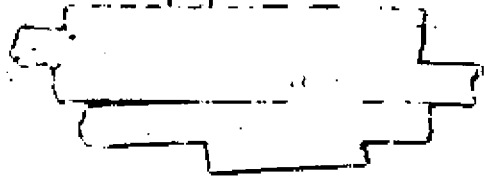


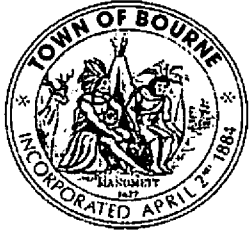
Done worksheet
on 2/21/17



2013

Meeting Notices

Public Works Facility Bldg. Committee
Recreation Department
Recreation Authority
Recycling Committee



**Public Works Facility
Building Committee**



Meeting Notice

**Joint Session with Board of Selectmen, Finance Committee,
Capital Outlay Committee, Public Works Facility Building Committee**

Location: Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

Date: Wednesday, February 6, 2013

Time: 6:30 P.M.

AGENDA

- A. Numbers recap and possible adjustments
- B. next steps
- C. Town Meeting placement
- D. Feedback from the community on the past vote
- E. Other business
- F. Adjourn

2013 FEB 4 PM 3 28
TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne Public Works Facilities Building Committee
Joint Meeting with the Finance and the Capital Outlay Committees
February 6, 2013**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 6, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, and Tom Guerino.

Present for the Selectmen were: John Ford, Don Pickard, Peter Meier

Present for the Finance Committee were: Mary Jane Mastrangelo, Bill Grant, John Redman, Don Montour.

Present for the Capital Outlay Committee was: Bill Ware

Others present: Michael Hicks, Weston & Sampson Environmental/Infrastructure Consultant, Chuck Ruggiero, Bourne DPW Department, Jonathan Nelson, Facilities Manager ex-officio member.

The meeting was called to order at 6:30 p.m.

Tom Guerino gave an overview of issues the DPW Facilities Committee had in November. Had public session meetings that the towns people could attend, flyers were present at the public session meetings, had an open house at the landfill, the elections had a huge turnout, but lost the vote by 562 votes, 14% people did not fill out the ballot. Where we want to go from here and the next steps.

1. NUMBERS RECAP AND POSSIBLE ADJUSTMENTS

Statement from Stanley Andrews: The ballot question was not clear it was a debt exclusion not an override. It needed to be explained more on the ballot question what a yes vote and a no vote would mean. People wondered why isn't ISWM paying for the whole project. The townspeople don't understand what ISWM has been paying to the town already. Remodeling the current facility will cost more and the current facility cannot be moved, it is irreparable.

Mary Jane wanted to know what will happen if the voters do not pass the vote again. We need a plan for that scenario.

Tom Guerino pointed out that the Capital Stabilization fund is funded by ISWM. Eventually the DPW facility will run out of space with all the equipment the town needs and any new equipment that the DPW may need going forward.

John Redman wanted to thank David Ahearn and Rickie Tellier for their time and efforts. Also wanted to welcome to the committee Jonathan Nelson and Bill Ware. It has to be clear that if this doesn't pass now the building will have to close eventually. He is frustrated that they didn't have the questions at the town meeting so the Committee could explain the need for a new facility to the voters. They would understand what the ballot question meant. Mr. Redman stated that the Bourne DPW does more than other town's DPWs.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Mary Jane stated that the newspapers did an excellent job but not everyone reads the newspapers, not everyone has cable and not everyone has time to tour the DPW facility. The Committee should create an explanatory piece and mail it to the townspeople.

Peter Meier reminded people that the official notice has to be in by April 10th for the ballot question.

Stanley Andrews would like to tweak the existing flyer/brochure and mail it out to the townspeople for a March time frame. Mr. Andrews asked Michael Hicks, the consultant from Weston & Sampson, what is happening in the market today for bid numbers? Mike Hicks explained that the market cost is starting to increase 3 to 5%.

Don Pickard said to pick 4-5 points as your sales pitch. The facility is inadequate and needs to be addressed by a professional. State what the revenue stream at ISWM is, and how it will be reduced if the building stays where it is now. Make sure the townspeople know that the Bourn DPW does so much with so little and compare them to two other DPW facilities. Put something on the website to have people fill out, would you support the new DPW facility, if not why.

William Meier stated that you have to target the largest voting block for this issue.

John Redman stated that we should focus on, if you don't do this now – this is what will happen. The townspeople will have to start paying for trash removal. He thinks the building should be replaced no matter what the vote is. We will lose revenue if it stays where it is.

Don Pickard stated we need to bring in the fact that ISWM has post closure costs.

Stan Andrews reminded the committee members we have a March timeframe to get our flyers out to the townspeople. Mr. Andrews didn't hear from people that they don't want the building he heard most from people "Why do I have to pay for this, why isn't ISWM paying for this."

Weston & Sampson can assist with the postcard

Don Pickard suggested to have another public meeting and have the BOS at the meeting to let the town's people know that the selectmen are behind this project also.

Bill Grant suggested have students from Bourne film a couple of shots from the current facility and loop a simple video of the current facility so everyone knows what the DPW facility is like and the conditions the employees are working in and run it on the public cable station.

Chuck Ruggiero thinks the video documentation is a great idea. It will show the current working conditions that the employees have to work in.

Jonathan Nelson suggested get a true figure for what it will cost when we don't have a DPW facility and we have to send the cruisers and fire trucks back to the dealers for repairs and maintenance.

Stanley Andrews questioned Mr. Guerino and the BOS if the dollar amount the DPW Facilities committee is getting from the town or the BOS is staying the same or if it is changing.

Mary Jane Mastrangelo stated that we have to address what will happen if it doesn't pass. Will it stay on the land where it is located now in the old facility? No it can't stay there. Will we have to get trailers so we have an office and where will the trailers go?

William Meier suggested you stay away from labor hours for cost because then you have to add in the salaries for the DPW employees.

It was stated many times by members the building is outdated and unsafe.

Some of the suggestions for the post card.

What the Bourne DPW does compared to other town's DPW

Pay Now or Pay Later

Pay As You Throw

Would you want to work here

Why there, Why not another existing building

It's not the Taj Mahal

2. NEXT STEPS

3. TOWN MEETING PLACEMENT

4. FEEDBACK FROM THE COMMUNITY ON THE PAST VOTE

5. OTHER BUSINESS

6. ADJOURN

Tom Guerino suggested we get together again for a meeting during the first week in March.

The next Bourne Public Works Facility Building Committee meeting will be on March 6th at 5:30 PM.

VOTED: On a motion made by Stanley Andrews and seconded by Peter Meier it was unanimously voted to adjourn at 6:45 p.m.

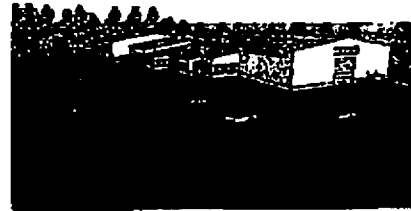
Respectfully submitted,

Carole Ellis
Recording Secretary

Town of Bourne New Public Works Facility

Cost for Construction

- Debt exclusion to be borrowed is \$6,330,798 which equals \$0.12 on the current tax rate
- Cost to average home is approximately \$35 per year *20 year max*



Cost for Delay

The existing facility is located on Phase 6 of the landfill. The following is a summary of cost impacts if the DPW is not relocated from the landfill expansion area:

- The ~~Town~~ *Town* will lose \$22 million in revenue. *for 2 years*
- The budget will lose \$450,000 in Host Community Fees. *630,000 Per year*
- The Town will lose ~~\$2.2~~ *\$2.2* million in administrative fees paid by ISWM. *Per year*
- Residents will have to pay to have their MSW/recycling collected. *1.1 Per year*
- Construction costs will escalate resulting in higher construction costs for a facility.
- Life expectancy of the multi-million dollar DPW fleet will continue to decrease at an accelerated rate.
- Funds will need to be expended on the existing undersized and outdated facility to address short term safety improvements.
- These costs could result in an approximate increase of \$___ per year to the average home.

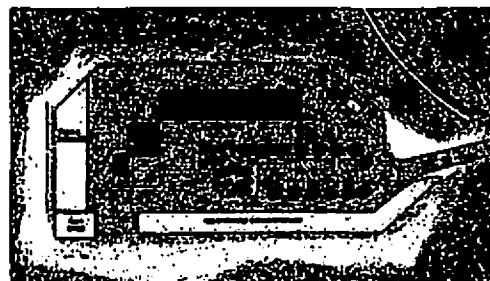
Town of Bourne New Public Works Facility

Benefits of a new facility

- Expansion of ISWM, resulting in expanded services to the Town.
- Improved safety for staff with a code and OSHA compliant building.
- Extended vehicle and equipment life from indoor storage requiring less costly maintenance.
- A fully EPA compliant site with proper drainage and pollutant control.
- Room to integrate related departments into one, centralized location for public access.
- Improved efficiency of all DPW services, including response times to emergency situations.



Existing 46 year old facility which has exceeded it's useful life



Proposed consolidated Public Works Facility

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5 10
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, February 20, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 6, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Financial recap
5. Preliminary Schedule for spring
6. Discuss Future agenda items
7. Adjourn

Stanley D Andrews
Chairman

Date: February 13, 2013

cc: Town Clerk

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5 10
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Amended

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, February 20, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 6, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Financial recap
5. Preliminary Schedule for spring
6. Discuss Future agenda items
7. Adjourn

Stanley D Andrews
Chairman

Date: February 18, 2013

cc: Town Clerk

Town of Bourne
Public Works Building Committee

MEETING NOTICE

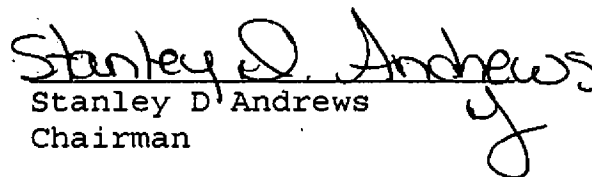
Location: Bourne Veteran's Memorial Community Center
239 Main Street, Buzzards Bay

Date: Wednesday, February 20, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 6, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Financial recap
5. Preliminary Schedule for spring
6. Discuss Future agenda items
7. Adjourn


Stanley D Andrews
Chairman

Date: February 13, 2013

cc: Town Clerk

2013 FEB 14 AM 12 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Public Works Facilities Building Committee
Joint Meeting with the Finance and the Capital Outlay Committees
February 20, 2013

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 20, 2013.

2013 NOV 7 PM 5 10

Present for the DPW Building Committee were: Stanley Andrews, chairman, William Meier, Chris Farrell, George Sala, Jonathan Nelson, and Tom Guerino. John Redman arrived at 5:30 (coming from another meeting). Bill Ware (arrived at 5:30 – coming from another meeting).

TOWN CLERK'S OFFICE
BOURNE, MASS

Present for the Selectmen were: Tom Guerino arrived at 5:50 (coming from another meeting).

Present for the Finance Committee were: Mary Jane Mastrangelo arrived at 5:55 (coming from another meeting).

Present for the Capital Outlay Committee was:

Others present: Michael Hicks, Weston & Sampson Environmental/Infrastructure Consultant, Brian Wilson, and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:06 p.m.

2. APPROVE MINUTES FROM FEBRUARY 6, 2013

VOTED: On a motion made by Chris Farrell and seconded by George Sala it was unanimously voted to approve the minutes from February 6, 2013 as corrected.

While waiting for the rest of the committee members to arrive Mr. Andrews went over the Financial Recap.

4. FINANCIAL RECAP

Stanley Andrews updated everyone the status of the video. Tom Guerino's son came down and shot some video but it wasn't long enough to get about 15 minutes. He will come down and do it again. He wanted to know what the timeline should be to start playing the video.

Chris Farrell suggested the sooner the better. He also suggested that Mr. Andrews and Mr. Redman watch the video and approve it so the committee doesn't have to meet to approve the video. Mr. Sala and Mr. Meier both agreed.

Thing that were brought up:

People are going to wonder why ISWM isn't paying for the building, because years ago it was stated that ISWM would pay for a new building if it is ever needed. It has to be explained that things have changed and ISWM has paid more than originally planned for/into the Town already.

Capital Outlay or/and the Selectmen should let the townspeople know they are in favor of this project. They should answer the questions of Why isn't ISWM paying for the new DPW building? Linda Zuern or Dan Barrett would be good and also talk about what ISWM is going to do for the town in the future.

George Sala stated that the townspeople have to know what it will cost them if this project doesn't go through.

It has to be explained that the current DPW building can't stay where it is located now. There is no existing building with the standards the DPW needs, so even if the DPW moves to another existing building that building would have to be remodeled and it will cost more than building a new one.

Mr. Redman arrived.

3. INFORMATIONAL PROGRAM DEVELOPMENT

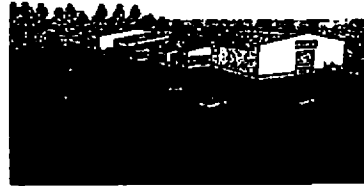
- a. Handouts
- b. Presentations
- c. Distribution groups

John Redman went over what he has been working on with Mr. Albert and Mr. Guerino for the handouts.

Town of Bourne New Public Works Facility

Cost for Construction

- Debt exclusion to be borrowed is \$6,330,798 which equals \$0.12 on the current tax rate
- Cost to average home is approximately \$35 per year *2040 max*



Cost for Delay

The existing facility is located on Phase 6 of the landfill. The following is a summary of cost impacts if the DPW is not relocated from the landfill expansion area:

- The ~~Town~~ ^{Town} will lose \$22 million in revenue. *for 2040 max*
- The budget will lose \$450,000 in Host Community Fees. *630,000 Per year*
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- Residents will have to pay to have their MSW/recycling collected. *1.1 Per year*
- Construction costs will escalate resulting in higher construction costs for a facility.
- Life expectancy of the multi-million dollar DPW fleet will continue to decrease at an accelerated rate.
- Funds will need to be expended on the existing undersized and outdated facility to address short term safety improvements.
- These costs could result in an approximate increase of \$___ per year to the average home.

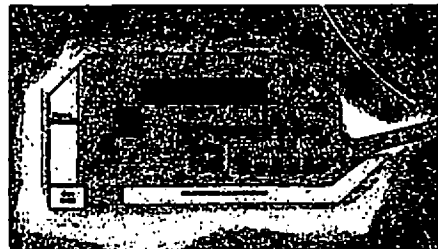
Town of Bourne New Public Works Facility

Benefits of a new facility

- Expansion of ISWM, resulting in expanded services to the Town.
- Improved safety for staff with a code and OSHA compliant building.
- Extended vehicle and equipment life from indoor storage requiring less costly maintenance.
- A fully EPA compliant site with proper drainage and pollutant control.
- Room to integrate related departments into one, centralized location for public access.
- Improved efficiency of all DPW services, including response times to emergency situations.



Existing 46 year old facility which has exceeded it's useful life



Proposed consolidated Public Works Facility

Put together some points of what ISWM has paid so far to the town, so if anyone asks there are bullet points for explanation.

Mary Jane Mastrangelo questioned what happened to the Selectmen Special Fund. Mr. Andrews stated that the money was to fund for curbside pickup in the future.

Mr. Guerino updated the committees about what his son did for the video. He shot about 25 minutes and needed to shoot about 30 minutes to cut it down to 15 minutes. It was suggested to put the video, once done, on YouTube.

Mr. Andrews questioned how they should distribute the flyers. Mr. Meier suggested distributing them at the Post Office, Gallo Ice Arena, and handing them out at the guardhouse at the landfill.

Mr. Hicks said he could have a draft of the card back by Tuesday, Feb 26th. Mr Andrews wants the card distributed electronically so proofs will be ready for the next joint meeting on March 6, 2013.

5. PRELIMINARY SCHELUDE FOR SPRING

6. DISCUSS FUTURE AGENDA ITEMS

Mr. Andrews brought up that a resident of the community is willing to donate \$500 for bumper stickers that will say something like "Vote for new DPW Facility...It makes cents."

Mr. Redman suggested that on the ballot there be an explanation of debt exclusion vs. an override. Mr. Andrews stated that he doesn't think you can put anything next to the question on the ballot.

7. ADJOURN

The next Bourne DPW Building Committee meeting will be on March 6, 2013 at 5:00 PM.

VOTED: On a motion made by William Meier and seconded by George Sala it was unanimously voted to adjourn at 6:40 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

Town of Bourne
Public Works Building Committee

2013 MAR 1 AM 8 53

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

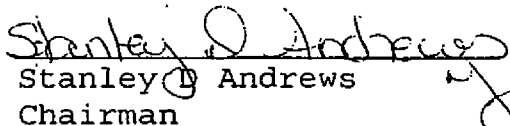
Location: Bourne Veteran's Memorial Community Center
239 Main Street, Buzzards Bay

Date: Wednesday, March 6, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 6, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Financial recap
5. Deadlines and Schedule for spring Ballots and wording
6. Discuss Future agenda items
7. Adjourn


Stanley D. Andrews
Chairman

Date: March 1, 2013

cc: Town Clerk

Bourne Public Works Facilities Building Committee
Joint Meeting with the Finance and the Capital Outlay Committees
March 6, 2013

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, March 6, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, William Meier, George Sala, Jonathan Nelson, and Bill Ware. Chris Farrell and John Redman were absent.

Present for the Selectmen were: Tom Guerino, Peter Meier, and Linda Zuern

Present for the Finance Committee were:

Present for the Capital Outlay Committee was:

Others present: Michael Hicks, Weston & Sampson Environmental/Infrastructure Consultant and Brian Wilson, Bourne DPW Department.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:15 p.m.

2. APPROVE MINUTES FROM FEBRUARY 20, 2013

3. INFORMATIONAL PROGRAM DEVELOPMENT

- a. Handouts
- b. Presentations
- c. Distribution groups

Put a page on the Town website for more info on the DPW override.

Post the powerpoint presentation on the Town website.

Video needs to be completed by late March then post the video and pictures on YouTube.

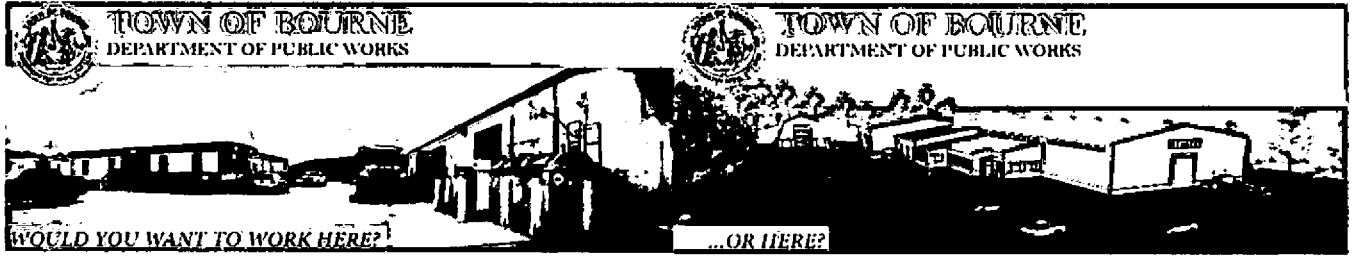
Complete the printing of the push cards by late March – print 1000 of each card.

On the first push card

Change the first photo. Put two photos in that space; add the one of the inside of the maintenance bay.

Change this sentence from Contact your local town representative or visit to Contact your local town representative and/or visit.

VOTED: On a motion made by Bill Ware and seconded by Peter Meier it was unanimously voted to approve the card with the proposed changes.



The Town of Bourne's outdated and inadequate DPW facilities are a danger to its employees and the environment. Lack of proper site drainage and crumbling facilities have created hazardous environmental conditions and unsafe conditions over its sixty year life-span...

A new facility has been designed with environmentally conscious practices and employee safety in mind.

Contact your local town representative or visit: www.townofbourne.com for more information.



SCAN ME

- On the second push card
- Change the upper left photo to a photo of the truck storage.
- Change the \$35/year from red text to black text.
- Change the dollar amounts under the Cost For Delay section to reflect 2-year dollar amounts.
- Add the word equivalent to before the text \$220 annually.
- Change this sentence from Contact your town representative and visit to Contact your town representative and/or visit.

VOTED: On a motion made by George Sala and seconded by Bill Ware it was unanimously voted to approve the card with the proposed changes.

<p>TOWN OF BOURNE NEW FACILITY FOR THE DEPARTMENT OF PUBLIC WORKS</p> <p>COST FOR CONSTRUCTION: - Debt exclusion to be borrowed is \$6,330,798. At a rate of \$0.12 on the current tax rate, the cost to the average home is \$35/year for a maximum of 20 years.</p> <p>COST FOR DELAY: - ISWM Phase 6 comes 2 yrs early, resulting in \$22M in lost revenue for ISWM and \$2.2M for the town. - The town will lose \$630,000 in lost community fees. - Residents will pay \$1.2mm for trash/recycling services, or \$220 annually per household. - Facility construction costs will escalate over time. - Safety and repair costs for the current facility and fleet will increase if left in their current conditions.</p>		<p>TOWN OF BOURNE NEW FACILITY FOR THE DEPARTMENT OF PUBLIC WORKS</p> <p>BENEFITS OF A NEW FACILITY: - Continued operation and expansion of ISWM's services to the town. - Improved safety for staff and the public with a fully compliant site and facility. - An environmentally conscious site that is fully EPA compliant with drainage and pollutant control. - Improved efficiency of all DPW services allowing for faster emergency response times. - Integration of related departments for consolidated space and centralized public access. - Extended vehicle and equipment life from adequate storage facilities.</p> <p>For more information, contact your town representative and visit: www.townofbourne.com</p>
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SCAN ME

Tom Guerino said to get three quotes for printing, send the bill to the Selectmen's office.

- Other information to be posted to the Town website
- A copy of the push card;
- Back-up dollar amounts;
- What ISWM has contributed already;
- Benefits from ISWM.

Jon Redman is going to write the editorials. They have to be completed by April 1st.

4. FINANCIAL RECAP

5. DEADLINES AND SCHELUDE FOR SPRING BALLOTS AND WORDING

6. DISCUSS FUTURE AGENDA ITEMS

7. ADJOURN

The next Bourne DPW Building Committee meeting will be on March 20, 2013 at 5:00 PM.

VOTED: On a motion made by George Sala and seconded by Bill Ware it was unanimously voted to adjourn at 6:15 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

DPW SAL

Town of Bourne

JOINT MEETING 2013 MAR 4 PM 4 09

Public Works Building Committee
AND BOARD OF SELECTMEN

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE
AMENDED

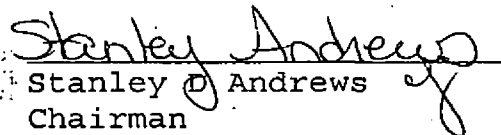
Location: Bourne Veteran's Memorial Community Center
239 Main Street, Buzzards Bay

Date: Wednesday, March 6, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 6, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Financial recap
5. Deadlines and Schedule for spring Ballots and wording
6. Discuss Future agenda items
7. Adjourn


Stanley D Andrews
Chairman

Date: March 1, 2013

cc: Town Clerk

Town of Bourne
Public Works Building Committee

MEETING NOTICE

2013 MAR 22 PM 4 37

Location: Bourne Veteran's Memorial Community Center 239 Main St
TOWN CLERK'S OFFICE

Date: Wednesday, March 27, 2013 BOURNE, MASS

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 20, 2013
3. Informational program development
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Recent project costs and impacts
5. Discuss Future agenda items
6. Adjourn

Stanley D Andrews
Chairman

Date: March 22, 2013

cc: Town Clerk

Bourne Public Works Facilities Building Committee
March 27, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, March 27, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, William Meier, George Sala, Jonathan Nelson, and Bill Ware. Chris Farrell arrived at 5:07. John Redman was excused.

Present for the Selectmen was: Tom Guerino

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, Brian Wilson, Bourne DPW Department, and Kay Donovan.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:00 p.m.

2. APPROVE MINUTES FROM FEBRUARY 20, 2013

VOTED: On a motion made by William Meier and seconded by Bill Ware it was unanimously voted to approve the minutes from February 20, 2013. Jonathan Nelson abstained.

3. INFORMATIONAL PROGRAM DEVELOPMENT

- A. Handouts**
- B. Presentations**
- C. Distribution groups**

The disk has been forwarded from Weston & Sampson and given to the Town Administrator. The presentation will be posted on the Town's website later this week. The committee would also like the other info, back up info for how they came up with the numbers, the explanation of what a debt exclusion is, and what a project specific exclusion debt is posted on the Town's website.

The committee inquired with Barry Johnson as to what can be written on the ballot, Barry's answers is nothing. The ballot has to read exactly as it was before.

The committee wants the info on the website and the handout cards ready so the committee members can get the info out to the public.

It was suggested to put an ad in the Currier with how we want the wording on the ballot so we can explain what a debt exclusion is.

John Redman and Stanley Andrews will write up what a debt exclusion is and how it is different than an override.

2013 NOV 7 PM 5 11
TOWN CLERK'S OFFICE
BOURNE, MASS

3A. Handouts – The cards should be in by the end of next week.

3C. Distribution Groups – Jeffrey Alberti brought the committee up to date on the bid costs. The cost per sqft. was \$2.24 and now the cost per sqft. is \$2.30. Construction costs have gone up. The town did figure in an 8% contingency. Jeffrey Alberti suggested to have bid alternates for the minor adjustments, extras, additional paving, and site clearing.

Town of Wayland, MA
 New Public Works Facility
 General Bid Opening
 Bid Opening Date: March 21, 2013 @ 2:00 PM

Bidder Name	Bid Amount
TLT Construction Corp. One Pope Street Wakefield, MA 01880	\$ 8,565,700
CTA Construction Company 1432 Main Street Suite 204 Waltham, MA 02451	\$ 8,672,000
Nauset Construction Corp 10 Kearney Road, Suite 307 Needham, MA 02494	\$ 8,849,000
Colantonio 16 Everett Street Holliston, MA 01746	\$ 9,068,000
J&J Contractors, Inc. 35 Market Street, Suite 401 Lowell, MA 01852	\$ 9,207,000
GVW Incorporated 1200 Bennington Street East Boston, MA 02128	\$ 9,275,940
G&R Construction, Inc. 253 Centre Street Quincy, MA 02169	\$ 9,338,000
Bilt-Rite Construction, Inc. 150 Shirley Street Boston, MA 02119	\$ 9,787,000
Delulis Brothers Construction Co., Inc. 31 Collins Street Terrace Lynn MA 01902	\$ 10,278,800
Kinsmen Corporation 35 Londonderry Turnpike Hooksett, NH 03106	\$ 10,388,000
WES Construction Corp 650 Industrial Drive Halifax, MA 02338	\$ 10,680,000
Boston Building & Bridge Corp. 1094 Blue Hill Avenue Milton, MA 02186	\$ 10,833,000

Average Bid Price: \$9,578,537

Building Size (SF) <i>(not including 6,700 SF open canopy)</i>	39,869
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Low Bid	\$8,565,700
Low Bid Cost/SF	\$215

Average Bid	\$9,578,537
Average Bid Cost/SF	\$240

High Bid \$	10,833,000
High Bid Cost/SF	\$272

3B. Presentation – Have the PowerPoint presentation for Town Meeting.

At Town Meeting have a booth outside with the presentation looping and have the cards for handing out to the public.

The committee would like to have the Chairman of the Finance Committee speak at Town Meeting.

Add something to the website to show the recent project costs, the latest prices on construction costs and expected next set of increases.

The YouTube video has to be edited and the voice over added.

4. RECENT PROJECT COSTS AND IMPACTS

5. DISCUSS FUTURE AGENDA ITEMS

Get the cards out in two weeks. Keep track of what the committee members are getting for feedback. Have Jeffrey Alberti continue to update the Committee on the construction costs.

6. ADJOURN

The next Bourne DPW Building Committee meeting will be on April 10, 2013 at 5:00 PM.

VOTED: On a motion made by George Sala and seconded by Chris Farrell it was unanimously voted to adjourn at 6:00 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

Town of Wayland, MA
 New Public Works Facility
 General Bid Opening

Bid Opening Date: March 21, 2013 @ 2:00 PM

Bidder Name	Bid Amount
TLT Construction Corp. One Pope Street Wakefield, MA 01880	\$ 8,565,700
CTA Construction Company 1432 Main Street Suite 204 Waltham, MA 02451	\$ 8,672,000
Nauset Construction Corp 10 Kearney Road, Suite 307 Needham, MA 02494	\$ 8,849,000
Colantonio 16 Everett Street Holliston, MA 01746	\$ 9,068,000
J&J Contractors, Inc. 35 Market Street, Suite 401 Lowell, MA 01852	\$ 9,207,000
GVW Incorporated 1200 Bennington Street East Boston, MA 02128	\$ 9,275,940
G&R Construction, Inc. 253 Centre Street Quincy, MA 02169	\$ 9,338,000
Bilt-Rite Construction, Inc. 150 Shirley Street Boston, MA 02119	\$ 9,787,000
Delulis Brothers Construction Co., Inc. 31 Collins Street Terrace Lynn MA 01902	\$ 10,278,800
Kinsmen Corporation 35 Londonderry Turnpike Hooksett, NH 03106	\$ 10,388,000
WES Construction Corp 650 Industrial Drive Halifax, MA 02338	\$ 10,680,000
Boston Building & Bridge Corp. 1094 Blue Hill Avenue Milton, MA 02186	\$ 10,833,000

Average Bid Price: \$9,578,537

Building Size (SF) <i>(not including 6,700 SF open canopy)</i>	39,869
---	--------

Low Bid	\$8,565,700
Low Bid Cost/SF	\$215

Average Bid	\$9,578,537
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High Bid \$	10,833,000
High Bid Cost/SF	\$272

Town of Bourne
Public Works Building Committee

2013 APR 8 AM 8 54
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

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

Date: Wednesday, April 10, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes March 27, 2013
3. Informational program public response
 - a. Handouts
 - b. Presentations
 - c. Distribution groups
4. Discuss Future agenda items
5. Adjourn

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5 06

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, April 10, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes March 27, 2013
3. Informational program public response
 - a. Handouts
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4. Discuss Future agenda items
5. Adjourn

Bourne Public Works Facilities Building Committee
April 10, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, April 10, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, Chris Farrell, Jonathan Nelson, and Bill Ware. George Sala was absent

2013 NOV 7 PM 5 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Present for the Selectmen was: Tom Guerino

Others present: Brian Wilson and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:00 p.m.

2. APPROVE MINUTES FROM MARCH 27, 2013

VOTED: On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to approve the minutes from March 27, 2013 as written. John Redman abstained.

3. INFORMATIONAL PROGRAM DEVELOPMENT

- A. Handouts**
- B. Presentations**
- C. Distribution groups**

John Redman sent the cards to the state. There are changes that have to be made. The trifold flyers have to be changed, one of the push cards has to be changed, and the power point has to be changed. Stanley Andrews will get the edits for the power point to Tom Guerino.

The committee can't advocate for debt exclusion.

3A. Handouts –

William Meier stated that a gentleman told him that the post card is illegal if it was paid for with town money.

Chris Farrell heard from a town employee they don't want it thrown in their face that they will have to pay for trash pickup. Another question he heard was why isn't ISWM paying for the new DPW facility. He also heard why is the building on the North side when most of the population is on the South side? Stanley Andrews heard that people were unaware the facility was in that bad a shape.

Stanley Andrews stated the committee needs to come up with answers for these questions, so if/when they come up at the town meeting the committee will be prepared for all questions.

3B. Presentation –

There are changes that have to be made to the slides that are on the website and there are modification for the Town meeting presentation. John Redman and Tom Guerino went over the video and there are a few more edits that have to be made to the video. It will also be put on YouTube.

3C. Distribution Groups –

William Meier was at the landfill last Saturday handing out the cards.

Monument Beach Post Office is taken care of.

Selectmen may be able to hand out push-cards.

Continue with handing out the push-cards at the landfill on Saturdays.

Saturday, April 13th – Stanley Andrews and William Meier will be at the landfill.

Saturday, April 20th – Chris Farrell will be at the landfill.

Saturday, April 27th – John Redman will be at the landfill.

Saturday, April 20th ISWM is having an open house; the landfill should also have an open house.

Bill Ware will distribute the cards in the Cataumet area.

Push-cards can be handed out at the Pocasset and Monument Beach Post Offices.

The poster boards, the push-cards, and the power point will be showing at Town Meeting.

Stanley Andrews will collect the push-cards that have the incorrect Debt Exclusion wording on them and hold them so they don't get distributed to the public.

Tom Guerino stated both the Finance Committee and the Board of Selectmen are on record as unanimously supporting this project. John Ford has made himself available publicly to any citizen who wants to come in and discuss the merits of this program on Fridays at the Town Hall.

4. DISCUSS FUTURE AGENDA ITEMS

Getting the new cards.

Stanley Andrews stated we have to start going through all the presentations and responses to questions. In two weeks we can sit and formulate a list of questions that we have been getting, and get canned answers for what will happen at town meeting and figure out what we are presenting.

5. ADJOURN

The next Bourne DPW Building Committee meeting will be on April 24, 2013 at 5:00 PM.

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to adjourn at 5:43 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

F: Letter to the Editor – Spring Version
Revised April 24th

Bourne's Public Works Facilities – Time for an Upgrade

At the May 6th Annual Town Meeting voters will be asked to approve an article for a new DPW facility to be partially funded under a Proposition 2-1/2 Debt Exclusion. Voters should be aware that a Capital Outlay Debt Exclusion allows a community to raise funds for certain purposes above the town's levy limit. This funding CANNOT be used for any other purpose and, unlike overrides, exclusions do not become a permanent part of the base upon which the levy limit is calculated for future years. Simply stated, the debt service is added to the tax levy for the life of the debt only; once we've paid for a new DPW this assessment ends.

As Vice-Chairman of the Public Works Facility Building Committee, I would like to update the voters on this project and encourage you to attend town meeting and listen to the Committee's presentation.

The Committee was established in the fall of 2011 and includes representatives from the Finance Committee, Capital Outlay Committee, Planning Board, Board of Health, the DPW Director and an at-large member. Our charge was to assist town officials with "the investigation, research, evaluation and feasibility of siting and construction of a municipal Public Works facility". The Committee has held over thirty meetings to date, working with our designer, Weston & Sampson, to develop the most cost-effective design for this new facility.

The existing Bourne DPW is presently located at the ISWM Landfill on MacArthur Blvd. It was built in 1967 and is comprised of two buildings totaling approximately 25,000 square feet. Some 7500 square feet of these buildings is now used to store ISWM equipment. The DPW offices are on trailers adjacent to the facility. The building has outlived its useful life; our employees deserve better and the Town is long overdue to correct the shortcomings at our DPW. It is currently sited on what will be Phase VI of the landfill; this area will be needed in 2018 for ISWM to continue its operation. If this land is not available to ISWM at that time, the Town stands to lose over \$22 million in revenue processing ash and municipal solid waste (MSW).

The Town will also lose \$1.26 million in Host Community Fees and residents will pay \$2.4 million for trash/recycling, equivalent to \$220 annually per household.

Members of the Committee visited a number of DPW facilities both on and off the Cape as part of our research for a new facility. I can tell you NOT ONE provided the number of services that Bourne's DPW provides to its residents. We really get a great "bang for the buck".

The proposed facility will cost \$11,080,798. It will be sited on town-owned land at Ernest Valeri Drive near the Bournedale School. The total amount of the debt exclusion will be \$6.3 million after using funds from the Stabilization Fund, Free Cash, Capital Reserve Fund and contributions totaling \$3 million from

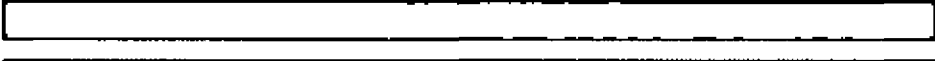
ISWM. The impact on the current tax rate will be \$0.12 or \$37 per year on a \$300,000 home; this will decrease over time.

The Board of Selectmen, Finance Committee and Capital Outlay Committee have unanimously voted to recommend this article for town meeting.

Presently interest rates are at historic lows, but won't stay this low forever. We are also starting to see construction costs begin to rise. Further delay will only mean higher costs. This is the best time to proceed with this project. We hope to see you at Town Meeting and see the committee's presentation.

John E. Redman
Sagamore Beach

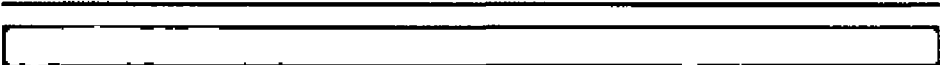
Mr. Redman is also a member of the town's Finance and Capital Outlay Committees.



Town of Bourne New Public Works Facility



May 06, 2013



2013 MAY 7 PM 5 07
CLERK'S OFFICE
BOURNE, MASS

Committee Overview

. Introduction of Committee

- . Stanley Andrews, Chairman
- . John Redman, Vice Chairman
- . George Sala, DPW Superintendent
- . William Ware
- . Chris Farrell
- . Bill Meier
- . Jonathan Nelson
- . Linda Marzelli, ex-officio
- . Tom Guerino, ex-officio

. Background

. DPW highlights

Bourne DPW

Project History.....


- DPW Constructed in 1967
- Initial feasibility study started in 2007
- Feasibility study completed in 2008
- Feasibility study updated 2012



Bourne DPW does a lot more than most communities.....

- Managing the collection of solid waste and recyclables

 - Maintaining ALL Town vehicles
 - DPW
 - Police
 - Fire
 - DNR
 - COA
 - Town Hall
 - School

 - Maintaining beaches and shore line
 - Construction of beach floats
 - Beach raking
 - Maintaining docks and lifeguard stands/shacks
 - Dredging support
-
- 

What does the Department of Public Works do for the community.....



Bourne DPW

Bourne DPW, the life blood of the community, and one of the Town's emergency services, touches residents' lives every day by:

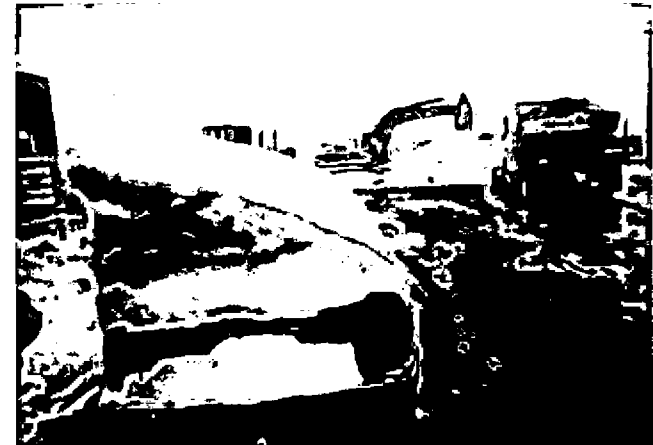
- Maintaining roadways, sidewalks, parks
- Collection of solid waste and recyclables
- Maintaining the Town's vehicle fleets
- Maintaining public beaches
- Maintaining storm drain and sewer systems
- Ensuring proper maintenance of Town facilities
- Provide support for all Town wide activities
 - Holiday lighting
 - Fireworks
 - 4th of July Parade
 - Annual Scallop Festival
 - Civic associations



The DPW is responsible for the maintenance and repair of the some of the Town's most vital infrastructure including.....

The DPW is also on call 24 hours a day to handle other unexpected problems and emergencies including:

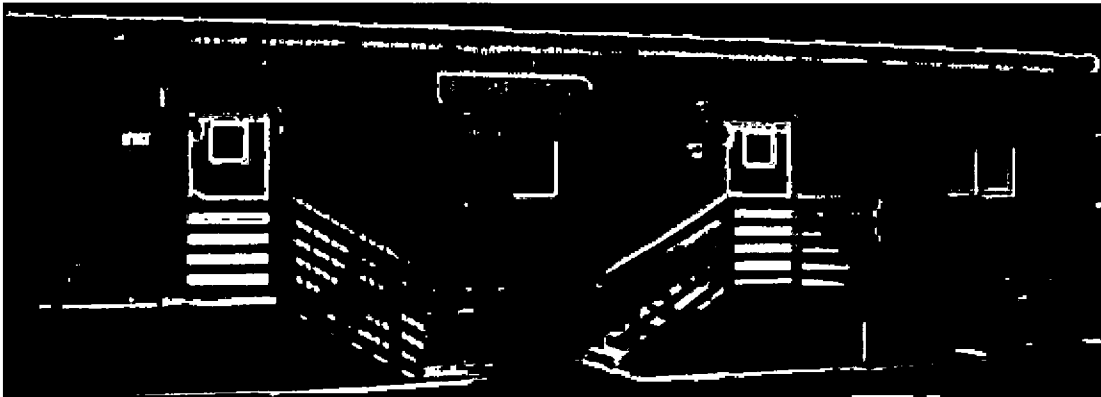
- Snow & ice storms
- Removal of road hazards
- Repair of sewer breaks or backups
- Cleanup after automotive accidents
- Windstorm cleanup
- Flooding
- Emergency facility repairs
- The support of other emergency departments – First Responder



**Why does the Town need a
new facility?**

Why does the Town need a Public Works Facility?

- Due to lack of space, staff is forced to work out of temporary trailers.
- Only 1 ½ vehicle maintenance bays for 4 Mechanics to maintain entire town fleet

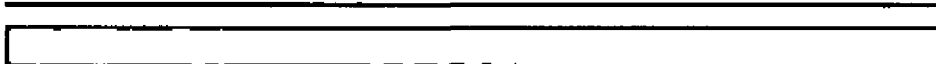




Why does the Town need a new facility?

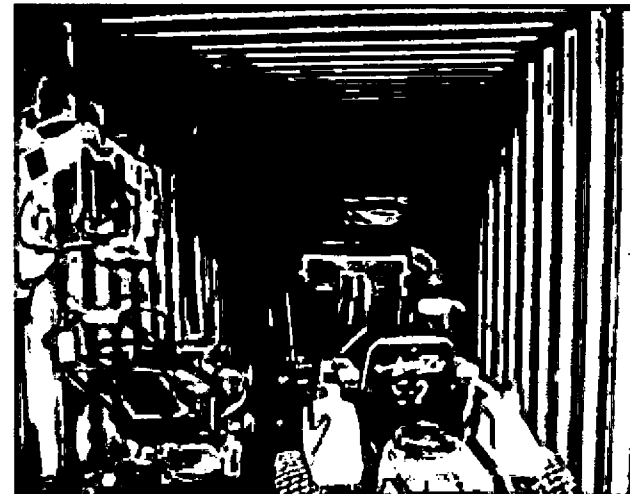
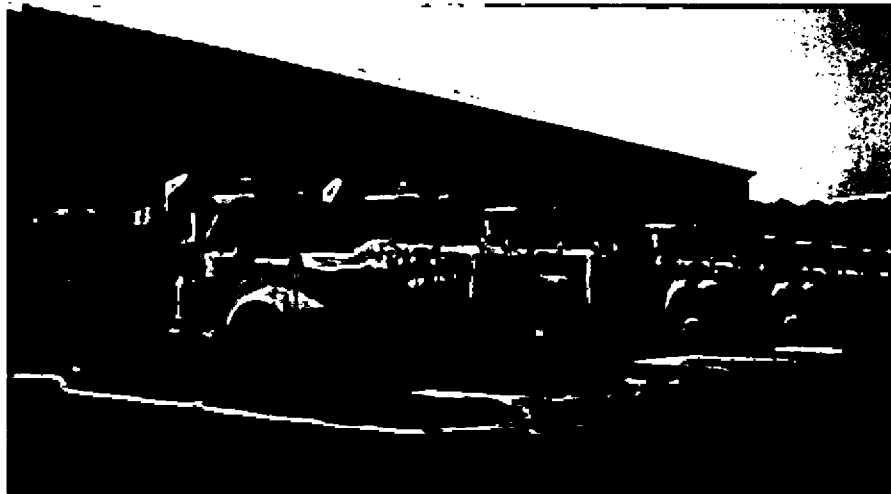
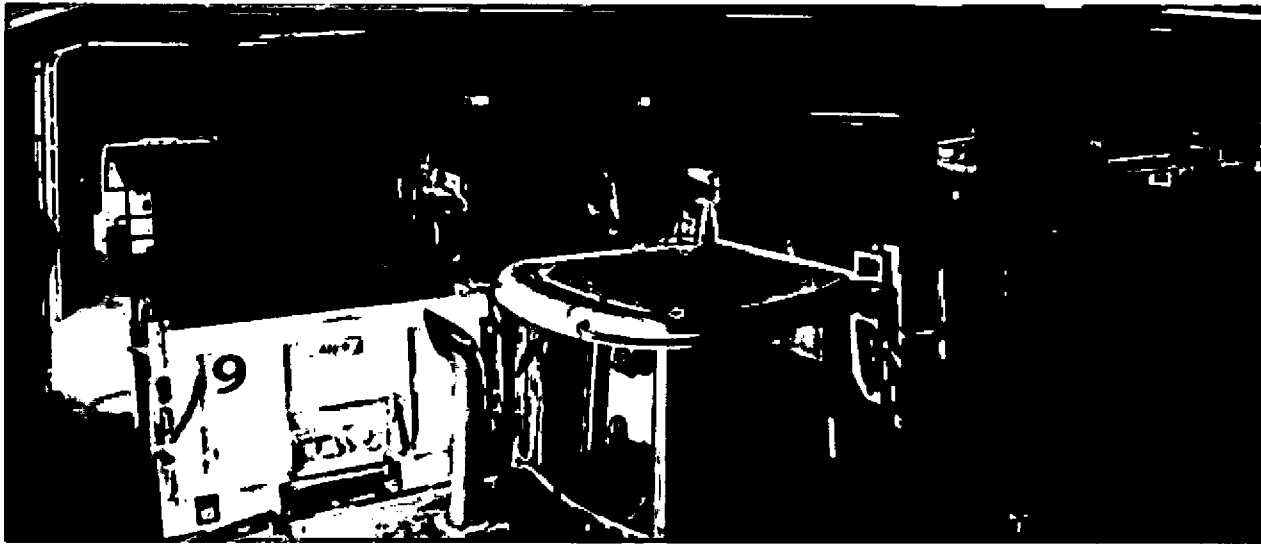


Only 1 ½ vehicle maintenance bays for 4 Mechanics to maintain entire town fleet

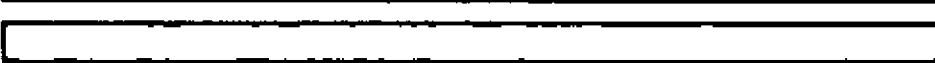




Why does the Town need a new facility?

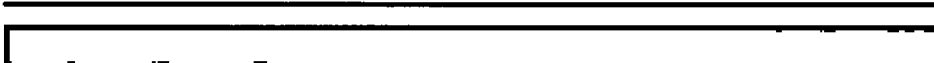


Vehicle/Equipment storage areas are inefficient or just non-existent



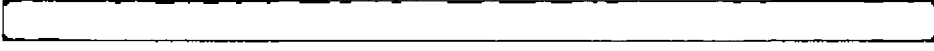
Why does the facility need to be moved to a new site |

- Existing DPW facility is located in Phase 6 of the ISWM facility
- This air space has potential value of \$23 million in future revenue
- By 2015 Bourne will begin accepting its contractual peak allotment of ash from the Covanta / SEMASS facility as a future revenue stream for the Town

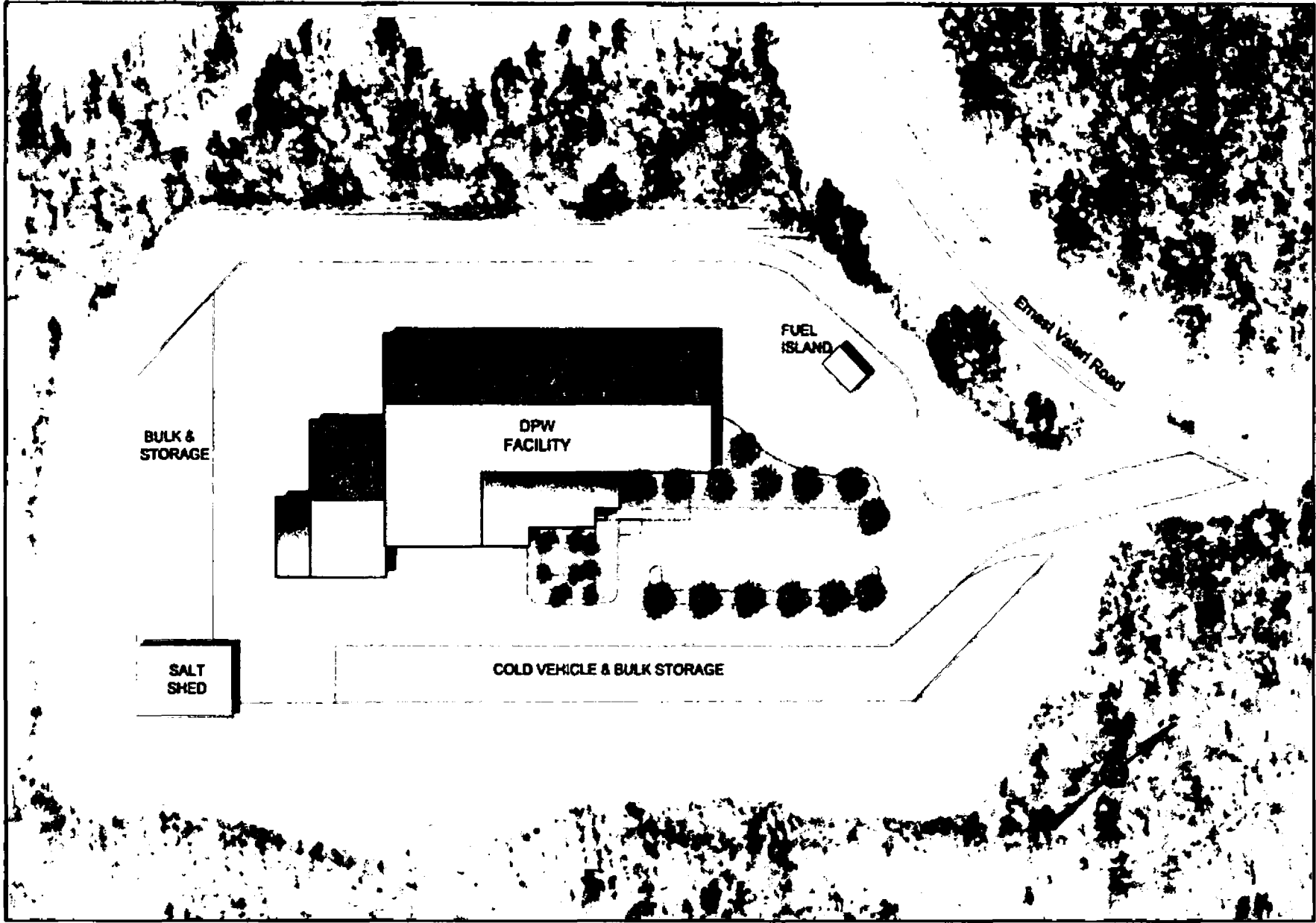


What is proposed.....

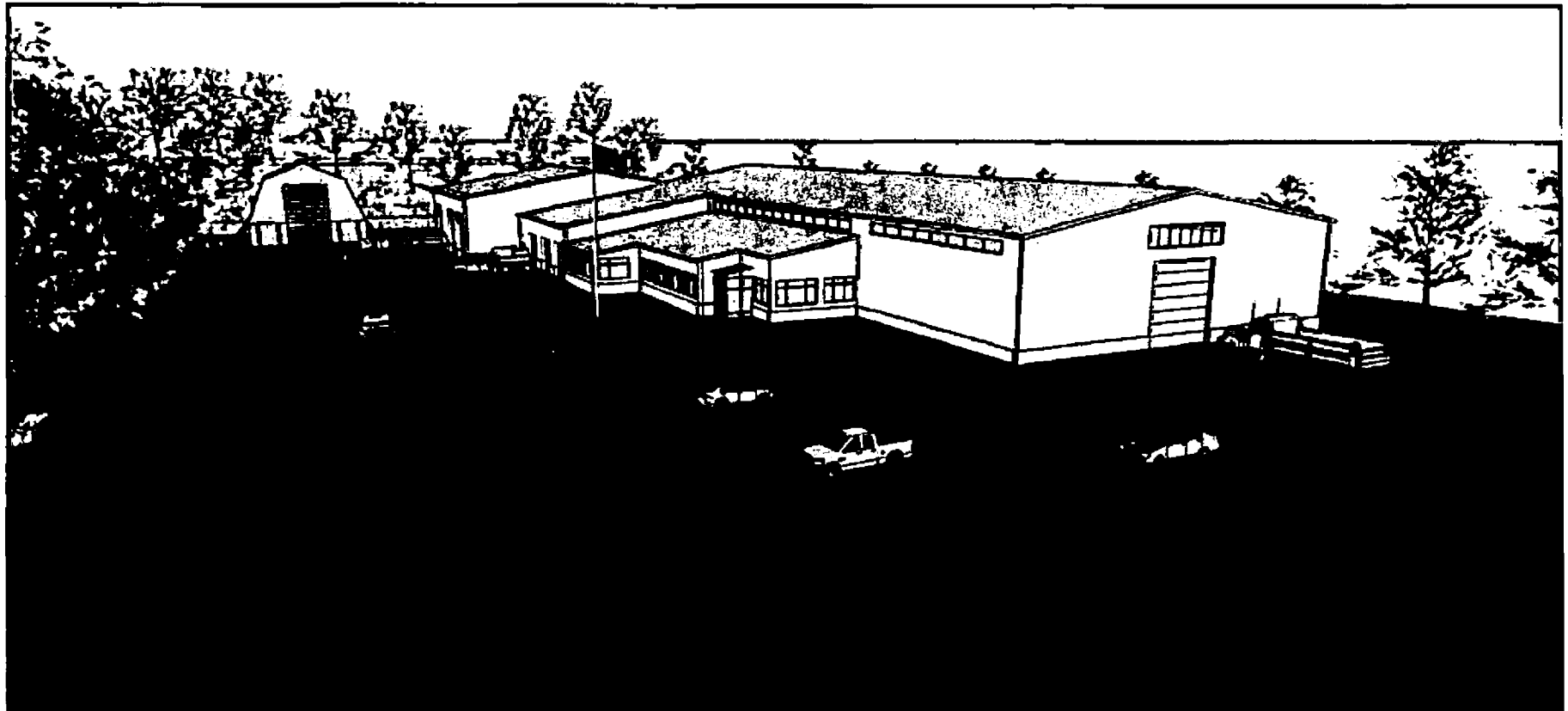
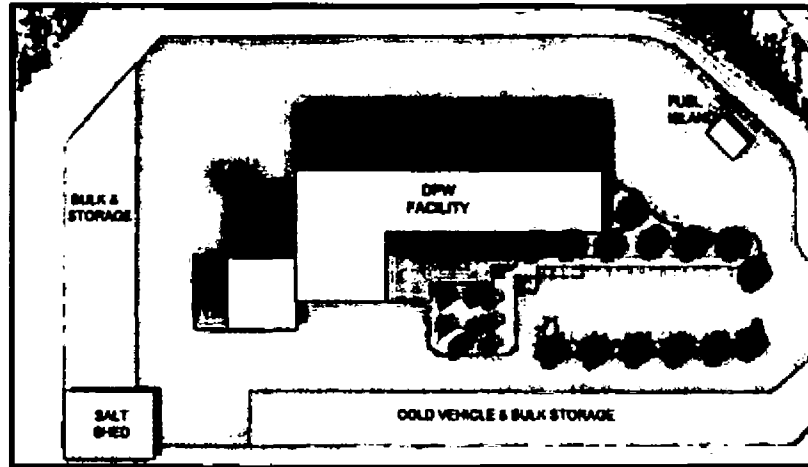
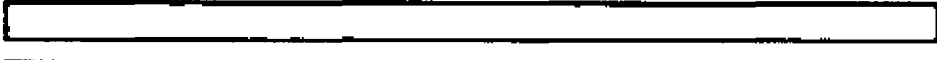
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



Project costs.....

Project Cost Summary

• Building		\$5,253,370
Administrative / Employee Facilities	4,671 SF	(131/SF)
Shops/Material Storage	2,599 SF	
Vehicle Maintenance	6,754 SF	
Wash Bay	1,518 SF	
Vehicle & Equipment Storage	<u>24,610 SF</u>	
TOTAL:	40,152 SF	
• Industrial Support Equipment / Fueling		\$730,000
• Site Development Costs		\$2,655,342
• DEP mandated stormwater system		
• Site clearing, excavation, gravel borrow, loam		
• Water supply, electrical		
• Paving, curbing, fencing, gates, etc.		
• Salt/Sand Storage Structure		
• Design Contingencies		<u>\$345,548</u>
Subtotal Construction:		\$8,984,260
		(\$224/SF)

Project Cost Summary

Subtotal Construction:	\$ 8,984,260 <i>(\$224/SF)</i>
• Soft Costs & Const. Contingencies	\$2,096,538 ¹
• Design fees	
• Owner's Project Manager	
• Construction contingency	
• Permitting/Testing	
• Furnishings	
• Communications	
TOTAL COST:	\$11,080,798 ²

¹ (price includes approximately \$700,000 in contingency due to the early nature of the project)

² (does not reflect possible savings of \$1,000,000 for site work to be completed by DPW & ISWM)

Project Cost Summary.....

Average bid prices for public works facilities in Massachusetts
(includes building, industrial equipment, and site construction costs)

- **2006 – Town of Franklin DPW Facility: \$225 / SF**
- **2007 – Town of Lexington DPW Facility: \$245 / SF**
- **2009 – Town of Weston DPW Facility: \$272 / SF**
- **2010 – Town of Charlton DPW Facility: \$226 / SF**
- **2012 – Town of Bourne DPW Facility: \$224 / SF**
- **2013 – Town of Wayland DPW Facility: \$240 / SF**

How is the Town Going to Finance this Project?

- Total Project Cost: \$11,080,798

- ISWM Contribution: (\$3,500,000)
 - \$1 million savings for site work
 - \$1 million from ISWM Retained Earnings
 - \$500,000 Capital Reserve
 - \$1 million from ISWM Financing

- Stabilization Fund: (\$750,000)

- Free Cash: (\$500,000)

- Cost as Debt Exclusion: \$6,330,798

Benefits to the DPW and the Community |

- Protection of Town's multi-million dollar fleet of vehicles and equipment
 - Increased life expectancy
 - Lower maintenance costs
- Save money – great bidding and borrowing climate
- Safe environment for Town employees
- More efficient work space improves response times and productivity
- Consolidation of Engineering, Sewer, and Facilities Manager with current DPW operations will improve overall efficiency of the department and free up space in Town Hall

Town of Bourne
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, April 24, 2013

Time: 5:00 P.M.

2013 NOV 7 PM 5 07

TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 10, 2013
3. Informational program public responses
4. Discuss Future agenda items
5. Adjourn

Town of Bourne

2013 APR 22 AM 9 00
Public Works Building Committee

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

2013 APR 22 AM 9 00
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Date: Wednesday, April 24, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 10, 2013
3. Informational program public responses
4. Discuss Future agenda items
5. Adjourn

Bourne Public Works Facilities Building Committee
April 24, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, April 24, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, Chris Farrell, George Sala, and Bill Ware. Jonathan Nelson was absent.

Present for the Selectmen was:

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, Brian Wilson and Chuck Ruggiero, Bourne DPW Department and Peter Meier.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:00 p.m.

2. APPROVE MINUTES FROM APRIL 10, 2013

VOTED: On a motion made by John Redman and seconded by William Meier, it was unanimously voted to approve the minutes from April 10, 2013 as written. George Sala abstained.

2013 NOV 7 PM 5:07
TOWN CLERK'S OFFICE
BOURNE, MASS

3. INFORMATIONAL PROGRAM PUBLIC RESPONSES

Stanley Andrews wanted to know what the response has been.

William Meier stated that people were talking about the radio show with Ed Lambert bashing the project. Chris Farrell stated that he heard split comments. People who can't vote love the idea and can't believe the amount of services the DPW does. He got more positive than negative but did get some negative comments.

Bill Ware stated that he heard comments about the printed card, like who paid for the cards.

George Salas stated that people still have to be explained the difference between a debt exclusion and an override. George also heard why does the new building have to be on this side of the bridge.

Stanley Andrews stated that Paul Gately would like more information about the project, and suggested that someone sit down with Paul Gately and someone sit down with Diana Barth and discuss the project with each of them separately. Some topics to cover: Why ISWM isn't paying for the project, the amount that ISWM has already paid, ISWM could have to close 2 years earlier, the cost of disposal we haven't had to pay.

John Redman will meet with Diana Barth and Chris Farrell will meet with Paul Gately.

John Redman went over the letter to the editor and his notes on what will be said for the presentation at the Town Meeting.

F: Letter to the Editor – Spring Version
Revised April 24th

Bourne's Public Works Facilities – Time for an Upgrade

At the May 6th Annual Town Meeting voters will be asked to approve an article for a new DPW facility to be partially funded under a Proposition 2-1/2 Debt Exclusion. Voters should be aware that a Capital Outlay Debt Exclusion allows a community to raise funds for certain purposes above the town's levy limit. This funding CANNOT be used for any other purpose and, unlike overrides, exclusions do not become a permanent part of the base upon which the levy limit is calculated for future years. Simply stated, the debt service is added to the tax levy for the life of the debt only; once we've paid for a new DPW this assessment ends.

As Vice-Chairman of the Public Works Facility Building Committee, I would like to update the voters on this project and encourage you to attend town meeting and listen to the Committee's presentation.

The Committee was established in the fall of 2011 and includes representatives from the Finance Committee, Capital Outlay Committee, Planning Board, Board of Health, the DPW Director and an at-large member. Our charge was to assist town officials with "the investigation, research, evaluation and feasibility of siting and construction of a municipal Public Works facility". The Committee has held over thirty meetings to date, working with our designer, Weston & Sampson, to develop the most cost-effective design for this new facility.

The existing Bourne DPW is presently located at the ISWM Landfill on MacArthur Blvd. It was built in 1967 and is comprised of two buildings totaling approximately 25,000 square feet. Some 7500 square feet of these buildings is now used to store ISWM equipment. The DPW offices are on trailers adjacent to the facility. The building has outlived its useful life; our employees deserve better and the Town is long overdue to correct the shortcomings at our DPW. It is currently sited on what will be Phase VI of the landfill; this area will be needed in 2018 for ISWM to continue its operation. If this land is not available to ISWM at that time, the Town stands to lose over \$22 million in revenue processing ash and municipal solid waste (MSW).

The Town will also lose \$1.26 million in Host Community Fees and residents will pay \$2.4 million for trash/recycling, equivalent to \$220 annually per household.

Members of the Committee visited a number of DPW facilities both on and off the Cape as part of our research for a new facility. I can tell you NOT ONE provided the number of services that Bourne's DPW provides to its residents. We really get a great "bang for the buck".

The proposed facility will cost \$11,080,798. It will be sited on town-owned land at Ernest Valeri Drive near the Bournedale School. The total amount of the debt exclusion will be \$6.3 million after using funds from the Stabilization Fund, Free Cash, Capital Reserve Fund and contributions totaling \$3 million from ISWM. The impact on the current tax rate will be \$0.12 or \$37 per year on a \$300,000 home; this will decrease over time.

The Board of Selectmen, Finance Committee and Capital Outlay Committee have unanimously voted to recommend this article for town meeting.

Presently interest rates are at historic lows, but won't stay this low forever. We are also starting to see construction costs begin to rise. Further delay will only mean higher costs. This is the best time to

proceed with this project. We hope to see you at Town Meeting and see the committee's presentation.

John E. Redman
Sagamore Beach

Mr. Redman is also a member of the town's Finance and Capital Outlay Committees.

DPW Town Meeting Presentation

Move article: Will mention that the Finance Committee voted unanimously to support this article.

Moderator's permission:

Before I begin the Committee's presentation, I would like to ask the Moderator's permission for Jeffrey Alberti who represents Weston & Sampson, consultants to the Town's Public Works Facility Building Committee, to be allowed to sit at the front of the hall during the discussion and to be allowed to make a brief presentation and to speak to answer questions.

Outline Process:

Following my opening comments you will see a presentation from Jeff Alberti from Weston and Sampson, our design firm.

We will keep this presentation as brief as possible but we do want to provide voters with a comprehensive presentation on this project. This is a two-step process – it needs to obtain an affirmative vote (2/3's) at this town meeting and then be approved on the May ballot.

Go to slides:

Introduce Committee with their backgrounds. Our design firm, Weston & Sampson has been involved in design and construction administration for more than 50 DPW projects over the past decade.

Background – Committee slide: Committee was established in late Fall 2011 and has had over 30 meetings and made three community presentations.

Bourne DPW was built on existing site in 1967 and comprises two buildings which total approximately 25,000 sq. ft. ISWM now occupies 7500 square feet of one of these buildings.

Outline services that DPW provides to the community. Some Committee members did site visits at six DPW facilities on and off the Cape and spoke with directors at two others to develop best practices as we did our research on this project. Not one DPW we visited comes close to providing the various services to the community that Bourne's DPW does saving our taxpayers thousands of dollars annually.

Slide on why keep the vehicles indoors – 50 DPW vehicles worth close to \$10 million.

What is Proposed— Slide 13 Jeff Alberti from Weston & Sampson. Jeff does the slides for the new facility. John will present the financials. Jeff will address cost justification.

At the conclusion of my comments I will remind all that this project has unanimous vote of Board of Selectmen; Capital Outlay Committee and Finance Committee. Also that this is two-step process; vote at town meeting and then on November ballot.

Miscellaneous notes:

ISWM Pay All: JER: The simple answer is that they don't have sufficient revenue after covering their operational costs, capital needs, closure costs, etc. Also, the Department of Revenue ruled in a letter to the Board of Selectmen in 2000 that ISWM's maximum contribution would be for an amount equal to the square footage of the existing facility. That would be a maximum of \$4.2 million – their contribution (including in-kind site preparation) is \$3 million. REVIEW

Linda Marzelli: Makes sense for the Finance Director answer questions come about beyond this outlining ISWM Contribution to the Town for 10 years has been almost \$18 million. Reaffirm the cost absorbed for MSW and recycling.

Gannett & Fleming did Feasibility Study in 2007/08. They did not bid on RFP for design services. Weston & Sampson was chosen by committee over HKT Architects and Peterman Architects. Thomas Guerino negotiated fee.

