

2014

Housing Partnership Housing
Housing Authority
Human Services

Jonathan Bourne Library, Trustees
Landfill Business Model Working Group
LEPC – Local Emergency Planning Committee
Main Street Steering Committee

To: Town Clerk's Office

From: Kerry Horman

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

2014 JAN 16 PM 1 23
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Housing Partnership Meeting *2014*
Tuesday, January 21, 5:00 PM
Bourne Veterans Memorial Community Center
239 Main St
Buzzards Bay, MA 02532

Agenda

1. Review and vote on Minutes of the last meeting.
2. Consider the Housing Partnership/Affordable Housing Trust FY 2015 CPA Application
3. Review the status of the update of the Housing Needs Assessment and Action Plan.
4. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
5. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities
6. Discuss the FY 2015 Community Development Fund application
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

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
Thursday, January 30, 2014 5:15 PM
Bourne Veterans Memorial Community Center
239 Main St
Buzzards Bay, MA 02532

2014 JAN 29 PM 1 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

1. Review and vote on Minutes of the last meeting.
2. Consider the Housing Partnership/Affordable Housing Trust FY 2015 Application
3. Review the status of the update of the Housing Needs Assessment and Action Plan.
4. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
5. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities
6. Discuss the FY 2015 Community Development Fund application
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

2014 MAR 18 PM 12 05

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
Thursday, March 20, 2014 at 4:00 PM
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Vote to enter executive session to review executive session minutes.
3. Vote to return to Open Session
4. Review the notice of the owner of 15 Honora Dr., Buzzards Bay to sell the property.
5. Review to notice of the owner of 4 Honora Dr., Buzzards Bay that she wishes to sell.
6. Discussions relative the update of the Housing Plan and Needs Assessment Plan including the various techniques to acquire land for affordable homes by local housing organizations.
7. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities.
8. Update of issues and discussion relative to role as Monitoring Agent for affordable housing units in Nightingale Pond Estates, Canal Crossing, and Pilgrim Pines.
9. Report of the Affordable Housing Specialist
10. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

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

June Thursday, 26, 2014 at 4:00 PM

Bourne Housing Authority Offices

871 Shore Rd.

Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Consider whether to open the sale of 4 Honora Dr., Buzzards Bay to buyers that are over 80% of median income consistent with DHCD policy and subject to DHCD approval.
3. Consider whether to open the sale of 54 Deseret Dr., Buzzards Bay to buyers that are over 80% of median income consistent with DHCD policy.
4. Update on the status of the sale of 15 Honora Dr., Buzzards Bay
5. Consider whether to approve the update of the Housing Plan and Needs Assessment Plan for presentation for public comment and submission to the Planning Board and Board of Selectmen.
6. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities.
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

Kerry Horman, Affordable Housing Specialist

2014 JUN 23 PM 11 39
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
Thursday, June 26, 2014 at 4:00 PM
Bourne Housing Authority Offices
871 Shore Rd.
Pocasset, MA 02559

Agenda

1. Review and vote on Minutes of the last meeting.
2. Consider whether to open the sale of 4 Honora Dr., Buzzards Bay to buyers that are over 80% of median income consistent with DHCD policy and subject to DHCD approval.
3. Consider whether to open the sale of 54 Deseret Dr., Buzzards Bay to buyers that are over 80% of median income consistent with DHCD policy.
4. Update on the status of the sale of 15 Honora Dr., Buzzards Bay
5. Consider whether to approve the update of the Housing Plan and Needs Assessment Plan for presentation for public comment and submission to the Planning Board and Board of Selectmen.
6. Consideration of the Commonwealth of Massachusetts plan to consolidate Local Housing Authorities into regional authorities.
7. Report of the Affordable Housing Specialist
8. Discussion for future agenda items.

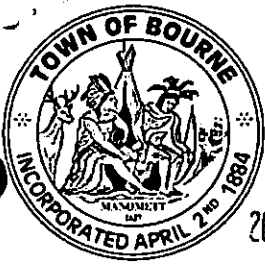
Kerry Horman, Affordable Housing Specialist

2014 JUN 26 PM 12 09
TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne
NOTICE OF PUBLIC MEETING

The Town of Bourne will hold a public hearing on Thursday, **January 30, 2014** at **6:30 p.m.** at the Bourne Memorial Community Building at 239 Main Street, Buzzards Bay, MA 02532 on its **FY 2014 Massachusetts Community Development Block Grant Program application**. The proposed FY 2014 CDF Program application is comprised of (1) Bourne Housing Rehabilitation Program to be implemented in the Buzzards Bay Housing Rehab Target Area which consists of downtown Buzzards Bay and the surrounding residential neighborhoods and (2) Storefront and Sign Improvement Program to be implemented in the downtown Buzzards Bay Target Area. Any person or organization wishing to be heard will be afforded an opportunity to speak. If unable to attend the public hearing, comments may be forwarded to the Town of Bourne, c/o the Town Planner, Bourne Town Hall, 24 Perry Avenue, Buzzards Bay MA 02532 and must be received no later than 4:00 p.m. on January 30, 2014.

2014 JAN 21 PM 10 25
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Housing Rehabilitation Program

Office of The Town Planner
TOWN HALL · 24 PERRY AVENUE
Buzzards Bay, MA 02532



2014 JAN 31 AM 10 36

TOWN CLERK'S OFFICE
BOURNE, MASS.

PUBLIC MEETING
FY 2014 Community Development Grant Application

MEETING MINUTES

Date: January 30, 2014

Location: Bourne Memorial Community Building
239 Main Street
Buzzards Bay MA 02532

Staff: Coreen Moore, Town Planner, Lisa Devaney, Asst to the Planner

Public: Susan Ross, Peter Meier, Dolores Consoletti, Kerry Horman,
Albert Hill, James Snyder

Coreen Moore called the meeting called to order at 6:30 PM.

I. Reading of the Public Notice

II. Powerpoint Handouts

- a. Coreen Moore distributed a multi page Powerpoint handout that included a detailed summary of the proposed grant application.

III. Application Discussion

- a. C. Moore reviewed the FY 2011 and updated the group on the status of the FY 2013 program.
- b. C. Moore outlined the details of the proposed grant application for FY 2014, including:
- i. Housing Rehab, Façade Improvement, Sign Improvement
 - 1. 6 housing projects
 - 2. 2 façade projects
 - 3. 5 sign projects

- ii. Target areas for Housing and Commercial work
- iii. Review of program guidelines
- iv. Description of how commercial projects are evaluated
- v. Budget review and staff description

IV. Questions

- a. James Snyder asked about the waiting list for the façade program, specifically if projects that did not get funded this year would be first next year. C. Moore explained that the projects were evaluated based on a list of criteria and all projects would be chosen based on the evaluation scoring, not the spot occupied on the waiting list. Housing rehabilitation projects on the waiting list are reviewed for eligibility based on their location on the list.

V. The meeting was adjourned at 6:50 PM

Prepared by Lisa Devaney

Lisa Devaney
Signature

1/31/14
Date

MEETING NOTICE**BOARD: Bourne Housing Authority**

2014 JAN 21 PM 4 05

TOWN CLERK'S OFFICE

The Regular Meeting of the Board of Commissioners will be held on ~~January 24, 2014~~ **BOURNE, MASS** 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 December 10, 2013
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update on decking & railings @ Continental Apts.
- Update on roof replacements @ handicap & family developments
- Update on radio transmitter project @ Roland Phinney Place
- Discuss house doctors from DHCD for construction
- Discuss new Post Office boxes @ Continental Apts.
- Discuss exercise/nutrition classes sponsored by Friends of Bourne COA
- Federal Audit results
- Discuss no smoking policy/cessation classes for Roland Phinney Place
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: _____

Barbara Thurston
Barbara Thurston, Executive Director

Date: January 21, 2013

MEETING NOTICE

2014 FEB 26 AM 9 05

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

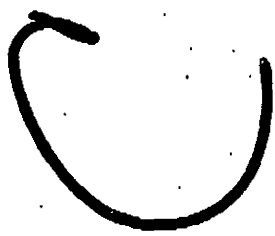
The Regular Meeting of the Board of Commissioners will be held on February 27, 2014 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

AGENDA

- Approval of the Minutes of the Regular meeting held on January 24, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update on decking & railings @ Continental Apts.
- Review and approve change order for roofing at Handicap Development
- Review and approve Certificate of Substantial completion and Certificate of Final Completion for the roofs at Family Development and Handicap Development
- Update on radio transmitter project @ Roland Phinney Place
- Inform Board of the rental of the third floor @ Continental
- Support the CPA application for Kerry Norman
- Discuss no smoking policy/cessation classes for Roland Phinney Place
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: February 24, 2014



SPECIAL MEETING NOTICE

BOARD: Bourne Housing Authority

NOTICE OF SPECIAL MEETING TO BE HELD:

Date: Wednesday, March 12, 2014

Time: 5:00 p.m.

**Place: Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559**

Agenda Items:

- Review and approve Change Orders #1 and #2 for the decking & railing project at Continental Apartments
- Review and approve Change order for roofing at Handicap Development
- Review and approve Certificate of Substantial Completion and Certificate of Final Completion for the roofs at Family Development and Handicap Development
- Support CPA application for Kerry Horman

Signed: Barbara Thurston
Barbara Thurston
Executive Director

Date: March 7, 2014

cc: Town-Clerk

2014 MAR 7 PM 4 00
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

2014 MAR 18 PM 2 23

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on March 21, 2014 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 24, 2014
- Approval of the minutes of a Special Meeting held on Wednesday, March 12, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Update on decking & railings @ Continental Apts.
- Review and approve Capital Improvement Plan for DHCD
- Update on radio transmitter project @ Roland Phinney Place
- Review Formula Funding award letter for State properties
- Inform Board of the rental of the third floor @ Continental
- Discuss no smoking policy/cessation classes for Roland Phinney Place
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: March 18, 2014

2014 Capital Fund

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

2014 APR 11 AM 11 05
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out 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.

\$ \$75,354.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number MA06P11050114
PHA Tax Identification Number (TIN): On File DUNS Number: On File

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

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for 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.
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 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 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 project(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 shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. 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 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development	PHA (Executive Director or authorized agent)
By _____ Date: _____	By <u>Barbara Shurton</u> Date: <u>4/9/14</u>
Title _____	Title <u>EXECUTIVE DIRECTOR</u>

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

(SEAL)
Attest:

TOWN/CITY BOURNE

BY: _____

TITLE:

DATE: _____

MEETING NOTICE

2014 APR 18 PM 4 27
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on April 24, 2014 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 21, 2014**
- **Presentation of proposed annual budgets by fee accountants**
- **Review and approve annual budgets**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Update on decking & railings @ Continental Apts.**
- **Approve substantial completion and final payment to Vareika Const. for Continental Apts.**
- **Update on radio transmitter project @ Roland Phinney Place**
- **Discuss no smoking policy/cessation classes for Roland Phinney Place**
- **Discuss new guidelines from DHCD re: smoke-free developments**
- **Discuss management letter from Hurley and O'Neill**
- **Present letter of resignation from Section 8 Coordinator**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed:



Barbara Thurston, Executive Director

Date: April 18, 2014

MEETING NOTICE

2014 MAY 23 PM 4 10

BOARD: Bourne Housing Authority

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

The Regular meeting of the Board of Commissioners of the Bourne Housing Authority will be held on May 29, 2014 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 24, 2014
- Approval of Treasurers Report including accounts payable budget to actuals
- Program Update
- Residents Report
- Update on decking & railing at Continental Apartments
- Update on radio transmitters at Roland Phinney Place
- Discuss no smoking policy/DHCD guidelines for non-smoking developments
- Discuss NAHRO spring conference
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed: Barbara Swinton Date: 5/23/14

MEETING NOTICE

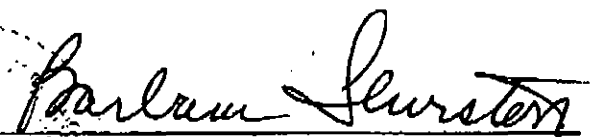
BOARD: Bourne Housing Authority

The Regular Meeting of the Board of Commissioners will be held on June 19, 2014 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 29, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Approve Final Completion documents for Decking at Continental Apts.
- Discuss no smoking survey results for State properties.
- Schedule ED evaluation
- Discuss HUD inspection at Roland Phinney Place
- Discuss bedbugs @ Handicap development
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

2014 JUN 17 AM 8 38
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Signed: 
 Barbara Thurston, Executive Director

Date: June 16, 2014

MEETING NOTICE

2014 JUL 21 PM 1 54

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

**The Regular Meeting of the Board of Commissioners will be held on July 24, 2014
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 19, 2014**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Approve project schedule for Handicap Development**
- **Discuss job applications for Section 8 Administrator and Roland Phinney**
- **Discuss Public Housing Reform bill**
- **Present Mr. Olson's letter of resignation**
- **Discuss washers & dryers for Roland Phinney Place**
- **Discuss surveillance cameras for Family & handicap Developments**
- **Discuss surveillance camera for Continental Apts.**
- **Election of Officers**
- **Approve Executive Director Time Sheet/Expenses**
- **Topics for future discussion**
- **Communication/Correspondence/Conferences**
- **Adjourn meeting**

Signed: Barbara Thurston
Barbara Thurston, Executive Director

Date: July 21, 2014

MEETING NOTICE

BOARD: Bourne Housing Authority

2014 AUG 25 PM 4 14

The Regular Meeting of the Board of Commissioners will be held on August 28, 2014 at 8:00 a.m. at Roland Phinney Place, 871 Shore Rd, Pocasset, MA

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

- Approval of the Minutes of the Regular meeting held on July 24, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss Scope of Work and Cost Estimate for Handicap development
- Introduce new employee for Roland Phinney Place
- Discuss and approve rental or purchase of washers & dryers for Roland Phinney Place
- Discuss and approve new utility allowance schedule
- Discuss surveillance cameras for Family & handicap Developments
- Discuss and vote on surveillance camera for Continental Apts.
- Discuss meeting with tenants for non- smoking and vote on implementation date
- Discuss development of Cape View Way
- Conduct 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: August 25, 2014

MEETING NOTICE**BOARD: Bourne Housing Authority****The Regular Meeting of the Board of Commissioners will be held on September 25, 2014 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 August 28, 2014
- Approval of Treasurers Report including Accounts Payable and Budget to Actuals
- Program Update
- Residents Report
- Discuss Scope of Work and Cost Estimate for Handicap development
- Review and approve non-smoking Policy and Lease Addendum
- Report from Leo Dauwer Conference
- Vote to Open Family waiting list for 3 bedrooms
- Discuss Retirement Board Election Notice
- Discuss development of Cape View Way
- Approve Executive Director Time Sheet/Expenses
- Topics for future discussion
- Communication/Correspondence/Conferences
- Adjourn meeting

Signed:


Barbara Thurston, Executive Director

Date: September 22, 2014

TOWN CLERK'S OFFICE
BOURNE, MASS
2014 SEP 22 PM 4 22

MEETING NOTICE

2014 OCT 27 PM 4 16

TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD: Bourne Housing Authority

**The Regular Meeting of the Board of Commissioners will be held on October 30, 2014
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 25, 2014**
- **Approval of Treasurers Report including Accounts Payable and Budget to Actuals**
- **Program Update**
- **Residents Report**
- **Discuss Scope of Work and Cost Estimate for Handicap development**
- **Discuss bank accounts interest**
- **Discuss no-smoking lease addendums**
- **Discuss letter from HUD regarding "High Performer" status of BHA**
- **Discuss Draft Audit results**
- **Review and approve new Fair Market Rents**
- **Discuss notices to quit or State developments**
- **Discuss new Board Resource Manual by Leo Dauwer**
- **Discuss development of 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: October 27, 2014

SPECIAL MEETING NOTICE

BOARD: Bourne Housing Authority

NOTICE OF SPECIAL MEETING TO BE HELD:

Date: Thursday, November 13, 2014

Time: 8:00 a.m.

**Place: Roland Phinney Place
871 Shore Rd., Pocasset, MA 02559**

2014 NOV 7 PM 3 26
TOWN CLERK'S OFFICE
BOURNE, MASS

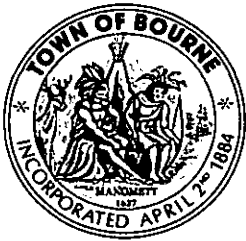
Agenda Items:

- Review and approve Amendment #2 to the State Capital Improvement Plan in the amount of \$443,814
- Review and approve Budget vs. Actual ending 8/31/2014 for State and Federal Programs
- Approve purchase of new computer for Section 8 Administrator

Signed: Barbara Thurston
Barbara Thurston
Executive Director

Date: November 7, 2014

cc: Town Clerk



Bourne Human Services Committee Meeting Notice



Date: Tuesday
January 14, 2014

Time: 4:00 P.M.

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

2014 JAN 7 PM 3 00
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Introduction of new member- Lt. Richard Silvestro
2. Approve minutes of previous meeting
3. Agency presentation: Linda Zuern; Bourne Youth Council
4. FY 2015 Budget review and vote
5. Next meeting date

Lois Carr
January 7, 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 14, 2014
BOURNE COMMUNITY CENTER**

Present: Andrew Murray, Barbara Thurston, Lois Carr, Leona Bombaci, Christina Stuart, Felicita Monteiro, Richard Sylvestro

Absent: William Cook-Warren

Others Present: Linda Zuern, Bourne Youth Council

Meeting convened at 4:05 p.m.

The Bourne Youth Council is an applicant for funding for the Human Services budget. Ms. Zuern informed the committee of the work that they have done in the past year for the Bourne Youth Council. They offered a contest with a prizes for an essay question pertaining to the Constitution for High School and 8th grade. No one applied. They will offer it again this year. They are also working on having students taking the TV course to interview seniors citizens of WWI and WWII and Town of Bourne to document their experiences. Ms. Zuern passed out brochures.

The Committee worked on the budget. Several of the applicants made presentations at the last two meetings. The amount is leveled funded at \$48,660. See attached proposed budget.

Mr. Murray stated that he would like to make ourselves better known in the Community by staffing tables at Community events. Ms. Monteiro stated that they just did that at flu clinics in Town.

Ms. Bombaci would like to catch up with the Town Emergency Management and what could be our role as the Human Services Committee. Lt. Sylvestro stated that volunteers at the shelters is the biggest problem. They never have enough. Ms. Carr will invite Charles Noyes to a future meeting.

Next meeting scheduled for February 18, 2014

Motion made by Ms. Monteiro to adjourn. Motion seconded by Ms. Bombaci. Meeting adjourned at 5:30 p.m.

Respectfully submitted,



Barbara Thurston

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 MAR 27 AM 10 33

Carr, Lois

From: Carr, Lois
Sent: Friday, January 17, 2014 8:58 AM
To: Guerino, Thomas
Cc: Judge, Debbie
Subject: Human Services FY15 budget

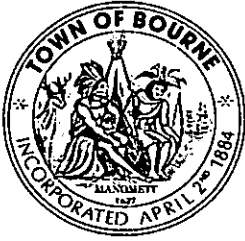
January 17, 2014

To: Tom Guerino, Town Administrator
From: Lois Carr, Chair, Bourne Human Services Committee

The Bourne Human Services Committee's recommendations for agencies to receive funding from the Human Services FY 2015 Budget are as follows:

CapeAbilities.....	\$500
Gosnold/Thorne.....	\$6,300
VNA of Cape Cod.....	\$22,000
Bourne Food Pantry.....	\$5,250
Consumer Assistance Council.....	\$200
Cape Cod Child Development.....	\$1,750
Sight Loss Services.....	\$450
Bourne Youth Council.....	\$1,100
AIDS Support Group Cape Cod.....	\$800
Independence House.....	\$7,000
South coastal Legal Services.....	\$800
Elder Services of Cape Cod.....	\$1,200
Resource Guide.....	\$1,310
TOTAL.....	\$48,660

Lois Carr, LSW
Outreach Coordinator
Bourne Council on Aging
239 Main Street
Buzzards Bay, MA 02532
508-759-0653



Bourne Human Services Committee Meeting Notice



Date: Tuesday
February 25, 2014

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. Update of FY 2015 Budget
3. Program updates
4. Topics for future discussion
5. Next meeting date

2014 FEB 20 PM 2 46
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
February 20, 2014

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

**Minutes of the Bourne Human Services Committee
Meeting – February 25, 2014**

Present: Lois Carr, Barbara Thurston, Leona Bombaci, Felicita Monterio, Andrew Murray

Excused: William Cook-Warren, Christina Stuart, Richard Sylvestro

The meeting convened at 4:05 p.m.

Minutes of the October 22, 2013 meeting were approved.

Minutes of the January 14, 2014 meeting were approved with correction

Ms. Carr opened the meeting by distributing a copy of a memo she sent to the Town Manager, detailing the Committee's recommendation as to how the initial budget figure of \$4860 should be distributed among the various agencies that provide services to the residents of Bourne.

Ms. Carr reported that the Town Manager called her and stated that his recommendation for the initial disbursement of the \$48600 budget was that the Visiting Nurses Association (\$2200) and The Bourne Friends Food Pantry (\$5250) be the only two agencies to receive any money from the Town and all other agencies should be informed that they will not receive any Town funding.

The Town Manager's recommendation represents a 44% reduction in the Human Services budget figure (\$48600) that was given to us a few months ago.

A lively discussion followed and several suggestions as to how we should respond to the Town Manager and his recommendation about the Town's funding of human service providers were discussed.

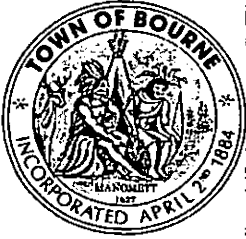
The majority of the Committee, while recognizing the need that the Town has to "trim" the budget, felt it was unfair that the Town Manager was recommending a 44% reduction in the Human Services budget.

It was finally agreed and voted that Ms. Carr should speak to the Town Manager asking him if he might consider other recommendations from the Committee about the allocation of funds. While the Committee respects the need to cut significant amounts from the Town budget, we need to express our concern about a 44% cut in the Town's Human Services budget.

A motion for adjournment was made, seconded and unanimously passed at 5:14 p.m.

Respectfully submitted: Andrew E. Murray

2014 MAR 27 AM 10 33
TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Human Services Committee Meeting Notice



Date: Tuesday
March 25, 2014

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 2015 Budget
3. Program updates
4. Topics for future discussion
5. Next meeting date

Lois Carr
March 20, 2014

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

BOURNE MASS
TOWN CLERK'S OFFICE
2014 MAR 20 AM 9 24

Bourne Human Services
Minutes of Meeting
March 25, 2014

2014 JUN 24 PM 2 31

TOWN CLERK'S OFFICE
BOURNE, MASS

In Attendance: Lois Carr, Christine Stuart, Andrew Murray, Barbara Thurston, Leona Bombaci,
Felicita Monteiro

Guest: Peter Meier, Selectman

Meeting was called to order at 4:00 p.m.

Acceptance of January 14th Minutes changes were reviewed. Motion was made by Barbara Thurston and seconded by Andrew Murray. Motion passed unanimously.

Acceptance of Minutes of the February 25th meetings were reviewed and a motion was made by Felicita Monteiro and seconded by Barbara Thurston to approve the minutes. Motion passed unanimously.

Selectman Peter Meier stopped in and asked if there was anything we would like him to bring to the Finance Committee with regards to cuts to the Human Services Budget. The Committee agreed that 50% cut to the budget would be extreme and Mr. Meier suggested we send him a memo of our recommended cuts. The HS Committee obliged and submitted a 27% cut to Mr. Meier to be presented to the Finance Committee.

Town Manager Thomas Guerino suggested reductions to the HS Budget with exceptions to The VNA and Food Pantry. Mr. Murray informed the committee that 44% cut to our budget was too much.

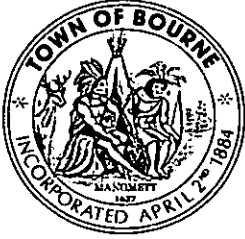
Discussion and review of all Agencies funded by HS with suggested cuts, reductions and no changes to some, took place, as well as discussion on every agency being affected by the cuts.

A wish list suggested by Selectman Meier was completed with the fund amounts recommended by the committee and prioritizing amounts and recommendations of which agencies are most needed and if and when there is an increase in the budget they would be reinstated. This list was sent to Mr. Meier.

Discussion of a cut 27% cut opposed to 44% cut being more reasonable was agreed upon.

Mr. Murray made a motion to Adjourn, seconded by Ms. Monteiro. Meeting adjourned at 4:50 pm.

Respectfully submitted by:
Felicita Monteiro



Bourne Human Services Committee Meeting Notice



Date: Tuesday
April 29, 2014

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. Guest Charlie Noyes, Bourne Emergency Management
3. Program updates
4. Topics for future discussion
5. Next meeting date

2014 APR 24 AM 10 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
April 24, 2014

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

Bourne Human Services Committee

Minutes of Meeting

April 29, 2014

Members Present: Lois Carr, Felicita Monteiro, Leona Bombaci

Excused: Andrew Murray, Richard Silvestro, Christina Stuart, Barbara Thurston

Guest Speaker: Charles Noyes, Bourne Emergency Management

There was not a quorum for this meeting, but the members in attendance did meet with Mr. Noyes to discuss the role of the Local Emergency Planning Committee and how the Human Services Committee may be able to help.

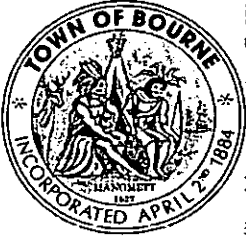
The COA Outreach has a list of seniors and disabled Bourne residents who may need assistance in an emergency situation. The My Senior Center software program can be used to send out a recorded message to all on this list.

The need for volunteers to man the emergency shelters was discussed as well as recruitment of volunteers. Transportation to shelters was also discussed with the COA vans as an option.

Respectfully submitted:

Lois Carr

2014 AUG 8 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Human Services Committee Meeting Notice



Date: Tuesday
June 10, 2014

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 (March 25)
2. FY 15 Budget update and discussion
3. Cape Cod Volunteer Challenge- Leona
4. Topics for future discussion
5. Next meeting date

2014 JUN 3 PM 4 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
June 3, 2014

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

Bourne Human Services

Minutes of Meeting

June 10, 2014

2014 JUN 24 PM 2 37
TOWN CLERK'S OFFICE
BOURNE, MASS

In Attendance: Rich Silvestro, Lois Carr, Christina Stuart, Barbara Thurston, Leona Bombaci, Felicita Monteiro

Meeting called to order at 4:00 PM

Minutes for the March 25, 2014 meeting were approved. Motion was made by Barbara Thurston and seconded by Felicita Monteiro, motion passed unanimously to accept the minutes as read.

Review of FY15 budget-the only agencies funded were the Food Pantry, the VNA, and the resource guide.

There was mention of the budget process for next year possibly being a bit different with a committee to review recommendations.

The resource guide was funded in the amount of \$2,460.00

Charlie Noyes came to April meeting to discuss emergency procedures and planning. One of the biggest concerns is volunteering and staffing availability. However, there were not enough people in attendance to consider it a meeting as only 3 people attended.

Lois talked about the possibility of having a committee print up some emergency guidelines. Felice and Leona both felt that there many emergency protocols/guides available and we should use the money differently.

Question arose about whether or not the guide was on the Town of Bourne Website and it is. The resource guide can be found by going to www.townofbourne.com-Departments-Community Center-Quick Links-Human Resources Directory.

We are going to explore using the money allotted for the resource guide for something else.

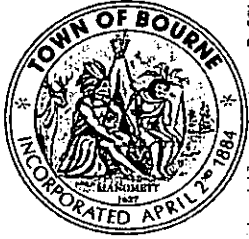
Leona discussed the Cape Cod Volunteers Million Hour Challenge, between April 5th-of 2014 and April of 2015 they are trying to log up to a million hours of volunteer service. You can register your agency as looking for volunteers at www.capecodvolunteers.org. We voted to postpone registering the Human Services Committee.

Lois will notify Mary Rebello that we continue to need a community member at large. Lois will determine when the youth member representative term is up.

Topics for future discussions-budget and volunteering, Cape Cod Volunteers.org, possibility of having Thomas Guerino attend the meeting.

Adjourned at 5:12 PM and next meeting on Tuesday, September 9th 4:00-5:00

Respectfully submitted by Christina Stuart



Bourne Human Services Committee Meeting Notice



Date: Tuesday
September 9, 2014

Time: 4:00 P.M.

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

2014 AUG 29 PM 8 32
TOWN CLERK'S OFFICE
BOURNE, MA

AGENDA

1. Approve minutes of previous meeting (June 10)
2. FY 15 funding appropriation for Resource Guides- discussion of options
3. Topics for future discussion
4. Next meeting date

Lois Carr
August 28, 2014

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

2014 NOV 20 AM 11 26

TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne Human Services
Minutes of Meeting
September 9, 2014**

In Attendance: Lois Carr, Christine Stuart, Leona Bombaci, Rich Silvestro, Felicita Monteiro

Meeting was called to order at 4:05 pm

Minutes of June 10, 2014 were approved. Motion was made by Felice Monteiro and seconded by Lois Carr. Motion passed unanimously to accept the minutes as read.

Discussion of FY15 funding appropriations for Resource Guide took place. Re-allotment of funding needs to take place for October's Special Town Meeting. Question whether to allot elsewhere or purchase more Guides.

After a lengthy discussion on the subject. Motion was made by Christine Stuart and seconded by Leona Bombaci, to submit to Town Administrator for Special Town Meeting in October, to re-allocate the \$2,460 funded for the Resource Guides to the following organizations at \$615.00 each.

- Cape Cod Child Development
- Bourne Youth Council
- Independence House
- Elder Services

Mr. Silvestro brought to the attention of the committee the many calls the police department receives on a daily basis from elders having difficulty coping with financial abuse, help with small necessities, etc. Discussion took place to ensure the COA is used by the Police Department as a referral for such matters. The Police Department has many times answered calls that should be directed to such programs like a handyman. The COA will work on finding a solution to this need.

Motion was made by Lois Carr to adjourn and seconded by Leona Bombaci.

Meeting adjourned at 5:15pm.

Next meeting will take place, October 7, 2014 at 4:00 pm.

