

2011 Meeting Notices

Historical Commission

Human Services

Housing Partnership

Housing Rehabilitation

Landfill Business Working

Jonathan Bourne Library, Trustee

Local Emergency Planning Committee

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
January 18, 2011	9:00 AM	Jonathan Bourne Historical Center 30 Keene St, Bourne

Agenda Items

**Meeting Called to Order
Secretary/Treasurer's Reports
Chairman's Report
Old Business
New Business
Adjournment**

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed *Thelma Rowe Loring*
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **December 31, 2010**

C: Town Clerk

TOWN CLERK'S OFFICE
2011 JAN 3 PM 3 09

BOURNE HISTORICAL COMMISSION
30 Keene Street
Bourne, MA 02532
January 17, 2011

Chairman Donald Jacobs called the meeting to order at 9:10 AM.

Present: Jean Campbell, Donald Ellis, Thelma Loring, Jaek MacDonald

Excused: William Wright, Jr. **Absent:** Mary Reid

Associate Members: Gioia Dimock, Neil Langille, Judith Riordan,

Public: Diana Barth, reporter

Secretary's Reports:

Motion made by Donald Ellis, seconded by Jean Campbell, that they be approved as read; **carried.**

Old Business:

Jacobs: Roof contract status:

Mr. Ellis reported that the bid has been awarded to the best qualified contractor; that the Town Administrator is waiting for a meeting with the architect and the contractor, and Mr. Ellis requested that our chairman be included.

MacDonald:

1. Remarked about the unfinished work on the Historical Center exterior; Mr. Ellis reported that the final payment to the contractor will not be made until all of the work is completed.

2. Noted that a rear gutter is leaking. Mr. Ellis will report this to the Town Administrator.

New Business:

Jacobs: Mr. MacDonald requested on January 12 at 4:55 PM that the following three (3) agenda items be placed on the agenda. The meeting notice with agenda items has to be in the Office of the Town Clerk at least two (2) weeks ahead of time; therefore, they were being brought up under New Business.

MacDonald:

1. Henshaw property archaeological survey: as an Open Space Committee member he contacted an archaeologist regarding a survey; a proposal was prepared and copies were presented to the Chairman Jacobs and to the Secretary (attached.) He would like it to be put on next year's CPC proposal list. No action taken by the Commission.

2. Barn at 60 Keene Street, Bourne:

Mr. Ellis had contacted the *Building Inspector regarding this matter*, as other commission members were also concerned. He has looked at the original plans and all permits have been issued for all projects on the property.

MacDonald stated that an outhouse has been demolished, and doubted if that was on the original application; Mr. Ellis will follow up on this matter.

MacDonald discussed the Demolition Bylaw and its enforcement.

Ellis that 90% of the town bylaws are enforced by the police department and the rest by the Building Inspector.

Jacob stated that we as a group have no say in how this bylaw is enforced.

MacDonald wondered if the bylaw should be reworked.

Mrs. Barth made a suggestion that the Building Inspector's clerk prepare a list of the addresses of all permits issued that week. That if any concern a building that the Commission had been involved per the Demolition Law, then a member could inspect the work being done. Mr. Ellis will follow through on this.

3a. Hoxie School flagpole: Mr. Ellis has been researching the origins of the present flagpole and it seems that it is not one made by Merton Long, as Mr. MacDonald states, but a new one installed in the 1950s.

2011 JAN 24 PM 4:40
TOWN CLERK'S OFFICE

3b. School buildings:

Ellis: the Town Administrator has asked other town officials, etc and the general consensus is that the town does not have the money to restore nor maintain either of these two buildings.

MacDonald asked for a general discussion of the Coady and Hoxie school buildings:

Jacobs and Loring each spoke about their individual attachments to the Coady school; Mr. Jacobs said that at one time he wanted it to be restored, but as time has gone by that it does not seem feasible and Mrs. Loring has arrived at that same conclusion.

Ellis: the heating system has been destroyed, the furnace room has a large amount of asbestos, and that there has been vandalism on the building since it has been closed. A well regarded developer is looking at the property as to making it a multi-unit housing building.

Ellis: the Hoxie school is a wooden structure, is not up to fire code, kept at 60 degrees because the Swish Club uses it weekly, much vandalism, fire hazard and has an ancient heating system.

MacDonald stated that he feels that the flagpole should be left until the school is disposed of, not as it is being done in the near future.

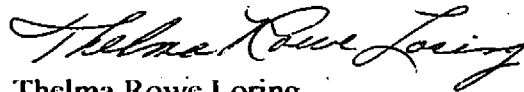
Jacobs: the Board of Selectmen give historical assets away, after consulting the Commission.

Ellis: announced that two (2) CPC proposals have been received:

Bourne Town Archives for a cemetery survey

Bourne Historical Society for moving the Gray Gables Railroad Station from its present location to an Aptuxet Road location, across from the railroad tracks.

There being no further business, the meeting was adjourned at 11:12 AM.



Thelma Rowe Loring
Secretary / Treasurer

Plymouth Archaeological Rediscovery Project (PARP)

355 Orchard St. New Bedford, MA 02740

774-488-2095

plymoutharch@hotmail.com

November 13, 2010

Project: Intensive Survey Head of the Bay Road, Bourne, Massachusetts

Thank you for contacting PARP regarding an Intensive Archaeological Survey on the parcel located on Head of the Bay Road, Bourne, Massachusetts. The project is located in an area identified as having a high potential for containing potentially significant Pre-Contact and Contact Period Native American and historical archaeological sites. The high sensitivity for archaeological sites is based on the presence of well-drained soils, the proximity to both fresh and salt water, the topographical conditions, and the project area's proximity to previously identified archaeological sites.

Intensive (Locational) survey testing would consist of shovel excavation of numerous 50 cm square test pits across the project area. The test pits would be arranged in staggered linear transects extending the length of the project area. The excavation of these test pits along the transect lines would allow for full coverage of the project area and for the preliminary designation of areas of high, moderate and low densities of archaeological remains. It is expected that the project area may contain evidence of shell middens and associated habitation evidence related to the use of the property by Native people over the past 10,000 years. Remains may be expected to take the form of stone waste from tool production and maintenance, food remains (bone, shells, charred plant remains), pottery, formal and expedient stone tools, and possibly features (burials, post molds, storage pits, hearths, middens).

Archaeological testing will be focused on identifying potentially significant ancient Native American and historic archaeological resources, associated with the use of the project area.

The following is the proposal to conduct an Intensive (Locational) Archaeological survey at the parcel located along Head of the Bay Road, Bourne, Massachusetts:

Project Proposal Head of the Bay Road, Bourne, Massachusetts

Background Research	\$200.00
Permit Application	\$1600.00
Field Work	\$5760.00
Laboratory Processing	\$1000.00
Report Writing	\$2000.00
Graphic Production	\$500.00
Editing	\$500.00
Mileage/ Supplies	\$300.00
Total	\$11860.00

Fieldwork estimate is based on an average of 20 test pits per day with a total of up to 254 test pits proposed.

Permit application production can begin immediately and permit application can be expected to be submitted by early July. Permit review by the MHC can take up to 20 days, at which time the MHC may issue a comment letter asking for further clarification or requesting additional testing or revised testing strategy. If no changes are requested by the MHC and a permit is issued field work can commence as soon as the permit is received. Following the completion of field work, which

is expected to take up to 18 days, a completion letter will be issued to the proponent within two days stating what was completed and what the initial findings indicate regarding a need for any further testing. The report on the project can be expected to be completed within three weeks following the last day in the field. The report will be submitted to the MHC along with any required site forms and comments from the MHC can be expected within 20 days.

This total covers all expenses for the above named project.
Please contact me with any questions or requests for clarification.

Sincerely,

Craig S. Chartier MA

TOWN OF BOURNE
Bourne Historical Commission

2011 JAN 18 PM 3 48 PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE

LOCATION: 939 Shore Rd
Assessors Map 43.2, 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 for an addition.

DATE & TIME: Tuesday, February 8, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
January 26, 2011

Bourne Historical Commission
30 Keene Street
Bourne, MA 02332


Public Hearing

A public hearing was held on February 8, 2011 at 10:00 AM, hearing was held pursuant to Town of Bourne general bylaw section 3.14 "Demolition of Historic Structures." Location of subject property 939 Shore Road, Pocasset, MA. Assessors Map 43.2, Parcel 41. Three permanent members of the Historical Commission were in attendance Donald Jacobs, Donald Ellis, Jean Campbell. Also present and sitting on the hearing was Assoc. member Judy Riordan. Applicants Contractor was also present.

The request was to remove existing 23 x 12 ft addition to home and replace with 14 x 30 ft addition and bump out a 6 x 10 ft mud room.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had an opportunity to speak. A motion was made and seconded to approve the applicants request. This vote does not relieve the applicant from complying fully with all of Bourne Zoning Bylaws and applies to the original structure."

The Bourne Historical Commission voted unanimously to approve the motion.


Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner,
Petitioner, Historical Commission

2011 FEB 10 AM 10 39
TOWN CLERK'S OFFICE

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 141 Clark Road
Assessors Map 4.1 Parcel 172

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 for an addition.

DATE & TIME: Tuesday, February 8, 2011 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
January 26, 2011

TOWN CLERK'S OFFICE
2011 JUN 21 AM 9 25

Bourne Historical Commission
30 Keene Street
Bourne, MA 02332

Public Hearing

A public hearing was held on February 8, 2011 at 10:30 AM, hearing was held pursuant to Town of Bourne general bylaw section 3.14 "Demolition of Historic Structures." Location of subject property 141 Clark Road, Sagamore Beach, MA. Assessors Map 4.1, Parcel 172. Three permanent members of the Historical Commission were in attendance Donald Jacobs, Donald Ellis, Jean Campbell. Also present and sitting on the hearing was Assoc. member Judy Riordan. Applicants Contractor Michael Lahart was also present.

The request was to add 3rd bay to existing garage with one bedroom quarters above.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had an opportunity to speak. A motion was made and seconded to approve the applicants request. This vote does not relieve the applicant from complying fully with all of Bourne Zoning Bylaws and applies to the original structure."

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner,
Petitioner, Historical Commission

TOWN CLERK'S OFFICE

2011 FEB 10 AM 10 39

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

Date

Time

Place

Agenda Items

Notice of Special Meeting (include Date, Time and Place)

**February 22, 2011 10:00 AM Jonathan Bourne Historical Center
30 Keene St, Bourne**

The Bourne Historical Commission will hold a public hearing for all proposed historical articles under the Community Preservation Committee (Community Preservation Act) for the Bourne Annual Town Meeting in May 2011.

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed

Thelma Rowe Loring
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **February 11, 2011**

C: Town Clerk

TOWN CLERK'S OFFICE

2011 FEB 14 PM 10 32

BOURNE HISTORICAL COMMISSION

30 Keene Street
Bourne, MA 02532
February 22, 2011

2011 FEB 22 PM 8 31

CPA HEARINGS FOR HISTORIC FUNDING

Chairman Donald Jacobs opened the hearing at 10:00 with the following members present:
Donald Ellis, Thelma Loring, Jack MacDonald, Mary Reid and William Wright, Jr.
Excused: Jean Campbell
Associate: Gioia Dimock, Neil Langille Excused: Judith Riordan

Public: Galon Barlow, Jr, Barry Johnson, George Jenkins, Michael Leitzel, Robert Moscaritolo, and Craig Smith

Chairman Jacobs turned the meeting over to Donald Ellis, CPC Historic Preservation representative.

Project C: BOURNE PUBLIC SCHOOLS: In the absence of a representative, Mr. Ellis explained the project was to replace windows in the Bourne Administrative Building, which were last replaced in 1970, with the same style window but with more efficient glass.

Craig Smith asked several questions about the style that would be used; assured by Mr. Ellis that they would conform to the ones on the present building, which has been modified over the years from the original Bourne Academy.

Donald Jacobs entertained the MOTION that this project for \$60,000 be accepted. Members voted 6 Aye, with Jack MacDonald recusing himself due to bidding on the project. **CARRIED**

Project D: BOURNE SOCIETY FOR HISTORIC PRESERVATION, INC.: Mr. Ellis explained the project was restoration of sash, shutters, remove and replace wood roof on forge, rebuild and reline rear chimney for use in kitchen, restore and update for use the kitchen cook stove. George Jenkins, President was able to answer questions asked by the members.

Jack MacDonald made the MOTION that this project for \$12,575 be accepted; seconded by William Wright, Jr. **CARRIED unanimously.**

Project E: CATAUMET SCHOOLHOUSE PRESERVATION GROUP: Robert Moscaritolo explained the project, assisted by Craig Smith, that when the schoolhouse was previously restored, nothing was done to these two (2) corners. Over the years, accumulative damage now requires that they be restored.

Mr. Johnson noted that on the application the total cost might be \$9000, with \$6700 requested from CPA funds, and asked how the difference would be paid. Mr. Moscaritolo replied that the difference would be raised by the CSPG.

Donald Ellis made the MOTION that this project for \$6,700 be accepted; seconded by Thelma Loring. Members voted 6 Aye, with Jack MacDonald recusing himself due to bidding on the project. **CARRIED**

Project F: BOURNE ARCHIVES: Mr. Ellis presented the project to survey and document the cemeteries in Bourne. They are not owned by the Town of Bourne, and this more complete records of the cemeteries would be of use to residents and genealogists, as it would be located in the central repository of the Bourne Archives.

Jack MacDonald made the MOTION that this project for \$19,204.00 be accepted; seconded by Thelma Loring. **CARRIED unanimously.**

Project G: TOWN OF BOURNE: Michael Leitzel, Engineering Dept. explained the project to preserve the historical map books, which begin in 1884, so as to be able to use them for as long as possible.

Donald Ellis noted that this is a long overdue preservation project, and made the MOTION that this project for \$20,000 be accepted; seconded by Mary Reid. CARRIED unanimously.

Project H: TOWN CLERK: Barry Johnson, Clerk explained that this is the second phase of the work that was funded by CPA funds previously, and that this would be to complete the Laserfishedocumentation management system. He explained the project thoroughly.

Donald Ellis made the MOTION that this project for \$40,000 be accepted; Thelma Loring seconded. CARRIED unanimous

Project I: BOURNE HISTORICAL SOCIETY, INC: Mr. Ellis presented the project to relocate, restore and rehabilitate the Gray Gables Railroad Station. This would involve moving the building from near the Aptucxet Trading Post Museum to the corner opposite the Joseph Jefferson Windmill on the corner of their property and Aptucxet Road, which runs beside the railroad track. This would enable the 1627 atmosphere of the museum area to be preserved.

Neil Langille, Treasurer said the plans are to replicate a platform in front of the station and to remove the rear bump-out that was done when it was used as a cottage on Shore Road.

Galon Barlow, Jr., President noted the part of Grover Cleveland in the heritage of our town, and for whom the station was built. This new location would be much more visible to residents and visitors, as it will be seen from Shore Road and the trains that pass by.

Jack MacDonald questioned why non-profits did not have to file restrictive forms.

Barry Johnson, CPC chairman said that the local Community Preservation Committee has not adopted a standard form for historic restrictions.

Donald Ellis made the MOTION that this project for \$33,000 be accepted; Mary Reid seconded. Members voted 6 Aye and Jack MacDonald No; CARRIED.

Barry Johnson, Chairman of the CPC, said that contrary to recent newspaper reports, that CPA funds cannot be used for operational expenses, only for the four (4) stated CPA projects.

Robert Moscaritolo asked questions that were answered by Mr. Johnson.

There being no further business, the meeting was adjourned at 11:00 AM.



Thelma Rowe Loring
Secretary / Treasurer

ARTICLE ____: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purposes, and to meet said appropriation, to transfer from available funds, or reserve from the FY2012 Estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relative thereto:

Sponsor – Community Preservation Committee

Item	Sponsor	Project Description	CPA Purpose	Community Preservation Committee Recommend	
A	Bourne Affordable Housing Trust Fund	Bourne Housing Trust Affordable Home Program	Community Housing	\$100,000	
B	Bourne Housing Partnership Committee	Funding position of Affordable Housing Specialist including support staff and expenses	Community Housing	\$54,600	
C	Bourne Public Schools	Window Replacement – Administrative Building	Historic Preservation	\$60,000	
D	Bourne Society for Historic Preservation Inc	Restoration projects for the Briggs-McDermott House and Alonzo Booth Blacksmith Shop	Historic Preservation	\$12,575	
E	Cataumet Schoolhouse Preservation Group	Rebuild rotted cornices on Cataumet Schoolhouse	Historic Preservation	\$6,700	
F	Bourne Archives	Survey and documentation of the cemeteries in Bourne	Historic Preservation	\$19,204	
G	Town of Bourne	Preservation of historical map books in the Engineering Dept.	Historic Preservation	\$20,000	
H	Town of Bourne	Placing Town Clerk, Planning Board, Engineering and Archives documents in an electronic format (laserfiche)	Historic Preservation	\$25,000 40,000.	
I	Bourne Historical Society Inc	Restoration, rehabilitation and enhancement of the Gray Gables RR Station	Historic Preservation	\$33,000	
J	Community Preservation Committee	Reserve for Open Space	Open Space	\$0	
K	Community Preservation Committee	Reserve for Community Housing	Community Housing	\$0	2012 Open Space Estimated Revenues
L	Community Preservation Committee	Reserve for Historic Resources	Historic Resources	\$0	2012 Community Housing Estimated Revenues
M	Community Preservation Committee	2012 Budgeted Reserve	All CPA Purposes	\$0	2012 Historic Resources Estimated Revenues

*from go.
copy of info for dept. Creative
fund account.*

*Rec'd 1.19.11
G 90-7*

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

2011 JAN 14 PM 3:07 Submitted to Community Preservation Committee

TOWN CLERK'S OFFICE

Town of Bourne
24 Perry Ave
Bourne, MA 02532

Name of Applicant Bourne Public Schools

Name of Co-Applicant, if applicable _____

Contact Name Edward Donoghue

Mailing Address 36 Sandwich Rd City Bourne State MA Zip 02532

Daytime Phone 508 759 0660 Email edonoghue@bourne.k12.ma.us

Name of Proposal Window Replacement

Address of Proposal 36 Sandwich Road, Bourne, MA 02532

Assessors Map & parcel number _____

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$60,000 Total Cost of Proposed Project \$60,000

see notes

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

Briggs

D

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Town of Bourne

24 Perry Ave

Bourne, MA 02532

Name of Applicant BOURNE SOCIETY FOR HISTORIC PRESERVATION, INC

Name of Co-Applicant, if applicable _____

Contact Name ROBERT E SCHOFIELD

Mailing Address PO BOX 281 City POCASET State MA Zip 02559-0281

Daytime Phone 508-563-2012 Email RESCHOFIELD@COMCAST.NET

Name of Proposal Restoration Projects per attached letter dtd 12/30/10

Address of Proposal 22 SANDWICH Rd. BOURNE VILLAGE, MA 02532

Assessors Map & parcel number 24.3-27-0-E

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$12,575 Total Cost of Proposed Project \$12,575

COPY OF BIDS ATTACHED

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

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9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

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raised the fund name

Rec'd 1.19.11
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APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

2011 JAN 14 PM 12 40

Town of Bourne
24 Perry Ave
Bourne, MA 02532

Name of Applicant CATAUMET SCHOOLHOUSE PRESERVATION GROUP

Name of Co-Applicant, if applicable _____

Contact Name Paul Moscatolo

Mailing Address P.O. Box 650 City Cataumet State MA zip 02534

Daytime Phone 774 306 2087 Email PMosci@verizon.net

Name of Proposal Rebuild of rotted cornices on Cataumet Schoolhouse

Address of Proposal 1200 County Rd. Cataumet, MA

Assessors Map & parcel number MAP 51.2 Parcel 25 zone X

CPA Category (circle all that apply): Open Space, Historic Preservation, Recreation, Community Housing

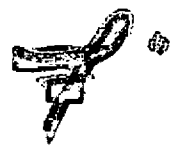
CPA Funding Requested \$6700.00 Total Cost of Proposed Project \$9000.00

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

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2. *Community Need:* Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
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APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee
Town of Bourne
24 Perry Ave
Bourne, MA 02532



Name of Applicant Bourne Archives

Name of Co-Applicant, if applicable _____

Contact Name Jean Campbell, Director

Mailing Address 30 Keane Street City Bourne State MA Zip 02532

Daytime Phone 508.759.6928 Email icsbournearchives@Comcast.net

Name of Proposal Survey and documentation of the cemeteries in Bourne

Address of Proposal Bourne Archives, 30 Keane Street, Bourne, MA 02553

Assessors Map & parcel number n/a

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested (\$19,204.00) Total Cost of Proposed Project \$19,204.00

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

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9. *Maintenance:* If ongoing maintenance is required for your project, how will it be funded?

Harcourt } Binding
Brown }
fwd to Comm -

Rec'd 1.19.11
G
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APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Town of Bourne

24 Perry Ave

Bourne, MA 02532

2011 JAN 14 PM 1 08

EXTRA MILE WORTH WHILE PROJ. PRESERVATION.

Name of Applicant TOWN OF BOURNE

Name of Co-Applicant, if applicable _____

Contact Name MICHAEL LEITZEL, ENGINEERING DEPT.

Mailing Address 24 PERRY AVE. City BUZZARDS BAY State MA Zip 02532

Daytime Phone 508-759-0615 EXT. 347 Email mleitzel@townofbourne.com.

Name of Proposal PRESERVATION OF MAP BOOKS (HISTORICAL)

Address of Proposal BOURNE TOWN HALL, 24 PERRY AVE., BUZZARDS BAY, MA

Assessors Map & parcel number MAP 24.1 PARCEL 10

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested 20,000 Total Cost of Proposed Project 20,000
LONG OVERDUE.

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. *Goals:* What are the goals of the proposed project?
2. *Community Need:* Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
3. *Community Support:* What is the nature and level of support for this project? Include letters of support and any petitions.
4. *Timeline:* What is the schedule for project implementation, including a timeline for all critical milestones?
5. *Credentials:* How will the experience of the applicant contribute to the success of this project?
6. *Success Factors:* How will the success of this project be measured? Be as specific as possible.
7. *Budget:* What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. *Other Funding:* What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. *Maintenance:* If ongoing maintenance is required for your project, how will it be funded?

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APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Town of Bourne

24 Perry Avenue

Buzzards Bay, MA 02532

2011 JAN 14 PM 4 07

Name of Applicant TOWN CLERK

Name of Co-Applicant, if applicable _____

Contact Name BARRY H JOHNSON, CLERK

Cont'd to complete
2nd phase of work.

Mailing Address 24 PERRY AVE

City BUZZARDS BAY

State MA

Zip 02532

Daytime Phone 508-759-0600 EX. 313

Email BJOHNSON@TOWNOFBOURNE.COM

Name of Proposal [ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (LASERFICHE) FOR THE TOWN CLERK, PLANNING BOARD, ENGINEERING AND ARCHIVES]

Address of Proposal SAME AS MAILING

Assessors Map _____ Parcel _____

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$ 40,000

Total Cost of Proposed Project \$ 40,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
- **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measured? Be as specific as possible.
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?



APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Town of Bourne

24 Perry Ave

Bourne, MA 02532

Name of Applicant Bourne Historical Society, Inc.

Name of Co-Applicant, if applicable _____

Contact Name Judith McAlister, Executive Director

Mailing Address 30 Keene Street City Bourne State MA Zip 02532

Daytime Phone 508.759.8167 Email bournehistoricalsociety@Comcast.net

Name of Proposal Restoration, Rehabilitation and Enhancement of the Gray Gables RR Station

Address of Proposal Aptucket Trading Post Campus, 24 Aptucket Rd., Bourne, MA 02553

Assessors Map & parcel number Map 23.4 parcels 2-3-4-5-6

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$ 33,000 Total Cost of Proposed Project \$ 33,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. *Goals:* What are the goals of the proposed project?
2. *Community Need:* Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
3. *Community Support:* What is the nature and level of support for this project? Include letters of support and any petitions.
4. *Timeline:* What is the schedule for project implementation, including a timeline for all critical milestones?
5. *Credentials:* How will the experience of the applicant contribute to the success of this project?
6. *Success Factors:* How will the success of this project be measured? Be as specific as possible.
7. *Budget:* What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. *Other Funding:* What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. *Maintenance:* If ongoing maintenance is required for your project, how will it be funded?

BOURNE HISTORICAL COMMISSION

**30 Keene Street
Bourne, MA 02532
March 15, 2011**

Chairman Donald Jacobs cancelled the meeting at 9:20 AM due to lack of a quorum.

Present: Thelma Loring, William Wright, Jr.

Excused: Jean Campbell, Jack MacDonald, Mary Reid

Absent: Donald Ellis

Associate Members: Excused: Gioia Dimock, Neil Langille, Judith Riordan,



Thelma Rowe Loring
Secretary / Treasurer

TOWN CLERK'S OFFICE

2011 MAR 17 PM 3 05

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 1379 Rt. 28A
Assessors Map 54, Parcel 56.1

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 for demolition of the building and
regarding of the property.

DATE & TIME: Tuesday, March 15, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
March 2, 2011

TOWN CLERK'S OFFICE

2011 FEB 23 PM 2 41

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 68 North Beach Ave
Assessors Map 30.2, Parcel 97 & portion of 98

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 for an addition.

DATE & TIME: Tuesday, March 15, 2011 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
March 3, 2011

TOWN CLERK'S OFFICE
2011 MAR 1 AM 11 59

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532


Public Hearing

A public hearing was held on March 15, 2011 at 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 1379 rt. 28A Catumet, MA Assessors Map 54, Parcel 56.1 Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Mary Reid. Also present was Grace Rowe for the applicant.

The request was to demolition building and regrade property..

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request with the restrictions owner has placed on the property.

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN CLERK'S OFFICE

2011 MAR 17 PM 10 28

Building Use and Architectural Considerations
1389 Route 28A, Cataumet, MA

The conveyance will be subject to the following restrictions:

All permanent structures erected, altered, placed or permitted on the premises shall be of traditional Cape Cod design.

The sale or storage of trailers, trucks, vehicles, campers, boats and construction equipment shall be prohibited from the premises.

No contractor's yards, junkyards or storage of bulk materials such as earth, loam, stone, wood or mulch shall be allowed on the premises.

No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot except that cats, dogs and other household pets may be kept provided that are not kept or bred or maintained for commercial purposes.

Initial guidelines, once agreed upon by the Seller and the Buyer the above will be recorded with the Deed. Updated 4/02/08

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532


Public Hearing

The recessed public hearing held on March 15, 2011 at 10:30 a.m. was opened on March 29, hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 68 North Beach Ave., Monument Beach MA, Assessors Map 30.2, Parcel 97 and portion of 98. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Jack MacDonald . Also present was the applicant.

The request was to expand first floor kitchen and living room and second floor master bedroom.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN CLERK'S OFFICE
2011 MAR 30 PM 2 32

TOWN OF BOURNE
Bourne Historical Commission
2011 MAR 14 PM 2 PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE

LOCATION: 74 Depot Road
Assessors Map 51.2, Parcel 19

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is for an addition.

DATE & TIME: Tuesday, March 29, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday, 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
March 16, 2011

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532


Public Hearing

A public hearing was held on March 29, 2011 at 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 74, Depot Road, Cataumet, MA Assessors Map 51.2, Parcel 19. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Jack MacDonald . Also present was R. Hamel for the applicant.

The request was to add a second story to the building n.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN CLERK'S OFFICE

2011 MAR 30 PM 2 32

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 405 Barlows Landing Rd
Assessors Map 43.1, Parcel 110

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 for an attached garage and
breezeway.

DATE & TIME: Tuesday, April 26, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
April 13, 2011

TOWN OF BOURNE

2011 APR 9 AM 9 08

Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

2011 MAY 2 AM 10 45

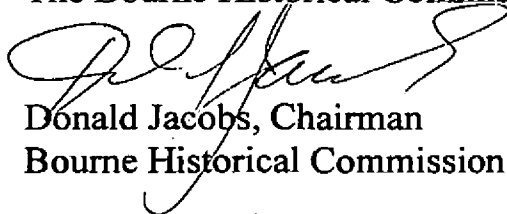
TOWN CLERK'S OFFICE

Public Hearing

A public hearing was held on April 26, 2011 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 405 Barlows Landing Road, Pocasset, MA Assessors Map 43.1, Parcel 110. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Jack MacDonald . Also present was Nick Wand for the applicant.

The request was to construct a 20' x 20' garage with attached 16' x 7' breezeway. A full discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

Bourne Historical Commission
30 Keene Street

2011 MAY 11 AM 10 58 Bourne, MA 02532

TOWN CLERK'S OFFICE

Public Hearing

A public hearing was held on May 10, 2011 at 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 29 Elm Ave., Monument Beach, MA Assessors Map 30.4, Parcel 78. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Mary Reid . Also present were the applicants.

The request was to add an addition to right side of house consisting of a two car garage in front and a master bed room suite to the rear with a mud room to connect addition to house.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
May 17, 2011	9:00 AM	Jonathan Bourne Historical Center 30 Keene St, Bourne

Agenda Items

**Call to Order
Secretary's Report
Treasurer's Report
Old Business
New Business
Adjournment**

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed



Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **May 2, 2011**

C: Town Clerk

TOWN CLERK'S OFFICE
2011 MAY 2 PM 12 31

BOURNE HISTORICAL COMMISSION

**30 Keene Street
Bourne, MA 02532
May 17, 2011**

Chairman Donald Jacobs called the meeting to order at 9:04 AM.

Present: Donald Ellis, Thelma Loring, William Wright, Jr

Excused: Mary Reid **Absent:** Jean Campbell, Jack MacDonald

Associate Members: Gioia Dimock, Judith Riordan **Excused:** Neil Langille

Secretary's Reports:

Motion made by Donald Ellis, seconded by William Wright, Jr, that they be approved as printed; **carried.**

Old Business:

Mr. Jacobs: asked if Mr. Ellis had reports.

Mr. Ellis:

Reported that the architect had met with him to discuss the roof project, which will be started as soon as the weather breaks. Slate not used on the rear of the building will be used to replace the broken ones on the front side. All were in agreement that any that was removed and landed on the ground would be saved by the Historical Commission.

Thanked all for support at recent Town Meeting.

New Business:

CPA projects:

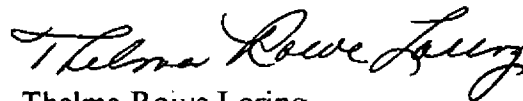
- 1 – Historical Center – windows replaced
- 2 – Historical Center – wireless microphone
- 3 – Jefferson Windmill – windows replaced
- 4 – Cleveland 's Swimming Hole, Gray Gables

Mr. Jacobs announced that today was his last meeting, and has served about 15 years serving on the Commission.

Mrs. Loring noted that the historic subcommittee of the Cape Cod Canal Celebration planned for 2014 meets at the same time as our meeting. Two of members serve on that committee, and she requested that the time of our meeting be changed to 10:00 AM.

There being no further business, Mr. Ellis made the **motion** to adjourn the meeting, seconded by William Wright, Jr.; **carried.** The meeting was adjourned at 9:45 AM.

2011 MAY 20 PM 12 20
TOWN CLERK'S OFFICE



Thelma Rowe Loring
Secretary / Treasurer

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 886 Sandwich Rd
Assessors Map 11.4, Parcels 81, 81.1, 81.2

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 demo and foundation only.

DATE & TIME: Tuesday, May 31, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
May 18, 2011

TOWN CLERK'S OFFICE

2011 MAY 12 PM 3 51

2011 JUN 2 AM 10 54

TOWN CLERK'S OFFICE

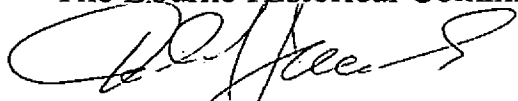
Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Public Hearing

A public hearing was held on May 31, 2011 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 886 Sandwich Road, Sagamore, MA Assessors Map 11.4, Parcels 81, 81.1, 81.2. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Mary Reid . Also present was Louis Gallo the applicant.

The request was to demolish the existing structure. A full discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted to approve the motion.


Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 35 Ward Swift Road
Assessors Map 48, Parcel 50

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to relocate the house and construct
new foundation for future addition..

DATE & TIME: Tuesday, June 21, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 2, 2011

TOWN OF BOURNE
2011 JUN 7 AM 10 56

Bourne Historical Commission
30 Keene Street
Bourne, MA 02332

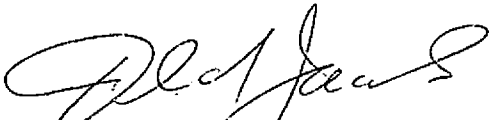
Public Hearing

A public hearing was held on June 21, 2011 at 10:00 AM, hearing was held pursuant to Town of Bourne general bylaw section 3.14 "Demolition of Historic Structures." Location of subject property 35 Ward Swift Rd, Cataumet MA. Assessors Map 48, Parcel 50. Six permanent members of the Historical Commission were in attendance Donald Jacobs, Donald Ellis, Jean Campbell, Thelma Loring, Mary Read and William Wright. Also present were the applicants Erin Healy and John Noyes.

The request was to relocate house and new foundation for future addition.

A discussion ensued regarding this request and it was decided that the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had an opportunity to speak. A motion was made and seconded to approve the applicants request. This vote does not relieve the applicant from complying fully with all of Bourne Zoning Bylaws and applies to the original structure."

The Bourne Historical Commission voted unanimously to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN CLERK'S OFFICE
2011 JUN 22 AM 10 52

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 23 Worcester Ave
Assessors Map 30.4 Parcel 15, 15.1

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 and/or replace decking,
columns, joists, stairs.

DATE & TIME: Tuesday, June 28, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 9, 2011

TOWN CLERK'S OFFICE

2011 JUN 7 AM 10 56

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 JUN 15 AM 11 58

TOWN CLERK'S OFFICE

LOCATION:

24 Wings Neck Rd.
Assessors Map 38.3, Parcel 286

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 for a two-story addition with attached porch.

DATE & TIME:

Tuesday, June 28, 2011 at 10:30 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 9, 2011

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

Date

Time

Place

Notice of Special Meeting (include Date, Time and Place)

June 28, 2011

10:40 AM

**Jonathan Bourne Historical Center
30 Keene St, Bourne**

Agenda Items

Sign preservation restriction agreement for Swift Memorial Church.

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed

Thelma Rowe Loring
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **June 23, 2011**

C: Town Clerk

2011 JUN 24 PM 4 04

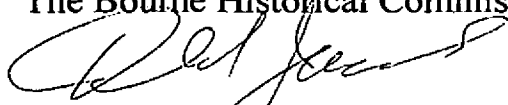
Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Public Hearing

A public hearing was held on June 28, 2011 10:30 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 24 Wings Neck Rd., Pocasset, MA Assessors Map 38.3, Parcels 286. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Mary Reid . Also present was Paul Breslin for the applicant.

The request was to construct new two story addition with attached porch and demo existing shed. The request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN OF BOURNE
JUN 29 2011 10:30 AM

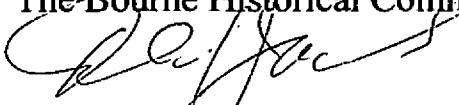
Bourne Historical Commission
30 Keene Street
Bourne, MA 02532

Public Hearing

A public hearing was held on June 28, 2011 10:00 a.m. hearing was held pursuant to Town of Bourne general bylaw Section 3.14 "Demolition of Historic Structures." Location of subject property 23 Worcester Av. Monument Beach, MA Assessors Map 30.4, Parcels 15, 15.1. Six permanent members of the Historical Commission were in attendance Donald Jacobs, William Wright, Thelma Loring, Donald Ellis, Jean Campbell and Mary Reid . Also present was Phillip Goddard the applicant.

The request was to repair or replace decking, columns, joists, stairs the request would not be detrimental to the historical or architectural heritage of the Town of Bourne. The chairman closed the discussion after all had had an opportunity to speak. A motion was made and seconded: To grant the applicants request.

The Bourne Historical Commission voted to approve the motion.



Donald Jacobs, Chairman
Bourne Historical Commission

Copies to: Town Administrator, Town Clerk, Building Inspector, Planning Board, Town Planner, Petitioner, Historical Commission

TOWN OF BOURNE
Bourne, MA 02532
JUN 29 10 44

BOURNE HISTORICAL COMMISSION

**30 Keene Street
Bourne, MA 02532**

June 28, 2011

Special Meeting was opened by Chairman Donald Jacobs at 10:40 PM at the request of Barry Johnson, Town Clerk for the purpose of the Bourne Historical Commission approving the Preservation Restriction Agreement for Swift Memorial Church.

Present: Jean Campbell, Donald Ellis, Thelma Loring, Mary Reid, William Wright, Jr.
Associate Members Judith Riordan, and Neil Langille
Excused Absence: Jack MacDonald; Associate Member Gioia Dimock

Public:


Barry Johnson, Town Clerk; Ann Gravis, Notary Public

Mr. Johnson read the agreement in full.

Motion was made by Donald Ellis to allow Donald Jacobs, as Chairman of the Bourne Historical Commission to sign the agreement; seconded by Thelma Loring; **motion approved unanimously.**

Mr. Jacobs signed three (3) copies of the agreement, which was witnessed by Ann Gravis, Notary Public

Meeting adjourned at 10:50 AM.


Thelma Rowe Loring
Secretary/Treasurer

2011 JUL 5 PM 12 48

BOURNE HISTORICAL COMMISSION
TOWN CLERK'S OFFICE

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 8 Bell Rd. Ext.
Assessors Map 23.4 Parcel 6

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to demo and rebuilt a farmers
porch.

DATE & TIME: Tuesday, July 12, 2011 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 23, 2011

TOWN CLERK'S OFFICE

2011 JUN 22 PM 3 08

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 38 Rip Van Winkle Way
Assessors Map 19.3, Parcel 52

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to remove part of the back deck.

DATE & TIME: Tuesday, July 12, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 23, 2011

TOWN CLERK'S OFFICE

2011 JUN 22 PM 3 08

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

<u>Date</u>	<u>Time</u>	<u>Place</u>
July 19, 2011	9:00 AM	Jonathan Bourne Historical Center 30 Keene St, Bourne

Agenda Items

Call to Order by Vice-Chairman, Donald Ellis

Election of Officers

Secretary's Reports

Old Business:

CPC report - Donald Ellis

JBHC roof slates - Jean Campbell

CPA hearings and property visitations - Thelma Loring

Sale of books - Donald Ellis

New Business:

Open meeting discussion - Donald Ellis

Absences from meetings / hearings - Donald Ellis

CPA Projects - Donald Ellis

JBHC Window Replacements request to be presented to CPC

Future project submissions

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed *Thelma Rowe Loring*
Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **June 30, 2011**

C: Town Clerk

TOWN OF BOURNE
CLERK'S OFFICE
2011 JUL 5 PM 12 48

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 34 Kenwood Rd
Assessors Map 38.3, Parcel 203

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is to change the porch roof from flat
to pitched.

DATE & TIME: Tuesday, July 19, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 30, 2011

TOWN OF BOURNE, MASS.
2011 JUL 5 AM 11 45

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 563 Circuit Ave.
Assessors Map 43.3 Parcel 158

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 existing side balcony and
repair existing farmers porch.

DATE & TIME: Tuesday, July 19, 2011 at 10:30 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532.

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
June 30, 2011

TOWN CLERK'S OFFICE
BOURNE, MASS.
2011 JUL 5 AM 11 45

BOURNE HISTORICAL COMMISSION

**30 Keene Street
Bourne, MA 02532
July 19, 2011**

VICE Chairman Donald Ellis called the meeting to order at 9:10 AM.

2011 JUL 27 AM 8 54

Present: Jean Campbell, Thelma Loring, Judith Riordan, William Wright, Jr.

Excused: Mary Reid

Associate Members: Gioia Dimock **Excused:** Neil Langille

TOWN CLERK'S OFFICE
BOURNE, MASS

Election of Officers:

1. Nomination made by Thelma Loring for Donald Ellis as Chairman; no further nominations from the floor. **Motion** made by Thelma Loring, seconded by Jean Campbell, to elect Donald Ellis as Chairman; **Carried unanimously.**
2. Nomination made by Thelma Loring for Judith Riordan as Vice-Chairman; no further nominations from the floor. **Motion** made by Thelma Loring, seconded by Jean Campbell, to elect Judith Riordan as Vice-Chairman; **Carried unanimously.**

Secretary's Reports: were approved as printed; **carried.**

Old Business:

CPC Reports: Mr. Ellis

1. Bill for \$40,000 for Center roof project; signed and approved for payment. Mr. Guerino and the architect toured the sight and met with a selectman regarding the project's progress.
2. A project regarding the slates, such as the library has done, should be considered.
3. Letter received from Secretary of State Galvin that his office had received PALs reports (attached) regarding the Bourne High School and the Jonathan Bourne Historic Center placements on the National Registry of Historic Building; a few details to be answered by the Bourne Planning Dept.
4. Preliminary discussion with CPC regarding the four (4) projects discussed at Commission's previous meeting on May 17th; they are being carefully reviewed. Mrs. Riordan wondered if Cleveland's Swimming Hole in Gray Gables should come under a different town committee for consideration; Mr. Ellis will research this further.

Roof Slates: Mrs. Campbell

A project to sell the slates was brought up at the previous meeting on May 17th, and Mrs. Campbell suggested that further discussion was warranted. Ms Dimock volunteered to research if a photo transfer to slate is feasible.

Demo Delay Hearing on 1379 Rte 28A, Cataumet: Mr. Ellis: He wanted all to know that after the Demo Delay hearing was held, his son, Brett and owner of the Bousfield Co., was hired by Steve Ballentine, chairman of the Bourne Conservation Trust, This matter was questioned by a town resident, formerly a member of the Bourne Commission.

Demo Delay Hearings: Mrs. Loring

1. Suggested that these hearings be scheduled closer together and on 2 Tuesdays of the month. Mr. Ellis will ask that they be scheduled every 10 minutes, beginning at 10:00 AM, and only on the 2nd and 4th Tuesdays of each month.
- Mrs. Loring suggested that we all try to be more vigilant in visiting these properties.
2. Showed the board the Attendance Record she kept during the past year for both the meetings and the hearings during the past fiscal year. This record was requested by Town Hall in May when appointments were being made for this fiscal year (attached).

Books Sales: Mr. Ellis

Mr. William Sullwold, publisher of the Commission books, wants to sell them online through Amazon; more details will be available later as they will be in the office today to give Mr. Ellis more details.

New Business:

Mr. Ellis

1. A directive from the Town Clerk regarding the Open Meeting Law is being distributed to town committee members.

2. Absences: read the town bylaw that the board has to vote to excuse anyone.

Mrs. Loring said that Mary Reid could not attend today's meeting or hearings due to last minute cancelation of husband's sitter, and that Neil Langille asked to be excused as he was in Maine for a family event. **Motion** made by Judith Riordan that we accept these two members as Excused Absences, seconded by Jean Campbell; **Carried** unanimously.

Gioia Dimock asked that she be excused from any meeting held by the Commission from 7/26 through 8/26, as she will be out of town. **Motion** made by Thelma Loring, seconded by Jean Campbell, that we accept this as an Excused Absence; **Carried** unanimously.

3. CPA: the four (4) projects discussed at Commission's previous meeting in May need to have the details given to him.

4. Future CPA projects are requested

There being no further business, the **motion** was made to adjourn by Jean Campbell; seconded by Judith Riordan; **carried** unanimously. Meeting adjourned at 10:54 AM.

Thelma Rowe Loring
Secretary / Treasurer



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth

July 5, 2011

Massachusetts Historical Commission

Carey L. Jones
Laura J. Kline
Public Archaeology Laboratory Inc.
210 Lonsdale Avenue
Pawtucket, RI 02909

RE: Jonathan Bourne Public Library, 30 Keene Street, Bourne

Dear Ms. Jones and Ms. Kline:

Thank you for the National Register nomination that you submitted for the Jonathan Bourne Public Library, now the Jonathan Bourne Historical Center. MHC staff has reviewed your nomination, and we have a few minor questions and comments, which are detailed on the attached memo.

The nomination has been tentatively scheduled for the September meeting of the State Review Board. In order to keep to this schedule, we would need to receive your revisions no later than July 29, 2011. After you have looked over the enclosed comments, please let me know whether this appears to be a workable schedule for you.

Once the nomination has been brought before the State Review Board of the Massachusetts Historical Commission, it will be forwarded to the National Park Service/National Register office for listing.

We look forward to working with you and with the town of Bourne in listing the Jonathan Bourne Public Library in the National Register of Historic Places.

Sincerely,

A handwritten signature in cursive script that reads "Betsy Friedberg".

Betsy Friedberg
National Register Director
Massachusetts Historical Commission

enclosures

Cc: Colleen Moore, Bourne Town Planner
Donald Jacobs, Chairperson, Bourne Historical Commission



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth

July 6, 2011

Massachusetts Historical Commission

Carey L. Jones
Laura J. Kline
Public Archaeology Laboratory Inc.
210 Lonsdale Avenue
Pawtucket, RI 02909

RE: Bourne High School, 85 Cotuit Road, Bourne

Dear Ms. Jones and Ms. Kline:

Thank you for the National Register nomination that you submitted for the Bourne High School, now the Waldorf School of Cape Cod. MHC staff has reviewed your nomination, and we have some questions and comments, which are detailed on the attached memo.

The nomination has been tentatively scheduled for the September meeting of the State Review Board. In order to keep to this schedule, we would need to receive your revisions no later than July 29, 2011. After you have looked over the enclosed comments, please let me know whether this appears to be a workable schedule for you.

Once the nomination has been brought before the State Review Board of the Massachusetts Historical Commission, it will be forwarded to the National Park Service/National Register office for listing.

We look forward to working with you and with the town of Bourne in listing the Bourne High School in the National Register of Historic Places.

Sincerely,

A handwritten signature in cursive script that reads "Betsy Friedberg".

Betsy Friedberg
National Register Director
Massachusetts Historical Commission

enclosures

Cc: Colleen Moore, Bourne Town Planner
Donald Jacobs, Chairperson, Bourne Historical Commission

2010-2011 HISTORICAL COMMISSION ATTENDANCE

REGULAR MEETINGS:

	<u>7/20</u>	<u>9/21</u>	<u>11/16</u>	<u>1/18</u>	<u>3/15</u>	<u>5/17</u>
Campbell	P	P	P	P	E	A
Ellis	P	P	P	P	A	P
Jacobs	P	P	P	P	P	P
Loring	P	P	P	P	P	P
MacDonald	P	P	P	P	E	A
Reid	P	P	A	A	E	E
Wright	P	P	P	E	P	P

Associates:

Dimock	P	E	A	P	E	P
Langille	P	E	E	P	E	E
Riordan	P	P	A	P	E	P

CODE: P = Present A = absent E = Excused Absent

DEMOLITION of PUBLIC STRUCTURES HEARINGS:

	<u>7/13</u>	<u>8/10</u>	<u>8/24</u>	<u>2-9/14</u>	<u>9/21</u>	<u>10/26</u>	<u>11/9</u>	<u>11/23</u>	<u>2/8 x2</u>	<u>2/22</u>	<u>3/15x2</u>	<u>3/29x2</u>	<u>4/26</u>	<u>5/10</u>	<u>5/31</u>	<u>6/21</u>	<u>6/28x2</u>
Campbell	A	P	P	P	P	P	P	E	P	E	P	P	E	P	P	P	P
Ellis	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Jacobs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Loring	P	P	P	P	P	P	P	P	E	P	P	P	P	P	P	P	P
MacDonald	P*	P	A	P	P	P	P	A	E	P	E	P	P	A	A	A	E
Reid	P	P	P	E	A	E	E	P	A	P	P	E	E	P	P	P	A P
Wright	P	P	P	P	P	P	P	P	E	P	P	P	P	P	P	P	P

Associates:

Dimock	P*	E	E	E	E	P	P	P	P	E	P	P	E	P	A	P	P
Langille	P	E	E	E	E	E	E	P	P	E	E	P	P	E	E	E	P
Riordan	P	P	P	E	P	P	P	P	P	E	P	P	P	P	A	P	P

P = Not sworn in prior to hearing; therefore no vote counted for MacDonald*

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

LOCATION: 85 Monument Neck Rd
Assessors Map 26, 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 demo one wing and
repair/replace siding, windows, roof.

