

# 2015 Meeting Notices

**Housing Authority**

**Housing Partnership**

**Human Services Committee**

**Jonathan Bourne Public Library**

**Jonathan Bourne Historical Center  
(Brd of Governors)**

**Landfill Business Model Working**

**Local Emergency Planning Committee (LEPC)**

**Main Street Steering Committee**

**North Sagamore Water District**

**Nye Grant Trustee Committee**

**Open Space Committee**

**MEETING NOTICE** 2015 JAN 16 PM 3 54

TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on January 22, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- Approval of the Minutes of the Special meeting held on November 13, 2014 and regular meeting held on October 30, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Presentation by Peter Bouchard from Valley Affordable Housing regarding Cape View Way
- Discuss Scope of Work and Cost Estimate for Handicap development
- Discuss smoking cessation classes
- Discuss Audit Report
- Discuss 50<sup>th</sup> anniversary celebration
- Discuss net metering programs
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: January 16, 2015

**AMMENDED AGENDA**

**MEETING NOTICE**

2015 JAN 16 PM 4 11  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on January 22, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

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- **Discuss CPA application for sprinkler system**
- **Discuss smoking cessation classes**
- **Discuss Audit Report**
- **Discuss 50<sup>th</sup> anniversary celebration**
- **Discuss net metering programs**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: January 16, 2015

2015 Capital Fund

*Housing*

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Whereas, (Public Housing Authority) Bourne Housing Authority MA110 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) B-1666 dated 9/29/1982

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects 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.

\$ 77,060.00 for Fiscal Year 2015 to be referred to under Capital Fund Grant Number MA06P11050115 PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 23

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 development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, 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 within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of 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.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, 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.
7. The PHA shall continue to operate each public housing project 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 each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. 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 public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP 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.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s). (mark one): [ ] Yes [X] No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, 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 public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2015. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By: [Signature] Date: 2/18/15 PHA (Executive Director or authorized agent) By: [Signature] Date: 2/18/15 Title: EXECUTIVE DIRECTOR



Capital Fund Program  
(CFP) Amendment—page 2  
To The Consolidated Annual Contributions Contract  
(form HUD-53012)

(SEAL)  
Attest:

\_\_\_\_\_

TOWN/CITY Bourne

BY: Wes Chapman

TITLE: Int. Town Clerk

DATE: March 11, 2015

**MEETING NOTICE**

2015 FEB 13 PM 3 48

TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on February 19, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- Approval of the Minutes of the Regular meeting held on January 22, 2015
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss progress for Handicap development project
- Discuss CPA application for sprinkler system
- Discuss smoking cessation classes
- Discuss Small Claims case
- Discuss 2015 Capital Fund Award for Roland Phinney Place
- Discuss snow storm events
- Discuss Cape View Way
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: \_\_\_\_\_

*Barbara Thurston*  
Barbara Thurston, Executive Director

Date: February 13, 2015

2015 MAR 26 PM 4 00

**MEETING NOTICE** TOWN CLERK'S OFFICE  
BOURNE, MASS**BOARD: Bourne Housing Authority**

The Regular Meeting of the Board of Commissioners will be held on March 31, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

**AGENDA**

- Approval of the Minutes of the Regular meeting held on February 19, 2015
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Review and Approve DHCD budget for Capital Improvement Plan
- Discuss progress for Handicap development project
- Discuss CPA application for sprinkler system
- Discuss smoking cessation classes
- Discuss DHCD representative visit
- Thank you letters to Sheriff's Dept. and Town
- Discuss Cape View Way
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: \_\_\_\_\_

  
Barbara Thurston, Executive Director

Date: March 26, 2015

**AMENDED**

**MEETING NOTICE**

2015 MAR 27 AM 10 19

**BOARD: Bourne Housing Authority**

TOWN CLERK'S OFFICE  
BOURNE, MASS

**The Regular Meeting of the Board of Commissioners will be held on March 31, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- Approval of the Minutes of the Regular meeting held on February 19, 2015
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Review and Approve DHCD budget for Capital Improvement Plan
- Review and approve Budget revision for FY14 for Attorney Grace
- Discuss progress for Handicap development project
- Discuss CPA application for sprinkler system
- Discuss smoking cessation classes
- Discuss DHCD representative visit
- Thank you letters to Sheriff's Dept. and Town
- Discuss Cape View Way
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: March 27, 2015

**MEETING NOTICE**

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on April 16, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on March 31, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Presentations by State and Federal Fee Accountant of the Annual Budgets for FY16**
- **Program Update**
- **Residents Report**
- **Discuss bid results for Handicap development project**
- **Open Family wait list**
- **Discuss CPA application for sprinkler system**
- **Discuss smoking cessation classes**
- **Discuss visit to Asher's Path**
- **Discuss Ms. Thurston's vacation time**
- **Discuss extra hours for Roland Phinney Administrator**
- **Discuss Cape View Way**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

2015 APR 13 PM 4 08  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: April 13, 2015

**MEETING NOTICE**

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on May 28, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on April 16, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Presentations by Federal Fee Accountant of the Annual Budget for FY16**
- **Approval of State Budget for FY2016**
- **Program Update**
- **Residents Report**
- **Discuss Handicap development project**
- **Discuss CPA application for sprinkler system**
- **Discuss smoking cessation classes**
- **Discuss visit to Asher's Path**
- **Discuss extra hours for Roland Phinney Administrator**
- **Discuss Cape View Way**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

2015 MAY 22 PM 3 14  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: May 22, 2015

**MEETING NOTICE**

2015 JUN 12 PM 4 10  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on June 18, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on May 28, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Review and approval of Federal Budget for FY16**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve proposal ad for Cape View Way**
- **Discuss and approve write-offs for tenant balances**
- **Discuss and approve purchase of new copier**
- **Election of officers**
- **Discuss vacant seat on Board of Commissioners**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: June 12, 2015

**MEETING NOTICE**

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on August 27, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on June 18, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve Change Orders for Handicap Development**
- **Review and approve proposals for Federal Auditors**
- **Discuss and approve ad for Cape View Way**
- **Review and approve re-submittal of Atty. Grace's budget**
- **Discuss Fire Alarm System monitoring**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: *Barbara Thurston*  
**Barbara Thurston, Executive Director**

**Date: August 24, 2015**

2015 AUG 24 PM 3 55  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**Chapman, Wendy**

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**From:** Barbara Thurston <bourneha@capecod.net>  
**Sent:** Wednesday, August 26, 2015 4:04 PM  
**To:** Chapman, Wendy  
**Subject:** Meeting cancelled

Wendy,

Please be advised that we do not have a quorum for tomorrow's scheduled Board meeting. It is cancelled

Barbara Thurston  
Executive Director

2015 AUG 26 PM 4 11  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**AMENDED** 2015 SEP 2 AM 11 15  
TOWN CLERK'S OFFICE  
**MEETING NOTICE** BOURNE, MASS

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on September 3, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- Approval of the Minutes of the Regular meeting held on June 18, 2015
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss Construction progress at Handicap development project
- Discuss and approve Change Orders for Handicap Development
- Review and approve proposals for Federal Auditors
- Discuss RFP for Cape View Way
- Review and approve re-submittal of Atty. Grace's budget
- Review and approve FY16 State budgets
- Discuss Fire Alarm System monitoring
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed:

  
Barbara Thurston, Executive Director

Date: September 2, 2015

**MEETING NOTICE****BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on September 3, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA****AGENDA**

- **Approval of the Minutes of the Regular meeting held on June 18, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve Change Orders for Handicap Development**
- **Review and approve proposals for Federal Auditors**
- **Discuss RFP for Cape View Way**
- **Review and approve re-submittal of Atty. Grace's budget**
- **Discuss Fire Alarm System monitoring**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: \_\_\_\_\_

**Barbara Thurston, Executive Director**

Date: August 28, 2015

2015 AUG 28 PM 3 19  
TOWN CLERK'S OFFICE  
BOURNE, MASS

2015 NOV 16 AM 8 28

TOWN CLERK'S OFFICE  
BOURNE, MASS**MEETING NOTICE****BOARD: Bourne Housing Authority**

The Regular Meeting of the Board of Commissioners will be held on November 19, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

**AGENDA**

- Approval of the Minutes of the Regular meeting held on October 22, 2015
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss Construction progress at Handicap development project
- Discuss and approve Change Orders for Handicap Development
- Discuss and accept Schedule of Audit Adjustments and Schedule of Findings
- Discuss DRAFT copy of Audit
- Discuss Regional Attorney's letter of intent to relocate
- Discuss RFP for Cape View Way
- Review and approve Procurement Policy
- Discuss Fire Alarm System monitoring
- Discuss septic systems repairs at family development
- Schedule Executive Director Annual Evaluation
- Discuss NAHRO conference
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed:

  
Barbara Thurston, Executive Director

Date: November 16, 2015

2015 OCT 19 PM 4 08

TOWN CLERK'S OFFICE **MEETING NOTICE**  
BOURNE, MASS**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on October 22, 2015 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on September 3, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve Change Orders for Handicap Development**
- **Discuss RFP for Cape View Way**
- **Discuss Fire Alarm System monitoring**
- **Review and approve utility allowances**
- **Discuss septic systems repairs at family development**
- **Schedule Executive Director Annual Evaluation**
- **Discuss Leo Dauwer Conference**
- **Health & Wellness Fair @ COA On October 21st**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: \_\_\_\_\_

**Barbara Thurston, Executive Director****Date: October 19, 2015**

# AMENDED

2015 OCT 20 PM 2 01

TOWN CLERK'S OFFICE MEETING NOTICE  
BOURNE, MASS

**BOARD: Bourne Housing Authority**

**The Regular Meeting of the Board of Commissioners will be held on October 22, 2015  
at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

## AGENDA

- **Approval of the Minutes of the Regular meeting held on September 3, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve Change Orders for Handicap Development**
- **Discuss RFP for Cape View Way**
- **Review and approved Procurement Policy**
- **Discuss Fire Alarm System monitoring**
- **Review and approve utility allowances**
- **Discuss septic systems repairs at family development**
- **Schedule Executive Director Annual Evaluation**
- **Discuss Leo Dower Conference**
- **Health & Wellness Fair @ COA On October 21st**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: \_\_\_\_\_

*Barbara Thurston*  
Barbara Thurston, Executive Director

Date: October 19, 2015

**MEETING NOTICE**

2015 DEC 15 AM 8 28

**BOARD: Bourne Housing Authority**

TOWN CLERK'S OFFICE  
BOURNE, MASS

**The Regular Meeting of the Board of Commissioners will be held on December 17, 2015 at 8:35 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA**

**AGENDA**

- **Approval of the Minutes of the Regular meeting held on November 19, 2015**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Construction progress at Handicap development project**
- **Discuss and approve Change Orders for Handicap Development**
- **Present letter from DHCD regarding Formula Funding Award for FY18**
- **Present final copy of Audit**
- **Discuss status of Cape View Way**
- **Review and approve Fair Market Rents**
- **Discuss Fire Alarm System monitoring**
- **Discuss septic systems repairs at family development**
- **Executive Director Annual Evaluation**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: Barbara Thurston  
Barbara Thurston, Executive Director

Date: December 15, 2015

**SPECIAL MEETING NOTICE**

**BOARD: Bourne Housing Authority**

**NOTICE OF SPECIAL MEETING TO BE HELD:**

**Date: Thursday, December 31, 2015**

**Time: 3:00 p.m.**

**Place: Roland Phinney Place  
871 Shore Rd., Pocasset, MA**

**Agenda Items:**

**Review and approve Certificate of Substantial Completion and Certificate for Final Payment for construction at 89 Waterhouse Rd., Bourne, MA. Work Plan #036024**

**Signed:** *Barbara Thurston*

**Barbara Thurston  
Executive Director**

**Date: December 29, 2015**

2015 DEC 29 PM 12 54  
TOWN CLERK'S OFFICE  
BOURNE, MASS



To: Town Clerk's Office

From: Kerry Horman

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

Bourne Housing Partnership Meeting  
Wednesday, January 14, 2015 at 3:30PM  
Bourne Housing Authority Offices  
871 Shore Rd.  
Pocasset, MA 02559

### Agenda

1. Review and vote on Minutes of the last meeting.
2. Updates on the sale of 4 Honora Ct. (Canal Crossing), Buzzards Bay, Pilgrim Pines development, the Housing Plan and Needs Assessment,
3. Request for a waiver to certain conditions to the Community Development Housing Rehab Program and an overall update of Community Development Block Grant program ( by Coreen Moore).
4. Review proposed changes to the Zoning By-Law to allow for payments in lieu of creating affordable units.
5. Discussion of role and process of the Partnership in the review of projects with a relationship to affordable housing seeking approval from local boards.
6. Proposed reorganization of the Housing Services position.
7. Consider proposals for funding to be submitted to the Community Preservation Committee.
8. Report of the Affordable Housing Specialist
9. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

2015 JAN 12 PM 4 24  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Notice  
Joint Meeting**

The Bourne Housing Partnership  
&  
Bourne Affordable Housing Trust Fund  
Thursday, August 6, 2015  
4:45 PM  
Basement Conference Room  
Bourne Town Hall  
24 Perry Ave.  
Buzzards Bay, MA 02532

2015 AUG 4 AM 9 54  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

Agenda:

1. Vote to waive review minutes of previous Trust meeting
2. Vote to waive review minutes of previous Partnership meeting
3. Summary of Financial Status.
4. Consideration and vote of the Partnership whether to approve the request of the Bourne Housing Rehabilitation Program for a Single Case Waiver to proceed with rehabilitation of a single family unit located at 749 Head of the Bay Rd., Unit 26 D, Buzzards Bay, MA 02532.
5. Update on the status of the Community Development Block Grant Program
6. Update on affordable homes at Pilgrim Pines.
7. Review status of Old Plymouth Rd..
8. Review of issues related to Harmony Hill (Canal Bluffs) proposed changes.
9. Canalside Apts. Status of affordable units and vote by the Housing Partnership to hire a consultant to evaluate the potential for preserving 25% of the units as deed restricted affordables and if necessary seek the financial assist of the Affordable Housing Trust. If necessary the vote of the Trust to provide financial assistance to the Partnership to hire a consultant as above.
10. Vote by the Trust to enter into a contract with Leonardi Ari to provide housing rehabilitation services to the Trust for the USDA Housing Rehab program.
11. Housing Specialists update.
12. Discussion of future agenda items
13. Vote to adjourn the Housing Partnership meeting
14. Vote to enter executive session to discuss: the acquisition and sale of three real estate properties in Buzzards Bay and Pocasset for the purpose of building, preserving, or creating affordable homes; and review minutes of previous executive session meetings.
15. Return to open session. Adjourn Trust meeting

Kerry Horman, Affordable Housing Programs Administrator

**Johnson, Barry**

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**From:** Affordable Homes  
**Sent:** Friday, December 4, 2015 9:51 AM  
**To:** Johnson, Barry; Chapman, Wendy; Meier, Marie  
**Cc:** sross31310@aol.com  
**Subject:** Cancelling Housing Trust meeting and Housing Partnership meetings for December 7, 2015

Barry, Marie, and Wendy,

Please post the the joint meetings of the Bourne Housing Partnership and the Bourne Affordable Housing Trust for December 7, 2015 at 5:00 PM have been cancelled.

Thanks for your help,

Kerry Horman

2015 DEC 4 PM 10 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Notice  
Joint Meeting**

Bourne Affordable Housing Trust Fund  
&  
The Bourne Housing Partnership  
Monday, December 7, 2015  
5:00 PM  
Bourne Housing Authority Office  
871 Shore Rd. Pocasset MA 02559

Agenda:

1. Review minutes and vote by Trust on the October 5, 2015 on the Joint Meeting with the Partnership.
2. Review minutes and vote by the Partnership on the minutes of the Joint Meeting with Trust on October 5, 2015.
3. Summary of Financial Status.
4. Consideration of applications for CPA funding for FY2017 for Housing Services, Down Payment Assistance, and creation of new affordable rental or home ownership housing units.
5. Update on the consultant report to assist with preserving affordable units at Canalside Apartments
6. Request from Housing Assistance Corps for financial assistance for the 2015 Big Fix Project in Bourne
7. Review status of Old Plymouth Rd. and Pilgrim Pines single family home lotteries
8. Update of ZBA action on amendments to Harmony Hill (Canal Bluffs) 40B project proposed by the developer.
9. Update on potential affordable units in Buzzards Bay mixed use developments
10. Update on Housing Rehab Program
11. Discussion of future agenda items
11. Vote to Adjourn Partnership Meeting.
12. Vote by Trust on engineering services proposals.
13. Vote to as to whether to enter into the purchase and sales agreement on land 31 Wing Rd. Pocasset which the Trust has offered to buy in order to build a single affordable home.
14. Vote to enter executive session to reconsider interest in purchasing a single family non conforming lot in Buzzards Bay and review minutes of previous executive session meetings.
15. Return to open session.  
Adjourn Trust meeting

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2015 DEC 4 AM 11 14

Kerry Horman, Affordable Housing Programs Administrator

**Meier, Marie**

---

**From:** Affordable Homes  
**Sent:** Friday, December 4, 2015 9:51 AM  
**To:** Johnson, Barry; Chapman, Wendy; Meier, Marie  
**Cc:** sross31310@aol.com  
**Subject:** Cancelling Housing Trust meeting and Housing Partnership meetings for December 7, 2015

Barry, Marie, and Wendy,

Please post the the joint meetings of the Bourne Housing Partnership and the Bourne Affordable Housing Trust for December 7, 2015 at 5:00 PM have been cancelled.

Thanks for your help,

Kerry Horman

2015 DEC 4 AM 11 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Notice**  
**Joint Meeting**  
The Bourne Housing Partnership Bourne  
&  
Affordable Housing Trust Fund

Monday, December 7, 2015  
5:00 PM  
Bourne Housing Authority Office  
871 Shore Rd. Pocasset MA 02559

2015 DEC 3 PM 3 29  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Agenda:

1. Review minutes and vote by Trust on the October 5, 2015 on the Joint Meeting with the Partnership.
2. Review minutes and vote by the Partnership on the minutes of the Joint Meeting with Trust on October 5, 2015.
3. Summary of Financial Status.
- 4 Consideration of applications for CPA funding for FY2017 for Housing Services, Down Payment Assistance, and creation of new affordable rental or home ownership housing units.
- 5 Update on the consultant report to assist with preserving affordable units at Canalside Apartments
6. Request from Housing Assistance Corps for financial assistance for the 2015 Big Fix Project in Bourne
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8. Update of ZBA action on amendments to Harmony Hill (Canal Bluffs) 40B project proposed by the developer.
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10. Update on Housing Rehab Program
11. Discussion of future agenda items
11. Vote to Adjourn Partnership Meeting.
12. Vote by Trust on engineering services proposals.
13. Vote to as to whether to enter into the purchase and sales agreement on land 31 Wing Rd. Pocasset which the Trust has offered to buy in order to build a single affordable home.
14. Vote to enter executive session to reconsider interest in purchasing a single family non conforming lot in Buzzards Bay and review minutes of previous executive session meetings.
15. Return to open session.  
Adjourn Trust meeting

Kerry Horman, Affordable Housing Programs Administrator

**Notice  
Joint Meeting**

The Bourne Housing Partnership Bourne  
&

Affordable Housing Trust Fund

2015 DEC 8 AM 11 15

TOWN CLERK'S OFFICE  
BOURNE, MASS

Monday, December 14, 2015

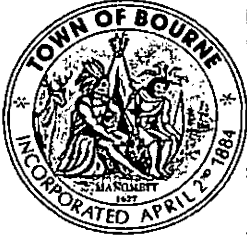
5:15 PM

Bourne Housing Authority Office  
871 Shore Rd. Pocasset MA 02559

Agenda:

1. Review minutes and vote by Trust on the October 5, 2015 on the Joint Meeting with the Partnership.
2. Review minutes and vote by the Partnership on the minutes of the Joint Meeting with Trust on October 5, 2015.
3. Summary of Financial Status.
- 4 Consideration of applications for CPA funding for FY2017 for Housing Services, Down Payment Assistance, and creation of new affordable rental or home ownership housing units.
- 5 Update on the consultant report to assist with preserving affordable units at Canalside Apartments
6. Request from Housing Assistance Corps for financial assistance for the 2015 Big Fix Project in Bourne
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9. Update on potential affordable units in Buzzards Bay mixed use developments.
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11. Discussion of future agenda items
11. Vote to Adjourn Partnership Meeting.
12. Vote by Trust on engineering services proposals.
13. Vote to as to whether to enter into the purchase and sales agreement on land 31 Wing Rd. Pocasset which the Trust has offered to buy in order to build a single affordable home.
14. Vote to enter executive session to reconsider interest in purchasing a single family non conforming lot in Buzzards Bay and review minutes of previous executive session meetings.
15. Return to open session.  
Adjourn Trust meeting

Kerry Horman, Affordable Housing Programs Administrator



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
January 6, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. Review and discussion of FY 2016 budget requests
3. Vote on Human Services budget
4. Topics for future discussion
5. Next meeting date

2014 DEC 30 PM 4 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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Lois Carr  
December 30, 2014

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro



**MINUTES OF THE MONTHLY MEETING OF THE BOURNE HUMAN  
SERVICES COMMITTEE  
TUESDAY, JANUARY 6, 2015  
BOURNE COMMUNITY CENTER**

Present: Andrew Murray, Barbara Thurston, Lois Carr, Leona Bombaci, Christina Stuart,  
Felice Monteiro, Richard Silvestro, Andrew Murray

Absent: William Cook

Meeting convened at 4:05 p.m.

The Committee reviewed all requests for funding for FY 2016. Thirteen agencies  
requested funding totaling \$50,580.

After lengthy discussion, the Committee recommended funding for the following  
agencies:

Big Brothers/Big Sisters	\$ 700
VNA	22,000
Bourne Food Pantry	2,630
Cape Cod Child Development	615
Sight Loss Service	450
Bourne Youth Council	615
Independence House	1,000
South Coast Legal Services	500
Elder Services	1,200

2015 MAR 26 PM 2 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Ms. Bombaci abstained from discussion on the recommendation for the Bourne Youth  
Council.

Recommendations totaled \$29,710. This amount is level-funded from FY 2015.

Motion made by Ms. Monteiro to approve the recommended funding in the amount of  
\$29,710. Motion seconded by Mr. Murray. Unanimous vote.

Ms. Carr asked the Committee if we want to request funding for the Human Services  
Resource Guides. Ms. Thurston made a motion to request \$1,500 for approximately 900  
Guides. Motion seconded by Mr. Murray. Unanimous vote.

Topic for future discussion: fill vacancy on the Committee.

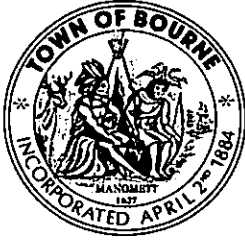
Next meeting scheduled for February 10, 2015 at 4:00 p.m.

Motion made by Mr. Murray to adjourn. Motion seconded by Ms. Thurston. Meeting  
adjourned at 5:05 p.m.

Respectfully submitted,

*Barbara Thurston*

Barbara Thurston



# Bourne Human Services Committee Meeting Notice



2015 Mar 16 PM 4 15

TOWN CLERK'S OFFICE  
BOURNE, MASS

Date: Tuesday  
March 24, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. Big Fix Bourne
3. Program updates
4. Topics for future discussion
5. Next meeting date

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Lois Carr  
March 16, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

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

**TUESDAY, March 24, 2015 4pm  
BOURNE COMMUNITY CENTER**

2015 APR 23 AM 10 19

TOWN CLERK'S OFFICE

BOURNE, MASS.

Present: Andrew Murray, Barbara Thurston, Lois Carr, Leona Bombaci, Christina Stuart, Richard Silvestro, Felice Monteiro

Absent: William Cook

Motion by Christina Stuart to accept the minutes of January 6, 2015- Second by Andy.  
Unanimously approved.

Felice Monteiro presented an E-mail from Tom Guerino regarding Big Fix a community Service event and program coordinated by Housing Assistance Corporation. See E- Mail dated 3/4/15 attached to Minutes. Eligibility for this program are Fuel Assistance qualified, income, repair needs and ability for program to meet the need request.

Mr. Guerino will present this program to Selectman at April 7, meeting.  
Kick Off Sat October 3, 10 am meeting at Community Building to initiate project. Mr. Guerino supports this program and will gather Town agencies members for support. HAC provides Team Leaders that are CORI'd and volunteers will not but will need to work with team leaders.  
More follow up about this program is to come.

Motion made by Barbara, Second by Christina For BHSC to support this Big Fix Programs.  
Unanimously Approved.

Felice reported the follow up about the Handy Person resource (through the COA) under the Tax Work Off program and information received from Tom Guerino that it is not possible as person must work in a Municipality. Felice will explore recruiting a volunteer for light Handy Person volunteer.

Leona gave an update about the Bourne Youth Council, Inc's current fundraising effort for The Bourne High School Band Chimes Fundraiser and the DVD Historical presentation the Eagle Scout Merrick Rubinstein did under the Sponsorship of the Bourne Youth Council.

Lois reported that she spoke to Mr. Guerino who indicates that he did not expect any budget cuts to BHS.

Next meeting Tuesday, April 21, 4pm at Community Building.

Motion to adjourn at 5pm, second and unanimously approved.



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
April 21, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

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

2015 APR 16 PM 4 28  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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Lois Carr  
April 16, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

Bourne Human Services  
April 21, 2015  
Monthly Meeting Minutes

2015 SEP 17 AM 9 59

TOWN CLERK'S OFFICE  
BOURNE, MASS

**IN ATTENDANCE:** Lois Carr, Leona Bombaci, Barbara Thurston, Richard Silvestro, Felicity Monteiro

**EXCUSED:** Christina Stuart, Andrew Murray

Meeting was called to order at 4:09 P.M.