Respectfully submitted by,
Felicita Monteiro



Bourne Human Services Committee Meeting Notice



Date: Tuesday
October 7, 2014

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 15 Human Services notifications
3. Update on handyman program
4. Neighbor to Neighbor program
5. Topics for future discussion
6. Next meeting date

2014 OCT 3 AM 10 26
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
October 2, 2014

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

Bourne Human Services Committee

Meeting Minutes

October 7, 2014

Members Present: Christina Stuart, Barbara Thurston, Richard Silvestro, Lois Carr

Excused: Leona Bombaci, Felicita Monteiro, Andrew Murray, William Cook
Warren

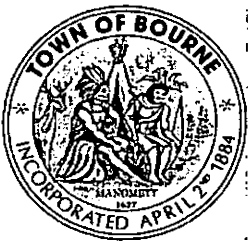
There was not a quorum, but Ms. Carr stated that letters had been sent to those agencies who would be receiving \$615 from the Human Services budget as well to those that would not get any funding. She received a few phone calls from agencies in response to these letters. Agencies receiving funding from the FY 15 budget are VNA of Cape Cod (\$22,000), Bourne Food Pantry (\$5250), and \$615 each to Independence House, Bourne Youth Council, Cape Cod Child Development, and Elder Services of Cape Cod & the Islands.

There was also a quick update on a handyman position available through the tax work off program.

Lack of emergency housing and affordable housing in Bourne will be on the agenda for our next meeting which is scheduled for November 18.

Respectfully submitted;

Lois Carr



Bourne Human Services Committee Meeting Notice



Date: Tuesday
November 18, 2014

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 Requests for Funding
3. Lack of Emergency and Affordable Housing
4. Department updates
5. Next meeting date

2014 NOV 13 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Lois Carr
November 13, 2014

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

Bourne Human Services Committee

Meeting Minutes

November 18, 2014

2014 DEC 19 PM 1 52
TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Leona Bombaci, Lois Carr, Felicita Monteiro, Andrew Murray,
Christina Stuart, Barbara Thurston

Meeting was called to order at 4:10 p.m.

The minutes of the September 9, 2014 meeting were read and approved by the Committee.

There was not a quorum present for the October 7, 2014 meeting but Lois Carr passed out a copy of the summary of the discussions during this meeting and will submit them to the Clerk's office.

A lengthy discussion was then started about the lack of emergency and affordable housing on the Cape. Barbara Thurston gave a very informative discussion about the priorities that the Bourne Housing Authority has to follow for emergency housing based on the availability of empty units. She also addressed some of the abuses of Section 8 and other subsidized housing programs as well as the long waiting lists for public housing.

The discussion then turned to the waves of elders moving to the Cape and the difficulties this group has in finding subsidized or low rental units. Barbara Thurston reported that the waiting lists for this type of housing are long and getting longer and she saw no or little relief for this problem.

The lack of affordable housing on the Cape was discussed and again, it was noted that, little relief for his problem is in sight.

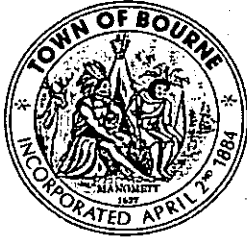
Christina Stuart informed the committee that Bourne students are not allowed to perform any jobs eg (snow shoveling) for elders because of the liability issues involved. She had been asked to explore this issue at a previous meeting.

Leona Bombaci reported on an agency in Orleans called Cape Mediation. They are involved in mediating conflicts among elders and their family members.

A motion to adjourn was made by Andrew Murray and seconded by Felicita Monteiro. This motion passed and we adjourned at 5:05 p.m.

Respectfully submitted,

Andrew Murray



Bourne Human Services Committee Meeting Notice



Date: Tuesday
December 9, 2014

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. Discussion with Tom Guerino, Town Administrator
3. FY 2016 Resource Guide funding request
4. Next meeting date

Lois Carr
December 4, 2014

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

2014 DEC 4 PM 12 31
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Bourne Human Services Committee Meeting

December 9, 2014

2015 JAN 8 AM 10 55

Bourne Memorial Community Building

TOWN CLERK'S OFFICE

Members Present: Lois Carr, Leona Bombaci, Christina Stuart, Felicita Monteiro, Richard Silvestro

Excused: Andrew Murray, Barbara Thurston, William Cook-Warren

Meeting convened at 4:10 p.m. 5 member Quorum

AGENDA provided:

- 1) Minutes of November 18, 2014 meeting reviewed and unanimously approved.
- 2) Lois reminded committee members to sign the receipt of the summary of the conflict of interest law as provided by the Town Clerk. Extra forms were available to sign if needed.
- 3) Lois announced that RFP Requests were sent out to agencies who might submit for Bourne Funds for FY 2015. Proposals are due back December 19 to town hall.
- 4) Tom Guerino, Town Administrator was invited to the meeting for discussion of the up and coming budget and process.

Tom presented a letter he received from the Duffy Health Center requesting challenge funds. He was not sure what to do with it. Leona suggested he send them a letter explaining the RFP process and information if they want to apply. They are an agency that came to BHS Committee to share what they do but never applied last year for funds.

Tom does not expect budget funds to be increased in next budget. So BHS Committee will most likely have the \$29,710 to budget as was last year. However last year \$22,000 went to VNA.

Tom reported that whatever BHS Committee proposes given the allotted budget figure he would not change the committee's recommendation but does want to see VNA be level funded at \$22000 as was in last year's budget.

Committee members shared questions and concerns that were raised in the process of last year's budget reviews wherein several agencies not getting any funds and changes in initial recommendations of committee were made by Mr. Guerino.

Lois asked if there was any way the cost of reprinting the resource guide could come from another town source. Tom was not sure. Committee can add a funding request for the resource guide without going through a RFP Process or as part of the human services budget.

Tom would like the BHS Committees budget proposal recommendations by Friday January 16, 2015. Therefore BHS Committee has between 12/19 (or whenever books are available) through January 15 to review the proposals. Lois will notify committee members when the FY 2016 budget books are ready to be picked up at town hall.

NEXT MEETING SCHEDULE for Tuesday Jan 6, 2015, 4:00 p.m. at the Bourne Community Building.

Motion was made to adjourn and seconded by Leona Bombaci.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Leona Bombaci

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room

~~Tuesday, January 21st, 2014 at 5:00pm~~

CANCELLED

2019 JAN 21 PM 4 33

Approval November 19th, 2013 Minutes,

TOWN CLERK'S OFFICE
BOURNE, MASS

New Business

Long Term Planning
Re-visit Sub-Committee goals

Updates

Little Free Library
Director's Report
Personnel
Building & Grounds
Coffee station report
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Wednesday, January 29th 2014 5:00pm

Approval November 19th, 2013 Minutes

New Business

Long Term Planning
Re-visit Sub-Committee goals
FY 2015 Budget

Updates

Little Free Library
Director's Report
Personnel
Building & Grounds
Coffee station report
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

2014 JAN 27 AM 9 10
TOWN CLERK'S OFFICE
BOURNE, MASS

2014 MAR 17 PM 1:27

Jonathan Bourne Public Library
TOWN CLERK'S OFFICE

BOURNE, MASS

Board of Trustees

Minutes of meeting: January 29, 2014

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 January 29, 2014. The meeting convened at 5:05 P.M. Patrick Marshall, Library Director, was in attendance. Chairwoman, Heather DiPaolo presided; Kristine Maginnis acted as Secretary. Members of the Board in attendance were Claudine Wrighter and Kathryn Tura. Not in attendance: Stephanie Kelly and Joan Simpson. Guest: Paul Gately of The Bourne Courier.

Approval of Minutes:

Minutes of the November 19, 2013 meeting were approved.

New Business:

- Long Term Planning: It is time for a Long Range Plan to be done. Doing so will keep us eligible for grants with the Massachusetts Board of Library Commissioners. We need to solicit community feedback for this process. A consultant could also assist us. Patrick will try to get a representative from the Massachusetts Library System to attend our March or April meeting to go over the process with us. Heather thought this was a good idea.
- Re-visit Sub-Committee Goals: Little Free Library's (LFL's) may be able to be up and running by April or May per Kathryn. A meeting to present the project to the Bourne Board of Selectmen on Dec. 3, 2013 went well. She noted other libraries consulted are having overflow issues at their LFL's; this is a good sign of community participation. Heather will speak with her contact at Upper Cape Technical School and Town administrator Tom Guerino in regard to next steps. Kathryn suggested also contacting nursing home and assisted living facilities to develop outreach

relationships. Heather thought this was a good idea as we do not have branch libraries. Patrick said our large print books are being weeded out of circulation and possibly we could get these items rotated out to these facilities.

- Budget: Patrick will present the library department budget to the Selectmen on Feb. 10, 2014. The Town Administrator proposed a level funded budget. The town has reported a budget deficit. Deb DeJonker-Berry has resigned and Patrick is planning on her position being replaced in 2015 budget. Patrick shared a four page document "FY2013 Value of Library" and stated for every budgeted dollar, \$4.74 was returned to the public in services and materials. Some accomplishments discussed were wireless printing, the job seekers grant and "hoopla".

Directors' Report:

- The theft of DVD's has been a major issue; therefore they have been placed behind the desk again. It was deemed that security cases would be too expensive to purchase and too big for shelving.
- The heating system has not been running efficiently as the new thermostats installed by outside contractor have not been effective. Town facilities director Jonathan Nelson has been working hard to address this.
- Asst. Director Dianne Ranney is looking into the fact that we are one of a few Cape libraries who do not limit the number of DVD's borrowed at a time.
- Patrick planned on attending the annual Libraries of Cape Cod and Islands legislative breakfast in Mashpee on 2-7-14.
- Application for seismograph project grant filed on 12-18-13; no update yet.
- The Friends of the Library did not meet in Dec. 2013 so there is not an update from their group.

Building and Grounds:

- Library Director Patrick Marshall has submitted a letter dated today applying for Community Preservation funds for exterior painting and trim rot repair of the

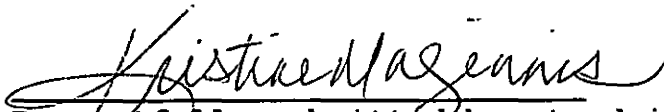
building at 19 Sandwich Road. Painting was last done in Oct. 2002. A vote by the board is needed to approve this request. As it was not posted on the meeting agenda, a vote by the board was tabled.

Next Meeting:

- Vote on CPC request for exterior painting/repair
- Revisit long term planning and sub-committees
- Update on LFL's
- Update on FY2015 Budget
- Update on DVD lending policy

Adjournment:

The January 29, 2014 meeting was adjourned at 6:00 p.m. The next meeting is scheduled for Tuesday February 25th, 2014 at 5:00 pm at the Jonathan Bourne Public Library.



Respectfully submitted by stand in Secretary

Kristine Maginnis

2-25-14

Date of Approval

Budget Report
Jonathan Bourne Public Library
FY 14 (Feb 25, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 62,323.45	\$ 30,626.55	67.05%
Salaries - Supervisors	5112	\$176,450.00	\$ 118,189.89	\$ 58,260.11	66.98%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 84,316.89	\$ 37,465.11	69.24%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 13,085.80	\$ 12,168.20	51.82%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,236.00	\$ 564.00	68.67%
TOTAL SALARY		\$420,347.00	\$ 280,642.03	\$ 139,704.97	66.76%
Electricity	5211	\$ 16,500.00	\$ 10,303.05	\$ 6,196.95	62.44%
Heating Fuel	5212	\$ 11,000.00	\$ 5,338.94	\$ 5,661.06	48.54%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,019.00	\$ 1,681.00	74.91%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,807.27	\$ 9,192.73	79.57%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 554.97	\$ 345.03	61.66%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 455.84	\$ 444.16	50.65%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 420.30	\$ 279.70	60.04%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,402.40	\$ 597.60	85.06%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,507.08	\$ 492.92	75.35%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 59,455.50	\$ 19,544.50	75.26%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,604.08	\$ (354.08)	104.88%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 77.55	\$ 322.45	19.39%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	\$ 139,200.06	\$ 45,999.94	75.16%
***includes 4,000 from Oct TM	TOTAL	\$605,547.00	\$ 419,842.09	\$ 185,704.91	69.33%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 8,457.27	\$ 4,183.16
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,285.79	\$ 6,976.07	\$ 15,928.92
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,484.82	\$ 8,430.44	\$ 18,740.69
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,381.30	\$ 3,500.00	\$ 3,118.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

Director's Report
January 21, 2014 Board of Trustees Meeting
(Nov - Jan Activity)

- 1/21-1/22/14 – Close at 6 on Tuesday and closed all day Wednesday for snow.
- 1/23/14 – Attend the joint Selectmen, Finance Committee and School Committee meeting at the Community Building.
- 1/25/14 – Pick up a spinning book shelf at the Winthrop Library. Terry is looking into using it in the Children's Department.
- 1/28/14 – Attend the Board of Selectmen's Meeting for the State of the Town address. As of right now, budget for FY 15 is going to be difficult. We are scheduled for essentially a level funded budget.
- 1/30/14 – Deb Berry's last day. Deb has resigned from her position as the Information Technology Librarian to become Director at the Eastham Library.
- 1/31/14 – Meet with the Facilities Director regarding continuing building issues with heat and to discuss the Community Preservation Grant application.
- 2/5/14 – Closed again for snow.
- 2/7/14 – Attend the Legislative Breakfast at the Mashpee Library followed by the CLAMS Membership meeting.
- 2/10/14 – Finance Committee meeting to go over FY 15 Budget.
- 2/11/14 – New network printer purchased and installed. Old Dell has been pieced together for quite a while now and was giving up the fight.
- 2/20/14 – PJ Dance party at Trowbridge. Terry did a fantastic job raising PJs for the Boston Bruins Cradle to Crayons PJ drive. Blades, mascot for the Boston Bruins, attended along with members of the Massachusetts Board of Library Commissioners.

Upcoming

- 2/26/14 – Author Jeannie Coco presenting her book "Rocks Through My Windows".
- 3/1/14 – Massachusetts Humanities program begins. This is a 6 week session of literature and reading for families.
- 3/1-3/10/14 – Director away on vacation.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (Nov 19, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 37,394.07	\$ 55,555.93	40.23%
Salaries - Supervisors	5112	\$176,450.00	\$ 70,990.08	\$ 105,459.92	40.23%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 49,556.68	\$ 72,225.32	40.69%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 7,851.48	\$ 17,402.52	31.09%
Salaries - Longevity	5141	\$ 2,111.00	\$ 256.00	\$ 1,855.00	12.13%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 724.00	\$ 1,076.00	40.22%
TOTAL SALARY		\$420,347.00	\$ 166,772.31	\$ 253,574.69	39.67%
Electricity	5211	\$ 16,500.00	\$ 4,978.97	\$ 11,521.03	30.18%
Heating Fuel	5212	\$ 11,000.00	\$ 467.17	\$ 10,532.83	4.25%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 3,168.63	\$ 4,831.37	39.61%
R & M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,844.00	\$ 2,856.00	57.37%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 32,406.53	\$ 12,593.47	72.01%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 405.45	\$ 494.55	45.05%
Postage	5341	\$ 750.00	\$ 0.65	\$ 749.35	0.09%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 250.30	\$ 449.70	35.76%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 1,603.97	\$ 2,396.03	40.10%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 922.38	\$ 1,077.62	46.12%
Other supplies - Books	5580	\$ 75,000.00	\$ 35,736.37	\$ 39,263.63	47.65%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 6,852.28	\$ 397.72	94.51%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 150.00	\$ 100.00	60.00%
TOTAL EXPENSES		\$181,200.00	\$ 92,313.71	\$ 88,886.29	50.95%
	TOTAL	\$601,547.00	\$ 259,086.02	\$ 342,460.98	43.07%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 10,579.88	\$ 5,292.84	\$ 4,333.52
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,248.98	\$ 2,686.02	\$ 11,675.68
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 25,572.07	\$ -	\$ 12,223.00
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 1,369.83	\$ -	\$ 2,630.17
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

**Budget Request Worksheet
Jonathan Bourne Public Library
Calculator**

613,353 mar 621,922 mar

Account	Acct #	FY 08 Expen	Fy 09 Expen	FY 10 Expen	FY 11 Expen	FY 12 Expen	FY 13 Expen	FY 14 Appr	FY 15 budg.	Expl
Salaries - Dept Heads	5111	\$ 69,723.00	\$ 74,555.00	\$ 79,680.00	\$ 80,975.00	\$ 82,506.00	\$ 87,816.00	\$ 92,950.00	\$ 96,700.00	
Salaries - Supervisors	5112	\$162,906.00	\$170,878.00	\$177,572.00	\$179,829.00	\$122,417.00	\$168,554.00	\$176,450.00	\$182,947.00	
Salaries - Clerical/ Secretary	5113	\$103,522.00	\$108,007.00	\$115,025.00	\$116,514.00	\$104,777.00	\$125,697.00	\$121,782.00	\$135,659.00	
Salaries - Hourly Employees	5117	\$ 18,976.00	\$ 18,917.00	\$ 19,431.00	\$ 19,880.00	\$ 34,094.00	\$ 20,270.00	\$ 25,254.00	\$ 22,958.00	
Salaries - Longevity	5141	\$ 1,201.00	\$ 1,201.00	\$ 1,251.00	\$ 1,651.00	\$ 1,535.00	\$ 1,661.00	\$ 2,111.00	\$ 1,682.00	
Salaries - Differential Pay	5142	\$ 1,616.00	\$ 1,556.00	\$ 1,672.00	\$ 1,648.00	\$ 1,304.00	\$ 1,812.00	\$ 1,800.00	\$ 1,800.00	
Total		\$357,944.00	\$375,114.00	\$394,631.00	\$400,497.00	\$346,633.00	\$405,810.00	\$420,347.00	\$441,746.00	
Electricity	5211	\$ 16,195.00	\$ 18,526.00	\$ 14,377.00	\$ 16,117.00	\$ 12,016.00	\$ 12,395.00	\$ 16,500.00	\$ 16,500.00	
Heating Fuel	5212	\$ 11,611.00	\$ 21,387.00	\$ 13,836.00	\$ 12,064.00	\$ 10,229.00	\$ 7,240.00	\$ 11,000.00	\$ 11,000.00	
Non Energy - Water	5230	\$ 244.00	\$ 241.00	\$ 276.00	\$ 246.00	\$ 243.00	\$ 256.00	\$ 300.00	\$ 300.00	
R &M Miscellaneous	5240	\$ 4,739.00	\$ 19,113.00	\$ 9,583.00	\$ 11,293.00	\$ 10,578.00	\$ 6,756.00	\$ 8,000.00	\$ 8,000.00	
R &M Office Equipment	5245	\$ -	\$ 586.00	\$ 104.00	\$ 1,295.00	\$ 473.00	\$ 60.00	\$ 500.00	\$ 500.00	
R &M Machine Repair Contra	5246	\$ 4,477.00	\$ 4,140.00	\$ 5,338.00	\$ 5,275.00	\$ 6,022.00	\$ 7,573.00	\$ 6,700.00	\$ 6,700.00	
Rentals - Misc Equipment	5275	\$ 396.00	\$ 262.00	\$ -	\$ -	\$ -	\$ 224.00	\$ 250.00	\$ 250.00	
Services - Data Processing	5305	\$ 36,742.00	\$ 38,725.00	\$ 40,649.00	\$ 39,132.00	\$ 35,253.00	\$ 37,356.00	\$ 45,000.00	\$ 45,000.00	
Professional Development	5307	\$ 140.00	\$ 125.00	\$ -	\$ -	\$ -	\$ 95.00	\$ -	\$ -	
Communications - Telephone	5340	\$ 741.00	\$ 971.00	\$ 805.00	\$ 808.00	\$ 788.00	\$ 662.00	\$ 900.00	\$ 900.00	
Postage	5341	\$ 2,685.00	\$ 1,073.00	\$ 1,400.00	\$ 1,012.00	\$ 508.00	\$ 1,092.00	\$ 750.00	\$ 750.00	
Printing	5342	\$ 111.00	\$ 41.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	5343	\$ 138.00	\$ 121.00	\$ 51.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 78,219.00	\$105,311.00	\$ 86,419.00	\$ 87,242.00	\$ 76,110.00	\$ 73,709.00	\$ 89,900.00	\$ 89,900.00	
Office Supplies - General	5420	\$ 975.00	\$ 425.00	\$ 1,203.00	\$ 449.00	\$ 502.00	\$ 589.00	\$ 900.00	\$ 900.00	
Office Supplies - Copy Machi	5421	\$ 700.00	\$ 479.00	\$ 435.00	\$ 605.00	\$ 396.00	\$ 381.00	\$ 700.00	\$ 700.00	
Bldg/equip supplies-operatio	5430	\$ 3,284.00	\$ 2,519.00	\$ 2,674.00	\$ 3,434.00	\$ 3,274.00	\$ 4,531.00	\$ 4,000.00	\$ 4,500.00	
Bldg/equip supplies- other	5435	\$ 332.00	\$ 403.00	\$ 340.00	\$ 33.00	\$ 481.00	\$ 1,025.00	\$ 500.00	\$ 500.00	
Custodial Supplies - Cleaning	5450	\$ 1,646.00	\$ 2,132.00	\$ 1,475.00	\$ 1,231.00	\$ 1,453.00	\$ 1,621.00	\$ 2,000.00	\$ 2,000.00	
Other supplies - Books	5580	\$ 72,699.00	\$ 68,310.00	\$ 72,307.00	\$ 69,505.00	\$ 51,107.00	\$ 77,169.00	\$ 75,000.00	\$ 79,000.00	
Other supplies - Magazines	5581	\$ 8,338.00	\$ 3,670.00	\$ 8,472.00	\$ 7,193.00	\$ 7,707.00	\$ 6,301.00	\$ 7,250.00	\$ 7,500.00	
Other Supplies - Misc.	5595	\$ 868.00	\$ 279.00	\$ 113.00	\$ 353.00	\$ 127.00	\$ 490.00	\$ 300.00	\$ 400.00	
Total		\$ 88,842.00	\$ 78,217.00	\$ 87,019.00	\$ 82,803.00	\$ 65,047.00	\$ 92,107.00	\$ 90,650.00	\$ 95,500.00	
Travel	5710	\$ 820.00	\$ 839.00	\$ 403.00	\$ 324.00	\$ 625.00	\$ 136.00	\$ 400.00	\$ 400.00	
Dues	5730	\$ 280.00	\$ 455.00	\$ 215.00	\$ 170.00	\$ 225.00	\$ 330.00	\$ 250.00	\$ 250.00	
Total		\$ 1,100.00	\$ 1,294.00	\$ 618.00	\$ 494.00	\$ 850.00	\$ 466.00	\$ 650.00	\$ 650.00	
BUDGET TOTAL		\$526,105.00	\$559,936.00	\$568,687.00	\$571,036.00	\$488,640.00	\$572,092.00	\$601,547.00	\$627,796.00	MAR 621,922
Expense Total		\$168,161.00	\$184,822.00	\$174,056.00	\$170,539.00	\$142,007.00	\$166,282.00	\$181,200.00	\$186,050.00	

Director's Report
November 19, 2013 Board of Trustees Meeting
(Oct/Nov Activity)

- 10/16/13 – Court date for person with multiple overdue DVD's.
- 10/18/13 – Tish Adams Concert
- 10/21/13 – Oil drained from tank out back. Fall Town Meeting.
- 10/22/13 – Town Department Heads meeting.
- 10/23/13 – Friends of the JBPL, Inc. Annual Meeting. Deb DeJonker-Berry was speaker.
- 10/25/13 – CLAMS down most of the day. Hardware error.
- 10/28/13 – Meet with Facilities Director to go over new heating system software.
- 10/30/13 – Attend Recreation Department's Trunk or Treat with T Johnson.
- 11/4/13 – Mass Library System Annual Meeting at College of the Holy Cross.
- 11/5-6/13 – CLAMS down again. Hardware issue again. Server upgrade is coming later this month with an upgrade to the new Sierra platform in December.
- 11/13/13 – Attend Legislative meeting in Boston for MLS.

Rise engineering has been working in the library to put in controls to make the HVAC system more energy efficient. This project is through the Bourne Energy Coordinator. The project has created more issues which the Facilities Manager has been addressing. This includes the replacement of the valves in the heating system. For the time being, system seems to be working. Thermostats are now controlled online. It continues to be a work in progress.

Preliminary FY 15 Budget is due by the end of the month. The Town Administrator has requested level funded expenses from all departments. We continue to look at our operating costs in conjunction with the certification requirements as the budget is developed.

Bourne Society for Historic Preservation, Inc. has requested use of the library parking lot on Saturday, July 26th, 2014 for a Cape Cod Canal Centennial Music Fest they will be holding. They are expecting a large turnout for this event.

Partial funding for the job seekers grant has arrived and Deb has begun working on the programs and ordering of materials. The first workshops are being held this month, including resume writing skills and succeeding at the job interview.

The tree is scheduled to arrive on Friday, November 22nd. An inquiry has been placed with the DPW to see if they have any lights to string on it and/or if they would be able to place lights on the tree once it is planted.

D. Ranney is back on a full time schedule. We are excited to have her back.

Christmas in Olde Bourne Village is Friday, December 6th and will include the tree dedication, caroling, tree lighting and the art show on the mezzanine. Breakfast with Santa and a cookie swap are on Saturday the 7th with Aine Minogue playing on Monday the 9th at 7:00 p.m.

Respectfully submitted,
Patrick W. Marshall

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, February 25th 2014 5:00pm

Approval January 29th, 2014 Minutes

New Business

Vote on CPC request for exterior painting /repair
Revisit long term planning and subcommittees
Update on DVD lending policy

Updates

Little Free Library
FY 2015 Budget
Director's Report
Personnel
Building & Grounds
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

2014 FEB 21 AM 10 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Town Hall

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

Minutes of the February 25, 2014 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine (Tina) Maginnis
Kathryn (Kiki) Tura
Joan Simpson

Staff Present:

Patrick Marshall

2014 MAR 25 AM 11 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Absent:

None

Guests:

None

Heather DiPaolo called the meeting to order at 5:08 p.m.

Minutes: Kiki moved and Joan seconded the motion to accept the January 29, 2014 minutes as presented. The motion was carried by unanimous vote.

CPC Funding Request: A discussion was held with regard to the recent application to the CPC for funds for repairs, painting, and brickwork on the library building in the amount of \$180,000. Kiki moved to support the application for CPC funds and Tina seconded the motion. The motion was carried by unanimous vote. The application will be voted on at Town Meeting in May.

Long-Term Planning: The MLS has agreed to come to the March or April Trustees meeting to revisit long-term planning. The deadline for completing the long-term planning update is in October but Patrick indicated that it will be acceptable if it is submitted by December. Patrick will advise the Trustees as to when the MLS representative will be attending.

Little Free Library: Kiki and Heather reported on the Little Free Library project as follows:

- Nolan LeRoy at Upper Cape Tech indicated that 8 more little free libraries will be ready in approximately 1 month bringing the total to 9.
- DPW and the Town will pay for posts and installation by Memorial Day.
- Locations have been chosen (list attached) with suggestions for steward groups to maintain them.
- Heather will ask Tom Guerino for a letter endorsing the project to use in marketing stewardship opportunities.
- Stewards would be responsible for stocking books on a regular basis by picking them up at the library and bringing them to their little free library site.
- Patrick indicated that the library would supply plaques at each little free library

recognizing the steward organization.

- Kiki will list locations on the Little Free Library website.
- Stephanie will speak with Sarah Murphy at the Bourne Courier about the project.

Director's Report: Attached. Patrick also reported:

- Debra DeJonker-Berry's position has been advertised. The closing date is 3/8/14.
- Patrick presented his proposed budget to the town Financial Committee. (Copy of proposed budget is attached).

Budget: Attached

Friends: A lengthy discussion was held with regard to recent interactions between Diane Ranney and the Friends of the Library. Patrick will compose a letter to the Friends expressing his concerns about the dynamic that has developed between library staff and the Friends in an effort to build a better relationship.

Next Meeting Date: The next meeting will be held on March 18, 2014 at 5:00 p.m.

Kiki moved and Stephanie seconded the motion to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room

Tuesday, March 18th 2014 5:00pm

2014 AUG 27 AM 9 16

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval February 25th, 2014 Minutes

New Business

Snap shot Day
Long term planning

Updates

Little Free Library
FY 2015 Budget
Director's Report
Personnel
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 March 18, 2014 Trustees Meeting

Jonathan Public Library Meeting Room

Trustees Present

Heather DiPaolo

Joan Simpson

Kathryn Tura

Claudine Wrighter

Kristine Maginnis

Staff Present

Patrick Marshall

Trustees Absent

Stephanie Kelly

Chair Person Heather DiPaola called the meeting to order at 5:05 pm.

Minutes – K. Tura moved that the February meeting minutes be approved; C. Wrighter seconded. Motion was carried by unanimous vote.

Snapshot Day – Discussion occurred about the Massachusetts Library Associations' Snapshot Day. Libraries are asked to take photos of various activities during the week of April 7-12, 2014 to show the library through pictures. Question of where do the pictures go and how to organize them. J Simpson suggests that each trustee be responsible for 6 photos that week. K. Tura says she will gather and form a collage of sorts to send to the MLA Flicker Account. It will be hard to have just one day done so Trustees will try to photograph a representation of how our library is used during that week.

Long Range Planning – P. Marshall discussed how Massachusetts Library System can help us as we prepare to start our next 5 year strategic plan. The trustees are interested in seeing what it would cost to have a consultant assist us with the plan with the idea being that a neutral party may be able to help us get more comments from the community on where the library should go. MLS will supply a consultant for one meeting and phone and e-mail support. P. Marshall will look into consultants and costs.

Little Free Library – Currently in a holding pattern. H DiPaolo is waiting to hear back from Town officials regarding installation and the Upper Cape Tech for billing information.

FY 15 Budget – Discussions continue between the Finance Committee and Selectmen regarding the overall budget for next year. As of now, no change from the mostly level funded level proposed.

Director's Report – See attached.

Personnel – Interviews are being conducted for the Information Systems Librarian position. It is hoped a successful candidate will be announced soon.

Building and Grounds – P. Marshall will attend CPC meeting later this evening to go over library request for funds at Town Meeting. The Facilities Director has added in masonry to the painting and rot repair already requested. Total amount is estimated at \$180,000.

