

SJW  
8/30/17

2012

Public Works Building Committee  
Recreation Authority  
Recreation Committee  
Recycling Committee

Town of Bourne  
Public Works Building Committee

2012 JAN 12 AM 9 04

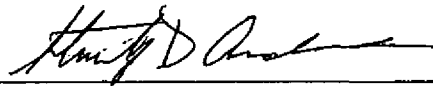
Site Visit Notice TOWN CLERK'S OFFICE  
BOURNE, MASS

Location: Bournedale Elementary School driveway.

Date: Tuesday, January 17, 2012

Time: 2:00 P.M.

1) Field Review of potential Sites



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Stanley D Andrews  
Chairman

Date: January 12, 2012

cc: Town Clerk

Town of Bourne  
Public Works Building Committee

2012 JAN 12 AM 9 04

MEETING NOTICE

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Date: Wednesday, January 18, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes December 28, 2011
3. Report on site visits and prospective sites for facility
5. Review financials
6. Discuss updated needs
  - A. Proposed site review
  - B. Facility equipment review
  - C. Space use compile and document
7. Discuss Future agenda items
8. Adjourn



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Stanley D Andrews  
Chairman

Date: January 12, 2012

cc: Town Clerk

**PUBLIC WORKS FACILITY BUILDING COMMITTEE**

**MINUTES OF JANUARY 18, 2012**

**BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**BUZZARDS BAY, MA.02532**

**2012 FEB 10 AM 9 05**  
**TOWN CLERK'S OFFICE**  
**BOURNE, MASS**

**PUBLIC WORKS BUILDING COMMITTEE: STAN ANDREWS, JOHN REDMAN, RICK TELLIER, CHRIS FARRELL  
BILL MEIER, WALLY TONASZUCK AND DAVE AHEARN**

**GUESTS:**

**TOM GUERINO, BOURNE TOWN ADMINISTRATOR, GEORGE SALA, BOURNE DPW ASSISTANT  
SUPERINTENDENT AND CHUCK RUGGIEIO, BOURNE DPW DEPARTMENT.**

**MEETING CALLED TO ORDER**

**5:00PM**

**APPROVAL OF MINUTES:**

**ANDREWS MOVED AND SECONDED BY REDMAN TO APPROVE MINUTES OF 12/28/11 AS  
SUBMITTED.VOTE 5-0-2(ABSTENTION-FARRELL AND TELLIER)**

**REPORT ON SITE VISITS:**

**1)TOM GUERINO,RICK TELLIER AND GEORGE SALA VISITED THE NEW MODULAR DPW FACILITY  
SITE(2009) IN THE TOWN OF HINGHAM ON 1/28 /12 AND WERE VERY IMPRESSED.RICK STATED THAT  
THE FACILITY HAD EVERYTHING HE WOULD NEED,BUT MENTIONED THAT THE VEHEICLE STORGE AND  
ACREAGE WOULD NEED TO BE LARGER FOR THE BOURNE DPW SITE.**

**2) STAN ANDREWS, JOHN REDMAN, RICK TELLIER, CHRIS FARRELL, BILL MEIER AND DAVE AHEARN  
VISITED THE PROPOSED NEW DPW SITE ON ERNEST VALERI ROAD ON 1/17/12.THE SITE IS ON TOWN  
OWNED LAND NEXT TO THE BOURNE DALE ELEMENTARY SCHOOL AND CONTAINS APPROXIMATELY 18  
ACRES.**

**REVIEW FINANCIALS:**

**NO REVIEW OF FINANCIALS WAS HELD.**

**DISCUSS UDDATED NEEDS:**

**A) PROPOSED SITE REVIEW:**

**A VOTE IS SCHEDULED ON 2/1/12 BY THE COMMITTEE ON THE SITE ON ERNEST VALERI ROAD FOR THE NEW DPW FACILITY.**

**B) FACILITY EQUIPMENT REVIEW:**

**CHAIRMAN ANDREWS REQUESTED THAT RICK TELLIER REVIEW THE DPW BUILDING DEPATMENT LIST AND PRIORITIZE THE LIST.ALSO AT THE MEETING RICK TELLIER PASSED OUT TO THE COMMITTEE A FIVE PAGE DPW LIST OF CURRENT FUNCTIONS THAT CONSISTED OF GENERAL MAINTENANCE,BEACH MAINTENANCE,ROADWAY MAINTENANCE,VEHICLE MAINTENANCE AND MISC. DUTIES.ALSO INCLUDED WAS A LIST OF EQUIPMENT AND PERSONNEL DUTIES.**