DATE & TIME: Tuesday, July 26, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
July 7, 2011

TOWN CLERK'S OFFICE
BOURNE, MASSACHUSETTS
2011 JUL 5 9M 11 45

TOWN OF BOURNE

Bourne Historical Commission

2011 AUG 19 AM 2:00 PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE

BOURNE, MASS

LOCATION: 62 Squeteague Harbor Rd
Assessors Map 51.3, Parcel 57

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to add a deck on the cottage.

DATE & TIME: Tuesday, Sept. 13, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
August 25, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 AUG 19 AM 7 37

TOWN CLERK'S OFFICE

LOCATION: BOURNE, MASS 28 Central Blvd.
Assessors Map 30.2 Parcel 74

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 for an addition.

DATE & TIME: Tuesday, Sept. 13, 2011 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
August 25, 2011

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

Date Time
September 20, 2011 10:00 AM

Place
**Jonathan Bourne Historical Center
30 Keene St, Bourne**

Agenda Items

Call to Order by Chairman Donald Ellis

Secretary's Reports

Old Business:

Chairman Ellis:

CPC report

CPA projects

Progress report on JBHC work

Sale of books

JBHC roof slates

New Business:

Members absences, if any - Thelma Loring

Chairman Ellis

CPA projects

Discussion regarding the Raleigh house on 36 County Road, Bourne and its Raleigh painted ceiling, with a possible vote for this to be included in the Special Town Meeting of October

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Thelma Rowe Loring

Title **Secretary / Treasurer**

Date **September 1, 2011**

C: Town Clerk

2011 SEP 1 PM 1 01

TOWN CLERK'S OFFICE
BOURNE, MASS.

MEETING NOTICE

TOWN OF BOURNE

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

Date Time
September 20, 2011 10:00 AM

Place
Jonathan Bourne Historical Center
30 Keene St, Bourne

Agenda Items

Call to Order by Chairman Donald Ellis

Secretary's Reports

Old Business:

Chairman Ellis:

 CPC report

 CPA projects

 Progress report on JBHC work

 Sale of books

JBHC roof slates

New Business:

Members absences, if any - Thelma Loring

Chairman Ellis

 CPA projects

Discussion regarding the Raleigh house on 36 County Road, Bourne and its Raleigh painted ceiling, with a possible vote for this to be included in the Special Town Meeting of October

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed


Thelma Rowe Loring

Title **Secretary / Treasurer**

TOWN CLERK'S OFFICE Date: **September 1, 2011**
BOURNE, MASS

C: Town Clerk

2011 SEP 1 PM 1 01

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 2 PM 3 19

TOWN CLERK'S OFFICE
LOCATION
BOURNE, MASS

118 Emmons Rd
Assessors Map 34, Parcel 6

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 for a new foundation.

DATE & TIME:

Tuesday, Sept. 27, 2011 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 8, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 2 PM 3 19

TOWN CLERK'S OFFICE
LOCATION
BOURNE, MASS

118 Emmons Rd
Assessors Map 34, Parcel 6

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 for a new foundation.

DATE & TIME:

Tuesday, Sept. 27, 2011 at 10:00 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 8, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 2 PM 3 19

TOWN CLERK'S OFFICE
LOCATION:
BOURNE, MASS

485 Circuit Ave.
Assessors Map 47.1 Parcel 25

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to elevate and remodel existing house and for a new foundation.

DATE & TIME:

Tuesday, Sept. 27, 2011 at 10:15 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 8, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 2 PM 3 19

TOWN CLERK'S OFFICE
LOCATION:
BOURNE, MASS

485 Circuit Ave.
Assessors Map 47.1 Parcel 25

PROPOSAL:

Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to elevate and remodel existing house and for a new foundation.

DATE & TIME:

Tuesday, Sept. 27, 2011 at 10:15 A.M.

PLACE:

Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 8, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 20 PM 1 27

TOWN CLERK'S OFFICE
BOURNE, MASS.

LOCATION: 169 South Road
Assessors Map 46, Parcel 8

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 for renovations to the carriage
house.

DATE & TIME: Tuesday, October 11, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 23, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 20 PM 1 27

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 40 Squeteague Harbor Rd
Assessors Map 51.3 Parcel 62

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
boathouse/bathhouse.

DATE & TIME: Tuesday, October 11, 2011 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Enterprise Publishing Dates:
Sept. 23, 2011

emailed 9.28.11

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 SEP 28 AM 11 37

TOWN CLERK'S OFFICE
LOCATION: BOURNE, MASS #18 Emmons Road
#Assessors Map 34, Parcel 6

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 for a new foundation.

DATE & TIME: Tuesday, October 25, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
October 5, 2011

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 OCT 24 PM 4 09

LOCATION: 425 Barlows Landing Road
Assessors Map 43.1, Parcel 106

TOWN CLERK'S OFFICE
BOURNE, MASS

PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of
Historic Structures. The property has been deemed a
historic "Significant Building" as defined in the bylaw.
Determination whether the building should be preserved
will be made. Project is for an addition to existing porch.

DATE & TIME: Tuesday, November 8, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Date:
October 20, 2011

MEETING NOTICE

TOWN OF BOURNE

2011 NOV 7 PM 1 11
TOWN CLERK'S OFFICE
BOURNE, MASS

Board, Committee or Commission

Historical Commission

Schedule of Regular Meetings

Date Time
November 15, 2011 10:00 AM

Place
**Jonathan Bourne Historical Center
30 Keene St, Bourne**

Agenda Items

Call to Order by Chairman Donald Ellis

Secretary's Reports

Unfinished Business:

Chairman Ellis:

CPC report

CPA projects

Progress report on JBHC work

Internet sale of books

New Business:

Thelma Loring: Members absences

Chairman Ellis

CPA projects

**Request from Finance Committee Chairman, Michele Ford for plans of the CPA
 Historic Preservation Group, as received in an email from Barry Johnson,
 CPC Chairman.**

Adjournment

Notice of Special Meeting (include Date, Time and Place)

Notice of Cancellation of Meeting (Specify Meeting Being Cancelled)

Signed



Thelma Rowe Loring

Title **Secretary / Treasurer**

Date: **November 7, 2011**

C: Town Clerk

BOURNE HISTORICAL COMMISSION

30 Keene Street, Bourne, MA 02532

November 15, 2011

Chairman Donald Ellis called the meeting to order at 10:00 AM.

Members Present: Jean Campbell, Thelma Loring, Mary Reid, Judith Riordan, William Wright, Jr.

Excused Absences: Member: Neil Langille and Associate Member: Gioia Dimock

Public Present: Diana Barth

2011 NOV 23 AM 8 57
TOWN CLERK'S OFFICE
BOURNE, MASS

Secretary's Minutes: **Motion** was moved by Donald Ellis to accept as read; **carried unanimously.**

Unfinished Business:

CPC Reports: Mr. Ellis

He has requested of the Town Finance Director for a print-out of funds used and available.

CPA Projects: Mr. Ellis

The JBHC security lights: **Motion** made by Thelma Loring to repair or replace the security lights; motioned seconded and **carried unanimously.**

Internet Sale of Books:

1. **Motion** made by Judith Riordan, seconded by Jean Campbell, that the William Sullwold Publishing Co. be allowed to sell the Commission books on the internet, and that the company be offered the same discount as dealers. **carried unanimously.**

2. That Gioia Dimock, Associate Member may set up an account with Amazon for the same purposes.

New Business:

Absences: Thelma Loring received emails that the following would not be able to attend today's meeting: Member Neil Langille: a prior scheduled meeting and Associate Member Gioia Dimock: dental appointment. **Motion** made by Thelma Loring to accept their absences, seconded by Mary Reid; **carried unanimously.**

CPA Projects: Mr. Ellis

1. Raleigh House: This past Saturday, November 12th there was a meeting of the Isabelle Gardner Museum Conservator, Jean-Franco Pocobene, Donald Ellis, Gioia Dimock, David Dimmick, Galen Barlow, Jr., Barry Johnson plus the present owners of the house.

The Conservator determined that the ceiling paintings could be conserved in place, and recommended that they not be moved; he was enthusiastic about this project and made positive suggestions. He will make a formal report to Barry Johnson, CPC Chairman for his presentation to the committee.

2. The Commission approved the next project to be the replacing or restoring of the JBHC windows and painting of the sills. Mr. Ellis read a letter from the Secretary of the Commonwealth as to the windows of the Town Hall being restored relative to being nominated for placement on the National Register of Historic Buildings. He will investigate what type can be used for the Center.

Mr. Ellis read a letter from Mrs. Joyce Marshall desiring that her residence in Gray Gables be considered for placement on the Register of Historic Buildings.

Mr. Ellis announced the following, for information only: (not received in time for agenda)

Notice received from the Cape Cod Commission for a hearing on the expansion plans of Hydroid, Inc.

Meeting on Monday, Nov 14th regarding the Open Meeting Law

Distributed copies of the Demolition Permit Procedures and the new meeting notice posting system.

The Building Inspector may approve a permit, if the owner signs the permit form and assumes all liability for the project when the form is not completely filled out.

Motion made by Judith Riordan, seconded by Mary Reid, to adjourn the meeting at 11:15 AM.

Thelma Rowe Loring
Thelma Rowe Loring, Secretary / Treasurer

Subject: FW: Historic Questions
From: Johnson, Barry (BJohnson@townofbourne.com)
To: ellises.onpleasantcapecod2@verizon.net;
Cc: michele541@aol.com; ElinorDripley@aol.com;
Date: Wednesday, October 19, 2011 3:14 PM

Gerry: here is a very important email from Fin Com Chair Michele Ford. Once you have read same, please share with this with the other members of the Historic Commission and I will send it out to members of the CPC. Will schedule time during which we can start to gather the necessary information. Thanks. BJ

From: Michele [mailto:michele541@aol.com]
Sent: Tuesday, October 18, 2011 2:58 PM
To: Johnson, Barry; ElinorDRipley@aol.com; mjm@mrainc.org
Subject: Historic Questions

Barry,

Through you, to the historic commission, I would like to have the Finance Committee understand what the CPA committee and historic preservation group's plans are. Given that we have \$114,000 of taxpayer dollars (with more funding to come), I believe it behooves us to plan, much as we have seen the Open Space Committee plan, the Capital Outlay Committee plan, and the ISWM team plan. To that end, I would like to have something in writing that provides answers to the questions I pose below, which would be the basis for a discussion with the Finance Committee in January. This would be a discussion that does not address specific requests that may be made at the May, 2012 town meeting. I would like the document available electronically at least 2 weeks in advance of the meeting we schedule.

The questions I would like to see addressed are:

1. Is there an inventory of the historic structures in town, designating whether they are publicly or privately owned? This is of particular interest given the statement that there are more historic structures in Bourne than in Plymouth. If there is no inventory, what data can be provided?
2. Of those historic structures, which ones have been designated as sites on the Historic Register? Which ones should be considered for inclusion on the list?
3. Of those historic structures, which ones are in need of preservation?
4. What items other than structures have been cataloged that are in need of preservation?

5. Are there any estimates for costs associated with the preservation needs, for both structures and other items?

6. What funding sources, other than CPA funds, have been explored to preserve our historic heritage? What has been considered for public/private partnerships to preserve our history?

7. If we only had the \$114,000 currently in the CPA fund to spend, what would be the priorities?

If none of the above information is available, please advise what it would take to understand the basic needs of the community when it comes to preserving our historic heritage.

Thank you in advance for your help. Don't hesitate to contact me if you have any questions.

Michele

TOWN OF BOURNE
Bourne Historical Commission
PUBLIC HEARING NOTICE

2011 NOV 7 AM 10 59

TOWN CLERK'S OFFICE
BOURNE, MASS.

LOCATION: 721 County Rd
Assessors Map 39 Parcel 57

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 for an addition.

DATE & TIME: Tuesday, November 22, 2011 at 10:00 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town
Hall from 8:30-4:30, Monday - Friday. 508-759-0615.
Written comments in advance are welcome and should be
sent to Coreen Moore, Town Planner. All persons desiring
to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
Nov. 2, 2011

TOWN OF BOURNE
Bourne Historical Commission

2011 NOV 7 AM 10:15 PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE

LOCATION: BOURNE, MASS 50 Rip Van Winkle Way
Assessors Map 19.3, Parcel 26

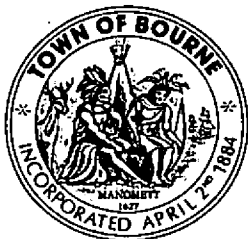
PROPOSAL: Bourne General Bylaws Section 3.14 - Demolition of Historic Structures. The property has been deemed a historic "Significant Building" as defined in the bylaw. Determination whether the building should be preserved will be made. Project is to convert garage into living space, create a full dormer on house and add a deck.

DATE & TIME: Tuesday, November 22, 2011 at 10:15 A.M.

PLACE: Bourne Historical Center
30 Keene Street
Bourne, MA 02532

Plans may be viewed at the Planning Board office at Town Hall from 8:30-4:30, Monday - Friday. 508-759-0615. Written comments in advance are welcome and should be sent to Coreen Moore, Town Planner. All persons desiring to be heard on this matter should appear at the hearing.

Bourne Courier Publishing Dates:
Nov. 2, 2011



Bourne Human Services Committee Meeting Notice



Date: Tuesday
January 25, 2011

Time: 4:00 P.M.

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

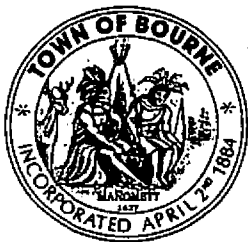
2011 JAN 18 PM 4 03
TOWN CLERK'S OFFICE

AGENDA

- 1. Approve minutes of previous meeting.
2. Discussion of the Human Services unmet needs survey- what data do we want to obtain?
3. DY McKenney Vento Family Resource Room- Leona Bombaci
4. Next meeting date
5. Topics for future discussion.

Lois Carr
January 18, 2011

cc: Town Clerk
Selectmen
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin



Bourne Human Services Committee Meeting Notice



Date: Tuesday
January 25, 2011

Time: 4:00 P.M.

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

2011 JAN 18 PM 4 03
TOWN CLERK'S OFFICE

AGENDA

1. Approve minutes of previous meeting.
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3. DY McKenney Vento Family Resource Room- Leona Bombaci
4. Next meeting date
5. Topics for future discussion.

Lois Carr
January 18, 2011

cc: Town Clerk
Selectmen
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin

**Human Services Committee Meeting
January 25, 2011
Bourne Town Hall**

Present: Lois Carr, Chairperson; Andy Murray; Mandi Speakman; Ellen Varnerin; Linda Morales-Morceau

Absent: Richard Tavares; Leona Bambaci; Barbara Thurston

Meeting convened at 4:04 PM

Motion: Mandi Speakman, seconded by Linda Morales-Morceau to approve the minutes of the December 29, 2010 meeting, approved with one abstention

Linda announced that she would not be seeking reappointment on the committee once her term expires as she will be pursuing other areas of interest.

Discussion: Human Services Needs Survey

- Lois suggested that the committee may want to contact Christine Stein, Barnstable County Human Services Office, for information regarding data analysis and for statistics specific to the Town of Bourne. Lois will follow up and contact Christine.
- Mandi questioned whether or not the committee needed to provide Christine with specific questions to be addressed.
- Andy suggested that the committee consider developing a "vision" statement regarding the purpose of the survey and the type of information that will be gathered
- It was decided that once the board identified areas of interest/need that Lois would invite Christine Stein to a future meeting to discuss the survey with the committee.
- Board members discussed various potential areas of interest/need on which to collect additional information including but not limited to transportation; medical; dental; fuel /housing/clothing/food assistance.
- Mandi volunteered to do some research to see if any other groups had previously developed an assessment survey that might meet the needs of the committee.

Discussion: The committee reviewed information sent by Leona Bombaci regarding the McKinney-Vento Family Resource Room located at the NH Wixon Middle School in Dennis. Leona had suggested via email that the committee may want to explore the feasibility of creating a local resource center and perhaps housing it at the site of the Cody School.

Topics raised for future discussion included: Budget Revisions; Continued discussion on development of a Needs Assessment Survey

The next meeting will be held on Tuesday March 8, 2010 at 4:00PM.

Motion: Ellen Varnerin, seconded by Andy Murray to adjourn, unanimously approved

Meeting Adjourned at 5:05PM.

Respectfully submitted,


Ellen Varnerin

TOWN CLERK'S OFFICE

2011 MAR 9 AM 8 32



Bourne Human Services Committee Meeting Notice



Date: Tuesday
March 8, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

2011 MAR 1 PM 3 23
TOWN CLERK'S OFFICE

AGENDA

1. Approve minutes of previous meeting.
2. Review of human services data document from Barnstable County Department of Human Services.
3. Next meeting date.
4. Topics for future discussion.

Lois Carr
March 1, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin

**MINUTES TO THE MONTHLY MEETING OF THE BOURNE HUMAN SERVICES
COMMITTEE**

2011 APR 12 PM 4 53

**March 8, 2011
BOURNE TOWN HALL**

TOWN CLERK'S OFFICE

Present: Lois Carr, Barbara Thurston, Ellen Varnerin, Leona Bombaci, Lt. Richard Tavares, Mandi Speakman

Not present: Andy Murray, Linda Morales Morceau

Meeting convened at 4: 10 p.m. - Leona Bombaci took the minutes of the meeting

The minutes for the January 25, 2011 meeting taken by Ellen Varnerin presented. Motion made by Ms. Thurston to approve the minutes. Motion seconded by Lois Carr. Unanimous approval vote and filed

Lois Carr presented Data document from the Barnstable County Human Condition Findings of 2004 to 2008 for persons age 16 to 64 years old in Household of Bourne, MA- Information prepared from Christine Stein of Barnstable County Human Services 2/2/11

Committee members reviewed the report and numbers but 1) numbers presented in report is a small sample for Bourne only 145 residents

2) Concerning Health Care statistic: since the filing of this report, population in Massachusetts now has to have health care, so Health Care statistical information has mostly likely changed.

Generally: information and numbers appear to be small and outdated at this time. Suggested by Mandi Statemen, that if Bourne HS Committee budget is cut then committee might want to plan to gather specific survey information for Bourne residents currently. Lois Carr was able to briefly speak to Tom Guerino who reported that it is expected that the Bourne Human Service Committee Budget will be approved at level funding as submitted to town budget proposal.

There was a general discussion of status of town Buildings and current proposal of use for the Coady and Hoxie Schools. These buildings are not currently being considered for town public housing options. Private Housing proposal is pending for Coady School and an independent group is planning to organize a non-profit group to support public recreational or Art Center use for Hoxie school building.

Announcement made by Lois Carr that the town has hired a Human Resource position and filled by L. Troye Thompson and she will be located in an office in the Community Building.

Motion made by Ellen Varnerin and seconded by Mandi Speakman: To use the Template from the Barnstable Human Condition Survey of 2004 to 2008 to develop a survey

specific for Bourne as a needs assessment for population in the town of Bourne, ages 18 to 64.

Unanimous Vote to approve the motion.

Suggested that Committee gather Federal 2010 Census information for Town of Bourne as soon as it is available.

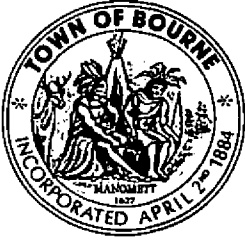
Motion to Adjourn by Barbara Thurston Seconded by Ellen Varnerin unanimously approved

Meeting Adjourned 5:00pm

Nest Bourne Human Service Committee meeting is April 12, 2011 at 4pm - Bourne Town Hall

Minutes prepared by

Leona Bombaci and sent to Lois Carr on 3/24/11 for distribution.



Bourne Human Services Committee Meeting Notice



Date: Tuesday
April 12, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting.
2. Review of 2010 Census data
3. Next meeting date.
4. Topics for future discussion.

Lois Carr
March 30, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin

2011 MAR 30 AM 11 10
TOWN CLERK'S OFFICE

Bourne Human Services Committee
April 12, 2011
Bourne Town Hall

Present: Lois Carr, Leona Bombaci, Richard Tavares, Mandi Speakman, Ellen Varnerin

Meeting called at 4:06pm

Motion: By Ellen Varnerin, seconded by Richard Tavares to approve the March 8, 2011 minutes. Unanimously approved

Handouts: Copy of Bourne Courier article: "Bourne sees modest population growth"
US Census Bureau American Fact Finder: Bourne town, Barnstable County
Massachusetts Census 2010: Barnstable County

Discussion: revolved around the information provided in above handouts and the accuracy of the numbers and data interpretation. Brainstorming around utilizing future Town Census mailings for Human Services surveys.

Ellen Varnerin departed at 4:32pm

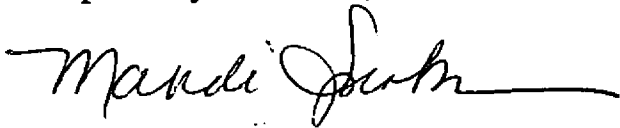
Future agenda: Invite Barry Johnson to explain Town Census protocol and data

Next Meeting: Tuesday, May 17, 2011 at 4pm

Motion: Richard Tavares, seconded by Leona Bombaci to adjourn. Unanimously approved

Meeting adjourned at 4:46pm

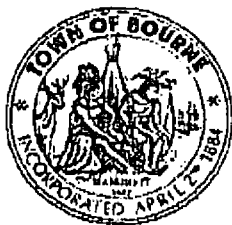
Respectfully submitted,



Mandi Speakman
Director, Bourne COA

2011 MAY 17 PM 4:58

TOWN CLERK'S OFFICE



Bourne Human Services Committee Meeting Notice



Date: Tuesday
May 17, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

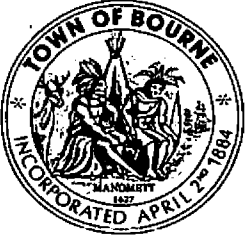
2011 MAY 12 PM 12 39
TOWN CLERK'S OFFICE

AGENDA

1. Approve minutes of previous meeting.
2. Budget update
3. Next meeting date.
4. Topics for future discussion.

Lois Carr
May 12, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin



Bourne Human Services Committee Meeting Notice



Date: Tuesday
May 17, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting.
2. Budget update
3. Next meeting date.
4. Topics for future discussion.

Lois Carr
May 12, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin

TOWN CLERK'S OFFICE

2011 MAY 12 PM 12 26

Human Services Committee Meeting

May 17, 2011

Bourne Town Hall

2011 JUN 22 AM 8 36

Present: Lois Carr, Chairperson; Andy Murray; Ellen Varnerin; Linda Morales-Morceau; Leona Bambaci;

Absent: Mandi Speakman, Richard Tavares; Barbara Thurston

Meeting convened at 4:10 PM

Motion: Andy Murray, seconded; by Leona Bambaci to approve the minutes of the April 12, 2011 meeting, minutes unanimously approved

Discussion:

- **Budget** - Lois distributed a memo that was sent to Mr. Guerino in December 2010 regarding the committee's recommendations for the FY 12 Human Services Committee Budget. The VNA was awarded additional funds to help defray costs of the blood pressure clinics.
- **Needs Assessment Survey** - Lois contacted Barry Johnson to invite him to a future Human Services Committee meeting to discuss town census data. The committee will use the census data in developing the Needs Assessment Survey.
- **Committee Membership** - As of June 30, 2011 there will be an additional opening for a Community Member at Large as Linda Morales-Morceau is not seeking reappointment. There continues to be an on-going opening for a Youth Member
- **Andy initiated a discussion about the need for the committee to become involved in community initiatives.** The committee discussed possibly inviting George Spivey, Town of Falmouth Affirmative Action Officer, to a future meeting to have him review the "No Place for Hate" initiative. Other ideas included having a representative from the Cape Cod Neighborhood Support Coalition address the committee; and possibly having the committee sponsor "drop in" informational sessions to provide town residents the opportunity to learn about available resources to help them address issues human rights issues.

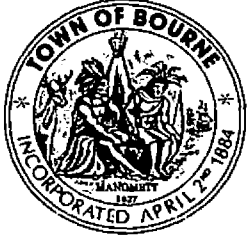
The next meeting will be held either on Tuesday June 21 or 28, 2011 at 4:00PM depending on the availability of Barry Johnson. Lois Carr will confirm date of meeting by email after speaking with Mr. Johnson

Motion: Andy Murray, seconded by Linda Morales-Morceau to adjourn, unanimously approved

Meeting Adjourned at 4:45 PM.

Respectfully submitted,

Ellen Varnerin



Bourne Human Services Committee Meeting Notice



Date: Tuesday
June 21, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting.
2. Barry Johnson, Town Clerk- discussion of town census data
3. Update on Open Meeting Law
4. Next meeting date.
5. Topics for future discussion.

Lois Carr
June 14, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Morales-Morceau, Murray, Speakman, Tavares, Thurston, Varnerin

TOWN CLERK'S OFFICE
2011 JUN 14 PM 12 17

**MINUTES TO THE MONTHLY MEETING OF THE BOURNE HUMAN SERVICES
COMMITTEE
JUNE 21, 2011
BOURNE TOWN HALL**

Present: Lois Carr, Andy Murray, Leona Bombaci, Lt. Richard Tavares, Mandi
Speakman
Absent: Barbara Thurston, Ellen Varnerin

Meeting convened at 4: 10 p.m. - Leona Bombaci took the minutes of the meeting

The minutes for the May 17, 2011 meeting taken by Ellen Varnerin presented. Motion made by Mandi Speakman to approve the minutes. Motion seconded by Andy Murray. Unanimous approval vote and filed

June 21, 2011 Agenda presented by Chair, Lois Carr

Special guests, Barry Johnson, Town Clerk and Wendy Chapman, assistant Town Clerk invited to speak about the Town Census process and information gathered in 2011 and possible inclusion of a BHSC survey in January 2012 Census

Following information was stated:

- 1) Federal Census figures were recently completed but not up to date nor finally published in final form.
- 2) Annual Bourne Town Census is done each January with mailing sent out in December.
- 3) Census Form ask for household members and dogs in the home
- 4) 2011 Street listing recently published for population over age 17 and cost \$20 to purchase a copy
(Public Safety workers who work and live in the Town are not listed)
- 5) January 2011 data reported;
 - a. For ages 0 to 16 ½ population is 3,234
 - b. For ages 17 to 59 10,895
 - c. For ages over 60 5,852
 - d. TOTAL over 20,000

Federal census indicates total population is 19,754- Discrepancy may be due to the fact that Federal Census does not send out to POBoxes and residents must call or have direct contact for census information gathering.

Discussion as to those persons in group quarters such as Prison and Mass Maritime Academy which are included in Town Census

Discussion as to what constitutes residency and it is the Town Census that usually declares residency.

TOWN CLERK'S OFFICE
BOURNE, MASS.
2011 SEP 29 PM 3:13

Mr. Johnson indicated that the Town can not include a possible survey for BHSC in its 2012 Census mailing because they have to include notices about the redistricting of precincts in the town. A New Precinct 7 is being added to town and voting assignments need to be given to voters by the end of this year. Not sure a survey could be included in 2013 mailing at this time. Mailing Census and voting notices is costly.

Other Discussions about Focus Groups to include youths, CPA funds Housing Task force that gather's housing needs, Sue Ross is a contact person.
To use web or internet survey sites might miss seniors who do not access internet.

Lois presented the NOTICE and Discussion Requirements under the Open Meeting Law from Robert Troy, Town Counsel for personal review and discussion at next meeting.

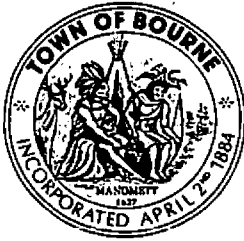
There is no Bourne Human Service Committee meeting in July and August and will reconvene in September. Lois Carr will notify members with date.

Motion to Adjourn by Andy Murray and Seconded by Richard Tavares, unanimously approved.

Meeting Adjourned 5:00pm

Minutes prepared by

Leona Bombaci and sent to Lois Carr, Chairperson for distribution.



Bourne Human Services Committee Meeting Notice



Date: Tuesday
September 27, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

AGENDA

1. Approve minutes of previous meeting (June 14, 2011)
2. FY12 Human Services budget changes
3. Goals for upcoming year
4. Topics for future discussion
5. Next meeting date

Lois Carr
September 20, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Speakman, Tavares, Thurston, Varnerin

2011 SEP 20 PM 4 05
TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES TO THE MONTHLY MEETING OF THE BOURNE HUMAN SERVICES
COMMITTEE
TUESDAY, SEPTEMBER 27, 2011
BOURNE TOWN HALL

2011 OCT 26 AM 8 27

Present: Lt. Richard Tavares, Lois Carr, Barbara Thurston, Ellen Varnerin, Leona Bombaci, Mandi Speakman

TOWN CLERK'S OFFICE
BOURNE, MASS

Absent: Andrew Murray

Meeting convened at 4:00 p.m.

Minutes from the June 21, 2011 meeting were read. Motion made by Mr. Tavares made a motion to approve the minutes. Motion seconded by Ms. Bombaci. Unanimous vote.

Ms. Speakman stated that the Council on Aging has only one seat on this Committee so she is not a voting member. Ms. Carr stated that if we know of anyone who is interested in serving on the Committee to let her know. We have two vacant seats available. Ms. Bombaci suggested that we need a student.

Ms. Carr stated that there have been some changes in the 2012 budget. She received a letter in August stating the amount we would receive. She spoke to Debbie in the Selectmen's office and Debbie stated that the amount we were given (\$38,765) was different from the amount we had been told we would get (\$42,160). The difference is \$3,395. Mr. Guerino told Ms. Carr that at the time the numbers were entered, they were having trouble with the computers. Mr. Guerino stated that at the Special Town meeting, they will make it right.

Ms. Thurston made a motion to have Ms. Carr compose a letter to Mr. Guerino to update us on the status of the budget. Motion seconded by Mr. Tavares. Ms. Bombacci made a motion to invite Mr. Guerino to the October meeting to clarify our role in the preparation of the budget. Motion seconded by Mr. Tavares. Unanimous vote.

Ms. Varnerin wanted to know what the 2013 budget amount would be and if this Committee has the autonomy to decide how that amount will be spent.

Ms. Carr stated that she received an e-mail from Mr. Murray stating that we should do another printing of the Human Services Handbook and is there any money in the budget for this.

The Committee reviewed the by-laws for the Human Services Committee.

Ms. Bombaci suggest that we contact Linda Zeurin to see if we could be on her TV show and talk about the Committee and what we do.

Mr. Tavares thinks it is a great idea to have a student on our Committee and it would look great on their resume. Colleges are looking at that type of activity.

Ms. Bombaci suggested that we contact the Guidance Dept. at the High School and see if they have any recommendations.

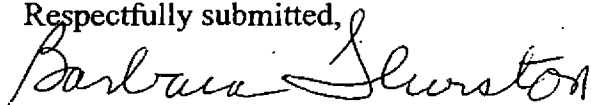
Ms. Carr stated that our goals for the coming year will be to clarify our role as a Committee and to recruit new members, one being a student.

Ms. Carr reminded the Committee that it is time for election of new Chairman. It will be on the agenda for next month.

Next meeting scheduled for Tuesday, October 25, 2011 at 4:00 p.m.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Thurston". The signature is written in black ink and is positioned above the printed name.

Barbara Thurston

Minutes
Human Services Committee Meeting
October 25, 2011
Bourne Town Hall

2011 NOV 30 AM 8 26

TOWN CLERK'S OFFICE
BOURNE, MASS.

Present: Lois Carr, Outgoing Chairperson; Andy Murray Incoming Chairperson; Ellen Varnerin; Leona Bombaci; Richard Tavares; Barbara Thurston

Absent: Mandi Speakman

Meeting convened at 4:05 PM

Minutes from the September 27, 2011 meeting were read. Motion to approve the minutes was made by Ellen Varnerin and seconded by Richard Tavares. Minutes were unanimously approved

Discussion:

- Election of Chairperson – Nomination of Andy Murray for Chairperson was made by Barbara Thurston and seconded by Richard Tavares. Andy was unanimously elected and accepted the position as Chairperson. Lois Carr, Outgoing Chairperson, agreed to assist Andy with coming up to speed on the new requirements of the Open Meeting Law. Andy will assume the position as of the November 29, 2011 meeting.
- Committee Membership- Ellen Varnerin is meeting with a student from Bourne High School who may be interested in joining the committee as the "Youth Representative". Lois Carr will pursue switching her status from "Council on Aging Representative" to "Member at Large". If approved, this switch would allow Mandi Speakman to become a voting member by pursuing appointment as "Council on Aging Representative".
- Human Services Resource Guide– Andy initiated discussion of Committee undertaking the task of reviewing and revising, as needed, the Human Services Resource Guide. Members discussed the possibility of linking the Resource Guide directly to the Town Website.
- Budget - The Committee reviewed the revised budgetary allotments to the various community agencies that requested funding for fiscal 2012. It was noted that with the exception of a \$350 reduction to the VNA, all funds were dispersed in accordance with the original recommendations of the Human Services Committee. The \$350 reduction from the VNA was awarded to NAMI. Lois Carr will contact Debbie Judge regarding the status of letters notifying agencies of the revised allocation of funds.
- Mr. Guerino joined the meeting in session to address any concerns regarding the discrepancies in the allocation of funds and the revised budget which restored the funding in accordance with the committee's recommendations. He indicated that the projected budget for fiscal 2013 would be around \$45,000.
- Barbara Thurston inquired into Mr. Guerino's goals for the committee. He indicated that his priority would be in regards to services for children such as a dental clinic. He suggested that the committee may want to host a forum with representatives from various town constituencies to better determine the needs of the town.

Future Goals: Recruitment of new members
Review and revision of Human Services Guide

Next Meeting is scheduled for Tuesday November 29, 2011 at 4:00 PM

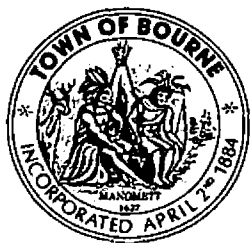
Motion to adjourn by Ellen Varnerin and seconded by Richard Tavares unanimously approved.

Meeting Adjourned at 5:15 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen Varnerin".

Ellen Varnerin



Bourne Human Services Committee Meeting Notice



Date: Tuesday
November 29, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

2011 NOV 22 AM 8 42
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approve minutes of previous meeting
2. Budget/Agency Allocation
3. Needs Survey/Human Service Need Survey from Town residents
4. Updating Human Service booklet
5. Topics for further discussion
6. Date for next meeting

Andrew Murray
November 21, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Speakman, Tavares, Thurston, Varnerin, Johnson,
Chapman, Sullivan

**MINUTES TO THE MONTHLY MEETING OF THE BOURNE HUMAN SERVICES
COMMITTEE**

November 29, 2011 ~~2011~~ DEC 21 AM 8 20
BOURNE TOWN HALL

TOWN CLERK'S OFFICE

Present: Andy Murray, Chairperson, Lois Carr, Leona Bombaci, Richard S. Favares, Mandi Speakman, Barbara Thurston, Ellen Varnerin, Olivia Garcia

Committee members recognized the work and participation of Ellen Varnerin who is retiring from this committee and retiring from her employment with the Bourne Public Schools. Ellen introduced, Olivia Garcia, a Student at Bourne High School, who is interested in being on the BHS Committee as a student representative. Ellen will assist Olivia in the process of being officially appointed to this Committee.

Meeting convened at 4:10 p.m. - Leona Bombaci took the minutes of the meeting

1. Approve minutes of previous meeting

The minutes for the October 25, 2011 meeting taken by Ellen Varnerin were presented. Motion made by Andy Murray to approve the minutes. Motion seconded by Barbara Thurston. Unanimous approval vote and filed

November, Agenda presented by Chair, Lois Carr

2. Budget/Agency Allocation

Lois Carr presented 2 thank you letters from the Sight Loss Services, Inc. and Gosnold of Cape Cod thanking the BHS Committee for approving funds granted to them in the 2012 FY Budget.

Lois Carr announced that FY 2013 funding requests letters from agencies proposals will be due 12/9/11. Such proposals will be reviewed in up and coming BHS Committee meetings.

3. Needs Survey/Human Service Need Survey from Town residents

Andy Murray proposed having a planning meeting to develop a survey for BHS Committee to have as a needs assessment survey that would be presented to agencies for their feedback as to what they see as needs for Bourne residents.

Ellen Varnerin suggested contacting a Nancy Spalding at 743-3800 at the Bournedale Elementary School as she has connections with Early Childhood Educators and Providers within the Child Care Network. Lois Carr, Leona Bombaci and Andy Murray agreed to meet to discuss this further in a planning meeting.

4. Updating Human Service booklet

Barbara Thurston volunteered to review the existing Bourne Resource booklet published in 2009 by the BHS Committee. Mandi Speakman volunteered to contact CHNA-27 (Community Health Network Area 27) as to what they do and if they serve Bourne residence.

5. Topics for further discussion

Ellen Varnerin reported that a school representative for this committee has not been identified to date

Members welcomed Olivia Garcia as an interested member representing Students. One more at large person is needed for this committee.

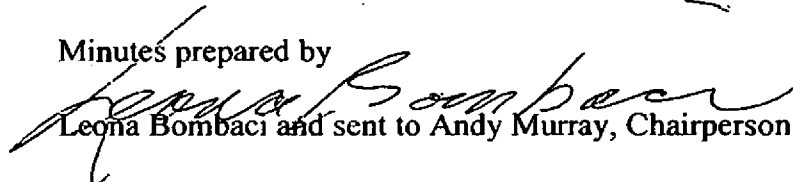
6. Date for next meeting

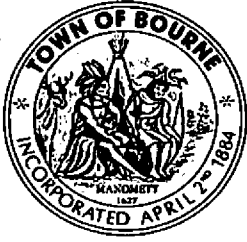
Next meeting date set for Tuesday 12/20 at 4pm

Motion to Adjourn by Andy Murray and Seconded by Richard Tavares, unanimously approved

Meeting Adjourned 5:00pm

Minutes prepared by


Leona Bombaci and sent to Andy Murray, Chairperson for distribution.



Bourne Human Services Committee Meeting Notice



Date: Tuesday
December 20, 2011

Time: 4:00 P.M.

Location: Upper Conference Room
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

2011 DEC 14 AM 10 13
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approve minutes of previous meeting
2. Budget/Agency Allocation
3. Human Service Need Survey
4. Updating Human Service Booklet
5. Topics for further Discussion
6. Date for next meeting

Andrew Murray
December 13, 2011, 2011

cc: Town Clerk
Committee: Bombaci, Carr, Murray, Speakman, Tavares, Thurston, Varnerin, Garcia, Johnson,
Chapman, Sullivan

Bourne Human Services Committee

December 20, 2011

Minutes of the Monthly Meeting

Bourne Town Hall – Lower conference room

2012 JAN 11 AM 8 03

TOWN CLERK'S OFFICE
BOURNE, MASS

In Attendance: Rich Tavares, Andy Murray, Leona Bombaci, Mandi Speakman, Ellen Varnerin, and Oliva Garcia. Lois Carr

Absent: Barbara Thurston

Meeting was called to order at 1605 hrs.

A motion was made by Lois Carr and seconded by Rich Tavares to accept the minutes of the November 29, 2011 meeting. The vote was unanimously approved.

Lois Carr, advised the committee that the new FY-13 budget requests were out and there were four new agencies requesting funding this year. Big Brothers and Big Sisters of the Cape and Islands, Sight Loss Services, Aids Support Group of Cape Cod and South Coast Counties Legal Services. Lois pointed out that the four were new to this year's budget request and that some were funded in the past. Lois also pointed out that the Town Administrator would like to have our funding request before the end of January.

After a review of the budget requests it was decided to level fund the FY- 13 budget and divide up the additional funds added to last year's budget among the four new requests. Andy added the stipulation that the BB and BS of the Cape and Islands provide the committee with the missing and needed paper work by January 16, 2012. Big Brothers / Big Sisters of Cape and the Islands \$1000, CapeAbilities \$250, Gosnold \$6060, Visiting Nurse Association \$ 22500, Bourne Food Pantry \$ 5000, Cape Cod child Development \$750, Sight Loss Service, Inc. \$400, Bourne Youth Council \$1100 , AIDS Support Group of Cape Cod \$ 500, Independence House Inc. \$5000, South Coast Counties Legal Services \$500, and Elder Services of Cape Cod and the Islands \$1100. A motion to this effect was made by Ellen Varnerin seconded by Rich Tavares. The motion was unanimously approved.

Andy assigned to our newest member, Olivia Garcia the task of calling the Selectman's office to reserve the second floor meeting room for the January 10th, 2012 meeting.

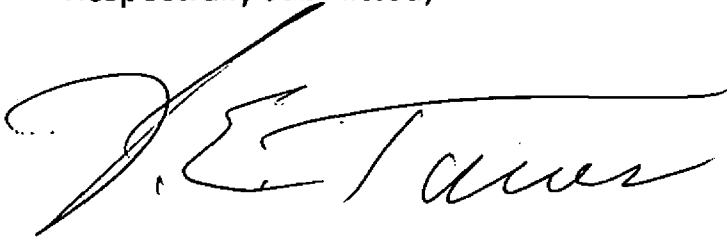
Andy wanted to thank Bourne Human Services Committee Member Ellen Varneria for all her hard work on our committee and wish her the best in her retirement and the new year.

Next meeting is scheduled for January 10, 2011 at 1600 hrs.

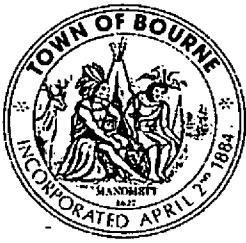
Andy made a motion to adjourn, seconded by Rich Tavares, unanimously approved.

Meeting adjourned at 1714 hrs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Tavares", written in a cursive style.

Richard Tavares



**BOURNE HOUSING
PARTNERSHIP
COMMITTEE
MEETING NOTICE**



**Date: Wednesday
August 17, 2011**

Time: 4:00 P.M.

**Location: Bourne Housing Authority Offices
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559**

2011 AUG 11 PM 9 10
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Review and vote on minutes of the last meeting
2. Proposed dual marketing for Partnership and Housing Trust programs including advertising expenses.
3. Review proposal of Town Planner, Coreen Moore, to review Community Development Block Grant responses to RFP for grant administration and management and discuss status of the CDBG program.
4. Any necessary actions as monitoring agent on the Canal Crossing property.
5. Status reports on:
 - CPA Funding
 - Non-Conforming Lots
 - Town owned Properties
 - B-HOPP
 - Ready Resale list and monitor
 - Trust Projects
 - Revisions to Town Bylaws
6. Vote on renewing Affordable Housing Action Plan and hiring a consultant to organize and write new plan.
7. Report of the Affordable Housing Specialist.
8. Discussion for future agenda items.

Susan R. Ross *Jer*
Susan R. Ross
Date: August 12, 2011

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of August 17, 2011

Time: 4:06 p.m.

Location: Bourne Housing Authority
871 Shore Rd., Pocasset, MA.

2012 JUL 17 AM 9 24

TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Sue Ross, Coreen Moore, Al Hill, Barbara Thurston, and Frances Anderegg.
Absent: None

Others present: James Snyder, Volunteer Financial Advisor and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the February 9, 2011 minutes.

Ms. Thurston moved that the meeting minutes for February 9, 2011 be approved

Ms. Anderegg seconded the motion and the motion passed unanimously

Ms. Ross asked Mr. Horman to present the first item on the agenda relative to advertising.

Mr. Horman said that a great deal of his time was now dedicated to advertising and marketing the B-HOPP program, the resale of affordable properties, the sale of the newly constructed properties with the Housing Trust and the new housing rehabilitation program. He said that one step that he would be taking was to establish new e-mail address through the Town of Bourne website and to have the e-mails forwarded to his personal e-mail account.

Ms. Moore said that it would not be wise for Mr. Horman to use his personal e-mail account and after a general discussion it was suggested that G mail be used.

Mr. Horman agreed and went on to advise the Committee that the very extensive and expensive marketing and advertising efforts that he has directed have brought in very few eligible applicants. He said that other groups doing affordable housing including HAC have had a similar experience.

A general discussion occurred as to the reasons why few eligible applicants have been found.

Mr. Horman continued that in his research, he found that a number of the agencies in the mid-and lower Cape have had success with craigslist and with advertising on the radio. He said that he had met with a representative of the WMVY radio station and also WCOD radio stations and it was his judgment that WCOD seemed to hit the target market of relatively young families better. He said that his proposal is that the Partnership and the Trust each pay for one week of radio advertising that would advertise the programs and properties of both the Trust and the Partnership in the ads. He said that each week using five days with one ad per hour would cost approximately \$1280.

Ms. Ross said that in analyzing the cost that using real estate agents would be significantly more expensive just for one property and through the advertising on the radio that marketing for all of the properties and programs could be accomplished.

Ms. Anderegg suggested that brokers could be used with payment of a finder's fee for a successful buyer.

A general discussion occurred about the amount of work that a buyer's broker would need to provide for the finder's fee and it was generally agreed that in some cases the work would be a great deal and for

others it might not be. It was noted that currently, the B-HOPP program and many of the resale properties allow for a commission to a buyer's broker be paid or to the monitoring agent.

Mr. Hill asked if the radio advertising does not work what would be the next step.

It was generally agreed that more reliance on the real estate broker community would be needed.

Mr. Hill moved that the Committee approve the expenditure of \$1280 for five days during one week of radio advertising on WCOD.

Ms. Moore seconded and the motion and motion carried unanimously.

Ms. Ross asked Ms. Moore if she would update the Committee on the status of the community development program.

Ms. Moore said that the RFP for an administrator was being advertised in news papers, the central register as well's being sent directly to a number of different experts in the field. She said they will have two weeks to respond and she won't get it until early September.

Ms. Ross asked about the status of the next round of community development funding.

Ms. Moore responded they were working on putting together the necessary research and information to apply for a storefront façade and downtown revitalization program.

Ms. Ross said she hoped that the new application will also include some housing rehabilitation because she felt that it was a critical component of a downtown revitalization strategy.

Ms. Ross moved on to the next item of it the agenda which was the Canal Crossing project.

Mr. Horman said that he had been informed by an owner in the project that they wanted to sell their affordable unit and that DHCP had approved the sale at \$168,200. Mr. Homan said that the problem was that there were a number of difficulties in the condominium association budget and because of the ratio of owner occupied units to rental units or unsold units in the complex. He said that three of the market rate units are expected to sell in a relatively short period of time and if this occurs that the ability to sell the affordable unit would be greatly improved because a number of the outstanding issues will have been cleared away by those closings.

Ms. Ross moved on to the agenda item of renewing the Affordable Housing Action Plan and discussion of the availability of funding through the state or regional planning agency for updating the plans.

Ms. Moore noted that in hiring consultants, if the project is likely to be more than \$10,000 a formal RFP is needed to be advertised, that between \$5,000 and \$10,000 three quotes would be required and under \$5,000 best practices would be used. It was noted that an e-mail from Karen Sonnarborg, who had initially done the plan, had included a copy of a proposal to Sandwich was for just under \$5,000.

The consensus was that Mr. Horman should research the opportunity to obtain funding to do the update of the plan and then consider hiring a consultant after.

Ms. Ross asked Mr. Horman to summarize his report.

Mr. Horman said that since it had been a long time since the committee had met that he would briefly go through a number of items. He said that funding for the housing specialist position and for continued development of affordable housing from CPA funds had been approved by Town Meeting and that at the same meeting an amendment to be nonconforming lot ordinance which would allow for a special permit

on undersized lots on nonpublic streets had been approved. Mr. Horman said that he was hoping to get going on acquiring lots through the Trust.