Friends of the Library – H. DiPaolo plans to attend the next Friends meeting to begin discussions on how best Friends and Trustees can work together and how best to develop future projects.

Next Meeting Date – April 15, 2013, (Tuesday) at 5 pm

Adjournment – Motion, K. Tura, seconded by C. Wrighter to adjourn at 6:30 pm

Respectfully submitted
Patrick W. Marshall
For Stephanie Kelly (Clerk)

Director's Report
March 18, 2014 Board of Trustees Meeting
(March Activity)

- 2/26/14 – Author Jeanie Coco in to discuss her book *Rocks Through My Windows*.
- 3/3-3/7/14 – Director away on vacation.
- 3/4/14 – Rough day at library as staffing very short. With the Information Systems Librarian position vacant, staff member out sick, filling the staffing needs was very difficult. D Ranney filled in most of the day.
- 3/12/14 – Facilities dept in to continue work on the heating system.
- 3/13/14 – Wage meeting at Community Building to discuss wage and classification study conducted by the Town.

Upcoming

4/8/14 - Ron Lasko will be in to discuss his *Cape Cod Flyfishing* book.

Interviews for Information Systems Librarian will take place week of March 17-21.

Working on programs for late spring and summer of 2014.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (March 14, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 65,884.79	\$ 27,065.21	70.88%
Salaries - Supervisors	5112	\$176,450.00	\$ 123,220.59	\$ 53,229.41	69.83%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 89,541.56	\$ 32,240.44	73.53%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 13,833.56	\$ 11,420.44	54.78%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,320.00	\$ 480.00	73.33%
TOTAL SALARY		\$420,347.00	\$ 295,290.50	\$ 125,056.50	70.25%
Electricity	5211	\$ 16,500.00	\$ 10,303.05	\$ 6,196.95	62.44%
Heating Fuel	5212	\$ 11,000.00	\$ 5,338.94	\$ 5,661.06	48.54%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,019.00	\$ 1,681.00	74.91%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,947.27	\$ 9,052.73	79.88%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 554.97	\$ 345.03	61.66%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 455.84	\$ 444.16	50.65%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 420.30	\$ 279.70	60.04%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,402.40	\$ 597.60	85.06%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,507.08	\$ 492.92	75.35%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 64,538.34	\$ 14,461.66	81.69%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,604.08	\$ (354.08)	104.88%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 77.55	\$ 322.45	19.39%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	\$ 144,422.90	\$ 40,777.10	77.98%
***includes 4,000 from Oct TM	TOTAL	\$605,547.00	\$ 439,713.40	\$ 165,833.60	72.61%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 13,894.67	\$ 9,008.47	\$ 4,734.36
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,285.79	\$ 6,787.99	\$ 15,740.84
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,484.82	\$ 8,430.44	\$ 18,740.69
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,381.30	\$ 3,500.00	\$ 3,118.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

2014 APR 14 AM 10:51
TOWN CLERK'S OFFICE
Bourne, Mass

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, April 15th 2014 5:00pm

Approval March 18th, 2014 Minutes

New Business

Long term planning with Library Consultant Cheryl Bryant
Front yard landscaping

Updates

Snapshot Day
Little Free Library
FY 2015 Budget
Director's Report
Personnel
Building & Grounds
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Monday, April 28th 2014 5:00pm

2014 APR 25 AM 9 35

TOWN CLERK'S OFFICE
JONATHAN BOURNE, MASS

Approval March 18th, 2014 Minutes
Approval April 15th, 2014 Notes

New Business

Front yard landscaping

Updates

Long term planning schedule
Little Free Library
FY 2015 Budget
Director's Report
Personnel
Building & Grounds
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

Cancelled

Agenda

Library Board of Trustees

Jonathan Bourne Public Library

Library Meeting room

Wednesday, April 30th 2014 5:00pm

2014 APR 25 PM 3 06

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval March 18th, 2014 Minutes

Approval April 15th, 2014 Notes

Updates

Long term planning schedule

Little Free Library

Personnel

Building & Grounds

Friends of the Library

future joint plans - Friends, Trustees, Staff

working relationship

fundraiser schedule and possible projects

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 April 30, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

2014 JUL 11 PM 3 11

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis
Stephanie Kelly

Staff Present

Patrick Marshall
Diane Ranney

JBPL "Friends" Present

Barbara Berler
Fran Bogden
Rosemarie Chenard
Joy Dalton
June Small
Carol Melli
Jackie Brown

Chair Person Heather DiPaolo called the meeting to order at 5:08 pm.

Discussion- H.DiPaolo opened the meeting by tabling approval of minutes and updates in order to start a discussion with the Friends regarding possible future joint projects, and working relationships and responsibilities. K.Tura started the conversation stating "by defining roles and commitments we can do amazing things going forward". Handouts were reviewed entitled "Working Together : Roles and Responsibilities Guidelines", "Fact Sheet #26 for Friends and Foundations", "Fact Sheet #10 Role of Friends' Board" and "Fact Sheet #11 Role of Library Trustees". C.Wrighter expressed having a renewed commitment for a liaison from each group to attend one another's meetings. K.Tura noted the trustees will be formulating a new five year planning process. H.DiPaolo stated Trustees would be seeking the Friends' and the community's input during this process. P.Marshall stated "it is the Trustees who set goals and policies" for the JBPL. Space to house books stored for the book sale was discussed and H.DiPaolo will contact Bourne Middle School for "BLAST" group volunteers to help J.Brown prepare. A possible future fundraiser at the Buzzards Bay Park was suggested by J.Simpson.

Minutes – J.Simpson moved that the March 18th minutes and April 15th, 2014 notes be approved. K.Tura seconded. Motion was carried by unanimous vote.

Long Range Planning – P. Marshall confirmed the deadline date for the five year strategic plan was October, 2015. K.Tura and H.DiPaolo stated they would like to use a hybrid of the plans which were presented by Cheryl Bryan of Cheryl Bryan Consultants.

Little Free Library – H. DiPaolo stated supplies have been delivered to the Upper Cape Technical School to build the libraries. All agreed we should plan for a July 4th installation deadline. K.Tura reported that in speaking with the Monument Beach Civic Association, they plan on putting a bench next to their LFL unit. Trustees need to contact all stewards to get commitments by May 30th. A painting party at the library was suggested. Plaques need to be registered with the LFL main website and a plaque showing the name of each steward for each unit need to be procured.

Director's Report – See attached.

Personnel – The Information Systems Librarian position has been filled by Brian Meneses.

Building and Grounds – P. Marshall stated the library's request for CPC funds for painting and rot repair is up for vote at May Town Meeting.

Updates – P.Marshall hopes to provide books to area nursing homes from "weeding" out of the large print circulation. The library would send out a batch, take back what is returned, and rotate out another batch. Upcoming programs include A Family Game Night ran in conjunction with the recreation dept., a lecture by Christopher Daly on "Bonnie and Clyde", and a lecture on Geneology. The summer concerts are being lined up. Thermostats are back online and working. New chairs in the meeting room were donated from the Osterville Library.

Next Meeting Date – May 20, 2014 (third Tuesday) at 5 pm

Future Agenda Items- Fundraiser, LFL Update, and Front Landscaping.

Adjournment – Motion, K. Tura, seconded by K. Maginnis to adjourn at 7:40 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the April 15, 2014 Trustees Meeting
Jonathan Public Library Meeting Room

AUG 27 AM 9 16

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Guest

Cheryl Bryan

Trustees Absent

Stephanie Kelly

TOWN CLERK'S OFFICE

BOURNE, MASS

Chair Person Heather DiPaola informed the Board that the Town Clerk reported that the posting of this meeting was not done in time to be able to be held. As a result, no deliberations or discussions could take place. Cheryl Bryan of Cheryl Bryan Consultants had travelled to educate the Board about Long Range Planning, how it was done, what the State looks for in a plan and the steps needed to complete a long range plan. The Board listened as Cheryl explained this process and then immediately ended the meeting when Cheryl was completed.

Respectfully submitted
Patrick W. Marshall
For Stephanie Kelly (Clerk)

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, May 20th 2014 5:00pm
TOWN CLERK'S OFFICE
BOURNE, MASS

Restructuring of the JBPL Board

Approval April 30th, 2014 Minutes

New Business

Fundraiser idea with Friends
Front landscaping

Updates

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 May 20, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

2014 JUL 11 PM 3 11

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Friends of JBPL Guest

Joy Dalton,

TOWN CLERK'S OFFICE

BOURNE, MASS

Chair Person H. DiPaolo called the meeting to order at 5:10 pm.

Minutes – J. Simpson moved that the April 30th, 2014 minutes be approved with the following corrections in the updates section: the correct spelling of the lecture should be genealogy; and new chairs were purchased, not donated, from the Osterville Library. K. Tura seconded. Motion was carried by unanimous vote.

Fundraiser with Friends – J. Simpson stated the possible future fundraiser of a James Taylor type concert using the Beachmoor building at Massachusetts Maritime Academy could not feasibly be planned now due to the tight schedule of MMA Admiral Guernon. A discussion followed regarding other venues and ideas; including Buzzards Bay Park and/or a summer solstice celebration on the field behind the library. All in attendance agreed that due to the Canal Centennial Celebrations occurring this year, it would be best to table fundraising plans for now.

Front Landscaping- P. Marshall stated that he has contacted Seaside Arborists regarding the need to straighten the newly installed evergreen tree. H. DiPaolo raised the concern of needing care and fertilization instruction from them as well. P. Marshall told trustees that the approval of CPC funds for painting at town meeting means that work on the building will hopefully start in July. C. Wrighter motioned to hold off any decisions on further front landscaping ideas until after painting is done. J. Simpson seconded. H. DiPaolo suggested working with the Garden Club at a later date for ideas.

Little Free Library – Trustees reported on addressing contacts of village organizations in regards to stewardships. K. Tura spoke with Monument Beach Civic Association who is wholeheartedly on board. She is waiting to hear back from contacts in Grey Gables. H. DiPaolo has a yes from the Pocasset Village Association and is waiting to hear back from the Buzzards Bay Beautification group. K. Maginnis has a yes from the Hoxie Center group in Sagamore Beach and the K-Kids at the Bournedale location. J. Simpson has a yes from the Bridgeview School in Sagamore and will speak with the Aptuxcet Garden Club regarding Bourne Village after their next meeting. C. Wrighter will get back with us regarding Cataumet Civic associates. She will also speak to "On Cape Time" about making village name signs for each LFL unit. Dates and times were set for priming and painting the units; 6/8/14 from 2 to 4pm. at H. DiPaolo's home and 6/22/14 from 3 to 5pm. at the library for steward groups to paint and personalize.

Director's Report – See attached.

Personnel – Information Systems Librarian Brian Meneses has been learning the "library side" and doing a great job according to P. Marshall. Staff PC's are being updated from XP to Windows 7 operating systems.

Friends of the Library- H. DiPaolo plans to attend next Friends' meeting on June 9th. She stated she gave "Blast" volunteer group contact information to them in order to help them prepare for upcoming book sale. J. Dalton questioned why the JBPL does not have the American flag flying out front. P. Marshall stated the pole is broken and also staffing is too tight to allow for employees to raise and lower it daily. K. Tura called for trustees to look into this; if we make sure the flag is lit at dusk, we can put it up and leave it up. P. Marshall will start researching broken pole and lighting issue.

Next Meeting Date - Thursday June 19, 2014 at 5pm. (as H. DiPaolo is unavailable on normal meeting date of third Tuesday this month).

Future Agenda Items- Restructuring of board, LFL Updates, Large Print rotations and strategy for Long Range Plan.

Adjournment – Motion, J. Simpson, seconded by K. Tura to adjourn at 6:04 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Monday, June 23rd 2014 4:00pm

Restructuring of the Library Board of Trustees

Approval May 20th, 2014 Minutes

New Business

Vote on CLAMS use by Wareham patrons
Large Print rotating library program
5 Year Plan Strategy

Updates

Little Free Library
Director's Report
Personnel
Budget
Building & Grounds (including flag volunteer)
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

2014 JUN 19 PM 4 16
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the June 23, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kristine Maginniss
Stephanie Kelly

Staff Present

Patrick Marshall

Trustees Absent

Kathryn Tura
Claudine Wrighter

Guest

Paul Gately, *The Bourne Courier*

2014 SEP 4 AM 11 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Chair Person Heather DiPaolo called the meeting to order at 4:14 pm.

Restructuring of the Library Board of Trustees – Tabled until the July trustees meeting.

Approval May 20th, 2014 Minutes -- Two amendments were made to the May 20, 2014 meeting minutes as indicated below:

Under the “Front Landscaping” section

- “CPC funds for painting” was amended to “CPC funds for weatherproofing.”
- P. Marshall clarified that the project will be put out to bid on 7/1/14 and, therefore, the work will not likely be started in July.

J. Simpson moved that the May meeting minutes be approved as amended; K. Maginnis seconded. Motion was carried by unanimous vote.

New Business –

- **Vote on CLAMS Use by Wareham Patrons** – P. Marshall reported that the Wareham Library budget override did not pass and their FY’15 budget is \$125,000. They have applied for a waiver from the Board of Library Commissioners. If the library closes due to lack of funding, it will result in automatic decertification. They are scheduled for a review in December so they will not lose certification until then as long as they manage to stay open. The question was presented as to whether we wish to serve Wareham residents if their library loses certification. After a discussion, it was decided to wait until the July trustees meeting to revisit this question to make a decision.
- **Large Print Rotating Library Program** – P. Marshall and K. Tura are working on the development of this program. Books would be loaned to and rotated among Bourne nursing and assisted living facilities. Books are ready for lending. P. Marshall will report on next steps at next trustees meeting.
- **Five Year Plan Strategy** – A discussion was held about whether the trustees want to retain Cheryl Bryan to assist with the plan. J. Simpson moved to retain Cheryl Bryan as the consultant for the five year plan. S. Kelly seconded the motion and it was carried by unanimous vote.

Updates –

- **Little Free Library** – The first round of painting was very successful with 25-30 people in attendance including steward members of all ages. H. DiPaolo indicated that plaques located on the LFLs will identify

the steward organizations and signs will identify the town at each location. H. DiPaolo has been in contact with Tom Guerino and a mid-July installation is planned.

- Director's Report – Attached. Also attached are listing of upcoming “Concerts on the Lawn 2014,” “Meet the Authors” events, and “Job Seekers Mondays” events.
- Personnel – H. DiPaolo read a note from a library patron commending Brian Meneses on his helpfulness.
- Budget – Attached.
- Building and Grounds – P. Marshall reported that the flag pole is not functional and that he has spoken with Billy at the DPW Facilities Department about replacing it during the next FY. With regard to the tree, P. Marshall reported that he hasn't heard back from the arborist but will contact Pat at the tree moving company.
- Friends of the Library – T. Maginness attended the Friends June meeting and reported that their taxes and accounting are completed and their newsletter went out. She also reported on the upcoming book sale on Thursday, June 26 - 9am - 8pm, Friday, June 27 - 9am - 8pm, and Saturday, June 28 - 9am - 3pm. The Friends decided to hold off on a canal celebration and expressed concerns about the flag and tree.

P. Marshall reported that he is working on the Memorandum of Understanding and will have it completed by the next trustees meeting.

New Business – J. Simpson announced that she is changing her state of residency to Texas in October and will not be able to continue as a JBPL trustee after that time. After offering to stay on until a replacement is found or to resign immediately, the trustees unanimously decided to welcome Joan to stay on until she is ready to step down.

Next Meeting Date and Agenda Items – August 12, 2014 at 5 pm. Agenda items include:

- CLAMS Wareham Patrons
- Five Year Plan
- Memorandum of Understanding with Friends of the JBPL
- Trustee Opening

Adjournment – K. Maginnis moved for adjournment. The motion was seconded by J. Simpson, carried unanimously and the meeting was adjourned at 5:18 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
June 23, 2014 Board of Trustees Meeting
(May/June Activity)

- 5/21/14 – Job Seekers Advisory Committee Meeting.
- 5/21/14 – Bonnie and Clyde program – Low attendance.
- 5/22/14 – Staff meeting
- 6/9/14 – Fix copier – Tray area not working.
- 6/11/14 – CLAMS Membership and Annual meeting.
- 6/11/14 – Genealogy 101 program – 29 people attending.
- 6/16/14 – Mass Library System Board meeting in Marlboro
- 6/17/14 – Alarm New England in to fix alarm battery.
- 6/18/14 – Genealogy 102 program – 17 people attending
- 6/20/14 – Summer newsletter done.

Upcoming

7/2/14 – Summer concerts beginning. We will be promoting the need for donations to continue this program.

7/8/14 – Author series beginning. Number of local authors lined up to come to Bourne.

6/24/14 – Summer Reading program kick off.

I have been asked to be on a MBLC committee that will be reviewing the State Certification program. This looks to be about a six month or so commitment.

Brian has updated most of the staff computers so that they are using Windows 7. These are all new computers as our current ones would not be able to handle the update. Current machines were running Windows XP.

We are looking to switchover our magazine subscriptions from Ebsco to a new vendor. Have quotes from three vendors (all below \$5,000) and will be choosing one soon. We have also added AtoZ Databases to our list of online resources. This is a business and people directory that will also provide career assistance and job searches.

Respectfully submitted,
Patrick W. Marshall

BOURNE, MASS
TOWN CLERK'S OFFICE
2014 SEP 4 AM 11 01

Budget Report
Jonathan Bourne Public Library
FY 14 (June 17, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 90,814.17	\$ 2,135.83	97.70%
Salaries - Supervisors	5112	\$176,450.00	\$ 166,546.26	\$ 9,903.74	94.39%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 127,377.51	\$ (5,595.51)	104.59%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 19,067.88	\$ 6,186.12	75.50%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,916.00	\$ (116.00)	106.44%
TOTAL SALARY		\$420,347.00	\$ 407,211.82	\$ 13,135.18	96.88%
Electricity	5211	\$ 16,500.00	\$ 14,483.63	\$ 2,016.37	87.78%
Heating Fuel	5212	\$ 11,000.00	\$ 8,679.53	\$ 2,320.47	78.90%
Non Energy - Water	5230	\$ 300.00	\$ 314.25	\$ (14.25)	104.75%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 7,020.61	\$ 979.39	87.76%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 6,194.00	\$ 506.00	92.45%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 69.99	\$ 180.01	28.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 42,917.52	\$ 2,082.48	95.37%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 1,005.43	\$ (105.43)	111.71%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 1,447.45	\$ (547.45)	160.83%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 744.52	\$ (44.52)	106.36%
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Bldg/equip supplies- other	5435	\$ 500.00	\$ 501.49	\$ (1.49)	100.30%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,102.07	\$ (102.07)	105.10%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 83,368.94	\$ (4,368.94)	105.53%
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Travel	5710	\$ 400.00	\$ 100.65	\$ 299.35	25.16%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	\$ 182,135.73	\$ 3,064.27	98.35%
***includes 4,000 from Oct TM	TOTAL	\$605,547.00	\$ 589,347.55	\$ 16,199.45	97.32%
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Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 27,678.80	\$ 17,175.82	\$ 27,292.09
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,681.30	\$ 3,500.00	\$ 2,818.70
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

Agenda

Library Board of Trustees

2014 AUG 8 AM 8 20

Jonathan Bourne Public Library

TOWN CLERK'S OFFICE

Library Meeting room

BOURNE, MASS

Tuesday, August 12th 2014 5:00pm

Restructuring of the Library Board of Trustees

Approval June 23rd, 2014 Minutes

Approval April 18th, 2013 Minutes

New Business

Trustee Opening

Vote on CLAMS use by Wareham patrons

Draft an MOU with Friends

5 Year Plan Direction

Updates

Little Free Library

Large Print rotating library

Director's Report

Personnel

Budget

Building & Grounds

Flag Volunteer

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 August 12, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

PM
RK'S OFFICE
BOURNE, MASS
2014 OCT 8 PM 3 23
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present

Heather DiPaolo
Joan Simpson
Kristine Maginniss
Stephanie Kelly
Claudine Wrighter
Kathryn Tura

Staff Present

Patrick Marshall

Trustees Absent

None

Chair Person H. DiPaolo called the meeting to order at 5:05 pm.

Restructuring of the Library Board of Trustees – H. DiPaolo moved for restructuring the library board of trustees as follows:

Kathryn Tura, Chair
Tina Maginnis, Vice Chair
Stephanie Kelly, Clerk

The motion was seconded by J. Simpson and carried by unanimous vote.

At this point in the meeting, K. Tura took over as Chair of the meeting.

Approval of Notes from April 15, 2014 Trustees Meeting – P. Marshall presented the attached notes from the April Trustees meeting.

Approval June 23, 2014 Minutes -- Two amendments were made to the June 23, 2014 meeting minutes as indicated below:

- Under the "Trustees Present" section, Kristine Maginnis' name was misspelled.
- In the first line of the minutes, Heather DiPaolo's name was misspelled.

J. Simpson moved that the June meeting minutes be approved as amended; K. Tura seconded. Motion was carried by unanimous vote.

New Business –

- Trustee Opening – After a brief discussion, it was agreed that J. Simpson will approach Paul Gately to let him know that she is ready to step down. J. Simpson will write a letter of resignation and copy K. Tura and P. Meier (Chairman, Bourne Selectmen). Trustees will revisit this at next meeting.
- Vote on CLAMS Use by Wareham Patrons – P. Marshall reported that the Wareham Library is still certified but that in the fall, it will probably lose certification. Currently, JBPL has approximately 250 Wareham residents who are registered patrons. The staff is noticing an increase. P. Marshall recommended to the trustees that service be denied to Wareham patrons when the Wareham Library becomes decertified. J. Simpson moved to deny service to Wareham patrons. The motion was carried by a vote of 5 in favor and 1 abstention.
- Draft of MOU with Friends – Barbara Berler and Joy Dalton could not be present at the trustees meeting. P. Marshall provided a proposed MOU (a copy of which is attached). The trustees will vote on the acceptance of the proposed MOU at their next meeting. Once the MOU has been approved by the trustees, it will be presented to the Friends for review and vote at their October meeting.

- Five Year Plan Strategy – P. Marshall has been in contact with Cheryl Bryan. Trustees will continue discussing next steps at their September meeting.

Updates –

- Little Free Library – A discussion about the progress of the Little Free Libraries included:
 - H. DiPaolo reported that hinges, shelves and priming have been completed, that she has reviewed locations with Tom Guerino, and that the DPW has offered to dig and install them.
 - C. Wrighter will check with On Cape Time about painting the village signs.
- Large Print Rotating Library – P. Marshall and K. Tura are working on the development of this program. They will meet next week to deliver books to sites.
- Director's Report – Attached. P. Marshall also indicated that Terry Johnson's application for a \$7,500 STEAM grant was approved.
- Personnel – P. Marshall reported that staff evaluations are due on August 26. K. Tura will contact Tom Guerino to offer input on P. Marshall's evaluation.
- Budget – Attached.
- Building and Grounds – P. Marshall reported that he has not been successful in connecting with the tree moving company. He will continue to try to contact them. H. DiPaolo has been in contact with an electrician to determine the cost of professionally lighting the tree. She will provide further information at the next trustees meeting. With regard to the flag pole, Jonathan Nelson (Bourne Facilities Director) has indicated that he will get to the replacement of the pole after other more pressing tasks such as the weatherproofing and crack in the children's room are completed. It was decided that the flag pole needs to be replaced before a flag volunteer is identified.
- Friends of the Library – J. Simpson reported on behalf of the Friends as follows:
 - The book sale made \$3,750 (however, this amount also includes annual dues that were collected during the sale).
 - Monthly mini book sales were proposed. However, the lack of an identified person to run them was discussed.
 - The Friends are checking into getting a pod to store books for the sales.

Next Meeting Date and Agenda Items – September 9, 2014 at 5 pm. Agenda items include:

- Trustee Opening
- Vote on Memorandum of Understanding with Friends of the JBPL
- Update from Cheryl Bryan and Five Year Plan
- Update on Professional Lighting of Tree
- Little Free Libraries

Adjournment – K. Tura moved for adjournment. The motion was seconded by J. Simpson, carried unanimously and the meeting was adjourned at 6:00 p.m.

Respectfully submitted

Stephanie G. Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the April 15, 2014 Trustees Meeting
Jonathan Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Guest

Cheryl Bryan

Trustees Absent

Stephanie Kelly

Chair Person Heather DiPaola informed the Board that the Town Clerk reported that the posting of this meeting was not done in time to be able to be held. As a result, no deliberations or discussions could take place. Cheryl Bryan of Cheryl Bryan Consultants had travelled to educate the Board about Long Range Planning, how it was done, what the State looks for in a plan and the steps needed to complete a long range plan. The Board listened as Cheryl explained this process and then immediately ended the meeting when Cheryl was completed.

Respectfully submitted
Patrick W. Marshall
For Stephanie Kelly (Clerk)

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

**Patrick W Marshall
Director**

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

**Memorandum of Understanding Between
Trustees of the Jonathan Bourne Public Library
And
Friends of the Jonathan Bourne Public Library Inc.**

The following will constitute an operating agreement between the Trustees of the Jonathan Bourne Public Library and the Friends of the Jonathan Bourne Public Library Inc. It will stand until and unless it is modified by mutual agreement of the Jonathan Bourne Public Library administration and the Friends executive board. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501 © (3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a quarterly "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to supply the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publically support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

The Friends and Library Trustees agree to establish a joint meeting annually.

Date adopted _____ Jonathan Bourne Public Library Board of Trustees
Date adopted _____ Friends of the Jonathan Bourne Public Library, Inc.

Director's Report
August 12, 2014 Board of Trustees Meeting
(July/August Activity)

- 6/26/14 – Department Head Meeting
- 6/26/14 – Staff summer luncheon.
- 7/9/14 – CLAMS Board Meeting – I have been selected to be on the CLAMS Board as Treasurer. This is a two year appointment.
- 7/15/14 – Attend mandatory harassment training for department heads. All required to take it. All town employees are required to take training during the month of July.
- 7/17/14 – Trane in to fix AC. Motor blown and replaced.
- 7/21/14 – Mass Library System Board meeting in Marlboro.
- 7/24/14 – Meet with Trane representative and facility department to go over FY 15 service contract. It is decided to drop the boiler service contract but to keep the AC with better clarifications as to what is actually done during the contract year.
- 7/24/14 – Magazines have been renewed. We have decided to drop Ebsco and move to Rivesta as our magazine supplier. Customer support should be much better as well as the price being far less than Ebsco.
- 7/29/14 – All town offices closed at noon for Canal celebrations.
- 8/1/14 – Rise Engineering in to fix issues with boiler and moisture barrier that happened during the install.

Upcoming

Usual fall reports including ARIS and Finance Report for the State to be completed. Town report entry also due in September.

One last author for the summer – David Ostrowsky will be here on August 27th to discuss his book “Game Over or Game On?”

Continue to work on job grant. Deadline is September 30th for all programs.

Summer programs are completed. Although circulation and people in the library seemed to be up greatly, attendance at many concerts and children's programs seemed down from years past. Hoping it was only due to the fact that there are many activities going on this summer related to the Canal Centennial.

Brian and I will begin looking at our webpage and try to streamline it and make it more user friendly. This will be an ongoing process throughout the fall.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 14 (June 30, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111		\$ 10,937.70	\$ (10,937.70)	#DIV/0!
Salaries - Supervisors	5112		\$ 20,196.37	\$ (20,196.37)	#DIV/0!
Salaries - Clerical/ Secretary	5113		\$ 15,851.71	\$ (15,851.71)	#DIV/0!
Salaries - Hourly Employees	5117		\$ 2,295.87	\$ (2,295.87)	#DIV/0!
Salaries - Longevity	5141		\$ -	\$ -	#DIV/0!
Salaries - Differential Pay	5142		\$ 248.00	\$ (248.00)	#DIV/0!
TOTAL SALARY		\$ -	\$ 49,529.65	\$ (49,529.65)	#DIV/0!
Electricity	5211			\$ -	#DIV/0!
Heating Fuel	5212		\$ 11.29	\$ (11.29)	#DIV/0!
Non Energy - Water	5230			\$ -	#DIV/0!
R &M Miscellaneous	5240		\$ 2,188.00	\$ (2,188.00)	#DIV/0!
R &M Office Equipment	5245			\$ -	#DIV/0!
R &M Machine Repair Contract	5246		\$ 864.00	\$ (864.00)	#DIV/0!
Rentals - Misc Equipment	5275			\$ -	#DIV/0!
Services - Data Processing	5305		\$ 32,243.91	\$ (32,243.91)	#DIV/0!
Professional Development	5307			\$ -	#DIV/0!
Communications - Telephone	5340			\$ -	#DIV/0!
Postage	5341			\$ -	#DIV/0!
Printing	5342			\$ -	#DIV/0!
Advertising	5343			\$ -	#DIV/0!
Office Supplies - General	5420			\$ -	#DIV/0!
Office Supplies - Copy Machine	5421			\$ -	#DIV/0!
Bldg/equip supplies-operational	5430			\$ -	#DIV/0!
Bldg/equip supplies- other	5435			\$ -	#DIV/0!
Custodial Supplies - Cleaning	5450			\$ -	#DIV/0!
Other supplies - Books	5580		\$ 10,794.05	\$ (10,794.05)	#DIV/0!
Other supplies - Magazines	5581			\$ -	#DIV/0!
Other Supplies - Misc.	5595			\$ -	#DIV/0!
Travel	5710			\$ -	#DIV/0!
Dues	5730			\$ -	#DIV/0!
TOTAL EXPENSES		\$ -	\$ 46,101.25	\$ (46,101.25)	#DIV/0!
	TOTAL	\$ -	\$ 95,630.90	\$ (95,630.90)	#DIV/0!
		Start Balance	Expen. To date	income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 1,718.22	\$ 4,014.51
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,660.81	\$ 2,454.37	\$ 14,937.00
Lib Incentive & MIG Grant	3402	\$ 23,792.09	\$ 2,072.52	\$ -	\$ 21,719.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,932.23	\$ 3,500.00	\$ 2,567.77
****Goes by Federal FY(Oct-Sep)					

Budget Report
Jonathan Bourne Public Library
FY 14 (Final)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 92,950.97	\$ (0.97)	100.00%
Salaries - Supervisors	5112	\$ 176,450.00	\$ 170,365.65	\$ 6,084.35	96.55%
Salaries - Clerical/ Secretary	5113	\$ 121,782.00	\$ 130,235.45	\$ (8,453.45)	106.94%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 19,516.54	\$ 5,737.46	77.28%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,964.00	\$ (164.00)	109.11%
TOTAL SALARY		\$ 420,347.00	\$ 416,522.61	\$ 3,824.39	99.09%
Electricity	5211	\$ 16,500.00	\$ 15,500.64	\$ 999.36	93.94%
Heating Fuel	5212	\$ 11,000.00	\$ 8,703.86	\$ 2,296.14	79.13%
Non Energy - Water	5230	\$ 300.00	\$ 314.25	\$ (14.25)	104.75%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 7,065.42	\$ 934.58	88.32%
R & M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 6,194.00	\$ 506.00	92.45%
Rentals - Misc Equipment	5275	\$ 250.00	\$ 69.99	\$ 180.01	28.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 43,365.52	\$ 1,634.48	96.37%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 1,097.25	\$ (197.25)	121.92%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 1,447.45	\$ (547.45)	160.83%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 744.52	\$ (44.52)	106.36%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,648.21	\$ 351.79	91.21%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 501.49	\$ (1.49)	100.30%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 2,102.07	\$ (102.07)	105.10%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 83,908.63	\$ (4,908.63)	106.21%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 8,140.16	\$ (890.16)	112.28%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ 100.65	\$ 299.35	25.16%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$ 185,200.00	\$ 184,680.47	\$ 519.53	99.72%
***includes 4,000 from Oct TM	TOTAL	\$ 605,547.00	\$ 601,203.08	\$ 4,343.92	99.28%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 19,793.11	\$ 12,468.84	\$ 2,296.29
Library Gifts & Donations	4849	\$ 12,238.64	\$ 4,816.58	\$ 7,721.38	\$ 15,143.44
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 31,178.80	\$ 17,175.82	\$ 23,792.09
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 4,932.23	\$ 3,500.00	\$ 2,567.77
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

Agenda

2014 NOV 14 PM 4 03

Library Board of Trustees

Bourne Veterans Memorial Community Center

TOWN CLERK'S OFFICE

BOURNE, MASS

September 16th 2014 5:00pm

Approval August 12th, 2014 Minutes

New Business

Trustee Opening-Joint meeting with Board of Selectmen 9/16/14
5 Year Plan Direction
MOU with Friends
JBPL Policy

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 September 16, 2014 Trustees Meeting
Bourne Veterans Memorial Community Center

Trustees Present

Kathryn Tura
Heather DiPaolo
Joan Simpson
Stephanie Kelly
Claudine Wrighter

Staff Present

Patrick Marshall

Guests Present

Joy Dalton, Friends of JBPL

Trustees Absent

Kristine Maginnis

Chair Person Kathryn Tura called the meeting to order at 5:10 pm.

