

SDM
8/31/17

2012 Meeting Notices

Jonathan Bourne Public Library,
Trustees

Landfill Business Working Group
Local Emergency Planning Committee
Main Street Steering Committee
North Sagamore Water

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Thursday, January 12, 2012 at 5:30pm

2012 JAN 10 AM 10 55
CLERK'S OFFICE
BOURNE, MASS

Approval November 11, 2011 Minutes

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library

New Business

FY12 Budget
FY13 Budget
Review policy for Meeting Room Use

Next Meeting

Set date

Adjournment

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

Minutes of the January 12th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Joan Simpson
Heather DiPaolo
Stephanie Kelly
Penny Myers
Linda Zuern

2013 OCT 9 PM 3 27
Staff Present:
Patrick Marshall
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Absent:

Diane Flynn

Guests:

Paul Gately, *The Bourne Courier*

Heather DiPaolo called the meeting to order at 5:33 p.m.

Minutes: Penny Myers moved to approve the minutes from the November 17, 2011 meeting. Stephanie Kelly seconded the motion and the minutes were approved by unanimous vote.

Director's Report (see attached):

- Director reported that Sandy Cortese's mother had passed away. Clerk will send a sympathy card to her.
- Director noted that self-checkout was responsible for 54% during last three months.
- Dewey Classic is scheduled for March 4.
- Bullying workshop is scheduled for March 7.
- Budget – nothing much different on FY 12 or FY13 other than \$5,000 restored to keep certification requirements in place. Restoration of funds makes JBPL eligible for waiver.
- Expense report is attached.

Building and Grounds:

- Penny provided a list of known memorials located on JBPL grounds (copy attached);
- The bulletin board project in the library foyer is completed. Clerk will send a thank you to Dick Emberg for his assistance on this project.

Friends of JBPL:

No report.

Meeting Room Use:

A discussion was held with regard to meeting room use – specifically with regard to the previous approval for Susan Stranz to use the room to conduct art classes. Director indicated that the current policy allows for approval on a case-by-case basis with for-profit organizations.

Joan Simpson moved to approve the use of the meeting room by Susan Stranz to conduct her next class in exchange for 20 percent of her receipts. Penny seconded the motion and it passed by unanimous vote.

On a related note, the Director stated that he will draft a policy with regard to art displays for discussion at the next Trustees meeting.

Next Meeting Date February 16, 2012 at 5:30 p.m.

Linda Zuern moved and Joan Simpson seconded the motion to adjourn the meeting at 6:45 p.m.

Director's Report
Jan 12, 2012 Board of Trustees Meeting
(Nov - Jan Activity)

- 11/18/11 - Roof repair completed from September leak. Issue came under roof warranty. Drain on roof clogged. Chimney cap replaced. Have now placed the library in a roof maintenance plan.
- 11/21/11 - Friends Board meeting.
- 11/22/11 - Side parking light on wall repaired.
- 12/2/11 - Christmas in Olde Bourne Village. Great day of events at library. Art show and sale, tree lighting, carols in the parking lot, all made for a festive evening.
- 12/2/11 - Meeting with gas representatives regarding library conversion.
- 12/5/11 - Mass Library System board meeting in Marlboro.
- 12/6/11 - CLAMS legislative breakfast planning meeting. It was decided this year not to host a breakfast but to encourage librarians, trustees and friends to write to their representatives regarding the importance of library funding.
- 12/9/11 - Meeting at Council on Aging regarding Senior Volunteer program.
- 12/12/11 - Gas pipes installed in basement, library runs out of oil. Repair person called to bleed the pipes after Director decided it may be better for him not to tamper with equipment.
- 12/12/11 - Aine Minogue Winter Solstice Concert - Great evening of music.
- 12/14/11 - CLAMS Membership meeting.
- 12/15/11 - December DVD order completed.
- 12/19/11 - Once again, oil burner has decided not to work. Oil delivered and again, repair unit called. This is one piece of machinery Library Director will not miss.
- 12/19/11 - Nstar called for partial power failure at library. Problem with outside box.
- 12/20/11 - Gas meter installed.
- 12/28/11 - Meeting with Town Administrator regarding FY 13 budget. This is only the first round with more to come.
- 12/29/11 - Discussion with Cape Cod Transit Authority about possibility of making library a stop on the route. They will take suggestion under advisement as they develop new routes for Bourne.
- 1/5/12 - January newsletter completed.
- 1/9-1/10/12 - Gas conversion takes place. We are now free of the oil burner. Company needs to come back to take parts with them at a later date.
- 1/10/12 - E-Book Support group class.

UPCOMING

- E-Book support group 1/18/12
- John Elwood Memorial Service - 1/21/12
- MLS Executive Board meeting - 1/30/12
- Bullying workshop/Seminar - Early March - Joint collaborative with COA, Schools and Recreation Department.

Respectfully submitted,

Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 12 (as of Jan 12, 2012)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 82,507.00	\$ 44,381.50	\$ 38,125.50	53.79%
Salaries - Supervisors OFFICE	5112	\$ 137,284.00	\$ 65,986.20	\$ 71,297.80	48.07%
Salaries - Clerical/ Secretary	5113	\$ 102,500.00	\$ 55,314.44	\$ 47,185.56	53.97%
Salaries - Hourly Employees	5117	\$ 19,999.00	\$ 17,882.09	\$ 2,116.91	89.41%
Salaries - Longevity	5141	\$ 1,643.00	\$ 1,420.00	\$ 223.00	86.43%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 720.00	\$ 1,080.00	40.00%
TOTAL SALARY		\$ 345,733.00	\$ 185,704.23	\$ 160,028.77	53.71%
Electricity (Fy10 1,661.41)	5211	\$ 17,250.00	\$ 7,305.49	\$ 9,944.51	42.35%
Heating Fuel (fy10 538.61)	5212	\$ 16,000.00	\$ 6,501.39	\$ 9,498.61	40.63%
Non Energy - Water	5230	\$ 300.00	\$ 131.50	\$ 168.50	43.83%
R & M Miscellaneous	5240	\$ 6,000.00	\$ 2,517.47	\$ 3,482.53	41.96%
R & M Office Equipment	5245	\$ 400.00	\$ 174.00	\$ 226.00	43.50%
R & M Machine Repair Contract	5246	\$ 5,000.00	\$ 4,373.75	\$ 626.25	87.48%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 35,000.00	\$ 20,397.86	\$ 14,602.14	58.28%
Professional Development	5307	\$ 200.00	\$ -	\$ 200.00	0.00%
Communications - Telephone	5340	\$ 1,000.00	\$ 357.24	\$ 642.76	35.72%
Postage (FY 10 72.89 phone)	5341	\$ 1,400.00	\$ 507.76	\$ 892.24	36.27%
Printing	5342	\$ 1.00	\$ -	\$ 1.00	0.00%
Advertising	5343	\$ 1.00	\$ -	\$ 1.00	0.00%
Office Supplies - General	5420	\$ 900.00	\$ 324.73	\$ 575.27	36.08%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 282.02	\$ 417.98	40.29%
Bldg/equip supplies-operational	5430	\$ 3,000.00	\$ 1,318.09	\$ 1,681.91	43.94%
Bldg/equip supplies- other	5435	\$ 350.00	\$ 481.24	\$ (131.24)	137.50%
Custodial Supplies - Cleaning	5450	\$ 1,600.00	\$ 1,135.22	\$ 464.78	70.95%
Other supplies - Bks 157.08 enc	5580	\$ 52,715.08	\$ 36,970.29	\$ 15,744.79	70.13%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,379.82	\$ (129.82)	101.79%
Other Supplies - Misc.	5595	\$ 450.00	\$ 126.56	\$ 323.44	28.12%
Travel	5710	\$ 300.00	\$ 116.55	\$ 183.45	38.85%
Dues	5730	\$ 250.00	\$ 225.00	\$ 25.00	90.00%
TOTAL EXPENSES		\$ 150,317.08	\$ 90,625.98	\$ 59,691.10	60.29%
TOTAL		\$ 496,050.08	\$ 276,330.21	\$ 219,719.87	55.71%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 3,239.52	\$ 2,557.69	\$ 9,346.01	\$ 10,027.84
Library Gifts & Donations	4849	\$ 10,255.91	\$ 8,509.85	\$ 7,184.74	\$ 8,930.80
Lib Incentive & MIG Grant	3402	\$ 35,426.89	\$ 802.49	\$ -	\$ 34,624.40

Agenda

Library Board of Trustees

2012 FEB 14 PM 2:30
Jonathan Bourne Public Library – 2nd floor conference room

TOWN CLERK'S OFFICE
Thursday, February 16, 2012 at 5:30pm

BOURNE, MASS

Approval January 12, 2011 Minutes

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library

New Business

- FY13 Budget
- Trustee training meeting
- Trustee elections in May

Next Meeting

- Set date

Adjournment

Town Hall

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

Minutes of the February 16th, 2011 Trustees Meeting at the Jonathan Bourne Public
Library

2012

Trustees Present:

Heather Dipaolo
Penny Myers
Stephanie Kelly
Diane Flynn
Linda Zuern
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

None

2012 MAR 27 PM 2 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Heather DiPaolo called the meeting to order at 5:30 p.m.

Minutes: Penny Myers moved to approve the minutes from the January 12, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Director's Report (see attached):

- Director led a brief discussion on the new Freading e-book program
- There will be an Intro to Geneology workshop by Linda Ames in April
- Monthly budget report is attached

Personnel:

- Short staffing remains difficult. Director hopes the budget will pass with the inclusion of the Information/Technology Librarian and the Library Assistant positions

Friends of JBPL:

- Friends of the JBPL are working on ideas for the 19th hole at the Dewey Classic – perhaps a hotdog machine
- The Friends will be paying for the library's portion of the bullying workshop and for the Linda Ames geneology event
- Joan Simpson reported that the Friends are planning a dinner/dance fundraiser at the Coonamessett Inn possibly in May

FY13 Budget:

- Director's handouts are attached.
- A short discussion occurred about the FY13 budget. Director indicated that we will know more he presents the library's budget at the February 27th Town Meeting.

Trustee Elections:

- The terms for Linda Zuern and Penny Myers are up and they have both indicated that they will not seek re-election.
- Director will ask Town Clerk to post the vacancies in his weekly newspaper notice

Trustee Training Meeting:

Director has been in contact with the Board of Library Commissioners and they will conduct a training for JBPL Trustees about our role which will be combined with the trustees of the Wareham Library. Director suggested that the training be scheduled for after the election since there will be two new trustees.

Next Meeting Date: March 15, 2012 at 5:30 p.m.

Joan Simpson moved and Linda Zuern seconded the motion to adjourn the meeting at 6:45 p.m.

Amended

Agenda

2013 SEP 31
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
TOWN CLERK'S OFFICE
Thursday, February 16, 2012 at 5:30pm
BOURNE, MASS

Approval: January 12, 2012 Minutes

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library

New Business

FY13 Budget
Trustee training meeting
Trustee elections in May

Next Meeting

Set date

Adjournment

2013 OCT 1 PM 3 03
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, Massachusetts 02532

2013 OCT 9 PM 3 27

Minutes of the February 16th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

TOWN CLERK'S OFFICE

BOURNE, MASS

Trustees Present:

Heather Dipaolo
Penny Myers
Stephanie Kelly
Diane Flynn
Linda Zuern
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

None

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19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the January 12th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

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Joan Simpson
Heather DiPaolo
Stephanie Kelly
Penny Myers
Linda Zuern

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Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn

Guests:

Paul Gately, *The Bourne Courier*

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- Expense report is attached.

Building and Grounds:

- Penny provided a list of known memorials located on JBPL grounds (copy attached);
- The bulletin board project in the library foyer is completed. Clerk will send thank you to Dick Emberg for his assistance on this project.

Friends of JBPL:

No report.

2012 FEB 24 AM 9 52
TOWN CLERK'S OFFICE
JONATHAN BOURNE, MASS

Meeting Room Use:

A discussion was held with regard to meeting room use – specifically with regard to the previous approval for Susan Stranz to use the room to conduct art classes. Director indicated that the current policy allows for approval on a case-by-case basis with for-profit organizations.

Joan Simpson moved to approve the use of the meeting room by Susan Stranz to conduct her next class in exchange for 20 percent of her receipts. Penny seconded the motion and it passed by unanimous vote.

On a related note, the Director stated that he will draft a policy with regard to art displays for discussion at the next Trustees meeting.

Next Meeting Date February 16, 2012 at 5:30 p.m.

Linda Zuern moved and Joan Simpson seconded the motion to adjourn the meeting at 6:45 p.m.

**Agenda
Library Board of Trustees**

Jonathan Bourne Public Library – 2nd floor conference room
Thursday, March 15th, 2012 at 5:30pm

Approval February 16, 2011 Minutes

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Trustee elections in May

New Business

FY13 Budget meeting with Selectman
Art display policy

Next Meeting

Set date

Adjournment

2012 MAR 13 PM 1 59

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Minutes of the March 15th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Penny Myers
Stephanie Kelly
Diane Flynn
Linda Zuern
Joan Simpson

Staff Present:

Patrick Marshall

2012 OCT 9 PM 3 27

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Absent:

None

Guests:

None

Heather DiPaolo called the meeting to order at 5:30 p.m.

Minutes: Joan Simpson moved to approve the minutes from the February 16, 2012 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

Director's Report (see attached):

Additional information provided by Director:

- Blue "library" signs have been installed by the Department of Public Works;
- The Dewey Classic grossed \$3,066.75.

Personnel:

No report

Building and Grounds:

Oil to gas conversion has been completed and approved.

Friends of JBPL:

The Friends have not met but have scheduled a dinner/dance fundraiser for June 2, 2012.

Trustee Elections:

Kiki Tura and Claudine Wrighter have pulled papers to run for open library trustee positions.

FY13 Budget:

- Selectman raised salary amount for new technology librarian position by \$17,000;
- Eighteen hour part time clerical position was not supported by the Board of Selectman;
- Director reports that the current proposed budget is only approximately \$10,000 from being amount necessary for recertification.

Art Display Policy:

Tabled until next meeting.

Next Meeting Date: April 19, 2012 at 5:30 p.m.

Stephanie Kelly moved and Joan Simpson seconded the motion to adjourn the meeting at 6:10 p.m.

Amended

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd Floor Conference Room

Thursday, March 15th, 2012 at 5:30pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval February 16, 2012 Minutes

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Trustee elections in May

New Business

- FY13 Budget meeting with Selectman
- Art display policy

Next Meeting

- Set date

Adjournment

2013 OCT 1 PM 3 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Town Hall

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

2012 APR 27 AM 8 46
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the March 15th, 2011 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Penny Myers
Stephanie Kelly
Diane Flynn
Linda Zuern
Joan Simpson

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

None

Heather DiPaolo called the meeting to order at 5:30 p.m.

Minutes: Joan Simpson moved to approve the minutes from the February 16, 2012 meeting. Linda Zuern seconded the motion and the minutes were approved by unanimous vote.

Director's Report (see attached):

Additional information provided by Director:

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Personnel:

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Building and Grounds:

Oil to gas conversation has been completed and approved.

Friends of JBPL:

The Friends have not met but have scheduled a dinner/dance fundraiser for June 2, 2012.

Trustee Elections:

Kiki Tura and Claudine Wrighter have pulled papers to run for open library trustee positions.

FY13 Budget:

- Selectman raised salary amount for new technology librarian position by \$17,000;
- Eighteen hour part time clerical position was not supported by the Board of Selectman;
- Director reports that the current proposed budget is only approximately \$10,000 from being amount necessary for recertification.

Art Display Policy:

Tabled until next meeting.

Next Meeting Date: April 19, 2012 at 5:30 p.m.

Stephanie Kelly moved and Joan Simpson seconded the motion to adjourn the meeting at 6:10 p.m.

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Thursday, April 12, 2012 at 5:30pm 2012 APR 18 AM 8 52

Approval March 15th, 2011 Minutes

TOWN CLERK'S OFFICE
BOURNE, MASS

New Business

Medical bldg. parking changes- Vin and Noreen Michienzi

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Trustee elections in May

Next Meeting

Set date

Adjournment

Amended

Agenda
Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Thursday, April 12, 2012 at 5:30pm

2013 SEP 31 PM 2 55

Approval March 15th, 2012 Minutes

BOURNE, MASS

New Business

Medical bldg. parking changes- Vin and Noreen Michienzi

Updates

Director's Report

Personnel

Building & Grounds

Friends of the Library

Trustee elections in May

Next Meeting

Set date

Adjournment

2013 OCT 1 PM 3 03
TOWN CLERK'S OFFICE
BOURNE, MASS.

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

Minutes for the April 19, 2012 Trustees Meeting at the Jonathan Bourne Public Library

2013 OCT 9 PM 3 27

Trustees Present: Heather DiPaolo, Penny Myers, Linda Zuern, Diane Flynn, Joan Simpson
Trustees Absent: Stephanie Kelly
Staff Present: Patrick Marshall, Director

TOWN CLERK'S OFFICE
BOURNE, MASS.

1. Call to Order given at 5:32 p.m.
2. **Minutes of the March 15, 2012** meeting were unanimously approved (DF motion, PM 2nd)
3. **Medical Building Parking** – No representatives were present to discuss the changes before the Town regarding the property located adjacent to the library. No discussion took place.
4. **Personnel** –
 - i. P Marshall mentioned that Sandy Cortese has announced her retirement from the library. Her last day will be Saturday, April 28, 2012. The position will be posted soon. Staff members are planning a surprise gathering for her on the last day in the meeting room.
 - ii. P. Marshall also noted that a rough draft job description for the new Information Technology Librarian position has been given to the HR Director, Town Administrator and the Unit A Union Advisor for approval.
 - iii. H DiPaolo gave a warm shout out to the work that Children's Librarian Terry Johnson and Kathy Gattoni are doing with the Teens and Tweens programming. She was happy to see the success that staff are having with the programs conducted so far.
5. **Building and Grounds** –
 - i. It was reported that the heat in the library still has problems regulating. The library continued to see heat coming on despite the recent warm spell. Rise Engineering (group behind the conversion) as well as the Town Energy Coordinator are working on this issue.
 - ii. The local Hospice agency would like to be placed on the Boards May Agenda to discuss the idea of having a reflective garden on the library property.
6. **Friends of the Library Inc.** - No report given as the Friends will be meeting on Monday, April 23rd. Mr. Marshall reminded the Board that the Friends are planning a dinner dance for June 2nd. Event will feature the songs of the 50s and 60s and have a raffle.
7. **Keurig Machines** – Discussion of placing a Keurig coffee machine in the library ensued. J Simpson looked into WB Mason program. They will provide free machine and maintenance if we buy our products from them. Ms. Simpson will ask the Friends about up front costs and if they would provide the funding. P. Marshall handed out a list of responses from Massachusetts libraries and if they had machines and what they thought about them.
8. **May Trustee Elections** – H DiPaolo gave thanks to Ms Myers and Ms. Zuern for their work on the Board over the past few years. They will be missed.
9. **Next Meeting** - The next meeting of the Board will take place on Thursday, May 17th at 5:30 p.m. A reminder was also given about the Trustee training workshop to be held at the Wareham Free Library on May 31st at 6:00 p.m.
10. Motion to adjourn at 6:30 (JS 1st LZ 2nd Unanimous)

Respectfully submitted,
Patrick Marshall
Library Director
For Stephanie Kelly - Clerk

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, May 17, 2012 at 5:30pm

Board Elections

Welcome new board members
Vote on new Chair, Vice Chair, and Clerk

Approval April 12th, 2011 Minutes

New Business

Presentation by Thomas Evangelista
Eagle Scout project – computer workstation

Bourne Hospice
Memorial garden on library property

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library – June 2nd fundraiser
Coffee station in library
Garden Club Volunteer for front flowerpots

Next Meeting

Reminder: May 31st training
Set date

Adjournment

2012 MAY 15 PM 5 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Amended

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, May 17, 2012 at 5:30pm

Board Elections

- Welcome new board members
- Vote on new Chair, Vice Chair, and Clerk

Approval April 12th, 2012 Minutes

New Business

- Presentation by Thomas Evangelista
- Eagle Scout project – computer workstation

- Bourne Hospice
- Memorial garden on library property

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library – June 2nd fundraiser
- Coffee station in library
- Garden Club Volunteer for front flowerpots

Next Meeting

- Reminder: May 31st training
- Set date

Adjournment

2013 OCT 1 PM 3 03
TOWN CLERK'S OFFICE
BOURNE, MASS.

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

Minutes of the May 17th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Joan Simpson
Stephanie Kelly
Diane Flynn
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

2013 OCT 9 PM 3:27
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Absent:

None

Guests:

Paul Gately, Reporter,
The Bourne Courier

Heather DiPaolo called the meeting to order at 5:30 p.m. and welcomed new board members, Kiki Tura and Claudine Wrighter.

Eagle Scout Project: Patrick Marshall introduced Thomas Evangelista who presented a proposal for his Eagle Scout project. Thomas would like to obtain and refurbish a computer for the children's library. He would like to work with the new tech staff person to implement this community service project which would allow him to attain Eagle Scout status. He would maintain the computer (either a laptop or desktop depending upon what is available). He would also build a station for it if space can be found for it. He would also be willing to reach out to the schools to find out what types of learning software would be appropriate. Joan Simpson moved that the board approve Thomas' proposal. Claudine Wrighter seconded the motion and it was approved by unanimous vote.

Minutes: Heather DiPaolo moved to approve the minutes from the April 12, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Slate of Officers: Heather DiPaolo presented the slate of officers as follows:

Heather DiPaolo, Chair
Diane Flynn, Vice Chair
Stephanie Kelly, Clerk

Diane Flynn moved to accept the slate of officers as presented. Joan Simpson seconded the motion and it was approved by unanimous vote.

Building and Grounds: Heather DiPaolo reported that Bourne Hospice would like to create a memorial garden for the community to use as a place for reflection and

contemplation. They will provide a proposal for the garden and maintenance when they attend the next meeting of the board of trustees.

Another discussion was held with regard to maintenance of the library gardens and flower pots located next to the front door. Volunteers from the Garden Club do the pots in the front of the library and a small amount of work on the gardens. The Town cuts the grass. Kiki Tura mentioned two possibilities:

- Getting local landscapers to maintain them in exchange for a small advertising sign,
- Cape Cod Senior Residence residents volunteering to maintain them.

Director's Report: Attached

In addition, Patrick reported:

- that he is working on an employee handbook for staff and trustees
- provided a copy of a recent article in *The Falmouth Enterprise* about the board of trustees for the Falmouth Library (copy of article is attached)

Budget: Attached

Children's Department Report: Attached

Joint Trustees' Meeting: Patrick Marshall reminded that a joint meeting of the Bourne and Wareham Library Trustees is scheduled for May 31, 2012 at the Wareham Free Library and will be hosted by the MA Board of Library Commissioners.

Friends of JBPL:

The Friends have cancelled the dinner/dance fundraiser for June 2, 2012 due to poor ticket sales.

Coffee Station: Joan Simpson has been in touch with W.B. Mason about setting up a coffee station in the library lobby. However, they require a long contract and Joan has been trying to work with them to get a 3 month trial period. The Friends have agreed to fund it at \$120 per month for a 3 month trial period. Kiki Tura suggested contacting Cape Java for a Keurig donation. Kiki will provide Joan with contact information.

Next Meeting Date: A discussion was held with regard to scheduling future meetings now that there are two new board members. It was decided by unanimous decision to schedule future meetings on the third Thursday of the month at 5:00 p.m. There will be no meeting in June. The next meeting is scheduled for July 17, 2012 at 5:00 p.m.

Adjournment:

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

Respectfully submitted,

Stephanie Kelly

Agenda

Library Board of Trustees

2012 MAY 29 AM 9 12 *****Wareham Public Library*****
Thursday, May 31, 2012 at 6:30pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustee Training

Joint training session with the Wareham Public library Board of Trustees

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

Minutes for the May 31st, 2012 Trustees Meeting held at the Wareham Free Library, Wareham MA

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Joan Simpson
Claudine Wrighter

Trustees Absent:

Staff Present:

Patrick Marshall

Guests:

Various Wareham Public Library
Trustees
Cindy Roach, MA Board of Library
Commissioners

The meeting started at 6:30pm. All Trustees introduced themselves and stated what they hoped to achieve from the joint meeting of Wareham and Bourne Trustees. Ms. Cindy Roach presented the Responsibilities of a Library Trustee and geared the examples to our library settings. We learned about running an effective board meeting, and the details of completing a long-range plan. She supplied us with many handouts and contact information for future questions. The meeting ended at 8:00pm.

Respectfully submitted,
Heather A.M. DiPaolo

2012 OCT 29 AM 10 57
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

Minutes for the May 31st, 2012 Trustees Meeting held at the Wareham Free Library, Wareham MA

Trustees Present:

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Stephanie Kelly

Guests:

Various Wareham Public Library
Trustees
Cindy Roach, MA Board of Library
Commissioners

The meeting started at 6:30pm. All Trustees introduced themselves and stated what they hoped to achieve from the joint meeting of Wareham and Bourne Trustees. Ms. Cindy Roach presented the Responsibilities of a Library Trustee and geared the examples to our library settings. We learned about running an effective board meeting, and the details of completing a long-range plan. She supplied us with many handouts and contact information for future questions. The meeting ended at 8:00pm.

Respectfully submitted,
Heather A.M. DiPaolo

2012 OCT 17 PM 2 40
TOWN CLERK'S OFFICE
BOURNE, MASS

**Agenda
Library Board of Trustees**

Jonathan Bourne Public Library – 2nd floor conference room
Thursday July 26, 2012 at 5:00pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval May 17, 2011 Minutes

New Business

Presentation by Bourne Hospice:
Memorial garden on library property

Review JBPL employee handbook

May Trustee training questions

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Coffee station in library
Garden landscapes – who will take ownership?

Next Meeting

Set date

Adjournment

Amended

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday July 26, 2012 at 5:00pm

Approval May 17, 2012 Minutes

New Business

Presentation by Bourne Hospice:
Memorial garden on library property

Review JBPL employee handbook

May Trustee training questions

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Coffee station in library
Garden landscapes – who will take ownership?

Next Meeting

Set date

Adjournment

2013 OCT 1 PM 3 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Jonathan Bourne Public Library
Board of Trustees

2013 OCT 1 Meeting Date: July 26, 2012

TOWN CLERK'S OFFICE
 BOURNE, MASS Date of Approval 9/19/12

Call to Order: A regular meeting of the JBPL Trustees was held at the Jonathan Bourne Public Library, in Bourne, MA, on July 26, 2012. The meeting convened at 5:05 P.M. Chairman Heather DiPaolo presiding, Claudine Wrighter, stand in Secretary. Members of the Board in attendance were Joan Simpson, Claudine Wrighter, Kathryn Tura, Heather DiPaolo and Patrick Marshall (Library Director). Members not in attendance were Diane Flynn and Stephanie Kelly.

Approval of Minutes: Minutes of the May 17, 2012 meeting of the Board of Library Trustees were approved as printed and distributed to the members of the board. A motion to approve was made by Joan Simpson and a second by Kathryn Tura.

Guest: Debra DeJonker was introduced as the newest JBPL employee. Her start date was July 16, 2012 as the new Information Technology Librarian.

Director's Report: Patrick Marshall reviewed the Director's Report including May-July 2012 activity. The budget for FY 13 budget as of July 26, 2012 was distributed and reviewed.

Other reports: see attached – Children's Department report from Terry Johnson – July 2012 report.

Unfinished Business:

- Presentation by Hospice....an e-mail was sent to them regarding the postponement and the board has not heard back on their long term plan. We hope to reschedule for next month.
- Gardens: DPW will be doing some tree removal due to the fact that the back security cameras are not focusing because of over grown evergreens. The evergreens will be cut back and then the video cameras will be readjusted.
- Kathryn Tura spoke with Cape Cod Senior Residences in regards to maintaining the gardens around the library, as an activity for the seniors. At this time, the CC Sr. Residences is in the process of hiring an Activities Director....we will revisit this at a later date.

New Business:

- Discussed the May Trustee Training held in Wareham. There were no questions pertaining to the training. However, we discussed the importance of the Trustees being advocates for the library. Promote the positives such as the New Tech Librarian, Adult and Children programs, etc.
- Employee Handbook – Patrick is working on updating the Employee Handbook. He has collected town staff policies and procedures and has reformatted them in relation to the library staff (ie. Union contracts, town w-2 forms, etc). Once these policies are updated, the board would like to personally review. There are no new policies just reorganization of existing policies. Patrick will distribute the

updated handbook at the September meeting. All agreed the handbook must be reviewed, updated and “stamped” with the 2012-2013 date.

Announcements:

- Director’s Report – Patrick passed out the updated contact list.
- The library was broken into on Memorial Day weekend. As a result, cameras and lights have been installed in the parking lot as well as behind the library.
- Melissa Chase rejoined the library staff replacing Sandy Cortese.
- The board was advised the Friends cancelled their fundraiser as there was not enough interest.
- Joan Simpson updated on the coffee display. It seems to be well received. The board also discussed the possibility of featuring a business of the month and having a weekly drawing for K-Cups through Cape Java – to be followed up on at the next meeting.

Adjournment: The July 26, 2012 meeting was adjourned at 6:06 P.M. The next meeting will take place on Wednesday September 19, 2012 at 5:00 P.M. at the Jonathan Bourne Public Library.

Secretary – Claudine Wrighter

Date of Approval

Agenda

Library Board of Trustees 2012 SEP 17 PM 12 57

Jonathan Bourne Public Library – 2nd floor conference room

Wednesday, September 19th 2012 at 5:00pm
TOWN CLERK'S OFFICE
BOURNE, MASS

Approval July 26th, 2012 Minutes

New Business

Presentation by Bourne Preservation Society (Beth Eliis)

Presentation by Bourne Hospice:
Memorial garden on library property

Review JBPL employee handbook

Review Tobacco Use Policy

Garden Landscapes
Tour gardens outside library

Updates

Director's Report
Personnel
Building & Grounds
Friends of the Library
Coffee station in library

Next Meeting

Set future agenda items
Set date

Adjournment

approved 11/29/12 & post

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

2013 OCT 1 PM 2 58

Minutes of the September 19, 2012 Trustees Meeting at the Jonathan Bourne Public Library

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present:

Heather Dipaolo
Joan Simpson
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Stephanie Kelly
Diane Flynn

Guests:

Beth Ellis from Preservation Society

Heather DiPaolo called the informational meeting to order at 5:16 p.m. and welcomed Beth Ellis from the Bourne Preservation Society. Ms Ellis presented the following information to Heather Dipaolo, Claudine Wrighter, Patrick Marshall and Kiki Tura:

The Bourne Preservation Society is interested in obtaining the authentic 17th century home that is located next to the library at 9 Sandwich Road. The home would require extensive restorations however the property has potential for many Town departments. The property can be accessed on Sandwich Road or from Perry Ave. The Preservation Society is requesting a Letter of Support be sent from the Trustees to the Board of Selectmen. Informational Meeting Ends at 5:34 pm.

Joan Simpson arrives at 5:35 pm, quorum met, meeting called to order by Heather Dipaolo.

9 Sandwich Road Property: Discussion regarding informational meeting by Beth Ellis. Heather Dipaolo motions that a Letter of Support be sent in support of the town's purchase of 9 Sandwich Road. Joan Simpson seconded the motion and it was approved by unanimous vote. Heather Dipaolo to draft letter and send to Beth Ellis.

Bourne Hospice: They have not yet responded to Patrick Marshall's calls. Tour of memorial gardens planned for end of meeting.

Employee Handbook: Trustees given copies of current JBPL Personnel and Library Policies. The following forms and policies were discussed:

The Board voted to waive the one meeting Board Policy on the following policy changes:

1. **Tobacco Use on the Library Grounds.** Claudine Wrighter made motion to waive the

Board policy to wait one meeting before accepting modification to policies, Kiki Tura seconded and the vote was approved unanimously.

2. **Emergency Contact Information form.** Claudine Wrighter suggested that health care facility preference be added to the form.
3. **Circulation Policy: Library Card Applications.** Policy clarified to stated that you do not need to the JBPL computers and that the JBPL honors reciprocity with all Massachusetts Public Libraries in regard to library cards. Joan Simpson made a motion to accept the clarifications of these policies and waive the right to wait 30 days before accepting modification to policies, Claudine Wrighter seconded and the vote was approved unanimously.
4. **Request for Reconsideration of Library Material.** Correction of typographical error on page 2 of policy. Heather Dipaolo made a motion to accept the clarifications of these policies and waive the right to wait 30 days before accepting modification to policies, Joan Simpson seconded and the vote was approved unanimously.

Joan Simpson made a motion to accept the Employee Handbook as the Policy and Procedure Manual the the operation of the JBPL. Heather Dipaolo seconded, vote carried unanimously.

Minutes: Heather DiPaolo moved to approve the minutes from the July 26, 2012 meeting. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Updates:

Director's Report:

Patrick reported that the first step of ARIS has been completed. Google Virtual Map of the interior of the library is to be performed on 9/24/2012.

Coffee Station: Attached and Joan Simpson reports that Hot Cider is to be added in October.

Concerts on the Lawn: Thank you note from the Bourne Food Pantry.

Friends of JBPL: The Friends have cancelled the dinner/dance fundraiser for June 2, 2012 due to poor ticket sales, Joan Simpson has suggested a clambake/clamboil at The Aptucxet Trading Post as a joint fundraiser between the Friends and the Historical Society.

New Business:

Patrick Marshall discussed the upcoming Vetern's Day holiday falls on 11/11/12 which is a Sunday this year. The JBPL would normally be closed on Monday (as always) and then closed on the Tuesday so that the employees could celebrate the holiday. Kiki Tura

motioned that the library be open for business on Tuesday 11/13/12. Joan Simpson seconded the motion and the minutes were approved by unanimous vote.

Patrick Marshall additionally reports that he is looking for someone to take over running the Dewey Classic indoor Mini Golf held annually in the library.

Next Meeting Date: The next meeting is scheduled for Thursday, October 18, 2012 at 5:00 p.m. Agenda items to include continued policy review.

Adjournment:

Heather Dipaolo moved and Claudine Wrighter seconded the motion to adjourn the meeting at 6:35 p.m. For interested parties, tour of recent tree cutting/shrub removal tour provided by Patrick Marshall.