You will also see a "team effort" between the two departments to make this project work and keep costs down.

Town has 180 vehicles – DPW 50 –valued at \$10 million. **Total employees: 30. REVIEW**

Outside storage: Cost to store outdoors over the life of the building will cost approximately 3 times the cost to construct, operate and maintain a new vehicle/equipment storage garage. Weston & Sampson's analysis determined that the cost to store vehicles outdoors over the 50 year life of a building is approximately \$38M versus \$13M to construct, operate and maintain a new vehicle storage garage.

Covanta/SEMASS: In 2022, when the landfill closes, we can begin putting our MSW there until 2041 at a tipping fee of 17.92 saving the town \$12M over projected costs. Starting in 2015 we will retain 24,000 TPY of capacity above and beyond Bourne's 6000 TPY requirement. Covanta will pay the town an equivalent rate of \$73/ton for ash (versus MSW) disposal.

Building facility at another location at ISWM not an option – cost and environmental issues. Not moving from land which is Phase VI would reduce life of landfill by approximately 2 years. This would represent a loss of \$22 million in revenue for the town.

Town resources: Bourne is in great shape financially with Free Cash - \$6,510,383 Stabilization Fund \$3,500,000 and Capital Stabilization \$686,514. Some of these funds will be used at this spring's town meeting.

How is it that ISWM can do site preparation? ISWM recognizes that the priority for the Town is development of the land and can reallocate resources on an intermittent basis without compromising

their commitment to landfill operations. Has assisted with dredging operations in the past and has the machinery to do this type of work.

Facilities/Engineering & Sewer offices will be added to facility. Facilities presently occupies a second floor conference room at town hall. Space is needed there.

The Presentation

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Town of Bourne
New Public Works Facility



May 06, 2013

Committee Overview

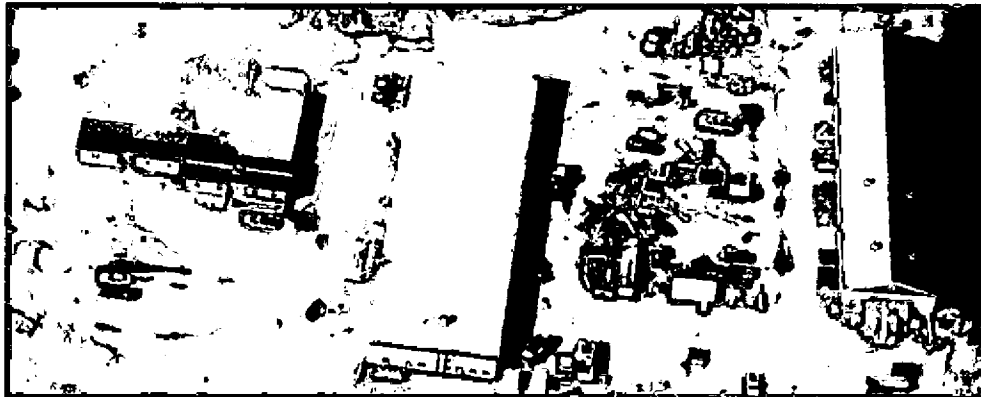
. Introduction of Committee

- . Stanley Andrews, Chairman
 - . John Redman, Vice Chairman
 - . George Sala, DPW Superintendent
 - . William Ware
 - . Chris Farrell
 - . Bill Meier
 - . Jonathan Nelson
 - . Linda Marzelli, ex-officio
 - . Tom Guerino, ex-officio
- . Background
- . DPW highlights

Bourne DPW

Project History.....

- . DPW Constructed in 1967
- . Initial feasibility study started in 2007
- . Feasibility study completed in 2008
- . Feasibility study updated 2012



Bourne DPW does a lot more than most communities.....

- Managing the collection of solid waste and recyclables

- Maintaining ALL Town vehicles
 - DPW
 - Police
 - Fire
 - DNR
 - COA
 - Town Hall
 - School

- Maintaining beaches and shore line
 - Construction of beach floats
 - Beach raking
 - Maintaining docks and lifeguard stands/shacks
 - Dredging support

What does the Department of Public Works do for the community.....

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Bourne DPW

Bourne DPW, the life blood of the community, and one of the Town's emergency services, touches residents' lives every day by:

- Maintaining roadways, sidewalks, parks
- Collection of solid waste and recyclables
- Maintaining the Town's vehicle fleets
- Maintaining public beaches
- Maintaining storm drain and sewer systems
- Ensuring proper maintenance of Town facilities
- Provide support for all Town wide activities
 - Holiday lighting
 - Fireworks
 - 4th of July Parade
 - Annual Scallop Festival
 - Civic associations



The DPW is responsible for the maintenance and repair of the some of the Town's most vital infrastructure including.....

The DPW is also on call 24 hours a day to handle other unexpected problems and emergencies including:

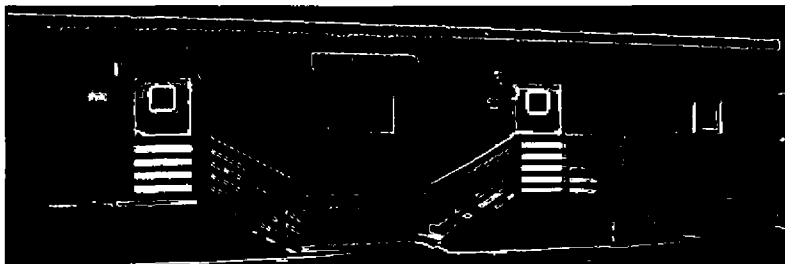
- Snow & ice storms
- Removal of road hazards
- Repair of sewer breaks or backups
- Cleanup after automotive accidents
- Windstorm cleanup
- Flooding
- Emergency facility repairs
- The support of other emergency departments – First Responder



Why does the Town need a new facility?

Why does the Town need a Public Works Facility?

- Due to lack of space, staff is forced to work out of temporary trailers.
- Only 1 ½ vehicle maintenance bays for 4 Mechanics to maintain entire town fleet

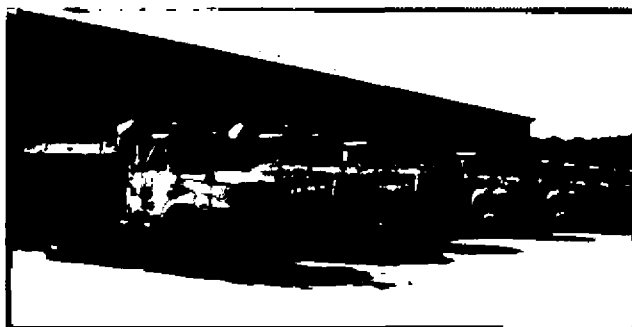


Why does the Town need a new facility?



Only 1 1/2 vehicle maintenance bays for 4 Mechanics to maintain entire town fleet

Why does the Town need a new facility?



Vehicle/Equipment storage areas are inefficient or just non-existent

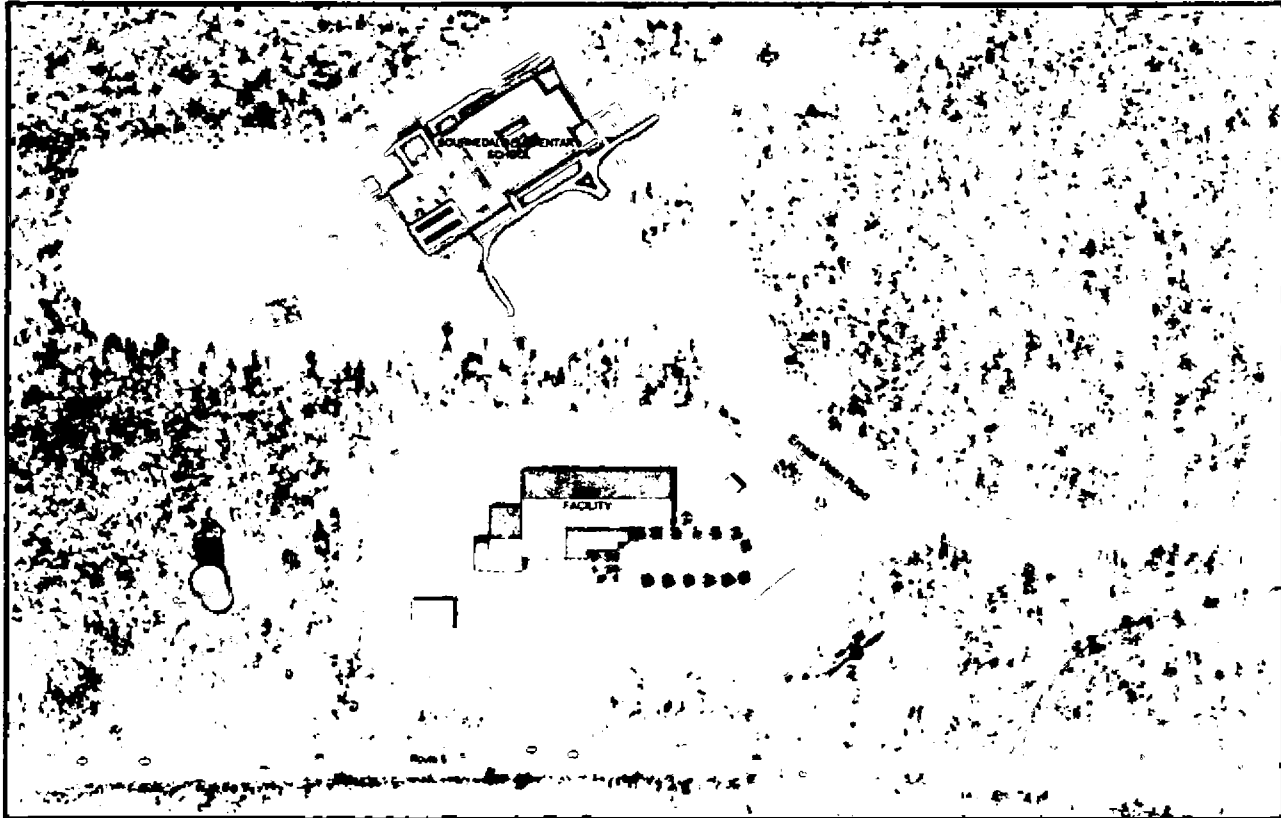
Why does the facility need to be moved to a new site |

- Existing DPW facility is located in Phase 6 of the ISWM facility
- This air space has potential value of \$23 million in future revenue
- By 2015 Bourne will begin accepting its contractual peak allotment of ash from the Covanta / SEMASS facility as a future revenue stream for the Town

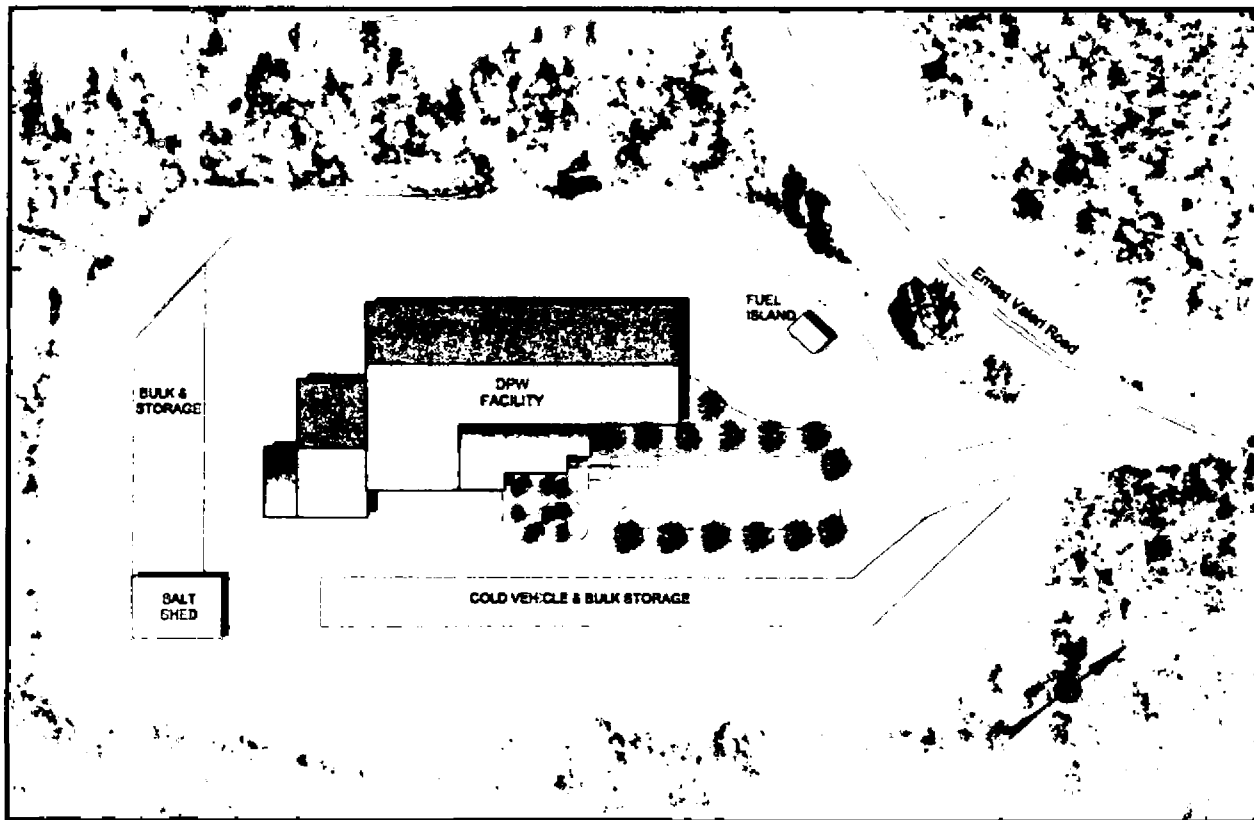


What is proposed.....

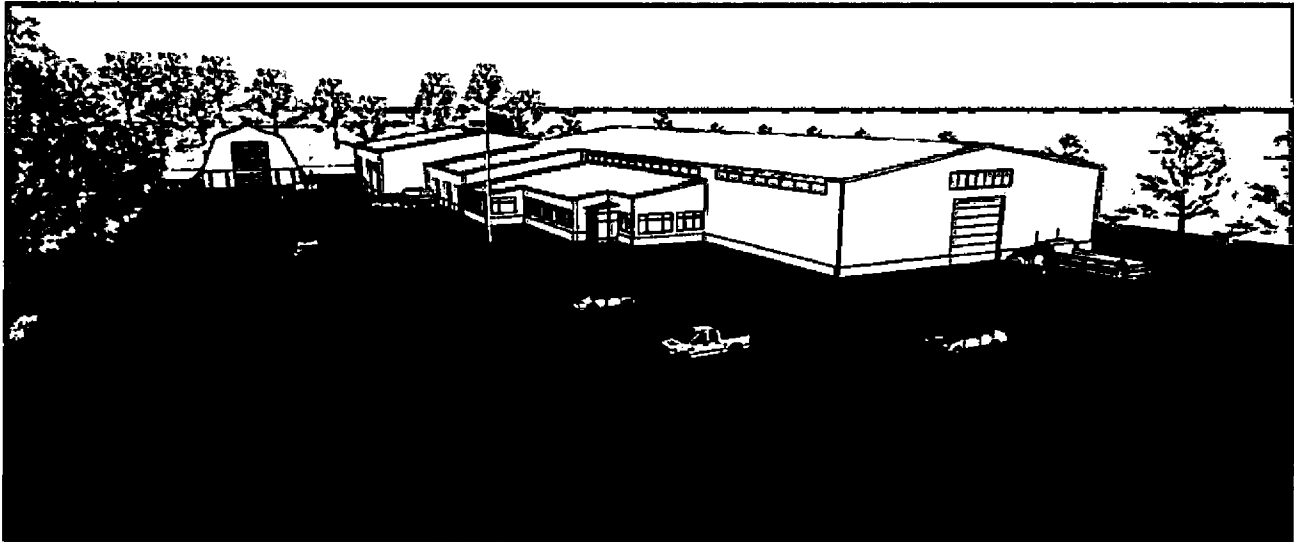
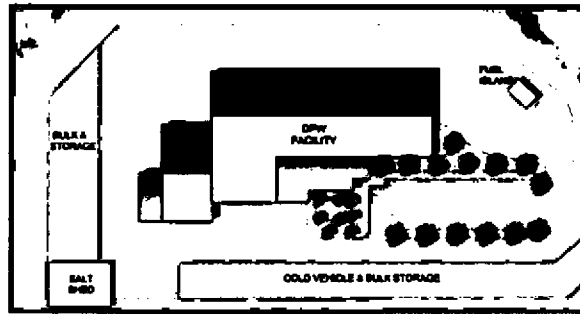
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Project costs.....

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Project Cost Summary

• Building		\$5,253,370
Administrative / Employee Facilities	4,671 SF	(131/SF)
Shops/Material Storage	2,599 SF	
Vehicle Maintenance	6,754 SF	
Wash Bay	1,518 SF	
Vehicle & Equipment Storage	<u>24,610 SF</u>	
TOTAL:	40,152 SF	
• Industrial Support Equipment / Fueling		\$730,000
• Site Development Costs		\$2,655,342
• DEP mandated stormwater system		
• Site clearing, excavation, gravel borrow, loam		
• Water supply, electrical		
• Paving, curbing, fencing, gates, etc.		
• Salt/Sand Storage Structure		
• Design Contingencies		<u>\$345,548</u>

Subtotal Construction:

\$8,984,260

(\$224/SF)

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Project Cost Summary

Subtotal Construction:		\$ 8,984,260
		((\$224/SF)
• Soft Costs & Const. Contingencies		\$2,096,538 ¹
• Design fees		
• Owner's Project Manager		
• Construction contingency		
• Permitting/Testing		
• Furnishings		
• Communications		

TOTAL COST:**\$11,080,798 ²**¹ (price includes approximately \$700,000 in contingency due to the early nature of the project)² (does not reflect possible savings of \$1,000,000 for site work to be completed by DPW & ISWM)

Project Cost Summary.....

Average bid prices for public works facilities in Massachusetts
(includes building, industrial equipment, and site construction costs)

- 2006 – Town of Franklin DPW Facility: \$225 / SF
- 2007 – Town of Lexington DPW Facility: \$245 / SF
- 2009 – Town of Weston DPW Facility: \$272 / SF
- 2010 – Town of Charlton DPW Facility: \$226 / SF
- 2012 – Town of Bourne DPW Facility: \$224 / SF
- 2013 – Town of Wayland DPW Facility: \$240 / SF

How is the Town Going to Finance this Project?

- Total Project Cost: \$11,080,798

- ISWM Contribution: (\$3,500,000)
 - \$1 million savings for site work
 - \$1 million from ISWM Retained Earnings
 - \$500,000 Capital Reserve
 - \$1 million from ISWM Financing

- Stabilization Fund: (\$750,000)

- Free Cash: (\$500,000)

- Cost as Debt Exclusion: \$6,330,798

Benefits to the DPW and the Community |

- Protection of Town's multi-million dollar fleet of vehicles and equipment
 - Increased life expectancy
 - Lower maintenance costs
- Save money – great bidding and borrowing climate
- Safe environment for Town employees
- More efficient work space improves response times and productivity
- Consolidation of Engineering, Sewer, and Facilities Manager with current DPW operations will improve overall efficiency of the department and free up space in Town Hall

4. DISCUSS FUTURE AGENDA ITEMS

At the next meeting do a run through of the presentation.

This weekend on Saturday, March 27th Stanley Andrews will be at the DPW, late afternoon, handing out the pushcards and answering questions.

On Sunday, March 28th Chris Farrell will be at the DPW, morning, handing out push cards and answering questions.

5. ADJOURN

The next Bourne DPW Building Committee meeting will be on May 1, 2013 at 5:00 PM.

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to adjourn at 5:38 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

2013 APR 29 AM 10 42

Town of Bourne TOWN CLERK'S OFFICE
Public Works Building Committee BOURNE, MASS

MEETING NOTICE

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

Date: Wednesday, May 1, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 24, 2013
3. Informational program public responses
4. Town Meeting review
5. Adjourn

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5 11

MEETING NOTICE

TOWN CLERK'S OFFICE

Location: Bourne Veteran's Memorial Community Center 239 Main Street, BOURNE, MASS

Date: Wednesday, May 1, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 24 , 2013
3. Informational program public responses
4. Town Meeting review
5. Adjourn

Bourne Public Works Facilities Building Committee
May 1, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, May 1, 2013.

2013 NOV 7 PM 5 11

Present for the DPW Building Committee were: Stanley Andrews, chairman, ~~Town Board~~ William Meier, Chris Farrell, George Sala, Bill Ware, and Jonathan Nelson.

BOURNE, MASS

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, Brian Wilson and Chuck Ruggiero, Bourne DPW Department, Tom Guerino, and Linda Marzelli.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:05 p.m.

2. APPROVE MINUTES FROM APRIL 24, 2013

VOTED: On a motion made by John Redman and seconded by George Sala it was unanimously voted to approve the minutes from April 24, 2013 as written. Jonathan Nelson abstained.

3. INFORMATIONAL PROGRAM PUBLIC RESPONSES

Stanley Andrews wasn't able to go to the DPW on Saturday.
William Meier was at the DPW on Saturday. He heard more positive than negative feedback.

4. TOWN MEETING REVIEW

The Committee reviewed the amended presentation.
Jeff Alberti went over the slides.
John Redman and Jeff Alberti went over their sections of the presentation.
John Redman started the presentation. At what is proposed he turns the presentation over to Jeff Alberti.
Jeff went over what is proposed and the project costs. At the slide for Financing he turns the presentation back over to John Redman.
The total presentation was around 12 minutes.

Some of the questions the committee anticipates receiving at Town meeting
ISWM was supposed to pay for the new DPW building. – John Redman will answer this question.
John Redman will mention that the Town could lose \$22 million dollars in gross revenue in two years if the DPW doesn't move. Linda Marzelli will back up this response.
Linda will get the correct dollar amounts to John Redman.
How is it that ISWM can do site preparation? – John Redman will answer this question.

Stanley Andrews questioned whether the booth is all set; the table, TV monitor, and equipment will be set up. Bill Ware and Stanley Andrews will be at the table.

The cards will be handed out at the table.

Stan will bring the poster board and the cards to Town meeting.

Jeffrey will bring the presentation on a thumb drive and a DVD.

5. ADJOURN

The next Bourne DPW Building Committee meeting will be on Monday, May 13, 2013 at 5:00 PM to discuss Town meeting results.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to adjourn at 6:12 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

Town of Bourne
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, May 15, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May1 , 2013
3. Town Meeting review
4. Adjourn

Bourne Public Works Facilities Building Committee
May 15, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, May 15, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, Chris Farrell, William Meier, George Sala, and Bill Ware. Jonathan Nelson was absent.

Present for the Selectmen was:

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, and Tom Guerino.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:00 p.m.

2. APPROVE MINUTES FROM MAY 1, 2013

VOTED: On a motion made by John Redman and seconded by George Sala it was unanimously voted to approve the minutes from May 1, 2013 with corrections.

3. TOWN MEETING REVIEW

Stan Andrews wanted to know what people thought of Town Meeting.

Chris Farrell said he was surprised at some of the people that were on the stage that were not for it. He got comments that the presentation went very well. People still asked why this side of the bridge, but he heard mostly positive comments.

George Sala said he thinks they did an excellent job on the presentation. Former DPW and ISWM employees questioned why this side of the bridge.

John Redman commented that Matt Stuck said the schools don't have a problem with it. John Redman also said that the presentation gave the committee the opportunity to get the info out before the ballot vote. He feels it went well and the ballot vote should go well.

Bill Ware said he thinks the presentation went well.

Stan Andrews met with the facilities committee last Fall and they took the info back to the committee and is happy the committee was for it. When Stan Andrews handed out the cards last weekend some of the people said that they were at Town Meeting and they will vote for it. Some think the town is getting enough of their money and they will not vote for it. Stan Andrews will be at the ISWM gate again on Saturday morning.

Ton Guerino said he thinks the presentation went well. He was surprised no questions were asked at the Town Meeting. He also thinks the cards should be handed out at the PO in Bourne again on Saturday.

Bill Ware will be at the PO in Cataumet on Saturday handing out cards.

Stan Andrews stated that if all goes well on the ballot question and the town votes for the project the committee has to hire an Owners Project Manager.

4. ADJOURN

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to adjourn at 5:35 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

**Bourne DPW Facility
Budget Total Project Cost**

Weston&Sampson

Date 21-Sep-12

		AVE. QUALITY / UTILITARIAN FINISHES / EQUIPMENT		
		Size (SF)	2012 Cost/SF	Cost
<u>New Construction</u>				
	Area			
	Administration / Employee Facilities	4,671	\$ 220	\$ 1,027,620
	Shops	2,599	\$ 170	\$ 441,830
	Vehicle Maintenance (not including equipment)	6,754	\$ 200	\$ 1,350,800
	Wash	1,518	\$ 240	\$ 364,320
	Vehicle / Equipment Storage	24,610	\$ 80	\$ 1,968,800
	New Construction Subtotal:	40,152		\$ 5,153,370
	Building Cost per SF:	\$ 128		
			Place a "x" here if included	
	Industrial Equipment			
	- Wash Equipment	\$ 50,000	x	\$ 50,000
	- Heavy Duty Vehicle Lift	\$ 60,000	x	\$ 60,000
	- Light Duty Vehicle Lift	\$ 15,000	x	\$ 15,000
	- Bridge Crane	\$ 60,000	x	\$ 60,000
	- Overhead Lubrication System	\$ 80,000	x	\$ 80,000
	- Storage Shelving / Benches / Racks	\$ 25,000	x	\$ 25,000
	- Exhaust Removal System	\$ 30,000	x	\$ 30,000
	Industrial Equipment Subtotal:			\$ 320,000
	Fuel System			
	- 2 - 10,000 Gallon Tanks	\$ 80,000	x	\$ 80,000
	- Concrete Ballast Pad	\$ 20,000	x	\$ 20,000
	- Concrete Surface Pad	\$ 20,000	x	\$ 20,000
	- Pea Stone Backfill	\$ 14,000	x	\$ 14,000
	- Dispensing System & Associated Pipe	\$ 36,000	x	\$ 36,000
	- Canopy	\$ 35,000	x	\$ 35,000
	- Fuel Management System	\$ 25,000	x	\$ 25,000
	- Installation	\$ 180,000	x	\$ 180,000
	Fuel System Subtotal:			\$ 410,000
	Building & Equipment Total:			\$ 5,883,370

**Bourne DPW Facility
Budget Total Project Cost**

Date **21-Sep-12**

Mezzanines	2,000	\$	50	\$	100,000
Open Canopy Storage	-	\$	75	\$	-
Salt Storage Structure (60 x 104 for 4000 TN Capacity)	6,240	\$	65	\$	405,600
Site Development (acres) (based on estimate provided by the Town)	5.0			\$	2,249,742
				Subtotal Bldg, Equip, & Site:	\$ 8,638,712
				Design Contingency (4%):	\$ 345,548
				Total Construction:	\$ 8,984,260
				(2012 dollars)	
				Total Construction Cost/SF:	\$ 224
Owner's Soft Costs					
A&E Fees (design, bid, const.)	\$ 888,426				(Assume 10% of Const. Value)
	\$ 133,284				Schematic Design (15%)
	\$ 177,685				Design Development (20%)
	\$ 355,370				Construction Documents (40%)
	\$ 44,421				Bidding (5%)
	\$ 177,685				Construction Administration (20%)
A&E Special Services	\$ 89,843				(Assume 1% of Const. Value)
Owner's Project Manager Fees	\$ 269,528				(Avg 2.5-3.5% of Const. Value)
Furnishings (FFE)	\$ 50,000				allowance
Communic. / Low Voltage System	\$ 25,000				allowance
Temporary Facilities	\$ -				allowance
Printing Cost - Advertisement	\$ 15,000				allowance
Legal Costs	\$ -				allowance
Commissioning	\$ -				allowance
Abatement	\$ 20,000				allowance
Chapter 17 Test & Inspections	\$ 20,000				allowance
Owner Bonding Costs	\$ -				allowance
Construction Contingency (8%)	\$ 718,741				allowance
				Subtotal Soft Costs:	\$ 2,096,538
TOTAL PROJECT COST	\$ 11,080,798				
total cost psf	\$ 276				

Potential Savings Associated w/ Earthwork by DPW / ISWM \$ (1,000,000)

REVISED TOTAL PROJECT COST \$ 10,080,798

BOURNE, MA
DEPARTMENT OF PUBLIC WORKS
SITE ESTIMATE
SEPTEMBER 2012

Item No.	Unit	Item Description	Unit Price	Unit Quantity	Total																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Limit of Work - Total Graded Area</td> <td>SF</td> <td>295730</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>32859</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Acres</td> <td>6.79</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Paved Areas</td> <td>SF</td> <td>105260</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>11696</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Acres</td> <td>2.42</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Gravel Areas</td> <td>SF</td> <td>34610</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>3846</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Building</td> <td>SF</td> <td>38184</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Salt Shed</td> <td>SF</td> <td>6240</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Grass Areas</td> <td>SF</td> <td>111436</td> <td></td> <td></td> </tr> <tr> <td colspan="2">(Limit of Work - Paved/Gravel/Building)</td> <td>SY</td> <td>12382</td> <td></td> <td></td> </tr> </table>						Limit of Work - Total Graded Area		SF	295730					SY	32859					Acres	6.79			Paved Areas		SF	105260					SY	11696					Acres	2.42			Gravel Areas		SF	34610					SY	3846			Building		SF	38184			Salt Shed		SF	6240			Grass Areas		SF	111436			(Limit of Work - Paved/Gravel/Building)		SY	12382		
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2.01	SF	Demolition - Removal of Existing Pavement	\$ 2.00		\$ -																																																																								
2.02	CY	Rock Excavation - Boulders Greater than 3 CY	\$ 75.00	500	\$ 37,500.00																																																																								
2.03	CY	Unclassified Excavation - Reused on Site*	\$ 6.00	29000	\$ 174,000.00																																																																								
2.04	CY	Unclassified Excavation - Remove and Dispose	\$ 12.00	35575	\$ 426,900.00																																																																								
2.05	AC	Clearing and Grubbing	\$ 10,000.00	6.79	\$ 67,900.00																																																																								
2.06	CY	Gravel Borrow	\$ 20.00	22000	\$ 440,000.00																																																																								
2.07	SY	Fine Grading and Compacting	\$ 3.00	32859	\$ 98,577.00																																																																								
2.08	CY	Loam Borrow	\$ 40.00	2065	\$ 82,600.00																																																																								
2.09	SY	Seeding	\$ 2.00	12382	\$ 24,764.00																																																																								
2.10	LS	Dewatering	\$ 10,000.00	1	\$ 10,000.00																																																																								
2.11	CY	Dense Graded Crushed Stone	\$ 30.00	1885	\$ 56,550.00																																																																								
2.12	TN	5" Hot Mix Asphalt	\$ 85.00	3275	\$ 278,375.00																																																																								
2.13	TN	HMA for Misc Work	\$ 150.00	8	\$ 1,200.00																																																																								
2.14	LF	HMA Berm, Type A	\$ 6.00	2000	\$ 12,000.00																																																																								
2.15	LF	Transition Granite Curbing for WCR	\$ 32.00	16	\$ 512.00																																																																								
2.16	SF	Cement Conc Sidewalk	\$ 8.00	720	\$ 5,760.00																																																																								
2.17	SF	Cement Conc Wheel Chair Ramp	\$ 8.00	120	\$ 960.00																																																																								
2.18	LF	Conc Block for Salt Shed Loading Wall	\$ 65.00	30	\$ 1,950.00																																																																								

BOURNE, MA
 DEPARTMENT OF PUBLIC WORKS
 SITE ESTIMATE
 SEPTEMBER 2012

Item No.	Unit	Item Description	Unit Price	Unit Quantity	Total
2.19	LF	Conc Block for Bulk Material Storage	\$ 110.00	250	\$ 27,500.00
2.31	EA	Catch Basins**	\$ 2,500.00	4	\$ 10,000.00
2.32	EA	Drain Manholes**	\$ 2,500.00	4	\$ 10,000.00
2.33	EA	Outlet Control Structure	\$ 2,500.00	1	\$ 2,500.00
2.34	EA	Oil Grit Separator	\$ 5,000.00	1	\$ 5,000.00
2.35	LF	Underground Recharge Chamber	\$ 80.00	250	\$ 20,000.00
2.36	EA	Frame and Cover	\$ 500.00	7	\$ 3,500.00
2.37	EA	Frame and Grate	\$ 500.00	4	\$ 2,000.00
2.38	LF	Flared End Pipe	\$ 500.00	1	\$ 500.00
2.39	LF	12" HDPE Pipe**	\$ 40.00	900	\$ 36,000.00
2.42	LF	6" Polyvinyl Chloride Pipe	\$ 30.00	700	\$ 21,000.00
2.62	LF	Hay Bales For Erosion Control**	\$ 20.00	1000	\$ 20,000.00
2.70	EA	Septic System	\$ 30,000.00	1	\$ 30,000.00
2.71	EA	Sewer Manhole	\$ 2,500.00	1	\$ 2,500.00
2.72	EA	Sewer - Oil & Sand Trap	\$ 5,000.00	1	\$ 5,000.00
2.75	LS	Water Distribution System - Domestic Tap	\$ 4,000.00	1	\$ 4,000.00
2.76	LS	Water Distribution System - Fire Service Tap	\$ 6,000.00	1	\$ 6,000.00
2.77	LF	Water Distribution System - 2" Copper	\$ 35.00	375	\$ 13,125.00
2.78	LF	Water Distribution System - 8" DI	\$ 50.00	375	\$ 18,750.00
2.79	EA	Water Distribution System - Hydrant	\$ 4,000.00	1	\$ 4,000.00
2.80	EA	Water Distribution System - Valves	\$ 1,000.00	8	\$ 8,000.00
2.82	EA	Automatic Sliding Steel Gate - 30'	\$ 10,000.00	1	\$ 10,000.00
2.84	EA	Bollards	\$ 580.00	35	\$ 20,300.00
2.85	EA	Flagpole (with foundation)	\$ 1,500.00	2	\$ 3,000.00
2.86	EA	Allowance for Site Lighting	\$ 2,500.00	12	\$ 30,000.00

BOURNE, MA
 DEPARTMENT OF PUBLIC WORKS
 SITE ESTIMATE
 SEPTEMBER 2012

Item No.	Unit	Item Description	Unit Price	Unit Quantity	Total
2.87	SY	Allowance for Grass Areas	\$ 0.25	12382	\$ 3,095.50
2.88	LS	Allowance for Shrubs/Trees	\$ 10,000.00	1	\$ 10,000.00
*Assumed on site material is suitable to be reused					
**Quantity taken from previous Feasibility Study					

Subtotal - Earthwork = \$ 1,078,400.00
 Subtotal - Other Site Work = \$ 966,918.50
 Site Contingency (+/-10%) = \$ 204,423.50
Project Total = \$ 2,249,742.00

**Town of Bourne
Public Works Building Committee**

2013 MAY 13 AM 8 46

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Date: Wednesday, May 15, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May 1, 2013
3. Town Meeting review
4. Adjourn

**Town of Bourne
Public Works Building Committee**

2013 MAY 24 AM 8 44

MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Date: Wednesday, May 29, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May14, 2013
3. Review and start engagement of Owners Project Manager (OPM)
4. DPW/ISWM site preparation and project preliminary schedule
5. Adjourn

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5 11

TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, May 29, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May 15, 2013
3. Review and start engagement of Owners Project Manager (OPM)
4. DPW/ ISWM site preparation and project preliminary schedule
5. Adjourn

Bourne Public Works Facilities Building Committee
May 29, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, May 29, 2013.

2013 NOV 7 PM 5 12

TOWN CLERK'S OFFICE
BOURNE, MASS

Present for the DPW Building Committee were: Stanley Andrews, chairman, William Meier, George Sala, Jonathan Nelson, and Bill Ware. John Redman and Chris Farrell were excused.

Present for the Selectmen was: Peter Meier Selectman,

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, Dan Barrett, ISWM General Manager, Asa Mintz, ISWM Operations Manager, and Chuck Ruggiero Bourne DPW Department.

1. CALL MEETING TO ORDER

The meeting was called to order at 5:01 p.m.

Stanley Andrews congratulated everyone on the committee on the election. Town Meeting was a great success.

George Sala also thanked everyone; there was a lot of work done by the committee. The presentation at Town Meeting was a big influence.

Peter Meier said the selectmen want to send thank-you letters to the committee members for the work they have done.

Bill Ware stated he appreciates the work that everyone on the committee did.

Mr. Andrews also wanted to make sure each committee members is committed to the project. William Meier said yes he is committed to the project. Bill Ware is committed to the project. Jonathan Nelson said yes he is committed to the project. George Sala is very committed to the project. Stan Andrews is also committed to the project.

2. APPROVE MINUTES FROM MAY 15, 2013

VOTED: On a motion made by Bill Ware and seconded by William Meier it was unanimously voted to approve the minutes from May 15, 2013 with edits.

Stanley Andrews is going to take the agenda items out of order.

4. DPW/ ISWM SITE PREPARATION AND PROJECT PRELIMINARY SCHEDULE

Stanley Andrews invited Dan Barrett and Asa Mintz to the table with the committee.

Mr. Andrews asked Mr. Barrett how long it would take to bring the lot to subgrade.

Mr. Barrett stated that they are gearing up and scouting equipment. He asked when they would be able to start.

Stanley Andrews said there are three pieces that have to be set; they have the funding they need, they have the preliminary layout, and they need the regulatory approval. He also stated that they need an OPM (Owners Project Manager), according to chapter 149. Mr. Andrews asked Jeff Alberti what preliminary paperwork they have already. Mr. Alberti stated they have the preliminary survey, they can work on the preliminary plan and he will work on getting his staff together and get the preliminary process going. He needs an approved plan from the Committee. Getting an approval from the Planning Board will be a two-part submission

Jonathan Nelson questioned what the cost is for an OPM, he is thinking of taking that position himself. He said to go ahead and go through the process and advertise that position.

Stanley Andrews questioned what the pitfalls would be for using a Clerk of the Works for the OPM. Mr. Alberti can't foresee any pitfalls. Mr. Ware stated that he thinks it is a good idea because they are already invested in the project.

Mr. Ware questioned by going through the process for selecting an OPM will there be any delays in the project? Mr. Alberti stated that about 1-2 month are needed to advertise, select candidates, and interview candidates.

Jonathan Nelson stated that he doesn't think the committee needs to spend quarter million dollars on an OPM.

Dan Barrett needs the surveyor done before he can start. Jeff Alberti will get the guidelines for the survey over to Mr. Barrett. Dan Barrett wants to know if the survey can be done by the end of June.

Dan Barrett will look into selecting someone to remove the trees and stumps. The tree clearing should be able to get started around August 1, 2013. Dan Barrett should be able to start the excavation in the beginning of September. The tree work should be completed by then.

Stanley Andrews wants to start the filing for the Planning Board now, and get the preliminary design done. The Committee needs to get put on the Planning Boards agenda ASAP with their preliminary drawings.

Stanley Andrews will talk to the chairman of the School Committee and coordinate with the school for when the trucks can/should enter and exit the property for the new DPW facility so they do not interrupt or get in the way of the school busses.

Dan Barrett wanted to know what time in the morning his team will be able to start work and when they have to stop working. It was confirmed that he can start at 7:00 AM and have to stop by 7:00 PM. Mr. Barrett also questioned the security of the property during the construction. Mr. Andrews will check with Dennis Woodside about security while construction is going on at the site.

Mr. Alberti wants to get the borings done before ISWM starts digging and have the borings done in conjunction with the survey.

Dan Barrett questioned Jeff Alberti if they need storm water controllers before they start any tree work and digging. Mr. Alberti will take care of getting the storm water controllers that are needed and the storm water pollution prevention plan permit.

Dan Barrett stated he can get the site to ruff grade in 3 months from his start date.

Jeff Alberti stated that is usually takes 8 months to start construction; once started it takes 15 months for the construction phase.

Bill Ware suggested the committee get the bid packages out in the January 1st time frame. The bids can go out in January and then there is two months for the bidding process.

The time frame is: Survey done by June; June until September for tree and stump removal; September through February 2014 to bring the lot to subgrade; bids go out in January 2014; construction phase is from May 2014 through August 2015.

Action items are: Jonathan Nelson contact Cape Cod Commission; Jonathan Nelson talk to Tom Guerino about the Weston and Sampson contract; Jeff Alberti/Dan Barrett look into the survey; Dan Barrett get someone for the tree removal.

3. REVIEW AND START ENGAGEMENT OF OWNERS PROJECT MANAGER (OPM)

Stanley Andrews wants to finalize the Engineer for the process; he will put it on the agenda for the next meeting. William Meier, Bill Ware, and George Sala would like to extend the existing contract with Weston and Sampson and feel there is no need to interview anyone else.

Stanley Andrews brought up that a request for info came from a community member on the post card about the Cost of Construction and the Delay Costs. Jeff Alberti explained how he got the amount of the Cost of Construction and Dan Barrett explained how he got the Delay Cost.

Bourne DPW Facility
Budget Total Project Cost

Date 21-Sep-12

		AVE. QUALITY / UTILITARIAN FINISHES / EQUIPMENT		
<u>New Construction</u>	Area	Size (SF)	2012 Cost/SF	Cost
	Administration / Employee Facilities	4,871	\$ 220	\$ 1,027,620
	Shops	2,599	\$ 170	\$ 441,830
	Vehicle Maintenance (not including equipment)	6,754	\$ 200	\$ 1,350,800
	Wash	1,518	\$ 240	\$ 364,320
	Vehicle / Equipment Storage	24,810	\$ 80	\$ 1,988,800
	New Construction Subtotal:	40,152		\$ 5,153,370
	Building Cost per SF:	\$ 128		
		Place a "X" here if included		
	Industrial Equipment			
	- Wash Equipment	\$ 50,000	x	\$ 50,000
	- Heavy Duty Vehicle Lift	\$ 60,000	x	\$ 60,000
	- Light Duty Vehicle Lift	\$ 15,000	x	\$ 15,000
	- Bridge Crane	\$ 60,000	x	\$ 60,000
	- Overhead Lubrication System	\$ 80,000	x	\$ 80,000
	- Storage Shelving / Benches / Racks	\$ 25,000	x	\$ 25,000
	- Exhaust Removal System	\$ 30,000	x	\$ 30,000
	Industrial Equipment Subtotal:			\$ 320,000
	Fuel System			
	- 2 - 10,000 Gallon Tanks	\$ 80,000	x	\$ 80,000
	- Concrete Ballast Pad	\$ 20,000	x	\$ 20,000
	- Concrete Surface Pad	\$ 20,000	x	\$ 20,000
	- Pea Stone Backfill	\$ 14,000	x	\$ 14,000
	- Dispensing System & Associated Pipe	\$ 36,000	x	\$ 36,000
	- Canopy	\$ 35,000	x	\$ 35,000
	- Fuel Management System	\$ 25,000	x	\$ 25,000
	- Installation	\$ 180,000	x	\$ 180,000
	Fuel System Subtotal:			\$ 410,000
	Building & Equipment Total:			\$ 5,883,370

Bourne DPW Facility
Budget Total Project Cost

Date 21-Sep-12

Mezzanines	2,000	\$	50	\$	100,000
Open Canopy Storage	-	\$	75	\$	-
Salt Storage Structure (60 x 104 for 4000 TN Capacity)	6,240	\$	65	\$	405,600
Site Development (acres) (based on estimate provided by the Town)	5.0			\$	2,249,742
Subtotal Bldg, Equip. & Site:				\$	8,638,712
Design Contingency (4%):				\$	345,548
Total Construction: (2012 dollars)				\$	8,984,260
Total Construction Cost/SF:				\$	224
Owner's Soft Costs					
A&E Fees (design, bld, const.)	\$ 888,426				(Assume 10% of Const. Value)
	\$ 133,284				Schematic Design (15%)
	\$ 177,685				Design Development (20%)
	\$ 355,370				Construction Documents (40%)
	\$ 44,421				Bidding (5%)
	\$ 177,685				Construction Administration (20%)
A&E Special Services	\$ 89,843				(Assume 1% of Const. Value)
Owner's Project Manager Fees	\$ 269,528				(Avg 2.5-3.5% of Const. Value)
Furnishings (FFE)	\$ 50,000				allowance
Communic. / Low Voltage System	\$ 25,000				allowance
Temporary Facilities	\$ -				allowance
Printing Cost - Advertisement	\$ 15,000				allowance
Legal Costs	\$ -				allowance
Commissioning	\$ -				allowance
Abatement	\$ 20,000				allowance
Chapter 17 Test & Inspections	\$ 20,000				allowance
Owner Bonding Costs	\$ -				allowance
Construction Contingency (8%)	\$ 718,741				allowance
Subtotal Soft Costs:				\$	2,096,538
TOTAL PROJECT COST		\$	11,080,798		
/total cost psf		\$	276		

Potential Savings Associated w/ Earthwork by DPW / ISWM \$ (1,000,000)

REVISED TOTAL PROJECT COST \$ 10,080,798

BOURNE, MA
 DEPARTMENT OF PUBLIC WORKS
 SITE ESTIMATE
 SEPTEMBER 2012

Item No.	Unit	Item Description	Unit Price	Unit Quantity	Total																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Limit of Work - Total Graded Area</td> <td>SF</td> <td>295730</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>32859</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Acres</td> <td>6.79</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Paved Areas</td> <td>SF</td> <td>105260</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>11696</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Acres</td> <td>2.42</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Gravel Areas</td> <td>SF</td> <td>34610</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>SY</td> <td>3846</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Building</td> <td>SF</td> <td>38184</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Salt Shed</td> <td>SF</td> <td>6240</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Grass Areas</td> <td>SF</td> <td>111436</td> <td></td> <td></td> </tr> <tr> <td colspan="2">(Limit of Work - Paved/Gravel/Building)</td> <td>SY</td> <td>12382</td> <td></td> <td></td> </tr> </table>						Limit of Work - Total Graded Area		SF	295730					SY	32859					Acres	6.79			Paved Areas		SF	105260					SY	11696					Acres	2.42			Gravel Areas		SF	34610					SY	3846			Building		SF	38184			Salt Shed		SF	6240			Grass Areas		SF	111436			(Limit of Work - Paved/Gravel/Building)		SY	12382		
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2.01	SF	Demolition - Removal of Existing Pavement	\$ 2.00		\$ -																																																																								
2.02	CY	Rock Excavation - Boulders Greater than 3.00' CY	\$ 75.00	500	\$ 37,500.00																																																																								
2.03	CY	Unclassified Excavation - Reused on Site*	\$ 6.00	29000	\$ 174,000.00																																																																								
2.04	CY	Unclassified Excavation - Remove and Dispose	\$ 12.00	35575	\$ 426,900.00																																																																								
2.05	AC	Clearing and Grubbing	\$ 10,000.00	6.79	\$ 67,900.00																																																																								
2.06	CY	Gravel Borrow	\$ 20.00	22000	\$ 440,000.00																																																																								
2.07	SY	Fine Grading and Compacting	\$ 3.00	32859	\$ 98,577.00																																																																								
2.08	CY	Loam Borrow	\$ 40.00	2065	\$ 82,600.00																																																																								
2.09	SY	Seeding	\$ 2.00	12382	\$ 24,764.00																																																																								
2.10	LS	Dewatering	\$ 10,000.00	1	\$ 10,000.00																																																																								
2.11	CY	Dense Graded Crushed Stone	\$ 30.00	1885	\$ 56,550.00																																																																								
2.12	TN	5" Hot Mix Asphalt	\$ 85.00	3275	\$ 278,375.00																																																																								
2.13	TN	HMA for Misc. Work	\$ 150.00	8	\$ 1,200.00																																																																								
2.14	LF	HMA Berm, Type A	\$ 6.00	2000	\$ 12,000.00																																																																								
2.15	LF	Transition Granite Curbing for WCR	\$ 32.00	16	\$ 512.00																																																																								
2.16	SF	Cement Conc Sidewalk	\$ 8.00	720	\$ 5,760.00																																																																								
2.17	SF	Cement Conc Wheel Chair Ramp	\$ 8.00	120	\$ 960.00																																																																								
2.18	LF	Conc Block for Salt Shed Loading Wall	\$ 65.00	30	\$ 1,950.00																																																																								

BOURNE, MA
 DEPARTMENT OF PUBLIC WORKS
 SITE ESTIMATE
 SEPTEMBER 2012

Item No.	Unit	Item Description	Unit Price	Unit Quantity	Total
2.19	LF	Conc Block for Bulk Material Storage	\$ 110.00	250	\$ 27,500.00
2.31	EA	Catch Basins**	\$ 2,500.00	4	\$ 10,000.00
2.32	EA	Drain Manholes**	\$ 2,500.00	4	\$ 10,000.00
2.33	EA	Outlet Control Structure	\$ 2,500.00	1	\$ 2,500.00
2.34	EA	Oil Grit Separator	\$ 5,000.00	1	\$ 5,000.00
2.35	LF	Underground Recharge Chamber	\$ 80.00	250	\$ 20,000.00
2.36	EA	Frame and Cover	\$ 500.00	7	\$ 3,500.00
2.37	EA	Frame and Grate	\$ 500.00	4	\$ 2,000.00
2.38	LF	Flared End Pipe	\$ 500.00	1	\$ 500.00
2.39	LF	12" HDPE Pipe**	\$ 40.00	900	\$ 36,000.00
2.42	LF	6" Polyvinyl Chloride Pipe	\$ 30.00	700	\$ 21,000.00
2.62	LF	Hay Bales For Erosion Control**	\$ 20.00	1000	\$ 20,000.00
2.70	EA	Septic System	\$ 30,000.00	1	\$ 30,000.00
2.71	EA	Sewer Manhole	\$ 2,500.00	1	\$ 2,500.00
2.72	EA	Sewer - Oil & Sand Trap	\$ 5,000.00	1	\$ 5,000.00
2.75	LS	Water Distribution System - Domestic Tap	\$ 4,000.00	1	\$ 4,000.00
2.76	LS	Water Distribution System - Fire Service Tap	\$ 6,000.00	1	\$ 6,000.00
2.77	LF	Water Distribution System - 2" Copper	\$ 35.00	375	\$ 13,125.00
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BOURNE, MA
 DEPARTMENT OF PUBLIC WORKS
 SITE ESTIMATE
 SEPTEMBER 2012

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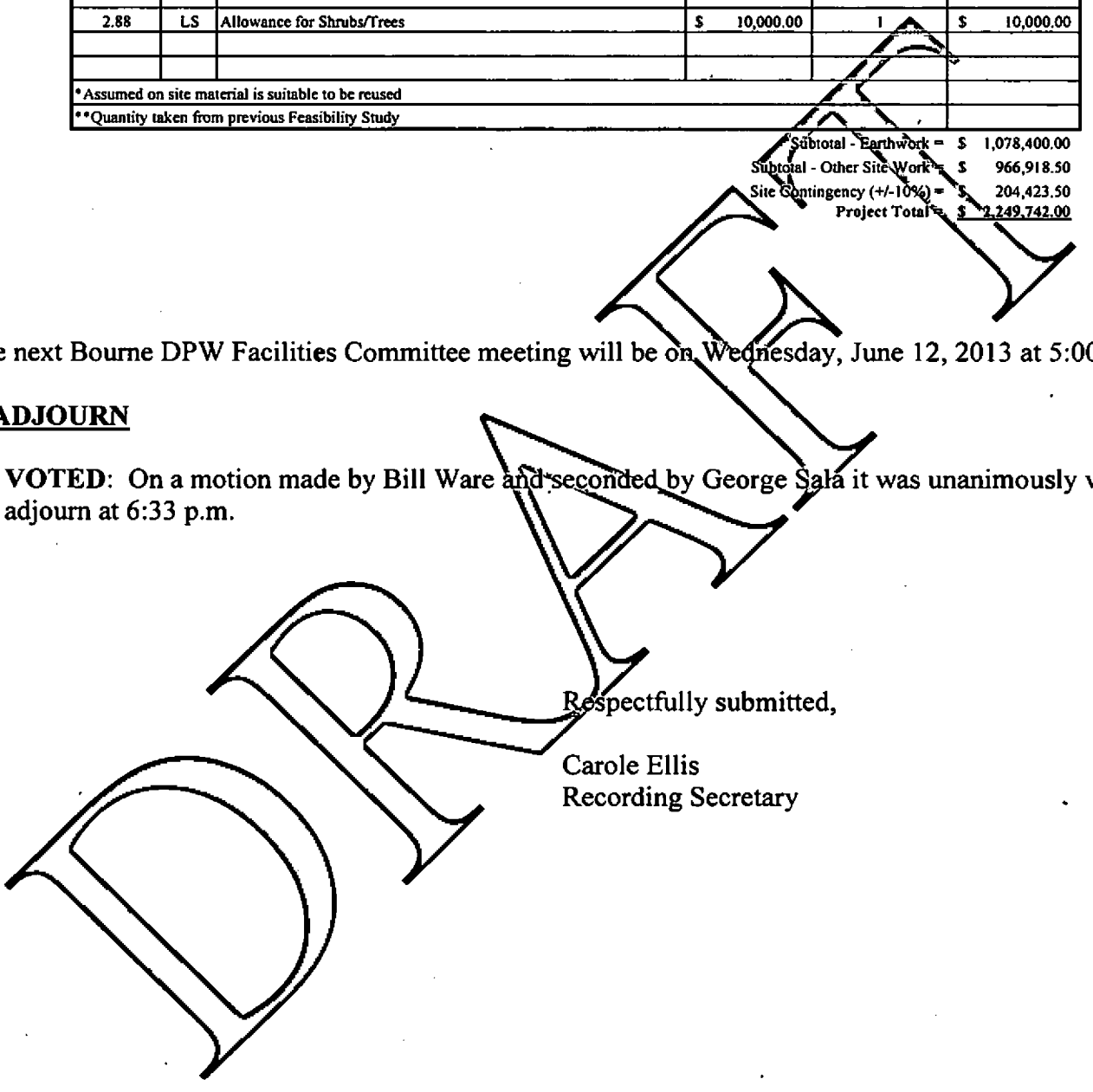
The next Bourne DPW Facilities Committee meeting will be on Wednesday, June 12, 2013 at 5:00 P.M.

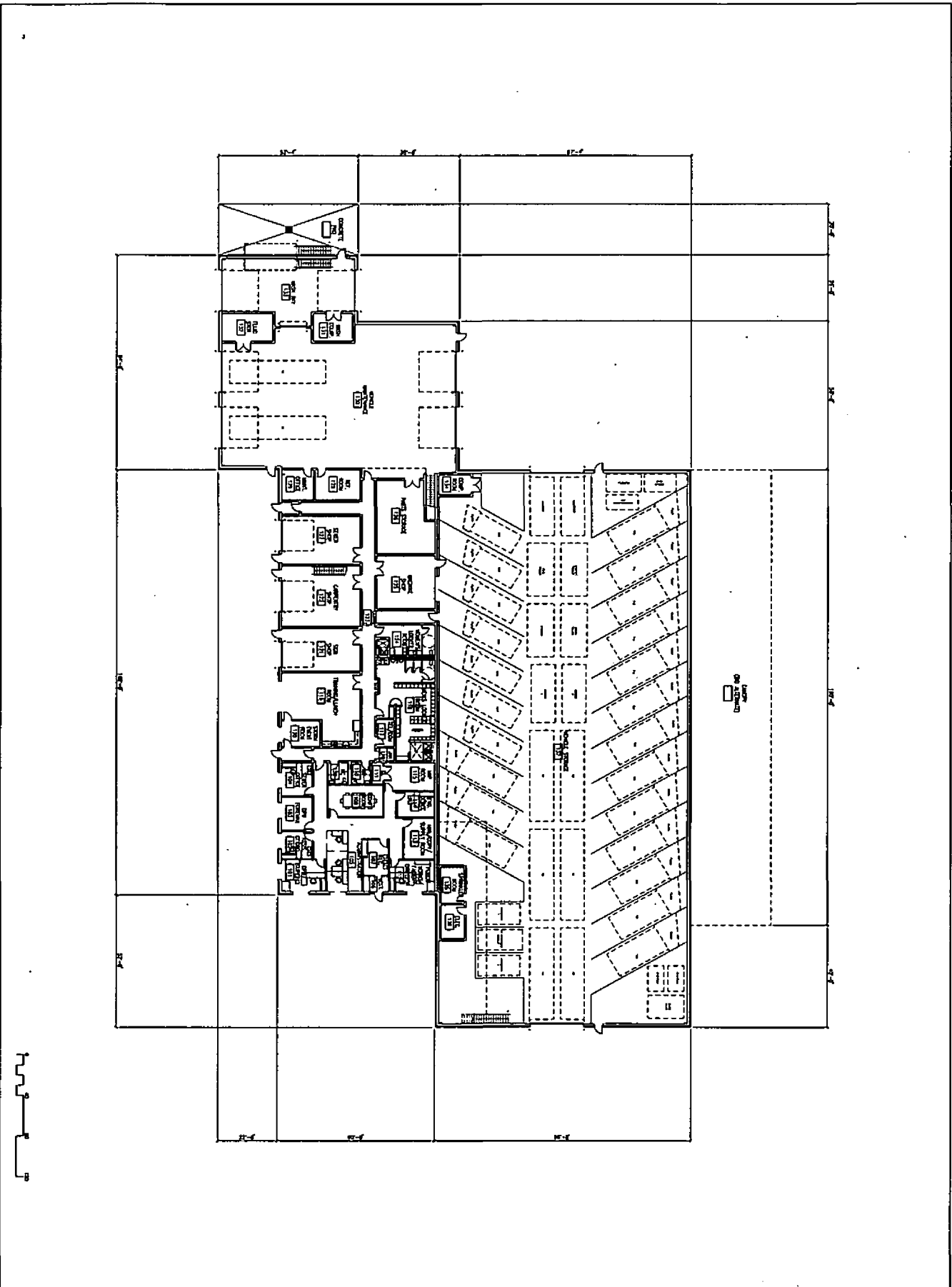
5. ADJOURN


VOTED: On a motion made by Bill Ware and seconded by George Sala it was unanimously voted to adjourn at 6:33 p.m.

Respectfully submitted,

Carole Ellis
 Recording Secretary







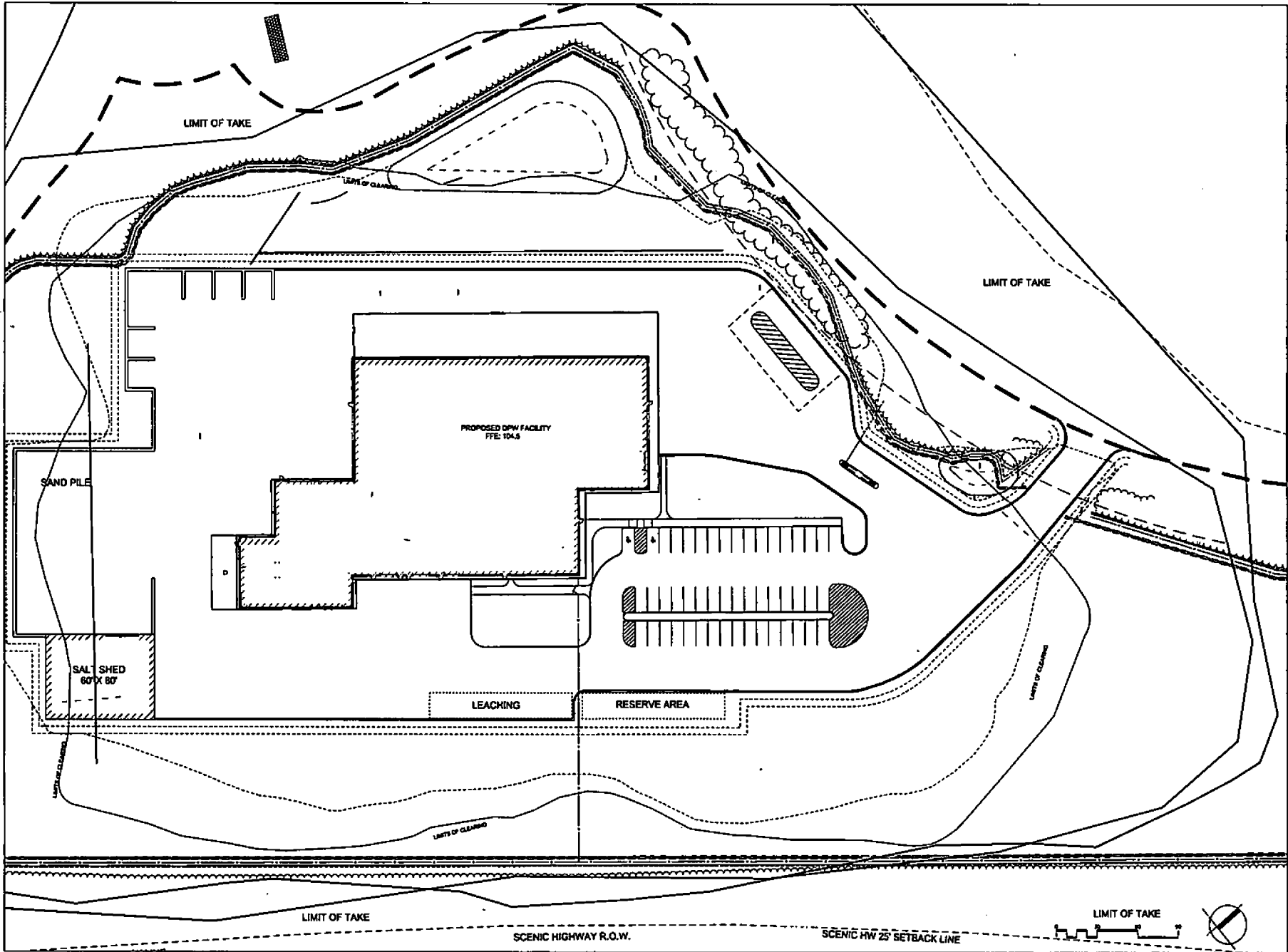
TOWN OF SAUSALITO
DEPARTMENT OF PUBLIC WORKS
PROJECT

Weston Construction
1000 Sausalito Blvd.
Sausalito, CA 94965
Tel: 415.456.1234
Fax: 415.456.5678
www.westonconstruction.com


Project No. 10001
SCHEDULED PROJECT
Date: SEPTEMBER 15, 2011
Title: 10001-10
Owner: TOWN
Architect: WCA
Contractor: WCA
Subcontractor: WCA
Revision No. 001

Drawing Title
OVERALL FLOOR PLAN

Sheet Number
A1.01



Project
TOWN OF BOURNE MA



DEPARTMENT OF
 PUBLIC WORKS
 PROJECT

WINTER ENGINEERING
 © December 8, 2014 No. Bourne, MA 02534
 508-829-1476 508-829-1478
 www.winterengineering.com

Comments

Revisions

Rev.	Date	Description

Scale

Issued For:
DRAFT
SCHEMATIC DESIGN

Date:

Scale: 1" = 40'-0"

Drawn By: AJD/SP/CHS

Reviewed By: CHS

Checked By: SP/CHS

Approved By: CHS

Drawing Title:
CONTROL PLAN

Sheet Number:
C4.01

Town of Bourne
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, June 12, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May29, 2013
3. Review and possible vote on project designer and engineer
4. Review and discussion of Owners Project Manager (OPM)
5. Adjourn

Town of Bourne
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Wednesday, June 12, 2013

Time: 5:00 P.M.

Agenda Topics

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2013 JUN 10 AM 10 21
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Public Works Facilities Building Committee
June 12, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, June 12, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, Jonathan Nelson, and Bill Ware. George Sala and Chris Farrell were excused.

Present for the Selectmen was:

Others present: Jeffrey Alberti, Weston & Sampson Environmental/Infrastructure Consultant, Tom Guerino, Town Administrator, and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

John Redman called the meeting to order at 5:09 p.m. Stanley Andrews arrived at 5:12 p.m.

2. APPROVE MINUTES FROM MAY 29, 2013

This item was deferred until the next meeting because a quorum vote was not present.

3. REVIEW AND DISCUSSION OF OWNERS PROJECT MANAGER (OPM)

John Redman read sections from Chapter 149 because the Committee wants to ensure that this project is done according to Chapter 149. Chapter 149 requires that the town has to secure the services of an Owners Project Manager (OPM). Mr. Redman referenced the bid process and contract that the town of Dennis used.

