

2016

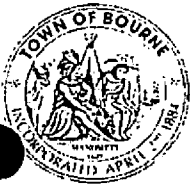
Planning Board

Police Facility Building Committee.

Recreation Authority

Recreation Committee

Recycling Committee



TOWN OF BOURNE

Planning Board



Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, January 14, 2016
PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay
TIME: 7:00 PM

This meeting is being televised and recorded

Minutes of 11/12/15 and 12/10/15

1. Public Hearing for Site Plan Review/Special Permit #07-2015: 9 & 11 Jonathan Bourne Dr. Teresa Battles. For a 10,000sf fitness center in an existing warehouse building.
2. Public Hearing for Amended Site Plan Review/Special Permit #03-2-13B: 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building.
3. Remand from Courts for Eustis definitive subdivision

Cancelled
B/E

2016 JAN 6 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS.

Johnson, Barry

Barry Johnson

From: Moore, Coreen
Sent: Wednesday, January 13, 2016 5:07 PM
To: chrisfarrell911@gmail.com; dsdoucette@comcast.net; Steven P. Strojny; howiefam1@yahoo.com; gallo.construction@verizon.net; bob@massremodel.com; Elmer Clegg; Dirt digger22@verizon.net; vpmichienzi@aol.com; Leitzel, Michael; shandy282@gmail.com
Cc: Gratis, Ann; Chapman, Wendy; Johnson, Barry; Lydon, Timothy; Dangelo, Karen; Michael Rausch
Subject: Planning Board Meeting

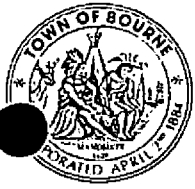
The Planning Board meeting for Thursday January 14, 2016 has been canceled due to a lack of a quorum and the absence of the Chairman and the Vice Chairman.
Further information will follow as to when the projects will be heard.



Coreen V. Moore
Bourne Town Planner
Bourne Town Hall
24 Perry Ave.
Buzzards Bay, MA 02532

508.759.0600 ext.#1346

2016 JAN 14 PM 3 38
BIDJ
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

Planning Board



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2. Public Hearing for Amended Site Plan Review/Special Permit #03-2-13B: 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building.
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2016 JAN 6 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2015 DEC 28 AM 9 31

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Frank Battles

LOCATION: 50 MacArthur Blvd
Assessors Map 24, Parcel 18.1, 39

PROPOSAL: Amendment to a site plan/special permit to remove 8
parking spaces and construct a 1200sf addition to the back
building.

DATE & TIME: Thursday, January 14, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Enterprise Publishing Dates:
Dec. 25, 2015
Jan. 1, 2016

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2015 DEC 28 AM 9 31

TOWN CLERK'S OFFICE
BOURNE, MASS

LOCATION: 676 Scraggy Neck Road
Book 5858 Page 102

PROPOSAL: Remand from the court for reconsideration regarding the required width of road pavement after waiver and construction specifications thereof shown on the approved plan and referenced in Defendant Planning Board's written decision dated 9/23/14.

DATE & TIME: Thursday, January 14 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

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Bourne Enterprise Publishing Dates:
Dec. 25, 2015
Jan. 1, 2016

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2015 DEC 28 AM 9 31
TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Teresa Battles

LOCATION: 9 & 11 Jonathan Bourne Dr.
Assessors Map 35, Parcel 96

PROPOSAL: Application to construct a 10,000sf fitness/health care
facility within an existing warehouse building.

DATE & TIME: Thursday, January 14, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

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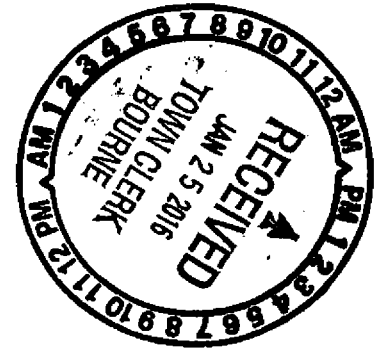


MEETING AGENDA

DATE: Thursday, January 28, 2016

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM



This meeting is being televised and recorded

1. **ANR: MGL 41 81P (Approval Not Required):** Plan for 357 Circuit Ave, LLC, 4 unbuildable lots.
2. **Public Hearing for Site Plan Review/Special Permit #07-2015:** 9 & 11 Jonathan Bourne Dr. Teresa Battles. For a 10,000sf fitness center in an existing warehouse building.
3. **Public Hearing for Amended Site Plan Review/Special Permit #03-2-13B:** 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building.
4. **Public Hearing for Amended Site Plan Review/Special Permit #03-2-13B:** 50 MacArthur Blvd. Battles. For alternative surfacing.
5. **Remand from Courts for Eustis definitive subdivision**
6. **Informal discussion:** School Committee proposal to change access road from Trowbridge to one-way.
7. **Public Hearing for a Change to the Zoning Bylaws:** DTN signage change.
8. **Public Hearing for a Change to the Zoning Bylaws:** Change height in B3 zoning district.
9. **Public Hearing for a Change to the Zoning Map:** Change a portion of land from B2 to B3.
10. **Fees:** Annual review of Planning Board fees.

**Full bylaw text and map change information are available at the offices of the Planning Board and Town Clerk. They are also available online at www.townofbourne.com/planning*

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2016 JAN 7 AM 9 39

TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Frank Battles

LOCATION: 50 MacArthur Blvd
Assessors Map 24, Parcel 18.1, 39

PROPOSAL: special permit for alternative surface for a gravel drive.

DATE & TIME: Thursday, January 28, 2016 at 7:00 P.M.

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239 Main Street
Buzzards Bay, MA 02532

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Bourne Courier Publishing Dates:
Jan. 6, 2016
Jan. 13, 2016

PLANNING BOARD MEETING MINUTES
January 28, 2016

APPROVED
3-10-16

PRESENT: Christopher Farrell, Daniel Doucette, Vincent Michienzi, Elmer Clegg, Joseph Agrillo, Stephen Strojny
ABSENT: John Howarth, Louis Gallo, Robert Gendron
STAFF: Coreen Moore, Town Planner
PUBLIC: Mike Rausch, Jim Mulvey, Eleannor Wendell, Chris Hyldborg, Zac Basinski, Joel Kubick, Heather DiPaolo, Jon Fitch, Fred Eustis, George Slade, Dan Osala, and other members of the public

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

This meeting was televised and recorded.

Mr. Doucette made a MOTION to take the school out of order. The MOTION was seconded by Mr. Michienzi with all in favor.

Informal Discussion: School Committee proposal to change access road from Trowbridge to one-way.

Chris Hyldborg: This was originally the back entrance and now has a lot of traffic flow. It's narrow, has two substantial curves and no sidewalks/bike lanes. The option to widen is too expensive. There are concerns with people at the softball field. Campus traffic to exit onto Waterhouse Road and Trowbridge would be entrance only. We will be working with the State to have Waterhouse Rd marked as a school zone.

Chairman Farrell: That school road has always been a concern. 25-30 years ago we looked at it and asked the State for a crosswalk/school zone, and didn't get it. DOT has changed. I encourage you to proceed with that. It's long overdue and is in the best interest for the school and students.

Consensus of the Board is to proceed with this.

Coreen: I will be doing a staff response and asking the Fire Dept, Police and DPW for support.

81P: 357 Circuit Ave, LLC. 4 unbuildable lots.

Joel Kubick, Holmes and McGrath. My client wants to divide it into strips of land similar to nearby properties. He has talked to ConCom but we're not representing. The deed still allows use for the neighbors, I don't know what he's going to do with it.

Coreen: 81P is established by frontage so these will be unbuildable.

Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Strojny with five in favor and one opposed with reservations.

Public Hearing for Site Plan Review/Special Permit #07-2015: 9 & 11 Jonathan Bourne Dr. Teresa Battles. For a 10,000sf fitness center in an existing warehouse building.

Zac from Bracken Engineering: There are two existing buildings on this five acre lot that were permitted in the late 80's and built in the 2000's. The large building has manufacturing. For this project it's mainly a fit out. Removing the overhead bay doors and we will stripe the lot. We exceed parking by 29 spaces. Signage and dumpster will be done according to the bylaws.

Mr. Agrillo: I met with Tom Donovan on the site. The striping is done. Met with Tim from Coreen's office and I there are no problems with the plan, they should be all set.

9 & 11 Jonathan Bourne Dr. Teresa Battles Cont'd:

Coreen: This project is 10,000sf exactly, if it were 10,001 it would require Cape Cod Commission review.

Mr. Strojny asked if this is a fitness center for the public? Yes. 5am-9pm.

Mr. Clegg: There are two entrances?

Zac: Yes. One is ADA compliant and the other is existing.

Mr. Agrillo made a MOTION to approve. The MOTION was seconded by Mr. Doucette. Roll call vote as follows:

Mr. Clegg – yes

Mr. Agrillo – yes

Mr. Doucette – yes

Mr. Farrell – yes

Mr. Michienzi – yes

Mr. Strojny - yes

Public Hearing for Amended Site Plan Review/Special Permit #03-2013B: 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building and for alternative surfacing.

Dan Osala: They want to modify the striping, stock and public spaces are marked on the plan. The addition would be about 37' from the property line.

Roy, Conserv: The addition doesn't abut residential properties. 25' not in play at the time of the last permit issue. We are keeping the fence.

Mr. Strojny: I have done two site visits. Concerns: the north display lots indicate 9 spaces, today 8 of them had 3 trucks in each plus 3 more in other areas. Trucks are parked by the drainage. Employees are parked on the west side (gravel). There is a loss of 13 required spots with this proposed addition. There is a significant drop off by the property line and there is no erosion control going on now with the addition. Based on the use, emergency vehicles, the lot has way more cars than on this plan. Would like a positive recommendation from the Fire Dept. to make sure they can access. Review the memo from the Town Planner's office, make the revisions to address the concerns and come back. This site is built to the max.

Dan: There is a ball field in the back but we would stake the line, put riprap on the slope and a silt fence. The Fire Dept, we keep the aisles clear.

Mr. Doucette: the cars are static display, show how many cars will be in each space so we know the true numbers.

Mr. Clegg: When did you receive the memo from the Planner's office?

Mr. Strojny: Today. The original application was inadequate to do a review. The new plan came in this week.

Mr. Doucette: The deadline for plan submission is Monday at noon. It's unfair to the staff, they need to have time to properly go through the plans and make a decision.

Mr. Doucette made a MOTION to continue to 2/11/13. The MOTON was seconded by Mr. Clegg with all in favor.

Remand from Courts for Eustis definitive subdivision

Atty. Jon Fitch on behalf of the abutters: The subdivision created one buildable lot as per the 9/23/14 decision. There was family, perceived promises, and it was a change to their little neighborhood so the abutters appealed. This is the final step after lots of negotiations, many things have been resolved. The decision called for 16' of paved road width, we are asking that to be reduced to 12' to keep with the current width of the road. Eustis Lane is an existing paved way and only two properties use this road and it's in good shape. I checked with the Fire Dept, their largest vehicle including mirrors is 10' wide. There are 2' grass shoulders on each side, they are solid and we are asking to keep it as is. If it gets widened, 27 trees would have to be removed. The narrow road makes people slow down. I know there are some 8' – 10' roads in town (Mayflower, Priscilla). They serve several homes, Holland Ave serves 10

Remand from Courts for Eustis definitive subdivision Cont'd

homes and it's only 1 car wide. I respect your charge of safety, this is only for one more house and no more. It can work. We were scheduled for 1/14/16, I let the courts know the delay. Chris Wilder, abutter, came from London to be here for that meeting to say he wants the road left as is. It would solve the whole situation with the family and neighborhood.

Fred Eustis: My sisters feel strongly about the driveway, decided to drop the suit and appeal to you for the width reduction.

Michael Markoff, attorney for the Jones': We support the request.

Mr. Agrillo: I have a concern with emergency access and that you get a 10' wide fire truck and then an ambulance needs to get by, don't know if there's room.

Jon: The two shoulders are stable and flat.

Mr. Doucette: We will do a 12' width if the road is one way.

Jon: It doesn't work one way as it crosses private property in the back.

Mr. Doucette: Past practice is to bring the road up to subdivision standards after the 2nd house.

Chairman Farrell: 6-7 years ago Mr. Doucette and I took the largest fire truck down that road. The truck couldn't turn down a driveway, that's a concern. It's a quaint neighborhood and when another lot went in, we did a compromise to 16'. As a former public safety official, I have concerns.

Mr. Doucette: Coming out of the driveway onto Scraggy Neck Rd. there was a tree that prevented us from turning right (back lot) from the second access point.

Mr. Agrillo: They are going to be doing site work for the hammerhead so a truck can maneuver.

Mr. Clegg: The plan says 13', not 12'.

Chairman Farrell: That road varies, it's old and predated zoning.

Mr. Agrillo made a MOTION to keep it 12' up to the Jones' property line then pave 16' wide and the hammerhead constructed as per the plan.

Mr. Clegg: How do you envision a truck getting out?

Jon: The Fire Dept said it could be done. It was a general conversation with them, not site specific.

Mr. Doucette: Look at the tree on the back driveway as it's hard to get around.

The MOTION was seconded by Mr. Doucette with all in favor.

Public Hearing for a Change to the Zoning Bylaws: DTN signage change.

Coreen: We have found the 6' height for signs is too restrictive especially on the outlying areas. We are changing it to 8'-12' depending on the characteristics. They will have to give a definition of where the height is coming from, mainly the gas stations.

Mr. Doucette made a MOTION to support. The MOTION was seconded by Mr. Clegg with all in favor.

Mr. Doucette made a MOTION to take the zoning map out of order. The MOTION was seconded by Mr. Clegg with all in favor.

Public Hearing for a Change to the Zoning Map: Change a portion of land from B2 to B3.

Coreen: The change will make the area a continuous flow and will take the residential component out of it unless they have 10 acres of open space. The Town is looking for economic development and this is a good place.

Mr. Doucette made a MOTION to support. The Motion was seconded by Mr. Agrillo with all in favor.

Public Hearing for a Change to the Zoning Bylaws: Change height in B3 zoning district.

Coreen: We discussed with the Town Engineer about removing B1 zoning but we may want to leave it and research if any other areas of town need it.

Mr. Doucette: Allows relief for certain aspects, it's what we've discussed with the hotel/motel bylaw we are working on.

Jim Mulvey: I have concerns about allowing an unlimited height. A Board should not state they are pro-business, how can you look at something unbiased? Personally I'd like to see the height with no increase over 4 stories in downtown. We are still under the LCP. We want growth, yes, but appropriate growth.

Mr. Clegg: If going north on MacArthur Blvd, everything is B3 on the right, everything is B4 on the left. The height is 40' in B4.

Coreen: The height in the downtown area is already in place and not on the table and has been approved by the Commission. The only section is on the hill. The B4 abuts residential, the B3 abuts the base and UCT, it's an exclusive area and we don't really want to restrict that area as it gives businesses an opportunity to come to town.

Mr. Clegg: As a taxpayer I don't want unlimited height anywhere.

Jim: I'm concerned with the Town's character as a whole.

Mr. Doucette: The village character of buildings falling down is not what I want to see.

Chairman Farrell: Yes, I'm pro-business, we are in dire straits now, we can't offer the same services. Business doesn't impact services, they take care of themselves. I can read and interpret the rules as you saw tonight. I think we can do objectively. This is the last and largest track of land on the Cape.

Jim: Growth and taxes are important, but the type of growth is important.

Chairman Farrell: What other property in town do we have to bring growth to the town? Wastewater for downtown is the lynchpin. May be able to develop at much less cost than anticipated. We need tax relief and without increased growth and revenues, it's not going to happen. We need the opportunity for potential developers to come here.

Mr. Clegg: It's a pivot point to the future of Bourne. How high of a limit would you look at/live with?

Chairman Farrell: Flood plain, need relief for developers. Specific? I don't know, need to look at each project individually.

Mr. Doucette: They would have to prove to us with costs etc. that they need the height. We can balance height with more open space too.

Chairman Farrell: Special permit requires a super majority vote to pass.

Coreen: Downtown won't have the "tunnel affect" as we have a step back so the height isn't right on Main St.

Mr. Doucette made a MOTION to support. The MOTION was seconded by Mr. Strojny. The MOTION passed with five in favor, 1 opposed.

Fees: Annual review of Planning Board fees.

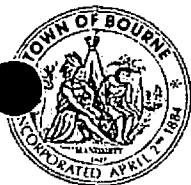
Ann: The only change is the mailing, instead of setting a set price, costs are always going up so I put 'current mailing fees'. Right now it's \$5.33 per envelope. The rest of the fees are similar to surrounding towns.

Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Clegg with all in favor.

Mr. Doucette made a MOTION to adjourn, seconded by Mr. Strojny with all in favor.

With no further business before the Board, the meeting was adjourned at 9:20.

Respectfully submitted, Ann Gratis



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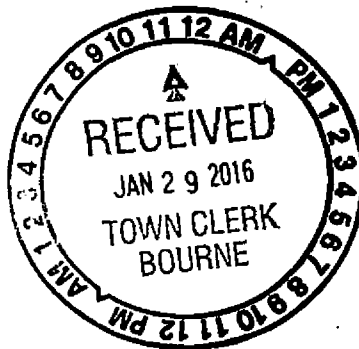
MEETING AGENDA

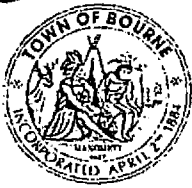
DATE: Monday, February 8, 2016

PLACE: Bourne High School auditorium, 75 Waterhouse Rd., Bourne

TIME: 7:00PM

For the purpose and duration of the Special Town Meeting.





TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

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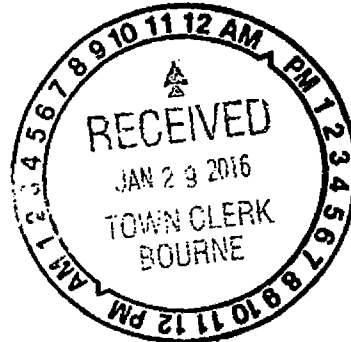
MEETING AGENDA

DATE: Monday, February 8, 2016

PLACE: Bourne High School auditorium, 75 Waterhouse Rd., Bourne

TIME: 7:00PM

For the purpose and duration of the Special Town Meeting.



DRAFT

**Planning Board Executive Session Minutes
February 10, 2011**

4.14.11
APPROVED

Present: Chris Farrell (6:50), Daniel Doucette, John Howarth, Peter Meier, Dudley Jensen, Douglas Shearer, Donald DuBerger, Gerald Carney (alternate)

Absent: Clement DeFavero, Louis Gallo

Also Present: Bob Troy

Recording Secretary: Ann Gratis

RECEIVED
2016 AUG 21 AM 11:56
TOWN CLERK BOURNE

Meeting was called to order by Vice-chairman Daniel Doucette at 6:30PM

Mr. Meier made a MOTION to enter into Executive session and to re-open in public session. The MOTION was seconded by Mr. Shearer. Roll call vote as follows:

Mr. Meier – yes	Mr. Howarth – yes	Mr. Jensen – yes
Mr. DuBerger – yes	Mr. Doucette – yes	Mr. Shearer – yes

Ocean Pines

Town Counsel, Bob Troy, stated Ocean Pines was originally approved as an open space subdivision and some conditions were never met. Hebb bought the Wildwood Lane property. The town took the open space by tax title. Hebb paid the taxes and got everything back to where it should be. Should we allow them to go forward? Hebb is no longer interested in the property, this is the mortgage holder that wants this resolved. They are represented by Mike Stusse. By restoring the special permit, it makes the property greater. The landcourt judge asked if the Bourne would consider this. Would like to get rid of this case. The vote will have to be done in open session.

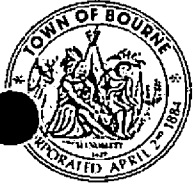
Mr. Howarth: we fought over this. It was supposed to happen 25 years ago. Would like to see single family homes, no one in the area wants condos there. The issue is the condos. Bob stated there are issues with the planning board position in the lawsuit. The procedure by which the applicant received notice, documentation, the decision never mailed to the applicant. However, Hebb was here for the hearings.

Mr. Howarth stated that Hebb never appealed the decision. They went to the ZBA instead.

Bob: if the bank takes over the property, the permit would be voided by that. Would have to come back to develop. If rescission is vacated, does foreclosure void the special permit? The bank may try to bring a negligence suit against the Board. They wouldn't have lent the money to Hebb if the records were clear. The special permit will be in effect until the bank puts the property up for auction. Would like to put on a future agenda to listen to them. Siding with the bank is in the best interest of the town.

Mr. Meier made a MOTION to adjourn and to go into public session. The MOTION was seconded by Mr. Shearer. Roll call vote as follows:

Mr. Meier – yes	Mr. Shearer – yes	Mr. Howarth – yes
Mr. Doucette – yes	Mr. DuBerger – yes	Mr. Jensen – yes



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2016 FEB 10 PM 12 40
TOWN CLERK'S OFFICE
BOURNE, MASS

AMENDED MEETING AGENDA

DATE: Thursday, February 11, 2016

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

This meeting is being televised and recorded

Minutes of 11/12/15, 12/10/15, 1/28/16

1. **Public Hearing for Amended Site Plan Review/Special Permit #03-2013B:** Cont'd from 1/28/16. 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building.
2. **Public Hearing for Amended Site Plan Review/Special Permit #03-2013B:** Cont'd from 1/28/16. 50 MacArthur Blvd. Battles. For alternative surfacing.
3. **Public Hearing for Site Plan Review/Special Permit #08-2015:** 790 MacArthur Blvd. Cambell Boat Works. For a 9,600sf building for the sale and repair of boats.
4. **Reappoint Design Review Committee**

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: CBW 790 MAC LLC

LOCATION: 790 MacArthur Blvd
Assessors Map 44.2, Parcel 133 Zoning District – B-2

PROPOSAL: Application for Site Plan Review/Special Permit 01-2016
for a 9,600sf building for sale and repair of boats.

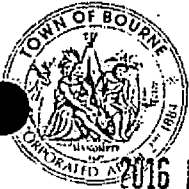
DATE & TIME: Thursday, February 11, 2016 at 7:00 P.M.

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Bourne Courier Publishing Dates:
January 20, 2016
January 27, 2016

2016 JAN 10 PM 11 38
TOWN CLERK'S OFFICE
BOURNE, MASS



2016 FEB 5 PM 3 33

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE

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MEETING AGENDA

DATE: Thursday, February 11, 2016

PLACE: Veteran's Community Building, 239 Main St., Buzzards Bay

TIME: 7:00 PM

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Minutes of 11/12/15, 12/10/15

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4. **Reappoint Design Review Committee**

PLANNING BOARD MEETING MINUTES
February 11, 2016

APPROVED
3-10-16

PRESENT: Christopher Farrell, Daniel Doucette, Vincent Michienzi, Elmer Clegg, Joseph Agrillo, Stephen Strojny, John Howarth, Robert Gendron
ABSENT: Louis Gallo
STAFF: Coreen Moore, Town Planner, Tim Lydon, Engineering Tech
PUBLIC: Mike Rausch, Greg Siroonian, Ford O'Connor, Gary Labrie, Roy Catignani, Danny Gonsalves and other members of the public

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

This meeting was televised and recorded.

1/12/15 minutes: Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Strojny with 5 in favor, 3 abstentions.

2/10/15 minutes: Mr. Doucette made a MOTION to approve. The MOTION was seconded by Mr. Strojny with all in favor.

1/28/16 minutes: Mr. Doucette made a MOTION to continue to fix the errors. The MOTION was seconded by Mr. Clegg with all in favor.

Public Hearing for Amended Site Plan Review/Special Permit #03-2013B: Cont'd from 1/28/16. 50 MacArthur Blvd. Battles. To remove 8 parking spaces for an addition to the rear building and alternative surfacing.

Danny Gonsalves, Down Cape Engineering: The revised plan shows the parking spaces and erosion control.

Roy, Conserv Group: We were short 15 spaces, now only short 7.

Mr. Strojny: Who's doing the silt fence and rip rap? What will be the use of the 1,400sf building on the plan? So the alternative surface is a gravel road in and out of the building?

Roy: We will be doing the fence/erosion. That building is an auto detailing shop. Yes on the gravel, it's been that way for 20+ years and it's not changing.

Mr. Strojny: My concern at this point with the plowing, that the snow and gravel gets pushed to the back of the property. Any desire to pave the entrance and exit to the building?

Roy: It's not in our plans to pave, we hope to have it remain as is. We will be adding drainage and removing three spaces on the southerly side as to enter the building safely.

Mr. Strojny: The way people park is not 100% as indicated on the plans. Access for emergency vehicles, anything from the Fire Dept. on that?

Roy: We ran a turning radius for a fire truck and it will fit.

Mr. Strojny: The 9 display lots are parked 3 deep.

Danny: We've taken that into account and the truck can fit even with 3 deep.

Bob Fitzgerald, General Manager of Battles: I've said to go to 2 deep and our concern is safety. We have larger trucks here from the manufacturer daily and they go all around the building constantly. I have no doubt a fire truck will fit.

Mr. Strojny: I imagine you're running the business the best way you see fit and you've addressed my concern. Prior to an occupancy permit I'd like something from the Fire Dept. saying they are satisfied with the flow.

50 MacArthur Blvd. Battles: Cont'd:

Tim Lydon: The alternative surface special permit, there are other sections of gravel that don't indicate individual parking spaces. My concern is washout coming over the corner into the rear. I'd like to see curbing against the slope, it's still not compliant and there is no grandfathering.

Roy: This issue came up a couple of years go with the last special permit, ti's long standing and we are in construction now. We will put curbing back and a nice coat of stone, rip rap and will revegetate the slope.

Chairman Farrell: Is there anything there to prevent people from going over the slope?

Bob: There is no reason for anyone to be back there.

Mr. Strojny made a MOTION to approve stating this site is maxed out from a development standpoint. The MOTION was seconded by Mr. Howarth. Roll call vote as follows:

Mr. Clegg – yes Mr. Agrillo – yes Mr. Doucette – yes
Mr. Michienzi – yes Mr. Howarth – yes Mr. Gendron –yes
Mr. Strojny – yes

Public Hearing for Site Plan Review/Special Permit #08-2015: 790 MacArthur Blvd. Cambell Boat Works. For a 9,600sf building for the sale and repair of boats.

Greg Siroonian: They have been in business for 12 years. They have 4-6 full time employees and 80% of their customers are from Bourne. This will allow them to offer sales which is a new aspect to the business. The back will be boat repair. This is the site of the former Picture Lake Motel. We are using the existing curb cuts and bringing the site into conformity. Screening on the rear portion will be a fence and trees. Lighting meets the Cape Cod Commission standards. There is a lot of glass on the front of the building, final materials have not been chosen yet.

Mr. Doucette made a MOTION to approve this project for the purpose of selling, maintaining and storing boats as well as the request for alternative paving for 9 spaces on the southeast corner of the building and to store boats on the gravel surface on the sides and rear of the building as shown on the plan subject to the following conditions:

- The building façade facing MacArthur Blvd is to be comparable with recent projects and approved by the Planning Department prior to issuing a building permit.

The MOTION was seconded by Mr. Michienzi.

Chairman Farrell: This area is the "face of Bourne", we want attractive buildings.

Mr. Clegg: What is the height of the fence? There was a complaint by a neighbor about trees being removed.

Greg: 6'. There are no trees on the inside of the fence, only mulch. Trees inside the property line will be removed.

Mr. Howarth: This will be a fantastic improvement to the area and I wish you luck.

Tim: What is the status on the amended curb cut?

Greg: We applied but can't get one until we get this approved.

Roll call vote as follows:

Mr. Clegg – yes Mr. Agrillo – yes Mr. Doucette – yes
Mr. Michienzi – yes Mr. Howarth – yes Mr. Gendron –yes
Mr. Strojny – yes

Reappoint Design Review Committee

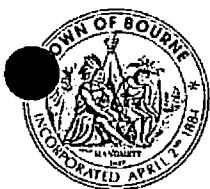
Mr. Howarth made a MOTION to reappoint Marie Oliva and David O'Connor to the DRC. The MOTION was seconded by Mr. Doucette with all in favor.

Chairman Farrell: We are currently seeking a member at large and an alternate member for the DRC. They don't meet often, only when there is a Downtown project: signs, etc.

Mr. Doucette made a MOTION to adjourn, seconded by Mr. Clegg with all in favor.

With no further business before the Board, the meeting was adjourned at 7:38pm.

Respectfully submitted,
Ann Gratis



2016 FEB 9 PM 2 47
TOWN OF BOURNE
Planning Board

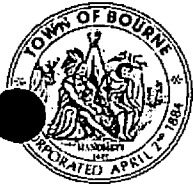


TOWN CLERK'S OFFICE Bourne Town Hall
BOURNE, MASS 24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611

MEETING AGENDA

DATE: Monday, Tuesday, February 16, 2016
PLACE: Bourne High School auditorium, 75 Waterhouse Rd., Bourne
TIME: 7:00PM

For the purpose and duration of the Special Town Meeting.



TOWN OF BOURNE

2016 MAR 8 AM 10 48 *Planning Board*

Bourne Town Hall

TOWN CLERK'S OFFICE 24 Perry Avenue

BOURNE, MASS Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



AMENDED MEETING AGENDA

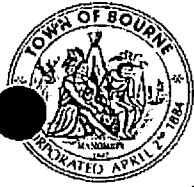
DATE: Thursday, March 10, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

MINUTES of 1/28/16, 2/11/16

1. **Access Determination:** Road improvements to access 0 Rt. 28A (175 James West Rd, Falmouth). Property in in Bourne and Falmouth. Land listed as undevelopable.
2. **Public Hearing for Special Permit #01-2016:** Bourne Housing Trust. For an affordable house on a non-conforming lot. .
3. **Public Hearing for Site Plan Review #488:** 220 Sandwich Rd. UCT. For a Solar Canopy over the parking lot.
4. **Public Hearing for Site Plan Review #489:** 220 Sandwich Rd. UCT. For a 3,800sf Information Technology classroom building.
5. **Public Hearing for Special Permit #02-2015:** Cont'd from 11/12/15. 23 Main St. Bay Village Auto. For multiple food carts.



TOWN OF BOURNE *Planning Board*



2016 MAR 7 PM 4 07

Bourne Town Hall

24 Perry Avenue

TOWN CLERK'S OFFICE Buzzards Bay, MA 02532

BOURNE, MA Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, March 10, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

MINUTES of 1/28/16, 2/11/16

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4. **Public Hearing for Site Plan Review #489:** 220 Sandwich Rd. UCT. For a 3,800sf Information Technology classroom building.
5. **Public Hearing for Special Permit #02-2015:** Cont'd from 11/12/15. 23 Main St. Bay Village Auto. For multiple food carts.
6. **Waiver Request:** 790 MacArthur Blvd. To extend building by 4'.

PLANNING BOARD MEETING MINUTES

March 10, 2016

4.14.16
APPROVED

RECEIVED

PRESENT: Christopher Farrell, Daniel Doucette, Vincent Michienzi, Elmer Clegg, Joseph Agrillo, Stephen Strojny, John Howarth (8:45pm), Robert Gendron, Louis Gallo
TOWN CLERK: Coreen Moore, Town Planner
STAFF:
PUBLIC: Jim Mulvey, Greg Wirsén, Bill Grant, Heather Twiss, Sue Ross, Kerry Horman, Kevin/Kristina McLaughlin, Roger Forget, Roger Norgett, John Mancuso

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

This meeting was televised and recorded.

1/28/16 minutes: Mr. Doucette made a MOTION to approve with the suggested changes by Mr. Clegg. The MOTION was seconded by Mr. Strojny with 5 in favor, 3 abstentions.

Mr. Clegg further brought to the Board's attention that Chairman Farrell, at the February Special Town Meeting, misrepresented the Board's position with regard to Article VII in stating that the Board had given unanimous approval to removing height restrictions in B3 Zoning.

Due to a clerical error, the report should have read 5 in favor, 1 opposed.

2/11/16 minutes: Mr. Clegg made a MOTION to approve. The MOTION was seconded by Mr. Strojny with all in favor.

Access Determination: Road improvements to access 0 Rt. 28A (175 James West Rd, Falmouth). Property in in Bourne and Falmouth. Land listed as undevelopable.

Coreen: The road is not in good condition and has been to the Board many times since 1989. We are waiting to hear from the Fire Department. The road may get scraped once in a while.

Kevin McLaughlin: It's approximately 18' wide with packed gravel and has washed out under the power lines. It is in 8 years of disrepair.

Mr. Clegg: How far back of Rt. 28A is this?

Kevin: About ½ mile, its one lane wide then widens to 18'.

Coreen: This road also goes into Falmouth. In 2005 and 2007 the Falmouth Planning Board issued conditions and to coordinate with all Bourne departments.

Mr. Gallo: Option 1 for house placement is in an easement, do you own it?

Kevin: yes.

Chairman Farrell: James West Rd has properties in both towns. Without the Fire Dept. input, I caution the Board to grant approval, make sure you are comfortable with the access.

Kevin: The Fire Dept. said the road was fine until it washed out.

Coreen: No building permit until we receive the Fire Dept. letter.

Mr. Clegg made a MOTION to grant approval subject to a clearance letter from the Bourne Fire Dept before the building permit is issued and the Falmouth Planning Board conditions are met.

Chairman Farrell: Is there any fire suppression in the area?

Kevin: There is a hydrant on the corner of 28A and on Whimbrel Drive behind the property.

The MOTION was seconded by Mr. Gendron with all in favor.

Public Hearing for Special Permit #01-2016: Bourne Housing Trust. For an affordable house on a non-conforming lot.

Sue Ross: We are trying to build a single family home on 31 Wing Rd. We've built 4 in Sagamore Beach, 1 in Buzzards Bay, 1 in Cataumet and 1 in Sagamore.

Kerry Horman: A few years ago we worked with the Planning Board and created a non-conforming lot bylaw which allows people to build an affordable house on a lot that would have been unbuildable.

Bourne Housing Trust Cont'd:

This is a nice lot 12,080sf and is typical of the area. WE want to land bank it until we find a couple of other lots and then go out to bid for all of them as it will save money. The house will be in the 1,400sf range and has been very successful and attractive properties. They fit with the neighborhood. The lot was originally perc tested in the front and the health agent asked us to perc the back where the system will go. That was done today and went great. This will be deed restricted in perpetuity and would not be allowed to have an in-law apartment. We're proposing to build a three bedroom but the buyer may need a fourth, if you have no objection we'd like to leave that open.

Mr. Gendron: The house you built on Old Plymouth Rd. came out beautiful. I worry about four cars egressing onto a single lane. I'd like to see the paving to acquire 2 cars wide.

Kerry: A garage is not likely, but we put it as an option especially for handicapped people that need shelter getting in/out of the vehicles.

Mr. Gendron made a MOTION to approve subject to the following conditions:

- There is a recorded deed rider
- Restricted to 1 single family dwelling
- No accessory dwelling allowed
- If the house is a 4-bedroom, the driveway will be paved for 2 cars wide

The MOTION was seconded by Mr. Doucette.

Margaret Stevens, abutter on lot 6: This house is only 16' from my driveway. I'm not happy with the siting of the house. It would be overshadowing my house, why can't it be moved over and back? Wasn't there a variance done before on this lot?

Coreen: The previous owner tried to get a variance and they withdrew. The Trust is the one ones that can do this as it was owned contiguously. Whoever lives in this house has to meet income requirements.

Mr. Strojny: How big is your lot (Lot 6) compared to this lot?

Kerry: Her lot is 10,498sf.

Mr. Clegg: Do you have the assessed value for Lots 6 and 8? How many bedrooms do you have on Lot 6? Answer – 3. What is the positioning on the lots?

Coreen: It's 80' from her house and 80' from the other house on lot 8.

Margaret: I would only be 26' away from the house.

Chairman Farrell: The bylaw allows 12' from the property line.

Mr. Clegg: Is the back point of the lot against the railroad right of way? – yes.

Mr. Agrillo: This house will fit in with the rest of the development.

Chairman Farrell: They meet the setbacks. If they go back further, it'll encroach on the septic.

Mr. Clegg: The reason I asked about the assessed value, would it make this overbearing to the adjacent property? Nothing stands out as overbuilt on that road, we could limit it to 3 bedrooms and no garage.

Kerry: We presented the largest possible house. We aren't adding a garage. It's for future if the owners wanted to. We located the septic systems because for families, a backyard is more valuable than a front.

Coreen: Driveways have to be kept 20' from a principal structure for an affordable.

Sue: WE ask not to have the garage restriction as we get handicap buyers; vets, etc. They need cover.

I'd opt to have a garage over the 4th bedroom.

Assessed values: Lot 6 - \$33,247. Lot 8 - \$272,100.

Mr. Clegg: We can set the price limit for a 3-bedroom affordable at \$225,000.

Bourne Housing Trust Cont'd:

Kerry: We usually market them around \$185,000 and they cost about \$220,000 to build. Would be \$290,000-\$350,000.

Roll call vote as follows:

Mr. Clegg – yes

Mr. Agrillo – yes

Mr. Doucette – yes

Mr. Michienzi – yes

Mr. Gallo – yes

Mr. Gendron – yes

Mr. Strojny - yes

Public Hearing for Site Plan Review #488: 220 Sandwich Rd. UCT. For a Solar Canopy over the parking lot.

Greg Wirson, Greenseal Environmental: We are proposing a 613kW solar car canopy over the parking lot. It will be steel frame and support with solar panels on top. The water sheds off onto the ground. There will be 30 casons reinforced with steel. The current lighting will be removed in that area and 20 LED structures will be mounted underneath the canopy. The trench will only be open a couple of days. Will coordinate with the school and have a control person on site. Looking to start late spring/early summer.

Mr. Strojny: I reviewed this project and we look at the health, safety and welfare of the public. What are the dimensions? Any consideration if it collapses?

Greg: 101'w x 440' L. It has to meet MGL as any other structure. There is still lots of engineering to be done before applying for a building permit. The panels, structures and trenching was all detailed on the plans. There is already a transformer on site. The inverters are mounted high up. Similar to Hydroid. We will work with the Fire Dept on what they want. There will be a travel lane in the middle of the area.

Mr. Strojny: Erosion and lighting have been addressed.

Mr. Clegg: Will it be a flat roof?

Greg: It's a support structure, not a roof. It has a dual incline and pitches to the center.

Tom Pappas, abutter: My issue is the trees in the back about 1.5 acres were cleared with no permits and they removed trees on my land as well. There is no buffer anymore. The school says they have no money to put them back but they have millions to put into this project. I've been fixing erosion issues caused by this for the last year and a half.

Roger Norgett, Assistant Superintendent: This is a back and forth between the school and Mr. Pappas. It has nothing to do with this project.

Tom submitted a plot plan showing the disturbance.

Greg: It's 40' +/- to the property line. The height is 20.1' on that side.

