

2013 Meeting Notices

Landfill Business Model / Working
Group

Jonathan Bourne Public Library
Local Emergency Planning Committee
(LEPC)

Mains Street Steering Committee
No Sagamore Water
Open Space Committee
Planning Board

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

2013 FEB 7 PM 3 46

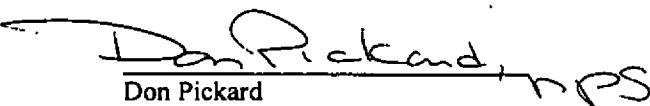
Date
Thursday
February 14, 2013

Time
6:00 p.m.

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting regarding the Requests for Proposals (RFPs) issued in 2012 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 meeting regarding the Requests for Proposals (RFPs) issued in 2012 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, Upper Cape Regional Transfer Station, and the Falmouth MSW contract.
- 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

2013 OCT 8 AM 10 54

MEETING NOTICE

TOWN CLERK'S OFFICE

Date
Thursday
February 14, 2013

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.
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- 6) Discussion of future meeting schedule and agenda items.
- 7) Adjourn.

Don Pickard
Chairman

**Bourne Landfill Business Model Working Group
Regular Session
February 14, 2013**

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Thursday, February 14, 2013.

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 (Common Wealth Resource Management Corp.), Tom Guerino (Town Administrator).

Handouts: N/A.

Absent with approval: N/A.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:03 p.m.

2. APPROVAL OF MINUTES

Mr. Pickard suggested that the Working Group (WG) review all the draft minutes that were sent to them via e-mail and provide comments to Mr. Goddard over the next week so that amended minutes could be approved at the next meeting.

Mr. Redman asked about the RFP subcommittee minutes and Mr. Goddard mentioned they are approved and will be filed separately.

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to go into executive session at 6:11 p.m.

Roll call: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Redman, aye; Mr. Ware, aye; Mr. Schofield aye.

3. REGULAR SESSION MEETING OF THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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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TOWN CLERK'S OFFICE
BOURNE, MASS

4. EXECUTIVE SESSION MEETING OF THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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:

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.

Came out of EXECUTIVE SESSION

VOTED: On a motion made by Stanley 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: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Redman, aye; Mr. Ware, aye; Mr. Schofield aye.

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

TOPICS COULD INCLUDE:

1. Phase 4, phase 2A3A cap;
2. Upper Cape Regional Transfer Station;
3. Falmouth MSW contact

Mr. Barrett the 2A3A cap is completely covered with soil, all the gas wells are in, have some odors from the leachate from phase 4 and are dealing with that. We are in pretty good shape. Phase 4 is 99% complete. Mr. Barrett signed off on the last payment document. Going for stage 2 of phase for this spring. We were able to procure liner clay for free. The hesitation is when you buy the clay and supply it to the contractor it becomes your problem if anything goes wrong.

Mr. Guerino stated we got the agreement back from Falmouth. Had to send it back to them because their finance director hadn't signed it. Finance director has to certify the funds are there.

Mr. Barrett said someone from Yarmouth asked why did Falmouth get such a good deal, why didn't Yarmouth?

Mr. Ware asked what about the transfer station at the base.

Dan stated there are certain private haulers over there. The board has allowed licensed haulers from other towns to bring in waste from outside at the commercial rate.

Mr. Ware questioned what is the ultimate management of that transfer station.

Mr. Barrett stated they are going to look at public/private partnership putting out an RFP. The problem is by the time we get done looking at it there is only going to be six months left in the contract with Covanta. We have to look at what is the long-term plan? Bourne has a couple of options. We could shift our C&D

operation down there and then we could take our transfer station, which is expandable and have it become a consolidation point for recycling. Once the Cape Cod Commission is done with their discussions on solid waste they need to shift their gears and go to recycling. Then we can position ourselves. Sandwich wants out, Mashpee wants out. What do you do then when the IMA dissolves at the end of 2014?

7. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

The next meeting is going to be on March 21st at 6:00

8. ADJOURN

VOTED: On a motion made by Stan Andrews and seconded by John Redman it was unanimously voted to adjourn at 7:35 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE 2013 MAR 15 AM 10 23

Date
Thursday
March 21, 2013

Time
6:00 p.m.

TOWN CLERK'S OFFICE
Location
Bourne Middle School
77 Waterhouse Road
Media Center
Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting regarding the Requests for Proposals (RFPs) issued in 2012 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 meeting regarding: A) the Requests for Proposals (RFPs) issued in 2012 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, and B) options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Phase 4, Phase 2A3A cap, Upper Cape Regional Transfer Station, and the Falmouth MSW contract.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

Don Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date
Thursday
March 21, 2013

Time
6:00 p.m.

Location
Bourne Middle School
77 Waterhouse Road
Media Center
Bourne, MA

2013 OCT 11 AM 9 52
TOWN CLERK'S OFFICE
BOURNE MASS

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting regarding the Requests for Proposals (RFPs) issued in 2012 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, Upper Cape Regional Transfer Station, and the Falmouth MSW contract.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

Don Pickard
Chairman

Bourne Landfill Business Model Working Group

2013 OCT 9 PM 3 28

Regular Session

March 21, 2013

TOWN CLERK'S OFFICE

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Thursday, March 21, 2013.

BOURNE, MASS

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

Handouts: N/A.

Absent with approval: John Redman.

1. CALL MEETING TO ORDER

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

2. APPROVAL OF MINUTES

VOTED: On a motion made by Bill Ware and seconded by Stanley Andrews it was unanimously voted to approve the regular session minutes from January 30, 2012.

VOTED: On a motion made by Bill Ware and seconded by Stanley Andrews it was unanimously voted to approve the regular session minutes from February 9, 2012.

VOTED: On a motion made by Stanley Andrews and seconded by Bill Ware it was unanimously voted to approve the executive session minutes from February 9, 2012

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from March 8, 2012 as amended.

VOTED: On a motion made by Bob Schofield and seconded by Bill Ware it was unanimously voted to approve the executive session minutes to encumber from March 8, 2012.

VOTED: On a motion made by Stanley Andrews and seconded by Bill Ware it was unanimously voted to approve the executive session minutes to encumber with amendments from March 15, 2012.

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from March 15, 2012.

VOTED: On a motion made by Bob Schofield and seconded by Bill Ware it was unanimously voted to approve the executive session minutes to encumber from March 20, 2012.

VOTED: On a motion made by Stanley Andrews and seconded by Bill Ware it was unanimously voted to approve the executive session minutes to encumber from August 9, 2012 with amendments.

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from August 9, 2012.

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from October 18, 2012.

VOTED: On a motion made by Stanley Andrews and seconded by Bob Schofield it was unanimously voted to approve the executive session minutes to encumber from December 13, 2012.

VOTED: On a motion made by Bill Ware and seconded by Stanley Andrews it was unanimously voted to approve the regular session minutes from December 13, 2012.

VOTED: On a motion made by Bill Ware and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from February 14, 2013.

VOTED: On a motion made by Bob Schofield and seconded by Bill Ware it was unanimously voted to approve the executive session minutes to encumber from February 14, 2013 as amended.

3. REGULAR SESSION MEETING REGARDING THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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.

Dan Barrett brought the committee up to date on what has been done.

- Harvest Power sent the check for \$40,000.
- Harvest Power and ISWM met with DEP to determine whether the site assignment changes will be major or minor. DEP would like to see it as a major modification. The reason they want to go major is to protect them selves against an appeal, but it is time consuming and expensive. The BOH would like to go minor because it is quicker and easier. The DEP is concerned because the site assignment is changing.
- Concerned about having to deal with the National Heritage finding.
- The ATC will limit what has to be looked at for the site suitability requirements.

- We will write a letter asking for a site suitability for a major modification. They will write the site suitability modification. We will only have to look at a very limited number of things.
- Stanley Andrews questioned what the exposure is on the National Heritage habitat; it is a flat cleaned site. Our exposure to being shot down is slim.
- Tom G questioned if a full analysis has to be done again on the traffic.
- Dan Barrett and Phil Goddard confirmed that we just have to do an update on the traffic analysis.
- Stanley Andrews stated he thinks going through the major modification process is a good idea so we don't get slammed later.
- The DEP will limit the site suitability study. The DEP will issue the site suitability study to the BOH.

Dan Barrett brought the committee up to date on the findings of the title insurance on the 25-acre parcel.

- There isn't an insurance title because it was taken in eminent domain. It negates the need to clear the title.

Dan Barrett brought the committee up to date on the items that are in progress.

- Harvest Power will draw up the next version of the site lease. There were issues, HP wanted to flip the operation as quickly as they could. The BOH will not allow that to happen so HP conceded.
- Follow up with the MMR.
- BOH issues – Mike Lannen is working with HP on performance standards and design standards. Mike will come with his list; Argen will come with HP's list.
- Reimbursement proposal with HP.
- The invert meeting with Kathy will probably be on April 24th, the second meeting of the month.

Dan Barrett brought the committee up to date on the items that are on hold.

- Wilmer Hale will do the next draft of the site lease they will also do the notice to award, which is the substitute for the interim development agreement. They are also looking at the letter to the Inspector General's office about who is handling the leachate.

Go into EXECUTIVE SESSION

VOTED: On a motion made by Bob Schofield and seconded by Bill Ware it was unanimously voted to go into executive session at 6:45 p.m.

Roll call: Mr. Andrews, aye; Mr. Schofield aye; Mr. Ware, aye; and Mr. Pickard, aye.

4. EXECUTIVE SESSION MEETING OF THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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:

Came out of EXECUTIVE SESSION

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

Roll call: Mr. Pickard, aye; Mr. Andrews, aye; Mr. Ware, aye; Mr. Schofield aye.

Bill Ware asked how we are doing with Covanta

Dan Barrett stated things are going well and Covanta is adhering to their contract. Future possibilities, we want to move towards single stream, the DPW would like to do that, get away from curbside. The interest in the bailing building that Covanta has they want to screen their ash further. They are looking at us as a place to bring ash from the other facilities that we have approved in the original contract. They asked us to initiate a pilot project where they are going to give us a machine that we can put in our bailing building and screen about 100 tons a day just as a pilot project to see how it works. That is considered a recycling program so it fits within the current site assignment.

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

TOPICS COULD INCLUDE:

1. Phase 4, phase 2A3A cap;
2. Upper Cape Regional Transfer Station;
3. Falmouth MSW contact

6. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

7. ADJOURN

VOTED: On a motion made by Bill Ware and seconded by Stanley Andrews it was unanimously voted to adjourn at 7:10 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

2013 JUN 17 PM 3 29 BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

TOWN CLERK'S OFFICE


MEETING NOTICE

Date BOURNE, MASS Time
Thursday 6:00 p.m.
June 20, 2013

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting regarding the Requests for Proposals (RFPs) issued in 2012 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 meeting regarding: A) the Requests for Proposals (RFPs) issued in 2012 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, and B) options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Phase 4, Phase 2A3A cap, Upper Cape Regional Transfer Station, flare upgrade, regional discussion of Cape Cod solid waste contracts.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.


Don Pickard
Chairman

Bourne Landfill Business Model Working Group
Regular Session
June 20, 2013

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2014 JAN 8 PM 1 28
TOWN CLERK'S OFFICE
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Thursday, June 20, 2013.

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.), and Tom Guerino (Town Administrator).

Handouts: N/A.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:02 p.m.

2. APPROVAL OF MINUTES

VOTED: On a motion made by Stanley Andrews and seconded by Bob Schofield it was unanimously voted to approve the regular session minutes from March 21, 2013. John Redman abstained.

VOTED: On a motion made by Stanley Andrews and seconded by Bob Schofield it was unanimously voted to approve the executive session minutes to encumber from March 21, 2013. John Redman abstained.

Mr. Barrett suggested the committee take agenda item number 5 out of order.

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

TOPICS COULD INCLUDE:

1. **Phase 4, phase 2A3A cap;**
2. **Upper Cape Regional Transfer Station;**
3. **Flare upgrade;**
4. **Regional discussions of Cape Cod solid waste contracts**

Mr. Barrett updated the committee on phase 4 stating it went out to bid; the notice of award is in and ready to go. Meeting with the contractor later this week or early next week to discuss when he can start, hoping to have it done this fall. The cap Phase 2A3A is about 60% done; we anticipate that to be done by mid July. The flare bids went out; the new flare should be in early fall. The flare system update includes an emergency generator. We will have three major projects going on.

Mr. Pickard brought the committee up to date on the solid waste contracts: Brewster has been gone. Wellfleet signed with New Bedford Waste. Falmouth is out and Bourne is out. Camara has given a price for \$60 a ton for Cape towns.

Mr. Ware's concern is the contract with Covanta bullet proof enough that they can't come back and renegotiate the contract. Mr. Ware also questioned if there are other ways we will be working with Covanta?

Mr. Barrett stated that Covanta kicked off a metal reclamation project by further sifting their ash. They are looking at us, because no one took the baling building as part of the RFP process they wondered if they could look at it. They want to put their patented screening system into our baling building and let our people run it. They bring the ash in; we sift it; we process it; they take the metals. We get whatever the negotiated payment is. We still get the host community fee coming over the scale, and we get an operating fee, and maybe we can negotiate a cut of the metals as well.

Go into EXECUTIVE SESSION

VOTED: On a motion made by John Redman and seconded by Bob Schofield it was unanimously voted to go into executive session at 6:12 p.m.

Roll call: Mr. Ware, aye; Mr. Schofield aye; Mr. Andrews, aye; Mr. Pickard, aye; and Mr. Redman, aye.

3. REGULAR SESSION MEETING REGARDING THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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:

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- 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 MEETING OF THE REQUESTS FOR PROPOSALS (RFPS) ISSUED IN 2012 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:

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- 2.) Proposals to utilize landfill gas on a leased portion of the site;
- 3.) Proposal for on-site landfill leachate management equipment; and B) options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.

Came out of EXECUTIVE SESSION

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: Mr. Ware, aye; Mr. Schofield, aye; Mr. Andrews, aye; Mr. Pickard, aye; and Mr. Redman, aye.

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

1. **Phase 4, phase 2A3A cap;**
2. **Upper Cape Regional Transfer Station;**
3. **Flare upgrade;**
4. **Regional discussions of Cape Cod solid waste contracts**

Mr Andrews brought up the building blocks.

Dan Barrett stated that Ray Quinn took a preliminary look at the MSEs. Mr. Barrett didn't think we would be able to use them because of the geometry there. When you drive in the land fill you see that first low spot, that's Phase 1 A,B,C. We are looking at the possibility of filling that on top of the hill. Ray looked at the possibility using MSEs up there to get more out of it. A couple of good financial benefits for us. If we were to do MSEs up there we would need to add additional soils. Thought being that we could use marginally contaminated soils, to build up massive berms. Outside of the berms would be stabilized by the MSEs. We are looking at 225 thousand cubic yards of soil. The good news is we've seen a huge upward pressure on pricing in the dirt market. A lot of the grading and shaping facilities that were up and running taking in contaminated soil have all dried up. We are one of the few in town. We have people calling us daily looking to get rid of soil. We're now moving soil up from eight dollars a ton up to fifteen, and we are heading to twenty dollars a ton. So if you take 225 thousand dollars you're throwing soil at an MSE at twenty dollars a pop that is pretty good numbers for us. If we just fill phase five as is we will get about 350 thousand cubic yards, about a year and a half at our current filling rate we will gain by doing the MSEs another 150 thousand or another half a year. If you look at that the 150 thousand yards would probably be a marginal profit for us. It would keep us alive, it will bring host community fee in. The profit wouldn't be that great but when you start adding dirt in at fifteen to twenty dollars a ton that makes it look a lot more attractive.

6. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

Don Pickard suggested postponing anything and maybe we will need to have our next meeting at the landfill, because the school will be closed for the summer. Postpone the meeting until a future date. Call the members with a yes or a no we are meeting next Thursday.

7. ADJOURN

VOTED: On a motion made by Bill Ware and seconded by John Redman it was unanimously voted to adjourn at 6:40 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

Date

Thursday
June 20, 2013

Time

6:00 p.m.

Location

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: TBD.
- 3.) Regular session meeting regarding the Requests for Proposals (RFPs) issued in 2012 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 meeting regarding: A) the Requests for Proposals (RFPs) issued in 2012 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, and B) options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Phase 4, Phase 2A3A cap, Upper Cape Regional Transfer Station, flare upgrade, regional discussion of Cape Cod solid waste contracts.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

Don Pickard
Chairman

2013 JUN 21 AM 10 54
BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP
MEETING NOTICE

TOWN CLERK'S OFFICE

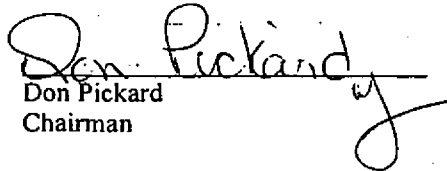
Date
Thursday
June 27, 2013

BOURNE, MA Time
6:00 p.m.

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: June 20, 2013.
- 3.) Regular session meeting regarding the Proposal from Harvest Power, Inc. and ongoing negotiations on a site lease.
- 4.) Executive Session meeting regarding the Proposal from Harvest Power, Inc. and ongoing negotiations on a site lease.
- 5.) Discussion of future meeting schedule and agenda items.
- 6.) Adjourn.


Don Pickard
Chairman

CANCELLED

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

2013 JUN 26 PM 3 05

Date
Thursday
June 27, 2013

Time
6:00 p.m.

Location TOWN CLERK'S OFFICE
Bourne ISWM Department, MASS
Conference room
201 MacArthur Boulevard
Bourne, MA 02532

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes: June 20, 2013.
- 3.) Regular session meeting regarding the Proposal from Harvest Power, Inc. and ongoing negotiations on a site lease.
- 4.) Executive Session meeting regarding the Proposal from Harvest Power, Inc. and ongoing negotiations on a site lease.
- 5.) Discussion of future meeting schedule and agenda items.
- 6.) Adjourn.

Don Pickard
Chairman

CANCELLED

BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP

DEC 2 PM 4 08

MEETING NOTICE TOWN CLERK'S OFFICE

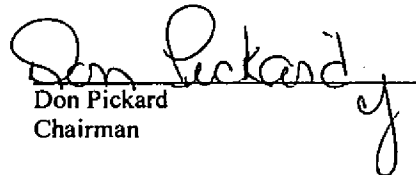
Date
Thursday
December 12, 2013

Time
6:00 p.m.

Location
BOURNE, MASS
Bourne Middle School
77 Waterhouse Road
Room 100, first floor conference room
Bourne, MA

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from the regular and executive sessions on June 20, 2013.
- 3.) Review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres.
- 4.) Executive Session meeting to: 1.) review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres and 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.


Don Pickard
Chairman

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

MEETING NOTICE

2014 FEB 14 PM 3 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Date

Thursday
December 12, 2013

Time

6:00 p.m.

Location

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

AGENDA

- 1.) Call meeting to order.
- 2.) Approval of minutes from the regular and executive sessions on June 20, 2013.
- 3.) Review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres.
- 4.) Executive Session meeting to: 1.) review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres and 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.
- 5.) Update of operations by ISWM staff including discussion of other planning initiatives. Topics could include: Fiscal Year 2015 Budget and Capital Plan, Phase 4, Upper Cape Regional Transfer Station, and flare upgrade.
- 6.) Discussion of future meeting schedule and agenda items.
- 7.) Adjourn.

Don Pickard
Chairman

**Bourne Landfill Business Model Working Group
Regular Session
December 12, 2013**

The Bourne Landfill Business Model Working Group met in the Bourne Middle School on Thursday, December 12, 2013.

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), and Michael J. Rausch from the Enterprise.

Handouts: N/A.

1. CALL MEETING TO ORDER

Don Pickard called the meeting to order at 6:06 p.m.

2. APPROVAL OF MINUTES FROM THE REGULAR AND EXECUTIVE SESSIONS ON JUNE 20, 2013.

VOTED: On a motion made by John Redman and seconded by Stanley Andrews it was unanimously voted to approve the regular session minutes from June 20, 2013 as amended and encumber.

VOTED: On a motion made by Bill Ware and seconded by Stanley Andrews it was unanimously voted to approve the executive session minutes from June 20, 2013 as amended.

Don Pickard said they are going to take agenda item number 5 and 6 before they adjourn the regular session meeting and go into executive session to discuss agenda number 4, at that point he will turn the meeting over to the Chairman of the subgroup.

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

1. Fiscal Year 2015 Budget and Capital Plan:

We have it developed but haven't had an opportunity to sit down with Tom Guerino to go over it yet. Have seen his adjustments to our submittal. We will go over it on December 18th. We look pretty good for our capital plan. We are only going to request around \$600,000.00. We only need one major machine, which will be a bulldozer. We will buy some more containers, around 4 or 5 new big ones. Liners are done for about another 4 or 5 years.

2. Phase 4

Phase 4 Stage 2 is moving right along. Didn't have any rain delays, clay went down smoothly, liner components went down smoothly. The only thing left is to tie the Phase 2A/3A and Phase 3 Stage 3 liners to the Phase 4 Stage 2 liner. Finished up leak detection today. It went well there were no leaks. We will be able to tie the leachate systems together.

Bill Ware questioned how is leachate production trending over last year?

Dan Barrett explained that it has dropped down a little but it is more a function of the weather. It is a little early to tell now that Phase 2A/3A is completely capped. The only thing left open is the

Phase 4 area. We were seeing a little drop in production after the cap was on. Now that Phase 4 Stage 2 is wide open it is connected to Stage 1 so all the rain that hits that open hole comes right into the leachate collection system. We don't have the ability to treat that water as fresh water it now has to be treated as leachate. The rainstorm hurt us leachate wise. Hope to have approval by end of January.

3. Upper Cape Regional Transfer Station;

It is in a stasis. Had a meeting yesterday. There is indication there may be new CIC grant money available. It will allow the communities and the Base to work together and perhaps find similar uses for that transfer station. We as Board of Directors have to get together and decide what each community wants to do. Dan Barrett volunteered the Working Group's RFP.

4. Flare upgrade:

The contractor that is doing the liner is doing the flare upgrade. They are starting to do the site development. The flare is due to come in after the first of the year. We hope to have it up and running mid to end of January 2014. We have made some substantial changes to the current facility, which will make it a lot better. When we are done we will have a new flare. We will keep the old one there and use it from time to time. We will also put a back up generator in there, which will allow the flare to operate during power outages and that was important to the BOH.

Next steps going forward

We need to discuss as we move forward, what is our next step. We have to go to MEPA. Phase 4 was the last cell that was approved under our current MEPA approval. They want to make sure we aren't doing anything different. They agreed it is all under the umbrella of solid waste. They want the application and they will go through it. It includes Cape Cod Commission, no project change for that either.

Potential places to fill besides Phase 6, is the old Phase 1 ABC. We will put a liner on top so we can dump there. In conjunction if we move forward with that we will go to the Boards explaining here is Phase 5 and this is what we want to do.

Don Pickard questioned what is the capital cost on the berm and how much would we increase the air space.

Dan Barrett stated we have looked at it. The MSEs would get us another 4 to 5 months at the most. It buys extra time and air space. What is it going to take to build the MSEs and the foundations for them, he will come back in the next 3 to 4 months with numbers.

We are looking at putting in a horizontal collector, which is a temporary gas collection system before there are any issues.

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

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

- 2.) Proposals to utilize landfill gas on a leased portion of the site;
- 3.) Proposal for on-site landfill leachate management equipment.

Harvest Power adjusted their negotiations and are relying more on their internal employees for negotiations. We have made huge strides in the last two meetings we have had with them. We finished up our last revision on the lease and sent it to them, and they have had it for about a month and a half. They are currently conducting a review of Bourne's latest revisions to the lease.

6. DISCUSSION OF FUTURE MEETING SCHEDULE AND AGENDA ITEMS.

Don Pickard said we will leave it to the professional staff to get back to us as to when we will want to meet again. Maybe meet in February.

Adjourn to go into EXECUTIVE SESSION

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to adjourn the open session and go into executive session and not come back into the open session.

Roll call: Mr. Schofield aye; Mr. Ware, aye; and Mr. Redman, aye. Mr. Andrews, is excusing himself, he is not staying for executive session.

4. Executive Session meeting to: 1.) review and discuss the proposal received from a private vendor relative to the Request for Proposals (RFP), issued in January 2012, to manage source-separated solid wastes, including organics; using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres and 2.) discuss options for land and building uses on the 25-acre parcel, long-term financial modeling activities and master plan activities.

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

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

7. ADJOURN

Came out of EXECUTIVE SESSION

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted by roll call vote to come out of executive session at 7:25.

Roll call: Mr. Ware, aye; Mr. Schofield, aye; Mr. Redman, aye.

Respectfully submitted,

Carole Ellis
Recording Secretary

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Tuesday, January 15th, 2013 at 5:00pm

Approval December 18th, 2012 Minutes

New Business

- Review Strategic Plan
- Summer Concert Revenue Stream ideas
- Holiday Closures in January and February
- Policy review – Kindle loans to public
- Open position on JBPL board

Updates

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

Next Meeting

- Set future agenda items
- Set date

Adjournment

2013 JAN 11 AM 10 00
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Minutes of the January 15, 2013 Trustees Meeting
Jonathan Public Library Meeting Room

2013 MAR 8 PM 12 11

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter

Staff Present

Patrick Marshall
Debra DeJonker-Berry

Trustees Absent

Stephanie Kelly

Guests

Paul Gately, Reporter
The Bourne Courier
Diana Barth
Bourne Enterprise

Heather DiPaolo called the meeting to order at 5:13 pm.

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

Review Strategic Plan – We reviewed the goals that we agreed upon at the January 15 meeting. The three areas we prioritized are

Marketing and Public Relations
External Partnerships
Fundraising

An alternate area is Training and Staff Development.

J. Simpson will attend the Friends February meeting to discuss their ideas, and see how the Trustees can help.

At the February 12 meeting the Trustees will set up subcommittees to focus on Marketing and External Partnerships.

Summer Concerts – P. Marshall indicated that is enough in reserve along with the R. Manz Calendar sales to cover the summer concerts in 2013.

Dewey Classic – The Dewey Classic has been the major fundraiser for the summer concerts. It will not be held this March. No volunteers stepped forward to chair the event. We will revisit this fundraiser next month.

Page two

Holiday Closures – The current policy is that the Library will be closed on the Tuesday following a Monday holiday. This policy was put in place when staffing was cut. Now that staffing is increased, this policy should be rescinded. By a motion of C. Wrighter seconded by J. Simpson the issue will be on the February 15 agenda.

Kindle Circulation – D. DeJonker-Berry made a presentation to the Board about e-readers, and kindles. Two Kindles have been bought with proceeds from the Wine Tasting Event that will be available to lend to patrons. D. DeJonker-Berry worked with the Sunderland, MA, Library and MA – MLS to get her information as how to proceed with the program at JBPL.

This will be a pilot program and the Board will be continually updated. P. Marshall and D. DeJonker-Berry will also attend a meeting at the Council on Aging, as they want to institute an e-reader program.

The state has also set up a state-wide task force to help libraries in areas of hosting the server; purchasing e-books and operating the overall program.

The Trustees were very excited to hear about these details. D. DeJonker-Berry drafted a policy that will be on the Board's agenda for the Feb 15 meeting.

Print Management System – D. DeJonker-Berry made a presentation regarding the printer system we currently have in place for public printing and copying, and gave us her insight for a new system which will be installed and maintained by KenMark Co. D. DeJonker-Berry has worked with this company before. This type of system will relieve staff of trying to maintain machines, and interfacing with patrons regarding their printing and copying issues – it will be done by KenMark Co.

The Board will take this issue up at the next meeting on February 15

Open Position – D. Flynn submitted her letter of resignation to the Board of Selectmen. Library Board will submit a letter requesting a temporary replacement until the May elections. A letter will also be sent to the Board of Selectmen asking them to post the opening. Tina McGinnis has expressed interest in the position.

Director's Report - attached

Zinio is up and running – the on-line magazine service

Personnel – R. Mason retired Dec. 31. P. Marshall is interviewing for his replacement

Building and Grounds – nothing to report

Friends of the Library – P. Marshall didn't have the final numbers from the Book Sale, but thought they may have been down a bit.

Coffee Station - J. Simpson reported revenue is almost at "break even". Patrons are increasingly using the coffee machine.

Page three

Work Sheet Discussion – tabled until the Feb. 15 meeting

Future Agenda Items –

- Strategic Plan
- Dewey Classic
- Holiday Closures
- Kindle Policy
- Print Management System
- Building Fund Monies – J Simpson
- Work Sheet Discussions

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

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

Respectfully submitted

Joan Simpson

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, February 28th, 2013 at 5:30pm

Approval January 15th, 2012 Minutes

New Business

Vote: Print Management with Kenmark
Vote: Kindle Circulation Policy
Vote: Policy on Library closures after Monday holidays
Property Maintenance Plan
Set-up subcommittees for Strategic Plan Goals
Receptacles for free book program

Updates

Open position on JBPL board
Status of Dewey Classic
Director's Report
Personnel
Building & Grounds
Friends of the Library
Coffee station in library
Building Fund Monies

Next Meeting

Set future agenda items
Set date

Adjournment

2013 FEB 28 PM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

2013 OCT 1 PM 2 59

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the February 28, 2013, Trustees Meeting

Jonathan Public Library Meeting Room

Trustees Present

H. DiPaolo

J. Simpson

K. Tura

S. Kelly

Staff Present

P. Marshall

D. Ranney

Trustees Absent

C. Wrighter

Guests

P. Gately, Reporter

The Bourne Courier

K. Maginnis

H. DiPaolo called the meeting to order at 5:40 pm.

We welcomed K. Maginnis as an observer. She has submitted her letter to the Selectmen to be appointed to the Board for the remainder of D. Flynn's position.

Minutes – There were three corrections to the minutes. Date should be 2013 instead of 2012; we will refer to Kiki Tura as Kathryn Tura; typo with the spelling of H. DiPaolo's name. With these corrections in place, motion by K. Tura, seconded by S. Kelly, to accept the minutes – passed.

New Business

Vote: Print Management with Kenmark : motion made by K. Tura, seconded by J. Simpson to amend the policy increasing the price of black and white copies to 15 cents and color copies to 35 cents in accordance with Kenmark's price structure. Passed

Vote: Kindle Circulation Policy: motion made by K. Tura, seconded by H. DiPaolo to accept the e-reader policy as drafted.

A question was raised as to why we are including e-readers in our circulation, demand, and help. D. Ranney and P Marshall said the state is pushing e-readers across the state and 3 major publishers will not sell to Overdrive to libraries.

Motion passed.

Page two

Vote: Policy on Library Closures after Monday holidays: By a motion by S. Kelly, seconded by J. Simpson to rescind the vote of the previous Board of Trustees to close the library on the Tuesday following a Monday holiday.

P. Marshall said the staffing of the library no longer need to close on Tuesdays following Monday holidays as he has enough people to keep open

Motion passed

Property Maintenance Plan – Discussion ensued regarding how to implement a beautification plan; care for the gardens, and enhance the outside of the building. K. Tura felt it is not realistic to have the C.C. Senior Residence people maintain any of the gardens because of transportation to library and amount of work that has to be done.

P. Marshall will report back on landscapers who may donate their time in exchange for a sign acknowledging their work.

Tree – the tree in front of the library was decimated in the last snow storm. Numerous people have inquired offering their help i.e., buy a new tree; remove the down tree; use the wood from tree to make “something” to sell; memorial – leave stump. Lions of Sandwich and Bourn have offered help and Bourne Garden Club offered to take over the flagpole garden. P. Marshall will pull these ideas and efforts together and report at the next meeting.

Strategic Plan SubCommittees – Marketing – H DiPaolo and K. Maginnis; External Partnerships – K. Tura and C. Wrighter; Fund Raising – J. Simpson and S. Kelly.

Discussion will continue on these subcommittees and their expectations at the next meeting.

Free Book Program – K. Tura is continuing to investigate the possibilities of implementing “Little Free Libraries” around town. She will talk with Upper Cape Tech School regarding building the boxes. K. Tura will report back at the next meeting.

UPDATES

Open Position on JBPL Board - March 17 at 7:15, there will be a joint meeting with Trustees and Selectmen to officially appoint a replacement person for the remaining term. H. DiPaolo will let Selectmen know who is attending.

Page three

Dewey Classic – Saturday, April 27, is the date for this event. The organizer for the event is donating his time and services, and asked if he could use the set-up as a demo for his new employees in exchange. This year's Dewey Classic will be very low key. P. Marshall believes he has enough money for the summer concerts with the sale of the calendars, donations, and residual from last year's Dewey Classic.

Director's Report – attached

Kathleen Haynes was hired to replace Randy Mason, February 2, 2013.

Lisa Bard is out on disability through March 11, 2013.

Letter from patron complementing Melissa Chase for help.

P. Marshall will attend the Legislative Breakfast on March 15 at 8:30 am. Trustees are invited.

Cupola is leaking again. P. Marshall is working with repair company and town to repair.

P. Marshall received a letter inquiring if there was any interest in working with Western Observatory to have seismograph equipment installed at library. Cost to purchase equipment - \$10,000. Discussion ensued regarding how this project would enhance PR and involve teens. S. Kelly is looking into the possibility of a grant to purchase equipment. Further discussion at next meeting.

Web Page – D. DeJonker-Berry will move the Building Project to a different part of the web site.

Buildings and Grounds – see Property Maintenance Plan above.

Friends of the Library – The Friends have not had a meeting due to inclement weather. Their next meeting is March 18. J. Simpson will attend this meeting. D. Ranney will also be there as the staff has come up with numerous ideas for fund raisers.

Ideas included:

May 1 and 8 – "Price It" web site and classes

May 11 – "Appraisal Day" – get a professional appraiser and patrons pay a fee for an appraisal

May 22 – "Stage Your Yard Sale" – talk by a professional

May 26 – "Giant Yard Sale" – on library grounds – library will have a table with item for sale that have been donated by patrons; outsiders may have a table also at no charge. Asking for a donation from these tables.

Page four

6 Months Later – Used Jewelry Sale – donate jewelry to library for re-sale

D. Ranney reported on the Bourne Book Bash. 42 people attended and they would to have a Book Bash every month with a Pot Luck and an author.

D. Ranney reported that there will be a number of Technology Seminars during April on topics such as “Advanced E-books”; “Digital Photography” “Gardening Resources” and “Online Health Resources”

These ideas will be published in the monthly newsletter, as they firm up.

Coffee Station – The coffee station is just about at break even. Staff is going to put in chits for their beverage, and we’ll see at the end of the month if we generated enough money for the staff to drink free – that is the goal!

Building Fund Monies – Nothing to report

Agenda Items for Next Meeting – SubCommittees; Property Maintenance Plan; Little Free Library; Western Observatory

Next Meeting Date – March 21 – time to be determined

Motion by J, Tura; Seconded by S. Kelly to adjourn

Respectfully submitted

Joan Simpson

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

**Patrick W Marshall
Director**

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

**Jonathan Bourne Public Library
Minutes of the Board of Trustees
March 18, 2013**

No Meeting of the Jonathan Bourne Public Library Board of Trustees took place on March 18, 2013. The next scheduled meeting is scheduled for March 21, 2013

2019 SEP 17 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Thursday, March 21, 2013 at 5:30pm

Approval February 28th 2013 Minutes

New Business

- Strategic Plan Subcommittees Goals
- Grant Review
- Western Observatory details
- Front Tree ideas

Updates

- Property Maintenance Plan
- 'Little Free Library' program
- Status of Dewey Classic
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library/Fundraisers
- Coffee station in library

Next Meeting

- Set future agenda items
- Set date

Adjournment

2013 MAR 19 PM 1 29
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Thursday, April 18, 2013 at 5:30pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval March 21st, 2013 Minutes

New Business

Job seekers Grant – Deb DeJonker-Berry

Updates

Property Maintenance Plan /Front Tree ideas

'Little Free Library' program

Weston Observatory visit

Director's Report

Personnel

Building & Grounds

Strategic Plan Subcommittees progress

Friends of the Library/Fundraisers

Next Meeting

Set future agenda items

Set date

Adjournment

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room? 57

Tuesday, May 28th, 2013 at 5:30pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Restructuring of the JBPL Board

Approval April 18th 2013 Minutes

New Business

- Property Maintenance Plan
- Front Tree ideas from Garden Club
- Internet Use Policy
- Subcommittee goal setting

Updates

- Seismograph progress
- Director's Report
- Personnel
- Building & Grounds
- Friends of the Library
- Pig Roast Fundraiser
- 'Little Free Library' program

Next Meeting

- Set future agenda items
- Set date

Adjournment

Town Hall

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

2013 JUN 25 AM 10 01

Minutes of the May 28, 2013 Trustees Meeting at the Jonathan Bourne Public Library

CLERK'S OFFICE
BOURNE, MASS

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Joan Simpson
Claudine Wrighter

Staff Present:

Patrick Marshall

Trustees Absent:

Kathryn Tura

Guests:

Paul Gately, Reporter,
The Bourne Courier
Barbara Berler, President
Friends of JBPL

Heather DiPaolo called the meeting to order at 5:35 p.m.

Minutes: Voting on the minutes from the April 12, 2013 meeting was tabled to the June 2013 trustees meeting.

Restructuring of the JBPL Board: This item was tabled to the June 2013 trustees meeting.

Property Maintenance Plan/Front Tree Ideas from Garden Club: There was a lengthy discussion regarding these topics including:

- The Friends have named Carol Lee Packard to head up fundraising efforts to purchase a tree to replace the one at the front of the JBPL that was lost during a storm this winter;
- Patrick Marshall reported that Seaside Arborists have offered a price of \$3,600 for a 25' tree or \$1,600 for a 15' tree. The quoted costs will include planting. The DPW will remove the old tree stump;
- Kathleen Sargent-O'Neill from KSO Fine Garden Design & Care has offered to assist in preparing a design plan. She provided a landscape design questionnaire (copy attached);
- Patrick indicated that the town will be responsible for mowing and raking but that the design should be one that requires minimal maintenance;
- Barbara reported that the Painted Ladies are offering hand-painted slates for sale and proceeds will be used toward funding the purchase of the new tree (flyer attached);
- Patrick indicated that his opinion is that the front garden (the area adjacent to the front of the building) is the area to concentrate on with regard to landscaping plans;

- Claudine Wrighter moved to approve the purchase of a 15' Norway Spruce tree the location of placement to be determined after consultation with KSO. Joan Simpson seconded the motion and motion was approved by unanimous vote.

Internet Use Policy: Patrick distributed the current Internet Use Policy from 2005 (copy attached) for review. Trustees will vote on the policy at the June 2013 meeting.

Patrick also indicated that he will have a Computer Use Policy in the future for review by the trustees.

Patrick distributed a proposed Scanning Policy (copy attached) for review. Trustees will vote on the policy at the June 2013 meeting.

Subcommittee Goal Setting: This item was tabled to the June 2013 trustees meeting.

Seismograph Progress: Joan Simpson moved that the JBPL purchase the seismograph equipment. Claudine Wrighter seconded the motion and it was carried by unanimous vote.

Director's Report: Attached

In addition, Patrick reported that the Town Administrator asked that Trustees and Friends go through Patrick when making requests to other department heads.

Budget: Attached

Pig Roast Fundraiser: A brief discussion was held including:

- Joan distributed the flyer and registration forms for the event and indicated that trustees should forward e-blasts to friends and colleagues as they are received from Stephanie and/or Joan;
- Joan has approached Cape Cod Winery and has not heard back as to whether they will sponsor the event;
- Barbara Berler reported that June Small and the Friends have several high ticket items for the event. Trustees discussed using them as silent auction items and using raffle baskets provided by Trustees as raffle items;
- Set prices for raffle tickets at 3 for \$10 or 7 for \$20;
- Claudine indicated that she has a popcorn machine and a hot dog steamer for use at the event.

'Little Free Library': This item was tabled to the June 2013 trustees meeting.

Coffee Station: Joan reported that the coffee is station is now making money.

Next Meeting Date: The following items were tabled to the June 2013 trustees meeting:

- Voting on the April, 2013 meeting minutes;
- Restructuring of the JBPL Board;
- Subcommittee goal setting;
- 'Free Little Library.'

Voting on the proposed Internet Use Policy and Scanning Policy will be held at the June, 2013 meeting.

Adjournment:

Joan moved and Kristine seconded the motion to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Stephanie Kelly

2013 JUN 17 AM 8 32

TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor conference room

Tuesday, June 18th, 2013 at 5:30pm

Restructuring of the JBPL Board

Approval May 28^h 2013 Minutes

New Business

Public Scanning Policy

Internet Use Policy

Front Tree specifics

Updates

Seismograph progress

Director's Report

Personnel

Building & Grounds

Friends of the Library

'Little Free Library' program

Next Meeting

Set future agenda items

Set date

Adjournment

TOWN Hall

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

2013 MARCH 24 AM 11 54
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the June 18, 2013 Trustees Meeting at the Jonathan Bourne Public Library

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Claudine Wrighter
Joan Simpson

Guests:

None

Heather DiPaolo called the meeting to order at 5:32 p.m.

Minutes: Stephanie Kelly moved to accept the April minutes. Kathryn Tura seconded the motion and it was carried by unanimous vote.

Restructuring of the JBPL Board: A brief discussion was held with regard to restructuring the officers of the JBPL Board of Trustees. Kathryn moved to accept the following slate of officers:

Heather DiPaolo, Chairman
Kathryn Tura, Vice Chairman
Stephanie Kelly, Clerk

Kristine seconded the motion and it was carried by unanimous vote.

Internet Use Policy: Kathryn moved to accept the Public Scanning Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Kathryn moved to accept the Internet Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Replacement of Tree: There was a lengthy discussion regarding this topic including:

- Heather reported feedback from Kathleen Sargent-O'Neill of KSO about the tree. KSO indicated that a 15' Norway Spruce is not a good choice because of drought and disease issues. She suggested a White Fir, Honico Cypress or Japanese Cedar. Based on hardiness, climate, etc., Trustees narrowed the choice down to a White Fir;
- Patrick reported that Seaside Arborist' quote for the Norway Spruce and planting

- represents an approximate 50% discount on the tree;
- Paul Gately specifically indicated that a Norway Spruce would be planted;
 - Garden Club will fund \$1000 for a Norway Spruce; \$500 for another type of tree;
 - Patrick will contact Seaside Arborists to get a quote for purchasing and planting a similar size White Fir;
 - Heather reported that the Friends would like to have the basin located in the front lawn filled but seemed happy about having the DPW install stairs. They also would like to consider adding a wheelchair ramp for easier accessibility;
 - With regard to having a brick walkway around the tree in front and Patrick suggested looking at the memorial garden located on the side of the library as an appropriate location for a memorial brick program.

Seismograph Progress: Heather, Patrick and Susan Quick met to discuss fundraising ideas to purchase the equipment. The Friends were excited about this project and felt that it would work well with their mission of getting speakers for events at the library. The Friends also agreed that a portion of the pig roast fundraiser could be used toward the purchase of the equipment. JBPL needs \$5,100 (half of the cost for the equipment) by August so that the project could be implemented by January, 2014. Stephanie and Patrick will meet this week to discuss grant funding options.

Director's Report: Attached

In addition, Patrick reported:

- Patrick will be accepting an award from the Bourne Council on Aging for the library's support of the Bourne Food Pantry through donations received at JBPL-sponsored summer concert series;
- Diane Ranney is doing well and improving;
- Bibliotemps person has started and is working out fine.
- Summer reading programs start tomorrow;
- Summer concert series starts next week;
- "Grave Stone Girls" will be presenting a program in July;
- August program will feature an author from NYC;
- Work on upgrading library network has started with the wifi server.

Budget: Attached

JBPL Friends: Heather reported:

- The Friends book sale is coming up next week;
- Painted ladies have hand-painted slates up for bid to raise funds for the purchase of the tree;
- They have agreed to use a silent auction for the items they have for the pig roast;
- They suggested that the library use the Sheriff's Department for painting and landscaping. Patrick responded that the JBPL is not on the Sheriff's Department

list for painting any longer because they are so backed up with requests.

Pig Roast Fundraiser: Heather reported:

- Joan has received \$250 from Eastern Bank;
- Liquor license will be \$550;
- Joan has approached Cape Cod Winery and has not heard back as to whether they will sponsor the event;
- Barbara Berler reported that June Small and the Friends have several high ticket items for the event. Trustees discussed using them as silent auction items and using raffle baskets provided by Trustees as raffle items;
- Set prices for raffle tickets at 3 for \$10 or 7 for \$20;
- Claudine indicated that she has a popcorn machine and a hot dog steamer for use at the event.

'Little Free Library': Kathryn reported that Oak Bluffs just installed three 'Little Free Libraries' and she will contact them to find out how they were funded. The cost for one is approximately \$600. Kathryn will report at the next JBPL Trustees meeting.

Next Meeting Date: The next Trustees meeting is scheduled for July 16, 2013 at 5:30 p.m.

Voting on the acceptance of the April, 2013 minutes was tabled until the July 16 meeting.

Adjournment:

Kathryn moved to adjourn the meeting and Heather seconded the motion. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

2013 OCT 1 PM 2 58

Minutes of the June 18, 2013 Trustees Meeting at the Jonathan Bourne Public Library

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Claudine Wrighter
Joan Simpson

Guests:

None

Heather DiPaolo called the meeting to order at 5:32 p.m.

Minutes: Stephanie Kelly moved to accept the April minutes. Kathryn Tura seconded the motion and it was carried by unanimous vote.

Restructuring of the JBPL Board: A brief discussion was held with regard to restructuring the officers of the JBPL Board of Trustees. Kathryn moved to accept the following slate of officers:

Heather DiPaolo, Chairman
Kathryn Tura, Vice Chairman
Stephanie Kelly, Clerk

Kristine seconded the motion and it was carried by unanimous vote.

Internet Use Policy: Kathryn moved to accept the Public Scanning Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Kathryn moved to accept the Internet Policy as presented by Patrick Marshall at the May Trustees meeting. Heather seconded the motion and it was carried by unanimously vote.

Replacement of Tree: There was a lengthy discussion regarding this topic including:

- Heather reported feedback from Kathleen Sargent-O'Neill of KSO about the tree. KSO indicated that a 15' Norway Spruce is not a good choice because of drought and disease issues. She suggested a White Fir, Honico Cypress or Japanese Cedar. Based on hardiness, climate, etc., Trustees narrowed the choice down to a White Fir;
- Patrick reported that Seaside Arborist' quote for the Norway Spruce and planting

- represents an approximate 50% discount on the tree;
- Paul Gately specifically indicated that a Norway Spruce would be planted;
- Garden Club will fund \$1000 for a Norway Spruce; \$500 for another type of tree;
- Patrick will contact Seaside Arborists to get a quote for purchasing and planting a similar size White Fir;
- Heather reported that the Friends would like to have the basin located in the front lawn filled but seemed happy about having the DPW install stairs. They also would like to consider adding a wheelchair ramp for easier accessibility;
- With regard to having a brick walkway around the tree in front and Patrick suggested looking at the memorial garden located on the side of the library as an appropriate location for a memorial brick program.

Seismograph Progress: Heather, Patrick and Susan Quick met to discuss fundraising ideas to purchase the equipment. The Friends were excited about this project and felt that it would work well with their mission of getting speakers for events at the library. The Friends also agreed that a portion of the pig roast fundraiser could be used toward the purchase of the equipment. JBPL needs \$5,100 (half of the cost for the equipment) by August so that the project could be implemented by January, 2014. Stephanie and Patrick will meet this week to discuss grant funding options.

Director's Report: Attached

In addition, Patrick reported:

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- Diane Ranney is doing well and improving;
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- "Grave Stone Girls" will be presenting a program in July;
- August program will feature an author from NYC;
- Work on upgrading library network has started with the wifi server.

Budget: Attached

JBPL Friends: Heather reported:

- The Friends book sale is coming up next week;
- Painted ladies have hand-painted slates up for bid to raise funds for the purchase of the tree;
- They have agreed to use a silent auction for the items they have for the pig roast;
- They suggested that the library use the Sheriff's Department for painting and landscaping. Patrick responded that the JBPL is not on the Sheriff's Department

list for painting any longer because they are so backed up with requests.

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- Joan has received \$250 from Eastern Bank;
- Liquor license will be \$550;
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- Set prices for raffle tickets at 3 for \$10 or 7 for \$20;
- Claudine indicated that she has a popcorn machine and a hot dog steamer for use at the event.

'Little Free Library': Kathryn reported that Oak Bluffs just installed three 'Little Free Libraries' and she will contact them to find out how they were funded. The cost for one is approximately \$600. Kathryn will report at the next JBPL Trustees meeting.

Next Meeting Date: The next Trustees meeting is scheduled for July 16, 2013 at 5:30 p.m.

Voting on the acceptance of the April, 2013 minutes was tabled until the July 16 meeting.

Adjournment:

Kathryn moved to adjourn the meeting and Heather seconded the motion. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda
Library Board of Trustees
Jonathan Bourne Public Library – 2nd floor conference room
Tuesday, July 16th, 2013 at 5:30pm

Restructuring of the JBPL Board

Approval April 18th 2013 Minutes and June 18th 2013 Minutes

New Business

Front Tree specifics
'Little Free Library' program
Friends Pig Roast report

Updates

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

Next Meeting

Set future agenda items
Set date

Adjournment

2013 JUL 12 PM 2 54
TOWN CLERK'S OFFICE
BOURNE, MASS

Town Hall

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

2013 SEP 4 AM 3 10

Minutes of the July 17, 2013 Trustees Meeting at the Jonathan Bourne Public Library

TOWN CLERK'S OFFICE

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Claudine Wrighter
Kathryn Tura

Staff Present:

Patrick Marshall

Trustees Absent:

Joan Simpson

Guests:

Paul Gately, Reporter,
The Bourne Courier
Kathy Sargent-O'Neill, KSO
Scott Buckhoff, Seaside Arborists

Heather DiPaolo called the meeting to order at 5:36 p.m.

Minutes: Voting on the minutes from the April 12, 2013 meeting was tabled to the August 2013 trustees meeting. Katherine moved and Claudine seconded the motion to accept the June minutes as presented. The motion was carried by unanimous vote.

Building and Grounds: A discussion was held with regard to the replacement of the tree on the front lawn of the library. Patrick reported that the DPW will dig up the old stump before the fall planting of the tree. Steve Buckhoff reported that the price for a 15' White Fir is the same as that quoted for a Norway Spruce of the same size, i.e. \$1,500. Kathy Sargent-O'Neill would like to review the KSO questionnaire with the Trustees before finalizing a location for the placement of the tree. Suggestions for maintaining the tree included approaching the Upper Cape Tech landscaping department (Steve), Americorps (KSO), seniors through a community outreach program (Kiki). Steve suggested we look at the tree once we decide the species that will be planted. It can be seen at Dale Tree Movers.

Heather moved and Kiki seconded the motion to plant a 15' white fir tree in front of the library building to be planted in the fall. The motion was carried by unanimous vote.

Little Free Library: Kiki reported that Oak Bluffs Library's Little Free Library was constructed by prisoners. There are no reports of vandalism. It frequently needs to be filled. The library staff currently fills it with children's picture books to summer reading novels and everything in between. Kiki indicated that Norton (Norton Anti-Virus fame) wanted to know how to help fund it for Oak Bluffs. He is a resident there. It needs to be placed on town property so placement needs to be approved by the town selectmen. The next step is to figure out a viable location. Kiki asked for three recommendations from

each of the Trustees at the August meeting for a location. Heather will contact the principal of the Upper Cape with regard to their assistance with constructing the unit. Patrick also mentioned the possibility of combining the Little Free Library with an additional book drop location.

Pig Roast Fundraiser: Stephanie reported that plans were progressing. Joan is working on getting the liquor license and the insurance for the event. Tent has been obtained. Flyers and registration forms were provided for trustees to take to local businesses and friends. The next step is to continue to work diligently to get the word out. Paul Gately said that he will begin placing a blurb in the Bourne Courier weekly to generate interest.

Seismograph Progress: Patrick reported that he and Stephanie would be meeting next week to begin drafting a grant request to submit to the Cape Cod Foundation. Deadline for submission of the grant application is October 1, 2013.

Director's Report: Patrick reported:

- There were 1,012 patrons in one day on July 9, 2013!
- MA Board of Library Commissioners approved \$7,500 Libraries for Job Seekers grant.
- August program is an author who will present on the African American experience
- September author will be presenting on the topic of jazz
- Grave Stone Girls presentation had 45 people in attendance and was well received
- Concerts are averaging 60 attendees

Budget: End of Year FY13 and FY14 attached

Next Meeting Date: The next meeting will be held on August 20, 2013 at 5:30 p.m. The following items will be included on the August meeting agenda:

- Voting on the April, 2013 meeting minutes;
- 'Free Little Library;'
- Tree;
- Pig Roast Fundraiser.

Claudine moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda

Library Board of Trustees

Jonathan Bourne Public Library – 2nd floor
conference room

2013 AUG 16 PM 1 42

Tuesday, August 20th, 2013 at 5:30pm

CLERK'S OFFICE
BOURNE, MASS

Approval July 16th 2013 Minutes

New Business

Potential Hoxie School Library Project

Presented by: Mrs. Barbara Fitzmaurice

Mrs. Liz Henry

'Little Free Library' placement ideas

Front Landscaping

Friends Pig Roast volunteer opportunities

Updates

Seismograph progress

Director's Report

Personnel

Building & Grounds

Friends of the Library

Next Meeting

Set future agenda items

Set date

Adjournment

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

Minutes of the August 20, 2013 Trustees Meeting at the Jonathan Bourne Public Library

2013 OCT 9 PM 3 27

Trustees Present:

Heather DiPaolo
Stephanie Kelly
Kristine Maginnis
Joan Simpson
Kathryn Tura

Staff Present:

Patrick Marshall

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Absent:

Claudine Wrighter

Guests:

Paul Gately, Reporter,
The Bourne Courier
Barbara Fitzmaurice and
Liz Henry, Hoxie Center for Art,
Science, Education and Culture, Inc.

Heather DiPaolo called the meeting to order at 5:32 p.m.

Minutes: Kathryn moved and Joan seconded the motion to accept the July minutes as presented. The motion was carried by unanimous vote.

Potential Hoxie School Library Project: Barbara Fitzmaurice and Liz Henry presented on proposed uses for the former Hoxie School. A copy of the information is attached. Barbara and Liz asked for suggestions for use of the property in a collaborative way with the library. The following points were discussed:

- Possible use for classes, as a library extension, event/conference venue
- The need for the center to be self-sustaining
- Barbara suggested a reading room for young adults and children. It would be for on-site use only (no lending) and could be "manned" by volunteers and would not need library staffing)
- Patrick remarked that he could envision using the center for events and functions, i.e. winter concerts
- A potential book return site in addition to the current ones
- Kathryn suggested a "field trip" to see the space

Little Free Library: The following points were discussed:

- Kathryn reported that she had visited the Oak Bluffs Little Free Library and that the daily turnover is 20-30 books and that no incidences of vandalism had been reported

- Heather indicated that she had spoken to Nolan Leroy at the Upper Cape Tech and that they had agreed to constructing 10 units and he asked whether we had approval to put them on public property
- Discussion about who would fill them, how to get books without competing with the Friends book sales, could school kids volunteer to restock and sort books at the library in Jackie Brown's absence during the winter
- Kathryn asked trustees to give suggestions on possible locations throughout Bourne. Using these suggestions, she will compile a list so that the Trustees can bring requests to the town to install them on town property
- Kathryn moved to ask the construction department at the Upper Cape Tech to build a prototype to show the town when requesting permission to locate them on town property. Kristine seconded the motion and it was carried by unanimous vote

Landscaping: Joan made a motion to locate the tree in the middle of the front lawn (in the location of the previous tree). Kristina seconded the motion and it was carried by a 4-1 vote.