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Designer Selection Phase
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Designer Selection Phase
May 30, 2005 - July 29, 2005

ITEM	QUANTITY (HOURS)	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings 4 hours @ 2x/mo @ 2 months (Attend, Record, Distribute)	16	hrs	\$ 140.00	\$ 2,240.00	
2 Request for Qualifications Develop, Draft, Edit, Finalize	13	hrs	\$ 140.00	\$ 2,100.00	
3 Prepare Scorecard Draft, Edit, Finalize Scorecard	10	hrs	\$ 140.00	\$ 1,400.00	
4 Budget and Cost Reporting: Develop Project Budget and Reporting Format	10	hrs	\$ 85.00	\$ 850.00	
5 Schedule Management Develop Project Schedule and Sequencing Milestones	20	hrs	\$ 140.00	\$ 2,800.00	
6 Administrative Support Monthly Report, Filings (5 hrs/ mo @ 2 mo)	10	hrs	\$ 45.00	\$ 450.00	
7 Pre Qualification Conference Attend, Record and Respond to Questions	8	hrs	\$ 140.00	\$ 1,120.00	
8 Qualifications Review Review, Reference Checks, Ranking	8	hrs	\$ 140.00	\$ 1,120.00	
9 Interview Participate, Record, Rank	8	hrs	\$ 140.00	\$ 1,120.00	
10 Monthly Expenses Phone, Fax, Communications, Printing, postage, travel etc.	2	mo	\$ 250.00	\$ 500.00	
Designer Selection Phase Fee				\$ 13,700.00	

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Preconstruction Phase
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Preconstruction Phase (New and Existing Building)
August 01, 2005 - December 23, 2005 (Design)
February 06 - April 06 (Bid)

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings 4 hours @ 2/mo @ 7 mos.	56	hrs	\$ 140.00	\$ 7,840.00	
2 Design Management 4 hours/wk @ 4.5wks/mo @ 6 mos	104	hrs	\$ 140.00	\$ 14,560.00	
3 Site Visits: Survey, Test Pits, Borings (Allow 3, 4hr visits) Eliminated	0	hrs	\$ 140.00	\$ -	
4 Budget, Cost Reporting, Estimate Review 2 hour twice per month @ 8 mo	32	hrs	\$ 85.00	\$ 2,720.00	
5 Schedule Management 3 1/2 hours/mo	29	hrs	\$ 85.00	\$ 2,500.00	
6 Administrative/Reporting Prepare, Issue 3 hours/mo @ 8 mos.	40	hrs	\$ 45.00	\$ 1,830.00	
7 Engineering Reviews Mechanical (8), Electrical (8) hrs each	16	hrs	\$ 135.00	\$ 2,160.00	
8 Project Executive/Principal Involvement 2 hours/wk @ 4.5wks/mo	9	hrs	\$ 140.00	\$ 1,260.00	
9 Bid Phase (Design-Bid-Build, No Prequal) Advertisement, Pre-Bid Conf., Addenda, PSB opening GC opening, Net/DCAM background Check	35	hrs	\$ 125.00	\$ 4,375.00	
10 Town Meeting Prepare reports, Attend	8	hrs	\$ 125.00	\$ 1,000.00	
11 Monthly Expenses Phone, Fax, Communications, Printing, postage, travel etc.	8	mo	\$ 250.00	\$ 2,000.00	
Preconstruction Phase Fee				\$ 40,245.00	

Notes:

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Construction Services
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Construction Phase (Police Station Only)
May 2006 - July 2007

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings 4 hours @ 1x/mo @ 16 mos.	64	hrs	\$ 140.00	\$ 8,960.00	
2 Weekly Project Meetings 3 Hours/wk @ 4.3 wks/mo @ 12 mos.	254	hrs	\$ 100.00	\$ 25,400.00	
3 Site Visits: Field Inspection, 10hrs/wk @ 4.3 wks/mo @ 12 mo	516	hrs	\$ 100.00	\$ 51,600.00	
4 Budget, Cost Reporting, Estimate review: 2 hours/wk @ 4.3 wks/mo @ 15 mos.	129	hrs	\$ 85.00	\$ 10,965.00	
5 Schedule Management 2 hours @ 2mo @ 10 mos.	32	hrs	\$ 100.00	\$ 3,200.00	
6 Administrative Reporting Prepare, Issue 3hr/mo @ 4 mos.	48	hrs	\$ 45.00	\$ 1,800.00	
7 Construction Administration RFI, Shop, ASI, Change Orders, 4hrs/wk @ 4.3 wks/mo @ 12mo.	206	hrs	\$ 100.00	\$ 20,640.00	
8 Project Manager Oversight 10 hours/mo @ 8 mos.	80	hrs	\$ 140.00	\$ 11,200.00	
9 Furniture, Fixtures, Equipment, Relocation Specification, Procurement, Delivery, Installation 12 hrs/mo @ 4 mos.	48	hrs	\$ 125.00	\$ 6,000.00	
10 Furniture, Classroom, Systems Training 12hrs/mo @ 4 mos.	48	hrs	\$ 100.00	\$ 4,800.00	
11 Monthly Expenses Phone, Fax, Communications, Printing, postage, travel etc. Field Office and equipment and supplies by others	12		\$ 400.00	\$ 4,800.00	
Construction Phase Fee				\$ 149,765.00	

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Hourly Rates
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Hourly Rates

ITEM			Billing Rates
1 Director			\$ 140.00
2 Project Manager			\$ 130.00
3 Senior Chief Architect			\$ 120.00
4 Principal Engineer II, Chief Designer			\$ 115.00
5 Principal Engineer I, Principal Designer			\$ 765.00
6 Senior Engineer, Designer IV			\$ 95.00
7 Engineer II, Designer III			\$ 65.00
8 Engineer I, Designer II			\$ 75.00
9 Designer I, Principal Drafter			\$ 70.00
10 Senior CADD Technician			\$ 65.00
11 CADD Technician			\$ 60.00
12 Clerical			\$ 55.00

Tom Guerino pointed out that the OPM cost can run up to a quarter million dollars during the course of the project. There are different times during the process of the project when it is busy and time when it is slow. The committee may want to consider structuring the RFQ that they come in as we need them and they take a break when they are not needed.

Jonathan Nelson pointed out that according to OPM Standards says that you have to appoint an OPM; you don't have to put up an RFQ if you have someone on staff, in town, or that will do it for free. You can appoint that person as long as they meet the guidelines that the state put out which is a registered architect or 7 years of experience. The Committee can appoint Jonathan Nelson as the OPM then can hire a Project Manager during the construction period of the project.

Tom Guerino stated that if the Committee can save \$50 to \$70 thousand dollars while not slowing the project pace down then the Committee owes it to the town's people to try and save that money. This should be done right, this isn't a sprint to get it done as soon as possible, the committee should make sure the project gets done right.

Stanley Andrews wants to make sure the Committee adheres Chapter 149 and are proceeding through this process properly and they don't make any mistakes.

Bill Ware questioned if we can do this hybrid way and still meet all the criteria in Chapter 149 until we get to the construction phase.

John Redman questioned when the Committee can bring in the Project Manager. He read from Page 16 of the Designer Selection Process "Keep in mind if your building project is estimated to cost 1.5 million or more you are required to hire or assign an Owners Project Manager to the project before contracting for design services." If we do this hybrid does that qualify to say we have an Owners Project Manager?

Stanley Andrews would like Town Counsel to confirm that if we appoint an OPM that is in town and later we bring in construction management consultants, they are not the OPM because we have an OPM that will take us through the whole process. The OPM will have to be appointed before the committee can commit to any further in the design for the engineering and architectural.

Mr. Andrews also wants to know everyone's opinion on what the advantages and the disadvantages are for having an in-house hybridized OPM or hiring an outside OPM.

Hybrid OPM Advantages

- Speed up the process – Expedient
- Someone who has vested interest
- Save on finances
- We have more control

Disadvantages

- Spreading time
- Not as much depth – one person and not a whole staff
- Sole Person

Straight OPM

- Experience
- No preconceptions
- No Partnership
- Staff
- Cost
- No vested interested
- Still need oversight person

Mr. Andrews stated the Town Administrator can appoint the OPM at any time. Hopefully the Town Administrator will take the Committee's recommendation. If we use the Hybrid design when we are ready to go out to bid the Project Manager needs to be ready to go. In about 2-4 months from now we need to advertise for the Project Manager. The committee members should support Jonathan Nelson and lend a hand when they can.

VOTED: On a motion made by Bill Ware and seconded by John Redman it was unanimously voted to recommend to the Town Administrator to use a hybrid OPM system with the Town Administrator appointing an OPM from the town provided it's approved by Town Counsel and will meet the requirements and availability timeline. This individual is expected to have additional onsite support. Jonathan Nelson abstained.

4. REVIEW AND POSSIBLE VOTE ON PROJECT DESIGNER AND ENGINEER

Stanley Andrews wants to discuss and possibly vote to make a recommendation for the designer for this project contingent upon the appointment of an OPM. Mr. Andrews wants to get the committee members thought on retaining Weston & Sampson as the RFQ allows us to.

William Meier stated that he feels very comfortable with this firm. They are helpful. Mr. Meier recommends that the Committee stay with this firm.

Bill Ware seconds that recommendation.

Jonathan Nelson stated they have been great to work with in the process so far. Jeff was great at Town meeting, and they have a good reputation. Mr. Nelson has no problem staying with this firm.

John Redman stated they have a great track record; he has enjoyed working with them and can see no reason why not to go forward with this firm.

Tom Guerino hopes the committee will continue working with Weston & Sampson.

Stanley Andrews wanted to thank Jeff for going through this process with us. Mr. Andrews stated that Jeff has been very helpful and has been available anytime the committee has needed something. Mr. Andrews also stated that he would be happy to recommend to the Town Administrator as soon as he has an OPM appointed to this position that he engages in retaining Weston & Sampson for the completion of this project.

VOTED: On a motion made by Bill Ware and seconded by William Meier it was unanimously voted to recommend to the Town Administrator that Weston & Sampson bring the committee through the completion of this project. Jonathan Nelson abstained.

Tom Guerino asked the consulting engineer to provide the Town Administrator's office with a template of a contract.

Stanley Andrews wanted to bring the committee up to speed on the RFP that went out. The RFP went out for the clearing of the land. The bids will be in on June 26th at 4:00 p.m. There is a preliminary scope of the area; it looks like a nice open area for the facility with a couple clearing areas for the future off to the side. Mr. Andrews anticipates having ISWM and DPW crew at the next meeting to give the Committee an update.

Stanley Andrews would like to have great news on the OPM and the Engineer for the next meeting.

Jonathan Nelson questioned should the architect carry the survey in his project scope. It puts more liability on the Committee because it was our contract. He thinks for chain of custody it makes sense for Weston & Sampson to carry the survey.

The next Bourne DPW Facilities Committee meeting will be on Wednesday, June 26, 2013 at 5:00 P.M.

5. ADJOURN

VOTED: On a motion made by John Redman and seconded by William Meier it was unanimously voted to adjourn at 6:13 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Designer Selection Phase
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Designer Selection Phase
May 30, 2005 - July 29, 2005

ITEM	QUANTITY (HOURS)	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings 4 hours @ 2x/mo @ 2 months (Attend, Record, Distribute)	16	hrs	\$ 140.00	\$ 2,240.00	
2 Request for Qualifications Develop, Draft, Edit, Finalize	15	hrs	\$ 140.00	\$ 2,100.00	
3 Prepare Scorecard Draft, Edit, Finalize Scorecard	10	hrs	\$ 140.00	\$ 1,400.00	
4 Budget and Cost Reporting: Develop Project Budget and Reporting Format	10	hrs	\$ 85.00	\$ 850.00	
5 Schedule Management Develop Project Schedule and Sequencing Milestones	20	hrs	\$ 140.00	\$ 2,800.00	
6 Administrative Support Monthly Report, Filings (3 hrs/ mo @ 2 mo)	10	hrs	\$ 45.00	\$ 450.00	
7 Pre Qualification Conference Attend, Record and Respond to Questions	8	hrs	\$ 140.00	\$ 1,120.00	
8 Qualifications Review Review, Reference Checks, Ranking	8	hrs	\$ 140.00	\$ 1,120.00	
9 Interview Participate, Record, Rank	8	hrs	\$ 140.00	\$ 1,120.00	
10 Monthly Expenses Phone, Fax, Communications, Printing, postage, travel etc.	2	mo	\$ 250.00	\$ 500.00	
Designer Selection Phase Fee				\$ 13,700.00	

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Preconstruction Phase
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Preconstruction Phase (New and Existing Building)
August 01, 2005 - December 23, 2005 (Design)
February 06 - April 06 (Bid)

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings					
4 hours @ 2/mo @ 7 mos.	56	hrs	\$ 140.00	\$ 7,840.00	
2 Design Management					
4 hours/wk @ 4.3 wks/mo @ 6 mos	104	hrs	\$ 140.00	\$ 14,560.00	
3 Site Visits:					
Survey, Test Pits, Borings (Allow 3, 4hr visits) Eliminated	0	hrs	\$ 140.00	\$ -	
4 Budget, Cost Reporting, Estimate Review					
2 hour twice per month @ 8 mo	32	hrs	\$ 85.00	\$ 2,720.00	
5 Schedule Management					
3 1/2 hours/ mo	29	hrs	\$ 85.00	\$ 2,500.00	
6 Administrative/Reporting					
Prepare, Issue 5 hours/mo @ 8 mos.	40	hrs	\$ 45.00	\$ 1,830.00	
7 Engineering Reviews					
Mechanical (8), Electrical (8) hrs each	16	hrs	\$ 135.00	\$ 2,160.00	
8 Project Executive/Principal Involvement					
2 hours/wk @ 4.3 wks/mo	9	hrs	\$ 140.00	\$ 1,260.00	
9 Bid Phase (Design-Bid-Build, No Prequal)					
Advertisement, Pre-Bid Conf., Addenda, FSB opening GC opening, Ref/DCAM background Check	35	hrs	\$ 125.00	\$ 4,375.00	
10 Town Meeting					
Prepare reports, Attend	8	hrs	\$ 125.00	\$ 1,000.00	
11 Monthly Expenses					
Phone, Fax, Communications, Printing, postage, travel etc.	8	mo	\$ 250.00	\$ 2,000.00	
Preconstruction Phase Fee				\$ 40,245.00	

Notes:

Dennis Police Station
Dennis, MA

OPM Agreement
Exhibit B
Construction Services
Dated: 6/13/13

Owners Project Manager
Fee Agreement

Construction Phase (Police Station Only)
May 2006 - July 2007

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings					
4 hours @ 1x/mo @ 16 mos.	64	hrs	\$ 140.00	\$ 8,960.00	
2 Weekly Project Meetings					
5 Hours/wk @ 4.3 wks/mo @ 12 mos.	238	hrs	\$ 100.00	\$ 23,800.00	
3 Site Visits:					
Field Inspection, 10hrs/wk@4.3 wks/mo @12 mo	516	hrs	\$ 100.00	\$ 51,600.00	
4 Budget, Cost Reporting, Estimate review:					
2 hours/wk @ 4.3wks/mo @ 13 mos.	129	hrs	\$ 85.00	\$ 10,965.00	
5 Schedule Management					
2 hours @ 2/mo @10 mos.	32	hrs	\$ 100.00	\$ 3,200.00	
6 Administrative/Reporting					
Prepare, Issue 5hr/mo @ 8 mos.	40	hrs	\$ 45.00	\$ 1,800.00	
7 Construction Administration					
RFI, Shops, ASI, Change Orders, 4hrs/wk@4.3wks/mo@12mo.	206	hrs	\$ 100.00	\$ 20,640.00	
8 Project Manager Oversight					
10 hours/mo @ 8 mos.	80	hrs	\$ 140.00	\$ 11,200.00	
9 Furniture, Fixtures, Equipment, Relocation					
Specification, Procurement, Delivery, Installation					
12 hrs/mo@ 4 mos.	48	hrs	\$ 125.00	\$ 6,000.00	
10 Punchlist, Closeout, Systems Training					
12hrs/mo @ 4 mos.	48		\$ 100.00	\$ 4,800.00	
11 Monthly Expenses					
Phone, Fax, Communications, Printing, postage, travel etc.	12		\$ 400.00	\$ 4,800.00	
<i>Field Office and equipment and supplies by others</i>					
Construction Phase Fee				\$ 149,765.00	

**Dennis Police Station
Dennis, MA**

**OPM Agreement
Exhibit B
Construction Services
Dated: 11/7/2013**

**Owners Project Manager
Fee Agreement**

**Construction Phase (Police Station Only)
May 2006 - July 2007**

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL	NOTES (See Below)
1 Building Committee Meetings 4 hours @ 1x/mo @ 16 mos.	64	hrs	\$ 140.00	\$ 8,960.00	
2 Weekly Project Meetings 5 Hours/wk @ 4.3 wks/mo @ 12 mos.	258	hrs	\$ 100.00	\$ 25,800.00	
3 Site Visits: Field Inspection, 10hrs/wk@4.3 wks/mo @12 mo	516	hrs	\$ 100.00	\$ 51,600.00	
4 Budget, Cost Reporting, Estimate review: 2 hours/wk @ 4.3wks/mo @ 15 mos.	129	hrs	\$ 85.00	\$ 10,965.00	
5 Schedule Management 2 hours @ 2/mo @ 10 mos.	32	hrs	\$ 100.00	\$ 3,200.00	
6 Administrative/Reporting Prepare, Issue 5hr/mo @ 8 mos.	40	hrs	\$ 45.00	\$ 1,800.00	
7 Construction Administration RFI, Shops, ASI, Change Orders, 4hrs/wk@4.3wks/mo@12 mos.	206	hrs	\$ 100.00	\$ 20,640.00	
8 Project Manager Oversight 10 hours/mo @ 8 mos.	80	hrs	\$ 140.00	\$ 11,200.00	
9 Furniture, Fixtures, Equipment, Relocation Specification, Procurement, Delivery, Installation 12 hrs/mo@ 4 mos.	48	hrs	\$ 125.00	\$ 6,000.00	
10 Punchlist, Closeout, Systems Training 12hrs/mo @ 4 mos.	48		\$ 100.00	\$ 4,800.00	
11 Monthly Expenses Phone, Fax, Communications, Printing, postage, travel etc. <i>Field Office and equipment and supplies by others</i>	12		\$ 400.00	\$ 4,800.00	
Construction Phase Fee				\$ 149,765.00	

2013 JUL 8 PM 12 5

TOWN CLERK'S OFFICE
BOURNE, MASS

**Town of Bourne
Public Works Building Committee**

MEETING NOTICE

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

Date: Thursday, July 11, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes June 12, 2013
3. DPW/ ISWM review of site work and schedule
4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

2013 JUL 8 PM 12 59

TOWN CLERK'S OFFICE

Town of Bourne BOURNE, MASS
Public Works Building Committee

MEETING NOTICE

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

Date: Thursday, July 11, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes June 12, 2013
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4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

Town of Bourne
Public Works Building Committee

MEETING NOTICE

2013 NOV 7 PM 5 10

Location: Bourne Veteran's Memorial Community Center

TOWN CLERK'S OFFICE
239 Main St.
BOURNE, MASS

Date: Thursday, July 11, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes June 12, 2013
3. DPW/ ISWM review of site work and schedule
4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

Bourne Public Works Facilities Building Committee
July 11, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, July 11, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, and Bill Ware. Jonathan Nelson was excused.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti, Michael Hicks and Mark Remillard, Weston & Sampson Environmental/Infrastructure Consultants, Tom Guerin, Town Administrator, Dan Barrett, ISWM General Manager, Asa Mintz, ISWM Operations Manager, and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:07 PM

Motion to excuse Jonathan Nelson made by Chris Farrell and seconded by Bill Meier. Approved by unanimous vote.

VOTED: On a motion made by Chris Farrell and seconded by Bill Meier it was unanimously voted to excuse Jonathan Nelson.

2. APPROVE MINUTES FROM JUNE 12, 2013

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted to approve the minutes from June 12, 2013. George Sala & Chris Farrell abstained.

3. DPW/ ISWM REVIEW OF SITE WORK AND SCHEDULE

The acres to be cleared may expand to 10 acres; it was originally 8 acres, which will include the gravel pit.

Stanley Andrews asked Mr. Barrett what needs to be completed to execute a contract with ISWM? Mr. Barrett stated the surveying has to be done.

Mr. Alberti stated that the surveying should be done by Friday, July 12, 2013. They will do a grading plan then have the surveyor go back out and drop in some stakes for where the clearing limits are. They want to have the preliminary grading plan done and stakes located with coordinates so we can get back to the surveyor and have it done by Aug 1st.

Asa Mintz stated the spec was written such that none of the pavement, sidewalks, and drainage pattern are to be disturbed, those things need to be maintained. Also the access is to be through Ernest Valarie road and not through the school.

2013 NOV 7 PM 5 11

TOWN CLERK'S OFFICE
BOURNE, MASS

RECEIVED

Jeff Alberti stated there are a couple of restrictions they came across through the analysis of zoning. Through the scenic development district, they have to maintain the natural buffer from route 6.

Stanley Andrews asked Mr. Alberti if there are any other restrictions he has come across. Mr. Alberti stated that they have done a preliminary zoning analysis. He updated the committee on the requirement for the scenic development district. Weston & Sampson will do a two-packet submission; doing an early packet for the site work and then do a follow up with more detail including the full building.

Stanley Andrews questioned what other requirements does the Committee have to do before clearing can start? Mr. Farrell stated there is nothing else unless there is over 10 thousand cubic yards of fill removal. Mr. Alberti will get a preliminary plan to the Planning Board on the Friday before the Planning Board meeting. Mr. Alberti will have the civil engineer stamp the current plans for permitting purposes only.

Stanley Andrews asked what the next step is after land clearing and preliminary approval from the planning board? Mr. Barrett stated that at the same time as developing the grading plan and they are clearing the land can they get the geotechnical data? Mr. Alberti has been talking to their Geotechnical Engineer to get that work scheduled. Mr. Barrett stated that he and Mr. Mintz are putting provisions in their estimates because they will run into rocks and may have to do some blasting. Mr. Alberti suggested they get the Geotech scheduled and have a meeting with Mr. Barrett and Mr. Mintz.

4. REVIEW WITH OWNERS PROJECT MANAGER (OPM)

5. WESTON AND SAMPSON PROGRAM SCHEDULE

Jeff Alberti stated the preliminary program schedule is:
6 months from July 1st for construction documents
Construction documents completed by end of December
Bidding by the end of January
Opening bids end of February
He will have the schedule of the time line ready for the next meeting.

Stanley Andrews asked Mr. Alberti what steps they are going through for the next three months? Mr. Alberti stated they are in the process of doing a review and confirmation internally on the plans. After they finish the internal review he wants to meet with DPW to get their input; then meet with the Committee to get the Committee's approval. They are also preparing a permitting matrix. They will bring the permitting matrix back to the Committee for approval.

Mr. Alberti will get the modified floor plan to the Committee by the next meeting so the floor plan can be finalized and approved by the Committee by mid August. Also have the preliminary site plan to go to the planning board by August 2nd for approval at the Planning Board's August 8th meeting.

Potential schedule for the next few Bourne DPW Facilities Committee meetings:
Thursday, August 1st, Thursday, August 15th, and Thursday, August 29th all at 5:00

The next Bourne DPW Facilities Committee meeting will be on Thursday, August 1, 2013 at 5:00 P.M.

6. ADJOURN

VOTED: On a motion made by Chris Farrell and seconded by George Sala, it was unanimously voted to adjourn at 6:13 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

DRAFT

Town of Bourne
Public Works Building Committee

2013 JUL 29 AM 8 48

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center, 239 Main St.
TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Thursday, August 1, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes July 11, 2013
3. DPW/ ISWM review of site work and schedule
4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

Town of Bourne
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Thursday, August 1, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes July 11, 2013
3. DPW/ ISWM review of site work and schedule
4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

Bourne Public Works Facilities Building Committee
August 1, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, August 1, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, Jonathan Nelson, and Bill Ware. _____ was excused.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti, Michael Hicks and Mark Remillard, Weston & Sampson Environmental/Infrastructure Consultants, Tom Guerino, Town Administrator, Dan Barrett, ISWM General Manager, Asa Mintz, ISWM Operations Manager, and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at _____ PM

2. APPROVE MINUTES FROM JULY 11, 2013

VOTED: On a motion made by _____ and seconded by _____ it was unanimously voted to approve the minutes from July 11, 2013. _____ abstained.

VOTED: On a motion made by _____ and seconded by _____ it was unanimously voted to approve the minutes from May 29, 2013. _____ abstained.
These minutes have not been approved yet.

3. DPW/ ISWM REVIEW OF SITE WORK AND SCHEDULE

4. REVIEW WITH OWNERS PROJECT MANAGER (OPM)

5. WESTON AND SAMPSON PROGRAM SCHEDULE

Potential schedule for the next few Bourne DPW Facilities Committee meetings:
Thursday, August 1st, Thursday, August 15th, and Thursday, August 29th all at 5:00

The next Bourne DPW Facilities Committee meeting will be on Thursday, August 15, 2013 at 5:00 P.M.

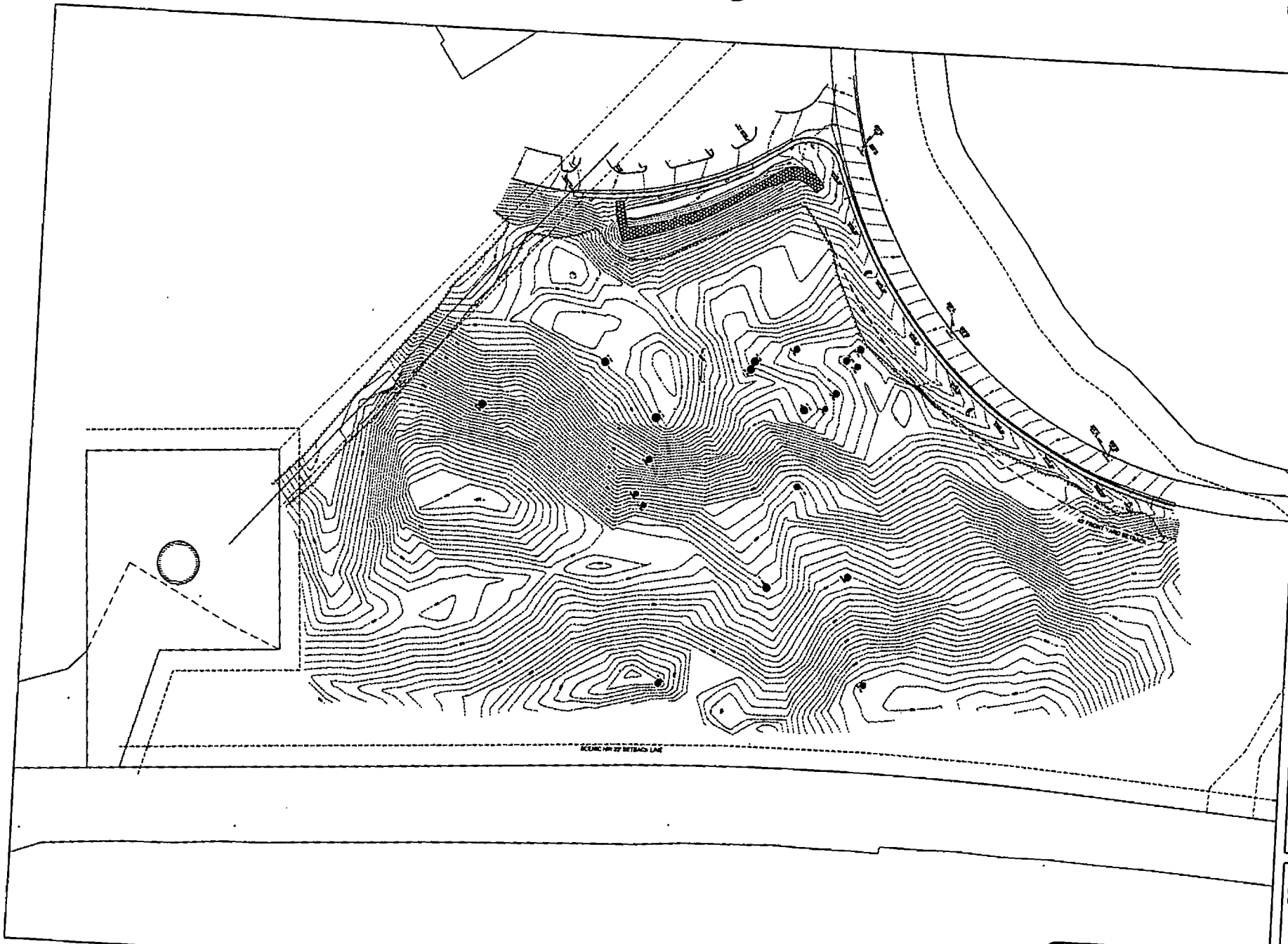
6. ADJOURN


VOTED: On a motion made by _____ and seconded by _____
it was unanimously voted to adjourn at _____ p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

DRAFT



Public
TOWN OF BOLTON MA

 DEPARTMENT OF
 PUBLIC WORKS
 PROJECT

Black & Veatch
 1000 Massachusetts Avenue, Suite 1000
 Boston, MA 02117 USA
 Phone: 617.552.1234

Contract No. _____

Revisions:

No.	Date	Description

Issued For:
SPECIAL PERMIT

Date: AUGUST 16, 2013

Scale: AS SHOWN

Drawn By: ADP

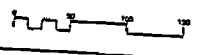
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Checked By: BVA

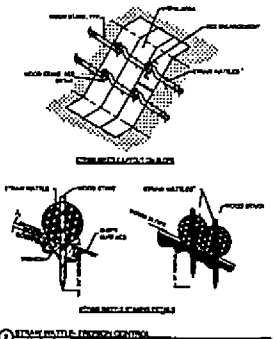
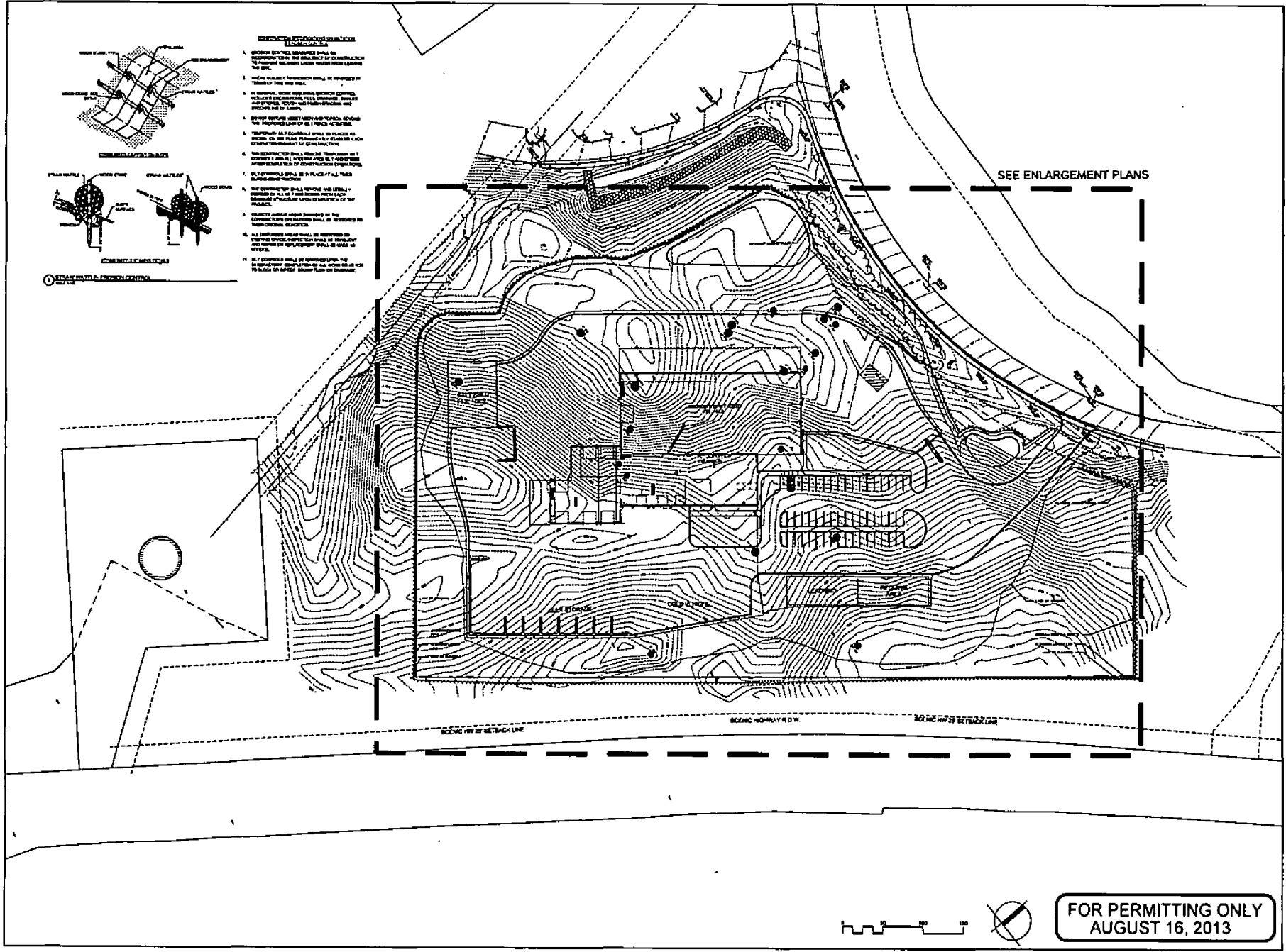
Reviewed By: LFK

Drawing Title:
**EXISTING CONDITIONS
 PLAN**

Sheet Number:
C1.01



FOR PERMITTING ONLY
 AUGUST 16, 2013



- CONTRACTOR RESPONSIBILITIES**
1. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 2. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 3. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
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 6. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 7. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 8. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 9. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.
 10. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES TO REMAIN UNDER THE SITE.



Project: TOWN OF BOURNE MA

Department of Public Works Project

Contract No. _____

Drawn By _____

Checked By _____

Scale _____

Revisions

No.	Date	Description

Drawn By _____

Checked By _____

Approved By _____

Special Permit

Date: AUGUST 16, 2013

Scale: AS SHOWN

Drawn By: MDR

Reviewed By: CPH

Checked By: MDR

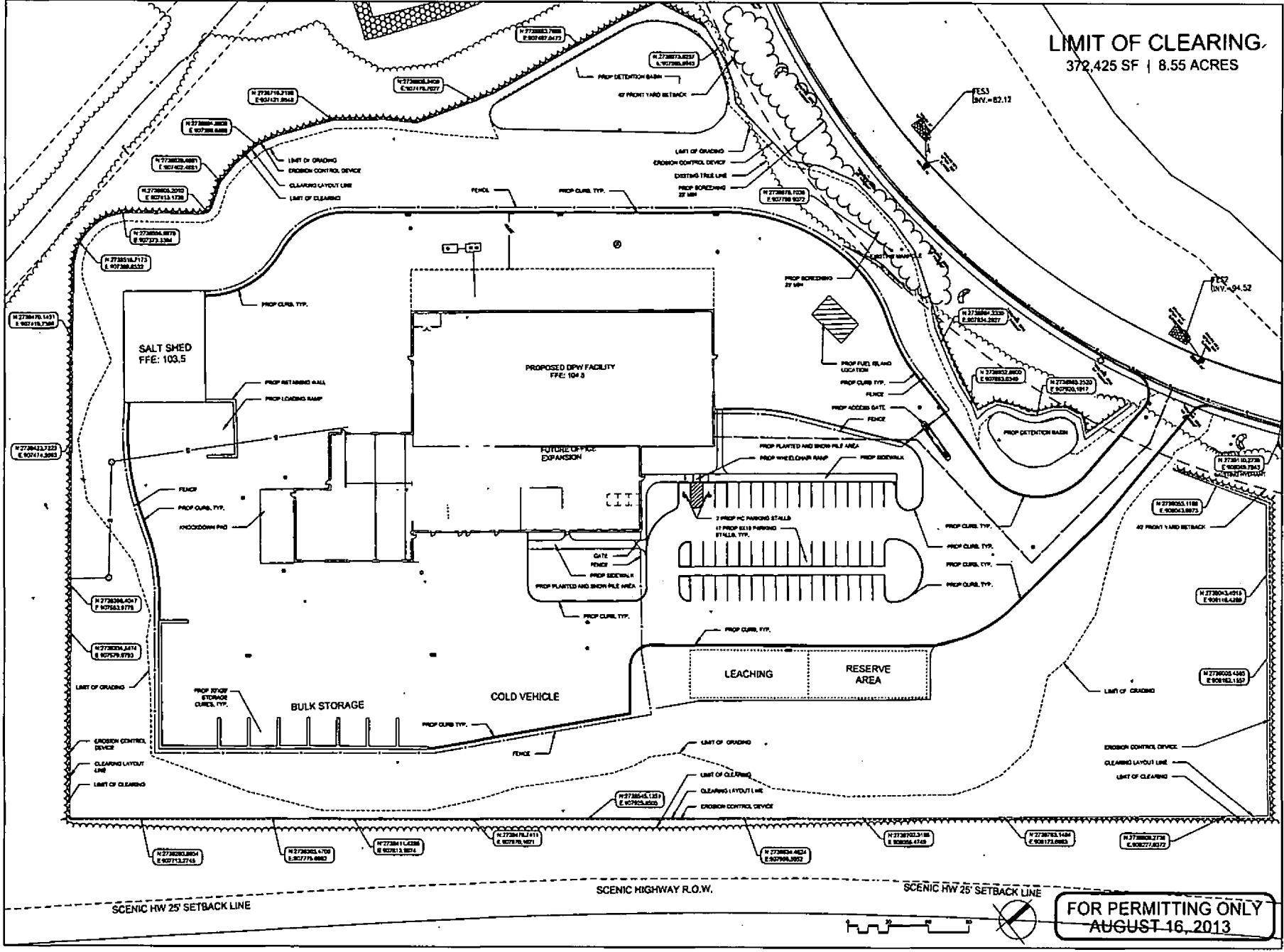
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Drawing Title: LAYOUT & MATERIALS PLAN

Sheet Number: C3.00

FOR PERMITTING ONLY
AUGUST 16, 2013

LIMIT OF CLEARING
372,425 SF | 8.55 ACRES



Project
TOWN OF SCOURIE IA

DEPARTMENT OF PUBLIC WORKS PROJECT

DESIGNED BY: [Logo]
 4000 UNIVERSITY BLVD. N. SUITE 200
 DUBLIN, IA 50001
 (515) 281-1111 FAX (515) 281-1112
 WWW.DESIGNERSGROUP.COM

Contractor
 [Blank Box]

Revisions

No.	Date	Description

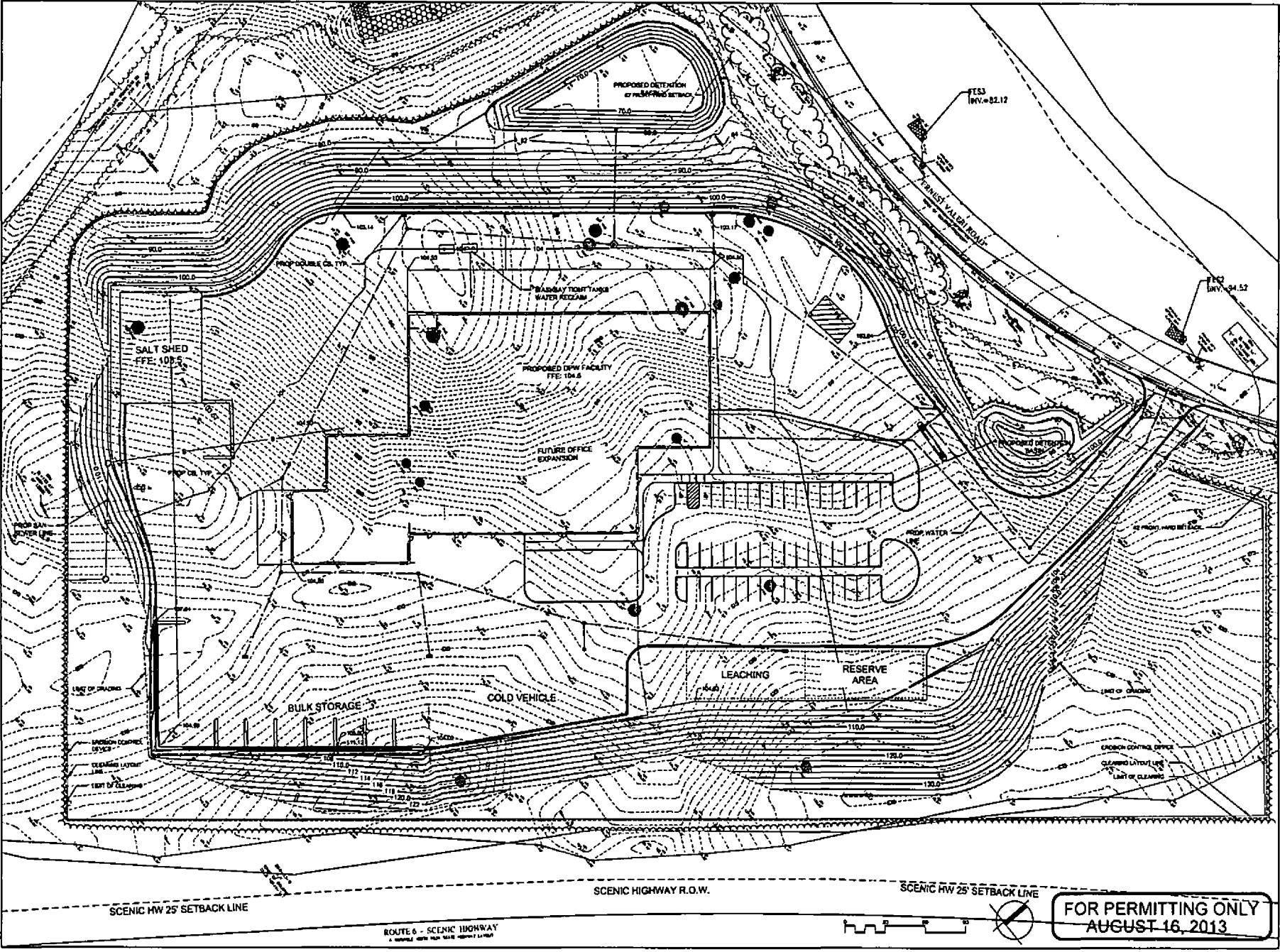
Special Permits
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Date: AUGUST 03, 2013
 Book: AS SHOWN
 Drawn By: MSW
 Rechecked By: CFB
 Checked By: MSW
 Approved By: CFB

Drawing Title
LAYOUT & MATERIALS PLAN

Sheet Number:
C3.01

FOR PERMITTING ONLY
 AUGUST 16, 2013



Project
TOWN OF SOURCE MA

 DEPARTMENT OF
 PUBLIC WORKS
 PROJECT

Grading & Drainage
 10 Minutes Below the Surface of Road
 (2008-04-17) (2008) SUPERVISOR
 www.mass.gov/transportation/pw

Drawn by:

Rev.	Code	Description

Notes:
 SPECIAL PERMIT

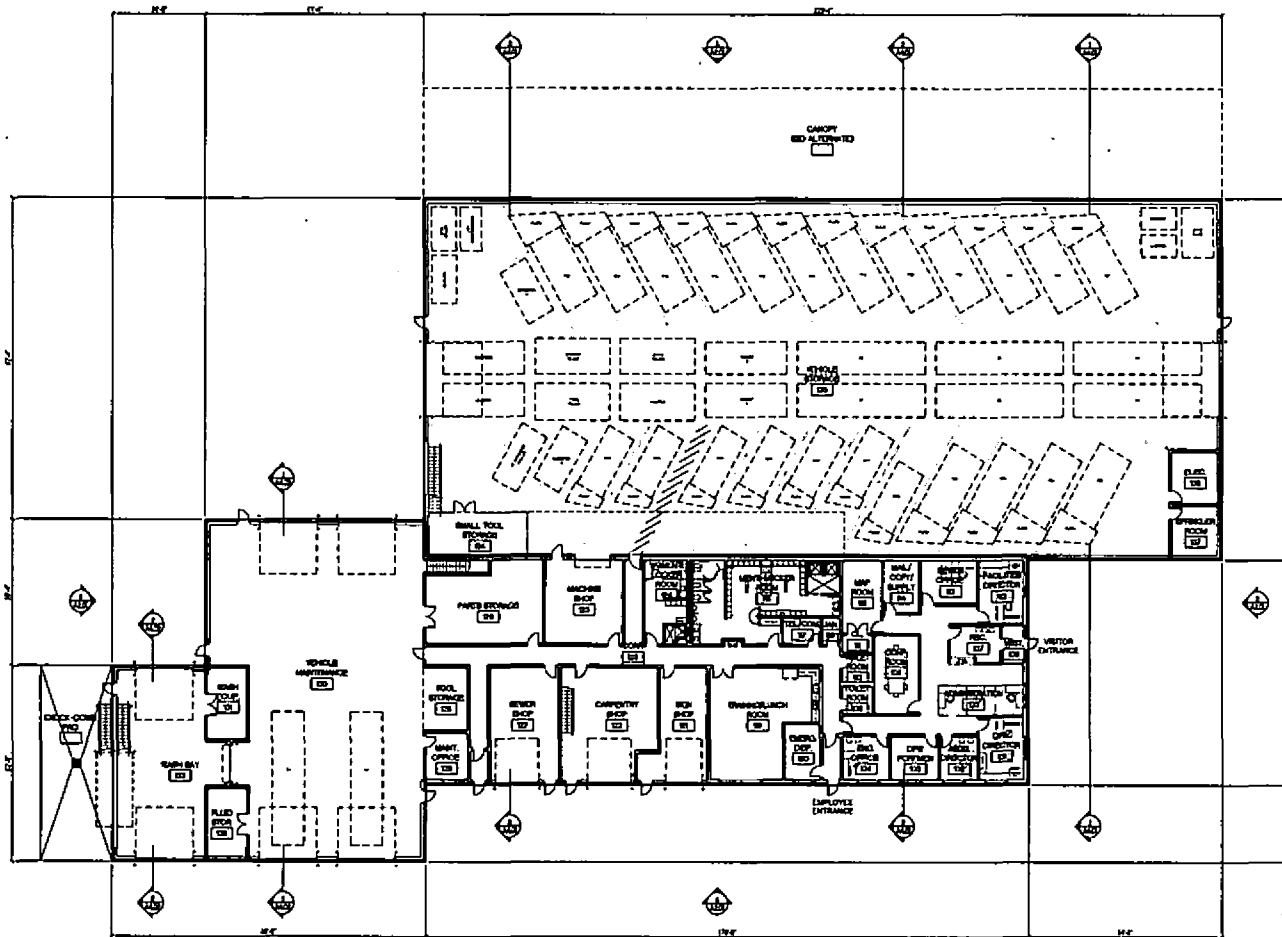
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 Reviewed By: CFS
 Checked By: MSH
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Drawing Title:
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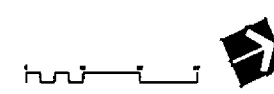
Sheet Number:
C6.01

FOR PERMITTING ONLY
AUGUST 16, 2013


ROUTE 6 - SCENIC HIGHWAY
AS SHOWN WITH 10' SIDE SETBACK LAYOUT



1 OVERALL FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

W. J. O'Connell & Associates, Inc.
30 Commercial Street, Suite 100, Bourne, MA 01902
508-334-4172 FAX 508-334-4173
www.wjoconnell.com

Contract No.:

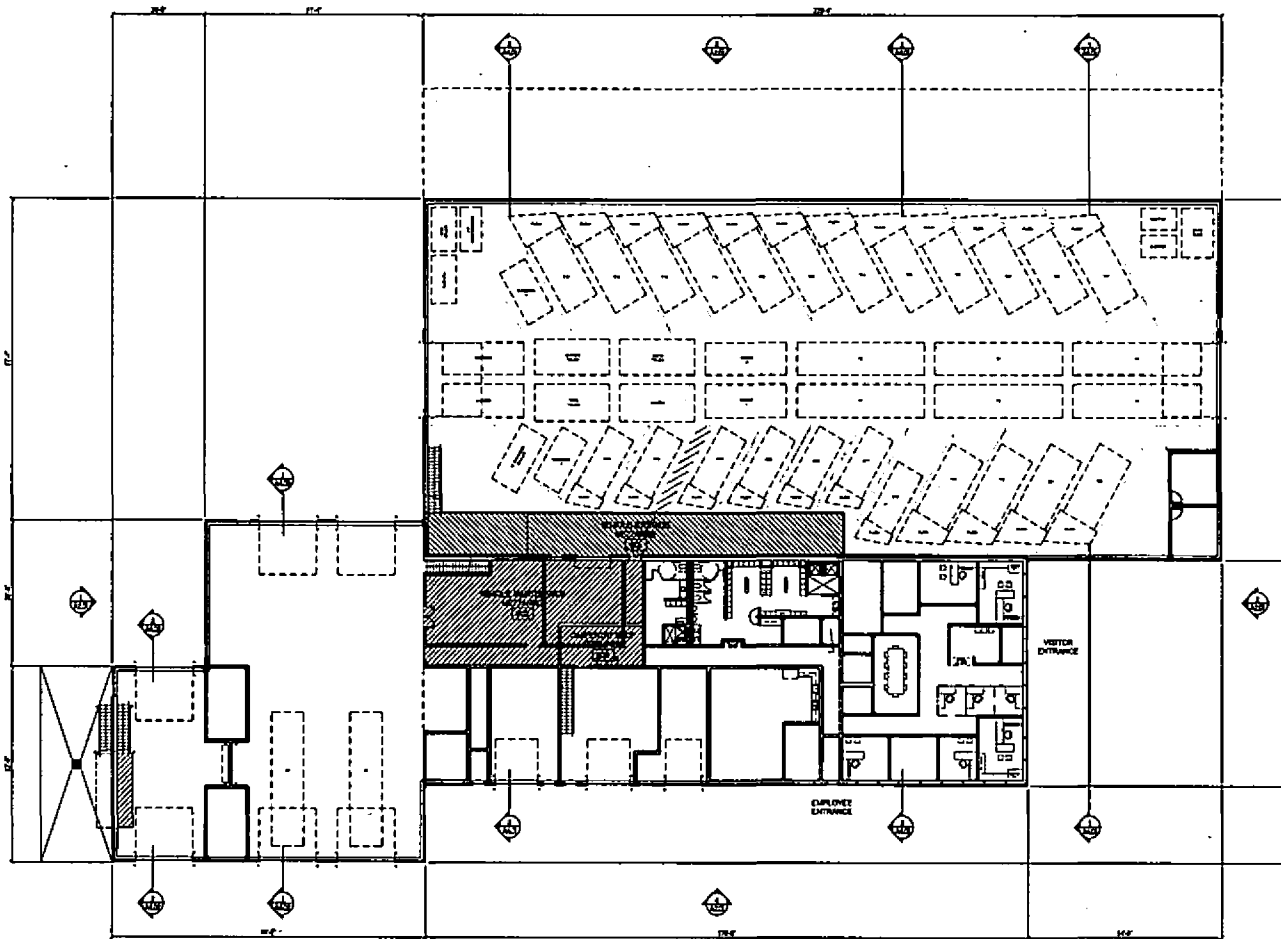
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Revised For:
SCHEMATIC DESIGN

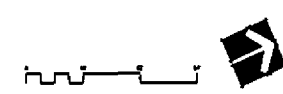
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Drawn By: MLR
Reviewed By: CXX
Checked By: JLN
Approved By: LCN

Drawing Title:
OVERALL FLOOR PLAN


Sheet Number:
A1.01



1 OVERALL MEZZANINE PLAN
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

McGraw-Hill Construction

1000 Massachusetts Avenue, Boston, MA 02115
617-552-3121 FAX 617-552-3122

Contract No.:

Revisions:

Rev.	Date	Description

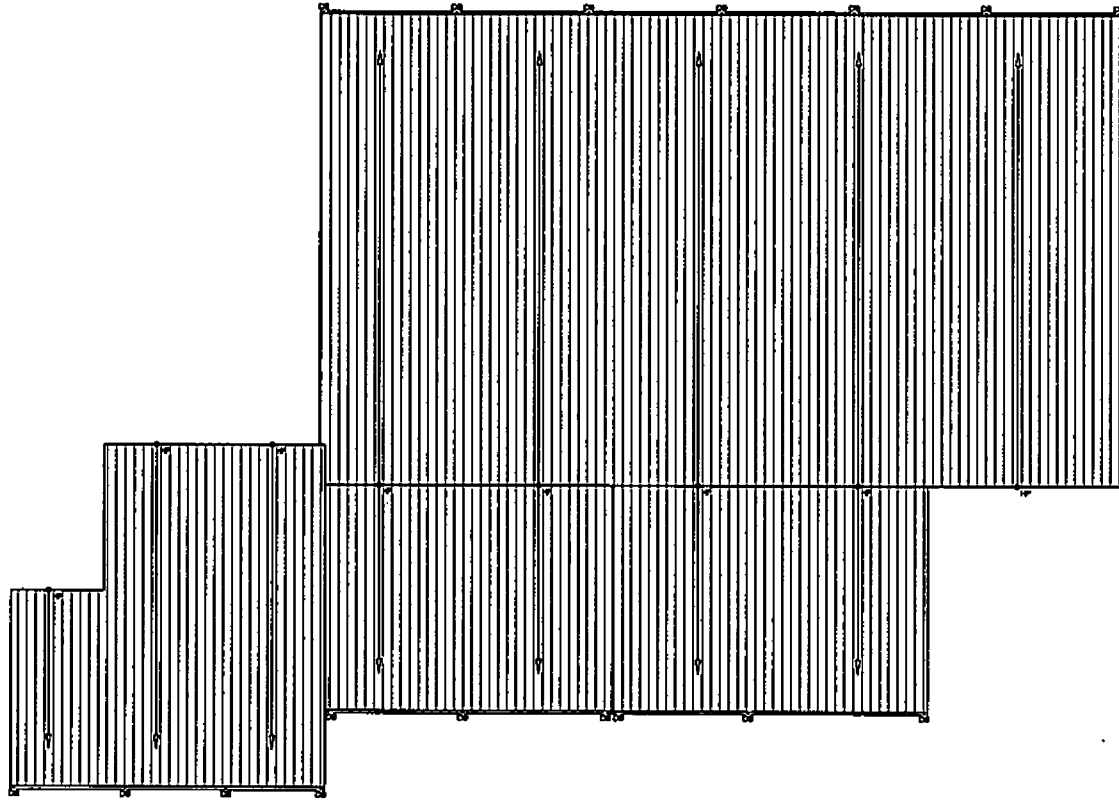
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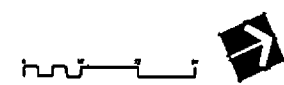
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Drawn By: MLP
Reviewed By: JCC
Checked By: JCC
Approved By: JCC

Drawing Title:
OVERALL MEZZANINE
PLAN

Sheet Number:
A1.02



1 OVERALL ROOF PLAN
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOLINDERS MA
DEPARTMENT OF PUBLIC WORKS
PROJECT

WINTER COMPANY
100 Worcester St., 2nd Fl. South St. Station
Springfield, MA 01104
Tel: 413-262-1234 Fax: 413-262-1235

Contract No.:

Revisions:

Rev.	Date	Description

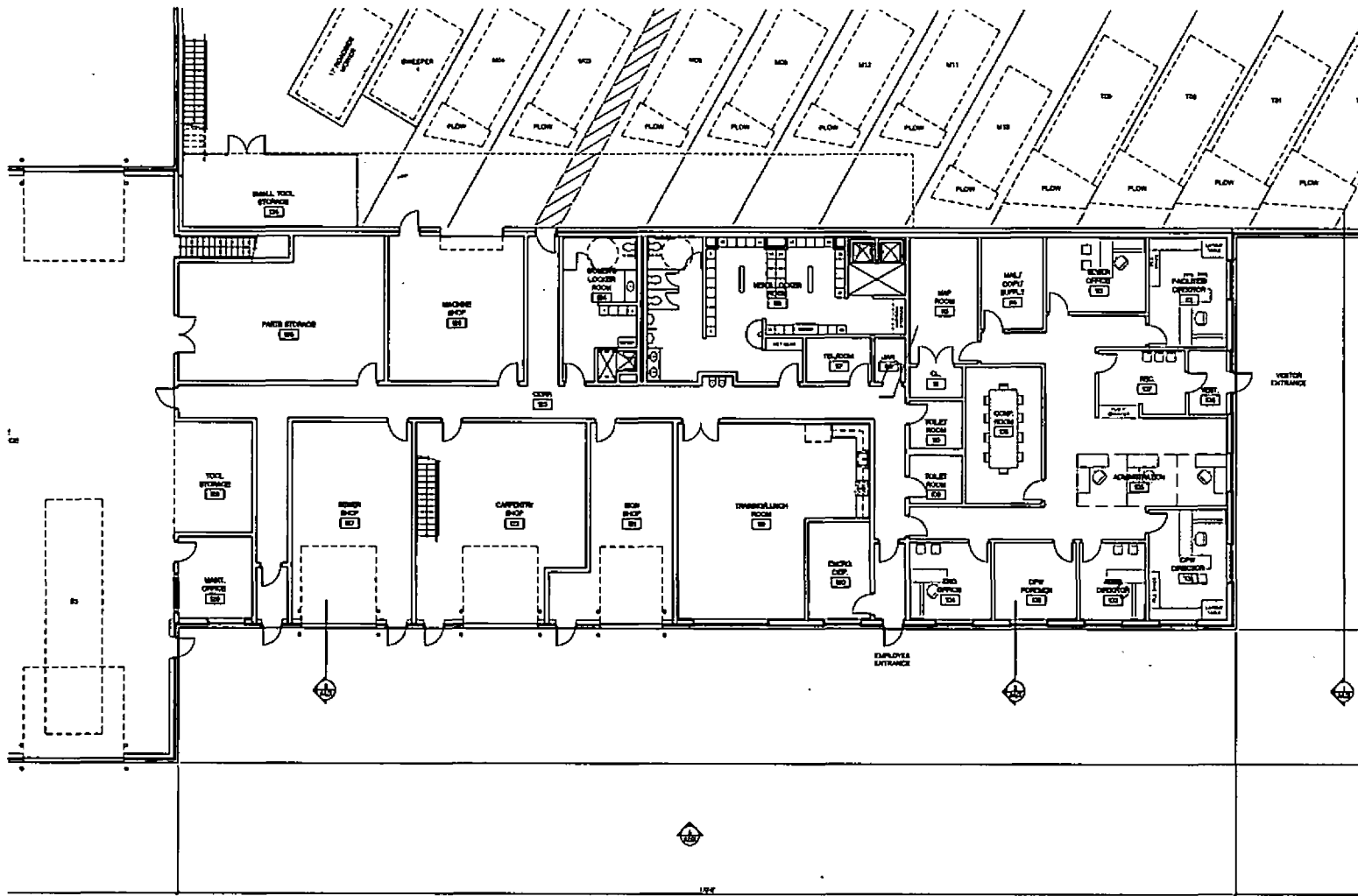
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Issued For:
SCHEMATIC DESIGN

Date: AUGUST 26, 2013
Scale: 1/8" = 1'-0"
Drawn By: MBR
Performed By: CDD
Checked By: JCC
Approved By: JCC

Drawing Title:
OVERALL ROOF PLAN

Sheet Number:
A1.03



1 ENLARGED FLOOR PLAN - ADMINISTRATION & SHOPS
SCALE: 1/8" = 1'-0"

Project
TOWN OF BOLSHINE MA

 DEPARTMENT OF
PUBLIC WORKS
PROJECT

Western Computer
 80 SHAW ST., BOLSHINE, MA 01917
 (617) 551-1111 FAX (617) 551-1112

Contract:

Rev.	Date	Description

Scale:

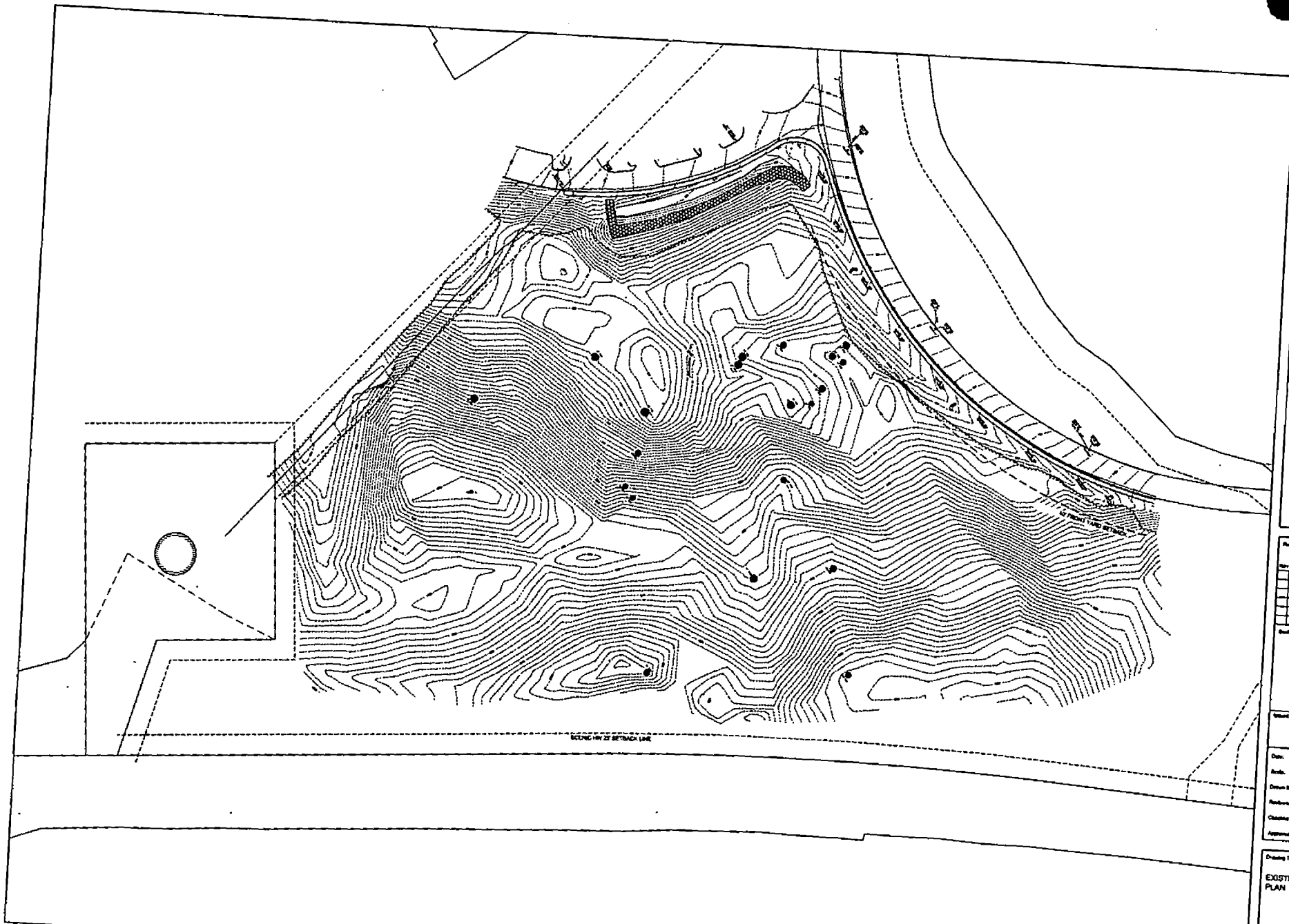
Notes For:

SCHEMATIC DESIGN

Date: AUGUST 28, 2013
 Scale: 1/8" = 1'-0"
 Drawn By: MJR
 Redlined By: ECL
 Checked By: JJC
 Approved By: JJC

Drawing Title:
 ENLARGED FLOOR PLAN -
 ADMINISTRATION & SHOPS

Sheet Number:
A1.11



TOWN OF BOLTON MA
 DEPARTMENT OF
 PUBLIC WORKS
 PROJECT

© 2008 by [unreadable]
 100 [unreadable] [unreadable] [unreadable]

Comments:

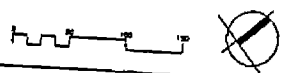
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 No. Date Description

No.	Date	Description

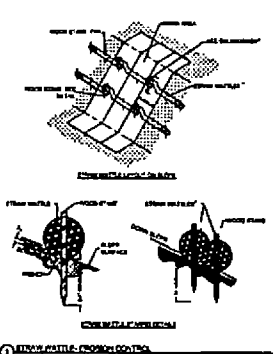
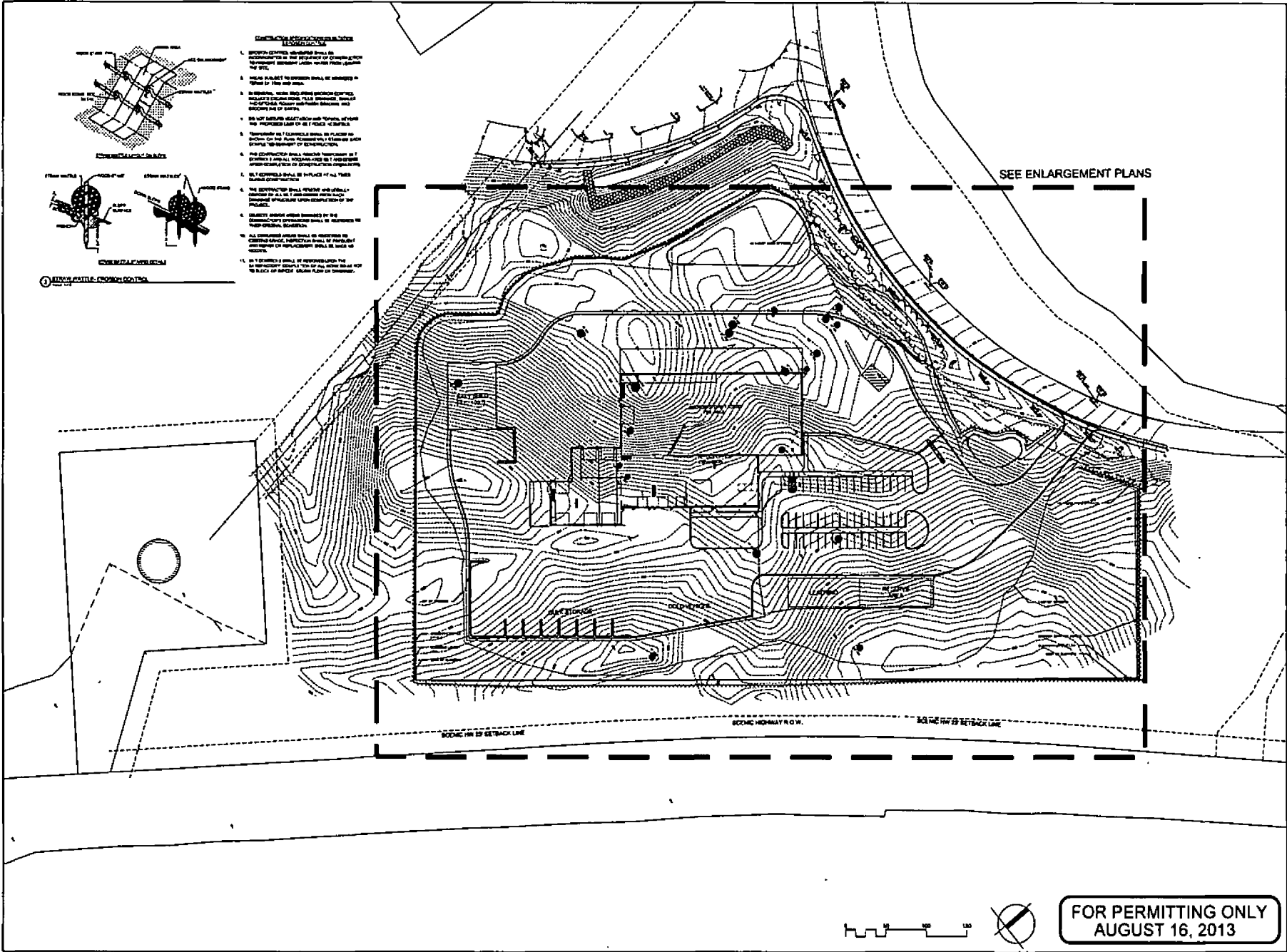
Special Permits:
SPECIAL PERMIT
 Date: AUGUST 27, 2013
 Scale: AS SHOWN
 Drawn By: AJP
 Reviewed By: JAM
 Checked By: BJA
 Approved By: LFC

Drawing Title:
**EXISTING CONDITIONS
 PLAN**

Sheet number:
C1.01



**FOR PERMITTING ONLY
 AUGUST 16, 2013**



- CONSTRUCTION SPECIFICATIONS**
1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AS AMENDED BY THE MOST RECENT SUPPLEMENT TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AND ANY OTHER SPECIFICATIONS THAT MAY BE APPLICABLE TO THIS PROJECT.
 2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AS AMENDED BY THE MOST RECENT SUPPLEMENT TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AND ANY OTHER SPECIFICATIONS THAT MAY BE APPLICABLE TO THIS PROJECT.
 3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AS AMENDED BY THE MOST RECENT SUPPLEMENT TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AND ANY OTHER SPECIFICATIONS THAT MAY BE APPLICABLE TO THIS PROJECT.
 4. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AS AMENDED BY THE MOST RECENT SUPPLEMENT TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AND ANY OTHER SPECIFICATIONS THAT MAY BE APPLICABLE TO THIS PROJECT.
 5. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AS AMENDED BY THE MOST RECENT SUPPLEMENT TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, MASSACHUSETTS, 1997, AND ANY OTHER SPECIFICATIONS THAT MAY BE APPLICABLE TO THIS PROJECT.