Respectfully submitted,

Kathryn Tura

**Agenda
Library Board of Trustees**

Jonathan Bourne Public Library – 2nd floor conference room
Thursday, November 29th 2012 at 5:00pm

Approval October 25th, 2012 Notes

New Business

Review Collection Development Policy

Review Library Card Policy

Trustee Worksheet

Updates

Director's Report

Personnel

Building & Grounds

Friends of the Library

Coffee station in library

Next Meeting

Set future agenda items

Set date

Adjournment

2012 NOV 26 PM 4 31
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Minutes of the November 29th, 2012 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Joan Simpson
Stephanie Kelly
Kiki Tura
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn

Guests:

Paul Gately, Reporter,
The Bourne Courier

2012 DEC 27 AM 11 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Heather DiPaolo called the meeting to order at 5:00 p.m.

Minutes -- Joan moved that the September meeting minutes be approved. Kiki seconded the motion and it was carried by unanimous vote.

Coffee Station --Joan reported that the coffee station has not yet broken even. Joan will work with Terry to "liven up" the poster for the coffee station, buy holiday cups, etc. in an attempt to boost sales.

Patrick and Diane Ranney are working together to host an "all book club" potluck event on February 1st.

Patrick and Debra DeJonker-Berry have presented the Friends with a wish list of items.

Director's Report: Attached

In addition, Patrick reported:

- that Deb and Diane have submitted Letters of Intent for the LSTA FY 2014 Direct Grant Program (copies are attached hereto);
- that an action update for FY 13 and 14 will be submitted (copy attached hereto);
- that the Bourne Historical Society will be exhibiting historical canal dioramas at the library as part of the celebration events scheduled in 2014. A letter from the Bourne Historical Society is attached.

Budget Report: Attached

Children's Department Report: Attached

Budget Request Worksheet: Attached

Library Policies: Patrick provided Trustees with a copy of the updated Materials Selection Policy. Joan moved to accept the policy as presented and Kiki seconded the motion. The motion was carried by unanimous vote.

Patrick indicated that at some point the library card policy will need to be reviewed regarding non-residents, etc.

Patrick also indicated that the next policy for review will likely be one for printing and copying due to the library's investigation into new copier options.

Trustee Worksheet: Heather handed out an Organization Competency Issues form and asked Trustees to complete it for discussion at the next Trustees meeting.

Next Meeting Date: A discussion was held with regard to scheduling future meetings. It was decided by unanimous decision that the next two meetings will be scheduled as follows:

- December 18, 2012 at 5:00 p.m.
- January 15, 2013 at 5:00 p.m.

Adjournment:

Joan moved and Heather seconded the motion to adjourn the meeting at 6:15 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Tuesday, December 19th 2012 at 4:30pm

2012 DEC 14 PM 2 49

Approval September 19th & November 29th, 2012 Minutes

TOWN CLERK'S OFFICE
BOURNE, MASS

New Business

- Review Fiscal Year 14 budget
- Trustee Worksheet – goal setting
- Consider next policy review

Updates

- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Coffee station in library

Next Meeting

- Set future agenda items
- Set date

Adjournment

→

Date wrong
Called/emailed 12/17

should of read
12/18 Tues

Sullivan, Tracy

From: Sullivan, Tracy
Sent: Tuesday, December 18, 2012 12:12 PM
To: 'Heather DiPaolo'
Subject: RE: JBPL Mtg Tuesday December 18th @ 4:30pm

Hi yes you did but the dates are wrong you posted Tuesday Dec. 19th ... Tues is the 18th :) I was out on Friday...

From: Heather DiPaolo [<mailto:capecodbaby@comcast.net>]
Sent: Tuesday, December 18, 2012 8:18 AM
To: Sullivan, Tracy
Subject: Re: JBPL Mtg Tuesday December 18th @ 4:30pm

Tracy,
Yes, we did change our meeting time to today, Tuesday 12/18. I emailed the agenda to you on Friday at 2:30pm assuming it would get posted Friday. I hope that all works.
Thanks,

Heather DiPaolo

From: "Tracy Sullivan"
<TSullivan@townofbourne.com>
To: "Heather DiPaolo"
<capecodbaby@comcast.net>
Sent: Monday, December 17, 2012 12:16:16 PM
Subject: RE: JBPL Mtg Tuesday December 18th @ 4:30pm

Hi Heather can you check the date and let me know which is the correct day? Post says Tues, Dec 19th.....

Thanks
Tracy

From: Heather DiPaolo [<mailto:capecodbaby@comcast.net>]
Sent: Friday, December 14, 2012 2:19 PM
To: Chapman, Wendy; Sullivan, Tracy; Johnson, Barry
Subject: JBPL Mtg Tuesday December 18th @ 4:30pm

Could you please post this meeting for me?
With much thanks,
Heather DiPaolo
Library Trustee, Chair
7 Daniel Webster Lane
Pocasset, MA 02559

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

2013 OCT 9 PM 3 28

Minutes of the December 18th, 2012 Trustees Meeting at the Jonathan Bourne Public
Library

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present:

Heather DiPaolo
Joan Simpson
Stephanie Kelly
Kiki Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Diane Flynn
Claudine Wrighter

Guests:

Paul Gately, Reporter,
The Bourne Courier

Heather DiPaolo called the meeting to order at 4:30 p.m.

Minutes -- Kiki moved that the November meeting minutes be approved. Joan seconded the motion. After a brief discussion, the following correction was made to the November minutes. Under the "Library Policies" section of the minutes, the third paragraph has been changed to read:

"Patrick also indicated that the next policy for review will likely be one for printing and copying due to the library's investigation into new copier options."

The change was approved by unanimous vote.

Joan moved to approve the September 19th minutes. Kiki seconded and the motion was carried by unanimous vote.

Fiscal Year 14 Budget – Patrick reported that the budget that he provided to the Trustees at the November 29, 2012 meeting is the same one that he presented to the Town.

Director's Report:

Patrick reported:

- Randy's position has not been posted yet but Patrick believes that it will be posted shortly;
- A fall occurred in the parking lot during the month. Patrick checked the video of the fall and an incident report was completed;
- Alarm system work has been done and the radio box has been replaced;
- Patrick will be contacting the Town about securing ceiling tiles that are loose;

- PALS has assisted with installing shelving, clearing out and moving items, etc. They may also be assisting with the possible creation of additional storage for the Children's Librarian;
- Deb has been working with Boston on the digitization of Base reports that are currently kept at the library;
- Deb is also working with the Bourne Historical Society;
- The Board of Library Commissioners has responded to the two Letters of Intent submitted by Deb and Diane with regard to the LSTA FY 2014 Direct Grant Program. The Board encouraged pursuing the request for the "Libraries for Job Seekers" grant as only one request may be submitted;
- Approximately 70 people attended the Aine Minogue concert;
- Because there has been no response to someone taking over as chairman of the Dewey Classic, it will not be held this year. The majority of the funds for the summer concert series come from this fundraiser. There was a brief discussion about how to raise funds for them, i.e. whether Patrick might be able to submit grant requests to local businesses with Trustees' assistance, etc.;
- The Friends are purchasing a chair for Terry and are waiting for January to assess where they are financially;
- The library has subscribed to Zinio, an online magazine service with 79 titles available for download.

Coffee Station --Joan reported that the coffee station has been steady but the holiday flavors have not been big sellers.

Trustee Worksheet: The Trustees reviewed the "Organizational Competency Issues Workform K" which was distributed at the November meeting and prioritized focus areas as follows:

1. E. Marketing and Public Relations
2. A. External Partnerships
3. C. Fundraising
4. (Alternate) J. Training and Staff Development

Future Agenda Items -- Heather set the following items for inclusion on the January meeting agenda:

- Holiday closure schedule
- Summer concert series funding
- Review of long-term strategic planning
- Organizational Competency Issues worksheet follow-up and discussion
-

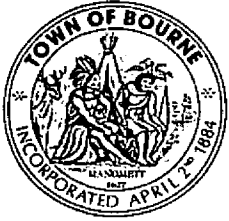
Next Meeting Date: The next meeting is scheduled for January 15, 2013 at 5:00 p.m.

Adjournment:

Joan moved and Heather seconded the motion to adjourn the meeting at 6:22 p.m.

Respectfully submitted,

Stephanie Kelly



TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: August 13, 2012
Time: 4:00 pm
Location: Town Hall, lower conference room

Agenda

1. Call to order
2. Introduction of members
3. Discussion: Cape Cod Emergency Traffic Plan
4. Discussion: Pilgrim Station Traffic Management Plan
5. Discussion: Hurricane Season
6. Public Comment
7. Adjournment

Charles K. Noyes
Director

2012 AUG 8 AM 9 57
TOWN CLERK'S OFFICE
BOURNE, MASS

Local Emergency Planning Committee Minutes

August 13, 2012

Members present: Charlie Noyes- (Emergency Management Director), Ann Marie Riley (CERT member), Linda Zuern (Selectmen), John Stowe (Bourne PD), Dennis Woodside (Police Chief), John Stofa (General Public), George Sala (DPW), and Cynthia Coffin (Board of Health).

Also present were Deb Patellos, (BCDEH Contract Nurse Coordinator), Paul Gagnier (Press) and Diana Barth (Press)

Mr. Noyes stated that he had received regrets from Tim Mullen (DNR), the Corps Engineers, and the School Department. He did expect someone from the Fire Department though.

Mr. Noyes began with a discussion of the Cape Cod Emergency Traffic Plan. This is a 200 plus page document. The Town Hall has an electronic copy as does the Police and Fire Departments. The plan was developed as a preparatory plan to address the traffic that might arise from a hurricane. The plan was not recently implemented for Hurricane Irene but they came close. The only change to the plan is that the procedure now is that the Army Corps of Engineers and the State will come to an agreement on the closing of the bridges. Mr. Noyes will email a copy of the introduction to all the LEPC members. He stated that the preparedness stage is always a constant. The Town would go on standby once a hurricane comes up the coast. This is usually about 72 hours out. At 36 hours out the plan would start to activate. At 24 hours from landfall for us, traffic control points would open. A lot of traffic would be routed to the MA Military Reservation if the bridges were closed. There will be shelters there. If the bridges were not closed then the goal is to get people off the Cape as quickly as possible. The goal is to not have any cross traffic from Sandwich Rd, where there will be a traffic control point. There will be State Troopers posted at the control points. One trooper will send traffic down Sandwich Road to the five corners but traffic will not be able to come back to the rotary by Waterhouse Road. The ramp near Christmas Tree will also close. People will not be forced to leave the Cape but they may be directed back South. The State has promised public education on the plan but Mr. Noyes is concerned because he hasn't seen any of it. He really does not know how to properly get the plan out to residents. There is a copy on the Emergency Management page of the Town website. Chief Woodside stated that his main concern with the plan is that there is no flexibility to the plan once it is activated. He stated that he is really concerned since there was no town input. It was discussed that there would still be access to the Middle School and the Upper Cape as shelters. Chief Woodside stated that residents need to know that if they think they are going to leave if a hurricane comes, then they should leave before the plan is activated. The main thing is that we don't want people stuck on the roads in the middle of a hurricane. The shelter of last resort will be the Mass Military Reservation. There are barracks that will be set up as shelters. Chief Woodside asked how emergency resources would get over the bridges if they were closed. Mr. Noyes stated that there will only be portable barricades set up and the barricades could be moved. Also, chances are at some point the troopers would leave the site unattended anyway. Mr. Gately asked what would be done with determined people who try to get around the barricades. Mr. Noyes explained that there is only so much that the State and the Town can do. He stated that most local people know the

2013 APR 4 AM 10 52
TOWN CLERK'S OFFICE
BOURNE, MASS

steps that they need to take in a hurricane and they have historical knowledge to know how far the waters might come and where they need to go to get out of the floodplain area. He went on to say that the evacuation plan is really more for non-residents.

The next item for discussion was the Pilgrim Station Traffic Management Plan, revision 6A. In the 1980's Tom Cahir and Mr. Noyes worked to include Bourne in the Emergency Planning Zone around the Pilgrim Plant. However, in 2012 Bourne is still not in the plan. Mr. Noyes stated that Bourne should have been a part of the plan just for that fact that there are huge traffic impacts in Bourne. There are 6 traffic control points, including the Bourne Rotary to Buzzards Bay, the South Bourne Rotary, the Sagamore Flyover, at Manomet Road (the Town of Bourne line at the 10 mile radius), Herring Pond at Little Sandy Pond, and Head of the Bay Road at Plymouth Lane. Mr. Noyes described all the routes of traffic to the members. Chief Woodside stated that this plan will all but shut down the entire Town. The Police Department was never even asked for input. Ms. Zuern stated that in a nuclear event people are generally told that it is better to shelter in place and we could use our Reverse 911 system to get the word out. Mr. Noyes stated that the Town is trying to get a voice by working with the Board of Selectmen and having them approach Pilgrim. Ms. Coffin suggested that the Committee could send a letter to the Selectmen and also to our State Representatives for assistance in this matter.

Discussion of the Hurricane Season was next. Mr. Noyes stated that there were no issues last year but that the problem on the whole Cape has to do with sheltering. The American Red Cross is now overburdened. None of the Towns have enough volunteers. There used to be a Cape Cod Chapter of the Red Cross but now there is only a Boston Chapter. In Hurricane Irene, where the power was out for more than three days in some places, they did have to open the Middle School shelter for 3 people. This was only after the first 72 hours without power. After the 3 days people probably had no more food. It was discussed that the Town Hall went without power and the sewer pump was not on the generator so Town Hall had to be shut down. This has been fixed and now the pump is tied into the generator.

Mr. Noyes mentioned that Google Earth is a good way to look at the Town and to see potential flood areas. You only have to go to the MEMA website and download the SLOSH overlays and save them as a separate theme. Ms. Coffin asked if the Bournedale Elementary School is still being looked at as a potential shelter on this side of the bridge, especially since the Community Building is in the floodplain. Mr. Noyes stated that the Red Cross is looking in to this. The Elementary School could only take care of about 100 people. The Barnstable County REPC will donate supplies for Bournedale.

Deb Patellos introduced herself to the group. She stated that she would like to come back before the committee and give an overview of the public health preparedness plans at a later date. She went on to state that the public health plan also includes responses to flooding events, hurricanes, and the like so it is important to make sure that we are all on the same page and are not duplicating efforts.

Mr. Noyes stated that he will notify the committee members of the next meeting. Ms. Noyes motioned to adjourn and Chief Woodside seconded the motion. It was unanimous. The meeting adjourned at 5:30 PM.

Typed and submitted by Cynthia A. Coffin, Secretary.

Cynthia A. Coffin
approved 01/3/13

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

2012 FEB 13 AM 10 43
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday January 12, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 12/8/11.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment, including; responses to date, questions received, planning for the review of proposals, and review of an opinion from Attorney Troy regarding the review team logistics.
- 4) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP 2012 JAN 9 AM 9 02**

MEETING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

Date
Thursday
January 12, 2012

Time
6:00 P.M.

Location
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

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Donald J. Pickard
Chairman

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TOWN CLERK BOURNE

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
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Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes January 12, 2012 6:45 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

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TOWN CLERK BOURNE

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

Handouts: Draft spreadsheet regarding a possible contract with Covanta.

Absent with approval: N/A.

- Executive Session commenced at approximately 6:45 p.m.
- Mr. Barrett handed out a spreadsheet showing a counter proposal from Covanta regarding a long-term waste disposal deal. Mr. Barrett explained they were rethinking their position. He corrected the typos and formula problems in the spreadsheet (e.g. the cover calculation was off). They want us to take MSW until end of 2014 then accept ash \$45/ton in 2015. Mr. Ware asked Dan what his preference is. Mr. Barrett said why wait? Go for all ash sooner at a ramped up price. However, they don't want to pay more for ash while the Cape trash prices are still low. Mr. Andrews asked how much tonnage is left for us. Mr. Barrett said 24,000 tons which would cover disposal for Falmouth, Mashpee and Sandwich, however it may go up to 30,000 tons. Mr. Barrett said overhead for ISWM could drop if it's all ash. Also the nuisance of birds and litter would be abated.
- Mr. Ware said we need to still look at the berm option to extend the life of the landfill. Mr. Andrews noted we should reserve some airspace to accommodate residuals disposal from any technology developers that the town partners with.
- Mr. Barrett will try to get the price to start sooner on ash. Mr. Pickard asked about when our trash would go to them. Mr. Barrett said it's a 20-year window the start of which is up to us. Mr. Pickard asked if they want right of first refusal can we still get them to agree to a contribution to pay down the debt of a new DPW building in the range of \$200,000 per year. Mr. Barrett said we can try.
- Mr. Andrews commented that he feels that an expansion of the landfill beyond Phase 6 is unlikely. Mr. Barrett said it depends on if we are all ash at the time. Mr. Pickard said the revenue is about \$11 million per year. Mr. Barrett said exclusive of revenue from the transfer station or recycling activities. Mr. Ware said ISWM must refine the expenses. Mr. Pickard said leachate RFP options could save more money too. Mr. Barrett said 2015 could be about \$12 million per year with all revenue sources. Expenses were about \$8.5 million. He's hoping to keep the growth to 3%, and the margin is good.
- Mr. Ware asked when a deal with Covanta could be concluded. Mr. Barrett said about 3 weeks. Mr. Barrett said Covanta is ready to go because we are affecting their business. Mr. Barrett said he told Mr. Peterson at Covanta that we could serve the entire Cape for 20 years given the new lower tonnage projections from the Cape towns and that is adding pressure to the negotiations. Covanta is willing to go retroactive to January 2012 on the current ash price if deal is done as in the spreadsheet. Mr. Ware suggested getting a unified updated spreadsheet and then set up a time. Mr. Ware asked who at Covanta could make a decision about the \$200,000 debt reduction sweetener on the deal. Mr.

Pickard thinks it will be Mr. Peterson. He thinks Dan should go forward and bring it to the Working Group for approval. Then set up an Executive Session with the BOS. Mr. Barrett asked who should negotiate for the DPW building capital option. Mr. Andrews said Mr. Barrett should ask for that stipulation; \$200,000 per year for 15 years. Mr. Barrett said that providing Covanta a right of first refusal option on airspace is in an opportunity for a quid pro quo. Mr. Aronson said that's a good start. Mr. Andrews said to tell them what you are considering; a berm, future mining and a Phase 7 to extend the life of the landfill. Mr. Aronson will put together an offer sheet. Mr. Andrews said to show Covanta value. Mr. Barrett said they have an idea of our capabilities.

- Mr. Ware asked is a \$1 ton per ton reasonable for that? Mr. Aronson said you're really selling an option and said 2% of the value of the space is reasonable. Mr. Aronson said can you get an extra 8 months of space. Mr. Barrett said Phase 5 may do that at about a year. Mr. Ware said ISWM should have a reasonably derived plan for the future cells. These include: Phase 5, mechanically stabilized earthen berm along Phase 4 and a Phase 7. Mr. Goddard said we will still get the tip fee plus the option. Mr. Ware suggested that we get them to start paying the option now to match the term of the contract. Mr. Barrett expressed concern that we be careful about promising Phase 7 before the public is ready.
- Mr. Andrews asked if mining Phase 1ABC out of the question? Mr. Barrett said most likely for operational and engineering reasons. Mr. Barrett said there is newer trash in some of these areas and not as much dirt as was the case with Phase 1D.
- Mr. Goddard asked if the first right of refusal option for Covanta applies to other technology development. Mr. Barrett said no, but once a deal is done there may be great partnership options in the future.
- Mr. Aronson said a million cu. yards a future possibility, the \$3 million may be too high. Perhaps \$150,000/ yr for 15 years. Mr. Ware said that it should be at least a \$1 million. Mr. Redman said just have them pay for the DPW directly. Mr. Barrett said that is not out of the question. Mr. Pickard said we should be ready to meet prior to the next regularly scheduled meeting as needed. The process for approving a deal will be that Mr. Barrett comes to the Working Group. Then it goes to the BOS via an Executive Session update and then a public vote by the BOS. Mr. Barrett will go to the BOH to update them about fly ash. Mr. Pickard asked who will draft the contract. Mr. Barrett said Covanta. Mr. Goddard asked who will review it for the Town. Mr. Pickard said Mr. Troy. Mr. Pickard instructed ISWM to send an email to Mr. Guerino informing him that contract negotiations will be nearing an end in the next 30 days and to pose the question about who will review it. For example will Mr. Troy do it or will outside counsel be brought in to assist such as Tom Mackie. Mr. Aronson suggested Mintz, Levin.
- A motion to close Executive Session was at approximately 7:30 p.m. was made by Mr. Ware and seconded Mr. Andrews. Roll call: Mr. Pickard, aye; Mr. Ware, aye; Mr. Andrews, aye; Mr. Schofield, aye; Mr. Redman, aye.

Landfill Business Model Advisory Working Group
Meeting Minutes January 12, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

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

Handouts: None.

Absent with approval: N/A.

- Meeting called to order at 6:07 p.m.
- A motion to approve minutes from 12/8/11 was made by Mr. Andrews and seconded by Mr. Schofield. All were in favor. A motion to approve Executive Session minutes from 12/8/11 was made by Mr. Andrews and seconded by Mr. Schofield. All were in favor.
- Mr. Goddard provided an update about the Request for Proposals (RFPs) process. He said that an ad was placed in the Boston Globe which ran on 1/8; an ad that ran in the Cape Cod Times on 1/4, and one that will run in Biocycle magazine on 1/13 for national coverage. Additionally, an e-mail blast notification was sent out to a list of interested parties (about 200); a notice was placed on the MassRecycle listserv and Mr. Aronson put the notice on national listserv via the Solid Waste Association of North America (SWANA). Finally, notices were placed in the Central Register for the RFPs with leases and the RFP for leachate management equipment was placed in Goods and Services which are both State publications and requirements.
- Mr. Goddard said that to date he has received 70 separate inquiries and responded with RFP text and also sent out an update on 1/9 which was a list of who had requested RFP text as of that date. He reported that he had purchased blank USB flash drives to prepare for vendors when they request the full packages.
- He continued that the pre-proposal meeting is set for 1/30 at 2 p.m. at the community building. It will be held in the room used by the Board of Selectmen (BOS) and overflow capacity is available in the lobby which can follow along on the television monitors. Comcast will record the meeting for broadcast. Selectman Picard will give the welcome address. Vendors have expressed concern that the politics won't undermine the process and Mr. Pickard will address this concern. ISWM staff will prepare talking points for Mr. Pickard. Mr. Pickard asked if the Board of Health (BOH) should be there to answer questions. Mr. Andrews said he will invite Chairwoman Peterson. Mr. Pickard directed that ISWM ask Mr. Guerino to invite the chairman or a representative from the BOS, BOH, Finance Committee (FC), Capital Outlay (CO), Energy Advisory Committee (EAC) and Planning Board (PB). Mr. Barrett concurred and commented that it will be great to have the town leaders present. Mr. Goddard reported that a MA Department of Environmental Protection (DEP) senior official was supportive of the process as was the MA Clean Energy Center (MACEC) which stated they would review our proposal for a grant to fund the RFP review process. Mr. Pickard suggested DEP be invited to the meeting on 1/30. Mr. Barrett noted that there have been problems with trying to develop projects in other towns such as Attleboro, Taunton and Haverhill. He will also invite the UCRTS board.
- The presentation for 1/30 was discussed. It will start off with a welcome speech by Chairman Pickard followed by a site overview ISWM staff and then a RFP overview by Mr. Aronson. There will then be period of questions and answers for about ½ hour – 40 minutes. Mr. Pickard asked if there will be handouts. Mr. Barrett said those are not anticipated. Mr. Goddard will be ready with blank flash drives for those that may want to purchase copies that day. Mr. Andrews suggested having pre-loaded flash drives. Mr. Pickard suggested that we could set someone up in

Ms. Troye's office to accept checks. Mr. Pickard instructed ISWM staff to consult with the Director of Finance, Ms. Marzelli on this process. Mr. Aronson suggested pre-printed receipts. Mr. Barrett suggested sending an e-mail to let people know they can have flash drives prepared in advance.

- Mr. Goddard updated the Working Group that Town Counsel Attorney Troy has advised ISWM that any meetings of a RFP proposal review subcommittee must be made public, however that after opening in public session, the subcommittee may convene an Executive Session to consider the proposals. Mr. Goddard suggested that the review committee name a Chairman. Mr. Andrews said to make sure the procedures for 30b review are followed and the recording is done properly too. Mr. Aronson said that the non-price proposals will be reviewed first and a recommendation written-up with an evaluation followed by a separate review of the price proposals. Mr. Barrett said there would be a memo prepared by the subcommittee. Mr. Andrews said you must document why you did what you did. Mr. Pickard agreed with that process. Mr. Guerino will oversee the logistics of the 30b in his role as Chief Procurement Officer (CPO), but won't be on the review committee. There will be a couple of rounds of questions with vendors said Mr. Andrews. He suggested getting the MGL 149 44e to get the procedures and guidebooks. Mr. Aronson will get that too. A motion was made by Mr. Andrews and seconded by Mr. Schofield, that a RFP review subcommittee be created consisting of Mr. Barrett, Mr. Goddard, Mr. Aronson, Mr. Schofield, Mr. Redman, and Mr. Ware. All were in favor. Mr. Andrews reiterated that he and Mr. Pickard will not be on the review subcommittee because they will have separate votes on the BOS and BOH respectively later in the process. Mr. Schofield made a motion to appoint Mr. Redman as chairman of the subcommittee which was seconded by Mr. Andrews. All were in favor. Mr. Redman made a motion, seconded by Mr. Andrews, that Mr. Schofield be Vice Chairman. All were in favor. Mr. Andrews made a motion, seconded by Mr. Redman, that Mr. Ware be Clerk. All were in favor.
- A motion was made by Mr. Andrews, and seconded by Mr. Redman, to enter Executive Session at approximately 6:45 p.m. to discuss long-term waste contracts and as noted on agenda. Roll call: Mr. Andrews, aye; Mr. Ware, aye; Mr. Redman, aye; Mr. Pickard, aye; Mr. Schofield, aye.
- The regular session reconvened at approximately 7:30 p.m. The group decided that the next meeting will be at the pre-proposal meeting on 1/30 at the community building at 2:00 p.m. followed by meeting on 2/9 and 3/15 at the Middle School. Mr. Barrett updated the group that he is working on a financial model that will pay off all ISWM debt within the life of the landfill. Mr. Goddard also noted that ISWM is working on a document with the Director of Finance that will address the relationship between the ISWM Enterprise Fund and the General Fund.
- Mr. Redman made a motion to adjourn, which was seconded by Mr. Andrews. All were in favor. The meeting adjourned at 7:40 p.m.

2012 JAN 23 AM 11 04 BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

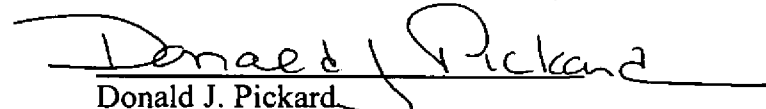
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday January 30, 2012	2:00 P.M.	Bourne Veteran's Memorial Community Center 239 Main Street Buzzards Bay, MA Board of Selectmen's room

AGENDA

- 1) Call Meeting to Order.
- 2) Pre-proposal meeting for prospective vendors who are considering submitting a proposal for any of the three Requests for Proposals (RFPs) issued by the Town in January for development projects at its 100-acre Integrated Solid Waste Management (ISWM) Facility. The three RFPs are: 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. The meeting agenda will include opening remarks by Chairman of the Board of Selectmen, Donald Pickard; an overview of the ISWM facility and ISWM department by ISWM staff and an overview of the RFP process by George Aronson of Commonwealth Resource Management Corp., followed by a question and answer period.
- 3.) Discussion of future meeting schedule and agenda items.
- 4.) Adjourn.


Donald J. Pickard
Chairman

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**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2013 OCT 8 AM 10 55

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

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- 3.) Discussion of future meeting schedule and agenda items.
- 4.) Adjourn.

Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes January 30, 2012 2:00 PM,
Bourne Veteran's Memorial Community Center, 239 Main Street, Buzzards Bay, MA

Present: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.) Various vendors looking at submitting a proposal (see attached sign-in sheet).

Handouts: None.

Attachments: Presentation by ISWM staff. Presentation by Mr. George Aronson, Commonwealth Resource Management Corp.

Absent with approval: N/A.

- Meeting called to order at 2:00 p.m.
- Mr. Pickard greeted and welcomed the attendees. He provided a brief overview of the Working Group and its history. He discussed how the Town has carefully prepared the way for these RFPs to be issued including town meeting votes and votes by various boards and committees.
- Mr. Barrett provided an overview of the history of the site including ISWM and its operations. Also discussed was the layout of the facilities, site utilities, landfill master plan and the location of the areas that are available for lease.
- Mr. Goddard provided an overview of the permits that the ISWM facility has at its various facilities including the landfill, flare and scrubber, C&D transfer station, residential recycling center as well as the overall site permits such as site assignments from the Board of Health and a Final Environmental Impact Report Certificate and Development of Regional Impact (DRI) approval. He described upcoming initiatives in permitting including a Major Comprehensive Air Plan approval, an update to the FEIR, a closure approval for the landfill, an approval to operate Phase 4 of the landfill.
- Mr. Aronson presented next and went over in detail the purpose, scope and procedures for the three Request for Proposals (RFPs) that were issued by the Town. He describe the Chapter 30B procurement requirements for the RFPs as well as the approach the Town used to encourage creative partnerships and thinking regarding all three RFPs.
- The next part of the meeting was dedicated to questions and answers which are listed below. The answers were provided by either Mr. Barrett, Mr. Aronson or Mr. Goddard.
- Will there be a price per gallon listed for what ISWM pays leachate disposal in the RFP information? No. Our price is under \$.10/gallon. Tell us what you can do.
- Do you recirculate leachate in the landfill? No.
- What are the large engines on the site now? They are backup generators we are looking at converting for our own usage.
- Have you hit the NSPS for the landfill yet? No. No Tier 1 or 2 studies done yet.
- Will biosolids be part of what is counted for the host fee? Unknown at this time.
- Will the landfill compete for tonnage from any vendor facility? That is not our intention and we don't see that as a direct impact. We encourage you to get a written interpretation

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TOWN CLERK'S OFFICE
BOURNE, MASS

letter from DEP regarding any technologies that involve mixed MSW. We prefer you use source separated materials.

- Will you sign a non-compete agreement with the vendor? Not sure if that is legal. We think we can co-exist with a vendor.
- Will that Town look at a right of first refusal to treat MSW? We will consider any proposal put forth.
- What is the gate rate? \$95/ton for MSW and \$90/ton for C&D. It can vary depending on contracts and volume.
- Who gets the waste heat? The Town has asked for the excess waste heat that a vendor may have.
- What is your cost for residuals disposal at the landfill? We anticipate everyone to have a certain amount. You make a proposal on quantity and pricing.
- What is the status of the Hydros contract? It expires in June, 2012. Any proposal to take over that operation will involve a transition period with Hydros still involved.
- Who pays for the cost to operate it? The Town pays the cost of chemicals and labor.
- Where does the effluent go? It goes to the landfill, but can go to the leachate collection system and could be evaporated later too.
- What is the status of the air permit? We are working on a plan that has a model that looked at a 5-engine scenario for a landfill gas to energy plant using Caterpillar 3516 engines. The vendor would need to come in under that ceiling for emissions and may have to get a specific authorization to operate permit for their plant separately. Our modeling protocol which is approved by DEP is on the flash drive.
- Who will be the lead on any Research, Design and Development permits? The Town would expect to work closely on any such a project should it come up.
- What is the role of the Board of Health? The Board will review any project for its potential impact to the community regarding environmental, health or safety issues. They will review the project at a later stage in the permitting and will engage their own engineering firm to review the data. They will not be involved in reviewing price information.
- Vendors were told that flash drive with RFP information are available for purchase.
- The meeting adjourned at approximately 3:30 p.m.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2013 OCT 8 AM 10:55

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Date

Thursday
February 9, 2012

Time

6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/12/12 and 1/30/12.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment; including; responses to date, questions received, planning for the review of proposals, and review of an opinion from Attorney Troy regarding the use of Town Counsel and/or outside counsel during negotiations for both the land leases and any long-term wastestream contracts.
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- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

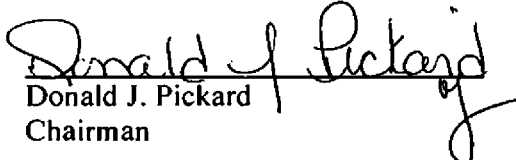
Donald J. Pickard
Chairman

2012 FEB 2 PM 4 32
BOURNE LANDFILL BUSINESS
TOWN CLERK'S OFFICE MODEL WORKING GROUP
BOURNE, MASS
MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday February 9, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/12/12 and 1/30/12.
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Donald J. Pickard
Chairman

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2017 MAR 29 PM 2:54

TOWN CLERK BOURNE

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

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Donald J. Pickard
Chairman

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2012 MAR 19 PM 2:54

TOWN CLERK BOURNE

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

Handouts: Draft solid waste agreement with Covanta. Power Point presentation from Covanta.

Absent with approval: N/A.

- Executive Session commenced at 6:25 p.m.
- Mr. Andrews said he will not be involved in discussion on money with Covanta. Fly ash approved last night, no increase in tonnage.
- Mr. Barrett (handout draft contract). Confirmed BOH approved acceptance of fly ash as long as it stays within the daily tonnage limits of the landfill permit. Mr. Peterson stressed to Dan that the contract is very much a draft. He will provide high points of the deal to everyone and then open it up to Q&A. MR. B reported that Mr. Guerino is more comfortable. He said that the \$45 ton is an equal to \$73-\$75 ton for MSW. It's a good number. Mr. Ware said no definition for right of first of refusal yet. Mr. Peterson is concerned about negotiating with multiple parties. Mr. Barrett said the Working Group is the main body to decide. Mr. Pickard said the BOS will probably defer to the WG and staff. Mr. Barrett said Mr. Peterson would go retroactive to January with \$21 ton on cover ash vs. \$12.
- Mr. Ware said there is a gap from now to 2015. Risk is there. Mr. Andrews said definitions need to be cleaned up to address whether or not we take MSW during an outage. Perhaps it would be a separate deal. Mr. Ware wants to button this up. Time is not on our side and to get it done now vs. later. Soft market for MSW. He wants \$20K/month for 10 years for the right of first refusal option. Mr. Barrett said the internal decision of how it will be invoiced will be made later. Mr. Pickard asked is the right of first refusal in the draft. He said being able to say to residents that DPW debt paid by this in part is a big selling point. Mr. Ware wants to broach the issue of first right tonight. Mr. Pickard said to say that Mr. Peterson brought it up. Mr. Barrett said he also want to extend the deal if it goes beyond the estimate for time for the airspace of the existing landfill. The first right would be for any airspace derive from using a berm, Phase 5 or Phase 7 if there is one. Mr. Barrett agreed to bring it up.
- Mr. Ware said Mr. Barrett has been doing the negotiating. Who brings up the first right issue? We have the players here including two members of the DPW building committee. Stress that we will be partners going forward. Mr. Barrett said 30,000 tons a year for our tonnage management is a good number. He suggested Mr. Ware should bring these issues up.
- Mr. Redman said part of this is that we taking us out of the contention with the towns for MSW.