Mr. Agrillo: I don't think the trees would be an issue.

Greg: They wouldn't be. This is a \$2 million project. I'm doing the infrastructure.

Mr. Michienzi asked how high the casons will be?

Greg: 2-3 feet.

Mr. Clegg: This rendering we've seen, the trees are no longer there?

Greg: We did Google maps when we did the renderings. Some of these trees probably don't exist today.

Mr. Agrillo: I propose bringing in a landscape plan with more details on the lot line.

Coreen: Tim reviewed this. I didn't realize it was 613kW. Anything over 250Kw needs to be in a Solar District. I know they have school protection, I just want to make sure it doesn't trigger the Cape Cod Commission.

220 Sandwich Rd. UCT - Solar Cont'd:

Greg: It's not a ground array structure like in the bylaw so it doesn't fall under that. We are not taking away any land area or parking.

Mr. Strojny: I don't think the Planning Board should get involved with the dispute as it's not in the scope of our review and it doesn't trip the CCC. The school falls under the Dover Act unless there are concerns with health and welfare.

Mr. Strojny made a MOTION to approve subject to the following conditions:

- Fire Dept. approval
- Clarification of complete construction needs to be submitted

Tom: I have a bunch of houses going on this property and I'm not going to be able to sell if this is endorsed.

Chairman Farrell: When did the trees come down?

Tom: I have a lawsuit ready to go. The school said they would take care of it and it never happened.

Mr. Agrillo: Regardless of the dispute, a buffer should be required.

Roger: There is a third party involved with the project, investor.

Mr. Michienzi: What about a berm with trees?

Tom: They put in fill where there was none. This will get worse if passed.

Mr. Agrillo: The lighting is an improvement.

Greg: They will be mounted at 15' and go straight down.

Mr. Strojny: The lighting plan is very comprehensive.

Mr. Clegg: I agree with Mr. Agrillo. When we reviewed the campground, we made them put in trees for a fence. Here is a 20' structure, some infill of trees in in order.

Greg: I can't commit to any other infrastructure at this time.

Chairman Farrell: This is going on the existing parking lot, no other disturbed area. Should there be some sort of screening? What is the gravel area used for?

Roger: Additional parking.

Mr. Agrillo: is there a buffer on your plan?

Tom: My road will come up and the trees on the plan aren't there anymore. I think the Planning Board should have had been involved for the cutting of trees, and creating drainage.

Coreen: Your jurisdiction is safety, public health. We review parking lots, egress, etc. not trees.

Chairman Farrell: Is the gravel lot being used?

Roger: No.

Greg: My lease is associated with the area of where I maintain the canopy, electrical. If you require a landscape plan, it would have to be in my area.

The MOTION was seconded by Mr. Gendron. MOTION passes with 5 in favor, 3 opposed.

Public Hearing for Site Plan Review #489: 220 Sandwich Rd. UCT. For a 3,800sf Information Technology classroom building.

Chairman Farrell: There has been a lot of back and forth on this. When was this plan submitted to the Town Planner?

Coreen: It came in late yesterday. I'm trying to find out if the parking is sufficient.

Roger: There is no parking, just classrooms.

Mr. Doucette: You're adding 3,800sf, a drainage field, subsurface or catch basin. Need to have a discussion with the Fire Dept. about circulation and access.

Chairman Farrell: A late submittal is not fair to the staff or the Board. The deadline is Monday at noon. I'm asking to continue this to give the proper time to review. The next meeting date is March 24th.

Mr. Clegg made a MOTION to continue. The MOTION was seconded by Mr. Doucette with all in favor.

Public Hearing for Special Permit #02-2015: Cont'd from 11/12/15. 23 Main St. Bay Village Auto. For multiple food carts.

John Mancuso, owner

Coreen: Since the last time he was here the DRC had discussed the signs and made a recommendation about the food trucks.

John: I don't have a store for food, this would be a good way to attract people to the site. It's not a canteen truck, similar to Big Daddy's real food truck. I thought the truck needed a permit, but it's me, the owner. It's a food attraction without a lot of capital. I don't want headaches, when I choose the final truck, I'll get approval from the DRC.

Chairman Farrell: It's a third party truck that will lease from you.

John: The DRC will allow one truck for the first year and more after that if it goes well.

Coreen: The special permit would be for one year, then look at it and consider another truck. The DRC is concerned with pedestrian and vehicular traffic/circulation on that site. If a truck stays in place for more than 15 minutes, it has to be permitted.

Coreen: The special permit would be for one year, then look at it and consider another truck. The DRC is concerned with pedestrian and vehicular traffic/circulation on that site. If a truck stays in place for more than 15 minutes, it has to be permitted.

John: I want a good truck that I can be proud of.

Chairman Farrell: A condition would be that this Board see what it is before you finalize.

Mr. Michienzi: I feel the trucks take away from the store overall.

John: I intend to build the site eventually, looking at five years.

Coreen: There would be a fenced in seating area similar to the Buzzards Bay Tavern. He can ask to amend the special permit after one year.

Mr. Michienzi: How does this benefit the Town?

Coreen: Trucks are emerging, there is even a food truck event at the fairgrounds every year because they are getting so popular. The population likes them but they need to be quality trucks/food if serving the public. They are providing a service. Small amount of taxes, it's an amenity.

Mr. Agrillo: Sanitary issues, how are the bathrooms? Water supply?

John: I have it all set.

Mr. Howarth: Mike Penner put up trucks on his property and they only lasted one season and they were expensive, high quality. I was against the ones at the park and the sausage carts. Not my vision of Main St.

23 Main St. Bay Village Auto Cont'd:

Mr. Doucette made a MOTION to approve subject to the conditions of the DRC and the applicant comes back if the truck changes, the permit is only good for one year and has to come back to extend. The MOTION was seconded by Mr. Clegg with the amendment to add: the first truck needs to be approved by this Board as well as the DRC. Mr. Doucette seconded the amendment to the MOTION.

Roll call vote as follows:

Mr. Clegg – yes	Mr. Agrillo – no	Mr. Doucette – yes
Mr. Michienzi – no	Mr. Howarth – no	Mr. Gallo – yes
Mr. Gendron – yes	Mr. Strojny – yes	Mr. Farrell – no

MOTION does not pass.

Chairman Farrell: This isn't what we envisioned for Main St.

Mr. Doucette made a MOTION to adjourn, seconded by Mr. Gendron with all in favor.

With no further business before the Board, the meeting was adjourned at 9:00pm.

Respectfully submitted,
Ann Gratis

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Upper Cape Cod Tech School

LOCATION: 220 Sandwich Road
Assessors Map 25, Parcel 1 Zoning District – R40

PROPOSAL: Application for Site Plan Review for a solar canopy over
the parking lot.

DATE & TIME: Thursday, March 10, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
March 2, 2016

2016 FEB 23 AM 11 27
TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Upper Cape Cod Tech School

LOCATION: 220 Sandwich Road
Assessors Map 25, Parcel 1 Zoning District – R40

PROPOSAL: Application for Site Plan Review for a 3,800sf IT building.

DATE & TIME: Thursday, March 10, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
March 2, 2016

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TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN OF BOURNE
PLANNING BOARD 2016 FEB 24 PM 1 55
PUBLIC HEARING NOTICE TOWN CLERK'S OFFICE
BOURNE, MASS

APPLICANT: Bourne Affordable Housing Trust

LOCATION: 31 Wing Road
Assessors Map 43.2, Parcel 28 Zoning District – R40

PROPOSAL: Application for Special Permit to construct a deed restricted
affordable 3-4 bedroom house.

DATE & TIME: Thursday, March 10, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
February 24, 2016
March 2, 2014



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2016 APR -8 PM 2:52

TOWN CLERK BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



MEETING AGENDA

DATE: Thursday, April 14, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 3/10/16
2. **Public Hearing for Site Plan Review #489:** Cont'd from 3/10/16. 220 Sandwich Rd. UCT.
For a 3,800sf Information Technology classroom building.



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2016 APR 11 AM 11:57

TOWN CLERK BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



**AMENDED
MEETING AGENDA**

DATE: Thursday, April 14, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 6:30PM

This meeting may be televised and recorded

1. Minutes of 3/10/16
2. **Public Hearing for Site Plan Review #489:** Cont'd from 3/10/16. 220 Sandwich Rd. UCT.
For a 3,800sf Information Technology classroom building.

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BOURNE, MASS



TOWN OF BOURNE *Planning Board*



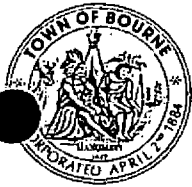
2016 APR 21 AM 10 39
Bourne Town Hall
24 Perry Avenue
Bourne, MA 02532
TOWN CLERK'S OFFICE
Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611

MEETING AGENDA

DATE: Thursday, April 28, 2016
PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 4/14/16
2. **Request for Waiver from Site Plan Review:** 258 Main St. C4. To construct a dormer for larger office space.
3. **Public Hearing for Site Plan Review/Special Permit #02-2016:** 123 Waterhouse Road. For use of the second floor in existing medical/office building and a 1,500sf out building.



TOWN OF BOURNE

Planning Board

Bourne, MA

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335

Fax: (508) 759-0611



AMENDED MEETING AGENDA

DATE: Thursday, April 28, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 4/14/16
2. **Informal Presentation:** Buzzards Bay Park
3. **Request for Waiver from Site Plan Review:** 258 Main St. C4. To construct a dormer for larger office space.
4. **Public Hearing for Site Plan Review/Special Permit #02-2016:** 123 Waterhouse Road. For use of the second floor in existing medical/office building and a 1,500sf out building.

TOWN OF BOURNE **RECEIVED**
PLANNING BOARD
PUBLIC HEARING NOTICE **2016 APR 12 AM 11:22**
TOWN CLERK BOURNE

APPLICANT: Paesano Realty Trust

LOCATION: 123 Waterhouse Rd
Assessors Map 27, Parcel 87, 87.1 Zoning District – B-4

PROPOSAL: Application for Site Plan Review/Special Permit to expand the existing office use to the second floor and construction of a new 1,500sf outbuilding, parking, landscaping and other site amenities.

DATE & TIME: Thursday, April 28, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
April 13, 2016
April 20, 2016

DRAFT

PLANNING BOARD MEETING MINUTES

April 28, 2016

RECEIVED

APPROVED

6-26-16

PRESENT: Christopher Farrell, Daniel Doucette, Joseph Agrillo, John Howarth, Louis Gallo, Stephen Strojny, Elmer Clegg
ABSENT: Vincent Michienzi, Robert Gendron
PUBLIC: Jim Mulvey, Sallie Riggs, David O'Connor, Jack Landers-Cauley, Bill Grant, Franco Raponi, Michael Rausch, Eliza Cox

2016 MAY 27 PM 3:40
TOWN CLERK BOURNE

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:04pm.

Minutes of 4/14/16: Mr. Howarth made a MOTION to approve seconded by Mr. Strojny with six in favor, 1 abstention.

Informal Presentation: Buzzards Bay Park

Sallie Riggs: Two years ago the Board of Selectmen asked the Main Street Steering Committee (MSST) to look at restoring and upgrading the park. One year ago we received CPA funds to start the process. We hired professional consultants. The plan is to have an open lawn area for performances and gatherings, the gazebo will stay, 3 gateways accessing the park, a covered pavilion area and it's designed to hold an inflatable movie screen, a splash pad, and 2 play areas. There will be a memorial grove space, free WiFi, and a plaque with the history of the space. It was an old rail yard in the 30's. The Town got the property in the late 70's. We did soil samples and no hazardous materials were found.

Chairman Farrell: It was still a rail yard in 1975. After the Town got it they did an extensive mitigation.

David O'Connor: The site is almost pure sand. Amending the soil is one of the items to be done. The central lawn does many things. Emphasize views of the railroad bridge. Behind Krua Thai will be more intense landscape buffering. The central part is like a necklace and the spaces are jewels hanging off it.

Sallie: Drainage is an issue, the grading will help. We will install an irrigation system and underground electrical. There will be reinforced turf in sections in case a truck has to go on the lawn. Tents will only be able to be in certain areas and marked where stakes can go.

Mr. Gallo: Will it be fenced or open? Who is going to maintain it? Funding for that?

Sallie: Open but the play areas will be fenced. The DPW will continue to maintain it. We are considering having people put a bond to use the park. If damage is done, they don't get it back.

Mr. Howarth: How much will the project cost?

Sallie: The original estimate was \$1.5-1.7 million. We are working with consultants.

We received \$350,000 from CPC last year and are asking for \$450,000 this year which will cover the major work. There is funding available from federal and state grants we're hoping to get but need some things from the Town first. It's a competitive process. We are going to start putting in the infrastructure in August if all goes well.

Mr. Doucette: I sit on the Community Preservation Committee (CPC) and due to certain departments being overwhelmed, some regulations weren't done and grants can't be applied for until that happens. The money comes from the property taxes, they've done a lot of outreach to the town.

Mr. Clegg: Who will manage the park?

Sallie: The Selectmen do it now, I don't see that changing but perhaps taking a different approach.

Steve Mealy has met with us regularly.

David: I think a Park Management Plan will have to be developed.

Buzzards Bay Park Cont'd:

Mr. Clegg: What if the train service becomes a reality? Additional parking needs?

David: If the train comes and is successful, then a parking management plan needs to be done and that's out of our scope. Fuzzy on the land behind the NMLC.

Sallie: There are wetlands behind it. The MBTA parking is a whole different story. A report was done by the CCC and might be on the BFDC or Transportation Advisory Committee website. The park is one of the first things you see coming in to town and should be more attractive.

Chairman Farrell: I think the use and fees should stay with the Selectmen. Receptive to modification to the fee schedule and agree they need to get bonds. It's beyond us. Parking for the train: when the Planning Board rezoned Main St years ago we thought about that happens when the train comes. A lot of options. These plans thoroughly thought out and it's a good process. You've thought about day to day and the future. I hope the ATM people will support it. A lot of work has been done to make Main Street better than it is. Developers look if a town is all in, they are all in.

Sallie: I've talked to some developers that are interested in coming to town.

Chairman Farrell: This will be a crown jewel for the Town, something we can be proud of with access between the canal and Main St. I applaud all of you.

Jim Mulvey: Status of Wagner memorial? Long term, major maintenance undertaking for the DPW. Parking will be a problem for downtown. I think the public will gravitate to the Army Corps lot. Are they on board?

Sallie: George Sala is active at our meeting and is very enthusiastic as is the Army Corps. Jon Nelson is the liaison and meets with them. Wagner will stay where it is and will be made handicap accessible.

David: A full lot is a win as the Army Corps maintenance budget increases. The Army Corps will improve the gravel road from the bottom point of the park.

Chairman Farrell: Student parking is an issue and will be resolved at some point. The Town, Rail Road and Army Corps all own the side parking lot, and when Bourne starts having a parking problem that's a good thing and will resolve any issues then. It will mean we are booming again and have succeeded. People want shopping on Main St. They have to want to be there and right now parking isn't an issue. Let's fix Main St. We are bigger than the marina or train.

Jim: Business then the people come or get the people then the people will come? Not a great deal to entice them to come up to Main St.

Mr. Doucette: Another group is working on this Inclusive Park, some of the equipment is going on the splash pad and the rest will be by the Post Office. All working together for the benefit of the Town.

Sallie: Directly across Main St. from the park is ripe for development.

Chairman Farrell: Once the plan for Canal Park is finalized, then come back.

Mr. Clegg: Sallie wears many hats and is also the chair of the wastewater advisory committee. Maybe we should schedule a briefing of the status?

Chairman Farrell: Once you have the engineered drawings and the final plan, come to us when ready to move forward.

Request for Waiver from Site Plan Review: 258 Main St. C4. To construct a dormer for larger office space.

Jean Bowden, Capizzi: Our client wants to expand the existing office space. Not changing the structure to the site and we will match the existing siding, etc. It will be an increase of 440sf. There are three offices and a storage area. The dormer will be in the back towards the pond. There will be no change in the parking.

Mr. Strojny: I did a site visit and reviewed it using Site Plan Review criteria. The site is just over 2 acres and each building is about 15,909sf and it's located in the DTN district. There is 18% lot coverage now, they meet the 20% useable open space. The site would need 88 parking spaces and this would increase by 2.8 spaces and there are 90 now. I think this is the appropriate project for a waiver with the scope of work proposed.

Chairman Farrell: I'm very familiar with this as my brother owned that space. It's grown old over the years and this is a great addition.

Mr. Strojny made a MOTION to approve. The MOTION was seconded by Mr. Howarth with all in favor.

Public Hearing for Site Plan Review/Special Permit #02-2016: 123 Waterhouse Road. For use of the second floor in existing medical/office building and a 1,500sf out building.

Liza Cox, Franco Raponi, Jack Landers Cauley, Jeannie Campus.

Liza: The site is 2.77 acres and the current building has a 9,400sf foot print. It was approved in 2007/08. A one way connection from MacArthur Blvd to Waterhouse Road as a curb cut off Waterhouse Rd and Paesano Way. There are currently 71 parking spaces. Once condition was no occupancy of the second floor until review by the CCC, but in 2009 the CCC took the project anyway. The proposed detached building received a variance from the ZBA for a setback of 38.2'. This project proposes 91 spaces, slightly less than the requirement. Lot coverage is 9.3% and 47.88% open space. We went to the CCC and received a decision with conditions:

- Upgrade the septic system to an alternative system
- Operation/maintenance agreement with the Board of Health to monitor the system
- \$82,000 to the county to use for nitrogen mitigation in the Town of Bourne
- Traffic demand management (TDM) plan
- Encourage carpooling to reduce the number of cars coming to the site
- Paesano Way is to be kept open to the public
- If the abutter wants to connect, Mr. Raponi will grant it
- Fogline stripes will be painted, the stop sign enlarged and a stop bar painted at Waterhouse Road

New landscaping is proposed and will have more than other businesses on MacArthur Blvd. We propose 91 parking spaces, 94 are required, and we are requesting a waiver. We feel the site can operate just fine. Environmental there is a significant increase. The Stormwater meets the standard, the new building will be a modest design. There is no negative impact on nearby businesses.

Mr. Howarth: Reviewer. I had the original project. I walked the site with Franco. The medical business is just about taking over the entire first floor. This new building is going to be an insurance company. The pit which is currently for drainage will be used as the leaching system for the project. I really don't have any problem with the parking.

Mr. Howarth made a MOTION to approve subject to the following conditions:

- The new building will not be over 14' high
- Must comply with all Fire Dept. rules and regulations including the installation of a knox box

123 Waterhouse Rd Cont'd:

- Must comply with the CCC conditions
- Grant a waiver of 3 parking spaces

Mr. Doucette: Regarding the CCC conditions; we had a family owned business down the street and now they are not there due to their conditions. I wish you luck.

Mr. Gallo: How many employees and what is the high/low time of day for parking?

Franco: There are 10 employees now and 7am is the busiest time.

Mr. Howarth: I met with him at 11:30am and there was plenty of parking.

Franco: NE Baptist Hospital is there 2-3 times a week, along with the Community Health Center. The upstairs will be leased for two businesses, one medical, one therapy and the new building will be an insurance adjuster.

Mr. Clegg: Is the CHC there all the time?

Franco: yes. They have a dental office and small pharmacy too for low income people.

Mr. Agrillo: Who is supposed to police the traffic plan?

Liza: The CCC will come out to see if it's been posted.

Mr. Clegg: Is there any bus service?

Franco: RTA doesn't have regular service there, on call only.

Mr. Clegg: With the explosion of MA health coverage, CHC will undergo a dramatic increase over time. Now the Bourne residents have to go to Mashpee.

Chairman Farrell: Paesano Way improvements will help. The parking may be too tight in the future as business will increase. The 2nd floor is great and with the new outbuilding it seems like a lot. I'd like to see the 3 spaces added in to the plan. I'm not concerned about the landscaping on MacArthur Blvd, I don't think they should be hidden from the public. Businesses want to be seen, it's a highway.

Jack Landers Cauley: We lost two parking spaces when we met with the Fire Dept. but we can add two by the building and can put one at the end of an area facing Paesano Way.

Mr. Clegg: I'd rather see you compliant than sorry down the road.

Chairman Farrell: If you can find a couple spaces that will be important.

Mr. Strojny seconded the MOTION.

Mr. Howarth amended his MOTION to add the three parking spaces on the plan.

Mr. Clegg seconded the Amended MOTION. All in favor of the amendment.

Roll call vote on the MOTION as amended:

Mr. Clegg – yes

Mr. Agrillo – yes

Mr. Doucette – yes

Mr. Howarth – yes

Mr. Gallo – yes

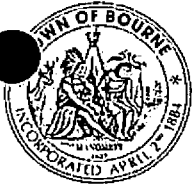
Mr. Strojny – yes

Mr. Farrell - yes

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Doucette with all in favor.

With no further business before the Board, the meeting was adjourned at 8:41pm.

Respectfully submitted,
Ann Gratis



RECEIVED

2016 APR 20 PM 3:29
TOWN OF BOURNE
Planning Board

TOWN CLERK BOURNE

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



MEETING AGENDA

DATE: Monday, May 2, 2016

PLACE: Bourne High School auditorium, 75 Waterhouse Rd., Bourne

TIME: 7:00PM

For the purpose and duration of the Annual and Special Town Meeting.



RECEIVED TOWN OF BOURNE

Planning Board

2016 MAY -9 PM 12: 58

TOWN CLERK BOURNE

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



MEETING AGENDA

DATE: Thursday, May 12, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. **Conditional Use Permit:** 43 Main St. Natanya Silverman. To have a yoga studio. Use not currently listed in the bylaw.
2. **Request for Waiver:** 73 Cranberry Hwy. Michael Briggs. To use the existing plan for paving and not require a new engineered plan or drawings.
3. **Public Hearing for Special Permit #03-2016:** 73 Cranberry Hwy. Michael Briggs. To use shells in lieu of paving on a portion of the westerly side of the driveway.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

RECEIVED

2016 APR 28 AM 11:22

TOWN CLERK BOURNE

APPLICANT: Michael Briggs

LOCATION: 73 Cranberry Hwy
Assessors Map 11.4, Parcel 115

PROPOSAL: Application for a Special Permit for paving and for
alternative surfacing for part of the driveway.

DATE & TIME: Thursday, May 12, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
April 27, 2016
May 4, 2016

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

RECEIVED
2016 APR 28 AM 11:22
TOWN CLERK BOURNE

APPLICANT: Michael Briggs

LOCATION: 73 Cranberry Hwy
Assessors Map 11.4, Parcel 115.

PROPOSAL: Application for a Waiver of Site Plan Review to be able to
use the existing plans on file.

DATE & TIME: Thursday, May 12, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

DRAFT

PLANNING BOARD MEETING MINUTES

May 12, 2016
RECEIVED

APPROVED

5-26-16

PRESENT: Christopher Farrell, Daniel Doucette, Vincent Michienzi, John Howarth, Louis Gallo, Stephen Strojny, Elmer Clegg

ABSENT: Robert Gendron, Joseph Agrillo

PUBLIC: Jim Mulvey, Michael Blanton, Peter Meier, Natanya Silverman, Michael Briggs

Ann Gratis, Recording Secretary

Chairman Farrell called the meeting to order at 7:00pm.

Conditional Use Permit: 43 Main St. Natanya Silverman. To have a yoga studio. Use not currently listed in the bylaw.

Coreen: This is the first of its kind and falls under Section 2826 if it's not listed in the schedule. It's an existing building and normally I wouldn't bring it to the Board. There are certain findings you need to make, what category is it similar to? If you find it's a by right use, then no further review is needed.

Mr. Howarth made a MOTION to approve and hopes it's successful. Where do the customers park?

Natanya: They use the street or the parking lot by the park. It's a small space, only holding about 10 for a class.

Mr. Doucette: The use is not specified by right, it's in character and not detrimental to the area. It's similar in use to Personal Services and needs no further review.

Coreen: This is not precedent, you will always have to make a determination case by case when something like this comes up.

Chairman Farrell: When the building first came into play our downtown zoning was new and we had less stringent requirements for parking. The lot across the street is owned by three entities and those spaces have been counted in parking calculations.

Coreen: It's a public lot and nobody has exclusive rights to it.

Mr. Clegg: Allowed use table, I agree with personal services.

Coreen: If a larger gym came to Main St., we would then consider parking, etc.

Mr. Doucette: It was formerly B-1 zoning there and didn't require parking.

The MOTION was seconded by Mr. Michienzi with all in favor.

Request for Waiver: 73 Cranberry Hwy. Michael Briggs. To use the existing plan for paving and not require a new engineered plan or drawings.

Public Hearing for Special Permit #03-2016: 73 Cranberry Hwy. Michael Briggs. To use shells in lieu of paving on a portion of the westerly side of the driveway.

Michael Briggs is looking to redo the whole property and wants to use the existing drives with crushed shells on the westerly portion to break up the black and they will help with drainage. There would be a 20' apron from the street. Want to keep it lighter next to the Canal Café. It's a retail space for heat pumps. Our target market is electric homes and this area is the highest. We now have the highest electric rates in the world.

Waiver: Mr. Howarth made a MOTION to approve. The MOTION was seconded by Mr. Doucette.

Mr. Gallo: It's under 2,000sf has 14 parking spaces and only needs 11. He will be striping it, loaming/seeding the front.

All in favor of the MOTION.

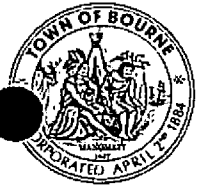
Special Permit: Mr. Gallo made a MOTION to approve. The MOTION was seconded by Mr. Howarth.
Roll call vote as follows:

Mr. Clegg – yes	Mr. Doucette – yes	Mr. Michienzi – yes	Mr. Howarth – yes
Mr. Gallo - yes	Mr. Strojny – yes	Mr. Farrell - yes	

Mr. Doucette made a MOTION to adjourn, seconded by Mr. Gallo with all in favor.

With no further business before the Board, the meeting was adjourned at 7:23pm.

Respectfully submitted,
Ann Gratis



RECEIVED TOWN OF BOURNE

2016 MAY 19 PM 2:37

Planning Board

TOWN CLERK BOURNE

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



MEETING AGENDA

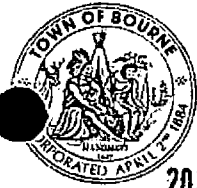
DATE: Thursday, May 26, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 4/28/16 and 5/12/16
2. Request for Bond Release: 218 Main St.
3. Public Hearing for Special Permit #04-2016: 227 Old Plymouth Road, Robert Sawyer. For a back lot subdivision for one buildable lot. This was previously approved in 2006 and has expired.
4. Election of Officers



RECEIVED

2016 JUN -2 PM 3:01

TOWN CLERK BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335 Fax: (508) 759-0611



MEETING AGENDA

DATE: Thursday, June 9, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 5/26/16
2. **Public Hearing for Special Permit #05-2016:** 41 Meetinghouse Lane Unit B. Michael Conrod. For change of use from retail to a restaurant.

RECEIVED

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

2016 MAY 18 PM 4:11
TOWN CLERK BOURNE

APPLICANT: Michael Conrod

LOCATION: 41 Meetinghouse Lane Unit B, Sagamore Beach
Map 7 Parcel 23.01 Zoning District B-2

PROPOSAL: Application for Special Permit for a restaurant in existing space.

DATE & TIME: Thursday, June 9, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
May 25, 2016
June 1, 2016

PLANNING BOARD MEMBERS
June 2016

John Howarth	PO Box 1121 Sag Beach MA 02562	Home: 508-888-4911 Cell: 508-207-7190	howiefam1@yahoo.com Term Expires: 2017
Joseph Agrillo Jr.	79 County Road Bourne MA 02532	Cell: 508-564-2800	DirtDigger22@verizon.net Term Expires: 2017
Vincent Michienzi Clerk	76 Mashnee Rd Bourne MA 02532	Cell: 508-326-8645	vpmichienzi@aol.com Term Expires: 2017
Daniel Doucette Chairman	5 Lancaster Lane Bourne, MA 02532	Home: 508-759-4526 Cell: 774-313-9461	dsdoucette@comcast.net Term Expires: 2018
Steve Strojny Vice- Chairman	56 Tara Terrace Bourne MA 02532	Cell: 508-509-3705	sstrojny@aol.com Term Expires: 2018
Robert Gendron	47 Diandy Rd Sag Beach MA 02562	Cell: 508-317-1260	bob@massremodel.com Term Expires 2018
Louis Gallo	PO Box 247 Sagamore MA 02561	Home: 508-888-0346 Cell: 508-958-8283	gallo.construction@verizon.net Term Expires: 2019
Elmer Clegg	PO Box 580 Pocasset MA 02559	Home: 508-563-3111 Cell: 703-795-4389	Elmer.clegg@gmail.com Term Expires: 2019
William Grant	PO Box 317 Cataumet MA 02534	Cell: 617-216-7985	williamfgrant@comcast.net Term Expires: 2019
Mike Leitzel Alternate	35 Brooks Road Mo. Beach MA02553	Home: 508-759-9240	mleitzel@townofbourne.com
vacancy			
Ann Gutterson Secretary	9 Sandwich Road Bourne, MA 02532	Cell: 508-566-0492	agratis@townofbourne.com

BOURNE, MASS
TOWN CLERK'S OFFICE
JUN 26 PM 6 04

DRAFT

PLANNING BOARD MEETING MINUTES

June 9, 2016

APPROVED

7/14/16

PRESENT: Daniel Doucette, Vincent Michienzi, Stephen Strojny, William Grant, Robert Gendron, Joseph Agrillo, John Howarth, Lou Gallo
PUBLIC: Jim Mulvey, Mike & Christine Conrad, Ron Bello, Peter Meier

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Minutes of 5/26/16: Mr. Clegg made a MOTION to approve, seconded by Mr. Strojny with 6 in favor, 3 abstentions.

Public Hearing for Special Permit #05-2016: 41 Meetinghouse Lane Unit B. Michael Conrod. For change of use from retail to a restaurant.

Mr. Howarth loves the concept. Frequents all the stores there but has some major concerns. I was there last Friday at 3pm and took pictures. There wasn't a single vacant space in that lot. I know you have some commuters parking in the far end of the lot. In the back there are 4 dumpsters taking up parking spaces that don't belong there. There is only 1 on a pad and screened. The dumpster issue is easily fixable and fix the overgrowth of trees in some of the spaces.

Ron Bello, property owner: There is one empty spot in the corral for the restaurant dumpster. I'll get the brush cut back.

Chairman Doucette: Looking at the 2011 plan, there is a spot for 1 dumpster. There are dumpsters in the corral and parking lot. No approved plan showing any of those.

Ron: the parking lot dumpsters are from the businesses upstairs.

Chairman Doucette: What's in front of the fence? Parking spaces. When you need parking, you can't eliminate it. There are 16 spaces in the back that are currently unusable.

Ron: I'll get on the upstairs tenants to have them consolidate the dumpsters.

Chairman Doucette: If you want to change the dumpsters, you have to have an amended site plan.

Mr. Howarth: The site plan shows 119 spaces, you'd be hard pressed to find that many. Restripe the spaces, cut back the brush, the front of the building is so overcrowded with parking, I've hit 2 cars backing up out of there in the last 2 years. We tried to rectify it by cutting the planter in half and it hasn't worked. Maybe make it one way in/one way out.

Ron: If one way traffic flow, I have no problem with that. The lot is striped, I can't help it if people park crazy. I'm not always there. The front people are always in and out.

Mr. Gendron: The planters are a nightmare. People are in/out of there fast. Need the spaces in the back and remove the planters.

Mr. Howarth: How far back do you own?

Ron: I'm not sure. I'll get the brush cut back in the next couple of weeks.

Mr. Howarth: The bigger problem is with the front. Safety. I'm going to recommend to the Planning Dept. when they review each business with their required space numbers.

Ron: There are lots of spaces on the side and it's rarely an issue. We've called the police on the commuters.

Mr. Howarth: How many employees in the building?

Ron: the front parking is short term parking only. I'm not disputing what you said about the spaces on a Friday. I bought the property 8 years ago because it's a great neighborhood plaza. There are good tenants there and they all do business. The front is wide enough for 2 cars to pass by.

Mr. Howarth: More restaurants = more traffic flow.

Ron: I'll paint and put up signage.

Mr. Clegg: How many tenants today from 2011?

Ron: the building was half empty then. The first floor currently has 5 tenants and 6 offices on the second floor.

Mr. Clegg: It's been five years since last approval and significant changes in the nature of businesses. Get a new site plan incorporating the number of spaces, the one-way concept, expansion in the back if possible, and the number and location of dumpsters.

Mr. Howarth: Mike came in for the restaurant, I have no issues with it if parking is allowed per the bylaw.

Mike: Right now we are only going to have 2-3 people per shift.

Mr. Howarth: Barring any problems with the Board of Health, I have no problem with the plan.

Ron: Had a Title V done and replaced the D box. There are only 40 employees upstairs and 2-3 per space at any time in the first floor businesses. Chances are we won't have all 120 spaces filled at once.

Chairman Doucette: The bylaw requires a certain number of spaces per business type. The 16 spaces in the back are unusable.

Mr. Michienzi: I had a similar situation with a 10 unit building in Westwood. We ended up going to one dumpster and everyone uses it and is happy.

Mr. Strojny: How much leased space do you have?

Ron: 15,000sf retail, 10,000sf office.

Mr. Strojny: Looking at the bylaws, there is no way to get adequate parking with that. May need a waiver. Look at the bylaw in regards to parking and dumpsters. We've given suggestions and they didn't work out (planter). We don't want you to spend a lot of money before you review this.

Ron: The spaces behind the restaurant never get used.

Mr. Strojny: Maybe make the employees park out back.

Mr. Agrillo: I'm not objectionable to a waiver, but things need to get ironed out.

Mr. Clegg: We need to know the magnitude of the problem before we can consider a waiver.

Ron: When I took over the building, changing things isn't that easy. Let me go back to the drawing board. I've never had a complaint by the tenants about parking.

Mr. Gendron: In the summer, the lot is 90% full. Need to know the numbers on paper.

Chairman Doucette: Need to consider retail to restaurant. If we approve the special permit, there is a 21 day appeal period. We can condition to hold the occupancy permit until we receive and approve and amended site plan. That way they can get their business up and running and it's up to the property owner for speed and efficiency.

Mr. Strojny: The plan will need a parking waiver. If we grant the special permit there is an element of risk for these folks if we can't get to an agreement.

Mike: We are going to concentrate on the take-out aspect.

Chairman Doucette: I talked to Tim Lydon in the Planning Dept. I thought they needed 114 and they have 116 spaces, it's close. I think just cleaning it up and working on the front will work.

Mr. Howarth made a MOTION to approve the special permit subject to the condition the occupancy permit is not issued until a new site plan is approved. The MOTION was seconded by Mr. Agrillo. Roll call vote is as follows:

Mr. Clegg – yes

Mr. Grant – yes

Mr. Agrillo – yes

Mr. Michienzi – yes

Mr. Howarth – yes

Mr. Gallo – yes

Mr. Gendron – yes

Mr. Strojny - yes

Mr. Michienzi made a MOTION to adjourn, seconded by Mr. Gendron with all in favor.

With no further business before the Board, the meeting was adjourned at 7:45pm.

Respectfully submitted,
Ann Gutterson

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

RECEIVED
2016 JUN 28 PM 4: 17
TOWN CLERK BOURNE

APPLICANT: Cumberland Farms Inc

LOCATION: 4 MacArthur Blvd
Assessors Map 24 Parcels 19, 22 Zoning District – B-2

PROPOSAL: Application for Site Plan Review/Special Permit 06-2016
to demo existing structures and construct a 8,140sf
convenience store with self-service gasoline sales

DATE & TIME: Thursday, July 14, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
June 29, 2016
July 6, 2016

PLANNING BOARD MEETING MINUTES
July 14, 2016

APPROVED

8.11.16

PRESENT: Daniel Doucette, Vincent Michienzi, Stephen Strojny, Elmer Clegg, William Grant, John Howarth
ABSENT: Robert Gendron, Joseph Agrillo, Lou Gallo
PUBLIC: Jim Mulvey, Doug Troyer, Mike Bilodeau, Robert Schuler, Jason Abrams, Tarja McGrail, Rick Boyle, Sandra Goldstein

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Minutes of 6/9/16: Mr. Howarth made a MOTION to approve, seconded by Mr. Clegg with all in favor.

Waiver Request: 1131 Sandwich Road. Michael Bilodeau. For an addition to the Sagamore Inn.

Michael: We are removing part of the building and adding ADA compliant bathrooms and storage area. It's all rotted under that area now.

Mr. Howarth: I walked through and it calls for a bump out and no changes to parking or egress.

Increase storage and improve bathrooms, no added seating. It's been there forever and they are doing a great job. MOTION to approve the waiver. The MOTION was seconded by Mr. Michienzi.

Mr. Clegg: You're changing the setup for takeout?

Michael: Now they have to go through the restaurant into the bar to pick up. This will eliminate that and they can go right into the bar area.

Tim Lydon: It's a chance for an older building to come up to code.

All in favor of the MOTION.

Vice-chairman Strojny took over as Chair:

Public Hearing for Site Plan Review/Special Permit #06-2016: 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store and gasoline sales/canopy.

Doug Troyer represented the applicant. The plan is to raze the existing Gulf station and gas pumps, the buildings at 4-6 MacArthur Blvd we have entered into a P&S with them. The new convenience store and gas pumps will be relocated to that property.

Tara, engineer: Improvements are moving back further from the road, greatly improves site circulation. The fueling stations allow for much easier navigation for larger vehicles. The cashier inside can oversee everything outside. The Drive-thru has adequate queuing and there will be more landscaping up front. Removing 2 rotary curb cuts and replacing with one central drive which will be better for Lobster Mart. MacArthur Blvd will have a one way in, one way out.

Landscaping: low shrubs in front, white pines to screen the back, variety plants and pedestrian access path to Lobster Mart.

Lighting: There will be no spillover.

Stormwater: Great improvement as there is none now. There will be 9 separate SW systems, oil grit separators next to the pumps. Gate valves on all systems, vegetated slope in the rear. WE will capture most of the runoff from the site.

4 & 6 MacArthur Blvd: Cont'd:

Doug: It's a very dated site. Over the last couple of years Cumberland Farms has improved some of their properties, over 600 stores. There is a push to update all of them. This is a unique site and one of the few with a drive-thru. It will provide many needed services in that area. There will be a pet area with two gates. Lots of maintenance. The canopy increased from 24' to 26' between the spaces. Assisting traffic flow we labeled two spaces for curbside waiting. Pumps will be angled at 15° which is beneficial to one area, but not another. The Fire Dept. wants a sprinkler room. We hope the Lobster Mart people are satisfied. It's been there since 1986 and is consistent with the area and is appropriate for the motoring public.

