. Barlow seconded the motion. It was a unanimous vote.

4. 10 Electric Avenue – James McLaughlin – Request 3rd extension on variances originally granted on March 27, 2013 – Mr. McLaughlin stated that due to the weather they need an additional six months to complete the work. He hopes to complete the work by last spring. Mr. Barlow made a motion to reissue the variances and extend them another six months from February 25, 2015. Mr. Uitti seconded the motion. It was a unanimous vote.

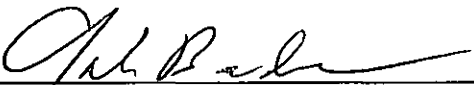
5. **Approve minutes from February 11, 2015.** Mr. Barlow made a motion to approve the minutes. Ms. Uitti seconded the motion. It was a unanimous vote to approve.

Mr. Barlow made a motion to adjourn. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 7:46 PM.

Taped and typed by Cynthia A. Coffin, Health Agent

Kathleen Peterson 

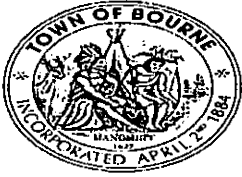
Stanley Andrews _____

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



Cynthia A. Coffin,
Health Agent

2015 MAR 5 PM 1 49
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

March 11, 2015

Time:

7:00 P.M.

Place:

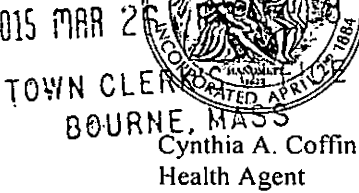
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 37 WINGS NECK RD – CONTINUED from February 25, 2015 - Denny O'Connor for Kristin Blount – Request waiver to use the existing septic system for proposed renovations, alterations and additions –
2. 594 CIRCUIT AVE – Zac Basinski of Bracken Engineering for Anne Camille Maher – Request variance to the 150 foot setback to the High Water Mark and a variance from the 150 foot setback to a Wetland Resource area –
3. 145 TAHANTO RD – Barbara Frappier of Warwick and Associates for Donald and Janet Boardman – Request waiver to use the existing septic system for proposed renovations –
4. 75 EEL POND RD – Nicholas Dufresne – Request to re-visit waiver already granted on February 11, 2015. Discussion and possible vote based on site inspection to verify the number of bedrooms.
5. APPROVE THE MINUTES FROM February 25, 2015 -

Signed: 
Title: Secretary
Date: March 5, 2015

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



MINUTES March 11, 2015

Members in attendance: Kathy Peterson, Chairman; Don Uitti, Secretary; Galon Barlow

Support Staff in attendance: Cynthia Coffin, Health Agent; Lisa Collett, Secretary

- 1. 37 Wings neck Rd – Continued from February 25, 2015 – Denny O'Connor for Kristin Blount – Request waiver to use the existing septic system for proposed renovations, alterations, and additions--** Mr. O'Connor was present and told the Board that he had redone the plans to reduce the size of the proposed bedroom. He said that he believed that the figures showed that the proposed renovations were below 25%. Ms. Coffin stated that she was aware that Mr. O'Connor had been in to the office and that he had gone over the figures with the Health Inspector, Ms. Guarino. However Ms. Coffin stated that Mr. O'Connor had by taken the measurements from the inside walls of the addition, but the figures for existing were measurements from the outside walls. The measurements have to be from the same point, because measuring everything from the same standard shows that the increase is actually 27.7%, which is over the BOH policy of 25% in order to allow a waiver. Mr. O'Connor said that he would rework the proposed bedroom so that it meets the 25% or less requirement. Mr. Barlow said that it was up to the applicant to make the plan work. Mr. O'Connor said that he will make the walk-in closet and hallway bigger to reduce the size of the proposed bedroom. Ms. Coffin suggested that the Board of Health table this item for discussion for later in the meeting and allow Mr. O'Connor to go out and revise the plans to resubmit to the Board tonight. Ms. Peterson stated that discussion on item #1 would be put off till later in the meeting.
- 2. 594 Circuit Ave – Zac Basinski of Bracken Engineering for Anne Camille Maher – Request variance to the 150 foot setback to the high water mark and a variance from the 150 setback to a wetland resource –**Mr. Basinski was present for the discussion. He submitted the green certified mail abutter notification cards to the staff. Mr. Basinski stated that there had been an error in the nitrogen calculations and the original letter of request, so he was submitting a revised letter and nitrogen calculations this evening. The project is to raze and

rebuild the dwelling on the property. The property is the first house on the left hand side after you go past the cranberry bog on the right of Circuit Ave. The existing house was constructed in 1930. It is a two bedroom dwelling. This project has not been before the Conservation Commission yet but Mr. Basinski has spoken to Brendan Mullaney, Conservation Agent, and Mr. Mullaney has stated that he agrees with the delineated wetland line. Ms. Coffin stated that Mr. Mullaney did send the office an email to that effect and she went up to the Board of Health office to get the members a hard copy, as requested. Ms. Peterson was concerned that the project had not already been to the ConCom. Mr. Basinski continued to explain the project. The existing house sits on a coastal bank. Mr. Barlow stated that the Board of Health generally does not take action on an item unless it has already been before the Conservation Commission. Mr. Basinski stated that he was aware of this fact. The previous owner had already upgraded the septic system to a Title 5 system in 1996. That leaching system was placed as far from the coastal bank as possible at that time. The existing system is only about 20 feet from the existing saltmarsh. The proposal is to put the leaching facility further from the wetlands areas. The applicant went to the Town Administrator and went to Town meeting to get an easement into the Town road layout to get the system further from the wetland. The new system being proposed will be an I/A system with pressure distribution, Geoflow drip system. There will also be an increase to the separation from groundwater than presently exists. Ms. Peterson asked about another system that had been put in in this area, but it was discussed that this was probably 135 Circuit Ave. Mr. Basinski stated that Town meeting gave the applicant a temporary easement in order to conduct the percolation test. Now Town Counsel is working on getting the final easement document together. The applicant is putting on a second story and therefore adding to the square footage of the house, but that the house was still remaining a two bedroom house. The nitrogen loading is going from 10.7 ppm to 5.9 ppm, which is almost a 45% reduction in nitrogen. Mr. Barlow stated that Board would need a copy of the permanent easement. Mr. Basinski is requesting a 110 foot variance from the 150 foot setback to the saltmarsh and a 94 foot variance from the 150 foot setback to Hen's Cove. The new system will also provide another 2 foot in separation to groundwater. Mr. Barlow stated that he did not have any questions, but felt that the project should get through ConCom before a decision is made by the Board of Health. He stated that what is being requested is a much larger variance that the Board is usually asked to grant. Ms. Peterson stated that she would like to do a site visit. Mr. Basinski stated that he was not sure when the ConCom would hear this project so he would provide a letter to the Board of Health to extend the 45-day period for action by the Board. Ms. Coffin reminded the BOH members that the Board has never been in favor of extending the time for a decision beyond the 45 days from the date of request. Ms. Coffin stated that two meetings from tonight would be April 8th and that would only be 42 days, so Mr. Basinski's request could be continued to either of the next two meetings. **Mr. Barlow made a motion to continue 594 Circuit Avenue until the meeting of March 25 as long as the project is through the ConCom by that date. Ms. Peterson said that the Board also needs a document on the formal easement.**

She does not believe that there needs to be a formal site visit but that the Board members should visit the site before the next meeting. Ms. Coffin questioned whether this variance to the saltmarsh would have to also go before DEP. Mr. Basinski stated that it did not since it was not new construction but Ms. Coffin said that she would look into it. Mr. Uitti seconded the motion. It was a unanimous vote.

3. **145 Tahanto Rd – Barbara Frappier of Warwick and Associates for Donald and Janet Boardman – Request waiver to use the existing septic system for proposed renovations—**Ms. Coffin verified the certified mail proofs for mailing to the abutters. Ms. Frappier stated that the applicants are proposing a kitchen addition. The addition is being bumped out onto an existing raised concrete patio. The architectural prepared by RESCOM show the percentages of increase in square footage for bedroom and non-bedroom space. The increase is within the 25%/50% bedroom/non-bedroom policy of the Board. Ms. Coffin stated that she did review the figures and the increase in non-bedroom space is about 17-19% and that there is no increase in bedroom space. Ms. Frappier is requesting that the Board allow the continued use of the existing septic system for the proposed addition. Ms. Coffin stated that she had inspected the septic system last year and that it was working adequately. The leaching was almost empty and there was no stain line and there were no groundwater issues. **Mr. Uitti made a motion to approve the request for a waiver to continue the use of the existing septic system at 145 Tahanto Rd for the proposed renovations/additions per the architectural of record dated amended 2/17/15 received by the Board of Health on 3/3/2015 with a larger set submitted to the Board on 3/11/2015. The revised site plan of record is also stamped received 3/11/2015. Mr. Barlow seconded the motion. It was a unanimous vote.**

4. **75 Eel Pond Rd – Nicholas Dufresne – Request to re-visit waiver already granted on February 11, 2015. Discussion and possible vote based on site inspection to verify the number of bedrooms.** Mr. Dufresne of ThompsonFarland stated that at the meeting on February 11th the Board voted to approve his request for a waiver to continue the use of the existing septic system for the proposed demo and rebuild with a condition that the Health Agent verify that the existing number of bedrooms was one, as stated in the presentation. He said that Ms. Coffin did visit the house and she found that there was only one bedroom in the dwelling. Ms. Coffin stated that there was also an unfinished attic space but that it was not bedroom space at the time of inspection. Mr. Dufresne stated that Ms. Coffin had recommended that he come back to the Board to update them on the findings and again request that the waiver be granted due to the fact that the leaching is over 160 feet from the actual wetland resource. Ms. Coffin stated that the key issue is that the actual resource is over 160 feet from the leaching and she feels that the septic meets the intent of the regulation. Even though the project is adding two bedrooms, the septic meets the setback requirements since the bank on the property is by definition only. **Mr. Barlow made a motion to grant the requested waiver for 75 Eel Pond Rd to allow the**

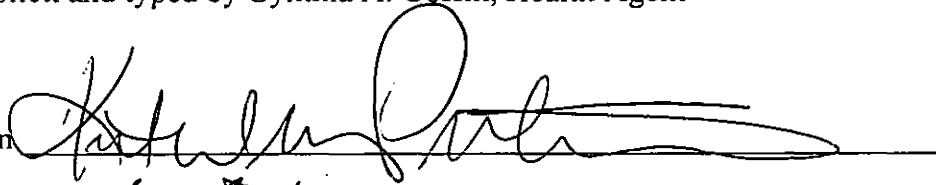
demo of the existing house and rebuild of a three bedroom dwelling. The architectural records of record are those dated received 1/20/2015. Mr. Barlow conditioned the approval with a three bedroom deed restriction. Mr. Uitti seconded the motion. It was unanimous.

5. The Board returned to discussion of 37 Wings Neck Rd – Mr. O'Connor had revised the plans to show that the proposed bedroom will only result in a 24% increase in bedroom space. He described the changes. He will also make the addition narrower by one foot. There will be an open hallway and a larger closet as well. Mr. Barlow made a motion to approve the request for the waiver to continue the use of the existing septic system for the proposed renovations at 37 Wings Neck Rd as per the plan of recorded dated received by the Board of Health on 3/11/2015. Mr. Barlow also voted that the approval be conditioned upon a three bedroom deed restriction. Mr. Uitti seconded the motion. It was unanimous.
6. Approve the minutes from February 25, 2015. – Mr. Uitti made a motion to approve the minutes of February 25, 2015. Mr. Barlow seconded the motion. It was a unanimous vote.

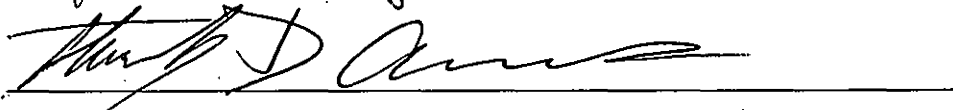
Mr. Uitti made a motion to adjourn the meeting. Mr. Barlow seconded the motion. It was a unanimous vote and the meeting adjourned at 7:34 PM.

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**

2015 MAR 19 PM 3 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

March 25, 2015

Time:

7:00 P.M.

Place:

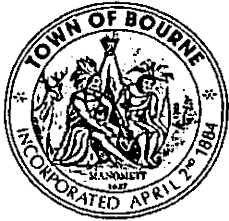
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. ISWM – Dan Barrett – Update on
 - a. Permit modification to allow transfer of trash out of ISWM C&D Building
 - b. 2015 Construction Schedule
2. 594 CIRCUIT AVE – CONTINUED From March 11, 2015 - Zac Basinski of Bracken Engineering for Anne Camille Maher – Request variance to the 150 foot setback to the High Water Mark and a variance from the 150 foot setback to a Wetland Resource area –
3. HARVEST POWER – Dave Pierotti – Discussion and possible vote - Request consideration on a proposed Amendment to Exhibit I of the Site Lease between the Town of Bourne and Harvest Power, Inc.
4. APPROVE THE MINUTES FROM MARCH 11, 2015 -

Signed: 
Title: Secretary
Date: March 19, 2015

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
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APR 9 9 59 AM
TOWN CLERK'S OFFICE
BOURNE, MASS.

MINUTES
March 25, 2015

**Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice
Chairman; Don Uitti, Secretary; Galon Barlow**

Support Staff in attendance: Lisa Collett, Secretary

1. ISWM – Dan Barrett – Update on

- a. **Permit modification to allow transfer of trash out of ISWM C&D Building** – Mr. Barrett stated ISWM was issued that permit. It became effective on March 7, 2015 and last until April 14, 2015 but it did state 30 days. Mr. Barrett stated that he chose not to act on it. Nothing has been transferred. Mr. Barrett stated how thankful he was on how quick the board acted on this permit.
- b. **2015 Construction Schedule** – Mr. Barrett stated that the major project that will be contracted out is the cap. The first stage of phase IV that what is being filled now which will be capped real soon. Mr. Barrett hopes to have the bids out on the street within the next 4 weeks. He hopes to have the bids back and start construction as early as the end of June and into July. This should be completed by September or October. It has already gone out to bid. J Bates and Son has already been awarded the bid. J Bates and Son specialize in landfill work. Part of the phase I and phase II had been mostly trash now it is primarily ash. Mr. Barrett stated that they are putting in a horizontal collector for gas in the bottom. It helps to contain the gas. Mr. Barlow stated that he likes the sound of this because during 4th of July, the residents at Brookside like to spend a lot of time outside and the same at Labor Day. Mr. Andrews asked if they are tying into an existing cap. Mr. Barrett stated that they will lapping over. There is no real cut ins, it is all lapping over. Mr. Andrews stated when they do the wells, and this particular project is being done over the summer, for odors. Mr. Barrett stated that he would review it again but usually the only time they cut in is when they are joining to liners together. Mr. Andrews stated that with the caps and the wells to really be cautious of releases. Mr. Barrett stated that the last 4 to 5 feet of fill on top of stage I is ash and dirt. That is the best way to go. Mr. Barrett feels they are doing

much better at containing the gas. Mr. Barrett stated that the next thing the board will see is that area when you drive in the gate, the old landfill, the DEP likes to see everything filled up with one plain with grading and shaping so he is working with the DEP to see if they want him to fill that. Mr. Barrett stated that when he built phase IV he purposely put a pipe up the side to connect to the leachate system just in case the DEP wanted him to fill in that hole. Mr. Barlow stated that there is no chance on mining that out. Mr. Barrett stated no because of a couple of reasons. Mr. Barrett stated that they wanted to secure with berms in that area which would include a significant amount of digging down in the already low spot. Mr. Barrett stated that he has issues with the stability and he did not like it. DEP is having issues with MSE's. There is one in North Hadley, MA and they are still working on a final policy on those. The DEP is not in favor of these. Mr. Barrett stated that for the amount of space that would be gained did not seem like a good risk for him. Also with the DEP being a bit uneasy, he feels they should just fill the hole, grade everything out and make it look nice. The projected time frame on this project will be about 8 months. Mr. Barrett stated that he will let the board know when MEPA comes out. That will go out to all the abutters and will be quite a big deal. Even though ISWM will be doing the same thing they have done in the first 4 phases, they want ISWM to reapply. Mr. Barrett stated that they will again go before MEPA regarding Harvest Power but for now would like to keep Harvest Power and the Landfill separate. **Mr. Andrews thanked Mr. Barrett for his update. There was no action taken by the board at this time.** Mr. Barrett also wanted to update the board on the gasoline spill. ISWM will not be taking any of that soil. It is being stored in containers at the accident site. Ms. Peterson stated that she just came through there and it is just stinking. Ms. Peterson asked how bad the accident was. Mr. Rausch from the Cape Cod Times stated that 11,500 gallons of gasoline spilled into the infield. They were able to syphon 6000 gallons out of the tank but 5,500 gallons escaped into the ground. Ms. Peterson stated that she is very impressed with the response to the cleanup attempts. Especially the Bourne Police, Fire and State Police. **No action was taken at this time.**

2. **594 Circuit Ave – CONTINUED from March 11, 2015 - Zac Basinski of Bracken Engineering for Anne Camille Maher – Request variance to the 150 foot setback to the high water mark and a variance from the 150 setback to a wetland resource – Ms. Collett informed the board of a letter that was submitted by Mr. Basinski asking to continue this to the next meeting dated April 8, 2015. Mr. Andrews made a motion to continue until April 8, 2015. Mr. Uitti seconded the motion. All in favor.**
3. **Harvest Power – Dave Pierotti – Discussion and possible vote – Request consideration on a proposed Amendment to Exhibit Me of the Site Lease between the Town of Bourne and harvest Power, Inc. – Mr. Pierotti stated that**

the existing lease between Harvest Power and the Town of Bourne has a clause in it there by Harvest Power and ISWM should have an agreement on the acceptable volumes of concentration of centrate from the project, they have not finalized the agreement and so they are requesting an additional 6 month to work it out with ISWM. Ms. Peterson asked what the delay is on reaching an agreement. Mr. Pierotti stated that the delay should be over and have delivered the first round of numbers to Dan Barrett to begin hammering out the negotiation. The hold up until this point was the uncertainty of the nature of the feed stock with project that has already been worked out during these past 6 months. In other words what comes out depends on what goes in so now that they have a better understanding of what goes in they have a better understanding out what's coming out. Ms. Peterson asked what is going and in and what is coming out. The board of health is going to have a lot of say on this and the board is on the second end of knowing what's going to happen until now. The board will be the first to know from this point forward but would like to know what Harvest Power is thinking up to this stage of the game. Mr. Pierotti stated that Harvest Power will build, own and operate a big digester which will be able to accept almost any organic material. Typically you would see a mixture of food waste from supermarkets or restaurants or even direct from a food processor and hopefully someday from homes. It can be fats, oils and greases which is known at Harvest Power as FOG that gets pumped out of restaurant fryalator or things like that. It can also be sludge from wastewater treatment plants. Harvest Power is planning on doing a mixture of all that. Through discussions with the haulers who have a lot of control over where the stuff goes and how it's collected and some generators although they have not spoken with a lot of generators yet in this process, they have a general sense of the demand. There is significant demand for an alternative site to deal with wastewater treatment sludge and because of the ban in Massachusetts there will be quite a bit of a need to dispose of food waste. Mr. Pierotti stated that they are not sure yet if they would attract food waste from Boston because it is a little far away but there are not many other places that can take it. Mr. Pierotti asked if this answers Ms. Peterson's question. Ms. Peterson answered yes. Ms. Peterson asked if this is comparable to what is being done in Vancouver. Mr. Pierotti stated that the design and recipe is very comparable to what is done in Orlando. The plant is almost the same as the plant in Orlando. Vancouver is a little bit different. Ms. Peterson stated that the board has been told that this plant will be very similar to the plant in Vancouver. The Vancouver plant is what they call high solids which is woody, yard waste materials etc. What is being planned for Bourne is called low solids which is similar to what is Orlando but for the tipping floor/receiving area will be fully enclosed kind of like a garage. Mr. Barlow asked that on the output side of it, he understands Harvest Power wants to put in a wastewater plant and it will be nitrogen removal, state of the art system that will tie into the leachate system. The base also leases from the town for their wastewater so how will Harvest Power work together with the base. Mr. Barrett stated that it should work out good. There are four or five commands so it will run up the ladder. They have been working on it steadily for probably 2 years now and where it stands right now is what devise will be used for agreement

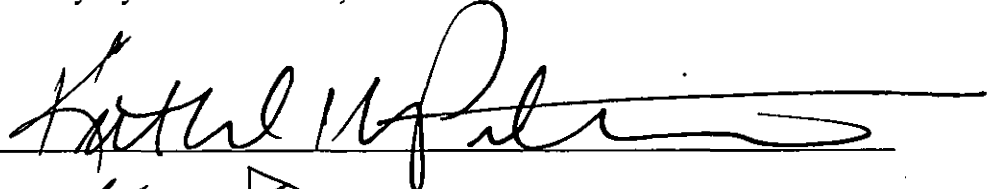
between ISWM and the base. Ms. Peterson asked if that will involve Harvest Power. Mr. Barrett stated no it will not. Ms. Peterson stated that this meeting has to remain with Harvest Power and nothing else. Mr. Barlow stated that this involves Harvest Power's leachate. Ms. Peterson stated to Mr. Barrett to tie Harvest Power into the discussion regarding the landfill and the base. Mr. Barrett stated that Harvest Power's wastewater will come to the landfill, the landfill will build a facility and then pump it over to the base. Mr. Barrett stated that Mr. Barlow's concern is where the water is going. Mr. Barlow stated his concern is if the town's leachate will be able to process along with Harvest Power's leachate. Are they compatible? Mr. Barrett state that yes, they are compatible and one of things that has not been nailed down yet is Harvest Power's component ties. The first time they did the RFP going way back one of the RFP's had to do with leachate equipment. What came out of that was reverse osmosis which was the best fit at that time. Technology has since changed and ISWM will go for another RFP and see what they get. Reverse osmosis is said to be able to treat both. Likely what will happen is as soon as he can get an approval from the base to move forward he will go ahead and treat the leachate separately just to get it moving while Harvest Power is building. Harvest Power's output will be similar to what ISWM has now and they are a component tied system so more than likely you will see a separate system. Mr. Barlow stated that his reason for asking is he does not really know how much leachate ISWM intends to generate. Mr. Pierotti stated that he is not sure how it will be compared. Mr. Andrews asked if they know how many gallons per year. Mr. Barlow stated that the plant in Orlando is connected to a sewer plant so he imagines there is a pipeline to send it somewhere. Mr. Pierotti stated that was true and they are connected to a treatment plant. Mr. Barlow stated that he has no problem with the request for this extension he just wants to know as this goes on the board really wants to know what is going on with this. He is also concerned with what the base will allow the town to do. Mr. Barlow stated that he does not want Harvest Power all ready to go with no ability to get rid of the leachate except to truck it out. Mr. Pierotti stated that there is a pretty long development time so he feels there is time to coordinate these concerns. Ms. Peterson stated that she and the board appreciate Mr. Pierotti's appearance to the meeting but would like to make sure there is a distinction between Harvest Power and ISWM. The board does not want the public thinking ISWM and Harvest Power are exactly the same. Ms. Peterson stated that she does not want Mr. Barrett coming in for Harvest Power to answer questions. Mr. Pierotti stated he understood and would be available anytime the board would like to meet with him with updates. Mr. Barlow stated that the Town Administrator should also be kept aware of any updates because he signs all the contracts. Mr. Barrett stated that right now in the process they have a monthly update meeting to make sure everyone is on the same page. **Mr. Andrews made a motion that the board extend 6 months from today Exhibit I of the Site Lease between The Town of Bourne and Harvest Power. Mr. Uitti seconded the motion. All in favor.**

4. Approve the minutes from March 11, 2015. – Mr. Andrews made a motion to approve the minutes of March 11, 2015. Mr. Uitti seconded the motion. It was a unanimous vote.

Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 7:28 PM.

Taped and typed by Lisa Collett, Secretary
Reviewed and approved by Cynthia A. Coffin, Health Agent

Kathleen Peterson



Stanley Andrews



Galon Barlow

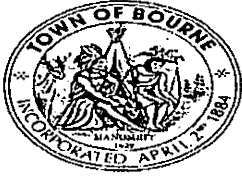


Don Uitti



Kelly Mastria – NOT PRESENT AT THIS MEETING

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

2015 APR 2 PM 3 19
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

April 8, 2015

Time:

7:00 P.M.

Place:

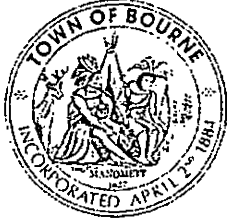
Bourne Town Hall
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24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **594 CIRCUIT AVE – CONTINUED From March 25, 2015 - Zac Basinski of Bracken Engineering for Anne Camille Maher – Request variance to the 150 foot setback to the High Water Mark and a variance from the 150 foot setback to a Wetland Resource area –**
2. **EMERGENCY RESPONSE NOTIFICATION BY HEALTH AGENT – Kathy Peterson – Discuss and possible vote –**
3. **APPROVE THE MINUTES FROM MARCH 25, 2015 -**

Signed: 
Title: Secretary
Date: April 2, 2015

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 April 8, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice
Chairman; Don Uitti, Secretary; Galon Barlow

Support Staff in attendance: Cynthia A. Coffin, Health Agent and Lisa Collett,
Secretary

2015 MAY 14 PM 2:22
TOWN CLERK'S OFFICE
BOURNE, MASS

1. **594 CIRCUIT AVE – CONTINUED** from March 25, 2015 – Zac Basinski of Bracken engineering for Anne Camille Maher- Request variance to the 150 setback to the High Water Mark and a variance from the 150 foot setback to a Wetland Resource Area – Mr. Basinski stated that since the last meeting he has met with the Conservation Commission and the resources areas have been approved. He also has permission from town counsel to install the new system on this property and is just awaiting permission from the selectmen which he will receive next Tuesday, April 14, 2015. Ms. Peterson stated that paperwork has been submitted by the Town Administrator, Thomas Guerino stating what Mr. Basinski is stating is correct. Mr. Basinski stated that the new system will be a pressure distribution system which replaces a septic tank with a distribution box and a pump chamber that was installed in 2006. They will reducing the nitrogen loading with this new system. The owners are planning a demo and rebuild which will raise the existing house because of the new flood plains. The new system does separate the ground water elevation from 4 feet to 6 feet. Mr. Barlow made a motion to approve the plan developed by Bracken Engineering for the existing site plan for 594 Circuit Ave with the proposed new conditions with are on the plan received April 8 2015 and doing so because it is better then what is existing. Mr. Barlow stated the he would like a 2 bedroom deed restriction submitted before this permit is issued. Mr. Andrews seconded the motion. All in favor and the motion passes.

2. **EMERGENCY RESPONSE NOTIFICATION BY HEALTH AGENT – Kathy Peterson – Discuss and possible vote –** Ms. Peterson stated that she wrote something up that states any time the health department is notified of any emergency, the emergency notification procedure must be put into place to make the board aware of potential health concerns to the citizens of Bourne.

1. Agent must make any attempt to notify board as soon as emergency is under control and their safety has been assured.
2. A full description of the emergency must be written within 24 hours of the response or as soon as they are able to return to the office and distribute to the members via current practices.
3. This shall include but not limited to a restaurant that has been spoken to a number of times and may be considered a health concern to the Town of Bourne that the board must be told well before they are brought before the board along with other emergencies that happen within the town.

Ms. Peterson stated that this is not a slap on the hand to anyone and that it is just something that should have been put into place a long time ago. It was done with ISWM and it clarifies the procedures for everyone. This can be a simple call to the Chairman or the Vice-Chairman and right down the line until someone is reached. If you cannot reach anyone, a messages would be fine until you are able to get back to the office and write a report. Mr. Andrews stated that keeping it to such a tight amount of time he feels that once a phone call goes out to the chairman when it is safe to do so should be fine but keep it to a reasonable amount of time. Ms. Peterson stated that is why she said when they get back into the office. Mr. Barlow stated that especially with a huge spill. He understands that Ms. Coffin will take care of it. He feels as long as someone from the board was notified. Ms. Peterson stated that now it should be clear and everyone understands the procedure. Ms. Coffin stated that she did not mean any disrespect. She did get a call at 2:00 in the morning. She did respond and went to the site. She was there on site until almost 4:00 am. DEP was in control of the site. She spoke with DEP about wells in the area but she knew there weren't any wells in the area. Ms. Coffin stated that because there was no public health emergency issues because there are no drinking water wells in the area but there may have been public safety issues which is why the Police and Fire departments were there. Ms. Coffin stated that when she returned home, it was already all over the news. She felt no need to contact the board because there were no health steps that she had to take. Ms. Coffin stated that she does understand why the board would like to be notified. Ms. Peterson stated that she knew Ms. Coffin's Mom was sick so that is why she waited a week before notifying Ms. Coffin of her concerns. Ms. Coffin stated that she appreciates that but a phone call would have been sufficient instead of putting it on the agenda. Ms. Coffin stated that it is now policy and she will try to follow and do better. Mr. Barlow stated that he heard that Ms. Coffin was on sight at 2:00 am so he was not expecting to hear from her since he had not heard from her that night. Mr. Barlow stated that he felt Ms. Coffin did an excellent job and felt proud of the Board of Health. Ms. Peterson stated that she would like to read the email she sent Ms. Coffin so that everyone is aware as to how we got to this because she does not want there to be any question as to her being upset or anything because she was not. Ms. Coffin stated that she understood that but a week later that the whole board had an issue was upsetting. Ms. Peterson stated that she will allow everyone to read the email. Ms. Coffin stated that she did not know if the entire board had an issue or was it just Ms. Peterson.

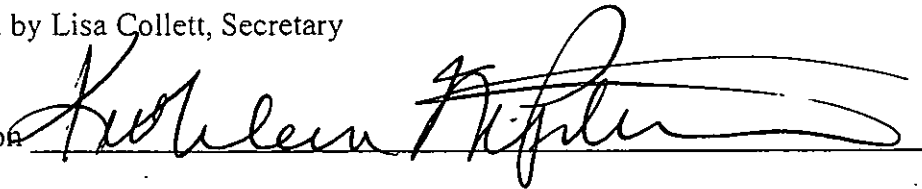
Ms. Peterson stated that Mr. Andrews also had an issue with not being notified. Ms. Peterson stated that she never did get a response from Ms. Coffin so she was unaware of how Ms. Coffin felt until this meeting. Ms. Coffin stated that she felt it did not warrant a response and that she did what she was told to do and put it on the agenda and provide the spreadsheets of the restaurant inspections to the board. Mr. Andrews stated that he does like the spreadsheets. Ms. Peterson stated that she wants everyone to know her request was given in a professional manner. **Mr. Barlow made a motion to approve the notification plan. Mr. Uitti seconded the motion. All in favor and the motion passes.**

4. Approve the minutes from March 25, 2015. – Mr. Andrews stated that there is a correction needed in the minutes. Page 3 3.4 way down on the page, to correct the spelling of Vancouver. Mr. Barlow made a motion to approve the minutes of March 25, 2015 as amended. Mr. Uitti seconded the motion. It was a unanimous vote.

Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 7:15 PM.

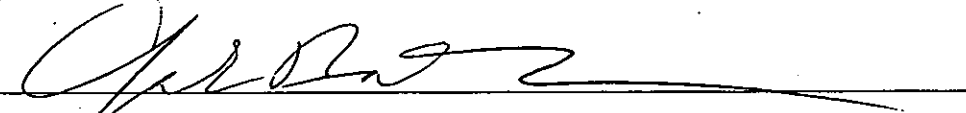
Taped and typed by Lisa Collett, Secretary

Kathleen Peterson

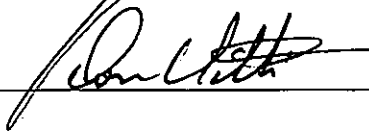


Stanley Andrews

Galon Barlow



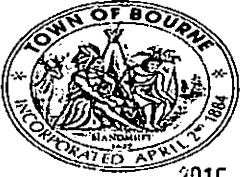
Don Uitti



Kelly Mastria – NOT PRESENT AT THIS MEETING



cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue



2015 APR 17 PM 2 18 Buzzards Bay, MA 02532

Phone (508) 759-0615 x1

TOWN CLERK'S OFFICE Fax (508) 759-0679

BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

April 22, 2015

Time:

7:00 P.M.

Place:

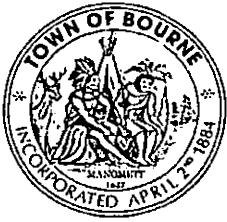
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **FOOD ESTABLISHMENTS – Kathy Peterson – General discussion of inspections and procedures of food establishments with possible vote. –**
2. **APPROVE THE MINUTES of the meeting dated April 8, 2015**

Signed: 
Title: Secretary
Date: April 17, 2015

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

2015 SEP 5
**TOWN OF BOURNE
BOARD OF HEALTH**

TOWN CLERK'S OFFICE
BOURNE, MASS
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



**MINUTES
April 22, 2015**

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice Chairman; Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia A. Coffin, Health Agent, Terri Guarino, Health Inspector and Lisa Collett, Secretary

- 1. FOOD ESTABLISHMENTS – Kathy Peterson – General discussion of inspections and procedures of food establishments with possible vote – Ms. Peterson stated that the board as a whole is a little concerned, not with how the agent and the inspector do their job, that has never been called into question at any time, but as a board, they would be remiss in not looking into how to make something better. The town has had 2 restaurants that go from open one day to being closed in a 6 month period. Ms. Peterson stated that she knows it is hard to find every little thing and there is not an establishment within that town that you could go into and not find problems. Some of the practices maybe that the restaurants think we will not be back or maybe they know when we are coming back. There is some concern with some of the items that were asked to fixed back in April and were not fixed. That doesn't mean that the office has not done their job but as a board we do have a right to question practices and policies to try to make things better. With that being said the board would like input from the office staff as to how to make things better. It's been a while since there has been any changes and the board has some ideas moving forward and would like to implement them. **Mr. Barlow informs the Chairman that he is stepping off for this item.** Ms. Guarino stated that one way to improve the overall sanitation of restaurants is to require having more Servsafe certified employees. Ms. Peterson stated that she had thought about that and went back to the minutes of the last meeting and having worked in a small establishment this past winter, people come and go every few days. It would be very prohibitive for the restaurant owners to keep training these employees. Mr. Andrews asked how many people are required to be Servsafe certified. Ms. Guarino answered just one on the premises. Technically there is supposed to be a full time employee, owner, manager or the person in charge must be Servsafe certified and able to train other employees of food safety. Ms. Guarino stated that it also depends on the size of**

the facility. Not necessarily everyone would be required because some restaurants only have one person in the kitchen. Ms. Coffin stated that one of the frustrating situations that has been brought to her attention is that the owner will be Servsafe certified but the employee who is actually working is not. The majority of the time it is the chef who may not always be in the kitchen. Ms. Coffin agrees with Ms. Guarino to enforce more training but not make it cumbersome on any business. Mr. Andrews asked if it would be an advantage to the establishment have more people certified just so they would have more knowledge. Ms. Peterson stated that maybe after a waiting period of 8 months or so if the same people are still employed. Mr. Andrews stated that it should be the establishment's decision who they would need to have Servsafe qualified. Ms. Guarino stated that a Servsafe certificate is valid for 5 years so the establishment would not be paying for everyone all of the time. Also, these are personal certificates so the establishments could hire those who are already Servsafe certified in advance. Ms. Coffin stated that if a restaurant has a good record and the office has not received any violations, maybe they would not need to be enforced so strictly. Mr. Andrews asked if there were any guidelines that the board could follow to mandate that. Ms. Guarino answered it is the opinion of the inspector based on prior history of previous inspections and the severity of the violation. Ms. Peterson stated that she also feels that now that it is taken out of the boards hands to keep restaurants names out of the newspaper that the board now needs to use this as an enforcement. Ms. Peterson stated if upon the reinspection, the violations are not corrected, then they will be required to come before the board. Mr. Sylvester, Bourne Fire Chief, stated first and foremost, he would like to congratulate Ms. Guarino for a phenomenal job on handling the restaurant. Mr. Sylvester stated that he witnessed Ms. Guarino work, talk to the owner etc. was aces hands down. He commended Ms. Guarino and stated he would support her one hundred percent. This all started for the simple reason that Chief Sylvester was doing another restaurant inspection and with some code enforcement experience, he understood what he was looking at. What caught his attention was the grease coming off of the roof. That triggered him to look a little closer to the point where the grease was physically melting from the stainless steel and dripping down. No one would notice that unless they were actually standing exactly where he was and looking across the roof line. In doing so the restaurant owner did hire a proper cleaning company to take care of the vents and such and had proof that every quarter he was paying this company to do the job. The cleaning company is ultimately responsible for the issue with all the grease. With that being said, Mr. Sylvester stated he was the one who decided to close down the restaurant because of an immediate fire hazard. Mr. Sylvester stated that the restaurant was closed for 2 or 3 days. He visited the restaurant 6 different times to help the restaurant owner get back open. The restaurant owner paid another company to do the job. The company that failed to do what they were paid to do is now under investigation by the State of Massachusetts and their operating licenses voided. Mr. Sylvester stated that the fire department works just like the board of health with issuance of licenses. In the future, if the issues are not addressed or fixed then licenses should not be given the following year until a

joint inspection with fire, wiring, building health and plumbing are all in agreement that the establishment is ok get their operating license. All these departments should work together in the future to make all these establishments safe for the public and the staff. Mr. Guerino stated that there will be a code enforcement meeting on April 23, 2015. One of the items being discussed is how to coordinate inspections with the different departments. In addition to that, they are going to institute some education for the business and the restaurants as well and continue to do what has been done for code and lifesaving. Also he will reach out to area business to sponsor the seminar to do some training on what people can expect and what will be required in the future. Mr. Guerino wants an open, transparent mechanism to reach out to the business. Ms. Peterson stated that this meeting has nothing to do with whether or not Ms. Coffin and Ms. Guarino did their job. The board feels that something better can be done. It's been 25 years and maybe changes need to be make. This issue has come up twice in the past 6 months and if the board did not look at it, they would be remiss. Ms. Peterson stated that this meeting is not against the Board of Health staff. Mr. Guerino stated that it not bad to try new things and if it doesn't work, try something else so this meeting is good. Ms. Peterson stated that as a result of what happened last week she and the board members feel they should have new protocol. Ms. Peterson stated that the board does not like to see restaurants brought before the board because it does get into the newspaper but if the owners do not comply with what is requested of them then she feels no sympathy for them. Ms. Guarino stated the restaurant she is referring to did involve a joint inspections because there were some structural issues that needed to be addressed along with the health code violations. Ms. Peterson stated that she is getting the feeling that she and the board feel that Ms. Coffin and Ms. Guarino are not doing their job which is not true. Ms. Peterson has always thought the office was doing a great job but feels some changes are needed. Mr. Correira, Bourne Fire Department, stated he has spent some years on the Board of Health and has always worked well with Ms. Coffin and the office. We are very fortunate to have Chief Sylvester and his background. Staring out with these joint inspections is a simple way to start and help evaluate. Every department will benefit from joint inspections. Mr. Correira stated that this was the first time he worked with Ms. Guarino and was very impressed with her knowledge, professionalism and firm with the business owner. Ms. Peterson stated she appreciates that but the board never new of any of these issues or that the restaurants had been closed down before they were brought before them. Mr. Sylvester stated that the decision to close them down was made by him, then the other departments throughout the town. Ms. Guarino was simply following his order to close the restaurant. Ms. Mastria asked if it would have been better to state the closure as in conjunction with the fire department and the Board of Health to close the restaurant for these safety issues. Ms. Coffin stated that Ms. Guarino came to her after and said she probably should have worded this differently but she was only trying to back up the fire department. Ms. Coffin stated that she does not fault Ms. Guarino on anything. Grease and ventilation systems are part of the fire code but also involves safety issues. Ms. Guarino stated that if the gas is shut off then

there is no hot water and if there is no ventilation system then there are other pieces of equipment that would not be able to be used. Mr. Andrews stated that one of the main things we are discussing here is how things can be changed for improvement. Mr. Andrews feels that educating the public is an important step in the right direction with a common policy. Specifically to the Board of Health, the board needs to work on what will assist the staff with the ability to do a better job and keep the board members informed on a regular basis. Ms. Coffin stated that there really is not a lot of real critical violations but there are some. Generally if there is food product out of temperature, that product is discarded on the spot. She and Ms. Guarino, on a day to day basis, try to get things corrected. Only when there are critical issues should the board be informed. That is how it has always been done. If there are violators that are completely ignoring her, then those are the people she wants to bring before the board. When people are trying to work with us and it is something that she feels is not a public health emergency, there have not been any food borne illness outbreaks does not rise to the level that it needs to be brought before the board. In Ms. Coffin's opinion, that is the day to day operation of the Health Department. A lot of the information requests are cumbersome and burdensome like copies of all the restaurant inspections which will take a tremendous amount of time and supplies because of the size of some of the files. The records are always available and if a board member would like to come in on the weekend, she would let them in the building to review. The goal is to enforce and educate and only when things have gotten to the point where she really does not think people are listening and or are willing to make the corrections that are necessary is when they should be brought before the board. Mr. Andrews stated that the other side of that education is educating the board so that they are aware of how the process works and how inspections are done. Ms. Coffin stated that most of the members on the board today have been on the board for over 6 years now and it is interesting that all of the sudden the food code is such an issue. The food code is online. Mr. Andrews stated that the board has already become educated over time but feels the education on how these are performed and what requires a follow up inspection are things the board should know. Mr. Guerino stated that the fire department went from a hand written database to a software application system to the point where while in the ambulance they can fill out forms which are electronically sent to the billing agency and to the fire department for their records. Ms. Coffin stated that she has actually brought up request to have electronic equipment to help organize the office work and was always told there is no money in the budget to accommodate that request. Mr. Sylvester stated that it's a world of technology and we should take advantage of it. Mr. Guerino stated that he will get the Board of Health to an electronic state. Ms. Mastria asked what is considered critical and non-critical. Ms. Guarino stated that the critical violations are usually address immediately but may not require a follow up inspection but will force her to do more inspections then normal. Inspections that are done only twice per year would indicate a picture perfect establishment. Ms. Mastria asked if there are any critical violations that can't be fixed on the spot. Ms. Guarino stated that there certainly are. Mr. Andrews asked for an example. Ms. Guarino stated lack of hot

water, cold holding temperatures etc. Ms. Mastria stated that to make it so it will not be burdensome, is if it was a critical violation that can't be fixed immediately, maybe that is when the board should be notified. She does not feel that the board needs to be made aware of every inspection. Ms. Coffin stated that if there is an establishment that only has one refrigeration system, they can sometimes get someone in to fix it same day. Although she would not allow them to remain open, she does give them a chance to voluntarily close. Mr. Andrews stated that the board has never had a problem with that. Ms. Coffin stated that most of the restaurants will agree to voluntarily close so that they don't end up on a meeting agenda. The problems are fixed. The establishment is re-inspected and the establishment reopens. Ms. Peterson stated that it is not the Fire Chief's job to inform the board of a closure. It is the Fire Chief's job to work with the Board of Health and the Board of Health to work with the Fire Chief. It is the job of the office to notify the board. Ms. Coffin stated that she believes Ms. Guarino did notify the board. Mr. Andrews stated that was true and she notified them in a timely manner. Ms. Peterson stated that there is still an issue with some critical violations. The board needs to be notified of critical violations. It does not need to come to a public meeting but the board does need to be notified. Ms. Guarino stated she may need to contact the board multiple times per day. Ms. Peterson stated then its ok to notify the board multiple times per day. Ms. Coffin asked why the board needs to be notified if it is an issue that she or Ms. Guarino will have corrected. She feels as though the board is trying to micromanage the office. She can certainly understand notifying the board if they can't get the establishment into compliance but the board is placing an undue burden on the office. She does not understand how notifying the board is going to accomplish when the office is already trying to do the job that the staff has been tasked to do which is to protect public health. Ms. Coffin apologized but stated the board will probably not receive information on the same day that the violation occurred. The office is just too busy for that. This request is just another load of paperwork. Maybe information can be sent once per week or so. Ms. Coffin feels this is an unfair burden. Ms. Peterson stated that she does not feel the same way. The board receives 2 packets per month and the information can be given then. Ms. Coffin stated that the problem is not mailing the information, it is the time it takes to gather all the information. Ms. Peterson stated that the board is asking for cooperation from the office in involving the board more on critical violations so that they are aware. Mr. Barlow stated that everyone has really opened up a can of worms with this fire inspection and the hood vents and the company not doing his job. The insurance company come once per year. Looks at everything including paperwork. If there is someone giving you the paperwork but not doing the job becomes a huge issue. Chief Sylvester stated that the establishments need to become educated on what is expected. The fire department and all the departments of the town are here to help these establishments not hurt them. Mr. Andrews stated that back to the reporting, he feels they have come up with a possible solution to look at which is the electronic data collection. The board should further evaluate that and bring that forward to the Town Administrator to determine if this is even feasible. We need to start looking at new technologies to

assist the Health Department staff in doing their job more efficiently. Ms. Mastria stated that the upsetting part to the board was that they had no idea. The restaurant was just closed. Ms. Coffin stated that the Health Department had no idea either. Ms. Guarino went out in December and did an inspection. There were violations that were noted. The restaurant owner cleaned the hood. He was not due for another inspection. The Agent nor the Health Inspection knew that the restaurant was in the condition that it was in to cause closure. How could the office notify the board of something they did not know existed? Ms. Mastria stated that her point is that she is not sure that reporting to the board, every critical violation, is going to change anything if in fact someone gets closed on the spot. Ms. Mastria stated that she supports not being notified of every critical violation. She does not feel it is necessary because in the long run it does not matter because if there is a critical violation and the establishment needs to be closed immediately then it will close immediately whether the board is notified or not. Ms. Coffin stated that she wants to make it clear, there are some critical violations that she does not automatically close, if the issues are corrected. Ms. Mastria stated that if it is critical violation that can be fixed on the spot then she does not know why the board would want to be notified. If it is something that needs to be rechecked, then yes, try to notify the board. Ms. Peterson stated she sees no problem notifying the board for all violations. Mr. Andrews stated that if the board can make it easier for the office to do the notifications and the updates especially if everything can be dropped into a database. The board would like to see a spreadsheet at least once per month. Ms. Coffin stated that electronically, that is the way it will go and the staff was going to send them through email but then hard copies were requested and it took well over an hour to produce these copies. Mr. Sylvester asked exactly how the board would want to be notified. Mr. Guerino stated that will be discussed at the meeting in the morning. Mr. Sylvester stated that he just wanted to put it out there because he and his staff are willing to help in any way that they can to make sure the information gets out. All business owners, not just restaurants will know what is expected from both sides. Educate everyone at the seminar, place the information in the newspapers and also on the website and move forward. Ms. Peterson stated it's the same when there is a policy change. Good things come. You learn more, gain more knowledge and you do things a better way. Eventually all the business in Bourne will know what to expect. Mr. Guerino stated that if there are protocols that the Board of Health is looking to have improvements on, there is very capable staff that know the codes and what needs to be done on a daily basis. Mr. Guerino suggested that the board allow the staff to go over their own protocols and tweak whatever may be able to tweak. Mr. Guerino stated that he feels tweaking is much better than wholesale changing. There is always something that gets missed with wholesale changing. Ms. Mastria stated that would be technology and feels the office should be brought up to speed in regards to technology. Mr. Barlow stated that going back to the joint inspection issue, he has seen inspections done that the Fire Department and the Board of Health are together which is fine but to try to coordinate joint inspections all of the time will become complicated. Ms. Peterson stated that there is a group that is trying to get established for education

purposes. Ms. Guarino stated that one of the key principals of public health is education. Ms. Peterson stated that maybe Ms. Guarino should be on the agenda every two weeks to inform the board what inspections have taken place and inform of any issues. Ms. Mastria stated that she agrees with Ms. Peterson. The intention is not to create more work. Ms. Peterson stated that starting in 2 weeks, general inspections will be put on the agenda to give the board an update. If you are unable to attend the meeting then the update will be put in presentable form to the board members. Ms. Coffin stated that maybe once a month but every meeting is going to be difficult. Mr. Andrews stated that maybe the update to educational system would be enough. This is referring to the joint inspections group. Mr. Sylvester stated that not all inspections are going to be done together but the ones that he calls big targets should be joint inspected. He will have an idea or a list ready for the meeting in the morning. Ms. Peterson stated that as a board, they want to be updated from the health agent and the health inspector as to what inspections occurred on any given day whether it is critical or noncritical. Just looking to keep the board informed. As with the landfill, once everyone safe, secure and returned to the office should they then inform the board members of what happened. Ms. Mastria asked Ms. Guarino how many inspections she does in one week. Ms. Guarino stated that it varies every week. It could be 5 one day but a couple of complaints come in and that takes priority. The Health Department must respond within 24 hours. Ms. Mastria stated that may be there is a program that Ms. Guarino can create that simply states how many inspections were done on a daily basis. Ms. Guarino stated that the difficulty in this request is that there are key components to the routine health inspection preventing a food borne illness. Every facility is different and the information needs to be specific which is very time consuming. Mr. Barlow stated that Ms. Guarino has already told the board the most important thing which is being Servsafe certified. The idea of having at least 2 people certified in an establishment is a good idea. If there are more than 2 then that is even better. Having 2 Servsafe qualified people makes a lot of sense. Mr. Barlow stated that he is in agreement with Ms. Guarino. Ms. Coffin stated that to come in every 2 weeks and tell the board there were 27 violations 3 of which were critical violations is not going to accomplish anything. Mr. Guarino stated that he gets Ms. Coffin point but feels the board is not making an onerous request. Ms. Coffin stated that any kind of reporting that is general is not going to give them the information they are really looking for. There is no continuity of what is going on. Ms. Peterson stated that in the report, you do not have to mention the restaurant name if they are compliant. If there is a restaurant that Ms. Coffin or Ms. Guarino feels is not in complaint and the time frame for which they become compliant then they should be brought before the board. Ms. Peterson stated that she feels there should be a shorter window to get into compliance. Ms. Peterson knows the office works very closely with these establishments and they are very happy about that. Ms. Peterson would like a reporting procedure that will not hinder the office staff. Ms. Coffin stated that maybe just creating a separate spread sheet that has the date, number of inspections, critical and noncritical that can be emailed to the board members. Ms. Peterson stated that the board has always received inspection reports in the

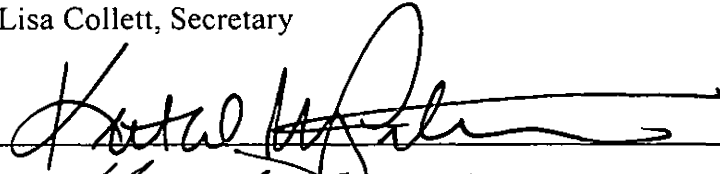
past and does not understand why this request is such a hindrance. Ms. Coffin stated that the only inspections that the board members have ever received are the establishments that had to come before the board for noncompliance. Mr. Guerino stated that what was said earlier makes the most sense. Let the office staff come up with the best way to try to accommodate the Board of Health member's request. Mr. Andrews suggested that something be put together and presented to the board member by the meeting dated May 27, 2015.