Pig Roast Fundraiser: Joan and Stephanie reported on progress for the pig roast and final preparations for the event were resolved and assignments delegated to the trustees.

Seismograph Progress: Patrick reported that he and Stephanie had met to discuss the preparation of a grant request to submit to the Cape Cod Foundation. Deadline for submission of the grant application is October 1, 2013. Stephanie will write the grant for Patrick's review and submission to the Cape Cod Foundation.

Director's Report: In addition to those items included in the attached report, Patrick indicated:

- He has proposed a 16 hour position to the Town Administrator due to Missy's resignation and the fact that there has been no use of subs. This individual would work in the back room processing materials.
- The public internet server is being replaced.
- The Eagle Scout program is completed with the installation of two computers for games for children.
- Copy service is working well.

Budget: Report is attached.

Next Meeting Date: The next meeting will be held on September 17, 2013 at 5:30 p.m.

Kathryn moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda

Library Board of Trustees

Jonathan Bourne Public Library

Library Meeting room

Tuesday, September 17th, 2013 at 5:30pm

2013 SEP 12 PM 3 31

TOWN CLERK'S OFFICE
BOURNE, MASS

Approval August 20th 2013 Minutes

New Business

Focus on Sub-committees
Budget discussion for 2013-2014
Library ARIS Report

Updates

Friends of the Library/Pig Roast
Little Free Libraries
Seismograph progress
Tree planting date & Ceremony ideas
Director's Report
Personnel
Building & Grounds

Next Meeting

Set future agenda items
Set date

Adjournment

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, September 17th, 2013 at 5:30pm

2013 SEP 12 PM 3 31
TOWN CLERK'S OFFICE
BOURNE, MASS

Approval August 20th 2013 Minutes

New Business

Focus on Sub-committees
Budget discussion for 2013-2014
Library ARIS Report

Updates

Friends of the Library/Pig Roast
Little Free Libraries
Seismograph progress
Tree planting date & Ceremony ideas
Director's Report
Personnel
Building & Grounds

Next Meeting

Set future agenda items
Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

2013 OCT 29 AM 10 58

Minutes of the September 17, 2013 Trustees Meeting
Jonathan Bourne Public Library Meeting Room
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Trustees Absent

Stephanie Kelly

Guests

Paul Gately, Reporter
The Bourne Courier

Heather DiPaola called the meeting to order at 5:35 pm.

Minutes – K. Tura moved that the August 20th meeting minutes be approved with the following corrections. Spelling of her name is Kathryn and not Katherine and that the motion to adjourn was done by Joan as it would be tough for her to both make the motion and second it. K Maginnis seconded. Motion was carried by unanimous vote.

Budget Discussion for 2013-14 – P Marshall stated that this was actually an item about FY 15 budget preparation and asked Board members to think about programs of service for the upcoming budget prep for next year. What programs would the Board like to see emphasized next fiscal year? He also made mention that there were some shifts to this year's budget as salary line items will be shifted to reflect the new part time tech services position as well as the reduced rate for the new circulation assistant.

Library ARIS Report – P Marshall briefly went over the submitted ARIS report to the state. Statistics show that circulation increased from last year to just over 156,000 items, Bourne is still a net borrower with 23,055 items sent to us from other libraries while we lend out 19,921 items to other libraries. The children's department served 7,554 people in 438 programs and that the number of non-subsidized volunteer hours (i.e., no senior tax write off, etc) was 1,089 hours.

Trustee Sub-Committees – The trustees discussed the roles of the subcommittees they formed (Fundraising is Stephanie and Joan, Marketing/PR is Kristine and Heather, and External Partnerships is Claudine and Kathryn). It was mentioned how all are interconnected. A more detailed discussion about the fundraising group and how this includes grant writing and liaison for Friends of JBPL Inc, as well as a contact for any private group wanting to donate to the library. Board members will look at goals and projects for the upcoming year as well as begin thinking about the Strategic Plan process for next year.

Friends of the Library/ Pig Roast – J Simpson provided a quick update. As of now, the Pig Roast raised a bit over \$3,000 for the seismograph.

Little Free Library – Upper Cape students will do a prototype of the unit to show to town officials. Group needs to think of town property locations where these can go up. A cost estimate for each unit is also needed so that those boards and individuals we need to talk to will get all the information required.

Seismograph – S Kelly has completed a grant application for the Cape Cod Foundation and just needs some final information from P Marshall.

Tree Planting – P Marshall is waiting to hear when the new front tree will be planted. Board members would like a ceremony of some sort to invite the community in to celebrate the planting. A tentative weekend for the ceremony looks to be the first weekend of November but will be firmed up once we get dates for the actual planting.

Director's Report – No written report this month. New thermostats are being installed from Rise Engineering. Part of a town wide energy saving program. An offer has been made to a new circulation assistant to fill the slot vacated by the resignation of Melissa Chase. New person would start in October. Applications are being accepted

for the part time technical services assistant position. A mouse was seen lurking around the book sale over the weekend. The library custodian has been seen sporting safari gear in the hopes of catching the intruder.
Next Meeting – The next meeting is set for October 15, 2013 at 5:30 p.m. at the library.

Motion to adjourn at 7:15 – K Tura, J Simpson (2nd) vote - Unanimous.

Respectfully submitted
Patrick W. Marshall
Library Director
(For Stephanie Kelly)

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

Minutes of the September 17, 2013 Trustees Meeting
Jonathan Public Library Meeting Room

2013 OCT 9 PM 3 27

TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Trustees Absent

Stephanie Kelly

Guests

Paul Gately, Reporter
The Bourne Courier

Heather DiPaola called the meeting to order at 5:35 pm.

Minutes – K. Tura moved that the August 20th meeting minutes be approved with the following corrections. Spelling of her name is Kathryn and not Katherine and that the motion to adjourn was done by Joan as it would be tough for her to both make the motion and second it. K Maginnis seconded. Motion was carried by unanimous vote.

Budget Discussion for 2013-14 – P Marshall stated that this was actually an item about FY 15 budget preparation and asked Board members to think about programs of service for the upcoming budget prep for next year. What programs would the Board like to see emphasized next fiscal year? He also made mention that there were some shifts to this year's budget as salary line items will be shifted to reflect the new part time tech services position as well as the reduced rate for the new circulation assistant.

Library ARIS Report – P Marshall briefly went over the submitted ARIS report to the state. Statistics show that circulation increased from last year to just over 156,000 items, Bourne is still a net borrower with 23,055 items sent to us from other libraries while we lend out 19,921 items to other libraries. The children's department served 7,554 people in 438 programs and that the number of non-subsidized volunteer hours (i.e., no senior tax write off, etc) was 1,089 hours.

Trustee Sub-Committees – The trustees discussed the roles of the subcommittees they formed (Fundraising is Stephanie and Joan, Marketing/PR is Kristine and Heather, and External Partnerships is Claudine and Kathryn). It was mentioned how all are interconnected. A more detailed discussion about the fundraising group and how this includes grant writing and liaison for Friends of JBPL Inc, as well as a contact for any private group wanting to donate to the library. Board members will look at goals and projects for the upcoming year as well as begin thinking about the Strategic Plan process for next year.

Friends of the Library/ Pig Roast – J Simpson provided a quick update. As of now, the Pig Roast raised a bit over \$3,000 for the seismograph.

Little Free Library – Upper Cape students will do a prototype of the unit to show to town officials. Group needs to think of town property locations where these can go up. A cost estimate for each unit is also needed so that those boards and individuals we need to talk to will get all the information required.

Seismograph – S Kelly has completed a grant application for the Cape Cod Foundation and just needs some final information from P Marshall.

Tree Planting – P Marshall is waiting to hear when the new front tree will be planted. Board members would like a ceremony of some sort to invite the community in to celebrate the planting. A tentative weekend for the ceremony looks to be the first weekend of November but will be firmed up once we get dates for the actual planting.

Director's Report – No written report this month. New thermostats are being installed from Rise Engineering. Part of a town wide energy saving program. An offer has been made to a new circulation assistant to fill the slot vacated by the resignation of Melissa Chase. New person would start in October. Applications are being accepted

for the part time technical services assistant position. A mouse was seen lurking around the book sale over the weekend. The library custodian has been seen sporting safari gear in the hopes of catching the intruder.
Next Meeting – The next meeting is set for October 15, 2013 at 5:30 p.m. at the library.

Motion to adjourn at 7:15 – K Tura, J Simpson (2nd) vote - Unanimous.

Respectfully submitted
Patrick W. Marshall
Library Director
(For Stephanie Kelly)

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, October 15th, 2013 at 5:00pm

Approval September 17th 2013 Minutes
Approval May 31st, 2012 Minutes

New Business

ebooks
'Tree' party planning
Little Free Library placement ideas

Updates

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

Next Meeting

Set future agenda items
Set date

Adjournment



Reply Reply All Forward [Icons]

JBPL Agenda 10.15.13

Heather DiPaolo [capecodbaby@comcast.net]

To: Chaparrin, Wendy, Johnson, Barry, Meier, Marie

Attachments: JBPL Agenda 10.15.13.doc (24 KB) (View in Web Page)

Fri, Oct 11, 2013 12:24 PM

Hello Town Clerk office,;

Would you please post this Agenda for Tuesday evening?

Thanks,

Heather DiPaolo

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, Massachusetts 02532

Minutes of the October 15, 2013 Trustees Meeting at the Jonathan Bourne Public Library

2013 DEC 5 PM 2:04
TOWN CLERK'S OFFICE
BOURNE, MASS

Trustees Present:

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

Staff Present:

Patrick Marshall

Trustees Absent:

None

Guests:

Paul Gately, Reporter,
The Bourne Courier

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

Minutes: Kiki moved and Joan seconded the motion to accept the May 31, 2012 and September 17, 2013 minutes as presented. The motion was carried by unanimous vote.

Building and Grounds: A discussion was held with regard planting the tree on the front lawn of the library and a dedication ceremony. Patrick has contacted the landscaper who will be planting the tree to let him know that the library is ready to move forward.

Further discussion included:

- Joan expressed concern about whether the Trustees could move forward with plans without the Friends' involvement/approval;
- Patrick suggested incorporating the tree dedication ceremony into the tree lighting ceremony on December 6, 2013;
- Kiki and Claudine will work with Terry about a program for children;
- Heather and Tina will be in contact with the Friends about the event.

Little Free Library: Kiki reported on the feedback she received about the placement of the Little Free Libraries that she received from the Trustees as follows:

- Sagamore Beach – Clark Field – good parking, foot traffic, may be subject to vandalism but there is a neighborhood association;
- Sagamore – Keith Field – possibility for good foot traffic, less likelihood of vandalism because of proximity to post office;
- Bournedale – Bournedale Elementary School—good parking;
- Buzzards Bay – Gazebo – question as to where the Corps of Engineers/town line is located;

- Bourne Village – Peebles Elementary/Bourne Middle School complex – good parking, good foot traffic;
- Monument Beach – Marina – good parking, year round foot traffic;
- Pocasset – Baseball Field/Fire Station/Tennis Court complex – lots of parking, lots of foot traffic, attendees at AA meetings might provide some level of “supervision” which might deter vandalism;
- Cataumet – Train Station/Playground/Post Office complex – ample parking, lots of parent activity at playground;
- Gray Gables – Beach Parking Lot – fairly high foot traffic year round, isolated by neighborhood association may provide some level of supervision

Heather will contact the Selectmen to ask to be added to their meeting agenda to request permission to place the Little Free Libraries as described above. Joan indicated that she will also attend the meeting.

Seismograph Progress: Patrick reported that Stephanie had drafted the grant proposal for submission to the Cape Cod Foundation. However, he was unable to submit it by the October 1st deadline.

Director’s Report: Due to a recent death in his family, Patrick was unable to submit a written report but reported as follows:

- Over 70 applications were received for the circulation position. Ali Sherman was hired;
- The tech services assistant 16 hour position was filled by Katherine DeMoranville;
- New thermostats were installed. Patrick will be working with the town facilities manager to resolve issues that have arisen as a result of the installation;
- Thomas Evangelista received his Eagle Scout badge;
- Boy Scouts did weeding on the grounds. Heather will send thank you note to them.

Budget: Attached

Job Seekers Grant: Grant is underway and funding was awarded in the amount of \$7,500.

Coffee: Joan reported that coffee sales are approximately \$100 in the black.

Next Meeting Date: The next meeting will be held on November 12, 2013 at 5:00 p.m.

Claudine moved and Kiki seconded the motion to adjourn the meeting at 6:45 p.m.

Respectfully submitted,

Stephanie Kelly

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, November 19th, 2013 at 5:00pm

Approval October 15th, 2013 Minutes

New Business

FY14 Budget
Little Free Library Selectmen mtg

Updates

'Tree' party planning
Director's Report
Personnel
Building & Grounds
Coffee station report
Friends of the Library

Next Meeting

Set future agenda items
Set date-holiday themed?

Adjournment

2013 NOV 19 PM 2 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Jonathan Bourne Public Library

2014 JAN 31 PM 2 15

TOWN CLERK'S OFFICE
BOURNE, MASS

Board of Trustees

Meeting Date: November 19, 2013

Date of Approval

01/29/14

Call to Order:

A regular meeting of the JBPL Trustees was held at the Jonathan Bourne Public Library, in Bourne, MA, on November 19, 2013. The meeting convened at 5:10 P.M. Chairman Heather DiPaolo presiding, Claudine Wrighter, stand in Secretary. Members of the Board in attendance were Joan Simpson, Kristine Maginnis and Kathryn Tura. Not in attendance: Stephanie Kelly and Patrick Marshall, Library Director.

Guest: Paul Gately

Approval of Minutes:

Minutes of the October 15, 2013 approved.

New Business:

- FY14 Budget: The trustees reviewed the budget noting it was "fairly flat".
- *Note to ask Patrick about office equipment expenditures.
- Little Free Library Selectmen Meeting - Trustees to propose Little Free Library locations to the selectman on Tuesday December 3, 2013.

Updates:

- Discussed the tree planning party scheduled for Friday December 6, 2013 - 6p.m. Tree saplings will be handed as favors to attendees (1 per family). Discussed music by Lisa Fournier Donnelly with the Bourne High chorus & chorale band. Cocoa & cookies will be inside and is being organized by the Friends. Jack MacDonald will act as the town crier for the evening. There will be a bowl placed in the library, leading up to the event, asking public to submit "tree memories". Some of these

memories will be shared at the event and placed on the board in the lobby.

- Tree is scheduled to be planted on Friday November 22, 2013.

New Business:

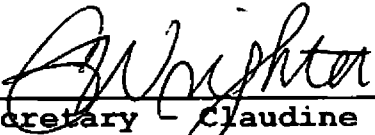
- Review of Director's Report...
Should we vote for Bourne Historical Society to use the JBPL parking lot on 07/26/14 for their event?
*See attached report.
- Buildings & Grounds....Heather DiPaolo & Kristine Maginnis have volunteered on 12/01 to "spruce up" the grounds/urns for the event.
- Coffee Station report...status quo and does not need to be listed on future agendas.
- Friends annual Holiday lunch 12/16, 11 a.m. @ The Pilot House in Sandwich.

Next Meeting:

- Long term planning
- Revisit subcommittees in conjunction with the Little Free Library

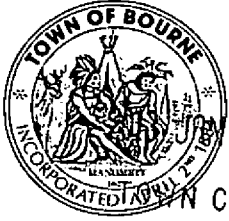
Adjournment:

The November 19, 2013 meeting was adjourned at 5:59 P.M.
The next meeting is scheduled for Tuesday January 21st, 2014 at 5:00 pm at the Jonathan Bourne Public Library.



Secretary - Claudine Wrighter

01/29/14
Date of Approval



TOWN OF BOURNE

24 Perry Avenue

Buzzards Bay, MA 02532

14 AM 11 53

TOWN CLERK'S OFFICE
BOURNE, MASS

Local Emergency Planning Committee



Meeting Posting

CORRECTED LOCATION

Date: January 16, 2013

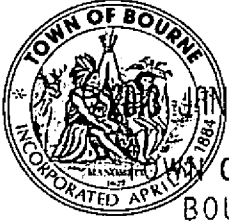
Time: 7:00 pm

Location: Bourne Veterans Memorial Community Building

Agenda

1. Call to order
2. Introduction of members
3. Presentation: Board of Health Strategic National Stockpile
4. Pilgrim EPZ update
5. Public Comment
6. Adjournment

Charles K. Noyes
Director



TOWN OF BOURNE

11 AM 11-19
24 Perry Avenue
Bourne, MA 02532

CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: January 16, 2013
Time: 7:00 pm
Location: Town Hall, lower conference room

Agenda

1. Call to order
2. Introduction of members
3. Presentation: Board of Health Strategic National Stockpile
4. Pilgrim EPZ update
5. Public Comment
6. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes

January 16, 2013

Members present: Charlie Noyes- (Emergency Management Director), Ann Marie Riley (CERT member), Linda Zuern (General Public), John Stowe (Bourne PD), Joe Reynolds (RACES), Martin Greene (Bourne FD), Chris Slattery (Mass Maritime Academy), Dave Cody (Bourne Fire), Dennis Woodside (Bourne PD), Edward Donoghue (Bourne Schools) and Cynthia Coffin (Board of Health).

Lee Manillo from Barnstable County Health Department and Tom Guerino, Town Administrator were also present.

Mr. Noyes spoke about the Cape Cod Traffic Plan and the EPZ around Pilgrim Nuclear Power Plant. He briefed the committee on Bourne's status with the Mass Emergency Management Agency and traffic management issues with the Pilgrim EPZ. He stated that he had attended a meeting earlier in the day in which both Bourne and Sandwich emergency managers reiterated their concerns over the lack of Bourne's and Sandwich' input into the Pilgrim emergency plans. The end result was that both Sandwich and Bourne will submit written concerns with the current plan (and proposed changes) to MEMA as soon as possible. At the meeting, it was also discussed that there has not been any public information shared with Cape Cod as to what to expect in case of an emergency at Pilgrim, and how it might affect every day traffic as well as those persons who chose to self evacuate. He stated that Bourne may not be at the table regarding discussions about the EPZ but the Town itself needs to be aware that it needs its own response plans. MEMA wants Bourne to have a seat at the table. Mr. Noyes thinks that it is better for Bourne to continue to do its own thing in regard to traffic planning, etc. Mr. Noyes stated that the Cape Downwinders seem to get more information from the Pilgrim meetings than the Town of Bourne gets. The reality is that Ntergy calls the shots and that they answer to the Nuclear Regulatory Commission. MEMA has no choice but to put Ntergy's plan in to action.

Ms. Coffin, Health Agent, gave a presentation on the Strategic National Stockpile. The presentation was a PowerPoint presentation developed by the MA Department of Public Health in November 2012. The presentation went over the Strategic National Stockpile mission. The SNS is a large national repository of life-saving pharmaceuticals and medical supplies that would be delivered to various emergency dispensing sites (EDS) throughout the Nation in the event of public health emergency such as a terrorist attack or pandemic flu outbreak. The medical assets are supposed to be delivered to communities within 12 hours of request. Ms. Coffin reviewed each slide describing the medical push packs and what it takes to activate the RSS (Receiving, Staging, and Storage) warehouse. After a declaration of an emergency, the CDC would sign over the assets at the RSS to the Commonwealth. Then the State, with the help of the MA State Police, would transport the supplies to the EDS sites. Transportation to any secondary sites would be the responsibility of the local PD. Ms. Coffin informed the members that Bourne has three EDS sites designated, the Bourne Community Building, the Bournedale Elementary School, and the Bourne Middle School. The Bournedale Elementary School was chosen to really replace the Bourne Community Building which is in a floodplain and, therefore,

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TOWN OF BOURNE
CLERK'S OFFICE

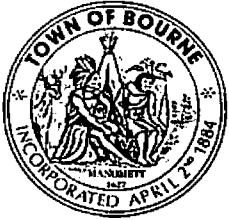
not a good site for an EDS. The plan was to have at least one EDS site on either side of the canal. The real problem is that there is not enough staff or volunteers to be able to set up both sites. The PowerPoint also discussed that CHEMPACKs were available with nerve gas antidotes. Before the end of the PowerPoint presentation there was a 20 minute video which gave an overview of SNS information.

Mr. Noyes stated that he really has a problem using the schools as EDS sites. He is concerned about the children being in session and then the decon of the schools after the event. Ms. Coffin stated that in the event of the need for mass vaccination, the schools would already be out of session and or closed as there would be a state of emergency. In addition the supplies wouldn't even arrive until about 12 hrs after the request so all the students would be home. It is not like the schools are being used which the students are in school. The schools would all be decontaminated before use. Mr. Reynolds stated that there are a lot of resources at the Base, but Chief Woodside reminded everyone that the Base is not accessible to the general public and in the event of a terrorist attack, security would even be greater. Mr. Slattery stated that the MMA is a great resource because there are 700 beds on the ship. The sick could be triaged there. The dorms could also be used. Mr. Noyes stated that he has a copy of the MMA's plan on file.

There were no other topics for discussion. Ms. Coffin made a motion to adjourn, Mr. Woodside seconded. The vote was unanimous. The meeting adjourned at 8:10 PM.

Typed and submitted by Cynthia A. Coffin, Secretary.

Cynthia A Coffin
approved 4/3/13



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: March 6, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building

Agenda

1. Call to order
2. Introduction of members
3. February Blizzard after action review
4. Organization of Sub Committees
 - a) Sheltering
 - b) Feeding
 - c) Transportation
 - d) Emergency Notification
5. Public Comment
6. Adjournment

Charles K. Noyes
Director

2013 FEB 28 AM 11 55
TOWN CLERK'S OFFICE
BOURNE, MASS

Local Emergency Planning Committee Minutes
March 6, 2013

Members present: Charlie Noyes- (Emergency Management Director), John Stowe (Bourne Police), Dennis Woodside (Chief Bourne Police), Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), Linda Zuern (Selectmen), George Sala (DPW), Chrystal Lapine (Barnstable County Sheriff's Office), John Pribilla (Corps of Engineers), Jon Nelson (Bourne Facilities Director), Felice Monteiro (Bourne Council on Aging), Mark Lieber (Member at Large), John Stofa (Member at Large), and Cynthia Coffin (Board of Health).

Peter Meier (Selectmen), Jim Mulvey (resident), Bob Murphy (MRC), Andy Murray (Human Resources), Lois Carr (Bourne COA), David Pelonzi (Bourne FD), Alan Milsted (Barnstable County Human Rights Commissioner), and Tom Guerino (Town Administrator) there was also one unidentified man in the audience.

Mr. Noyes stated that he would pass around a list of members for people to check off and sign in. He also had everyone at the table identify themselves.

Mr. Noyes then gave a review of the February Blizzard. By Friday 8 p.m. most of the Town was without power. Power was restored to most of the Town by Wednesday. A 'reverse 911' message went out to the residents on Friday afternoon to let them know about the sheltering situation. It was stated that the warming shelters would be open after the brunt of the storm passed on Saturday afternoon and the roads were cleared. There was also a posting of the information on the Town website. The Community Building and the Middle School were to be set up as warming shelters only and as places for people to recharge phones and laptops. The Sandwich Regional Shelter was the only shelter in the area opened as a full shelter at the start. By 3 p.m. Saturday, the Community Building was operating as a warming shelter and a shuttle point to transport people to the regional shelter. Ten people were transported to Falmouth High School when that shelter was opened after the Sandwich Shelter lost power. Other people who had their own vehicles were directed to the Sandwich and Falmouth Shelters on their own. Mr. Noyes stated that Bourne Police and Fire transported quite a few people to the Sandwich and Falmouth Regional Shelters. By Saturday evening, the Cape Cod Regional Transit Authority was also offering to pick people up at their doors and taken them to the shelter. By 5 p.m. Saturday there were 9-10 people at the Community Building. On Sunday the Bourne Middle School was used as a warming shelter and transfer site. By Monday the Bourne Library was also used as a warming center and there were a half a dozen people there. He said that the DPW did a great job clearing the roads and that the Bourne Fire and Police did an excellent job transporting residents to the shelter when needed.

Mr. Noyes stated that the Selectmen have instructed him to address the issue of the Town opening its own shelter. Ms. Coffin wanted to add that even though the Geocast Web call was launched on Friday afternoon, not all of the calls were received by people. She received a lot of calls from those who did not get the announcement and she is not sure why. She is going to try and do a village by village test of the system to see how things are functioning. She does not understand why some calls did not appear to go through. Even those who usually get the calls complained that they did not receive one. She has been in contact with Cassidian who runs the GeoCast web system and they will assist in trying to find out what is happening if calls aren't going out properly. Ms. Zuern was also concerned about the elderly who could not get out of their driveways because of the snow. Mr. Noyes stated that there is only so much that the Town can do and we can't really address this issue. Mr. Lieber stated that his real concern is that there did not seem to be public notice about the shelters. He and his wife did not hear any announcements on the radio about our warming shelters. Mr. Guerino stated that each morning he called several radio stations and updated them on the shelters and warming center messages. Mr. Guerino also stated that he put something on Facebook. Ms. Coffin asked whether the Town had its own Facebook page where announcements of this nature could be posted. Mr. Guerino said that the Town would not have its own page, but there might be something that could be done just for posting

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TOWN CLERK
BOURNE,

emergencies notifications. Mr. Guerino stated that the key issue is to address the need for sheltering and how to inform people about what shelters exist. Mr. Noyes stated that it is difficult to get the word out when the power is out. Mr. Milsted asked if the Town had a record of those individuals with medical devices. Mr. Noyes stated that NSTAR does have a priority restoration list to address the needs of individuals with electrically power devices. Chief Greene also stated that in Hurricane Sandy he had this list and knocked on everyone's door to check on residents. He found that everyone he visited that was on the list already had a backup plan. Therefore in this blizzard, the list he got from NSTAR was much smaller, and he did not knock on every door. Ms. Zuern said that the key is really to educate people beforehand. Years ago the LEPC did educational outreach and we really need to do this again. Chief Woodside stated that people really need to prepare on their own and be somewhat responsible for their own needs. Emergency services are tapped in an emergency. Preparation has to be everyone's responsibility. There was discussion that cell towers go down to and even cell phone communications can be lost. Mr. Noyes stated that we need to restart public education efforts through print material, radio PSA's, cable access, and the like. Mr. Guerino said that as soon as the power goes out in the town, calls start coming in about where the shelters are, but shelters are not always open at the time the power goes out initially. The Town can't become the supplier of first resort but we can help to educate the public about what to do. Chief Greene mentioned that in the past, even when the shelters have been open, there has generally been a poor turnout. Ms. Monteiro and Chief Greene also mentioned that there are issues with elderly who refuse to leave their homes or to leave their pets. Any shelter that opens now has to be pet friendly. Mr. Milsted also mentioned that neighborhoods also need to be aware of the residents in their area that have additional needs.

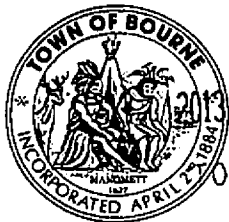
Mr. Noyes continued by saying that the committee really needs to set up some subcommittees to address sheltering, feeding, transportation, and emergency notification. The question is "can the Town operate a full shelter?" We have the physical locations, but how to man them is the issue. To operate a full shelter there has to be personnel for administrative needs, medical issues, running the dormitory portion, cafeteria operation, and even mental health issues. The saying is "Issues you have at home, you bring to the shelter". Chief Greene stated that sheltering in place is often desirable if preparation is done. The problem is that a lot of the elderly housing complexes do not have emergency generators. Someone had mentioned that Community Preservation Funds could be used to purchase generators and he was wondering if the Town could do that. Mr. Noyes said that we, as a group, need to move forward to address the task given us by the Selectmen. Mr. Guerino stated that the citizenry expects the Town to offer services. Ms. Coffin stated that the Cape as a whole has already looked at the sheltering issue and it was decided that there are no enough volunteers or support staff for each Town to run its own shelter(s). That is why the regional shelters were opened up. All this work has already been done. Mr. Noyes and Mr. Guerino stated that we still need to address the requests of the Board of Selectmen and the Town residents. Mr. Lieber said that he went to the Falmouth Shelter and that shelter had dormitory service. He is wondering if the Town is talking about a shelter on that scale. In the regional system, the Cape already has the Sandwich and Falmouth shelters, and those of the Cape have the Plymouth Shelter. These are already manned by the Red Cross. Someone suggested the use of the Massachusetts Maritime Academy cadets and the nurses' aids from the Upper Cape Tech School. Mr. Noyes reiterated that the Board of Selectmen want the town to be able to offer a dormitory type shelter. He said that volunteers are the key and if we don't have enough volunteers then administrative leaders from the Town might be retasked to run various shelter operations. The Town of Bourne employees would effectively provide the shelter services. Ms. Monteiro stated that the shelters will have to take care of pets as well. Ms. Lapine mentioned that there are only enough DART members to staff 3 of the 6 regional shelters. Ms. Zuern said that we need to put the word out that we are looking for volunteers. She wondered why churches couldn't be opened up as shelters but Mr. Noyes stated that most churches do not have emergency generators. Ms. Zuern asked if it would be possible to purchase a few portable generators that could be taken to the churches. Chief Woodside stated that it was not that easy as heating units have to be wired in to the generator in order to be safe. Mr. Guerino also commented on the use of the MMA cadets and said that when most of the storms have hit the Town, the cadets have been out to

sea. Chief Greene said that as a group we should come up with a plan and a budget for the shelter operation. Volunteers would also have to be trained continually to be ready for an event. Once we have a plan and a budget the Selectmen can review it and see if it is feasible. Mr. Noyes said that it is also important to remember that even if you have volunteers you cannot always be sure that they will be available. Mr. Guerino stated that one of the first things you learn in any emergency response training is that volunteers have to make sure that their families are taken care of first so that they are not distracted or worrying. There was a comment that the Community Building is a great facility but it is not ready, at this point, to be used as a shelter. Mr. Guerino stated that the new Bournedale Elementary school was to have been constructed with hurricane proof glass and the like so that it could serve as a shelter but when the construction costs were too high, those things were cut. Ms. Zuern stated that during the flooding in North Dakota people took care of each other in the emergency and actually took people in to their homes. Mr. Stofa said that one issue is that in this last emergency police and fire were pulled out of the Town to do transport and this is really not a good thing. The main problem with the blizzard is that the proper information did not get out to the public. Part of his job is to look at community warming systems. He said that in addition to the Reverse 911 types of calls, the Town could also use SMS, texting, Facebook, and Twitter. Mr. Guerino said that everyone needs to remember that not all people have laptops and computers. Mr. Noyes said that it also comes down to having a person dedicated to updating the information on Facebook and the like in an emergency. The Town has to use conventional ways of notification as well. Mr. Guerino stated that in Vermont weather radios were actually purchased for the residents. It was decided that Mark Lieber, John Stofa, Tom Guerino, and Cindy Coffin would serve on the Communications subcommittee. The Transportation subcommittee would be Tom Guerino, Jon Nelson, Peter Meier, and Martin Greene. Ms. Carr stated that the Council on Aging is already updating their list of those at risk. Ann Marie Riley and Jon Nelson volunteered to serve on the Feeding subcommittee. Mr. Noyes stated that Chartwells told him that they would produce enough food to take care of the shelter staff and inhabitants. Mr. Noyes stated that the DY cafeteria produced all the meals for all 6 regional shelters. Mr. Murphy stated that someone needs to look at the medical issues of many of the residents. Chief Greene and John Pribilla will serve on the medical needs subcommittee. Mr. Guerino stated that he has some contacts on this matter. It was also decided that Linda Zuern, Felice Monteiro, Charlie Noyes, and Alan Milsted will serve on the Public Education subcommittee. Mr. Guerino reminded all of the subcommittee groups that any meetings of the subcommittees needed to be posted 48 hrs prior to any meeting. The LEPC members decided that the next meeting would be April 3rd at 7 P.M. at the Community Building. Ms. Coffin made a motion to adjourn. Mr. Greene seconded the motion. The meeting adjourned at 8:40

Typed and submitted by Cynthia A. Coffin, Secretary.

Approved by LEPC
4/3/13

Cynthia A. Coffin



TOWN OF BOURNE

MAR 12 PM 4 34 Perry Avenue
Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Subcommittee on Educating the Public

Meeting Posting

Date: March 18, 2013

Time: 3:00 pm

Location: Bourne Veterans' Memorial Community Building

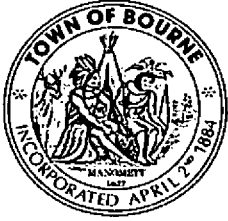
Agenda

1. Call to order
2. What is our goal in reaching out to the community?
3. Discuss developing a plan to educate the public on disaster preparedness. The following topics may be included:
 - Prioritizing list of possible disaster situations for the Town of Bourne
 - Information needed to reach the community
 - How information will be distributed to public through various groups and media
 - How to relay contact and emergency information
 - Other information related to educating public on preparedness
3. Set date and time for next meeting
4. Adjournment

Linda Zuern
LEPC member

2013 APR 1 AM 9 46

TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: April 3, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – Aug 13, 2012; Jan 16, 2013; Mar 6, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Public Comment
6. Committee workshops
(After workshops meeting will resume only for purpose of adjournment)
7. Adjournment

Charles K. Noyes
Director

Approved
5/1/13

Local Emergency Planning Committee Minutes
April 3, 2013

Members present: Charlie Noyes- (Emergency Management Director), John Stowe (Bourne Police), Dennis Woodside (Chief Bourne Police), Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), Joe Reynolds (RACES), Linda Zuern (Selectmen), John Pribilla (Corps of Engineers), Mark Lieber (Member at Large), David Pelonzi (Bourne Fire), and Cynthia Coffin (Board of Health).

Mr. Noyes opened the meeting with approval of the last three sets of minutes. Chief Green made a motion to approve the minutes of August 13, 2012. Chief Woodside seconded the motion. It was a unanimous vote to approve the minutes of August 13, 2012.

Chief Woodside made a motion to approve the minutes of January 16, 2013. Mr. Pribilla seconded the motion. It was a unanimous vote to approve the minutes of January 16, 2013.

Chief Woodside made a motion to approve the minutes of March 6, 2013. Mr. Stowe seconded the motion. It was a unanimous vote to approve the minutes of March 6, 2013.

The next item for discussion was the subcommittees that had been created at the last LEPC meeting. Mr. Noyes sent out a list of the subcommittees and the members. Most of the committees have not yet had their first meeting, but the public education committee did meet. The five subcommittees are Communications, Feeding, Transportation, Public Education, and Medical. Mr. Noyes mentioned that there are two subcommittee members, Peter Meier and Alan Milsted, who are not LEPC members but who are on the subcommittees as volunteers, but there is no problem with this.

2013 OCT 23 AM 10 45

TOWN CLERK'S OFFICE
BARNSTABLE

The Public Education subcommittee met on March 18, 2013 and all members were present. They discussed how best to get information on emergency preparedness, shelters, etc. developed and out to the community. The members saw the process as 1) educating the individual, 2) educating families and organizations, 3) and then government (local, State, and Federal). With the government component we need to see how various agencies can help us too. We need to get information out on specific situations and hazards. Ms. Zuern mentioned the handbook developed by the Cape Cod Commission -Cape Cod Emergency Preparedness Handbook. The members discussed that it would be good to try and reproduce that document. Mr. Noyes and Chief Greene mentioned that the Barnstable County Fire Chiefs also had an excellent pamphlet on wildfires and this could be used and amended to include other hazards. Ms. Zuern stated that the CC Emergency Handbook was still online and Mr. Noyes said that he thinks that there is a link on the website to that handbook but he will check. He is redoing the Emergency Management website and will add more information. The next meeting of the Public Education Subcommittee is April 9, 2013 at the Community Building.

Mr. Noyes discussed that the LEPC will continue to have its meetings on the first Wednesday of every month, unless that becomes a problem for obtaining a quorum.

There was no one in the audience for public comment.

There was a general discussion among the subcommittee members that the greatest need is to get volunteers and other organizations to help us get the information out to the public. Ms. Coffin mentioned that Jean Roma, the director of the Cape Cod Medical Reserve Corps is really looking at ways to have more Bourne MRC members. Ms. Coffin stated that the MRC is a great organization and provides training for its members. An MRC member does not have to be in the medical profession. The MRC recruits members will all types of skills and backgrounds. Chief Greene stated that another key issue is funding. Mr. Noyes needs to look at the capital expense to maintain our shelters if we choose to have them. The question is will the Town be able to support the upfront costs and the ongoing costs to support their operation. Mr. Noyes said that the Town already has 360 cots available and they are the newer kind not the old canvas Army cots. They have been properly stored. He also said that

the Town had about 200 heater meals, although they are set to expire in 2013. He is trying to have money in the budget to replace half of them this year, and half next year, but 200 meals might only be enough for a first meal for shelter attendees. Mr. Noyes stated that the new contract for the person who will run the Community Building will include a requirement that the person will be available to operate a shelter kitchen if that is necessary. One key problem with the Community Building as a shelter is that there really isn't enough food storage space in the kitchen. The Town probably needs to have an agreement a food vendor. Mr. Noyes thinks that he can keep the costs under \$5,000 per year to maintain the food stores. He did say that if there was an event and all the food stores were used, then there would be a considerable cost to replace the food. There is no real way to determine what our medical supply costs might be. The reality is that we might not be able to set up a shelter with a medical component. Ms. Coffin stated that the regional shelters were set up for this reason. It was determined that the Towns did not have the volunteer base, staff, or monies to set up a full shelter that could provide medical care. Mr. Noyes stated that during Hurricane Irene there were only a couple people that came to the Community Building the first night and only 3 that came to the Middle School the second night. If anyone came with pets they were sent to the regional shelter. If pets are welcomed at a shelter there are a whole other set of issues. The Town probably couldn't address this kind of shelter locally. During the last storm, the Animal Control Officer from Dennis, who is a member of DART, supplied the volunteers to address animal needs. Ms. Zuern asked if Otis still have the shelter facilities there. Mr. Noyes stated that the Otis barracks are designated for use as part of the Cape Cod Emergency Traffic Plan. About 3,000 could be housed at the area 5200 barracks. These barracks have an animal and medical component. These barracks are to be used only if the bridges close and people can't get off the Cape. They would be considered a shelter of last resort. Chief Greene stated that at one time there was discussion by the REPC that Otis could be used for regular sheltering as dorms and showers could be provided, unfortunately the discussion didn't go any further. Mr. Noyes stated that during the last storm 600 utility workers were housed at the Otis barracks. Mr. Noyes stated that if the Cape ever had something like Hurricane Sandy Otis could probably be used, but that use is not part of our local plan right now. Someone asked about the Community Building and the Middle School generators. The Community Building generator is only large enough to handle minor lighting but not heat. The Middle School does have a more efficient backup generator. All the LEPC members agreed that the main challenge is reaching out to contacts and getting more volunteer involvement. Mr. Reynolds suggested putting something in the newspaper around the need for more volunteers. Ms. Coffin said that this has been done in the past, but we do need to continue to do this. Mr. Lieber said that he volunteers for the Red Cross and they have already put him on three committees. There just aren't enough volunteers. Ms. Riley mentioned being a member of CERT and it was discussed that Bourne needs more CERT members as well.

Chief Greene stated that we are looking at long term goals of having our own shelters but it is difficult when all the work in the past led the Cape to agree that there were only enough staff and volunteers to be able to do the regional shelters. Mr. Noyes stated that when the Town was building the new Elementary School, the Town tried to construct it to be hurricane proof, but due to the costs that was not completed. Mr. Lieber stated that when the shelter was open in Sandwich there were not enough volunteers. Americorps came and helped out and they were invaluable. The winter storm caused so many people to seek shelter that it was overwhelmed. Mr. Lieber stated that most of the work that he did as a volunteer related to comfort care. Unfortunately the Cape has a large population of elderly and disabled. It was suggested that the LEPC look at possibly getting volunteers from those in the Upper Cape Tech nursing program. It was discussed that volunteers would need to be CORI'd unless they were spontaneous volunteers during an event. Chief Woodside stated that the Town needs someone to co-ordinate the volunteers and to see that there are enough people for shift work and that training and recruiting has to be ongoing. Ms. Coffin stated that the MRC really should be looked at as an asset. They are already recruiting all kinds of volunteers and they provide training in CPR, First Aid, and shelter operation. Mr. Noyes stated that the Red Cross really only provides a one day training for shelter workers. Ms. Riley suggested contacting the Lions and reaching out to them for volunteers. They are always volunteering for the food pantry. Mr. Noyes said that he will be going out to do

presentations before various civic organizations. Ms. Zuern would like to see our next meeting publicized if we are going to have Ms. Roma speak on the MRC. Maybe we might get some people to come and listen and sign up as volunteers. Ms. Zuern also stated that she spoke with someone at the North Falmouth Congregational Church about setting up the church as a warming center. The church even has a kitchen so food could be available. She thinks that it might be a good idea to contact other churches and if they have emergency generators they could be used as strictly warming shelters, which may be all a lot of people need. Chief Woodside reiterated that we could probably not just bring portable generators to the churches as they would need a specific wiring for a transfer switch and this also costs about \$2,000.

Mr. Lieber stated that, as he sees it, the Selectmen have set a goal for the LEPC to look at the Town providing it own shelters. He believes that there are really three courses of action, A) to provide the Cadillac version of a shelter that can provide medical treatment, housing, and food, B) to have Bourne only provide warming shelters and transfer centers to get residents to one of the Regional Shelters, and C) do to nothing at all. The Town must realize that there are limited resources and limited volunteers and this would have to be addressed to go any further. Manpower is the key issue. Everyone agreed that these three courses of action were appropriate for discussion.

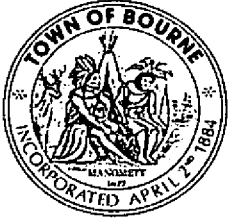
It was decided that the next LEPC meeting would be Wednesday, May 1st.

Mr. Pelonzi stated that people education is needed as it relates to emergency generators. The Fire Department had a lot of calls on carbon monoxide because people did not properly vent their emergency generators. Mr. Lieber also stated that the Town needs to explore educating neighborhood civic groups. Mr. Reynolds stated that another Amateur Radio class is being provided at Jordan Hospital. The dates are April 5, 6, and 13. The training on April 5th is 7-9, on April 6th is 9-3, and on April 13th the class is from 9-3 with a rest from 3-5. The class is free with a \$17 charge for the course book, or it can be downloaded off the web, and a \$50 test. Six people are signed up for the class so far.

Ms. Coffin will contact Jean Roma and see if she can come and speak to the group on May 1st. Mr. Lieber also stated that Mr. Stoffa would like to speak to the group on the latest emergency communication technologies.

Mr. Reynolds made a motion to adjourn. Ms. Zuern seconded. It was a unanimous vote to adjourn and the meeting ended at 8:10 PM.

Typed and submitted by Cynthia A. Coffin, Secretary.



TOWN OF BOURNE
2013 APR 4 AM 11 01
24 Perry Avenue
Bourne, MA 02532
BOURNE, MASS



Local Emergency Planning Committee

Subcommittee on Educating the Public

Meeting Posting

Date: April 9, 2013

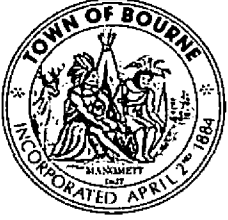
Time: 8:00am

Location: Bourne Veterans' Memorial Community Building

Agenda

1. Call to order
2. Acceptance of minutes, March 18, 2013 meeting.
3. Discussion of potential programs to be delivered to the community.
4. Discussion of messages to be used for social media programs
5. Public comment
6. Setting of date and time for next meeting.
7. Adjournment

Charles K Noyes
LEPC Director



TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: May 1, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

2013 APR 29 9PM 10 58
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – April 3, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Presentation & Discussion – Jean Roma, Medical Reserve Corps
6. Public comment
7. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes
May 1, 2013

Accepted
7/19/13
CKW

Members present: Charlie Noyes- (Emergency Management Director), John Stowe (Bourne Police), Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), Linda Zuern (Selectmen), George Sala (DPW), Ann Cook for John Pribilla (Corps of Engineers), Tim Mullen (DNR), Felice Monteiro (Bourne Council on Aging), Mark Lieber (Member at Large), John Stofa (Member at Large), and Cynthia Coffin (Board of Health).

Jean Roma, Director of the Cape Cod Medical Reserve Corps was out guest speaker. Valerie Gudas, an optometrist, was in the audience and is interested in volunteering.

Mr. Noyes stated that he would pass around a list of members for people to check off and sign in. He also had everyone at the table identify themselves.

2013 JUL 15 AM 9:30
ATTENDING MEMBERS
SUBCOMMITTEE REPORTS

The first item for discussion was approval of the minutes for 4/3/2013. Ms. Monteiro made a motion to approve the minutes, Ms. Zuern seconded the motion. It was unanimous vote to approve.

Subcommittee reports were next. Mr. Lieber spoke about the Communications Sub-Committee. He and Mr. Stofa have been working on a presentation for the LEPC. He stated that there are levels of the targeted audience. There are the general population, the summer campers and tourists, the special needs groups like the elderly, and the survivalists who will try to shelter in place, even in a floodzone. We have to work on ways to get information out to all these groups of people. The key is to get information out early and often. The problem with the existing R911 system is power. At the shelter in NEMO he found that the one person who had no problem getting information only had a transistor radio and a dial telephone. Technology is not the only answer. The Town needs to be able to get out information on shelters, warming centers, what to bring to a shelter and this information needs to be pre-event as well. Then there has to be information during the event and post event. People need to know what stores are open and if firewood is available in a winter event. At the next LEPC meeting he and Mr. Stofa would like to do a powerpoint presentation that they created. Ms. Coffin asked that, as a member of the Communication Sub-Committee, she would like to be notified of any meeting of the sub-committee so that she can attend. Mr. Lieber said that a lot of the sub-committee work was done over the phone between he and Mr. Stofa just to get ideas rolling. Ms. Zuern asked who would be responsible for getting out all these messages. Mr. Stofa said that the Town needs to look at a Communication Center in an emergency. There has to be a Chief Information Officer. Ms. Coffin said that we should check with Mr. Guerino, the Town Administrator, because in the Public Health Emergency Plan, he is designated as the PIO, public information officer. Mr. Noyes stated that there is a line of succession for the PIO.

Ms. Riley then reported for the Feeding Sub-Committee. She stated that if the Community Building were opened as a shelter, Joyce who runs the Café, would be available to make food. Mr. Noyes stated that he also contacted Chartwells, who does the schools, and they would provide food as well out of the Middle School. He stated that the Town would be able to feed up to 200 people at the shelter, even if they had to do it in shifts. Ann is working with the schools on other food issues for providing students with meals. Mr. Greene stated that the Town has an account with Market Basket. Ms. Coffin suggested an MOU with Market Basket. Mr. Greene also has access to a key for that store in an emergency. Mr. Noyes stated that after the first 24/36 hours, food supplies would be coming in from other agencies. Ms. Coffin stated that she will ask the Health Agent's Coalition if they have a template MOU with stores. Mr. Riley asked if the MRE's we have expire soon and Mr. Noyes stated that they expire in August this year. He will work to purchase more. Ms. Monteiro suggested passing out the expiring MRE's at the Health Fair but Mr. Noyes did not think that this was a good idea. Ms. Coffin mentioned giving the MRE's to the Food Pantry. Mr. Noyes said that most freeze dried meals will last 10-20 years, but the MRE's we have are only rated for 3 years and he doesn't want to exceed that. How the meals are stored is really a factor and ours have not been refrigerated or cold stored.

Mr. Greene stated that the Transportation and Medical Sub-Committees have not met yet. Mr. Noyes stated that he has been doing a little work behind the scenes. The school has 6 mini buses that we could use to pick people up at transfer points and bring them to the shelters. There are also the COA buses. Any of these methods are better than using the ambulances. Large buses would require someone with a CDL. Mr. Noyes said that historically the Town has not needed to use a large bus. We might need prescreened volunteers to help drive to the shelters.

The Public Education Sub-Committee has had a couple of meetings. The Committee has a draft brochure on Emergency Preparedness and on Power Outages and General Safety. Mr. Noyes said that they need to interface with the Communications group on how to get this information out to the public. A lot of the population is not connected to the various media outlets. We need to work with Church organizations and Civic groups. Mr. Noyes stated that the reality is that the more people take care of themselves, the less the Town has to do. Ms. Zuern stated that the pastor of the North Falmouth Church is looking in to getting an emergency generator so they can serve as a warming station. At some point the Town has to have a policy to deal with pre-designated and spontaneous volunteers. Mr. Zuern feels that the group needs to focus on one thing a month and get that information out to the public. Mr. Greene stated that all the information doesn't have to be about emergencies. He even receives information on what is called a PING alert. The Committee could get info out on wood stove safety, generator safety, etc. There needs to be a continuous flow of information. Mr. Stofa said that the Town needs to get the information to the public before an emergency happens. Ms. Monteiro stated that we need to take advantage of public cable access. She also has the COA newsletter that can be used to get information out to seniors.

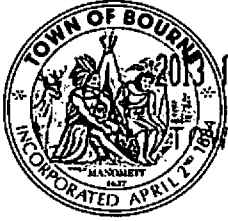
The next item on the agenda was a presentation by Jean Roma on the Cape Cod Medical Reserve Corps. She told the group about her years of work with the VNA of Cape Cod. She was also a team commander and helped with electronic medical records after Hurricane Katrina. She said that there is a real need for medical and non-medical volunteers. Volunteers need pre-training. Without proper training, volunteers can be a risk to others and also to themselves. The MRC is recommending that all volunteers register with MAResponse. This agency creates a State database of all volunteers. All volunteers are CORI'ed and SORI'ed every year. At the MRC, Jean said that she was only able to do the initial CORI and SORI so she feels that the MAResponse is a better avenue for registration. The MRC can then pull from that database. The MRC does all the training of its volunteers. Ms. Roma stated that competition is very steep among various agencies to get volunteers. The MRC also does the SafeSun program and the MRC garden to keep volunteers involved even when there is not an emergency. They are also creating a new behavioral health team with a NACCHO grant. They recently conducted an 'active shooting' drill at the MMA. Ms. Roma stated that at the last hurricane, she noticed that there were no Red Cross nurses at the shelter. This is a serious issue. They should also be providing psychological assistance at shelters. She thinks that one of the problems with the Red Cross is that it's going through a large transition. The local groups and the MRC need to take more responsibility. The MRC offers training on safety, feeding, sheltering, and dealing with behavioral issues. Ms. Roma said that many of the people who were taken to the Falmouth Shelter really needed extensive care. There were also some safety issues related to the evacuation of Safe Home and concerns about domestic violence when parties were told where someone was sheltering. She stated that psychological first aid is sometimes also needed; like in the case of the marathon bombings. She went back to the discussion of Nemo. She stated that in hurricane Nemo no one even showed up at the shelters on the base, but in this case the storm was during the cold weather. Hurricane Nemo differed a lot from other events due to the timing. The hurricane happened in the winter and the elderly couldn't stay home without power. She said that a lot of the older people impacted were those extremely elder who weren't able to go to Florida or were those barely getting by on their own at home. They came to the shelter with a lot of issue and needs. There were 1,159 people who showed up at the shelters and 90% were over 85. Most came with medical problems and without their medications. If we do work on pre-vent communication, we need to get information out that people need to have enough of their medications on hand before an emergency and that they need to bring those

medications to any shelter. Ms. Coffin stated that Mr. Noyes did add the medication reminder when he wrote the shelter notice for the GeoCast web calls. Ms. Roma said that people also need to bring their specialized medical equipment, like canes, wheelchairs, and raised toilet seats. People also came to the shelter without a change of clothes and arrived wet from the storm. There were no towels to dry people off and no extra clothes to change them in to. Ms. Roma suggested that dispatchers who might receive the call for a request for transportation tell the caller to make sure to bring their meds, clothes and equipment. She also said that there were issues at the Sandwich shelter because the generators went out in the middle of the night. She said that one thing that is needed in a shelter is an MOU with an oxygen tank provider. She also recommended a white board at the shelter so that staff could be identified and there could be a running total of the number of residents at the shelter so that operators would know when the shelter had to stop taking people because they were at capacity due to the site or the staff available. She also said that if people arrive from a Group Home then the Town needs to require that those people come with staff from the facility. Ms. Roma said that she is going to try and get the Town a copy of a book that is \$1.75 that is about home care during a disaster and how to shelter in place. She said it is a great resource. She went on to state that there were 27 MRC members from Bourne and she is really pushing to recruit more but she needs help. Sue Harrington, of the School nurses, has invited her to come and speak to the school nurses. The school nurses are a great resources because generally if the shelters are open, the schools are closed anyway. She discussed the issues at the shelter with necessary supplies, counseling services, and food. She said that one of the problems at the recent shelter is that the food provided was pizza and subs and the elderly couldn't really chew that type of food. There were also a lot of people with special dietary needs. Ms. Roma discussed the issues of Cori and Sori checks and how important they are. That is why she really recommends using the MAResponse registration. Volunteers are checked on a local and federal level, and are also pre-credentialed and pre-trained through the MRC. She also stated that sometimes volunteers will sometimes want to work shelters and sometimes they will only want to help with pandemic emergencies. She stated that the Town really needs to find people to train as shelter leads. The town has 10 people from Bourne who have the CERT training. This group is also a resource that provides training of its volunteers. One issue for the Town to look at is the type of cots that the shelters have because there were quite a few cots that collapsed during Nemo. Mr. Lieber said that his main job as a Red Cross volunteer during Nemo was comfort care. He thought that the Upper Cape Nursing Program would be a good place to find nursing volunteers. Ms. Zuern asked if something happened quickly could the State Red Cross be called to set up a shelter at Otis. Mr. Noyes and Ms. Roma answered that there has to be an Emergency Declaration by the Governor before that would happen. Ms. Roma stated that after Hurricane Nemo, the decision has been made that if one of the Regional Shelters are opened, then all of them will be opened. Ms. Zuern stated that Nursing Homes must have their own emergency plans. She also knew of one woman who was 103 years old who refused to leave her home and go to a shelter. Ms. Roma stated that a lot of people helped their elderly neighbors during the hurricane but there were also a number of neighbors who actually called for assistance for their neighbors. Mr. Greene said that there are a lot of people who probably shouldn't be living alone at home, but there are those that do and these people generally need help when the power is out. Ms. Roma told Mr. Noyes that if he is looking at getting additional cots he should look into the new Propack cots that cost about \$200.00 each. They are made out of tubular steel and can hold up to 350 pounds. Ms. Monteiro stated that many times people want to donate medical equipment to the COA but that she has not had any place to store that equipment. Mr. Noyes said that he will find a place to store any donated items. Ms. Coffin asked if it is definite that the Town is going to try and run its own shelters. She understands that the Town Selectmen have asked the LEPC to look at opening its own shelters but asked if we have been told to accomplish this task or to just see if it is feasible. She feels that a lot of study has already been done on this matter and the reality is that we do not have enough volunteers to staff our own shelters. She feels that there the Town could look into doing warming shelters as Ms. Zuern had mentioned and that even if the Town opened a shelter it would not be one for medical needs. Those people would still need to go to the Regional Shelters. Mr. Noyes stated that the Selectmen have asked the Committee to look at opening its own shelters and we need to develop a plan and cost to do so and then he will bring that to the Selectmen. Ms. Roma stated that the Regional Shelters would probably be staffed first

but if someone was a member of the MRC and was from Bourne they would have the choice to go to the local shelter if they chose to do that. Mr. Greene stated that he believed that more people would show up to a shelter if it was local. When people have to travel they might have less of a tendency to leave their homes. We need to look at the potential numbers that might increase if we do sheltering in the Town of Bourne. We will be asked to deal with those people who are suffering from chronic illness and we might not be equipped to do so. Mr. Sala believes that it is really a financial issue if the Town decides to go forward with its own sheltering. Mr. Noyes stated that the plan to the Selectmen will also include the cost of equipment and continued training of staff and volunteers. Mr. Guerino has stated that Town employees may be tasked to man the shelters. Ms. Coffin asked if that will be mandatory or if the employees will be asked. Mr. Greene stated that it would be better to offer some type of incentive to the employees if they offer to help at the shelters. It was discussed that there might be union issues if people we told that they had to respond to the shelters. Mr. Greene said that hopefully the Committee will have a dollar amount to bring to the Selectmen in the Fall. Ms. Zuern commented that Ms. Roma's presentation was excellent and really brought up a lot of issues of the type of care we will need to offer if we open up a full shelter. Ms. Roma said that Nemo was a real eye opener and a lot of changes have been made to operations as a result of what they learned from that experience.