Motion was made by Barbara Thurston to approve the minutes of the March 24, 2015, meeting. The motion was seconded by Felicity Monteiro and the vote was unanimous.

Lois Carr informed the Committee she spoke to Town Administrator Thomas Guerino regarding the "The Big Fix" (HAC) kickoff program and he confirmed the Selectmen approved the program to take place Saturday, October 3, 2015. Ms. Carr also informed Town Administrator that the Human Services Committee supports the program. Ms. Carr continued to update the committee on the program eligibilities.

**Program Updates:** Leona Bombaci, informed the Committee that a \$1,000 donation was received for the Chimes needed for the High School Music Band.

Other discussions from Ms. Bombaci Hoxie School Volunteers; (Arts & Creativity Festival) May 31<sup>st</sup>., from 11 am – 4 pm, there will be vendors, food, crafters, there will also be a used Children's book table and Ms. Bombaci asked for donation of books.

Mr. Silvestro asked if Application for Permit has been filed? Ms. Bombaci answered in the affirmative

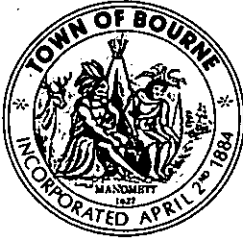
Lois Carr mentioned the fact that we need more Resource Guide Books and will be looking into a grant to help fund the printing of such. Discussion on whether the Sheriff's office might be able to do the binding of the guides took place.

New Scams were discussed, in particular the receipt of emails indicating the receiver of a court date and an attachment of a docket number. Mr. Silvestro indicated, do not open the attachment as it is a virus.

Future Discussion: None.

Next meeting dated will be on Tuesday, June 2, 2015, at 4:00 pm, in the COA Conference Room.

Motion was made by Lois Carr to Adjourn. Meeting adjourned at 4:45 pm.



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
June 2, 2015

2015 MAY 26 PM 2 14  
TOWN CLERK'S OFFICE.  
BOURNE, MASS

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. "Bridge to Human Services" Resource Guide
3. Program updates
4. Topics for future discussion
5. Next meeting date

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Lois Carr  
May 26, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

Bourne Human Services Committee

Meeting Minutes

June 2, 2015

2015 SEP 17 AM 9 59  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Members Present: Christina Stuart, Leona Bombaci, Lois Carr

Excused: Felicita Monteiro, Andrew Murray, Richard Silvestro, Barbara Thurston, William Cook Warren

There was not a quorum, but Leona Bombaci spoke about the successful Hoxie School Arts and Creativity Festival held on May 31.

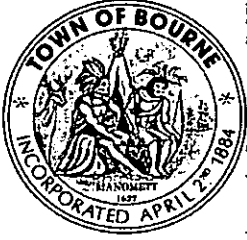
Lois Carr gave an update on Big Fix Bourne. Applications are available at the COA office as well as at Town Hall. Outreach staff will be assisting those seniors who are potential participants to complete applications and mail to HAC. Bourne residents who are veterans, seniors or disabled are eligible to apply.

The Committee will not meet again until September, unless something of importance needs to be discussed.

Respectfully submitted,

Lois Carr





# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
September 15, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. FY 2016 budget update
3. Big Fix Bourne update
4. Topics for future meetings
5. Next meeting date

2015 SEP 10 PM 3 43  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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Lois Carr  
September 10, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

MINUTES OF THE MONTHLY MEETING OF THE  
BOURNE HUMAN SERVICES COMMITTEE  
TUESDAY, SEPTEMBER 15, 2015  
BOURNE COMMUNITY CENTER

SEPTEMBER 24 AM 10 21  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Present: Barbara Thurston, Lois Carr, Leona Bombaci, Christina Stuart, Felice Monteiro, Richard Silvestro

Absent: Andrew Murray

Meeting convened at 4:05 p.m.

Ms. Monteiro made a motion to approve the minutes of April 21, 2015. Motion seconded by Ms. Thurston. Unanimous vote.

Ms. Carr informed the Board that if the override does not pass, only the VNA will receive funding of \$22,000. The other requests will not be funded.

Ms. Carr informed the Committee that the BIG FIX for Bourne will take place on Saturday, October 3<sup>rd</sup>. The kick-off will take place at the Upper Cape Voch at 8:00. Friday is the deadline to sign up to volunteer. There are already 150 volunteers signed up and they try to target seniors, disabled and veterans. There are 13 properties on the list. Ms. Thurston stated that they will also be doing two properties for the Bourne Housing Authority.

Ms. Carr informed the Committee that the Council on Aging is sponsoring a Health and Wellness Fair on October 21<sup>st</sup> from 10 -2 at the Senior Center.

Ms. Bombaci informed the Committee that there will be a Hoxie Festival on Saturday, October 24<sup>th</sup> from 12-5. There will be many activities including food trucks and book sale.

Ms. Stuart informed the Committee that there will be a Special Needs Fair on Saturday, October 17<sup>th</sup> at the Middle School Cafeteria from 9 - 12. There will be activities for kids, a free workshop for parents and family members on estate & trusts for students and adults with disabilities. The Donovan Center and CORD will also have tables set up.

Lt. Silvestro discussed the homeless situation in Bourne and drug overdose problems. As of today, there are twice as many overdoses as there were for the whole year last year. Police are now carrying Narcan in the cruisers. Ms. Monteiro stated that there are movements everywhere to address this problem. It seems that the victims are getting younger and younger.

The Bourne Scallop Festival will be held this weekend at the Barnstable County Fairgrounds.

The Committee discussed the vacancy on the Committee.

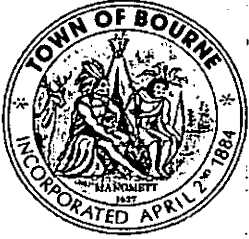
Topic for future discussion: fill vacancy on the Committee.

Next meeting scheduled for October 13, 2015 at 4:00 p.m.

Motion made by Ms. Stuart to adjourn. Motion seconded by Lt. Silvestro. Meeting adjourned at 5:05 p.m.

Respectfully submitted,

Barbara Thurston



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
October 13, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. Failure of override vote-cuts to FY 16 budget
3. Big Fix Bourne date change
4. Topics for future meetings
5. Next meeting date

2015 OCT 8 AM 11 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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Lois Carr  
October 8, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

Bourne Human Services Committee

2015 NOV 24 AM 10 21

Meeting Minutes

TOWN CLERK'S OFFICE  
BOURNE, MASS

October 13, 2015

Members Present: Leona Bombaci, Lois Carr, Andrew Murray, Felice Monteiro

Excused: Christina Stuart, Richard Silvestro, Barbara Thurston, William Cook Warren

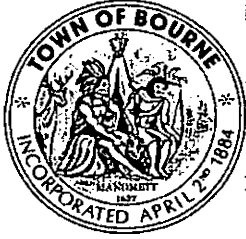
There was not a quorum, but Leona Bombaci spoke about the October 24 Hoxie School Fall Festival. There will be food trucks, vendors, and games for the children.

Lois Carr gave an update on Big Fix Bourne. The date has been changed to October 24 due to inclement weather on October 3. Volunteers can still sign up.

The Committee discussed the failure of the override vote and potential cuts to the FY 2016 Human Services budget. Lois will contact Debbie Judge at Town Hall to see when letters will be sent to agencies.

Respectfully submitted,

Lois Carr



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
November 17, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

2015 NOV 13 AM 8 25  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## AGENDA

1. Approve minutes of previous meeting
2. Update of override vote-cuts to FY 16 Human Services budget
3. Program updates
4. Topics for future meetings
5. Next meeting date

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Lois Carr  
November 12, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro

Bourne Human Service Committee Meeting

Minutes of Monthly Meeting of the  
BOURNE HUMAN SERVICES COMMITTEE  
11/17/2015

2015 DEC 17 AM 11 26

TOWN CLERK'S OFFICE

Attended: Lois Carr, Leona Bombaci, Christina Stuart, Barbara Thurston,  
Excused: Andy Murray, Richard Silvestro, William Cook Warren

Meeting convened at 4:15 with Quorum  
Lois Presented agenda

1) Approve minutes of previous meetings  
Minutes of September 15, 2015 : Motion by Felice to approve. Second by  
Christina Stuart.

There was no quorum for the October 13 Meeting.

2) Update of override vote-cuts to FY 16 Human Services Budget.

Lois reports information conversations with Debbie Judge and Tom Guerino in  
Town Administrator's office.

Finance Department gave Lois a human services budget sheet that the town has on  
record but figures are not the same as those that the committee submitted to Tom  
Guerino and were approved at the annual town meeting.  
Mr. Guerino will look into this matter. Lois will follow up with Mr Guerino.

The agencies that BHSC recommended will get half of what was approved at town  
meeting. (July 1- December 31, 2015) These cuts are the result of the failure of the  
Proposition 21/2 override vote.  
Letters will be sent to agencies and funds will be released by Dec 2015. The only  
exception is the VNA which will receive full funding.

Much is uncertain as to whether or not Bourne Human Service Committee will have a FY  
2017 budget.

3) Program Updates;

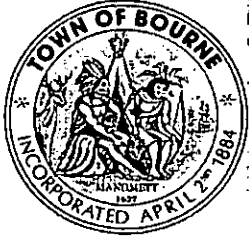
Bourne SEPAC (Special Education Parent Advisory Council) Fair 10/17/15. Christine  
reported that the fair was not well attended.  
Further discussion with Christina about the Special Needs Services and population  
served in Town: 11%

4) Topics for future Discussion.

Emergency management services in Town.

Not sure if meeting in Dec is necessary unless Budget Proposals are sent out  
for request and return.  
Tentative Date for Meeting December 15 at 4pm if needed. Lois will notify  
members.

Submitted by  
Leona Bombaci



# Bourne Human Services Committee Meeting Notice



Date: Tuesday  
December 15, 2015

Time: 4:00 P.M.

Location: COA Conference Room  
Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA 02532

## AGENDA

1. Approve minutes of previous meeting
2. Resource guide- need to update for printing
3. Update on FY 17 HS budget
4. Program updates
5. Topics for future meetings
6. Next meeting date

2015 DEC 11 AM 8 35  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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Lois Carr  
December 10, 2015

cc: Town Clerk  
Committee: Bombaci, Carr, Murray, Thurston, Stuart, Monteiro, Warren, Silvestro



Bourne Human Services Meeting

Minutes of the December 15, 2015 Meeting

Attended: Lois Carr, Christina Stuart, Barbara Thurston, Richard Silvestro, Andy Murray

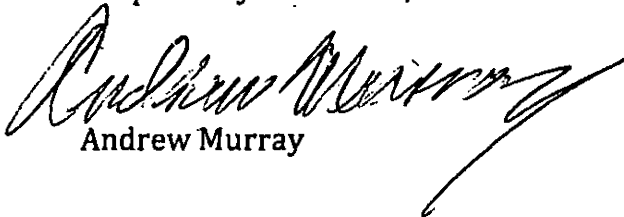
Excused Felicia Monteiro, Leona Bombaci

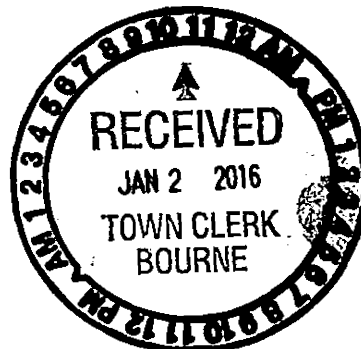
1. Minutes of the previous meeting, November 17, 2015, were read. Motion to accept was made by Ms. Stuart, seconded by Ms. Thurston. Motion passed unanimously.
2. Ms. Carr informed the Committee that we have \$750 left for another printing of "The Bridge to Human Resources" booklet. She checked with the printer and she was informed that this figure would pay for an additional 430 (approximately) copies of the booklet. She asked that all of us review the booklet for additions or deletions.
3. Ms. Carr also informed us that the letters went out to all agencies that received funding during FY16 informing them that they would only receive half of the original funding amount because of the failure of the Town to pass the override vote. The only exception was the VNA which received their full funding amount.

There is no budget for Human Services for FY 2017. Again, the only exception is the VNA which will be fully funded.

4. A discussion was held about agendas for future meetings. It was decided to invite Charlie Noyes, the Director Emergency and Management for the Town of Bourne to our next meeting to discuss the Emergency Management Services that are in place for the Town.
5. The next meeting of the Bourne Human Service Committee will be on January 26<sup>th</sup> at 4:00 p.m. at the Community Building.
6. Motion to adjourn was made by Ms. Thurston and seconded by Mr. Murray. Motion passed unanimously

Respectfully submitted,

  
Andrew Murray



**Jonathan Bourne Public Library  
19 Sandwich Road  
Bourne, MA 02532**

**Patrick W Marshall**  
Director

**Phone: 508-759-0644  
Fax: 508-759-0647**

January 9, 2015

2015 MAR 11 AM 7 34  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Admiral Richard Gurnon  
President – Massachusetts Maritime Academy  
Harrington 1<sup>st</sup> Floor President's Office  
101 Academy Drive  
Buzzards Bay, MA 02532

Dear Adm. Gurnon:

The Jonathan Bourne Public Library Board of Trustees has begun work on a new long range plan for the library. The long range plan will help aid library staff and trustees with what the main priorities are for the community and how library officials can best allocate resources to meet those needs. It is a vision of where the community is going and provides guidance on how to get there. It will also allow the library to apply for state and federal grants through the Library Services and Technology Act.

A key element of the plan is the input from stakeholders, such as yourself, within the community. Your input is invaluable to help us define what the actual needs of the town are as a whole and in what direction the library should take. Whether you are an avid user of the library or not, your thoughts on the community as a whole are important and it is the hope of the Trustees that you will be able to assist us with our planning.

Two community forum meetings have been set up for public participation. Each will be held at the Bourne United Methodist Church (37 Sandwich Road) from **10:00 a.m. until 12:00 p.m.** It would be an honor and most helpful if you could attend both sessions, though it is not mandatory. Parking available at both the library and the church. A tour of the library will be available after each meeting.

The first meeting will be held on **Wednesday, January 28<sup>th</sup>**. At this session, participants will brainstorm and help identify the needs of the community as a whole, learn about the library as currently set up, and establish areas for growth and opportunity for the community in general and the library in particular.

The Second meeting will be held on **Wednesday, February 11<sup>th</sup>**. Here, participants will help establish goals for the library to meet the needs of the community as well as hold a discussion as to how the library can meet these goals.

Each session will be led by Cheryl Bryan. Cheryl has extensive background in library planning at the state and national level. She has worked extensively with the developer of the current Public Library Association Planning model and has assisted many libraries with their long range plans.

We hope you will be able to attend these sessions. Please call the library at 508-759-0644 ext. 107 to speak with Library Director Patrick Marshall if you have any questions and/or to let us know if you can make it to these sessions. The Board looks forward to working with you, along with everyone in the community, to help us make our library the best that it can be.

Sincerely,

Kathryn Tura  
Chairman  
JBPL Board of Trustees

Kerrie M. Scofield  
14 Spinnaker Lane  
Pocasset, MA 02559

Meredith Chase or Betty  
Steudel  
Bourne Recycling Committee  
(Heather)  
Bourne Town Hall  
24 Perry Avenue  
Bourne, MA 02532

Susan Sleasman  
Assistant Superintendent  
Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532

Anne-Marie Siroonian  
PO Box 157  
Monument Beach, MA 02553

Karen Ross  
Bourne Friends Food Pantry  
PO Box 144  
Buzzards Bay, MA 02532

?????Beth-Ann Elliott  
12 Harlow Farm Road  
Bourne, MA 02532

Scott Fitzmaurice  
Hoxie Center Committee

Joanne Carrara  
80 Spinnaker Lane  
Pocasset, MA 02559

Lisa Laine

Vincent Michienzi  
76 Mashnee Road  
Bourne, MA 02532

Mary-Jane Mastrangelo  
PO Box 41  
Cataumet, MA 02534

Barbara Berler  
President  
Friends of the JBPL, Inc.  
PO Box 3509  
Pocasset, MA 02559  
Robert Palumbo  
Bourne Conservation Comm.  
Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay, MA 02532

Erika Fitzpatrick  
8 Winchester Ave  
Bourne, MA 02532

Elise Palmer  
33 Sachem Drive  
Sagamore Beach, MA 02562

Margaret Sabin  
PO Box 3075  
Pocasset, MA 02559

The Village at Cataumet  
1252 Rte 28A  
Cataumet, MA 02601

Bobbie Dwyer  
President  
Aptucxet Garden Club  
PO Box 844  
Pocasset, MA 02559

Fran Bogden  
Painted Ladies  
PO Box 388  
Pocasset, MA 02559

William & Tevis Keating  
C/O Cape & Islands District  
Office  
297 North Street, Suite 312  
Hyannis, MA 02601

Sandra Vickery  
PO Box 806  
Monument Beach, MA 02553

Peter Meier  
Chairman  
Board of Selectmen  
Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay, MA 02532

Marie Oliva  
President  
Cape Cod Canal Region  
Chamber of Commerce  
70 Main Street  
Buzzards Bay, MA 02563

Rev. Bob Sherwood  
St. Peter's Episcopal  
Church-on-the-Canal

PO Box 265  
Buzzards Bay, MA 02532

Bourne Women's Group

Michael LeBrun  
Executive Director  
Cape Cod Senior Residences  
100 Dr. Julius Kelley Lane  
Bourne, MA 02559

Jen Donovan  
Monument Beach Civic Assoc.  
PO Box 114  
Monument Beach, MA 02553

Douglas MacDonald

Christopher Mark

Maureen Kelley  
Customer Service Manager  
Hydroid, Inc.  
6 Benjamin Nye Circle  
Pocasset, MA 02559

?????Robert Galibois  
116 State Road  
Sagamore Beach, MA 02562

Bob Dutch  
Superintendent  
Upper Cape Tech  
220 Sandwich Road  
Bourne, MA 02532

Tiffany Wenzel  
66 Winston Ave  
Bourne, MA 02532

Maura Dankert  
Bourne Early Childhood  
Council  
59 Chartwell Drive  
Bourne, MA 02532

Julie Sacchetti  
NOW LIVES OFF CAPE

Dr. Susan R. Cushing  
2 Spinnaker Lane  
Pocasset, MA 02559

Sergeant Brandon Esip  
Bourne Police Department

175 Main Street  
Buzzards Bay, MA 02532

Lee Desrosiers

David Pelonzi  
Deputy Chief  
Bourne Fire Department  
130 Main Street  
Buzzards Bay, MA 02532

Thomas Donovan

Lynn Bergin

Jean Calvert  
Massachusetts Department of  
Mental Health

Karen Robbins  
Branch Manager  
Rockland Trust  
172 Clay Pond Road  
Bourne, MA 02532

Coreen Moore  
Bourne Town Planner  
Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay, MA 02532

Jeanne Nichols  
President  
Sandwich/Bourne Lions Club  
PO Box 197  
Sandwich, MA 02563

B. Paul Bushueff Jr.  
President  
Bourne Community Boating  
PO Box 3157  
Bourne, MA 02532

Larry Palmer  
President  
Bourne PTA  
C/O Bourne High School  
75 Waterhouse Road  
Bourne, MA 02532

Steven Lamarche  
Superintendent  
Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532

Bournedale Wampanoag  
Tribe  
C/o Hazel Currence  
PO Box 3156  
Bourne, MA 02532

Thomas M. Guerino  
Town Administrator  
Town of Bourne  
24 Perry Avenue  
Buzzards Bay, MA 02532

Charles Noyes  
Bourne Emergency  
Management Director  
Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay, MA 02532

Kathy Zagzebski  
Executive Director  
National Marine Life Center  
PO Box 269  
Buzzards Bay, MA 02532

Bill McCann  
President  
Bourne/Wareham Kiwanis  
Club  
C/O William Jenkins  
1 Harpers Hollow  
East Sandwich, MA 02537

Mary Carlson  
President  
Bourne-Sandwich Rotary Club

Bourne Courier

John Paradise  
Managing Editor  
Bourne Enterprise  
50 Depot Avenue  
Falmouth, MA 02540

Boy Scouts of America

Air Station Cape Cod Contact

George Seaver  
PO Box 401  
Cataumet, MA 02534

Jennifer Kennedy

25 Rip Van Winkle  
Buzzards Bay, MA 02532

Krissanne Caron  
Director  
Bourne Recreation  
Department  
Bourne Veteran's Community  
Building  
239 Main Street  
Buzzards Bay, MA 02532

Felicita Monteiro  
Director  
Bourne Council on Aging  
Bourne Veteran's Community  
Building  
239 Main Street  
Buzzards Bay, MA 02532

Laurie Howe  
Atlantic AutoWash  
120 MacArthur Blvd  
Bourne, MA 02532

James Crockett  
Bourne Veteran's Agent  
Bourne Veteran's Community  
Building  
239 Main Street  
Buzzards Bay, MA 02532

Wendy Hruska

Gioia Dimock  
2 County Road  
Bourne, MA 02532

Susan Berteaux  
Library Director  
ABS Information Commons  
Massachusetts Maritime  
Academy  
101 Academy Drive  
Buzzards Bay, MA 02532

Karin Benedict  
109 Valley Bars Road  
Bourne, MA 02532

Lisa Plante  
Director  
Bourne Veteran's Community  
Building  
239 Main Street  
Buzzards Bay, MA 02532

**Director's Report**  
**January 13, 2015 Board of Trustees Meeting**  
**(December/January Activity)**

- 12/10/14 – CLAMS Board and CLAMS Membership meeting. CLAMS will be doing an annual batch check-in of billed items due 5 years ago or before. Items will still be billed on a patron's record. CLAMS will also be purging annually items lost and paid as well as claimed returned that are five or more years old. CLAMS will also be holding a legislative breakfast in February.
- 12/15/14 – Mass Library System monthly board meeting and new member orientation. CLAMS network is now live on the Massachusetts EBook collection.
- 12/16/14 – State Aid Advisory Meeting in Millbury
- 12/17-12/19/14 – Director away on vacation.
- 12/24/14 – Heat at library out. Facilities department in to adjust thermostats.
- 1/8/15 – No heat again – Boiler out. Part needed. One boiler up and running other will be up once part is replaced.
- 1/12/15 – Bridges Together intergenerational services boot camp with COA Director. Program provided opportunities to develop intergenerational programs. Looking to work with COA on this opportunity.

Upcoming:

- Priority Based Budget workshops per town – Jan 13 and 14<sup>th</sup>
- MLS Marlboro monthly meeting Jan 26<sup>th</sup>
- State Aid Advisory Meeting Jan 27<sup>th</sup>
- Long Range Planning meetings Jan 28<sup>th</sup> and Feb 11<sup>th</sup>

Respectfully submitted,  
Patrick W. Marshall

**Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library**

**January 13th 2015 5:15 pm**

2015 JAN 6 AM 11 25  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Approval December 9, 2014 Minutes

New Business

5 year Plan  
TV for special usage  
First Floor art gallery  
Steps between neighboring parking lot  
Generator/Emergency Shelter

Updates

Little Free Library  
Large Print rotating library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road  
Bourne, MA 02532

Minutes of the January 13, 2015 Trustees Meeting  
Jonathan Bourne Public Library

2015 MAR 11 AM 7 33

TOWN CLERK'S OFFICE

Trustees Present

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Stephanie Kelly  
Heather DiPaolo

Staff Present

Patrick Marshall

Guests Present

Joy Dalton, Friends

Trustees Absent

None

Chairperson Kathryn Tura called the meeting to order at 5:18 pm.

Approval December 9, 2014 Minutes:

K. Tura moved and H. DiPaolo seconded approval of the minutes with the following change: On page two, the addition of "Historical" before "Staffing Summary" per P. Marshall's suggestion. The motion was carried by unanimous vote.

New Business:

Five Year Plan:

- P. Marshall reported that invitation letter was sent out. A copy of the letter and mailing list are attached.
- P. Marshall also reported that *Bourne Courier* and *Bourne Enterprise* articles about the planning meetings would be coming out soon and that he will put out signs and prepare stats for Cheryl Bryan's use. P. Marshall also reported that C. Bryan suggested that an evening meeting be scheduled for the focus group..
- T. Maginnis will coordinate refreshments for the planning meeting with Terry Johnson.

TV for Special Usage:

- A discussion was held about locating the TV across from the Circulation Desk.
- P. Gately indicated that he had talked to the Town facilities manager and he would wire it when a location is decided upon.
- K. Tura will send a letter to the Friends asking for funding to purchase the TV.
- P. Marshall will talk to staff to get input about whether the TV will be intrusive, what would justify turning it on, etc.
- P. Marshall will check with other libraries about their TV policies and will bring info to next trustees meeting.

First Floor Art Gallery:

- P. Gately suggested contacting Nolan LeRoy at the Upper Cape Tech to assess the space and come up with a plan and estimate of costs.

Steps Between Neighboring Parking Lot and Library:

- P. Gately reported that he had walked the perimeter of the property and it seems logical to have the steps located closer to the road and that he has checked with the Town and that there are no ADA issues since both properties provide handicapped parking.
- It was decided that P. Gately will ask Mr. Michienzi to a future meeting for further discussion.

Generator/Emergency Shelter:

- It was determined that the library is not an emergency shelter but could act as a warming station if the Town were to designate it as one.
- The library currently does not have a back-up generator; however, most Town departments to have one.

- P. Marshall has raised this issue with Charlie Noyes, Emergency Director for the Town and Tom Guerino, Town Administrator.
- It was decided to hold off on further pursuit until after the 5 year planning process is over.