SEE ENLARGEMENT PLANS

Project
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WATERBURY ENGINEERING
10 BROADWAY SUITE 200, BOSTON, MA 02108
TEL: 617-552-1100 FAX: 617-552-1101
WWW.WATERBURYENGINEERING.COM

Contract No.

Revisions

No.	Date	Description

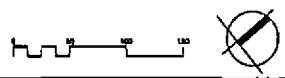
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SPECIAL PERMIT

Date: AUGUST 02, 2013
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 Reviewed By: CFI
 Checked By: [Signature]
 Approved By: [Signature]

Drawing Title
**LAYOUT & MATERIALS
PLAN**

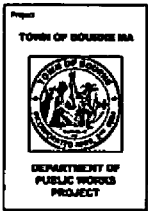
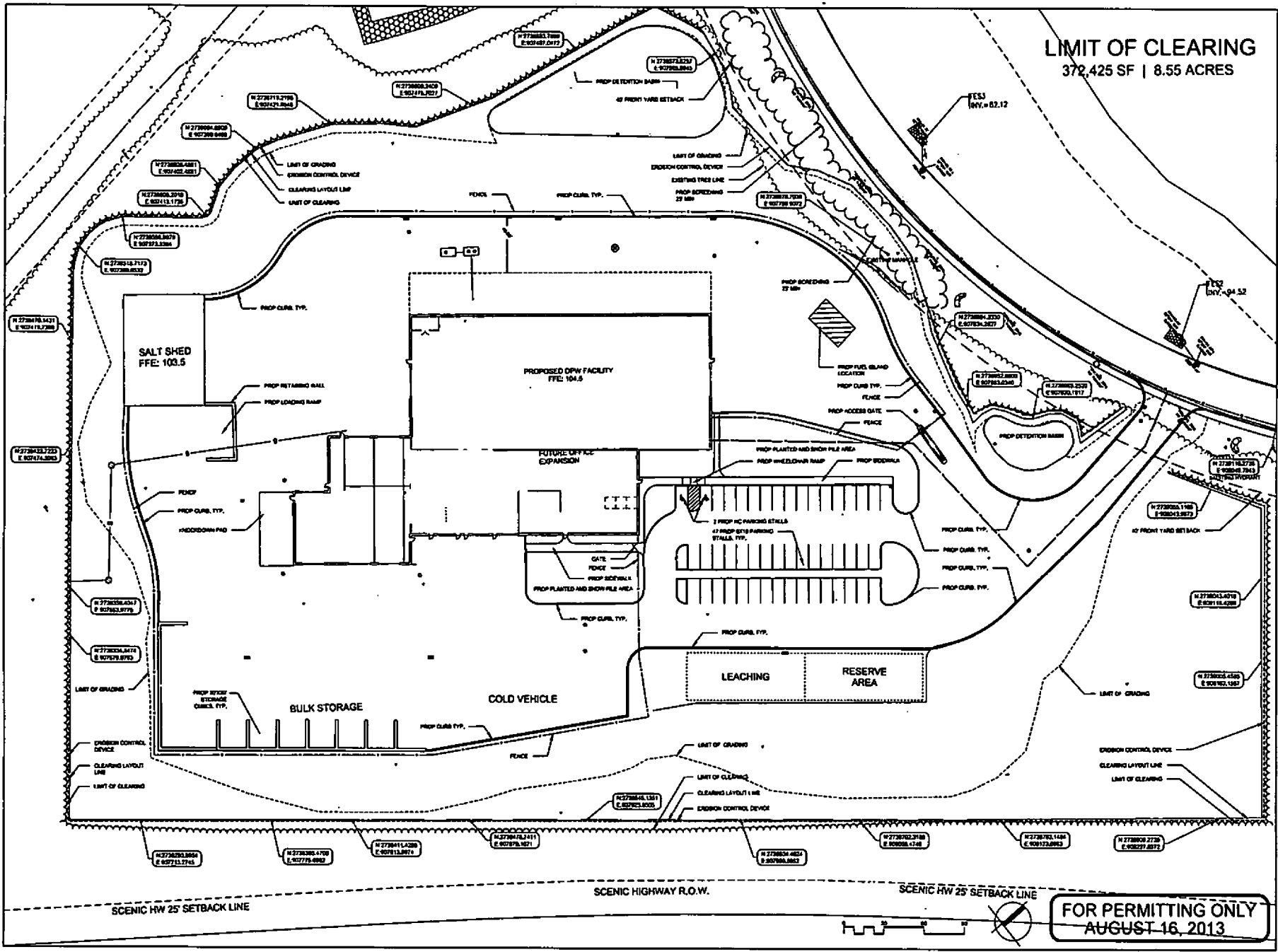
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**FOR PERMITTING ONLY
AUGUST 16, 2013**



LIMIT OF CLEARING

372,425 SF | 8.55 ACRES



2013 AUGUST 16
2013 AUGUST 16
2013 AUGUST 16

CONTRACT NO. _____

Rev.	Date	Description

SCALE: _____

ISSUED FOR: **SPECIAL PERMIT**

Date: AUGUST 02, 2013

Scale: AS SHOWN

Drawn By: [Signature]

Reviewed By: [Signature]

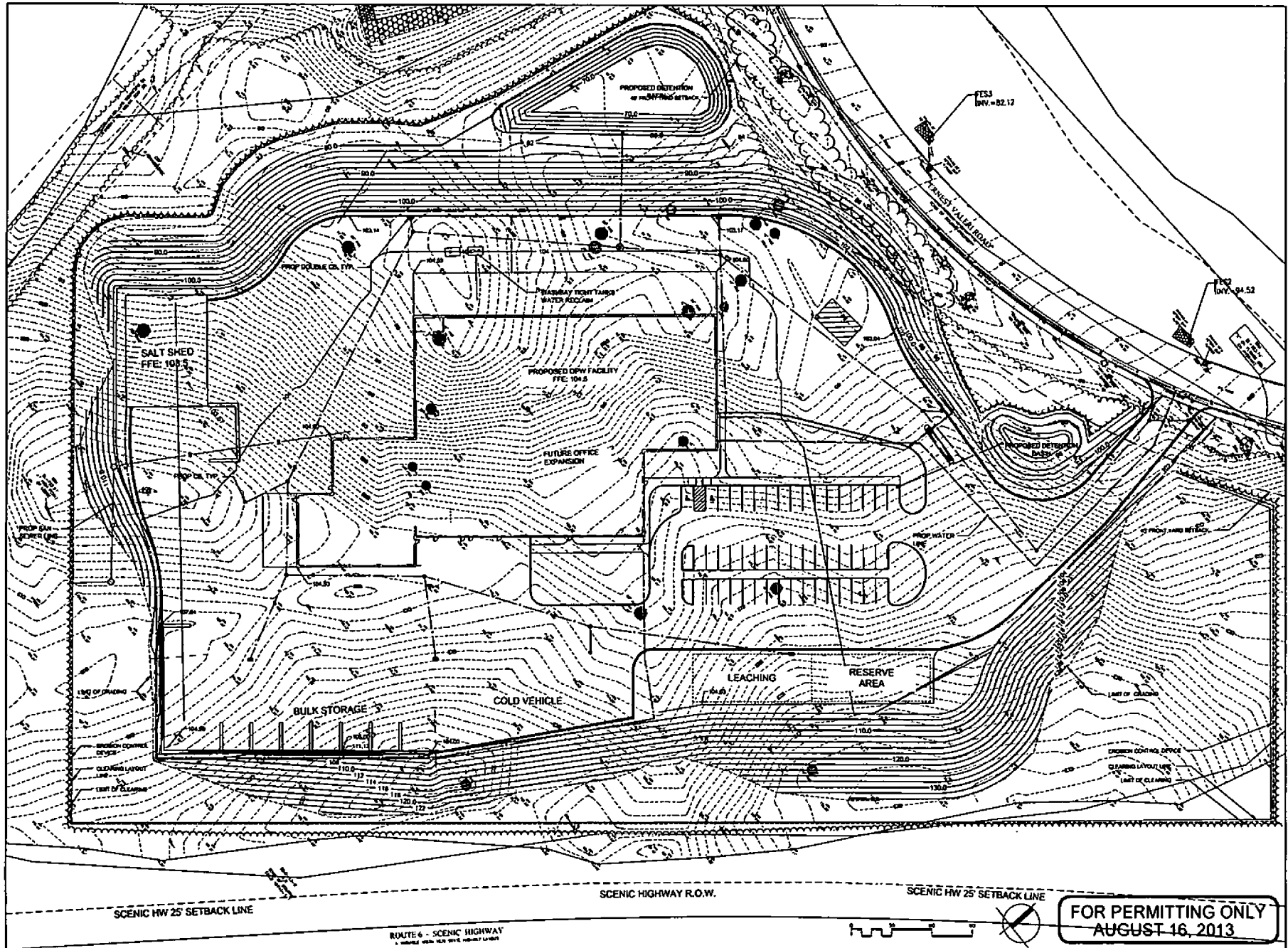
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DRAWING TITLE: **LAYOUT & MATERIALS PLAN**

Sheet Number: **C3.01**

FOR PERMITTING ONLY
AUGUST 16, 2013



Project
 TOWN OF BOURNE MA

DEPARTMENT OF PUBLIC WORKS
 PROJECT

Professional Engineer
 © December 24, 2011 By: Dennis, 24 2011
 Drawn: 10/1/11 Date: 10/1/11
 www.mechanical.com

Conditions

Assessors

Rev.	Date	Description

Permit

Special Permit

Date: AUGUST 16, 2013

Scale: AS SHOWN

Drawn By: WSB

Reviewed By: CFS

Checked By: WSB

Approved By: CFS

Drawing Title

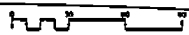
GRADING & DRAINAGE

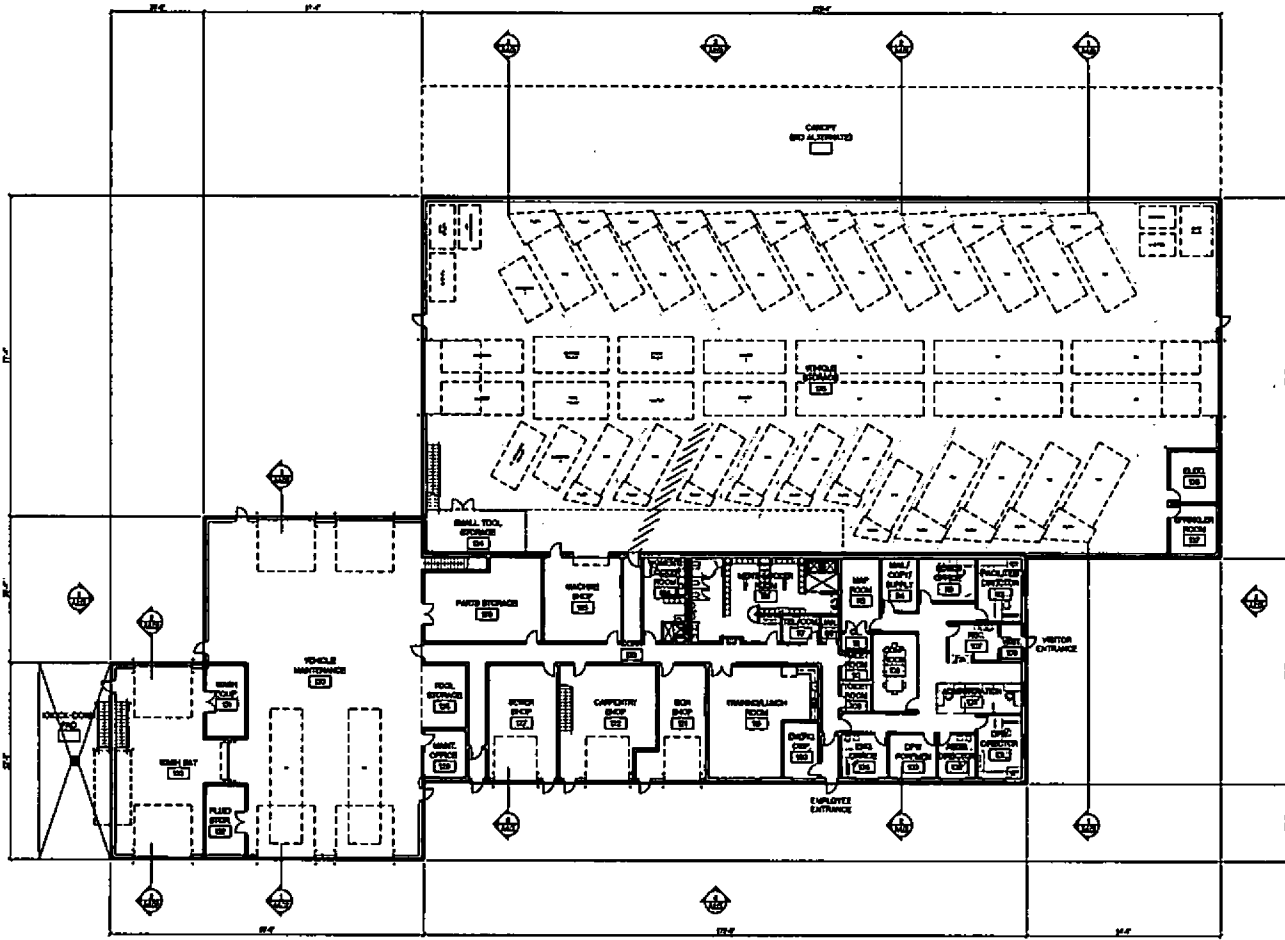
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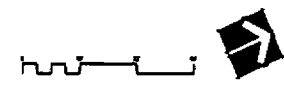
C6.01

FOR PERMITTING ONLY
 AUGUST 16, 2013






1 OVERALL FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



Project:
TOWN OF SOLEDAD, CA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WILSON COMPANY
18000 S.W. 11th Street, #100
Miami, FL 33157 (305) 551-1117
www.wilsoncompany.com

Consultant:

Revisions:

No.	Date	Description

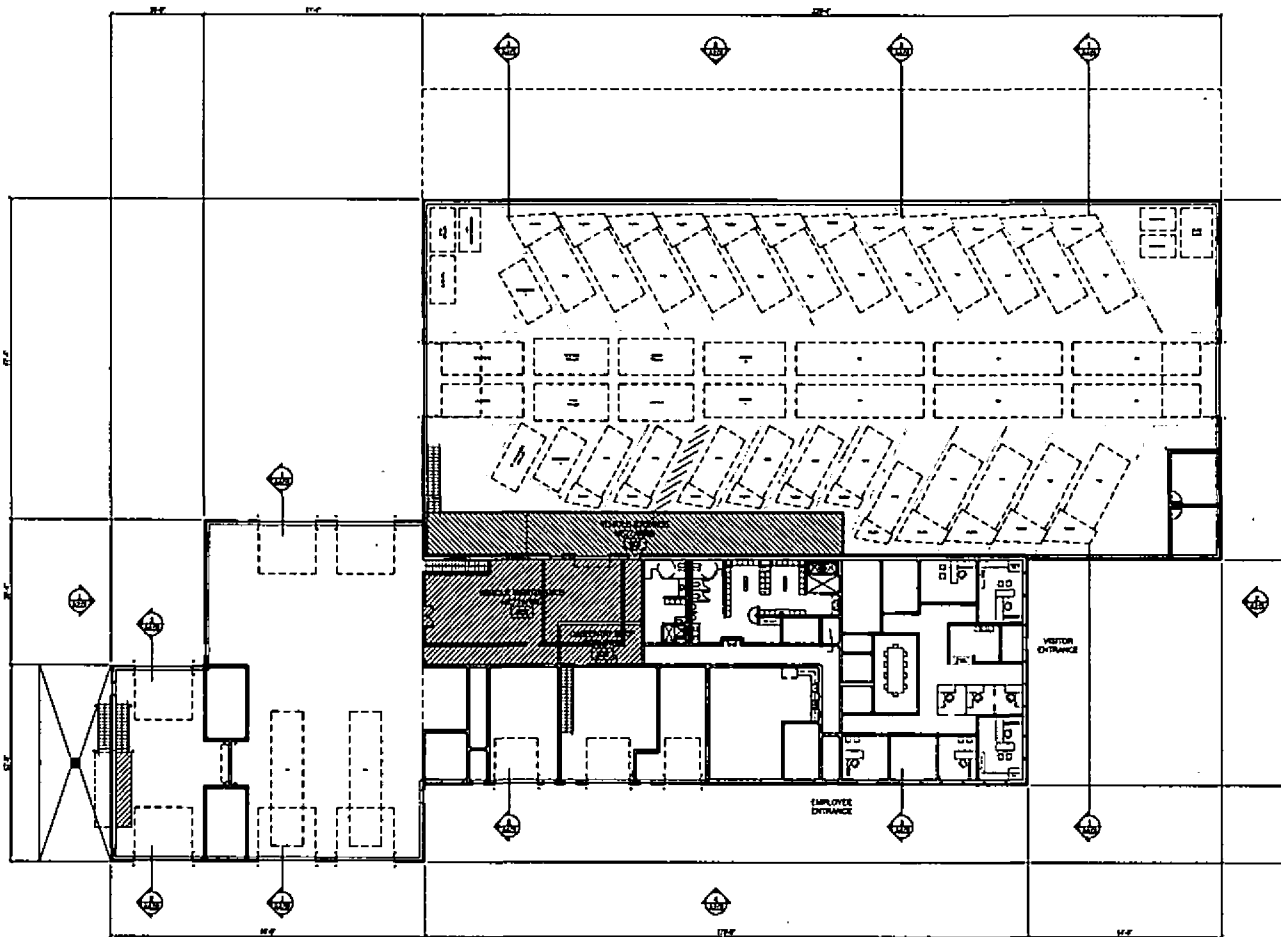
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Project No:
SCHEMATIC DESIGN

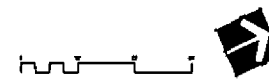
Date: AUGUST 16, 2013
 Drawn By: MLF
 Checked By: JCC
 Approved By: JCC

Drawing Title:
OVERALL FLOOR PLAN


Sheet Number:
A1.01



1 OVERALL MEZZANINE PLAN
SCALE: 1/8" = 1'-0"



Project
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WILLIAMS ENGINEERING
© Kenneth A. Williams & Sons, Inc.
ONE WILMOUTH STREET, SUITE 200
WILMOUTH, MASSACHUSETTS 01981
www.williamsengineering.com

Calculations:

Revisions:

Rev. Date Description

Rev.	Date	Description

Rev:

Revised For:

SCHEMATIC DESIGN

Date: AUGUST 20, 2013

Scale: 1/8" = 1'-0"

Drawn By: M.P.

Reviewed By: J.O.

Checked By: J.O.

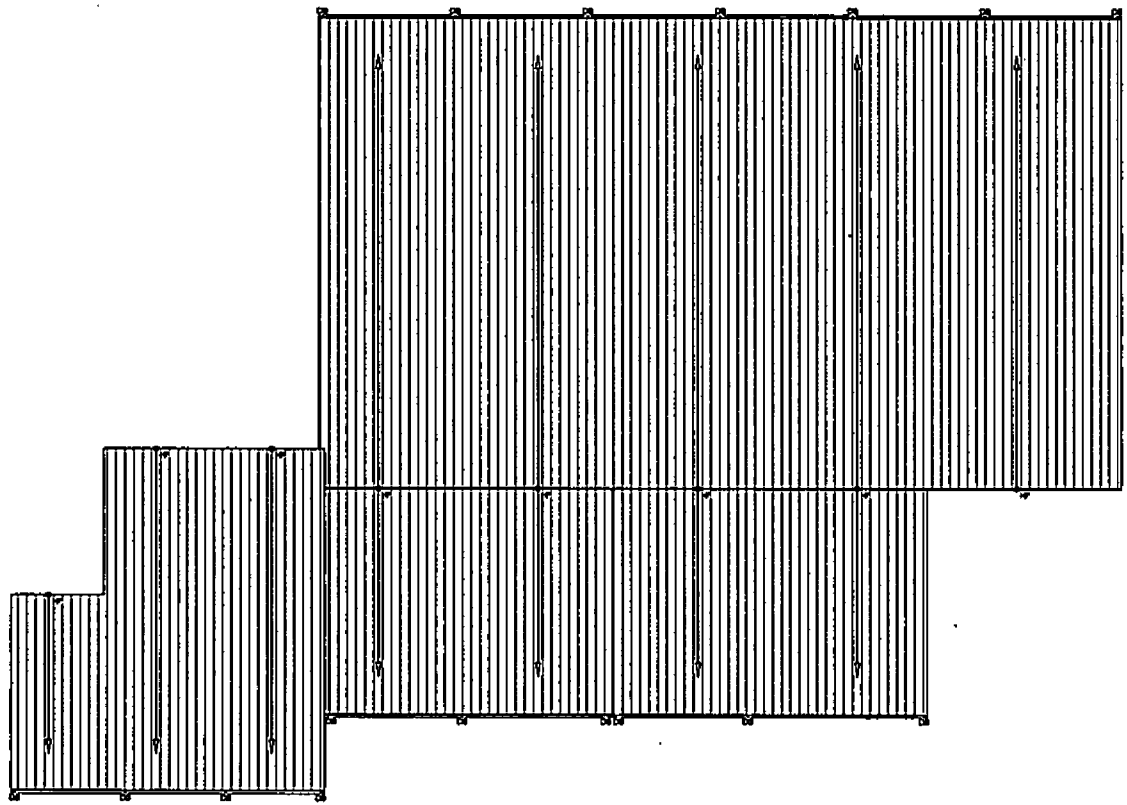
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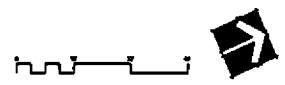
OVERALL MEZZANINE
PLAN

Sheet Number:


A1.02



1 OVERALL ROOF PLAN
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WSP | CONSULTANTS
© 2009 WSP | CONSULTANTS
2009 09-01-12 CMB Capital
www.wspconsultants.com

Consultant:

Revisions:

Rev.	Date	Description

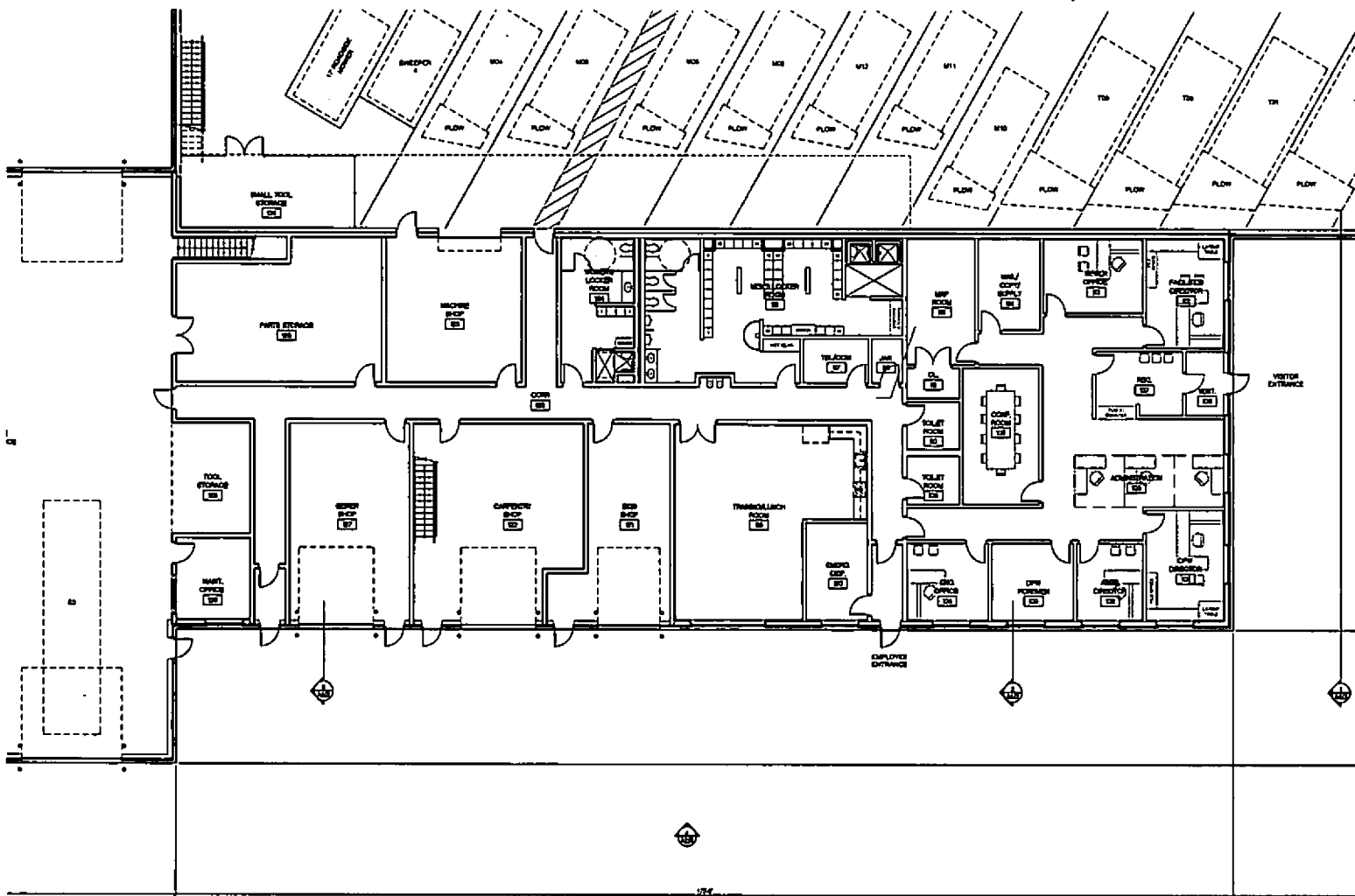
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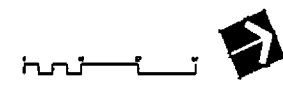
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Reviewed By: JCC
Checked By: JCC
Approved By: JCC

Drawing Title:
OVERALL ROOF PLAN


Sheet Number:
A1.03



1 ENLARGED FLOOR PLAN - ADMINISTRATION & SHOPS
SCALE: 1/4" = 1'-0"



Project
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WILSON COMPANY
2000 WILSON BLVD. WILSON, MA 01973
(508) 833-1177 FAX (508) 833-1178
WWW.WILSONCOMPANY.COM

DATE: 08/24/11

DESCRIPTION:

Revisions:

Rev.	Date	Description

Drawn By: MLR

Project No: SCHEMATIC DESIGN

Date: AUGUST 24, 2011

Scale: 1/4" = 1'-0"

Drawn By: MLR

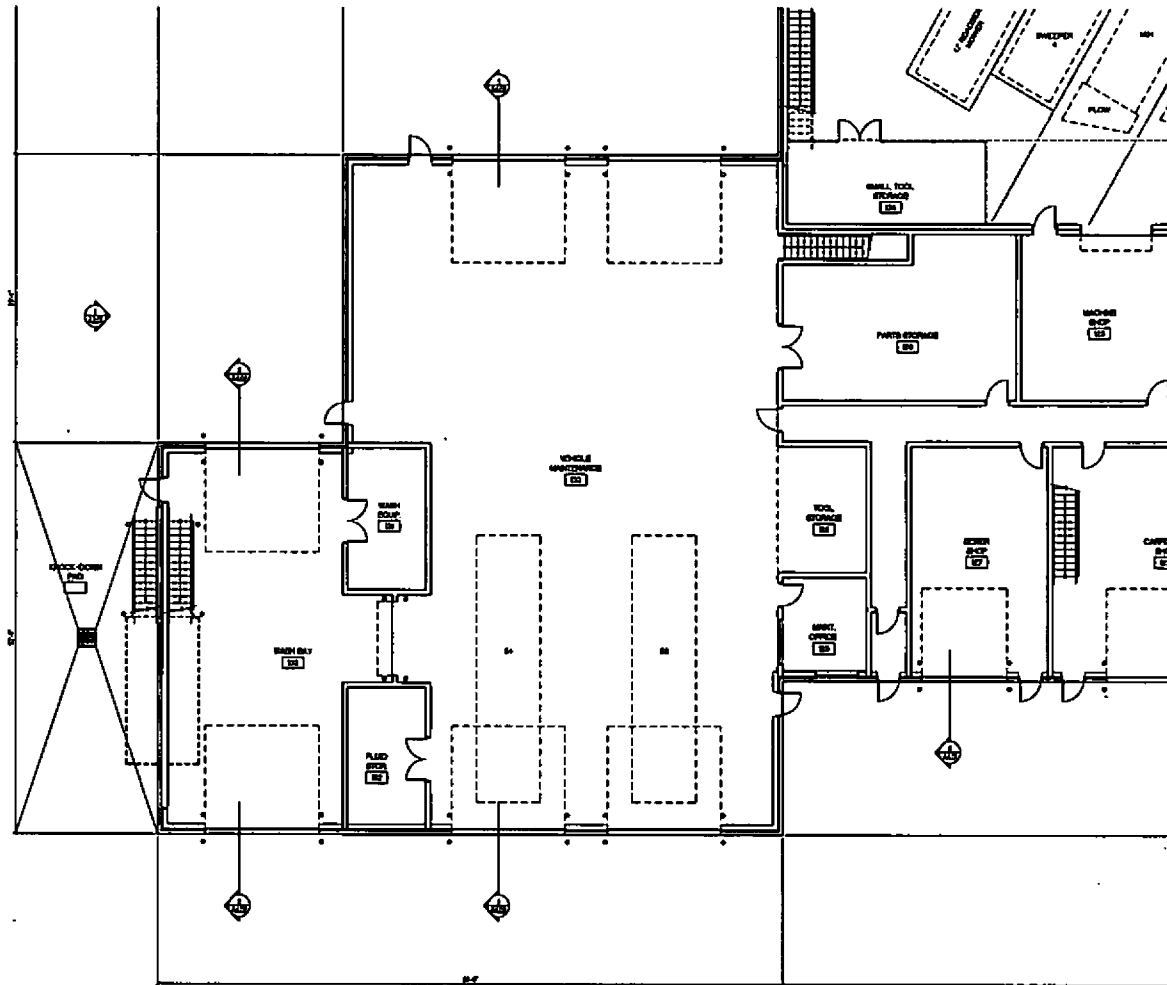
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Checked By: JCI

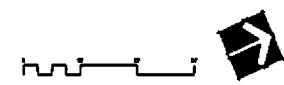
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Sheet Number: A1.11



1 ENLARGED FLOOR PLAN - VEHICLE MAINTENANCE & WASH BAY
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA

DEPARTMENT OF PUBLIC WORKS
PROJECT

WORLDWIDE CONSULTANTS
© 2008 WWC
000 00-0000 000 0000
www.worldwideconsultants.com

Contractor:

Revisions:

Rev.	Date	Description

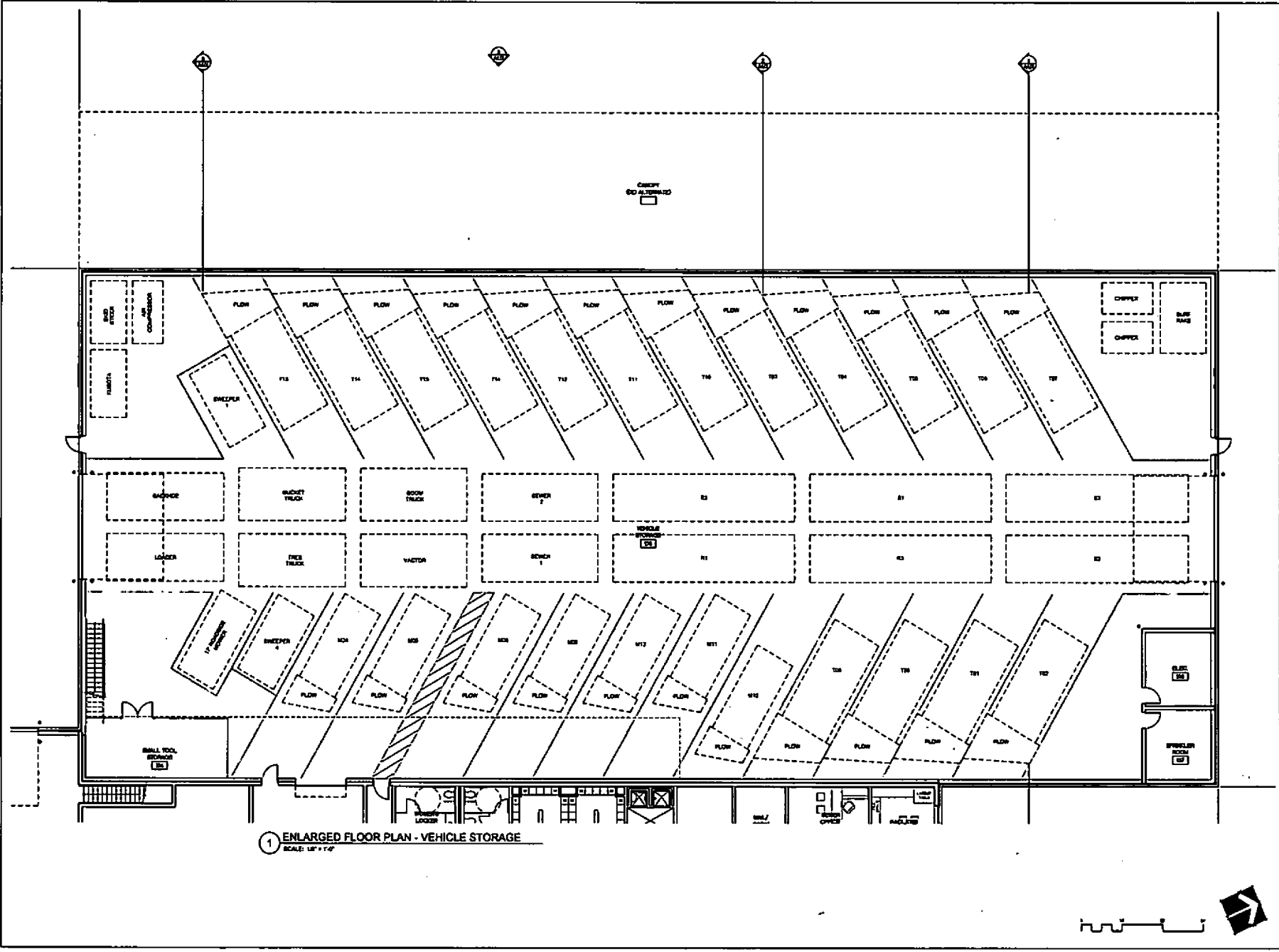
Rev.:

Project No.:
SCHEMATIC DESIGN

Date: AUGUST 26, 2013
Scale: 1/8" = 1'-0"
Drawn By: MJA
Reviewed By: JJC
Checked By: JJC
Approved By: JJC


Drawing Title:
**ENLARGED FLOOR PLAN -
VEHICLE MAINTENANCE &
WASH BAY**

Sheet Number:
A1.12



1 ENLARGED FLOOR PLAN - VEHICLE STORAGE
SCALE: 1/4" = 1'-0"

Project:
TOWN OF SOUHEGA MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

Winters Company
 8500 Highway 2, Box 20, South of 200
 05058 NH-0413 603 549-2100
 www.winterscompany.com

Contract No.:

Revisions:

Rev.	Date	Description

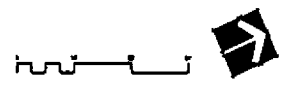
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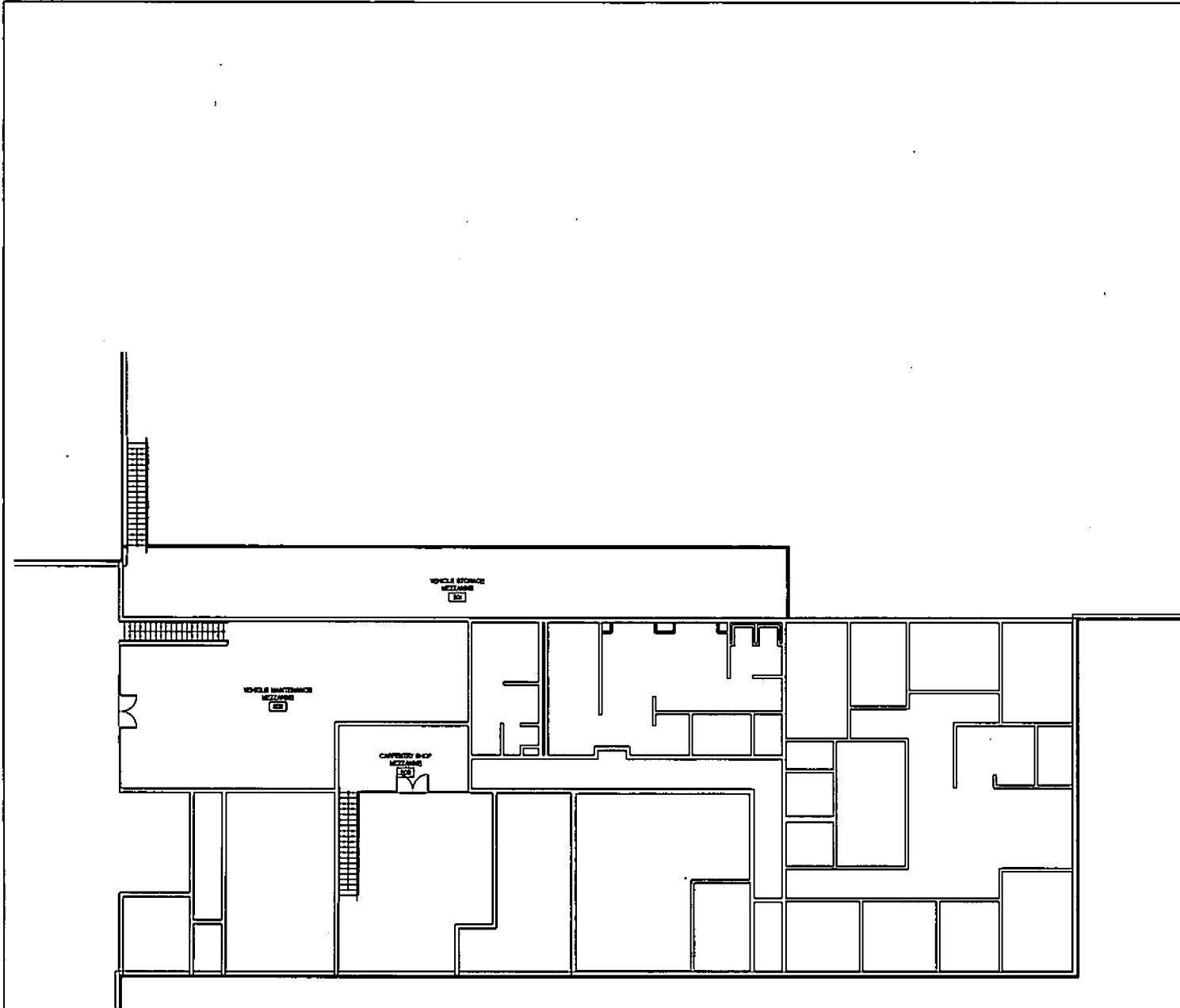
SCHEMATIC DESIGN

Date: AUGUST 26, 2013
 Scale: 1/4" = 1'-0"
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 Reviewed By: JCC
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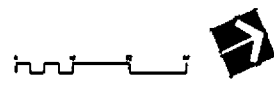
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**ENLARGED FLOOR PLAN -
 VEHICLE STORAGE**

Sheet Number:
A1.13





1 ENLARGED MEZZANINE PLAN - SHOPS
SCALE: 1/4" = 1'-0"



Revisions:

Rev.	Date	Description

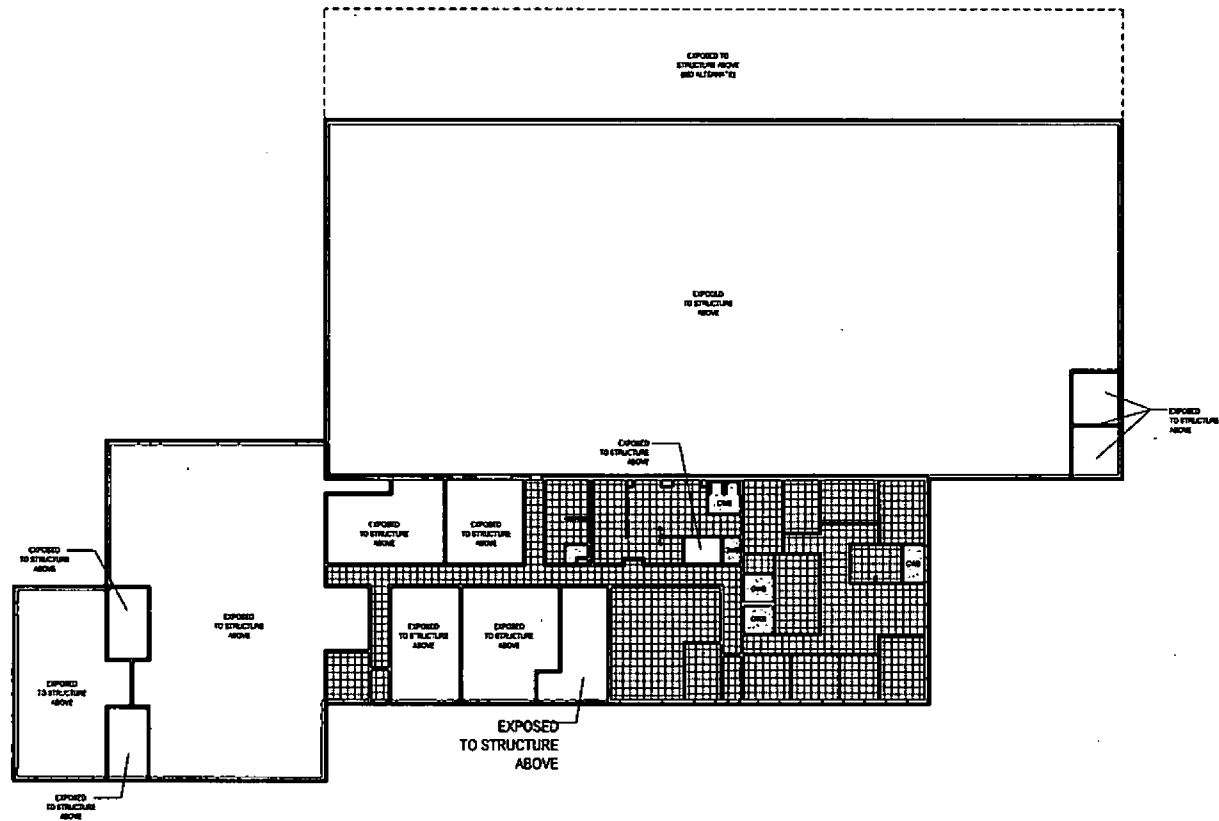
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Issued For:
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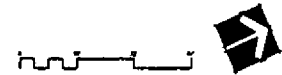
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Drawn By: MEA
Reviewed By: KCI
Checked By: J.C.
Approved By: J.C.

Drawing Title:
ENLARGED MEZZANINE
PLANS


Sheet Number:
A1.21



1 OVERALL REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

Structural Concepts
© January 20, 2010
1000 Main Street, Suite 100
Bourne, MA 01949
Tel: 508.833.4433 Fax: 508.833.4434
www.structuralconcepts.com

Comments:

Revisions:

Rev.	Date	Description

Scale:

Sheet No.:

SCHEMATIC DESIGN

Date: AUGUST 28, 2010

Scale: 1/8" = 1'-0"

Drawn By: MJP

Approved By: ECL

Checked By: ECL

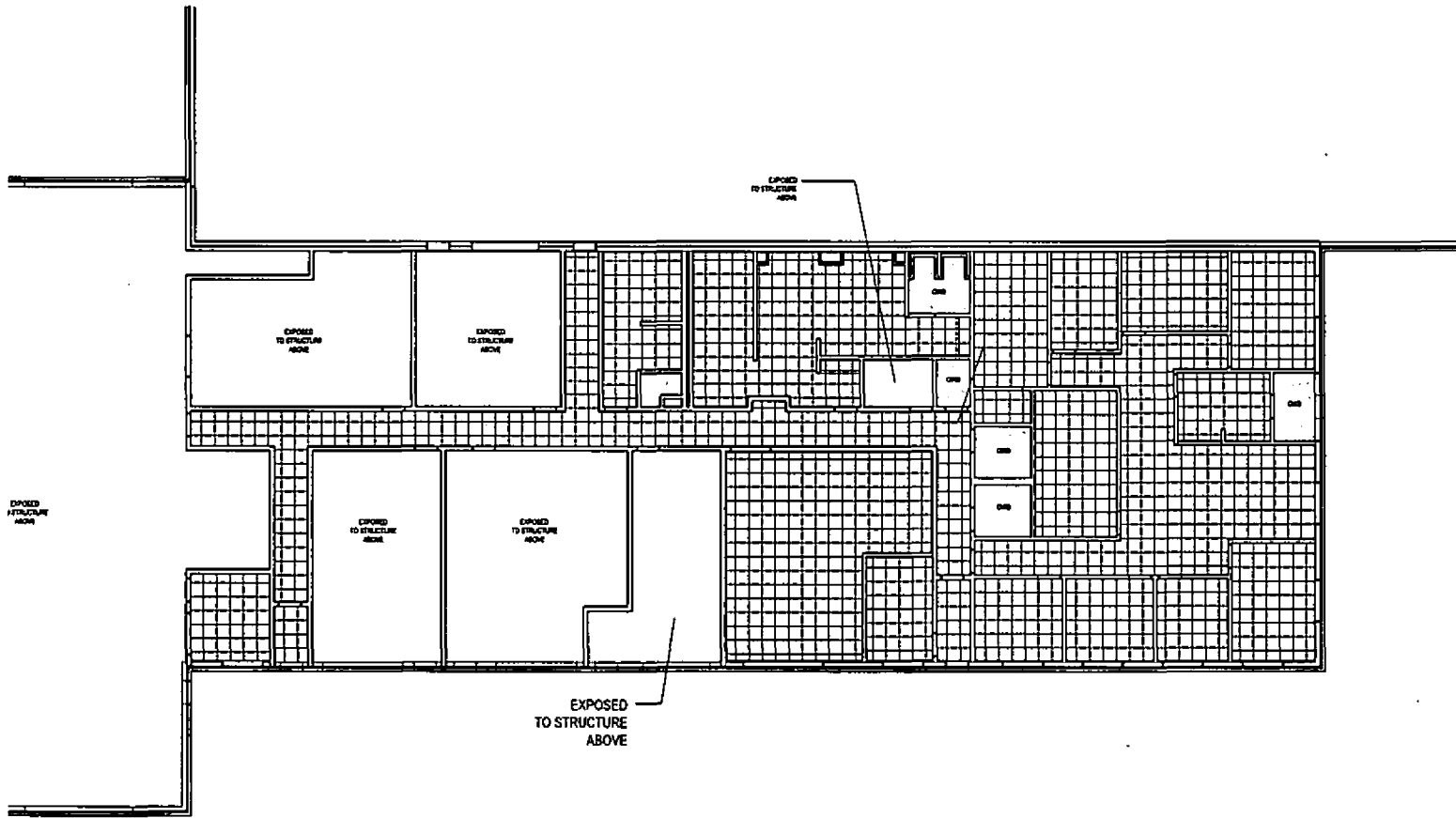
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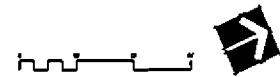
OVERALL REFLECTED CEILING PLAN

Sheet Number:


A2.01



1 ENLARGED REFLECTED CEILING PLAN - ADMINISTRATION & SHOPS
SCALE: 1/8" = 1'-0"



Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WILLIAMS COMPANY
2000
1000
1000

Comments:

Revised:

Rev.	Date	Description

Scale:

Revised By:
SCHEMATIC DESIGN

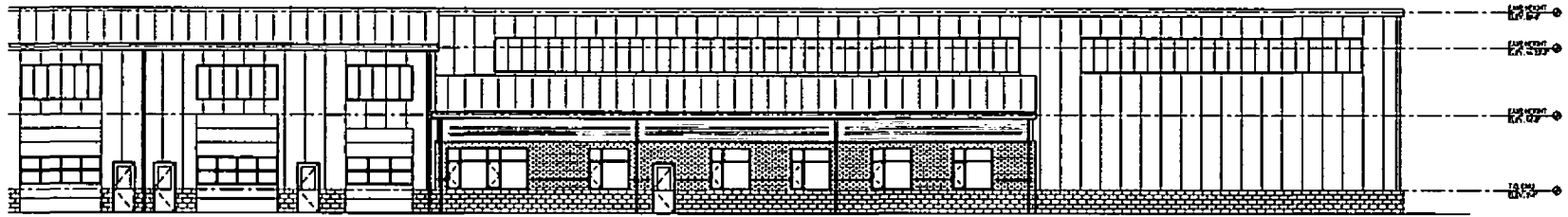
Date: AUGUST 20, 2013
Scale: 1/8" = 1'-0"
Drawn By: MJA
Reviewed By: CCR
Checked By: EDS
Approved By: EDS

Drawing Title:
**ENLARGED REFLECTED
CEILING PLAN -
ADMINISTRATION & SHOPS**

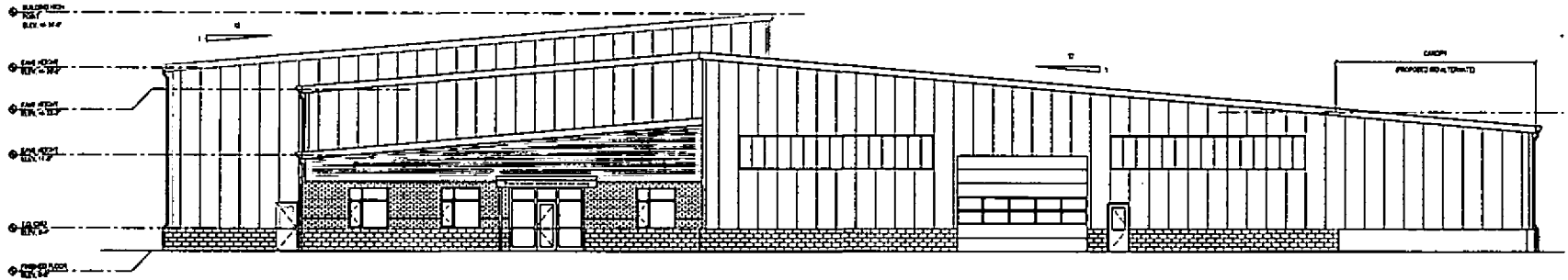
Sheet Number:
A2.02



3 PARTIAL SOUTH ELEVATION
SCALE: 1/4" = 1'-0"




2 PARTIAL SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



1 EAST ELEVATION
SCALE: 1/4" = 1'-0"

Project:
TOWN OF BOURNE MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

WINTERCOM
 10 Beverly St., Suite 100
 (978) 83-4471 (978) 83-4472
 www.wintercom.com

Comments:

Revisions:

Rev.	Date	Description

Notes:

Project Title:
SCHEMATIC DESIGN

Date: AUGUST 28, 2013

Scale: 1/4" = 1'-0"

Drawn By: M.R.

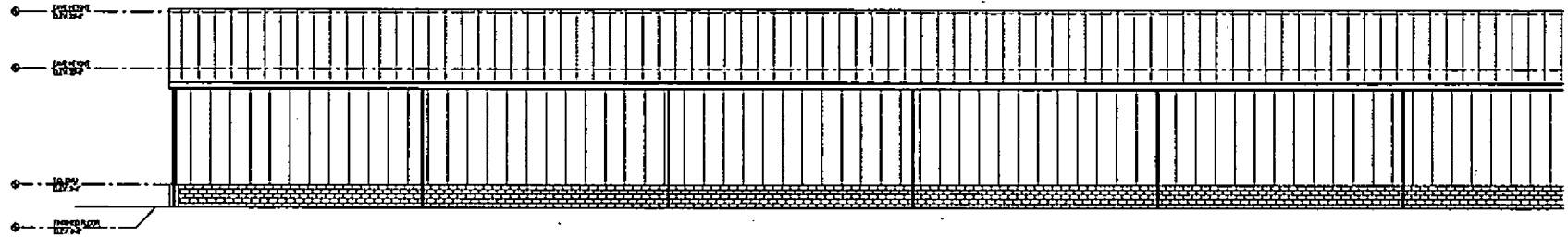
Reviewed By: J.D.

Checked By: J.D.

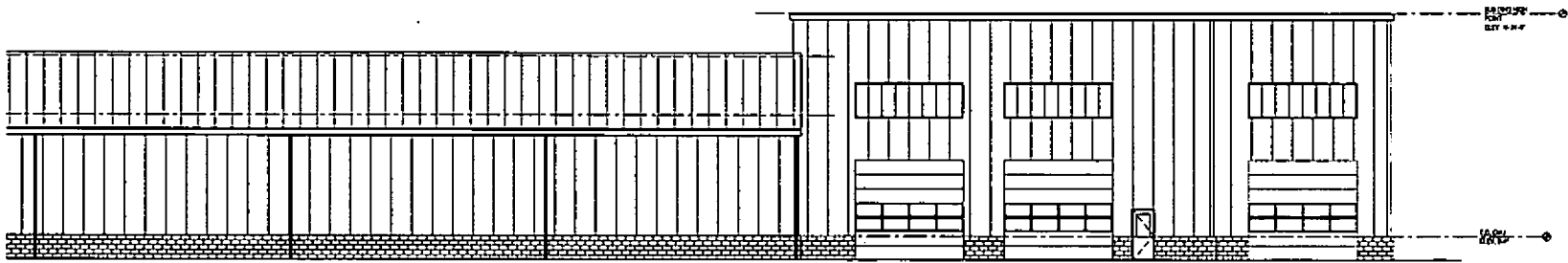
Approved By: J.D.

Drawing Title:
BUILDING ELEVATIONS

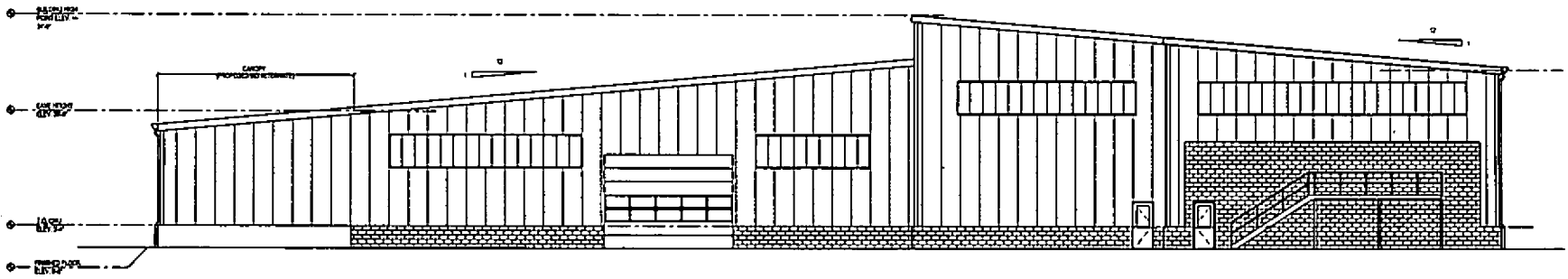
Sheet Number:
A3.01



3 PARTIAL NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 PARTIAL NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 WEST ELEVATION
SCALE: 1/4" = 1'-0"

Project:
TOWN OF BOURNE MA

DEPARTMENT OF PUBLIC WORKS
PROJECT

McCarthy Construction
20 Beverly BLVD. Boston, MA 02116
(617) 552-1171 FAX (617) 552-1172

Contractor:

Revisions:

Rev.	Date	Description

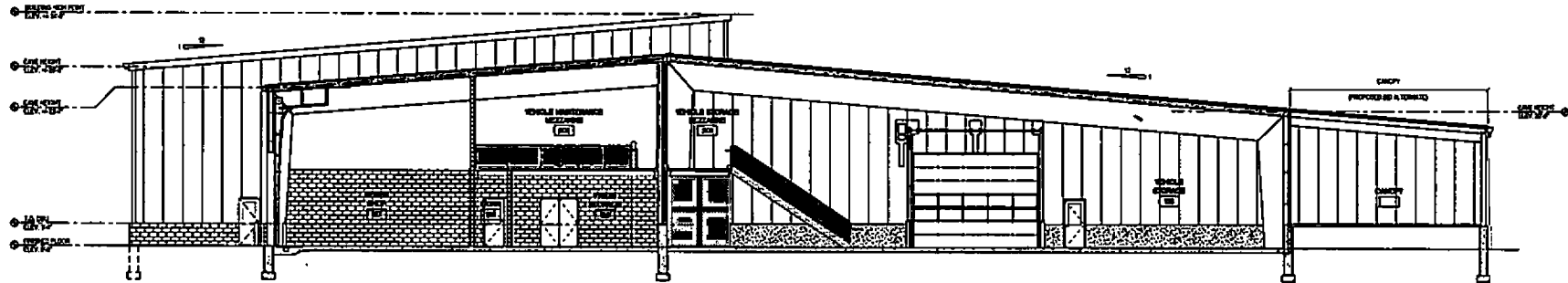
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Project Name:
SCHEMATIC DESIGN

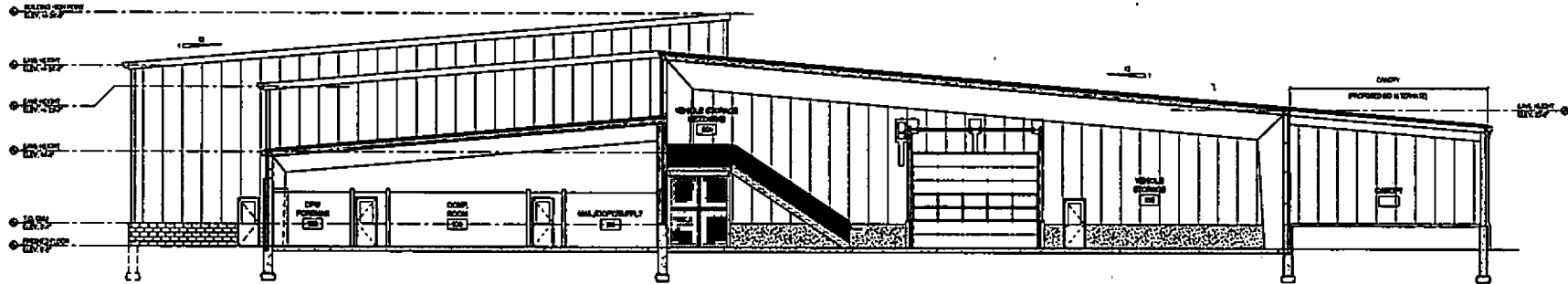
Date: AUGUST 28, 2013
Scale: 1/4" = 1'-0"
Drawn By: MLR
Reviewed By: JCI
Checked By: JCI
Approved By: JCI

Drawing Title:
BUILDING ELEVATIONS

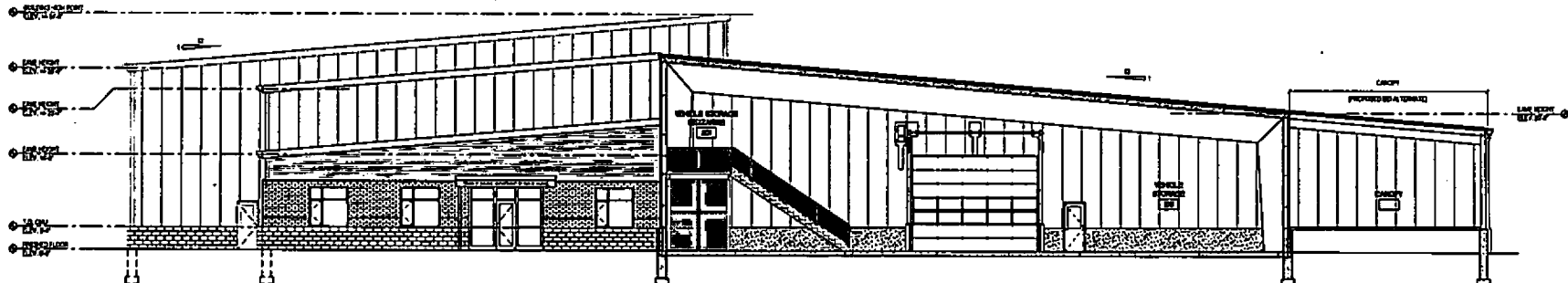
Sheet Number:
A3.02



3 BUILDING SECTION
SCALE: 1/4" = 1'-0"




2 BUILDING SECTION
SCALE: 1/4" = 1'-0"



1 BUILDING SECTION
SCALE: 1/4" = 1'-0"

Project:
TOWN OF HOLIERS MA



DEPARTMENT OF
PUBLIC WORKS
PROJECT

McGraw-Hill Construction
A Division of McGraw-Hill
1221 Avenue of the Americas
New York, NY 10020-1396
Tel: 212 512-2000
Fax: 212 512-2001
www.mhfi.com

Contract:

Revisions:

Rev.	Date	Description

Scale:

Notes For:
SCHEMATIC DESIGN

Date: AUGUST 20, 2013
Scale: 1/4" = 1'-0"
Drawn By: MJP
Reviewed By: JJK
Checked By: JCK
Approved By: JCK

Drawing Title:
BUILDING SECTIONS

Sheet Number:
A4.01

UG ● PM 4 00
N CLERK'S OFFICE
BOURNE, MASS

**Town of Bourne
Public Works Building Committee
MEETING NOTICE**

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

Date: Thursday, August 29, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Review of permitting milestones
3. DPW/ ISWM review of site work and schedule and impacts
4. Review with Owners Project Manager (OPM)
5. Weston and Sampson program schedule
6. Adjourn

Town of Bourne
Public Works Building Committee

2013 NOV 7 PM 5
TOWN CLERK'S OFFICE
BOURNE, MASS

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Thursday, August 29, 2013

Time: 5:00 P.M.

Agenda Topics

- 1. Call meeting to order**
- 2. Review of permitting milestones**
- 3. DPW/ ISWM review of site work and schedule and impacts**
- 4. Review with Owners Project Manager (OPM)**
- 5. Weston and Sampson program schedule**
- 6. Adjourn**

Bourne Public Works Facilities Building Committee
August 29, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, August 29, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, and Jonathan Nelson. Bill Ware was excused.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti, Mark Remillard, Weston & Sampson Environmental/Infrastructure Consultants, Dan Barrett, ISWM General Manager, Asa Mintz, ISWM Operations Manager, and Chuck Ruggiero, Bourne DPW Department.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:05 PM

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to excuse Bill Ware.

2. REVIEW OF PERMITTING MILESTONES

Peter Meier stated the ad for special permitting was in the August 29th Bourne Enterprise. Mr. Farrell brought the committee up to date on the permitting milestone from the planning board. Mr. Farrell stated that Coreen suggested instead of going for the site plan review just go for the lot clearing.

Asa Mintz, OPM, said we have three options: First option is to reduce the size of the disturbed area; second is to do an offset of one and a half times the disturbed area; third is to do a whole review of the habitat. The most feasible is to do an offset since we have 122 acres the offset ends up being about 15 acres. A strip was chosen along the west side of the property, which abuts residential area. That area is about 200-250 feet wide. Natural Heritage has given a verbal go-ahead that they are accepting this plan.

Mr. Andrews questioned why just 16 acres why not go for more so if George Salas wants to clear more he can cut more trees and not have to go back and get approval. Mr. Alberti said we can expand what we submit to Natural Heritage.

Mr. Farrell pointed out the open spot among the house lots, that the Planning Board insisted be put in for possible future access. Check to see if the Town decides to leave a path there, it can be access for the DPW if it is needed.