Mr. Noyes thanked Ms. Roma for her presentation. He stated that the schedule for the LEPC meetings will remain as the first Wednesday of each month. It was discussed that the next meeting will be Wed, June 5th. Ms. Greene made a motion to adjourn and Mr. Lieber seconded the motion. It was a unanimous vote and the meeting adjourned at 8:45 P.M.

Typed and submitted by Cynthia A. Coffin, Secretary.



TOWN OF BOURNE

MAY 9 AM 9 56
24 Perry Avenue
Town Clerk's Office
Bourne, MA 02532
BOURNE, MASS



Local Emergency Planning Committee

Subcommittee on Public Education

Meeting Posting

Date: May 14, 2013

Time: 8:00am

Location: Bourne Veterans' Memorial Community Building

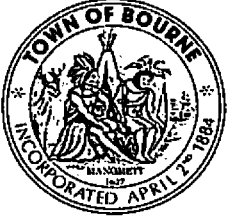
Agenda

1. Call to order
2. Acceptance of minutes April 9, 2013 meeting.
3. Review and approval of brochures for distribution
 - a. Emergency Preparedness for Bourne Residents
 - b. Power Outages and Generator Safety
4. Discussion – additional programs
5. Public comment
6. Setting of date and time for next meeting.
7. Adjournment

Charles K Noyes
LEPC Director

2013 MAY 3 AM 11 30

TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Subcommittee on Communications

Meeting Posting

Date: May 20, 2013

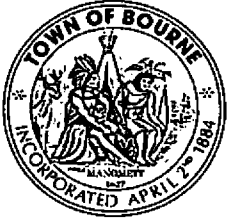
Time: 9:00am

Location: Town Hall – Lower Conference Room

Agenda

1. Call to order
2. Discussion of potential enhancements to current emergency communication system
3. Discuss types of messages to be used for possible social media programs
4. Review of the subcommittee presentation for the next LEPC Meeting
5. Public comment
6. Setting of date and time for next meeting.
7. Adjournment

John Stofa
Subcommittee Member



TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

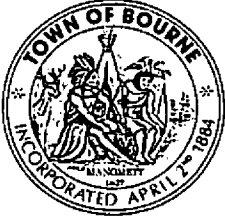
Date: June 5, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – May 1, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Presentation & Discussion – Communications Sub Committee
6. Public comment
7. Adjournment

Charles K. Noyes
Director

2013 MAY 31 PM 12 01
TOWN CLERK'S OFFICE
BOURNE, MASS



2013 JUL 3 AM 11 02
TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

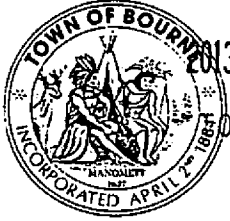
Meeting Posting

Date: July 10, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – May 1, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Presentation & Discussion – Communications Sub Committee
6. Public comment
7. Adjournment

Charles K. Noyes
Director



TOWN OF BOURNE

2013 JUL 31 AM 9 24
24 Perry Avenue
Bourne, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Subcommittee on Public Education

Meeting Posting

Joint meeting with Communications Subcommittee

Date: August 5, 2013

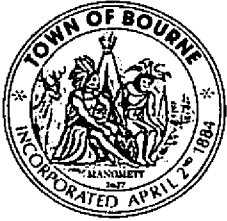
Time: 8:00am

Location: Bourne Town Hall, 24 Perry Avenue, Lower Conference room

Agenda

1. Call to order -Attendance
2. Review & Discussion
 - a. Implementation of Communications Subcommittee findings
3. Discussion – Hurricane Preparedness brochure
4. Public comment
5. Setting of date and time for next meeting.
6. Adjournment

Charles K Noyes
LEPC Director



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: August 7, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

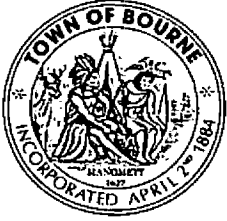
Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – July 10, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Shelter Management Course
 - a) Shelter Management course
 - b) CERT (Community Emergency Response Team) startup
6. Public comment
7. Adjournment

Charles K. Noyes
Director

2013 AUG 2 AM 9 45
TOWN CLERK'S OFFICE
BOURNE, MASS

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TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

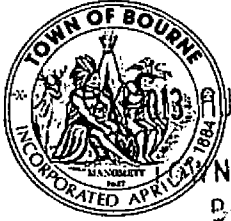
Date: August 7, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – July 1, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Shelter Management Course
 - a) Shelter Management course
 - b) CERT (Community Emergency Response Team) startup
6. Public comment
7. Adjournment

Charles K. Noyes
Director

2013 AUG 6 PM 12 27
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Bourne, MA 02532

CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: September 4, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – July 10, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Shelter Management Course
6. Presentation- Storm Surge Inundation maps
7. Public Comment
8. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes
September 4, 2013

Members present: Charlie Noyes- (Emergency Management Director), John Stowe (Bourne Police), Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), John Pribilla (Corps of Engineers), Mark Lieber (Member at Large), John Stofa (Member at Large), Dennis Woodside (Chief Bourne Police), David Pelonzi (Bourne Fire), and Cynthia Coffin (Board of Health).

2013 DEC 18 AM 8:59
TOWN CLERK'S OFFICE
BOURNE, MASS

Mr. Noyes opened the meeting by stating that there were not enough members present to constitute a quorum. Although not votes can be taken, such as to approve minutes, there can still be presentations to the committee. Mr. Noyes stated that the Preliminary Storm Inundation Maps have been added to the new MEMA website. These maps indicated various storm surge areas to be effected based on certain categories of storms, i.e Category 1 through Category 4. The colored maps indicate areas of the Town that would be affected based on flood levels. Mr. Greene asked if the presentation by the LEPC to the Board of Selectmen had taken place yet and Mr. Noyes stated that it had not. He continued with discussion on the Storm Maps and how to get the information out to the public that these maps are available. He has put the link on the Town Emergency Management webpage. He feels that it would be important for the Town to try and redo callout zones for its Reverse 911 system that would specifically make calls to properties within flood areas based on the Category storm. This way word could get out to individuals as to the approaching storm with information on whether people should evacuate, shelter in place, etc. The other map that Mr. Noyes discussed was the evacuation map, also on the MEMA website. Areas of the Town that should be evacuated based on a Category 1 storm are delineated in brown. One problem with the mapping is that if any part of a street should be evacuated based on flood area or storm track, then the entire street is designated for evacuation. In this respect the map does not seem all that accurate as many areas well above sea level and away from the coast are listed as areas for evacuation. Other areas are designated with a yellow color and these would be areas that should be evacuated if there were higher than a Category 1 storm. Mr. Lieber asked how most people respond when there is a storm event. Mr. Noyes and Chief Greene stated that only 5% seek shelter, most people stay home and shelter in place. Ms. Coffin stated that it is really important to get the information out to the public as to how these maps were created, especially since some parts of a street might be coded for evacuation simply because part of that road along the coastline or at a lower elevation is coded that way. Mr. Noyes agreed that public education is key. Mr. Noyes also showed the committee members how to view the flood zone overlays on Google Earth. Once opened the layer that needs to be accessed is the SLOSH mapping. This mapping will give very detailed information as to storm surge effects.

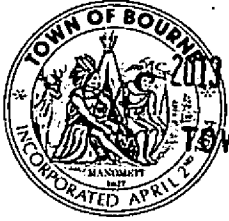
The group's members discussed ways to get the information to the public and also the need to improve the R911 system. Mr. Noyes stated that September is Emergency Preparedness month and there is a lot of information out there as to Hurricane Preparedness. He also stated that the LEPC needs to think of ways to disseminate information. He suggested getting MMA CERT team cadets to create a program to go around and do public education at local civic meetings and the like. He also stated that Paul Gately has been doing a good job of advertising. There was discussion about a cable TV show but Mr. Noyes said it is hard to show the maps adequately. Ms. Coffin asked if information could go out in the tax bills and Mr. Noyes said that they were being done in house this year and that might be a possibility. Mr. Lieber also said that local associations would also be a good avenue to pursue. He is a member of the Sagamore Highland Association. He asked if the Town had a list of local Associations but it was stated that it did not. Chief Greene stated that it is really important to get the Selectmen's blessing on using social media outlets. He stated that it is really critical that we are able to get information out to the public before, during, and after an event. Mr. Noyes stated that the LEPC needs to designate someone to be the social media person. Their job would be to feed information to the Town's Twitter and Facebook accounts. Residents need to be made aware that they should check on their neighbor during a storm. It was discussed that the Public Information officer would assume an EOC position and any info disseminated would be official and coordinated. There was discussion among the members

as to where an EOC would be located. Mr. Noyes stated that it would probably be by the Community Building. Another option would be the Sagamore Fire Station. Chief Greene stated that it would be best if the EOC was not a public building that was already being used as a shelter or in a school. There was more discussion about sheltering and that after a storm or hurricane FEMA would hopefully be on the scene to provide long term housing if it were necessary or to bus people to other locations for sheltering. Mr. Noyes said that historically people in Bourne only stay in a shelter for one night and then try and return home or find alternate sheltering if their home is unavailable. The final important points of the discussion were that the Town needs to enhance its social media skills and contacts and to designate one person who would be a presence at an EOC and would be responsible for getting information out on social media, it needs to continue with educating the public on risk and increase the public's self awareness. Mr. Noyes stated that he is still waiting to hear when the Selectmen want to have the LEPC's subcommittees' presentations at a BOS meeting. He also stated that he would like to see a MMA cadet serve on the LEPC. The next discussion was regarding the upcoming Cape Cod Canal Centennial Celebration on July 29, 2014 and a few days before that. Over the 3 days there will be a concert of the Cape Cod Symphony, a tug boat procession, a lighted boat parade, and fireworks at 7 pm on the 29th. There was discussion about where the fireworks would be set off, concerns about traffic, and restrictions that might come from the State Fire Marshall or the Army Corps. Everyone agreed that there would be a lot of security and traffic issues that will really have to be addressed.

Ms. Coffin made a motion to adjourn the meeting at 8:10. Mr. Pabilla seconded the motion. It was unanimous. It was stated that the next meeting would be October 2nd.

Cynthia Coffin, Secretary

DRAFT



TOWN OF BOURNE

2013 SEP 30 AM 11 38 Perry Avenue
Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

Date: October 2, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – July 10, 2013
4. Sub Committee Reports
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Shelter Management Course
6. Discussion- CERT training class
7. Public Comment
8. Adjournment

Charles K. Noyes
Director

peoples' interest in the program. Mr. Noyes will get the LEPC members information on that program curriculum.

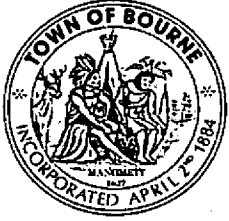
Chief Greene wondered what the next step was now that the presentation on social media has been made to the Selectmen. Mr. Noyes stated that he will have an Emergency Management Director Twitter Account. Twitter is also able to do emergency alerting. He said that the 'techie' team that Mr. Leiber is trying to get together will help with disseminating the information in real time. Chief Greene also stated that it is important that the Town develop a use policy. Ms. Coffin asked if someone could explain how Twitter works and how residents would know that they had to get on the Town's account. Mr. Noyes and others explained that Twitter is much like Facebook in that people set up an account and then would select to follow the Town's or EMD's Twitter feed. Mr. Leiber stated that he and Mr. Stofa have discussed whether this would require a registry for residents and how best to get the word out that there is such an account on Twitter. He also discussed that not everyone has a smart phone and there still needs to be other ways of communication. Mr. Leiber is concerned that coastal residents are a section of the population that may even need to receive additional information relative to storms, flooding, and evacuation. Chief Greene reiterated that governance is a key piece. There will have to be someone designated to look at the site at least a couple times a day. There also has to be authority given to those allowed to post. Chief Greene stated that he has contemplated having Fire have their own Twitter account. News disseminated doesn't always have to be of an emergency nature. The Twitter account could get out general Town news, too. There was discussion among the members about how to coordinate the delivery of messages. Ms. Zuern asked whether there could be a link on the Town website for Emergency Management info. Mr. Noyes stated that with the cadets that Mr. Leiber is working with, the goal is to get someone to put out official emergency information in live time. Mr. Lieber and Mr. Noyes stated that there will still be the need for other avenues like Facebook, the web, texting, R911, cable TV, variable message signs, and radio. There needs to be a way to alert people about approaching storms, when shelters are open, and what businesses are open after the storm. Manpower is a key piece is getting all this info out there.

Discussion then turned to the planned Bourne Centennial. Chief Greene stated that after Town Meeting he will really begin working on the Fireworks aspect. There is to be a barge with \$150,000 worth of fireworks. There are a lot of safety concerns. Mr. Noyes explained the program of events from July 26-July 29. The Centennial Logistics meeting is next Wed, the 9th. The fireworks will be part of that agenda. He also stated the during the event they will be running a multijurisdictional unified command post. Mr. Pelonzi asked whether someone should reach out to the Barnstable County Incident Management Team. Chief Greene has been involved in large operations. He said the plan is just in the preliminary stages but there will be a lot of coordination on this issue. Chief Greene said that he felt that an EOC would be best as opposed to Incident Command. Everyone said that there will have to be a lot of work to plan for the safety aspects of this event.

It was discussed that the next LEPC meeting would be Wed, November 6th, same place.

Mr. Leiber made a motion to adjourn, Mr. Pelonzi seconded. It was a unanimous vote and the meeting adjourned at 7:57 PM.

Cynthia Coffin, Secretary



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: November 6, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

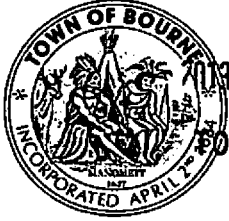
Agenda Amended

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – September 2, 2013 and October 2, 2013
4. Sub Committee Reports/Updates
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Pilgrim Nuclear Power Station Emergency planning
6. Public Comment
7. Next meeting date – December 4, 2013
8. Adjournment

Charles K. Noyes cancelled

Director

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 NOV 6 AM 10 59



TOWN OF BOURNE

DEC 18 AM 9:25
24 Perry Avenue
Buzzards Bay, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



Local Emergency Planning Committee

Meeting Posting

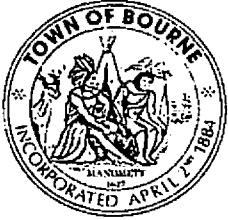
Date: November 6, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda Amended

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – September 2, 2013 and October 2, 2013
4. Sub Committee Reports/Update
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Pilgrim Nuclear Power Station Emergency planning
6. Public Comment
7. Next meeting date – December 4, 2013
8. Adjournment

Charles K. Noyes cancelled

Director



TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: November 6, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

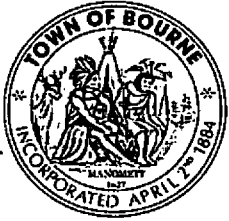
Agenda
Amended

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – September 4, 2013 and October 2, 2013
4. Sub Committee Reports/Updates
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Pilgrim Nuclear Power Station Emergency planning
6. Public Comment
7. Next meeting date – December 4, 2013
8. Adjournment

Charles K. Noyes
Director

2013 NOV 4 PM 12 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Cancelled



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: November 6, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

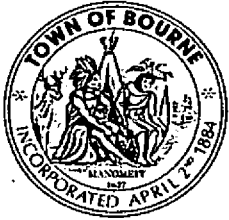
Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – October 2, 2013
4. Sub Committee Reports/Updates
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Pilgrim Nuclear Power Station Emergency planning
6. Public Comment
7. Next meeting date – December 4, 2013
8. Adjournment

Charles K. Noyes
Director

2013 NOV 4 AM 10 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Charles



2013 NOV 29 AM 10:06
TOWN OF BOURNE
TOWN CLERK'S OFFICE
Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, MA 02532



Local Emergency Planning Committee

Meeting Posting

Date: December 4, 2013
Time: 7:00 pm
Location: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay, Ma

Agenda

1. Call to order
2. Introduction of members, Attendance
3. Acceptance of minutes – September 4, 2013 and October 2, 2013
4. Sub Committee Reports/Updates
 - a) Communications
 - b) Feeding
 - c) Transportation
 - d) Public Education
5. Discussion – Pilgrim Nuclear Power Station Emergency planning
6. Public Comment
7. Next meeting date – January 8, 2014
8. Adjournment

Charles K. Noyes
Director

Local Emergency Planning Committee Minutes
December 4, 2013

Members present: Charlie Noyes- (Emergency Management Director), Felice Monteiro (Council on Aging), Martin Greene (Chief Bourne Fire), Ann Marie Riley (CERT member, Food Pantry), Mark Lieber (Member at Large), Tom Guerino (Town Administrator), Dennis Williams (Chief Bourne Police), John Pribilla (Army Corps of Engineers), and Cynthia Coffin (Board of Health).

Mr. Noyes opened the meeting. There was not a quorum so no action was taken on the minutes. Mr. Noyes stated that this would just be a meeting of record and that the approval of the minutes would be taken up at the next meeting. Mr. Noyes then asked members for any updates.

Ms. Monteiro said that in the last COA Newsletter she reminded people to call in to be added to a list for emergency contact. She stated that staff from the COA will be responsible for making calls in the event of an emergency to give out shelter information and the like. The list also goes home with the designated callers in case something happens off hours. Ms. Coffin stated that this type of calling was great as part of the Health Emergency Preparedness Plan requires that there be a way to contact the elderly or individuals requiring additional assistance. Ms. Monteiro also stated that the newsletter encouraged people to sign up for the Town's Emergency Calling system either online or by contacting the Board of Health if they did not have access to a computer. Ms. Coffin said that she can add the numbers manually if she is contacted.

Chief Greene asked what the status was for the generator at the COA. Mr. Noyes stated that the Facilities Manager told him the generator should be in by the spring. Whoever gets the contract will have to set up a temporary generator until the complete wiring is finished for the new generator. There was discussion as to whether the generator would have to be elevated. In 38', 54', and 60' hurricanes water never did reach the Community Building. Mr. Noyes stated that if the flood waters did come this far, the generator and the community building could still be used for post event operations.

Mr. Lieber spoke about the communication subcommittee work. Mr. Lieber and Mr. Stoffa met with the MMA undergraduates in the Emergency Management Program. They ended up getting 6 senior cadets to volunteer to assist with the committee work. The work was launched in October and they have met three times already. The first project on the list is to update the Town website. They want to add more emergency management information and links to the website. The second project is social media alerting. They would like to see Twitter used as a redundancy. They also are considering Facebook but this will take a little more work. The idea is to put a twitter icon on the website and then people would access that link to become a follower. This is really a way to reach out to more people and especially the younger generation. Another project is to look at hardware solutions and other sources of communication. One would be variable message signs. These can be remotely updated and can either be stationary or portable. There are grants available to purchase these VMS. Upper Cape Tech has one and maybe the Town could make arrangements to use that one in an emergency. Ideally the Town should have 5-6 of these. Mr. Lieber said that it would be great to have one near Market Basket, at the Library, and at the High School...places where there is high visibility. The prices can range from \$6,000-\$20,000. They can run on a generator or can be solar powered. Another type of communication is called Giant Voice. This is a siren and audio-based system that issues verbal warnings. Giant Voice is used at military bases. There can be live or taped messages. The final type of communication would be to have our own radio station. The Town of Hull has a low frequency AM radio station that they obtained with a \$40,000 grant. General radio stations don't always want to give up their own air time so it would be useful if the Town had its own station. Bourne High School has its own radio station so there might be equipment there that could be used. Chief Greene and Mr. Guerino stated that Bourne would need a bigger bandwidth than Hull. Another proposed project is how to deal with Outage communications. The Town could use a satellite system as a backup. There is something

called a Broadband Global Network. The cost to the Town would be for the purchase of phones. Mr. Lieber stated that the group also met with the Ham Radio operators group, ARES, in November and Frank O'Loughlin offered to help the Town with its notification needs.

(Note Selectman Meier joined the meeting at 7:20 PM).

Another project for the group is to establish a definite EOC and finally to support public education initiatives. As a wrap up Mr. Lieber stated that the idea of a Twitter account and updating the website are so called "low hanging fruit" that can be achieved relatively easily and at low cost. The hardware, signs, and radio station ideas will probably take 6-12 months of planning and may involve bidding. Plans will be developed and then brought back to the LEPC and then to the Selectmen. Finally the larger projects such as the Giant Voice and EOC establishment will take longer to develop. One problem that Mr. Lieber has is that his volunteers are all seniors who will be graduating and even those may be away on internships through January and February.

Mr. Guerino stated that at the last Town meeting money was approved to update the Town website to be more user friendly. Mr. Guerino discussed that in Vermont he lives within one mile of the nuclear plant and that the plant provides a radio with battery backup, to every resident. There are replaced every two years or so. This might be something that the Town could look into as not everyone has a computer or a smart phone. He also stated that there should be grants available to obtain the variable signs and that Chief Woodside is already working on getting one sign for the Town. It was discussed that maybe Entergy could provide the phones or that they could at least be approached. Mr. Noyes said that at least the group has identified the needs, will work on a proposal, and then bring it forward to the Selectmen. In that way, the LEPC has merit charge. Chief Greene mentioned that fixed sign boards can get damaged in storms but then there is the issue of maintenance on the portable ones. Chief Woodside stated that the best way to ensure maintenance is to put them out three days a week and keep them used and maintained. Mr. Pribilla stated that the Corps has message boards that are solar with battery backup. They are stored in a barn and charged with a trickle charge. Chief Woodside stated that this is the same thing that the PD does for the radar machine.

Mr. Noyes went on to discuss that all of these plans will require staffing. Someone will be required to send out the approved official messages during an event. Mr. Guerino stated that if this message dissemination becomes a priority then someone will be tasked to carry out that job. Chief Greene said that someone would be housed in the EOC and would take care of getting the messages out. Selectman Meier said that some requests could be brought before the Special Town meeting. Mr. Guerino stated that unless the request was for free cash that it could go before the annual Town meeting. Ms. Coffin asked if Mr. Guerino had looked at amending the Town's social media policy. She had previously requested having a Board of Health Twitter account to get out information about flu clinics and the like but was told that there might be a conflict with the existing social media policy. It was discussed that if there is a Twitter account it would probably just be one account that anyone could process requests through for postings. There definitely would need to be a PIO for this type of use. It was stated that if the use of Twitter was for Emergency Management there should not be a problem with the social media policy. Mr. Guerino stated that the social media policy needs to be updated anyway.

Finally Mr. Noyes asked if the group wanted to get involved with getting out information to the public on the nuclear power plant and the evacuation plans. The members discussed that the advice will be to shelter in place but that the reality is that 20% of the public will spontaneously evacuate due to fear. Mr. Noyes stated that the State Traffic Plan for Pilgrim states that the bridges may be closed to off-Cape traffic. Ms. Coffin stated that she thought it was important to get the word out that sheltering in place in the event of a nuclear accident is what is advised and that people should be reminded to come and get their KI pills prior to an event. The Board of Health is already distributing KI and will be working with Americorps on programs to increase distribution. The schools already have been given their KI pills.

Ms. Riley stated that the Food Pantry could help with KI distribution.

Chief Woodside stated that he believed that the general public does not have any confidence in being told to shelter in place. Chief Woodside and Chief Greene stated that people should be told to follow the advice given by the State in the event of an accident. It was still discussed that the LEPC could work to develop a message to the public that could possibly be mailed out with the tax bills. Mr. Noyes said that he would like to try and alleviate panic and spontaneous evacuation by doing education prior to any incident. Mr. Guerino stated that the group has to look at the group's capacity to get done what it wants to get done based on limited outreach and limited staffing. He suggested getting the pamphlets that Entergy mails to the Plymouth residents and get it mailed out to the Town of Bourne residents. Mr. Noyes discussed that CERT and shelter training will still be offered to staff. Ms. Coffin suggested emailing the dates of the trainings out to everyone again even if people did not respond initially.

The Centennial was briefly mentioned. Chief Woodside stated that he felt that everything was being adequately addressed. Chief Greene mentioned that the town has chosen the company for the fireworks and that the Coast Guard is happy with the company. Mr. Lieber mentioned that the Bourne High School has reactivated the Key Club and that they are willing to hand out Emergency Preparedness Brochures in the spring.

There was no other business and the meeting ended at 8:10 P.M.

Cynthia Coffin, Secretary

DRAFT

Local Emergency Planning Committee Minutes
December 4, 2013

2014 APR 12 3
TOWN OF BOURNE
BOARD OF HEALTH
OFFICE

Members present: Charlie Noyes- (Emergency Management Director), [redacted] Monteiro (Council on Aging), Martin Greene (Chief Bourne Fire), Ann Marie Rile [redacted] (CERT member, Food Pantry), Mark Lieber (Member at Large), Tom Guerino (Town Administrator), Dennis Woodside (Chief Bourne Police), John Pribilla (Army Corps of Engineers), and Cynthia Coffin (Board of Health).

Mr. Noyes opened the meeting. There was not a quorum so no action was taken on the minutes. Mr. Noyes stated that this would just be a meeting of record and that the approval of the minutes would be taken up at the next meeting. Mr. Noyes then asked members for any updates.

Ms. Monteiro said that in the last COA Newsletter she reminded people to call in to be added to a list for emergency contact. She stated that staff from the COA will be responsible for making calls in the event of an emergency to give out shelter information and the like. The list also goes home with the designated callers in case something happens off hours. Ms. Coffin stated that this type of calling was great as part of the Health Emergency Preparedness Plan requires that there be a way to contact the elderly or individuals requiring additional assistance. Ms. Monteiro also stated that the newsletter encouraged people to sign up for the Town's Emergency Calling system either online or by contacting the Board of Health if they did not have access to a computer. Ms. Coffin said that she can add the numbers manually if she is contacted.

Chief Greene asked what the status was for the generator at the COA. Mr. Noyes stated that the Facilities Manager told him the generator should be in by the spring. Whoever gets the contract will have to set up a temporary generator until the complete wiring is finished for the new generator. There was discussion as to whether the generator would have to be elevated. In 38', 54', and 60' hurricanes water never did reach the Community Building. Mr. Noyes stated that if the flood waters did come this far, the generator and the community building could still be used for post event operations.

Mr. Lieber spoke about the communication subcommittee work. Mr. Lieber and Mr. Stoffa met with the MMA undergraduates in the Emergency Management Program. They ended up getting 6 senior cadets to volunteer to assist with the committee work. The work was launched in October and they have met three times already. The first project on the list is to update the Town website. They want to add more emergency management information and links to the website. The second project is social media alerting. They would like to see Twitter used as a redundancy. They also are considering Facebook but this will take a little more work. The idea is to put a Twitter icon on the website and then people would access that link to become a follower. This is really a way to reach out to more people and especially the younger generation. Another project is to look at hardware solutions and other sources of communication. One would be variable message signs. These can be remotely updated and can either be stationary or portable. There are grants available to purchase these VMS. Upper Cape Tech has one and maybe the Town could make arrangements to use that one in an emergency. Ideally the Town should have 5-6 of these. Mr. Lieber said that it would be great to have one near Market Basket, at the Library, and at the High School...places where there is high visibility. The prices can range from \$6,000-\$20,000. They can run on a generator or can be solar powered. Another type of communication is called Giant Voice. This is a siren and audio-based system that issues verbal warnings. Giant Voice is used at military bases. There can be live or taped messages. The final type of communication would be to have our own radio station. The Town of Hull has a low frequency AM radio station that they obtained with a \$40,000 grant. General radio stations don't always want to give up their own air time so it would be useful if the Town had its own station. Bourne High School has its own radio station so there might be equipment there that could be used. Chief Greene and Mr. Guerino stated that Bourne would need a bigger bandwidth than Hull. Another proposed project is how to deal with Outage communications. The Town could use a satellite system as a backup. There is something called a Broadband Global Network. The cost to the Town would be for the purchase of

phones. Mr. Lieber stated that the group also met with the Ham Radio operators group, ARES, in November and Frank O'Loughlin offered to help the Town with its notification needs.

(Note Selectman Meier joined the meeting at 7:20 PM).

Another project for the group is to establish a definite EOC and finally to support public education initiatives. As a wrap up Mr. Lieber stated that the idea of a Twitter account and updating the website are so called "low hanging fruit" that can be achieved relatively easily and at low cost. The hardware, signs, and radio station ideas will probably take 6-12 months of planning and may involve bidding. Plans will be developed and then brought back to the LEPC and then to the Selectmen. Finally the larger projects such as the Giant Voice and EOC establishment will take longer to develop. One problem that Mr. Lieber has is that his volunteers are all seniors who will be graduating and even those may be away on internships through January and February.

Mr. Guerino stated that at the last Town meeting money was approved to update the Town website to be more user friendly. Mr. Guerino discussed that in Vermont he lives within one mile of the nuclear plant and that the plant provides a radio, with battery backup, to every resident. There are replaced every two years or so. This might be something that the Town could look into as not everyone has a computer or a smart phone. He also stated that there should be grants available to obtain the variable signs and that Chief Woodside is already working on getting one sign for the Town. It was discussed that maybe Entergy could provide the phones or that they could at least be approached. Mr. Noyes said that at least the group has identified the needs, will work on a proposal, and then bring it forward to the Selectmen. In that way, the LEPC has met its charge. Chief Greene mentioned that fixed sign boards can get damaged in storms, but then there is the issue of maintenance on the portable ones. Chief Woodside stated that the best way to ensure maintenance is to put them out three days a week and keep them used and maintained. Mr. Pribilla stated that the Corps has message boards that are solar with battery backup. They are stored in a barn and charged with a trickle charge. Chief Woodside stated that this is the same thing that the PD does for the radar machine.

Mr. Noyes went on to discuss that all of these plans will require staffing. Someone will be required to send out the approved official messages during an event. Mr. Guerino stated that if this message dissemination becomes a priority then someone will be tasked to carry out that job. Chief Greene said that someone would be housed in the EOC and would take care of getting the messages out. Selectman Meier said that some requests could be brought before the Special Town meeting. Mr. Guerino stated that unless the request was for free cash that it could go before the annual Town meeting. Ms. Coffin asked if Mr. Guerino had looked at amending the Town's social media policy. She had previously requested having a Board of Health Twitter account to get out information about flu clinics and the like but was told that there might be a conflict with the existing social media policy. It was discussed that if there is a Twitter account it would probably just be one account that anyone could process requests through for postings. There definitely would need to be a PIO for this type of use. It was stated that if the use of Twitter was for Emergency Management there should not be a problem with the social media policy. Mr. Guerino stated that the social media policy needs to be updated anyway.

Finally Mr. Noyes asked if the group wanted to get involved with getting out information to the public on the nuclear power plant and the evacuation plans. The members discussed that the advice will be to shelter in place but that the reality is that 20% of the public will spontaneously evacuate due to fear. Mr. Noyes stated that the State Traffic Plan for Pilgrim states that the bridges may be closed to off-Cape traffic. Ms. Coffin stated that she thought it was important to get the word out that sheltering in place in the event of a nuclear accident is what is advised and that people should be reminded to come and get their KI pills prior to an event. The Board of Health is already distributing KI and will be working with Americorps on programs to increase distribution. The schools already have been given their KI pills. Ms. Riley stated that the Food Pantry could help with KI distribution.

Chief Woodside stated that he believed that the general public does not have any confidence in being told to shelter in place. Chief Woodside and Chief Greene stated that people should be told to follow the advice given by the State in the event of an accident. It was still discussed that the LEPC could work to develop a message to the public that could possibly be mailed out with the tax bills. Mr. Noyes said that he would like to try and alleviate panic and spontaneous evacuation by doing education prior to any incident. Mr. Guerino stated that the group has to look at the group's capacity to get done what it wants to get done based on limited outreach and limited staffing. He suggested getting the pamphlets that Entergy mails to the Plymouth residents and get it mailed out to the Town of Bourne residents. Mr. Noyes discussed that CERT and shelter training will still be offered to staff. Ms. Coffin suggested emailing the dates of the trainings out to everyone again even if people did not respond initially.

The Centennial was briefly mentioned. Chief Woodside stated that he felt that everything was being adequately addressed. Chief Greene mentioned that the town has chosen the company for the fireworks and that the Coast Guard is happy with the company. Mr. Lieber mentioned that the Bourne High School has reactivated the Key Club and that they are willing to hand out Emergency Preparedness Brochures in the spring.

There was no other business and the meeting ended at 8:10 P.M.



Cynthia Coffin, Secretary

Members approved
4/2/14

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, January 14, 2013 - 11 am
Town Hall, Lower Level conference room

2013 JAN 9 PM 1 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Review and action on Minutes of the Meeting: December 12, 2012
- 2- Updates and possible actions
 - a. Façade and Sign Improvement program application C. Moore
 - b. Empty building appearances C. Moore
 - c. Potential hotel/motel by-law C. Moore
 - d. Wastewater Advisory Committee S. Riggs
 - e. Main Street projects
 - i. Keystone senior living S. Riggs
 - ii. Transportation and traffic S. Riggs
- 3- Propose and discuss ideas to take advantage of the train coming to Buzzards Bay on summer weekends.
- 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
January 14, 2013
Bourne Town Hall

2014 AUG 7 AM 11 38

TOWN CLERK'S OFFICE

Attending: Pam Masterson, Coreen Moore, Marie Oliva, Sallie Riggs, ~~Carolyn Zabloski~~
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:

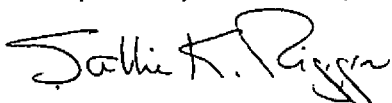
Items #4– Updates and reports from Committee members: none

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

Minutes of the Meeting
January 28, 2013
Bourne Town Hall

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

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

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

Item #1 - Minutes: Sallie asked for corrections or additions to the Minute of January 14, 2013. There were two amendments: 1) the date was incorrect, 2) the word "days" was left out of the end of the sentence in the Wastewater Advisory Committee report. It was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of December 17, 2012 as amended.

Item #2 - Updates:

Façade and Sign Improvement program - Coreen reported that she heard from the state and the slum and blight inventory looks good. Some additional information was requested. A public hearing is planned for this evening.

Empty building appearances - Coreen is working on adapting by-laws from other towns to create a by-law for Bourne's Downtown. She has been in touch with the By-law Committee, as it will have to review a draft before Town Meeting.

Potential Hotel/motel by-law - Coreen reported that a decision has been made to postpone this action temporarily and target the Fall Town Meeting.

Main Street projects -

- Fred Mielke, Keystone senior community, is coming before the Board of Sewer Commissioners tomorrow evening to request the sewer capacity allocation.
- The Commission planners are beginning the studies of the Belmont Circle and the Bourne Rotary. Both studies will be done in conjunction with the Town's Transportation Advisory Committee.
- A discussion of potential ideas for parking was postponed until the next meeting.

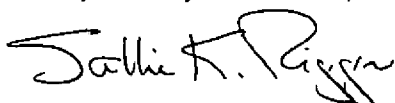
Items #3- Updates and reports from Committee members: Coreen reported that the Design Review Committee for architectural and sign standards is on hold until the Planning Board can act. They plan to meet on February 7.

Sallie referred to a letter from the Cape Cod Commission concerning the availability of District Local Technical Assistance (DLTA) funds. After a brief discussion there appeared to be no interest in preparing an application, especially with the short-time deadline and the on-going work on the Community Development grant application.

Items #4, 5 - Topics for future agendas and Public comment: none

Adjourn: The next meeting was set for February 11. The meeting adjourned at 11:50 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved unanimously at the February 25 meeting of the Committee

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting – Main Street Steering Committee
Monday, February 11, 2013 – 11 am
Town Hall, Town Planner's office**

2013 FEB 6 PM 2 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: January 28, 2013
- 3- Updates and possible actions
 - a. Façade and Sign Improvement program application C. Moore
 - b. Empty building appearances C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Keystone senior living S. Riggs
 - ii. Transportation and traffic S. Riggs
 - iii. Design Review Committee C. Moore
 - iv. CapeFLYER – potential actions to maximize benefit to Main Street 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 K. Riggs
Sallie Riggs, Facilitator

Checked

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

*This meeting was snowed out.
No Minutes. Sallie*

Meeting - Main Street Steering Committee
Monday, February 11, 2013 - 11 am
Town Hall, Town Planner's office

2013 FEB 6 PM 2 24
TOWN CLERK'S OFFICE
BORNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting January 28, 2013
- 3- Updates and possible actions

a. Façade and Sign Improvement program application	C. Moore
b. Empty building appearances	C. Moore
c. Wastewater Advisory Committee	S. Riggs
d. Main Street projects	
i. Keystone senior living	S. Riggs
ii. Transportation and traffic	S. Riggs
iii. Design Review Committee	C. Moore
iv. CapeFLYER - potential actions to maximize benefit to Main Street	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 K. Riggs
Sallie Riggs, Facilitator

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Bourne Financial Development Corporation • Bourne Planning Board • Bourne Board of Selectmen • Bourne's Bay Beautification Group • Cape Cod Canal Region Chamber of Commerce • Cape Cod Commission • Town Administrator, ex officio • Town Planner, ex officio

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

AMENDED - PLEASE NOTE LOCATION

Meeting - Main Street Steering Committee
Monday, February 25, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: January 28, 2013
- 3- Updates and possible actions
 - a. Façade and Sign Improvement program application C. Moore
 - b. Empty building appearances C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Keystone senior living S. Riggs
 - ii. Transportation and traffic S. Riggs
 - iii. Design Review Committee C. Moore
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- 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 R. Riggs
Sallie Riggs, Facilitator

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 FEB 20 AM 9 31

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting – Main Street Steering Committee
Monday, February 25, 2013 – 11 am
Town Hall, Town Planner's office**

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: January 28, 2013
- 3- Updates and possible actions
 - a. Façade and Sign Improvement program application C. Moore
 - b. Empty building appearances C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Main Street projects
 - i. Keystone senior living S. Riggs
 - ii. Transportation and traffic S. Riggs
 - iii. Design Review Committee C. Moore
 - iv. CapeFLYER – potential actions to maximize benefit to Main Street 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 R. Riggs
Sallie Riggs, Facilitator

2013 FEB 20 PM 9 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Main Street Steering Committee

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

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

Minutes of the Meeting
February 25, 2013
Bourne Town Hall

Attending: Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski

Item #1 – Open meeting: Facilitator Sallie Riggs opened the meeting at 11:07 am.

Item #2 – Minutes: Sallie asked for corrections or additions to the Minute of January 28, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of January 28, 2013.

Item #3 – Updates:

- a) Facade and Sign Improvement program application: Coreen reported that the application had been submitted on February 19. Notification is expected in June.
- b) Empty buildings potential by-law: Coreen reported that she met with the By-Law Committee to discuss this proposed by-law and will meet with the committee again on March 6. In the meantime, she distributed copies of a proposed by-law and asked for comments from MSSC members.
- c) Wastewater Advisory Committee: Sallie reported that ten applications had been received for the part-time project coordinator position. An interview committee will make a recommendation to the Town Administrator. She also reported that she and the Town Administrator had met with the Cape representative of the MA Dept. of Environmental Protection to hear his comments on the Wastewater Management report. In summary, while he thinks some data needs to be reviewed, he didn't see anything that was an impediment to proceeding as recommended.
- d) Coreen reported that MA DEP has approved a new well for the Buzzards Bay Water District.
- e) Main Street Projects
 - i. Keystone senior living: Sallie reported that the project came before the Board of Sewer Commissioners and received its sewer allocation.
 - ii. Transportation: Sallie reported that the committee continues to meet with one of the agenda items being a strategy to get the state to release the \$3.5 million for Bourne's Belmont Circle/By-pass planning.
 - iii. Design Review Committee: Coreen reported that the Planning Board is still wrestling with its own membership and has not made any progress with the Committee's appointments.
 - iv. CapeFLYER: Sallie introduced the idea of a celebration to welcome the first CapeFLYER to Buzzards Bay on May 23. After some discussion, Coreen agreed to bring Lisa Deveny to the next meeting with the idea that she could serve as a coordinator for the event.

Item #4 – Reports/Updates from MSSC members: There were none

Item #5 – Topics for Future Discussion: There was interest in inviting Julie Quintero-Schultz from CCRTA to inform MSSC members about the CapeFLYER plans.

Items # 6-8: There being no public comments, the next meeting was set for March 18. The meeting adjourned at 11:55 am.

These Minutes were approved by vote of the Committee at its meeting on March 18, 2013.

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 MAR 6 AM 10 31

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, March 18, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: February 25, 2013
- 3- Discussion and possible action on Design Review Committee C. Moore
- 4- Discussion and possible action on Welcome to the Cape Train celebration - May 23 C. Moore
- 5- Updates and possible actions
 - a. Empty building appearances by-law C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Keystone senior living S. Riggs
 - d. Transportation and traffic S. Riggs
- 6- Reports/updates from Committee members (for information only)
- 7- Topics for Future Discussion (for information only)
- 8- Public Comments (for information only)
- 9- Executive Session - if needed
- 10- Adjourn


Sallie Riggs, Facilitator

Main Street Steering Committee

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

Minutes of the Meeting
March 18, 2013
Bourne Town Hall

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

Attending: Chris Farrell, John Ford, Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs. Guests: Lisa Devaney, Tom Cahir, Julie Quintero-Schultz, Diana Barth (*Bourne Enterprise*)

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minute of February 25, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED with two abstentions to approve the Minutes of the meeting of February 25, 2013.

Item #3 - Design Review Committee: After a brief discussion Coreen and Chris determined that the Planning Board will appoint committee members at its meeting on March 28.

Item #4 - CapeFLYER: Tom Cahir and Julie Quintero-Schultz led a discussion of the new summer weekend train service. After an extensive discussion the MSSC members focused on how to welcome riders to Buzzards Bay. Additional discussion was deferred to the next MSSC meeting. **ACTION ITEM:** Chris Farrell agreed to work with the RTA to improve the signage for bicyclists going from the Canal bike path over the Bourne Bridge.

Item #5 - Updates:

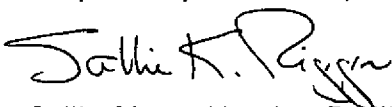
- a) Empty buildings potential by-law: Coreen distributed copies of a proposed "blight by-law" and suggested that the committee, at its next meeting, discuss ways to promote its passage at Town Meeting.

Item #6 - Reports/Updates from MSSC members: There were none

Item #7 - Topics for Future Discussion: strategizing on how to help the "blight by-law" pass Town Meeting and preparing for the train welcome celebration.

Items # 8-10: There being no need for an Executive Session and no public comments, the next meeting was set for April 1. The meeting adjourned at 12:05 am.

Respectfully submitted,



Sallie Riggs, Meeting Facilitator
Executive Director, BFDC

These Minutes were approved unanimously at the April 1, 2013 meeting of the Committee

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting - Main Street Steering Committee
Monday, April 1, 2013 - 11 am
Town Hall, Lower Level Conference Room**

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: March 18, 2013
- 3- Discussion and possible action on CapeFLYER welcome
 - a. Signage for bikes C. Moore, P. Masterson
 - b. Opportunities for advertising C. Farrell
 - M. Olive
- 4- Updates and possible actions
 - a. Design Review Committee C. Moore
 - b. Empty building appearances by-law C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Keystone senior living S. Riggs
 - e. 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

2013 MAR 27 PM 3 18
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

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

2013 MAY 17 AM 10 16

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
April 1, 2013
Bourne Town Hall

Attending: Chris Farrell, John Ford, Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs. Guests: Lisa Devaney, Paul Gately (*Bourne Courier*)

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:07 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minute of March 18, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of March 18, 2013.

Item #3 - CapeFLYER: Pam Masterson reported that the Buzzards Bay Beautification Group and the Historical Society were planning to meet the first summer train in period costume. Coreen Moore and Chris Farrell reported that they identified locations for signs marking a bike route from the Canal over the Bourne Bridge. A request has been sent to Julie Quintero-Schultz to provide the signs. A discussion of opportunities to market Buzzards Bay to train travelers led to the conclusion to invite the person working for the CCRTA on marketing the train. She will be invited to the next meeting. Coreen agreed to determine the names of the taxi companies in town.

Item #4 - Updates:

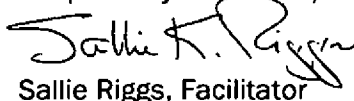
- a) Design Review Committee: So far potential members include Marie Oliva and Doug Shearer. Other potential members were suggested! Coreen and Chris noted that appointments to the Committee will be made at the next Planning Board meeting, likely not until May.
- b) Empty buildings potential by-law: Sallie agreed to draft talking points on the by-law. She also noted that several members of the BFDC Board of Directors are available to speak from the floor in its favor if necessary.
- c) Transportation and traffic: Chris reported that there will be a meeting on April 8 between town leaders and MA DOT staff to review plans for the re-paving of Route 28.

Item #5 - Reports/Updates from MSSC members: Coreen reported that she would like to see additional streetlights for Main Street but needs a funding source. A new PWED grant was suggested.

Item #6 - Topics for Future Discussion: strategizing on how to help the "blight by-law" pass Town Meeting and preparing for the train welcome celebration.

Items # 7-9: There being no need for an Executive Session and no public comments, the next meeting was set for April 16. The meeting adjourned at 11:50 am.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved unanimously at the April 16, 2013 meeting of the Committee

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Tuesday, April 16, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: April 1, 2013
- 3- Discussion and possible action on CapeFLYER welcome
 - a. Signage for bikes C. Moore, P. Masterson
 - b. Opportunities for marketing/advertising C. Farrell
 - M. Olive
- 4- Updates and possible actions
 - a. Design Review Committee C. Moore
 - b. Empty building appearances by-law C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Keystone senior living S. Riggs
 - e. Transportation and traffic S. Riggs
 - f. Additional streetlights C. Moore
- 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

2013 APR 11 AM 9 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Main Street Steering Committee

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

2013 APR 16 PM 10 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
April 16, 2013
Bourne Town Hall

Attending: Chris Farrell, John Ford, Pam Matheson, Marie Oliva, Sallie Riggs, Kathy Zagzebski. Guests: Lisa Devaney, Dede Kiely, John York

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:02 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minutes of April 1, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of April 1, 2013.

Item #3 - CapeFLYER: Marie introduced Dede Kiely who is coordinating the advertising for the CapeFLYER. After a fruitful discussion, Dede agreed that the MSSC could put together a 4" x 9" rack card or an 8 ½ x 11 folded "brochure." The purpose would be informational - no advertising. Dede will confirm that there will be no expense to the Town or the MSSC for this publication. Dede requested a list of businesses on Main Street which Lisa said she would forward to Dody.

Item #4 - Updates:

- a) Design Review Committee: The Planning Board is expected to make appointments to the Committee at its meeting on April 25.
- b) Empty buildings potential by-law: Committee members discussed a draft of a Fact Sheet on the by-law. As soon as the Planning Board endorses the Article, Sallie will prepare final copies for distribution.
- c) Transportation and traffic: Chris reported on the meeting on April 8 between town leaders and MA DOT staff to review plans for the re-paving of Route 28. It was a very thorough and productive discussion. The Transportation Advisory Committee continues to work with the Cape Cod Commission as they review options for Belmont Circle and the Bourne rotary.

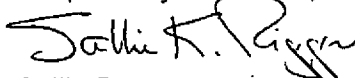
Item #5 - Reports/Updates from MSSC members: Pam raised the question of the planters and streetscape gardens: who will clean up and who will maintain. Sallie said she would raise the question with the public works staff.

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Item # 7 - Public Comment: John York, the bicycle/pedestrian representative on the Transportation Advisory Committee reported that he was unhappy with the bike route proposed for the potential bicycling visitors from the CapeFLYER as portrayed on a drawing Coreen had distributed at a previous meeting. A discussion of the proposed bike path was deferred until Coreen could be present.

Items # 8-9: There being no need for an Executive Session, the next meeting was set for April 29. The meeting adjourned at 12:05 pm.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved unanimously at the April 29, 2013 meeting of the Committee.

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Main Street Steering Committee

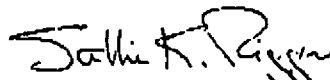
A Committee of the Bourne Financial Development Corporation

2013 APR 24 PM 3 40
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, April 29, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: April 16, 2013
- 3- Discussion and possible action on CapeFLYER welcome
 - a. Signage for bikes C. Moore, P. Masterson
 - b. Opportunities for marketing/advertising C. Farrell
 - M. Olive
- 4- Updates and possible actions
 - a. Design Review Committee C. Moore
 - b. Empty building appearances by-law C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Keystone senior living S. Riggs
 - e. Transportation and traffic S. Riggs
 - f. Additional streetlights C. Moore
 - g. Main Street (planters)
- 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

2013 SEP 23 AM 11 02

Main Street Steering Committee

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
April 29, 2013
Bourne Town Hall

Attending: Ryan Bennett, John Ford, Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs. Guests: Lisa Devaney, George Sala (Bourne DPW).

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:03 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minutes of April 16, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of April 16, 2013.

Item #3 - CapeFLYER: Following a brief discussion on the subject of the bike route signs, there was a consensus to continue in the direction we were going. Sallie reported that Dede said the MSSC could put a rack card or tri-fold flyer on the train for no fee. **ACTION:** Coreen and Lisa volunteered to bring a draft design for a rack card or flyer to the next meeting. Pam volunteered to explore with some shop owners whether or not they would like to offer coupons.

Item #4 - Updates:

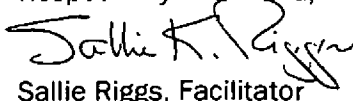
- a) Design Review Committee: The Planning Board made the appointments and the Committee is planning a mid-May kick-off meeting.
- b) Empty buildings potential by-law: Committee members reviewed the next draft of a Fact Sheet on the by-law. As soon as the Planning Board endorses the Article, Sallie will prepare final copies for distribution. There was also a brief discussion about enforcement which Coreen volunteered to follow up on.
- c) Main Street (planters): George Sala reported that his staff have been clearing out winter debris from the streetscape planters and gardens. He reported that the streetscape contractor had agreed to replace any plants that didn't make it through the winter. Pam has businesses and individuals who have adopted the planters and will water and weed them this summer. There was also a discussion about the barrels that had been in the park. They have disappeared. In addition some lamps are missing and the underground wiring plan cannot be found. Coreen is researching a grant that would support the purchase of more of the decorative streetlamps and fix up the park.
- d) Keystone senior living: Sallie reported that the developer expects to have application materials complete by the middle of May and is looking for a mid-June Planning Board hearing.

Items #5 and 7 - Reports/Updates from MSSC members/Public Comment: There were no additional reports or public comments.

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Items # 8-9: There being no need for an Executive Session, the next meeting was set for May 13. The meeting adjourned at noon.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were unanimously approved by the Committee at its meeting on June 3, 2013.

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 MAY 6 AM 11 58

Meeting - Main Street Steering Committee
Monday, May 13, 2013 - 11 am
Town Hall, Lower Level Conference Room

TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting; April 29, 2013
- 3- Discussion and possible action on CapeFLYER welcome C. Moore
- 4- Updates and possible actions
 - a. Design Review Committee C. Moore
 - b. Empty building appearances by-law C. Moore
 - c. Wastewater Advisory Committee S. Riggs
 - d. Keystone senior living S. Riggs
 - e. Transportation and traffic S. Riggs
 - f. Additional streetlights C. Moore
 - g. Main Street
- 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
Focused on the revitalization of Bourne's Downtown

Minutes of the Meeting
May 13, 2013
Bourne Town Hall

2013 SEP 23 AM 11 01

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Pam Matheson, Coreen Moore, Sallie Riggs, Kathy Zagzebski.

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:05 am.

Item #2 - Minutes: Sallie asked to postpone action on the Minutes of the meeting on April 29 because they had not been circulated before the meeting. There was consensus to do so.

Item #3 - CapeFLYER: The draft of the flyer for the train was discussed and a few changes were suggested. **ACTION:** Sallie volunteered to see if Ocean Graphics would donate its printing.

Item #4 - Updates:

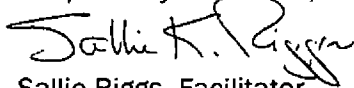
- a) *Empty buildings by-law:* The by-law passed Town Meeting with an overwhelming majority. Review by the Attorney General's office should be complete by September at which time the by-law will become effective. More discussion is needed on enforcement.
- b) *Main Street:* A discussion of the need for more lights on Main Street led to a discussion of the park. There is interest in upgrading it - replacing missing lights, perhaps adding a playground, etc. There was an inquiry: would Tabitha Harkin at the Commission be able to provide a simple design as part of the Commission's RESET project? **ACTION:** Sallie volunteered to contact her.

Items #5 and 7 - Reports/Updates from MSSC members/Public Comment: There were no additional reports or public comments.

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Items # 8-9: There being no need for an Executive Session, the next meeting was set for June 3. The meeting adjourned at 12:05 pm.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were unanimously approved by the Committee at its meeting on June 3, 2013.

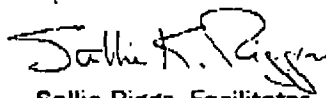
Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting – Main Street Steering Committee
Monday, June 3, 2013 – 11 am
Town Hall, Lower Level Conference Room**

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meetings: April 29, 2013, May 13, 2013
- 3- Updates, discussion and possible actions
 - a. CapeFLYER welcome C. Moore, P Masterson
 - b. Design Review Committee C. Moore
 - c. Empty building appearances by-law C. Moore
 - d. Wastewater Advisory Committee S. Riggs
 - e. Keystone senior living S. Riggs
 - f. Transportation and traffic S. Riggs
 - g. Additional streetlights C. Moore
 - h. Other Main Street
- 4- Reports/updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn


Sallie Riggs, Facilitator

2013 MAY 29 PM 8 51
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Main Street Steering Committee

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

Minutes of the Meeting
June 3, 2013
Bourne Town Hall

2013 SEP 23 AM 11 01
TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Pam Matheson, Marie Oliva, Sallie Riggs, Kathy Zagzebski.