Updates:

Little Free Libraries:

- K. Tura reported that a thank you note has been sent to On Cape Time for the signs and that she will follow up on the plaques.
- H. DiPaolo provided a contact list for each of the LFL stewards.

Large Print Rotating Library:

- K. Tura report that the library is up and running and has had a positive response.

Director's Report: Attached.

Budget and Personnel: No report.

Building and Grounds:

- H. DiPaolo reported that the fee for installation of the tree lights was donated by the electrician and that she presented him with a gift bag as thanks. H. DiPaolo also reported that she will submit a receipt in the amount of \$223 for the purchase of the lights.
- P. Marshall reported that he had ordered a portable sound system, lectern, easels, and a white board for the library and that he is working on replacing the conference room chairs.

Friends of JBPL: J. Dalton indicated that there is no report.

Next Meeting Date and Agenda Items: February 10, 2015 at 5:15 p.m.

Adjournment: K. Tura moved to adjourn the meeting. The motion was seconded by K. Maginnis and carried by unanimous vote and the meeting was adjourned at 6:32 p.m.

Respectfully submitted

*Stephanie G. Kelly*



**Meier, Marie**

---

**From:** kathryn tura <ktura@comcast.net>  
**Sent:** Wednesday, January 21, 2015 1:11 PM  
**To:** Johnson, Barry; Meier, Marie; Chapman, Wendy  
**Cc:** Marshall, Pat  
**Subject:** Joint Meeting Selectmen/Library Trustees

Please post meeting for 1/27/15 6:45 pm at Community Building Selectmen/Library Trustees Appointment of Trustee to fill vacant position

thank you

Kiki Tura

2015 JAN 21 PM 2 21  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Meier, Marie**

---

**From:** Patrick Marshall <pmarshall@bournelibrary.org>  
**Sent:** Friday, January 23, 2015 2:13 PM  
**To:** Johnson, Barry; Chapman, Wendy; Meier, Marie; Kathryn Tura  
**Subject:** Board of Trustees Meeting

Please post a meeting of the Jonathan Board Public Library for Wednesday, January 28, 2015 at 10:00 at the Bourne United Methodist Church.  
The only agenda item is Cheryl Bryan will lead a community forum for the Long Range Plan Development of the library.

Thanks  
Patrick

--  
Regards,

Patrick W. Marshall  
Director  
Jonathan Bourne Public Library PH: 508-759-0644  
19 Sandwich Road FX: 508-759-0647  
Bourne, MA 02532

2015 JAN 23 PM 2 18  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library**

**March 10, 2015 5:15 pm**

Approval January 13, 2015 Minutes

New Business

- 5 year Plan
- TV for special usage
- First Floor art gallery
- Steps between neighboring parking lot

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

2015 APR 29 AM 11 02  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the March 10, 2015 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Stephanie Kelly  
Heather DiPaolo

**Staff Present**

Patrick Marshall

**Guests Present**

None

**Trustees Absent**

None

Chairperson Kathryn Tura called the meeting to order at 5:20 pm.

**Approval January 13, 2015 Minutes:**

K. Tura moved and P. Gately seconded approval of the minutes as presented. The motion was carried by unanimous vote.

**New Business:**

**Five Year Plan:**

- P. Marshall reported that Cheryl Bryan is amenable to either a day or night meeting.
- A discussion was held about different meeting options, i.e. daytime vs. evening and the following dates were proposed:

April 22<sup>nd</sup> 10 a.m. to noon at JBPL

May 13<sup>th</sup> 6-8 p.m. at JBPL

- K. Tura reported that she had received positive feedback from individuals who attended the first meeting.

**TV for Special Usage:**

- K. Tura will send a letter to the Friends asking for funding to purchase the TV.
- P. Marshall reported that staff indicated they thought the TV would be a distraction and that the location at the front of the library near the circulation desk would be problematic because there is no place to stand/sit and that the noise would be distracting and that frequent complaints about noise are already received on a regular basis.
- P. Marshall indicated that the grant funding for the teens/tweens program has already purchased a TV that can be used if needed.

**First Floor Art Gallery:**

- P. Gately will contact Nolan LeRoy at the Upper Cape Tech to assess the space and come up with a plan and estimate of costs.
- P. Gately reported that the school superintendent is excited about the program.
- P. Marshall suggested using the front bulletin board area at the front entry of the library.
- After discussion, it was decided that the program is ready to implement.
- P. Marshall suggested including Kate Haynes in the process.

**Steps Between Neighboring Parking Lot and Library:**

- This item of business has been tabled until the next meeting.

**Updates:**

**Little Free Libraries:**

- Snow is effecting accessibility to some of the Little Free Libraries.

Large Print Rotating Library:

- K. Tura report that the library is up and running and has had a positive response.

Director's Report: No written report attached. P. Marshall reported the following:

- Distributed the attached handouts about the value of the library.
- Legislative breakfast was well-attended considering the inclement weather.
- The Pajama battle between JBPL and Sandwich Library is going well. JBPL has topped the 1,000 mark.
- Too Human concert scheduled for March 27.

Budget and Personnel: No written budget report. P. Marshall indicated that because of Katherine DeMoranville's resignation and Lee Sevard's transfer to Assistant Tech Services position, the library is currently down one 18-hour circulation position.

Building and Grounds:

- P. Marshall reported that DPW and Facilities has been doing a good job coping with the snow and parking.
- P. Marshall also reported that he has spoken with Jonathan Nelson about weatherproofing.

Friends of JBPL: No report.

Next Meeting Date and Agenda Items: April 14, 2015 at 5:15 p.m.

Adjournment: H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:12 p.m.

Respectfully submitted

*Stephanie G. Kelly*

## FY 2014 Value of the Library

Input Your Quantity of Use	Library Services	Retail Value	Value of Services
51725	Adult Books Borrowed	\$17.00	\$879,325
3564	Young Adult Books Borrowed	\$12.00	\$42,768
30527	Children's Books Borrowed	\$17.00	\$518,959
2714	Magazines Borrowed	\$5.00	\$13,570
41947	Movies Borrowed	\$4.00	\$167,788
11577	Audio (BoCD, Tape, CD's)	\$9.95	\$115,191
10786	Downloadable e-books and Audio	\$15.00	\$161,790
2251	Downloadable Music	\$1.00	\$2,251
24096	Interlibrary Loan	\$25.00	\$602,400
811	Museum Passes	\$20.00	\$16,220
1084	Meeting Room Use (per hour)	\$25.00	\$27,100
1263	Adult Programs Attended	\$15.00	\$18,945
211	Young Adult Programs Attended	\$12.00	\$2,532
5907	Children's Programs Attended	\$7.00	\$41,349
24423	Database Searches	\$19.95	\$487,239
7072	Hours of Computer Use (e.g. internet, MS Word)	\$12.00	\$84,864
	<b>Total Value</b>		<b>\$3,182,291</b>

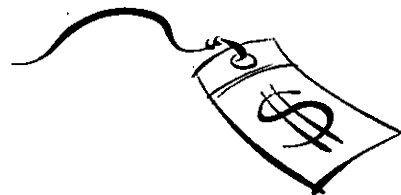
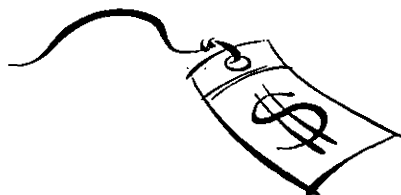
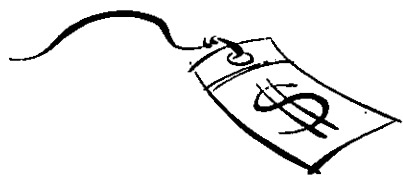
FY2014 Library Budget \$622,610

Return on investment = 511%

For every dollar of the library budget,  
\$5.11 was returned to the public in services  
and materials

# Jonathan Bourne Public Library

## “The Best Bargain in Town”



Did You Know:

That the FY 15 Budget of \$622,610 is equal to \$30.48 per resident of Bourne? This equals roughly the cost of two hard cover books per year. This is roughly one (1) % of the total FY 15 town budget.

Did You Know:

That in FY 14, Bourne circulated 156,577 items? This is steady with FY 13 and continues to show a large use of e-content. Numbers for FY 15 show circulation trends continuing the same.

Did You Know:

That in FY 14, Bourne residents borrowed 24,094 items from libraries across Massachusetts? Many of these are items not owned by our library or are so popular we cannot get enough copies to meet demand. Bourne is a net borrower which means we borrow more than we send to other libraries. In FY 14, Bourne lent 20,438 items to other libraries.

Did You Know:

That in FY 14, the children's department (a staff of 1.5 people) served 6,118 people in 394 various programs such as story hours, performances and other special events?

Did You Know:

That, 99,242 walked into the library in FY 14? Average is 8,270 people a month. On average, 396 people per day used the library over the past year? The top three months of usage were August (with an average per day usage of 502 people), July (494) and June (433). The lowest month was December (347).

Did You Know:

That, on average, 136 people used the computers at the library each week during FY 14? Computer usage included but was not limited to, surfing the Web, applying for jobs, writing reports, and paying bills. This was done with 9 public computers. Anecdotal evidence shows a continued increase in Wi-Fi usage.

Did You Know:

That the library is open 50 hours a week (the minimum State Requirement for certification) including 3 evenings and Saturdays? That it has 12,252 registered users (those with library cards) and has a collection of 86,327 items and 201 newspaper and serial subscriptions?

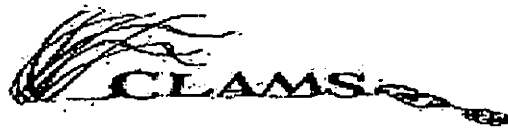
A decorative border of stick figures surrounds the page. The top and bottom borders are horizontal, while the left and right borders are vertical. The figures are simple line drawings of people with their arms raised.

# ***THERE'S NO LIMIT WHERE THE LIBRARY CAN TAKE YOU***

## **Jonathan Bourne Public Library At a Glance FY 15**

1. The mission of the Jonathan Bourne Public Library is, **“The JBPL Stimulates people’s imaginations, supports parents who want their children to become readers and provides access to the online world for everyone.”** The JBPL provides an equal and level playing field for the entire Bourne community through the provision of information, cultural activities and educational programs and support.
2. When people talk of regionalizing services, the JBPL has been doing it for quite some time now. As a member of CLAMS, your library card is accepted at 36 public and academic libraries on the Cape with holdings of nearly 2 million items. **Because the JBPL meets the minimum standards for library service and is certified by the Commonwealth, residents are able to borrow materials from any public library in Massachusetts.** CLAMS has been in operation for over 25 years providing library services to the entire Cape Cod region.
3. Because the JBPL is a certified public library, **a little over \$18,000 in State Aid will be received FY 15.** In the past, this money has been used to pay for our self check out terminals, new public server, building repairs and many other items which the town has been unable to fund. Certification has also allowed the library to receive funding for a STEM grant totaling \$7,500.
4. The JBPL is served by staff working a total of 301 hours per week. This includes 20 hours of custodial time. **This equals an FTE of 8.02. The state average for a library of our population group (15,000 to 24,999) is 465 hours for an FTE of 12.4.**
5. **Volunteers (those willing to be counted) provided 1,863 hours of service.** The work they provided saved the town a minimum of \$33,646 in salaries. (Based on \$18.06 per/hour at unit A step 2 grade 1 – Library Assistant salary). Work included shelving library materials, assisting with reports, processing materials and so much more. Many volunteers do not count and/or do not want to count their hours resulting in a count lower than what really is true.
6. **The library provides a number of programs** – books in regular & large print, movies in DVD & downloadable format, magazines & newspapers in regular & downloadable format, eBooks & eReaders, computers for public use, museum passes, technology assistance & instruction, reference assistance online and in person, fax machine, art shows/gallery, services to blind & physically challenged, school project assistance & resources, online databases, audio-books in CD, playaway & downloadable formats, children’s board books, games & toys, Interlibrary loan (deliver of requested library materials), access to 33 public library with CLAMS card, career resources, Wi-Fi, meeting room usage, community bulletin board, STEAM resources, children’s story times & programming for all ages, adult programs and workshops and a warm, safe place to visit.

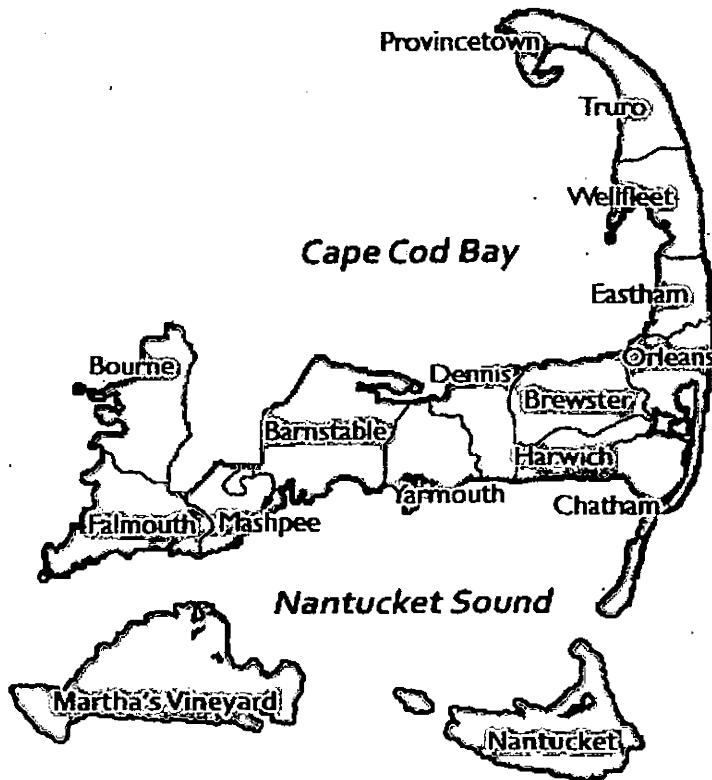




## Your CLAMS card is your passport to the world.

Your CLAMS card is accepted at all 36 libraries comprising the CLAMS Network.

These libraries include:



Aquinnah, Barnstable, Bourne, Brewster, Cape Cod Community College, Centerville, Chatham, Chilmark, Cotuit, East Dennis, Dennis Memorial, Dennis Public, South Dennis, West Dennis, Eastham, Edgartown, Falmouth, Harwich, Hyannis, Marstons Mills, Mashpee, Nantucket, Oak Bluffs, Orleans, Osterville, Provincetown, Truro, Vineyard Haven, Wellfleet, West Barnstable, Woods Hole, West Falmouth, West Tisbury, South Yarmouth, West Yarmouth, Yarmouth Port.

## But Wait, There's More!!!

By making sure the Jonathan Bourne Public Library meets the minimal state requirements of certification, as set by the Massachusetts Board of Library Commissioners, **BOURNE RESIDENTS ARE ABLE TO GET A LIBRARY CARD AT ANY CERTIFIED PUBLIC LIBRARY IN MASSACHUSETTS** giving them access to millions of items and electronic resources and content.

## Library Goals



## And Needs

### Upcoming goals and Accomplishments for FY 15

1. **Full Steam Ahead** – With a \$7,500 grant from the Massachusetts Board of Library Commissioners, the library has been able to focus on resources for young children and assist in preparing them for the STEAM curriculum in school. The library has been and continues to hold a number of STEAM related workshops for kids and has provided activities for use at the library.
2. **Long Range Planning** – The Board of Trustees, along with the library staff, have begun the process of developing the long range plan for the library. Every five years this plan is updated. A strong push to get community involvement and input is being done with much work taking place throughout the spring and summer of 2015. Topics of consideration are the aging population of Bourne (looking ahead, the town will face an older demographic), the physical plan itself that no longer meets the needs of a modern, 21<sup>st</sup> century library let alone the ADA requirements and the increasing influence of technology and digitization of materials while maintaining the “classic” library services.
3. **Future Population Growth and Certification** – The time is now to begin planning for the increasing population and what it means for the library’s certification. Bourne’s population in five years is expected to cross 25,000 residents putting the library in the next “bracket” for certification requirements. The biggest change will be that the library will be required to be open 59 hours a week over a 6 day period. (Currently we are required to be open 50 hours over a 5 day period). Current staffing levels will in no way allow for such growth. (Our other requirements, besides the municipal appropriation are to be open to all residents of the Commonwealth, make no charges for normal library services, employ trained library personnel, lend to other certified libraries, and spend 15% of budget on materials.

### Library Staffing Needs

1. **Library Assistant** – The library struggles to meet the needs of changing community with current staffing levels. Staffing is currently so tight that if a circulation assistant is out, the Director or Assistant Director are required to stay on the desk for large periods of time to cover. The library is also currently closed on Monday, a day many residents have asked us to open. A full time library assistant of 37.5 hours a week would allow us to open on Mondays part time as well as provide some much needed flexibility in the weekly schedule.
2. **Custodian** – The library currently has custodial coverage only 20 hours a week. It’s easy enough to see that with an average of 400+ people a day using a large building, things can get a bit messy. The current amount of time does not allow for any outside work to be done as well as additional jobs that spring up.



# Commonwealth of Massachusetts Board of Library Commissioners

## FY2015 CERTIFICATION STATE AID TO PUBLIC LIBRARIES PROGRAM

### The municipality and the public library of Bourne, Massachusetts

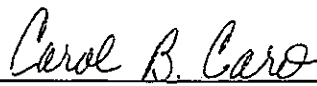
*are hereby certified as meeting the requirements of the State Aid to Public Libraries program in accordance with the provisions of Chapter 78, Sections 19A & B of the Law and Chapter 605, Section 4.0 of the Code of Regulations of the Commonwealth of Massachusetts.*

*This certificate is granted on the basis of compliance with the following:*

- 1. The Municipal Appropriation Requirement in the current year*
- 2. Open to all residents of the commonwealth*
- 3. Make no charge for normal library services*
- 4. Be kept open a minimum number of hours per week*
- 5. Employ a library director meeting the required educational level*
- 6. Expend a reasonable portion of the library's operating budget on library materials*
- 7. Lend books to other [certified] libraries in the commonwealth and extend privileges to holders of cards issued by other [certified] public libraries in the commonwealth on a reciprocal basis*

*In testimony whereof this Certificate is granted by the Board of Library Commissioners on the  
6<sup>th</sup> day of November 2014.*

  
\_\_\_\_\_  
Gregory Shesko, Chair

  
\_\_\_\_\_  
Carol Caro, Secretary



**Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library  
19 Sandwich Road, Bourne**

**March 10, 2015 5:15 pm  
Library Meeting Room**

Approval January 13, 2015 Minutes

New Business

- 5 year Plan
- TV for special usage
- First Floor art gallery
- Steps between neighboring parking lot

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

*Kathryn Tura*  
JBPL Trustee Chair

2015 MAR 5 AM 11 40  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library**

**March 10, 2015 5:15 pm**

Approval January 13, 2015 Minutes

New Business

- 5 year Plan
- TV for special usage
- First Floor art gallery
- Steps between neighboring parking lot

2015 MAR 14 PM 2 06  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

**Meier, Marie**

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**From:** Kathryn Tura <ktura@comcast.net>  
**Sent:** Tuesday, April 14, 2015 6:27 PM  
**To:** Kelly Stephanie; Gately Paul; Marshall, Pat; Meier, Marie; Kristine Maginnis; Johnson, Barry; DiPaolo Heather; Chapman, Wendy  
**Subject:** Please post agenda for long range planning

JBPL Trustee Meeting  
4/22/15  
10 am to 12  
Held at JBPL  
Long Range Planning-5 year plan  
Thank you  
Kathryn Tura  
Chair, Trustees

2015 APR 15 AM 8 41  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda  
Library Board of Trustees  
Jonathan Bourne Public Library**

**April 14, 2015 5:15 pm**

Approval March 10, 2015 Minutes

New Business

- 5 year Plan
- TV for special usage
- Steps between neighboring parking lot

Updates

- Little Free Library
- Large Print rotating library
- Director's Report
- Personnel
- Budget
- Building & Grounds
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

Kathryn G. Tura, Chair

2015 APR 8 PM 4 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda  
Library Board of Trustees  
Location: Jonathan Bourne Public Library**

**Date: May 19, 2015  
Time: 5:15 pm**

Approval April 14, 2015 Minutes

New Business

Reorganization of Board  
5 year Plan  
TV for special usage  
Steps between neighboring parking lot  
Rental Books  
4th of July Holiday

Updates

Little Free Library  
Large Print rotating library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn G. Tura, Chair

2015 MAY 13 PM 8 33  
TOWN CLERK'S OFFICE  
BOURNE, MASS



Notice of Meeting  
Library Board of Trustees  
Jonathan Bourne Public Library

May 20, 2015

6 pm

5 year planning meeting

Kathryn G Tura  
Chair

2015 MAY 12 PM 4 09  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda**  
**Library Board of Trustees**  
**Location: Jonathan Bourne Public Library**

**Date: June 9, 2015**  
**Time: 5:15 pm**

Approval April 14, 2015 Minutes  
Approval May 19, 2015 Minutes

New Business

Reorganization of Board  
5 year Plan  
Survey plan  
Rental Books policies

Updates

Large Print rotating library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn G. Tura, Chair

2015 JUN 3 PM 3 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda**  
**Library Board of Trustees**  
**Location: Jonathan Bourne Public Library**

2015 OCT 16 AM 10 57

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Date: June 9, 2015**  
**Time: 5:15 pm**

Approval April 14, 2015 Minutes

Approval May 19, 2015 Minutes

New Business

Reorganization of Board  
5 year Plan  
Survey plan  
Rental Books policies

Updates

Large Print rotating library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn G. Tura, Chair

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY  
19 Sandwich Road  
Bourne, Massachusetts 02532

Minutes of the June 9, 2015 Trustees Meeting at the Jonathan Bourne Public Library

**Trustees Present:**

Paul Gately  
Heather DiPaolo  
Stephanie Kelly – arrived 5:40pm  
Kristine Maginnis  
Kathryn Tura

**Staff Present:**

Patrick Marshall

**Trustees Absent:**

**Guests**

K. Tura called the meeting to order at 5:25 p.m.

**Minutes:** K. Tura moved to accept the April 14, 2015 minutes and P. Gately seconded the motion. The following corrections were made and the vote carried unanimously:

- o Change the year to 2015
- o Add Joy Dalton as a Guest present
- o Change date of the Five Year Plan mtg to April 1<sup>st</sup>

H. DiPaolo moved to accept the May 19, 2015 minutes and K. Tura seconded the motion. The following corrections were made and the vote carried unanimously:

- o In the Five Year Plan agenda item delete the T to read Cheryl Bryan.

**Reorganization of the Board:** This item was tabled until the July 2015 meeting.

**Five Year Plan:** Cheryl Bryan will come to speak at the July meeting to review the material from the community meetings. The survey will be conducted separate of the Long Range Plan process.

**Survey Plan:** The Trustees would like to have a tentative August 1<sup>st</sup> rollout date for the survey to go online and be available in paper form at the library. Each board member will review the survey and discuss with Cheryl Bryan at July meeting.

**Rental Book Policies:** K. Tura moved to vote on the new book rental policy. S. Kelly seconded and the vote carried unanimously.

**Large Print Rotating library:** K. Tura has been moving materials and the residents enjoy the selection of books. P. Marshall reported that we have three sets of 50 books each. K. Tura would like to expand on this successful program by adding another facility in the fall to add a new rotating large print library.

**Director's Report:** See attached.

**Budget:** See attached spreadsheet.

**Buildings and Grounds:** P. Marshall reported that the front tree is still crooked and the front lawn has been dug up from work done by the electrician.

**JBPL Friends:** P. Marshall reported:

- The friends will be paying for the Ted Reinstein speaking engagement and a few other upcoming author programs.
- They will also be paying for the entire summer author series and have made a contribution to the Children's summer raffle.
- K. Tura introduced the bumper sticker/magnet idea and wants to ask the Friends if they will provide the seed money to order items for sale.

**Next meeting agenda items:**

Five year plan  
Survey rollout plan  
Reorganization of the board  
Little Free library signage

**Next Meeting Date:** TBD

**Old business:** P. Gately is contacting someone to enlarge a few key Canal Centennial pictures to hang at the library.

**Adjournment:**

K. Tura moved to adjourn the meeting and P. Gately seconded the motion. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,  
Heather A. M. DiPaolo

**Director's Report**  
**June 9, 2015 Board of Trustees Meeting**  
**(May/June Activity)**

- 5/20/15 – Pat Damianai starts from Bibliotemps.
- 5/20/15 – Long Range Planning meeting – Final evening of public input.
- 5/28/15 – First meeting of Prop 2 ½ discussion group made up of Town Dept. Heads.
- 5/29/15 – Meet with Mr. Spilhouse to discuss library running and Trustee Board.
- 5/30/15 – Work with Recreation Dept. as “victim” for their lifeguard testing session.
- 6/1/15 – Meetings with COA Director and Human Services Director regarding potential results of cuts to their individual department budgets.
- 6/3/15 – Meeting of Prop 2 ½ group.
- 6/4/15 – Meeting with Recreation Director regarding potential results of cuts to this budget.
- 6/5/15 – Electrician in to work on oval period lights. After three days and a lot of digging, he found a break in the line and repaired. Lights are working again as well as the cupola light.
- 6/8/15 – Library staff meeting and training.

Upcoming:

- Gardening is Murder program on Wednesday, June 10.
- Concerts are scheduled for the summer and begin on July 1<sup>st</sup>. Diane has 6 authors lined up for Tuesday evenings in the summer beginning on June 30<sup>th</sup>. Needless to say, there will be a lot going on this summer at the library.
- Continued working on Dept. Head discussion group regarding Prop 2 ½.