2. Approve the minutes from April 8, 2015. – Mrs. Collett stated that the meeting were not ready for approval.

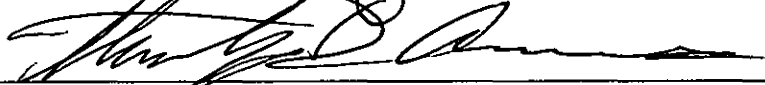
Mr. Andrews made a motion to adjourn the meeting. Ms. Mastria seconded the motion. It was a unanimous vote and the meeting adjourned at 8:22 PM.

Taped and typed by Lisa Collett, Secretary

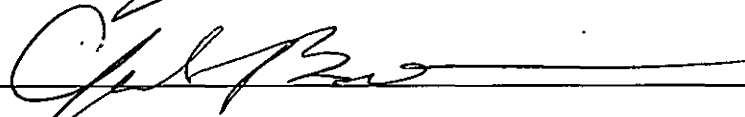
Kathleen Peterson



Stanley Andrews

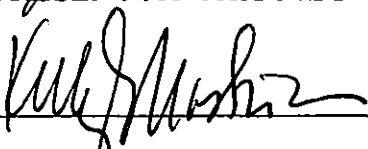


Galon Barlow



Don Uitti _NOT PRESENT AT THIS MEETING

Kelly Mastria –



cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue**



2015 MAY 7 AM 8 10 Buzzards Bay, MA 02532

Phone (508) 759-0615 x1

TOWN CLERK'S OFFICE Fax (508) 759-0679

BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

May 13, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. 56 SAMOSET ROAD – request of Health Inspector, Terri Guarino – Discussion and possible vote to issue fines for failure to correction violations of housing code and Mass General Laws (nuisance) --second order dated April 3, 2015 – Property owned by Jean Roff
2. 6 FOURTH AVE – request of Health Inspector, Terri Guarino – Failure to correct violations from housing inspection conducted on March 27, 2015 –
3. APPROVE THE MINUTES of the meeting dated April 8, 2015

Signed:
Title:
Date:

Cynthia A. Coffin
Health Agent
May 7, 2015

cc: Board of Selectmen/ Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue**

2015 MAY 7 Buzzards Bay, MA 02532
Phone (508) 759-0615 x1

TOWN CLERK'S OFFICE
Fax (508) 759-0679
BOURNE, MASS

Cynthia A. Coffin,
Health Agent

MEETING NOTICE

**Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting**

Date:

May 13, 2015

Time:

7:00 P.M.

Place:

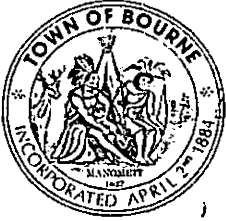
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AMENDED AGENDA ITEMS:

1. 56 SAMOSET ROAD – request of Health Inspector, Terri Guarino – Discussion and possible vote to issue fines for failure to correct violations of State Housing Code and Mass General Laws (nuisance) --second order dated April 3, 2015 – Property owned by Jean Roffe
2. 6 FOURTH AVE – request of Health Inspector, Terri Guarino – Failure to correct violations from housing inspection conducted on March 27, 2015 – Property owned by Sergio Souza
3. 14 CANONICUS AVE– Zac Basinski – Request to extend septic variances previously approved for 14 Canonicus on May 14, 2014.
4. APPROVE THE MINUTES of the meeting dated April 8, 2015

Signed: *Cynthia A. Coffin*
Title: Health Agent
Date: May 7, 2015

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

2015 SEP 3 PM 1:57
24 Perry Avenue
Bourne, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES May 13, 2015

Members in attendance: Kathy Peterson, Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia A. Coffin, Health Agent, Terri Guarino, Health Inspector and Lisa Collett, Secretary

- 1. 56 SAMOSET RD – Request of Health Inspector, Terri Guarino – Discussion and possible vote to issue fined for failure to correct violations of State Housing Code and Mass General Laws (nuisance) – second order dated April 3, 2015 – Property owned by Jean Roffe – David Sampson present for this item.** Mr. Sampson stated that Ms. Roffe was unable to attend this meeting but will speak on her behalf. Ms. Guarino stated that she and Mr. Sampson were at the property going over the violations and there has been a dramatic improvement. There was an above ground swimming pool that was deflated and removed from the property. There was tremendous amount of debris. This is a corner lot and the side porch area, both sides of the property and the driveway, all the debris has been removed. There is an extreme improvement. There was a lot of work put into taking care of this. Some of the animal was has been removed and the vehicles are still there which still need to be addressed. The only other issue is that there were dogs on the property and kennels in the side yard. There were 5 dogs, then 3 now there is none. One of these kennels was elevated approximately 2 feet above the ground and some waste had gone through the kennel and onto the ground. It is mostly covered with straw so it is not an issue with odor right now but Mr. Sampson stated he will work to address this issue as soon as possible. Ms. Peterson asked why it has taken so long for Mr. Sampson to comply with what was asked. Mr. Sampson stated that first of all, Mrs. Roffe has owned this property for 45 years. Since last year she has developed some medical issues. He received a letter in early April which was the first notice of what had been going on with the Board of Health and the tenant. Ms. Coffin stated that the other letters from 2014 initially went to the tenant. Mr. Sampson stated that within the last 8 months or so, they have been getting correspondence and has become aware of the situation. Upon receiving notification, Mr. Sampson contacted Ms. Guarino about mid-April and discussed what the issue was. He can assure the board that

he and Ms. Roffe understand the issue and have no argument what so ever with the position of Board of Health. Mr. Sampson stated that if he had been a neighbor, he would have contacted the Board of Health because of the condition of the property. In any case, they have been trying to work with Ms. Roffe's son who lives in the house hoping to get some resolution. There were some issues that Ms. Guarino informed Mr. Sampson about regarding some standing water and dog feces under the trailer. Mr. Sampson stated that this will be addressed expeditiously and without reservation. They are trying to be the solution, not the problem. Mr. Sampson stated that there are some vehicles on the property. There are 2 unregistered trailers and one unregistered car which is in violation of the town bylaw. These vehicles will be removed but will need a few days. Ms. Coffin stated there is history here and about one year ago the office received a complaint about the dog waste and a bunch of clutter in that area. We have been dealing with Mr. Flynn, the tenant. Mr. Flynn did kind of cleanup the garbage and debris but the dog waste was still there to a large degree. At the same time, DNR was involved with enforcement orders for licensure and cruelty to animals so because that was being dealt with, she decided to wait to see what DNR was going to do about the dogs. Ms. Guarino stated that she feels that a week time to take care of the remaining issues is enough time. Most of the dog waste is underneath straw. It is barely even visible. Ms. Guarino stated that a neighbor actually spoke with her telling her thanks for getting this yard cleaned. She could tell lots of progress had been made. Ms. Coffin asked if Mr. Flynn was still living in the house. Mr. Sampson stated that he was but it is their objective to have him move out. Ms. Peterson asked if there are any orders that the tenant can no longer have dogs on the property. Ms. Coffin stated that she did not know but is sure they all went to court about it. Mr. Sampson stated that he did not know if a resolution regarding the dogs has been reached. Mr. Barlow stated that this should be continued for one month to see where it is at. **Mr. Barlow made a motion to continue until the meeting dated May 27, 2015. Ms. Peterson added to the motion to have Ms. Coffin and Ms. Guarino determine by another inspection after one week if this should be put back on the agenda for May 27, 2015. Mr. Uitti seconded the motion. All in favor.**

2. **6 FOURTH AVE – Request of Health Inspector, Terri Guarino – Failure to correct violations from housing inspection conducted on March 27, 2015 – Property owned by Sergio Souza –** Ms. Tanya Kalkanis, Sergio Souza and Sergio Dantas who is interpreting for Mr. Souza, are present for this hearing. Ms. Guarino stated that she conducted an inspection of this property on March 27, 2015 immediately after she received the complaint. It was late on a Friday afternoon in which she found several violations. She spoke with someone on the telephone named Dennis who was translating for Sergio Souza. Sergio's primary language is Portuguese. Essentially Ms. Guarino explained to him why she was there and what needed to be done. The most time sensitive issues were electrical issues which have been corrected. April 7, 2015 a licensed electrician completed the work. Ms. Peterson asked if all the electrical issues were fixed. Ms. Guarino stated yes. Ms. Guarino stated that the other issues have not been addressed. She

has not had any response back from Mr. Souza. It is difficult to communicate with Mr. Souza due to the language barrier. He has not indicated any time frame as to when these issues will be resolved which is why they are here today. Ms. Peterson asked if Mr. Dantas wanted to interpret what was just said and Mr. Souza stated that he understood what was just said. Ms. Peterson asked Mr. Souza when everything on the list would be fixed. Mr. Souza stated that he hired a construction worker to fix the leak and was told it will take one week. Ms. Peterson asked Ms. Kalkanis how long she have been asking Mr. Souza to fix the leaking toilet. Ms. Kalkanis stated originally she asked for one and one half weeks. She has a 10 year daughter living with her and feels the issues here are very stressful for both of them. Ms. Kalkanis stated that a neighbor actually fixed the leak at the toilet. Ms. Guarino stated that the leak at the toilet was already fixed prior to her inspection which is why it is not listed on the complaint. Ms. Peterson asked Mr. Souza if he has hired a plumber to fix the sink and shower drains. Mr. Souza stated yes. Mr. Dantas stated that they will need one week to complete all the issues on the complaint. Ms. Peterson stated if they need Ms. Kalkanis to vacate for that week then they will need to get her into a hotel or somewhere at Mr. Souza's expense. Mr. Souza stated that would be impossible. Ms. Peterson stated that the plumber will need to work around Ms. Kalkanis' schedule. Ms. Peterson asked Ms. Kalkanis what kind of accommodations she will need. Ms. Kalkanis stated she has friends that live in Bourne that she would be able to stay with temporarily while the trailer is being fixed. Ms. Peterson asked why the tenant needs to move out. Mr. Souza stated that the work in the bathroom involves taking out some wall, the floor and the toilet so the bathroom will not be able to be used until it is all fixed. Ms. Kalkanis stated that the bigger problem is in the kitchen. There is a structural leak in the wall which has led to more decaying and the tiles becoming loose and broken. Also there is mold. Ms. Guarino stated that the issues with the bathroom are not a priority compared to the other items on the list. Ms. Guarino stated that she also noticed a strong unpleasant odor in the kitchen. The doors, which is also located along this same wall have a hard time shutting. The secondary door wasn't locked, wouldn't open and seemed like it was fixed in place. There are no stairs connected to it so if you were to get that door open, you would fall down about 3.5 feet. Mr. Uitti stated that this issue with the doors and the stairs should be fixed immediately. Ms. Peterson asked if there is a contract with the builder. Mr. Souza stated he has hired a plumber but there is no contract. Mr. Barlow stated that more than just a plumber will be needed. You need someone to take the kitchen wall out, the bathroom wall out, get rid of the mold, fix the plumbing then put it all back together. This has to be someone who is licensed to do that. Ms. Coffin stated that the person he decides to hire will need to pull permits for all the work that will be done. Ms. Peterson asked when Mr. Souza will hire someone. Mr. Souza stated that he did not know but the tenant has not paid rent in the last 4 or 5 months. Ms. Peterson stated that we are not here to discuss that. Mr. Souza stated that he does not have any money right now to fix the problems. Ms. Guarino informed Mr. Souza that he was told back when the first complaint order was issued that he had 7 days to appeal. She explained that to Mr. Souza and it was

something that Mr. Souza was considering. At that time, you stated that you would take care of the issues. Mr. Peterson stated this is what is going to happen, you have 7 days to get into compliance. After the 7th day you will begin to get fined. In 7 days Ms. Guarino is to have a signed contract with the exact days that this trailer is going to be fixed and exactly how many days Ms. Kalkanis will need to be moved out. Mr. Souza stated some things have been fixed. He has no idea what more needs to be fixed. Ms. Coffin asked if he had a copy of the letter with the violations. Ms. Coffin gave Mr. Souza another copy of the order. Ms. Peterson reiterated to Mr. Souza that in 7 days he must have a signed contract submitted to Ms. Guarino and a letter informing the tenant how many days she needs to find temporary housing. Ms. Peterson asked what the fines will be. Ms. Coffin stated that the fine for a second offense is one hundred dollars per day. The third offense is two hundred dollars per day with subsequent offenses at three hundred dollars per day. Ms. Peterson stated that starting today Mr. Souza will be fined two hundred dollars per day. If Mr. Souza does what the board has instructed him to do then he can ask for the fines to be waived. Mr. Barlow stated that tomorrow Mr. Souza must start finding contractors and let Ms. Guarino know so she can keep Ms. Kalkanis informed. Ms. Guarino stated that she feels the board is being lenient with the time frame. She feels something should be submitted in writing and should be submitted by the end of the week. Ms. Mastria stated that she is comfortable with Ms. Guarino's recommendation. Ms. Peterson confirmed with Mr. Dantas that Mr. Souza understands everything that was just said. Mr. Souza asked if he could have to tomorrow to make sure that his contractor will be available. Mr. Barlow stated if the contractor he plans on hiring is not available then Mr. Souza needs to find one that is available immediately. Mr. Souza stated that a friend of his is going to be his contractor and he has already tried to make arrangements with Ms. Kalkanis but she would not let him in. Ms. Kalkanis stated that was not true. Ms. Peterson asked if there is any proof that Ms. Kalkanis would not allow the contractor to enter the trailer. Mr. Souza stated that did not and the number he has for Ms. Kalkanis is an old number which does not work. Ms. Peterson instructed Mr. Souza to go through Ms. Guarino from this point forward. Ms. Peterson explained to Ms. Kalkanis that if the contractor does try to make arrangements and she does not let him in then she too can be fined. Reasonable notice must be given to the tenant for access into the trailer. Ms. Peterson asked Ms. Kalkanis how much notice she will need to leave the trailer for the work to be done. Ms. Kalkanis answered it will be a little uncomfortable for her and her daughter but she could leave immediately. Ms. Peterson warned Mr. Souza to not let this go any further. To make sure he reports to the Building Inspection Department and pulls the proper permits and that he understands the fine starts today which means he is already two hundred dollars into it. The board has collected fines in the past regarding housing violations. Ms. Peterson asked if there are any other questions. There were none. **Ms. Peterson made a motion to CONTINUE 6 Fourth Ave for the next agenda and by Friday, Mr. Souza will have pulled a permit and have written contract to Ms. Guarino and have pulled the proper building permits to get this started. There will be communication made to the tenant as to when the**

job will begin and end. The board would like this completed and signed off on by the next meeting dated May 27, 2015. Mr. Uitti seconded the motion. Ms. Peterson added to the motion that the Two Hundred dollar fine will start today, May 13, 2015. Every day including weekends that this is not done Mr. Souza will be fined two hundred dollars. If this is taken care of and finished before the next meeting then Mr. Souza may request that the board waive the fine. Mr. Uitti seconded the revised motion. Just for the record, Ms. Peterson requested that Mr. Souza tell the board what was discussed so that the board is sure he understands what happened at this meeting. All in favor.

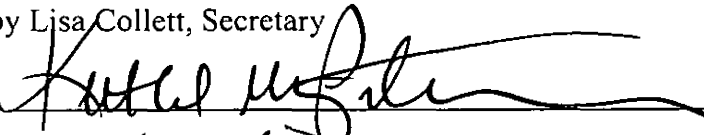
3. **14 CANONICUS AVE – Zac Basinski of Bracken Engineering – Request to extend septic variances previously approved for 14 Canonicus Ave on May 14, 2014** – Mr. Basinski stated that Mr. Sheppard the home owner is currently working with two different builders and finalizing the cost of the building and hoping to start construction after Labor Day so he is requesting a 6 month extension. Mr. Barlow stated that 6 months would be into November. Mr. Uitti asked where the property is located. Mr. Basinski stated it is in Hen's Cove area. Ms. Mastria made a motion to grant the 6 month extension. Mr. Barlow seconded. All in favor.

4. **Approve the minutes from April 8, 2015.** – Ms. Mastria made a motion to approve the minutes from the April 8, 2015 meeting. Mr. Uitti seconded the motion. All in favor. Mr. Barlow abstained.

Ms. Mastria made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 7:49 PM. 48m53s

Taped and typed by Lisa Collett, Secretary

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

2015 MAY 22 AM 11 15
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

May 27, 2015

Time:

7:00 P.M.

Place:

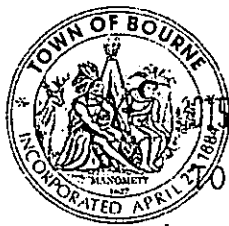
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **56 SAMOSET ROAD – CONTINUED from May 13, 2015 - Terri Guarino – Discussion and possible vote to issue fines for non-compliance of second order dated April 3, 2015 – Property owned by Jean Roffe**
2. **6 FOURTH AVE – CONTINUED from May 13, 2015 - Terri Guarino – Failure to correct violations from inspection conducted on March 27, 2015 – Property owned by Sergio Souza**
3. **24 CENTRAL BLVD- Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank, and Lauren Hitchcock –**
4. **GENERAL OFFICE PROCEDURES – Kathy Peterson – Discuss and possible vote -**

Signed: 
Title: Secretary
Date: May 21, 2015

cc: Board of Selectmen/ Town Clerk



Cynthia A. Coffin
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

SEP 28 PM 1:17
24 Perry Avenue
Bourne, MA 02532
Phone (508) 759-0615 x 1
Fax (508) 759-0679



MINUTES May 27, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia A. Coffin, Health Agent, Terri Guarino, and Health Inspector

- 1. 56 SAMOSET RD – CONTINUED from May 13, 2015 – Terri Guarino – Discussion and possible vote to issue fines for non-compliance of second order dated April 3, 2015 – Property owned by Jean Roffe – Ms. Guarino stated that by the end of the day today she was able to stop by this property and found no further violations. The Police Department has given their ok regarding unregistered vehicles. Everything has been resolved. Ms. Peterson stated that the board appreciates this situation being handled in a prompt manner. Mr. Barlow made a motion to dismiss this matter. Mr. Andrews seconded the motion. All in favor.**
- 2. 6 FOURTH AVE – CONTINUED from May 13, 2015 - Request of Health Inspector, Terri Guarino – Failure to correct violations from housing inspection conducted on March 27, 2015 – Property owned by Sergio Souza – Mr. Souza is present for this meeting. Fladia Waywert was also present for this meeting to interpret for Mr. Souza. Ms. Guarino stated that the only action that has been taken since May 13, 2015 is a building permit has been pulled by a licensed contractor to fix the egress doors, steps, walls and floor and install a handrail on the porch. This work has to be commenced within 6 months of issuance and as far as she knows there is a plumbing permit as well. Ms. Waywert stated that the soonest the contractor can come and start is June 16, 2015. The contractor can send some guys to fix the screen door and the steps on Saturday or Sunday. Ms. Peterson asked if the tenant has been notified. Mr. Souza stated no. Ms. Guarino asked if he means Saturday May 30 and Sunday May 31, 2015. Mr. Souza stated yes but Ms. Kalkanis has changed her phone number again and he does not have a way of contacting her again. Ms. Coffin stated that notices can be posted to her door to inform her of the work to be done. Ms. Guarino suggested that Mr. Souza leave voice messages just in case Ms.**

Kalkanis' phone does not accept text messages. A 24 hour notice is all that is needed to be given to the tenant. Mr. Andrews asked if Mr. Souza understood what is being said. 24 hour notice must be given in writing. Mr. Andrews stated that within the next couple of days, a notice must be posted on Ms. Kalkanis' door stating the contractor will be there on Saturday morning and on the 16th of June the plumber will be back. Ms. Mastria states to Ms. Waywert exactly how the letter should be written. Ms. Peterson suggested Mr. Souza write the notice in his car and post it on the door tonight. She also suggest that Mr. Souza make a copy of the notice and submit it to the office at the Board of Health. Mr. Souza asked if other things needed to be done this weekend besides the door and the step. Ms. Guarino stated that there are other things as stated on the letter she sent him. There are two doors. One barley opens and it also needs stairs. The main entrance is hard to close and is not weather tight. Mr. Souza stated that the doors were brand new when the tenant moved in and does not understand why they are not working properly. Ms. Mastria stated that the board is not requesting that he replace the doors, he just needs to make sure that the doors are operating correctly. Mr. Barlow stated that the doors must open, close and lock. Ms. Guarino stated that there is also a hand rail that needs to be installed on the porch steps. Ms. Coffin asked if Mr. Souza still has the letter that Ms. Guarino sent to him. Mr. Souza stated yes. Ms. Coffin stated that he just has to check off the things that are fixed as they are fixed. Ms. Mastria suggested that Mr. Souza give a copy of the letter to the contractor on Saturday and he can fix what is listed. Mr. Andrews stated that a letter should be submitted to the office with a list of what has been completed by the next meeting dated June 10, 2015. The by the meeting dated June 24, 2015 the whole list should be completed. Ms. Peterson stated to Mr. Souza that the next meeting with the Board of Health will be June 10, 2015. At that time all the contracting for the stairs, doors and railing should be completed and signed off by Ms. Coffin or Ms. Guarino. If that has taken place, Mr. Souza will not have to appear at the June 10, 2015 meeting. If it has not been completed then Mr. Souza must appear at the next meeting dated June 10, 2015. The next meeting dated June 24, 2015 Mr. Souza will be on the agenda again. If Ms. Coffin and or Ms. Guarino sign off that everything on the list is completed, the board will dismiss this complaint. Mr. Uitti will do a site visit on Saturday to make sure someone is there working. If there is no one working on Saturday then Mr. Uitti can check again on Sunday but if there is no one working Mr. Souza will be called on Monday. Ms. Guarino stated that it is very important that the office receives a copy of the 24 hour notice to the tenant. Ms. Waywert offers to write the letter right there in front of the board. Mr. Souza asked about the \$200.00 fine. Ms. Peterson stated that it is still in effect until further notice and everything is completed. Mr. Souza has the right to appeal the fines once everything is completed. **No action to be taken at this time. The board wants to move to item #3 and come back to this item later in the meeting.** Ms. Coffin reads the letter submitted to the board which will be posted on the door of the tenant. There are some changes to the letter which are made by Ms. Coffin and approved by the board and Mr. Souza. Ms. Coffin stated that there is some confusion with whether or not the property needs to be vacated or not for 3 days. The Board of

Health is not instructing the tenant to vacate the property for 3 days. The tenant stated, at a previous meeting, that if she needs to leave to get the work done, she will be able to accommodate the builder. Mr. Souza stated that the reason is because she will not be able to use the bathroom for the 2 to 3 days. Ms. Peterson stated she would like to clarify what Mr. Souza is planning on fixing. Ms. Guarino has a list of what needs to be fixed but now Mr. Souza is talking about tearing out walls in the bathroom. Ms. Coffin stated to make it clear what the plumber will be doing in the bathroom. Mr. Souza stated when you turn on the faucet for the shower, it is leaking water. The plumber will need to remove the existing plumbing in the shower and install a new one. Also the floor in the kitchen and in the bathroom will be replaced. Ms. Mastria stated that Ms. Kalkanis has already agreed to volunteer to move out for 3 days. Ms. Guarino stated that was on May 13 when she volunteered to do this. She was anticipating all this work to have been completed by now. Unfortunately, there is no guarantee that on June 16, 2015 any of this work will be completed. Ms. Coffin stated that the letter should not sound like the Board is requesting that the tenant vacate the property so just as a suggestions, it should read as, and on June 16, 2015 we need access to the house to do inside work for 3 days. Ms. Peterson stated that was all that needs to be said and if the tenant does not allow access then the board will deal with that issue then. Ms. Peterson stated that Mr. Souza really needs to document what he is doing and if the tenant does not give access then he must contact the office immediately. Mr. Souza stated that the leak in the kitchen is caused by the ceiling being replaced what it was not caulked correctly between the ceiling and the wall. That will also be fixed. **Mr. Andrews made a motion to CONTINUE this item to June 10, 2015. Mr. Uitti seconded the motion. All in favor.**

- 3. 24 CENTRAL BLVD – Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank and Lauren Hitchcock** – Ms. Coffin stated that she has been dealing with this abandoned property since 2013. At the time two of the brothers were in Bourne Manor Nursing Home. One of the siblings would get out occasionally and start living at the property. Ms. Coffin stated that she and the Building Inspector, Roger Laporte went out to the property because of complaints on the condition of the building. Mr. Laporte found some serious building issues like collapsed ceilings etc. The owners stated to Ms. Coffin that they would not be living in the home anymore and that they are trying to sell the property. Ms. Coffin did deem the property unfit for human habitation and the property was boarded up. It's been 2 years now with more complaints from neighbors, and more debris on the property. Mr. Laporte issued an order that the building is beyond repair and must be demolished on May 21, 2015. Mr. Hitchcock stated that he did receive a copy of that notice from Mr. Laporte. Mr. Hitchcock's girlfriend, Lois Gibbs stated that her daughter is in Real Estate that there is an investor interested in purchasing the property as is. The squatter is Lauren Hitchcock's nephew who she has given him permission to stay on the property. The nephew brought in a trailer and stayed the winter and still is at the property. The nephew thinks he can stay at the property

until Lauren Hitchcock says otherwise. Ms. Gibbs stated she needs to take pictures of the property and email them to her daughter and she will send them to this investor. There has been an offer and the offer has been accepted but she now needs to find a lawyer that will draw up the purchase and sales agreement. There is a lien on the property for unpaid taxes and this investor in inherit those fees upon the purchase of the property. The new owner will also take care of getting the nephew off of the property. Ms. Peterson stated that if the new investor were here at the meeting or if they could show the board a signed purchase and sales agreement now would be helpful but there is nothing to secure that something is being done with the property. Ms. Peterson asked if the board can evict the tenant with the trailer. Ms. Coffin stated she has been telling him to leave for over one year. Ms. Coffin stated that when she goes to the property, the tenant stated he lives in Wareham and he is just here fixing up the yard. Ms. Coffin stated that she did look into the trailer and felt that it is not fit for human habitation. Ms. Coffin stated that she is concerned that he is getting into the old house which is unsafe. Ms. Coffin has been writing letters to the owners because they have been letting him live there. The only thing she can do is take him to court. Mr. Barlow stated that there is a bylaw that you cannot live in your trailer. Ms. Coffin stated that he has already been cited for that but he is still there. Ms. Gibbs asked if the tenant has received any paperwork or legal notices. Ms. Coffin stated that it is up to the property owner to get him off the property not the Board of Health. Ms. Gibbs stated that Frank Hitchcock called the police once and told them to get him out of there but the nephew told the police that his Uncle Lauren is allowing him to live there. Mr. Hitchcock stated that the nephew has done quite a bit of work on the property and he must commend him for that. Ms. Coffin agreed. Mr. Uitti asked if there is a notice posted that that property is condemned. Ms. Coffin stated that she did not condemn the property but did determine it is not fit for human habitation. Mr. Laporte ordered the property torn down. Ms. Mastria asked if there is a way to fine just one of the owners and let the other two owners stated they do not want the tenant there. Ms. Peterson asked if the board can fine the owners \$200.00 per day until the tenant is gone. Ms. Coffin stated that she supposed they could. Mr. Hitchcock stated that the offer just came in a couple of days ago. Ms. Peterson asked if Mr. Hitchcock had legitimate paper work for the offer. Mr. Hitchcock stated not yet. Ms. Peterson suggested he go to an attorney or visit a licensed real estate broker who know what to do. Mr. Hitchcock stated that he has already contacted Kinlen and Grover. Mr. Hitchcock stated that because the nephew is on the property there is an exclusion. Mr. Barlow stated that someone has the exclusion on the property which is one of the owners of the property has an exclusive contract which is a real estate problem. The board wants the trailer removed from the property. Ms. Gibbs asked if the board wants the trailer off the property or the nephew too. Mr. Barlow stated that the board assumes if the trailer is remove the tenant will leave. Ms. Gibbs stated that the nephew thinks its ok to have the trailer on the property because so many other residences have trailers on their property. Ms. Coffin stated that it is ok to have a trailer on your property but you can't be living in it. Ms. Guarino stated that the letter from the Building Inspector is dated May 21,

2015 sent by certified mail and was received on May 23, 2015 at 9:50 am which states that 24 Central Blvd is an unsafe structure. Single family dwelling in extreme disrepair, unused, open to the weather, partially collapsing and a danger to life and limb. This building is beyond repair and must be immediately torn down Pursuant to section 121.0 the state building code, you shall have until 12:00 noon the following day of receipt of this order in which to commence in moving this structure and making the area safe. Ms. Guarino asked Mr. Hitchcock if he has contacted the Building Inspector. Mr. Hitchcock stated that he does not remember receiving the letter. Ms. Coffin stated that it was a certified letter and someone did sign for it. Mr. Barlow suggested to give Mr. Hitchcock a copy of the signed delivery receipt. Ms. Guarino recommended that some contact the Building Inspector immediately. He declared that the building is beyond repair and must be torn down. Ms. Gibbs stated that they can't afford to have the building torn down and they can't afford to pay the \$200.00 per day fines so she will contact her daughter and probably contact an attorney and have the investor come up and do what he needs to do. Ms. Coffin stated that the first thing that needs to be done is to contact Roger Laporte, the Building Inspector. Mr. Hitchcock stated that he just needs a few more days for the purchase and sales contract. Ms. Peterson stated that number one, there is no signed purchase and sales contract right now so that will no longer be discussed. Number two, Mr. Hitchcock has received a certified letter from the Building Inspector an order to tear down the house so immediately, in the morning, contact Roger Laporte because the Board of Health cannot and will not override a building inspectors ruling. In the meantime, if there is way to get the nephew off the property, she suggests to get him moved. Mr. Hitchcock stated that nothing has worked so far. Mr. Barlow stated that maybe the nephew should be shown the letter from the Building Inspector and explain that this is real trouble for the whole family. Ms. Peterson stated that the board has the authority to fine the tenant also. The Agent will put a letter on his door explaining the fine. Ms. Coffin stated that she is not sure that the tenant can be fined. The fines go to the owner of the property. Ms. Peterson stated that they can fine the tenant and as of today, being fined \$200.00 per day until he vacates the property. He is to contact the office with any questions and he can request to be on the next hearing to discuss paying the fine. **Mr. Andrews made a motion to CONTINUE this item for the next meeting dated June 10, 2015. Mr. Uitti seconded the motion. All in favor.**

4. **General Office Procedures** – Ms. Peterson stated that the meeting in April, the board left it that on May 27, 2015 the board would again take a look at what the office has done since then to notify the board and what the office came up with to give the board so that the board may be able to help the office. Ms. Peterson stated that the office has done a very good job keeping the board informed since that meeting in April. Mr. Andrews stated that he has received calls with updates and such and thinks it's nice. Ms. Coffin stated that they are trying and she is trying to be more aware. Mr. Andrews stated that at the meeting in April, they discussed some type of electronic filing for the office to use. He spoke with Barnstable Health and they are working on a new integrated permitting and

reporting system. Ms. Coffin stated that Mr. Guerino is not interested in becoming part of that. Mr. Andrews stated that one thing they have found is that there are modules out there that have all the building and different software but the one module that is missing is health. Mr. Andrews stated that there are other communities that he works with and as he visits these communities he will gather information to see if there is anything they are using that may help us. Ms. Peterson stated that if there is something the office wants that would be helpful, she and the rest of the board would have no problem going in front of the selectmen and the town administrator to get what the office wants. Generally the Board of Health never asks for any help from the town. So if there is something out there that the office wants, the board is more than willing to ask the town for it. Ms. Coffin stated that she has asked the Town Administrator in the past for things but has always been told there is no money in the budget. Mr. Andrews stated to go through the board first. Ms. Guarino stated that some of the seminars she attends do have programs that are right now a work in progress so if we were to purchase one of these programs, 5 years from now there will be something much better. Mr. Barlow stated that the office does have some state of the art stuff that Ms. Coffin has purchased over the years which has done very well for the office. Mr. Barlow stated that if there is no override then things are going to become very tight. Ms. Peterson stated a phone call is all that is needed. A member of the board could visit that establishment and explain if they are told to come before the board, they will end up in the paper. Ms. Coffin stated that she already informs the establishments of that which why she tries to get them to voluntarily close. Ms. Mastria stated that the overall message is that we all want to work together and help the office to do their jobs to the best of their abilities. Ms. Coffin stated that this is a positive thing to hear because the board in the past would call her with a complaint and ask that she check it out as soon as she can. She would hang up the phone and wonder why that board member did not go out and check on their own. It's so nice to have the support from this board. Ms. Guarino does go out quite a bit on re-checks. Ms. Guarino is sending the board the spreadsheets so you are aware of the inspections and one of things we have gotten away from is when there are issues that the office cannot solve during the day like there is food that needs to be thrown away, a fridge that needs repair or hot water issue, Ms. Guarino has been putting it in writing when there are more issues that she wants the managers to know about. They may not be critical issues but if she puts everything in writing, we could carbon copy the board. Ms. Peterson stated that was a wonderful idea. Mr. Uitti asked if maybe the board should have ID cards made to identify themselves. Ms. Coffin stated she could check with Charlie Noyes to see if that could be done. Ms. Guarino stated that in the code you are supposed to introduce yourself with your name, that you work for the health department and you are here to do a routine health inspection or responding to a complaint. It would be important for everyone to have a badge. Ms. Coffin stated that in the past there were some scams that took place in which restaurants would say a man from the Health Department was already her to do an inspection. She would inform them that there are no males that work in the Health Department. Mr. Barlow stated that the board had the badges approved at

one point but it all seemed to fall through. Ms. Peterson stated that another issue is that if you notify the police to attend a meeting then the board of health must also be notified that the police will be present. Ms. Guarino stated, referring back to restaurant inspections, that she would be a little apprehensive with restaurant inspections if she was not there. Mr. Barlow stated that they would not to the inspection, they would do a follow-up. Ms. Guarino stated that a follow-up is an inspection. If you walk into a restaurant you will only be checking on that one thing. Ms. Peterson stated that all they are trying to say is if the restaurant is not complying then it would be perfectly ok for a board member to go in and find out why they are not in compliance. Mr. Andrews stated that they could simply remind the owner that the Health Inspector has given a list of issues that need to be addressed and so far the board has been told the issues are not being addressed so this restaurant will be on the next meeting agenda. Mr. Barlow stated that he would like this next statement on the record, If you came into my restaurant and you said to me every refrigerator is not working, you need to get them fixed, and you gave me a slip of paper stating that I could have a follow-up visit from anyone within the next two weeks, every refrigerator would be fixed as soon as it could possibly be done because he would not want to be explaining to Ms. Peterson or Mr. Andrews why he is operating with broken refrigerators. It's in the shadows that a board member could show up and restaurants do not want that. Mr. Andrews stated that if the office wanted a member with them to feel more comfortable, they would be available for that as well. Mr. Barlow stated that just informing the restaurant that they may have a follow-up inspection by an elected official is an encouragement to get it done. Ms. Peterson stated that once a restaurant appears on an agenda, it becomes public record and they don't want that either. Ms. Mastria stated that the board would be like extra reinforcement is all. Ms. Guarino asked if the board members received the spreadsheets. Ms. Peterson stated that she did but it was really hard to read. Mr. Andrews stated that a lot of the information was out of date like the Servesafe certificates. Ms. Peterson stated that when you click on something the whole sheet moves and it is hard to follow. **No action was taken at this time.**


Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti. seconded the motion. It was a unanimous vote and the meeting adjourned at 8:19 PM.

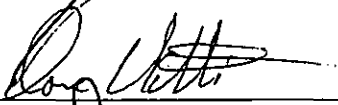
Taped by Cynthia Coffin, Health Agent


Typed by Lisa Collett, Secretary

Kathleen Peterson

Stanley Andrews

Galon Barlow  _____

Don Uitti  _____

Kelly Mastria -  _____

cc Board of Selectmen/Town Clerk



**TOWN OF BOURNE
BOARD OF HEALTH**
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0615 x1
Fax (508) 759-0679



Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

June 10, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. ISWM – Dan Barrett – Update Members of the Board –

- 1.) MEPA Filing/Proposed Phase V**
- 2.) Phase IV Cap Project**
- 3.) Potential Ash Screening Project**
- 4.) Single Stream Recycling**
- 5.) Demonstration Project Application**
- 6.) Demolition Transfer Update**

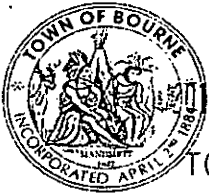
2. 6 FOURTH AVE – CONTINUED from May 27, 2015 - Terri Guarino – Failure to correct violations from inspection conducted on March 27, 2015 – Property owned by Sergio Souza -

3. 24 CENTRAL BLVD- CONTINUED from May 27, 2015 - Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank, and Lauren Hitchcock –

2015 JUN 4 PM 12 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: *Lisari Sallett*
Title: Secretary
Date: June 4, 2015

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



Terri Guarino
Acting Health Agent

MINUTES June 10, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Cynthia A. Coffin, Health Agent, Terri Guarino, Health Inspector and Lisa Collett, Secretary

1. ISWM – Dan Barrett – Update Members of the Board –

1. **MEPA Filing/Proposed Phase V** – Mr. Barrett stated typically when you go to MEPA that is like a site assignment adjustment. This is not. Mr. Barrett reads through the document to the board which states, When MEPA approved the Final Environmental Impact Report for the Bourne Landfill in 1999, it contained a condition that said any expansion of the landfill beyond Phase IV would require Bourne to File a Notice of Project Change (NPC). This condition also required ISWM to provide a detailed report of the Phase ID excavation project. ISWM intends to file this NPC by the end of June. The filing will describe current operations and future plans and will also include a notice to all abutters. The NPC will include details about our intent to develop Phase V and Phase VI. Phase V will be located northwest corner of the facility, it is intended to bring the entire top of the landfill up to the same grade thus improving the drainage capabilities of the cap. Mr. Barrett stated that the reason he is bringing this up is because it really has not been considered to date. It has not been called anything. Last winter when he was talking with the DEP about whole buildout, they mentioned what about this. They saw that this could be a potential problem down the road. Mr. Barrett stated that he did the economics on it and actually it does pay to fill it. It is not that much of a problem for them to do. When they built Phase IV, there is a leachate outlet right there that works as a cleanout. They can tie right into it. They do need to build a liner and then tie the leachate system

right into it. They would leave the cap intact and put a whole separate double composite liner on top of it again. It will require quite of bit of geotechnical review before they can get to it but it is viable and is not a bad thing to do. Certainly it will bring us up for a constant buildout. It will look a lot cleaner. Phase VI has always been in the plans. Mr. Barlow stated that Phase V is on top of Phase I. Mr. Barrett stated that was correct. Mr. Andrews asked if this means there will be no mining of Phase I. Mr. Barrett stated no. Phase ID was a huge successful project. The way they were able to get it done, savings to the town, the improvement to the environment, it was just a huge project. They immediately came back and wanted them to start mining Phase V. Mr. Barrett stated that he has his reservations. Mr. Barrett looked at the drilling blocks when they put the gas wells and there is a lot of dirt there. We are also looking at newer trash. You are going to see a lot more plastic. This makes for a higher potential for chemicals and other things that are better left undisturbed. DEP told Mr. Barrett that it is probably better just to leave it alone. It's capped. Nothing in nothing out so they are pretty happy with it intact. From an esthetic and environmental impact, there is a potential to create odor issues. Mr. Barlow asked if there would be a significant amount of space gained. Mr. Barrett stated no, not a lot. Mr. Barrett stated that they will make some money but it's only going to get them approximately 8 months of fill impact. It will be difficult financially because they have to pay to close it immediately. The liner cost will need to be paid upfront also. Eventually it will pay off and pay for itself.

2. **Phase IV Cap Project** – Mr. Barrett reads from a document submitted to the board which states, The Bid Opening for the Phase IV Stage 1 Cap Project is scheduled for Thursday, June 11, 2015. We anticipate the bid review, contract award and contract signing process to take approximately two weeks. The contractor could mobilize in the first week of July with construction beginning the second or third week of July. This is a 4.7 acre project which includes 7 vertical gas well and the associated piping. At the pre-bid being held on June 3, 2015 the contractors were made aware of the rules of excavation; no open trenches left over night, all gas well drilling has to be completed and sealed up before you leave the sight, all excavated trash is to be hauled to the working face, disposed of and covered prior to closure of the landfill each day. Contractors were also made aware of the Well Drilling/Excavation Protocol, approved previously by the Board, which has to be completed and signed off on each day prior to and at the end of each day that includes excavation and well drilling work. It is our intent

to have this project completed in late September to early October to take advantage of the fall planting season. Mr. Barrett stated he has not had any issues in past and does expect any issues in the future. Mr. Andrews asked if they will be working during the 4th of July weekend. Mr. Barrett stated no. The schedule that has been put out is pretty aggressive. By the time the contract gets signed and everyone gets a copy of it, probably will not even start until the middle of July. Mr. Barrett has already informed them they are not to start before the 4th of July holiday weekend. Typically it takes 2 weeks for them to get mobilized anyway. Usually the well driller will show up first. He will start welding all the pipes and that usually takes about one week. Mr. Barrett stated that they are aware that there is a lot of gas here. There is a horizontal collector there right now and it is getting a lot of gas. We want to get in there, finish the job and get right out. Ms. Peterson asked if they will be working 24/7. Mr. Barrett stated they will work a regular schedule unless something goes wrong and he will inform the board if anything should happen.

