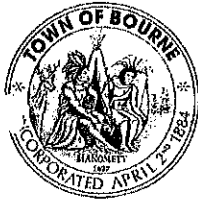


# **North Sagamore Water to Recreation Authority**

**2019**

**VOL. 5**





# Town of Bourne



24 Perry Avenue  
Buzzards Bay, Ma 02532

## Police Facility Building Committee

DATE: January 9, 2019

TIME: 4:00 P.M.

LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes
3. Review/Approval of bills
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access
  - d. National Guard easement
  - e. Wastewater project update
5. Public comment
6. Next meeting
7. Adjourn

Charles K Noyes  
Chairperson

RECEIVED  
2019 JAN -6 AM 10:22  
TOWN CLERK B. URM

# Police Facility Building Committee

January 9, 2019 4:00pm

## Minutes

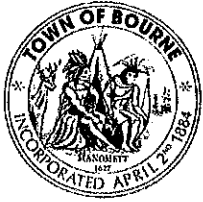
### Agenda:

1. **Meeting called to order** at 4:01pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Jerry Ellis, Peter Meier, John O'Brien, John Redman, Stanley Andrews, Martin Greene, Richard White, Chief Woodside, Lt. Brandon Esip, Sgt Stowe. Also Keith Mercy, Joe Sullivan, John Feeley, MJ Mastrangelo
2. **Approval of Minutes:** None
3. **Review/Approval of Bills:** Invoice #5 from M.O'Connor submitted in the amount of \$221,077.11. The project is at 13.9% completion with this submittal. The invoice has been reviewed and approved by both Kaestle Boos and Daedalus. Motion to approve for payment made by Peter Meier, seconded by Marty Green. No further discussion. Unanimous vote to approve by members.
4. **Project Update:** Joe Sullivan and John Feeley of Daedalus updated members on the work up to this point. Keith Mercy, of KBA updated members with the work completed and underway at the site. Members discussed different construction areas and questions. The town has received initial approval of the waterline easement through the read of the armory.
  - a. **National Guard Easement:** Chief Woodside and Sgt. Stowe updated the committee on the easement with the National Guard Bureau. The town has received initial approval of the waterline easement through the read of the armory.
  - b. **Wastewater update:** Joe Sullivan advised that coordination has been ongoing with the Wastewater committee and a further meeting is on the schedule with the planning board.
  - c. **Change Orders:** Keith Mercy brought forward change orders submitted at this point. Change order #3 for additional electrical work in the amount of \$2,813.31 was discussed and voted to approve, motion made by Mr. Andrews, seconded by Mr. Greene. Unanimous approval. Change order #4, Fire Protection Equipment power was discussed and held for further review and revisions. Change order #5, Rock removal, in the amount of \$8,217 with half being paid by the wastewater project, after discussion motion made by Peter Meier, Seconded by Mr. Andrews to approve. Unanimous vote to approve.
5. **Public Comments:** None
6. **Next meeting:** February 6, 2019
7. **Motion to adjourn:** Motion to adjourn made by Jerry Ellis, seconded by Stanley Andrews. Vote to adjourn at 4:26pm.

Prepared by Charles Noyes

Approved: April 3, 2019

2019 APR -9 AM 10:54  
POLICE FACILITY BUILDING COMMITTEE



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: February 6, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

RECEIVED  
2021 FEB 18 AM 11:32  
TOWN CLERK BOURNE

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.  
Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access
  - d. Wastewater project update
5. Public comment
6. Next meeting
7. Adjourn

Charles K Noyes  
Chairperson

# Police Facility Building Committee

February 6, 2019 4:00pm

## Minutes

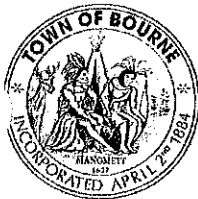
### Agenda:

1. **Meeting called to order** at 4:00pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Jerry Ellis, Peter Meier, Stanley Andrews, Martin Greene, Richard White, Chief Woodside, Lt. Brandon Esip, Sgt Stowe. Excused-John Redman. Also Keith Mercy, Joe Sullivan, John Feeley, Glenn Cannon.
2. **Approval of Minutes:** Sept 9, 2018 Motion to accept made by Dusty Meier, seconded by Marty Greene-Unanimous approval. Sept 26, 2018, motion to accept made by Peter Meier, seconded by Jerry Ellis- unanimous approval. Oct 24, 2018, motion to accept made by Marty Greene, seconded by Peter Meier- unanimous approval. December 5, 2018, motion to accept made by Marty Greene, seconded by Jerry Ellis- unanimous approval.
3. **Review/Approval of Bills:**
  - a. Invoice submitted by KBA in the amount of \$15,812.50 for construction administration. Motion to approve payment made by Marty Greene, seconded by Dusty Meier. Unanimous vote to approve by members.
  - b. M.O'Connor invoice #6 submitted in the amount of \$232,558.58. This submittal has been reviewed and approved by KBA and Daedalus. Motion to approve for payment made by Marty Greene, seconded by Jerry Ellis. Unanimous approval
  - c. Change orders moved to project update agenda item.
4. **Project Update:** Joe Sullivan distributed a project cost expended update showing shared costs with wastewater project. John Feeley updated members on the work completed up to this point. Keith Mercy, of KBA also distributed an update to members with the work completed and underway at the site. Members discussed different construction areas and questions.
  - a. **Change Orders:** Change order #4 previously submitted last month with corrections in the amount of \$1,817.38 submitted by Keith Mercy. Change order #15, relocation of electric supply onto site in the amount of \$751.95 motion to approve for payment made by Marty Greene, seconded by Stanley Andrews. Voted unanimous approval.
  - b. **By-Pass Access:** Sgt Stowe briefed members on progress with MassDOT.
  - c. **Wastewater update:** Joe Sullivan advised member on the timeline and the coordination has been ongoing with the Wastewater committee.
5. **Public Comments:** None
6. **Next meeting:** March 6, 2019
7. **Motion to adjourn:** Motion to adjourn made by Peter Meier, seconded by Jerry Ellis. Vote to adjourn at 4:25pm.

Prepared by Charles Noyes

Approved: April 3, 2019

RECEIVED  
2019 APR -9 AM 10:54  
POLICE FACILITY BUILDING COMMITTEE



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: March 6, 2019

TIME: 4:00 P.M.

LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

RECEIVED  
2019 MAR 14 AM 9:03  
TOWN OF BOURNE

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access
  - d. Wastewater project update
5. Public comment
6. Next meeting
7. Adjourn

Charles K Noyes  
Chairperson

# Police Facility Building Committee

March 6, 2019 4:00pm

## Minutes

Agenda:

1. **Meeting called to order** at 4:01pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Jerry Ellis, Peter Meier, Stanley Andrews, John O'Brien, Martin Greene, Richard White, Chief Woodside, Sgt. Stowe. Excused-John Redman. Also present Joe Sullivan, John Feeley, Glenn Cannon, MJ Mastrangelo.
2. **Approval of Minutes:** None
3. **Review/Approval of Bills:**
  - a. Invoice submitted by Briggs Engineering in the amount of \$5,500 for services, subject to verification by John Feeley of Daedalus for construction administration. Motion to approve payment made by Stanley Andrews, seconded by John O'Brien. Unanimous vote to approve by members.
  - b. Daedalus invoice submitted in the amount of \$24,000. Motion to approve for payment made by Stanley Andrews, seconded by Peter Meier. Unanimous approval
  - c. KBA invoice submitted in the amount of \$15,812.50. Discussion followed regarding the timeline of billing submitted and remaining in the contract. Moved for approval by Stanley Andrews, seconded by Jerry Ellis, with the provision to adjust further invoices with time remaining in contract and approved contract funding.
    - i. Change Orders #12: Removal of rock under foundation corner, in the amount of \$7,355.50. Recommended by KBA for approval, after discussion motion made by Stanley Andrews, seconded by John O'Brien. Unanimous approval.
    - ii. Change Order #13: Add 2 inch sanitary line connection, in the amount of \$1,473.12. After discussion, motion made by Stanley Andrews, seconded by Dusty Meier. Unanimous vote to approve.
    - iii. Change order #16: Removal of unsuitable materials from site in the amount of \$30,977.00. This cost to be shared with Wastewater Project. Motion to approve made subject to shared cost with Wastewater made by Mr. Andrews, Seconded by Peter Meier. Unanimously approved.
    - iv. Change order processing: In the future change orders will be review by several members of the committee prior to submittal before the full committee. Stanley Andrews and Chief Woodside was asked by the Chair to serve in the review capacity. Dusty Meier will be an alternate if needed. Chief Woodside asked if he was not available, could he send his representative. The Chief's request was approved.
  - d. Invoice #7: Joe Sullivan and KBA submitted invoice 7 from the general contractor in the amount of \$439,668.69 (after adjustments) and with their approval. Discussion followed regarding the Wastewater project's shared cost, and the need to forward to the Wastewater Committee. Motion made, and amended, by Stanley Andrews, seconded by Dusty Meier, to pay invoice #7, after adjustments made to figures including the retainage fee to pay invoice #7. Unanimous vote to approve. Joe Sullivan made the comment that in the future submittals for payment must be in his hands in sufficient time for review prior to coming before the committee.

2019 APR -8 MINUTES  
RECORDED





# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: April 3, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

RECORDED  
2019 MAR 29 AM 10:31  
TOWN CLERK DOORNE

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: Jan 9, Feb 6, and Mar 6, 2019
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access
  - d. National Guard easement
  - e. Wastewater project update
5. Public comment
6. Next meeting
7. Adjourn

Charles K Noyes  
Chairperson

# Police Facility Building Committee

April 3, 2019 4:00pm

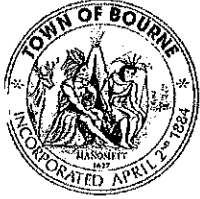
## Minutes

RECEIVED

2021 FEB 18 AM 11:31

### Agenda:

1. **Meeting called to order** at 4:00pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Jerry Ellis, Peter Meier, Stanley Andrews, John O'Brien, Martin Greene, Chief Woodside, Sgt. Stowe. Absent-Richard White. Also present Joe Sullivan, John Feeley, Keith Mercy, Glenn Cannon, MJ Mastrangelo.
2. **Approval of Minutes:**
  - a. January 8, 2019: Motion to approve made by Peter Meier, seconded by John Redman. Unanimously approved.
  - b. February 6, 2019: Motion to approve made by Stanley Andrews, seconded by John Redman. Unanimously approved.
  - c. March 6, 2019: Motion to approve made by Jerry Ellis, seconded by Stanley Andrews. John Redman abstained, unanimously approved.
3. **Review/Approval of Bills:**
  - a. Invoice from KBVA for March services held until revised with correct figure as discussed in last month's meeting.
  - b. M. O'Connor invoice #7, for March 2019, in the amount of \$441,655.74 has been corrected and submitted for payment. Joe Sullivan explained the changes/corrections made. Motion made by Stanley Andrews to rescind the previous vote on March 6 to pay this bill, and authorize payment on corrected invoice 7, seconded by John O'Brien. Unanimous approval
  - c. M. O'Connor invoice #8, in the amount of \$789,964.60 submitted for approval. Invoice has been reviewed by Joe Sullivan and Keith Andrews and approved. Members expressed concern regarding the availability of the invoice prior to our meetings. In the future the request for payment will be available five calendar days prior to our meetings. The breakdown of shared wastewater project costs needs to be easily shown during reviews. After discussion motion to approve payment made by John O'Brien, seconded by Stanley Andrews. After discussion, members voted unanimously to approve.
4. **Change Orders**
  - a. Change order#18: Additional floor boxes in the amount of \$3,192. Recommended by KBA for approval, after discussion motion made by Martin Greene, seconded by Peter Meier. Unanimous approval. Members discussed the need to have change orders submitted to the review group prior to our meetings.
5. **Project Update:** John Feeley members with the progress up to this point. Steel erection is complete and work on leach fields continue. Masonry work continues. A document was distributed with this information and a document with the shared costs. Joe Sullivan advised the committee that the project is continues on schedule. Keith Mercy of KBA distributed an update to members with the work completed and underway at the site.
  - a. **By-Pass Access:** Sgt. Stowe advised the committee that the approval process continues in Boston.
  - b. **National Guard easement:** Chief Woodside updated the committee on the steps underway and meetings schedule to obtain the easement for the waterline.
  - c. **Wastewater update:** Joe Sullivan updated the committee on the processes underway with the Wastewater project. Discussion concerning the outside appearance of the wastewater building. The committee could not reach a consensus of opinion on the exterior siding design.
6. **Public Comments:** None
7. **Next meeting:** May 8, 2019 at 4:00pm
8. **Motion to adjourn:** Motion to adjourn made by John O'Brien, seconded by Stanley Andrews. Vote to adjourn at 5:00pm.



# Town of Bourne

24 Perry Avenue  
Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: May 8, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

2019 APR 25 PM 10:20  
TOWN OF BOURNE

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes:
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access
  - d. National Guard easement
  - e. Wastewater project update
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

Charles K Noyes  
Chairperson

# Police Facility Building Committee

May 8, 2019 4:00pm

## Minutes

### Agenda:

1. **Meeting called to order** at 4:00pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Jerry Ellis, Peter Meier, Stanley Andrews, John O'Brien, Martin Greene, John Redman, Richard White, Chief Woodside, Lt. Esp, Sgt. Stowe. Also present Joe Sullivan, John Feeley, Keith Mercy, Glenn Cannon, MJ Mastrangelo.
2. **Approval of Minutes:**
  - a. April 3, 2019: Motion to approve made by Jerry Ellis, seconded by John Redman with a correction. Mr. Redman was present and minutes should reflect same. Correction was approved, unanimously approved.
3. **Review/Approval of Bills:**
  - a. Invoice from Daedalus for March services \$14,000. Motion to approve payment made by Martin Greene, seconded by Stanley Andrews. Unanimously approved
  - b. Corrected March KBA invoice of \$12,650. Motion to approve payment made by Mr. Andrews, seconded by Mr. O'Brien. Unanimously approved.
  - c. Corrected April KBA invoice of \$12,650. Motion to approve payment made by Mr. Ellis, seconded by Mr. Greene. Also unanimously approved.
  - d. Briggs Engineering March 30, 2019 in the amount of \$3,946. Motion to approve payment made by Mr. O'Brien, seconded by Mr. Andrews. Approved unanimously.
  - e. Invoice #9 from M.O'Connor in the amount of \$970,807.07 discussed by Mr. Sullivan and all are appropriate charges. Members had previously received email copies of the invoice. Motion to approve made by Mr. Andrews, seconded by Mr. Greene. Unanimous vote to approve.
4. **Change Orders**
  - a. None submitted for approval.
5. **Project Update:**
  - a. **Owners Project Manager:** John Feeley updated members with the progress up to this point. Work on leach fields and masonry work continues. A document was distributed with this information. Joe Sullivan updated members on some additional trees that needed to be removed in the interest of safety to a neighbor's property.
  - b. **Architect's Update:** Keith Mercy of KBA distributed an update to members with the work completed and underway at the site. Joe Sullivan advised that the project is currently two weeks behind the initial schedule.
  - c. **By-Pass Access:** Chief Woodside advised the committee of the project approval activity with MassDOT, including the need for change in the original materials projected.
  - d. **National Guard easement:** Chief Woodside the easement requiring special legislation is in the hands of Town Counsel, and will be approved by the Board of Selectmen's vote.
  - e. **Wastewater update:** Joe Sullivan updated the committee on the processes underway with the Wastewater project. None of the work underway by the police station project is interfering with the wastewater project. Discussion was held regarding how the police station's wastewater would be handled. As currently planned there should not be any delays regardless of the wastewater's project timeline.
6. **Public Comments:** None
7. **Next meeting:** June 12, 2019 at 4:00pm
8. **Motion to adjourn:** Motion to adjourn made by John O'Brien, seconded by Stanley Andrews. Vote to adjourn at 4:30pm.

Prepared by Charles Noyes

Approved: June 12, 2019



# Town of Bourne

24 Perry Avenue  
Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: June 12, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

TOWN OF BOURNE

2019 JUN -7 AM 11:04

RECEIVED

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: May 8, 2019
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
    - i. Police station septic system
  - d. By-Pass access
  - e. National Guard easement
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

A handwritten signature in cursive script, appearing to read "Charles K. Noyes".

Charles K Noyes, Chair



# Town of Bourne



24 Perry Avenue  
Buzzards Bay, Ma 02532

## Police Facility Building Committee

DATE: July 9, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.  
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### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: June 12, 2019
3. Review/Approval of bills
  - a. Change orders
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

TOWN OF BOURNE  
2019 JUL - 2 AM 10:34  
POLICE FACILITY

Charles K Noyes, Chair

**Police Facility Building Committee**  
**Minutes of Tuesday, July 9, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

\*\*\*\*\*

**Meeting Called to Order:** at 4:01 PM by Chair Noyes. Attendance: Members present: Charles Noyes, Jerry Ellis, John O'Brien, Joe Sullivan, Glenn Cannon, Stanley Andrews, Chief Woodside, Sgt. Stowe, John Feeley, William Meier. Also present is MJ Mastrangelo, Keith Mercy, Kaestle Boos.

**2.) Approval of minutes: 6/12/19** –John O'Brien motioned to approve the 6/12/19 minutes with the changes as noted. Stanley Andrews seconded. Vote was unanimous.

**3.) Review/Approval of Bills:**

Kaestle Boos invoice for \$12,650.00. Jerry Ellis motioned to approve payment of \$12, 650.00 to Kaestle Boos, seconded by William Meier. Vote was unanimous.

**a.) Change Orders** – Chairman Noyes said there are 3 change orders that were reviewed a week ago at a staff meeting.

**i.) Change Order #19** – Credit of \$1,361.92. Mr. Andrews motioned to approve change order #19, seconded by Mr. Ellis. Vote was unanimous.

**ii.) Change Order #27** – Electrical changes in the amount of \$924.19. Mr. Sullivan and Mr. Mercy reported that this change order was originally rejected but the Engineer of record reviewed it and the change happened during the addendum. There was discussion about the change and that there was a better explanation after the staff meeting. Mr. Andrews said that the labor units still do not match the credit. This change order was tabled due to the credit needing to be shown correctly.

**iii.) Change Order #28** - \$882.24 for plumbing revision. Mr. O'Brien motioned to approve change order #28, seconded by Mr. Andrews. Vote was unanimous.