- Mr. Peterson arrived at 6:45 p.m. Mr. Pickard informed Mr. Peterson that we are in executive session.
- Mr. Barrett informed Mr. Peterson that it's a draft. He asked the Working Group to introduce themselves to Mr. Peterson including Mr. Aronson and ISWM staff. They did and their roles.
- Mr. Peterson is the Market Area V.P. for Covanta and has 22 years in waste business. He lives in Falmouth. His area includes a lot of the eastern U.S. He's been working with Mr. Barrett the last year and is pleased to move forward. He said it's only a draft so we have some room to tweak. He put in a 30 year deal which would include 20 years of Bourne's MSW to SEMASS beyond landfill closure. He said they tried to make the legal language down the middle. Trying to avoid spending a lot of legal fees. Mr. Barrett said that Mr. Peterson would cover the high points. Mr. Peterson handed out a presentation.
- Mr. Peterson explained SEMASS technology as a shred to burn therefore some unacceptable items may be different than a landfill. Mentioned that some of Bourne's leachate is used to condition the ash. Acknowledged BOH approval of fly ash.
- He showed ash numbers and showed that SEMASS has the tonnage to meet the contract.
- Mr. Peterson said Covanta has \$1.5 billion in revenues. \$500 million in EBITDA and \$325 million in free cash. Covanta is a long-term partner. Won't have to be chasing them for money. Likes to keep ash close to the generation point. Mr. Ware pointed out market cap \$2.5 billion. He asked if liabilities of the sub entities are guaranteed by parent. Mr. Peterson said SEMASS is backed by the parent Covanta.
- He went through the contract draft. He defined the term "affiliate" to provide flexibility for other facilities they own in MA or CT, six in total. Could add another 350,000 tons per year. If that works, the BOH would get an approval on a case by case basis.
- He went to the ash tip fee item. Two different cover and another for disposal start at \$21 through 2014 and then to the \$45 number in 2015. He said that is a \$72-74 per ton MSW number. Less impacts with ash. They have the transportation covered. Mr. Ware asked how we get from 2012 to 2015 in tonnage in the interim. Mr. Peterson said 90,000 tons would be delivered. Then after that it's 189,000 tons. Mr. Ware wondered if operationally we are ready to take in more now. Mr. Peterson said MSW tonnage is more for their plants and that is why it's more ash now vs. earlier version. MSW generation is going down with recycling and PAYT. Mr. Ware will defer to Mr. Barrett on the operational ability to ramp up very quickly from MSW to ash. Mr. Ware said there could be a ramp up period with price and tonnage.
- Mr. Peterson bracketed CPI at 0-3%. Change in law is for both parties to cover each. He left the aggregate increase minimum blank. Mr. Aronson asked if ash does not include PBA for cover. He wanted clarity. Mr. Peterson said that the cover number is 43,800 tons. He wants a start date of March 1. Facility service fee for Bourne's trash is a big benefit for the town. \$14 starting price is a huge benefit. That would be \$17.92 in 2022 if you start then. George asked if the deal would start now. Mr. Peterson said not really good for now. Could kill the deal.
- Need to clarify holidays to match the town's. Landfill service fee. If we want their MSW they want most favored nation status. Pointed out the unacceptable items is robust. UCC – force majeure.
- Mr. Goddard asked if the tonnage is fixed monthly or a total annual. He said pretty consistent. They would give a schedule plus or minus 5%.

- Mr. Andrews pointed out that the daily tonnage is maxed at the permit. No rolling average. Can't make up for it later. Mr. Peterson said he can work with Saturday and Sunday to maximize. He can match any waste we bring them tonnage and dollar amount. Called waste exchange. Item D. Mr. Aronson asked about item C. Mr. Peterson, said he wanted the town to have an option for additional deliveries.
- Mr. Peterson Section 2.02 long term 20 year deal, good for both parties. 3.02 typical language on billing.
- Mr. Goddard – asked about put or pay. Mr. Peterson said it's not a put or pay.
- Mr. Redman asked that if SEMASS can deliver ash, can we make it up with other affiliates. Mr. Peterson said yes, which is why we had affiliates listed.
- Mr. Goddard asked about environmental liability insurance. Mr. Peterson said it's \$5 million for each party.
- Mr. Goddard asked if they would own disposal for our MSW if they can't take it. Mr. Peterson said yes and mentioned a 45 day period for cure.
- Mr. Ware said our interest is to have a long-term deal for our grandchildren. Therefore we may increase capacity. There may be an interest of right of first refusal. He mentioned DPW building move to another site and how to do that. Mr. Ware asked for a chip in for that right for space beyond what is in the agreement. He mentioned 20,000 month for the 10 years to work on the deal beyond the current capacity. Mr. Redman said it would be helpful to sell it to the town. Mr. Peterson said that is a hefty price and everything is negotiable. He said you don't have the airspace yet and you may never get it. Mr. Ware said this is the last ask. We are at the end of the negotiation. Wants a deal to be done March.
- Mr. Pickard said that previously, prior to Selectmen Ford forming the Working Group, deals didn't get done. This group is in effect, and has other ideas such as the RFPs. Mr. Andrews asked about looking at other options. Mr. Barrett said we're looking at such things as berms and other options. Mr. Ware said we want to move forward as a partner.
- Mr. Peterson said limit damages to actual amounts. 7.09 governing law shall be done within 30 days, binding arbitration and MA law.
- He said final deal will have to be done at Corporate.
- Mr. Pickard said that Working Group (WG) is the body to examine the deal. The BOS has deferred. Don't think you will see any push back and will take the WG recommendation. Mr. Peterson asked if it would go to town meeting. Mr. Pickard said no as it was pre-approved. He said it would go to exec session to update the contract terms to recommend to the BOS. Then in open session vote on the contract in public. Then the BOS could sign the deal.
- Mr. Pickard said that a deal can be done in Feb. with the BOS. Executive session 2/27 Monday night meeting and possible BOS regular deal the same night or the 2/28. Announce it on 2/21. Mr. Ware asked to look at the deal the last time as a WG. Mr. Goddard confirmed that the WG will meet again for the final review.
- Mr. Pickard said to redline the deal and send it to Mr. Troy ASAP. Bring a copy to the meeting with Mr. Troy on Monday at 3 p.m. Don asked to be reminded so he can show up.
- Mr. Peterson left at 8:07 p.m.
- Mr. Goddard asked the terms approved at town meeting on total length of contract. Need to bifurcate the deal to separate MSW and ash versus one thirty year deal.

- Mr. Aronson said it's a balanced deal.
- Mr. Goddard asked Mr. Peterson about 4 Recovery (an affiliate of Covanta) businesses and opportunities to so that he can explain it as a potential partnership.
- Mr. Goddard explained that executive session minutes are encumbered.
- Motion to leave executive session at 8:10 p.m. made by Mr. Ware and seconded by Mr. Redman. Roll call: Mr. Pickard, aye; Mr. Redman, aye; Mr. Ware, aye; Mr. Andrew, aye; Mr. Schofield; aye.

Landfill Business Model Advisory Working Group
Meeting Minutes February 9, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

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

Handouts: None.

Absent with approval: N/A.

- Meeting called to order at 6:02 p.m.
- Motion to approve minutes of 1/12/12 with corrections made by Mr. Ware and seconded by Mr. Andrews. All were in favor.
- Motion to approve the executive session minutes of 1/12/12 with corrections made by Mr. Schofield and seconded by Mr. Ware and encumbered until further notice. All were in favor.
- Mr. Goddard provided an update on the RFPs. He said that two updates were sent out to vendors. Addendum #1 will also go out next week to vendors which indicate that the RFP for leachate management equipment does not have to use LFG. He reported that 14 flash drives have been purchased to date totaling \$8,000 and that another request is on the way. Mr. Pickard asked who took them. Mr. Goddard replied; Heartland, Harvest Power, Ameresco, DCO Energy, Ingenco, Highland Power and Rochem (reverse osmosis).
- Mr. Pickard said good job on the presentations. Mr. Redman commented that if a consultant pulls a flash drive the vendor will have to purchase one too if they are the one submitting.
- Mr. Goddard said he reviewed the requirements the MA Clean Energy Center (CEC) grant and that we are looking at asking for \$60,000. Applications are accepted on a rolling basis.
- Mr. Barrett updated the Working Group on the attorney opinion. He said there will be a meeting with Attorney Troy on Monday, 2/13 regarding who will be the counsel. Mr. Andrews wants the Board of Health (BOH) to know who will advise them. He also wants to know about 3rd party consultant during their review. Mr. Andrews also wants three engineering firms recommended by ISWM from which the BOH can choose.
- Mr. Redman wanted to know how to evaluate the best options of RFP. Mr. Aronson, said we should wait to see what we get.
- There was a roll call vote to go into executive session at 6:25. The motion was made by Mr. Ware, and seconded by Mr. Redman. The roll call was as follows: Mr. Pickard, aye; Mr. Ware, aye; Mr. Andrews, aye; Mr. Schofield, aye; Mr. Redman, aye.
- Regular session. Reconvened at 8:10 p.m.
- Another Working Group meeting in February is needed. Mr. Pickard asked Mr. Barrett to ask Mr. Guerino to schedule Board of Selectmen (BOS) on 2/28. BOS must sign the deal. Need to clarify it.

2013 OCT 8 AM 11:08
TOWN CLERK'S OFFICE
BOURNE MASS

- Mr. Barrett said that having a way to handle our trash up to 2041 for is the way to go. Take our own trash for 10 years too.
- Mr. Pickard to prepare a statement for the BOS meeting on 2/21 to read for the public announcement.
- Mr. Ware made a motion to adjourn, seconded by Mr. Redman second. All in favor. The meeting adjourned at 8:19 p.m.

2012 FEB 29 PM 4 17
BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

TOWN CLERK'S OFFICE MEETING NOTICE

Date

Thursday
March 8, 2012

BOURNE, MASS

Time

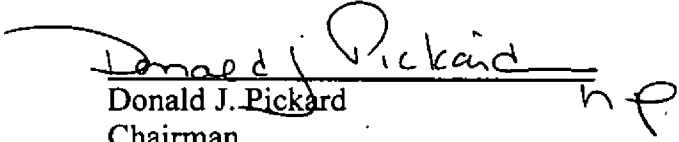
6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12 and 2/9/12.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment, including; responses to date, questions received, planning for the review of proposals, and an update regarding counsel support.
- 4) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2013 OCT 8 AM 11 04

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

Date

Thursday
March 8, 2012

Time

6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12 and 2/9/12.
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- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes March 8, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.), Asa Mintz (ISWM), Mr. Tom Guerino, Town Administrator

Handouts: NA.

Absent with approval: John Redman excused. Mr. Schofield excused.

- Meeting called to order at 6:00 p.m.
- A motion was made by Mr. Ware and seconded by Mr. Andrews to enter executive session at 6:10 p.m. Roll call: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Ware, aye.
- Mr. Andrews 2 questions on addendum; questions 22 & 8. Mr. Goddard said 8 is nitrogen and 22 referenced a DEP permit.
- Approval of minutes tabled.
- Regular session resumed at 6:45 p.m. Mr. Andrews left.
- Mr. Pickard said lets vote on the 3/15 and have a joint discussion rather than joint executive session.
- RFP update; Mr. Goddard Addendum #2 upated. One more round of questions and answers with extension to the 13th. Serious interest. Harvest Power is looking. Reverse osmosis vendor is begging for details on water.
- Mr. Aronson proposals are due the 29th and asked to meet that night. Neither Mr. Schofield nor Mr. Goddard can make it. Mr. Guerino said log them in he puts it to the review committee. Mr. Goddard said we'll layout schedule on 3/15 for the subcommittee. Mr. Aronson is working on checklists. Mr. Guerino said price proposals locked in Treasurer's safe. Mr. Goddard asked about a written report. Mr. Guerino said write up summary for the WG of what came in.
- Motion to adjourn made by Mr. Ware and seconded by Mr. Pickard. All favor. Meeting adjourned at 6:58 p.m.

2012 OCT 8 AM 11 08
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

RECEIVED
2017 MAR 09 PH 2:53
TOWN CLERK BOURNE

Date

Thursday
March 8, 2012

Time

6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12 and 2/9/12.
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- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

Donald J. Pickard
Chairman

RECEIVED

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes March 8, 2012 6:00 PM, PM 2:53
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.), Asa Mintz (ISWM), Mr. Tom Guerino, Town Administrator .

Handouts: NA.

Absent with approval: John Redman excused. Mr. Schofield excused.

- A motion was made by Mr. Ware and seconded by Mr. Andrews to enter executive session at 6:10 p.m. Roll call: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Ware, aye.
- Mr. Barrett provided an update on the Covanta deal. He said he talked with Mr. Peterson of Covanta and the \$200,000 deal is the maximum and we expressed disappointment in return. He said we are over with negotiations.
- Mr. Barrett said we should decide if we want to vote tonight. Mr. Pickard would like to defer a vote. Mr. Ware disagrees; he wants to move forward. Mr. Pickard wants explanation of the impact of an article on the ash deal. Mr. Barrett said the ash deal of 15 years is doable now. Mr. Goddard we put an option to get the MSW deal. Linkage is there.
- Mr. Ware asked what the price is for right of first refusal. Mr. Barrett had no further news. No reference in the contract right now. We can we withhold and they don't pay. Mr. Guerino, Mr. Andrews agree. Mr. Ware take the \$24,000 year but no first right of first refusal.
- Mr. Barrett said they would like to talk in 5 years or so to see where we are. We can talk then. Mr. Pickard, it's a signing bonus not 1st right of refusal. Mr. Ware said to negotiate it later. Mr. Barrett will put in an option to talk later.
- Mr. Ware asked if Mr. Barrett can close the deal. Mr. Barrett said to get it all up front. Mr. Ware said get a closing date. Mr. Barrett said we can get it done and they are ready.
- Mr. Guerino agrees to get it done now. We've given the towns opportunity to sign with us. Get 40,000 tons a year not 30,000 for reserve capacity. The town's trash deal is good. He wants to sign it, saying it was an OK deal but not great. We could service our own trash. The other parts of this deal solidify the ISWM workforce going forward and the environmental integrity of the site. Problem with getting other towns. Falmouth is possible and Sandwich, maybe Mashpee. Down cape maybe Barnstable not Yarmouth, but the problem is they are going on a search for new administrator, the council is changing and the Town Administrator is interim. Mr. Pickard said he will talk to Greg Milne at Barnstable about getting some into us.
- Mr. Barrett said the 40,000 vs. 30,000 tons doesn't have to be decided tonight. Mr. Aronson asked if we want it. Mr. Guerino said the MSW stream is down by 50 percent because of more recycling, food waste ban potential, put or pay, increasing stress and price. He said to go after Falmouth and Barnstable. He wants 40,000 tons in reserve capacity to sell. Mr. Pickard asked why. Mr. Guerino said spot market tonnage. Mr. Pickard, asked Mr. Aronson. Mr. Aronson wants the 30,000 tons, but ISWM is not in the

big business because you are a smaller player with less leverage only going for seasonal, crumbs. Take the bird in the hand, bumping up tonnage overall. Mr. Guerino stands corrected and changed. Mr. Barrett said we could sell the tonnage back to Covanta.

- Mr. Goddard updated that contract status. Mr. Troy has looked at it and is satisfied so far. We can take spot from Covanta at current rates. Mr. Guerino said if they wanted to buy it back get a good up front price. Mr. Aronson said the organics ban could change the density. Ash will be ash, MSW will change.
- Mr. Pickard asked about the next executive session for the Board of Selectmen (BOS). Mr. Guerino said 3/20. He suggested a joint session with the Working Group 3/20. Mr. Guerino said that could be done. The BOS vote in public session. Mr. Andrews said there is a consensus to go forward. Get the lump sum. Committee is to move forward. All three members of the Working Group said yes. 30,000 tons of reserve capacity is OK. We can respond. Mr. Barrett said we have competition from Plymouth and Makepeace for the ash, so this is good to get it done
- Mr. Pickard, asked if Mr. Troy needs to be there. No if he sends a letter. It should be held at 5:45 p.m. if he comes. Mr. Goddard said Mr. Troy is involved in it. Mr. Barrett will call him.
- Motion to leave executive session at 6:45 p.m. Roll call: Mr. Pickard, aye; Mr. Ware, aye; Mr. Andrews, aye.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP** 2012 MAR 12 AM 8 03

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

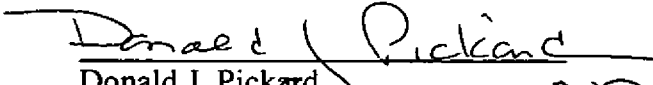
Date
Thursday
March 15, 2012

Time
6:00 P.M.

Location
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12, 2/9/12 and 3/8/12.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment, including; responses to date, questions received, planning for the review of proposals, and an update regarding counsel support.
- 4) Executive Session discussion and possible vote regarding: ISWM business model options, including; possible long-term wastestream contracts and other options for leasing land at the ISWM facility for alternative technologies and/or landfill gas utilization technologies.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


Donald J. Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2013 OCT 8 AM 11 05

MEETING NOTICE

TOWN CLERK'S OFFICE

Date
Thursday
March 15, 2012

Time
6:00 P.M.

Location BOURNE, MASS
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12, 2/9/12 and 3/8/12.
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- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

Donald J. Pickard
Chairman

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2017 MAR 19 PM 2:50
TOWN CLERK BOURNE

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday March 15, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12, 2/9/12 and 3/8/12.
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- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.

Donald J. Pickard
Chairman

RECEIVED

2017 MAR 29 PM 2:51

TOWN CLERK COURNE

Landfill Business Model Advisory Working Group
Executive Session Meeting Minutes March 15, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts: NA.

Absent with approval: John Redman excused.

- Motion to enter executive session at 6:26 p.m. made by Mr. Ware and seconded by Mr. Andrews. Roll call: Mr. Ware, aye; Mr. Andrews, aye; Mr. Pickard, aye; Mr. Schofield, aye.
- Mr. Barrett update the Working Group (WG) that we met with Mr. Peterson last night to finalize wording of the agreement. Highlights- Guaranteed Annual Tonnage (GAT) issue taken out by SEMASS. SEMASS doesn't GAT to them and it's a national trend. Mr. Aronson offered a solution to the commercially reasonable language we need, that any ton they make they send to us and that Bourne is the first destination. Second, we want a Nov. and May check in on forecasts ahead of time so we can mitigate. Mr. Goddard said the put or pay is a balance sheet issue. We are the first on their list. Mr. Peterson said they make it and they will send it. Mr. Andrews asked what does counsel think.
- Mr. Pickard said the Board of Selectmen (BOS) to meet Tues. for the update on the agreement and relate that the WG is in favor. April 3 will be the vote to authorize the Town Administrator which gives the public two weeks to comment.
- Mr. Barrett said regarding change in law – we wanted it to go away. Mr. Peterson kept it in and limited it to \$500,000 or we can walk. That is their corporate standard. We'll work on it with counsel. Mr. Andrews asked if you can you leave before it is imposed. The answer was yes.
- Mr. Barrett said we got the ability to get out of the deal if the landfill closes prior to the 10 year term. The term ends Dec. 31 2021. We have a 5 year extension built in. No right of first refusal. SEMASS wants to start negotiating soon into the deal. We established a base volume amount. No bonus up front, instead it will be Bonus no way up front and its \$216,000 over 9 years. Meeting of the Covanta board of directors approved this deal. Mr. Ware asked when it starts - Jan. 2013 for 9 years. Retro ash deal is now lump sum of about \$75,000. Mr. Ware said do the deal and start negotiations in 3 years. We'll have the experience of working with them. Mr. Barrett once partners there will be other benefits to come.
- Mr. Pickard, where asked Mr. Andrews if the trailer park deal is going well with the Board of Health (BOH) and Mr. Austin who owns land south of the landfill too. He said maybe we could work out a deal on land Mr. Austin owns. Mr. Andrews said it's not the same LLC. Mr. Schofield said he has this on his mind and he knows Mr. Austin and he may be able to approach him and ask for this deal. Mr. Schofield will approach him. Mr. Ware in 3 years our negotiating will be good with Mr. Peterson. Mr. Barrett said Mr.

Larusso is still interested in working on the land deal to the south. The challenge is to see if we can do it with no capital. We have sand to give him (375,000 cu. Yards) that we need to get rid of. Mr. Andrews says mining permits are done at the Planning Board. If it's site work for an ISWM project it's not mining.

- Mr. Goddard will get a copy to Mr. Peterson tomorrow for their counsel. Mr. Pickard wants talking points for the 20th but we still have about 30,000 tons per year of capacity for ourselves and others.
- All WG members approved in principal on accepting the contract with the terms as presented and the 15 years MSW deal with a 5 year extension subject to town meet approval.
- Mr. Schofield made a motion to leave executive session at 6:58 p.m., seconded by Mr. Andrews. Roll call: Mr. Schofield, aye; Mr. Andrews, aye; Mr. Ware, aye; Mr. Pickard, aye.

Landfill Business Model Advisory Working Group
Meeting Minutes March 15, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

2013 OCT 8 AM 11 08
TOWN CLERK'S OFFICE
BOURNE MASS

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts: NA.

Absent with approval: John Redman excused.

- Meeting called to order at 6:06 p.m.
- Mr. Goddard asked to waive approval of minutes.
- Mr. Goddard updated the Working Group (WG) that there have been two requests for extension for two weeks, Mr. Andrews wants written extension for timeline justification. Mr. Goddard said for Sustainable New Energy wants letter from Mr. Kimmell. Mr. Aronson said they can tell us if they get it later. The WG said no to an extension. Mr. Andrews said get more documentation to get legal basis for extension. Mr. Pickard get a draft from Mr. Aronson.
- Mr. Ware mentioned progress regarding a connection to manage clean water at the Massachusetts Military Reservation (MMR).
- Mr. Goddard said ISWM sent out some corrections on some errors. Question period has closed. Last addendum or update tomorrow.
- Question regarding wording of town meeting article which does not include language for Board of Selectmen (BOS) approval. In 2010, the Finance Committee added it later. Mr. Pickard said be cautious in approach. Talk to Tom Guerino and make it the same as the last one.
- Mr. Andrews said Barry Johnson said he wants information on the cloud system for committee and subcommittee. Mr. Goddard was instructed to do that for the WG, Chairman Pickard and Chairman Redman.
- Motion to enter executive session at 6:26 p.m. made by Mr. Ware and seconded by Mr. Andrews. Roll call: Mr. Ware, aye; Mr. Andrews, aye; Mr. Pickard, aye; Mr. Schofield, aye.
- Motion made by Mr. Schofield and seconded by Mr. Ware to approve the ash and MSW deal agreements to be presented to the BOS by Mr. Barrett, Mr. Goddard and Mr. Aronson. All in favor.
- Reentered regular session at 6:58 p.m.
- Mr. Andrews said deadline for the proposals is still the 29th. Mr. Pickard suggested that Mr. Barrett be authorized to extend deadline for two weeks with written approval and justification. So moved by Mr. Andrews and seconded by Mr. Schofield. All favor.
- Next meeting is on March 20. Update to the BOS by Mr. Picakrd. April 3 the vote. ISWM will word the BOS vote. Mr. Ware said to provide information to the BOS for Tues. Prepare a handout on highlights of the deal on one sheet including both agreements.
- Mr. Andrews asked about the charter. Mr. Goddard said changes accepted by the Senate for engrossment and it's now going to House for engrossment followed by enactment and then to the Governor for signature and immediate effect. Should be very soon.
- Mr. Ware made a motion to adjourn, seconded by Mr. Andrews. All in favor. Meeting adjourned at 7:07 p.m.

2012 MAR 16 AM 7 47

TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date

Tuesday
March 20, 2012

Time

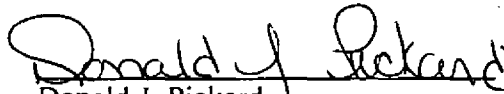
6:00 P.M.

Location

Bourne Veteran's Memorial
Community Center
239 Main Street
Buzzards Bay, MA
Board of Selectmen's room

AGENDA

- 1) Call Meeting to Order.
- 2) Executive Session for discussion and possible vote regarding: ISWM business model options, including possible long-term wastestream contracts.
- 6.) Adjourn.


Donald J. Pickard
Chairman

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

2012 FEB 15 PM 3 27
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

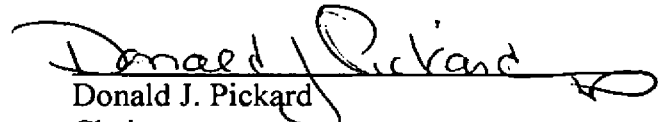
Date *Tuesday*
~~Monday~~
March 20, 2012

Time
6:00 P.M.

Location
Bourne Veteran's Memorial
Community Center
239 Main Street
Buzzards Bay, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Executive Session for discussion and possible vote regarding: ISWM business model options, including possible long-term wastestream contracts.
- 6.) Adjourn.


Donald J. Pickard
Chairman

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TOWN CLERK BOURNE

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP

MEETING NOTICE

Date

Tuesday
March 20, 2012

Time

6:00 P.M.

Location

Bourne Veteran's Memorial
Community Center
239 Main Street
Buzzards Bay, MA
Board of Selectmen's room

AGENDA

- 1) Call Meeting to Order.
- 2) Executive Session for discussion and possible vote regarding: ISWM business model options, including possible long-term wastestream contracts.
- 6.) Adjourn.

Donald J. Pickard
Chairman

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Landfill Business Model Advisory Working Group
Joint Meeting with the Bourne Board of Selectmen
Executive Session Meeting Minutes March 20, 2012 6:00 PM
Bourne Community Building, Main Street, Buzzards Bay, BOS meeting room

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.), John Ford (BOS), Earl Baldwin (BOS), Peter Meir (BOS), Tom Guerino (TA).

Handouts: Talking points; draft spreadsheet of the Covanta deal.

Absent with approval: Mr. Schofield, John Redman excused.

- Meeting, which was jointly held with the Board of Selectmen (BOS) was called to order at 6:03 p.m.
- Mr. Baldwin made a motion for the BOS to enter into executive session at 6:03 p.m., seconded by Mr. Ford. Roll call: Mr. Baldwin, aye; Mr. Ford, aye; Mr. Meir, aye; Mr. Pickard, aye. Mr. Andrews made motion for the Working Group to enter into executive session, seconded by Mr. Ware. Roll call: Mr. Andrews, aye; Mr. Ware, aye; Mr. Pickard, aye.
- Mr. Pickard said this work represents years of work not related to the Request for Proposals (RFPs). This relates to ash approved by BOH. At the final end now of negotiations. Vote to be held in April.
- Mr. Barrett said contracts will be in packets for Friday. Mr. Pickard said this will give two weeks for notice for public.
- Mr. Barrett went through the handout. Talking points are for Mr. Pickard's statement for the regular session of the BOS. Culmination of really 10 years in the making with ISWM. Until now SEMASS has been tough to negotiate with. But now with Cape contracts coming up, the volume of waste is dropping. The Cape tonnage in 2005 was 106,000 tons and in 2010 it was 70,000 tons, representing a significant drop. Some of it due to the economy, but not all. Some tonnage will never come back, especially when they see new disposal costs and because of increased recycling. Covanta controls almost 50% of the trash in MA. They exert pressure in the market. They have been willing to work with us, but they have to keep the lights by getting trash. Two sources of revenues, tip fees and electricity generation. They can really reduce their number to compete.
- Mr. Barrett went on to the spreadsheet which discusses the financial deal. He directed them to total revenue which is only landfill revenue, not including recycling and C&D transfer businesses. The first three years we will handle 123,000 tons: 90,000 tons for disposal and 43,800 tons cover. The price for both is the same for the cover and disposal for now. In 2015 disposal goes to 189,000 tons for disposal and 43,800 tons for cover. Disposal at \$45/ton which equals about \$73/ton for MSW. Very competitive with what we thought we could get from MSW contracts. Mr. Ford asked what happens to other tonnage. Mr. Barrett goes said it goes to ash. Until 2015 we manage trash for the 123,000 tons remaining and compete with them. If we sign a deal we may try exit the MSW business sooner.

- Mr. Ford said they want us to get out of the MSW business. Mr. Pickard said the towns have had plenty of opportunity to come to us. We still will have 30,000 tons for our usage. Mr. Barrett said we handled about 150,000 tons of trash in 2011. Mr. Pickard said Falmouth has about 12,000 tons per year and Mashpee half that. He wants to announce this so that other towns will know about the last remaining space. Mr. Ford said if the price goes up rail haul may make sense. Mr. Barrett said our sister towns in the upper cape transfer station are Falmouth, Sandwich and Mashpee. We may be able to help them. We could do something with on the transfer station and keep our ownership. Perhaps single stream recycling. The big problem is a consolidation point. The other option is to move C&D to the rail and use our transfer station for recycling.
- Mr. Ford, asked about what ash is mixed with. Mr. Barrett said it's fly ash and bottom ash mixed. Ash is defined as MSW. No longer required to separately manage ash and MSW. There will some operational differences from current operations. Mr. Barrett said bottom ash is used for daily cover.
- Mr. Barrett said in 2015 the tonnage picks up. It's a very competitive price. The alternative to this is to go out on the open market and compete with Covanta, Wheelabrator etc., including Seneca Meadows landfill in upstate NY. The price will go down. \$73 MSW equivalent is a good number.
- Mr. Barrett went to the talking points. It's a 10 year deal. The contract is specific. Mr. Barrett let Covanta write the first draft of the contract with the orders to keep it simple. Also said he wants a mutual deal down the middle of the road. The first draft was close. We are finalizing the mutual protection. We are at the ½ yard line and the wording should be done tomorrow for the packages.
- Mr. Ford said it includes a 20 year deal for trash and asked is mining is an option later on. Mr. Barrett said we could look at mining. Mr. Ford 2022 looks like we'll be done. Mr. Barrett said the choice has been between keeping the landfill open as long as possible or rather keeping ISWM making money as long as possible. He said ISWM tried to strike a balance with between landfill life and revenue. It's possible the landfill could last beyond 2022 but can't say definitively.
- He noted with this deal we are going to take care of trash for 20 years beyond the landfill life. The starting price is at \$14 today which equals \$17.92 in 2022. The oldest tier one contract now at SEMASS is \$26 per ton which is the cheapest. That \$14 escalates at 2.5% per year until we utilize it. In 2022 it will be \$17.92 that is half our own cost. Mr. Ford said to send it to them. Mr. Barrett said they don't want us to start until 2022. Mr. Ford asked if we can't start until 2022. Mr. Guerino if we start now the 20 years starts now. Better to extend it longer until after we are closed. Mr. Barrett said that's at total of 30 years with us and them. Great deal. That was pivotal argument.
- Mr. Pickard said ISWM can look at other options to extend landfill such as berms to get a steeper slope. Mr. Andrews concurred. Mr. Barrett said that's a mechanically stabilized earthen berm. We are looking at it. ISWM doesn't need it now but we will look at it. Mr. Ware said the challenge to the ISWM and the WG is to keep it going. Mr. Barrett said Covanta is happy to do this. If this goes other options with happen too. Mr. Goddard explained it's a big picture. Long term ISWM facility benefit.
- Vote on the contract scheduled for April 3. Mr. Andres said BOH ash cannot exceed the annual tonnage and it's not an expansion. Mr. Ford asked about total tons. Mr. Barrett said 30,000 tons are still available for our control. Mr. Goddard said the Working Group

voted to recommend both contracts. Mr. Ford said ash will mean fewer odors. He asked if Covanta could take our leachate and Mr. Barrett said it could happen. The RFPs could take out leachate too.

- Mr. Goddard explained two contracts. 10 year for ash and 15 years for MSW with a 5 year option after town meeting approval. Mr. Ware said this stabilizes ISWM revenue. Mr. Andrews bigger trucks with ash means less traffic. Mr. Goddard added that we will redo our traffic analysis with our consultant.
- Mr. Pickard asked for anything else. Mr. Guerino said it represents a lot of work by a lot of people and Mr. Barrett kept me in the loop. Now we can concentrate on the RFPs without worrying about current business and current revenue and it looks to the long term.
- Mr. Meier asked about ISWM cost sharing consideration for a new DPW building. Mr. Guerino, DPW cost share is estimated at 25%. Mr. Ford that is the number. Mr. Andrews we are looking at ISWM share to be paid within the ten years of the remaining life of the landfill. Mr. Barrett said he look at debt to not exceed landfill revenue generation. Mr. Guerino they've met with Linda on this. Hopefully RFPs will have a proposal for revenue to go beyond 2022. Mr. Goddard said ISWM will meet with the WG to look at a pro forma until 2042.
- Mr. Ford said Covanta has nowhere else to go. Mr. Barrett said they do. CMW in Carver could expand with that owner. Also Plymouth is looking at reopening the south street landfill for 290,000 cu. yds. for closure of the landfill. That's five years of disposal for SEMASS. Mr. Guerino said we gave the towns every opportunity to come to us. Mr. Ford they used as leverage. Mr. Goddard we had a forum a year ago to inform everyone. Mr. Barrett said ISWM has gone to Cape Cod Commission meetings too. He said Bourne was hammered but he thought we submitted a good response to their Request for Expression of Interest even though it wasn't for a 20 year deal.
- A motion to adjourn was made by Mr. Meir and seconded by Mr. Ford. Roll call: Mr. Baldwin, aye; Mr. Ford, aye; Mr. Meir, aye; Mr. Pickard, aye. Mr. Andrews made a motion to adjourn which was seconded by Mr. Ware. Roll call: Mr. Andrews, aye; Mr. Ware, aye; Mr. Pickard, aye. Meeting adjourned at 6:45 p.m.