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:02 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minutes of April 29, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of April 29, 2013. She then asked for corrections or additions to the Minutes of May 13, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of May 13, 2013.

Item #3 - Updates:

CapeFLYER: first weekend was very successful.

Design Review Committee: Organizing meeting was this morning. Next meeting is June 24. After that the committee is likely to meet once a month. The Keystone project will probably be reviewed at the June 24 meeting.

Wastewater Advisory Committee: RFQ for hydrogeologic study of potential subsurface disposal sites is just about ready for release.

Keystone Senior Living: The design documents have been delivered to the Planner's office and a date of June 27 has been set for the hearing.

Transportation Advisory Committee: The next meeting will likely discuss possible actions to get the state to release the planning money in the Transportation Bond Bill.

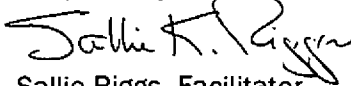
Other Main Street: Tabitha Harkin, Cape Cod Commission, has said that she can work on a visual for a MassWorks grant to upgrade the park. The Committee will use the next meeting to brainstorm what might be done to the park.

Items #4 and 6 - Reports/Updates from MSSC members/Public Comment: There were no additional reports or public comments.

Item #5 - Topics for Future Discussion: Continuing subjects from above.

Items # 7-8: There being no need for an Executive Session, the next meeting was set for June 24. The meeting adjourned at 11:27 am.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved at the Committee's June 24, 2013 meeting.

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Main Street Steering Committee

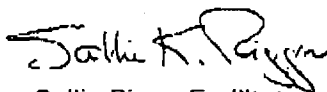
A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, June 24, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: June 3, 2013
- 3- Discussion with Commission RESET staff Tabitha Hawkin re Town Park
- 4- Updates, discussion and possible actions
 - a. Design Review Committee C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Keystone senior living S. Riggs
 - d. Transportation and traffic S. Riggs
 - e. Additional streetlights C. Moore
 - f. Other Main Street
- 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

2013 JUN 19 AM 11 36
 TOWN CLERK'S OFFICE
 BOURNE, MASS
 2013 JUN 19 AM 11 36
 TOWN CLERK'S OFFICE
 BOURNE, MASS


 Sallie Riggs, Facilitator

Main Street Steering Committee

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

SEP 23 AM 11 01
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
June 24, 2013
Bourne Town Hall

Attending: Earl Baldwin, Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski.
Guest: Tabitha Harkin, Cape Cod Commission

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:02 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minutes of June 3, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED with two abstentions to approve the Minutes of the meeting of June 3, 2013.

Item #3 - Town Park discussion: Sallie introduced Tabitha Harkin, Community Design Planner with the Cape Cod Commission, who has agreed to assist in developing a plan to upgrade the park. The intent of today's discussion is to begin the preparation for submitting a MASSWorks grant. It was clearly stated that any previous design concepts were to be left out of the discussion. During the discussion several phases for an upgrade were defined:

Phase I: make repairs to the gazebo, replace missing lights or install lights where appropriate, add benches with planters and trash barrels that match. One objective will be to carry the amenities theme from the newly finished Main Street streetscape into the park.

Phase II: consider other upgrades such as a playground, and events shell.

Phase III: consider connecting the park to the Town open space next to the new Keystone project using the Town property that was previously a railroad easement.

ACTION ITEMS: research the ownership of the lights along the railroad, determine if the gazebo is considered an historic element, check into the availability of CPA funds for some of the work, bring George Sala and Jon Nelson into the discussions. Coreen will supply Tabitha with some base files.

Tabitha agreed to bring some draft plans to the next meeting.

Item #4 - Updates:

Wastewater Advisory Committee: RFQ for hydrogeologic study of potential subsurface disposal sites has been released. Responses are due July 10.

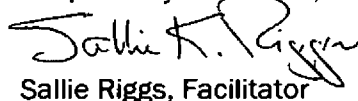
Keystone Senior Living: The project has appeared before the Conservation Commission and the Design Review Committee and will be at the Planning Board on Thursday.

Items #5 and 7 - Reports/Updates from MSSC members/Public Comment: There were no additional reports or public comments.

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Items # 8 and 9: There being no need for an Executive Session, the next meeting was set for July 15. The meeting adjourned at 12 noon.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved by the Committee at its meeting on July 15, 2013.

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 JUL 10 PM 2 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, July 15, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: June 24, 2013
- 3- Discussion with Commission RESET staff Tabitha Hawkin re Town Park
- 4- Updates, discussion and possible actions
 - a. Design Review Committee C. Moore
 - b. Wastewater Advisory Committee S. Riggs
 - c. Keystone senior living S. Riggs
 - d. Transportation and traffic S. Riggs
 - e. Additional streetlights C. Moore
 - f. Other Main Street
- 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
Focused on the revitalization of Bourne's Downtown

Minutes of the Meeting
July 15, 2013
Bourne Town Hall

2013 SEP 23 AM 11 01

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Ryan Bennett, Coreen Moore, Marie Oliva, Sallie Riggs. Guests: Jon Nelson and George Sala, Town of Bourne, Tabitha Harkin, Cape Cod Commission; Glenn Galusha

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:04 am.

Item #2 - Minutes: Sallie asked for corrections or additions to the Minutes of June 24, 2013. There were no corrections or amendments and it was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of June 24, 2013 as circulated.

Item #3 - Town Park discussion: Sallie introduced Tabitha Harkin, Community Design Planner with the Cape Cod Commission, who presented some draft drawings of possible changes and upgrades to the Town Park. Several items were discussed including number and placement of lights, walkways, position of benches, irrigation system, etc.

Coreen indicated that she will take the concept of upgrading the park to Tom and the Selectmen.

In concluding the discussion, Tabitha agreed to modify the plans based on today's discussion and bring new drawings to the next meeting.

Item #4 - Updates:

Design Review Committee: Coreen said that she has not heard about the Community Development grant yet, but expects some word soon.

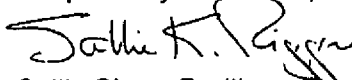
Item #5 - Reports/Updates from MSSC members: Ryan reported that chief regulator John Ideman is open to looking at altering the requirement for setbacks for the GIZ. The Committee will invite him to a future meeting.

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Item #7 - /Public Comment: Glenn Galusha brought several issues to the attention of the Committee. He would like to see more activities in the park, including longer hours for the farmer's market. He thinks scheduling the park should become one of the responsibilities of the Community Center staff. He thinks a playground is not appropriate. He also reported that he has talked with many business people and has come to the conclusion that Bourne is not business-friendly. He noted that Sandwich is celebrating its 350th anniversary at the same time as the Cape Cod Canal celebration scheduled for July-August 2014 and he's afraid that Sandwich "may steal tourism." Since this is public comment and not open for deliberation, Sallie indicated that his concerns will be added to a future meeting agenda.

Items # 8 and 9: There being no need for an Executive Session, the next meeting was set for August 5. The meeting adjourned at 12:10 pm.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved by the Committee at its meeting on August 26, 2013

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Main Street Steering Committee

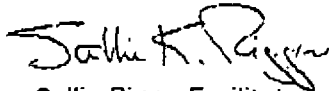
A Committee of the Bourne Financial Development Corporation

2013 AUG 7 PM 2 08
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Meeting – Main Street Steering Committee
Monday, August 12, 2013 – 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: July 15, 2013
- 3- Discussion with Commission RESET staff: Tabitha Harkin re Town Park
- 4- Updates, discussion and possible actions
 - a. Keystone senior living S. Riggs
 - b. Transportation and traffic S. Riggs
 - c. Wastewater Advisory Committee S. Riggs
 - d. Attitude toward business – follow-up to public comment
 - e. Other Main Street
- 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
Focused on the revitalization of Bourne's Downtown

Minutes of the Meeting

August 12, 2013

Bourne Town Hall

2013 SEP 23 AM 11 01

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Coreen Moore, Pam Matheson, Sallie Riggs, Kathy Zagzebski, Guests: Tabitha Harkin, Cape Cod Commission

Item #1 - Open meeting: Facilitator Sallie Riggs opened the meeting at 11:07 am.

Item #2 - Minutes: Sallie asked to postpone review of the Minutes of the July 15, 2013 meeting, until the next meeting.

Item #3 - Town Park discussion: Tabitha Harkin, Community Design Planner with the Cape Cod Commission, presented more finished drawings of possible upgrades to the Town Park. There was consensus that her drawings represented the direction the Committee wanted to go. Coreen noted that she wants to have Marie Oliva look over Tabitha's drawings and that she needs to discuss the concept of making these changes with the Board of Selectmen. Coreen plans to prepare an application for MA Works grant to buy additional street lights for Main Street and to begin the improvements to the park. MSSC members discussed how the project could be phased.

The discussion turned to the question of how to expand the programs that might take place in the park: longer hours for a farmer's market, booths for Main Street businesses, etc. One suggestion was to simplify the process of getting a license or permit to conduct an activity in the park.

At the conclusion of the discussion Tabitha agreed to develop rough cost estimates for use in the grant application and for Coreen to see if she can prepare an application in time or needs to request assistance from the county grant writer.

Item #4 - Updates:

Coreen reported that she has already received 12 applications for assistance under the Community Development grant. She needs to advertise for staff to run the program.

A discussion of how to expedite the permitting process for smaller projects was postponed to the next meeting.

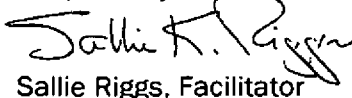
Item #5 - Reports/Updates from MSSC members: There were no reports

Item #6 - Topics for Future Discussion: Continuing subjects from above.

Item #7 and 8 - /Public Comment: There were no public comments and no need for an Executive Session.

Items # 9: The next meeting was set for August 26. The meeting adjourned at 12:10 pm.

Respectfully submitted,



Sallie Riggs, Facilitator

These Minutes were approved at the meeting of the Committee on August 26, 2013

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 AUG 21 AM 10 18

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, August 26, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meetings: July 15 and August 12, 2013
- 3- Discussion about Town Park with Commission RESET staff: Tabitha Harkin
- 4- Updates, discussion and possible actions
 - a. Keystone senior living
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Attitude toward business - follow-up to public comment
 - e. Other Main Street
- 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

Focused on the revitalization of Bourne's Downtown

2013 AUG 25 PM 2 16
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
August 26, 2013
Bourne Town Hall

Attending: Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs, Kathy Zagzebski. Guests: Tabitha Harkin, Cape Cod Commission; Glenn Galusha

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

Minutes: Sallie asked for corrections or additions to the Minutes of July 15, 2013. There were two amendments. It was then MOVED, SECONDED and VOTED unanimously to approve the Minutes of the meeting of July 15, 2013 as amended. Sallie then asked for corrections or additions to the Minutes of August 12, 2013. There was one correction. It was then MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the meeting of August 12, 2013 as corrected.

Town Park discussion: Tabitha Harkin, Community Design Planner with the Cape Cod Commission, led a brief discussion of the drawings she had distributed in advance of the meeting (copies are on file with the original of these Minutes). Coreen reported that she had discussed the project with the Town Administrator and the conclusion was to focus a grant application on extending the lights along Main Street, and adding lights, bollards and a sign to the park. It appears that the DPW is already working on upgrading the gazebo in time for the Canal 100th celebration. The grant application deadline is September 14. In the next phase there will be time to do some community outreach as to additional upgrades as designated in Tabitha's plans.

Additional thoughts: Glenn Galusha, who used to license playgrounds, reminded the Committee that any playground equipment will have to be ADA accessible and discussed possible materials for the "fall zone." He also suggested no swings. Coreen responded that when the planning for a playground begins she wants to involve the Recreation Director. Kathy Zagzebski suggested thinking about playground equipment or other amenities that play off the near-by train or marine mammals.

Updates:

Keystone Senior Community - the project is going before the Planning Board again on September 12 because the footprint, parking and setbacks have changed.

Transportation and traffic - The Transportation Advisory Committee is evaluating the feedback from three public meetings and will begin a process of measuring possible reconfiguration plans for the Borne Rotary against criteria that committee members established.

Wastewater Advisory Committee - The Committee is meeting next week to participate in a kick-off meeting with the consultants chosen to conduct a hydrogeologic study of the proposed subsurface disposal sites. Coreen indicated that a plan for the south side of the Canal would help - she has developers who are proposing neighborhood treatment plants.

Other Main Street topics - A developer is in the process of purchasing the Bryon property and is negotiating for the Michianzi and Patterson properties. Developing one of the Patterson properties would require a zoning change. It was agreed that when a rough plan is developed, it would be worth trying to change the zoning at Town Meeting.

Attitude toward business - Glenn Galusha reported on conversation with three business owners where they indicated dissatisfaction with the Town's permitting process. They said it takes too long and that "too many people on the other side of the Canal are making decisions for the Town." Coreen explained that she frequently gets visits from people who want to open a small business for the summer, but the person comes to Coreen in May or June, too late for the appropriate permit process. In many cases these people don't even have complete plans. While it is necessary for appropriate permits to be issued before a business opens, Coreen thinks there might be a place for a staff permitting process for small businesses, but the Planning Board has not yet considered the option.

MSSC - page 2

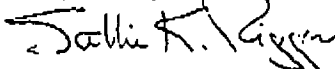
Reports/Updates from MSSC members: There were no reports

Topics for Future Discussion: Sallie reported that Jon Ideman, Chief Regulatory Officer for the Cape Cod Commission, will participate in the next meeting. The discussion will be how to meet the offsets for the next phase of the GIZ.

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

The next meeting was set for September 9. The meeting adjourned at 12:07 pm.

Respectfully submitted,


Sallie Riggs, Facilitator

These Minutes were approved by vote of the Committee at its October 28, 2013 meeting.

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

CANCELED

2013 SEP 5 AM 7:02
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, September 9, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of GIZ offsets: Jonathan Idman, Chief Regulatory Officer, Cape Cod Commission
- 4- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 5- Discussion of GIZ district and possible action
- 6- Updates, discussion and possible actions
 - a. Streetlights and park upgrade grant
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 7- Reports/updates from Committee members (for information only)
- 8- Topics for Future Discussion (for information only)
- 9- Public Comments (for information only)
- 10- Executive Session - if needed
- 11- Adjourn


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

CANCELED

2013 SEP 23 AM 11.01

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, September 9, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of GIZ offsets: Jonathan Idman, Chief Regulatory Officer, Cape Cod Commission
- 4- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 5- Discussion of GIZ district and possible action
- 6- Updates, discussion and possible actions
 - a. Streetlights and park upgrade grant
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 7- Reports/updates from Committee members (for information only)
- 8- Topics for Future Discussion (for information only)
- 9- Public Comments (for information only)
- 10- Executive Session - if needed
- 11- Adjourn


Sallie Riggs, Facilitator

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 SEP 4 AM 2 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting - Main Street Steering Committee
Monday, September 9, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of GIZ offsets: Jonathan Idman, Chief Regulatory Officer, Cape Cod Commission
- 4- Discussion of enforcement and possible action: Coreen Moore, Town Planner
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- 7- Reports/updates from Committee members (for information only)
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- 9- Public Comments (for information only)
- 10- Executive Session - if needed
- 11- Adjourn

Sallie K. Riggs
Sallie Riggs, Facilitator

CANCELLED

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Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

CANCELLED - CANCELLED - CANCELLED

No meeting, therefore no Minutes

Meeting - Main Street Steering Committee
Monday, October 7, 2013 - 11 am
Town Hall, Lower Level Conference Room

2013 OCT 23 PM 12:41
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 4- Updates, discussion and possible actions
 - a. Main Street development/redevelopment
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 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

Meeting - Main Street Steering Committee
Monday, October 7, 2013 - 11 am
Town Hall, Lower Level Conference Room

2013 OCT 2 AM 9 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 4- Updates, discussion and possible actions
 - a. Main Street development/redevelopment
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 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 K. Riggs
Sallie Riggs, Facilitator

Cancelled

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

**Meeting - Main Street Steering Committee
Monday, October 28, 2013 - 11 am
Town Hall, Lower Level Conference Room**

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 4- Discussion of façade improvement program criteria: Coreen Moore
- 5- Updates, discussion and possible actions
 - a. Main Street development/redevelopment
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 6- Reports/updates from Committee members (for information only)
- 7- Topics for Future Discussion (for information only)
- 8- Public Comments (for information only)
- 9- Executive Session - if needed
- 10- Adjourn

2013 OCT 23 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

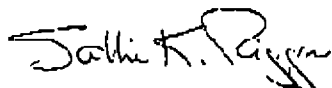
A Committee of the Bourne Financial Development Corporation

AMENDED

Meeting - Main Street Steering Committee
Monday, October 28, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: August 26, 2013
- 3- Discussion of enforcement and possible action: Coreen Moore, Town Planner
- 4- Discussion of façade improvement program criteria and possible action: Coreen Moore
- 5- Updates, discussion and possible actions
 - a. Main Street development/redevelopment
 - b. Transportation and traffic
 - c. Wastewater Advisory Committee
 - d. Other Main Street
- 6- Reports/updates from Committee members (for information only)
- 7- Topics for Future Discussion (for information only)
- 8- Public Comments (for information only)
- 9- Executive Session - if needed
- 10- Adjourn


Sallie Riggs, Facilitator

2013 OCT 23 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS

Main Street Steering Committee

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

Minutes of the Meeting

October 28, 2013

Bourne Town Hall

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2013 NOV 22 PM 2 36
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Attending: Ryan Bennett, Christopher Farrell, Coreen Moore, Maria Sallie Riggs, Kathy Zagzebski.

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

Minutes: Sallie asked for corrections or additions to the Minutes of August 26, 2012. There were no suggested changes and it was then MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the meeting of the August 26, 2013 meeting as circulated.

Enforcement discussion: Coreen reported that with the new "blight by-law" accepted by the Attorney General's Office and the architectural and sign standards by-law, a method of enforcement is needed. The issue has been discussed thoroughly with the Building Inspector and the Design Review Committee. Coreen is suggesting a part-time person beginning in FY15. She asked the MSSC send a letter of support for an enforcement officer to the Town Administrator with copies to the members of the Board of Selectmen. It was so MOVED, SECONDED and VOTED unanimously. She also asked if the BFDC could also send such a letter of support. Sallie will take the request to the BFDC Board.

Coreen also reported that a post card about the new by-laws will be sent to Downtown businesses.

Facade improvement program discussion: Coreen circulated new "Program Guidelines" for the Façade Improvement Program and discussed the program with MSSC members. Property owners will be eligible for up to \$5000 to bring signs up to standards and/or up to \$50,000 as a deferred loan with a lien on the property for façade improvement. The program includes designating an architect to work with property owners who do not have their own architect. Sharon Travers Gay has been contracted as the grant administrator and Lisa Devaney is serving as program manager.

Updates:

Transportation and traffic - Transportation Advisory Committee members have completed an evaluation of the feedback from three public meetings discussing proposals for the Bourne Rotary and have forwarded their opinions to the Commission staff. The next step is a review of a draft of the Commission's report.

The MA Department of Transportation (MA DOT) sponsored a task force meeting to report of the progress being made by the consulting team hired by MA DOT to study Belmont Circle and make recommendations for improvements. This first meeting was mostly a review by the consultants of what they have learned about the problems - there was not much new information for area residents.

The BFDC arranged a meeting with Tom Cahir, CCRTA Administrator, to discuss steps to bring the commuter train to Buzzards Bay. The next step is to have the Town Administrator and the BFDC send a letter to the state legislators who chair the Joint Transportation Committee with copies to other state transportation officials.

Wastewater Advisory Committee - The consultants have scheduled drilling and other tests to determine the feasibility of using Queen Sewell Park and the fields in the back of the Community Center for subsurface disposal of treated wastewater. The test last week appear to be positive and more testing is scheduled in another couple weeks. A report from the consultants is due by year end.

Reports/Updates from MSSC members: Chris Farrell reported that MA DOT will be releasing bid requests for the Route 28 work in January with a likely start time in the spring

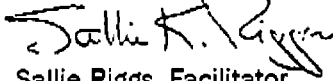
MSSC - page 2

Topics for Future Discussion: Coreen is still interested in how the lights in the Park can be improved.

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

The next meeting was set for November 25. The meeting adjourned at 12:02 pm.

Respectfully submitted,


Sallie Riggs, Facilitator

Main Street Steering Committee

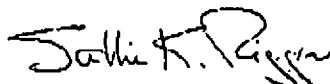
A Committee of the Bourne Financial Development Corporation

Meeting - Main Street Steering Committee
Monday, November 25, 2013 - 11 am
Town Hall, Lower Level Conference Room

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: October 28, 2013
- 3- Updates, discussion and possible actions
 - a. enforcement
 - b. façade improvement program
 - c. Main Street development/redevelopment
 - d. Transportation and traffic
 - e. Wastewater Advisory Committee
 - f. Other Main Street
- 4- Reports/updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn

2013 NOV 20 PM 1 22
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie Riggs, Facilitator

Main Street Steering Committee

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

Minutes of the Meeting
November 25, 2013
Bourne Town Hall

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2013 DEC 6 AM 9 36

TOWN CLERK'S OFFICE
BOURNE, MASS

Attending: Pam Matheson, Coreen Moore, Marie Oliva, Sallie Riggs.

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

Minutes: Sallie asked for corrections or additions to the Minutes of October 28, 2013. There were no suggested changes and it was then MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the meeting of the October 28, 2013 meeting as circulated.

Enforcement and Transportation: Sallie asked for edits to two proposed letters of endorsement: 1) for a code enforcement officer, and 2) for the extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay. After extensive discussion, there was consensus to authorize Sallie to edit the drafts according to the Committee members' suggestions and forward them to the appropriate authorities.

Updates:

Facade improvement program: Coreen reported that the applications for facade improvement funding are due today. She indicated that there has been good interest in the program. She also noted that an RFP for the program's architect will go out this week. She intends to go for another round of funding next year to meet the need.

Transportation and traffic - Transportation Advisory Committee members have received a draft of the Commission's Bourne Rotary study. After review by the Committee and a period for public comment, the report will be finalized. Committee members voted to endorse suggested near-term and mid-term improvements but did not endorse any individual concept for replacing or dramatically modifying the Rotary. Instead it encouraged the MA Department of Transportation to continue to seek alternatives that will "move traffic efficiently and effectively to and from the Bourne Bridge and its approaches."

Wastewater Advisory Committee - The consultants have scheduled and are continuing their analysis of the Queen Sewell Park site and the fields in the back of the Community Center with seismic testing. So far all the results are promising.

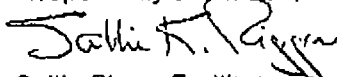
Other Main Street/Keystone Place: Sallie reported that Keystone Place is working with the Town on a foundation permit with the intent to begin construction next month.

Topics for Future Discussion: Coreen is still interested in how the lights in the Park can be improved.

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

The next meeting was set for December 16. The meeting adjourned at 11:57 am.

Respectfully submitted,


 Sallie Riggs, Facilitator

To Clerk's office 12/13/13

Main Street Steering Committee

A Committee of the Bourne Financial Development Corporation

2013 DEC 13 AM 8 34

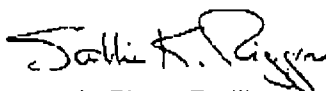
Meeting - Main Street Steering Committee
Monday, December 16, 2013 - 11 am
Town Hall, Lower Level Conference Room

TOWN CLERK'S OFFICE
BOURNE, MASS

CANCELLED

Proposed Agenda

- 1- Open Meeting
- 2- Review and action on Minutes of the Meeting: November 25, 2013
- 3- Updates, discussion and possible actions
 - a. enforcement
 - b. façade improvement program
 - c. Main Street development/redevelopment
 - d. Transportation and traffic
 - e. Wastewater Advisory Committee
 - f. Other Main Street
- 4- Reports/updates from Committee members (for information only)
- 5- Topics for Future Discussion (for information only)
- 6- Public Comments (for information only)
- 7- Executive Session - if needed
- 8- Adjourn


Sallie Riggs, Facilitator



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 JAN 11 PM 1 45
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

**THE NORTH SAGAMORE BOARD OF WATER COMMISSIONERS
WILL MEET ON TUESDAY, JANUARY 15, 2013
AT 2:30 p.m.**

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

AGENDA

- 1) Meet with Paul Fernandes of Brava Software.

Posted by Marie Piccini, Clerk of the District
January 15, 2013

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
MINUTES FO THE JANUARY 15, 2013 MEETING AT 2:30 P.M.
FERNANDES OF BRAVA ENTERPRISES

2014 AUG 5 PM 2 58
WITH PAUL

TOWN CLERK'S OFFICE
BOURNE, MASS

PRESENT

COMMISSIONER MARK MELCHIONDA
COMMISSIONER MARK BERGERON
BETTY CLARK MAC LEAY
SEAN ANDERSON
PAUL FERNANDES
MARIE PICCINI

1) Paul Fernandes gave a computer presentation showing different add ons to our present billing program as well as examples of the changes other water districts have made to their programs.

Commissioner Melchionda, Commissioner Bergeron and Betty Clark Mac Leay all had several questions during and after the presentation.

Commissioner Melchionda left the meeting at 3:15 p.m..

Paul Fernandes answered several more questions before concluding and assuring us that he would get back to us with a package and a price.

The meeting adjourned at 4:00 p.m.

Submitted by Marie Piccini, Clerk

**NORTH SAGAMORE WATER DISTRICT**

14 SQUANTO ROAD, P.O. BOX 133.
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 JAN 14 PM 1 22

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE BOARD OF WATER COMMISSIONERS
WILL MEET ON WEDNESDAY, JANUARY 16, 2013
AT 4:15 p.m.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

AGENDA

- 1) Accept the meeting minutes of 12/18/2012
- 2) Superintendent update
- 3) Assistant Superintendent Treatment Plant update
- 4) Office Manager/Treasurer update
- 5) Vote on Health Insurance Stipend amount and distribution schedule
- 6) Discuss possible change to billing and meter reading schedule
- 7) Finalize duties/schedule for billing clerk/operations tec
- 8) Discussion of Budget-current year and preparation for FY2014
- 9) Any old/new business that may legally come before the Board
- 10) Commissioners comments
- 11) Set date for next meeting
- 12) Adjourn

Posted by Marie Piccini, Clerk of the District
January 14, 2013 *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
MINUTES TO THE JANUARY 16, 2013 COMMISSIONERS MONTHLY MEETING
AT 4:15 P.M.

2014 AUG 5 PM 2 58

TOWN CLERK'S OFFICE
BOURNE, MASS

PRESENT

Commissioner Mark Melchionda
Commissioner George Sala
Commissioner Mark Bergeron
Superintendent Sean Anderson
Asst. Superintendent Geoff Ray
Office Mgr./Treasurer Betty Clark MacLeay
Marie Piccini

1. Accept the meeting minutes of 12/18/1012

Commissioner Melchionda brought the meeting to order at 4:20 p.m.. Commissioner Melchionda motioned to accept the meeting minutes of 12/18/2012 with changes on article # ¼, # 5 and #2. Commissioner Sala seconded. These changes have been made to the original minutes.

2. Superintendent Update/Sean Anderson

- a) Sean Anderson passed out pictures of the repair work done on 200 Phillips Rd., explained what was done and said Bourne Board of Health has told they will inform us of any future septic work being done which will allow us to inspect the projects.
- b) Sean gave the commissioner a price quote on the new work truck. The commissioners told him to work on shaving down the cost. Commissioner Melchionda motioned to order the truck, Commissioner Sala seconded.
- c) Sean gave an update on the Weldon Park generator repair. The Commissioners told him to get a current quote from South Shore Generator.
- d) Sean and the commissioners spoke briefly about how the total water pumped for the past few years has gone down, need for a safety kit and side panels for the dump truck and the availability of water for a new service off Old Plymouth Rd..

3. Assistant Superintendent's Update/Geoffrey Ray

- a) Geoffrey Ray said leaving Church Lane Well on all year is a good idea because it is more reliable.
- b) Mike from Flow Rite will be coming in the plant to check filter #1-cost about \$650.00.

4. Office Mgr./ Treasurer's Update/Betty Clark MacLeay

- a) Betty Clark MacLeay handed out expense and revenue reports and discussed them with the commissioners.
- b) Barnstable Cty. Retirement will fill out a GASB 45 Report (calculates liabilities) for the District for a fee (maybe \$2000.00 depending on how many participants). The commissioners agreed that it is a good idea to hire Barn.Cty. Ret. To do the report.
- c) Betty said that the unemployment rate went up .
- d) Betty received an e-mail from Barnstable Cty. Retirement asking the District to release Susan Kruse's retirement funds. All commissioners agreed to do so.
- e) Betty and Commissioner Mark Melchionda reported on their meeting with Attorney Robert Troy. Attorney Troy said he will come up with a final total and prepare a report on the bond claim.
- f) The Health Stipend can be paid out anytime after 12/01 and up to 6/30, during the current fiscal year and to be done so at the employee's choice.
- g) Clarifying time earned (vacation & sick). Time is earned after completion of an entire year. A discussion took place regarding Geoff Ray's past time accrued. Sean and Geoff were left to talk and come up with a solution for the next meeting.

5. Vote on Health Insurance Stipend

It was agreed to keep the health stipend and pay it out after the first 6 months during the fiscal year. Commissioner Mark Bergeron motioned to make the Stipend \$2,500.00, Commissioner Mark Melchionda seconded. Commissioner George Sala abstained from voting

6. Billing and meter reading schedule

Betty Clark MacLeay said she would like a new software system for billing and a meter reading twice a year so we could bill for current water use. We could put the cost in an article at the Annual Meeting. We can get an estimate of required projects from our engineer, Tom Mahanna.

7. Finalize duties/schedule for billing clerk/operations tec.

Marie Piccini will be cut down to working 30 hrs. a week. The hours will be split 15/15. The first 3 hours in the field and the second 3 hours in the office.. Sean expressed concern about not having a truck in the morning when Marie was using it. Ideally Sean said he would like one full time person to replace the two part time people. Sean was told to come back to the board with a plan to reorganize.

8. Discussion of the FY 2014 budget.

The budget needs to be restructured.

9. Any old/new business

- a) The Executive Meeting Session notes of 10/10/12 and 11/22/12 are to be encumbered and opened at a later date.
- b) The Wildwood Project was discussed. We don't have a full set of plans on file. Hebb (builder) was given his deposit back on the project years ago, along with a letter stating that he must reapply if he were to begin again in the future.

10. Commissioners' comments

The Annual Meeting quorum needs to be dropped from 30 to 20. It should be discussed with Attorney Troy.

Betty said she would like a budget meeting with the commissioners during the day.

11. Date for the next meeting

The next Monthly Commissioners Meeting was set for 2/27/13 at 4:00 p.m.

12. Adjourn

Commissioner Mark Bergeron asked for a motion to adjourn. Commissioner Sala so motioned, Commissioner Melchionda seconded. The meeting adjourned at 7:00 p.m.

Submitted by Marie Piccini, District Clerk



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 ON TUESDAY, FEBRUARY 26, 2013 AT 4:15 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA 02562.

AGENDA

- 1) Open the meeting with a moment of silence for Paul Gibbs
- 2) Accept the meeting minutes of 1/15/13 and 1/16/13
- 3) An engineering update from Tom Mahanna of Stantec
- 4) Review the emergency procedures implemented during the blizzard of February 9/10, 2013
- 5) Superintendent's update
- 6) Assistant Superintendent's update
- 7) Office Mgr./Treas.'s update
- 8) Any old/new business that may legally come before the Board
- 9) Commissioner's comments
- 10) Set a date for the next monthly Commissioners Meeting
- 11) Adjourn

Posted by Marie Piccini, Clerk of the District,
February 22, 2013 *Marie Piccini*
Town Hall bulletin board
Glass door at the 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

2013 FEB 22 AM 11 38
TOWN CLERK'S OFFICE
BOURNE, MASS

North Sagamore Water District

Minutes of North Sagamore Water District Meeting February 26, 2013

2014 AUG 4 PM 2 53

PRESENT

TOWN CLERK'S OFFICE
BOURNE, MASS

Commissioner Mark Melchionda

Commissioner George Sala

Commissioner Mark Bergeron

Superintendent Sean Anderson

Asst. Superintendent Geoff Ray

Office Mgr./Treasurer Betty Clark MacLeay

1. Meeting called to order at 4.15 pm.

Commissioner Melchionda asked that the members observe a moment of silence in honor of long-term superintendent Paul Gibbs.

He informed us that the services are at Nickerson-Bourne Funeral home on Friday, March 1 at 10:00, burial following.

2. Commissioner Bergeron motioned to accept minutes of the 1/15 meeting. Commissioner Sala abstained and Commissioner Melchionda seconded.

Commissioner Sala motioned that minutes of 1/16 meeting be reviewed and accepted at next meeting, Commissioner Bergeron seconded.

3. Engineering Update with Tom J. Mahanna from Stantec Consulting regarding the generators at Norris Road and at Back Pond station.

BLACK POND: There is a place for a generator but the room would not then be available for chemical feed in the future. Mr. Mahanna recommends an outside, pad-mounted generator running on propane with automatic start upon loss of power. 80 kw, 60 horse pump was recommended. Pricing might fall into the \$40-\$50 thousand dollars range.

Discussion was had about how often the power is out and whether would we need a generator available. Commissioner Sala suggested we consider a manual override switch and have a rental generator on standby.

NORRIS ROAD: Mr. Mahanna said Norris Road is a bit more complicated because of the size and tightness of the site. The generator is now in a small building non-isolated and running for an extended period during the recent outage

caused the station to freeze up. Mr. Mahanna recommends considering an interlink with Plymouth town water. In an emergency, The District would be able to provide water pressure into the high service zone.

The commissioners agreed that Mr. Mahanna would submit estimates for the generator at Black Pond.

Mr. Mahanna submitted a comprehensive flushing sequence manual for district consideration. The sequence is broken into quadrants to enable ongoing flushing in stages.

Sean Anderson is going to request prices for a manual transfer switch for Black Pond.

4. Review of the emergency procedures implemented during the blizzard of February 9, 2013.

Discussion was had about the preparation before the recent storm. The district topped off all the water tanks, gassed up all the trucks, and checked all the generators. Commissioner Sala suggested contacting MEMA during a power outage for help with snow removal.

5. Superintendent's Update.

Commissioner Sala asked Superintendent Anderson what recommendation he would have regarding personnel in the field and in the office. Superintendent Anderson answered that he would like to have one full time employee instead of two part time employees in the field. He made a recommendation that Marie Piccini be removed from working in the field. The Commissioners considered reducing Marie's hours to 15 hours a week in the office.

6. Assistant Superintendent's Update.

Asst. Superintendent Geoff Ray says that he is utilizing Marie in the Plant exclusively.

7. Office Manager/Treasurer's Update.

Betty Clark MacLeay is on vacation for two weeks in March and wants to be sure someone is available to cover the office. Betty will generate two weeks of payroll in advance.

Cafeteria plan update: Commissioners are granted full-time status; everyone else is full-time at 25 hours.

Ms. Clark MacLeay is still working through the books in anticipation of getting the district to be certified by the annual meeting.

Computer upgrade has been delivered and should be installed by March 15.

Ms. Clark MacLeay is working on getting competitive quotes on the hard-wired phone system from AY&T, Verizon, and Comcast.

8. Old/new business that may legally come before the Board.

9. Commissioner Comments.

Commissioner Sala noted that the District should consider the overall condition of the general infrastructure of the district.

Date of next meeting was confirmed as March 20, 2013 at 4:00.

Commissioner Sala motioned to adjourn, Commissioner Bergeron seconded. Meeting was adjourned at 6:30.

Respectfully submitted by Mark Bergeron, Commissioner

March 19, 2013

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

2013 MAR 18 PM 7 08

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, March 20, 2013 AT 4:00 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- 1) Accept the meeting minutes of 2/26/2013.
- 2) Superintendent's update.
- 3) Assistant Superintendent's update.
- 4) Review schedule for part time tee..
- 5) Any old/new business that may legally come before the Board.
- 6) Commissioners' comments.
- 7) Set a date for the next Commissioners Meeting.
- 8) Adjourn

POSTED BY MARIE PICCINI, CLERK OF THE DISTRICT
MARCH 18, 2013 *Marie Piccini*

TOWN HALL BULLETIN BOARD

GLASS DOOR AT OFFICE TO PROVIDE 24 HR. VIEWING (OPEN MEETING LAW, GLE30A.529.03)
SAGAMORE BEACH POST OFFICEMark Melchionda, Commissioner/Chairperson
George Sala, Commissioner
Mark Bergeron, Commissioner

North Sagamore Water District

Minutes of North Sagamore Water District Meeting March 20, 2013

2014 AUG 4 PM 2:53

Meeting called to order at 4:00 pm.

TOWN CLERK'S OFFICE
BOURNE, MASS

Present

Commissioner Mark Melchionda

Commissioner George Sala

Commissioner Mark Bergeron

Superintendent Sean Anderson

Asst. Superintendent Geoff Ray

1. Minutes of February 27, 2013 Commissioner meeting. Commissioner Sala motioned to accept meeting minutes, Commissioner Bergeron seconded.

2. Superintendent's Update

Superintendent Anderson presented a cost estimate from Tom Mahanna from Santec for a new generator at the Black Pond Well. Commissioner Sala asked for time to review the estimate.

Superintendent Anderson presented a price quote from Kingman Electrical for the transfer switch at the Beach Well. This would allow the District to transfer the electricity from a portable generator to the Beach Well facility.

Superintendent Anderson presented two quotes for replacing the radiator on the generator at the Weldon Park Booster Station. The radiator is leaking now, and The District needs it in place and in good working order in the case of a fire during a power outage. Commissioner Melchionda recommended that Sean review the quotes and make the decision.

Superintendent Anderson has contacted the Plymouth Water District about possible interconnection with Plymouth for emergency situations. The pressure is close between the two Districts, so it may be possible. Superintendent Anderson will investigate further. It appears that the interconnection would be very short.

New Truck Update: The new pickup truck is in and is being outfitted now. It should be in service shortly.

Superintendent Anderson presented a request for water for a commercial building at 56 Meeting House Lane. The Commissioners unanimously approved the request.

3. Assistant Superintendent's Update

Asst. Superintendent Ray says Barns Tree has been hired to trim trees around The District's power stations, they are making good progress.

4. Review Schedule for Part Time Tech

Superintendent Anderson has recommended that Marie Puccini be removed from responsibilities of working in the field and work only in the office, hours to be determined by Superintendent Anderson and Treasurer Betty Clark MacLeay. Commissioner Sala motioned to accept Superintendent Anderson's recommendation, Commissioner Bergeron seconded. The Commissioners voted unanimously to accept Superintendent Anderson's recommendation.

5. Any old/new business that may legally come before the Board.

The Commissioners are considering changing the District Clerk position from an elected to an appointed position. The Commissioners will also review of Clerk's salary.

Commissioner Melchionda presented a letter from Attorney Robert Troy requesting documentation regarding the Bond for former District Treasurer Susan Cruise. The Commissioners agreed to discuss the requests at the next meeting.

Commissioner Melchionda and Superintendent Anderson discussed the possibility of doing meter readings twice a year. Commissioner Melchionda asked if we could convert the meters to accept a remote reader. Commissioner Melchionda asked Superintendent Anderson for a rough estimate on updating the District to the new readers. Commissioner Melchionda recommended reviewing water rates and meter readings during next meeting.

Superintendent Anderson and Asst. Superintendent Ray recommend working on the valves at the Norris Road Booster Station.

Superintendent Anderson recommends upgrading the computers that connect to the plants. He will get estimates.

6. Commissioners' comments

7. Set a Date for Next Commissioners Meeting

April 24, 2013, 4:00.

Annual meeting is scheduled for May 15, 2013, at Sagamore Fire Station, 7:00 pm.

Meeting was adjourned at 5:15 pm.

Respectfully submitted by Mark Bergeron, Commissioner

April 22, 2013



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 APR 22 AM 9 03

TOWN CLERK'S OFFICE MEETING NOTICE

BOURNE, MASS

The North Sagamore Water District
Board of Water Commissioners
Will meet on Wednesday, April 24, 2013
@ 7:00 PM

LOCATION:

14 Squanto Road
Sagamore Beach, Ma. 02562

AGENDA

- 1) Meeting Minutes- March 20,2013
- 2) Superintendent Update
- 3) Assistant Superintendent Update
- 4) Treasurer/Office Manager Update
- 5) Discussion of meters/ future readings/ update of equipment
- 6) Review of 2014 Budget
- 7) Review of Warrants for the Annual Meeting
- 8) Discussion of clerk's position and salary.
- 9) Any old/new business that may legally come before the Board
- 10) Commissioners' comments
- 11) Set date of next monthly meeting -tentative- May 15, 2013 @ 5PM
- 12) Adjourn

Posted By: Mark J. Melchionda, Acting Clerk of the District

April 22, 2013

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

Minutes of North Sagamore Water District Meeting April 24, 2013

Meeting called to order at 7:00 pm.

Present

Commissioner Mark Melchionda

Commissioner George Sala

Commissioner Mark Bergeron

Superintendent Sean Anderson

Office Manager/Treasurer Betty Clark MacLeay

Asst. Superintendent Geoff Ray

Jonathan Devine

Commissioner Sala motioned to move item 5, Discussion of meters/future readings/update of equipment, to be the first item discussed. Commissioner Bergeron seconded.

5. Discussion of meters/future readings/update of equipment

Joe Coulter of Ti Sales, Sudbury, MA, presented a history of NSWd meter reading equipment and suggestions for future equipment upgrades. Mr. Coulter represents Neptune equipment and displayed radio meters that are backwards compatible with the existing equipment already installed in the District. Mr. Coulter suggest a mixture of 1) adding only a new radio on meters that will accept them 2) adding new heads and meters on older meters and 3) adding complete new meters with integrated radios on the oldest meters and on new installations and switch outs. The Commissioners agreed to review the information presented by Mr. Coulter.

1. Minutes of March 20, 2013 Commissioner meeting. Commissioner Sala motioned to accept meeting minutes, Commissioner Bergeron seconded.

2. Superintendent's Update

Superintendent Anderson presented photos showing vandalism at the plant. Fences have been broken and links have been cut. The Commissioners recommended hiring Dick Kincannon to repair the fences.

He also showed photos of recent repairs on private driveways. Discussion was had among the Commissioners as to how much pavement the District is responsible to replace

following a water main repair. Commissioner Sala suggested that in the future, the District should not be responsible for cobblestone repair in easement areas.

Commissioner Anderson commented that a customer praised the field work of Jonathan Devine.

3. Assistant Superintendent's Update

Asst. Superintendent Ray says has been working on pretreatment of the Church Lane water to drop out iron before it reaches the plant.

4. Treasurer/Office Manager Update

Betty Clark MacLeay presented packets to everyone regarding the cafeteria plan for employee's health insurance. The deadline for changes in existing coverage is Friday, May 24.

Discussion was had regarding changing the meter reading from once a year to twice a year. If the District is going to change the meters, the Commissioners agreed, that would be the time to implement any change in meter reading frequency.

Ms. Clark McLeay has requested quotes on painting and carpeting of the District office. Commissioner Sala suggested having the Barnstable County inmate program do the painting.

The Commissioners agreed that the District should advertise for a new part time office worker after the start of the next fiscal year.

The Commissioners agreed that the District should add a budget item for new billing software.

Ms. Clark McLeay noted that the Town of Bourne has released the receivables numbers for last year, but the numbers did not agree with the District's numbers. The District's accountant will have to reconcile these discrepancies.

Free Cash Certification: Betty expects to have the free cash numbers within the week.

6. Review of 2014 budget.

Ms. Clark McLeay requests information on the budget for this year and next year.

Commissioner Sala motioned that the Annual meeting be moved to Wednesday, May 22, 2013. Commissioner Bergeron seconded. The motion was accepted.

7. Review of Warrants for the Annual Meeting

8. Discussion of clerk's position and salary

The Commissioners are considering appointing a clerk and discussed salary.

9. Any old/new business that may legally come before the Board.

Commissioner Melchionda suggested hiring an interim worker to do additional office duties and then post and advertise for a permanent replacement after the Annual Meeting.

Commissioner Melchionda noted that Bob Troy suggested that the District not pursue the Bond for Susan Kruse. Discussion was had about the pros and cons of pursuing the bond payment.

Commissioner Bergeron motioned that the Commissioners should accept District Counsel's advice not to pursue Susan Kruse's bond. Commissioner Melchionda seconded. Commissioner Sala voted no. The motion was passed 2 to 1.

10. Commissioners' comments

Commissioner Melchionda commended the employees of the district for a year of faithful service.

11. Set a Date for Next Commissioners Meeting

A special Commissioner's budget meeting is scheduled for Thursday, May 2, 2013, 7:00 pm

Annual meeting is scheduled for May 22, 2013, at Sagamore Fire Station, 7:00 pm.

12. Adjourn

Commissioner Sala motioned to adjourn, Commissioner Bergeron seconded. Meeting was adjourned at 10:00 pm.

Meeting was adjourned at 5:15 pm.

Respectfully submitted by Mark Bergeron, Commissioner

May 6, 2013



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 APR 30 PM 12:19

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet on Thursday, May 2, 2013 AT 4:00 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- 1) Review Fiscal Year 2013 Budget
- 2) Draft/Review Warrant for Special Meeting if deemed necessary
- 3) Draft/Review Warrants for Annual Meeting
- 4) Review/Finalize Budget for Fiscal Year 2014
- 5) Set a date for additional Commissioners Meeting if necessary.
- 6) Adjourn

Posted by: Mark J. Melchionda, Acting Clerk of the District

April 30, 2013

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

Minutes of North Sagamore Water District Meeting May 2, 2013

2014 AUG 4 PM 2 53

Meeting called to order at 4:05 pm.

TOWN CLERK'S OFFICE
BOURNE, MASS

Present

Commissioner Mark Melchionda

Commissioner George Sala

Commissioner Mark Bergeron

Superintendent Sean Anderson

Office Manager/Treasurer Betty Clark MacLeay

1. Review of Fiscal Year 2013 Budget

The Commissioners agreed not to pay the Assessors and Collectors from Bourne and Sandwich for FY2013

The Commissioners agreed not to budget for Assessors and Collectors from Bourne and Sandwich for FY2013

Discussion was had about whether the Clerk's position should be elected or appointed. The Commissioners agreed that the Clerk's position should be appointed and the Annual Meeting Warrant will reflect this.

The Commissioners reviewed the 2013 budget vs. 2014 budget line for line.

2. Draft/Review Warrant for Special Meeting if deemed necessary

As of the time of this meeting, the Commissioners do not feel that we need a special meeting.

3. Draft/Review Warrants for Annual Meeting

The Commissioners reviewed the draft of the articles and will take them into consideration. Supervisor Sean Anderson will send the articles to District Counsel to finalize the draft and send to the Commissioners for review before the next meeting.

4. Review/Finalize Budget for Fiscal Year 2014

The Commissioners reviewed the 2013 budget vs. 2014 budget line for line.

5. Set a date for additional Commissioners Meeting if necessary

The additional Commissioner meeting was scheduled for May 14, 2013, 12:00 pm.

6. Adjourn

Commissioner Sala motioned to adjourn, Commissioner Bergeron seconded. Meeting was adjourned at 8:00 pm.

Respectfully submitted by Mark Bergeron, Commissioner

May 2, 2013



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 MAY 8 AM 11 19

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

The North Sagamore Water District
Board of Water Commissioners
Will meet on Friday, May 10, 2013 AT 12:01 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- 1) Review/Finalize/Approve Warrant for Special Meeting if deemed necessary
- 2) Review/Finalize/Approve Budget for Fiscal Year 2014
- 3) Review/Finalize/Approve Warrant for Annual Meeting
- 4) Set a date for additional Commissioners Meeting if necessary.
- 5) Adjourn

Posted by: Mark J. Melchionda, Acting Clerk of the District
May 6, 2013

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 Friday, May 10, 2013 AT 12:00 P.M.

LOCATION

14 SQUANTO RD., SAGAMORE BEACH, MA. 02562

- 1) Review/Finalize/Approve Warrant for Special Meeting if deemed necessary
- 2) Review/Finalize/Approve Budget for Fiscal Year 2014
- 3) Review/Finalize/Approve Warrant for Annual Meeting
- 4) Set a date for additional Commissioners Meeting if necessary.
- 5) Adjourn

2013 MAY 6 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS.

Posted by: Mark J. Melchionda, Acting Clerk of the District
May 6, 2013
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

Minutes of North Sagamore Water District Meeting May 10, 2013

Meeting called to order at 12:01 pm.

Present

Commissioner Mark Melchionda

Commissioner George M. Sala

Superintendent Sean Anderson

Office Manager/Treasurer Betty Clark MacLeay

2014 AUG 4 PM 2 53

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review/Finalize/Approve Warrant for Special Meeting if deemed necessary. Commissioner Sala motioned to transfer \$68578.89 between the salary and wage and expense portions of various Fiscal Year 2013 appropriations for the purpose of Article 1, Commissioner Melchionda seconded.

2. Review/Finalize/Approve Budget for Fiscal Year 2014.

Some discussion took place regarding changing the Budget breakdown in the Annual Meeting Booklets. Some line items were discussed and one was changed to read Health Insurance Benefit. Line item PT Tech was increased to \$14,000.00. Some discussion took place regarding billing/accounting software and how to pay for it. Betty Clark MacLeay stated that free cash for FY 2012 had been certified at \$238,380.00.

3. Review/Finalize/Approve Warrant for Annual Meeting

Discussion took place regarding Articles 7, 8, 9, and 10. The following was decided:

Article 7 - Stabilization Fund:

\$30,000 from Free Cash

Article 8 - District Property Maintenance:

\$60,000 from Free Cash

Article 9 - Regular Expense of District:

\$1,078,201.25

Article 10 - Meter Conversion:

\$50,000 from Free Cash

4. Set a date for additional Commissioner Meetings if necessary.

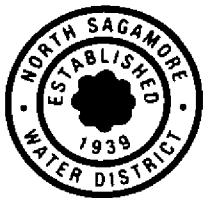
No additional meetings were scheduled.

5. Adjourn

Commissioner Sala motioned to adjourn, Commissioner Melchionda seconded. Meeting was adjourned at 1:13 pm.

Respectfully submitted by Sean Anderson, Superintendent

May 13, 2013



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 MAY 8 AM 11 19

TOWN CLERK'S OFFICE
BOURNE, MASS

WARRANT FOR THE 2013 SPECIAL MEETING

Commonwealth of Massachusetts
Barnstable, SS

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

**SAGAMORE BEACH FIRE STATION – MEETING HOUSE LANE
COMMUNITY ROOM - 2ND FLOOR
WEDNESDAY, MAY 22 2013
7:00 PM**

And there act upon the following articles:

Article 1: To see if the District will vote to transfer a sum of money between the salary and wage and expense portions of various Fiscal Year 2013 appropriations, or act anything thereon.

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

Given under our hands on this 7th day of May, 2013.

A true copy, attest Board of Water Commissioners

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

WARRANT FOR THE 2013 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, MAY 22 2013
7:00 PM**

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 District Officers.

Article 5: To see if the District will vote to rescind the following authorized and unissued debt:

Article 12, 04-26-2000	\$135,000.00
Article 11, 04-17-2002	\$1,179,808.96
Article 8, 05-26-2010	\$100,000.00

Article 6: To see if the District will vote to fix the salary and compensation of all elected officers of the District as provided by Chapter 41, Section 108, as amended, and that the District raise and appropriate or transfer from available funds a sum of money therefore for the fiscal year 2014, or act anything thereon.

Article 7: To see if the District will vote to raise and appropriate or transfer from available funds a sum of money to add to the Stabilization Fund, or act anything thereon.

Article 8: To see if the District will vote to authorize the Board of Water Commissioners to raise and appropriate, borrow or transfer from available funds in the treasury a certain sum of money for purposes of district property maintenance to include but not limited to computer equipment and software; water main repairs or replacements; storage tank repairs, painting,

2013 MAY 15 AM 10 27
TOWN CLERK'S OFFICE
BOURNE, MASS

removal or construction of, or anything incidental thereto, or to act anything in relation thereon.

Article 9: To see if the District will vote to raise and appropriate or transfer from available funds to defray the regular expense of the District for fiscal year 2014, or act anything thereon.

Article 10: To see if the District will vote to raise and appropriate or transfer from available funds in the treasury a sum of money for the purpose of meter conversions and upgrades, or act anything thereon.

Article 11: To see if the District will vote to amend the District Bylaws by deleting the language in Article 2, Section 1 of the By-Laws of the District regarding the date for the District's Annual Meeting and substituting in its place the following language:

Section 1. For the year 2014 and each year thereafter the annual meeting shall be held on a Wednesday in April or May of that year. The date of the Annual Meeting of the District shall be voted by the District Commissioners on or before March 30 of each year and the Warrant shall be posted in accordance with requirements of the District and Massachusetts General Laws.

Article 12: To see if the District will vote to amend the District Bylaws by deleting the language in Article 2, Section 3 and substituting in its place the following language:

Section 3. Fifteen legal voters shall constitute a quorum at the annual meeting and any special meeting, but at such special meeting no business shall be transacted other than that set forth in the warrant for that meeting.

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 10th day of May, 2013.

A true copy, attest Board of Water Commissioners


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 Thursday, June 20, 2013

At 4:00 P.M.

Location

Community Room at

Sagamore Beach Fire Station

51 Meetinghouse Lane

Sagamore Beach, MA 02562

Agenda

1. Remembrance of Former Commissioner, Virginia Anderson
2. Review and Approve Meeting Minutes of April 24, 2013, May 2, 2013, May 10, 2013, Special District Meeting May 22, 2013 & Annual District Meeting May 22, 2013.
3. District Reorganization
4. Superintendent Update
5. Treasurer/Office Manager Update
6. Any old/new business that may legally come before the Board
7. Commissioner's Comments
8. Set Date of Next Monthly Meeting
9. Adjourn

Posted by: Betty Clark MacLeay, Clerk of the District

June 14, 2013

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

Mark Melchionda, Chairperson/Water Commissioner

George Sala, Water Commissioner

Mark Bergeron, Water Commissioner

2013 JUN 14 AM 11 32

TOWN CLERK'S OFFICE
BOURNE, MASS

North Sagamore Water District Meeting

Minutes from June 20, 2013

2014-808 P. 2 33
TOWN CLERK'S OFFICE
BOURNE, MASS

The North Sagamore Water District Board of Water Commissioners meeting was held on Thursday, June 20, 2013 at 4:00 PM at the Community Room at the Sagamore Beach Fire Station located at 51 Meetinghouse Lane, Sagamore Beach. The meeting was called to order by Chairman, Mark Melchionda at 4:04 PM.

The following individuals were present: Chairman Mark Melchionda, Commissioner George Sala, Commissioner Mark Bergeron, Treasurer/Office Manager Betty Clark MacLeay and Water Superintendent Sean Anderson.