I have been accepted to the Suffolk University, Mass Municipal Association Certificate in Local Government Leadership and Management program being held in Barnstable beginning in September 2015. Courses will run every Friday from September through May of 2016.

I am still waiting for updates regarding the outside work to be done. The Facilities Director is looking into things. I am hopeful that work will begin by August or so.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 15 (June 9, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 93,913.34	\$ 4,526.66	95.40%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 171,866.57	\$ 11,091.43	93.94%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 129,021.53	\$ 6,630.47	95.11%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 19,712.83	\$ 3,243.17	85.87%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,888.00	\$ (88.00)	104.89%
<b>TOTAL SALARY</b>		\$ 443,490.00	\$ 418,086.27	\$ 25,403.73	94.27%
Electricity	5211	\$ 16,500.00	\$ 11,128.51	\$ 5,371.49	67.45%
Heating Fuel	5212	\$ 8,470.00	\$ 7,401.16	\$ 1,068.84	87.38%
Non Energy - Water	5230	\$ 300.00	\$ 348.92	\$ (48.92)	116.31%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 231.69	\$ 268.31	46.34%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,860.00	\$ 840.00	87.46%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 37,603.51	\$ 7,396.49	83.56%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 898.58	\$ (48.58)	105.72%
Postage	5341	\$ 750.00	\$ 245.00	\$ 505.00	32.67%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 326.09	\$ 573.91	36.23%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 404.67	\$ 95.33	80.93%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 3,261.99	\$ 1,238.01	72.49%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,262.49	\$ 737.51	63.12%
Other supplies - Books	5580	\$ 75,000.00	\$ 67,896.56	\$ 7,103.44	90.53%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,352.97	\$ (852.97)	111.37%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 151.53	\$ 98.47	60.61%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
<b>TOTAL EXPENSES</b>		\$ 179,120.00	\$ 149,931.48	\$ 29,188.52	83.70%
<b>TOTAL</b>		\$ 622,610.00	\$ 568,017.75	\$ 54,592.25	91.23%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ 5,204.39	\$ 11,932.07	\$ 9,023.97
Library Gifts & Donations	4849	\$ 15,143.44	\$ 5,915.21	\$ 9,320.14	\$ 18,548.37
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 15,229.86	\$ 22,051.24	\$ 30,613.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 4,979.06	\$ 3,750.00	\$ 2,520.94
****Goes by Federal FY(Oct-Sep)					

**Jonathan Bourne Public Library  
19 Sandwich Road  
Bourne, MA 02532**

**Patrick W Marshall  
Director**

**Phone: 508-759-0644  
Fax: 508-759-0647**

June 9, 2015

**Rental Policy – DRAFT**

Rental materials are duplicates of items already in the general library collection.

Rental materials are non-holdable non-renewable.

Rental fees for books are \$2 a week payable at checkout.

Overdue fines are \$.25 a day with a maximum of \$10.00.

Fees will be used to purchase more high demand books for rental collection.

Approved \_\_\_\_\_ JBPL Board of Trustees



**Agenda**  
**Library Board of Trustees**  
**Location: Jonathan Bourne Public Library**

**Date: July 15, 2015**  
**Time: 5:15 pm**

Approval June 9, 2015 Minutes

New Business

Reorganization of Board  
5 year Plan with Cheryl Bryan  
Survey plan  
Bumper Stickers

2015 JUL 8 PM 4 17  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Updates

Large Print rotating library  
Little Free Library  
Director's Report  
Personnel  
Budget  
Building & Grounds  
Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the July 15, 2015 Trustees Meeting**  
Jonathan Bourne Public Library

2015 SEP 10 AM 11 21

**Trustees Present**

Kathryn Tura  
Kristine Maginnis  
Paul Gately  
Stephanie Kelly  
Heather DiPaolo  
Karl Spilhouse

**Staff Present**

Patrick Marshall

**Guests Present**

Cheryl Bryan

**Trustees Absent**

None

TOWN CLERK'S OFFICE  
BOURNE, MASS

Chairperson K. Tura called the meeting to order at 5:20 p.m.

**New Business:**

**Five Year Plan:**

A lengthy planning discussion led by Cheryl Bryan was held to review the results of the recent community planning meetings. The major areas discussed were:

- Creating young readers;
- Stimulating imagination;
- Connecting to the online world.

It was agreed that P. Marshall will modify the wording of the six goals developed by the Trustees and will present them to the staff.

**Survey Plan:**

A discussion was held about implementing a survey for community input and all in attendance agreed that it would be a good time to do so given the fiscal climate. P. Marshall indicated that he would get the survey online for the month of August with a deadline of August 31<sup>st</sup>. For those who cannot access the survey online, print copies will be made available at JBPL, the Community Building, Little Free Libraries and at large print library sites. Three locations for dropping off print copies will be JBPL, Town Hall, and the Community Building.

**Reorganization of Board:**

After discussion, members in attendance agreed by unanimous vote that:

- K. Tura will remain Chair of the Board;
- K. Maginnis will continue in the role of Vice Chair;
- S. Kelly will remain Clerk.

**Bumper Stickers:**

The Friends of JBPL approved \$370 to purchase bumper stickers and would like to have them for distribution at the August Book Sale. S. Kelly will pursue requested changes to layout, get a price for magnets, and get the info to other trustees for review.

**Updates:**

**Director's Report:** Attached.

**Budget Report:** Attached.

**Proposition 2 ½ General Override:**

A lengthy discussion was held regarding the fiscal climate in Bourne and the possibility of a Proposition 2 ½ override. P. Marshall reviewed how cuts would affect the library's budget for the remainder of this fiscal year and

next fiscal year if the override does not go through. Those in attendance agreed that it would be beneficial if Trustees attend upcoming special meetings of Selectmen and Financial Committee as well as the public education meeting and the special town meeting during the coming months. P. Marshall will get information out to the community in August about the potential effects on library services if the override does not pass. P. Gately offered to invite Mary Jane Mastrangelo from the Financial Committee to the next Trustee's meeting in August.

Large Print Rotating Library:

K. Tura reported that the large print rotating library continues to be well received. H. DiPaolo indicated that she will be looking into Keystone as another site.

Little Free Libraries:

K. Tura reported that Claudine Wrighter is going to reach out to On Cape Time to see what can be done with the current signs that have not weathered well.

Friends of the Library:

K. Maginnis reported that she attended the last meeting of the Friends and they were discussing the possibility of getting their newsletter online. They funded the door prizes for the Children's Librarian's author events and will fund the bumper stickers as noted above. Diane Ranney raised a jewelry party fundraising idea but no decision was made on that yet. Friends are still concerned about the flag and lack of lighting for it. Facilities Director will take care of this while still prioritizing the other projects at the library.

Next Meeting Date and Agenda Items: August 11, 2015 at 5:15 p.m. Items to be added to the agenda are Financial Committee update and regular updates.

Adjournment: H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 7:38 p.m.

Respectfully submitted

*Stephanie G. Kelly*

**Director's Report**  
**July 15, 2015 Board of Trustees Meeting**  
**(June/July Activity)**

- 6/10/15 – CLAMS Board, Membership and Annual Meeting.
- 6/10/15 – Department Head Meeting
- 6/10/15 – Gardening is Murder program – 21 people attend.
- 6/15/15 – MLS Board and Personnel Committee meeting – Whately
- 6/17/15 – Proposition 2 ½ committee meeting
- 6/19/15 – Meet with COA Director regarding Prop 2 ½ planning.
- 6/23/15 – State Aid Advisory Committee meeting
- 6/24/15 – Meet with Recreation Director and Facilities Director regarding 2 ½ planning.
- 6/29/15 – Meeting all day with Town Administrator regarding 2 ½ planning.
- 6/30/15 – Air conditioner not working – Facilities Director in to fix.
- 6/30/15 – Ted Reinstein Program – 79 people attended.
- 7/1/15 – Concert Jumpin' Juba – 53 people attended.
- 7/6-7/15 – Director off
- 7/13/15 – Attend joint Finance Committee, Selectmen and School Committee meeting regarding override.

Upcoming:

- Concerts every Wednesday through August 5th.
- Author Talks every Tuesday through August 4<sup>th</sup>.
- ARIS report due Mid-August
- Director away on vacation July 27<sup>th</sup>-31<sup>st</sup>

Biggest issue right now is the Proposition 2 ½ vote coming up this fall. Planning and preparing information has taken up a lot of my time over the past month. The Town Administrator has asked me to be his liaison for Recreation, Council on Aging and Community Building departments regarding this issue so I have been meeting with those department heads on a regular basis. Needless to say, moral is very low. If the override fails, the library stands to lose \$100,000+ from its budget. This will result in layoffs and vastly reduced services. I have worked hard to keep staff informed of the facts so as not to let rumors take hold of their thoughts. It is still very difficult for them.

Summer season is in full swing. The library has programs every Tuesday, Wednesday and Thursday evening. A number of people have been coming in to enjoy our services. In a nutshell, it's been busy.

FY 15 stats will be prepared for the ARIS report that is due to the State in mid-August. Preliminary results show our physical item circulation is down (133,000+ checked out in FY 15). Our e-Content items though have a large increase so that will likely offset some of our lowered numbers. This is a trend that is Cape wide

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 15 (July 13, 2015) Final

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 98,439.28	\$ 0.72	100.00%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 180,139.49	\$ 2,818.51	98.46%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 134,840.13	\$ 811.87	99.40%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 20,662.85	\$ 2,293.15	90.01%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,980.00	\$ (180.00)	110.00%
<b>TOTAL SALARY</b>		<b>\$ 443,490.00</b>	<b>\$ 437,745.75</b>	<b>\$ 5,744.25</b>	<b>98.70%</b>
Electricity	5211	\$ 16,500.00	\$ 12,194.47	\$ 4,305.53	73.91%
Heating Fuel	5212	\$ 8,470.00	\$ 7,467.80	\$ 1,002.20	88.17%
Non Energy - Water	5230	\$ 300.00	\$ 348.92	\$ (48.92)	116.31%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 231.69	\$ 268.31	46.34%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,860.00	\$ 840.00	87.46%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 41,240.29	\$ 3,759.71	91.65%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 1,087.06	\$ (237.06)	127.89%
Postage	5341	\$ 750.00	\$ 490.00	\$ 260.00	65.33%
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Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 995.08	\$ (95.08)	110.56%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 404.67	\$ 95.33	80.93%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 3,781.43	\$ 718.57	84.03%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 371.40	\$ 128.60	74.28%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,798.01	\$ 201.99	89.90%
Other supplies - Books	5580	\$ 75,000.00	\$ 79,039.78	\$ (4,039.78)	105.39%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 8,577.46	\$ (1,077.46)	114.37%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 501.89	\$ (251.89)	200.76%
Dues	5730	\$ 250.00	\$ 290.00	\$ (40.00)	116.00%
<b>TOTAL EXPENSES</b>		<b>\$ 179,120.00</b>	<b>\$ 168,623.36</b>	<b>\$ 10,496.64</b>	<b>94.14%</b>
<b>TOTAL</b>		<b>\$ 622,610.00</b>	<b>\$ 606,369.11</b>	<b>\$ 16,240.89</b>	<b>97.39%</b>
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ 5,206.39	\$ 12,437.25	\$ 9,527.15
Library Gifts & Donations	4849	\$ 15,143.44	\$ 6,190.21	\$ 9,363.14	\$ 18,316.37
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 15,229.86	\$ 22,051.24	\$ 30,613.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 5,728.90	\$ 3,750.00	\$ 1,771.10
****Goes by Federal FY(Oct-Sep)					

**Agenda  
Board of Library Trustees  
Jonathan Bourne Public Library  
19 Sandwich Road, Bourne MA**

**August 11, 2015 5:15 pm  
Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the July 15, 2015 meeting
2. **ACTION ITEM** - Chris Santos – Stop Cape Addiction Run and 5k Use of Library Grounds
3. Finance Committee Rep discussion of Proposition 2 ½ vote

Old Business

1. Library Long Range Plan and Survey
2. Bumper Stickers

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn Tura  
JBPL Trustee Chair

2015 AUG 5 PM 4 33  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Amended Agenda  
Board of Library Trustees  
Jonathan Bourne Public Library  
19 Sandwich Road, Bourne MA**

**September 8, 2015 5:15 pm  
Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the August 11, 2015 meeting
2. **ACTION ITEM** – Hoxie group care of front garden.

Old Business

1. Proposition 2 ½ election discussion with Friends of the JBPL and actions to take which best support the library.
2. Library Long Range Plan and Survey
3. Bumper Stickers

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn Tura  
JBPL Trustee Chair

2015 SEP 2 PM 1 17  
TOWN CLERK'S OFFICE  
BOURNE, MASS

2015 SEP 1 PM 4 26  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road, Bourne MA**

**September 8, 2015 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the August 11, 2015 meeting
2. **ACTION ITEM** – Hoxi group care of front garden.

Old Business

1. Proposition 2 ½ election discussion with Friends of the JBPL.
2. Library Long Range Plan and Survey
3. Bumper Stickers

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

*Kathryn Tura*  
JBPL Trustee Chair



2015 OCT 6 AM 6 10  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road, Bourne MA**

**October 13, 2015 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the September 8, 2015 meeting
2. **ACTION ITEM** – Hoxie group care of front garden.

Old Business

1. Prop 2 1/2 election results regarding impact on library services
2. Long Range Plan
3. Holiday scheduling

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

*Kathryn Tura*  
JBPL Trustee Chair

Jonathan Bourne Historical Center  
Board of Governors

2015 OCT 13 AM 10 35

Notice of Meeting & Agenda

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

October 14, 2015

10:00 A.M.

Jonathan Bourne  
Historic Center  
30 Keene Street  
Bourne, MA 02532

*Emergency Meeting*

**Items on the Agenda**

1. Approve the minutes from June 2, 2015
2. Discuss & possible vote with Jonathan Nelson and/or his representative needs at the Jonathan Bourne Historic Center
3. Any other business before the Board  
*ELECTRICAL ISSUES*

Submitted:

Diane Flynn

Cc: Board of Selectmen  
Town of Bourne Facility Mgr.  
Town Clerk  
Board of Governors

2015 OCT 16 AM 10 56

TOWN CLERK'S OFFICE  
BOURNE, MASS

## Agenda

Board of Library Trustees

Jonathan Bourne Public Library

19 Sandwich Road, Bourne MA

August 11, 2015 5:15 pm  
Library Meeting Room

### Call to Order

1. **ACTION ITEM** - Approval of minutes to the July 15, 2015 meeting
2. **ACTION ITEM** - Chris Santos – Stop Cape Addiction Run and 5k Use of Library Grounds
3. Finance Committee Rep discussion of Proposition 2 ½ vote

### Old Business

1. Library Long Range Plan and Survey
2. Bumper Stickers

### Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

### Next Meeting

Set future agenda items  
Set date

### Adjournment

*Kathryn Tura*

JBPL Trustee Chair

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the August 11, 2015 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Karl Spilhouse  
Paul Gately  
Heather DiPaolo  
Stephanie Kelly

**Staff Present**

Patrick Marshall

**Guests Present**

Chris Santos, Cape Cod Run from Addiction  
Mary Jane Mastrangelo, Bourne Finance Committee

**Trustees Absent**

K. Maginnis

Chairperson K. Tura called the meeting to order at 5:30 p.m.

**New Business:**

**Cape Cod Run from Addiction Event** – Chris Santos presented on an event his organization is planning in late September. A flyer describing the event is attached. Mr. Santos requested permission to use the library as the starting point for the event. H. DiPaolo moved to approve use of the library for this purpose. K. Tura seconded the motion and it was carried by unanimous vote.

**Proposition 2 ½ Override Discussion** – Mary Jane Mastrangelo joined the Trustees to lead an educational discussion about the Proposition 2 ½ Override and how cuts to various town departments might affect the community. P. Marshall encouraged trustees to attend the upcoming combined meeting of the Fincom, Board of Selectmen and School Committee scheduled for August 18, 2015.

**Minutes** – K. Tura moved that the minutes of the July 15 meeting be approved with the following correction: to change all names of attendees to their first initial and last name. K. Spilhaus seconded the motion and it was carried by unanimous vote.

**Old Business**

**Library Long Range Plan and Survey** – P. Marshall reported that the survey is currently available, both online and in hard copy form, and anticipates that the deadline for submission will be extended to August 29 from the original date of August 22.

**Bumper Stickers** – S. Kelly was unable to get a price for magnets but has the design for bumper stickers ready for printing. S. Kelly will order the bumper stickers and have them available for sale at the Friends August book sale.

**Updates:**

**Director's Report** -- No written Director's report this month.

**Budget Report** -- No budget report this month.

**Building and Grounds** – P. Marshall reports that the flag pole was taken down due to damage.

**Personnel** – K. Gattoni gave her notice and will be leaving on August 25.

**Friends of JBPL** – P. Marshall reported that the Friends agreed to finance the purchase of the above-mentioned bumper stickers up to \$370.

**Next Meeting Date and Agenda Items:** September 8, 2015 at 5:15 p.m. Items to be added to the agenda are:

- Approval of June 9, 2015 minutes
- Discussion of content for possible newspaper article about effects of cuts to library budget
- Little Free Libraries – Damage to signs and replacement

**Adjournment:** H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:30 p.m.

Respectfully submitted

*Stephanie G. Kelly*

# Cape Cod Run From Addiction

Christopher Santos  
12 Pequot Rd. Mashpee, MA  
(508) 617-7641  
stopcapeaddiction@gmail.com

## What is the relay run:

- A 5K will kickoff the event looping back to the library.
- This relay will start at the Bourne Library and end at the Provincetown Town Hall.
- Along the way the runners will plant a purple "Stop the Madness" flag on the lawn of every Town Hall on Cape Cod.
- The runners in Bourne will start with all 15 flags and relay them to the next team in Sandwich and so on all the way down 116 miles of beautiful Cape Cod.
- This will be a 2 day event 26th and 27th (Chatham starts day 2 @8AM)

## The Goal of the run:

To create a massive awareness of the tragic effect heroin addiction is having on our community. A relay was chosen as a symbol of the long road people and families suffering from addiction have ahead of them. The 15 flags represent the individual fight each town has inside their own communities but we, the entire Cape, is sharing in the struggle together.

## The funds:

- Most proceeds donated will go directly back into the run for water, signage, food etc. to expand the amount of awareness created over the weekend.
- Excess funds will be donated to nonprofit organizations such as The Open Doorway of Cape Cod, Inc. and held for future events for HECCHA

## What we are asking:

- We need your town's permission to have a 5K run and runners from your town pass through on the pre mapped out path on route to the next town where the remaining flags will be relayed over to the next town's team.
- We need permission to plant a single flag on the lawn of the town hall and use the library as a runners "station" where there will be a water table, snack, and a few local vendors with food for runners to come back to.

2015 OCT 28 AM 10 28

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road, Bourne MA**

**September 8, 2015 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the August 11, 2015 meeting
2. **ACTION ITEM** – Hoxi group care of front garden.

Old Business

1. Proposition 2 ½ election discussion with Friends of the JBPL and actions to take which best support the library.
2. Library Long Range Plan and Survey
3. Bumper Stickers

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

Kathryn Tura  
JBPL Trustee Chair

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road  
Bourne, MA 02532

**Minutes of the September 8, 2015 Trustees Meeting**  
Jonathan Bourne Public Library

**Trustees Present**

Kathryn Tura  
Kistine Maginnis  
Paul Gately  
Heather DiPaolo  
Stephanie Kelly

**Staff Present**

Patrick Marshall

**Guests Present**

Barbara Berler, Friends of the  
Jonathan Bourne Public Library

**Trustees Absent**

Karl Spilhaus

OCT 28 AM 10 29  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Chairperson K. Tura called the meeting to order at 5:17 p.m.

**Minutes:** K. Tura moved to accept the minutes of the August 11, 2015 meeting as presented. H. DiPaolo seconded and the motion was carried by unanimous vote.

**New Business:**

**Hoxie Center** – Liz Henry from the Hoxie Center inquired about the group maintaining the library's front gardens – with a small acknowledgement sign visible – performing raking, planting, and general maintenance. This is in preliminary stages as Liz wanted to talk to the library trustees before approaching the Hoxie Center board. Trustees encouraged Liz to approach her board. H. DiPaolo also indicated that it might be a good way to gain momentum with other groups.

**Old Business:**

**Proposition 2 ½ Override Discussion** – A discussion was held with regard to the upcoming Proposition 2 ½ override vote with a focus on making sure that all parties are on the same page when interacting with the public. B. Berler reported that the Friends plan to send out a small newsletter that will include information about the override prior to the voting date.

Trustees discussed the upcoming *Believe in Bourne* meeting scheduled for September 9, 2015. Several trustees and staff plan to attend. Trustees agreed to make fifty *Bourne to Read* bumper stickers available free-of-charge to attendees at the meeting.

**Library Long Range Plan and Survey** – P. Marshall reported on survey results. No work has been done on goals and objectives due to preparations for Proposition 2 ½ issues.

**Bumper Stickers** – Bumper stickers are being sold at the library. K. Tura will arrange to have a supply for sale at Lisa Laine.

**Discussion Items:**

**Director's Report** -- Attached

**Budget Report** – Attached

**Building and Grounds** – P. Marshall reports that Facilities Director assures that work on the library will be done this fall.



**Friends of JBPL** – B. Berler reported that the next Friends meeting is scheduled for September 21, 2015 and the annual meeting is scheduled for October 19, 2015. The Friends are considering several fundraising ideas including a paint party, costume jewelry sale, and craft party.

**Next Meeting Date and Agenda Items:** October 13, 2015 at 5:15 p.m. Items to be added to the agenda are:

- Holiday closing schedule for library

**Adjournment:** H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 6:18 p.m.

Respectfully submitted

*Stephanie G. Kelly*

**Director's Report**  
**September 8, 2015 Board of Trustees Meeting**  
**(Aug/Sep Activity)**

- 8/11/15 – Kathy Gattoni gives letter of resignation from Children's Assistant position.
- 8/17/15 – Attend MLS meeting in Marlboro
- 8/18/15 – Attend Board of Selectmen meeting.
- 8/22/15 – Theft in the library. Fine money from back workroom discovered missing on Tuesday (8/25) by staff. Suspected to have taken place Saturday Afternoon. Police notified and delivery door is now locked at all times unless staff are present. Staff are looking into other security measures as well.
- 8/24-8/28/15 – Director away on vacation.
- 9/3/15 – Department Head meeting
- 9/3/15 – CLAMS finance committee meeting

Upcoming:

- Override vote October 6, 2015

ARIS and Financial worksheet have been completed and show that we will be certified by the MBLC for FY 16 (based on May Town Meeting budget). Numbers have been changed to reflect that the town will now be paying for our electricity and that line item was removed from our budget. As a result, our Municipal Appropriation Requirement is reduced to \$618,936. The

Staff are holding up as well as can be in anticipation of the override vote on October 6. With the resignation of Kathy Gattoni, we are down two positions. Our Bibliotemps employee has been filling the part time circulation position all summer and will end her time here on September 30<sup>th</sup>. We are realizing that should the vote on October 6 not be positive, we will have to implement the hour reductions more quickly than the January 1<sup>st</sup> start date as staffing levels are too small to sustain current hours. I am still working on what those reductions would be for the Oct – Dec period.

With Ms. Gattoni's resignation, there was a big hole in the fall schedule for children's programs and story hours. Thanks to funding by the Friends of the JBPL, we have hired Nina Hunt as a consultant to do programs for the very young. Nina is a former Children's librarian in Foxboro, Medway and Bellingham libraries. She will be doing a drop in program "Ring a Ding with Miss Nina" and a registered program "Babies and Books with Miss Nina" both on Thursday mornings.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 (September 8, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 21,084.35	\$ 83,139.65	20.23%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 37,748.41	\$ 148,835.59	20.23%
Salaries - Clerical/ Secretary	5113	\$ 142,460.00	\$ 25,798.61	\$ 116,661.39	18.11%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 4,425.71	\$ 20,446.29	17.79%
Salaries - Longevity	5141	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 380.00	\$ 1,420.00	21.11%
<b>TOTAL SALARY</b>		\$ 461,640.00	\$ 89,437.08	\$ 372,202.92	19.37%
Heating Fuel	5212	\$ 8,470.00	\$ 23.84	\$ 8,446.16	0.28%
Non Energy - Water	5230	\$ 350.00	\$ -	\$ 350.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,011.80	\$ 5,988.20	25.15%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ -	\$ 6,700.00	0.00%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 36,283.51	\$ 8,716.49	80.63%
Communications - Telephone	5340	\$ 850.00	\$ 75.78	\$ 774.22	8.92%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,944.67	\$ 2,555.33	43.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 47.00	\$ 453.00	9.40%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 329.52	\$ 1,670.48	16.48%
Other supplies - Books	5580	\$ 75,000.00	\$ 12,035.37	\$ 62,964.63	16.05%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 4,992.15	\$ 2,507.85	66.56%
Other Supplies - Misc.	5595	\$ 375.00	\$ -	\$ 375.00	0.00%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
<b>TOTAL EXPENSES</b>		\$ 162,595.00	\$ 57,843.64	\$ 104,751.36	35.58%
<b>TOTAL</b>		\$ 624,235.00	\$ 147,280.72	\$ 476,954.28	23.59%
		<b>Start Balance</b>	<b>Expen. To date</b>	<b>Income to date</b>	<b>Account Bal</b>
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 2,534.64	\$ 12,061.79
Library Gifts & Donations	4849	\$ 18,591.37	\$ 7,952.73	\$ 2,856.80	\$ 13,495.44
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 10,129.45	\$ -	\$ 20,484.12
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 7,168.20	\$ 3,750.00	\$ 331.80
****Goes by Federal FY(Oct-Sep)					
Accounts Removed		5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising		

**Agenda  
Board of Library Trustees  
Jonathan Bourne Public Library  
19 Sandwich Road, Bourne MA**

DEC 28 PM 3 33

**October 13, 2015 5:15 pm**  
**Library Meeting Room**

TOWN CLERK'S OFFICE  
BOURNE, MASS

Call to Order

1. **ACTION ITEM** - Approval of minutes to the September 8, 2015 meeting
2. **ACTION ITEM** – Hoxie group care of front garden.