After a series of presentations by the ISWM staff and its consultant George Aronson of CRMC to the BOS in joint sessions with the BOH, FC and Energy Advisory Committee discussing the future of the ISWM facility, the Working Group has a recommendation. This recommendation considered many factors including whether or not to take MSW from Cape communities when their contracts expire in 2014.

I should note that this effort has been worked on by ISWM for over 8 years in various forms and the terms of the contracts proposed were reviewed extensively by the Working Group. It is their unanimous recommendation to endorse these agreements.

These agreements consists of :

- a. A 10-year contract to accept ash for disposal and cover use at the landfill at favorable rates. Bourne will retain 30,000 TPY of capacity to manage MSW.
- b. A 15-year contract (with a 5-year extension to be executed pending town meeting approval) to accept the Town's trash after the landfill closes until **at least December 31, 2042.**

Highlights

- Predictable revenue for the remainder of the landfill life.
- Provides a wastestream easier to manage with less truck traffic, reduced potential for off-site odor migration, birds and litter.
- Creates a long-term partnership with a major solid waste company, Covanta.
- Builds on an existing relationship and provides opportunity to collaborate on other projects.
- Provides a 20-year contract for our own MSW after the landfill closes **at least until 2042**.
- Bourne maintains control of the landfill and the site.
- Does not conflict with recycling and diversion goals.
- Allows Bourne to market 30,000 tons annually.

Next Steps

The BOS will vote on the decision to authorize Mr. Guerino to execute both agreements on **April 3** at the BOS meeting. Final contract language is being reviewed by town counsel.

These decisions to move forward in partnership with Covanta, along with the outcome of the pending RFPs will set ISWM on a long-term course toward sustainability well beyond the life of the landfill. The Working Group will continue to play a key role in reviewing all plans and proposals.

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TOWN CLERK'S OFFICE
BOURNE, MASS

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

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 5, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.

- 2) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.

- 3) Discussion of future meeting schedule and agenda items.

- 4) Adjourn.

John Redman

 John Redman
 Subcommittee Chairman

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

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TOWN CLERK BOURNE

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 5, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

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- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.

John Redman
Subcommittee Chairman

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

2012 JUN 11 AM 10 32

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 5, 2012	6:00 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

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- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.

John Redman
Subcommittee Chairman

Landfill Business Model Advisory Working Group
RFP Review Subcommittee
Meeting Minutes April 5, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

Present: John Redman (FC) Chairman, 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.

- Meeting called to order at 6:09 p.m.
- A motion was made by Mr. Schofield to enter into executive session for the purpose of discussing the Requests for Proposals (RFPs) and the responses; seconded by Mr. Ware. A roll call was taken with the following results: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware, aye.
- Executive Session entered into at 6:10 p.m.
- A motion to exit executive session and resume regular session was made at 7:24 p.m. by Mr. Schofield and seconded by Mr. Ware. A roll call was taken with the following results: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware, aye.
- The Subcommittee agreed to meet again on Thursday, April 19, 2012 after the full Working Group has its regular session meeting. The Subcommittee was tasked with developing a list of questions. The ISWM team, along with Mr. Aronson, with continue to develop a detailed roadmap including input from an outside consultant and legal support.
- A motion to adjourn was made by Mr. Schofield and seconded by Mr. Ware. All were in favor. The meeting adjourned at 7:26 p.m.

2012 JUN 11 AM 10 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Landfill Business Model Advisory Working Group
RFP Review Subcommittee
Executive Session Meeting Minutes April 5, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room

Present: John Redman (FC) Chairman, Bill Ware (Capital Outlay), Bob Schofield (Energy Advisory Committee), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts: Memorandum from George Aronson 4/2/12 updating the status of the RFPs; draft matrices reviewing proposals relative to checklist items and minimum requirements.

Absent with approval: N/A.

- A motion was made by Mr. Schofield to enter into Executive Session for the purpose of discussing the Requests for Proposals (RFPs) and the responses; second by Mr. Ware. A roll call was taken with the following results: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware, aye.
- Executive Session entered into at 6:10 p.m.
- Mr. Aronson detailed how the RFPs came in. Harvest Power got it in with a full non-price and price proposals, with copies submitted later that day with the OK by counsel. Shaw and Rochem were received in good standing. All three appear to be in order to move forward in the review process. Sustainable New Energy did not provide the proper information and will most likely be rejected. New Logic sent an e-mail with price information to correct the price proposal and that will likely disqualify them. One question might be to ask New Logic if they will honor their original price. If they don't honor it we may take the bid security. We Care submitted a letter at the due date that said thank you for the opportunity but that they would not be submitting a proposal. Mr. Goddard reported that he received a letter via regular mail from Casella after the due date indicating that they would not be submitting a proposal. The ISWM staff will clarify next steps with Mr. Guerino, the Town Administrator and Chief Procurement Officer.
- Mr. Aronson reported that the three that will be carried forward for consideration are Harvest Power with an integrated proposal addressing the site lease, landfill gas utilization and leachate management, and Rochem and Shaw with proposals for leachate management equipment. He provided matrices for review which are a way to review and compare to documents in case we have to defend a decision and he had started filling out the min. requirements and details. He suggested we evaluate the leachate equipment separately from the Harvest Power proposal. Then we'd go to the Board of Health (BOH). After that we'd open the price proposals. Mr. Redman asked when we prescreen to the BOH; prior to opening the price proposals? Mr. Aronson said yes. Mr. Redman asked if we give them a preference. Mr. Aronson said no.
- Mr. Aronson went over the leachate management equipment matrix- min. requirements and indicated that it looks like they complied. He noted that Rochem has patents and Shaw doesn't. Both have experience at scale at U.S. landfills with their proposals. Both sent in transmittal letters that comply. Mr. Ware asked if both utilize reverse osmosis (RO) technology. Mr. Aronson said no and that Shaw is more like Heartland

Technologies that utilized landfill gas to evaporate liquid. He continued that RO waste water is clean and it also generates a concentrate that is sent to the landfill. He wondered how the concentrate would go into the landfill and said that mixing it with ash could be odorous. Mr. Ware asked if it could be stinky. Mr. Aronson said maybe and that we need to work on this with the BOH to make sure it's taken care of. Mr. Ware asked which one uses more energy. Mr. Aronson said they are pretty close; Rochem 180 kW Shaw 157 kW. Mr. Aronson noted that Shaw's uses landfill gas and Rochem's doesn't. Shaw has emissions. Rochem has water. The question is do you want to use up gas, or get rid of water? Mr. Goddard said that the negotiations with the MA Air National Guard at the Massachusetts Military Reservation (MMR) to access their effluent line are going well and that they have the support of one of the engineers. ISWM is working with him on the timing to approach the command. Mr. Barrett said their system is underutilized and that they may want water. Mr. Goddard said that ISWM may offer synergies with MMR if an agreement can be reached such as food waste and biosolids diversion.

- Mr. Ware asked about space needs. Mr. Aronson said there is no land lease and that the Town would own the equipment. Rochem is just a trailer about 1,500 sq. feet. Shaw 25' x 50' building or about 3,600 sq. ft. and needs a pad. The main difference is that Shaw uses landfill gas and has emission and Rochem has water as a byproduct. Solids in the landfill could be an issue. Mr. Aronson noted that there references for calls. If we do check the references we may want the BOH on the tour of both operations where are in Michigan near Chicago.
- Mr. Ware asked about other applications for RO. Mr. Aronson said RO is used more overseas. Shaw's technology is more U.S. based, but both technologies have worked for years. He'd asked about residuals and odor.
- Mr. Goddard asked about options from Rochem. Mr. Aronson said they have an option to finance it and pay by the gallon, and then own it. Rochem can take any industrial low total solid waste water which could be useful for outside liquids. Mr. Barrett said that is what Heartland was looking at that. Mr. Aronson noted that Shaw removes more liquid but has more concentrated residuals relative to Rochem. Other requirements look good. Residuals from Rochem will have more water. Mr. Barrett said that less than 20% solids may require new permitting. He said this is the case with effluent with flare scrubber effluent and that issue is unresolved. Mr. Aronson said we could mix it with ash. Mr. Barrett said we'll get a permit as needed we have to take in to account the scrubber operations. Mr. Aronson suggested that we should sit with the MA Department of Environmental Protection (DEP) to go over the options on residuals including our scrubber effluent.
- Mr. Aronson said that Harvest Power had lots of good info, but warned not to fall in love with a proposal. Some of the positives are that they would take 80,000 tons per year of materials including; food waste, biosolids, and fats, oils and grease (FOG). They will make fertilizer as a product. They will also take ISWM's leachate to be treated along with their own wastewater and we may benefit from the economies of scale. They can use waste heat to evaporate some of the concentrate. They have technology from a company that has a 1.3 million gallon tank digester up and running, but Harvest Power, as a new company, has not done this before. However the team does understand digester and fertilizer logistics. They would use a third party RO technology for treating our leachate and take out landfill gas to make electricity.

- Mr. Aronson wondered if the BOH can get enough out of the prescreen with Harvest Power to feel comfortable going forward. Mr. Ware asked if there is enough information on finances. Mr. Aronson said inputs of information were provided but no compensation to town mentioned but one vague reference which shouldn't be an issue with deferral to Mr. Guerino. Keep things confidential until asked with cause. Mr. Redman asked if it's a problem that there was one site lease responder. Mr. Aronson said no. He added that the weakest part of the Harvest Power proposal is their landfill gas to energy plan. The specs on the engines are not realistic based on his experience and no information on who will run the gas well field. Mr. Ware noted that they seem to be money driven vs. technology driven and that was a little concerning. Mr. Goddard said that that may be true but that he feels they are committed to providing a useful technological solution for organics management. They are flexible with a mix of technologies that work for a particular situation. Mr. Aronson noted that they know fertilizer, but more research is needed on markets. Mr. Goddard noted that they recently purchased a company that distributes fertilizer.
- Mr. Aronson said that the leachate equipment proposals were easy to compare. Mr. Ware said he like the site lease proposal option. Mr. Goddard noted that it will generate host fees. Mr. Aronson said that Harvest Power said they would buy four engines, but there is only enough energy to utilize three engines. Mr. Ware wondered if that was to satisfy the venture capitalists. Mr. Aronson noted they only want to use parcel A. He said that they may want the fourth engine as a spare to provide a margin for uptime. Mr. Goddard said it could be for growth. Mr. Aronson said it could be fewer engines too. Mr. Redman said that they may be trying to be conservative. Mr. Aronson said that it is good that it's over built and hoped that the odor prevention plans is the same.
- Mr. Aronson said that for the site lease RFP he's still looking at all the requirements. It will generate a lot of questions. Questions will be put it in writing to them and written responses will be required. He noted that this can be done because we aren't affecting their price proposal. Mr. Redman asked if they had expertise. Mr. Aronson said he wanted to hear more about their landfill gas management, but that they have experience with fertilizer and R/O technologies.
- Mr. Aronson said that the homework for the Subcommittee is to generate questions that are broad strokes and that he'll work on detailed questions. Mr. Ware suggested that maybe we can help them with R/O or treatment tech. Mr. Aronson said that Harvest Power may not be able to handle all our leachate we may be better off managing leachate ourselves and to sell excess capacity for an industrial waste water treatment business model. Mr. Goddard said we could take their leachate as one model and there is more to learn. He said they are flexible on their technology approach. Mr. Aronson said maybe we send leachate to Covanta and Mr. Barrett said we could take theirs. Mr. Barrett noted that it may be possible to mix and match sources.
- The goal is to generate a list of questions for the April 19th meeting after the regular Working Group meeting. ISWM staff and Mr. Aronson will make a road map with milestones. Mr. Aronson urged ISWM to get the consultant for the BOH prescreen ASAP. The end of May is the tentative decision time. Mr. Barrett said there are many firms to choose from. Mr. Aronson said to get an odor expert. Mr. Ware said to work on legal assistance. Mr. Barrett said ISWM is laying the groundwork on getting that assistance and that we need a specialized counsel with us in the room when we negotiate.

He noted that ISWM had that latitude in 2004 with Nutter, McLennan and Fish. Mr. Aronson said to send them the site lease agreements from Harvest Power for comments now.

- A motion to exit executive session and resume regular session was made at 7:24 p.m. by Mr. Schofield and seconded by Mr. Ware. A roll call was taken with the following results: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware, aye.

**Town of Bourne
Responses to the Leachate RFP**

Vendor	Shaw Environmental	ROCHEM Membrane Systems, inc.	Comments
CHECKLIST ITEMS			
Non-Price Transmittal Letter	Signed by Stephen Martin, VP, Solid Waste Services. Acknowledges receipt of Addenda	Signed by David Lamonica, President Acknowledges receipt of Addenda	
Plan of Services	Included	Included	
Quals and Experience	Included	Included	
Non-Collusion Certificate	Included	Included	
Tax Compliance Certificate	Included	Included	
Evidence of Insurance	Acord certificate included	Acord certificate included	
Proposal Security	AIA A310 bid bond for \$5,000 [must be extended if > 60 days]	Certified bank check for \$5,000	
MINIMUM REQUIREMENTS			
Non-Price proposals bound and sealed separately from Price Proposals	YES	YES	
Town received \$100 for the USB stick	YES	YES	
Completeness per Checklist	YES - all items provided.	YES - all items provided.	Completeness of individual items subject to review.
Design meets RFP requirements (below)			
Performance supported by design, meets RFP requirements, consistent with mass and energy balances			
Vendor authorized to use technology		Patented ROCHEM ST module	
Basis for successful application	Experience in US with landfill leachate at same scale	Experience in US with landfill leachate at same scale	

COMPARATIVE REQUIREMENTS			
<p>Non-Price Transmittal Letter confirms to RFP</p>	<p>Conforms. Deleted reference to enclosed flare. Revised description of emissions for accuracy</p>	<p>Conforms. Deleted references to enclosed flare and use of landfill gas.</p>	<p>Revisions reflect differences of proposed technology from evaporation that uses waste heat recovery exclusively</p>
<p>Plan of services:</p> <ul style="list-style-type: none"> • Beneficial design features • Superior efficiency of leachate management • More operating flexibility • Reduced emissions 			<p>ROCHEM +s</p> <ul style="list-style-type: none"> • Does not use LFG • No emissions from leachate • Quick start-up • Smaller footprint <p>Shaw +s</p> <ul style="list-style-type: none"> • No permeate to manage • Full SCADA
<p>Project Team quals and experience</p> <ul style="list-style-type: none"> • Direct experience with technology • >2 projects from last 5 years 	<p>Yes and Yes Russ Keckler, PM</p>	<p>Yes and yes Bernie Rieder, PM</p>	
<p>References</p>	<p>Frederic, MI (WMI) Harrison, MI (Detroit) Maple City, MI Zelienople, PA (north of Pittsburgh) Three Oaks, MI (near Chicago) Amesbury, MA (?)</p>	<p>CES, Hegins, PA, (north of Harrisburg) pilot 2009, full-scale 2011 Orchard Hills LF, Watervliet, MI (I-94 near Chicago), 2011 Hall County, GA Casella, Kane, PA</p>	
<p>Technology experience</p> <ul style="list-style-type: none"> • Reference experience in US on LF leachate at same scale 	<p>Harrison, MI and Maple City, MI at 30,000 gpd on LF leachate</p>	<p>40,000 gpd systems in Michigan 90,000 gpd system in PA in start-up >300 systems world-wide</p>	<p>ROCHEM has more installations world-wide at scale SHAW has more US experience</p>
<p>Odor control measures</p>	<p>Enclose equipment in a building Use air for combustion</p>	<p>Fully enclosed system</p>	<p>Confirm spill containment Confirm procedures to avoid odors from residuals</p>

Vendor	Shaw Environmental	ROCHEM Environmental	Comments
DESIGN REQUIREMENTS		Two-stage RO system <ul style="list-style-type: none"> • Multi-media filters • RO#1 <ul style="list-style-type: none"> ○ Conc. to RO#2 ○ Perm. to RO#3 • RO #2 <ul style="list-style-type: none"> ○ Conc. to LF ○ Perm. recycle • RO #3 <ul style="list-style-type: none"> ○ Perm. To de-gassify, treat and discharge ○ Conc. recycle 	
1. General arrangements, plan and elevation views, footprint	Building 25x50, 37' high Skid 25' x 14' 3600 sf total Truck unload pad	40' ISO container + 8 outdoor tanks + concrete pad All on 30x50 pad plus optional solidification pit	Footprints appear comparable ROCHEM has lower profile, no building
2. List of equipment components and capacity ratings	40,000 gpd leachate 20.25 MMBtuh LFG	40,000 gpd leachate	Same
3. Enclosed flare design and performance	Not applicable. Optional open flare	Not applicable	Same
4. Site preparation requirements	Foundation >2000 psf	Concrete pad for container	ROCHEM has less requirement
5. Interconnection with leachate system	Supply pump ?	Interconnect to existing storage tank	
6. Interconnection with LFG system	Provide LFG extraction blower rated for 734 scfm LFG at 60-inches WC vac and 42-inches discharge	Not applicable	
7. Electricity and water supply	Electricity – 157 kW Water – 60 gpm intermittent use, 15,000 gpm after Year 1	Electricity – 180 kW Water – safety shower and eye-wash station, hose for housekeeping	Comparable Shaw uses less electricity ROCHEM uses less water
8. Use of propane			
9. Residuals removal and solidification	0.27 to 0.45 lb/gal @ 10% to 12% solids; same as 5.4-9.0 tpd Solidification to 20%	Pressurize permeate for discharge Return concentrate to truck loading station.	Confirm densities Confirm whether solidification of residuals is needed

	solids: 0.29 to 0.45 lb/gal blended with ash (same as 5.8 to 9.6 tpd)	Can provide bulking/solidification option (at extra cost)	
10. Odor emission control measures	Accept by direct connection	Accept by direct connection	
11. VOC and sulfur control	Destroy in flare	Can add carbon filters to tank vents	
12. Chemicals and other consumables	6,000 gpy anti-foam agent	H2SO4 – 42,000 gpy Other fluids – cleaners (584 gpy and 105 gpy Cartridge filters	Shaw system uses less than ROCHEM
13. SCADA	Included	Central control system with remote access	Shaw system appears more elaborate
14. Standards and codes	Will meet	Will meet	
PERFORMANCE REQUIREMENTS			
1. Capability to accept LFG	667 scfm @ 50% CH4 at full capacity Peak LFG @ 55% CH4 Degrades < 45% CH4	Not applicable	Neither would replace the Town's flare
2. Gas quality		Not applicable	
3. Capability to accept leachate; limits on composition, LFG condensate, de- watering liquids, industrial wastewaters	40,000 gpd 97% evaporation Limits on carbonate as CO3, chloride, TSS, TDS and total solids	40,000 gpd 85% permeate Can take nearly any low-TDS liquid stream	ROCHEM needs to confirm composition of condensate and de- watering liquids
4. Efficiency of LFG use; performance curves	Turns down 50% to 20,000 gpd, 10.13 scfm LFG	Starts in 15 minutes	ROCHEM can start/stop without allowing for thermal impacts
5. Emissions: NOx, CO, PM, VOCs, sulfur, other	NOx -0.05 lb/MMBtu CO – 0.30 lb/MMBtu PM – 0.30 lb/MMBtu CH4 – 98% DE or <20 ppmv VOCs - 98% DE or <20 ppmv SOx – 98% DE	VOCs - < 9 tpy from tank vents (can add carbon filters) Dissolved carbonic acid from de-gassifier (amount not specified)	
6. LF disposal of residuals	Add concrete mix pit to mix with absorbents Add 600 to 1000 lbs ash to solidify to 20% H2O <i>CONFIRM ratios, ash composition and</i>	Solidify concentrate	Get more info on solidification plans

	<i>moisture content</i>		
7. Availability based on S/M and forced outages	Typical 90+ % Capability 85+ %	Typical 90% +	Comparable
8. Useful life	10 years Performance warranty for 1 year	12 to 15 years 1-year factory warranty on parts and service	Comparable (basis not provided)
TOWN RESPONSIBILITIES			
Town role in development	Town gets permits Soils/load-bearing analysis to >2000 psf	Town gets permits	
Town role in construction and installation	Clear, grade and prep site Extend LFG, leachate, elec and water supply	Clear, grade, prep for concrete pad Add fencing (whose cost?)	
Assistance to Town in operations and maintenance	Train Town ops Tech support (free for 60 days) Manuals Spares for one year	Train Town ops - 5d Tech support and remote monitoring Recommend annual service contract Manuals Spares for one year	

Town of Bourne
Response to the Site Lease RFP

Vendor	Harvest Power, Inc.	Comments
CHECKLIST ITEMS	Signed by Paul Sellew, CEO	
Non-Price Transmittal Letter	Site Lease version signed by Alexander MacFarlane, VP of Project Development LFG version signed by Paul Sellew, CEO. Acknowledges receipt of Addenda	Site Lease version in copy is not signed. Confirm that original is signed
Quals and Experience per Site Lease	Included	
Plan of Services per Site Lease	Included	
Red-lined site lease	Included.	
Non-Collusion Certificate	Included	
Tax Compliance Certificate	Included	
Evidence of Insurance	Acord certificate included	
Proposal Security	Check for \$40,000 included	\$25k site lease, \$15k LFG
Evidence of ability to provide financial assurance	Letter from Dan McMullen, Senior Partner, EBS Capstone, bonding company	
Town received \$2,000 for the USB stick	Yes	
MINIMUM REQUIREMENTS		
1. Non-Price proposals bound and sealed separately from Price Proposals	Yes. Integrated facility with the leachate option as an integral part.	
2. Completeness per Checklist	Yes, all items provided	
3. Site Lease submitted red-lined without price information	Yes	
4. Design supported by mass and energy balances	Will accept food waste, biosolids and FOG	Under review
5. Authorized to use technology	CAT 3520s are a commercial product	
6. Performance supported by (a)	Harvest Power Orlando: pre-construction	Under review

<p>reference facility; or (b) reasonable case for differences in scale, feedstocks and technology transfer</p>	<p>Harvest Energy Garden, London, Ontario – under construction Fraser Richmond Soil & Fibre, Richmond, British Columbia – compost plant operates, HSAD under construction Tulare County, CA – 50,000 tpy yard waste Warner North, Tullytown, PA – 22,000 tpy yard waste, operator for WMI</p>	
<p>7. No MSW combustion or landfilling</p>	<p>Yes</p>	
<p>8. Reasonable odor and nuisance control measures</p>		<p>Under review</p>
<p>9. 5+ years experience in SSO acquisition, processing, product marketing and/or residuals management; LFGTE facilities</p>	<p>Paul Sellw - IPS, Earthgro, Synagro, Harvest Power since 1982 Thomas Bintz, ex-Synagro, IPS Jan Allen, P.E.</p>	
<p>10. Letter of interest from source of financing</p>	<p>Internal – raised \$200M capital, have \$100M+/y positive cash flow Nathan Gilliland, ex-Bain&Co.</p>	
<p>COMPARATIVE REQUIREMENTS</p>		
<p>1. Non-Price Transmittal Letter conforms to RFP</p>	<p>Yes. Modest edits.</p>	
<p>2. Plan of services: • Includes all required elements • Internally consistent • Level of detail conveys confidence • Setback waiver?</p>	<p>Limit residuals to 5% of incoming</p>	
<p>3. Site lease conforms substantially</p>		
<p>4. Project Team quals and experience: direct with technology, 5+ years exp on project team. ISO-NE</p>	<p>Paul Sellw - IPS, Earthgro, Synagro, Harvest Power since 1982 Thomas Bintz, ex-Synagro, IPS Jan Allen, P.E. LOI with We Care to supply food waste and biosolids</p>	

experience?	Email from Jack Bailey, Wind River, on greases trap waste (FOG) No LFG experience – CAT materials Leachate – VSEP/New Logic RO	
5. References		
6. Technology experience • Reference experience in US at same process, scale and feedstocks • LFG experience at proposed scale • LFGMS O&M experience		
7. Odor control measures		
8. Guaranteed Development Period	24 months	
9. Guaranteed Construction Period	21 months	
10. Development and permitting plan		
11. Finance plan • Pre-construction • Construction • Term • Project Team		
12. ISWM infrastructure		
13. Operating plan		
14. Organics from residents		

MEMORANDUM

TO: Bill Ware, John Redman and Robert Schofield, Members, Bourne Landfill Business Model Working Group, RFPs Review Subcommittee
Dan Barrett, ISWM General Manager
Phil Goddard, ISWM Environmental Manager

CC: Don Pickard, Chair, Bourne Board of Selectmen and Bourne Landfill Business Model Working Group member not on the Subcommittee
Stanley Andrews, Bourne Board of Health and Bourne Landfill Business Model Working Group member not on the Subcommittee
Tom Guerino, Town Administrator and Chief Procurement Officer

FROM: George H. Aronson, CRMC

RE: Evaluation of Proposals in Response to the RFPs

DATE: 2 April 2012

This memorandum reviews the status of the proposals received on March 29, 2012 and outlines a recommended approach to the proposal evaluation.

Status of the Proposals Received on March 29, 2012.

Bourne received proposals from the following six entities:

1. **Harvest Power** provided an Integrated Proposal responding to the Site Lease and LFG RFPs and incorporating the option to accept leachate.
2. **Sustainable New Energy** provided an Integrated Proposal responding to the Site Lease and LFG RFPs and incorporating the option to accept leachate.
3. **Shaw Environmental** responded to the Leachate RFP with a proposal to use landfill gas to evaporate and destroy leachate.
4. **ROCHEM Environmental** responded to the Leachate RFP with a proposal to use reverse osmosis and membrane technology to treat leachate.
5. **New Logic** responded to the Leachate RFP with a proposal to use reverse osmosis and membrane technology to treat leachate.
6. **Heartland Technologies** responded to the Leachate RFP, presumably with their technology to use landfill gas to evaporate and destroy leachate.

Based on an initial review, it was determined that the following three proposals were submitted with significant flaws that violated specific Minimum Requirements of the RFP:

1. The proposal from Sustainable New Energy was submitted without proposal security, which is a violation of the Site Lease RFP, Section 4.2, Item 11. Proposal security is a Minimum

Requirement of the Site Lease RFP per Section 5.2 and as listed in the Non-Price Proposal Checklist, Attachment A, Item 8.

2. The proposal from Heartland Technologies contained Price Proposals that were not sealed separately from the Non-Price Proposals in violation of the requirements of the Leachate RFP, Section 3.2.
3. On the morning of March 30, New Logic submitted additional information by e-mail to ISWM indicating that the price information that had been included in the sealed Price Proposals was incorrect, and providing modified values to certain prices. This action violated the requirement of the Leachate RFP, Section 3.0, that the Price Proposals remain sealed until after the completion of the review of the Non-Price Proposals, and raises the question of whether the prices submitted as part of the sealed Price Proposal would be honored.

After consultation with town counsel regarding these violations of Minimum Requirements, Tom Guerino, in his role as Chief Procurement Officer, ruled that the flaws in the three proposals listed above precluded eligibility for further review.

Harvest Proposal submitted the original copy of its Non-Price Proposal and the original copy of its Price Proposal, along with five copies (5) of the Price Proposal, on a timely basis, but did not submit the required six (6) additional copies of the Non-Price Proposal and one additional copy of the Price Proposal, until 4:35 pm, which was after the 2:00 pm deadline. After consultation with town counsel, Tom Guerino ruled that (a) such delay of a few hours in the receipt of these copies did not materially compromise the evaluation process; and (b) the requirement for timely submittal of copies constituted a type of formality that the Town had reserved the right to waive. Consequently, Tom Guerino ruled that the modest delay in the submittal of the extra copies of the Harvest Power Non-Price Proposals would not preclude eligibility for further review.

Based on the above, the proposals from Harvest Power, Shaw and ROCHEM will be subject to further review in accordance with the procedures set forth in the RFPs. Tom Guerino secured the Price Proposals unopened. Copies of the Non-Price Proposals were numbered, and a log established, to ensure that the whereabouts of each copy of each Non-Price Proposal is being tracked.

Approach to the Proposal Evaluation

The three proposals that were received include one Integrated Proposal that would involve treatment of all ISWM leachate, and two Leachate Proposals. Thus, acceptance of any one of the proposals would preclude acceptance of the other two proposals.

In this context, CRMC advises the following approach:

1. Complete the review of the Non-Price Proposals from all three vendors to determine compliance with all Minimum Requirements. Upon such determination, provide copies of these three Non-Price Proposals to the Board of Health to facilitate its review.
2. Determine a ranking of the Shaw and ROCHEM Non-Price Proposals on the basis of the comparative evaluation criteria in the Leachate RFP.
3. Determine a ranking of the Harvest Power and other Non-Price Proposals based on the comparative evaluation criteria in the Site Lease, LFG and Leachate RFPs.
4. Prepare a report to document the results of the evaluation of the Non-Price Proposals.
5. Open and evaluate the Price Proposals.
6. Prepare a final evaluation report to the Board of Selectmen.

Allocation of specific tasks among Subcommittee members will be discussed at the upcoming meeting.

Note that all proposals explicitly request confidential treatment. Although the RFP advised that proposal contents, upon award, would become public information, it also advised that the Town would not voluntarily release information labeled as confidential and would use reasonable efforts to prevent its disclosure or distribution.

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2012 APR 17 AM 9 37

MEETING NOTICE

TOWN CLERK'S OFFICE

Date
Thursday
April 19, 2012

Time
6:00 P.M.

Location BOURNE, MASS
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12, 2/9/12 and 3/8/12, 3/15/12 and 3/20/12.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment, including; responses to date, questions received, planning for the review of proposals.
- 4) Discussion of future meeting schedule and agenda items.
- 5) Adjourn.

Donald J. Pickard *ur*
Donald J. Pickard
Chairman

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

MEETING NOTICE

2012 JUL 3 PM 2 56
TOWN CLERK'S OFFICE
BOURNE MASS

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 19, 2012	6:30 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/5/12.
- 2.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.

John Redman
Subcommittee Chairman

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP
2012 APR 17 AM 8 24
REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE
TOWN CLERK'S OFFICE
MEETING NOTICE
BOURNE, MASS

<u>Date</u>	<u>Time</u>	<u>Location</u>
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- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.

John Redman
Subcommittee Chairman

RECEIVED

2017 MAR 29 PM 2:55

TOWN CLERK BOURNE

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

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday April 19, 2012	6:30 P.M.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

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- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.

John Redman
Subcommittee Chairman

Landfill Business Model Advisory Working Group
Meeting Minutes April 19, 2012 6:00 PM,
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room
Moved to ISWM office because school was closed

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlay), Bob Schofield (EAC), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts: N/A.

Absent with approval: N/A.

- Meeting called to order at 6:16 p.m.
- Mr. Andrews made a motion to waive minutes until next meeting, seconded by Mr. Schofield. All in favor.
- Mr. Barrett updated the Working Group (WG) about the process to select a consultant to do the initial screening for fatal flaws per the Board of Health (BOH). The BOH did not object to ISWM getting a list of firms. Mr. Andrews said to bring the list to the meeting on Wed. and to tell Cindy Coffin. The next meeting after that would be May 9th. Mr. Ware said to submit the names with a recommendation and close of the process by the end of May. Mr. Barrett assured the WG that he will keep the process moving as quickly as possible. Mr. Aronson will give the scope to the BOH and Cindy by Friday.
- Mr. Goddard said that he, Mr. Barrett and Mr. Aronson agreed that they need specialized counsel to help with the site lease. The process negotiating with Covanta was difficult. Mr. Barrett agreed. He said he will set up a meeting with Attorney Troy to discuss. Mr. Pickard asked if Troy Wall Associates has the specialized expertise or if outside counsel needed. Mr. Barrett replied that we may not need outside counsel, but it's more a question of availability. Mr. Ware said that you need help. Mr. Pickard said we will get it done. He will send a message to Attorney Troy that he is concerned that since so much is going on that specialized counsel needs to be brought in to help. Mr. Goddard said the Troy Wall Associates will still help with 30B issues and that the main focus of the new counsel is the site lease. Mr. Aronson suggested Palmer and Dodge that worked on the NESWC negotiations. Mr. Pickard instructed Mr. Goddard to send him some names of firms and a summary of our discussion. Mr. Anderson reminded the group that this is a concern that he's raised before. ISWM will provide a short list of firms to Mr. Troy to review for conflict of interest.
- Mr. Aronson said the subcommittee is bringing in vendors for interviews in second week in May. Mr. Pickard asked about the time frame for the process and Mr. Aronson said that and award approval by the Board of Selectman at the 5/29 meeting is a target date. Mr. Pickard asked how much should be allocated for a lawyer. Mr. Aronson said \$50,000.
- Next meeting will be May 10th. A suggestion was made to have it at the ISWM facility.
- A motion to adjourn was made by Mr. Schofield and seconded by Mr. Redman. All were in favor. Adjourned at 6:59 p.m.

2012 AUG 14 AM 10 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Landfill Business Model Advisory Working Group
RFP Review Subcommittee

RECEIVED

Executive Session Meeting Minutes April 19, 2012 7:00 PM, 2017 MAR 19 PM 2:55
Bourne Middle School, 77 Waterhouse Road, Bourne, MA, first floor conference room
Moved to the ISWM office at 201 MacArthur Boulevard, Bourne, MA, because the school was closed

Present: John Redman (Finance Committee) Chairman, Bob Schofield (Energy Advisory Committee), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts: vendors list of questions and comparison.

Absent with approval: N/A.