Mr. Alberti read the info that was emailed to him from Natural Heritage. Permanent protection of this area through a CR granted to a qualified non-profit would work well. They suggested firming up the site plan, impact area so they can tact down the impact calculations. They gave the biologist they want

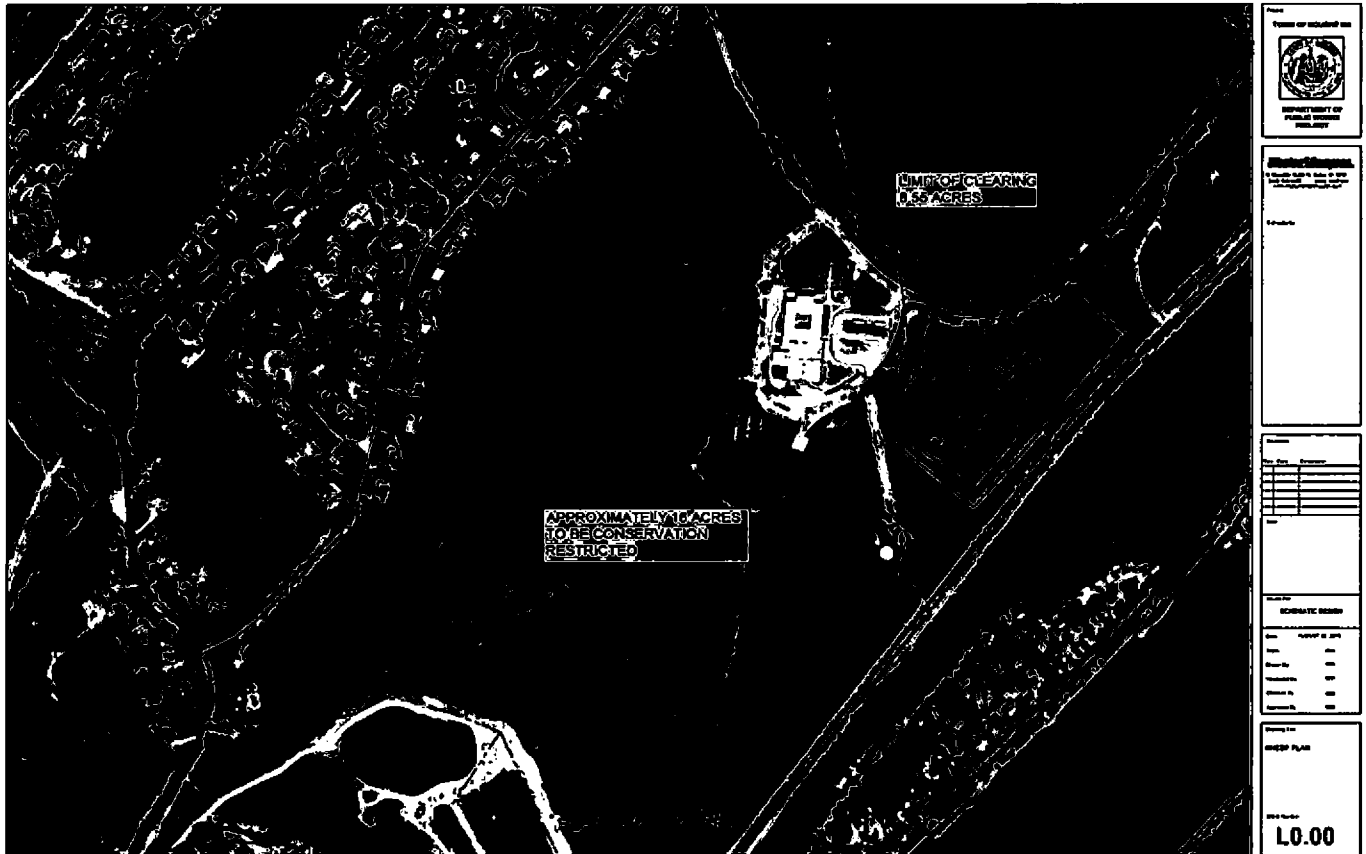
2013 AUG 29 PM 5 10
TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT

us to work with, and how to put it into conservations restrictions. Mr. Alberti read the email from

Natural Heritage which stated "Given the time sensitivity of the project, we will not require, that the draft CRV be finalized in advance of CMP issuance."

The conservation restriction is owned by the entity.



Mr. Andrews questioned Mr. Alberti what are the next steps to go through? Mr. Alberti will get a draft of what the next steps are, to Asa Mintz next week. Mr. Mintz can distribute the information to the committee members.

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to allow the Town Administrator and Board of Selectman to make a determination as to the best way to proceed in the best interest of the Town on the set aside of approximately 16 acres.

Mr. Alberti stated the Mass. Land Trust Coalition enables you to search for land trusts by town. A copy of it will be sent to Asa so he can send it to the Town Administrator so the Selectman can get it on their agenda. Mr. Andrews stated this is something the Selectman have to do for the committee to proceed.

Mr. Andrews questioned Mr. Alberti what are the next item for permitting because we are going in front of the Planning Board on the 12th.

- Mr. Alberti stated we are going to revise the site plan updates, revise the project schedule.
- Need to do a ZBA request for the salt shed. The design development has to be completed first. The filing time for the ZBA is six weeks. Mr. Alberti will shoot for an end of September filing date. We are asking the ZBA for a hight-variance for the salt shed.
- From MEPA we are asking for ENF (Environmental Notification Form) because we are impacting the Natural Heritage area.
- Cape Cod Commission – Mr. Guerino is going to handle this. He indicated that he made a contact but is waiting for something official. The indication was that it isn't going to be an issue.
- Building Permit - Meetings with the building official and the fire department, prep time. Contact them and go through the schematic design of the buildings. That is done following the design development set. Jeff will build that into the schedule.

Jeff Alberti will prepare a permit matrix and will bring it in for the next meeting for discussion.

3. DPW/ ISWM REVIEW OF SITE WORK AND SCHEDULE AND IMPACTS

Dan Barrett stated as far as it impacts their schedule they are flexible through the winter. Mr. Andrews questioned if the quote they got for the tree clearing will still hold when the tree clearing starts. Mr. Barrett said as long as he holds his price the permit is still good. Mr. Mintz will make sure he will hold his price for the tree clearing until mid November. They brought in Brian Madin he is the Biologist.

4. REVIEW WITH OWNERS PROJECT MANAGER (OPM)

Asa Mintz brought the committee up to date on the action items.

- Tom Guerino's recommendation.
- Getting in front of the selectmen.
- Getting the conceptual conservation restriction approved.
- Getting Counsel the deed restrictions.

5. WESTON AND SAMPSON PROGRAM SCHEDULE

Town of Bourne
New Public Works Facility
Project Schedule

Updated 08/28/13

Task	Start	End	2013								2014								2015										
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review and Confirmation	7/1/2013	7/19/2013	█																										
Schematic Design	7/22/2013	8/30/2013		█	█																								
Natural Heritage	8/23/2013	11/20/2013			█	█	█	█																					
Design Development	9/2/2013	11/15/2013			█	█	█	█																					
Site Plan Review	9/2/2013	11/15/2013			█	█	█	█																					
Tree Clearing	11/15/2013	12/13/2013						█	█																				
Construction Documents	11/18/2013	1/11/2014						█	█	█																			
Site Grading	12/16/2013	3/14/2014							█	█	█	█																	
Bidding	2/3/2014	3/14/2014								█	█																		
Contract Award	3/11/2014	3/28/2014									█																		
Construction	4/1/2014	7/1/2015										█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
Close-out	7/1/2015	8/1/2015																									█		

DRAFT

Mr. Alberti went through the program schedule.

Schematic Design Development Documents

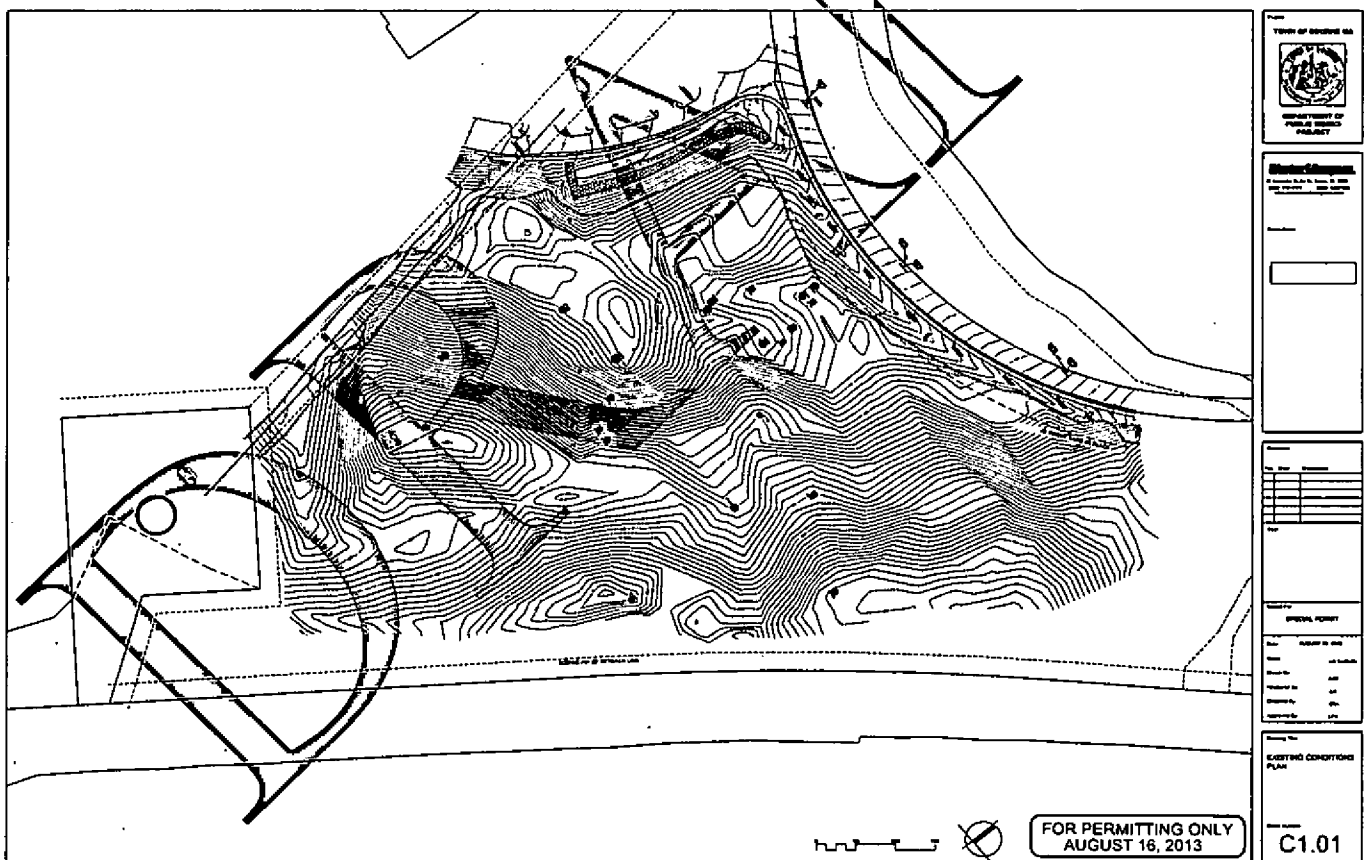
- Finalizing the schematic design documents – Site layout plan, clearing, grading, paving, building layout, conceptual floor plan;
- Assembling the narratives for the building systems;
- Finalize floor plans;
- MEPFP Disciplines.

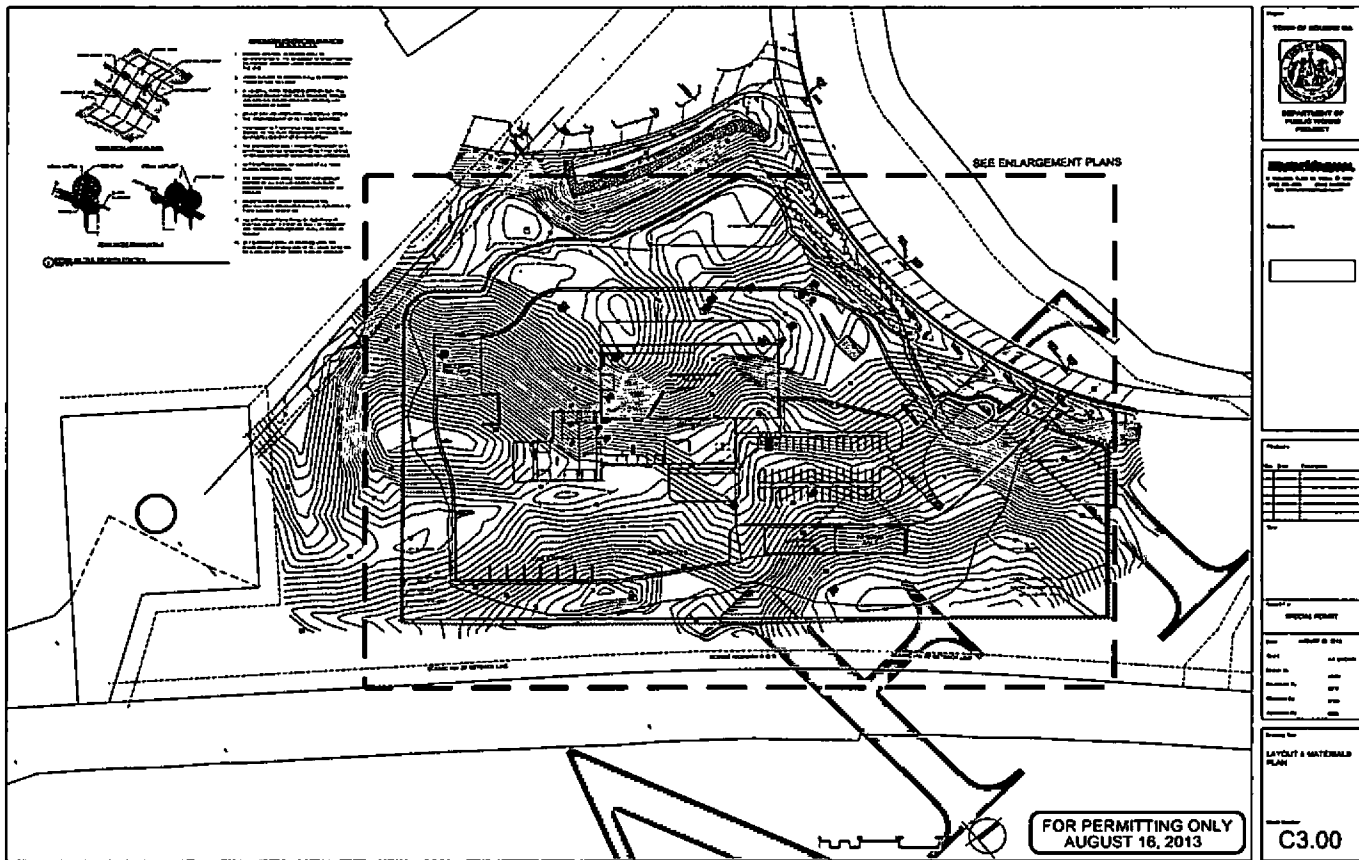
Design Development Phase

Construction Documents – Bid documents

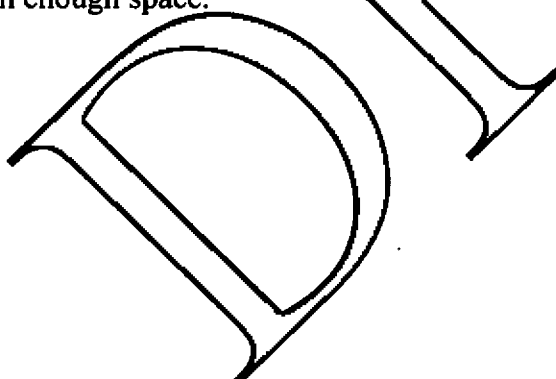
Mr. Alberti will tighten up the deliverable dates, based on the schedule that was in his contract and will revise the schedule. He will also build in a review period.

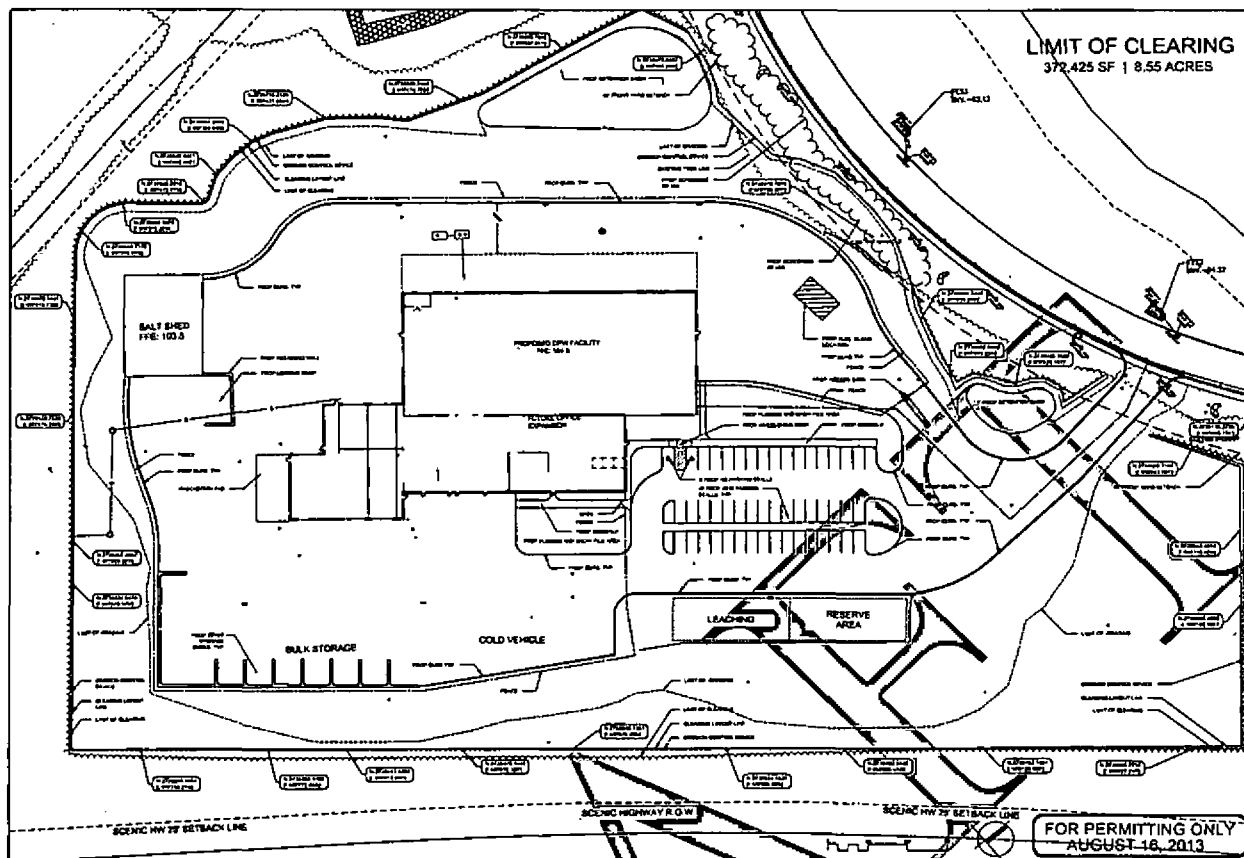
Mr. Alberti went over the site plans.





Asa Mintz suggested moving the leaching field to under the parking lot. Stan Andrews questioned the size of the salt shed. Jeff Alberti will confirm the capacity of the salt shed. Jeff Alberti will redo the salt shed and will look at the option to move the salt shed and the sand storage down to where the bulk storage is and put the bulk storage up where the salt shed is located. George Sala wanted to make sure there is enough room so the tractor-trailers can turn around and dump with enough space.





TOWN OF BOURNE MA

SEAL OF THE TOWN OF BOURNE

OFFICE OF THE TOWN ENGINEER

PROJECT INFORMATION

Project Name:	
Project No.:	
Project Date:	
Project Location:	

SPECIAL PERMIT

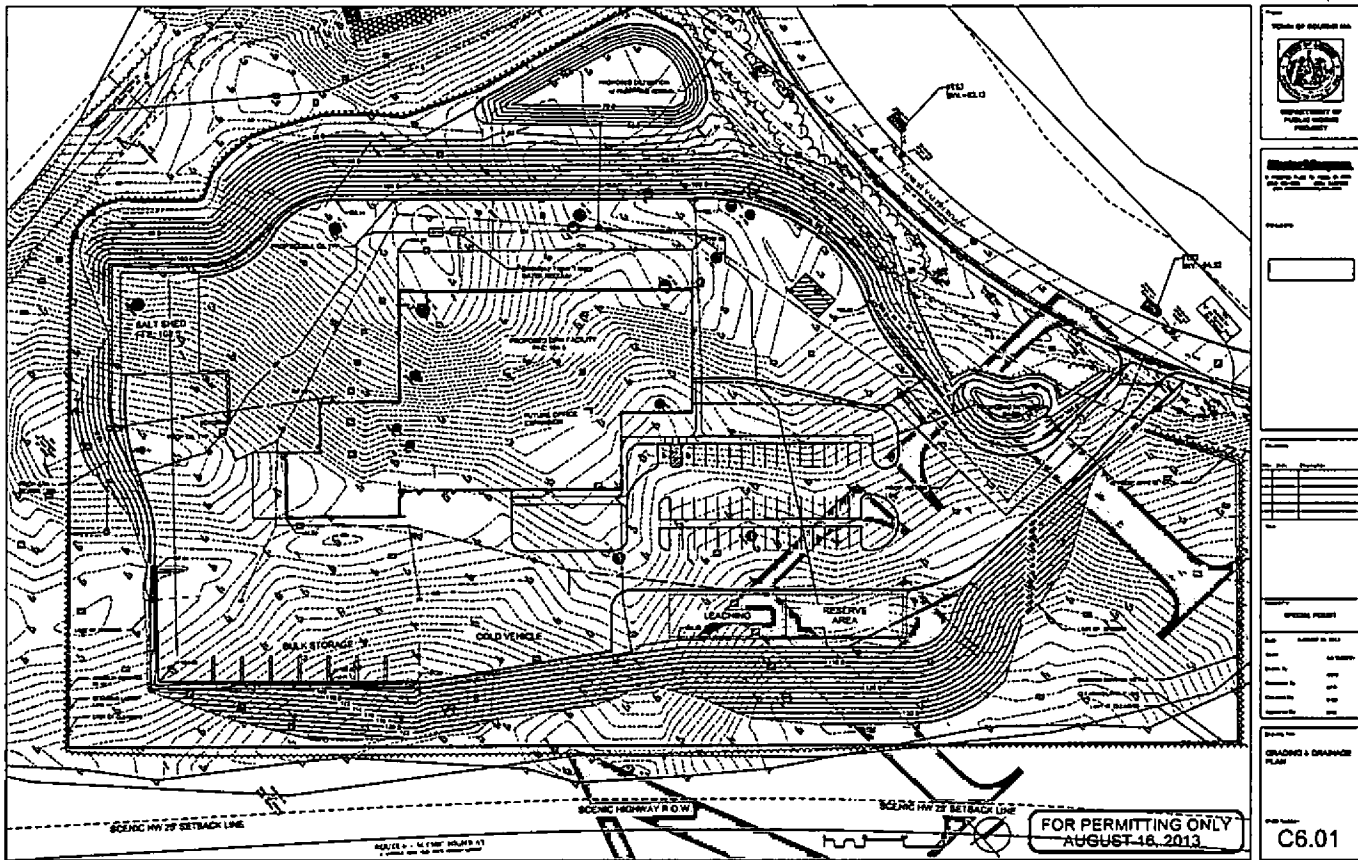
Project No.:	
Project Date:	
Project Location:	
Project Description:	

ISSUED FOR:

LAYOUT & MATERIALS PLAN

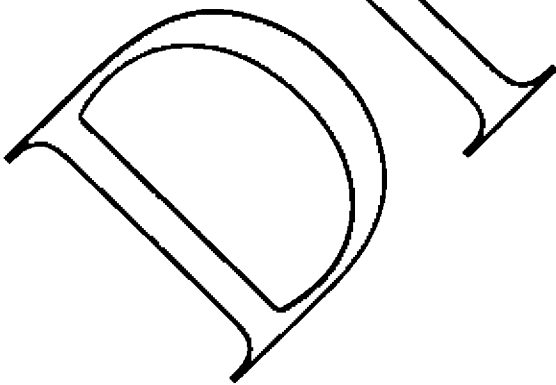
C3.01

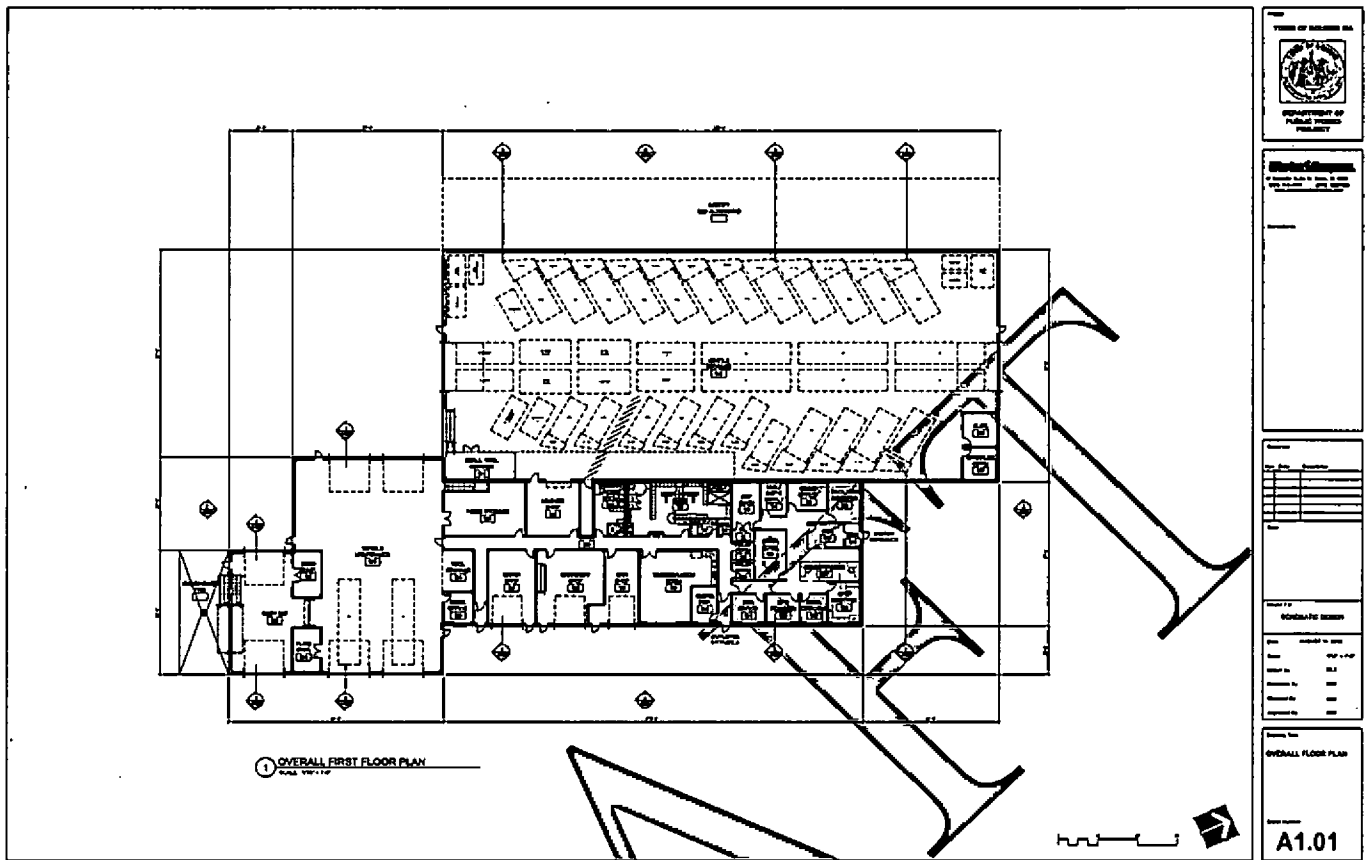
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Suggested Bid Alternates:

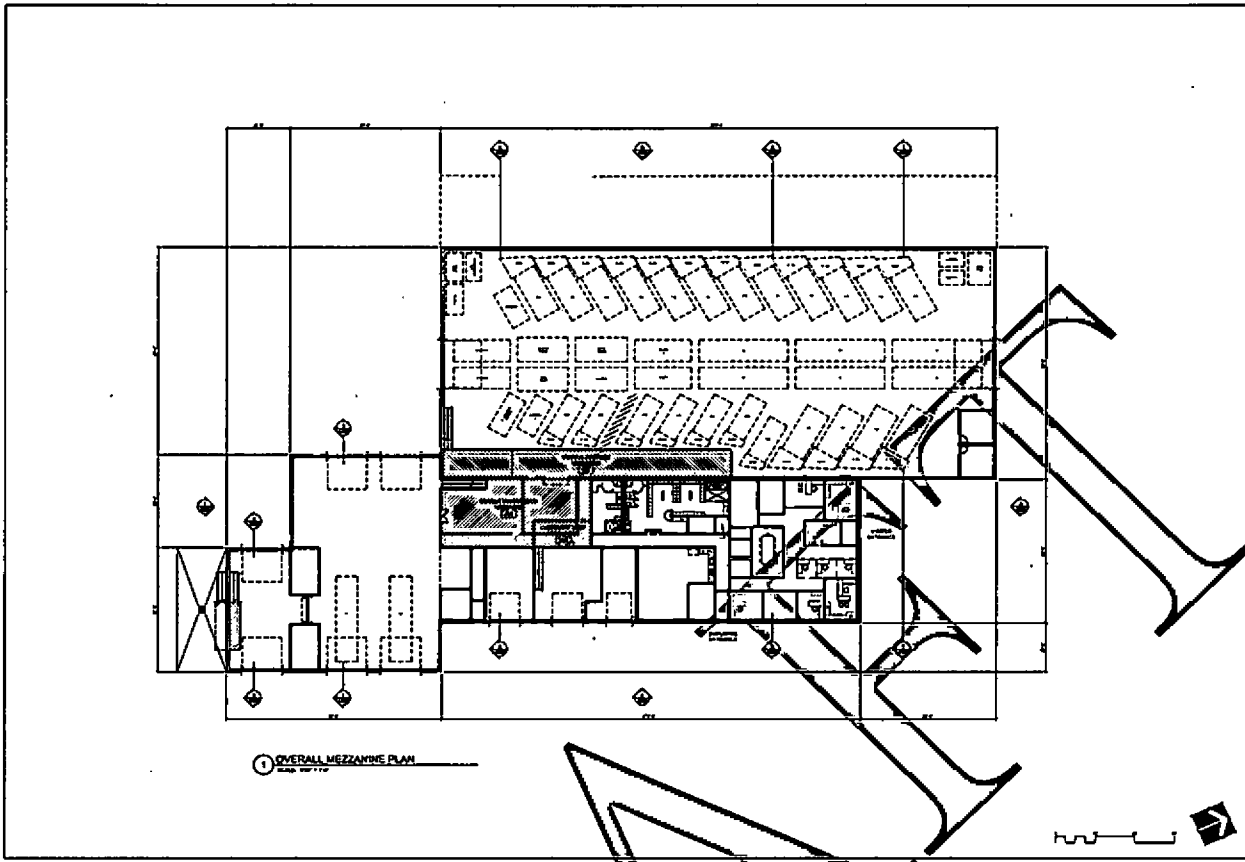
- Fence around the whole site – Do the minimum, gate on the entrance.
- Canopy
- Granite Curbing – Do concrete; Mr. Salas will find out what the linear footage is for the parking area. Cape Cod berm in other areas.





Jeff Alberti will:

- Schedule a meeting with IT to make sure the Tel/Com room is big enough for the equipment and servers
- Add a reference office



TOWN OF BOURNE MA
DEPARTMENT OF PUBLIC WORKS FACILITY

MEZZANINE DESIGN
PROJECT NO. 13-001
DATE: 08/29/13

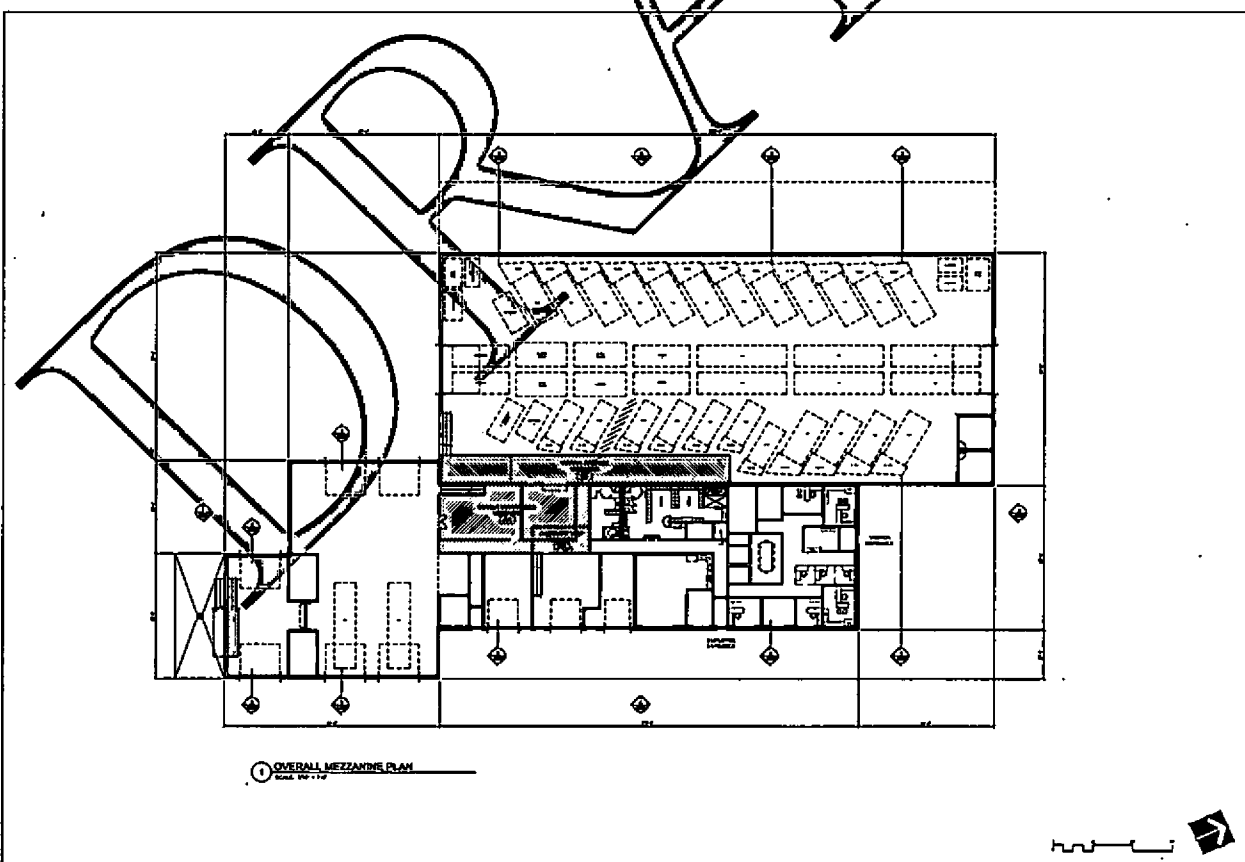
NO.	DATE	DESCRIPTION

DESIGNED BY: [Signature]
CHECKED BY: [Signature]

SCALE: 1/4" = 1'-0"

OVERALL MEZZANINE PLAN

A1.02



TOWN OF BOURNE MA
DEPARTMENT OF PUBLIC WORKS FACILITY

MEZZANINE DESIGN
PROJECT NO. 13-001
DATE: 08/29/13

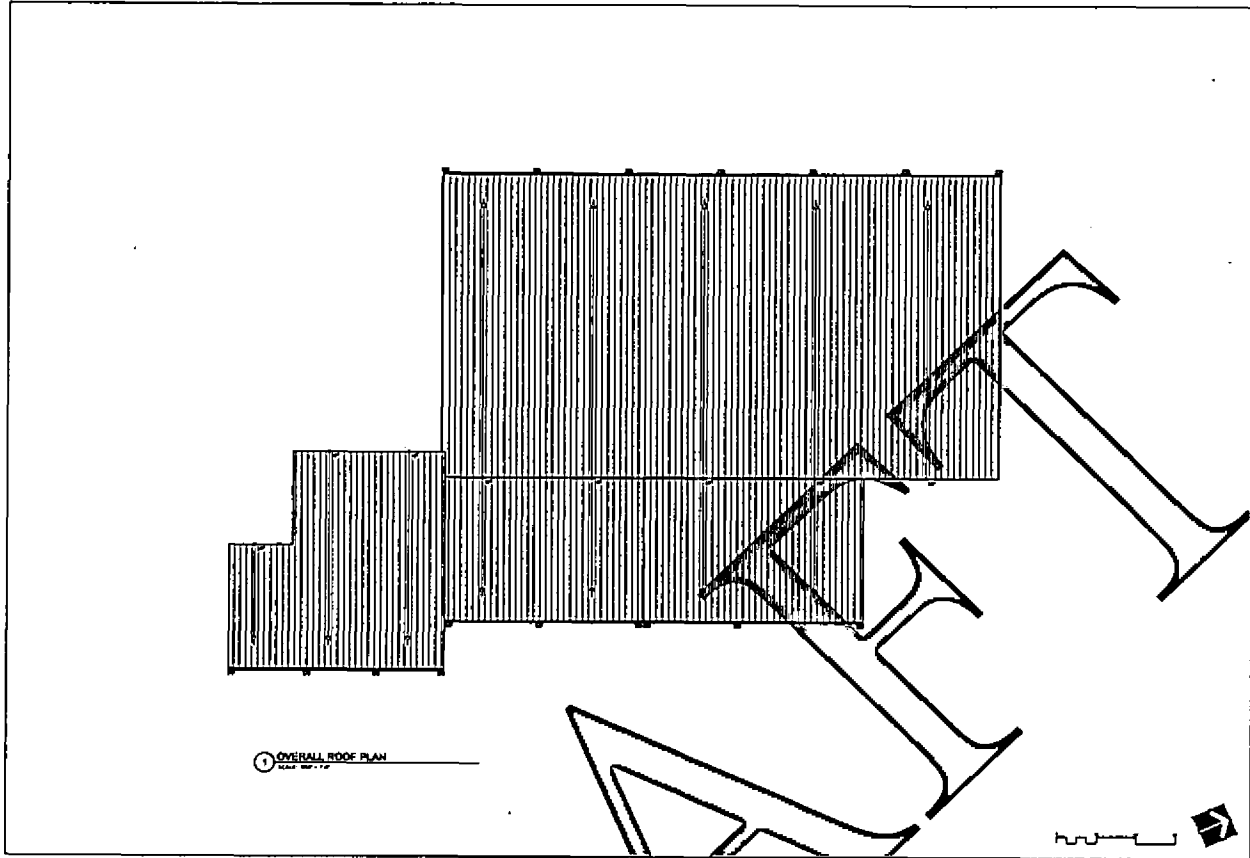
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OVERALL MEZZANINE PLAN

A1.02



STATE OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
PROJECT

PROJECT INFORMATION

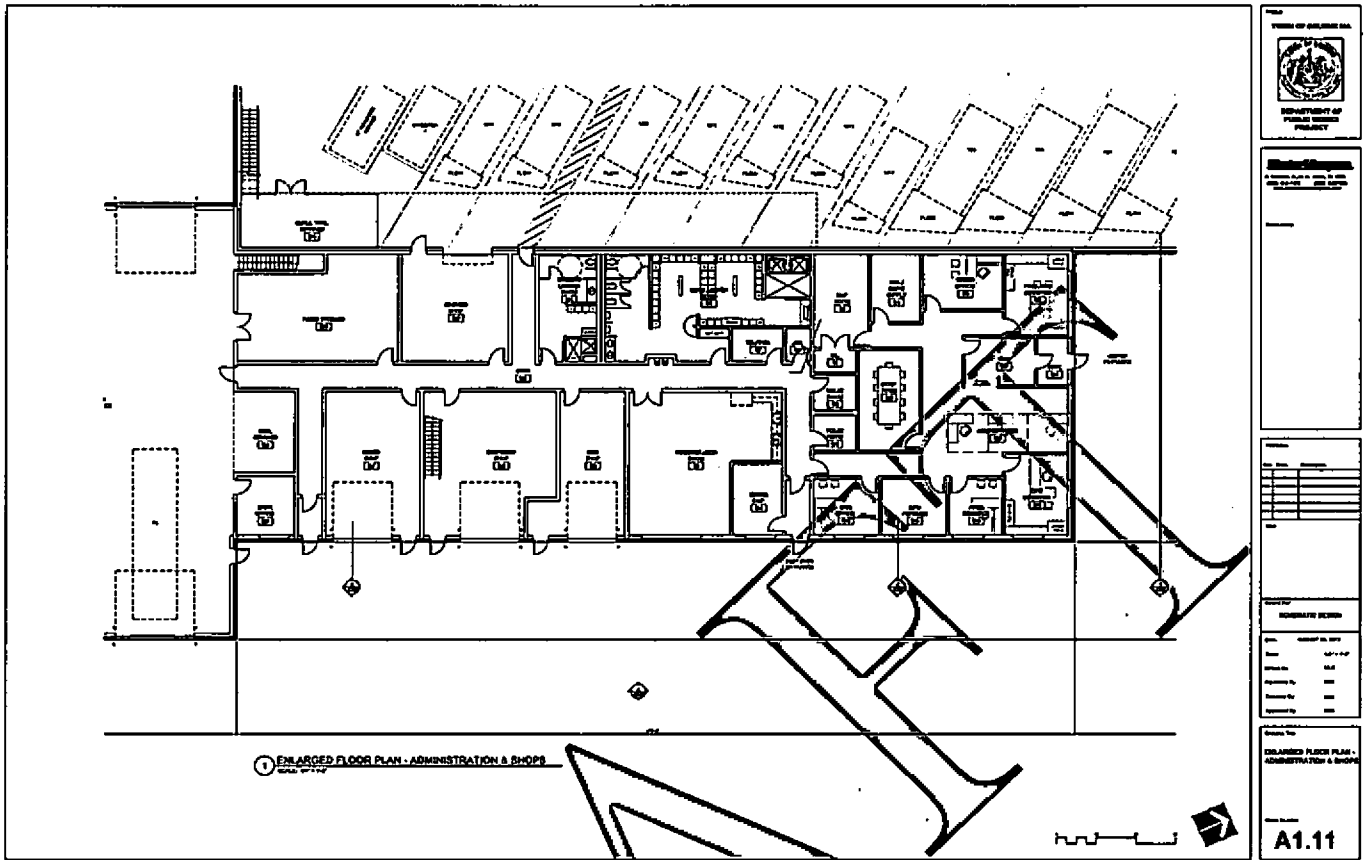
PROJECT NO.	
DATE	
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SCALE	

CONTRACT INFORMATION

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DATE	DATE
SCALE	SCALE
DATE	DATE
SCALE	SCALE

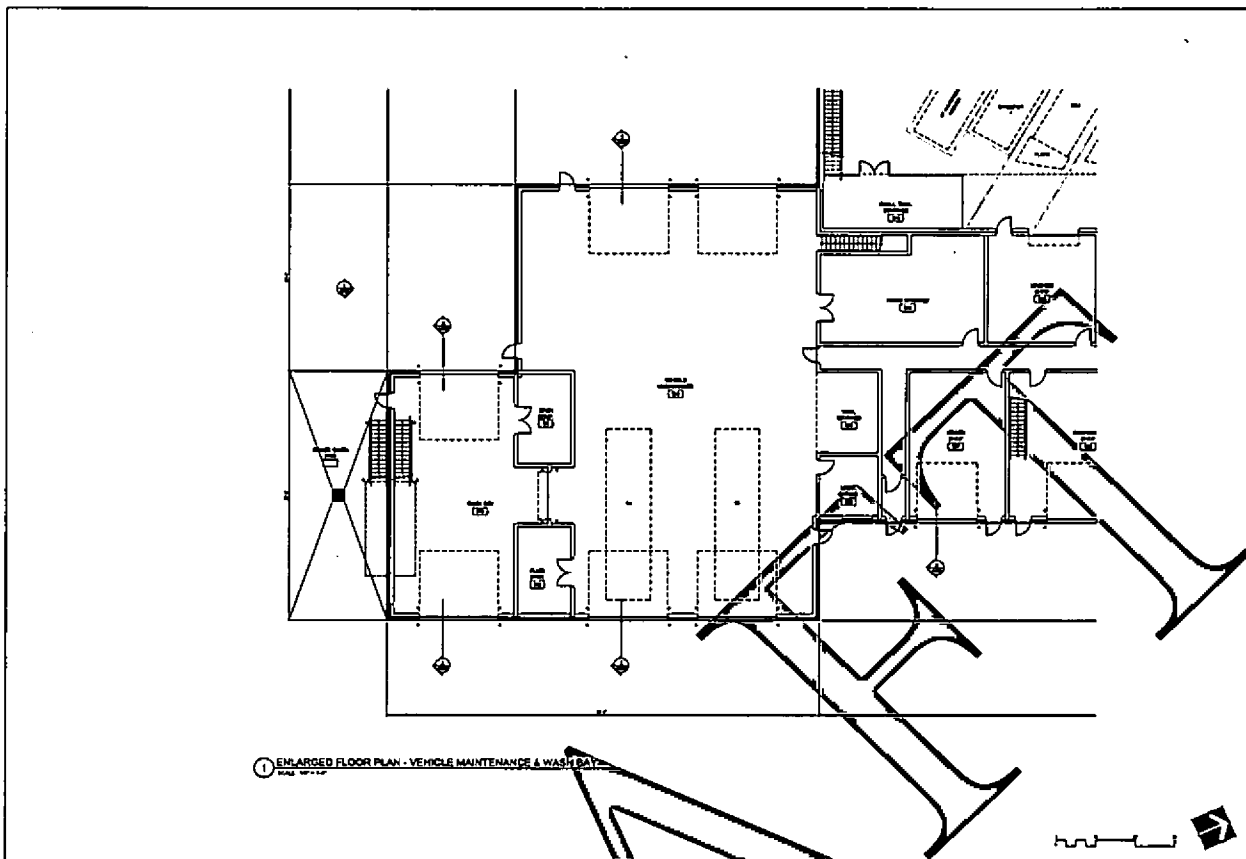
Drawn by
OVERALL ROOF PLAN
A1.03

DRAFT



Move the Mail Copy down to where the sewer office is located.
Move the Sewer Office to where the Engineering Office is located.
Move the Engineering Office to beside the Map Room.

DRAFT



1 ENLARGED FLOOR PLAN - VEHICLE MAINTENANCE & WASH BAY

TOWN OF BOURNE MA
 DEPARTMENT OF PUBLIC WORKS FACILITY

REVISIONS

NO.	DESCRIPTION	DATE

SCHEMATIC SERIES

NO. 112

NO. 113

NO. 114

NO. 115

NO. 116

NO. 117

NO. 118

NO. 119

NO. 120

NO. 121

NO. 122

NO. 123

NO. 124

NO. 125

NO. 126

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NO. 197

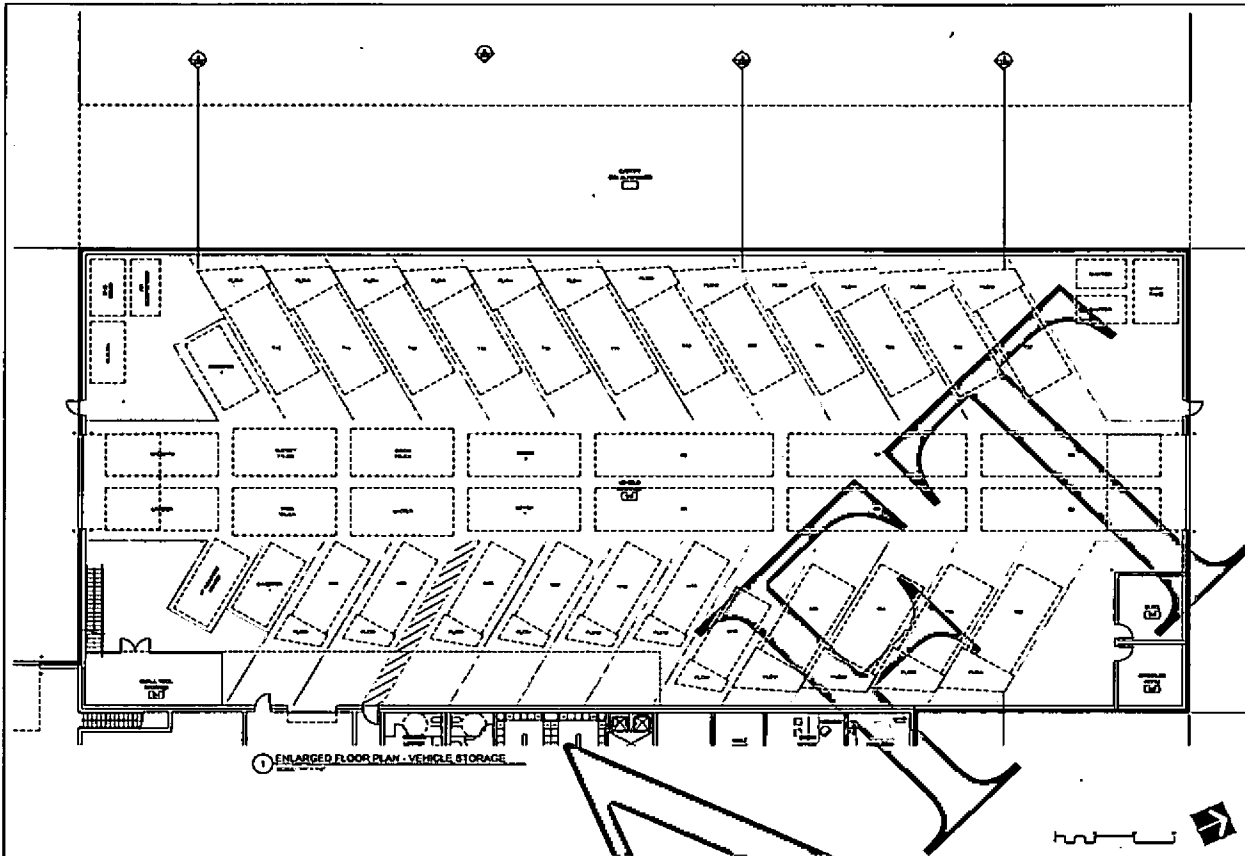
NO. 198

NO. 199

NO. 200

DRAFT

A1.12



Seal of the Town of Bourne, Massachusetts, Department of Public Works, Project.

Project Information

Project Name: _____

Project Number: _____

Project Location: _____

Project Date: _____

Project Status: _____

Scale

Scale: _____

Revision History

Rev.	Date	Description

Approval

Prepared by: _____

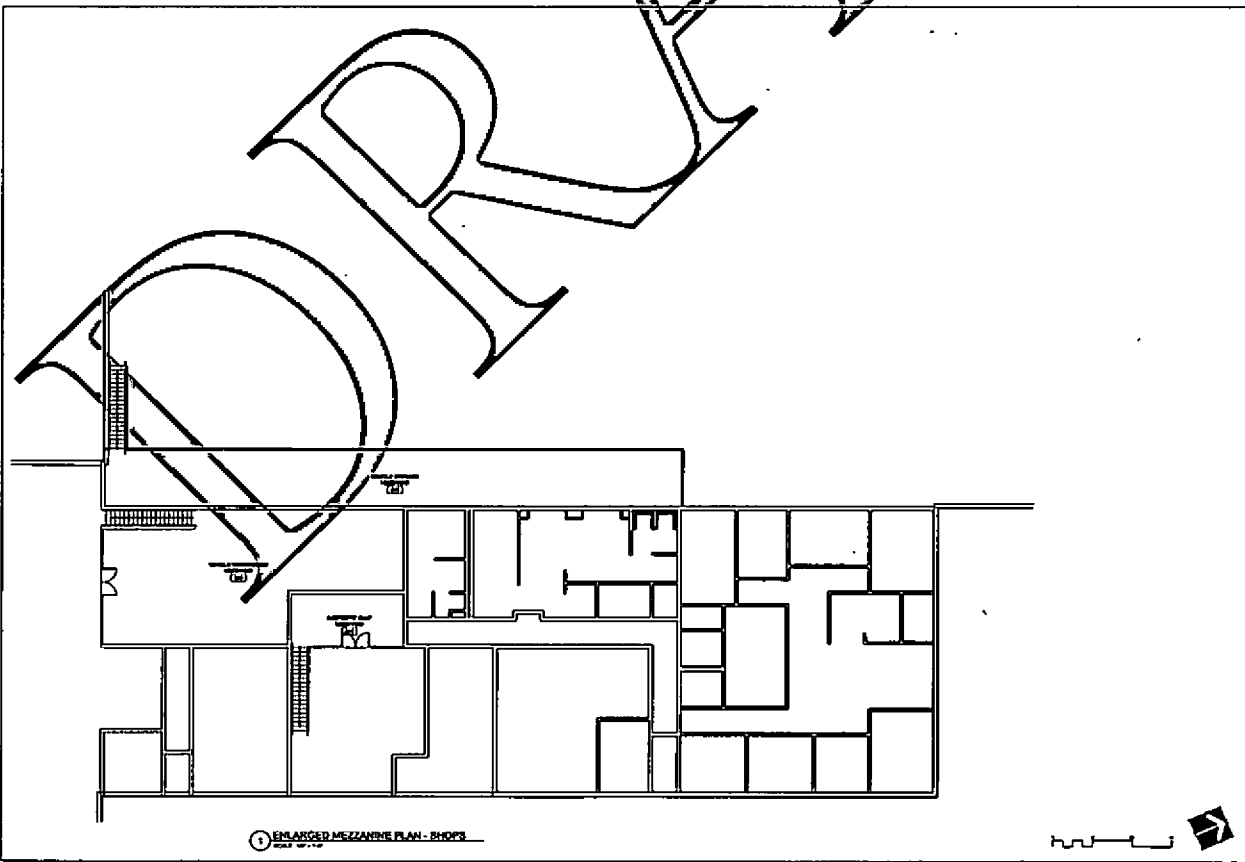
Checked by: _____

Approved by: _____

Project No. _____

ENLARGED FLOOR PLAN - VEHICLE STORAGE

Sheet No. **A1.13**



Seal of the Town of Bourne, Massachusetts, Department of Public Works, Project.

Project Information

Project Name: _____

Project Number: _____

Project Location: _____

Project Date: _____

Project Status: _____

Scale

Scale: _____

Revision History

Rev.	Date	Description

Approval

Prepared by: _____

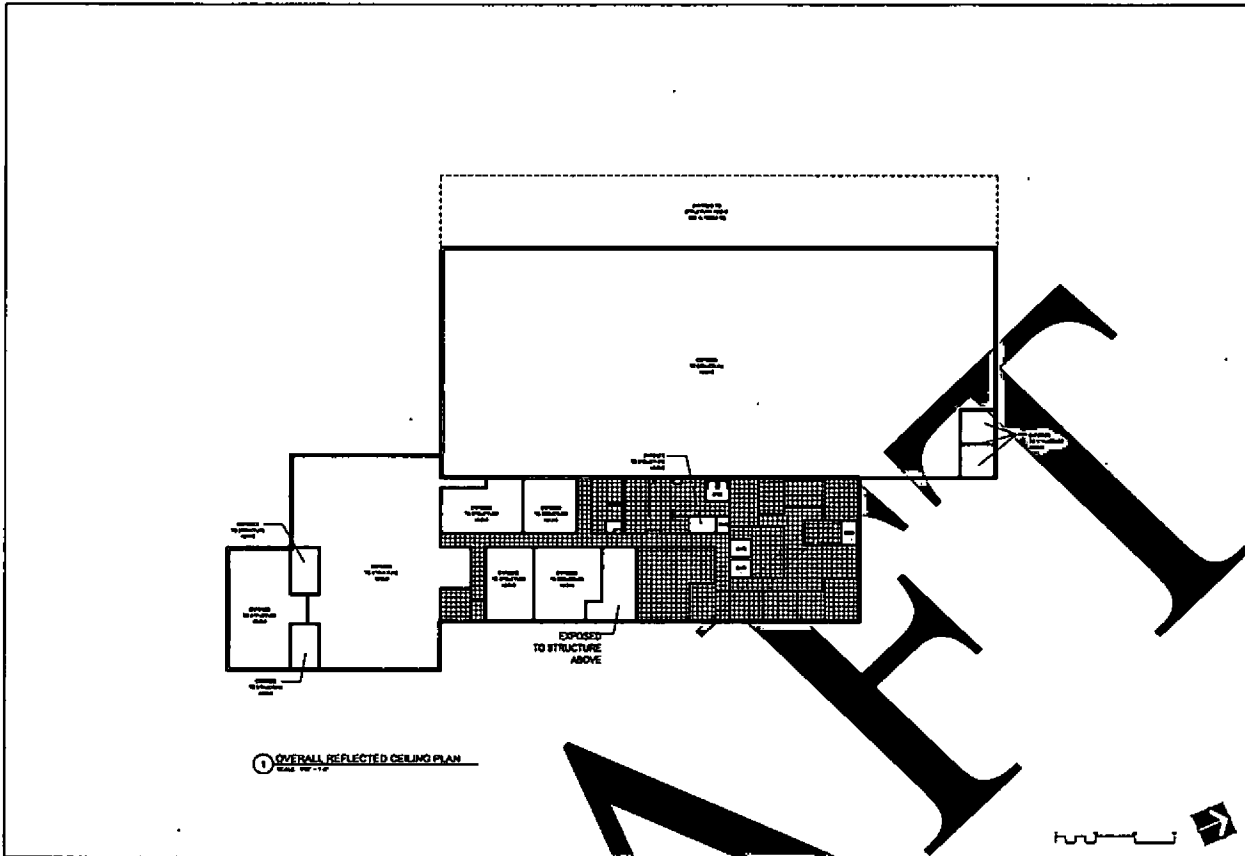
Checked by: _____

Approved by: _____


Project No. _____

ENLARGED MEZZANINE PLAN - SHOPS

Sheet No. **A1.21**



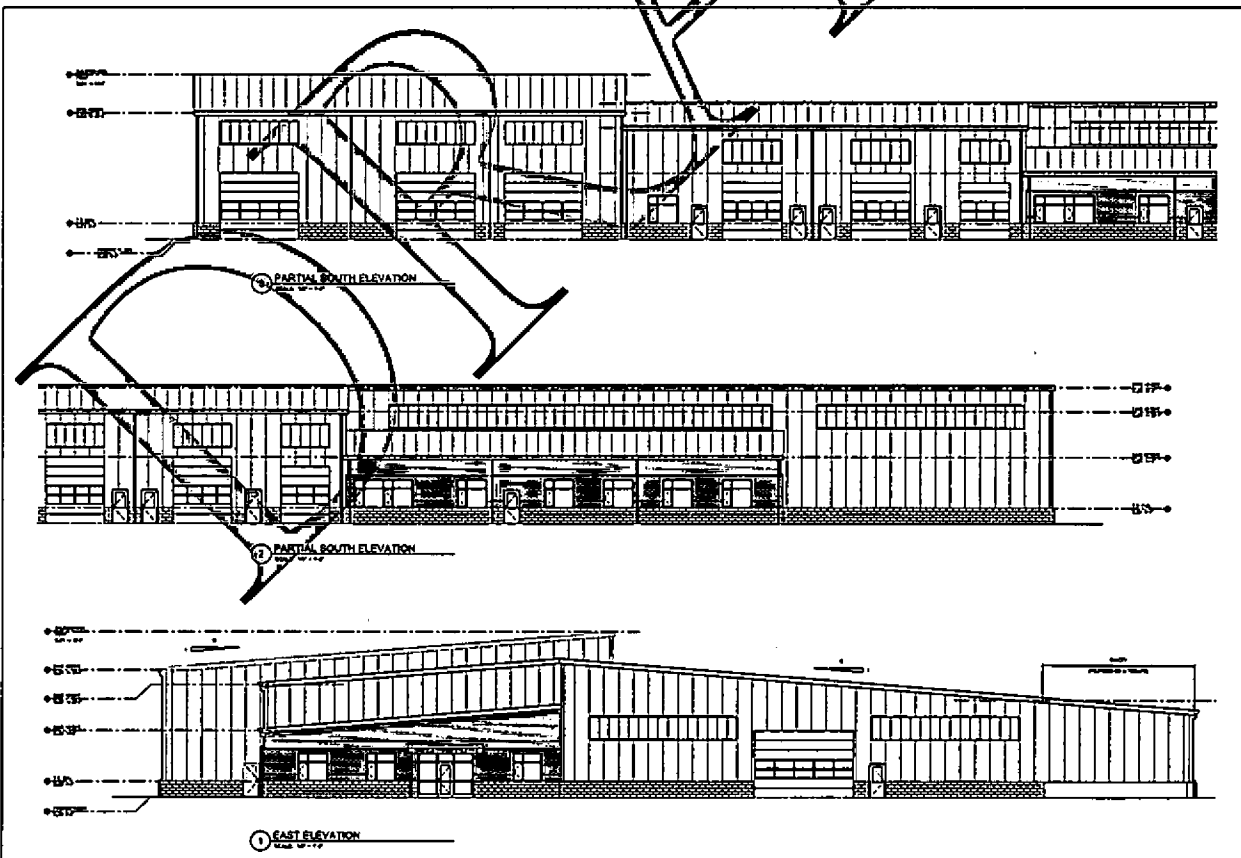
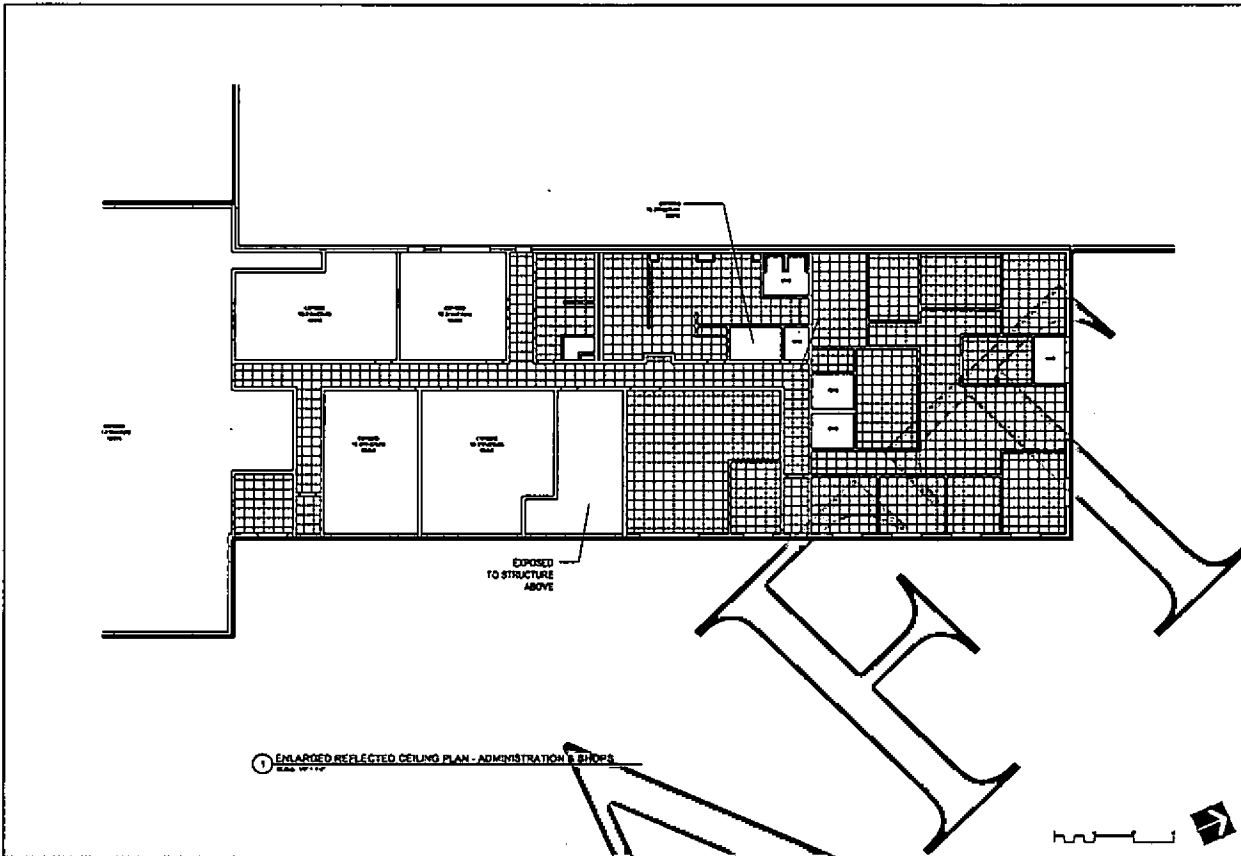
① OVERALL REFLECTED CEILING PLAN


 DEPARTMENT OF PLANNING AND PERMITTING
 100 STATE STREET, SUITE 200
 BOURNE, MASSACHUSETTS 01901
 TEL: 508-863-2200 FAX: 508-863-2201
 WWW.BOURNE-MA.GOV

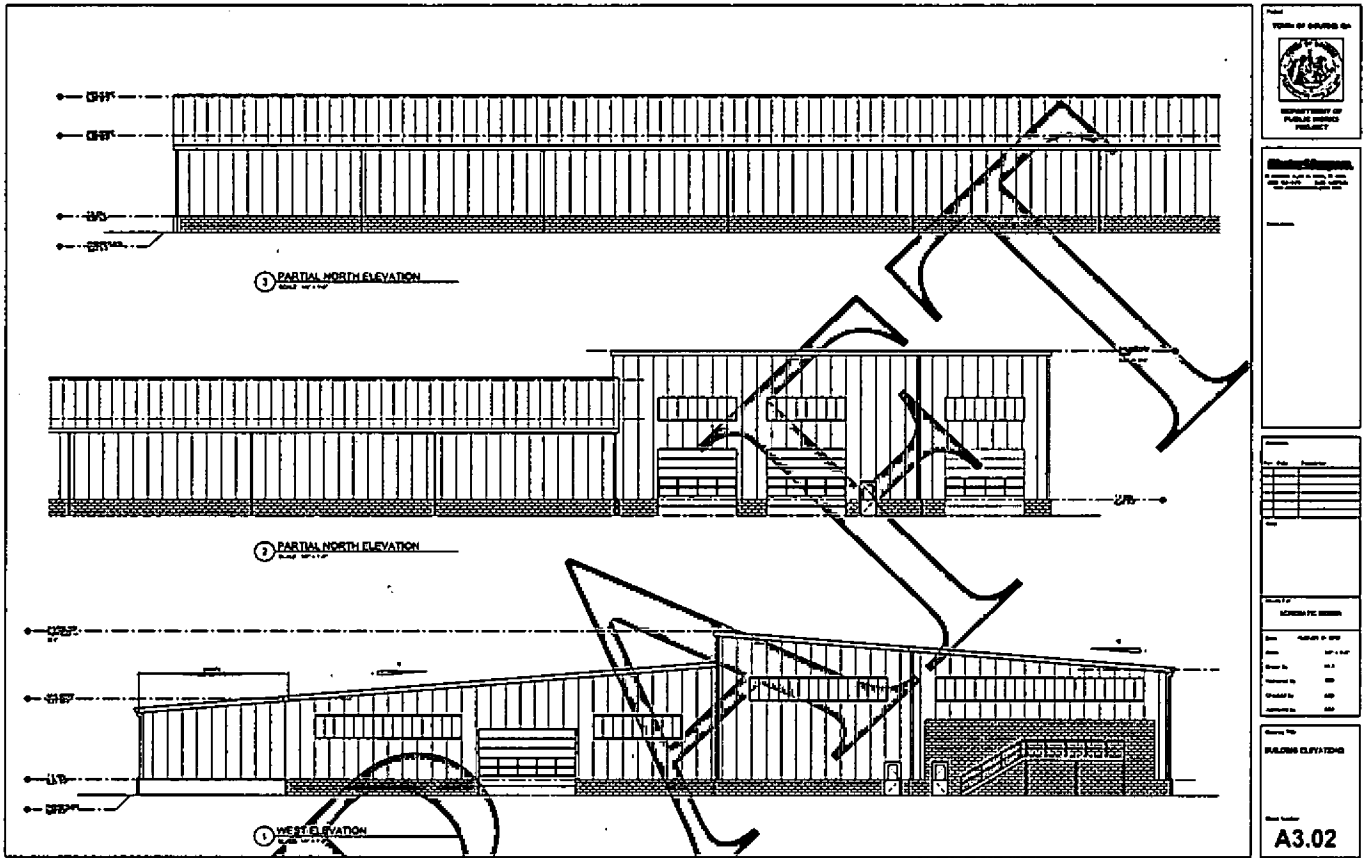
Project No.	
Sheet No.	
Date	
Author	
Checker	
Reviewer	
Approved	

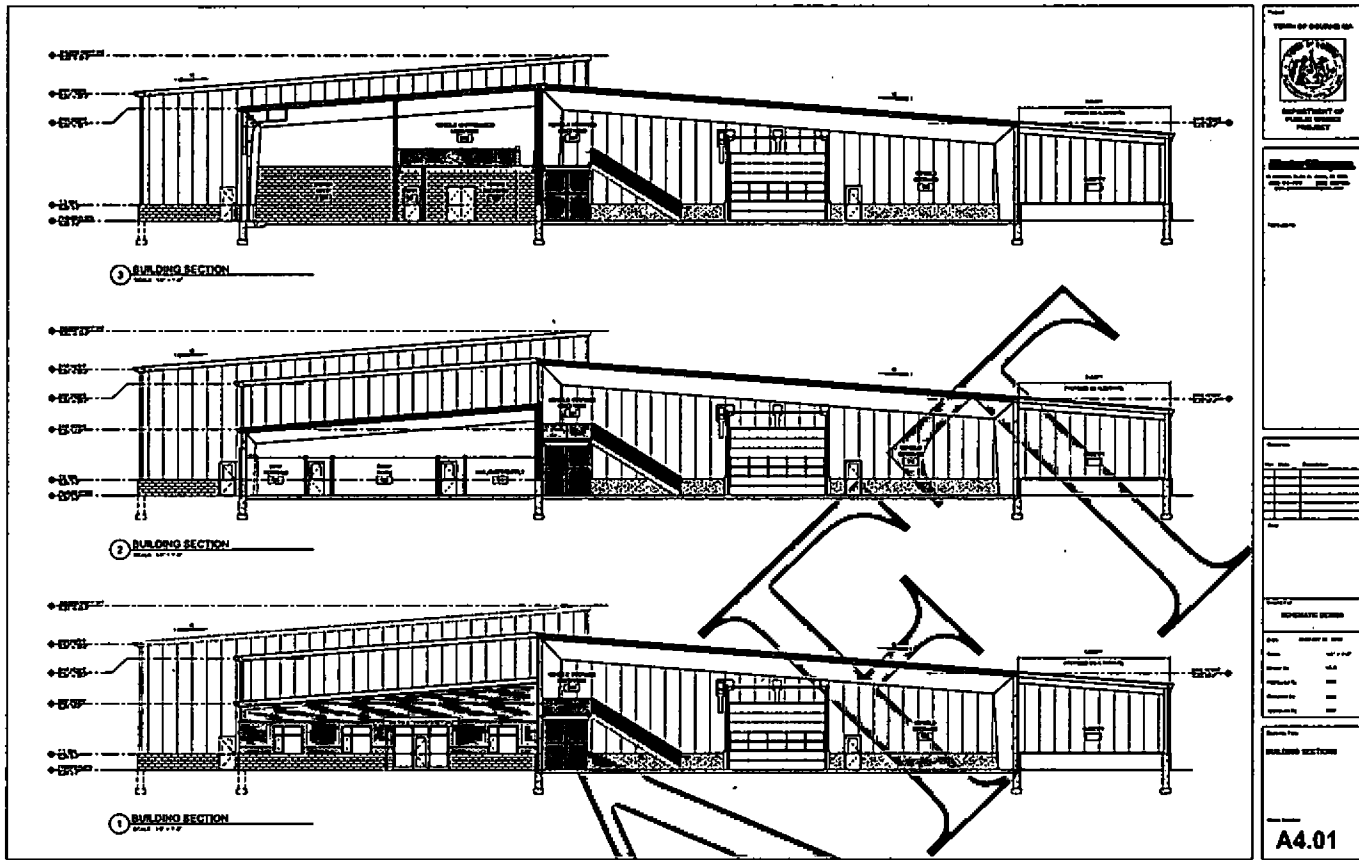
10-DRAWING BOARD
 Date: August 29, 2013
 Title: A2.01
 Overall Reflected Ceiling Plan

DRAFT



Look at bringing down the building height so there is room for solar panel on the roof without exceeding the max height allowance.