3. **Potential Ash Screening Project** – Mr. Barrett reads from a document submitted to the board which states, Covanta is proposing to screen bottom ash at the landfill face in an effort to recover additional metals. They would like to use our staff and equipment, they would supply the screener. In preliminary discussions we emphasized that this activity can in no way impact our ability to maintain our environmental compliance and although we see very little potential for the creation of nuisance conditions if any develop we will cease operations immediately. They have already been doing this at several of their other locations including Peabody MA. Mr. Barrett stated that the Peabody location has been very successful. It does not affect operations at all. This is an opportunity for the landfill to generate more ash. The screeners were developed in Denmark and they ship them back and forth. Mr. Barrett stated that he is about 5 months away from really talking seriously about this. They definitely want to put another on in Massachusetts so they are looking to put it here in Bourne. Mr. Andrews asked if it will be placed right in the center of the Phase. Mr. Barrett answered yes. Originally they talked about taking over the bailing building and switch to single screening and then put the screening operation in there. Mr. Barrett stated that they looked into all that and they are finding out that it is better to do it outside. They have done both and find that even in our climate, it is better to keep it outside. Mr. Barrett stated that part of their problem is moisture. They have trouble with moisture in the ash but they have that worked out with the screening company so they are ready to move

ahead. This will have very little impact on the landfill and hopefully the landfill will be able to make some money on it. Mr. Barlow stated that before this project starts, the board will want a little more information on this. Mr. Barrett agreed. Mr. Barrett stated that he has seen photos of this. It looks just like when the screen sand. There are seven containers on the bottom with urns and magnets etc. Mr. Barlow stated it is kind of like mining for gold.

4. **Single Stream Recycling** – Mr. Barrett reads from a document submitted to the board which states, ISWM is currently investigating the possibility of turning the existing Baling Building into a single stream transfer station with the possibility of accepting material from surrounding towns. Basically what is going on is that there are 4 or 5 towns down cape that are currently going to the transfer station that is getting too busy with trash so they are looking to move the recycling out somewhere else. Mr. Barrett stated that he is looking into going single stream and transport our own stuff to where ever we need to go with it. Maybe to make it a little easier if they are able to accept some material from other towns, they would pay a host community fee, they would pay the landfill staff to load it and they would pay ISWM to use their building. Again, once the landfill goes single stream they will not need the baler. Problems initially, recycling projects are typically permit exempt. The operation right now is covered under the Residential Drop off Center as a recycling and handling facility. It does not have its own separate permit. The transfer station does and the landfill does and the flare does but this building does not. It was Mr. Barrett's intent, without doing anything different, have decided to call the DEP and ask. Mr. Barrett stated that he contacted the DEP and explained that if this facility sat across the street on non-site assignment land, they would not need to do anything because it's exempt but where it sits on site assignment land, it's covered under the operating permit. So a general permit modification needs to be filed with the DEP. It's going to take a little time. Mr. Andrews asked if there is a loading facility in that building. Mr. Barrett stated that they have a loading dock outside but it's not really what they want. Mr. Andrews stated that it is typically a transfer station. Mr. Barrett stated that they do have the outdoor option if they get stuck. It would be labor intensive and you need to watch the weather. It's not the best option. What they are thinking of doing is there is a pit in the middle of the floor where the conveyer comes up, they are going to saw cut a 17 foot wide trench right off of that to a door then dig a trench down about 4 to 5 ft. and line it, black top the bottom of it and back a trailer right down into it. It will give them 6 or 7 feet below the rafters. Not an ideal situation but a low capital

investment. Mr. Andrews stated that they have discussed expanding the existing trench so you can do single streaming there. That building was designed to have another addition put onto it for that. Mr. Barrett stated that as he was saying this is a low capital investment. If it looks like single stream takes off and it needs more room then they will look into expanding that building. We have to do a business model that supports that. Right now it doesn't. Looking at 8 to 11 thousand tons right now which is 40 to 50 tons a day which really does not support a major capital investment. Mr. Barrett stated that he thinks it will pretty soon. At that point they will re-concrete the floor, build another building and do something else with that. Mr. Andrews asked what is in that building for fire suppression and odor suppression. Mr. Barrett stated that it is fully engulfed. Mr. Andrews stated that they do not have odor control in the misting system right now. Mr. Barrett stated that in 5 days it's in. It's a compressor and a couple of barrels and the misters. Just like the one in the transfer station. They do not have approval yet so. They do not know if the business model is going to work out yet but he just wants the board to be made aware of this. Ms. Guarino asked if Mr. Barrett will need a letter of support from the Board of Health. Mr. Barrett stated he appreciates that but it's one of those projects that everywhere you turn there is a stumbling block. Mr. Barrett wants to get through DEP which is first. He will need to come before the Board of Health after DEP. This is not an in depth study because this is pretty much the same operation they have been doing for the last 15 years. Mr. Barrett stated that the Town Administrator and the Board of Selectmen will also be interested in this project. Mr. Barrett stated that he feels he is being pushed back then he would like a letter of support. Ms. Peterson stated that Mr. Barrett will need a vote from the board stating they are in support not a letter of support. Mr. Andrews stated he has a concern that when they go single stream, residents are pretty good about keeping recyclables clean. Now you are talking about bring recyclables in from other communities and the board does not know how diligent they are with keeping their recyclables clean. There may be odor or other issues. Mr. Barrett stated that they had a pretty good commercial business about 6 years ago with other community's recyclables and there were no issues to report. Mr. Barlow stated that Mr. Barrett can move forward on this but he must keep the board informed. Mr. Barlow stated that the transfer station was very difficult to get through and get it built. Mr. Barlow stated that the project worked out well. This project will be the same. Take one bite at a time and work on it.

5. **Demonstration Project Application** – Mr. Barrett reads from a document submitted to the board which states, in preparation for the application process for the Anaerobic Digester we included an application and variance regarding the recirculation of effluent and condensate from the gas flare and scrubber operations. This would allow us to pump these two materials back into the landfill where it would end up in the leachate collection system. Operational benefits would include some reduction in the potential for Hydrogen Sulfide gas generation, filtration of solids out of these two waste streams facilitating treatment and more rapid stabilization of the landfill mass. If we consider this further it would only be done in closed and capped sections of the landfill. If MADEP does indeed approve this process ISWM would come back before the Board for further discussion. Should MADEP approve this they would send out a letter of approval and I did not want the Board to think we were going to go ahead and start this without further discussion. Mr. Barrett stated that they put the permit in and all of the sudden he gets approval from MADEP and the Board of Health as no idea what is being done. He just wants to make sure the Board of Health is aware of what he is proposing to do. Right now the Hydrogen Sulfide is doing really well. There have not been any complaints. It is about 90% capped. Hydrogen Sulfide, at the flare right now, is about 210 parts per million. Under 200 parts per million, it does not have to be treated at all. If the Harvest Power project continues to move forward, their gas potentially has about 1000 parts per million. It is over the 200 parts per million so they will have to scrub it but it is not that bad of a problem. They would then have a little more effluent than they have right now so this might be considered more at that point. Mr. Barrett stated he does not know if DEP will approve this project. There are a couple of projects going that have this already at landfills. The one closest to Bourne is located in New Bedford. They have a pilot project going on with an Anaerobic Digester but on a much smaller scale.
6. **Demolition Transfer Update** – Mr. Barrett reads from a document he submitted to the board which states we have been able to move a limited quantity of Construction and Demolition debris out of the transfer station thus allowing us to open on a limited basis. We will continue to pursue other avenues to try and get back to normal capacity. Closure of the Transfer Station has in no way impacted the Bourne Town Residents ability to dispose of demolition waste at the Residential Drop-Off Center. This is only effecting the commercial side. It's not a huge hit right now. Obviously he would like to be fully operational but it is what it is. There is a huge glut in this material right now. All the transfer stations are full.

Mr. Barrett stated that they are pretty conservative of what is left in the building. When ISWM had their fire, there were 5 other local fires at other landfills. Recently there was a fire at Devens Recycling which is a huge facility. So they are pretty cognate of that making sure there is not more on the floor than what they can handle. Mr. Barrett stated that he will be the board informed as to what is going on with the transfer station.

The Board thanks Mr. Barret for his general update. No action was taken at this time.

2. **6 FOURTH AVE – CONTINUED from May 27, 2015 - Request of Health Inspector, Terri Guarino – Failure to correct violations from housing inspection conducted on March 27, 2015 – Property owned by Sérgio Souza –** Mr. Souza was not present at this meeting. Ms. Guarino stated that there is really not a lot to discuss on this. She has send the board pictures of the railing that he installed and obviously it is inadequate. Ms. Coffin recommended to Ms. Guarino that this be brought to the attention of the board members before the next meeting. Ms. Guarino stated that she received a letter from Mr. Souza plumbing and heating company on May 27, 2015 that stated Mr. Souza is going to continue with the work as discussed on the interior. Ms. Guarino stated she hopes the work being done on the interior is up to code. It is hard to believe that a licensed contractor installed the railing. Mr. Barlow stated that Mr. Souza needs to be made aware that the railing is inadequate. Mr. Andrews asked if Mr. Laporte has been out to inspect any of the work. Ms. Guarino stated no, not that she is aware of. Mr. Andrews stated that the contractor has the open permit and once the work is completed it is up to the contractor to contact Mr. Laporte for an inspection. Mr. Barlow would like to give Mr. Uitti the opportunity to bring the board up to speed as to what really needs to be fixed. Mr. Uitti stated that the rear door opens out. The rear can't open out without a platform there. The platform needs to be wide enough that you are able to stand on it. Ms. Guarino stated that currently the rear door does not open. Mr. Andrews stated that it is the second egress so it needs to be able to be opened. Mr. Uitti stated that the railing can't be more than 4 inches in between rails on both stairways. Mr. Andrews stated that he will need a new railing with spindles in between. Ms. Peterson stated that this is good to know because Ms. Guarino will not sign off on the permit if Mr. Laporte has not signed off. MS Mastria stated that right now the board is just waiting until June 16 because that is what the board gave Mr. Souza to complete the work. There should be no action taken right now because it is not passed the 16th of June. Ms. Guarino stated that she just wanted to let the board know what has been done and what has not. Mr. Barlow suggested that Terri contact Mr. Souza to inform him of what was discussed tonight. Ms. Peterson stated that it is not up to Ms. Guarino to keep him informed. Mr. Souza is well aware of what the board is expecting of him. Mr. Andrews asked if the pictures were shown to Mr. Laporte. Ms. Guarino stated that yes she has. Ms. Peterson stated that Mr. Souza has already subjected himself to a pretty hefty fine so it would behoove him to get it

done. Mr. Barlow stated that Mr. Souza may not know that what he has fixed is not up to code. Ms. Guarino stated that she did inform Mr. Souza's interpreter that all the work must be up to code. It was stated multiple times to both the interpreter and Mr. Souza. That is one of the main reasons why commercial or rental properties must have a licensed contractor so that they are aware of what the current codes are. Renovations to Mobile Homes are to be what they were like before or an improvement. With the interior pretty much everything will be an improvement as long as it is safe. The whole board feels everything was made perfectly clear to Mr. Souza. Ms. Mastria asked Ms. Guarino if there was any action she was looking for from the board. Ms. Guarino stated that the board already gave Mr. Souza until June 16th because that was the soonest he could get anyone out to the property. **Ms. Peterson stated that there will be no action taken as this time and this discussion was just an update to the board.**

3. **24 CENTRAL BLVD – CONTINUED from May 27, 2015 - Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank and Lauren Hitchcock** – Ms. Gibbs stated that she spoke with Mr. Laporte and informed him of the current situation and Mr. Laporte agreed to uphold their permit to get the work done. Since then some progress has been made. Mr. Hitchcock stated that he has a signed purchase and sales agreement. The sale is for \$80,000.00 with a closing date of July 6. Ms. Gibbs stated that the person buying this property is aware that there is a tax lien and that all repairs need to be up to code. He is an investor. He will come in, fix up the property and then probably sell it again. **A copy of the Purchase and Sales Agreement was submitted to the Board of Health this evening.** Ms. Guarino stated that after quickly reviewing the document, there is no date on it and it states a certain parcel of land. Should probably have a map and parcel number. Ms. Peterson stated that it is registered land so there is already a certificate on file. Ms. Guarino stated that the conversation with Mr. Laporte was the following morning as the board suggested which Thursday, May 28, 2015 was. Mr. Laporte gave them 2 weeks to get something to him to somewhat establish a plan. They mentioned to Mr. Laporte about selling the property so Mr. Laporte felt that 2 weeks was a reasonable amount of time. Ms. Guarino stated that the only thing that happened in reference to the Board of Health in that time period since we last met was a phone call from a realtor inquiring about the septic system. Ms. Gibbs stated that must have been Kinlon and Grover. Ms. Gibbs stated that they went to this realtor to see if he would give them some idea of what the property is worth. The realtor sent Ms. Gibbs and email stating he had found an investor for a little bit more money but then he would be taking his fee off the top so they would end up with basically the same amount of money. Since this purchase and sales was already signed and reviewed by their attorney, they decided to keep this first investor. Ms. Peterson asked if it was ok to contact their attorney to make sure this is all legitimate. Ms. Gibbs stated it is absolutely ok if the board contacts her attorney in fact she is meeting with him in the morning. Ms. Guarino stated that the one thing that the buyer needs to understand is that this building needs to be immediately demolished and that there are no applied conditions that this can be

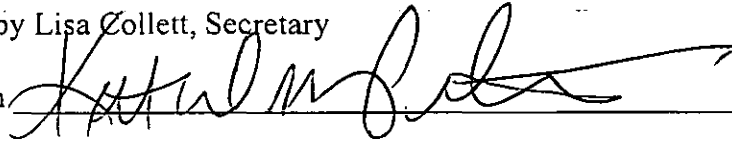
rebuilt. It is going to have to have a perc test and a plot plan. Ms. Guarino stated that she does not think it will meet the 150 foot setback. Ms. Gibbs stated that the current system is not Title 5 compliant, she knows that. Ms. Peterson stated that she asked that Ms. Guarino call attorney Kilroy in the morning and she is going to send him a letter stating that the building immediately needs to be torn down and there are no implied licenses that are coming with this. Mr. Kilroy is a reasonable man. Mr. Andrews stated that his next question is the trailer and the person living in the trailer. Ms. Gibbs stated that the nephew is still living there. They are going to go to the property this evening and present him a copy of the purchase and sales agreement to inform him they will no longer own the property and he must vacate. Ms. Guarino stated that this is the season where campgrounds are now open. This trailer needs to be moved off of this property and into a campground immediately. Ms. Peterson stated that the board will not wait for the sale of the property for the Hitchcock's to take action. Officially what the board should do is start fining the Hitchcock's \$200.00 per day for the trailer. As with all fines you can ask for a waiver once everything is done. **Mr. Andrews made a motion to start immediately starting today there will be a \$200.00 fine per day until the trailer is removed from 24 Central Blvd. Owners are George, Frank and Lauren Hitchcock. Mr. Uitti seconded the motion. It was unanimous.**

Ms. Peterson stated that she would like to welcome Terri Guarino as the new Board of Health Agent.

Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:19 PM.

Taped and typed by Lisa Collett, Secretary

Kathleen Peterson



Stanley Andrews

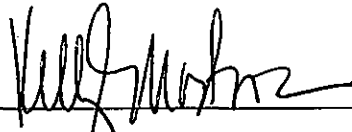
Galon Barlow



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

2015 JUN 19 AM 9 52
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

June 24, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. ISWM – Dan Barrett – Single Stream Recycling Update – Discuss and possible vote -
2. 6 FOURTH AVE – CONTINUED from June 10, 2015 - Terri Guarino – Failure to correct violations from inspection conducted on March 27, 2015 – Property owned by Sergio Souza -
3. 24 CENTRAL BLVD- CONTINUED from June 10, 2015 - Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank, and Lauren Hitchcock –
4. GENERAL DISCUSSION – Terri Guarino – General discussion of local board of health regulations, schedule of licenses and fee, brief update –

Signed: 
Title: Secretary
Date: June 19, 2015

cc: Board of Selectmen/ Town Clerk



PM 12 13
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



Terri Guarino
Acting Health Agent

MINUTES June 24, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Acting Health Agent and Lisa Collett, Secretary

- 1. ISWM – Dan Barrett – Single Stream Recycling Update, Discuss and Possible vote – Mr. Barrett was not yet present for the meeting so the board agreed to move onto the next item. – This was heard as item number 3. Mr. Barrett was present for this meeting. Mr. Barrett stated that on June 10, 2015 they discussed the possibility of a Single Stream Recycling Station. During that time Mr. Barrett applied to DEP under a general permit to recognize a change in operation. DEP has indicated that they are in support of this project. They will waive the 30 day waiting period associated with a general permitting process if the Board of Health agreed with the operation. The speed up here is that there is an opportunity for ISWM to pick up 5 towns on Cape Cod. Mr. Barlow stated that he has never seen single stream recycling and asked if Mr. Barrett could briefly explaining the process. Mr. Barrett stated that single stream recycling is everything you recycle now separating bottles, cans and paper, cardboard, chipboard etc. will from now go into one container. The group they are looking to work with now is Harvey and Son. There are two reasons why ISWM is bringing this forward. One is because the town is looking to go single stream. It is a lot more efficient, a lot less dangerous then having the guys out there trying to sort at the curb. It is cheaper. It typically tends to increase recycling rates. DPW has purchased two single stream trucks. Each resident will receive one container. What ISWM is concerned with right now is if they were to go single stream, they would need some place to take it. Obviously that takes the bailer out of operation. They would need to either take it to a transfer station to consolidate or take it up themselves in a smaller truck to a processor. This will give them some opportunity to make some additional money. It is also an opportunity for town to have some place to dump their single stream. The down side of ISWM going in alone is when the recycling markets get tuff, which they are, the first thing the bigger companies do is tell the smaller companies that they are not needed any**

more and can no longer handle their recycling. If they are consolidated with 5 other towns it will be more difficult to get turned away. The opportunity to get involved is here now and the town should take advantage of it. Mr. Barlow stated that the town will not have a processing facility on site. The town will just receive it and transfer it. Mr. Barrett stated that was correct. Mr. Uitti asked if all recycling will be in one bag with no sorting. Mr. Barrett stated that was correct. Mr. Barrett stated that there will be no commitment and they will not be signing any contracts so if it looks like it is not working out then they just simply stop single steaming. Ms. Peterson asked who will be purchasing the containers for the residents. Mr. Barrett stated that will be discussed at the next town meeting but ISWM will be purchasing the containers. Mr. Barlow stated that it does make a lot more sense to have all the recycling in one bin. The labor for picking up trash is disappearing. Mr. Barrett stated that not a lot of people know this but solid waste has always been OSHAs top five most dangerous jobs. The town pays a lot out in insurance and he is just trying to mechanize it. Ms. Peterson asked what will be done about odor from this project. Mr. Barrett stated that Mr. Andrews had 3 questions for which he has no answers for. Ms. Peterson asked that Mr. Andrews share his questions. Mr. Andrews stated his questions are, what is going to be done about odor, what is the timing of when it can be done and when do they move into the building. Mr. Barrett stated that what he can do immediately is that he has 3 complete misting systems. One is in the bailer building working now. One is on the road way going up and then there is a backup in case one of the other two systems goes down. They have a third system that they can put into the bailing building temporarily while they get Global in there to get it done. Mr. Barrett stated that he does not anticipate that taking too long. Once he gets a hold of Global, it could be done in a week. Mr. Barlow stated that the residents already recycle this material and now they want to single stream recycle. Why would that cause more odor? Mr. Andrews stated that there will be more odor because of the 5 other communities from down Cape that are not as diligent as we are here in Bourne. Mr. Barlow stated that if the other communities are not as diligent then ISWM can tell them if they do not clean up the recycle then they are out. Mr. Andrews stated that by the time that happens, it smells and the residents in the area are complaining. Mr. Barrett stated that it is something that ISWM will need to take care of. Ms. Mastria stated ISWM could sent out some best practices to the towns that will participate and just hope that they follow them. Ms. Peterson stated that she would like something signed by the towns that are going to join that they are to stay on the best practices. Mr. Barrett stated that he can also work with the company that is doing the processing, Harvey and Sons, because when they receive stuff like that, they are not happy. Mr. Barrett stated that the other thing the DEP launched on them is that they want to include in the permit that single streaming recycling will not count as solid waste against the towns daily tonnage limit. Mr. Barrett just wants the board to be aware of that. Mr. Barrett stated that he was pretty surprised by that and is not sure how he is going to handle it. DEP is a function of MEPA. Mr. Barrett stated that they are looking at a small scale thing. Only about 30 to 40 tons per day. He is hoping to build on that. The long range plan would be kind of like the transfer station.

They would start small, develop this and maybe in 2 to 3 years it develops into something big enough where they can afford to bring the capital money forward to add onto the existing transfer station. That is the goal. Ms. Peterson stated that the board will not meet again until the end of July and asked Mr. Barrett if he would like to come back before the board with an update on this. Mr. Barrett stated he was looking to get a vote tonight but can return in July with an update. **Mr. Barlow made a motion to support this contingent upon the fact that Mr. Barrett supplies the board with a plan that is acceptable to address the odor. Mr. Andrews added to the motion to have this continued until Mr. Barret provides this plan within 7 days. Mr. Barlow stated that was fine. Mr. Andrews seconded the motion. It was unanimous.**

2. **6 FOURTH AVE – CONTINUED from June 10, 2015 – Terri Guarino - Failure to correct violations from housing inspection conducted on March 27, 2015 – Property owned by Sergio Souza** – Ms. Guarino stated that there aren't any updates since the last meeting however late this afternoon she received a call from the contractor who stated he had pulled the building permit. Over the phone Ms. Guarino was told the work would be completed by the 29th of June. Mr. Figueiroa stated that he is the licensed contractor hired for this project. Since he was hired, he informed Mr. Souza that he could only do the job in June. Mr. Figueiroa stated that he has just been diagnosed with Lyme's Disease and has been sick and unable to work. Mr. Figueiroa had another doctor appointment and has been cleared to go back to work. He is certain he can have the work completed by June 29, 2015. Ms. Peterson asked what Mr. Souza has contracted him to do. Mr. Figueiroa stated that he has a list which includes steps, change a door, floor inside. He did not have the list with him at the time of the meeting so was not sure what else was on it. Ms. Peterson asked what kind of guarantee the board can get that the same thing will not happen because what has happened now is the health department has had to deal with these same issues constantly. Mr. Figueiroa stated again that he can guarantee that all the work will be completed by June 29, 2015. Mr. Barlow stated that the back door does not open and does not work right and then when you come out of that door, the steps were built right up to the door and there is no landing. That is not to code and it is not acceptable. Mr. Figueiroa stated that everything will be brought up to code. Ms. Peterson stated that the last time the work was supposed to be done, the tenant said she could vacate the property so they could work. Since the work was not completed, they must work around the tenant's schedule which will mean that they will work during the day and she should be able to come home at night. Mr. Souza stated that yesterday he tried to contact the tenant to let her know they were coming to work but she did not answer or phone. Ms. Kalkanis stated that she is insulted after that last statement. She stated that she is sick and tired for being blamed for Mr. Souza's nonsense. Ms. Kalkanis stated that she is a pretty easy going person and is very easy to contact. Ms. Peterson asked Mr. Souza how he tried to get hold of Ms. Kalkanis. Ms. Peterson asked if she could see Mr. Souza's phone to prove he tried to get hold of her. Ms. Kalkanis stated that she did not have her phone but wished she did because her phone will show no call from Mr. Souza.

Mr. Barlow stated that issue is not the phone. The work needs to get done. No more excuses. Ms. Peterson asked what day they will be showing up. Mr. Figueiroa stated that it will be this Friday, the day after tomorrow. Ms. Peterson asked what time. Mr. Figueiroa stated around 8:30am. Mr. Barlow stated that if someone from the board drives by the property around 8:30am will he be there working. Mr. Figueiroa stated yes. Mr. Uitti stated that he lives right next door practically so he could do the drive by. Ms. Peterson stated that on Friday afternoon, she would like Mr. Souza to call the Health Office by 3:00 pm and tell them what has been completed. She also wants Mr. Figueiroa to tell them what the next date and time is that he will arrive again. Ms. Mastria stated that it should be the next business day. Ms. Mastria asked if there was a way to prioritize for the tenant so that the work is done in the least intrusive way. Ms. Guarino stated that is should be discussed right now. Ms. Kalkanis stated that she is usually out of the house on Monday, Wednesday and Friday from 8 am until 2 pm. Mr. Figueiroa stated that he will be there on both Friday and Saturday. Ms. Kalkanis stated that they did come and try to fix the door for about 1 and ½ hours but now, when it rains, there is a huge puddle in the hallway from the door not working correctly. Ms. Peterson reiterated again that on this Friday, Mr. Figueiroa will show up at 8:30 in the morning and showing up on Saturday. Mr. Uitti will do a drive by and other board members will be doing drive by inspections for those 2 days. Also a list must be submitted to the office showing what has been completed each day. Ms. Mastria suggested that the door get fixed on Friday because Saturday rain is expected. Mr. Andrews stated that Mr. Souza is still being fined every day. He is not setting a very good case for an appeal of these fines by not getting these things done. Mr. Barlow stated that the first priority should be the door, the stairway and the landing. This is really a public health risk. Ms. Kalkanis stated especially with the electricity issue that she had for the first 5 months living there. Mr. Barlow stated that the electricity has already been fixed. Ms. Kalkanis stated yes. Ms. Peterson asked Mr. Figueiroa if he was comfortable stating that the work will be completed by June 29, 2015 because that is the time he will be given. Ms. Mastria asked at what time on Monday, June 29, 2015, will the work be completed. Mr. Figueiroa stated it will be done before the end of the work day. **Mr. Barlow made a motion to take no action at this time. This will be discussed at the next Board of Health meeting and hopefully it will be all done. Mr. Andrews seconded the motion. It was unanimous.**

3. **24 CENTRAL BLVD – CONTINUED from June 10, 2015 - Request of Health Agent to discuss situation regarding abandoned property – owners are George, Frank and Lauren Hitchcock – This item is also taken out of order** – Ms. Guarino stated that unfortunately, there has not been any change. There have been some phone calls but that is all. Ms. Gibbs stated that they now have a signed purchase and sales agreement. Mr. Hitchcock stated that the Purchase and Sales Agreement is contingent upon getting a building permit. If all that goes through than the closing will be July 16, 2015. The new owner will be in contact with the Building Inspector. Mr. Andrews asked about the trailer and

the nephew. Ms. Gibbs stated that the trailer is still there as well as the Nephew. Ms. Gibbs stated that the nephew is aware that he needs to be off the property by July 1, 2015. Ms. Peterson stated that the board wants him out tomorrow. Ms. Peterson asked if the police could go out and arrest for trespassing. Ms. Gibbs stated no because one brother did sign something allowing the nephew to stay on the property. It's a civil matter and they can't make them leave. Ms. Mastria asked if the brother, Lauren Hitchcock, who is allowing the nephew to stay on the property could sign something else stating the nephew needs to vacate the property immediately. Then he can be evicted. Ms. Peterson stated that the board wants a letter signed by Mr. Lauren Hitchcock by tomorrow. At that point the owners can call the police regarding trespassing. Ms. Guarino stated that one issue when she was there last which was about one week ago the nephew Shane was working on the trailer. He was working on the axel so one of the wheels was removed. Ms. Gibbs stated that she believes the axel has been fixed. Ms. Guarino stated that it should be able to be moved now. Mr. Andrews stated that it can be moved without an axel. It can be towed. Mr. Barlow suggested that there be witnesses when Mr. Lauren Hitchcock signs the letter because he is ill. Ms. Guarino stated that after speaking with Roger Laporte, She thought it was just a notification that the buyer needs to pull a permit to demolish the building immediately. It is going to take a while to get the actual building permit. Ms. Guarino asked how the trailer will get removed if the nephew is refusing to leave. Mr. Andrews stated to just have it towed off the property. Ms. Gibbs stated that they will not have any money to hire someone to tow the trailer until after the 3rd of July. Ms. Peterson stated that this is not the board's problem to have the trailer moved. It is the Hitchcock's problem. Ms. Peterson stated that the Board of Health is ordering Mr. Hitchcock to remove the trailer. Mr. Hitchcock asked supposed they get a buyer that will buy the land. Ms. Peterson stated that the board can't get involved in that. She suggested Mr. Hitchcock speak to an attorney. **Mr. Andrews made a motion to CONTINUE this item until the next meeting with the fines continuing to accrue. Mr. Uitti seconded the motion. It was unanimous.**

4. **GENERAL DISCUSSION – Terri Guarino – General discussion of local board of health regulations, schedule of licenses and fee, brief update –** Ms. Guarino stated that some towns have adopted and changed their tobacco regulation smoking age from 18 years to 21 years. Mr. Andrews stated that someone from the tobacco board should be requesting a hearing. Ms. Guarino stated if the board is interested in a discussion she will have it arranged. Ms. Guarino stated that any local regulation that the board may be interested in she can get information to them. Ms. Guarino stated that some towns have cesspools as an automatic failure for Title 5 inspections. Ms. Peterson stated that she would like to see that change because people are using it as a loop hole to get through transferring there property with a cesspool. Ms. Guarino stated that if a septic fails a Title 5 inspection they have the 2 year time period to upgrade the system. Either the seller or the buyer can assume that responsibility. She has heard of other towns initiating a fee after the 2 year time expires if they have not yet

upgraded the system. Which can be enforceable. Mr. Andrews stated if Ms. Guarino has programs like that the board would like to see them presented to the board in black and white and bring it up for discussion again. Mr. Andrews stated that he has reviewed the recommendation submitted to increase the fees but what he does not see is some of the markups but it does not show what some of the other communities are charging as well. Mr. Andrews stated that he would also like to see justification as to why these fees are being increased. How much time and effort is involved to justify the increases. Ms. Peterson stated that she feels that the first inspection fee should definitely be \$50.00 and if the agent has to go back out then it should be \$150.00. This should also apply to housing inspections. Mr. Barlow stated that he agreed. If the reinspection fee is significantly higher, people would be more inclined to have it done and over with. Ms. Guarino stated that the reinspection fee can be challenging to enforce because of different situations. Mr. Barlow stated that could be left up to the agent's discretion. Mr. Andrews stated that if Ms. Guarino goes out on an inspection and has found something wrong. Then she goes out to re-inspect and it is still wrong then the next reinspection should be charged \$150.00 before she can sign off that it's been corrected. Ms. Guarino stated that would work for Certificate of Compliance for septic systems but for housing issues, she is out re-inspecting frequently. They fix one thing and she goes out to look at it. Then another issue will be addressed and fixed and she goes out to inspect that again. Mr. Andrews stated if there is a time limit for the issues to be corrected and the time has run out but the issues have not been addressed or fixed then the \$150.00 fee is appropriate. Mr. Andrews stated that in Wareham, they pay an annual inspection fee for all their rentals. Ms. Peterson stated that then property owners will claim they are renting to family members to avoid the fee. The office does not have a time or the personnel for that. Mr. Barlow stated to have Ms. Guarino think these over again and resubmit for discussion at a later date. Ms. Peterson stated that she agrees with paying \$1.00 per page for copies of the Board of Health regulations because that is what they charge at the Registry of Deeds. Ms. Guarino moved on to discuss the meeting minutes. Ms. Guarino stated that how they are done now is a transcript is rather obsolete. Very few departments in any town still require transcript minutes. Per open meeting law, it is not a requirement. Per town charter, it is not a requirement. Per Town of Bourne bylaws, it is not a requirement. They are extremely time consuming. Ms. Collett is very far behind right now and will not have an opportunity to be able to catch up. The office has constant interruptions and distractions so trying to listen and type word for word is very time consuming. Mr. Andrews stated that his concern is that he has worked on several committees in town and where they transferred over to condensed minutes, shortened, abbreviated, you lose the intent of the discussion and the information. Mr. Andrews stated that he has heard read back in legal opinions, minutes that were kept meticulous back in the 1950's, that brought out the clear intent of why something was done. Condensed minutes leaves up interpretation for someone else later on. Ms. Guarino stated that when she is going through old files at the counter with a resident and she is flipping through 6 pages of minutes to try to get the point. Mr. Andrews asked if the audio version

of the minutes would still be available. Ms. Collett answered yes, it is downloaded onto the computer. Mr. Andrews stated that as long as that remains maintained then he would feel better about this issue. Ms. Guarino stated that the minutes are stored on a drive and she could even copy them to a flash drive if someone requested them. The audio minutes last forever. Ms. Guarino stated that the minutes will be typed with main, key points of the meeting which will reduce the time it takes to type them verbatim and will be beneficial for everyone. Mr. Andrews stated that he would like to see that written as policy before the board votes on it. Ms. Peterson instructed Ms. Guarino to add this to the next meeting to take proper vote on it. Ms. Peterson stated that the board should immediately state that the minutes not need to be transcribed. Ms. Mastria agreed. Ms. Mastria stated that the times anyone would need to go back and listen to the minutes of a meeting are going to be so infrequent. Ms. Mastria stated that it is important to have the audio version of the minutes but the time consuming efforts to have to type word for word is so obscure. Mr. Andrews stated that the minutes from the Wind Turbine Regulation were extremely long and tedious. One of the meetings went from 7:00 pm until 11:00 pm. Those minutes and the way we kept them supported the board in discussion regarding the regulation. Ms. Peterson stated that the board can always request a set of minutes to be verbatim at any time. Ms. Guarino stated that the joint inspections have been going very well. Just the other day she went out the with Building Inspector, the Deputy Fire Chief and the Fire Chief to a motel on Scenic Highway. It was a good experience for the hotel manager and all who participated in the inspection. Ms. Guarino stated that the office has been very busy and trying to keep up with all the seasonal openings. Ms. Peterson stated that swimming pools are an issue to be put on an agenda. The board needs to be very clear and maybe put something in the newspaper as to what size pool needs a fence. Ms. Guarino stated that they all need a fence. Ms. Peterson stated that the regulation needs to be made clearer. Mr. Uitti stated that he has a swimming pool regulation book that he would be happy to share with the board. Ms. Guarino stated that she does receive a lot of calls from people because they don't understand the fence regulation. Ms. Peterson stated that she is seeing big inflatable and easy installation pools going up all over town with ladders in them with no one home. This is a huge safety issue. Ms. Peterson stated that the regulation should read, if there is a pool bigger than a wading pool then you must have a fence. Mr. Andrews stated that it should also include hot tubs and swim spas. Mr. Barlow suggested a public service announcement might be helpful. Ms. Guarino suggested to have the retail stores that sell these pools also have something posted informing the consumer that there is a town regulation they must abide by before even purchasing the pool. **No action was taken. Discussion only.**

Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:03 PM.

Taped and typed by Lisa Collett, Secretary

Kathleen Peterson Kathleen Peterson

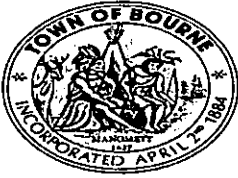
Stanley Andrews Stanley Andrews

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
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Cynthia A. Coffin,
Health Agent

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

July 8, 2015

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 JULY 8, 2015
HAS BEEN CANCELLED.**

Signed: 
Title: Secretary
Date: July 3, 2015

cc: Board of Selectmen/Town Clerk

2015 JUL 1 PM 12:29
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



Terri Guarino,
 Health Agent

2015 JUL 16 PM 12 56
 TOWN CLERK'S OFFICE
 BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
 Schedule of Meeting

Date:

July 22, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

1. TOBACCO VIOLATIONS – TERRI GUARINO – DISCUSSION AND POSSIBLE VOTE TO FINE AND OR SUSPEND TOBACCO LICENSES FOR THE FOLLOWING:
 - CAPE COD FILLING STATION – 156 MAIN ST, BUZZARDS BAY
 - CAPE SIDE CONVENIENCE – TROWBRIDGE RD
 - CITGO – 261 MAIN, ST BUZZARDS BAY
 - CUMBERLAND FARMS – 160 MAIN, ST BUZZARDS BAY
 - CUMBERLAND FARMS – 435 SHORE RD, BOURNE
 - GRAY GABLES MARKET – SHORE RD, BOURNE
 - IRVING – SANDWICH RD/CRANBERRY HWY, BOURNE
 - ONE STOP DELI AND CONVENIENCE – SANDWICH RD/227 CRANBERRY HWY
 - SHELL – 1 CANAL RD, SAGAMORE BEACH
 - SUNOCO – 282 MAIN ST, BUZZARDS BAY
 - YE OLDE SPIRIT SHOPPE- 41 MEETINGHOUSE LN, SAGAMORE BEACH
2. BOARD OF HEALTH MEETING PROCEDURES – Terri Guarino – Continued discussion of Open Meeting Law, Town of Bourne Bylaws and Charter. Possibly vote to change the format of the minutes, agenda and other meeting related topics -
3. APPROVE THE MINUTES from the meeting dated April 22, 2015

Signed: *Lisa M. Collett*
 Title: Secretary
 Date: July 16, 2015

cc: Board of Selectmen/ Town Clerk

Town of Bourne Board of Health

Meeting Minutes

2015 OCT 28 PM 1 54

Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE

BOURNE, MASS

July 22, 2015

I. Call to order

Kathleen Peterson called to order the regular meeting of the Board of Health at 7:00 PM on July 22, 2015.

Roll call

Members Present: Kathleen Peterson, Stanley Andrews, Don Utti, Galon "Skip" Barlow, Kelly Mastria and Health Agent, Terri Guarino.

Also Present: Michael Rausch of the Bourne Enterprise, Recording Secretary, Carol Mitchell, Bourne Resident, Jim Mulvey (arrived 7:25), Sonia Islam, Jawad Nasar, Brian Walker, Russell Salamone, Robert Souza, Mahammad Farooq, Rick Perry, Muhammad Samid, Ronnie Daou, Zahid Rashid (arrived at 7:30)

Documents – Agenda, Town of Bourne Tobacco Policy and Change in Formatting of Meeting Minutes document.

II. Agenda Items

1. Tobacco Violations

Ms. Peterson began the meeting addressing tobacco sales violations. Stings were conducted at numerous locations throughout the community and the board requested store owners/representatives be present to address the violations made by store employees who sold tobacco products to a minor.

The following vendors were in violation:

Cape Cod Filling Station, 156 Main St. – (Mr. Andrews excused himself). Since no one was present to represent the filling station, the board moved this vendor to the bottom of the list and continued with the meeting. (Mr. Andrews returned to join the meeting).

Ms. Peterson advised that all violations being addressed that evening were first time offenses. She added that the fine is \$100.00 and is non-negotiable.

Ms. Guarino added that the fine must be submitted within ten (10) days, cash or check payable to the Town of Bourne. A late fee will be charged for payments received after the 10th day.

Ms. Peterson explained that second and third offenses carry a heavier consequence. Ms. Peterson continued with addressing the violators.

Cape Side Convenience, Trow Bridge Rd. - Sonia Islam represented the convenience store. Ms. Peterson asked her if she had identified the employee who sold tobacco products to a minor. Ms. Islam indicated that she had. Ms. Peterson asked if she had a plan in place to prevent future violations. Ms. Islam indicated that she has a plan in place. Ms. Peterson asked Ms. Islam if she was aware that she has the right to fine the employee. Ms. Islam indicated that she was aware that her employee could be fined.

Ms. Peterson asked the board if anyone had any questions for the representative. No one had any questions. Ms. Peterson advised Ms. Islam that she has 10 days to pay the fine. Ms. Islam acknowledged this.

Citgo, 261 Main St, Buzzards Bay – Jawad Nasar represented the station. Ms. Peterson asked him if he had identified the employee who sold tobacco products to a minor. He indicated that he had identified the employee. Ms. Peterson asked if he had a plan in place to prevent future violations. Mr. Nasar stated that he already has a very strict plan implemented and monitors his employees. He doesn't understand how this happened. He indicated that his policy would normally be to terminate that employee. He stated all of his employees have been doing well adhering to the policy and this was bad luck.

Ms. Peterson commented that this should be a wake-up call to everyone and they shouldn't get lax. She asked Mr. Nasar if he was aware that he would have to pay the fine. He indicated yes. She advised that a second violation would result in a higher fine and a third may result in the loss of his license to sell tobacco products. He acknowledged this and thanked the board.

Cumberland Farms, (2 locations) 160 Main St, Buzzards Bay and 435 Shore Rd, Bourne – Brian Walker, Area Sales Manager, represented both locations. Ms. Peterson advised Mr. Walker that there would be two fines to pay. He acknowledged this and indicated that in both instances the

employee had been identified. He added that it's very disappointing stating that upon hiring, Cumberland Farms does a re-card training for everyone. He stated that at one location, the employee performed the training just the day before. He indicated that both employees would be required to partake in the training again. Ms. Peterson asked if he'd be paying both fines. Mr. Walker indicated that he would. She asked him to write on the check that it was for both locations. He acknowledged this. Ms. Peterson asked there's a plan in place to prevent future violations. Mr. Walker acknowledged that there is a plan in place.

Gray Gables Market, Shore Rd, Bourne – (Ms. Peterson excused herself) Russell Salamone was there to represent the market. He stated they he has identified the employee and has implemented a plan moving forward to prevent this from happening again. He added that he's very embarrassed as well as disappointed being a new organization in town. He wants to move forward. He apologized to the board and stated that it would not happen again. Mr. Andrews advised him to return to pay the fine within 10 days. Mr. Salamone indicated that he would.

(Mr. Andrews asked Ms. Peterson to return to the meeting.)

Irving, Sandwich Rd/Cranberry Hwy, Bourne – Robert Souza, Manager, was present to represent the facility. Ms. Peterson asked him if he had identified the employee. Mr. Souza indicated that he had identified the employee. He added that it was a lapse and he's spoken to the individual about it.

Ms. Peterson reiterated that the employee can be fined for the violation. Mr. Souza indicated that the employee would be paying the fine. He added that it's a learning experience and stated that it won't happen again. Ms. Peterson inquired as to whether he has a plan in place to prevent this from occurring again. He stated that he does and asked if he could pay the fine that evening. Ms. Guarino advised him that he could.

One Stop Deli and Convenience, Sandwich Rd/227 Cranberry Hwy, - Mahammad Farooq was present. Ms. Peterson indicated that he was cited previously for a liquor violation. She added that a good rule of thumb would be not to sell cigarettes to someone you wouldn't sell alcohol to. She asked if he'd be paying the fine within 10 days. Mr. Farooq indicated that he would.

Shell, 1 Canal Rd, Sagamore Beach – Rick Perry, Manager, was there to represent Shell. He indicated that the employee had been identified and added that they terminate anyone who violates the Tobacco Policy. He indicated that the employee who was terminated was the assistant manager. He stated the Corporate Office sends an email every Friday reminding employees about the tobacco policy. Ms. Peterson added that she's sorry someone lost their job but that their employees are reminded of the consequence. Mr. Perry asked about paying the fine with cash because it may take longer than the allowed 10 days to receive a check from corporate. Ms. Guarino indicated that cash would be acceptable.

Sunoco, 282 Main St, Buzzards Bay – Not present. The board deferred.

Ye Olde Spirit Shoppe, 41 Meetinghouse Ln, Sagamore Beach - Mahammad Samid, Manager, was present. He indicated the employee had been identified. Ms. Peterson asked if he has a plan in place for new hires. He indicated that he has a plan in place. Ms. Peterson asked the board if anyone had anything to add. No one did. Ms. Peterson reminded Mr. Samid that he had to pay the fine within 10 days. He acknowledged this.

(Mr. Andrews excused himself before Cape Cod filling station was heard.)

Cape Cod Filling Station, 156 Main St, Buzzards Bay – Ronnie Daou was there to represent the station. Ms. Peterson inquired as to whether the employee had been identified. Mr. Daou indicated the employee had been identified. He apologized for the violation. Ms. Peterson reminded him that the fine would have to be paid within 10 days. He indicated that it would be paid.

(Ms. Peterson asked Mr. Andrews to return to the meeting.)

Sunoco, 282 Main St, Buzzards Bay – Not present.

Mr. Andrews expressed his concern that a representative from Sunoco wasn't present and asked what if anything, their regulations allowed them to do? Ms. Peterson wanted to give them a few additional minutes to allow for traffic, and asked the board to continue with the agenda items. If by the end of the regular meeting a representative still wasn't present, the board would make a decision at that point. Ms. Peterson wanted to give them a few additional minutes to allow for traffic.

A member of the audience inquired as to how long the violation remains on their record. Ms. Guarino responded that all violations remain on their record indefinitely but that they're only allowed 3 violations per year. A brief discussion transpired concerning how many violators were connected with this sting and the type of violations that occurred (cigar products).

Ms. Peterson asked if Ms. Guarino had any contact with Sunoco with an explanation as to why they weren't present. Ms. Guarino stated that she had not had contact with them.

Ms. Guarino left the meeting to obtain a receipt pad. During this time Ms. Peterson read through the regulations to see if there were any provisions concerning violators who don't attend the meeting as instructed. Upon Ms. Guarino's return, Ms. Peterson indicated that she did not see any provisions.

Ms. Guarino added that there aren't any provisions, however; Sunoco may have further violations found during her routine tobacco compliance inspection (this is conducted at a minimum of once per year). **Ms. Peterson entertained a motion to conduct a tobacco compliance inspection, would like to require a Sunoco representative be present at the next Board of Health meeting and that the \$100.00 fine would have to be paid within 10 days. Mr. Barlow seconded.** The motion carried unanimously. 5-0.