Approval August 12, 2014 Minutes – Three amendments were made to the August 12, 2014 meeting minutes as indicated below:

- STEAM grant award was amended from \$7,000 to \$7,500.
- “Paul” Guerino changed to Tom Guerino.
- Jonathan Nelson’s last name added.

C. Wrighter moved that the August meeting minutes be approved as amended; J. Simpson seconded. Motion was carried by unanimous vote.

New Business –

- **Trustee Opening** – Two individuals are interested in filling the trustee opening created by J. Simpson’s resignation: Paul Gately and Karl Spilhaus. K. Tura announced that effective after the ensuing Selectmen’s meeting, a new trustee will be appointed because J. Simpson’s letter of resignation is effective as of today’s meeting. A discussion was held as to the application process.
- **MOU with Friends** – H. DiPaolo moved that the trustees accept the MOU as presented. K. Tura seconded the motion and it was carried by unanimous vote.
- **Five Year Plan Strategy** – This item was tabled to the October trustees meeting.
- **JBPL Policy Regarding Meeting Room Usage** – A discussion was held about meeting room and mezzanine usage. Trustees agreed to look at revising the policy related to this topic. P. Marshall will contact other libraries to see what they have in place and the subject will be revisited in November.

Updates –

- **Little Free Library** – A discussion about the progress of the Little Free Libraries included:
 - H. DiPaolo reported that all LFLs have been installed.
 - K. Tura suggested that the LFLs be registered under the library rather than under community steward groups. Trustees agreed to work on a policy about community between community steward groups, JBPL, and the Town.
 - H. DiPaolo led a discussion about promoting the LFLs through a scavenger hunt where individuals would take “selfies” with the LFLs to fill in a “passport.” K. Tura will discuss this idea with Miss Terry and with the Recreation Department. C. Wrighter will follow up with On Cape Time regarding making the signs.
- **Large Print Rotating Library** – P. Marshall and K. Tura are coordinating this and Cape Cod Residences is ready to receive the books next week.
- **Director’s Report** – Attached. P. Marshall also indicated that CLAMS has signed on to participate in an e-book beta testing pilot program. The pilot program includes all 5 publishers.
- **Annual Report** – Attached.
- **Budget** – Attached.

- Coffee Station – J. Simpson reported that Kate Haynes will take over purchasing and maintain the coffee station. At this point, it is financially self-sustaining.
- Building and Grounds –
 - P. Marshall has been in contact with the arborist and that he is planning on coming to the library during the week of the 29th.
 - H. Dipaolo reported that she had asked the Friends about funding professional lighting for the tree and that the total was quoted as \$1,030. This price does not include purchasing the lights or removing them after the holidays. H. Dipaolo will check with the DPW to see if they will be willing to install the lights. More discussion ensued about where the lights would be stored during the year and how many lights are needed. H. DiPaolo will forward the estimate to the Friends.
 - P. Marshall reported that Life Choice Hospice wants to sponsor a “tree of memories” – a small 6’ tree to be located on the front lawn and that they would like to have a small service. J. Simpson moved to approve the installation of the tree and the conducting of a memorial service. K. Tura seconded and the motion was carried by unanimous vote.
- Friends of the Library –
 - Joy Dalton reported that the Friends are looking into using a pod for storage for the book sale.
 - Joy also reported that the Friends Annual Luncheon Meeting is scheduled for October 20, 2014 at 11:00 a.m. at the library.
 - J. Simpson reported on the building fund account at Eastern Bank. J. Simpson and 3 other members of the Friends are signers on the account and there is almost \$100,000 in the fund.
 - Heather indicated that she needs the dates for Friends holiday events as soon as possible.

Next Meeting Date and Agenda Items – October 14, 2014 at 5 pm. Agenda items include:

- Update from Cheryl Bryan and Five Year Plan
- Update on Professional Lighting of Tree and Wreaths

Adjournment – K. Tura moved for adjournment. The motion was seconded by S. Kelly and carried by unanimous vote and the meeting was adjourned at 6:35 p.m.

Respectfully submitted

Stephanie G. Kelly

Annual Report FY 2014

<u>Trustees</u>	<u>Term Expires</u>
Heather A.M. DiPaolo (Chair)	2016
Kristine Maginnis	2016
Joan Simpson	2017
Stephanie Kelly	2017
Claudine Wrighter	2015
Kathryn Tura	2015

Library Staff (as of 6/30/14)

Patrick W Marshall –	Library Director
Diane M Ranney –	Assistant Director
Brian Meneses –	Information Systems Librarian
Terry L Johnson –	Children's Librarian
Kathleen Gattoni –	Children's Assistant
Kathleen Haynes –	Circulation Assistant
Lee M Savard –	Circulation Assistant
Ali Sherman –	Circulation Assistant
Barbara Lorentzen –	Circulation Assistant
Kathryn Demoranville –	Technical Services Assistant
Hazel Currence -	Custodian

To the Honorable Board of Selectmen and the Citizens of the Town of Bourne:

Fiscal Year 2014 was a busy year for the Jonathan Bourne Public Library. Usage statistics showed that town residents continued to rely heavily on their local library and the services which it provides. Throughout the year, staff worked diligently to keep up with the needs of our customers and the community as a whole, while at the same time overcoming the challenges that a public library faces today. It is an honor to be able to bring this end of year report to the people of Bourne and to hopefully show off some of the great things that are accomplished at their public library.

The past year saw a number of changes with staffing at the library. In August, Melissa Chase departed after many years of dedicated service to the citizens of Bourne. Her warm greetings and smiles for everyone are greatly missed. In October, Ali Sherman was welcomed into the library family to replace Melissa. In February, Debra DeJonker-Berry resigned from her position as the library's first Information Technology Librarian. She was replaced by Brian Meneses in the spring. Rounding out the changes in staffing was the creation of a new, part-time Technical Services Assistant position in the fall. This position was filled by local resident Kathryn DeMoranville. All of our new staff members have dived into their respective jobs and have been warmly embraced by the Bourne Community.

As mentioned earlier, usage of the library continues to be strong. Circulation for FY14 was 156,577 items: This included 85,826 books, 41,947 videos, 11,577 audio items and 2,714 periodicals. Of note is the continued increase in circulation for eBooks and downloadable audio materials (8,438 and 4,613 items respectively). These numbers

reflect a steady use of traditional library materials and a marked increase from FY13 for technological resources.

In FY14, the Town of Bourne was a certified library in the Commonwealth of Massachusetts. This means that the library met the minimum standards set out in state law and statute. Because the town met these requirements, residents are able to borrow materials and use non-CLAMS libraries throughout the state. It also means that our users are able to have items shipped to them from other towns whether they are a part of CLAMS or not. This sharing of resources is well used by residents as 24,096 items were borrowed from other libraries by our users. Bourne is a net borrower as we sent out less items than were borrowed here. Only 20,438 items were lent out to other communities.

Even with our net-borrower status, the JBPL has plenty of items to choose from within our own collection. The library has a total of 86,528 items. This includes 60,503 books, 195 subscriptions, 4,257 videos and 3,755 audio materials. Our eBook collection has 12,340 items from which to choose as well as 4,820 downloadable audio items. These items help the library to provide materials to the community in a variety of formats.

The Children's Department saw heavy usage over the past year. The staff of 1.5 employees was able to conduct, plan and/or oversee 364 programs with an attendance of 5,907 people. Programs included a number of story times for all ages as well as monthly book discussion groups broken down by grade levels. The annual summer kick-off party and spring PJ dance party were each well attended. 196 children registered for the summer reading program with many more enjoying the storytellers, crafts and other family shows, which staff organized. Bourne parents and children continue to support their library and all it provides.

With any public library today, technology plays a key role in how services are provided. FY 2014 was no different for the JBPL. A number of big projects helped to provide better services for the public. This included an upgrade of the staff and public computer hardware throughout the year including an upgrade to Windows 7 for all machines. In January, CLAMS upgraded to the Sierra platform providing new features for the public and a cleaner online presence for everyone.

The addition of the Information Technology Librarian over a year ago has had a very positive affect on library services. Many technological issues (down printers, frozen computers, software upgrades) which were contracted out are now handled in-house. This has saved the town a lot of money in service fees. In addition, the librarian has been able to set up one-on-one sessions with customers to give hands-on assistance with all sorts of technological needs including downloading eBooks, setting up e-mails, applying for a job or school and so much more. Group trainings for eBooks and computer use have also been started with more planned in the upcoming fiscal year.

In FY14, the library was awarded a \$7,500 Job Seekers grant. This funding allowed library staff to provide a number of programs for those seeking employment as well as purchase new materials for the collection. One item purchased was a new database

called Career Transitions. This database allows users to look for jobs, write resumes, conduct a mock interview, and work on practicing skills needed throughout the entire job search process. A new screen and media cart were also purchased allowing us to conduct better workshops and presentations anywhere within the library.

The biggest project of the year regarding the physical building was the installation of new thermostats throughout the building that tied in to the new boiler. Special thanks must be given to the Town of Bourne Facilities Director and his staff for working throughout the winter to get the controls working properly. Through their efforts, the Town was able to save a lot of money in contractor fees and allowed the building to be adequately heated and cooled for the first time in many years.

The Jonathan Bourne Public Library Board of Trustees had a busy year in FY14 working on various community projects. First and foremost, the Trustees managed to get a new tree to replace the one blown over in the 2013 Blizzard. Through community support and donations, a 20 foot evergreen was planted in time for the Christmas in Olde Bourne weekend. The Bourne Department of Public Works helped out with getting lights up in time and the community was able to enjoy a wonderful dedication ceremony.

Another big activity the Trustees worked on was the development of a Little Free Library program for Bourne. This program will install small weatherproof book boxes throughout the community where residents and visitors will be able to grab a book to read and/or drop off for others to enjoy. Students from Upper Cape Vocational Technical High School built the miniature libraries. Various town groups and individuals will take on stewardship of the LFLs, decorating and maintaining them year round. These libraries will be installed in the summer of 2014.

The Annual Town Election brought no changes to the Board as Joan Simpson and Stephanie Kelly were each re-elected. At their re-organization meeting, Kathryn Tura was voted in as Chair with Kristine Maginnis elected as Vice-Chair. Stephanie Kelly retained her position as Secretary.

Thanks to the Friends of the Jonathan Bourne Public Library, the library is able to provide services it otherwise would not be able to fund. The Friends continued to sponsor all children's programming at the library through their Beacon of Support Program. They have also sponsored some popular adult programs including the winter concert by Celtic Harpist Aine Minogue and the special teas held at the library. The annual book sale continues to be a big success as more people come to browse the many selections and provide the Friends with much of their annual funding. All museum passes were also funded by the Friends.

The library also benefits from a dedicated staff of volunteers and senior volunteers. Last year, nearly 2,000 hours of volunteer time was given by these dedicated individuals. These folks accomplish many of the routine projects and tasks that library staff are unable to get to. Duties include everything from covering books and calling patrons who have holds on materials to shelf reading and shelving materials. There is also a large number of people who don't register their time but are just as important with assisting the organizing of programs and working all over the community informing

everyone of all that the library offers. We truly thank every one of our volunteers who help to make our library a success. Without them, we would not be able to function.

Finally, a library is only as good as its staff. The people of Bourne are fortunate to have a great staff working hard to provide the best library service possible. They continue to provide more with less and somehow manage to do it all with a smile day in and day out. To them, and all that they do, the Board of Trustees and Library Director say thank you.

There is no telling where the library can take you. Everyone is encouraged to come into the library and take advantage of all it has to offer. Grab a book, read a newspaper or just sit and relax. Many services, including downloadable music, eBooks and databases, are available from the comfort of your own home. The library is here for you, online at www.bournelibrary.org or on Facebook user name Jonathan Bourne Public Library.

Respectfully Submitted,

Patrick W. Marshall - Library Director
Kathryn Tura – Board of Trustees

Director's Report
September 16, 2014 Board of Trustees Meeting
(August/September Activity)

- 8/13/14 – Staff evaluations begin. Town required evaluations of all employees. Meeting times set up with staff over the next week and a half with evaluations turned in to Human Resources Department at the end of the month.
- 8/18/14 – Massachusetts Library System Board Meeting – I have been asked to stay on the Board for another three year term.
- 8/22/14 – New bulletin board placed in foyer for library activities. Trying it out to see if it makes the area a bit more inviting and still provide the information about upcoming programs.
- 9/2/14 – First of series of job seeker programs. Original presenter resigned last minute but we were able to get a replacement speaker.
- 9/4/14 – CLAMS Finance Committee meeting
- 9/5/14 – Annual Report completed and sent off to Town Hall.
- 9/8/14 – Friends of the JBPL monthly board meeting.
- 9/10/14 – CLAMS Board meeting
- 9/15/14 – MLS Monthly Board Meeting.

Upcoming

- Part two of the State Reports is due in early October - Finance Report.
- SELFIN workshop in Falmouth – Friday 9/19/14 (Seeing and designing your library through your user's eyes)
- Job Seekers workshops – 4 workshops to finish out the grant series will take place September through first week of October. Includes resume writing, interviewing and presentation skills.
- Workshop on collection development in Lakeville on October 6th.

Terry Johnson has been successful in obtaining an LSTA grant – FULL STEAM AHEAD. \$7,500 earmarked for preschoolers introduction to the STEAM program. Also geared towards parents and helping them to understand what the program is all about. This is a one year program.

Job Seekers grant program ends in October. We have purchased a number of materials and held a number of programs geared towards those seeking employment and/or changing careers. I believe that overall this program has been a success.

As databases come up for renewal this fall, we will be looking at whether or not renewals are needed. At this time, usage for Universal Classroom has been fairly limited and we will probably cancel this database when our term expires in December.

Brian has begun hosting a weekly walk-in sessions for patrons on Thursday mornings. Anyone with questions regarding their eBooks, computers, databases, etc. can stop by without an appointment for a one-on-one session.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (September 12, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 20,366.75	\$ 78,073.25	20.69%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 37,431.62	\$ 145,526.38	20.46%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 28,964.58	\$ 106,687.42	21.35%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 4,275.07	\$ 18,680.93	18.62%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 456.00	\$ 1,344.00	25.33%
TOTAL SALARY		\$ 443,490.00	\$ 91,494.02	\$ 351,995.98	20.63%
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 8,470.00	\$ 12.46	\$ 8,457.54	0.15%
Non Energy - Water	5230	\$ 300.00	\$ -	\$ 300.00	0.00%
R & M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R & M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R & M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,113.00	\$ 4,587.00	31.54%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 32,925.89	\$ 12,074.11	73.17%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 91.51	\$ 758.49	10.77%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
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	\$ 886.28	\$ 3,613.72	19.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 213.90	\$ 1,786.10	10.70%
Other supplies - Books	5580	\$ 75,000.00	\$ 19,605.79	\$ 55,394.21	26.14%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,243.46	\$ 2,256.54	69.91%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 250.00	\$ -	\$ 250.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 63,380.29	\$ 115,739.71	35.38%
	TOTAL	\$ 622,610.00	\$ 154,874.31	\$ 467,735.69	24.88%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 3,173.39	\$ 5,469.68
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,528.77	\$ 14,955.99
Lib Incentive & MIG Grant	3402	\$ 23,792.09	\$ 2,072.52	\$ -	\$ 21,719.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 6,482.23	\$ 3,500.00	\$ 1,017.77
****Goes by Federal FY(Oct-Sep)					

Agenda
Library Board of Trustees
Bourne Veterans Memorial Community Center

September 16th 2014 5:00pm

Approval August 12th, 2014 Minutes

New Business

Trustee Opening-Joint meeting with Board of Selectmen 9/16/14
5 Year Plan Direction
MOU with Friends
JBPL Policy

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

2014 SEP 10 PM 4 15
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
October 14th 2014 5:00pm

Approval September 16th, 2014 Minutes

New Business

Welcome new Trustee Paul Gately
5 Year Plan Direction
Electrical install for lighting of tree

Updates

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

Next Meeting

Set future agenda items
Set date

Adjournment

2014 OCT 7 PM 2 47
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the October 14, 2014 Trustees Meeting
Jonathan Bourne Public Library

301 DEC 23 AM 10 24

Trustees Present

Kathryn Tura
Heather DiPaolo
Paul Gately
Stephanie Kelly
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Guests Present

None

Trustees Absent

None

TOWN CLERK'S OFFICE

BOURNE, MASS

Chairperson Kathryn Tura called the meeting to order at 5:10 pm.

Approval September 16, 2014 Minutes – K. Tura moved that the September meeting minutes be approved as presented and C. Wrighter seconded the motion. The motion was carried with C. Wrighter abstaining.

New Business –

- Welcome New Trustee – Paul Gately was welcomed as a new member of the JBPL Board of Trustees;
- Five Year Plan Strategy – P. Marshall reported that he and Cheryl Bryan will be in touch in November with regard to the 5 year plan;
- Electrical Installation for Lighting of Tree – A discussion was held with regard to the tree and holiday lighting as follows:
 - P. Marshall reported that he has not had success in contacting Pat Dale at Dale Tree Movers about straightening the tree. K. Tura will reach out to him to try to resolve the issue.
 - H. DiPaolo reported that the Friends have approved the installation before the 12/5/14 lighting. The cost is \$1,000 plus the purchase price of the lights and a rate charge of \$80 per hour to take them down after the holidays.

Updates –

- Little Free Library – A discussion about the Little Free Libraries included:
 - K. Tura reported that she had received a call about a copy of *Mein Kampf* and the *Communist Manifesto* that were in the Pocasset LFL. K. Tura told the caller that the library would not remove the books. Any community member is free to complete a “Request for Reconsideration” form (located on the library website) if they feel that a book is inappropriate.
 - K. Tura requested contact information for all stewards.
 - C. Wrighter reported that On Cape Time will be making signs for each of the LFLs. An example of the wording for the signs is “Pocasset, LFL.” On Cape Time will install the signs and it was suggested that the trustees initiate press coverage about their support.
 - C. Wrighter raised the question of whether the LFLs are covered by the library’s insurance in the event that they are damaged or ruined. P. Marshall stated that he will check with Town Hall on this matter.
 - H. DiPaolo reported that the DPW suggested the posts be painted with clear sealer and that she will complete this task. K. Tura and K. Maginnis stated that they will help with this project.
- Large Print Rotating Library – P. Marshall and K. Tura are coordinating this and will be delivering the books to Cape Cod Senior Residences next week.
- Director’s Report – Attached. P. Marshall also reported that there is a problem with one of the boilers and that the Town Facilities Director will arrange for repair.
- Budget – Attached.
- Building and Grounds – P. Marshall reported that the DPW will hang wreaths on the windows of the library. H. DiPaolo will attend the next Friends meeting and follow up on whether they will pay for them.

- Friends of the Library – H. DiPaolo reported that the Friends are planning the following holiday activities: Breakfast with Santa, tree lighting to coincide with Christmas in Olde Bourne Village, Giving Trees. The Friends annual meeting is scheduled for 10/20/14. H. DiPaolo will attend.

Next Meeting Date and Agenda Items – November 18, 2014 at 5 pm. Agenda items include:

- Five Year Plan
- Tree Lighting
- Little Free Libraries

Paul Gately asked that the following statement be included in the minutes: “Paul Gately will not be compensated financially from serving as a trustee of the library or for any information about the library that may go to print.”

Adjournment – H. DiPaolo moved for adjournment. The motion was seconded by K. Tura and carried by unanimous vote and the meeting was adjourned at 5:58 p.m.

Respectfully submitted

Stephanie G. Kelly

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
October 14th 2014 5:00pm

Approval September 16th, 2014 Minutes

New Business

Welcome new Trustee Paul Gately
5 Year Plan Direction
Electrical install for lighting of tree

Updates

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

Next Meeting

Set future agenda items
Set date

Adjournment

Director's Report
October 14, 2014 Board of Trustees Meeting
(September/October Activity)

- 9/18/14 – Town Department Head Meeting.
- 9/19/14 – SELFIN User Experience – Seminar in Falmouth on the users experience in Libraries.
- 9/25/14 – Job Seekers resume workshop conducted
- 9/30/14 – Public computers down. – Public server was not updated and is running Windows 2003. IMedia has temporarily placed it in the cloud until we move all information onto the main server purchased last year.
- 10/1/14 – Job Seekers interview workshop conducted.
- 10/6/14 – Collection development workshop in Lakeville with D. Ranney
- 10/7/14 – Final Job Seekers workshop. Detailed interview skills.
- 10/7/04 – D Ranney attends COSTEP seminar. Beginning of regional planning for disaster recovery for cultural institutions, libraries and the like.
- 10/8/14 – Legend Tripping with Jeff Belanger.
- 10/8/14 – CLAMS Board and Membership meetings.
- Final State Aid report completed and sent to MBLC. We are in compliance and will be certified for FY 15.
- EBook order completed.
- DVD order completed.
- LSTA Job Seekers grant final report completed and sent to MBLC.

Upcoming

- MLS monthly board meeting in Marlboro.
- Special Town Meeting will begin on October 27th at 7:00.
- The library will take part in the Recreation Departments Trunk or Treat at the Community Building on October 29th.
- Cheryl Bryan would like to get in touch and begin planning for the LRP in November.

I've had little luck with the tree. Week of September 29th has come and gone. I have called and left a message again. Not sure what else to do at this point or if there is another company we can call and pay to get this done.

We were informed by the Fire Department that our fire alarm is not working. I have called the company they provided and will hopefully have that working again soon.

We've been short staffed a lot this month with two staff members out for lengthy periods of time because of illness. I must compliment the staff on their flexibility to jump in and cover as needed.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (October 9, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 27,909.99	\$ 70,530.01	28.35%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 51,219.82	\$ 131,738.18	28.00%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 39,845.89	\$ 95,806.11	29.37%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 5,858.43	\$ 17,097.57	25.52%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 628.00	\$ 1,172.00	34.89%
TOTAL SALARY		\$ 443,490.00	\$ 125,462.13	\$ 318,027.87	28.29%
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 8,470.00	\$ 35.04	\$ 8,434.96	0.41%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,113.00	\$ 4,587.00	31.54%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,290.89	\$ 11,709.11	73.98%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 91.51	\$ 758.49	10.77%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 886.28	\$ 3,613.72	19.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 213.90	\$ 1,786.10	10.70%
Other supplies - Books	5580	\$ 75,000.00	\$ 26,327.89	\$ 48,672.11	35.10%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 70,992.31	\$ 108,127.69	39.63%
TOTAL		\$ 622,610.00	\$ 196,454.44	\$ 426,155.56	31.55%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 4,176.28	\$ 6,472.57
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,644.46	\$ 15,071.68
Lib Incentive & MIG Grant	3402	\$ 23,792.09	\$ 8,004.52	\$ -	\$ 15,787.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
****Goes by Federal FY(Oct-Sep)					

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

November 18th 2014 5:15 pm

Approval October 14th, 2014 Minutes

New Business

5 year Plan-Cheryl Bryan
Holiday Hours
FY16 Budget Prep

Updates

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

Next Meeting

Set future agenda items
Set date

Adjournment

2014 NOV 12 AM 9 14
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the November 18, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

DEC 23 AM 10 24

Trustees Present

Heather DiPaolo
Paul Gately
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Consultant/Guest

Cheryl Bryan

Friends of JBPL Guest

Barbara Berber

TOWN CLERK'S OFFICE
BOURNE, MASS

Chair Person K. Tura called the meeting to order at 5:15 pm.

She introduced guest Cheryl Bryan, consultant for formulating a Five Year plan for the JBPL.

A review of two models for accomplishing this plan was undertaken and dates set for next meetings were chosen as follows:

The first model discussed was the "PLA" planning method. It follows guidelines of the National Association of Public Libraries and includes 4 to 5 meetings over a 6 month period. It includes two community forums with visioning and service priorities being addressed. A meeting for goals and a meeting for objectives including staff input would then follow. A final "wrap up" meeting would take place detailing what the library would do to accomplish the objectives laid out.

The second model discussed was the S.O.A.R. (Strengths, Opportunities, Aspirations, Results) planning method. This model includes 3 meetings and follows guidelines of the Massachusetts Library System. It does not include community or staff input.

K. Tura asked C. Bryan if she has used both of these methodologies in the past and she responded "yes". H. DiPaolo asked if surveys were used in both formats noting that a survey may glean information from people that otherwise don't already use the library. C. Bryan responded that a survey to reach as many interested parties as possible was used in the SOAR method. P. Marshall asked if there was a way to do a hybrid of both models and C. Bryan responded that it could be done this way. Following a discussion K. Tura said that it sounded like the group was leaning toward using a hybrid model of the PLA format with an addition of the survey from the SOAR model. H. DiPaolo made a motion that the long range planning process should use the PLA model with the addition of a community survey. K. Tura seconded the motion. Motion was carried by unanimous vote. A discussion followed regarding dates and possible attendees of the first two meetings. The date of Jan. 28, 2015 from 10am -12pm was set for the first meeting and February 11th from 10am -12pm for the second. Trustees were tasked with bringing a list of specific people to invite from the community to the next meeting and P. Marshall would develop a letter to go out with the invitation. Cheryl Bryan adjourned from the meeting.

C. Wrighter announced that due to medical reasons she will be resigning from her position as a JBPL Trustee at the end of December. She will send a letter to the Town Administrator. All attending thanked her for her service and wished her well.

Approval of October 14, 2014 minutes - H. DiPaolo moved to approve the minutes and K. Tura seconded. Motion was carried by unanimous vote.

New Business- P. Marshall stated that New Years Eve is not an actual holiday on the library calendar, and the building is usually closed at 8pm on a Wednesday night so the board would need to take a vote in order to close the library early at 5pm. P. Gately moved to close 12-31-14 at 5pm and C. Wrighter seconded the motion. It was carried by unanimous vote. P. Marshall stated he would be meeting with the Town Administrator in December to discuss the upcoming budget process. He stated trustee input would be welcomed.

Updates-

Little Free Libraries- H. DiPaolo reported that the village signs provided by "On Cape Time" were installed by her this month. A thank you would be sent to them for their generosity. Registration plaques are still to be done.

Large Print Rotating library- P. Marshall stated that the Cape Cod Senior Residence is enjoying 50plus large print books provided to them on a rotating basis. They have paperbacks to donate to the LFL's. P. Marshall will change books over again at the nursing home in December.

Front Tree- George Sala of Bourne DPW has offered to try to "right" the tree since Dale Tree Movers has not returned calls and honored requests.

Friends of the JBPL report- B. Berler stated their annual meeting went well. They are looking for a recording secretary as Rose Chenard has moved and resigned. She reported that the outside benches will be refurbished over the winter. Also, an art display will be set up in the balcony by the Bourne-Wareham Art Association this December.

H. DiPaolo reported that an electrician will place LED white lights on the front tree the Saturday after Thanksgiving, paid for by the Friends. The tree lighting ceremony will take place in conjunction with the Christmas in Old Bourne Village festivities on 12-5-14 at 5:30pm. Artificial wreaths for the front windows would need to be voted on by the Friends so that idea will have to wait until next year.

Next Meeting Date- Tuesday Dec. 9, 2014 at 5:15pm.