Old Business

1. Prop 2 1/2 election results regarding impact on library services
2. Long Range Plan
3. Holiday scheduling

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

*Kathryn Tura*

JBPL Trustee Chair

**TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY**

19 Sandwich Road

Bourne, MA 02532

**Minutes of the October 13, 2015 Trustees Meeting**

Jonathan Bourne Public Library

2015 DEC 28 PM 3 31

**Trustees Present**

Kathryn Tura

Kistine Maginnis

Paul Gately

Heather DiPaolo

Stephanie Kelly

Karl Spilhaus

**Staff Present**

Patrick Marshall

**Guests Present**

Joy Dalton, Friends of the

Jonathan Bourne Public Library

**Trustees Absent**

None

TOWN CLERK'S OFFICE

BOURNE, MASS

Chairperson K. Tura called the meeting to order at 5:18 p.m.

Due to a scheduling conflict, the meeting agenda was altered to allow P. Marshall to report before his departure.

**Director's Report** – None

**Budget Report** – None

**Library Long Range Plan and Survey** – P. Marshall provided summary of plan (attached) and reported that Cheryl Bryan will be meeting with library staff on November 9 to lead a discussion on how the plan can be implemented. P. Marshall hopes to have a report of this meeting ready for review at the December trustees meeting.

**Building and Grounds** – P. Marshall reports that work should begin next week and will be done in stages, i.e. painting, flag pole installation, masonry work, cupola repair, etc.

**Personnel** – P. Marshall reported that the cuts to the library budget will begin in the coming months – specifically that beginning November 1, 2015 shorter library hours will be implemented. P. Marshall reported that he is working on the new library hours schedule and will present it to the Board at the next trustees meeting.

P. Marshall also asked trustees to consider the holiday closing schedule for discussion and vote at the November meeting.

**Friends of JBPL** – H. DiPaolo began the discussion by asking whether those in attendance knew whether there were plans for the annual *Christmas in Bourne* event. P. Marshall reported that T. Johnson is planning on having the *Breakfast with Santa* event on December 5 and that Aine Minogue will be performing on December 7. P. Marshall also reported that library staff will not be able to work on the Giving Trees this year and explained that it would only take place if the Friends take over all facets of planning the event. Lastly, K. Tura asked J. Dalton to bring a request to the Friends about funding the cost of installation of lights for the annual tree lighting. A question was raised as to the date for this event – possibly December 4 based upon past years.

**Minutes:** K. Tura moved to accept the minutes of the September 8, 2015 meeting as presented. H. DiPaolo seconded and the motion was carried by unanimous vote.

**Hoxie Center** – Action item was tabled until the November trustees meeting.

**Next Meeting Date and Agenda Items:** November 17, 2015 at 5:15 p.m. Items to be added to the agenda are:

- Holiday closing schedule for library
- Effects of failure of Proposition 2 ½ override

Adjournment: H. DiPaolo moved to adjourn the meeting. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 5:48 p.m.

Respectfully submitted

*Stephanie G. Kelly*

## PROCESSES

Create Young Readers – Early Literacy. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.

Connect to the Online World – Public Internet access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the internet.

~~Visit a Comfortable Place – Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.~~

Stimulate Imagination: Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing and listening experiences.

### Connect to the Online World

- A. Goal 1 – JBPL users will have access to training and assistance in using new and emerging technologies to connect to the online world
  - a. Objective 1 - The JBPL will offer at least 5 sessions per quarter for new and existing technology by FY 17.
    - i. Activity – JBPL Staff will create a training area for group sessions.
  - b. Objective 2 - JBPL staff will develop three instruments to promote computer literacy for the public in varied formats yearly by FY 18.
- B. Goal 2 - Library staff will provide ways to assist patrons and visitors with their immediate technology problems and issues.
  - a. Objective 1 - Library staff will attend 2 sessions a year on new technology by FY 17.
  - b. Objective 2 - Library staff will develop 1 online and 1 non-virtual method for patrons to submit their technology problems and issues for assistance FY 19.
- C. Goal 2 – Online access for patrons will be expanded, both inside and outside the physical library building, as changes and new technologies develop.
  - a. Objective 1 - Increase the JBPL bandwidth and electric outlets to include exterior of building by FY 21.
  - b. Objective 2 - Promote the Wi-Fi and computer friendly spaces within the building that we currently have FY 17.

### Create Young Readers – Early Literacy

- A. Goal 1 – The JBPL will provide access to a variety of materials that will promote a lifelong love of learning and literature.
  - a. Objective 1 - The library will increase the number of resources for early readers by 30% by FY 21.
  - b. Objective 2 - The library will offer a pre-school online learning station in the library by FY 20.

- B. Goal 2 – The JBPL will provide appropriate programming that promotes a lifelong love of learning and literature.
  - a. Objective 1 - The library will provide a minimum of 40 programs per season for children by FY 18
  - b. Objective 2 - The JBPL will provide two self-guided ongoing activities for families within the library by FY 19.

Stimulate Imagination

- A. Goal 1 – Citizens of Bourne will have access to an up-to-date, diverse collection that includes materials of interest for library users.
  - a. Objective 1 – The JBPL will prioritize collection development by formats most requested and response to public demand FY 20.
  - b. Objective 2 – JBPL will consider additional purchases when the reserve list for an item is greater than 7 by FY 17.
- B. Goal 2 –Library users will understand how to use and access the materials provided by the JBPL.
  - a. Objective 1 - JBPL staff will offer three programs a year on the various library collections by FY 19
  - b. Objective 2 – Library staff will create 2 written educational items per year to promote the library's collections by FY 20.



**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road, Bourne MA**

**November 17, 2015 5:15 pm**  
**Library Meeting Room**

Call to Order

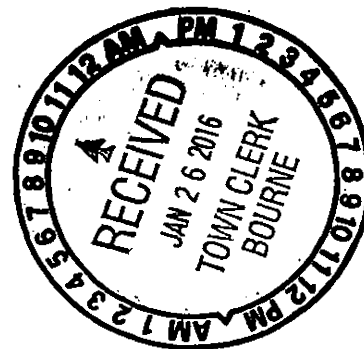
1. **ACTION ITEM** - Approval of minutes to the October 13, 2015 meeting
2. **ACTION ITEM** - Holiday Hours

Old Business

1. Long Range Plan
2. Tree
3. Prop 2 1/2 impact

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

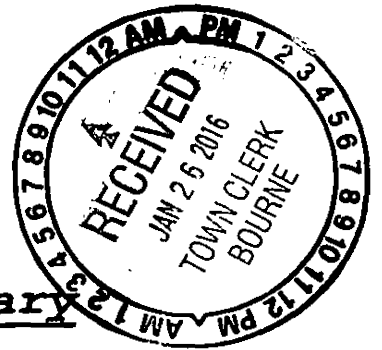


Next Meeting

- Set future agenda items
- Set date

Adjournment

Kathryn Tura  
JBPL Trustee Chair



Jonathan Bourne Public Library

**Board of Trustees**

Minutes of meeting: November 17, 2015

**Call to Order:**

A regular meeting of the Jonathan Bourne Public Library (JBPL) Board of Trustees was held at the JBPL, in Bourne, MA, on November 17, 2015. The meeting convened at 5:20 P.M. Patrick Marshall, Library Director, was in attendance. Chairwoman, Kathryn Tura presided; Kristine Maginnis acted as Secretary. Members of the Board in attendance were Heather DiPaolo, Paul Gately, and Karl Spilhaus. Not in attendance: Stephanie Kelly.

**Action Item 1:**

A motion was made to accept the minutes of the October 13, 2015 meeting by H. DiPaolo. K. Tura seconded and all were in favor.

**Action Item 2:**

A discussion was undertaken in regard to Holiday Hours. As New Years' Eve is on a Thursday night and the library is normally open until 7pm, it was asked if the board wanted to vote to close early at 5pm. P. Gately made a motion and H. DiPaolo seconded and all voted in favor of closing 12/31/15 at 5pm.

Similarly Christmas Eve the library is open a half day by contract and closed on Christmas Day. Many Cape libraries would be closing on Saturday the 26<sup>th</sup> of December for the holiday weekend P. Marshall explained. K. Tura made a motion to close the JBPL on 12/26/15 and K. Spilhaus seconded and all voted in favor of this.

**Old Business**

Long Range Plan: P. Marshall reported Cheryl Bryan met with library staff and developed a Priorities document for our review. The board will review the activities proposed in the handout and vote on it at their next meeting.

Tree: H. DiPaolo reported she spoke with a commercial electrician, Bob Scena, and he graciously offered to set up lights on the tree at no cost next week for the 12/4/15

tree lighting event in conjunction with Christmas in Old Bourne Village.

Proposition 2 ½ failure impacts:

P. Marshall reported the implementation of reduced hours of library operation. Wednesday JBPL now closes at 5pm rather than 8, and Tuesdays and Thursdays close is at 7pm rather than 8. Hours of operation are now at 45 per week rather than 50, the required minimum for MBLC certification. Orders on books and materials are being cut as well.

**Discussion Items:**

Director's Report- P. Marshall has been talking to staff regarding certification for para-professionals thru the Mass. Libraries Association. This continuing education program is self-guided and has different levels of achievement. Staff was very interested and motivated to take part in this opportunity.

Personnel- P. Gately asked if staffing level was sufficient thru vacations over the holidays. P Marshall indicated this was all set.

Budget- see Budget Report attached.

P. Marshall reported FY17 budget first draft is due 12/8/15 in which budget must be reduced another \$51,000.00. JBPL is at 6.5 FTE's where we had been 7.9, and other comparable libraries are at 12 FTE's. K. Spilhaus asks director if the JBPL is being cut disproportionately? P. Marshall states he thinks yes, at 18%. P. Marshall reported that JBPL has been certified by the MBLC for FY16 due to the fact that town meeting and subsequent budget cuts occurred after certification paperwork due. The MBLC expressed to the director that they hoped Bourne would be able to reinstate funding in the library's budget before next year's application for certification. This will not happen with the FY17 budget as is.

Buildings and Grounds- P. Marshall noted that the town was able to replace the old broken flagpole with a new one that gets sufficient lighting for the flag to remain up 24/7.

Friends of the Library- H.DiPaolo reported she attended the 11/16/15 meeting of the Friends' group in which funding for various events was discussed. A jewelry party idea was still being talked about. The Friends' have taken over the Giving Tree program and will be hosting the tree lighting with cocoa and cookies as usual.

**Next Meeting:**

- Long Range Plan
- Prop. 2 ½ impacts

**Adjournment:**

The November 17, 2015 meeting was adjourned at 6:25 p.m.  
The next meeting is scheduled for December 15, 2015, at  
5:15 pm at the Jonathan Bourne Public Library.

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**Respectfully submitted by stand in Secretary**  
***Kristine Maginnis***

---

**Date of Approval**

**Director's Report**  
**November 18, 2015 Board of Trustees Meeting**  
**(Sep- Nov Activity)**

- 9/9/15 – CLAMS Board of Director's Meeting.
- 9/9/15 – Community Forum on Override.
- 9/11/15 – Begin Mass Municipal Association Course in Hyannis. Certificate in Municipal Government Program sponsored by MMA and Suffolk University. Will take place on most Fridays between now and the end of May 2016.
- 9/21/15 – Attend Friends of the JBPL Board meeting
- 10/1/15 –Community Form on Override.
- 10/5/15 – Staff meeting – Trying to set up quarterly meetings with library staff on Mondays to keep everyone informed as well as to use as possible training times.
- 10/13/15 – Trustees Meeting
- 10/14/15 – Clams Board and Membership meeting
- 10/14/15 – Priority Based Budgeting Seminar with all Department Heads. Town Officials are working towards implementing this method of budgeting within the next few Fiscal Years.
- 10/15-10/16/15 – Director away on vacation.
- 10/19/15 – Long awaited work on the building begins. Paint is tested positive for very high levels of lead. Scraping of the front begins.
- 10/23/15 – Fire Department called to library. Air handler in attic seized up sending smoke through area. Fire Department gives all clear at 9:00 a.m. No damage to the building. Facilities Director called to look at air handler. Will need replacement or work.
- 10/28/15 – Department Head meeting at Town Hall
- 10/28/15 – T Johnson, K Haynes and myself take part in the Bourne Recreation Trunk or Treat program at the Community Building.
- 11/2/15 – Mass Library System Annual Meeting at Holy Cross.
- 11/3/15 – New (reduced) hours take effect.
- 11/5/15 – New flag pole is installed. Flag hangs at the library for first time in 10+ years. Town will be installing spotlight for it as weather and time permits. In the meantime, pole is near a driveway light and is left up using that.
- 11/9/15 – Staff meeting- Special meeting where Cheryl Bryan worked with staff to come up with activities for the Long Range Plan. I also had Cheryl do a stress relief session in light of the difficult times staff face due to the budget reductions.

Upcoming:

- Caring Christmas Wonderland trees to be dropped off beginning November 18<sup>th</sup>. Friends are doing the work for the program this year.
- Christmas in Olde Bourne Village December 4<sup>th</sup> – 7<sup>th</sup>. Tree lighting at 6 on the 4<sup>th</sup>, Breakfast with Santa on the 5<sup>th</sup> and Aine Minogue on the 7<sup>th</sup>. Friends will also be awarding trees on the 5<sup>th</sup> for pickup on the 7<sup>th</sup>.

Reduced hours have begun. I've been surprised by the lack of comments on the new hours. I'm hoping it means that we have chosen hours providing the least amount of impact on library services to the community.

Library has been certified by the MBLC for FY 16. Mostly just due to the fact that paperwork was due before the Town Meeting vote to reduce our budget. Certification was based on our budget prior to TM. MBLC staff have stated that they hope this gives Bourne time to improve the library budget before we have to apply for certification next year. Our new budget does not meet the requirements set forth by the MBLC.

I continue to give the staff high praise throughout this budget ordeal. They are working under extreme stress and pressure and continue to provide the best library services they can. With the

current staffing levels, the library is now has only 6.5 FTEs. This is down from 7.9 when fully staffed and far below the average of 12.9 for libraries of our size across Massachusetts.

Respectfully submitted,  
Patrick W. Marshall

Budget Report  
Jonathan Bourne Public Library  
FY 16 (November 17, 2015)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 104,224.00	\$ 38,986.16	\$ 65,237.84	37.41%
Salaries - Supervisors	5112	\$ 186,584.00	\$ 69,798.94	\$ 116,785.06	37.41%
Salaries - Clerical/ Secretary (1)	5113	\$ 142,460.00	\$ 69,738.62	\$ 72,721.38	48.95%
Salaries - Hourly Employees	5117	\$ 24,872.00	\$ 8,183.39	\$ 16,688.61	32.90%
Salaries - Longevity	5141	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 632.00	\$ 1,168.00	35.11%
<b>TOTAL SALARY</b>		<b>\$ 461,640.00</b>	<b>\$ 187,339.11</b>	<b>\$ 274,300.89</b>	<b>40.58%</b>
Heating Fuel	5212	\$ 8,470.00	\$ 260.68	\$ 8,209.32	3.08%
Non Energy - Water	5230	\$ 350.00	\$ 166.75	\$ 183.25	47.64%
R & M Miscellaneous (2)	5240	\$ 8,000.00	\$ 2,976.80	\$ 5,023.20	37.21%
R & M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,616.00	\$ 4,084.00	39.04%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing (3)	5305	\$ 45,000.00	\$ 40,674.77	\$ 4,325.23	90.39%
Communications - Telephone	5340	\$ 850.00	\$ 148.72	\$ 701.28	17.50%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational (4)	5430	\$ 4,500.00	\$ 2,301.87	\$ 2,198.13	51.15%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 67.91	\$ 432.09	13.58%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 329.52	\$ 1,670.48	16.48%
Other supplies - Books (5)	5580	\$ 75,000.00	\$ 40,016.17	\$ 34,983.83	53.35%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 6,306.29	\$ 1,193.71	84.08%
Other Supplies - Misc.	5595	\$ 375.00	\$ 200.00	\$ 175.00	53.33%
Travel	5710	\$ 200.00	\$ -	\$ 200.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
<b>TOTAL EXPENSES</b>		<b>\$ 162,595.00</b>	<b>\$ 96,165.48</b>	<b>\$ 66,429.52</b>	<b>59.14%</b>
	<b>TOTAL</b>	<b>\$ 624,235.00</b>	<b>\$ 283,504.59</b>	<b>\$ 340,730.41</b>	<b>45.42%</b>
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,527.15	\$ -	\$ 4,543.68	\$ 14,070.83
Library Gifts & Donations	4849	\$ 18,591.37	\$ 7,267.38	\$ 3,602.67	\$ 14,926.66
Lib Incentive & MIG Grant	3402	\$ 30,613.57	\$ 14,260.36	\$ -	\$ 16,353.21
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 7,500.00	\$ 3,750.00	\$ -
****Goes by Federal FY(Oct-Sep)					
Accounts Removed	5211 Electricity 5342 Printing	5307 Prof Development 5343 Advertising			

- (1) Includes \$25,880 Reduction
- (2) Includes \$250 Reduction
- (3) Includes \$4,000 Reduction
- (4) Includes \$250 Reduction
- (5) Includes \$15,500 Reduction

**Agenda**  
**Board of Library Trustees**  
**Jonathan Bourne Public Library**  
**19 Sandwich Road, Bourne MA**

2015 NOV 10 PM 3 42

TOWN CLERK'S OFFICE  
BOURNE, MASS

**November 17, 2015 5:15 pm**  
**Library Meeting Room**

Call to Order

1. **ACTION ITEM** - Approval of minutes to the October 13, 2015 meeting
2. **ACTION ITEM** -Holiday Hours

Old Business

1. Long Range Plan
2. Tree
3. Prop 2 1/2 impact

Discussion Items

1. Director's Report
2. Personnel
3. Budget
4. Building & Grounds
5. Friends of the Library

Next Meeting

Set future agenda items  
Set date

Adjournment

*Kathryn Tura*  
JBPL Trustee Chair



2015 MAR 4 AM 9 38

Jonathan Bourne Historical Center  
Board of Governors

TOWN CLERK'S OFFICE  
BOURNE, MASS

Minutes of March 3, 2015 Meeting

Attending: Bourne Historical Society-Skip Barlow, Fran Bogden, Ted Ellis, Diane Flynn; Bourne Archives-Judy MacAlister; Historical Commission-Judy MacKenzie, Mary Sicchio; BSHP- Louise Innis, Jim Dineen and Jonathan Nelson Town of Bourne.

Absent: Gioia Dimock and Jean Campbell

Minutes from February were amended to reflect Diane Flynn was present.

Vote was Unanimous - Motion made by Diane Flynn-Second by Skip Barlow

Discussion on work performed since February meeting – switch for outside lighting replaced, Call List for Alarm System at Center updated to reflect Skip Barlow, Ted Ellis Jonathan Nelson and Billy Booker all listed now.

Skip Barlow covered the exposed heat pipes down stairs with insulation. This seems to have made a difference with the very hot area down stairs spoken to by Mary Sicchio in February.

The outside lights now have to be replaced. However with the weather and snow, Jonathan Nelson assured the Board this would be corrected as soon as more of the snow is removed. This will be done ASAP.

Alarm at Center goes off on occasion in house ONLY and corrects itself. This happened last Tuesday day and evening.

A vote to amend Article VII Meetings was discussed and a vote to meet semi-annually in January and June was made by Skip Barlow, second by Judy MacKenzie and voted Unanimous

A vote to amend Article VI Officers was discussed with a motion to eliminate the Treasurer as there are no funds or funds collected to oversee. A motion made by Judy MacAlister, second by Mary Sicchio was Unanimously voted

Nomination from the floor for President – Skip Barlow, for VP Ted Ellis and Clerk Diane Flynn was motioned by Judy MacKenzie and second by Fran Bogden Unanimously voted.

Judy MacAlister thanked Jonathan and the Town for the clearing of the Center in February for the 2<sup>nd</sup> Wednesday Lecture and for keeping it clear over the month.

Judy MacKenzie asked about the status of the Window restoration at the Center. Jonathan Nelson said it is in the works. Bids for this work will go out in Spring and will be restored once the bidding process is completed.

A motion to adjourn was made and second and Unanimous

Next meeting of the Jonathan Bourne Historical Center Board of Governors is scheduled for Tuesday, June 2<sup>nd</sup>, 2015 at 11:00AM at the Center

Respectfully submitted,

Diane Flynn  
Clerk Jonathan Bourne Historical Center  
Board of Governors

Jonathan Bourne Historical Center  
Board of Governors

**Notice of Meeting & Agenda**

**Date:**

June 2, 2015

**Time:**

11:00 A. M.

**Place:**

Jonathan Bourne  
Historic Center  
30 Keene Street  
Bourne, MA

02532

**Items on the Agenda**

1. Approve the Minutes from March 2015
2. Any business before the Board

Submitted:

Diane Flynn

Cc: Board of Selectmen  
Town of Bourne Facility Mgr.  
Town Clerk

2015 MAY 29 AM 10:50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE LANDFILL BUSINESS  
MODEL WORKING GROUP**

**MEETING NOTICE**

Date

Monday  
June 22, 2015

Time

7:00 p.m.

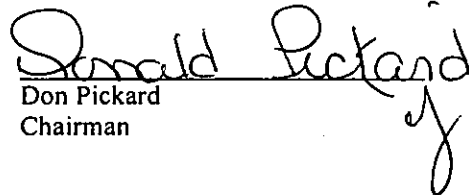
Location

Bourne, ISWM Department conference room  
201 MacArthur Boulevard  
Bourne, MA 02532

2015 JUN 18 PM 4 21  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**AGENDA**

- 1.) Call meeting to order.
- 2.) Presentation by ISWM Staff of potential reconfiguration of Baler Building into a transfer station for Single Stream Recyclables. This will accommodate the Town of Bourne's plans to switch to single stream curbside and potentially present an opportunity to provide the region with a consolidation point for recyclables.
- 3.) Executive Session: Discussion on possibility of land acquisition.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

  
Don Pickard  
Chairman

2015 DEC 2 PM 3 48

**BOURNE LANDFILL BUSINESS  
MODEL WORKING GROUP**

TOWN CLERK'S OFFICE  
BOURNE, MASS

**MEETING NOTICE**

**Date**

Thursday  
December 7, 2015

**Time**

5:00 p.m.

**Location**

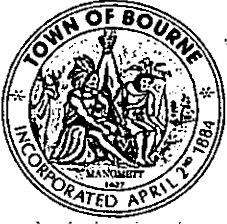
Bourne Middle School  
77 Waterhouse Road, Room 100, first floor  
conference room  
Bourne, MA 02532

**AGENDA**

- 1.) Call meeting to order.
- 2.) Approval of minutes from 6/22/15.
- 3.) Discussion of the status of the Harvest Power, Inc. site development project.
- 4.) Discussion of landfill phasing options and implications.
- 5.) Discussion of options for purchase of abutting land to the south of the ISWM facility and long-term financial modeling.
- 6.) Discussion of construction and demolition material transfer station operations at Upper Cape Regional Transfer Station.
- 7.) Executive Session meeting to: 1.) discussion of options for purchase of abutting land to the south of the ISWM facility and long-term financial modeling.
- 8.) Discussion of future meeting schedule and agenda items.
- 9.) Adjourn.