Ms. Ross noted that the Trust is likely to receive a building lot through town meeting and Ms. Moore noted that a number of tax title properties were being considered for affordable housing, including ones with houses on them. Ms. Moore noted that this particular round of property sales would be handled by an outside auction company rather than simply handled by the Town.

Mr. Horman moved on to B-HOPP and said that there was approximately \$93,000 available for subsidies to help people buy properties on the market and an additional \$60,000 that would be used for buying lots to build new properties. He said that he had hoped that with all the marketing going on with the different programs and opportunities that additional use of the B-HOPP monies would occur and if not the program should be reevaluated in the second half of FY 2012. He said that they were continuing to work with the resale opportunities and that the Trust was marketing to new houses it was building, looking at opportunities to buy more land, and beginning the process to start a housing rehabilitation program through the US Department of Agriculture as an ancillary program to the community development block program. A general discussion occurred relative to the mechanics of the USDA program.

Ms. Moore noted that as we work on these programs that it should be made clear to people of the Town how the programs fit with the comprehensive and housing plans approved by the Town.

Mr. Horman said that under the item of revisions to the Town bylaws that the Town of Dennis had been working for about 10 years under a bylaw that seems to work better than the 40 B. comprehensive permit process. He said that in his conversation with the town planner in Dennis that both the town government and the developers seem to prefer this approach and only one of 18 projects over the last 10 years had gone the 40 B. route rather than the town ordinance.

Ms. Ross and Ms. Moore both agreed that with Ms. Moore's workload and the lack of development pressure currently, that work on the ordinance should be put off until Ms. Moore had more time.

Mr. Horman gave the Committee members a copy of his report.

There being no further business, Ms. Moore moved that the meeting be adjourned.

Mr. Hill seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:23PM

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of August 17, 2011

Time: 4:06 p.m.

Location: Bourne Housing Authority
871 Shore Rd., Pocasset, MA.

2011 NOV 22 PM 1 59
TOWN CLERK'S OFFICE
BOURNE, MASS.

Present: Sue Ross, Coreen Moore, Al Hill, Barbara Thurston, and Frances Anderegg
Absent: None

Others present: James Snyder, Volunteer Financial Advisor and Kerry Horman, Affordable Housing Specialist

Ms. Ross asked if there was a motion on the February 9, 2011 minutes.

Ms. Thurston moved that the meeting minutes for February 9, 2011 be approved

Ms. Anderegg seconded the motion and the motion passed unanimously

Ms. Ross asked Mr. Horman to present the first item on the agenda relative to advertising.

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Mr. Horman agreed and went on to advise the Committee that the very extensive and expensive marketing and advertising efforts that he has directed have brought in very few eligible applicants. He said that other groups doing affordable housing including HAC have had a similar experience.

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on undersized lots on nonpublic streets had been approved. Mr. Horman said that he was hoping to get going on acquiring lots through the Trust.

Ms. Ross noted that the Trust is likely to receive a building lot through town meeting and Ms. Moore noted that a number of tax title properties were being considered for affordable housing, including ones with houses on them. Ms. Moore noted that this particular round of property sales would be handled by an outside auction company rather than simply handled by the Town.

Mr. Horman moved on to B-HOPP and said that there was approximately \$93,000 available for subsidies to help people buy properties on the market and an additional \$60,000 that would be used for buying lots to build new properties. He said that he had hoped that with all the marketing going on with the different programs and opportunities that additional use of the B-HOPP monies would occur and if not the program should be reevaluated in the second half of FY 2012. He said that they were continuing to work with the resale opportunities and that the Trust was marketing to new houses it was building, looking at opportunities to buy more land, and beginning the process to start a housing rehabilitation program through the US Department of Agriculture as an ancillary program to the community development block program. A general discussion occurred relative to the mechanics of the USDA program.

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Mr. Horman said that under the item of revisions to the Town bylaws that the Town of Dennis had been working for about 10 years under a bylaw that seems to work better than the 40 B. comprehensive permit process. He said that in his conversation with the town planner in Dennis that both the town government and the developers seem to prefer this approach and only one of 18 projects over the last 10 years had gone the 40 B. route rather than the town ordinance.

Ms. Ross and Ms. Moore both agreed that with Ms. Moore's workload and the lack of development pressure currently, that work on the ordinance should be put off until Ms. Moore had more time.

Mr. Horman gave the Committee members a copy of his report.

There being no further business, Ms. Moore moved that the meeting be adjourned.

Mr. Hill seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:23PM

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

Notice

2011 OCT 21 PM 2 53

Bourne Housing Partnership Meeting

TOWN CLERK'S OFFICE Wednesday, October 26, 2011

BOURNE, MASS

4:00PM

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA

Agenda

1. Approve minutes
2. Meet with Grant Administrator and discuss start of rehab program
3. Housing Specialist report
4. Discussion of future agenda items



Susan Ross

Chairman, Bourne Housing Partnership

Chapman, Wendy

From: Rebello, Mary
Sent: Monday, October 24, 2011 12:42 PM
To: Chapman, Wendy
Subject: FW: Partnership Meeting- Please Cancel

2011 OCT 24 PM 2 20

Wendy..please cancel this meeting
Thanks
Mary

TOWN CLERK'S OFFICE
BOURNE, MASS

From: kerry horman [<mailto:bournehousingpartnership@hotmail.com>]
Sent: Monday, October 24, 2011 12:33 PM
To: Rebello, Mary; Sundman, Nancy
Cc: Sue Ross; jsnyder@capecodfive.com; Moore, Coreen; cen121@aol.com; bournehousingpartnership@hotmail.com
gigliano@comcast.net
Subject: Partnership Meeting- Please Cancel

Mary,

Per our conversation, Please cancel the Housing Partnership meeting scheduled for Wednesday October 26. We will reschedule later

Thanks

Kerry

To: Selectmen's Office

From: Sue Ross

Re: Please post meeting. I will email agenda to everyone on our Board.

Bourne Housing Partnership meeting
Wednesday, November 16, 2011
4:00 PM Bourne Town Hall, Second Fl Meeting Room
24 Perry Ave
Buzzards Bay MA

Agenda

1. Review and vote on Minutes
2. Review and vote on the following proposal: To allow the use of the 2% fee eligible to the Monitoring Agent on the resale of affordable deed restrict homes as a commission to real estate agents that provide the successful buyer to the sale.
3. Review the status Community Development Block Grant program and to take action as necessary to begin the program implementation.
4. Status reports on:
 - CPA Funding
 - Town owned Properties
 - B-HOPP
 - Ready Resale list and monitoring
 - Affordable Housing Action Plan
 - Trust Projects
5. Report of the Affordable Housing Specialist
6. Discussion for future agenda items.

Thank You,

Susan R. Ross

2011 NOV 10 PM 2 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Housing Partnership meeting
Wednesday, November 16, 2011
4:00 PM Bourne Town Hall, Second Fl Meeting Room
24 Perry Ave
Buzzards Bay MA

Agenda

1. Review and vote on Minutes
2. Review and vote on the following proposal: To allow the use of the 2% fee eligible to the Monitoring Agent on the resale of affordable deed restrict homes as a commission to real estate agents that provide the successful buyer to the sale.
3. Review the status Community Development Block Grant program and to take action as necessary to begin the program implementation.
4. Status reports on:
 - CPA Funding
 - Town owned Properties
 - B-HOPP
 - Ready Resale list and monitoring
 - Affordable Housing Action Plan
 - Trust Projects
5. Report of the Affordable Housing Specialist
6. Discussion for future agenda items.

Susan R. Ross

**Meeting of the Bourne Housing Partnership
Minutes**

Meeting of November 16, 2011

Time: 4:00 p.m.

2012 JUL 17 AM 9 24

Location: Bourne Town Hall, Second Floor Conference Room, TOWN CLERK'S OFFICE
24 Perry Ave, Buzzards Bay, MA. BOURNE, MASS

Present: Coreen Moore, Al Hill, Barbara Thurston, and Frances Anderègg .

Absent: Sue Ross(Excused), Al Hill(Excused)

Others present: Sharon Gay, Block Grant consultant, Jim Snyder, Financial Advisor, and Kerry Horman, Affordable Housing Specialist

Ms. Thurston moved that minutes of the last meeting be approved.

Ms. Moore seconded the motion and the motion carried unanimously.

Ms. Thurston asked Mr. Horman to present the first item on the agenda.

Mr. Horman said that he and Ms. Ross would like to have the Committees support to utilize the provision in the more modern affordable deed riders for the monitoring agent two receive 2% for their efforts to resell a property as a commission to encourage real estate agents to bring in eligible buyers. He said currently there is no mechanism other than to go into what he believed would be the general fund for the 2% fee to be paid and he said that the Partnership needed help in marketing the resale of these properties in the difficult economic times.

Ms. Thurston questioned whether in fact the Partnership had the authority to approve that.

Mr. Horman said he wasn't sure but if the Committee was uncomfortable with this issue that he would research it as they directed.

Ms. Anderègg offered to have the legal services provided to the Massachusetts Board of Realtors look at the question.

Ms. Thurston pointed out that the Partnership is a committee of the Town and questioned whether the Partnership could accept funds.

A general discussion occurred relative to what entity serves as the monitoring agent with the various deed riders and whether that responsibility could be passed on to the Affordable Housing Trust if the Trust would it accept it. Questions arose as to how the monitoring agent's 2% fee was defined in the deed rider.

Mr. Horman read that definition to the Committee from the sample deed rider itself.

Ms. Thurston didn't think that the Partnership had the authority to pass on the fee to a real estate agent.

Ms. Gay joined the meeting.

The Committee agreed to table the issue of the 2% fee for further study.

Ms. Thurston introduced Ms. Gay.

Ms. Gay informed the Committee that the Bourne's application for Block Grant funds had not only been funded but that it rated the second highest of over 40 applications submitted to the State of which 17 were funded. She said because of reduced federal funding that all of the applications were cut somewhat. She provided the Committee with the statewide breakdown.

She praised the Partnership members for their hard work on this and the Committee responded with praise for Ms. Gay's work.

Ms. Gay explained the timing of the grant to the Committee and provided them with an outline of the steps and procedures that would be undertaken.

A general discussion occurred as to the process of hiring the housing rehabilitation staff and how they would function. Further, a general discussion occurred relative to when people calling with housing rehab potential emergencies might be able to be assisted and how they might be responded to at this time.

Ms. Gay suggested that Ms. Moore and Mr. Horman might want to get some preliminary information to see whether they are eligible for any of the housing rehab opportunities and top have them fill out the short application for the file. She said that it would be unlikely that the Community Development Housing Rehab Program could be ready before January of 2012 to do anything. She noted that not more than 20% of the money could be used on an emergency basis outside of the target area.

Ms. Gay and Ms. Thurston's discussed the process for repairs to Continental Apartments and the Committee thanked Ms. Gay for her report.

Mr. Horman a verbal summary of his written report and discussed the difficulties of finding buyers in the current marketplace.

A discussion occurred about using Facebook for marketing.

There being no further business, Ms Moore moved that the meeting be adjourned.

Mr. Anderegg seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:25PM

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

Bourne Housing Partnership

Affordable Housing Specialist Report for Period ending November 16, 2011

November 16, 2011

ADMINISTRATIVE:

- The Housing Specialist has a new laptop and is trying to utilize the Town website email for all Bourne email correspondence. Assistance in filing, clerical work, and minutes has been approved by the Trust for a total of \$2400. Sadly, Noel Adkins-Perry who had begun providing this assistance has passed away. Additional file storage space has been made available at Town Hall thanks to the help of Ms. Moore.

PROJECTS AND ACTIVITIES

- **Community Development Block Grant:** \$900,000 has been awarded to Bourne. The Block administration, Sharon Gay and Ms. Moore will update the Committee at the November meeting .
- **The B-HOPP and GAP programs, the Adams St. Property, and the Resale Ready Buy List** are all now in the "first come first serve" phase some potential buyers are seeking suitable financing but efforts to identify qualified buyers continue. Alternative marketing is to be addressed at the November meeting.
- **Re-sales:** The owner of an affordable property at Canal Crossing and the owners of a property on Mirasol Dr. in Pilgrim Pines have informed the Town of their intent to sell. We are looking for buyers in each case.
- **Dennis Type Affordable Housing Bylaw.** This by-law has been successfully implemented as an alternative to 40B in Dennis for about 10 years. The benefits appear to be that while the units count on the SHI list the Town believes it has more control, and developers almost unanimously have chosen this method over 40B in Dennis. Ms. Moore will work on it as time allows.

OTHER:

- **Adams Street and Shearwater Drive Construction:** Shearwater has been sold and Adams St. continues to be marketed on a "first come" basis.
- **TAP funds from CCC** have been approved in the amount of \$3,500 to provide housing rehab technical assistance to low income home owners Town wide to help them utilize the housing rehab grant and loan program available through the USDA. \$6,500 in Trust funds will be used as a match to help approximately 5 to 7 households. John Saari, a very experienced housing rehab specialist, has been selected and advertising has started.
- **The MOA with the CC Commission for \$25, 000 in DRI funds** has been completed to provide funds for land acquisition by the Trust .
- **Land Acquisition.** The Trust hopes to begin the land acquisition process soon and is expecting to use the provisions of the new non-conforming lot provision. A tax title property at Old Plymouth Rd will be donated to the Trust based on the favorable vote received at the fall Town Meeting. Ms. Moore has informed Mr. Horman that other tax title properties may become available.

Respectfully submitted,

Kerry Horman, Affordable Housing Specialist

2011 JUN 21 PM 4 20
TOWN CLERK'S OFFICE**MEETING NOTICE****BOARD: Bourne Housing Authority****The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, January 26, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of minutes of the December 21, 2010 meeting
- Treasurers Report
- Program Update
- Residents Report – Planned activities through January
- Continental Apartments Electrical Upgrade and repair of decking and rails
- Septic system at Family Development
- 689 development eviction and condition of unit
- CDBG application
- New gas boilers at Roland Phinney Place
- Priorities and preference for Roland Phinney Place
- Surveillance/Security Seminar 1/28/11
- Communication/Correspondence/Conferences
- CPA/Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: _____

Barbara Thurston
Barbara Thurston, Executive Director
January 21, 2011

Cc: Town Clerk

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on January 26, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

2011 APR 25 PM 3 50

Members Present: Laurence Olson, Michael Blanton, Fred Bartholomew, Peter Meier

TOWN CLERK'S OFFICE

Members Absent: None

Others Present: Barbara Thurston, Executive Director; Kerry Horman, Affordable Housing Specialist for the Town of Bourne

Meeting convened at 8:13 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on December 21, 2010. Motion seconded by Mr. Bartholomew. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the budget vs. actual reports prepared by State and Federal fee accountants for the months of November, 2010, and the bank statements and accounts payable report. Mr. Bartholomew had questions regarding the laundry proceeds for Roland Phinney Place and Continental. Ms. Thurston explained that we own the washers & dryers at Roland Phinney and we rent them at Continental Apartments. She stated that she would provide the Board with a report on the proceeds at the next meeting. Mr. Blanton questioned what other options we have as far as investments are concerned. Mr. Bartholomew asked what we pay Joe Agrillo for. Ms. Thurston stated that he has to sand the steep hill at the Family Development. It is very icy and some days he has to sand twice. Ms. Thurston will be looking into the purchase of a sander for next year. Motion made by Mr. Blanton to approve the Treasurers report. Motion seconded by Mr. Bartholomew. Unanimous vote.

Mr. Meier asked to go out of order to hear Mr. Horman, Affordable Housing Specialist for the Town, to speak to the Board regarding the application to the CPA for the funding of his position. Mr. Olson made a motion to go out of order. Motion seconded by Mr. Blanton. Unanimous vote.

Mr. Horman thanked the Board for their past support. He explained what he has been doing for the past year. He has been overseeing the BBHOP program, establishing a ready-buy list of eligible applicants, working with USDA, monitoring resales for affordable units, established a Affordable Housing Trust for the Town, instrumental in obtaining a consultant for the CDBG application and doing what he can to meet the goals of the Comprehensive Plan for the Town. Mr. Horman and the Board discussed the funding of the position. Mr. Horman stated that perhaps the position could one day be a part of the CDBG established staff. Mr. Meier stated that it is an allowable request under the CPA. Ms. Thurston spoke in favor of Mr. Horman telling the Board how she observed the hard work he has done this past year. Mr. Blanton stated that he had an opportunity see Mr. Horman be instrumental in the property on Head of the Bay Rd. working with the Commission and Paul Ruchinskas. Motion made by Mr. Blanton to approve the request to the CPA for the funding of Mr. Horman's position for 2011/2012. Motion seconded by Mr. Bartholomew. Unanimous vote. Motion made by Mr. Blanton to approve the request to the CPA for \$100,000 for the subsidy of affordable units. Mr. Blanton asked about other sources of funds for these projects. Motion seconded by Mr. Bartholomew. Unanimous vote.

Program Update:

Continental Apartments has one vacancy. Handicapped has two vacancies. Family has one vacancy. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 18 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew stated that 11 residents had dinner at the new Cranberries Restaurant and all had a great time.

Mr. Meier stated that he has spoken to Ms. Thurston and if there is any money left from the electrical upgrade, we would like to install a generator at Continental Apartments.

Ms. Thurston stated that the contractor is ready to start and we will have to schedule a kick-off meeting.

The Board discussed the rails at Continental. There is discussion between DHCD and the engineer regarding the material to be used for the rails. We suggested a fir. The engineer was at the development last week to do a mini demolition inspection so that they can complete the specifications. Mr. Olson asked about the decking. Ms. Thurston stated that John Guiblio from DHCD stated that it would be about \$300,000 to replace the decks. Mr. Olson stated that the decking should be done before the rails. Ms. Thurston will talk to DHCD. Mr. Meier to do it all at once.

The contractor for the electrical upgrade came into the office during the meeting. He had contracts from DHCD. Mr. Meier signed the contracts and gave a copy to the contractor. He is ready to order the panels. Mr. Blanton made a motion to have Mr. Meier sign the contract. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that DHCD provided her with a sample RFP for an engineer for the septic system at the Family development. We have also added the failing system at the handicap development.

Ms. Thurston informed the Board that the tenant at the 689 handicap development has been evicted by the Sheriff. A moving van came on January 14th and removed some of the larger items that she wanted. Ms. Thurston stated that she went to the unit while the sheriff and moving van was still there. She stated that she was horrified. The unit is in deplorable.

Mr. Meier and Mr. Bartholomew have both seen the unit. Mr. Meier stated that it was horrible and an embarrassment.

Ms. Thurston informed the Board that she sent pictures of the unit to Joe Hart at DHCD when she got back to the office. He knew that she was being evicted and Ms. Thurston thought that he may want to see the unit. Mr. Hart replied by e-mail to Ms. Thurston. He stated "Maybe you could have a yard sale. Are those shoes your size? Just kidding." Mr. Olson stated that we need to send a letter. Ms. Thurston showed the e-mail to the Board. The Board wants to send a letter and send copies to the legislators. Mr. Blanton will compose a letter. Mr. Olson made a motion to have Mr. Blanton compose a letter and send it to DHCD and legislators. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that the boiler in building #6 at Roland Phinney Place has failed. The CO detector went off, the fire department came, they called the gas inspector and he shut it down. We called Mauer Plumbing and they installed a new boiler the next day. We supplied the tenants with portable heaters for the night.

Ms. Thurston presented the Board with the contract to sign for the boilers. The engineer added a paragraph that stated if the construction cost exceeded \$100,000, they would charge additional fees. Motion made by Mr. Blanton to approve the contract with the change and have Mr. Meier sign the contract. Motion seconded by Mr. Bartholomew. Unanimous vote.

Mr. Meier asked to table the Priorities and Preferences for Roland Phinney Place until next meeting due to lack of time.

Communications/Conferences/Correspondence
Surveillance/Security seminar 1/28/11 – MGM Foxwoods

Community Preservation Act

Cape View Way

Mr. Meier discussed the article in the newspaper recently regarding our interest in the HOXIE School property. Mr. Meier explained that we discussed this at our October meeting and it was taken off the table at that time. It was decided that it would not be cost effective to comply with the demolition, the amount to purchase the property, the historical significance and the size of the lot. He also stated that we are not interested in trading Cape View Way for any other property at this time. Mr. Blanton mentioned that a private developer in Yarmouth is converting a school and they are spending millions to do so. There are several acres of land there. Mr. Blanton made a motion to politely decline the offer of the Hoxie School from the Town under the current terms. Motion seconded by Mr. Olson. Unanimous vote.

Topics for future discussion

Next meeting scheduled for February 16, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 10:15 a.m. Motion seconded by Mr. Batholomew

Respectfully submitted,

Barbara Thurston, Ex-Officio Secretary

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on January 26, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

2011 JUN 20 AM 9 15

Members Present: Laurence Olson, Michael Blanton, Fred Bartholomew, Peter Meier

LEK'S OFFICE

Members Absent: None

Others Present: Barbara Thurston, Executive Director; Kerry Horman, Affordable Housing Specialist for the Town of Bourne

Meeting convened at 8:13 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on December 21, 2010. Motion seconded by Mr. Bartholomew. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the budget vs. actual reports prepared by State and Federal fee accountants for the months of November, 2010, and the bank statements and accounts payable report. Mr. Bartholomew had questions regarding the laundry proceeds for Roland Phinney Place and Continental. Ms. Thurston explained that we own the washers & dryers at Roland Phinney and we rent them at Continental Apartments. She stated that she would provide the Board with a report on the proceeds at the next meeting. Mr. Blanton questioned what other options we have as far as investments are concerned. Mr. Bartholomew asked what we pay Joe Agrillo for. Ms. Thurston stated that he has to sand the steep hill at the Family Development. It is very icy and some days he has to sand twice. Ms. Thurston will be looking into the purchase of a sander for next year. Motion made by Mr. Blanton to approve the Treasurers report. Motion seconded by Mr. Bartholomew. Unanimous vote.

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Mr. Horman thanked the Board for their past support. He explained what he has been doing for the past year. He has been overseeing the BBHOP program, establishing a ready-buy list of eligible applicants, working with USDA, monitoring resales for affordable units, established a Affordable Housing Trust for the Town, instrumental in obtaining a consultant for the CDBG application and doing what he can to meet the goals of the Comprehensive Plan for the Town. Mr. Horman and the Board discussed the funding of the position. Mr. Horman stated that perhaps the position could one day be a part of the CDBG established staff. Mr. Meier stated that it is an allowable request under the CPA. Ms. Thurston spoke in favor of Mr. Horman telling the Board how she observed the hard work he has done this past year. Mr. Blanton stated that he had an opportunity see Mr. Horman be instrumental in the property on Head of the Bay Rd. working with the Commission and Paul Ruchinkas. Motion made by Mr. Blanton to approve the request to the CPA for the funding of Mr. Horman's position for 2011/2012. Motion seconded by Mr. Bartholomew. Unanimous vote. Motion made by Mr. Blanton to approve the request to the CPA for \$100,000 for the subsidy of affordable units. Mr. Blanton asked about other sources of funds for these projects. Motion seconded by Mr. Bartholomew. Unanimous vote.

Program Update:

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Resident Report:

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Ms. Thurston informed the Board that the tenant at the 689 handicap development has been evicted by the Sheriff. A moving van came on January 14th and removed some of the larger items that she wanted. Ms. Thurston stated that she went to the unit while the sheriff and moving van was still there. She stated that she was horrified. The unit is in deplorable condition. Mr. Meier and Mr. Bartholomew have both seen the unit. Mr. Meier stated that it was horrible and an embarrassment.

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Mr. Meier asked to table the Priorities and Preferences for Roland Phinney Place until next meeting due to lack of time.

Communications/Conferences/Correspondence
Surveillance/Security seminar 1/28/11 – MGM Foxwoods

Community Preservation Act

Cape View Way

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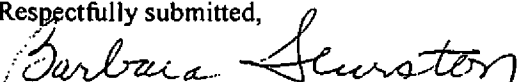
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Topics for future discussion

Next meeting scheduled for February 16, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 10:15 a.m. Motion seconded by Mr. Batholomew

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary

2011 FEB 17 PM 12 51 MEETING NOTICE

TOWN CLERK'S OFFICE

BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, February 23, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the January 26, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Continental Apartments Electrical Upgrade and repair of decking and rails
- Proceeds from washers & dryers
- Sample ED evaluation form
- State appointee to Board
- Septic system at Family Development
- 689 development condition of vacant unit
- CDBG application
- New gas boilers at Roland Phinney Place
- New toilets for State developments
- Priorities and preference for Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA/Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston

Barbara Thurston, Executive Director

February 17, 2011

Cc: Town Clerk

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on February 23, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

2011 JUN 20 AM 9 16

Members Present: Laurence Olson, Michael Blanton, Fred Bartholomew, Peter Meier

Members Absent: None

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:05 a.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on January 26, 2011. Motion seconded by Mr. Olson. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the budget vs. actual reports prepared by State and Federal fee accountants for the months of December, 2010 and the bank statements and accounts payable report. Motion made by Mr. Blanton to approve the treasurer's report. Motion seconded by Mr. Bartholomew. Unanimous vote.

Program Update:

Continental Apartments has one vacancy. Handicapped has two vacancies. Family has one vacancy. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 18 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report: Mr. Bartholomew reported that 10 residents from Roland Phinney Place attended lunch at the Upper Cape on February 14th. On St. Patrick's Day they will attend Bobby Byrnes Pub.

Ms. Thurston informed the Board that she has been contacted by HUD Washington to advise her that the BHA owes money for a HAP payment made to a Landlord in December, 2008 for a tenant who died on November 20, 2008. Ms. Thurston explained that the regulations state that we can only pay a landlord until the date of death. Ms. Thurston explained that this is unfair to the landlord. All other landlords are entitled to a thirty-day notice and that how was a landlord supposed to pay the mortgage or prepare a unit for another tenant. She spoke to Mr. Meier about this and Mr. Meier called Congressman Keating's office to speak to him regarding this and was told that the Congressman would look into it. In addition, Mr. Meier suggested that Congressman Keating may want to visit Roland Phinney Place to see a good example of how the stimulus money was spent wisely. There is a chance that he may visit in March.

The Board discussed the condition of the Handicap unit at 89 Waterhouse Rd. Ms. Thurston informed the Board that she will be ordering a dumpster to clean out the unit, but before that happens she wants someone from DHCD to see the unit. The Board discussed the amount of work that needs to be done and determined that it would cost in excess of \$10,000 if we have to hire a contractor to do the work.

Ms. Thurston informed the Board that there will be a kickoff meeting on March 4th for the Electrical Upgrade at Continental Apartments.

The Board discussed the decking and railings for Continental Apartments. The Board wants the decking and the railings done. The architect at DHCD stated that it will be very expensive to do both the decking and railings. He wants to look into some new products that may work. Mr. Blanton discussed the amount of money being put into this complex. He stated that all these band aids keep adding up to serious money being spent on a very old dilapidated building and it does not make sense.

M//s. Thurston presented the Board with a copy of proceeds for the washers & dryers for Continental Apartments and for Roland Phinney Place. Mr. Bartholomew asked if we could buy washers and dryers for Continental. Ms. Thurston explained that we are still under contract for two more years with MacGray.

Ms. Thurston presented a copy of a sample Executive Director evaluation form to the Board. Mr. Meier stated that we should keep looking for more samples.

Ms. Thurston presented the Board with two proposals for engineering for the septic systems at the Family development and the Handicap development. She had sent out six. The first was from Coastal Engineering for \$5,000 and JC Engineering for \$4,500. Motion made by Mr. Olson to accept the proposal from JC Engineering in the amount of \$4,500. Motion seconded by Mr. Blanton. Roll call: Mr. Blanton, aye; Mr. Olson, aye; Mr. Bartholomew, aye; Mr. Meier, aye.

Ms. Thurston informed the Board that the engineer for the new gas boilers at Roland Phinney Place will have the specifications ready in mid March.

Ms. Thurston informed the Board that she received a call from Deborah Hall at DHCD stating that we are eligible to receive 60 new toilets for our State Development with funding for a plumber to install. She will forward all the paperwork to us.

The Board reviewed the proposed priorities for Roland Phinney Place. The three priorities are: 1) Homeless due to natural forces 2) Homeless due to violations of the State Sanitary Code or local Building Code. These violations must be through no fault of their own. 3) Homeless due to foreclosure or sale of landlord's property. Motion made by Mr. Blanton to adopt the priorities as proposed with additions discussed. Motion seconded by Mr. Olson. Unanimous vote.

Mr. Bartholomew asked how we determine if a resident is a danger to themselves and is in need of help. Ms. Thurston stated that once the staff recognizes a problem, we contact a family member and try to work with them. Sometimes the family is not cooperative and we have to call in an agency to help.

Ms. Thurston stated that we should hear about the CDBG grant application sometime in April

The Board discussed the amount of money we have spent for sanding the driveway at 79-81 Waterhouse Rd. They discussed the options of buying our own sander and the costs.

Communications/Conferences/Correspondence

Community Preservation Act

Mr. Meier stated that two applications were submitted for affordable housing. He stated that there may be some changes next year. He would like to see recreation added as an allowable use.

Cape View Way

Mr. Meier suggested that we request to have the Town give us the vacant lot behind the Sagamore Fire Station that abuts our property. He stated that the Station may be closing and we could use the lot. Motion made by Mr. Blanton to look into the matter. Motion seconded by Mr. Bartholomew. Unanimous vote.

Topics for future discussion

Next meeting scheduled for March 16, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 9:40 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Thurston". The signature is written in black ink and is positioned above the printed name.

Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE

2011 MAR 18 PM 4:09
TOWN CLERK'S OFFICE

BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, March 23, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the February 23, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Continental Apartments Electrical Upgrade and repair of decking and rails
- Septic system at Family Development
- 689 development/status of vacant unit
- CDBG application
- New gas boilers at Roland Phinney Place
- New toilets for State developments
- Opening of Family wait list
- Quarterly meetings/Roland Phinney & Continental
- Generator at Continental Apartments
- Communication/Correspondence/Conferences
- CPA/Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston

Barbara Thurston, Executive Director

March 18, 2011

Cc: Town Clerk

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on March 23, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

2011 JUN 20 AM 9 16

Members Present: Laurence Olson, Michael Blanton, Fred Bartholomew, Peter Meier

Members Absent: None

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:10 a.m.

Mr. Blanton made a motion to accept the minutes of the regular meeting held on February 23, 2011. Motion seconded by Mr. Olson. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the budget vs. actual reports prepared by State and Federal fee accountants for the months of January 2011 and the bank statements and accounts payable report. Motion made by Mr. Blanton to approve the treasurer's report. Motion seconded by Mr. Bartholomew. Unanimous vote.

Mr. Meier stated that Ms. Thurston is proposing a 3% raise for administrative employees in the budget that will be presented next month. He stated that we can afford to give the raises but people in Town are losing jobs. Ms. Thurston stated that our budget is entirely separate from the Town. Administrative employees did not receive raises last year and Maintenance wages are determined by the State. Maintenance received a 10% increase in 2009 and 2.2% in 2010. Mr. Bartholomew stated that we could justify it by the Cost of Living. Mr. Olson stated that he had no problem with a raise as long as we are above board and are doing what we should be doing. We have nothing to hide. It is also good incentive to keep good help. Mr. Meier stated that he just wanted to advise the Board for the next meeting. Mr. Blanton made a motion to support a 3% raise for administrative employees. Mr. Bartholomew seconded the motion. Unanimous vote.

Ms. Thurston stated that when we receive a Capital Fund grant for Roland Phinney Place each year, there is a line item for Administrative Fee. Ms. Thurston has never requested that fee. She suggested that in lieu of a raise, she could accept the administrative fee. She stated that most Directors get that fee in addition to annual raises. She stated that she would look into the percentage that is allowed and let the Board know at the next meeting.

Mr. Meier stated that he noticed on the check warrant that there is another check to Agrillo for sanding and we really need to look into the cost of a new one. Ms. Thurston stated she would look into it.

Motion made by Mr. Blanton to approve the Treasurers Report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has two vacancies. Handicapped has three vacancies. Family has one vacancy. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that 15 residents went to Bobby Byrne's for St. Patrick's Day and had corned beef 7 cabbage. In April they will be going to see "Guys and Dolls" at the High School

Ms. Thurston presented an update for the electrical upgrade at Continental Apartments. She stated that we meet every other Friday with the engineer, contractor, Tom Hackenson from DHCD, Al and Barbara. The contractor is almost finished with the upstairs. He is moving the electric panel from the closet to the LR wall in contractor said that the tenants will be without electricity for a full day when they are ready to connect the new panels. Ms. Thurston explained that to the tenants at the quarterly meeting.

The engineer who is working on the railing and decking had only been working on the railings and Ms. Thurston and the architect from DHCD has informed him that we need prices for the decking also.

Ms. Thurston informed the Board that the perk test was done yesterday for the septic work to be done at the family and handicap development. The engineer stated that he would be preparing the specifications.

Ms. Thurston presented an e-mail from Tom Hackenson regarding the handicap unit that was recently vacated. Ms. Thurston informed the Board that she showed Mr. Hackenson the unit when he was here for a meeting on the electrical upgrade at Continental Apts. She wanted to be sure that someone from DHCD saw the unit before work began to see the condition of the unit and just how bad it is.

Mr. Olson suggested that when Al retires, we hire someone prior to his retirement so that Al can work with him for a while. Mr. Blanton agreed.

Ms. Thurston informed the Board that the engineer for the boiler replacement at Roland Phinney Place should have the spec completed this week and we will be ready to go out to bid.

Ms. Thurston informed the Board that we will be receiving funding to hire a plumber to install toilets that DHCD is providing for the State units.

Ms. Thurston informed the Board that we will need to open the family wait list again. Motion made Mr. Olson to open the wait list for three months beginning April 1, 2011 and end on July 1, 2011. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that the engineer from Vern Norman Associates is still looking into the generator for Continental Apts. There may be a problem with heat. He is still looking into it.

Ms. Thurston stated that we are still waiting to hear about the CDBG. There is rumor that there are going to be cuts.

Communications/Conferences/Correspondence

PHADA Annual Convention – New Orleans- 5/15 – 5/18

Community Preservation Act

Mr. Meier stated that there is a public hearing tonight for the CPA. Mr. Meier stated that he will be supporting the affordable housing applications.

Cape View Way

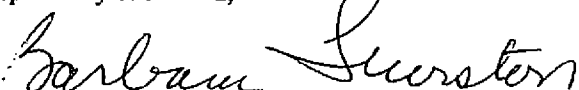
Ms. Thurston stated that she has contacted Peabody Properties and is waiting to hear from them regarding Cape View Way

Topics for future discussion

Next meeting scheduled for April 20, 2011 at 8:00 a.m.

Motion made by Mr. Blanton to adjourn at 9:20 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE

2011 APR 22 AM 9 38

TOWN CLERK'S OFFICE


BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, April 27, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the March 23, 2011 meeting
- Fee accountants proposed budget FY 2012
- Treasurers Report
- Program Update
- Residents Report
- Continental Apartments Electrical Upgrade and repair of decking and rails
- Septic system at Family Development
- 689 development/status of vacant unit
- CDBG application
- New gas boilers at Roland Phinney Place
- New toilets for State developments/review and approve Contract for Capital Improvement Plan
- Ad for Opening of Family wait list
- Communication/Correspondence/Conferences
- CPA/Cape View way
- Topics for future discussion
- Adjourn meeting

Signed:



Barbara Thurston, Executive Director

April 21, 2010

Cc: Town Clerk

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on April 27, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Peter Meier

Members Absent: Michael Blanton

Others Present: Barbara Thurston, Executive Director, Jack Sullivan, Federal Fee Accountant and Tom Joy, State Fee Accountant

Meeting convened at 8:15 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on March 23, 2011. Motion seconded by Mr. Bartholomew Motion passed unanimously.

Treasurers Report

Mr. Sullivan presented the budget to actual and the proposed budget FY2012 for Roland Phinney Place and the Section 8 Program. Mr. Joy presented the budget to actual and the proposed budget FY2012 for the State Programs and the MRVP. Motion by Mr. Bartholomew to approved the Federal budget. Motion seconded by Mr. Olson. Motion by Mr. Olson to approve the State budget. Motion seconded by Mr. Bartholomew. Motion made by Mr. Olson to approve the MRVP budget. Motion seconded by Mr. Bartholomew. Roll call: Mr. Olson, aye; Mr. Bartholomew, aye; Mr. Meier, aye. Unanimous vote.

Ms. Thurston presented the Board with the accounts payable report and the investment report. Motion Made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has one vacancy. Handicapped has three vacancies. Family has one vacancy. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that 4 residents from Roland Phinney Place went to see "Guys and Dolls" at the High School. Four residents were sick. The play was great. They will going to Mohegan Sun on May 10th.

Ms. Thurston presented an update for the electrical upgrade at Continental Apartments. The contractor is finishing work in the residents units and then they will be installing the big panels. The tenants will be without electricity for a full day when they are ready to connect the new panels. Ms. Thurston explained that to the tenants at the quarterly meeting and will send reminder notices.

Al will be working in the handicap unit for quite a while due to the bad condition of the unit.

Ms. Thurston informed the Board that bids will be opened for the new boilers at Roland Phinney Place on Friday.

The engineer who is working on the railing and decking had only been working on the railings and Ms. Thurston and the architect from DHCD has informed him that we need prices for the decking also.

Ms. Thurston informed the Board that bid specifications for the septic upgrade at family and handicap were published in the Central Register yesterday and we will have all the bid documents by today.

Ms. Thurston presented the Board with the contract for the new toilets at the State units in the amount of \$12,600. The toilets will be free. The money is for hiring of a plumber. Motion made by Mr. Olson to approve the contract. Motion seconded by Mr. Bartholomew. Unanimous vote.

2011 JUN 20 AM 9 16

TOWN CLERK'S OFFICE

Ms. Thurston presented the Board with a copy of the advertisement for the opening of the Family waitlist.

Ms. Thurston informed the Board that the electrical engineer is still trying to determine if a generator will provide heat at Continental Apts.

Ms. Thurston stated that we are still waiting to hear about the CDBG. Mr. Meier stated that he heard there is a 68% cut in funding.

Communications/Conferences/Correspondence

PHADA Annual Convention – New Orleans- 5/15 – 5/18

MassNahro Conference 5/23 & 5/24 - Hyannis

Community Preservation Act

Articles are going to Town meeting for Affordable housing that will include Kerry Horman's salary

Cape View Way

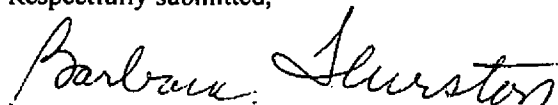
WE have never received a deed for Parcel 85. Mr. Meier will have attorney draw up deed.

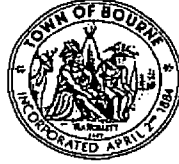
Topics for future discussion

Next meeting scheduled for May 19, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 9:55 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary



Barry H. Johnson
Town Clerk

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



Wendy J. Chapman
Asst. Town Clerk

June 2011

Bourne Housing Authority
Barbara Hulston, Director
Roland Phinney Place
871 Shore Rd
Pocasset, MA 02559

To : All Boards and Committees

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

Minutes missing

3-23-11 ✓ 4-27-11 ✓

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman
Asst. Town Clerk

2011 MAY 16 PM 3 57

MEETING NOTICE

TOWN CLERK'S OFFICE


BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Thursday, May 19, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the April 27, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Election of officers
- Continental Apartments Electrical Upgrade and repair of decking and rails
- Septic system at Family Development
- 689 development/status of vacant unit
- CDBG application
- New gas boilers at Roland Phinney Place
- Review and approve new contract for Federal fee accountant
- REAC inspection for Roland Phinney Place 6/13/11
- Meeting with Continental Apt. tenants on 5/5/11 regarding storage in common areas/grills
- Communication/Correspondence/Conferences
- CPA/Cape View way
- Topics for future discussion
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director
May 16, 2011

Cc: Town Clerk

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on May 19, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Peter Meier :

2013 OCT 8 PM 3 59

Members Absent: Michael Blanton

TOWN CLERK'S OFFICE
BOURNE, MASS

Others Present: Barbara Thurston, Executive Director

Meeting convened at 8:05 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on April 27, 2011. Motion seconded by Mr. Bartholomew Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the financial report prepared by the fee accountants for the Federal and State Programs. In addition, she presented the accounts payable report and the investment report. Motion made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has one vacancy. Handicapped has three vacancies. Family has one vacancy. Roland Phinney has two vacancies. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that four residents from Roland Phinney Place went to Mohegan Sun on May 10th. They will be going on a Hyannis cruise in June.

Mr. Meier suggested that we table the election of officers until next month when Mr. Blanton will be present. Motion made by Mr. Olson to table election of officers. Motions seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with an update on the electrical upgrade at Continental Apartments. There will be a meeting tomorrow at Continental and there will be a punch list inspection at that time. The engineer informed Ms. Thurston that they will be inspecting all units. Ms. Thurston stated that the contractor has done a very good job and everything has run very smoothly.

Ms. Thurston presented the Board with the results of the bids proposals for the septic systems at the Handicap and Family developments. The lowest bidders was Watson Excavating with a bid of \$17,500. Motion made by Mr. Olson to accept the bid pending favorable reference checks by the engineer. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that bids for the boiler replacement at Roland Phinney Place were received on April 29, 2011. All bids were above the estimated cost. Ms. Thurston stated that she wants to go out to re-bid with some changes. Motion made by Mr. Olson to go out again for bid for the boiler replacement at Roland Phinney Place due to all bids being over the estimated cost. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with a proposed contract for Jack Sullivan for the Federal accounting services. Mr. Meier signed the contract.

Ms. Thurston informed the Board that HUD will be inspecting Roland Phinney Place on June 13th. This is done every 2 years and is counts toward our PHAS score.

Ms. Thurston informed the Board that she met with tenants at Continental Apartments. The tenants requested a meeting after they received a notice regarding grills and storage in common areas. No grills are to be stored in or near the building. Ms. Thurston told all tenants that the BHA has a grill for their use next to the trash shed and tenants may store their grills there. All tenants agreed. All the tenants want to be able to have chairs on the deck and walkway areas. Ms. Thurston agreed to let them have no more than two chairs on the deck or walkway. She told them that if there were any problems at all, we would have to enforce the rule. The Board discussed the rule. Mr. Olson mentioned an incident at the Melrose HA where the HA was sued due to a tenant sitting in a chair that broke and they were injured. The Board does not want to allow the tenant to keep chairs in the common areas. Mr. Meier stated that we have to look out for the best interest of the housing authority. They can get folding chairs and bring them in at night.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Ms. Thurston stated that we need to close a couple of mod projects before beginning the toilets.

Ms. Thurston stated that here has been no word on the status of the CDBG grant application.

Ms. Thurston will meet with the engineer, contractor and DHCD tomorrow regarding the electrical upgrade and at that time, they will discuss the generator.

Communications/Conferences/Correspondence

MassNahro Conference 5/23 & 5/24 – Hyannis. Mr. Bartholomew is going and Mr. Olson will let Ms. Thurston know.

Community Preservation Act

Mr. Meier stated that there will be a vacancy on the Board because he has to step down. If anyone is interested, please let him know.

Cape View Way

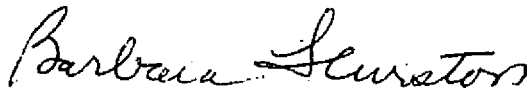
We have never received a deed for Parcel 85. Mr. Meier will have attorney draw up deed.

Topics for future discussion

Next meeting scheduled for June 22, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 9:35 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

2013 OCT 8 PM 3 59
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, June 22, 2011, at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of minutes of the May 19, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report/Review job description for Tenant Representative
- Article in Bourne Enterprise re: Public comment at open meetings
- Election of officers
- Status of Continental Apartments Electrical Upgrade/Deck & rail repair
- Septic system at Family/Handicap Development
- 689 development/status of vacant unit
- Schedule Executive Director review
- Review and approve Utility Allowance Schedule
- CDBG application
- Status of bidding for new gas boilers at Roland Phinney Place
- REAC inspection for Roland Phinney Place 6/13/11
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston

Barbara Thurston, Executive Director
June 17, 2011

Cc: Town Clerk

TOWN CLERK'S OFFICE

2011 JUN 17 PM 4 06

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on June 22, 2011 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Michael Blanton

Members Absent: Peter Meier

2013 OCT 8 PM 3 59

Others Present: Barbara Thurston, Executive Director

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting convened at 8:06 a.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on May 19, 2011. Motion seconded by Mr. Bartholomew Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the financial report prepared by the fee accountants for the Federal and State Programs. In addition, she presented the accounts payable report and the investment report. Motion made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has no vacancies. Handicapped has one vacancy. Family has one vacancy. Roland Phinney has three vacancies. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that eight tenants from Roland Phinney Place went on a Hyannisport Harbor cruise in June and stopped for lunch at Spankys. They are planning a trip to the Highfield Theater on July 21 to see Kiss Me Kate. Mr. Bartholomew had prepared a job description for Tenant Representative and presented a copy to the Board. The term has been changed to two years. He stated that sometimes tenants come to him with issues and he advised that they speak with the Executive Director. No other tenants were present at the meeting.

Ms. Thurston presented the Board with a copy of an article that was published in the Bourne Enterprise by Bob Troy regarding public comment. It stated that if the public wishes to speak at a public meeting, they would have to be on the agenda. Ms. Thurston stated that we now have a Board Appearance Policy and it is posted on the bulletin board in the lobby. The Board discussed the article and rules regarding Executive Session.

Mr. Olson made a motion to postpone the election of officers until next meeting. Motions seconded by Mr. Bartholomew. Unanimous vote.

The Board reviewed the proposed Utility Allowance Schedule. Motion made by Mr. Bartholomew to approve the Utility Allowance Schedule. Motion seconded by Mr. Olson. Unanimous vote.

Ms. Thurston informed the Board that the Contractor is almost done. We had a meeting two weeks ago and went over the punch list with the engineer, Al, the contractor and Tom Hackenson. Ms. Thurston informed the Board that the engineer had prepared specifications for a generator and the suggestion was to do a Change Order and have the contractor install it. The contractor gave us a proposal of \$37,000. Ms. Thurston told the Board that it was about \$17,000 more than the estimated cost. Ms. Thurston stated that we do not have enough money to pay that price. Motion made by Mr. Olson to decline the proposal, and see how much money is left after the project is closed. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that the architect from DHCD would like to attend the next meeting to discuss the decking & railings at Continental Apartments

Ms. Thurston informed the Board that the septic system is complete. She will wait for the Certificate of Substantial Completion for the Board to approve.

Ms. Thurston informed the Board that the handicap unit that AI has been working in should be completed by the end of July.

Ms. Thurston informed the Board that the bids for the boiler replacement at Roland Phinney Place were all over the estimated cost and we are going out to re-bid. It will be in the Central Register today and bid openings will be on July 8th. We will need to wait until we receive the new bids before we can plan on any new projects.

Mr. Bartholomew stated that he attended the NAHRO conference in Hyannis and they discussed Executive Director reviews. He provided Ms. Thurston with a copy of a sample Evaluation Form from the Providence Housing Authority. Motion made by Mr. Olson to table the Executive Director review until next month. Motion seconded by Mr. Bartholomew. Unanimous vote.

Mr. Blanton suggested that we re-join the Chamber of Commerce.

Ms. Thurston informed the Board that a HUD inspector was here to do the bi-annual inspection of Roland Phinney Place on 6/13/11. The inspector complimented us on the condition of the buildings. There were 3 Health & Safety issues. It involved holes in the boiler room walls where there was once a flue and it was removed leaving a hole. David bought covers and fixed them the next day.

Ms. Thurston stated that we have not yet heard anything regarding the CDBG.

Communications/Conferences/Correspondence

Community Preservation Act

There is a vacancy for housing authority on the committee if anyone is interested

Cape View Way

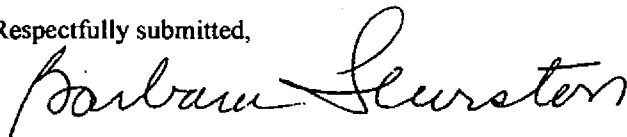
Ms. Thurston stated that she has contacted a consultant from East Coast Housing Development and he would like to attend the next meeting to discuss possible application for 202. Ms. Thurston will schedule.