Jason Adams, traffic engineer: I know this will be peer reviewed and we are willing to give them whatever they need. Last July we did three peak periods: Weekday from 4-6pm, Friday 4-7pm and Saturday 9a-12pm. We expanded our traffic counts out to 2023 and forecasted the expected number of vehicle trips, pass by trips will be the majority. Met with DOT and will file for access points once we hopefully get approval here. Significant improvement from what it is now. A clearer path for drivers. Safer.

Mr. Doucette: I've been involved with this for an extended period of time. We asked them to angle the pumps but it's tough for the first vehicle, need to look more at circulation, that's why we requested peer review. Pulled away from Trowbridge Rd, the southern part no longer connects to the funeral home.

Doug: the drive-thru is for Cumberland Farms product only, the utilities will all be underground.

Coreen: This is a high traffic area/region and we don't have the resources that's why we hired a peer review. Someone working for the Board. We want to make sure we get this right. It will be safer for the funeral home to exit onto the Blvd. I have one quote, waiting for another. Looking at traffic and flow only.

Mr. Clegg: There is a lack of acceleration lane coming back onto MacArthur Blvd. MA DOT hasn't always agreed with that. Make that part of peer review? The angle of pumps can make more accessible if the building is moved back.

Doug: Significant constraints in the back plus residential abuts the property.

Mr. Michienzi: If you move the building back 20' and it will alleviate many concerns.

Tara: There will be a significant amount of fill coming in. The biggest constraint in the rear is to make it maintainable for the slope. Have to see if the grades in that area are significant. 140' from the clearing to the nearest residence for a nice buffer.

Mr. Michienzi: Put up a nice wall. You need swing room, you'll create a ton of business here.

Doug: We have pretty wide circulation isles. The plan shows a car pulling a 20' boat.

Mr. Clegg: Looking at figure 3, how do these dimensions compare to a landscape truck pulling a trailer?

Mr. Michienzi: That would be about 6-8' longer. I'm there daily with that size trailer.

Mr. Clegg: Commercial vehicles will take up more space and we want it to be safe.

Jim Mulvey: The state highway doesn't anticipate any changed in traffic in the next 10 years?

Coreen: they haven't come out and said it. Cumberland Farms is aware of studies for the circle but nothing planned at this point.

Doug: This will be a 24-hour store and the drive-thru open 5am – midnight.

4 & 6 MacArthur Blvd: Cont'd:

Chris Farrell, resident: I've worked on this before. Cumberland Farms has become a partner with the Town of Bourne. Before Doug took over as counsel, we always locked heads. I agree with moving the building back. The internal circulation in Buzzards Bay doesn't always work and it's very important for this site, and the highway and rotary. There is still plenty of room (140'). There is one chance to do it right and make it work for everyone.

Mr. Doucette made a MOTION to continue to 8/25, 2016. The MOTION was seconded by Mr. Clegg with all in favor.

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Strojny with all in favor.

With no further business before the Board, the meeting was adjourned at 7:50pm.

Respectfully submitted,
Ann Gutterson

DRAFT

PLANNING BOARD MEETING MINUTES

July 14, 2016

APPROVED

PRESENT: Daniel Doucette, Vincent Michienzi, Stephen Strojny, Elmer Clegg, William Grant, John Howarth
ABSENT: Robert Gendron, Joseph Agrillo, Lou Gallo
PUBLIC: Jim Mulvey, Doug Troyer, Mike Bilodeau, Robert Schuler, Jason Abrams, Tarja McGrail, Rick Boyle, Sandra Goldstein

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Stormwater: Great improvement as there is none now. There will be 9 separate SW systems, oil grit separators next to the pumps. Gate valves on all systems, vegetated slope in the rear. WE will capture most of the runoff from the site.

RECEIVED
2016 DEC 21 PM 3:49
OWN CLERK BOURNE

4 & 6 MacArthur Blvd: Cont'd:

Doug: It's a very dated site. Over the last couple of years Cumberland Farms has improved some of their properties, over 600 stores. There is a push to update all of them. This is a unique site and one of the few with a drive-thru. It will provide many needed services in that area. There will be a pet area with two gates. Lots of maintenance. The canopy increased from 24' to 26' between the spaces. Assisting traffic flow we labeled two spaces for curbside waiting. Pumps will be angled at 15° which is beneficial to one area, but not another. The Fire Dept. wants a sprinkler room. We hope the Lobster Mart people are satisfied. It's been there since 1986 and is consistent with the area and is appropriate for the motoring public.

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Mr. Clegg: Looking at figure 3, how do these dimensions compare to a landscape truck pulling a trailer?

Mr. Michienzi: That would be about 6-8' longer. I'm there daily with that size trailer.

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4 & 6 MacArthur Blvd: Cont'd:

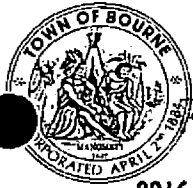
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Mr. Doucette made a MOTION to continue to 8/25, 2016. The MOTION was seconded by Mr. Clegg with all in favor.

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Strojny with all in favor.

With no further business before the Board, the meeting was adjourned at 7:50pm.

Respectfully submitted,
Ann Gutterson



RECEIVED

2016 JUL 26 AM 11:44

TOWN CLERK BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



AMENDED

MEETING AGENDA

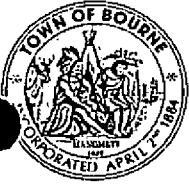
DATE: Thursday, July 28, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 7/14/16
2. Unencumber executive session minutes 2/10/11 and 3/24/11
3. **Public Hearing:** Buzzards Bay Park.
4. **Access Determination:** 0 Freeman Lane
5. **Request for Release of Covenant:** Cape Sagamore Highlands: Lots 1, 3, 10, 11, 12, 23



TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, July 28, 2016
PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

This meeting may be televised and recorded

RECEIVED
2016 JUL 21 PM 1:37
TOWN CLERK BOURNE

1. Minutes of 7/14/16
2. Public Hearing: Buzzards Bay Park.
3. Access Determination: 0 Freeman Lane



TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



AMENDED

MEETING AGENDA

DATE: Thursday, July 28, 2016
PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 7/14/16
2. **Public Hearing:** Buzzards Bay Park.
3. **Access Determination:** 0 Freeman Lane
4. **Request for Release of Covenant:** Cape Sagamore Highlands: Lots 1, 3, 10, 11, 12, 23

RECEIVED
2016 JUL 22 AM 10:48
TOWN CLERK BOURNE

DRAFT

PLANNING BOARD MEETING MINUTES
July 28, 2016

8.11.16
APPROVED

PRESENT: Daniel Doucette, Vincent Michienzi, Stephen Strojny, Elmer Clegg, William Grant, John Howarth, Robert Gendron, Joseph Agrillo, Lou Gallo

STAFF: Coreen Moore, Town Planner

PUBLIC: Richard Clifford, Kevin Brooks, Pat Frost, Brian Hebb, Sallie Riggs

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Minutes of 7/14/16: Not ready, continue to next meeting.

Executive Session minutes of 2/10/11 and 3/24/11:

Richard Clifford: in 2007 a plan was submitted to the Planning Board. There is a 2011 memo from the Town Planner's office stating there is 10 areas of concerns/recommendations, we want to make sure those issues haven't been resolved and that's why we are asking for the release of the minutes.

Coreen: The case is settled and has been remanded back to the Inspector of Buildings.

Mr. Howarth made a MOTION to release the minutes. The MOTION was seconded by Mr. Gallo with all in favor.

Mr. Michienzi recused himself.

Public Hearing: Buzzards Bay Park.

Sallie Riggs, Main St. Steering Committee (MSSC): The Board of Selectmen were concerned about seeing a vision of a vast area of dried grass and lights that don't work. We developed a plan to upgrade the park. We received CPA funding to hire landscape architects to help with the design. We are going to start the beginning of the restoration in August. The play area, splash pad, shade structures, open areas and pavilion will be Phase 2.

Phase 1 includes: irrigation system, upgrade electrical and underground utilities, water availability and some plantings. The park is 4.5 acres total. The open area will be just under 2 acres. We have received two CPA grants but it's not enough to do Phase 2. Most likely we will be back for another CPA request in October. This progress will put us in a better position to receive funds. The first went to schematic design and budget. It was beyond our estimate but they didn't take into account the Town can do a lot of the work, so we switched to Weston and Sampson. WE have identified where we can save. There are three methods of working: Town Staff, Bid Contracts and other groups (UCT students, Sheriff's Dept). We are going to ConCom next week and hope to know within two weeks.

Mr. Howarth: The consensus seems to be that this park will revitalize Main St.

Sallie: This won't, but this is only one part of the Main St. revitalization. First the Growth Incentive Zone was done, then the downtown zoning, architectural bylaw, anti-blight and the streetscape project. All with the aim of revitalizing Main St. This is an important piece. The MBTA may be a while and will bring in new parking.

Mr. Howarth: It's not always beneficial to the Town. Buzzards Bay is falling apart and I think this is misplaced.

Mr. Agrillo left at 7:23pm

Buzzards Bay Park cont'd:

Chairmen Doucette: Are there other grants you can get?

Sallie: There are state and federal grants, but the Town needs an updated Open Space Plan.

Chairman Doucette: Is the Labretto plaque and rock moving with the flag or put elsewhere?

Sallie: It's with the flag now, it will stay with the flag.

Mr. Gendron: Is there a project manager? Day to day oversight?

Sallie: It was Jon Nelson. He has left and we are meeting with someone else in town to take over.

Mr. Clegg: You had enough funding to do the plan and phase 1. Other than ConCom, do you see any hiccups?

Sallie: none that I know of.

Vinny Michienzi, abutter: Is any parking being added? All of the parking designated to the town or Army Corps and the T. Where will the people park?

Sallie: The T is different and will be separate parking. We estimate many people from the bike path in the Army Corps lot and Main St. has spaces. We are not proposing any additional.

Mr. Clegg: Any use restrictions on the Army Corps lot?

Sallie: the understanding is that it's a public lot.

Mr. Clegg: Long term parking issue. For Phase 2 you need to look at a parking study.

Mr. Gendron made a MOTION to support the park as presented for Phase 1 and address parking for Phase 2. The MOTION was seconded by Mr. Clegg.

Vinny: Have there been any public bids?

Sallie: When we get to that point, yes, we will put it out for bid.

Six if favor of the MOTION, 1 opposed.

Access Determination: 0 Freeman Lane

Dennis Lonnigan: I want to make it a buildable lot. I'd maintain the road/driveway.

Coreen: it's on the town line with Sandwich. Unless there is another Freeman Lane in Sandwich, they consider this a scenic lane. The stone walls restrict the width. May want to visit with the Fire Dept. There would be only one house, the lot can't be divided. It abuts BCT land. Concerned about the canopy height and width. Would like to hear from Sandwich and hold a public hearing to notify the abutters. I couldn't find an easement if there is now. There are a lot of unresolved issues and I recommend continuing this.

Dennis: I'm not sure if the drive will be gravel, asphalt or grass. The Fire Dept. went over and showed me the turn radius they would need. Sandwich wondered why I was here as they have nothing like this.

Coreen: We should have a letter saying they have no concerns. The road is on our historic inventory.

Chairman Doucette: A 12' width. How much is in Bourne and Sandwich?

Dennis: Maybe 6' in Sandwich. The trees I want to save are on that side. I will also be fixing the walls.

Mr. Howarth: Have you bought the property yet?

Dennis: No, in the process of a P&S.

Mr. Clegg: It's 2+ acres with the railroad tracks to the north, BCT on the southwest side. How do people access that land?

Dennis: There is one main path from behind the Sagamore Inn.

Mr. Clegg: who owns the easement over the drive?

Nancy Angus: The easement has been shown in the early 1900's, who owns the road bed, not sure.

Coreen: There was one deed I didn't find. Rights with others having like rights, need an agreement with everyone that has rights to that easement.

Freeman Lane cont'd:

Mr. Clegg: Coreen, in your memo you quoted the subdivision regulations and how they define a Lane. There is no subdivision on this plan.

Coreen: Subdivision regulations have control over roadways and this is a road on a plan. Need to have adequate access to a lot, if not, put down conditions.

Mr. Gallo: I've walked that land and it's well defined by walls, the gate is defined to the canal.

Mr. Gendron: Is there a break in the wall for access?

Dennis: There is no break in the wall. I'll be limbing the trees to a 16' canopy.

Continue to a date uncertain.

Request for Release of Covenant: Cape Sagamore Highlands: Lots 10, 11, 12, 23

Nancy Angus. Looking for the release of these lots. There will still be lots held.

Chairman: We need to hear from the DPW and check the status of the bond. We have had issues with other developments and don't want the same problem. We can put this on for the Aug. 11 meeting.

Mr. Clegg: If there are other lots still being worked on, what's the impact?

Chairman: We don't know the condition of the roads, drainage, etc.

Mr. Howarth: We've released lots before the roads were finished, they were dilapidated, and not enough funds in the bond. Jillian Drive we got burned.

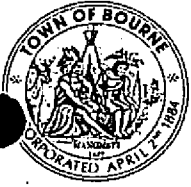
Coreen: Jillian Drive you kept the lots but they went bankrupt.

Mr. Clegg made a MOTION to continue. The MOTION was seconded by Mr. Michienzi with all in favor.

Mr. Gendron made a MOTION to adjourn, seconded by Mr. Clegg with all in favor.

With no further business before the Board, the meeting was adjourned at 7:50pm.

Respectfully submitted,
Ann Gutterson



RECEIVED TOWN OF BOURNE

Planning Board

2016 AUG 29 PM 4:08

Bourne Town Hall

24 Perry Avenue

TOWN CLERK BOURNE Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335



Amended MEETING AGENDA

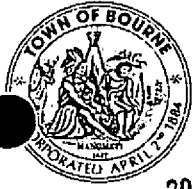
DATE: Thursday, August 11, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 7/14/16 and 7/28/16
2. **Request for Release of Covenant:** Cape Sagamore Highlands: Lots 10, 11, 12, 23
3. **Informal Discussion:** Wastewater
4. **Public Hearing for Special Permit #07-2016:** 1025 Sandwich Rd. to reopen a restaurant.
5. **Public Hearing for Site Plan Review/Special Permit #07-2014A:** 1 Henry Drive. Hydroid.
To expand parking from 69 spaces to 96 spaces.



RECEIVED

2016 AUG 18 PM 2:55

TOWN CLERK BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, August 11, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

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1. Minutes of 7/28/16
2. Request for Release of Covenant: Cape Sagamore Highlands: Lots 10, 11, 12, 23
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5. Public Hearing for Site Plan Review/Special Permit #07-2014A: 1 Henry Drive. Hydroid.
To expand parking from 69 spaces to 96 spaces.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Hydroid

LOCATION: 1 Henry Drive
Map: 35 Parcel: 148, 149 Zoning District: B-4

PROPOSAL: Site Plan Review/Special Permit to expand parking.

DATE & TIME: Thursday, August 11, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
July 27, 2016
August 3, 2016

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2016 JUL 19 PM 1:38

TOWN CLERK BOURNE

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

RECEIVED

2016 JUL 19 AM 11:52

TOWN CLERK BOURNE

APPLICANT: Brian Mazzilli

LOCATION: 1025 Sandwich Rd, Sagamore
Map 12.3 Parcel 100 Zoning District R-40

PROPOSAL: Application for Special Permit to reopen a restaurant

DATE & TIME: Thursday, August 11, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

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Bourne Courier Publishing Dates:
July 27, 2016
August 3, 2016

DRAFT

PLANNING BOARD MEETING MINUTES
August 11, 2016

9-15-16
APPROVED

PRESENT: Daniel Doucette, Vincent Michienzi, Stephen Strojny, Elmer Clegg, William Grant, Lou Gallo
ABSENT: John Howarth, Robert Gendron, Joe Agrillo
STAFF: Coreen Moore, Town Planner, Tim Lydon
PUBLIC: Jim Mulvey, Wes Ewell, Sallie Riggs, J. Nouakowski, Duane Fotheringham, Raoul Lizard-Rivera,
and other members of the public

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Minutes of 7/14/16 and 7/28/16

Request for Release of Covenant: Cape Sagamore Highlands: Lots 10, 11, 12, 23
This item has been continued.

Informal Discussion: Wastewater

Wes Ewell: We're trying to increase the capacity on Main St. Weston and Sampson study for behind the community building and Queen Sewell. The Community Building wasn't suitable. We can handle 100,000 gallons a day. Over the next 10 years or more, Wareham plans to more than double their plant. They will be able to take more from Bourne and part of Plymouth off Head of the Bay Rd. We toured the plant. The MMA plant is at the end of its life. Long range 10 years to get permit for Wareham. We want to do a package treatment system and tap into the existing pipeline. Would need a lift station. Tunnel under the bypass. Cost is \$4.5 million now. We are anticipating mitigation for sewerage. Almost all flows to the canal. Remove nitrogen currently going into Buttermilk Bay, extent Lincoln Ave, Rip Van Winkle quickly disposed and flushed out if goes to the canal. Allied for two grants, if we get them, the total cost would be covered. We already have money for most of the engineering. If we don't get the grants, we will ask for a bonding authorization. The Police Dept. wants to go on the same site. The plant would be a 35'x90' building, underground tanks, 2 leaching beds, and a reserve area. The same engineer is doing the Police site study too. Access will be off Armory Road with utilities coming from Alderberry Rd. The waterline will go under the ball field. We could start next April if we get the financing. Technology is changing constantly. This will be similar to MMA's but 20 years newer. We will still have 200,000 gallons going to Wareham for part of Main St and Hideaway Village. Our plant will pick up everything west of the Community Building and we can operate at peak capacity immediately which is 25-30,000 gallons a day. It would free up for sewer at the east end of Main St. If we can coordinate the site work with the Police Dept, we can save \$250,000 and have the Town do the grading and clearing.

Mr. Michienzi: Why not ask for a bigger plant if future money is available?

Wes: It would ask for more mitigation. More money is not available.

Mr. Clegg: I'm the Planning Board representative on the Wastewater Committee. Coming along slowly, evaluated different types of approaches. If we can get most or all the grant money, will be a great solution. Bond interest would be low if we did that.

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Wastewater Cont'd:

Wes: Submission needs to be in by 8/22/16 which it will be. The grants are awarded at the end of October. The federal grant is a rolling submission and is two stages and is about a 3-4 month process.

EDA (Economic Development Association). Should we put an article in the fall Town Meeting just in case?

Jim Mulvey: The big picture is fine. For most to understand would need an evening of this. Mitigation to reduce nitrogen from Buttermilk. Active shellfishery component and there's no nitrogen problem there. Who absorbs the cost? Betterment? Increased real estate tax? Discharge from Queen Sewer requires a reserve. When you break it down into smaller parts, I have concerns.

Chairman: When Kingman was proposing his plant, a neighbor said he would fill in his new nitrogen dosing system to connect.

Wes: Board of Health may make them connect. Buttermilk and Little Buttermilk Bay are both impaired waterways, no betterment assessments down there. May offer an incentive to residents like the Town would pay \$5,000 toward the connection fee if done in a certain amount of time. A new septic system costs \$35-\$50,000. \$5,000 is the average tie in to sewer. Most houses in that area are \$200,000 and they can't afford it.

Jim: The pipe from Wareham affluent will go into the canal.

Mr. Gallo: The reserve area is built if the primary fails. Anything in the canal today is EPA governed. Not going to let discharge recklessly into a waterway.

Jim: Nitrogen reduction is becoming more effective. Only one contaminant. All the dissolved pharmaceuticals, minerals. Not drinking water quality.

Mr. Clegg made a MOTION to approve the concept. The MOTION was seconded by Mr. Strojny with 5 in favor, 1 abstention.

Public Hearing for Special Permit #07-2016: 1025 Sandwich Rd. to reopen a restaurant.

Mr. Gallo: I met with the owner and they are trying to reopen John's Diner which has been closed more than 2 years (closed in 2010). It's the right area for it, I'd like to see it reopen. May want to table this and come back to us another time.

Coreen: They operated until 2010 when they voluntarily closed due to a gas leak. They had a special permit for a hot dog truck which wasn't there long.

Owner: The DEP dug 16 monitoring wells, they are all clear except the one by the gas station. If the lead didn't happen, the restaurant would still be open.

Coreen: #3 on my memo states non occupancy out of owner's control. If we can get a timeline, we can take the 2 years from that. I suggest we continue to get the info/timeline then issue a special permit to open, if not, they can petition to extend the zoning district. I'll have to look at how the zoning lies today in that area, but it wouldn't be spot zoning, there is other commercial in the area.

Mr. Grant: How is a hot dog stand a restaurant?

Coreen: We permit it as a restaurant if it's stationary for a bit.

Chairman Doucette: Would like the groundwater verified. Reports from the DEP to see the end date.

Mr. Gallo made a MOTION to continue to 9/15/16 and signing the waiver of time constraints. The MOTION was seconded by Mr. Grant.

Barb Sebulous, abutter: I'm all for it. He's done a fabulous job cleaning the property. I have some traffic concerns though and would like it looked at.
All in favor to continue.

Public Hearing for Site Plan Review/Special Permit #07-2014A: 1 Henry Drive. Hydroid. To expand parking from 69 spaces to 96 spaces.

Chairman Doucette: Want to let you know, you need 6 positive votes and there are only 6 members present.

Dwayne Farthingham, President of Hydroid: We make unmanned marine robotics, largest company in the world. Mainly Navy for our client. We have 210 employees in Pocasset and are growing rapidly. In 2014 we opened the 40,000sf building. As we've grown, we've noticed the need for more visitor parking. There are about 20-25 visitors a day. Right now they are processed at 6 Benjamin Nye Ln. Once this building is complete, they will be processed here.

Raul: Currently at 55% lot coverage and have an exemption. Would like to amend the special permit to increase parking, by adding to the perimeter and some parallel to the edge of the pavement. The loading area in the back was left out of the last revision. It's mainly for Hydroid vehicles only. Big truck deliveries will be made at the main building at 3 Henry Dr.

Mr. Clegg: The pylon sign on the corner lot of Henry Drive, is it being replaced or moved?

Raul: That sign is moving to the other side the street.

Mr. Clegg made a MOTION to approve subject to the following conditions:

- The conditions from special permit 07-2014 carry forward

The MOTION was seconded by Mr. Michienzi.

Mr. Gallo: Stormwater future, to a leach field?

Raul: Currently the site is under construction and we will change to accommodate. There are detention basins, spill waste then infiltrates to the subsurface through the catch basins.

Mr. Clegg: The management plan, special wording to de-icing chemicals and sand. Cleaned once a year.

Roll call vote as follows:

Mr. Clegg – yes	Mr. Grant – yes	Mr. Doucette – yes
Mr. Michienzi – yes	Mr. Gallo – yes	Mr. Strojny - yes

Mr. Strojny made a MOTION to adjourn, seconded by Mr. Grant with all in favor.

With no further business before the Board, the meeting was adjourned at 8:06pm.

Respectfully submitted,
Ann Gutterson



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Planning Board

2016 AUG 16 PM 1:35

TOWN CLERK BOURNE

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, August 25, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. Minutes of 8/11/16
2. Public Hearing for Amended Special Permit #11-06A: 227 Old Plymouth Rd.
3. Public Hearing for Site Plan Review#490: 2 Bourne Bridge Approach. Linear Retail. For an addition and loading dock, and to remove 9 parking spaces.

PLANNING BOARD MEETING MINUTES

August 25, 2016

DRAFT

9.15.16
APPROVED

PRESENT: Daniel Doucette, Stephen Strojny, Elmer Clegg, William Grant, Lou Gallo, John Howarth, Robert Gendron, Joe Agrillo

ABSENT: Vincent Michienzi

STAFF: Tim Lydon

PUBLIC: Jim Mulvey, Ford O'Connor, Michael Rausch, John Churchill, Greg Droc, David Robinson, Marsha and Bob and other members of the public

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Minutes of 8/11/16 – postponed to the next meeting.

Public Hearing for Amended Special Permit #11-06A: 227 Old Plymouth Rd.

John Churchill, JC Engineering: We have relocated the driveway and one of the original conditions was to come back if changed. It comes south of the original, the grading on the original was greater, had a retaining wall and relocated the water line. With this plan there isn't as much cutting of the land and the water line is staying where it is. The impacts are essentially the same. The utilities are through Old Plymouth Rd, run a couple poles then underground to the house.

Tim: Coreen issued a memo with comments. The changes made a bit better for the slope. Pinnacle Road is an ancient way and pedestrians should have access, need signage. They are building on the same footprint, the driveway changed location. No electric line is shown on the plan.

Mr. Howarth reviewed: I still think the slope is not good. I would like a new engineered plan and the drainage plan for the driveway and a letter from the water department about the depth of the water line.

John: It's a 10-1 slope in some areas, there will be some cutting of what you see now. New drive is south of the water line.

Mr. Agrillo: What is the driveway material proposed?

John: gravel at this time. We need an operation and maintenance manual, will pave in a few years. The sediment trap and grade are raised slightly to filter.

Tim: We have a maintenance and operation plan from 2006, we still need a Stormwater report.

Mr. Clegg: Where is the storm basin going?

John: Base of the driveway.

MR. Gallo: This is a drastic change from what was there. Unbelievable slope, this is better. Drainage has to go in, pave some at the bottom.

Mr. Gendron: Who owns the ancient way?

Tim: Public way.

Mr. Howarth: Who is responsible to maintain the slope on Pinnacle Way?

John: my client.

Mr. Howarth made a MOTION to approve subject to the following conditions:

- New engineered plan
- Drainage
- Letter from North Sagamore Water District about the depth/location of the water line

Tim: the waterline is already in.

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2016 SEP 16 PM 3:28
TOWN CLERK BOURGEOIS

227 Old Plymouth Rd. Cont'd:

Mr. Agrillo: I think a portion is paved, to keep drainage system clean. Soil stabilization. The neighbors need to be protected.

John: I agree to pave to the top of the hill. Landscaping erosion control will hold the owner responsible and will be incorporated into the agreement.

Mr. Howarth made a MOTION to amend his MOTION to include a 20' apron at the base of the driveway. The Amendment was seconded by Mr. Gallo.

Marsha Arusho, abutter: The road is already in, are you moving it from where it is now? It's already affecting our property.

John: We are not allowed to touch it now, have a cease & desist.

Marsha: There is no erosion control in place now.

Mr. Clegg: Immediate action for erosion control, set a deadline?

Chairman: When is work going to start?

Bob Sawyer: We are going to live there, haybales can be put in right away. We want to be done by the first of the year. Haybales will be up within 30 days prior to construction.

Barry Aruso: The plan shows a 3 car garage on the back side. Will it be a commercial vehicle place?

Tim: It would fall under Home Occupation and no large trucks are allowed, very limited.

Mr. Howarth made a MOTION to amend the main motion as amended by adding "haybales within 30 days". The MOTION was seconded by Mr. Gallo.

Roll call vote on the main MOTION as amended twice as follows:

Mr. Strojny – yes

Mr. Gendron – yes

Mr. Gallo – yes

Mr. Howarth – yes

Mr. Agrillo – yes

Mr. Clegg – yes

Mr. Grant – yes

Public Hearing for Site Plan Review#490: 2 Bourne Bridge Approach. Linear Retail. For an addition and loading dock, and to remove 9 parking spaces.

Ford O'Connor represented the applicant: Petsmart has signed a long term lease and they need a loading dock. The zoning has changed so we don't need a waiver for the parking.

Tim: My concern is where the loading dock is proposed is less than ideal but I don't see where else it can fit. Lighting is ok. There is a large overhand of branches/leaves and that should be maintained, vertical and horizontal. – Ford agreed.

Chairman Doucette: I've been checking it out with Tim. This was Mr. Michienzi's project, he was not able to be here tonight. It's consistent with Downtown Zoning, the access in and out works well now.

Mr. Howarth made a MOTION to approve subject to the following conditions:

- The branches to the rear and drive are to be cut back and maintained

The MOTION was seconded by Mr. Strojny.

Mr. Clegg: What about the back traffic?

Mr. Doucette: The rear parking is for employees only and the only traffic is from the drive-thru for Starbucks.

Tim: Rear parking for employees is a condition of the original approval.

All in favor of the MOTION to approve.

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Clegg with all in favor. With no further business before the Board, the meeting was adjourned at 7:35pm.

Respectfully submitted,
Ann Gutterson

RECEIVED

2016 AUG 20 AM 11:03

TOWN CLERK BOURNE

**TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE**

APPLICANT: Linear Retail Bourne #1, LLC

LOCATION: 2 Bourne Bridge Approach
Assessors Map 20.3, Parcel 67 Zoning District – DTG

PROPOSAL: Application for Site Plan Review for an addition and
loading dock.

DATE & TIME: Thursday, August 25, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
August 17, 2016

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2016 AUG 20 AM 11:03

TOWN CLERK BOURNE

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Robert Sawyer

LOCATION: 227 Old Plymouth Road
Assessors Map 7 Parcels 8, 156

PROPOSAL: Application for Amendment to Special Permit #11-06 to
change the access drive and grading.

DATE & TIME: Thursday, August 25, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
August 10, 2016
August 17, 2016



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2016 SEP -7 PM 4: 17

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TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, September 15, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

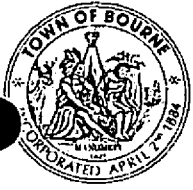
TIME: 7:00PM

This meeting may be televised and recorded

Minutes of 8/11/16, 8/25/16

1. **Discussion:** 41 Meetinghouse Lane. Ron Bello. Review of site plan: Dumpster location and planter placement.
2. **Access Determination:** 0 Freeman Lane
3. **Public Hearing for Special Permit #07-2016:** Cont'd from 8/11/16. 1025 Sandwich Rd. to reopen a restaurant.
4. **Public Hearing for Site Plan Review/Special Permit #06-2016:** 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store and gasoline sales/canopy.

This has been continued to 10/13/16



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2016 SEP 15 AM 11:26

TOWN CLERK BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



AMENDED MEETING AGENDA

DATE: Thursday, September 15, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

Minutes of 8/11/16, 8/25/16

1. **Request for Release of Covenant and posting of Bond:** Eustis Lane Subdivision. Release the 1 lot and post a bond.
2. **Discussion:** 41 Meetinghouse Lane. Ron Bello. Review of site plan: Dumpster location and planter placement.
3. **Access Determination:** 0 Freeman Lane
4. **Public Hearing for Special Permit #07-2016:** Cont'd from 8/11/16. 1025 Sandwich Rd. to reopen a restaurant.
5. **Public Hearing for Site Plan Review/Special Permit #06-2016:** 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store and gasoline sales/canopy.

This has been continued to 10/13/16

TOWN OF BOURNE **RECEIVED**
PLANNING BOARD
PUBLIC HEARING NOTICE AUG 30 PM 3:18

TOWN CLERK BOURNE

APPLICANT: Cumberland Farms Inc

LOCATION: 4 MacArthur Blvd
Assessors Map 24 Parcels 19, 22 Zoning District – B-2

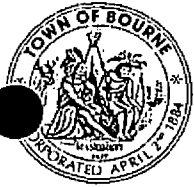
PROPOSAL: Application for Site Plan Review/Special Permit 06-2016
to demo existing structures and construct a 8,140sf
convenience store with self-service gasoline sales

DATE & TIME: Thursday, September 15, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
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Bourne Courier Publishing Dates:
August 31, 2016
Sept. 7, 2016



RECEIVED TOWN OF BOURNE
Planning Board

2016 OCT -6 PM 12:53 Bourne Town Hall
24 Perry Avenue
TOWN CLERK BOURNE Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



AMENDED
MEETING AGENDA

DATE: Thursday, October 13, 2016
PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

This meeting may be televised and recorded

Minutes of 9/15/16

1. **ANR:** 3 lots
2. **Public Hearing for Special Permit #07-2016:** Cont'd from 9/15/16. 1025 Sandwich Rd. to reopen a restaurant.
3. **Public Hearing for Amended Site Plan/Special Permit #16-2015A:** 24 Commerce Park Rd. Wenzel Realty LLC. To expand impervious surface coverage in a Water Resource District.
4. **Public Hearing for Site Plan Review/Special Permit #06-2016:** 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.
5. **Informal Discussion:** Pocasset Mobile Home Park. Phil Austin.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

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2016 SEP 27 AM 10:30
TOWN CLERK BOURNE

APPLICANT: Wenzel Realty, LLC

LOCATION: 24 Commerce Park Rd
Assessors Map 39, Parcel 176 Zoning District – B-4

PROPOSAL: Application for Amended Site Plan Review/Special Permit
06-2015A to expand impervious surface coverage in a
Water Resource District.

DATE & TIME: Thursday, October 13, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532.

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:
Sept., 28, 2016
Oct. 5, 2016

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

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2016 SEP 27 AM 10:31

TOWN CLERK BOURNE

APPLICANT: Cumberland Farms Inc

LOCATION: 4 MacArthur Blvd
Assessors Map 24 Parcels 19, 22 Zoning District – B-2

PROPOSAL: Application for Site Plan Review/Special Permit 06-2016
to demo existing structures and construct a convenience
store with drive-thru and self-service gasoline sales

DATE & TIME: Thursday, October 13, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0600 ex. 1335

Bourne Courier Publishing Dates:
Sept. 28, 2016
Oct. 5, 2016

PLANNING BOARD MEETING MINUTES

October 13, 2016

10.27.16
APPROVED

PRESENT: Daniel Doucette, Stephen Strojny, Vincent Michienzi, Lou Gallo, John Howarth, Robert Gendron, William Grant, Shaun Handy (Alternate)

ABSENT: Elmer Clegg, Joe Agrillo

STAFF: Coreen Moore, Town Planner

PUBLIC: Jim Mulvey, Michael Rausch, Doug Troyer, Don Bracken, Marian Parsons, Kenneth Blanchard, Donna Blanchard, Stephen Lake, Brian Mazzilli, Chris Farrell, Christopher Luciano, Christina Pratt, Catherine Meretti, Crunvant Patel, Scott Drago, Marc DesLanes, Todd Reeves, Phil Austin, Kevin Conniff, Tarja McGrail, Gary McNaughton, Ben LaFrance, Robert Schuler and other member of the public

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:02pm.

Minutes of 9/15/16: Mr. Gallo made a MOTION to approve, seconded by Mr. Howarth, with all in favor.

ANR: 3 lots

Steve from Green Seal. Swapping equal footage between two lots and combining other lots to create two lots.

Coreen: It meets all the standards.

Mr. Gendron made a MOTION to approve, seconded by Mr. Howarth with all in favor.

Public Hearing for Special Permit #07-2016: Cont'd from 9/15/16. 1025 Sandwich Rd. to reopen a restaurant.

Brian Mazzilli: In 2008, 22 wells were placed, 15 on this property. In 2010, the owner, John, couldn't work anymore due to sickness. The DEP said the soil would have to be replaced 10'-27' deep for the contamination. John feared renting the business and being sued. The special permit expired in 2012. Got approval that the owner isn't responsible for the cleanup.

Coreen: The Board needs to make a finding that not occupied doesn't mean not used as it's a restaurant in a residential zone. It's up to the Board if the use was beyond the control of the owner.

Mr. Gallo: This sits by a gas station and other commercial businesses. He's going to be working with the Vets so they can get acclimated.

Mr. Howarth: John at the time said a clean 21E was the problem and out of his control. MOTION to reopen as a restaurant. The MOTION was seconded by Mr. Michienzi. Roll call vote as follows:

Mr. Strojny – yes

Mr. Gendron – yes

Mr. Gallo –yes

Mr. Howarth – yes

Mr. Michienzi – yes

Mr. Handy –yes

Mr. Grant - yes

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2016 OCT 28 PM 12:37
TOWN CLERK BOURNE

Public Hearing for Amended Site Plan/Special Permit #16-2015A: 24 Commerce Park Rd. Wenzel Realty LLC.

To expand impervious surface coverage in a Water Resource District.

Don Bracken: We received approval last year for the addition and increase in impervious surface. The site is now under construction and with the moving of the overhead doors to the back, which provides easier access for loading/unloading, the additional pavement will increase the impervious coverage to 60%. We have provided extra drainage.

Mr. Gendron: I walked the site. Moving the doors is beneficial to the safety of the site. MOTION to approve. The MOTION was seconded by Mr. Howarth. Roll call vote as follows:

Mr. Strojny – yes

Mr. Gendron – yes

Mr. Gallo –yes

Mr. Howarth – yes

Mr. Michienzi – yes

Mr. Handy –yes

Mr. Grant - yes

Mr. Strojny took over as Chair.

Public Hearing for Site Plan Review/Special Permit #06-2016: 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.

Doug Troyer, Atty for the applicant: The special permit for alternative configuration. Cumberland Farms (CF) has owned the Gulf station since 1981. They have done a major push over the last few years to upgrade all their stores. The P&S with the strip mall is contingent on getting permits. The store will be 8,100sf.

Tarja McGrail: Site: We moved the store back 140' from the current strip mall location. The fuel pumps are back an additional 44' which greatly improves site circulation. The curb cut on the rotary is 55' reducing to 30' and reducing the two curbcuts on MacArthur Blvd to 24' each, one in only, one out only. Added a loading zone and dumpsters are at the rear of the loading zone. There is a substantial grade change. The building will be at elevation 82 and requires a great deal of fill. We are doing a retaining wall on the northwest side.

Utilities: There are eight drainage systems designed to capture 90% of the runoff on site. There is an emergency shutoff valve for the system and subsurface leaching. A vegetated swale in the rear. The building will be fully sprinklered and will have a potable water area which we will coordinate with the Fire Chief. The drive-thru is 18' wide which allows cars to go around. There will be 13 pole lights with no overspill and meets the zoning regulations.

Floor Plan: The back is half cooler space, storage and drive-thru window/coffee station. The front has a sitting area.

Ben LaFrance from Hawk Design: Landscaping: Plantings are hardy for Zone 6. Selective views to define vehicular flow on site. Shade trees in the back, shrubs and grasses on MacArthur Blvd set back for site lines. Evergreen trees 8'-10' in height at planting placed between Lobster Mart and a walkway to their property. 8'-10' white pines on the south alone the drive-thru to help screen 17 and 19 Sandy Lane. There will be plantings around the building and sign and on the terrace.

Gary McNaughton, McMahon Assoc: Traffic: We completed our survey in May and worked with the Town's peer reviewer. We went at peak periods, looked at current conditions and how it would change with the development. Level of service is a C and will be a C or D depending on time. We figured it would generate 60 new trips per day. We have met with DOT on two occasions, their engineer was there and we got feedback which led to this. Making the two entrances into one reduces the proximity of the conflict and is safer for everybody.

Doug: in April we went back to the DOT and they were pleased with the reduced curb cuts. The DOT won't officially review a project without local approvals first. We have been focusing on this project for 2.5 years, various site plans, reworked the site. Tried to minimize light and sound for the residences. Think this would be a wonderful site and this greatly improves it.