Ms. Peterson suggested that the regulations be revised in the fall. Mr. Barlow indicated that he'd like the accuser to be present at future tobacco violation meetings. A brief discussion transpired concerning revisiting the regulations in the fall.

2. Board of Health Meeting Procedures

Ms. Guarino continued a previous discussion concerning the Open Meeting Law, Town of Bourne Bylaws and the Charter. She stated that they don't specify that BOH meeting Minutes need to be verbatim. She'd like the board to support changing how the Minutes are formatted and allow for the Minutes to be slimmed down; only keeping key items as required by law, any relevant discussion, and keep the recording as public record, having it available upon request.

Mr. Andrews expressed concern about the Minutes not being verbatim. He gave examples of how in the past the board had to refer back to previous Minutes and how helpful the verbatim Minutes were to them in writing new regulations. Ms. Peterson indicated that if needed, future meetings could be

transcribed. Mr. Barlow added that as long as the Minutes indicate when a motion is being entertained; who made the motion, who seconded and how it was voted on, that's all that's needed. A brief discussion transpired. Ms. Peterson entertained a motion to approve how the Minutes are formatted. **Mr. Barlow motioned to approve how the BOH Minutes are formatted. Ms. Mastria seconded.** The motion carried unanimously. 5-0.

Ms. Guarino added that her office is short staffed and at times it's been difficult to submit all information her office receives into the member's packets on time for their review before the next BOH meeting.

She stated that there are times when her office doesn't receive materials until close to the cutoff time (noon on Thursday) and that doesn't give her enough time to review the material before adding it to the Agenda. She indicated that the Agenda can be amended for emergency situations or if the Board has an item to add, but items not received on time would be deferred to a future meeting. The board suggests that she change the cutoff to the close of business day on Wednesday. **Mr. Barlow moved to change the cutoff time in which submissions may be received to be added to the BOH Meeting Agenda. Ms. Mastria seconded.** The motion carried unanimously. 5-0. A brief discussion transpired concerning the benefits of changing the deadline for submissions.

3. Approval of Minutes of April 22, 2015 Meeting

Mr. Andrews indicated that there were no Minutes to approve. He stated that the Minutes are overdue. Ms. Mastria suggested allowing the previous Minutes to be submitted under the new format. Mr. Andrews indicated that the new policy wasn't implemented until this meeting; therefore, any previous Minutes would need to be completed in the verbatim format. Ms. Guarino indicated that she had the Minutes from the April 22nd meeting but that the Board did not receive them in time to review.

The board discussed which meetings needed to be transcribed. There were several meetings where the Minutes have not been completed. Mr. Andrews indicated that the Minutes are late and that the public has the right to obtain the Minutes. Ms. Guarino added that Minutes may be provided to the public in draft version or they can request to hear the recording of the meeting after 10 days if the Minutes haven't been approved. A brief discussion transpired concerning catching up on overdue Minutes and why they should be submitted verbatim.

4. Revisit Tobacco Violations

Sunoco, 282 Main St, Buzzards Bay – Zahid Rashid was present to represent Sunoco. Ms. Peterson stated that the board did not appreciate Mr. Rashid being late for the meeting. Mr. Rashid apologized and indicated that he was held up in Boston. Ms. Peterson asked him if he had identified the employee who sold the tobacco product. He indicated that he had. He stated that he spoke with his employee regarding the violation. The employee apologized, stating it was busy and he had just received a delivery which is why he failed to ask for identification. Ms. Peterson reminded Mr. Rashid that if he receives two other fines within the year, that he'll lose his license for a determined amount of time after a public hearing. Mr. Rashid stated he's been reminding his employees to check IDs every day, and has a plan in place to prevent such a violation. Ms. Peterson reminded the representative to pay close attention to cigar products, not just cigarettes.

A brief discussion transpired and Mr. Barlow read the Tobacco Policy to the Sunoco representative.

Mr. Rausch of the Enterprise asked for clarification of the cigar products being sold. Mr. Rashid provided the information to Mr. Rausch.

Ms. Guarino asked the board to notify her in advance if they notice that something is missing from their packet.

III. Next Meeting Date

August 26, 2015 at 7:00 PM

If something of importance needs to be addressed sooner, the board will meet on August 12, 2015.

I. Adjournment

Kathleen Peterson adjourned the meeting at 7:48 PM.

Minutes submitted by: Carol Mitchell

Signed:

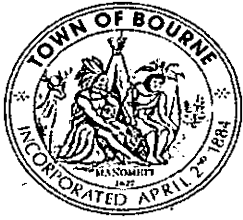
Kathleen Peterson Carol Mitchell

Stanley Andrews _____

Don Utter Don Utter

Galen Barlow Galen Barlow

Kelly Mastria Kelly Mastria



TOWN OF BOURNE
 BOARD OF HEALTH
 24 Perry Avenue
 Buzzards Bay, MA 02532
 Phone (508) 759-0600 x1513
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Terri A. Guarino
 Health Agent

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
 Schedule of Meeting

2015 AUG 24 AM 11 43
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Date:

August 26, 2015

Time:

7:00 P.M.

Place:

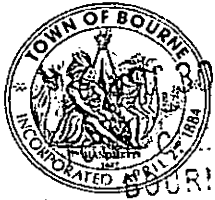
Bourne Town Hall
 Lower Conference Room
 24 Perry Avenue
 Buzzards Bay, MA 02532

AGENDA ITEMS:

1. **6 BOURNE BRIDGE APPROACH-** Health Agent, Terri Guarino – Discussion and possible vote regarding issuance of Motel license to new owners of Eastern Inn
2. **71-73 MAIN ST, BUZZARDS BAY-** Discussion and possible vote regarding status of dilapidated buildings
3. **85-93 MAIN ST, BUZZARDS BAY-** Discussion and possible vote regarding noncompliance with the correction order dated August 12, 2015
4. **FUTURE GENERATION WIND-** Discussion and possible vote to review opinion of town Counsel with regards to the applicability of wind energy conversion systems regulations as they relate to future generation.
5. **Kathy Peterson-** Discussion and possible vote for protocol on involvement of Town Counsel on board of health decisions.
6. **Approve minutes from April 22, 2015, May 13, 2015 & July 22, 2015**

Signed: *T. Guarino*
 Title: Health Agent
 Date: August 24, 2015

cc: Board of Selectmen/ Town Clerk



AM 8 56
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
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Terri Guarino
Health Agent

MINUTES August 26, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent and Lisa Collett, Secretary

- 1. 6 BOURNE BRIDGE APPROACH – Health Agent, Terri Guarino – Discussion and possible vote regarding issuance of Motel License to new owners of Eastern Inn. – Theodore Schilling, Attorney for the Eastern Inn and the owner, Divyesh Patel are present for this hearing. Ms. Guarino updated the board regarding the transfer of ownership to Mr. Patel and inspections of each room before he operates under his name. Ms. Guarino did notify Mr. Patel that there were some outstanding violations while under the ownership of the Tubbs that need to be corrected before a new Motel License for Mr. Patel is issued. It was brought to the attention of Ms. Guarino by the Bourne Police Department that some of the guests are actually tenants living here. Ms. Guarino stated that the Health Department will not get involved in a civil matter but the Motel is in violation of the 3 week allotted stay in the motel regulations. Mr. Schilling stated that he started representing Mr. Patel in May of 2015. Mr. Patel was hoping to get ownership of the Motel by June to at advantage of the summer renters. The Tubbs requested to extend the closing until the end of July 2015 because of some of the outstanding health violations. Mr. Schilling stated that other town departments meaning, Fire Department and Building Department did sign off that the concerns they had are corrected. Ms. Guarino asked for a copy of those documents. Mr. Schilling state he would supply the health office with copies of those documents in the morning. Mr. Schilling stated that at the time of the sale, Mr. Patel was not aware that there were “tenants” living in some of the rooms. It was brought to his attention by Ms. Guarino. There were six rooms occupied by tenants. Three rooms of people have already left. The remaining three rooms of occupants will be served eviction notices. Mr. Schilling stated that he expects those occupants to vacant as soon as the law allows. As far as the other health violations, his client has been at the property taking care of everything every day. The only issues left are some window screens that need to be specially orders.**

Ten of the rooms have had new drop ceilings installed. Mr. Patel has also applied for a construction loan. Mr. Patel stated through the eviction process. Ms. Guarino stated that Mr. Patel has made a tremendous effort. Most of the major things that the Fire Department has approved is a huge relief. Most of the remaining issues are just basic maintenance issues. Ms. Guarino stated that a temporary license should be issued until she is able to do inspections of all the rooms. Ms. Guarino stated another issue was the insufficient lighting in some of the outside hallways. Mr. Patel stated that the lights have all been fixed. Mr. Andrews stated that there was a major issue with the pool and would like to know what the status is today. Ms. Guarino stated that the pool has been covered which the Fire Department and the Building Department have approved. Ms. Guarino stated that it is not an ideal situation. It is an indoor in ground pool that is not commercial grade and it can't be used. Ms. Mastria asked if there is water in the pool. Ms. Guarino stated that is not. The pool is located in a separate room with locked doors and a sign posted that the pool is closed and do not enter. Mr. Andrews stated that the other concern is that there is an apartment with only one egress into it. Ms. Guarino stated that the apartment is 12 B. She still needs to do another inspection in that unit but it has been vacated. There is one apartment being used by Mr. Patel. This is an efficiency unit that is tied into the motel. Ms. Guarino stated that she has never been in there and needs to get in there for an inspection. Ms. Peterson stated that Ms. Guarino should be able to do inspections in occupied rooms as long as a 24 hour written notice is issued. That way Ms. Guarino only needs to go once and do the entire inspection. Then a full motel license can be granted. Ms. Peterson stated that she would like Ms. Guarino to do the inspections along with a member from the board. **Mr. Andrews made a motion to extend a temporary Motel license for 60 days for 6 Bourne Bridge Approach and within the next 16 days the Board of Health be given access with the owner responsible for notifying the existing tenants which a 24 hour notice with a date and time of that inspection. Mr. Uitti seconded the motion. It was unanimous.**

2. **85-93 MAIN ST, BUZZARDS BAY – Discussion and possible vote regarding noncompliance with the correction order dated August 12, 2015 - Mr. MacDonald** was present for this hearing. Ms. Peterson stated that she was at the building visiting Jake's Pizza with Ms. Guerino. She was asked to go into the back of the building and look at the condition it is in. The building is a disgrace. Ms. Guerino stated that a document was submitted late this afternoon regarding some of the cleanup. Ms. Peterson reads the document that was submitted. Mr. MacDonald stated that subsequent to his discussions with the Building Inspector, Roger LaPorte, he has also had communications with Waste Not Inc, which there is a contract being drawn up to clean the inside and the outside of the building. Mr. MacDonald stated that he has a copy of a contract from 2014 with a roofer who was supposed to fix the roof back then. At this point he is meeting with emergency contractors to address the issues with the roof and the other items. Mr. MacDonald wanted the board to know that the rear of this building has not been

rented out in years. A previous tenant, Mr. De Chamborque used that area for storage only. Mr. MacDonald stated that after speaking with Roger LaPorte, he learned that the two buildings on each side of his building are in the process of being marketed by Commercial Realty Advisors. Mr. Barlow stated that he is not comfortable listening to second hand information that Mr. MacDonald has after a conversation with the Building Inspector. The board just wants to know how Mr. MacDonald plans on cleaning this property up. Mr. MacDonald stated that he will hire Waste Not Inc. to do all the cleanup. Mr. Andrews stated that the letter sent by the Health Agent says a contract must be in place within 5 days. Mr. Andrews asked if there is a contract in place. Ms. Guarino stated yes. Mr. Andrews asked about the smoke detectors, the entrance ways, egress doors and other emergency issues. Mr. MacDonald stated those issues will be addressed on Monday. Ms. Guarino stated that these issues are really emergency issues and could cause harm to others occupants in the building. Mr. Andrews stated that regardless of anyone using the building right now, the roof leaking and the unsecured doors is a perfect habitat for rodents and other nuisance causing animals. Ms. Peterson stated that she is not happy with the dates from the letter sent and the contract received. Ms. Peterson pointed out that the letter is dated August 12 but the contract was just handed in this evening. This is much longer than the 5 days that were allotted. Ms. Peterson stated that she is aware that Mr. MacDonald knows the laws pretty well and asked him why the board should believe he is proceeding with the cleanup of this building. Mr. MacDonald stated that the board will just have to believe him based on his reputation. He can't guarantee that the work will be started on Monday. He just knows he has an appointment to meet with emergency contractors to get into compliance. Mr. MacDonald stated that he is not trying to mislead the board but it does take time to meet, schedule and start working on these repairs. That is the best he can offer the board at this time. Ms. Peterson stated that the board should hold an emergency special meeting next Wednesday, September 2, 2015 with proof and copies of signed contracts. 30 days has been long enough. **Ms. Peterson made a motion to have a meeting next Wednesday for just this item and if the contracts are received by the office then the meeting can be cancelled.** Mrs., MacDonald stated that he feels the board is being unfair. Ms. Guarino stated that she needs to find out where the board can meet on September 2 because Board of Health has not reserved the lower conference room for that date. Mr. McKenzie owns the property abutting Mr. MacDonald's property. Mr. McKenzie stated that back in 2005 he had to contact Mr. MacDonald regarding a 65 foot boat that was on his property. Mr. MacDonald came and moved the boat onto his own property. The board is still there today. Mr. McKenzie stated that 2 years ago, he complained to Mr. MacDonald about a sanding truck on his property. The truck was moved to Harwich. There are always tires, abandoned cars and lots of other junk that get onto Mr. McKenzie's property and Mr. MacDonald will not always return his complaint calls. Mr. MacDonald stated that he does not agree with Mr. McKenzie statement. **Mr. Andrews seconded the motion. It was unanimous.** Ms. Peterson stated the board will continue to hear 71-73 Main St at this time.

- 3. 71-73 MAIN ST, BUZZARD BAY – Discussion and possible vote regarding status of dilapidated buildings** – No one was present for this hearing. Ms. Guarino stated that the owners of this building is Christopulos Realty Investments. Mr. Andrews stated he is stepping off for this item. Ms. Peterson stated that the board, in regards to 71-73 Main Street, Christopulos Realty Investments is begin fining today at the maximum amount allowed and move forward with closure of the building. Ms. Guarino stated she does have some information to give the board pertaining to this property if the board would like to skip this item for now. Ms. Peterson stated that Mr. Andrews can step back on. 71-73 Main St will be moved to the end of the hearing. Mr. Andrews stated he is stepping off for this item. Ms. Guarino stated that this property directly abuts Cape Cod Burgers and Fries. This is a vacant building. The windows in the front of the building are covered with paper because the floors in the front of the building have collapsed. The rear is very overgrown. There was no door so you could walk right into this building were the ceilings, walls and floors are collapsed. Also a problem with skunks and other animals habiting this vacant building. Ms. Guarino stated that she should not have entered this building due to all the safety issues but she was with the Building Inspector, Roger LaPorte and Deputy Fire Chief Pelonzi. Ms. Guarino stated that she has spoken with an attorney, Thomas Moriarty and their resent discussions have been fairly productive. Ms. Peterson asked why Mr. Moriarty is not present this evening. Ms. Guarino stated that the attorney stated to her that he had no intention of attending this meeting. Ms. Guarino stated that Mr. LaPorte contacted her after business hours to inform her that someone had pulled a building permit to demolish a portion of this collapsed structure. Ms. Guarino stated that applying for the building permit is consistent with her conversation with Mr. Moriarty just a few days ago. Mr. Peterson stated that she does not like that fact that Ms. Guarino is answering for attorneys or owners of building because they choose not to appear for the hearing. That is not part of Ms. Guarino's job. Ms. Peterson stated that because there is no one present for discussion the board will start fining the owners as of today until the building is torn down or there are building permits submitted for repair. Ms. Peterson asked what the maximum fine per day would be allowed. MS Guarino stated that she disagrees with the owners being fined in this situation because the owner has so far complied with boarding up and has been in communication with her and the Building Inspector. Ms. Mastria stated that the maximum allowed fine is \$100.00. Ms. Peterson stated that if the building permit is not in the hands of the Health Agent by tomorrow morning, than this will go back on the agenda for the next meeting. Ms. Peterson stated that she would like something other than the building permit signed by Mr. Christopulos stating he understands the building needs to be demolished. **Ms. Mastria made a motion to continue 71-73 Main Street until we have a written proposal and a written contract to demolish the building. Mr. Uitti seconded the motion. It was unanimous.**

- 4. FUTURE GENERATION WIND – Discussion and possible vote to review opinion of town counsel with regards to the applicability of wind energy**

conversion systems regulations as they relate to future generation – Ms. Peterson stated that she will not read the entire proposal or the remarks from town counsel as it relates to the easement. Ms. Peterson stated that this discussion will begin with page 4. Ms. Peterson did meet with Mr. Troy who stated in the document submitted that records of the Board of Health revealed that Future Generation Wind, LLC heard at a board meeting December 2014. The Board of Health requested that application for variances be filed. It appears that the Board of Health requests have been ignored. The Supreme Judicial Court has ruled that local Boards of Health have been granted express powers to regulate nuisances. I leave to the Board of Health a determination as to whether the wind energy conversion system regulations apply. The determination should be conveyed to the Board of Selectmen who must act consistent with the public interest. Ms. Peterson stated that her interpretation of this is that the Board of Health wind conversion regulations do apply to this project. Mr. Barlow stated that he does not feel that the Bourne Board of Health regulations extend into another town. Ms. Peterson stated that Mr. Mann had to record documents in both Plymouth and in Barnstable for this project which was required by the state. Ms. Peterson stated that her concern is for the citizens of the Town of Bourne and according to a letter sent by email the citizens are demanding that the Board of Health do something to protect their concerns. Mr. Barlow stated that Mr. Troy's response is very vague. Basically all that is being stated is if the Board of Health feels they have jurisdiction then take it to the Selectmen. Mr. Barlow stated that Mr. Troy never said the Board of Health is right. Ms. Guarino stated that this all came about during code enforcement meetings. Ms. Guarino stated that the board needs to vote as to whether or not you would like to speak to the Selectmen. Mr. Andrews stated that the Board of Health does not need to speak with the Selectmen on this matter. It is up to the Board of Health whether they feel that these regulations are going to apply to a nuisance that travels across town lines, into our community and whether they want to enforce the regulations. Ms. Guarino stated that she did notice something missing from the current regulation and that is the limit on shadow flicker. Mr. Andrews stated that they did not put one in there specifically because shadow flicker is shadow flicker. One flick is too much. The board determined it was a nuisance during the 12 months of hearings. Ms. Peterson stated that shadow flicker is not to leave your property line period. Mr. Barlow stated that it may. The turbines are not built yet so the board has no way of knowing what kind of nuisance they might generate. Mr. Barlow stated that he does not feel shadow flicker will be a nuisance for Bourne. Ms. Peterson stated that the board wrote these regulations to protect the people of Bourne. They were written by an attorney and accepted by the Department of Environmental Protection. Mr. Andrews stated that the regulations were contested by another attorney and they were upheld. Ms. Peterson stated that the board has requested that Future Generation Wind apply for a variance and they have not. Mr. Barlow stated that there are 3 wind turbines going up. One of the turbines may have shadow flicker on a Bourne resident. That turbine is not even being built yet. Ms. Peterson stated that she would like to add that Mr. Mealy was quoted in the newspaper as saying Mr. Mann had full Board of Health approval for these wind

turbines and that statement is not true. So to put it on record, The Board of Health did not and have not reviewed and as far as she knows, that the only thing that the Board of Health signed off on is for portable toilets be allowed to be placed there. The Board of Health has not given approval for the wind turbines. Ms. Guarino stated that the board has not disapproved either. Ms. Peterson stated that is right. Ms. Guarino stated that primary statement according to the minutes is that it would be in Mr. Mann's best interest to apply for variances. Mr. Barlow stated that was not voted on. Ms. Guarino stated that there needs to be a uniform messages which needs to be conveyed to both the public and the Selectmen. Ms. Guarino stated that this is being discussed tonight to get a uniform message. Ms. Peterson stated that this is being discussed tonight because the board finally received a ruling from town counsel. Ms. Mastria asked what happens once the turbines are built and shadow flicker does leave the property. Ms. Guarino stated that the permitting authority would have to address the nuisance issue. Mr. Barlow stated that would be Plymouth. Ms. Peterson stated that the nuisance would need to be followed up on by Bourne Health Department not Plymouth. Ms. Guarino stated that she would have to respond to the nuisance complaint but the follow-up and the resolution would need to come from Plymouth because that is where the turbine is located. Mr. Barlow stated that Plymouth would not be able to do anything because they do not have a regulation and provided the owner of the turbines are conforming the state regulation, there is no violation in that town. The state wind regulations are not as strict as the Bourne Wind Turbine Regulations. Mr. Barlow stated that this hearing is basically asking this board if we support the transportation of the equipment. Why don't we simply say we do not support the transportation of the equipment to the site. The Board of Health is supposed to let the Selectmen know whether we support the request to transport the equipment through Bourne. Mr. Andrews stated that the Selectmen did not formally request that of the Board of Health. Ms. Guarino stated that what is being requested is the Board of Health has regulations over nuisances and nuisances effect the public health wellbeing. The Selectmen want to make a ruling that is consistent with public interest including the Board of Health's opinion. Mr. Barlow stated that the board has not received enough information to form an opinion. Ms. Peterson stated that the board should put down in writing on Board of Health letterhead to the Selectmen and state that the Board of Health has not received enough information to form an opinion whether or not this project will cause public nuisance or not. Mr. Andrews stated that the letter should also go to owners of Future Generation Wind. **Mr. Andrews made a motion to send a letter to Future Generation Wind and copy the Selectmen that the Board of Health had requested at their December 10, 2014 meeting information so that the board could determine if this project will affect the health and conform to Bourne's Wind Energy Conversion regulations. The board at this time has not received this information and cannot make a determination on the project. Therefore the Board of Health does not support this project going forward until this information is supplied to the Board of Health and a variance is applied for. Ms. Mastria seconded the motion. It was unanimous.**

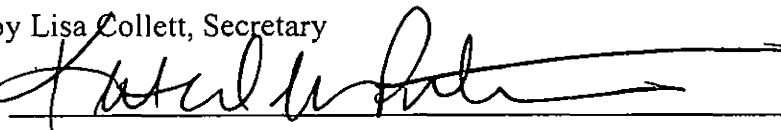
5. **KATHY PETERSON – Discussion and possible vote for protocol on involvement of Town Counsel on board of health decisions.** – Ms. Peterson stated that this does not include regulatory meetings that the Health Agent may have with other groups in the building that they choose to bring Mr. Troy in. This has to do with is any decisions that the Board of Health makes or is responsible for, anytime town council is to be called, it must come through the board. It is not always needed to have Mr. Troy involved. The board has never involved Mr. Troy before and it will set a bad precedent. Mr. Andrews stated that the policy in the past has been that the board will decide as a group if legal counsel is needed. Mr. Barlow stated that also in the past the board has been denied access to town counsel but the request always has come through the board. Ms. Guarino asked where this is coming from because she has never done that. It seems as though there have been a number of issues lately that Mr. Troy has been notified of. Ms. Peterson stated that some recent memos, Mr. Troy has been copied on without the board's knowledge. Ms. Peterson stated that she just wants to make sure that everyone is aware that town counsel shall not be involved in any decisions unless it is voted on by the board. Ms. Peterson stated that she does not want Mr. Troy copied on email because that is engaging Mr. Troy on something that the board has discretionary measure over. Ms. Guarino stated that if Town Administrator notifies her that legal advice is necessary then she requests it. Ms. Peterson and Mr. Andrews told her that it must come through the board before Ms. Guarino contacts town counsel. Ms. Guarino stated that sometimes there is not enough time to get through a board meeting before action must be taken. Ms. Peterson stated that she has already discussed this with the Town Administrator and he too is aware that a board member must be notified before town counsel. Ms. Peterson stated that this board does not operate through town counsel. It never has and does not have to. **No action was taken.**

6. **APPROVE THE MINUTES from April 22, 2015, May 13, 2015 and July 22, 2015** – Mr. Andrews made a motion to approve the minutes of April 22, 2015. Mr. Uitti seconded. It was unanimous. Mr. Andrews made a motion to approve the minutes from May 13, 2015. Mr. Uitti seconded the motion. It was unanimous. Mr. Andrews made a motion to continue the minutes until the next meeting. Mr. Uitti seconded the motion. It was unanimous.

Ms. Peterson made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:55 PM.

Taped and typed by Lisa Collett, Secretary

Kathleen Peterson



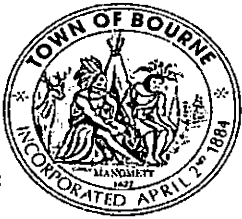
Stanley Andrews

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) 759-0600 x1513
Fax (508) 759-0679



Terri A. Guarino
Health Agent

MEETING NOTICE

SPECIAL EMERGENCY MEETING

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

September 2, 2015

Time:

7:00 P.M.

Place:

Bourne Community Building
Room No. 1
239 Main St
Buzzards Bay, MA 02532

AGENDA ITEMS:

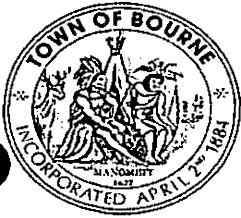
1. 71-73 MAIN ST, BUZZARDS BAY- CONTINUED from August 26, 2015 - Discussion and possible vote regarding status of dilapidated buildings
2. 85-93 MAIN ST, BUZZARDS BAY- CONTINUED from August 26, 2015 - Discussion and possible vote regarding noncompliance with the correction order dated August 12, 2015
3. Health Agent's report- Update and discussion of ongoing cases

Signed:
Title:
Date:

T. Guarino
Health Agent
August 31, 2015

cc: Board of Selectmen/ Town Clerk

2015 AUG 31 PM 2 08
TOWN CLERK'S OFFICE
BOURNE, MASS



Terri A. Guarino
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508)-759-0600 x1513
2015 SEP 2 7 59 PM '15
FAX (508) 759-0670 50



TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

SPECIAL EMERGENCY MEETING

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

September 2, 2015

Time:

7:00 P.M.

Place:

Bourne Community Building
Room No. 1
239 Main St
Buzzards Bay, MA 02532

AGENDA ITEMS:

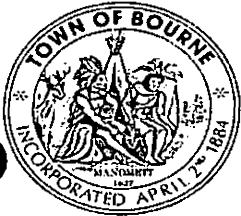
THIS MEETING HAS BEEN CANCELLED

1. 71-73 MAIN ST, BUZZARDS BAY- CONTINUED from August 26, 2015 - Discussion and possible vote regarding status of dilapidated buildings
2. 85-93 MAIN ST, BUZZARDS BAY- CONTINUED from August 26, 2015 - Discussion and possible vote regarding noncompliance with the correction order dated August 12, 2015
3. Health Agent's report- Update and discussion of ongoing cases

Signed:
Title:
Date:

Lisam. Allett
Secretary
September 2, 2015

cc: Board of Selectmen/ Town Clerk



Terri A. Guarino
Health Agent

2015 SEP 17 PM 1 51
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x1513
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

September 23, 2015

Time:


7:00 P.M.

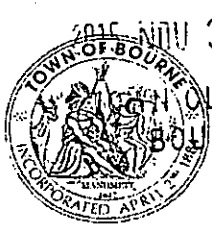
Place:

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

AGENDA ITEMS:

1. **6 BOURNE BRIDGE APPROACH- CONTINUED** from August 26, 2015 - Health Agent, Terri Guarino – Update, general discussion, and possible vote regarding Eastern Inn Motel.
2. **71-73 MAIN ST, BUZZARDS BAY- CONTINUED** from August 26, 2015 - Discussion and possible vote regarding status of partially occupied unsafe structure.
3. **85-93 MAIN ST, BUZZARDS BAY- CONTINUED** from August 26, 2015 - Discussion and possible vote regarding status of partially occupied unsafe structure.
4. **FUTURE GENERATION WIND- Attorney Fitch** from Future Generation Wind to discuss wind turbine project and respond to letter sent August 27, 2015.
5. **4 MASSASOIT AVE – Jamie Bissonnette** of Prime Engineering, Inc. for Julie Vecchio – Request variances from the property line and a wetland resource area – Discussion and possible vote -
6. **COMMITTEE APPOINTMENTS – Stanley Andrews** – Discuss and possible vote regarding procedure for all committee appointments.
7. **PROCEDURE FOR EMAILS – Kathy Peterson** – Discuss and possible vote regarding notification procedure used for any and all emails leaving the Board of Health Office.
8. **EMERGENCY NOTIFICATION PROCEDURE – Kathy Peterson** – Discuss and possible vote regarding procedure on emergency board notification.
9. **Approve minutes** from the meeting dated May 27, 2015 and July 22, 2015.

Signed: 
Title: Secretary
Date: September 17, 2015



Terri Guarino
Health Agent

2015 NOV 30 AM 8 56
TOWN OF BOURNE
CLERK'S OFFICE BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x 1513
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MINUTES
September 23, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent; Jaime Butler, Health Inspector and Lisa Collett, Secretary

- 1. 6 BOURNE BRIDGE APPROACH – CONTINUED from August 26, 2015 – Health Agent, Terri Guarino – Update, general discussion, and possible vote regarding Eastern Inn Motel - Ms. Guarino stated that a few more inspections have been conducted and the office received a complaint. Additional violations are being found in the rooms that have not been inspected. There has been a major improvement but more attention needs to be given. A temporary license is still in effect. Attorney Schilling asked if the agent felt that Mr. Patel is proactive on working with the list of violations. Ms. Guarino said absolutely. Ms. Peterson asked if the smoke detectors have been installed. Mr. Patel stated that the smoke detectors were installed the same day. Ms. Peterson asked if the complaint is something that the board is already aware of. Ms. Guarino stated yes. Mr. Schilling asked for an extension until the 25th of October because he is going in for some surgery and will not be available to represent Mr. Patel. Ms. Peterson stated that she would like to extend the temporary license into November. A 30 day extension and return in front of the board for the first meeting in November. Mr. Andrews made a motion to extend 30 additional days on the temporary license to November 25, 2015. Mr. Uitti seconded the motion. It was unanimous.**
- 2. 71-73 MAIN ST, BUZZARDS BAY – CONTINUED from August 26, 2015 – Discussion and possible vote regarding status of partially occupied unsafe structure – Mr. Andrews has stepped off for this item. Kimberly Bielan present and representing this item. Ms. Guarino stated this is now being referred to as number 69 Main St. A demolition permit has been applied for so now looking to move forward as to when it will be demolished. Ms. Bielan stated that a contractor has been retained. Ms. Peterson asked for proof. Ms. Bielan did not have anything with her but would make sure something was submitted to the office in the morning. Ms. Bielan stated that she understands a little more**

research is involved to be determined if this building is separate from the neighboring buildings. Ms. Peterson asked Deputy Pelonzi if the Fire Department is comfortable with the actions taken so far. Deputy Pelonzi stated that they were. Ms. Bielan stated that once the building permit is issued, she will contact the contractor to get a definite time frame for the demolition. **Ms. Peterson made a motion to start fining the owners of 71-73 Main St, Buzzards Bay, 300.00 per day starting September 14, 2015. Ms. Peterson added to her motion to CONTINUE this item until the next meeting. Mr. Uitti seconded the motion. Mr. Barlow abstained. Otherwise unanimous.**

3. **85-83 MAIN ST, BUZZARDS BAY – CONTINUED from August 26, 2015 – Discussion and possible vote regarding status of partially occupied unsafe structure.** – No one was present to represent this item for this discussion. Deputy Pelonzi and Building Inspector, Roger Laporte are present. M&L Associates have not completed any of the work they stated they would do. All work was supposed to be completed by September 2, 2015. Deputy Pelonzi stated that he has marked the building with a red X which indicates an unsafe structure. Doors have been secured so building is in a better situation than originally inspected. Mr. Laporte stated that this building is a disgrace and an embarrassment to the owner. While doing the inspections, there was standing water and junk everywhere. The building is now secured so there is no access into the building without the owner present. The roof was basically glued together with rubber. There are no building permits pulled to date. This is a commercial building and a licensed construction supervisor to take out the permits. Mr. Laporte stated that the roof repairs were Mickey Mouse at best. There was a piece of rubber roofing with a little bit of glue. In his opinion the roof was not repaired properly. Ms. Peterson stated that she was in that building and it is an absolute disgrace. Ms. Peterson stated that she just hopes no one gets hurt between now and when she can get the owners to take care of the repairs. Ms. Peterson asked how the Fire Department and the Building Department will start charging fines. Mr. Laporte stated that his department plans of pursuing it. At this point, he would need to talk with the Town Administrator, Tom Guerino. Ms. Peterson stated that the Board of Health wants to fine the owners starting September 14, 2015. Mr. Andrews stated that at the last meeting the owner stated that he was having a company come in within the next day or two to look at the possibility of mold because there was so much water. Ms. Guarino stated that she was not sure if the owner did or didn't have a mold specialist evaluate the situation. Ms. Peterson stated that she was in this building in early August so as far as she can tell, the owner is just telling the Town of Bourne that he is not going to take care of it. Mr. Laporte stated that the outside of the building is fairly clean. Ms. Guarino stated that it is a major improvement. **Mr. Andrews made a motion to fine the owners at 85-93 Main St, Buzzards Bay, M&L Associates LP, Daniel MacDonald, Attorney, owners of the property the maximum fine from September 13, 2015 forward which is \$300.00 per day. Mr. Uitti seconded the motion. Mr. Barlow abstained. Otherwise unanimous.**

4. **FUTURE GENERATION WIND – Attorney Fitch from Future Generation Wind to discuss wind turbine project and respond to letter sent August 27, 2015.** – Attorney Jon Fitch was present for this hearing. Attorney Fitch stated that he is here to hopefully address some local issues. His client wants to be a good neighbor and recognizes the value in a relationship with Bourne. There will be some impact within the Town of Bourne although the entire project is sited within the Town of Plymouth. There are 5 properties in the Town of Bourne, 3 of which are houses, which fall within the radius of 3 times the height of the turbines. The manufacturer specs are actually smaller than what has already been approved. The permit that was issued in the Town of Plymouth, requires post construction studies which he will supply to the board. In addition the project proponent is to develop a noise complaint protocol. It is not in place yet but before operations can begin, there must be an approved noise complaint protocol. Mr. Andrews stated that for topics to discuss it should start with item 6 variances in which it states to request a variance. Mr. Andrews reads item 6 from the regulations. Mr. Andrews asked Mr. Fitch if he is applying for a variance. Mr. Fitch stated no. Mr. Fitch stated that they are not convinced that they do not meet the Bourne regulations. Mr. Andrews stated that the previous owner, Mr. Mann, sat with this Board of Health last December and stated that shadow flicker would leave the property. That is one of the regulations. Mr. Fitch stated that he understands that and a protocol will be developed. Referring to the noise issue, there is reason to believe that they may comply with the regulations. Mr. Barlow asked if the turbines will be smaller or shorter. Mr. Fitch stated he was not sure but knows they produce less energy. Mr. Andrews stated that in December the board asked that they show the numbers and the model. The board was told those documents are ready but they were never given to the board. Mr. Andrews stated that the board spent a lot of time to write this regulation. Mr. Andrews stated that the board would like to see the ambient noise study. Prior and after in order to conform. Mr. Fitch stated that when Plymouth was considering approving this, they did not request any studies for the Town of Bourne. Mr. Fitch stated as a lawyer, he does not see where the Board of Health has any legal jurisdiction. Ms. Peterson stated that she disagrees. There are rules that were put into place and accepted by town council and DEP. Whether Mr. Fitch thinks he has to comply with this regulation or not, the board is here to protect the public from adverse health and nuisances. Mr. Fitch stated that Attorney Troy's comment is why he is here this evening. Mr. Troy stated in his letter that he is leaving it up to the Board of Health to decide whether they have jurisdiction. He does not say that the Town of Bourne has jurisdiction. Mr. Fitch stated that if he ends up being wrong then he will be approaching the board differently. The best thing to do right now is to try to determine with some authority, jurisdiction. Ms. Peterson stated that the board feels, as does town council, that Mr. Fitch needs a variance. Mr. Fitch asked if it would be possible for town council to communicate with him on what theory that this does apply across the border. Ms. Peterson stated that the board will need to request time with town council through the Town Administrator and the Board of Selectmen. Mr. Fitch stated that he would very much appreciate that to be requested. Mr. Barlow stated that he probably will not vote on this because

he is an abutter residing in Hideaway Village. Ms. Peterson asked to look at C2 of the regulation. Ms. Peterson reads the regulation for the record. A variance may be obtain to allow shadow flicker to extend beyond the lot lines as provided for in this section of variances. Mr. Fitch stated that he is not in disagreement that a resident of Bourne may experience flicker and noise nuisances. That resident will have a civil right against his client for that nuisance. What is being discussed is if this regulation applies and he feels it does not. Mr. Fitch would like to come back before the board at the next hearing with the information he said he would provide. Ms. Peterson stated that the board will always make room on an agenda for a variance. Ms. Peterson stated that the board would rather hear a variance request then just a discussion. Mr. Fitch stated that he has a much clearer vision of the concerns of the board and will be in touch with the office to get back on an agenda. Ms. Peterson stated that the board is not taking any action this evening so the board is not going to hear any public statements. When and if they come back for a variance, Ms. Peterson will allow public comments to address concerns. Lee Burns, Chairman of the Energy Committee for the Town of Plymouth stated that the Wind Turbine bylaw that currently exists does not have a clause for required testing after the turbines are built. Karen Gibides thanks the board for being involved in this wind turbine project. Ms. Gibides stated that when the hearings were taking place in Plymouth, they were never given an opportunity to speak because they were Bourne residents. They were not even notified of the meetings and they are direct abutters. Ms. Gibides stated that the Board of Selectmen act independently to issue a license for the transportation of the turbines. Does that mean that the Board of Health has no influence and the turbines can still be delivered? Ms. Peterson stated that the Board of Health submitted a letter explaining their feelings on project. That is all she can say at this time. Mr. Giard asked if the board would share what the letter stated that was sent to the selectmen's office. Ms. Peterson stated that Mr. Giard could go into the office and request a copy if he would like. **No action was taken at this time.**

5. **4 MASSASOIT AVE – Jamie Bissonnete of Prime Engineering, Inc. for Julie Vecchio – Request variances from the property line and a wetland resource area – Discussion and possible vote.** – Mr. Bissonnete was present for this hearing. Mr. Bissonnete informed the Board of Health regarding the septic system upgrade for this property. Mr. Bissonnete stated that this will be the Cadillac of septic systems. Mr. Bissonnete stated that there is a salt marsh and he has tried to get the system as far away from the wetland resource areas as possible. Mr. Bissonnete stated that he has not yet been before the Conservation Commission. Ms. Peterson asked why this is before the Board of Health before the applicant received Conservation Commission approval. The Board of Health makes it very clear that an applicant must have Conservation approval before coming in front of the Board of Health. Mr. Andrews stated that it saves time just in case the Conservation Commission changes the delineation. If the delineation changes by even one foot, the applicant must come back before the Board of Health with the new information. Mr. Bissonnete stated that he understood and appreciates not having to go back and forth between the boards. Ms. Guarino

stated that she has talked with the Conservation Agent, Brendan Mullaney, today. With this specific situation the edge of the salt marsh that is pretty apparent. There is a rock wall which outlines where the variances are being requested from. The board could take a vote contingent upon verifying the salt marsh. Mr. Andrews stated he does not want to vote on a waiver based on what the boards' policies are to date. The board has always required that the applicant go before the Conservation Commission first. Mr. Bissonnette asked if there are any concerns from the board that he should address with the Conservation Commission. Ms. Peterson stated that the board really can't answer that question. Ms. Peterson stated that because of the perfect package that Mr. Bissonnette has prepared, the board will probably be able to vote very quickly at the next meeting. Just need to have the Conservation Commission's findings. Ms. Vecchio stated that she actually met with the Conservation Agent, Brendan Mullaney, who told her he did not see any problems. Ms. Vecchio stated that this is very time sensitive due to the closing and would appreciate the board's decision. Ms. Peterson stated that usually Mr. Mullaney will supply the Board of Health with a letter stating they have not met with the Conservation Commission yet but he is ok with the project. Mr. Mullaney was not willing to give that letter so the board will not be voting on this item this evening. Mr. Andrews stated that in the packet all the dimensions are for the existing are there but not for the proposed. He needs the proposed dimensions for correct calculations of increase and would like them available before the next meeting. **Mr. Barlow made a motion to Continue 4 Massasoit Ave until the next meeting. Mr. Uitti seconded. It was unanimous.**

6. **COMMITTEE APPOINTMENTS – Stanley Andrews – Discuss and possible vote regarding procedure for all committee appointments** – Mr. Andrews stated that there are 2 committees that board members are members of. ISWM Business Model Working Group and the Wastewater Advisory Committee. Mr. Andrews stated that he currently sits on the ISWM Business Model Working Group and previously sat on the Wastewater Advisory Committee. He would like to ask if anyone else on the board would like to sit on the ISWM Business Working Group. Ms. Mastria asked how often the committee meets. Mr. Andrews stated usually just once per month. Ms. Mastria would like to know more about it before she commits. Mr. Barlow stated that it would be a good opportunity for Ms. Mastria. Mr. Andrews asked if Ms. Mastria would be his alternate. Ms. Mastria stated she would consider it. **Mr. Andrews made a motion to name Ms. Mastria as his alternate. Ms. Peterson seconded the motion. It was unanimous.** Mr. Andrews stated that the other committee is the Wastewater Advisory Committee. Ms. Guarino was sitting on that committee while working under Ms. Coffin. Mr. Andrews stated that Ms. Guarino has a lot more on her plate with being the Department Head now and suggests the Health Inspector, Jamie Butler sit on the Wastewater Advisory Committee. Ms. Guarino stated that she does not want to leave the committee. She does a lot on this committee. She is the secretary clerk. She has a lot of input and they have come a long way since she has been a part of the committee. Ms. Peterson stated that

she would like someone from the board be an alternate for Ms. Guarino. Mr. Andrews stated that he would be more than willing to accept as alternate. **Ms. Peterson made a motion to name Mr. Andrews as Ms. Guarino's alternate. Mr. Uitti seconded. It was unanimous.**

7. **PROCEDURE FOR EMAILS – Kathy Peterson – Discuss and possible vote regarding procedure on emergency board notification.** Ms. Peterson stated that there was an incident this week where Mr. Guerino sent Ms. Guarino a policy change with regards to sending Attorney Bob Troy all contacts regarding the wind turbines. Ms. Peterson stated that she has a problem with a procedural change that had not been discussed with the board. The board understands that there are times that Ms. Guarino will be told to do something by the town administrator. She feels, as a board, if emails are going to any other departments then the chair or the designee should see the emails first before the email is sent if it is something that is being discussed or might be discussed at an upcoming meeting. If it pertains to a possible Board of Health meeting, email the board members along with the other departments. Mr. Barlow asked with everything else that Ms. Guarino is doing, would a text be enough. Ms. Peterson stated that she just does not want emails going out that the board has no idea what is going on. This is a policy change on the board not an office procedural policy that Mr. Guerino can enforce. **Mr. Andrews made a motion that the board continue with the previously procedures that we use with the office when requesting to send something out that it go through the chair informally so that the chair is aware of what is going on and the chair can notify the rest of the committee. Mr. Barlow seconded the motion. It was unanimous.**

8. **EMERGENCY NOTIFICATION PROCEDURE – Kathy Peterson – Discuss and possible vote regarding notification procedure on emergency board notification.** – Ms. Peterson stated that this was discussed when Ms. Coffin was still the agent but it never came down to a final decision on how the board wants to handle it. Ms. Peterson stated that when other agencies are called out on an emergencies then those are the ones the board should be informed of before reading it in the newspaper. If a call ends up being more than just the Health Department than the Board of Health must also be notified. Mr. Andrews stated that the board members will get calls from the public so they are depending on the office to notify them as quickly as possible to be able to answer questions. Ms. Guarino stated that the boards needs to make it more clear what defines a public health emergency. It seems to be very different from what she defines as a public health emergency. As stated in the minutes when this was discussed after the fuel spill in April of this year what you are referring to today, those two incidences as examples, those two were not public health emergencies. Ms. Guarino asked if the board needs information when something may end up in the newspaper that doesn't involve the Board of Health or real public emergencies. Ms. Peterson stated that the mercury incident and the school getting evacuated are public emergencies. It will take a quick minute to inform the board and simply state no action was taken by the Board of Health. Ms. Peterson stated that this is the

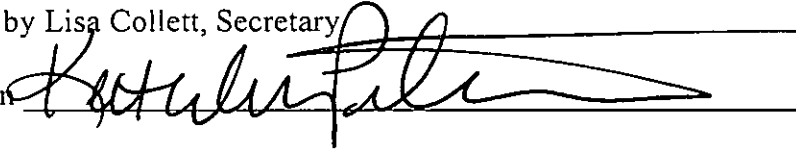
emergency procedure and Ms. Guarino will need to use her best discretion as to what she clarifies as an emergency. Ms. Mastria stated that if the school gets evacuated, a lot of people are going to know about it and they will ask the board members questions. Maybe think about it in a way that if the public is going to know quickly about an incident then the board should be notified immediately. If a dilapidated building is being inspected and the health agent gets called out, the public would not be made aware at that point. Ms. Guarino stated that she understands but in that case with the school, she was not called out. Ms. Mastria stated that in that case Ms. Guarino would not have known anything so she would not have notified the board. Mr. Andrews stated that the first he heard of the mercury spill was in the newspaper. That is not somewhere that a board member should hear about an emergency. Ms. Peterson asked if Ms. Guarino was clear on this. Ms. Guarino stated yes. Ms. Peterson stated that there is no need to take a vote on this. **Discussion only.**

9. **APPROVE THE MINUTES from the meetings dated May 27, 2015 and July 22, 2015 – Mr. Andrews made a motion to approve the minutes dated May 27, 2015 with a correction change. Mr. Uitti seconded the motion. It was unanimous.** Mr. Andrews stated that there was discussion regarding the Health Agent's update that was not included in the minutes from July 22, 2015. This is also the meeting that the condensed minutes were approved. Mr. Andrews feels this set of minutes should be continued until the tape is reviewed. **Mr. Andrews made a motion to CONTINUE the approval of the minutes dated July 22, 2015. Mr. Uitti seconded the motion. It was unanimous.**

Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:44 PM.