**C) SPACE USE COMPILE AND DOCUMENT:**

**A MAP OF THE SEWER DEPARTMENT WISHLIST AT THE NEW DPW FACILITY WAS GIVEN TO THE COMMITTEE AT THE MEETING.THE DOCUMENT GAVE A GOOD LAYOUT OF THEIR NEEDED SPACE AT THE NEW FACILITY.**

**CHAIRMAN ANDREWS STATED THAT HE WILL MEET WITH THE BOURNE SCHOOL COMMITTEE TO DISCUSS THEIR NEEDS AT THE NEW FACILITY. ON 1/29/12.**

**DISCUSS FUTURE UPDATED NEEDS:**

**1) INVITE ROGER FERNANDES, PROJECTS ENGINEER, FROM THE TOWN OF HINGHAM TO DISCUSS THE ISSUES IN DEVEOPING THEIR DPW BUILDING.**

**2) INVITE COREEN MOORE FROM THE BOURNE PLANNING DEPARTMENT TO THE NEXT MEETING.**

**3) THE NEED OF A SCHEDULE FOR THE MAY, 2012 TOWN MEETING.**

**4) THE NEED TO BEGIN THE PROCESS OF BIDDING ON A PROJECT MANAGER FOR THE DPW BUILDING.**

**ADJOURNMENT**

**STAN ANDREWS MOVED AND SECONDED BY JOHN REDMAN.MEETING ADJOURNED AT**

**6:35PM.**

Town of Bourne  
Public Works Building Committee

MEETING NOTICE

2012 JAN 30 AM 8 35

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

Date: Wednesday, February 1, 2012

BOURNE, MASS

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes January 18, 2012
3. Town Planner site review/ selection Possible Vote
5. Review Hingham sites and processes
6. Preliminary Schedule
7. Discuss updated needs
  - A. Facility equipment review
  - B. Space use compile and document
8. Discuss Future agenda items
9. Adjourn



Stanley D Andrews  
Chairman

Date: January 30, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**February 1, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 1, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, vice Chair, David Ahearn, Clerk, William Meier, Rick Tellier, and Wally Tonaszuck.

**Absent: Chris Farrell (Excused).**

**Others present:** Coreen Moore Bourne Planning Department, Roger Fernandes Projects Engineer, town of Hingham, Chuck Ruggiero, Bourne DPW Department.

**1. CALL MEETING TO ORDER**

Stanley Andrews Called the meeting to order at 5:00 p.m.

**VOTED:** On a motion made by Rick Tellier and seconded by John Redman it was unanimously voted to excuse Christopher Farrell from the February 1, 2012 meeting.