Adjournment – Motion, H. DiPaolo, seconded by P. Gately to adjourn at 7:10 pm

Respectfully submitted
Kristine Maginnis
For Stephanie Kelly (Clerk)

Budget Request Worksheet
Jonathan Bourne Public Library
Calculator

FY 10 5,000 red Oct TM

Town Meet
 changes not
 reflected

\$4,000 incr
 at Oct TM
 613,353 mar

621,922 mar

631,855 mar

Account	Acct #	Fy 09 Expen	FY 10 Expen	FY 11 Expen	FY 12 Expen	FY 13 Expen	FY 14 Exp	FY 15 Appr	FY 16 Prop	Expl
Salaries - Dept Heads	5111	\$ 74,555.00	\$ 79,680.00	\$ 80,975.00	\$ 82,506.00	\$ 87,816.00	\$ 92,951.00	\$ 98,440.00	\$ 100,409.00	2% add
Salaries - Supervisors	5112	\$ 170,878.00	\$ 177,572.00	\$ 179,829.00	\$ 122,417.00	\$ 168,554.00	\$ 170,366.00	\$ 182,958.00	\$ 186,617.00	per TA
Salaries - Clerical/ Secretary	5113	\$ 108,007.00	\$ 115,025.00	\$ 116,514.00	\$ 104,777.00	\$ 125,697.00	\$ 130,235.00	\$ 135,652.00	\$ 138,365.00	
Salaries - Hourly Employees	5117	\$ 18,917.00	\$ 19,431.00	\$ 19,880.00	\$ 34,094.00	\$ 20,270.00	\$ 19,517.00	\$ 22,956.00	\$ 24,074.00	3,000 for
Salaries - Longevity	5141	\$ 1,201.00	\$ 1,251.00	\$ 1,651.00	\$ 1,535.00	\$ 1,661.00	\$ 1,490.00	\$ 1,684.00	\$ 1,700.00	sub hrs
Salaries - Differential Pay	5142	\$ 1,556.00	\$ 1,672.00	\$ 1,648.00	\$ 1,304.00	\$ 1,812.00	\$ 1,964.00	\$ 1,800.00	\$ 1,900.00	
Total		\$ 375,114.00	\$ 394,631.00	\$ 400,497.00	\$ 346,633.00	\$ 405,810.00	\$ 416,523.00	\$ 443,490.00	\$ 453,065.00	
Electricity	5211	\$ 18,526.00	\$ 14,377.00	\$ 16,117.00	\$ 12,016.00	\$ 12,395.00	\$ 15,501.00	\$ 16,500.00	\$ 16,500.00	
Heating Fuel	5212	\$ 21,387.00	\$ 13,836.00	\$ 12,064.00	\$ 10,229.00	\$ 7,240.00	\$ 8,704.00	\$ 8,470.00	\$ 9,000.00	
Non Energy - Water	5230	\$ 241.00	\$ 276.00	\$ 246.00	\$ 243.00	\$ 256.00	\$ 314.00	\$ 300.00	\$ 350.00	
R & M Miscellaneous	5240	\$ 19,113.00	\$ 9,583.00	\$ 11,293.00	\$ 10,578.00	\$ 6,756.00	\$ 7,065.00	\$ 8,000.00	\$ 8,000.00	
R & M Office Equipment	5245	\$ 586.00	\$ 104.00	\$ 1,295.00	\$ 473.00	\$ 60.00	\$ 674.00	\$ 500.00	\$ 500.00	
R & M Machine Repair Contra	5246	\$ 4,140.00	\$ 5,338.00	\$ 5,275.00	\$ 6,022.00	\$ 7,573.00	\$ 6,194.00	\$ 6,700.00	\$ 6,700.00	
Rentals - Misc Equipment	5275	\$ 262.00	\$ -	\$ -	\$ -	\$ 224.00	\$ 70.00	\$ 250.00	\$ 250.00	
Services - Data Processing	5305	\$ 38,725.00	\$ 40,649.00	\$ 39,132.00	\$ 35,253.00	\$ 37,356.00	\$ 43,366.00	\$ 45,000.00	\$ 45,000.00	
Professional Development	5307	\$ 125.00	\$ -	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -	
Communications - Telephone	5340	\$ 971.00	\$ 805.00	\$ 808.00	\$ 788.00	\$ 662.00	\$ 1,097.00	\$ 850.00	\$ 900.00	
Postage	5341	\$ 1,073.00	\$ 1,400.00	\$ 1,012.00	\$ 508.00	\$ 1,092.00	\$ 461.00	\$ 750.00	\$ 750.00	
Printing	5342	\$ 41.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	5343	\$ 121.00	\$ 51.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 105,311.00	\$ 86,419.00	\$ 87,242.00	\$ 76,110.00	\$ 73,709.00	\$ 83,446.00	\$ 87,320.00	\$ 87,950.00	
Office Supplies - General	5420	\$ 425.00	\$ 1,203.00	\$ 449.00	\$ 502.00	\$ 589.00	\$ 1,447.00	\$ 900.00	\$ 900.00	
Office Supplies - Copy Machi	5421	\$ 479.00	\$ 435.00	\$ 605.00	\$ 396.00	\$ 381.00	\$ 745.00	\$ 500.00	\$ 500.00	
Bldg/equip supplies-operatio	5430	\$ 2,519.00	\$ 2,674.00	\$ 3,434.00	\$ 3,274.00	\$ 4,531.00	\$ 3,648.00	\$ 4,500.00	\$ 4,500.00	
Bldg/equip supplies- other	5435	\$ 403.00	\$ 340.00	\$ 33.00	\$ 481.00	\$ 1,025.00	\$ 501.00	\$ 500.00	\$ 500.00	
Custodial Supplies - Cleaning	5450	\$ 2,132.00	\$ 1,475.00	\$ 1,231.00	\$ 1,453.00	\$ 1,621.00	\$ 2,102.00	\$ 2,000.00	\$ 2,000.00	
Other supplies - Books	5580	\$ 68,310.00	\$ 72,307.00	\$ 69,505.00	\$ 51,107.00	\$ 77,169.00	\$ 83,909.00	\$ 75,000.00	\$ 75,000.00	15% MAR
Other supplies - Magazines	5581	\$ 3,670.00	\$ 8,472.00	\$ 7,193.00	\$ 7,707.00	\$ 6,301.00	\$ 8,140.00	\$ 7,500.00	\$ 7,500.00	15% mar
Other Supplies - Misc.	5595	\$ 279.00	\$ 113.00	\$ 353.00	\$ 127.00	\$ 490.00	\$ 307.00	\$ 400.00	\$ 400.00	
Total		\$ 78,217.00	\$ 87,019.00	\$ 82,803.00	\$ 65,047.00	\$ 92,107.00	\$ 100,799.00	\$ 91,300.00	\$ 91,300.00	
Travel	5710	\$ 839.00	\$ 403.00	\$ 324.00	\$ 625.00	\$ 136.00	\$ 101.00	\$ 250.00	\$ 250.00	
Dues	5730	\$ 455.00	\$ 215.00	\$ 170.00	\$ 225.00	\$ 330.00	\$ 335.00	\$ 250.00	\$ 250.00	
Total		\$ 1,294.00	\$ 618.00	\$ 494.00	\$ 850.00	\$ 466.00	\$ 436.00	\$ 500.00	\$ 500.00	631,949
BUDGET TOTAL		\$ 559,936.00	\$ 568,687.00	\$ 571,036.00	\$ 488,640.00	\$ 572,092.00	\$ 601,204.00	\$ 622,610.00	\$ 632,815.00	1.5% inc
Expense Total		\$ 184,822.00	\$ 174,056.00	\$ 170,539.00	\$ 142,007.00	\$ 166,282.00	\$ 184,681.00	\$ 179,120.00	\$ 179,750.00	

Director's Report
November 18, 2014 Board of Trustees Meeting
(October/November Activity)

- 10/15/14 – Boiler repair completed by Facilities Department Staff.
- 10/20/14 – Mass Library System monthly board meeting in Marlboro
- 10/21/14 – Books delivered to Cape Residence in Cataumet. K Tura assists. Items are checked out for a month. Due date will be re-evaluated in November as to whether or not items should stay longer in facility.
- MP3 collection is withdrawn. These are items that were sent free in conjunction with our books on CD. Collection was small and very little used.
- DVD order completed.
- 10/27/14 – Town Meeting attended. No library issues on Warrant.
- 10/29/14 – Meeting with COA Director and Recreation Department Director on where we could combine resources and conduct joint programming. We are looking to do an intergenerational program in February.
- 10/29/14 – P Marshall and T Johnson take part in Trunk or Treat at the Community Building.
- 11/3/14 – MLS Annual Meeting at Holy Cross College in Worcester.
- 11/5/14 – Department Head meeting at Town Hall
- 11/6/14 – Mass Board of Library Commissioners decertifies Wareham. Bourne users with Wareham addresses are blocked from borrowing.
- 11/12/14 – CLAMS Board meeting
- VHS Collection is withdrawn. Collection is little used. Items put in Friends sale.

Upcoming

- Friends of the Library book sale will take place November 20-22. A special Friends only sale will occur on Wed, November 19.
- Library will be closing at 12:30 on Wed, Nov 26 and will be closed all day the 27th for Thanksgiving. Regular hours resume Friday, November 28th
- Christmas in Olde Bourne Village weekend of December 5th. Tree lighting on the 5th
Breakfast with Santa on the 6th and Celtic concert on the 8th.
- MLS Monthly Board meeting December 15th.

Wareham has lost certification. Customers are blocked from borrowing. Most have been understanding with only one or two people upset at us for blocking access. Falmouth and Mashpee have also blocked borrowing to Wareham residents.

Have begun looking at meeting room equipment, (podium, speakers, white board, etc.) for the library. Have had requests by groups when using the room and we are lacking in essential equipment.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (November 18, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 39,224.85	\$ 59,215.15	39.85%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 71,902.12	\$ 111,055.88	39.30%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 55,439.35	\$ 80,212.65	40.87%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 8,233.47	\$ 14,722.53	35.87%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 880.00	\$ 920.00	48.89%
TOTAL SALARY		\$ 443,490.00	\$ 175,679.79	\$ 267,810.21	39.61%
Electricity	5211	\$ 16,500.00	\$ 4,104.85	\$ 12,395.15	24.88%
Heating Fuel	5212	\$ 8,470.00	\$ 293.13	\$ 8,176.87	3.46%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,362.00	\$ 3,338.00	50.18%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,768.39	\$ 11,231.61	75.04%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 271.52	\$ 578.48	31.94%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,381.53	\$ 3,118.47	30.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 807.27	\$ 1,192.73	40.36%
Other supplies - Books	5580	\$ 75,000.00	\$ 34,031.60	\$ 40,968.40	45.38%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 86,743.90	\$ 92,376.10	48.43%
	TOTAL	\$ 622,610.00	\$ 262,423.69	\$ 360,186.31	42.15%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 5,564.21	\$ 7,860.50
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,766.91	\$ 15,194.13
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 8,004.52	\$ -	\$ 15,787.67
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 1,530.15	\$ -	\$ 2,219.85
****Goes by Federal FY(Oct-Sep)					

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

December 9th 2014 5:15 pm

Approval November 18, 2014 Minutes

New Business

5 year Plan-invitees for planning
TV for special usage
First Floor art gallery
Steps between neighboring parking lot
BPL addition/building plans review
Trustee opening/candidates

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

2014 DEC 3 PM 3 16
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the December 9, 2014 Trustees Meeting
Jonathan Bourne Public Library

2015 MAR 13 AM 8 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present

Kathryn Tura
Kristine Maginnis
Paul Gately
Stephanie Kelly
Claudine Wrighter

Staff Present

Patrick Marshall

Guests Present

None

Trustees Absent

Heather DiPaolo

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

Approval November 18, 2014 Minutes:

K. Tura moved and C. Wrighter seconded approval of the minutes with the following change: Stephanie Kelly should be marked as absent from the November meeting. The motion carried by unanimous vote.

New Business:

Five Year Plan: A lengthy discussion was held with regard to potential invitees for the upcoming five-year planning meetings. S. Kelly will create a list as discussed and P. Marshall will supply a template for the invitation letter.

Possible locations were discussed including the Methodist church next to the library, the Massachusetts Maritime Academy, the Community Building, and the Library. P. Gately will check into the use of the MA Maritime facility and whether there is the capability for televising the meetings on local cable television.

TV for Special Usage: P. Gately recommended installation of a television in the library for news, disseminating emergency info, the Dow, etc. After discussion, there was no opposition to installation. Location was discussed and the subject was tabled until the January meeting.

First Floor Art Gallery: P. Gately suggested the installation of a small gallery on the first floor for use as a showcase for student art pieces. A discussion followed about location and it was decided that a likely spot would be in the hallway between the teen room and the back door. K. Tura will talk to the Friends about funding materials for this project and the subject was tabled to the January meeting.

Steps Between Neighboring Parking Lot and Library: P. Gately reported that Vinny Michienzi (property owner adjacent to the library) would like to install steps from his parking lot to the library property. After a discussion about liability, maintenance, installation, and location, it was agreed that P. Gately will talk to Tom Guerino and check with the property owner about property lines. P. Marshall will check with Town Hall on liability and insurance issues. The topic was tabled to the January meeting.

JBPL Addition/Building Plans Review: P. Gately inquired as to the last time the building addition plans were reviewed and led a discussion about how space needs may have changed since it was originally developed. P. Marshall indicated that the five-year plan will address services that will be provided in the future but that space needs are researched under a different process.

Trustee Opening/Candidates: Karl Spilhaus, a manufacturing executive, will be sending his letter of interest to the Town.

Updates:

Little Free Libraries: K. Tura will send a thank you letter to On Cape Time for creating and installing the signs on the LFLs.

Large Print Rotating Library: P. Marshall and K. Tura report that the library is up and running.

Director's Report – Attached.

Budget and FY 16 Proposed Budget – Attached.

Historical Staffing Summary – Attached.

Friends of JBPL – P. Marshall reported that the Friends had their luncheon, that they provided cookies and refreshments for Christmas in Olde Bourne Village and the Aine Minogue concert. Their next meeting will be in January.

Next Meeting Date and Agenda Items: January 13, 2015 at 5:15 p.m.

Adjournment: K. Tura moved to adjourn the meeting. The motion was seconded by C. Wrighter and carried by unanimous vote and the meeting was adjourned at 6:55 p.m.

Respectfully submitted .

Stephanie G. Kelly

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Director's Report
December 9, 2014 Board of Trustees Meeting
(November/December Activity)

- November EBooks and DVD order completed.
- FY 16 Budget first request submitted. Made slight changes to reflect increase in electric rates announced.
- Christmas in Olde Bourne Village – 295 people at library. Congressman Keating attended.
- 12/8/14 – Aine Minogue concert – 50 attended. Really nice evening.

Upcoming

- 12/10/14 – CLAMS Board and Membership Meeting
- 12/15/14 – Mass Library System Monthly Board Meeting in Marlboro
- 12/16/14 – State Aid Review Committee meeting
- 12/17-12/19/14 – Director away on vacation.
- 12/26/14 – Library will be closed per Board of Selectmen for Christmas.

Oval period lights not working. Town electrician needs to do more investigation as to why. So far he can't see anything which makes the problem lean towards the wires underground.

State Aid Payment has arrived (first part) and it is a bit over \$10,000. This represents roughly ½ of the yearly payment. Second payment will arrive in spring.

We have moved the technology librarian desk out into the public area. His is a public position so hopefully this will make him more accessible to patrons.

Respectfully submitted,
Patrick W Marshall

2015 MAR 13 8 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Budget Report
Jonathan Boume Public Library
FY 15 (December 9, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 44,882.28	\$ 53,557.72	45.59%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 82,243.27	\$ 100,714.73	44.95%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 63,377.76	\$ 72,274.24	46.72%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 9,420.99	\$ 13,535.01	41.04%
Salaries - Longevity	5141	\$ 1,684.00	\$ 1,684.00	\$ -	100.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 988.00	\$ 812.00	54.89%
TOTAL SALARY		\$ 443,490.00	\$ 202,596.30	\$ 240,893.70	45.68%
Electricity	5211	\$ 16,500.00	\$ 5,159.71	\$ 11,340.29	31.27%
Heating Fuel	5212	\$ 8,470.00	\$ 293.13	\$ 8,176.87	3.46%
Non Energy - Water	5230	\$ 300.00	\$ 180.50	\$ 119.50	60.17%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 3,578.00	\$ 4,422.00	44.73%
R &M Office Equipment	5245	\$ 500.00	\$ 42.69	\$ 457.31	8.54%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 3,362.00	\$ 3,338.00	50.18%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 35,317.34	\$ 9,682.66	78.48%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 271.52	\$ 578.48	31.94%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 262.84	\$ 637.16	29.20%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 1,381.53	\$ 3,118.47	30.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 324.40	\$ 175.60	64.88%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 825.17	\$ 1,174.83	41.26%
Other supplies - Books	5580	\$ 75,000.00	\$ 40,712.62	\$ 34,287.38	54.28%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,287.46	\$ 2,212.54	70.50%
Other Supplies - Misc.	5595	\$ 400.00	\$ 365.41	\$ 34.59	91.35%
Travel	5710	\$ 250.00	\$ 15.00	\$ 235.00	6.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 97,479.32	\$ 81,640.68	54.42%
	TOTAL	\$ 622,610.00	\$ 300,075.62	\$ 322,534.38	48.20%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 6,013.10	\$ 8,309.39
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 3,050.41	\$ 15,477.63
Lib Incentive & MIG Grant	3402	\$ 23,792.19	\$ 8,404.52	\$ 10,979.78	\$ 26,367.45
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 7,500.00	\$ 3,500.00	\$ -
Full Steam Ahead *** (FY 15)	3781	\$ 3,750.00	\$ 1,530.15	\$ -	\$ 2,219.85
****Goes by Federal FY(Oct-Sep)					

Budget Request Worksheet
Jonathan Bourne Public Library
Calculator

FY 10 5,000 red Oct TM

Town Meet
 changes not
 reflected

\$4,000 incr
 at Oct TM
 613,353 mar

621,922 mar

Fall prop #2

631,855 mar

Account	Acct #	Fy 09 Expen	FY 10 Expen	FY 11 Expen	FY 12 Expen	FY 13 Expen	FY 14 Exp	FY 15 Aprr	FY 16 Prop	Expl
Salaries - Dept Heads	5111	\$ 74,555.00	\$ 79,680.00	\$ 80,975.00	\$ 82,506.00	\$ 87,816.00	\$ 92,951.00	\$ 98,440.00	\$ 100,409.00	2% add
Salaries - Supervisors	5112	\$ 170,878.00	\$ 177,572.00	\$ 179,829.00	\$ 122,417.00	\$ 168,554.00	\$ 170,366.00	\$ 182,958.00	\$ 186,617.00	per TA
Salaries - Clerical/ Secretary	5113	\$ 108,007.00	\$ 115,025.00	\$ 116,514.00	\$ 104,777.00	\$ 125,697.00	\$ 130,235.00	\$ 135,652.00	\$ 138,365.00	
Salaries - Hourly Employees	5117	\$ 18,917.00	\$ 19,431.00	\$ 19,880.00	\$ 34,094.00	\$ 20,270.00	\$ 19,517.00	\$ 22,956.00	\$ 24,074.00	3,000 for
Salaries - Longevity	5141	\$ 1,201.00	\$ 1,251.00	\$ 1,651.00	\$ 1,535.00	\$ 1,661.00	\$ 1,490.00	\$ 1,684.00	\$ 1,700.00	sub hrs
Salaries - Differential Pay	5142	\$ 1,556.00	\$ 1,672.00	\$ 1,648.00	\$ 1,304.00	\$ 1,812.00	\$ 1,964.00	\$ 1,800.00	\$ 1,900.00	
Total		\$ 375,114.00	\$ 394,631.00	\$ 400,497.00	\$ 346,633.00	\$ 405,810.00	\$ 416,523.00	\$ 443,490.00	\$ 453,065.00	
Electricity	5211	\$ 18,526.00	\$ 14,377.00	\$ 16,117.00	\$ 12,016.00	\$ 12,395.00	\$ 15,501.00	\$ 16,500.00	\$ 17,500.00	
Heating Fuel	5212	\$ 21,387.00	\$ 13,836.00	\$ 12,064.00	\$ 10,229.00	\$ 7,240.00	\$ 8,704.00	\$ 8,470.00	\$ 9,000.00	
Non Energy - Water	5230	\$ 241.00	\$ 276.00	\$ 246.00	\$ 243.00	\$ 256.00	\$ 314.00	\$ 300.00	\$ 350.00	
R &M Miscellaneous	5240	\$ 19,113.00	\$ 9,583.00	\$ 11,293.00	\$ 10,578.00	\$ 6,756.00	\$ 7,065.00	\$ 8,000.00	\$ 8,000.00	
R &M Office Equipment	5245	\$ 586.00	\$ 104.00	\$ 1,295.00	\$ 473.00	\$ 60.00	\$ 674.00	\$ 500.00	\$ 500.00	
R &M Machine Repair Contra	5246	\$ 4,140.00	\$ 5,338.00	\$ 5,275.00	\$ 6,022.00	\$ 7,573.00	\$ 6,194.00	\$ 6,700.00	\$ 6,700.00	
Rentals - Misc Equipment	5275	\$ 262.00	\$ -	\$ -	\$ -	\$ 224.00	\$ 70.00	\$ 250.00	\$ 250.00	
Services - Data Processing	5305	\$ 38,725.00	\$ 40,649.00	\$ 39,132.00	\$ 35,253.00	\$ 37,356.00	\$ 43,366.00	\$ 45,000.00	\$ 45,000.00	
Professional Development	5307	\$ 125.00	\$ -	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -	
Communications - Telephone	5340	\$ 971.00	\$ 805.00	\$ 808.00	\$ 788.00	\$ 662.00	\$ -1,097.00	\$ 850.00	\$ 900.00	
Postage	5341	\$ 1,073.00	\$ 1,400.00	\$ 1,012.00	\$ 508.00	\$ 1,092.00	\$ 461.00	\$ 750.00	\$ 750.00	
Printing	5342	\$ 41.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	5343	\$ 121.00	\$ 51.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 105,311.00	\$ 86,419.00	\$ 87,242.00	\$ 76,110.00	\$ 73,709.00	\$ 83,446.00	\$ 87,320.00	\$ 88,950.00	
Office Supplies - General	5420	\$ 425.00	\$ 1,203.00	\$ 449.00	\$ 502.00	\$ 589.00	\$ 1,447.00	\$ 900.00	\$ 900.00	
Office Supplies - Copy Machi	5421	\$ 479.00	\$ 435.00	\$ 605.00	\$ 396.00	\$ 381.00	\$ 745.00	\$ 500.00	\$ 500.00	
Bldg/equip supplies-operation	5430	\$ 2,519.00	\$ 2,674.00	\$ 3,434.00	\$ 3,274.00	\$ 4,531.00	\$ 3,648.00	\$ 4,500.00	\$ 4,500.00	
Bldg/equip supplies- other	5435	\$ 403.00	\$ 340.00	\$ 33.00	\$ 481.00	\$ 1,025.00	\$ 501.00	\$ 500.00	\$ 500.00	
Custodial Supplies - Cleaning	5450	\$ 2,132.00	\$ 1,475.00	\$ 1,231.00	\$ 1,453.00	\$ 1,621.00	\$ 2,102.00	\$ 2,000.00	\$ 2,000.00	
Other supplies - Books	5580	\$ 68,310.00	\$ 72,307.00	\$ 69,505.00	\$ 51,107.00	\$ 77,169.00	\$ 83,909.00	\$ 75,000.00	\$ 75,000.00	15% MAR
Other supplies - Magazines	5581	\$ 3,670.00	\$ 8,472.00	\$ 7,193.00	\$ 7,707.00	\$ 6,301.00	\$ 8,140.00	\$ 7,500.00	\$ 7,500.00	15% mar
Other Supplies - Misc.	5595	\$ 279.00	\$ 113.00	\$ 353.00	\$ -127.00	\$ 490.00	\$ 307.00	\$ 400.00	\$ 400.00	
Total		\$ 78,217.00	\$ 87,019.00	\$ 82,803.00	\$ 65,047.00	\$ 92,107.00	\$ 100,799.00	\$ 91,300.00	\$ 91,300.00	
Travel	5710	\$ 839.00	\$ 403.00	\$ 324.00	\$ 625.00	\$ 136.00	\$ 101.00	\$ 250.00	\$ 250.00	
Dues	5730	\$ 455.00	\$ 215.00	\$ 170.00	\$ 225.00	\$ 330.00	\$ -335.00	\$ 250.00	\$ 250.00	
Total		\$ 1,294.00	\$ 618.00	\$ 494.00	\$ 850.00	\$ 466.00	\$ 436.00	\$ 500.00	\$ 500.00	631,949
BUDGET TOTAL		\$ 559,936.00	\$ 568,687.00	\$ 571,036.00	\$ 488,640.00	\$ 572,092.00	\$ 601,204.00	\$ 622,610.00	\$ 633,815.00	1.5% inc
Expense Total		\$ 184,822.00	\$ 174,056.00	\$ 170,539.00	\$ 142,007.00	\$ 166,282.00	\$ 184,681.00	\$ 179,120.00	\$ 180,750.00	

Library Staffing by Fiscal Year 2003 - FY 2010 Proposed

FY 03	FY04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10
*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5
*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5
*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5	*Cataloger 37.5
*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5
Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30
Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30
Circ Asst. 20	Circ Asst. 20	Circ Asst. 20	Circ Asst. 20	Circ Asst. 20	Circ Asst. 20	Circ Asst. 20	Circ Asst. 20
Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19
Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18
Custodian 20	Custodian 20	Custodian 20	Custodian 20	Custodian 20	Custodian 20	Custodian 20	Custodian 20
Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3	Reg. Subs** 3
Total Hours 290	Total Hours 290	Total Hours 290	Total Hours 290	Total Hours 290	Total Hours 290	Total Hours 290	Total Hours 290
FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73	FTE Equiv 7.73
Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 270
FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2	FTE Equiv 7.2
FY 11	FY 12	FY 13	FY 14	FY 15	FY 16 Proposed	State Average	FY 1991 Historical
*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	*Lib Director 37.5	for a town of Bourne's size is (pop 15,000-24,999) Total Hours 465 FTE Equiv 12.4 NOTE: Full Time at the library for Bourne is 37.5 Hrs	*Lib Director 37.5
*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5	*Asst Director 37.5		*Asst Director 37.5
*Cataloger 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5	*Children's 37.5		*Cataloger 37.5
*Children's 37.5	Circ Asst. 30	*Technology 37.5	*Technology 37.5	*Technology 37.5	*Technology 37.5		*Children's 37.5
Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30		Homebound 30
Circ Asst. 30	Child Asst. 19	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30	Circ Asst. 30		Branch Lib 22.5
Circ Asst. 20	Circ Asst. 18	Child Asst. 19	Child Asst. 19	Child Asst. 19	Child Asst. 19		Child Asst. 25
Child Asst. 19	Custodian 20	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18		Cat Asst. 10
Circ Asst. 18	Reg. Subs** 15	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18	Circ Asst. 18		Circ Asst 37.5
Custodian 20		Custodian 20	Custodian 20	Custodian 20	Custodian 20		Custodian 30
Reg. Subs** 3		Reg. Subs** 4	Reg. Subs** 4	Catalog Asst. 16	Catalog Asst. 16		
Total Hours 290	Total Hours 244.5	Total Hours 289	Total Hours 289	Total Hours 301	Total Hours 301	Total Hours 305	
FTE Equiv 7.73	FTE Equiv 6.52	FTE Equiv 7.70	FTE Equiv 7.70	FTE Equiv 8.02	FTE Equiv 8.02	FTE Equiv 8.13	
Hrs w/o Custodian Total 270	Hrs w/o Custodian Total 224.5	Hrs w/o Custodian Total 269	Hrs w/o Custodian Total 269	Hrs w/o Custodian Total 281	Hrs w/o Custodian Total 281	Hrs w/o Custodian Total 275	
FTE Equiv 7.2	FTE Equiv 5.98	FTE Equiv 7.17	FTE Equiv 7.17	FTE Equiv 7.49	FTE Equiv 7.49	FTE Equiv 7.33	

* Professional (Masters required) Positions.

** Substitute Hours regularly scheduled. Other sub hours used as needed.

Hrs Without Custodian are ACTUAL service hours to the public

Note Other hours used not included as records incomplete.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday February 13, 2014	5:00 p.m.	Bourne Middle School 77 Waterhouse Road Room 100, first floor conference room Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from the regular and executive sessions on December 12, 2013.
- 3.) Review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres.
- 4.) Executive Session meeting to: 1.) review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres and 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

Don Pickard
Chairman

**Bourne Landfill Business Model Working Group
Executive Session
February 13, 2014**

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Thursday, February 13, 2014.

Present for the Committee were: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett (ISWM), and Phil Goddard (ISWM). Stanley Andrews (BOH) was excused.

Handouts: Bubble Chart for the Harvest Power project.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 5:09 p.m.

2. APPROVAL OF MINUTES FROM THE REGULAR AND EXECUTIVE SESSIONS ON DECEMBER 12, 2013.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to approve the regular session minutes from December 12, 2013 as edited.

VOTED: On a motion made by John Redman and seconded by Bob Schofield it was unanimously voted to approve the executive session minutes from December 12, 2013 as edited. Don Pickard abstained.

3. REVIEW AND DISCUSS THE PROPOSAL RECEIVED FROM A PRIVATE VENDOR RELATIVE TO THE REQUEST FOR PROPOSALS (RFP), ISSUED IN JANUARY 2012, TO MANAGE SOURCE-SEPARATED SOLID WASTES, INCLUDING ORGANICS; USING INNOVATIVE ALTERNATIVE TECHNOLOGIES THROUGH A 25-YEAR LEASE ON TWO SITE-ASSIGNED PARCELS TOTALING 6.2 ACRES.

- 1.) Proposals to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres, one of which includes the use of a 10,000 sq. ft. building;
- 2.) Proposals to utilize landfill gas on a leased portion of the site;
- 3.) Proposal for on-site landfill leachate management equipment.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Dan Barrett brought the Working Group up to date on the RFP and where we stand today.