- 1. Remembrance** - a moment of silence was held for former Water Commissioner Virginia Anderson who recently passed away. The Commissioners indicated that they would like to find a means to memorialize both former Water Superintendent Paul Gibbs and Virginia Anderson.
- 2. Review and Approve Meeting Minutes of April 24, 2013, May 2, 2013, May 10, 2013, Special District Meeting May 22, 2013 & Annual District Meeting May 22, 2013**
Commissioner Melchionda had one correction to the April 24, 2013 minutes. Commissioner Sala made separate motions to accept each the minutes from each of the meetings. Commissioner Bergeron seconded each of the motions for the minutes from the meetings of April 24, 2013, May 2, 2013, Special Meeting of April 22, 2013 and Annual Meeting of April 22, 2013. Commissioner Melchionda seconded the motion for the minutes of the May 10, 2013 meeting. The motion was accepted.
- 3. District Reorganization**
Engineer - There was discussion concerning the appointment of an Engineering firm. Water Superintendent Sean Anderson stated that Ryan Allgrove was the new primary contact assigned to the District since Tom Mahanna resigned from Stantec. The Superintendent recommended staying with Stantec as our engineering firm since we are still in the process of addressing the tank painting issues with the Clark Road Water Tank.

Commissioner Sala made a motion to appoint **Stantec as the District's Engineer, Robert Troy as the District's Legal Counsel, Sean Anderson as Water Superintendent and Betty Clark MacLeay as District Clerk**. Commissioner Bergeron seconded the motion. The motion was accepted.
Chairperson - Commissioner Bergeron made a motion to appoint **Commissioner Sala as the Chairperson of the North Sagamore Water District Board of Water Commissioners**. Commissioner Melchionda seconded the motion. The motion was accepted.
- 4. Superintendent Update**
Superintendent Anderson informed the Board that Tom Mahanna was leaving Stantec to go to Tighe & Bond Inc. Superintendent Anderson informed the Board that the Clark

Road tank repairs have been put off until Fall when the weather is better suited for painting without having to take the tank offline.

Superintendent Anderson informed the Board that he had received a complaint from the Bourne Police Department regarding the muddy area between the Church Lane Treatment Plant and the Church Lane Well. One of the police officers got a new department SUV vehicle stuck in the mud and wanted to know what we could do about preventing this situation in the future. Superintendent Anderson showed the Board pictures of the area and discussion took place as to how to remedy the issue.

Superintendent Anderson recommended gates but the Commissioners were not in favor of gates at this time. The Commissioners suggested that the District look into easements and rites of way.

Commissioner Sala recommended honching and indicated that he would work with Superintendent Anderson to fill in the low spots. Commissioner Melchionda recommended a site visit by the Commissioners.

Superintendent Anderson gave an update regarding a check valve at the corner of Diandy Road and Old Plymouth Road. He explained how in the past the general understanding was that the check valve was broken. The purpose of this valve is to let tank pressure flow into the booster zone should it ever fail. With some new information obtained, the Superintendent and his crew were able to test the check valve and found that it did in fact work properly. All of Diandy Road was put on tank pressure. The pressures were found to be in the range from 34-48 psi. The valve was not being used correctly in the past but it is now in service.

5. Treasurer/Office Manager Update

The Treasurer gave an update on the office renovation which includes painting, the replacement of the carpeting, the replacement of the window blinds and switching the electrical outlets and covers from tan to white. Painting is complete. The Treasurer is in the process of getting quotes for the blinds. Carpet replacement is scheduled for June 25th. The Treasurer will contact Deane Anderson for outlet changeover.

The Treasurer advised that the final payroll for Fiscal 2013 will be generated on Friday, June 28th with a pay date of June 30, 2013.

The Treasurer advised that all fiscal 2013 bills must be paid by July 15th so everyone must be sure to get their bills in before then.

The Treasurer asked for permission to move forward with posting the open part time billing clerk position. The Commissioners advised her to proceed. The Treasurer stated that she would post the position on the Massachusetts Collectors and Treasurers website and place an ad in the BOURNE ENTERPRISE. It was agreed that it was not necessary to incur the cost of advertising in the CAPE COD TIMES.

6. Any old/new business that may legally come before the Board - there was none

7. **Commissioner's Comments** – Commissioner Sala informed the Board that the Treasurer had received a request from a resident for annual meeting minutes from 1995 through 2000.
8. **Set Date of Next Monthly Meeting** – Tentatively set for July 25, 2013 at 4:00 PM
9. **Adjourn** – Commissioner Bergeron made a motion to adjourn. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully Submitted,

Betty Clark MacLeay
District Clerk



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Meeting Notice 2013 JUL 23 AM 10 43

The North Sagamore Water District TOWN CLERK'S OFFICE
BOURNE, MASS

Board of Water Commissioners

Will Meet on Thursday, July 25, 2013

At 4:00 P.M.

Location

North Sagamore Water District Office

14 Squanto Road

Sagamore Beach, MA 02562

Agenda

1. Conduct Interviews of candidates for Part Time Billing Clerk position
2. Deliberation/possible determination of offer of employment for Part Time Billing Clerk and possible vote
3. Superintendent Update
4. Treasurer/Office Manager Update
5. Personnel Policy Discussion/possible vote if change(s) deemed necessary
6. Discussion of District Clerk position and duties including assignment of minute taking at meetings. Vote if deemed necessary.
7. Any old/new business that may legally come before the Board
8. Commissioner's Comments
9. Set Date of Next Monthly Meeting
10. Adjourn

Posted by: Betty Clark MacLeay, Clerk of the District
July 23, 2013

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

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

North Sagamore Water District Meeting

Minutes from July 25, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

The North Sagamore Water District Board of Water Commissioners meeting was held on Thursday, July 25, 2013 at 4:00 PM at the North Sagamore Water District Office located at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairman George Sala at 4:00 PM.

The following individuals were present at the start of the meeting: Chairman George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda and Treasurer/Office Manager Betty Clark MacLeay.

1. Conduct Interviews of candidates for Part Time Billing Clerk position

Chairman Sala abstained from the process due to a personal relationship with one of the applicants.

The first candidate arrived before the District meeting began. The interview began at 4:02 PM with candidate Marijoan Stevens. Commissioner Melchionda, Commissioner Bergeron and the Treasurer/Office Manager conducted the interview using the attached set of questions. After the final question, Mrs. Stevens was given an opportunity to ask any questions that she had. The interview ended at 4:25 PM at which time Ms. Stevens left the premises.

The second candidate arrived at 4:30 PM. The interview began at 4:32 PM with candidate Maureen Fruci. Commissioner Melchionda, Commissioner Bergeron and the Treasurer/Office Manager conducted the interview using the attached set of questions. After the final question, Mrs. Fruci was given an opportunity to ask any questions that she had. The interviewing ended at 4:50 PM.

- ### **2. Deliberation/possible determination of offer of employment for Part Time Billing Clerk and possible vote**
- After discussion between Commissioner Melchionda and Commissioner Bergeron about the candidates, Commissioner Bergeron made a motion to hire Maureen Fruci for the position of Part time Billing Clerk/Office Assistant pending reference checks. Maureen Fruci was present and accepted the position.

3. Superintendent Update

Water Superintendent Sean Anderson joined the meeting at 5:00 PM. The Superintendent presented the Board with a Hydraulic Model Update and Analysis Report from Stantec as well as additional cost estimates. Some discussion took place regarding the report and low pressure in some isolated areas. The Superintendent reviewed the conclusions and recommendations from the report with the Commissioners and it was agreed by all that the Superintendent should continue to pursue an interconnection with the Town of Plymouth. Discussion took place regarding various other recommendations from the report including new water mains, tank painting, booster station upgrades and replacement of broken/seized gate valves.

The Superintendent explained to the Board that the DEP requires water suppliers to have professional inspections performed on all tanks every 3 to 5 years. The Clark Tank was last inspected in October of 2011 but the other two tanks were last inspected in 2009. The Superintendent presented the Board with a quote from Underwater Solutions to perform the tank inspections. He indicated that he would try to get two more quotes if possible but that there are a limited number of companies that perform this service.

The Superintendent gave an update on the issue discussed at last month's meeting regarding the muddy area at Church Lane where the police vehicle had gotten stuck. The Superintendent and Chairman Sala had previously discussed dropping a few trees to block access to the area of concern and then see if they receive any complaints about the lack of access. If no complaints were received then the District may be able to proceed with a gate in the future. The Superintendent reported that he and his staff had dropped some trees and he has received no complaints to date.

The Superintendent reported that Kinsman Electrical Services had finished the Auxiliary Power Transfer Switch at the Beach Well. He indicated that everything looked good but that the District would need to rent a generator to test the equipment. The Superintendent suggested that this be done as part of the District's Emergency Response Training.

4. Treasurer/Office Manager Update

The Treasurer distributed an accounts receivable report dated as of today. The Treasurer also presented correspondence from two customers who had received shut off warnings letters that were mailed out on July 11, 2013. One customer had a letter faxed to the District Office from a Doctor verifying that one of the household members had a serious medical condition which qualifies the residence for shutoff protection under the law. The Commissioners would like the Treasurer to ask the customer for a payment plan and instructed the Treasurer to lien the customer's property taxes for the unpaid balance. The Treasurer informed the Board that this customer also claimed as she has in the past that she had made a cash payment years ago that she was never given credit for. The Commissioners indicated that they had already addressed this issue in the past and ruled that without proof of payment they could not make any allowances.

The second customer had made two partial payments in cash and was asking for an extension. The Board determined that he can have an extension until the September 1st but if he failed to make his payment his water would be turned off.

The Treasurer distributed a list of issues that need to be addressed in the near future (see attachment).

Fixed Assets - The Treasurer reported that the District needs to compile a list of its fixed assets which includes purchase date and purchase price. Robert Bliss, the District's CPA, has indicated to the Treasurer that he will work with the District to determine the depreciated values of the assets if necessary. Robert Bliss also indicated that it is required that the fixed assets project be completed before he begins the District's audit. The Commissioners instructed the Water Superintendent that he should begin working on the project and that he should enlist the help of the rest of the operations team if

necessary to complete it. The Commissioners indicated that the District should maintain an inventory of all assets even small dollar value assets.

Performance Bonds – The Treasurer distributed a report of the performance bonds that the District currently holds. The Treasurer indicated that she presented this list at a previous meeting and is asking that the Board determine if any funds can be released. Releases require a vote of the Board. The Board indicated that they would like more information on the projects and asked the Superintendent if he could access the records for each. The Board postponed any further discussion until a future meeting.

OPEB (Other Post Employment Benefits) – The Treasurer stated that the District is required to calculate liabilities under GASB 45 and will need to make and implement a funding plan. The Treasurer reminded the Board that in January 2013 the District signed up through the Barnstable County Retirement Association to participate with other members in an actuarial service for the calculation of the liabilities associated with OPEB. There will be a cost to the District for the service. The Treasurer reports that she had not heard any updates on the project so she recently look into it and was told that the project and resulting report should be completed soon.

New Phone System & all inclusive billing - The Treasurer indicated that at some point in the near future the District needs to make changes to the current phone system. The Treasurer also indicated that we are still being billed separately for long distance through AT & T so as soon as time allows she intends to once again try to work with Verizon and Comcast to get a better deal. Chairman Sala indicated that he would also like to see the District maintain a webpage.

New Water Billing Software – The Treasurer indicated that she has looked at a couple of software programs but was looking for the Board to provide guidance as to how they would like to proceed with the search for and purchase of billing software. It was determined that this topic along with a discussion of a rate change should be added to next month's meeting agenda.

Change in Meter Reading Schedule - The Treasurer asked the Board if they were ready to decide whether or not to change from one meter reading per year to two meter readings per year. After discussion, Commissioner Melchionda made a motion to change the meter reading cycle to take two actual meter readings per year and bill twice per year on July 1st and January 1st. Commissioner Bergeron seconded the motion. The motion was accepted

5. Personnel Policy Discussion/possible vote if change(s) deemed necessary

There was discussion about the calculation of personal days for employees. It was determined that the policy needs updating. Chairman Sala stated that he will forward the Treasurer a copy of the Town of Bourne's policy on personal days.

There was discussion that Sean Anderson's personal days have historically been awarded to him in January on his employment anniversary date. However the policy states that personal days will be awarded at the start of the fiscal year (July 1st) each year and must be used by the end of the fiscal year (June 30th) or they will be forfeited. It was

determined that in order to get him in line with the policy, Sean should be granted 12 hours of personal time as of January 4, 2013 followed by 24 hours of personal time on July 1, 2013. In the event that Sean used more personal time between January 1, 2013 and June 30, 2013, he should be charged vacation time for the overage. Going forward Sean will be granted his 24 hours of personal time on July 1st.

6. Discussion of District Clerk position and duties including assignment of minute taking at meetings. Vote if deemed necessary.

After discussion, the Commissioners determined that the part time billing clerk will be required to attend the Board of Water Commissioners meetings, take the notes at the meetings, type the notes from the meetings and submit them to the Board members for review at the next Water District Board Meeting.

7. Any old/new business that may legally come before the Board

Superintendent Anderson indicated that they had some seized valves and that he would be seeking three quotes for replacement valves.

8. Commissioner's Comments

Chairman Sala stated that the Treasurer had informed him that she received another public records request from a resident for the District Annual Reports from 1991 through 1995. This resident had previously requested and was given access to the District Annual Reports from 1995 through 2000. Chairman Sala requested that when District employees receive public records requests that the Board be provided copies of anything that is provided to or shown to the requestor.

9. Set Date of Next Monthly Meeting – tentatively set for Wednesday, October 21, 2013 at 4:00 PM

10. Adjourn – Commissioner Bergeron made a motion to adjourn. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully Submitted,

Betty Clark MacLeay
District Clerk



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 Monday, August 26, 2013

At 4:00 P.M.

Location

North Sagamore Water District Office

14 Squanto Road

Sagamore Beach, MA 02562

Agenda

1. Review/Accept Board Meeting Minutes – June 20, 2013 & July 25, 2013
2. Discuss/outline plan to initiate Water Rate Change
3. Discuss/outline plan to establish a multi-year Capital Purchase Plan and Capital Improvement Plan
4. Discuss/outline plan to review and purchase New Water Billing Software
5. Update on collection of Fixed Assets data
6. Superintendent Update
7. Treasurer/Office Manager Update
8. Any old/new business that may legally come before the Board
9. Commissioner's Comments
10. Set Date of Next Monthly Meeting
11. Adjourn

Posted by: Betty Clark Mogleay, Clerk of the District
August 21, 2013

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

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

2013 AUG 21 AM 10 08
TOWN CLERK'S OFFICE
BOURNE, MASS

North Sagamore Water District Meeting Minutes from August 26, 2013

2014 AUG 1 11 21 AM

TOWN CLERK'S OFFICE

BOURNE, MASS

The North Sagamore Water District Board of Water Commissioners meeting was held on Monday, August 26, 2013 at 4:00 pm at the North Sagamore Water District office located at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairman George Sala at 4:03 pm.

The following individuals were present at the start of the meeting: Chairman George Sala, Commissioner Mark Melchionda, Superintendent Sean Anderson, Assistant Superintendent Geoff Ray, Treasurer/Office Manager Betty Clark MacLeay and Billing Clerk Maureen Fruci.

Chairman Sala asked for a moment of silence for Mrs. Morgan, wife of former water commissioner James Morgan, who passed away recently.

Review /Accept Meeting Minutes

Commissioner Melchionda made the motion to postpone review of the meeting minutes from June and July until the next board meeting. Chairman Sala seconded the motion. The motion was accepted.

Discuss/Outline Plan for Water Rate Change

Superintendent Anderson suggested the Commissioners review the spread sheets and look at the next 10-20 years to project costs. He also suggested a study be done in order to have data to back-up the rate change. Chairman Sala asked for a time frame for a study. Commissioner Melchionda suggested we get quotes. Superintendent will research time frame and get information on quotes.

Discuss/Outline Capital Purchase/Capital Improvement Plan

There was discussion regarding plans for connection to Plymouth and the Norris Road booster upgrades. Treasurer Clark MacLeay mentioned new trucks and the SCADA system should be added to the plan. Superintendent will update the plan and email back. Commissioner Melchionda would like estimate for the Black Pond generator tightened up. Superintendent will follow-up.

Discuss/Outline Purchase of Water Billing Software

Treasurer Clark MacLeay will get 3 quotes. The Treasurer estimates the cost should be under \$25,000 and support would be an added charge. Commissioner Melchionda wants to make sure support fees stay low. He suggested we find out what other towns use for their billing and asked about possible upgrades to the current Brava billing system. The Treasurer will have more information for the next board meeting.

Update Fixed Assets Data

Commissioners were very happy with Superintendent Anderson's collection of fixed assets data. Treasurer Clark MacLeay added we only need depreciable items on the list for audit purposes.

Superintendent Update

Superintendent got quotes on tank inspections with Liquid Engineering as low bid. Chairman Sala asked for references. Superintendent had no luck getting references. Commissioner Melchionda suggested we stick with Bill Cornish of Underwater Solutions.

Superintendent informed the board that South Shore Generator needs to test transfer switch at the beach well. Superintendent feels now is the time to test the switch before there's an emergency. Chairman Sala signed contract with South Shore Generator including the rental agreement.

Commissioner Melchionda would like date touch-up paint will be done on water tower.

Treasurer/Office Manager Update (See attached Treasurer's update)

The Treasurer reported that bills were mailed on 8/15/13. Also there was a discrepancy on three accounts in the Receivable Report and she has contacted Paul Fernandes from Brava about the problem. Maureen has compiled a list of meter problems/questions and Jon has been going out to the properties and repairing/replacing meters and leaving cards with homeowners. The Treasurer would like to send letters to homeowners who do not respond to cards left at their homes requesting access to read/replace meters. The Treasurer asked Commissioners how they would like the letters worded. Commissioner Melchionda wants to give homeowners every opportunity to comply including possibly scheduling appointments on a designated Saturday. Chairman Sala suggested whoever is on call for that particular Saturday can do the work. Superintendent Anderson asked if he could order meters for the change outs so we make sure there are plenty in stock. The Treasurer said we have the funds to order.

The Treasurer also reported we are in process of updating/correcting account addresses. Paul Fernandes of Brava is in the process of updating collection letters and he should have them done by 9/4/13. Treasurer has set up deadlines and schedules so any shut-offs can be done by 11/1/13. Chairman Sala agreed reminder letters should go out to accounts with payment arrangements on 9/4/13.

Treasurer reports Liability Insurance needs renewal before 9/21/13. Commissioners agreed to do a special meeting at 12 noon (date to be determined) and have Carlson & Almeida give proposal.

Treasurer reports carpet was fixed, bill is \$125. Treasurer will call and ask salesperson why the charge is so high.

Treasurer needs receivable balances for FY2013 from Bourne and still has not seen any FY2014 turnovers. Chairman will be at town hall and will inquire with treasurer.

Treasurer informed the board she needs to schedule Theresa for year-end journal entries.

Old/New Business

Chairman Sala addressed customer (Mr. Poley) who has a problem with his current water bill of \$2164.25. Chairman informed Mr. Poley he will be added to next month's meeting agenda which gives Commissioners time to investigate the problem and a decision will be made at that time

Commissioner's Comments

Chairman Sala reports that meeting minutes are a permanent record. Old meeting minutes need to be organized and possibly scanned. Chairman said we should maintain Squanto Road. Superintendent will fill-in pot holes.

Date of Next Monthly Meeting

Tentatively scheduled for Wednesday, September 18, 2013 at 4 pm.

Adjourn

Commissioner Melchionda made the motion to adjourn the meeting at 5:40 pm and Chairman Sala seconded the motion. The motion was accepted.

Respectfully Submitted,

Maureen Fruci
Billing Clerk



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Meeting Notice 2013 SEP 4 PM 4 13

The North Sagamore Water District TOWN CLERK'S OFFICE
BOURNE, MASS

Board of Water Commissioners

Will Meet on Monday, September 9, 2013

At 12:00 Noon

Location

North Sagamore Water District Office

14 Squanto Road

Sagamore Beach, MA 02562

Agenda

1. Representatives from Almeida and Carlson Insurance agency will present the Board with new year insurance policies and Commissioners will complete and sign any necessary insurance applications
2. Any old/new business that may legally come before the Board
3. Commissioner's Comments
4. Adjourn

Posted by: Betty Clark MacLeay, Clerk of the District
September 5, 2013

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

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

North Sagamore Water District Meeting Minutes from September 9, 2013

~~TOWN CLERK'S OFFICE~~

BOURNE, MASS

The North Sagamore Water District Board of Water Commissioners meeting was held on Monday, August 9, 2013 at 12:00 Noon at the North Sagamore Water District Office located at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairman George Sala at 12:06 PM.

The following individuals were present at the start of the meeting: Chairman George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Treasurer/Office Manager Betty Clark MacLeay, Water Superintendent Sean Anderson, Noel Almeida of Almeida and Carlson Insurance Agency and Joy Caruso of Almeida and Carlson Insurance Agency.

1. Representatives from Almeida and Carlson Insurance agency will present the Board with new year insurance policies and Commissioners will complete and sign any necessary insurance applications

Noel Almeida advised the Board that there are only four carriers in the United States that currently issue Property and Casualty insurance to Water Districts. Two carriers are in the western part of the United States and two are in the eastern part of the United States. Noel will be soliciting quotes from the two carriers in the eastern United States. Both carriers are "A" rated carriers. Noel also informed the Board that Workers Compensation policies are written separately from the Property and Casualty policies in Massachusetts.

Noel and Joy Caruso explained to the Board that the District's Property and Casualty Policy is written on a blanket basis but it was still necessary to review and update property values. Noel and Joy reviewed and updated property values for the policy with the Board and the Water Superintendent. In addition, the Board and Water Superintendent responded to questions from the insurance applications.

The current policies terminate on September 21, 2013. It was agreed that Noel and/or Joy will present the quotes to the Board at their next meeting which they scheduled for Thursday, September 19th at noon. If the quotes are available earlier than the meeting date, Joy will email them to the Treasurer who will then distribute them to the Board so they have an opportunity to review them in advance.

2. Any old/new business that may legally come before the Board

The Water Superintendent indicated that repair work was needed for the driveway at 56 Meetinghouse Lane. Chairman Sala indicated that he should obtain a quote for the repair. The Chairman also asked for a complete list of patches needed.

The Water Superintendent indicated that he had no update on the Clark Road peeling paint issue. Commissioner Melchionda voiced concern that the project needed to get

started soon before the weather prohibited painting and instructed the Water Superintendent to follow up with the District Engineer, Ryan Algrove.

The Water Superintendent informed the Board that he looked into vendors for the rate study and indicated that he felt the frontrunner was Doug Gardiner who verbally quoted a price of \$4,500.00 to perform the work. The Board gave approval to the Water Superintendent to move forward with Doug Gardiner.

3. Commissioner's Comments

The Board expressed appreciation to Jonathan Devine for planting a tree on the District property as a memorial to the late Paul Gibbs and Virginia Anderson. Commissioner Melchionda stated that he still feels that the District should erect a flagpole and/or a plaque on the building in their memory. Commissioner Melchionda instructed the Water Superintendent to look into a flag pole and flag.

- 4. Adjourn** – Commissioner Melchionda made a motion to adjourn. Commissioner Bergeron seconded the motion. The motion was accepted.

Respectfully Submitted,

Betty Clark MacLeay
District Clerk



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

Meeting Notice

The North Sagamore Water District

Board of Water Commissioners

Will Meet on Thursday, September 19, 2013

At 12:00 Noon

Location

North Sagamore Water District Office

14 Squanto Road

Sagamore Beach, MA 02562

Agenda

1. Review and Accept Board Meeting Minutes from June 20, 2013, July 25, 2013, August 26, 2013 & September 9, 2013
2. Resignation of Treasurer/Office Manager & District Clerk as of September 20, 2013.
Review of final payout of accrued time
3. Issuance of Bond Release for outgoing Treasurer
4. Discussion and vote to appoint Interim Treasurer
5. Application for Bond for Interim Treasurer
6. Discussion and vote to appoint Interim District Clerk
7. Noel Almeida and Joy Caruso from Almeida and Carlson Insurance agency will present the Board with two quotes for insurance policy expiring on September 21, 2013. Commissioners to determine which policy to accept.
8. Noel Almeida and Joy Caruso will collect Bond Release for outgoing Treasurer and Bond application for Interim Treasurer.
9. Completion of paperwork to remove outgoing Treasurer from District bank accounts and add Interim Treasurer to the District bank accounts
10. Discussion and determination of plan to permanently fill Treasurer/Office Manager position
11. Discussion and determination of plan to permanently fill District Clerk position
12. Brava Annual Maintenance Bill
13. QuickBooks Upgrade
14. Review & discussion of Personnel Policies. Vote on any amendments deemed necessary
15. Treasurer Office Manager Update
16. Superintendent Update
17. Any old/new business that may legally come before the Board

2013 FEB 17 PM 1:15
TOWN CLERK'S OFFICE
SAGAMORE BEACH, MASS.

11
[Handwritten signature]



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

18. Commissioner's Comments

19. Adjourn

Posted by: Betty Clark MacLeay, Clerk of the District

September 17, 2013

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

George Sola, Chairperson/Water Commissioner

Mark Melchionda, Water Commissioner

Mark Bergeron, Water Commissioner

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM SEPTEMBER 19, 2013

2014 AUG 5 PM 2 58
The North Sagamore Water District Board of Water Commissioners meeting was held on Thursday, September 19, 2013 at 12 noon at the North Sagamore Water District office located at 14 South Gate Road, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 12 noon.

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Sean Anderson, Treasurer/Office Manager Betty Clark MacLeay, Billing Clerk Maureen Fruci, Joy Caruso and Noel Almeida from Almeida & Carlson Insurance Agency.

Commissioner Bergeron made the motion to change the order of the agenda so the representatives of Almeida & Carlson Insurance Agency could be addressed first. Chairperson Sala seconded the motion and the motion was accepted.

Insurance Policies

Noel Almeida presented their proposal for insurance policies for the upcoming year with quotes from two different companies (American Alternative and Allied World Assurance). He provided the board with spreadsheets explaining coverage, deductibles, exclusions and pricing for both companies. Mr. Almeida recommends American Alternative due to their broadness of coverage, experience and pricing. Commissioner Melchionda inquired about earthquake coverage and Mr. Almeida indicated American includes that coverage. Almeida also recommends flood insurance and raising the umbrella policy. Commissioner Melchionda made the motion to accept American Alternative, add flood insurance and increase the umbrella policy. Chairperson Sala seconded the motion and the motion was accepted. Discussion moved on to workers compensation insurance. Mr. Almeida will address workers compensation in May because the policy doesn't expire until June. There was a discussion regarding an open bond. Almeida will get back to the board.

Review/Accept Meeting Minutes

Commissioner Melchionda made the motion to accept all meeting minutes. Commissioner Bergeron seconded the motion and the motion was accepted.

Resignation of Treasurer/Office Manager & District Clerk & Final Pay Out

Chairperson Sala received and accepted Betty Clark MacLeay's resignation. Noel Almeida accepted the release of bond and will submit to the state. The board thanked the representatives from Almeida & Carlson for their presentation and they left the meeting.

There was a lengthy discussion/debate regarding the length of time outgoing Treasurer Clark MacLeay gave the board informing them of her decision to leave the district. The amount of

vacation time she was entitled to was also debated. The board ultimately agreed to give Clark MacLeay the 3 weeks she was requesting.

Interim Treasurer

Chairperson Sala stated that by law we have to have an acting Treasurer/Clerk. The board suggested Superintendent Anderson or Billing Clerk Maureen Fruci as interim. Commissioner Melchionda made the motion to appoint Maureen Fruci as Interim Treasurer on a temporary full time basis with a \$5.00 per hour increase. Commissioner Bergeron seconded the motion and the motion was accepted.

District Clerk

Commissioner Melchionda made the motion to appoint Maureen Fruci as interim clerk with assistance from Superintendent Anderson. Commissioner Bergeron seconded the motion. The motion was accepted.

Bank Signatures

Chairperson Sala accepted the paperwork to remove outgoing Treasurer from bank accounts as of 9/20/13. He recommended adding Superintendent Anderson as a signer. Treasurer Clark MacLeay will have banks send new paperwork for signatures.

Discussion To Fill Treasurer/Clerk Position

Chairperson Sala stated he wants the position posted as soon as possible in the Cape Cod Times, Patriot Ledger and MTA.

Annual Brava Maintenance Bill

The board approved the payment of the annual maintenance bill for Brava.

The board decided to table discussion about Quickbooks upgrade and review of personnel policies.

Superintendent Update

Superintendent Anderson gave a brief update on the Clark Road tank repairs. A signature was obtained from Chairperson Sala on a letter drafted by the Superintendent to the Town of Plymouth regarding an emergency interconnection between North Sagamore Water District and the Town of Plymouth.

Treasurer/Office Manager Update

Treasurer Clark MacLeay reported that the beginning balance may need to be adjusted. She also informed the board that water receipts may not get done before she leaves. Treasurer recommends calling Theresa Johnson to assist with unfinished business. Chairperson Sala wants a call made to Theresa as soon as possible.

Old/New Business

None

Commissioner's Comments

Chairperson Sala wants a review and discussion of personnel policies to be put on next meeting agenda. He also wants discussion of parameters for new Treasurer position.

Date of Next Monthly Meeting

Date still to be decided

Adjourn

Commissioner Melchionda made the motion to adjourn the meeting at 2:03 pm. Chairperson Sala seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci
Billing Clerk



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



Barry H. Johnson
Town Clerk

Wendy J. Chapman
Asst. Town Clerk

October 10, 2013

Sally Riggs

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

BFDC

2012 July 11, Aug. 29, Sept. 12

2013 July 10, Sept. 11, Oct. 9

2011 Apr. 13

Design/Sign Standards

2012 Jan 23, Jan 25

Main Street Steering

2012 Sept. 10, Sept 24

2013 Jan 14, Feb 11,

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman
Asst. Town Clerk



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 OCT 25 PM 3 51

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

The North Sagamore Water District
Board of Water Commissioners
Will Meet on Wednesday, October 30, 2013
At 5:30 pm

LOCATION

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

AGENDA

1. Review and accept board meeting minutes from September 19, 2013
2. Doug Gardner – Rate study – Introduction and input from the board
3. Review and discussion of 58 SACHEM meter (high reading) – Dana Poley
4. Review and discussion of personnel policies – vote on any amendments deemed necessary
5. Discussion of former Treasurer's performance
6. Discussion of office structure/hours of personnel
7. Discussion and determination of plan to permanently fill Treasurer/Office Manager position
8. Discussion of billing software
9. Superintendent update
10. Treasurer/Office Manager update
11. Any old/new business that may legally come before the Board
12. Commissioners Comments
13. Adjourn

Posted by: Maureen Fruci, Clerk of the District
October 25, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM OCTOBER 30, 2013

2014 AUG 5 PM 2 58
TOWN CLERK
The North Sagamore Water District Board of Water Commissioners meeting was held on Wednesday, October 30, 2013 at 5:30 pm at the North Sagamore Water District office located at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 5:30 pm.

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Sean Anderson, Assistant Superintendent Geoffrey Ray, Interim Treasurer Maureen Fruci, Gary Kirouac, Doug Gardner, Dana Poley, and Mark McMahon.

Review & Accept Meeting Minutes from September 19, 2013

Commissioner Melchionda made the motion to accept the minutes. Commissioner Bergeron seconded the motion and the motion was accepted.

Commissioner Melchionda made the motion to move agenda item #3 to item #2 so Mr. Poley could be addressed first. Commissioner Bergeron seconded the motion and the motion was accepted.

Review & Discussion of 58 Sagem Meter (High Reading) – Dana Poley

Superintendent Anderson explained that at some point in time the outside register failed to keep up with the meter inside and therefore the readings were not accurate. Mr. Poley bought the house in 2008 and since it's impossible to determine when the meter failed we cannot charge Mr. Poley. A new meter was installed on 12/27/12 and since then the Poley's have used less than the minimum. Superintendent Anderson recommends we charge Mr. Poley for the minimum usage only. From this point forward the technician will get inside to read the meter. Based on the evidence Commissioner Melchionda made the motion to charge Mr. Poley for the minimum. Commissioner Bergeron seconded the motion and the motion was accepted.

Doug Gardner – Rate Study – Introduction & Input from the Board

Doug Gardner introduced himself and explained he wants the Board to have a role in the rate study. He met with Superintendent Anderson several weeks ago regarding budget and projected costs for next 5 years. Mr. Gardner informed the Board he will present multiple scenarios in factoring the rate. The Board agreed next meeting with Mr. Gardner should be a special meeting for the Rate Study only. Mr. Gardner will send exhibits to the Board to review beforehand and agreed they should meet after the first of the year.

Review & Discussion of Personnel Policy/Vote on Amendments Deemed Necessary

The Board discussed and agreed there will be no vacation time given up front at the time of hiring. The Board agreed to keep the policy the way it is. Chairperson Sala suggested they review the policy after they hire a new Treasurer/Office Manager.

Discussion of Former Treasurer's Performance

Chairperson Sala stated the former Treasurer left a lot of unfinished business. He has been dealing with a lot of complaints from the Town of Bourne. Commissioner Melchionda noted that she did not give enough notice regarding her resignation. All three Commissioners agreed to a vote of no confidence.

Discussion of Office Structure/Hours of Personnel

Commissioner Melchionda recommended going forward that the new Treasurer should report to Superintendent Anderson. Commissioner Bergeron agreed. Chairperson Sala spoke to Bourne and Buzzards Bay Water Districts and the Treasurer reports to the Superintendent. Commissioner Melchionda made the motion to restructure the chain of command with the Superintendent overseeing everything. Commissioner Bergeron seconded the motion. The motion was accepted. Chairperson Sala recommended moving the desks of the Treasurer and Billing Clerk so the Clerk will be in front. He also recommended increasing the hours of the Billing Clerk after hiring the new Treasurer.

Discussion & Determination of Plan to Permanently Fill Treasurer/Office Manager

Chairperson Sala would like Teresa Johnson, Treasurer of Sandwich Water District to sit in on the interviews. Commissioner Melchionda recommended Superintendent Anderson be a part of the process as well. Commissioner Melchionda made the motion to table the discussion and proceed to item #8 on the agenda. Commissioner Bergeron seconded the motion. The motion was accepted.

Discussion of Billing Software

Superintendent Anderson recommended we upgrade the software we have to work with Neptune. However, Paul Fernandes (Brava) is looking to retire. Superintendent Anderson will look into our options.

Superintendent Update

Superintendent Anderson presented the tank inspection report to the Board. The Superintendent also noted he is not happy with Stantec and may want to start shopping for a new engineer. The Superintendent mentioned the need for generators. Commissioner Sala said it should be part of the capital plan this year. The Superintendent informed the Board of a backflow event on Chartwell Drive. The tests came back clean. The Superintendent reported the problem to the Board of Health and they made record of the event. He also has to make a report to DEP. Assistant Superintendent Ray asked the Board if time sheets are still necessary. Chairperson Sala pointed out that the time sheets are not just for accountability but protect the employee as well.

Treasurer/Office Manager Update

Interim Treasurer Maureen Fruci presented the Board with information regarding the GASB 45 study. Commissioner Melchionda made the motion to have the GASB 45 study for the sum of \$3,000. Commissioner Bergeron seconded the motion. The motion was accepted. The Interim

Treasurer updated the Board regarding the issuance of certified letters for past due accounts, and payment arrangements for several accounts.

Old/New Business That May Legally Come Before the Board

None

Commissioner's Comments

Commissioner Bergeron mentioned possibly having some sort of event to commemorate the 75th anniversary of the district.

Chairperson Sala would like to make a memorial for Virginia Anderson and Paul Gibbs. He mentioned a plaque for Ginny and a flagpole for Paul.

Chairperson Sala is not satisfied with A&A Paving's work on Williston Road and will call them tomorrow.

Return to Discussion to Fill Treasurer/Office Manager

Chairperson Sala recommended the Board narrow down their top picks for candidates. After a lengthy discussion the Board chose their top 8 candidates. Superintendent Anderson will make phone calls to schedule the interviews.

Date of Next Monthly Meeting

Tentatively set for Wednesday, November 13, 2013 at 5:30 pm at the fire station.

Adjourn

Commissioner Melchionda made the motion to adjourn the meeting at 9:15 pm. Chairperson Sala seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci
District Clerk



NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

Tel. 508 888-1085
Fax 508 888-8951

2013 NOV 8 PM 2 27
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT
BOARD OF WATER COMMISSIONERS
WILL MEET ON WEDNESDAY, NOVEMBER 13, 2013
At 4:00 PM

LOCATION

SAGAMORE BEACH FIRE STATION 3
MEETING ROOM – 2ND FLOOR
51 MEETINGHOUSE LANE
SAGAMORE BEACH, MA 02562

AGENDA

1. Interview candidates for position of Office Manager/Treasurer
2. Discussion, review and possible approval of office restructure
3. Set date of next monthly meeting

Posted by: Maureen Fruci, Clerk of the District
November 8, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM NOVEMBER 13, 2013

2014 AUG 5 PM 3 02
STATION 3, 2nd floor meeting room,
SAGAMORE BEACH, MASS

The North Sagamore Water District Board of Water Commissioners meeting was held on Wednesday, November 13, 2013 at the Sagamore Beach Fire Station 3, 2nd floor meeting room, 51 Meetinghouse Lane, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 4:00 pm.

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Sean Anderson, Assistant Superintendent Geoffrey Ray, Interim Treasurer Maureen Fruci, and Treasurer - Sandwich Water District Teresa Johnson

Discussion, Review & Possible Approval of Office Restructure

Chairperson Sala recommended the Billing Clerk's position be changed to 25-30 hours per week after the new Treasurer is hired. Commissioner Melchionda made the motion to change the position of Billing Clerk from part time to full time with benefits. The motion was seconded by Commissioner Bergeron. The motion was accepted.

Interview Candidates for Position of Office Manager/Treasurer

The candidates were greeted outside the interview room by Assistant Superintendent Ray. All 7 candidates were interviewed using the same set of questions.

- | | |
|-----------------------------|-----------------------------------|
| 4:30 pm – Jennifer Cipriani | 6:30 pm – Amanda K. Majewski-Winn |
| 5:00 pm – Kate Nessralla | 7:00 pm – Regina Barletta |
| 5:30 pm – Pamela Taylor | 7:30 pm – Kimberly Crowley |
| 6:00 pm – Kathleen Duggan | |

Following the interviews there was a general discussion of candidates. Chairperson Sala asked the other Commissioners, Superintendent and Sandwich Treasurer to rate each candidate from 1-5. The Board narrowed down the candidates to 3 (Kate Nessralla, Amanda Majewski-Winn, Regina Barletta).

Chairperson Sala suggested a second round of interviews with the 3 candidates and bring in one candidate who couldn't make it to the first round (Kristen Richards). The second interview will include a discussion of salary and benefits, completing a job application and a CORI check.

Set Date of Next Monthly Meeting

Tentatively scheduled for Wednesday, November 20, 2013 at 5:30 pm at the fire station

Adjourn

Commissioner Bergeron made the motion to adjourn the meeting at 9:06 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted by Maureen Fruci, District Clerk



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, NOVEMBER 20, 2013
At 5:00 PM

LOCATION

SAGAMORE BEACH FIRE STATION 3
MEETING ROOM – 2ND FLOOR
51 MEETINGHOUSE LANE
SAGAMORE BEACH, MA 02562

2013 NOV 18 PM 2 48
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Discussion and review of current and future budget
2. Superintendent update
3. Treasurer/Office Manager update
4. 2nd interviews with candidates for position of Office Manager/Treasurer
5. Deliberation/possible determination of offer of employment for Office Manager/Treasurer position and possible vote
6. Any old/new business that may legally come before the Board
7. Commissioner's comments
8. Set date of next monthly meeting
9. Adjourn

Posted by: Maureen Fruci, Clerk of the District
November 18, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM NOVEMBER 20, 2013

2014 AUG 5 PM 2 58
The North Sagamore Water District Board of Water Commissioners meeting was held on Wednesday, November 20, 2013 at the Sagamore Beach Fire Station 3, 2nd floor meeting room, 51 Meetinghouse Lane, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 5:00 pm.

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Superintendent Sean Anderson, Assistant Superintendent Geoffrey Ray, and Interim Treasurer Maureen Fruci.

Discussion/Review of Current and Future Budget

A printout of the current budget was presented to all in attendance. Chairperson Sala reviewed several line items including salaries and health insurance. We are on track so far but may have to increase insurance with 2 employees being added to the health insurance. Commissioner Melchionda added that we need to budget for the audit (up to \$8,000 a year). He also mentioned we will still need Teresa Johnson's assistance next year. Chairperson Sala explained that going forward we should have the budget on a spreadsheet with the previous year's numbers, current and projected budget numbers for comparison purposes. Chairperson Sala indicated we should start working on the budget in the near future. He would like a special meeting scheduled just for budget discussion and planning.

Superintendent Update

Superintendent Sean Anderson asked the Board what should be done about the outstanding payment still owed to A&A Paving for the patch on Williston Road. Chairperson Sala requested a copy of the bill and after some discussion decided the district will prep the sight in the spring and A&A should come back and fix it then. The Superintendent mentioned it is taking a bit longer to do meter readings because they are trying to get inside to do readings.

Treasurer/Office Manager Update

Interim Treasurer Maureen Fruci presented a letter of engagement from accountant Bob Bliss regarding the audit he is performing for the district. Chairperson Sala signed the letter and it will be mailed to Mr. Bliss. He is in Florida until the spring but will have the audit ready by March 31, 2014.

Any Old/New Business That May Legally Come Before the Board

Chairperson Sala reiterated the fact that all meeting minutes need to be on file. He suggested bringing the files down from the attic and organizing them perhaps this winter.

Commissioner's Comments

The Board expressed interest in having a holiday dinner for employees of the district on December 10, 11 or 12th at Mezza Luna, Sagamore Inn or Pinehills East Bay Grill. Interim Treasurer will make the arrangements.

2nd Interviews With Candidates For Position of Office Manager/Treasurer

The Board had a general discussion of questions for round 2 interviews. The Board reviewed the references for all 3 candidates. Each candidate was given an employment application and CORI application to fill out. All 3 candidates (Regina Barletta, Kathleen Nessralla and Amanda Majewski-Winn) were interviewed separately using the same set of questions.

Deliberation/Possible Determination of Offer of Employment for Office Manager/Treasurer

The Board had a lengthy discussion of the candidates and their qualifications and qualities and named their top choice – Amanda Majewski-Winn. Chairperson Sala will call her and make the offer of employment after the CORI check comes back.

Set Date of Next Monthly Meeting

The Classification Hearing for the Town of Bourne is scheduled for Monday, November 25, 2013 at 4:00 pm. Chairperson Sala suggested possible contract/employment negotiations for new Office Manager/Treasurer could be scheduled for this meeting as well.

Adjourn

Commissioner Melchionda made the motion to adjourn the meeting at 8:55 pm. Commissioner Bergeron seconded the motion. The motion was accepted.

Respectfully submitted by Maureen Fruci, District Clerk



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133

SAGAMORE BEACH, MA 02562

NOV 21 PM 1 44
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT
BOARD OF WATER COMMISSIONERS
WILL MEET ON MONDAY, NOVEMBER 25, 2013
At 4:00 PM

LOCATION

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

AGENDA

1. Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2014.
2. Employment offer/negotiation for position of Office Manager/Treasurer. The Board of Commissioners may vote to go into executive session to enter into negotiations with potential Office Manager/Treasurer applicant.
3. Set date of next monthly meeting
4. Adjourn

Posted by: Maureen Fruci, Clerk of the District
November 21, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM NOVEMBER 25, 2013

The North Sagamore Water District Board of Water Commissioners meeting was held on Monday, November 25, 2013 at the North Sagamore Water District office located at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 4:00 pm.

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Interim Treasurer Maureen Fruci, and Town of Bourne Assessor Donna Barakauskas.

2014 AUG 5 PM 2 50
TOWN CLERK'S OFFICE
BOURNE MASS

Classification Hearing – Bourne

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 2014. Town of Bourne Assessor, Donna Barakauskas presented the Board with the property classification recommendation for Fiscal Year 2014. The Board of Assessors recommends the North Sagamore Water District Board of Commissioners retain one tax rate for all classes of property for FY14. The Board of Assessors recommends the new tax rate for North Sagamore Water District will be \$1.08 (up \$.07 from FY13). Commissioner Bergeron indicated the tax rate increase would translate to an average increase of \$24.00 per household. Commissioner Melchionda made the motion to accept the new tax rate of \$1.08. Commissioner Bergeron seconded the motion. The motion was accepted.

Employment Offer/Negotiation for Office Manager/Treasurer Position

Amanda Majewski-Winn arrived at the meeting at 4:15 pm. Chairperson Sala congratulated her on being selected from a field of 112 applicants. The Board explained the salary range for the position was \$48-53,000. The Board offered the new Treasurer \$52,000 a year to start and she accepted. A copy of the personnel policy was given to Ms. Majewski-Winn and the Board reviewed some of the main parts of the policy. A start date of January 6, 2014 was agreed upon.

Set Date of Next Monthly Meeting

The next meeting is tentatively set for Tuesday, December 17, 2013 at 4:00 pm.

Adjourn

Chairperson Sala made the motion to adjourn the meeting at 5:38 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted by Maureen Fruci, District Clerk



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 133
SAGAMORE BEACH, MA 02562

NOV 26 PM 1 36

MEETING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

THE NORTH SAGAMORE WATER DISTRICT
BOARD OF WATER COMMISSIONERS
WILL MEET ON TUESDAY, DECEMBER 3, 2013
At 4:30 PM

LOCATION

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

AGENDA

1. Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Water Commissioners will conduct a public hearing on whether the North Sagamore Water District should implement the Classification Act for Fiscal Year 2014 from the Town of Sandwich as it applies to homes supplied by North Sagamore Water but lying within the Town of Sandwich.
2. Any old/new business that may legally come before the Board
3. Commissioner's comments
4. Adjourn

Posted by: Maureen Fruci, Clerk of the District
November 26, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM DECEMBER 3, 2013

The North Sagamore Water District Board of Water Commissioners meeting was held on Tuesday, December 3, 2013 at 4:30 pm at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Chairperson George Sala at 4:30 pm.

DEC 5 PM 2 58
TOWN CLERK'S OFFICE
BOURNE, MASS

The following individuals were present at the start of the meeting: Chairperson George Sala, Commissioner Mark Bergeron, Commissioner Mark Melchionda, Interim Treasurer Maureen Fruci, and Town of Sandwich Assistant Assessor Walter Slepchuck.

Classification Hearing – Sandwich

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 2014 from the Town of Sandwich as it applies to homes supplied by North Sagamore Water but lying within the Town of Sandwich. Walter Slepchuck, Assistant Assessor from the Town of Sandwich explained that the Sandwich Board of Assessors recommend a factor of 1, no residential exemption, no small commercial exemption and no open space discount. The Board of Assessors recommends a tax rate of \$1.10 (up from \$.01 from FY13). Commissioner Melchionda made the motion to accept the recommendation. Commissioner Bergeron seconded the motion. The motion was accepted.

Old/New Business That May Legally Come Before the Board

Chairperson Sala indicated we need to start working on the budget. Commissioner Melchionda mentioned the phone message should be updated. Interim Treasurer will look into what needs to be done.

Commissioner's Comments

The Commissioners have decided the holiday get together will be held at the home of Commissioner Melchionda on Friday, December 13 at 7:00 pm.

Adjourn

Chairperson Sala made the motion to adjourn the meeting at 5:48 pm. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci
District Clerk



Tel. 508 888-1085
Fax 508 888-8951

NORTH SAGAMORE WATER DISTRICT

14 SQUANTO ROAD, P.O. BOX 1181
SAGAMORE BEACH, MA 02562

DEC 13 PM 2 23
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

THE NORTH SAGAMORE WATER DISTRICT
BOARD OF WATER COMMISSIONERS
WILL MEET ON TUESDAY, DECEMBER 17, 2013
At 4:00 PM

LOCATION

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

AGENDA

1. Review and accept board meeting minutes from 10/30, 11/13, 11/20, 11/25, 12/3
2. Meter reading errors – discussion and possible vote
3. Superintendent update
4. Treasurer/Office Manager update
5. Any old/new business that may legally come before the Board
6. Commissioner's comments
7. Set date of next monthly meeting
8. Adjourn

Posted by: Maureen Fruci, Clerk of the District
December 13, 2013

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

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

NORTH SAGAMORE WATER DISTRICT MEETING
MINUTES FROM DECEMBER 17, 2013

2014 AUG 5 PM 3 02

The North Sagamore Water District Board of Water Commissioners meeting was held on Tuesday, December 17, 2013 at 4:00 pm at the North Sagamore Water District Office at 14 Squanto Road, Sagamore Beach. The meeting was called to order by Commissioner Mark Melchionda at 4:00 pm (Chairperson George Sala was delayed due to the snowstorm).
TOWN CLERK'S OFFICE
BOURNE, MASS

The following individuals were present at the start of the meeting: Commissioner Mark Melchionda, Commissioner Mark Bergeron, Superintendent Sean Anderson, Interim Treasurer Maureen Fruci. Chairperson George Sala arrived at 4:10 pm.

Review/Accept Meeting Minutes from 10/30, 11/13, 11/20, 11/25, 12/3

Commissioner Bergeron made the motion to accept the meeting minutes. Commissioner Melchionda seconded the motion. The motion was accepted.

Meter Reading Errors – Discussion & Possible Vote

Superintendent Sean Anderson informed the Board that while they were out in the field doing meter readings they discovered that 1 ½ "meters have been read incorrectly up to now. These meters were mistakenly read leaving off a 0 on the end (therefore underestimating usage). The Superintendent said there are 3 accounts with the same problem and asked the Board how they want to proceed. Superintendent Anderson would like the customers to be able to come before the board to discuss the situation.

Superintendent Update

Superintendent Anderson asked the Board if they would be able to attend an informal meeting with the Town of Plymouth Superintendent and Selectmen regarding the emergency interconnection with Plymouth. Chairperson Sala said it would be beneficial if everyone could attend. He asked the Superintendent to let him know when the meeting would be scheduled. The Superintendent updated the Board regarding meter readings/replacements. Meter readings are approximately 2 weeks behind schedule due to the fact they have been trying to get inside homes to do the readings. To this date about 70 Pulsar meters have been replaced. Chairperson Sala asked about how many meters could be replaced in a day. The Superintendent suggested 5 if they don't run into problems with old equipment. He indicated there should be a meeting regarding the rate study in January.

Superintendent Anderson presented the Board with building plans for 2 homes with guest cottages to be built on the old Burke's cottages property. He asked for the Board's recommendation on whether there should be separate meters for each building. Commissioner Melchionda recommended putting something in the guidelines that states any structure with over 300 sq. ft. of living space should have a separate meter. After discussion regarding charges for new services and road work all members were in agreement to waive the fee for 1 service and charge for 3 plus the cost for road work.

Treasurer/Office Manager Update

Interim Treasurer Maureen Fruci presented the Board with a Fiscal Year to Date budget for their review.

Old/New Business

Superintendent Anderson asked the Board if they were moving forward with the plans for memorials for Paul Gibbs and Virginia Anderson. Chairperson Sala said it will probably have to wait until spring because Lester Anderson is in Florida until May.

Commissioner's Comments

Commissioner Melchionda suggested we continue to use Teresa Johnson as a consultant for the new Treasurer.

Set Date of Next Monthly Meeting

Tentatively scheduled for Wednesday, January 22, 2014 at 4:00 pm

Adjourn

Commissioner Melchionda made the motion to adjourn the meeting. Commissioner Mark Bergeron seconded the motion. The motion was accepted.

Respectfully submitted,

Maureen Fruci
Billing Clerk

OPEN SPACE COMMITTEE MEETING

When: Monday, February 4, 2013

Time: 6:00pm.

Place: Middle School

AGENDA

- 1). Minutes: meetings of December 12, 2012 & January 10, 2013
- 2). Main Street Parcel Project Update.
- 3). Stair Installation at Little Buttermilk Bay Woods.
- 4). Mailing to sundry property owners: possible acquisition and/or Conservation Restriction.
- 5). Update on approved parcel acquisitions and possible improvements to other Open Space parcels owned by the town.
- 6). Next committee meeting date.
- 7). Executive Session: for the purpose of discussing possible land acquisitions.

Barry Johnson, Chairman Pro – Tem

§ Amended Agenda

8) Appointment of one OSC member to the Community Preservation Committee

TOWN CLERK'S OFFICE
BOURNE, MASS
2013 FEB 4 PM 1 13

~~TOWN CLERK'S OFFICE
BOURNE, MASS
2013 JAN 31 PM 4 13~~

OPEN SPACE COMMITTEE MEETING

When: Monday, February 4, 2013

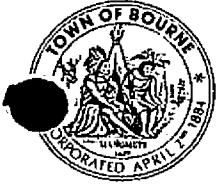
Time: 6:00pm.

Place: Middle School

AGENDA

- 1). Minutes: meetings of December 12, 2012 & January 10, 2013
- 2). Main Street Parcel Project Update.
- 3). Stair Installation at Little Buttermilk Bay Woods.
- 4). Mailing to sundry property owners: possible acquisition and/or Conservation Restriction.
- 5). Update on approved parcel acquisitions and possible improvements to other Open Space parcels owned by the town.
- 6). Next committee meeting date.
- 7). Executive Session: for the purpose of discussing possible land acquisitions.

Barry Johnson, Chairman Pro – Tem



TOWN OF BOURNE

Open Space Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING AGENDA

Date: Thursday, January 10, 2013
Time: 5:30 pm
Place: Town Hall, 24 Perry Ave, Buzzards Bay

- Minutes
- Main Street Parcel Project Update
- Buttermilk Bay Woods: installation of stairs & additional project update.
- Mailing to Property Owners
- Next Meeting Date
- Community Preservation Application(s) for:
 - a). Main Street Parcel: Phase Two
 - b). Updating the Open Space Recreation Plan
 - c). PURCHASE OF CERTAIN PARCELS: EXECUTIVE SESSION

Barry Johnson, Chairman pro-tem

2013 JAN 8 PM 3 02
TOWN CLERK'S OFFICE
BOURNE, MASS

Open Space Committee
Open Session
January 10, 2013
Town Hall Conference Room

2013 FEB 8 AM 11 25

Present: Richard Anderson, Brian Andrews, Andrew Cooney, Barry Johnson, Mardi Mauney,
Penny Myers, Rick Rheinhardt, Colin Robin and Patrick Sweeney. BOURNE, MASS

Also present: Daniel McCready of Cape Cod Broadcasting

The meeting was called to order at 5:35 pm.

1. The minutes of the 10/22/12 meetings were approved as corrected.
2. The updated proposal from Weston and Sampson for the Canal Crossways parcel on Main Street was reviewed by the Committee. The work on Phase 1 would include the removal of trees under 6" caliper, removal of bull briar undergrowth, removal of dead trees, structural pruning of signature trees, preparation for the permitting process and materials for the CPC presentation and the May Town Meeting.

There was discussion about the proposal, particularly about some of the wording in the Phase 1 Program. There was concern that some desirable understory plants like blueberry, cedar and holly might be removed inadvertently. Committee members will do some further flagging of desirable plant material on the site.

It is also not clear where the boundaries are for extended clearing: what buffer zone (50' or 100') is being used? Can a contractor remove invasive species such as bull briar and poison ivy inside a buffer zone?