Taped and typed by Lisa Collett, Secretary

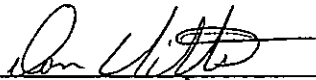
Kathleen Peterson



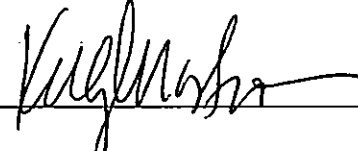
Stanley Andrews

Galon Barlow

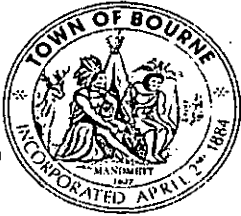
Don Uitti



Kelly Mastria –



cc Board of Selectmen/Town Clerk



Terri A. Guarino
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x1513
Fax (508) 759-0679



2015 OCT 8 PM 1 35

TOWN CLERK'S OFFICE
MEETING NOTICE BOURNE, MASS

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

October 14, 2015

Time:

7:00 P.M.

Place:

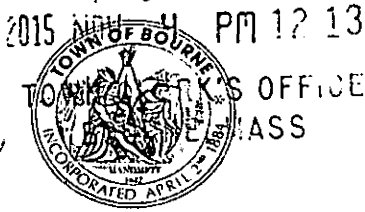
Bourne Town Hall
Lower Conference Room
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 85-93 MAIN ST, BUZZARDS BAY - Daniel F. MacDonald, Esq. – Request a hearing before the Board of Health to address the representations set forth in the Board's September 24, 2015 correspondence to M&L Associates and petition the Board for reconsideration. Discussion and possible vote.
2. 41 HARBOR DRIVE – Zachary Basinski of Bracken Engineering for Steve and Nancy Candela – Request a variance from the proposed soil absorption system to a Non-Eroding Coastal Bank from 150' to 55' (95' variance).
3. INCREASE IN ALL BOURNE BOARD OF HEALTH FEES – Terri Guarino – Discussion and possible vote –
4. BLIGHT REGULATION – Kathy Peterson – Discuss and possible vote to promulgate a Blight Regulation in the Town of Bourne -
5. Approve minutes from the meeting dated June 10, 2015 and July 22, 2015.

Signed: 
Title: Secretary
Date: October 8, 2015

cc: Board of Selectmen/ Town Clerk



Terri Guarino
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x 1513
Fax (508) 759-0679



MINUTES October 14, 2015

Members in attendance: Kathy Peterson, Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent and Lisa Collett, Secretary

- 1. 85-93 MAIN ST BUZZARDS BAY – Daniel F. MacDonald, Esq. – Request hearing before the Board of Health to address the representations set forth in the Board's September 24, 2015 correspondence to M&L Associates and petition the Board for reconsideration. Discuss and possible vote.** Mr. MacDonald was present for this hearing. Ms. Guarino stated that on October 13, 2015 a Board of survey was conducted at the property. It has revealed that some of the work that Mr. MacDonald said would be completed has been completed. Mr. MacDonald asked that the board reconsider the \$300.00 per day fine for non-compliance of health code violations. Mr. MacDonald feels he has complied with what the board has asked of him. Mr. MacDonald stated he has spoken with the Fire Department and the Building Inspector, Roger LaPorte, and they are both in agreement with his plans to fix the building. Ms. Peterson stated that Mr. MacDonald did not appear at the hearing when the Building Inspector, Roger Laporte and Fireman Dave Pelonzi, were present to inform the board of any repairs or discussion regarding future repairs at this property so she felt that a reconsideration was not warranted at this time. **Ms. Peterson made a motion to deny the relief of the fines on M&L Associates, Daniel MacDonald, for 85-93 Main St, Buzzards Bay, until further review. Ms. Mastria seconded the motion. It was unanimous.**
- 2. 41 HARBOR DRIVE – Zachary Basinski of Bracken Engineering for Steve and Nancy Candela – Request a variance from the proposed soil absorption system to a Non-Eroding Coastal Bank from 150 feet to 55 feet (95 foot variance).** Mr. Basinski was present for this hearing to represent Mr. and Mrs. Candela. Mr. Basinski stated that the applicant is proposing to raze the existing structure and build a new house on the property. This will ultimately reduce the number of bedrooms from 6 to 4 bedrooms. This will also reduce the nitrogen

loading to about 5.1ppm. Mr. Barlow asked why a nitrogen removal system is not being proposed. Mr. Basinski stated that the number of bedrooms is being reduced and that the actual water resource is greater than 200ft away from the proposed soil absorption system. This will provide a substantial degree of environmental protection. Ms. Guarino stated that she noticed in the architectural drawings that there are four bedrooms and an office with a cased opening. Mr. Basinski stated that was correct, and will be sure that the number of bedrooms does not exceed the four. **Ms. Mastria made a motion to approve 41 Harbor Drive request for a variance from proposed soil absorption system to a non-eroding coastal bank from 150 feet to 55 feet which is a 95 foot variance. Zac Basinski from Bracken Engineering for Steve and Nancy Candela. Architecturals dated August 19, 2015 and the septic plans dated August 19, 2015 received to the board on October 8, 2015. Mr. Barlow seconded the motion. It was unanimous.**

3. **INCREASE IN ALL BOURNE BOARD OF HEALTH FEES – Terri Guarino – Discussion and possible vote –** Ms. Guarino stated after reviewing several abutting towns' schedule of fees, she feels as if it is time to increase the Bourne Board of Health's fees. She is hoping to have these new fees in place by December 1, 2015. Ms. Guarino stated that not all fees will be increased and some new fees should be added. For instance a penalty fee for failure to pay a renewal license on time. The fee may be \$25.00 for every 30 days a license is paid late. Ms. Peterson stated that the new fees sound good but would like to review them for 2 weeks until the next meeting. Ms. Peterson stated that she would like the whole board to review Ms. Guarino's proposal and be ready to vote at the next meeting. Mr. Barlow stated that in the past the board has followed a procedure for increase in fees and feels they should follow those guidelines for these increases as well. **Ms. Peterson made a motion to continue this item until the next meeting. Ms. Mastria seconded the motion. It was unanimous.**

4. **BLIGHT REGULATION – Kathy Peterson – Discuss and possible vote to promulgate a Blight Regulation in the Town of Bourne –** Ms. Peterson stated that the Board of Health has broad powers regarding this. She did start to write something up as just a beginning so that the board has something to start with. Mr. Barlow stated that this clearly only refers to downtown Buzzards Bay and should be written for the entire town. Ms. Peterson agreed. Ms. Peterson read through the document she submitted. Ms. Peterson stated that this regulation should encompass both residential and commercial properties. Ms. Peterson stated that the input from the board and the agent has been great and it is something they will keep working on. **No action was taken at this time.**

5. **APPROVE THE MINUTES from the meeting dated June 10, 2015. Ms. Mastria made a motion to approve the minutes from the meeting dated June 10, 2015. Mr. Uitti seconded the motion. It was unanimous.**

6. **APPROVE THE MINUTES** from the meeting dated July 22, 2015. Ms. Mastria made a motion to approve the minutes from the meeting dated July 22, 2015. Mr. Uitti seconded the motion. It was unanimous.

Mr. Barlow made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:16 PM.

Taped and typed by Lisa Collett, Secretary

Reviewed and edited by Terri Guarino, Health Agent

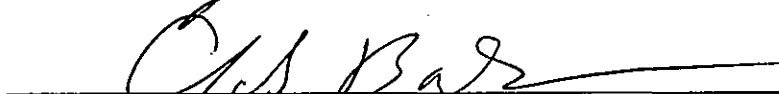
Kathleen Peterson



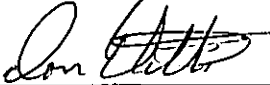
Stanley Andrews



Galon Barlow



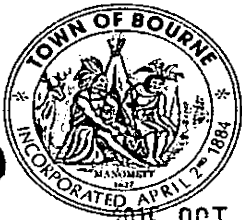
Don Uitti



Kelly Mastria



cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x1513
Fax (508) 759-0679



2015 OCT 22 PM 2 26
Terri A. Guarino
Health Agent
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

October 28, 2015

Time:

7:00 P.M.

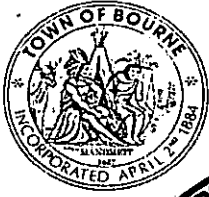
Place:

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

AGENDA ITEMS:

1. 4 MASSASOIT AVE – CONTINUED from September 23, 2015 - Jamie Bissonnette of Prime Engineering, Inc. for Julie Vecchio – Request variances from the property line and a wetland resource area – Discussion and possible vote –
2. FUTURE GENERATION WIND- Attorney Fitch from Future Generation Wind to discuss wind turbine project
3. 13A RIVER RD – Zac Basinski of Bracken Engineering for property owner Debra Robbins – Request extension/modification for variances already granted on May 28, 2014 –
4. 71-73 MAIN STREET, BUZZARDS BAY – Terri Guarino – Update board – Discussion and possible vote.
5. 85-93 MAIN ST, BUZZARDS BAY – Terri Guarino – Update board – Discussion and possible vote.
6. INCREASE IN ALL BOURNE BOARD OF HEALTH FEES – CONTINUED from October 14, 2015 – Terri Guarino – Discussion and possible vote –
7. BLIGHT REGULATION – Terri Guarino – Discuss and possible vote –
8. Approve minutes from the meeting dated June 24, 2015
9. Approve minutes from the meeting dated August 26, 2015
10. Approve minutes from the meeting dated September 23, 2015
11. Approve minutes from the meeting dated October 14, 2015.

Signed: 
Title: Secretary
Date: October 22, 2015



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue

Buzzards Bay, MA 02532

Phone (508) 759-0600 x 1513

Fax (508) 759-0679



Terri Guarino
Health Agent



MINUTES
October 28, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent, Jamie Butler, Health Inspector and Lisa Collett, Secretary

Anthony Tenzar – Video and audio recorded this meeting.

- 1. 4 MASSASOIT AVE – CONTINUED from September 23, 2015 – Jamie Bissonnette of Prime engineering, Inc. for Julie Vecchio – Request variances from the property line and a wetland resource area – Discussion and possible vote – Mr. Bissonnette stated that since the last time he was before the board on this item, he has been through the Conservation Commission. There is a small end of the lawn area that is considered part of the marsh. The placement of the septic is in the most ideal area on the property as possible. Ms. Guarino stated that this system is a significant improvement to what is on site and is the best possible solution to wastewater on this site. Mr. Andrew asked for Mr. Bissonnette to describe the type of system being proposed. Mr. Bissonnette stated the system is called a bottomless sand filter which is for the leaching component of the system. Essentially a bottomless sand filter is a pressure dosed sand bed. The main component of the system is the treatment. In this case he is using an AdvanTex AX20-RT Treatment Unit which will provide a 70% reduction in the total nitrogen. Ms. Guarino stated that this system is a new technology and generally used when there is high groundwater. This system is very effective for nitrogen removal. Mr. Andrews stated that there is a testing and maintenance policy that the applicant will need to uphold. Mr. Bissonnette stated that once the system is installed, it is assigned an operator who will be responsible for the testing and the maintenance of the system. Mr. Andrews asked how many bedrooms will there be. Mr. Bissonnette stated that there will be only 2 bedrooms. Mr. Andrews made a motion to approve the variances request for 4 Massasoit rd. for Julie Vecchio. Letter dated October 12, 2015 by Jamie Bissonnette of Prime Engineering receive by the Health office on October 14, 2015. Variances 1 through 9:**

1. A variance from the 10 foot setback to a property line to 2 feet.
2. A variance from the 25 foot setback of a septic tank to a salt marsh to 10 feet.
3. A variance from the 50 foot setback of a soil absorption system to a salt marsh to 4 feet.
4. A variance to request a sieve analysis in place of the percolation test.
5. A variance to request a single deep hole in place of the 2 deep holes required.
6. A variance which requires that the treatment unit/pump chamber inlet and outlet invert elevations be at least 12" above the high ground water elevation. A reduction from 12" above to below the water table is requested.
7. A variance from the septic tank inlet and outlet invert elevations to be at least 12" above the high ground water elevation. A reduction from 12" above to below the water table is requested.
8. A variance from the 150 foot setback from a leaching field to a salt marsh wetland resource area. A reduction from 150 feet to 9 feet is requested.
9. A variance for a hydrogeology study for all leaching facilities within 100 feet of a salt marsh wetland.

Added to the motion that the applicant adhere to the Board of Health testing and maintenance policy along with a 2 bedroom deed restriction to be recorded at the Registry of Deeds in Barnstable. Mr. Uitti seconded the motion. It was unanimous.

2. **FUTURE GENERATION WIND – Attorney Fitch from Future Generation Wind to discuss wind turbine project** - Mr. Fitch stated that as of last month's hearing which the board requested that a filing be made for a variance, he has decided that Future Generation Wind is not subject to the Bourne Board of Health jurisdiction. Mr. Fitch stated that as of today he has not heard from Bob Troy who is the attorney for the Town of Bourne. Ms. Peterson stated that she has already been told by Mr. Troy that Bourne does have jurisdiction and that this project will be affecting the residents of Bourne. The Board of Health has regulations that protect the citizens of Bourne. Ms. Peterson stated that she does not understand why Mr. Fitch has not yet requested a variance and help give the citizens of Bourne peace of mind. Mr. Fitch stated that he agrees that he cannot take action that directly effects the residents of the Town of Bourne negatively. His client as assured Mr. Fitch that this project will not negatively affect any residents in the Town of Bourne. The question is whether or not the Bourne Board of Health regulations apply. Mr. Fitch stated that he has done some research and looked as some very clear cases that Bourne does not have any jurisdiction. If Mr. Troy has a theory and a reason, he would like to hear it to help change his mind. Ms. Peterson stated that it has been proven that there are health consequences from wind turbines and the Town of Bourne has a regulation against this. The project meets the State of Massachusetts guidelines but it does not meet the Town of Bourne guidelines. Mr. Fitch stated that he does not want

to subject his client to a variance that the Board of Health will likely deny. Mr. Andrews stated that it has already been documented by the previous owner that there will be shadow flicker and this will affect the residents of Bourne. Mr. Fitch stated that he has forwarded some information to the board through email and in this information there is no mention of shadow flicker. Mr. Fitch stated that he has read the law and has also received a second opinion has been received that says once the wind turbines become operational and create a nuisance then that is a different story but in advance of being operational, there is nothing to apply for in the Town of Bourne. Mr. Fitch stated that based on the analysis his client has done and the second opinion he has received, he will not be applying for a variance. Mr. Fitch stated that his client is informing him that this project will not create a nuisance. Mr. Andrews stated that during the hearings for the regulation it was determined that shadow flicker will create a nuisance so there can't be any shadow flicker. Mr. Fitch stated that there are other standards that say otherwise. Just because there are regulations, does not equate them to a nuisance. Ms. Peterson stated that Mr. Fitch's client is only trying to meet the state standards and not the Board of Health standards. Mr. Fitch stated that he has not changed his opinion on this and in fact it has been reinforced. The only thing that has changed is that Robert Troy has wayed in with the Chair for the Board of Health. He will not change his opinion unless and until Mr. Troy provides him with documentation that the Bourne Board of Health does in fact has jurisdiction regarding this property. Ms. Peterson stated that the nuisance regulations in the state and across the country are very clear and Mr. Fitch should know that. You can't put something up to a boarder that may cause a nuisance. Mr. Fitch stated that he is not in disagreement but the added factor is that his client insists these turbines will not create a nuisance. Ms. Peterson stated that the people of Bourne deserve due diligence and protection on this matter. Mr. Fitch stated he understands this and respects this but he is obliged to look at the law and advise his client on the way he sees it. Ms. Peterson stated that there are reasons for regulations and these are to protect the people of this town. A variance request is required to propose how your client will mitigate a nuisance situation. The residents get to hear what is being said and voice any concerns they still may have then the board makes a decision on whether to grant the variance or not. Mr. Fitch stated that the wind turbines being built is not creating a nuisance. Once they are built and operational, if a nuisance arises then his client will be subject to the Bourne of Health remedies. Mr. Fitch stated that he will talk with his client again regarding the variances but he has nothing to file tonight. Mr. Giard stated that he feels that Mr. Fitch and his clients are not being good neighbors as they stated they would. Mr. Kapsambelis stated he has an objection of the two lawyers speaking with other behind closed doors and not during an open meeting. Ms. Peterson stated that whatever is discussed between the two lawyers is pending a vote by the Board of Health. Mr. Kapsambelis stated that these turbines will release emissions in the form of sound and radiation in the form of sonic waves as the law defines as air contaminants that have the potential to cause nuisance and to be injurious. Mr. Kapsambelis urges the board to consult with the DEP and possible file for an injunction to remove the turbine closest to the Bourne boarder.

or at least move it further away. Ms. Gibides reads from a document she submitted to the Board of Health. This Document expresses her concerns regarding the wind turbines being installed very close to her property. Ms. Gibides stated that she is respectfully requesting that the Board of Health suggest to the Selectmen to rescind their permit to transport using Bourne roads until a variance is applied for. Ms. Sherman asked the board if they will deliberate on the documents received regarding the wind turbines. Ms. Peterson answered, the board will not be deliberating on the documents until there is a variance hearing. Mr. Burke stated he is the last house in Plymouth before you enter Bourne. He would like to thank the Board of Health for looking out for the safety of the public. Mr. Burke expressed a concern regarding the height of the turbines stating they will become lighting rods. These will take lighting strikes even if they are grounded. The blades are also a concern. Should one break off, it can travel 3600 feet at minimum. He is also concerned about the water. There are 6 lakes that are connected to Bourne's drinking water. If the turbines leak and get into the aqua filters, the town will not have safe drinking water. Ms. Giard stated that she actually saw the blades being delivered and they are huge. It will most definitely cause health problems to residents of Bourne. Ms. Levesque stated that she is very involved with wind energy in her town of Duxbury. Ms. Levesque urges Mr. Fitch and his clients to look into the adverse impact on the residents of Bourne. Ms. Levesque stated that the Bourne Board of Health is the only board within the State of Massachusetts that has taken the impacts of wind turbines and health issues seriously. Ms. Hebb asked why the Board of Selectmen gave the ok for Future Wind Generation to use the roads to transport the wind turbine equipment knowing how hard the Board of Health has worked to get the wind turbine regulation in place. Ms. Peterson stated that the Board of Health does not have any jurisdiction over traveling over the roads. Ms. Hebb stated that the Board of Selectmen should have been more concerned with the residents of Bourne instead of whatever deal was made to allow the equipment through. Now the equipment is being delivered and the turbines could actually get built before the Board of Health has a chance to stop them. Ms. Peterson stated that she hopes that does not happen. Ms. Hebb stated that maybe those concerned should actually sit down with the Selectmen and ask these important questions. Lastly, Ms. Hebb stated that she finds this whole project extremely offensive. Ms. Gibides stated that the Selectmen have stated that they are always available for questions and concerns regarding this project that they would cease and suspend the permit until the issue is resolved. There seems to be an issue that is concrete and maybe the Selectmen can be influenced to suspend the permit. Ms. Peterson stated that she can't answer for the Board of Selectmen. Ms. Gibides asked if the Board of Health would be willing to have a discussion regarding this. Mr. Barlow stated that all the people here tonight are registered voters and members of the community so the Board of Selectmen would be more than willing to listen to their concerns. The best way to contact the Selectmen is through the website. Their contact information is listed for each member. **No action was taken at this time.**

3. **13A River Rd – Zac Basinski of Bracken Engineering for property owner Debra Robbins – Request extension/modification for variances already granted on May 28, 2014** – Mr. Basinski stated he is requesting another extension on this variance. The property has been sold to Debra Robbins – The exact same variances are being requested. The only change is the design from a Ruck system to a Fast system. This will provide pressure distribution. A 3 bedroom deed restriction would be welcomed. Mr. Andrews asked how much changed between the soil absorption systems. Mr. Basinski stated original proposal was a 500 gallon chambers to be placed under the driveway. He is switching to a stone leaching trench system. It is all within the same footprint as before. Ms. Guarino stated that it is certainly an improvement to add the pressure distribution. Ms. Olsen, who is an abutter to this property, asked if will be any issues with noise or anything when it is tested. Mr. Basinski stated that there will be no noise. The system will be located closer to the marsh and there is no blower or anything to cause noise. **Mr. Andrews made a motion to grant the variance extension and modification request for 13A River Road. The variances will remain the same. 59 foot variance which is a 91 foot setback from the leaching system to the coastal bank on the west. 47' variance which is a 103 foot setback from the leaching system to the top of the coastal bank north. Including the change to a Micro Fast system from a Ruck. A 3 bedroom deed restriction be filed prior to the issuance of the septic permit. Mr. Uitti seconded. It was unanimous.**
4. **71-73 MAIN STREET, BUZZARDS BAY – Terri Guarino – Update board – Discussion and possible vote** – Mr. Andrews as stepped off of this item. Ms. Kimberly Bielan was present for this hearing. Ms. Guarino stated that on October 16, 2015 there was a significant thunder storm with heavy rainfall. The Fire Department was called and because the occupants of the building felt the building move as if they were in an earthquake. A portion of the building did get struck by lightning. The building was ordered to be evacuated by the Fire Department. Ms. Guarino had a joint onsite visit with the Building Inspector, the Fire Department, and the Police Department. The building was deemed unsafe by the Building Inspector. This building has been unoccupied since that time. Due to the size of the building, it is required to have a structural engineer to evaluate the integrity of the building. Ms. Bielan stated that she was before the board approximately one month ago. The buildings are actually 69 – 73 Main St. At that time her client applied for a demolition permit with the Building Department. The permit was approved and the building known as 69 Main Street will be demolished in the immediate future. Since that time, 71-73 Mail St. was in fact effected by the severe thunderstorm as previously stated. Her client hired a consulting firm called Noblin Associates who visited the site on October 21, 2015. A copy of the contract showing this firm has been retained was submitted for the file. Ms. Bielan stated that the repairs to the building could become substantial. Once the report comes back from Noblin Associates, her client will decide whether or not to repair the buildings or demolish the buildings. Ms. Peterson asked how long it will take to come to a decision. Ms. Bielan stated it all depends on when Noblin

Associates can send back the report. Ms. Peterson stated that she would like that in writing with an accurate timeline and dates. **Ms. Peterson made a motion to put this item back on the agenda for the next meeting dated November 18, 2015. Mr. Uitti seconded the motion. It was unanimous.** Ms. Peterson stated that the reason a fine is not being issued at this time is due to the fact that the owners did come forward with a building permit but the delay to issue the permit was held in the building department so there is no wrong doing on the owner's part. Ms. Peterson feels the owners are taking this very seriously. Mr. Andrews stepped back on.

5. **85-93 MAIN STREET, BUZZARDS BAY – Terri Guarino – Update board – Discussion and possible vote** – Mr. MacDonald stated he has submitted a narrative for what is being proposed to be done. Documents were submitted during the hearing. Three proposed contracts and document explaining what has already been completed. Mr. MacDonald stated that he will be meeting with Coastal Engineering on October 29, 2015. Ryan Construction has been hired to fix the roof. Building permits will be pulled on October 29, 2015. As far as he is concerned, he is addressing the problems and moving forward. Ms. MacDonald stated that 85 Main St, all the contents of the basement have been removed. The roof has been repaired. October 29, 2015 they have a meeting with Coastal Engineering which is a structural engineering firm. They will review and provide an assessment structural repairs that may need to be made. The back glass door has been replaced. The top transient glass on the front door will be replaced on November 8, 2015. Scotts Glass will be replacing that glass. The locks have been changed and the building has been secured. 93 Main St, all contents have been removed. There is a contract in place with Ryan Construction to repair the roof. The basement cleanout is complete. 91 Main St, the tiles have been replaced. The building will remain closed at the Deputy Chief's request. The building permit will be approved by October 29, 2015. The push bar has been installed along with a new exit sign in the back. Pole and wires will be removed by November 5, 2015. The dumpsters in the rear of the building will be removed from the property on October 29, 2015. Mr. Andrews asked if Ms. Guarino has been out to verify any of the corrections that have been done. Mr. MacDonald stated he has spoken with Mr. Laporte, the Building Inspector, and at least 85% of the work has been corrected and approved by the Building Department. Ms. Peterson requested that the applicants not refer to conversations with other departments because there is no one here to confirm. Ms. Peterson stated the applicants continuously submit documents of things that have been completed but the Agent has not been given sufficient time to do an inspection therefore not able to report to the board the night of the meetings. Ms. Peterson wants the applicants to call into the office, schedule an appointment for an inspection and have Ms. Guarino sign off that things have been corrected before the board meets. Once Ms. Guarino is able to confirm the corrections, the board will look favorably that the applicants are moving in the right direction in getting this building cleaned up. As far as the fines go, it will be put back on the agenda for further discussion.

Mr. Andrews made a motion to continue this item until the next meeting dated November 18, 2015. Mr. Uitti seconded the motion. It was unanimous.

- 6. INCREASE IN ALL BOURNE BOARD OF HEALTH FEES – CONTINUED from October 14, 2015 – Terri Guarino – Discussion and possible vote. – Mr. Uitti read through the increase of fees and finds no problem. Seems in line with other Cape towns. Ms. Peterson stated that there are Medical Marijuana facilities being proposed for the first of the year. She would like permit fees put into effect. A regulation will need to be adopted for medical marijuana sales. Ms. Guarino stated that the state did provide a draft regulation and she has brought copies for the board members to review. Ms. Peterson stated that it can't be discussed tonight but to put it on the agenda for the meeting. Mr. Andrews suggested a Food Prep License and a Retail Food License format for Medical Marijuana. Ms. Peterson stated that the inspections and general work involved with licensing a medical marijuana facility will be pretty extensive and suggests a higher licensing rate than what is current for food and retail food licensing. Manufacturing should be \$500.00 according to square footage. Sales should be what the tobacco license is for. Mr. Barlow stated that the board should do some sort of comparison first to decide how much manufacturing should be charged and how much retail sales should be charged. This should go back on the agenda for further discussion. Mr. Mulvey commented about the edibles that may be sold. Maybe a food license should be required. Ms. Peterson stated that some states that have this already implemented have total licensing fees totaling \$3,300.00 or more. Mr. Barlow abstained from voting on any fee increases relating to food. **Mr. Uitti made a motion to approve the rate increase changes on the October 28, 2015 meeting to become effective on December 1, 2015. Mr. Andrews seconded the motion. 4 in favor and 1 abstained.****
- 7. BLIGHT REGULATION – Terri Guarino – Discuss and possible vote – Ms. Peterson stated that she did gather some information but is not ready to continue discussions on this. She would like to continue discussions at the meeting dated November 18, 2015. No action was taken at this time.**
- 8. APPROVE THE MINUTES from the meeting dated June 24, 2015, August 26, 2015, September 23, 2015 and October 14, 2015 – Mr. Barlow made a motion to approve the minutes dated June 24, 2015. Mr. Uitti seconded the motion. It was unanimous. The minutes dated August 26, 2015 did not get voted on because they were not completed. No action on August 26, 2015 minutes. Two members of the board did not receive a copy of the September 23, 2015 so no action was taken at this time. Ms. Mastria made a motion to approve the minutes dated October 14, 2015. Mr. Uitti seconded the motion. It was unanimous.**

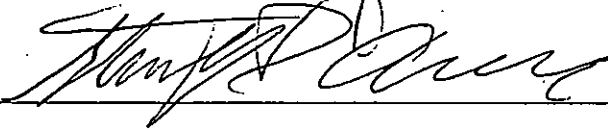
Mr. Andrews made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:48 PM.

Taped and typed by Lisa Collett, Secretary

Kathleen Peterson



Stanley Andrews



Galon Barlow



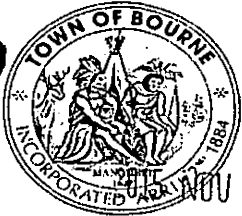
Don Uitti



Kelly Mastria -



cc Board of Selectmen/Town Clerk



TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x1513
Fax (508) 759-0679



NOV 6 PM 4 08
Terri A. Guarino
Health Agent
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

Date:

November 18, 2015

Time:

7:00 P.M.

Place:

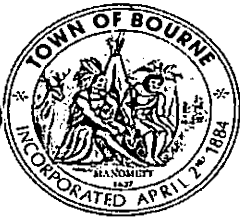
Bourne Veterans Memorial Community Building
Jim Mulvey Room, Room 2
239 Main Street
Buzzards Bay, MA 02532

AGENDA ITEMS:

1. 71-73 MAIN ST, BUZZARDS BAY- CONTINUED from October 28, 2015 - Discussion and possible vote regarding status of unsafe structure..
2. 85-93 MAIN ST, BUZZARDS BAY- CONTINUED from October 28, 2015 - Discussion and possible vote regarding status of partially occupied unsafe structure.
3. 300 COUNTY RD- Stephen Marzelli – Request variance to Town of Bourne Poultry Regulation to keep rooster on property. Discussion and possible vote.
4. BOARD OF HEALTH POLICIES- Terri Guarino – Discussion and possible vote on conditions of variances, waivers, extensions, permit modifications, and other related items. Applicable to federal, state, and local public health laws, rules, and regulations reviewed by the Board.
5. BLIGHT REGULATION- CONTINUED from October 28, 2015 - Kathy Peterson – Discussion and possible vote to promulgate a Blight Regulation in the Town of Bourne.
6. Approve minutes from the meetings dated August 26, 2015, September 23, 2015, and October 28, 2015.

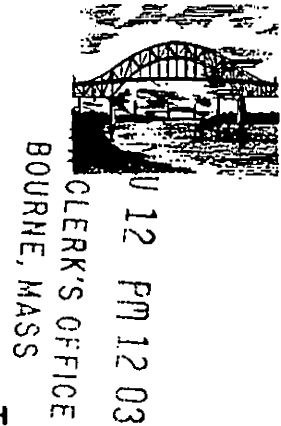
Signed: 
Title: Secretary
Date: November 6, 2015

cc: Board of Selectmen/ Town Clerk



Terri A. Guarino
Health Agent

TOWN OF BOURNE
BOARD OF HEALTH
24 Perry Avenue
Buzzards Bay, MA 02532
Phone (508) 759-0600 x1513
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: BOARD OF HEALTH
Schedule of Meeting

Date:

November 18, 2015

Time:


7:00 P.M.

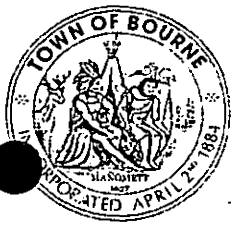
Place:

Bourne Veterans Memorial Community Building
Jim Mulvey Room 2
239 Main St
Buzzards Bay, MA 02532

AMENDED AGENDA ITEMS:

1. 71-73 MAIN STREET, BUZZARDS BAY – CONTINUED from October 28, 2015 - Terri Guarino – Update board – Discussion and possible vote.
2. 85-93 MAIN ST, BUZZARDS BAY – CONTINUED from October 28, 2015 - Terri Guarino – Update board – Discussion and possible vote.
3. 300 COUNTY RD – Stephen Marzelli – Request variance to Town of Bourne Poultry Regulation to keep rooster on property. Discuss and possible vote.
4. 10 MORNING MIST LANE – John T. McMahon and Karen M. Gibides – Request hearing regarding impacts to Bourne residents from Future Generation Wind turbine project. Discussion and possible vote. -
5. BOARD OF HEALTH POLICIES – Terri Guarino – Discuss and possible vote on conditions of variances, waivers, extensions, permit modifications, and other related items. Applicable to federal state and local public health laws, rules and regulations reviewed by the Board.
6. BLIGHT REGULATION – CONTINUED from October 28, 2015 Terri Guarino – Discuss and possible vote to promulgate a Blight Regulation in the Town of Bourne –
7. REQUEST AUTHORIZATION FROM SELECTMEN TO TOWN COUNSEL TO FILE A CIVIL ACTION FOR INJUNCTIVE RELIEF AGAINST FUTURE GENERATION WIND – Kathy Peterson – Discussion and Possible vote.
8. Approve minutes from the meeting dated August 26, 2015, September 23, 2015 and October 28, 2015

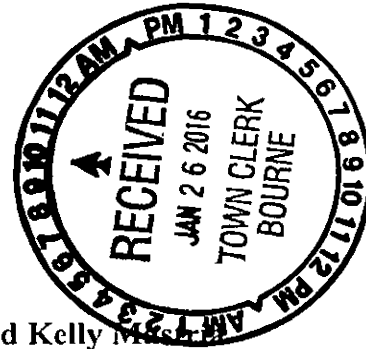
Signed: 
Title: Secretary
Date: November 06, 2015
AMENDED NOVEMBER 12, 2015



Terri A. Guarino
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
www.townofbourne.com/health
Phone (508) 759-0600 ext. 1513
Fax (508) 759-0679



MINUTES
November 18, 2015

Members in attendance: Kathy Peterson, Chairman; Donald Uitti, and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent; Jamie Butler, Health Inspector; and Lisa Collett, Secretary

1. **71-73 MAIN STREET, BUZZARDS BAY – CONTINUED from October 28, 2015 - Terri Guarino – Update board – Discussion and possible vote.** Kimberly Bielan, as attorney for Christopulos Realty and Investments, was present at this hearing. Terri Guarino stated that the office received a letter from the attorneys representing 71-73 Main Street dated November 16, 2015. Ms. Bielan reported that 69 Main Street has been demolished as planned. Noblin Engineering has been contracted to provide a cost estimate for 71-73 Main Street. Ms. Bielan stated that if repair cost is not feasible, they are prepared to demolish the building. No one is allowed to occupy this building currently. The area is secure as can be with fencing and signs posted reading do not come in, under construction. **Kathy Peterson made a motion to continue to December, 9, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous.**
2. **85-93 MAIN ST, BUZZARDS BAY – CONTINUED from October 28, 2015 - Terri Guarino – Update board – Discussion and possible vote.** Anne MacDonald and Dan MacDonald were present for this hearing. Mr. MacDonald stated that he would like to submit an updated transmission summary. A letter of assessment from Coastal Engineering was also submitted. The Coastal Engineering assessment states that the building is structurally sound and viable to continue use as a retail commercial facility as currently allowed under the Massachusetts State Building Code and Town of Bourne Zoning. There was also a list of repairs in this assessment to accompany that statement. Terri Guarino stated that according to the note on page 13 on November 16, 2015 it says that Coastal Engineering completed a structural assessment and will present a preliminary assessment report by November 18, 2015 and a detailed report by November 30, 2015. Kelly Mastria asked if the Board of Health violations have been corrected. Mr. MacDonald said the violations have all been corrected. Kathy Peterson informed Mr. and Mrs. MacDonald that they will no longer be allowed to submit documents no later than 3:00 pm the day prior to the meeting. Kathy Peterson stated the fine is now \$19,800.00. Mr. MacDonald asked for the Board of Health to remove the fines. This request was denied. Kathy Peterson stated that the last inspection that the Board of Health conducted was on October 13, 2015. Any repairs made to the building since that time still have to be verified by the Health Agent. Kathy Peterson stated that the Board of Health needs a report from Mr. Laporte and Deputy Chief Pelonzi as well. **Kathy Peterson made a motion to deny the waiver of the fines and to continue this case to December 9, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous.**

3. **300 COUNTY RD – Stephen Marzelli – Request variance to Town of Bourne Poultry Regulation to keep rooster on property. Discuss and possible vote.** Stephen Marzelli was present for this hearing. Lindsey Cain representing the complaining party, Jane Joska, was also present at this hearing. Lindsey Cain provided the Board of Health with a letter written by the complaining party which expresses her displeasure in having a rooster residing at an abutter's property due to the excessive noise. Maura White a direct property abutter to the Marzelli property stated that she has no issue with the rooster being on the property. Stephen Marzelli submitted a plan to mitigate the noise to the office. A few weeks will be allotted to see if the mitigation process works. Kelly Mastria asked Lindsey Cain if she thinks that her mother would be in agreement to give a few weeks' trial to see if Mr. Marzelli's plan works and can mitigate the noise. Lindsey Cain was in agreement for this trial. **Don Uitti made a motion to continue to December, 9, 2015. Kelly Mastria seconded this motion. All in favor. The vote was unanimous.**

4. **10 MORNING MIST LANE – John T. McMahon and Karen M. Gibides – Request hearing regarding impacts to Bourne residents from Future Generation Wind turbine project. Discussion and possible vote.** - Karen Gibides was present for this hearing. Karen Gibides submitted a letter dated November 10, 2015 to the Board of Health office which she read verbatim. See attachment. Karen Gibides stated that she is demanding that the Town of Bourne file a civil injunction against Future Generation Wind. Kathy Peterson stated that the Board of Health will take this under advisement. Doug Giard, from 2 Morning Mist Lane, stated that Future Generation Wind does not take the Bourne Board of Health seriously. Doug and Joan Giard further explained that instead of erecting the turbines that are not in question they are erecting the one turbine that is in question. Neil Anderson from Falmouth showed noise recordings measured from inside his house in units of Hertz from one moment in time and further states that the Falmouth turbines are acoustically trespassing. Chris Bellis from Pocasset stated that he reviewed a document submitted by Mr. Fitch at the Bourne Board of Health office. In the document he found an acoustical analysis that states that the sound level is anticipated to be 45.7 dbA and he believes that the bylaw limits nighttime noise to 40 dbA. In the document he additionally found that the turbine is expected to increase the ambient sound level by a maximum of 6.6 dbA in which he believes that the bylaw is set to 6 dbA. Mr. Bellis stated that the noise levels will be exceed the bylaw set by the Town of Bourne for these reasons. He stated that this would also violate the Department of Environmental Protection dbA limit. Residents expressed their displeasure in the wind turbine being erected closest to Bourne. Doug Giard from Morning Mist Lane asked why the client has not come to the Bourne Board of Health with an alternative solution to the residents' concerns. He further stated that the client should consider moving the turbine to a different location, or offer compensation to the people with whom it is negatively affecting their property values. Mr. Giard stated that one individual should not make a gain at the expense of everyone else that lives in that area. Mr. Giard further stated that property values at a minimum are going to decrease twenty-five percent. **No action was taken at this time.**

5. **BOARD OF HEALTH POLICIES – Terri Guarino – Discuss and possible vote on conditions of variances, waivers, extensions, permit modifications, and other related items. Applicable to federal state and local public health laws, rules and regulations reviewed by the Board.** Terri Guarino recommends that when a septic system variance comes before the board that it should be granted a valid permit for two years rather than the one year. The Board of Health is paying particular close attention to repeat violations for food establishments. It was suggested that restaurants with repeat violations come before the Board of Health. **No need to vote on this item. Health Agent will put this into effect immediately.**

6. **BLIGHT REGULATION – CONTINUED from October 28, 2015 Terri Guarino – Discuss and possible vote to promulgate a Blight Regulation in the Town of Bourne –Kelly Mastria made a motion to adopt the Blight Regulation dated November 16, 2015 effective November 18, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous. There was no public comment on this item.**


7. **REQUEST AUTHORIZATION FROM SELECTMEN TO TOWN COUNSEL TO FILE A CIVIL ACTION FOR INJUNCTIVE RELIEF AGAINST FUTURE GENERATION WIND – Kathy Peterson – Discussion and Possible vote.** Kathy Peterson stated that the Board of Health has repeatedly requested sound data from the wind turbine that is being erected as well as for the owner of the project to come before the Board of Health to request a variance. A letter requesting to be heard by the Board of Selectmen will have to be drafted in the Board of Health. The next Bourne Board of Selectmen meeting will be on December 1, 2015. Chris Bellis from Pocasset read the bylaw and under Section 7- Enforcement he reads that “in the event of non-compliance with an enforcement order the Board may seek injunctive orders at superior court...” and expresses that there is nothing written in bylaw about going to the Board of Selectman. Kathy Peterson states that it has to go to the Board of the Selectman for financial reasons. **Kathy Peterson made a motion to request authorization from the Board of Selectman to file a civil action for injunctive relief against Future Generation Wind and to continue this to December 9, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous.**

8. **Approve minutes from the meeting dated August 26, 2015, September 23, 2015 and October 28, 2015-**
Kathy Peterson made a motion to approve the minutes dated August 26, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous.
Kathy Peterson made a motion to approve the minutes dated September 23, 2015. Don Uitti seconded this motion. All in favor. The vote was unanimous.

Kathy Peterson made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 8:49 PM.

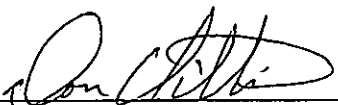
Taped by Lisa Collett, Secretary
 Typed by Jamie Butler, Health Inspector

Reviewed and edited by Terri Guarino, Health Agent

Kathleen Peterson 

Stanley Andrews 

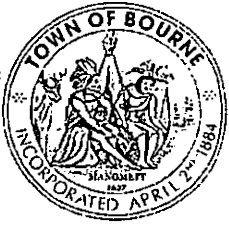
Galon Barlow _____

Don Uitti 

Kelly Mastria -

Kelly Mastria

cc Board of Selectmen/Town Clerk



Terri A. Guarino
Health Agent

TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue
Buzzards Bay, MA 02532
www.townofbourne.com/health
Phone (508) 759-0600 ext. 1513
Fax (508) 759-0679



MEETING NOTICE

Board, Committee, or Commission: **BOARD OF HEALTH**
Schedule of Meeting

2015 DEC 3 AM 9 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Date:

December 9, 2015

Time:

7:00 P.M.

Place:

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

AGENDA ITEMS:

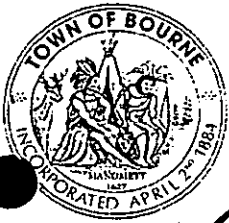
1. Town Counsel- Discuss litigation procedures and Wind Energy Conversion Systems.
2. ISWM UPDATE- Daniel Barrett- Discussion and possible vote on the following items:
 - to approve final definition of "Acceptable Concentrate" thus allowing an Amendment to the Site Lease and Development Agreement with Harvest Power;
 - Residential Recycling Center Policy review;
 - Update on Phase IV Stage 1 Cap Project;
 - Update on Joint Base Cape Cod Effluent Line Connection Project;
 - Discussion of potential negotiations to purchase land to the south of the landfill;
 - Discussion of possible expansion of the landfill beyond Phase VI.
3. 71-73 MAIN ST, BUZZARDS BAY – CONTINUED from November 18, 2015 – Terri Guarino – Update board – Discussion and possible vote –
4. 85-93 MAIN ST, BUZZARDS BAY – CONTINUED from November 18, 2015 – Terri Guarino – Update board – Discussion and possible vote –
5. 300 COUNTY RD - CONTINUED from November 18, 2015 – Stephen Marzelli – Request variance to Town of Bourne Poultry Regulation to keep rooster on property. Discuss and possible vote –
6. 10 MORNING MIST LANE – CONTINUED from November 18, 2015 – John T. McMahon and Karen M. Gibides – Request hearing regarding impacts to Bourne residents from Future Generation Wind turbine project. Discuss and possible vote.