- Mr. Schofield made a motion to enter into executive session for the purposes of discussing the requests for proposals. Mr. Ware seconded that motion. Roll call: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware aye. Executive session began at 7:00 p.m.
- Mr. Aronson updated the group about the review: Questions were sent to Shaw and Rochem and they were focused on residuals. Does it smell and what form is it? They had a good list of references. Are they working? We will probably need to call them. Mr. Goddard suggested that the Board of Health (BOH) consultant will do the calling. Mr. Aronson continued that the Shaw proposed technology will visible plume unless optional equipment is purchased which will also use landfill gas. Shaw's base proposal will utilize landfill gas to evaporate leachate. Rochem will discharge water. Mr. Redman asked where the water would go. Mr. Goddard updated the group the ISWM in discussion with the MA Air National Guard to connect to their wastewater treatment effluent line that passes within feet of the ISWM boundary. The line eventually discharges to infiltration beds along Sandwich Road in Bourne.
- Mr. Aronson continued that the Shaw and Rochem are comparable proposals and that he did a matrix. He noted that each had good experience and about the same electricity usage. Rochem can take nearly any wastewater and outside liquids. Shaw is more limited. He said that we might be able to get one in place and operate it while Harvest Power permits and builds their facility. During this period, the unit might be able to pay for itself and then when Harvest Power starts you might be able to bring in other liquids for treatment at a profit. Mr. Ware said his bias is towards Rochem, but that both are strong proposals and either one could work. Mr. Redman asked if ISWM can operate it. Mr. Barrett said yes. Rochem indicated that they could do a turnkey contract as well. Mr. Ware said he liked that short term usage of a system to save money on leachate management while we wait for the Harvest Power proposal to come to fruition.
- Mr. Aronson said that Harvest Power is generally good, but a little hurried and complicated. There needs to be clarification and there are some errors. It is also a little weak on the landfill gas management. He said they took the Caterpillar (CAT) engine specs too literally. He said CAT does not guarantee the specs on its engines. These could be sorted out with further discussion.

- He noted site leases issues such as: That they want an LLC to sign the lease, however Bourne will need a better guaranty. They want a 28-year term which doesn't work. They want a LLC transfer option without town consent which is not good. There are lender benefit provisions and notices which need work. They redlined out the site lease payments which makes him wonder about how it's addressed in the price proposal. Also, they wanted to hold payments in escrow until commercial operation which is unacceptable. If the Town causes delays the schedule could move back.
- Mr. Goddard noted that the permitting schedule is conservative. Mr. Aronson asked if a NPDES permit is needed and Mr. Goddard said maybe. He also noted that they want to bring natural gas to the site which could jeopardize qualifying for renewable energy certificates (RECs) if too much is used to make electricity. It could also complicate their qualifying status at the Federal Energy Regulatory Commission (FERC) for an exemption and also complicate engine issues. He wondered why they need it.
- Mr. Goddard noted that traffic needs to be rerouted as had been contemplated to accommodate increased tonnage. Mr. Aronson did an estimated pro forma and revenue is estimated at over \$10.5 million, 60% tip fees, 30% electricity, with the remainder coming from leachate revenue and fertilizer sales. There is a typo on the sheet related to landfill gas showing it as a revenue source when it is actually a cost. Mr. Goddard asked if the \$35 million cost is reasonable compared to the estimated revenue. Mr. Ware said he'd like to see it more in line with \$30 million a year. Mr. Goddard said he was surprised that that Harvest Power's investment partner, Waste Management, wasn't pulled in as a partner to help them with the landfill gas management portion of the proposal. Mr. Barrett said parties don't talk to each other sometimes.
- Mr. Goddard reviewed the process. Questions will go out to vendors ASAP and we are looking at interviews on May 10th. He asked if the group members available during the day. He is looking an on off- site venue such as Town Hall or the Community center and he'll make sure a posting is made.
- Mr. Aronson said that we've not opened the price proposals. By May 10th we still will not have looked at them and that we need to make sure the vendors know that. Mr. Goddard said he'll tell them when he sends out questions to them. Mr. Ware said to be careful.
- Mr. Aronson had concerns about the anaerobic digestion process and viability. Mr. Ware was concerned about the order of interviews and to avoid overlapping appointments. Mr. Redman asked about the track record for Harvest Power. Mr. Aronson said nothing completed yet and there was no information given on any GICON facility which is the technology they licensed. We need more info. Also of concern is what might smell, such as the tipping floor with biosolids and food waste. Again, we need more info such as how it is received and put into the augers. Mr. Goddard noted that a composting facility has an auger that works well. Mr. Ware suggested that they give us some video of how it works. Mr. Aronson noted that their Vancouver facility is a high solids facility. Mr. Goddard noted that their Florida project will use a low solids approach which probably will take material from a wastewater facility co-located at the site via a pipeline.
- Mr. Ware asked the lead at Covanta is for project development. Mr. Barrett said Scott Peterson. Mr. Ware said Covanta is our back up plan for leachate. Mr. Barrett noted that early on Covanta was willing to buy the Heartland leachate evaporation system and then we would we run it and treat their leachate; so options may exist.

- Mr. Aronson said the leachate information isn't that hard to analyze and could be ready to go soon. He may draft the non-price proposal recommendations in draft for all the proposals and that we are on schedule. Mr. Goddard said that securing a specialized counsel may set us back unless we are ready to go.
- Mr. Redman asked if there are any deal killers in the Harvest Power proposal. Mr. Aronson said not really. Whereby Harvest Power is the only one proposing a site lease and it makes it easier to review. The leachate proposals are stand-alone which bodes well for a review. Mr. Barrett noted that a while ago when we started looking at leachate management issues, Heartland proposed running the evaporator to treat our leachate as well as taking in industrial wastewaters. This could be helpful in our review. Mr. Redman noted that the Shaw proposal needs a lot of site work.
- Mr. Schofield made a motion to exit executive session which was seconded by Mr. Ware. Roll call as follows: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware, aye. Executive session ended at 7:47 p.m.

**Town of Bourne Department of Integrated Solid Waste Management
Requests for Proposals**

Proposal Clarification Questions for Shaw Environmental

1. Residuals management. Describe how the residuals are being managed at each of the reference landfills located in the United States (Frederic, Harrison and Maple City, MI; Zelienople, PA; and Roseboro, NC). In each case
 - Provide copies of the language of operating permit provisions that address residuals management.
 - For cases where the residual is being mixed with a solid waste material prior to landfill disposal, describe the material being used, and the process steps, and space and equipment being used. Is there experience with combustion ash from a municipal waste combustion facility for this purpose?
 - Describe management of fugitive odors from the residuals management at the landfill with and without mixing with solid materials. Is the tanker/spreader shown in the Proposal used to spray batches of slurried residuals over the working face?
2. Water. Why are 300,000 gallons of water used in the first year of operation, but not afterward?
3. Other wastewaters. The Proposal indicates that industrial liquid waste streams are not acceptable for processing in the E-Vap system as designed (Proposal, page 12), but that certain liquid wastes might be accepted. Are there examples of liquid wastes accepted at other E-vap facilities other than leachate and LFG system condensate? What are the elements of the composition of incoming wastewaters that limit or preclude treatment by the proposed system?
4. Noise. Identify and characterize key sources of noise associated with the E-Vap system.

**Town of Bourne Department of Integrated Solid Waste Management
Requests for Proposals**

Proposal Clarification Questions for ROCHEM Environmental

1. Soil bearing capacity. Please provide a typical minimum soil bearing capacity requirement for the concrete pad that would hold the trailer and tanks.
2. Permeate composition. The Proposal provides information on permeate quality, including pH ranges and what appear to be maximum concentrations for COD, BOD, Phosphate and N-NH₄ (Proposal, page 13). Does ROCHEM anticipate any particular difficulties in having the permeate comply with the discharge limits set forth in Addendum #2, Question 22?
3. Permeate storage capacity. Is storage provided for permeate beyond the 3-cubic-meter (~800 gallon) tank shown inside the container (Proposal, pages 26 and 28, item FE9003)?
4. Concentrate management. Describe how the concentrate is being or will be managed at each of the reference landfills located in the United States (CES LF, Orchard Hills LF, Hall County LF, Casella McKean LF, Seneca Meadows LF, GROWS LF, (Proposal, pages 19-20 and 22-23).
 - Provide data on concentrate composition and constituents of regulatory concern.
 - In any of these cases, is the concentrate being mixed with a solid waste material prior to landfill disposal? Describe the material being used, and the process steps, and space and equipment being used. Might combustion ash from a municipal waste combustion facility be used for this purpose?
 - Describe management of fugitive odors from the concentrate recirculation process and/or concentrate mixing process.
5. Residual liquids. What are the quantities of residual liquids that result from periodic cleaning with the various chemicals and how are these residuals disposed? Are they managed differently than the concentrate? Similarly, what is typically done to manage the 1092 cartridge filters used and replaced each year?
6. Dirty water sources. Provide examples of low-TDS dirty water sources or industrial wastewaters (other than LFG condensate and gas well dewatering liquids) that might be treated with the same ROCHEM design module proposed for the Town. What are the elements of the composition of incoming wastewaters that would limit or preclude their treatment by the proposed system?
7. Schedule. How much lead time would be required for the period from the issuance of a final purchase order/notice to proceed to the completion of a performance test marking the start of commercial operation (that is, assuming all permitting requirements have been satisfied)?

**Town of Bourne
Responses to the Leachate RFP**

Vendor	Shaw Environmental	ROCHEM Membrane Systems, Inc.	Comments
CHECKLIST ITEMS			
Non-Price Transmittal Letter	Signed by Stephen Martin, VP, Solid Waste Services. Acknowledges receipt of Addenda	Signed by David Lamonica, President Acknowledges receipt of Addenda	
Plan of Services	Included	Included	
Quals and Experience	Included	Included	
Non-Collusion Certificate	Included	Included	
Tax Compliance Certificate	Included	Included	
Evidence of Insurance	Acord certificate included	Acord certificate included	
Proposal Security	AIA A310 bid bond for \$5,000 [must be extended if > 60 days]	Certified bank check for \$5,000	
MINIMUM REQUIREMENTS			
Non-Price proposals bound and sealed separately from Price Proposals	YES	YES	
Town received \$100 for the USB stick	YES	YES	
Completeness per Checklist	YES - all items provided.	YES - all items provided.	Completeness of individual items subject to review.
Design meets RFP requirements (below)			
Performance supported by design, meets RFP requirements, consistent with mass and energy balances			
Vendor authorized to use technology	Patented submerged combustion technology	Patented ROCHEM ST module	
Basis for successful application	Experience in US with landfill leachate at same scale	Experience in US with landfill leachate at same scale	

COMPARATIVE REQUIREMENTS			
Non-Price Transmittal Letter conforms to RFP	Conforms. Deleted references to enclosed flare. Revised description of emissions for accuracy	Conforms. Deleted references to enclosed flare and use of landfill gas.	Revisions reflect differences of proposed technology from evaporation that uses waste heat recovery exclusively
Plan of services: <ul style="list-style-type: none"> • Beneficial design features • Superior efficiency of leachate management • More operating flexibility • Reduced emissions 	<u>Shaw +s</u> <ul style="list-style-type: none"> • No permeate to manage • Less chemical use • Full SCADA • Performance warranty vs. parts+service 	<u>ROCHEM +s</u> <ul style="list-style-type: none"> • Does not use LFG • No emissions from leachate • Quick start-up • Smaller footprint and lower profile; less site prep • Less residual material • Claims longer life 	
Project Team quals and experience <ul style="list-style-type: none"> • Direct experience with technology • >2 projects from last 5 years 	Yes and yes Russ Keckler, PM	Yes and yes Bernie Rieder, PM	
References	Frederic, MI (WMI) Harrison, MI (Detroit) Maple City, MI Zeliendple, PA (north of Pittsburgh) Three Oaks, MI (near Chicago) Amesbury, MA (?)	CES, Hegins, PA, (north of Harrisburg) pilot 2009, full-scale 2011 Orchard Hills LF, Watervliet, MI (I-94 near Chicago), 2011 Hall County, GA Casella, Kane, PA	
Technology experience <ul style="list-style-type: none"> • Reference experience in US on LF leachate at same scale 	Harrison, MI and Maple City, MI at 30,000 gpd on LF leachate 5 E-vap direct discharge facilities and 14 other evaporators	40,000 gpd systems in Michigan 90,000 gpd system in PA in start-up >300 systems world-wide since 1988	ROCHEM has more installations world-wide at scale SHAW has more US experience
Odor control measures	Enclose equipment in a building Use air for combustion	Fully enclosed system	Confirm spill containment Confirm procedures to avoid odors from residuals

Vendor	Shaw Environmental	ROCHEM Membrane Systems, Inc.	Comments
DESIGN REQUIREMENTS	Burn LFG in a submerged burner system Inject combustion gases into leachate reservoir Evaporate leachate and discharge vapor Draw off, clarify and landfill residuals either as a slurry or after mixing with solid waste	Two-stage RO system • Multi-media filters • RO#1 o Conc. to RO#2 o Perm. to RO#3 • RO #2 o Conc. to LF o Perm. recycle • RO #3 o Perm. To de-gasify, treat and discharge o Conc. recycle	
1. General arrangements, plan and elevation views, footprint	Building 25x50, 37' high Skid 25' x 14' 3600 sf total Truck unload pad	40' ISO container, 8 outdoor tanks + concrete pad All on 30x50 pad plus optional solidification pit	Footprints appear comparable ROCHEM has lower profile, no building
2. List of equipment components and capacity ratings	40,000 gpd leachate 20.25 MMBtuh LFG	40,000 gpd leachate	Same
3. Enclosed flare design and performance	Not applicable Optional enclosed flare Optional open flare	Not applicable	Same
4. Site preparation requirements	Foundation >2000 psf	Concrete pad for container with fencing	ROCHEM has less requirement
5. Interconnection with leachate system	Supply pump?	Interconnect to existing storage tank	
6. Interconnection with LFG system	Provide LFG extraction blower rated for 734 scfm LFG at 60-inches WC vac and 42-inches discharge	Not applicable	
7. Electricity and water supply	Electricity – 157 kW Provide 3-phase 480v service at 375 A (425A with plume suppression) Water – 60 gpm @ 70 psig, 300,000 gal in year 1, intermittent use, 15,000 gal after Year 1	Electricity – 180 kW Water – safety shower and eye-wash station, hose for housekeeping	Comparable Shaw uses less electricity ROCHEM uses less water
8. Use of propane	One 100-lb cylinder per year	None	

9. Residuals removal and solidification	0.27 to 0.45 lb/gal @ 10% to 12% solids; same as 5.4-9.0 tpd Solidify to 20% solids Add 600 lbs ash to 10,900 lbs slurry, or add 1000 lbs ash to 18,175 lbs slurry 0.29 to 0.45 lb/gal blended with ash (same as 5.8 to 9.6 tpd)	Pressurize permeate for discharge Return concentrate to truck loading station. Can provide bulking/solidification option (at extra cost)	Confirm densities Confirm whether solidification of residuals is needed
10. Odor emission control measures	Accept by direct connection	Accept by direct connection	
11. VOC and sulfur control	Destroy in flare	Can add carbon filters to tank vents	
12. Chemicals and other consumables	6,000 gpy anti-foam agent	H2SO4 – 42,000 gpy Other fluids – cleaners, (584 gpy and 105 gpy) Cartridge filters	Shaw system uses less than ROCHEM
13. SCADA	Included	Central control system with data logging and remote access	Shaw system appears more elaborate
14. Standards and codes	Will meet	Will meet	
PERFORMANCE REQUIREMENTS			
1. Capability to accept LFG	667 scfm @ 50% CH4 at full capacity	Not applicable	Neither would replace the Town's flare
2. Gas quality	Peak LFG @ 55% CH4 Degrades < 45% CH4	Not applicable	
3. Capability to accept leachate; limits on composition, LFG, condensate, de-watering liquids, industrial wastewaters	40,000 gpd design 97% evaporation Limits on carbonate as CO3, chloride, TSS, TDS and total solids 1200 to 2000 gpd residuals Industrial liquid waste streams are not acceptable for processing in the E-Vap system as designed (Proposal page 11)	40,000 gpd design ~85% permeate ~35,000 gpd permeate, ~ 5,000 gpd concentrate Can take nearly any low-TDS liquid stream	ROCHEM needs to confirm composition of condensate and de-watering liquids
4. Efficiency of LFG use; performance curves	Turns down 50% to 20,000 gpd, 10.13 scfm LFG	Starts in 15 minutes	ROCHEM can start/stop without allowing for thermal impacts

<p>5. Emissions: NOx, CO, PM, VOCs, sulfur, other</p>	<p>NOx -0.05 lb/MMBtu CO – 0.30 lb/MMBtu PM – 0.30 lb/MMBtu CH4 – 98% DE or <20 ppmv VOCs - 98% DE or <20 ppmv SOx – 98% DE</p> <p>Visible vapor plume unless optional plume suppression equipment is added – 1.64 MM burner (60 scfm LFG), blower, controls, etc., to raise the plume temperature</p>	<p>VOCs - < 9 tpy from tank vents (can add carbon filters) Dissolved carbonic acid from de-gassifier (amount not specified)</p>	
<p>6. LF disposal of residuals</p>	<p>Add concrete mix pit to mix with absorbents Add 600 to 1000 lbs ash to solidify to 20% H2O <i>CONFIRM ratios, ash composition and moisture content</i></p>	<p>Solidify concentrate</p>	<p>Get more info on solidification plans</p>
<p>7. Availability based on S/M and forced outages</p>	<p>Typical 90+ % Capability 85+ %</p>	<p>Typical 90% +</p>	<p>Comparable</p>
<p>8. Useful life</p>	<p>10 years Performance warranty for 1 year</p>	<p>12 to 15 years 1-year factory warranty on parts and service</p>	<p>Comparable (basis not provided)</p>
<p>TOWN RESPONSIBILITIES</p>			
<p>Town role in development</p>	<p>Town gets permits Soils/load-bearing analysis to >2000 psf</p>	<p>Town gets permits</p>	
<p>Town role in construction and installation</p>	<p>Clear, grade and prep site; backfill, build access roads Extend LFG, leachate, elec and water supply</p>	<p>Clear, grade, prep for concrete pad Add fencing</p>	
<p>Assistance to Town in operations and maintenance</p>	<p>Train Town ops Tech support (free for 60 days) Manuals Spares for one year</p>	<p>Train Town ops – 5d Tech support and remote monitoring Recommend annual service contract Manuals Spares for one year</p>	

Other		Manage 35,000 gpd of permeate pH range 5.5 to 9.5 COD < 200 mgO2/l BOD < 50 mgO2/l Phosphate < 5 mg/l N-NH4 < 30 mg/l	
Installation schedule	Fabrication in 6 months from Notice to Proceed About 3 months to install, test and enter commercial operation	Needs clarification	

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Town of Bourne Department of Integrated Solid Waste Management Requests for Proposals

Key Site Lease Negotiation Issues with Harvest Power

<i>Reference</i>	<i>Description</i>
Preamble, p.1	Harvest Power proposes to have an LLC sign the Site Lease. UNACCEPTABLE unless there is a strong Parent Guaranty from Harvest Power or a credit-worthy third-party. POTENTIAL DEAL-KILLER
Preamble p.1	Prefer not to have the RFPs as exhibits to the Site Lease. The Site Lease should be a stand-alone document that supercedes previous understandings.
Sec. 1, p.2	Harvest Power seeks additional evidence of authorization to enter into the Site Lease for its title insurance company
Sec. 2, p. 3	Harvest Power seeks a lease term of 28+ years (24 months to construction + 21 months to Commercial Operations Date + 15 years + two 5-year options) UNACCEPTABLE. The Town is not authorized to enter into a site lease with such a term. POTENTIAL DEAL-KILLER
Sec. 4A, p. 4	Address Access Ways that involve land other than on the Property
Sec.4F, p.5	Make reciprocal efforts on permitting (recommend accepting the change)
Sec 5D, p.6	Put caps on reimbursements of Town permitting costs (expected response, to be negotiated)
Sec 5F, p.6	Provide reports quarterly rather than monthly (might be OK – but their Lender will get monthly reports, and ISWM should get copies of those)
Sec 5I, pp.6-7	Requests for additional reasons to extend the Construction Milestone Date (expected response, to be negotiated)
Sec.6A(vi), p.8	Asks Town to accept non-hazardous landfill gas condensate. (recommend accepting the change, subject to review of the design of the proposed gas pre-treatment system)
Sec. 6D, p. 9	Asks Town to direct all leachate exclusively to the Facility – but it is not clear that the Facility would have the capacity to accept all leachate. Also, the Town might buy a ROCHEM/Shaw system and/or have a deal to take leachate from Covanta SEMASS (needs negotiation, likely resolvable)
Sec 7D, pp.12-13	Requests changes in the Performance Test language, including to reduce the Town's response time to 5 days. (Recommend rejecting the 5-day time as too restrictive – barely enough time to provide notice for the subcommittee to meet. This can be addressed when the Performance Test is more fully defined.)
Sec 7F, p. 13	Requests for additional reasons to extend the Commercial Operation Date (expected response, to be negotiated)
Sec 9, p.13	Suggests having a Substitute Guaranty rather than a Removal Bond. (This needs to be negotiated – it all depends on the strength of any Parent Guaranty provided to the LLC that signs the Site Lease.)
Sec. 15, p. 21	Suggests self-help cure of failure of Town warranty (need to be explained)
Sec 17, p.22	Adds language on indemnification. (Needs legal scrutiny. Last clause is UNACCEPTABLE as written. At a minimum, Harvest Power must indemnify

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	the Town for Hazardous Materials that are either (a) created by or as a result of its waste processing operations; or (b) brought in to its facility through its contacts with third-party haulers.)
Secs. 18-19, pages 23-26	Have Harvest Power provide a version that is red-lined against what was in the LFG RFP. No egregious changes found on first review. (Note that the COD for the LFG system services might end up being different than the COD for the Facility.)
Sec. 21B, p. 28	Asks for free transfer of LLC ownership without Town consent. UNACCEPTABLE REQUEST AND POTENTIAL DEAL-KILLER. (The LLC must be backed by either Harvest Power or a third-party guarantor with capability to support obligations, at least until the Town is satisfied that the LLC is a stable going concern – and even then, a Removal Bond and adequate support for potential LLC liabilities is recommended.)
Sec. 24, pages 31-35	Inserted new Lender Benefit provisions. (Requires further careful review. This is not unexpected – there is no standardization of lender benefit provisions in the business. But if Harvest Power defaults by stinking up the site, the Town has to be able to exercise its police powers to fix the problem – and no Site Lease provisions can stand in the way of the Town’s protection of the public health, safety or the environment). Asks for Town to provide notices of process to lenders, and states that no notice shall be effective unless all are provided. UNACCEPTABLE AND POTENTIAL DEAL-KILLER. (If Harvest Power defaults and the Town has the right to terminate, the Town will not put up with games related to what constitutes proper notice. If someone needs to drag the Lenders off their golf courses, it should be Harvest Power, not the Town.)
Sec. 40	Asks for the Chair of the Board of Selectmen to be able to unilaterally grant extensions of time and other consents. (raises interesting questions about authorizations)
Exhibit B	Description of Facility. Requires additional review
Exhibit C.	Lease Consideration. Does NOT contain price information! Red-lines out language on Contingent Site Lease payments. NO CASH, NO DEAL. The full impact of this proposal cannot be evaluated without reviewing the Price Proposal. Proposes that all lump sum payments be held in escrow until the Commercial Operation Date, when 50% are released and 50% continue to be held against indemnities. UNACCEPTABLE AND POTENTIAL DEAL KILLER. The prospect of receiving site lease payments is a key inducement for the Town to enter into this Site Lease. NO CASH, NO DEAL. The full impact of this proposal cannot be evaluated without reviewing the Price Proposal,

**Town of Bourne Department of Integrated Solid Waste Management
Requests for Proposals**

Proposal Clarification Questions for Harvest Power

Facility Design and Site Plan

1. Reference HSAD facility. Provide information on an operating GICON facility that uses the HSAD technology that is licensed to Harvest Power and that is proposed for the Facility.
2. Consistency of Building and Tank Dimensions with the Site Plan. The Non-Price Proposal provided by Harvest Power (the Proposal) provides multiple versions of a site plan that are internally inconsistent (compare the site plan in the Proposal, page 70/277, against the 11x17 drawing labeled Proposed Site Plan prepared by Green Seal Environmental and provided at the back of the Proposal). In particular, the site plan provided in the text (page 70/277) is inconsistent with Table 7 (page 68/277), which provides dimensions of the major buildings and tanks, in the following ways:
 - Table 7 indicates that the facility will incorporate a 330,000-gallon hydrolysis tank with a diameter of 12 meters and a height of 11 meters. The site plan in the text does not show a hydrolysis tank at all.
 - Table 7 and the site plan in the text show differing volumes for the following tanks:

	Table 7	Site Plan
FOG reception tank	40,000 gallons	15,850 gallons
Food reception tank	125,000 gallons	122,000 gallons
Biosolids reception tank	165,000 gallons	164,000 gallons
Primary digester tanks	1.32 million gallons each	1.85 million gallons each
Post digester tank	725,000 gallons	925,000 gallons

Please confirm the correct sizes of each of the tanks listed above and, as applicable, confirm that Table 7 is correct, submit an amended Table 7, confirm which of the site plans in the Proposal is intended to be the reference site plan for the purposes of evaluating the Proposal, and/or submit an amended site plan consistent with the correct sizes.

3. Feedstock characterization. For incoming FOG, food waste and biosolids, please provide reference values of the density, in pounds per gallons, pounds per cubic foot or other appropriate units, used in the basis for the design of the proposed facility.

4. Receipt of post-consumer food waste. Provide a description of the transverse auger system that will be used to de-package incoming food waste (Proposal, page 44/277). Identify potential equipment manufacturers and suppliers. Provide information on a reference facility that uses a transverse auger and a turbo-separator to process incoming food waste and that manages the waste material without creating adverse odor impacts.

Will permeate be used to slurry the food waste?

5. Receipt of bio-solids. Will the Facility be designed to accept both (a) unthickened bio-solids from liquid waste transport trucks through pump connections without exposure to outside air, and (b) thickened bio-solids cake? Describe how the facility will accept biosolids cake in a way that manages the waste material without creating adverse odor impacts, and provide references to operating facilities that utilize a similar approach. Address how keeping the reception building under negative pressure will continue to avoid fugitive odors when the building doors are open to allow vehicles to enter and exit.

Will permeate be used to slurry the thickened bio-solids cake?

6. Gas treatment. Please provide a description of the gas treatment system to be provided. What type of scrubber is contemplated (Proposal, page 102/277)? Will the treatment system manage landfill gas, bio-gas or a mixture of the two? What parameters will be targeted for treatment? How will the treated gas compare to pipeline gas in terms of methane content and/or contaminant levels?
7. Flare. Is the flare being proposed an enclosed flare or an open flare? Would it be used only for back-up and in case of emergencies (Proposal, page 32/277)? Under what circumstances would Harvest Power use the ISWM flare (Proposal, page 92/277) rather than the flare being provided as part of the Proposal?

Facility Performance

8. Hydrolysis tank. Confirm that the expected retention time in the hydrolysis tank is approximately four days.
9. Organics loading rate. The proposal appears to be based on an organics loading rate of 4.2 kg volatile solids per cubic meter per day (equivalent to approximately 0.25 pounds volatile solids per cubic foot per day) (see page 78/277). At that loading rate, the retention time in

the digester tanks would appear to be approximately 50 days, which is inconsistent with the retention time of 15-20 days stated in text of the Proposal. Note that a retention time of 20 days would imply an organics loading rate of approximately 10 kg volatile solids per cubic meter per day, which would exceed the level that would cause acid toxicity in the digestion tanks.

- Please confirm whether the design retention time in the digester tanks is 15-20 days (Proposal, page 78/277) or 50 days.
- What destruction efficiency does the proposal assume for volatile solids?
- What is the maximum organics loading rate that Harvest Power would allow in order to avoid acid toxicity? What measures will be incorporated, and what operating procedures will be followed, to avoid acid toxicity in the digester tanks?

10. Electricity production. Confirm that the values for electricity shown in the tables on pages 75 and 76 in the Proposal are in kWh rather than in MWh as labeled.

11. Power output. The proposal provides heat rates for Caterpillar 3520 engines of 8,771 Btu per kWh (Proposal, page 78/277) and 9,233 Btu per kWh (Proposal, page 108/277). These heat rates are much more aggressive than levels reported for Caterpillar 3520 engines operating only on landfill gas, which are on the order of 10,200 Btu per kW. Please clarify the heat rate that is the basis for the mass balances in the Proposal, and support the value with either (a) field data from a reference facility, or (b) another basis that accounts for the impacts of blending landfill gas with bio-gas and for the proposed gas treatment system. If another heat rate is appropriate, please provide revised mass balances (Proposal, pages 75/277 to 78/277) to reflect the revised heat rate.

12. Engine overhaul schedules. The Proposal first indicates that engine major overhauls are required every 60,000 operating hours (Proposal, page 78/277), then states that engine major overhauls are required every 40,000 operating hours of operation (Proposal, page 103/277). Generally, Caterpillar 3500-series engines operating on landfill gas require top-end overhauls every 8,000 hours; in-frame overhauls every 40,000 hours; and out-of-frame overhauls every 80,000 hours. Please reconcile the conflicting statements in the Proposal and the industry experience with engines combusting landfill gas in light of the proposed gas treatment system.

13. Engine emissions. The Proposal indicates that the baseline plan for the CHP system would involve low-NOx engines, with NOx emissions at 0.5 g/bhp-hr and CO emissions at 2.5 g/bhp-hr (Proposal, page 82/277). In Massachusetts, the precedents for emissions from

Caterpillar engines combusting landfill gas, and for prior air quality permitting work at the ISWM site, involve NOx emissions at 0.6 g/bhp-hr and CO emissions at 3.0 g/bhp-hr.

Would there be any adverse impact on the Harvest Power proposal if air emission permitting occurs at the levels for NOx and CO emissions used previously at the ISWM site?

14. Recovered heat for the digesters. The Proposal indicates that 2.0 MMBtuh will be adequate to maintain temperatures in the digesters within the optimal range and for general process heating (Proposal, page 73/277). Confirm the optimal range of temperatures to be maintained within the digester tanks, confirm the adequacy of 2.0 MMBtuh to maintain temperatures in the digesters, and the design basis for the expected rate of heat loss from the digester tanks at the design temperature.
15. Heat sources for the evaporator and dryer. Is there a minimum temperature for recovered waste heat to be useful for the evaporator and dryer? Must the evaporator and the dryer use waste heat recovered from engine exhaust, or can they also use waste heat recovered from the jacket water, oil cooler and aftercooler?
16. Leachate. What is the maximum amount of landfill leachate that Harvest Power anticipates being able to process in a year? In the response, identify (a) the design daily processing rate of the RO system in gallons per day; (b) the projected annual availability of the RO system; (c) the projected annual availability of the evaporator; and (d) other factors that limit capability to accept leachate for processing?
17. Landfill Rate. In Item #8 of the Transmittal Letter, Harvest Power provides a commitment to limit non-processable and residual material delivered for disposal at the Landfill to 5 percent of incoming material on an annual basis. In the Proposal, Harvest states that the Landfill Rate is "subject to revision based on the Waste Supply Agreements that Harvest ultimately negotiates with food waste haulers. (Proposal, page 79/277)," which statement undermines the commitment made in the Transmittal Letter in response to a Minimum Requirement of the RFP. Please clarify the commitment of Harvest Power to the Landfill Rate of 5 percent.
18. Noise impacts. Harvest anticipates minimal nuisance noise impacts on surrounding land uses (Proposal, page 66). Please identify the key sources of noise from the Facility (e.g., engines, fans that operate 24/7) and identify methods for noise impact mitigation.

19. Fertilizer market analysis. Please provide an example of a fertilizer market analysis report commissioned by Harvest Power as offered (Proposal, page 98/277).
20. Project Team. The Project Team does not identify a firm or individual with significant experience in operating a landfill gas management system or an engine-generator set combusting landfill gas. The Proposal indicates that Harvest Power will hire an experienced landfill gas system operator responsible for managing the landfill gas management system (Proposal, page 110/277). Please provide additional information about the individual or firm that Harvest Power would hire and explain how such individual or firm would fit into the Project Team as illustrated on page 89/277 of the Proposal.
21. Interconnection study. The discussion of the interconnection process in the Proposal refers both to NStar, which is the local distribution utility, and to the Independent System Operator of New England, Inc. (ISO-NE), which operates the New England transmission grid on behalf of the New England Power Pool. As part of the process, the schedule indicates the need to perform a Distribution System Impact Study and an Interconnection Facilities. The schedule does not, however, address the need for ISO-NE to perform a System Impact Study or to receive NEPOOL approval, which is the case for facilities with nameplate capacity in excess of 5 MW. Has Harvest Power ascertained from ISO-NE or NStar that its Facility would be exempt from the additional requirements of the interconnection process that apply to facilities with nameplate capacity in excess of 5 MW? If so, please explain. If not, please explain impact of such requirements on the project schedule and, if applicable, on the Guaranteed Development Period and the Guaranteed Construction Period. As an alternative, would it be permissible and feasible to install the engine-generating capacity in stages such that the capacity in place is limited to 4.8 MW until the additional interconnection study requirements are satisfied?
22. Natural gas interconnection. The Proposal indicates that a natural gas interconnection will be maintained in order to ensure a steady supply of heat and power from the engines (Proposal, page 73/277). In this context:
- How much natural gas does Harvest Power intend to use, and under what circumstances?
 - Will use of natural gas jeopardize the project's QF status at FERC (Proposal, page 92/277)?
 - Will use of natural gas jeopardize the project's eligibility to create Massachusetts Class I RECs (Proposal, page 55)?
 - Will use of natural gas require the project to comply with permitting requirements for combustion of natural gas in internal combustion engines, including (a) use of

catalysts as Best Available Control Technology; and (b) reduced emissions standards for NO_x, CO and particulate emissions?

23. Commercial Operation Date. The Proposal identifies and describes five phases of start-up and commissioning (Proposal, pages 101/277 through 103/277). The schedule indicates that the start-up and commissioning activities will continue for a period of nearly 10 months until the facility operates at full capacity, and that the Commercial Operation Date is scheduled to occur near the start of that period. In this context, please indicate (a) the aspects of Facility performance that would be tested during the Performance Test; and (b) the indications that would be demonstrated to indicate that commercial operation has been achieved.

Site Lease

24. Special-purpose entity. Harvest power proposes to have the Site Lease signed by a special-purpose entity rather than by Harvest Power itself. In such event, would Harvest Power, or another entity of equal or greater creditworthiness, provide an unconditional guaranty of the performance and financial obligations of the special-purpose entity? If not, what conditions would apply on the guaranty?
25. Sections transferred from the Site Lease in the LFG RFP. Provide pages 23 through 26 of the Site Lease in the Proposal showing, via red-line, changes to these sections against the version of the Site Lease provided in the LFG RFP.
26. Substitute Guaranty. Provide additional detail on the Substitute Guaranty that was proposed as an alternative to the Removal Bond.
27. Scope of Services for O&M of the LFGMS. Does Harvest Power any specific exceptions to the Scope of Services for Operation and Maintenance of the Landfill Gas Management System as provided in Attachment J to the LFG RFP? If so, please provide.