The next Bourne DPW Facilities Committee meeting will be on Wednesday, September 25, 2013 at 5:00 P.M.


6. ADJOURN

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to adjourn at 7:05 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary



Project
TOWN OF BOURNE MA

 DEPARTMENT OF
 PUBLIC WORKS
 PROJECT

Black & Veatch
 1000 Massachusetts Avenue, Suite 1000
 Cambridge, MA 02142
 Telephone: 617-552-3000
 Fax: 617-552-3001
 www.blackandveatch.com

Contract No.

Revisions

No.	Date	Description

Project No.
SCHEMATIC DESIGN

Date: **ALBERT IN 2013**
 Drawn By: **KJC**
 Reviewed By: **KJC**
 Checked By: **KJC**
 Approved By: **KJC**

Drawing Title
KIESP PLAN

Sheet Number
L0.00

**Town of Bourne
Public Works Building Committee**

2013 SEP 23 AM 9 46

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

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

Date: Wednesday September 25, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes August 29, 2013
3. Permitting and Scheduling
4. Site Plan and Building Layout Updates
5. Cost Estimates/ Recent Construction Prices
6. Adjourn

Town of Bourne
Public Works Building Committee

MEETING NOTICE

2013 NOV 7 PM 5 12

Location: Bourne Veteran's Memorial Community Center 239 Main St.
TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Wednesday September 25, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes August 29, 2013
3. Permitting and Scheduling
4. Site Plan and Building Layout Updates
5. Cost Estimates/ Recent Construction Prices
6. Adjourn

Town of Bourne
New Public Works Facility
Project Schedule

Updated: 08/28/13

Task	Start	End	2013								2014												2015								
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Review and Confirmation	7/1/2013	7/19/2013	■	■																											
Schematic Design	7/22/2013	8/30/2013		■	■																										
Natural Heritage	8/20/2013	11/20/2013			■	■	■	■	■																						
Design Development	9/2/2013	11/15/2013			■	■	■	■	■																						
Site Plan Review	9/2/2013	11/15/2013			■	■	■	■	■																						
Tree Clearing	11/15/2013	12/13/2013							■	■																					
Construction Documents	11/18/2013	1/31/2014							■	■	■																				
Site Grading	12/16/2013	3/14/2014							■	■	■	■																			
Bidding	2/3/2014	3/14/2014									■	■	■																		
Contract Award	3/17/2014	3/28/2014											■																		
Construction	4/1/2014	7/1/2015												■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
Close-out	7/1/2015	8/1/2015																									■				

2013 NOV 7 PM 5 12
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Public Works Facilities Building Committee
September 25, 2013

2013 NOV 7 PM 5 12
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, September 25, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, Bill Ware, and Jonathan Nelson.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti and Mark Remillard Weston & Sampson Environmental/Infrastructure Consultants, Asa Mintz, ISWM Operations Manager.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:00 PM.

2. APPROVAL MINUTES FOR AUGUST 29, 2013

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to table the vote for the minutes until the next meeting.

VOTED: On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to excuse John Redman at 6:00 PM.

3. PERMITTING AND SCHEDULING

Jonathan Nelson brought the committee up to date on the short-term schedule.

- National Heritage permitting is on track.
- Fence - ISWM is going to install the fence.
- Selectmen approved the conservation constriction area.
- Bourne Conservation Trust is going to hold the conservation constriction area. Bob Troy is working on the language.

Jeff Alberti brought the committee up to date on the long-term schedule.

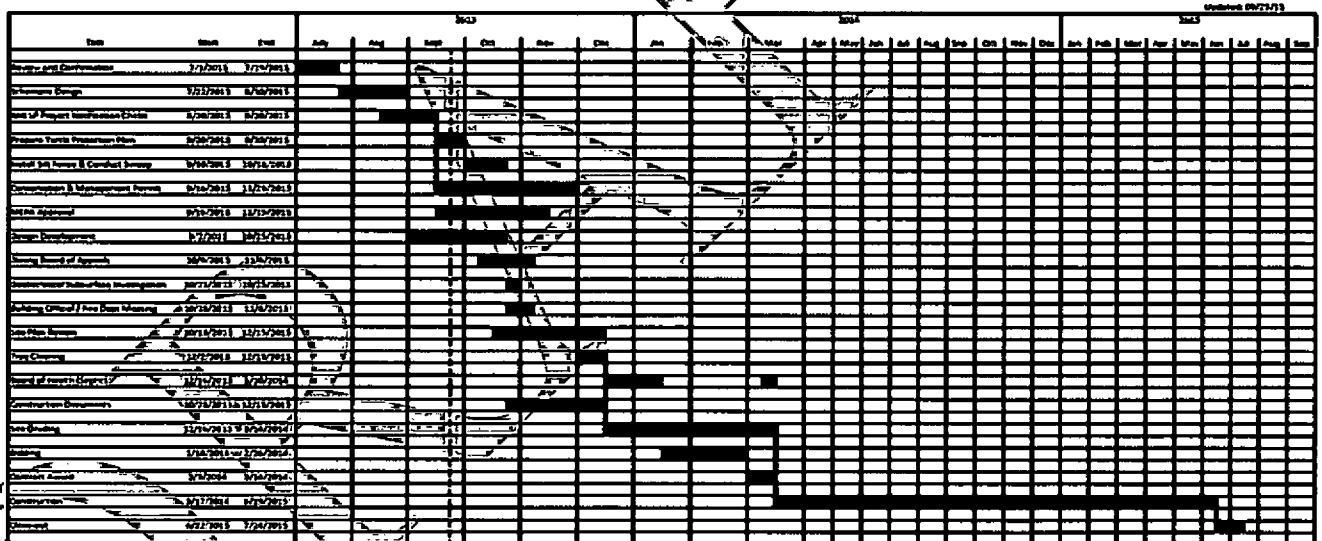
- Create the turtle protection plan
- National Heritage has accepted the turtle protection plan.
- Install silt fence - Will begin the beginning of October.
- Submitted the necessary information for the Conservation & Management Permit.
- MEPA approval submitted for review.
- Continuing with Design Development. Moved to the next phase of design.

Items added to the schedule

- Zoning Board of Appeals – Completed the application internally will get it submitted by the end of the first week of October.
- Geotechnical Investigation – Have it scheduled for October 21st.
- Building Official/Fire Dept. Meeting – Schedule it ASAP
- Site Plan Review – It does take two months from the time of submission.

Critical Path – On the Nov./Dec. line is from the Conservation and Management Permit to when the tree clearing can begin. The tree clearing cannot begin until we get the CMP issued.

- After tree cleaning is complete then the test bits will be done for BOH.
- Construction Documents – We have them finishing in mid December. There is a buffer between mid December and mid January before we go out to bid. That gives everyone a chance to look at the final drawings.
- Begin construction mid March.



| Critical Path
 - - - Current Date
 ■ Duration

Town of Bourne
New Public Works Facility
Permitting Matrix

Updated 02/24/13

Permit Name	Activity Requiring Permit	Review Agency	Authority	Responsible Party	Schedule/Status	Comments/Dependencies
LOCAL						
Name of Inlet	Construction within 100' of a wetlands or 200' wetlands (Rivers Protection Act)	Local Conservation Commission & MADEP	Massachusetts Wetlands Protection Act, 310 CMR 14.00, Wetlands Regulations	Owner / Engineer	Not Required	
Natural Heritage	Construction within MADEP protected areas	MADEP		Owner / Engineer	SOBRI/1300 8/2013	
Building Permit	Construction of new facility	Local Building Department	730 CMR 9th Edition	Contractor	3/1/2014	
Planning Board Site Plan Review		Local Planning Board		Engineer	IN PROGRESS 10/18/2013	
Local Design Review Board					Not Required	
Zoning Board Approval	Increase in allowable building height	Local Zoning Board	Town	Engineer	IN PROGRESS 10/20/13	
Water Connection	Water connection to a lot of water main	Water District		Contractor	During Construction	
Hazardous Materials	Work within an historic district or within a historic building	MA	MA	MA	Not Required	
Domestic Debris Permit	Construction of buildings involving works of the local demolition delay bylaw	Local Authority	Massachusetts Historical Commission	Owner / Engineer	Not Required	MAHIC COMMENTS MAY Allow a starting use in Program/Development #1 Cause#487 Cases/May/July/Demo/Delay# 101318 p.1
Board of Health	Septic System	Board of Health	318 CMR 15	Owner / Engineer	12/18/2013	
Fire Department Permit	Installation of Fuel Tanks	Local Fire Department	332 CMR 8.0	Contractor	During Construction	
Swamp Clearing / Trunks Permit	Any emission activity	DPW	MCA # 83A Section 1 and 1.3 CMR 14.08	Contractor	During Construction	Requires a contractor to obtain a specification.
Cape Cod Commission Sewer Connection					Not Required	Not Required
STATE						
Posting Permit PP204	Underground Water Tank regulated under 327 CMR 3.0	Fire Department	MA DEP 327 CMR 8.08	Contractor	During Construction	MA
Posting Permit PP201	Removal and disposal of UST tanks containing motor fuel	Fire Department	MA State Fire Marshal	Contractor	Not Required	
Posting Permit for Vapor Recovery	New, replacement, or decommissioning of Stage II systems	MADEP	318 CMR 7.0	Contractor	Not Required	Requires contractor to obtain a specification.
DEP AD 08 Notification Prior to Construction or Demolition	In accordance with 318 CMR 7.00, MADEP requires notification 10 working days prior to the construction or demolition of a building.	MADEP		Contractor	During Construction	Requires contractor to obtain a specification.
Hazards to Air Navigation	Flag is required if the proposed construction exceeds obstruction height above 100 ft. flag if exceeds the parameters outlined in Chapter 80 of the Massachusetts General Laws, or, if under FAR Part 77, a flag was required by the Federal Government.	MassDOT	Chapter 80 of the Massachusetts General Laws - Commonwealth of Massachusetts (Title of Massachusetts Regulations) 111.2 (subject to Act December)	Owner / Engineer	Not Required	
Mass. DMV Highway Opening Permit	New/existing opening off of State Valley Parkway (Route 5B)				Not Required	
Driveway Opening Permit	New curb cuts	MassDOT			Not Required	
Backhoe Operators	New backhoe operators	MADEP		Contractor	During Construction	Requires contractor to obtain a specification.
Light Tans	Registration of light tank	MADEP	310 CMR 18	Contractor / Engineer	During Construction	Should registration after approved site drawings.

Town of Bourne
New Public Works Facility
Permitting Matrix

Updated 02/24/13

Permit Name	Activity Requiring Permit	Review Agency	Authority	Responsible Party	Schedule/Status	Comments/Dependencies
Massachusetts Historical Commission (MHC)	Any new construction projects or renovations to existing buildings that require fencing, screening, or permits from any state or federal governmental agencies must be reviewed by the Massachusetts Historical Commission (MHC) to insure that historic and archaeological properties. Any projects that require fencing, screening, or permits from any state agency must be reviewed by MHC in compliance with Massachusetts General Laws Chapter 8, sections 26-27C. The regulations that guide MHC review of state funded, licensed or permitted projects are published in Massachusetts General Laws Chapter 8, sections 26-27C.		Massachusetts General Laws Chapter 8, sections 26-27C		Not Required	
MA DEP Air Quality	Air pollution regulations (310 CMR 7.02) for construction of facilities that will generate more than threshold amounts of pollutants such as nitrogen dioxide, sulfur dioxide, carbon monoxide, volatile organic compounds, particulate matter, and substances that are toxic or flammable.	MA DEP	310 CMR 7.02		Not Required	
MA DEP Noise						
OS Burning Equipment	The contractor must post a permit for application for permit and certificate of completion for the installation or operation of hot oil burning equipment and the storage of fuel oil.		527 CMR section 4	Contractor	During Construction	Required for work of heater.
FEDERAL						
NPODES Construction General Permit	This is required in all states where EPA is the NPDES permitting authority (ID, MA, NH, ND, WA, DC, Puerto Rico) as well as other special operators) for all construction projects resulting in a disturbance greater than one acre.	EPA			Prior to construction activities	Requires contractor to obtain a specification.
NEPA	Federally funded projects.				Not Required	
Section 108 of the National Historic Preservation Act of 1980	Any project that requires fencing, screening, or permits from federal agencies must be reviewed in accordance with Section 108 of the National Historic Preservation Act of 1980. Section 108 requires federal agencies to take into account the effects of their actions on historic properties. "Section 108 review" follows a specific process, which is guided by federal regulators' 36 CFR 800.				Not Required	

Permit/Item applicable to the project
 Permit/Item not applicable to the project
 Item requiring direction/instruction from the Town

Chris Farrell questioned going out to bid in the beginning of the year we will see some cost escalations. Jonathan Nelson said we would probably see cost escalations no matter when we go out to bid.


Stan Andrews questioned at what point is the Energy Advisory Committee brought in. Jonathan Nelson stated they are brought in when the Design Documents are done before we start with construction. Jonathan Nelson will add that into the schedule and track that item.

Stan Andrews questioned how many people perform the turtle sweep. Mr. Nelson stated that he thinks two people perform the turtle sweep.

Peter Meier asked when the committee is going in front of the Selectmen. Jonathan Nelson stated he would let Tom Guerino know that the Committee will present to the Selectmen at the November Selectmen meeting.

Jonathan Nelson stated we are on schedule and this is a breakdown for National Heritage

Bourne DPW Suggested Permitting Schedule and Timeframes				
Task / Review	Duration*	September	October	November
NHESP Project Notification Checklist				
Complete Permit Application	2 Weeks			
NHESP Review and Issuance of TAKE letter	2 Weeks			
Prepare Turtle Protection Plan				
Develop Turtle Protection Plan (LEC)	2 weeks			
Get NHESP approval	1 week			
Install silt fence and conduct Turtle Sweeps (LEC) (prior to Nov 1)	2 weeks			
Conservation and Management Permit				
Complete Permit	3 Weeks			
NHESP Review	4 Weeks			
Approval pending MEPA certificate	1 Week			
MEPA APPROVAL				
Complete ENF	2 Weeks			
Notice / Environmental Monitor	2 Weeks			
Review and Comments / Issuance of Secretary's Certificate	4 Weeks			

NOTES:

 W&S completing application
 Review by Agency
 All Agency Review durations are approximate and could be extended or shortened depending on Agency schedule and work load

5. COST ESTIMATES/RECENT CONSTRUCTION PRICES

Jeff Alberti stated that they are in the process of fine-tuning the estimate to incorporate the changes that were made on the site. They have been keeping a close eye on the market; there are fewer bidders. Out of the three projects Jeff has look at it's an average of 17% above estimates.

Jonathan Nelson suggested getting another cost estimate because the last one was done about one year ago.

4. SITE PLAN AND BUILDING LAYOUT UPDATES

Jeff Alberti went over the site plans and building layout plans, which incorporated all the changes that were discussed at the last meeting.

Entrance – Make it wider increase to 40 ft. and shift entrance down a little.

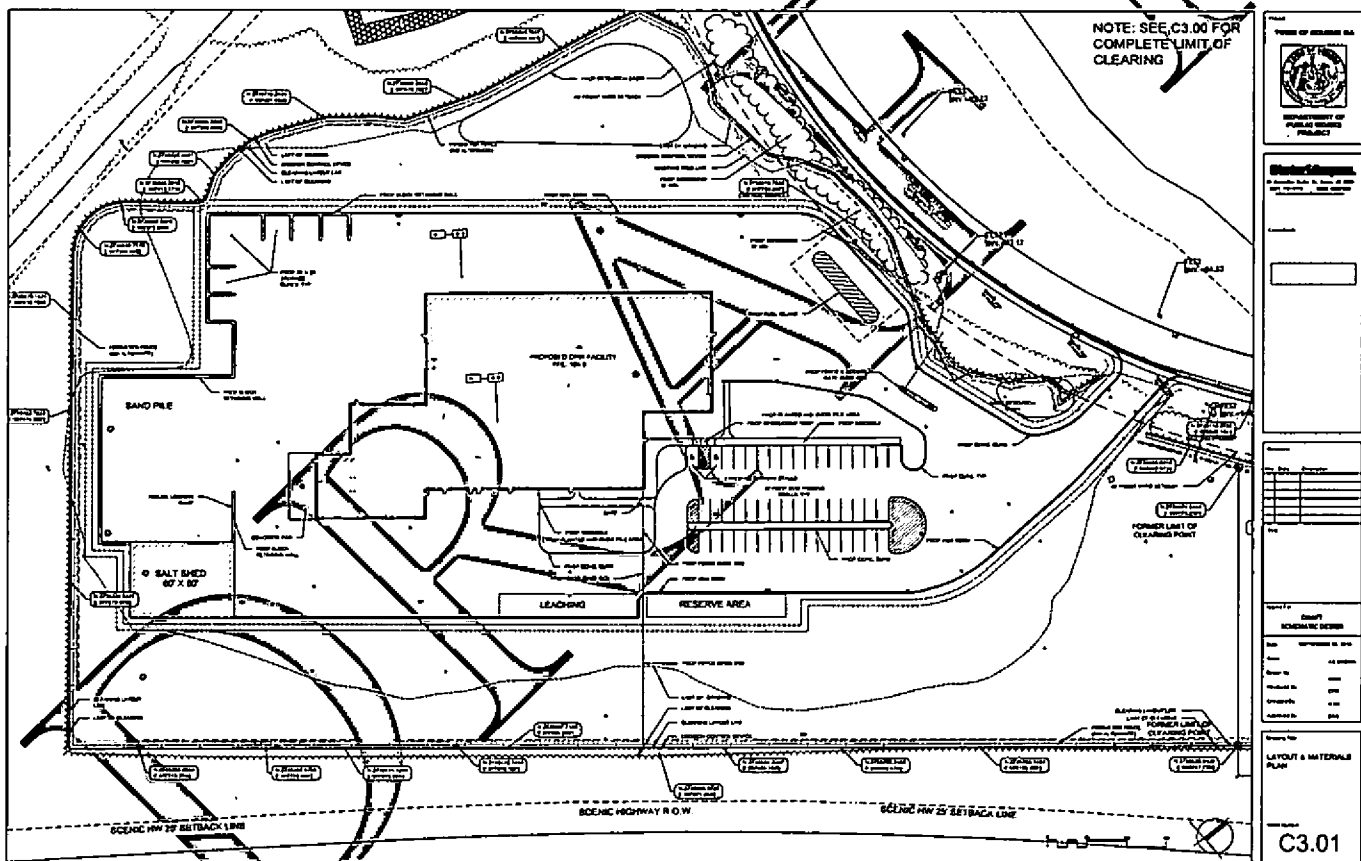
Salt Shed – Jeff Alberti will talk with George Sala and William Meier to discuss where to put the door to the salt shed.

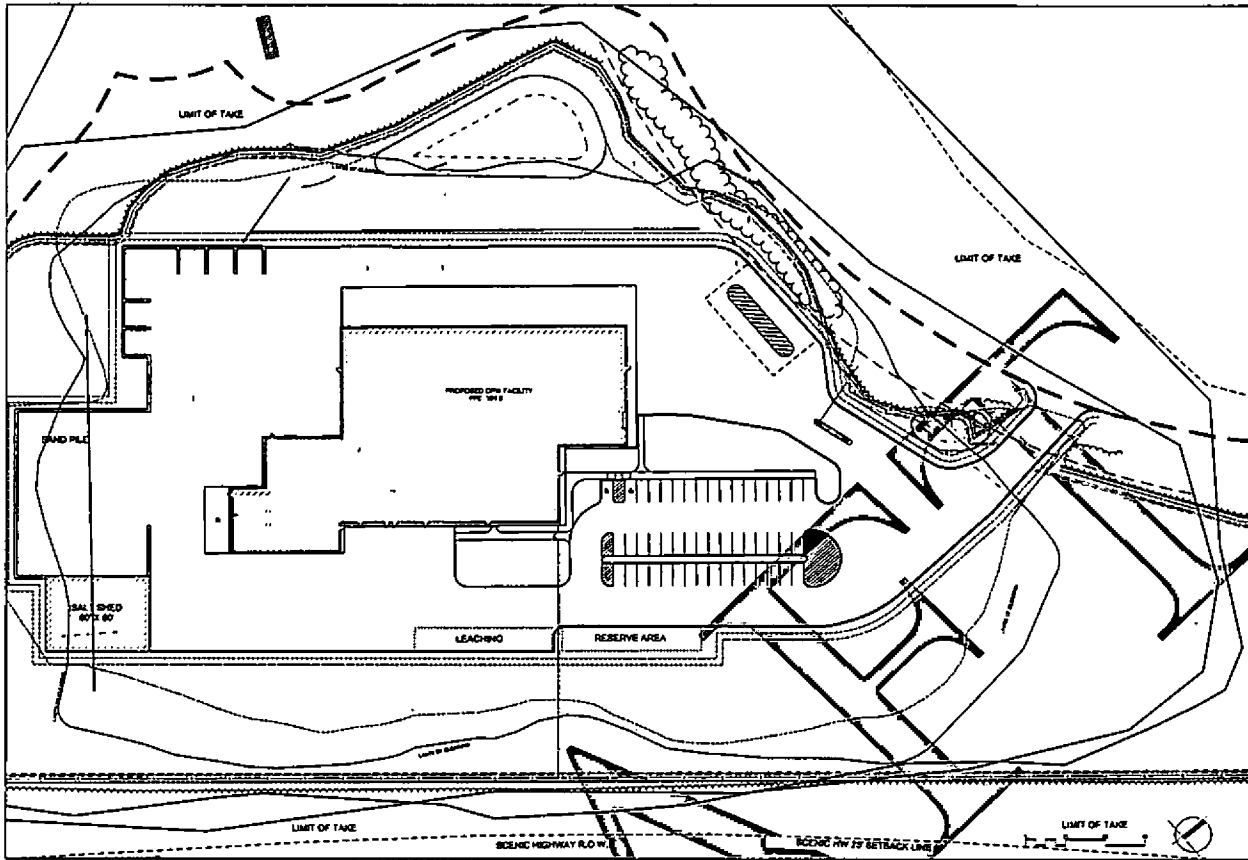
Curbing – The curbing is HMA berm.

Bumped the sprinkler to the end.

Mezzanine was moved to the right side over the sweeper bays.

Moved the engineering room next to the map room.





Seal of the Commonwealth of Massachusetts
DEPARTMENT OF PUBLIC WORKS
PROJECT

PROJECT NO. []

DATE []

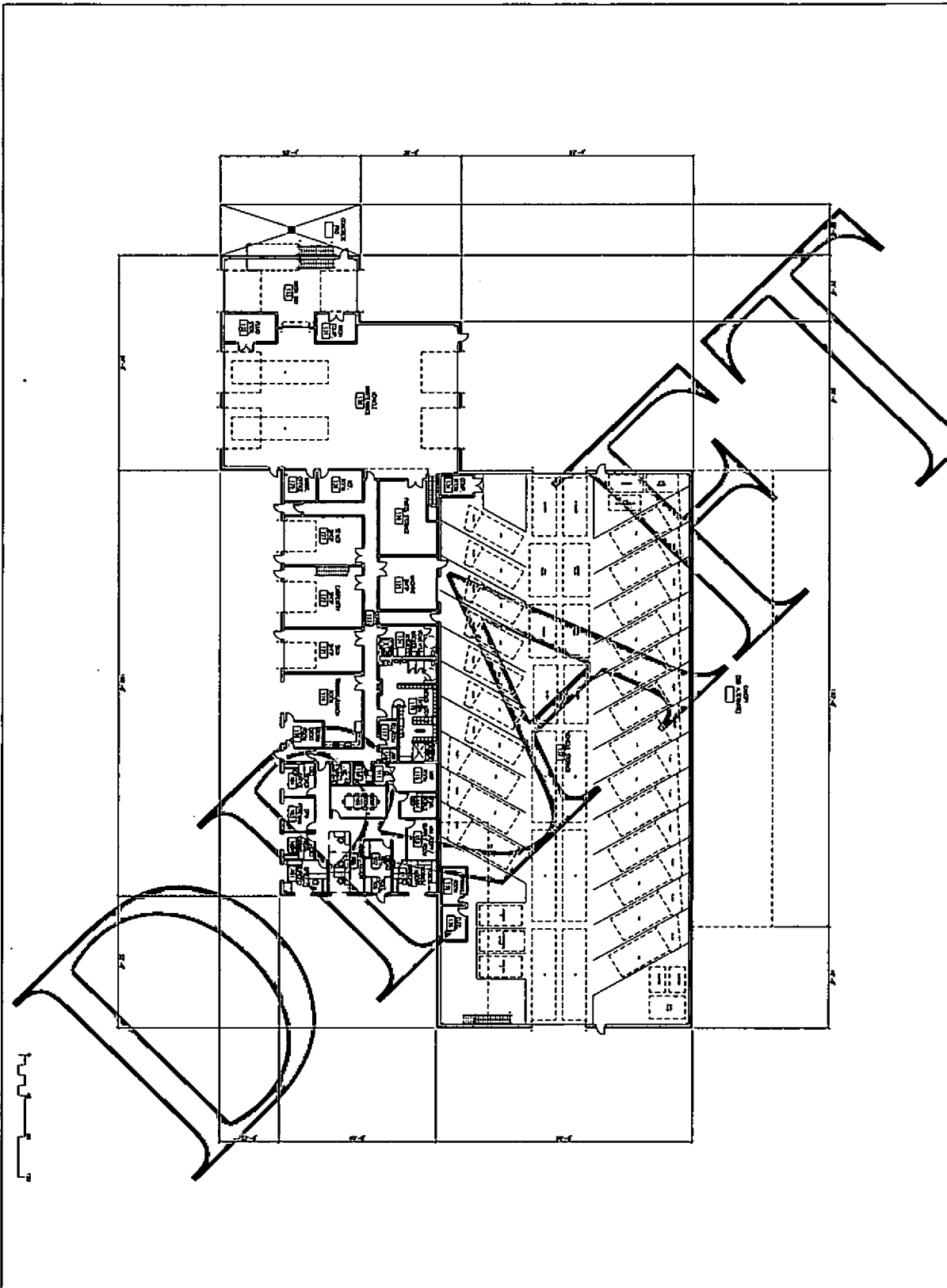
SCALE []


PROJECT TITLE []

CONTROL PLAN

C4.01

DRAFT



 TOWN OF BOURNE MA DEPARTMENT OF PUBLIC WORKS	Project No. 113
	Project Name PUBLIC WORKS FACILITY
Design Firm DEBATTI ARCHITECTS 1000 STATE STREET BOSTON, MA 02118 TEL: 617-552-1100 WWW.DEBATTIARCHITECTS.COM	Scale AS SHOWN
Author J. DEBATTI	Checkered By J. DEBATTI
Date SEPTEMBER 13, 2013	Drawn By J. DEBATTI
Project No. 113	Sheet No. A1.01

OVERALL FLOOR PLAN

A1.01

6. ADJOURN

VOTED: On a motion made by Chris Farrell and seconded by George Sala it was unanimously voted to adjourn at 6:00 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

DRAFT

2013 OCT 28 11:00 AM
**Town of Bourne
Public Works Building Committee**

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

MEETING NOTICE

**Location: Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay**

Date: Thursday October 31, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes September 25, 2013
3. Permitting and Scheduling
4. Site clearing update
5. Cost Estimates Review
6. Adjourn

Bourne Public Works Facilities Building Committee
October 31, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, October 31, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, and Jonathan Nelson. Bill Ware arrived at 5:12.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti and Mark Remillard Weston & Sampson Environmental/Infrastructure Consultants, Tom Guerino, Town Administrator, and Jim Mulvey.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:05 PM

2. APPROVAL MINUTES FOR AUGUST 29 AND SEPTEMBER 25, 2013

VOTED: On a motion made by John Redman and seconded by George Salas it was unanimously voted to approve the minutes from August 29, 2013

VOTED: On a motion made by John Redman and seconded by William Meier it was unanimously voted to approve the minutes from September 25, 2013

3. PERMITTING AND SCHEDULING

Jonathan Nelson brought the Committee up-to-date.

- The land clearing started Monday.
- Asa Mintz and ISWM will start bringing equipment on site on November 14th or 15th. They will be doing the excavation and grading work seven days a week. The work should be done in about a month and a half.
- Met with Roger LaPorte about building heights; don't have to go for Zoning Board approval. We are below 40 ft.
- Found no turtles during the turtle clearing.
- There was a slight setback with the test borings. Have about 6 or 7 left.
- Going in front of the Planning Board on November 14th.
- 50% site development drawings should be done by November 8th. Review ASAP along with the cost estimate.

Stanley Andrews questioned what the next steps are in the permitting process. Jeff Alberti explained the next steps for permitting are:

- National Heritage – received approval from National Heritage. The only thing left is the natural seed mix.
- ZBA – Do not have to go in front of the ZBA.
- Site plan review.
- Board of Health – Can't get that done until we have the test bits.
- Planning Board.

William Meier questioned if the Committee has to file anything with EPA as far as the tight tank?
Jeff Alberti stated the DEP registry is not an approval it is just a registration.

Stanley Andrews questioned what is the emissions threshold for triggering a permit on the emission on the generator; what size?
Jeff Alberti will look into this.

4. SITE CLEARING UPDATE

Jonathan Nelson covered everything on the site work.

Jonathan Nelson is working with Ed Donoghue to get everybody on the same page.

He stated the School Committee is a little nervous due to the clearing up to the edge of the property, but nothing has changed in the site plans, it is the same as what they approved.

5. COST ESTIMATES REVIEW

Jonathan Nelson handed out the Budget Total Project Cost sheet from September 21, 2012.

Bourne OPW Facility
Budget Total Project Cost

Westco & Simpson

Date: 21-Sep-12

New Construction		AVE. QUALITY / UTILITARIAN FINISHES / EQUIPMENT			
		Area	Size (SF)	2012 Cost/EF	Cost
Administration / Employee Facilities			4,671	\$ 220	\$ 1,027,620
Shops			2,599	\$ 170	\$ 441,830
Vehicle Maintenance (not including equipment)			6,754	\$ 200	\$ 1,350,800
Wash			1,518	\$ 240	\$ 364,320
Vehicle / Equipment Storage			24,510	\$ 80	\$ 1,960,800
New Construction Subtotal:			49,162		\$ 6,153,370
Building Cost per SF:			\$ 123		
				Price & % here if included	
Industrial Equipment					
- Wash Equipment		\$	50,000	x	\$ 50,000
- Heavy Duty Vehicle Lift		\$	60,000	x	\$ 60,000
- Light Duty Vehicle Lift		\$	15,000	x	\$ 15,000
- Bridge Crane		\$	60,000	x	\$ 60,000
- Overhead Lubrication System		\$	80,000	x	\$ 80,000
- Storage Shelving / Benches / Racks		\$	25,000	x	\$ 25,000
- Exhaust Removal System		\$	30,000	x	\$ 30,000
Industrial Equipment Subtotal:					\$ 320,000
Fuel System					
- 2 - 10,000 Gallon Tanks		\$	80,000	x	\$ 80,000
- Concrete Ballast Pad		\$	20,000	x	\$ 20,000
- Concrete Surface Pad		\$	20,000	x	\$ 20,000
- Pea Stone Backfill		\$	14,000	x	\$ 14,000
- Dispensing System & Associated Pipe		\$	36,000	x	\$ 36,000
- Canopy		\$	35,000	x	\$ 35,000
- Fuel Management System		\$	25,000	x	\$ 25,000
- Installation		\$	180,000	x	\$ 180,000
Fuel System Subtotal:					\$ 410,000
Building & Equipment Total:					\$ 6,883,370

Bourne OPW Facility
Budget Total Project Cost

		Date	21-Sep-12
Mezzanines	2,000	\$ 50	\$ 100,000
Open Canopy Storage	-	\$ 75	\$ -
Salt Storage Structure (50 x 104 for 4000 TN Capacity)	6,240	\$ 65	\$ 405,600
Site Development (acres) (based on estimate provided by the Town)	5.0		\$ 2,249,742
		Subtotal Bldg, Equip, & Site:	\$ 6,638,712
		Design Contingency (4%):	\$ 345,548
		Total Construction:	\$ 6,984,260
		(2012 dollars)	
		Total Construction Cost/CF:	\$ 224
Owner's Soft Costs			
A/E Fees (Design, bld, const.)	\$ 882,426	(Assume 10% of Const. Value)	
	\$ 133,294	Schematic Design (15%)	
	\$ 177,855	Design Development (20%)	
	\$ 350,370	Construction Documents (40%)	
	\$ 44,421	Bidding (5%)	
	\$ 177,826	Construction Administration (20%)	
A/E Special Services	\$ 89,843	(Assume 1% of Const. Value)	
Owner's Project Manager Fees	\$ 269,528	(Avg 2.5-3.0% of Const. Value)	
Furnishings (FFE)	\$ 50,000	allowance	
Communica. / Low Voltage System	\$ 25,000	allowance	
Temporary Facilities	\$ -	allowance	
Printing Cost - Advertisement	\$ 15,000	allowance	
Legal Costs	\$ -	allowance	
Commissioning	\$ -	allowance	
Abatement	\$ 20,000	allowance	
Chapter 17 Test & Inspections	\$ 20,000	allowance	
Owner Bonding Costs	\$ -	allowance	
Construction Contingency (5%)	\$ 718,741	allowance	
		Subtotal Soft Costs:	\$ 2,088,635
TOTAL PROJECT COST	\$ 11,080,788		
total cost per	\$ 276		
Potential Savings Associated w/ Earthwork by DPW / ISWM \$ (1,000,000)			
REVISED TOTAL PROJECT COST \$ 10,080,788			

Jeff Alberti brought the committee up to date on the cost estimates.

• **Bidding Market Analysis Sheet**

Jeff Alberti went over the Market Analysis and explained how the bidding pool/bid numbers has gone way down. A lot of bidders are at their DCAM limit.

Bidding Market Analysis

09/2013

Project	Bid Date	No. of Bidders	Estimate	Low Bid	High Bid	Amount Low Bid Over / Under Estimate	Difference Between Low Bid and High Bid
Weston Public Works Facility	5/4/2009	12	\$13,868,348	\$10,501,000	\$13,177,616	-24.3%	25.5%
Charlton Highway Operations Facility	9/2/2010	16	\$3,445,057	\$2,491,150	\$3,070,955	-28.0%	23.8%
Westbrook Public Works Facility	10/25/2012	18	\$1,545,507	\$1,273,900	\$1,794,000	-17.6%	40.8%
Chelmsford DPW Renovations/Expansion	11/5/2012	15	\$2,669,518	\$2,626,000	\$3,395,000	-1.3%	28.8%
Wayland Public Works Facility	3/21/2013	12	\$9,926,200	\$8,565,700	\$10,833,000	-13.7%	26.5%
Chelmsford Fire Headquarters (Blig Day)	9/4/2013	5	\$5,842,356	\$6,273,385	\$6,932,000	7.5%	10.4%
Boston Central Maintenance Truck Wash	9/19/2013	3	\$7,119,578	\$8,797,000	\$10,392,700	23.6%	18.1%
Harvard Town Hall	9/19/2013	2	\$2,976,344	\$3,639,700	\$3,723,783	22.3%	2.3%

- Schematic Design Cost Estimate Sheet

Jeff Alberti went over the Cost Estimate sheet.

Compared Weston & Sampson to an independent cost estimate

- Construction Cost
- Soft Cost

Town of Bourne, Massachusetts
New Public Works Facility
Schematic Design Cost Estimate

Total Project Cost Summary

10/31/13

Division	WSE	TCI	Difference
Division 2 (31,32,33) Site Work	\$ 997,259	\$ 1,070,060	\$ (72,801)
Division 3 Concrete	\$ 762,812	\$ 997,087	\$ (234,275)
Division 4 Masonry	\$ 214,375	\$ 296,368	\$ (81,993)
Division 5 Metals	\$ 321,056	\$ 191,600	\$ 129,456
Division 6 Woods and Plastics	\$ 53,620	\$ 57,030	\$ (3,410)
Division 7 Thermal & Moisture Protection	\$ 110,255	\$ 77,502	\$ 32,753
Division 8 Doors and Windows	\$ 315,450	\$ 357,165	\$ (41,715)
Division 9 Finishes	\$ 386,995	\$ 479,323	\$ (92,329)
Division 10 Specialties	\$ 46,200	\$ 21,065	\$ 25,135
Division 11 Equipment	\$ 375,000	\$ 359,000	\$ 16,000
Division 12 Furnishings	\$ 5,800	\$ -	\$ 5,800
Division 13 Special Construction	\$ 1,415,310	\$ 1,246,200	\$ 169,110
Division 14 Conveying Systems	\$ -	\$ -	\$ -
Division 21 Fire Suppression	\$ 183,456	\$ 192,890	\$ (9,434)
Division 22 Plumbing	\$ 484,175	\$ 427,650	\$ 56,525
Division 23 HVAC	\$ 720,025	\$ 705,642	\$ 14,383
Division 26 Electrical	\$ 997,250	\$ 1,135,146	\$ (137,896)
SUBTOTAL	\$ 7,389,037	\$ 7,613,728	\$ (224,691)
General Conditions	\$ 554,178	\$ 618,681	\$ (64,503)
Bonds	\$ 123,780	\$ 128,263	\$ (4,483)
Overhead and Profit	\$ 308,753	\$ 248,755	\$ 59,998
Escalation / Market Adjustment	\$ 238,324	\$ 213,514	\$ 24,810
Design Contingency (4%)	\$ 370,000	\$ 370,000	\$ -
TOTAL CONSTRUCTION COST	\$ 8,984,071	\$ 9,192,940	\$ (208,869)
			2.3%

Town of Bourne, Massachusetts
New Public Works Facility
Schematic Design Cost Estimate

Total Project Cost Summary

10/31/13

<u>Soft Costs</u>		
A&E Fees	\$ 967,000	\$ 967,000
Permitting Fees	\$ 20,500	\$ 20,500
Geotechnical Field Services	\$ 60,000	\$ 60,000
Owner's Project Manager Fees	\$ 120,000	\$ 120,000
Communications System	\$ 25,000	\$ 25,000
Furnishings	\$ 50,000	\$ 50,000
Utility Back-charges	\$ 30,000	\$ 30,000
IT Headend Equipment	\$ 50,000	\$ 50,000
Two-Way Radio System / Antenna	\$ 40,000	\$ 40,000
Material Costs for Landscaping by Town	\$ 30,000	\$ 30,000
Printing of Bid Documents	\$ 15,000	\$ 15,000
Construction Contingency (+/- 5%)	\$ 420,000	\$ 420,000
TOTAL SOFT COSTS	\$ 1,827,500	\$ 1,827,500
TOTAL PROJECT COST	\$ 10,811,571	\$ 11,020,440
Available Project Budget	\$ 10,080,798	\$ 10,080,798
Amount Over Budget	\$ 730,773	\$ 939,642

Stanley Andrews questioned where are the biggest changes in dollar amounts from a year ago to now?
 Jeff Alberti explained the biggest changes in the dollar amount are in the construction cost.

- Potential VE Items
- Bid Alternates

Town of Bourne, Massachusetts
New Public Works Facility
Schematic Design Cost Estimate

Total Project Cost Summary

10/31/13

<u>Potential VE Items</u>		
Town to Purchase Industrial Equipment - non-fixed equipment (markup savings only)	\$ (39,232)	\$ (26,757)
Material Storage Bins	\$ (84,833)	\$ (113,739)
TOTAL VE ITEMS	\$ (124,064)	\$ (140,495)
REVISED PROJECT COST	\$ 10,687,507	\$ 10,879,945
<u>Bid Alternates</u>		
Fuel Island - Bid Alternate	\$ 524,504	\$ 555,412
Canopy	\$ 258,603	\$ 275,000
Perimeter Fence	\$ 57,723	\$ 95,000
Salt Storage Structure - Bid Alternate	\$ 262,708	\$ 318,758
Subtotal Bid Alternates	\$ 1,103,538	\$ 1,244,169
REVISED PROJECT COST WITH ALL BID ALTERNATES & VE ITEMS INCLUDED	\$ 11,791,045	\$ 12,124,114

Jeff Alberti will reconcile the bid numbers and come back with a solid budget.

Jonathan Nelson wants to make sure the Committee stays within the budget going forward.

VOTED: On a motion made by Chris Farrell and seconded by Bill Ware it was unanimously voted that what was presented to the Committee is the right path and the Committee will continue with what Jonathan Nelson and Jeff Alberti presented at tonight's meeting.

Stanley Andrews questioned Jonathan Nelson going forward that the Committee will have 50% schematic design by November 8th. At that point we will start to do value engineering. We will have 50% prints for the Committee to start reviewing as well as the cost estimates. They will be forwarded out to the committee. The drawings will be posted on an FTP site that Jonathan Nelson will set up.

Schedule:

- Schematic design will be 50% by November 8th to review
- Will have 50% print documents done for the Committee; review electronically offline.
- Planning Board meeting is on November 14th
- First round of VE done on November 15th

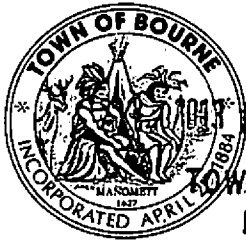
VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to meet on November 14th at 5:00 at the Bourne Veterans Memorial Community Center. To review the set drawings at 50%.

6. ADJOURN

VOTED: On a motion made by John Redman and seconded by George Sala it was unanimously voted to adjourn at 5:55 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary



Public Works Facility Building Committee



NOV 12 PM 4 30

TOWN CLERK'S OFFICE
BOURNE, MASS.

Date: Thursday
November 14, 2013

Time: 5:00 P.M.

Location: Bourne Veterans' Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532

AGENDA

1. Call meeting to order
2. Review and update on site work
3. Review of the 50% building documents
4. Adjourn

Thomas M. Guerino
Town Administrator

November 12, 2013

cc: Town Clerk
Town Administrator
Finance Director
Committee: Andrews, Farrell, Meier, Nelson, Redman, Sala, Ware

Bourne Public Works Facilities Building Committee
November 14, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Thursday, November 14, 2013:

Present for the DPW Building Committee were: Stanley Andrews, Chairman, John Redman, William Meier, George Sala, Chris Farrell, Bill Ware, and Jonathan Nelson.

Present for the Selectmen was: Peter Meier

Others present: Jeffrey Alberti and Mark Remillard Weston & Sampson Environmental/Infrastructure Consultants, Asa Mintz, ISWM Operations Manager, and Chuck Ruggiero.

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:00 PM

2. REVIEW AND UPDATE ON SITE WORK

Jonathan Nelson updated the Committee on the site work.

Asa Mintz explained what equipment is on site. They came across a couple boulders, but they haven't gotten any that they have had to drill and pop. The Committee would like to be notified before any rocks are drilled and popped, and if possible to do it on the weekends. He also stated that they were able to start the work a week earlier than expected.

Jonathan Nelson said the school meeting they had last night went well. It was agreed that the committee have two windows on the side that is facing the DPW site have film put on them so as not to distract the kids while they are in class.

Jeff Alberti explained the landscape buffer along the side of the building facing the Bournedale Elementary School.

3. REVIEW OF THE 50% BUILDING DOCUMENTS

Stanley Andrews ask the Committee members if they had any comments on the documents that were reviewed.

The documents can be found here: <http://public.justcloud.com/dmjbzbyue1.29731069>

50% Design Documents: [Bourne DPW DD Set 11-05-13.pdf](#)
[Bourne Schematic Design Cost Comparison.pdf](#)
[TCi Bourne DPW - SD Estimate 10 28 13.pdf](#)
[Copy of Town of Bourne DPW Estimate Design Budget Questions.xlsx](#)

George Sala had no comments.

John Redman had concerns about the Bituminous Paving 4", the Bituminous Paving 6", the Granite Curb Patch at Entry, CCB Curbs, and the HMA Berm Curbs. He suggested the E10 Equipment be

evaluated because there is a lot of money there. Also look at the DIV 31 Earth Work and the DIV 32 Exterior.

Jonathan Nelson is concerned with too many bid alternates. He suggests not having any more than 5 or 6 bid alternates.

Bill Ware stated the Salt Shed could be separated. He also suggested the size of the fueling station/tank equipment be looked at, it might be able to be reduced to save money.

Stanley Andrews suggested looking at the Polar Carbonate Windows because they are an expensive item. The Pole Lights; there are a lot of Pole Lights and we may be able to reduce the number of pole lights needed. The 300Kw Generator is a little overkill for what is needed. Look at the load calculations to see what the DPW Facility will need. Jeff Alberti will look at what the DPW will need. Stanley Andrews also mentioned the Retaining Wall Blocks and the Storage Blocks. Jeff Alberti changed it to a material storage wall. He will look into what type of blocks will be needed.

Stanley Andrews also brought up the Machine Shop line item. George Sala stated that they are bringing over some equipment from the current DPW facility. Jeff Alberti will go over and name plate the equipment to get an inventory list of equipment.

George Sala stated that his department can supply the signage for the smaller signs. Weston & Sampson will provide the outside signs. Jeff Alberti showed the Committee what the entrance sign will look like.

Jonathan Nelson will post his concerns. He stated that the Energy Advisory Committee meeting went well. They are looking into Cape Light Compact.

Stanley Andrews questioned what is the next milestone.
The review in December.

Jonathan Nelson is very concerned about the budget. He wants to make sure the Committee members take their time reviewing the documents.

By December 5th the Committee should be able to review the 70% documents.
Jeff Alberti will update the cost estimate.

Then next Bourne DPW Facilities Committee meeting will be on Wednesday, December 4th at 5:00 p.m.

4. ADJOURN

VOTED: On a motion made by George Sala and seconded by William Meier it was unanimously voted to adjourn at 6:10 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary

2013 DEC 9 9 11 AM '13
**Town of Bourne
Public Works Building Committee**

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

MEETING NOTICE

**Location: Bourne Veteran's Memorial Community Center
239 Main Street**

Date: Wednesday December 11, 2013

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes October 31, 2013
3. Site development update
4. Review of drawings
5. Cost Estimates updates
6. Adjourn

Bourne Public Works Facilities Building Committee
December 11, 2013

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, December 11, 2013.

Present for the DPW Building Committee were: Stanley Andrews, chairman, John Redman, William Meier, George Sala, Chris Farrell, Bill Ware, and Jonathan Nelson.

Present for the Selectmen was:

Others present: Asa Mintz, ISWM Operations Manager.

2013 DEC 10 AM 9 50
TOWN CLERK'S OFFICE
BOURNE, MASS

1. CALL MEETING TO ORDER

Stanley Andrews called the meeting to order at 5:02 PM

2. APPROVAL MINUTES FOR AUGUST 29 AND SEPTEMBER 25, 2013

VOTED: On a motion made by John Redman and seconded by Chris Farrell it was unanimously voted approve the minutes from October 31, 2013 as presented with edits.

VOTED: On a motion made by John Redman and seconded by Bill Ware it was unanimously voted approve the minutes from November 14, 2013 with edit.

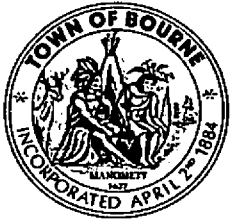
3. SITE DEVELOPMENT UPDATE

Jonathan Nelson updated the committee on the site updates.

- Asa Mintz explained to the committee what work has been done on the site.
- Completed all fills.
- Brought in 25 to 35 yards of material, all compacted, all tested by Briggs Engineering and all has passed.
- Installed settlement plates along the western edge of the building, one along the southern edge and one out by the parking lot.
- Weston and Sampson will be down to survey the settlement plates and watch and see what settlement has occurred over time, three to four months.
- Shaping the drainage basin closest to the school.
- There is an ad in the paper for RFQ to remove the excess of 80,000 yards of material.

Stanley Andrews wanted to thank Asa Mintz and the crew or all the work they have done. They beat the weather getting the fill done. He recommend putting together a letter and having Jonathan present it to the selectmen on Tuesday night, thanking all the employees who worked on the site.

VOTED: On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to give the letter to the Selectmen to thank Asa Mintz and the crew for all the work they have done.



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x 304 - Fax 508-759-0620



DATE: DECEMBER 16, 2013
TO: BOARD OF SELECTMEN
FROM: PUBLIC WORKS FACILITY BUILDING COMMITTEE: STANLEY ANDREWS, CHRIS FARRELL, WILLIAM MEIER, JOHN REDMAN, GEORGE SALA, WILLIAM WARE
RE: PUBLIC WORKS FACILITY BUILDING PROJECT UPDATE

Honorable Selectmen,

The DPW Building Committee wanted to take this opportunity to update you on the status and progress of the DPW Building Project. Currently, Weston and Sampson, the Town's designer on the project, has provided 90% drawings. The Committee, along with the Owners Project Manager, are working to finalize the drawings. The project is currently scheduled to be bid in February, giving the team a month to make corrections and changes.

The site work, which is being performed by Town staff, is ongoing. The site clearing and back filling operations have been completed. The excess material removal is scheduled to begin next. Members of ISWM and the DPW have labored tirelessly to complete a major portion of the site work prior to the cold, winter weather setting in. This group has done a fantastic job, and we wish to publicly recognize and thank them for their efforts. The completion of this work by Town staff has equated to real savings and will result in a better end product. Staff who have worked on the project to date are:

Sal Barbetto, Crew Chief
Ronnie Busnengo, Equipment Operator 2
Chuckie Ruggiero, Equipment Operator 2
Steve Drake, Laborer
Andrew Campbell, Crew Chief
Timmy Young, Equipment Operator 2
Randall Ellison, Equipment Operator 2
Pat McCrum, Equipment Operator 2

Pat Watt, Equipment Operator 2
Richie Bertram, Equipment Operator 1
Roy Morse, Crew Chief
Jimmy Stec, Mechanic
Brent Fernandes, Skilled Laborer
Josh Howard, Truck Driver (DPW)
Asa Mintz, Operations Manager
Dan Barrett, General Manager ISWM
George Sala, Superintendent Public Works

The Building Committee will keep the Selectmen updated as to when the project goes out to bid, and during the bidding process. If you have questions or comments, please do not hesitate to reach out to a committee member.

Thank You

Chris Farrell questioned about the boulders. Asa Mintz stated they are dealing with them as they come across them.

4. REVIEW OF DRAWINGS

Changes for the drawings:

- Delete some of the light poles, change some of the pole lighting, down lighting and wall packs, delete some of the wall packs. Wall packs can be used on the back side of the building by the salt shed. Don't need wall packs on the school side of the building. Cut the pole lighting where the fence is around back.
- Security cameras: the system is able to handle more security cameras, post a camera in the internal shop area. Are cameras supposed to be in the wash bay. Chris Farrell questioned if the cameras are going to be the tilt/zoom cameras. Make sure there is wiring at the entrance so license plate readers can be added later if needed.
- Stanley Andrews questioned if Weston and Sampson has gotten back with the load calculation for the building to prove the generator size. Jonathan Nelson stated he hasn't heard back yet from Weston and Sampson about the load calculations for the fuel generators.

Bill Ware questioned the design contingency. Jonathan Nelson explained what is carried under the design contingency.

Stanley Andrews questioned the gas indirect radiant heating in the vehicle storage area. That area needs to be heated for the vehicles not the people. Jonathan Nelson will find out what type of heaters will be used. The vehicles area need to be heated to 45°. The heating unit needs to keep the inside of the shop at a minimum of 45° and not turn the heaters on if the outside is below 45° but the inside is above 45°.

Jonathan Nelson would like to meet with William Meier and Stanley Andrews and go over the drawings.

Jonathan Nelson called Jeff Alberti asked Jeff to send him the load calculations by tomorrow morning.

Stanley Andrews would like three full sets of drawings; one for the DPW office, one for Jonathan Nelson and one for the committee to share.

Chris Farrell questioned if the foundation height for the cold storage can be six feet. George Sala said it could be dropped to six feet.

Jonathan Nelson brought up a few suggestions where he thinks money can be saved.

- Walls in the office area went from slab to deck. Look at going back to slab and cutting the walls at the ceiling and putting in return air.
- Specified galvanized railings on the mezzanines, shops and the vehicle wash. The exterior can be galvanized but the inside can be painted metals. In wash bay keep galvanized railings.

Stanley Andrews questioned if Jeff came over and looked at the current equipment/machinery that is going into the new building. Mark did a quick walk through but they didn't bring the specialist over for the equipment.

Stanley Andrews questioned the septic system/tanks. Stanley Andrews stated that Asa Mintz and his crew could do those in two weeks.

Chris Farrell brought up landscaping. Don't need landscaping in the middle of the parking lot.

The 90% drawings should be ready by Friday. 1 set for Town Hall, 1 set for the committee, 1 set for the DPW facility.

5. COST ESTIMATE UPDATES

A cost estimate hasn't been done yet. Jonathan Nelson will tell Jeff Alberti the committee wants the cost estimate by December 31, 2013.

The committee wants a revision on the cost estimate to go along with the 90% drawings.

Stanley Andrews expressed concern because some of the changes that were requested at the 50% drawings haven't been addressed on the 70% drawings. They have to be done by the 90% drawings.

The committee would like Jonathan Nelson to let Jeff Alberti know that the committee isn't satisfied with Weston and Sampson.

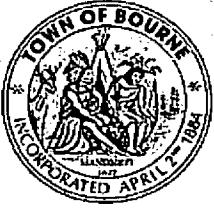
The next meeting will be on Wednesday January 8, 2014 at 5:00 p.m.

6. ADJOURN

VOTED: On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to adjourn at 6:35 p.m.

Respectfully submitted,

Carole Ellis
Recording Secretary



Bourne Recreation Department
Bourne Veteran's Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 743-3003 Fax: (508) 759-0655

Krissanne Caron
Recreation Director

Bourne Recreation Committee Meeting

— Wednesday, February 6th
5:30pm

This meeting will be held at Bourne Veteran's
Memorial Community Building

AGENDA

1. Budget Update
2. CPC Appointment
3. Swish Update
4. Capital Projects
5. New Business
6. Schedule Next Meeting
7. Adjourn Meeting

2013 FEB 5 AM 9 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Caron, Krissanne

Sent: Monday, February 04, 2013 8:50 AM
To: Chapman, Wendy; Meier, Marie
Attachments: February 6, 2013 Agenda.doc (237 KB)

Good Morning,

I have attached the Meeting Notice/Agenda for the Recreation Committee.

Thank you~

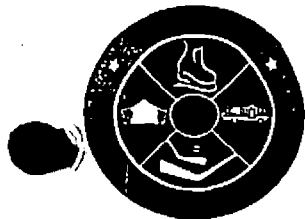
*Krissanne Caron
Recreation Director
Town of Bourne
(508) 743-3003*



Check out our new website!! www.bournerec.com

Like us on Facebook! Search:
Town of Bourne Recreation Department

NOTE: This Meeting Notice and two (2) sets of minutes was received in the Clerk's office on 2/4/13 @ 8:50 AM. We did not open the email or see that the meeting notice (day week) there were two (sets) of minutes attached. Most of the meeting Notice. The meeting Notice was timely filed. *[Signature]*



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

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Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Town of Bourne - Bourne Recreation Authority's Rink Sub-Committee

Thursday, January 10, 2013 - John Gallo Ice Arena - 8:00am

Agenda Items:

1. Interviewing Respondents for Developing an Overall Marketing Plan.

Signed: W. Curt Duane

W. Curt Duane, Chairman

Date: January 7, 2013

2013 JAN 7 PM 12 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Recreation
per Wandy

Johnson, Barry

From: Johnson, Barry
Sent: Friday, January 11, 2013 12:04 PM
To: 'wduane1827@aol.com'; 'ecoughlin5@comcast.net'; 'gfolino@maritime.edu';
'prforsberg@ymail.com'; 'rtellier9@comcast.net'
Cc: 'scenicpark@capecod.net'; 'galloarena@capecod.net'; 'R. Howard'; 'Sk8 Academy'
Subject: DRAFT MINUTES OF THE RINK SUB-COMMITTEE MEETING HELD ON JANUARY
10,2013: INTERVIEWING REpondENTS TO PROVIDE MARKETING SERVICES FOR THE
AUTHORITY

Present: Committee Members C. Duane & G.Folino
Other Attendees: R.Tellier; B.Johnson & J.Hickey

PURPOSE OF THE MEETING:

to interview respondents to the Authority's request to have them meet with the Rink Sub-Committee to present their qualifications; an outline of how they would develop marketing strategies for the Authority's facilities; and how they would suggest implementing them. The four(4) persons who had filed information with us were interviewed; all were given the opportunity to explain their particular programs; and everyone participated in a question & answer format.

RECOMMENDATION:

At the conclusion of the interviews the MOTION was presented by G. Folino and seconded by W. Duane: that the members of the Authority at their meeting scheduled for January 14,2013 vote to approve having the General Manager, Park Supervisor J. Morrill & Rink Supervisor J. Hickey meet with Melissa Barry for the purpose of having her work with the Authority in planning, developing and holding certain EVENTS at the BRA facilities; and that we work with Susan Wentworth for developing an overall Public Relations program to enhance the use of our two(2) facilities. Further, the General Manager is authorized to create a contract with these two(2) persons for these stated purposes – subject to FINAL APPROVAL by a vote of the BRA Board members.

UNANIMOUS VOTE.

Submitted by Barry Johnson, General Manager

2013 JAN 11 PM 1 51
TOWN CLERK'S OFFICE
BOURNE, MASS

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2013 JAN 9 PM 1:55

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Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA TOWN CLERK'S OFFICE BOURNE, MASS

Meeting Notice - Bourne Recreation Authority
Monday, January 14, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Don Charlebois, Comcast Agreement.
2. Revisit Minutes of June 18, 2012.
3. Minutes of September 25, 2012.
4. Minutes of November 20, 2012.
5. Minutes of December 12, 2012.
6. Administrative Coordinator Report
 - a. Requests & Correspondence.
 - b. Ice Hour Donation to Cahir Account.
 - c. Energy Credits.
7. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements for Period Ending 09/30/12.
 - c. Actuarial Services for GASB-45.
8. Maintenance Report.
 - a. Electrical Upgrade Project.
 - b. Project List Update.
9. Park Report.
 - a. Surveillance Cameras.
10. Rink Report.
 - a. Dasher Board Update.
 - b. No Frost Concentrator Reading.
 - c. Ice Hours Sold.
 - d. Signage.
 - e. Ragnar Relay Series, May 3, 2013 Parking Lot Usage.
 - f. Piccadilly Circus, May 17, 2013 Arena Usage.
 - g. Marketing Program for the Rink & Park.

Signed: _____

W. Curt Duane

W. Curt Duane, Chairman

Date: January 9, 2013

2013 FEB 21 PM 12 11

TOWN CLERK'S OFFICE
RNEHMS
key

Record of the Bourne Recreation Authority meeting held January 14, 2013

<u>Present:</u>	W. Curt Duane	Rickie J. Tellier	Paul R. Forsberg
	Gregory A. Folino	Barry H. Johnson	Robert H. Howard
	John M. Morrill	Diane M. Woodside	John H. Hickey
	Eric C. Johnson	Don Charlebois	Paul Gately

The Bourne Recreation Authority meeting was held on Monday, January 14, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Don Charlebois, Comcast Agreement: Charlebois is present to execute the documents necessary for the proposed Comcast Agreement discussed & approved @ the last meeting. Johnson thanked Charlebois, the staff, & the Board for their work on same, & stated our legal counsel reviewed same, & that all is in order. Discussion followed on billing of same, & the possibility of finding a company to sponsor the channel guide listing.

On behalf of the Board, Chairman signed the copies presented, & Johnson witnessed. Once countersigned by Comcast, a final copy will be returned to us for our records.

Revisit Minutes of June 18, 2012: Tellier made motion to accept the change as noted. Folino seconded. Chairman presented. Vote was unanimous.

Minutes of September 25, 2012: Same will be reviewed @ the next meeting.

Minutes of November 20, 2012: Tellier made motion to accept. Folino seconded. Chairman presented. Tellier, Folino, & Chairman vote in favor. Forsberg abstains. Motion carries.

Minutes of December 12, 2012: Forsberg made motion to accept the change as noted. Tellier seconded. Chairman presented. Vote was unanimous.

Administrative Coordinator Report / Requests & Correspondence: Tellier made motion to sponsor Board & Blade Club in the amount of \$175.00 for a full-page ad. Forsberg seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Canal Currents in the amount of \$200.00 for a half-page ad. Chairman seconded. Chairman presented. Vote was unanimous.