Process Bubble Chart to get from lease to NTP:

- Wrap up site lease negotiations, 1-2 more rounds, IG & DOR inquiries, WG update, send Draft lease to TA/BOS/BOH/Torres/Troy by February 28, 2014.
- Trip to Orlando, FL, facility w/ select team: Guerino/Barrett/Pickard/Peterson/Aronson, March 2014.
- ISWM/102nd finish Draft MOU (w/ right of entry). Counsels review it, goes to BOS, Early March 2014.
- Torres,/Troy/Kalpin concur on BOH process and presentation including agreeing upon and writing the vote for BOH with conditions, early March 2014.
- Executive session with BOS/ISWM/Kalpin/Troy/Aronson on Draft lease & Draft MOU. In regular session, BOS announce that the Draft lease is ready for BOH review and explain contents/process. In regular session, BOS announce that they have reviewed a Draft MOU, will sign it w/ lease, and explain R/O and linkage to the HP lease, late March 2014.
- BOH meeting(s), (likely to be a two meeting process. Torres presents overview of Draft lease and proposed vote language, (ISWM, Aronson and HP present). BOH votes to allow TA/BOS et al. to sign lease as allowed by Condition 10 of the Site Assignment. Conditions are put in the vote: ISWM/HP returns for a Major Mod. To Site Assignment prior to construction and/or operation, HP to submit a Design Report and conduct Performance Testing prior to operation, April 2014.
- TA issues NOA, explain procurement process and NTP timing. HP pays ISWM \$25,000 per NOA (PIA \$ too? Update lease?) DOF return \$40,000 proposal security to HP. Note: NOA \$ trigger changed to be after BOH vote. Update Table C-1A to match NOA., Late April 2014.
- BOS/TA/Troy et al. sign final lease (allow enough time on agenda, could be two meetings.) BOS/TA/ISWM explain components of lease, protections financial compensation (ISWM & GF). BOS/TA/ISWM explain the process from permitting (BOH in particular) to operation, BOS/TA/Troy et al. sign MOU with 102nd, R/O explained and why and linkage to lease again. HP introduces itself at the meeting, overview of company & technology, May 2014.
- TA issue NTP. ISWM and HP commence permitting, procurement (R/O). HP commences financing, EPC award, etc. May 2014.
- Estimated Commercial Operation Date fall 2016.

- Mark incorporated our final comments and sent them over to Sam Snellings at Harvest Power. They were minor edits.
- This Spring, send 5 people to the Orlando facility.
- Will be set once the final Draft lease is issued.
- Get a Draft that is presentable to both Boards at the same time.
- The Selectmen have stayed out of it.
- The BOHs concern is that they will get a stack of documents to review for the site assignment and only have three weeks to review them..
- Once the lease is complete Harvest Power will start to get their financing.
- The concern is that under condition 10 which says They cannot lease land without first modifying the site assignment. That isn't how Attorney Steven Torres interpreted that statement. He read it that You can sign a site lease at a public meeting. Dan stated that everyone is interpreting condition 10 differently. That is why we need Mr. Torres to work with us on his interpretation that would allow the Board to sign the draft lease. All it does is give Harvest Power control of the land, a lease assignment to the land. They still can't build anything.
- We want to get it into a draft form to both sides, the working group and Harvest Power are comfortable with. Then we take it to the Board of Selectmen. Give it to them in their packet so they have about two to three weeks to review it and come up with questions. Then have an executive session meeting with Kalpin and George and the Selectmen can ask their questions. Until we can come up with a document everyone can agree on. Then the Selectmen can approve it to form then it can get passed to the BOH.
- Harvest Power wanted to flip it immediately, that will not happen. They have agreed they won't flip it instantly. Harvest Power will form an LLC called Harvest Power Bourne, and they will maintain all operating control of it through commercial operating date.
- Don Pickard suggested having Mr. Troy approve it to form then have Mr. Troy notify the Board that he has approved it to form.
- Once it is approved to form it goes back to the Selectmen for a public meeting and signature.
- Once approved Tom issues a Notice of Award.
- If the BOH approves the lease it their approval will include conditions. The conditions will include: modification to the site assignment, establishment and agreement of a performance test, and design approval.
- Waiting for the base group to develop an MOU and submit it to the state.
- Bob Blair is in the process of developing whatever that agreement turns out to be, and trying to come up with a list of in-kind services; they don't want to exchange money.
- Need to get the lawyers and decision makers in the room in one meeting. We hope they come up with an agreement (draft MOU) and we determine the in-kind services we can do. Then we can move forward.
- It would be nice to get the 102nd deal before we sign the lease.

4. EXECUTIVE SESSION MEETING TO: 1.) REVIEW AND DISCUSS THE PROPOSAL RECEIVED FROM A PRIVATE VENDOR RELATIVE TO THE REQUEST FOR PROPOSALS (RFP), ISSUED IN JANUARY 2012, TO MANAGE SOURCE-SEPARATED SOLID WASTES, INCLUDING ORGANICS; USING INNOVATIVE ALTERNATIVE TECHNOLOGIES THROUGH A 25-YEAR LEASE ON TWO SITE-ASSIGNED PARCELS TOTALING 6.2 ACRES

AND 2.) DISCUSS OPTIONS FOR LAND AND BUILDING USES ON THE 25-ACRE PARCEL, LONG-TERM FINANCIAL MODELING ACTIVITIES AND MASTER PLAN ACTIVITIES.

1.) Proposals to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres, one of which includes the use of a 10,000 sq. ft. building;

2.) Discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.

5. UPDATE OF OPERATIONS BY ISWM STAFF INCLUDING DISCUSSION OF OTHER PLANNING INITIATIVES. TOPICS COULD INCLUDE:

Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.

- Fiscal year 2015 budget is level funded.
- We are in pretty good shape with the expense budget
- Operating budget we will be a little higher. We took on the debt this year to write off Phase 4 Stage 1. Next year we will take on Stage 2, which is under construction right now.
- Capital budget request will be relatively low this year. The value of the Covanta contract will kick in.
- Changing operational needs associated with the Covanta contract will result in lower capital expenses associated with equipment purchases, so we can redirect that money to pay down the rest of our debt that is going to be outstanding.
- Bill Ware questioned if there are people that can/will be cut because the change in operation.

Dan Barrett brought everyone up to date with what is going on with Covanta.

They want to offer the towns more services.

J. R. Vinagro wants to make a deal with us to take away our C & D and also use the Bourne Facility as a consolidation point for other municipal C&D.

- The Upper Cape Regional Transfer Station Board of Managers has decided they don't want to dissolve the IMA. They want to issue an updated IMA reflecting the changing status of the operation. Currently we are looking to fund a feasibility study to identify possible uses for the facility.

Berms- Met with DEP to talk about Phase 4 Stage 2 and the Authorization to Operate Permit. Started talking about the possibility of additional build out over Phase 1 A,B,C using Mechanically Stabilized Earthen Berms. The project would be called Phase V. The MADEP had questions about the use of berms pointing out that the big one out in Hadley is cracking. They built it over the wetland. They are requesting some additional information.

6. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

7. ADJOURN

Came out of EXECUTIVE SESSION

VOTED: On a motion made by Bob Schofield and seconded by John Redman it was unanimously to adjourn at 6:16 PM.

Respectfully submitted,

Carole Ellis
Recording Secretary

Process Bubble Chart to get from lease to NTP

Wrap up site lease negotiations, 1-2 more rounds,
IG & DOR inquiries, WG update, send Draft lease to TA/BOS/BOH/Torres/Troy
By Feb. 28, 2014

Trip to Orlando, FL facility w/ Select Team
Guerino/Barrett/Pickard/Peterson/Aronson
March 2014

ISWM/102nd finish DRAFT MOU (w/ right of entry)
Counsels review it, goes to BOS
Early March 2014

Torres/Troy/Kalpin concur on BOH process and presentation
including agreeing upon and writing the vote for the BOH with conditions
Early March 2014

Executive Session with BOS/ISWM/Kalpin/Troy/Aronson on Draft lease & Draft MOU
In regular session, BOS announce that the Draft lease is ready for BOH review and explain contents/process
In regular session, BOS announce that have reviewed a Draft MOU, will sign it w/ lease, and explain R/O and
linkage to the HP lease
Late March 2014

BOH meeting(s)
(likely to be a two meeting process)
Torres presents overview of Draft lease and proposed vote language, (ISWM, Aronson and HP present)
BOH votes to allow TA/BOS et al. to sign lease as allowed by Condition 10 of the Site Assignment
Conditions are put in the vote: ISWM/HP returns for a Major Mod. to Site Assignment prior to construction
and/or operation, HP to submit a Design Report and conduct Performance Testing prior to operation
April 2014

TA issues NOA, explains procurement process and NTP timing
HP pays ISWM \$25,000 per NOA (PIA \$ too? Update lease?)
DOF return \$40,000 proposal security to HP
NOTE: NOA \$ trigger changed to be after BOH vote. Update Table C-1A to match NOA.
Late April 2014

BOS/TA/Troy et al. sign Final lease
(allow enough time on agenda, could be two meetings)
BOS/TA/ISWM explain components of lease, protections, financial compensation (ISWM & GF)
BOS/TA/ISWM explain the process from permitting (BOH in particular) to operation,
BOS/TA/Troy et al. sign MOU with 102nd, R/O explained and why and linkage to lease again
HP introduces itself at the meeting, overview of company & technology
May 2014

TA issues NTP
ISWM and HP commence permitting, procurement (R/O)
HP commences financing, EPC award, etc.
May 2014

Estimated Commercial Operation Date fall 2016

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

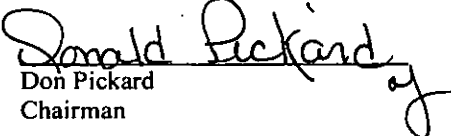
Date
Wednesday
May 21, 2014

Time
6:00 p.m.

Location
Bourne ISWM Dept. office conference room
201 MacArthur Boulevard
Bourne, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from the regular and executive sessions on February 13, 2014.
- 3.) Review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres.
- 4.) Executive Session meeting to:
 - 1.) review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres and
 - 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.


Don Pickard
Chairman

**Bourne Landfill Business Model Working Group
Regular Session
May 21, 2014**

The Bourne Landfill Business Model Working Group met at the Bourne ISWM Dept. office conference room on Wednesday, May 21, 2014.

Present for the Committee were: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett (ISWM), and Phil Goddard (ISWM). Stanley Andrews (BOH) was excused.

Handouts: N/A.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:00 p.m.

2. APPROVAL OF MINUTES FROM THE REGULAR AND EXECUTIVE SESSIONS ON FEBRUARY 13, 2014.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to approve the regular session minutes from February 13, 2014 as edited.

Phil Goddard stated that at some point in the near future after the lease is signed the Working Group will have to unencumber several year's worth of executive session minutes. The Working Group RFP Review Subcommittee will also have to reconvene to unencumber executive session minutes as well as vote to disband.

3. REVIEW AND DISCUSS THE PROPOSAL RECEIVED FROM A PRIVATE VENDOR RELATIVE TO THE REQUEST FOR PROPOSALS (RFP), ISSUED IN JANUARY 2012, TO MANAGE SOURCE-SEPARATED SOLID WASTES, INCLUDING ORGANICS; USING INNOVATIVE ALTERNATIVE TECHNOLOGIES THROUGH A 25-YEAR LEASE ON TWO SITE-ASSIGNED PARCELS TOTALING 6.2 ACRES.

- 1.) **Proposals to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres, one of which includes the use of a 10,000 sq. ft. building;**
- 2.) **Proposals to utilize landfill gas on a leased portion of the site;**
- 3.) **Proposal for on-site landfill leachate management equipment.**

Don Pickard stated that Dan Barrett will update everyone on where they are with Harvest Power, the lease, going to the BOS, the meeting with BOH, and the Base.

The Base:

In the final stages of establishing an agreement with the Base, get through permitting with the Base and the Town of Bourne. They have shifted gears, they were talking about in kind services, but now they want

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payment as compensation. Based on conversations with Waste Water Treatment Plant Operators, Dan Barrett has to figure out a comparable price.

Phil Goddard pointed out that they had a meeting with the Wing Commander, Colonel LeFavor, Vice Commander Colonel Doonan and the JAG officer of the 102nd Intelligence Wing, representing Joint Base Cape Cod and Tom Guerino, Town Administrator and Bob Troy, Town Counsel representing the Town of Bourne. At the meeting they agreed they want this to happen. The in-kind would have gotten us into a different contract and would have required a lot of other approvals. We will get a 10-year agreement. By doing a short-term contract it doesn't have to go to Washington for approval and can be approved locally. Now we just need a prevailing rate for comparable service. Bill Ware questioned what the rate is. Dan Barrett stated that what he has been hearing is around \$2 per thousand gallons.

Dan Barrett was questioning how do we want to write off the equipment, over how many years, 5 years, 3 years? We have to look at our debt activity. We want to get that paid off. That will cost about \$2-3 million from retained earnings. We have \$5.6 million in retained earnings.

John Redman requested a breakdown of ROCHEM and all the other stuff once everything is finalized.

Harvest Power:

Dan Barrett brought the committee up to date on where we are with Harvest Power. We are at the end of the lease negotiations. We went over the lease given to Harvest Power about two weeks ago; they went over it and returned it to us in about one week. They had minor questions. There were nine issues and now they are down to just four issues.

1) The facilities description. They need to supply that to us. 2) Definition of acceptable centrate. 3.) Don't have their hydrogen sulfide concentration is in gas for our scrubber. 4) PIA Money. They were putting things back in the lease that we negotiated out. We had to renegotiate. We changed our process, the BOH signing off on the site assignment with contingencies prior to having any design plan. We kept track of what the cost was to us, through legal fees and meetings. That costs us upwards of \$80,000 that we spent on attorney's fees, George Aronson's time. We gave the bill to Harvest Power for what they owe us. The original negotiating staff from Harvest Power is gone. Tom Guerino, will negotiate that with Sam Snellings from Harvest Power. Dan Barrett reminded everyone that the team we have been dealing with at Harvest Power for negotiations is no longer there and we are dealing with new people. Dan Barrett will go as backup to Tom with the negotiations.

June 10th is the next meeting, which is a public meeting with BOS, Mark Kalpin, George Anderson, Phil Goddard, Bob Troy, and Dan Barrett. The Selectman will go over the lease and ask questions. Through Tom the BOS will invite the Board of Health. The BOH can comment but they are not going to vote or be able to change anything on the lease. The members of the Working Group should go to support Dan Barrett. Phil Goddard will write up agendas for the meeting and have the meeting posted. They will also post the review subcommittee agenda. Dan Barrett said if there are questions that they cannot answer at the June 10th meeting the BOS will reconvene on June 24th and answer those questions. What Dan Barrett would like to see come out of this is we have the meeting we come back in two weeks and answer questions and there will be a possible vote, and the lease will be signed. Mark Kalpin will run this meeting.

Once the lease is signed, that starts the clock and Harvest Power and the Town can start working on getting the permits.

Step one is the lease; step two is the site assignment.

Tom Guerino issues the notice of award; the lease is signed, which triggers first payment then the notice to proceed is given.

4. EXECUTIVE SESSION MEETING TO: 1.) REVIEW AND DISCUSS THE PROPOSAL RECEIVED FROM A PRIVATE VENDOR RELATIVE TO THE REQUEST FOR PROPOSALS (RFP), ISSUED IN JANUARY 2012, TO MANAGE SOURCE-SEPARATED SOLID WASTES, INCLUDING ORGANICS; USING INNOVATIVE ALTERNATIVE TECHNOLOGIES THROUGH A 25-YEAR LEASE ON TWO SITE-ASSIGNED PARCELS TOTALING 6.2 ACRES AND 2.) DISCUSS OPTIONS FOR LAND AND BUILDING USES ON THE 25-ACRE PARCEL, LONG-TERM FINANCIAL MODELING ACTIVITIES AND MASTER PLAN ACTIVITIES.

1.) Proposals to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres, one of which includes the use of a 10,000 sq. ft. building;

2.) Discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.

5. UPDATE OF OPERATIONS BY ISWM STAFF INCLUDING DISCUSSION OF OTHER PLANNING INITIATIVES. TOPICS COULD INCLUDE:

Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.

Dan Barrett brought the committee up to date on the flare and phase 4 stage 2.

The new flare:

The pump manufacturing company that we are using for the pumping system, somehow lost a control panel. The control panels are custom made so that set us back a little. The back up generator is up and running so we don't have to worry about the power going out. The flare should be up by the second week in June.

Phase 4 stage 2:

We have partial approval. We can put the select waste layer down. We need to do one more pipe connection before we can get total approval. Then we will move down in there.

6. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

7. ADJOURN

VOTED: On a motion made by Bill Ware and seconded by John Redman it was unanimously to adjourn at 7:05 PM.

Respectfully submitted,

Carole Ellis
Recording Secretary

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday June 10, 2014	7:00 p.m.	Bourne Veterans Memorial Community Building 239 Main Street Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Listen to the discussion about and potentially comment on the draft Site Lease and Development Agreement between the Town of Bourne and Harvest Power, Inc. at the joint Bourne Board of Selectmen and Bourne Board of Health meeting.


Don Pickard
Chairman

2014 JUN 4 AM 8 33

BOURNE LANDFILL BUSINESS TOWN CLERK'S OFFICE
MODEL WORKING GROUP BOURNE, MASS
REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE

MEETING NOTICE

Date

Tuesday
June 10, 2014

Time

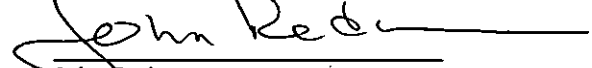
7:00 p.m.

Location

Bourne Veterans Memorial Community Building
239 Main Street
Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Listen to the discussion about and potentially comment on the draft Site Lease and Development Agreement between the Town of Bourne and Harvest Power, Inc. at the joint Bourne Board of Selectmen and Bourne Board of Health meeting.



John Redman
Subcommittee Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes June 10, 2014 7:00 PM,
Bourne Veterans Memorial Community Building, 239 Main Street, Buzzards Bay, MA 02532
Joint meeting with the Board of Selectmen, Board of Health and Landfill Business Model
Advisory Working Group RFP Review Subcommittee

Present: Don Pickard (BOS) Chairman, Stanley Andrews (BOH), John Redman (FC), Bill Ware (Capital Outlay), Bob Schofield (Energy Advisory Committee), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (CommonWealth Resource Management Corp.).

Handouts: N/A.

Absent with approval: N/A.

- No comments were made by members in their capacity as a member of the Landfill Business Model Advisory Working Group.
- Mr. Redman and Mr. Ware commented as members of the Landfill Business Model Advisory Working Group RFP Review Subcommittee as reflected in the meeting minutes from the Board of Selectmen.

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TOWN CLERK'S OFFICE
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**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2014 JUL 24 PM 3 18

MEETING NOTICE

TOWN CLERK'S OFFICE

Date
Thursday
August 7, 2014

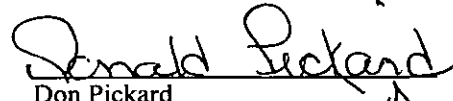
Time
5:00 p.m.

Location
Town of Bourne, ISWM Department
201 MacArthur Boulevard
Bourne, MA 02532
Conference room

BOURNE, MASS

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from June 10, 2014.
- 3.) Discussion about the status of the Site Lease and Development Agreement between the Town of Bourne and Harvest Power, Inc.
- 4.) Potential Executive Session for discussion about the status of the Site Lease and Development Agreement between the Town of Bourne and Harvest Power, Inc.


Don Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes August 7, 2014 5:00 PM,
Town of Bourne, ISWM Department conference room
201 MacArthur Boulevard, Bourne, MA

Present: Don Pickard (BOS) Chairman, Stanley Andrews (BOH), John Redman (FC), Bill Ware (Capital Outlay), Bob Schofield (Energy Advisory Committee), Dan Barrett, (ISWM), Phil Goddard (ISWM).

Handouts: N/A.

Absent with approval: N/A.

- Meeting called to order at 5:10 p.m.
- Motion to approve minutes of June 10, 2014 by Mr. Redman and seconded by Mr. Ware. All were in favor. May 21, 2014 minutes will be approved at the next meeting.
- Discussion of status of the Harvest Power (HP) lease and timing of approval process with the Board of Selectmen and Board of Health (BOH.)
- HP is tentatively scheduled to attend a BOH meeting on Monday, August 18, 2014 to update them and answer questions supplied by the BOH. HP shall submit answers ahead of time to show they are financially sound and are good environmental stewards. Attorney Torres will be present.
- Motion to adjourn made by Mr. Andrews and seconded by Mr. Schofield. All approved. Meeting adjourned at 5:54 p.m.

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

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

Date

Thursday
October 30, 2014

Time

6:00 p.m.

Location

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from 5/21/14 and 8/7/14.
- 3.) Approval to unencumber executive session minutes, and amend as needed, from: 10/21/10, 9/22/11, 11/3/11, 12/8/11, 1/12/12, 2/9/12, 3/8/12, 3/15/12, 3/20/12, 12/13/12, 6/20/13, 12/12/13.
- 4.) Review and discuss the lease with Harvest Power, Inc. for land at the ISWM facility and next steps in the development process.
- 5.) Executive Session meeting to: 1.) Review and discuss the lease with Harvest Power, Inc. for land at the ISWM facility and next steps in the development process 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 6.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2016 Budget and Capital Plan, Phase 4 landfill status and long-term landfill development, Upper Cape Regional Transfer Station status, pipeline connection to the effluent line at Joint Base Cape Cod, flare upgrade, site master planning activities and other site improvements.
- 7.) Discussion of future meeting schedule and agenda items.
- 8.) Adjourn.

Don Pickard
Chairman

2014 OCT 27 AM 9 00

TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE**

MEETING NOTICE

Date

Thursday
October 30, 2014

Time


5:30 p.m.

Location

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from 12/13/12, 6/10/14.
- 3.) Approval to unencumber minutes from: 4/5/12, 4/19/12, 5/8/12, 6/6/12, 6/27/12, 8/2/12, 8/9/12.
- 4.) Discussion and vote on the dissolution of the subcommittee.
- 5.) Adjourn.


John Redman
Subcommittee Chairman

**Bourne Landfill Business Model Working Group
Regular Session
October 30, 2014**

The Bourne Landfill Business Model Working Group met Bourne ISWM Dept. office conference room on Thursday, October 30, 2014.

Present for the Committee were: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Bill Ware (Capital Outlay), John Redman (Finance Committee), Stanley Andrews (BOH), Dan Barrett (ISWM), and Phil Goddard (ISWM)..

Handouts: N/A.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:05 p.m.

2. APPROVAL OF MINUTES FROM 5/21/14 and 8/7/14

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to approve the amended minutes from May 21, 2014.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to approve the minutes from August 7, 2014 with the correction of the typo financial change to financially.

3. APPROVAL TO UNENCUMBER EXECUTIVE SESSION MINUTES, AND AMEND AS NEEDED, FROM: 10/21/10, 9/22/11, 11/3/11, 12/8/11, 1/12/12, 2/9/12, 3/8/12, 3/15/12, 3/20/12, 12/13/12, 6/20/13, 12/12/13.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to unencumber Executive session minutes minutes from 10/21/10, 9/22/11, 11/3/11, 12/8/11, 1/12/12, 2/9/12, 3/8/12, 3/15/12, 3/20/12 with the correction of the typo to Mr. Andrews name, 12/13/12, 6/20/13, 12/12/13.

Phil Goddard stated there are still three sets of minutes that are encumbered. Phil Goddard will work with Barry Johnson to get the unencumbered minutes unsealed and put on the web.

4. REVIEW AND DISCUSS THE LEASE WITH HARVEST POWER, INC. FOR LAND AT THE ISWM FACILITY AND NEXT STEPS IN THE DEVELOPMENT PROCESS.

Dan Barrett brought the committee up to date on the lease with Harvest Power. Mr. Barrett went through condition ten with BOH. Mr. Torres did an excellent job with condition ten and had it written very well. From there it moved to the BOS. The BOS voted it through. The next steps will take a little over a year. To move forward we will go to MEPA and the Cape Cod Commission. Once we

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TOWN CLERK'S OFFICE
BOURNE, MASS

get those two approvals we will move on to DEP and start doing a major modification to the site suitability report. We have a limited number of things that we have to go through to approve site suitability.

Phil Godard stated they want a major modification to make this defensible.

Don Pickard questioned if the development process will include a trip to Florida. The members that will go to Florida are Don Pickard, Bill Ware, Bob Schofield, and George Aronson. ISWM will pay for the expenses. Don Pickard will talk to Tom Guerino next week to see when would be a good time to go in December.

Stanley Andrews suggested having the BOH create a list of things specifically for the representative for the BOH so that person can look specifically at those items.

Don Pickard questioned if he will need authorization from the BOH and or BOS to dispatch them to go to Florida.

5. EXECUTIVE SESSION MEETING TO: 1.) REVIEW AND DISCUSS THE LEASE WITH HARVEST POWER, INC. FOR LAND AT THE ISWM FACILITY AND NEXT STEPS IN THE DEVELOPMENT PROCESS 2.) DISCUSS OPTIONS FOR LAND AND BUILDING USES ON THE 25-ACRE PARCEL, LONG-TERM FINANCIAL MODELING ACTIVITIES AND MASTER PLAN ACTIVITIES.

Don't need to go into Executive session.

6. UPDATE OF OPERATIONS BY ISWM STAFF INCLUDING DISCUSSION OF OTHER PLANNING INITIATIVES. TOPICS COULD INCLUDE: FISCAL YEAR 2016 BUDGET AND CAPITAL PLAN, PHASE 4 LANDFILL STATUS AND LONG-TERM LANDFILL DEVELOPMENT, UPPER CAPE REGIONAL TRANSFER STATION STATUS, PIPELINE CONNECTION TO THE EFFLUENT LINE AT JOINT BASE CAPE COD, FLARE UPGRADE, SITE MASTER PLANNING ACTIVITIES AND OTHER SITE IMPROVEMENTS.

Fiscal Year 2016 Budget and Capital Plan, Phase 4 Landfill Status and Long-Term Landfill Development, Upper Cape Regional Transfer Station Status, pipeline connection to the effluent line at Joint Base Cape Cod, flare upgrade, site master planning activities and other site improvements.

Dan Barrett brought the group up to date.

The good news is the effluent line hookup with the base is moving forward. The military side is in favor of doing this. We are dealing with the 102nd Air Intelligence Wing. Next week we have a couple of meetings; one is with the Community Advisory Commission to the Environmental Management Commission. The Environmental Management Commission is made up of DEP Commissions. They have a community group that you would present to first as an advisory committee, which is made up of citizens. Colonel LeFavor, who is the head of the 102nd, will give that presentation. The Science Advisory

Committee's biggest concern is nitrogen. We have to adhere to the discharge requirements that the base already has. They haven't stated what they are going to charge per gallon.

The Community Group and the Science Advisory Committee advise the EMC, the three commissioners, DCR, DEP, and David Cash. The Military makes the presentation to the Community Group we will make the presentation to the Science Advisory Committee.

John Redman suggested someone do a flow chart?

Phil Goddard will do a flow chart.

Phil Goddard stated the time line they mapped out for the MOA should be signed by early next year. The goal is by the end of calendar year 2015 we will be up and running. We do a base system first, set up so the base system can be scaled up to include Harvest Power.

Dan Barrett brought the working group up to date on Covanta. There are five topics we are currently discussing with Covanta.

1. The joint venture on screening the metal.

Don Pickard stated he wants to make sure we keep Covanta in the fore-front for the working group.

Phil Goddard stated single stream is moving forward.

Dan Barrett stated we want to be able to dump single stream and transfer it. We want to open up and start taking stuff from Casella, Falmouth, and others. We can take the C&D operation and move that out to the transfer station at Otis and use this as a consolidation point. We can still charge a hosting community fee for the incoming material, and we will get a tipping fee. That gives us two options with our C&D. We can rail it out or truck it out. We need to figure out what we are going to do to get that single stream moving. Covanta wants to possibly be involved with supplying material to that. They will control the recycling component. They want to utilize the existing C&D building to screen ash. Mono-fill the current PBA (process bottom ash) being delivered to the Bourne landfill for future excavation for screening and recycling.

2. Waste exchange. They want to do a waste exchange for the 12,000 tons of trash coming in here from Falmouth contracted to the Bourne landfill effective 1/1/2015.

Discussion points: One option is to transfer the MSW from the Bourne landfill to SEMASS. Another option is to utilize Otis transfer station to transfer to SEMASS. Instead of Falmouth coming here they go to Otis. SEMASS will provide a disposal rate per ton to Bourne.

3. SEMASS outage diversion. If SEMASS has a major outage in March of 2015, can shed 6,000 tons of MSW to the Bourne landfill during that time frame. The issue was they want to send that to us for \$45 per ton. What we would do is use the conversion rate of \$72. Bourne can accept around \$64-68.

Future use of Otis transfer station. Another option we offered, that needs to be discussed, is to relocate the Bourne sandy operation rail C&D out of state.

Bill Ware's concern is what is the financial impact of each of these options.

Dan Barrett stated the one he would like to see move forward first is to get the town to move to single stream.

Dan stated that Covanta brought up another topic. Leachate opportunity. Evaporation opportunity SEAMASS accept Bourne leachate.

They know we are looking to tie into the Base. We aren't going to save any money going with them. It is more valuable for us to collect from Harvest Power than go with Covanta's idea.

MSEs, Mechanically Stabilize Earths and berms.

Not interested in moving forward with the design work yet

To establish a good MSE there are a couple of options; you would have to dig down 60' trench to get the stressors transferred in natural soil. The hybrid plan is we wouldn't dig as deep and block and step going up. If we fill it the way it is we will gain about 200,000 cubic yards of air space, about 7-8 months.

Bill Ware questioned how many years do we potentially have? Dan Barrett stated probably until 2022.

Covanta's contract ends in 2021. The contract with Falmouth goes out until 2025. We will last until about 2025. If we use the blocks we will gain 5 months of flow. The other issue is how much money can we get for the soils. We would like to build those MSE out of marginally contaminated soil. There may be a structural issue. We can enhance those soils with the soil we have on site. Dan isn't 100% certain it is worth the potential risk. If we build it and it slips it will cost a lot of money.

Bill Ware questioned what is the variable cost vs. the potential income?

7. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

Dan Barrett will find out about the trip to FL.

The next meeting will be on Thursday, November 20th at 6:00.

8. ADJOURN

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously to adjourn at 7:29 PM.