**4.) Project Update:**

**A.) Owners Project Manager – Daedalus:** John Feeley gave out an updated Progress Report. Mr. Feeley then went over the progress of the building with the committee. Some of the progress includes electrical and mechanical rough in, interior metal stud framing, asphalt shingles are in the process of going on, installed stairs 1 and 2, some electrical and mechanical rough in done in the auxiliary building.

Mr. Noyes said there is a request for payment for M. O'Connor in the amount of \$976,870.55. Mr. Sullivan explained that there are items in this bill that are attributed to the Wastewater Building. The Wastewater Building Committee will reimburse the Police Building Committee \$54,000.00 of this bill (requisition #11). Mr. Andrews motioned to approve requisition #11, including alternate 1 for the Wastewater Committee for further approval, seconded by Mr. Ellis. Vote was unanimous.

Mr. Mercy said that after looking at the 2 change orders (#27 and #28), he noticed that the two were switched. Mr. Sullivan said that #28 should have been tabled, not #27. Mr. Andrews made a motion to go back and reconsider change orders # 27 and #28, seconded by Mr. Meier. Vote was unanimous.

Mr. Andrews asked for more clarification of change order #27. After review of this change order Mr. Andrews recommended approval on this change order. Mr. Andrews made a motion to approve change order #27, seconded by Mr. O'Brien. Vote was unanimous.

Mr. Sullivan recommended removal of previous approval of change order #28, pending revisions of the clerical error. Mr. Meier made a motion to revise and re-submit change order #28, seconded by Mr. Andrews. Vote was unanimous.

Mr. Sullivan said he wanted to thank the DPW for the removal of trees and for all of their help. Chief Woodside added that the DPW has provided a lot of services for this project, and it is greatly appreciated.

RECEIVED

2019 AUG -8 AM 9:16

- B.) Architect's Update - Kaestle Boos: Mr. Mercy said there 4 open submittals, none that are critical. There are 10 open RFI's and after today there will be 15 open PCO's. These should all be resolved in the next few weeks.
- C.) Wastewater project update - Mr. Sullivan said that the fields are 98% complete. The pre-bid walk through is scheduled for July 10. It is being advertised currently for bid. The bids are due for GC on August 14.
- D.) Bypass access - Chief Woodside reported that a gas main was found to be higher than is should have been. The gas company has been asked to look at and they are still waiting to hear back.
- E.) National Guard Easement – Chief Woodside reported that it is in progress. Town Council sent the information to Representative Vieira, he sent it back, and wanted it in a Word Document, and that is now being processed.

**5.) Members comments/requests:** None.

**6.) Public comment:** Mr. Sullivan said that M. O'Connor has made a change and their new Project Manager is now Virgil from their office.

**7.) Next Meeting:** August 7, 2019 at 4:00 PM.

**8.) Adjourn:** Motion to adjourn made by Mr. Andrews, seconded by Mr. Ellis. Unanimous vote to adjourn at 4:40 PM





# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: August 7, 2019

TIME: 4:00 P.M.

LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

2019 AUG -2 AM 9:24  
TOWN CLERK BOURNE  
08/07/19

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: July 9, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills-Daedalus, Kaestle Boos
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

Charles K Noyes, Chair

RECEIVED

FEB 11 AM 11:31  
TOWN CLERK BOURNE

**Police Facility Building Committee**  
**Minutes of Tuesday, August 7, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

**Meeting Called to Order:** at 4:00 PM by Chair Noyes. Attendance: Members present: Charles Noyes, Jerry Ellis, Peter Meier, John O'Brien, Joe Sullivan, Glenn Cannon, Stanley Andrews, Sgt. Stowe, John Feeley, William Meier, Richard White (4:05), John Redman (4:20). Also present is MJ Mastrangelo, Judy Flynn, Lt. Esip, Keith Mercy, Kaestle Boos. Excused: Marty Greene, Chief Woodside.

**2.) Approval of minutes: 7/9/19** –Stanley Andrews motioned to approve the 7/9/19 minutes. John O'Brien seconded. Vote was unanimous.

**3.) Review/Approval of Bills:**

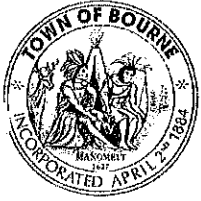
- A.) Daedalus invoice for \$14,000.00 for the month of July. Peter Meier motioned to approve payment of \$14,000.00 to Daedalus, seconded by Stanley Andrews. Vote was unanimous.
- B.) Kaestle Boos invoice for \$12,650.00. Peter Meier motioned to approve payment of \$12,650.00 to Kaestle Boos, seconded by Stanley Andrews. Vote was unanimous.
- C.) Briggs Engineering invoice for \$1,092.13 for masonry and grout testing. Jerry Ellis motioned to approve payment of \$1,092.13 to Briggs Engineering, seconded by Peter Meier. Vote was unanimous.
- D.) M. O'Connor, invoice #12 for \$640,963.10. It was viewed and approved by Mr. Mercy and Mr. Sullivan. John O'Brien motioned to approve payment of \$640,963.10 to M. O'Connor, seconded by Jerry Ellis. Vote was unanimous.

Mr. Sullivan reported that the building is at 50.28% completion. Mr. Feeley and Mr. Sullivan gave an update on what is completed and what is ongoing. Mr. Sullivan said that Daedalus did a complete schedule evaluation. There was some discussion on the easement and gas lines.

- a.) **Change Orders** – Keith Mercy said that there are 6 change orders that they are recommending approval of today:
  - i.) **Change Order #10** – Building water discharge with a credit of \$150.73. Peter Meier motioned to approve change order #10, seconded by Mr. Andrews. Vote was unanimous.
  - ii.) **Change Order #14** – Roof drains for \$3,799.84. Mr. Ellis motioned to approve change order #14, seconded by Peter Meier. Vote was unanimous.
  - iii.) **Change Order #20** - \$6,951.36 for removal of 120 yards of unsuitable soil at the out building. Mr. Andrews motioned to approve change order #20, seconded by Mr. Ellis. Vote was unanimous.
  - iv.) **Change Order #31** – Tree removal for \$2,232.34. This is a shared cost. Mr. O'Brien motioned to approve change order #31, pending approval of the Wastewater Building Committee. The motion was seconded by William Meier. Vote was unanimous.
  - v.) **Change Order #35** – Refund the Town of Bourne for \$6,019.72. Peter Meier motioned to approve change order #35, seconded by Mr. Ellis. Vote was unanimous.
  - vi.) **Change Order #36** – Rock removal for \$6,019.72. Mr. Ellis motioned to approve change order #36, seconded by Mr. Redman. Vote was unanimous.

**4.) Project Update:**

- A.) **Architect's Update - Kaestle Boos:** There was discussion about the dedication plaque and about changes that need to be made on it. The Committee was told to think about any other changes that need to be made and to let Chair Noyes know of any.



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: September 10, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

TOWN OF BOURNE

2019 AUG 30 AM 10:51

RECEIVED

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: August 7, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
5. Discussion- Purchase of:
  - a. Station furniture
  - b. Telephone system
  - c. Audio/visual equipment
6. Discussion – dedication plaque
7. Members comments/requests
8. Public comment
9. Next meeting
10. Adjourn

Charles K Noyes, Chair

**Police Facility Building Committee**  
**Minutes of Tuesday, September 10, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

**RECEIVED**  
2021 FEB 18 AM 11:51  
TOWN CLERK BOURNE

**Meeting Called to Order:** at 4:00 PM by Vice Chair Andrews. Attendance: Members present: Jerry Ellis, Peter Meier, John O'Brien, Chief Woodside, Lt. Esip, Stanley Andrews, Sgt. Stowe, John Feeley, William Meier, John Redman. Also present is MJ Mastrangelo, Glenn Cannon, Assistant Town Manager, John Feeley. Excused: Marty Greene & Richard White.

**2.) Approval of minutes: 8/7/19** –Peter Meier motioned to approve the 8/7/19 minutes. John Redman seconded. Vote was unanimous.

**3.) Review/Approval of Bills:**

- A.) Change Orders – None.
- B.) Bills -

- a.) Daedalus invoice for \$14,000.00 for the month of August.
- b.) Kaestle Boos invoice for \$12,650.00.
- c.) Briggs Engineering invoice for \$229.00.

Peter Meier motioned to approve payment of all three invoices, seconded by John Redman. Vote was unanimous.

**4.) Project Update:**

- A.) Owners Project Manager – Daedalus – John Feeley said the electrical, mechanical and plumbing are roughed in. The sprinkler piping is continuing. The drywall is going up. The exterior trim is going on the building.
- B.) Architect's Update - Kaestle Boos: Not present.
- C.) Wastewater project update – There has been no site activity. C.C. is due back next week.
- D.) Bypass access – Chief Woodside reported that the access is good, just waiting for the gas company to schedule the lowering of a main. The cost for the lowering of the main is about \$8,000.00.
- E.) National Guard Easement – Chief Woodside reported that Mr. Cannon testified at the statehouse to get the easement approved.
- F.) Furniture and Equipment – Chief Woodside said that the furniture has been picked out, and they are working on colors and the proposed cost is \$132,000.00, which is below budget. The telephone system is almost done. They are in the process of working on IT and A/V equipment.

**5.) Discussion dedication plaque:** Chief Woodside had sent out an email about the plaque and the seal and asked the group to discuss. The group discussed three seal options. Mr. Ellis motioned to approve the seal that is in the center. Peter Meier seconded. Vote was unanimous.

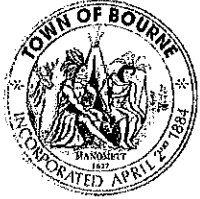
There was some more discussion about names and spelling on the plaque. Mr. Redman motioned to approve the plaque with the changes that were discussed. Peter Meier seconded. Vote was unanimous.

**6.) Members' comments/requests:** Mr. Redman asked if the Committee could tour the building. Chief Woodside said maybe next month.

**7.) Public comment:** An individual from the public asked about landscaping. Chief Woodside said there will be some done this fall, and the rest next spring, and it is all part of the project.

**8.) Next Meeting:** October 9, 2019 at 4:00 PM.

**9.) Adjourn:** Motion to adjourn made by Mr. O'Brien, seconded by Mr. Ellis. Unanimous vote to adjourn at 4:27 PM



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: September 25, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

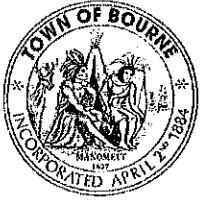
### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: September 10, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills- Daedalus, National Grid
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access update
  - d. National Guard easement
5. Correspondence
6. Members comments/requests
7. Public comment
8. Next meeting
9. Adjourn

Charles K Noyes, Chair

2019 SEP 20 AM 9:29  
TOWN OF BOURNE

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# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: September 25, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA - amended

1. Call meeting to order- Attendance
2. Approval of minutes: September 10, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills- Daedalus, National Grid, M.O'Connor
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. By-Pass access update
  - d. National Guard easement
5. Correspondence
6. Members comments/requests
7. Public comment
8. Next meeting
9. Adjourn

Charles K Noyes, Chair

2019 SEP 23 AM 11:32  
TOWN OF BOURNE  
POLICE FACILITY BUILDING COMMITTEE



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: October 9, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee. Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes: September 25, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

A handwritten signature in black ink, appearing to read "Charles K. Noyes".

Charles K Noyes, Chair

2019 OCT 11 09:10:55  
TOWN OF BOURNE

**Police Facility Building Committee**  
**Minutes of Tuesday, October 9, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

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**Meeting Called to Order:** at 4:00 PM by Chair Noyes. Attendance: Members present: Jerry Ellis, Peter Meier, John J'Brien, Chief Woodside, Lt. Esip, John Feeley, William Meier, John Redman, Marty Greene and Richard White. Also present is Keith Mercy, Kaestle Boos and Joe Sullivan, Daedalus and Glenn Cannon (4:06), Acting Town Manager. Excused: Stanley Andrews

**2.) Approval of minutes: 9/25/19 – Deferred.**

**3.) Review/Approval of Bills:**

- A.) Change Orders – None. There should be some at next meeting.
- B.) Bills -
  - a.) M. O'Connor requisition for \$687,228.10. It has been approved by Joe Sullivan and Keith Mercy. Peter Meier motioned to approve payment of this M. O'Connor requisition, seconded by Marty Greene. With no further discussion the vote was unanimous.
  - b.) Kaestle Boos invoice for \$12,650.00, for services for the month of September. Marty Greene motioned to approve payment of this Kaestle Boos invoice, seconded by Marty Greene. With no further discussion the vote was unanimous.
  - c.) Two Johnson Electric Supply invoices for \$3643.76 and \$366.24. Jerry Ellis motioned to approve payment of all three invoices, seconded by Marty Greene. Vote was unanimous.

**4.) Project Update:**

- A.) Owners Project Manager – Daedalus – John Feeley said the electrical, mechanical and plumbing rough-in is continuing. The sprinkler piping is continuing. The drywall on the main and upper levels is continuing. The exterior trim is almost complete and painting has begun. Interior painting has started. The acoustic ceiling installation has begun. Site work is continuing. Eversource has been onsite running permanent power.  
  
Joe Sullivan said that the schedule is behind a little bit, and one reason is in the lower level range area there were some conflicts with utilities and mechanical equipment. He said the other delay that occurred is that there was some fire stopping that was applied on the lower level it encompassed some issues with mold on it and they have removing the mold and treating that area and has not yet been cleared for the installation of the product. There was some discussion about the mold and Mr. Sullivan said it is in the 48 hour test period.
- B.) Architect's Update - Kaestle Boos: Keith Mercy reported that there are 9 open submittals and 8 open RFI's and 14 open change proposals. Mr. Sullivan said that utility coordination is being worked on. There was some discussion about change orders.
- C.) Wastewater project update – The contract has been signed. There was discussion about when the work will start. The plant may be running for the police to be able to use it in approximately 12 months.
- D.) Bypass access – Chief Woodside reported the only holdup right now is that National Grid is waiting to get their permit from MassDOT.
- E.) National Guard Easement – Chief Woodside said it's at the Statehouse waiting for legislative action. The last update was thirty days but that was a few weeks ago.

**5.) Members' comments/requests:** The walk-throughs for the building will be scheduled for two or three members of the committee at a time. Chief Woodside would like the tours to start after more work has been done in the basement.

**6.) Public comment:** None

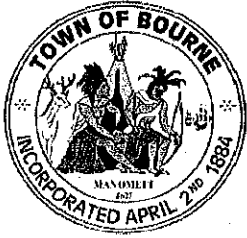
**7.) Next Meeting:** November 13, 2019 at 4:00 PM.

**8.) Adjourn:** Motion to adjourn made by Mr. O'Brien, seconded by Peter Meier. Unanimous vote to adjourn at 4:25 PM

Approved: 11/13/19

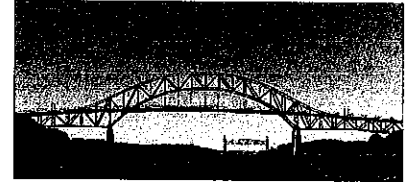
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TOWN CLERK OFFICE





# Town of Bourne

24 Perry Avenue  
Buzzards Bay, Ma 02532



## Police Facility Building Sub-Committee

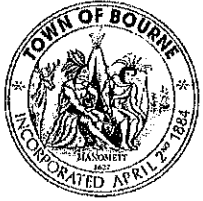
DATE: October 30, 2019  
TIME: 9:00 A.M.  
LOCATION: Bourne Police Department  
Conference Room  
175 Main Street, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.  
Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
  - a. Review/Approval of Change Orders to present to full committee
2. Members comments/requests
3. Public comment
4. Adjourn

Stanley Andrews  
Vice Chairman



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: November 13, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.  
Persons audio or video recording the meeting need to acknowledge such.

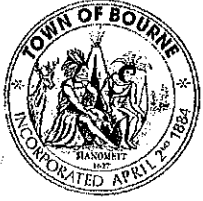
### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes
  - a. October 9, 2019
  - b. Change Order Sub-committee meeting October 30, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills
4. Discussion and approval to purchase:
  - a. Fiber and coax data service
  - b. Telephone service
  - c. Audio/visual equipment
  - d. IT infrastructure
5. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
6. Members comments/requests
7. Public comment
8. Next meeting
9. Adjourn

*Charles K. Noyes*

Charles K Noyes, Chair

RECORDED  
2019 NOV - 7 AM 9:43  
TOWN CLERK BOURNE



# Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



## Police Facility Building Committee

DATE: December 11, 2019  
TIME: 4:00 P.M.  
LOCATION: Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue, Buzzards Bay

All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.  
Persons audio or video recording the meeting need to acknowledge such.

### AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes
  - a. November 13, 2019
3. Review/Approval of bills
  - a. Change orders
  - b. Bills
4. Project update
  - a. Owners Project Manager- Daedalus
  - b. Architect's update – Kaestle Boos
  - c. Wastewater project update
  - d. By-Pass access update
  - e. National Guard easement
5. Members comments/requests
6. Public comment
7. Next meeting
8. Adjourn

Charles K Noyes, Chair

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2019 DEC -9 AM 10:07  
TOWN CLERK BOURNE

**Police Facility Building Committee**  
**Minutes of Tuesday, December 11, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

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**Meeting Called to Order:** at 4:00 PM by Chair Noyes. Attendance: Members present: Chairman Noyes, Jerry Ellis, Peter Meier, John O'Brien, Stanley Andrews, Lt. Esip, Richard White (4:19) and John Redman. Also present is Glenn Cannon, Town Assistant Administrator, Anthony Schiavi, Town Administrator, Keith Mercy, Kaestle Boos, John Feeley and Joe Sullivan, Daedalus, Mary Jane Mastrangelo, Judy Flynn, Paul Gately, and Kim Johnson, Recording Secretary. Excused: William Meier, Stanley Andrews,

**2.) Approval of minutes: 11/13/19** – Pete Meier motioned to approve the 11/13/19 minutes. Jerry Ellis seconded. Vote was unanimous.

**3.) Review/Approval of Bills:**

A.) Change Orders – None.

B.) Bills –

a.) M. O'Connor requisition #16 for \$1,321,738.50, for the month of November. The invoice has been reviewed and approved by Mr. Sullivan and Mr. Mercy.

Peter Meier motioned to approve payment of this M. O'Connor requisition, seconded by Jerry Ellis. With no further discussion the vote was unanimous.

b.) Kaestle Boos invoice for \$12,650.00, for services for the month of November. The invoice was reviewed and approved by Mr. Sullivan.

John O'Brien motioned to approve payment of this Kaestle Boos invoice, seconded by Jerry Ellis.