Also in Packet: Thank you notes from Cape Cod Center for Women & Relay for Life; Massachusetts Office of Travel & Tourism application; & Tellier's confirmation of reappointment to the Board.

Ice Hour Donation to Cahir Account: Woodside stated that the rink has sold 1,393.5 hours between July 1 – December 31, 2012.

Forsberg made motion to transfer \$1,393.50 into the Cahir account from our general fund as done in the past. Tellier seconded. Chairman presented. Vote was unanimous.

Energy Credits: Johnson wanted the Board to be aware that he is pursuing these credits, & will report back. Tellier stated there is a benefit to same, & @ not cost to the Authority.

Treasurer Report / Warrants: Howard presented 7 warrants for signature of the Board.

Financial Statements far Period Ending 09/30/12: Board reviewed same, & had no questions.

Folino made motion to accept same. Forsberg seconded. Chairman presented. Vote was unanimous.

Actuarial Services far GASB-45: Barnstable County Retirement Association is once again offering these required services for public entities to calculate the liabilities associated with post-employment benefits (other than pension). Howard stated the Authority has participated before.

Tellier made motion to grant permission to Howard to participate, & sign for same. Chairman seconded. Chairman presented. Vote was unanimous.

Maintenance Report / Electrical Upgrade Project: Eric Johnson & his crew are working on the PX-Area & all is going smoothly. Discussion was held on the drainage in that area & the possibility of placing 500 yards of sand/gravel on same.

Chairman made motion to appropriate up to \$10,000.00 for same. Forsberg seconded. Chairman presented. Vote was unanimous.

Project List Update: The digging is completed for Comcast, so work can be done with campers on site if need be. Tellier expressed his accolades to Eric, Morrill, & Barry Johnson on coordinating same.

Employees Ferrari & Cremonini have completed the interior structure of the Rustic Lodge, & will now work on building the beds & cabinets. They will also review what the Store needs in regard to minor repairs.

Park Report / Surveillance Cameras: Morrill presented a proposal from Red Hawk's Steve Glinski outlining possible areas for cameras @ both the Park & Rink. Discussion followed. The Board would like this representative to meet with them to discuss further. All realize this project would have to go out to bid should they wish to complete same. Folino stated that while he supports the concept of looking into this subject further, he does not support the process in that this item should be placed in Capital Outlay expenses.

Rink Report / Dasher Board Update: Howard forwarded a listing to Woodside of all that do business with the Authority, & she mailed the advertising letter to those companies. Hickey will follow up with same, & both he & Morrill have been visiting local businesses & dropping off letters as well. Discussion followed.

No Frost Concentrator Reading: Levels have been heading in the right direction (down).

Ice Hours Sold: Hickey reported that the totals are level from last December.

Signage: Hickey has the quotes from last year, & he recently spoke with Scoreboard Enterprises regarding same. He's looking into the by-laws for out in front, & has some ideas of what he wants to do.

Ragnar Relay Series, May 3, 2013 Parking Lot Usage: Discussion was held on the possibility of renting out the parking lot during shut-down for this event. They will provide port-a-potties, & the Corps is aware of same.

Forsberg made motion to allow Ragnar use of same @ a cost of \$1,000.00. Folino seconded. Chairman presented. Vote was unanimous.

Piccadilly Circus, May 17, 2013 Arena Usage: Discussion was held on the possibility of renting out the rink during shut-down for this event. Corps is aware of same. Discussion was held on the

price, & who would provide the dumpsters. Morrill will contact the references listed to inquire about what they charged, & how it worked out. Board concurred.

Folino made motion to allow Piccadilly Circus use of same, & for Morrill & Johnson to broker a deal regarding the fee. Tellier seconded. Chairman presented. Vote was unanimous.

Marketing Program for the Rink & Park: On January 10th, the Rink Sub-Committee met with the 4 respondents to interview same. They recommend that the Board hire Melissa Barry to work with us to plan & develop events @ both facilities, & Susan Wentworth to come up with an overall public relations program. Both will be paid on an as needed hourly basis, & Barry Johnson will generate the contracts for same.


Morrill stated both entities have only scratched the surface of social media with the Park & now Rink on facebook. Woodside is looking into twitter for the rink & will report back. Barry Johnson has let the Chamber of Commerce know that he is interested in assisting with the Canal Celebration as both of our facilities are on the banks of the Cape Cod Canal. Morrill has already received an inquiry about camp sites during same, & will develop rates for same.

Tellier made motion to hire Barry & Wentworth for their marketing expertise. Folino seconded. Chairman presented. Vote was unanimous.

Next Meeting: The next meeting of the Authority is scheduled for Tuesday, January 22nd @ 8:00am @ the Park.

Chairman made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 7:30pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

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W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Monday, January 22, 2013 - Bourne Scenic Park - 8:00am

Agenda Items:

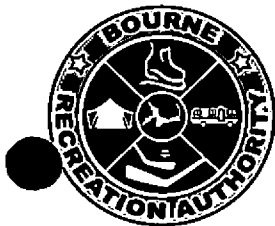
1. Treasurer Report.
 - a. Warrants.
2. Park / Maintenance Report.
 - a. Surveillance Cameras.
 - b. Electrical / Comcast.
 - c. Store.
3. Rink Report.
 - a. Signage.
 - b. Zamboni.
 - c. Arena/Parking Lot Usage During Shut-Down.

Signed: _____

W. Curt Duane, Chairman

Date: January 16, 2013

2013 JAN 17 AM 8 49
TOWN CLERK'S OFFICE
BOURNE, MASS



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Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AMENDED AGENDA

Meeting Notice – Bourne Recreation Authority

Tuesday, January 22, 2013 – Bourne Scenic Park Office – 8:00am.

AGENDA ITEMS:

1. Treasurer Report:

a). Warrants.

2. Park/Maintenance Report.

a) Surveillance Cameras.

b). Electrical/Comcast

c). Store

3. Rink Report.

a). Signage.

b). Zamboni.

c). Arena/Parking Lot Usage during Shut-Down.

d). Marketing Program for the Authority Facilities

e) *Circus*

Barry Johnson, General Manager

2013 JAN 18 AM 10 24
TOWN CLERK'S OFFICE
BOURNE, MASS



BOURNE RECREATION AUTHORITY

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W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Monday, January 22, 2013 - Bourne Scenic Park- 8:00am

Agenda Items:

1. Treasurer Report.
 - a. Warrants.
2. Park / Maintenance Report.
 - a. Surveillance Cameras.
 - b. Electrical / Comcast.
 - c. Store.
3. Rink Report.
 - a. Signage.
 - b. Zamboni.
 - c. Arena/Parking Lot Usage During Shut-Down.

Signed: _____

W. Curt Duane
W. Curt Duane, Chairman

Date: January 16, 2013

2013 JAN 17 AM 8 49
TOWN CLERK'S OFFICE
BOURNE, MASS



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W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Tuesday, February 12, 2013 - John Gallo Ice Arena- 7:00pm

Agenda Items:

1. Minutes.
2. Administrative Coordinator Report.
 - a. Requests & Correspondences.
 - b. Declare Surplus Equipment.
3. Treasurer Report.
 - a. Warrants.
 - b. Electric Meter Net Billing.
4. Maintenance Report
 - a. Electrical Upgrade Project.
 - b. Comcast Update.
5. Park Report.
 - a. Surveillance Cameras.
 - b. Store.
 - c. A/R.
6. Rink Report.
 - a. Signage.
 - b. Zamboni.
 - c. Marketing.
 - d. Rates.
 - e. Ice Hours Sold.
 - f. Dasher Board Advertising.
 - g. No Frost Concentrator Reading.
7. General Manager Report.
 - a. Conflict of Interest Law.
 - i. Mandatory Training Program.
 - ii. Seasonal Exemptions.

2013 FEB 5 PM 3 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: W. Curt Duane
W. Curt Duane, Chairman
Date: February 5, 2013

Clerk

Sk8 Academy

From: Barry <recauthgm@capecod.net>
Sent: Tuesday, February 12, 2013 4:14 PM
To: wduane1827@aol.com; ecoughlin5@comcast.net; gfolino@maritime.edu; prforsberg@ymail.com; rtellier9@comcast.net
Cc: scenicpark@capecod.net; galloarena@capecod.net; BRAmaint@comcast.net; recauthtrs@capecod.net; sk8academy@capecod.net
Subject: MINUTES OF THE BOURNE RECREATION AUTHORITY MEETING OF January 22,2013 HELD IN THE PARK OFFICE

All: here is a copy of the minutes of that meeting for your review:

MEETING CALLED TO ORDER AT 8am. BY CHAIRMAN DUANE.

PRESENT: Members: Duane, Folino, Forsberg & Tellier.

Absent/Excused: Coughlin

Staff: R. Howard; J.Morrill; J,Hickey; E.Johnson & B.Johnson

Guest: Steve Gilinski, Sales Executive/ATM specialist of RED HAWK Fire & Security

1. Surveillance Cameras: Mr. Gilinski discussed with the Board sundry surveillance equipment that could be used at the Park (entrance, office & store) and at the Rink (mainly for overlooking the ice surface and outside areas. The Board asked if any of this could be tied into our existing alarm system (to be reviewed with that company); will try and get price quotes on what exactly is to be done. There will be an update at the Board meeting on February 12,2013.
2. TREASURER:
3. presented three(3) Expenditure Warrants for Board signatures and it was VOTED: on a MOTION made by Forsberg; seconded by Tellier to authorize the donating an hour of ice time & two(2) nights of camping for the Bourne High Track Team to be used as part of their fund raising efforts for the team. UNANIMOUS VOTE.
4. PARK ELECTRICAL: Maintenance Supervisor Johnson reported that we have to install one more pole; transformers are on the way.
5. PX AREA: Tellier after reviewing this area with Maintenance Supervisor Johnson & J.Morrill : MOTION: Duane moved & Forsberg seconded to NOT go forward with the placing of sand in the area until a later time and to rescind the motion made on this project at the BRA December,2012 meeting. UNANIMOUS VOTE.
6. PARK STORE: J. Morrill reported that he and Meredith (store manager) will be attending a camping supply EXPO sponsored by WILCOR for the purpose of purchasing certain items for the 2013 store season. Also they are looking into the installing a "point of sale" program thru Quick Books; it will be installed for the 2013 season. Lou of the "Computer Guru" is assisting in the development of this overall program.
7. EVENTS: B.Johnson stated that he will be working the MACO Booth at the upcoming RV/CAMPING SHOW in Boston; has talked to a person at Upper Cape Tech Regional Vocational School about doing a CAD drawing of the possible activities at the newly created recreation area.
8. RINK:

9. ELECTRICAL SIGNAGE IN FRONT OF THE RINK: J.Hickey gave B. Johnson an outline of price quotes for this project. B.Johnson is to check with the Town of Bourne – Town Planner on the Zoning requirements ie.: is it allowed etc. & report back to Board at the February 12,2013 Board meeting.
10. POSSIBLE PURCHASE OF A NEW ZAMBONI: J.Hickey & B.Johnson were requested to work up a set of DRAFT Specifications that would be used for the possible purchase of a new Zamboni to replace the older model we have now. Folino asked that the Bis include a purchase with and without us trading in the old machine so we might be able to decide if we want to do that.
11. USE OF THE RINK PARKING LOT AS A STAGING AREA FOR PART OF THE RAGNER RELAY RACE SERIES: Board approved having staff look into this & report back. B.Johnson to deal with contract issues.
12. PICADILLY CIRCUS: to be held at Rink on Friday May 17,2013. B.Johnson to deal with contract; rest of staff to deal with logistical matters based upon the contract. There is to be NO alcohol.
13. ADVERTISING SERVICES FOR THE AUTHORITY: after public advertising; upon recommendation of B.Johnson; and subject to final contract approvals; MOTION-Folino moved; Duane seconded to having the Board approve having the following services done:
 - a). Assist in Social Media contacts; press releases etc.: Susan Wentworth on a negotiated hourly rate; and
 - b) ASSIST in Event Planning: Melissa Barry on an negotiated hourly basis; and
 - C). Generation of Advertising Prospects who Will ACTUALLY PURCHASE advertising space etc. from the Authority.: John Harrington on an negotiated commission basis.
 - d). B.Johnson will be contacting the above to discuss contracts with them.
- 14). Meeting adjourned at 10:15am..

Submitted by:

Barry H. Johnson, General Manager

Clerk

2013 MAR 22 PM 12 16

Record of the Bourne Recreation Authority meeting held February 12, 2013

CLERK'S OFFICE
BOURNE, MASS

Present: Rickie J. Tellier Paul R. Forsberg Gregory A. Folino
 Barry H. Johnson Robert H. Howard John M. Morrill
 Diane M. Woodside John H. Hickey Eric C. Johnson

The Bourne Recreation Authority meeting was held on Tuesday, February 12, 2013. Said meeting was audio-taped. Vice-Chairman called the meeting to order @ 7:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Vice-Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of January 14, 2013: Tellier made motion to accept. Folino seconded for discussion. Folino would like the minutes to clarify that he supports the concept of security cameras on the premises, but not the process. He feels said item should be placed in the Capital Outlay Budget. Discussion was also held on the topic of a possible Zamboni purchase as 1 of ours is 21 years old. Morrill stated he is hoping to revamp Management's planning of the 5-year report. All concurred. The Managers will meet with their Sub-Committees prior to the next meeting to review their Capital Outlay items. Vice-Chairman presented with corrections noted. Vote was unanimous.

Minutes of January 22, 2013: Tellier made motion to accept. Folino seconded. Vice-Chairman presented. Vote was unanimous.

Administrative Coordinatar Report / Requests & Correspondence: Woodside reported that Gallo is now on twitter in an effort to use social media to reach future customers.

Tellier made motion to sponsor St. Margaret Regional School in the amount of 1-hour of ice time & 2-nights camping. Folino seconded. Vice-Chairman presented. Vote was unanimous.

Folino made motion to sponsor Bourne of the 4th of July Parade in the amount of \$325.00. Tellier seconded. Vice-Chairman presented. Vote was unanimous.

Folino made motion to table the Lyme-Aide for Lauren request. Tellier seconded. Vice-Chairman presented. Vote was unanimous.

Barry Johnson reminded all that the Ragnar Relay Race will be utilizing the Rink's parking lot for their race on May 3rd, & the Authority will be paid \$1,000.00. They expect 3,800 attendees. They asked Johnson for his assistance with food vendors. Folino suggested approaching Sam's Snack Bar to assist that group with the concessions. All concurred that Johnson will give the Welch's

first right of refusal regarding same. Ragnar also asked for the provision of water to be available, assistance with the Town permitting, & for us to be named as additional insured on their policy (standard procedure). They will contract for port-o-potties.

Declare Surplus Materials: In order to clear some space in the storage area, Woodside requested that the Board vote to dispose of all Park receipts, Authority warrants, & Rink weekly schedules from 1974 – 1999 in accordance with State regulations.

Vice-Chairman made motion to declare surplus said items. Tellier seconded. Vice-Chairman presented. Vote was unanimous.

Eric Johnson reported that the Authority received \$1,800.00 for the speakers that were recently declared as surplus. Board was pleased with same.

Also in Packet: Thank you notes from the SHS Hockey Team, & Stephen Kashalena; Corps of Engineer approval of the Annual Report outlining their request for a more in-depth account in the years to come; & a request from the Canal Youth Hockey program.

Vice-Chairman feels it's a credit to the Authority for all they have done with the Corps' property. All concurred. It was agreed upon that a more in-depth report detailing all of the improvements made throughout each year will be forwarded to them in the future.

In regard to the Canal request, the Board will review for the next meeting. Canal is looking for the Authority to sponsor half of the proposed purchase of soft foam ice dividers that costs \$7,200.00. Discussion followed. USA Hockey is putting the burden on the youth hockey leagues to sk8 on ½ sheets (i.e. 3 on 3). Hickey will approach Scott Drevitch of Play Like A Pro, but Hickey doesn't feel they would be interested in contributing as their summer Saturday program is already a raging success. While the Authority is amenable to support the concept & be a financial partner, they are concerned with who would put up & take down the boards, & how long that would take. More discussion is needed.

Treasurer Report / Warrants: Howard presented 5 warrants for signature of the Board.

Electric Meter Net Billing: Howard & Johnson met with Keith Mann to discuss the possibility of participating in same. Mann is looking for a 20-year commitment, but the Authority's lease is less than that with the Corps of Engineers, so we'd have to seek their approval. Johnson will review the Lease & Enabling Act, & may meet with Mann again in the future.

Maintenance Report / Electrical Upgrade Project: Eric Johnson & his crew are cleaning up fallen trees from the storms, & have pulled the wire through, & installed the panels. Electrician Ferrall will install the transformers. Eric Johnson would like to have a spare transformer on hand as he has in the past. Board concurred.

Vice-Chairman made motion to purchase 1 transformer in the amount of \$2,000.00. Folino seconded. Vice-Chairman presented. Vote was unanimous.

Comcast Update: Eric Johnson reported that just the end connections need to be completed.

Park Report: Morrill reported that the Park began taking long-term off-season reservations on February 4th, & gained 25 temporary seasonals. Will run a "Cabin Fever" promotion in the spring where people can leave their campers on site. He'll look @ Susan Wentworth for assistance in advertising same. He'll also re-evaluate C-Area for pull-thrus, which will help with density.

Surveillance Cameras: Morrill will separate the Park & Rink needs regarding same. He is investigating other options & will report back findings @ a future meeting.

Stare: Morrill would like to purchase a point of sales (POS) system, & asked Lou @ the Computer Guru for his recommendation. Board concurred.

Tellier made motion to purchase a POS system in the amount not to exceed \$2,500.00. Vice-Chairman seconded. Vice-Chairman resented. Vote was unanimous.

A/R: Morrill asked for the Dion/Arruda balance from 2009 to be taken off the books.

Tellier made motion to write off the \$330.00 balance as a bad dept. Folino seconded. Vice-Chairman presented. Vote was unanimous.

Rink Report: Hickey informed all that the Stanley Cup will be in the building on February 18th during the 2nd Annual Jeff Hayes Memorial Tournament. Ice has been set aside for the 2013 MIAA games.

Signage: Spoke with the Town Hall & was given the okay to move forward regarding same. Will review further, get 3 quotes, & place on the Capital Outlay Plan. Realizes he must file a Building Permit as well.

Zamboni: Both Johnson & Hickey spoke with Doug Peters @ Zamboni & asked for his assistance with the Ice Resurfacer specifications. Peters was helpful with same. The Rink is looking to trade-in its 21-year old machine for a new one, & would like to go out to bid. All concurred.

Folino made motion to obtain bid specifications regarding a new Ice Resurfacer & advertise same. Tellier seconded. Vice-Chairman presented. Vote was unanimous.

Marketing: Melissa Barry will provide event assistance @ \$35 per hour (i.e. Circus). Sue Wentworth will assist with public relations @ \$100.00 (local) & \$150.00 (national) per hour. She will also provide e-mail blasts @ \$300.00 per hour, & develop fliers @ \$50.00 per hour. John Harrington will provide assistance with dasher board, in ice, & Zamboni advertising @ a 20% commission. Board agreed to use these professionals sparingly. Johnson will execute contracts with same.

Rates: Hickey will present his recommendations @ the next meeting.

Ice Hours Sold: Hickey reported that January was up from last year, but feels February will be down due to the snow storms.

Dasher Board Advertising: Hickey sold a sign to the Lobster Trap. Discussion was held on the rates to be charged. Woodside reminded all that prices have been set by the Board.

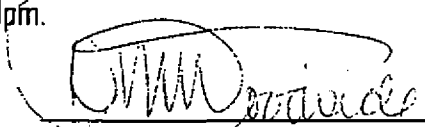
No Frost Concentrator Reading: Hickey will report back once the Rink re-opens from shut-down.

General Manager Report / Conflict of Interest Law / Mandatory Training Law / Seasonal Exemptions: Johnson reported that all Board members, management, full-timers, & supervisors must take the on-line training. Exemptions are extended to those employees that have no Authority (i.e. Sk8 Guards).

Next Meeting: The next meeting of the Authority is scheduled for Tuesday, March 19th @ 6:00pm @ the Rink.

Tellier made motion to adjourn. Folino seconded. Vice-Chairman presented. Vote was unanimous. Vice-Chairman adjourned regular meeting @ 9:00pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Tuesday, March 19, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Minutes.
2. Philip Tura, Canal Youth Hockey.
3. Administrative Coordinator Report.
 - a. Requests & Correspondences.
 - b. Ethics Certification Update.
4. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements (07/01/12-12/31/12).
 - c. Capital Outlay Priorities.
5. Maintenance Report
 - a. Electrical Upgrade Project.
 - b. Comcast Update.
6. Park Report.
 - a. Rink Surveillance Cameras.
 - b. New Truck Purchase.
7. Rink Report.
 - a. MIAA Tournament Report.
 - b. Rates.
 - c. Signage Update.
 - d. Dasher Board Advertising.
 - e. Ice Hours Sold.
 - f. No Frost Concentrator Update.
8. Marketing / Event Planner: Contract.
9. Announced Bids: Ice Resurfacers & Trash Collection.
10. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2013 MAR 13 PM 3 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: W. Curt Duane
W. Curt Duane, Chairman
Date: March 13, 2013

Clerk

Record of the Bourne Recreation Authority meeting held March 19, 2013

2013 MAR 6 PM 3 17

<u>Present:</u>	Rickie J. Tellier	Paul R. Forsberg	Gregory A. Folino
	W. Curt Duane	Barry H. Johnson	Robert H. Howard
	John M. Morrill	Diane M. Woodside	John H. Hickey
	Eric C. Johnson		

TOWN CLERK'S OFFICE
DUNELINE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, March 19, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 8:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes: Tellier made motion to accept minutes of the February 12, 2013 minutes. Forsberg seconded. Chairman presented. Vote was unanimous.

Philip Tura, Canal Youth Hackey: Tura was unable to attend, but informed Hickey that Canal did not receive the expected grant it was counting on to assist them in purchasing the soft foam ice dividers that costs \$7,200.00. Canal is looking to the Authority for assistance. Board instructed Hickey to approach Scott Drevitch of Play Like A Pro regarding same as well. Tom Welch stated that they can be set-up once the Zamboni leaves the ice (& during their actual ice time). Hickey will investigate, & report back to the Board.

Forsberg made motion to table this request until more information is gathered. Tellier seconded. Chairman presented. Vote was unanimous.

Administrative Coordinator Report: Chairman would like to see evaluation conducted this year. Barry Johnson has 5 different formats @ this time, & will discuss same with Coughlin.

Requests & Correspondence: Barry Johnson would like the Board to acknowledge the 33-year career of Buddy Ferreira of Falmouth High School with a plaque, 2-nights camping, & 1-hour of ice time to be presented to him @ the next meeting. Board concurred. Woodside will coordinate.

Chairman made motion to sponsor BHS Class of 2014 After Prom in the amount of \$250.00, 1-hour of ice time, & 2-nights camping. Tellier seconded for discussion. Woodside believes the Board has already sponsored this event, & will verify same before submitting. Board concurred. Chairman presented. Vote was unanimous.

Chairman made motion to sponsor Bourne Youth Baseball in the amount of \$275.00. Tellier seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor UCT's Scholarship / Tool program in the amount of \$500.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Go Purple for Alzheimer's Disease Awareness in the amount of \$100.00. Chairman seconded. Chairman presented. Vote was unanimous.

Also in Packet: Thank you note from Lucas Roy; Folino's letter of appreciation to the Rink staff; & corrected minutes of January 14, 2013.

Ethics Certification Update: Woodside reminded all to complete same by April 5th.

Treasurer Report / Warrants: Howard presented 6 warrants for signature of the Board.

Financial Statements (07/01/2012 - 12/31/12): Howard presented same & reviewed item by item. He then answered questions of the Board. Discussion followed.

Forsberg made motion to accept the financial statement for the period of July 1 - December 31, 2012. Folino seconded. Chairman presented. Vote was unanimous.

Capital Outlay Priorities: Howard, Barry Johnson, Morrill, Eric Johnson, & Hickey are reviewing their collective improvement projects & vehicles of \$10,000.00 or more, & new equipment of \$300.00 or more. They will divide them into the following: Buildings & Improvements; Vehicles; & New Equipment. Board will review @ the next meeting. Morrill is devising a new form based on what the Town has used, but will tailor it to Authority needs. Morrill feels this practice will be amenable to the Corps, & will be presented to them with our Annual Report. Discussion was held on prioritizing same by year. All concurred. Morrill will also place the year added to each item to keep the Board apprised of what has not been accomplished. Discussion was also held on allocating an amount each year to Capital Improvement Projects. The Board is considering appointing a Capital Outlay Sub-Committee.

Maintenance Report: Morrill stated that in addition to the digging projects, weather has played a part in making PX-Area a mess. He may have to call a few seasonals & place them elsewhere for the time being. Forsberg inquired if the Park was generally picked-up, & Eric Johnson reported in the affirmative. He also stated that employee Garry Currier is assisting the Maintenance Dept. Eric Johnson also presented his updated project list for the Board's review.

Electrical Upgrade Project: Eric Johnson reported that Ferrell is back this week, transformers have been hung, & poles are in. He added 3 poles (including the Comcast poles), & just needs to connect the wire.

Comcast Update: Eric Johnson stated that Comcast said that they will be ready, but he feels they may be up & running a short while after we open. He also reported that they will place wifi units around the Park in the future. Barry Johnson informed all that he received the signed contract from Comcast.

Park Report: Morrill reported that the reservations are going great. Had new 2013 maps & visitor guides made up for the season. He also reported that maps are now printable off the website.

Rink Surveillance Cameras: Morrill presented quotes ranging from \$10,433.84 - \$14,697.00. Same will be reviewed @ budget time & will be placed on the Capital Outlay Budget.

New Truck Purchase: Morrill presented a quote from the Plymouth County Commissioners' MHG for a 2013 Ford F-150 Pick-Up in the amount of \$18,180.00. Board was pleased with the pricing of same. He would like to purchase same. He also presented a Park vehicle report listing year, model, mileage, condition, & who uses same. Discussion followed. It was noted that any vehicles valued under \$5,000.00 can be declared surplus, & be disposed of. Will discuss @ a future meeting once Cremonini reviews all of the remaining Authority vehicles.

Tellier made motion to purchase 2 Ford F-150's in the amount of \$36,360.00 in accordance with the State Contract for the Plymouth County Commissioners. Chairman seconded. Chairman presented. Vote was unanimous.

Rink Report: Hickey informed all that the new Rink website is up & running.

MIAA Tournament Report: Hickey stated that Gallo hosted the most games this year with 31. He was happy that there were no major problems in the parking lot, with the dasher glass, septic, or any building malfunctions. He stated that the Bourne Police Department went above & beyond, & he's like to send them a note showing our appreciation. He noted that while the building took a beating every night, the staff cleaned same with aplomb. He is happy with his staff & their new uniforms were a hit. Folino stated he was in the building for many of the games, & he was proud of the facility & staff as well.

Rates: Hickey reiterated that he would like to get the rates approved earlier, & will start that process in the late fall. After reviewing what other area rinks are charging, he recommended increasing our \$230.00 rate to \$240.00 per 50-minute session, & to leave all other rates currently in place as is. Discussion followed.

Chairman made motion to increase our prime-time rate to \$240.00 per Corps of Engineers approval. Folino seconded for discussion. Forsberg & Tellier were thinking a \$5.00 increase would be appropriate. Hickey feels the \$10.00 increase is expected & reasonable considering what we offer. All concurred. Chairman presented. Vote was unanimous.

Signage Update: Hickey presented quotes @ the last meeting, & will discuss further when setting his budget. He let everyone know his plans for the areas in question.

Dasher Board Advertising: Now that the MIAA games are over, Hickey said he will have time to follow up on the letters that were sent out regarding same.

Ice Hours Sold: Hickey reported he lost 41 hours due to all of the snow storms in February, & listed out this years' figures. Duane would like to see a couple of previous years listed to compare same. Hickey will accomplish.

Na Frost Concentrator Reading: Hickey will report back once the Rink re-opens from shut-down.

Marketing / Event Planner Contract: Barry Johnson informed all that he will work with Melissa Barry for the next year @ \$35.00 per hour. She will consult on the Circus, press releases, & will meet with Morrill regarding the Park entertainment. Morrill reported that he is looking for a new Recreation Director @ this time.


Trash Collection & Ice Resurfacers Announced Bids: Barry Johnson informed all that the Trash Collection bids are due back on March 22nd @ 2pm, & the Ice Resurfacers bids are due back on March 28th @ 2pm. Discussion followed.

Tellier made motion to authorize the General Manager to award the Trash Collection bid to the responsive & responsible bidder in the best interest of the Authority. Chairman seconded. Chairman presented. Vote was unanimous.

Next Meeting: The next meeting of the Authority is scheduled for Wednesday, May 1st @ 6:00pm @ the Rink.

Folino made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous.
Chairman adjourned meeting @ 8:00pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



BOURNE RECREATION AUTHORITY

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W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Thursday, March 28, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Administrative Coordinator Report.
 - a. Request(s).
2. Treasurer Report.
 - a. Warrant(s).
3. Rink Report.
 - a. Ice Resurfacers Bid Proposal(s).
4. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2013 MAR 26 PM 2 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: _____

W. Curt Duane, Chairman

Date: March 26, 2013



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AMENDED AGENDA

Meeting Notice - Bourne Recreation Authority
Thursday, March 28, 2013 - John Gallo Ice Arena- 6:00pm

Agenda Items:

1. Administrative Coordinator Report.
 - a. Request(s).
2. Treasurer Report.
 - a. Warrant(s).
3. Rink Report.
 - a. Ice Resurfacers Bid Proposal(s).
4. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."
5. UPDATE AND DISCUSSION OF ELECTRICAL PROJECTS

2013 MAR 26 PM 2 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: _____

W. Curt Duane, Chairman

Date: March 26, 2013

2013 MAR 28 PM 2 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Clerk

Record of the Bourne Recreation Authority meeting held March 28, 2013

Present:

Rickie J. Tellier

Barry H. Johnson

John H. Hickey

Gregory A. Folino

Robert H. Howard

Eric C. Johnson

2013 May 6th PM 3 17
W. Curt Duane

Diane M. Woodside's OFFICE

BOURNE, MASS

The Bourne Recreation Authority meeting was held on Thursday, March 28, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 8:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Administrative Coordinator Report / Request(s): Tellier made motion to sponsor Bourne Braves in the amount of \$500.00. Chairman seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor UCT Open in the amount of \$100.00. Folino seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Bourne Historical Society in the amount of \$100.00. Folino seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor 2013 Cape Cod Canal Centennial Road Race in the amount of \$500.00. Chairman seconded. Chairman presented. Vote was unanimous.

Also in Packets: The synopsis of the Trash Collection bid opening held on March 22nd @ 2pm.

Treasurer Report / Warrant(s): There were no warrants in need of the Board's signature.

Rink Report / Ice Resurfacer Bid Proposal(s): 1 bid proposal was sent out, & 1 was returned, opened, & publically read on March 28th @ 2pm. Frank J. Zamboni & Co. submitted a quote for \$126,745.90 with a trade-in price of \$16,750.00, resulting in a possible \$109,995.90 amount. Discussion followed.

In regard to the trade-in price for the old Zamboni, Travis Roy Arena of Yarmouth, MA is interested, took it on a test drive, & offered \$25,000.00 for same. Discussion was held on Gallo's ability to survive with 1 ice resurfacer until the arrival of the new 1 in December should the Authority approve the selling of same. Hickey feels area rinks would allow him to borrow 1 of

theirs should the need arrive. Garry Johnson reminded all that the old Zamhoni would have to be declared surplus & advertised for sale due to Procurement Laws. Hickey was instructed to contact both Doug Peters of the Zamhoni Company, & the representatives @ the ME rink to let them know about this caveat.


Tellier made motion to accept the bid provided by Frank J. Zamboni & Co. in the amount of \$126,745.90, to take under advisement the possibility of trading the old Zamhoni in for a \$16,750.00 savings, to declare the old Zamboni as surplus, & to advertise the sale for same. Chairman seconded. Chairman presented. Vote was unanimous.

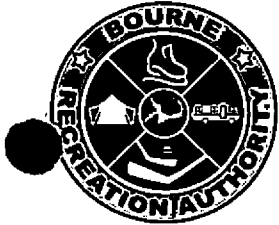
Status of P-Area & PX-Area Electrical Projects: Morrill reported having no electricity in these 2 areas for the Park opening tomorrow. Eric Johnson had called NSTAR's meter department regarding same & was told they did not have the crews to accomplish same by opening day. The Town's Wiring Inspector will visit the Park on Monday, April 1st to inspect the wiring completed by Ferrell Electric. Board instructed Morrill & Johnson to contact electrician Michael McKenna as an emergency procurement to get the electricity turned on in those areas.

Next Meeting: The next meeting of the Authority is scheduled for Wednesday, May 1st @ 6:00pm @ the Rink.

Chairman made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 6:30pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

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Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

Emergency Meeting Notice

The members of the Bourne Recreation Authority will be holding an emergency meeting of the Board on Tuesday, April 2, 2013 at 11am. in the Bourne Scenic Park office for the purpose of discussing matters related to the turning on electrical power in certain sections of Bourne Scenic Park.

W. Curt Duane, Chairman

2013 APR 2 AM 9 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Clerk

Bourne Recreation Authority Board Meeting – Thursday, April 4, 2013 @ the Bourne Scenic Park

2013 MAY 6 PM 3 17
TOWN CLERK'S OFFICE
Paul R. Forsberg
BOURNE MASS
Robert H. Howard

- Present:** W. Curt Duane Rickie J. Tellier
 John M. Morrill Barry H. Johnson
 Eric C. Johnson
- Absent/Excused:** Gregory A. Folino John A. Coughlin

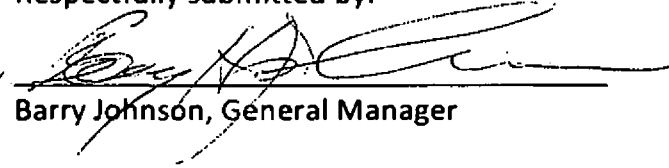
Discussion on the fact that the Park is now open & we have no electrical power in either the P-Arean or PX-Area. It has been determined that we need to engage the services of another Electrician as we are not satisfied with the performance of the previous electrician we had for this project.

Tellier made motion to endorse the immediate hiring of Electrician Michael McKenna to work with the Park Supervisor & Maintenance Supervisor to resolve this problem as quickly as possible, & authorize the procurement of the necessary electrical supplies as determined by McKenna. Forsberg seconded. Chairman presented. Vote was unanimous.

The Board directed the Maintenance Supervisor to be available whenever it is necessary for the completion of this project, & he is to keep the Park Supervisor advised on every aspect of this & other maintenance projects by communicating on a REGULAR BASIS. Also, Tellier suggested that the Maintenance Supervisor institute a different work schedule in his Department so that a Maintenance Staff person is available on weekends (i.e. schedule Staff person Wednesday – Sunday). This way there is a Maintenance person available to address and take any action that might be necessary over the weekend. All concurred.

There will be a review of how various maintenance & grounds projects are being conducted, keeping in mind that there are constant needs for site cleaning, delivering of picnic tables, directing people to their sites, etc..

Respectfully submitted by:


Barry Johnson, General Manager



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Clerk

GREGORY A. FOLINO
RICKIE J. TELLIER

2013 APR 16 PM 1 59

AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Notice - Bourne Recreation Authority
Thursday, April 18, 2013 - John Gallo Ice Arena - 2:00pm

Agenda Items:

1. Awarding of 1994 Electric Zamboni.

Signed: _____

W. Curt Duane, Chairman

Date: April 16, 2013

Cheruk

Record of the Bourne Recreation Authority meeting held April 18, 2013

2013 MAY 6 PM 3 17

<u>Present:</u>	W. Curt Duane	Gregory A. Folino	Rickie J. Tellier
	Robert H. Howard	John M. Morrill	John H. Hickey

TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, April 18, 2013. Chairman called the meeting to order @ 3:15pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Treasurer Report / Warrants: Howard presented 5 warrants for signature of Board.

Rink Report: 11 bid proposals were distributed. Discussion was held on the 3 bid proposals received for the purchase of the 1994 Electric Zamboni (Model # 552-4982) previously declared as surplus. All were reminded that the Frank J. Zamboni Co. offered \$16,750.00 as a trade-in option. Amounts submitted for consideration were \$10,125.00 (Ice Rink Events), \$25,000.00 (North Yarmouth Academy), & \$26,675.00 (Becker Arena Products, Inc.). All submissions contained the proper paperwork.

Folino made motion to award Becker Arena Products, Inc. in the amount of \$26,675.00. Tellier seconded. Chairman presented. Vote was unanimous.

Hickey will contact all, & make arrangements for payment & pick-up of same.

Next Meeting: The next meeting of the Authority is scheduled for Wednesday, May 1st @ 6pm.

Folino made motion to adjourn. Chairman seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 3:30pm.

Respectfully submitted by:

Robert H. Howard
Robert H. Howard, Treasurer



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Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Wednesday, May 1, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Treasurer Report.
 - a. Warrant(s).
2. Presentation to Mr. Buddy Ferreira.
3. Canal Youth Hockey (Phil Tura & Kevin Hough).
4. Minutes of March 19, 2013.
5. Minutes of March 28, 2013.
6. Minutes of April 4, 2013.
7. Minutes of April 18, 2013.
8. Administrative Coordinator Report.
 - a. Request(s) & Correspondence.
 - b. Declare Surplus Equipment.
 - c. 2013 Cahir Scholarship.
9. Rink Report.
 - a. Edger.
 - b. Shut-Down Update.
 - c. April Ice Hour Comparison.
 - d. Dasher Board Advertising.
8. Maintenance Report.
9. Park Report.
 - a. Comcast Update.
 - b. Electrical Upgrade.
10. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

W. Curt Duane, Chairman

Date: April 26, 2013

2013 APR 26 PM 12 03
TOWN CLERK'S OFFICE
BOURNE, MASS

Record of the Bourne Recreation Authority meeting held May 1, 2013

Present: Rickie J. Tellier Gregory A. Folino W. Curt Duane
John A. Coughlin Paul R. Forsberg John M. Morrill
Robert H. Howard Diane M. Woodside Buddy Ferreira
Kevin Hough Phil Tura Barry H. Johnson (via Skype)

2013 JUN 21 PM 2 20
CLERK'S OFFICE

The Chairman announced that the Authority's General Manager, Barry Johnson, will participate remotely via Skype due to personal illness. The Bourne Recreation Authority meeting was held on Wednesday, May 1, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Presentation to Mr. Buddy Ferreira: Chairman presented Ferreira with a plaque in recognition of his 33 years behind the bench at Falmouth High School & for his dedication to the sport of hockey, along with gift certificates for 1-hour of ice time & 2-nights camping. Ferreira thanked the Board & stated he was happy to end his long-standing career in front of a full-house @ Gallo. Ferreira left. Forsberg arrived.

Treasurer Report / Warrant(s): Howard presented 4 warrants for signature of the Board.

Canal Youth Hockey: Phil Tura & Kevin Hough updated the Board on USA Hockey's requirement to implement ½-sheet ice buy assisting Canal with the purchase of hard foam ice dividers. Said dividers cost approximately \$7,200.00 plus about \$600.00 for shipping. They are happy to report that they did receive a \$2,500.00 grant to put toward same. Teams will play 10-games with the boards & 10-12-games without. Folino suggested the Authority own said divider outright. Board concurred. Discussion was held on the set-up of same, & Tura assured all same can be completed during the ice time rented by the coaches that will be trained on same. Folino mentioned the Board's initial concern that Gallo would lose ice revenue due to same. Tura stated not all rinks would be purchasing same, so Gallo should get more games played here due to this set-up. Forsberg inquired if a Mite Tournament, similar to the one we held years ago could be brought back to Gallo with this set-up. Tura felt that could be a possibility. He also stated he expects delivery sometime between July & September.

Folino made motion to purchase the hard foam ice divider in the amount of \$5,350.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Minutes of March 19, 2013: Forsberg made motion to accept minutes of March 19th. Tellier seconded for discussion. Chairman reminded Coughlin that Barry Johnson will work with him on the evaluation process. Coughlin concurred. Johnson will contact him shortly to discuss the 4-options. Folino suggested having the employees complete a self-evaluation as well. Johnson concurred. Chairman presented. Forsberg, Tellier, Duane, & Folino vote in favor. Coughlin abstained. Motion carries.

Minutes of March 28, 2013: Folino made motion to accept minutes of March 28th. Tellier seconded. Chairman presented. Folino, Tellier, & Duane vote in favor. Coughlin & Forsberg abstained. Motion carries.

Minutes of April 4, 2013: Tellier made motion to accept minutes of April 4th. Chairman seconded. Chairman presented. Duane, Tellier, & Forsberg vote in favor. Coughlin & Folino abstained. Motion carries.

Minutes of April 18, 2013: Tellier made motion to accept minutes of April 18th. Chairman seconded. Chairman presented. Tellier, Duane, & Folino vote in favor. Coughlin & Forsberg abstained. Motion carries.

Administrative Coordinator Report / Request(s) & Correspondence: Tellier made motion to sponsor Cystic Fibrosis Foundation in the amount of \$250.00, 1-hour of ice time, & 2-nights camping. Chairman seconded. Chairman presented. Vote was unanimous.

Chairman made motion to sponsor Rob Oberg/Andrea Sweeney Memorial Golf Tournament in the amount of \$100.00, 1-hour of ice time, & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Cape Cod Canal Region Chamber of Commerce in the amount of \$250.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Declare Surplus Equipment: On behalf of Hickey, Morrill asked that the Rink's edger be declared as surplus equipment @ this time. Hickey has a buyer for same for \$500.00.

Chairman made motion to declare the edger as surplus. Coughlin seconded. Chairman presented. Vote was unanimous.

2013 Cahir Scholarship: Coughlin stated there is approximately \$17,518.52 in the Cahir account. He spoke with Mrs. Lendh @ BHS about possible scholarship recipients, & then reviewed same

with Woodside's list. He's like to keep the awards @ \$700.00 for a partial-scholarship & \$1,500 for a full-scholarship @ this time due to the funds in the account, & the large amount of seniors for this year & next. He reminded all that recipients have 4-years to claim their award, & reminders are sent each year. He also repeated the fact that both \$1.00 of every retail ice time plus the proceeds from the annual High School Conditioning Camp sustain the fund. Discussion was once again held on the possibility of looking into additional ways to increase this fund, & the awards given in the future due to the higher cost of education. Board & Management will discuss further @ a future meeting.

Folino made motion to transfer any monies left over from the sponsorship line item to the Cahir Scholarship fund @ the end of the fiscal year. Chairman seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to award 8-\$700 scholarships & 4-\$1,500.00 this year to the BHS & UCT students listed. Tellier seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you notes from Hope Dementia & Alzheimer's Services, & the Burns' family; & a letter of appreciation to the Bourne Police Department.

Rink Report: Hickey was excused from attending this meeting, & Morrill will present Hickey's report. Chairman stated he'd like to see both the Rink & Park Sub-Committees meet & have their budgets & capital outlay projects completed by May 30th. Morrill agreed & stated that he & Hickey have discussed same, & they are currently prioritizing their items.

Shut-Down Update: Morrill showed the Board Hickey's project list, & the list he submitted to the maintenance Department for their assistance.

April Ice Hour Comparison: Morrill reiterated Hickey's statement from last meeting that due to February's snow storms, 41 hours were lost. He said Hickey told him that Canal purchased 60 hours from Falmouth Arena, & the Skating Club bought 50 hours in Hyannis, so the overall total compared to last year is under by 48 hours. Hickey did stay open 2-weeks longer this year hoping to make up some of those hours.

Dasher Board Advertising: Morrill stated there are currently 13 ads, & many requests in our community. He stated that Hickey will follow-up on same while the Rink is shut-down. Folino inquired if the Authority should investigate advertising on the mini-boards as well. Morrill will investigate.

Maintenance Report: Eric Johnson was excused from attending this meeting, but left a report that Morrill read. Regarding the Sportsman's Club electric, it appears NSTAR hooked it up to our metered service, but did not remove their meter, so we are supplying them with electricity, & NSTAR is billing them. He reported this to Morrill, & Morrill has a call into Charlie Tavares to rectify same.

Comcast Update: Maintenance is working on the issues dealing with poor reception, & will check all of the connections, however; Eric Johnson stated it would take a while to complete. Comcast has been informed of this by Morrill, & they will send a representative to the Park to review as they have the proper equipment that will be faster. Once that is completed, Maintenance will finish up the boxes @ the individual sites. Morrill was concerned about both the amount of time the Comcast issue would take our Maintenance Department to complete, & also the cost of same involved with switching out same as it was not discussed, but he does think the boxes are a good idea because the longer the parts are exposed to the elements, the more issues we'll have in the future.

It was discovered that 2-channels (NESN Plus & CNN Overflow) are not received @ the Park as originally expected, & same cannot be added due to the equipment installed. Woodside called Don Charlebois, & he apologized & let us know it was an oversight on their part. The Park Office has modified their channel line-up list to reflect same. Morrill is unsure if anything will have to be changed in the contract. Barry Johnson will review.

Cabin: Maintenance installed drainage on D-1 & D-2, & installed a pit on D-2 (as D-1) was all clay. The rough grade has been completed, & they build stone walls, & blasted in a driveway. They also installed an outside shower, water heater, sink, & built the show enclosure. The rest of the work (final grading, installing process & impacting the driveway, building a circular patio, & sodding) will be completed in a few days, after the Comcast review & once they finish assisting the PX-Area campers with their landscaping needs. Morrill feels the cabin will be a success for the Park.

Park Report / P/PX Area Electrical Update: Morrill stated that the permits have been issued by the Town in conjunction with Michael McKenna's fix on the electric issues, & the power is on throughout the Park.

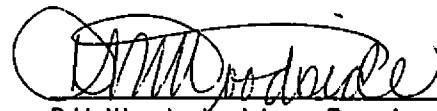
Morrill presented the associated costs to this electrical upgrade project. Included in same were the costs to reimburse the seasonal (\$13,869.74) & transient (\$168.00) campers affected by same, the emergency procurement of a new electrician (\$10,190.00), & electrical supplies (\$18,395.39) needed for same totaling \$42,823.13. Board also read the synopsis from Michael McKenna who was called-in to inspect the services & pedestal for code violations. He stated that multiple serious safety violations including life & property issues were apparent. He repaired

same as safely & quickly as possible to eliminate the problems & curtail any inconvenience to the campers & daily operations of the Park. Board reviewed, discussion was held, & clarifications were given. Chairman stated that both Eric Johnson & the electrician overseeing this project, Brian McGrath, should be requested @ a future meeting to answer questions of the Board. The Board took issue with the fact that Brian McGrath billed us for permitting that appears to never have been filed, & they'd be remiss if they didn't pursue this matter as it resulted in an approximate \$9,715.00 payment to same, along with over \$40,000.00 to fix same. Discussion was also held on notifying the State Licensing Board as to the work that was done, not done, & done incorrectly. Tellier made note that Eric Johnson signed-off on same, & someone should be held accountable. Chairman stated that disciplinary action may result as well. Board concurred on both matters. Barry Johnson suggested a fact-finding meeting be held with the both of them, but he'd review same with our legal counsel first. Chairman suggested they be notified to bring any materials pertaining to the matter to said meeting. Barring no objection from our legal counsel, the Board agreed to meet Thursday, May 8th, @ 6:00pm. The Board agreed that that they would like to take action once they hear what everyone has to say. Tellier offered his appreciation for Morrill's work with both the Town Wiring Inspector & Electrician Michael McKenna. Morrill appreciates the compliment.

Next Meeting: The next meeting of the Authority is scheduled for Thursday, May 9th @ 6:00pm @ the Rink.

Coughlin made motion to adjourn. Folino seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 8:00pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



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Clerk

GREGORY A. FOLINO
RICKIE J. TELLIER

2013 MAY 7 AM 11 39

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

Meeting Notice - Bourne Recreation Authority
Thursday, May 9, 2013 - John Gallo Ice Arena - 6:30pm

Agenda Items:

1. P-Area & PX-Area Electrical Upgrade Update.

Signed: _____

W. Curt Duane, Chairman

Date: May 7, 2013

Record of the Bourne Recreation Authority meeting held May 9, 2013

Present: Rickie J. Tellier Gregory A. Folino W. Curt Duane
 John A. Coughlin Paul R. Forsberg John M. Morrill
 Robert H. Howard Barry H. Johnson Eric C. Johnson

The Bourne Recreation Authority meeting was held on Thursday, May 9, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:30pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Treasurer Report / Warrants: Howard presented 3 warrants for signature of the Board.

Requests: Howard presented 2 requests for the Board's review.

Forsberg made motion to sponsor 2013 Ed Chicoine Memorial Golf Tournament benefitting Falmouth Youth Hockey in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Freedom Fund for Nick Claudio in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

P-Area & PX-Area Electrical Upgrade Update: When the Board asked where the permits were for the P-Area, Eric Johnson stated as far as he knew they were pulled because the Town came to do a rough inspection for P-Area, so they had to have been filed. That was Tellier's thought as well. Coughlin asked who rough-inspected same. Johnson was unsure as he did not attend same due to some conflicts with the Town's Wiring Inspector. Tellier feels Electrician McGrath should know who performed same, & the Board concurred. Johnson reminded all that there are no copies for the B-Area & G-Area inspections in our files either, but they were inspected & approved. Eric Johnson stated that we didn't call for a final inspection of the P-Area because NSAR wouldn't have hooked us up because we didn't finish the primary due to the fact that that cost was expensive, so we were looking to explore other options. Board concurred. Only when we hooked it up live, did we find out we shouldn't have. Chairman stated that the Board always figured we were doing the work under a licensed electrician, & Johnson assured them McGrath was with him throughout the P-Area.

Chairman inquired if Eric Johnson saw Electrician McKenna's letter. He stated he had. Board addressed the McKenna letter, & Eric Johnson answered questions regarding same. Johnson stated that the pedestals did not need a grounded device as they are pre-wired from the factory, & he presented said pedestal for the Board's review along with a copy of the electrical code. Those 2 items was what he was working from in addition to the computer program he used for the other electrical upgrades in the Park that were passed by the Town.

Coughlin asked Johnson his thoughts on another topic in McKenna's letter. Johnson stated that he used the same program to wire both B-Area & G-Area's work that was approved by the Wiring Inspector. He can't say if McKenna's comment on the wire was incorrect. Coughlin feels Johnson should have been certain about that, because it resulted in over \$42,000.00 in additional costs to the Authority, as well as a good deal of good will with our campers. Folino asked Johnson if he'd be willing to rebut, in writing, these allegations. Johnson stated he did the best he could with what he knew & thought to be true, but is not interested in rebutting the allegations. He further stated he wouldn't mind if the Board let him go as he has tired of working with Morrill, & feels he gets blamed for a lot. He also feels Morrill should have addressed him personally to find out the particulars, & not throw him under the bus, & he feels it's time to move on. Johnson stated he did his best, that's all. Morrill stated Johnson doesn't communicate with him, & has same documented. Eric Johnson told the Board the he asked Barry Johnson to place someone between him & Morrill when Morrill was promoted to be his immediate supervisor due to the fact that they don't work well with one another. Barry Johnson confirmed. Coughlin wants Eric Johnson to know that he takes exception to the phrase "thrown under the bus" as he's heard his praises on several occasions, especially when dealing with budget. Johnson stated he has no problems with the Board.

Once he was informed there was an issue, Morrill spoke with Electrician McGrath, who stated that he only touched the conduit. Eric Johnson stated he too spoke with McGrath around that time period, & was told the same thing, which Johnson took as McGrath's attempt to protect his business & license. He further stated none of this makes sense, & feels McGrath was contacted & told to protect himself, & he understands that. Prior to that phone call, when Johnson had originally spoken with McGrath, McGrath had no reservations taking a meeting with the Town's Wiring Inspector. Chairman instructed Barry Johnson to contact the Wiring Inspector's Office once again, & go back to September 2010 to look for the permits &/or who conducted the rough-inspection. Barry Johnson concurred.

When Eric Johnson stated permits for PX-Area were never pulled, Forsberg inquired how we could start work in that area without it. It was Eric Johnson's perception that the Board did know as we thought we were going to get the primary hooked up & we'd never have to call for inspections again because we'd have a primary switch to turn on & off ourselves, but that did not

happen. Tellier reminded all that the Board instructed Eric Johnson to keep this project moving. Eric Johnson concurred, & stated we started this before we got NSTAR approval since it has taken 2-years to get same in the other cases. Morrill did not agree with that, & reminded all that we've never been able to plan more than a year in advance with NSTAR. Eric Johnson countered that by going through the years & what was accomplished regarding the Park's electrical upgrades timeframe-wise. Discussion was held. Forsberg asked why wasn't McGrath brought in for the PX-Area. Eric Johnson responded that although he attempted to repeatedly contact him, he never showed, & Johnson completed the work on his own. When asked why no one else was contacted, Eric Johnson said that was his fault.

Discussion was held on McGrath, & why he would be paid over \$9,700.00 for him to just do the conduit. We wouldn't, & he didn't was Johnson's reply. He viewed his work daily, & stated he did do more than conduit. Coughlin stated that the Authority relies on the people we hire to do the jobs legally & correctly. Folino is concerned that the Maintenance Director's position requires his attendance @ inspections & such. Coughlin is concerned there could be a problem with the other areas with in the Park. Eric Johnson stated that if he thought there was a problem, he wouldn't have used the wire in question. He further stated the all other areas were inspected & passed. Chairman was under the impression that McGrath was on premise, & Eric Johnson stated that he was during the entire P-Area upgrade, & was paid for same.


Tellier is concerned that we didn't pass inspection for the P-Area & PX-Area, & it resulted in a lot of additional money paid by the Authority. Folino originally made a motion to invite McGrath to meet with representatives from the Authority for his version of the issue, but rescinded same one he was reminded that that is the next course of action as discussed @ the last meeting. He stated he'd like the Board to recover the monies paid to McGrath if he doesn't respond to a letter to meet with us to reconstruct what happened & defend his work. The Board wants an account from McGrath with a complete breakdown of all the work that he did instead of just an hourly invoice. He billed us for work, & we paid for same which he can't deny. We have to hold someone accountable, & if we're culpable, so be it. Tonight was about giving Johnson the opportunity to explain his actions. Johnson stated he signed bills of work completed by McGrath, & that McGrath never once indicated anything we used was not up to code. Coughlin suggested McGrath meet with just the General Manager & Treasurer @ this time. Folino is pleased to have this occur because if it becomes an issue down the road, we'll not only have a paper trail, we'll have the satisfactions of knowing we've done what we should. Barry will write a report once the meeting has been held.

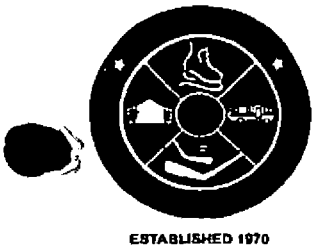
It was further discussed that the McKenna letter is damaging, & the Board would like to know if the Town's Wiring Inspector would agree. Barry Johnson will investigate further.

Foline stated that if Eric Johnson is going to separate from this organization, he'd like it to be an easy transition. Board concurred. Johnson stated that he is not upset with the Board & that for approximately a year he has not been happy with his employment, & no longer wants to be here. Chairman instructed Eric Johnson to meet with Barry Johnson in the morning to discuss same.

Tellier made motion to adjourn. Coughlin seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 7:45pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



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RICKIE J. TELLIER

AGENDA

Meeting Notice - Town of Bourne - Bourne Recreation Authority's Park Sub-Committee

Wednesday, May 29, 2013 - Bourne Scenic Park Rustic Lodge - 4:00pm

Agenda Items:

1. Requests.
2. Maintenance Department Staffing.
3. Professional Leave / Development.
4. P-Area Electrical Upgrade.
5. Future Park Electrical Upgrades.
6. FY'14 Budget.
7. FY'14 Capital Outlay Projects.

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

Signed: _____

W. Curt Duane, Chairman

Date: May 23, 2013



ESTABLISHED 1970

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RICKIE J. TELLIER

AGENDA

Meeting Notice - Town of Bourne - Bourne Recreation Authority's Rink Sub-Committee

Tuesday, June 4, 2013 - John Gallo Ice Arena - 8:00am

Agenda Items:

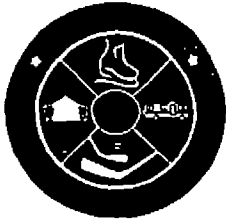
1. FY'14 Budget.
2. FY'14 Capital Outlay Projects.

Signed: _____

W. Curt Duane, Chairman

Date: May 29, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

W. CURT DUANE
Chairman

PAUL R. FORSBERG
Vice Chairman

JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

AMENDED AGENDA

Meeting Notice - Bourne Recreation Authority
Wednesday, June 12, 2013 - John Gallo Ice Arena - 5:00pm

Agenda Items:

1. Reorganization.
2. Minutes of May 1, 2013.
3. Minutes of May 9, 2013.
4. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. Declare Surplus Equipment.
5. Rink Report.
 - a. Parking Lot Use.
 - b. Circus Update.
 - c. Shut-Down Update.
 - d. Dasher Board Advertising.
6. Park / Maintenance Report.
 - a. Maintenance Department Staffing.
 - b. Electrical Upgrades.
7. Treasurer Report.
 - e. Warrant(s).
 - f. Financial Statement for P/E 03/31/13.
 - g. Professional Leave / Development.
 - h. Operational & Capital Outlay Budget for FY'14.
8. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2013 JUN 6 PM 2 55
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: _____

W. Curt Duane, Chairman

Date: June 6, 2013



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PAUL R. FORSBERG
Vice Chairman

JOHNA COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELLIER

Amended Agenda - 6/12/2013

AMENDED AGENDA

Meeting Notice - Bourne Recreation Authority
Wednesday, June 12, 2013 - John Gallo Ice Arena - 5:00pm

Agenda Items:

1. Reorganization.
2. Minutes of May 1, 2013.
3. Minutes of May 9, 2013.
4. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. Declare Surplus Equipment.
5. Rink Report.
 - a. Parking Lot Use.
 - b. Circus Update.
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 - f. Financial Statement for P/E 03/31/13.
 - g. Professional Leave / Development.
 - h. Operational & Capital Outlay Budget for FY'14.
8. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2013 JUN 12 PM 1 58
TOWN CLERK'S OFFICE
BOURNE, MASS

W. Curt Duane

Signed: _____

W. Curt Duane, Chairman

Date: June 6, 2013

7A) Performance Evaluation Forms and Process
B/H

Record of the Bourne Recreation Authority meeting held June 12, 2013

Present:

Rickie J. Tellier

Gregory A. Folino

W. Curt Duane

John A. Coughlin

Paul R. Forsberg

John M. Morrill

Robert H. Howard

Barry H. Johnson

Diane M. Woodside

John H. Hickey

Paul Gately

2013 AUG 12 AM 10'27
TOWN CLERK'S OFFICE
BOURNE, MASS

The Bourne Recreation Authority meeting was held on Wednesday, June 12, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 5:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Reorganization: Duane thanked all for his time as Chairman, but would like to see someone else take the reign & accepted nominations for the position.

Duane nominated Folino for Chairman. Tellier seconded. Hearing no other nominations, same was presented. Vote was unanimous.

Folino thanked the Board for their vote of confidence, & stated he was looking forward to the year ahead. He is happy to now be retired, & have the time to devote to the Authority as the new Chairman.

Forsberg thanked all for his time as Vice Chairman, but would like to see someone else take the reign. Chairman Folino accepted nominations for the position.

Forsberg nominated Duane for Vice Chairman. Tellier seconded. Hearing no other nominations, same was presented. Vote was unanimous.

Tellier nominated Coughlin for Clerk. Duane seconded. Hearing no other nominations, same was presented. Vote was unanimous.

Discussion was held on the Sub-Committees. Chairman stated same will remain as established. Board concurred.

Minutes of May 1, 2013: Duane made motion to accept. Coughlin seconded. Discussion followed. Chairman reminded all that we purchased the hard dividers, not soft. All concurred. Forsberg noted that the balance of the sponsorships not used would be reverted to the Cahir account.

Howard explained the process regarding same. Board concurred. Chairman presented. Vote was unanimous with correction noted.

Minutes of May 9, 2013: Coughlin made motion to accept. Duane seconded. Discussion followed. Johnson informed all of a type-o. Woodside will correct same. Chairman presented. Vote was unanimous.

Administrative Coordinator Report / Requests & Correspondence: Forsberg made motion to sponsor Buzzards Bay Coalition in the amount of \$100.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Duane made motion to table request from Big Brothers Big Sisters. Forsberg seconded for discussion. Coughlin inquired if the Board would consider sponsoring a \$100, & the Chairman suggested sponsoring an hour of ice time for the organization to use @ their leisure. Board concurred with the Chairman. Duane rescinded his motion. Coughlin made motion to sponsor Big Brother Big Sister in the amount of 1-hour of ice time. Duane seconded. Chairman presented. Vote was unanimous.

Morrill inquired if the Board members would like their own e-mails as he is investigating the possibility of obtaining a new domain name. The Board is not interested in same, & prefers correspondence to go through the Administrative Office.

Also in Packets: Correspondence from the Corps of Engineers to approve the ice rental increase; correspondence to a seasonal camper regarding their inappropriate behavior; documentation between Eric Johnson & the Authority; BHS graduation invitation; notification from the UCT's recipient of our scholarship; thank you note from the Cystic Fibrosis Foundation; & a listing of all employees & where they work.

Declare Surplus Equipment: Duane made motion to declare the Bobcat trailer as surplus in accordance with the procurement laws. Tellier seconded. Chairman presented. Vote was unanimous.

Rink Report / Parking Lot Use: Johnson would like to offer the use of our lot for parking during the July 6th fireworks. He further suggested taking non-perishable food items for the Bourne Food Pantry in lieu of payment. Board concurred. Gately will make mention of this in the next issue of the Bourne Courier, & Johnson will contact the Bourne Enterprise & the Bourne Fire Department as well. Hickey will get a couple of parking lot attendants for same. No vendors will be allowed with the exception of Sam's Snack Bar. Hickey will inform Tom Welch of same.

Duane made motion to invite the public to park @ Gallo for the Town fireworks & to advertise we'd be accepting non-perishable food items @ this location @ that time. Coughlin seconded.

Chairman presented. Vote was unanimous.

Johnson reported the Ragnar Relay was appreciative as their event was successful. He will follow-up with them for the possibility of using same next year as well.

Circus Update: Johnson presented the bill sent to the President of the Piccadilly Circus regarding their shows here @ Gallo. Said amount is \$8,079.74 & includes the rental, dumpster, staffing, promotional, & safety fees accumulated during same. He was told our facility was a great location, that their staff enjoyed working with ours, & that they'd like to return possible next year.

Shut-Down Update: Hickey presented the Board with a list of what was accomplished. He was happy with Ferrari & the Maintenance staff for their assistance as everything originally scheduled to be completed, was. Hickey reported that Eleanor Gallo McMillan stopped by to check out the new ice logo, & complimented the staff on the spotlessness of the facility.

Dasher Board Advertising: Hickey reported the information is out there & that he'll follow-up on same. 13 of 18 are taken, so there are slots to be sold, as well as the Zamboni ad. Discussion was held on the possibility of approaching both Canal Youth Hockey & Bourne Skating Club for their assistance in selling advertising for a percentage. Board concurred. Hickey will approach same. Folino further suggested that Melissa Barry promote same. All concurred.

Park / Maintenance Report: Morrill reported on a rainy Memorial Day Weekend, but everyone made the best of it. Pools will open on the 24th for the season, & he'll have 3 lifeguards on staff as well as Mr. Gilmetti returning.

Maintenance Department Staffing: Discussion was held on the Park Sub-Committee's recommendation to promote Brian Ferrari to Maintenance/Shift Supervisor. All concurred. Morrill assured the Board that Ferrari is certainly capable of handling said position & has taken the reigns after Eric Johnson left our employ. Forsberg stated he had spoken with some of the part-timers in Maintenance, & they are happy with how everything is going.

Duane made motion to approve the promotion of Brian Ferrari to Maintenance Supervisor @ Step 8 effective July 1, 2013. Coughlin seconded. Chairman presented. Vote was unanimous.

Discussion was also held on what direction the Board would like to go as far as replacing Ferrari's now vacant position. Consideration was also given on the possibility about hiring a full-time electrician. Forsberg & Coughlin don't feel an electrician is warranted, but discussion was held further on same. Duane stated the money is there should the Board wish to advertise for same. He feels hiring an electrician now may solve any electrical upgrade problems in the future. Coughlin stated he doesn't see the need for a 3rd full-time maintenance position, & that if they start planning early enough, we could hire a respectable electrician for the off-season work. Forsberg would like to see wording in the position we advertise for something to the effect that this position would be Ferrari's 2nd in command should he be out of the office. Coughlin also suggested notifying possible candidates that weekends may be a part of their work schedule while the Park is in operation, resulting in staggered shifts. All concurred.

Duane made motion to advertise in-house for 5-days the position of Skilled Maintenance @ Step 1 with benefits effective on or around July 1, 2013. Tellier seconded. Chairman presented. Vote was unanimous.

Electrical Upgrades: As we prepare for another upgrade, discussion was held on the possibility of obtaining an electrician on an on-call basis like the Town has. All concurred. Johnson reminded all that we could also contact 2 or 3 engineering services to quote for the 39-site job, as if it's only up to \$5,000.00, we could contact anyone. Forsberg stated an electrical engineer would have a rapport with NSTAR.

Forsberg made motion to advertise (RFP) for an electrician to see what his hourly rate would be. Coughlin seconded. Chairman presented. Vote was unanimous.

Chairman inquired about McGrath. Johnson state he spoke with him on the phone advising him that we'd like a meeting to discuss his involvement, & that we'd sent a certified letter regarding same. McGrath was driving @ the time of this call, & said he'd call Johnson back. He hadn't @ this time. Johnson returned to the Electrical Inspector's Department & spoke with Gratis once again about the possibility of a misfiled permit. She stated that if a rough inspection was completed, it may have been done by their Jim McGuire. Will report back.

Treasurer Report / Warrants: Howard presented 9 warrants for signature of the Board.