**2. APPROVAL OF MINUTES**

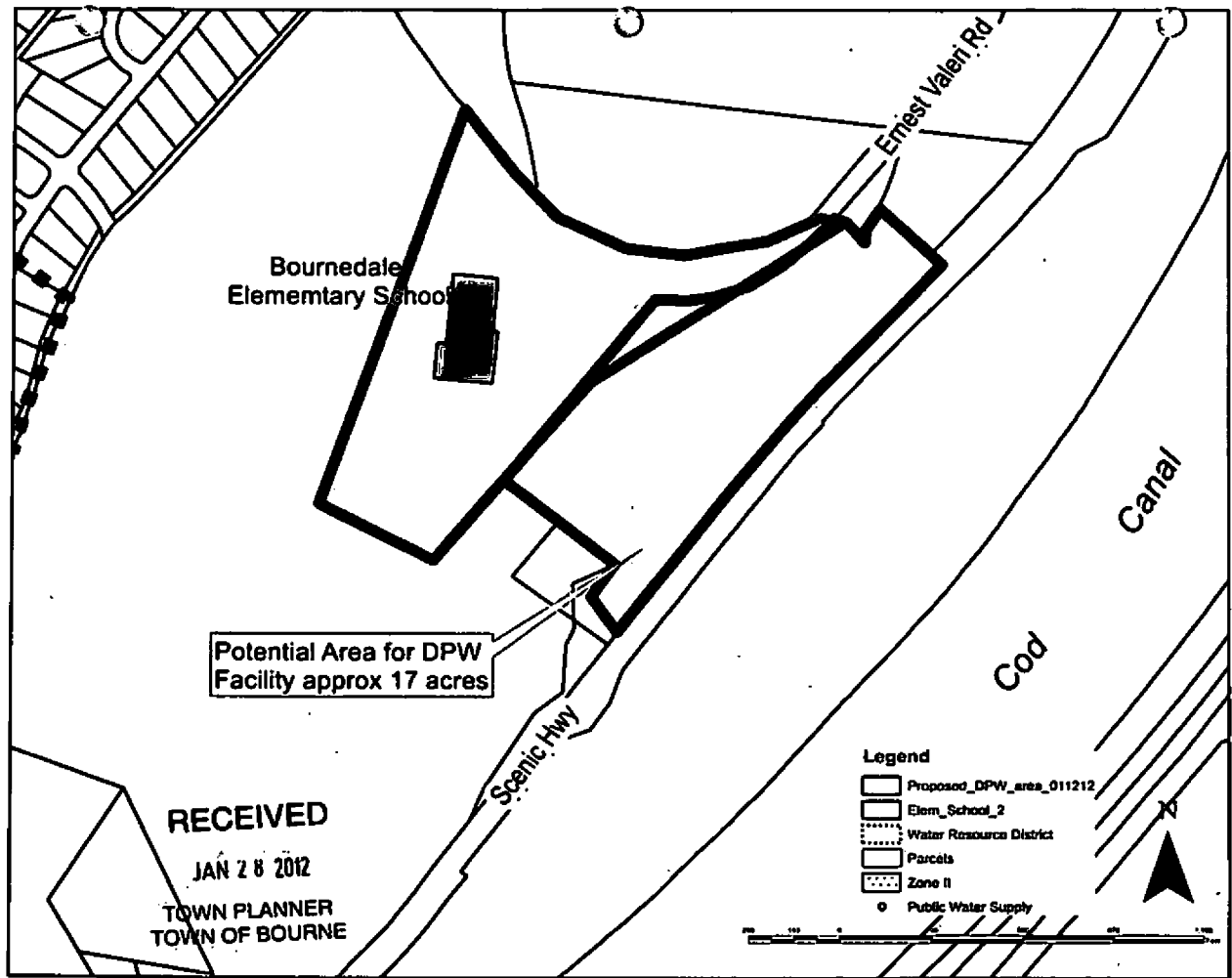
**VOTED:** On a motion made by Rick Tellier and seconded by Wally Tonaszuck it was unanimously voted to approve the minutes from January 18, 2012 as printed.

**3. TOWN PLANNER SITE REVIEW / SELECTION POSSIBLE VOTE**

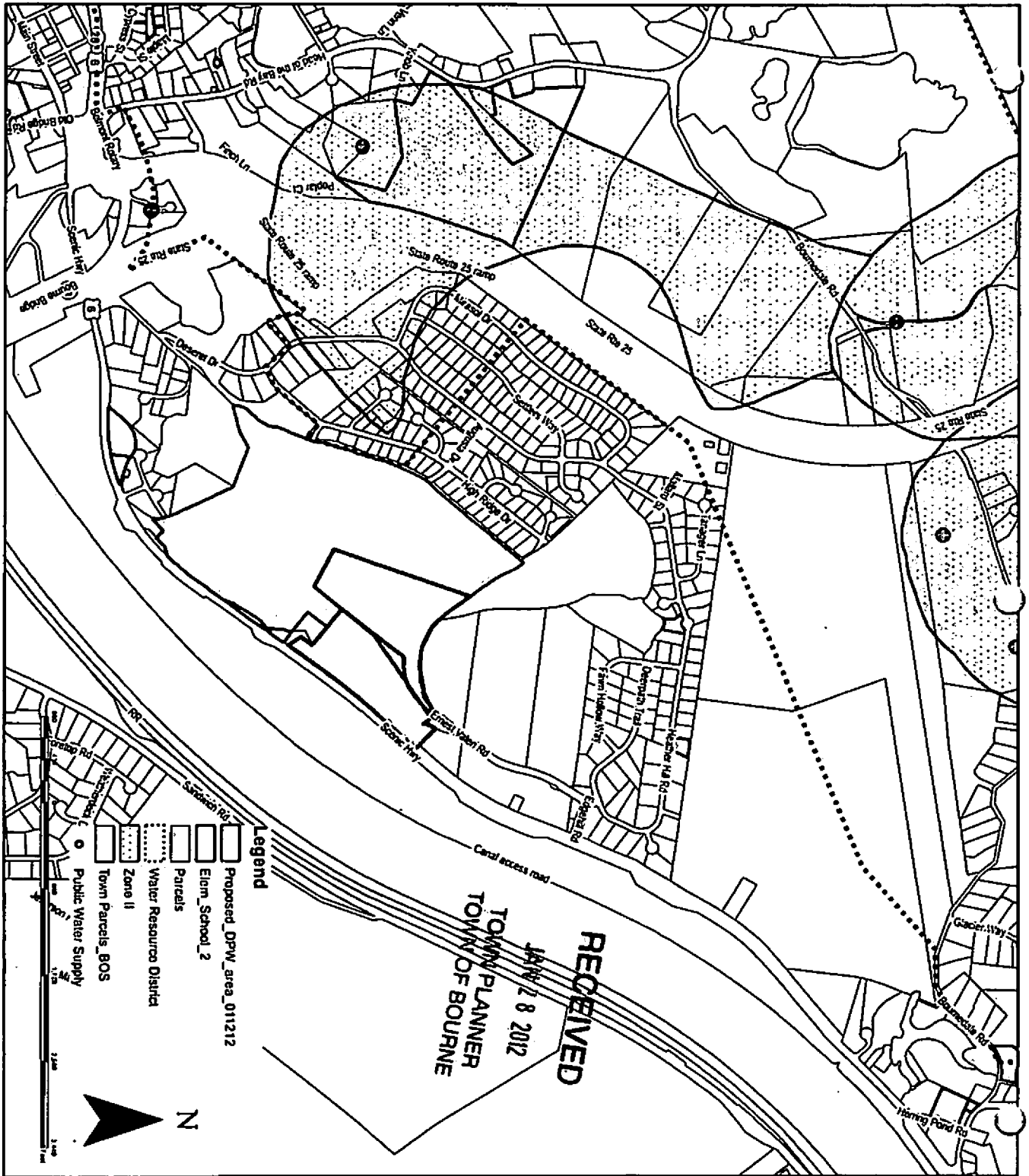
Coreen Moore printed out the CIS maps of the area for the site selection on Ernest Valeri Road dated January 28, 2012, which consists of approximately 17 acres. She stated that the area is outside of Zone 2 and outside of the water district. All members are favorable to using the site on Earnest Valeri Road for the new DPW Facilities Building.