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Don Pickard  
Chairman



# TOWN OF BOURNE

24 Perry Avenue  
Buzzards Bay, MA 02532



## Local Emergency Planning Committee

### Meeting Posting

Date: February 4, 2015  
Time: 4:30 pm  
Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. After Action Review of Jan 26-29 blizzard activities (Police, Fire, DPW, REPC)
4. Bourne CERT – Do we want to establish one
5. Committee members comments/requests
6. Public Comment
7. Set next meeting date
8. Adjournment

Charles K. Noyes  
Director

2015 JAN 30 AM 10 54  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Accepted -  
4/1/2015  
CKN

Town of Bourne Local Emergency Planning Committee (LEPC)

Minutes from February 4, 2015 Public Meeting

2015 APR 7 AM 10 55

Location: 239 Main Street, Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE  
BOURNE, MASS

*Town of Bourne Veterans Memorial Community Center*

The Town of Bourne's Local Emergency Planning Committee (LEPC) held a public meeting on Wednesday February 4, 2015, at the Veterans Memorial Community Center in Buzzards Bay. The meeting was chaired by Charles Noyes. In attendance were:

- Charles Noyes – Town of Bourne Emergency Management Director
- Police Chief Dennis Woodside – Town of Bourne Police Chief
- Fire Chief Martin Greene – Town of Bourne Fire Chief
- Felice Monteiro – Town of Bourne Council on Aging Director
- Joseph Gordon – Barnstable County Sheriff's Office Emergency Management Director
- Ann Marie Riley – Bourne Friends Food Pantry Coordinator
- David Ransom - Assistant Director, Public Safety Massachusetts Maritime Academy
- Marc Lieber – Town of Bourne citizen volunteer at large
- John Pribilla – U.S. Army Corps of Engineers

1. First item on the agenda was Call to order. The meeting was called to order at 4:30 pm by Bourne LEPC Chairman and Emergency Management Director Charles Noyes.
2. The second item on the agenda was the Attendance - Introduction of members. Each attendee took a minute to introduce themselves and identify which organization they represented.
3. The third item on the agenda was the After Action Review of Jan 26-29, 2015 blizzard activities (Police, Fire, DPW, REPC). Chairman Noyes stated that he wanted to open this agenda item to all attendees so that questions, comments and any issues that arose from winter storm Juno (January 26 – 28) could be discussed. He asked that members be honest with feedback so that future coordination with planning and utilization of resources during storms of this magnitude could be improved. Chairman Noyes informed all attendees that he started calling for potential warming shelter volunteers on Sunday January 25, 2015 in preparation of the impending storm. During that time frame he only received a total of 5 affirmative replies from volunteers regarding possible staffing at both the Veterans Memorial Community Center in Buzzards Bay and the Bourne Middle School on Waterhouse Road. He also learned on Sunday during the 4 pm Barnstable County Regional Emergency Planning Committee's (BCREPC) conference call that the BCREPC was going to open all 6 BCREPC Cape Wide shelters. Two of these BCREPC shelters are located in neighboring towns (Sandwich and

Falmouth) and an off Cape Shelter would be open in a third neighboring town (Plymouth). He stated that a decision to open Bourne's two warming shelters would be affected by power outages throughout the town and that a decision wouldn't be made until sometime on Tuesday the 27<sup>th</sup>. Chairman Noyes also made note that Bourne's Department of Public Works (DPW) had continuous interactions with NSTAR prior to, during, and after this storm. He commended the DPW for their active communication with NSTAR and also with sharing this information with him. Police Chief Woodside made note that considering the magnitude of snow fall during this storm event that his department received very little phone calls from the public regarding power outages. Chief Woodside also made note that his department's Facebook page received lots of positive feedback from residents due to their informative postings placed on their Facebook site regarding storm updates. Fire Chief Greene noted that besides a few residents being transported to the Sandwich shelter by Bourne Fire that his department had no big issues storm wise. Chief Greene mentioned that locating and digging out fire hydrants was, and continues to be, their main concern in the aftermath of the storm. Chairman Noyes took a minute to thank Chief Greene and the Bourne Fire Department for making those transports of residents to and from the Sandwich shelter. Council on Aging (COA) Director Felice Monteiro stated that the COA had really no issues or concerns from seniors during this storm. Massachusetts Maritime Academy's Assistant Director of Public Safety David Ransom noted that the Academy made it through the storm without any major problems. Chairman Noyes attributed all of these comments to the fact that power outages town wide were limited and lost power was restored quickly by NSTAR.

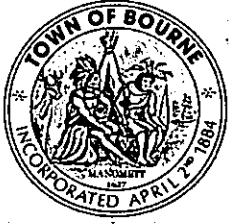
4. The Fourth item on the agenda was **Bourne Community Emergency Response Team (CERT) – Do we want to establish one?** Chairman Noyes asked about the feasibility of starting a volunteer CERT within the town in order to respond to emergencies when called upon. He stated the lack of volunteers for warming shelters within the town as a reason to look into whether CERT could assist with this issue. Chief Greene inquired as to who would coordinate a CERT team if it were established. Chairman Noyes stated that moving forward with CERT creation is the initial question and that a coordinator would be sought if the committee felt that there's a need for a town CERT. Sheriff's Emergency Management Director Joe Gordon stated that he teaches CERT and would be willing to instruct courses in Bourne if this item moves forward. Joe also mentioned that he teaches the Maritime Cadets in CERT and that he'd like to get into the Bourne High School to teach a Teen CERT class. Chairman Noyes told Joe that he'd be happy to talk further off line regarding both these items and likes the idea of the Teen CERT program. This item will be discussed informally during the spring between the Bourne Emergency Management Director and the Sheriff's Emergency Management Director.

5. The Fifth item on the agenda was **Committee members comments/requests**. All attendees agreed that the town was fortunate regarding power outages and that digging out from the snow accumulation was their entities primary concern. No further comments were made as those in attendance agreed that this agenda item was spoken for during the third agenda item.
6. The Sixth item on the agenda was **Public Comment**. No public were present during this open public meeting.
7. The Seventh and final agenda item was **Set next meeting date**. Chairman Noyes stated that he'll be away during March and that no meeting is planned. He did state that a meeting could happen if something came up and that all members should keep an eye open to their email in case this occurred.

Meeting was adjourned at 5:18 pm

**Minutes respectfully submitted by Joseph Gordon.**





# TOWN OF BOURNE

24 Perry Avenue  
Buzzards Bay, MA 02532



## Local Emergency Planning Committee

### Meeting Posting

Date: April 1, 2015  
Time: 4:30 pm  
Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of Minutes- Feb 4, 2015 meeting
4. Subcommittee's status
5. Hazard Mitigation Plan update
6. Committee members comments/requests
7. Public Comment
8. Set next meeting date
9. Adjournment

Charles K. Noyes  
Director

2015 MAR 30 PM 11 01  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Accepted,  
5/6/15  
CKW

Local Emergency Planning Committee Minutes

4:30 P.M. April 1, 2015

**Agenda item 1**

Meeting called to order at 4:32pm by Chief Charles Noyes

2015 MAY 8 AM 10 16

**Agenda item 2**

Members present: Charlie Noyes (EMD), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Dennis Woodside, (Bourne Police) Norman Sylvester, David Pelonzi (Bourne Fire), Ann Marie Riley (Food Pantry), Joe Gordon, (Barnstable Sheriff's Office), David Ransom (MMA Police), George Sala Bourne DPW), Peter Meier (BOS).

TOWN CLERK'S OFFICE  
BOURNE, MASS.

Also present MMA Cadet Patrick Getler, and Tara McEnroe-Kent , MMA Faculty.

**Agenda item 3**

Acceptance of Feb 4, 2015 minutes- Motion made by Chief Woodside, seconded by Sgt Stowe to accept. Minutes had been previously distributed for review. All members present voted to accept.

**Agenda item 4**

Mr. Noyes discussed the status of the previously established sub-committees; Communication, Transportation, Feeding, Medical, and Public Education. Discussion ensued regarding the need to keep committee's active and meeting. Consensus was that all of the committee's tasks had been met, and there was not a need to be active at this time. Committees were to continue to remain, but to be inactive unless needed.

**Agenda Item 5**

Mr. Noyes reported that the Bourne's Hazard Mitigation Plan was due to be reviewed and updated. Cally Harper, a planner with the Cape Cod Commission had reached out to Mr. Noyes and offered assistance in the project. FEMA had provided funds to the Town of Bourne and the Cape Cod Commission to work on this update. Additionally, hazard planning is being accomplished through the Northeast States Emergency Consortium (NESC) to developed a computer based mitigation plan and program. Again, this project is funded through FEMA.

**Agenda Item 6**

Members comments/requests: Chief Sylvester commented on the cooperation and response by all agencies for the gasoline tanker rollover last week. Charles Noyes mentioned the two Table top exercises to be held in May and June. MMA Cadet Getler provided additional background on the exercise design process.

**Agenda Item 7**

Mr. Jim Mulvey discussed the issue of speeding vehicles over the Bourne Bridge.

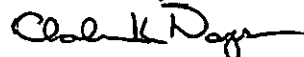
**Agenda Item 8**

Next meeting was set for Wednesday, May 6, 2015

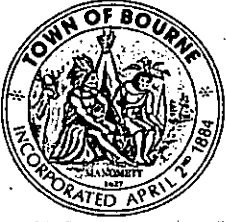
**Agenda Item 9**

Motion made to adjourn Peter Meier, seconded by George Sala. Unanimous vote to adjourn at 5:15pm

Submitted by,



Charles K Noyes, Director



# TOWN OF BOURNE

24 Perry Avenue  
Buzzards Bay, MA 02532



## Local Emergency Planning Committee

### Meeting Posting

Date: May 6, 2015  
Time: 4:30 pm  
Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

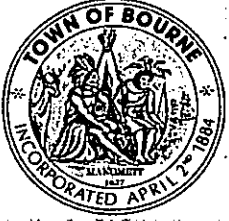
~~2015 APR 31 AM 9 32  
TOWN CLERK'S OFFICE  
BOURNE, MASS~~

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of Minutes- April 1, 2015 meeting
4. Hazard Mitigation Plan update status- Cally Harper,PhD, Planner Cape Cod Commission
5. Committee members comments/requests
6. Public Comment
7. Set next meeting date
8. Adjournment

Charles K. Noyes  
Director

2015 MAY 1 AM 10 53  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# TOWN OF BOURNE

24 Perry Avenue  
Buzzards Bay, MA 02532



## Local Emergency Planning Committee

### Meeting Posting

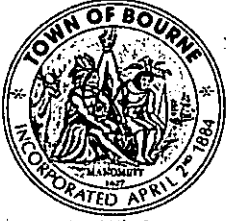
Date: July 1, 2015  
Time: 4:30 pm  
Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of Minutes- May 6, 2015 meeting
4. Review of June 5<sup>th</sup> Tabletop exercise conducted by MMA Cadets
5. Update on Coastal Zone Inundation assessment by Northeast States Emergency Consortium (NESEC)
6. Committee members comments/requests
7. Public Comment
8. Set next meeting date
9. Adjournment

Charles K. Noyes  
Director

2015 JUN 29 PM 11 10  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# TOWN OF BOURNE

24 Perry Avenue  
Buzzards Bay, MA 02532



## Local Emergency Planning Committee

### Meeting Posting

Date: September 2, 2015  
Time: 4:30 pm  
Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of Minutes- May 6, 2015 meeting
4. Update on Earthquake impact report by Northeast States Emergency Consortium (NESEC)
5. Committee members comments/requests
6. Public Comment
7. Set next meeting date
8. Adjournment

Charles K. Noyes  
Director

2015 AUG 27 AM 11 40  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Local Emergency Planning Committee Minutes

4:30 P.M. September 2, 2015

**Agenda item 1**

Meeting called to order at 4:30pm by Charles Noyes

**Agenda item 2**

Members present: Charlie Noyes (EMD), Norman (Spanky) Sylvester (Bourne Fire), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Ann Marie Riley (Food Pantry), Joe Gordon, (Barnstable Sheriff's Office), David Ransom (MMA Police), Peter Meier (BOS), Edward Donoghue (Bourne Schools), Tim Mullen (DNR), Felice Monteiro (COA), David Pelonzi (BFD), Marc Lieber (Member at Large), .

**Agenda item 3**

Motion to accept Minutes of May 6, 2015 made by Joe Gordon, seconded by John Pribilla. Unanimously voted to accept.

**Agenda item 4**

Discussion held amongst members regarding the Earthquake Impact report prepared by Northeast States Emergency Consortium.

**Agenda Item 5**

Committee members discussed the issue of periodic difficulties in obtaining quorum for our meetings. Joe Gordon mentioned how the Falmouth LEPC conducted business and stated he would forward copy of Falmouth's organizational rules.

**Agenda Item 6**

No public comment

**Agenda Item 7**

No meeting scheduled in October unless necessary. Next meeting would be November 3, 2015

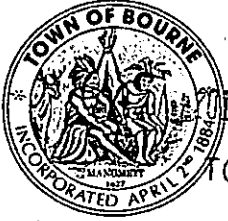
**Agenda Item 8**

Motion made to adjourn by Peter Meir, seconded by Chief Sylvester. Unanimous vote to adjourn at 5:35pm

Submitted by,  
Charles K Noyes, Director

2015 DEC 3 11 10 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Accepted  
12/2/15 CLK [Signature]  
1



# TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

2015 NOV 25  
TOWN CLERK'S OFFICE  
BOURNE, MASS



## Local Emergency Planning Committee

### Meeting Posting

Date: December 2, 2015

Time: 4:30 pm

Location: Bourne Veterans Memorial Community Building  
239 Main Street, Buzzards Bay, Ma

### Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of Minutes- September 2, 2015 meeting
4. Winter 2015 Preparation and Public awareness tasks
5. LEPC bylaws/organizational update
6. Committee members comments/requests
7. Public Comment
8. Set next meeting date
9. Adjournment

Charles K. Noyes  
Director

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee  
Monday, January 5, 2015 - 10:30 am  
Town Hall, Lower Level Conference Room

## Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: December 15, 2014
- 3- Buzzards Bay Park -
  - a. continue determination of program elements for updated park
  - b. discuss proposed presentation to Selectmen
  - c. discuss budget and funding, possible phasing
  - d. other as appropriate
- 4- Updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn

  
Sallie Riggs, Facilitator

2014 DEC 24 AM 11 16  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown

**Minutes of the Meeting**  
**January 5, 2015**  
**Bourne Town Hall**

**DRAFT - DRAFT - DRAFT**

Attending: Selectmen Stephen Mealy and Peter Meier, Krissanne Caron, Joe Carrara, Pam Matheson, Coreen Moore, David O'Connor, Marie Oliva, Sallie Riggs, George Sala, Kathy Zagzebski.

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:32 am.

Minutes: Sallie asked for corrections or additions to the Minutes of December 15, 2014. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of December 15, 2014 as circulated.

Buzzards Bay Park:

Program. Sallie listed the program elements discussed at earlier meetings and asked for consensus from the Committee members. After some discussion, the following were agreed on:

- Open space for events
- Play spaces: splash pad/skating rink and climbing/crawling devices
- Memorial garden/grove with an historic trail (materials to be determined)
- Pavilion with support for movie screen
- Other shelters with benches
- "Sign plazas" to mark entrances to the park; 1 each from Main Street, Army Corps parking lot and NMLC parking lot. "Plazas" would include a sign, seating, and bike racks
- Only utilities would be designed in, not a snack shack or food structure

David O'Connor then led a discussion of where each of the above seven items would be located and drew a first draft bubble diagram.

Funding. The discussion then turned to the draft application for CPA funding that had been circulated in advance. Various suggestions for changes and edits were made. It became clear that a lot more work is needed and several members of the Committee agreed to get additional information to Sallie.

The next meeting was set for January 12, at 10:30 am. The focus of this meeting will be the application. Another meeting was set for January 19 with the focus on the presentation to the Board of Selectmen at a meeting tentatively scheduled for January 20.

The meeting adjourned at 12:18 pm.

Respectfully submitted

*Sallie K. Riggs*  
Sallie Riggs, Facilitator

9:15 JAN 7 PM 2 48  
TOWN OF BOURNE, MASS  
TOWN CLERK'S OFFICE

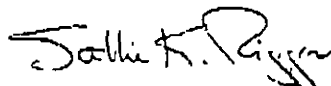
# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting – Main Street Steering Committee  
Monday, January 12, 2015 – 10:30 am  
Town Hall, Lower Level Conference Room

## Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: January 5, 2015
- 3- Buzzards Bay Park -
  - a. Review draft application for CPC funds including review of bubble diagram for inclusion in application
  - b. other discussion as appropriate
- 4- Updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only).
- 7- Executive Session – if needed
- 8- Adjourn

  
Sallie Riggs, Facilitator

2015 JAN 7 AM 10 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown

Minutes of the Meeting  
January 12, 2015  
Bourne Town Hall

DRAFT - DRAFT - DRAFT

2015 JAN 14 AM 8 40

Attending: Selectman Stephen Mealy, Krissanne Caron, Joe Carrara, Pam Matheson, Correen Moore, David O'Connor, Marie Oliva, Sallie Riggs, George Sala, Kathy Zagzebski. TOWN CLERK'S OFFICE BOURNE, MASS

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:30 am.

Minutes: Sallie asked for corrections or additions to the Minutes of January 5, 2015. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of January 5, 2015 as circulated.

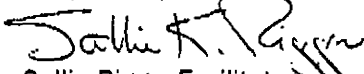
Buzzards Bay Park: Committee members were asked to make suggestions for changes to the application for CPA funds. Following a discussion of the proposed budget, it was MOVED, SECONDED and VOTED to go forward with the budget as discussed. Further edits and changes were proposed.

The proposed PowerPoint presentation to the Board of Selectmen, scheduled for January 20, was also reviewed with general approval as circulated.

The meeting that had been tentatively set for January 19 was cancelled. The next meeting will be called at the request of members or when the facilitator feels there is the need for a meeting.

The meeting adjourned at 12:03 pm.

Respectfully submitted

  
Sallie Riggs, Facilitator

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

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Meeting – Main Street Steering Committee

Monday – March 23, 2015 – 10:30 am (Note: new time)

Bourne Town Hall – Lower Level Conference Room

2015 MAR 16 PM 11 53  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## Agenda:

1. Open Meeting
2. Review and action on minutes of meeting January 9, 2015
3. Buzzards Bay Park Discussion
  - a. CPC Application
  - b. Budget
4. Updates from Committee members (*information only no deliberation*)
5. Topics for future agenda (*information only no deliberation*)
6. Public Comments (*information only no deliberation*)
7. Executive Session – if needed
8. Adjourn

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown

**Minutes of the Meeting**  
**March 23, 2015**  
**Bourne Town Hall**

**DRAFT - DRAFT - DRAFT**

Attending: Selectman Stephen Mealy, Krissanne Caron, Joe Carrara, Pam Matheson, Coreen Moore, David O'Connor, Marie Oliva, Sallie Riggs, George Sala, Kathy Zagzebski. Public: Mary Ellen McCabe

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:33 am.

Minutes: Sallie asked for corrections or additions to the Minutes of January 12, 2015. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of January 12, 2015 as circulated.

Buzzards Bay Park: Sallie introduced a first, rough draft of the language that will be required for the Town Meeting Article, assuming that the Community Preservation Committee endorses the park project request. After a full participatory and positive discussion, it was MOVED, SECONDED and VOTED to use the following language (or something close to it):

*The \$350,000 will be used for phase one of a multi-phase project. Funds will be used for engineering, survey and design, irrigation, electrical upgrades, lighting, landscaping and a park entrance with amenities.*

The committee members continued by discussing the mechanisms for receiving grant funds with the differences between a grant to the Town and that to a non-profit. The BFDC can serve as the non-profit, especially since the MSSC is a committee of the BFDC. The person from the public suggested that a "Friends of the Park" be formed. After a brief discussion Committee members agreed that it would take too long to form another 501(c)(3), and that it was not necessary with the BFDC having IRS tax-exempt status already.

Additional discussion revolved around how the project will be administered. There was consensus to invite Jon Nelson, the Town's Facilities Director to the next meeting to discuss the subject with the Committee.

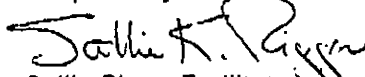
Committee members thanked Kathy Zagzebski for her leadership in two meetings on the park plans while Sallie was away and talked about what a good job she did.

Steve Mealy agreed to alert the Selectmen that, if the funds are approved, the Selectmen will have to inform potential users of the park about any possible disruptions as implementation moves forward. By then there should be a "construction" schedule. There was consensus that there will be no disruptions this summer because the survey and engineering design should not interfere with park activities.

Updates: Kathy announced that the NMLC's Annual Meeting will be on Wednesday, beginning at 5:30 pm at the NMLC.

The meeting adjourned at 11:43 am.

Respectfully submitted

  
Sallie Riggs, Facilitator

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TOWN CLERK'S OFFICE  
BOURNE, MASS

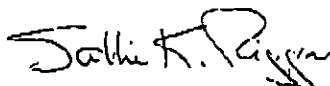
# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting – Main Street Steering Committee  
Monday, April 13, 2015 – 10:30 am  
Town Hall, Lower Level Conference Room

## Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: March 23, 2015
- 3- Buzzards Bay Park -
  - a. Report on hearings and meetings leading up to Town Meeting
  - b. Discussion with Facilities Director on managing the restoration and upgrade project
  - c. Other topics re park project
- 4- Lessons learned from Keystone
- 5- Updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session – if needed
- 9- Adjourn

  
Sallie Riggs, Facilitator

2015 APR 8 AM 8 47  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown

**Minutes of the Meeting**  
**April 13, 2015**  
**Bourne Town Hall**

**DRAFT - DRAFT - DRAFT**

Attending: Selectman Stephen Mealy, Joe Carrara, Pam Matheson, Coreen Moore, Jon Nelson, David O'Connor, Sallie Riggs, George Sala, Kathy Zagzebski.

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:32 am.

Minutes: Sallie asked for corrections or additions to the Minutes of March 23, 2015. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of March 23, 2015 as circulated.

Buzzards Bay Park: Sallie reported that she, Pam and David appeared before the Community Preservation Committee where the park request was approved and the funds were designated as Open Space Revenues. Then Sallie was invited to a meeting of the Open Space Committee to brief them on the project since it was Open Space funds that would be designated for the park. The Committee accepted the plan with enthusiasm. Sallie noted that the next appearance will be before the Finance Committee on Wednesday, April 15. That should be the last approval before Town Meeting.

The discussion turned to who would manage the project if the funds are voted. Jon Nelson, Town Facilities Director, said he, working with George Sala and Coreen Moore, would and the first step would be to contract with a designer who would work with the Town through the whole project. The first need would be schematics for the full park design, and then 100% drawings would be generated for individual aspects as needed. It was agreed that a scope of work can be developed now and circulated to potential firms. Then work can begin as soon as the funds are available: July 1.

**ACTION:** Jon, George and Coreen will draft a scope of work for the next meeting's discussion.

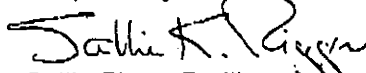
Lessons learned from Keystone: Sallie introduced the topic of lessons that could be learned from Keystone's experience as the first major project to come before the Town under the GIZ. The developer has expressed frustration over several items where demands were made after all the permits had been issued and his funding was in place. One solution that she and Coreen had discussed was refining the post-Planning Board decision process whereby the developer, other Town staff including DPW and the Facilities Director, and others review the order of conditions before they are filed. Following a brief discussion, there was consensus to support Coreen in making such changes and to begin by inviting Chris Farrell, Planning Board Chair, to a meeting with the MSSC.

There being no updates or public comments, the meeting adjourned at 11:40 am.

TOWN CLERK'S OFFICE  
BOURNE, MASS.

2015 APR 17 PM 1 41

Respectfully submitted

  
Sallie Riggs, Facilitator

# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee  
Monday, May 11, 2015 - 10:30 am  
Town Hall, Lower Level Conference Room

## Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: April 13, 2015
- 3- Buzzards Bay Park - next steps
- 4- Lessons learned from Keystone
- 5- Updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session - if needed
- 9- Adjourn

2015 MAY 5 PM 2 19  
TOWN CLERK'S OFFICE  
BOURNE, MASS

  
Sallie Riggs, Facilitator



# Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown

**Minutes of the Meeting**  
**May 11, 2015**  
**Bourne Town Hall**

**DRAFT - DRAFT - DRAFT**

2015 MAY 12 AM 8 21

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Pam Matheson, David O'Connor, Marie Oliva, Sallie Riggs, George Sala, Kathy Zagzebski

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:37 am.

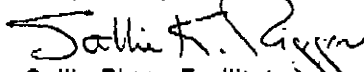
Minutes: Sallie asked for corrections or additions to the Minutes of April 13, 2015. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of April 15, 2015 as circulated.

Buzzards Bay Park: Sallie noted that without Coreen there was not much to discuss concerning the next steps on the park restoration. She reported that Jon Nelson told her that he and Coreen have begun talking about the scope of work so that the survey and engineering can begin as soon as the funds are available in July. Committee members suggested that part of their responsibility is to see that the process keeps moving. David also suggested that keeping the public informed was important and should be a committee responsibility.

Lessons learned from Keystone: Sallie also noted that without Coreen and Chris Farrell a discussion of "lessons learned" would not be productive. George Sala reported that Tom Guerino has recently reinstated the Code Enforcement meetings and that should help going forward.

There being no updates or public comments, the meeting adjourned at 10:58 am.

Respectfully submitted

  
Sallie Riggs, Facilitator

# Main Street Steering Committee

*A Committee of the Bourne Financial Development Corporation*

**Meeting - Main Street Steering Committee  
Monday, December 14, 2015 - 10:30 am  
Town Hall, Lower Level Conference Room**

2015 DEC 9 PM 12 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: May 11, 2015
- 3- Buzzards Bay Park - next steps
  - a) report on consultant search
  - b) discussion and possible vote on application to Community Preservation Committee
- 4- Main Street updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn

  
Sallie Riggs, Facilitator

# Main Street Steering Committee

*A Committee of the Bourne Financial Development Corporation  
Focused on the revitalization of Bourne's Downtown*

**Minutes of the Meeting  
December 14, 2015  
Bourne Town Hall**

**DRAFT - DRAFT - DRAFT**

2016 JAN 6 AM 8 37

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Stephen Mealy, Coreen Moore, David O'Connor, Marie Oliva, Sallie Riggs, George Sala

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:35 am.

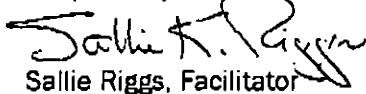
Minutes: Sallie asked for corrections or additions to the Minutes of May 11, 2015. There were no suggested changes and it was then MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the meeting of May 11, 2015 as circulated.

Buzzards Bay Park: Sallie reported that the negotiations with the selected consultant are ongoing. Their price proposal is higher than expected. That, plus the fact that the Town is not eligible to apply for state and federal park restoration grants, means that the MSSC will have to request a second allocation of CPA funds from the Town's Community Preservation Committee. A discussion followed about the rationale for requesting additional funds and about the amount to be requested. The discussion included the consultant's price proposal. That led to a MOTION which was SECONDED and VOTED with one "no" vote to accept the second price proposal offered by the consultants. That led to additional discussion with no conclusion other than that there is dissatisfaction with the proposed cost.