Financial Statement for P/E March 31, 2013: Discussion was held on the fact that the Park payroll will be \$20,000.00 above what it planned. Chairman feels the managers should be held accountable as they are entrusted with a budget, & that the Treasurer & General Manager should be made aware of same so it never happens again. Treasurer reminded all that the Park has "4" seasons (the 2 shoulder seasons, the height of the season, & the winter season). Morrill stated

he should never have agreed to same in the first place, but he did, so he understands the Board's stance. Unless he cuts people's hours, he's unable to keep up the Park & offer the services the campers have come to expect. All concurred that a better accounting practice will assist in this endeavor.

Discussion was held on the financial statement for the period ending March 31, 2031. Treasurer answered questions of the Board.

Tellier made motion to approve same. Forsberg seconded. Chairman presented. Vote was unanimous.

Professional Leave / Development: For clarification purposes, Johnson would like to know if this is for full or part-time employees. Tellier suggested leaving it up to the managers. All concurred.

Operational & Capital Outlay Budget for FY'14: Discussion was held on same.

Tellier made motion to allot a 3% pay increase to the employee salary & wage scale, but no step increase. Duane seconded. Chairman presented. Vote was unanimous.

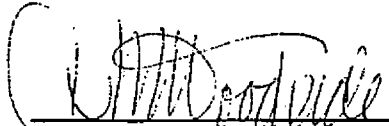
Board discussed the process of adverting in-house for the position of Skilled Maintenance Mechanic. Will post same @ the employee time clock card @ each location to ensure all see it. Interested employees should present their letter of intent / resume for said position to Woodside in a timely manner. She will set the interviews in 15-minute increments, & the applicants will be asked the same questions. All will confer previous to that time with which questions to ask. Said meeting date will be June 20th @ 4pm.

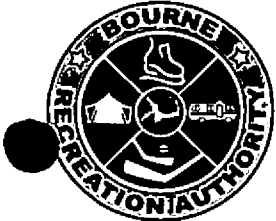
Morrill presented the items he, Hickey, & Ferrari would like to see included in this year's Capital Outlay budget. Board will review, & will discuss @ the next meeting.

Performance Evaluation Forms & Process: Johnson & Coughlin are working on the proper evaluation forms, & will report back @ a future meeting. @ that time, the Board will decide who should perform same. All concurred.

Tellier made motion to adjourn. Diann seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 7:30pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



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BOURNE RECREATION AUTHORITY

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JOHN A. COUGHLIN
Clerk

GREGORY A. FOLINO

RICKIE J. TELIER

2013 JUN 21 PM 1 58

TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Recreation Authority

Date of Meeting: June 25, 2013

Time: 4:00pm.

Place: John Gallo Ice Rink

AGENDA

- 1). To review and adopt the Authority FY'2014 Operational Budget.
- 2). Review Capital Outlay Projects for Fiscal Years 2014 to 2019.
- 3). Use of Gallo Rink Parking Lot for the Fourth of July Fireworks.
- 4). Discuss possible next meeting dates.

Barry H. Johnson
General Manager

Record of the Bourne Recreation Authority meeting held June 25, 2013

Present: Rickie J. Tellier Gregory A. Folino W. Curt Duane
 John M. Morrill Robert H. Howard Diane M. Woodside

The Bourne Recreation Authority meeting was held on Tuesday, June 25, 2013. Chairman called the meeting to order @ 4:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Warrants: Treasurer presented 1 warrant for signature of the Board.

Administrative Coordinator Report / Requests & Correspondence: Tellier made motion & Duane seconded to sponsor Knights of Columbus 9th Annual Charity Golf Tournament in the amount of 1-hour of ice time, & 2-nights camping. Chairman presented. Vote was unanimous.

Duane made motion & Tellier seconded to sponsor Edward T. Burke Memorial Golf Tournament in the amount of 1-hour of ice time, & 2-nights camping. Chairman presented. Vote was unanimous.

Johnson forwarded information on the Fisherman Fund's but-a-brick fundraising campaign. Board requested Woodside investigate if the Authority has donated to this fund in the past. She will report back @ the next meeting.

Use of Gallo Parking Lot for Town Fireworks: Discussion was held on the Town fireworks on Saturday, July 6th & the use of our lot to get to the Canal. Johnson called the local papers to announce that our lot is available for parking that evening, & that we're accepting non-perishable food items @ that time. Same will be delivered to the Bourne Food Pantry. Woodside will check-in with Welch of Sam's Snack Bar regarding same, noting he is to be the only vendor allowed in the parking lot.

Also in Packets: Thank you notes from employee James Boyle, & the Gallo family.

Minutes of Rink Sub-Committee June 4, 2013 Meeting: Duane made motion & Chairman seconded to approve of the minutes from same. Chairman presented. Tellier abstained. Motion carries.

To Review & Adopt the FY'14 Operational Budget: Discussion was held on the increase of salary & wages @ the Park. Morrill explained the Park is looking great, & operating well, & feels

that by adding the amenities we have, all personnel is necessary to maintain same. He feels Bourne Scenic Park is up there with the best, & the campers appreciate it. While the Park has accomplished making several improvements, he feels we're getting to a point where we can just concentrate on maintaining same in the near future. Chairman inquired where the Park could save money with personnel, or anywhere else, to come in where it should. He further asked that a better checks & balance system, perhaps on a monthly basis, where the Managers can check in with the Treasurer on where they stand budget wise be implemented. He feels better internal auditing would benefit all. All concurred. While the Board agrees that Morrill does an outstanding job, they'd like to see the wages kept in check in the future. Morrill concurred, & stated he never should have agreed to that much of a decrease. He further stated that this year he did not use is standard spreadsheet when configuring same, but will in the future. While he will monitor same more stringently, he is concerned that if he does decrease his personnel, the Park will suffer for it. He also feels there'll be additional unemployment costs.


Duane made motion & Chairman seconded to recommend \$433,000.00 for salary & wages, & for the Treasurer to reduce the FICA tax line item to \$28,000.00. Chairman presented. Duane & Chairman vote in favor. Tellier opposes. Motion carries.

Chairman made motion & Duane seconded to approve the operational budget as presented with amendments noted. Chairman presented. Vote is unanimous.

Review Capital Outlay Projects for FY'14 - 19: Capital Outlay Projects will be reviewed @ the next meeting of the Bourne Recreation Authority, scheduled for Thursday, July 11th @ 4pm @ Gallo. The Board would like to see the list prioritized by the Managers.

Tellier made motion to adjourn. Duane seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 5:15pm.

Respectfully submitted by:


O.M. Woodside, Admin. Coord.



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Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Thursday, July 11, 2013 - John Gallo Ice Arena- 4:00pm

Agenda Items:

1. Requests & Correspondence.
2. Warrants.
3. FY '14 Capital Outlay Budget.
4. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed:

D.M. Woodside, Adm. Coord.

Date: July 3, 2013

BOURNE, MASS
TOWN CLERK'S OFFICE

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PAUL R. FORSBERG

RICKIE J. TELLIER

AMENDED AGENDA

Meeting Notice - Bourne Recreation Authority
Thursday, July 11, 2013 - John Gallo Ice Arena- 4:00pm

Agenda Items:

1. Appointment of Maintenance Position.
2. Requests & Correspondence.
3. Warrants.
4. FY '14 Capital Outlay Budget.
5. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed:

D.M. Woodside, Adm. Coord.

Date: July 9, 2013

2013 JUL 9 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Record of the Bourne Recreation Authority meeting held July 11, 2013

2013 AUG 12 AM 10 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Rickie J. Tellier Gregory A. Folino W. Curt Duane
John M. Morrill Robert H. Howard Diane M. Woodside
Barry H. Johnson John H. Hickey Brian Ferrari
John A. Coughlin Paul R. Forsberg

The Bourne Recreation Authority meeting was held on Thursday, July 11, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 4:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Treasurer Report: Treasurer presented the ice hours sold from January 1st - June 30th in the amount of 1,490. In the past, the Board has opted to place a dollar for each ice hour sold into the Cahir Scholarship Fund. In addition, the Board previously discussed placing any unused sponsorship monies into the Cahir Fund as well. The remaining balance is \$1,740.00.

Duane made motion to deposit 2,789.00 into the Cahir Scholarship Fund. Tellier seconded. Chairman presented. Vote was unanimous.

Warrants: Treasurer presented 5 warrants for signature of the Board.

Administrative Coordinatnr Report: Woodside presented a Lease Agreement for signature of the Board. Johnson advised all that Bourne Scenic Park will host the annual MACD meeting on August 13th. Management will meet with Melissa Barry on Tuesday, July 16th @ 11am to discuss possible marketing projects.

Requests & Correspondence: Tellier made motion to sponsor Becky's Dream in the amount of 1-hour of ice time & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor JDRF Fall Classic in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor BMW Girls Hockey Golf Tournament in the amount of \$100.00, 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor The Fisherman Fund in the amount of \$200.00. Duane seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you note from UCT's Golf Committee; & notice of Woodside's summer hours.

Appointment of Maintenance Position: Coughlin stated that all 5 candidates were outstanding, qualified, & enthusiastic. All spoke well, agreed to the possible work week, & were pleased with the pay grade. Considering same, the interviewers unanimously recommended Michael Cook for the position of Skilled Maintenance Mechanic.

Coughlin recommended hiring Michael Cook as a full-time benefitted employee @ Step 1 of the Skilled Maintenance Mechanic @ \$44,365.49 annually effective July 14th. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to place Brian Ferrari as the Maintenance Supervisor effective July 1, 2013. Tellier seconded. Chairman presented. Vote was unanimous.

Woodside will notify all candidates in writing of the Board's decision.

FY'14 Capital Outlay Budget for FY'14: Both Morrill & Hickey presented their capital outlay projects for the Board's review. Discussion was held on how much to offer to the Managers to accomplish same, & asked the Treasurer about financials. They also agreed that the new Zamboni which has been ordered would be considered in same. They also discussed using forms to document the process. All concurred to utilize what both Johnson & Morrill modified from the Town.

Duane made motion to approve \$500,000.00 for the Capital Outlay Projects for the period of July 1, 2013 – June 30, 2014. Coughlin seconded for discussion. Board concurred that the managers need to come back to the Board with reasonably accurate prices for each item, & to have them prioritized. They further let management know that this is a large amount that they should not expect next year. All concurred. Everyone also agreed to get said projects started as soon as possible. Chairman presented. Vote was unanimous.

Follow-Up: Coughlin asked how the Park was going this season. Morrill reported that since the weather has not been great, he feels he is down, but will submit both an occupancy report & revenue update @ a future meeting to confirm. Coughlin then inquired about the cabins & lodge, &


Morrill reported advanced reservations for same, as well as off-the-road bookings, & stated he is featuring them more. Since they are revenue producing, he's looking to add more in the future.

Discussion was held on having Johnson contact M&M to see what the procedure would be if 1 of our compressors did fail. We're inquiring only to know what to expect should same happen. Will discuss @ the next meeting. Chairman inquired about the Employee Handbooks. Although they have gone out to all full-time employees, Woodside is planning on having them printed professionally next week. Johnson is working on obtaining payment from the Circus, & getting a meeting date scheduled with McGrath. Chairman would like to see a more frequent internal auditing system set in place for budget line items for checks & balances. All concurred. He feels there should be accountability & communication. He'd also like to see Staff Meetings held more frequently than in the past. All concurred.

The next meeting of the Authority will be Wednesday, August 7th @ 4pm.

Tellier made motion to adjourn. Duane seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting @ 5:20pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



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W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Wednesday, August 7, 2013 - John Gallo Ice Arena - 4:00pm

Agenda Items:

1. Meeting Minutes of June 12, 2013.
2. Meeting Minutes of June 25, 2013.
3. Meeting Minutes of July 11, 2013.
4. Administrative Report.
 - a. Requests & Correspondence.
 - b. Annual Report.
 - c. Evaluation (Form & Process).
5. Treasurer's Report.
 - a. Warrants.
 - b. Capital Outlay Items.
6. Park / Maintenance Report.
 - a. Electrical Upgrades.
 - b. Store.
7. Rink Report.
 - a. Ice Hour Comparison.
 - b. Glycol Reading Update.
 - c. Dasher Board Advertising Update.
 - d. Compressor / Emergency Plan.
8. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino
Gregory A. Folino, Chairman

Date: August 1, 2013

BOURNE, MASS
TOWN CLERK'S OFFICE

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Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

2013 AUG 1 PM 2 27

AMENDED AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Notice - Bourne Recreation Authority
Wednesday, August 7, 2013 - John Gallo Ice Arena- 4:00pm

Agenda Items:

1. Meeting Minutes of June 12, 2013.
2. Meeting Minutes of June 25, 2013.
3. Meeting Minutes of July 11, 2013.
4. Administrative Report.
 - a. Requests & Correspondence.
 - b. Annual Report.
 - c. Evaluation (Form & Process).
5. Treasurer's Report.
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 - b. Store.
7. Rink Report.
 - a. Ice Hour Comparison.
 - b. Glycol Reading Update.
 - c. Dasher Board Advertising Update.
 - d. Compressor / Emergency Plan.
8. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino, Chairman

Date: August 1, 2013

Clerk's
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TOWN CLERK'S OFFICE
BOURNE, MASS

Record of the Bourne Recreation Authority meeting held August 7, 2013

Present: Gregory A. Folino W. Curt Duane John A. Coughlin
Rickie J. Tellier Paul R. Forsberg John M. Morrill
Robert H. Howard Diane M. Woodside Barry H. Johnson
John H. Hickey Brian Ferrari

The Bourne Recreation Authority meeting was held on Wednesday, August 7, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 4:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of June 12, 2013: Coughlin made motion to approve same. Forsberg seconded. Chairman presented. Vote was unanimous.

Minutes of June 25, 2013: Duane made motion to approve same. Tellier seconded. Chairman presented. Duane, Tellier, & Chairman vote in favor. Coughlin & Forsberg abstain. Motion carries.

Minutes of July 11, 2013: Forsberg made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous.

Administrative Coordinator Report: Discussion was held on the Piccadilly Circus' payment due to us. Johnson spoke with them again, & they are aware of same & intend to pay us. @ this time, the Board feels a letter should be sent to them for prompt payment. Johnson will accomplish same. & in the future, the Board would like to see payments owed paid within 30 days, or we will charge interest. All concurred.

Morrill will attend the 4pm August 13th meeting @ the Library regarding the Bourne rotary & the possible plans to change same, & Johnson may meet with the Solarize Bourne representative for additional information that the Authority may benefit from.

Requests & Correspondence: Coughlin made motion to sponsor BHS Class of 2015 After Prom in the amount of \$250.00, 1-hour of ice time, & 2-nights camping. Duane seconded. Chairman presented. Coughlin, Duane, Chairman, & Tellier vote in favor. Forsberg abstains. Motion carries.

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BOURNE, MASS
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TOWN CLERK'S OFFICE

Duane made motion to sponsor Springfield RV, Camping, & Outdoor Show in the amount of 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Canal Youth Hockey's Annual Golf Tournament in the amount of \$100.00, 1-hour of ice time, & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Scallop Fest in the amount of \$150.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor MMA in the amount of \$500.00. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to table Cranberry Harvest Celebration's request. Tellier seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you notes from Freedom Fund for Nick Claudio, employee Kayla Wesson, Edward Burke Memorial Tournament, Chamber of Commerce, Special Olympics, & Buzzards Bay Coalition; sample letter of what was sent to the 4 employees that did not get the Maintenance position; listing of ice hours for the past 6-months that were changed over to dollars & placed in the Cahir Scholarship fund; copy of certified letter sent to McGrath; EAP materials outlining usage & seminars offered; minutes of July 16th Marketing Meeting, minutes of July 24th Staff Meeting, minutes of July 30th Park Tour, & draft minutes of August 1st Staff Meeting.

Annual Report: In addition to the addition of the rustic lodge @ the Park, & the Circus being held @ the Rink, Woodside asked the Board for any specific information they'd like to be placed in the Annual Report we file with the Corps of Engineers & the Town of Bourne as that deadline is approaching. They suggested including the camper meeting, which helped with communication. Discussion was held on both the possibilities of meeting with them again in the future, & sending e-mail blasts / newsletters to the campers with updates. Morrill stated he'd like to send one in-season, & one off-season. Said information may include, for example: Centennial Celebration updates; the progress of the electrical upgrades; or any Corps news regarding the bridge. The Board suggested letting the campers know that no free-standing satellite fixtures will be allowed in the park next year.

Evaluations: For clarification purposes, discussion was held on who would conduct whose evaluations. The Board will conduct Johnson's as the General Manager; Johnson will conduct Morrill's; Johnson & Morrill will conduct Howard's, Woodside's, & Hickey's; they will also conduct Ferreri's, but as last fiscal year's position of Skill Maintenance Mechanic; & Morrill & Hickey will

BOURNE TOWN OFFICE
TOWN CLERK'S OFFICE

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conduct McKenna's & Hathaway's. It was also decided that all employees will complete same as a self-evaluation & bring same to their meeting with whoever is conducting theirs.

The Board reviewed the content of the evaluations presented, & approved same. Updated job descriptions will be attached to same, & a section would be added to note the acceptance of same.

Treasurer Report / Warrants: Treasurer presented 6 warrants for signature of the Board.

Chairman Folino departs meeting, & Vice-Chairman Duane takes the helm.

Capital Outlay Items: Morrill presented the board with the updated listing of what the Managers would like to accomplish @ both locations, & discussion was held on the updated price quotes on same. The Managers will review further, & will then complete the new forms voted on @ a previous meeting @ the next meeting of the Authority.

Contingent on what it will cost us, discussion was held on upgrading the entire electrical project that remains within the Park. Johnson had Ferrell meet with Morrill & Ferrari to discuss same. Ferrell suggested filing the proper paperwork with NSTAR to get the ball rolling engineering-wise. NSTAR engineered everything for us in the past & we worked off of that. This engineering fee will cost approximately \$900.00 for the 81-sites outside of the original 39 we planned on upgrading on Miolini Drive. Ferrell also told us that we could even pick a loop to do (if not all) in addition to Miolini Drive if that section holds no issues. Johnson is looking into putting the 39-site project on Miolini Drive out to bid, so Maintenance can accomplish other projects, but he'll report back findings. The Board is pleased to see the overall project move along.

Morrill presented Ferrari's conceptual drawing of a new Rustic Lodge, & noted how all campers have loved staying in the current one. Security camera pricing was also discussed. Morrill stated we may have been misled on the condition of the CX-Area restroom, as now we may not have to tear-down same, but repair what is there. Maintenance will re-evaluate & report back. Ferrari is compiling a listing of current vehicles & equipment, & will update the Board on same @ a future meeting.

Park / Maintenance Report: Just for informational purposes, Morrill stated the Park's occupancy is @ 74.87% compared to last year's 72.1% @ this time, & his camping income from January 1st - August 5th is @ \$1,421,000.00 compared to last year's \$1,364,000.00.

Store: Morrill reported that while both sales & payroll are up for same, costs are down, but he'll have a true read once their inventory is turned in. He is happy that the POS system was installed

to keep things better tracked, & make things more efficient. He is also happy with the branding the Store has done with their shirts & mugs. Since we mostly cater to 40% of the Park & not necessarily to the seasonals, a lot of campers have stated their pleasure with the changes that have been made to get it to a "Park Store" status. He reported that Store Manager, Meredyth Kilgore, is leaving due to health reasons, but he hopes she'll agree to stay on through Labor Day. The future of the Store will be discussed @ the next Park Sub-Committee meeting.

Rink Report / Ice Hour Comparison: Hickey is pleased to report that compared to last July (135) & the July before that (105), this year's # is @ 155.

No Frost Concentrator Reading: Hickey stated that the machine is up & running & doing its job.

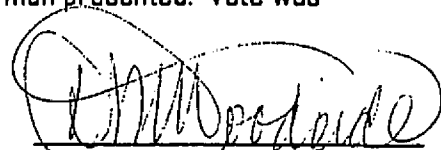
Dasher Board Advertising Update: Hickey will meet with Melissa Barry to go over the letters sent out last year. Board concurred that it is their intention to have Barry market our facilities, & was unsure why she is now on this endeavor since Hickey & Morrill were going to knock on doors. Johnson told the Board that Barry offered, so we took her up on it. Tellier suggested using her to market our programs like a Sk8 Night for example. Board concurred, but will give Barry a shot to see what she comes up with. Will report back @ the next meeting.

Compressor / Emergency Plan: Hickey reported that Johnson has attempted to get in contact with Dave Odom & Duffy McConnell of MGM regarding same, but has yet to hear back. In the meantime, Hickey called Russ Neary of Northstar Mechanical to get his opinion on same. Neary will advise us on what it will take on his end to assist in same should an emergency arise. Neary told Hickey that he has worked closely with MGM in the past, & that whenever rinks needed their support, they were there, & he feels they will come up with a plan everyone will be happy with. Hickey stated Neary has always assisted us in a more than timely manner, & he expects that in the future as well. Duane would like to see a plan in place ASAP. Board concurred.

The next meeting of the Authority will be Wednesday, September 18th @ 6pm.

Coughlin made motion to adjourn. Tellier seconded. Vice Chairman presented. Vote was unanimous. Vice Chairman adjourned meeting @ 5:45pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLER

AGENDA

Meeting Notice - Town of Bourne - Bourne Recreation Authority's Rink Sub-Committee

Friday, September 13, 2013 - John Gallo Ice Area - 9:30am

Agenda Items:

1. Electrical Issue.
2. Generator.
3. Compressor.
4. FY'14 Capital Outlay Projects.

Signed: _____

Gregory A. Folino, Chairman

Date: September 6, 2013

BOURNE, MASS
TOWN CLERK'S OFFICE

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BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA TOWN CLERK'S OFFICE BOURNE, MASS

Meeting Notice - Bourne Recreation Authority

Wednesday, September 18, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Treasurer Report.
 - a. Meeting Minutes of August 7, 2013.
 - b. Lease Agreements.
 - c. Requests & Correspondence.
 - d. Surplus Equipment.
 - e. Evaluation Update.
 - f. Circus Update.
 - g. Warrants.
 - h. Financial Statements for Period Ending June 30, 2013.
2. Rink Report.
 - a. Russ Neary, Northstar Electric.
 - b. Capital Outlay Projects
 1. Electrical Issue.
 2. Generator / Surge Protector.
 3. Compressor / Emergency Plan.
 - c. Ice Hour Comparison.
 - d. Dasher Board Advertising Update.
3. Park / Maintenance Report.
 - a. FY'14 Budget.
 - b. Capital Outlay Projects.
 1. Electrical upgrade Project.
 - c. 2014 Camping Rates.
 - d. Satellite Dish Notification.
4. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: 
Gregory A. Folino, Chairman

Date: September 11, 2013

Clerk

Record of the Bourne Recreation Authority meeting held September 18, 2013.

Present: Gregory A. Folino W. Curt Duane John A. Coughlin
Rickie J. Tellier Paul R. Forsberg John M. Morrill
Robert H. Howard Barry H. Johnson John H. Hickey
Brian Ferrari

The Bourne Recreation Authority meeting was held on Wednesday, September 18, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued unto the agenda items.

Treasurer Report / Minutes of August 7, 2013: Duane made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous.

Lease Agreements: Treasurer presented 2 Lease Agreements for signature of the Board.

Requests & Correspondence: Duane made motion to sponsor Bourne State Police in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded this motion. Chairman presented motion. Vote was unanimous.

Tellier made motion to sponsor OCAC Golf Tournament in the amount of \$75 for apparel sponsorship, 1-hour of ice time, & 2-nights camping. Coughlin seconded this motion. Chairman presented motion. Vote was unanimous.

Duane made motion to sponsor Middleboro Ice Hockey Group in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Also in your packet: Thank you notes from Bourne Braves Baseball, Big Brothers Big Sisters, & the Oberg/Sweeney Memorial Golf Tournament; a copy of the letter sent to the Piccadilly Circus that we'll discuss in a minute; draft minutes of the latest Staff Meeting; & the financial report that we'll discuss in a minute.

Woodside would like to extend her appreciation to Ali & Brett Keohane for their help as Ice Monitors during the Sk8 Academy & as Instructors for our Learn to Sk8 program. They also offered a specialty class that was well received w/ our sk8ers, & will be included once again in our programming for next summer. They are currently Seniors @ Stonehill College & are

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BOURNE, MASS.

completing their Student Teaching this semester. They helped us out during shut-down as well, & are aiding Diane organize the file-storage area above the Pro-Shop. The Board appreciates the twins assistance & would like to extend their gratitude with a small gesture. Woodside will accomplish.

Board inquired about the Employee Handbook. Same was to be professionally printed & bound once all appendix items were updated. Johnson will ask Woodside on the progress of same once she returns.

Surplus Equipment: Ferrari recommended declaring the 1976 F350 as surplus, & advertising the sale of same. Board concurred.

Duane made motion to declare the 1976 F350 as surplus & to dispose of same in accordance with the Procurement Laws. Forsherg seconded this motion. Chairman presented motion. Vote was unanimous.

Evaluation Update: Last week, Woodside distributed both the self-evaluations to full-time employees, & performance evaluations to the conductors of same, along with a copy of the job description. Once a self-evaluation is completed, that employee will notify their direct supervisor to make an appointment to discuss their performance evaluation that said supervisor has completed. Board would like to see these completed by November 1st.

Circus Update: Johnson reported that Attorney Robert Troy has sent a letter to Piccadilly Circus regarding the \$8,079.74 due to the Authority. The Board would also like them to pay for our legal fees incurred regarding same.

Warrants: Treasurer presented 7 warrants for signature of the Board.

Financial Statements: Before the Treasurer answered any questions, Woodside wanted the Board to know that when she saw her Sk8 Academy #'s, she questioned same, & had the Treasurer run the official #'s from last summer compared to this summer. The summer of 2012 resulted in \$13,015, & this summer took in a complimentary \$13,010. The #'s reflected in the report is based on when deposited, but since out Sk8 Academy runs though the fiscal start & end dates, she wanted the Board to have the official amounts. Treasurer reviewed each department with the Board & answered questions regarding same.

Tellier made motion to approve the financial statements for the period of July 1, 2012 – June 30, 2013. Coughlin seconded. Chairman presented. Vote was unanimous.

Rink Report / Russ Neary, Northstar Electric: Neary has reviewed the plant & recommended an emergency plan that would possibly include MGM attempting to rebuild the compressor first, & if that was not feasible, then taking the smaller one out (#2), & running a "recip" in its place as it is cheaper. More information will be gathered on same, & the work will be completed during the first week of the 2014 shut-down period. Board agreed that this is an adequate plan that may possible meet our needs should an emergency arise.

Capital Outlay Projects / Electrical Issue / Generator / Surge Protector: Hickey reported on the sparks coming out of the wall recently. Surge protector specifications were given to Neary to review. Once that happens, bid documents will be sent out.

Ice Hour Comparison: Hickey is pleased to report that compared to last year @ this time, the reading has increased by 43 points. Morrill would like to see Gallo house a summer college league, & suggested having Hickey contact UMASS/Dartmouth, etc.

Dasher Board Advertising Update: Discussion was held on Melissa Barry's updated contract.

Park Report: Morrill reported a good summer season, & they are looking forward to a busy Columbus Day weekend. Discussion was held on the possibility of keeping the pools open through Labor Day. While all would like that, it is our understanding that the pools must be supervised by certified lifeguards, & ours go back to school / college.

FY '14 Budget: The Board instructed him to look within his budget to "find" the payroll overage he's expecting. Morrill will report back @ the next meeting.

2014 Camping Rates: Morrill recommended increasing the seasonal rate by \$100.00 as done in the past.

Forsberg made motion to increase the seasonal rate to \$4,200.00 for the 2014 season. -Tellier seconded. Chairman presented. Vote was unanimous.

Satellite Dish Notification: Discussion was held on same.

Duane made motion to notify all campers that no satellite dishes will be allowed unless they are attached to their units. Tellier seconded. Chairman presented. Vote was unanimous.

Maintenance Report: Ferrari stated the Maintenance area has been cleaned-up significantly, & that space is looking kept-up. Discussion was held on the possibility of hiring another full-timer in

Maintenance due to the list of upgrades they'd like to accomplish over the winter. During the season, this position could possibly be in charge of the Grounds crew. Discussion followed.

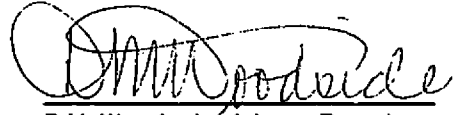
Tellier made motion for Johnson, Morrill, & Ferrari to develop a job description, & suggest the hourly wage for same, to be posted internally once the Board reviews this subject again @ the next meeting. Coughlin seconded. Chairman presented. Vote was unanimous.

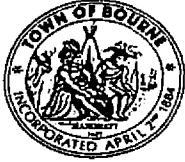
Capital Outlay Project / Electrical Upgrades: Ferrari reported that the remainder of C-Area cannot be completed because NSTAR needs to engineer the primary line. Discussion was held on hiring electrician Michael McKenna @ \$45.00 per hour to oversee the electrical upgrades we'll make in another area. Same is to be placed under Professional Services for now.

The next meeting of the Authority will be Wednesday, October 16th @ 6pm.

Chairman adjourned meeting @ 8:31pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



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



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

George Sala
Recreation Committee

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

Minutes missing

2011 March 22, March 29, June 29, Sept. 28, Nov. 2
2012 March 5, May 2,
2013 February 6

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman
Asst. Town Clerk



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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TOWN CLERK'S OFFICE

AGENDA) BOURNE, MASS

GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

Meeting Notice - Bourne Recreation Authority
Wednesday, October 16, 2013 - John Gallo Ice Arena- 6:00pm

Agenda Items:

1. Treasurer Report.
 - a. Warrants.
2. Minutes of September 18, 2013.
3. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. Surplus Equipment.
 - c. Circus Update.
 - d. Employee Handbook Update.
4. Rink Report.
 - a. Capital Outlay Projects
 - b. Ice Hour Comparison.
 - c. Advertising Update.
5. Park Report.
 - a. FY'14 Operating Budget.
 - b. Store.
6. Maintenance Report.
 - a. New Job Description.
 - b. Electrical Upgrade Project.
7. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino, Chairman

Date: October 11, 2013

Clerk's

Record of the Bourne Recreation Authority meeting held October 18, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS

Present:

Gregory A. Folino	W. Kirk Duane	John A. Coughlin
Rickie J. Tellier	Paul R. Forberg	John M. Morrill
Robert H. Howard	John H. Hickey	Diane M. Woodside

The Bourne Recreation Authority meeting was held on Wednesday, October 18, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:07pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Treasurer Report / Warrants: Treasurer presented 5 warrants for signature of the Board.

Minutes of September 18, 2013: Duane made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous.

Administrative Coordinator Report: Woodside reported 17 seasonal switched their sites in the Lottery. She also stated that 9 positive responses were received from the 1st batch of Waiting List participants we contacted. @ this time, we have 25 spots remaining, so we've notified the 2nd batch of openings for the 2014 season. We've contacted all interested parties that inquired through 2011. She reminded all that we also have the ability to fill same with Temporary Seasonals. This offering has been well received the past 2 seasons.

Discussion was held on where to host the Authority's Annual Holiday Dinner. It was decided to host same @ The Lobster Trap once again this year.

Requests & Correspondence: Coughlin made motion to sponsor Sandwich High School Hockey in the amount of \$180.00. Duane seconded this motion. Chairman presented motion. Vote was unanimous.

Also in your packet: Thank you notes from Big Brothers Big Sisters (clarifying a previous typographical error), JDRF Fall Classic Golf Tournament, & Massachusetts Maritime Academy; a copy of the letter sent to the Piccadilly Circus from Attorney Robert Troy that we'll discuss in a minute; draft minutes of the latest Staff Meeting; & the proposed contract between the Authority & Melissa Barry that we'll discuss under the Rink Report.

Surplus Equipment: There is no equipment to be declared surplus @ this time.

Circus Update: Board reviewed the letter sent by Attorney Robert Troy to Niles Garder, President of Piccadilly Circus, regarding the \$8,079.74 due to the Authority along with the Attorney's fees. Johnson will update the Board on this matter @ the next meeting.

Employee Handbook Status: Woodside informed all that while all full-timers have a copy of the Employee Handbook we printed in-house, they are being professionally done now that all documents have been updated.

Rink Report: Hickey reported that hockey legend Bobby Orr filmed a portion of his interview with Mo Rocca for the CBS Sunday Morning Show here @ Gallo.

Discussion was held on the existing Sub-Committees. Tellier is interested in serving on the Rink's as he has taken more of an interest in same since his grandson has started skating. Coughlin reminded all that any member of the Board is welcome @ either Sub-Committee meeting. All concurred, & will remain as they are.

Tellier informed the Board that the temporary boards used during the Mite games have worked out great. It only takes 10 minutes to put them up & take them down, & the Rink has been busy with 2 games on the ice @ a time. Discussion was held on the possibility of obtaining a sponsor to purchase an additional scoreboard for use during same. Hickey will approach Coca-Cola to see if they are interested as they sponsored the current one. If not, Hickey may ask Melissa Barry to secure a sponsor. Will report back.

With regard to the Emergency Plan & the compressors, Hickey stated that he & Johnson will discuss the results with the Rink Sub-Committee, & that all specifications will be put out to bid for the start of the maintenance shut-down. All are pleased with the discussion they had with Neary @ the last meeting.

Capital Outlay Projects: Hickey reported he has updated quotes for the sign, security cameras, & edger. He showed all in attendance the edger video. He reminded all that the Authority must use the public bidding process of obtain price quotes per 30B depending upon the cost. All concurred. Once the generator specifications are in, they will be reviewed by Ferrari, & then put out to bid by Johnson.

Ice Hour Comparison: Hickey stated that while we're not through the month of October, he has sold 282 hours compared to last year's 288. He stated the first quarter of this fiscal year has generated 60 more hours over last year. Coughlin inquired if any ice buyers have returned from other rinks. Hickey stated that a couple have @ this time. Forsberg reported that Falmouth Ice Arena had an issue with their pressure release valve sensor resulting in emergency services

being called. It was both Forsberg & Hickey's understanding that no one was injured regarding that incident.

Advertising Update: Discussion was held on Melissa Barry's updated contract. Coughlin made motion to authorized Johnson to execute the Scope of Work regarding Dasher Board advertising within the Rink. Duane seconded. Chairman presented. Vote was unanimous.

Park Report: Discussion was held on completing the Capital Outlay Forms on any projects we'd like to complete that costs over \$10,000.00. All concurred. Discussion was held on ensuring Lifeguards are available over Labor Day weekend next season. Morrill explained that our staff went back to school, so none were available. He further stated that he asked the Town for assistance, but they were in the same circumstance. When we built these pools, we made an agreement with the Town that we'd have lifeguards on duty when the pools were open due to the liability issues that could arise. All understood.

FY '14 Operating Budget: Morrill, Johnson, & Chairman met previously to discuss same. Chairman stated the Board has a fiduciary responsibility to keep budgets in check, & that management is also responsible for same. All concurred. Having said that, he understands that the Board has amended some areas of the budget in the past when management outlines the reasoning, or when situations arise & it warrants the Authority purchasing equipment not planned on. Coughlin stated that the Board has always worked well together considering the above. All concurred.

Morrill presented his payroll budget totals broken down by positions & according to off & in-season scheduling. He will scale back the work schedules & recreation activities, but wants to maintain the quality of service the Park has provided to our campers. He also stated that if there is bad weather throughout the winter, he needs to make sure the grounds are ready for our clientele in the spring, & may have to call-in extra personnel to clean same. He also feels 2 security guards are necessary from 4pm - midnight, & he's heard our campers are appreciative of same. While he realizes the Board would like to see more of a savings in payroll, @ this point he's found \$2,000.00 to cut, but realizes he has more to make up for, & will diligently pursue same to the best of his ability.

Store: Morrill stated that Laura Cook has done well in taking over from Meredyth Kilgore. He reported that they have been marketing items down to get it sold. Coughlin would like to see the updated financials on same @ the next meeting. Morrill is hoping the inventory will be accomplished by then as well to give a more accurate result. Morrill is proud of the Store, & knows it's an amenity we cannot so without. Discussion was also held on the possibility to put the Store out to bid to see if there's any interest, realizing we do not have to accept any proposal.

Coughlin made motion to prepare the Park Store bid document & advertise same. Tellier seconded. Chairman presented. Vote was unanimous.

Maintenance Report: Morrill presented this report on Ferrari's behalf.

New Job Description: The Board reviewed same for the new position of Maintenance Mechanic / Laborer. Same will be posted in-house, & Johnson, Morrill, & Ferrari will conduct the interviews.

Tellier made motion to accept the Maintenance Mechanic / Laborer Job description. Forsherg seconded. Chairman presented. Vote was unanimous.

Electrical Upgrades: Morrill stated he has spoken with NSTAR's Charlie Tavares twice regarding the status of the proposed engineers plans for the C-Area, & Tavares was not aware we had requested same. It's currently @ the "construction" phase. Ferrari has purchased the pedestals, & Michael McKenna is prepared to start once the Park closes. He will handle obtaining the permits, overseeing the digging, being in attendance for the inspections, etc.

The next meeting of the Authority will be Tuesday, November 12th @ 6pm.

Chairman adjourned meeting @ 8:08pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority
Tuesday, November 12, 2013 - John Gallo Ice Arena - 6:00pm

Agenda Items:

1. Minutes of October 16, 2013.
2. Treasurer Report.
 - a. Warrants.
3. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. Ragnar Relay.
4. Rink Report.
 - a. Ice Hour Comparison.
 - b. Zamboni Ad.
 - c. Computer.
5. Park Report.
 - a. Store.
 - b. Computer.
6. Maintenance Report.
 - a. New Position.
 - b. Electrical Upgrade Project.
7. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino, Chairman

Date: November 7, 2013

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 NOV 7 PM 5 13

2013 DEC 11 PM 2 33

Record of the Bourne Recreation Authority meeting held November 12, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

<u>Present:</u>	Gregory A. Folino	W. Curt Duane	Rickie J. Tellier
	Paul R. Forsberg	John M. Morrill	Robert H. Howard
	John H. Hickey	Diane M. Woodside	Barry Johnson

The Bourne Recreation Authority meeting was held on Tuesday, November 12, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 6:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Chairman asked for a moment of silence in memory of Skyler Anderson-Coughlin, Jack Coughlin's grandson, to offer a prayer & reflection to his family.

Minutes of October 16, 2013: Duane made motion to approve same. Tellier seconded. Chairman presented. Vote was unanimous.

Treasurer Report / Warrants: Treasurer presented 6 warrants for signature of the Board.

Administrative Coordinator Report / Requests & Correspondence: Duane made motion to sponsor Friends of Bourne Council on Aging in the amount of 1-hour of ice time & 2-nights camping. Forsberg seconded this motion. Chairman presented motion. Vote was unanimous.

Duane made motion to sponsor Navigator Program in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded this motion. Chairman presented motion. Vote was unanimous.

Duane made motion to sponsor MMA in the amount of 1-hour of ice time. Tellier seconded this motion. Chairman presented motion. Vote was unanimous.

Tellier made motion to sponsor Friends of Bourne Food Pantry in the amount of \$500.00. Duane seconded this motion. Chairman presented motion. Vote was unanimous.

Also in your packet: Thank you notes from Cystic Fibrosis Foundation; draft minutes of the latest Staff Meeting; & the bid received for Zamboni advertising that we'll discuss under the Rink Report.

BOURNE MASS
TOWN CLERK'S OFFICE

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Ragnar Relay: Johnson informed all that the Ragnar Relay series would like to return to Gallo in May 2014. He will discuss same with Sam's Snack Bar to provide healthy meals to the runners @ this stop as happened this year. A \$1,000.00 fee will be negotiated for the use of the parking lot, & Johnson will execute said contract. All concurred.

Duane made motion to allow Ragnar Relay to use the east-end parking lot for their race in May 2014, & to charge the \$1,000.00 fee as we did this year. Tellier seconded. Chairman presented. Vote was unanimous.

Rink Report: Chairman inquired about the generator bids due on Friday. Johnson reported that 6 were sent out, & 2 addendums were issued regarding same. He stated that the 2nd part of this project (after awarding same) would be to prepare the area with a cement pad (proper dimensions & strength to be determined once the machine's specifications are learned). He will look into whether or not that will be completed in-house or contracted out (depending upon price & time-frame). He reminded all that this is a prevailing wage job & same will be placed in the Central Register. The conduit portion will be determined by an electrician. Tellier suggested contacting National Grid to see if they could be of assistance. Johnson will call them tomorrow. Johnson hopes to keep this project moving forward in a timely manner in order to be set for shut-down.

Johnson has signed the security camera contract, & he negotiated \$1,000.00 off the original price of the ice edger. The same's warrantee is valid for a year from now. On behalf of the Authority, Johnson filed a claim toward Piccadilly Circus in Small Claims Court, & he'll need to reappear on February 12th.

Ice Hour Comparison: Hickey reported that October is up his year from last year. Discussion followed. Duane would like to see 5-years @ his disposal to reflect a greater comparison. Hickey will execute with Morrill's assistance.

Zamboni Ad: Hickey spoke with Nissan, & they'd like to wait for the new Zamboni to wrap their ad. In the meantime, a board ad will be placed on the Zamboni doors.

Discussion was held on the other promotional items available @ the Rink, including dasher boards, mini-boards, in-ice, & scoreboard options. Now that the contract has been signed with Melissa Barry, the Board would like a report from her listing everyone she has approached for advertising with in the Rink. Woodside will notify her of same. Discussion was also held on sectioning off a wall-space for advertising on a smaller scale. In the past, we have eliminated the "cluttered" feel for a more streamlined approach to marketing. For advertising @ the Park, they offer same through their brochure, which Canalside chased.

Computer: Both Hickey & Morrill are in need of new computers, & same will be paid for out of a line item in their budgets.

Park Report / Store: Morrill reviewed the financials with the Board. He had Howard run a comparison of same from last year to this year. He thanked Meredyth Kilgore for her assistance @ the Store. He feels they found the right products to sell, but understands that with the overhead figures, the comparison didn't show enough of a difference. Currently the Store is out to bid with the proposals due by Monday, December 2nd. Johnson stated this bid document does not include comparative analysis, & while it's constructed like an IFB, it's an RFP as certain determining factors have to be present to meet State Laws. We have also listed equipment that comes with the Lease, which should be advantageous. All concurred. Discussion was held on the possibility of more tweaking should no one bid on same. Morrill reported that payroll was much better, & that selective products were bought & sold. He further stated that no complaints were made this year regarding the Store. While the Chairman stated he's not a supporter of running a business within a business, he appreciates the efforts made to control payroll, & operated successful Store. Forsberg stated the park cannot be without a Store. All concurred.

Maintenance Report: Morrill presented this report on Ferrari's behalf. In the future, the board would like a representative from Maintenance to attend if Ferrari cannot. All concurred.

New Position: Morrill, Johnson, & Ferrari interviewed 4 candidates for the position of Maintenance Mechanic / Laborer, & unanimously agreed to offer the job to Brian Joska effective November 18th. They were impressed with all of the candidates, but feels Joska is the best applicant for the position.

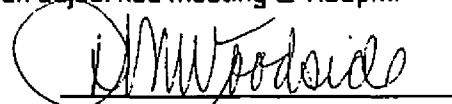
Duane made motion to accept the interview committee's recommendation to hire Brian Joska for the position of Maintenance Mechanic / Laborer in the amount of \$18.81 hourly with benefits effective next Monday. Forsberg seconded. Chairman presented. Vote was unanimous.

Electrical Upgrade Project: Morrill stated the project is coming along very well, & having electrician Michael McKenna on hand alleviates any concerns with same. The project is divided into 4-sections with 4 separate 400amp meters. The 1st section has been dug, the conduit in, & the permits filed. Each section will be completed this way, & will be filled-in as they go. If it rains, the Crew has come to the Rink to get a couple of things done, as well as accomplish items in their workshop. As far as the possibility of getting to the last portion of this project, we're still awaiting correspondence from NSTAR. Morrill is happy with the way maintenance communicates, & with the tidiness of the Maintenance facility. He has heard from all employees that it is a great working atmosphere, & he appreciates all of the work that has continued to be accomplished.

The next meeting of the Authority will be Monday, December 9th @ 7pm.

Tellier made motion to adjourn. Forsberg seconded. Chairman adjourned meeting @ 7:20pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

TELEPHONE (508) 759-8904 / FAX (508) 759-4922

www.galloarena.com / www.bournescenicpark.com

GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority

Monday, December 9, 2013 - John Gallo Ice Arena - 7:00pm

Agenda Items:

1. Minutes of November 12, 2013.
2. Treasurer Report.
 - a. Warrants.
 - b. Quarterly Financial Report (P/E September 30, 2013).
3. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. High School Conditioning Camp Report.
4. Rink Report.
 - a. Runner's Expo (Ragnar Relay).
 - b. Ice Hour Comparison.
 - c. Advertising Update.
 - d. Mini-Board Price Point.
 - e. Generator Update.
 - f. Compressor Update / Designer Services.
5. Park Report.
 - a. Store.
 - b. IAAPA Show Update.
6. Maintenance Report.
 - a. Rustic Lodge Update.
 - b. Electrical Upgrade Project.
7. "The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2013 DEC 4 PM 4 20
TOWN CLERK'S OFFICE
BOURNE, MASS

Signed: _____

Gregory A. Folino
Gregory A. Folino, Chairman

Date: December 4, 2013

Record of the Bourne Recreation Authority meeting held December 9, 2013

Present: Gregory A. Folino W. Curt Duane Rickie J. Tellier
 Paul R. Forsberg John A. Coughlin John M. Morrill
 Robert H. Howard John H. Hickey Diane M. Woodside
 Barry Johnson Brian Ferrari Paul Gately

2014 JAN 16 AM 10 15
 TOWN CLERK'S OFFICE
 BOURNE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, December 9, 2013. Said meeting was audio-taped. Chairman called the meeting to order @ 7:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of November 12, 2013: Forsberg made motion to approve same. Duane seconded. Chairman presented. Forsberg, Duane, Tellier & Chairman vote in favor. Coughlin Abstains. Motion carries.

Treasurer Report / Warrants: Howard presented 5 warrants for signature of the Board.

Quarterly Financial Statements: Howard reviewed same for the period of July 1 – September 30, 2013, & answered questions of the Board. Morrill assisted with the Park's Occupancy Report considering the Quarterlies appear as if camping revenues are down. They, in fact, are not. Due to the fact that more monies were remitted in the spring (i.e. more seasonals paid in advance), Howard ran a comparison sheet for the Board's review to get an actual picture financially. Morrill reminded all that a Rustic Lodge was also added to the amenities this season, resulting in added revenue, & he passed around a Rate of Occupancy report as well. Forsberg asked about the Store. Howard replied that while this does not reflect fairly on the Store, the Store did have the best high-season 3 month period (June, July, & August). When Howard referred to the Rink, he reiterated that a few items there depended on when monies were collected as well. Chairman inquired how much money we have @ our disposal. Howard stated we have over \$1,000,000.00 in our various accounts, but that a large portion of that is earmarked for our Capital Outlay Projects. Coughlin asked about outstanding accounts receivables. Howard stated we are awaiting payments from the Piccadilly Circus, Sam's Snack Bar, & Cannon Group to keep their accounts in good standing. He will meet with Cape Cod 5 soon to discuss banking rates.

Coughlin made motion to accept the Quarterly Financial Statement for the period ending September 30, 2013 as submitted. Forsberg seconded. Chairman presented. Vote was unanimous.

Administrative Coordinator Report / Requests & Correspondence: Duane made motion to sponsor Triple P Sports in the amount of \$150.00. Coughlin seconded. Chairman presented motion. Vote was unanimous.

Also in your packet: Thank you notes from BHS After Prom Party Committee, The Welch Family, Bourne Food Pantry, & MMA; draft minutes of the latest Staff Meeting; evaluation materials; correspondence to the Maintenance Department on a job well done regarding our electrical upgrade project; & the updated Employee Handbook. Chairman thanked Woodside for her assistance with the Handbook, asked that Johnson's evaluation meeting be held @ the next meeting.

High School Conditioning Camp Report: Woodside stated that the Camp's turnout was well attended; & that Gallo would like to be paid for the ice time used as in years past. She reported that the Camp profited \$3,860.00, the most in its history.

Coughlin made motion to pay Gallo \$2,980.00 for the ice time used during the Camp. Tellier seconded. Chairman presented. Vote was unanimous.

Rink Report: Johnson reviewed the capital outlay projects: ice edger (\$9,000.00); security cameras have been ordered; Zamboni (\$125,000.00) & will arrive @ the end of December; generator (\$14,000.00 so far of the \$30,000.00 we've budgeted); & compressor (may be \$100,000.00). Johnson thanked the staff for their assistance with same.

Runner's Expo (Ragnar Relay): Johnson informed all that the Ragnar contract has been signed & sent. He is waiting to hear back on their thoughts of expanding our location to include a Runner's Expo. Will report back.

Ice Hour Comparison: Hickey presented a chart & graph he developed with Morrill on the ice usage @ Gallo. Discussion was held on the impact we took from both Hyannis & Falmouth opening new facilities. Board appreciated the better tracking in order to keep better records.

Advertising Update: Per the board's request, Melissa Barry remitted her report through Woodside, which included a spreadsheet she created as a database for future use. She researched each company for their updated contact information, & the status of each vendor. This list also included additional companies she has initially approached. After the holidays, she plans on revisiting same. Tellier would like to see Barry contact Cape Cod Transportation to gain sponsorship from them as the train now stops in Bourne. Morrill stated he has spoken with

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someone from the Cape-wide bus service, & they hope to add a stop @ the Park during the busy season.

Mini-Board Price Point: Discussion was held of the price we'd like to charge for mini-board advertising, & what medium we'd use. Considering the limited amount of time they are out, Morrill & Hickey suggested a reasonable \$250.00 per year, & to use a sticker. Further discussion followed on increasing said amount, & who would be responsible for payment of the sticker.

Duane made motion to charge \$400.00 per year for mini-board advertising, & for the Authority to assume the cost of the sticker. Tellier seconded. Chairman presented. Vote was unanimous.

Generator Update: Johnson stated same would arrive the first week in January. In the meantime, we'll order the 8" thick concrete pad from Wiggins Precast. We've learned that the current meter can carry the load for same, & our on-staff electrician will do that work. Because National Grid does not provide service of this nature, we've met with an interested plumber who came to review the project, & are awaiting a couple of others to do the same. The generator will be placed outside @ the east end of the facility in between the 2 sets of stairs. Same will be fenced in.

Compressor Update / Designer Services: Johnson reiterated the procurement laws in place for us as an Authority for us to follow, & the way this project needs to be completed as it regards our current control system, & the laws that have changed since we have done work in the plant the first time. The Board feels that a lot of money has been invested already in the plant, & while they are frustrated @ the process, they ultimately understand the need for designer services. Johnson feel that since this is a mechanical project, designer services must be employed in order to have a clear understanding of what is expected, not the mention accountability throughout the project. Johnson has met & spoken with both Northstar Mechanical & MGM Refrigeration on several occasions, as well as the Attorney General's Office to ensure this project is executed in a seamless way. While we have budgeted \$60,000.00 for this project, we made need to increase the funds for same. He feels we may make up the difference in the other capital outlay projects we're completing. Johnson recommended BLW to draw up the specifications. Board asked Hickey to contact the Billerica, Thayer Academy, & Worcester rinks that are listed on their recommendation page, to inquire about dealing with this outfit, & our plant system vs. theirs.

Tellier made motion to have Hickey do his due diligence mentioned above, & if there is a positive response, to have the Rink Sub-Committee act on behalf of the Authority to enter into contract with BLW. Duane seconded. Chairman presented. Vote was unanimous.

Park Report: Morrill reported that most seasonals have paid their deposit for the 2014 season. He has updated both the brochure & website, & is looking forward to re-introducing the chip-clip @ the 2 camping shows the Park will be representing @ in January.

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30
Store: No bids were received for leasing the Park Store. Board realizes we can re-advertise for same, run ourselves, close it, or get someone to run it. Chairman suggested that Morrill & the Park Sub-Committee review the option to allow the non-profit group, Cape-Abilities, to run same. Morrill's only concern would be the products & services to be provided, but realizes he could discuss same with them. Morrill will investigate further. Board is interested in this possible endeavor.

IAAPA Show Update: Morrill attended same in Orlando & found a lot of information that may be of interest to the board regarding the Rec-Area @ the Park. He will review same with the Park Sub-Committee, but noted a lot is predicated on what the Corps of Engineers will allow. All concurred. Duane suggested building a simple backstop to see if it's used next season. Ferrari stated that Maintenance will accomplish same.

Maintenance Report: Ferrari reported that his Crew is ready for any snow storms that may come into play @ the end of the week. The Bobcat is on the trailer ready to be transferred to the Rink, & the plow is on the big truck with weight in the back. Chairman referenced Johnson's letter to the Maintenance Staff, & appreciates the work they're putting in @ the Park & Rink. Ferrari thanked the Board & stated he has a Crew that enjoys working with one another in a tidy work space.

Rustic Lodge Update: Ferrari stated that the 2nd rustic lodge is currently being framed, & his Crew is trying to get it weather-tight before any storms arrive.

Electrical Upgrade Project: Ferrari reported same is on hold while McKenna is on vacation, but thus far has gone on with no problems.

Coughlin thanked all for their sympathy in the untimely passing of his grandson, Skyler. He appreciates everyone's thoughts & prayers through this most difficult time.

The next meeting of the Authority will be Tuesday, January 14th @ 7pm. Tellier made motion to adjourn. Forsberg seconded. Chairman adjourned meeting @ 8:45pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coord.

Bourne Recycling Committee Meeting
2013 JAN 10 PM 2:29 Tuesday, January 15, 2013, 3:15 p.m.
ISWM Department office, 201 MacArthur Boulevard, Bourne, MA
TOWN CLERK'S OFFICE **Agenda**
BOURNE, MASS

- | | |
|---|-----------------|
| 1. Welcome to our newest member | Liz Rogers |
| 2. K-kids/Green Team school involvement | Heather DiPaolo |
| 3. Rain Barrels | Betty Steudel |
| 4. New articles topics | Betty Steudel |
| 5. Next meeting date | |

Bourne Recycling Meeting Report

Tuesday January 15, 2013

3:15 pm ISWM Office

2013 JAN 25 AM 8 48

TOWN CLERK'S OFFICE

Meeting opened at 3:18 pm with the following present:

Betty Steudel, Heather Di Paolo and Meredith Chase.

Philip Goddard, Manager of Facility Compliance and Technology Development as a consultant. Absent Jimmy Boyle and Kathleen Mac Nally.

Meredith Chase, Chairman introduced a prospective member, Liz Rogers from Pocasset who is interested in all phases of recycling.

Heather Di Paolo, K-K/Green Team Coordinator has plans for the 4th grade students at the Peebles and Bourndale Elementary Schools involving about sixty-five students. They meet once a month alternating between the two schools for an hour. Many projects are planned by the group to benefit the community. An assignment for the month of December was to track the amount of trash each family made. By the end of the month most families had reduced the amount of trash collected.

Betty Steudel, spoke about rain barrels and their usage to the community. It was agreed that Bourne has good water and that many members of the community use the town water.

News articles topics for the Bourne Enterprise were suggested for the upcoming year.

Motion to adjourn at 4:pm- All in favor.

Next meeting February 12, 2013 at 3:15 pm.

Respectfully submitted,

Meredith Chase, Chairman

Bourne Recycling Committee Meeting
Tuesday, February 12, 2013, 3:15 p.m.
ISWM Department Office, 201 MacArthur Boulevard, Bourne, MA 01936
Agenda

2013 FEB 7 PM 9 36
TOWN CLERK'S OFFICE
BOURNE, MASS

1. K/Kids/Green Team
2. Earth Day
3. Update Swap Shop
4. ISWM update

Site development
Digester
Single Stream

5. Next meeting date

Bourne Recycling Committee Meeting
Tuesday, February 12, 2013, 3:15 p.m.
ISWM Department Office, 201 MacArthur Boulevard, Bourne, MA
Agenda

1. K/Kids/Green Team
2. Earth Day
3. Update Swap Shop
4. ISWM update

Site development
Digester
Single Stream

5. Next meeting date

SNOW

2019 AUG 27 AM 10 23
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE RECYCLING COMMITTEE MEETING

Tuesday, March 5, 2013, 3:15 p.m.

ISWM Department Office, 201 MacArthur Boulevard, Bourne, MA

2013 FEB 16 AM 4 21

Agenda

TOWN CLERK'S OFFICE
BOURNE, MASS

1. K/Kids/Green Team
2. Earth Day
3. Update Swap Shop
4. ISWM update
 - Site development
 - Digester
 - Single Stream
5. Next Meeting Date

*Actually received in
Clerk's office on 2/15/2013.
Clerk changed to the
wrong date.*

BHS

Clerk

Town of Bourne Recycling Committee Minutes

Tuesday March 5, 2013 ISWM Office 3:29 p.m. PM ? 18

Members attending: Betty Steudel, Heather DiPaolo and Meredith Chase.
Members absent: Kathleen MacNally and Jimmy Boyle

Two of the committee's members, Heather DiPaolo and Jimmy Boyle and Phil Goddard, Manager of Facility Compliance and Technology Development ISWM presented a program at the Bourne Middle School. The topics basic recycling tips, recycling in town and the new way to harness energy from anaerobic digestion to the 5 grade class.

Harvest Power is in negotiations with the Residential Recycling Center In the permitting process to have a twenty-five year lease to create a more sustainable future by helping communities better manage and beneficially re-use their organic waste.

K/Kids will have a site tour in April and the winner of the March recycling contest will receive a certificate on their progress.

April 20, 2013 is Earth Day from 8-2 with tours of the facility, refreshments, Recycling handouts and pens/pencils will be available. Composters will also be for sale.

A motion was made and seconded to adjourn at 3:50 p.m.

Next meeting is Monday April 8, 2013 at 3:15 p.m.

2013 MAR 27 PM 2 18

Bourne Recycling Committee Meeting

Monday April 8, 2013, 3:15 p.m.

ISWM Department Office, 201 MacArthur Boulevard, Bourne, MA

Agenda

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Earth Day
2. News Articles
3. K/Kids
4. Next meeting date

Bourne Recycling Committee Meeting
Monday April 8, 2013, 3:15 p.m.
ISWM Department Office, 201 MacArthur Boulevard, Bourne, MA

2013 APR 2 AM 11 51

Amended Agenda

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Approval of minutes
2. Earth Day
3. News Articles
4. K/Kids
5. Next meeting date

Town of Bourne Recycling Committee Minutes

Monday April 8, 2013 ISWM Office 3:20 p.m.

2013 JUN 10 AM 10 24
TOWN CLERK'S OFFICE
BOURNE, MASS

Members attending: Betty Steudel, Heather Di Paolo and Meredith Chase. Also Phil Goddard from ISWM.

Members absent: Kathleen Mac Nally and Jimmy Boyle

The meeting was called to order with the March minutes being approved.

Heather Di Paolo, on Tuesday April 2, 2013 brought sixty fourth grade students members of the K/Kids from the Bournedale Elementary School and the Peebles School for a site tour of the Residential Recycling Center.

Phil Goddard: Manager of Facility Compliance and Technology Development ISWM led the enthusiastic children around the site. Many questions were asked about recycling.

The committee talked about Earth Day to be held on Saturday April 19, 2013 at the RRC from 9-1. Tours via a van given by Phil Goddard around the site. Refreshments will be served by the Recycling Committee as well as handouts for the adults in regards to recycling and for the children pencils and bracelets made from recycled products. This will be held at Dorothy's Swap Shop.

Tuesday April 23, 2013 there will a presentation by the K/Kids at each school on recycling.

The next scheduled meeting will be Tuesday May 14, 2013 at 11 a.m at the ISWM office.

Betty Steudel made a motion to adjourn the meeting at 4 p.m. and Heather Di Paolo seconded with all in favor.

Bourne Recycling Committee Meeting
Tuesday May 14, 2013, 11 a.m.
ISWM Department Office, 201 MacArthur Boulevard
Bourne, MA

2013 may 9 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

1. Approval of Minutes
2. Newspaper Articles
3. Tour of SEMASS
4. Volunteers for Swap Shop
5. K-Kids / Green Team
6. Zero-scaping
7. Upcoming projects at ISWM

Bourne Recycling Committee Meeting Minutes
Tuesday May 14, 2013, 11 a.m.
ISWM Department Office, 201 MacArthur Boulevard
Bourne, MA

2013 JUN 10 AM 10 24
TOWN CLERK'S OFFICE
BOURNE, MASS

The meeting opened at 11 a.m. with Betty Steudel, Heather DiPaolo and Meredith Chase attending. Members absent: Jimmy Boyle and Kathleen O'Malley.

The minutes from the April meeting were approved.

Newspaper articles were discussed: Recycle boat wrap, cans, bottles and zero waste.

The committee decided they wanted to go on a tour of SEMASS in Rochester. Betty will speak to the contact person for a date to view the facility.

Dorothy's Swap Shop will be able to have two volunteers under the auspices of the Senior Citizens Tax write off program.

Heather clarified a relationship between Green Team - K. Kids (Kiwanis), Builders and Key Club (High School). She'll still volunteer in the Bournedale elementary school.

The K-Kids along with the Aptuxet Garden Club of Bourne Junior Gardeners program under the leadership of Laura Bergeron are looking into a project for next fall - Zero Scaping. Which are plants and shrubs that are drought tolerant . The group will meet three times this month and do some small projects to take home.

A short discussion on the anerobic digester in 2014.
Heather made a motion to adjourn the meeting at 12 and it was seconded.

Town of Bourne 2013 SEP 20 AM 8 29
Recycling Committee Meeting TOWN CLERK'S OFFICE
Tuesday September 24, 2013 BOURNE, MASS
ISWM office 10-11 a.m.

Agenda

1. Approval of the May minutes
2. Newspaper Articles
3. Green Team
4. Energy Advisory Committee
5. Volunteers for Swap Shop
6. Upcoming projects at ISWM
7. Next meeting date

**Bourne Recycling Committee Meeting Minutes
Tuesday September 24, 2013, 11 a.m.
ISWM Department Office, 201 MacArthur Boulevard
Bourne, MA**

The meeting opened with Betty Steudel, Heather DiPaolo and Meredith Chase attending. Member absent Jimmy Boyle.

The minutes from May meeting were approved.

Newspaper articles were discussed with an article on the advantages of becoming a member of the committee. Also paint recycling.

Heather DiPaolo, spoke about being in contact with teacher Michelle Bowlin at Peebles to continue the K/Kids and Bournedale middle school builders program grades 5-8 and should be ready to start in October.

The Energy Advisory Committee would like to be involved with the Recycling Committee and we thought they could help us with Earth Day 2014 as it's the 25th year anniversary that 40 town members got together to start this program.

Projects: FY '15 budget to implement single stream recycling. To sell baler. Site projects- finished capping cell. Brand new flame to burn residual gas. Harvest power to implement anaerobic digester with a 25 year lease.

Heather DiPaolo made a motion to adjourn the meeting at 11 a.m. Betty Steudel seconded and all in favor. Next meeting Tuesday October 29, 2014 at 3:15 p.m.

**TOWN CLERK'S OFFICE
BOURNE, MASS.
2014 AUG 27 AM 10 24**

Bourne Recycling Committee Meeting
Tuesday October 29, 2013, 3:15p.m.
ISWM Department Office, 201 MacArthur Blvd.
Bourne, MA

2013 OCT 24 00:11:18
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Approval of minutes
2. K/Kids/Green Team/Builders
3. Books in the Swap Shop - Barbara Sabulis
4. Trunk or Treat October 30, 2013 Community Building
5. ISWM update - Projects at the landfill
6. Another Committee participating in Earth Day 2014
Celebration 25 years of recycling in Bourne
7. News articles
8. Next meeting date.

Bourne Recycling Committee Minutes
October 29, 2013

2013 NOV 15 AM 10:31
TOWN CLERK'S OFFICE
BOURNE, MASS

The meeting was opened with Betty Steudel, Jimmy Boyle and Meredith Chase attending. Member absent Heather Di Paolo. The minutes from September were approved.

Heather Di Paolo sent a report to be included in the minutes. She met with K-Kids leader, Michelle Bowlin, and they are excited about the Green Team projects this month and other projects to be implemented this year.

1. Tree planting at Bourne Middle School
2. Recycling contest in the classroom
3. Visit Residential Recycling Center
4. Builders program in the Middle School with 5th-8th students.

A former teacher, Barbara Sabulis, called me expressing an interest in organizing the books in the Swap Shop.

Trunk or Treat sponsored by Bourne Recreation at the Community Building in Buzzards Bay with ISWM bringing their new front end loader and the Recycling Committee with a recycling bin filled with candy.

ISWM projects- Phil Goddard referred to a new liner and new flare at the landfill. He and Asa will talk together regarding single stream Recycling collection, hopefully getting it in the town budget in 2014 and then introducing into the town 2015. Phil encouraged the Recycling Committee to tour the state-of-the-art Casella Recycling Facility in Charlestown and we plan to do this in the spring. Phil recommended that we get on the Selectmen's agenda to have them help solicit 2 new members for the recycling committee.

Articles for the newspaper: IECO and Post office trash.

Next meeting date December 10, 2013 - ISWM Office 3:15-4:15.

Betty Steudel made a motion to adjourn the meeting at 4:15.

All in favor.

BOURNE RECYCLING COMMITTEE MEETING

3:15 PM----- Tuesday December 10, 2013

2013 NOV 15 AM 10 31

ISWM Department Office, 201 Mac Arthur Blvd.

Bourne, MA

TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

1. Approval of minutes
2. K/Kids Green Team/ Builders
3. ISWM update
4. Earth Day April 2014
5. News articles
6. Next meeting date

BOURNE RECYCLING COMMITTEE MEETING NOV 15 AM 10 31
Tuesday December 10, 2013
ISWM Department Office, 201 Mac Arthur Blvd. TOWN CLERK'S OFFICE
Bourne, MA BOURNE, MASS

Agenda

No Meeting

1. Approval of minutes
2. K/Kids Green Team/ Builders
3. ISWM update
4. Earth Day April 2014
5. News articles
6. Next meeting date

2014 AUG 27 AM 10 24
TOWN CLERK'S OFFICE
BOURNE, MASS

windy,

January 7. Recycling meeting for 12/9 postponed to
January 7. More info to follow.

2013 DEC 9 AM 10 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Meredith