7. 411 CIRCUIT AVENUE- I/A SEPTIC SYSTEM NONCOMPLIANCE- Terri Guarino- Discussion and possible vote to issue fines for lack of operation & maintenance contract and violation of Board of Health Alternative Septic System Regulations
8. 7 BENNETS NECK ROAD- I/A SEPTIC SYSTEM NONCOMPLIANCE- Terri Guarino- Discussion and possible vote to issue fines for lack of operation & maintenance contract and violation of Board of Health Alternative Septic System Regulations
9. 144 JEFFERSON RD – Barbara Frappier for Joe and Elaine Desorcy – Request waiver to use the existing septic system for a proposed addition – Discussion and possible vote -
10. APPROVE THE MINUTES – from the meetings dated October 28, 2015 and November 18, 2015 –

Signed:
Title:
Date:

T. Guarino
Health Agent
December 3, 2015

cc: Board of Selectmen/ Town Clerk



TOWN OF BOURNE BOARD OF HEALTH

24 Perry Avenue

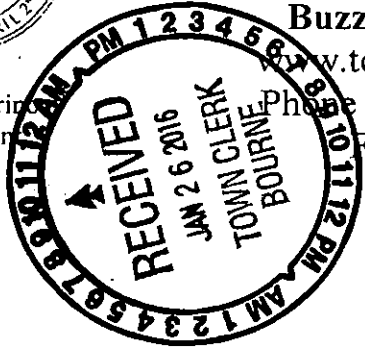
Buzzards Bay, MA 02532

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Health Agent

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MINUTES
December 9, 2015

Members in attendance: Kathy Peterson, Chairman; Stanley Andrews, Vice-Chairman; Donald Uitti, Secretary, Galon Barlow and Kelly Mastria

Support Staff in attendance: Terri Guarino, Health Agent; Jamie Butler, Health Inspector; and Lisa Collett, Secretary

- 1. Town Counsel- Discuss litigation procedures and Wind Energy Conversion System Regulations.**
Bob Troy, Attorney at Law, was present for this hearing. Galon Barlow recused himself. Counsel wanted to discuss how the case will be run so that the process is understood by the members of the Board of Health. Board of Health staff will work directly with the Town Administrator and Counsel as this process is done internally. Attorney Troy is responsible to the Board of Selectmen as they are the executive body for the town and have control over litigation. Mr. Troy discussed this procedure further and stressed the importance of the open meeting law, and the restraints it has imposed onto the Board of Health. The members of the Board of Health cannot discuss this case with one another in any way that violates the open meeting law because it will impact the litigation process. Once litigation is filed in Barnstable Superior Court, the members of the Board of Health may then meet in executive session to discuss this case amongst one another. If a board member has a specific concern they would like to express, they must communicate this to the appropriate Board of Health staff personnel so that the staff personnel may take whatever action they themselves deem appropriate. This administrative process requires direct collaboration between Attorney Troy and the Town of Bourne staff personnel, stressing again that the Board of Health itself does not run the litigation process.
Bob Troy requested that the Board of Health staff prepare any and all documentation on file pertaining to Future Generation Wind to provide him with. The Board of Health in conjunction with staff needs to prepare a statement of what the objectives are in engaging in litigation. Mr. Troy discussed subjects that will most likely be addressed during the litigation procedure including: a challenge to the boards' jurisdiction, which is also critical to the jurisdiction of the court; and the contention that a variance to the Wind Energy Conversion System Regulations is required. The Town of Bourne must be prepared to defend the provisions of the regulation and the interpretation of those provisions that suggests that the Board of Health does have jurisdiction and in this case, and therefore, the court has jurisdiction. Kathy Peterson expressed her concerns about how this process is conducted and discussed how confidentiality is a primary concern. Counsel stated that if the members of the Board of Health would like to send a single representative to future meetings pertaining to the litigation procedure, it would first have to be approved by the Town Administrator. The point was raised that this creates potential scheduling issues where meetings take place during normal business hours of the town. Kelly Mastria asked Counsel if he felt as if the Selectmen were wrong in granting their motion. Mr. Troy stated that he

did not review the official record of the meeting yet but no, the Selectmen were not wrong in the motion to permit the Board of Health to engage in litigation. **No action was taken at this time.**

2. **ISWM UPDATE- Daniel Barrett- Discussion and possible vote on the following items:**

- **to approve final definition of "Acceptable Centrate" thus allowing an Amendment to the Site Lease and Development Agreement with Harvest Power;**
- **Residential Recycling Center Policy review;**
- **Update on Phase IV Stage 1 Cap Project;**
- **Update on Joint Base Cape Cod Effluent Line Connection Project;**
- **Discussion of potential negotiations to purchase land to the south of the landfill;**
- **Discussion of possible expansion of the landfill beyond Phase VI.**

Dan Barrett is present for this hearing. See document submitted by Dan Barrett. Kathy Peterson mentioned her concerns that in the past the Board of Health has been counseled by Stephen Torres in regards to the wastewater treatment system at the landfill. Stephen Torres will need to be notified on this matter. It is Mr. Barrett's belief that Article 97 covers roughly 15,000 acres of the land on the base. This process requires legislative action. The effluent line that the landfill is seeking to connect to is roughly 60 feet from the landfill leaching tank. The Army will have to issue the landfill an easement to complete this process. Mr. Barrett discussed the Potential to Purchase Land to the South of the Existing Facility. Excavating in the Phase VI portion of the landfill will begin next spring. This will require relocating the ISWM office and the removal of approximately 500,000 cubic yards of sand. The sand is necessary to satisfy construction of upcoming cap and liners. Purchase of the land to the South would allow a permanent relocation of the ISWM office and provide an ample space to store needed materials. Galon Barlow stated that the portion of land needs to be re-assigned, because it is currently site assigned as recycling only. Additionally, Mr. Barrett stated the piece of land to the south would have to be site assigned as waste handling only. Jim Mulvey stated that 'centrate' is a new term for him. Mr. Barrett responded that centrate is the wastewater off of the digester. Mr. Mulvey asked how many acres is the land to the south; Mr. Barrett responded that the land to the South is twelve acres. Mr. Mulvey asked who would be financing the purchase of this land. Mr. Barrett answered that the purchase of the land would be covered by ISWM and retained earnings. **No action was taken at this time.**

3. **71-73 MAIN ST, BUZZARDS BAY – CONTINUED from November 18, 2015 – Terri Guarino – Update board – Discussion and possible vote – Stanley Andrews recused himself.** Deputy Chief Pelonzi was present at this hearing. Kimberly Bielan, as attorney for Christopoulos Realty and Investments, was present at this hearing. Ms. Bielan stated that at the last Board of Health meeting on November 18, 2015 she informed the board that Noblin & Associates, a consulting engineering firm, would be performing a site inspection on 71-73 Main Street. Ms. Bielan stated that Noblin performed this site inspection on November 20, 2015, and the client has contacted a contractor and is waiting to receive a bid for demolition of the property. Deputy Chief Pelonzi stated that the utilities in the building have been secured. **Kelly made a motion that 71-73 Main Street is in compliance with the Board of Health and that they no longer have to come before the board as long as they keep the Health Agent informed of any updates. Mr. Uitti seconded the motion. Vote was unanimous.**

4. **85-93 MAIN ST, BUZZARDS BAY – CONTINUED from November 18, 2015 – Terri Guarino – Update board – Discussion and possible vote – Anne MacDonald and Dan MacDonald were present for this hearing.** Deputy Chief Pelonzi was also present for this hearing. Terri Guarino stated that a joint

inspection of 85-93 Main Street was conducted with the building inspector Roger Laporte, the Health Agent Terri Guarino, and Deputy Chief Pelonzi. The only occupied portion of the building is Jakes Pizza. The portion of Jakes Pizza, that's the storefront and also the exterior bathroom and the egress there is the only area that has been affected by the public at this time. It has been adequately repaired. Galon Barlow recused himself for this discussion. Terri Guarino said that she is satisfied with the repairs that have been made thus far. Structural concerns that were noted by Coastal Engineering that are present in unoccupied portions of the building still need to be addressed. Stanley Andrews asked if all the health violations have been corrected. Terri Guarino responded that she requires more clarity on the structural concerns to be able to adequately pose judgment on this matter, as she has not been able to review this document. The document was directly submitted to Terri Guarino at the time of the hearing. **Stanley Andrews made a motion that 85-93 Main Street is in compliance with the Board of Health and to close this matter provided the building department, fire department, and the health department sign off on the structural report and also with the understanding that Mr. MacDonald will have to file to be heard by the Board of Health to abate the fines imposed by the Board of Health. Don Uitti seconded this motion. All in favor. The vote was unanimous.**

5. **300 COUNTY RD - CONTINUED from November 18, 2015 – Stephen Marzelli – Request variance to Town of Bourne Poultry Regulation to keep rooster on property. Discuss and possible vote –** Stephen Marzelli was present for this hearing. Mr. Marzelli reported that they have installed curtains over the coop windows, and that they keep a light on at 3:30 pm when it starts to get dark to keep the rooster awake for longer. Mr. Marzelli stated that the coop is now slightly insulated, and the rooster stays outside for a longer time frame in the morning, additionally they have purchased stockade fence to provide a physical barrier to mitigate the sound. There was no one in the audience to protest this rooster to be allowed to stay on this property. Jamie Butler reported that to date, the Board of Health office has not received any further complaints. **Galon Barlow made a motion to continue without prejudice. Kelly Mastria seconded the motion. All in favor. The vote was unanimous.**

6. **10 MORNING MIST LANE – CONTINUED from November 18, 2015 – John T. McMahon and Karen M. Gibides – Request hearing regarding impacts to Bourne residents from Future Generation Wind turbine project. Discussion and possible vote.** Galon Barlow recused himself. John McMahon stated that at the last meeting Jonathan Fitch, representative of Future Generation Wind, LLC suggested not rushing into a lawsuit and approach this situation in a business-like manner. Mr. McMahon expressed his displeasure and his belief that the personnel undergoing the construction on the wind turbine are working overtime including holidays, weekends, and late at night. Karen Gibides asked Mr. Fitch if he had any further updates from his client on this topic since the last Board of Health Meeting. Mr. Fitch, who was present in the audience, denied answering this question. Kathy Peterson stated that she is certain that we can prevail and that there are a lot of logistics that must be addressed. In regards to the issue of jurisdiction, Joanne Levesque from Duxbury, MA, stated that all boards of health in Massachusetts are charged with enforcing the Massachusetts state air pollution regulation, and that the Town of Bourne Board of Health does have jurisdiction in this issue. **No action was taken at this time.**

7. **411 CIRCUIT AVENUE- I/A SEPTIC SYSTEM NONCOMPLIANCE- Terri Guarino- Discussion and possible vote to issue fines for lack of operation & maintenance contract and violation of Board of Health Alternative Septic System Regulations-** There was no one in the audience present for this hearing. Terri Guarino stated that 411 Circuit Avenue did submit and Operation and Maintenance agreement. It is a standard wastewater and treatment services contract. The contract was forwarded to Barnstable County. Terri Guarino stated that they met the

requirement for both title five and Town of Bourne Innovative Alternative Septic System regulation. **Kathy Peterson made a motion that no action be taken at this time, Kelly Mastria seconded this motion. All in favor, the vote was unanimous.**

8. **7 BENNETS NECK ROAD- I/A SEPTIC SYSTEM NONCOMPLIANCE- Terri Guarino- Discussion and possible vote to issue fines for lack of operation & maintenance contract and violation of Board of Health Alternative Septic System Regulations-** There was no one in the audience present for this hearing. Kathy Peterson asked Terri Guarino if the owners have responded to her official order of non-compliance dated November 24, 2015. Terri reported that the owners have not responded. Kathy Peterson asked what the maximum fine the Board of Health could issue for I/A non-compliance, and Terri Guarino informed her that the first offense fine equates to \$500.00. The Department of Environmental Protection will need to be notified. If Ms. Calloe is not in compliance at the next Board of Health meeting on January 13, 2016 she will be issued a second offense fine of \$1,000.00. **Galon Barlow made a motion to issue Ms. Calloe a fine of \$500.00 and to continue this hearing to January 13, 2016. Donald Uitti seconded this motion. All in favor. The vote was unanimous.**

9. **144 JEFFERSON RD – Barbara Frappier for Joe and Elaine Desorcy – Request waiver to use the existing septic system for a proposed addition – Discussion and possible vote –**Jack Landers Cauley was present for this hearing. The abutters were not properly notified to be able to discuss this request. **Kathy Peterson made a motion to continue to January 13, 2016. Don Uitti seconded this motion. All in favor. The vote was unanimous.**

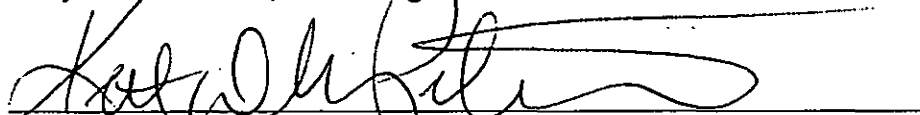
10. **APPROVE THE MINUTES – from the meetings dated October 28, 2015 and November 18, 2015 – No action was taken at this time.**

Mr. Barlow made a motion to adjourn the meeting. Mr. Uitti seconded the motion. It was a unanimous vote and the meeting adjourned at 9:29 PM.

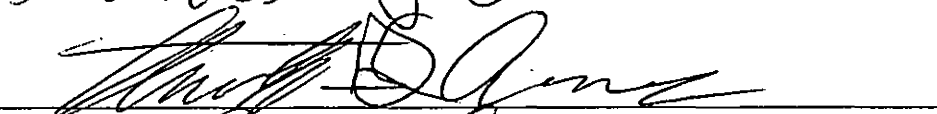
Taped by Lisa Collett, Secretary
Typed by Jamie Butler, Health Inspector

Reviewed and edited by Terri Guarino, Health Agent

Kathleen Peterson



Stanley Andrews




Galon Barlow



Don Uitti



Kelly Mastria –



cc Board of Selectmen/Town Clerk

BOH minutes December 9, 2015

TOWN OF BOURNE
Bourne Historical Commission


PUBLIC HEARING NOTICE

2014 DEC 1 PM 3 36
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 420 Barlows Landing Road
Assessors Map 43.1, Parcel 41

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to add foundation under new covered porch and add dormer on a c.1893 building.

DATE & TIME: Tuesday, January 13, 2015 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 10, 2014

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 13, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

2015 JAN 8 AM 11 46
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA ITEMS

Call to order by Chairman Judith Riordan

Secretary's Report

The Commission will hold a short business meeting prior to adjourning for a field trip to 180 North Road, Pocasset, to view an historical restoration project in progress.

Unfinished Business

Chairman Riordan will announce any new information, if any, on the following:

- * 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
- * Discussion - proposed RR Station under Bourne Bridge on South Side of Canal
- * CPC

New Business

Chairman Riordan will announce any new information, if any, on the following:

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Special Regular Meeting, if needed: ~~January 27, 2015~~ Jan. 20, 2015 DMB
- * Next Regular Meeting: February 10, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Demolition Delay Hearing
January 13, 2015
420 Barlows Landing Road, Pocasset
Map 43.1, Parcel 41

2015 FEB 12 AM 10 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Francis Speers
Tardy: Jean Campbell, Sandra Goldstrein
Excused Absences: Neil Langille

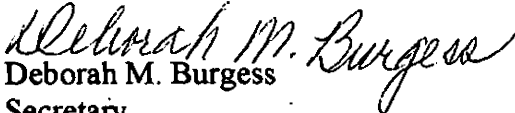
Public: Catherine Kert, Owner; Sarah Kert; Contractors: Christian Valle and Joseph Valle

Chairman Riordan read the public hearing notice for this proposal. Project is to add a foundation under new covered porch and add a dormer on an 1893 building.

Catherine Kert presented the plans. As an interior designer, she is aware of the need to preserve the architecture and to blend the new with the original structure of the house. They propose to remove a small porch addition which is not original to the house and which contains a lot of rot. They will replace with a larger enclosed room with a new deck outside. They have eliminated adding the new dormer as shown on the plans.

Ms. Kert said that the original construction is very sound. A well-built house. She also said they have plans for working on the barn which will be coming before the Commission at a later date.

Following discussion by members, Chairman Riordan asked for a motion. Gioia Dimock moved to accept in accordance with modified site plans presented. Mary Reid 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 Map
Non-Conforming Lot Size Information Sheet
Parcel 41 Land Survey (2 pages)
Kert Addition Architect Plans (14 pages)

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – January 13, 2015

2015 FEB 12 AM 10 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers
Excused Absences: Neil Langille

Secretary's Report: December 9, 2014 regular meeting was filed as printed.

The Commission held a short business meeting prior to adjourning for a field trip.

Unfinished Business

Chairman Riordan reported on the following:

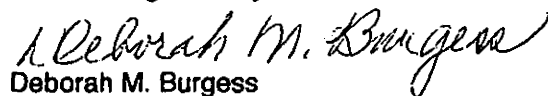
- * Demolition Delay hearings scheduled at this time are: 1/27/2015, 12 Prospect Avenue. The Demolition Delay hearing for the Town Hall project has been postponed. The Town Planner, Coreen Moore, and the Facilities Manager, Jonathan Nelson, will reschedule this project at a later date.
- * The Board of Governors of the Bourne Historical Center will be meeting in the near future. Bourne Historical Commission delegates to the Board of Governors are Judith Riordan and Mary Sicchio.
- * 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. Mary Sicchio will call to check on the application progress.
- * Pictorial Album – No report.
- * The local Demolition Delay Workshop has been scheduled for January 30, 2015, at the Community Center in Harwich. Seven members expressed interest in attending. Chairman Riordan will see about registration.
- * Sub-committee to study Demolition Delay Bylaw – No discussion at this time.
- * RR Platform under Bourne Bridge on South Side of Canal – No new information. There is potential for this project to be damaging to the historic area of Bourne Village.
- * CPC – No projects for the Special Town Meeting.

New Business

Chairman Riordan reported on the following:

- * Special Meeting of the Bourne Historical Commission for January 20, 2015, at which Jerry Ingersol will present an Historic Preservation Restriction for the Hoxie Center. Presentation and discussion followed by voting on the Restriction will be taken up.
- * Next monthly meeting is February 10, 2015.
- * 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 10:45 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:
Agenda

Following the meeting, Historical Commission Members traveled to 180 North Road, Pocasset, for a tour of the Ciampa Residence. The Commission in January, 2014 approved restoration of this residence. Commission members were impressed by this historical restoration project in progress.

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 20, 2015	10:00 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEM

Call to order by Chairman Judith Riordan

New Business

- * Presentation, discussion, and vote on Hoxie Historic Preservation Restriction

Adjournment

Deborah M. Burgess
Secretary/Treasurer

2015 JAN 14 PM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
January 20, 2015

2015 FEB 12 AM 10 34

TOWN CLERK'S OFFICE
BOURNE, MASS

Special Meeting
Presentation, Discussion, and Vote on
Hoxie Historic Preservation Restriction

Chairman Judith Riordan called the meeting to order at 10:00 a.m.

Members Present: Jean Campbell, Gioia Dimock, George O. Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers

Excused Absences: Neil Langille

Town of Bourne Officials Present: Donald (Jerry) Ellis, Selectman, and Jonathan Nelson, Facilities Manager

Hoxie Center Representative: Jerry Ingersoll

Public: Paul Gately, Reporter, Bourne Courier

Chairman Riordan started by explaining the purpose of this meeting was to determine whether or not the Bourne Historical Commission should undertake becoming the enforcing agent of an Historic Preservation Restriction as it pertains to the Hoxie Center for Art, Science, Education and Culture, Inc., a nonprofit Massachusetts corporation.

Chairman Riordan explained that there would be a discussion of various procedural questions regarding the draft document which members had received.

Chairman Riordan passed out copies of "Community Preservation Act (CPA), Cape Cod Commission Round Table Fact Sheet concerning Preservation Restrictions. She read the section "What is a Preservation Restriction?" aloud. A copy is attached.

She pointed out that the copy of the Restriction we have is a working draft. The Town of Bourne's Attorney, Robert Troy, Esq., will be reviewing the final draft. He has ruled prior to this meeting that it is legal for the Bourne Historical Commission to be the holder of said Restriction.

Chairman Riordan called particular attention to the terms *Grantor* and *Grantee*. In the Restriction the Hoxie Center for Art, Science, Education and Culture, Inc. is the *Grantor*. The Bourne Historical Commission is the *Grantee*.

Several members were concerned about the vote to be taken today. Blanche Cody asked if today's vote would be to allow the process to move forward and whether or not we would have to vote on the final document. The Chairman explained that that is so. Gioia Dimock asked about the Commission being able to enforce this Restriction. The Chairman said that all the resources of the Town would be available to the Commission. The Commission will be able to hire architecture professionals and/or others to help with overseeing this Restriction.

Jonathan Nelson said that the Restriction applies only to the exterior of the building. Any changes which the Hoxie Center wishes to make on the exterior will have to be approved by the Massachusetts Historical Commission prior to approval by the Bourne Historical Commission. At this time the Hoxie Center desires to add handicap access to the building to bring it up to code.

Mary Sicchio questioned whether the Bourne Historical Commission was the correct choice to hold this Restriction and wondered if Mr. Nelson might be the proper choice.

Donald (Jerry) Ellis said that the Bourne Historical Commission is the only town entity which deals directly with historical preservation and reconstruction and is the logical choice to represent the town in this Restriction. As such, the Commission has "all town departments at your disposal."

It was pointed out that Section 10. Indemnification in the Restriction states in part: ". . . Grantor hereby agrees to pay, protect, indemnify, hold harmless . . . Grantee, its agents, directors, officers, and employees, or independent contractors from and against any and all claims, liabilities, expense, costs, damages, losses, and expenditures" . . .

Jerry Ingersoll then made his presentation to the Commission. He passed out the most recent draft of the Restriction to each of the members. This draft contains the supporting photographs and architectural drawings which the earlier draft referred to, but which were not included.

Mr. Ingersoll said that the Hoxie Center has raised \$65,000 since last May, but they are unable to raise more funds because they do not have ownership of the property. They are waiting for the Restriction process to be completed and for the Bourne Historical Commission to vote to accept their role as Grantee of the Historic Preservation Restriction. Then the building sale can be completed.

Mr. Ingersoll detailed the exterior changes which they are currently proposing. The first project to be done is to build a new main entrance on the north side of the building for direct access from the main parking lot. He said that the school had been built in three stages. The front part facing Williston Road was built first. Later classrooms were added stretching out back and still later the auditorium/gym was added. The auditorium/gym was not built level with the rest of the school and access between them is by a long stairway. Plans to change that are also being considered.

Jerry Ellis made an interesting note about the auditorium/gym and the cafeteria. He said that they were used during WWII by the service men stationed at Sagamore Heights Battalion. The men were fed three meals a day in the cafeteria and used the auditorium for sleeping quarters.

Mr. Ingersoll continued explaining about the new main entrance with handicap ramp on the north side. There will be a ramp for handicap access sloping down 3 ½'. The classroom wing and the auditorium/gym are not level requiring stairs to connect the two spaces. They propose to change the current stairway to allow for handicap access via an elevator between these areas.

On the south side they plan to have a sunken area 30'X30' dropped about 3' with plantings off the cafeteria. This will give them an outdoor area for teaching. They plan to have attractive plantings around the building.

One of the biggest problems or projects to face the group is the removal of asbestos throughout the building. Mr. Ingersoll said that they did not know of the extent of the problem, but would be working on developing a plan of removal. They plan to have the assembly hall ready for use in 12 to 15 months. Once they have all their occupancy permits in place, they will be able to use the space for events.

Another goal they have is to switch the heating from oil to gas which will save them on fuel costs. Mr. Ingersoll said that when they have switched to gas, they will be able to remove the oil tank on the north side of the building. Later they will be looking to replace the boiler as well.

Mr. Ingersoll said that they would embark on a 1-2 year capital campaign to fund this ambitious reconstruction plan.

Chairman Riordan then went through the Historic Preservation Restriction page by page. This is a work in progress and some things have already been changed. Changes agreed upon at this meeting will be forwarded to Town Counsel, Mr. Troy.

Deborah M. Burgess raised the question of the location of the Hoxie School. The Restriction lists it as being in Sagamore Beach. However, she said that she always knew that area to be Sagamore or North Sagamore. After some discussion, Jonathan Nelson said he would check with the Town Engineer to see what it is listed as. Ms. Burgess suggested that the location as recorded in the deed should also be checked.

In response to a question about how this document was written, Mr. Ingersoll wrote the initial draft using one created by The Nantucket Historical Commission. It has been reviewed by Chairman Riordan, Jonathan Nelson, Donald (Jerry) Ellis, and Barry Johnson, Town Clerk, for review by Attorney Troy.

Several places refer to the Secretary's Standard. Mr. Nelson explained that this is a guideline used in historic rehabilitation, officially "The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995." He will provide a link so members can review it.

There were a number of minor changes regarding spelling and organization names to be used. It was agreed to delete all references to mortgages. Mr. Nelson made notes of all changes discussed and he will up-date this draft for Attorney Tory to review.

It was agreed:

Section 3.3 Review of Grantor's Requests for Approval. Change "within forty-five (45) days" to "within sixty (60) days." Add Grantor is to follow the normal permitting process of the Town of Bourne.

Section 12. Written Notice. The address of the Bourne Historical Commission shall be listed as the Selectmen's Office. The Chairman of the Commission will be notified when mail is received.

Section 14. Inspection. Change from "each May" to "at any time on 72 hours prior notice, but no less than annually."

Section 17. Plaque. Size is changed from "6 inches by 24 inches" to 24"X36."

Section 21.1. Extinguishment and Section 21.2. Condemnation. These sections are being reviewed by Attorney Troy.

Chairman Riordan summarized the discussion as follows: To accept the Historic Preservation Restriction agreement between the Bourne Historical Commission and the Hoxie Center for Art, Science, Education and Culture, Inc., and that the Bourne Historical Commission will act as the enforcing agent for this agreement, dependent upon the approval of the final draft of the agreement by Town Counsel and both parties to the agreement.

Blanche Cody so moved. Second by Mary Reid. The motion passed unanimously.

The meeting was adjourned at 11:50 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Draft copy: Hoxie Historic Preservation Restriction

Community Preservation Coalition, Preservation Restrictions

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2014 DEC 22 PM 3 30

TOWN CLERK'S OFFICE
BOURNE, MASS.

LOCATION:

12 Prospect Avenue
Assessors Map 43.4, 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 existing and build new three bedroom, 4 bath home on a c. 1900 building.

DATE & TIME:

Tuesday, January 27, 2015 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:
December 31, 2014

Chapman, Wendy

From: Moore, Coreen
Sent: Monday, January 26, 2015 3:24 PM
To: Chapman, Wendy; Johnson, Barry
Subject: Fwd: Historic Comm Demo Delay mtg cancelled

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: riordan-smith@comcast.net
Date: 01/26/2015 9:33 AM (GMT-05:00)
To: "Moore, Coreen" <CMoore@townofbourne.com>, Timothy Lydon <TLydon@townofbourne.com>
Subject: Historic Comm Demo Delay mtg cancelled

Please be aware that I have cancelled the mtg of the Historic Commission scheduled for Tuesday, Jan 27. There was a demo delay hearing for Prospect Street that will need to be re-scheduled. I will get back to you with the best date for re-scheduling. I will try to reach the property owners and the builder's rep today. Will be in touch. Stay warm and safe. Judy Riordan MacKenzie

2015 JAN 26 PM 3:38
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE, MASS

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

January 27, 2015

12 Prospect Avenue, Pocasset

Map 43.4, Parcel 87

2015 FEB 26 AM 11 59

TOWN CLERK'S OFFICE
BOURNE, MASS

Hearing was cancelled due to a blizzard.

Hearing was rescheduled for February 24, 2015. Documentation was carried over to this date.

Deborah M. Burgess

Deborah M. Burgess
Secretary

Jonathan Bourne Historical Center
Board of Governors

Minutes of the January 27th, 2015 Meeting

2015 FEB 6 PM 1 16 Postponed to February 3rd, 2015

TOWN CLERK'S OFFICE,

BOURNE, MASS

Attending: President Judith McAlister, Galon "Skip" Barlow, Fran Bogden, Edward "Ted" Ellis [all representing Bourne Historical Society], Jean Campbell Bourne Archives, Mary Sicchio Bourne Historic Commission, Louise Innis and James Dineen Bourne Society for Historic Preservation. Billy Booker from the Town of Bourne Facilities Manager Office

Absent: Judy Riodan-MacKenzie and Gioia Dimock, Priscilla Jean Gleason

President opened the meeting, introducing new Board members and Billy Booker. An overview of work being done at the Center was touched on with opening statements.

President McAlister directed those present to the By-Laws that govern this Board, bring special attention to Article II stating the purpose of the building, the groups it houses and gave us an understanding of needs the past Boards have represented. Now with a Facilities Manager and his Assistance the burden to fix, repair and care for the Building our self is no longer needed.

President McAlister stated she no longer will serve as President of the Board, after 15 years in this position she wanted someone else to pick up her duties. With a Facility Manager, the Board's actives and responsibilities are greatly reduced. With this said - Judy brought Article VI Officers, to the floor. A Discussion took place about the need for a Treasurer, as there are NO funds to watch over with the removal of funds to the Town of Bourne General Fund for use by Jonathan Bourne Library. The Board discussed and will no longer fill that position. This will be done with a vote on By-Law changes at the next meeting.

Asked by the President for persons to fill the remaining positions - President: Galon "Skip" Barlow, stated he would be honored to sit -interim, should members of the Board missing like to fill this slot. For Vice President Edward "Ted" Ellis stepped up and for Clerk Diane Flynn.

This will be voted on at the Tuesday, March 3rd meeting to be held at 11:00AM at the Jonathan Bourne Historic Center.

Notification of this meeting will be sent all members of the Board of Governors via email as notice of intent to change By-laws.

Articles VII was discussed. No longer would monthly meeting of the Board of Governors need to be held with the change of Board mission.

Skip Barlow suggested two [2] meeting a year be scheduled with meetings being called if needed during the year. This was discussed and will be addressed at next meeting and voted on.

Added to Article IV of the By-laws Membership on the Board will be added the Town of Bourne Facilities Manager and his Assistant.

On the Alarm System – Keys will be given to Town Facility Manager for the Center for service if/when needed.

Need four [4] volunteers for callback list: Edward Ellis, Galon Barlow and Jonathan Nelson and Bill Booker from Town Facilities Management. This will become effective 1 March 2015.

Other discussions took place on CPA Window Project – Town now has this project. Lightening on the Lawn was addressed with Bill Booker – the timer needing to be replaced.

The lighting in the Historical Society Office will be looked at and fixed.

Mary Sicchio has requests for the heat down stairs to be corrected – so excessively hot.

Mary Sicchio had some concerns on the Map files, new ones coming and if they would be able to be brought in.

The window in the boiler room has caused some issues with being able to be closed tight. This issue has been resolved.

The meeting was adjourned

The next meeting of the Board of Governors will be Tuesday, March 3rd, 2015 at 11:00AM at the Jonathan Bourne Historic Center.

A vote for changes to the By-laws will be discussed and voted on at this meeting.

Respectfully submitted

Diane Flynn

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
February 10, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * 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

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: March 10, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2015 FEB 5 PM 11:26
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – February 10, 2015

2015 FEB 26 AM 11 59

TOWN CLERK'S OFFICE
BOURNE, MASS

The Regular Meeting of the Bourne Historical Commission scheduled for February 10, 2015, was canceled by Chairman Judith Riordan due to a snow storm and resulting driving conditions.

The next Regular Meeting of the Bourne Historical Commission will be March 10, 2015.

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

Attachments:
Agenda

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
February 24, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA – CPA HEARINGS

- * Cape Cod Canal Region Chamber of Commerce, Inc., Cape Cod Canal Region Foundation: Improvements to the BBAY RR Station Visitor Center - \$91,630
- * “Hoxie Group”: Hoxie Center Renovation Project (year two of a five year CPA Request) - \$206,300

Adjournment

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

2015 FEB 12 PM 10 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

February 24, 2015

12 Prospect Avenue, Pocasset

Map 43.4, Parcel 87

2015 FEB 26 PM 12 00

TOWN CLERK'S OFFICE

BOURNE, MASS

Chairman Riordan called the hearing to order at 10:15 a.m.

Members: Jean Campbell, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absences: George Jenkins and Neil Langille

Public: Richard Irving, Owner. Also, Jonathan Nelson, Bourne Building Coordinator, and Donald (Jerry) Ellis, Bourne Selectman.

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish existing c 1900 building and build new three bedroom, 4 bath home.

Richard Irving, Owner, explained that the house has been in his family since the 1950s. He has owned it for the past four years. He is emotionally attached to it having spent summers there as a child with his parents, siblings, and grandfather. Everyone did their best to maintain the property, but the years have taken their toll on it. Now they are faced with mold throughout the house. They have cleaned and it comes right back. They also share the house with various creatures, even a salamander in the toilet! Carpenter ants are present in the porch. There are sagging beams and a septic pit. The foundation is cement block and the electrical service is inadequate at approximately 4 amps. For all these reasons, they desire to do a total teardown and propose building a new house which will be a little larger, but will generally follow the style of the present house.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Mary Reid, Judith Riordan, and Mary Sicchio with Associate Member, 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 Bylaw Hearing Map

Photo Documentation, subject house and neighboring houses (4 Pages)

Plans - Architecture by SPB (8 Pages)

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Community Preservation Act Hearing FEB 26 PM 12 00
February 24, 2015
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:45 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein.

Excused Absence: Neil Langille

Public: Jonathan Nelson, Bourne Building Coordinator, and Donald (Jerry) Ellis, Bourne Selectman.

Hearing #1: Applicant: Cape Cod Canal Region Chamber of Commerce, Inc., Cape Cod Canal Region Foundation. Represented by: Marie Oliva, President & CEO, and Nancy Frangiadis, Architect, Frangiadis Associates. Funding Requested: \$91,630.

Proposal for Upgrades and Improvements of the Buzzards Bay Railroad Station which houses the Chamber's Visitor Center.

Marie Oliva explained that the Railroad Station is an historic structure having been built in 1912. The building has not had consistent maintenance for many years and the structure has a dismal atmosphere which does not reflect the historic nature of the building. They are looking to refurbish, not remodel, the interior to include bathroom fixtures, murals showing Bourne's history, historic lighting fixtures, plumbing, and to retain the original historic features. The original ticket windows will be kept as will the original floor with repairs. Painting of the interior will use colors to reflect the colors on the exterior of the building.

Blanche Cody said that she remembers the interior in the mid 1940s as being quite drab. She wondered if, in preparing the painted surfaces, they might uncover the original colors used and whether they might change the proposed colors to reflect the original. Nancy Frangiadis said that they would be looking to do that and that the colors can be changed.

Jean Campbell questioned using murals in the bathrooms. Marie Oliva said that they are using the murals, which will be painted by Bourne artist, Kathy Hallam, as an educational tool for visitors and felt that putting them in the bathrooms would help to convey the history of the building as well as improving the rest room atmosphere. The walls in the public areas have brochure racks and the Chamber will be looking to add historic photos of the area.

A custom reception desk will be made by Alvin Winant, Place Unique Forms. It will be 8' in diameter with a glass top under which a map of Bourne and the Cape Cod Canal area will be displayed.

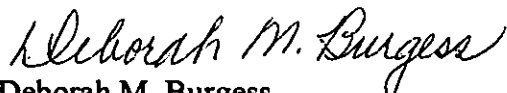
Marie Oliva explained that the Station is leased from the Mass. Division of Railroads in perpetuity for \$100 per year. The Chamber plans to remain in this location.

George Jenkins asked about the exterior which needs painting. He said that something needs to be done to the end of the exterior roof which was cut off years ago, exterior doors should match, and suggested that the plaque given by the Bourne Society for Historic Preservation should be moved to the interior. Marie Oliva said that they plan to have the Barnstable County Sheriff's Dept. do the outside painting next fall.

Jonathan Nelson suggested that the Railroad Station should consider having an Historic Restriction. Donald (Jerry) Ellis, speaking as a private citizen and not a selectman, said that he endorses this project and explained that the station was first known as "Monument" in 1846 when the railroad first came to this location. Later it was known as "Cohasset Narrows" prior to the building of the Cape Cod Canal. When the Canal was dug the name became "Buzzards Bay." In 1910-1912 three stations were built: Sagamore which is gone, West Barnstable, which has been refurbished, and Buzzards Bay, which will, hopefully, be refurbished. The station is seen when first when driving into Buzzards Bay. He highly endorses this project and sees it as well worth the expense and in the best interest of the Town.

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 Blanche Cody. **Motion Carried Unanimously.**
Members voting were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Hearing #2: Applicant: Hoxie Center at Sagamore Beach for Art, Science, Education and Culture, Inc.
Represented by: Scott A. Fitzmaurice, Vice President, Jerry Ingersoll, Board Advisor, and Barbara Fitzmaurice, Board Member. Funding Requested: \$206,300 (year two of a five year CPA Request).
Proposal for: Egress, Ramps & Related Modifications to Building (including Materials Remediation, entrances/roofline modifications); Architectural and Other Assessment Services; 3 Windows, critical structural repairs causing building to sag; Flooring Improvements including designated materials remediation; Roof Improvements to priority areas only, including designated materials remediation; and Climate Control Improvements including materials remediation.
The Bourne Historical Commission had an extensive meeting on January 20, 2015, with Jerry Ingersoll at which repairs and modifications were discussed in detail.
Scott Fitzmaurice reported that they have had a productive first year of fund raising and have raised \$353,000 to date. Funding comes from CPA funds as well as other funding which has been applied for. They are working towards making the building and the bathrooms handicap accessible. He said that the original part of the building was built in 1909 with additions in 1935 and one more recently.
The question of asbestos in the building was raised. Mr. Fitzmaurice and Mr. Ingersoll both said that it is cheaper and better to encapsulate asbestos rather than to remove it. Once it is disturbed, it becomes more of a problem to contain it during removal. Encapsulating it keeps it from being introduced into other areas and into the atmosphere. The figures referenced include the cost of containing asbestos. The flooring which is asbestos tile will be encapsulated with epoxy.
George Jenkins asked about the windows and whether there were storm windows. Mr. Ingersoll replied that there were storm windows and that the windows would need work done on them. He said that this part of the project is for later discussion and they would be consulting with the Commission as to what to do about the windows.
In response to another question, Mr. Fitzmaurice said that they are in the process of securing liability insurance.
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 Carried Unanimously.**
Members voting were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.


Deborah M. Burgess
Secretary

List of Attachments:

Agenda

Bourne Historical Commission Decision – Cape Cod Canal Region Chamber of Commerce, Inc.

Bourne Historical Commission Decision – Hoxie Center at Sagamore Beach for Art, Science, Education and Culture, Inc.

Application – Cape Cod Canal Region Chamber of Commerce, Inc.

Application – Hoxie Center at Sagamore Beach for Art, Science, Education and Culture, Inc.

TOWN OF BOURNE
Bourne Historical Commission

2015 FEB 5 AM 9 47

PUBLIC HEARING NOTICE
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

4 Hawes Road
Assessors Map 4.1, Parcel 169

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 15' x 20' addition and build new addition using existing foundation on a c. 1920 building.

DATE & TIME:

Tuesday, February 24, 2015 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:
February 11, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

February 24, 2015

4 Hawes Avenue, Sagamore Beach

Map 4.1, Parcel 169

2015 FEB 26 AM 11 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, and Blanche E. Cody

Tardy: Mary Reid and Sandra Goldstein

Excused Absences: George Jenkins and Neil Langille

Public: Mary Burke, Owner, and Jelmer Miedema, Contractor. Also, Jonathan Nelson, Bourne Building Coordinator, and Donald (Jerry) Ellis, Bourne Selectman.

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish existing 15'X20' addition and build a new addition using existing foundation. Building is c. 1920.

Mary Burke, Owner, explained the reason for needing to demolish the addition. There is rot throughout the structure. The floor has separated from the wall, floor joists are rotting as are the ceiling and walls. The flat roof has recently given way. This addition is used as a family room. Mrs. Burke had pictures of the damage which are attached to these minutes.

Jelmer Miedema, Contractor, added that they will rebuild the addition on the existing foundation. They will replace the flat roof with a pitched roof to match the rest of the house. The house is in the Spanish style with a red tile roof. They have tile from the original building which they will use on the addition.

Donald (Jerry) Ellis spoke as an individual and not as a Selectman. He said that this house is an integral part of the Sagamore Beach Colony, a lynch pin in the village. This proposal is a positive step within the neighborhood and in reinvigorating the village. He highly endorses it.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Judith Riordan, and Mary Sicchio with Associate Members: Deborah M. Burgess and Francis Speers.

Deborah M. Burgess

Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Building Permit

Photo Documentation (5 Pages)

Letter from Aegis Engineering Services documenting condition of addition (2 Pages)

Historic Listing – Mass. Historical Commission (4 Pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 FEB 5 AM 9 47

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

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 on building.

DATE & TIME: Tuesday, February 24, 2015 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:
February 11, 2015

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing FEB 26 PM 12 00

February 24, 2015

Town Hall TOWN CLERK'S OFFICE

24 Perry Avenue, Buzzards Bay BOURNE, MASS

Map 24.1, Parcel 10

Chairman Riordan called the hearing to order at 10:30 a.m.

Members: Jean Campbell, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Tardy: George Jenkins

Excused Absence: Neil Langille

Public: Jonathan Nelson, Bourne Building Coordinator, and Donald (Jerry) Ellis, Bourne Selectman.

Chairman Riordan read the public hearing notice for this proposal. Project is to replace exterior doors on rear of Town Hall.

Jonathan Nelson spoke for the Town. The doors, which need to be replaced, are on the addition to the rear of Town Hall which was added in the 1993 – 1997 period. The doors used were white fiberglass, are not heavy grade, and are actually residential grade. They need replacing.

He brought a sample of the type of door he wants to use for replacement. This door is stamped, wood grain embossed and comes in a variety of colors. Since the doors being replaced are white, he is suggesting they be replaced with white doors. The sample has a high gloss sheen. Blanche Cody asked if doors with less sheen could be used. He had another white color sample with has much less sheen and would be better.

He is going by the Secretary of the Interior Guidelines which actually denote the fiberglass doors presently on the building as now being historic for that building. The replacement door maintains that as well as improving the appearance of the doors.

Donald (Jerry) Ellis spoke as a private citizen and not as a Selectman. He highly endorses this project and terms it a step in the right direction.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting on this proposal were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.



Deborah M. Burgess

Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Demolition Hearing Abutter Map

National Register of Historic Places Description

Memo from Jonathan Nelson to Coreen Moore dated October 15, 2014 (2 Pages)

Special-Lite Doors (8 Pages)

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

February 24, 2015

Town Hall

24 Perry Avenue, Buzzards Bay

Map 24.1, Parcel 10

2015 MAR 4 PM 12 24

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Riordan called the hearing to order at 10:30 a.m.

Members: Jean Campbell, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Tardy: George Jenkins

Excused Absence: Neil Langille

Public: Jonathan Nelson, Bourne Building Coordinator, and Donald (Jerry) Ellis, Bourne Selectman.

Chairman Riordan read the public hearing notice for this proposal. Project is to replace exterior doors on rear of Town Hall.

Jonathan Nelson spoke for the Town. The doors, which need to be replaced, are on the addition to the rear of Town Hall which was added in the 1993 – 1997 period. The doors used were white fiberglass, are not heavy grade, and are actually residential grade. They need replacing.

He brought a sample of the type of door he wants to use for replacement. This door is stamped, wood grain embossed and comes in a variety of colors. Since the doors being replaced are white, he is suggesting they be replaced with white doors. The sample has a high gloss sheen. Blanche Cody asked if doors with less sheen could be used. He had another white color sample with has much less sheen and would be better.

He is going by the Secretary of the Interior Guidelines which actually denote the fiberglass doors presently on the building as now being historic for that building. The replacement door maintains that as well as improving the appearance of the doors.

Donald (Jerry) Ellis spoke as a private citizen and not as a Selectman. He highly endorses this project and terms it a step in the right direction.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting on this proposal were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Demolition Hearing Abutter Map

National Register of Historic Places Description

Memo from Jonathan Nelson to Coreen Moore dated October 15, 2014 (2 Pages)

Special-Lite Doors (8 Pages)

Email to Coreen Moore from Judith Riordan, 2/27/2015

2015 MAR 4 PM 12 23 Bourne Historical Commission

TOWN CLERK'S OFFICE
Date BOURNE, MASS Time

Place

March 10, 2015 10:30 a.m.

Jonathan Bourne Historical Center
Reading Room
30 Keene Street
Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * 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

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: April 14, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – March 10, 2015

Vice Chairman Neil Langille called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, Neil Langille, Mary Reid, and Mary Sicchio

Associate Members: Deborah Burgess, Blanche E. Cody, and Sandra Goldstein

Excused Absences: George O. Jenkins, Judith Riordan, and Frances Speers

Secretary's Report: January 13, 2015 regular meeting was filed as printed.

Treasurer's Report: Period ending February 28, 2015 was filed as printed.

Unfinished Business

Vice Chairman Langille reported on the following

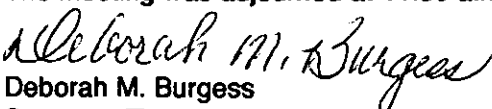
- * Demolition Delay hearings scheduled at this time are: March 24, 2015, 35 Linwood Avenue and 209 Main Street.
- * Secretary Burgess reported that the Massachusetts Historical Commission has sent a letter detailing changes, which they require, be made to the Hoxie Historic Preservation Restriction. When completed the Restriction will be voted on by the Historical Commission.
- * Secretary Burgess reported that the Commission's application for a grant from the Massachusetts Historical Commission was mailed on February 2. The due date was February 9. Those being awarded grants will be chosen on March 11, 2015.
- * Blanche Cody reported that she felt it was time for her publishing contact to make a presentation to the Commission in regard to reprinting the Pictorial Album. She will arrange for the presentation either at the April 14th regular meeting or for April 28. The presentation will cost \$500. She further explained that the presentation would help the Commission to be able to self-publish and sell on an as needed basis as orders are received from a wider audience.
- * Several Members attended the Demolition Delay Workshop which was held January 30, 2015, at the Community Center in Harwich. Mary Sicchio and Sandra Goldstein both found the workshop to be interesting and informative. Sandra reported that there are tools available to preserve and protect history. The speaker said that naming certain roads as Scenic Roads is good, but not the strongest for preserving local venues. Mary Sicchio reported that the length of one year for Demolition Delay Bylaws is good. Some communities are expanding their laws to cover 18 months. Anything shorter than one year is not as good. Preserving through Historic Districts does an even better job of preserving communities. The Town of Bourne's Demolition Delay Bylaw is good with a one-year delay. That gives interested parties a window of opportunity to work to save a property from being demolished. It has worked well with the Henshaw's Old House on Head of the Bay Road and the Neal property on Shore Road both having been saved.
- * Sub-Committee to study the Demolition Delay Bylaw – Members felt that a sub-committee was not necessary as the law is good as written. They did feel that there needs to be greater understanding as to how the law works and what the Commission can and can not do. There also needs to be greater educating of the general public.
- * CPA – Neil Langille reported that the applications for funds through the Community Preservation Act that are history related have been approved by the CPC and will be voted on at the Annual Town Meeting. He also reported that the applications may be combined on the Town Warrant.

New Business

Vice Chairman Langille reported on the following:

- * There was no Town Hall report.
- * Excused absences were: George Jenkins, Judith Riordan, and Frances Speers
- * Next monthly meeting is April 14, 2015.
- * 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
Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

8 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

PUBLIC HEARING NOTICE

LOCATION: 209 Main Street
Assessors Map 19.4, Parcel 259

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 proposed deck for a c.
1900 building.

DATE & TIME: Tuesday, March 24, 2015 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 Dates:
March 6, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

March 24, 2015

209 Main Street, Buzzards Bay

Map 19.4, Parcel 259

2015 JUN 8 PM 2 45

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 Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

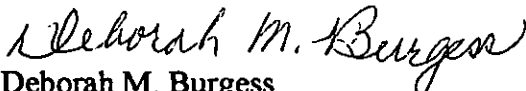
Public: James McLaughlin, Owner

Chairman Riordan read the public hearing notice for this proposal. Project is to rebuild front porch including foundation, decking, and roof and to replace flat roofs on left and right additions with 7 pitch roof per drawing for c. 1900 building.