Other business: Sallie brought up a concern expressed by a person who travels for business throughout the state: some hotels accept state funding to house homeless, leading to a less than pleasant experience for others who use the hotel. The person is concerned that that not happen in Buzzards Bay. She asked if some restriction or by-law could be formulated to prevent the new hotels from accepting such funds. There was little discussion, concluding with a suggestion that the state program be identified before any further discussion.

There being no updates or public comments, the meeting adjourned at 12:04 pm.

Respectfully submitted

  
Sallie Riggs, Facilitator



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 JAN 26 PM 2 13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Meeting Notice**

The North Sagamore Water District  
Board of Water Commissioners  
Will Meet on Thursday, January 29, 2015  
At 4:00 p.m.

**Location**

North Sagamore Water District Office  
14 Squanto Road  
Sagamore Beach, MA 02562

**Agenda**

1. Approval of Meeting Minutes dated 12/4/14
2. Water billing review and questions
3. Norris Road- Mike Ohl, Engineer
4. Treasurers Report
  - A.) Budget Review
  - B.) Annual Meeting Review- April 30, 2015, Meetinghouse Road Fire Station
5. Superintendents Report
6. Any old/new business that may legally come before the Board
7. Commissioners Comments/ Select next meeting date
8. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary

Posted by: Maureen Fruci, District Treasurer  
January 26, 2015

- North Sagamore Water District Office Glass door to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A, s,29.03
- Sagamore Beach Post Office Bulletin Board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's Office

Mark Bergeron, Water Commissioner/ Chair

Mark Melchionda, Water Commissioner

George Sala, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

**Board of Water Commissioners Opening**

The North Sagamore Water District has nomination papers available now at 14 Squanto Road, Sagamore Beach for the position of Water Commissioner. This is a three year term with monthly meetings. All applicants must take out nomination papers and get a minimum of 30 registered voters signatures and return to the district office by Tuesday, March 31, 2015 at 4:00p.m. in order to be put on the ballot. These signatures will be certified. No late papers accepted.

2015 FEB 3 PM 2 44  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 FEB 9 PM 2 35  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Meeting Notice**

The North Sagamore Water District  
Board of Water Commissioners  
Will Meet on Thursday, February 12, 2015  
At 4:00 p.m.

**Location**

North Sagamore Water District Office  
14 Squanto Road  
Sagamore Beach, MA 02562

**Agenda**

1. Approval of Meeting Minutes dated 1/29/15
2. Discussion and review of Army Corp of Engineers
3. Discussion, review and possible vote on District Engineering
4. Discussion and possible vote on Snow Day Policy
5. Treasurers Report
  - A.) Discussion and Review of Proposed FY16 Budget
6. Superintendents Report
6. Any old/new business that may legally come before the Board
7. Commissioners Comments/ Select next meeting date
8. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary

Posted by: Maureen Fruci, District Treasurer  
February 9, 2015

- North Sagamore Water District Office Glass door to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03
- Sagamore Beach Post Office Bulletin Board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's Office

Mark Bergeron, Water Commissioner/ Chair

Mark Melchionda, Water Commissioner

George Sala, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 MAR 16 PM 1 38

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Meeting Notice**

The North Sagamore Water District  
Board of Water Commissioners  
Will Meet on Wednesday, March 18, 2015  
At 4:00 p.m.

**Location**

North Sagamore Water District Office  
14 Squanto Road  
Sagamore Beach, MA 02562

**Agenda**

1. Approval of Meeting Minutes dated 2/12/15
2. Treasurers Report
  - A.) Discussion and Review of Proposed FY16 Budget
  - B.) Discussion on Annual Meeting
3. Superintendents Report
4. Any old/new business that may legally come before the Board
5. Commissioners Comments/ Select next meeting date
6. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary

Posted by: Maureen Fruci, District Treasurer  
March 16, 2015

- North Sagamore Water District Office Glass door to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03
- Sagamore Beach Post Office Bulletin Board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's Office

Mark Bergeron, Water Commissioner/ Chair

Mark Melchionda, Water Commissioner

George Sala, Water Commissioner

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TOWN CLERK'S OFFICE  
BOURNE, MASS

2015 MAR 16 PM 3 14  
TOWN CLERK'S OFFICE  
BOURNE, MASS





**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

**Meeting Notice**

The North Sagamore Water District  
Board of Water Commissioners  
Will Meet on Tuesday, April 7, 2015  
At 4:00 p.m.

**Location**

North Sagamore Water District Office  
14 Squanto Road  
Sagamore Beach, MA 02562

**Agenda**

1. Discussion and Review of Proposed FY16 Budget
2. Discussion and Review of Annual Meeting Packet
3. Any old/new business that may legally come before the Board
4. Commissioners Comments/ Select next meeting date
5. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary

Posted by: Maureen Frucl, District Clerk  
April 2, 2015

- North Sagamore Water District Office Glass door to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03
- Sagamore Beach Post Office Bulletin Board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's Office

Mark Bergeron, Water Commissioner/ Chair

Mark Melchionda, Water Commissioner

George Sala, Water Commissioner

2015 APR 2 PM 2 17  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 APR 13 PM 2 34  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**MEETING NOTICE**

**North Sagamore Water District  
Monthly Meeting  
Bourne Fire Station- Community Room  
Meetinghouse Lane, Sagamore Beach MA 02562  
Wednesday, April 29, 2015  
6:00 PM**

- 1.) Approval of Meeting Minutes from 3/18/15 & 4/7/15
- 2.) Treasurer Report
- 3.) Superintendent Report
- 4.) Commissioners Comments/ Select date for next meeting
- 5.) Adjourn

**North Sagamore Water District  
Annual Meeting  
Bourne Fire Station- Community Room  
Meetinghouse Lane, Sagamore Beach MA 02562  
Wednesday, April 29, 2015  
7:00 PM**

- 1.) Water Commissioner Election
- 2.) Discussion and vote on FY16 Budget
- 3.) Commissioners Comments
- 4.) Adjourn

**Posted:**

**April 13, 2015**

North Sagamore Water District Posts at the following locations:

- a.) Bulletin Board
- b.) Glass Door (14 Squanto Road, Sagamore Beach) to provide 24 hour viewing according to Open Meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board
- d.) Bourne Town Hall
- e.) Sandwich Town Hall



2015 APR 13 PM 2 34

TOWN CLERK'S OFFICE

**WARRANT FOR THE 2015 ANNUAL MEETING**

Commonwealth of Massachusetts  
Barnstable, SS

To the Clerk of the North Sagamore Water District:  
In the name of the undersigned Board of Water Commissioners, you are hereby directed to notify and warn the inhabitants of the North Sagamore Water District qualified to vote in said District to meet in the

**SAGAMORE BEACH FIRE STATION – MEETING HOUSE LANE  
COMMUNITY ROOM - 2<sup>ND</sup> FLOOR  
WEDNESDAY, April 29 2015  
7:00 PM**

And there act upon the following articles:

- Article 1** To see if the District will vote to elect a Moderator for one year.
- Article 2** To see if the District will vote to elect by ballot a Water Commissioner for a term of three years.
- Article 3** To see if the District will vote to hear and act upon the reports of the District Officers.
- Article 4** To see if the District will vote to fix the salary compensation of the Commissioners, Moderator and Clerk of the District as provided by Section 108, Chapter 41, General Laws as amended and that the District raise and appropriate or transfer from available funds a sum of money therefore for the fiscal year 2016; or act anything thereon:

3 Commissioners at \$300.00 each	\$ 900.00
Moderator	\$ 100.00
<u>Clerk</u>	<u>\$ 300.00</u>
<b>Total</b>	<b>\$1300.00</b>

- Article 5** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate or transfer from free cash in the treasury in the amount of **\$200,000.00** for purposes of improvement to the Booster Zone Systems. Funds may be used for repairs, renovations, upgrades, engineering, tank repairs, surveying and land acquisitions deemed necessary; or act anything thereon.

**Article 6** To see if the District will vote to transfer from available funds or raise and appropriate a sum of money to add to the Stabilization Fund in the amount of **\$50,000.00**; or act anything thereon.

**Article 7** To see if the District will vote the sum of money to raise and appropriate or transfer from available funds to defray the regular expenses of the District for FY16 in the amount of **\$1,087,201.39**.

**RECOMMENDATIONS FOR FY16 BY ARTICLE**

Article 4 **Salaries for Elected Officials**

**\$1,300.00**

Article 5 **Booster Zone Systems**

**\$200,000.00**

Article 6 **Stabilization Fund**

**\$50,000.00**

Article 7 **District Expenses**

Salaries, Wages and Related Expenses	\$339,796.58
Maintenance & Operations	\$323,310.00
Treasurer Expenses	\$5,600.00
Professional Services	\$11,000.00
Insurance	\$161,000.00
Long Term Debt	\$144,867.81
Miscellaneous Expense	\$101,627.00

**\$1,087,201.39**


And you are hereby directed to serve this Warrant by posting attested copies thereof in two public places in North Sagamore District seven days at least before the time of holding said meeting.

Given under our hands on this 15th day of April, 2015.

A true copy, attest Board of Water Commissioners

  
Mark Bergeron, Chair

  
Mark Melchionda

  
George Sala



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 MAY 26 PM 2 32

TOWN CLERK'S OFFICE  
BOURNE, MASS

### **Meeting Notice**

The North Sagamore Water District  
Board of Water Commissioners  
Will Meet on Thursday, May 28, 2015  
At 4:00 p.m.

### **Location**

North Sagamore Water District Office  
14 Squanto Road  
Sagamore Beach, MA 02562

### **Agenda**

1. Approval of Meeting Minutes dated 4/29/15
  2. Reorganization of the Board of Water Commissioners and District Members
  3. Discussion of the Future Build-Out and Demand of the Booster Pressure Zone System
  4. Discussion and possible vote on Voluntary Water Conservation Measures
  5. Discussion and possible vote on Army Corp of Engineers
  6. Discussion on Renovations on District Office Building
  7. Treasurers Report
  8. Superintendents Report
  9. Any old/new business that may legally come before the Board
  10. Commissioners Comments/ Select Next Meeting Date
  11. Adjourn received
- The Board of Water Commissioners may vote to move to Executive Session if deemed necessary

Posted by: Maureen Fruci, District Clerk

May 26, 2015

- North Sagamore Water District Office Glass door to provide 48 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03
- Sagamore Beach Post Office Bulletin Board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's Office

Mark Bergeron, Water Commissioner/ Chair

Mark Melchionda, Water Commissioner

George Sala, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 JUL 9 AM 9 37  
TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, JULY 15, 2015  
AT 8:30 AM

LOCATION

NORTH SAGAMORE WATER DISTRICT BEACH WELL  
41 PILGRIM ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. Generator Delivery and Start-up
2. Adjourn

Posted by: Maureen Fruci, Clerk of the District  
Thursday, July 9, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 JUL 16 PM 3 37

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

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON TUESDAY, JULY 21, 2015  
AT 4:00 PM

**LOCATION**

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

**AGENDA**

1. Green Seal Environmental – Swift Road & Possible Solar Power At Water Treatment Plant
2. Approval Of Meeting Minutes Dated 6/16/15
3. Discussion & Possible Vote Of Superintendent's Letter To The Board Of Water Commissioners Regarding Commissioner Open Position In Kingston, MA
4. Discussion & Possible Vote Of Employee Policies & Procedures
5. Superintendent's Report
6. Treasurer's Report
7. Any Old/New Business That May Legally Come Before The Board
8. Commissioner's Comments/Select Next Meeting Date
9. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary.

Posted by: Maureen Fruci, Clerk of the District  
Thursday, July 16, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON TUESDAY, AUGUST 18, 2015  
AT 4:00 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. Discussion of Fiduciary Responsibilities of Board of Water Commissioners  
Bob Bliss – District Auditor
2. Discussion & Possible Vote of Tank Study - Tom Sexton – GZA Environmental
3. Approval of Meeting Minutes Dated 7/21/15
4. Discussion & Possible Vote of Army Corps of Engineers Easement
5. Discussion & Possible Vote of Swift Road Project
6. Superintendent's Report
7. Treasurer's Report
8. Any Old/New Business That May Legally Come Before The Board
9. Commissioner's Comments/Select Next Meeting Date
10. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary.

Posted by: Maureen Fruci, Clerk of the District  
Friday, August 14, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner

2015 AUG 14 AM 10 25  
TOWN CLERK'S OFFICE  
BOURNE, MASS





**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 SEP 14 PM 1:08  
TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, SEPTEMBER 16, 2015  
AT 4:00 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. Approval of Meeting Minutes Dated 8/18/15
2. Discussion & Possible Vote on Interim District Help
3. Discussion & Vote of Recommendation of Engineer Mike Ohl of CEI to Accept Bid For Purchase of Pumps and VFD's for the Norris Road Booster Pump Station
4. Discussion & Possible Vote on Solar Array Located at the Church Lane Water Treatment Plant
5. Discussion & Possible Vote of Correspondence from Scott Fitzmaurice, Hoxie School
6. Superintendent's Report
7. Treasurer's Report
8. Any Old/New Business That May Legally Come Before The Board
9. Commissioner's Comments/Select Next Meeting Date
10. Adjourn

The Board of Water Commissioners may vote to move to Executive Session if deemed necessary.

Posted by: Maureen Fruci, Clerk of the District  
Monday, September 14, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, SEPTEMBER 30, 2015  
AT 2:00 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

2015 SEP 28 PM 12 56  
TOWN CLERK'S OFFICE  
BOURNE, MASS

AGENDA

1. Bid Opening – Norris Road Pump & Electrical Installation

Posted by: Maureen Fruci, Clerk of the District  
Monday, September 28, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, OCTOBER 7, 2015  
AT 7:00 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. The Board May Vote To Enter Into Executive Session For The Purpose Of Conducting Strategy In Preparation For Negotiations With Non-Union Personnel
2. Discussion & Possible Vote On Bid Acceptance For Norris Road Pump & Electrical Installation
3. Discussion & Possible Vote On Letter Agreement With Comprehensive Environmental Inc. For Construction Document Bid & Construction Phases – Norris Road Booster Pump Station – Pump Replacement
4. Any Old/New Business That May Legally Come Before The Board
5. Adjourn

Posted by: Maureen Fruci, Clerk of the District  
Monday, October 5, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner

2015 OCT 5 PM 3 38  
TOWN CLERK'S OFFICE  
BOURNE, MASS



## NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508-888-1085

Fax 508-888-8951

2015 OCT 16 PM 2 46

### MEETING NOTICE

TOWN CLERK'S OFFICE  
BOURNE, MASS

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, OCTOBER 21, 2015  
AT 4:00 PM

### LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

### AGENDA

1. Greg Wirsen – Green Seal Environmental – Discussion Of Possible Solar Array At Church Lane Treatment Plant
2. Discussion & Possible Vote On Correspondence From Hebb Builders – Wildwood Lane
3. Discussion & Possible Vote On District Realignment
4. Discussion & Possible Vote On Policies & Procedures
5. Discussion & Possible Vote On Treasurer Position
6. Discussion & Possible Vote On Advertising Of Part Time Office Position
7. Superintendent's Report
8. Treasurer's Report
9. Any Old/New Business That May Legally Come Before The Board
10. Commissioners Comments & Select Next Meeting Date
11. The Board May Vote To Enter Into Executive Session For The Purpose Of Appointment And Negotiations For The Treasurer Position
12. Adjourn

Posted by: Maureen Fruci, Clerk of the District

Friday, October 16, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner

George Sala, Water Commissioner

Mark Bergeron, Water Commissioner



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508-888-1085  
Fax 508-888-8951

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON THURSDAY, NOVEMBER 12, 2015  
AT 4:00 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. Under Chapter, 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2016
2. Discussion & possible vote on date for Special District Meeting for possible solar project
3. Review & discussion of applications for part-time office position
4. Any old/new business that may legally come before the Board
5. The Board may vote to enter into Executive Session for the purpose of discussion of part-time office position
6. Adjourn

Posted by: Maureen Fruci, Clerk of the District  
Monday, November 9, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner

2015 NOV 9 PM 1 15  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508-888-1085  
Fax 508-888-8951

2015 NOV 16 PM 3 48  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON WEDNESDAY, NOVEMBER 18, 2015  
AT 4:00 PM

### LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

### AGENDA

1. Interviews of applicants for part-time office position
2. The Board may vote to go into executive session for deliberation and determination of offer of employment for part-time office position
3. Any old/new business that may legally come before the Board
4. Adjourn

Posted by: Maureen Fruci, Clerk of the District  
Monday, November 16, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



Tel. 508-888-1085  
Fax 508-888-8951

**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

MONTHLY  
MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL HOLD A REGULAR MONTHLY MEETING ON  
WEDNESDAY, NOVEMBER 18, 2015  
AT 5:45 PM

LOCATION

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

AGENDA

1. Approval of meeting minutes dated 10/21, 10/7, 9/30 and 9/16
2. Discussion and vote on District policies and procedures
3. Superintendent's report
4. Treasurer's report
5. Any old/new business that may legally come before the Board
6. Commissioner's comments
7. Adjourn

Posted by: Maureen Fruci, Clerk of the District

Monday, November 16, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner

George Sala, Water Commissioner

Mark Bergeron, Water Commissioner

2015 NOV 16 PM 3 48  
TOWN CLERK'S OFFICE  
BOURNE, MASS



**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508-888-1085  
Fax 508-888-8951

**MEETING NOTICE**

THE NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON THURSDAY, DECEMBER 3, 2015  
AT 4:00 PM

**LOCATION**

NORTH SAGAMORE WATER DISTRICT  
14 SQUANTO ROAD  
SAGAMORE BEACH, MA 02562

2015 DEC 1 PM 11 52  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**AGENDA**

1. Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2016.
2. Any old/new business that may legally come before the Board
3. Adjourn

Posted by: Maureen Fruci, Clerk of the District  
Tuesday, December 1, 2015

- North Sagamore Water District glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson  
George Sala, Commissioner  
Mark Bergeron, Commissioner





Tel. 508-888-1085  
Fax 508-888-8951

**NORTH SAGAMORE WATER DISTRICT**  
14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

**MEETING NOTICE**

2015 DEC 15 AM 11 17  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**NORTH SAGAMORE WATER DISTRICT  
BOARD OF WATER COMMISSIONERS  
WILL MEET ON THURSDAY, DECEMBER 17, 2015  
AT 5:00 PM**

**LOCATION**

**BOURNE FIRE STATION – COMMUNITY ROOM  
MEETINGHOUSE LANE, SAGAMORE BEACH, MA 02562**

1. Approval of meeting minutes dated 10/7/15, 11/12/15, 11/18/15, 12/3/15
2. Discussion and vote on use of new automatic irrigation systems within the District
3. Discussion and vote of service connection and service installation fees
4. Review and discussion of solar net meter agreement and solar lease agreement
5. Superintendent's report
6. Treasurer's report
7. Discussion and vote on appointment of Treasurer position  
The Board may vote to go into Executive Session to enter into negotiations with potential Treasurer candidate
8. Any old/new business that may legally come before the Board
9. Commissioner's comments
10. Adjourn

Posted by Maureen Fruci, Clerk of the District  
December 15, 2015

- North Sagamore Water District Office glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A,s,29.03
- Sagamore Beach Post Office bulletin board
- Town of Bourne – Town Clerk's office
- Town of Sandwich – Town Clerk's office

Mark Melchionda, Chairperson/Water Commissioner  
George Sala, Water Commissioner  
Mark Bergeron, Water Commissioner



## NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133  
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085  
Fax 508 888-8951

2015 DEC 8 PM 1 01  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### WARRANT FOR THE 2015 SPECIAL MEETING

Commonwealth of Massachusetts  
Barnstable, SS

To the Clerk of the North Sagamore Water District:

In the name of the undersigned Board of Water Commissioners, you are hereby directed to notify and warn the inhabitants of the North Sagamore Water District qualified to vote in said District to meet in the

**SAGAMORE BEACH FIRE STATION – MEETING HOUSE LANE  
COMMUNITY ROOM - 2<sup>ND</sup> FLOOR**

**Thursday December 17, 2015**

**7:00 PM**

And there act upon the following articles:

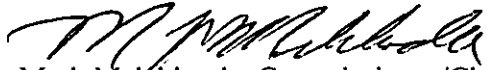
**Article 1: To see if the District will vote to authorize the Board of Water Commissioners to enter into a Lease Agreement with Green Seal Environmental Inc., of Sagamore Beach, for the purpose of installing a 195 KW ground mounted solar array at the James A. Morgan Water Treatment Plant located at 90 Church Lane, Bourne, MA (Map 6.0, lot 15) for the purpose of supplying reduced energy costs to the District.**

**Article 2: To see if the District will vote to ratify the Supplemental Agreement No. 1 between The Secretary of the Army and The North Sagamore Water District for the right of way granted to the District for construction, maintenance, repair and removal of the twelve inch water main pipeline located along the Cape Cod Canal.**

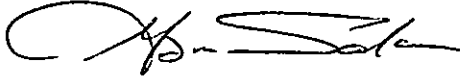
And you are hereby directed to serve this Warrant by posting attested copies thereof in two public places in North Sagamore Water District seven days at least before the time of holding said meeting.

Given under our hands on this 3<sup>rd</sup> Day of December 2015

A true copy, attest Board of Water Commissioners



Mark Melchionda, Commissioner/Chairperson



George Sala, Commissioner



Mark Bergeron, Commissioner



2016 MAY 12 AM 9 23

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Nye Grant Trustee Committee Meeting  
May 18, 2015 at 3:00 pm Bourne Schools Administration Building  
36 Sandwich Road, Bourne, MA 02532**

**Agenda:**

- 1. Review of Nye Grant Trust Fund performance for 2015.**
- 2. Review of investment policies as needed.**
- 3. Discussion and vote on funding allotment for the Grace Swift Nye Enrichment Grant for the 2016-2017 school year.**
- 4. Set meeting date for 2017.**

Submitted 5/11/16  
Patricia Parker  
Nye Grant Coordinator

2016 MAY 20 PM 3 16

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Nye Grant Trustee Committee Meeting**  
**June 1, 2015 at 4:00 pm Bourne Memorial Community Building**  
**239 Main St., Buzzards Bay, MA 02532**

**Agenda:**

1. **Review of Nye Grant Trust Fund performance for 2015.**
2. **Review of investment policies as needed.**
3. **Discussion and vote on funding allotment for the Grace Swift Nye Enrichment Grant for the 2016-2017 school year.**
4. **Set meeting date for 2017.**

Submitted 5/20/16  
Patricia Parker  
Nye Grant Coordinator

## MEETING NOTICE

Agency: Open Space Committee  
When: Monday, January 5, 2014  
Where: Middle school...Room 100  
Time: 6:30pm.


ES

## AGENDA

- 1). Patricia Willbanks: request to place geocaches in Little Buttermilk Bay Woods property.
- 2) Kelly Marcino, Director of Community Relations...Keystone Co.: how they and the OSC will work together on the Canal Crossways Project on Main Street.
- 3). Update on the Monk's Park/Ram Island Boardwalk Project.
- 4). Proposed Trail Network between the Aptuxcet Trading Post and the Town-Owned Lyons Property.
- 5). Discussion of filing certain requests for Community Preservation Act funded projects for the May, 2015 Annual Town Meeting.
- 6). Approval of minutes
- 6). Next OSC meeting date.

NOTE: the committee will be going into EXECUTIVE SESSION for the purpose of discussing possible land acquisitions and will not re-open in public session.

Barry H. Johnson, Chairman



2014 DEC 31 AM 10 35  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## MEETING NOTICE

**Agency: Open Space Committee**

**When: Monday, January 5, 2014**

**Where: Middle school...Room 100**

**Time: 6:30pm.**

## AGENDA

- 1). Patricia Willbanks: request to place geocaches in Little Buttermilk Bay Woods property.
- 2) Kelly Marcino, Director of Community Relations...Keystone Co.: how they and the OSC will work together on the Canal Crossways Project on Main Street.
- 3).Update on the Monk's Park/Ram Island Boardwalk Project.
- 4).Proposed Trail Network between the Aptuxcet Trading Post and the Town-Owned Lyons Property.
- 5).Discussion of filing certain requests for Community Preservation Act funded projects for the May, 2015 Annual Town Meeting.
- 6). Approval of minutes
- 6). Next OSC meeting date.

**NOTE: the committee will be going into EXECUTIVE SESSION for the purpose of discussing possible land acquisitions and will not re-open in public session.**

**Barry H. Johnson, Chairman**



2014 DEC 31 PM 10 35  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Open Space Committee  
Open Session  
January 5, 2015  
Conference Room, Bourne Middle School

2015 JUL 29 AM 11 44

Present: Barry Johnson, Patrick Sweeney, Rick Rheinhardt, Penny Myers, Andrew Gooney, Richard Anderson, Mardi Mauney, Leslie Perry  
TOWN OFFICE  
BOURNE, MASS

Also present: Patricia Willbanks, Kathy Cleary, Kelly Marcimo

Absent: Mary Gelsthorpe

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Chairman B. Johnson called the meetings to order at 6:30 pm.

1. B. Johnson introduced Patricia Willbanks and Kathy Cleary. They came before the Committee to request permission to place geocache items on Open Space property in Bourne.

Geocaching is a "treasure hunt" activity which requires learning and using GPS technology; it is popular with both individuals and families. Apparently, Little Buttermilk Bay Woods is already nearly at a geocache saturation point. Ms. Willbanks and Ms. Cleary would like to open up other Open Space sites to the hobby.