Joe Sullivan said that the balance for Kaestle Boos is \$12,650.00 and they will split it over the next two months. With no further discussion the vote was unanimous.

c.) Daedalus - \$14,000.00 for services for the month of November.

Chief Woodside said that on the previously billed column it says \$200,800.00 under phase 2 and that number includes the \$14,000.00 that is being voted on today.

John O'Brien motioned to approve payment of this Daedalus invoice, with the comment by Chief Woodside included, seconded by Peter Meier. With no further discussion the vote was unanimous.

Chief Woodside said that after paying today's invoice, the balance of what is owed to Kaestle Boos is \$18,400.00. Mr. Sullivan said \$12,650.00 and \$5,750.00 is owed.

**4.) Project Update:**

A.) Owners Project Manager – Daedalus – John Feeley said the electrical, mechanical and plumbing rough-in is substantially complete. Interior painting is ongoing on all levels. The acoustical ceiling install is continuing in the main level. The generator was delivered and is all set. The granite curbing is complete. The concrete sidewalks are substantially complete. The top course paving is substantially complete. The tile floors and walls for the upper and main levels bathrooms are substantially complete. There is now permanent power into the building as of last week.

Mr. Schiavi said that he contacted DOT again today because the permit still is not showing in the system. Mr. Feeley said that it may not matter at this point due to weather.

Mr. Sullivan said that M. O'Connors date of substantial completion is targeted for February 28, 2020. Mr. Sullivan gave an update on some of the reasons for delay: Moisture mediation in the basement. Delay in installation of MEP's (mechanical, electrical and plumbing) in the basement. Reapplication of fireproofing spray. This also resulted in a delay in the completion of the siding due to insufficient manpower. There were also some fire range issues including lack of coordination between the range equipment and station MEP's and efficiency in getting details for necessary changes related to the mechanical systems in the range. He said there also was an error by the plumbing contractor on a section of under slab piping on the main level that had to be removed and replaced at the proper elevation.

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2020 JAN 13 PM 12 15  
TOWN CLERK BOURNE

Mr. Redman asked if there would be additional costs on the delays, and Mr. Sullivan said there would be some in some of the areas, but not on the basement mediation, which is all on the contractor, as was the siding. Mr. Sullivan said there would be certification on the basement mediation by a third party.

Mr. Sullivan also gave the committee a budget tracking worksheet. He explained the line items to the committee.

- B.) Architect's Update - Kaestle Boos: Keith Mercy reported that there is 1 open submittal and 2 open RFI's and 16 open PCO's. He said there would be a sub-committee meeting within the next week to review. Chief Woodside added they are tracking change orders as well. They have had 60 change order requests and most have been rejected. Some are credits and some will void. The requests total \$263,397.00 and \$25,820.54 have been authorized to date.
- C.) Wastewater project update – Mr. Sullivan reported that the contract has been awarded and an updated schedule is being worked on.
- D.) Bypass access – Discussed earlier.
- E.) National Guard Easement – It is still pending at the Statehouse.

**5.) Members' comments/requests:** John Redman thanked Joe Sullivan for the budget breakdown.

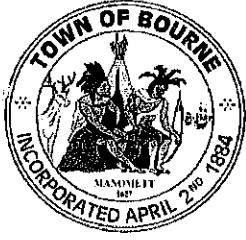
**6.) Public comment:** None

**7.) Next Meeting:** January 8, 2020 at 4:00 PM.

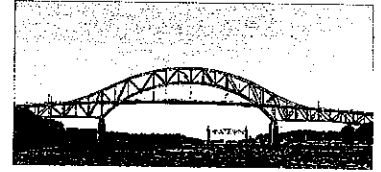
**8.) Adjourn:** Motion to adjourn made by Peter Meier, seconded by John Redman. Unanimous vote to adjourn at 4:30 PM

Accepted 1/5/2020  
e.k.w.





# PRIVATE ROADS ACCEPTANCE COMMITTEE



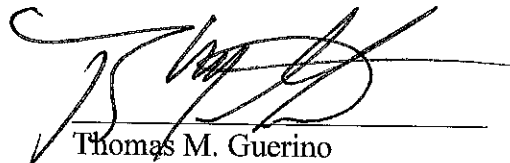
## MEETING NOTICE

**Date:** Wednesday – April 24, 2019  
**Time:** 6:00 P.M.  
**Location:** Bourne Veterans Memorial Community Center  
Room 1  
239 Main Street  
Buzzards Bay, MA 02532

2019 APR 19 AM 10:01  
TOWN OF BOURNE  
02532

### Agenda Topics

1. Call Meeting to order
2. Review Draft Road Map
3. Review and discuss draft Road Acceptance Policy and Procedures
4. Set next meeting date
5. Adjourn



Thomas M. Guerino

cc: Town Clerk  
Town Administrator - Board of Selectmen  
Committee Members: S. Goulet, T. Lydon, P. McConnell, L. Gallo, C. Moore, G. Sala,  
G. Slade

**Town of Bourne Private Roads Acceptance Committee  
Meeting Minutes**

Bourne Veterans Community Center Room 1

239 Main Street, Buzzards Bay, MA 02532

April 24, 2019

RECEIVED  
2019 DEC -2 PM 1:05  
TOWN CLERK BOURNE

**I. Call to order**

Tim Lydon called to order the meeting of the Private Roads Acceptance Committee at 6:00 PM on April 24, 2019.

**Members Present:** Shawn Goulet, Pat McConnell, Louis Gallo, Timothy Lydon, George Slade, Jennifer Copeland, George Sala, Coreen Moore

**Members Excused:** None

**Also Present:** None

**II. Agenda Items**

**1. Review Draft Road Map** – Review of the draft road map created by Tim Lydon of Bourne Engineering dept.

**2. Review and discuss draft Road Acceptance Policy and Procedures**, Discuss draft guide created for Road Betterments by Tim Lydon of Bourne Engineering Dept.

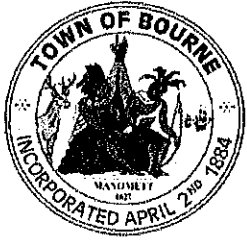
**3. Setup next meeting date**, Discussion resulted in setting a tentative date first week of June 2019 to meet next.

**III. Adjournment –**

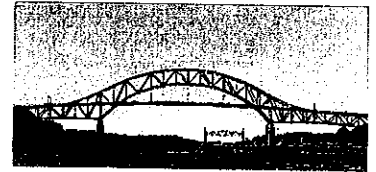
The meeting adjourned at 7:00 PM.

Minutes Submitted by: Timothy Lydon





# PRIVATE ROADS ACCEPTANCE COMMITTEE



## MEETING NOTICE

**Date:** Monday – June 10, 2019  
**Time:** 5:00 P.M.  
**Location:** Bourne Town Hall  
Downstairs Conference Room  
24 Perry Ave  
Buzzards Bay, MA 02532

TOWN OF BOURNE

2019 JUN -6 PM 3:42

RECEIVED

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### Agenda Topics

1. Call Meeting to order
2. Review Unaccepted Road Betterment Guide
3. Review and discuss draft Road Acceptance Policy and Procedures
4. Set next meeting date
5. Adjourn

*Alan Cannon for* Thomas M. Guerino

cc: Town Clerk  
Town Administrator - Board of Selectmen  
Committee Members: S. Goulet, T. Lydon, P. McConnell, L. Gallo, J. Copeland, G. Sala,  
G. Slade

**Town of Bourne Private Roads Acceptance Committee  
Meeting Minutes**

Bourne Town Hall, Lower Level

24 Perry Avenue, Buzzards Bay, MA 02532

June 10, 2019

RECEIVED  
2019 DEC -2 PM 1:05  
TOWN CLERK BOURNE

**I. Call to order**

Tim Lydon called to order the meeting of the Private Roads Acceptance Committee at 5:00 PM on June 10, 2019.

**Members Present:** Shawn Goulet, Pat McConnell, Louis Gallo, Timothy Lydon, George Slade, Jennifer Copeland

**Members Excused:** None

**Also Present:** None

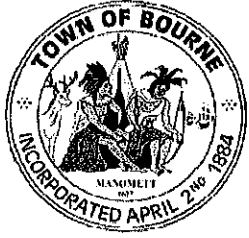
**II. Agenda Items**

- 1. Review Unaccepted Road Betterment Guide** – Review of Betterment Guide created by Tim Lydon of Bourne Engineering dept.
- 2. Review and discuss draft Road Acceptance Policy and Procedures**, Discuss draft guide created for Road Betterments by Tim Lydon of Bourne Engineering Dept.
- 3. Setup next meeting date**, Discussion resulted in setting a tentative date first week of July 2019 to meet next.

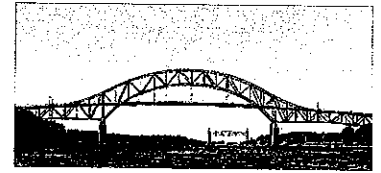
**III. Adjournment –**

The meeting adjourned at 6:00 PM.

Minutes Submitted by: Timothy Lydon



# PRIVATE ROADS ACCEPTANCE COMMITTEE



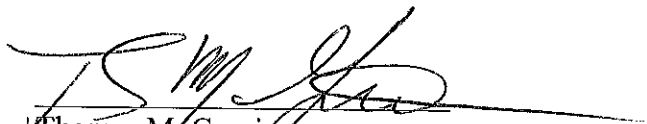
## MEETING NOTICE

**Date:** Monday – July 8, 2019  
**Time:** 5:00 P.M.  
**Location:** Town Hall  
Lower Level (Basement)  
24 Perry Avenue  
Buzzards Bay, MA 02532

2019 JUL -3 PM 2:30  
TOWN OF BOURNE

### Agenda Topics

1. Call Meeting to order
2. Review and Vote on the Unaccepted Road Betterment Guide
3. Review and discuss draft Road Acceptance Policy and Procedures
  - Discuss other municipalities policies and funding
4. Set next meeting date
5. Adjourn

  
Thomas M. Guerino

cc: Town Clerk  
Town Administrator - Board of Selectmen  
Committee Members: S. Goulet, T. Lydon, P. McConnell, L. Gallo, J. Copeland, G. Sala,  
G. Slade

# **Town of Bourne Private Roads Acceptance Committee Meeting Minutes**

Bourne Town Hall, Lower Level

24 Perry Avenue, Buzzards Bay, MA 02532

July 8, 2019

RECEIVED  
2019 DEC -2 PM 1:05  
TOWN ENGINEERING

## **I. Call to order**

Tim Lydon called to order the meeting of the Private Roads Acceptance Committee at 5:00 PM on July 8, 2019.

**Members Present:** Shawn Goulet, Pat McConnell, Louis Gallo, Timothy Lydon, George Slade, Jennifer Copeland

**Members Excused:** None

**Also Present:** None

## **II. Agenda Items**

**1. Review and Vote on Unaccepted Road Betterment Guide** – Review of Betterment Guide created by Tim Lydon of Bourne Engineering dept. and voted as revised.

L. Gallo made the motion, P. McConnell seconded, vote passed 3-0-0.

**2. Review and discuss draft Road Acceptance Policy and Procedures**, Discuss draft guide created for Road Betterments by Tim Lydon of Bourne Engineering Dept. Discussion ensued around surrounding Town's existing policies.

**3. Setup next meeting date**, Discussion resulted in preparing to meet in late Fall 2019 to meet next.

## **III. Adjournment –**

The meeting adjourned at 6:00 PM.

Minutes Submitted by: Timothy Lydon



Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, March 12th, 2019 at 10:00 AM

Department of Public Works Facility

Conference Room

35 Ernest Valeri Road, Buzzards Bay, MA 02532

1. Call to order
2. Approval: Minutes from December 11th, 2018 meeting
4. Update: Single Stream Recycling with DPW
  - Progress in Public Areas
  - Enforcement of rules at residential pickup areas
5. Review:
  - Town Hall Presentation on 1/30
  - SC Facilities meeting 3/26
  - BMS presentation in March
  - Town Meeting table
  - PSA
  - Realtor flyer
  - Potential giveaways from Promotions catalog
  - Textile bin data
6. Planning: Great Massachusetts Cleanup on 4/27
7. Planning: Summer 'Earth Day'
8. Review: Task items and date/location for next meeting
9. Adjourn

RECEIVED  
2019 MAR -6 PM 4:12  
TOWN OF BOURNE

RECEIVED

2019 APR 17 AM 9:33

TOWN CLERK BOURNE

Bourne Recycling Committee Meeting Minutes  
Department of Public Works Conference Room  
35 Ernest Valeri Road, Buzzards Bay, MA 02532  
March 12, 2019

Members present: Rosanne Bottaro, Jimmy Boyle, Heather DiPaolo, Jean Hills, Amy Sharpe, Katherine Kiritsis

Members absent: Shirley Fickie

ISWM staff present: Phil Goddard

DPW staff present: Matt Quinn

Call to order: Meeting was called to order at 10: 01 am.

Approval: December 12, 2018 meeting minutes deferred until next meeting.

Update: Single Stream Recycling. Matt stated the "Oops" tags were working well and that there have been fewer tags issued to residents. He reported that in the fall, DPW screwed the lids closed on the trash and recycling carts in public areas resulting in individuals leaving poop bags on top of the carts. Jimmy mentioned placing free standing trash barrels at some of the public areas for use during the winter months. There was discussion and agreement regarding adding signage to the front facing door of the recycling enclosure to identify where and what to be recycled. DPW will open the public carts the beginning of April.

Review: 1. Town Hall Presentation 1/30/19-Heather reported about 20 town hall department heads attended the presentation at the community building. The Recycling Committee (R.C.) Resolutions were read; discussions included diversions of recyclables to the landfill, use of paper bags, no shredded paper. It was felt this was good exposure for the recycling committee to the town. 2. School committee meeting 3/26/19, Tuesday 6:30 pm at the School Central Office, Sandwich Road. Rosanne, Heather, Amy will follow up and reinforce recycling at the new school. 3. Bourne Middle School presentation to be scheduled the week of March 25<sup>th</sup>. 4. Town meeting table May 6, 2019 carts will be available, Heather had a new Bourne R.C. banner made and is available for 5/6/2019. 5. PSA Jean is working with Phil with the intent to present in April/May. 6. Realtor flyer-Rosanne has identified the names of eight (8) realtor offices in Bourne with a plan to distribute hard copies and PDF file of how to recycle in Bourne to realtors by May/June. 7. Potential giveaways-Phil will assess current inventory to allow R.C. to add items for upcoming events. Possible suggestions-recycling bags, recycling magnets. 8. Textile bin data-Heather reports over the years the donations at the various schools have increased resulting in increased money back to the schools. Phil requested a draft of the information regarding textile donations for ISWM report.

Planning: Great Massachusetts Cleanup 4/27/19-R.C. will hold two clean ups from 9-12 pm. The designated areas are Monks Park and Keith Field (town property only). DPW will leave carts at both areas for pick up the following Monday. Oversized/bulky items are to be left by the carts for pick up. No needles are to be picked up. Heather will check with Babe Ruth to ensure there will not be a game.

Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, April 9th, 2019 at 10:00 AM

Integrated Solid Waste Management Office

Conference Room

201 Mac Arthur Blvd, Bourne, MA 02532

RECYCLING  
COMMITTEE  
2019-2020  
AGENDA

1. Call to order
2. Approval: Minutes from December 12th, 2018 and March 12<sup>th</sup>, 2019 meetings
3. Presentation: Bourne Local Comprehensive Plan – Wes Ewell, Planning Consultant
4. Review:
  - SC Facilities meeting 3/26- follow up procedures with DPW
  - BMS presentation in March
  - Town Meeting table 5/6- determine who will attend
  - PSA – When to film?
  - Realtor flyer –who is doing this?
  - Potential giveaways from Promotions catalog- finalize today
  - Textile bin data – review draft article
  - Selectmen meeting 4/16- determine who will attend
  - CC Canal Region Summer concerts every Thursday in July and August- hang banner?
5. Planning: Great Massachusetts Cleanup on 4/27 –Logistics before and during & Publicity
6. Review: Task items and date/location for next meeting
7. Adjourn



RECEIVED

Bourne Recycling Committee Meeting Minutes

Location: ISWM

April 9, 2019

2019 JUN 17 PM 3: 57

TOWN CLERK BOURNE

Members present: Rosanne Bottaro, Heather DiPaolo, Jean Hills, Amy Sharpe, Shirley Fickie

Members absent: Jimmy Boyle, Katherine Kiritsis

ISWM staff present: Phil Goddard, ISWM and Dan Barrett, ISWM Mgr

Call to order: Meeting was called to order at 10:02 am.

Approval: Meeting minutes for Dec 12 2018 and Mar 12<sup>th</sup>, 2019 were approved following a motion by Amy, seconded by Jean. Shirley Fickie abstained.

Presentation: Bourne Local Comprehensive Plan – Wes Ewell, Planning Consultant.

Review of Waste Management draft portion of the plan for additions to the Waste Management Actions section. Final draft submitted to Cape Cod Commission in June for certification to be ready for fall Town Meeting.

Review:

- SC Facilities meeting 3/26- follow up procedures with DPW on next meeting. Schools will have recycling carts next to each trash cart.
- BMS presentation in March – successful event, look to repeat again next year.
- Town Meeting table 5/6- Heather and Rosanne will work the table
- PSA – When to film... decided pause till summer
- Realtor flyer – We will use the printed flyer we currently have - Shirley and Rosanne will work on list of realtor offices to target for personal drop off of flyers in June.
- Potential giveaways from Promotions catalog- finalized; Heather will pass on for ordering.
- Textile bin data – Jean and Phil will work on draft article.
- Selectmen meeting 4/16- Amy and Jean will attend to review outreach, Earth Day Event
- CC Canal Region Summer concerts every Thursday in July and August- hang banner ? We will reconsider if the effort is worth the benefit.

Great Massachusetts Cleanup – 4/27: Hours 10a-12pm Monk's Park and Keith Field. We reviewed publicity efforts and hanging of flyers, Heather will do press release. Each site will have a sign in sheet that each attendee will need to sign. ISWM will provide trash bags. DPW will put out recycling and trash carts at each site.

Next meeting is Tues, June 11, 2019 at 10 am at the ISWM.

Adjourn: Amy motioned to adjourn the meeting, Rosanne seconded, all in favor, meeting adjourned at 11:14 am.

Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, June 11th, 2019 at 10:00 AM

Integrated Solid Waste Management Office

Conference Room

201 Mac Arthur Blvd, Bourne, MA 02532

1. Call to order
2. Approval: Minutes from April 9th, 2019 meeting
3. Review:
  - PSA
  - Realtor flyer
  - Textile bin data and article
  - Selectmen meeting on 4/16
  - Great Massachusetts Cleanup on 4/27
  - Town Meeting table on 5/6
  - DPW report (Committee member and DPW staff)
  - Final draft Bourne Local Comprehensive Plan
  - Process for Bourne Recreation Authority recycling
4. Planning: 30<sup>th</sup> Anniversary Open House
5. Review: Task items and date/location for next meeting
6. Adjourn

2019-06-11 10:00 AM

Bourne Recycling Committee Meeting Minutes

Location: ISWM

June 11, 2019

RECEIVED

Members present: Heather DiPaolo, Rosanne Bottaro, Amy Sharpe, and Shirley Fickie JUL 11 AM 8:35

Members absent: Jimmy Boyle, Katherine Kiritsis, Jean Hills

ISWM staff present: Phil Goddard, ISWM and Dan Barrett, ISWM Mgr

Call to order: Meeting was called to order at 10:05 am.

Approval: Meeting minutes for April 9, 2019 were approved following a motion by Amy, seconded by Shirley Fickie.

Review:

- PSA - no action at this time
- Realtor flyer – The first drop off we will use “It’s All You” mailer. Bullet point flyer will be designed and used for next drop off. Target list of realtor will be visited by July 1st.
- Textile bin data and article - YTD \$7,014 made for PTA – task more articles to promote
- Selectmen meeting on 4/16/19 - Jean Hills and Amy Sharp presented a reminder on correct way to recycle. Made pitch for do not bag recyclables in plastic bags.
- Great Massachusetts Cleanup on 4/27/19 – Participation increased over last year especially at Monk’s Park. Keith Field will be changed next year due to lack of need of clean up. A BBay location will be considered for next year. We will reach out to Scouts for involvement.
- Town Meeting table on 5/6/19 – Table location was good and we had several people stop by to take our Recycling Quiz to win a prize.
- DPW report (Committee member and DPW staff) – Amy Sharp talked with DPW about how recycling carts in public locations were being picked up by trash trucks. DPW advised that many of the recycling carts are contaminated with trash and therefore cannot be collected as recyclables. This is an on going issue at public locations. Limited access containers help.
- Final draft Bourne Local Comprehensive Plan – made available via email.
- Process for Bourne Recreation Authority recycling – No report at this time.

Planning: 30<sup>th</sup> Anniversary ISWM Open House:

Target date – A Saturday morning beginning of Aug (align with Select Board meeting date)

Target Events Week planned: Launch event at Select Board Tues meeting, Movie Night at Library, ISWM Tour, Table at Dorothy’s and serve refreshments including cupcake to celebrate.

Review: Task items and date/location for next meeting

- 1.) Finney’s Harbor Days - tie in with this event by having a Beach Cleanup 5-6pm, Sun 7/14.
- 2.) Realtor flyer drop off – members selected locations they wanted to visit. Rosanne will email the list to add on to and keep record of where we dropped flyers off.

Next meeting is Tues, July 9, 2019 at 10 am at the ISWM.

Adjourn: Amy motioned to adjourn the meeting, Shirley seconded, all in favor, meeting adjourned at 11:15 am.

Respectfully submitted,  
Rosanne Bottaro

Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, July 9th, 2019 at 10:00 AM

Integrated Solid Waste Management Office

Conference Room

201 Mac Arthur Blvd, Bourne, MA 02532

1. Call to order
2. Approval: Minutes from June 11th, 2019 meeting
3. Review:
  - PSA
  - Realtor flyer distribution
  - Textile bin data and article
  - DPW activity
  - Local environmental bills
4. Finalize: Details and PR for Phinneys Harbor day Cleanup on 7/14/19
5. Finalize: Details and PR for Recycling Committee 30<sup>th</sup> Anniversary Open House
6. Review: Task items and date/location for next meeting
7. Adjourn

2019 JUL -9 PM 12:26  
TOWN OF BOURNE

Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, October 8th, 2019 at 1:30PM

Integrated Solid Waste Management Office

Conference Room

201 Mac Arthur Blvd, Bourne, MA 02532

2019 OCT -3 PM 3:07  
TOWN OF BOURNE  
CONFERENCE ROOM

**1. Call to order**

**2. Approval:** Minutes from July 9th, 2019 meeting

**3. Welcome:** Guest Speaker from Cape Cod Anti-Litter Coalition, Teri Cavanagh

**4. Review:**

- PSA process
- Cleanup on 7/14/19
- Movie on 8/22/19
- 30<sup>th</sup> Anniversary 8/24/19
- Textile bin data and article
- DPW activity

**5. Discuss:**

- America Recycles day – November 2019
- Process for Styrofoam Ban
- Environmental Movie Series at Jonathan Bourne Public Library

**6. Review:** Task items and date/location for next meeting

**7. Adjourn**

Meeting Agenda

**Town of Bourne Recycling Committee**

Tuesday, November 12th, 2019 at 10am

Integrated Solid Waste Management Office

Conference Room

201 Mac Arthur Blvd, Bourne, MA 02532

**1. Call to order**

**2. Approval:** Minutes from October 8th, 2019 meeting

**3. Welcome:** Representative from the Bourne Selectboard

**4. Review:**

- PSA
- Textile bin data and article
- DPW activity
- Vacancy on Committee

**5. Discuss:**

- America Recycles Day – November 16, 2019
- MassRecycle Ban suggestions
- Recycling Events at Jonathan Bourne Public Library
- Outreach with Bourne High School
- Town of Bourne website information for Recycle Committee

**6. Review:** Task items and date/location for next meeting

**7. Adjourn**

TOWN CLERK BOURNE

2019 NOV - 6 PM 3:40

REC'D

Town of Bourne Recycling Committee Meeting Minutes

Nov 12, 2019

ISWM Office

RECEIVED

Members present: Heather DiPaolo, Rosanne Bottaro, Amy Sharpe and Jean Hills.

2020 JAN 21 PM 4: 21

Members absent: Jimmy Boyle, Shirley Fickie

TOWN CLERK BOURNE

ISWM staff present: Phil Goddard, ISWM

1. Call to order – 10:01 am

2. Approval: Minutes from October 8th, 2019 meeting were approved following a motion by Jean, second Amy.

3. Welcome: Representative from the Bourne Selectboard was not present

4. Review:

- PSA: Jean and Phil completed and is uploaded to Town of Bourne website. We will send a thank you note to Bourne Community TV.
- Textile bin data and article: Fiyers are out in community but we continue to educate on school locations of bins.
- DPW activity: We will ask DPW about 'No Litter Signs' to be put up at our January meeting.
- Vacancy on Committee: Heather will report to Selectboard and Amy will reach out to a person who has expressed interest.

5. Discuss:

- America Recycles Day – 11/16/19 Time: 9-11am at ISWM swap shop. Table with handouts. Bourne Residences Free Shredding Day 11/16/19 - 9-1pm
- MassRecycle Ban suggestions: Possible bans Drinking Straws, Styrofoam. Committee can attend Annual Conference, 4/2/20 if wish.
- Recycling Events at Jonathan Bourne Public Library – We will have 1 monthly movie public event for Feb/March/April. Movie titles and Dates to TBD.
- Outreach with Bourne High School – Received an invite to attend Environment Club Meeting. Target date Jan 14, 2020 – 2pm
- Town of Bourne website information for Recycle Committee: Heather will gather information about Recycling Committee from Town By Laws to fulfill Emily Davis's request.

6. Review: Task items:

- Heather will submit an article about Green Wrapping Ideas to local papers for week of 12/6/19 printing
- Amy will bring info about other local area towns Bans. Nantucket's bans are a good resource.
- Jean will draft a letter of "opt out" of drinking straws for possible mailing to town businesses to encourage reducing the use of drinking straws.
- Committee members will review the movie options available from Bourne library. Amy is willing to do the press releases for these events when closer to dates.
- At January meeting we will approach the DPW about the possible use of "No Littering" Signs at beaches and parks.

Date/location for next meeting: Jan 14, 2020 10am DPW conference room.

7. Adjourn: Amy motioned to adjourn the meeting, Jean seconded, all in favor, meeting adjourned at 11:10 am





ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournecentricpark.com

GREGORY A. FOLINO  
Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Thursday, January 3, 2019 - John Gallo Ice Arena - 3:00pm

### Agenda Items:

1. Public Comment.
2. Minutes of November 29, 2018.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
  - b. Equipment to be Declared as Surplus.
  - c. Rink Website.
4. Treasurer Report.
  - a. Warrants.
  - b. Quarterly Financial Report for P/E 09/30/18.
5. Rink Report.
  - a. Working Group Update & Vote to Accept Feasibility Study Proposal.
  - b. 2019-2020 Rates.
6. Maintenance Report.
7. Park Report.
  - a. Capital Outlay Projects.
  - b. PX-Area.
8. Enabling Act Update.
9. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body.
10. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED  
2018 DEC 28 PM 3:54  
TOWN CLERK BOURNE

Signed: Gregory A. Folino  
Gregory A. Folino, Chairman  
Date: December 28, 2018

Clerk

Record of the Bourne Recreation Authority meeting held January 3, 2019

**Present:** Gregory A. Folino W. Curt Duane George M. Sala  
John A. Coughlin Barry H. Johnson Robert H. Howard  
Diane M. Woodside Robert Corradi John H. Hickey  
John M. Morrill Brian Ferrari Paul Gately

**Absent:** Jane A. Dumas-Otis

The Bourne Recreation Authority meeting was held on Thursday, January 3, 2019. Chairman called the meeting to order @ 3:10pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued to the agenda items.

2019 APR 22 PM 3:32  
TOWN OF BOURNE

RECEIVED

**Public Comment:** Not utilized.

**Enabling Act Update:** Chairman took this item out of order to announce that after a 2-year process (& 397 emails from Johnson with regard to same), our efforts to update our legislation (Bill #4990) was passed. Chairman thanked Rep. Viera, & stated the Board's appreciation of Johnson's & Howard's efforts on the Authority's behalf. Chairman would like to draft a letter to the Town of Bourne's Selectmen & Finance Committee for their assistance with same. Coughlin concurred & would like Viera & DeMacedo included as well. All agreed. Coughlin further acknowledged Howard's assistance with same as it went above & beyond the job title of Treasurer.

**Minutes of November 29, 2018:** Duane made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Duane made motion to sponsor Bourne HS Hockey in the amount of \$250.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Bourne Board & Blades Booster Club in the amount of 1-hour of ice time & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Monument Beach Polar Club in the amount of \$250.00, 1-hour of ice time, 2-nights camping, & 10 Public Sk8ing Passes. Coughlin seconded. Chairman presented. Vote was unanimous.

**Also in Packet:** Survey cards for the proposed Rink Lobby project.

**Equipment to be Declared as Surplus:** Woodside asked the Board to approve declaring the meeting tapes through June 30, 2017 as surplus. Discussion followed.

Duane made motion to declare same as surplus. Coughlin seconded. Chairman presented. Vote was unanimous.

Maintenance also installed a new 40-gallon water heater in the Snack Bar @ Gallo.

**Park Report:** Morrill is looking forward to the upcoming camping shows (Boston the w/e of January 18<sup>th</sup> & Springfield the w/e of February 15<sup>th</sup>).

**Capital Outlay Projects:** Morrill stated that while we await the findings from the Horsley Witten Group, the Rustic Lodges will be put on the back-burner, but Maintenance will concentrate on upgrades to the Cabins. He & Corradi met with Sully-Mac with regard to the ongoing Wi-Fi issues. They discussed using the current system as a base, & proposed offering a package with more bandwidth @ a cost TBA. He may email a survey regarding same to the seasonals to gauge their interest in upgrading their service. Will investigate further.

**PX-Area:** Morrill met with Scott Barr of the Corps of Engineers to discuss everything being 50' back from the creek in that area. Morrill may have to shift 5 camping units to the right in order to redefine the lot-line, but will contact them personally beforehand.

**Executive Session:** Not utilized.

The next meeting of the Authority will be held either Wednesday, February 6<sup>th</sup> @ 2pm, Thursday, February 7<sup>th</sup> @ 3pm, or time TBA.

There being no further business brought before the Board, Coughlin made motion to adjourn. Sala seconded. Chairman presented. Vote was unanimous. Meeting adjourned @ 4:20pm.

Respectfully submitted by:



Diane M. Woodside  
Administrative Coordinator



ESTABLISHED 1970

## BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

### AGENDA

Meeting Notice - Bourne Recreation Authority

Thursday, January 16, 2019 - John Gallo Ice Arena - 7:00pm

#### Agenda Items:

1. Public Comment.
2. Minutes of October 30, 2019.
3. Executive Minutes of October 30, 2019.
4. Minutes of December 16, 2019.
5. Administrative Coordinator Report.
  - a. Requests & Correspondence.
6. Treasurer Report.
  - a. Warrants.
  - b. CCMHG Delegate Disclosure.
7. Park / Maintenance Report.
  - a. Maintenance Supervisor Position Status.
8. Rink Report.
  - a. Rates for FY'21.
  - b. MA Works Infrastructure Program Grant Update.
9. Performance of the General Manager & Possible Re-organization.
10. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

Signed:

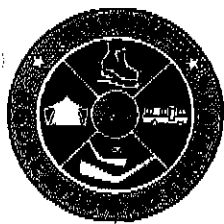
  
Gregory A. Folino, Chairman

Date: January 9, 2019

TOWN CLERK BOURNE

2020 JAN -9 PM 12: 48

RECEIVED



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

Meeting Notice - Bourne Recreation Authority

Thursday, February 6, 2019 - John Gallo Ice Arena - 6:30pm

### Agenda Items:

1. Public Comment.
2. Minutes of January 3, 2019.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
4. Treasurer Report.
  - a. Warrants.
  - b. Health Group Update.
5. Rink Report.
  - a. Ice Sales.
6. Maintenance Report.
  - a. Equipment to be Declared as Surplus.
7. Park Report.
8. ERGO Update.
9. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body.
10. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

2019 JAN 31 PM 3:10

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: January 31, 2019

Clerk

**Record of the Bourne Recreation Authority meeting held February 6, 2019**

**Present:** Gregory A. Folino W. Curt Duane George M. Sala  
Jane Dumas-Otis Barry H. Johnson Robert H. Howard  
Robert Corradi John H. Hickey John M. Morrill  
Brian Ferrari John A. Coughlin (remotely)

**Absent:** Diane M. Woodside

The Bourne Recreation Authority meeting was held on Wednesday, February 6, 2019. Chairman called the meeting to order @ 6:30pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued to the agenda items.

2019 APR 28 PM 3:32

RECEIVED

**Public Comment:** Not utilized.

**Minutes of January 3, 2019:** Duane made motion to approve same with correction noted. Sala seconded. Chairman polled the Board. Dumas-Otis = abstained as she did not attend that meeting, Duane = yes, Sala = yes, Coughlin = yes, & Folino = yes. Motion carries.

**Administrative Coordinator Report / Requests & Correspondence:** Duane made motion to sponsor Bourne Public Library's Cradles to Crayons Pajama Drive in the amount of 1-hour or ice time & 2-nights camping. Dumas-Otis seconded this motion. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous.

Sala made motion to sponsor Bourne Youth Baseball in the amount of 1-hour or ice time & 2-nights camping for their GREASE themed event on March 9th. Duane seconded this motion. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous.

Sala made motion to sponsor Buzzards Bay Eagles Annual Chili Cook-Off the amount of 1-hour or ice time & 2-nights camping. Duane seconded this motion. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous.

Duane made motion to sponsor BHS Lacrosse the amount of \$300.00. Dumas-Otis seconded this motion. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous.

**Also in Packet:** Thank you notes from Monument Beach Polar Club for your sponsorship (they raised \$13,500.00 for the Bourne Food Pantry this year), employee Kylie McDonnell for the Employee Performance Bonus for college, & Bourne Council on Aging for your sponsorship; Rink rate approval from the Corps of Engineers; & minutes of the latest Staff Meeting.



ESTABLISHED 1970

## BOURNE RECREATION AUTHORITY

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GREGORY A. FOLINO  
*Chairman*

W. CURT DUANE  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

### MEETING NOTICE

#### John Gallo Ice Rink Sub-Committee

When: Thursday, February 14, 2019

Where: John Gallo Ice Rink

Time: 3pm

2019 FEB 14 PM 3:01  
TOWN OF BOURNE

#### Agenda

Review of a number of years of the amount of hours of ice sold; the variations in same; and discussion of the manner in which they might be increased.

Review and discussion as to how the Rink facility might be used to host other recreational community events.

Setting of the next Rink Sub-Committee meeting date.

Barry H. Johnson, General Manager



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Thursday, March 14, 2019 - John Gallo Ice Arena - 6:30pm

### Agenda Items:

1. Mr. Jim Eldridge, Cape Cod 5 - Lending Options.
2. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
3. Public Comment.
4. Minutes of February 6, 2019.
5. Administrative Coordinator Report.
  - a. Requests & Correspondence.
6. Treasurer Report.
  - a. Warrants.
  - b. Quarterly Financial Statements P/E 12/31/18.
7. Risk Report.
8. Maintenance Report.
9. Park Report.
  - a. New Full-Time Position.
  - b. Capital Project Updates.
  - c. PX-Area Maps.
10. Corps of Engineers' Lease.
11. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items, not listed may also be brought up for discussion to the extent permitted by law."

2019 MAR 29 PM 3:23  
REGISTRY OF DEEDS  
Bourne

Signed: 

Gregory A. Folino, Chairman

Date: March 8, 2019



**Record of the Bourne Recreation Authority meeting held March 14, 2019**

**Present:** Gregory A. Folino W. Curt Duane George M. Sala  
Jane Dumas-Otis Barry H. Johnson Robert H. Howard  
John H. Hickey John M. Morrill Robert Corradi  
Brian Ferrari Justin Lamoureux Mark Nelson  
Jim Eldridge John A. Coughlin (remotely)

**Absent:** Diane M. Woodside

The Bourne Recreation Authority meeting was held on Thursday, March 14, 2019. Chairman called the meeting to order @ 6:30pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued on. Coughlin asked to attend both the Public & Executive Session meetings remotely due to his geographical location. Chairman approved same.

**Mr. Jim Eldridge, Cape Cod 5 – Lending Options:** Chairman stated that he, Johnson, & Howard meet with Eldridge a few weeks ago to discuss lending options. Eldridge has reviewed our financials & provided an updated Debt Schedule, which he explained to all. Same is from the past 9-years to show what we have had monetarily in order to pay off a proposed debt. He also presented Debt Schedules for \$2-\$5 million for different terms based on the Authority's ability to pay for projects over various lengths of terms. Based on our numbers, he feels we can certainly borrow funds. Discussion followed.