James McLaughlin, Owner, explained that the front porch is in poor repair and needs to be completely replaced. It will be rebuilt in style similar to what is there now, but he will use PVC trim, reuse granite and build brick steps. The two flat roofs on the additions will be changed to 7 pitch roofs to better blend with the style of the main house which is American Four Square. The slider entrance on the right addition will be replaced with windows which will be consistent with the other windows on the house.

The drawing Mr. McLaughlin included with his application was not drawn to scale and prompted several questions about the apparent change in window style and size. Mr. McLaughlin replied that that was just his poor drawing and the windows on the main house were not being changed. They will remain the same as they are presently.

Following discussion by members, Chairman Riordan asked for a motion. Gioia Dimock moved to accept in accordance with plans presented. Neil Langille seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.


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 Bylaw Hearing Map
Plot Plan
Plans – Self-Drawn (1 Page)

TOWN OF BOURNE
Bourne Historical Commission

2015 MAR 4 PM 1 20

TOWN CLERK'S OFFICE
BOURNE, MASS

PUBLIC HEARING NOTICE

LOCATION:

35 Linwood Avenue
Assessors Map 30.4, Parcel 73

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 proposed 60 SF addition for a c. 1836 building.

DATE & TIME:

Tuesday, March 24, 2015 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 Dates:
March 6, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

March 24, 2015

35 Linwood Avenue, Monument Beach, MA 02535
Map 30.4, Parcel 73

JUN 8 PM 2 45
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 Reid, Judith Riordan, and Mary Sicchio


Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Public: Jason Visokay, Owner Representative and Partner

Chairman Riordan read the public hearing notice for this proposal. Project is to construct 60 SF addition for c. 1836 building.

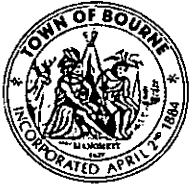
Jason Visokay explained the project will join two exterior walls from two entrances at the rear side of the house and increase the size of the kitchen. The entrance on the right isn't used and doesn't lead to the main part of the house. That door will be replaced with a window in keeping with other windows in the house. The left door will be maintained as an entrance using the current original door. There are presently two different pitches to the entrance roofs. The roofline will be unified with a new "A" dormer. The decorative brackets currently over the doorway will be reused.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.


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 Bylaw Hearing Map
Plans – Self-Drawn (1 Page)
Photo Documentation (3 Pages)



TOWN OF BOURNE

Historic Commission

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-8026



MEETING NOTICE OF HISTORIC COMMISSION

MARCH 24, 2015

10:00 AM

Bourne Historic Center, 30 Keene Street, Bourne, MA 02532

AGENDA ITEMS

10:00 a.m. — Approval of minutes

10:05 a.m. – 35 Linwood Avenue

Project is to construct proposed 60 SF addition for a c. 1836 building.

10:10 a.m. – 209 Main Street

Project is to rebuild existing decking and alter roofing for a c. 1900 building.

2015 MAR 17 PM 1 52
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
April 14, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEM

Call to order by Chairman Judith Riordan

Unfinished Business

- * Presentation, discussion, and vote on Hoxie Historic Preservation Restriction
- * Vote to authorize Judith Riordan, Chairman, to sign Hoxie Historic Preservation Restriction documents

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

2015 APR 9 PM 1 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission

30 Keene Street
Bourne, MA 02532
April 14, 2015

Special Meeting 2015 JUN 8 PM 2 45
Presentation, Discussion and Vote on
Hoxie Historic Preservation Restriction
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:30 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Mary Sicchio and Judith Riordan
Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock and Neil Langille

Public: Jonathan Nelson, Facilities Manager, Town of Bourne

Jonathan Nelson explained that the Historic Preservation Restriction refers only to the exterior of the building. The Hoxie Center at Sagamore Beach for Art, Science, Education and Culture, Inc., the Grantor, do not have to have the approval of the Bourne Historical Commission, the Grantee, for interior work. They do have to have the Commission's approval for exterior repairs and renovations.

Mr. Nelson said that he has gone over this document numerous times and has been able to delete some information which had been included in earlier versions. He has been working closely with the Massachusetts Historical Commission which has to approve the final document. Legal Counsel for the Town of Bourne must also approve the final document.

Deborah M. Burgess noted a number of corrections mostly of a grammatical, spelling, or consistency nature. Mr. Nelson made note of the corrections and will check to make sure they are corrected. She also asked Mr. Nelson about the permitting process. Mr. Nelson confirmed that The Hoxie Center must get approval for exterior projects from the Bourne Historical Commission prior to applying for a Building Permit.

Following discussion by members, Chairman Riordan asked for a motion. Mary Reid moved to approve the Hoxie Historic Preservation Restriction with noted changes. Jean Campbell seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Following this vote, Chairman Riordan asked for a second motion. Blanche E. Cody moved to allow Judith Riordan, as Chairman of the Bourne Historical Commission, to be signatory on the completed Hoxie Historic Preservation Restriction. George Jenkins seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.

Deborah M. Burgess
Deborah M. Burgess
Secretary

Attachments:

Agenda
Draft Copy of Hoxie Historic Reservation Restriction

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
April 14, 2015	11:00 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Massachusetts Historical Commission Matching Grant for Historic Inventory
- * Discussion – Historic Inventory Parameters
- * Reprinting of the Pictorial Album
- * Sub-committee to study Demolition Delay Bylaw
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: May 12, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

APR 9 PM 1 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – April 14, 2015

2015 JUN 8 PM 2 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 11:00 a.m.

Members Present: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers

Excused Absences: Gioia Dimock and Neil Langille

Secretary's Report: March 10, 2015 regular meeting was filed with corrections.

Treasurer's Report: Period ending March 31, 2015 was filed as printed.

Unfinished Business

Chairman Riordan reported on the following:

- * At this time there is one Demolition Delay hearing scheduled on April 28, 2015.
- * Chairman Riordan reported that the Commission's application for a grant from the Massachusetts Historical Commission was approved and she has sent a letter accepting the grant. There will be a meeting, probably in May, to go over the Commission's responsibilities under the grant. Mary Sicchio said that PAL (Providence Archeological Laboratory) created a database which included future projects to be undertaken. PAL has the data base and will be able to map out what could be inventoried at this time. Members should also be thinking about the town and the areas which they think are most important to be inventoried including various villages for possible "Historic Neighborhood" designation. Suggested villages were Bourne Village, Barlows Landing Road, and Cataumet. Historic Neighborhood is a non-binding designation. We would have to find out if Town Meeting vote would be needed for such a designation or if the Commission is authorized to create this designation. It was suggested that it might be good to have Town Meeting approval.
- * Blanche Cody reported that she has contacted Jenna Dickson to speak to the Commission about reproduction of the various Commission books. Due to scheduling conflicts, she is unable to meet with us until May 26. It was suggested that our next regular meeting be changed to this date. A motion was made by Jean Campbell to change the May regular meeting to May 26, 2015. Seconded by Sandra Goldstein. **Motion Carried Unanimously.** Mary Sicchio asked if the Commission reprint of A Trip Around Buzzards Bay might be considered for another reprinting. Blanche said that all of the Commission books could be considered.
- * Sub-Committee to study the Demolition Delay Bylaw – Discussion about the merit of changing the Demolition Delay look back period from 75 years to 100 years was discussed. Some members are concerned with the ever-increasing numbers of houses which will come under review as we approach the post World War II building boom. After discussion, consensus was that if we were to recommend doing this we would be eliminating from review many houses and buildings which are historically significant. Members agreed to leave the designation at 75 years.
- * CPA – Jean Campbell reported that Jonathan Nelson has been working on plans for climate control for the Jonathan Bourne Historical Center. All agreed that this is urgently needed. She said that they are hoping to be able to apply for CPA funding at the Town Meeting in October, 2015.
- * Chairman Riordan read a letter to Thomas Guerino, Town of Bourne Administrator, reconfirming the Commission's support of the proposal of the Stratford Capital Group of Peabody to re-develop the former Coady School in Bourne Village to 55 units of housing.

New Business

Chairman Riordan reported on the following:

- * There was no Town Hall report.
- * Excused absences were: Gioia Dimock and Neil Langille
- * Next monthly meeting is May 26, 2015.
- * 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 11:45 a.m.

Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

Letter from the Massachusetts Historical Commission awarding \$10,000 grant to the Bourne Historical Commission.

Letter from the Bourne Historical Commission to the Massachusetts Historical Commission accepting \$10,000 grant.

Letter from the Bourne Historical Commission to Thomas Guerino, Town Administrator.

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2015 MAR 24 PM 12 46

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 420 Barlows Landing Road
Assessors Map 43.1, Parcel 41

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to renovate existing barn built c.1893.

DATE & TIME: Tuesday, April 14, 2015 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:
March 27, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

April 14, 2015

420 Barlows Landing Road, Pocasset

Map 43.1, Parcel 41

2015 JUN 8 PM 2 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: George Jenkins, Mary Reid, and Judith Riordan

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Tardy: Jean Campbell and Mary Sicchio

Excused Absences: Gioia Dimock, Neil Langille

Public: Catherine & Charles Kert, Owners, Michael J. Katon, Builder, The Valle Group, Inc.

Since there were only three (3) Members present at the beginning of the hearing, Chairman Riordan announced those voting on this application would be: Members: George Jenkins, Mary Reid, and Judith Riordan and Associate Members: Deborah Burgess and Frances Speers.

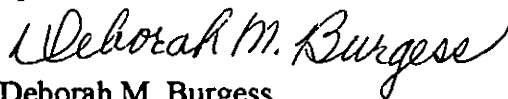
Chairman Riordan read the public hearing notice for this proposal. Project is to renovate existing barn built c. 1893.

Catherine Kert spoke to the Commission. She said they want to make the barn functional year round. The roof has a slight dip in it and they want to make repairs so the barn will be good for another 100 years. They plan to convert the first floor into a workshop, exercise room, and multi-use area. The second floor will be a family room with TV, games, etc.

They want to add long dormers to both the front and back roofs and to extend on the right end an existing shed attached to the rear of the barn.

There was discussion about the style of the windows in the barn which are 6 over 6 and do not match the house. It was decided that they are appropriate since they are original to the barn.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Judith Riordan, and Associate Members: Deborah Burgess and Frances Speers.



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 Bylaw Hearing Map

Historic Listing (3 Pages)

Bourne Historical Commission Determination, 1-13-2015, House
Plans (4 Pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 MAR 20 PM 1 03

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 425 Barlows Landing Road
Assessors Map 43.1, Parcel 106

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 roofline and doorway for a c. 1830 building.

DATE & TIME: Tuesday, April 14, 2015 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 Dates:
March 27, 2014

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

April 14, 2015

425 Barlows Landing Road, Pocasset

Map 43.1, Parcel 106

2015 JUN 8 PM 2 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:20 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Mary Sicchio and Judith Riordan

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absences: Gioia Dimock, Neil Langille

Public: No members of the public in attendance.


Chairman Riordan reported that John Carroll, Owner, was unable to attend. He had talked with her and requested that the hearing take place as scheduled. He gave her his cell phone number in the event members had questions about the project.

Chairman Riordan read the public hearing notice for this proposal. Project is to alter roofline and doorway for a c1830 building.

The building permit reads: "Renovate existing bath extension on rear of house. Replace flat roof with shed roof. Change rear window to exterior door. Insulate and replace fixtures. Dimensions: 8'X14' overall."

This renovation is not visible from the street. George Jenkins knew about this project. He confirms that this wing is a bathroom and the renovation calls for replacing an existing window with an exterior door. He said that the owner has a vintage door which he will be using.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio.


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Building Permit

Owner/Parcel ID (2 Pages)

Demolition Delay Bylaw Hearing Map

Plans (3 Pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2015 APR 10 PM 3 51
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 construct a deck over a porch on a c. 1905 building.

DATE & TIME: Tuesday, April 28, 2015 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:
April 10, 2015

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

April 28, 2015

72 Circuit Avenue, Pocasset

Map 43.3, Parcel 239

2015 JUN 8 PM 2 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary Deborah M. Burgess called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, and Blanche E. Cody

Excused Absences: Neil Langille, Judith Riordan, and Sandra Goldstein

Public: Patricia Scuito, Harbor Homes Building

In the absence of Chairman Judith Riordan and Vice Chairman Neil Langille, Deborah M. Burgess, Secretary, conducted the meeting.

Secretary Burgess read the public hearing notice for this proposal. Project is to construct a deck over a porch on a 1905 building.

Originally this property came before the Bourne Historical Commission on December 23, 2014 with plans for renovation. Those plans were unanimously approved. Those plans included building a new deck over the front porch of the house. This hearing was held to consider changes to the original plans.

Patricia Scuito presented the new plans. She said the owner now realizes that the new second floor deck over the front porch will be quite exposed to both sun and high winds. Therefore, the owner wants to add a roof over the deck and to have shingled half walls on both the upper deck and the front porch in place of the railing shown on the original plans. Members compared original plans with present plans and noted the new appearance of the house. Ms. Scuito explained that the roof will be stepped back from the front of the deck to enhance the appearance of the house.

Following discussion by members, Secretary Burgess asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, and Mary Sicchio.

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 Hearing Abutter Map

Site Plan

Plans (4 Pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
May 26, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report


Unfinished Business

- * Printing Options for Pictorial Album with Consultant, Jenna Dixon
- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Massachusetts Historical Commission Matching Grant for Historic Inventory
- * Discussion – Historic Inventory Parameters
- * Sub-committee to study Demolition Delay Bylaw
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: June 9, 2015
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2015 MAY 21 AM 9 53
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – May 26, 2015

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers

2015 AUG 6 AM 11 57

TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report: April 14, 2015 regular meeting was filed as printed.

Treasurer's Report: No report.

Unfinished Business

- * There is one Demolition Delay Hearing scheduled at this time for 61 Benedict Road.
- * Chairman Riordan reported on the Massachusetts Historical Commission Matching Grant for the Historic Inventory. The Chairman and Deborah Burgess will be going to the Massachusetts Historical Commission Headquarters in Boston on May 27. The meeting is one of four meetings which we will need to attend as we proceed with updating the Town's Historic Survey. Massachusetts Historical Commission will go over with the attendees the 59 Page Manual and will present a Scope of the Project which will outline our project directly.
- * Blanche Cody had arranged for Publishing Consultant, Jenna Dixon, to be at this meeting to discuss reprinting of the Pictorial Album. Blanche Cody explained that Jenna Dixon has expertise in printing and marketing.

Ms. Dixon briefly recounted her experience of many years (since 1985) in publishing, printing and marketing of books. She mentioned that the Web has added possibilities for both "publishing" and marketing books.

Addressing the Commission's first project, the reprinting of *Bourne A Pictorial History*, Jenna discussed possibilities of both traditional and also electronic publishing. Decisions on just how to proceed include the basic decision of which way (or both?) to publish; what kind of binding; whether to add an index (which would be most useful); how much scanning of photographs needs to be done; and minor text corrections; and whether to add a second (brief) introduction to the reprinted volume.

Costs are a bit difficult to specify until the project takes shape. For example, a print run could be anywhere from \$1,000 to \$7,000 for the first book (that is, the *Pictorial History*) and would be much reduced for subsequent re- or new publications. Scanning of photos could cost \$5 to \$10 per photo – students from a school computer class might be helpful here; an index would cost between \$300 and \$400 professionally done.

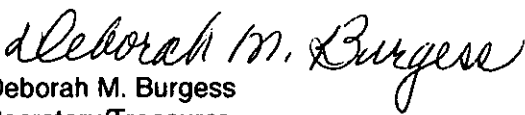
Quantity orders for our project could be done at discount through Amazon and E-books. Sales could be done through our own website with relatively easy website tools. The sales arrangement needs to be further explored. Various payment methods exist, including Squarespace.

Jenna recommended getting three quotes for any part of the project. She would be a resource to guide us. Jenna herself does flexible billing, by determining the total cost and then dividing it by the months involved to bring the project o completion. An advantage of this method is that if the project were idle for a month or two, there would be no monthly billing.

Jenna estimated that it might take about 4 months to get the *Pictorial History* out; for print books it runs around 9 months.

The meeting was interrupted by a medical emergency in the Archives. Several members left to give aide.
Emergency personnel arrived and the person was transported.

At 11:50 a.m. Chairman Riordan closed the meeting and no further business was conducted.


Deborah M. Burgess
Secretary/Treasurer

Attachments:
Agenda

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2015 MAY 14 PM 2 05

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 175 Standish Road
Assessors Map 4.3, Parcel 92

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 proposed 320 SF porch addition for a c. 1910 building.

DATE & TIME: May 26, 2015 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:
May 8, 2015

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

May 26, 2015

175 Standish Road

Map 4.3, Parcel 92

2015 JUN 8 PM 2 45

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 Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Public: Christopher Ellis, Contractor

Chairman Riordan read the public hearing notice for this proposal. Project is to construct proposed 320 SF porch addition for a c. 1910 building.

Christopher Ellis presented the building plans to the Commission. He said that the exterior of the addition would be in red cedar to match the existing house with white PVC trim. Dimension of the porch addition is 10'X30'.

The owner wants to keep everything rustic to match the cottage style of the original house. It has an open floor plan on the interior with exposed rafters.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. George Jenkins seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



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 Hearing Abutter Map

Site Plan

Plans (5 Pages)

Jonathan Bourne Historical Center
Board of Governors

Minutes
June 2, 2015

Attending: Louise Innis, Jim Dineen-BSHP, Skip Barlow, Diane Flynn, Ted Ellis-BHS, Gioia Dimick, Mary Sicchio and Jean Campbell

Excused Fran Bogden, Judy McAlister and Judy MacKenzie

Not in attendance: Facility Mgr. Jonathan Nelson

Guest: Paul Gately

2016 MAR 7 PM 2 51

TOWN CLERK'S OFFICE
BOURNE, MASS

Called to order at 10:00AM.

Discussion took place about Copy Machine equipment. The Town of Bourne had been contacted for replacement of machine or repair. Repair was a problem as replacement parts were not available. The possibility of a lease machine was discussed. Advance Imaging Tech of W. Yarmouth was contacted and will provide a cost analyst for a lease or purchased machine. Needs to be capable of printing 11X17, color. Jean Campbell will contact Brad Wallace, salesperson for Advance to follow up on discussion.

Front Door Lock – a “Yank and Pull” is needed to secure door when locking. Seems to be a burr in the lock. Discussion took place about having a locksmith look at it. This should be discussed with Jonathan Nelson, Facility Mgr.

Lights downstairs in the Office of the Historical Society are not working properly if working at all. This has been discussed with Jonathan Nelson, Facility Mgr. before and still do not work properly. Heat downstairs in this area seems to be better with some adjusting being done.

CPA Funds and the grant for the Windows at the Center was reviewed. This discussions needs to take place, further, with Jonathan Nelson, Facility Mgr.

Thanks for the snow removal and the work of the DPW at the Center was requested to go on record - “A job WELL DONE”.

Another request to the Town for lighting outside the Center on the Stain Glass window will be made to Jonathan Nelson, Facility Mgr. Hoping this will be in place for the fall season.

A/C needs to be upgraded at the Center.

Climate Control at the Center was discussed. There is a real need. Perhaps a request for CPA Funds in the near future should be made.

Storage is a problem at the Center. It was suggest the use of the attic area of the Center be looked at. There is nothing up there and is a very large area. At the end of the meeting several members of the Board visited the area spoken of. CPA Fund might be used to convert this space and climate control this area.

A motion was made to hold a Special Meeting of the Board of Governors to discuss these matters brought before the Board with Jonathan Nelson, Facility Mgr. on October 5th. Made by Ted Ellis, Second by Mary Sicchio – Passed Unanimously.

Meeting adjourned at 11:34AM

Submitted:

Diane Flynn
Diane Flynn, Clerk

*Motion: Jean Campbell 5 March
Gioia Dimick 7 March
Vote 21.*

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
June 9, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Massachusetts Historical Commission Matching Grant for Historic Inventory
- * Reprinting of Pictorial Album
- * CPC

New Business

- * Introduction of Project Teams
- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: July 14, 2015
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2015 JUN 3 PM 12 05
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – June 9, 2015

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah Burgess, Blanche E. Cody, Sandra Goldstein, and Frances Speers
Excused Absence: Neil Langille

2015 AUG 6 AM 11 57

Secretary's Report: May 26, 2015 regular meeting was filed as printed.

Treasurer's Report: Period ending May 31, 2015 was filed as printed.

TOWN CLERK'S OFFICE
BOURNE, MASS

Unfinished Business

- * There is a Demolition Delay Hearing scheduled for 61 Benedict Road on June 23, 2015. A second Demolition Delay is in the process of being scheduled for the property at 2 Bourne Rotary. This hearing will be sometime in July. This property is proposed to become a Dunkin Donuts 24 hour restaurant. The property was first built about 1936 as a Howard Johnson's. Its familiar orange roof greeted vacationers to Cape Cod for many years and is a local landmark.
- * Chairman Riordan reported on the Massachusetts Historical Commission Matching Grant for the Historic Inventory. The Chairman and Deborah Burgess went to the Massachusetts Historical Commission Headquarters in Boston on May 27 for an orientation meeting. There are 18 towns and cities in the state that have qualified for a Matching Grant. Most of these are for Historic Properties Surveys. Grants were also awarded for preservation projects, topographic survey, and National Register Nomination.

The grant is administered by the Massachusetts Historical Commission using Federal Funds. There is a strict time-line which must be adhered to as well as procurement procedures. Barry Johnson, Town Clerk, has already sent the Town's A-133 Audit to the state. Thomas Guerino, Town Manager, is the town's Procurement Officer. We will have to prepare and secure bids for the survey. Bids are awarded by the ability and the expertise of the bidders. The bidder chosen does not have to be the cheapest. The town will pay the bills for the project and the state will reimburse the town.

Chairman Riordan asked members for input on which part of the town we should concentrate on. Everyone agreed that we needed to add to the original survey in both Bournedale and Sagamore and other villages as time allowed.

New Business

- * Chairman Riordan introduced the following Work Groups: Demolition Delay Law Review , Hoxie Project Inventory Grant, and Publishing. See list attached.

Chairman Riordan explained that the groups will work on their own and make reports to the full commission with recommendations, if any. The Demolition Delay Law Review group might talk with contractors to get their view of the law and how it works. The agreement for the Historic Restriction with the Hoxie Group has not been signed. When signed, the Hoxie Project Group would oversee any renovations to the exterior of the building. The Inventory Grant is laid out for us by the state and we will be following those guidelines. Publishing Group will go over the various publishing projects.

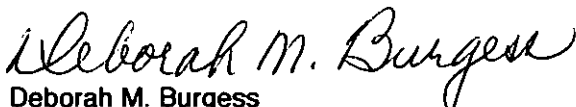
George Jenkins moved that the Commission adopt these Work Groups. Seconded by Blanche Cody.
Unanimously approved.

- * Mary Sicchio, as the Commission's representative to the Board of Governors of the Jonathan Bourne Historical Center, reported on their most recent meeting. Jonathan Nelson, Facilities Manager for the Town

of Bourne, was unable to attend the meeting. Since most items to be discussed required his presence, little business was accomplished. However, the new copier for the Center is slowly moving forward.

- * George Jenkins announced that the Harvest Festival of the Bourne Society for Historic Preservation will be held at the Briggs-McDermott House on September 12. He wondered if the Commission would like a table to sell the Commission books. We have done so in the past and will arrange to do it again.
- * Excused absence: Neil Langille.
- * Next Regular Meeting is July 14, 2015.
- * Chairman Riordan reminded members to email either herself or the secretary with any future agenda items.

The meeting was adjourned at 11:15 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:
Agenda
Treasurer's Report
Work Groups List

TOWN OF BOURNE
Bourne Historical Commission

2015 MAY 21 PM 3 35

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

41 Benedict Road
Assessors Map 26.3, 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 alter the roofline for a c. 1924 building.

DATE & TIME:

June 23, 2015 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:
June 3, 2015

Bourne Historical Commission

30 Keene Street

Bourne, MA 02532

Demolition Delay Hearing

June 23, 2015

41 Benedict Road, Gray Gables

Map 26.3, Parcel 3

2015 AUG 6 AM 11 57

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

TOWN CLERK'S OFFICE

BOURNE, MASS

Members: Jean Campbell, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, and Sandra Goldstein

Tardy: Gioia Dimock

Absent: Blanche E. Cody

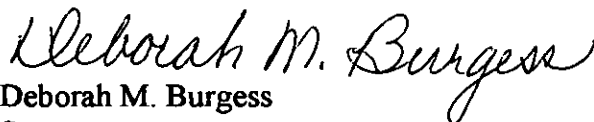
Public: Mark Bowie, Owner

Chairman Riordan read the public hearing notice for this proposal. Project is to alter roofline for a c. 1924 building.

Mark Bowie, Owner, explained that he wanted to alter the roofline and add another garage door to the garage so he can get his sailing board from the front of the property to the rear, or canal side, of his property.

The height of the new roofline will be lower than the cupola on the present roof. All changes will be to the rear of the garage and not visible from the street. He will use red cedar shingles, wood framing, and similar doors to match the existing garage. He wants to keep and maintain the character of the building while increasing the storage space in the garage.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Jean Campbell seconded. **Motion Carried Unanimously.** Members voting were: Jean Campbell, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



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 Hearing Abutter Map

Plans (hand drawn, 1 page)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
July 14, 2015	10:30 a.m. 2015 JUL 9 AM 11 21 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 Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Election of Officers
- * Appointment(s): Community Preservation Committee and Jonathan Bourne Historical Center Board of Governors
- * Cape Cod Canal Chamber of Commerce, Marie Oliva
 - Proposed ideas for murals on restroom walls
- * Memorial Brick at Aptucket for P. Jean Gleason
- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next Regular Meeting: August 11, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess
Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – July 14, 2015

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah Burgess, and Frances Speers

Excused Absences: Blanche E. Cody and Sandra Goldstein

2015 JUN 17 10 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report: June 9, 2015 regular meeting was filed as printed.

Treasurer's Report: Period ending June 30, 2015 was filed as printed.

Chairman Riordan announced that because a member had to leave early and Marie Oliva was attending the meeting to make a presentation, we would be conducting business out of the order on the Agenda.

Chairman Riordan asked Neil Langille to make a report on the Hoxie Project. He reported that the deed conveying the property from the Town to the Hoxie Center at Sagamore Beach for Art, Science, Education and Culture, Inc., has been completed. The group is now getting to work on many projects. Groups gather monthly for working sessions. They have a good group of young people who are working on the landscaping. The organization is comprised of many very active members.

Chairman Riordan welcomed Marie Oliva, President and CEO of the Cape Cod Canal Region Chamber of Commerce, Inc. Attending with her was Katherine Hallam, a local artist. They presented their ideas for the murals which are going to be painted on the restroom walls at the Chamber's Visitors' Center. Marie Oliva explained that they want the murals to represent Bourne's history. Katherine Hallam will be executing the murals and is experienced in decorative art and faux finishes. Katherine presented a number of photographs, some of which she had gotten off the Internet as well as pictures she had taken of the Canal area. She said she was looking for pictures which represented Cape Cod. She also showed several watercolors which she had done to give an idea of how the paintings on the walls might look. She suggested doing an ombre technique in which colors representing beach, water, and sand would be blended together as background for the postcard type paintings she will then do.

Commission members emphasized that the Chamber's Visitors' Center is the ideal place to emphasize Bourne's history and all the Town has to offer. Several members suggested that Marie and Katherine look through the thousands of pictures which are in the collections of the Bourne Archives.

Chairman Riordan, thanked them both for wanting to present their plans to the Commission. This interaction with groups and businesses in the Town of Bourne is something which the Commission tries to promote and we are extremely pleased to have been consulted. When they left the meeting, Gioia Dimock took them to look at the pictures in the Archives. Gioia reported back that both were extremely pleased with what they saw and will be using some of the pictures from the collection.

At this point Neil Langille excused himself.

Chairman Riordan then followed the Agenda as attached.

Unfinished Business

- * There is one Demolition Delay Hearing scheduled for 1 Crowell Road, Sagamore Beach, on July 28. A second Demolition Delay may be scheduled for 40 Phillips Road, Sagamore Beach, but no date has been set for it. This would be for a take down and is being applied for by a prospective owner. The legality of doing so is being researched.

* Work Group Reports:

Demolition Delay Law Review – No report at this time.

Hoxie Project – See beginning of minutes.

Inventory Grant – Chairman Riordan reported that this involves major paperwork and a large mailing, but the project is moving along. She said that Coreen Moore, Town Planner, has had to spend many hours helping with it.

Publishing – No report at this time.

- * CPC – No projects pending.

New Business

* Election of Officers.

Secretary Burgess asked for nominations for Chairman. Jean Campbell nominated Judith Riordan. Mary Sicchio seconded.

Chairman Riordan called for nominations for Vice Chairman. George Jenkins nominated Neil Langille. Mary Reid seconded.

Chairman Riordan called for nominations for Secretary/Treasurer. Mary Reid nominated Deborah Burgess. Jean Campbell seconded.

All those nominated accepted, or had previously accepted, and all were elected unanimously.

* Chairman Riordan made the following appointments:

Community Preservation Committee – Neil Langille

Jonathan Bourne Historical Center Board of Governors – Judith Riordan and Mary Sicchio

- * Memorial brick at Aptucket in memory of P. Jean Gleason. Although she had never served as a Commission member, everyone agreed that Jean had been a moving force in presenting and preserving Bourne's history for decades. It was felt that the Commission should recognize her with a memorial brick at Aptucket. George Jenkins moved that the Commission spend \$150 for a memorial brick. Jean Campbell seconded.
Motion carried unanimously.

- * A question was asked about the Barbara Clapp Keith house on Phinney's Point. This property came before the Commission as a Demolition Delay hearing on August 26, 2014. The demolition was granted, but the Commission asked the homeowners to place a plaque on the property telling about the historic house which had been there for many years. This needs to be followed up.

- * Excused absences: Blanche E. Cody and Sandra Goldstein.

- * Next Regular Meeting is August 11, 2015.

- * Chairman Riordan reminded members to email either herself or the secretary with any future agenda items.

The meeting was adjourned at 11:50 a.m.



Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

TOWN OF BOURNE
Bourne Historical Commission

2015 JUN 12 PM 3 35

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

2 Bourne Rotary
Assessors Map 24, Parcel 7

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 repair fire damage for a c. 1936 building.

DATE & TIME:

Tuesday, July 14, 2015 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:
June 24, 2014

TOWN OF BOURNE
Bourne Historical Commission

2015 JUL 1 PM 2 06

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 1 Crowell Road (Formerly 18 Clark Rd.)
Assessors Map 4.3, Parcel 132

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 an existing c. 1915 building and erect a new 4-bedroom dwelling.

DATE & TIME: July 28, 2015 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 8, 2015

TOWN OF BOURNE
Bourne Historical Commission

2015 JUL 7 PM 3:44

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

1 Crowell Road (Formerly 18 Clark Rd.)
Assessors Map 4.3, Parcel 132

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 an existing c. 1915 building and erect a new 4-bedroom dwelling.

DATE & TIME:

July 28, 2015 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 Dates:

July 10, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
July 28, 2015
1 Crowell Road, Sagamore Beach
Map 4.3, Parcel 132

2015 AUG 6 AM 11 57

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Absent: Jean Campbell

Public: Joseph Cheney, Cheney Realty Trust, Owner, Benjamin Losordo, Owner's Attorney

Abutters: Mike Bickerstaff, 2 Crowell Road, Sagamore Beach, Lynn Kenney, 9 Clark Road, Sagamore Beach

General Public: Sally Horton, Sagamore

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c.1915 building and erect a new 4-bedroom dwelling.

Benjamin Losordo, Attorney from Sandwich representing Cheney Realty Trust, spoke about the project. Originally the property consisted of a small house and a barn. The Planning Board allowed the property to be separated into two lots with the barn on one of the new lots and the house on the other. Of the two buildings the barn was the most historic and in the best condition. The iceman and the postman lived on the second floor. Stables were on the ground floor. Mr. Cheney has renovated the building as a barn and stable. He has built a new house in front of the barn and has a buyer for it. Mr. Cheney has further improved the area by exposing and rebuilding the dry stone wall which runs along the Crowell Road side of both lots.

No. 1 Crowell Road is the lot with the small bungalow house on it. The house is not in good condition neither inside nor out. Mr. Losordo passed around pictures of the house showing its deteriorated condition. Copies are attached. He requested that Mr. Cheney be allowed to demolish the house. In its place Mr. Cheney wants to build a new 4-bedroom house. Basic plan attached.

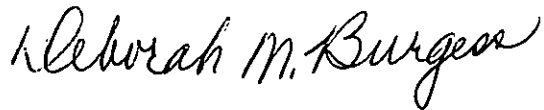
Mike Bickerstaff, abutter, spoke in favor of allowing the house to be demolished. He has lived across the street for 16 years and the house has always been in poor shade. He praised Mr. Cheney and the work which has been done on the two properties.

Sally Horton, whose mother-in-law owned the property for many years, spoke about the house. She said that her mother-in-law had put a small addition on the rear of the house for a kitchen. The house was very small and had been rented when her mother-in-law owned it.

Lynn Kenney, abutter, also spoke in favor of allowing the house to be demolished. She said that she appreciates history, but in this case demolishing the house would serve the neighborhood better. Building a new house on that site would increase the value of the neighborhood.

Chairman Riordan read into the record a letter from Marjorie J. Howard, 15 Clark Road, Sagamore Beach. She was unable to attend the hearing today. She states that she has lived across the road from 1 Crowell Road for 43 years. She wrote in support of demolishing the house. Copy of her letter is attached.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: Gioia Dimock, George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



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 Hearing Abutter Map
Letter from Marjorie J. Howard
Pictures of house and surrounding property
Plans for new house

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 11, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

2015 AUG 6 AM 11 57
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Clarification – Memorial Brick for P. Jean Gleason
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Discussion – Plaque for Clapp/Keith House, 35 Maryland Avenue
- * Excused Absences
- * Next Regular Meeting: September 8, 2015
- * Future Agenda Items

Adjournment

Deborah M. Burgess

Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532
Regular Meeting – August 11, 2015

2015 SEP 29 AM 10 49

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchitano
Associate Members: Deborah Burgess, Frances Speers, Blanche E. Cody, and Sandra Goldstein
Excused Absences: Jean Campbell and Gioia Dimock

TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Report: July 14, 2015 regular meeting was filed as printed.

Treasurer's Report: Period ending July 31, 2015 was filed as printed.

Unfinished Business

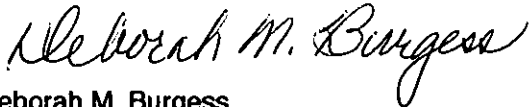
- * One Demolition Delay Hearing is scheduled for 6 Elm Avenue, Monument Beach on August 25, 2015.
- * There are changes in the Planning Dept. Office. Lisa Devaney will no longer be working in that office and Tim Lydon will be assuming expanded duties.
- * A Memorial Brick for P. Jean Gleason was approved at the July 14th meeting. However, there had been an increase in the cost. Neil Langille moved that the Commission ratify the amount which the Treasurer has expended. George Jenkins seconded. **The motion was approved unanimously.** The new cost was \$200.
- * Work Group Reports:
 - Demolition Delay Law Review – Sandra Goldstein reported that she has a copy of the Town of Bourne By-Law and from the Massachusetts Historical Commission a copy of their sample by-law. She read the opening from the sample by-law which defines the law. The Working Group will present suggestions incorporating this into our by-law.
 - Hoxie Project – No report at this time.
 - Inventory Grant – Chairman Riordan reported that the Request for Proposals (RFP) was completed with major help from Coreen Moore, Town Planner. There have been six replies to date. The contract from the Massachusetts Historical Commission was received and has been signed by Tom Guerino, Town Manager.
 - Publishing – Blanche Cody reported that progress is being made on republishing the Pictorial Album. However, Gioia Dimock will be away from Sept. 1 through Dec. 31, so not much will be happening from now until after the first of the new year.
- * CPC – No projects pending.

New Business

- * Under General Operating Concerns, a question was asked about the procedure for applying for listing on the National Register of Historic Buildings. A private citizen, an historical society, a museum, or other entity may apply for listing on the National Register of Historic Buildings. It is a long process and can be expensive.
- * At a Demolition Delay meeting on August 26, 2014, the demolition of the Barbara Clapp-Keith House was approved. It was not an easy decision. During discussion the owners agreed to allow a plaque to be placed on the property which would give the history of the earlier building(s) located there. The original structure was built for Capt. Charles Cook. The Furber Family purchased the house in 1900 and it was inherited by Barbara Furber Clapp Keith. Blanche Cody will work on wording for the plaque.
- * Gioia Dimock had asked to be excused from today's meeting because of work she needed to do in the Archives Room. However, she came in and spoke to the Commission about the continuing project surveying land in Bournedale near Herring Pond. This project was approved by the Historical Commission and funded through the Community Preservation Act. A newspaper article, "Survey Done To Determine If Bournedale Site Was Indian Burial Ground," The Bourne Enterprise, August 7, 2015, details the project and is attached to these minutes. Gioia said that her part in this was to aide in locating a professional to do the survey. John M. Steinberg, a research scientist with the Fiske Center for Archaeological Research at the University of Massachusetts Boston was hired to do the survey. Gioia said that she went to the site each day the team was there and found it extremely interesting. The survey was done with ground-penetrating radar equipment. There is a possibility for Native American remains to be in part of the property. The survey results are now being analyzed and won't be known until later. If there are Native American remains located there, then as far as she knows, it would be the only Native American gravesite in Bourne.

- * Excused absences: Jean Campbell and Gioia Dimock
- * Next Regular Meeting is September 8, 2015.
- * Deborah Burgess showed a picture of a grave marker which is in the Old Bourne Cemetery and honors Joshua Arey (Avery). It was put there by the Commission in 2006. She will research the meeting minutes to learn more and include it on the Agenda for the next meeting. Chairman Riordan reminded members to email either herself or the secretary with any future agenda items.

The meeting was adjourned at 11:25 a.m.



Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

Newspaper Article: The Bourne Enterprise, August 7, 2015, "Survey Done To Determine If Bournedale Site Was Indian Burial Ground."

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 40 Phillips Road
Assessors Map 4.4, Parcel 28

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to demolish a c. 1916 building.

DATE & TIME: Tuesday, August 11, 2015 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 Dates:
July 24, 2015

2015 JUL 27 PM 3 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
August 11, 2015
40 Phillips Road, Sagamore Beach
Map 4.4, Parcel 28

2015 SEP 29 AM 10 49

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Absent: Jean Campbell and Gioia Dimock

Public: Paul & Judith Curley, Owners; Jim Hession prospective owner.

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c1916 house.

Paul Curley said that he and his wife are selling their property because they are going to move closer to their children and grandchildren who live in New Hampshire and in the Boston suburbs.

Jim Hession spoke next. He said that he wants to demolish the house and needs to know whether or not that can be done before he commits to purchasing the property. He wants to build a two-story, three-bedroom Cape Cod style house to match other houses in the neighborhood. He plans to retire here.

Chairman Riordan commented that it isn't usual to have a total demolition. Most of the hearings which come before the Commission are for alterations. The Chairman asked him the rationale for demolishing the present house.

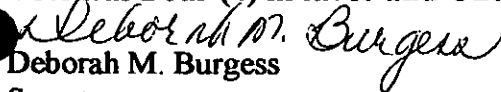
Mr. Hession said that it is an old building built on a slab and not conducive to year-round living. He has hired Bracket Engineering to conform to all building laws. He has met with Coreen V. Moore, Town Planner, and Tim Lydon, Engineering Tech. He was told to go to Demolition Delay prior to applying for a building permit. In answering questions from the members, Mr. Hession said that the new house will be about the same footprint as the present house and the exterior will be cedar shingles. There is a new septic, but he will need to apply for a variance for it before he will be able to build the new house. The property is not in a flood plain. Paul Curley told about the history of the house. It was built in 1916 as a garage. He and his wife bought it from Anna Swift and they altered it to what is there today.

Blanche Cody asked about the procedure for coming before the Commission for a Demolition Delay Hearing as we have always had a Building Permit prior to holding a Hearing. Mr. Hession said that he had applied for a Demolition Permit. It is noted that the Commission Members did not receive a copy of this Permit Application.

Members were interested in the appearance of the new house. Mr. Hession was asked if he would mail a copy of the exterior plans and he readily agreed. He was asked to mail it to the Secretary at her P.O. Box to ensure receipt.

Following discussion by members, Chairman Riordan asked for a motion. Neil Langille moved to accept in accordance with plans presented. George Jenkins seconded. **Motion Carried.** Members voting in favor were: George Jenkins, Neil Langille, Mary Reid, and Judith Riordan. Voting against was: Mary Sicchio.

Vote was Four (4) in favor and One (1) against.


Deborah M. Burgess
Secretary

Bourne Historical Commission
Demolition Delay Hearing
August 11, 2015

Page 2

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Owner/Parcel ID
Demolition Hearing Abutter Map

Addendum
August 25, 2015

Deborah M. Burgess, Secretary, received from Mr. Hession a letter and copy of the exterior plans. These were shown to the Commission Members at the conclusion of the next hearing on August 25, 2015. They are attached to these minutes.

Additional Attachment:

Letter from Mr. Hession with exterior plans

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2015 AUG 5 PM 2 53
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 6 Elm Avenue
Assessors Map 30.4, Parcel 134

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 an existing c. 1920 building by demo and rebuilding a living room and adding a second story on the same footprint.

DATE & TIME: August 25, 2015 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 Dates:

August 7, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
August 25, 2015
6 Elm Street, Monument Beach
Map 30.4, Parcel 134

2015 SEP 29 AM 10 49

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Tardy: Jean Campbell

Absent: Gioia Dimock and Neil Langille

Public: Kenneth Sundman, Contractor; Cheryl Milliken, Owner; Marsha Martin, Abutter

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c1920 building by demolishing and rebuilding a living room and adding a second story on the same footprint.

Chairman Riordan specified the members who would be voting on this hearing.

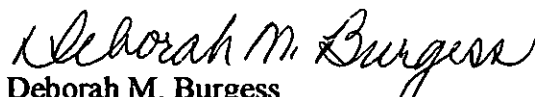
Kenneth Sundman, Contractor, spoke about the project. The living room is 12'X24' on the back of the house. It is a mid-1950s addition to the original house, is not level and has no insulation. He said that the owners want to remove this room and rebuild on the same footprint. They want to add a second floor which would change the hip roof to an A line roof.

Cheryl Milliken, Owner, said that the house had originally been a carriage house for the house on the corner of Elm Street and Beach Street. There have been several additions and renovations through the years. The proposed changes are on the back of the house and will not be visible from the front.

The new plans show a brick chimney part way up the new back exterior. Mr. Sundman explained that the chimney is attractive and they didn't want to tear it down. There will be a venting gas fireplace insert installed in the fireplace which will vent out through the back of the chimney.

Marsha Martin, abutter, spoke in support of this project.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Judith Riordan, Mary Sicchio and Associate Member, 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 Hearing Abutter Map

Plot Plan

Plans (2 pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
September 8, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

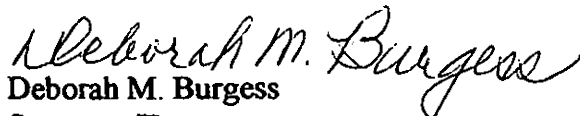
Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Plaque for Clapp/Keith House, 35 Maryland Avenue
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Information Joshua Arey Memorial Stone in Old Bourne Cemetery
- * Post Office Box Rental – P.O. Box 3131, Bourne, MA 02532
- * Excused Absences:
 - Gioia Dimock – Sept. 1-Dec. 31, 2015
 - Neil Langille – Sept. 2015
 - George O. Jenkins – Sept. 17, 2015; Sept 29, 2015; Oct. 15-Nov. 19, 2015;
Jan. 15-April 15, 2016
- * Next Regular Meeting: October 13, 2015
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2015 SEP 3 PM 2 29
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Regular Meeting – September 8, 2015

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

2015 DEC 22 AM 11 33

Members Present: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchiero
Associate Members: Deborah M. Burgess, Frances Speers, Blanche E. Cody, and Sandra Goldstein
Excused Absences: Gioia Dimock and Neil Langille

Secretary's Report: August 11, 2015 regular meeting was filed with correction.

Treasurer's Report: Period ending August 31, 2015 was filed as printed.

Unfinished Business

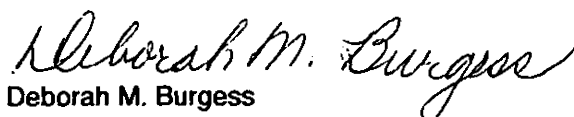
- * There are no Demolition Delay Hearings scheduled at the present time.
- * Blanche Cody presented a draft copy of proposed wording for the plaque to be placed on the property of the now demolished Clapp/Keith House at 35 Maryland Avenue, Phinney's Point. A discussion followed and included making the wording simpler and/or shorter, or not continuing with this project. No decision was made and it will be taken up at the next regular meeting.
- * Work Group Reports:
 - Demolition Delay Law Review – Sandra Goldstein reported that she would like to see landscapes and neighborhoods included in the Demolition Delay Law. She suggested that each member of her Work Group might look at what other Cape towns have for their Demolition Delay Laws. Chairman Riordan said she has talked with Coreen Moore, Town Planner, about the Demolition Delay Law review and Ms. Moore thinks it is time for a review. Chairman Riordan suggested that the Work Group contact Ms. Moore and consult with her.
 - Hoxie Project – Mary Reid reported no work has started on the exterior of the Hoxie School. The group is still in the planning stages.
 - Inventory Grant – Chairman Riordan reported that of the 40 Requests for Proposals (RFP) sent out, only six replies were received and of those only one sent an application. This application was from the Public Archeology Laboratory, Inc. (PAL) who did the first two phases of Bourne's Historical Survey. Chairman Riordan, Jean Campbell, and Deborah Burgess evaluated the application. After evaluating, PAL's bid was opened. Their bid was for \$20,000. Cost will be paid with \$10,000 in CPA Funds and a matching grant from Massachusetts Historical Commission of \$10,000. PAL's application, the Commission's evaluation, and PAL's bid were sent to the Massachusetts Historical Commission for their approval. Chairman Riordan made a motion for the Commission to accept PAL as the winning bidder on the survey. George Jenkins seconded. **Motion carried unanimously.**
 - Publishing – No report at this meeting.
- * CPC – No projects pending.