For the Town, geocaching in approved Open Space sites offers several plusses – it can potentially draw visitors to our sites who would not otherwise know of them. In addition, the guidelines for geocaching are "cache in, trash out". Geocachers make a commitment to carry out any trash they find on the site and also to alert town officials to any problem they might encounter at a site.

B. Johnson explained that the Committee would be unable to approve geocaching on any other Open Space site because only Little Buttermilk Bay Woods was on the agenda. The Committee will re-visit the request for future sites at its next meeting.

**D. Anderson moved and P. Sweeney seconded the motion to approve geocaching activities at Little Buttermilk Bay Woods.**

The vote in favor of the motion was unanimous.

2. B. Johnson introduced Kelly Marcimo, Director of Community Relations for Keystone Place at Buzzards Bay. Ms. Marcimo described the various services and living arrangements that will be available through Keystone Place.

There was discussion about ways that the Town and Keystone Place could work together to enhance both the Canal Crossways parcel and future Keystone residents' use of the space. Ms. Marcimo noted that she would be the contact person for any cooperative ventures with the Open Space Committee.

3. R. Rheinhardt reported that the permitting process has not yet begun for the boardwalk at Little Bay.



4. The Site Management Sub-Committee will be meeting with representatives of the Bourne Historical Society on 1/7/2015 to discuss the proposed trail from the former Lyons property to the Aptuxcet Trading Post and will report back to the full OSC at its next meeting.

5. Minutes of the 12/5/2014 Open Space meeting were reviewed.

**L. Perry moved and P. Sweeney seconded the motion to approve the minutes as presented.**

The vote in favor of the motion was unanimous, with D. Anderson abstaining.

6. B. Johnson reminded Committee members that the deadline for filing Community Preservation Act funding requests was January 16, 2015. As development of the former Lyons property moves forward, it was suggested that we file an application with the Community Preservation Committee, which could be withdrawn before the May 2015 Town Meeting, should the funds not be needed.

**P. Myers moved and L. Perry seconded the motion to file an application with the Community Preservation Committee for up to \$ 50,000 for improvements to the former Lyons property.**

The vote in favor of the motion was unanimous.

7. Chairman B. Johnson stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position and not to re-open in public session."

**P. Sweeney moved and P. Myers seconded the motion to enter Executive Session.**

The roll call vote was as follows

Barry Johnson - yes  
Andrew Cooney - yes  
Rick Rheinhardt - yes  
Penny Myers - yes

Patrick Sweeney - yes  
Les Perry - yes  
Mardi Mauney - yes  
Richard Anderson - yes

The Open Session was adjourned at 8:02 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Open Space Committee  
Executive Session  
January 5, 2015  
Conference Room, Bourne Middle School

2015 JUL 16 AM 11 51

Present: Barry Johnson, Patrick Sweeney, Rick Rheinhardt, Penny Myers, Andrew Cooney, Richard Anderson, Mardi Mauney, Leslie Perry  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Absent: Mary Gelsthorpe

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Chairman B. Johnson called the Executive Session to order t 8:03 pm.

1. B. Johnson reported on a conversation with Peter Baptiste who would consider selling some land adjacent to his home for open space.

The parcels under consideration are former cranberry bogs presently designated Chapter 61A Agriculture Land. They do not appear to be appropriate land for Town Open Space use.

**R. Rheinhardt moved and L. Perry seconded the motion that the Open Space Committee not pursue any of the Baptiste parcels.**

The roll call vote was as follows:

R. Anderson - yes	P. Myers - yes
B. Johnson - yes	P. Sweeney - yes
M. Mauney - yes	A. Cooney - yes
R. Rheinhardt - yes	L. Perry - yes

2. B. Johnson reviewed information from Town Planner Coreen Moore about a parcel along the Scenic Highway which might be available for open space purchase.

The Committee has considered this parcel in the past and not pursued it.

**L. Perry moved and P. Myers seconded the motion that the Open Space Committee not pursue this parcel.**

The roll call vote was as follows:

R. Anderson - yes	P. Myers - yes
B. Johnson - yes	P. Sweeney - yes
M. Mauney - yes	A. Cooney - yes
R. Rheinhardt - yes	L. Perry - yes

3. B. Johnson reported that he had had no follow-up contact with the owner of the parcel at 9 Summer Street in Buzzards Bay which the owner was considering selling. This

undeveloped parcel abuts the OSC Canal Crossways land, but it is very wet and probably of no interest to the Committee.

No further action is taken on this parcel at this time.

4. The Committee turned to the question of the possible development of the South bridge abutment of the former drawbridge over the Cape Cod Canal, on Perry Avenue, directly across from Three Mile Outlook on the north side of the Canal.

It is not clear that this is land owned by the Town or whether it is suitable for clearing and development as a viewing area.

The Site Management Sub-Committee will include a visit to this site while it is at the Aptuxcet Trading Post nearby on 1/7/15 and report back to the OSC.

5. R. Rheinhardt shared various maps with the Committee to open discussion on the possibility of developing trails that could join various parcels of current open space areas in town. Some of the connecting trails would require speaking with current property holders about obtaining rights of way through their property. This suggestion needs further research to determine feasibility; R. Rheinhardt will undertake some of this task.

6. P. Myers reminded Committee members that the permitting extension for the Sandy Pond Road deck and parking area could expire again if the Committee does not act soon to complete this project.

B. Johnson will try to determine if the geothermal imaging project on behalf of the local Native American community has been completed so that we can proceed with this project.

He also reminded Committee members that there is still funding available for use in protecting or enhancing other open space areas in Bournedale.

7. B. Johnson presented a brief overview from the Town treasurer of funds still available to complete or enhance current Open Space parcels. In total, there are \$560,000 available. Any work undertaken at the Lyons property, for instance, could be funded from this pool.

8. The minutes of the 12/15/2014 Executive Session were reviewed.

**L. Perry moved and A. Cooney seconded the motion to accept and encumber the minutes as presented.**

The roll call vote was as follows:

R. Anderson - abstain  
B. Johnson - yes  
M. Mauney - yes  
R. Rheinhardt - yes

P. Myers - yes  
P. Sweeney - yes  
A. Cooney - yes  
L. Perry - yes

**P. Sweeney moved and P. Myers seconded the motion to adjourn.**

The roll call vote was as follows:

R. Anderson - yes	P. Myers - yes
B. Johnson - yes	P. Sweeney - yes
M. Mauney - yes	A. Cooney - yes
R. Rheinhardt - yes	L. Perry - yes

The Executive Session as adjourned at 8:58 pm.

Respectfully submitted,

Mardi J. Mauney

Documents to be filed with minutes:

1. Map of the Baptiste properties under discussion.
2. Map of the Scenic Highway parcel under discussion.
3. Map of the 9 Summer Street parcel under discussion.

**AMENDED**  
**MEETING NOTICE**

BHS

**AGENCY: Open Space Site Management Sub-Committee**

**When: Wednesday, January 7, 2015**

**Time: 3pm.**

**Where: starting at the Aptuxcet Trading Post and Going onto the Town-Owned "Lyons Property".**

**AGENDA**

**1). Meeting with the President and Site Manager of the Bourne Historical Society for the purpose of designing a trail network between the two properties.**

**2). Placement of a Memorial Garden.**

**3) Review and discuss other proposed improvements that would benefit both properties.**

**4). Set another date for continued discussions of this project.**

*5) Approval of Minutes*

**For the members of the Sub-Committee:**



2014 DEC 31 AM 11 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## MEETING NOTICE

Agency: OPEN SPACE COMMITTEE

When: THURSDAY, April 9, 2015

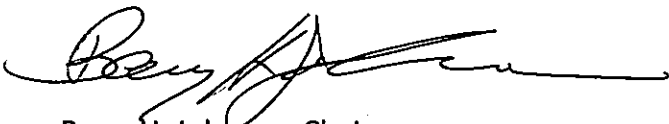
TIME: 6:30pm.

WHERE: Room 100.....Middle School

2015 APR 6 AM 11 23  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### AGENDA

- a). Presentation on the proposed improvements to Buzzards Bay Park on Main Street.
- b). Presentation on the sundry recreation improvement projects for tennis courts; basketball court(s); replace equipment at Chester Park; engineering services for the track at Jackson Field.
- c) Monks Park Ramp Project Update.
- d). Canal Crossways Improvements.
- e). Herring Pond Deck Project.
- f). Trail Network from Aptuxcet property to the town-owned Lyons property.
- g). Readiness and Environmental Integration Grant Program.
- h). Review of the Original Open Space Committee Executive Order: discussion of the necessary changes that are to be presented to the Board of Selectmen for their possible approval.
- i). Minutes: process under which both Open and Executive sessions are to be approved.



Barry H. Johnson, Chairman

This is  
a NEW  
Sub-Committee of  
the Open  
Space Center!  $\beta$

## MEETING NOTICE

Agency: Open Space Trail Land Management Committee

When: Thursday, April 9, 2015

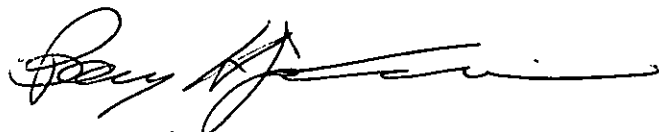
Time: 6:15pm.

Where: Room 100 of the Bourne Middle School

2015 APR 6 AM 11 33  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### AGENDA

a). To discuss the creation of a trail between Aptucket and the town-owned Lyons property.



Barry H. Johnson, Chairman, Open Space Committee

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Open Space Committee  
Open Session  
April 9, 2015  
Conference Room, Bourne Middle School

2015 JUL 29 AM 11 44

Present: Barry Johnson, Patrick Sweeney, Rick Rheinhardt, Penny Myers, Andrew Cooney, Dick Anderson, Mardi Mauney, Leslie Perry

TOWN CLERK'S OFFICE  
BOURNE, MASS

Guest: Sallie Riggs

Absent: Mary Gelsthorpe

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Chairman B. Johnson called the meeting to order at 6:30 pm.

1. R. Rheinhardt reported on the Monks Park boardwalk project. Brendan Mullaney, Town Conservation Agent, had contacted Anchor Marine for a construction estimate for the boardwalk and was quoted \$65,700. At present, the funds available for this project are \$ 39,801. Mr. Mullaney will see about obtaining other quotes.

If other estimates are similar to Anchor Marine's, the Committee will need to decide whether to return to a future Town Meeting to request additional funds to complete the project.

2. B. Johnson introduced Sallie Riggs of the Main Street Steering Committee. Ms. Riggs came before the Open Space Committee to present the current CPA funding request of \$350,000 for the first phase of the restoration of Buzzards Bay Park. The first phase would include engineering, survey and design, irrigation, electrical upgrades, lighting, landscaping and a suitable park entrance. The funding article will be voted on at the Annual Town Meeting, May 5, 2015.

Subsequent phases envision applying for grants and perhaps other fund-raising activities.

**D. Anderson moved and A. Cooney seconded the motion to support the Article as outlined by Ms. Riggs.**

The vote in favor of the motion was unanimous.

3. B. Johnson presented several recreation projects that will appear on the Special Town Meeting warrant. Among them are improvements for several Town tennis and basketball courts, replacing playground equipment at Chester Park and engineering services for the track at Jackson Field. Funding for these projects would come from Open Space Committee reserves.

4. There was discussion about bringing the collaboration between Keystone Assisted Living and the Canal Crossways parcel to a satisfactory conclusion. Committee members noted that Keystone will soon be looking to the Planning Board for their final certificate of occupancy and now is the time to be clear about any Town areas or items that need to be resolved before the Keystone construction phase is completed.

Keystone would like to have a sign on Main Street directing visitors to the sales office at the facility. There was a question whether that sign might be incorporated into the OSC Canal Crossways sign presently on Main Street, and poorly installed at the moment. This is an area where OSC and Keystone might work together.

There is ongoing concern that the small Canal Crossways parking lot has been damaged and altered as it has been used by Keystone construction equipment.

Any other items of concern need to be listed and brought to representatives of Keystone as quickly as possible. It is likely that Coreen Moore, Jon Nelson, Keystone's Planning Board representative, Penny Myers, Andy Cooney and Rick Rheinhardt would make up the Town representatives for this conversation with Keystone.

B. Johnson suggested that he, as Chairman of the Open Space Committee, should send a letter to the Planning Board advising them that there are several items the Town would like to review with Keystone before the Planning Board issues a final certificate of occupancy to Keystone.

**A. Cooney moved and R. Rheinhardt seconded the motion to authorize B. Johnson to send a letter to the Planning Board on behalf of the Open Space Committee, requesting an opportunity for input to the Planning Board before final occupancy is granted to Keystone.**

The vote in favor of the motion was unanimous.

P. Myers presented to the Committee a recent article about Miskovsky Landscaping's recommendation of more planting of Panicum 'Cape Breeze' for low-maintenance, locally appropriate grasses. She suggested incorporating this new switchgrass variety in a planting bed around the Canal Crossways sign once it is re-installed. The planting would be filled out with daylilies of varying bloom times for continuous summer display. This eventual planting scheme might be appropriate at other locations throughout the parcel.

The balance of funds available for the Canal Crossways parcel is \$48,187.

5. B. Johnson advised the Committee that on April 23, 2015 a radar survey will be conducted to determine if there are any Native American or other remains in the area off Little Sandy Pond Road where the OSC envisions creating a parking lot and building a small deck over Herring Pond, in Bournedale.

B. Johnson recommended that Selectman Jerry Ellis be the contact person between Gioia Dimmick who is overseeing the survey and the OSC on the radar scan and results of that scan. Committee members are welcome to observe the scan procedure.

Remaining funds available to complete this project are \$27,000.

6. P. Myers reported on her conversation and site visit to the former Lyons property with Jon Nelson, the Town facilities manager.

a. For various reasons, the telephone pole that holds the downed phone line must be moved across the old Lyons driveway and re-installed.

b. Mr. Nelson confirms that the proposed path between Aptuxcet Trading Post and the former Lyons property is all on Aptuxcet land and does not encroach on any Corps of Engineers land.

c. Mr. Nelson will contact Dave Grimes for a quote on preparation of the pathway before crushed stone is installed.

d. While the path as currently configured would not be handicapped accessible, Mr. Nelson felt that old driveway to the former Lyons property would allow handicap access to the parcel.

e. Mr. Nelson felt he and the Corps had a good working relationship and that clearing out the old garden planted on Corps property would likely not be a problem. If this land can be cleared, there will be an unimpeded view of the Canal from the former Lyons property, though no direct access to the Canal service road. Mr. Nelson will speak with D. Grimes about clearing that garden area as well, once permission has been obtained.

f. Mr. Nelson is also checking on the issue of liability and reviewing the arrangement between the Town and the Historical Society as to ownership and any memoranda of understanding that may clarify liability exposures.

g. Mr. Nelson estimates a time frame of about 3 weeks to develop a plan for work to be done on the path and the former Lyons property and then about 2 ½ months to complete construction.

7. The Committee briefly reviewed the information on the 2015 Readiness and Environmental Protection Integration Program. This program is a cooperative conservation program initiated by the Department of Defense. The deadline for this year's grant application is May 29, 2015. Committee members felt that time constraints argued against the Committee taking on the work of the grant application at this point. The suggestion was to table this agenda item while we refer it to others who might have a better sense of the feasibility or advisability of preparing a grant request, perhaps for a future year.

8. B. Johnson advised the Committee that he will be appearing before the Board of Selectmen on April 14, 2015 to request a revision of the Executive Order that set up the Open Space Committee. The original Order envisioned a committee of 13 people. It is the feeling of the Committee that 9 members would be more workable.

**R. Rheinhardt moved and L. Perry seconded the motion to authorize B. Johnson to present our request to the Board of Selectmen that the original Executive Order establishing the Open Space Committee be modified to change the membership of the Committee from 13 to 9 members.**

The vote in favor of the motion was unanimous.

9. B. Johnson and M. Mauney reported that there is a backlog of OSC minutes that needs attention. This includes approving recent Open and Executive Session minutes, as well as reviewing a number of older Executive Session minutes, to see what minutes might be unencumbered and filed.

Each member of the Committee will have a packet of hard copies of recent and older minutes available at Town Hall. Committee members will need to pick up their packets and take some time to review these minutes before the next OSC meeting so that we can vote on all outstanding minutes.

**D. Anderson moved and P. Sweeney seconded the motion to adjourn.**

The vote in favor of the motion was unanimous.

The meeting was adjourned at 8:51 pm.

Respectfully submitted,

Mardi J. Mauney

Items to be filed with these minutes:

1. Concept Plan – Canal Park at Buzzards Bay
2. Request to Board of Selectmen for a change in the number of members of the Open Space Committee.
3. REPI Challenge 2015

Open Space Committee  
Open Session  
June 8, 2016

Present: B.Johnson; P.Myers; A.Cooney; P.Sweeney; L.Perry;  
A.Cooney; R.Rheinhardt  
Absent/Excused: R.Anderson; M.Mauney  
Absent: M.Gelsthorpe

a). The meeting was called to order at 6:35pm by Chm. Johnson.

b). **GROUND PENETRATING RADAR PROJECT:** B.Johnson presented a proposal from John Steinberg, Research Scientist, dated May 6, 2015 to conduct this project in the amount of \$6,785...the purpose of this is to be sure there are no Native American burial graves on the Town-Owned property that the OSC wants to establish a deck into Great Herring Pond and to make a small parking lot on Sandy Pond road. **MOTION:** L.Perry moved approval and A.Cooney seconded...vote was **UNANIMOUS** to accept said proposal. Also, the OSC thanked Gioia Dimock for all of her efforts in this endeavor.

c). **KEYSTONE PROJECT ON MAIN STREET AS IT ABUTS THE CANAL CROSSWAYS PROJECT:** the members discussed certain issues we are concerned with such as drainage onto the Town property etc..B.Johnson will compile background information and will discuss it with Town Planner C.Moore.

d). **APTUXCET TRAIL TO THE TOWN OWNED PROPERTY KNOWN AS THE LYONS PARCEL:** P.Myers reported that she, B.Johnson & Jon Nelson met with Canal Manager L.Davis and Canal Ranger J.Mazzolla to see if they would allow the OSC to contract for doing some brush clearing on the parcel to try and create a small vista to the Canal. It was taken under advisement until the Corps reps report back with their recommendations.

e). MONK'S PARK/RAM ISLAND WALKWAY PROJECT: the OSC agreed to keep this project on hold until as we might not have enough funds available for completion. R.Rheinhardt will be looking for additional Grant Funds that would be added to the current appropriation.

f). MAPS: it was agreed that R.Rheinhardt & B.Johnson will meet with IT Director Lomeland to see how we can add a PDF file onto the Town website.

TRAILS: R.Rheinhardt stated that Carlson Woods Trail is now completed; will be putting up informational/directional sign; a member of the Bourne Conservation Trust will assist in the project with a GPS system.

g). UPDATING THE OPEN SPACE/RECREATION PLAN: B.Johnson will meet with Town Planner Moore to develop an Request for Proposal(RFP) to seek qualified applicants for the project. L.Perry volunteered to be part of this project.

h). MINUTES: it was unanimously agreed that M.Mauney has done a fantastic job in developing our minutes and they will be distributed to the members for review and approval at the next OSC meeting.

The meeting adjourned at 8:30pm..

Submitted by:

Barry Johnson, Chair

MEETING NOTICE  
OPEN SPACE COMMITTEE

2015 JUN 4 PM 3 09  
TOWN CLERK'S OFFICE  
BOURNE, MASS

When: Monday, June 8, 2015

Where: Bourne Middle School....Room 100

Time: 6:30pm

AGENDA

- 1: Ground Penetrating Radar Proposal: Bournedale, Sandy Pond Road: Gioia Dimock
- 2). Canal Crossways Project on Main Street: needed improvements and vandalism to the Gazebo.
- 3,) Possible creation of a walkway from Aptuxcet Trading Post to the Town-Owned parcel known as the Lyons property/canal vista.
- 4). Update and possible vote on whether or not to proceed on the Monk's Park/Ram Island boardwalk.
- 5). Creation of Trail Maps; update on the status creating certain trails; possible link onto the Town's website Home Page.
- 6 ). Open Space/Recreation Plan: need to update this document.
- 7). Certain members requesting re-appointment to the OSC....attendance review.
- 8). Minutes
- 9). Next meeting date.

Barry H. Johnson, Chair



## MEETING NOTICE

Agency: Open Space Committee

When: Monday, July 13, 2015

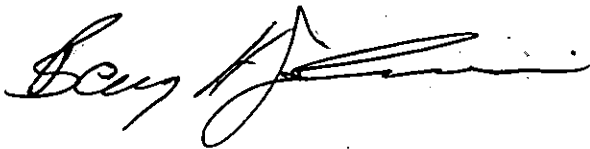
Where: Gallo Ice Rink

Time: 6:00pm.

### AGENDA

- a) Approval of Minutes
- b) Phase Two of the Canal Crossways Project
- c) Signs on various town open space properties
- d) Next meeting date

Barry H. Johnson, Chairman



2015 JUL 9 PM 3 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS



MEETING NOTICE

OPEN SPACE COMMITTEE

WHEN: Monday, August 17, 2015

Where: John Gallo Ice Rink...General Managers Office

Time: 6:30pm

AGENDA

- 1) Meeting with representatives of the Cape Cod Conservation District to discuss the filing of a Grant with the Buzzards Bay National Estuary Program for assistance in completing the Boardwalk Project at Monk's Park and the Committee contracting with the District to prepare and administrate the Grant if the Grant is awarded to the Town thru the OSC.
- 2) Continued discussion concerning the requirements to for the OSC to construct a woodland pathway through the Aptuxet Trading Post campus and the Town-owned parcel commonly referred to as the Lyons property.
- 3) Minutes.
- 4) Scheduling of the next OSC meeting with emphasis on improvements to the Canal Crossways project on Main Street and how the OSC and representatives of the Keystone project might collaborate together.
- 5) Barry H. Johnson. Chairman



2015 AUG 13 AM 9 52  
TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

Agency: Open Space Committee

When: Monday, August 24, 2015

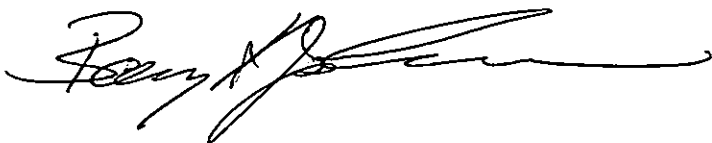
Time: 6:00pm

Location: KEYSTONE PLACE....243 Main Street....Buzzards Bay, Mass. 02532

AGENDA

- 1). Discussion and Vote concerning the filing an Grant Application with the Buzzards Bay National Estuary Program in the state Office of Coastal Zone Management (CZM): Monk's Park Walkway Project.
- 2). Canal Crossways Project and the Keystone Project(s) on 243 Main Street....Buzzards Bay, Mass.: the committee and representatives of Keystone will conduct a site visit on the status of how each project may interact with each other. The group will then meet in the Keystone building to discuss and vote upon how certain improvements might be beneficial to both parties.
- 3). Minutes.
- 4). Set the next committee meeting date.

Barry H. Johnson, Chairman



2015 AUG 20 PM 2 55  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Open Space Committee  
Executive Session  
November 23, 2015  
Bourne Middle School

Present: Barry Johnson, Andrew Cooney, Penny Myers, Richard Anderson, Mardi Mauney, Patrick Sweeney

Excused: Rick Rheinhardt

Absent: Mary Gelsthorpe, Les Perry

RECEIVED  
2016 JUN 16 AM 10:27  
TOWN CLERK BOURNE

B. Johnson called the Executive Session to order at 7:37 pm.

1. The Executive Session minutes of August 17, 2015 were reviewed.

**A. Cooney moved and P. Myers seconded the motion to approve the 8/17/15 minutes.**

The roll call vote was as follows:

A. Cooney - yes	B. Johnson - yes
M. Mauney - yes	P. Myers - yes
R. Anderson - yes	P. Sweeney - yes

2. The Committee reviewed information submitted by R. Rheinhardt on a parcel for sale on Thom Avenue which might be appropriate to expand parking for the Carlson Woods property. It was determined that action on this information should wait for a report from Mr. Rheinhardt in person at a later meeting.

3. B. Johnson reported on a recent communication with a realtor about any possible help from the Committee on a parcel at 40 Massasoit Road in Pocasset.

**R. Anderson moved and P. Myers seconded the motion that the Committee not pursue this inquiry.**

The roll call vote was as follows:

A. Cooney - yes	B. Johnson - yes
M. Mauney - yes	P. Myers - yes
R. Anderson - yes	P. Sweeney - yes

**R. Anderson moved and A. Cooney seconded the motion to adjourn**

The roll call vote was as follows:

A. Cooney - yes	B. Johnson - yes
M. Mauney - yes	P. Myers - yes
R. Anderson - yes	P. Sweeney - yes

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

MEETING NOTICE

OPEN SPACE COMMITTEE  
MONDAY, NOVEMBER 23, 2015  
6:30pm. in the Bourne Middle School...Room 100

AGENDA

- 1) Discussion and vote on placing OPEN SPACE DEIGNATION SIGNS for: Thom Avenue Parcel; Carlson Woods; Four (4) Ponds Conservation Area.
- 2) Placing a Request for Proposals to Update the Open Space/Recreation Plan.
- 3) Minutes.
- 4) Community Preservation Act Projects for Fiscal Year 2017: application filing deadline is January 15, 2016
- 5) Next Committee Meeting Date
- 6) Executive Session: for the purpose of reviewing certain parcels of land for Open Space/Recreation purposes and not to re-open in public session.
- 7) Barry H. Johnson, Chairman

2015 NOV 19 PM 1 45  
TOWN CLERK'S OFFICE  
BOURNE, MASS