After discussion, it was decided to remove the entire bullet point "Structural pruning of signature trees to remain to include removal of dead or nearly dead limbs and basic crown work to improve health and viability." It was felt that structural pruning would more properly a sub-phase of Phase 1, once the basic underbrush removal is completed and we can see the area more clearly. The Committee therefore decided to split vegetation removal into two phases: Phase 1a (understory clearing) and Phase 1b (canopy tree thinning and pruning). Phase 2 would, as previously planned, be the construction phase (trail and infrastructure construction).

In this context, it was suggested that it was appropriate to begin to describe what Phase II might entail so that we have that information in hand before the May 2013 Town Meeting. Phase II might include the construction of pathways, seating, a shade structure, signage and so forth.

B. Johnson also noted that the Ryan parcel which the Open Space Committee is in the process of purchasing may be delayed for some time so cannot be considered for improvement at this time.

B. Johnson will convey the changes in language in the proposal to Mr. Bolinger at Weston and Sampson.

3. A. Cooney presented a proposal from Steve Cook of Cotuit Bay Design to design steps up to the observation deck at Little Buttermilk Bay Woods. The Committee presently has a balance of \$ 5925 for further improvements at this site.

A. Cooney reported that the area around the deck is a wetlands area and a Notice of Intent must be filed with the Conservation Commission before any construction takes place. The quote for wetlands flagging and design of the steps was for about \$ 2300. After discussion, the Committee determined that the \$ 750 design fee was reasonable, but that further bids on the flagging would be required.

A. Cooney will contact Don Bracken and another firm for two additional bids on the wetlands flagging task.

4. A. Cooney mentioned that we still have four plaques of appreciation to award to contractors who worked on the Little Buttermilk Bay Woods project. It was agreed that the remaining plaques would be presented at a Board of Selectmen's meeting in the near future.

5. B. Johnson brought before the Committee a mailing suggestion for property owners in Bourne reminding them that the OSC is always interested in open space purchases, and also in conservation restrictions and easements. A targeted mailing would be means of reminding town residents of the Committee's ongoing interest in open space preservation, as well as an opportunity to teach town residents about the conservation restriction and easement options available. B. Johnson suggested an attractive oversize postcard format. He added that staff in the Town Planning Office could help Committee members target mailings to selected zip codes throughout the Town.

B. Andrews and R. Rheinhardt agreed to begin preliminary work on this mailing.

6. In view of the earlier discussion on the phasing of the Canal Crossways project, the Committee agreed that it would be appropriate to seek a "ballpark" figure for a Phase Two to be incorporated in the Community Preservation Act funding requests coming before the May Town Meeting.

B. Andrews moved and P. Sweeney seconded the motion to authorize B. Johnson to speak with Gene Bolinger and request a general estimate of the cost of a future Phase Two at Canal Crossways, for the purpose of filing an application for this funding with the CPA.

The vote in favor of the motion was unanimous.

Note: R. Anderson excused himself from the meeting at 6:30 pm.

7. B. Johnson reminded the Committee that it is time to review the five-year Town Recreation Plan. He recommends that the Committee file an application with the CPA for funds to complete the review. The review would be undertaken with the help of a professional in the field.

A. Cooney moved and B. Johnson seconded the motion to file an application with the CPA for \$ 15,000 to undertake the required review of the Town Recreation Plan.

The vote in favor of the motion was unanimous by those still in attendance.

8. B. Johnson reviewed the status of various recently purchased Open Space parcels.

a. The Aptuxet property has some work to complete before demolition of the building on the property can proceed. There is asbestos in some of the joint compound used in the building. B. Johnson has received a quote of \$ 11,000 for asbestos abatement work and is seeking two more quotes. In addition, there are above-ground oil tanks still to be removed. Once these tasks are completed the Department of Public Works will complete the demolition.

b. The purchase of the Carlson property has not been concluded as the Town and the seller's attorney are still working on a solution for a neighbor's encroachments on the property.

c. Committee members suggested that we work with Bourne Conservation Trust to develop trails on the Anderson property.

9. B. Johnson shared with the Committee his sense that we should file an application with the CPA for a total of \$ 1,000,000. These funds would be used to purchase several properties of interest and would also be available for conservation restrictions, easements and improvements.

B. Johnson moved and B. Andrews seconded the motion to file an application with the CPA in the amount of \$ 1,000,000 for Open Space purposes.

The vote in favor of the motion was unanimous by those still in attendance.

In the context of this motion, B. Johnson suggested that Committee members should make the effort to re-visit each of the sites presently under the stewardship of the Open Space Committee. One site in particular, at the corner of Bournedale Road and Head of the Bay Road still has a chain-link fence topped with barbed wire around it. It might be time for the Committee to consider a better use of that land, including expanding the wildlife habitat area available around Little Buttermilk Bay Woods by removing the fence.

10. The next meeting of the Committee was set for Monday, February 4 at 6:00 pm. It will be held in the Bourne Middle School if possible.

The meeting was adjourned at 7:21 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Documents submitted with minutes:

January 10, 2013 Memo from Gene Bolinger of Weston and Sampson

January 10, 2013 proposals from Steve Cook – 1 e-mail from Mr. Cook, proposals from David Thulin and Vaccaro Consultants for environmental services

Open Space Committee
Open Session
February 4, 2013
Middle School Conference Room

2013 MAR 28 PM 1 17

Present: Barry Johnson, Richard Rheinhardt, Andrew Cooney, **Corn Robin, Brian**
Andrews, Penny Myers, Mardi Mauney

TOWN CLERK'S OFFICE
BOURNE, MASS

Absent: Richard Anderson, Patrick Sweeney

B. Johnson called the meeting to order at 6:05 pm.

1. The following minutes were reviewed:

Open Session Minutes - 12/12/12

C. Robin moved and P. Myers seconded the motion that the minutes be approved as presented

The vote was unanimous in favor of the motion.

Open Session Minutes - 1/10/2013

The minutes were reviewed and R. Rheinhardt offered an amendment referencing a bullet point from the Westin and Sampson document before the Committee.

The original read:

After discussion, it was decided to remove the entire bullet point "Structural pruning of signature trees to remain to include removal of dead or nearly dead limbs and basic crown work to improve health and viability." It was felt that structural pruning was more properly a Phase II function, once the basic underbrush removal is completed and we can see the area more clearly.

The proposed amendment was:

After discussion, it was decided to remove the entire bullet point "Structural pruning of signature trees to remain to include removal of dead or nearly dead limbs and basic crown work to improve health and viability." It was felt that structural pruning would more properly a sub-phase of Phase 1, once the basic underbrush removal is completed and we can see the area more clearly. The Committee therefore decided to split vegetation removal into two phases: Phase 1a (understory clearing) and Phase 1b (canopy tree thinning and pruning). Phase 2 would, as previously planned, be the construction phase (trail and infrastructure construction).

R. Rheinhardt moved and P. Myers seconded the motion that the amendment be accepted.

The vote in favor of the motion was unanimous.

B. Andrews moved and A. Cooney seconded the motion that the minutes be accepted as amended.

The vote in favor was unanimous.

2. R. Rheinhardt reported that he joined B. Andrews and forester Brian Dale to consider again the phasing of the work to be done at the Canal Crossways parcel. While the Committee has identified a phase 1a and a phase 1b, they will be bid as one project. Mr. Bolinger suggested the work might be done by 3-person crew on a day-by-day basis.

It is not yet clear what type of machine would be best for underbrush clearing. R. Rheinhardt suggested we do everything possible to keep the coastal hair grass (*Deschampsia flexuosa*) and little bluestem grass (*Schizachyrium scoparium*) which would entail heavy machinery for the densest undergrowth and removing some vegetation by hand.

Mr. Bolinger felt that the phasing of the initial clearing was logical. There is some question about how Phase I permitting might be expedited through Brendan Mullaney. Clearly, Phase II will require additional permitting for any structure crossing wetlands on the parcel.

B. Andrews noted that there is still uncertainty about the width of the buffer zone required. If we work with a 100 foot buffer, the 5 acre parcel will be 4 acres of wetlands protection and 1 usable acre for Open Space development.

This question will be resolved by Mr. Bolinger and Brendan Mullaney.

3. B. Johnson reported that the Ryan parcel on Main Street has been recorded. He will make the arrangements with the seller for a closing date.

4. The Committee reviewed the additional quotes for environmental services for the proposed stairs up to the viewing deck at Little Buttermilk Bay Woods. Warwick Engineering estimated about \$ 2500 for their services and Bracken Engineering estimated about \$ 2200. These bids do not differ substantially from those provided earlier by Steven Cook in connection with his quote to build the stairs.

The discussion turned to another route to filing the Notice of Intent. It was felt that R. Rheinhardt had the expertise to do this work on behalf of the committee, should he be willing to do so. He agreed to take on this project.

P. Myers moved and B. Andrews seconded the motion to accept R. Rheinhardt's offer to proceed, on behalf of the Open Space Committee, on the process of obtaining a permit to build a staircase on a coastal bank.

The vote to approve the motion was unanimous.

Following this vote,

P. Myers moved and B. Andrews seconded the motion authorize up to \$ 1000 to engage the services of Steve Cook of Cotuit Bay Design to design the staircase up to the observation deck.

The vote to approve the motion was unanimous.

5. The Committee discussed details of the proposed mailing to selected area residents about a number of ways local property owners could work with the Open Space Committee in its mission to preserve open space in the Town of Bourne.

B. Andrews requested some guidance on how to set the search criteria for parcels of interest so that we can generate a mailing list of potentially interested property owners.

The Committee identified at least 3 criteria: undeveloped parcels of 2-3 acres or more, abutters of existing Open Space parcels, abutters to water. It was the sense of the Committee that we could focus on North Sagamore for the first mailing.

Discussion then turned to the information to be included in the mailing. It is important to educate townspeople to the many ways that they can work with the town's open space goals: outright donations or sales, easements, conservation restrictions are among the options. In many cases there may be significant tax benefits.

R. Rheinhardt and B. Johnson recently attended a workshop by the Conservation Compact providing in-depth information on this topic. It was felt that the Committee should use this information to design the mailing.

R. Rheinhardt said he would furnish the power point or other relevant handouts from the workshop to everyone on the Committee.

6. B. Johnson updated the Committee on the status of various parcels.

As noted, the Ryan property has been recorded and closing will be arranged in the near future.

The Carlson property continues on hold while the lawyer for the Carlson estate and the Town Counsel work on a resolution of the ongoing encroachment issue

involving one of the abutters. It was B. Johnson's opinion that it could take some time to come to an understanding.

B. Johnson advised the Committee that bids for asbestos abatement at the Lyons property are under review; when completed the house on the property will be demolished. C. Robin commented that the Lyons parcel purchased last year was a great acquisition.

7. B. Johnson advised the Committee that the deadline for filing articles for May Town Meeting is fast approaching. He will file "placeholders" for the time being for any possible acquisitions before the Committee.

8. B. Johnson requested that the Committee nominate an Open Space member to serve a three-year term on the Community Preservation Committee.

B. Johnson moved and A. Cooney seconded the motion to re-appoint P. Myers to the Community Preservation Committee for a three-year term.

The vote in favor of the motion was unanimous.

9. The next meeting of the Open Space Committee was set for Wednesday, February 27, at 6 pm at the Bourne Middle School.

10. Chairman B. Johnson stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; and the meeting will not re-open in public session."

A. Cooney moved and P. Myers seconded the motion to move in to executive session.

The roll call vote was as follows:

B. Andrews - yes

A. Cooney - yes

M. Mauney - yes

R. Rheinhardt - yes

B. Johnson - yes

P. Myers - yes

C. Robin - yes

The open meeting was adjourned at 8:03 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Open Space Committee

*Open Space
Committee BS*

2013 FEB 25 PM 2 16

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

When: Wednesday, February 27, 2013

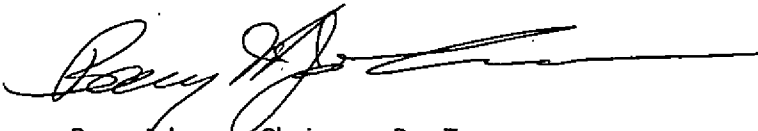
Where: Bourne Middle School – Room 100

Time: 6pm.

AGENDA

1. Minutes.
2. Mailing to residents: undeveloped land; conservation restrictions etc..
3. Updating the Open Space/Recreation Plan
4. Main Street Parcel Project
5. Next Meeting date.

Executive Session: to discuss possible land acquisitions.



Barry Johnson, Chairman, Pro-Tem

OPEN SPACE COMMITTEE
Open Session
February 27, 2013
Bourne Middle School Conference Room

Present: Brian Andrews, Andrew Cooney, Colin Robin, Barry Johnson, Penny Myers, Mardi Mauney, Rick Rheinhardt Patrick Sweeney

Absent: Richard Anderson (excused)

2015 JUL 29 AM 11 43
TOWN CLERK'S OFFICE
BOURNE, MASS

The meeting was called to order at 6:05 pm.

1. Open Session Minutes of the 2/4/2013 meeting were reviewed.

R, Rheinhardt moved and A. Cooney seconded the motion to accept the minutes as presented.

The vote in favor of the motion was unanimous.

2. Discussion followed on the mailing project to advise Town residents of the various ways they may be able to work with the Open Space Committee to preserve open spaces in town.

B. Andrews presented a preliminary map of the Sagamore Beach area with various open parcels highlighted. There was some discussion of which graphic would be most helpful to town residents: a map showing all current open space, or a map showing only parcels that might add significantly to the preservation of open space in this village.

A question was raised as to the cost of the mailing. While Town Hall resources are available for certain aspects of the preparation, it was the sense of the Committee that we should explore the help of a graphic designer to assure that the mailing is visually interesting enough to get recipients' attention.

It was suggested that we should include contact information on the flyer. We might also incorporate an i-phone QR code within the mailing.

3. B. Johnson advised the Committee that we will probably be able to apply the \$ 17,561 balance already available to the Open Space Committee from previous allocations to fund the required review of the Town of Bourne Open Space and Recreation Plan. He will check with Linda Marzelli in the Town Finance Department to confirm this information.

P. Myers moved and A. Cooney seconded the motion to authorize B. Johnson to speak with Linda Marzelli to confirm that the Open Space Committee could apply the exiting balance of \$ 17,561 to the required Recreation Plan review. If these funds are found to be available to the Committee for this purpose, B. Johnson is authorized to withdraw the May Town Meeting Article filed for this purpose, withdrawing it as well from the CPC Article.

The vote in favor of the motion was unanimous.

Discussion turned briefly to the procedure for hiring a consultant to undertake this plan review. B. Johnson noted that the draft of the revised Plan would have a public hearing before being adopted.

B. Andrews noted that he would appreciate having more information about how other towns are doing on Open Space issues. E.g. it would be helpful to know where we stand in terms of percentage of town land set aside for open space compared to other towns on the Cape or in other parts of Massachusetts.

4. The Committee returned to a discussion of the Canal Crossways parcel and the scope of the work in both phases 1A and 1B.

P. Myers moved and A. Cooney seconded the motion to amend Gene Bolinger's proposal to read that only fallen trees should be removed in Phase 1A. This information should be conveyed to him along with our authorization to file the relevant permitting memo with Brendan Mullaney of the Conservation Commission.

The vote in favor of the motion was unanimous.

5. It was agreed that we would not schedule the next meeting of the Open Space Committee until we hear back from Mr. Mullaney about the permitting process.

6. B. Johnson reported to the Committee that the purchase and sale agreement has been released on the Ryan Main Street parcel. The required interest disclosure has not yet been completed.

7. B. Johnson reported to the Committee that he has received several quotes for asbestos removal on the Lyons property, ranging from \$ 11,000 to \$ 24,000.

8. The Committee briefly discussed the Little Buttermilk Bay parcel and the pending construction of stairs to the observation deck. Brendan Mullaney has clarified that a surveyed site plan will be required. A. Cooney will speak with Mr. Mullaney and then ask the current bidders to clarify their original quotes based on the precise documents required by the Conservation Commission. In the meantime, the architect Steven Cook is continuing his design of the steps.

9. Chairman B. Johnson then stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; the Open Space Committee meeting will not re-open in public session."

P. Myers moved and A. Cooney seconded the motion that the Open Space Committee go into executive session for the purposes stated above.

The roll call vote was as follows:

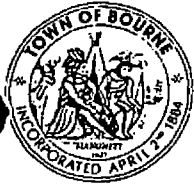
B. Andrews - yes
A. Cooney - yes
M. Mauney - yes
R. Rheinhardt - yes

P. Sweeney - yes
B. Johnson - yes
P. Myers - yes
C. Robin - yes

The Open Session was adjourned at 7:15 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk



TOWN OF BOURNE

Open Space Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING NOTICE

The Open Space Committee will be meeting on Wednesday, April 3, 2013 at 5:30pm. in Room 11A of the Bourne High School (go to the main entrance of the school ...where the flag pole is...take a left and the is there).

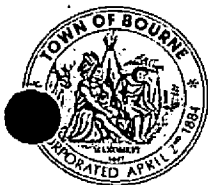
AGENDA

- 1). Minutes: = Reg + Exec 9/2/27/13 Helal
- 2). Update on the Main Street Parcel Project.
- 3). SURPLUS ITEM: Request for Red Cedars. Hold Not
- 4). Mailing to Property Owners: preservation of Open Space. DONE
- 5). Update on the proposed Improvements to the Little Buttermilk Bay Woods Parcel. in progress

2013 APR 1 PM 1 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Executive Session: discussion of possible land acquisitions. →

Ray [Signature], Chairman



TOWN OF BOURNE

Open Space Committee

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600



MEETING AGENDA

Date: Wednesday, April 24, 2013
Time: 6:30 pm
Place: Community Building, Room 2, 239 Main St., Buzzards Bay

- Review progress (i.e. bids out) for Canal Crossways project
- Review information on Little Buttermilk Bay project as available
- Review Committee mailing project
- Executive Session: Discuss 2 parcels for which we have appraisals and possible parcels of land for purchase

Barry Johnson, Chairman pro-tem

2013 APR 22 PM 3 39
TOWN CLERK'S OFFICE
BOURNE, MASS

Open Space Committee
Executive Session
April 24, 2013
Bourne Community Center, Buzzards Bay

2015 JUL 16 AM 11 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Rick Rheinhardt, Penny Myers, Andrew Cooney, Richard Anderson, C. Robin, M. Maaney

Absent: Barry Johnson, Patrick Sweeney, Brian Andrews

Vice-Chairman Andrew Cooney called the Executive Session to order at 7:55 pm.

1. 21 Hunter's Brook Road, Sagamore Beach A. Cooney reported that we are still awaiting information from the owner of the parcel.

The Committee is awaiting an appraisal performed by the owner and an asking price.

Several Committee members proposed to come together at the site and walk the property to get a better sense of open space potential.

No action is possible on this property until further information is available from the owner.

2. 430 Head of the Bay Road, Buzzards Bay A. Cooney reported an appraised value of \$262,000 from Mr. Thomas Garrahan. The current assessed value and asking price for the parcel is \$ 257,400.

He suggested that the Lyman Reserve, a Trustees of Reservations property also on Buttermilk Bay, might be a possible partner or interested party for this parcel.

R. Rheinhardt volunteered to take a closer look at the property.

A. Cooney offered to contact Trustees of Reservations and get a better sense of their mission and interest in local parcels such as this one.

C. Robin moved and R. Anderson seconded the motion to pass on this parcel at this time, perhaps considering it for the Fall Town Meeting.

The vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Maaney - yes

The vote in favor of the motion was unanimous.

R. Rheinhardt moved and P. Myers seconded the motion to authorize A. Cooney to contact the Lyman Reserve/Trustees of Reservations to inquire about their activities and possible interest in open parcels in Bourne.

The vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Mauney - yes

The vote in favor of the motion was unanimous.

3. There was brief discussion about an earlier proposal to remove the chain link from an Open Space parcel in Buzzards Bay and about the progress on demolition of the structure on the former Lyons property.

These items can be reviewed at the next meeting of the Committee.

R. Anderson moved and C. Robin seconded the motion to adjourn.

The vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Mauney - yes

The vote in favor of the motion was unanimous.

Respectfully submitted,

Mardi Mauney, Clerk

Document to be included with minutes: Property Appraisal, 430 Head of the Bay Road, Buzzards Bay

Open Space Committee
Open Session
April 24, 2013
Bourne Community Center, Bourne Bay 9 PM 10 37

Present: Rick Rheinhardt, Penny Myers, Andrew Cooney, Richard Anderson, Colin Robin, Mardi Mauney

TOWN CLERK'S OFFICE
BOURNE, MASS

Absent: Barry Johnson, Patrick Sweeney, Brian Andrews

The meeting was called to order by Vice-Chairman Andrew Cooney at 6:32 pm.

1. A. Cooney reminded the Committee that the Canal Crossways hearing before the Conservation Commission was scheduled for Thursday, May 16. A Request for Determination of Applicability will be heard at that time.

R. Rheinhardt reported on his conversation with Mr. Gene Bolinger of Weston and Sampson. He made several adjustments to the Phase 1 language to better reflect the OSC's objectives. Mr. Bolinger suggested that the contracts for Phase 1 and Phase 2 both be awarded at the same time so that a contractor could bid on both together, allowing a work crew to leave equipment on site between phases. The OSC will flag trees to be cut after the completion of Phase 1a (undergrowth clearing) and before Phase 1b (tree thinning) commences. Mr. Bolinger also suggested that the work be contracted on a per diem basis, starting on or around June 3.

There was brief discussion of how the payment would be made for the clearing work in Phase 1.

C. Robin moved and A. Cooney second the motion that the Committee request that the contract include details about when payments would be due and also specify a beginning date and an ending date.

The vote of the Committee members was unanimous in favor of the motion.

R. Rheinhardt said he would convey this request to Mr. Bolinger.

2. A. Cooney reported on the stairway project at Little Buttermilk Bay Woods. The permitting process is underway. A. Cooney will furnish a site plan to the Conservation Commission and alerted the Committee that we will incur about \$ 300 for a Natural Heritage and Endangered Species report for the application.

The Committee reviewed the draft site plan from Warwick and Associates. This plan reflected the draft design drawings from Steven Cook of Cotuit Bay Design. A. Cooney will follow up with Mr. Cook so that he can obtain the necessary building permit.

There was general discussion about setting up a spring work day for LBBW. It was suggested we approach EMS, Bourne Conservation Trust and the Upper Cape Tech horticulture department for helpers.

3. R. Rheinhardt spoke about flagging some walking trails on the "Anderson" property. R. Anderson requested that the property be more properly referred to as the "Perry" property, as it was in the care of the Perry family for several generations until its sale to the Town.

4. Discussion turned to the OSC postcard project. It had been suggested that the first mailing might better go to residents of a section south of the Canal, such as the area surrounding Mashnee Island and Gray Gables. This would correspond to the Section C map which the Committee reviewed with Town Planner, Coreen Moore, some years ago. It was the sense of the Committee that this suggestion as a good one.

It was not clear to the Committee what resources we could count on from the Town Planning Office in terms of gathering mailing addresses for residents in the selected mailing area. P. Myers agreed to speak with Coreen and determine how we might work together on this mailing.

It was noted that Lisa Devaney, who is doing the design work for the postcard, also works at Town Hall which could facilitate the sharing of information. She has received the Committee's corrections to the text on the postcard. The budget for this project is \$ 7,000, but that may be the total amount for this and all future postcard mailings by the OSC.

Vice-Chairman A. Cooney stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; the Open Space Committee will not re-open in public session."

R. Anderson moved and C. Robin seconded the motion enter Executive Session.

The vote in favor of the motion was unanimous.

The Open Session adjourned at 7:54 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Document to be filed with the minutes: 3 draft design plans from Steven Cook of Cotuit Bay Designs for stairs at LBBW.

Note: Copy of site plan from Warwick and Associates not available by e-mail.

MEETING NOTICE

Agency: Open Space Committee

When: Town Hall

Time: 7pm.

Date: May 16,2013

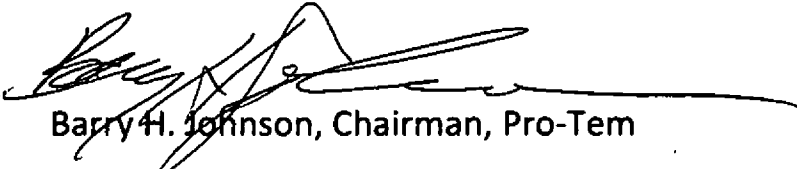
2013 MAY 13 AM 11 22
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

The members of the Open Space Committee will be attending the Conservation Commission meeting scheduled for May 16,2013 to be available to answer any questions that might arise on the two (2) projects that are before the Commission that are sponsored by the Open Space Committee:

- 1) Improvements to the Town-Owned Main Street parcel behind the Post Office; and

- 2). Installation of stairs at the Town-Owned Little Buttermilk Bay Woods
Project located on Head of the Bay Road.


Barry H. Johnson, Chairman, Pro-Tem

OPEN SPACE COMMITTEE

2013 JUN 10 AM 11 57

When: Thursday, June 13, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

Where: Downstairs Meeting Room; Town Hall

Time: 6:30

AGENDA

- 1). To meet with the representative(s) of the proposed Assisted Living etc. project that abuts the Town-Owned parcel on Main Street (next to the Post Office) to hear of their plans for same.
- 2) Update on the Little Buttermilk Bay Woods project.
- 3) Update on the Open Space request/notification project.
- 4) Process for updating the Open Space/Recreation Plan.
- 5) Parcel Acquisition Update
- 6). Open Space Committee: Selectmen Original Executive Order
- 6) Minutes
- 7) Next Meeting date.

Barry H. Johnson, Chairman Pro-Tem



OPEN SPACE COMMITTEE

Open Session

June 13, 2013

Town Hall Meeting Room

2013 SEP 25 AM 10 18

TOWN CLERK'S OFFICE

BOURNE, MASS

Present: Andrew Cooney, Penny Myers, Mardi Mauney, Richard Anderson, Patrick Sweeney

Excused: Richard Anderson, Barry Johnson, Colin Robin

Vice-Chairman Andrew Cooney called the meeting to order at 6:35 pm.

1. Discussion opened with the introduction of Joe Longo and Fred Mielke of the Horsley Witten Group to learn more about their proposed development of Keystone Place, a tri-level housing facility in Buzzards Bay. The site is behind the Buzzards Bay post office and abutting the Canal Crossways Open Space parcel.

The proposed housing complex, of up to 140 units, offering independent living, assisted living and a memory care unit, is currently in the permitting process with the Town of Bourne. The last step of the permitting process will be a meeting on July 11. If the permits are granted, as expected, construction could begin by mid-summer. Because the housing complex abuts Canal Crossways, it is likely that the OSC and Keystone Place developers could work together on some aspects of the Canal Crossways improvements that would benefit both the Town and the housing complex residents.

One area of cooperation might be to use Keystone resources to help with the underbrush clearing of the Canal Crossways parcel (Phases 1a and 1b). The bidding process initiated on behalf of the OSC for this clearing has not produced any contractor willing to take on the project.

Another area of possible cooperation is in the siting of a sidewalk out to Main Street. The sidewalk might be more logically placed on Canal Crossways land.

A third area of potential cooperation discussed only in passing might be around the maintenance of improvements in the Canal Crossways parcel. A. Cooney shared the OSC dilemma that the Committee has funds to buy parcels, but no funds to maintain any paths or other improvements, except with volunteer labor.

Mr. Longo and Mr. Mielke requested a copy of the bid package for the OSC clearing project in order to see the details of the work involved. They were referred to the Selectman's office for this information.

They will also contact Gene Bolinger at Weston and Sampson for maps of the OSC parcel to overlay on the Horsley Witten site maps. Communication with Mr. Bolinger could potentially facilitate and streamline work being done on both sites.

A. Cooney suggested, for instance, that the Town might be able to contribute parking space for equipment and dumpsters from the ISWM. Mr. Mielcke suggested their contractor, Gruzka Logging, might be available to complete Phase 1a and 1b of the OSC parcel as early as July of this year.

Further discussion and clarification will be required.

2. A. Cooney reported on the stairs at Little Buttermilk Bay Woods. Progress is slow. Danny Wing is not able to take on this building project, but he will recommend a colleague for the job. Response from supply houses for the materials required have been very slow to come in.

The permit for the stairs has not yet been granted. While the DEP information has come to the Conservation Commission, they are still waiting for the Natural Heritage report.

The building permit has not been granted because there is as yet no contractor to name in the permit.

3. The OSC mailing project is moving forward. P. Myers reported that Town Planner Coreen Moore applied the criteria queries to Section C of the Town maps, as requested by the OSC, and came up with 27 addresses that fit the criteria. This number is too small to be worth the investment. The Committee agreed that Penny should return to Ms. Moore and request that she add Sections A and B to the search. The OSC will revisit the project with these additional findings.

4. The mandated update of the Open Space and Recreation Plan was tabled until the next meeting when B. Johnson will be able to report to the Committee.

5. Items 5 (parcel acquisition update) and 6 (selectmen's original executive order for OSC) on the agenda were tabled until the next meeting.

6. The 4/24/2013 minutes could not be approved because there was not a quorum of members who had been present at that meeting.

7. The Committee felt the date of the next meeting needed to be determined based on further communication with the Horsley Witten representatives.

A. Cooney moved and P. Myers seconded the motion to adjourn.

The vote in favor of the motion was unanimous.

The meeting was adjourned at 8:18 pm.

Respectfully submitted.

Mardi J. Mauney, Clerk

Documents submitted with minutes:

3 items from Horsley Witten - a rendering of the site with the proposed building, an artist's rendering of the Keystone Place project, and packet of sixteen drawings and specifications for the project.

AMENDED MEETING AGENDA

MEETING NOTICE

Agency: Open Space Committee

When: August 12, 2013

Where: Town Hall..Basement Meeting Room

Time: 6:00pm.

AGENDA

- 1) Parcel at Gray Gables Beach.
- 2) Canal Crossways parcel (next to the Post Office on main street): update on the bid documents for the vegetation management: and POSSIBLY meeting with representatives of the Keystone Project which is directly adjacent to this parcel; benefits in working together.
- 3) Buttermilk Bay Woods: update on the stairway project.
- 4) Selectmen's Executive Order that created the Committee: should any changes be recommended to the Selectmen.
- 5) Minutes.
- 6) Next Committee meeting date.
- 7) EXECUTIVE SESSION: discussion of pending litigation and possibly acquiring certain parcels for open space purposes. Will NOT re-open in public session.

Barry H. Johnson, Acting Chairman

2013 AUG 9 AM 10 15
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

2013 AUG 8 PM 3 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Agency: Open Space Committee

When: August 12, 2013

Where: Town Hall..Basement Meeting Room

Time: 6:00pm.

AGENDA

- 1) Parcel at Gray Gables Beach.
- 2) Canal Crossways parcel (next to the Post Office on main street): update on the bid documents for the vegetation management and the meeting with representatives of the Keystone Project which is directly adjacent to this parcel; benefits in working together.
- 3) Buttermilk Bay Woods: update on the stairway project.
- 4) Selectmen's Executive Order that created the Committee: should any changes be recommended to the Selectmen.
- 5) Minutes.
- 6) Next Committee meeting date.
- 7) EXECUTIVE SESSION: discussion of pending litigation and possibly acquiring certain parcels for open space purposes. Will NOT re-open in public session.

Barry H. Johnson, Acting Chairman

MEETING NOTICE

2013 AUG 22 PM 12 59

TOWN CLERK'S OFFICE
BOURNE, MASS.

AGENCY: Open Space Committee

WHEN: AUGUST 26,2013 August 26,2013

TIME: 6pm.

WHERE: Town Hall

AGENDA

- 1) Continued discussion on the proposed improvements that are to be made to the Town – Owned parcel on Main Street: Canal Crossways.
- 2). Items to be included in the committee's July 1,2012 to June 30,2013 Town Report.
- 3). Minutes
- 4). EXECUTIVE SESSION: for the purpose of discussing pending litigation and/or parcels that might possibly be acquired for Open Space purposes. The committee will NOT be re-opening in public session.

Barry Johnson, Acting Chairman

OPEN SPACE COMMITTEE
Executive Session
August 26, 2013
Town Hall Meeting Room

2015 JUL 16 AM 11 51

TOWN CLERK'S OFFICE
DUNN RIVER, MASS

Present: Andrew Cooney, Penny Myers, Mardi Mauney, Rick Rheinhardt, Richard Anderson,
Colin Robin

Excused: Barry Johnson, Patrick Sweeney, Mary Gelsthorpe

Vice-Chairman A. Cooney called the Executive Session to order at 7:22 pm.

1. The Executive Session minutes of April 24, 2013 were reviewed.

A. Cooney moved and C. Robin seconded the motion to accept and encumber these minutes.

The roll call vote was as follows:

R. Anderson – yes	P. Myers – yes
A. Cooney – yes	C. Robin – yes
M. Mauney – yes	R. Rheinhardt – yes

2. The property at 430 Head of the Bay Road was reviewed briefly. R. Rheinhardt noted that there are many invasive species present in the parcel and that the chain link fence divides the property from adjacent open spaces limiting the attractiveness of this parcel for open space.

3. There has been no further conversation with the owners of the 21 Hunter's Brook Road parcel in Sagamore Beach.

4. The Committee reviewed the parcel at 25 Carlisle Road in Gray Gables, referred to the Committee by member Patrick Sweeney.

C. Robin shared his concern that this parcel is in a major flood zone area and perhaps not of interest as Open Space. It appears that the parcel adjoins Town-owned land, which might be a positive factor.

It is apparently on the market for \$300,000, described as a buildable lot. The current assessed value is \$215,000. Committee members suggested that it might be more attractive to the town if it were donated in return for a tax write-off or abatement.

P. Myers moved and C. Robin seconded the motion to defer further discussion until the next meeting when P. Sweeney will have an opportunity to speak further about the parcel.

The roll call vote was as follows:

R. Anderson – yes	P. Myers – yes
A. Cooney – yes	C. Robin – no
M. Mauney – yes	R. Rheinhardt – yes

5. A. Cooney mentioned that the Canal Commons property is apparently heading for bankruptcy and auction. It was the sense of the Committee that this parcel would not be of any interest for open space at this time.

A. Cooney moved and P. Myers seconded the motion to adjourn.

R. Anderson – yes	P. Myers – yes
A. Cooney – yes	C. Robin – yes
M. Mauney – yes	R. Rheinhardt – yes

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Documents submitted with minutes:

Information sheet from Town Planner, Coreen Moore, on 25 Carlisle Road parcel.

OPEN SPACE COMMITTEE

Open Session

August 26, 2013 2013 SEP 25 AM 10 18

Town Hall Meeting Room

TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Andrew Cooney, Penny Myers, Mardi Mauney, Rick Reinhardt, Richard Anderson, Colin Robin

Excused: Barry Johnson, Patrick Sweeney, Mary Gelsthorpe

Guest: Eugene Bolinger of Weston and Sampson Engineering

Vice-Chairman Andrew Cooney called the meeting to order at 6:05 pm and welcomed Gene Bolinger to the meeting.

1. Mr. Bolinger reviewed various aspects of the Canal Crossways project.

He distributed revised drawings and documents and his remarks with several disclaimers:

a. The represented vegetation removal is not entirely accurate in the drawings provided. This relates in part to ongoing uncertainty about the scope of the services provided by Bracken Engineering in delineating the wetlands on the parcel in 2012.

b. Mr. Bolinger reminded the Committee that he has not received a survey for the recently completed purchase of an adjoining parcel which needs to be included in the proposal.

c. The roadway alignment as proposed by the Keystone developers is not precise on these drawings.

d. Mike Lietzel is working with Keystone to identify the required curb cuts to be made in the new sidewalk. It is possible that these curb cuts may impact the presently designated OSC parking area on the Canal Crossways parcel.

Discussion continued on Mr. Bolinger's sense of the level of involvement Keystone might have in vegetation clearing and tree removal. It might prove difficult to coordinate work on the two sites.

The Committee also discussed Mr. Bolinger's suggestion that rather than maintain the earlier Phase A and Phase B work schedule, we might have better response from contractors if the project became a single, larger project, folding both phases together.

Mr. Bolinger cautioned that contemplating a larger project would also require further review by the Conservation Commission. He is aware of the upcoming Conservation Committee meeting dates and would like to see a proposal ready for the Commission in October.

D. Anderson moved, and C. Robin seconded the motion that the Committee authorize Gene Bolinger to gather all the information that will be required to make a presentation to the Conservation Commission next month.

The vote in favor of the motion was unanimous.

2. The minutes of the April 24, 2013 and June 13, 2013 meetings were reviewed by Committee members.

P. Myers moved and R. Rheinhardt seconded the motion to approve the April 24 Open Session minutes as amended.

The vote in favor of the motion was unanimous.

The vote on approval of the June 13 minutes was tabled until the Committee could determine the definition of a quorum for that meeting.

3. A. Cooney reminded Committee members to review the Town Report on the Open Space Committee and send along any comments or questions to B. Johnson as soon as possible.

3. The next meeting of the Open Space Committee was set for Monday, September 16.

4. Vice-Chairman A. Cooney stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; and the meeting will not re-open in public session."

The roll call vote was as follows:

R. Anderson - yes

P. Myers - yes

A. Cooney - yes

C. Robin - yes

M. Mauney - yes

R. Rheinhardt - yes

The Open Session was adjourned at 7:20 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Documents submitted with minutes:

Weston and Sampson Concept Drawing, dated August 26, 2013

Project Schedule, dated August 26, 2013

Budget Outline, dated August 26, 2013

Letter from Eugene Bolinger describing Final Design Services to be provided at Canal Crossways project

MEETING NOTICE

2013 SEP 1¹²~~1~~ AM 9 35

TOWN CLERK'S OFFICE
BOURNE, MASS.

Agency: Open Space Committee

When: Monday, September 16, 2013

Where: Room 100 in the Middle School

Time: 6pm..

AGENDA

- 1). Continued discussion on making certain improvements to the Canal Crossways parcel on Main Street.
- 2). Carlson Parcel: status of re-voting the possible acquisition under Article 13 of the May 8, 2012 ATM.
- 3). Minutes.
- 4)/ Executive Session: possible acquisition of certain parcels for open space purposes and not to re-open in public session.

Barry Johnson, Acting Chairman, Open Space Committee

OPEN SPACE COMMITTEE
Executive Session
September 16, 2013
Bourne Middle School Conference Room

Present: Andrew Cooney, Penny Myers, Mardi Mauney, Rick Rheinhardt, Patrick Sweeney
Richard Anderson, Barry Johnson, Colin Robin, Mary Gelsthorpe

Chairman B. Johnson called the meeting to order at 7:40 pm

1. 21 Hunter's Brook Road, Sagamore Beach

B. Johnson reported on a recent conversation with the seller of this parcel. The seller did not realize that he needed to provide the Committee with an asking price for the property and understands that it is now too late for the Committee to file any open space purchase recommendations at the October 2013 Town Meeting.

B. Johnson will also follow up with the seller to provide him with contact information for Mark Robinson of the Compact of Cape Cod Conservation Trusts. Mr. Robinson could provide the seller with information on tax incentives for transferring property to conservation land.

2. 25 Carlisle Road, Gray Gables

C. Robin expressed concern that the parcel is very low ground and subject to flooding, which would make the parcel unsuitable for most Open Space usages.

P. Sweeney commented that there is a pond adjacent to the property and it could offer an attractive wildlife habitat in an otherwise congested area.

P. Myers reminded the Committee that the mailing project is still open for action. Since the design work has already been done, perhaps at least the owners of this parcel should be contacted by postcard and made aware of other tax incentives for transfer of this parcel to the Town for open space.

B. Johnson said he would consult Brendan Mullaney about the natural resource features of this property.

4. Hutchinson parcel, corner County Road and Barlow's Landing Road

This parcel has been sold. P. Myers offered to speak with the realtor and learn more about the buyer and whether there might be any interest in working with the Open Space Committee on acquiring public access to the Pocasset River outlet on this property.

R. Rheinhardt moved and M. Gelsthorpe seconded the motion to authorize P. Myers to speak with the realtor involved in the recent sale of the above mentioned property to re-state our interest in acquiring access to the Pocasset River outlet on this property.

The roll call vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Mauney - yes
B. Johnson - yes	M. Gelsthorpe - yes
P. Sweeney - yes	

5. The 8/26/13 Executive Session minutes were reviewed.

A. Cooney moved and R. Rheinhardt seconded the motion to accept the August 26, 2013 Executive Session minutes as amended and to encumber these minutes.

The roll call vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Mauney - yes
B. Johnson - abstain	M. Gelsthorpe - abstain
P. Sweeney - abstain	

6. C. Robin moved and P. Sweeney seconded the motion to adjourn.

The roll call vote was as follows:

R. Rheinhardt - yes	R. Anderson - yes
P. Myers - yes	C. Robin - yes
A. Cooney - yes	M. Mauney - yes
B. Johnson - yes	M. Gelsthorpe - yes
P. Sweeney - yes	

The meeting was adjourned at 8:15 pm

Respectfully submitted,

Mardi J. Mauney
Clerk

OPEN SPACE COMMITTEE

Open Session

September 16, 2013

Bourne Middle School Conference Room

2013 DEC 9 AM 11 23

TOWN CLERK'S OFFICE

Present: Andrew O'Donoghue, Penny Myers, Mardi Mauney, Rick Rheinhardt, Patrick Sweeney
Barry Johnson, Colin Robin, Mary Gelsthorpe

Guest: Eugene Bolinger of Weston and Sampson Engineering

Chairman Barry Johnson called the meeting to order at 6:05 pm.

1. B. Johnson introduced new member Mary Gelsthorpe to the Committee.
2. Discussion then turned to Mr. Bolinger's further information on the Canal Crossways parcel.
 - a. B. Johnson handed the survey of the Ryan parcel to Mr. Bolinger, to be added to the Canal Crossways parcel and data needed for a regulatory review.
 - b. Mr. Bolinger advised that the re-flagging of the wetlands on the parcel was being repeated this week by Weston and Sampson to ascertain the exact demarcation of wetlands on the parcel.
 - c. The developers of the assisted living facility have requested a postponement of their hearing before the Planning Board. They have decreased the size of the project considerably and need to finalize the changes before meeting with the Planning Board. They also require clarification on details like the road leading into the facility, the curb cuts required for the Canal Crossways parking area, the details of the sidewalk to be included in the construction project. Mr. Bolinger will follow up on details that affect the Canal Crossways project.
 - d. B. Johnson will follow up with the Corps of Engineers on the interface between Canal Crossways and the Canal Service Road.
 - e. Mr. Bolinger noted that the present parking area at Canal Crossways seemed to have been disturbed recently. D. Anderson noted that the Town had allowed parking of construction vehicles there during the recent Main Street improvement project with the understanding that the area would be left as it was prior to the construction. B. Johnson said that he would follow up on that.
 - f. Mr. Bolinger shared an updated rendering of the Canal Crossways project with the Committee, indicating 2 pathways about 30 - 40 feet wide, with wider nodes for benches, and some sort of pavilion structure near the Canal service road that would look inviting to people enjoying the service road. A further loop trail to the west might be considered at a later date.
 - g. Mr. Bolinger reminded the Committee that having combined Phase 1 and Phase 2, it is now necessary to file a Notice of Intent with the Conservation Commission. This filing will happen in October.
 - h. There was discussion about trailheads where signage would be appropriate. The northern, southern and eastern boundaries would be obvious places. R. Rheinhardt suggested that we find a vendor willing to produce trail signs like the ones Bourne Conservation Trust uses on their trails. It would be reasonable to contract with a vendor who could make 10-20 signs at a time. P. Myers volunteered to follow up on a vendor of signs like those at Little Buttermilk Bay Woods and get an idea of pricing for the Committee.

i. Discussion turned to site furnishings. B. Johnson recommended only metal furnishings to guard against vandalism and destruction as much as possible. Mr. Bolinger will look into metal furnishings and bring information back to the Committee. He also suggested that B. Johnson speak with the Corps of Engineers about their experience and recommendations for furnishings in that setting.

Following this discussion,

C. Robin moved and P. Myers seconded the motion to approve the contract with Weston and Sampson for the next steps of the Canal Crossway project, as outlined in the Final Design Services letter submitted to the Committee on 8/26/13, in the amount of \$ 22,500.

The vote in favor of the motion was unanimous.

3. B. Johnson reported that the Open Space Committee currently has a balance \$ 227,777.92 in its account.

4. B. Johnson requested that Committee members read the draft Annual Report of the Open Space Committee and offer any comments or corrections. There was brief discussion of the draft report and a number of items were updated.

D. Anderson moved and A. Cooney seconded the motion to approve the Annual Report as updated.

The vote in favor of the motion was unanimous.

5. B. Johnson reported briefly on the pending litigation at the Carlson property. Legal representatives are working on a settlement which may be ready to share with the Open Space Committee soon. B. Johnson cautioned that any change in the terms of the purchase authorized by the May 2012 Town Meeting would require returning to a future Town Meeting for approval by voters.

6. B. Johnson reported briefly on the 10 Aptuxet Road property. Asbestos removal should begin soon. Then, materials that can be salvaged will be removed and demolition completed.

7. B. Johnson confirmed with the Committee that he will submit a request to change the Executive Order for the formation of an Open Space Committee from 13 members to 9 to the Board of Selectmen at an upcoming meeting.

8. Minutes from the 6/13/13 and 8/26/13 meeting were reviewed.

A. Cooney moved and R. Rheinhardt seconded the motion to approve the minutes of the June 13, 2013 Open Session.

The vote in favor of the motion was unanimous, with R. Anderson, B. Johnson and C. Robin abstaining.

R. Anderson moved and A. Cooney seconded the motion to approve the minutes of the August 26, 2013 Open Session as amended.

The vote in favor of the motion was unanimous with B. Johnson, M Gelsthorpe and P. Sweeney abstaining.

9. M. Mauney raised the question of having a brochure or trail map of some kind ready for the Canal Centennial celebration, hoping that the Canal Crossways project will be completed by then.

10. A. Cooney briefly updated the Committee on the question of adding stairs to the observation deck at Little Buttermilk Bay Woods. There is one estimate in the amount of \$13,000, which committee members agreed was too expensive, to build the stairs. He has found no contractor willing to consider the project at this point.

11. The issue of the unsightly chain link fence around the Open Space parcel at the corner of Head of the Bay Road and Bournedale Road was raised again. B. Johnson will speak with DPW about removing it.

12. The next meeting of the Committee was set for Monday, September 30 at 5:30 pm in order to review the OSC/CPA article before the October Town Meeting.

13. Chairman B. Johnson stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; and the meeting will not re-open in public session."

The roll call vote was as follows:

R. Anderson - yes	P. Myers - yes
A. Cooney - yes	C. Robin - yes
M. Mauney - yes	M. Gelsthorpe - yes
R. Rheinhardt - yes	P. Sweeney - yes
B. Johnson - yes	

The Open Session was adjourned at 7:38 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk

Documents included with minutes:

Proposed agenda items from Mr. Bolinger

Illustrations of possible furnishings for Canal Crossways parcel

MEETING NOTICE

Agency: Open Space Committee

Date: Monday, September 30, 2013

Where: Middle School..Room 100

Time: 5:30pm.

2013 SEP 26 AM 11 02
TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED AGENDA

1) Minutes.

2). To review the Article in the October 21, 2013 Special Town Meeting Warrant: purchase of the Carlson Property that is to be purchased with Community Preservation Funds.

3). To review the Article in the October 21, 2013 Special Town Meeting that relates to the request of the Bourne Society for Historic Preservation, Inc. for Community Preservation Funds to reimburse the Society for emergency repairs to the Briggs McDermott House.

4). Upcoming CPC meetings schedule.

BARRY JOHNSON, CHAIRMAN

OPEN SPACE COMMITTEE
Open Session
September 30, 2013
Conference Room, Bourne Middle School

2013 DEC 9 AM 11 23

TOWN CLERK'S OFFICE
BOURNE, MASS
Present: Andrew Cooney, Penny Myers, Mardi Mauney, Rick Rheinhardt, Richard Anderson, Colin
Robin, Patrick Sweeney, Barry Johnson
Excused: Mary Gelsthorpe

Chairman B. Johnson called the meeting to order at 5:32 pm.

1. B. Johnson reviewed the settlement of the litigation on the "Carlson property" which was approved for purchase at the May 2013 Town Meeting. Because the settlement involved a change in the boundaries and a reduction in total acreage of the parcel, it is necessary to re-submit the purchase for voter approval at the 2013 Special Town Meeting.

The new dimension of the parcel to be submitted for voter approval is 9.75 acres. The new purchase price is \$149,917. The amount requested in the Article is \$170,000 to include incidental costs.

A. Cooney moved and P. Myers seconded the motion to approve the amount of \$170,000 for the Article to go before the October 2013 Special Town Meeting for the "Carlson property" at Hersey Lane (Parcel 57), with the boundaries as shown in the 9/17/13 map from Warwick and Associates and on file in the Town Clerk's office. The amount approved by the Open Space Committee includes \$149,917 for the parcel, the balance being allocated to costs incidental to the transfer of the property to the Town of Bourne.

The vote was in unanimous in favor of the motion, with R. Rheinhardt abstaining.

2. There was brief discussion about a more efficient way of communicating corrections to the minutes of OSC meetings. It was agreed that members suggesting corrections or editions send them to the Clerk, but copied to all members of the Committee to facilitate the discussion of corrections and editions at subsequent meetings.

3. A. Cooney moved and P. Sweeney seconded the motion to adjourn.

The vote in favor was unanimous,

The meetings was adjourned at 6:05 pm.

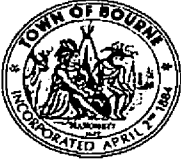
Respectfully submitted,

Mardi J. Mauney, Clerk

Documents submitted with the minutes:

Map from Warwick and Associates, dated 9/16/13 of Parcel 57 on Hersey Lane

Map to be included in the Warrant for the October 2013 Special Town Meeting



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



Barry H. Johnson
Town Clerk

Wendy J. Chapman
Asst. Town Clerk

October 9, 2013

Barry Johnson

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

COMMUNITY PRESERVATION

2012 Jan. 30, March 14, March 28, April 2, April 23, July 16, August 27, October 15
2013 Jan. 23, Feb 13, April 3, Sept. 30
2011 Feb 23, March 23, April 4, April 20, May 2, June 8, June 20, August 29
October 17, November 9

Open Space Committee

2012 Jan. 30, March 14, March 28, April 2, April 23, July 30, August 27, Oct. 11
2011 Aug 29 (Joint w/CPA)

Recreation Authority

2011 Jan. 6, Jan. 18, Feb 1, March 21, May 2, May 24, August 15, Nov. 21, Aug. 29
We have an agenda for March 9 and Minutes for March 10th
Need to know which one correct.
2013 Feb 12, May 29 (Park Sub); June 4 (Rink Sub); August 7
2012 Mar 15 (Rink Sub), April 17 (Park Sub), May 17 (Rink), June 18 (Park Sub),
July 16 (Rink), July 21 (Camper meeting), July 24 (Rink Sub), Aug 16, Sept. 11 (Rink Sub)
Sept. 13 (Park Sub), Sept. 17 (Rink Sub), Sept 25, Nov. 26 (Rink Sub), Dec. 12

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman
Asst. Town Clerk

To:
Subject:

Johnson, Barry
RE: OPEN SPACE COMMITTEE MEETING AGENDA FOR THURSDAY, DECEMBER 5, 2013

AMENDED AGENDA

MEETING NOTICE

Agency: OPEN SPACE COMMITTEE
When: Thursday, December 5, 2013
Where: Town Hall..Lower Meeting Room
Time: 5:30pm. to 6:45pm.

2013 DEC 3 AM 11:35
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1). Meeting with Eugene Bolinger, of Weston & Sampson Engineers to discuss and vote as necessary on the following items that relate to the Improving of the Town-Owned Parcel on Main Street; Canal Crossways:

- a) Review Notice of Intent (NOI) filed with the Conservation Commission.
- b) Review Proposed Bid Plans & Specifications.
- c) Discuss Revised Site Furnishing Options & Confirm Preferences:

- 1. Pavillion or Gazebo
- 2. Interpretive Signage
- 3). Benches & Picnic Tables
- 4). Fencing
- 5). Parking Lot Upgrade
- 6). Pathway Surfacing

7). Review of Proposed Trail Network: OSC members to be contacted to assist in this part of the project.

8). Review Updated Project Schedule

2013 DEC 5 PM 12:06
TOWN CLERK'S OFFICE
BOURNE, MASS

2). Construction of Kiosks for sundry placement of map trails on certain town-owned parcels.

3) Minutes

4). NOTE: MEMBERS OF THE OSC WILL BE ATTENDING THE MEETING OF THE CONSERVATION COMMISSION ON THIS DATE AT 7pm. IN TOWN HALL FOR THE PURPOSE OF BEING PART OF THE DISCUSSION AND TO TAKE ANY VOTES RELATED TO THE OSC'S FILING OF A NOTICE OF INTENT (NOI) WITH THE COMMISSION FOR PROPOSED IMPROVEMENTS TO THE CANAL CROSSWAYS PARCEL ON MAIN STREET.

5) Vote on two (2) OSC members to the County Reservation Committee

6) Executive Session: Possible Land Acquisitions: not

to re-open in Public Session

*Barry Johnson
Chairman*

Johnson, Barry

To:
Subject:

Johnson, Barry
RE: OPEN SPACE COMMITTEE MEETING AGENDA FOR THURSDAY, DECEMBER
5,2013

2013 DEC 3 PM 11:35
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Agency: OPEN SPACE COMMITTEE
When: Thursday, December 5,2013
Where: Town Hall..Lower Meeting Room
Time: 5:30pm. to 6:45pm.

AGENDA

- 1). Meeting with Eugene Bolinger, of Weston & Sampson Engineers to discuss and vote as necessary on the following items that relate to the Improving of the Town-Owned Parcel on Main Street; Canal Crossways:
 - a) Review Notice of Intent (NOI) filed with the Conservation Commission.
 - b) Review Proposed Bid Plans & Specifications.
 - c) Discuss Revised Site Furnishing Options & Confirm Preferences:
 1. Pavillion or Gazebo
 2. Interpretive Signage
 - 3). Benches & Picnic Tables
 - 4). Fencing
 - 5). Parking Lot Upgrade
 - 6). Pathway Surfacing
 - 7). Review of Proposed Trail Network: OSC members to be contacted to assist in this part of the project.
 - 8). Review Updated Project Schedule
- 2). Construction of Kiosks for sundry placement of map trails on certain town-owned parcels.
- 3) Minutes
- 4). NOTE: MEMBERS OF THE OSC WILL BE ATTENDING THE MEETING OF THE CONSERVATION COMMISSION ON THIS DATE AT 7pm. IN TOWN HALL FOR THE PURPOSE OF BEING PART OF THE DISCUSSION AND TO TAKE ANY VOTES RELATED TO THE OSC'S FILING OF A NOTICE OF INTENT (NOI) WITH THE COMMISSION FOR PROPOSED IMPROVEMENTS TO THE CANAL CROSSWAYS PARCEL ON MAIN STREET.

Open Space Committee
Executive Session
December 5, 2013
Bourne Community Center

Present: Barry Johnson, Richard Rheinhardt, Andrew Cooney, Penny Myers, Mardi Mauney, Patrick Sweeney, Mary Gelsthorpe

Excused: Richard Anderson, Colin Robin

B. Johnson called the Executive Session to order at 6:10 pm.

1. B. Johnson advised the Committee that he had been approached about a 10-acre parcel along McArthur Boulevard, available for \$50,000.