Firstly, he stated that we must update our Lease Agreement with the Corps of Engineers as we cannot borrow any monies until that is rectified. He further stated we need to create a Reserve Debt Account in our Operating Budget where the Board will determine the amount for same. Chairman stated it will be looked @ positively since we have no debt. All concurred. All agree that the execution of the Lease Agreement extension with the Corps of Engineers is paramount. Eldridge answered questions of the Board, & offered to update any information needed in the future. On an aside, Cape Cod 5, a current dasher board advertiser, is interested in becoming an in-ice advertiser. Board thanked Eldridge for his time. Eldridge left the meeting.

**Executive Session:** Duane made motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session. Sala seconded. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous. Board entered into Executive Session.

Board resumed Public Session.

**Public Comment:** Not utilized.

RECEIVED

2019 MAY -3 AM 10:54

1000 GREEN ST. BOURNE MA 01939

call from National Grid asking to move or remove some material stored under the bridge. He will get quotes for same as renting equipment to do it is costly.

**Park Report:** Morrill stated the reservations are going very well, & the 5 Lodges sold-out in a ½ a day; hence the need for more. Discussion followed. He is updating the staffing needs & schedules, & will meet with same prior to the season. Howie has provided him with some financial information to take with him to his next 20 Group meeting @ the end of the month. He is continuing plans with regard to updating his ideas for the proposed Midway project, & has discussed same with a consultant. It looks to cost \$1.1 million to invest, but shows a return within 4.5 years, so Morrill is considering this a viable option, & will keep working on same.

**New Full-Time Position:** Morrill feels the Park is headed in the direction of more people coming into the Park via increasing our transient camping vs. decreasing our seasonal camping. He has transient sites that have netted \$9,000.00 compared to a seasonal site @ \$4,900.00. He'd like to re-define our reservation system by utilizing proper inventory management & initiating a Friday to Friday lay-out instead of the Sunday to Sunday version so there are no gaps. Because of this, he is developing a job description for a new full-time position @ the Park, Park Office Supervisor, for the Board's consideration @ budget time @ no additional cost to the Authority due to some changes in the overall staffing, & in conjunction with a retiree's passing & survivor benefit changes. Discussion followed on the possible duties & responsibilities regarding same. Morrill is open to said position assisting @ both locations per the Chairman's suggestion. Ideally, in-season, said position would assist with promoting all recreation activities & theme weekends, communication, staffing, administrative duties, & social media needs to name a few, & off-season they would help @ the Rink (generating ice sales, marketing ideas, etc.), & assist with any Park matters (ordering, shows, etc.). This position would be offered @ \$35,000.00 per year with benefits. Ideally, Morrill would like to advertise same in-house. He will also edit the Recreation Director's job description. Discussion followed. Morrill will report back @ the next meeting.

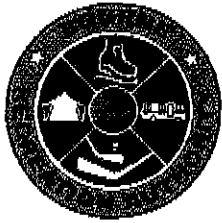
**PX-Area Maps:** The Corps moved the boundary lines in that Area back to its original position.

The next meeting of the Authority will be held Thursday, April 25<sup>th</sup> (time TBA).

There being no further business brought before the Board, Chairman polled the Board to adjourn. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous. Meeting adjourned.

Respectfully submitted by:

Barry H. Johnson, General Manager



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Thursday, April 25, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
2. Public Comment.
3. Minutes of March 14, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
5. Treasurer Report.
  - a. Warrants.
  - b. Budget / Wage Schedule Update.
6. Rink Report.
  - a. Shut-Down Projects.
7. Maintenance Report.
8. Park Report.
  - a. New Full-Time Position.
  - b. Capital Outlay Project Update.
9. Corps of Engineers' Lease.
10. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

2019 APR 23 AM 11:09  
TOWN CLERK BOURNE

REC'D APR 23 2019

Signed:

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date:

April 19, 2019

**Record of the Bourne Recreation Authority meeting held April 25, 2019**

**Present:** Gregory A. Folino    W. Curt Duane    John A. Coughlin  
George M. Sala    Jane Dumas-Otis    Barry H. Johnson  
Robert H. Howard    Diane M. Woodside    John M. Morrill  
Brian Ferrari    Robert Corradi    Mark Nelson

**Absent:** John H. Hickey

The Bourne Recreation Authority meeting was held on Thursday, April 25, 2019. Chairman called the meeting to order @ 7:03pm. Said meeting was audio taped. 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 wished to record this meeting. Hearing none, the meeting continued on to the agenda items.

**Executive Session:** Duane made motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session. Sala seconded. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous. Board entered into Executive Session @ 7:05pm.

Board resumed Public Session @ 7:21pm.

**Public Comment:** Not utilized.

**Minutes of March 14, 2019:** Duane made motion to approve same. Sala seconded. Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Duane made motion to sponsor PMC Kids Rides in the amount of 150 Public Sk8 Passes. Coughlin seconded for discussion. Both Duane & Coughlin reminded all that the Board entertains requests mostly from the same community groups each year, & that those said groups have some tie to our facilities. They further explained sponsorships for any sort of donation prize is advertised to the public. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Big Brothers Big Sisters in the amount of 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor South Shore Community Action Council in the amount of 1-hour of ice time & 2-nights camping. Sala seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Team Becca in the amount of 1-hour of ice time & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

2019 JUN -3 PM 12:29

RECEIVED

with Ferreira to discuss same, & to refer to our Contract with him for reference. All concurred.

**Maintenance Report:** Ferrari & his Crew continue to progress on the Park projects, & will head to the Rink once it closes. Since the last meeting, he has sold the dump truck for \$2,700.00 & the excavator for \$11,445.00 on GovDeals.com.

**Park Report:** Morrill stated that the Park opening went well (minus a couple of frozen pipes), & that he is looking forward to attending the 20-Group in the Wisconsin lake region. He has received a couple of expensive quotes ranging from \$25,000.00 - \$26,000.00 to remove the debris (leaves, wood chips, branches, compost, etc.) under the bridge so National Grid can complete their gas line maintenance. He will contact Mazolla @ the Corps to see if they can use any of these materials as they have done in the past @ abutments. In the meantime, he will explore other options. Sala recommended contacting Rick Ragone regarding same.

**New Full-Time Position:** Morrill has updated the job description for the proposed new full-time Park Office Supervisor position for the Board's review. Discussion followed. Chairman stated his concern that employees don't interchange between the 2 entities, & wanted more Rink responsibilities when the Park is closed than just generating ice sales included in same. Further, he stated that he asked Hickey to provide more options, but has yet to hear back regarding same. Morrill was unaware of same, but will meet with Hickey to discuss options, & report back @ the next meeting.

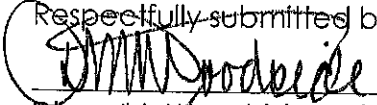
**Capital Outlay Project Update:** Morrill reported that the Rec-Area landscaping is complete, & the hydroseeding will begin soon. He ordered a new 2' x 3' sign to be installed @ the entrance path, & will plan a dedication ceremony, & invite Rickie J. Tellier's family. He will also coordinate with Coughlin to deliver the plaque & gift card to the Gagnon's for their 50+ years of camping, & will contact the press regarding same.

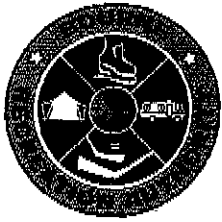
**Corps of Engineers' Lease:** No update @ this time.

The next regular meeting of the Authority will be held Tuesday, May 28<sup>th</sup> @ 7pm. The Rink Sub-Committee will meet Tuesday, May 7<sup>th</sup> @ 1:30pm @ the Rink, & the Park Sub-Committee will meet Tuesday, May 14<sup>th</sup> @ 11am @ the Park.

There being no further business brought before the Board, Sala made motion to adjourn. Duane seconded. Chairman presented. Vote was unanimous. Meeting adjourned @ 8:45pm.

Respectfully submitted by:

  
Diane M. Woodside, Admin. Coord.



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

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

Tuesday, May 7, 2019 - John Gallo Ice Arena - 1:30pm

### Agenda Items:

1. Warrants.
2. Rink Operational Budget & Wage Scale.
3. Snack Bar Request.
4. Working Group Update.

Signed:

Gregory A. Folino, Chairman

Date: April 30, 2019

BOURNE RECREATION AUTHORITY

2019 APR 30 PM 2:17

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ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

## AGENDA

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

Tuesday, May 14, 2019 - Bourne Scenic Park - 11:00am

### Agenda Items:

1. Warrants.
2. Park / Maintenance FY'20 Operational Budget & Wage Scale.
3. Office Supervisor Full-time Position.
4. Capital Projects.

Signed:

Gregory A. Folino, Chairman

Date:

May 9, 2019

2019 MAY -9 AM 8:16  
 TOWN CLERK BOURNE



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Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Tuesday, May 28, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
2. Public Comment.
3. Minutes of April 25, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
5. Treasurer Report.
  - a. Warrants.
  - b. Quarterly Financial Report for P/E March 31, 2019.
  - c. Operational Budget / Wage Schedule for FY'20.
6. Park Report.
  - a. New Full-Time Position.
  - b. Capital Outlay Project Update.
7. Maintenance Report.
8. Rink Report.
9. Working Group Report.
10. Corps of Engineers' Lease.
11. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

TOWN CLERK CORNING

2019 MAY 22 AM 10:19

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: May 22, 2019



Clerk

**Record of the Bourne Recreation Authority meeting held May 28, 2019**

**Present:** Gregory A. Folino W. Curt Duane John A. Coughlin  
George M. Sala Jane Dumas-Otis Barry H. Johnson  
Robert H. Howard Diane M. Woodside John M. Morrill  
John H. Hickey Robert Corradi

**Absent:** Brian Ferrari

The Bourne Recreation Authority meeting was held on Tuesday, May 28, 2019. Chairman called the meeting to order @ 7:00pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued on to the agenda items.

**Executive Session:** Not utilized.

**Public Comment:** Not utilized.

**Minutes of April 25, 2019:** Dumas-Otis made motion to approve same with corrections noted. Coughlin seconded. Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Coughlin made motion to sponsor Cape Cod Canal Region Chamber of Commerce in the amount of \$250.00. Duane seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Bands for Badges in the amount of \$250.00. Sala seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Buzzards Bay Coalition in the amount of \$150.00. Sala seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Bourne PTA in the amount of \$125.00. Sala seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor MMA Football Golf Outing in the amount of 1-hour of ice time & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

**Also in Packet:** Thank you notes from Mr. & Mrs. Gagnon, South Shore Community Action Council, Courtyard Gives Back, PMC Kids Ride, & Bourne Community Boating; invitation to Bourne High School's graduation; & information pertaining to sewage, Quarterly Financials, the proposed new Park position, & the proposed Lobby expansion plans. Coughlin stated that both he & Morrill met with M/M Gagnon & few members of their family, & they were all appreciative of the recognition, & thanked the Board for the plaque reflecting their 50+ years of camping @ Bourne Scenic Park.

2019 JUN 21 PM 12:59  
Bourne Recreation Authority

be here for same, thus his responsibilities may fall to the Operations Manager @ some point.

Chairman is concerned not only with the slight salary bump compared to what was discussed @ the last meeting, but with the wording "in the off-season" as this position needs to be available to both locations @ any time. He does appreciate that the duties listed on the most recent job description were expanded from merely soliciting ice buyers for the Rink to promoting all community events, our dry-ice venue, & both facilities (to name a few). He further stated that once we make someone full-time, "we own them", & feels more discussion is needed. For his comfort level to embrace this position or not, Chairman would like to meet with Morrill & Johnson to discuss concerns further in order to present same @ the next meeting. He asked the Board to send him their thoughts on same by this Sunday. All concurred.

**Operation Budget / Wage Schedule for FY'20:** After both Sub-Committees meet, Howard will update & present same for discussing @ the next meeting.

**Maintenance Report:** Ferrari was excused from this meeting, & Morrill reported on his behalf. Maintenance continues to work on projects in preparation of the ERGO tour in addition to some electrical & water issues @ the Park, & they are finishing up a punch list @ the Rink.

**Rink Report:** Hickey reported the Rink "went cold" this morning, & they'll be layering ice over the next few days. Same will be painted beginning on Thursday. He has met with Canal Youth Hockey & South Shore Conference regarding fall ice. Per Duane's suggestion, he will contact John Ramsey to inquire about a youth work program. He & Morrill will meet with Bob Weekes regarding Billy Ferreira's correspondence about The Wheelhouse Café. Discussion followed.

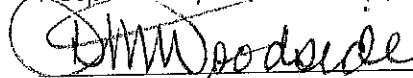
**Working Group Update:** Corradi invited all to review the most updated plans of the proposed Lobby expansion, & stated that the Working Group will meet with Friar Architecture in the near future. Duane thanked Corradi for all of his work regarding same.

**Corps of Engineers' Lease:** No update @ this time.

The next regular meeting of the Authority will be held Tuesday, June 18<sup>th</sup> @ 6pm; the Rink Sub-Committee will meet Monday, June 10<sup>th</sup> @ 9:00am @ the Rink; & the Park Sub-Committee will meet Wednesday, June 12<sup>th</sup> @ 11am @ the Park.

There being no further business brought before the Board, Sala made motion to adjourn. Dumas-Otis seconded. Chairman presented. Vote was unanimous. Meeting adjourned @ 9:00pm.

Respectfully submitted by:



Diane M. Woodside, Admin. Coord.



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Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

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

Monday, June 10, 2019 - John Gallo Ice Arena - 9:00am

### Agenda Items:

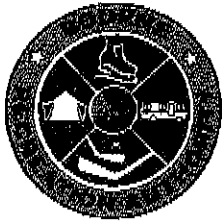
1. Minutes of May 7, 2019.
2. Warrants.
3. Rink FY'20 Operational Budget & Wage Scale.
4. Snack Bar Request.
5. Working Group Update.

Signed:

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: June 5, 2019

2019 JUN -5 PM 2:59  
TOWN OF BOURNE



# BOURNE RECREATION AUTHORITY

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Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

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

Wednesday, June 12, 2019 - Bourne Scenic Park - 11:00am

### Agenda Items:

1. Minutes of May 14, 2019.
2. Warrants.
3. Park / Maintenance FY'20 Operational Budget & Wage Scale.
4. Office Supervisor Full-time Position.
5. Capital Projects.

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: June 5, 2019

2019 JUN -5 PM 2:59  
TOWN OF BOURNE



ESTABLISHED 1870

# BOURNE RECREATION AUTHORITY

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*Clerk*

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*Member*

JANE A. DUMAS-OTIS  
*Member*

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Tuesday, June 18, 2019 - John Gallo Ice Arena - 6:00pm

### Agenda Items:

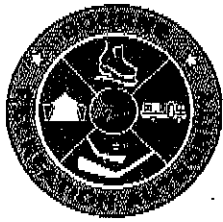
1. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
2. Public Comment.
3. Minutes of May 28, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
5. Treasurer Report.
  - a. Warrants.
  - b. Operational Budget / Wage Schedule for FY'20.
6. Rink Report.
  - a. Working Group Report.
7. Maintenance Report.
8. Park Report.
  - a. New Full-Time Position.
  - b. Capital Outlay Project Update.
9. Corps of Engineers' Lease.
10. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

2019 JUN 11 PM 2:55

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: June 11, 2019



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AMENDED AGENDA

### Meeting Notice - Bourne Recreation Authority

Tuesday, June 18, 2019 - John Gallo Ice Arena - 6:00pm

### Agenda Items:

1. Reorganization.
2. Executive Session: Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
3. Public Comment.
4. Minutes of May 28, 2019.
5. Administrative Coordinator Report.
  - a. Requests & Correspondence.
6. Treasurer Report.
  - a. Warrants.
  - b. Operational Budget / Wage Schedule for FY'20.
7. Rink Report.
  - a. Working Group Report.
8. Maintenance Report.
  - a. Reorganization of Department.
9. Park Report.
  - a. New Full-Time Position.
  - b. Capital Outlay Project Update.
10. Corps of Engineers' Lease.
11. Review of Job Descriptions / Evaluation Process.
12. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

2019 JUN 13 PM 1:11  
COMMUNICATIONS SECTION

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: June 13, 2019

**Record of the Bourne Recreation Authority meeting held June 18, 2019**

**Present:** Gregory A. Folino    W. Curt Duane    John A. Coughlin  
George M. Sala    Jane Dumas-Otis    Brian Ferrari  
Robert H. Howard    Diane M. Woodside    John M. Morrill  
John H. Hickey    Robert Corradi    Louie Gallo  
Mark Nelson    Joe Henderson

**Absent:** Barry H. Johnson

The Bourne Recreation Authority meeting was held on Tuesday, June 18, 2019. Chairman called the meeting to order @ 6:00pm. Said meeting was audio taped. 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 wished to record this meeting. Hearing none, he continued on.

@ the recent Park Sub-Committee, Ferrari announced his plans to retire in November, & since that time, Cook has also discussed retiring in September. Ferrari would like to see his Department re-organized prior to his departure to ensure a smooth transition. All concurred. On behalf of the Authority, Chairman thanked Ferrari & wished him well as he plans for same. Ferrari received a round of applause from all in attendance.

Chairman stated the Board is honored to have Louie Gallo present this evening, as our relationship with him spans upward of a half a century.

Chairman recognized Coughlin as the top vote getter in the recent Town election. Coughlin has been associated as a former employee or Board member for the past 40+ years.

**Re-organization:** Chairman took nominations for the Chairman, Vice Chairman, & Clerk positions.

Duane nominated Folino for position of Chairman. Dumas-Otis seconded. Chairman asked if there were any other nominations. Hearing none, Chairman presented same. Vote was unanimous.

Sala nominated Duane for position of Vice Chairman. Coughlin seconded. Chairman asked if there were any other nominations. Hearing none, Chairman presented same. Vote was unanimous.

Sala nominated Coughlin for position of Clerk. Dumas-Otis seconded. Chairman asked if there were any other nominations. Hearing none, Chairman presented same. Vote was unanimous.

Chairman stated the Sub-Committees will stay as they are. All concurred.

**Executive Session:** Motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the

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negotiating position of the public body. The Board will re-open into Public Session. Chairman took a roll-call vote of the Board to enter into same. Folino = yes. Duane = yes. Coughlin = yes. Sala = yes. Dumas-Otis = yes. Board entered into Executive Session @ 6:08pm. Board returned to Public Session @ 7:00pm.