Respectfully submitted,

Carole Ellis
Recording Secretary

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP 2014 NOV 14 PM 4 19

MEETING NOTICE

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

Date

Thursday
November 20, 2014

Time

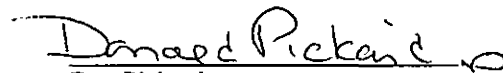
6:00 p.m.

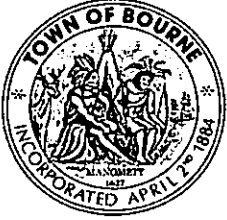
Location

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from 10/30/14.
- 3.) Review and discuss the lease with Harvest Power, Inc. for land at the ISWM facility and next steps in the development process. Discuss planning for a site visit at the Harvest Power, Inc., Orlando, Florida facility in December 2014.
- 4.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2016 Budget and Capital Plan, Phase 4 landfill status and long-term landfill development, Upper Cape Regional Transfer Station status, pipeline connection to the effluent line at Joint Base Cape Cod, flare upgrade, site master planning activities and other site improvements.
- 5.) Executive Session meeting to: 1.) Review and discuss the lease with Harvest Power, Inc. for land at the ISWM facility and next steps in the development process 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.


Don Pickard
Chairman



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

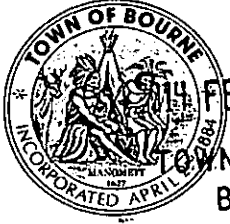
Date: February 5, 2014
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – September 4, 2013, October 2, 2013 and December 4, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Upcoming Shelter Management training; Town Employees
6. Public Comment
7. Next meeting date – March 5, 2014
8. Adjournment

Charles K. Noyes
Director

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TOWN OF BOURNE

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Buzzards Bay, MA 02532
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BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: March 5, 2014
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – December 4, 2013
4. Sub Committee Reports/Updates
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Presentation-National Weather Service, Storm Ready Program
6. Public Comment
7. Next meeting date – April 2, 2014
8. Adjournment

Charles K. Noyes
Director

Accepted
10/1/14
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Local Emergency Planning Committee Minutes
7:00 P.M. March 5, 2014

Members present: Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), Mark Lieber (Member at Large), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Linda Zuern (Board of Selectmen), George Sala (DPW), and Cynthia Coffin (Board of Health). David Pelonzi (Bourne FD showed up at 7:50 PM.

Excused members: Charlie Noyes, Felice Monteiro; and Mr. Pelonzi had emailed that he would be late.

Ms. Coffin stated that Mr. Noyes was unable to attend tonight's meeting and had asked Ms. Coffin to chair the meeting. She asked if anyone was taping the meeting and nobody was doing so. She said that Mr. Lieber had someone from the National Weather Service that was going to be giving a presentation on the Storm Ready program and that this item would be taken first. She asked the members to introduce themselves and they did so.

Mr. Glenn Field, the Warning Coordination Meteorologist from the Taunton Weather Station began his discussion by briefing the members on the National Weather Service. The National Weather Service is biggest part of NOAA, the National Oceanic and Atmospheric Administration. The National Weather Service's job is to protect life and property and to enhance commerce. His job as Warning Coordination Meteorologist is to interface with customers—everyone from the public to Emergency Management Directors to aviators. The goal is make sure that everyone can receive the weather warnings and react. The Weather Service office is open 24 hrs per day. The Storm Ready Program is an initiative to make sure that Towns have the capabilities to monitor the weather service announcements and to disseminate that information to Emergency Response personnel and the public. Mr. Field first wanted to show the Committee members their Weather Service website. There will be a new webpage when you go to the website but you can also click on a link to the old website which is more colorful. All weather reports are based on a grid from a digital database of information and reporting. The webpage offers marine forecasts do and can do all forecasts hourly. The marine forecasts give the wind, dew point, and wave height. There is also an hourly weather graph that anyone can access. Mr. Sala asked if the forecast showed continued snow for the Cape and Mr. Field showed the members the radar which did not indicate any serious accumulation. Mr. Field asked the members what they thought was the most important indicator of energy usage that NSTAR was most concerned about, i.e. temp, wind direction, sky cover, dew point... Chief Greene stated that he thought temperature would be the most important but Chief Greene stated that it was actually sky cover because as it becomes more overcast, say over 70%, people start to turn on their lights and there is more demand. Mr. Field went on to describe aspects of the website. The aviation and marine forecasts are updated every three hours. The main forecast updates are generally every 12 hours, usually at 4 AM and 4 PM. If any Town's dispatch learns how to monitor the Weather Service page and updates then the Town will get great towards being Storm Ready. He reminded the members that if you are on the radar portion and the mapping, you need to have the 'auto update' on. The radar is based on reflectivity. The composite reflectivity is a composite picture of every elevation and will show the worst conditions. The base reflectivity is from a reading at a 0.5degree angle from Taunton and will give the picture closest to the ground level. The composite reflectivity is important because most storms form from aloft, like big thunderstorms. The composite map would show the thunderstorm developing while the base reflectivity map might not show anything near the ground. There is also a link called Hazardous Outlooks and that gives a look at the weather hazards for the next 7 days.

After the review of the website he discussed the Storm Ready program itself. This program recognizes towns for being prepared for disasters. Initially towns had questions as to liability if there were certified as a 'storm ready' town but a storm happened and there were injuries or losses, but Mr. Field stated that there was no liability with the designation. There are no legal ramifications. It is strictly a recognition process. No Town can ever be storm proof. Mr. Field describes the radar process, which is that the radar sends out beams that hit raindrops/snow and reflects back. There are colors and coding which show when systems are

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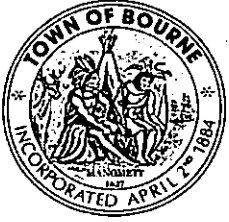
moving towards a point and away from a point. This coding can show where tornadoes are forming where the colors converge. Mr. Field discussed the various tornadoes over the years in Massachusetts and the damage done. He stated that in Worcester there is usually one tornado a year, in Southern Mass there is usually one tornado every 4 years. The Storm Ready program was developed in the Midwest in 1998. Oklahoma was the first town to be designated Storm Ready in 1999. There are benefits to a Town for being recognized as Storm Ready. One is that the National Weather Service will provide storm ready signs and posters for the town. Unfortunately there is a back log on these signs. The National Weather Service will also recognize efforts of the Town in a public ceremony. The Town may also qualify for 25 Community Rating System Points under the National Flood Insurance Program. Towns that obtain 500 points are able to get a discount in flood insurance for their residents. Towns would have to check with the NFIP to see how many points they presently have. Mr. Field stated that there are many towns and facilities that have been deemed Storm Ready, such as Boston, San Francisco, and Six Flags in Agawam. Six Flags also has lightning detection equipment and warning speakers at the Park. Towns need to have plans in place for notice to the public of weather emergencies. Mr. Field gave an example in Ohio where Emergency Management gave out weather radios to all its movie theaters. One theater was given the weather warning and told its patrons to shelter in a reinforced bathroom and when the F4 tornado hit, there were no injuries or fatalities. Mr. Field showed the members how to find the link that describes what is needed to get the Storm Ready designation. One category is communication. There has to be a 24 hr. Warning Point such as the Police Department or Emergency Operations Center. The second category is Receipt of NWS Information. Receipt of warnings is critical. A town of Bourne's size would have to have a minimum of four ways to receive the information. Some examples are: NOAA Weather Radio, CJIS System of Police to receive warnings, or some other Law Enforcement Teletype System, local cable, Radio, Amateur Radio, subscription for warning to alert pagers such as emergencyemail.com, HHAN, and Weatherbug which is a free program where your desktop of PC will chirp if there is a warning. The thing you have to prove is that weather warnings are getting out to all emergency responders. There is also an application known as iNWS that goes on cell phones. This can be obtained at <http://inws.wrh.noaa.gov>. The third category is Hydro-meteorological Monitoring. Bourne would need to have 3 types of weather and water monitoring such as: Weather Radar (have it bookmarked on an office computer and updated), NOAA Tide Gauges, Coast Guard observations, or a Weather Station at a school for the Weatherbug Network. (The Weather Service will help a school set up a weather station- a Town would need something like a Davis Weather Monitoring Device which runs about \$275-300; for \$7000 the Town could purchase an ultrasonic weather sensor.) Mr. Pribilla stated that there is a weather sensor on top of the Bourne Bridge. Mr. Field continued that some other weather monitoring equipment would be a lightning notification system, such as a \$75 version that could be given to lifeguards or athletic coaches. The unit beeps when lightning is 40 miles away. Mr. Field said that most lightning incidents occur on open fields and ball parks. There is also another lightning notification system which is a website www.struckbylightning.com which was developed by a man struck by lightning on a golf course in Pocasset. He was in a coma for 38 days and is trying to find out why he wasn't killed, to try and develop something to help people avoid being struck by lightning. His website and system will alert you when lightning is within 6 miles of a fixed location. It was developed more for things like Boy Scout camps and the like. It cost \$4 per month and will also alert you when all is clear. The fourth category is Local Warning Dissemination. Bourne would need three types of notification systems, such as outdoor sirens, pagers, cell phones, phone tree to critical facilities, dispatcher, Reverse 911, NOAA weather radio, PA systems on emergency vehicles, amateur radios, and 800 megahertz radios. Mr. Field explained how to access the online application. The application can be submitted on line or mailed to Mr. Field. There is a local team that would come out and review the Town for compliance and then a Storm Ready Advisory Board with local, Federal, and State Emergency Management Personnel would also review the application and verify that the Town has all the systems listed on the application. One definite requirement is that there be four weather radios in the Town, one for the School, one at Town Hall, one at the EOC, and one at the Warning Point, usually PD. If Storm Ready Certification was issued by the Weather Service then there could be an announcement at a Selectmen's meeting. The fifth category is Community Involvement. There needs to be at least 3 type of information distribution to the community, such as: weather safety talks need to be given to

the Community, such as to nursing homes and community organizations; information pamphlets could be disseminated; amateur radio drills could be used to show information dissemination to the public, or fire or police could give talks to groups about lightning strikes. The final category is Administration. A Town has to have a Hazardous Weather Operations Plan. This may be a part of the Town's CEMP. Mr. Field gave out the Weather Services unlisted number for the committee members 508-823-2228. There also needs to be biennial visits by Emergency Management to the Weather Service Station in Taunton. (Mr. Field stated that one visit is actually required) There is also to be an annual visit by the NWS to the community. Mr. Field interjected that 95% of weather verification comes from Ham Radio operators. There are also trainings offered by the NWS in weather spotting.

Mr. Lieber stated that his request to the Weather Service for this presentation came from his work on the Communications Subcommittee. He and Mr. Noyes have discussed the possibility of having Bourne become a Storm Ready Town. He feels that Bourne may already have a lot of the things required to be in compliance and make application. He would like to have the application disseminated to Town department heads to see where the Town actually is in regard to having what we need to comply. That way we can take an inventory of what we have as to technology, etc. Then we can give the information to the Selectmen to see if they would approve of obtaining what we need for the submittal. The communications team he is developing with the MMA cadets will do the hazardous weather plan and the necessary phone tree for weather notification. This item will be brought back for discussion at the April 2nd meeting. Everyone thanked Mr. Field for his presentation and time. Mr. Lieber also stated that Mr. Noyes spoke to the High School Key Club and they will be doing a preparedness fair in April.

Ms. Coffin asked if there were any other comments and there were none. Chief Greene made a motion to adjourn. Ms. Zuern seconded the motion. The vote was unanimous and the meeting adjourned at 8:20 P.M.

Cynthia Coffin, Secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: April 2, 2014
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – December 4, 2013; March 5, 2014
4. Sub Committee Reports/Updates
 - a) Feeding
 - b) Transportation
 - c) Public Education
 - d) Communications
5. Update -Storm Ready Program
6. Public Comment
7. Next meeting date – May 7, 2014
8. Adjournment

Charles K. Noyes
Director

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TOWN CLERK'S OFFICE
BOURNE, MASS

Accepted
10/1/14 ckw

Local Emergency Planning Committee Minutes
7:00 P.M. April 2, 2014

Members present: Charlie Noyes (EMD), Mark Lieber (Member at Large), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Linda Zuern (Board of Selectmen), Felice Monteiro (COA), Dennis Woodside (Bourne PD), Dave Pelonzi (Bourne FD), Tim Mullen (DNR), and Cynthia Coffin (Board of Health).

Helder Lobo, MMA Academy Leader and CERT team member, was also present.

Mr. Noyes stated that the first item was to approve the minutes of December 4, 2013. Ms. Monteiro made a motion to approve the minutes. Mr. Pelonzi seconded the motion. It was a unanimous vote to accept. Ms. Coffin asked if there would be a vote on the minutes of March 5, 2014 but Mr. Noyes stated that these would be voted at the next meeting.

Mr. Noyes went over the various committee updates. He has spoken with Joyce Michaud who has the contract for the kitchen services at the COA. She will be available in case there is need to open the COA as a shelter and provide food. Mr. Noyes told her to contact Ms. Monteiro if she finds that there are supplies that are needed. He stated that the school also has contract for feeding at the shelter if the Bourne Middle School were opened as such. In the worst case the County has a contract with DY to provide meals for the regional shelters and he is sure that this could be used as a backup, although we would have to pay for this service. There is nothing new with the transportation committee. As far as public education there is just some work on getting out information on the Pilgrim Plan. There will be a trifold brochure developed for the public. The Regional REPC is developing a regional educational plan for an event at Pilgrim. The next item for discussion was the Communication subcommittee and Mr. Lieber has a presentation for the LEPC members.

Mr. Lieber stated that his group of MMA cadets is working on Enhancing Bourne's Emergency Communication and Readiness. The 6 cadets and he meet every other Monday. There are many challenges to the communication. One is the fact that Bourne is a coastal community and is located on both sides of the canal. They group determined that there are several targeted populations for communication dissemination such as the coastal residents, the summer tourist, the general population, and the elderly. The COA has an emergency contact list for the elderly. Lois Carr of the COA has developed a Go Kit workshop for the elderly. The COA also has 911 Disability Indicator forms that are given out for those with special needs. They also give out free 911 cell phones and have a limited number of Knox boxes. Mr. Lieber stated that one of the key issues is the transient population such as those in campgrounds and hotels and how the town would notify these people. There needs to be a system to education managers and park owners. He said that it might be good to have a shelter open house at some point. Maps and GIS could be used to scientifically educate and convince people of the need to leave the flood zone area in an impending storm. The maps could show the 10-foot storm surge and illustrate the areas that would be impacted. He also suggested an informational session done at the MMA. Summer tourists are often isolated and detached so information about emergencies needs to get to these people as well. There are wireless apps that can be used to inform. The new Code Red system would also give alert messages through cell phones. Additional variable message boards would also be a good way to get messages to the public. Chief Woodside stated that the Bourne PD has a \$24,000 VMS at the Police Station and it is solar powered. Mr. Lieber stated that there needs to be a plan of what information will needed to be disseminated pre-event, such as shelter openings, and post event such as where there are warming shelters and what gas stations are open. We can use wireless, VMS and cable TV to get this information out to the public. Another important avenue is Social Media on the web and wireless. 1/4 of the population is 65 and older so they may not use Face book and Twitter but these are still good ways to get information out to the public. The Committee is already working on a Twitter Account and a Face book page on the EM website. Mr. Lieber discussed that even in power outages there are ways to get out information using land lines, HAM radios, solar generators for power, solar VMS, FRS, and SAT COM.

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BOURNE, MASS

Mr. Lieber also discussed the readiness programs such as the Storm Ready program that was already presented to the Committee at its last meeting. If Bourne were to receive Storm Ready recognition the Town would receive points toward certification in the National Flood insurance program which could lower insurance rates.

The Emergency Communication Team is working on modernizing the Town website, on developing Twitter and Face book, on looking at a better mass communication system, and in having a certified high school radio station. That station is 75% complete. Mr. Lieber stated that the present reverse 911 system also needs to be updated. There also needs to be a Decision Management System and it will be advantageous to get the Storm Ready designation. Mr. Noyes stated that he is exploring options to our current R911 notification system. Some of the new systems provide social media notification. Mr. Lieber went on to state that the Committee has developed short term and long term plans. The second phase for the next 6-12 months will be to obtain more VMS units, to finish the radio station, to have EOC with social media access such as Skype, People finder, etc. For Phase III, for the next 12-24 months will be to develop a MMA Community Readiness Fair next year where vendors will be asked to come and present things like preparedness kits, hand crank radios, FRS, solar charged communication equipment and the like. The Town needs to have many back up forms of communication such as HAM radios, SATCOM, Giant Voice (as is used at Pilgrim), Radio Stations, and VMS units. The Town also needs to reach out to community groups such as churches, neighborhood associations, CERT teams, campgrounds, and hotels. Ms. Monteiro stated that the COA purchased a digital server and they can run messages as a slide show throughout the day at the COA. Mr. Lieber said that there are a lot of things that can be done and the Committee will continue its work to get the Town better prepared to get out the information it needs to. Mr. Noyes thanked Mr. Lieber for the excellent presentation and said that the whole LEPC feels that this is something worth moving forward on and supported all the goals discussed.

Mr. Noyes stated that as an update to the Storm Ready work he sent around the application to all the members to see if everyone would fill in any information that they had on things that were asked for in the application. Once he gets all the information he will proceed with trying to getting any missing information or getting things done that need to be before application is made. There was some discussion as to what weather messaging system is used at the PD. Chief Woodside said that they get weather from the National Weather Service. As part of the Storm Ready certification the Town needs to have a device in place at a 24 hr dispatch. Mr. Woodside stated that there is a Leaps machine that provides emails about the weather. The Town may need to develop a policy for notification.

Cadet Holder asked if there is a set EOC location. Mr. Noyes stated that the primary EOC was Town Hall, the secondary was the Community Building, and the alternate is the Sagamore Fire Station. Mr. Holder said he would like to see the current R911 system and the VMS at the PD. He stated that one thing that will be required to be Storm Ready is yearly safety talks. Mr. Noyes stated that these could be achieved through the Community Access TV station, talks at the COA, Key Club work and open houses, such as at the Fire Station. Ms. Zuern suggested information going out at the Selectman meetings but Mr. Noyes stated that such a presentation might be too long for that kind of a meeting. Mr. Noyes stated that on April 24th there would be a webinar for the Ever bridge Communication System in case anyone wanted to do that.

The members decided that the next meeting would be May 7th. On Thursday, April 10th at 2 PM shelter training will be offered at the COA.

Ms. Monteiro made a motion to adjourn. Mr. Pelonzi seconded the motion. It was unanimous and the meeting adjourned at 7:55 P.M.

Submitted by,

Cynthia A. Coffin, Secretary

Local Emergency Planning Committee Minutes
7:00 P.M. April 2, 2014

Members present: Charlie Noyes (EMD), Mark Lieber (Member at Large), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Linda Zuern (Board of Selectmen), Felice Monteiro (COA), Dennis Woodside (Bourne PD), Dave Pelonzi (Bourne FD), Tim Mullen (DNR), and Cynthia Coffin (Board of Health).

Helder Lobo, MMA Academy Leader and CERT team member, was also present.

Mr. Noyes stated that the first item was to approve the minutes of December 4, 2013. Ms. Monteiro made a motion to approve the minutes. Mr. Pelonzi seconded the motion. It was a unanimous vote to accept. Ms. Coffin asked if there would be a vote on the minutes of March 5, 2014 but Mr. Noyes stated that these would be voted at the next meeting.

Mr. Noyes went over the various committee updates. He has spoken with Joyce Michaud who has the contract for the kitchen services at the COA. She will be available in case there is need to open the COA as a shelter and provide food. Mr. Noyes told her to contact Ms. Monteiro if she finds that there are supplies that are needed. He stated that the school also has contract for feeding at the shelter if the Bourne Middle School were opened as such. In the worst case the County has a contract with DY to provide meals for the regional shelters and he is sure that this could be used as a backup, although we would have to pay for this service. There is nothing new with the transportation committee. As far as public education there is just some work on getting out information on the Pilgrim Plan. There will be a trifold brochure developed for the public. The Regional REPC is developing a regional educational plan for an event at Pilgrim. The next item for discussion was the Communication subcommittee and Mr. Lieber has a presentation for the LEPC members.

Mr. Lieber stated that his group of MMA cadets is working on Enhancing Bourne's Emergency Communication and Readiness. The 6 cadets and he meet every other Monday. There are many challenges to the communication. One is the fact that Bourne is a coastal community and is located on both sides of the canal. They group determined that there are several targeted populations for communication dissemination such as the coastal residents, the summer tourist, the general population, and the elderly. The COA has an emergency contact list for the elderly. Lois Carr of the COA has developed a Go Kit workshop for the elderly. The COA also has 911 Disability Indicator forms that are given out for those with special needs. They also give out free 911 cell phones and have a limited number of knock boxes. Mr. Lieber stated that one of the key issues is the transient population such as those in campgrounds and hotels and how the town would notify these people. There needs to be a system to education managers and park owners. He said that it might be good to have a shelter open house at some point. Maps and GIS could be used to scientifically educate and convince people of the need to leave the flood zone area in an impending storm. The maps could show the 10-foot storm surge and illustrate the areas that would be impacted. He also suggested an informational session done at the MMA. Summer tourists are often isolated and detached so information about emergencies needs to get to these people as well. There are wireless apps that can be used to inform. The new Code Red system would also give alert messages through cell phones. Additional variable message boards would also be a good way to get messages to the public. Chief Woodside stated that the Bourne PD has a \$24,000 VMS at the Police Station and it is solar powered. Mr. Lieber stated that there needs to be a plan of what information will needed to be disseminated pre-event, such as shelter openings, and post event such as where there are warming shelters and what gas stations are open. We can use wireless, VMS and cable TV to get this information out to the public. Another important avenue is Social Media on the web and wireless. ¼ of the population is 65 and older so they may not use Face book and Twitter but these are still good ways to get information out to the public. The Committee is already working on a Twitter Account and a Face book page on the EM website. Mr. Lieber discussed that even in power outages there are ways to get out information using land lines, HAM radios, solar generators for power, solar VMS, FRS, and SAT COM.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Mr. Lieber also discussed the readiness programs such as the Storm Ready program that was already presented to the Committee at its last meeting. If Bourne were to receive Storm Ready recognition the Town would receive points toward certification in the National Flood insurance program which could lower insurance rates.

The Emergency Communication Team is working on modernizing the Town website, on developing Twitter and Face book, on looking at a better mass communication system, and in having a certified high school radio station. That station is 75% complete. Mr. Lieber stated that the present reverse 911 system also needs to be updated. There also needs to be a Decision Management System and it will be advantageous to get the Storm Ready designation. Mr. Noyes stated that he is exploring options to our current R911 notification system. Some of the new systems provide social media notification. Mr. Lieber went on to state that the Committee has developed short term and long term plans. The second phase for the next 6-12 months will be to obtain more VMS units, to finish the radio station, to have EOC with social media access such as Skype, People finder, etc. For Phase III, for the next 12-24 months will be to develop a MMA Community Readiness Fair next year where vendors will be asked to come and present things like preparedness kits, hand crank radios, FRS, solar charged communication equipment and the like. The Town needs to have many back up forms of communication such as HAM radios, SATCOM, Giant Voice (as is used at Pilgrim), Radio Stations, and VMS units. The Town also needs to reach out to community groups such as churches, neighborhood associations, CERT teams, campgrounds, and hotels. Ms. Monteiro stated that the COA purchased a digital server and they can run messages as a slide show throughout the day at the COA. Mr. Lieber said that there are a lot of things that can be done and the Committee will continue its work to get the Town better prepared to get out the information it needs to. Mr. Noyes thanked Mr. Lieber for the excellent presentation and said that the whole LEPC feels that this is something worth moving forward on and supported all the goals discussed.

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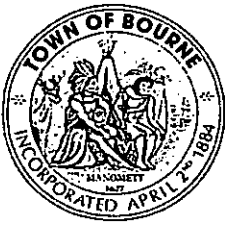
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The members decided that the next meeting would be May 7th. On Thursday, April 10th at 2 PM shelter training will be offered at the COA.

Ms. Monteiro made a motion to adjourn. Mr. Pelonzi seconded the motion. It was unanimous and the meeting adjourned at 7:55 P.M.

Submitted by,
Cynthia A. Coffin
Cynthia A. Coffin, Secretary

approved 10/1/14



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

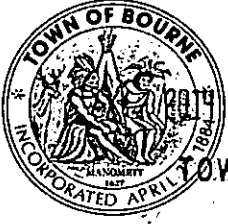
Date: May 7, 2014
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of minutes – April 2, 2014
4. Sub Committee Reports/Updates
 - a) Feeding
 - b) Transportation
 - c) Public Education
 - d) Communications
5. Bourne Shelter Plan DRAFT- distribution and discussion
6. Public Comment
7. Next meeting date – June 4, 2014
8. Adjournment

Charles K. Noyes
Director

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TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

JUN 2 AM 10 23
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: June 4, 2014

Time: 7:00 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 – April 2, 2014
4. Sub Committee Reports/Updates
 - a) Feeding
 - b) Transportation
 - c) Public Education- Hurricane season
 - d) Communications
5. Bourne Shelter Plan DRAFT- distribution and discussion
6. Public Comment
7. Next meeting date – to be set
8. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes
7:00 P.M. June 4, 2014

Members present: Charlie Noyes (EMD), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Marty Greene (Bourne Fire), Tom Guerino (Town Administrator), Felice Monteiro (COA), Ann Marie Riley (Food Pantry), and Cynthia Coffin (Board of Health).

Marc Leiber (Member at Large), Dave Pelonzi (Bourne FD), and Linda Zuern (Bourne Selectmen) joined the meeting in progress.

Helder Lobo, MMA Academy Leader and CERT team member and Marie Shanahan, interested resident, were also present.

Mr. Noyes stated that unfortunately there was not going to be a quorum but that the meeting would continue for discussion purposes. He said that as far as he knew there had not been any committee meetings over the past month. Mr. Lobo and the Mass Maritime cadets have been continuing to work on communications. They are working on an SOP (standard operating procedure) and need to include dispatch at the PSAP (public safety answering point) in the plan. Mr. Noyes also stated that the town was getting ready to file the Storm Ready application with the National Weather Service. He said that the Town had purchased 6 weather alerting radios. One will be at the Fire Department, one at the Police Department, one with the Superintendent of Schools, one at Town Hall, one at EMD, and one at the Community Building. Mr. Lobo said that the National Weather Service will review the application and Mr. Noyes added that they will come down and review the statements made by the Town.


Mr. Noyes said that the Town has been using the PD message boards to put out education notices. Mr. Guerino thanked Mr. Lobo for his work and that of the cadets at MMA. Mr. Lobo has been working on the Emergency Management website although it is not public yet. Mr. Noyes stated that the draft shelter plan is available for comment. The Community Building will operate as a satellite shelter. There was discussion among the members about the plan. Ms. Coffin had concerns about the responsibilities that were listed for the Health Department. She has never been called out for the opening of a shelter. Mr. Noyes stated that this is what is required in the State Plan. Ms. Coffin said that she does not have an issue with what is being required but thinks that perhaps Mr. Noyes or someone should be listed as an alternate as often a shelter is opened and she might not be able to get there. Mr. Noyes said to make comments and suggestions. Ms. Coffin also asked where people would be transported if the Town had to close its shelter and there was no way to get over the bridge to the Cape shelters. Mr. Noyes said that people would be transported to the Regional Shelter in South Plymouth. Ms. Coffin asked about the MOU with the Red Cross and wondered if that was something that was the responsibility of the Board of Health or the Town. She asked if there might be a template to use. Mr. Pribilla questioned the number of people listed for shelter operation on the incident command structure. The minimum requirement would be for 7 staff in order to open the shelter. Mr. Noyes said that he has about 36 MRC members that might be available to assist if they were not already committed to another shelter. Ms. Zuern asked if the Red Cross had ever opened any of our shelters and wondered why there was so much emphasis on the Red Cross mentioned in the plan. She said it would seem more appropriate if the Red Cross was just referenced as a resource. Mr. Noyes said that the Red Cross usually has helped even though they haven't run the shelters. They have provided food. Mr. Noyes also stated that 12 Town Hall employees have been trained in shelter operation. Ms. Coffin asked if the Community Building shelter would be pet friendly and Mr. Noyes stated that it would be. Mr. Noyes would like the comments on the plan to him by the August meeting. Ms. Coffin also has concerns that the Town might get those with special health needs coming to the shelter that we might not be equipped to handle. Chief Greene stated that these people would just be transported to the hospital. Ms. Coffin asked if the generator had been installed yet at the Community Building. Mr. Noyes said no but Mr. Guerino stated that it would be installed by August 1st.

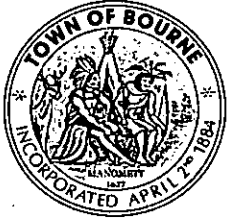
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POLICE
FIRE
EMERGENCY
MANAGEMENT
COMMISSION

Ms. Monteiro stated that Americorps would be at the Council on Aging on June 10th from 10:30 to 1:30 giving a presentation on storm preparedness. The office already sent out a press release to the papers and radio stations. Mr. Pribilla stated that from June 21-23 there will be Urban Search and Rescue Training near the bridge. Mr. Noyes said that it would be helpful if any group or association helps to get the word out to residents regarding preparedness.

It was decided that there would not be a meeting in July. The next meeting of the LEPC will be August 6th.

Ms. Coffin made a motion to adjourn. Ms. Monteiro seconded the motion. It was unanimous and the meeting adjourned at 7:53 P.M.

Submitted by,

Cynthia A. Coffin, Secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

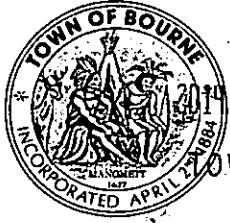
Date: September 3, 2014
Time: 4:30 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of minutes – June 4, 2014
4. Sub Committees discussion-maintain current and/or establish new
5. Code Red implementation and discussion
6. Public Comment
7. Next meeting date – October 1, 2014
8. Adjournment

Charles K. Noyes
Director

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TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

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TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: September 3, 2014

Time: 4:30 pm

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

Agenda (Amended)

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of minutes – June 4, 2014
4. Goals and objectives – discussion and setting of
5. Sub Committees discussion-maintain current and/or establish new
6. Code Red implementation and discussion
7. Public Comment
8. Set next meeting date – October 1, 2014
9. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes
4:30 P.M. September 3, 2014

Members present: Charlie Noyes (EMD), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Ann Marie Riley (Food Pantry), Dave Ransom (MMA), Joe Gordon (Sheriff's Dept), Peter Meier (Selectmen), Jon Nelson (Facilities Director), Dennis Woodside (Police Chief), Marc Leiber (member at Large), Dave Pelonzi (Fire Dept), and Cynthia Coffin (Board of Health).