Topics for future discussion

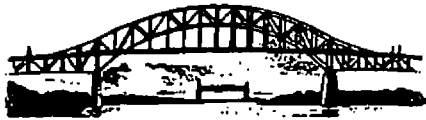
Next meeting scheduled for July, 2011 at 8:00 a.m.

Motion made by Mr. Olson to adjourn at 9:35 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary



BOURNE HOUSING PARTNERSHIP

871 Shore Road • Pocasset, MA 02559 • (508) 563-7485 • FAX (508) 564-7531

email: bournehousingpartnership@hotmail.com

2011 JUL 6 AM 10 14

TOWN CLERK'S OFFICE
BOURNE, MASS.

July 5, 2011

Wendy Chapman
Assistant Town Clerk
24 Perry Ave
Buzzards Bay MA 02532

Re: Minutes of the October, 27, 2010 Bourne Housing Partnership Meeting

Dear Ms. Chapman

Please be advised that the above meeting did not occur because a Consultant that was asked to provide advice to the Partnership on the single subject of the proposed meeting, the Community Development Block Grant application, was not able to meet until a later date. No quorum was reached, nor were minutes taken. However, a representative of the Partnership was at the meeting location at the posted time to inform any persons that came to the meeting of the change.

Thank you for help on this matter

Susan Ross, Chairperson

Bourne Housing Partnership

SPECIAL MEETING NOTICE**BOARD: Bourne Housing Authority****NOTICE OF SPECIAL MEETING TO BE HELD:**

Date: Thursday, July 14, 2011
Time: 10:00 a.m.
Place: Community Room at Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559

Agenda Item:

- Review proposals and select contractor for boiler replacement at Roland Phinney Place
- Review and approve Change Order for the electrical upgrade at Continental Apartments
- Review and approve Certificate of Substantial Completion for the electrical upgrade at Continental Apartments
- Announce and discuss the Community Development Block Grant award

Signed: Barbara Thurston
Barbara Thurston
Executive Director

Date: July 12, 2011**cc: Town Clerk**

BOURNE MASS.
TOWN CLERK'S OFFICE
2011 JUL 12 PM 9 23

MINUTES OF A SPECIAL MEETING OF THE BOURNE HOUSING AUTHORITY
HELD ON THURSDAY, JULY 14, 2011 AT 10:00 A.M. AT ROLAND PHINNEY
PLACE, 871 SHORE RD., POCASSET, MA

Members Present: Peter Meier, Larry Olson, Fred Bartholomew

Members Absent: Michael Blanton

Others Present: Barbara Thurston

Meeting convened at 10:09 a.m.

The Board of Commissioners reviewed the proposals for the boiler replacement at Roland Phinney Place. The lowest bidder was Healthy Air Solutions in the amount of \$137,000 plus \$10,500 for the alternate bid. The Board reviewed a letter from the engineer recommending that the Board award the contract to Healthy Air Solutions. In addition, Ms. Thurston stated that they installed new gas boilers at the handicap development in 2009 and there were no problems. They did a good job. Motion made by Mr. Olson to approved the bid and alternate bid. Motion seconded by Mr. Bartholomew. Roll call: Mr. Olson, aye; Mr. Bartholomew, aye; Mr. Meier, aye.

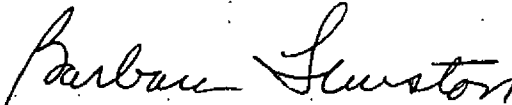
Ms. Thurston presented the Board with Change Order #1 for the electrical upgrade at Continental Apartments. The amount was \$\$688.16. The electrician had to separate the mixed circuits for Units #33 – 36. Motion made by Mr. Olson to approve the Change Order. Motion seconded by Mr. Bartholomew. Roll call: Mr. Olson, aye; Mr. Bartholomew, aye; Mr. Meier, aye.

Ms. Thurston submitted a Certificate of Substantial Completion for the electrical upgrade at Continental Apartments. The Board reviewed the Certificate. Motion made by Mr. Olson to approve the Certificate for Substantial Completion. Motion seconded by Mr. Bartholomew.

Mr. Meier announced the award for the Community Development Block Grant that was submitted in December. The total amount was for \$900,000 with the Town of Bourne receiving the balance. Mr. Meier stated that Kerry Horman was instrumental in initiating the grant and negotiating with Sharon Gay as a consultant. The money will be used to replace the roof at Continental Apartments.

Motion made by Mr. Olson to adjourn at 10:25 a.m. Motion seconded by Mr. Bartholomew.

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary

2013 OCT 8 PM 3 59
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, July 20, 2011, at 10:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of minutes of the June 22, 2011 meeting
- Approval of minutes of the Special Meeting held on July 14, 2011
- Treasurers Report
- Program Update
- Residents Report
- Election of officers
- Status of Continental Apartments Electrical Upgrade/Approval of Final Payment
- Deck & rail repair @ Continental Apts. Update from John Guibilo, DHCD
- Approval of final payment for Septic system at Family/Handicap State developments
- 689 development/status of vacant unit
- Schedule Executive Director review
- Discuss CDBG award
- State Budget approval FY 3/31/2012
- Discussion re: Quarterly meeting at Continental Apartments
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- ✓ Topics for future discussion
- Adjourn meeting

Signed: Barbara ThurstonBarbara Thurston, Executive Director
July 18, 2011

Cc: Town Clerk

TOWN CLERK'S OFFICE
BOURNE, MASS.

2011 JUL 18 AM 9:39

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on July 20, 2011 at 10:00 a.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Peter Meier, Michael Blanton

Members Absent: None

Others Present: Barbara Thurston, Executive Director
John Bolonga, Coastal Engineering
John Guibilo, DHCD Architect

2013 OCT 8 PM 3 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting convened at 10:05 a.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on June 22, 2011 and minutes of a Special Meeting held on July 14, 2011. Motion seconded by Mr. Olson. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the financial report prepared by the fee accountants for the Federal and State Programs. In addition, she presented the accounts payable report and the investment report. Motion made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has no vacancies. Handicapped has one vacancy. Family has one vacancy. Roland Phinney has two vacancies. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that residents from Roland Phinney Place will be attending KISS ME KATE this Saturday at Highfield Theater. On August 16th they will be going on a Whale Watch. No other tenants were present at the meeting.

Mr. Meier presented the Board with the current policy for common areas at Continental apartments. He would like to include patio tables and chairs and note that they must be taken inside when not in use. We will review it at the next meeting. Mr. Meier attended the quarterly meeting on July 14th and informed the tenants that we have to enforce this policy due to safety issues.

Ms. Thurston presented the Board with copies of the State Budget Approval.

Mr. Meier would like all Board members and Ms. Thurston to fill out the Executive Director Evaluation form and return to him.

Mr. Meier stated that Mr. Blanton expressed interest in being the Housing Authority representative on the CPA Committee. Motion made by Mr. Olson to appoint Mr. Blanton to the CPA Committee. Motion seconded by Mr. Bartholomew. Unanimous vote.

Mr. Olson made a motion to leave the Board positions as they are for another year. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston stated that the East Coast Developers was not able to attend today's meeting and would like to attend next month if we can schedule it later in the day.

Mr. Guibilo discussed the decking & railings at Continental Apartments. He and the engineer are about 95% complete. He believes that if we had to build the deck from the ground up including three stories it would be over \$300K. We do not have that amount in Formula Funding.

He showed pictures of railing that are dangerous and mentioned the columns that are in need of repair. He believes that wood is the best material for the rails. It will have to be something that can be stained and he suggested mahogany. It will cost about 30% less than PVC. He suggested phases due to funding. The engineer suggested that we should replace at least 15 columns. They will be going to Continental to strip down a section of the deck to see what is under it. Mr. Meier would like a letter from the engineer defining the safety issues at Continental so that we may apply for CPA funds. We can do railings and columns now and wait till they finish the mark up to determine what the cost of the decking will be. If the Upper Cape can do the railings, we can purchase the materials and have them do it. They can do the fabricating at the school. The bid documents can state that the contractor will install. Mr. Meier made a motion to contact the Upper Cape to see if they can do this job. Motion seconded by Mr. Bartholomew. Unanimous vote.

Communications/Conferences/Correspondence

Community Preservation Act

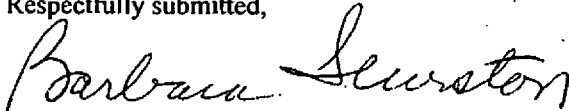
Cape View Way

Topics for future discussion

Next meeting scheduled for August 17, 2011 at 5:00 p.m.

Motion made by Mr. Olson to adjourn at 11:15 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

SPECIAL MEETING NOTICE

BOARD: Bourne Housing Authority

NOTICE OF SPECIAL MEETING TO BE HELD:

Date: Wednesday, August 17, 2011

Time: 5:30 p.m.

**Place: Community Room at Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559**

Agenda Item:

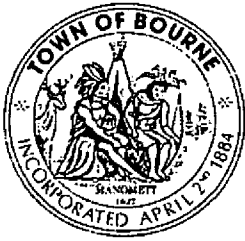
- **Review and approve Certificate Final Completion for the electrical upgrade at Continental Apartments**
- **Review and approve Certificate of Final Completion for septic system Handicap/family developments**

Signed: *Barbara Thurston*
Barbara Thurston
Executive Director

Date: August 15, 2011

cc: Town Clerk

2011 AUG 15 AM 3 52
TOWN CLERK'S OFFICE
BOURNE, MASS.



**BOURNE HOUSING
PARTNERSHIP
COMMITTEE
MEETING NOTICE**



**Date: Wednesday
August 17, 2010**

Time: 4:00 P.M.

**Location: Bourne Housing Authority Offices
Roland Phinney Housing Complex
871 Shore Road
Pocasset, MA 02559**

2011 AUG 11 PM 9 08
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Review and vote on minutes of the last meeting
2. Proposed dual marketing for Partnership and Housing Trust programs including advertising expenses.
3. Review proposal of Town Planner, Coreen Moore, to review Community Development Block Grant responses to RFP for grant administration and management and discuss status of the CDBG program.
4. Any necessary actions as monitoring agent on the Canal Crossing property.
5. Status reports on:
 - CPA Funding
 - Non-Conforming Lots
 - Town owned Properties
 - B-HOPP
 - Ready Resale list and monitor
 - Trust Projects
 - Revisions to Town Bylaws
6. Vote on renewing Affordable Housing Action Plan and hiring a consultant to organize and write new plan.
7. Report of the Affordable Housing Specialist.
8. Discussion for future agenda items.

Susan R. Ross JR
Susan R. Ross
Date: August 12, 2011

SPECIAL MEETING NOTICE

BOARD: Bourne Housing Authority

NOTICE OF SPECIAL MEETING TO BE HELD:

Date: Wednesday, August 17, 2011

Time: 5:30 p.m.

**Place: Community Room at Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559**

Agenda Item:

- **Review and approve Certificate Final Completion and final payment for the electrical upgrade at Continental Apartments**
- **Review and approve Certificate of Final Completion and final payment for septic system Handicap/family developments**

Signed: *Barbara Thurston*
Barbara Thurston
Executive Director

Date: August 15, 2011

cc: Town Clerk

2011 AUG 15 AM 4 09
TOWN CLERK'S OFFICE
BOURNE, MASS.

Minutes of a **Special Meeting** of the Bourne Housing Authority held on August 17,
2011 at 5:30 p.m. at Roland Phinney Place, 871 Shore Road, Pocasset, MA

Members present: Michael Blanton, Laurence Olson, Michael Blanton

2013 OCT 8 PM 3 58

Members Absent: Peter Meier

TOWN CLERK'S OFFICE
BOURNE, MASS

Others Present: Barbara Thurston, Executive Director

Meeting convened at 5:30 p.m.

Ms. Thurston presented the Board with the Certificate of Final Completion and request for final payment of #3,891 from KRT Corporation for the electrical upgrade at Continental Apartments. Motion made by Mr. Olson to approve the Certificate of final completion and the application for payment. Motion seconded by Mr. Bartholomew. Unanimous vote.

Meeting adjourned at 5:35 p.m.

Respectfully submitted



Barbara Thurston


2011 AUG 19 AM 4 01 P. 1
TOWN CLERK'S OFFICE
BOURNE, MASS**MEETING NOTICE****BOARD: Bourne Housing Authority**

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, August 24, 2011, at 10:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the July 20, 2011 meeting
- Approval of minutes of the Special Meeting held on August 17, 2011
- Treasurers Report
- Program Update
- Residents Report
- Meet with representatives from East Coast Development regarding development of Cape View Way
- Retirement of Al Huff
- Rent collection policy
- Status of Continental Apartments Electrical Upgrade
- Status of Deck & rail repair @ Continental Apts.
- Approval of final payment for Septic system at Family/Handicap State developments
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director
August 19, 2011

Cc: Town Clerk

2011 AUG 23 AM 3 37 MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, August 24, 2011, at 10:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the July 20, 2011 meeting
- Approval of minutes of the Special Meeting held on August 17, 2011
- Treasurers Report
- Program Update
- Residents Report
- Meet with representatives from East Coast Development regarding development of Cape View Way
- Retirement of Al Huff
- Rent collection policy
- Status of Continental Apartments Electrical Upgrade
- Status of Deck & rail repair @ Continental Apts.
- Approval of final payment for Septic system at Family/Handicap State developments
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View Way
- Topics for future discussion
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director
August 19, 2011

Cc: Town Clerk

2011 SEP 23 PM 3 35 MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS.

BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, September 23, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the July 20, 2011 meeting
- Approval of minutes of the Special Meeting held on August 17, 2011
- Treasurers Report
- Program Update
- Residents Report
- Meet with representatives from East Coast Development re: Cape View Way
- Review and approve proposals for Community Room renovations at Roland Phinney Place
- Retirement of Al Huff
- Rent collection policy
- Status of Continental Apartments Electrical Upgrade
- Status of Deck & rail repair @ Continental Apts.
- Approval of final payment for Septic system at Family/Handicap State developments
- Review common area policy for Continental apartments
- Advertisement for Maintenance position
- Review policy for maintenance uniforms
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place/sign contract
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way/Deed to parcel #89
- Topics for future discussion
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director

Date: September 23, 2011

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on September 28, 2011 at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Peter Meier, Michael Blanton

Members Absent: None

Others Present: Barbara Thurston, Executive Director
Jon Lazar, Dan Hill and Bill Rollins from East Coast Development

2013 OCT 8 PM 3 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting convened at 5:10 p.m.

Mr. Bartholomew made a motion to accept the minutes of the regular meeting held on July 20, 2011 and minutes of a Special Meeting held on August 17, 2011. Motion seconded by Mr. Olson. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the financial report prepared by the fee accountants for the Federal and State Programs. In addition, she presented the accounts payable report and the investment report. Motion made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has no vacancies. Handicapped has two vacancy. Family has no vacancies. Roland Phinney has no vacancies. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that residents from Roland Phinney Place visited Mass Maritime on September 13th and had a wonderful time. They tour the Academy, the ship and had lunch in the cafeteria.

The Board reviewed proposals for the Community Room renovations at Roland Phinney. Two contractors responded. Halliday Builders with a proposal of \$6,620 and Stephen Ross for \$4,590. Motion made by Mr. Olson to accept the proposal from Mr. Ross. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston presented the Board with a copy of a resignation letter from Al Huff. Mr. Huff will retire on November 11, 2011. He has been employed at the BHA for 5 years. Ms. Thurston will proceed with the hiring process so that the new employee will be able to train with Mr. Huff for a few weeks.

Ms. Thurston presented the Board with a recommended change to the Rent Collection Policy. After discussion, Mr. Bartholomew made a motion to approved the proposed change. Motion seconded by Mr. Olson. Unanimous vote.

Ms. Thurston informed the Board that the electrical upgrade at Continental Apartments is complete. We will be looking into purchasing a generator with the balance of funds.

The Board approved the Certificate of Substantial Completion and final payment for the septic upgrade at Handicap and Family developments.

The Board reviewed the common area policy for Continental Apartments and added patio furniture to be taken inside when not in use. Motion made by Mr. Olson to approved the change. Motion seconded by Mr. Bartholomew. Unanimous vote.

The Board reviewed the policy for maintenance uniforms. The BHA will provide 5 short sleeve shirts, 5 long sleeve shirts, one winter jacket every 3 years, one pair of boots and 2 pair of jeans. Motion made by Mr. Olson to approve the new policy. Motion seconded by Mr. Bartholomew. Unanimous vote

Mr. Bartholomew suggested that Commissioners have business cards. After discussion, the Board will table the discussion until the next meeting.

Ms. Thurston informed the Board that work is in progress for the boiler replacement at Roland Phinney Place.

The Board discussed Ms. Thurston's review. Mr. Olson suggested that reports and audit reports that we receive suggest that Mr. Thurston is doing an excellent job and the review. Ms. Thurston stated that it is good practice to conduct reviews. Sometimes the press or public may want copies and they are public record. Mr. Bartholomew stated that it is standard practice. The Board will discuss this at the next meeting.

Ms. Thurston informed the Board that the Town issued a RFP for a consultant to manage the CDBG grant. They received only one response from Sharon Gay. The Selectmen will be approving her contract.

Mr. Lazar from East Coast Development introduced himself and Mr. Hill and Rollins. He presented the Board with a brief description of his collaborative. They have been involved in the creation/development of over 1,500 affordable units in MA and have worked for several housing authorities and non-profits and developers. Dan Hill is the legal consultant and attorney for several towns in MA that deal with 40B. Bill Rollins has worked with many HUD projects and deals with the closings and legal work. They see so many towns go through a lot of time and expense to develop affordable housing. Mr. Lazar is able to put the whole package together. They also have their own engineers and architects as consultants for them who come in initially and determine feasibility. They will be able to tell us how many units will be able to be built. The number of units is important to HUD. There is a 16 unit minimum. ECHD also goes out to find the funding. The BHA only deals with ECHD and not with engineers, architects, developers and anyone else who may be involved. The Federal 202 Program funds the entire project. Public Housing authorities are not allowed to apply. They will set up a non profit and can do so within approx 3 months. BHA will own the land but not the building. However we will have complete management control for 99 years. A elderly service agency will be a sponsor. Mr. Lazar stated that HUD likes to work with them because of their knowledge of HUD rules & regulations. It makes it easier for HUD. BHA would receive a management fee of \$60 per unit per month. There is a requirement to put money aside for capital repairs each month. There are initially two phases that will bring us up to the permit stage. There is a flat fee of \$30,000 with a \$15,000 retainer. Phase 3 & 4 is permitting and the actual application. It includes working with the Town and the planning period.

Communications/Conferences/Correspondence

Community Preservation Act

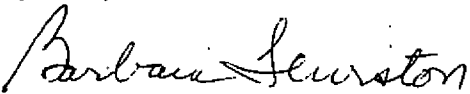
Cape View Way

Topics for future discussion

Next meeting scheduled for November 16, at 5:00 p.m.

Motion made by Mr. Olson to adjourn at 11:15 a.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary

2013 OCT 8 PM 3:58
TOWN CLERK'S OFFICE
BOURNE, MASS

OCTOBER

2011

MEETING

CANCELLED

Bourne Housing

Capital Fund Program (CFP) Amendment

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

To: The Consolidated Annual Contributions Contract (form HUD-53012)

Whereas, (Public Housing Authority) Bourne Housing Authority (MA110) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) B-1666 dated 9/29/1982

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 71,700.00 for Fiscal Year 2011 to be referred to under Capital Fund Grant Number MA06P11050111

PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one): [] Yes [x] No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

The parties have executed this Agreement, and it will be effective on 8/3/2011. This is the date on which CFP assistance becomes available to the PHA for obligation.

Table with 2 columns: U.S. Department of Housing and Urban Development (By, Title) and PHA Executive Director (By, Title, Date). Includes signature of Barbara Swinton and date 7/18/11.

**Capital Fund Program
(CFP) Amendment—page 2
To The Consolidated Annual Contributions Contract
(form HUD-53012)**

(SEAL)
Attest:

TOWN/CITY BOURNE

BY: Berry A. Johnson

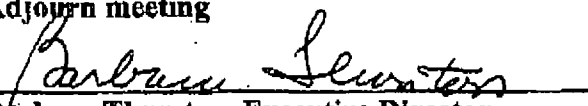
TITLE: Town Clerk

DATE: July 21, 2011

MEETING NOTICE ~~2011~~ OCT 17 PM 4 18TOWN CLERK'S OFFICE
BOURNE, MASS**BOARD: Bourne Housing Authority****The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, October 19, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- State Budget Revision
- Review and approve Fair Market Rents
- Status of Community Room renovations
- Review and approve proposals for Federal Auditors
- Status of Deck & rail repair @ Continental Apts.
- Status for Maintenance position
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director

Date: October 17, 2011

MEETING NOTICE

2011 OCT 17 PM 4 18

TOWN CLERK'S OFFICE
BOURNE, MASS**BOARD: Bourne Housing Authority**

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, October 19, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Appointment of Paula McConnell as State Appointee to the Board
- State Budget Revision
- Review and approve Fair Market Rents
- Status of Community Room renovations
- Review and approve proposals for Federal Auditors
- Status of Deck & rail repair @ Continental Apts.
- Status for Maintenance position
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: October 17, 2011

MEETING NOTICE

2011 OCT 18 PM 4 26

BOARD: Bourne Housing AuthorityTOWN CLERK'S OFFICE
BOURNE, MASS

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, October 19, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Appointment of Paula McConnell as State Appointee to the Board
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- Status for Maintenance position
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: October 17, 2011

MEETING NOTICE

2011 OCT 24 PM 2 19

TOWN CLERK'S OFFICE
BOURNE, MASS**BOARD: Bourne Housing Authority**

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, October 26, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Appointment of Paula McConnell as State Appointee to the Board
- State Budget Revision
- Review and approve Fair Market Rents
- Status of Community Room renovations
- Review and approve proposals for Federal Auditors
- Status of Deck & rail repair @ Continental Apts.
- Status for Maintenance position
- Request for leave of absence/Geri Menard
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: _____

Barbara Thurston, Executive Director

Date: October 24, 2011

MEETING NOTICE

2011 OCT 25 PM 12 05

TOWN CLERK'S OFFICE
BOURNE, MASS
BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Wednesday, October 26, 2011, at 5:00 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Appointment of Paula McConnell as State Appointee to the Board
- State Budget Revision
- Review and approve Fair Market Rents
- Status of Community Room renovations
- Review and approve proposals for Federal Auditors
- Status of Deck & rail repair @ Continental Apts.
- Status for Maintenance position
- Request for leave of absence/Geri M...rd
- Discuss business cards for Commissioners
- Schedule Executive Director review
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Stewart
Barbara Stewart, Executive Director

Date: October 24, 2011

RECEIVED

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2011 NOV 15 PM 4 02

MEETING NOTICE

TOWN CLERK'S OFFICE,
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular monthly meeting of the Board of Commissioners will be held on Thursday, November 17, 2011, at 5:30 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of minutes of the September 28, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Appointment of Paula McConnell as State Appointee to the Board
- State Budget Revision
- Review and approve Fair Market Rents
- Status of Community Room renovations
- Review and approve proposals for Federal Auditors
- Status of Deck & rail repair @ Continental Apts.
- New maintenance employee
- Request for leave of absence/Geri Menard
- Executive Director review
- Fire alarm system at Roland Phinney Place
- Sander for truck
- Discuss CDBG award
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Status Cape View way
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: November 15, 2011

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on November 17, 2011 at 5:30 p.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Michael Blanton, Paula McConnell

Members Absent: Peter Meier

Others Present: Barbara Thurston, Executive Director

Meeting convened at 5:50 p.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on September 28, 2011, motion seconded by Mr. Bartholomew. Motion passed unanimously.

Treasurers Report

Ms. Thurston presented the Board with the financial report prepared by the fee accountants for the Federal and State Programs. In addition, she presented the accounts payable report and the investment report. Motion made by Mr. Bartholomew to approve the Treasurer's report. Motion seconded by Mr. Olson. Unanimous vote.

Program Update:

Continental Apartments has one vacancy. Handicapped has two vacancies. Family has no vacancies. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that ten residents from Roland Phinney Place went on a dinner train trip to Lake Winnepausaukie in October. Ten residents also went to dinner at the Mezza Luna on November 8th. Residents will be going to the Coonamesset Inn for a Christmas Party. Ms. Thurston informed the Board that the residents at Continental Apartments have recently elected Pauline O'Connell as their tenant representative.

Mr. Blanton congratulated Ms. Mc Connell on her appointment to State Appointee to the Board. It is a three-year appointment.

Ms. Thurston presented the Board with a Budget Revision due to DHCD providing a 3% increase in the overall budget effective 10/1/2011. Motion made by Ms. McConnell to approve the revision. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston submitted the New Fair Market rents to the Board. For the past 3 years we have approved 110% of the FMR. Ms. Thurston recommended that we adopt the actual 100% rents. Motion made by Ms. McConnell to approve the FMR @ 100%. Motion seconded by Mr. Bartholomew. Unanimous vote.

The Board was able to view the renovations of the Community Room. The sliders were removed and new windows were installed. Everyone agreed that they look great. Ms. Thurston informed the Board that one of the tenants has offered to make valances. Ms. Thurston has rearranged the furniture and suggested that a wall-mounted flat screen TV would be perfect for the wall and hopefully the residents would use the room more often. The Board agreed that it was a good idea.

Ms. Thurston submitted proposals for federal audit services. Three proposals were sent out and only two replied. Hurley & O'Neill was the lowest bidder at \$6,000. Tom Flaherty submitted a proposal for \$6,200. Ms. Thurston informed the Board that Hurley & O'Neil has been doing the audit for many years and we are happy with them. Ms. McConnell made a motion to approve a three-year contract for Hurley & O'Neill. Motion seconded by Mr. Bartholomew. Unanimous vote.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Ms. Thurston informed the Board that she is meeting on December 8th with DHCD, the engineer and our new Maintenance employee to finalize plans for the decking and railings so that we can go out to bid. Dan DiMonda, the new maintenance employee is able to install the railings and will save several thousand dollars.

Ms. Thurston informed the Board that Mr. DiMonda has been here for 2 weeks and is doing a great job so far.

Ms. Thurston informed the Board that she has approved a leave of absence for Geri Menard for 5 weeks while she goes to Florida to care for a daughter who is having surgery.

Mr. Bartholomew stated that Ms. Thurston's review has been on the agenda since May. He suggested that we follow the procedure that was determined and get this done. Ms. McConnell stated that she wanted to meet soon with the Chairman. Ms. Thurston suggested that we should be having a meeting in early December to approve two contracts and that perhaps we could do it then. That was agreeable to members.

Ms. Thurston informed the Board that we recently had a problem with the fire alarm wires that are buried and connected to the alarm system from each building. Our electrician spent two days finding the problem. He stated that the wiring is not enclosed in piping and is decaying. He stated that it is a problem and likely that all the rest of the buildings have the same problem. He recommended a new wireless alarm box in each building. It has to be Kingfisher because that is the only system that is compatible with the Bourne FD. Ms. Thurston will have Mr. Mahoney prepare specifications to go out to bid.

Ms. Thurston is still looking into a sander for the truck. Last year we paid Mr. Agrillo over \$4,000. The new sanders that would fill the entire bed of the truck is approximately \$4,000 but they are huge. The smaller one is \$2,600 but needs to be taken off and on. Ms. Thurston will check with MHQ for rates.

Ms. Thurston informed the Board that she met with Sharon Gay who will be managing the CDBG grant and provided the Board with a schedule for the grant. It must be 50% complete by April.

Ms. Thurston informed the Board that the contractor for the boilers at Roland Phinney Place is almost done.

Communications/Conferences/Correspondence

PHADA Commissioners Conference 1/8 - 1/11 in Ft. Lauderdale

Community Preservation Act

Mr. Blanton stated that he attended that last meeting of the CPA and it was an executive session regarding a land purchase

Cape View Way

Ms. Thurston stated that she has checked references from East Coast Development who made a presentation at our last meeting. They are getting raving reviews. HUD likes working with them.

Topics for future discussion

Next meeting scheduled for early December

Motion made by Mr. Olson to adjourn at 7:20 p.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,


Barbara Thurston, Ex-Officio Secretary

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular monthly meeting of the Board of Commissioners will be held on Thursday, December 15, 2011 at 5:30 p.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- Approval of minutes of the November 17, 2011 meeting
- Treasurers Report
- Program Update
- Residents Report
- Status of Deck & rail repair @ Continental Apts.
- Review and approve Five-Year Formula Funding Plan for DHCD
- Executive Director review
- Status of gas boilers replacement at Roland Phinney Place
- Communication/Correspondence/Conferences
- CPA
- Topics for future discussion
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: December 13, 2011

2011-DEC-13 PM 4 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Regular Board Meeting of the Bourne Housing Authority, held on December 15, 2011 at 5:30 p.m. at Roland Phinney Place, 871 Shore Rd., Pocasset, MA

Members Present: Laurence Olson, Fred Bartholomew, Paula McConnell, Peter Meier

Members Absent: Michael Blanton

Others Present: Barbara Thurston, Executive Director

Meeting convened at 5:35 p.m.

Mr. Olson made a motion to accept the minutes of the regular meeting held on September 28, 2011. Motion seconded by Mr. Bartholomew. Motion passed unanimously.

Treasurers Report

Ms. Thurston informed the Board that there is no Treasurers report for this month. The fee accountants had planned on next week for a Board meeting.

Program Update:

Continental Apartments has one vacancy. Handicapped has two vacancies. Family has no vacancies. Roland Phinney has one vacancy. Section 8 has 76 leased. There are 19 Dial vouchers leased, 1 Fair Share and no incoming portable vouchers.

Resident Report:

Mr. Bartholomew reported that nineteen residents from Roland Phinney Place attended the Christmas dinner at the Coonamessett Inn. It was wonderful. Committee is working on the plans for 2012.

Ms. Thurston informed the Board that there is a unit at Continental Apartments that has carpet beetles. Griggs & Brown has supplied the tenant with a cover for the mattress & box spring. The BHA paid for the cover. It was \$100. The tenant has since called the BOH complaining that he is still being bitten. The BOH found no problems with any infestation.

Ms. Thurston informed the Board that she met last week with the engineer, architect from DHCD and our new maintenance employee to go over the final plans for the replacement of the railings, columns and decking at Continental Apartments. Dan will be able to make the railings and save thousands of dollars. Specifications will be done shortly and we will be able to go out to bid. Mr. Olson was concerned that our maintenance man would be overwhelmed with work. He would be interrupted by work orders and other projects. Ms. Thurston assured him that we have taken that into consideration.

Ms. Thurston presented the Board with a copy of our Capital Planning Report from DHCD and a proposed three-year plan for Capital Needs. Improvements include, replacing staircases, support columns, balcony railings, and decking at Continental and roofing, windows and siding at 689 handicap development. Motion made by Ms. McConnell to approve the three-year plan. Motion seconded by Mr. Olson. Unanimous vote.

Mr. Meier had asked all members to submit individual evaluations for Ms. Thurston for her annual review and submit them to Mr. Meier for review. He has completed the review. The score was based on a 5 point system with a result of 4.3. Based on the summary, she scored best with community, staff and local relations. She scored least on CapeView Way development. She scored above average. She has not taken a raise since 2010 and that was 1.5%. Motion made by Mr. Olson to provide a 5% salary increase retro-active to April 1, 2011. Motion seconded by Mr. Bartholomew. Unanimous vote.

Ms. Thurston informed the Board that the Christmas parties at Roland Phinney Place and Continental were a big success and everyone had a good time.

2013 OCT 8 PM 3:57
TOWN CLERK'S OFFICE
BOURNE, MASS.

Ms. Thurston informed the Board that we are waiting until January to do the final punch list for the boiler replacement at Roland Phinney Place.

Ms. Thurston informed the Board that we should be going out to bid in February for the roof replacement using CDBG funds.

Communications/Conferences/Correspondence

PHADA Commissioners Conference 1/8 – 1/11 in Ft. Lauderdale

Community Preservation Act

Mr. Blanton stated that he attended that last meeting of the CPA and it was an executive session regarding a land purchase

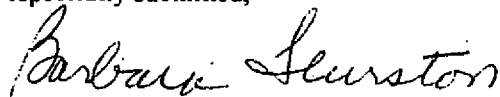
Cape View Way

Topics for future discussion

Next meeting scheduled for January 18th, 2012

Motion made by Mr. Olson to adjourn at 6:20 p.m. Motion seconded by Mr. Bartholomew

Respectfully submitted,



Barbara Thurston, Ex-Officio Secretary

2011 NOV 22 AM 11:43

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

REQUEST FOR PROPOSALS HOUSING REHABILITATION PROGRAM MANAGER

The Town of Bourne is seeking proposals from qualified firms or individuals to provide Housing Rehabilitation Program Manager services in support its FY 2011 Housing Rehabilitation Program (HRP). Funding for the HRP is provided through a Community Development Fund/CDBG grant awarded by the Department of Housing and Community Development.

A complete Request for Proposals and a description of services to be performed can be obtained by emailing Coreen Moore, Bourne Town Planner at CMoore@townofbourne.com or by calling 508-759-0615 Ext. 4.

Proposals must be received no later than Wednesday, December 7, 2011, at 1:00 p.m.

The Town reserves the right to waive any informality in the proposal procedure, to cancel this Request for Proposals or to reject any and all proposals received deemed not in the best interest of the Town. The Bourne Town Administrator shall award contracts under this procurement. The Town encourages Women and Minority-owned businesses to submit proposals.

Cape Cod Times Invoice for this advertisement to be sent to: Coreen Moore, Bourne Town Planner, Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532.

REQUEST FOR PROPOSALS SPECIFICATIONS
BOURNE HOUSING REHABILITATION PROGRAM

2011 NOV 22 AM 11 43

CDBG Housing Rehabilitation Program

TOWN CLERK'S OFFICE

BOURNE, Request for Proposals - Housing Rehabilitation Specialist

A. PURPOSE

The Town of Bourne is requesting proposals for the services of a Housing Rehabilitation Specialist for the Bourne Housing Rehabilitation Program (Bourne HRP). The Housing Rehabilitation Specialist position will be funded by an FY 2011 Community Development Fund grant awarded by the Massachusetts Department of Housing and Community Development (DHCD) through Title I of the Housing and Community Development Act of 1974, as amended.

B. PROJECT DESCRIPTION

The Town of Bourne has established a Housing Rehabilitation Program designed to provide financial assistance to renovate substandard housing units owned or rented by low and moderate income persons. This program will rehabilitate approximately fourteen housing units to correct Article II of the State Sanitary Code deficiencies resulting in safe, sanitary and affordable housing. The Bourne HRP has adopted HUD Minimum Property Standards for one and two family dwellings and multi-housing standards and Article II of the State Sanitary Code as the minimum standards for rehabilitation.

The Bourne HRP will be available to those meeting Target Area residency and federal income guidelines with the possibility of limited emergency assistance to Bourne residents living outside of the Target Area for emergency repairs. Both single and multi-family units are eligible for assistance. The Bourne HRP will finance a maximum CDBG deferred payment loan of \$30,000 (unless a waiver is granted) at 0% interest, which will be forgiven after fifteen years from project completion.

C. SCOPE OF CONSULTING SERVICES

The Housing Rehabilitation Specialist will provide the following services:

- Make one (1) initial inspection of properties for code violations, energy inefficiencies, and desired home improvements.
- Prepare a preliminary work write-up and cost estimate, incorporating reports on lead paint (prepared by others) and energy inefficiencies, and review the information with the owner. Make additions or deletions to the preliminary work write-up.

- Develop the final work write-up, specifications, and final cost estimate and review with the homeowner. Obtain acceptance of the work by the homeowner and agreement to participate in the program.
- Conduct one (1) on-site pre-bid conference with contractors that will include a building "walk-through".
- Conduct up to two (2) progress inspections during the rehabilitation process to verify that the work is being done in accordance with the approved work write-up. Progress payments will be made only after these inspections and the owner's acceptance of work performed to date.
- Make one (1) final inspection upon completion of construction. Final payment will be made only after this inspection and the owner's acceptance of work performed to date.
- Be available to answer questions for clarification by homeowners or contractors on specifications.

D. CONTENT OF PROPOSAL

In conformance with M.G.L. Chapter 30B, the proposal shall consist of two separate parts, a non-price and a price proposal. The requirements for each are outlined in this section.

NON-PRICE (TECHNICAL) PROPOSAL

Technical proposals shall include the following information, at a minimum:

1. Cover letter from the consultant stating that he/she has read, understands, and will comply with the requirements and conditions contained in the Request for Proposals.
2. Minimum Evaluation Criteria -- Please Provide copies of the following:
 - Construction Supervisor and/or General Contractor license
 - Insurance
3. Comparative Evaluation Criteria -- Please Provide documentation of the following:
 - Years Experience as a Housing Rehabilitation Specialist
 - References (See specific instructions)

PRICE PROPOSAL

The Consultant's price (fee) proposal for professional services shall be submitted in a separate envelope and marked "Pricing Page – Housing Rehabilitation Specialist". The contract amount shall be negotiated after the selection of the consultant.

This portion of the proposal must be furnished as a separate (sealed) submittal received along with the technical proposal. It will not be opened or examined by the Town until

technical proposals have first been reviewed and a preferred consultant chosen by those participating in the selection process. **The total amount available for professional services for this contract is \$26,600 and is contingent upon the Town receiving the Community Development Fund grant from DHCD.**

SPECIFIC PROPOSAL INSTRUCTIONS

Consultants must provide one original copy and four copies of their Technical Proposal and Price Proposal to the Office of the Bourne Town Planner, Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532, no later than Wednesday, December 7, 2011, at 1:00 p.m. Proposals must be marked on the outside of the envelope "Housing Rehabilitation Specialist" and the date and time of the bid opening. The pricing page must be signed, sealed, and submitted in a separate envelope marked "Pricing Page – Housing Rehabilitation Specialist".

E. GENERAL TERMS AND CONDITIONS

It is anticipated that the award will take place during the week ending December 30, 2011.

PROJECT SCHEDULE

It is anticipated that the services will commence on or about Monday, January 9, 2012, and continue until grant activities have been completed on or about December 31, 2012, unless the Town and DHCD have granted an extension. The successful Consultant should be prepared to execute a contract agreement and commence work immediately upon selection.

GENERAL PROVISIONS

While the Town has not established specific affirmative action hiring goals for this contract, consideration will be given in the evaluation process for those proposals including participation by disadvantaged groups, including certified M/WBE's.

The Town of Bourne reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Town.

All proposals shall become the property of the Town of Bourne

The individual(s)/proposer(s) selected shall be expected to comply with all applicable federal and state laws in its performance of service.

Unless specifically prohibited by law, the Town has the right to disclose information contained in proposals after award of the contract.

The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.

Proposers should direct any questions regarding this Request for Proposal to:

Coreen Moore, Office of the Bourne Town Planner, Bourne Town Hall,
24 Perry Ave, Buzzards Bay, MA 02532, 508-759-0615 extension 4.

F. PROPOSAL EVALUATION PROCESS

Deadline for Town's Acceptance of a Proposal

It is anticipated that the award will take place during the week ending December 30, 2011; however the maximum time for proposal acceptance by the Town is 2 months.

Screening Proposals for Compliance with Minimum Evaluation Criteria

Using the minimum criteria incorporated herein, the Evaluation Committee, to be designated by the Chief Procurement Officer, shall screen proposals as to their responsiveness. Any proposer who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be eliminated from the competition.

Interviews

The Town reserves the right to interview finalists.

Minor Informalities

The Evaluation Committee shall waive minor informalities as defined by Chapter 30B, or allow the proposer to correct them.

Use of the Comparative Evaluation Criteria

The remaining proposals shall be evaluated using the comparative evaluation criteria incorporated herein. Each proposal shall be assigned: a) a separate rating for each comparative evaluation criterion; and b) a composite rating. Proposal ratings and accompanying written explanations shall be forwarded to the Chief Procurement Officer.

Methodology for Determining Best Proposal

Taking into consideration the Fee Proposal and the evaluations of the Evaluation Committee, the Chief Procurement Officer shall determine the most advantageous proposal.

MINIMUM EVALUATION CRITERIA

1. The Consultant must have a current General Contractors license and/or a Construction Supervisor license.
2. The Consultant must carry general liability, automobile liability, and workers' compensation and employers' liability insurances.

INSURANCE REQUIREMENTS

Before starting any work on this contract the Contractor shall furnish evidence of insurance coverage for payment of compensation, the furnishing of other benefits under Chapter 152 of the General Laws (Worker's Compensation Law) to all persons to be employed during the work covered by these specifications, and shall continue such insurance in full force and effect during the term of this project. Under Chapter 152, Section 25C, failure to provide Worker's Compensation shall result in a stop work order requiring cessation of all business operations at the place of business or job site; a civil penalty of \$100.00/day for each day not in compliance; a fine of not more than \$1,500.00, imprisonment for not more than 1 year, or both; and withholding of the issuance or renewal of licenses or permits to operate business or construction buildings in the State. Failure to provide and continue in force such insurance and aforesaid benefits shall be deemed a material breach of any contract covering the project and shall operate as an immediate termination thereof at the election of the Awarding Authority. Said insurance shall be written with such company as may be acceptable to the Awarding Authority, and the policy shall be submitted to the Awarding Authority for examination if it so desires. Satisfactory certificates of said insurance shall be filed with the Awarding Authority prior to the commencement of any work by the Contractor on this project.

The Contractor shall carry general liability insurance in connection with all operations included in these specifications in which the Town of Bourne is named as insured. The amounts of insurance coverage shall be:

Bodily Injury Liability	\$250,000/\$500,000
Property Damage Liability	\$100,000 or
Combined Single Limit	\$500,000
Catastrophe Umbrella Liability	\$1,000,000

The Contractor shall effect and maintain insurance against all risks of physical loss upon all work in place and all materials stored at any work site, whether or not covered by payments made by the Awarding Authority. This insurance shall be in an amount equal to the full replacement cost thereof at all times, and shall be for the benefit of the Town of Bourne, and the Contractor, as their interest may respectively appear. This insurance shall be placed with such company or companies as may be acceptable to the Awarding Authority.

In the event that the form of any policy or certificates of insurance required under this contract or the amount thereof, is not especially specified herein, or the companies

writing the same are not satisfactory to the Awarding Authority, the Contractor will secure other policies or certificates in form and amount and with companies satisfactory to the Awarding Authority. The Contractor shall not cause any policies to be canceled or to permit them to lapse, and all insurance policies shall include a clause to the effect that the policy shall not be canceled or changed until fifteen days after the Awarding Authority, as hereinbefore defined, has received written notice thereof as evidence by return receipt of registered letter. All certificates of insurance shall contain true transcripts from the policy, authenticated by the proper officer of the insurer, evidencing particularly that the Town of Bourne and the Awarding Authority are included as among those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.

All insurance shall be paid for by the Contractor.

The Consultant must provide written proof that he/she meets the minimum qualifications. Responses to this request for proposals must include a statement of qualifications, particularly emphasizing prior experience with Community Development Block Grant Programs. Bidder shall also include a copy of all relevant licenses and certificate of insurance as described above.

COMPARATIVE EVALUATION CRITERIA

1. EXPERIENCE

Years of experience as Housing Rehabilitation Specialist in a CDBG Housing Rehabilitation Program similar to the Town of Bourne HRP.

<i>Highly Advantageous:</i>	5 years or more of experience
<i>Advantageous:</i>	1 year but less than 5 years of experience
<i>Acceptable:</i>	0 - 1 year of experience as CDBG Housing Rehabilitation Specialist, but three or more years experienced as a licensed contractor and/or licensed construction supervisor
<i>Unacceptable:</i>	No experience as a general contractor or licensed contractor and no experience as a CDBG Housing Rehabilitation Specialist.

2. REFERENCES

References from previous clients who found their work as a Housing Rehabilitation Specialist or Construction Supervisor or Contractor on previous projects acceptable and who would recommend them.

<i>Highly Advantageous:</i>	More than 5 acceptable references
<i>Advantageous:</i>	3 - 5 acceptable references
<i>Acceptable:</i>	1 - 3 acceptable references
<i>Unacceptable:</i>	0 references

(THE FOLLOWING PAGES ARE TO BE COMPLETED AND SEALED IN A SEPARATE ENVELOPE.)

COMPANY NAME: _____

ADDRESS: _____

The contractor agrees to provide all services specified in Section D of the specifications for the price listed below. It is anticipated that fourteen (14) units will be rehabbed. The total available for the contract is \$26,600. The proposed fee for the services on a per unit basis is listed below:

TASK	COST PER UNIT
Task 1 – Conduct home inspection	\$
Task 2 – Coordinate lead paint inspection and compliance	\$
Task 3 – Prepare a preliminary work write-up and cost estimate	\$
Task 4 – Develop final work write-up and cost estimate	\$
Task 5 – Conduct Bidders Conference/Walkthrough	\$
Task 6 – Monitor construction, up to two site visits, and approve contractor payment requests	\$
Task 7 – Final Inspection	\$
Total Cost Per Unit	\$
Total Cost for 14 Units	\$

Also, please provide an hourly rate for Housing Rehab Specialist services which may be required in addition to the services outlined above: \$ _____ per hour.

**TOTAL COST IS NOT TO EXCEED \$26,600.00
ACTUAL CONTRACT PRICE TO BE NEGOTIATED**

1. CERTIFICATIONS

- 1.1 Bourne is an Affirmative Action Equal Opportunity Employer. Bidders shall make themselves aware of the existing Affirmative Action laws, policies, and practices before submitting this proposal. Failure to make this confirmation shall not relieve the Proposer of its responsibility.
- 1.2 The undersigned agrees, if awarded the contract, to commence work in accordance with the tentative schedule outlined in Section E.
- 1.3 Acceptance by the Town shall constitute a Contract between the Town of Bourne and the Proposer.
- 1.4 We/I have carefully examined the contract documents and all seven sections (A, B, C, D, E, F, G) including any addenda and changes and agree to furnish the item(s), service(s), material(s), supplies, as specified and described in all sections of the Contract Documents.
- 1.5 We/I accept responsibility for confirming with the Bourne Town Planner's Office, prior to submission of a sealed Proposal, that all addenda relating to this Proposal have been received. Failure to make this confirmation shall not relieve us/me of the responsibility to fulfill the contract.
- 1.6 We/I, the undersigned, certify under penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in the section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.
- 1.7 By signing this Proposal, the contractor shall certify that under penalties of perjury, the signing party has filed all State tax returns and has paid all State taxes required under law.
- 1.8 The named organizational entity submitting this proposal is (check appropriate line(s):

Corporation ___ Partnership ___ Proprietorship ___
Minority Owned ___ Woman Owned ___

2. SIGNATURES:

This page must be signed by a(n) individual(s) with authority to commit the proposing entity to a binding agreement. Corporations attach required certification:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME OF AUTHORIZED OFFICIAL: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DATE: _____ FEDERAL TAX ID # _____

CERTIFICATE OF VOTE

I, _____, Clerk of

_____, hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____, _____, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

“VOTED: That _____
(NAME OF OFFICER AUTHORIZED TO SIGN FOR CORPORATION)

be and hereby is authorized, directed and empowered for, in the name and on behalf of this Corporation to sign seal with the corporation seal, execute, acknowledge and deliver all contracts, bonds, and other obligations of this Corporation: the execution of any such contract, bond or obligation by such _____ to be

(NAME OF OFFICER)

valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of Bourne and that this vote shall remain in full force and effect unless and until the same has been altered, amended, or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of Bourne.”