**Public Comment:** Not utilized.

**Minutes of May 28, 2019:** Coughlin made motion to approve same. Duane seconded. Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Duane made motion to sponsor 3<sup>rd</sup> Annual Never Give Up Cornhole Tournament in the amount of 1-hour of ice time, 2-nights camping, & 10-Public Sk8ing passes. Coughlin seconded. Chairman presented. Vote was unanimous.

**Also in Packet:** Thank you note from the Jonathan Bourne Public Library; & corrected minutes of April 25<sup>th</sup>.

**Treasurer Report / Warrants:** Howard presented 5 warrants for signature of the Board.

**Operation Budget / Wage Schedule for FY'20:** Howard presented both for discussion.

Duane made motion to return to the 10-step scale as recommended by Howard, & to accept the Wage Scale as presented. Dumas-Otis seconded. Chairman presented. Vote was unanimous.

Howard stated that due to the news of the 2 impending retirements of full-time employees, adjustments will be made to the Maintenance Department positions once their replacements are hired. Sala reminded all that letters regarding same should be remitted by those employees with their intended retirement dates. He also stated Ferrari's replacement should be found sooner rather than later in order to be trained properly through the end of the season, then that employee can be involved with hiring his own personnel. All concurred. Dumas-Otis & Sala will form the Working Group involved with reviewing & updating all of the job descriptions, beginning with the Maintenance Supervisor. They will also review the evaluation process. The Park Sub-Committee, along with Johnson & Morrill, will be involved with the interview process, & will make a recommendation to the full Board. Also, Howard reported that because of the changes with minimum wage, the wage schedule identifies going from \$12.00 to \$12.75 in January 2020.

Sala made motion to approve a 2% cost of living increase plus step where applicable. Duane seconded for discussion. Coughlin asked consideration be made for a higher adjustment for full-time employees. Discussion followed. No one else was in favor of same. Chairman presented. Sala, Duane, Dumas-Otis, & Folino vote in favor. Coughlin opposes. Motion carries.



Howard reported that the operation budget is based on the requests from the Mangers & respective Sub-Committees. Lines items were reviewed & discussion was had.

Duane made motion to approve same as resented & recommended by the Sub-Committees. Sala seconded. Chairman presented. Vote was unanimous.

**Rink Report:** Hickey reported that the Rink opened on June 5<sup>th</sup>, & is looking forward to a great summer season. He has sold additional ice hours to Cape Cod Hockey.

**Maintenance Report:** Ferrari & his Crew are making headway on getting the weight off the Nation Grid's pipeline under the bridge, & they continue to complete projects @ the Park & Rink.

**Park Report:** Morrill reported that he will investigate what it would entail, & what challenges there would be, to provide winter camping @ Bourne Scenic Park.

**New Full-Time Position:** Morrill thanked Sala & Dumas-Otis for meeting with him, Johnson, & Howard to discuss same. He presented the updated job description for the Board's review. Discussion followed. If approved, Woodside will post internally, send out to employees, & advertise same in the Bourne Enterprise & Cape Cod Times.

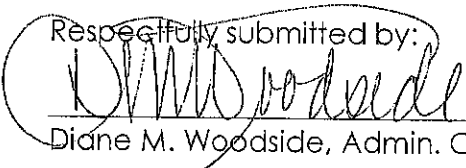
Coughlin made motion to support said position as presented. Sala seconded. Chairman presented. Vote was unanimous.

**Corps of Engineers' Lease:** No update @ this time. Morrill will work with Ferrari & Hickey to ready both entities for the ERGO Tour.

**Working Group Update:** Corradi invited all to his & Johnson's office to review slides & packets with regard to the most updated plans of the proposed Lobby expansion. Corradi stated that he, & all involved, have been very impressed with Friar. All concurred. Duane thanked all for their assistance with this future project. A letter will be sent to Friar with our gratitude for their professionalism & impressive plans for Gallo.

The next regular meeting of the Authority will be held Monday, July 15<sup>th</sup> @ 4pm @ the Park; & the Job Description Working Group will meet Tuesday, July 9<sup>th</sup> @ 3pm @ the Rink.

There being no further business brought before the Board, Sala made motion to adjourn. Dumas-Otis seconded. Chairman presented. Vote was unanimous. Meeting adjourned @ 8:44pm.

Respectfully submitted by:  
  
Diane 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

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

Meeting Notice - Bourne Recreation Authority

Monday, July 15, 2019 - Bourne Scenic Park - 4:00pm

### Agenda Items:

1. Public Comment.
2. Minutes of June 18, 2019.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
4. Treasurer Report.
  - a. Warrants.
5. Rink Report.
6. Maintenance Report.
7. Park Report.
  - a. Capital Outlay Project Update.
  - b. MA Works Infrastructure Grant.
8. Corps of Engineers' Lease.
9. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: \_\_\_\_\_

July 9, 2019



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

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## AMENDED AGENDA

Meeting Notice - Bourne Recreation Authority

Monday, July 15, 2019 - Bourne Scenic Park - 4:00pm

### Agenda Items:

1. Public Comment.
2. Minutes of June 18, 2019.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
4. Treasurer Report.
  - a. Warrants.
5. Rink Report.
6. Maintenance Report.
7. Park Report.
  - a. Capital Outlay Project Update.
  - b. MA Works Infrastructure Grant.
8. Corps of Engineers' Lease.
9. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."
10. Vote: To appoint the General Manager as the Authority's Record Access Officer.
11. Vote: To submit a Massworks Infrastructure Program 2019 grant application: and to authorize the general manager to submit same on behalf of the Authority.

GREGORY A. FOLINO  
Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clark


GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

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Barry H. Johnson  
General Manager



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## BOURNE RECREATION AUTHORITY

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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*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

### MEETING NOTICE—BOURNE RECREATION AUTHORITY

THURSDAY, JULY 25, 2019—John Gallo Ice Arena—2:30pm

#### AGENDA

To meet with Michael Jackman, District Director for Representative William Keating for the purpose discussing and identifying certain federal grant funds to off-set the Authority's costs for the following Capital Projects:

- a. To upgrade the septic system in the Bourne Scenic Park; and
- b. To create a Lobby Addition ( including certain amenities contained therein ) to the John Gallo Ice Rink.

For the Board Members and Staff of the Authority:

Barry H. Johnson, General Manager

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2019 JUL 23 AM 11:22  
TOWN CLERK BOURNE



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## BOURNE RECREATION AUTHORITY

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

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GREGORY A. FOLINO  
*Chairman*

W. CURT DUANE  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

### AMENDED AGENDA

#### MEETING NOTICE—BOURNE RECREATION AUTHORITY

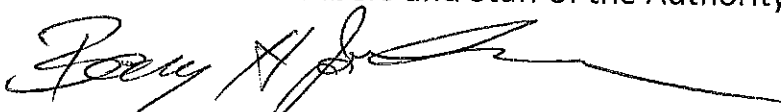
THURSDAY, JULY 25, 2019—John Gallo Ice Arena—2:30pm

### AMENDED AGENDA

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- b. To create a Lobby Addition ( including certain amenities contained therein ) to the John Gallo Ice Rink.
- c. **Executive Session:** Motion to enter into Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

For the Board Members and Staff of the Authority:

  
Barry H. Johnson, General Manager

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2019 JUL 24 AM 10:00  
TOWN CLERK BOURNE



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*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

### AMENDED AGENDA

#### MEETING NOTICE—BOURNE RECREATION AUTHORITY

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For the Board Members and Staff of the Authority:

Barry H. Johnson, General Manager

2019 JUL 24 AM 10:00  
TOWN CLERK BOURNE  
940-2011-577

**Record of the Bourne Recreation Authority meeting held July 15, 2019**

**Present:** Gregory A. Folino      W. Curt Duane      John A. Coughlin  
George M. Sala      Jane Dumas-Otis      Brian Ferrari  
Robert H. Howard      Diane M. Woodside      John M. Morrill  
John H. Hickey      Robert Corradi      Barry H. Johnson  
Paul Gately

The Bourne Recreation Authority meeting was held on Monday, July 15, 2019. Chairman called the meeting to order @ 4:04pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued on.

**Public Comment:** Not utilized.

**Minutes of June 18, 2019:** Dumas-Otis made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous. Sala arrived.

**Administrative Coordinator Report / Requests & Correspondence:** Duane made motion to sponsor 8<sup>th</sup> Annual Ricky Pierce Jr. Memorial Golf Tournament in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor August Charity Event in the amount of 1-hour of ice time & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Sham Rods in the amount of \$100.00. Duane seconded. Chairman presented. Vote was unanimous.

**Also in Packet:** Thank you note from Bourne High School's F.A.S.T. program, Buzzards Bay Coalition, & Big Brothers Big Sister; & 9-applications for the new Park Office Supervisor position (3-employees, 3 from Bourne, & 1 each from North, Falmouth, Bridgewater, & CT). Same will be reviewed by the Park Sub-Committee in the near future.

**Treasurer Report / Warrants:** Howard presented 5 warrants for signature of the Board.

**Rink Report:** Hickey reported that in addition to making ice during the day, he has been working on finalizing our fall schedule with our major ice buyers, & scheduling high school games for our winter season. He is making efforts to sell additional ice hours to new clients for the spring & summer where we always have availability. Dumas-Otis inquired about the Wheelhouse Café. Woodside reported that they are paid through July as expected.

**Maintenance Report:** Ferrari reported that Maintenance has been completing their daily tasks @ both the Park & Rink. Reported that National Grid is working under the Bridge now, so we will remove any debris in that area when they are through. He is also preparing for the ERGO Tour scheduled for some time @ the beginning of August. Hickey stated he is compiling all of the evacuation, hazard, & traffic plans, & the Tier 2 Report for their review. He stated we may educate THEM as we're the only rink on Corps property. Morrill went through the questionnaire to prepare for same. Discussion followed.

**Park Report/Capital Out:** Morrill reported that there was nothing to report on same as all are "on hold" until we figure out the sewage item. All concurred.

**Proposed Waste Water Treatment Plant Project:** Johnson asked that all Board Members sign the authorization page for the MA Works Grant we're applying for whose deadline is August 9<sup>th</sup>. He will also ask for letters of support from our politicians, the Chamber of Commerce, & the Buzzards Bay Coalition to name a few. He is finalized our narrative with the assistance of Jane Estes, et al. Coughlin has read the many correspondence regarding same, & appreciates the work Johnson has spent on this matter. Johnson stated this highly competitive grant assists 30-40 organizations, & he expects to hear back within 6-8 weeks. Chairman thanked both Johnson & Dumas-Otis for their attention to this very important matter. He further inquired about the Federal portion of this project. Johnson will contact Andrew Nelson &/or Michael Jackman of Congressman Keating's Office to meet here or there in the near future for their guidance regarding same.

**Corps of Engineers' Lease:** Johnson wrote to Pam Bradstreet @ the Corps for an update on the Lease. She stated same will be sent shortly, & the condition noted (Development Plan) will be required.

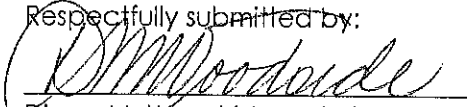
**Records Access Officer:** Dumas-Otis made motion to appoint the General Manager, Barry H. Johnson, as the Authority's Public Records Access Officer. Coughlin seconded for discussion. Howard related the latest request for information regarding how much we have spent on doggie poop bags. Chairman presented same. Vote was unanimous.

Sala made motion to authorize the General Manager, Barry H. Johnson, to submit a MA Works Infrastructure Program 2019 Grant Application in accordance with all applicable laws & regulations on behalf of the Authority. Dumas-Otis seconded. Chairman presented. Vote was unanimous.

The next BRA meeting will be held Wednesday, August 14<sup>th</sup> @ 4pm; the Rink Lobby Expansion's Working Group will meet on Thursday, August 15<sup>th</sup> @ noon; the Park Sub-Committee will meet on Wednesday, August 7<sup>th</sup> @ Noon, & the Job Description/Evaluation's Working Group will meet on Wednesday, July 24<sup>th</sup> @ noon.

There being no further business brought before the Board, Dumas-Otis made motion to adjourn. Sala seconded. Chairman presented. Vote was unanimous. Meeting adjourned @ 5:03pm.

Respectfully submitted by:

  
Diane M. Woodside, Admin. Coord.



**Record of the Bourne Recreation Authority meeting held July 17, 2018**

**Present:** Gregory A. Folino    W. Curt Duane    John A. Coughlin  
Barry H. Johnson    Diane M. Woodside    John M. Morrill  
Brian Ferrari    John Hickey    Robert Corradi  
Michael Rausch

**Absent:** George Sala    Robert H. Howard

The Bourne Recreation Authority meeting was held on Tuesday, July 17, 2018. Said meeting is being audiotaped. Chairman called the meeting to order @ 4:08pm. 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 wished to record this meeting. Rausch replied affirmatively. Chairman continued on to the agenda items.

**Public Comment:** Not utilized.

**Minutes of June 13, 2018:** Duane made motion to approve same. Coughlin seconded. Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Coughlin made motion to sponsor BMWORR Girls Hockey Golf Tournament in the amount of \$500.00, 1-hour of ice time, & 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor MMA Parent's & Family Weekend in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin stated that in recognition of the additional responsibilities Treasurer Howard has taken on to assist Johnson in rewriting our Enabling Act legislation, he'd like the Board to reward him with a gift certificate to his golf course as a performance bonus for a job well done. Board concurred.

Coughlin made motion to purchase a golf club gift certificate in the amount of \$250.00. Duane seconded. Chairman presented. Vote was unanimous.

Duane mentioned the possibility of posthumously acknowledging Rickie J. Tellier by dubbing the updated Recreation Area within the Park in his name due to the extensive work he put into same. Morrill stated that once they landscape the area, & place benches throughout to make it complete, he'll discuss a dedication celebration @ the Pavilion with Tellier's wife, kids, grandchildren. He will include the Corps of Engineers as well.

Duane made motion to name said area in memory of Rickie J. Tellier. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin reminded all that discussions have taken place to acknowledge long-time seasonals @ the Site Change Lottery, & Paul Forsberg in some manner for his 15-year contribution to the Authority in the near future. Board concurred.

TOWN CLERK LAURIE

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**Also in their packets:** Thank you's from Emma Strode & the BHS Class of 2019.

**Warrants:** Woodside presented 5 warrants for signature of the Board.

**Rink Report:** Chairman suggested Hickey investigate "Live Barn", a new streaming system for ice arenas & sports facilities where the subscriber pays a fee to view what's happening on the ice, & the host gets a 30% cut as an additional revenue source. Chairman stated we would be able to "block" MIAA State Tournament games.

**Discussion & Vote to Award the Snack Bar Lease Contract:** Johnson informed all that 5-bids were received regarding same, & that said Lease is for a 5-year term with a 5-year option to renew (as done in year's past). He, Hickey, Howard, Corradi, & McKenna interviewed 4 of same (as 1 declined to be interviewed), noting that all contenders have solid connections to the food service industry. After interviewing all, evaluations were compiled, & discussion was held on who would be in the best interest of the Authority. The Interview Committee unanimously recommends the Board award the Snack Bar Lease to William Ferreira & Robert Weeks in the total amount of \$63,000.00. Johnson reported their working name is TBD. Discussion followed. Johnson made mention that the proposed rent is almost double from what the previous tenant paid. Coughlin gave credit to the previous tenants for attracting such a successful group of candidates. All concurred.

Duane made motion to award the Snack Bar Lease to William Ferreira & Robert Weeks in the amount of \$1,050.00 per month for a 5-year period subject to successful contract negotiation. Coughlin seconded for discussion. He commended all involved, & appreciated the questions asked of the candidates. Chairman presented. Vote was unanimous.

**Project Updates:** Hickey reported the concrete has to cure until the 27<sup>th</sup> of this month, but hopes the railing is installed shortly after that. Board acknowledged the frustration with regard to same, but knows this facility will look even better than it normally does.

**Maintenance Report:** Ferrari reported that daily work is being completed @ both facilities, benches are being constructed for the new Rec-Area, & picnic tables are being built for use throughout the Park. He will have Electrician Tim Farrell in this week to secure guide wires to a telephone pole for safety purposes.

**Park Report:** Duane inquired about revenue ideas to contribute to the Employee Performance Bonuses. Morrill will present same @ the next meeting. Johnson thanked Morrill in advance for the Park's hosting the MACO meeting tomorrow. The Park will also host the 20 Group in September for the 2<sup>nd</sup> time.

**Recreation-Area Update:** Coughlin stated that this new area looks great. Morrill is now in the planning stages on growing grass. Duane asked if Morrill is considering installing an irrigation system. He stated in the affirmative. Chairman inquired who monitors the equipment on a daily basis. Morrill stated that the

Maintenance Crew has been down there every day @ this point, so they have been overseeing same, but made note that he may opt to hire a company to inspect our playground equipment in the future to certify all is well with same. He stated the jumping pillow has been well received, but same is not open when it rains for safety concerns. All concurred.

**Wi-Fi Upgrade:** Morrill stated there has been difficulty logging into same for some campers, & Sully-Mac deduced that 1 of the campers must have attached a device like a router to capture & extend the signal, thus eliminating others to utilize same. They will review the system, & we'll send out a notice for all campers to detach any device that is not a phone, computer, or tablet so all 19-hot spots will work as expected. Morrill will also contact Gyver for their thoughts on same since they designed the system.

**ERGO Update:** Per the Corps of Engineers' request, Johnson sought 3 price quotes from engineering firms to conduct a Phase 1 Environmental Site Assessment. Weston & Sampson declined, BSC Group @ \$13,000.00, & Horsley Witten Group @ \$4,400.00. Once the Board approves same, Johnson will execute a contract with same. He further stated that under Chapter 30B, Section 1(b) (32a), engineering services are exempt, hence no advertising was needed for same. Johnson will notify the Corps of our progress with same.

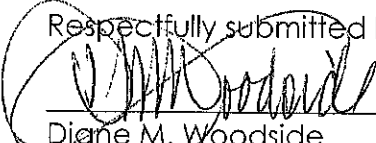
Duane made motion to procure the services of the Horsley Witten Group to conduct the Phase 1 portion as presented in their proposal in the amount not to exceed \$6,000.00. Coughlin seconded. Chairman presented. Vote was unanimous.

**1970 Enabling Act Update:** Johnson stated that although this is going slower than expected, Atty. Troy is working on same section by section for Rep. Viera. Chairman would like Troy to accept assistance with same in order to meet the proposed deadline. Johnson reminded all that Troy, as the Town's Counsel, has to certify same. He recommended that he & the Chairman meet with Troy on same. Chairman replied in the affirmative.