After some discussion, A. Cooney moved and R. Rheinhardt seconded the motion to authorize B. Johnson to communicate to the seller that there is no interest on the part of Open Space Committee in this parcel at this time.

The roll call vote was as follows:

A. Cooney - yes	
M. Mauney - yes	M. Gelsthorpe - yes
R. Rheinhardt - yes	P. Sweeney - yes
B. Johnson - yes	P. Myers - yes

2. B. Johnson reported to the Committee that the owner of the parcel in Sagamore Beach at Hunter's Brook Road may be considering selling to a developer. The Committee can keep communication open with the owner as his plans develop.

3. B. Johnson reminded the Committee that the forested parcel along Sandwich Road, across from the Gallo Ice Rink may come back for consideration. The forestry grant held by the owner expires in 2014 and that may change his plans for this parcel.

4. Minutes of the September 16, 2013 Executive Session minutes were reviewed.

R. Rheinhardt moved and M. Gelsthorpe seconded the motion to accept the minutes as corrected and to encumber them.

The roll call vote was as follows:

B. Andrews - yes	B. Johnson - yes
A. Cooney - yes	M. Mauney - yes
R. Rheinhardt - yes	P. Myers - yes
P. Sweeney - yes	

B. Johnson moved and A. Cooney seconded a motion to adjourn.

The roll call vote was as follows:

B. Andrews - yes	B. Johnson - yes
A. Cooney - yes	M. Mauney - yes
R. Rheinhardt - yes	P. Myers - yes
P. Sweeney - yes	

The Executive Session adjourned at 6:16 pm and the Committee returned to Open Session.

Respectfully submitted,

Mardi J. Mauney, Clerk

2015 JUL 16 AM 11 51
TOWN CLERK'S OFFICE
BOURNE, MASS

OPEN SPACE COMMITTEE
Open Session
December 5, 2013
Bourne Community Center

2014 FEB 14 AM 11 29
TOWN CLERK'S OFFICE
BOURNE, MASS.

Present: Andrew Cooney, Penny Myers, Mardi Mauney, Rick Rheinhardt, Patrick Sweeney, Barry Johnson, Mary Gelsthorpe.

Excused: Richard Anderson, Colin Robin

Guest: Eugene Bolinger of Weston and Sampson Engineering

1a. Gene Bolinger advised the Committee that all appears to be in order for the Notice of Intent hearing before the Conservation Commission, except that there is as yet no DEP file number. The hearing cannot be concluded without that number.

The discussion turned to the curb cuts required for the Canal Crossways parking lot, once the Keystone project completes its sidewalk plans. Mr. Bolinger said he would follow up with Coreen Moore on the process for clearing that item.

B. Johnson reported that his e-mail communication with the Corps of Engineers indicates there will be no problem working together on the area where the Canal Crossways improvements connect to the Canal service road.

B. Johnson also confirmed for the Committee that there is \$220,000 available in authorized Town funding for this project, less the \$22,000 currently held for Weston and Sampson, for a balance of \$198,000.

2. B. Johnson reminded Committee members that it is time to appoint or re-appoint Open Space Committee members to the Community Preservation Committee.

A. Cooney moved and R. Rheinhardt seconded the motion to re-appoint B. Johnson and P. Myers as our representatives to the CPC.

The vote in favor of the motion was unanimous.

3. Chairman B. Johnson stated "I will now entertain a motion to go in to Executive Session for the purpose of considering the purchase, exchange, lease or value of real property and the Chair declares that having this discussion in open session may be detrimental to the Open Space Committee's negotiating position; and the meeting will re-open in public session."

The roll call vote was as follows:

P. Myers - yes

A. Cooney - yes

M. Mauney - yes

R. Rheinhardt - yes

B. Johnson - yes

M. Gelsthorpe - yes

P. Sweeney - yes

The Open Session was adjourned at 6:10 pm and resumed at 6:17 pm.

1 b. Mr Bolinger continued his presentation on proposed improvements to the Canal Crossways parcel. The Committee agreed that the boardwalk sections of the main trail should have railings. It was also the sense of the Committee that a metal gazebo 20 feet in diameter would be satisfactory.

It was suggested that the Corps of Engineers might consider adding some benches at the junction of the main trail and the Service Road.

4. The discussion turned to signage for the Canal Crossways project as well as at other Open Space properties. P. Myers suggested that the Committee authorize an order of 20 or 25 sign boards like those shown to the Committee.

B. John moved and A. Cooney seconded the motion to authorize P. Myers to contact Paul Sicchio, the sign board designer and builder, to order 25 signs at a cost of \$25.00 each.

The vote in favor of the motion was unanimous.

5. Discussion turned briefly to the mechanics of planning site visits for trail marking in the months ahead. B. Johnson clarified that such site visits did not require posting as they would not be deliberative meetings of the Committee.

6. The Open Session minutes of September 16 and September 30, 2013 were reviewed.

P. Sweeney moved and A. Cooney seconded the motion to accept the minutes as corrected.

The vote in favor of the motion was unanimous.

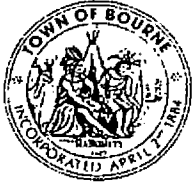
R. Rheinhardt moved and P. Myers seconded a motion to adjourn.

The vote in favor was unanimous.

The meeting adjourned at 6:50 pm.

Respectfully submitted,

Mardi J. Mauney, Clerk



TOWN OF BOURNE

Planning Board



Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611

2013 JAN 3 AM 10 56

TOWN CLERK'S OFFICE

BOURNE, MASS

MEETING AGENDA

DATE: Thursday, January 10, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 11/29/12

1. **Certificate of Vote:** Wolf Road covenant.
2. **Approval Not Required Plan (M.G.L. 41A c.81P):** Scraggy Neck Dev. Corp., 360 Scraggy Neck Road – 2 unbuildable lots.
3. **Public Hearing for Special Permit #12-2012:** 55 Maple St. Bourne Housing Partnership. To create an affordable house.
4. **Public Hearing for Special Permit #13-2012:** Gavin. 1025 Sandwich Road. For a hot dog cart.
5. **Public Hearing for Special Permit #09-2012:** Laurie Kelly. 111 Main St. For an antique store with special event tent.
6. **Public Hearing for Definitive Subdivision:** John & Cynthia Sheldon. 526 Scraggy Neck Rd. 2 lots.
7. **Committee Assignment:** Appointment to the Bylaw Committee.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Robert Gowen

LOCATION: 1025 Sandwich Rd
Assessors Map 12.3, Parcel 100, 101 Zoning District R40

PROPOSAL: Special Permit request for a hot dog cart.

DATE & TIME: Thursday, Jan. 10, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
Dec. 20, 2012
Dec. 27, 2012

2012 DEC 27 PM 3 02
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2012 DEC 17 AM 11 46

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Bourne Affordable Housing Trust Fund

LOCATION: 55 Maple Street, Buzzards Bay
Assessors Map 20.1, Parcel 62 Zoning District R40

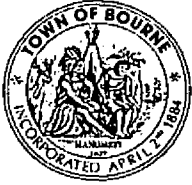
PROPOSAL: Special Permit request for a dimensional waiver for
affordable housing.

DATE & TIME: Thursday, Jan. 10, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
Dec. 20, 2012
Dec. 27, 2012



TOWN OF BOURNE
Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

2013 JAN 3 PM 12 11
TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED
MEETING AGENDA

DATE: Thursday, January 10, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 11/29/12

1. **Certificate of Vote:** Wolf Road covenant.
2. **Request for Covenant:** Lot 6 Henry Drive.
3. **Approval Not Required Plan (M.G.L. 41A c.81P):** Scraggy Neck Dev. Corp., 360 Scraggy Neck Road – 2 unbuildable lots.
4. **Public Hearing for Special Permit #12-2012:** 55 Maple St. Bourne Housing Partnership. To create an affordable house.
5. **Public Hearing for Special Permit #13-2012:** Gavin. 1025 Sandwich Road. For a hot dog cart.
6. **Public Hearing for Special Permit #09-2012:** Laurie Kelly. 111 Main St. For an antique store with special event tent.
7. **Public Hearing for Definitive Subdivision:** John & Cynthia Sheldon. 526 Scraggy Neck Rd. 2 lots.
8. **Committee Assignment:** Appointment to the Bylaw Committee.

DRAFT

PLANNING BOARD MEETING MINUTES

January 10, 2 013

APPROVED

2-7-13

PRESENT: Christopher Farrell , Doug Shearer, John Howarth (7:15pm), Jon Nelson, Dudley Jensen, Vincent Michelenzi (Alternate)

ABSENT: Daniel Doucette, Donald DuBerger, Louis Gallo

STAFF: Coreen Moore, Town Planner, Dody Adkins-Perry, Eng. Tech.

ALSO PRESENT: James Mulvey, Paul Gately, Diana Barth, Andy Campbell, Robert Gowen, John Fitch, Mike McGrath, Kerry Horman, Sue Ross, Steve Walsh

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:02P.M.

Mr. Shearer made a MOTION to approve the minutes of 11/29/12. The MOTION was seconded by Mr. Nelson with all in favor.

Certificate of Vote: Wolf Road covenant.

Coreen explained they need this for the sale of the property. In 2009 there was a prior approval by the Board to exchange 2 lots. There was a technical issue as one of the lots can't be subdivided so they are swapping the covenant of the subdivision and putting it on the new lots. This is just to reaffirm the vote and sign the paper from Land Court.

Mr. Shearer made a MOTION to reaffirm the vote and to hold the paper until we receive the new covenant. The MOTION was seconded by Mr. Nelson with all in favor.

Request for Covenant: Lot 6 Henry Drive.

Tom Donovan stated that all water service is in, 90%of the utilities are in. The base coat is on most of the road. Would like to release the bond and attach lot 6 to use as covenant.

Mr. Shearer made a MOTION to accept lot 6 under covenant and release the bond. The MOTION was seconded by Mr. Nelson with all in favor.

Approval Not Required Plan (M.G.L. 41A c.81P): Scraggy Neck Dev. Corp., 360 Scraggy Neck Road – 2 unbuildable lots.

Steve Doyle said this is for the old boathouse.

Mr. Shearer made a MOITON to approve. The MOTION was seconded by Mr. Nelson with all in favor.

7:12pm – short recess

7:16pm – back in session

Public Hearing for Special Permit #12-2012: 55 Maple St. Bourne Housing Partnership. To create an affordable house.

Kerry Horman stated this is the first application under the bylaw that was passed a couple years ago. This lot really represents what we are trying to do. It's a nice established neighborhood. The house will be 3-bedroom, 1300sf and sell for \$160k-\$180k and be deed restricted. About 50% of Bourne residents would be eligible.

Mr. Jensen stated this meets all our requirements. It's tight but well presented.

Mr. Jensen made a MOTION to approve subject to the following conditions:

- Before an occupancy permit is issued, the dwelling must be in compliance of MGL ch. 40B sec. 20-23 and with 760 CMR 56.00 the Local Initiative Program (LIP) and meet the guidelines and standards promulgated there under by the Dept. of Housing and Community Development (DHCD) for inclusion in the DHCD Ch. 40B Subsidized housing Inventory as Local Action Units.
- A regulatory agreement and/or deed rider, in an acceptable form, shall be executed and recorded at the Barnstable Registry of Deeds by the applicant.
- The proposed lot is restricted to one (1) single family dwelling, restricted as an affordable homeownership or affordable rental dwelling unit in perpetuity or the maximum time period allowed by law.
- The dwelling is restricted to a total of three (3) bedrooms.
- The proposed lot shall not be afforded the privilege of Section 4100 – accessory dwelling.

The MOTION was seconded by Mr. Shearer. Roll call vote as follows:

Mr. Nelson – yes	Mr. Shearer – yes	Mr. Farrell – yes
Mr. Michienzi – yes	Mr. Jensen – yes	Mr. Howarth - yes

Public Hearing for Special Permit #13-2012: Robert Gowen. 1025 Sandwich Road. For a hot dog cart.

Robert Gowen explained he's got an 8'x12' enclosed trailer and will only be serving hot dogs, chili, chips and soda. It's located on the old Cape Side Diner site and will be brought around the back of the building at night. Hours of operation will be 10-6pm year-round.

Mr. Howarth said this is a perfect location and use for the property. MOTION to approve subject to the following conditions:

- Trash must be removed daily
- Waste securely contained.

The MOTION was seconded by Mr. Michienzi. Roll call vote as follows:

Mr. Nelson – yes	Mr. Shearer – yes	Mr. Farrell – yes
Mr. Michienzi – yes	Mr. Jensen – yes	Mr. Howarth - yes

Public Hearing for Definitive Subdivision: John & Cynthia Sheldon. 526 Scraggy Neck Rd. 2 lots.

Mike McGrath stated the existing house that straddles the new lot line will be razed. Requested waivers: road width, paving, lights, water main, environmental impact report, underground utilities, dead end road.

Mr. Shearer stated the utilities need to be underground, no easements granted. Only two lots serviced by Tern Way, if more, then the road needs to be brought up to subdivision standards. The first 20' in from Scraggy Neck Road must be paved then gravel is fine. Waiving of the report, lights and road width is fine.

Andy Campbell is fine with two services from Scraggy Neck Rd.

Paul Pachell, contractor, asked if they can use cobblestones instead as the 20' apron.

Chairman Farrell said the DPW doesn't like that as the gravel still gets into the road.

John Fitch, atty., asked if we can condition that "or such other surface as approved by the DPW"?

John Roche, atty for abutter, asked how the water line is going to lot 5A?

Mike stated they prefer to follow Tern Way.

Mr. Shearer made a MOTION to approve subject to the following conditions:

- All utilities are run underground as per section 354 of the Bourne Subdivision Regulations.
- Houses are to be numbered in accordance with Tern Way and not Scraggy Neck Road.
- A gravel and paved road with a minimum width of 16' is constructed as shown on the plan and that the drainage swales, catch basins and dry wells are properly maintained.
- The 20' apron from Scraggy Neck Road must be paved or other such surface as approved by the DPW.
- The water lines must follow Tern Way onto both properties.
- Any further access off of Tern Way will require the road to be brought up to subdivision standards.

The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #09-2012: Laurie Kelly. 111 Main St. For an antique store with special event tent.

Chairman Farrell stated the building looks nice on the outside. Plans?

Laurie said it's going to be an antique store and auction house – not a junk store. There is not enough space inside and we want the tent for special events (Scallop fest, etc) and it will be placed in the back of the building.

Mr. Nelson doesn't think the tent should be included in the special permit. Just get a permit from the Building Dept. every time you want to put it up. The Fire Dept. had a list of conditions.

Laurie loves this town and has been in retail/interior design her whole life. Wants a fresh new image.

Mr. Nelson made a MOTION to approve the antique store and auction house subject to the following conditions:

- The project must meet the requirements of the Bourne Fire Dept.;
- All items displayed in front of the building must be brought inside or into the storage container after hours;
- Area of 15 feet from the front of the building can be used for display;
- All outside display is limited to hours of operation and must be moved inside daily;
- The special permit will be reviewed for compliance in two (2) years.

The MOTION was seconded by Mr. Howarth. Roll call vote as follows:

Mr. Nelson – yes	Mr. Shearer – yes	Mr. Farrell – yes
Mr. Michienzi – yes	Mr. Jensen – yes	Mr. Howarth - yes

Committee Assignment: Appointment to the Bylaw Committee.
Postponed to the 1/24/13 meeting.

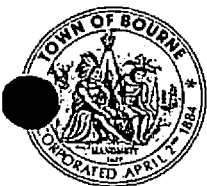
Coreen asked if Stormwater Phase 2 can be on the next agenda? Yes.

Shaun Handy, Planning Board applicant, introduced himself and gave his background of engineering.

Mr. Jensen made a MOTION to adjourn. The MOTION was seconded by Mr. Nelson with all in favor.

With no further business before the Board, the meeting was adjourned at 8:20PM.

Respectfully submitted,
Ann T. Gratis



TOWN OF BOURNE
Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

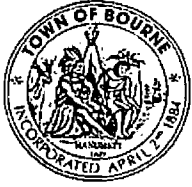
MEETING AGENDA

DATE: Tuesday, January 22, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:15PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy.

2013 JAN 15 PM 12 45
TOWN CLERK'S OFFICE
BOURNE, MASS

*Rescheduled
1-24-13*



TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611



MEETING AGENDA

DATE: Thursday, January 24, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 1/10/13

1. **Informal Discussion:** 80 Cranberry Hwy. Change in grading changes.
2. **Discussion: Stormwater Phase II:** Strategy of developing stormwater regulations.
3. **Public Hearing for Site Plan/Special Permit #01-2013:** 36-44 Holt Road. Manz. For occupancy and use of an internet sales company and width of lot.
4. **Committee Assignment:** Appointment to the Bylaw Committee.
5. **Fee Schedule Change:** Site Plan and/or Special Permit minor modification (as determined by the Town Planner on a case by case basis). \$150 + \$5 per abutter
Break down: \$100 for review, \$50 for advertising

2013 JAN 17 PM 4 07
TOWN CLERK'S OFFICE
BOURNE, MASS

PLANNING BOARD MEETING MINUTES
January 24, 2013

2013 FEB 14 AM 3 08
TOWN CLERK'S OFFICE
BOURNE, MASS

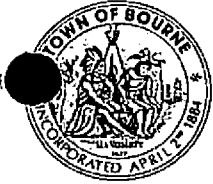
PRESENT: Donald DuBerger, Dudley Jensen, Jon Nelson

STAFF: Coreen Moore, Town Planner, Dody Adkins-Perry, Eng. Tech.

Ann Gratis, Recording Secretary

Due to a lack of quorum, no meeting was held.

Respectfully submitted,
Ann T. Gratis



TOWN OF BOURNE
Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

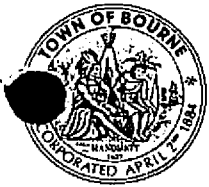
MEETING AGENDA

DATE: Tuesday, January 29, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 6:15PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy.

2013 JAN 23 PM 12 19
TOWN CLERK'S OFFICE
BOURNE, MASS

Cancelled



TOWN OF BOURNE

2013 JAN 25 PM 2 34 *Planning Board*

TOWN CLERK'S OFFICE Bourne Town Hall
24 Perry Avenue
BOURNE, MASS Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611



THIS MEETING HAS BEEN CANCELLED

MEETING AGENDA

DATE: Tuesday, January 29, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 6:15PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy.

2013 JAN 23 AM 10 59

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

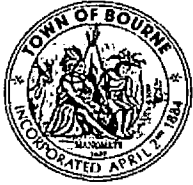
NOTICE OF PUBLIC HEARING

The Town of Bourne will hold a public hearing on Monday, January 28, 2013, at 6:00 P.M. in the downstairs conference of the Bourne Town Hall, located at 24 Perry Avenue, Buzzards Bay, MA, on its FY 2013 Massachusetts Community Development Block Grant Program application.

The proposed application is comprised of the Bourne Housing Rehabilitation Program which includes the surrounding residential neighborhoods of the Downtown and Target Area, also included is a Commercial Façade and Sign Improvement Program along Main Street in the Downtown Core also in the Target Area. Any person or organization wishing to be heard will be afforded an opportunity to speak. If unable to attend the public hearing, comments may be forwarded to the Town of Bourne c/o the Town Planner, Bourne Town Hall, 24 Perry Ave., Buzzards Bay, MA 02532 and must be received no later than 4:00 P.M. on January 28, 2013.

Cape Cod Times
Publish date: Monday, January 21, 2013

Planning



TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611



AMENDED MEETING AGENDA

DATE: Thursday, February 7, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

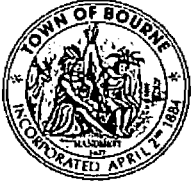
TIME: 7:00PM

Minutes of 1/10/13

1. **Informal Discussion:** 80 Cranberry Hwy. Change in grading changes.
2. **Public Hearing for Site Plan/Special Permit #01-2013:** 36-44 Holt Road. Manz. For occupancy and use of an internet sales company and width of lot.
3. **Committee Assignment:** Appointment to the Bylaw Committee.
4. **Fee Schedule Change:** Site Plan and/or Special Permit minor modification (as determined by the Town Planner on a case by case basis). \$150 + \$5 per abutter
Break down: \$100 for review, \$50 for advertising

2013 FEB 6 PM 12 53-

TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, February 7, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 1/10/13

1. **Informal Discussion:** 80 Cranberry Hwy. Change in grading changes.
2. **Discussion: Stormwater Phase II:** Strategy of developing stormwater regulations.
3. **Public Hearing for Site Plan/Special Permit #01-2013:** 36-44 Holt Road. Manz. For occupancy and use of an internet sales company and width of lot.
4. **Committee Assignment:** Appointment to the Bylaw Committee.
5. **Fee Schedule Change:** Site Plan and/or Special Permit minor modification (as determined by the Town Planner on a case by case basis). \$150 + \$5 per abutter
Break down: \$100 for review, \$50 for advertising

2013 JAN 28 PM 3 13
TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT

**PLANNING BOARD MEETING MINUTES
February 7, 2013**

APPROVED
2-28-13

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Donald DuBerger, Dudley Jensen, John Howarth, Louis Gallo

STAFF: Dody Adkins-Perry, Eng. Tech.

PUBLIC: Mike Fitzgerald, Mike Ford

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Doucette made a MOTION to approve the minutes of 1/10/13. The MOTION was seconded by Mr. Shearer with all in favor.

Mr. Doucette made a MOTION to take business out of order. The MOTION was seconded by Mr. Shearer with all in favor.

Public Hearing for Site Plan/Special Permit #01-2013: 36-44 Holt Road. Manz. For occupancy and use of an internet sales company and width of lot.

Mike Fitzgerald said they will be doing sales of new auto parts via the internet to dealerships.

Mr. Jensen stated they have adequate access and this business will be an asset to the Town. MOTION to approve with the following conditions:

- The project must meet the requirements of the Bourne Fire Dept. including the installation of a Knox box;
- No exterior display
- Dimensional standards relief for Lot width and Building height – 1 story is granted
- Inside sales only allowed

The MOTION was seconded by Mr. Doucette. Roll call vote as follows:

Mr. Howarth – yes	Mr. Gallo – yes	Mr. Jensen – yes
Mr. DuBerger – yes	Mr. Doucette – yes	Mr. Shearer – yes

Mr. Doucette left at 7:05pm

Informal Discussion: 80 Cranberry Hwy. Change in grading changes.

Atty. Mike Ford presented the grading changes. The change will reduce the retaining wall height and will better utilize the site. All drainage will be kept on site.

Mr. Howarth made a MOTION to approve the amended plan with the grade change as it's not substantial. The MOTION was seconded by Mr. Gallo with all in favor.

2013 MAR 9 PM 2 49

Committee Assignment: Appointment to the Bylaw Committee.

This will be on the next meeting.

Fee Schedule Change: Site Plan and/or Special Permit minor modification (as determined by the Town Planner on a case by case basis). \$150 + \$5 per abutter

Break down: \$100 for review, \$50 for advertising

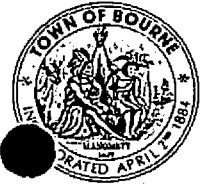
Mr. Shearer made a MOTION to approve the MOTION was seconded by Mr. Howarth with all in favor.

Mr. Jensen made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 7:11pm.

Respectfully submitted,
Ann T. Gratis

113 1.11 1.11 1.11



TOWN OF BOURNE

Planning Board

24 Perry Avenue
Buzzards Bay, MA 02532



2013 FEB 20 PM 2 46

FEE SCHEDULE

TOWN CLERK'S OFFICE Amended 02/07/2013
BOURNE, MASS

Site Plan Review	\$600 + \$50 for advertising and \$5 per abutter for mailing
Amended SPR	\$250 within two years of original approval date + \$5 per abutter for mailing **After 2 years is considered a new site plan**
Special Permit	\$400 + \$50 for advertising and \$5 per abutter for mailing
Site Plan/Special Permit	\$1,000 + \$50 for advertising and \$5 per abutter for mailing
Site Plan or Special Permit Minor Modification (as determined by the Town Planner on a case-by-case basis)	\$150 + \$5 per abutter for mailing
Extension of Special Permit	\$50 + \$50 for advertising and \$5 per abutter for mailing
Special Permits for outdoor uses that do not have a building \$.02 per sq. ft. of impervious surface coverage or of outdoor commercial space (including golf courses and other recreational facilities, outdoor seating areas, outdoor storage areas and the like), minimum \$300 + \$50 for advertising and \$5 per abutter for mailing	
Supportive Finding	\$350 + \$5 per abutter for mailing
Wireless Telecommunication Towers/Facilities	\$1,000 + \$50 for advertising and \$5 per abutter for mailing
Wind Turbines	\$1,000 each up to 3 + \$500 for each additional + \$50 for advertising and \$5 per abutter for mailing
SP/SPR App. Waiver	\$250 – non-refundable
ANR	\$125 for 1st 3 lots + \$50 for each additional
Preliminary Subdiv.	\$200 for 2 lots - \$50 for each additional lot
Definite Subdiv.	\$850 for 2 lots - \$75 for each additional lot + \$5 per abutter for mailing
Subdivision Amendment	\$250 + \$5 per abutter for mailing
Lot Release	\$25 per lot
Duplicate Lot Release	\$50
Covenant Extension or Change	\$50
Bond Request/Release	\$75 payable at time of posting - non refundable
Final Site Inspection	\$50
Road Inspection	\$50 per inspection payable at time of request
Scanning Document Requests	\$20 per hour. Printed copies are subject to approved Town of Bourne fees

TOWN OF BOURNE
PLANNING BOARD
2013 JAN 16 PM 4 08 PUBLIC HEARING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: One Trowbridge Rd. LLC

LOCATION: 11 Trowbridge Rd., Bourne
Assessors Map 24.3, Parcel 21-23

PROPOSAL: Application for Amendment to a Special Permit for a grade
change.

DATE & TIME: Thursday, February 14, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
January 23, 2013
January 30, 2013

TOWN OF BOURNE
PLANNING BOARD 2013 JAN 29 AM 11 05
PUBLIC HEARING NOTICE
TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Richard Ragone

LOCATION: 10 Millenium Dr.
Assessors Map 52, Parcel 81

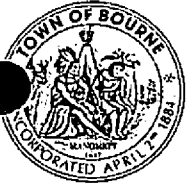
PROPOSAL: Application for Amendment to Site Plan Review for a
change of use from warehouse to assembly.

DATE & TIME: Thursday, February 14, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
January 31, 2013



2013 FEB 20 AM 11 33
TOWN OF BOURNE
Planning Board



TOWN CLERK'S OFFICE Bourne Town Hall
BOURNE, MASS 24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Tuesday, February 26, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:15PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy.



TOWN OF BOURNE

Planning Board



2013 FEB 20 AM 11 33

Bourne Town Hall
24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532

BOURNE, MA 02532 Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, February 28, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 2/7/13

1. **Discussion: Stormwater Phase II:** Strategy of developing stormwater regulations.
2. **Public Hearing for Amended Site Plan Review #375A:** 10 Millenium Drive. Richard Ragone.
For a change of use from warehouse to assembly.
3. **Public Hearing for Amended Site Plan/Special Permit #10-2012A:** 11 Trowbridge Rd. Vincent Michienzi. For grading changes.

PLANNING BOARD MEETING MINUTES
February 28, 2013

PRESENT: Christopher Farrell, Douglas Shearer, Donald DuBerger, Dudley Jensen, John Howarth, Louis Gallo

STAFF: Coreen Moore, Town Planner; Dody Adkins-Perry, Eng. Tech.

PUBLIC: Zack Seabury, Jim Mulvey, Andrew Campbell, Elaine Graybill, Richard Ragone, Matt Toomey

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Howarth made a MOTION to approve the minutes of 2/7/13. The MOTION was seconded by Mr. Shearer with all in favor.

Discussion: Stormwater Phase II: Strategy of developing stormwater regulations.

Coreen said the Town is mandated to do the bylaw by the EPA. We should start with the Subdivision regulations to capture the water. At the Fall Town Meeting, we will have a bylaw revision under Site Plan Review which will apply to commercial only and large subdivisions, not ANRs. A large subdivision is anything that needs to create a road. In the future we would like a peer review at the cost of the developer and would be on a case by case basis.

Mr. Howarth asked if this would apply to back lot subdivisions?

Coreen – yes.

Chairman Farrell suggested all Boards/Departments meet at once as a joint review.

Jim Mulvey said four years ago the Town hired a consultant and he did a plan but it was never activated as it's very complicated.

Mr. DuBerger has concerns with the estuaries. Some of our greatest successes are the culvert on Patchuisset. More focus on failed culverts under land bridges and roads. When one dies we don't have the absorption from storms and we lose the environment.

Mr. Toomey is very disappointed with how slow this is going. Handed brochures to the Board.

Coreen: this has taken a while. It's an unfunded mandate and we are short staffed. Will draft the subdivision regulations and bring to the Board.

Public Hearing for Amended Site Plan Review #375A: 10 Millenium Drive. Richard Ragone. For a change of use from warehouse to assembly.

Mr. Shearer reviewed the project. How many people are expected to be there at one time?

Richard Ragone – 5-7 plus the trainers.

Mr. Shearer visited the site and the parking is more than ample for the use. Main concern is to make sure those spaces you have set aside for this business are available for the customers. No trucks, boats in the spaces.

Richard said he is meeting with the Fire Dept., Electrician and alarm company next week to address all the issues listed in the letter from the FD.

Mr. Shearer made a MOTION to approve subject to the following conditions:

- No overflow parking on Millenium Drive
- Meet all rules and regulations of the Fire Dept.
- The handicap space must have a placard/permanently mounted sign and the boat must be removed
- No occupancy permit issued until the final inspection by the Fire Dept.

The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Amended Site Plan/Special Permit #10-2012A: 11 Trowbridge Rd. Vincent Michienzi. For grading changes.

The applicant requested a continuance to 3/28/13.

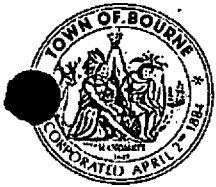
Coreen asked if the Main St. Steering Committee can write up an ad for the Design Review Committee?

Chairman Farrell said yes.

Mr. Howarth made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 7:30pm.

Respectfully submitted,
Ann T. Gratis



2013 MAR 12 PM 1:30 TOWN OF BOURNE

TOWN CLERK'S OFFICE *Planning Board*

BOURNE, MASS

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611



MEETING AGENDA

DATE: Tuesday, March 19, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 6:45 PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy and an alternate member.



2013 MAR 21 AM 9:54

TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611

TOWN CLERK'S OFFICE
BOURNE, MASS



MEETING AGENDA

DATE: Thursday, March 28, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 2/28/13

1. **Public Hearing for Special Permit #02-2013:** 95B Main St. Nancy Marek. For an antiques store.
2. **Discussion:** 282 Main St. Road modification.
3. **Access Determination:** 8 Falmouth Avenue
4. **Committee appointments:** Downtown sign bylaw committee, Bylaw committee

emailed 2-28-13

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE 2013 MAR 6 AM 11 01

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Nancy Marek

LOCATION: 95B Main St., Buzzards Bay
Assessors Map 23.2, Parcel 75 Zoning District: DTC

PROPOSAL: Application for Special Permit for an antique store.

DATE & TIME: Thursday, March 28, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
March 13, 2013
March 20, 2013

DRAFT

**PLANNING BOARD MEETING MINUTES
March 28, 2013**

4.25.13
APPROVED

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Donald DuBerger, Dudley Jensen, Louis Gallo, Vincent Michienzi, Shaun Handy (alternate)

ABSENT: John Howarth

STAFF: Dody Adkins-Perry, Eng. Tech.

PUBLIC: Nancy Marek, Diana Barth, Brian Paulson, Ed Parkes

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Jensen made a MOTION to approve the minutes of 2/28/13. The MOTION was seconded by Mr. Shearer with all in favor.

Public Hearing for Special Permit #02-2013: 95B Main St. Nancy Marek. For an antiques store.

Mr. Jensen reviewed the project. Has concerns with parking on Main St. and would like it to the rear of the building but that lot is owned by someone else. When Main St. becomes successful, then parking will become an issue. There is a blind driveway next to this building.

Mr. Jensen made a MOTION to approve subject to the following conditions:

- No outside storage or display;
- Any signs need a building permit

The MOTION was seconded by Mr. Doucette.

Mr. Nelson stated that building doesn't have room to store things outside as the Town sidewalk goes up to the building façade.

Mr. Doucette stated there is parking by the train station. In the future we should look at parking for Buzzards Bay.

Roll call vote as follows:

Mr. Nelson – yes	Mr. Michienzi – yes	Mr. Shearer – yes
Mr. Doucette – yes	Mr. DuBerger – yes	Mr. Jensen – yes
Mr. Handy – yes	Mr. Gallo - yes	

Discussion: 282 Main St. Road modification.

Chairman Farrell stated the road was just done and one business has been adversely affected by the rumble strip and double yellow lines. When people exit the Sunoco station, they feel they can't turn left. They are asking for the Board's support.

Mr. Doucette stated the strip affects Sunoco, Honey Dew, Subway, Ocean State Job Lot. I love what they did with Main St but when all is said and done, sometimes it turns out different. We don't want to negatively impact business on Main St.

Brian Paulson of Honey Dew submitted photos. The strip and lines add to the danger with people trying to get around it. It's very confusing.

2013 APR 26 AM 10:04
TOWN CLERK'S OFFICE
BOURNE, MASS

Dody stated the state made them do certain things and they paid for it. Need to review with Coreen when she returns.

Mr. Doucette made a MOTION to write a letter to the State in support and that we are looking to modify. Maybe we can have a subcommittee.

Mr. Gallo stated if a semi has to deliver, it has to go over the curb.

Brian stated we all get semi deliveries and they pull into Job Lot then back across the street into our lot.

Mr. Gallo will help Mr. Doucette with the subcommittee.

The MOTION was seconded by Mr. Shearer with all in favor.

The letter will be CC'd to Senator Murray's office.

Access Determination: 8 Falmouth Avenue

Mr. Doucette went to look at this. The road is in great shape and it ends just before this lot. The easement should be kept and if they do a hammerhead as shown on the plan, the Fire Dept. will have the ability to turn around.

Mr. Doucette made a MOTION that this lot has adequate access as shown on the plan. the MOTION was seconded by Mr. Shearer with all in favor.

Committee appointments: Downtown sign bylaw committee, Bylaw committee

Downtown Sign Bylaw Committee – Doug Shearer

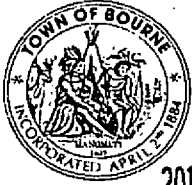
Bylaw Committee – Vincent Michienzi

Chairman Farrell asked for a moment of silence for John Priestley Jr. who served many years on the Zoning Board of Appeals.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 7:26pm.

Respectfully submitted,
Ann T. Gratis



TOWN OF BOURNE
Planning Board



2013 APR 23 PM 3 57 Bourne Town Hall
24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532

Phone: (508) 759-0615 Fax: (508) 759-0611

AMENDED
MEETING AGENDA

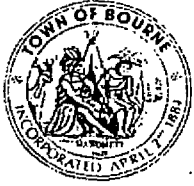
DATE: Thursday, April 25, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 3/28/13

1. **81Ps**
2. **Committee appointments:** Downtown sign bylaw committee – business owner
3. **Request for Release from Covenant:** Buttermilk Path (off Nick Vedder Rd). One or two lots.



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Bourne, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, April 25, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 3/28/13

1. **81P:** 3 lots
2. **Committee appointments:** Downtown sign bylaw committee – business owner
3. **Request for Release from Covenant:** Buttermilk Path (off Nick Vedder Rd). One or two lots.

DRAFT

**PLANNING BOARD MEETING MINUTES
April 25, 2013**

APPROVED

5.23.13

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen,
Louis Gallo, Vincent Michienzi

2013 MAY 34 PM 7 03

ABSENT: John Howarth, Donald DuBerger, Jon Nelson

TOWN CLERK'S OFFICE
BOURNE, MASS

STAFF: Dody Adkins-Perry, Eng. Tech.

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Doucette made a MOTION to approve the minutes of 3/28/13. The MOTION was seconded by Mr. Shearer with all in favor.

81Ps

Mashnee Island: 3 lots: Dody stated the Board requested a hammerhead on the last ANR. State law doesn't require that.

Chairman Farrell: in the past we've asked to extend the road for emergency vehicles. A fire truck can get buried in a lawn especially in a wet area.

The attorney said the trucks will do what they have to. We would like the road to go straight through.

Mr. Doucette: if the start point of the driveway is wide enough for a truck, lawns can be put over cement grates for stability.

Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Shearer with all in favor.

Crab Rock Way: 1 lot: Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Shearer with all in favor.

Committee appointments: Downtown sign bylaw committee – business owner

Mr. Doucette made a MOTION to appoint Lisa Laine, Main St. business-owner, and Pam Matheson, resident, to the committee. The MOTION was seconded by Mr. Shearer with all in favor.

Request for Release from Covenant: Buttermilk Path (off Nick Vedder Rd). One or two lots.

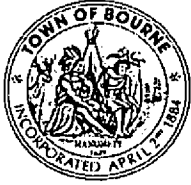
Bounds have been set, street is ok with George Sala of the DPW.

Mr. Doucette made a MOTION to release Lot B only. the MOTION was seconded by Mr. Shearer with all in favor.

Mr. Shearer made a MOTION to adjourn. The MOTION was seconded by Mr. Michienzi with all in favor.

With no further business before the Board, the meeting was adjourned at 7:10pm.

Respectfully submitted, Ann T. Gratis



TOWN OF BOURNE

Planning Board



Bourne Town Hall 2013 MAY 22 PM 2 34
24 Perry Avenue
Buzzards Bay, MA 02532 TOWN CLERK'S OFFICE
Phone: (508) 759-0615 Fax: (508) 759-0611 BOURNE, MASS

Amended MEETING AGENDA

DATE: Thursday, May 23, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 4/25/13

1. **81Ps:**
Sun Circle, 2 lots
Post Office Square – 1 lot
2. **Request for Partial Release of road covenant.** Tern Way.
3. **Public Hearing for Site Plan/Special Permit #03-2013:** 48-50 MacArthur Blvd. Battles. For expansion of dealership.
4. **Access Determination:** 65 Squanto Road
5. **NEW Fee/Application:** Access determination. \$75 and new application

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 MAY 8 PM 2 16

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Frank Battles

LOCATION: 48 & 50 MacArthur Blvd.
Assessors Map 24, Parcel 18.1, 39

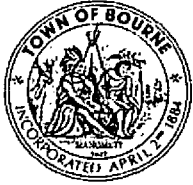
PROPOSAL: Application for Site Plan/Special Permit review to remove
the gas station, canopy, tanks and replace with expanded
dealership parking, drainage, lighting, curb cut.

DATE & TIME: Thursday, May 23, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
May 2, 2013
May 9, 2013



TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611



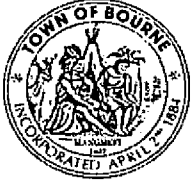
Amended MEETING AGENDA

DATE: Thursday, May 23, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 4/25/13

1. **81Ps:**
Sun Circle, 2 lots
Post Office Square – 1 lot
2. **Public Hearing for Site Plan/Special Permit #03-2013:** 48-50 MacArthur Blvd. Battles. For expansion of dealership.
3. **Access Determination:** 65 Squanto Road
4. **NEW Fee/Application:** Access determination. \$75 and new application

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 MAY 16 PM 12 12



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, May 23, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 4/25/13

1. **81Ps:**
Sun Circle, 2 lots
Post Office Square – 1 lot
2. **Public Hearing for Site Plan/Special Permit #03-2013:** 48-50 MacArthur Blvd. Battles. For expansion of dealership.

2013 MAY 16 AM 11 25
TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT

PLANNING BOARD MEETING MINUTES
May 23, 2013

APPROVED
6-13-13

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Jon Nelson, Shaun Hardy (alternate), Elmer Clegg (present but not voting)

STAFF: Dody Atkins-Perry, Engineering Technician
BOURNE, MASS

PUBLIC: Bradley Bertolo, Robert Parady, Diana Barth, Jon Fitch, Jim Mulvey, Dan Perry

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

81P's:

Sun Circle, 2 lots: Mr. Nelson made a MOTION to approve. The MOTION was seconded by Mr. Howarth with all in favor.

Post Office Square, 1 lot: Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Howarth with all in favor.

Request for Partial Release of Covenant: Tern Way.

Jon Fitch represented the applicant. The subdivision was approved for two lots. The house that was on the lot line has been moved and both lots have been sold. They want to release the lots and will post a cash bond. We propose 150% or \$38,783. We have Conservation Commission approval on one lot already and would like to get construction finished prior to putting a top coat of gravel on the road. Mr. Howarth made a MOTION to approve the release of lots with the submission of a \$60,000 cash bond.

The base coat is on the road, the utilities are not in, waiting for NSTAR.

Mr. Doucette stated the corner bounds need to be placed prior to the foundation.

Mr. Farrell said we have had issues in the past with bonds. I propose 200% or \$80,000 for the bond. Jon Fitch agreed.

Mr. Howarth amended his MOTION for \$80,000 cash bond and then to release the 2 lots. The MOTION was seconded by Mr. Doucette with all in favor.

Public Hearing for Site Plan/Special Permit #03-2013: 48-50 MacArthur Blvd. Battles. For expansion of dealership.

Dan Algola, engineer presented the plans. They want to rescind the recent approval for a gas station and convenience store. Battles wants to do a small expansion, reduce curb cuts, realign the front parking area and make building improvements (façade, canopy) and clean up the site. This is a relatively low traffic generator. The front landscape buffer is short of requirements, keeping a bigger buffer between the residential property at the rear of the lot. We would like a letter from the Board stating the inappropriate front loaded parking as that is what corporate wants. We are proposing a gravel parking area and need to submit a special permit for that.

Chairman Farrell stated the 8' from 50' setback at MacArthur Blvd is not an issue.

Mr. Shearer stated the parking in front of the building is a safety factor. The parking on the left is a considerable improvement.

Dody is concerned about the lane with the funeral home, might be less safe. Strong signage for "no left turn" is needed.

Dan stated there is no interaction with the funeral home parking lot. We need Board of Appeals approval so would like to continue.

Mr. Doucette made a MOTION to continue to a date uncertain (most likely Aug. 8th). the MOTION was seconded by Mr. Howarth with all in favor.

Access Determination: 65 Squanto Road.

Robert Cole, JC Engineering presented the proposed plan. The majority of roads in the area aren't constructed. There is a dwelling on the back lot with a turn-around. This access will be at the intersection of Squanto and Wampanoag, which is not paved.

Mr. Howarth made a MOTION to approve. The MOTION was seconded by Mr. Doucette with all in favor.

New Fee/Application: Access Determination. \$75 and new application.

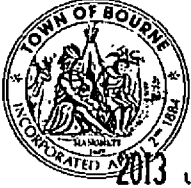
Mr. Howarth made a MOTION to approve the fee and application. The MOTION was seconded by Mr. Doucette with all in favor.

Minutes of 4/25/13: Mr. Howarth made a MOTION to approve. The MOTION was seconded by Mr. Doucette with 6 in favor, 1 abstention.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by MR. Howarth with all in favor.

With no further business before the Board, the meeting was adjourned at 7:45pm.

Respectfully submitted,
Ann Gratis



TOWN OF BOURNE

Planning Board



2013 JUN 7 PM 3 13

Bourne Town Hall
24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532

BOURNE Phone: (508) 759-0615

Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, June 13, 2013

PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

Minutes of 5/23/13

1. **81Ps:**
2. **Public Hearing for Special Permit #05-2013:** 90 Main St. Brian Shields. Pizza vendor at yearly farmer's market.
3. **Election of Officers**
4. **Appointment to the Bylaw Committee:** 1 member required.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 MAY 23 PM 1 26

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Brian Shields

LOCATION: 0 Main Street – Buzzards Bay Park
Assessors Map 23, Parcel 5
Zoning District – DTC

PROPOSAL: Application for a transient vendor for pizza at Farmer's
Market.

DATE & TIME: Thursday, June 13, 2012 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
May 29, 2013
June 5, 2013

PLANNING BOARD MEETING MINUTES

June 13, 2013

APPROVED

6-23-13

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Lea Benson, Shaun Handy (alternate)

2013 JUL 1 PM 12:29
ABSENT: CLERK'S OFFICE
TOWN OF BOURNE, MASS
Elmer Clegg

PUBLIC: Jim Mulvey, Jeanne Little, Brian Shields

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:02pm.

Public Hearing for Special Permit #05-2013: 90 Main St. Brian Shields. Pizza vendor at yearly farmer's market.

Brian is requesting this to give exposure to his private catering business of gourmet pizzas. Board of Selectmen has approved the use and the location.

Chairman Farrell has concerns that there are five pizza venues on Main St. now and will this impact the nearby pizza places?

Brian stated the pizza industry is oversaturated and is a competitive market. This is 10-4 once a week through October.

Chairman Farrell said it's not helping Main St., not a tax paying business.

Mr. Shearer said there is not enough competition to clean up their venues, maybe this will make them put some effort into their businesses.

Ms. Benson stated the Farmer's Market is a great venue for tourists. This will bring something new and different to it.

Mr. Howarth made a MOTION to approve. The MOTION was seconded by Mr. Doucette. Roll call vote as follows:

- | | | |
|-------------------|-----------------------|------------------|
| Mr. Handy – yes | Mr. Mr. Shearer – yes | |
| Ms. Benson – yes | Mr. Doucette – yes | Mr. Jensen – yes |
| Mr. Howarth – yes | Mr. Gallo - yes | |

Election of Officers:

Mr. Howarth made a MOTION to re-elect the current slate of officers: Christopher Farrell, Chairman; Daniel Doucette, Vice Chairman; Douglas Shearer, Clerk. The MOTION was seconded by Mr. Gallo with all in favor.

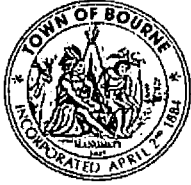
Appointment to the Bylaw Committee: 1 member required.

Chairman Farrell stated Elmer Clegg had an interest. Mr. Howarth made a MOTION to appoint Elmer Clegg to the bylaw committee if he is willing to accept. The MOTION was seconded by Mr. Gallo with all in favor.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Howarth with all in favor.

With no further business before the Board, the meeting was adjourned at 7:18pm.

Respectfully submitted,
Ann Gratis



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

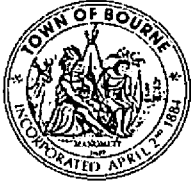
MEETING AGENDA

DATE: Thursday, June 27, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 6/13/13

1. 81Ps:
2. Public Hearing for Site Plan Review #482: 218 Main St. 140 unit Assisted Living Complex.
3. Request for Bond Extension: Port of Call II.

2013 JUN 20 PM 1 07
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE
Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

AMENDED
MEETING AGENDA

DATE: Thursday, June 27, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

Minutes of 6/13/13

1. **Public Hearing for Site Plan Review #482:** 218 Main St. 140 unit Assisted Living Complex.

2013 JUN 26 PM 12 45
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 JUN 4 PM 3 44

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Keystone Place

LOCATION: 218 Main St.
Assessors Map 24.1 Parcel 69-R and
Map 23.2 Parcel 120.1-R

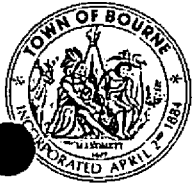
PROPOSAL: Application for Site Plan Review for an
assisted/independent/memory care complex with 140 units.

DATE & TIME: Thursday, June 27, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
June 13, 2013



2013 JUN 5 AM 9 20

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

Planning Board

24 Perry Avenue
Buzzards Bay, MA 02532



FEE SCHEDULE

Amended 02/07/2013

Site Plan Review	\$600 + \$50 for advertising and \$5 per abutter for mailing
Amended SPR	\$250 within two years of original approval date + \$5 per abutter for mailing **After 2 years is considered a new site plan**
Special Permit	\$400 + \$50 for advertising and \$5 per abutter for mailing
Site Plan/Special Permit	\$1,000 + \$50 for advertising and \$5 per abutter for mailing
Site Plan or Special Permit Minor Modification <i>(as determined by the Town Planner on a case-by-case basis)</i>	\$150 + \$5 per abutter for mailing
Extension of Special Permit	\$50 + \$50 for advertising and \$5 per abutter for mailing
SP/SPR App. Waiver	\$250 – non-refundable
Special Permits for outdoor uses that do not have a building	
	\$.02 per sq. ft. of impervious surface coverage or of outdoor commercial space (including golf courses and other recreational facilities, outdoor seating areas, outdoor storage areas and the like), minimum \$300 + \$50 for advertising and \$5 per abutter for mailing
Supportive Finding	\$350 + \$5 per abutter for mailing
Wireless Telecommunication Towers/Facilities	\$1,000 + \$50 for advertising and \$5 per abutter for mailing
Wind Turbines	\$1,000 each up to 3 + \$500 for each additional + \$50 for advertising and \$5 per abutter for mailing
ANR	\$125 for 1st 3 lots + \$50 for each additional
Preliminary Subdiv.	\$200 for 2 lots - \$50 for each additional lot
Definite Subdiv.	\$850 for 2 lots - \$75 for each additional lot + \$5 per abutter for mailing
Subdivision Amendment	\$250 + \$5 per abutter for mailing
Lot Release	\$25 per lot
Duplicate Lot Release	\$50
Covenant Extension or Change	\$50
Bond Request/Release	\$75 payable at time of posting - non refundable
Access Determination	\$75
Final Site Inspection	\$50
Road Inspection	\$50 per inspection payable at time of request
Scanning Document Requests	\$20 per hour. Printed copies are subject to approved Town of Bourne fees

PLANNING BOARD MEETING MINUTES

June 27, 2013

2014 AUG 6 AM 11 21

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Lea Benson, Elmer Clegg, Shaun Handy (alternate)

TOWN ENGINEER'S OFFICE
BOURNE, MASS

PUBLIC: Jim Mulvey, Diana Barth, Ed Navarro, Jeanne Little, Beth Ellis, Sallie Riggs, Fred Mielke, George Peterson, Joe Longo, Jane Dalton, Florence Kelly

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:10pm.

Mr. Howarth made a MOTION to approve the minutes of 6/13/13 with one amendment: change his vote on the roll call to yes. The MOTION was seconded by Mr. Jensen with all in favor.

Public Hearing for Site Plan Review #482: 218 Main St. 140 unit Assisted Living Complex.

Fred Melkie, Joe Longo, Robert Kelly represented the applicant.

Fred stated the sewer is in place. Have been working with Coreen for over a year. This will create jobs and bring traffic to Buzzards Bay with visiting families, workers, pharmacies will benefit, increased taxes. We do need a special permit as we have too much frontage. We will have some underground parking for residents. No low income is set aside. The other facility in Bourne is 100% low income. The road/ground grade is 14' above sea level with some sections 10'-12'. We are bringing in fill to bring the grade up to 14'. The building height is 56' with the peak. There are four levels of living space. An evacuation plan is part of the State's approval. We will have 10 passenger handicap equipped vans to take people places.

Coreen: they will need a special permit for the height, frontage and setbacks. The easement will be a named road.

Fred: the Open Space Committee may move their parking lot to the end of our road.

Chairman Farrell asked if the road will meet subdivision standards?

Mr. Doucette asked about the streetlights and sidewalks.

Fred: sidewalks will need to be agreed with Ryan and Post Office. Lights will be similar to what is on Main St. The road will have a 40' width.

Mr. Shearer: the DRC is meeting Monday to review building colors, layout. The concern was sidewalks and road signage.

Joe: There will be 40 spaces under and 52 on the surface, 12 for employees.

Chairman Farrell: will that be enough to cover shift changes, etc.?

Fred: yes, many spaces will be empty.

Chairman Farrell: parking on one side of the street only. Paint fire lanes on the other side.

J. Mulvey: The business plan is advantageous and is setting a president. This isn't in conformity with the LCP, and it's out of character – height, large building and the rear of the building will face Main St.

Beth Ellis, Sagamore: will the Fire Dept. be able to reach the height? Is this open to anyone or private?

Mr. Doucette said the Fire Dept. could reach the roof of the building.

Fred said the facility is privately owned and is open to anyone.

Beth: concerned about the number of parking spaces, people underestimate parking with successful businesses.

Fred stated the number of spaces provided is more than adequate.

Jane Dalton, Pocasset: Hope the Board read the LCP. Keep the value of what we have here. The architecture is out of place and is concerned with historic preservation.

Mr. Doucette: this project is what the bylaw states what he can have. He can make it bigger to meet the setbacks, he's in 1' of the height by right. This DTC passed almost unanimously at Town Meeting. The DRC has their guidelines. He's asking for relief as he has too much.

J. Mulvey read a section from the LCP.

Coreen: The LCP and DTC plan are part of the reviewing process. The LCP goal is to create a designated growth center which is Buzzards Bay downtown. It has increased density and height. We don't want this increase in other villages. We are trying to create more infrastructure. There were many public meetings and 4-6 storey buildings were brought to the Town. This project is consistent with the LCP and DTC plans.

Atty. Kelley: The nationwide trend is for redevelopment. Condos above buildings, vibrancy increased, more pedestrians than cars. Sick of traffic, looking for alternatives (bike traffic). We want to integrate the senior center and will make our vans available to non-resident seniors. Will invite people in to use our building as a shelter.

B. Ellis: I support the density, just not the design.

Mr. Howarth made a MOTION to continue to 7/11/13. The MOTION was seconded by Mr. Shearer with all in favor.

Mr. Elmer Clegg was selected to be the Planning Board representative on the Bylaw Committee starting in September.

Mr. Howarth made a MOTION to adjourn. The MOTION was seconded by Ms. Benson with all in favor.

With no further business before the Board, the meeting was adjourned at 8:15pm.

Respectfully submitted,
Ann Gratis

2013 JUN 13 PM 12 44

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Warren Reid

LOCATION: 2 Katie Marie Drive
Assessors Map 35, Parcel 12

PROPOSAL: Application for Amendment to Special Permit for a change
in parking layout.

DATE & TIME: Thursday, July 11, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
June 26, 2013
July 3, 2013

2013 JUN 13 PM 12 44

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Keystone Place

LOCATION: 218 Main St.
Assessors Map 24.1 Parcel 69-R and
Map 23.2 Parcel 120.1-R

PROPOSAL: Application for Special Permit for an
assisted/independent/memory care complex with 140 units.

DATE & TIME: Thursday, July 11, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
June 20, 2013



TOWN OF BOURNE

Planning Board



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24 Perry Avenue
Buzzards Bay, MA 02532
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2013 JUL 5 PM 4 21
CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: Thursday, July 11, 2013
PLACE: Bourne Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

1. **Discussion:** Ken Sundman. Paving of Port of Call II.
2. **Public Hearing for Special Permit #06-2013:** 218 Main St. 140 unit Assisted Living Complex. Dimensional waivers.
3. **Public Hearing for Site Plan Review #482:** Cont'd from 6/27/13. 218 Main St. 140 unit Assisted Living Complex.
4. **Public Hearing for Amended Special Permit 07-06A:** 2 Katie Marie Drive. Parking layout change.



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Tuesday, July 23, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 6:45 PM

Joint meeting with the Board of Selectmen to appoint a Planning Board member to fill a vacancy.