I further certify that _____ is the duly elected
(NAME OF OFFICER)

_____ of said Corporation.
(TITLE)

Signed: _____
(CLERK-SECRETARY)

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL HERE

COUNTERSIGNATURE: _____
(NAME AND TITLE OF OFFICER)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this certificate must be countersigned by another officer of the Corporation.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting proposal) (Name of Business)

Subscribed and sworn to this _____ day of _____, 20__.

Before me,

(Notary Public) (Date Commission Expires)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Signature of individual submitting proposal) (Name of Business)

Subscribed and sworn to this _____ day of _____, 20__.

Before me,

(Notary Public) (Date Commission Expires)

TOWN OF BOURNE

2011 NOV 22 AM 11 43

TOWN CLERK'S OFFICE
BOURNE, MASS

REQUEST FOR PROPOSALS HOUSING REHABILITATION SPECIALIST

The Town of Bourne is seeking proposals from qualified firms or individuals to provide Housing Rehabilitation Specialist services in support its FY 2011 Housing Rehabilitation Program (HRP). Funding for the HRP is provided through a Community Development Fund/CDBG grant awarded by the Department of Housing and Community Development.

A complete Request for Proposals and a description of services to be performed can be obtained by emailing Coreen Moore, Bourne Town Planner at CMoore@townofbourne.com or by calling 508-759-0615 Ext. 4.

Proposals must be received no later than Wednesday, December 7, 2011, at 1:00 p.m.

The Town reserves the right to waive any informality in the proposal procedure, to cancel this Request for Proposals or to reject any and all proposals received deemed not in the best interest of the Town. The Bourne Town Administrator shall award contracts under this procurement. The Town encourages Women and Minority-owned businesses to submit proposals.

Cape Cod Times Invoice for this advertisement to be sent to: Coreen Moore, Bourne Town Planner, Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532.

REQUEST FOR PROPOSALS SPECIFICATIONS
BOURNE HOUSING REHABILITATION PROGRAM

2011 NOV 22 AM 11 43

TOWN CLERK'S OFFICE Request for Proposals - Housing Rehabilitation Program Manager
BOURNE, MASS

A. PURPOSE

The Town of Bourne is requesting proposals for the services of a Housing Rehabilitation Program Manager for the Bourne Housing Rehabilitation Program (Bourne HRP). The Housing Rehabilitation Program Manager position will be funded by an FY 2011 Community Development Fund grant awarded by the Massachusetts Department of Housing and Community Development (DHCD) through Title I of the Housing and Community Development Act of 1974, as amended.

B. PROJECT DESCRIPTION

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The Bourne HRP will be available to those meeting Target Area residency and federal income guidelines with the possibility of limited emergency assistance to Bourne residents living outside of the Target Area for emergency repairs. Both single and multi-family units are eligible for assistance. The Bourne HRP will finance a maximum CDBG deferred payment loan of \$30,000 (unless a waiver is granted) at 0% interest, which will be forgiven after fifteen years from project completion.

C. SCOPE OF CONSULTING SERVICES

Contractual Housing Rehab Program Manager

A Housing Rehabilitation Program Manager will be hired to implement the Housing Rehabilitation Program in accordance with CDBG/CDF regulations and policies and to supervise the daily program operations of the Housing Rehab Program including the work of the contracted Housing Rehab Specialist and Lead Paint Inspector. The Housing Rehab Program Manager is expected to maintain a minimum total of eighteen office hours (three days/week) at Bourne Town Hall for the convenience of Housing Rehab Program participants and to ensure efficient program operations.

A part-time Grant Clerk/Assistant (to be physically located in Bourne) and CDF Grant Management Consultant will also be hired to assist with the CDF Grant Implementation. Both the Grant Clerk/Assistant position and the CDF Grant Management Consultant contract are funded from a separate budget and are not part of this RFP. The Housing Rehab Program Manager will oversee application intake, conduct applicant outreach, income verification, and contractor solicitation. Services to be provided include, but are not limited to, the following:

Housing Rehab Program Responsibilities:

- Conduct HRP outreach for program participants and assist with the HRP lottery process. Examples of marketing/outreach include advertisements, mailings, cable television, and group meetings such as at the Senior Center.
- Conduct application intake, income verifications, case file creation and management for all projects. Provide thorough explanation of program requirements to applicants. Obtain and review CDF approved documentation on individual case/applicant household size and income to ascertain compliance with CDBG/CDF income, verification, and documentation requirements. Determine type of financial assistance applicable for eligible applicants.
- Undertake individual case Environmental Review Requirements.
- Recruit contractors and develop a list of "pre-qualified" contractors for program participation. Examples of marketing/outreach activities include advertisements, mailings, cable television, and meeting with the Building Inspector.
- Schedule Housing Rehab Specialist inspections and lead paint inspections.
- Prepare construction contracts and lien agreements for execution by the homeowner and contractor. The Housing Rehab Program Manager will develop loan documents, Lien Agreements, Recapture Agreements, and Rental Agreements, as applicable, with the assistance of the part-time Grant Clerk/Assistant.
- Coordinate bid process.
- Review and analyze bids with Housing Rehab Specialist and homeowner.
- Conduct Pre-Construction Conference to review contracts, specifications, and program agreements. The homeowner, contractor, and Housing Rehab Program Manager will attend. The Owner/Contractor Agreement, the Recapture Agreement, Rental Agreement (as applicable), and other applicable loan documents will be signed and a Notice To Proceed will be issued. Prepare Notice to Proceed. Work with the part-time CDF Grant Clerk/Assistant to ensure preparation of required paperwork including construction contract(s), program agreements, and property liens.
- Coordinate project inspections.
- Process payment requests.

- Obtain homeowner, contractor, and Housing Rehab Specialist signature on payment requests.
- Verify submission of lien waivers and warranties.
- Maintain program records and files with the assistance of the part-time CDF Grant Clerk/Assistant.

D. CONTENT OF PROPOSAL

In conformance with M.G.L. Chapter 30B, the proposal shall consist of two separate parts, a non-price and a price proposal. The requirements for each are outlined in this section.

Non-Price (Technical) Proposal

Technical proposals shall include the following information, at a minimum:

1. Cover letter from the Consultant stating that he/she has read, understands, and will comply with the requirements and conditions contained in the Request for Proposals.
2. Narrative describing the Consultant's understanding of the scope of work and experience with the specific items.
3. Statement of Consultant's qualifications and experience (including the role of each member if a Project Team) with resume(s) attached.
4. References as detailed in the Comparative Evaluation Criteria.

Price Proposal

The Consultant's price (fee) proposal for professional services shall be submitted in a separate envelope and marked "Pricing Page – Housing Rehabilitation Program Manager". The contract amount shall be negotiated after the selection of the Consultant.

This portion of the proposal must be furnished in a separate (sealed) submittal received along with the technical proposal. **The total amount available for professional services for this contract is \$33,000 and is contingent upon the Town receiving the Community Development Fund grant from DHCD.**

Specific Proposal Instructions

Consultants must provide one original copy and four copies of their Technical Proposal and Price Proposal to the Office of the Bourne Town Planner, Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532, no later than Wednesday, December 7, 2011, at 1:00 p.m. Proposals must be marked on the outside of the envelope "Housing Rehabilitation Program Manager" with the date and time of the proposal opening. The pricing page must be signed, sealed, and submitted in a separate envelope marked "Pricing Page – Housing Rehabilitation Program Manager".

Proposal Corrections, Modifications, and Withdrawals

Prior to the date of the opening of technical proposals, proposers may correct, modify, or withdraw their proposals. Any correction or modification must be submitted in writing in sealed envelopes, clearly marked to indicate whether the technical or cost proposal is being changed, and including the same number of copies as the original submission. Requests for withdrawals must also be in writing. All proposals and cost amounts will be considered firm and may not be withdrawn for a period of sixty (60) days from the date of the technical proposal opening unless stated otherwise.

E. PROPOSAL EVALUATION PROCESS

Deadline For Acceptance of a Proposal

It is anticipated that the services will commence on or about Monday, January 9, 2012, and continue until grant activities have been completed on or about December 31, 2012, unless the Town and DHCD have granted an extension. The successful Consultant should be prepared to execute a contract agreement and commence work immediately upon selection.

Screening Proposals for Compliance With Submission Requirements And Minimum Evaluation Criteria

Utilizing the proposal submission requirements and the minimum criteria incorporated herein, the Evaluation Committee, to be designated by the Town of Bourne Procurement Officer, shall screen proposals as to their responsiveness. Any proposal, which, in the opinion of the Evaluation Committee, fails to include the information or documentation specified in the submission requirements shall be determined to be non-responsive and shall be rejected. Any Consultant who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be eliminated from consideration.

Interviews

The Town reserves the right to interview finalists.

Minor Informalities

The Evaluation Committee shall waive minor informalities as defined by Chapter 30B, or allow the Consultant to correct them.

Use Of The Comparative Evaluation Criteria

The remaining proposals shall be evaluated using the comparative evaluation criteria incorporated herein. As part of this review process, the Evaluation Committee may contact previous clients of the Consultant. Each proposal shall be assigned: a) a separate rating for each comparative evaluation criterion, and b) a composite rating. Proposal ratings shall be forwarded to the Bourne Procurement Officer. The Bourne Town Administrator will make contract award. It is anticipated that the contract award will take place the week ending December 30, 2011. The

successful Consultant should be prepared to execute a contract agreement and commence work immediately upon selection.

Methodology For Determining Best Proposal

Taking into consideration the Fee Proposal and the evaluations of the Evaluation Committee, the Chief Procurement Officer shall determine the most advantageous proposal.

Selection Criteria

The final selection of a Consultant shall be based on the following set of criteria:

Minimum Evaluation Criteria

1. The Consultant must have a minimum of two years experience in an administrative position.
2. The Consultant must hold a Bachelor's Degree from an accredited institution in a field related to the scope of services including, but not limited to, public administration, business administration, construction administration, or a related field. If the Consultant is a firm or team, the key person(s) assigned to the contract shall meet this criterion.

Comparative Evaluation Criteria

1. EXPERIENCE

Highly Advantageous: 5 years (or funding rounds) or more of experience as Housing Rehabilitation Program Manager

Advantageous: 1 year but less than 5 years (or funding rounds) of experience as Housing Rehabilitation Program Manager

Acceptable: 0 - 1 year of experience as Housing Rehabilitation Program Manager or two years experience in an administrative position (preferably municipal or governmental administrative)

Unacceptable: No administrative experience

2. References

References from previous clients who found the Consultant's work as a Housing Rehabilitation Program Manager or as an administrator on previous projects/positions acceptable and who would recommend them.

Highly Advantageous: More than 5 acceptable references

Advantageous: 3 – 5 acceptable references

Acceptable: 1 - 3 acceptable references
Unacceptable: 0 references

F. GENERAL PROVISIONS

The Town of Bourne reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Town.

All proposals shall become the property of the Town of Bourne.

The Consultant shall be expected to comply with all applicable federal and state laws in its performance of services.

Unless specifically prohibited by law, the Town has the right to disclose information contained in proposals after award of the contract.

The selection of the successful Consultant shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.

Consultants should direct any questions regarding this Request for Proposals to:

Coreen Moore, Office of the Bourne Town Planner, Bourne Town Hall, 24 Perry Ave, Buzzards Bay, MA 02532, 508-759-0615 extension 4.

PRICE PROPOSAL FORM

ATTENTION: YOU MUST SUBMIT THE PRICE PORTION OF YOUR PROPOSAL SEPARATELY FROM THE TECHNICAL PROPOSAL TO AVOID DISQUALIFICATION FROM FURTHER CONSIDERATION

To the Town of Bourne:

The undersigned proposes to furnish Housing Rehabilitation Program Manager services for the complete project at the contracted price specified below:

The proposed contract price is _____ Dollars.

(\$ _____)

The undersigned certifies under the penalties of perjury that this proposal has been submitted and made in good faith and without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Date _____

By _____

(Name/Title of person signing proposal)

(Company)

(Business Address)

(City, State, Zip Code)

TOTAL COST IS NOT TO EXCEED \$33,000.

CERTIFICATE OF VOTE

I, _____, Clerk of

_____, hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____, _____, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

“VOTED: That _____
(NAME OF OFFICER AUTHORIZED TO SIGN FOR CORPORATION)

be and hereby is authorized, directed and empowered for, in the name and on behalf of this Corporation to sign, seal with the corporation seal, execute, acknowledge and deliver all contracts, bonds, and other obligations of this Corporation: the execution of any such contract, bond or obligation by such _____ to be
(NAME OF OFFICER)

valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of Bourne; and that this vote shall remain in full force and effect unless and until the same has been altered, amended, or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of Bourne.”

I further certify that _____ is the duly elected
(NAME OF OFFICER)

_____ of said Corporation.
(TITLE)

Signed: _____
(CLERK-SECRETARY)

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL HERE

COUNTERSIGNATURE: _____
(NAME AND TITLE OF OFFICER)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this certificate must be countersigned by another officer of the Corporation.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting proposal)

(Name of Business)

Subscribed and sworn to this _____ day of _____, 20__.

Before me,

(Notary Public)

(Date Commission Expires)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Signature of individual submitting proposal)

(Name of Business)

Subscribed and sworn to this _____ day of _____, 20__.

Before me,

(Notary Public)

(Date Commission Expires)

**Jonathon Bourne Public Library
Trustees Meeting Agenda**

2011 JAN 18 AM 11 59 Thursday, January 20, 2011

5:30 pm

TOWN CLERK'S OFFICE

LIBRARY
Jonathon Bourne Public Library Conference Room

- **Approval of November 18, 2010 minutes**
- **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel**
 - (c) **Building and Grounds**
 - Cape Light
 - Heat
 - (d) **Technology**
 - (e) **Policy Review**
 - (f) **Plans and Ideas for Next Month**
- **Trustees Report**
 - (a) **Friends Report**
 - (b) **Development of Trustees Policies and Procedures**
 - (c) **Building Fund – year end accounting**
- **Sign – big one and blue signs**
- **Foyer**
- **Building and Grounds**
- **Next Meeting Date**
- **Adjournment**

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the January 20th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather Dipaolo
Stephanie Kelly
Diane Flynn
Penny Myers
Linda Zuern

Staff Present:

Patrick Marshall
Diane Ranney

Trustees Absent:

None

Guests:

Paul Gately, Reporter
Bourne Courier

2011 MAR 1 PM 2 20
TOWN CLERK'S OFFICE

Joan Simpson called the meeting to order at 5:32 p.m.

Minutes: Penny Myers moved to approve the minutes from the November 18th, 2010 meeting. Diane Flynn seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached). In addition, Director reported on the following:

- Children's Report (attached);
- JBPL Long Range Plan – FY 12 Action Plan (attached);
- Provided Trustees with copy of Library policies. Director indicated that an "Art Display" policy needs to be created and he will be working on this in the near future.

Friends Report:

Director reported that the Friends will be working to better clarify how the "circle works" with regard to the Dewey Classic. Funds raised from the Dewey Classic support the summer concerts which in turn support the community by generating donations to the Bourne Food Pantry.

Director also reported the following:

- The Friends will be conducting their annual bake sale;
- June Small has expressed an interest in serving as a liaison to the Board of Trustees. Chairman will contact June to verify this and extend an invitation;
- Friends have made a donation to the building fund in the amount of \$3,000.00 representing funds raised from the "Dancing with the Bourne Stars" program.

Budget:

Director reported the following:

- Data processing line item is over budget due to second payment being made to CLAMS;
- Wintermeyer Trust funds have been received;
- State aid funds have been received;
- Robert Manz calendar sales are going well and all proceeds will be donated to the library for programming.

Building Fund:

Chairman reported on the building fund as follows:

Checking Account Balance	\$ 36,424.00
Certificates of Deposit:	5,542.00
	21,535.00
	<u>41,391.00</u>
	\$ 104,892.00
Friends – Dancing with the Bourne Stars	<u>3,000.00</u>
TOTAL	\$107,892.00

Penny Myers led a discussion with regard to updating the library website to allow easy access to information on the Building Fund and how to make a donation. Director will update the website accordingly.

Foyer: Penny Myers reported on her progress with the bulletin board in the foyer. Penny has been in contact with Jillian Donovan at Bourne High School's Art Department. Jillian would like to work with the library by implementing an extra credit program for students. The students would use templates from the coloring book that was used for the creation of the quilt as a guide for creating 8" masonite tiles that would adorn the bulletin board. Chairman will work with Penny on determining the appropriate size of the bulletin board and ordering it. Kevin Farr (Superintendent of Schools, Upper Cape Regional Technical School) has expressed willingness to provide support in the creation and installation of moulding around the bulletin board.

Building and Grounds: Request for garden volunteers will go in March newsletter.

Signs:

Heather Dipaolo reported that the Upper Cape Technical School students would be able to paint the library sign. With regard to moving the sign, Heather has been working on

obtaining information on permitting (probably no fee involved) and electrical. After discussion, the Board decided that any request to the Town to arrange an estimate for the electrician (request must go through Roger LaPorte's office) should be held until the budget is more formalized.

Development of Trustee's Policies: Linda Zuern provided a draft Rules of Procedure for review by Trustees (draft attached). After discussion, the following changes were agreed upon (see changes to attached draft). Linda will provide an updated copy to Trustees and a vote to adopt the amended Rules of Procedure will be held at the February meeting.

Next Meeting Date: The next meeting will be held on February 24, 2011 at 5:30 p.m.

Stephanie Kelly moved and Heather Dipaolo seconded the motion to adjourn the meeting at 7:20 p.m.

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the January 20th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather Dipaolo
Stephanie Kelly
Diane Flynn
Penny Myers
Linda Zuern

Staff Present:

Patrick Marshall
Diane Ranney

Trustees Absent:

None

Guests:

Paul Gately, Reporter
Bourne Courier

2011 FEB 28 AM 9 53
TOWN CLERK'S OFFICE

Joan Simpson called the meeting to order at 5:32 p.m.

Minutes: Penny Myers moved to approve the minutes from the November 18th, 2010 meeting. Diane Flynn seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached). In addition, Director reported on the following:

- Children's Report (attached);
- JBPL Long Range Plan – FY 12 Action Plan (attached);
- Provided Trustees with copy of Library policies. Director indicated that an "Art Display" policy needs to be created and he will be working on this in the near future.

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Director reported that the Friends will be working to better clarify how the "circle works" with regard to the Dewey Classic. Funds raised from the Dewey Classic support the summer concerts which in turn support the community by generating donations to the Bourne Food Pantry.

Director also reported the following:

- The Friends will be conducting their annual bake sale;
- June Small has expressed an interest in serving as a liaison to the Board of Trustees. Chairman will contact June to verify this and extend an invitation;
- Friends have made a donation to the building fund in the amount of \$3,000.00 representing funds raised from the "Dancing with the Bourne Stars" program.

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Building and Grounds: Request for garden volunteers will go in March newsletter.

Signs:

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obtaining information on permitting (probably no fee involved) and electrical. After discussion, the Board decided that any request to the Town to arrange an estimate for the electrician (request must go through Roger LaPorte's office) should be held until the budget is more formalized.

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Next Meeting Date: The next meeting will be held on February 24, 2011 at 5:30 p.m.

Stephanie Kelly moved and Heather Dipaolo seconded the motion to adjourn the meeting at 7:20 p.m.

**Jonathan Bourne Public Library
Trustees Meeting Agenda
Thursday, February 24, 2011
5:30 pm**

Jonathan Bourne Public Library Conference Room

- **Approval of January 24, 2010 minutes**
- **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel**
 - (c) **Building and Grounds**
 - Cape Light
 - Heat
 - (d) **Technology**
 - (e) **Legislative Breakfast**
 - (f) **Policy Review**
 - (g) **Plans and Ideas for Next Month**
- **Trustees Report**
 - (a) **Friends Report**
 - (b) **Trustees Policies and Procedures**
- **Sign – big one and blue signs**
- **Foyer**
- **Gardens and Yard**
- **Next Meeting Date**
- **Adjournment**

TOWN CLERK'S OFFICE
2011 FEB 15 PM 12 02

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the February 24th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather Dipaolo
Stephanie Kelly
Penny Myers
Linda Zuern

Staff Present:

Patrick Marshall
Diane Ranney

Trustees Absent:

Diane Flynn

Guests:

June Small, Liaison
Friends of the Jonathan Bourne
Public Library

2011 FEB 25 PM 2 40
RECEIVED DIRECTOR'S OFFICE

Joan Simpson called the meeting to order at 5:30 p.m.

Minutes: Heather Dipaolo moved to approve the minutes from the January 20th, 2011 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached). In addition, Director reported on the following:

- Proposed FY '12 budget goes before the Board of Selectmen on Monday, February 28th. Joan Simpson indicated that she will attend to offer support on behalf of the Board of Trustees;
- R & M line item in budget report is over due to building heating malfunctions during the last month;
- Services – Data Processing line in budget report is over due to internet server malfunctions during the last month;
- Children's Report is attached;
- Summary of FY 2010 Value of the Library and supporting documents are attached.

Friends Report:

June Small reported that many local businesses have been contacted to sponsor the Dewey Classic and currently sponsorship is only \$400.00 off from last year.

Budget:

Director reported that there will be a proposed 17% cut to the FY '12 budget which will reduce the budget to below the amount required for certification. Therefore, the library will be applying for a waiver with regard to certification. Last year, 132 of the 349 libraries in the state requested and received waivers due to budget constraints.

With regard to potential staff layoffs, the Director proposes the following:

- By using \$17,000 from state aid and \$17,000 from the books and materials line item to pay salaries, one full-time position will be saved. This will reduce the layoff numbers from 3-4 employees to 2-3 employees. The library's staffing pattern will drop to 5.59 FTE's – the lowest since 1991. Without using funds as set forth above to save one full time position, the pattern would drop to 4.79 FTE's;
- As stated above, the proposed budget will go before the Board of Selectmen on Monday, February 28th, 2011 at 7:00 p.m.

Trustees' Rules of Procedure:

Linda Zuern provided members with an updated proposal for Trustees' Rules of Procedure. Penny Myers moved that they be adopted as presented. Heather Dipaolo seconded the motion and the Rules of Procedure were adopted by unanimous vote.

Foyer: Penny Myers reported on her progress with the bulletin board in the foyer. Two art teachers at the high school are currently working on the project. Although the students are approaching the work as an extra credit assignment, fairly swift progress is being made.

Building and Grounds: Penny Myers will write a request for volunteers for inclusion in the library's March newsletter.

Next Meeting Date: The next meeting will be held on March 24, 2011 at 5:30 p.m.

Joan Simpson moved and Stephanie Kelly seconded the motion to adjourn the meeting at 7:10 p.m.

**Jonathan Bourne Public Library
Trustees Meeting Agenda
Thursday, March 24, 2011**

5:30 pm

Jonathan Bourne Public Library Conference Room

- **Approval of February 24, 2010 minutes**
- **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel**
 - (c) **Building and Grounds**
 - Cape Light**
 - Heat**
 - (d) **Technology**
 - (e) **Legislative Breakfast**
 - (f) **Policy Review**
 - (g) **Plans and Ideas for Next Month**
- **Trustees Report**
 - (a) **Friends Report**
 - (b) **Idea for Fund Raiser**
- **Foyer**
- **Gardens and Yard**
- **Next Meeting Date**
- **Adjournment**

TOWN CLERK'S OFFICE

2011 MAR 22 PM 12 28

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the March 24th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Stephanie Kelly
Penny Myers
Linda Zuern

Staff Present:

Patrick Marshall
Diane Ranney

Trustees Absent:

Diane Flynn
Heather DiPaolo

Guests:

Paul Gately, Reporter
Bourne Courier

Joan Simpson called the meeting to order at 5:34 p.m.

Minutes: Stephanie Kelly moved to approve the minutes from the February 24th, 2011 meeting. Penny Myers seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached).

In addition, Director reported on the following:

- Company that sponsors library website will be conducting an experimental program in which they will provide all of their options on the JBPL website for a one-time \$100 fee with the understanding that the library will provide periodic feedback as requested by the web site company; in addition, the website will now be mobile friendly;
- Mass Library System will be sponsoring a community awareness campaign called "Geek the Library". Director will provide more information on the program as it is received;
- Cape Light Compact – value of the work done on the library (new lighting, recycling bulbs, etc.) is approximately \$47,000 with a projected annual savings of \$2,868;
- Second state aid payment received. A portion will be used to save one staff position;
- New sports book club formed. Will meet on 2nd Tuesday of each month;
- Jonathan Bourne birthday celebration to be held at the library on March 25, 2011;
- Town meeting is scheduled for May 2nd, 3rd and possibly the 9th.

TOWN CLERK'S OFFICE
2011 APR 27 PM 3 39

Friends Report:

Director reported that the Dewey Classic netted a profit of approximately \$4,000 through sponsorships, golf fees, bake sale and raffle sales. The profit is enough to fund the summer concert series.

Budget: (See Report Attached).

Fundraising Ideas:

- Wine tasting event – Stephanie Kelly will get information on how to approach planning and provide info to trustees when received;
- General discussion held regarding future formation of a foundation for fundraising purposes.

Foyer: Penny Myers reported that although the students are approaching the work as an extra credit assignment, fairly swift progress is being made.

Building and Grounds: Penny Myers reported that there was no response to the call for gardening volunteers in the March newsletter. Director will include the item again in the April newsletter.

Next Meeting Date: The next meeting will be held on April 21, 2011 at 5:30 p.m.

Penny Myers moved and Linda Zuern seconded the motion to adjourn the meeting at 6:35 p.m.

2011 APR 19 AM 11 38

TOWN CLERK'S OFFICE

**Jonathan Bourne Public Library
Trustees Meeting Agenda
Thursday, April 21, 2011
5:30 pm**

Jonathan Bourne Public Library Conference Room

- **Approval of March 24, 2011 minutes**
- **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel – staffing reduction problems**
 - (c) **Building and Grounds**
 - Heat
 - (d) **Technology**
 - (e) **Plans and Ideas for Next Month**
 - (f) **Fishing Pole Rental**
- **Trustees Report**
 - (a) **Friends Report**
 - (b) **Wine Tasting**
 - (c) **Building Fund**
 - (d) **Foundation ideas**
- **Gardens and Yards – clean up – May 1, 2010**
- **Next Meeting Date**
- **Adjournment**

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the April 21st, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather DiPaolo
Stephanie Kelly
Diane Flynn
Penny Myers
Linda Zuern

Trustees Absent:

None

Staff Present:

Patrick Marshall

Guests:

June Small, Liaison
Friends of JBPL

2011 MAY 23 PM 4 04
TOWN CLERK'S OFFICE

Joan Simpson called the meeting to order at 5:30 p.m.

Minutes: Linda Zuern moved to approve the minutes from the March 24th, 2011 meeting. Stephanie Kelly seconded the motion and the minutes were approved by unanimous vote.

A discussion and explanation of the building fund was held along with a description of various ideas for its use that did not come to fruition, i.e. parking lot expansion, refurbishing the second level of the library, installation of a chair lift and installation of an elevator. The fund is valued at approximately \$108,000 held in CD's and a checking account. Records are located in the Library Director's office.

A discussion was held as to whether it would be practical to pursue the establishment of a library foundation for the purposes of fundraising. The discussion was tabled until Library Director and Stephanie Kelly investigate further. They will bring information to the next Trustees' meeting.

A discussion was held with regard to the upcoming Town meetings on May 2, 3, 9 and 10, 2011. Board President will post meeting notices with Town Hall to coincide with the above dates in the event that the Trustees find it necessary to meet on any of those evenings.

Director's Report: (See attached).

In addition, Director reported on the following:

- Due to fiscal cuts, two library staff positions have been eliminated;

- Because the library is closed on Mondays, when a holiday falls on a Monday, staff earn a comp day and have 90 days to use it. In many cases, the days can add up to almost a week and this makes scheduling difficult even before the above-mentioned layoffs. Library Director suggested that the library be closed on Tuesdays following a Monday holiday to avoid accrual of comp time. Diane Flynn made a motion to close the library on Tuesdays following Monday holidays. Linda Zuern seconded the motion and the vote was unanimous.
- Director reported on modeling a fishing pole lending program after one that is in place at the Wareham Library. Paul Sexton, a library patron, would like to assist in getting the program going at the JBPL by the end of May. Documentation on the program is attached. Penny Myers suggested booking a speaker on fishing as a good kick off for the program. Penny Myers moved that the library establish a fishing pole lending program. Heather DiPaolo seconded the motion and the vote was unanimous.
- Buzzards Bay Beautification group has asked for permission to put up a temporary sign advertising the May Day celebration in Buzzards Bay park. After a brief discussion, Director gave his permission to do so.

Budget: (See Report Attached).

Friends Report:

June Small reported that the Friends are looking into purchasing a new picnic table to replace the one currently in the garden area. There was some discussion as to the dedication plaque that was located on the old picnic table. June indicated that the Friends would pursue replacing the plaque on the new picnic table.

Fundraising Ideas:

A discussion was held with regard to a recent wine tasting fundraising event at Wheldon Library. The event raised over \$3,000. Joan Simpson and Stephanie Kelly will talk to Liberty Liquors, Trowbridge Tavern and The Brookside to get initial information. Joan and Stephanie will bring the information to the Friends meeting on May 16th to determine whether the idea is something they might want to participate in/assist in sponsoring.

Building and Grounds: Penny Myers reported that there was no response to the call for gardening volunteers in the newsletter. May 1st 2011 at 1:00 has been set as the time and date for the clean up.

Next Meeting Date: The next meeting will be held on May 19th, 2011 at 5:30 p.m.

Penny Myers moved and Stephanie Kelly seconded the motion to adjourn the meeting at 6:35 p.m.

2011 APR 27 AM 11 34

TOWN CLERK'S OFFICE

500 STATE ST.

Jonathan Bourne Public Library

Trustees Meeting Agenda

High School Auditorium

May 2, 2011

7:00 pm

The Library Trustees will be meeting on May 2, 2011, beginning at 7 pm in the Bourne High School Auditorium for the purpose of participating in the Annual Town Meeting Articles that are related to the Jonathan Bourne Public Library.



Joan T. Simpson

Chairman, Jonathan Bourne

Library Trustees

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the May 2nd, 2011 Trustees Meeting at the Jonathan Bourne Public Library

There was no meeting held on May 2nd, 2011.

TOWN CLERK'S OFFICE
2011 JUN 1 PM 1 27

2011 APR 27 AM 11 34

TOWN CLERK'S OFFICE

**Jonathan Bourne Public Library
Trustees Meeting Agenda
High School Auditorium
May 3, 2011
7:00 pm**

The Library Trustees will be meeting on May 3, 2011, beginning at 7 pm in the Bourne High School Auditorium for the purpose of participating in the Annual Town Meeting Articles that are related to the Jonathan Bourne Public Library.



**Joan T. Simpson
Chairman, Jonathan Bourne
Library Trustees**

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the May 3rd, 2011 Trustees Meeting at the Jonathan Bourne Public Library

There was no meeting held on May 3rd, 2011.

2011 JUN 1 PM 1 27
TOWN OF BOURNE

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the May 9th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

There was no meeting held on May 9th, 2011.

TOWN CLERK'S OFFICE
2011 JUN 1 PM 1 27

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the May 10th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

There was no meeting held on May 10th, 2011.

TOWN CLERK'S OFFICE

2011 JUN 1 PM 1 27

**Jonathan Bourne Public Library
Trustees Meeting Agenda
Thursday, May 19, 2011
5:30 pm
Jonathan Bourne Public Library Conference Room**

2011 MAY 16 PM 1 46

TOWN CLERK'S OFFICE

- **Approval of April 24 Minutes**
- * **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel**
 - (c) **Building and Grounds
Landscaping and Gardens**
 - (d) **Fishing pole rental**
 - (e) **Policy for Signage**
 - (f) **Plans and Ideas for Next Month**
- * **Trustee's Report**
 - (a) **Friends Report**
 - (b) **Fund Raiser**
 - (c) **Foundation Ideas**
- * **Gardens and yards**
- * **Next Meeting Date**
- * **Adjournment**

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the May 19th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather DiPaolo
Stephanie Kelly
Diane Flynn
Penny Myers
Linda Zuern

Trustees Absent:

None

Staff Present:

Patrick Marshall
Diane Ranney

Guests:

Paul Gately, Reporter
The Bourne Courier

Joan Simpson called the meeting to order at 5:30 p.m.

Minutes: Penny Myers moved to approve the minutes from the April 24th, 2011 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached).

In addition, Director reported that:

- Fishing pole lending program is not in place yet. Director is waiting to hear from Paul Sexton to begin.
- Policy for posting signs on library property for upcoming events is in place and is adequate as it stands.
- Director will continue to poll other libraries with regard to the formation of a foundation for fundraising purposes.

Budget: (See attached).

Friends Report:

In June Small's absence, Joan Simpson reported on attendance at the Friends meeting to present wine tasting fundraising idea. (See attached report.) Joan and Stephanie will continue to gather information for this project.

Building and Grounds: Penny Myers reported that she, Joan and Linda worked on the library grounds and that June Small and Lorraine Young have taken on one garden. Cathy McNally has met with them and will assist them with this garden. Carol Lee Packard is taking care of one garden. Penny will schedule another clean-up/weeding day.

JUN 20 2011

Next Meeting Date: The next meeting will be held on June 16th, 2011 at 5:30 p.m.

Penny Myers moved and Heather DiPaolo seconded the motion to adjourn the meeting at 6:45 p.m.

Jonathan Bourne Public Library

Trustees Meeting Agenda

Thursday, June 16, 2011

5:30 pm

Jonathan Bourne Public Library Conference Room

2011 JUN 13 PM 3 29
TOWN CLERK'S OFFICE

- **Approval of May 19, 2011, Minutes**
- **Election of Officers**
- * **Director's Report**
 - (a) **General Operations**
 - (b) **Personnel**
 - (c) **Building and Grounds**
Landscaping and Gardens
 - (d) **Fishing pole rental**
 - (f) **Plans and Ideas for Next Month**
- * **Trustee's Report**
 - (a) **Friends Report**
 - (b) **Fund Raiser**
- * **Gardens and yards**
- * **Next Meeting Date**
- * **Adjournment**

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the June 16th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather DiPaolo
Stephanie Kelly
Penny Myers
Linda Zuern

Trustees Absent:

Diane Flynn

Staff Present:

Patrick Marshall

Guests:

Paul Gately, Reporter
The Bourne Courier
June Small, Friends of JBPL

Joan Simpson called the meeting to order at 5:35 p.m.

Minutes: Penny Myers moved to approve the minutes from the April 24th, 2011 meeting. Heather DiPaolo seconded the motion and the minutes were approved by unanimous vote.

Election of Officers: Penny Myers moved for a vote to elected the following slate of officers

- Heather DiPaolo, President
- Diane Flynn, Vice President
- Stephanie Kelly, Clerk

Heather DiPaolo seconded the motion and, having no additional nominations from the floor, the vote passed unanimously.

Heather DiPaolo then took over as President and chair of the meeting.

Director's Report: (See attached).

In addition, Director reported on JBPL's possible participation in the "Geek the Library" campaign to heighten public awareness of the library. General information on this program is attached. Director will bring more specific to next trustees meeting for further discussion.

Budget: (See attached).

TOWN CLERK'S OFFICE
JONATHAN BOURNE, MASS.

2011 JUL 27 AM 11 29

Building and Grounds:

Penny Myers reported that tiles for the bulletin board project in the foyer of the library are ready and she will pick them up on June 17th. Joan, her husband Ed and Penny will work on layout and purchase of additional necessary supplies. **Friends Report:**

In June Small's absence, Joan Simpson reported on attendance at the Friends meeting to present wine tasting fundraising idea. (See attached report.) Joan and Stephanie will continue to gather information for this project.

Penny also reported that the two gardens on the side of the library are finished and will look good for upcoming concerts. The front of the library needs weeding again. Penny will work on it this month and ask for volunteers as necessary.

Friends' Report: June Small reported that she has also been working on the gardens and that she has been researching the purchase of a new picnic table to replace the one currently on library grounds. In addition, June will research purchasing a replacement for the barrel currently on library grounds

Wine Tasting Fundraiser: Joan and Stephanie reported on progress to date on the wine tasting fundraiser. The venue is the newly constructed library at Mass Maritime Academy on October 16th from 5-8 p.m. A checklist, draft flyers and draft registration brochure are attached.

Next Meeting Date: The next meeting will be held on July 21st, 2011 at 5:30 p.m.

Penny Myers moved and Heather DiPaolo seconded the motion to adjourn the meeting at 7:10 p.m.

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – Conference Room
Thursday, July 21, 2011 5:30pm

Approval of June 16, 2011 Minutes

Updates

- Director's Report
- Personnel
- Building & Grounds
 - Gardens
 - Cork Board Art
- Fishing Pole rentals
- Friends of the Library

Fundraiser

- Progress of wine event
- Delegate volunteer positions

PR Campaign

- National Geek the Library campaign
- JBPL local PR

Next Meeting Dates

Adjournment

TOWN CLERK'S OFFICE
BOURNE, MASS.
2011 JUL 18 AM 9 46

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, MA 02532

Minutes of the July 21, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Diane Flynn
Stephanie Kelly
Penny Myers
Linda Zuern
Joan Simpson

Staff Present:

Patrick Marshall
Diane Ranney

Trustees Absent:

None

Guests:

Paul Gately, Reporter
The Bourne Courier
June Small, Friends of JBPL
Lorraine Young

Heather DiPaolo called the meeting to order at 5:34 p.m.

Minutes: Joan Simpson moved to approve the minutes from the June 16, 2011 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

Fundraiser: Joan Simpson and Stephanie Kelly reported on the progress of the wine tasting event. Joan is still waiting for the wine distributor to call her back. They have the information on getting a liquor license for the event and are in the process of looking for affordable liability insurance for the event. Stephanie will check with Nancy Sundman at the Town Joan will pursue an in-kind grant from Stop & Shop for food, paper products, etc. for the event. Joan will also be submitting a request to Eastern Bank to offset expenses. Save the Date notices have gone out via e-mail to the Friends and Board members for distribution to their e-mail lists. Paul Gately will post the Save the Date information in the *Bourne Courier*. Penny Myers will laminate copies of the Save the Date notice and will post them on beach bulletin boards throughout Bourne. Linda will work on getting the information on *Spotlight on Bourne*. Stephanie will be contacting the printer located in Monument Beach to inquire whether they will produce 12-11" x 14" posters for the event. The most important responsibility that all

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TOWN CLERK OFFICE
Bourne, MA 02532

board members have at this point is to get the word out about the event. The board decided to keep the August meeting focused primarily on wine tasting event planning.

Director's Report: See attached.

Budget: See attached.

Children's Report: See attached.

Personnel: No report.

Fishing Pole Rentals: No report.

Building and Grounds: Penny brought in the completed tiles for the entryway bulletin board project. The art students did a wonderful job on them and Ed Simpson and a friend will be installing them along with the bulletin board.

June Small reported that the Friends have purchased a new picnic table for the library grounds. June expressed concern that there is no written information on the various memorial plaques, etc. located on the grounds and Diane Ranney indicated that she will write down a brief history about them for future reference.

PR Campaign: Patrick reported that he has received the packet for the "Geek the Library" campaign. It is geared toward people in the community who do not know the value of the library. He suggested that we may want to get school art departments involved in the project. The board agrees with Patrick that the program is worthwhile and agreed to help spread the word at any gatherings they might be attending. In addition, June Small suggested getting the word out about the PR campaign and the wine tasting by attending meetings of the various village civic associations. The program will start in the fall and run for at least six months.

Next Meeting Date: The next meeting will be held on August 18th, 2011 at 5:30 p.m.

Stephanie Kelly moved and Linda Zuern seconded the motion to adjourn the meeting at 6:35 p.m.

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – Conference Room
Thursday, August 18, 2011 5:30pm

Approval of July 21, 2011 Minutes

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library

Fundraiser

Progress of wine event & PR

PR Campaign

JBPL local PR

Next Meeting Dates

Adjournment

TOWN CLERK'S OFFICE
JONATHAN BOURNE, MASS.
2011 AUG 14 PM 8 22

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – Conference Room
Thursday, August 18, 2011 5:30pm

Approval of July 21, 2011 Minutes

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library

Fundraiser

- Progress of wine event & PR

PR Campaign

- JBPL local PR

Next Meeting Dates

Adjournment

TOWN CLERK'S OFFICE
BOURNE, MASS.

2011 AUG 15 AM 1 53

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02534

2011 SEP 19 PM 2 25

Minutes of the August 18th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Linda Zuern
Joan Simpson

Trustees Absent:

Diane Flynn
Penny Myers

Staff Present:

Patrick Marshall

Guests:

Paul Gately, Reporter
The Bourne Courier

Heather DiPaolo called the meeting to order at 5:31 p.m.

Minutes: Joan Simpson moved to approve the minutes from the July 21, 2011 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

Director's Report: (See attached).

Budget: (See attached).

Friends Report:

In June Small's absence, Joan Simpson reported on attendance at the Friends meeting. The Friends are very supportive of the upcoming wine tasting fundraiser and will be including information on registration in their September newsletter.

Wine Tasting Fundraiser: Joan Simpson and Stephanie Kelly reported on progress to date on the wine tasting as follows:

- It was agreed that it is too late to get a substantial number of sponsors to purchase ads in the program booklet this year. This will be pursued next year since the initial groundwork for preparing for the event will have been done this year.
- The next e-blast will go out around September 2, 2011 and will include information on Carlo D'Este and Carol McCleary (the two authors that will be signing at the event) and Emmet Dunlap who will be providing live music for the event and information on the raffles.
- Joan and Stephanie will set up display for the event at the library on Monday, August 29, 2011.
- Stephanie and Joan will work with library staff to set up wine donation area as well as raffle ticket purchase area.

- Stephanie will print more registration forms and get them to Trustees for distribution to local businesses during the week of September 2, 2011.
- Stephanie will get registration forms to the Friends for inclusion in their September newsletter mailing.
- The next Trustees meeting will be dedicated to assigning jobs, fine tuning time line, etc.
- Joan has submitted an application to Eastern Bank for \$1,000 to help defray the costs of the event.
- Joan has submitted an application to Stop & Shop for \$500 to help defray the costs of food for the event.
- Mass Maritime will get the liquor license for the event.

“Geek the Library” PR Campaign: Director reported that it might be prudent to hold off on making a commitment to participate in the “Geek the Library” PR Campaign at this time due to staffing shortages.

Next Meeting Date: The next meeting will be held on September 22, 2011 at 5:30 p.m.

Joan Simpson moved and Linda Zuern seconded the motion to adjourn the meeting at 7:00 p.m.

Agenda
Library Board of Trustees
*****Massachusetts Maritime Academy – New Library*****
Thursday, September 15, 2011 5:30pm

Approval of August 18, 2011 Minutes

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library

Fundraiser

- Review event space
- Determine food needs
- Coordinate volunteers

Next Meeting Dates

Adjournment

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TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOUTNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

**Minutes of the September 15, 2011, Trustees Meeting at
Massachusetts Maritime Academy
ABS Information Center**

Trustees Present

**Heather DiPaolo
Linda Zuern
Penny Myers
Joan Simpson**

Staff Present

Diane Ranney

Trustees Absent

**Diane Flynn
Stephanie Kelly**

Guests

**Paul Gately, Reporter
The Bourne Courier**

From 5:30 to 6:00, Admiral Guernon, MMA President, gave us a tour of the ABS Information Center, and made suggestions as to the physical set up for our Wine Tasting Fund Raiser. We have incorporated many of his suggestions in our event. The Admiral also will make available cadets to talk about the new center, and direct guests to the Nathaniel Philbrick staircase and the simulator on the top floor. C. Ruggeri in the Admiral's office will work closely with us on the final layout.

H. DiPaolo called the official meeting to order at 6:00 pm.

Minutes: L. Zuern moved to approve the minutes of the August 18, 2011 meeting.

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TOWN CLERK'S OFFICE
BOURNE, MASS.

Directors Report: See attached

D. Ranney (P. Marshall, on vacation) reported that it's been a bit hectic as staff gets used to the reduction in staff. Staff is behind in certain areas but they are coping. Volunteers are helping where they can.

There will be an article in the October 12, 2011, Special Town Meeting to raise money for the new boiler.

D. Ranney reported that there was a leak in the roof, but it wasn't connected to the extensive work done on the roof during the last year. The water soaked a carpet, but nothing major.

Computer glitches occurred on Sept 13-15 due to Comcast working on the lines, but everything appears to be in order now.

Second self-check out station should be installed soon.

Children's Librarian Report: See attached

Wine Tasting Fund Raiser: The balance of the meeting was devoted to the fundraiser.

We went over the floor space at the ABS Information Commons, and tried to lay out the event. J. Simpson will work with C. Ruggeri on the final layout.

S. Kelly will work with The Bourne Courier and The Bourne Enterprise to get as much publicity out as we can. S. Kelly will also continue to email blast media as well as get Trustees and Friends additional email blasts.

P. Gately suggested writing a letter to the Managing Editor of The Bourne Courier to see if we can get any extended coverage. S. Kelly will do so.

It was agreed we would have a final meeting with the Friends on October 4, 2011, to finalize the Fund Raiser plans.

L. Zuern moved and J. Simpson seconded to adjourn the meeting.

Respectfully submitted

**Joan T. Simpson
Acting Secretary**

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – Conference Room
Tuesday, October 4, 2011 5:30pm

Planning for October 16th wine tasting fundraiser

Food details
Décor
Volunteer assignments

Adjournment

2011 SEP 26 AM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS.

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the October 4, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Linda Zuern
Joan Simpson
Penny Myers
Diane Flynn

Staff Present:

Patrick Marshall
Diane Ranney

Guests:

Paul Gately, Reporter, *The Bourne Courier*
June Small
Barbara Berler
Robert Embert
Don MacLean
Jackie Brown
Tracy Brown

Heather DiPaolo called the meeting to order at 5:31 p.m.

The only topic on the agenda was the upcoming Wine Tasting Fundraiser. Joan and Stephanie went over the current status of the project and reviewed the delegation of duties.

Joan Simpson moved and Linda Zuern seconded the motion to adjourn the meeting at 7:00 p.m.

2011 OCT 24 AM 11 25

TOWN CLERK'S OFFICE
BOURNE, MASS

**Agenda
Library Board of Trustees**

Jonathan Bourne Public Library – 2nd floor conference room

Thursday, November 17, 2011 5:30pm 2011 NOV 15 PM 3 29

Approval October 20th, 2011 Minutes

TOWN CLERK'S OFFICE
BOURNE, MASS

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library

New Business

FY12 Budget
FY13 Budget
Meeting Room Use
Holiday Hours

Next Meeting

Set date

Adjournment

Town Hall Copy

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 0232

2012 JAN 18 PM 3 54
TOWN CLERK'S OFFICE
BOURNE, MASS.

MINUTES

November 17, 2011

Trustees Present

Penny Myers

Diane Flynn

Heather DiPaolo

Linda Zuern

Joan Simpson

Staff Present

Patrick Marshall

H. DiPaolo called the meeting to order at 5:35 pm.

Minutes: P. Myer moved the October 20, 2011 minutes be approved; seconded by D.Flynn

Directors Report (See attached)

H, DiPaolo attended the Open Meeting Seminar. P.Marshall said there were some minor changes. The bigger offense of the law would be the use of email. Discussion ensued as to how we should use email.

Budget (see attached)

Building an Grounds

Bulletin Board is finished and in service in main entrance. Tiles are up. It's a definite change in the entrance appearance. The second Bulletin Board for the Children's Room will go up as soon as possible.

Page two

Children's Room/Teen and Tweens Program

See attached.

New Business

FY'12 Budget

FY '12 Budget was sent in to Board of Library Commissioners. Cuts were over 10 per cent of overall budget. Town Manager will be asked to attend a meeting of the State Board to explain, as the Library will have to ask for a waiver from the State regarding certification. P. Marshall will have additional conversations with Town Manager regarding this issue.

FY'13 Budget

P. Marshall discussed the preliminary budget with the Trustees. Union contracts are expiring January, 2012 and will have an impact on FY '13 Budget. There will be on-going discussions.