James Coogan, CDR McGuire Group: Peer reviewer for the Town. I came up with about a dozen questions. The biggest were the drive onto the rotary. Combining the driveways into one is much safer. The drive-thru should be wider than 18' around back and parking to accommodate larger vehicles on the site. Someone will probably park on the highway. Many of my concerns are easily remedied by signage. Most have been addressed. Can't fix the rotary.

Mr. Gallo: What is the grade change from the building to MacArthur Blvd? What is the height of the wall?

Tarja: it's going down to the Blvd about 2-3%. Meets the DOT requirement. The wall is 12.5'.

Mr. Gallo: I think the wall would be ok for the hotel, but you may want to put a 6-8' fence on it for the abutters to help with light, headlights and noise. RV's – think they should put a 24' road on the back. Any thought on an acceleration lane?

Gary: If the DOT requires an acceleration lane we'll work it out with them but it's their call. The first curb cut falls in the state layout. The goal was to improve safety and it feeds directly to the Lobster Mart.

Mr. Handy: Auto turns for fire trucks, not intended to circulate. Trucks are going to go through the site over to the fuel tanks then exit onto MacArthur Blvd.

Mr. Grant: This is a significant change to the property. In 1996 the Planning Board reviewed a convenience store at that location. They don't sell milk, only soda and candy, it's not a convenience store now. People stop for gas. It's a beautiful plan with seating area and two times the gas pumps. Relying on mostly drive-by traffic. There will be a whole lot more people than now. Many people going back into the rotary, this is a dramatic increase. This rotary has 33 crashes a year.

Gary: It's covered in the report. 113 cars will exit back to the rotary, currently 40.

Mr. Doucette: Discussion with the engineer and encourage people to exit on the southern most part of the property with signage directing them to 28 south. Trying to discourage going back to the rotary. All part of MA DOT approvals. They worked hard to make it safer than the current situation. Also this plan eliminates the drive to the funeral home.

Mr. Grant: Incremental with the ZBA, BOS, and us. Is this really a good thing for the rotary overall?

Mr. Gendron: Currently there are two curb cuts with 40 trips. There will be one curb cut with 113 trips per day. The strip mall had no traffic the last 20 years.

Gary: Cumberland Farms now gets 15-20 cars per hour.

Mr. Gendron: Make it one way so people can't get back into the rotary. I think traffic will be five-fold from what it is now. I'm concerned about the backup, people go fast coming off the bridge.

Mr. Howarth: On Scenic Hwy we required the barrier in the center of the road. 13 years ago they were queuing traffic into the rotary. This is better? I don't care how much signage, someone will park on the side of the road.

Tarja: The pumps are 35' apart, if someone is towing a boat they can pull up and leave with ample room for turnout.

Gary: if they park along the island, there's room to maneuver around them.

Mr. Michienzi: It's unsafe, traffic will be crazy. We want the business, you'll kill it and we'll be stuck with a huge problem.

Doug: What's there now? When dealing with the rotary. I can go 40mph off the rotary to a gas pump. Do you want someone who's been working for 2.5 years? Peer review hasn't aid any of this. With town people with access back to the rotary who has the finances to even develop the property the right way? Look at our record across the Commonwealth. Beneficial, make it safer and eliminate some access. It's a crazy zone now. We're looking to improve. Motivated developer. I've met with town officials and this is the first time I've heard about going back to the rotary. They want to start construction this winter. Our traffic study was done in the summer on weekends. Your peer reviewer has no issue. The rotary already has a problem, we can't fix that. We're bringing a service for people coming on/off cape. We put connections to abutting businesses. I understand the concern about the curb cut but MA DOT rules that area. They'll seize the opportunity to improve that area. I'm willing to discuss, we are a good partner for this town.

Mr. Doucette: the DOT can mandate and change anything. If they change the plan, they'd have to come back to us.

Doug: We approached Lobster Mart 2.5 years ago. Richard Parsons is the property owner and lives in Florida. We gave him plans, discussed, and didn't get far. The Plan has dramatically changed. We contacted the tenant thinking our conversations were getting back to Mr. Parsons. Mrs. Parsons is the original owner and I've met with her on many occasions. The tenants weren't relaying the messages. Difference of minds. She'll say the curb cut will make people not want to go to the Lobster Mart. Haven't heard anyone saying our engineering isn't good.

Vice-Chairman Strojny: I will open up to public comment now, please keep it to no more than 5 minutes each.

Mark Deshays, attorney: In the past 2.5 years, there has been no discussion about egress with Mr. Parsons. The proposed access has no ability to pull into the site. It's only to benefit CF. I ask you to look at sketch 3.0 which shows the current configuration, when you look at 4.0 and 8.0, you can see CSV08.0 they are blocking out completely access to Lobster Mart. 3.0 has a line of site coming from the bridge to the rotary. Traffic egress, look at the mess in Boston. We want a safe access in and out of the site. I think there can be a compromise. With this plan you have to bang a hard right to the Lobster Mart and go straight to the store. Think need a line of site to the bridge, if not, signage and funnel people out to MacArthur Blvd. Also cross easements, submission for a common permit, access easements. It's an issue of safety. Most major roadways designated to service into the 21st century and look at the disasters. Maybe have a joint meeting with the DOT and all parties involved. We are going to ask for a meeting, not sure if open to that. Will be a hell of a lot of traffic going in/out of there.

Julie Munson, Winslow St: Years ago there were meetings on how to change the rotary. Last I knew the change did go forward and was supposed to be done in 10 years. The plan was to take the mall and put traffic to Trowbridge Rd. Is this plan temporary? Or is the rotary plan not moving forward?

Doug: The flyover. This is a huge risk for CF, any improvements to the rotary are at least 10-12 years away. Based on our conversations with officials, they decided to take the risk.

Gary: Only a rotary study was done. I don't think there is anything solid. DOT will consider everything. Ken Blanchard, 20 Sandy Ln: We get light pollution now from Battles. What's the percentage of light if Battles is a 10, would this be less: It's a 24 hour project.

Tarja: The lighting spectrum rendering shows the blue coloring will have no more light pollution. We went to the site, there is substantial pine growth and there will be a buffer of trees left. The land will be terraced and graded. White pines will be planted on the higher level of land. Battles is quite higher than Sandy Lane.

Coreen: The lighting plan meets the requirements of zoning. That overspill from Battles was done after. If approved, recommend any change to lighting must come to the Board.

Chris Farrell: Going back in history, a number of years ago Cumberland Farms looked at the regulations and wouldn't listen to us or the townspeople, they wanted to do it by right. Since Doug came on board, that changed. They do work with us. MA Hwy changed, they were the department of No, now they listen to local input and developers. Any doubt there's more traffic each year? Many studies about the rotary have been done. I don't plan on seeing it gone in my lifetime. For what this would cost with land takings, etc. if they were going with the plans, this is minimal. Even if their rotary improvement plan was 10 years out, they would have taken the land. If you're happy with it internally, condition on MA Hwy then let them battle it out.

Catherine Meritti, Sandy Lane: I think some things are great. My concerns are that many CF stores don't have a restaurant or drive-thru. People coming back on the rotary is a safety issue. Eliminate the drive-thru and restaurant. They won't typically get gas they'll go in for food. How many times have you ever driven around the rotary? Living here is very different. Weather conditions play a factor, that and the whole area is ugly. Look at the traffic they're pulling in, not going to educate the public to do the right thing.

Rafiqel Islam: On paper it looks attractive. What is the future impact once it's operating? In the summer there is lots of complication at the rotary. Do you want to clog the Cape? I request to let the residents decide and put it on a ballot.

Kevin Klein: I have a personal situation with the CF on Main St Safety is an issue. Blocking egress. As long as everyone agrees, it should be ok. I've talked to the regional manager and they are now working well with me.

Scott Drago, Lobster Mart: I met with Doug at the property. I have not passed things on to Richard as he's sick. The entrance is a concern to me. Lobster Mart is a narrow strip, condensing to one egress is making it more narrow. Many concerns is trucks going back into the rotary. This will add to property values and the town, but the traffic issue with one entrance in my main concern.

Chris Luciano, Nickerson Bourne Funeral home: Traffic yes. Keeping the small town touch. Can't even see my facility next door. Will it block my building view?

Public comment closed.

Doug: I'd like to get a sense of the Board without closing the public hearing. The curb cut is the DOT. Had the opportunity to potentially talk to Lobster Mart. Are they open to talking about the curb cut?

Marion Parsons: I'm tired about this situation. My husband and I started the business in 1986, he died in 93 and my son took over. We were left off the abutters list. I don't feel we've gotten anywhere and want this tabled so we can meet and can find out what's going on. It's far too big for our area. Can you imagine an RV making these turns when they don't have experience driving?

Vice-chairman Strojny: My sense is there are two options: 1. Continue to give you opportunity to work with Lobster Mark and come to an agreement. 2. Looking at conditional approval. Return traffic to the rotary is a major issue. It may be that no return satisfies the Board, probably not ideal for you but we only have one chance to get it right.

Doug: I think continuing is in everyone's best interest.

Mr. Doucette made a MOTION to continue to Tuesday, 10/25/16. The MOTION was seconded by Mr. Howarth with all in favor.

Mr. Doucette took over as Chair.

Informal Discussion: Pocasset Mobile Home Park. Phil Austin.

Phil: We have a mess with the receivership and no idea when it will end. We would like to remove trailers from First Ave to Barlows Landing Rd to have green land. We have lots out back that aren't covered by grandfathering. Don't know the new code to put a trailer on a lot. There are 102 units there now and 120 lots. 80 units are rentals. Can I ask to extend the grandfathering? Many trailers need to be destroyed, they're junk. Just trying to get a gist of what we'll be able to do.

- Extension from 2 years to replace a trailer to 12
- Exchange lots from front to use the back ones
- Change some zoning

There is roughly 50 acres, the park is 15 acres. Would like to change a small portion from R40 to B2 and square off the lot so we can put trailers there. We'll need to deal with National Heritage and more. We would like to reoccupy the empty lots.

Mr. Howarth: Grandfathering, can we do that?

Coreen: Need to talk to Roger, the FD and Health Dept.

Phil: I'm trying to start new. My perspective is I can either keep the junk trailers there until I can replace them or work with me. I'd remove them then replace when I can afford one. I hate the way the trailer park is.

Chris Farrell: He is not his father. Some of what he's asking for is an improvement. Grandfathering is legal, but not sure it can be done that way. It has been an eyesore to him and the Town. This is a chance to improve it.

Chairman Doucette: If the receivership prevents him from doing something, it's similar to 1025 Sandwich Rd.

Coreen: Will need lots of research to see what can be done. Maybe have a code enforcement meeting with everyone at once.

Phil: Trying to see what I can plan for when my sister and I get this back. This will sacrifice a number of lots in the park. I never agreed with the way my father ran the park.

Coreen: The first question is about grandfathering with Roger.

Chairman Doucette: We'll have Ann write a letter to the building inspector.

Phil: We'd like to sell the park, but will do everything we can to improve it. Would like to limit access, add fire hydrants, new trailers, upgrade the area.

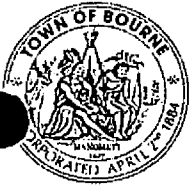
Chairman Doucette: Once we hear from Roger, we can go from there.

Jim Mulvey: It's a disaster! Sewer coming up the streets, electricity is not enough. It's been taken under control by the courts and they've done a remarkable job. He attends Board of Health meetings keeping them informed on the improvements. Look at this favorably. If properly run, can be an asset.

Phil: The receivership hasn't done anything with the electrical or cable and the sewer system isn't finished yet.

Mr. Strojny made a MOTION to adjourn, seconded by Mr. Howarth with all in favor. With no further business before the Board, the meeting was adjourned at 9:50pm.

Respectfully submitted,
Ann Gutterson



RECEIVED TOWN OF BOURNE
Planning Board

2016 OCT 21 PM 12: 04

Bourne Town Hall

24 Perry Avenue

TOWN CLERK BOURNE Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

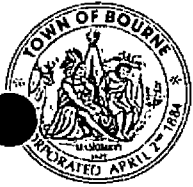
DATE: Tuesday, October 25, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. **Public Hearing for Site Plan Review/Special Permit #06-2016:** Continued from 10/13/16. 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.



RECEIVED TOWN OF BOURNE

Planning Board

2016 OCT 24 PM 1:16

Bourne Town Hall

TOWN CLERK BOURNE 24 Perry Avenue
Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Tuesday, October 25, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

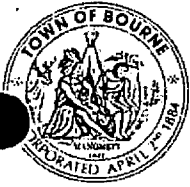
TIME: 7:00PM

This meeting may be televised and recorded

1. Public Hearing for Site Plan Review/Special Permit #06-2016: Continued from 10/13/16. 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.

**THIS MEETING IS
CANCELED**

**AND THE ITEM CONTINUED
TO EITHER 11/10/16 OR
12/8/16**



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Planning Board



2016 OCT 21 PM 12:04 Bourne Town Hall
24 Perry Avenue
TOWN CLERK BOURNE Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335

MEETING AGENDA

DATE: Thursday, October 27, 2016
PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

This meeting may be televised and recorded

Minutes of 10/13/16

1. **Request for Release from Covenant:** Lob B-1B (House #4) Olivier Way, Cataumet.
2. **Request for Release from Covenant and Bond:** Cape Sagamore Highlands. Remainder of lots and partial bond for when paving is complete.
3. **Public Hearing for Special Permit #10-2016:** 420 MacArthur Blvd. GIND, LLC. For a new façade and new owners.

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**TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE**

2016 OCT 12 PM 3:36

TOWN CLERK BOURNE

APPLICANT: GIND LLC

LOCATION: 420 MacArthur Blvd
Assessors Map 35, Parcel 41 Zoning District B4

PROPOSAL: Application for a special permit for new ownership and a new façade.

DATE & TIME: Thursday, October 27, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0600 ex. 1335

Bourne Courier Publishing Dates:

Oct. 12, 2016

Oct. 19, 2016

PLANNING BOARD MEETING MINUTES

October 27, 2016

12-2-16
APPROVED

PRESENT: Stephen Strojny, Lou Gallo, John Howarth, Robert Gendron, William Grant, Elmer Clegg
ABSENT: Daniel Doucette, Vincent Michienzi, Joe Agrillo
STAFF: Tim Lydon
PUBLIC: Jim Mulvey, Ford O'Connor, Terri Leon, Richard Carreiro, Raul Liardi-Rivera, Christine Karnoit
Ann Gutterson, Recording Secretary

Vice-Chairman Strojny called the meeting to order at 7:02pm.

Minutes of 10/13/16: Mr. Gallo made a MOTION to approve, seconded by Mr. Howarth. Mr. Grant wanted to add to the minutes his statement about the 1996 Planning Board review of a convenience store at that location. Mr. Gallo made a MOTION to approve as amended, seconded by Mr. Howarth with five in favor, one abstention.

Request for Release from Covenant: Lot B-1B (House #4) Olivier Way, Cataumet.

Mr. Clegg asked if this was a town accepted road? – no

When is the Planning Board going to make the Town accept the road?

Ford: That is a Town Meeting vote to accept roads.

Mr. Gallo: It's the maintenance of the roads that is the problem.

Mr. Grant: If it meets the town standards, why not accept it? What's the downside?

Mr. Clegg: Long term liability, maintenance. Sooner or later if we don't accept, they become irreparable. If accepted, impact on taxes. People don't know if their road is private.

Mr. Gallo made a MOTION to release the lot seconded by Mr. Gendron with all in favor.

Mr. Howarth: If roads are an issue, maybe we should bring it up at some point.

Request for Release from Covenant and Bond: Cape Sagamore Highlands. Remainder of lots and partial bond for when paving is complete.

Nancy Angus: I met with George Sala, he's happy with the roads and how they are draining presently. My contractor is in the hospital. Sidewalks won't be finished until after the remaining houses are built and driveways designed. I'd like to know that when it's all done and approved by the Town, I can get the bond released? There are 12 lots remaining and the bond is \$54,000. I'd like two lots released in the interim. The paving contract is for \$57,000 and I need to know if I can get the cash released to pay him.

Mr. Gallo: Top coat only?

Nancy: yes and a couple of drains need to be lowered.

Mr. Gendron: Possible to use another contractor?

Nancy: I'd rather not, he's done work for my family for 40 years. We are only building along one segment.

Mr. Howarth: Once done, George will inspect again.

Mr. Gendron: We need a letter from George on the roads.

Vice-chairman Strojny: I left George a message. The roads

Vice-chairman Strojny: I left George a message. The roads won't be to Town standards until the connection is finished. I'm comfortable releasing two lots. We still have the bond and 10 lots.

Mr. Clegg: Are you asking for 2 or 12 lots?

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2016 DEC 26 PM 12:46
TOWN CLERK'S OFFICE

Nancy: 2 and an understanding that it will be done in the spring.

Mr. Gendron made a MOTION to release two lots subject to a letter from George Sala stating the road is ok for them. The MOTION was seconded by Mr. Howarth.

November 10, 2016 meeting, should have the letter and the lot numbers to release.

Mr. Clegg made a MOTION to continue. The MOTION was seconded by Mr. Gendron with all in favor.

Public Hearing for Special Permit #10-2016: 420 MacArthur Blvd. GIND, LLC. For a new façade and new owners.

Ford: The conditions are acceptable. History: was Isuzu 20 years ago. Change of ownership have to amend the special permit. The façade is coming out a bit within the 50' setback for Chevy branding.

Mr. Strojny: I reviewed this project. Carry over the conditions from the previous special permit without changes. Lighting: in the past they give us a lighting plan and down the road change the lights to something else that doesn't conform to our regulations. I don't see handicap or customer parking on the plan. Any change in lighting would have to come to us for approval.

Ford: The second special permit for the addition has lapsed and was never used.

Mr. Strojny: Hazardous waste conditions.

Ford: This is the most regulated use for a dealership when it was built. You've been getting waste management reports.

Mr. Gendron: I'm happy to see someone go in that spot.

Mr. Clegg: Is there an issue with the façade in the 50' setback?

Mr. Strojny: I'm ok with it. If the building was back 6" it'd be fine.

Tim: The Board needs to make a finding with the façade.

Mr. Howarth made a MOTION to approve the façade within the 50' setback. The MOTION was seconded by Mr. Gendron with all in favor.

Mr. Strojny: If they change the lighting, it would be up to the enforcement officer to take care of. We can bring them back in. Address lighting concerns and ask for an amendment.

Ford: Any lighting changes will come back to you.

Mr. Clegg: Has Chevy signed off on the lighting?

Christine, owner of Marty's: It's the only thing they don't care about.

Mr. Howarth: Didn't Bob Scena add lighting for security?

Ford: yes, there were break ins.

Mr. Strojny: When are you planning to open?

Christine: Our goal is Nov. 25th.

Mr. Howarth made a MOTION to approve subject to the following conditions:

1. Project must comply with all rules and regulations of the Bourne Fire Department.
2. Final architectural plans showing building height compliance must be submitted with the building permit.
3. Prior to issuance of an occupancy permit, an updated bond or insurance policy shall be provided to the Board in the case of a spill or leakage for the life of the special permit.
4. A contract must be provided showing an agreement to maintain outside drains (inspection and maintenance of oil grit separators and absorbent pillows).
5. A contract shall be provided naming a certified waste hauler.
6. All conditions of the original special permit #92 dated 3/31/2005 remain in full effect as listed:

1. Above ground tanks and containers of all toxic and hazardous materials must be stored on a surface free from cracks or gaps and be impervious to the hazardous materials being stored. The building shall not have any floor drains. Existing drains are to be removed.
2. The area which contains any toxic or hazardous materials must be secured against unauthorized entry;
3. The area must be clearly marked (e.g. by a visible line or tape or fence) and must be separate from any points of generation;
4. The area must be posted with a sign: "Hazardous Waste" in capital letters at least 1 inch in height. The total capacity of the area must be identified similarly;
5. All storage must have secondary containment and must operate passively (i.e. no power to operate containment). The containment must be for 120% of the total posted volume allowed within the area, including dry materials;
6. Any spillage must be promptly removed and the owner or operator shall keep appropriate and adequate absorbent materials on hand to facilitate spillage containment and removal. Spills greater than one gallon of any petroleum products or exceeding permissible contamination levels as stated on the appropriate MSDS for other materials shall additionally be reported within twenty-four hours; as well as any spill, regardless of quantity, which results in a release to the environment.
7. Each container and tank shall be clearly and visibly marked throughout the period of accumulation with the following:
 - (a) The words "HAZARDOUS WASTE" or "HAZARDOUS MATERIAL" as appropriate
 - (b) The contents shall be identified: acetone, oil, toluene, etc.
 - (c) The type of hazards associated with the materials indicated in words: Ignitable, toxic, dangerous when wet, etc.;
 - (d) The date upon which the accumulation begins;
 - (e) The shelf-life or expiration date if applicable;
 - (f) All labels must be clearly visible for inspection;
 - (g) All containers must be in good condition. Any container found failing (rusting, dented, leaking) must be disposed of properly;
8. At least weekly, the owner or operator must inspect all areas where hazardous containers are stored, inspecting for leakage, or deterioration of containers and the containment system caused by corrosion or other factors. Sufficient aisle space must be maintained between containers to allow for inspections;
9. Wastes of different types must be segregated. I.E. waste oil cannot be mixed with fuel oil or oils used for other purposes;
10. Containers of incompatible wastes must be separated by a berm, dike or other similar device/structure. The area within the structure must be of sufficient size to accommodate 120% of the specified material stored.
11. Each container holding materials must be covered with a securable cover or lid throughout the period of accumulation.
12. No storage of any type of material will be allowed in a container at or below ground level. I.E., all containers must sit above floor level. No underground tanks of any kind will be allowed.
13. Hazardous wastes generated must be removed by a certified waste hauler. A contract or other means of proving such a service has been undertaken shall be submitted with the application of the Special Permit. In the event that the contract is terminated for any reason, it shall be the operator's or owner's responsibility to notify the Board of Health within three business days, along with information regarding how service will be continued. Service shall not be interrupted longer than 25 days without revoking the Special Permit.

14. A bond or an insurance policy shall be placed in the event of a spill or leakage for the life of the Special Permit. This figure may be adjusted by the Planning Board in the event it proves to be inadequate for handling a potential spill or leakage.
15. Prior to any work relative to the above conditions or any other conditions associated with the special permit, engineering plans supporting such conditions shall be submitted to the Planning Board for review;
16. Any change in ownership, beneficial interest shall required an amended Special Permit.
17. Any substantial change in materials stored or used - or change in use - shall require an amendment to the Special Permit.
18. Contract(s) to maintain outside drains, (i.e. the changing of absorbent pillows) shall be part of the file.
19. A certified Hazardous Waste Hauler/Inspector shall certify that all conditions of the Special Permit have been met every SIX MONTHS to the Bourne Planning Board in writing. A list of any change and/or removal shall be part of said report.
20. All applicable provisions of the Bourne Zoning By-laws shall be conformed to.

The MOTION was seconded by Mr. Gendron.

Mr. Clegg: Any changes to the Water district?

Ford: No.

Roll call vote as follows:

Mr. Clegg – yes

Mr. Grant – yes

Mr. Strojny – yes

Mr. Howarth – yes

Mr. Gallo – yes

Mr. Gendron - yes

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Clegg with all in favor. With no further business before the Board, the meeting was adjourned at 7:50pm.

Respectfully submitted,
Ann Gutterson



RECEIVED TOWN OF BOURNE

Planning Board

2016 NOV -4 PM 4: 05 Bourne Town Hall

TOWN CLERK BOURNE 24 Perry Avenue
Buzzards Bay, MA 02532

Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, November 10, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

1. **Presentation:** Bourne Inclusive Playground.
2. **81P:**
3. **Public Hearing for Site Plan Review/Special Permit #06-2016:** Continued from 10/25/16. 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.
4. **Public Hearing for Modification to a Definitive Subdivision:** Bourne Technology Park. Bourne Technology Park Realty Trust. Merge lots 2 & 3 and realignment of proposed cul-de-sac.
5. **Public Hearing for Special Permit #10-2016:** 3 & 4 Technology Park Dr. Bourne Technology Park Realty Trust. Remove existing structure, construct 27,210sf office/production facility.

RECEIVED

**2016 OCT 19 AM 9:28 TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE
TOWN CLERK BOURNE**

APPLICANT: Bourne Technology Park Realty Trust

LOCATION: Technology Park Drive
Assessors Map 27 Zoning District B-4

PROPOSAL: Application for modification of a definitive subdivision to merge lots 2 and 3 and realignment of proposed cul-de-sac, thus reducing the number of buildable lots from 5 to 4.

DATE & TIME: Thursday, November 10, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0600 ex. 1335

Bourne Courier Publishing Dates:
Oct. 26, 2016
Nov. 2, 2016

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2016 OCT 19 AM 9:28

TOWN CLERK BOURNE

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

APPLICANT: Bourne Technology Park Realty Trust

LOCATION: 3 & 4 Technology Park Drive
Assessors Map 27 Parcels 184, 185 Zoning District B-4

PROPOSAL: Application for Site Plan Review/Special Permit 11-2016
to redevelop site, including: removal of existing structure,
and construction of a 27,210sf office/production facility
with associated parking, landscaping and other site
amenities.

DATE & TIME: Thursday, November 10, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0600 ex. 1335

Bourne Courier Publishing Dates:
Oct. 26, 2016
Nov. 2, 2016

DRAFT

**PLANNING BOARD MEETING MINUTES
November 10, 2016**

12-1-16
APPROVED

PRESENT: Daniel Doucette, Vincent Michienzi, Joe Agrillo, Lou Gallo, John Howarth, Robert Gendron, William Grant, Elmer Clegg

ABSENT: Stephen Strojny

STAFF: Coreen Moore, Tim Lydon

PUBLIC: Jim Mulvey, Chris Farrell, Liza Cox, Les Perry, Maurice King, Sandra King, George Slade, Jack Landers-Cauley, Lori Cooney, Barry Johnson, Dick Anderson, Bob Douglas, Jeannie Campos, Greg Siroonian

Ann Gutterson, Recording Secretary

Chairman Doucette called the meeting to order at 7:00pm.

Presentation: Bourne Inclusive Playground.

Barry Johnson and Lori Cooney. The playground will be at the Canal Crossways by the Main St. post office adjacent to Keystone. Town Meeting approved the purchase of the land in 2011. At the 2016 ATM, \$175,000 was approved for this. ConCom extended our order of conditions for 3 years. Lori: We started the process in early January. ADA requirement is to have different types of equipment in playgrounds. I work with people with disabilities and we wanted something for infant to elderly, all ages and abilities. Phase 1 will be equipment for ages 13+. There will be a section to accommodate walkers and wheelchairs and sensory integration. The zip cruise will be part of a nature park area. There is a plan for a larger structure, designed as a tree house and it's good to get them off the ground. The base on the ground will be rubberized.

Barry: We are excited about the uniqueness of this. We want to do some on the south side of the canal also. The Main St. Steering Committee may want to consider something like this for the Buzzards Bay Park. There is a walking path from the canal or Main St. to this playground. Improve for tourists.

Mr. Howarth made a MOTION for a positive recommendation. The MOTION was seconded by Mr. Michienzi.

Mr. Clegg: Is this accessible to the Keystone people?

Barry: Yes, it's for the public.

Mr. Grant: What is the order of conditions for?

Barry: There is a slight bit of wetland by Summer St. The original OoC was for three years and they just extended it another three years.

All in favor.

81P: 216/217 Presidents Rd.

It's the end property, contiguous parcels. 1.5 acres for the big house. Gave some land to the small non-conforming lot.

Coreen: the application has a different owner than on the plan. If the owner is different, we need a letter or correct on the plan.

Mr. Clegg made a MOTION to approve with the names to match. The MOTION was seconded by Mr. Howarth with all in favor.

RECEIVED
2016 DEC 26 PM 12:46
TOWN CLERK BOURNE

Public Hearing for Site Plan Review/Special Permit #06-2016: Continued from 10/25/16. 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.

Letter asking to continue to the next meeting date and waived time constraints.

Mr. Howarth made a MOTION to continue. The MOTION was seconded by Mr. Gendron with 6 in favor, 1 abstention.

Public Hearing for Modification to a Definitive Subdivision: Bourne Technology Park. Bourne Technology Park Realty Trust. Merge lots 2 & 3 and realignment of proposed cul-de-sac.

Public Hearing for Special Permit #10-2016: 3 & 4 Technology Park Dr. Bourne Technology Park Realty Trust. Remove existing structure, construct 27,210sf office/production facility.

Presentation on both projects was given together.

Liza: The project was waived from full development review by the Cape Cod Commission (CCC).

Jack: The original plan had the road with cul-de-sac. Because CDS is developing both lots, it made sense to modify and eliminate the cul-de-sac. We need certain waivers from the Subdivision Control Law. There are 153 parking spaces and two septic systems. We will pick up all the surface runoff, the building is exempt from that. Waivers noted for road construction and is consistent with good safe movement on/off the property. There will be rain gardens and extensive plantings along MacArthur Blvd including on the abutting property.

Coreen: I see the walk on the plan, but no size. It needs to be on the plan. The additional hydrant issue is all set.

Jack: The existing hydrant will be moved.

Coreen: I'd like to see a list of waivers so the Board knows what they are requesting. One is a radii of the road.

Jack: It's not a lane, or collector street, it's a road that ends and picks up as a driveway. The centerline is 125', ours is 28'. One way 16' is sufficient

Coreen: One way is a driveway. I did consider the curve within the cul-de-sac, part of the road. Only serves one lot, internal is safe and correct, just needs the official waivers.

Jack: If we are set with staff, most of the concerns will be resolved.

Mr. Grant: There is no access to the rear of the building for emergency vehicles.

Greg: Only require a certain amount of frontage and we met that. It's not paved like a cul-de-sac, it's similar to Hydroid.

Bob Douglas: We hope to start and get approvals tonight. A road bond will be posted.

Chairman Doucette: Review this plan with the DPW.

Greg: The building is pushed back to buffer, adding plantings to the adjacent lot to blend together. It's a modern building as many young people work there. There is a business side and a production side with limited deliveries. The loading dock is tucked in. There are various textures and colors and will have solar panels with an athletic court in the back.

Mr. Clegg: What is the employment level?

Greg: They have 154 now and the goal is to add 10-15 over the next 10-15 years. 130 work here, some work from home and some are in the field.

Mr. Grant made a MOTION to continue to 12/1/16. The MOTION was seconded by Mr. Clegg.

There will be no meeting on Dec. 8, 2016

Chris Farrell: With the parking issue they have now, consider conditioning no parking on both sides of the driveway.

Mr. Howarth made a MOTION to adjourn, seconded by Mr. Grant with all in favor. With no further business before the Board, the meeting was adjourned at 7:48pm.

Respectfully submitted,
Ann Gutterson



RECEIVED TOWN OF BOURNE

2016 NOV 28 PM 2: 00 *Planning Board*

TOWN CLERK BOURNE
Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Thursday, December 1, 2016

PLACE: Meeting Room, Bourne Community Building, 239 Main St., Buzzards Bay

TIME: 7:00PM

This meeting may be televised and recorded

Minutes of 10/27/16 and 11/10/16

1. **Request for Release from Covenant:** Cape Sagamore Highlands. 2 lots.
2. **Public Hearing for Site Plan Review/Special Permit #06-2016:** Continued from 11/10/16. 4 & 6 MacArthur Blvd. Cumberland Farms. For a retail store with drive-thru and gasoline sales/canopy.
3. **Public Hearing for Modification to a Definitive Subdivision:** Cont'd from 11/10/16. Bourne Technology Park. Bourne Technology Park Realty Trust. Merge lots 2 & 3 and realignment of proposed cul-de-sac.
4. **Public Hearing for Special Permit #10-2016:** Cont'd from 11/10/16. 3 & 4 Technology Park Dr. Bourne Technology Park Realty Trust. Remove existing structure, construct 27,210sf office/production facility.
5. **Public Hearing for Amended Site Plan/Special Permit 05-2014C:** 124 Waterhouse Rd. Atlantic Subaru. To increase the parking expansion approved by the CCC and for parking area at the rear of the building.

TOWN OF BOURNE
PLANNING BOARD
PUBLIC HEARING NOTICE

RECEIVED

2016 NOV 14 AM 11:13

TOWN CLERK BOURNE

APPLICANT: Waterhouse Properties LLC

LOCATION: 124 Waterhouse Road
Map: 27 Parcel: 153 Zoning District: B-4

PROPOSAL: Amended Site Plan Review/Special Permit for parking.

DATE & TIME: Thursday, December 1, 2016 at 7:00 P.M.

PLACE: Bourne Community Building
239 Main Street
Buzzards Bay, MA 02532

Plans may be viewed at the Planning Board office from
8:30-4:30, Monday - Friday. 508-759-0615 ex. 22

Bourne Courier Publishing Dates:

Nov. 16, 2016

Nov. 23, 2016

Town of Bourne
New Police Facility Building Designer Selection Sub-Committee

2016 JAN 8 PM 2 21

MEETING NOTICE

TOWN CLERK'S OFFICE

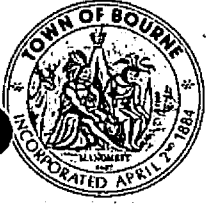
Location: Bourne Veteran's Memorial Community Center 239 Main St BOURNE, MASS

Date: Tuesday, January 12, 2016

Time: 330 P.M.

Agenda Topics

1. Call meeting to order
2. Discussion of Draft RFQ including:
 - a. Quality requirements
 - b. Deliverables
 - c. Submission Dates
 - d. Process
 - e. Scoring
3. Set next meeting date
4. Adjournment



Police Facility Building Committee



DATE: January 13, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

2016 JAN 10 PM 11 38
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call meeting to order- Attendance
2. Minutes- December 21, 2015
 - a. Discussion and vote to accept
3. Review of proposed RFQ developed by Designer Selection Sub-Committee
4. Discussion and vote to issue Designer Selection RFQ
5. Set next meeting date
6. Adjourn

Charles K Noyes
Chairperson

RECEIVED

Police Facility Building Committee

2016 JUL -5 AM 9:05

January 13, 2016 3:30pm

TOWN CLERK BOURNE

Minutes

Meeting called to order at 3:33pm by Chair Noyes

Members present: Charlie Noyes; Marty Greene; John Redman; John O'Brien; Stanley Andrews;

Members missing: William Meier and Dick White (alternate).

John O'Brien mentioned discussion about the condition of Pocasset fire station and some consideration for a joint public safety facility (police/fire). Marty Greene indicated this floor issue has existed for some time, but not significant as to close the station. Also mentioned the possibility that Peebles School may not be an option.

Jon Nelson reviewed the Request for Qualifications for Design Engineering firm. He will post on the Central Register. After Phase 2 we need to select the Owner's Project Manager. We will stay with Feb. 3rd date information session at the police station. We have \$93,000 to proceed with Design Firm. John O'Brien moved and Stan Andrews seconded to send out (RFQ). Unanimous vote.

Next meeting Thursday, Feb 11th at 3:30 to review respondents.

Meeting adjourned 4:05

Submitted by John Redman

Accepted
2/11/16
ckr

Police Facility Building Committee

January 13, 2016 3:30pm

Minutes

2016 FEB 12 AM 8 47

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting called to order at 3:33pm by Chair Noyes

Members present: Charlie Noyes; Marty Greene; John Redman; John O'Brien; Stanley Andrews, Donald Ellis;

Members missing: William Meier and Dick White (alternate).

John O'Brien mentioned discussion about the condition of Pocasset fire station, specifically the condition of the floor, and some consideration for a joint public safety facility (police/fire). Marty Greene indicated this floor issue has existed for some time, but not significant as to close the station. Also mentioned the possibility that Peebles School may not be an option.

Jon Nelson reviewed the Request for Qualifications for Design Engineering firm. He will post on the Central Register. After Phase 2 we need to select the Owner's Project Manager. We will stay with Feb. 3rd date for information session at the police station. We have \$93,000 to proceed with Design Firm. John O'Brien moved and Stan Andrews seconded to send out (RFQ). Unanimous vote.

Next meeting Thursday, Feb 11th at 3:30 to review respondents.

Meeting adjourned 4:05

Submitted by John Redman

Agenda: Amended 2/1/16

Town of Bourne New Police Facility Building Location Sub-Committee

MEETING NOTICE

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

Date: Wednesday, February 3, 2016

Time: 330 P.M.

Agenda Topics

1. Call meeting to order
2. Discussion and evaluation of possible sites for a police station
3. Set next meeting date
4. Adjournment



Town of Bourne
New Police Facility Building Location Sub-Committee

MEETING NOTICE

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

Date: Wednesday, February 3, 2016

Time: 300 P.M.