2013 JUL 18 AM 11 18
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 JUL 25 AM 9 36

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Red Brook Harbor Properties Realty Trust

LOCATION: 1 Cal Path, Cataumet
Assessors Map 47.2, Parcel 73 Zoning District: MCOB

PROPOSAL: Application for Site Plan Review/Special Permit for a compact townhome development with a total of 32 bedrooms on 4.9 acres adjacent to Kingman Yacht Center.

DATE & TIME: Thursday, August 8, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from 8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
July 24, 2013
July 31, 2013



TOWN OF BOURNE

2013 AUG 5 AM 11 *Planning Board*

TOWN CLERK'S OFFICE Bourne Town Hall
24 Perry Avenue
BOURNE, MASS Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

Amended MEETING AGENDA

DATE: Thursday, August 8, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes: 6/27/13

1. **81P:** 25 Barlows Landing Road. 2 lots
Scraggy Neck Rd & Striper Lane. 2 lots
2. **Public Hearing for Site Plan Review/Special Permit #04-2013:** 1 Cal Path. Cataumet Harborview Homes. Compact townhome development with wastewater treatment facility to also service Kingman Yacht Center.
3. **Fee Change:** Increase mailing fee to \$5.25 per abutter from \$5. This is due to the postal rate increase.



2013 AUG 2 PM 1 03

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

Phone: (508) 759-0615 Fax: (508) 759-0611



MEETING AGENDA

DATE: Tuesday, August 8, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes: 6/27/13

1. **81P:** 25 Barlows Landing Road. 2 lots
Scraggy Neck Rd & Striper Lane. 2 lots
2. **Public Hearing for Site Plan Review/Special Permit #04-2013:** 1 Cal Path. Cataumet Harborview Homes. Compact townhome development with wastewater treatment facility to also service Kingman Yacht Center.
3. **Fee Change:** Increase mailing fee to \$5.25 per abutter from \$5. This is due to the postal rate increase.

DRAFT

PLANNING BOARD MEETING MINUTES

August 8, 2013

APPROVED

9-12-13

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Lea Benson, Elmer Clegg, Shaun Handy (alternate)

PUBLIC: Jim Mulvey, Scott Zeien, Tom Nicks, Gary and Doreen Willis, John Lipman, Joel Kubick, Phil and Kathleen Burgess, Sean and Dianne McCahill, Jeanne Little, Peter Sweeney, Peter Meier, Tom Cahir and other members of the public

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Howarth made a MOTION to approve the minutes of 6/13/13 with one amendment: change his vote on the roll call to yes. The MOTION was seconded by Mr. Jensen with all in favor.

81P: 25 Barlows Landing Road. 2 lots

Chairman Farrell stated if they were to get a new business in the existing building they would have to show adequate parking.

Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Howarth with all in favor.

Scraggy Neck Rd & Striper Lane. 2 lots

The lots now are facing Striper Lane. They are being changed to both face Scraggy Neck Rd.

Mr. Howarth made a MOTION to approve. The MOTION was seconded by Mr. Doucette with all in favor.

Public Hearing for Site Plan Review/Special Permit #04-2013: 1 Cal Path. Cataumet Harborview Homes.

Compact townhome development with wastewater treatment facility to also service Kingman Yacht Center.

John Lipman, Scott Zeien, Scott Horsley, Scott Lee presented the project via a PowerPoint presentation. This is more than a development, it's a water quality restoration project. Red Brook Harbor has been named an impaired water body. The new aquacell moving bed biofilm reactor can treat up to 34,200 gallons per day (gpd) and is completely underground. Cedar Point is a possible tie-in for 50 homes into the system in the future. That is not part of this project. Our lot coverage is 14.8% (15% max allowed). Open space provided is 70% (40% min required). Meets the 100' buffer of the Rivers Protection Act and complies with stormwater for re-development. DEP approval is pending, this will be mainly summer residences supplying a tax revenue to the Town of \$20,000 a year.

Discussion on possible connection to Cedar Point. Points addressed: why there? Density; who will supply the pipes to there? Don't know yet.

Scott H: This system will provide less nitrogen and solids in the system. Extensive testing has been done on the site, can have up to 4X more water. The cost of the plant is \$2,000,000.

Residents questioned the safety of the driveway. The speed is 20mph on that road, but nobody does that. Need enforcement. Sidewalks?

SCOURNE, MASS
TOWN CLERK'S OFFICE
SEP 12 2013 12:57 PM

Chairman Farrell stated the Board asked him to move the driveway to where it is for better site line. Sidewalks don't always work. Where would it go? Then it might end and have to cross the street. People will do what they do.

Tom Wynn, Wings Neck resident, said look at the developer when judging the quality of a project. Scott Zeien has put quality work into the marina and this will be a good quality project.

Tom Harkins asked how much nitrogen is going into the harbor now?

Chairman Farrell said a study has never been done but it's mostly septic and lawn maintenance.

Scott H stated across the Cape there are critical amounts, they are monitoring and know too much is going in, just can't tell from where.

Coreen: we have performance standards on trips per day in the Bylaws. This will generate 3.34 trips/day which is well below the standard (200).

Mr. Doucette made a MOTION to approve subject to the following conditions:

- Before a building permit is issued a confirmation from the DEP or the Board of Health shall be submitted showing that the treated affluent will provide a 10mf/L total nitrogen concentration;
- Approval from the Conservation Commission prior to issuance of any building permits, any changes will need to come back to the Planning Board;
- The waste disposal dumpster shall be located next to the pool maintenance building and screened and on a concrete pad as shown on a plan;
- A copy of the final easement for the underground sewer lines, with Mass DOT/Massachusetts coastal Railroad shall be provided before issuing a building permit;
- The Storm Water Management Plan that a design engineer certify that it is compliant;
- Parallel parking spaces increased to the Town parking standard of 21 feet;
- All drives on Cal Path must be paved with bituminous concrete for at least 15 feet inside of the access drive.

The applicant stated that the additional capacity to the wastewater treatment facility will be offered to his neighbors. He will have to come back to the Town for any expansion.

The MOTION was seconded by Ms. Benson. Roll call vote as follows:

Mr. Handy – yes	Mr. Gallo – yes	Mr. Howarth – yes
Mr. Jensen – yes	Mr. Clegg – yes	Mr. Doucette – yes
Mr. Shearer – yes	Ms. Benson – yes	Mr. Farrell - yes

Fee Change: Increase mailing fee to \$5.25 per abutter from \$5. This is due to the postal rate increase.

Mr. Doucette made a MOTION to raise the mailing fee to \$5.25 per abutter. The MOTION was seconded by Mr. Shearer with all in favor.

Mr. Howarth would like to send a letter to Mr. Bello of 41 Meetinghouse Lane to come before the Board for changes to the parking layout. Chairman Farrell said yes.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Clegg with all in favor.

With no further business before the Board, the meeting was adjourned at 8:35pm.

Respectfully submitted, Ann Gratis

2013 AUG 5 AM 11 47

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Town of Bourne

LOCATION: off Ernest Valeri Drive
Assessors Map 20, Parcel 33

PROPOSAL: Application for Site Plan Review for a new 30,000sf DPW
facility.

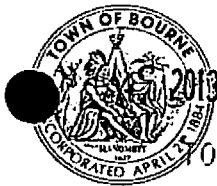
DATE & TIME: Thursday, August 22, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Cancelled

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
August 8, 2013



AUG 20 PM 3 22

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611



THIS MEETING HAS BEEN CANCELLED

MEETING AGENDA

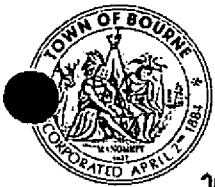
DATE: Thursday, August 22, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes: 8/8/13

1. **Public Hearing for Site Plan Review 483:** Off Ernest Valeri Dr. New DPW facility.
This project has been requested to be withdrawn.
2. **Informational Presentation:** Sharon Rooney. MMR Joint Land Use Study.



TOWN OF BOURNE

Planning Board



2013 AUG 16 PM 4 15

Bourne Town Hall
24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532
BOURNE, MA Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, August 22, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes: 8/8/13

1. **Public Hearing for Site Plan Review 483:** Off Ernest Valeri Dr. New DPW facility.
This project has been requested to be withdrawn.
2. **Informational Presentation:** Sharon Rooney. MMR Joint Land Use Study.

Cancelled

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 AUG 20 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Town of Bourne

LOCATION: 21 Ernest Valeri Drive
Assessors Map 20, Parcel 33

PROPOSAL: Application for Special Permit for grading and clearing.

DATE & TIME: Thursday, September 12, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
August 22, 2013
August 29, 2013

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 AUG 20 AM 11 02

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: One Trowbridge Rd., LLC

LOCATION: 1 & 11 Trowbridge Road
Assessors Map 24.3, Parcel 16, 21, 22, 23
Zoning District: VB & R40

PROPOSAL: Application for Site Plan Review/Special Permit for an a
8,033§ with an additional 57 parking spaces.

DATE & TIME: Thursday, Sept. 12, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615'ex. 22

Bourne Courier Publishing Dates:
August 21, 2013
August 28, 2013

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 AUG 15 AM 10 34

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Keystone Place

LOCATION: 218 Main St.
Assessors Map 24.1 Parcel 69-R and
Map 23.2 Parcel 120.1-R

PROPOSAL: Application for amended Site Plan Review/Special Permit
to reduce the number of units and increase setbacks
previously approved for an assisted/independent/memory
care complex.

DATE & TIME: Thursday, Sept. 12, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
August 21, 2013

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 AUG 15 AM 11 34

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Bourne Affordable Housing Trust Fund

LOCATION: 15 Thom Ave
Assessors Map 34.2 Parcel 70

PROPOSAL: Application for Special Permit to build a 3-bedroom single family affordable house.

DATE & TIME: Thursday, Sept. 12, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
August 28, 2013
Sept. 4, 2013



TOWN OF BOURNE

2013 SEP 4 **Planning Board**

Bourne Town Hall .

TOWN CLERK'S OFFICE
BOURNE, MA

24 Perry Avenue
Bourne, MA 02532

Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, September 12, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes: 8/8/13

1. **Public Hearing for Site Plan Review 483:** Off Ernest Valeri Dr. New DPW facility.
This project is being withdrawn.
2. **Public Hearing for Special Permit #09-2013:** 21 Ernest Valeri Rd. Clearing and grading for the new DPW facility.
3. **Public Hearing for Special Permit #07-2013:** 15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
4. **Public Hearing for Site Plan/Special Permit #08-2013:** 1 & 11 Trowbridge Rd. and 9 Sandwich Rd. Proposed 8,033+/- SF addition with 57 additional parking spaces.
5. **Public Hearing for Amended Site Plan/Special Permit #06-2013A:** 218 Main St. Keystone Place. For a reduction of units, parking and increase in setbacks.

PLANNING BOARD MEETING MINUTES
September 12, 2013

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Benson, John Howarth, Louis Gallo, Lea Benson, Elmer Clegg

ABSENT: Rob Galibois

PUBLIC: Jim Mulvey, Jon Nelson, Tom Guerino, Kerry Horman, Sue Ross, Beth Ellis, Dave Dimmick, Judy Riordan, Neil Langille, Maureen Dunn, Jane Dalton,

SEP 11 2013
TOWN CLERK'S OFFICE
BOURNE, MASS

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Doucette made a MOTION to approve the minutes of 8/8/13. The MOTION was seconded by Mr. Howarth with all in favor.

Chairman Farrell recused himself from the first two items as he's on the DPW facility committee.

Public Hearing for Site Plan Review 483: Off Ernest Valeri Dr. New DPW facility. This project is being withdrawn.

Vice-Chairman Doucette read the letter asking for withdrawal of the Site Plan Review.

Mr. Clegg made a MOTION to accept the withdrawal. The MOTION was seconded by Ms. Benson with all in favor.

Public Hearing for Special Permit #09-2013: 21 Ernest Valeri Rd. Clearing and grading for the new DPW facility.

Jon Nelson, facilities manager, stated the DPW and ISWM will be doing the work in kind. There are National Heritage issues with Box Turtles and we are working with the state to preserve open space on the parcel.

Jeff Albertituts, engineer: the facility will be between the water tower and the school. We are proposing a new access road off Ernest Valeri Rd. Clearing will be 8.5 acres but we would like up to 10 acres for staging to the east. We are putting a conservation restricted area abutting the Pilgrim Pines development.

Tom Guerino, stated the Bourne Conservation Trust will hold the restriction and will be sending a letter of intent to start at the end of October/beginning of November.

Jeff: a sweep of the area for turtles will be done prior to clearing.

Jean Polinsky, abutter, asked if this will affect her land.

Chairman Farrell stated this will increase the value. The Town is losing 18 acres of land for this restriction.

Mr. Doucette made a MOTION to approve subject to the following conditions:

- Must be in receipt of Natural Heritage permission before proceeding to clear
- A construction entrance sediment control pad must be installed to alleviate dirt and mud from the tires of construction vehicles exiting the site
- Must perform daily street sweeping and watering for dust control
- Must perform daily inspection of erosion control measures and repair if necessary to prevent sediments from leaving the site

Public Hearing for Special Permit #09-2013: Cont'd

The MOTION was seconded by Mr. Shearer. Roll call vote as follows:

Mr. Gallo – yes	Mr. Howarth – yes	Mr. Jensen – yes
Mr. Clegg – yes	Mr. Doucette – yes	Mr. Shearer – yes
Ms. Benson – yes		

Public Hearing for Special Permit #07-2013: 15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.

Sue Ross is asking for a continuance to 9/26/13.

Mr. Doucette made a MOTION to continue to 9/26/13. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Site Plan/Special Permit #08-2013: 1 & 11 Trowbridge Rd. and 9 Sandwich Rd. Proposed 8,033+/- SF addition with 57 additional parking spaces.

Raul from Holmes & McGrath presented the plan. The proposal is for an addition to the existing medical building with parking and more parking on 9 Sandwich Road. The house will stay. There is a drainage system proposed for the parking. There is a culvert at 1 Trowbridge Rd. that we will be improving. The driveway will be moving east and will be wider.

Mr. Clegg asked why the retaining wall was never built.

Chairman Farrell: Originally the wall was going to be built but as the project went along, the slope was an option and it retained open space and relieved the safety issue with the wall.

Mr. Gallo stated the driveway will help solidify the slope.

Mr. Howarth reviewed the project. He made a MOTION to approve subject to the following conditions:

- The parking lot on Sandwich Road is consistent with the zoning bylaw (see Town Counsel's memo dated 9/9/13)
- Need stormwater provision from parking lot to wetland
- 10% of parking spaces are required to be handicap accessible
- Require an amended state curb cut – copies of the application and response
- The connecting drive at the rear of the auxiliary parking lot requires an easement from the Town of Bourne
- Provide a crosswalk along with signage for additional safety for vehicular and pedestrian traffic crossing Sandwich Road
- Board of Selectmen approval for placement of paved drives and curbed island within the Town right of way

The MOTION was seconded by Mr. Doucette.

Mr. Clegg asked what the setbacks are from the house to the driveway?

Raul: 7' on the rear, 10' on North East.

Mr. Clegg: how is 57 spaces arrived at? No sidewalks proposed? Looks like some spaces are in the state layout?

Coreen: we required him to get clearance and the spaces existed in the layout prior to the building being there, they are grandfathered.

Raul: the sidewalk will meet MA DOT requirements, there is no sidewalk on the south side. San do a stub sidewalk.

Chairman Farrell: designate a crosswalk to the building.

Public Hearing for Site Plan/Special Permit #08-2013: Cont'd:

Mr. Clegg: Does not think anything should happen with the Sandwich Road property until they decide what is going to happen with the house.

Mr. Shearer: It will be in the owner's best interest to knock down that house as it's in very poor shape. This parking lot he's creating is a win/win for the town and residents. He's building a lot that others can use (library, ball field, historic), he's paying taxes on it, and he'll be maintaining the property. It's his right to keep or demolish the building, the Town couldn't afford to buy it and it's his right to buy the lot.

Mr. Howarth stated the owner met with historical people and they couldn't afford to upkeep the building. If it's not demolished, it will fall down.

Beth Ellis: We never had a concrete offer from Mr. Michienzi. How long of a commitment does he have from Cape Cod Health Care? Who's to say they won't leave in a year or two? Can we get the parking lot use for the public in writing? Section 3310 of the Zoning Bylaws says parking has to be on the same lot.

Dave Dimmick, We do not have the funds at this point to fix the house. It's in tough shape but is the entrance to the village. The house will be a barnacle on the parking lot. Need to study more.

Neil Langille asked there are any numbers on the people/cars that are going to use this property? Are there signal requirements, crosswalks?

Chairman Farrell: the Town asked the State to do a crosswalk on Waterhouse Rd. with the kids leaving school. The state said it wasn't warranted, then the Town would be responsible for the upkeep.

Mr. Doucette said we tried to have a signaled crosswalk at CVS in Buzzards Bay, the state said no.

There was much discussion on the light/crosswalk.

Raul: there is room for a walking area next to the driveway on the west side.

Dave: thought access would be on Perry Ave., not two entrances on Sandwich Road. It makes more sense to have it on Perry Ave.

Judy Riordan: If preserved, that house would be a museum. Why isn't a traffic study required?

Jane Dalton has issues with safety on crossing the street. Unless you live there, you don't realize how busy that street is.

Raul: last year when they came to us with the parking lot, it was said there was going to be future expansion of the building. The lease on the building is over if he doesn't expand. There is a path on Perry Ave. that is proposed. Employees will be encouraged to park there so patients can use the main lot at the building. Need to add details and speak with applicant. Would like to continue.

Mr. Gallo: maybe come up to 30' level from the proposed so it's flat.

Mr. Howarth withdrew his MOTION . Mr. Doucette withdrew his 2nd.

Mr. Clegg made a MOTION to continue to Oct. 10, 2013. The MOTION was seconded by Mr. Doucette with all in favor.

Public Hearing for Amended Site Plan/Special Permit #06-2013A: 218 Main St. Keystone Place. For a reduction of units, parking and increase in setbacks.

The reason for the reduction is the comfort factor from the bank. We have an option to expand if the bank allows.

Mr. Doucette made a MOTION to approve the amendment with the original conditions still standing.

The MOTION was seconded by Mr. Howarth. Roll call vote as follows:

Mr. Gallo – yes	Mr. Howarth – yes	Mr. Jensen – yes
Mr. Clegg – yes	Mr. Doucette – yes	Mr. Shearer – yes

Ms. Benson - yes

Mr. Howarth made a MOTION to adjourn. The MOTION was seconded by Mr. Clegg with all in favor.

With no further business before the Board, the meeting was adjourned at 9:20pm.

Respectfully submitted,

Ann Gratis



2013 SEP 24 AM 10 47

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611



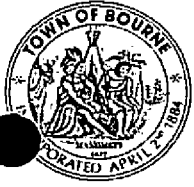
AMENDED MEETING AGENDA

DATE: Thursday, September 26, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

1. **Request for Release from Covenant:** Canal View Estates. Release of remaining unbuildable lots.
2. **Informational Presentation:** Sharon Rooney. MMR Joint Land Use Study.
3. **Public Hearing for a Change to the Zoning Bylaws:** To see if the town will vote to amend the Bourne Zoning Bylaw Section 4830. Temporary moratorium on medical marijuana treatment centers.



TOWN OF BOURNE

Planning Board

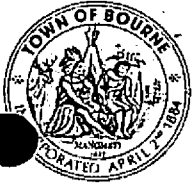
2013 SEP 24 PM 4 26
Bourne Town Hall
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TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED MEETING AGENDA

DATE: Thursday, September 26, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

1. **Request for Release from Covenant:** Canal View Estates. Release of remaining unbuildable lots.
2. **Public Hearing for Special Permit #07-2013:** Cont'd from 9/12/13. 15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
3. **Informational Presentation:** Sharon Rooney. MMR Joint Land Use Study.
4. **Public Hearing for a Change to the Zoning Bylaws:** To see if the town will vote to amend the Bourne Zoning Bylaw Section 4830. Temporary moratorium on medical marijuana treatment centers.



y TOWN OF BOURNE
Planning Board



2013 SEP 23 AM 11 47

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, September 26, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

1. **Informational Presentation:** Sharon Rooney. MMR Joint Land Use Study.
2. **Public Hearing for a Change to the Zoning Bylaws:** To see if the town will vote to amend the Bourne Zoning Bylaw Section 4830. Temporary moratorium on medical marijuana treatment centers.

PLANNING BOARD MEETING MINUTES
September 26, 2013

2014 AUG 6 AM 11 21

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Elmer Clegg, Rob Galibois
TOWN CLERK'S OFFICE
BOURNE, MASS

ABSENT: Lea Benson

PUBLIC: Jim Mulvey, Kerry Horman, Sue Ross, Peter Meier, William & Maureen Bannowski, Katlyn Bilodeau, Doug Razoon, Jack Landers-Cauley, Nancy Whiteher, Kim & Terry Enos, Kate Kenick, Linda Claees, Kathleen Roper, Robert Blair, Linda Zuern, and other members of the public

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Request for Release from Covenant: Canal View Estates. Release of remaining unbuildable lots.

Chairman Farrell read the letter from George Sala into the record stating it met the satisfaction of the DPW.

Mr. Doucette made a MOTION to release the remaining lots. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #07-2013: Cont'd from 9/12/13. 15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.

Kerry Horman explained what the house will look like and it will sell for about \$180,000, it's a common design for the area. The applicant's can't make more than \$64,400 a year for a family of 4 and they need great credit. People ask why we don't fix up properties, it's less expensive to purchase and build new. The septic system will improve drainage.

Jack Landers-Cauley said that Warwick did the survey.

The neighbor is concerned. Their deck is 11.4' off the property line and their shed is apparently on the 15 Thom Ave. lot.

Jack: we addressed the Board of Health issues. The proposed drainage structure will be 6'x12' deep plus stone. Conductor pipes will lead to the pit and all runoff from the lot will go to the pit. Everything is based on a 7-year storm. The neighbor's yard is the same elevation.

Mr. Howarth read the letter from George Sala into the record.

Mr. Clegg asked if there were other affordables in the area?

Kerry: not individual homes. There are apartments on Otis Park Dr.

Coreen: the law says if 2 lots were in contiguous ownership, but this wasn't when zoning changed and it's always been billed as a buildable lot.

Bill & Noreen B: Concerns about the land being pitched to the back yard and all the water going there. It gets very deep. The wall in the back of their house acts as a dam. The water flows to that lot from many houses.

Residents presented pictures from 10 years ago and 2 weeks ago showing puddling. Construction will make things worse and we don't think it can be fixed.

Mr. Howarth asked if any of the complaints were lodged with the Town.

Chairman Farrell stated the neighborhood ice-skates on that lot in the winter.

Kate Sakanitch replaced her septic and it's the size of the lot they want to build on. How will this not make it worse for the neighbors?

15 Thom Ave. Cont'd:

Jack: 8-10" of standing water in the road. The property does get spongy. The pit in the back of the lot will collect the water so none runs off into the street.

Chairman Farrell: we created the bylaw to allow smaller lots for affordable housing.

Mr. Howarth made a MOTION to continue to the next meeting and bring in Cindy Coffin and George Sala to address the concerns.

Lee Berger said they don't want to build if it will cause issues for the neighbors. The experts say it won't.

The MOITON was seconded by Mr. Galibois with all in favor.

Informational Presentation: Sharon Rooney. MMR Joint Land Use Study.

The 2005 study was the MMR and surrounding communities. Representatives from the upper cape towns. The plan was just updated and it was an identical study: air safety, noise contours, major roads surrounding the base. There is a potential privatization opportunity in the southern portion of the base. The report will be on the Cape Cod Commission website next week. There will be a 30 day comment period. We are pursuing joint wastewater and are looking for funding for a study.

Chairman Farrell asked if there was any communication with MA DOT regarding the Otis Rotary? Sharon thinks so.

The town of Bourne's allotment to the Commission is \$200,000-\$300,000 each year.

Chairman Farrell thanks Sharon for her presentation.

Public Hearing for a Change to the Zoning Bylaws: To see if the town will vote to amend the Bourne Zoning Bylaw Section 4830. Temporary moratorium on medical marijuana treatment centers.

Linda Zuern stated they received a letter from a resident that thinks this moratorium is important. The Selectmen have not voted on it yet.

Peter Meier said it was a unanimous vote to send to the Planning Board. This will give us time to set up areas to put them in town.

Chairman Farrell said it is similar to adult entertainment. We set certain criteria.

Coreen stated quite a few towns have approved this moratorium but Dennis is the only Cape town.

Mr. Howarth made a MOTION to send this to the Special Town Meeting. The MOTION was seconded by Mr. Doucette with all in favor.

Coreen stated there is a provision for a hardship center where they can grow it at their own house.

This moratorium can be extended after a year.

Mr. Howarth would like to bring Ron Bello, owner of 41 Meetinghouse Lane for parking lot compliance issues to our next meeting on 10/10/13.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 8:35pm.

Respectfully submitted,

Ann Gratis

2013 SEP 4 AM 4 23 TOWN OF BOURNE
PLANNING BOARD
TOWN CLERK'S OFFICE
BOURNE, MASS PUBLIC HEARING NOTICE

APPLICANT: Town of Bourne

PROPOSAL: ARTICLE ____: To see if the town will vote to amend the Bourne Zoning Bylaw Section 4830 **TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS** Section 4831 **PURPOSE**

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health has issued regulations regarding implementation on May 8, 2013.

Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town and the regulations promulgated by the State Department of Public Health will provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Medical Marijuana Treatment Centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 4832 DEFINITION

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

Section 4833 TEMPORARY MORATORIUM

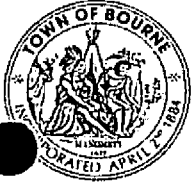
For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through **September 30, 2014**. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Centers and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

or take any other action relative thereto.

DATE & TIME: Thursday, Sept. 26, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Bourne Enterprise Publishing Dates:
Sept. 5, 2013
Sept. 12, 2013



TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
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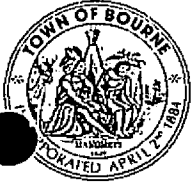
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TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING AGENDA

DATE: Thursday, October 10, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

Minutes of 9/12/13 and 9/26/13

1. **Compliance Hearing:** 41 Meetinghouse Ln. Ron Bello. Parking issues.
2. **Public Hearing for Site Plan/Special Permit #03-2013:** Cont'd from 5/23/13.
48-50 MacArthur Blvd. Battles. For expansion of dealership.
3. **Public Hearing for Site Plan/Special Permit #08-2013:** Cont'd from 9/12/13.
1 & 11 Trowbridge Rd. and 9 Sandwich Rd. Proposed 8,033+/- SF addition with 57 additional parking spaces.
4. **Public Hearing for Special Permit #10-2013:** 1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.
5. **Public Hearing for Special Permit #07-2013:** Cont'd from 9/26/13.
15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
This is continued to 11/14/13.



TOWN OF BOURNE
Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611



AMENDED
MEETING AGENDA

DATE: Thursday, October 10, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

2013 NOV 13 AM 9 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of 10/10/13

1. **Public Hearing for Site Plan Review #484:** Ernest Valeri Rd. New DPW facility.
2. **Public Hearing for Special Permit #07-2013:** Cont'd from 10/10/13/13.
15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
CONTINUED TO JANUARY 9, 2014
3. **Public Hearing for Amended Special Permit 07-06A:** Cont'd from 7/11/13.
2 Katie Marie Drive. Parking layout change.
4. **Public Hearing for Special Permit #10-2013:** Cont'd from 10/10/13.
1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.

PLANNING BOARD MEETING MINUTES
October 10, 2013

APPROVED

1-23-14

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Elmer Clegg, Rob Galibois

ABSENT: Lea Benson

PUBLIC: Jim Mulvey, Raul Lizard-Rivera, George Slade, Elizabeth Ellis, George & Mary Lemons, Jeff Battles, Dan Ojola

Ann Gratis, Recording Secretary

2014 JAN 27 9AM 8 22
TOWN CLERK'S OFFICE
BORNE, MASS

Chairman Farrell called the meeting to order at 7:00pm.

Mr. Howarth made a MOTION to approve the minutes of 9/12/13. The MOTION was seconded by Mr. Doucette. Mr. Clegg would like to amend the minutes: Trowbridge Rd – the parking on the state right of way and the slope was Chris Farrell, not Coreen Moore. 6 favor, 2 abstain of the minutes as amended.

Mr. Howarth made a MOTION to approve the minutes of 9/26/13. The MOTION was seconded by Mr. Doucette. 6 in favor, 2 abstain.

Compliance Hearing: 41 Meetinghouse Ln. Ron Bello. Parking issues.

The applicant submitted a letter prior to the meeting explaining a truck hit the planter so the handyman moved the bumpers. They will be moved back this weekend.

Mr. Howarth would like him to appear before the Board.

Mr. Doucette made a MOTION to continue to 11/14/13. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Site Plan/Special Permit #03-2013: Cont'd from 5/23/13.

48-50 MacArthur Blvd. Battles. For expansion of dealership.

Chairman Farrell asked why are we just getting the amended plans now at the meeting? The bylaw requires 72 hours prior for any changes. This puts a lot of pressure on the Board. Give the staff a break, late today/tonight is not acceptable.

Dan Ojala stated they are going to the ZBA next week and Mr. Battles wanted to get this before them. The front buffer will be less than the required 50' setback from MacArthur Blvd. and that's why we need ZBA. We cleaned up the one way in radius and will paint, install signage that says entrance only. The front parking was removed as per prior comments. Lighting: some will be left off and will be changing to LED's in the future. We can delineate service parking only.

Mr. Shearer reviewed the project. Understands the need for ZBA and supports it. The gravel areas at the rear of the property will need a special permit if they are to be used for parking. The width of the entrance from MacArthur Blvd. needs to meet our thresholds and those of MA Hwy.

Dan: we will come back with a special permit to use those gravel areas for parking for stock vehicles. We are waiting to apply to MA Hwy after we have decisions by the Boards.

Mr. Shearer:

- The lighting exceeds our bylaw. They can be removed or disabled.
- Customer parking: some toward the front of the building, service parking to the south then in back by the service building. – don't want people searching for parking. Want the spaces designated "customer parking"

Public Hearing for Site Plan/Special Permit #03-2013: Cont'd:

Much discussion over the layout of the front parking spaces took place between the Board and applicant.

Mr. Shearer: need signage for "display only" in the front spaces. Display spaces can be reduced in size within reason.

Scott Fitzmaurice: Have you considered large higher canopy trees? It will increase property value and the canopy would be 15' and up.

Mr. Shearer made a MOTION to approve subject to the following conditions:

1. A variance from the Zoning Board of Appeals is required for the front parking setback.
2. The three gravel parking areas at the rear of the property require a special permit under Sec. 3330 before vehicles can be stored..
3. The front parking area in front of the existing building may be used for up to six display vehicles. The drainage basin and curb must remain.
4. The first curbcut off of MacArthur Blvd. must be designated as "Entrance Only".
5. A copy of the curb cut approval from MassDOT must be submitted for the file.
6. Lighting in the parking lot exceeds current standards, existing fixtures must be either removed, relocated or disabled.
7. Fifteen (15) customer parking spaces must be designated on the plan, including regulation handicapped spaces.
8. The parking space in front of the dumpster must be removed.
9. A revised site plan showing the changes must be submitted prior to the demolition of the existing gas station.
10. The site must meet all rules and regulations of the Bourne Fire Dept.
11. An as-built site plan must be submitted depicting final locations of all structures and site-related appurtenances, per Section 1238.B.8 of the Zoning Bylaw before the issuance of an occupancy permit

The MOTION was seconded by Mr. Howarth.

The attorney stated the curb cut has been there for 15 years, it just needs to be modified.

Roll call vote as follows:

Mr. Shearer – yes	Mr. Doucette – yes	Mr. Clegg – yes
Mr. Jensen – yes	Mr. Howarth – yes	Mr. Gallo – yes
Mr. Galibois – abstain	Ms. Benson = abstain	

Public Hearing for Site Plan/Special Permit #08-2013: Cont'd from 9/12/13.

1 & 11 Trowbridge Rd. and 9 Sandwich Rd. Proposed 8,033+/- SF addition with 57 additional parking spaces.

Raul from Homes and McGrath: We resized the two Sandwich Road entrances, added sidewalks, and began the process of getting an easement from the Town.

Mr. Howarth made a MOTION to approve with the revisions (sidewalks, easement, crosswalks) subject to the following conditions:

- The parking lot on Sandwich Road is consistent with the zoning bylaw (see Town Counsel's memo dated 9/9/13)
- Need stormwater provision from parking lot to wetland
- 10% of parking spaces are required to be handicap accessible
- Require an amended state curb cut – copies of the application and response

Public Hearing for Site Plan/Special Permit #08-2013: cont'd:

- If the applicant receives an easement from the Town of Bourne for Perry Ave. access, he will use the connecting drive at the rear of the auxiliary parking lot
- Provide a crosswalk along with signage for additional safety for vehicular and pedestrian traffic crossing Sandwich Road
- Board of Selectmen approval for placement of paved drives and curbed island within the Town right of way

Mr. Jensen stated this is destroying the historic heritage. There are safety issues crossing the road. Suggest we remand this to Town Meeting.

Mr. Clegg read a statement into the record (see attached).

Mr. Shearer asked will the house be preserved? The applicant has one goal in mind, to turn a profit at the end of the day as any businessman would. He has stated he would like the house to remain. It would benefit him to tear it down. The Town has no control over it, the house is a mess. The Town doesn't have the money to fix it, how is that saving the property? The LCP has been waived in my face many times since I got on the Board. There are only two pages that everyone talks about, but there are many other sections to refer too – human services, economic development, for example. Sections of the LCP were read. Long term: no tax payer cost, house is saved, jobs provided, medical care provided. Town meeting voted to buy the property to turn it into a parking lot. How is this not a win-win? If you vote no, the house will be torn down, maybe the medical center stays across the street, and maybe you get what you want. No sidewalk or crosswalks though.

Mr. Howarth: the Planning Board put together the LCP, we wrote, and created the plan. Things are not set in stone, they need to be flexible.

Mr. Clegg values the pharmacy there as it is handy to fill prescriptions. We have nothing in writing from the applicant that he'll keep the promises he made to the Town (parking lot use, etc). When historical properties are involved, we need to look at the site plan.

Raul: no proposed rezoning. It's a private lot in a residentially zoned area. The VB district allows 100% of lot coverage. There are no proposed changes to the house.

Mr. Clegg stated by isolating the house, you are in essence destroying the ability to preserve it.

Scott Fitzmaurice, resident: Have lived at 5 corners for 12 years, we only get so many linear feet of shopping because we are so residentially zoned. This could bring people together if a coffee shop or café was put into the house. Change the front of the medical building to shingles to blend in more with surrounding buildings. That area doesn't feel like a village anymore. Saving the house is important, and need to preserve the look.

George Jenkins stated the applicant has had no conversations with Historical or the Town. Our idea is to turn the house into a museum for displays given by the residents.

Chairman Farrell stated the house is beyond our purview.

George: if the lot is in Town title, it can be used by the library, medical center and Historical Preservation Society. We are very interested and it may take 5 years to get it to look like we want it.

Jim Mulvey: commercial growth and the LCP are in conflict here. It says to protect the village atmosphere, but now this building is an asset. Where does it stop? Size and location are the issues here and were wrong from the beginning. Appropriate or not in a given area. Location Location Location

The MOTION to approve was seconded by Mr. Shearer. Roll call vote as follows:

Ms. Benson – yes	Mr. Shearer – yes	Mr. Doucette –yes
Mr. Clegg – no	Mr. Jensen – no	Mr. Howarth – yes
Mr. Gallo – yes	Mr. Galibois – abstain	Mr. Farrell - yes

Public Hearing for Special Permit #10-2013: 1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.

Mr. Doucette made a MOTION to continue to 11/14/13 as per the request of the applicant. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #07-2013: Cont'd from 9/26/13.

15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.

This is continued to 11/14/13.

Mr. Doucette made a MOTION to continue to 11/14/13 as per the request of the applicant. The MOTION was seconded by Mr. Gallo with all in favor.

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 8:45pm.

Respectfully submitted,

Ann Gratis

STATEMENT BY ELMER CLEGG, PLANNING BOARD MEMBER 10/10/13

MR CHAIRMAN AND FELLOW BOARD MEMBERS:

PLEASE RISE TONIGHT TO ASK FOR YOUR SUPPORT TO SAVE THE "KEANE HOMESTEAD".

THE HOMESTEAD:

THE PROPERTY, LOCATED AT 9 SANDWICH ROAD, CONSISTS OF AN "R40" RESIDENTIAL ZONED LOT OF 47,000 SQ FT AND A HOUSE ORIGINALLY BUILT IN 1690. THE HOUSE IS ONE OF THE 3 OLDEST STRUCTURES IN THE TOWN OF BOURNE AND, THOUGH IT HAS BEEN UNOCCUPIED IN RECENT YEARS, HAS BEEN JUDGED TO BE THE MOST PRESERVABLE AS WELL AS A CANDIDATE FOR HISTORICAL REGISTER PROTECTION. IT WOULD BE AN IDEAL FACILITY FOR THE START OF A BOURNE MUSEUM COMPLEX.

THE KEANE HOMESTEAD STANDS AS THE GATEWAY TO HISTORIC BOURNE VILLAGE; THE HISTORICAL AND CULTURAL HEART OF THE TOWN OF BOURNE. THE PROPERTY IS LESS THAN ¼ MILE FROM BOTH THE APTUXET TRADING POST COMPLEX AND THE BOURNE ARCHIVES. THE KEANE PROPERTY ABUTS THE JONATHAN BOURNE PUBLIC LIBRARY AND THE SWIFT BALLFIELD AND PARK. IT IS ALSO IN SIGHT OF THE PRESERVED BRIGGS MCDERMOTT PROPERTY.

AT TOWN MEETING JUST ONE YEAR AGO, VOTERS OF THE TOWN OF BOURNE OVERWHELMINGLY APPROVED APPROPRIATION OF \$250,000 TO BUY THE KEANE PROPERTY WITH INTENT TO TURN OVER THE HOUSE AND SUITABLE LAND FOR PRESERVATION BY THE BOURNE SOCIETY OF HISTORIC PRESERVATION AND TO DEVELOP A MUNICIPAL PARKING LOT AT THE REAR OF THE LOT TO SERVICE THE LIBRARY, CANAL WALKERS, PARK USERS, AND VISITORS TO THE KEANE HOMESTEAD. THIS VOTER-APPROVED PLAN WAS STYMIED, HOWEVER, WHEN THE DEVELOPER OF THE NEARBY TROWBRIDGE CORNERS MULTIPURPOSE MEDICAL/OFFICE/RETAIL COMPLEX OUTBID THE TOWN AND PURCHASED THE PROPERTY.

TRADING POST CORNERS COMMERCIAL CENTER:

THE TRADING POST CORNERS COMMERCIAL CENTER IS SITED ON A TRIANGULAR PENINSULA OF LAND BOUNDED BY TROWBRIDGE ROAD AND SANDWICH ROAD AND CONTAINING WETLANDS ON ITS REAR BOUNDARY. THE PROPERTY ZONING IS "VILLAGE BUSINESS", AS ARE ADJACENT PROPERTIES ON TROWBRIDGE AND WATERHOUSE ROADS.

THE DEFINITION OF "VILLAGE BUSINESS" ZONING IN BOURNE'S ZONING BYLAWS IS: "TO PROVIDE FOR VILLAGE-ORIENTED BUSINESS COMPATIBLE WITH SMALL SCALE ENVIRONS AND NEARBY RESIDENCES". THIS DEFINITION IS IN CONTRAST TO OTHER BUSINESS ZONING CLASSIFICATIONS WHICH ARE INTENDED FOR HIGH INTENSITY, PEDESTRIAN-ORIENTED ACTIVITY OR AREAS SERVED BY MAJOR TRAFFIC ARTERIES AND WHERE CONFLICT WITH RESIDENTIAL DEVELOPMENT WILL NOT BE SUBSTANTIAL. A MEDICAL CENTER SERVING THE NEEDS OF THE ENTIRE TOWN OF BOURNE DOES NOT FIT THE "VILLAGE BUSINESS" DEFINITION.

IN RECENT YEARS CAPE COD HEALTH CARE HAS BECOME THE "CORPORATE" PROVIDER OF HEALTH CARE SERVICES ACROSS CAPE COD. THEY OPERATE TWO HOSPITALS AVAILABLE TO BOURNE RESIDENTS IN HYANNIS AND FALMOUTH PLUS TWO MODERN, EXTENSIVELY EQUIPPED, WALK-IN CARE FACILITIES IN SANDWICH AND MASHPEE. THEY ALSO EMPLOY A DECENTRALIZED NETWORK OF PHYSICIANS, DIAGNOSTIC CENTERS, AND PHYSICAL THERAPISTS IN TOWNS THROUGHOUT THE CAPE. THE RESIDENTS OF BOURNE ARE FORTUNATE TO BE THE BENEFICIARIES OF SERVICES THAT CAPE COD HEALTH CARE HAS BROUGHT TO OUR TOWN.

THE OWNERS OF THE TRADING POST CORNERS COMMERCIAL FACILITY HAVE EXPLOITED CAPE COD HEALTH CARE'S EXPANSION OF LOCAL SERVICES TO THE POINT WHERE THEY NOW REFER TO THEIR FACILITY AS BOURNE'S MEDICAL CENTER. HOWEVER, CAPE COD HEALTH CARE'S APPETITE FOR SPACE HAS ECLIPSED THE BOUNDS OF THE BOURNE VILLAGE BUSINESS DISTRICT. A YEAR AGO THE VOTERS AT TOWN MEETING WERE ASKED FOR APPROVAL TO DEMOLISH A HOME ON TROWBRIDGE ROAD TO ALLOW EXPANSION OF PARKING AT THE MEDICAL CENTER; ESSENTIALLY EXPANDING THE VILLAGE BUSINESS DISTRICT INTO RESIDENTIAL ZONED SPACE EASTWARD ON TROWBRIDGE ROAD. NOW, A YEAR LATER, THE DEVELOPER COMES ASKING APPROVAL TO ADD 8,000 SQ FT OF SPACE TO HIS FACILITY IN THE VERY AREA WHERE HE GOT APPROVAL FOR PARKING LAST YEAR.

NOW IT BECOMES OBVIOUS TO BOURNE VOTERS WHY THE DEVELOPER OUTBID THE TOWN FOR THE KEANE HOMESTEAD PROPERTY. TO MEET PARKING SPACE REQUIREMENTS FOR THE ADDED SPACE, THE DEVELOPER MUST SECURE APPROVAL FOR PARKING OFFSITE AND AGAIN SEEKS TO CONVERT A RESIDENTIAL LOT TO BUSINESS USE AND TO EXPAND THE VILLAGE BUSINESS DISTRICT ACROSS SANDWICH ROAD. TO MEET ZONING BYLAW DISTANCE REQUIREMENTS, DEVELOPER PLANS TO JAM PARKING SPACES IMMEDIATELY BEHIND THE HISTORIC HOME, LEAVING ONLY SEVEN FEET CLEARANCE ON ONE CORNER OF THE HOME AND 10 FEET ON THE OTHER.

DEVELOPER PROPOSES TO DO NOTHING TO PROTECT OR PRESERVE THE HISTORIC HOME IN HIS PLAN. HIS PLAN WOULD RESULT IN THE STRUCTURE BEING ISOLATED ON A MINISCULE PLOT AND EFFECTIVELY DESTROYS ANY OPPORTUNITY TO PRESERVE THE HOME TO MEANINGFUL USE. THE STRUCTURE SITS DIRECTLY ON THE SANDWICH ROAD RIGHT OF WAY AND WOULD HAVE TO BE MOVED BACK FROM THE ROADWAY AND SECURED ON A NEW FOUNDATION. SUFFICIENT LAND WOULD NEED TO BE INCLUDED WITH THE HOME TO PROVIDE FOR SEPTIC FACILITIES. UNLESS THE HOME COMES WITH AT LEAST 15,000 SQ FT OF LAND, THERE IS NO HOPE FOR ITS RESTORATION AND MEANINGFUL USE.

THIS PLANNING BOARD HAS NOT ONLY THE OPPORTUNITY BUT ALSO THE MANDATE TO STOP THIS EXPANSION. FIRST, AS AN ELECTED BOARD, WE ARE EXPECTED TO SERVE THE WILL OF THE VOTERS AND VOTERS OF THIS TOWN HAVE SPOKEN STRONGLY ON THEIR DESIRE TO SEE THE KEANE HOMESTEAD PROPERTY PRESERVED. VOTERS WILL ALSO HAVE THE OPPORTUNITY TO DENY RIGHT OF WAY ACCESS FROM PERRY AVENUE TO THE PROPOSED PARKING AREA.

BOURNE'S LOCAL COMPREHENSIVE PLAN, WHICH GUIDES THIS BOARD'S ACTIONS, STATES AS A GOAL THAT WE SHOULD DIRECT COMMERCIAL GROWTH INTO AREAS OF THE TOWN THAT CAN BE EFFICIENTLY SERVED BY HIGHWAYS AND SERVICES. IT ALSO SAYS THAT WE SHOULD PROTECT OUR COMMUNITY CHARACTER AND CULTURAL INSTITUTIONS BY ENCOURAGING PRESERVATION OF HISTORIC BUILDINGS.

FINALLY, AND MOST IMPORTANTLY TO THIS BOARD, OUR OWN ZONING BYLAWS, IN DEFINING DECISION CRITERIA, DIRECT US TO BASE OUR DECISIONS ON PRESERVATION OF UNIQUE OR SIGNIFICANT AND HISTORICAL FEATURES.

IT WOULD BE PRUDENT FOR THIS BOARD TO REJECT DEVELOPER'S PLAN FOR PARKING ON 9 SANDWICH ROAD AND URGE HIM TO ENTER INTO HONEST NEGOTIATIONS WITH THE TOWN AND HISTORICAL PRESERVATION GROUPS FOR A PLAN THAT WILL FACILITATE THIS FINAL EXPANSION OF HIS MEDICAL CENTER AND PRESERVE THE HISTORIC PROPERTY TO WHICH HE HOLDS TITLE.

IF DEVELOPER WANTS TO MEET BOURNE'S EXPANDING NEED FOR MEDICAL SERVICES AND CAPE COD HEALTH CARE'S EXPANDING APPETITE FOR WORLD CLASS FACILITIES, HE SHOULD BE TRYING TO SECURE LAND AND/OR BUILDINGS IN THE RT 28 AND CLAY POND ROAD BUSINESS ZONED CORRIDOR WHERE EXISTS BOTH VACANT LAND AND THE INFAMOUS SUPER MARKET PROPERTY.

IT WOULD ALSO BE IN THE DEVELOPER'S INTEREST TO PROPOSE TRANSFER OF TITLE OF THE 9 SANDWICH ROAD PROPERTY OVER TO THE TOWN OF BOURNE IN RETURN FOR PARKING RIGHTS. UNDER TOWN CONTROL THE PARKING LOT COULD MAKE USE OF LAND NORTH OF THE PERRY AVENUE RIGHT-OF-WAY AND RUN LATERALLY FROM PERRY AVENUE TO THE LIBRARY BOUNDARY. ANOTHER ALTERNATIVE WOULD BE TO MOVE THE KEANE HOUSE TO THE REAR OF THE LOT AND PUT THE PARKING AT THE FRONT OF THE LOT. THE KEANE HOUSE WOULD THEN ABUT SWIFT FIELD, WHICH IS A CANDIDATE LOCATION FOR A BOURNE VILLAGE HISTORICAL PARK AND A CENTERPIECE FOR BOURNE'S PRIMARY HISTORIC VILLAGE.

ONLY BY REJECTING THE SUBMITTED SITE PLAN CAN THE PLANNING BOARD FACILITATE A CONSTRUCTIVE SOLUTION THAT BALANCES DEVELOPER'S SHORT TERM NEEDS WITH THE TOWN'S BEST LONG TERM INTERESTS.

Emailed 9.23.13

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 SEP 24 AM 10 46

APPLICANT: PAL Realty Trust

LOCATION: 1245 & 1247 Rt. 28A, 2 Crane Circle
Assessors Map 52 Lots: 99, 90, 91

PROPOSAL: Application for Special Permit for natural cover removal
and to allow construction of level building pads on all three
lots.

DATE & TIME: Thursday, October 10, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
Sept. 26, 2013
Oct. 3, 2013

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2013 SEP 24 AM 10 46

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Frank Battles

LOCATION: 48 & 50 MacArthur Blvd.
Assessors Map 24, Parcel 18.1, 39

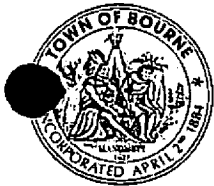
PROPOSAL: Application for Site Plan/Special Permit review to remove
the gas station, canopy, tanks and replace with expanded
dealership parking, drainage, lighting, curb cut.

DATE & TIME: Thursday, October 10, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
Sept. 26, 2013
Oct. 3, 2013



TOWN OF BOURNE

2013 OCT 16 AM 9 *Planning Board*

TOWN CLERK'S OFFICE Bourne Town Hall
24 Perry Avenue
BOURNE, MASS Buzzards Bay, MA 02532

Phone: (508) 759-0615 Fax: (508) 759-0611



MEETING AGENDA

DATE: Monday, October 21, 2013

PLACE: Bourne High School auditorium, 75 Waterhouse Rd., Bourne

TIME: 7:00PM

For the purpose and duration of the Special Town Meeting.

emailed 10-24-13

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE
TOWN CLERK'S OFFICE
BOURNE, MASS

2013 OCT 24 PM 2 18

APPLICANT: Town of Bourne

LOCATION: Ernest Valeri Drive
Assessors Map 20, Parcel 33

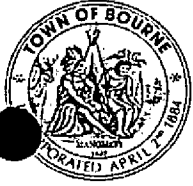
PROPOSAL: Application for Special Permit for grading and clearing.

DATE & TIME: Thursday, November 14, 2013 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
October 30, 2013



TOWN OF BOURNE

Planning Board



2013 NOV 7 PM 12:45

Bourne Town Hall
24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532

BOURNE, MASS (508) 759-0615 Fax: (508) 759-0611

MEETING AGENDA

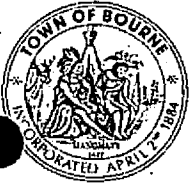
DATE: Thursday, November 14, 2013

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

Minutes of 10/10/13

1. **Public Hearing for Site Plan Review #484:** Ernest Valeri Rd. New DPW facility.
2. **Public Hearing for Amended Special Permit 07-06A:** Cont'd from 7/11/13.
2 Katie Marie Drive. Parking layout change.
3. **Public Hearing for Special Permit #07-2013:** Cont'd from 10/10/13/13.
15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
4. **Public Hearing for Special Permit #10-2013:** Cont'd from 10/10/13.
1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.



2013 NOV 13 PM 1 21
TOWN OF BOURNE
Planning Board

TOWN CLERK'S OFFICE: Bourne Town Hall
BOURNE, MASS. 24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0615 Fax: (508) 759-0611

AMENDED
MEETING AGENDA

DATE: Thursday, November 14, 2013
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

Minutes of 10/10/13

1. **Public Hearing for Site Plan Review #484:** Ernest Valeri Rd. New DPW facility.
2. **Public Hearing for Special Permit #07-2013:** Cont'd from 10/10/13/13.
15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.
CONTINUED TO JANUARY 9, 2014
3. **Public Hearing for Amended Special Permit 07-06A:** Cont'd from 7/11/13.
2 Katie Marie Drive. Parking layout change.
4. **Public Hearing for Special Permit #10-2013:** Cont'd from 10/10/13.
1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.

2013 Planning



DEC 3 PM 1 33

TOWN CLERK'S OFFICE

BOURNE, MASS

TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0615

Fax: (508) 759-0611



November 14, 2013

Elmer Clegg
PO Box 580
Pocasset MA 02559

Dear Elmer,

On August 8, 2013, the Planning Board voted to appoint you as representative to the Bylaw Committee.

Sincerely,

Christopher Farrell, Chair

atg

PLANNING BOARD MEETING MINUTES

November 14, 2013

APPROVED
1-23-14

PRESENT: Christopher Farrell, Daniel Doucette, Douglas Shearer, Dudley Jensen, John Howarth, Louis Gallo, Elmer Clegg, Rob Galibois

ABSENT: Lea Benson

PUBLIC: Jim Mulvey, Warren Reid, Jeff Alberti, Katlyn Bilodeau, Alyssa Peck, Roger Alcott, Mark Remillard, Jon Nelson

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Public Hearing for Site Plan Review #484: Ernest Valeri Rd. New DPW facility.

Jeff Alberti of Weston & Sampson gave a PowerPoint presentation. We have gone through the Natural Heritage review and did screening of the area then put up a silt fence. The facility will be 38,000sf with a 5,000sf open storage canopy. We have provided 71 parking spaces and are keeping a tree buffer by the school and the road.

Mr. Doucette made a MOTION to approve subject to the following conditions.

- The project must meet all rules and regulations of the Bourne Fire Dept. including the installation of a Knox box;
- An asbuilt site plan must be submitted prior to issuance of an occupancy permit;

The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #07-2013: Cont'd from 10/10/13/13.

15 Thom Ave. Bourne Affordable Housing Trust. For a new single family affordable home.

This has been continued to Jan. 9, 2014

Public Hearing for Amended Special Permit 07-06A: Cont'd from 7/11/13.

2 Katie Marie Drive. Parking layout change.

Warren Reid of Building Technologies. I provided 12 spaces.

Mr. Gallo reviewed the plan. There is no retail business, just warehouse for wholesale granite. MOTION to approve but if it goes to a retail operation, it will need to come back to the Board for review. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #10-2013: Cont'd from 10/10/13.

1245 & 1247 Rt. 28A and 2 Crane Circle. To clear, grade and construct building pads on 3 lots.

Bill Madden, GAF Engineering. The purpose of this is to market the property and show the potential. We will strip, regrade, put the soil back. Stockpile areas with silt fencing during construction.

Landscape depressions to keep runoff on site. There will be 2-3" of crushed stone at the entrance then put back to loam and seed after construction. Market as 1, 2 or 3 parcels. 2.5 acres total for all three lots. Nothing is being taken off-site and the only access will be from Millennium Drive.

Mr. Galibois has concerns about the line abutting Rt. 28A, it has the potential of an eyesore.

Mr. Galibois made a MOTION to approve subject to the following conditions:

- A \$10,000 cash bond per lot (for lots 88 and 90) must be posted prior to issuance of a building permit
- The area must be fully staked and remain that way throughout construction

2014 JAN 27 AM 8 22
TOWN CLERK'S OFFICE
BOURNE, MASS

- There will be no taking of the tree line by Rt. 28A

The MOTION was seconded by Mr. Jensen.

Roll call vote as follows:

Mr. Clegg – yes

Ms. Benson – yes

Mr. Doucette – yes

Mr. Shearer – yes

Mr. Jensen – yes

Mr. Howarth – yes

Mr. Gallo – yes

Mr. Galibois - yes

Mr. Doucette made a MOTION to adjourn. The MOTION was seconded by Mr. Shearer with all in favor.

With no further business before the Board, the meeting was adjourned at 7:35pm.

Respectfully submitted,

Ann Gratis