**Corps of Engineers / BRA Lease Agreement Update:** No update @ this time.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, August 13<sup>th</sup> @ 4pm. There being no further business brought before the Board, Coughlin made motion to adjourn. Duane seconded. Chairman adjourned meeting @ 5:16pm.

Respectfully submitted by:

  
\_\_\_\_\_  
Diane M. Woodside  
Administrative Coordinator

**Record of the Bourne Recreation Authority meeting held July 25, 2019**

**Present:** Gregory A. Folino    W. Curt Duane    John A. Coughlin  
Barry H. Johnson    Robert H. Howard    Diane M. Woodside  
Robert Corradi    Michael Jackman

The Bourne Recreation Authority meeting was held on Thursday, July 25, 2019. Chairman called the meeting to order @ 2:30pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he continued on to the agenda items.

**Treasurer Report / Warrants:** Howard presented 2 warrants for signature of the Board.

**Summary:** Coughlin left @ 3pm, & Woodside arrived @ 3:18pm. Corradi outlined the Authority's pride in taking great care of the Corps property @ both the Park & Rink locations. The Authority is looking for assistance in funding a waste-water treatment plant @ the Bourne Scenic Park, & is applying for a MA Works Grant to assist with same, & the Authority would like any assistance Congressman Keating's Office could offer in that regard. Corradi reminded all of the Authority's commitment to its clients & community @ large, & its ability to save & pay for any reasonable projects we've completed in the past; however, because the septic project is expected to be over \$7,000,000.00, we are looking for other options as we simply can not afford same & continue to improve & operate our facilities.

Jackman stated that the Congressman's recognizes that improving resources throughout the entire state is @ the top of his list, & that the Cape Cod Canal is one of the main attractions on the Cape. He further stated he knows the Park personally, having spent much time there as a teenager, so he understands the asset it is. Jackman recommended contacting Senators Warren & Markey for their assistance as well.

Chairman informed Jackman of our plans to enlarge the Lobby of the Rink in the future, & the efforts we've made to phase-in details for planning purposes. He further noted that because the Park is our main revenue source, we've been able to keep our Rink in top shape. Jackman recognized Gallo impressive, & acknowledged the planned improvements as to be competitive with area rinks. Chairman is thankful for our reputation in the community & beyond, & is thrilled to assist in the economic development of our town & the surrounding communities with all of the events held @ the Rink, & the occupancy @ the Park.

Johnson related to Jackman that we've just updated our Enabling Act so we'll be able to borrow monies for capital projects in the future once we renew our Lease with the Corps of Engineers which we've been trying to do since January of 2017. He was thrilled to report that he received the draft of same today, & presented it to those in attendance. He was happy to report he asked for those

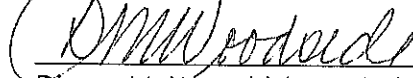
2-years to be recouped on the end of same, & same was granted. Same will be discussed @ the next meeting. All in attendance were ecstatic to see same, & look forward to working on the Development & Management Plans regarding same.

Board thanked Jackman for his time, Jackman left the meeting.

Johnson reported that our neighbor, Mr. Pappas, is filing an amendment with the Town, & because we're a considered party, he will monitor same on the Authority's behalf, Chairman & Duane concurred.

There being no further business brought before the Board, meeting adjourned @ 4:08pm.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "DM Woodside", written over a horizontal line.

Diane 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

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

### AGENDA

#### Meeting Notice - Bourne Recreation Authority

Wednesday, August 14, 2019 - John Gallo Ice Arena - 4:00pm

#### Agenda Items:

1. Executive Session: Considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session.
2. Public Comment.
3. Minutes of July 15, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
  - b. Updated Maintenance Job Descriptions for Approval.
  - c. Advertising Maintenance Position(s).
  - d. Updated Organizational Chart for Approval.
  - e. MA Works Grant Update.
  - f. ERGO Update.
5. Treasurer Report.
  - a. Warrants.
6. Rink Report.
  - a. Ice Sales Update.
  - b. Daily Schedule of Park Office Supervisor to Enhance Sales.
  - c. "Live Barn" Proposal.
  - d. Research Federal, State, & Private Funding Opportunities for Lobby Expansion Update.
7. Maintenance Report.
  - a. Declare Surplus Equipment.
8. Park Report.
  - a. Approve Vehicle Purchases.
  - b. Office Supervisor Recommendation for Approval.
  - c. Capital Outlay Projects Update.
  - d. Site Change Lottery.
9. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."

TOWN CLERK BOURNE

2019 AUG -9 AM 10:30

RECEIVED

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: August 9, 2019

**Record of the Bourne Recreation Authority meeting held August 14, 2019**

RECEIVED  
2019 SEP 23 AM 11:01  
TOWN CLERK BOURNE

**Present:**

Gregory A. Folino	W. Curt Duane	John A. Coughlin
George Sala	Jane Dumas-Otis	Barry H. Johnson
Robert H. Howard	John M. Morrill	Diane M. Woodside
Robert Corradi	John H. Hickey	Kevin Hough
Louie Gallo	Joe Henderson	Paul Gately
Brian Ferrari		

The Bourne Recreation Authority meeting was held on Wednesday, August 14, 2019. Vice Chairman called the meeting to order @ 4:00pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, he stated he'd continue on to some of the agenda items out of order while we wait for the Chairman & General Manager arrive.

**Public Comment:** Not utilized.

**Minutes of July 15, 2019:** Dumas-Otis made motion to approve same. Sala seconded. Vice Chairman presented. Vote was unanimous.

**Administrative Coordinator Report / Requests & Correspondence:** Vice Chairman made motion to sponsor YMCA's Toast of the Coast in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Vice Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Gi's Rooster Run in the amount of 1-hour of ice time & 2-nights camping. Vice Chairman seconded. Vice Chairman presented. Vote was unanimous.

Sala made motion to sponsor Nautical Whalers Parrot Head Golf Tournament in the amount of 1-hour of ice time & 2-nights camping. Vice Chairman seconded. Vice Chairman presented. Vote was unanimous.

Vice Chairman made motion to sponsor Bourne State Police Golf Tournament in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Vice Chairman presented. Vote was unanimous.

**Also in Packets:** MMA Magazine; thank you note from the Tellier Family; Bourne State Police sponsorship banner; & minutes of 2 staff meetings & 1 Lobby Working Group meeting. Woodside reminded all to partake in the Conflict of Interest / Ethics on-line course (if applicable), & to remit certificates of same for the files.

**Treasurer Report:** Johnson arrived. Howie informed all that he has delivered our financials to our CPA for depreciation purposes, & awaits our year-end report.

**Warrants:** Howard presented 4 warrants for signature of the Board.

**Maintenance Report / Declare Surplus Equipment:** Ferrari informed all of the vehicle problems with the 2 1999 Ford Rangers. Discussion was held, & @ this time Ferrari requested that 1 of them be declared as surplus.

Sala made motion to declare 1 1999 Ford Ranger as surplus, & to dispose of same in the best interest of the Authority. Dumas-Otis seconded. Vice Chairman presented. Vote was unanimous.

**Park Report / Site Change Lottery:** Morrill reported that same will be held on Saturday, August 24<sup>th</sup> @ 10am @ the Pavilion. He recommends increasing our seasonal rate by \$100.00, thus \$5,000.00 for the 2020 season (03/27/20 – 10/25/20). Discussion followed. He assured all that said rate is still competitive with the area campgrounds.

Duane made motion to approve the \$100.00 increase pending Corps of Engineers approval. Coughlin seconded. Vice Chairman presented. Vote was unanimous.

**Approve Vehicle Purchases:** Morrill reviewed the status of the 2 1999 Ford Rangers that were originally used for Patrol, & were then passed down to the Grounds Crew. Discussion was held on the various options to replace same.

Duane made motion to approve the purchase of 2 new pick-up trucks. Sala seconded. Chairman presented. Vote was unanimous.

**Capital Outlay Projects Update:** Morrill informed all that all Park projects are on hold @ this time to concentrate our efforts of the Water Treatment Plant as same hinges on the funding of said facility. Johnson further stated the Ergo Tour Site Report, MA Works Grant results, & the proposed Lease extension with the Corps ties into same as well.

Vice Chairman suggested taking a few minutes break until the Chairman's arrival. All concurred. Meeting ceased @ 4:25pm. Chairman arrived, & meeting resumed @ 4:30pm.

**Executive Session:** Duane made motion to enter into Executive Session for the purpose of considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body. The Board will re-open into Public Session. Sala seconded. Chairman polled the Board. Duane = yes, Dumas-Otis = yes, Sala = yes, Coughlin = yes, & Chairman = yes. Vote was unanimous. Gallo, Gately, & Hough left the meeting. Board entered into Executive Session @ 4:32pm.

Board resumed Public Session.

**Minutes of July 25, 2019:** Duane made motion to approve same. Coughlin seconded. Chairman presented. Duane, Coughlin, & Folino vote in favor. Sala & Dumas-Otis abstained. Motion carries.



**Updated Maintenance Supervisor & Skilled Maintenance Mechanic Job**

**Descriptions for Approval:** Sala informed all that the Maintenance Supervisor position will now report directly to the Operations Manager, but will still supervise the other position in that Department. The consensus of the Board would be that the salaries for both positions could be negotiable based on experience with the range for each position. Discussion was held on the changes recommended. Woodside will format same for the Board's review prior to advertising same.

Duane made motion to approve both the Maintenance Supervisor & Skilled Maintenance Mechanic job descriptions. Sala seconded. Chairman presented. Vote was unanimous.

**Advertising Maintenance Position(s):** Discussion was held on adverting both positions. Same will be placed for this Sunday's Cape Cod Times, & next week's Bourne papers. Same will also be advertised through the newspapers on-line venues & "in-house".

**Updated Organizational Chart for Approval:** Discussion was held on same, & will be edited for the next meeting.

**MA Works Grant Update:** Johnson was pleased to work with Jane Estey & George Heufelder on same, & was thankful for their invaluable assistance. Duane also thanked Dumas-Otis for suggesting the idea in the first place. All concurred. All look forward to receiving news of any funding toward a Water Treatment Plant @ the Park, but realize there are 351 towns within MA that may vie for same.

**ERGO Update:** Johnson stated same went very well @ both locations, & looks forward to receiving their report. Corradi stated his appreciation of Ferrari for stepping-in in Morrill's absence to lead the Tour. All concurred. Corradi further reported he was happy to see our staff doing their jobs throughout the Park during same.

**Rink Report / Ice Sales Update:** While Hickey would like to keep our current ice buyers while trying to find new ones, he is finding that both our major ice buyers are shrinking. Thus far, Canal YH has reduced their fall ice by 2-hours, & Bourne SC by 2 as well. He is trying to backfill those Wednesdays @ this time for the fall. In addition, while the high school schedules are mostly completed, BMWORR's system has changed due to Bourne members being the minority now, thus resulting in ORR taking over as the majority, & practicing closer to home (@ Tabor) during the winter. He did place a Nantucket vs. Ashland game into our schedule which is not the norm, but that has sold 2 of the hours in question, & he has calls into Plymouth YH, Bridgewater Bandits, Cape Cod Hockey, & Cape Cod Seahawks. He further stated that because of "school-choice", the Bourne (20%), Sandwich (8%), & Wareham (25%) school systems are all down on attendance since 2013. Chairman would like to see Hickey exhaust all options in selling ice. Corradi continued the discussion on the increased revenue that could assist us should the expansion project become a reality (i.e. gym membership / leasing space, etc.).

**Daily Schedule of Park Office Supervisor to Enhance Sales:** Once the new hire is on-board, Hickey will meet with same, other staff members, & the Rink Sub-Committee to brainstorm ideas to expand our customer-base for additional revenues while maintaining our relationships with our current ones. Perhaps new advertiser would result as well.

**"Live Barn" Proposal:** Hickey has had several conversations with others in the industry regarding same. While there is a revenue stream from same, not everyone is a fan (i.e. high school coaches worry about other teams watching their power plays, etc.... parental concerns on strangers watching their children... MIAA proceeds, etc.). While there could be "black-out" times, Hickey is not a fan of can @ this time. Chairman would like him to investigate further.

**Reserch Federal, State, & Private Funding Opportunities for Lobby Expansion Update:** While Hickey is unsure if this will be a valid avenue, he sent an inquiry to Michael Jackman to look into the Department of interior / Bureau of Land Management regarding same. Dumas-Otis suggested contacting USA Hockey & Penalty Box. Duane would like to display renderings of the proposed expansion to gain customer support.

**Office Supervisor Update:** Morrill stated that 3 candidates will interview for said position next week. It was asked that in order to keep it moving, the Interview Committee be allowed to offer the job after they come to an agreed upon applicant. Coughlin stated that they were hoping to interview the candidates yesterday in order to be ready for recommendation @ this Board meeting, but same had to be rescheduled to next week due to doctor's appointments & vacation plans already in place. All concurred.

The next meeting of the Authority will be held Tuesday, September 17<sup>th</sup> @ 7pm... the Rink Sub-Committee will meet on Monday, August 27<sup>th</sup> @ 1pm... & the Job Description Working Group will meet on Thursday, August 29<sup>th</sup> @ noon.

There being no further business brought before the Board, Sala made motion to adjourn. Dumas-Otis seconded. Chairman presented. Vote was unanimous. Chairman adjourned meeting 7:17pm.

Respectfully submitted by:



Diane M. Woodside, Admin. Coord.



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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www.galloarena.com / www.bournescenepark.com

GREGORY A. FOLINO  
*Chairman*

W. CURT DUANE  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

## AGENDA

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

Tuesday, August 27, 2019 - John Gallo Ice Arena - 1:00pm

### Agenda Items:

1. Warrants.
2. Working Group Update.
3. Ice Sales Update.
4. Federal, State, & Private Funding Opportunities for Lobby Expansion.
5. Capital Outlay Projects.
6. "Live Barn" Update.

Signed:

Gregory A. Folino, Chairman

Date: August 22, 2019

TOWN CLERK BOURNE

2019 AUG 22 AM 8:56

RECEIVED



**BOURNE RECREATION AUTHORITY**

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AMENDED AGENDA

GREGORY A. FOLINO  
Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAG-OTIS  
Member

Meeting Notice - Bourne Recreation Authority

Tuesday, September 17, 2019 - John Gallo Ice Arena - 7:00pm

Agenda Items:

1. Kevin Hough, Canal Youth Hockey.
2. Public Comment.
3. Minutes of August 14, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
  - b. Updated Job Descriptions for Approval.
5. Treasurer Report.
  - a. Warrants.
  - b. Annual Financial Statements for FY'19.
6. Rink Report.
  - a. Research Federal, State, & Private Funding Opportunities for Lobby Expansion Update.
  - b. Timeline of Daily Activities of the Park Office Supervisor Assisting Rink Facility Supervisor with Promoting Ice Arena Sales.
7. Maintenance Report.
  - a. Appointments to / Scheduling of Maintenance Positions Interview Committee.
8. Park Report.
  - a. Staffing.
9. Exhibit B Listing / Capital Outlay Projects.
10. Prioritizing Ongoing & Upcoming Projects.
11. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."
12. Executive Session - The Board will not re-open into Public Session.
  - a. Discussion of applicants for the Maintenance Supervisor & Skilled Maintenance Mechanic positions.
  - b. Considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body.
  - c. Grievances.

TOWN CLERK BOURNE

2019 SEP 16 PM 12:54

RECEIVED

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: \_\_\_\_\_

September 16, 2019



ESTABLISHED 1970

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W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Tuesday, September 17, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Kevin Hough, Canal Youth Hockey.
2. Public Comment.
3. Minutes of August 14, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
  - b. Updated Job Descriptions for Approval.
5. Treasurer Report.
  - a. Warrants.
  - b. Annual Financial Statements for FY' 19.
6. Rink Report.
  - a. Research Federal, State, & Private Funding Opportunities for Lobby Expansion Update.
7. Maintenance Report.
  - a. Appointments to / Scheduling of Maintenance Positions Interview Committee.
8. Park Report.
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  - b. Considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body.
  - c. Grievances.

AMERICAN SIGNATURE

2019 SEP 13 AM 10:05

0000000000

Signed:

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date:

September 13, 2019



ESTABLISHED 1970

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Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

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

Monday, September 23, 2019 - John Gallo Ice Arena - 9:00am

### Agenda Items:

1. Warrants.
2. Canal Youth Hockey Ice Buyer Agreement.

Signed:

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: September 18, 2019

2019 SEP 18 PM 12:36  
TOWN OF BOURNE



ESTABLISHED 1970

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Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

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

Tuesday, October 8, 2019 - Bourne Scenic Park - 12:00pm

### Agenda Items:

1. Warrants.
2. Maintenance Positions.
3. 2020 Rates.
4. Winter Camping.

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: \_\_\_\_\_

October 3, 2019

2019 OCT -3 PM 1:08  
Bourne Recreation Authority

Park Sub-Committee

October 8, 2019

Present: Curt Duane, George Sala, Jack Coughlin, John Morrill, John Hickey, Robert Howard.

Meeting Started at 12:05 PM.

1. Treasurer presented 3 Warrants for signatures.
2. 2020 Rates: John Morrill requested rates for Transients and Long-Term Off-Season campers. A 5% increase was requested to be approved at next Board Meeting.
3. Winter Camping: Must talk to Corps of Engineers for approval as camper units would stay on site all winter. John Morrill will meet with Corps about this. John Morrill would like Corps representative at next Board meeting. John Morrill would like to put out a survey to Seasonal Campers to gauge interest in this concept.
4. Sub-Committee would like to interview the following for the Maintenance Head position: Hollis Bragdon, Chris Iarussi, Mike Hackett, Steve Collea and Dennis Reynolds.

Respectfully submitted,

Robert Howard, Treasurer





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Chairman

W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clark

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

*Cancelled  
No Quorum*

Meeting Notice - Bourne Recreation Authority

Thursday, October 17, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Public Comment.
2. Canal Youth Hockey Memorandum of Understanding.
3. Minutes of September 17, 2019.
4. Administrative Coordinator Report.
  - a. Requests & Correspondence.
5. Treasurer Report.
  - a. Warrants.
6. Rink Report.
  - a. Discussion on Proposed Lobby Expansion & Update of Research Federal, State, & Private Funding Opportunities for same.
  - b. Rink Revenue Ideas.
7. Maintenance Report.
  - a. Appointment of Maintenance Supervisor.
8. Park Report.
  - a. 2020 Rates.
  - b. Winter Camping.
  - c. Project Updates.
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10. Executive Session - The Board will not re-open into Public Session.
  - a. Considering a lease of real property with the Corps of Engineers. The Chairman has declared that an open session may have a detrimental effect on the negotiating position of the public body.
  - b. To discuss strategy with respect to litigation as the Chairman has declared that an open meeting may have a detrimental effect on the negotiating position of the public body.