Agenda Topics

1. Call meeting to order
2. Discussion and evaluation of possible sites for a police station
3. Set next meeting date
4. Adjournment





2016 FEB 9 AM 11 04

TOWN CLERK'S OFFICE
BOURNE, MASS

Police Facility Building Committee



DATE: February 11, 2016

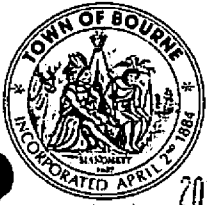
TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Minutes- December 21, 2015 and January 13, 2016
 - a. Discussion and vote to accept
3. Report from Site Selection Sub-Committee
 - a. Sites identified, evaluation, and recommended
4. Report on Designer RFQ pre-bid police station walkthrough
5. Set next meeting date
6. Adjourn

Charles K Noyes
Chairperson



Police Facility



Building Committee

2016 FEB 24 AM 11 23

TOWN CLERK'S Design Selection Sub-Committee
BOURNE, MASS

DATE: February 25, 2016

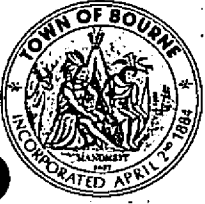
TIME: 3:00 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order; Attendance
2. Review of submitted Request for Qualification responses
 - a. Review and evaluations
3. Set next meeting date
4. Adjourn

Charles K Noyes
Chairperson



Police Facility Building Committee

Designer Selection Sub-Committee



DATE: February 25, 2016

TIME: 3:00 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Review of submitted Request for Qualification responses
 - a. Review and evaluations
3. Set next meeting date
4. Adjourn

Charles K Noyes
Chairperson

2016 FEB 23 AM 10 28
TOWN CLERK'S OFFICE
BOURNE, MASS



Police Facility



RECEIVED

2016 FEB 25 AM 11:02

Building Committee

Design Selection Sub-Committee

DATE: March 1, 2016

TIME: 3:00 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Review of submitted Request for Qualification responses
 - a. Review and evaluations
3. Set next meeting date
4. Adjourn

Charles K Noyes
Chairperson

2016 FEB 25 AM 11 07
TOWN CLERK'S OFFICE
BOURNE, MASS



Police Facility Building Committee



2016 MAR 7 AM 9 50

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: March 10, 2016

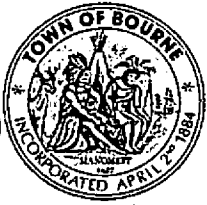
TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Designer Selection Sub-committee designer recommendations
3. Full committee review of designer selections, vote to recommend
4. Site selection sub-committee update
5. Adjourn

Charles K Noyes
Chairperson



Police Facility Building Committee

RECEIVED

MAR 14 PM 12:44

TOWN CLERK BOURNE

2016 MAR 14 PM 12:45
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: March 16, 2016
TIME: 3:00 P.M.
LOCATION: Bourne Veterans Memorial Community Building
239 Main Street, Buzzards Bay

AGENDA

1. Call meeting to order- Attendance
2. Designer Presentations
 - a. Presentations by finalists for Request for Qualifications
 - b. Scoring by committee members, vote to select designer
3. Set next meeting date
4. Adjourn

Charles K Noyes
Chairperson

RECEIVED

2016 JUL -5 AM 9: 05

TOWN CLERK BOURNE

Police Facility Building Committee

March 16, 2016 3:00pm

Minutes

Meeting called to order at 3:00pm by Chair Noyes

Members present: Charlie Noyes; Marty Greene; John O'Brien; Stanley Andrews; Jerry Ellis; Dusty Meier; Dick White; Dennis Woodside; Jon Nelson. Also present Lt Brandon Esip, Det Sgt John Stowe

Agenda:

Presentations by four finalists for Designer Selection. Process introduced by Jon Nelson, each presentation to be thirty minutes, followed by fifteen minutes question period. All finalists to be asked same questions by committee. Scoring system explained to committee members

3:00 pm Tecton Architects, team presentation led by John McElravy

3:55 pm Kaestle Boos Associates, team presentation led by Michael McKeon

4:40 pm Lavallee/Brensinger Architects, team presentation led by Bob Robicsek

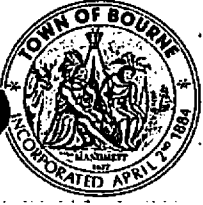
5:15 pm Lieb Architects, no representative available to present, prepared booklet distributed and reviewed by committee members

Committee members reviewed presentations and evaluated finalists. Scoring sheets filled out by committee members. Based upon scores Kaestle Boos selected

Jon Nelson to enter into contract preparation with Kaestle Boos

Motion to adjourn at 5:45pm made by Dusty Meier, seconded by Stanley Andrews. Unanimous vote to adjourn.

Prepared by Charles Noyes



2016 APR 1 AM 9:47
TOWN CLERK'S OFFICE
BOURNE, MASS

Police Facility

Building Committee

Site Selection Sub Committee



DATE: April 6, 2016

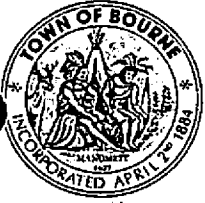
TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Review of potential police facility locations
 - a. Discussion of attributes, negatives for each potential site
 - b. Vote to forward recommendations for up to three sites to full committee.
3. Adjourn

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: April 13, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order- Attendance
2. Full committee review of site selection sub-committee recommendations, vote to accept and recommend
3. Review of signed Designed contract
4. Adjourn

Charles K Noyes
Chairperson

2016 APR 11 AM 9 21
TOWN CLERK'S OFFICE
BOURNE, MASS

2016 APR 11 AM 10 23
TOWN CLERK'S OFFICE
BOURNE, MASS

RECEIVED

Police Facility Building Committee

2016 JUL -5 AM 9:05

April 13, 2016 3:30pm

TOWN CLERK BOURNE

Minutes

Meeting called to order at 3:30pm by Chair Noyes

Members present: Charlie Noyes; Marty Greene; John O'Brien; Stanley Andrews; Jerry Ellis; John Redman, Dusty Meier; Dick White; Dennis Woodside; Jon Nelson. Also present Lt Brandon Esip, Det Sgt John Stowe, Peter Meier

Agenda:

Committee to review and vote to forward recommended sites. Chief Woodside presented review of four sites selected by sub-committee. The four sites were;

1. Queen Sewell/ Armory Road, 4 + acres
2. Library Ballfield/Perry Ave, 6+ acres (half available)
3. Ocean State Job lot property, 2+ acres
4. Coady School ballfield, 2+ acres

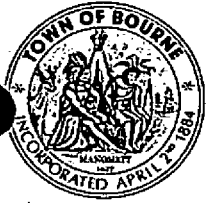
All properties except for Job Lot are owned by Town of Bourne. Based upon potential cost to acquire Job Lot property, discussion led to elimination of Job Lot site.

Motion made by Mr. Andrews, seconded by Mr Redman to forward the Queen Sewell, Library ballfield, and Coady ballfield to Kaestle Boos for evaluation and consideration. Motion voted and passed unanimously by members.

Chair reported to members that the contract with Kaestle Boos has been reviewed by Town Counsel and signed by all parties. In order to provide all members with information as to the work to be performed by Kaestle Boos, a copy of the Attachment A, submitted by Kaestle Boos will be distributed.

Motion to adjourn made by Mr. Redman, seconded by Mr. Andrews. Unanimous vote, meeting adjourned at 4:20pm.

Prepared by Charles Noyes



Town of Bourne

24 Perry Avenue
Buzzards Bay, Ma 02532



Police Facility Building Committee

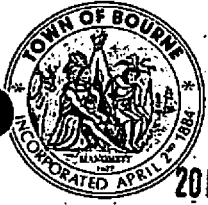
DATE: June 15, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

RECEIVED
2016 JUN 10 AM 9:58
TOWN CLERK BOURNE

AGENDA

1. Call meeting to order- Attendance
2. Committee members review of initial site layouts at three potential sites
3. Discussion of project time lines and process
4. Adjourn

Charles K Noyes
Chairperson



RECEIVED

2016 JUN 24 AM 9:53

TOWN CLERK BOURNE

Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: June 29, 2016

TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

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

AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes- January 13, March 16, April 13, 2016
3. Review of potential site layouts, possible selection of preferred site
4. Discussion of community awareness & education program
5. Adjourn

Charles K Noyes
Chairperson

Police Facility Building Committee

RECEIVED

June 29, 2016 3:30pm

2016 JUL 14 AM 9:58

Minutes

TOWN CLERK BOURNE

Meeting called to order at 3:30pm by Chair Noyes

Members present: ; John O'Brien; Stanley Andrews; Jerry Ellis; John Redman, Dick White; Dennis Woodside; Charles Noyes; Don Pickard. Absent Dusty Meier, Martin Greene. Also present Det Sgt John Stowe

Also present from Kaestle-Boos Kevin Witzell, David McKinley, Suzy Schuck

Agenda:

Minutes

Acceptance of minutes, Jan 13, 2016. Motion to accept by Mr. O'Brien, seconded by Mr. Andrews. Seven yes, Mr. Picard abstain.

Minutes of March 16, 2016. Motion to approve by Mr. Andrews, seconded by Mr. O'Brien. Six affirmative, Mr. Picard and Mr. Redman abstain

Minutes of April 13, 2016. Motion to approve by Mr. Redman, seconded by Mr. Andrews. Seven votes to approve, Mr. Picard abstain.

Site Selection

Presentation and discussion of potential sites with review of Queen Sewell Park, Coady Field, Library field. Information presented by Kevin Witzell and David McKinley.

Review of meeting with Mass DOT regarding access in and out of Queen Sewell location. Discussion of potential right turn in/right turn out curb cut permit.

Discussion of single story versus multi story building on the three sites.

Handout distributed by Kaestle-Boos listing all of the criteria utilized to evaluate the sites. All three sites would support either building footprint.

Discussion of potential score sheet that the committee could use to select final site.

Members discussed site preparation on the three sites.

Kaestle-Boos was asked if they had a preferred site based upon their work to this point. Mr. McKinley stated that the Queen Sewell site was the best site based upon potential expandability using town owned land and the co-location with a proposed community septic system.

Chief Woodside presented information regarding by-pass access now and in the future, along with Mass DOT resurfacing the roadway in 2018. The Chief also shared a document listing the pros and cons of each of the sites.

After the discussion by the Committee during an approximately 45 minute period, a motion was made by Mr. Andrews and seconded by Mr. O'Brien. A vote was taken and all members present voted to select and recommend the Queen Sewell Park location.

Motion: The Police Facility Building Committee recommends to the Board of Selectmen that a portion of Queen Sewell Park, adjacent to the By-Pass be allocated to the siting of a new police facility for the Town of Bourne. The land to be assigned to the police facility project be coordinated with the current waste water facility under development.

Community Awareness and Public Education

Suzy Schuck of Kaestle-Boos presented the committee with information regarding the development of a website to inform the community on the project. A first draft will be distributed after the July 4th holiday.

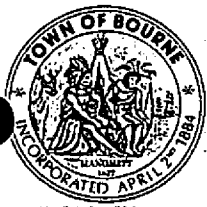
Committee members suggested that a sub-committee for Public education be established during our next meeting.

Next meeting to be Wednesday July 13, 2016 at 3:30pm.

Motion to adjourn made by Mr. Andrews, seconded by Mr. Redman. Unanimous vote, meeting adjourned at 4:40pm.

Prepared by Charles Noyes

Accepted -
7/13/16



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: July 13, 2016

TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

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

AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes- June 29, 2016
3. Update on site layout at Armory Road, coordination with sewer project.
4. Discussion on and establishment of working groups for budget schedule and public education & awareness.
5. Adjourn

Charles K Noyes
Chairperson

RECEIVED
2016 JUL 18 AM 9:04
TOWN CLERK BOURNE

Police Facility Building Committee

2016 AUG 11 AM 10 32

July 13, 2016 3:30pm

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

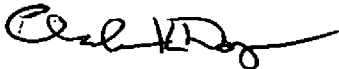
Meeting called to order at 3:30pm by Chair Noyes

Members present: Charles Noyes; Stanley Andrews; Donald Pickard; John Redman, Dusty Meier; Dick White; Dennis Woodside, Martin Greene, Jerry Ellis. Also present Det Sgt John Stowe, Wesley Ewell, Kevin Witzel, Suzy Schuck, David McKinley

Agenda:

1. Minutes of June 29th. Corrections were noted and made. Motion to accept made by Mr. Andrews, seconded by Mr. Redman. Unanimously approved by members present.
2. Site layout update, Armory Road. Sewer project coordination. Kevin Witzell distributed updated preliminary site layout and floor plans for Armory road with sewer project impact. Engineers from both projects have coordinated site design. Members discussed and commented on items presented. Also distributed was a proposed preliminary opinion of probable costs. Selectman Pickard indicated that the Board of Selectmen voted at their July 12, 2016 meeting to approve the Armory Road site.
3. Working groups/sub-committees were discussed and established
 - a. Site Layout- Dusty Meier (Chair), Chief Woodside, Stanly Andrews
 - b. Budget- John Redman (Chair), Martin Greene, Charles Noyes
 - c. Building Program- Stanley Andrews (Chair), Dusty Meier, John O'Brien
 - d. Public Awareness-Donald Picard, Chief Woodside (Chair), Richard WhiteDiscussion was held regarding all committee/sub-committee meetings to comply with the open meeting law
4. Non-agenda item: Suzy Schuck, of Kaestle-Boos made a presentation of the work to this point on the development of the project website. Mr Andrews asked Dived McKinley to provide the Committee with various construction cost including masonry, wood and steel shell.
5. Motion to adjourn made by Mr. Redman, seconded by Mr. Meier. Unanimous vote, meeting adjourned at 4:40pm.

Prepared by Charles Noyes



Approved 8/10/16



RECEIVED

2016 JUL 18 PM 4:38

TOWN CLERK BOURNE

Police Facility



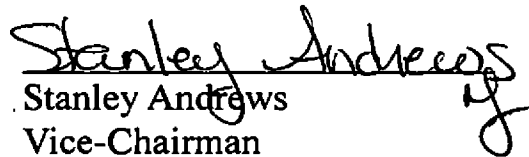
Building Committee

Sub-Committee

DATE: July 20, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

AGENDA

1. Call meeting to order
2. Review of Building Program
3. Adjourn


Stanley Andrews
Vice-Chairman

Date: July 18, 2016



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: August 3, 2016

TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

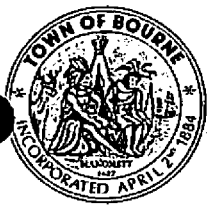
All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.

AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes- July 13, 2016
3. Review of revised building design
4. Committee reports, updates, schedules
5. Setting of next meeting
6. Adjourn

Charles K Noyes
Chairperson

RECEIVED
2016 AUG 23 AM 8:49
TOWN CLERK BOURNE



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: August 3, 2016

TIME: 3:30 P.M.

LOCATION: Bourne Town Hall
Lower Conference Room

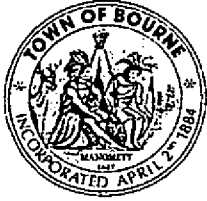
All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.

AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes- July 13, 2016
3. Review of revised building design
4. Committee reports, updates, schedules
5. Setting of next meeting
6. Adjourn

Charles K Noyes
Chairperson

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2016 JUL 29 AM 11:08
TOWN CLERK BOURNE



Town of Bourne

RECEIVED



24 Perry Avenue
Buzzards Bay, Ma 02532
TOWN CLERK BOURNE

Police Facility Building Committee

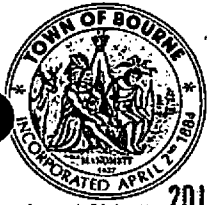
DATE: August 10, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

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

AGENDA (amended)

1. Call meeting to order- Attendance
2. Approval of minutes- July 13, 2016
3. Review of revised building design
4. Review of proposed site layout
5. Budget-Discussion on probable costs
6. Discussion re: Special Town meeting article, Special Town Election
7. Committee reports, updates, schedules
8. Setting of next meeting
9. Adjourn

Charles K Noyes
Chairperson



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2016 AUG 28 AM 8:40

TOWN CLERK BOURNE

Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

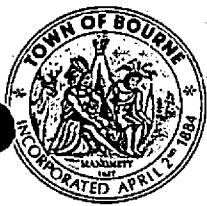
DATE: August 10, 2016
TIME: 3:30 P.M.
LOCATION: Bourne Town Hall
Lower Conference Room

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

AGENDA

1. Call meeting to order- Attendance
2. Approval of minutes- July 13, 2016
3. Review of revised building design
4. Review of proposed site layout
5. Discussion re: Special Town meeting article, Special Town Election
6. Committee reports, updates, schedules
7. Setting of next meeting
8. Adjourn

Charles K Noyes
Chairperson



RECEIVED

Town of Bourne



2016 AUG 15 AM 9:00
TOWN CLERK BOURNE
24 Perry Avenue
Buzzards Bay, Ma 02532

Police Facility Building Committee

Site Layout Sub-Committee

DATE: August 17, 2016
TIME: 3:30 P.M.
LOCATION: Department of Public Works, Conference Room
35 Ernest Valeri Road

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

AGENDA

1. Call meeting to order- Attendance
2. Review of revised site layout design
 - a. Recommendation to full committee
3. Adjourn

Charles K Noyes
Chairperson



RECEIVED

2016 AUG 15 AM 9:00

TOWN CLERK BOURNE

Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

Building Program Sub-Committee

DATE: August 17, 2016

TIME: 3:30 P.M.

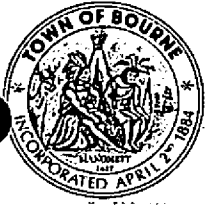
LOCATION: Department of Public Works, Conference Room

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

AGENDA

1. Call meeting to order- Attendance
2. Review of revised building design
 - a. Recommendation to full committee
3. Adjourn

Charles K Noyes
Chairperson



RECEIVED Town of Bourne

2016 AUG 15 AM 9:00 24 Perry Avenue
TOWN CLERK BOURNE Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: August 17, 2016

TIME: 4:00 P.M.

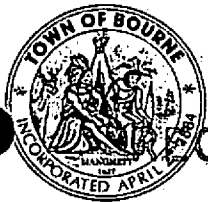
LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

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

AGENDA

1. Call meeting to order- Attendance
2. Building Program Design Sub-committee report
 - a. Review of revised building design
3. Site layout sub-committee report
 - a. Review of site layout
4. Budget-update on projected cost
5. Public Awareness/Education- discussion and planning
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



RECEIVED

2016 AUG 22 PM 2: 05

TOWN CLERK BOURNE

Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: August 24, 2016

TIME: 4:00 P.M.

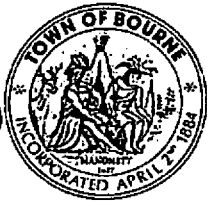
LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

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

AGENDA

1. Call meeting to order- Attendance
2. Building Program Design
 - a. Review of revised building design
3. Site layout
 - a. Review of revised site layout
4. Budget-update on projected cost
5. Public Awareness/Education- discussion and planning
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: August 31, 2016
TIME: 4:00 P.M.
LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

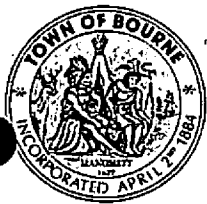
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2016 AUG 29 AM 10:38
TOWN CLERK BOURNE

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

AGENDA

1. Call meeting to order- Attendance
2. Acceptance of minutes – Aug 10th, 17th, 24th 2016
3. Budget-Discussion on presentation to Capital Outlay and Finance Committees
 - a. Total Project cost
 - b. Tax implication
 - c. Cost for capital repairs if new station not built
4. Building Program design- discussion on final floorplans
5. Public awareness
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: September 7, 2016

TIME: 4:30 P.M.

LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

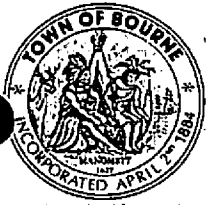
All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.

AGENDA

1. Call meeting to order- Attendance
2. Site Layout update
 - a. Review and discussion of update site layout
3. Public awareness-
 - a. Discussion of submitted questions and development of answers
4. Budget
 - a. Review and discussion on budget updates
5. Setting of next meeting
6. Adjourn

Charles K Noyes
Chairperson

RECEIVED
2016 SEP - 1 AM 11:47
TOWN CLERK BOURNE



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: September 14, 2016

TIME: 4:30 P.M.

LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

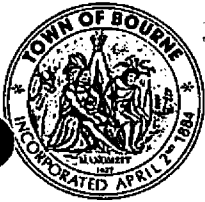
All items within the meeting agenda are subject to deliberation and vote(s) by the Committee.

AGENDA

1. Call meeting to order- Attendance
2. Acceptance of minutes
 - a. August 31, 2016
 - b. September 6, 2016
3. Wastewater facility update
4. Building Design update
 - a. Review and discussion on building exterior
5. Public awareness-
 - a. Discussion and review of printed material development
 - b. Discussion on community outreach and public presentations
6. Setting of next meeting
7. Adjourn

RECEIVED
2016 SEP -9 AM 10:37
TOWN CLERK BOURNE

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: September 21, 2016

TIME: 4:30 P.M.

LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

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

AGENDA

1. Call meeting to order- Attendance
2. Building Design update
 - a. Review and discussion on building exterior
3. Budget update
 - a. Discussion re: Finance Committee presentation
4. Site layout
 - a. Update and discussion
5. Public awareness
 - a. Discussion on community outreach and public presentation
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson

RECEIVED
2016 SEP 21 PM 12:04
TOWN CLERK BOURNE



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: September 21, 2016

TIME: 4:30 P.M.

LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

RECEIVED
2016 SEP 19 AM 10:04
TOWN CLERK BOURNE

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

AGENDA

1. Call meeting to order- Attendance
2. Building Design update
 - a. Review and discussion on building exterior
3. Budget update
 - a. Discussion re: Finance Committee presentation
4. Site layout
 - a. Update and discussion
5. Public awareness-
 - a. Discussion on community outreach and public presentations
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: September 28, 2016
TIME: 4:30 P.M.
LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

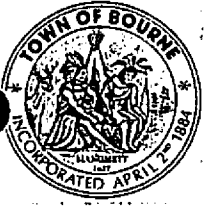
RECEIVED
2016 SEP 26 AM 11:01
TOWN CLERK BOURNE

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

AGENDA

1. Call meeting to order- Attendance
2. Building Design update
 - a. Review and discussion on building exterior
3. Budget update
 - a. Discussion and update
4. Site layout
 - a. Update and discussion
5. Public awareness-
 - a. Discussion on community outreach and public presentations
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: October 12, 2016
TIME: 4:30 P.M.
LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

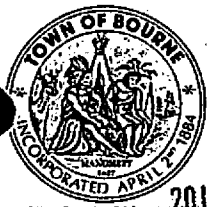
RECEIVED
2016 OCT -6 AM 11:55
TOWN CLERK BOURNE

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

AGENDA

1. Call meeting to order- Attendance
2. Building Design update
 - a. Review and discussion on building exterior
3. Budget update
 - a. Discussion and update
4. Site layout
 - a. Update and discussion
5. Public awareness-
 - a. Discussion on community outreach, public presentations, Special Town meeting
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson



RECEIVED

2016 NOV 14 AM 8:49

TOWN CLERK BOURNE

Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: November 16, 2016

TIME: 4:30 P.M.

LOCATION: Department of Public Works Conference Room
35 Ernest Valeri Road

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

AGENDA

1. Call meeting to order- Attendance
2. Public awareness-
 - a. Discussion on community outreach, public presentations, December Special election
3. Setting of next meeting
4. Adjourn

Charles K Noyes
Chairperson

Police Facility Building Committee

November 16, 2016 4:30pm

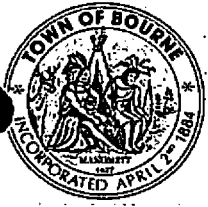
Minutes

Agenda:

1. **Meeting called to order** at 4:30pm by Chair Noyes
2. **Members present:** Charles Noyes, John Redman, Dusty Meier; Dennis Woodside, Martin Greene, Jerry Ellis, Richard White, John O'Brien, Donald Picard, Lt. Brandon Esip. Absent- excused; Stanley Andrews, Thomas Guerino. Also present Suzy Schuck.
3. **Public awareness.** Members discussed providing information to public for upcoming activities. Police Dept will conduct open houses on Nov 17, 22, 29th at 6pm. Distribution of flyers will occur on Saturday after Thanksgiving. Also on Sat 12/4 at 11am. Individuals may hold signs around election day at various locations.
4. **Next meeting** None set at this.
5. **Motion to adjourn** made at 5:10pm by Jerry Ellis, seconded by John Rdman. Unanimous vote,

Prepared by Charles Noyes/John Redman

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2017 FEB -2 AM 9:32
TOWN CLERK BOURNE



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

DATE: December 21, 2016
TIME: 4:30 P.M.
LOCATION: Town Hall, Lower Conference Room
24 Perry Avenue

RECEIVED
2016 DEC 16 AM 9:55
TOWN CLERK BOURNE

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

AGENDA

1. Call meeting to order- Attendance
2. Receive and review of updated Committee Charge, discussion on plan of actions
3. Discussion and action on recommendation for continuation with Kaestle Boos for design and construction documents
4. Discussion regarding Wastewater Treatment project impact
5. Members comments
6. Setting of next meeting
7. Adjourn

Charles K Noyes
Chairperson

Police Facility Building Committee

December 21, 2016 4:30pm

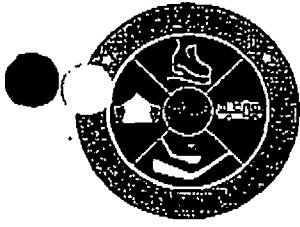
Minutes

Agenda:

1. **Meeting called to order** at 4:30pm by Chair Noyes
2. **Members present:** Charles Noyes, John Redman, Dusty Meier; Dennis Woodside, Martin Greene, Jerry Ellis, Richard White, Donald Picard, Stanley Andrews, Lt. Brandon Esip, Sgt Stowe. Absent – excused; Mr. O'Brien, Mr. Guerino
3. **Committee Charge -updated.** Members received a copy of the updated Committee Charge. Discussion followed including the fact that the original charge had been completed with the results of the town meeting and subsequent override vote. The new committee charge includes the actual building and commissioning of a new police facility. All members previously appointed will be reappointed to the new committee. Discussion was also held regarding the need for administrative help (minutes and dictation). This need had been previously requested but has not been able to be secured.
4. **Continuation of Kaestle Boos for next phase.** Lengthy discussion regarding proper steps/procedure to advance to the next phase of the project. Mr. Andrews pointed out that under MGL Chap 149, next step must be to hire an Owners Project Manager. Conclusion reached that the committee requests that the Town Administrator solicit a Request for Services to procure an Owners Project Manager, in accordance with state laws. Motion made by Mr. Redman, seconded by Mr. Meier. All members present voted yes.
5. **Wastewater Treatment project status/impact.** Members discussed the status of the wastewater treatment plant to be co-located on the Queen Sewell site. Funding has been delayed at the state level and the project may be held up for an unknown time. Discussion was held regarding to have Wesley Ewell to come before our committee to brief on their project status. Final consensus with the committee was to proceed with our project as necessary with OPM process without meeting with the wastewater project members
6. **Members Comments** None at this time
7. **Next meeting** None set at this.
8. **Motion to adjourn** made at 5:00pm by Mr. Redman, seconded by Mr. Ellis. Unanimous vote to adjourn.

Prepared by Charles Noyes/John Redman

RECEIVED
2017 FEB -2 AM 9:32
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

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Tuesday, January 5, 2016 - John Gallo Ice Arena - 7:00pm****Agenda Items:**

1. Minutes of November 18, 2015.
2. Administrative Report.
 - a. Requests & Correspondence.
 - b. Advertising Update.
 - c. Cahir Scholarship Fund.
 - d. Ryan Kent Scholarship Fund.
3. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements (07/01/15 - 09/30/15).
 - c. Wage Scale - Grade 1.
 - d. Capital Outlay / Equipment Projects.
 1. Status Update.
 2. Review Response to Corps of Engineers' Request for Clarification.
4. Rink Report.
 - a. Monthly Hour Comparison.
5. Park Report.
6. Maintenance Report.
7. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

2015 DEC 29 PM 12 00
TOWN CLERK'S OFFICE
BOURNE, MASSSigned: Gregory A. Folino

Gregory A. Folino, Chairman

Date: December 29, 2015



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

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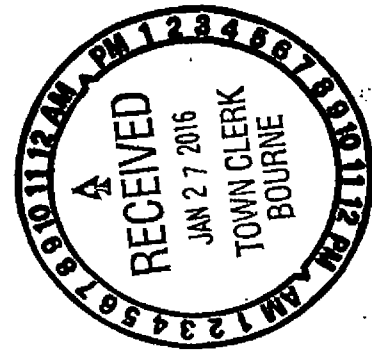
GREGORY A. FOLINO
*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Friday, February 5, 2016 - John Gallo Ice Arena - 8:30am****Agenda Items:**

1. Administrative Report.
 - a. Requests & Correspondence.
2. Treasurer Report.
 - a. Warrants.
3. Park Report.
 - a. Update/Replace CX-Restroom.
4. Rink Report.
 - a. Lobby Expansion / Bleachers Update.
5. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."



Signed: _____

Gregory A. Folino, Chairman

Date: January 27, 2016

**BOURNE RECREATION AUTHORITY**

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

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GREGORY A. FOLINO
ChairmanW. CURT DUANE
Vice ChairmanJOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

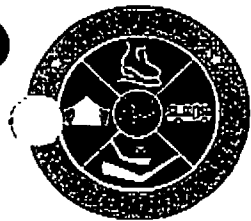
2016 FEB 17 PM 2:09
TOWN CLERK'S OFFICE
BOURNE, MASS**AGENDA**Meeting Notice - Bourne Recreation AuthorityWednesday, February 24, 2016 - John Gallo Ice Arena - 7:00pmAgenda Items:

1. Minutes of January 5, 2016.
2. Minutes of February 5, 2016.
3. Administrative Report.
 - a. Requests & Correspondence.
4. Treasurer Report.
 - a. Warrants.
5. Park Report.
 - a. Capital Outlay Update for all Departments.
6. Maintenance Report.
7. Rink Report
8. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Signed: _____

Gregory A. Folino, Chairman

Date: February 17, 2016

**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
ChairmanW. CURT DUANE
Vice ChairmanJOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Wednesday, March 23, 2016 - John Gallo Ice Arena - 7:00pm****Agenda Items:**

1. Minutes of February 24, 2016.
2. Administrative Report.
 - a. Requests & Correspondence.
3. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements for P/E 12/31/15.
4. Rink Report.
 - a. MIAA Update.
 - b. Shut-Down Update.
5. Maintenance Report.
6. Park Report.
 - a. Park Opening.
 - b. Capital Outlay Update for all Departments.
7. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED
2016 MAR 18 AM 11:48
TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino, Chairman

Date: March 18, 2016

Record of the Bourne Recreation Authority meeting held March 23, 2016

Present: Gregory A. Folino W. Curt Duane Rickie J. Tellier
Paul R. Forsberg Barry H. Johnson Brian Ferrari
Robert Howard John Morrill Diane Woodside
John Hickey

The Bourne Recreation Authority meeting was held on Wednesday, March 23, 2016. Said meeting was audio-taped. Chairman called the meeting to order @ 7:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of February 24, 2016: Duane made motion to approve same. Forsberg seconded. Chairman presented. Vote was unanimous.

Administrative Report / Requests & Correspondence: Duane made motion to sponsor UCT Open in the amount of \$100.00, 1-hour of ice time & 2-nights camping. Forsberg seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor BHS Yearbook in the amount of \$400.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Lee Ann Mannillo Foundation in the amount of \$500.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Bourne Braves in the amount of \$500.00. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Saint Margaret Regional School in the amount of \$100.00, 1-hour of ice time & 2-nights camping. Forsberg seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to table request from Bishop Stang Auction 2016. Duane seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to approve request from Catch a Cure for Lung Cancer Fundraiser to utilize our field @ Gallo for a flea market. Duane seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you notes from Bourne Community Boating, The Home for Little Wanderers, the Hickey family; & Central Scholarship Committee meeting notification which Woodside will attend.

Treasurer Report: Howard reviewed the current A/R with the Board & stated all are expected to be paid in the near future.

Warrants: Howard presented 2 warrants for signature of the Board.

Financial Statements for P/E 12/31/16: Howard reviewed same with the Board item by item & answered questions regarding same. Tellier arrived.

Duane made motion to accept Quarterly Financial Statements for the period ending December 31, 2016. Forsberg seconded. Chairman presented. Vote was unanimous.

Rink Report: Hickey extended his appreciation for the understanding & support he & his family received @ his father's passing.

MIAA Update: Hickey stated Gallo hosted 33 games, including the Girls Quarter-Finals & Semi-Finals, & the Boys elimination rounds Semi-Finals & Finals with no issues. He had the septic pumped halfway through the Tourney to alleviate any problems. He reported that the "new" crew was happy with our staff, volunteers, facility, & way of doing things. Chairman appreciated the times allotted between games, was happy we had no violations, & expressed his kudos to the staff. Hickey would like to take his crew to The Lanes for bowling & pizza once again this year.

Tellier made motion to approve said staff outing in the amount of \$500.00. Duane seconded. Chairman presented. Vote was unanimous.

Shut-Down Update: Hickey reviewed the Rink's "to-do" list for the upcoming maintenance period, & supplied Ferrari with a listing of what he'd like completed by Maintenance as in years past. Gallo will close April 23rd & reopen June 4th. Duane inquired if Maintenance would remove the rocks & add a gate to the side lot for easier traffic flow. Ferrari will accomplish.

Maintenance Report: Ferrari reported that his Crew is getting the Park ready for opening & is on schedule with same. They're also working on the furniture, kitchens, & landscaping @ the new rustic lodges. Once that's complete, they'll work on the stairs & outside showers. Morrill stated that he, Ferrari, & Hickey will be reviewing their project lists & prioritizing same. They will include infrastructure projects as well when they review their budgets. Morrill also stated they may ask for additional monies for the Maintenance Department to include grounds people, & to work on drainage & gray water wells, etc. Chairman suggested developing a job description for same. All concurred. Morrill will also look @ the pay scale as said position would be offered with insurance.

Park Report: Morrill reported that the second round of reservations is complete & went well. Both the Park & Rink's websites were hacked, but have been fixed.

Park Opening: Morrill stated he's very comfortable opening the Park, & that the staff is set for opening day, & the Rec. Department is shaping up. The Park's new payment system will be in effect, & while they've worked through some quirks with same, it's been good overall. He reported that the grounds are the best he's seen, & credits the blower for this improvement. The trees have been taken care of & lodges are in good shape for him to market for rent.

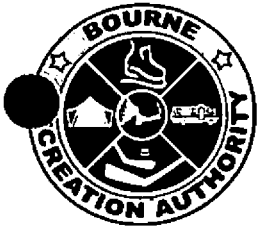
Capital Outlay Update for All Departments: Morrill stated that he, Johnson, Ferrari, Duane, Brait, & Frangiadis met to discuss the CX-Area Restroom & its required ongoing steps per public entities. While Frangiadis was unable to be here this evening due to illness, Morrill informed all that the application for the building permit was submitted to the Inspector @ the Town, but was returned as we're on Corps of Engineers land. Proceeding with the project, stakes were placed in the ground marking off where Brett Ellis will dig the hole for the foundation. In the meantime, Frangiadis will devise a working set of plans, & a foundation company will be sought along with a plumber. Discussion was held. Duane, Tellier, & the Chairman felt this project is going too slowly, but Johnson reminded all that they just had the meeting on Friday, & Morrill stated the Board was not concerned about same @ a previous meeting. Discussion was also held on obtaining plumbing supplies via the materials list. Per a previous discussion, Frangiadis will provide same to the proper party as agreed upon previously. Duane would also like to see a fence installed around the perimeter of the project for safety purposes. Ferrari will accomplish same.

Next Meeting: The next meeting of the Authority is tentatively scheduled for Wednesday, April 20th @ 7:00pm.

There being no further business brought before this Board, Tellier made motion to adjourn. Duane seconded. Chairman adjourned meeting @ 8:00pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coordinator



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority

Wednesday, April 20, 2016 - John Gallo Ice Arena - 7:00pm

Agenda Items:

1. Minutes of March 23, 2016.
2. Administrative Report.
 - a. Requests & Correspondence.
 - b. Awarding of 2016 Cahir Scholarships.
3. Treasurer Report.
 - a. Warrants.
4. Park/Maintenance Report.
 - a. Capital Outlay Update.
5. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. . Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino, Chairman

Date: April 15, 2016

2016 APR 15 AM 11 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Record of the Bourne Recreation Authority meeting held April 20, 2016

RECEIVED

2016 MAY 31 PM 12: 22

Present: Gregory A. Folino W. Curt Duane John A. Coughlin
Barry H. Johnson Brian Ferrari Robert Howie
John Morrill Diane Woodside Anthi Frangiadis

CLERK BOURNE

The Bourne Recreation Authority meeting was held on Wednesday, April 20, 2016. Said meeting was audio-taped. Chairman called the meeting to order @ 7:05pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of March 23, 2016: Chairman made motion to table until the next meeting. Duane seconded. Chairman presented. Vote was unanimous.

Administrative Report / Requests & Correspondence: Duane made motion to sponsor Buzzards Bay Coalition in the amount of \$150.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Don Morrissey Scholarship Fund in the amount of \$1,000.00. Duane seconded for discussion. Chairman asked that a letter be drafted on the Authority's behalf capturing Mr. Morrissey's contributions to recreation for the Town. All concurred. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Bourne Youth Lacrosse in the amount of \$500.00. Coughlin seconded. Chairman presented. Vote was unanimous.

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

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

@ the next meeting, Johnson will present a request from the School Department to park their buses on our property.

Awarding of 2016 Cahir Scholarships: Woodside & Coughlin explained the process for same, & recommended awarding Tomas Hidenfelter & Katie Curran full scholarships, & Mikey Brito, Hannah Leach, Connor Torpey, & Jared Joy half scholarships.

Coughlin made motion to award 2-full scholarships @ \$1,500.00 each, & 4-half scholarships @ \$700.00 each, totaling \$5,800.00. Duane seconded. Chairman presented. Vote was unanimous.

Treasurer Report: Howard & Johnson met with Hugh Scott of IGS to review bills & inquire how credits work. Scott will remit a spreadsheet regarding same, & a check in the amount of \$18,400.00 for monies owed to the Authority for late fees due to the solar farm project as per the penalty clause in our contract. Johnson asked IGS for consideration in other alternative energy options in the future. The family-owned IGS will visit this location @ the end of June, & will tour our facility as well. They would like a "photo-op" with the Board @ that time, & have plans to renew their in-ice advertisement for the next year. Discussion was held on the solar field through the Bourne Water District.

Howard reviewed the current outstanding balances due to the Authority. Board was informed that Hickey has made contact with same. Chairman asked Woodside to contact MEHL once again to obtain their payment plans, & to relay the Board's concerns on their ability to pay for this year's upcoming ice time. Woodside will accomplish. All A/R will be reviewed @ the next meeting.

Warrants: Howard presented 3 warrants for signature of the Board.

Park/Maintenance Report: Morrill reported Opening Day went well even with the inclement weather. He will leave for his 20 Group meeting in Ohio on Sunday & will return Thursday.

Coughlin would like the Board to consider a Camper Appreciation Day in the July 4th timeframe, & offer hotdogs, soda, & watermelon menu. Board concurred. Morrill stated they hosted a cookout with a band last year. Chairmen suggested the Rec. Department take this on as a project. Morrill agreed.

Capital Outlay Update: Morrill stated that the Rustic Lodges have just punch-list items remaining (landscaping, counter tops, etc.), but the Maintenance Crew is on-target with their timeframe with same.

The footings were poured today for the CX-Area Restroom, & Gardner will be back to do the walls. Plumbing quotes are being collected by Frangiadis. Sheriff's Department's Joe Brait detailed a list of masonry supplies for Frangiadis. Once these items are completed, the lumber quotes will be sought.

Morrill is continuing to work on WiFi for the Park. Will discuss further @ a future meeting. He may also offer a cable upgrade to the campers in the near future as well.

The Rink's proposed Lobby expansion/bleacher project was discussed. Frangiadis believes there will be no seating loss regarding same, & will develop 3 options for the Board's review @ the next meeting. Chairman inquired of an approximate square footage price for the expansion, & Frangiadis responded that \$250.00 per would seem reasonable for discussion purposes.

Next Meeting: The next meeting of the Authority is scheduled for Thursday, May 26th
@ 7:00pm.