Other

28. Harvest Power annual revenues and cash flow. The Proposal states that Harvest Power currently has annual revenues of over \$100 million per year with positive cash flow (Proposal, page 31/277). In contrast, the consolidated financial statements of Harvest Power, Inc., and Subsidiaries indicate that Harvest Power in 2010 had total revenues of \$14,216,016, a net loss of (\$4,543,111), and negative cash flow of (\$4,164,51) (Proposal, Appendix pages 3 and 5). Please reconcile these statements.

29. CVEC. Has Harvest Power had any contact with CVEC (Proposal, page 94/277)? Bourne might be able to facilitate discussion with CVEC regarding power purchases.

CONFIDENTIAL - NOT FOR PUBLICATION

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date

Thursday
April 19, 2012

Time

6:00 P.M.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1) Call Meeting to Order.
- 2) Approval of minutes: 1/30/12, 2/9/12 and 3/8/12, 3/15/12 and 3/20/12.
- 3) ISWM staff and possibly Mr. George Aronson of Commonwealth Resource Management Corp.- Update and discussion regarding the Requests for Proposals (RFPs) for land leases, landfill gas utilization and land lease and leachate management equipment, including; responses to date, questions received, planning for the review of proposals.
- 4) Discussion of future meeting schedule and agenda items.
- 5) Adjourn.

Donald J. Pickard
Chairman

Landfill Business Model Advisory Working Group
RFP Review Subcommittee

Meeting Minutes April 19, 2012 6:30 PM,

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

Moved to the ISWM office at 201 MacArthur Boulevard, Bourne, MA
because the school was closed

Present: John Redman (Finance Committee) Chairman, Bob Schofield (Energy Advisory Committee), Bill Ware (Capital Outlay), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.).

Handouts:

Absent with approval: N/A.

- Meeting called to order at 6:59 p.m.
- Mr. Goddard requested that approval of minutes be waived. Mr. Schofield made a motion which was seconded by Mr. Ware. All were in favor.
- There were no updates for the regular session.
- Mr. Schofield made a motion to enter into executive session for the purposes of discussing the requests for proposals. Mr. Ware seconded that motion. Roll call: Mr. Redman, aye; Mr. Schofield, aye; Mr. Ware aye. Executive session began at 7:00 p.m.
- Regular session resumed at 7:47 p.m. The next meeting May 10, 2012 at a time and place TBD to meet with vendors. A motion to adjourn was made by Mr. Ware and seconded by Mr. Schofield. All were in favor.
- The meeting adjourned at 7:49 p.m.

2012 JUN 3 PM 2 57
TOWN CLERK'S OFFICE
BOURNE, MASS

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


2012 MAY 4 AM 9 24
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday May 8, 2012	9:30 a.m. – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/5/12 and 4/19/12.
- 2.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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. The session shall include interviews of all three vendors relative to their proposals. Interviews will be spread out over the course of the day on the approximate schedule of Rochem at 10:00; Shaw at 11:00 and Harvest Power at 2:00 p.m.
- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.


John Redman

Subcommittee Chairman

2012 MAY 22 PM 3 48

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday June 6, 2012	2:00 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/5/12, 4/19/12 and 5/8/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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. The session shall include an interview with Harvest Power at 2:00 p.m.
- 5.) Discussion of future meeting schedule and agenda items.
- 6.) Adjourn.


John Redman
Subcommittee Chairman

2012 JUN 13 AM 9 09 BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
TOWN CLERK'S OFFICE REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday June 21, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/19/12, 5/8/12, 6/6/12.
- 2.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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. The session may include an interview with Harvest Power which is scheduled at 2:30 p.m.
- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.


John Redman
Subcommittee Chairman

2012 JUN 14 AM 9 16

TOWN CLERK'S OFFICE
BOURNE, MASS

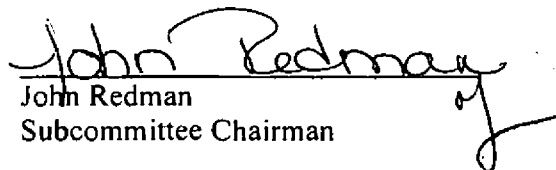
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE**

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday June 27, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/19/12, 5/8/12, 6/6/12.
- 2.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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. The session may include an interview with Harvest Power which is scheduled at 2:30 p.m.
- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.


John Redman
Subcommittee Chairman

2012 JUN 12 AM 9 27

TOWN CLERK'S OFFICE
BOURNE, MASS

BID NOTICE
TOWN OF BOURNE
INTEGRATED SOLID WASTE MANAGEMENT
INVITATION TO BID

The Town of Bourne, Department of Integrated Solid Waste Management is soliciting bids for the following equipment in accordance with Chapter 30B M.G.L.

Survey Grade Global Positioning System Unit

The Bids will be accepted until 9:30 am on June 27, 2012 at the Town Hall Town Administrators Office, 24 Perry Avenue, Bourne 02532. Bids will be publicly opened and reviewed at 10:00 am June 27, 2012 at the Town Hall. All calls can be directed to (508) 759-0651, Monday thru Friday 7:00am to 5:00pm. The bids shall be prepared in accordance with the Contract (Bidding) Documents, which are available without deposit at the ISWM Facility Office 201 MacArthur Boulevard Bourne, MA 02532. The Contract documents describe a New Survey Grade GPS Unit to be delivered to the Town of Bourne Integrated Solid Waste Management Facility within ten (10) days after acceptance of the Notice of Award. Funding is available immediately. This contract will be awarded by the Town Administrator. The Town of Bourne reserves the right to accept or reject any or all bids, to waive any informality, to amend any specifications or to accept any portion of a bid it deems to be in the best interest of the Town.

Bidders must familiarize themselves with the attached Information for Bidders.

Please mark envelope: "Survey Grade Global Positioning System Unit"

Required: Bid form must be completed in entirety and in duplicate

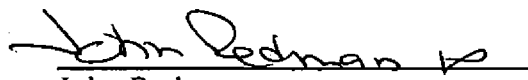
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
2012 REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE**

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

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday August 2, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 5/8/12, 6/6/12, 6/27/12.
- 2.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3.) Executive Session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 3) Discussion of future meeting schedule and agenda items.
- 4) Adjourn.



John Redman
Subcommittee Chairman

2012 AUG 7 PM 1 42

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

TOWN CLERK'S OFFICE

MEETING NOTICE

Date BOURNE, MASS

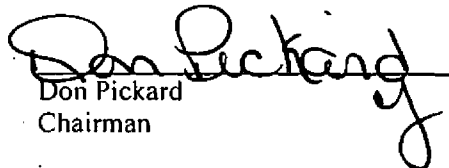
Thursday
August 9, 2012

Time
3:30 – 4:30 p.m.

Location
Bourne Town Hall
24 Perry Avenue
Basement conference room
Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/19/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Update of operations by ISWM staff including discussion of other planning initiatives. Topics will include Phase 4 liner, Phase 2A3A cap, funding of the DPW building and the request for quotations sent out by the Cape Cod Commission, Covanta contract implementation and possible use of the transfer station for single-stream recycling. Possible executive session to discuss other 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

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


MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday August 9, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

2012 AUG 7 PM 1 41
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA (AMENDED)

- 1.) Call meeting to order.
- 2.) Approval of minutes: 6/6/12, 6/27/12, 8/2/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


John Redman
Subcommittee Chairman

2012 AUG 7 AM 11 30

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

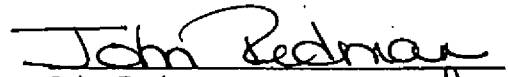
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday August 9, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 6/6/12, 6/27/12, 8/2/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Discussion of future meeting schedule and agenda items.
- 6) Adjourn.


John Redman
Subcommittee Chairman

2012 AUG 7 AM 9 55
TOWN CLERK'S OFFICE
BOURNE, MASS


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

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday August 9, 2012	2:00 – 4:30 p.m.	Bourne Town Hall 24 Perry Avenue Basement conference room Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 6/6/12, 6/27/12, 8/2/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Discussion of future meeting schedule and agenda items.
- 5) Adjourn.


John Redman
Subcommittee Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

2013 OCT 8 AM 11 06

MEETING NOTICE

TOWN CLERK'S OFFICE

BOURNE MASS

3:30 - 4:30 p.m.

Date

Thursday
August 9, 2012

Location

Bourne Town Hall
24 Perry Avenue
Basement conference room
Buzzards Bay, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: 4/19/12.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Update of operations by ISWM staff including discussion of other planning initiatives. Topics will include Phase 4 liner, Phase 2A3A cap, funding of the DPW building and the request for quotations sent out by the Cape Cod Commission, Covanta contract implementation and possible use of the transfer station for single-stream recycling. Possible executive session to discuss other 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

Landfill Business Model Advisory Working Group
Meeting Minutes August 9, 2012 3:30 PM,
Bourne Town Hall, 24 Perry Avenue,
Buzzards Bay, MA, Basement conference room

2012 OCT 8 AM 11 08
TOWN CLERK'S OFFICE
BOURNE, MASS.

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOH), Bill Ware (Capital Outlays), Bob Schofield (EAC), John Redman (Fin. Comm.), Dan Barrett, (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.) via phone.

Handouts: N/A.

Absent with approval: N/A.

- Meeting called to order at 3:44 p.m.
- Approval of minutes April 19, 2012 motion made by Mr. Schofield, seconded by Mr. Ware as amended. All in favor.
- Mr. Barrett, quick updates. One. Mr. Lannan presented to the BOH last night on his initial screening/fatal flaw analysis report. The goal was to identify potential problem areas. It was agreed that a lot more needs to be done in further design. Mr. Andrews said it provides a good road map for further review. It may not be the complete list, but it's a good start. The board accepted the report from their consultant.
- Two- the acquisition of a lawyer will be on the agenda 8/21 in executive session with Attorney Troy to select a lawyer which is the decision by the BOS. Assuming it's done, he said we'll move forward. Mr. Andrews confirmed that that is the one for the RFPs not the BOH process. He said then we'll assemble the team and then finalize the recommendations on the next steps, with help of Mr. Aronson which has been excellent. Mr. Ware said we need to get some advice on 30b too. Mr. Pickard asked if that would be Attorney Troy. Mr. Goddard said yes. Mr. Ware said the RFP review subcommittee made a strong recommendation that we do this.
- Mr. Barrett updated on operations at ISWM. Phase 4 liner is complete now working on taking it from the contractor and the application to DEP for the Authorization to Operate (ATO) has been made. Hope to have it in the next couple of weeks. Important to get waste on the sand. The next step is to put down auto shredder residue (ASR) for select waste layer down. Should be end of the month. The 2A3A cap project bids are in and we are reviewing them and we should start work in late Sept. or early Oct. That is the phase that stunk. ET&L is in road construction mode. Paving will come next Wed. from the transfer lane to scale and then some at the entrance. Then later we will do the final paving in a month or so. Mr. Pickard asked about the status of the scale. Mr. Barrett said the installation will be on 8/20 and it should be ready to go in Sept. Mr. Andrews commented that we will have a nice entrance.
- Mr. Barrett mentioned the DPW building. Mr. Pickard said it will be a big hard sell to the public. We have to keep Phase 6 to fulfill the Covanta project. Mr. Pickard said we have to have ISWM pay. Mr. Andrews said the only reason this is being done is for the hole so they should pay. Mr. Barrett said that the town has extracted funds from ISWM for a long time, and a limited time remains. It's his job to make sure all is paid for when the landfill closes and a business model beyond that. He said \$150,000 is solid, but he can't commit more right now. Mr. Ware said the purpose of the idea is to continue to bring in more revenue too. Mr. Andrews said people want to know why ISWM can't pay for more. Mr. Redman asked how much is capital stabilization fund beyond host fee. Mr. Barrett said he thinks it's at about \$600,000. Mr. Andrews wants support from Working Group (WG) and ISWM for the sales pitch. Mr. Redman said around town meeting time we may have other news from RFPs. Mr. Goddard said Mr. Aronson is on board to help us with the model and to show our capability. Mr. Andrews concerned about timing on

DPW building and needs to get into Phase 6. Mr. Barrett said we may be able to buy some time with planning. Mr. Redman said ISWM can help on site prep work and save money. Mr. Barrett said he will work with Mr. Mintz on our workplan and what we can really do to help him. We have a new GPS system to help. Mr. Andrews said it could save a lot of money. Mr. Redman said that there is some work to do on procurement review for the building which could save money. Mr. Andrews has to build with prevailing wage. Mr. Pickard asked about the ISWM transfer station construction. Mr. Andrews said ISWM did it with a modular building exemption.

- Mr. Barrett said the Cape Cod Commission (CCC) came out with a Request for Quotes (RFQ) for the Cape contracts. First was they issued a Request for Expressions of Interest (REI) which narrowed responses to short list of four vendors. They also wanted 20 year agreements; 200,000 tons per year. We told them not all towns want it that term and you don't have that tonnage. Now they are doing it with 5, 10 or 20 year options. Now the tonnage is 150,000. Mr. Ware said what is interesting is that the vendors can quote as a bundle or just for individual towns. Mr. Barrett said to CCC that the approach hurt the towns because you knocked us out. Mr. Barrett said at the meeting told them is you start peeling off towns that will hurt the price of the company that bid on all the tonnage from all the towns.
- Mr. Pickard said after the Covanta deal at a regional Selectmen's Assoc. meeting in Bourne, he said to them that we are out except for about 24,000 tons. Mr. Barrett said our Covanta deal will work out. Mr. Pickard is talking to Falmouth and asked the Selectmen about their decision. Mr. Barrett said that is 15,000 tons per year. Mr. Barrett said on the 22nd he's meeting with Mashpee. Mr. Barrett said what's happening now is Casella is coming into the picture with capacity at their Southbridge, MA landfill. We lost Hanover to them which came in \$4 less. Hanover felt bad, but he told them to go ahead. Casella is having an impact in the market. Another guy is Wes Gregory of WeCare and he pitched to run the Upper Cape Regional Transfer Station (UCRTS) when we weren't there. Offered to run the UCRTS to take it to Seneca Meadows landfill in upstate NY, including Taunton. We got out of the MSW race at the right time. Mr. Ware said we can now play the market.
- Motion to enter executive session at 4:16 p.m. made by Mr. Ware and seconded by Mr. Andrews. Roll call: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Ware, aye; Mr. Schofield, aye; Mr. Redman, aye.
- Regular session resumed at 4:34 p.m. Mr. Ware said the RFP subcommittee won't meet again until the lawyer is on board this summer. Mr. Pickard will help move the process along. He said it might be nice to have Mr. Redman there to support the request. Mr. Barrett said it's important to provide information for the BOS to support this.
- A motion to adjourn was made by Mr. Redman and seconded by Mr. Andrews. All in favor Meeting adjourned at 4:38 p.m.

2012 OCT 15 AM 11 15

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

MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday October 18, 2012	5:00 p.m.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Discussion of future meeting schedule and agenda items.
- 5) Adjourn.



John Redman
Subcommittee Chairman

2012 OCT 15 AM 11 15

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP TOWN CLERK'S OFFICE
MEETING NOTICE BOURNE, MASS**

Date
Thursday
October 18, 2012

Time
6:00 p.m.

Location
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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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- 5) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Phase 4, Phase 2A3A cap, funding of the DPW building, current state of ISWM finances and long-term financial planning models, the request for quotations sent out by the Cape Cod Commission, Covanta contract implementation and possible use of the transfer station for single-stream recycling.
- 6) Possible executive session to discuss other 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

2013 OCT 8 AM 11 06

BOURNE LANDFILL BUSINESS MODEL WORKING GROUP TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Date

Thursday
October 18, 2012

Time

6:00 p.m.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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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- 6) Possible executive session to discuss other 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

Landfill Business Model Advisory Working Group
Meeting Minutes October 18, 2012 6:00 PM,
Bourne Middle School
Bourne, MA conference room

Present: Don Pickard, Chairman (BOS), Stanley Andrews (BOS), Bill Ware (Capital Outlay), Bob Schofield (EAC), John Redman (Fin. Comm.), Dan Barrett (ISWM), Phil Goddard (ISWM), Mr. George Aronson (Commonwealth Resource Management Corp.), Tom Guerino (Town Administrator).

Handouts: N/A.

Absent with approval: N/A.

- Meeting called to order at 6:04 p.m.
- Mr. Redman said the subcommittee recommended Harvest Power to the Town Administrator and to not make an award on the leachate equipment at this time. Mr. Pickard updated that he was at base committee meeting regarding a possible base closure and he met Col. Schiavi, now Executive Director at the MMR, which is a quasi Mayor role. The Col. said that they are talking to the towns about the wastewater plant. Mashpee, Sandwich and Falmouth are out. He confirmed that they are interested in working with Bourne on managing our clean leachate. Mr. Ware was concerned about dropping reverse osmosis and Mr. Barrett said we'll be going forward. The base issue was the limiting factor. We can look at buying it again in the spring. Mr. Pickard said we need to meet with the base ASAP and the Col. Mr. Goddard said the next steps for the subcommittee are to meet, to do housekeeping and then disband. Mr. Goddard told Mr. Guerino recommendation memos will be sent to him. Mr. Pickard said we need an answer from MMR in January.
- Mr. Guerino said the next step is to go to BOS 11/13 to award. Mr. Andrews will update the BOH at the same meeting. Mr. Goddard asked Mr. Guerino about how to move forward and he said he'll notify the BOS at the meeting. Mr. Barrett agrees that the BOH should be invited. Mr. Pickard said to have a joint BOH/BOS meeting that night at 6:15 as an informational meeting. Mr. Guerino said he'll send out it out after the meeting. ISWM will work with Tom on the details.
- Mr. Goddard said Mark Kalpin of WilmerHale is the attorney and is ready to go.
- Mr. Pickard asked if Covanta buys the equipment for leachate treatment, do we need to go to Town Meeting? Mr. Guerino said to do town meeting if they buy it. Mr. Barrett we could operate it too. Options to be discussed later. Mr. Schofield we could pay them back if they buy it by operating it for free for them. Mr. Guerino asked if ISWM could take money out of contracted services line item. Mr. Barrett said yes but concerned about the overall budget and retained earnings.
- Mr. Goddard said ISWM will attend an Environmental Business Council of New England meeting on 11/2 that will discuss organics and will include Harvest Power, MA DEP and MA DOER.
- Mr. Barrett said we are developing the internal pro-forma with George. The goal is to have all debt paid off in ten years.

- Mr. Pickard is looking at future land option for ISWM. Covanta is offering \$72 for disposal for towns.
- A site visit to the Harvest Power project in London, Ontario tour is possible. Mr. Guerino said a vendor could provide that. We need to declare it to the BOS ahead of time.
- A motion to adjourn was made by Mr. Andrews and seconded by Mr. Redman. All in favor. Meeting adjourned at 6:35 p.m. Next meeting scheduled for Nov 15th.

2012 DEC 6 PM 12:22
**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE**
TOWN CLERK'S OFFICE
BOURNE, MASS **MEETING NOTICE**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday December 13, 2012	5:30 p.m.	Bourne Middle School 77 Waterhouse Road Room 100 Conference Room Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Discussion regarding the status of the procurement process relative to the site lease Request for Proposal (RFP), the LFG utilization RFP and the leachate management equipment RFP
- 4.) Discussion of dissolution of the subcommittee and potential vote.
- 5.) Adjourn.


John Redman
Subcommittee Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

2013 OCT 8 AM 11 06

Date
Thursday
December 13, 2012

Time
6:00 p.m.

Location
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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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- 6) Possible executive session to discuss other 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

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date

Thursday
December 13, 2012

Time

6:00 p.m.

Location

Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

RECEIVED

2012 MAR 19 PM 2:54

TOWN CLERK BOURNE

AGENDA

- 1.) Call meeting to order.
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- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.

Don Pickard
Chairman

**Bourne Landfill Business Model Working Group
Executive Session
December 13, 2012**

RECEIVED

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TOWN CLERK BOURNE

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Wednesday, December 13, 2012.

Present for the Committee were: Don Pickard, Chairman (BOS); Bob Schofield (EAC), Stanley Andrews (BOH), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett (ISWM), Phil Goddard (ISWM), George Aronson (Resource Management Corp.), Tom Guerino (Town Administrator).

4. EXECUTIVE SESSION OF THE REQUESTS FOR PROPOSALS (RFPs) REVIEW SUBCOMMITTEE TO REVIEW AND DISCUSS, INCLUDING FORMULATING A WORKPLAN AND/OR TAKE VOTE(S), ANY AND ALL PROPOSALS RECEIVED FROM PRIVATE VENDORS RELATIVE TO THE FOLLOWING THREE RFPs:

VOTED: On a motion made by Bob Schofield and seconded by John Redman it was unanimously voted by roll call vote to go into executive session for the purpose of discussing RFPs.

Roll call vote.

Mr. Schofield	aye
Mr. Redman,	aye
Mr. Ware	aye
Mr. Andrews	aye
Mr. Pickard	aye.

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.

Dan Barrett updated the committee.

Went to BOH 2 weeks ago got the motion. They modified it we now don't need a vote to issue the notice of award or notice to precede. What the BOH wants is to be able to review the IDA and the site lease. Moving forward with the BOH.

Met with Harvest Power, had a good meeting, focused on process. The notice of award is going to be pushed back. The interim development agreement is going to take a back seat. What is needed is the site lease approved, which requires the site assignment.

George Aronson filed everyone in on the BOH review process, which is as follows:

Principles

1. The Board of Health controls use of the 25-acre parcel through site assignment conditions.
2. ISWM will apply to the BOH to modify site assignment conditions related to tonnage, hours of operation, and combustion, and for approval of the site lease.
3. Harvest Power cannot start construction until the BOH has
 - Approved (and recorded) modifications to the site assignment conditions.
 - Approved the site lease for execution.
 - Reviewed and accepted a demonstration that the final design of the proposed Harvest Power facility satisfies minimum design and performance standards.

A Chicken-and-Egg Challenge

Harvest Power needs the site lease before it can complete its detailed design (because it needs the site lease to apply for Mass DEP permits and start the electrical interconnection studies).

The BOH needs to review the completed final detailed design before construction, but must also modify the site assignment conditions and approve the site lease before Harvest Power

Can submit permit applications to Mass DEP or ask NStar to start electrical interconnection studies.

The Response

Have the BOH include as new Site Assignment conditions (a) review and acceptance of the detailed design before start of construction; (b) requirement to pass performance tests on start-up before commercial operation; and (c) an opportunity for the BOH consultant to provide input into facility design and performance modeling prior to their completion.

The Revised Process

1. The BOH (a) reviews and rules on an executable form of site lease; and (b) modifies the site assignment to incorporate new conditions on design principles and performance standards.
2. During the design phase, Harvest Power allows the BOH's consultant to comment on the design and performance models. Harvest Power decides whether to accept the comments.
3. Upon receipt of all permits, Harvest Power submits to the BOH a Design Report comprised of (a) the final design; (b) permits received; and (c) demonstration that the design complies with site assignment conditions on design principles and performance standards. The BOH can accept or dispute the Design Report. If accepted, Harvest Power can start construction. Disputes are resolved by negotiation, mediation, or an independent engineer's review.
4. After completing construction, Harvest Power must perform and pass tests to demonstrate compliance with site assignment conditions in order to operate on a commercial basis.

- 5. The BOH maintains at all times the ability to shut down the facility for violation of site assignment conditions, performance standards, or permit standards, or for creation of unacceptable nuisance conditions or environmental hazards.

Stanley Andrews suggested to Mr. Aronson that the BOH needs the process spelled out by creating a step-by-step process, make sure all the steps are listed and the conditions are listed, and keep it short and simple. Mr. Barrett needs to review it. The Board has developed a short list of attorneys for representation so when the Board needs an attorney they have one to choose from that they are comfortable with.

George Aronson stated that the BOH is OK with holding back on the detailed design because they know they will have to modify the design.

Don Pickard doesn't envision any type of issue with the Board of Selectmen. He would like Mr. Aronson, Mr. Barrett, and Mr. Goddard to concentrate their efforts on the BOH and let Mr. Guerino and him work on the BOS.

Tom Guerino stated the selectmen are going to be very eager to get this thing moving. He wants to see the final numbers from Mr. Aronson before they go to any selectmen.

Dan Barrett stated that it has to be a seamless well-rehearsed proposal. It will be a difficult process for the BOH to understand.

Stan Andrews is concerned about the Consultant fees and the attorney fees and who pays for what.

Phil Goddard brought up the issues with MEPA on the micro site and combustion issues.

6. POSSIBLE EXECUTIVE SESSION TO DISCUSS OTHER OPTIONS FOR LAND AND BUILDING USES ON THE 25-ACRE PARCEL, LONG-TERM FINANCIAL MODELING ACTIVITIES AND MASTER PLAN ACTIVITIES.

VOTED: On a motion made by Stan Andrews and seconded by John Redman it was unanimously voted by roll call vote to come out of executive session and go back into regular session.

Roll call vote.
 Mr. Schofield aye
 Mr. Redman, aye
 Mr. Ware aye
 Mr. Andrews aye
 Mr. Pickard aye.

Respectfully submitted,

Carole Ellis
 Recording Secretary

**Bourne Landfill Business Model Working Group
December 13, 2012**

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Wednesday, December 13, 2012.

Present for the Committee were: Don Pickard, Chairman (BOS), Bob Schofield (EAC), Sanle Andrews (BOH), Bill Ware (Capital Outlay), John Redman (Finance Committee), Dan Barrett (WWM), Phil Goddard (ISWM), George Aronson (Resource Management Corp.), Tom Guerino (Town Administrator).

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:04 p.m.

2. APPROVAL OF MINUTES

There were no minutes to approve for the Working Group. Don Pickard would like the past minutes done by the next meeting.

3. REGULAR SESSION MEETING OF THE REQUESTS FOR PROPOSALS (RFPS) REVIEW SUBCOMMITTEE TO REVIEW AND DISCUSS, INCLUDING FORMULATING A WORKPLAN AND/OR TAKE VOTE(S), ANY AND ALL PROPOSALS RECEIVED FROM PRIVATE VENDORS RELATIVE TO THE FOLLOWING THREE RFPS:

- 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.

Dan Barrett updated the committee as to where they are with the Base. They decided to back off on the Landfill Leachate Management equipment. Letters are written to let them know we are done with that for now and to thank them for their participation. Mr. Barrett met with the Colonel and had a very productive meeting. They have to do their legal stuff to move through the process then they will get back in touch with Mr. Barrett. Mr. Barrett didn't establish a communication conduit with the Colonel.

Phil Goddard will follow up with Bob Blair. Mr. Goddard explained to Rochem and Shaw that we are not awarding the Leachate Management equipment at this time, explained why, and thanked them for their efforts and proposals.

The Landfill Group will go back out for proposals.

Mr. Barrett wants to caution the Committee that the numbers will increase now that Phase 4 is open. It will decrease shortly once we get phase 2A and 3A cap, which is what is being worked on now. Mr. Barrett wanted to emphasize to the Committee members that we cannot pressure the Colonel.

Don Pickard stated that there is a change in command but Colonel Schiavi will be key in getting the Committee in touch with the right person.

2013 OCT 8 PM 11 07
TOWN ENGINEER'S OFFICE
BOURNE, MASS

5. UPDATE OF OPERATIONS BY ISWM STAFF INCLUDING DISCUSSION OF OTHER PLANNING INITIATIVES.

TOPICS COULD INCLUDE:

1. Phase 4, phase 2A3A cap;
2. Funding of the DPW building;
3. Current state of ISWM finances and long-term financial planning models;
4. The request for quotations sent out by the Cape Cod commission;
5. Covanta contract implementation and possible use of the transfer station for single-stream recycling.

Dan Barrett gave an overview of the landfill and where we are now, everyone know what we are doing with the DPW building. Focusing on capping 2A-3A have been working 7 days a week for the past three weeks and will work Saturday and Sunday this week. Up to final grade, the contractor is in and he is installing the pipe work. Hopefully by the middle of next week there will be substantial number of gas wells hooked up, and we'll keep pushing forward until they are all done.

Phase 4, put the first load in there last Friday so we are officially in there now. We have been in there since September 18th, but have the authorization to operate now. Hopefully Phase 4 will be done by next June.

At Spring Town meeting we'll be looking for approval of Stage 2. Generating construction plans now for Stage 2. Going out to bid is contingent upon Town meeting approval.

Special Town meeting articles don't have to be in until 45 days prior to special Town Meeting. For the annual Town meeting it is 75 to 80 days prior to the annual Town meeting, which is always the first Monday in May. So the draft order article has to be in sometime in March. We can put in a placeholder.

Mr. Goddard stated that Earth day is the goal to have a lot of landscaping and site-work done, which is in April.

Don Pickard reminded people that the Upper Cape Transfer Station is looking to push forward. The whole switch to single-stream recycling is going to be a big deal. We are in negotiations with one town.

Went into EXECUTIVE SESSION For the purpose of discussing RFPs

VOTED: On a motion made by Bob Schofield and seconded by John Redman it was unanimously voted by roll call vote to go into executive session for the purpose of discussing RFPs.

Roll call vote.

Mr. Schofield	aye
Mr. Redman,	aye
Mr. Ware	aye
Mr. Andrews	aye
Mr. Pickard	aye.

VOTED: On a motion made by Stan Andrews and seconded by John Redman it was unanimously voted by roll call vote to come out of executive session and go back into regular session.

Roll call vote.

Mr. Schofield aye
Mr. Redman, aye
Mr. Ware aye
Mr. Andrews aye
Mr. Pickard aye.

7. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

Phil Goddard will talk to Bob Blair.

The next meeting will be on January 17th at 6:00 in the Bourne Middle School.

Receive updates on BOH

Receive an update on the contracts on other potential Cape towns.

Dan Barrett let the Committee know that DEP has taken a huge interest on how we have managed to get as far as we have in this process. There was enough interest at that meeting that two upper level one from CEC and one from Mass PEP requested to come down and talk with Mr. Goddard and Mr. Barrett. They are looking for what process the committee goes through.

Phil Goddard wanted to mention to Mr. Andrews that Harvest Power London Ontario facility will be operational in the Spring. Mr. Goddard made it clear to them that the town wants to see an operational facility before anything is done. The BOH will be assured that there will be a delegation from the town and there will be an operational facility in the Spring before they sign off on anything so they have a record of it.

8. ADJOURN

VOTED: On a motion made by Bill Ware and seconded by Stan Andrews it was unanimously voted to adjourn at 7:15 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

2012 DEC 6 PM 3 00

MEETING NOTICE

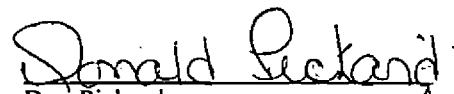
Date
Thursday
December 13, 2012

Time
6:00 p.m.

TOWN CLERK'S OFFICE
Location
BOURNE, MASS
Bourne Middle School
77 Waterhouse Road
Room 100 Conference Room
Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 4.) Executive Session of the Requests for Proposals (RFPs) Review Subcommittee to review and discuss, including formulating a workplan and/or take a vote(s), any and all proposals received from private vendors relative to the following three RFPs: 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.
- 5) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Phase 4, Phase 2A3A cap, funding of the DPW building, current state of ISWM finances and long-term financial planning models, the request for quotations sent out by the Cape Cod Commission, Covanta contract implementation and possible use of the transfer station for single-stream recycling.
- 6) Possible executive session to discuss other 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

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 JAN 4 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, January 9, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting -December 12, 2011
- 2- Report from architectural and sign guidelines subcommittee
- 3- Proposal to create an Economic Opportunity Area (EOA) for Bourne's Downtown
- 4- Updates
 - a. Growth Incentive Zone application C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Other Main Street projects
- 5- Reports/updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session - if needed
- 9- Adjourn


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, January 9, 2012
Bourne Town Hall

2012 FEB 22 PM 3:37

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Coreen Moore, Barry Motta, Marie Oliva, Sharon Rooney, Sallie Riggs, Kathryn Zagzebski

Facilitator Sallie Riggs opened the meeting at 11:10 am.

Item #1 – Minutes: Sallie asked for any corrections or additions to the Minutes of the meeting of December 12, 2011. There being none, it was MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the December 12 meeting as circulated.

Item #2 – Architectural and sign guidelines: Coreen reported that the sub-committee is nearing the final draft of both by-laws for Town Meeting and an Appendix that will include architectural and sign guidelines. One of the by-laws creates a Design Review Committee. The documents will be submitted to the Planning Board for their initial review at its meeting on January 26 and then to the Board of Selectmen.

Item #3 – Economic Opportunity Area: Sallie reported that she has the regulations for designating the Downtown District as an Economic Opportunity Area. More work needs to be done to understand the process. Sharon volunteered to assist.

Coreen added that the slum and blight application should be completed in a couple weeks.

Item #4 – Updates:

a) *Growth Incentive Zone*: Coreen reported that the open space committee has agreed with her proposal to identify certain properties as potential for being eligible for offsets. Coreen has sent letters to property owners with a deadline of January 30 for indicating an interest in helping. After that the GIZ application can be submitted to the Commission for conditional approval.

b) *Wastewater Advisory Committee*: Sallie reported that the Committee, with the help of the Commission's RESET staff, is reviewing potential sites for wastewater treatment and disposal. She expects that a matrix of potential sites with criteria for reviewing the sites will be completed within the next few weeks.

c) *Main Street*: Coreen reported that the contract with the state has been signed. The next step is to bring the design to 100 percent and to get out the bid documents. She is aiming for an April start.

Coreen also reported that a manager for the Residential Rehab program has been hired. The project is funded by a Community Development grant and so far 15-17 properties will be chosen from 40 applicants.

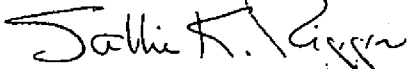
Sallie reported that a Transportation Advisory Committee is being reactivated – the first meeting is anticipated for January 11 (later moved to January 18).

Item #5 – updates from Committee members:

Sallie asked whether the Buzzards Bay Village Association was still active. BBVA Board members Barry Motta and Kathy Zagzebski responded that it appears to be lifeless and agreed to explore with the BBVA President what the next steps should be.