New Business

- * Under General Operating Concerns Chairman Riordan reminded members of the Harvest Festival at the Briggs McDermott House on Saturday, September 12, 2015. The Commission will have a table for selling books. Deborah Burgess and Chairman Riordan will be covering. Chairman Riordan asked if there were any others who might be able to sit for a while during the day.
- * Secretary Burgess passed out her findings about the Joshua Arey Memorial Stone in Old Bourne Cemetery. A copy and a photograph are attached.
- * After the August regular meeting, Chairman Riordan and Secretary/Treasurer Burgess discussed the need for a Post Office Box. There was difficulty receiving Grant mailings from MAHIST with the contract not arriving in a timely manner. They decided to rent a box at the Bourne Village Post Office and hoped members would approve the expenditure. Blanche Cody made a motion to rent a box for \$88/year. Mary Reid seconded. **Motion carried unanimously.** The Commission mailing address is now: P.O. Box 3131, Bourne, MA 01532.

- * Excused absences:
 - Gioia Dimock: Sept. 1-Dec. 31, 2015
 - Neil Langille: Sept. 2015
 - George O. Jenkins: Sept 17-29, 2015; Oct. 15-Nov. 15, 2015; Jan. 15-April 15, 2016.Motion was made by Blanche Cody to accept all absences listed. Mary Reid seconded.
Motion carried unanimously.
- * Secretary Burgess called attention to a copy of criteria for listing in the National Register of Historic Places which was passed out at the beginning of the meeting. This was in response to a question being raised at the last meeting about what the criteria are and was passed out for informational purposes only. A copy is attached.
- * Next Regular Meeting is October 13, 2015.

The meeting was adjourned at 11:25 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:
Agenda
Treasurer's Report
Draft for Plaque at Capt. Charles Cook/Furber House ca.1880
Joshua Arey Stone in Old Bourne Cemetery
National Register of Historic Places Criteria

TOWN OF BOURNE
Bourne Historical Commission

2015 AUG 13 PM 2 51

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

145 Tahanto Road
Assessors Map 38.1, Parcel 14

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 an existing c. 1940 building by constructing an 8'x24' kitchen addition.

DATE & TIME:

September 8, 2015 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 19, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing

September 8, 2015

145 147 Tahanto Road, Pocasset

Map 38.1, Parcel 14

RECEIVED

2016 MAR 17 AM 11:50

TOWN CLERK BOURNE

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Excused: Gioia Dimock and Neil Langille

Public: Craig R. Ellis, Contractor, Mr. and Mrs. Donald Boardman

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c. 1940 building by constructing an 8'X24' kitchen addition.

Chairman Riordan noted that both she and Blanche Cody have contracts with Craig Ellis for upcoming work and that Deborah Burgess works for Craig Ellis. None of them would be voting on this project.

Craig Ellis explained the project is to add an 8'X24' addition to the back of the house to enlarge the existing kitchen. The exterior will be shingle style to match the existing. The windows will have grills to match those on the existing windows. Craig said that the new windows will also have casings which the others do not have.

Donald Boardman said that he and his wife spend summers here, but are going to be here more time in the future. This addition will make living in the house more conducive to longer stays.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Mary Sicchio and Associate Members, Frances Speers and Sandra Goldstein.

Deborah M. Burgess

Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Town of Bourne Planner

Building Permit

Demolition Delay Hearing Abutter Map

Plans (2 pages)

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
September 8, 2015
145 Tahanto Road, Pocasset
Map 38.1, Parcel 14

Revised

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Excused: Gioia Dimock and Neil Langille

Public: Craig R. Ellis, Contractor, Mr. and Mrs. Donald Boardman

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c. 1940 building by constructing an 8'X24' kitchen addition.

Chairman Riordan noted that both she and Blanche Cody have contracts with Craig Ellis for upcoming work and that Deborah Burgess works for Craig Ellis. None of them would be voting on this project.

Craig Ellis explained the project is to add an 8'X24' addition to the back of the house to enlarge the existing kitchen. The exterior will be shingle style to match the existing. The windows will have grills to match those on the existing windows. Craig said that the new windows will also have casings which the others do not have.

Donald Boardman said that he and his wife spend summers here, but are going to be here more time in the future. This addition will make living in the house more conducive to longer stays.

Following discussion by members; Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Mary Sicchio and Associate Members, Frances Speers and Sandra Goldstein.

Deborah M. Burgess

Deborah M. Burgess
Secretary

- List of Attachments:
Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Demolition Delay Hearing Abutter Map
Plans (2 pages)

RECEIVED
2016 MAR 17 AM 11:49
TOWN CLERK BOURNE

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
September 8, 2015
147 Tahanto Road, Pocasset
Map 38.1, Parcel 14

2015 SEP 29 AM 10 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein

Excused: Gioia Dimock and Neil Langille

Public: Craig R. Ellis, Contractor, Mr. and Mrs. Donald Boardman

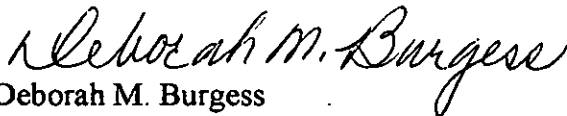
Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c. 1940 building by constructing an 8'X24' kitchen addition.

Chairman Riordan noted that both she and Blanche Cody have contracts with Craig Ellis for upcoming work and that Deborah Burgess works for Craig Ellis. None of them would be voting on this project.

Craig Ellis explained the project is to add an 8'X24' addition to the back of the house to enlarge the existing kitchen. The exterior will be shingle style to match the existing. The windows will have grills to match those on the existing windows. Craig said that the new windows will also have casings which the others do not have.

Donald Boardman said that he and his wife spend summers here, but are going to be here more time in the future. This addition will make living in the house more conducive to longer stays.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Mary Sicchio and Associate Members, Frances Speers and Sandra Goldstein.



Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Demolition Delay Hearing Abutter Map
Plans (2 pages)

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

2015 AUG 24 AM 10 20

TOWN CLERK'S OFFICE
BOURNE, MASS

- LOCATION:** 230 Shore Road
Assessors Map 26.2, Parcel 82
- 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 an existing c. 1890 building by rebuilding a basement entryway and rebuilding on the same 10'x11' footprint and to also add a second story.
- DATE & TIME:** September 8, 2015 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 Dates:

August 21, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
September 8, 2015
230 Shore Road, Bourne
Map 26.2, Parcel 82

2015 SEP 29 AM 10 50

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: Jean Campbell, George Jenkins, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Francis Speers, Blanche E. Cody, and Sandra Goldstein


Excused: Gioia Dimock and Neil Langille

Public: Kari L. Torpey, Owner

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c. 1890 building by rebuilding a basement entryway and rebuilding on the same 10'X11" footprint and to also add a second story.

Kari Torpey, Owner, explained the project. They propose to remove the attached, one-story entryway and build a new two-story, heated structure on the same footprint adding foundation to support the new structure. The roofline would be tied into the existing hip roof. This added space will allow for a larger kitchen and a bathroom on the second floor. There will be a door from the outside for access to the cellar stairs. Mrs. Torpey said that she and her family are excited to have bought this house and are looking forward to restoring it.

Following discussion by members, Chairman Riordan asked for a motion. Blanche Cody moved to accept in accordance with plans presented. George Jenkins seconded. **Motion Carried Unanimously.** Members voting were: George Jenkins, Mary Reid, Judith Riordan, Mary Sicchio and Associate Member, Deborah 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 Hearing Abutter Map
Plot and Septic System Plans
Photographs (2)
Plans (4 pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 SEP 8 AM 10 33

PUBLIC HEARING NOTICE CLERK'S OFFICE
BOURNE, MASS

LOCATION:

453 Williston Road
Assessors Map 4.1, 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 alter an existing c. 1940 building by demolishing the front porch and the associated enclosure. Additional decking and 3'x11' bumpout to be removed. 1000 sf addition to be added to the remaining structure..

DATE & TIME:

September 22, 2015 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 Dates:

September 4, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
September 22, 2015
453 Williston Road, Sagamore Beach
Map 4.1, Parcel 109

2015 SEP 29 AM 10 49

Chairman Judith Riordan called the hearing to order at 10:30 a.m.

Members: Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Blanche E. Cody, and Sandra Goldstein

Excused: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, and Frances Speers

Public: Nicholas F. Filla, Architect; Scott Doyle, Contractor; and Ken Jones, Abutter

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c.1940 building by demolishing the front porch and the associated enclosure. Additional decking and 3'X11' bump out to be removed. 1,000 sf addition to be added to the remaining structure.

Chairman Riordan explained that the Commission members had not received complete information for this project in a timely manner. The building permit wasn't emailed until yesterday at 1:30 p.m. The Commission was informed that combined square footage for all buildings exceeded the allowable amount for this size lot.

Nicholas F. Filla, Architect, responded that the square footage is over the allowable amount by 126'. He said the problem is the garage. They may demolish the garage as it is in bad shape and may remove an added porch. The main part of the house will remain unchanged. They plan to add on to the front a living room and an in-law bedroom. All new construction will have hip roofs to blend with the original.

Chairman Riordan asked Ken Jones, abutter, to join us at the table and asked him what his concerns were. He said that the septic had been his main concern as his property abuts to the rear of this property. Work on the septic has already begun and the property has been excavated along the property line. He has talked with Scott Doyle, Contractor, who told him that they are going to build a stone retaining wall so the banking won't be eroded. Mr. Jones said he came today mainly because he wanted to know exactly what they were planning to do to the house since he had not seen any of the plans. He was satisfied with what he saw.

Mr. Filla said that the exterior of the house would be completely resingled with white cedar and the trim would be in the cream color scheme as the exterior is now.

Following discussion by members, Chairman Riordan asked for a motion. Blanche Cody moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting were: Mary Reid, Judith Riordan, Mary Sicchio and Associate Members, Deborah Burgess and Blanche Cody.

Deborah M. Burgess
Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Building Permit with sticky note covering up description

Owner/Parcel ID

Demolition Hearing Map

Existing Conditions Plan

Photographs (7)

Plans, architect brought with him (6 pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 SEP 8 AM 10 33

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

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 alter an existing c. 1880 building by moving it to a new location on the property.

DATE & TIME: September 22, 2015 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 Dates:

September 4, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
September 22, 2015
429 Barlows Landing Road, Pocasset
Map 43.1, Parcel 105

2015 SEP 29 AM 10 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Blanche E. Cody, and Sandra Goldstein

Excused: Jean Campbell, Gioia Dimock, George Jenkins, Neil Langille, and Frances Speers

Public: David Sampson, representing his brother, Wayne Sampson, owner; John Carroll, abutter

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c.1880 building by moving it to a new location on the property.

David Sampson explained the project. He said that there would be no demolition. The building was a stable and is now used for storage. They want to move the building straight back to the rear of the property. They will make repairs as needed to maintain the structural nature of the building. The new foundation will bring the floor level to 15' above sea level. This will not be as high as the foundation of the store/cottage. Both buildings are in the flood plain and have to be raised to meet those laws. The driveway will be extended to reach the new location. Landscaping will be tapered away from the new foundation to camouflage its height and to blend in with the surrounding area.

John Carroll, abutter, lives at 425 Barlows Landing Road which is next door to this property. He said that this is only one of several properties within sight of his house which are undergoing renovations. There has been major construction on two properties across the street from his house. He said that he is seeing quite a change in the look of old Barlow Town. He would like for other to have an "appreciation of what was and why it was." Prior approvals by the Bourne Historical Commission have changed the appearance of Barlow Town. He questioned if this was in the best interest of the town.

Chairman Riordan said that the decisions the Commission makes are always a balancing act. We take into consideration the age of the structure, its history, and what the homeowner wants to do. Unfortunately, the Demolition Delay By-Law doesn't give the Commission a great deal of power to enforce much of what we might like to see happen. She pointed out that this is the third time this property has come before the Commission. Deborah Burgess read from the Demolition Delay minutes for 11/12/2013 when the Commission approved raising the Barlow Store and from 2/25/2014 when the Commission approved plans to change the store's front stairs, alter the cellar access, and add a deck to the rear.

David Sampson said that his brother has owned the property for about 3 years and will be moving here full time. His has put a lot of money in the property and appreciates its history.

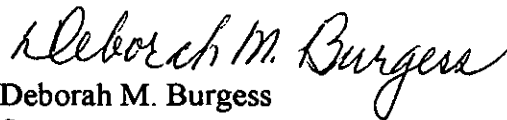
John Carroll said that there is a rumor that the stable is being moved, so that a 3-car garage can be built in its place. David Sampson said that they may do that. The stable is being moved for convenience. Then he added that his brother is working with an architect for a garage to fit in with the rest of the buildings on the property.

Sandra Goldstein said that these are changes to the character of the property and are eroding the character of the area.

Mary Sicchio said that she would want to defer voting on this project until such time as the moving of the stable could be considered together with the building of the new garage.

Chairman Riordan explained that moving the stable comes under the purview of the Historical Commission and building a new garage in the stable's former location is not something which would come before the Commission. The former has nothing to do with the latter.

Following discussion by members, Chairman Riordan asked for a motion. Deborah M. Burgess moved to accept in accordance with information presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting in favor were: Mary Reid, while the following voted reluctantly in favor: Judith Riordan and Associate Members, Deborah Burgess and Blanche Cody. Opposed: Mary Sicchio.



Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Building Permit (first page only)
Owner/Parcel ID for House
Owner/Parcel ID for Store
Demolition Hearing Map
Site Plan

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
October 13, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report


Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Plaque for Clapp/Keith House, 35 Maryland Avenue
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Review of restoration of Soldiers and Sailors Monument in front of Town Hall approved by Town Meeting for CPA funds in 2007. Requested by Richard Conron.
- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2015 OCT 5 PM 9 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the meeting to order at 10:35 a.m.

Members Present: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Frances Speers, and Blanche E. Cody

Excused Absences: Jean Campbell, Gioia Dimock, and Sandra Goldstein

Secretary's Report: September 8, 2015 regular meeting was accepted as printed.

Treasurer's Report: None at this time.

Unfinished Business

- * One Demolition Delay Hearing is scheduled for October 27, 2015. George Jenkins will not be here for this hearing. He will write a letter to vote in absentia.
- * Chairman Riordan reported that she had spoken to William Sullivan, contractor, for the Clapp/Keith House at 35 Maryland Avenue, about the plaque to be placed on the property. He said that the owners are still amenable to doing this, but would want something which is not too wordy. Suggested doing a granite marker. Blanche Cody questioned whether the Commission should even be in the business of marking property. Neil Langille thought that it was appropriate for the Commission to mark historic sites and to decide case-by-case. Neil Langille moved that the Commission provide suggested wording for the homeowner to determine the type and style of marker. Motion seconded by George Jenkins. Those voting in favor were: George Jenkins, Neil Langille, Mary Reid, and Judith Riordan. Mary Sicchio abstained. **Motion carried with one abstention.**
- * **Work Group Reports:**
 - Demolition Delay Law Review – Frances Speers reported that each member of this Work Group has been researching Demolition Delay By-Laws in other towns. They are finding that other town's laws are similar to what Bourne has.
 - Hoxie Project – Neil Langille reported that work being done now is on safety measures for the interior of the building. No work has been done on the exterior.
 - Inventory Survey Grant – Deborah Burgess reported that she and Chairman Riordan went to the Massachusetts Historical Commission in Boston on October 2, 2015 for a meeting with Michael Steinitz, Director, Preservation Planning Division and Peter Stott, Preservation Planner, Preservation Planning Division and with Virginia Adams, Senior Architectural Historian and Carolyn Barry, Architectural Historian, both from Public Archaeology Laboratory, Inc. (PAL) who will be conducting Bourne's survey. Chairman Riordan explained that the timeline for the survey was adjusted to allow more time for parts of the survey and still allow for completion by the end of June 2016. She asked members to bring to our attention errors which may exist in prior surveys, areas which need more properties surveyed, and areas which might be designated as Historic Neighborhoods. She said that the survey is a tremendous undertaking and expressed her thanks for the help which Coreen Moore, Town Planner, has given. George Jenkins suggested that the Wing's Neck Book by Nicholas Baker might be a good starting place for inventorying that area. Chairman Riordan announced that MASSHIST also told us that there is additional money available for Bourne's survey.
 - Publishing – No report at this meeting.
- * CPC – The next deadline for submitting projects is January 2016.

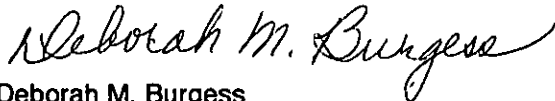
New Business

- * Richard Conron requested that the Commission review of restoration of the Soldiers and Sailors Monument in front of Town Hall which was approved by Town Meeting for CPA funds in 2007. Review has been postponed to the November 10, 2015, meeting since Mr. Conron, unexpectedly, was not able to attend this meeting. Chairman Riordan explained that previously repairs to the monument went out to bid and the Town did not receive any replies. Therefore, funding was returned to CPA. The monument is in need of the repairs which Mr. Conron wants to discuss with the Commission. Chairman Riordan passed out a photograph of the

Monument and a copy of the MACRIS entry which are attached. She also passed around a photocopy of the program for the Dedication Exercises, Soldiers' and Sailors' Monument and Town Hall, July 23, 1914. booklet and related information about the Monument which are also attached.

- * Under General Operating Concerns, Chairman Riordan announced that there would be a meeting of the Board of Governors of the Bourne Historical Center on October 14, 2015. She asked Mary Sicchio, the Commission's Representative on the Board of Governors, if she would be able to attend. She is planning to do so. The Board of Governors will be discussing the repairs to the Center's windows. Chairman Riordan also announced that the Coady School renovation into senior housing has been approved for both federal and state tax grants. She also said that at this time Congress has failed to fund Historic Preservation.
- * Excused absences were approved: Jean Campbell and Sandra Goldstein. Gioia Dimock was previously excused for the remainder of the year.
- * Members were reminded to contact either the Chairman or the Secretary if they have any agenda items for the next meeting.
- * Next Regular Meeting is November 10, 2015.

The meeting was adjourned at 11:15 a.m.



Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda
Photograph, Soldiers and Sailors Monument
MACRIS Entry, Soldiers and Sailors Monument
Photocopy of Dedication Exercises Program, Soldiers' and Sailors' Monument
and Town Hall, July 23, 1914 (6 Pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 SEP 29 AM 8 57

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

111 Main Street
Assessors Map 23.2, Parcel 78

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 an existing c. 1910 building.

DATE & TIME:

October 13, 2015 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 Dates:

September 25, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
October 13, 2015
111 Main Street, Buzzards Bay
Map 23.2, Parcel 78

2015 DEC 22 AM 11 34

TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:30 a.m.

Members: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Frances Speers
Excused: Jean Campbell, Gioia Dimock, and Sandra Goldstein

Public: Michael J. Rausch, Reporter, Bourne Enterprise

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c. 1910 building.

The owner, Vincent Michienzi, was unable to attend. Without owner representation, the Commission did not proceed with the hearing and will request that the Town Planner's Office reschedule the hearing at a later date.


Deborah M. Burgess
Secretary

TOWN OF BOURNE
Bourne Historical Commission

2015 SEP 29 AM 8 56

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

0 Cohasset Avenue
Assessors Map 23.2, Parcel 65

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 an existing c. 1920 building.

DATE & TIME:

October 13, 2015 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 Dates:

September 25, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
October 13, 2015
0 Cohasset Avenue, Buzzards Bay
Map 23.2, Parcel 65

2015 DEC 22 AM 11 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Frances Speers
Excused: Jean Campbell, Gioia Dimock, and Sandra Goldstein

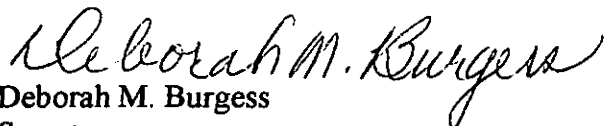
Public: Deborah Patterson who has Power of Attorney for her mother, Florence Patterson, the only stockholder in the Christopolous Realty and Investments, Inc. the owner of the property. Michael Rausch, reporter for the Bourne Enterprise.

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c. 1920 building, remove all debris, and fill cellar hole with clean fill.

Deborah Patterson explained that the building is in disrepair. It is located in a neighborhood where there are children playing in the overgrown yard. There are paths in the grass. The building has been vandalized, plumbing fixtures and copper pipes have been removed. There are holes in the floor. The building is unsafe although it has not been declared so by the building inspector. She wants to demolish the building before that happens. The building has been empty since about 2007.

The building has been owned since 1976 by Christopolous Realty and Investments, Inc. The property is for sale, but will be more saleable without the building.

Following discussion by members, Chairman Riordan asked for a motion. Neil Langille moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting in favor were: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Owner/Parcel
Demolition Hearing Map
Photograph of Building

TOWN OF BOURNE
Bourne Historical Commission

2015 SEP 29 AM 8 55

PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

27 Washington Ave
Assessors Map 23.1, Parcel 21 & 19.2

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 an existing c. 1920 building.

DATE & TIME:

October 13, 2015 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 Dates:

September 25, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
October 13, 2015
27 Washington Avenue, Buzzards Bay
Map 23.1, Parcel 21 & 19.2

2015 DEC 22 AM 11 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Frances Speers
Excused: Jean Campbell, Gioia Dimock, and Sandra Goldstein

Public: Matthew and Ashley Madge, representing Dennis Mascetta, owner; Dan Busby, Abutter; and Michael Rausch, reporter, Bourne Enterprise

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c 1920 house by adding a two-story addition to the right side of the house. Existing garage would be demolished.

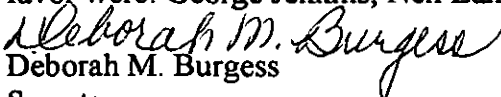
Matthew Madge explained that he has worked for the owner, Dennis Mascetta, for a number of years. He and his wife, Ashley Madge, lived for about three years in this house, but their family grew and it was no longer large enough for them to continue living there. They asked Dennis Mascetta to give them first refusal if he ever wanted to sell it. That sale is contingent on the outcome of today's hearing.

The addition will be 24'X28'. They will keep the original building as is except for where the two will be joined. With three children, they need to have more living space. They are combining two lots so they will have enough room for the addition. They want to make the house fit into the neighborhood. Most homes in this neighborhood are two-story. The two-story addition will be below the town variance for allowed height. He has already taken down the chimney inside the house and has found some West Barnstable bricks which he will keep.

Dan Busby, abutter at 31 Washington Avenue, said that he came to the hearing because he hadn't been able to see a copy of the plans. He had gone to Town Hall, but they didn't have a copy. After looking at the plans presented to the Commission and hearing the testimony, he was in favor of the project.

Chairman Riordan said that the Commission is always glad to hear from owners that they want to save a structure and make changes in keeping with the property and the neighborhood. Neil Langille said that we are losing too many of the small, cottage type houses and it is good that they are saving this one.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting in favor were: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.


Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town Planner
Building Permit
Owner/Parcel ID
Demolition Hearing Map
Site Plan
Building Plans (3 pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 OCT 13 AM 9 05

PUBLIC HEARING NOTICE TOWN PLANNER'S OFFICE
BOURNE, MASS

LOCATION:

61 Maryland Ave
Assessors Map 30.2, 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 alter an existing c. 1925 building by remodelling the existing deck, altering the garage entry and adding a 336 sf, two-story addition.

DATE & TIME:

October 27, 2015 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 Dates:

October 9, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
October 27, 2015
61 Maryland Avenue, Monument Beach
Map 30.2, Parcel 11

2015 DEC 22 AM 11 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, and Sandra Goldstein
Excused: Gioia Dimock, George O. Jenkins, and Frances E. Speers

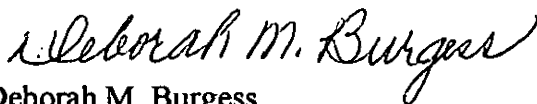
Public: Mark Tuleja, Contractor, representing the owner.

Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c.1925 building by remodeling the existing deck, altering the garage entry and adding a 336 sf, two-story addition.

Mark Tuleja, Contractor, spoke to the Commission about the project. He said they plan to demolish the porch and garage opening on the rear of the house. In their place they plan to add 12 feet to the rear. This will include the 8' which was demolished and an additional 4'. This addition will be two-stories comprising 336 sf. They are adding a farmer's porch to the front and right side of the house. On the second floor they plan to add two gambrel-roofed dormers in the same style of the gambrel main roof.

Mr. Tuleja said that they have already been to Conservation and have had their plans approved. Part of the rear of the house might be in the flood plain. However, they are 15-16' above the water and that will likely keep them out of the flood zone.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously**. Members voting in favor were: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination
Public Hearing Notice
Memo, Town of Bourne Planner
Building Permit
Owner/Parcel ID
Site Plan
Plans (4 pages)
Photographs of House (2 pages)

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
November 10, 2015	10:30 a.m.	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

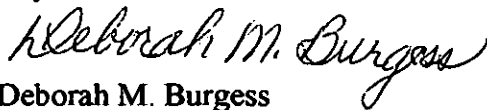
Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Plaque for Clapp/Keith House, 35 Maryland Avenue
- * Review of restoration of Soldiers' and Sailors' Monument in front of Town Hall approved by Town Meeting for CPA funds in 2007. Requested by Richard Conron.
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next meeting is December 8, 2015
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

2015 NOV 5 AM 10 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Regular Meeting – November 10, 2015

2015 DEC 22 AM 11 34

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Frances Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absences: Gioia Dimock and George Jenkins

Public: Richard Conron and Donald (Jerry) Ellis, Selectman, Town of Bourne

Secretary's Report: October 13, 2015 regular meeting was accepted as printed.

Treasurer's Report: None at this time.

Unfinished Business

- * One Demolition Delay Hearing is scheduled for 111 Main Street, Buzzards Bay on November 24, 2015.
- * Chairman Riordan reported that the Board of Governors for the Historical Center met on November 9 and Mary Sicchio, the Commission's representative, had attended. Discussion was about building maintenance and included refurbishing of the Center's windows (not including the stained glass window), the HVAC system, the alarm system which isn't working properly, and electrical work.
- * Chairman Riordan reported on the plaque for the Clapp/Keith House at 35 Maryland Avenue. She suggested that the plaque read "Site of Capt. Charles Cook house circa 1880. First dwelling on Phinney's Point." She will write a letter to the property owners and to the contractor and enclose this wording. The cost of the plaque will be paid by the property owners.
- * Richard Conron and Donald (Jerry) Ellis were present for discussion of the restoration of the Soldiers' and Sailors' Monument in front of Town Hall. Restoration of the Monument had been approved through CPA funding in 2007 at a cost of \$60,000. Jerry Ellis had been instrumental in securing those funds and Richard Conron had been on the CPC at that time. The restoration was not done then and the cost has now increased. Richard Conron is interested in pursuing additional funds through CPA to get the restoration done. He is a combat veteran having served in Vietnam. He has researched and found two firms which would be able to do the restoration: North Shore Architectural Stone of New York and Joseph Gnazzo Company, Inc. of Connecticut. Mr. Conron would like a letter from the Commission authorizing him to continue working on this project.
Jerry Ellis spoke about the history of the Monument which was dedicated on July 23, 1914. It was designed by Architect James Purdon, who also designed the Town Hall (which was dedicated on the same date). The Monument was built in commemoration of the men who served in the Civil War from 1862-1865. When the Civil War was fought, Bourne was still a part of Sandwich and was known as West Sandwich. Jerry said that the Monument was first designed to be placed at the High School (now the Coady School which is to be made into 55+ apartments). Next it was to be constructed in front of the now Historical Center and later it was suggested to be placed at Four Corners. Finally it was decided to place it in front of the new Town Hall. The Monument was designed after one which is at West Point.
Jerry Ellis also told the Commission that there is a Commonwealth of Massachusetts General Law Section 105 which provides for towns which appropriate money for the purpose of commemorating the services of military personnel in war to have a Board overseeing such Monuments. Jerry told the Commission that the Trustees of the Community Building serve in this capacity. Chairman Riordan will contact the head of the Trustees and arrange to meet to discuss the project. The Commission is the Town body which will have to submit the application for CPA funds.
The Monument is made out of marble with an eagle at the top. There are metal stars and writing at the base of the column. Some of the stars and letters are missing and will have to be replaced. The monument is only out of alignment by less than 1". It is secured to a granite foundation and is tied in with metal straps. The surrounding steps are in deteriorating condition. They are made out of faux marble and granite and are on a brick foundation. All of this is breaking apart. The circle under the foundation is filled land and further contributes to the deteriorating condition.
Jerry Ellis said that we need to get the veterans and veterans' groups in town behind this project. He doesn't think that will be hard to do.

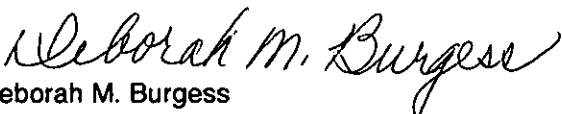
The original CPA grant of \$60,000 is being held in a reserve fund. The total cost to restore the Monument may be \$200,000. The Commission will have to file for additional CPA funds. Chairman Riordan will write to Barry Johnson, Chairman of the CPC, to confirm that the \$60,000 is still available. There will be a January deadline to submit an application for CPA funds and to get it on the Warrant for the May Town Meeting. Chairman Riordan called for a motion. Neil Langille made the motion to have Richard Conron to go forward with the Soldiers' and Sailors' Monument Restoration and that Mr. Conron make timely reports back to the Commission about his progress. Mary Reid seconded. **The Motion carried unanimously.**

- * Work Group Reports:
 - Demolition Delay Law Review – No report at this meeting.
 - Hoxie Project – Jerry Ellis said that there had been a meeting on November 9, 2015 and the asbestos and sprinkler problems had been resolved. The group will be able to move forward on other projects.
 - Inventory Survey Grant – Chairman Riordan reported that Caroline Barry from PAL is progressing and will be at the end of the current phase shortly.
 - Publishing – No report at this meeting.
- * CPC – No further report.

New Business

- * Excused absences previously approved: Gioia Dimock and George Jenkins.
- * Members were reminded to contact either the Chairman or the Secretary if they have any agenda items for the next meeting.
- * Next Regular Meeting is December 8, 2015.

The meeting was adjourned at 11:35 a.m.


Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Soldiers' and Sailors' Monument Information: Commonwealth of Massachusetts General Laws, Section 105;

Letter from Richard Conron dated February 28, 2012 expressing his interest in pursuing the Restoration; printouts of information about North Shore Architectural Stone and Joseph Gnazzo Company, Inc.; copy of 2007 CPA Application.

Letter authorizing Richard W. Conron to continue working on restoration of the Soldiers' and Sailors' Monument.

TOWN OF BOURNE
Bourne Historical Commission

2015 OCT 23 AM 10 35

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

428 Barlows Landing Road
Assessors Map 43.1, Parcel 38

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made.

Project is to alter an existing c. 1800 building by adding a 10' x 20' addition for kitchen improvements.

DATE & TIME:

November 10, 2015 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 28, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
November 10, 2015
428 Barlows Landing Road, Pocasset
Map 43.1, Parcel 38

2015 DEC 22 AM 11 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, Frances E. Speers, and Sandra Goldstein
Excused: Gioia Dimock and George O. Jenkins

Public: Richard Hawkins, Owner, Thomas Donovan, Contractor, and Donald (Jerry) Ellis

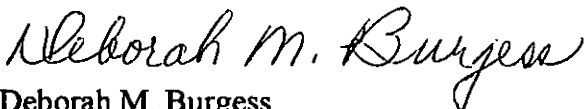
Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c.1800s building by adding a 10'X20' addition for kitchen improvements.

Thomas Donovan, Contractor, spoke to the Commission. He said that the owners have owned the house since the 1990s and are now living here full time. Prior improvements have included new windows, white cedar siding, insulation, and a heating system. They have replaced the cedar shingles on the exterior and reroofed with architectural shingles. During these projects they have determined that the front part of the house dates to the 1800s, they found a date on the back section of 1933, and the kitchen section which connects the front and back dates to 1945. The back section may have been built as garage since it is built on a slab on grade.

This project is to extend the kitchen with a 10'X20' addition. The current kitchen is so narrow that the owners are unable to have a table in it. The addition will allow them to put in a full cellar with 8" exposure under the kitchen. Heating will be located in this area. The windows will match those in the rest of the house and will be 6/1 Andersen with true divided lites. They are using Azec trim on the exterior sills. There is a Cape Cod cellar with a crawl space under the oldest part of the house where the electrical panel is located.

This house was originally the Jonathan Parker house.

Following discussion by members, Chairman Riordan asked for a motion. Jean Campbell moved to accept in accordance with plans presented. Mary Reid seconded. **Motion Carried Unanimously.** Members voting in favor were: Jean Campbell, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



Deborah M. Burgess
Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Building Permit

Owner/Parcel ID

Demolition Delay Bylaw Hearing Map

Site Plan

Plans (2 pages)

TOWN OF BOURNE
Bourne Historical Commission

2015 OCT 29 PM 2 54

PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION:

111 Main Street
Assessors Map 23.2, Parcel 78

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 an existing c. 1910 building.

DATE & TIME:

November 24, 2015 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 4, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
November 24, 2015
111 Main Street, Buzzards Bay
Map 23.2, Parcel 78

2015 DEC 22 AM 11 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio

Tardy: Jean Campbell

Associate Members: Deborah M. Burgess, Blanche E. Cody, Frances E. Speers, and Sandra Goldstein

Excused: Gioia Dimock and George O. Jenkins

Public: Christopher Farrell representing the Michienzi Family, Owners and Paul Gately, Bourne Courier

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c. 1910 building.

Christopher Farrell spoke about the property. He said that the owners have plans for a 90-room hotel to be built on this lot and the former movie theatre lot next to it which the Michienzi Family also owns. The hotel would have retail space on the first floor and a Japanese style restaurant. Bracken Engineering has appeared before the Selectmen and they have granted a sewerage allocation for the project. The building which is there now was built about 1910 and is on a cement slab.

Neil Langille asked about recent improvements to the exterior of the building such as painting and whether or not that had been paid through a grant for Main Street Improvements. Mr. Farrell said that those improvements had been made by a former tenant at their own expense and a grant had not been applied for nor used in the improvements.

Mr. Farrell said that there has been more interest in development projects on Main Street recently. The flood zone has been changed recently from 14' to 16'. Parking would be under the hotel and they would have a plan in place to move vehicles when major storms were predicted. Today there are ways to mitigate flooding and to keep out the water at high tides.

Sandra Goldstein asked about the sewage system which Buzzards Bay ties into with Wareham. Would Wareham's system allow for an increase in the out-fall. Mr. Farrell replied that he didn't know about Wareham's system, but that Bourne might build its own plant using Queen Sewell for discharge or the Canal for outfall. A hotel plans on being full 70% of the time to break even prior to beginning construction.

Following discussion by members, Chairman Riordan asked for a motion. Neil Langille moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting in favor were: Neil Langille, Mary Reid, Judith Riordan, Mary Sicchio and Associate Member Deborah M. Burgess.

Deborah M. Burgess

Secretary

List of Attachments:

Bourne Historical Commission Determination

Public Hearing Notice

Memo, Office of the Town Planner

Building Permit (first page only)

Owner/Parcel ID

Demolition Delay Bylaw Hearing Map

TOWN OF BOURNE
Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 18 Puritan Road
Assessors Map 19.3, Parcel 153

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 an existing c. 1900 building by adding on to the kitchen and building an attached one-car garage.

DATE & TIME: January 12, 2016 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:

December 23, 2015

Bourne Historical Commission

<u>Date</u>	<u>Time</u>	<u>Place</u>
December 8, 2015	2015 DEC 3 AM 9 54 10:30 a.m. TOWN CLERK'S OFFICE BOURNE, MASS	Jonathan Bourne Historical Center Reading Room 30 Keene Street Bourne, MA 02532

AGENDA ITEMS

Call to order by Chairman Riordan

Secretary's Report
Treasurer's Report

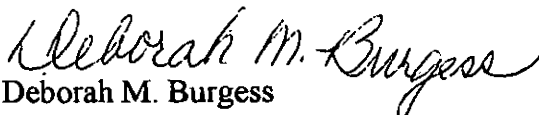
Unfinished Business

- * Demolition Delay Public Hearing Schedule
- * Local Historical Commission News
- * Plaque for Clapp/Keith House, 35 Maryland Avenue
- * Review of restoration of Soldiers' and Sailors' Monument in front of Town Hall approved by Town Meeting for CPA funds in 2007. Requested by Richard Conron.
- * Work Group Reports:
 - Demolition Delay Law Review
 - Hoxie Project
 - Inventory Grant
 - Publishing
- * CPC

New Business

- * Town Hall report, if any
- * General Operating Concerns
- * Excused Absences
- * Next meeting is January 12, 2016
- * Future Agenda Items

Adjournment


Deborah M. Burgess
Secretary/Treasurer

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Regular Meeting – December 8, 2015

Chairman Judith Riordan called the meeting to order at 10:30 a.m.

Members Present: Jean Campbell, Judith Riordan, and Mary Sicchio

Associate Members: Deborah M. Burgess, Frances Speers, Blanche E. Cody, and Sandra Goldstein

Excused Absences: Gioia Dimock, George Jenkins, Neil Langille, and Mary Reid.

Public: Paul Gately, Bourne Courier

Secretary's Report: November 10, 2015 regular meeting was accepted as printed.

Treasurer's Report: Period ending November 30, 2015 was filed as printed.

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TOWN CLERK BOURNE

Unfinished Business

- * There are two Demolition Delay Hearings scheduled for December 22, 2015: 833 Shore Road and 14 Worcester Avenue.
- * Under Local Historical Commission News Chairman Riordan reported that Jonathan Nelson will be writing CPA applications for all town buildings. An application will be submitted for the Historical Center for electrical work and masonry repairs to the front steps.
- * Chairman Riordan reported on the plaque for 35 Maryland Avenue, site of the first house on Phinney's Point. A letter has been sent to Victor and Miriam Gilbert, owners of the new house at that site with a copy to Walter Sullivan, contractor. Suggested wording for the plaque to be placed on their property is *Site of Capt. Charles Cook House c.1880, First Dwelling on Phinney's Point*. A copy of the letter is attached.
- * Chairman Riordan reported on progress which has been made concerning the Soldiers' and Sailors' Monument in front of Town Hall. The Commission voted at its meeting on November 10, 2015 to appoint Richard Conron to represent the Commission. Mr. Conron attended a Board of Trustees meeting of the Community Building. By law this Board is responsible for monuments in the town. Mr. Conron presented plans for the restoration of the monument. After discussion, the Community Building Trustees voted to support the Commission's application for CPA funds for the restoration. Mr. Conron has been meeting with contractors who are capable of doing the restoration work. He was meeting with one such contractor this morning. Barry Johnson, Chairman of the CPC and Donald (Jerry) Ellis, Selectman, Town of Bourne, and an interested local historian were also scheduled to attend this meeting. CPA funds which were voted in 2007 are still available for the restoration. A new application must be made for additional funds needed to complete the work.
- * Work Group Reports:
 - Demolition Delay Law Review – No report at this meeting.
 - Hoxie Project – Chairman Riordan reported that she had seen Scott FitzMaurice recently and he told her the group expects to start soon on exterior public access so they can get their occupancy permit.
 - Inventory Survey Grant – Chairman Riordan reported that she and Deborah M. Burgess had gone to Massachusetts Historical Commission in Boston last week. This was a meeting to review the completion of Phase I of the town wide survey. We met with Michael Steinitz and Peter Stott, both of the Massachusetts Historical Commission and with Virginia Adams of the Providence Archeological Laboratory (PAL).
 - Publishing – No report at this meeting.
- * CPC – No further report.

New Business

- * Chairman Riordan happened to see Vincent McKenzie, owner of 111 Main Street. She asked him when he might be going to demolish this building. She told him that the Commission would like access to the building so photographs of the interior may be taken. He assured her he would let her know when that might happen. Mr. McKenzie told her that he has bought the former TD bank building.
- * Concerning the former Buzzards Bay National Bank Building which is near the western end of Main street, Chairman Riordan reported that she sent an email to Terri Guarino, Bourne's Health Agent.

December 8, 2015

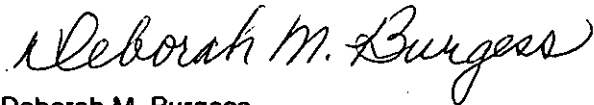
Page 2

Bourne Historical Commission Regular Meeting

The Commission's concern is that this building may have to be torn down if it is in danger of collapsing. In that case the property would not come before the Historical Commission for a Demolition Delay review. The building has a cement pediment on which is printed **Buzzards Bay National Bank**. Could this be saved if the building is demolished, where would it go, and who would pay for it? The pediment is representative of Buzzards Bay in an earlier era.

- * Gioia Dimock, George Jenkins, Neil Langille, and Mary Reid all had excused absences.
- * Next monthly meeting is January 12, 2016.
- * Members were reminded to contact either the Chairman or the Secretary if they have any agenda items for the next meeting.

The meeting was adjourned at 11:05 a.m.



Deborah M. Burgess
Secretary/Treasurer

Attachments:

Agenda

Treasurer's Report

Letter to Vincent and Miriam Gilbert

2015 DEC 2 PM 2 50

PUBLIC HEARING NOTICE

LOCATION:

14 Worcester Ave
Assessors Map 38.3, Parcel 258

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 an existing c. 1900 building by adding an exterior door entry.

DATE & TIME:

December 22, 2015 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 Dates:

December 4, 2015

2015 DEC 2 PM 2 50

TOWN CLERK'S OFFICE

BOURNE, MASS TOWN OF BOURNE

Bourne Historical Commission

PUBLIC HEARING NOTICE

LOCATION: 833 Shore Road
Assessors Map 38.3, Parcel 258

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 an existing c. 1923 building.

DATE & TIME: December 22, 2015 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 Dates:

December 4, 2015

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
December 22, 2015
14 Worcester Avenue, Monument Beach
Map 38.3, Parcel 258

Chairman Judith Riordan called the hearing to order at 10:00 a.m.

Members: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, Frances E. Speers, and Sandra Goldstein
Excused: Jean Campbell and Gioia Dimock

Public: Charles Sutkus and Damian Sutkus, Contractors; Abutters: Ellen Lewis and Laura Kelleher, 15 Alona Avenue.

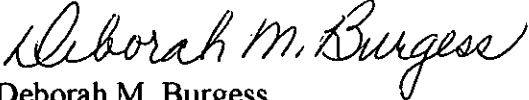
Chairman Riordan read the public hearing notice for this proposal. Project is to alter an existing c. 1900 building by adding an exterior door entry.

Damian Sutkus, contractor, spoke about the project. The new door will be located on the left (north) side of the building on a porch which he said is the "porch to nowhere" because there is no access to it from the kitchen. There are no steps leading to the porch from the yard because the porch is only 18" from the property line. Adding the door will allow the owners to use the porch for grilling and eating. He went on to say that the door will be 12 lite to match the front door of the house and in keeping with the windows and other doors on the house. He said that Mr. Tom Peterson, owner, is a purist at heart and very much wants to do work which is in keeping with the historic nature of the house.

Deborah Burgess asked about two windows shown on the plan, an existing window to be removed and a new window to be installed. Mr. Sutkus apologized for not having submitted the revised, final plan. Those changes are no longer part of the project.

Ellen Lewis said that they are in full support of the project. They have lived behind this property for 3 ½ years and, in that time, the owners have improved the property tremendously.

Following discussion by members, Chairman Riordan asked for a motion. George Jenkins moved to accept in accordance with plans presented. Blanche Cody seconded. **Motion Carried Unanimously.** Members voting in favor were: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.


Deborah M. Burgess
Secretary
List of Attachments:
Bourne Historical Commission Determination
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit
Owner/Parcel ID
Demolition Delay Bylaw Hearing Map
Plans (1 page)

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TOWN CLERK BOURNE

Bourne Historical Commission
30 Keene Street, Bourne, MA 02532
Demolition Delay Hearing
December 22, 2015
833 Shore Road, Pocasset
Map 38.3, Parcel 258

Chairman Judith Riordan called the hearing to order at 10:15 a.m.

Members: George O. Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio
Associate Members: Deborah M. Burgess, Blanche E. Cody, Frances E. Speers, and Sandra Goldstein
Excused: Jean Campbell and Gioia Dimock

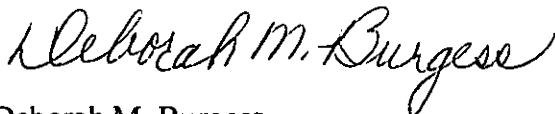
Public: Bret Ellis, Sub-Contractor, representing James Halliday, Contractor

Chairman Riordan read the public hearing notice for this proposal. Project is to demolish an existing c. 1923 building.

The property is owned by the Roman Catholic Bishop of Fall River and is located next to St. John's Roman Catholic Church in Pocasset. The building slated for demolition is a house which has been identified as a Wing House, but no information about that name could be found.

Bret Ellis spoke about the project. He said that the house is in terrible shape. It hasn't been maintained. It is a 2X4 framed cottage and does not measure up to the building codes in place today. As far as he knows the garage located behind the house is staying, but might also be demolished. The cellar will be filled in, the property graded and grassed over.

Following discussion by members, Chairman Riordan asked for a motion. Neil Langille moved to accept in accordance with plans presented. George Jenkins seconded. **Motion Carried Unanimously.** Members voting in favor were: George Jenkins, Neil Langille, Mary Reid, Judith Riordan, and Mary Sicchio.



Deborah M. Burgess
Secretary

List of Attachments:
Bourne Historical Commission Determination
Public Hearing Notice
Memo, Office of the Town Planner
Building Permit
Owner/Parcel ID
Demolition Delay Bylaw Hearing Map

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