There being no further business brought before this Board, Coughlin made motion to adjourn. Duane seconded. Chairman adjourned meeting @ 8:17pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coordinator

**BOURNE RECREATION AUTHORITY**

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GREGORY A. FOLINO
ChairmanW. CURT DUANE
Vice ChairmanJOHN A. COUGHLIN
ClerkPAUL R. FORSBERG
RICKIE J. TELLIERRECEIVED
2016 MAY 20 AM 11:16
TOWN CLERK BOURNE**AGENDA**Meeting Notice - Bourne Recreation AuthorityThursday, May 26, 2016 - John Gallo Ice Arena - 7:00pmAgenda Items:

1. Re-Organization.
2. Michael Ghelfi - Center Ice Sports Lease.
3. Capital Outlay Projects.
 - a. Anthi Frangiadis - Proposed Lobby Expansion/Bleacher Project.
 - b. Other Project Updates.
4. Minutes of March 23, 2016.
5. Minutes of April 20, 2016.
6. Administrative Report.
 - a. Requests & Correspondence.
7. Treasurer Report.
 - a. Warrants.
 - b. Quarterly Financial Statements - P/E 03/31/16.
8. Rink Report.
 - a. Shut-Down Update.
 - b. Ice Hour Comparison.
 - c. Bus Parking.
9. Maintenance Report.
10. Park Report.
11. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino, Chairman

Date: May 20, 2016

Clerk

Record of the Bourne Recreation Authority meeting held May 26, 2016

Present: 25 Gregory A. Folino
2016-11-03 John A. Coughlin
TOWN CLERK DON MERRILL
BOURNEDIAN M. Woodside

W. Curt Duane
Paul R. Forsberg
John H. Hickey
Anthi Frangiadis
Rickie J. Tellier
Robert H. Howard
Brian Ferrari

The Bourne Recreation Authority meeting was held on Thursday, May 26, 2016. Chairman called the meeting to order @ 7:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Re-Organization: Chairman entertained nominations.

Forsberg made motion to keep the Chairman, Vice Chairman, & Clerk positions as is. Tellier seconded. Hearing no other nominations, Chairman presented. Vote was unanimous.

Michael Ghelfi - Center Ice Sports Lease: Ghelfi appeared before the Board @ Hickey's request to kindly ask to be released from his Pro-Shop Lease 1-year (+) early as he is not able to meet the terms of the Lease financially. His current Lease expires July 31, 2017. While he appreciates both the Board's & staff's assistance over the years, he presented a month by month accounting of his revenues. His location @ Falmouth Ice Arena does well, & he's keeping that location. He knows the last Pro-Shop @ Gallo was a bone of contention in the past regarding sk8 sharpening, & even though they tried getting people back here to have their skates sharpened, it never really came to fruition. He has always felt the location was an issue in that the "visibility factor" played a part. If people enter through the main doors, they head straight downstairs. He suggested purchasing vending machines stocked with tape & laces, & hiring someone to sharpen skates @ certain times. While the Board appreciated that option, they would like to see an actual Pro-Shop operating in our facility. Coughlin appreciated Ghelfi's coming before us in such a professional manner, & realized this wasn't an easy decision for him. The Board concurred, & extended their appreciation for Ghelfi's 4-years of service, & wished him well in his future endeavors. As per the Lease Agreement, a Notice of Termination will be sent to Ghelfi by certified mail. Ghelfi appreciated the opportunity, & was sorry it didn't work out in the way he hoped.

Forsberg made motion to release Ghelfi of Center Ice Sports from the remainder of his Pro-Shop Lease. Duane seconded. Chairman presented. Vote was unanimous. Ghelfi thanked the Board & left the meeting.

Capital Outlay Projects / Anthi Frangiadis - Proposed Lobby Expansion/Bleacher Project: Frangiadis presented a series of drawings with options for discussion for the

proposed project, & outlined the flow-plan. Discussion of same followed. Chairman stated the scope of the project is estimated @ \$2,000,000.00, & while he feels that's helpful as far as establishing an estimated budget, the Board should agree on the financing of same first. All concurred. Because the conversation with the Corps of Engineers, the Authority must spend their revenues on their 2 entities, & keep both an operational & salary budget, plus reserve monies for emergencies as agreed upon in the past. The Board concurred to put this project on hold until they discuss financials @ a future meeting.

Other Project Updates: Ferrari informed all the the CX-Area bathroom's plumbing has been roughed in underground by Absolute Plumbing, & Brett Ellis has backfilled same. We are awaiting a visit from the Plumbing Inspector, & then Gardner will complete the foundation. Ferrari will obtain the needed paperwork & give same to Howard. Ferrari also reported that the Rustic Lodges are just about "move-in" ready.

Minutes of March 23, 2016: Duane made motion to approve same. Tellier seconded. Chairman presented. Duane, Tellier, Folino, & Forsberg vote in favor. Coughlin abstained. Motion carried.

Minutes of April 20, 2016: Coughlin made motion to approve same. Duane seconded. Chairman presented. Coughlin, Duane, & Folino vote in favor. Tellier & Folino abstained. Motion carries.

Administrative Report / Requests & Correspondence: Tellier made motion to sponsor Ed Chicoine Memorial Golf Tournament in the amount of 1-hour of ice time & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Kickin' Chicken BBQ in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Rob Oberg/Andrea Sweeney Memorial Golf Tournament in the amount of \$100.00, 1-hour of ice time, & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you note from Buzzards Bay Coalition for the Authority's sponsorship; & letter to Bourne Educator's Association in regard to the Authority's contribution to the Don Morrissey Scholarship Fund.

Treasurer Report: Howard reported that the net metering credits were forwarded to Sia Karplus to be reviewed, & that everything looked good on her end.

Warrants: Howard presented 2 warrants for signature of the Board.

Quarterly Financial Statements - P/E 03/31/16: Howard reviewed same item by item, & answered any questions of the Board. Overall, the Board was pleased with same. Coughlin made motion to accept same. Duane seconded. Chairman presented. Vote was unanimous.

Rink Report: Both Hickey & Woodside have informed Gallo's ice buyers that have balances on the books to remit payments.

Shut-Down Update: Hickey started the compressors this afternoon, & Northstar Mechanical will be in to do their maintenance list in the near future. The ice will start to be put back in on Sunday. He used a machine to restore the rubber flooring to bring it back a little bit, but is looking for a person to do this job in the future, as the one @ our last flooring company has retired. Hickey stated the Rink will be ready to open on June 4th, & thanked his staff & the Maintenance Department. Coughlin stated both the Rink & Park look great.

Ice Hour Comparison: Hickey presented same for the month of April, & was up by 7-hours compared to last year; however, @ this point in the year, we're a few hours below, which he attributes to a few storms & the fact that Christmas Eve & Day fell on a weekend (obviously our busiest time).

Bus Parking: While the Board supports the concept of same, they'd like a better understanding from Ed Donohue @ the Bourne School Department regarding the length of time the busses will be stored here, & they'd like Hart Insurance's Laura Murphy's take on liability issues. They are looking for the Authority to be held harmless. Woodside will accomplish same & report her findings back to the Board.

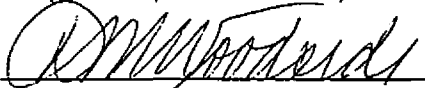
Maintenance Report: Ferrari reported that the Rustic Lodges should be ready to go by Thursday. Morrill reported that 5 are sold out for the summer @ a rate of \$151 a night. He feels that is a conservative #, but is comfortable with same. Morrill stated that the toilets in same are working fine.

Park Report: Morrill reported that Memorial Day weekend has been sold out since March (in 1.75 hours in fact). The Bah Brothers will be back to entertain, but the pools will not be opened as it's too early in the season. He stated that the campers are looking forward to the CX-Area bathroom being completed. Morrill reported a vehicle incident in which a camper rolled her car onto its side. The BPD were called to the scene. In the future, Coughlin would like the Board to be notified about similar situations. All concurred. Morrill is continuing his investigation into obtaining Wi-Fi @ a reasonable price point, & will report back.

Next Meeting(s): Rink Sub-Committee - Thursday, June 16th @ 3:30pm; Park Sub-Committee - Friday, June 17th @ 8:30am; & the Authority is scheduled to meet on June 28, 2016 @ 5:00pm.

There being no further business brought before the Board, Duane made motion to adjourn. Forsberg seconded. Chairman adjourned meeting @ 9:07pm.

Respectfully submitted by: `


D.M. Woodside, Admin. Coordinator



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLER

AGENDA

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

Thursday, June 16, 2016 - John Gallo Ice Arena - 3:30pm

Agenda Items:

1. Rink Operational Budget.
2. Rink Capital Outlay Items.
3. Pro-Shop.

Signed:

Gregory A. Folino
Gregory A. Folino, Chairman

Date: June 10, 2016

RECEIVED

2016 JUN 10 PM 3:31

TOWN CLERK BOURNE



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2016 JUN 15 AM 9:16

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GREGORY A. POLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AMENDED AGENDA

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

Friday, June 17, 2016 - Bourne Scenic Park Office - 3:00pm

Agenda Items:

1. Park / Maintenance Operational Budget.
2. Park / Maintenance Capital Outlay Projects.

Signed:

Gregory A. Polino
Gregory A. Polino, Chairman

Date: June 15, 2016



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231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

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

Friday, June 17, 2016 - Bourne Scenic Park Office - 8:30am

Agenda Items:

1. Park / Maintenance Operational Budget.
2. Park / Maintenance Capital Outlay Projects.

Signed: _____

Gregory A. Folino
Gregory A. Folino, Chairman

Date: June 10, 2016

RECEIVED

2016 JUN 10 PM 3:31

TOWN CLERK BOURNE



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GREGORY A. FOLINO
*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLER

AGENDA**Meeting Notice - Bourne Recreation Authority****Tuesday, June 28, 2016 - John Gallo Ice Arena****4:00pm Executive Session:**

1. To discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct bargaining sessions or contract negotiations with non-union personnel if an open session may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

5:00pm Regular Meeting:

1. Sia Karplus, Science Wares - Review of Power Purchase Agreements.
2. Minutes of May 26, 2016.
3. Administrative Report.
 - a. Requests & Correspondence.
 - b. Dasher Board Update.
4. Treasurer Report.
 - a. Warrants.
5. Maintenance Report.
 - a. Current Project Updates.
6. Park Report.
 - a. Current Project Updates.
7. Rink Report.
 - a. Current Project Updates.
 - b. Pro-Shop.
8. Proposed Operational Budget - Fiscal Year 2017.
9. Proposed Capital Outlay Projects / Equipment - Fiscal Year 2017.
10. Employee Handbook Update.
11. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED
2016 JUN 23 PM 3:28
TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino, Chairman

Date: June 23, 2016

Clerk

Record of the Bourne Recreation Authority meeting held June 28, 2016

Present: Gregory A. Folino

W. Curt Duane

Rickie J. Tellier

2016 AUG 25 AM 11:03
John A. Coughlin

Paul R. Forsberg

Robert H. Howard

TOWN CLERK'S OFFICE
John M. Morrill

John H. Hickey

Brian Ferrari

Sia Karplus
BOURNE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, June 28, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 5:30pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Sia Karplus, Science Wares – Review of Power Purchase Agreements: Karplus stated the Authority now “makes ice with the sun”. The Board enjoyed that saying, & will use it in the future. She stated we should be proud of ourselves for taking these alternative energy actions. She detailed the agreements she has approved as our counsel on same. She then answered questions of the Board. She was pleased she included the start-date benefit in the original contract that resulted in an additional \$18,000.00 to the Authority from IGS Solar. Board concurred. Coughlin stated that when IGS Solar came to town for both the ribbon cutting @ the solar farm & the small gathering here @ Gallo, everyone was so appreciative, & both went very well. He stated the group had their picture taken on the ice, & employee Jimmy McKenna gave rides on the Zamboni. Board thanked Karplus for her consultation. Karplus left the meeting.

Minutes of May 26, 2016: Woodside was not in attendance due to an injury, & minutes were not available. Johnson reminded all that the latest Rink & Park Sub-Committee minutes are to be compiled by the Managers for the next Board meeting.

Administrative Report / Requests & Correspondence: Chairman made motion to sponsor Bourne Community Boating in the amount of \$250.00. Tellier seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Bourne on the 4th of July Parade in the amount of \$350.00. Forsberg seconded. Chairman presented. Vote was unanimous.

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

Also in Packets: Thank you notes from the Morrissey family; Oak Ridge School, Bourne Board & Blades Booster Club, UCT Scholarship Fund; UCT graduate Jack Rogers: UCT Golf Committee, & Lee Ann Mannillo 5K; Termination of Lease letter to Michael Ghelfi; & Woodside's summer work hours.

Dasher Board Update: Woodside left a note stating: Dunkin Donuts upped their sponsorship from 1-year to 3; South Shore Conference is a new advertiser; Cape Cod 5, Firehouse Veterinarians, & aFORDable Glass renewed their yearly ads; & she is awaiting answers from Nissan, CCTRA, & STG Construction regarding their placements.

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

Maintenance Report / Current Project Updates: Ferrari stated that the: CX-Area restroom is progressing; the 3 Rustic Lodges are now complete; & crew will now concentrate on cleaning-up the smaller Cabins. As reported to the Park Sub-Committee (PSC), the Bucket Truck is broken & is in need of \$35,000.00 worth of repairs, which would not be Ferrari's or the PSC's recommendation. He has looked into leasing (5-year @ \$20,000.00 per year) vs. purchasing new (\$89,000.00) vs. renting (\$2,700.00 per month for an older model). He stated they can borrow the Town's when it's available, & he is also looking into used vehicles (\$29,000.00 - but they go quickly). Duane inquired how often it's used. Ferrari stated it depends on the projects @ hand. Coughlin suggested inquiring about same with the Tree Co. that's parking out back about the most economical way to proceed, & to ask our Electrician same as well. Morrill would like to possibly use them @ the Park in the future. Hickey said he'd ask the Tree Co. about same as he knows them well, & they've helped us out in the past.

Park Report / Current Project Updates: Morrill reported that they're sold-out for July 4th. The Store, pools, & Recreation are now open as school has let out. Is continuing working on Wi-Fi options.

Chairman reminded both Managers to submit employee names to the Board. Howard stated that Woodside updates same yearly, & he will have her place same in the next packet.

Rink Report / Current Project Updates: Hickey had: new deadbolts put on locker-room doors; warranty work done to the generator; & consulted with the insurance company on the damage @ the front of the building. On that last topic, Ferrari has tried contacting many companies to provide quotes, but they either haven't returned his call, or they are too busy. Hickey reported that the Adjuster for same has his work done, & once a quote is submitted, he'll send us a report. Hickey has been in touch with Donovan Construction, & expects them to take a look @ same.

Chairman stated that Barry provided information of a financial representative with regard to our possible Lobby Expansion project, & she would be willing to come to a future Board meeting to advise the Board on what the proper procedure would be. Tellier would like to wait on this project, & visit @ a later date once we have saved some more for same. Board concurred. Chairman reminded all that this proposed project came to light when the Corps of Engineers made their position known on "leftover" monies we held. Chairman further stated he'd like to see something in writing from the

Corps stating we can save up monies to accomplish our goals (so we don't have to take out a bond). Board concurred. Chairman would like to see the Authority outline their Capital Outlay Projects (goals) & present options to the Corps so they don't seize our monies. Will begin to discuss & prioritize larger items. All concurred.

Pro-Shop: Hickey requested that the Board go out to bid regarding this project. He feels Pro-Shops are going to the way-side due to all of the on-line companies, & most sk8ers go to the same place to get their skates sharpened. Morrill suggested changing out the exterior door so the business could be open @ any time, even if the Rink wasn't. The Board would like to see a Pro-Shop in the building, but discussed options, including: vending machines; & renting out the space to a physical therapy outlet, or screen printer, for example. If no one bids on same, Duane suggested getting someone in there to just offer sk8 sharpening in the building. Discussion followed.

Duane made motion to advertise an RFP for the Pro-Shop. Tellier seconded. Chairman presented. Vote was unanimous.

Proposed Operational Budget – Fiscal Year 2017: Howard referred to the latest budget listing \$578,133.00 @ the bottom, & explained the wage scale as well. Coughlin stated that during their executive session, the Board voted approving a 1.5 % increase to the full-timers (plus a step to those due one) with no increase to the part-time employees effective July 1, 2016, not 3% as discussed @ the Sub-Committee meetings. Duane suggested awarding 1.5% to all. Chairman agreed that there would @ least be consistency. Discussion followed. Howard will adjust same on the Salary & Wage Scale & the Budget.

Duane made motion to approve 1.5% increase to the part-timers. Coughlin seconded for discussion. Coughlin reminded all of their vote in executive session, the reasoning behind same, & their vision to cut back to perhaps a 5-Step system in the future. Forsberg deemed this action as short-term fix, yet agreed, & stated that if he had been an employee of ours for 4-years, he'd expect to be on Step 4, & deemed the Step process we have in place, useless. The Board concurred & will re-visit this issue in the near future. Chairman presented. Vote was unanimous.

Further discussion was held on possibly implementing a 3-step system (or other) in place of the 10-step one currently in place for part-timers. Coughlin stated the Board would need Howard's help in getting a roster put together of what everybody makes in order to analyze everything. Howard stated that Woodside has said listing in her computer, & will use that to start the process. Options regarding same were discussed. Howard would need more feedback from the Board on a possible plan of action (new vs. old employees, etc). Chairman stated that more discussion will be needed in the future, but would like Howard to present something to Board @ a future meeting. Forsberg stated the reasoning behind same is because essentially the Board hasn't been using the Step system properly, but giving a cost of living (COLA) raise (& a Step in some cases).

The Board feels we should devise a new system to be more fiscally responsible as far as payroll goes. Coughlin reiterated that the Authority has gotten away from using the Salary & Wage Scale, & based raises each year on what the Town was doing.

Next, the Board reviewed the insurance quote as it increased by approximately \$10,000.00 effective July 1, 2016. Also discussed: obtaining Terrorism Insurance because of all of the incidents going on the world. Same would be a minimal cost.

Tellier made motion to purchase Terrorism Insurance in the amount of \$1,250.00 for the FY'17. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to adopt the FY'17 Operational Budget with the changes noted. Tellier seconded. Chairman presented. Vote was unanimous.

Proposed Capital Outlay Projects / Equipment – Fiscal Year 2017: Howard presented same for discussion, & suggested the Board decide how much they're going to release before they make any decisions on same. Board concurred. Chairman would like everyone to review same for discussion, along with planning goals & objectives, for the July meeting. Chairman would like it to be a "workshop" vs. a regular Board meeting, so he asked that all participants be sensitive to the time constraints. Johnson feels we'll be proactive if we get our "master plan" up to the Corps in a timely manner showing them our ideas for future projects. Further, Morrill suggested submitting a letter outlining how we're going to pay for what we're saving for. All concurred. Coughlin suggested having Morrill & Johnson meet with the local Corps Office beforehand to get our ideas out to them. Hickey stated that it was told to them that it really is the Concord Office that will decide on same. Johnson also reminded everyone that there's a new Real Estate Division Chief as well. Discussion followed.

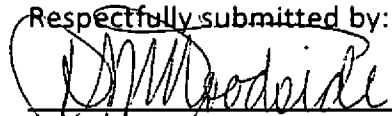
Employee Handbook Update: Discussion was held on a couple of topics within same. Chairman stated we are all remiss in losing sight of doing evaluations in a timely manner, & would like same to be done @ a specific time each year. All concurred. He sent an email to Johnson & Woodside requesting copies of all evaluations completed on June 15th, & discovered they hadn't been done since 2013 (FY'14). The new form being used this year will meet the objectives of same better than the previous, so the Chairman would like the Members to get theirs in to him for Johnson within the next 2-weeks. Chairman stated that when you read the policy regarding same, the language refers to the "team" & because of that, discussion was held on if this should include all employees, so in the future he'd like same to be amended, altered, or eliminated. He also feels in doing this, it would assist the Managers when part-timers are let-go for whatever reason. Coughlin stated he felt the Handbook was for full-timers only, & while the many concurred, the Chairman is concerned with the language. Morrill stated workers know they are considered "employees @ will", as Woodside sends out a cover letter with the annual W-4's stating same, & lists a few reminders as well. Tellier questioned if part-timers should fill-out a new application each year (as he does for his

part-time position @ his seasonal job). Chairman feels that would be cumbersome to store. The Board concurred that the Managers should meet with any part-timers before they finish for their season & verbally let them know if they're coming back the following season, & if they don't feel they were good @ their respective position, they should be notified in writing @ that time with a simple sentence so they know to look for employment elsewhere.

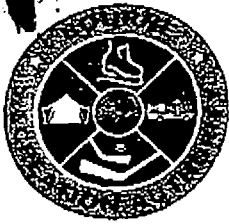
Chairman brought up the issues stated in a letter from someone recently let go: employees smoking & sleeping in vehicles. Morrill stated that the individual that wrote that letter, did not address either of those items with him. Chairman stated that it's a state law that smoking is prohibited in public buildings & vehicles, & he asked if employees have been made aware of same (it is also in the Handbook). Morrill reported there is a sign by the time clock. Chairman feels strongly that if someone is caught sleeping in a vehicle while punched in, they should be fired on the spot. All concurred. Chairman discussed disciplinary procedures, & would like to see progressive discipline given to employees that violate any policy in the future (verbal warning - written warning - suspension - dismissal/termination) unless the offense is egregious in nature.

Next Meeting: The Authority is scheduled to meet on July 19, 2016 @ 5:00pm to discuss goals & objectives. There being no further business brought before the Board, Tellier made motion to adjourn. Coughlin seconded. Chairman adjourned meeting.

Respectfully submitted by:



D.M. Woodside, Admin. Coordinator



BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournescenicpark.com

GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AMENDED AGENDA

2016 JUL 18 AM 10:50
TOWN CLERK BOURNE

RECEIVED

Meeting Notice - Bourne Recreation Authority

Tuesday, July 19, 2016 - John Gallo Ice Arena

4:00pm Executive Session:

1. To discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct bargaining sessions or contract negotiations with non-union personnel if an open session may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

5:00pm Regular Meeting:

1. Minutes of May 26, 2016.
2. Rink Sub-Committee Minutes of June 16, 2016.
3. Park Sub-Committee Minutes of June 17, 2016.
4. Minutes of June 28, 2016.
5. Administrative Report.
 - a. Requests & Correspondence.
 - b. Ice Hour Total to Cahir Scholarship Account.
6. Treasurer Report.
 - a. Warrants.
7. FY'17 Operational Budget Update.
 - a. FY'17 Capital Outlay Projects - Priority Rankings for All Departments.
8. Rink Report.
9. Maintenance Report.
10. Park Report.
11. Authority Goals & Objectives.
12. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

2016 JUL 14 PM 2:12
TOWN CLERK BOURNE

RECEIVED

Signed: _____

Gregory A. Folino, Chairman

Date: July 14, 2016

13) Employee Handbook Update B HZ



BOURNE RECREATION AUTHORITY

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AGENDA

Meeting Notice - Bourne Recreation Authority

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RECEIVED
 2016 JUL 14 PM 2:12
 TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino, Chairman

Date: July 14, 2016

Clerk

Record of the Bourne Recreation Authority meeting held July 19, 2016

Present: 2016 AUG 25 AM 11:03
Gregory A. Collins
Paul R. Forsberg
TOWN CLERK'S OFFICE
John H. Hickey
BOURNE, MASS

W. Curt Duane John A. Coughlin
Robert H. Howard John M. Morrill
Brian Ferrari

Absent: Rickie J. Tellier

The Bourne Recreation Authority meeting was held on Tuesday, July 19, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 5:22pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of May 26, 2016 / Minutes of June 28, 2016: Howard stated Woodside left a note apologizing for not having same available in time for this meeting. Same will be approved @ the next meeting.

Rink Sub-Committee Minutes of June 16, 2016 / Park Sub-Committee Minutes of July 19, 2016: Board reviewed & accepted same.

Administrative Report: Woodside did not attend this meeting so Howard presented same for her. With regard to advertising, STG Construction is not returning. Woodside will try to gauge interest on our social media pages, & will send out letters to companies & organizations we do business with. We are awaiting word from CCRTA & Nissan regarding their ads. She will once again promote our advertisers on our social media pages, phone system, website, fliers, & bulletin board. She's like to send-out 10 Public Sk8ing passes to all once again.

Bus parking went without incident, but a driver did turn in a wallet with cash to the Bourne PD... no one has inquired about same @ this time.

Woodside would be happy to review same to let the board know of anything we can edit. Job descriptions will also be updated for the board's approval to include in same.

Requests & Correspondence: Duane made motion to sponsor BWWORR in the amount of \$100.00, 1-hour of ice, & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you note from Ryan Kent Scholarship Fund; State Auditor's Report; Employee Listing; Pro-Shop Lease; priority listing of Capital Outlay Projects, & information regarding energy efficiency in the Rink.

Duane made motion to accept the State Auditor's Report as submitted. Coughlin seconded for discussion. He stated he was pleased with the outcome, & thanked all those involved for a job well done. All concurred. Chairman presented. Vote was unanimous.

Ice Hour Total to Cahir Scholarship: Since we sold 1,031 hours from January through June this year, \$1,031.00 should be transferred to this account as done in the past.

Duane made motion to deposit \$1,031.00 into the Cahir Scholarship Fund. Coughlin seconded. Chairman presented. Vote was unanimous.

Treasurer Report / Warrants: Howard presented 6 warrants for signature of the Board.

FY'17 Operational Budget Update: Howard presented the updated version of same for the Board's review. He had discrepancies on part of the Salary & Wage Scale on Grade 4 where 4-people were short-changed there previously approved 1.5%, so he made a special adjustment & changed same.

Duane made motion to approve said discrepancy changes. Coughlin seconded. Chairman presented. Vote was unanimous.

Discussion was also held on an option for consideration regarding rates & steps for part-timers in the future. Howard would like this issue decided by March 31, 2017. Chairman inquired if Forsberg would like to assist on same. Morrill & Johnson will also assist. Howard would like to discuss same for presentation for the FY'18 budget. All concurred.

FY'17 Capital Outlay Projects – Priority Rankings for All Departments: Discussion was held on prioritizing same as discussed in the Sub-Committee meetings.

@ the Park, Morrill has Wi-Fi as his #1 as it's the most asked for amenity @ \$160,000.00. He has been dealing with the State Bid holder, A to Z Corp, with regard to a fiber option covering 100 sq. ft. @ every bathroom facility within the Park, which Morrill finds difficult to believe that it doesn't cover more space. Chairman would like to see who they've worked with in the past, & would like a comparable bid to help us have a level of comfort. Forsberg stated that since this cost would be split with the campers, it would not be fair to leave some out of that coverage. All concurred. Morrill's #2 is recreation features as it's one of the most popular attractions @ \$20,000.00 that would include a 27' water slide inflatables for just under \$10,000.00. We spend a few thousand dollars on renting same as it is, & he would extend the fencing @ Pool #1 to accommodate same. His #3 preference is to spruce up our basic cabins. Some need new doors, window, porches (maybe roofs over same), electricity (so campers can charge their phones), to be closed-up underneath, & Ferrari has an idea to make a pavilion type roof over the picnic tables @ a cost of \$15,000. Others projects include: a maintenance barn

(\$250,000.00), drainage updates (\$15,000.00), & landscaping (\$5,000.00). Chairman asked Ferrari to visit the Water Department's as to size. This has been on the list for a while, & Ferrari would like to be able to park the newer vehicles & equipment in same. Coughlin would like him to do his research so we can move on this item in the near future. Ferrari wants to know where it will be located... completely on our property? Forsberg thought the Corp would want it on their property. Howard agreed because otherwise we'd be taking our monies from their land & spending it on private property. Morrill met with 2 Corps representatives (Mr. Mazzolla & Ms. Breen) where they indicated their initial approval of the list. They also liked the prototype of roof to be used down @ the Rec. Area. Morrill stated he was advised a new Manager has been hired @ the Corp, & hopes to meet him soon.

@ Maintenance, Ferrari chose the purchase of a used bucket truck @ \$30,000.00 as his #1, & purchasing a new Ford Transit as #2 @ \$21,000.00 for the cleaning crew. Morrill would like to investigate the addition of some racks & bins for the back of it. Currently, they're using a '99 Ford Ranger. Discussion followed. Coughlin suggesting getting the quote from MHQ & presenting same @ the next meeting.

@ the Rink, Hickey's #1 request is the energy efficiency project @ \$265,750.00 which would include lighting inside & out, the low-e-ceiling, boilers, & transparent panels. This is a project he has been working on over the past couple of years. Forsberg inquired about the roof. Hickey has a new roof identified in the near future, but this project would not affect same. Coughlin questioned the date of this report. Hickey believes the year listed is a type-o. He would like to invite Steve Murphy to the next meeting to discuss everything. Chairman would like Sia Karplus to be included as well. All concurred. Hickey's #2 is the new bleachers @ \$250,000. Same should be replaced sooner rather than later. He's wonder if putting the bleachers in as a "Phase 1" to a possible expansion of the Lobby area. His #3 is Locker-room/Runway flooring, which includes shot blast & vapor barrier, all installed came in @ approximately \$30,000.00 for 4-rooms. Even if this project was completed piece-mail, Hickey would be happy. He'd also like to accomplish the runway area as well.

Rink Report: Hickey reported that: the Pro-Shop went out to bid; it was sent to 3 interested parties; & all 3 asked about the sk8 sharpening machine. Hickey placed a call to Ghelfi about same to inquire if he was interested in selling same as Hickey is recommending that we purchase the machine to make it easier for our next owner. Ghelfi bought same for \$8,000.00, & when he called the company about it's worth, they said they'd give him \$7,000.00+ for same. Because the Board was willing to let Ghelfi exit his Lease early, he'd be willing to accept \$5,500.00 for same if the Authority was interested. Discussion was held on operating same, & Johnson suggested checking with Hart Insurance regarding liability. Duane stated that our current machine is 36-years old.

Duane made motion to purchase the skate sharpening machine in the amount not to exceed \$5,500.00, & to request a bill of sale regarding same. Forsberg seconded. Chairman presented. Duane, Forsberg, & Folino vote in favor. Coughlin votes against. Motion carries.

Park Report: Morrill reported that the Park season is going well, the pools are busy, & the reservations steady. He will be combining some small sites to make them into larger ones that will result in more revenue in the near future.

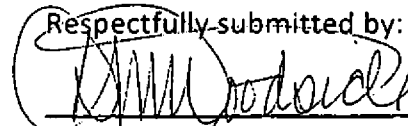
Maintenance Report: Ferrari 's crew is doing a lot of general maintenance items. He has not received any bid responses for the materials to be used on the CX bathroom project. He is keeping an updated record of the materials list, to whom same was sent, & will now purchase same.

Authority Goals & Objectives: For the next meeting, this section would encompass what we'd like to accomplish not only in the near future, but down the road. It would include not only the capital outlay items, but also delineate what we do, what we'd like to do, & how to accomplish same. Johnson inquired if we need an outside facilitator to ensure we don't go off course. Duane & the Chairman would like to believe we can do it ourselves. Chairman would like to designate an hour to same to start.

Employee Handbook Update: Johnson stated this topic is also a goal & objective. All concurred. Chairman would like language reviewed regarding performance reviews. He also would like "We make ice from the sun" be put on some signage with both logos & displayed on the property. Johnson mentioned that to Hugh Scott, & he suggested calling their Marketing Team regarding same. Morrill stated he is please we have "green initiative".

Next Meeting: The Authority is scheduled to meet on August 22, 2016 @ 7:00pm. There being no further business brought before the Board, Coughlin made motion to adjourn. Duane seconded. Chairman adjourned meeting.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "D.M. Woodside", is written over a horizontal line.

D.M. Woodside, Admin. Coordinator



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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GREGORY A. FOLINO
*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Monday, August 22, 2016 - John Gallo Ice Arena****7:00pm Executive Session:**

1. To discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct bargaining sessions or contract negotiations with non-union personnel if an open session may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

7:15pm Regular Meeting:

1. Energy Efficiency Report - Steve Murphy & Sia Karplus.
2. Rink Report.
3. Maintenance Report.
4. Park Report.
 - a. Seasonal Rate & Dates.
5. Minutes of May 26, 2016.
6. Minutes of June 28, 2016.
7. Minutes of July 19, 2016.
8. Administrative Report.
 - a. Requests & Correspondence.
 - b. Awarding of Pro-Shop Proposal.
9. Treasurer Report.
 - a. Warrants.
10. Authority Goals & Objectives.
11. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED
2016 AUG 17 AM 8:14
TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino, Chairman

Date: August 17, 2016

Record of the Bourne Recreation Authority meeting held August 22, 2016

RECEIVED

Present:

Gregory A. Folino
Paul R. Forsberg
John H. Hickey
Barry H. Johnson
Ilene Mason

W. Curt Duane
Robert H. Howard
Brian Ferrari
Diane M. Woodside
Stephen Murphy

John A. Coughlin
John M. Morfin
Rickie J. Tellier
Sia Karplus

2016 SEP 30 PM 1:46

TOWN CLERK BOURNE

The Bourne Recreation Authority meeting was held on Monday, August 22, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 7:48pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Energy Efficiency Report – Stephen Murphy, Ilene Mason, & Sia Karplus: An analysis was done by Rethinking Power Management (RPM) on the Rink's energy efficiency, & steps to reduce energy costs, including: boiler replacement; LED lighting upgrades; Kalwall panels; Low E ceiling; & engineering for same. If all aspects were addressed, its estimated cost would be \$265,750.00 (+ \$12,300.00 - \$15,000.00 to RPM). RPM representatives, Murphy & Mason, outlined the process, went through each point item by item, stating the Authority could do it all-together or piecemeal, & answered questions of the Board & their energy consultant, Sia Karplus. Karplus has reviewed their proposal, & will look into the payback period for our investment for these energy efficient initiatives, & some other details. While she'll review all aspects more closely, she feels the Low E ceiling is a slam-dunk as it assists in maintaining the ice temperature. She'd like to map the ice surface to see how the lighting quality is in regard to the level of play, & review the Kalwall portion as we wouldn't want any puddles to form from same. All concurred if you bundled all of the aspects, we'd get a bigger rebate from our energy providers, & save money on operating costs as well. RPM could be available to prepare the bid specifications as well, which would be valuable, especially regarding the boiler portion of same. Discussion was held on the time-frame of same, & RPM stated they could work-out same with the Manager as some could be accomplished while we're in operations, & others during shut-down. Board thanked all for their attendance, & Karplus, Murphy, & Mason left the meeting.

Rink Report: 4 recommendations were made to reduce risk @ the Rink, including: bleacher safety; damaged roof; helmets; & sk8 aids. Said suggestions should be implemented forthwith. It was discussed that the bleacher railing be shored-up with either chain-link fence or plexi-glass, so Hickey will investigate options as that looks to be expensive, & he doesn't want to spend too much on same if we're planning on getting new bleachers in the near future. He & Ferrari have attempted getting several contractors to provide a quote on the roof damaged by 2 drivers on separate occasions, but no one is really interested in submitting same. Hickey had the Staff throw-out both the old unmaintained helmets & the milk crates used as sk8-aids, & will put up signs notifying our patrons of those changes; however, he would like to replace the crates

with appropriate sk8-aids @ \$109.00 per unit that meet the standards set by our insurance carrier.

Duane made motion to purchase 10 sk8-aids @ a cost of \$109 each. Coughlin seconded. Chairman presented. Duane, Coughlin, Tellier, & Forsberg vote in favor. Folino votes against. Motion carries.

Maintenance Report: Ferrari provided a picture of the CX-Area Restroom as it stands now. Johnson & Morrill met with Anthi Frangiadis regarding same, & said project is proceeding slowly-but-surely as the Sheriff's Department crew has not been there on a daily basis lately, & it took a bit of time to have the lumber yards bid on the doors & windows portion of the project. There was some confusion amongst the Board as to Frangiadis' role on said project. Some thought she'd provide the materials lists, while others thought she'd be an on-site presence. Johnson explained her role.

Park Report: Morrill reported that the Site Change Lottery would be held Saturday, September 17th @ 10am. He oversaw the Camper Appreciation Party which was attended by over 300 campers. Same was well-received & appreciated. He'll attend the 20Group in Minnesota. Is still researching Wi-Fi options for the Park, but same is looking to be expensive.

Seasonal Rates & Dates: Morrill would like the 2017 season to run Friday, March 31st – Sunday, October 29th. He would like to increase the seasonal rate by \$100.00 as done in years past. He will also revamp the Rules & Regulations for campers over the winter. Discussion followed.

Duane made motion to increase the seasonal rate by \$100, making it \$4,500.00 for the 2017 season. Tellier seconded. Chairman presented. Duane, Tellier, Folino, & Forsberg vote in favor. Coughlin votes against. Motion carries.

Minutes of May 26, 2016: Tellier made motion to accept same. Forsberg seconded. Chairman presented. Vote was unanimous.

Minutes of June 28, 2016: Tellier made motion to accept same. Forsberg seconded. Chairman presented. Tellier, Forsberg, Folino, & Duane vote in favor. Coughlin votes against. Motion carries.

Minutes of July 19, 2016: Forsberg made motion. Coughlin seconded for discussion. Coughlin mentioned that cassette tapes are now hard to come by, & acknowledged the possible need for a digital machine. Woodside will investigate further. Chairman presented. Forsberg, Coughlin, Folino, & Duane vote in favor. Tellier abstains. Motion carries.

Administrative Report / Requests & Correspondence: Coughlin made motion to sponsor Friends of MMA in the amount of \$500.00 as done in the past. Forsberg seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor OCAC in the amount of \$75.00, 1-hour of ice time, & 2-nights camping as done in the past. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Bourne State Police Charity Golf Tournament in the amount of \$100.00, 1-hour of ice time, & 2-nights camping as done in the past. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Girly Girl Parts in the amount of 1-hour of ice time & 2-nights camping as done in the past. Duane seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Chad & Amy Schofield Golf Tournament in the amount of \$100.00, 1-hour of ice time, & 2-nights camping. Coughlin seconded. Chairman presented. Vote was unanimous.

Also in Packets: Thank you notes from Bourne Community Boating & Connor Torpey; latest staff minutes; & 2 Lease Agreements to be signed by the Board.

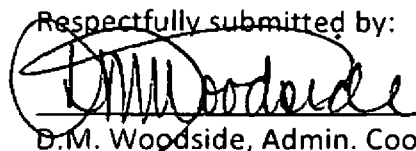
Awarding of Pro-Shop: Duane made motion to accept Billy Ferreira's Penalty Box Pro-Shop proposal in the amount of \$100 per month for the next 5-years. Forsberg seconded. Chairman presented. Vote was unanimous.

Treasurer Report / Warrants: Howard presented 4 warrants for signature of the Board. Coughlin inquired about the bi-weekly payroll option. Howard will have the Managers ask the full-time employees to gage their reaction to same, & will report back @ a future meeting.