Item #6 – Adjourn: There were no suggested topics for future discussion. Because of various holidays, it was agreed to meet next on February 6. The meeting adjourned at 12:04 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were accepted with one abstention at the February 6, 2012 meeting of the committee.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of the Meeting
January 14, 2012
Bourne Town Hall

2013 MAY 17 AM 10 16
TOWN CLERK'S OFFICE
KATHY SZAGZEBSKI
BOURNE, MASS

Attending: Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Szagzebski.
Guest: Paul Gately, *Bourne Courier*

Facilitator Sallie Riggs opened the meeting at 11:20 am.

Item #1 – Minutes: Sallie asked for corrections or additions to the Minute of December 17, 2012. There being none, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of December 17, 2012 as circulated.

Item #2 – Updates:

Façade and Sign Improvement program – Coreen reported that work on the application is proceeding – application deadline is February 15.

Empty building appearances – After a brief discussion focusing on the desirability of having such a by-law on the warrant for the next Town Meeting, Coreen agreed to review by-laws from other towns and bring recommendations to the next meeting. **ACTION ITEM**

Potential Hotel/motel by-law – After a discussion of the pros and cons of such a by-law, including whether it would be for the whole Town or just Bourne's Downtown, there was consensus to continue the discussion at the next meeting after Coreen has been able to review potential approaches to providing incentives for hotels and motels **ACTION ITEM**, and with the hope that Dan Doucette from the Planning Board could participate in the discussion.

Wastewater Advisory Committee: Sallie reported that the draft job description for a project coordinator has been reviewed by the Town Administrator and that he will post and advertise the opening in the next several days.

Main Street projects: Sallie noted that there was little to report on these projects with the exception of the next discussion item.

Item #3 – Strategies to benefit from new summer weekend train service:

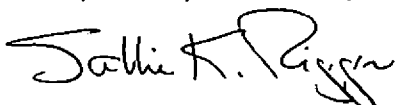
Items #4- Updates and reports from Committee members: none

Items #5 – Topics for future agendas: a hotel/motel by-law; how to maximize the benefits of the train stopping in Buzzards Bay in summer 2013; the potential of mini-GIZs to encourage development in other locations in Town.

Item #6 – Public comment: none

Adjourn: The next meeting was set for January 28. The meeting adjourned at 11:52 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved by vote of the Committee members at the January 28, 2013 meeting.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 FEB 1 PM 1 06

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, February 6, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting -January 9, 2012
- 2- Report from architectural and sign guidelines subcommittee
 - a. Planning Board meeting and public hearing
- 3- Updates
 - a. Growth Incentive Zone application C. Moore
 - b. Housing rehabilitation program C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Other Main Street projects
 - i. Streetscape
 - ii. Economic Opportunity Area (EOA)
 - iii. Optimus senior living
 - iv. BBVA
- 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

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting

Monday, February 6, 2012

Bourne Town Hall

2012 JUN 13 AM 9 13

TOWN CLERK'S OFFICE

Attending: John Ford, Tabitha Harkin, Coreen Moore, Barry Motta, Marie Oliva, Sharon Rooney, Sallie Riggs, Kathryn Zagzebski
BOURNE, MASS

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

Item #1 - Minutes: Sallie asked for any corrections or additions to the Minutes of the meeting of January 9, 2012. There being none, it was MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the January 9 meeting as circulated.

Item #2 - Architectural and sign guidelines: Coreen reported that the Town Meeting articles creating a Design Review Committee, along with architectural, site and sign guidelines and standards, will be in public hearing on Thursday, February 23 at the Planning Board's meeting. The articles are also subject to review by the Selectmen and Finance Committee.

Item #3 - Updates:

Growth Incentive Zone - Coreen is still working on the required offsets. There was some interest from property owners to participate in an open space program that would create some of the offsets. Sallie raised the question of whether the open space that will be designated during the creation of the Bourne Development Campus can be counted. Sharon and Tabitha suggested a meeting [now scheduled for February 28] with Coreen, Sallie and the Cape Cod Commission staff to discuss the situation.

Housing Rehabilitation program - Coreen reported that she has hired Jean Stanley to manage the program and that they have grant funds to support 14-17 projects. Applications are due soon.

Wastewater Advisory Committee - Sallie reported that the committee has added a new member at-large: Don Montour from the Finance Committee. A commercial user of the current system is still needed. The Town has an opportunity to use state DEP 2% loan funds for preparing a Comprehensive Wastewater Management Plan. She reported this opportunity to the Board of Sewer Commissioners and will be with Tom Guerino at the February 22 Capital Outlay Committee meeting to discuss the loan program vs. Bourne's own funding options.

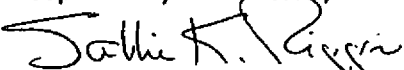
Streetscape project - Coreen reported that the project is still on target for the spring.

Optimus Senior Living project - Sallie said the project is still moving forward. Fred Mielke plans to acquire the four acres in back of the former Groundwater Analytical building and is in contact with Bob Murray about the 3.5 acres across from Town Hall.

Buzzards Bay Village Association - Barry Motta reported that Michael Blanton, Jeff Luce and Ron Masterson had, without calling a board meeting, disbanded the BBVA and transferred any remaining funds to the Buzzards Bay Beautification Group. After a brief discussion there was consensus that the Beautification Group should become a member of the MSSC.

Item #6 - Adjourn: There were no suggested topics for future discussion. The next meeting was set for March 5. The meeting adjourned at 12:05 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator

Executive Director, BFDC

These Minutes were approved at the MSSC's meeting on March 5, 2012

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 FEB 29 AM 10 16

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, March 5, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting -February 6, 2012
- 2- Report from architectural and sign guidelines subcommittee
 - a. Planning Board meeting and public hearing
- 3- Updates
 - a. Growth Incentive Zone application C. Moore
 - b. Housing rehabilitation program C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Other Main Street projects
 - i. Streetscape
 - ii. Optimus senior living
- 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

Minutes of Meeting
Monday, March 5, 2012
Bourne Town Hall

2012 JUN 13 AM 9 13

TOWN CLERK'S OFFICE
BOURNE, MASS.

Attending: Ryan Christianberry, Tabitha Harkin, Coreen Moore, Barry Motta, Sallie Riggs, Sallie Riggs.

Facilitator Sallie Riggs opened the meeting at 11:03 am.

Item #1 - Minutes: Sallie asked for any corrections or additions to the Minutes of the meeting of February 6, 2012. There being none, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the February 6 meeting as circulated.

Item #2 - Architectural and sign guidelines: Coreen reported that the Town Meeting articles creating a Design Review Committee, along with architectural, site and sign guidelines and standards, were presented to the Planning Board on February 23. The hearing was continued to Thursday, March 8. The draft has been changed so that the Planning Board appoints the Design Review Committee members. The articles are also subject to review by the Selectmen and Finance Committee before going to Town Meeting.

Item #3 - Updates:

Growth Incentive Zone - Sharon reported that it is possible for the GIZ application to go before the Commission's Planning Committee in early April and before the full Commission by late April. If the application gets a positive recommendation, it will then go to the Assembly of Delegates with the possibility of a public hearing in early June.

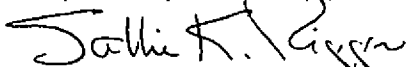
Housing Rehabilitation program - Coreen reported that they are qualifying applications for the grant funds. The new grant clerk began work today

Wastewater Advisory Committee - Sallie reported that the committee is beginning to formulate its recommendations.

Streetscape project - Coreen reported that the project is still on target for the spring.

Item #6 - Adjourn: There were no suggested topics for future discussion. The next meeting was set for April 2. The meeting adjourned at 11:37 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved unanimously at the MSSC's meeting on April 30, 2012

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 MAR 29 AM 10 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, April 2, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - March 5, 2012
- 2- Updates
 - a. Growth Incentive Zone application and hearing schedule C. Moore
 - b. Architectural and sign guidelines and standards C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects C. Moore
 - i. Streetscape
 - ii. Optimus senior living
 - iii. Housing rehabilitation program C. Moore
- 3- Buzzards Bay Beautification Group participation
- 4- Transportation and traffic
- 5- Reports/updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session - if needed
- 9- Adjourn


Sallie Riggs, Facilitator

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, April 2, 2012
Bourne Town Hall

2012 JUN 13 AM 9 14

TOWN CLERK'S OFFICE

BOURNE, MASS

Attending: Michael Blanton, Chris Farrell, John Ford, Coreen Moore, Barry Motta, Sharon Rooney, Sallie Riggs, Kathy Zagzebski.

Facilitator Sallie Riggs opened the meeting at 11:04 am.

Item #1 – Minutes: Sallie deferred action on the Minutes of the meeting of March 5, 2012 to the next meeting.

Item #2 – Updates:

Growth Incentive Zone – Coreen reported that the GIZ application was submitted and that the public hearings are scheduled: Commission's Planning Committee on Monday, April 9 at 9 am and, if the Committee so recommends, a hearing before the full Commission on April 26 at 3 pm. Attendance by members of the MSSC is highly recommended. If all goes well, the Assembly of Delegates could receive the application at its first meeting in May (Wednesday, May 2). It has 45 days to act, but could conceivably meet in early June. The GIZ becomes effective when the Assembly votes it an ordinance.

Architectural and sign guidelines – Coreen noted that the various zoning by-laws to create the Design Review Committee and the standards are on the Town Meeting warrant. They still have to go before the Finance Committee and the Board of Selectmen.

Wastewater Advisory Committee – Sallie reported that the committee has been trying to make an interim report to the Board of Sewer Commissioners but are continually preempted by Executive Sessions of the Selectmen. The action is postponing the appointment of the commercial user of the current system. However, she is meeting with the Committee as it continues to review options and formulate recommendations.

Main Street Projects

Streetscape – Coreen reported that the project must start by the end of May. She noted that the streetscape, the replacement of the Cohasset Narrows Bridge and the work on the Sagamore Bridge will all be happening at the same time.

Housing Rehabilitation program – Coreen reported that 14 applications have been accepted. The funds must be spent by November and the new staff member is working very well.

Item #3 – Beautification Group participation: Sallie noted that she had sent an e-mail to Diane Flynn inviting the group to be represented on the MSSC. She has received no response to date. John Ford volunteered to follow-up with Diane.

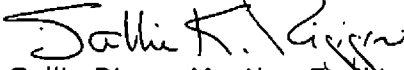
Item #4 – Transportation and Traffic: On March 1 Town officials and Commission staff met with the MA Dept. of Transportation to discuss Belmont Circle. The state agreed that something must be done about the congestion and delays at the Circle. It is looking for alternatives. This afternoon there will be a meeting with Commission staff to review two projects for the Commission's Unified Planning Work Program (UPWP) – Belmont Circle and the Bourne Rotary. If both projects are included in the UPWP after its review by the Joint Transportation Committee and the Metropolitan Planning Organization, it will mean the beginning of planning for major changes in those two areas around the Bourne Bridge.

Chris Farrell raised the question of the state's response to the letter sent on planning for

the paving project on Route 28. To date there has been no meeting. After a discussion it was agreed to ask Rickie Tellier what the status of discussions is.

Item #5 – Adjourn: There were no reports from Committee members, suggested topics for future discussion, or public comment. The next meeting was set for April 30. The meeting adjourned at 11:47 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved unanimously at the MSSC's meeting on April 30, 2012

April 19, 2012

Cape Cod Times
319 Main Street
Hyannis, MA 02601

2012 APR 23 PM 4 23

Via email: classified@capecodonline.com TOWN CLERK'S OFFICE
BOURNE, MASS

Gentlemen:

Please advertise the following legal notice as soon as possible: **INVITATION FOR BID**

The Town of Bourne, Town Administrator is requesting sealed bids for the following:

INVITATION FOR BID The Town of Bourne, Massachusetts, by its Town Administrator, will be accepting sealed bids for the construction of streetscape improvements on Main Street. The bids will be accepted until 2:00 p.m., May 9, 2012 at the Office of the Town Administrator at the Bourne Town Hall, 24 Perry Avenue, Buzzards Bay, MA 02532, at which time the proposals will be publicly opened and reviewed. The bids shall be submitted in a sealed envelope, clearly marked to indicate the contents. Bids shall be addressed to the Town Administrator and shall be prepared in accordance with the Contract (Bidding) Documents. This contract will be administrated by the Office of the Town Planner and the Department of Public Works. The work under this contract includes roadway narrowing and installation of new granite curb, concrete sidewalk, concrete block paving, drainage structures, piping, street light footings, electric conduit, pull boxes, and loaming and seeding. Also included is installation of benches and trash receptacles and planting of trees. This work is being done as the third phase of the Downtown Streetscape Project. All contractors bidding must be prequalified with the Mass Highway Division prior to bidding. Contract Documents are available at the Town Administrator's office at the above address, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. beginning April 25, 2012. A prebid conference will be held on May 1, 2012 at the Bourne Town Hall in the downstairs conference room. There is a plan deposit of \$50.00 per set (maximum of 1 set) payable to the Town of Bourne. Deposits must be a certified treasurer's or cashier's check. The Town will refund the \$50.00 deposit upon return of a complete set of clean (non-marked up/undamaged) plans, received within 30 days of the Bid Opening Date. Otherwise the deposit shall be the property of the Town of Bourne. Bidders requesting Contract Documents to be mailed to them shall include a separate check for \$20.00 per set for UPS Ground (or \$40.00 per set for UPS overnight), payable to the Town of Bourne to cover mail handling costs, or the Bidder shall provide a UPS or FedEx shipping account number. Any questions concerning this bid please contact Coreen V. Moore, Town Planner at 508-759-0615 x4 or cmoore@townofbourne.com

TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, Massachusetts 02532

Telephone 508-759-0600

2012 APR 26 AM 10 42

TOWN CLERK'S OFFICE
BOURNE, MASS

Public Notice

The Town of Bourne is excited to announce the start of construction for the Phase III Main Street Streetscape project. Construction will begin early June 2012 continuing for approximately 3 months.

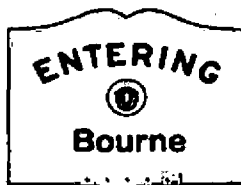
The scope of work will include roadway narrowing, installation of new granite curb, concrete sidewalk, concrete block paving, and loaming and seeding. Also included is the installation of benches and trash receptacles and planting of trees.

Work will start at Ryan's amusement and Nick's Pizza and will continue east to the Belmont Rotary.

The Town realizes that the upcoming summer season is very important to the economic survival of all businesses on Main Street. If it were at all possible we would have preferred to have waited until the fall to begin construction, however State funding dictated we move quickly or funding would be rescinded.

The infrastructure improvements that the Town is making will be a significant enhancement to the Downtown, slowing traffic and making the crossing of Main Street safer for pedestrians. We would all agree that the next few months will be challenging, but we will make every effort to minimize the disruption of vehicular and pedestrian traffic along Main Street.

If you have any questions please call Coreen Moore in the Office of the Town Planner at 508-759-0615 x4 or Rickie Tellier the DPW Superintendant at 508-759-0640.



Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, April 30, 2012 - 11 am
Town Hall, Second floor conference room

2012 APR 25 AM 10 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Review and action on Minutes of the Meetings - March 5 and April 2, 2012
- 2- Architectural and sign guidelines and standards C. Moore
 - a. Town Meeting and public opinion
 - b. Discussion of outreach strategies
- 3- Updates
 - a. Growth Incentive Zone application and hearings C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Main Street projects C. Moore
 - i. Streetscape
 - ii. Optimus senior living
 - iii. Transportation and traffic S. Riggs
- 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

Minutes of Meeting
Monday, April 30, 2012
Bourne Town Hall

2012 JUN 13 AM 9 14

Attending: John Ford, Coreen Moore, Matthew O'Leary, Sharon Rooney, Sallie Riggs, Kathy Zagzebski. Invited Guest: Doug Shearn, MASS

Facilitator Sallie Riggs opened the meeting at 11:00 am and introduced Pam and Doug.

Item #1 – Minutes: Sallie asked for any corrections or additions to the Minutes of the meetings of March 5 and April 2, 2012. There being none, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes of both meetings as circulated.

Item #2 – Architectural and sign guidelines and standards: Coreen reported that she is getting some push-back on the proposed Town Meeting articles and asked for a discussion of how to maximize the benefits of the proposed guidelines and standards. MSSC reviewed a table display and discussed points that might make up some visibility in the media.

Item #3 – Updates:

Growth Incentive Zone – Coreen reported that the GIZ application was accepted by the full Commission on April 26. Now it must go to the Assembly of Delegates which could receive the application at its first meeting in May (Wednesday, May 2). It has 45 days to act, but could conceivably meet in early June. The GIZ becomes effective when the Assembly votes it an ordinance.

Wastewater Advisory Committee – Sallie reported that the committee continues to review options and formulate recommendations to the Board of Sewer Commissioners. It will be requesting a workshop meeting sometime in June with the Sewer Commissioners and members of town committees: the Board of Health, Planning Board, Finance Committee and Capital Outlay Committee.

Main Street Projects:

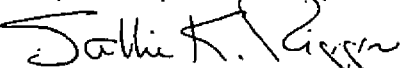
Streetscape – Coreen noted that bids are out for the project and she still anticipates the work beginning this spring.

Transportation and Traffic – Sallie reported that the Commission's FY13 Unified Planning Work Program, the Commission's plan of work on transportation projects using state funds, will be out for public review next month. It contains funds for planning work for both the Belmont Circle and Bourne Rotary and the challenge will be to see that two Bourne projects remain in the plan.

Item #4 – Updates and reports from Committee members: Pam reported that the Beautification Group is working with others on the 2014 Cape Cod Canal centennial celebration. They are running into resistance from potential funders because of the poor image projected by empty buildings in the west end of Town. The topic was assigned to the agenda for the next MSSC meeting. Sharon mentioned the MA Military Reservation Joint Land Use study update process – the topic will be referred to the Planning Board.

Item #5 – Adjourn: There were no public comments. The next meeting was set for May 21. The meeting adjourned at 12:12 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the MSSC's meeting on May 21, 2012

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 MAY 16 PM 2 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting – Main Street Steering Committee
Monday, May 21, 2012 – 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meetings –April 30, 2012
- 2- Façade Improvement Program – next steps C. Moore
- 3- Updates
 - a. Town Meeting recap
 - b. Growth Incentive Zone application and hearings C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Streetscape C. Moore
 - ii. Optimus senior living
 - iii. Transportation and traffic S. Riggs
- 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

2012 MAY 16 PM 2 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, May 21, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda **AMENDED**

- 1- Review and action on Minutes of the Meetings -April 30, 2012
- 2- Façade Improvement Program - next steps C. Moore
- 3- Empty building appearances in context of Canal celebration P. Masterson
- 4- Updates
 - a. Town Meeting recap
 - b. Growth Incentive Zone application and hearings C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Streetscape C. Moore
 - ii. Optimus senior living
 - iii. Transportation and traffic S. Riggs
- 5- Reports/updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session - if needed
- 9- Adjourn


Sallie Riggs, Facilitator

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, May 21, 2012
Bourne Town Hall

2012 JUN 13 AM 9 14

Attending: John Ford, Coreen Moore, Pam Masterson, Sharon Rooney, Sallie Riggs, Kathy Zagzebski.

TOWN CLERK'S OFFICE
BOURNE, MASS

Facilitator Sallie Riggs opened the meeting at 11:06 am.

Item #1 – Minutes: Sallie asked for any corrections or additions to the Minutes of the meeting of April 30, 2012. Sharon asked for an amendment to note that she had mentioned the MA Military Reservation's Joint Land Use Study and Coreen reported that MSSC members agreed to refer it to the Planning Board. It was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the April 30, 2012 meeting as amended.

Item #2 – Façade Improvement Program: Coreen reported that she needs to hire a grant-writing consultant to prepare the application for the façade improvement program. The application is due in the fall. She would like to have the assistance/leadership of the Main Street Steering Committee in this process.

She also reported that Falmouth has asked to partner with Bourne in an application. After a brief discussion it was clear that there is not enough information about Falmouth's intent – Coreen agreed to find out more.

Item #3 – Empty building appearance: After a brief discussion of the next steps needed to consider a by-law on eliminating eye-sores, there was consensus to invite the Building Inspector Roger Laporte to the next meeting. The MSSC members need a better understanding of the current policies and procedures and what would be helpful to the Building Inspector and others.

Item #4 – Updates:

Growth Incentive Zone – Sharon reported that the GIZ ordinance will go before the Assembly of Delegates' regulatory committee on June 6. Coreen noted that she will be out of town and asked Sallie to represent the MSSC.

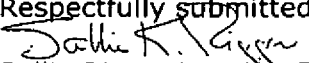
Main Street Projects: Streetscape – Coreen noted that a contractor has been selected with a price that permits such additional items as streetlights to be added with separate contracts. The work should begin in early June.

Town Meeting recap: Committee members discussed the draft press release sent in advance of the meeting. There was consensus to release it with a few amendments proposed by Committee members.

Item #5 – Updates and reports from Committee members: Coreen noted that the Design Review Committee formation is on the Planning Board's agenda.

Item #6 – Topics for future agendas: Coreen reported that Town Administrator Tom Guerino suggested that the MSSC discuss a branding project for Downtown Bourne.

Item #7 – Adjourn: There were no public comments. The next meeting was set for June 11. The meeting adjourned at 12:10 pm.

Respectfully submitted,

Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were accepted at the June 11, 2012 MSSC meeting

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 JUN 6 AM 11 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, June 11, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - May 21, 2012
- 2- Façade Improvement Program - next steps C. Moore
- 3- Branding Bourne's Downtown
- 4- Updates
 - a. Empty building appearances
 - b. Growth Incentive Zone application and hearings C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Streetscape C. Moore
 - ii. Optimus senior living
 - iii. Transportation and traffic S. Riggs
- 5- Reports/updates from Committee members (for information only)
- 6- Topics for Future Discussion (for information only)
- 7- Public Comments (for information only)
- 8- Executive Session - if needed
- 9- Adjourn


Sallie Riggs, Facilitator

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, June 11, 2012
Bourne Town Hall

2013 MAY 17 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Ryan Christenberry, Chris Farrell, John Ford, Pam Masterson, Coreen Moore, Barry Motta, Sallie Riggs, Kathy Zagzebski. Building Inspector Roger Laporte. Diana Barth, Bourne Enterprise.

Facilitator Sallie Riggs opened the meeting at 11:02 am.

Item #1 – Minutes: Sallie asked for any corrections or additions to the Minutes of the meeting of May 21, 2012. It was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the May 21, 2012 meeting as circulated.

Item #2 – Empty building appearance: Building Inspector Roger Laporte reported that the MA Building Code speaks only to safety concerns, not to the aesthetics of empty buildings. A brief discussion followed that led to consensus that a general by-law governing blighted buildings should be prepared. **ACTION ITEM:** Coreen asked that MSSC members review the Attleboro by-law and send her any suggestions for how the Bourne by-law should be written.

Item #3 – Façade Improvement Program: Coreen reported that she consulted with grant writer Sharon Gay who confirmed that there is no reason to partner with Falmouth in preparing a grant application for a façade improvement program. There was consensus among MSSC members that the application should be from Bourne only. **ACTION ITEM:** Coreen noted that she needs to submit the blight and slum survey.

Item #4 – Branding Program: Coreen circulated materials from a company that develops branding programs. After a brief discussion MSSC members agreed to proceed, with the first action being developing community interest. **ACTION ITEM:** Sallie agreed to research funding opportunities for such a program.

Item #5 – Updates:

Growth Incentive Zone – Sallie reported that the County Assembly of Delegates' regulatory committee reviewed the GIZ at its meeting on June 6 and voted unanimously to forward it to the Assembly for adoption as an ordinance. The full Assembly will meet on June 20.

Wastewater Advisory Committee: The Board of Sewer Commissioners has set July 10 at 6:30 pm for a public workshop to review the Committee's recommendations. Members of the Planning Board, the Finance Committee, the Board of Health, and the Capital Outlay Committee have been invited to participate.

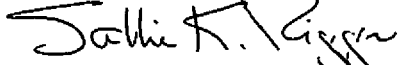
Main Street Projects: Streetscape – Coreen noted that the project has begun, even though MA Highway is still asking for data and additional plans. She also reported that the Byron sisters had visited her office while she was away, apparently trying to see if there are alternatives to the Optimus Senior Living project for their land.

Item #6 – Updates and reports from Committee members: Kathy reported that the NMLC has a new sign with thanks to Coreen for her help in assuring that the sign meets the requirements of the new sign by-law.

Item #7 – Topics for future agendas: Enforcement was suggested as a topic for future discussion.

Item #8 – Adjourn: There were no public comments. The next meeting was set for July 9. The meeting adjourned at 12:03 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the MSSC's meeting on December 17, 2012.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 JUL 3 PM 4 39
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, July 9, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - June 11, 2012
- 2- Branding Bourne's Downtown Rick Carlson, CarlsonCreative
- 3- Updates
 - a. Empty building appearances
 - b. Wastewater Advisory Committee S. Riggs
 - c. Main Street projects
 - i. Streetscape C. Moore
 - ii. Optimus senior living S. Riggs
 - iii. Façade improvement program C. Moore
 - iv. Transportation and traffic S. Riggs
- 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

Minutes of Meeting
Monday, July 9, 2012
Bourne Town Hall

2012 SEP 24 AM 11 56

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Marie Oliva, Coreen Moore, Barry Motta, Sharon Rooney (CCC), Selectman John Ford, Pam Masterson

Facilitator: Barry Motta opened the meeting at 11:05am

Item #1 – Review of Minutes of meeting June 11, 2012: No action

Item #2 – Branding Bourne's Downtown: Rick Carlson of Carlson Creative gave a presentation re: "Branding for Downtown". Rick stated instead of calling it "Branding" it should be called "Identity." Buzzards Bay is not currently a destination, mainly a "pass through." Buzzards Bay should be a main stay - a stop to down Cape.

John Ford stated that the railroad bridge is a draw for visitors, we just need to get them onto Main Street, and we already have the traffic. Marie said the perception is that Buzzards Bay is not part of Cape Cod.

Rick added: for people to invest in the Downtown you need to engage the landlords – especially those that are vacant. He also felt that parking is really not an issue, if there is an event that people want to attend, example Onset.

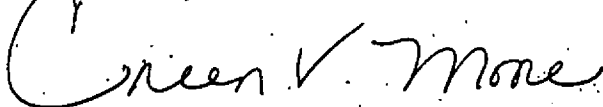
Marie – We should market what is already available, promote what we have.

Sharon – A survey of the MMA students could identify what is needed in downtown.

There was further discussion on the impact on business, funding for Branding, signs and illegal businesses on Main Street.

Item #8 – Adjourn: Marie MOVED, John SECONDED; and it was VOTED unanimously to adjourn the meeting at 11:45 am.

Submitted By:



Coreen Moore, Town Planner

These Minutes were accepted at the September 10, 2012 meeting.

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 AUG 15 PM 3:52
TOWN CLERK'S OFFICE
BOURNE, MASS.

Meeting - Main Street Steering Committee
Monday, August 20, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - July 9, 2012
- 2- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Streetscape/celebration	C. Moore
ii. Optimus senior living	S. Riggs
iii. Façade improvement program	C. Moore
iv. Transportation and traffic	S. Riggs
v. Branding Bourne's Downtown	
- 3- Reports/updates from Committee members (for information only)
- 4- Topics for Future Discussion (for information only)
- 5- Public Comments (for information only)
- 6- Executive Session - if needed
- 7- Adjourn


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, August 20, 2012
Bourne Town Hall

2012 SEP 24 AM 11 56

Attending: Ryan Christenberry, John Ford, Corey Moore, Barry Motta, Marie Oliva, Sallie Riggs, Kathy Zagzebski.

TELEPHONE OFFICE
BOURNE, MASS.

Facilitator Sallie Riggs opened the meeting at 11:02 am.

Item #1 - Minutes: Sallie deferred review of the Minutes of the July 9 meeting - they have not been written up yet.

Item #2 - Updates:

Wastewater Advisory Committee: The Committee met with the Board of Sewer Commissioners on August 7 to discuss next steps. After a lengthy meeting the Sewer Commissioners requested that the Committee meet with the Capital Outlay Committee to determine the best way to fund the initial steps recommended in the report's action plan.
Empty building appearance: Coreen reported that she had planned on having an assistant who would work on an enforcement bylaw; however, the person has taken another job. Action on a bylaw will likely be postponed to the spring Town Meeting.

Streetscape/celebration: Coreen reported that the lights have been ordered - will take six weeks or so. Therefore, a celebration should be scheduled for mid-October. There was some discussion about how to involve the Main Street merchants. A question arose as to whether something can be developed in conjunction with the Buzzards Bay Beautification Group's fall scarecrow program. Further discussion was deferred until Pam Masterson could attend.

Optimus Senior Living: The developer is planning to close on the four acres of land in back of the former Groundwater Analytical building before the end of the month. He will likely put his facility there and use the Byron property, after he buys it, for other components of the project.

Facade Improvement Program: Coreen reported that she will submit the slum and blight report this week. She has hired Sharon Gay to develop the grant application.

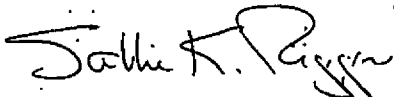
Traffic and transportation: Sallie reported that the state's Transportation Bond bill includes funds for the Town to do some planning for Belmont Circle. Now the challenge will be to get the funds appropriated!

Item #3 - Updates and reports from Committee members: none

Item #4 - Topics for future agendas: none

Item #5 - Adjourn: There were no public comments. The next meeting was set for September 10. The meeting adjourned at 12:05 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were accepted at the September 10, 2012 MSSC meeting

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 SEP 5 PM 3 25

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, September 10, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - July 9 and August 20, 2012
- 2- Updates and possible actions
 - a. Empty building appearances C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Main Street projects
 - i. Streetscape/celebration C. Moore
 - ii. Optimus senior living S. Riggs
 - iii. Façade improvement program C. Moore
 - iv. Transportation and traffic S. Riggs
 - v. Branding Bourne's Downtown
- 3- Reports/updates from Committee members (for information only)
- 4- Topics for Future Discussion (for information only)
- 5- Public Comments (for information only)
- 6- Executive Session - if needed
- 7- Adjourn



Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, September 10, 2012
Bourne Town Hall

2012 NOV 30 AM 11 05

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Chris Farrell, John Ford, Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski.

Facilitator Sallie Riggs opened the meeting at 11:03 am.

Item #1 – Minutes: Sallie asked for any corrections to the draft of the July 9, 2012 meeting Minutes circulated by Coreen. There being none, it was **MOVED, SECONDED and VOTED** unanimously to accept the Minutes as circulated. She then asked for corrections to the draft of the August 20 meeting Minutes. Coreen noted that “fired” should be “hired” in the section referring to Façade Improvement. It was then **MOVED, SECONDED and VOTED** unanimously to accept the Minutes of the August 20, 2012 meeting as amended.

Item #2 – Updates:

Empty building appearance: Coreen reported that she is targeting the spring Town Meeting for completing a general by-law.

Wastewater Advisory Committee: Sallie reported that the Committee has met with the Capital Outlay Committee and a second meeting is scheduled for this evening. It is anticipated that the Capital Outlay Committee will recommend an Article at Special Town Meeting in October to spend \$145,000 over two years for planning and hydrogeologic studies.

Main Street projects:

Streetscape/celebration: This topic engendered a long discussion with the consensus at the end that a celebration could have two components: a “ribbon-cutting” and ceremony, and a “trick or treat stroll” with merchants somehow participating through raffles or coupons. A date was chosen – October 26. It needs to be confirmed with Sen. Pres. Terry Murray’s office. The Town will take responsibility for planning the ceremony and the Buzzards Bay Beautification Group will organize the stroll.

Optimus Senior Living: Sallie reported that the developer closed on the four acres of land in back of the former Groundwater Analytical building. He has said that he will have drawings to bring to Town Hall in a week or so.

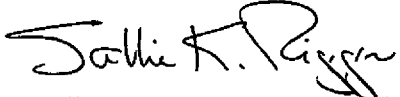
Traffic and transportation: Sallie noted that the Commission’s planning for a re-designed Belmont Circle will not begin until after October 1, the start of the fiscal year. The Transportation Advisory Committee will serve as the outreach group for the planning process.

Item #3 – Updates and reports from Committee members: Marie Oliva reported that Market Basket will do some landscape improvements near Exit 1. Chris is meeting regularly with Paul Niedzwiecki at the Cape Cod Commission on topics of interest in Bourne. Coreen reported that Bourne will be the topic of an article in the next *Banker and Tradesman* magazine.

Item #4 – Topics for future agendas: none

Item #5 – Adjourn: There were no public comments. The next meeting was set for September 24. The meeting adjourned at 12 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the September 24, 2012 meeting of the Committee.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 SEP 19 AM 11 05
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, September 24, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting -September 10, 2012
- 2- Discussion and planning for Main Street streetscape celebration on October 26.
- 3- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Streetscape/celebration	C. Moore
ii. Optimus senior living	S. Riggs
iii. Façade improvement program	C. Moore
iv. Transportation and traffic	S. Riggs
v. Branding Bourne's Downtown	
- 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

Minutes of Meeting
Monday, September 24, 2012
Bourne Town Hall

Attending: Ryan Bennett, Chris Farrell, John Ford, Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski.

Facilitator Sallie Riggs opened the meeting at 11:03 am.

Item #1 – Minutes: Sallie asked for any corrections to the draft of the September 10, 2012 meeting. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #2 – Main Street streetscape celebration: After discussing several ideas, it was agreed that a planning group would meet to organize plans for the celebration and bring its suggestions back to the full group. The planning group includes Coreen, Marie, Pam, and Sallie.

Item #3 – Updates:

Wastewater Advisory Committee: Sallie reported that the Committee met with the Board of Sewer Commissioners which voted to put an Article on the Special Town Meeting warrant requesting the expenditure of \$145,000 over two years for planning and hydrogeologic studies.

Main Street projects:

Optimus Senior Living: Sallie reported that the developer has submitted preliminary plans to the Town. She shared a drawing of the proposed building.

Façade improvement program: Coreen reported that a grant application is being prepared for Community Development funds. She noted that some decisions must be made over the next several weeks – a Main Street Steering Committee discussion.

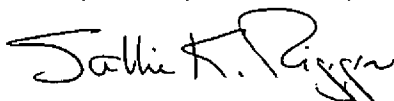
Traffic and transportation: John noted that the Board of Selectmen still need to do the at-large membership appointments for the Transportation Advisory Committee.