Meeting Room Use

Discussion will ensue at next meeting in January.

Holiday Hours

Hours follow Town Hall.

Thanksgiving: Open ½ day, Wednesday, Nov. 23, 2011; Closed, Thursday, Nov. 24, 2011; Open, Friday, November 25, 2011

Christmas: Open ½ day, Friday, Dec. 23, 2011; Open ½ day, Saturday, Dec. 24, 2011; Closed, Monday, Dec. 26, 2011; Open 1/2 day, Tuesday, Dec. 27, 2011

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TOWN CLERK'S OFFICE
BOURNE, MASS

Page three

New Years

Open, ½ day, Tuesday, Jan. 03, 2012

Next Meeting Date

It was agreed not to meet in December

Next meeting date: JANUARY 12, 2012 – 5:30 pm

Respectfully submitted

**Joan T Simpson
Acting Secretary**

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2011 JAN 13 AM 10 46

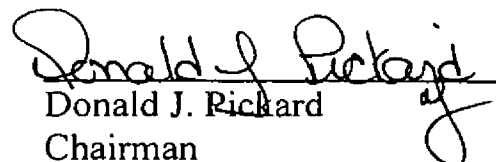
TOWN CLERK'S OFFICE

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday January 20, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne Room 100 First Floor

AGENDA

- 1) Call Meeting to Order
- 2) Approval of minutes: 12/16/10
- 3) ISWM staff and Mr. George Aronson-Update and discussion of approaches for and RFP for leasing land at the ISWM facility; update and discussion of landfill gas utilization options
- 4) Discussion on planning for joint BOS, BOH, FC, EAC meeting in February
- 5) Discussion of future meeting schedule and agenda items
- 6) Adjourn


Donald J. Rickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes
January 20, 2011, 6:00 PM, Bourne Middle School, Room 100

2011 FEB 14 AM 10 40

TOWN CLERK'S OFFICE
Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett (ISWM), Phil Goddard (ISWM), Paul Gately (Bourne Courier), Don MacPhee (resident), Jim Mulvey (resident), George Aronson (CommonWealth Resource Management Corp.).

Attachments: Power Point presentation by Mr. Aronson; proposed timelines for RFPs; memo from Mr. Aronson regarding RFP and the Route 28 turnaround; memo from Mr. Aronson regarding issues to be addressed by Town boards for the land lease RFP; memo from Mr. Aronson regarding National Grid; ISWM request for legal counsel.

- Mr. Pickard called the meeting to order at 6:06 p.m.
- A motion was made by Mr. Redman and seconded by Mr. Andrews to approve the minutes of the meeting on December 16, 2010, as amended. Approved by Mr. Pickard, Mr. Redman and Mr. Andrews. Mr. Schofield and Mr. Ware abstained.
- Mr. Aronson proceeded to go over the Power Point presentation he prepared. He discussed that the main points which are that there are key questions to be answered by counsel and the Town boards prior to issuance of the RFP for leasing the land on the abutting 25 acres and for the RFP for landfill gas utilization.
- Mr. Aronson said that National Grid (NG) requested exclusivity and confidentiality during a 6-month review and feasibility study analysis. ISWM will respond with a letter of interest that will address those points and give NG access to necessary information about our site, but not preclude ISWM from exploring other options too. Mr. Redman inquired about if Tetra Tech was doing the air permit modeling. Mr. Aronson replied yes and at the same time ISWM will work with him on a baseline landfill gas to energy model. If the NG study makes a good case the RFP text will accommodate their project in scope and evaluation criteria. Mr. Goddard noted that NG wanted 6 months for this review and Mr. Aronson said that is needed to do a thorough job. Part of the consideration that may come out the process is that NG would compensate the Town for necessary gas system improvements for their particular project.
- Mr. Goddard discussed a draft letter of interest to be sent to NG for approval by the Working Group. The main points were:
 1. Bourne will continue to pursue resolution of the air quality permitting issues and NSTAR issues associated with a conventional landfill gas-to-electricity project.
 2. Bourne plans to issue a Request for Proposals (RFP) when such issues are resolved, but no earlier than later in the summer or early fall of 2011.

3. We recommend that National Grid go forward with its plans for an in depth feasibility study regarding the viability of using landfill gas from the Bourne Landfill taking into such considerations as gas generation projections and gas quality. We understand that this will take approximately six months to complete.
 4. Bourne will commit to provide National Grid the support it has requested to perform the feasibility study of a pipeline injection project, including landfill gas data and samples, gas management system documentation, escorted access to all relevant facilities, support for technical and economic analyses to be performed by National Grid, and review of the proposed basis for system design.
 5. Based on the result of the feasibility study, Bourne will review the results and if they indicate that a project would be technically feasible and economically attractive to the Town, then the Town would ensure that the RFP (i) does not preclude, and in fact encourages, a proposal response that involves pipeline injection, notwithstanding the lack of prior experience with landfill gas pipeline injection projects at the contemplated scale and in the United States in general; and (ii) contains evaluation criteria that acknowledge and recognize the unique advantages of a pipeline injection project.
 6. Bourne will proceed with an evaluation of the economics of a conventional electric generation project as a basis for comparison with the study to be performed by National Grid and other potential uses for our landfill gas.
 7. Should National Grid choose to respond to the RFP and be the successful proposer during a public procurement process, Bourne will then enter into negotiations that would identify the roles and responsibilities of both parties, including operation of the landfill gas collection system, as well as the compensation to ISWM over the term of the agreement. This would include compensation to the Town for exclusively dedicating its landfill gas to National Grid and forgoing development of a landfill gas-to-electricity facility during this period. A development schedule would also be created that would account for approval by the Massachusetts Department of Public Utilities (DPU) and construction.
- Mr. Ware made a motion to approve the letter of interest to NG which was seconded by Mr. Schofield. All were in favor.
 - Mr. Redman asked if the RFP would ask about what changes would be made to gas collection system. Mr. Aronson said yes. Mr. Goddard noted that the Town needs to decide what criteria are the most important during the evaluation process (e.g. Payment to the Town, odor control. Mr. Pickard said that the BOS would likely work off of recommendations by ISWM staff. Mr. Barrett noted that the BOH would want input as well. Mr. Aronson noted that it is especially important with the NG proposal to get the criteria right.

- Mr. Ware asked if landfill gas to energy were still being looked at by ISWM in the interim. Mr. Barrett said yes and that a 2 engine model would be the start up to 5 engines. Mr. Ware asked how long it would last. Mr. Barrett said about 20 years with a peak at 5 years after closure which could change. Mr. Ware asked if capital amortization would be covered and Mr. Aronson said it depends on the strategy but generally yes. Mr. Barrett said it depends on how hard you run the engines, but said BFI wrote down their engines in 5-6 years. Mr. Ware concurred that it should be done in less than 10 years or sooner depending on the supply of landfill gas.
- Mr. Goddard provided an update that Tetra Tech is refining a final protocol for the air dispersion modeling with MA DEP and hopes to have a final acceptable model next week with which it can make predictions about mitigation measures such as stack height. Mr. Andrews asked if that would include the flare. Mr. Barrett said yes and that ISWM is moving forward with getting a permit no matter which direction that facility goes with an RFP. He also noted that air permit regulations from EPA and DEP are constantly changing and can be a moving target. Mr. Aronson also noted that landfills are now being considered as a source of emissions directly. Mr. Pickard asked if the permit would be granted in July and Mr. Aronson said that is a reasonable time frame.
- Mr. Aronson described issues that need to be addressed prior to issuing an RFP which include questions about potential changes to the Town Charter, the BOH site assignment, the acceptability of biosolids and infrastructure changes on Route 28 to accommodate increased traffic. Mr. Andrews said a site assignment review if needed could take 60 days. He asked if an opinion from town counsel had been received regarding the request sent out earlier. Mr. Barrett said no. Mr. Pickard asked ISWM staff to send him an e-mail with the request that was sent to Mr. Troy and ask that an opinion be rendered by the end of January. Mr. Andrews reiterated that it is critical to clarify all issues prior to issuance of an RFP. Mr. Goddard said that the joint meeting on Feb. 15th is when decisions should be made, if proposed timelines are to be achieved. Mr. Pickard indicated that Mr. Troy's office has been particularly busy recently.
- Mr. Redman noted that the charter review processing is working and Mr. Andrews concurred. Mr. Redman wondered what they could do. Mr. Pickard said that there are some things this committee cannot do vs. an elected commission and that they are working on warrant articles. Mr. Andrews said that some of the changes in the charter could be simple.
- Mr. Goddard confirmed support for moving forward with consideration of biosolids management. Mr. Andrews said that in the past the main concerns were regarding the old lagoons and that it is probably OK with the BOH now considering the use of new technology and the fact that they would approve any specific proposal. Mr. Barrett agreed that the BOH would not be adverse to this. Mr. Pickard asked who would propose managing biosolids. Mr. Barrett indicated that WeCare via gasification was one potential vendor. Mr. Goddard mentioned that they could be managed by anaerobic digestion as well. Mr. Ware said he was in favor of it. Mr. Andrews said that there is a market on the Cape and that the town would potentially have its own waste stream to manage. Mr.

Barrett said that any agreement would have to have safety, environmental and odor issues addressed and would be under the control of the BOH.

- Mr. Barrett indicated that it would be best to open up the site assignment as little as possible. Mr. Aronson said that they need to provide definitive answers in the RFP. Mr. Goddard said that an RFP would have addenda with sufficient information relevant to the development of the land such as permits, etc.
- Mr. Goddard indicated another issue to resolve is the traffic turnaround on Route 28 south. Mr. Aronson that traffic issues should be mitigated early in the process. Mr. Goddard said that closing the turnaround is the best option. Mr. Andrews said truck drivers would have to be instructed to use the Otis rotary and that teeth need to put into enforcement. Mr. Goddard said that ISWM would work on getting Cape Cod Commission (CCC) support. Mr. Redman asked if the northbound side was OK and Mr. Goddard replies it was. Mr. Aronson said that managing biosolids from the Cape could help justify the extra traffic at the site with CCC.
- Mr. Aronson went over the timeline and resources needed to move forward on both RFPs should the town vote to move forward. Mr. Andrews said that legal counsel will be needed. He suggested that they get into the timeline ASAP. Mr. Aronson said they need to find out if Mr. Troy is available. Mr. Pickard asked ISWM to include questions on the RFP legal issues and the timing questions to him for follow up with Mr. Troy.
- Mr. Mulvey commented that the letter of intent to NG is critical. He said to keep a record of expenditures so that they could be accounted for in what may come back from vendors during the proposal process so that the town recovers them should the company leave.
- Mr. Aronson asked who would review the RFPs. Mr. Pickard said that the WG or a subpart of it. Mr. Andrews said he could not participate because he is on the BOH and Mr. Pickard couldn't because he's on the BOS so he said it would be Mr. Ware, Mr. Redman and Mr. Schofield. Mr. Goddard noted that the American Reinvestment and Recovery Act grants were extended for another year which could improve the economics for proposers. Mr. Aronson said that is up to 1/3 of the cost of a project and is very attractive vs. tax credits. Mr. Redman asked if all vendors would get it. Mr. Aronson said it depends on the type of technology and the company as well as its tax status. Mr. Goddard noted that the timelines were made with getting to a decision point this year to take advantage of this recent development. Mr. Aronson the town should get RFPs on the street in July at the latest. Mr. Andrews said we need to move quickly. Mr. Redman noted that we need to get any charter issues on the warrant ASAP.
- Mr. Aronson went over the timeline for the RFP relative to landfill gas utilization. Mr. Andrews asked about third party gas inputs from a developer on the 25-acre parcel and if that could be included in the RFP. Mr. Goddard said that the RFP would address this if it's available. Mr. Andrews if the vendor selected is NG it could affect the site lease. Mr. Barrett said the terms are dicey, especially about timing. Mr. Aronson said that it would be done as an option in the wording with a percentage share to the town vs. an

absolute payment as an upside sharing arrangement. Mr. Andrews suggested that a biosolids gasification process would need some landfill gas to startup its process.

- Mr. Aronson said that a primary metering study would be needed. He asked what the town pays for electricity. Mr. Schofield said about \$.16/kWh and in July that would go to \$.14/kWh (all inclusive).
- Mr. Goddard said the next step is to get presentation discussed tonight to their respective organizations in advance so they would know what is expected on Feb. 15th. The WG needs to let ISWM know at the WG meeting on Feb. 10th if the meeting on Feb. 15th is a go or no go depending on the feedback they get and the responses from town counsel. Mr. Barrett concurred that he wants to know it's a good idea on Feb. 10th. Mr. Pickard said the BOS is meeting on Feb. 8th and that he'll put it on the agenda.
- Mr. Ware raised the issue of Phase 1 of the overall business plan process which is waste acquisition and wanted to know if we'll have enough waste to produce sufficient gas for a project. Mr. Barrett said that the Brewster contract signing was in the works for a while and was a foregone conclusion. He said the CCC Solid Waste Advisory Committee (SWAC) coalition is still holding together. Mr. Redman asked if they still want a minimum of 20 year contracts. Mr. Barrett said yes, however we could service a portion of the group for that period depending on tonnage. We also have some towns outside the group interested in contracts. He said that CCC is moving forward with their process which will start with a Request for Expressions of Interest.
- Mr. Barrett also noted that Bourne is talking about a potential large scale contract with SEMASS. Mr. Ware asked about the timeline for this process. Mr. Barrett responded that SEMASS is wondering why they are dealing with CCC at all and said they would not negotiate with themselves. Mr. Goddard noted that the Brewster deal was significantly and positively impacted by Bourne's presence in the marketplace. Mr. Barrett noted that if all the towns had taken the deal SEMASS put on the table in '09 with the ramp up fees, it would have meant about \$12.5 million in additional tipping fees in that period and Bourne helped change that game. Mr. Ware asked when a deal would come to fruition. Mr. Barrett said he is working with SEMASS. Mr. Goddard said that leverage is a key factor and that we also have put the towns on notice that we may make such move when we had our forum in November. He also said Martha's Vineyard is interesting in talking with us and that their consulting engineer may speak with us.
- Mr. MacPhee asked if we'd go out with both RFPs. Mr. Pickard said yes. Mr. MacPhee asked how the town would get paid. Mr. Aronson said by a site lease, an amount per mmBTU and through an upside revenue sharing from such things as renewable energy credits.
- Mr. Pickard asked for a motion to adjourn. Mr. Redman made such a motion which was seconded by Mr. Ware. All were in favor. The meeting adjourned at 7:39 p.m.

- The next meeting will be at 6:00 p.m. on Thursday, February 10, 2011 at Room 100 of the Bourne Middle School.

End

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TOWN CLERK'S OFFICE

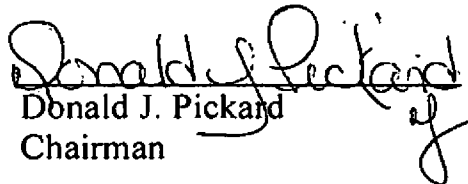
BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday February 10, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne Room 100 First Floor

AGENDA

- 1) Call Meeting to Order
- 2) Approval of minutes: 1/20/11
- 3) ISWM staff and Mr. George Aronson– Update and discussion of approaches for an RFP for leasing land at the ISWM facility; update and discussion of landfill gas utilization options; review of legal opinion from attorney Bob Troy
- 4) Discussion on planning for joint BOS, BOH, FC, EAC meeting in February
- 5) Discussion of future meeting schedule and agenda items
- 6) Adjourn


Donald J. Pickard
Chairman

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

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Donald J. Pickard
Chairman

TOWN CLERK'S OFFICE
2011 MAR 21 AM 11 02

Landfill Business Model Advisory Working Group
Meeting Minutes
February 10, 2011, 6:00 PM, Bourne Middle School, Room 100

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett (ISWM), Phil Goddard (ISWM), Asa Mintz (ISWM), George Aronson (Commonwealth Resource Management Corp.), Don MacPhee (resident).

Attachments: Barnstable County Draft Request for Expressions of Interests for solid waste and recycling services, draft Power Point presentation to the joint meeting of the BOS, BOH, FC, and EAC on 2/15/11, updated draft RFP timeline, final letter sent to National Grid 1/27/11, memo from George Aronson regarding interpretation or modification of the site assignment for the site lease RFP dated 2/3/11.

- Mr. Pickard called the meeting to order at 6:10 p.m.
- Mr. Redman made a motion to approve the minutes of January 20, 2011. Mr. Ware seconded the motion along with Mr. Schofield. The motion carried unanimously.
- Mr. Aronson discussed his draft presentation for the joint BOS, BOH, FC, EAC meeting on 2/15/11. The first item was an update on waste acquisition. Mr. Goddard said that the Cape Cod Commission (CCC) process is moving forward to issue a Request for Expressions of Interest (REI) which will be the final process as no other RFP would be issued. He said that this will short list vendors for further negotiation and that there is some flexibility with the term of the contract and about including off-Cape trash. Mr. Redman noted that less than a 20 year term is for the Town. Mr. Aronson said that 20 year deals were originally done to pay off bonds for large waste to energy facilities and that now they are risky because of constantly changing conditions. Mr. Pickard asked if off-Cape towns are looking for contracts sooner. Mr. Barrett said some are including Pembroke, Acushnet, Kingston, Hanson and potentially Plymouth.
- Mr. Aronson went to say that ISWM and Covanta are in discussions. Mr. Barrett added that it is still early in the process and both sides are exchanging information. He continued that a deal may consist of many components including leachate management or a possible leachate evaporation project at ISWM with Covanta which would save hauling and disposal fees for ISWM. Mr. Ware noted that avoided costs are as good as cash. Mr. Barrett also indicated that closure costs could possibly be financed by them too. Mr. Aronson noted that the price for ash disposal could go up because the transportation is high to go elsewhere. The rate is more in the \$40s vs. \$15-20. Mr. Barrett said every deal is different. Essentially there are limited options for Covanta for ash, but one included building a new layover phase at the landfill in Carver which has its own challenges from cost, construction and abutter perspectives. Mr. Ware asked when the "end of the day" would come with them. Mr. Barrett said potentially 60 days. Mr. Pickard said there were no details discussed at a recent meeting he attended and that Mr. Barrett is leading the way on a deal for the Town.

2011 MAR 21 11 02

- Mr. Aronson continued with the draft presentation indicating that National Grid (NG) was sent a letter of intent from the Town and that ISWM would give NG time and cooperation to finish a feasibility study while it pursued an air permit. Also, should the study be favorable, ISWM will modify the RFP to address the unique aspects of NG's project.
- Mr. Goddard discussed the air permit bullet and said that the consultant from Tetra Tech confirmed the preliminary modeling shows that a landfill gas to energy facility can be permitted.
- Mr. Aronson continued and outlined Pre-RFP issues such as Town charter and site assignment changes as well as traffic need to be address.
- Mr. Aronson continued and outlined that the RFP goals would be to attract lucrative proposals, with acceptable impacts, and realistic and stable proposals that minimize risk. The RFP strategies would be to establish clear project limits up front, evaluate vendors, evaluate technologies and the record of performance, and to secure commitments from vendors.
- Mr. Redman noted that the Town should reserve the right to reject any and all proposals. Mr. Aronson agreed and said the more we tell the vendors up front, the more clear the response and that we should make it easy to respond. Mr. Ware said target pricing should be stated. Mr. Pickard said the Mr. Mulvey told him that we wanted guarantees. Mr. Aronson said different guarantees can be requested at different times and are technology and company dependent. Questions such as "Does their proposal make sense technologically?, is it working now?, does it use existing equipment in a new way or it is all new?, what materials and applications are being considered? Some proposals may be too aggressive.
- Mr. Aronson continued that the RFP outline would have an overview, a property description, minimum site lease terms, submittal instructions and an evaluation process.
- Mr. Redman asked if you need to be so precise as to exclude something. Mr. Aronson said typically a basic structure with options would be requested. Base rent, contingency rent etc. Could be different emphasis by different vendors. We need to see if their proposals make sense. Technical evaluations are done first and then financial so you don't get influenced. Clear RFPs minimize lawsuits and should use 30b. Mr. Goddard said the CCC REI process is very loose. Mr. Pickard asked how Payment in Lieu of Taxes (PILOT) money comes into play. Mr. Aronson said he doesn't know yet. Property taxed could be deducted from host fees. Mr. Pickard said if the rent, perhaps there would be no property taxes. Mr. Aronson said there could be personal property taxes. Mr. Goddard said we need to evaluate what we want in revenue and be clear about the method of payment.

- Mr. Aronson said that the charter should be clarified per the suggested language of Town Counsel. Mr. Pickard said that the BOS has a placeholder at Town Meeting. Mr. Andrews asked if it had to go to the Attorney General. Mr. Pickard said he went to the Charter Review Committee meeting and three members of the public were there. He gave them Town Counsel's opinion and they accepted that the BOS would take the lead. He invited them to the joint meeting. Mr. Redman asked if they had to approve of the proposed changes and Mr. Pickard said no.
- Mr. Aronson continued and discussed the site assignment. ISWM seeks clarification on handling and process and certain wastestreams; combustion of gases; and technologies such as gasification, anaerobic digestion or similar processes. ISWM will work together with Town Counsel and BOH. Vendors need clear language. Mr. Andrews agreed and noted that WeCare noted during its presentation that combustion was prohibited and needed to be changed. Mr. Goddard noted that ISWM will need help regarding which avenue to approach the changes; public hearing at a regular meeting or modifying the site assignment through a hearing. Mr. Pickard said Mr. Andrews has good insight as a member of the BOH. Mr. Barrett said that in a perfect world it would have been done sooner, but we need help from the BOH now and that we are at a tough decision point. Mr. Goddard noted that another site assignment issue is the limit on tonnage. Mr. Andrews said that tonnage not for the landfill would have to be determined. Mr. Goddard said ISWM needs to know if anything is categorically off of the table before we go to an RFP. Mr. Barrett said opening the site assignment could be costly but that ISWM would pay for it and get reimbursed from the vendor(s).
- Mr. Aronson discussed the traffic slide which entailed safety issues, MEPA and CCC involvement, TEPP LLC analysis of 2006 showing up to 1,500 TPD with changes to Route 28. Can we start the process now? Mr. Goddard said ISWM is looking for feedback at the March Working Group (WG) meeting. Mr. Aronson said feedback on the technologies is sought as well.
- Mr. Andrews suggested getting approval from DEP in Boston that combustion of gases from source separated waste is ok. Mr. Goddard suggested getting feedback from MA Dept. of Energy Resources on RECs would be helpful too. Mr. Aronson said the vendors will figure that out, but he can make a call too. Mr. Pickard said that Mr. Barrett and Mr. Andrews will review the final draft of the presentation.
- Mr. MacPhee asked to get clarity from the MA DOT on changes to the turnaround on Route 28. Mr. Andrews said that some local businesses may object.
- Mr. Pickard said that we may have to issue an RFP for a potential leachate evaporation project with Covanta. Mr. Barrett said maybe and we need to see what develops with the gas utilization RFP overall. Mr. Pickard said to look at the full economic picture. Mr. Barrett said the vendor of the leachate evaporation technology is confident air regulations can be met and they are on-line at the Turnkey landfill in NH and that a field trip could be arranged. They would like to know our capital needs.

- Mr. Andrews made a motion to adjourn which was seconded by Mr. Redman. The motion carried unanimously and the meeting adjourned at 7:38 p.m.

End

Chapman, Wendy

From: Guerino, Thomas
Sent: Friday, February 11, 2011 9:04 AM
To: 'Liz Caporelli'; 'michele541@aol.com'; 'ElinorDRipley@aol.com'; 'MJM@MRAIN.C.ORG'; Coffin, Cynthia; Sundman, Nancy; Chapman, Wendy; Campbell, Cheryl
Subject: Tuesday meeting re: Landfill

The meeting will start at 7:00 not six as on Phil's agenda. I will have all agendas amended appropriately. Please let you membership know that the meeting is at 7:00.

Wendy please amend starting time for 7:00. Cheryl, please amend web posting.

2011 FEB 11 PM 3 26
TOWN CLERK'S OFFICE

2011 FEB 9 AM 9 06

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

TOWN CLERK'S OFFICE

MEETING NOTICE

Date

Tuesday
February 15, 2011

Time


6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Bourne, MA 02532
Library

AGENDA

- 1) Joint meeting with the Board of Selectmen, Board of Health, Finance Committee and Energy Advisory Committee.
- 2) Presentation by Mr. George Aronson, Commonwealth Resource Management Corp. and ISWM staff regarding:
 - update and discussion on the process of waste acquisition for the landfill;
 - update and discussion of an RFP for leasing land at the ISWM facility;
 - update and discussion of an RFP for landfill gas utilization at ISWM;
 - proposed timeline and resources for both RFPs
 - update and discussion regarding recent legal opinion from attorney Bob Troy and proposed actions relative to the Town Charter and Site Assignment
 - general discussion, questions and answers and possible votes if needed


Donald J. Pickard
Chairman

BOURNE LANDFILL BUSINESS

2011 FEB 11 PM 12:00 MODEL WORKING GROUP

TOWN CLERK'S OFFICE

MEETING NOTICE

AMENDED

Date

Tuesday
February 15, 2011

Time

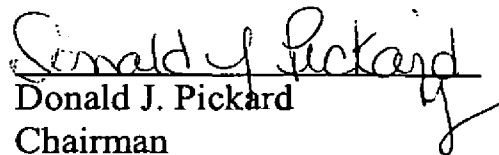
7:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Bourne, MA 02532
Library

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 - general discussion, questions and answers and possible votes if needed


Donald J. Pickard
Chairman

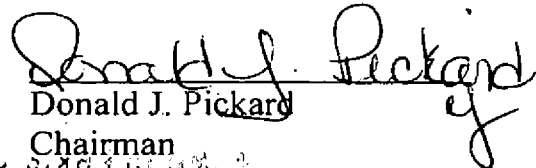
BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday March 17, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

AGENDA

- 1) Call Meeting to Order
- 2) Approval of minutes: 2/10/11
- 3) ISWM staff - Update and discussion of approaches for an RFP for leasing land at the ISWM facility including timeline, traffic issues, Town Charter changes, site assignment interpretation, a report on meeting with DEP on the combustion issue and other logistics;
- 4) ISWM staff- update and discussion of landfill gas utilization options including timeline and air permit update.
- 5) Discussion of future meeting schedule and agenda items
- 6) Adjourn


Donald J. Pickard
Chairman

TOWN CLERK'S OFFICE

2011 MAR 8 PM 10 38

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday March 17, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Room 100 First Floor

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- 4) ISWM staff- update and discussion of landfill gas utilization options including timeline and air permit update.
- 5) Discussion of future meeting schedule and agenda items
- 6) Adjourn

Donald J. Pickard
Chairman

2011 JUN 27 PM 12 29

Landfill Business Model Advisory Working Group
Meeting Minutes

2011 APR 21 March 17, 2011, 6:00 PM, Bourne Middle School, Room 100

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett (ISWM), Phil Goddard (ISWM), Paul Gately (Bourne Courier), Diana Barth (Bourne Enterprise), Don MacPhee (resident).

Attachments: draft language for a vote on traffic that would be brought to the individual boards represented on the Working Group.

- Mr. Pickard called the meeting to order at 6:04 p.m. He noted that Mr. Redman was excused as he was out of the state.
- Mr. Schofield made a motion to approve the minutes of February 10, 2011 as amended to correct typos. Mr. Ware seconded the motion. Mr. Pickard, Mr. Schofield and Mr. Ware voted to approve and Mr. Andrews abstained.
- Mr. Goddard informed the group that he and Mr. Barrett met with Mr. Colman in Boston after a meeting of an Organics Task Force at the request of the Board of Health. At that time, he asked Mr. Colman the following questions:
 1. Does the moratorium on MSW combustion also preclude anaerobic digestion, gasification, pyrolysis, or similar processes, utilizing source-separated organics, such as biosolids, source-separated food waste, or other organic wastes generated separately from MSW, processed wood products that are the output of a C&D processing facility (such as ABC), yard waste and brush, etc.
 2. Similarly, does the moratorium on MSW combustion preclude combustion of gases (CH₄, syngas, etc.) resulting from such processes and waste streams?
 3. If not, are there restrictions on the types of technology or waste streams that limit eligibility for Class I RECs?
 4. If such gases qualify as Eligible Biomass Fuel per 225 CMR 14.02, is eligibility for RECs contingent on compliance with emission standards or greenhouse-gas reduction standards, even though what is being burned is a gas rather than a solid fuel?
 5. Does the moratorium preclude the production of liquid hydrocarbon-based products (e.g. waxes, naphtha) through chemical conversion processes such as Fischer-Tropsch?
- Mr. Colman indicated that combusting gases derived from source separated organic material is acceptable. However, the use of wood waste from C&D materials is under review currently and projects are on hold. He directed ISWM to the MA Dept. of Energy

Resources for clarification on the REC issues. Mr. Goddard will confirm this understanding with Mr. Colman in writing.

- Mr. Andrews asked about how the putting projects using C&D wood on hold affected Z-Gen which uses a molten metal gasification process. Mr. Goddard said that they are developing a project in Attleboro that will use specific materials such as carpet and rail ties. Mr. Colman said those are classified as MSW and are not prohibited.
- Mr. Andrews asked about the status of the MA DEP Solid Waste Master Plan. Mr. Goddard indicated that DEP said it is in its final form and is being reviewed by the recently appointed DEP Commissioner and recently appointed EEA Secretary prior to release which is expected soon.
- Mr. Goddard updated the group that ISWM is moving forward on planning for the RFP and has spoken with Mr. Aronson. He noted that some of the potential uses for the site lease RFP could be anaerobic digestion of source separated food waste. Mr. Gately asked that if food waste comes out of the wastestream what is left for the landfill. Mr. Goddard said that the landfill could take non MSW items such as ash. Mr. Pickard asked what percentage of the MSW stream is organic and Mr. Goddard said about 30%.
- Mr. Barrett said that Mr. Goddard had sent an e-mail to Mr. Colman reiterating our understanding of our conversation in Boston and we are awaiting a response. He said it was very clear and precise and will be helpful.
- Mr. Goddard noted that he is working on the site layout of the 25 acre parcel in more detail in preparation for the RFP to ensure that all ISWM and DPW uses, as well as open space requirements, are met and that potential vendors know what pieces are available to them.
- He also noted that ISWM is working with TEPP, LLC on traffic issues and they will be updating the previous studies to address potentially sending trucks to the Otis rotary. Mr. Pickard said ISWM should be prepared to discuss the effects of not going out for an RFP. Mr. Goddard handed out a draft of wording the group could use for their respective boards regarding a vote about traffic issues.
- Mr. Ware asked how many trucks come to ISWM now. Mr. Barrett said about 100 and that could increase 15-20%. Mr. Ware asked what impact that would have. Mr. Goddard noted that flexibility with traffic would allow ISWM to diversify its business plan for the site. Mr. Barrett noted that the turnaround on Rt. 28 and the site did handle a substantial increase in traffic in 2007 when more trucks came to the landfill as a result of the shutdown of the SEMASS facility because of a fire. Mr. Pickard asked if there had been concerns during that time. Mr. Barrett said that it was handled adequately on-site. Mr. Goddard said trucks went to the Otis rotary. Mr. Pickard said we could turn away violators. Mr. Andrews stated he could not support closing the turnaround entirely. Mr. Pickard asked how forcing trucks to use the Otis rotary could be enforced. He also said that there would be a big push back from the community on closing it entirely. Mr.

Goddard said a compromise might be building a better deceleration lane and using signage. Mr. Gately asked if there is room to do the deceleration lane. Mr. Barrett said we could keep it open and ask regulators for feedback. He noted that a bigger lane might invite more traffic and that signage might be sufficient. Mr. Goddard said that we will get the answers and that based on the feedback tonight, closure of the turnaround will not be put forth. He will update the draft language for the vote and send it out to the members. He will also replace "Landfill Business Model Working Group" with "ISWM".

- Mr. Andrews asked if everyone was happy with the progress to date. Mr. Barrett said yes and we are moving forward. He said that the changes to the Town Charter will be brought forward at town meeting and that the final wording is pending Attorney Troy's approval. Mr. Pickard asked Mr. Barrett to e-mail him a reminder so he could inquire about the status of the wording from Mr. Troy. Mr. Goddard noted that ISWM is also moving forward on the RFP for utilization of the landfill gas and air permitting.
- Mr. Andrews made a motion to adjourn which was seconded by Mr. Schofield. The motion carried unanimously and the meeting adjourned at 7:04 p.m.

End

2011 APR 7 AM 10:25
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

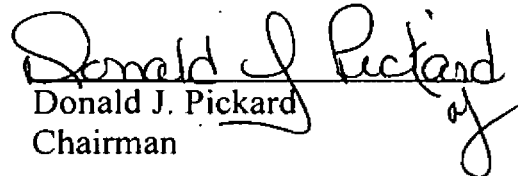
TOWN CLERK'S OFFICE

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 14, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

AGENDA

- 1) Call Meeting to Order
- 2) Approval of minutes: 3/17/11
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including timeline, traffic issues, Town Charter changes, site assignment interpretation and other logistics;
- 4) ISWM staff- update and discussion of landfill gas utilization options including timeline and air permit update.
- 5) Discussion of future meeting schedule and agenda items
- 6) Adjourn


Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
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Donald J. Pickard
Chairman

BOURNE
TOWN GREEN OFFICE
2011 JUN 27 PM 12 29

Landfill Business Model Advisory Working Group
Meeting Minutes

2011 MAY 25 AM 10:55
April 14, 2011, 6:00 PM, Bourne Middle School, Room 100

TOWN CLERK'S OFFICE
Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), John Redman (Fin. Com.), Dan Barrett (ISWM), Phil Goddard (ISWM), George Aronson (CommonWealth Resource Management Corp.).

Attachments: updated RFP schedules; sample pro forma for a gas to energy plant; draft outline for landfill gas utilization and land lease RFPs.

- Mr. Pickard called the meeting to order at 6:05 p.m.
- Mr. Andrews made a motion to approve the minutes from 3/17/11, which was seconded by Mr. Ware. Mr. Redman abstained and the rest were in favor.
- Mr. Goddard updated the group that the major issues that needed to be discussed prior to issuing an RFP are in good shape. Traffic issues, materials and processes, permitting, site assignment and town charter changes and site plan are looking positive. He further noted that ISWM had good meeting with Cape Cod Commission (CCC) staff. The annual town meeting will address the charter change for ISWM.
- He then discussed the timeline and noted that it is still on track, although slightly compressed. ISWM will be working closely with Mr. Aronson.
- Mr. Andrews suggested that a checklist be developed for potential proposers so they know what steps are needed to be successful. We also need to know their schedule. Mr. Aronson said we'd work closely with the successful proposer. Mr. Goddard said we'd be partnering with them in some fashion.
- Mr. Ware asked how much is this all worth. Mr. Aronson said there are two RFPs; land lease and gas utilization. He handed out a pro forma on a typical gas plant that estimated about \$150,000 per year to the town plus savings on costs to manage the gas and maybe utilities. Mr. Pickard noted that ISWM could save money by using the heat to evaporate leachate. Mr. Aronson noted that there may be an option to have a hybrid system. Mr. Goddard said that there are currently three scenarios for the landfill gas developing. 1.) a traditional gas to energy plant 2.) utilizing some of the gas for leachate evaporation 3.) direct pipeline injection.
- Mr. Ware suggested that Harvest Power's type of operation would only be able to afford to give about 5% of its gross revenue. Mr. Aronson said a lease would be about \$100,000 but noted that the upside revenue sharing is unknown. Mr. Ware wanted to know what a vendor should pay to buy into our site. Mr. Goddard said that we would need to get some payback for our expenses to develop the site and put out an RFP. Mr. Aronson said the key is to not ask for too much or too little. Mr. Ware said we needed to know their

business model. Mr. Aronson noted we need to be aware of what bonuses we could get by helping them get ARRA money by signing a contract by the close of 2011.

- Mr. Ware noted that for about 5 acres we'd get \$100,000 per year. Mr. Aronson said that it may be less for the lease if we get a host too. He said a lump sum up front plus an upside revenue sharing arrangement makes sense. Mr. Goddard noted that we would have to put in guarantees to protect the town. Mr. Aronson added that payments could be made at certain project milestones. Mr. Goddard said that we bring a lot to the table because the value we've added to the site and the savings in development costs for the proposer.
- Mr. Andrews asked if we could have different host fees on the same site. Mr. Goddard said yes. Mr. Barrett said that when he was at BFI they paid \$5.65/ton to East Bridgewater. Mr. Ware asked how the revenue would be allocated. Mr. Goddard said that the host fee would go directly to the General Fund and the lease would likely to the ISWM Enterprise Fund. Mr. Pickard said that the personal property rate may be the same as the real estate rate and we could get money for their equipment. Mr. Barrett noted that certain equipment may be exempt and we should not rely on that income. Mr. Ware was not concerned so much about sources versus total compensation. Mr. Aronson said upside revenue sharing could be part of the lease and Mr. Barrett concurred. Mr. Ware would like to have a session on gross revenue.
- Mr. Aronson went over questions regarding the lease RFP. He noted that we need to tell the proposers our plan for the landfill. Mr. Andrews said the landfill would be available for leases. Mr. Barrett said caution is warranted about residuals and the definition. Mr. Aronson said a guarantee structure on percentage and quality of residuals and different rates must be spelled out. Mr. Pickard indicated that the scale tonnage would be used as an indicator of trends. Mr. Andrews said that a definition of daily tonnage must be calculated.
- Mr. Ware asked if we can do both anaerobic digestion and a gas plant. Mr. Barrett responded that we have sufficient space for both. Mr. Goddard added that National Grid is moving forward with a feasibility study. Mr. Pickard asked about the costs for management of organics. Mr. Barrett said about \$25/cubic yard.
- Mr. Aronson asked what role the town wants in the technical evaluation. Also, he asked if bonds should be involved. What role does the town play with testing, oversight, etc? Mr. Goddard said that we are involved because the Town owns the permits. Mr. Andrews added that ISWM is in effect a co-signer. Mr. Barrett said that complaints about operations would still come to ISWM as site manager. Mr. Aronson said that acceptance testing is a good idea and milestones need to be identified.
- Mr. Pickard said that the 20%-30% organics in the wastestream is good and that commercial sources would be helpful. Mr. Andrews said Watts Farms is doing it. Mr. Barrett said that in the case of Harvest Power, they've partnered with Waste

Management, Inc., the largest hauler in the world. Mr. Goddard said that we need to ask the tough questions about the business model of any proposer.

- Mr. Aronson asked about a plan of services and wanted to go through the options. He noted that we need to know if the building must be built using prevailing wage rates. Mr. Goddard said that a draft RFP will be in the works in May for the land lease. Mr. Aronson noted that the landfill gas utilization RFP is easier and can be done second. With regard to the landfill gas several items come up including who operates the landfill gas collection system and under what parameters. Mr. Barrett noted that odor mitigation trumps all other issues. Other issues include well drilling schedules and dewatering wells. Mr. Barrett noted that there issues over odor at the Fall River landfill and that there was some conflict over wellfield control. Mr. Goddard noted that our landfill business model could have an impact on gas production depending on whether it's predominantly MSW or dirt and that we could also potentially add in biogas from an anaerobic digester.
- Mr. Ware commenting on Mr. Aronson's gas plant pro forma asked how he arrived at \$7.2 in capital costs. Mr. Aronson said that was based on his experience with the Crapo Hill Landfill project his firm developed. Mr. Ware asked what it included and Mr. Aronson said the interconnection, building and engines. Mr. Ware asked about soft costs and Mr. Aronson said it was about \$1.2 million of the \$7.2 million project.
- Mr. Ware suggested that the Town get an upfront fee from proposers in the range of \$250,000. Mr. Aronson said that that amount may be harder to meet. Mr. Ware asked what a buy-in is worth and Mr. Aronson noted that an interconnection to the grid is costly.
- Mr. Goddard said that the homework for the group would be to review Mr. Aronson's outlines and the RFPs sent out previously from other projects and to develop ideas and questions. Mr. Aronson said that the RFP for the gas utilization would be next. Mr. Goddard offered that comments could be e-mailed to him.
- The next meeting is scheduled for Thursday, May 19, 2011 at 6:00 p.m.
- Mr. Andrews noted that ISWM is holding an Open House on Saturday, May 21, 2011 at 10 a.m. – 2 p.m. He asked Mr. Pickard if the trip to the Turnkey Landfill were still on and Mr. Pickard said yes.
- Mr. Andrews made a motion to adjourn which was seconded by Mr. Ware. All were in favor. The meeting was adjourned at 7:25 p.m.

End

2011 MAY 4 PM 12.25

TOWN CLERK'S OFFICE

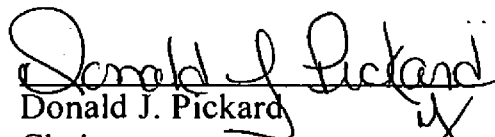
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday May 19; 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

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- 5) Chairman Pickard- report and discussion of recent trip to Waste Management, Inc.'s Turnkey Landfill in Rochester, NH to investigate leachate evaporation technology.
- 6) Discussion of future meeting schedule and agenda items
- 7) Adjourn


Donald J. Pickard
Chairman

2011 SEP 9 AM 10 14

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Date

Thursday
May 19, 2011

Time

6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Bourne, MA 02532
Room 100 First Floor

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Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes
May 19, 2011, 6:00 PM, Bourne Middle School, Room 100

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett (ISWM), Phil Goddard (ISWM), George Aronson (Commonwealth Resource Management Corp.), Paul Gately (Bourne Courier).

Stanley Andrews (excused)

Handout: Draft matrix of RFP payments and milestones.

- Meeting called to order at 6:05 p.m.
- Mr. Pickard asked for a motion to approve minutes of 4/14/11, motion made to approve with corrections by Mr. Redman, second Mr. Ware. All were in favor.
- Mr. Aronson wanted to go over the main points of compensation for the RFP. Three main phases; development, construction, commercial operation date (COD) and of course, the RFP period as well. First, need definition of "start of construction" include notices to start of various issues, permits etc. Similarly, COD should discuss items such as when they begin to accept product or if they need interconnection with NSTAR. Ask respondents outside limit on schedule for each, within our defined limits. Judgment call as to how firm we are. Why is this important? COD important to start the term which will trigger payments and enforcement on the limit on residuals as well.
- Mr. Ware asked about 3 years time for construction and concerned that it was too much. Mr. Barrett said we can rank them such as most preferable less than 2 years, preferable 2-3 years, up to 3 years least preferable. We don't want to scare them away but also want to be able to discharge them if they don't perform. We can use increasing site payments as milestones are achieved and have to keep it simple. Developers should give us timeline and if they don't make it, they pay.
- Mr. Redman asked if a bond will be provided when contract signed and how to make the town whole if they fail. Mr. Aronson said to get it at start of construction to take facility down if it goes wrong. Wildcards could include DEP permits, town, CCC. He added that we've got to sell in the pre-bid that we are helping with the permitting issues. We won't accept their inability to get financing or science issues with their process as excuses for delays. However, we can give them dispensation for permitting or government issues. Mr. Ware said the developers will want as long a term as possible, he prefers 2 years maximum on development and asked what about Mr. Aronson's experience. Mr. Aronson said it's flexible. Mr. Barrett said there are not a lot of projects like this. Waste ban on food waste is slated for 2014; maybe we start with two then move to three years. He added that qualifications will be ranked including their timeline Mr. Ware suggested using months vs. years (e.g. 30 months), gets them thinking month to month tracking. Mr. Redman said if they stumble they could still pay. Mr. Aronson said we could

increase the site lease and we have incentives with good outs. Mr. Pickard said as a prequalification we can we get a financing plan from them. Mr. Aronson said you can ask for at least one investor letter. Mr. Redman said if they put in earnest money they are serious.

- Mr. Goddard said we can save them about 2 years in development because of the permitting work we've done, including our work with MEPA, CCC etc. Mr. Aronson said we'll also ask what they will use at our site (e.g. loading dock) and what are you willing to pay for it. Give us your wish list. Mr. Goddard said Harvest Power said they could do it in two years as he recalled.
- Mr. Aronson said COD is the key to starting the clock. Trigger could be tonnage accepted or connection date etc. We don't want to get bogged down in their financing problems nor do we want permitting to hold it up. Therefore go with an operational model. Mr. Ware said if they are in commercial enterprise they will be making cash flow therefore we should be making cash flow. Mr. Barrett cautioned that we might have trouble getting information from a private company. Mr. Aronson said to ask for it and then negotiate. Mr. Goddard said we will know the tonnage over the scale. There may be development outs to avoid COD as long as possible. Mr. Aronson said that the RFP has three lump sums; Site lease execution \$25,000, \$75,000 on construction date then \$100,000 on COD.
- Mr. Goddard asked should we go for development on the 5 acres to start. Mr. Barrett said the parcel north of the transfer station is an area we may want to keep as it may become available for a possible transfer station for single stream recycling. Mr. Ware said put it in and we could always say no, shouldn't we see what we get? Mr. Goddard noted that ISWM just filled in pond that could be used east of that area that might be able to be used. Mr. Ware said to go for it all.
- Mr. Ware commented about reasonable lump sums. Pays for our permits for our prep work. If not us they would have had to pay somewhere else. Mr. Redman asked if it is refundable. Mr. Aronson said only if we can't reach agreement on a reasonable basis. Mr. Goddard said that however \$2,000 to buy an RFP package is not. Mr. Aronson said it was big enough to get serious players and keep away tire kickers.
- Mr. Aronson said we can ask them about the tax rebate we want shared if they get it. He said to get host fees, product revenues share and lease payments. Once COD, get minimum host fee tonnage amount, min. % on revenue share too. Reimbursement for town's costs for permitting needed, MEPA, CCC, boards etc. They pay for betterments on site if needed. Tip fee surcharge for non processables and residuals and if the limits are abused then we'll surcharge. We need to know what the rates for each are upfront. Mr. Redman said they need to be competitive in the market. Mr. Barrett said they could take it elsewhere if they want. Mr. Goddard said we don't want a lightly processed material in the landfill that is simply diverted from their process. Mr. Aronson said no speculative accumulation will be allowed such as endless stockpiling of compost at the Nantucket project. Mr. Aronson said we are going to ask them for a pro-forma. He

wants the counsel to guide us on how to keep things confidential. Mr. Barrett said we'll be working with Tom on getting legal help. Mr. Aronson said two pro-formas are needed a minimum case and a best case.