*BD  
10/18*

FOR THE CHAIRMAN

2019 OCT 10 PM 3:10

RECEIVED

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

*Gregory A. Folino*

Gregory A. Folino, Chairman

Date: October 10, 2019



ESTABLISHED 1970

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Chairman

W. CURT DUANE  
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JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

Meeting Notice - Bourne Recreation Authority

Wednesday, October 23, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Public Comment.
2. Canal Youth Hockey Memorandum of Understanding.
3. Minutes of September 17, 2019.
4. Administrative Coordinator Report.
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5. Treasurer Report.
  - a. Warrants.
6. Rink Report.
  - a. Discussion on Proposed Lobby Expansion & Update of Research Federal, State, & Private Funding Opportunities for same.
  - b. Rink Revenue Ideas.
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  - b. To discuss strategy with respect to litigation as the Chairman has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

*Cancelled*

JOHN GALLO

2019 OCT 18 AM 9:04

RECEIVED

Signed:

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date:

October 18, 2019



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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W. CURT DUANE  
Vice Chairman

JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

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 Company Name: Bourne Town Hall  
 Fax Number: (508) 759-7986  
 Phone Number: 508. 759. 0600 (x313)

The material is from:

Sender's Name: Diane M. Woodside, Admin. Coord.  
 Company Name: Bourne Recreation Authority  
 Fax Number: (508) 759-4922  
 Phone Number: (508) 759-8904 (x3)

Total pages 2 (including cover sheet)

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### REMARKS

Please Post!

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Thank you,

---

Diane Woodside

---

@ BRA / <sup>Gallo</sup> scenic park

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JOHN A. COUGHLIN  
Clerk

GEORGE M. SALA  
Member

JANE A. DUMAS-OTIS  
Member

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Wednesday, October 30, 2019 - John Gallo Ice Arena - 7:00pm

#### Agenda Items:

1. Public Comment.
2. Minutes of September 17, 2019.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
  - b. Signing of Lease Extension with the Corps of Engineers.
4. Treasurer Report.
  - a. Warrants.
5. Rink Report.
  - a. Canal Youth Hockey Memorandum of Understanding.
  - b. Discussion on Proposed Lobby Expansion & Update of Research Federal, State, & Private Funding Opportunities for same.
  - c. Rink Revenue Ideas.
6. Maintenance Report.
7. Park Report.
  - a. 2020 Rates.
  - b. Winter Camping.
  - c. Project Updates.
8. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."
9. Executive Session: To discuss strategy with respect to litigation as the Chairman has declared that an open session may have a detrimental effect on the litigating position of the public body.
10. Executive Session: Appointment of a new Maintenance Supervisor as the Chairman has declared that having this discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. The Board will not re-open in public session.

TOWN CLERK BOURNE

2019 OCT 24 PM 12:02

RECEIVED

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

*Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: October 24, 2019



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournecentricpark.com

GREGORY A. FOLINO  
*Chairman*

W. CURT DUANE  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Monday, November 25, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Superintendent Robert Dutch / Asst. Superintendent/Principal Roger Forget, Upper Cape Technical Regional School.
2. Public Comment.
3. Administrative Coordinator Report.
  - a. Requests & Correspondence.
4. Treasurer Report.
  - a. Warrants.
  - b. Surplus Equipment.
5. Rink Report.
  - a. Rink Rates.
  - b. Possible Funding Opportunities for Proposed Lobby Expansion Update.
6. Park / Maintenance Report.
  - a. Winter Camping Update.
  - b. Project Updates.
  - c. Appointment of the Interview Committee for the Skilled Maintenance Mechanic Position.
7. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."
8. Possible Executive Session: To discuss strategy with respect to litigation as the Chairman has declared that an open session may have a detrimental effect on the litigating position of the public body. The Board will not re-open in public session.

RECORDED  
2019 NOV 20 AM 11:47  
TOWN CLERK BOURNE

Signed: *Gregory A. Folino*  
Gregory A. Folino, Chairman  
Date: November 20, 2019

**Record of the Bourne Recreation Authority meeting held November 25, 2019**

**Present:** Gregory A. Folino    W. Curt Duane    John A. Coughlin  
George Sala    Jane Dumas-Otis    Barry H. Johnson  
Robert H. Howard    John M. Morrill    Diane M. Woodside  
Robert Corradi    John H. Hickey    Roger Forget  
Robert Dutch    Michael Degán

TOWN CLERK BOURNE

2019 DEC 20 AM 11:13

RECEIVED

The Bourne Recreation Authority meeting was held on Monday, November 25, 2019. Chairman called the meeting to order @ 7:00pm. Said meeting was audio-taped. 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 wished to record this meeting. Hearing none, the meeting continued on to the agenda items.

**Superintendent Robert Dutch / Asst. Superintendent/Principal Roger Forget, UCT:**

On November 11<sup>th</sup> the Chairman & Corradi met with Dutch & Forget as it was brought to the Chairman's attention that UCT was considering having their students build a rink on their premises for the 2020-2021 hockey season. Said campus has undergone major renovations. At that meeting, the Chairman provided Dutch with various financial information pertaining to the operation of our facility.

Dutch stated that UCT has now had its own varsity hockey team for 6-years & would like better ice time for their student-athletes. He touched on the history of the UCT team, it's ice times @ Gallo & elsewhere, & their ability to construct a rink in-house (a metal building subbed-out with an ice sheet, bleachers, locker rooms, & refrigeration plant) @ an estimated cost of \$1,000,000.00 via financing. While he understands Gallo is home to 6 high school teams, a couple JV programs, a figure skating club, a youth hockey organization, men's league, & more, he was hoping for less 5:10am slots after 6-years of purchasing ice here. Coughlin arrived @ 7:15pm. Discussion followed. Duane stated that just our rink renovation cost \$2,500,000.00 10-years ago, so he was surprised to hear the \$1,000,000.00 figure. Forget mentioned their overhead is low due to the student / teacher involvement, & Dutch reminded all that the Authority has certain construction requirements they must follow unlike UCT.

For informational purposes Hickey reminded all that youth hockey has seen a decreased in participation, as has girl's hockey. He also stated that because ORRBW Girls are skating more @ Tabor this year, & Plymouth Girls are now skating elsewhere, UCT has been given some 6am slots in place of 5am ones. He then stated that when UCT broke away from Mashpee, while their practices were scheduled for the early hours, their games are scheduled during prime-time hours. Coughlin inquired how difficult would it be to change the schedule @ this time. Hickey reported that the high school's practice & game schedules have been in place for all of the teams that skate here since the beginning of October, & when the season begins next week, that the Bourne, Sandwich Boys, & Sandwich Girls teams will once again rotate their Tuesday slots that include early ice. He asked Dutch if switching their 5am ice time to a later one 1-day a week

would require. He also investigated the costs for incorporating curling into our schedule, but the cost to get that going is high.

**Park / Maintenance Report / Winter Camping Update:** While Morrill is still gathering information on this topic, his initial thoughts include: having the Office open during the day staffed by salaried employees; utilizing Patrol when the Office is closed; employing Cleaning Personnel; ensuring electricity & gas are on; & insulating & heating a restroom. He estimated these costs to total \$64,540.00, & thus, is charging \$300 a month for 5 months would generate \$87,000.00, a possible profit of \$22,460.00 could be had. Discussion was held. Morrill was surprised as to how many people responded favorably, but is not sure the same number would be interested in dry-camping. Sala figured anyone interested in winter camping would have units that were insulated, & would watch out for one another, thus eliminating the need for patrol. Morrill wonders if the Corps of Engineers would even consider this avenue. Chairman suggested developing this proposal, & talking to the local Corps Office with regard to same. Coughlin stated it would be interesting to try same to see how it goes in addition to adding revenue. All concurred.

**Project Updates:** Morrill reminded all that projects have been halted until we get the ERGO Report results. We need to evaluate our waste water, examine how a new bridge will impact us, & figure out our options. All concurred. Johnson stated he read the MA DOT Legal Notice regarding the bridge project, & will voice our concerns to them to be kept in the loop.

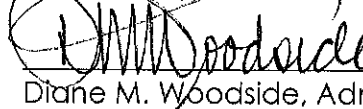
**Appointment of the Interview Committee for the Skilled Maintenance Mechanic Position:** Duane, Morrill, Hickey, Corradi, & Hackett will serve on same, & said interviews will be coordinated next week.

Johnson reported that the new Maintenance Supervisor, Mike Hackett, will begin next Monday as his CORI & physical have been completed. Hackett toured the Park today with Morrill.

**Possible Executive Session:** Not utilized.

The next meeting of the Authority will be held Monday, December 16<sup>th</sup> @ 7pm. There being no further business brought before the Board, Dumas-Otis made motion to adjourn. Sala seconded. Chairman adjourned meeting 9:45pm.

Respectfully submitted by:



Diane M. Woodside, Admin. Coord.



# BOURNE RECREATION AUTHORITY

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*Clerk*

GEORGE M. SALA  
*Member*

JANE A. DUMAS-OTIS  
*Member*

## AGENDA

### Meeting Notice - Bourne Recreation Authority

Monday, December 16, 2019 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Robert Dutch & Roger Forget, UCT.
2. Public Comment.
3. Minutes of October 30, 2019.
4. Minutes of November 25, 2019.
5. Administrative Coordinator Report.
  - a. Requests & Correspondence.
6. Treasurer Report.
  - a. Warrants.
  - b. Quarterly Financial Report (07/01/19 - 09/30/19).
7. Rink Report.
  - a. High School Athletic Director Meeting.
  - b. Rates for FY'21.
  - c. Possible Funding Opportunities for Proposed Lobby Expansion Update.
8. Park / Maintenance Report.
9. "The listing of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed & other items not listed may also be brought up for discussion to the extent permitted by law."
10. Possible Executive Session: To discuss strategy with respect to litigation as the Chairman has declared that an open session may have a detrimental effect on the litigating position of the public body. The Board will not re-open in public session.

RECEIVED  
 2019 DEC 10 PM 2:50  
 TOWN CLERK BOURNE

Signed: *Gregory A. Folino*  
Gregory A. Folino, Chairman

Date: December 10, 2019



RECEIVED

2020 JAN 21 AM 11:24  
TOWN CLERK BOURNE

Record of the Bourne Recreation Authority meeting held December 16, 2019

<u>Present:</u>	Gregory A. Folino	W. Curt Duane	John A. Coughlin
	George Sala	Barry H. Johnson	Robert H. Howard
	John M. Morrill	Robert Corradi	Diane M. Woodside
	John H. Hickey	Roger Forget	Robert Dutch
<u>Absent:</u>	Jane Dumas-Otis		

The Bourne Recreation Authority meeting was held on Monday, December 16, 2019. Chairman called the meeting to order @ 7:00pm. Said meeting was audiotaped. 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 wished to record this meeting. Hearing none, he continued on to the agenda items.

Superintendent Robert Dutch / Asst. Superintendent/Principal Roger Forget, UCT:

Chairman stated that Dutch & Forget are before the Board once again for clarification on some points raised after the last meeting, & hence instructed Corradi & Hickey to answers those concerns with a presentation this evening. He asked all to hold their questions until the end of same, & will offer a summary after that so all are of the same understanding.

Hickey informed all that he coordinates 5 Varsity & 4 JV teams in addition to youth hockey, figure skating, Men's League, adult groups & more during our winter season, & that the high school schedules are usually set in May by the AD's. In coordinating the winter schedule, all of our ice buyers make concessions in order to try to accommodate all over the years. In this effort, Bourne & Sandwich Boys, & Sandwich Girls alternate 6am ice time on Tuesdays throughout the season. Since the UCT representatives were here last, he has implemented the same practice involving UCT, Bourne, & Sandwich Boys on Mondays. Morning is costs \$170 vs. afternoon / evening ice @ \$260. As far as games are concerned, due to time constraints on making room for all of our customers on game days, if a game is scheduled for a 1.5 hour sheet, only 1 ice-made is done, no Anthem is played, no player introductions are announced, & we allow for a 5-minute or less warm-up. If a 2-hour sheet is utilized 2 ice-makes are done, the Anthem played, players announced during the 5-minute warm-up (if time allows); however, if a previous games went into overtime, he may have to make edits to get back on schedule for the next game(s) scheduled. He stated all Coaches coordinate with him or the Shift- Supervisor before they step on the ice for games. For this season, Bourne has 10 2-hour games, Sandwich 9, Wareham 9, & UCT has 8. Last year Bourne rented 108 hours, Sandwich 143, Sandwich Girls 82, Wareham 56, & UCT purchased 61. In closing, Hickey assured Dutch & Forget that he wants UCT to feel a part of Gallo, & in the Authority's plans for expansion.

Dutch stated his appreciation for this presentation, & asked a few questions for clarification, which Hickey answered. Corradi also explained the check-in process other high schools do when they come into Gallo in order to prep for the game (i.e. locker-room key, any fundraiser being held, get their music played

season, & in the future. All understood, & made concessions in the upcoming months to accommodate UCT. Before that meeting ended, he asked if there were any other concerns, to which none were voiced, so he was surprised when, just days later, he heard from UCT that they wished to return to tonight's Board meeting to discuss game times & procedures for same. Hickey stated he understands the pride Dutch & Forget have in their hockey program, & their wish to grow it. Corradi hopes that all the schools will give up a little of their ice to accommodate UCT in the future, & congratulated Hickey on the presentation this evening. All felt everyone is now on the same page, & all were happy that the ice coordination will be better in the future.

**Rates for FY'21:** When Hickey called area rinks, he found that 5 of the 11 reported they were not planning on increasing their rates for the upcoming fiscal year, & 3 of those on the Cape are charging less than we are. While that has not been the norm in the past, Hickey recommended perhaps increasing our prime-time rate by \$10 to \$270. Discussion followed. Duane suggested increasing same by \$20 to \$280. Coughlin inquired that if area rinks are losing business, would it be appropriate to raise ours? He further stated he called a few high schools that skate here to inquire about their student athletic fees (Bourne \$350, Sandwich \$150, & Wareham \$250). He would like to see the Board stay where we're @ for the upcoming fiscal year as he feels we're in a good position, financially. Chairman spoke on behalf of a \$20 increase as increased costs should be passed on to the consumer, & over the past few years we have spent \$600,000 in improvements. Sala stated his uncertainty of a \$20 increase. Morrill suggested that whatever we do, to be consistent similar to the Park. Additional discussion followed, & Woodside apologized for her unhelpful comments. Chairman would like to see a compromise @ a \$15 increase, & feels we have a beautiful facility that warrants same. Duane concurred. Topic will be discussed further @ the next meeting.

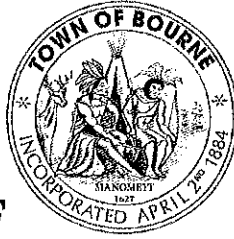
Chairman made motion to table same until next meeting. Duane seconded. Chairman presented. Vote was unanimous.

**Possible Funding Opportunities for Proposed Lobby Expansion Update:** Johnson reported that of the 3 persons recommended to Corradi, 2 are not qualified for the task the Authority wants to undertake, & 1 may be, but more information is needed. Chairman suggested contacting UCT to see if it would be feasible to speak with their grant writer. Johnson will investigate.

**Park:** Per the Chairman's suggestion @ a previous meeting Morrill & Johnson met with the local Corps of Engineers Office to discuss various Park related items, some of which are ideas to off-set the potential loss of sites & amenities once the proposed bridge construction becomes a reality. When they broached the subject of the possibility of winter camping as a way to generate additional revenue, they respectfully declined same. Discussion followed. While there was no new information available on the proposed bridge matter, the Corps will keep us in the loop. In the future maintenance of the bridges may be transferred from the Corps to the MA DOT. When discussing our efforts to update sewerage within the Park, the Corps is aware we have hired the Horsley Witten Group, &







# TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

BOARD of REGISTRARS

## VOTER REGISTRATION SESSIONS

**April 16th:** last day to register to vote for the May 6, 2019 Annual Town Meeting....open til 8:00pm.

**April 26<sup>th</sup>:** last day to register to vote for the May 6, 2019 Special Town Meeting....open til 8:00pm.

**MAY 1:** last day to register to vote in the May 21, 2019 Annual Town Election...open til 8:00pm.

You may register to vote in person, by mail or on line.

Please see the link below:

<https://www.sec.state.ma.us/e/e/e/iv/howreg.htm>

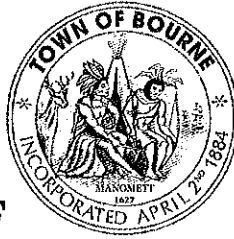
For the Board of Registrars: Barry H. Johnson

Member, Board of Registrars

TOWN OF BOURNE  
2019 APR -8 PM 4:05  
WENDY CHAPMAN

BARRY H. JOHNSON  
Town Clerk

WENDY CHAPMAN  
Assistant Town Clerk



# TOWN OF BOURNE

Office of the Town Clerk

## MEETING NOTICE

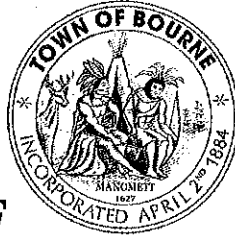
The **Board of Registrars** will be holding a **VOTER REGISTRATION SESSION** on **FRIDAY, October 11, 2019 from 4:30 to 8:00pm** for the following purpose:

Anyone who wants to participate in the **Monday, October 21, 2019 Special Town Meeting MUST** be a registered voter on or before that date.

For the Board of Registrars:

Barry H. Johnson, Town Clerk/RAO/ Member of the Board of Registrars

2019 AUG 26 PM 2:08  
TOWN OF BOURNE



**TOWN OF BOURNE**

Office of the Town Clerk

**AMENDED**

**MEETING NOTICE**

The **Board of Registrars** will be holding a **VOTER REGISTRATION SESSION** on **FRIDAY, October 18, 2019 from 4:30 – 8:00 pm** for the following purpose:

Anyone who wants to participate in the **Monday, October 28, 2019 Special Town Meeting** **MUST** be a registered voter on or before that date.

For the Board of Registrars:

Barry H. Johnson, Town Clerk / RAO / Member of the Board of Registrars

2019 SEP 27 PM 3:51  
TOWN CLERK BOURNE