Item #4 – Updates and reports from Committee members: Kathy reported that the NMLC has made a preliminary request for MA Life Sciences funds. Coreen circulated a copy of an article from *Banker and Tradesman* magazine that focuses on Bourne's Downtown. (A copy is on file with the original of these Minutes.)

Item #5 – Topics for future agendas: none

Item #6 – Adjourn: There were no public comments. The next meeting was set for October 15. The meeting adjourned at 12 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the October 15, 2012 meeting of the Committee.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, October 15, 2012 - 11 am
Town Hall, Second floor conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting -September 24, 2012
- 2- Discussion and planning for Main Street streetscape celebration on October 26
- 3- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Streetscape/celebration	C. Moore
ii. Optimus senior living	S. Riggs
iii. Façade improvement program	C. Moore
iv. Transportation and traffic	S. Riggs
v. Branding Bourne's Downtown	
- 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

2012 OCT 10 PM 2:51
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Minutes of Meeting
Monday, October 15, 2012
Bourne Town Hall

2013 MAY 17 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Ryan Bennett, Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski.

Facilitator Sallie Riggs opened the meeting at 11:01 am.

Item #1 - Minutes: Sallie asked for any corrections to the draft of the September 24, 2012 meeting. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #2 - Main Street streetscape celebration: Several details of the planning for the celebration were discussed. The planning sub-committee agreed to meet on Wednesday, October 24 for a final review.

Item #3 - Updates:

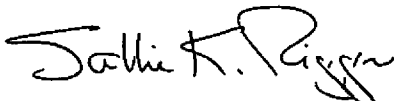
Optimus Senior Living: Sallie noted that the project is now called the Keystone Senior Community. The developer participated in a pre-application with appropriate Town authorities.

Façade improvement program: Coreen reported that the Community Development grant application deadline is now February. Sharon Gay will be assisting in the preparation of the application.

Items #4 and 5 - Updates and reports from Committee members and Topics for future agendas: none

Item #6 - Adjourn: There were no public comments. The next meeting was set for November 19 with the main topic being the façade and sign improvement program. The meeting adjourned at 11:41 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the MSSC's meeting on December 17, 2012.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2012 NOV 15 AM 10 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting – Main Street Steering Committee
Monday, November 19, 2012 – 11 am
Town Hall, Lower Level conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meeting - October 15, 2012
- 2- Review and discussion of application for Façade and Sign Improvement grant
Sharon Gay.
- 3- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Keystone senior living	S. Riggs
ii. Transportation and traffic	S. Riggs
- 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

Minutes of the Meeting
November 19, 2012
Bourne Town Hall

2013 MAY 17 AM 10 17

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: John Ford, Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs. Guest: Sharon Travers Gay

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

Item #1 – Minutes: Sallie announced that review of the Minutes of the October 15 meeting would be deferred to the next meeting.

Item #2 – Façade and Sign Improvement program: Sharon led a discussion of the parameters of the proposed Façade and Sign Improvement program for which she is preparing a grant application. The application will have three funding components: 1) to continue the housing rehab project, 2) to support a façade and sign improvement program, and 3) to support the administrative expenses of running the two programs, including a grant manager and a project manager.

Various options for providing funds to property owners were discussed, *i.e.* loans, grants. There was unanimous agreement that the funds should be provided as deferred payment loans with 0% interest unless the property is sold or title transferred within 10 years of the façade improvement. If the ownership changes, the loan repayment would be pro-rated.

Two public workshops for property owners are being scheduled to build interest in the program and to satisfy public outreach components of the grant application.

Item #3 – Updates: none

Items #4- Updates and reports from Committee members: Several Committee members noted that the streetscape "extensions" are now being used for signs. Coreen said she would speak to the Building Inspector.

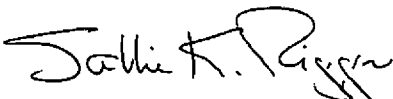
Coreen distributed a handout for a "Community Economic Development Boot Camp" in Kingston in December.

Sallie reported that the Design Review Committee is still looking for members who are a Downtown business owner and an architect. She asked Committee members to try to identify potential members. An architect was suggested – Coreen agreed to contact him.

Items #5 and 6 – Topics for future agendas and public comment: none

Adjourn: The meeting adjourned at 12:12 pm.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved at the MSSC's meeting on December 17, 2012.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, December 17, 2012 - 11 am
Town Hall, Lower Level conference room

2012 DEC 12 PM 4 09
TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED

Proposed Agenda

- 1- Review and action on Minutes of the Meetings - June 11, October 15 and November 19, 2012
- 2- Façade and Sign Improvement program
 - a. Report on public meetings
 - b. Review and discussion of application for grant
 - c. Vote of endorsement
- 3- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Keystone senior living	S. Riggs
ii. Transportation and traffic	S. Riggs
- 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

Meeting - Main Street Steering Committee
Monday, December 17, 2012 - 11 am
Town Hall, Lower Level conference room

Proposed Agenda

- 1- Review and action on Minutes of the Meetings - June 11, October 15 and November 20
- 2- Façade and Sign Improvement program
 - a. Report on public meetings
 - b. Review and discussion of application for grant
- 3- Updates and possible actions

a. Empty building appearances	C. Moore
b. Wastewater Advisory Committee	S. Riggs
c. Main Street projects	
i. Keystone senior living	S. Riggs
ii. Transportation and traffic	S. Riggs
- 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

2012 DEC 12 PM 4 05
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 MAY 17 AM 10 16

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
December 17, 2012
Bourne Town Hall

Attending: Michael Blanton, Dan Doucette, John Ford, Pam Masterson, Coreen Moore, Sallie Riggs, Kathy Zagzebski.

Facilitator Sallie Riggs opened the meeting at 11:04 am.

Item #1 – Minutes: Sallie asked for corrections or additions to the Minutes of three meetings that had been circulated in advance. Coreen noted that the word “asked” in the Minutes of the June 11 meeting should be “asking.” With that amendment, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of June 11, 2012. It was then MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the meeting of October 15, 2012 as circulated. It was MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of November 19, 2012 as circulated.

Item #2 – Façade and Sign Improvement program: Coreen reported on the two public workshops that were held on December 12 – they have resulted in 12-15 pre-applications. The slum and blight inventory has been submitted to the state. It is the basis for one of the criteria for selecting recipients of the façade improvement grants and must be certified by the state. The date for submission of the façade improvement and sign improvement grant program application is February 15 and Coreen is collecting data for the application.

Sallie noted that the person preparing the grant application, Sharon Travers Gay, has asked for a vote of the Committee indicating its strong support of the proposed program and authorization for the Chair to submit a letter of support to DHCD to that effect. It was MOVED, SECONDED and VOTED unanimously to enthusiastically support the proposed façade and sign improvement programs. It was also MOVED, SECONDED and VOTED unanimously to authorize Sallie to write a letter of support to be included in the application.

Item #3 – Updates:

Wastewater Advisory Committee: Sallie reported that a draft job description has been prepared and has been submitted to the Town Administrator.

Main Street projects – Keystone Senior Community: Sallie reported that Fred is still actively pursuing the purchase of the 11.5 acres owned by the Byrons and the 3.5 acres owned by Falmouth Housing.

Transportation Advisory Committee: Sallie and Dan are members of the Town’s Transportation Advisory Committee which has had two meetings. At the last meeting CCRTA Administrator Tom Cahir spoke. He discussed the early planning for a train from Boston to Hyannis and back on weekends during the summer months with stops in Buzzards Bay, and reported that ridership on the new fixed bus routes between Bourne and Sandwich and Bourne and Falmouth is steadily increasing.

Items #4– Updates and reports from Committee members: none

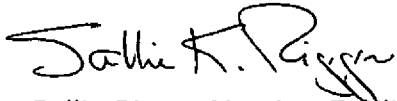
Items #5 – Topics for future agendas: how to complete a hotel/motel by-law that will offer incentives to hotels and motels to include amenities that the Town wants (such as a conference room, a restaurant) for the next Town Meeting; how to maximize the benefits of

the train stopping in Buzzards Bay in summer 2013; the potential of mini-GIZs to encourage development in other locations in Town.

Item #6 – Public comment: none

Adjourn: The next meeting was set for January 14. The meeting adjourned at 11:37 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved by unanimous vote of the Committee members at the January 14, 2013 meeting.



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel 508 888-1085
Fax 508 888-8951

AGENDA

Date:
January 26, 2012

Time:
3:30 PM

Location:
14 Squanto Road,
Sagamore Beach, MA 02562

2012 JAN 11 AM 7:34
TOWN CLERK'S OFFICE
BOURNE, MASS 02562

- 1.) Hank Oimet -- Ground Mounted Solar PV/Cedarville Adjacent to District Property
- 2.) Meeting Minutes -- December 22, 2011
- 3.) Superintendent Update - Sean
- 4.) Treatment Plant Update -- Geoff
- 5.) FY 2012 Budget Update - Susan
- 6.) New Business
- 7.) Next Meeting -- February 23, 2012 -- 3:30 PM
- 8.) Adjourn

Posted:

January 10, 2012

North Sagamore Water District

- a.) Bulletin board
- b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

January 10, 2012

Bourne Town Hall

**NORTH SAGAMORE WATER DISTRICT**

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel 508 888-1085
Fax 508 888-8951

2012 FEB 27 AM 8 49

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA**Date:**

February 29, 2012

Time:

3:30 PM

Location:

14 Squanto Road
Sagamore Beach, MA 02562

- 1.) Tom McIchan – Renewable Energy Development Partners, LLC
 - a.) Possible District Solar Panel Farm on District Property adjacent to Cedarville Project
- 2.) Meeting Minutes – January 26, 2012
- 3.) Superintendent Update - Sean
- 4.) FY 2012 Budget Update – Susan
- 5.) FY 2013 Budget
- 6.) New Business
- 7.) Next Meeting – March 21, 2012 – 3:30 PM
- 8.) Adjourn

Posted:

February 24, 2012

North Sagamore Water District

- a.) Bulletin board
- b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

February 27, 2012

Bourne Town Hall



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133

AM 11 43 SAGAMORE BEACH, MA 02562

TOWN CLERK'S OFFICE
BOURNE, MASS

Tel. 508 888-1085
Fax 508 888-8951

AGENDA

Date:

March 21, 2012

Time:

3:30 PM

Location:

14 Squanto Road
Sagamore Beach, MA 02562

- 1.) Meeting Minutes -- February 29, 2012
- 2.) Superintendent Update - Sean
- 3.) FY 2012 Budget Update -- Susan
- 4.) FY 2013 Budget
- 5.) Health Insurance Update
- 6.) Annual Meeting Date
 - a.) Wednesday, May 30, 2012 at 7:00 PM -- Sagamore Beach Fire Station
 - b.) Wednesday, June 6, 2012 at 7:00 PM - Sagamore Beach Fire Station
- 7.) New Business
- 8.) Next Meeting -- Wednesday, April 25, 2012 at 3:30 PM
- 9.) Adjourn

Posted:

March 16, 2012

North Sagamore Water District

a.) Bulletin board

b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03

c.) Sagamore Beach Post Office Bulletin Board

March 19, 2012

Bourne Town Hall



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

2012 APR 20 PM 12 30

Tel 508 888-1085
Fax 508 888-8951

MEETING NOTICE TOWN CLERK'S OFFICE BOURNE, MASS

The North Sagamore Water District
Board of Water Commissioners
Will meet on Wednesday, April 25, 2012
@ 7:00PM

LOCATION:
14 Squanto Road
Sagamore Beach, Ma. 02562

AGENDA

- Minutes to the March 21, 2012 Monthly Meeting
- Minutes to the March 28, 2012 Meeting
- Superintendent Update
- Treatment Plant Update
- Update on NSWD Fire / Truck / Structure
- Review of "Draft" Employee Handbook – District Policies
- Delinquent Accounts (Customer) / Water Billing
- Audit of our Water District Books/ Accounting Etc.
- FY 2013 Budget
- Annual Meeting Update Wednesday, June 6, 2012 @ 7pm
- Sagamore Beach Fire Station
- New Business
- Next Meeting- May 16, 2012 @ 7PM
- The Board of Commissioners may vote to go into executive session to discuss complaint of an employee
- Adjourn

Posted By Susan Kruse, Clerk of the District

April 20, 2012

North Sagamore Water District

A) Bulletin Board

B) Glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03

C) Sagamore Beach Post Office Bulletin Board

Mark Melchionda, Commissioner/ Chairperson

James Morgan, Commissioner

George Sala, Commissioner



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet on Wednesday, May 16, 2012.
@ 7:00PM

LOCATION:
14 Squanto Road
Sagamore Beach, Ma. 02562

AGENDA

- Minutes to the April 25, 2012 Monthly Meeting
- Scaled Minutes to the Executive Session –April 25, 2012 Meeting
- Formal Swearing In – Ronald Morgan – Moderator of District
- Superintendent Update
- Treatment Plant Update
- Update on NSW D Fire / Truck / Structure
- Review of "Draft" Employee Handbook – District Policies
- Delinquent Accounts (Customer) / Water Billing
- FY 2013 Budget
- Review of Annual Meeting Warrant Preparation
- New Business
- Next Monthly Meeting- June 6, 2012 @ 6:30 PM – Sagamore Fire Station
- Annual Meeting – June 6, 2012 @ 7:00 PM – Sagamore Fire Station
- Adjourn

Posted By Susan Kruse, Clerk of the District

May 14, 2012

North Sagamore Water District

A) Bulletin Board

B) Glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03

C) Sagamore Beach Post Office Bulletin Board

Mark Melchionda, Commissioner/ Chairperson
James Morgan, Commissioner
George Sala, Commissioner

2012 MAY 14 PM 1 36
TOWN CLERK'S OFFICE
BOURNE, MASS



2012 JUN 1 AM 10 35

TOWN CLERK'S OFFICE
BOURNE, MASS

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet on Tuesday June 5th, 2012
@ 7:00PM

LOCATION:

14 Squanto Road
Sagamore Beach, Ma. 02562

AGENDA

- The Board of Commissioners may vote to go into executive session to consider discipline or dismissal of and to hear complaints of an employee.
- FY 2013 Budget
- Annual Meeting Update of Warrants for Wednesday, June 20, 2012 @ 7pm- Sagamore Beach Fire Station
- New Business
- Adjourn

Posted By Mark Melchionda Acting Clerk of the District

April 20, 2012

North Sagamore Water District

A) Bulletin Board

B) Glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03

C) Sagamore Beach Post Office Bulletin Board

Mark Melchionda, Commissioner/ Chairperson

James Morgan, Commissioner

George Sala, Commissioner



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133

SAGAMORE BEACH, MA 02562
2012 JUN 7 PM 12 16

TOWN CLERK'S OFFICE
MEETING NOTICE
BOURNE, MASS

The North Sagamore Water District
Board of Water Commissioners
Will meet on Monday, June 11, 2012
@ 3:30 pm

LOCATION:

14 Squanto Road
Sagamore Beach, Ma. 02562

AGENDA

- Appoint Acting Clerk
- Appoint Acting Treasurer
- Miscellaneous Business
- Adjourn

Posted By Mark Melchionda, Acting Clerk of the District

June 7, 2012

North Sagamore Water District

A) Town Hall

B) Glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03

C) Sagamore Beach Post Office Bulletin Board

Mark Melchionda, Commissioner/ Chairperson

James Morgan, Commissioner

George Sala, Commissioner



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

2012 JUN 13 PM 12 08
TOWN CLERK'S OFFICE
BOURNE, MASS

Tel. 508 888-1085
Fax 508 888-8951

WARRANT FOR THE 2012 ANNUAL MEETING

Commonwealth of Massachusetts
Barnstable, SS

To the Clerk of the North Sagamore Water District:

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

**SAGAMORE BEACH FIRE STATION – MEETING HOUSE LANE
COMMUNITY ROOM - 2ND FLOOR
WEDNESDAY, JUNE 20 2012
7:00 PM**

And there act upon the following articles:

- Article 1** To see if the District will vote to elect a Moderator for one year.
- Article 2** To see if the District will vote to elect by ballot a Water Commissioner for a term of three years.
- Article 3** To see if the District will vote to elect a Clerk by ballot for a term of one year.
- Article 4** To see if the District will vote to hear and act upon the reports of the District Officers.
- Article 5** To see if the District will vote to authorize the Treasurer to enter compensation balance agreement during fiscal year 2013; as permitted by M.G.L., Chapter 44, Section 53F; or act anything thereon.
- Article 6** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate or transfer from available funds in the treasury a sum of money for the purpose of purchasing a Dump Truck for the District; or act anything thereon.
- Article 7** To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate or transfer from available funds in the treasury a sum of money for the purpose of purchasing a Light Duty Truck for the District; or act anything thereon.

Article 8 To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate or transfer from available funds in the treasury a sum of money for the purchasing and updating of computers for the District; or act anything thereon.

Article 9 To see if the District will vote to raise and appropriate the following amounts for salaries of the assessors and collectors of taxes for fiscal year 2012; or act anything thereon:

Bourne:	3 Assessors at	\$425.00	\$1275.00
	Town Collector		\$ 425.00
	Supplies & Clerical		\$4400.00
Sandwich:	3 Assessors at	\$ 50.00	\$ 150.00
	Tax collector		\$ 50.00
	<u>Supplies & Clerical</u>		<u>\$ 25.00</u>
	Total		\$6325.00

Article 10 To see if the District will vote to fix the salary compensation of all elected officers of the District as provided by Section 108, Chapter 41, General Laws as amended and that the District raise and appropriate or transfer from available funds a sum of money therefore for the fiscal year 2013; or act anything thereon:

3 Commissioners at \$300.00 each	\$ 900.00
Moderator	\$ 50.00
<u>Clerk</u>	<u>\$ 50.00</u>
Total	\$1000.00

Article 11 To see if the District will vote the sum of money to raise and appropriate or transfer from available funds to defray the regular expenses of the District for FY 2013



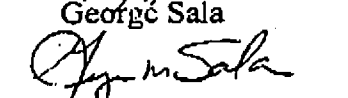
	Appropriated	Recommended
	FY 2012	FY 2013
Debt & Int.	\$150,000.00	\$150,000.00
Salaries:		
Supt.	\$61,500.00	\$63,345.00
Asst. Supt.	\$50,612.00	\$52,130.00
Office Mngr.	\$49,536.00	\$51,022.00
FT Tech.	\$40,921.00	\$42,149.00
FT Gen.	\$25,178.00	\$35,934.00
PT Tech.	\$10,558.00	\$10,876.00
Group Ins.	\$78,000.00	\$70,000.00
Unemp. Exp.	\$900.00	\$5,900.00
Legal Exp.	\$5,500.00	\$5,500.00
Engineer.	\$10,000.00	\$10,000.00

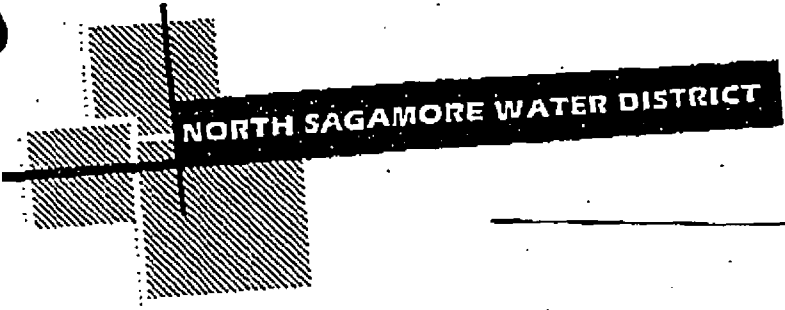
Treas. Exp.	\$2,500.00	\$2,500.00
Short Term Borrow	\$2,000.00	\$2,000.00
Office Supplies	\$7,000.00	\$7,000.00
Office Telephone	\$1,600.00	\$1,600.00
Ins. Lib/W. Comp.	\$54,000.00	\$47,000.00
Medicare	\$5,000.00	\$5,000.00
Social Security	\$1,700.00	\$1,700.00
Incidentals	\$700.00	\$700.00
Reserve	\$10,000.00	\$7,000.00
Retirement	\$42,436.00	\$43,833.00
Audit	\$3,000.00	\$8,000.00
Maint. & Operations	\$372,300.00	\$363,300.00
Total:	<u>\$984,941.00</u>	<u>\$986,489.00</u>
Maint. & Operations		
Employee Exp.	\$5,000.00	\$5,000.00
Office heat	\$7,000.00	\$7,000.00
Gas & Electric	\$140,000.00	\$135,000.00
Telemetry	\$8,000.00	\$8,000.00
Pump & Well	\$15,000.00	\$15,000.00
Tools & Equip.	\$5,000.00	\$5,000.00
Mains & Hydrants	\$8,000.00	\$8,000.00
Real Prop.-Maint.	\$30,000.00	\$30,000.00
House Serv.-Maint.	\$5,000.00	\$8,000.00
Road Repairs	\$10,000.00	\$10,000.00
Vehicle & Equip.	\$35,000.00	\$35,000.00
Labor	\$30,000.00	\$30,000.00
House Serv.-New	\$3,500.00	\$2,500.00
Meters & Stock	\$10,000.00	\$15,000.00
Water Analysis	\$10,000.00	\$8,000.00
Dep. Fee	\$4,000.00	\$4,000.00
Chemicals-Corr. Cont.	\$44,000.00	\$35,000.00
Field Phones	\$2,800.00	\$2,800.00
Total:	<u>\$372,300.00</u>	<u>\$363,300.00</u>

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

Given under our hands on this 12th day of June, 2012.

A true copy, attest Board of Water Commissioners

James Morgan

 Mark Melchionda

 George Sala




Fax Transmittal Form

To *Barry Johnson*

From *Marie Piccine*

Name:
 Organization Name/Dept:
 CC:
 Phone number:
 Fax number:

North Sagamore Water District
 Phone: 508 - 888 - 1085
 Fax 508 - 888 - 8951
 Email: nswd@capebridge.net

- Urgent
- For Review
- Please Comment
- Please Reply

Date sent: *6/13/12*
 Time sent:
 Number of pages including cover page: *5*

Message:

2012 JUN 13 PM 12:08
 TOWN CLERK'S OFFICE
 BOURNE, MASS



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

2012 JUN 13 PM 12 08
TOWN CLERK'S OFFICE
BOURNE, MASS

**North Sagamore Water District
Annual Meeting
Wednesday, June 20, 2012
7:00 PM**

-At-

**Sagamore Beach Fire Station
51 Meetinghouse Lane
Sagamore Beach, MA 02562**

Posted By Marie Piccini, Acting Clerk of the District

Posted:

June 13, 2012

North Sagamore Water District

- a.) Bulletin Board
- b.) Glass Door to provide 24 hour viewing according to Open Meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

June 13, 2012

Bourne Town Hall

Sandwich Town Hall



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133

SAGAMORE BEACH, MA 02562

Tel. 508 888-1085

Fax 508 888-8951

2012 JUL 11 PM 2 08

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

Date:

July 19, 2012

Time:

4:00 PM

Location:

14 Squanto Road
Sagamore Beach, MA 02562

- 1.) Meeting Minutes – June 19, 2012 & June 20, 2012
- 2.) Superintendent Update - Sean
Assistant Superintendent Update
- 3.) Treasurers' Update – Marie
- 4.) Review job applications
- 5.) Review job descriptions
- 6.) Review Personnel Policy
- 7.) District reorganization
- 8.) Any old/new business that may legally come before the Board
- 9.) Commissioners comments
- 10.) Set date of next meeting
- 11.) Adjourn

Posted:

July 11, 2012

North Sagamore Water District

a.) Bulletin board

b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03

c.) Sagamore Beach Post Office Bulletin Board

July 11, 2012

Bourne Town Hall



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet in Executive Session, July 26, 2012
At 5:00 PM

LOCATION:

14 Squanto Road
Sagamore Beach, MA 02562

2012 JUL 24 PM 4 03
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

- To interview applicants for employment by a preliminary screening process.

Posted by MARIE PICCINI, Clerk of the District

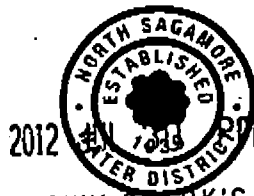
July 24, 2012

North Sagamore Water District

- a.) Bulletin board
- b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

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

Tel. 508 888-1085
Fax 508 888-8951



2012

4 35

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet in Executive Seession, August 1, 2012
At 5:00 PM

LOCATION:

14 Squanto Road
Sagamore Beach, MA 02562

AGENDA

- To interview applicants for employment by a preliminary screening process.

Posted by MARIE PICCINI, Clerk of the District:

July 30, 2012

North Sagamore Water District

- a.) Bulletin board
- b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

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

**NORTH SAGAMORE WATER DISTRICT**

14 SQUANTO ROAD, P.O. BOX 133

6 AM 11 SAGAMORE BEACH, MA 02562

TOWN CLERK'S OFFICE
BOURNE, MASSTel. 508 888-1085
Fax 508 888-8951**MEETING NOTICE**The North Sagamore Water District
Board of Water Commissioners
Will meet on Wednesday, August 8, 2012
@ 5:00 PM**LOCATION:**
14 Squanto Road
Sagamore Beach, Ma. 02562**AGENDA**

- Meeting Minutes- July 19, 2012
- Superintendent Update
- Assistant Superintendent Update
- Review of "Draft" Employee Handbook – District Policies
- 2011/ 2012 Accounting Update- Mr. Robert Bliss
- FY 2013 Budget Update/ Treasures' Update- Marie
- Any old/new business that may legally come before the Board
- Commissioners' comments
- Next Meeting- September 18, 2012 @ 7PM
- The Board of Commissioners may vote to go into executive session to enter into negotiations with potential Office Manager/Treasurer Applicants.
- Adjourn

Posted By Marie Piccini, Acting Clerk of the District

August 6, 2012

North Sagamore Water District

A) Bulletin Board

B) Glass door to provide 24 hour viewing according to Open Meeting Law, G.L.c.30A, s.29.03

C) Sagamore Beach Post Office Bulletin Board

Mark Melchionda, Commissioner/ Chairperson

George Sala, Commissioner

Mark Bergeron, Commissioner



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

THE NORTH SAGAMORE BOARD OF WATER COMMISSIONERS
WILL MEET SEPTEMBER 18, 2012 AT 2 P.M.

LOCATION: 14 SQUANTO RD, SAGAMORE BEACH, MA 02562

AGENDA

- 1.) Meeting Minutes – July 19, 2012
- 2.) Meeting Minutes – August 8, 2012
- 3.) Solar Update - Thomas Melchan, Renewable Energy
- 4.) Update from Robert Bliss, CPA
- 5.) Superintendent's Update
- 6.) Assistant Superintendent's Update
- 7.) Treasurer/Office Managers' Update
- 8.) Appointment of Delegate and an alternate Delegate to the Cape Cod Municipal Health Group (CCMHG) Board
- 9.) Discussion about District Clerk position
- 10.) Any old/new business that may legally come before the Board
- 11.) Commissioners comments
- 12.) Set a Meeting Date for Executive Session to discuss, review and possible approval of District Policies
- 13.) Set date of next monthly meeting
- 14.) Adjourn

Posted:

September 13, 2012

North Sagamore Water District

- a.) Bulletin board, Bourne Town Hall
- b.) Glass Door to provide 24 hour viewing according to Open meeting Law, G.L.c. 30A, S.29.03
- c.) Sagamore Beach Post Office Bulletin Board

2012 SEP 13 AM 10 56
 TOWN CLERK'S OFFICE
 BOURNE, MASS



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District Board of Water Commissioners
Will meet in Executive Session, October 10, 2012
At 7:00 P.M.

2012 OCT 4 PM 4 37
TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- For the purpose of discussing, reviewing and possibly approving District Policies.

POSTED BY MARIE PICCINI, CLERK OF THE DISTRICT
OCTOBER 4, 2012 *Marie Piccini*

- TOWN HALL BULLETIN BOARD
- GLASS DOOR AT OFFICE TO PROVIDE 24 HR. VIEWING (OPEN MEETING LAW, GLc30A,S29.03)
- SAGAMORE BEACH POST OFFICE

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



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District Board of Water Commissioners
Will meet on Wednesday, October 17, 2012
At 7:00 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- 1) Accept the meeting minutes of September 18, 2012
- 2) Superintendent Update
- 3) Assistant Superintendent Update
- 4) Treasurer/Office Manager Update
- 5) Review of new Insurance Policy from Almeida & Carlson
- 6) Review of Employee vacation/sick time spread sheets-District Policies
- 7) Any old/new business that may legally come before the Board
- 8) Commissioners' comments
- 9) Set a Meeting Date for Executive Session to discuss, review and possibly approve District Policies
- 10) Set a date for the next monthly meeting-tentative-November 21, 2012 @ 7:00 p.m.

2012 OCT 15 AM 11 52
TOWN CLERK'S OFFICE
BOURNE, MASS

POSTED BY MARIE PICCINI, CLERK OF THE DISTRICT
OCTOBER 15, 2012
TOWN HALL BULLETIN BOARD
GLASS DOOR AT OFFICE TO PROVIDE 24 HR. VIEWING (OPEN MEETING LAW, GLc30A,S29.03)
SAGAMORE BEACH POST OFFICE

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



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2012 NOV 8 AM 5 59
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

The North Sagamore Water District Board of Water Commissioners
Will meet in Executive Session, November 14, 2012
At 7:00 p.m.

LOCATION

14 Squanto Rd., Sagamore Beach, Ma. 02562

- For the purpose of discussing, reviewing and possibly approving District Policies.

Posted by Marie Piccini, Clerk of the District
November 8, 2012 *Marie Piccini*
Town Hall Bulletin Board
Glass door at office to provide 24 hr. viewing (Open Meeting Law, GLc30A, S29.30)
Sagamore Beach Post Office

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



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133

SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

NOV 15 AM 10 42
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

The North Sagamore Water District Board of Water Commissioners
Will meet in Executive Session, November 14, 2012
At 7:00 p.m.

LOCATION

14 Squanto Rd., Sagamore Beach, Ma. 02562

- For the purpose of discussing, reviewing and possibly approving District Policies.

*** THIS MEETING HAS BEEN CANCELED AND WILL BE RESCHEDULED AT A LATER DATE !**

Posted by Marie Piccini, Clerk of the District
November 8, 2012
Town Hall Bulletin Board
Glass door at office to provide 24 hr. viewing (Open Meeting Law, G.L.c.30A, S29.30)
Sagamore Beach Post Office

Mark Melchionda, Commissioner/Chairperson
George Sala, Commissioner
Mark Bergern, Commissioner

**NORTH SAGAMORE WATER DISTRICT**

14 SQUANTO ROAD, P.O. BOX 1042
SAGAMORE BEACH, MA 02562

2012 NOV 15 AM 10 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

The North Sagamore Water District Board of Water Commissioners
Will meet on Tuesday, November 20, 2012
At 4:00 p.m.

LOCATION

14 Squanto Rd., Sagamore Beach, Ma. 02562

AGENDA

- 1) Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2013.
- 2) The Board of Water Commissioners will discuss the Holiday work schedule for District Personnel.
- 3) ADJOURN and immediately enter into Executive Session for the purpose of discussing, reviewing and possibly approving District Policies.

Posted by Marie Piccini, Clerk of the District
November 15, 2012
Town Hall Bulletin Board
Glass door at office to provide 24 hr. viewing (Open Meeting Law, G.L.c.30A, S.29.30)
Sagamore Beach Post Office

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



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

2012 NOV 23 PM 4 32

Tel. 508 888-1085
Fax 508 888-8951

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

The North Sagamore Water District Board of Water Commissioners
Will meet on November 28, 2012 at 4:00 p.m.

LOCATION

14 Squanto Rd., Sagamore Beach, Ma. 02562

ADGENDA

- 1) Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, The Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2013 from the Town of Sandwich as it applies to homes supplied by North Sagamore Water but lying within the Town of Sandwich.
- 2) Lynn Foster (financial Advisor for UNI Bank)
- 3) Accept the meeting minutes of October 17, 2012
- 4) Superintendent update
- 5) Assistant Superintendent update
- 6) a) Treasurer/Office Manager update
b) Review Treasurer's Bond, payroll records and other payroll liabilities.
- 7) All Personnel Policies reviewed and voted upon.
- 8) Any old/new business that may legally come before the Board.
- 9) Commissioners comments
- 10) Set a date for the next monthly meeting
- 11) Adjourn

POSTED BY MARIE PICCINI, CLERK *Marie Piccini*
NOVEMBER 23, 2012
TOWN HALL BULLETIN BOARD
GLASS DOOR AT OFFICE TO PROVIDE 24 HR. VIEWING (OPEN MEETING LAW, GLc30A,S29.03)
SAGAMORE BEACH POST OFFICE

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

**NORTH SAGAMORE WATER DISTRICT**

14 SQUANTO ROAD, P.O. BOX 133

SAGAMORE BEACH, MA 02562

2012 DEC 13 PM 4 17

TOWN CLERK'S OFFICE
BOURNE, MASSTel. 508 888-1085
Fax 508 888-8951**MEETING NOTICE****THE NORTH SAGAMORE BOARD OF WATER COMMISSIONERS
WILL MEET ON TUESDAY, DECEMBER 18, 2012
AT 4:00 p.m.****LOCATION**

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

AGENDA

- 1) Accept the meeting minutes of 11/20/2012 and 11/28/2012
- 2) Superintendent update, including Phillips Rd. and Wildwood Condos
- 3) Office Mgr. /Treasurer update including review of the Treasurers' Bond
- 4) Holiday schedule for District personnel
- 5) Review Sean Andersons' and Betty Clark McLeays' individual personnel policy agreements when hired
- 6) Define Personnel Policy regarding the Health Stipend and On Call Distance
- 7) Discuss the new FY 2014 budget
- 8) Any old/new business that may legally come before the board
- 9) Commissioners Comments
- 10) Set a date for the next monthly Commissioners Meeting.
- 11) Adjourn

Posted by Marie Piccini, Clerk of the District
December 13, 2012 *Marie Piccini*
Town Hall bulletin board
Glass door at office to provide 24 hr. viewing (Open Meeting Law, GLc30A,S29.03)
Sagamore Beach Post Office

Mark Melchionda commissioner/Chairperson
George Saha, Commissioner
Mark Bergcron, Commissioner