- Mr. Redman said we should expect companies with references and track record. Mr. Aronson said it may be of the company and partners not the technology itself if it's new. Also, there may be a LLC especially for the project. We are going to ask for the qualifications of the team and we only can go so far.
- Mr. Ware noted he liked the leachate evaporation technology and impressed that Waste Management, Inc. (WM) was moving forward.
- Mr. Barrett said he looking for investments by the company in the technology they are promoting. What's their market for the products? He likes plasma arc because the residuals amount is small vs. large poor quality compost.
- Mr. Aronson said vendors need to show license for the technology they'll use and show a demonstrated project that's similar at the same scale with similar feedstock or they'll have to explain. We can reject if it doesn't make sense as a minimum requirement. Mr. Redman said we are not compelled to accept a project. Mr. Aronson said be careful that they could sue so we need to have minimum performance standards. Mr. Goddard said we've had experience with this last time we went out to bid and a vendor provided a glib answer about end use of their products. He noted we cannot allow this to happen again. Mr. Aronson also noted that we expect that reasonable measures to prevent objectionable odor emissions will be required. Mr. Goddard noted that their business is our business so we need to make sure they have a plan that makes sense.
- Mr. Aronson said we need to think about how to integrate the RFPs for the land lease and gas utilization. Gas may be produced on the land, but we only can count on what they will do stand alone. They may be able to take the gas from the landfill or give it to us, but they must provide a stand-alone version first. Let them show options. The base case is pure. You could do leachate as a stand-alone bid too. Start with the flare for heat then engine waste heat later.
- Mr. Ware asked if we are going to do a separate RFP for leachate. Mr. Aronson said we should consider lease-to-buy. Mr. Pickard asked if ISWM is satisfied with the leachate evaporation technology. Mr. Barrett responded that we can use the RFP framework for a lease and gas we can spin off an RFP for the leachate later. Capital outlay for ISWM to build could be tough and to lease to buy would be better. Mr. Pickard asked about the status of the technology. Mr. Aronson said there are only one or two issues. This newer generation seems easier to do vs. the older tech he had used. Mr. Goddard said we are putting their tech folks in touch with Tetra Tech who is doing our air permitting. Perhaps we could do it sooner. Mr. Ware asked what would be the best use of the gas. Mr. Aronson said it's good to use the engine heat for leachate evaporation after producing power. Mr. Pickard asked if it's a lease for the evaporator do we have go to town

meeting for approval? Mr. Aronson said to do a lease-to-buy later. Mr. Goddard said WM has not bought the technology and that it's a demonstration at this point. Mr. Barrett said Heartland wants to lease it to us. Mr. Aronson said the town should control whose liquids they treat. Mr. Pickard said only if we get a share of the revenue. Mr. Goddard said the BTUs we have limit how much water you can take in for other customers. Mr. Pickard said our leachate costs are an incentive. Mr. Redman said they wanted to run it on our site. Mr. Ware said put out an RFP. Is it a capital lease? Mr. Barrett said don't put out cash, site lease preferable and lease-to-own in 3-5 years. If we go to the typical town process it could be a ten year payback. Mr. Ware said it would be an operating lease vs. capital lease. Mr. Barrett said he has questions on the technology, stack temp and emissions etc. Mr. Aronson said it operates at only 700 degrees and therefore the time in the stack is increased or the throughput would be limited. Mr. Barrett said every landfill is different so we have to be careful. Mr. Redman asked how many years will leachate be produced after closure. Mr. Barrett said five years afterward is the peak. East Bridgewater landfill still pumping leachate 15 years later. Mr. Ware noted that it is still producing gas.

- Mr. Goddard said that the timeline for RFPs for land lease and the gas utilization is soon. We will email both drafts by May 31st, including the Town Administrator as the Chief Procurement Officer such that at the June 16 meeting we can have a substantive discussion from 6-9 p.m. We could put out a separate leachate evaporation RFP later this summer. Mr. Pickard asked if we should we meet before the 16th. Mr. Aronson said to email him questions. Mr. Schofield said we're relying on Mr. Aronson for guidance. Mr. Redman said once bids are in that Mr. Andrews and Mr. Pickard will recuse themselves from the selection process so they can vote on contracts/proposals that come before their respective boards.
- Mr. Aronson said the RFP package is thick because of the background issues, permitting discussion that shows the homework that we did. We laid it all out for the proposer. The second part of the package will use bullets and tells them what the Town will do and what they need to do which will be easy to convert to a site lease. It will include RFP instructions, evaluation criteria, transmittal letter which is essentially a letter of intent that is signed by a key player asking them to submit a draft site lease with the proposal. We'll see what the pre-bid temperature is on that. He noted that maybe including a lease will merit an "advantageous" grade from the evaluators but won't be a requirement.
- Mr. Redman asked about how the RFP would be advertised. Mr. Goddard said we cannot skimp on this and therefore we need to spend money on ads (¼ page) in trade magazines, outreach to trade groups such as SWANA, NSWMA and EBC-NE, put it on our website and of course through the state process.
- Mr. Pickard asked if we need to meet again prior to 6/16. It was decided to set up 6/9 as a contingent meeting date.
- A motion to adjourn was made by Mr. Redman and seconded by Mr. Schofield. All were in favor. The meeting was adjourned at 7:15 p.m.

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday May 19, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Room 100 First Floor

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2011 JUN 27 PM 12 29

Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes
May 19, 2011, 6:00 PM, Bourne Middle School, Room 2000 JUN 15 AM 10 51

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TOWN CLERK'S OFFICE

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increase the site lease and we have incentives with good outs. Mr. Pickard said as a prequalification we can we get a financing plan from them. Mr. Aronson said you can ask for at least one investor letter. Mr. Redman said if they put in earnest money they are serious.

- Mr. Goddard said we can save them about 2 years in development because of the permitting work we've done, including our work with MEPA, CCC etc. Mr. Aronson said we'll also ask what they will use at our site (e.g. loading dock) and what are you willing to pay for it. Give us your wish list. Mr. Goddard said Harvest Power said they could do it in two years as he recalled.
- Mr. Aronson said COD is the key to starting the clock. Trigger could be tonnage accepted or connection date etc. We don't want to get bogged down in their financing problems nor do we want permitting to hold it up. Therefore go with an operational model. Mr. Ware said if they are in commercial enterprise they will be making cash flow therefore we should be making cash flow. Mr. Barrett cautioned that we might have trouble getting information from a private company. Mr. Aronson said to ask for it and then negotiate. Mr. Goddard said we will know the tonnage over the scale. There may be development outs to avoid COD as long as possible. Mr. Aronson said that the RFP has three lump sums; Site lease execution \$25,000, \$75,000 on construction date then \$100,000 on COD.
- Mr. Goddard asked should we go for development on the 5 acres to start. Mr. Barrett said the parcel north of the transfer station is an area we may want to keep as it may become available for a possible transfer station for single stream recycling. Mr. Ware said put it in and we could always say no, shouldn't we see what we get? Mr. Goddard noted that ISWM just filled in pond that could be used east of that area that might be able to be used. Mr. Ware said to go for it all.
- Mr. Ware commented about reasonable lump sums. Pays for our permits for our prep work. If not us they would have had to pay somewhere else. Mr. Redman asked if it is refundable. Mr. Aronson said only if we can't reach agreement on a reasonable basis. Mr. Goddard said that however \$2,000 to buy an RFP package is not. Mr. Aronson said it was big enough to get serious players and keep away tire kickers.
- Mr. Aronson said we can ask them about the tax rebate we want shared if they get it. He said to get host fees, product revenues share and lease payments. Once COD, get minimum host fee tonnage amount, min. % on revenue share too. Reimbursement for town's costs for permitting needed, MEPA, CCC, boards etc. They pay for betterments on site if needed. Tip fee surcharge for non processables and residuals and if the limits are abused then we'll surcharge. We need to know what the rates for each are upfront. Mr. Redman said they need to be competitive in the market. Mr. Barrett said they could take it elsewhere if they want. Mr. Goddard said we don't want a lightly processed material in the landfill that is simply diverted from their process. Mr. Aronson said no speculative accumulation will be allowed such as endless stockpiling of compost at the Nantucket project. Mr. Aronson said we are going to ask them for a pro-forma. He

wants the counsel to guide us on how to keep things confidential. Mr. Barrett said we'll be working with Tom on getting legal help. Mr. Aronson said two pro-formas are needed a minimum case and a best case.

- Mr. Redman said we should expect companies with references and track record. Mr. Aronson said it may be of the company and partners not the technology itself if it's new. Also, there may be a LLC especially for the project. We are going to ask for the qualifications of the team and we only can go so far.
- Mr. Ware noted he liked the leachate evaporation technology and impressed that Waste Management, Inc. (WM) was moving forward.
- Mr. Barrett said he looking for investments by the company in the technology they are promoting. What's their market for the products? He likes plasma arc because the residuals amount is small vs. large poor quality compost.
- Mr. Aronson said vendors need to show license for the technology they'll use and show a demonstrated project that's similar at the same scale with similar feedstock or they'll have to explain. We can reject if it doesn't make sense as a minimum requirement. Mr. Redman said we are not compelled to accept a project. Mr. Aronson said be careful that they could sue so we need to have minimum performance standards. Mr. Goddard said we've had experience with this last time we went out to bid and a vendor provided a glib answer about end use of their products. He noted we cannot allow this to happen again. Mr. Aronson also noted that we expect that reasonable measures to prevent objectionable odor emissions will be required. Mr. Goddard noted that their business is our business so we need to make sure they have a plan that makes sense.
- Mr. Aronson said we need to think about how to integrate the RFPs for the land lease and gas utilization. Gas may be produced on the land, but we only can count on what they will do stand alone. They may be able to take the gas from the landfill or give it to us, but they must provide a stand-alone version first. Let them show options. The base case is pure. You could do leachate as a stand-alone bid too. Start with the flare for heat then engine waste heat later.
- Mr. Ware asked if we are going to do a separate RFP for leachate. Mr. Aronson said we should consider lease-to-buy. Mr. Pickard asked if ISWM is satisfied with the leachate evaporation technology. Mr. Barrett responded that we can use the RFP framework for a lease and gas we can spin off an RFP for the leachate later. Capital outlay for ISWM to build could be tough and to lease to buy would be better. Mr. Pickard asked about the status of the technology. Mr. Aronson said there are only one or two issues. This newer generation seems easier to do vs. the older tech he had used. Mr. Goddard said we are putting their tech folks in touch with Tetra Tech who is doing our air permitting. Perhaps we could do it sooner. Mr. Ware asked what would be the best use of the gas. Mr. Aronson said it's good to use the engine heat for leachate evaporation after producing power. Mr. Pickard asked if it's a lease for the evaporator do we have go to town

meeting for approval? Mr. Aronson said to do a lease-to-buy later. Mr. Goddard said WM has not bought the technology and that it's a demonstration at this point. Mr. Barrett said Heartland wants to lease it to us. Mr. Aronson said the town should control whose liquids they treat. Mr. Pickard said only if we get a share of the revenue. Mr. Goddard said the BTUs we have limit how much water you can take in for other customers. Mr. Pickard said our leachate costs are an incentive. Mr. Redman said they wanted to run it on our site. Mr. Ware said put out an RFP. Is it a capital lease? Mr. Barrett said don't put out cash, site lease preferable and lease-to-own in 3-5 years. If we go to the typical town process it could be a ten year payback. Mr. Ware said it would be an operating lease vs. capital lease. Mr. Barrett said he has questions on the technology, stack temp and emissions etc. Mr. Aronson said it operates at only 700 degrees and therefore the time in the stack is increased or the throughput would be limited. Mr. Barrett said every landfill is different so we have to be careful. Mr. Redman asked how many years will leachate be produced after closure. Mr. Barrett said five years afterward is the peak. East Bridgewater landfill still pumping leachate 15 years later. Mr. Ware noted that it is still producing gas.

- Mr. Goddard said that the timeline for RFPs for land lease and the gas utilization is soon. We will email both drafts by May 31st, including the Town Administrator as the Chief Procurement Officer such that at the June 16 meeting we can have a substantive discussion from 6-9 p.m. We could put out a separate leachate evaporation RFP later this summer. Mr. Pickard asked if we should we meet before the 16th. Mr. Aronson said to email him questions. Mr. Schofield said we're relying on Mr. Aronson for guidance. Mr. Redman said once bids are in that Mr. Andrews and Mr. Pickard will recuse themselves from the selection process so they can vote on contracts/proposals that come before their respective boards.
- Mr. Aronson said the RFP package is thick because of the background issues, permitting discussion that shows the homework that we did. We laid it all out for the proposer. The second part of the package will use bullets and tells them what the Town will do and what they need to do which will be easy to convert to a site lease. It will include RFP instructions, evaluation criteria, transmittal letter which is essentially a letter of intent that is signed by a key player asking them to submit a draft site lease with the proposal. We'll see what the pre-bid temperature is on that. He noted that maybe including a lease will merit an "advantageous" grade from the evaluators but won't be a requirement.
- Mr. Redman asked about how the RFP would be advertised. Mr. Goddard said we cannot skimp on this and therefore we need to spend money on ads (¼ page) in trade magazines, outreach to trade groups such as SWANA, NSWMA and EBC-NE, put it on our website and of course through the state process.
- Mr. Pickard asked if we need to meet again prior to 6/16. It was decided to set up 6/9 as a contingent meeting date.
- A motion to adjourn was made by Mr. Redman and seconded by Mr. Schofield. All were in favor. The meeting was adjourned at 7:15 p.m.

DRAFT 5/19/11

Town of Bourne RFP on the 25-acre site			
Project phase	Development	Construction	Operation
Start point	Execute site lease	Start of construction	Commercial operation date (COD)
End point	Start of construction	COD	End of term
Timing of events for site lease provisions	Respondent proposals include a maximum development period in months. Must be < 3 years.	Respondent proposals include a maximum development period in months. Must be < 2 years.	COD is the start of: <ul style="list-style-type: none"> The 15-year term Contract years for compensation shortfall payments Limits on residuals
Lump sum payments	\$25k on site lease execution	\$75k on construction date	\$100k on COD Sharing of lump-sum 1603 rebate or ITC
Ongoing payments	\$2500/quarter fixed	\$2500/quarter fixed Host fees on start-up Lessee Revenue Share on start-up Sharing of tax credits	\$2500/quarter fixed Host fees Lessee Revenue Share on gross revenues Sharing of tax credits
Reimbursements	Town permitting costs Board fees Infrastructure fees	Town permitting costs Board fees Infrastructure fees Transfer station tip fees Landfill tip fees	Town permitting costs Board fees Infrastructure fees Transfer station tip fees Landfill tip fees
Penalties for performance shortfalls	\$12,500/quarter if construction date is late (after proposed date)	\$12,500/quarter if COD is late (after proposed date)	Host fees if actual tonnage is less than Minimum Host Fee Tonnage Lessee Revenue Share if actual gross revenue is less than Minimum Gross Revenue Tip fee surcharges for landfilling of residuals and non-processibles above Landfill Rate
Security	Required Insurance	Required Insurance Bond or escrow account for facility removal and site restoration	Required Insurance Bond or escrow account for facility removal and site restoration Optional Guarantor for advantageous rating

Gas Management: proposal based on stand-alone gas utilization

- Options to (a) put gas to the utilization facility if available; or (b) bid on the LFG RFP

Evaluation criteria

- Minimum – completeness, consistent design, technology access, reference facility, odor control
- Comparative – business deal changes, plan of services, compensation, executed site lease

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday May 19, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

AGENDA

- 1) Call Meeting to Order
- 2) Approval of minutes: 4/14/11
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including timeline, traffic issues, Town Charter changes, site assignment interpretation, site plan review and other logistics;
- 4) ISWM staff- update and discussion of landfill gas utilization options including timeline and air permit update.
- 5) Chairman Pickard- report and discussion of recent trip to Waste Management, Inc.'s Turnkey Landfill in Rochester, NH to investigate leachate evaporation technology.
- 6) Discussion of future meeting schedule and agenda items
- 7) Adjourn

Donald J. Pickard
Chairman

2011 JUN 2 AM 11 01

TOWN CLERK'S OFFICE

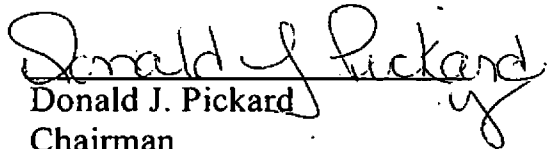
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday June 9, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 5/19/11.
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including parcel selection, text and timeline, permitting, legal questions and other logistics.
- 4) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- update and discussion of landfill gas utilization options including RFP text and timeline, parcel selection, air permit update and other logistics.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday June 9, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Room 100 First Floor

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 5/19/11.
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including parcel selection, text and timeline, permitting, legal questions and other logistics.
- 4) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- update and discussion of landfill gas utilization options including RFP text and timeline, parcel selection, air permit update and other logistics.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP
TOWN ENGINEERING DEPARTMENT
2011 JUN 27 PM 12 29

Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group

Meeting Minutes

2011 JUN 27 PM 12:27
June 9, 2011, 6:00 PM, Bourne Middle School, Room 100

~~TOWN CLERK'S OFFICE~~

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bill Ware (Capital Outlay), Bob Schofield (EAC), Stanley Andrews (BOH), Dan Barrett (ISWM), Phil Goddard (ISWM), George Aronson (Commonwealth Resource Management Corp.).

Handout: Draft land lease RFP, talking points regarding RFPs, landfill gas curve information and leachate destruction capabilities, landfill gas RFP key provisions.

- Meeting called to order at 6:03 p.m.
- Motion to approve minutes from 5/19/11, with corrections, made by Mr. Schofield and seconded Mr. Redman. All in favor.
- Mr. Aronson discussed talking points handout on RFPs. He discussed how much gas ISWM has and how much leachate can we process. A mass balance was presented in a gas curve. MSW produces more gas than if we put in ash. He showed curves dedicated toward leachate evaporation or using waste heat from a two engine gas to energy plant. If we accepted all MSW to 2024 we can process 8-14 million gallons of leachate per year. If you use waste heat, you can only process about 1/3 of the leachate. ISWM could still do some leachate and some gas but not all. The best way to decide is to bid out leachate and bid out gas and let them tell us with real numbers from vendors. Write a leachate evaporation request for bids (RFB). Mr. Ware asked if you're really looking at cash flow from each option and what's the value of gas for electricity? Mr. Aronson said, that will be reflected in the site lease. Mr. Ware asked if there is a retail price for the gas. Mr. Aronson said, not really. Mr. Aronson said about \$50,000-\$60,000 gas sales if there are two engines. Mr. Schofield asked what it's worth to them. Price for power, plus renewable energy certificates. Mr. Barrett also questioned the stack temp for VOC destruction which is 1,400 degrees F and the stack for leachate evaporation is about 700 degrees F. He noted that this could be a problem in MA different regulations than NH.
- Mr. Barrett said that the leachate is higher at a higher volume now and will go down as areas are closed. Mr. Aronson said this will close the gap on treating all the leachate. Mr. Ware said the RFP will help us discern this. Mr. Aronson said that the RFP for land could add new gas sources and/or they could take the leachate. Mr. Ware noted that ISWM should put out all three bids at the same time to see how it all interacts. Mr. Aronson said the RFP for gas can go out a little later. He noted that we'll find out from the vendors what the opportunities are.
- Mr. Ware asked if ISWM is planning on having a 1-2 page executive summary in each of the RFPs to get to the point. Mr. Aronson said we'll move up the matrix soon in the text. Mr. Ware noted that we should be concise for the upper management at vendors. Mr. Ware noted that we don't refer to the possibility of increasing the capacity of the landfill via mechanically stabilized earthen berm and asked if we could you put something in

there about potential expansion using that technology. Mr. Barrett said that this is a good point and that there is room along the border of the properties. Mr. Ware said to include the potential for expansion. Mr. Barrett said it's always been the goal of the Town to develop technologies diversion, but will reserve the goal of expanding the landfill if needed. Mr. Pickard asked that "draft" be on the cover page of the RFP for now.

- Mr. Andrews asked who will pay for the site assignment changes. He noted that there are consulting fee requirements for the BOH and that we should make it clear. Mr. Barrett said that expense for the site assignment will be borne by ISWM. We want to own it. Mr. Andrews asked about the technical review fees for the BOH? Mr. Barrett said that would be paid by the vendor.
- Mr. Ware commented that one of the purposes of the developments would be to provide capital resources to the Town. Some of the vendors could offer in-kind compensation such as a new building vs. cash. Mr. Barrett said he is concerned about ISWM debt load and that ISWM is considering refinancing options. Regarding the lease payments, they should be applied to the ISWM debt. He wonder if could build a building for us as part of the compensation to the Town. Mr. Pickard related that a fire station on the north shore that was shared by two towns that was built by a condominium developer. Mr. Andrews asked about other site areas. Mr. Barrett said we'd have the approximate 6-acre parcel contiguous land and possible a 3-acre parcel at locations to be determined. Mr. Goddard said the benefit to the vendors is site improvements on permitting and potentially buildings as an option. Mr. Aronson said he'll add the in-kind option too.
- Mr. Ware asked about marketing the RFP. Mr. Goddard said that it would be covered in a wide band of outlets.
- Mr. Aronson directed folks' attention to the timeline. Middle of Sept. due date. Oct. and November evaluation and Dec. site lease execution. He noted that this is a challenging schedule. Mr. Ware is comfortable with the schedule. Mr. Andrews asked if we had counsel on board. Mr. Pickard asked if there needs to be a joint meeting again prior to issuance. Mr. Barrett will call Ms. Peterson to see if the BOH would like to hear about the RFP timing, as suggested by Mr. Andrews, including if a copy should be sent. Mr. Goddard said all boards have approved the RFP process. Mr. Pickard will ask Mr. Guerino to put an update on the RFP process for the BOS meeting on June 21, 2011.
- Mr. Barrett updated that we sent a request to legal counsel and we'll have an answer back for next meeting. Mr. Redman asked if Mr. Guerino has reviewed the RFP. Mr. Goddard said yes, as his role as Chief Procurement Officer. Mr. Barrett said one question to counsel will be to see if Troy Wall Associates will be the lead counsel. Mr. Pickard asked that Mr. Troy get the RFP draft soon.
- Mr. Redman asked about pipeline quality gas item and should it remain. Mr. Goddard said that it should remain to account for the possibility of the vendors that were working with National Grid. Mr. Barrett noted that the BOS voted to send the charter changes to

the state legislature soon. Mr. Aronson will add a form to have vendors acknowledge receipt of addenda and for vendors to provide lien waivers for subcontractors. Town boards will oversee the permit conditions and ISWM will oversee the site management and operations.

- Mr. Pickard asked about timing on lease signing. Mr. Aronson said it was to meet the ARRA timeline. Mr. Pickard asked if we should extend it. Mr. Aronson said no for now. Mr. Aronson said the key to this is 5% of the project cost investing in off-site equipment purchase. Mr. Redman said bids are not contingent upon getting the tax rebate.
- Mr. Redman asked if the Town would be on the hook for anything associated with the ARRA. Mr. Aronson said no. He also asked if one vendor offers sweeteners do we have to go back to others. Mr. Aronson said no. Mr. Aronson said we are basically writing their proposal. Mr. Ware asked will they get it electronically. Mr. Aronson said the text is free and the appendices will cost \$2,000 and they can't sell it to others. ISWM has to have a record of the request. Mr. Aronson felt comfortable that the Working Group is qualified to review the financials. Mr. Aronson said we probably will make the pre-bid meeting mandatory.
- Mr. Goddard reported that the traffic planning is going forward with TEPP, LLC and Mr. Hazarvartian will talk MA DOT. Mr. Goddard will meet with MEPA on red flags. Mr. Andrews asked about air permitting. Mr. Barrett said that the air modeling has been approved in concept by DEP with our consultant. Open space issues are ok with the Town of Bourne and Cape Cod Commission. Mr. Pickard said that there is some work going on with the Cape Cod Commission to create a zone along Route 28 to allow building up to 40,000 square feet without going through their process. This could include the ISWM site.
- Mr. Goddard said going out for land lease, gas utilization RFP and a bid for lease to purchase to leachate evaporation equipment. Mr. Ware would like an executive summary for all three bids.
- Mr. Ware would like to hear about the Requests for Expressions proposals submitted Barnstable County. Mr. Pickard would like to hear about berm potential in addition to the RFP discussions. Mr. Pickard would like an executive session regarding contract negotiations on solid waste contracts at the landfill.
- A motion to adjourn was made by Mr. Andrews and seconded by Mr. Schofield. All were in favor. The meeting was adjourned at 7:20 p.m.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2011 JUN 2 AM 11 01

TOWNS CLERK'S OFFICE

MEETING NOTICE

Date

Thursday
June 16, 2011

Time

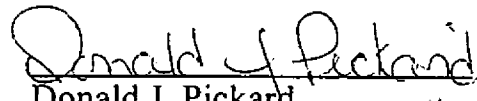
6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Bourne, MA 02532
Library

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 6/9/11.
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including parcel selection, text and timeline, permitting, legal questions and other logistics.
- 4) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- update and discussion of landfill gas utilization options including RFP text and timeline, parcel selection, air permit update and other logistics.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


Donald J. Pickard
Chairman

2011 JUN 13 AM 11 27

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

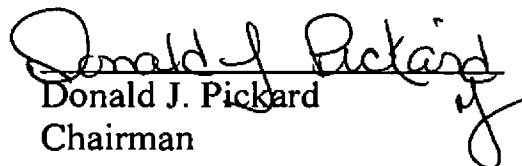
MEETING NOTICE

AMENDED

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday June 16, 2011	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Bourne, MA 02532 Library

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 6/9/11.
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for an RFP for leasing land at the ISWM facility including parcel selection, text and timeline, permitting, legal questions and other logistics.
- 4) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- update and discussion of landfill gas utilization options including RFP text and timeline, parcel selection, air permit update and other logistics.
- 5) Possible executive session to discuss ISWM's response the Barnstable County's Request for Expressions of Interest for Solid Waste and Recycling Services and/or ongoing contract negotiations with Covanta SEMASS waste-to-energy facility for disposal options.
- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes
June 16, 2011, 6:00 PM, Bourne Middle School, Library

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bill Ware (Capital Outlay), Bob Schofield (EAC), Stanley Andrews (BOH), Dan Barrett (ISWM), Phil Goddard (ISWM), George Aronson (CommonWealth Resource Management Corp.), Asa Mintz (ISWM).

Handout: Draft executive summaries for RFPs for land lease, gas utilization and leachate evaporation, updated sections on BOH and BOS from the RFP for the land lease.

- Meeting called to order at 6:11 p.m.
- A motion to approve the minutes from 6/9/11 was made by Mr. Schofield and seconded by Mr. Redman. All in favor.
- Mr. Goddard updated that Troy Wall Associates will recommend outside counsel for working with the Working Group (WG) on the project. The group still wants to move forward as quickly as possible. Timeline is still to release it July 1. Final draft will go out to all parties for review on June 20. Mr. Redman asked about budget for this and Mr. Barrett said that ISWM has it covered. To focus the answers, Mr. Barrett said that Mr. Aronson could speak to the attorney which should speed things up.
- Mr. Aronson updated the WG on the Exec. Summaries and RFP language. Only the RFP for lease is ready. The RFPs for the gas and leachate equipment are still at the staff level. Mr. Ware likes the Exec. Summary, but doesn't understand the economic value of the RFP for the gas. He is concerned that the ante is too high to make it worthwhile. Mr. Aronson said the 1.6 MW project would attract local players that have excess engines, versus the large players like Waste Management. Mr. Ware said to put the amount of gas in the executive summary. Mr. Aronson said that is why the text is free and the documents are money. Mr. Aronson said the ante is appropriate in size.
- Mr. Barrett he asked about the gas out of the project after the vendor. Mr. Aronson said that the vendor gets the first priority and then the flare and leachate get the leftovers. They will have to state what they want to take and they can't waste they gas. They'll have to show the proposed heat rate and we'll surcharge them if they waste gas. Mr. Ware asked about the amount of leachate to evaporate of a small system. Mr. Aronson said some smaller amount leachate could be done. The leachate is processed with excess gas in that scenario. Mr. Aronson said see what you get to make the final decision. Mr. Aronson said that a wild card is the biogas and/or syngas from tenants to do the leachate evaporation. Mr. Aronson will do a base bid for the leachate evaporator. Mr. Goddard said that having the option to do something with the third party gas is helpful.
- Mr. Goddard said that the executive summary for the land has a refined wastestream list to be inclusive for such as technologies as Zegen which could have carpeting.

- Mr. Andrews said he had communicated with Mr. Aronson about his changes for the text for the RFP. He was pleased with the section. Mr. Barrett said he'll be going before the BOH to update them on our efforts on Wed. June 22, 2011. Mr. Andrews said some projects may require a site assignment modification and some may not and he stressed that ISWM is the applicant. Mr. Aronson said odor control is a key management area.
- Mr. Goddard updated the opportunity with a solar array farm via the Cape and Vineyard Electric Cooperative (CVEC). Mr. Schofield said roof top systems make the most sense. We'll see about the answers to our questions to make sure we don't hurt or preclude our options. The WG said ok to tell Mr. Elrick to include us if it won't hurt the project. Let's see what we get.
- Next draft will go out June 20th and the final comments due June 27th. Issuance will be July 1. Mr. Goddard will work on marketing in the meantime. Mr. Andrews asked about national magazine timelines. Mr. Aronson said they have e-mail blasts if we can't make publication deadline.
- Mr. Ware asked about a need for a vote from the Working Group. Mr. Pickard said no and that the ISWM staff has been given implicit direction to move forward.
- The proposed next meetings are as follows: June 30th, July 21st, Aug. off, Sep. 1, Sep. 22nd. Mr. Goddard will book a room at either the Community Building (call Lisa Plante) or Town Hall.
- Mr. Barrett said there is no update on the contracts discussions via the REI and with Covanta so no need to go into executive session. Mr. Redman said it was interesting that Waste Management offered only a 10 year deal. Mr. Barrett said that others have expressed an interest in a contract less than 20 years. Mr. Barrett said a lot is going on including the discussion around the UCRTS. They are short on tonnage commitment to MassCoastal put or pay contract. No relief from the rail in sight. Covanta extended the residential rate to up to 10,000 tons for the remainder of the year for a tip to commercial haulers that go to the UCRTS from the 4 towns. Mr. Barrett said we are still below the tip fee once you add in rail and O&M charges. One option is to see if we can get the town's tonnage and get a discounted rate in exchange for equity in the transfer station. The question is then what do we do with it? Perhaps rail out some to save airspace. Meeting on June 22nd to talk about the latest pricing issue. A forum on the big issues will be coming up later with the Boards of Selectmen, Town Managers/Administrators and Town Counsels.
- A motion to adjourn was made by Mr. Redman and seconded by Mr. Andrews. All were in favor. The meeting was adjourned at 7:30 p.m.

2011 JUN 27 PM BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday June 30, 2011	6:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA Room 1

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 6/16/11.
- 3) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and Mr. George Aronson, Commonwealth Resource Management Corp.- Update and discussion of Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5.) Discussion of future meeting schedule and agenda items.
- 6.) Adjourn.

Donald J. Pickard ^{MR}
Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group

Meeting Minutes June 30, 2011, 6:00 PM,

2011 JUL 25 10:36 AM
Bill Ware's Memorial Community Center, Room 1

TOWN CLERK'S OFFICE

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Stanley Andrews (BOH), Phil Goddard (ISWM), George Aronson (Commonwealth Resource Management Corp.).

Bill Ware (Capital Outlay) excused.

Handout: Drafts of the RFPs for leachate evaporation, land lease and landfill gas utilization.

- Meeting called to order at 6:18 p.m.
- Mr. Redman made a motion to approve the minutes for 6/9/11 and it was seconded by Mr. Schofield. All in favor.
- Mr. Pickard updated the group about Attorney Troy's opinion that because the RFP for development involves land it requires a 2/3 majority vote at town meeting. Mr. Goddard updated about the decision to delay and that based on Mr. Troy's advice we are better off going to the special town meeting in the fall. Mr. Pickard said we should take his advice on this. Mr. Goddard said Mr. Troy indicated that he can be the lawyer for this and we don't need outside counsel.
- Mr. Goddard updated the group that he spoke with Mr. Giles from Turning Mill that he said he is interested in taking MSW and gasifying it into liquids. He also said he was interested in taking all of our landfill gas as well as the leachate.
- Mr. Andrews asked about putting out a conditional RFP now that relied on a town meeting vote later. Mr. Goddard said Mr. Troy strongly urges to wait and get approval at the fall. It is also better to put out all three RFPs together to see what synergies develop.
- Mr. Redman asked about the \$2,000 fee for the RFP appendices and attachments and Mr. Aronson said it's not refundable. Mr. Goddard said that it will show who is serious. Mr. Andrews asked if we can do one town meeting approval. Mr. Goddard and Mr. Pickard said Mr. Troy will review the best approach.
- Mr. Goddard talked about updated surveys of the available parcels which included a refined layout of the southern parcel that will accommodate the residential recycling center better. It is now approximately 4.5 acres. The other parcel to discuss is about 2 acres in and around the baling building. This option could include allowing the vendor use of the building to which would expedite the inception of their options. One possibility is a single stream recycling facility.
- Mr. Goddard suggested we gather a list of ideas and issues to discuss for July 21st meeting so that we can plan out a schedule for the delayed release. Mr. Goddard asked the group to review the three draft RFPs. In the meantime ISWM will work with Mr. Troy, Mr. Guerino and Mr. Pickard on refining things to do and best approaches. Also, ISWM will work on presentation for the special town meeting in the fall to discuss why we are doing this and what we are envisioning. Mr. Goddard also noted that MA DEP working on organics regulations to encourage anaerobic digestion that could help too. Mr. Andrew said ISWM should explain technologies and diversion options during the presentation including organics diversion and the State Solid Waste Master Plan.

- **Mr. Redman suggested another multi-group meeting with the Board of Selectmen, Board of Health, Finance Committee and the Energy Advisory Committee, hosted by Mr. Troy, to explain the town meeting vote request. Each group could vote to support the initiative separately at their own respective meetings.**
- **Mr. Andrews suggested that once the review of the RFPs has been concluded that a statement of findings be prepared to present to the BOS and show them why that particular vendor was selected.**
- **Mr. Aronson said that likelihood of vendors getting the ARRA money was still a long shot. Tax credits are still available probably in 2012. Mr. Andrews said counsel review is critical.**
- **Mr. Goddard was instructed to get timeline on counsel review and work with Mr. Guerino on the request.**
- **Suggested topics for the July 21st meeting include: tasks to do, RFP comments, vote timelines, counsel review, process for the evaluation team, town meeting presentation suggestions, RFPs timelines and other synergies.**
- **A motion to adjourn was made by Mr. Andrews and seconded Mr. Redman. All were in favor. Meeting adjourned at 7:07 p.m.**

2011 JUL 19 AM 11 39

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

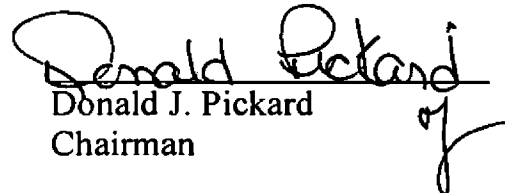
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday July 21, 2011	6:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA Room 1

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 6/30/11.
- 3) ISWM staff.- Update and discussion of approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff - Update and discussion of Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5.) Discussion of future meeting schedule and agenda items.
- 6.) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes July 21, 2011, 6:00 PM,
Bourne Veteran's Memorial Community Center, Council On Aging conference room

2011 SEP 2 AM 11 40

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett (ISWM), Phil Goddard (ISWM).
TOWN CLERK'S OFFICE
BOURNE, MASS

Handouts: none.

- Meeting called to order at 6:07 p.m.
- A motion to approve the minutes from June 30, 2011, with corrections, was made by Mr. Redman and seconded by Mr. Andrews. Mr. Pickard, Mr. Redman, Mr. Schofield and Mr. Andrews were in favor and Mr. Ware abstained.
- Mr. Goddard updated the group the he spoke with Mr. Giles of Turning Mill recently and he said that he is now interested in taking all the leachate and landfill gas from ISWM in his gasification process along with MSW to make industrial waxes, naphtha and diesel fuel. He indicated that he had a project in upstate New York that is moving forward with wood.
- Mr. Goddard went on to explain the Attorney Troy said that the issue of prevailing wages did not apply if the building was owned and built by a private company. If the Town were to own it then they would apply. Regarding property taxes, vendors should expect no exemptions and they must make a case for any equipment that is exempt by law, such as certain recycling or pollution control equipment. This would then be part of the compensation package along with the host community fee and a lease payment. He also said that ultimately any proposals are public record, but that the town should wait to be asked before releasing them. Mr. Barrett said the definitely can be kept confidential until after an award is made.
- Mr. Andrews suggested a track changes type of document sharing for the next draft of the RFPs.
- Mr. Pickard wants Mr. Troy to review the RFPs by Aug. 31 to avoid getting jammed up. The group decided to meet again on August 18 and requested that Mr. Troy have his opinion by then. Mr. Goddard was tasked with providing Mr. Pickard a draft request for him to send to Mr. Troy requesting that he prepare language for the STM articles and to review the RFPs.
- Mr. Goddard said that ISWM will have Mr. Aronson focus on the lease and RFPs ASAP and the he now has permission to access Mr. Troy directly. Mr. Aronson may get called to jury duty in Sept. so that creates an incentive to get more done sooner. Mr. Ware offered help with Mr. Troy. Mr. Barrett said that Mr. Troy's concerns were in light of recent upset at the County level. He's now been given broad authority to be involved in this process and to provide advice. Mr. Andrews noted that we looked at outside counsel to help if needed. Mr. Ware asked if the Board of Health need help from the Working Group. Mr. Andrews said it depends on the approach taken. For example, emphasizing the environmental stewardship aspects and revenue would help. Mr. Barrett also added landfill diversion.

- Mr. Goddard said that he is coordinating with MEPA and CCC representatives on master plan for the site including the RFPs so that the permitting path is cleared for the long term. He also said that he had updated the vendors that have presented before that the RFPs have been delayed.
- Mr. Pickard indicated that one of the goals of the BOS is putting an article on a future warrant for a debt exclusion to build a new DPW headquarters. Perhaps ISWM could pay for up to 50% of the cost. Mr. Goddard said if the salt barn is gone that area may be developed for technology too.
- Mr. Barrett updated the WG that he's instructed ISMW's engineer to look at potential configurations for a berm along the west slope of the landfill this winter. DEP is in favor of this to extend the site life.
- Mr. Barrett noticed that a company purchased a landfill in upstate NY from a local government for \$100 million, an incredible offer.
- Mr. Ware said asked if the long range plan included visions for the land south of the 25 acre parcel. Mr. Barrett said it's a possibility. He said Phase 7 on the 25 acre parcel would be an option first. Mr. Goddard said that in 2005 we did not ask for the site assignment to allow for landfilling because the remaining capacity on the current site. Mr. Barrett said that could change in the future, especially if won't divert waste and the airspace is consumed faster.
- Mr. Pickard asked if we had heard from Mr. Peterson at Covanta. Mr. Barrett replied that Mr. Peterson wanted to hear back from Bourne about their proposal by mid-August. Mr. Pickard was concerned about the price and was interested in the possibility of taking waste from Falmouth, Mashpee and Sandwich. Mr. Barrett said that one option is that a deal with SEMASS for ash could include tons of MSW for ISWM to continue to manage. Mr. Redman asked if it would hurt us on permitting if some of the towns jumped ship from the CCC SWAC process. Mr. Barrett indicated it wouldn't and that Ms. Daley at the CCC has been in the loop. The coalition of towns is loose and that at the last meeting the list of potential options was limited. One hauler was thrown out and the rail option was lambasted. Rail at SEMASS may go away. Mr. Andrews commented that the rail option was a new consideration for the Requests for Expression of Interest. Mr. Barrett said that it will probably narrow down to Bourne and SEMASS soon. He said Mr. Barrett should play with a financial model with Mr. Aronson. Mr. Ware expressed interest in reviewing the model.
- Mr. Goddard reported that the surveyors were out with Mr. Mintz and we clarified the boundaries of the parcel for the lease as well as some land around the baling building, including the baling building. Therefore, there would be two distinct options for consideration separately or together. WeCare's technology could fit into the baling building for example. Mr. Barrett said it could also be a single stream recycling transfer option too. Mr. Goddard said that the evaluation will look at either increasing our commercial recycling/baling operations or reusing for another purpose. Mr. Schofield asked if single stream would help the town. Mr. Goddard said it increases participation. Mr. Barrett said once you go that route you generally don't go back. Mr. Andrews noted that the separation technology wasn't there 20 years ago. Mr. Barrett said there are some concerns with cross contamination which could reduce marketability of the commodities in a down economy. Mr. Goddard said contamination is a huge issue and that the technology is increasing rapidly to reduce this.

- Mr. Pickard asked if there should be an August meeting. The group decided to meet again on August 18th.
- Mr. Andrews suggested that there should be a TV show about the RFPs to make a sort of sales pitch to the voters. Mr. Barrett said perhaps also a presentation at the special town meeting in the fall and Mr. Pickard agreed. Mr. Andrews concurred and said that the intent should be made clear.
- The group requested that trash contract issues be placed on the next agenda.
- A motion to adjourn was made by Mr. Andrews and seconded Mr. Schofield. All were in favor. Meeting adjourned at 7:15 p.m.

2011 JUL 27 AM 8 26

TOWN CLERK'S OFFICE
BOURNE, MASS

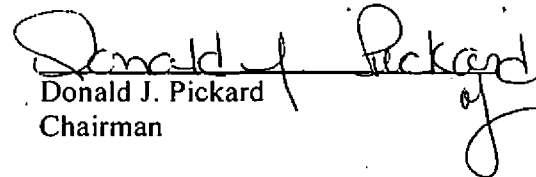
BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday August 18, 2011	6:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA Room 3

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 7/21/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Discussion of and possible vote regarding ISWM business model options, including; possible new MSW contracts, a potential agreement with Covanta SEMASS for ash and other materials, as well as options for the Upper Cape Regional Transfer Station.
- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes August 18, 2011, 6:00 PM,

2011 SEP 13 AM 9 01
Boone Veteran's Memorial Community Center, Council On Aging, Selectman's Room

TOWN CLERK'S OFFICE

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Phil Goddard (ISWM).

Handouts: draft warrant articles for Special Town Meeting; memo from Attorney Troy regarding Requests for Proposals.

Absent with approval: Dan Barrett (ISWM)

- Meeting called to order at 6:13 p.m.
- A motion was made to accept minutes from July 21, 2011, with corrections, by Mr. Andrews and seconded by Mr. Redman. All in favor.
- Mr. Goddard reported that Mr. Troy had an opinion which was passed out. Mr. Aronson will work on the lease. He also reported the lease terms: 2 year construction period, 15 year operating period, with 2 four year operating extensions options. September's meetings will be to work on RFPs and lease.
- Mr. Redman said tell Mr. Troy to have them work on the wording of the motion for Special Town Meeting.
- Mr. Pickard would like another joint BOS, BOH, FC, EAC meeting prior to STM. Mr. Andrew wants Mr. Barrett to appear to the BOH prior to the STM as well. Mr. Pickard said that warrant articles are due by August 27, 2011. Mr. Goddard will have specifics on which land would be lease in the motions for the BOH meeting. Mr. Goddard also noted that the baling building is in play too. Mr. Andrews will advise ISWM about presenting to the BOH on September 14, 2011. Mr. Pickard suggested that the joint meeting be held on September 20, 2011 at the same time as a BOS meeting, Mr. Pickard will check. Mr. Goddard asked if the members could ask their respective groups about this date.
- Mr. Goddard will have another version of the RFPs for Sept. 1. and asked for comments received ahead of time from the previous draft.
- Mr. Goddard reported that Mr. Aronson has been contracted for more advice through the RFP process and business model development.
- Mr. Ware asked if Mr. Aronson and Mr. Barrett could meet to review the process of negotiations with SEMASS.
- Mr. Goddard reported that CCC moved forward with a couple of haulers; rail unimpressive and that Bourne and Covanta in the finals. Mr. Pickard updated that Mr. Barrett wrote a letter for Mr. Guerino to say to the town managers of Falmouth, Sandwich, Mashpee to attend a meeting along with the DPW supt., and Chairman of the BOS to discuss options about taking MSW and options at the Upper Cape Regional Transfer Station. Falmouth has expressed interest in a separate contract. Mr. Ware had questions about flexibility of staffing at ISWM. Mr. Goddard said labor could be reallocated as needed. Baling changes could affect staff options as well.
- A motion to adjourn was made by Mr. Ware and seconded Mr. Schofield. All were in favor. Meeting adjourned at 6:50 p.m.

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

Date

Thursday
August 18, 2011

Time

6:00 P.M.

Location

Bourne Veteran's Memorial
Community Center
239 Main Street
Buzzards Bay, MA
Room 3

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 7/21/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Discussion of and possible vote regarding ISWM business model options, including; possible new MSW contracts, a potential agreement with Covanta SEMASS for ash and other materials, as well as options for the Upper Cape Regional Transfer Station.
- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.

Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date

Thursday
September 1, 2011

Time

6:00 P.M.

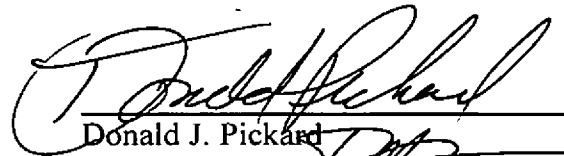
Location

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

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 8/18/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
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- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.

2011 AUG 30 9:11 29
TOWN CLERK'S OFFICE
BOURNE, MASS.


Donald J. Pickard
Chairman

Judge, Debbie

From: Judge, Debbie
sent: Thursday, September 08, 2011 12:08 PM
To: Goddard, Philip
Subject: Landfill Business Working Group minutes

Hi Phil,
The minutes of 5/19/11 haven't been filed with the Town Clerk's Office as of June. Can you let me know if they have been approved?
Deb

Landfill Business Model Advisory Working Group
Meeting Minutes September 1, 2011, 6:00 PM,
Bourne Veteran's Memorial Community Center, Council On Aging, Room 1

2011 NOV 4 AM

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Bill Ware (Capital Outlay), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp), Paul Gately (Bourne Courier). TOWN CLERK'S BOURNE, MA

Handouts: none.

Absent with approval: Stanley Andrews (BOH), Dan Barrett (ISWM).

- Meeting called to order at 6:06 p.m.
- A motion was made to accept minutes from August 18, 2011, with corrections, by Mr. Redman and seconded by Mr. Schofield. All in favor.
- Mr. Goddard updated Mr. Barrett will present an update to the BOH on Sept. 14th to talk about the RFPs as well as other updates. Also the BOS will hold another joint meeting on Sept. 20 at 7 pm at the Bourne Middle School. Next WG meeting is Sept. 22 at the Community Building.
- Mr. Aronson updated that he accepted items from the memo with Mr. Troy. He is pleased with the comments and can incorporate them. The one issue is that the site lease draft hasn't been forthcoming yet. Mr. Ware expressed his concern about this. Mr. Aronson has offered to start the draft process. Mr. Goddard said that we will add the police powers clause in lease. Mr. Pickard will follow up with Mr. Troy. Mr. Pickard asked if it's needed prior to town meeting. Mr. Aronson said it would expedite the issuance of the RFPs if it were done ahead of time and it would be better to have it down sooner.
- Mr. Aronson started interviewing vendors to gain feedback about their thoughts. He asked about the term – 25 year. So far Harvest Power and WeCare are good with the operating term. Both are comfortable with milestones for construction and operating. Defining commercial operation will be tricky. Mr. Ware suggested revenue as a trigger. Removal bond, limits on residuals disposal, host fees etc. are conceptually acceptable. He vetted the schedule. If it's put out in November 1st, February 1st is reasonable. Lot of interest in having all 3 RFPs going out at the same time which is stimulating thought processes. WeCare was concerned about supplying waste streams which seems to contradict what they've said before. Harvest Power was OK with supplying wastestreams.
- Mr. Goddard updated about the parcels. There are two parcels on the south property; a 4.5 acre lot and the other is just under 2 acres with the baling building, less the baler. We've surveyed those in and talked with SITEC about metes and bounds and a map. Next was the parcel for the landfill gas utilization. He is working on a size that doesn't impact the Phase 6 landfill design. We will make the parcel work for a plant. If we need to apply for a variance on the set back we will do that but we cannot guarantee it.
- Mr. Aronson started researching real world answers on leachate evaporation mass balance and is still awaiting feedback before finishing the draft on that RFP.