Authority Goals & Objectives: Chairman stated that due to the lateness of the hour, he'd like for everyone to write down theirs for the next meeting. Prioritizing, time-lines, & who is to be responsible will be discussed @ that time. He hopes to have this discussion @ every meeting until they are completed, & do so again every year. Coughlin would like letters addressed to the Board to be discussed @ the next meeting as well, & also inquired about Johnson's evaluation. Johnson stated discussing that topic is up to him @ this point, & he's not interested in doing so @ this time. Chairman told him to just let them know if he changes his mind. Tellier left the meeting.

Next Meeting: The Authority is scheduled to meet on September 26, 2016 @ 7:00pm. There being no further business brought before the Board, Duane made motion to adjourn. Chairman adjourned meeting @ 10:00pm.

Respectfully submitted by:


D.M. Woodside, Admin. Coordinator

**BOURNE RECREATION AUTHORITY**

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*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Monday, September 26, 2016 - John Gallo Ice Arena - 7:00pm****Agenda Items:**

1. Executive Minutes of June 28, 2016.
2. Executive Minutes of July 19, 2016.
3. Executive Minutes of August 22, 2016.
4. Minutes of August 22, 2016.
5. Letter Policy.
6. Administrative Report.
 - a. Requests & Correspondence.
7. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements for P/E June 30, 2016.
 - c. Operational Budget Update.
8. Authority Goals & Objectives.
9. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED
2016 SEP 21 AM 11:14
TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino
Gregory A. Folino, Chairman

Date: September 21, 2016

Clerk

Record of the Bourne Recreation Authority meeting held September 26, 2016

2016 OCT 3 AM 10:59
TOWN CLERK BUCKEY
Present: Gregory A. Folino
Paul R. Forsberg
John H. Bucky
Diane M. Woodside

W. Curt Duane
Robert H. Howard
Brian Ferrari
John A. Coughlin
John M. Morrill
Barry H. Johnson

Absent: Rickie J. Tellier

The Bourne Recreation Authority meeting was held on Monday, September 26, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 7:02pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Executive Minutes of June 28, 2016 & July 19, 2016: Coughlin made motion to approve & release both un-encumbered. Duane seconded. Chairman presented. Vote was unanimous.

Executive Minutes of August 22, 2016: Coughlin made motion to approve & release. Duane seconded. Chairman presented. Vote was unanimous

Coughlin will submit originals to the Administrative Office for filing.

Minutes of August 22, 2016: Duane made motion. Coughlin seconded with correction noted. Chairman presented. Vote was unanimous.

Letter Policy: Discussion was held of the procedure to address letters that come to the Board individually vs. through a Public Meeting. Coughlin feels all letters should be discussed & addressed @ a public meeting, & even if the action taken is nothing, a reply indicating same should be sent. All concurred. In the future, all letters will be reviewed in the "Requests & Correspondence" portion of the public meeting, & a written response will be sent, regardless of the outcome (i.e. approve, deny, table, hearing, etc.).

Coughlin brought up Francis Souza's July letter outlining her desire to be reinstated to the Park's employ. He asked the Board to hire her back due to her extenuating circumstances. Forsberg arrived. Discussion was held. Because of the reason Souza was let-go, her application for unemployment pay was denied. Chairman stated that while he agrees her hardships are unfortunate, he does not want to undermine the Managers when it comes to the hiring & firing of part-time employees, as they have done in the past, & would like a clearer policy defined when it comes to same. Duane & Forsberg concurred. Chairman also stated that he had just specified @ the meeting before to terminate any employee found sleeping on the job. While Coughlin

understood same, he would like to see a suspension (as time already served) for Souza, & for her to be able to finish out the Park season, & to find employment elsewhere in the future. Morrill reported that the park only has 4-weeks left, & Souza would need 8 in order to file for unemployment again. Duane pointed out his continued stance on unemployment. Johnson arrived. No action was taken on this matter. Chairman feels a clarification for progressive discipline would be in order in the future. All concurred.

Coughlin mentioned Morrill's July letter outlining his request for an additional 1.5% pay increase for all employees considering the Authority's annual profits. His letter noted that both Sub-Committees approved a 3% raise prior to the full-Board's decision. Coughlin inquired if, as of January 1, 2017, the Board would consider an additional 1% increase @ the cost of approximately \$4,400.00. Discussion was held on the Authority having Steps, but not using them properly. Chairman stated the Board approved a 1.5% increase @ the June Executive session, & stated that while we're not consistent in this area, we're not a "profit-sharing" company.

Coughlin made motion to approve an additional 1/2% increase effective January 1st for an approximate \$2,200.00 cost. Forsberg seconded. Chairman presented. Coughlin & Forsberg vote in favor. Folino & Duane vote against. Motion fails.

Administrative Report / Requests & Correspondence: Forsberg made motion to sponsor Annemarie Souza in the amount of \$1,000.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Friends of Bourne Food Pantry in the amount of \$500.00 as done in the past. Coughlin seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Canal Youth Hockey in the amount of 1-hour of ice time for their calendar raffle & 1.5-hours of ice time for their Bruins Alumni Game. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor The Gleason Family YMCA in the amount of two (2) 2-nights camping. Duane seconded. Chairman presented. Vote was unanimous.

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

Also in Packets: Latest staff minutes.

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

Financial Statement for P/E June 30, 2016: Treasurer reviewed same item by item with the Board.

Duane made motion to approve same, & submit to the Corps. Coughlin seconded. Chairman presented. Vote was unanimous.

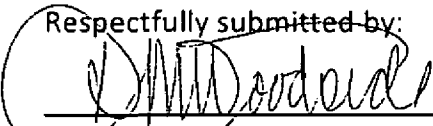
Authority Goals & Objectives: The Board hopes that by setting same, everyone will be able to review what has been accomplished each year. Once the Board approves same for FY'17, Johnson has developed a form to chart the goal, timeline, & party responsible for accomplishing same.

Management listed their ideas. Woodside will begin by working with Morrill to update the Employee Handbook & develop a Part-Time Policy Manual. She'll create an overall Calendar beginning the 1st of the year listing all projects, due-dates, etc., have someone update the Rink's website, & end with organizing our storage area. Howard will work on simplifying the wage scale with Johnson, Morrill, & Forsberg in January, & has already investigated what the Town's teachers, DPW, ISWM, & town hall employees do for reference. He would like the others to offer suggestions @ the January meeting. As far as offering a bi-weekly payroll, Howard will poll the full-timers to gage any interest in same. If yes, he'll move forward, & if not, he won't. Ferrari would like to: see the CX-Area Restroom completed prior to the opening of the Park; develop a system to maintain & repair existing structures & landscaping areas; & hire an additional employee (TBD full or part-time). Hickey is looking forward to: assisting in expansion of our Rink Lobby (even if the original project is downsized, the Board would have to decide if they should borrow or same monies for same); working toward overall energy efficiency (Sia Karplus is currently reviewing RPM's ideas & working with Cape Light Compact on same); & continuing to meet our high standards (quality of ice – cleanliness of the facility – safety – machinery wise). He is also looking into replacing the heating unit in the pro-Shop. Coughlin questioned the status on the bleacher railings. Hickey researched same, & the preliminary costs are \$1,500.00 for fencing materials, & \$5,000.000 - \$6,000.00 for plexi-glass. Chairman added that he gave a copy of the liability recommendations to Mark Santos, Hart Insurance owner, for review. Morrill will concentrate on: customer service; maximizing profits; enlarging or combining sites; staffing concerns; enhancing his role as Operations Manager; updating Rules & Regulations; & completing approved Capital Projects. Johnson looks to: ensure we're compliant in all aspects; monitor all budget line items set forth; implement the provisions of the Public Records Access law; initiate discussions with the Corps of Engineers regarding our Lease; review other activities that could be offered @ our locations; transfer some General Manager duties to the Operations Manager; conduct performance evaluations; hold regular Staff Meetings; schedule projects; & investigate training opportunities for all. Johnson would also like any staff member that attends a seminar, class, or conference to write-up a summary report (or give verbally @ a meeting), & include @ least 1 item they took away from same that could be used @ our facilities. He also stated that everyone must take the Ethics Compliance Test again.

Discussion was held. The Board was encouraged to review all, & add their own @ a future meeting. All concurred.

Next Meeting: The Authority is scheduled to meet on October 27, 2016 @ 7:00pm. There being no further business brought before the Board, Forsberg made motion to adjourn. Duane seconded. Chairman adjourned meeting @ 9:50pm.

Respectfully submitted by:



D.M. Woodside, Admin. Coordinator

**BOURNE RECREATION AUTHORITY**

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournescenicpark.com

GREGORY A. FOLINO
*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AMENDED AGENDAMeeting Notice - Bourne Recreation AuthorityThursday, October 27, 2016 - John Gallo Ice Arena - 7:00pmAgenda Items:

1. Sia Karplus, Energy Update.
2. Minutes of September 27, 2016.
3. Administrative Report.
 - a. Requests & Correspondence.
 - b. Dasher Board Update.
 - c. Record Access Officer Appointment.
 - d. Surplus Equipment.
4. Treasurer Report.
 - a. Warrant(s).
 - b. Bi-Weekly Payroll Option.
 - c. Capital Outlay Projects / Equipment Requests.
 - d. Operational Budget Update.
5. Park Report.
 - a. Park Rates.
6. Maintenance Report.
 - a. Full-time Position Request.
 - b. CX-Area Restroom Update.
7. Rink Report.
8. Authority Goals & Objectives.
9. Review of Current General Manager Position & Job Description.
10. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

RECEIVED
2016 OCT 25 PM 4:18
TOWN CLERK BOURNE

Signed: Gregory A. Folino

Gregory A. Folino, Chairman

Date: October 25, 2016

**BOURNE RECREATION AUTHORITY**

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*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLER

AGENDA**Meeting Notice - Bourne Recreation Authority****Thursday, October 27, 2016 - John Gallo Ice Arena - 7:00pm****Agenda Items:**

1. Sia Karplus, Energy Update.
2. Minutes of September 27, 2016.
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 - b. CX-Area Restroom Update.
7. Rink Report.
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2016 OCT 24 AM 8:24
TOWN CLERK BOURNE

Signed: 

Gregory A. Folino, Chairman

Date: October 21, 2016

Clerk

RECEIVED
Record of the Bourne Recreation Authority meeting held October 27, 2016

Present:

Gregory A. Folino
Paul R. Forsberg
John M. Morrill
Barry H. Johnson

2017 JAN 26 PM 1:06

TOWN CLERK BOURNE

W. Curt Duane
Rickied Tellier
John H. Hickey
Diane M. Woodside

John A. Coughlin
Robert H. Howard
Brian Ferrari

The Bourne Recreation Authority meeting was held on Thursday, October 27, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 7:05pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of September 26, 2016: Forsberg made motion to accept same. Duane seconded with correction noted. Chairman presented. Forsberg, Duane, Folino, & Coughlin vote in favor. Tellier abstains. Motion carries.

Administrative Report / Correspondence: Board received in their packets: thank you notes from Technical Rescue/Bourne Bridge Training, Oberg/Sweeney Memorial Golf Tournament, Otis Civilian Advisory Council (OCAC), Cape Cod Canal Region Chamber of Commerce, & Friends of Bourne Food Pantry; notice of the Ryan Kent Scholarship recipients; latest staff minutes; & corrected August 22nd minutes.

Dasher Board Update: Woodside reported that we have 2 new advertisers (Santander & The Black Dog) tentatively planned for a December 1st start date. She'd like to send out 10-Public Skating passes to all of the dasher board advertisers as done in years past. Board concurred. She'd like to offer the panels on the sk8-aids to CCRTA @ a cost of \$500 per year. Board concurred.

Record Access Officer Appointment: Discussion was held on the appointment of same as the Secretary of State's Office regulations will change on January 1, 2017, & require public agencies to provide requested public records within 10 business days (while allowing some exceptions. Karplus arrived.

Forsberg made motion to formally designate the Administrative Coordinator as the Record Access Officer, & in her absence, the Treasurer. Coughlin seconded. Chairman presented. Vote was unanimous.

Surplus Equipment: Ferrari requested that the 4 golf carts (3 gas & 1 electric) in need of repair be declared as surplus, & that the Board consider purchasing 3 used utility versions of same in the near future. He further asked that the bucket truck, the 1994 F150, & 2 of 3 log splitters be declared as well. Discussion followed.

Duane made motion to declare the following equipment as surplus: 4 golf carts, bucket truck, F150, @ 2 log splitters in accordance with the proper procedures. Coughlin seconded. Chairman presented. Vote was unanimous.

Sia Karplus, Energy Update: Karplus updated the Board on 3 issues: energy efficiency in the Rink; the proposed Power Purchase Agreement (PPA) with Solect; & the proposed Rochester project with IGS. RPM has submitted their Rink efficiency report to the Cape Light Compact, who will review same & give us updated figures once Rise Engineering comes in to evaluate same within the next few weeks. This may also recalculate the payback period we will have. Karplus will broker same, & is enthusiastic about the process. She answered questions of the Board.

Karplus stated that Solect approached us in regard to their solar project @ UCT because they had excess available. She feels since the 2-current projects with IGS cover the Rink, it would be beneficial to enter into an agreement with Solect to start covering some meters @ the Park. She recommended the Board sign the Letter of Intent with Solect for up to 50% of their production. She answered questions of the Board. Johnson updated all on the ongoing appeals process regarding Pappas vs. UCT. Same should be resolved in some manner shortly.

Duane made motion to authorize the General Manager to sign Solect's Letter of Intent on the Board's behalf. Coughlin seconded. Chairman presented. Vote was unanimous.

Karplus stated that IGS has another project going in Rochester, & since we have a good relationship with same, she feels this would be a great help to the Park. She, of course, will look into further by talking to IGS' Hugh Scott, but expects the same parameters. She answered questions of the Board.

Duane made motion to pursue same, & authorized the General Manager to sign same when it's ready. Coughlin seconded. Chairman presented. Vote was unanimous.

The Board thanked Karplus, & she left the meeting @ 7:41pm.

Treasurer Report / Warrants: Howard presented 4 warrants for signature of the Board.

Bi-Weekly Payroll Option: Howard informed the Board that he polled the full-time employees regarding same, & no one was interested, so we'll remain with our weekly payroll.

Capital Outlay Projects/Equipment: Discussion was held on the Rink's items. The energy efficiency project that includes the transparent panels, low E ceilings, boilers, & LED lighting is moving forward & is estimated @ \$265,750. Results of same will be presented @ a future meeting. The Board will hear a presentation from the bonding representatives @ a meeting next month regarding the proposed Lobby expansion. This

proposed project was originally estimated @ \$2,500,000, but may have to be scaled back before the Board votes on same. Ideally, it could be combined with the proposed bleacher project, but if not, the bleachers would need to be replaced in a timely manner. Flooring is also on the plan, & if approved, would be dealt with during shut-down.

Discussion was held on the Park's items. Wi-Fi is first on the list @ a proposed cost of \$160,000, & Morrill would like to move forward by heat-mapping the area in the amount of \$3,600. All concurred. He has discussed same with A to Z Corp. (State Bid), Open Cape, & Comcast. Cabin upgrades (real doors, electricity, pavilions, & picnic tables) are being completed @ a cost of approximately \$15,000. All concurred. There is an on-going need for drainage fixes (@ \$15,000) & landscaping (\$5,000). All concurred. Morrill would like to enhance the Rec. Area with inflatables, & said project is estimated @ \$20,000, & includes the cost additional fencing & preparation of the area. Morrill & Ferrari would also like to see a new Maintenance Barn in the near future. Ferrari has toured a few in the area, but would still need to know which land to place same on, ours or the Corps. Discussion was also held on Morrill's request to purchase a new vehicle for the Park & Ferrari's request for a used bucket truck.

Coughlin made motion to purchase a Ford Transit Connect in the amount of \$23,797. Forsberg seconded. Chairman presented. Vote was unanimous.

Duane made motion to purchase a used bucket truck in the amount not to exceed \$30,000. Coughlin seconded. Chairman presented. Vote was unanimous.

Park Report: Morrill reported that after a great fall season, the Park will close on Sunday. He will concentrate on closing-up same, & ensure campers take all of their belongings for safety reasons.

Rates: Morrill investigated comparable campgrounds, & is recommending increasing the electric, non-electric, cabin, & rustic lodge rates for the 2017 season by approximately 5% to be in-line with most. Morrill stated he may like to add more Rustic Cabins in the future.

Forsberg made motion to approve same, & to forward to the Corps of Engineers for their approval. Duane seconded for discussion. Morrill answered questions of the Board. In his Capital Plan, Morrill has asked for some money to put into the cabins to breathe some life into them as it's a great alternative to a tent. Chairman presented. Vote was unanimous.

Morrill has updated the park's rules & regulations in order to eliminate some loopholes (i.e. the use of hot tubs, outdoor kitchens, & guest passes). He will now have vehicle registration #s on the stickers to alleviate guest manipulation @ the Gate, & seasonals will provide a listing of whom is staying on their site (currently allowed to have 2 adults

& 4 kids on same) for the season. Morrill feels we should know who is staying in our Park. All concurred. While the campers know the current rules set in place, he & his staff will enforce same. He would like to institute a \$100 charge for immediate family members 18+ & \$250 for extended family members that stay for the season. He plans on introducing same by sending a nice cover letter, the new rules & regulations, the Intent Letter, Payment Schedule, & Acknowledgement Page to all seasonals. Discussion followed.

Duane made motion to approve the \$100/\$250 charges as described above as part of the updated rules & regulations. Tellier seconded for discussion. Coughlin voiced his concern on the upcharges. While Morrill understood his concern, he stated that this result is from the many people that take advantage of same over the years, & that if a guest actually paid the \$12 overnight guest fee for the season, it would result in a \$2,500 charge, so he feels this charge is a nominal price considering same. Chairman presented. Duane, Tellier, Folino, & Forsberg vote in favor. Coughlin opposed. Motion carries.

Maintenance Report / Full-Time Position Request: Ferrari & Morrill developed a draft job description for same, & discussion followed. Ferrari would like to see this position work with Grounds while the Park is open, & be available for plowing in inclement weather. A \$15.00 - \$21.00 wage range (subject to experience, skills, & licensees) was discussed, & benefits would be included. A final draft will be presented @ the next meeting.

CX-Area Restroom Update: The Sheriff's Department will finish their current portion before the roof is framed. The Sheriff's will put on the green metal roof & get project "weather tight". The masonry on same also has to be completed.

Rink Report: Hickey reported that the company fixing the canopy @ the front of the Rink has ordered the materials for same. He has held the winter Ice Buyers meeting. Duane asked for the latest copy of the glycol ready. Hickey will provide same.

Authority Goals & Objectives: Board will discuss same in further detail @ the next meeting.

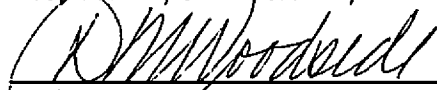
Duane would like to see the Authority hire either a full or part-time Project Manager in the future as he feels projects in the past have not gone well by hiring a Clerk of the Works/ Architect. He feels said position could be familiar with the procurement laws on the state, federal, & Corps levels. Discussion followed. Coughlin is concerned: with the timing in that we're already in our budgeted year; if we'd have enough projects for a full-time position: & about the salary expected for same. He reminded Duane that we recently hired: a great electrician @ a good hourly rate that worked well with the inspectors; & a knowledgeable energy consultant @ a high rate that reviews those types of projects. He feels the CX-Area restroom construction timing has not been great, but

the Board voted to have the Sheriff's Dept. do same, & they ended up taking time off to: cover the Barnstable County Fair & Scallop Festival; allow for vacations & sick-time; & account for crew members that come & go, even though they told the Board they'd complete same in a timely manner. Coughlin would entertain a capable part-time person for same with expertise in the field. Forsberg concurred. Coughlin asked Ferrari if he would be comfortable to give up the rest of his duties to someone on his staff to supervise any construction project we take on. Ferrari stated that with the exception of the proposed modular construction of Maintenance Barn project, he feels he'd be out of his realm of experience due to all of the various construction building codes. He further stated that anyone could get a General Contractor's License for \$40, so he'd recommend thoroughly vetting same. Chairman feels this position would co-work with the General Manager, but needs more discussion. Same will be discussed @ a future meeting.

Review of Current General Manager Position & Job Description: Chairman stated he thought that when the Board gave the Park Facility Supervisor an additional bump in salary to become the Operations Manager, he'd have time to help out the General Manager during the off-season. All were informed that any full-time staff matters are reported to the Operations Manager as he's here full-time. Johnson stated he & Morrill will meet to discuss what additional duties can be reassigned from the General Manager's responsibilities to the Operations Manager, & will report back to the Board.

Next Meeting: The Authority is scheduled to meet on November 14, 2016 @ 7:00pm to discuss Goals & Objective / regular agenda items, & on November 30, 2016 to discuss our Organizational Chart. Meeting dates may be transposed dependent upon guest's schedules. There being no further business brought before the Board, Tellier made motion to adjourn. Coughlin seconded. Chairman adjourned meeting @ 10:15pm.

Respectfully submitted-by:



B.M. Woodside, Admin. Coordinator



ESTABLISHED 1970

BOURNE RECREATION AUTHORITY

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*Chairman*W. CURT DUANE
*Vice Chairman*JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA**Meeting Notice - Bourne Recreation Authority****Monday, November 14, 2016 - John Gallo Ice Arena - 7:00pm****Agenda Items:**

1. Review & possibly vote to change some of the duties & responsibilities in the current General Manager's Job Description.
2. Review & possibly vote to change some of the duties & responsibilities in the current Operations Manager's Job Description as it relates to the General Manager position.
3. Review & discuss a proposal to create a Project Manager's Job Description, & decide if that position is to be full-time or on a contractual basis.
4. Review & possibly vote to change the current Organizational Chart of positions within the Authority.
5. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Signed: _____

Gregory A. Folino
Gregory A. Folino, Chairman

Date: November 10, 2016

RECEIVED

2016 NOV 10 PM 2:48

TOWN CLERK BOURNE

Clerk

MINUTES OF THE BOURNE RECREATION AUTHORITY BOARD MEETING HELD ON
NOVEMBER 14, 2016

RECEIVED
2017 JAN 26 PM 1:06

Present: Board Members Folino, Duane, Coughlin, Forsberg and Teller
TOWN CLERK BOURNE

Staff: Barry Johnson, General Manager

- 1). Folino suggested and everyone agreed to take item #3 of the agenda as the first item to be discussed: PROJECT MANAGER.
 - a) Folino: getting Authority improvement projects done in a timely manner has been difficult; he would support a part-time person and not a full-time person for this position: possibly twenty (20) hours per week on an hourly rate; we can discuss how we go about getting such a person; with the thought of this position being effective July 1, 2017 with an appropriation of \$25,000 per Fiscal Year; this person can help identify projects—along with the General Manager; Supervisors and Maintenance Staff—that should be done at both the Rink & Park; and assist in the implementation of them; we would advertise for this position.
- 2). Coughlin and Duane both spoke stated they would definitely not in support of a full-time person; must be aware of the law that requires the payment of certain benefits when a person works so many hours in a defined period of time; because of the nature of this job....we do not need to pay benefits.
- 3). Forsberg: it is important to place this person/position on our Organization Chart. Would it be a possibility that when projects underway...Brian Ferrari, BRA Maintenance Supervisor, could be "freed-up" from his regular duties to oversee the construction portion of a project. After discussion....the consensus was not to pursue this option.
- 4). Duane stated that he felt the Project/Construction/Facilities Manager should report to the General Manager; with the understanding that the person could work say 30 hours one week and may not work for a couple of weeks....depending on the nature of the project that is going on. The GMGR stated that had the understanding of the Board that if the type of project requires professional Architect and Engineering services...that he would consult with this position seeking their input into this recommendation.
- 5). General Manager passed out a DRAFT of a proposed Job Description for the Board to review; revise; then adopt by a future vote of the Board.
- 6). Folino: willing to recommend to the Board at a future time that the Board review the current Gen. Mgr. salary structure.

NOTE: THERE WERE NO VOTES TAKEN AT THIS MEETING.....BHJ

NOTE #2: Gen MGR also passed out for discussion at the November 30 BRA Board meeting:

- a) Copies of revised Job Descriptions showing how some of the current GMGR duties will be placed over to the Operations Manager
- b) Current BRA Organizational Chart that will be revised to show this position.



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GREGORY A. FOLINO
Chairman

W. CURT DUANE
Vice Chairman

JOHN A. COUGHLIN
Clerk

PAUL R. FORSBERG

RICKIE J. TELLIER

AGENDA

Meeting Notice - Bourne Recreation Authority

Wednesday, November 30, 2016 - John Gallo Ice Arena - 7:00pm

Agenda Items:

1. Presentation by UniBank Fiscal Advisory Services, Inc.
2. Review & Approve Solect's Net Metering Credit Purchase & Sale Agreement.
3. Review & Approve Authority Goals & Objectives.
4. Minutes of October 27, 2016.
5. Minutes of November 14, 2016.
 - a. Adopt Updated Organizational Chart.
 - b. Adopt Updated General Manager's Job Description.
 - c. Adopt Updated Operations Manager Job Description.
 - d. Review Draft Project Manager's Job Description.
6. Administrative Coordinator Report.
 - a. Requests & Correspondence.
 - b. High School Conditioning Camp Report.
7. Treasurer Report.
 - a. Warrants.
 - b. Financial Statements for Period Ending September 30, 2016.
8. Rink Report.
 - a. Energy Efficiency Update.
9. Park Report.
 - a. Site Revenue / Occupancy / Combining of Sites.
10. Maintenance Report.
 - a. Review & Approve Maint. Mechanic/Grounds Laborer's Job Description.
11. "The listings of matters are those reasonably anticipated by the Chair which may be discussed @ the meeting. Most all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

RECEIVED
 2016 NOV 23 AM 9:16
 TOWN CLERK BOURNE

Signed: _____

Gregory A. Folino, Chairman

Date: November 23, 2016

Clerk

Record of the Bourne Recreation Authority meeting held November 30, 2016

Present:

Gregory A. Folino
Paul R. Forsberg
John H. Hickey
Kimberly Mooers

W. Curt Duane
Robert H. Howard
Diane M. Woodside

John A. Coughlin
John M. Morris
Lynne Foster

CLERK BOWEN

2017 FEB -2 PM 2:30

RECEIVED

The Bourne Recreation Authority meeting was held on Wednesday, November 30, 2016. Said meeting was audiotaped. Chairman called the meeting to order @ 7:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Presentation by UniBank Fiscal Advisory Services, Inc.: Chairman welcomed Foster & Mooers of UniBank, & stated that we engaged their services to conduct an analysis of the Authority's ability to borrow for capital projects as it relates to our Lease with the Corps of Engineers. Foster & Mooers made the Board aware of the monetary constraints in the Lease between the Authority & Corps regarding any proposed financing, "...provided, however, that the amount of bonds to be issued under this act shall not exceed, in the aggregate, the sum of one million dollars." Because the language is vague, Foster & Mooers recommended that the Authority first seek a legal determination as to its ability to undertake additional borrowing, even though the original bond has been paid off. After doing so, Johnson will contact Representative Keating's Office for assistance with amending the legislation regarding same. In addition to the amount factor, Foster & Mooers questioned why the Authority would undertake improvements to property that they may lose in 8-years, & recommended we ask for an extension of the Lease from the Corps now rather than later. This would allow the Authority to pay off said loan (estimated 20-years), or the Authority would have to pay off same within 8-years (Lease end-date is June 23, 2025). Johnson will contact Chief Anne Kossel, R.E. Division @ the Corps to schedule a meeting to discuss same. Foster & Mooers reviewed projections for same, as well as explained the Debt Service Coverage Ratio (DSCR), debt capacity, collateral values, etc. Foster & Mooers answered questions of the Board. Discussion followed pertaining to possible different scenarios. Board thanked Foster & Mooers for their presentation. Foster & Mooers left the meeting @ 7:55pm.

Review & Approve Select's Net Metering Credit Purchase & Sale Agreement: Johnson informed all that Sai Karlu's, the Authority's alternative energy consultant, reviewed & approved same for the Board to accept & sign. Johnson stated Attorney Trop also approved as to form.

Duane made motion to accept Select's Net Metering Credit Purchase & Sale Agreement as presented, & to have Johnson execute same with his signature. Coughlin seconded. Chairman presented. Vote was unanimous.

Review & Approve Authority Goals & Objectives: Johnson stated a listing of same was discussed @ previous meeting, & asked the Board to approve same so everyone could get started on them. Discussion followed.

Forsberg made motion to approve Goals & Objectives as presented. Coughlin seconded. Chairman presented. Vote was unanimous.

Minutes of October 27, 2016: Duane made motion to accept same. Coughlin seconded. Chairman presented. Vote was unanimous.

Minutes of November 14, 2016: Duane made motion to accept same. Coughlin seconded. Chairman presented. Vote was unanimous.

Adopt Updated Organizational Chart: Duane made motion to accept same. Coughlin seconded. Chairman presented. Vote was unanimous.

Adopt Updated General Manager's Job Description: Forsberg made motion to accept same effective immediately. Duane seconded. Chairman presented. Vote was unanimous.

Adopt Updated Operations Manager's Job Description: Forsberg made motion to accept same effective immediately. Coughlin seconded for discussion. Coughlin would like to see the Operations Manager offer evaluations on a smaller scale (a sentence or 2) for part-time employees, in order to let employees know if they'd be welcomed back for the following season. Forsberg stated progressive discipline is included in the Employee Handbooks, & could be incorporated into the Part-Time Policy Manuals being developed. All concurred. Chairman presented. Vote was unanimous.

Review Draft Project Manager's Job Description: Board reviewed both versions provided by Johnson & Chairman. Same will be combined, any redundancies omitted, & will be discussed @ the next meeting. Discussion followed.

Administrative Coordinator Report / Requests & Correspondence: Duane made motion to sponsor Jim Gormley Cup in the amount of 4-hours of ice time. Forsberg seconded. Chairman presented. Vote was unanimous.

Board received in their packets: thank you notes from Cape Cod Military Support Foundation, Doily Souza, Bourne Braves Baseball, & Friends of Bourne Food Pantry; & latest staff minutes.

Johnson stated we received a request from the former owners of Piccadilly Circus to utilize our facility once again with their new venture. We are still owed \$8,079.74 from Piccadilly's previous shows held here in 2013. Duane reminded all that additional fees

were also incurred for legal expenses regarding same. Johnson will contact same to see what they're willing to offer as a settlement, & will report back.

Discussion was held on the upcoming Minimum Wage of \$11.00 per hour, & sick leave for part-time employees. Johnson will inquire about what, if anything, the Authority has to offer regarding sick leave for part-timers.

Forsberg made motion to approve the \$11.00 Minimum Wage rate. Coughlin seconded. Chairman presented. Vote was unanimous.

High School Conditioning Camp Report: Same will be presented @ the next meeting.

Treasurer Report / Warrants: Howard presented 3 warrants for signature of the Board.

Financial Statements for Period Ending September 30, 2016: Howard reviewed same item by item, & answered questions of the Board.

Duane made motion to accept the July 1 – September 30, 2016 Financial Statement Coughlin seconded. Chairman presented. Vote was unanimous.

Rink Report: Hickey presented the latest Glycol Report stating it's within the normal range.

Energy Efficiency Update: Johnson stated Karplus is awaiting the final report from Rise Engineering & the Cape Light Compact they're working on from the tour they took last month to address the energy efficiency issues outlined by RPM @ a previous meeting. Once compiled, Karplus will make recommendations to the Board on which items should be tackled during shut-down & beyond for overall cost savings to the Authority.

Park Report: Morrill reported that heat mapping for the Wi-Fi project was completed. 2017 deposits are due on December 1st. His updated Rules & Regulations were well received.

Site Revenue / Occupancy / Combining of Sites: Morrill has been reviewing sites that made a lot of revenue. Same will be pulled-from the reservation system & utilized for the 2017 season. He is further investigating whether we want to remain @ 60% seasonal, or if we'd like to be higher or lower than that (i.e. G-09 is a great site that's not seasonal averaging \$9,271.00 in revenue vs. \$4,500.00 in revenue from being seasonal). He is looking to combine some sites as rigs are getting larger & we want to be able to accommodate same. @ this time, the Park has 410 electric sites, 21 non-electric sites, 5 cabins, & 5 lodges. Discussion followed.

Forsberg made motion to eliminate A-50 (a 20' site) & A-65 (a 25' site), & enlarge the sites next to same to be able to place larger camping units for longer stays. Coughlin seconded. Chairman presented. Vote was unanimous.

Maintenance Report / Review & Approve Maintenance Mechanic/Ground's Laborer's

Job Description: Due to Ferrari being on vacation, Morrill presented this report on his behalf. Board reviewed the proposed job description. Same was developed upon the needs of the Maintenance Department. Discussion followed.

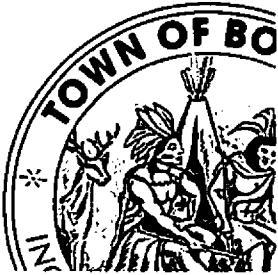
Forsberg made motion to approve job description as presented, & to advertise for same with a salary range of \$39,711.67 (\$19.09 per hour) with benefits. Coughlin seconded. Chairman presented. Vote was unanimous.

Next Meeting: The Authority's Park & Rink Sub-Committees will schedule to meet prior to the next meeting to be set after the first of the year. There being no further business brought before the Board, Forsberg made motion to adjourn. Coughlin seconded. Chairman adjourned meeting @ 10:30pm.

Respectfully submitted by.



D.M. Woodside, Admin. Coordinator



Bourne Recreation Department
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
Website: www.townofbourne.com

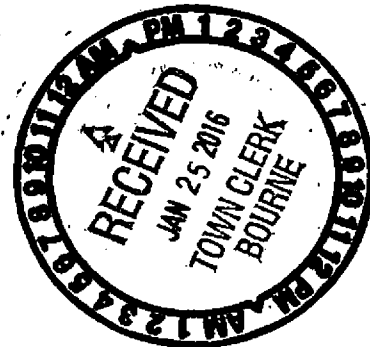
Krissanne Caron, Recreation Director
Email: Kcaron@townofbourne.com

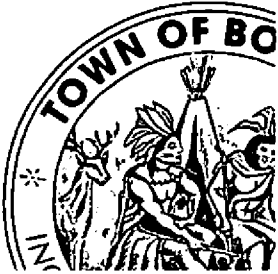
Meeting Agenda
Bourne Recreation Committee

Wednesday January 27, 2016
5:00pm

Bourne Veteran's Memorial Community Building

1. New Member Introductions
2. Review and Approve Meeting Minutes
3. Review and Possible Vote on CPA Proposals
4. Budget Update
5. Program Update
6. Project Update





Bourne Recreation Department
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
Website: www.bournerec.com

Krissanne Caron, Recreation Director
Email: Kcaron@townofbourne.com

2016 MAR 3 PM 4 12
TOWN CLERK'S OFFICE
BOURNE, MASS

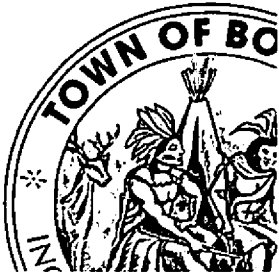
Meeting Agenda (Amended 3/3/16)
Bourne Recreation Committee

Monday March 7, 2016

6:00pm

Bourne Veteran's Memorial Community Building

1. Joint meeting with the Open Space Committee for the purpose of review and possible vote on FY17 CPA Recreation Applications:
 - a. Dog Park
 - b. Inclusive Playground
 - c. Improvements to Buzzards Bay Park
2. Approve January 2016 Meeting Minutes
3. FY16/FY17 Budget Update
4. Programming Update
5. Community Building Update
6. New Business
7. Old Business
8. Schedule April Meeting
9. Adjourn Meeting



Bourne Recreation Department
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
Website: www.bournerec.com

Krissanne Caron, Recreation Director
Email: Kcaron@townofbourne.com

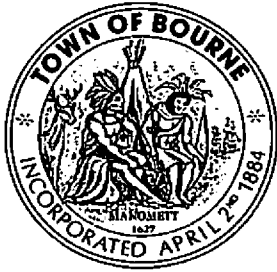
Meeting Agenda Bourne Recreation Committee

Monday March 7, 2016
6:00pm

Bourne Veteran's Memorial Community Building

1. Joint meeting with the Community Preservation Committee for the purpose of review and possible vote on FY17 CPA Recreation Applications:
 - a. Dog Park
 - b. Inclusive Playground
 - c. Improvements to Buzzards Bay Park
2. Approve January 2016 Meeting Minutes
3. FY16/FY17 Budget Update
4. Programming Update
5. Community Building Update
6. New Business
7. Old Business
8. Schedule April Meeting
9. Adjourn Meeting

2016 MAR 3 PM 1 04
TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Recreation Department
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
Website: www.townofbourne.com

Krissanne Caron, Recreation Director
Email: Kcaron@townofbourne.com

Meeting Agenda
Bourne Recreation Committee

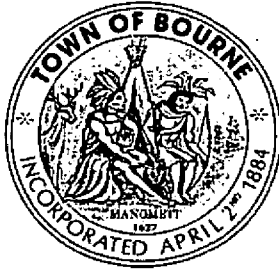
Monday, October 3, 2016
5:00pm

Bourne Veteran's Memorial Community Building

1. Review of Open Space and Recreation Plan with members of the Open Space Committee
2. Summer Program re-cap
3. Fall/Winter Program update
4. Schedule next meeting

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2016 SEP 29 PM 3:44
TOWN CLERK BOURNE



Bourne Recreation Department
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
Website: www.townofbourne.com

Krissanne Caron, Recreation Director
Email: Kcaron@townofbourne.com

Meeting Agenda
Bourne Recreation Committee

Monday, October 24, 2016
5:30pm

Bourne Veteran's Memorial Community Building

1. Review proposed changes to the Open Space and Recreation Plan. Vote changes and/or corrections to be sent to the Open Space Committee and the consultants.
2. Schedule next meeting

RECEIVED

2016 OCT 20 AM 11:40

TOWN CLERK BOURNE

TOWN OF BOURNE RECYCLING COMMITTEE MEETING
JANUARY 12, 2016 ISWM OFFICE 11:A.M.

2016 JAN 8 AM 8 31

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

CALL TO ORDER

MINUTES WERE APPROVED FOR JULY 21, 2015 - DECEMBER 15, 2015
NO MEETING IN NOVEMBER

APPROVAL OF MINUTES FOR OCTOBER 21, 2015 AND DECEMBER 29, 2015

DISCUSSION ON THE INFORMATION FOR SINGLE STREAM RECYCLING

NEXT MEETING DATE

ADJOURN

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

RECEIVED

2016 MAY 10 AM 8:

TOWN CLERK BOUR

Minutes of the January 12th, 2016 Bourne Recycling Committee Meeting at the RRC Offices.