Mr. Noyes stated that since the group has been having trouble getting a quorum he wanted to try having a meeting at this earlier time to see if it would be work better for members so that we might get a quorum. He remarked that the LEPC still has not had a representative from the Schools attend a meeting. The only item that requires a quorum tonight would be the vote on the minutes. We have not been able to vote on any minutes for a number of months. We will try and continue the meetings at 4:30 to see if that works.

Mr. Noyes introduced new members Dave Ransom, new member for the MMA. Mr. Ransom stated that he had recently been hired by the MMA and had previously lived in Texas and had been on the police force there for 21 years. His main duties right now are to rewrite procedural manuals and policies. He has had a lot of experience in Emergency Planning and he feels that this is why he was appointed to serve on the LEPC. He has over 16 years experience in Special Ops, working with the Fire Department and Federal Agencies, rescue, SWAT, HAZMAT, and critical incident response. Joe Gordon was also introduced as the new member from the Sheriff's office. All LEPC members made introductions.

Mr. Noyes stated that the LEPC really needs to look at future goals and objectives. One main issue we need to address is Pet Sheltering. By law, the LEPC needs to include plans for pet sheltering in our overall sheltering plan. Pets need to be co-located with their owners at the designated shelters. At first the Community Building Director said that this was not possible, but Mr. Noyes explained that the Town did not have a choice if the Community Building was to be designated as a Red Cross shelter. The Falmouth and DY Regional Shelters already offer pet sheltering. They lay out sheets in separate rooms for the pets and pets stay in cages. After the sheltering event, ServPro comes in and disinfects the facility. It is an additional expense but there is really no option. This pet sheltering has to be a component of our Community Building Sheltering Plan. It has been shown that pet owners will place themselves in harm's way rather than leave their pets. The Cape Cod Disaster Animals Response Team has offered assistance. They have 6 or 7 crates that they will donate to the Town for use. Bourne really needs to be able to have space to care for about 50 pets at each shelter, the Middle School and the Community Building. It was discussed among the members that we really need to be able to look at all sizes and ages of pets that might be brought in. There was discussion about large animals being brought to the shelter as well. Mr. Noyes stated that a goat was once brought to a shelter as it was considered a service animal. Ms. Coffin said that maybe the LEPC needs to have a definition for 'Pet'. Someone might consider their horse a pet, but the shelter would surely not be able to accommodate such an animal. Mr. Noyes stated that people need to be reminded that they need to develop their own emergency sheltering plans for their larger animals. Mr. Gordon stated that the CCDART website has a lot of valuable information. The LEPC won't have to recreate the wheel so to speak as there is a lot developed that we can use. Someone asked if we would have to provide food for the pets as well and Mr. Noyes stated that we should probably have some type of shelf stable dog and cat food but if anyone has a pet with special diet requirements they will have to bring their own food. Mr. Woodside and Mr. Gordon discussed what would be done as far as requiring pet vaccinations. Ms. Coffin said that really no pet should be allowed in unless the owner can at least prove rabies vaccination. There would be an issue if anyone were bitten at the shelter. There are a lot of things that the group will have to consider and develop plans and protocols to address. Mr. Noyes reminded the group that it all has to be in place by March of 2015.

Mr. Noyes also stated that Bourne's Hazard Mitigation Plan needs to be reviewed again as the last time it was done was in 2008. Coreen Moore, the Town Planner, will hopefully help

TOWN CLERK'S OFFICE
BOURNE, MASS
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with that review as she helped with it initially. There are also plans to develop the Bourmedale Elementary School as a secondary shelter in case the Community Building is not available for use. The school will only have about ½ the capacity as the Community Building. Presently the Community Building can hold about 240, but the school can only take care of a little less than 100. There are supplies from the BREPC that the Town could use for that facility and materials could be transferred from the Community Building if the need arose, such as flooding of Main Street. Selectman Meier asked what resources might be needed from the Selectmen. Mr. Noyes said that he thought that he could handle the materials to address the pet shelters with what was in the current budget, but that he would be sure to let the Selectmen know if more money was needed. Mr. Pribilla suggested have a cooperative agreement with one or both of the veterinary offices in Buzzards Bay. Chief Wood side stated that he did not think that the vet office on Main Street had the facilities to hold pets overnight. Mr. Noyes also said that the requirement is that the pets have to be in the same place as the residents, otherwise that might have been a good idea. Even though the pet sheltering has to be addressed it has the potential to cause a lot of problems. Service animals cannot be excluded from the 'people' area. Mr. Gordon brought up the issue of allergies. Mr. Noyes stated that there are four current subcommittees, Public Education, Feeding/Sheltering, Communication, and Transportation. He does not want to create any more subcommittees so he is hoping that the feeding/sheltering subcommittee can work on the pet sheltering plan. Everyone was in agreement.

Next Mr. Noyes told the members that the Town is now operational with the new CodeRED system. This new system will replace the old system that Ms. Coffin has been operating for the town for a number of years. He said that last week there was a training session. Presently there are 8 licenses for the system. These are held by Police, Fire, Town Administrator, Board of Health, Schools, Natural Resources, DPW, and Emergency Management. Mr. Noyes has taken the company brochure and modified it for distribution to Bourne residents. He stated that the company will do an 'all call' in the near future which will send out an alert to all of the 8500 phone numbers currently in the new system. There will be publicity before and after the notification. The test will allow the company to gauge how fast the phone system can handle the calls and identify numbers not in the system. There will also be instructions for residents on how to enter their landline and cell phone numbers into the new system. Mr. Noyes stated that there will be a lot of public outreach. Anyone can also sign up for the mobile app so that if there is an alert in the area, anyone travelling through that area will be notified. The current contract allows the Town unlimited emergency calls and 25,000 general calls. Texts and emails are unlimited. Ms. Coffin stated that she has already put information on the new system on the Board of Health webpage with the link for residents to add numbers. She also said that Mr. Noyes as it on the main Town page and on the Emergency Management page. There was general discussion about the system and how to do 'text to speech' calls and voice messages. The new system also has a social media component which will allow the use of Twitter and Facebook. It should be a great system for the Town. Mr. Ransom stated that the MMA has a similar system. There are two load speakers on site but more may be needed.

Ms. Coffin asked if a vote could be taken on the June 4th minutes since we did have a quorum. Mr. Noyes read the members a brief summary of the minutes. Mr. Pelonzi made a motion to approve the minutes of June 4, 2014. Mr. Pribilla seconded the motion. It was a unanimous vote to approve. The next meeting of the LEPC will be October 1st at the same time and place. Mr. Gordon made a motion to adjourn. Selectman Meier seconded the motion. It was a unanimous vote to adjourn and the meeting was adjourned at 5:25 P.M.

Submitted by,
Cynthia A. Coffin
Cynthia A. Coffin, Secretary
*Approved
10/11/14*

Accepted
10/1/14
CKM

Local Emergency Planning Committee Minutes
4:30 P.M. September 3, 2014

Members present: Charlie Noyes (EMD), John Stowe (Bourne Police), John Pribilla (Army Corps of Engineers), Ann Marie Riley (Food Pantry), Dave Ransom (MMA), Joe Gordon (Sheriff's Dept), Peter Meier (Selectmen), Jon Nelson (Facilities Director), Dennis Woodside (Police Chief), Marc Leiber (member at Large), Dave Pelonzi (Fire Dept), and Cynthia Coffin (Board of Health).

Mr. Noyes stated that since the group has been having trouble getting a quorum he wanted to try having a meeting at this earlier time to see if it would be work better for members so that we might get a quorum. He remarked that the LEPC still has not had a representative from the Schools attend a meeting. The only item that requires a quorum tonight would be the vote on the minutes. We have not been able to vote on any minutes for a number of months. We will try and continue the meetings at 4:30 to see if that works.

Mr. Noyes introduced new members Dave Ransom, new member for the MMA. Mr. Ransom stated that he had recently been hired by the MMA and had previously lived in Texas and had been on the police force there for 21 years. His main duties right now are to rewrite procedural manuals and policies. He has had a lot of experience in Emergency Planning and he feels that this is why he was appointed to serve on the LEPC. He has over 16 years experience in Special Ops, working with the Fire Department and Federal Agencies, rescue, SWAT, HAZMAT, and critical incident response. Joe Gordon was also introduced as the new member from the Sheriff's office. All LEPC members made introductions.

Mr. Noyes stated that the LEPC really needs to look at future goals and objectives. One main issue we need to address is Pet Sheltering. By law, the LEPC needs to include plans for pet sheltering in our overall sheltering plan. Pets need to be co-located with their owners at the designated shelters. At first the Community Building Director said that this was not possible, but Mr. Noyes explained that the Town did not have a choice if the Community Building was to be designated as a Red Cross shelter. The Falmouth and DY Regional Shelters already offer pet sheltering. They lay out sheets in separate rooms for the pets and pets stay in cages. After the sheltering event, ServPro comes in and disinfects the facility. It is an additional expense but there is really no option. This pet sheltering has to be a component of our Community Building Sheltering Plan. It has been shown that pet owners will place themselves in harm's way rather than leave their pets. The Cape Cod Disaster Animals Response Team has offered assistance. They have 6 or 7 crates that they will donate to the Town for use. Bourne really needs to be able to have space to care for about 50 pets at each shelter, the Middle School and the Community Building. It was discussed among the members that we really need to be able to look at all sizes and ages of pets that might be brought in. There was discussion about large animals being brought to the shelter as well. Mr. Noyes stated that a goat was once brought to a shelter as it was considered a service animal. Ms. Coffin said that maybe the LEPC needs to have a definition for 'Pet'. Someone might consider their horse a pet, but the shelter would surely not be able to accommodate such an animal. Mr. Noyes stated that people need to be reminded that they need to develop their own emergency sheltering plans for their larger animals. Mr. Gordon stated that the CCDART website has a lot of valuable information. The LEPC won't have to recreate the wheel so to speak as there is a lot developed that we can use. Someone asked if we would have to provide food for the pets as well and Mr. Noyes stated that we should probably have some type of shelf stable dog and cat food but if anyone has a pet with special diet requirements they will have to bring their own food. Mr. Woodside and Mr. Gordon discussed what would be done as far as requiring pet vaccinations. Ms. Coffin said that really no pet should be allowed in unless the owner can at least prove rabies vaccination. There would be an issue if anyone were bitten at the shelter. There are a lot of things that the group will have to consider and develop plans and protocols to address. Mr. Noyes reminded the group that it all has to be in place by March of 2015.

Mr. Noyes also stated that Bourne's Hazard Mitigation Plan needs to be reviewed again as the last time it was done was in 2008. Coreen Moore, the Town Planner, will hopefully help

2014 OCT 2 AM 8 55

TOWN CLERK'S OFFICE
BOURNE, MASS

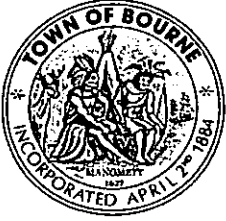
with that review as she helped with it initially. There are also plans to develop the Bournedale Elementary School as a secondary shelter in case the Community Building is not available for use. The school will only have about ½ the capacity as the Community Building. Presently the Community Building can hold about 240, but the school can only take care of a little less than 100. There are supplies from the BREPC that the Town could use for that facility and materials could be transferred from the Community Building if the need arose, such as flooding of Main Street. Selectman Meier asked what resources might be needed from the Selectmen. Mr. Noyes said that he thought that he could handle the materials to address the pet shelters with what was in the current budget, but that he would be sure to let the Selectmen know if more money was needed. Mr. Pribilla suggested have a cooperative agreement with one or both of the veterinary offices in Buzzards Bay. Chief Wood side stated that he did not think that the vet office on Main Street had the facilities to hold pets overnight. Mr. Noyes also said that the requirement is that the pets have to be in the same place as the residents, otherwise that might have been a good idea. Even though the pet sheltering has to be addressed it has the potential to cause a lot of problems. Service animals cannot be excluded from the 'people' area. Mr. Gordon brought up the issue of allergies. Mr. Noyes stated that there are four current subcommittees, Public Education, Feeding/Sheltering, Communication, and Transportation. He does not want to create any more subcommittees so he is hoping that the feeding/sheltering subcommittee can work on the pet sheltering plan. Everyone was in agreement.

Next Mr. Noyes told the members that the Town is now operational with the new CodeRED system. This new system will replace the old system that Ms. Coffin has been operating for the town for a number of years. He said that last week there was a training session. Presently there are 8 licenses for the system. These are held by Police, Fire, Town Administrator, Board of Health, Schools, Natural Resources, DPW, and Emergency Management. Mr. Noyes has taken the company brochure and modified it for distribution to Bourne residents. He stated that the company will do an 'all call' in the near future which will send out an alert to all of the 8500 phone numbers currently in the new system. There will be publicity before and after the notification. The test will allow the company to gauge how fast the phone system can handle the calls and identify numbers not in the system. There will also be instructions for residents on how to enter their landline and cell phone numbers into the new system. Mr. Noyes stated that there will be a lot of public outreach. Anyone can also sign up for the mobile app so that if there is an alert in the area, anyone travelling through that area will be notified. The current contract allows the Town unlimited emergency calls and 25,000 general calls. Texts and emails are unlimited. Ms. Coffin stated that she has already put information on the new system on the Board of Health webpage with the link for residents to add numbers. She also said that Mr. Noyes as it on the main Town page and on the Emergency Management page. There was general discussion about the system and how to do 'text to speech' calls and voice messages. The new system also has a social media component which will allow the use of Twitter and Facebook. It should be a great system for the Town. Mr. Ransom stated that the MMA has a similar system. There are two load speakers on site but more may be needed.

Ms. Coffin asked if a vote could be taken on the June 4th minutes since we did have a quorum. Mr. Noyes read the members a brief summary of the minutes. Mr. Pelonzi made a motion to approve the minutes of June 4, 2014. Mr. Pribilla seconded the motion. It was a unanimous vote to approve. The next meeting of the LEPC will be October 1st at the same time and place. Mr. Gordon made a motion to adjourn. Selectman Meier seconded the motion. It was a unanimous vote to adjourn and the meeting was adjourned at 5:25 P.M.

Submitted by,

Cynthia A. Coffin, Secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

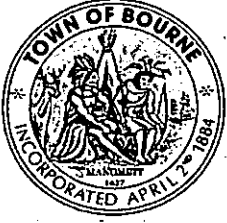
Date: October 1, 2014
Time: 4:30 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of minutes – Sept 3, 2014; March 5, 2014; April 2, 2014
4. Code RED- report on initial call out and update
5. Shelter support vehicle- mission and purpose
6. Social media program
7. Committee members comments/requests
8. Public Comment
9. Set next meeting date
10. Adjournment

Charles K. Noyes
Director

2014 SEP 26 AM 10 47
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

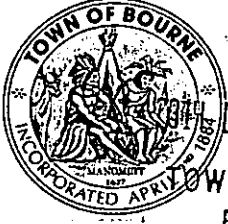
Date: December 3, 2014
Time: 4:30 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Attendance -Introduction of members
3. Acceptance of minutes – October 1, 2014
4. Bourne CERT training discussion and schedule
5. Committee members comments/requests
6. Public Comment
7. Set next meeting date
8. Adjournment

Charles K. Noyes
Director

2014 NOV 28 AM 9 22
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

DEC 5 AM 11 36
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

To: Town Clerk
From: Charles K Noyes, LEPC Director
Subject: No meeting due to lack of quorum
Date: December 5, 2014

The LEPC meeting of December 3, 2014 was not held due to lack of a quorum. The meeting was called to order at 6:40pm. Members present were; Felice Monteiro, AnnMarie Riley, David Pelonzi, Martin Greene, David Ransom, Mark Lieber, John Stow, Peter Meier, and Charles Noyes. A quorum is eleven members. The meeting was subsequently adjourned.

Charles K. Noyes
Director

To Clerk's office 1/3/14

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2014 JAN 6 PM 9:40
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting – Main Street Steering Committee
Monday, January 6, 2014 - 11 am
Town Hall, Lower Level Conference Room

CANCELLED

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 25, 2013
- 3- Updates, discussion and possible actions
 - a. enforcement
 - b. façade improvement program
 - c. Main Street development/redevelopment
 - d. Transportation and traffic
 - e. Wastewater Advisory Committee
 - f. Other Main Street
- 4- Reports/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, Facilltator

To Clerk's office 2/19/14 2:20 pm

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

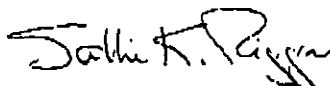
**Meeting – Main Street Steering Committee
Monday, February 24, 2014 – 11 am
Town Hall, Lower Level Conference Room**

NOTE correction: February

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 25, 2013
- 3- Updates, discussion and possible actions
 - a. enforcement
 - b. façade improvement program
 - c. Main Street development/redevelopment
 - d. Transportation and traffic
 - e. Wastewater Advisory Committee
 - f. Other Main Street
- 4- Reports/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

2014 FEB 19 PM 3 21
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

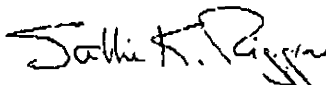
A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, April 28, 2014 - 11 am
Town Hall, Lower Level Conference Room

2014 APR 23 AM 9 23
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 25, 2013
- 3- Updates, discussion and possible actions
 - a. Design Review Committee and enforcement
 - b. façade improvement program
 - c. park planning
 - d. Main Street development/redevelopment
 - e. Transportation and traffic
 - f. Wastewater Advisory Committee
 - g. Other Main Street
- 4- Reports/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
April 28, 2014
Bourne Town Hall.

DRAFT - DRAFT - DRAFT

2014 AUG 7 PM 1 21

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Pam Matheson, Coreen Moore, Sallie Riggs.

Open meeting: Facilitator Sallie Riggs opened the meeting at 11:05 am.

Minutes: Sallie asked for corrections or additions to the Minutes of November 25, 2013. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of the November 25, 2013 meeting as circulated.

Updates:

Enforcement Coreen reported that Dody has been photographing all signs on Main Street. The Building Inspector has sent a letter to those property owners who are not in compliance with the new by-law. The letter informs them of the by-law and states that their sign is not in compliance.

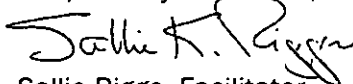
Facade improvement program: Coreen reported that five businesses have been selected for facade improvement support: Leo's Red Top, Dunn Insurance, the Laundromat, and Betty Ann's. Four of the five are using the program's architectural services. There was some discussion about getting some media attention for the program.

Topics for Future Discussion: Coreen is still interested in how the lights in the Park can be improved. It was suggested that George Sala be invited to the next Committee's meeting. She also suggested that the Committee invite Sharon Gay to attend a meeting to identify a wish list.

Public Comment/Executive Session: There were no public comments and no need for an Executive Session.

The next meeting was set for December 16. The meeting adjourned at 11:50 am.

Respectfully submitted,


Sallie Riggs, Facilitator

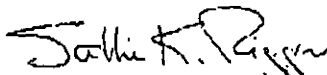
Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting - Main Street Steering Committee
Monday, November 3, 2014 - 11 am
Town Hall, Lower Level Conference Room**

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 25, 2013
- 3- Buzzards Bay Park
Review of current plans, discussion, determination of next steps
- 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 OCT 29 AM 11 39
TOWN CLERK'S OFFICE
BOURNE, MASS

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting – Main Street Steering Committee
Monday, November 3, 2014 – 11 am
Town Hall, Lower Level Conference Room

AMENDED

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: April 28, 2014
- 3- Buzzards Bay Park
Review of current plans, discussion, determination of next steps
- 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

2014 OCT 29 AM 11 57
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

TOWN CLERK'S OFFICE
 BOURNE, MASS
 14 NOV 7 PM 12 08

**Minutes of the Meeting
 November 3, 2014
 Bourne Town Hall**

DRAFT - DRAFT - DRAFT

Attending: Selectman Stephen Mealy, Highway Department Superintendent George Sala, Joe Carrara, Pam Matheson, Coreen Moore, Marie Oliva, Kathy Zagzebski, Sallie Riggs.

Open meeting: Facilitator Sallie Riggs opened the meeting at 11:07 am.

Minutes: Sallie asked for corrections or additions to the Minutes of April 28, 2014. There were no suggested changes and it was then MOVED, SECONDED and VOTED with three abstentions to approve the Minutes of the meeting of the April 28, 2014 as circulated.

Buzzards Bay Park: Sallie introduced the topic by providing some background: In July and August 2013 Tabitha Harkin, Cape Cod Commission Landscape Architect, did an analysis of the Park's current conditions and provided some initial drawings on how the Park might be updated. After several meetings it was determined that the next step would be to take the preliminary plan to the Selectmen to see if there is an interest in making some changes. Other matters intervened and recently the Chair of the Board of Selectmen asked the Main Street Steering Committee to open the topic again and make some recommendations to the Board. The Chair's concern was that the Park should present a positive image as one enters Town from Wareham.

Discussion began by George Sala reporting that he has \$50,000 in CPC funds for lighting and that he has recently put a new roof on the gazebo. Marie reminded MSSC members that she has \$50,000 from the Commonwealth for the Park that has to be spent by the end of the FY15 fiscal year (June 30). Her funding is for construction. George agreed that he would hold off on lighting changes until there is a better sense of where pathways will be. There was consensus that the next few months would be devoted to planning with a target of beginning any construction and/or installation in March.

Coreen reminded the Committee that the Board of Selectmen asked for public input. The possibility and mechanics of conducting a survey was discussed. It was then MOVED, SECONDED and VOTED unanimously to conduct a survey of Town residents on their ideas for what should go into the Town Park, at a cost not to exceed \$1,000. Kathy, Marie and Coreen volunteered to prepare and conduct such a survey, reaching out to Town residents during the week of November 17th.

Discussion continued on park components: George agreed to research the costs of a well and an irrigation system; Joe volunteered to research the costs of a water feature, including the idea that it might double as the base of a skating rink.

George also noted that the group promoting the fisherman statue may want to come before the MSSC. It was agreed that they were welcome to come to a meeting in January.

Updates: Coreen reported that five buildings will be undergoing façade improvement: Speedwash, Red Top, Leo's Dunn Insurance and the Canal Place condominiums. She also noted that business and property owners are being difficult, in some cases, in terms of complying with the sign guidelines. Those who are out of compliance have been notified by the Building Inspector, but it appears that they simply don't want to comply.

Public Comment/Executive Session: There were no public comments and no need for an Executive Session.

The next meeting was set for December 8. The meeting adjourned at 12:10 pm.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation 2 HP 10 09

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting – Main Street Steering Committee
Monday, December 8, 2014 – 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 3, 2014
- 3- Buzzards Bay Park
Results of survey
Review of current plans, discussion, determination of next steps
- 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

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 8, 2014
Bourne Town Hall**

DRAFT - DRAFT - DRAFT

2014 DEC 10 PM 2 59

Attending: Selectman Stephen Mealy, Highway Department Superintendent George Sala, Joe Carrara, Pam Matheson, Coreen Moore, Marie Oliva, David O'Connor, Kathy Zagzebski (by phone), Sallie Riggs. Town Clerk Barry Johnson. Public: Dave Snyder, Buzzards Bay resident

Open meeting: Facilitator Sallie Riggs opened the meeting at 11:02 am. Sallie introduced David O'Connor, a landscape architect and member of the Town's Design Review Committee.

Minutes: Sallie asked for corrections or additions to the Minutes of November 3, 2014. There were no suggested changes and it was then **MOVED, SECONDED** and **VOTED** unanimously to approve the Minutes of the meeting of the November 3, 2014 as circulated.

Buzzards Bay Park: Marie started the discussion by reporting that the Governor had cut the Chamber's \$50,000 earmark which she had intended to put toward park upgrades. Steve noted that the funds may be restored and that the Town is working to that effect.

Coreen distributed a report of the survey results. A copy is on file with the original of these Minutes. It was agreed that the Committee should make a report to the Board of Selectmen based on the survey results. There was also a consensus that the "other" responses should be studied.

Barry Johnson joined the meeting and reported that the Town's open space/recreation space plan is on the Town website. He also noted that applications for projects using Community Preservation Act funds are due on January 16, 2015.

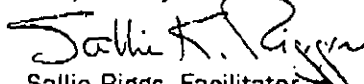
The Committee began making suggestions for what should be included in the park based on the survey results. David O'Connor suggested sponsoring a visioning workshop to determine residents' interests in various park components, but Committee members seemed to feel that the survey had produced good information and initial analysis will identify even more input. In discussing a "program" for the park, there was consensus that:

- The Wagner Gazebo should not be moved.
- The Thai restaurant needs to be screened.
- No more memorials should be allowed until the elements of the park are finalized.
- A splash pad should be included. Additional research is needed to determine if it could double as the basis of an ice skating rink.
- There needs to be open space, or civic space, for events

Public Comment/Executive Session: Dave Snyder shared his thoughts on possible park upgrades. He agreed on the need for open space. He doesn't like the idea of a lot of memorials and has concerns about the possibility of a playground.

The next meeting was set for December 15, beginning at 10:30 am. The main agenda items will be continuing the analysis of the survey responses and drawing in possible park program elements. The meeting adjourned at 12:26 pm.

Respectfully submitted


Sallie Riggs, Facilitator

Main Street Steering Committee

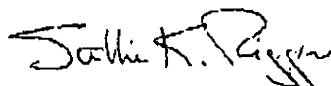
A Committee of the Bourne Financial Development Corporation

Meeting – Main Street Steering Committee
Monday, December 15, 2014 - 10:30 am
Town Hall, Lower Level Conference Room

2014 DEC 10 PM 2 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: December 8, 2014
- 3- Buzzards Bay Park – continue discussion of park program and determine elements for updated park
- 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

Main Street Steering Committee

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

2014 DEC 16 PM 1 53
 TOWN CLERK'S OFFICE
 BOURNE, MASS

**Minutes of the Meeting
 December 15, 2014
 Bourne Town Hall**

DRAFT - DRAFT - DRAFT

Attending: Selectman Stephen Mealy, Krissanne Caron, Joe Carrara, Christopher Farrell, Pam Matheson, Coreen Moore, David O'Connor, Sallie Riggs, Kathy Zagzebski. Public: Dave Snyder, Buzzards Bay resident

Open meeting: Facilitator Sallie Riggs opened the meeting at 10:34 am.

Minutes: Sallie asked for corrections or additions to the Minutes of December 8, 2014. There were no suggested changes and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of December 8, 2014 as circulated.

Buzzards Bay Park: Survey results. Steve and Sallie presented additional analysis of the survey results (a copy is filed with the original of these Minutes). A general theme throughout the results was that it is events, more than amenities, that draw people to the park as it is now. A brief discussion identified the need to have a person who can market the park and organize events. Parallel to the interest in events is the need for open space to support events. A second theme was the desire for better landscaping, including greener grass. David pointed out that landscaping can help shape the spaces in the park.

After the discussion the Committee members decided to prepare a report to the Selectmen in January. That report would include an analysis of the survey and a "bubble diagram" of recommendations for park elements. David O'Connor agreed to present the program aspects.

Program. The discussion then moved to program elements for the park. During an extensive discussion, there emerged consensus that the following program areas were desirable:

- Open space, shaped to be a practical setting for events of all kinds.
- Kiosk, snack shack, or some such for food and beverage. Three ideas were expressed to overcome possible competition with local restaurants:
 - Create a sign with a map of area restaurants, ice cream shops, etc.
 - Contract with local restaurants, perhaps on a rotating basis, for them to sell food.
 - Have non-profits run concessions and keep any profits, as is done at Gillette Stadium.

All three of these would require a person responsible for making the arrangements.

- Play area - not playground. Committee members indicated some ambivalence toward a playground, but creating an area for play was viewed favorably. That space could include a splash pad, preferably one that could be converted to an ice skating rink in the winter (perhaps in a free form shape rather than one that would attract hockey players), and a climbing wall or other climbing/exploring feature.
- Movie screen. An inflatable screen would be a possibility.
- Memorial "garden" perhaps combined with an historic boardwalk. The garden could be developed around the current fisherman statue but with limited space to allow for other activities in the park. The flagpole could be moved to the memorial garden area. A boardwalk with interpretive signage showing Bourne's (or Buzzards Bay's) history could wind through the "garden."
- Benches with some in covered areas.

MSSC - page 2

Three other items were discussed:

- Restrooms. It was agreed that they are both a good thing and a headache to maintain. A suggestion was to invite someone from the Army Corps so Committee members could learn more about the ACoE's intentions.
- Dog park. There was agreement that a dog park would not be included. The survey comments showed both positive and negative opinions about such, and it appears that a useful dog park would take up too much space.
- Additional parking using park space. The conclusion of the discussion was that nothing should be designed in a way to prohibit adding parking in the future, but adding more parking now is not necessary. Parking needs are variable and there is the possibility of some significant parking additions with the coming of commuter rail.

Miscellaneous There was a suggestion to consider changing the name of the park from Buzzards Bay Park to Canal Park. A discussion on the suggestion was moved to a future agenda.

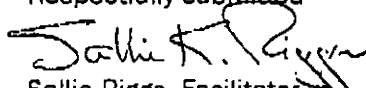
Public Comment/Executive Session: Dave Snyder was asked to share his thoughts. He recommended smaller tables and seating areas than the ACoE has along the Canal. He also thought people could buy food from across the street and bring it into the park.

The next meeting was set for January 5, at 10:30 am. Prior to that meeting:

- Sallie and Steve will work on creating a presentation on the survey results to the Selectmen.
- Krissanne will gather information about some of the playground equipment already in use in Town.
- Sallie will work with George Sala to identify costs for irrigation.
- David will research and refine our information on the existing memorials in the Park.

The meeting adjourned at 12:15 pm.

Respectfully submitted


Sallie Riggs, Facilitator