- Mr. Ware asked how many vendors there are for each RFP. Mr. Aronson said 5 for leachate, 6 for the southern parcels. Mr. Aronson will call Mr. Giles at Turning Mill and also NEO Energy as well that does anaerobic digester.
- Mr. Aronson said one issue that came up during the calls was regarding the size of the parcel. One vendor asked if we could we adjust the lump sum \$200,000 based on the size of the parcel. The group contemplated that we might be able to adjust this based on which parcel they opt for. Mr. Aronson suspects that some folks will team up together for a joint proposal.
- Mr. Gately asked how this will be explained to town meeting. Mr. Pickard said we need to make it very simple. Here is how and why and the benefits. Mr. Redman related that Yarmouth had a proposal and a lesson learned was that you shouldn't make it too long. Mr. Gately said to get into the spirit of the goals and explain what you are trying to do. Mr. Goddard said we have had an integrated approach for years. He also said we will rehearse this prior to town meeting and will have a taut presentation. Mr. Ware said to keep the tax rate low. Mr. Goddard said we will reiterate past contributions to the town. Mr. Pickard asked if we should do a dry run at the joint meeting. Mr. Redman said get all the boards in line together. Mr. Ware said to explain why we are there. Mr. Pickard said we need to explain that the BOS need to weigh in and have town meeting approval for them to do this. ISWM will work the media to get talking points out ahead of time about why were are doing this and the benefits. Get a press conference one at a time. Mr. Gately said to do retrospective and a Q&A ahead of time. Mr. Goddard said we can use the website too. Mr. Redman suggested that we explain that trash and recycling pickup is paid for by ISWM.
- Mr. Pickard requested that the WG annual report be sent in to Town Hall and that Mr. Barrett send over the draft of the ISWM report to him.
- Mr. Goddard said that he will be doing an updated traffic count on Mondays and put that in the RFP appendix.
- Mr. Aronson said that leachate evaporation could be done on the south parcel.
- Mr. Ware said he met with Mr. Barrett and Mr. Aronson and is pleased with the progress made on negotiations with Covanta SEMASS. Mr. Goddard said there is no news on the UCRTS discussions. ISWM will keep Mr. Pickard apprised of any need for an executive session at future meetings.
- Mr. Goddard will work on a request draft to Mr. Pickard about next steps with Mr. Troy.
- Next meetings will be November 3 with no meeting in October. December 8th after that. Mr. Goddard will book the Middle School for those meetings.
- A motion to adjourn was made by Mr. Redman and seconded Mr. Ware. All were in favor. Meeting adjourned at 7:00 p.m.

2011 SEP 14 AM 8 34

TOWN CLERK'S OFFICE
BOURNE, MASS

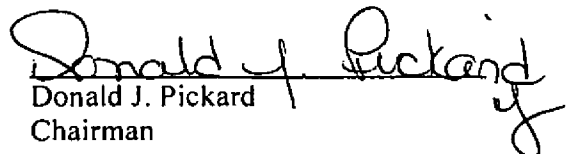
BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday September 22, 2011	6:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 9/1/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Discussion of and possible vote, possibly in executive session, regarding ISWM business model options, including; possible new MSW contracts, a potential agreement with Covanta SEMASS for ash and other materials, as well as options for the Upper Cape Regional Transfer Station.
- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes September 22, 2011 7:15 PM,
Bourne Veteran's Memorial Community Center, Council On Aging, Room 1

RECEIVED
2017 MAR 29 PM 2: 5
TOWN LEAK COUR

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp), Tom Guerino (Town Administrator).

Handouts: none

Absent with approval: none

- Mr. Guerino is concerned about disposal ash vs. cover ash. He wondered if they should be the same rate and not split in pricing. Mr. Guerino said that bottom ash had had questions about it. Mr. Barrett said that bottom ash is safe.
- Mr. Guerino wants to have the ability to market more than 30,000 tons per year and more like 40,000 tons. He recognizes that this creates more risk for the Town. Does not want a right of first refusal for Covanta. He feels that ISWM can do the marketing and sell those tons just fine. Mr. Redman asked why, revenue? Mr. Guerino said that and it would give ISWM more revenue that he controls. Mr. Barrett sent that to Covanta and they are willing to do that. He said that we currently have 37,000 tons under contract now, however, those contracts are short term because of future uncertainty and the prices weren't good. The real question is how much risk the town wants to assume. Mr. Guerino feels the economy will turn around and wants to be ready to sell space at a higher rate. Mr. Barrett countered that the tonnage on the Cape is coming down (30%) due to recycling etc. He doesn't feel it's going to come back. Pay as you throw will have an impact and he said Sandwich has dropped its tonnage 40%. Mr. Aronson said that is typical and you don't see it all come back. Single stream is also pulling away tonnage. Mr. Barrett said that the demographics are changing on the Cape which could be a contributing factor.
- Mr. Pickard asked what impacts on the operations there would be on the staff if there were less to sell. Mr. Barrett said it is difficult to sell the tons and it can be time consuming. That time could then be freed up to focus on operations.
- Mr. Guerino said this gives Covanta significant room for them to make more profit as they sell higher rate trash if we are out of the game. He wants an upfront payment as compensation; signing bonus. Mr. Guerino said we should try it at the Mr. Diaz level at Covanta. Mr. Barrett said these are tough points to talk about. He agrees that should be discussed. He's not opposed to this and it may be a good idea to bring that to the next level of the hierarchy. Mr. Redman said we risk losing it all. Mr. Guerino said that it is worth a shot to go to the next level. Mr. Barrett said there could be a race to the bottom in pricing if we try to go after the same tonnage against Covanta. They could go down to \$30/ton and but prefer to stay around \$65-\$68. ISWM would stop at around \$45. Mr. Barrett added that Sandwich, Falmouth, and Mashpee could be handled with those 30,000 tons.

- Mr. Guerino also said that this is a business deal which he gets. He feels the committee needs to know that we have worked with the Cape to let them know we want to work with them. That being said, if we take this deal there could be some impact on negotiations with the towns who may feel slighted if we leave them alone. Mr. Pickard said Brewster already left. Mr. Pickard said we had a forum to reach out to towns. Mr. Andrews said we've been used too. Mr. Ware said we need to be sensitive to how we communicate it. Mr. Goddard said that is why we've had a forum a year ago.
- Mr. Pickard asked if we could get more for ash if we take only 10,000 MSW vs. 30,000. Mr. Barrett said all ash could reduce operational costs. Mr. Redman asked about taking only the Upper Cape towns. Mr. Goddard said that is the 30,000 tons. Mr. Barrett said the current deal is ready to go for Jan. 1st. Mr. Ware asked timing and Mr. Guerino said for the next fiscal year is good. Mr. Andrews asked about booking the full amount tonnage and that may be a problem with some board members. Mr. Goddard said don't link tonnage in the landfill vs. the technologies because they make not be linked. Mr. Guerino asked about host fee limit. Mr. Goddard said there is no upside limit. Mr. Guerino said the Town could increase the host fee if they wanted, but there is an impact. Mr. Barrett said we could increase host fees retroactively after we've put money in the net assets.
- Mr. Goddard raised concerns about over burdening ISWM, especially if it doesn't get any money from the vendors to cover all its expenses if it is decided that lease payments would go to the General Fund.
- Mr. Pickard summarized Mr. Guerino's four concerns: signing bonus, one price for all ash, more tons to manage and impacts to other towns and our reputation.
- Mr. Ware said more homework needs to be done. He wants to see an ash only operating costs. He wants more information on closure and post closure costs. He said we should look for a liquefying event.
- Mr. Barrett said fly ash has not gone to the BOH. Mr. Andrews said tracking and dust is a concern. Mr. Barrett said that is why it would be mixed. Mr. Andrews said you have to have answers about moisture, washing etc. Mr. Barrett said that we have an old article for a wheel wash from years ago when we looked at this. Mr. Andrews said show how it would work. Mr. Barrett said that there is only so much bottom ash to get too. Mr. Guerino reiterated it should be a straight rate.
- Mr. Redman asked if we'd be protected from a fire at SEMASS. Mr. Barrett said we can address that.
- Mr. Ware wants more due diligence on Covanta's finances. He wants to tie a bonus to an event. Perhaps financing a building, such as the DPW.
- Mr. Guerino said the Exec. Session at the Board of Selectmen's meeting on Tuesday could be more of an update.
- Mr. Aronson said the signing bonus may be best deferred it's over time.
- Mr. Ware asked Mr. Aronson's opinion. Mr. Aronson MSW is down and an ash weighted deal is better. Recycling and reduction in generation is trending. Some MSW may be good to have, but you may have to battle with Covanta to get it and they really need it. Mr. Aronson said the savings if you didn't do MSW could save about \$400,000 a year. Mr. Andrews asked said we need to keep some tonnage for the vendors who have residuals. Mr. Aronson said be tough with non-processables with vendors. Mr. Barrett concurred that is an important issue. Mr. Ware asked about gas generation with the

current ash deal. Mr. Aronson said that the gas generation curve would go down. He said that electricity prices are going down because of cheap gas. That is also putting pressure on landfill gas plant projects. That combined with less generation could make a plant less viable. Leachate evaporation may be the best use. Mr. Ware said there are wastewaters that may be viable to go that model too.

- Mr. Barrett said we could sell the tonnage back to Covanta. Careful about counting on the vendors for money and for saving residuals airspace.
- Mr. Guerino asked should we wait on the Covanta deal until after the RFPs. The group said no. He also said towns have long memories if they feel they've been slighted. Think of the implications on our relationships. Mr. Barrett said that the forum helped. However, we can still try to be a player to help towns, especially with the transfer station issue. We take the trash to SEMASS and we use the transfer station for recycling and other uses.
- Mr. Pickard said to Mr. Barrett to tell Covanta to delay the executive session discussion.
- Mr. Pickard said he's not as concerned about the intermunicipal issues. He asked Mr. Barrett about wiggle room on pricing. Mr. Barrett said that if that doesn't fly at his level, then he'll need help to take it to the next level in the hierarchy. Offering a home in Bourne is a good deal. Mr. Guerino said Mr. Orlando said "make Bourne go away", which is an incentive for them to close a deal and could help us in negotiations.
- Mr. Redman moved to close the Executive Session, Mr. Andrews seconded. Roll call: Mr. Pickard, yes; Mr. Schofield, yes; Mr. Redman, yes; Mr. Andrews, yes; Mr. Ware, yes.

2011 SEP 20 AM 11 06

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP
TOWN CLERK'S OFFICE
BOURNE, MASS.

AMENDED MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday September 22, 2011	6:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 9/1/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Discussion and preparation for the Special Town Meeting on October 17, 2011, including the final language of the warrant articles and ISWM's presentation.
- 6) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies.
- 7) Discussion of future meeting schedule and agenda items.
- 8) Adjourn.

Donald J. Pickard
Donald J. Pickard
Chairman

9/22/11 DRAFT

2011 NOV 7 AM 9 26

TOWN CLERK'S OFFICE
BOURNE, MASS

ISWM Town Meeting Presentation

Suggest that a loop tape be set up in lobby showing ISWM facility/highlights versus the presentation on stage. Perhaps incorporate potential partners in loop or have easel boards with 2-3 potential firms technologies shown. Town Meeting presentation should be 12-15 minutes.

- 1) **Introduction** – speaker introduces himself and names other Working Group members and the boards/committees that they represent, i.e. Health, FinCom, Selectmen, Energy Advisory, Capital Outlay along with ISWM senior management and a respected industry consultant. Indicate that WG was created on January 19, 2010 and outline committee's charge.
- 2) **Meetings** -Mention number of meetings since committee formed. Committee has learned the sizable number of financial opportunities that ISWM can bring to the town.
- 3) **History** - Short history of ISWM. Indicate various projected closure dates (range). Include financial contribution to town in both the Host Community Fee and MSW/recycling collection at no cost to the taxpayers. This represents xxxx dollars in FY 2011; emphasize that the operation of ISWM under the Enterprise Fund costs nothing to taxpayers and generates the benefits previously mentioned. This is significant when many towns are feeling trash collection to taxpayers to save money for other municipal uses..
- 4) **Financial Benefits** -Looking to use this resource to generate additional monies to the town, perhaps extend its life and/or reduce operating expenses. Our infrastructure and permits make us attractive to firms looking to use our facility under our supervision.
- 5) **Potential Firms** – Brief overview on some firms who have presented to WG. Mention we're not sure which firms will be successful, but this will give you an idea what we're looking at and expect to bid.
- 6) **Why Bourne** – we have a facility and permits in place making us an attractive location for potential firms. Not a lot of locations that can match Bourne's benefits.
- 7) **Voter Concerns** – in addition to the ISWM group/ISWM management & consultant vetting on possible firms, the Board of Health will also independently vet potential firms on our facility.
- 8) **Warrant Articles** -Town meeting authorized additional uses for ISWM in last year's Annual Meeting. Town Counsel advised WG that in order to enter into agreements with third parties, town meeting authorization is necessary. These potential activities weren't anticipated when created by charter.

Discussion – proactive versus reactive to issues.

- Traffic
- Odors
- Safety
- Environmental

Landfill Business Model Advisory Working Group
Meeting Minutes September 22, 2011 6:00 PM
Bourne Veteran's Memorial Community Center, Council On Aging, Room 1

2011 NOV 7 AM 9 26
TOWN CLERK'S OFFICE

Present: Don Pickard, Chairman (BOS), John Redman (Fin. Com.), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp), Tom Guerino (Town Administrator), Dan Barrett, (ISWM)

Handouts: draft town meeting presentation outline.

Absent with approval: None.

- Meeting called to order at 6:19 p.m.
- Motion to approve minutes from 9/1/11 with corrections by Mr. Schofield and seconded by Mr. Redman. All in favor; Mr. Andrews abstained.
- Mr. Goddard said it was good to delay issuing the RFPs for a number of reasons including regulator updates, variance of parcel setbacks, and site lease work.
- Mr. Aronson updated everyone that the site lease came from Attorney Troy's office and he has many changes to make. He's talked with Mr. Jordan at Attorney Troy's office to edit it. One of the issues is Payment in lieu of Taxes. We want to be flexible in case some equipment is covered and other equipment is not. The PILOT method reduces that risk.
- Mr. Aronson said he spoke with five vendors and got feedback on the RFPs process. Generally they liked it. They liked the development work up front and that is good creditability to Bourne's favor. He said metes and bounds should be finalized. Mr. Goddard said that 2 parcels on 25-acre parcel have been identified and surveyed. The parcel for the potential gas plant project is outlined, but that could affect the landfill shape. ISWM will go for a variance, but we will only promise what we can deliver at the time of the RFPs. Mr. Aronson said he visited Turnkey Landfill in NH to look at the leachate evaporator and got more technical information. He said purchase of this makes sense coupled with a new flare. In NH they manage solids potentially in a way that we may have to modify them in MA, such as putting in an air stripper. This could affect the capacity and throughput of the equipment. Still this could handle about 9-10 million gallons per year which is where ISWM will be in a few years. Mr. Pickard asked is someone would want to take that residue and use in one of the other technologies. Mr. Goddard said Mr. Giles is interested in raw leachate. Mr. Aronson said that he has a good contact for further information. Mr. Guerino asked if it's solid. Mr. Aronson said it's more of a slurry that is mixed with wood chips or auto shredder residue. This may not be allowed in MA. Mr. Barrett said an analysis will need to be done. He also said that our gas scrubber could help prevent odors with the residual that could go into the leachate. Mr. Andrews asked how proven is the air stripper. Mr. Aronson said the stripper is old technology, off-the-shelf for which can be explained to the Board of Health.
- Mr. Aronson said that the use of gas looks better for the evaporator and only put excess gas out for bid. That makes the gas plant project less attractive. Therefore that makes it

more sense to combine the gas utilization and land lease parcels together to encourage bundled proposals with multiple companies. Mr. Aronson said that is what he heard from vendors. Mr. Redman asked if then their proposals would be contingent on gas. Mr. Aronson said the base would be without gas, then an option with gas. Mr. Goddard said another advantage is to give vendors the full package of all three parcels. Mr. Andrews asked if we are going to exclude those who don't want to take all three. Mr. Aronson said there is no requirement to take all three; you can take only one. Mr. Pickard asked about partnership likelihood. Mr. Aronson said the most serious vendors seemed to want this. Mr. Aronson said it would be the same proposals but under one RFP. We would be in a position to also try and facilitate synergies.

- Mr. Goddard said that for the Nov. meeting we will have an updated timeline, with clear placeholders for the BOH review. Mr. Barrett will have an update one for Mr. Andrews for Monday. Mr. Andrews said BOH wanted to see the first cut as soon as possible. Then the full review when the final selections are made. Mr. Aronson said a site lease cannot be signed until the BOH signs off. Mr. Barrett added that the BOH doesn't want feel pressured into a decision by money offers or a short time line. Mr. Goddard said we could have the ones that make the criteria list make presentations. Mr. Aronson said that only those that make the minimum requirements. Mr. Andrews said BOH wants to identify potential issues with the technology. Mr. Goddard said our contracts could affect the gas generation which could change our offerings.
- Mr. Redman asked about how to present the articles at Special Town Meeting. Mr. Pickard said Mr. Redman can do the narrative. Mr. Barrett said that it makes more sense for Mr. Redman to give the presentation and the ISWM staff is there to answer questions as they come up. Mr. Redman agreed. A draft handout Mr. Redman prepared was handed out. He said we should be prepared to talk about the impacts. Mr. Ware said he liked that the boards already voted and that we are here because of town counsel. Mr. Andrews brought up tonnage as an issue and the issue of financial liability to the town. Mr. Pickard asked if Mr. Ware needs to provide input to discuss the upside financial benefits; such as lease payments, host fees etc. Mr. Ware said be careful with "promises". Mr. Redman said we just don't know yet. Mr. Pickard said it's to keep taxes low. Mr. Andrews asked about how money would get to General Fund. Mr. Goddard said the host fee. Mr. Guerino said it may be decided that excess host fees above \$450,000 would go into a capital stabilization fund. Mr. Aronson said that there may be PILOT money. Mr. Pickard asked about the lease money. Mr. Barrett said it's not necessarily going to ISWM. Mr. Guerino said that the process will go into at least May. There needs to be clarity on how the money will be divided up. Mr. Guerino said a town meeting would discuss that at the annual or special town meeting. The Board of Selectmen will sign the lease separately. Mr. Ware advised not to get into speculation at this time. Focus on Mr. Troy's advice to come to the meeting. Mr. Redman will meet with the staff to coordinate. Mr. Barrett and Mr. Andrews said that this is to maintain the life of the facility and divert from the landfill and pay for the trash disposal. Mr. Andrews said to emphasize that the BOH will address impacts too. Mr. Barrett said that BOH told him that ISWM will be responsible for odor control as landlord. Mr. Ware said to be careful about raising too many issues.

- Mr. Ware moved to recess the open session to enter Executive Session, seconded by Mr. Redman. There was a roll call vote taken: Mr. Ware, yes; Mr. Pickard, yes; Mr. Redman, yes; Mr. Schofield, yes; Mr. Andrews, yes.
- Mr. Goddard reported that we are booked for the Middle School on Nov. 3 and Dec. 8th. Mr. Redman and Mr. Ware will work with ISWM as needed in the interim.
- Mr. Andrew was made a motion to adjourn and seconded by Mr. Redman. All were in favor. Meeting adjourned at 8:37 p.m.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2011 OCT 25 AM 9 31

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Date

Thursday
November 3, 2011

Time

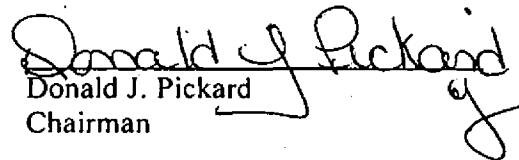
6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 9/22/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 7) Discussion of future meeting schedule and agenda items.
- 8) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes November 3, 2011 7:05 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

RECEIVED

2017 MAR 29 PM 2:45

Present: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp).

Handouts: none.

Absent with approval: John Redman.

- Executive session- Started at 7:05 p.m. Mr. Ware asked how it's going. Mr. Barrett said he's been updating the pro-forma with Mr. Aronson and to do so to account for our debt. Mr. Ware wanted to ensure that the debt is paid for in the time frame of the life of the landfill. Mr. Ware said the RFPs cannot be relied on to pay for the landfill deal. Mr. Barrett said he is estimating \$15 to \$16 million profit. Mr. Aronson said some debt items need to be accounted for yet. Mr. Barrett said that we are looking at restricting our total debt to match the term of any deal with Covanta. Mr. Ware stressed that everything must be escalated accordingly.
- Mr. Ware said that we need to go to the next level at Covanta. Mr. Pickard suggested that first right of refusal could be a negotiating tool. Mr. Goddard said perhaps they should go to Mr. Orlando. Mr. Ware said that may not be the right person versus Mr. Diaz who is the regional gentleman. Mr. Barrett related that story that Mr. Orlando asked about Bourne specifically. Mr. Pickard suggested getting the organizational chart clear. Mr. Ware was concerned that we don't rock the boat too hard by going around the local guys. Mr. Aronson said that our impact on Covanta locally is significant. Mr. Barrett pointed out that there are two divisions or companies, TransRiver Marketing and Covanta. He is trying to figure out how to navigate those waters especially the relationship between Diaz and Scott Peterson. Mr. Pickard wants to know who is above Mr. Peterson to talk about a deal. Mr. Pickard suggested he can get in touch with Mr. Orlando to get to finality. Mr. Ware suggested a letter. Mr. Aronson said to follow up with a call. Mr. Barrett suggested we could go to New Jersey. Mr. Pickard asked Mr. Barrett, Mr. Goddard and Mr. Aronson to draft a letter. Mr. Pickard said it has to be a one page letter, to the point, so that we can get a deal done. Mr. Goddard pointed out that the final issues and timing needed to be addressed for both BOS and BOH. Mr. Andrews requested that ISWM address any concerns about fly ash. Mr. Barrett said he suggested that he updates the BOH in November for a final vote later. He'd come back later to update the BOH with a representative from Covanta to address safety concerns. Mr. Goddard said that the BOS need to have it on an agenda after the BOH clears the process. Mr. Aronson will work with Mr. Ware to discuss the spreadsheet. Mr. Barrett said that a right of refusal would apply to all future space, even beyond Phase 6. Mr. Barrett said contributing to the DPW garage of \$100,000 or so per year would be a PR boon to them. The WG said that that amount is good. Mr. Ware asked about the first right of refusal. Mr. Barrett said another \$1/ton for the ash.
- Motion by Mr. Ware to end the Executive Session, seconded by Mr. Andrews at 7:38 p.m. Roll call- Mr. Ware yes, Mr. Schofield yes, Mr. Pickard yes, Mr. Andrews yes.

Landfill Business Model Advisory Working Group
Meeting Minutes November 3, 2011 6:00 PM,
2011 DEC 12 PM 12:53
Dorset Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

TOWN CLERK'S OFFICE

Present: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp).

Handouts: Updated RFP timeline, memo on RFP options and memo on timeline.

Absent with approval: John Redman.

- Meeting called to order at 6:05 p.m.
- Motion to approve open session minutes from 9/22/11 as amended by Mr. Andrews, seconded by Mr. Ware. All in favor.
- Motion to approve executive session minutes from 9/22/11 and to indefinitely encumber them as amended by Mr. Andrews and seconded by Mr. Ware. All in favor.
- Mr. Goddard updated the WG that we've worked on the timeline to clarify items. Mr. Aronson said the process now includes a screening process to rule out obvious non-responsive proposals. A new step 26 which is an allowance for the BOH to pre-screen proposals for fatal flaws. Step 25 allows for public presentations. Step 26 is what the BOH is looking for according to Mr. Andrews. He would like this sent to the BOH to start to plan ahead. Mr. Aronson said this would be done before any price proposal would be opened. Mr. Andrews noted that items 32 and 33 are for 5 months and he wanted to make sure the timelines for site assignment is allowed. Mr. Aronson said yes but not necessarily if it's contested. Mr. Andrews noted that it could be longer than indicated. Mr. Aronson said that this is a guideline. Mr. Aronson allowed time for site lease and site assignment negotiations and review. He inserted milestones for all to see. He said no site lease will be signed until the BOH gives the approval to the site assignment. The BOS would work off of a letter of intent. He noted that carve out up front time does not count against the 25 year lease term. Mr. Andrews would like timeline and memorandum be sent to the BOH and that Mr. Barrett present it at the next BOH meeting on November 9. Mr. Goddard noted that the actual dates might slip.
- Mr. Aronson said he got a call from Craig Jordan from Attorney Troy's office saying they like the draft lease and will have some minor comments. Mr. Pickard noted that Mr. Troy has added staff to help him out. Mr. Goddard noted that the town meeting vote will help us in the long run as urged by Mr. Troy. Mr. Aronson spoke with the Assessor Donna Barakauskas and she was ok with the idea of negotiating a Payment in Lieu of Taxes option in the lease. Mr. Aronson added differing amounts for the different parcels. The site lease is looking good and Mr. Aronson is comfortable with it. He said that terms are on the hard side of fair and can be amended later. It's close enough to start. The Working Group is satisfied with the level effort at this point.
- Mr. Goddard asked if we should have another joint meeting prior to issuing the RFP. Mr. Pickard was ok with it. Mr. Ware said move forward. Mr. Andrews said the feedback about the last joint meeting was that it wasn't necessary. Mr. Pickard said that it really isn't necessary given all the meetings coming up. The final release of the RFP(s) must be

approved by the Board of Selectmen to authorize the Town Administrator to issue the RFP(s) as the Chief Procurement Officer based on the recommendation by the Working Group. Mr. Goddard noted that timing may be adjusted for updates about permitting efforts at MEPA and Cape Cod Commission. Mr. Goddard suggested that the timing can be discussed at the Dec. 8th Working Group meeting. The target for the BOS would be to have an agenda item on Dec. 6th to let the public know that on Dec. 20th that the BOS would vote on releasing the RFP. The group preferred not to make the pre-bid conference mandatory. Mr. Aronson said that the pre-bid is a good place for partners to meet. Mr. Ware and Mr. Andrews would like an issuance the second week of January. Mr. Andrews said get the RFP without attachments but with the list of them, to the BOS as soon as possible after the Dec. 8th Working Group meeting.

- Mr. Aronson presented an option to combine the gas utilization and the land lease RFPs. Mr. Ware wants to keep it that way. Mr. Aronson said that one RFP is preferred by the vendors. Mr. Pickard and Mr. Andrews disagreed. Mr. Goddard said we can put information in each RFP text to let them know about all the other options so that it's not overlooked. Mr. Aronson wanted to clarify that the process will allow LFG to flow to the southern parcel and biogas to flow back to the gas plant. Mr. Barrett was comfortable that the parcel on the landfill parcel could be used for other than landfill gas utilization. Mr. Goddard noted that the RFPs timeline would be modified to address all the potential processes of the RFPs. Mr. Aronson will adjust the wording to allow for the maximum options at all of the parcels. Mr. Aronson said that the landfill gas purchase and sale agreement and operations and maintenance agreement for the landfill gas management system scopes need to be addressed in Dec. The details will need to be worked out for Jan. Mr. Goddard confirmed that there will be a joint ad and joint pre-conference meeting to attract the greatest range of vendors.
- Mr. Goddard updated the group about the MA Clean Energy Center organic to energy grants.
- At 7:05 p.m., Mr. Pickard moved to recess the regular session and move into Executive Session for the purpose of discussing of and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies. Roll call: Mr. Ware, yes; Mr. Schofield, yes; Mr. Pickard, yes; Mr. Andrews, yes.
- Mr. Andrews made a motion to adjourn and seconded by Mr. Ware. All were in favor. Meeting adjourned at 7:40 p.m.

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

2011 DEC 5 AM 9 05
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

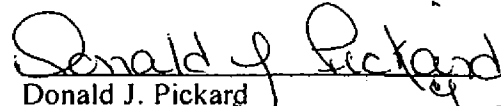
Date
Thursday
December 8, 2011

Time
6:00 P.M.

Location
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 11/3/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 7) Discussion of future meeting schedule and agenda items.
- 8) Adjourn.


Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes December 8, 2011 6:45 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

RECEIVED

2017 MAR 19 PM 2:5

Present: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp).

Handouts:

Absent with approval:

- The meeting commenced at 6:45 p.m.
- Mr. Barrett reported that Mr. Orlando of Covanta received the letter sent by Mr. Pickard. There was some consternation as two high level VPs were pulled from important meetings to address the issue. He continued that they have readjusted the offer that will allow us to take up to 125,000 tons of trash for the first three years and lower the ash tonnage and pay us \$27.21 per ton. It puts us at about what we are doing right now for revenue. In year four, they then go to all ash model which could reduce our operating costs and we'll still have about 30,000 tons of MSW to sell. The ash price then would go to \$45 per ton for disposal in 2015. Mr. Ware asked about the timing of the escalator. Mr. Barrett said it would start right away.
- Mr. Pickard said they want first right of refusal on future airspace and that is a leverage point for a potential DPW debt servicing contribution as part of the compensation. Mr. Barrett said internal concerns at Covanta about saying trash would go to a landfill is in his opinion a weak argument as they have their own landfill in Carver. The revised deal can save some money, but it's back loaded vs. the front loading the town prefers. Mr. Ware says this presents an opportunity. Mr. Barrett said Mr. Peterson is still the go-to-guy until at least next week. Mr. Barrett will do a pros and cons sheet. He will work with Mr. Aronson is refining his spreadsheet too and seek feedback from Mr. Ware as well.
- Mr. Redman asked about the Board of Health (BOH) approval about the fly ash. Mr. Andrews said that Mr. Barrett has done preliminary presentations to the BOH and Mr. Barrett said that he'll have a speaker from Covanta come in to make a presentation to the BOH to assuage any concerns. Mr. Barrett said that this is a well tested product. Mr. Andrews said the BOH is concerned about operations and Ms. Coffin the Health Agent contacted DEP to go over those concerns. Mr. Barrett said that ISWM has a wheel wash article approved from years past and ISWM is aware of the concern about tracking. Mr. Barrett is trying to get a speaker to the Dec. 14th meeting of the BOH. Mr. Andrews said to have them bring in the fly ash in a jar.
- Mr. Redman asked about BOH input on the Covanta deal. Mr. Goddard said the Board of Selectmen (BOS) is dealing with that while the BOH is already dealing with the approval of materials, such as ash and the potential impacts.
- Mr. Barrett recommends keeping the fly and bottom ash pricing separate. Mr. Barrett will respond to Mr. Peterson next week. He noted that any staff loss because of a change in operations for ash could be done through attrition.
- Mr. Andrews made a motion to exit executive session and reenter regular session. Mr. Redman seconded the motion. Roll call: Mr. Pickard, yes; Mr. Schofield, yes; Mr. Andrews, yes; Mr. Ware, yes; Mr. Redman, yes.
- The meeting adjourned at 6:55 p.m.

Landfill Business Model Advisory Working Group
Meeting Minutes December 8, 2011 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

2012 JAN 24 AM 10 19

Present: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Management Corp).

Handouts: Updated RFP timeline, RFP overview handout.

Absent with approval:

- Meeting called to order at 6:04 p.m.
- Motion to approve minutes from 11/3/11 by Mr. Andrews, seconded Mr. Schofield, all in favor, except Mr. Redman who abstained.
- Mr. Goddard suggested a motion by the Working Group (WG): *Motion in favor of Mr. Pickard making a motion at the BOS meeting on Dec. 13, 2011 instructing Mr. Guerino to issue RFPs as soon as possible.* Motion to approve made by Mr. Ware and seconded to Mr. Schofield. Discussion- Mr. Andrews suggested amending the motion to require that RFPs be submitted to the Central Register by 12/28/11. A motion to amend the main motion was made by Mr. Andrews and seconded by Mr. Redman. All were in favor. A motion was then made to approve the amended motion by Mr. Ware and seconded by Mr. Schofield. All were in favor.
- Mr. Goddard will send Mr. Pickard suggested language for a motion for the BOS meeting on December 13, 2011 using the guidance from the vote of the WG.
- Mr. Aronson noted that legal counsel has commented on the lease for the landfill gas utilization. He then went over the overview he prepared for the status of the three RFPs, discussing goals and approaches. He emphasized that there will be three RFPs with options under 30B to get the "most advantageous" proposal for each. The process will use a non-price proposal first and then review a price proposal.
- Mr. Aronson said the same processes that will occur with the land leases on the 25-acre parcel with the BOH will be adhered to for the landfill gas utilization lease as well. Mr. Ware asked about the cost for the full RFP packages. Mr. Aronson said for the land lease it's \$2,000, the gas utilization it's \$500 and \$100 for the leachate management equipment. All proceeds will be payable to the Town of Bourne but go to the Integrated Solid Waste Management Enterprise Fund.
- Decisions about site lease payments and payment in lieu of taxes (PILOT) money disbursement will be reviewed later as the WG reviews the ISWM business model. Mr. Barrett said the goal is to simplify the payment methods for vendors. Mr. Aronson continued to lay out the contents for the various RFPs. He also discussed risk and protections such as proposal bonds. He noted that lease cannot be signed until the BOH approves the site assignment modifications for the 25-acre parcel. The vendors will have to be comfortable with this. The BOH will review non-price proposals without looking at the financial terms. Mr. Aronson said that the first payment will be at the time of the end of negotiations for an interim development agreement before going to the BOH which comes prior to signing the lease.

- Mr. Goddard brought up the issue about who will pay for a third party consultant to the BOH should they want one. Mr. Andrews said there is a formula for determining the amount in the regulations. Mr. Aronson said we'll talk about the vendors paying for it in the pre-bid conference. These fees are found in the site assignment regulations.
- Mr. Goddard reported the presentations at a recent Solid Waste Association of North America (SWANA) conference showed that the status of projects in other towns is not as far along as ours.
- Mr. Aronson will speak with a vendor who requested information about the process for the leachate management equipment.
- Mr. Aronson will make the quarterly site payment \$2,500 per parcel vs. what was on the handout.
- Mr. Goddard reported the Town Charter changes relative to ISWM are moving through the legislature and that a vote is expected by the end of the current session.
- A motion to enter into executive session at 6:45 p.m. was made by Mr. Picard and seconded by Mr. Redman. Roll call: Mr. Pickard, yes; Mr. Schofield, yes; Mr. Andrews, yes; Mr. Ware, yes; Mr. Redman, yes.
- The regular session was reconvened at 6:55 p.m.
- The WG decided the next meetings would be Jan. 12th, Feb. 9th, and March 15th at 6:00 at the Bourne Middle School conference room on the first floor.
- Mr. Andrews made a motion to adjourn which was seconded by Mr. Schofield. All were in favor. The meeting adjourned at 6:58 p.m.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2012 JAN 24 AM 10 18

MEETING NOTICE

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

Date

Thursday
December 8, 2011

Time

6:00 P.M.

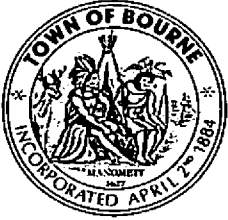
Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 11/3/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for a Request for Proposals (RFP) for leasing land at the ISWM facility including RFP text and timeline, parcel selection, permitting, town approval processes, legal questions and other logistics.
- 4) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update, discussion and possible vote regarding approaches for Requests for Proposals (RFP) landfill gas utilization options (e.g. energy production, leachate evaporation) including RFP text and timeline, parcel selection, air permit update, town approval processes, legal questions and other logistics.
- 5) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 7) Discussion of future meeting schedule and agenda items.
- 8) Adjourn.

Donald J. Pickard
Chairman



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: January 18, 2010

Time: 7:00 pm

Location: Town Hall, Lower meeting room

Agenda

Call to order

Introduction of members

Discussion: Areas of responsibilities

Discussion: Short term goals and objectives

Discussion: Agenda for next meeting, date selection

Adjournment

Charles K. Noyes

Interim Director

2011 JAN 6 PM 2 27
TOWN CLERK'S OFFICE

Wrong date
Should be 2011

Local Emergency Planning Committee Minutes

January 18, 2011

2011 MAR 08 09:50 AM
TOWN OF BOURNE
Members present: Charlie Noyes- (Emergency Management Director), Dennis Woodside (Chief of Police), Ann Marie Riley (CERT member), Eve-Maree Aseltine (CERT member), Linda Zuern (General Public), John Pribilla (Corps of Engineers), Mandi Speakman (COA Director), Pat Houde (COA), Joe Reynolds (RACES), and Cynthia Coffin (Board of Health).

Submitted by Cynthia A. Coffin, Secretary

Charlie Noyes introduced himself as Bourne's New Emergency Management Director. He gave an overview of the creation in the LEPC. In 1986 Local Emergency Planning Committees were organized thru the Superfund Act. Originally LEPC's were designed to deal with the issues of storage and transportation of hazardous materials. Mr. Noyes was Bourne's Emergency Management Director in 1985 and is not back in that position. Mr. Noyes is trying to get the LEPC back to be a functioning unit of the Town. In general the LEPC is a coordination point for normal operations related to emergency response issues. While earlier participation dealt with hazardous waste the LEPC's concerns have now extended to hurricanes, floods, natural and manmade disasters, and public health emergency response initiatives. Post 9-11 some communities LEPC's have also dealt with terrorism too. Even Bourne has concerns relative to potential terrorist acts on our bridges as this would affect so many people on such a large scale. Ms. Coffin added that with the public health issues the LEPC needs to be involved in any mass vaccinating scenario. Mr. Noyes stated that each individual department in the Town would meet the needs of its authority but that the LEPC would offer support.

Initially since the group is trying to regather and find focus, Mr. Noyes asked all the members to express their issues and concerns so that he can be aware of all issues and what the LEPC should be dealing with in the future. As the new Emergency Management Director he has only been hired the day before the last hurricane. The EMD serves as a coordinator and he wants to make sure that he does not overlook the need of any department or organization.

Ms. Speakman stated that she was the new Director of the Council on Aging. Her first experience with dealing with an emergency was the 'non-Hurricane' Earl. The Council on Aging is a Human Services Agency and has to make sure that the needs of the elderly are being looked after. The COA has to find ways that the elderly can have access to resources and has to provide sheltering in an emergency, find ways to get those to the shelter that need to go, find ways to staff the shelter and get supplies for it, and final have volunteers to assist the COA should the shelter(s) need to be opened. She is very concerned that there do not appear to be set protocols for shelter operation and management and she is looking for assistance.

Ms. Zuern stated that she was the Selectmen's representative when the LEPC was started up again a number of years ago. She started the interested in the Reverse 911 system which Ms. Coffin was eventually able to purchase for the Town through a grant. She has

also dealt with a number of educational activities using her cable program and would do so again for any LEPC member or issue.

Ms. Coffin stated that as the representative for the Board of Health she needs the LEPC to understand the issues of Mass Vaccination and Emergency Dispensing Site Operations. She also needs to have Bourne's Plan added to the Town's current Comprehensive Emergency Management Plan. Ms. Coffin also stated that she needs to know if the Board of Health is supposed to be present or has any responsibility if a shelter is opening due to a hurricane or loss of power. In the past the Board of Health has never been involved with any shelter opening.

Mr. Noyes stated that he will be working on an Emergency Management page for the Town's website.

Mr. Reynolds stated that he has some preparedness pamphlets that he will get to Ms. Speakman.

Mr. Pribilla stated that he is the liaison for all local projects for the Army Corps of Engineers. He has experience in disaster response and recovery and in leveraging materials, equipment and personnel to respond to emergencies. He worked with during the 9-11 response and in many other emergency situations. He has thirty years of experience with MEMA and with urban search and rescue. Mr. Noyes asked if was any event coming up with the Cape Cod Canal birthday coming up and if there would be anything that the LEPC would have to plan for. Mr. Pribilla stated that there will be displays and maybe a parade thru the canal, but there is still planning at this stage. The Corps has some connection with an association out of Boston that has older ships for use. The Corps is looking at what was done for the 50 year celebration as a guide to what will happen.

Ms. Riley stated that she is the food pantry co-ordinator. She is also CERT trained, assists with sheltering and has her ServSafe certification for food service.

There was some discussion among the members on how to have an updated list of Bourne's CERT members and Mr. Noyes stated that he could get this through the Sheriff's Dept.

Ms. Aseltine stated that she works with the Bourne Council on Aging with transportation needs. She is also CERT trained and has worked at the shelters twice in the past. Ms. Aseltine had concerns that even though people are given information on how to plan for emergencies and what steps should be taken in the event of an emergency but that people still panic. She said that when there is an incident, all parties need to know what information should be disseminated. It was mentioned that during the last storm no one even knew if the shelters were opened. Ms. Coffin stated that she had spoken with Mr. Noyes and the new web-based notification should be used to tell the public when the shelters have been opened. Ms. Aseltine added that she also has background and training as an EMT. She is very concerned about transportation needs during an emergency and how people are supposed to get assistance when they need it.

Mr. Noyes stated that although Public Safety can respond to individuals in need of transportation, it is still better to have something planned to respond to those kinds of requests.

Mr. Aseltine stated that a lot of seniors cannot afford to have their sidewalks shoveled. Also many seniors won't leave their homes to get to a shelter and most won't leave their pets if they have any. Right now the Sandwich Regional Shelter is the only one that is listed as taking pets. Mr. Noyes stated that the laws changed and that any shelter, by law, has to be pet friendly, but the pets have to be in a separate area. Ms. Coffin stated that owners still have to provide their own pet containers or carriers. It was discussed that the Cape has gone to a few regional shelters because Towns can't deal with individual shelters and all the staffing, food, and volunteer needs. Ms. Coffin asked at what point is the local shelter opened. Mr. Noyes said that it would be his intention to open the local shelters, like the Bourne Middle School, first if there was a need. The Community Building presently has an issue with its backup generator not hooked up to the heating system and this needs to be addressed. The Regional shelter can send supplies to the local shelter or it can open itself when there are regional issues or implications.

Mr. Noyes stated that the Red Cross is presently working with the Southeastern Mass and Plymouth to establish an Inter-Region Red Cross over the bridge. This would give us a couple of routes of access to supplies and assistance. Ms. Coffin asked if the Bournedale Elementary School was being considered as a place for a shelter. Mr. Noyes stated that originally there was an issue with the type of glass in the building but that this has been resolved so they are still looking in the possibility. Mr. Reynolds asked if the old Armory building could be used but Mr. Noyes stated that the Mass Maritime Academy had picked up that building for its own use.

Mr. Woodside stated that he was the new Police Chief. He has 24 years of service with the Bourne Police Department. He stated that transportation of seniors and others to a shelter in an emergency or a storm is something that is really hard to ask of the Police Department as they are usually otherwise occupied, but that the officers will always help out if it is possible. There is also a problem with all the calls coming in to the dispatch in an emergency. Sometimes the lines are overwhelmed and there is only one person answering all the calls. Ms. Woodside stated that the Police station is usually well stocked with supplies for emergency response. He stated that the Police Department will always help whenever they can with transport, clearing roads, etc. Mr. Reynolds asked a question about the police 800 trunk lines. There was some discussion that the Town could switch to the County system if necessary.

Pat Houde stated that she represented the Council of Aging too and she is the assistant to Ms. Speakman. Ms. Houde has some serious concerns regarding shelter operation and as to whether the needs of the elderly are being met. She stated that in 2005 after the blizzard the Community Building was opened as a shelter and she was one of only three volunteers at that site. There were at least 30 people at the shelter and many of them were very frail. There were not enough volunteers to address their needs. There was not enough food, people had health issues that couldn't be addressed, some people fell out of the cots, and people drove to the shelter and then their cars got plowed in. The Town really needs to increase its volunteer resources. Ms. Coffin stated that there is a Medical Reserve Corps that we can access for assistance but she is not sure how many Bourne

members there are in the group as of this date. Mr. Woodside stated that the Mass Maritime Cadets could also be a resource. Mr. Reynolds suggested accessing the nursing program students from the Cape Cod Community College. There was discussion that the Coiling of all the volunteers would be a requirement and could slow things down.

Ms. Speakman stated that not all people affected have the same view of their needs as those who have to work with them. This can lead to some conflict. It was discussed among all the members how critically important that volunteers were. Mr. Woodside also stated that the Town has to be careful not to overuse the few volunteers that we have.

Mr. Reynolds stated that he is an amateur ham radio operator and that he is the RACES operator for the Town of Bourne. RACES requires and runs communication drills once per month. More ham radio operators are needed especially in Bourne. He is trying to promote a recruitment drive and has scheduled training for amateur ham radio operators. He stated that the Tech Class Preparation classes will be held on March 18 from 7-9 PM, March 19 9AM-2PM, March 26 9AM- 1 PM and that there will be test that day from 2-4PM. Mr. Reynolds stated that there are other ham radio operators in the Town but that he needs to get them to volunteer. The RACES group also does quarterly drills to keep communications between members current. Ms. Coffin asked where the classes were going to be held and Mr. Reynolds stated that he is trying to get a room in the Community Building. Mr. Reynolds call number is KA1GDQ and his website is KA1GDQ.us. He has been a ham radio operator since 1979. He stated that the class is a very good one and that there are practice tests on line. There is an FCC mandated test and that if someone passes within 2 wks they would have their license to operate. Ms. Zuern asked how many people the Town of Bourne should have with such a license and Mr. Reynolds stated that Bourne should have 6-10 members on its RACES team. He stated that David Allen on Rip Van Winkle is presently on the Bourne team. He said that it would be great to have ham radio operators in vans that could help with picking up people and taking them to shelters. Regular radios can be down but ham radios will still operate. Mr. Noyes stated that ham radio operators are a great resource and offer important communications backup. The operators usually work at the supervisory level and not usually on a hands-on level. Mr. Reynolds stated that their main job is to assist.

Ms. Houde asked if Americorps was still operational and it was discussed that they were but that Mr. Noyes would look into it.

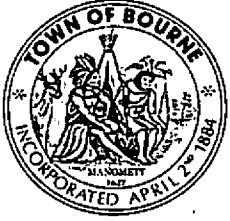
Mr. Noyes asked what meeting nights would be better for everyone. It was decided that the LEPC meeting night would be the 1st Wed of every month. The next meeting was scheduled for Wed, March 2 at 6:30 PM. The place would tentatively be the High School library where we used to meet.

Ms. Coffin also stated that she would see what minutes needed to be approved at the next meeting. She believes that the Sept. 2009 minutes still need to be approved.

There was a motion by Ms. Speakman to adjourn and Ms. Zuern seconded. There was a unanimous vote to adjourn. Meeting ended 8:35 PM.

Typed and submitted by Cynthia A. Coffin, Secretary.

Cynthia A Coffin
approved 3/16/11



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: March 16, 2010
Time: 7:00 pm
Location: Bourne High School library

Agenda

Call to order
Public Comment
Introduction of members
Acceptance of Minutes, January 18, 2011 meeting
Discussion: Sheltering issues
Discussion: CERT members
Adjournment


Charles K. Noyes
Interim Director

2011 MAR 9 PM 1 39
TOWN CLERK'S OFFICE

Should March 2011

RECEIVED

2017 AUG 24 AM 9:42

Local Emergency Planning Committee

TOWN CLERK BOURNE

Meeting Minutes

Date: March 16, 2011

Time: 7:00 pm

Location: Bourne High School library

Meeting was called to order by Chair Noyes

There was no public comments offered

Members present; Fire Chief Green; Sgt John Stowe; Cindy Coffin- Board of Health; John Pribella, Army Corps of Engineers; Anne Marie Riley, CERT member; Joe Reynold, Communications

Acceptance of Minutes, January 18, 2011 meeting. Motion made by Cindy Coffin, seconded by Chief Green. Voted unanimously to approve.

Discussion: Sheltering issues

Members discussed how to staff shelters for future events. Ongoing problem across the Cape to recruit and train shelter management staff. Red Cross provides training and can be done locally.

Discussion: CERT members

Members discussed sending letter to Bourne residents who have gone through the sheriff's CERT classes. Letter is to encourage these residents to indicate they are willing to staff the shelters here in Bourne. Charles Noyes will send this letter.

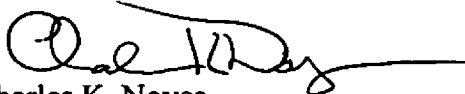
Discussions:

Chief Green discussed the current HazMat annex to the town's Comprehensive Emergency Management Plan. This needs to be updated to reflect current names of persons/positions listed.

John Pribilla mentioned that the Corps would be having some type of Centennial Exercises in the future. He will keep the committee informed.

Joe Reynolds updated the committee on the upcoming RACES classes beginning on March 18th.

Adjournment at approximately 8:00pm



Charles K. Noyes
Interim Director

Local Emergency Planning Committee

Meeting Minutes

2013 OCT 23 AM 10 45

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: March 16, 2011

Time: 7:00 pm

Location: Bourne High School library

Meeting was called to order by Chair Noyes

There was no public comments offered

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Interim Director