Members Present:

Roseanne Bottaro
Meredith Chase
Heather DiPaolo
Amy Sharpe
Betty Steudel

Staff Present: Phil Goddard

Members Absent: Jimmy Boyle

Guests:

George Sala, DPW Superintendent

M. Chase called the meeting to order at 11:00am.

Approval of Minutes – October and December:

A. Sharpe moved to accept the October 21st 2015 minutes. B. Steudel seconded the motion and it carried with a unanimous vote.

H. DiPaolo moved to postpone the vote of the December 29th, 2015 minutes. A. Sharpe seconded the motion and it carried with a unanimous vote.

Single Stream Recycling Update:

An article for \$1.1 million Capital Project will be put on the February 8th, 2016 town meeting warrant. P. Goddard will prepare a one page fact sheet to present at the community meetings before Town meeting. On the night of Town meeting we will have 96 gallon wheeled carts and fact sheets to help inform the residents before the vote.

We can also use the 'Recycling in Bourne' link on the town website that is connected to the Recycling Committee page to use as a platform for questions on SSR. This has been set up by the Bourne Information Technology Director.

The strategies for pre and post town meeting info dissemination was vetted by the members. This will be a mix of meetings, flyers, and community gatherings over the next few months. We will ask to post flyers at the library, community center, and Post offices in town. B. Steudel is organizing a community meeting for January 30th with one of her social groups and asked for support from fellow members. ISWM and DPW staff offered to attend and help present the information.

Next meeting date: February 23rd, 2016 at 11am.

Adjourn: The motion to adjourn was made at 11:49am by H. DiPaolo and seconded by R. Bottaro and was carried by a unanimous vote.

Respectfully submitted by,

Heather A.M. DiPaolo

**TOWN OF BOURNE RECYCLING
COMMITTEE MEETING**

**Tuesday February 23, 2016 11 AM
ISWM OFFICE**

AGENDA

2016 FEB 19 AM 8 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Call to order

Approval of minutes January 12, 2016

Single Stream Recycling was passed at the special town meeting.

Discussion on going forward to educate the members of the
Community.

Plastic bags discussion.

Earth day at the Residential Recycling Center - April 23, 2016

Next meeting date

Adjourn

TOWN OF BOURNE RECYCLING COMMITTEE AGENDA
TUESDAY MARCH 8, 2016 11 AM ISWM OFFICE

CALL TO ORDER

2016 MAR 4 AM 9 12

TOWN CLERK'S OFFICE
BOURNE, MASS

MINUTES FOR APPROVAL

SINGLE STREAM RECYCLING

BOURNE WOMEN'S CLUB MEETING

PLASTIC BAG DISCUSSION

EARTH DAY EVENT APRIL 23, 2016
8:30 - 12

PLUS TOURS OF THE RRC

NEXT MEETING DATE

ADJOURN

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

RECEIVED

2016 MAY 10 AM 8:07

TOWN CLERK BOURNE

Minutes of the March 8th, 2016 Bourne Recycling Committee Meeting at the BRC Offices.

Members Present:

Roseanne Bottaro
Meredith Chase
Heather DiPaolo
Katherine Kiritsis
Amy Sharpe
Betty Steudel

Staff Present: Phil Goddard, Dan Barrett

Members Absent: Jimmy Boyle

Guests:

Jonathan Nelson, Facilities Mngr.
George Sala, DPW Superintendent

M. Chase called the meeting to order at 11:10am.

Minutes for Approval: 12/29/15, 1/12/16, 2/23/16

- A. Sharpe moved to accept the December 29th, 2015, January 12th, 2016, and February 23rd, 2016 minutes.
- B. Steudel seconded the motion and it was carried by a unanimous vote.

Single Stream Recycling Update:

P. Goddard and J. Nelson have met and divided up the tasks for the Single Stream rollout. The Town of Bourne website is being used as a resource for all the recycling information and can be accessed by clicking the 'Recycling in Bourne' tab on the homepage of the TownofBourne.com website.

J. Nelson is in charge of the wheeled carts: distribution, warranty info, and logo specifics. He will have the bid listed with Mass Combuys website by the end of the week. The details of the lid and wording will be finalized at a later date. The distribution of the wheeled carts is expected to take up to one month.

G. Sala is working on getting the old trash trucks retrofitted with the lift arm. This will allow the carts to tip their contents into the truck without DPW crew help, thereby reducing the number of workplace injuries. Both new trucks that were purchased last year are on site and are getting cameras installed before they are to be used on the routes in town.

P. Goddard has vetted the pricing for an 11x7 Recycling Flyer detailing the timeline of events for the roll-out and will order once all is approved. These flyers will be delivered as a town-wide mailing and will be placed in various town buildings for the public to take home and read.

Chairperson M. Chase asked how the Recycling Committee can help with this roll-out and J. Nelson suggested that we do a PR session. He feels we are the voices for this project and need to reach as many people as possible to answer questions before, during, and after the wheeled cart deliveries. A. Sharpe offered the Democratic Committee meeting on March 19th as a venue for a PR session in March. M. Chase suggested the Sagamore Highlands as a possible location for an April meeting, and will finalize at our next committee meeting.

J. Nelson and P. Goddard also mentioned that they need help finalizing the flyers that will be sent out in the June 1st mailing with the tax bills.

D. Barrett discussed the declining markets for recyclable materials and brought to light the sad fact that it costs more money each day to recycle materials. The processing plants are changing their economic models and are beginning to charge the clients to recycle. This makes it imperative that the Recycling Committee educates the Bourne residents on the need for clean recyclables to avoid extra costs from the processing plants.

Bourne Women's Club Meeting: M. Chase met with this group recently and talked about the upcoming recycling changes in town.

Plastic Bag Discussion: A. Sharpe and P. Goddard are working on the plastic bag issue with Selectman Steve Mealy as separate sub-committee of this group. P. Goddard spoke with Selectman Steve Mealy who is confident that this will be an initiative supported by the Selectmen with a bylaw. It is not possible, due to timing, to go to the voters for the spring election, but they are hopeful for the fall town meeting. The big decision is to decide whether to charge a fee for using plastic bags or to have a town-wide ban on bags completely. S. Mealy would like to meet with our group on the plastic bag topic at a separate meeting to get our feedback. The discussion is happening all around the state and there is a free webinar on this very topic March 24th that any member of our group can join to gather more information.

Earth Day Event – 4/23/16: This annual event is always fun for the recycling committee members and those that come out to partake in the activities. P. Goddard will offer 'behind the scenes' tours of the landfill and recycling center from 8:30am-12pm. H. DiPaolo will coordinate with the ISWM office to have freebies to give away to the children (and those young at heart). The committee is very excited about showcasing a 'do's and don'ts' table of recyclables to help clear up the confusion on dirty recyclables in the bins.

Tours of RRC: Tours of the area will be provided during the Earth Day event on 4/23/16.

Next meeting date: April 12, 2016 at 11am. Tour of the Facility at 10am

Adjourn: A. Sharpe moved to adjourn the meeting at 12:02pm. Heather DiPaolo seconded the motion and it was carried by a unanimous vote.

Respectfully submitted by,

Heather A.M. DiPaolo

Town of Bourne Recycling Committee

Agenda, Tuesday, April 12, 2016, 10 AM

Department of Integrated Solid Waste Management

201 MacArthur Boulevard, Bourne MA 02532

RECEIVED

2016 APR -6 PM 2:08

TOWN CLERK BOURNE

1. Call to order
2. Approval of minutes from March 8, 2016
3. Single Stream Recycling
4. April 23 2016 Earth Day event planning
5. Plastic Bag discussion
6. Outreach activities: 5th grade presentation, K kids on May 3rd
7. Tour of ISWM facility
8. Next meeting date
9. Adjourn

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

Minutes of the April 12th, 2016 Bourne Recycling Committee Meeting at the RRC Offices.

Members Present:

Roseanne Bottaro
Heather DiPaolo
Katherine Kiritsis
Amy Sharpe

Staff Present: Phil Goddard

Members Absent:

Jimmy Boyle
Meredith Chase
Betty Steudel

Guests:

Don Mallinson, Hatchville resident

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2016 AUG 11 PM 3:32
TOWN CLERK BOURNE

Collective group called the meeting to order at 11:00am.

Minutes for Approval: 3/8/16

- A. Sharpe moved to accept the March 8th 2016 minutes. H. DiPaolo seconded the motion and it was carried by a unanimous vote.

Single Stream Recycling Update:

P. Goddard and J. Nelson have met with cart manufacturers and asked for 8/1/16 to be the firm date for completion of cart deliveries to our town. Delivery of carts will most likely begin July 2016. The manufacturers also told our staff that the 96 gallon carts we will be ordering have not been a problem for other communities - including senior citizens - to wheel to/from the curb. P. Goddard told the committee that he is researching a \$80-\$90K grant with Recycling Partnership to help pay for a portion of the carts. State grants are not available for carts over 64 gallon and we will be ordering the 96 gallon size.

DEP gave Town of Bourne a grant for 250 fourteen (14) gallon green containers that will be used in school classrooms and town office spaces.

An article promoting Single Stream Recycling in town is expected to come out on 4/15/16 in the local papers. Flyers and posters will be distributed in early June with a draft for the committee to see in May. The dos and don'ts will also be listed on the front lid of the wheeled carts.

P. Goddard asked us to help arrange more speaking engagements in the town villages. A. Sharpe suggested the Men's Breakfast at the Council on Aging and M. Chase was working on securing an event at the Sagamore Highlands.

Going forward all beaches and parks in town will have a separate container for recyclables next to the existing trash barrels. Also, the town will no longer be servicing condominiums in town as they cannot justify this extra cost/pickup with the current low rates of recycling. Approximately seven to ten buildings will be affected by this change.

April 23, 2016 Earth Day event planning:

The activities have been advertised to take place from 9am-12pm on Saturday 4/23/16 with rotating volunteer support by the recycling committee members. A table with flyers, recycling changes in town, refreshments, and give-aways for the children will be set up in Dorothy's Swap Shop. A sample wheeled cart will be available for view and P. Goddard will be giving behind-the-scenes tours of the landfill. The committee is encouraged to ask residents about the potential plastic bag ban to begin gathering feedback. Earth Day will also reveal the newly configured co-mingled recycling at the Residential Recycling Center with signage to direct residents where to place their recyclables. Different than curbside collection, we are asking residents to sort out the glass and cardboard because the glass is used for road repairs on site, and the clean cardboard - that which has not been mixed with other materials - is a more valuable commodity.

Plastic Bag Discussion:

P. Goddard reported that Selectmen are looking to put this initiative on the fall town meeting warrant, but have not proposed a clear plan of attack. A. Sharpe and P. Goddard have been researching other towns that have plastic bag bans or are currently working on getting a ban passed in their town. P. Goddard invited, Don Mallison, a Falmouth resident, to our meeting as he was instrumental in getting the Falmouth bag ban to pass. Mr. Mallison graciously educated us on his process with the Falmouth bag ban during the meeting. We were all fascinated by his perseverance in getting the initiative to pass in his town and were appreciative of his valuable information. He offered his assistance as we continue with the next steps.

A. Sharpe summed up our options to proceed and suggested the following three routes to get a plastic bag ban in Bourne: 1. Selectman sponsor an article for the town meeting, 2. Recycling Committee sponsors an article for town meeting, or 3. this is passed with a private petition. The Recycling Committee all agreed that they want to move forward with this agenda item and need to sort out the logistics of all involved. We want to work with a dedicated group that is committed to seeing this item pass to the vote.

Outreach activities:

5th grade presentation on March 14, 2016 at Bourne Middle School was a success with P. Goddard and H. DiPaolo presenting various bits of information about the Recycling Ctr and providing tips on recycling at home.

The 4th grade K-Kids group from the elementary schools will come over for a walking tour of the recycling area on May 3, 2016.

Tours of ISWM facility:

All committee members that were present for this meeting were given a tour of the landfill by P. Goddard before the meeting began at 10:00am.

Next meeting date: May 10, 2016 @ 10am ISWM office

Adjourn: A. Sharpe moved to adjourn the meeting at 12:32pm. K. Kiritsis seconded the motion and it was carried by a unanimous vote.

Respectfully submitted by,

Heather A.M. DiPaolo

Town of Bourne Recycling Committee

Agenda, Tuesday, May 10, 2016, 10 AM

Department of Integrated Solid Waste Management

201 MacArthur Boulevard, Bourne, MA 02532

RECEIVED

2016 MAY -6 AM 11:38

TOWN CLERK BOURNE

1. Call to order
2. Approval of minutes from April 12, 2016
3. Single Stream Recycling update including educational materials, speaking engagements and cart distribution
4. Plastic bag ban bylaw discussion and possible vote
5. Adjourn

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

RECEIVED

2016 AUG 12 AM 10:14
TOWN CLERK BOURNE

Minutes of the May 10th, 2016 Bourne Recycling Committee Meeting at the RRC Offices.

Members Present:

Roseanne Bottaro
Heather DiPaolo
Katherine Kiritsis
Amy Sharpe
Betty Steudel

Staff Present: Phil Goddard

Members Absent:

Jimmy Boyle
Meredith Chase

Guests:

Steven Mealy, Selectman Chair

Call to order:

Amy Sharpe called the meeting to order at 10:00am.

Minutes for Approval: 4/12/16

B. Steudel moved to accept the April 12th 2016 minutes with the following corrections:

Under the Single Stream Update section, first paragraph, strike *applying for* and add *researching*

K. Kiritsis seconded the motion and it was carried by a unanimous vote.

Single Stream Recycling Update: (Including educational materials, speaking engagements, and cart distribution)

Jonathan Nelson, Facilities Manager, was the ISWM lead for the wheeled cart purchase and will be confirming the order with Reihrig Pacific Company by 5/16/16. The company we chose had a better warranty compared to other bidders. The no-questions-asked 10 year warranty on cart damage they provide is very advantageous to the Town of Bourne long-term. Their pricing also includes software on trucks to track the RFID barcode located on each wheeled cart delivered. The delivery of 8,000 carts by Reihrig Pacific Company will begin in town on 7/1/16 (Mondays through Saturdays 7am-7pm) and will conclude 8/1/16. The two barrels delivered to each Bourne household will have two different colored lids (black for trash and blue for recycling) and will be identical in size. These lid colors are keeping in line with the current universal colors in the disposal world; black for trash, blue for recycling, and green for compost. In addition to cart deliveries there will also be a distribution of 14 gallon bins to various town offices and school classrooms. P. Goddard asked that all feedback on the imprinted lid for the recycling wheeled cart be given by 5/13/16.

DPW is happy to report that the two new trucks complete with automated arms for lifting the new wheeled carts are currently in operation on the streets of Bourne.

We need to finalize the educational materials and begin to ramp up the PR for the cart deliveries in July.

Jonathan Nelson, Facilities Manager, and George Sala, DPW Superintendent, were interviewed for a Channel 13 TV production that is set to air over the next few months of the SSR roll-out. In June we will be speaking at the Men's Club COA. There is still a need to arrange more speaking engagements and have been encouraged

to reach out to our other committees or community groups. All suggestions for speaking engagements can be sent to P. Goddard. He also would like B. Steudel to write an article for the paper later in the roll-out process to help answer some of the current questions about SSR. B. Steudel would like a presence in the 4th of July parade. P. Goddard asked us to think about participating in Phinneys Harbor Day. Each time we are out in the community we have the opportunity to educate a resident about the new recycling process in town.

There will be a grace period until 11/11/16 for extra bags left outside of the cart. After the grace period a process with subsequent warnings, tickets, and fines will begin. With the larger wheeled cart the expectation is that all residents should be able to fit their weekly trash into the space with the lid closed. The extra trash or recycling that accumulates can be brought to the Landfill/Residential Recycling Center with a valid DPW sticker. Jonathan Nelson is drafting a policy on the wheeled cart trash and recycling rules. This new policy will be finalized before the carts are delivered and are intended to be sent to all residents in early June.

At this time the new configuration of recycling and trash barrels is being decided for all parks and beaches. Discussion occurred around keeping the carts accessible to residents and inaccessible to birds and small animals.

P. Goddard asked Marie Olivia, President and CEO of the Cape Cod Canal Region Chamber of Commerce, to have a Recycling Forum for businesses to discuss the recycling options to them. This would be a helpful way to encourage recycling in private businesses as we strive to increase our recycling rates in town.

Plastic bag ban bylaw discussion and possible vote:

On 4/27/16 the Plastic bag ban by-law sub-committee consisting of P. Goddard, A. Sharpe, and S.Mealy, met as a group. The following points were reported to the larger committee:

Bag types (thickness, handles, no handles) were discussed in relation to their ability to be banned or accepted in the by-law

Various businesses were contacted about the ease/difficulty of adhering to the potential by-law

Process by which a plastic bag ban by-law would come about in Bourne was highlighted by S. Mealy

R. Bottaro moved to have the Bourne Recycling Committee sponsor a plastic bag ban bylaw in the town of Bourne. K.Kirtisis seconded the motion and it was carried by a unanimous vote.

S.Mealy pledged to work with us on the process in Town Hall of our newly sponsored by-law.

Next meeting date: June 7th, 2016 @ 10am ISWM office

Adjourn: K. Kiritsis moved to adjourn the meeting at 11:10am. H. DiPaolo seconded the motion and it was carried by a unanimous vote.

Respectfully submitted by,

Heather A.M. DiPaolo

Chapman, Wendy

From: Heather DiPaolo <capecodbaby@comcast.net>
Sent: Wednesday, May 25, 2016 11:10 PM
To: Chapman, Wendy; Johnson, Barry
Cc: Goddard, Philip; Sharpe, Amy; Buttaro, Roseanne; Kiritsis, Katherine; Steudel, Betty; Boyle, Jimmy; Meredithchase3@gmail.com
Subject: Recycling Committee Agenda 6/7/16 - Please post

Town of Bourne Recycling Committee Agenda
June 7, 2016, 10 AM
Department of Integrated Solid Waste Management
201 MacArthur Boulevard, Bourne, MA 02532

RECEIVED
2016 MAY 26 AM 8:41
TOWN CLERK BOURNE

1. Call to order
2. Approval of minutes from May 10, 2016
3. Single Stream Recycling update including educational materials, speaking engagements, public events and cart distribution
4. Plastic bag ban bylaw discussion
5. Adjourn

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

Minutes of the June 7th, 2016 Bourne Recycling Committee Meeting at the RRC Offices.

Members Present:

Roseanne Bottaro
Heather DiPaolo
Amy Sharpe
Betty Steudel

Members Absent:

Jimmy Boyle
Meredith Chase
Katherine Kiritsis

Guests:

Staff Present: Phil Goddard

RECEIVED
2016 AUG 11 PM 3:31
TOWN CLERK BOURNE

Call to order:

Amy Sharpe called the meeting to order at 10:05am.

Minutes for Approval: 4/12/16

B. Steudel moved to accept the May 10th 2016 minutes and R. Bottaro seconded the motion. It was carried by a unanimous vote.

Single Stream Recycling Update: (Including educational materials, speaking engagements, and cart distribution)

P. Goddard let us know that the final stage of the delivery process is being completed. At this time the in-mold mock-up with do's and don'ts of recycling are complete and have been approved by Reihrig. All deliverable addresses in town are being sent to Reihrig and the carts will begin arriving on the streets of Bourne starting July 5, 2016. Residents can begin using the carts as soon as they arrive.

There have been many handouts created to promote this new recycling process in town. A large, folded, four-sided handout with all the details will be given to each resident when their cart is delivered. A smaller two-sided flyer will be included in the Bourne Enterprise and Bourne Courier papers twice as an insert. P. Goddard is working up another flyer for a mailing to 12,000 residents before the roll-out. The recycling committee talked about a need for a small flyer to be distributed to town buildings and local beaches for posting on the community bulletin boards.

The Recycling Partnership let us know that a DEP recycling grant is available for other PR to help increase the quality of the recyclables that we receive each week. P. Goddard suggested that we consider doing follow-up PR with this company to help keep the highest quality of recycling in our town. We also considered how to help residents be in compliance with the mandatory recycling law in town and came up with a few ideas ranging from notices that the DPW can leave on first-time offenders bins saying "oops, you didn't recycle properly" to web banners on the town website. This will be an issue for the next six months during the transition period of the SSR roll-out.

We began brainstorming other groups that will provide brief speaking engagements to continue educating the public about this big change in their curbside trash and recycling pick-up. A. Sharpe suggested presenting at the

new student orientations at the schools in August. H. DiPaolo brought up the many events with the Monument Beach Civic Association. Other suggestions included; Taylors Point Association meeting, Chamber of Commerce events, and attendance at a Selectman meeting. Individual members will follow-up with their groups and get the committee members to volunteer an hour or two at the various events. P. Goddard let us know that the TV show highlighting the new SSR process is airing as much as possible on the local TV station and asked the group to consider doing a follow-up video after residents get their carts. The next level of PR will be to get active on social media. P. Goddard asked us to send him some FAQ's to post on the town website.

Plastic bag ban by-law:

In order to continue with our recently voted by-law agenda item we need Selectman Steve Mealy to assist by reviewing the process. A. Sharpe will do some research on her own, but believes that we need to meet with the town by-law sub-committee meeting at their next scheduled meeting in August.

Next meeting date: July 12th, 2016 @ 10am ISWM office

Adjourn: B. Steudel moved to adjourn the meeting at 11:08am. R. Bottaro seconded the motion and it was carried by a unanimous vote.

Respectfully submitted by,

Heather A.M. DiPaolo

TOWN OF BOURNE
RECYCLING COMMITTEE MEETING
JULY 12, 2016 10 A.M. ISWM OFFICE
201 MAC ARTHUR BLVD. BOURNE, MA

RECEIVED
2016 JUL -8 AM 8:41
TOWN CLERK BOURNE

AGENDA

WELCOME

APPROVAL OF MINUTES JUNE 7, 2016

UPDATE ON SINGLE-STREAM RECYCLING

--FUTURE OUTREACH OPPORTUNITIES

--QUESTIONS THAT HAVE ARISEN SO FAR

--PROGRESS ON CART DELIVERY

--GENERAL DISCUSSION

UP DATE ON PROPOSED TOWN MEETING ARTICLE TO BAN
PLASTIC BAGS

--REVIEW DRAFT BYLAW; VOTE ON ANY CHANGES

--DISCUSS POSSIBLE PRESENTATIONS TO BOARDS OF HEALTH
AND SELECTMEN AND BYLAW COMMITTEE

--OUTREACH OPPORTUNITIES

REVIEW OF COMMITTEE GOALS, PURPOSE/MISSION, ETC.

COMMITTEE REORGANIZATION (CHAIR, VICE CHAIR,
SECRETARY)

FUTURE PROJECTS

NEXT MEETING DATE

ADJOURN

RECEIVED

Meeting Agenda

2016 SEP -9 AM 8:37

TOWN CLERK BOURNE

Town of Bourne Recycling Committee

September 13th, 2016, 10:00 AM

Department of Integrated Solid Waste Management

201 MacArthur Boulevard, Bourne, MA 02532

1. Call to order
2. Approval of minutes from July 12th, 2016 Meeting
3. Approval of notes from August 9th, 2016 Info Session
4. Plastic bag ban bylaw
 - BOH meeting recap
 - Steps needed for town meeting vote
 - Presentation at next Bylaw Sub-committee meeting
 - Vote on final draft of bylaw
5. Single Stream Recycling update
 - Schedule to redistribute educational materials
 - Enforcement process after 11/11/16
 - review public feedback
6. Ideas for speaking engagements and news articles
7. Review agenda items and date for next meeting
8. Adjourn

Meeting Agenda
Town of Bourne Recycling Committee
September 21st, 2016, 4:00pm
Bourne Town Hall
Lower Conference Room

1. Meet with representatives of the Bourne Bylaw Committee to review an Article for a Special Town Meeting in the fall to establish a bylaw to ban or severely restrict the sale of single use plastic bags in Bourne.
2. Adjourn

RECEIVED
2016 SEP 14 PM 1:12
TOWN CLERK BOURNE

Bourne Recycling Committee
Integrated Solid Waste Management Offices
201 Mac Arthur Boulevard
Bourne, Massachusetts 02532

Due to lack of a quorum the meeting scheduled for October 11th, 2016 was cancelled. An information session without deliberation or votes took place instead with the following members and guests present.

Members Present:

Rosanne Bottaro
Heather DiPaolo
Amy Sharpe

Staff Present: Phil Goddard, ISWM
George Sala -DPW Superintendent
Dan Barrett, ISWM Mgr

Members Absent:

Betty Steudel
Katherine Kiritsis
Jimmy Boyle

Guests: Chris Bosse, Recycling Sheds Inc.

Respectfully submitted,

Heather DiPaolo

Chairman

RECEIVED
2016 OCT 12 AM 11:13
TOWN CLERK BOURNE

Meeting Agenda

Town of Bourne Recycling Committee

November 8th, 2016, 10:00 AM

Department of Integrated Solid Waste Management

201 MacArthur Boulevard, Bourne, MA 02532

1. Call to order
2. Approval of minutes from September 13, 2016 meeting
3. Approval of notes from October 11th, 2016 info session
4. America Recycles Day 11.12.16
5. Plastic bag ban bylaw update
6. Single Stream Recycling update
7. Ideas for news articles
8. Review agenda items and date for next meeting
9. Adjourn

RECEIVED

2016 NOV -4 AM 10:13

TOWN CLERK BOURNE

Meeting Agenda

Town of Bourne Recycling Committee

December 13th, 2016, 10:00 AM

Department of Integrated Solid Waste Management

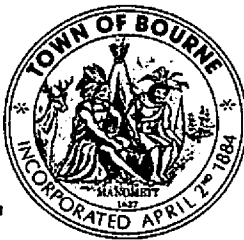
201 MacArthur Boulevard, Bourne, MA 02532

1. Call to order
2. Approval: Minutes from November 8th, 2016 meeting
3. Approval: Notes from October 11th, 2016 info session
4. Recap: America Recycles Day 11.12.16
5. Planning: Plastic bag ban bylaw commercial roll-out steps
6. Planning: Single Stream Recycling in public areas and buildings
7. Delegate: News article for end of the year
8. Review: Agenda/Task items and date for next meeting
9. Adjourn

RECEIVED

2016 DEC 19 AM 11:27

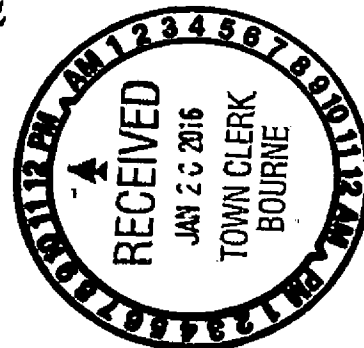
TOWN CLERK BOURNE



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE



The Board of Registrars will be meeting on the following dates and times in the Town Clerk's office for the following purposes:

January 29, 2016 from 4:30pm to 8:00pm: it is the last day to register to vote in order that a person will be able to participate in the February 8, 2016 Special Town Meeting.

February 10, 2016 from 4:30pm to 8:00pm: it is the last day to register to vote in order that a person will be able to vote in the March 1, 2016 Presidential Primary.

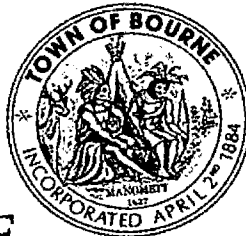
For the Board of Registrars:


Barry H. Johnson, Member of the Board

January 20, 2016

BARRY H. JOHNSON
Town Clerk

WENDY CHAPMAN
Assistant Town Clerk



TOWN OF BOURNE

Office of the Town Clerk

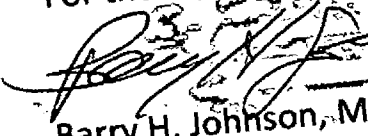
MEETING NOTICE

The Board of Registrars will be meeting at the following dates, times, place and purposes. All meetings are to be held in the Town Clerk's Office... Town Hall:

1) On Friday, April 22, 2016 from 4:30pm to 8pm: Last Day to Register to Vote for the May 2, 2016 Special Town Meeting.

2) Wednesday, April 27, 2016 from 4:30pm to 8pm: Last day to Register to Vote for the May 17, 2016 Annual Town Election.

For the Board of Registrars:

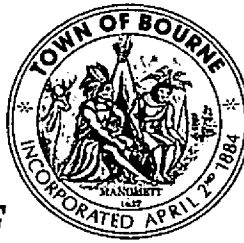

Barry H. Johnson, Member, Board of Registrars

RECEIVED

2016 APR 13 PM 3:35

TOWN CLERK BOURNE

24 Perry Avenue
Buzzards Bay, Massachusetts 02532
Phone 508-759-0600 x505



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

RECEIVED

2016 AUG 25 AM 10:59

TOWN CLERK BOURNE

BOARD OF REGISTRARS

VOTER REGISTRATION SESSIONS

THE BOARD OF REGISTRARS WILL BE HOLDING VOTER REGISTRATION SESSIONS
ON THE FOLLOWING DATES AND TIMES in the Town Clerk's Office:

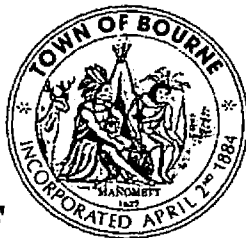
- a) Friday, August 19, 2016...from 4:30 to 8:00pm in the Town Clerk's Office...
last day to register to vote in order to be able to vote in the in the
September 8, 2016 State Primary Election.
- b) Wednesday, October 19, 2016...from 4:30 to 8:00pm in the Town Clerk's
Office---last day to register to vote in order to be able to vote in the
November 8, 2016 Presidential Election.

For members of the Board:

Barry H. Johnson, Member of the Board

ARRY H. JOHNSON
own Clerk

WENDY CHAPMAN
Assistant Town Clerk



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

BOARD OF REGISTRARS

VOTER REGISTRATION SESSIONS

THE BOARD OF REGISTRARS WILL BE HOLDING VOTER REGISTRATION SESSIONS
ON THE FOLLOWING DATES AND TIMES in the Town Clerk's Office:

5:00 PM *

a) Friday, August 19, 2016....from 4:30 to ~~8:00pm~~ in the Town Clerk's Office---
last day to register to vote in order to be able to vote in the in the
September 8, 2016 State Primary Election.

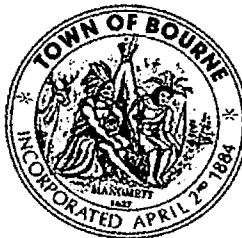
b) Wednesday, October 19, 2016.....from 4:30 to 8:00pm in the Town Clerk's
Office---last day to register to vote in order to be able to vote in the
November 8, 2016 Presidential Election.

** Please Note Time Change*

For members of the Board:

Barry H. Johnson, Member of the Board

BARRY H. JOHNSON
Town Clerk



WENDY CHAPMAN
Assistant Town Clerk

TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

BOARD OF REGISTRARS

The Board of Registrars will be meeting on the following date, time and purpose:

WHEN: Thursday, August 25, 2016

TIME: 4:30pm

WHERE: Town Clerk's Office

PURPOSE: request by a Christopher Cataldo, an un-enrolled candidate for the 9th Congressional District, asking the Registrars to review the non-certified signatures on his Nomination Papers.

For the Board of Registrars:

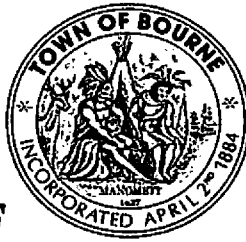

Barry H. Johnson, Member of the Board

RECEIVED

2016 AUG 22 AM 9:30

TOWN CLERK BOURNE

24 Perry Avenue
Buzzards Bay, Massachusetts 02532
Phone 508-759-0600 x505



2016 SEP 6 PM 4 06

TOWN OF BOURNE

TOWN CLERK'S OFFICE,
BOURNE, MASS

Office of the Town Clerk

MEETING NOTICE

BOARD OF REGISTRARS

Thursday, September 8, 2016

Where: In the Town Clerk's Office

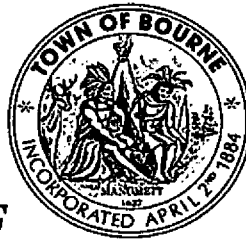
Time: 4:30pm

AGENDA

The Board of Registrars will be meeting this date and time for the purpose of reviewing and determining if the Provisional Ballots that were cast in in the September 8, 2016 State Primary Election should be counted; and to count the Federal write-In Absentee Ballot (FWAB) sent in by voters covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

For the Board of Registrars:

Barry H. Johnson, Member of the Board



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

RECEIVED
2016 SEP 23 AM 10:32
TOWN CLERK BOURNE

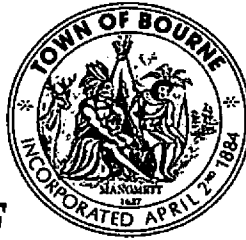
BOARD OF REGISTRARS

The Board of registrars will be meeting on the following dates and times for the purpose holding Voter Registrations for the following events from 4:30pm to 8:00pm. in the Town Clerk's office:

- a) Wednesday, October 7, 2016 to participate in the October 7, 2017 Special Town Meeting.
- b) Wednesday, October 19, 2016 to participate in the November 8, 2016 Presidential Election.
- c) Wednesday, November 16, 2016 to participate in the Town Proposition Two and one half (2 ½) Debt Exclusion Election for the purpose of possibly creating a new Police Station and to Replace the Peebles School.

For the Board of Registrars:

Barry H. Johnson, Member of the Board



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

BOARD OF REGISTRARS

The Board of Registrars will be holding VOTER REGISTRATIONS SESSIONS in the Town Clerk's Office on the following dates from 4:30pm until 8:00pm:

a). Friday, October 7, 2016: for persons to be able to participate in the Monday, October 17, 2017 Special Town Meeting.

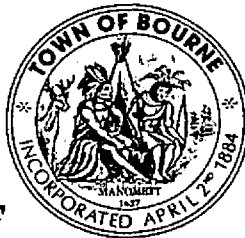
b) Wednesday, October 19, 2016: for persons to be able to participate in the Tuesday, November 8, 2016 Presidential Election.

c). Wednesday, November 16, 2016: for persons to be able to participate in the December 6, 2016 Town Special Election... Debt Exclusion from Proposition 2 ½ to construct a new Police Station and to replace the existing Peebles School.

For the Board of Registrars:


Barry H. Johnson, Member of the Board

RECEIVED
2016 SEP 29 PM 12:44
TOWN CLERK BOURNE



TOWN OF

BOURNE

Office of the Town Clerk

RECEIVED

2016 OCT 3 PM 2:32

TOWN CLERK BOURNE

BOARD of REGISTRARS

Pursuant to MGL Chapter 54, Section 25B and of the Code of Massachusetts Regulations: 950 CMR 47:00 EARLY VOTING PROCEDURES....the Board of

Registrars will be meeting on FRIDAY, OCTOBER 7, 2016 at 4:45pm in the TOWN

CLERK'S OFFICE for the purpose discussing and voting upon the following matter:

To designate the Meeting/Conference Room in the lower level of the Bourne Town Hall....24 Perry Avenue....Buzzards Bay, Mass. 02532 as the EARLY VOTING SITE for registered voters of Bourne to come and cast their ballots that are part of the November 8, 2016 Presidential Election; and

That this site will be open starting Monday, October 24, 2016 thru Saturday, October 29, 2016 and from Monday, October 31 thru Friday, November 4, 2016, between the hours of 8:30am to 4:30pm.

NOTE: THE EARLY VOTING SITE WILL NOT BE OPEN ON SUNDAY, OCTOBER 30, 2016.

For the Board of Registrars:

Barry H. Johnson, Member of the Board



Town Clerk
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext 1505
(508) 759-7980



Barry H. Johnson
Town Clerk

Wendy J. Chapman
Asst. Town Clerk

At a legal meeting of the Board of Registrars held October 7th, 2016 at 4:45 PM. The following was voted unanimously by the Registrars in attendance:

**TOWN OF BOURNE
THE FOLLOWING IS THE EARLY VOTING SCHEDULE:**

**Monday, October 24th through Saturday, October 29th
8:30 A.M. to 4:30 P.M.**

**Monday, October 31st through Friday, November 4th
8:30 A.M. to 4:30 P.M.**

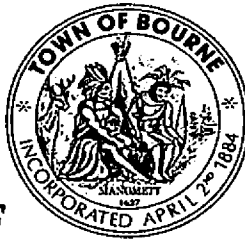
LOCATION

**In the lower conference room in the
Bourne Town Hall
24 Perry Avenue-Buzzards Bay, Mass.**

Board of Registrars

Adelaide M. Carrara Adelaide Carrara
Penny A. Bergeson Penny Bergeson
Barbara R. Jacobs Barbara Jacobs

RECEIVED
2016 OCT - 7 PM 4:44
TOWN CLERK BOURNE



TOWN OF BOURNE

Office of the Town Clerk

MEETING NOTICE

BOARD OF REGISTRARS

The Board of Registrars will be meeting at 8pm. in the Town Clerk's office on Tuesday, November 8, 2016 for the following purposes:

To review; discuss; and vote upon whether or not ballots that are cast as provisionals; from persons who cast them under the Uniformed and Overseas Citizen Absentee Voters (UOCAVA); and any other items that need to be addressed related to the November 8, 2016 state election.

For the Board of Registrars:

Barry H. Johnson, Member, of the Board

RECEIVED
2016 NOV -2 PM 1:38
TOWN CLERK BOURNE

RECEIVED

2016 NOV -9 PM 4:13

TOWN CLERK BOURNE

MEETING NOTICE

BOARD OF REGISTRARS

Pursuant to the provisions of Chapter 54; section 109A(d)(2) of the General Laws; the Board of Registrars will be meeting on MONDAY, NOVEMBER 14, 2016 for the purpose of conducting a post-election audit after a presidential election at 4:30pm in the Town Hall Downstairs Meeting Room.

Said Audit will consist of hand-counting of certain specified races, where more than one candidate is printed on the ballot ie.:

President/Vice President

Representative in Congress

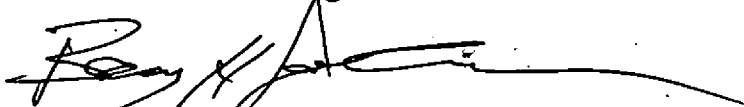
Representative in the General Court

Senator in the General Court

One statewide ballot question

NOTE: THIS MEETING WILL NOT BE HELD IF A PRECINCT IN THE TOWN OF BOURNE IS NOT CHOSEN FOR THE AUDIT.

For the Board of Registrars



Barry H. Johnson, Board Member

Bourne Republican Town Committee

RECEIVED

Meeting Agenda

2016 MAR 31 PM 3:55

TOWN CLERK BOURNE

Monday, April 4, 2016

7:00 p.m.

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

1. Call the meeting to order
2. Pledge of Allegiance
3. Vote to adopt the Bylaws
4. Election of Officers – Chairman, Vice Chairman, Secretary, Clerk
5. Filling Member Vacancy
6. Discussion of future meeting dates
7. Vote to set next meeting date for April 18
8. Adjourn