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to recommend to the selectman to set aside the site for the Public Works site included in the GIS site maps (as identified on the map with the blue line.) Have the Selectman pull the bands and records to put that site aside for the Public Works facility building.

BOURNE, MASS.  
TOWN CLERK'S OFFICE  
2012 DEC 10 AM 9 50







Roger Fernandes reviewed what the DPW facility approximate cost would be compared to other town's DPW buildings. He presented costs comparisons to other town's DPW buildings to the committee members.

Roger pointed out items that the members should consider about the new DPW building, they are:

The lighting in the admin sections – use motion on off sensors;

Four post lift;

Skylight panels along the side of the building;

Waste oil heater & furnace

Waterproof control for the wash bays

Floor drain – catch basin;

Drain on the outside of the maintenance bay – so water drains to the outside so it doesn't collect where the guys are working;

Seamless roof with 112 pitch;

Look into solar panels;

Infrared heating in the bays;

Locker room size,

Wally and Rickie stated they like the wood salt shed. The committee members would like to borrow the plans from Roger and do minor changes.

## **6. PRELIMINARY SCHEDULE**

Stanley will compose a letter sending an update on March 7<sup>th</sup> stating that March 28<sup>th</sup> will work and send it to the selectman.

The Committee will continue with the feasibility study and have Gannett Fleming bring the project to the next step and finalize the feasibility study.

The committee need the design and build plans ready for the May town meeting with conceptals and amount of money needed to design and build the new DPW facility.

John Redman was excused at 6:30.

## **7. DISCUSS UPDATED NEEDS**

### **A. Facility equipment review**

The committee members are to review the equipment report.

### **B. Space use compile and document**

## **8. DISCUSS FUTURE AGENDA ITEMS**

Rick will call Gannett Fleming and invite them to the next meeting.

## **9. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, February 15 2012 at 5:00 p.m.

**VOTED:** On a motion made by Rick Tellier and seconded by Dave Ahearn it was unanimously voted to adjourn at 6:50 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

**Bourne Public Works Facilities Building Committee**  
**February 1, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 1, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, vice Chair, David Ahearn, Clerk, William Meier, Rick Tellier, and Wally Tonaszuck.

**Absent: Chris Farrell (Excused).**

**Others present:** Coreen Moore Bourne Planning Department, Roger Fernandes Projects Engineer, town of Hingham, Chuck Ruggiero, Bourne DPW Department.

**1. CALL MEETING TO ORDER**

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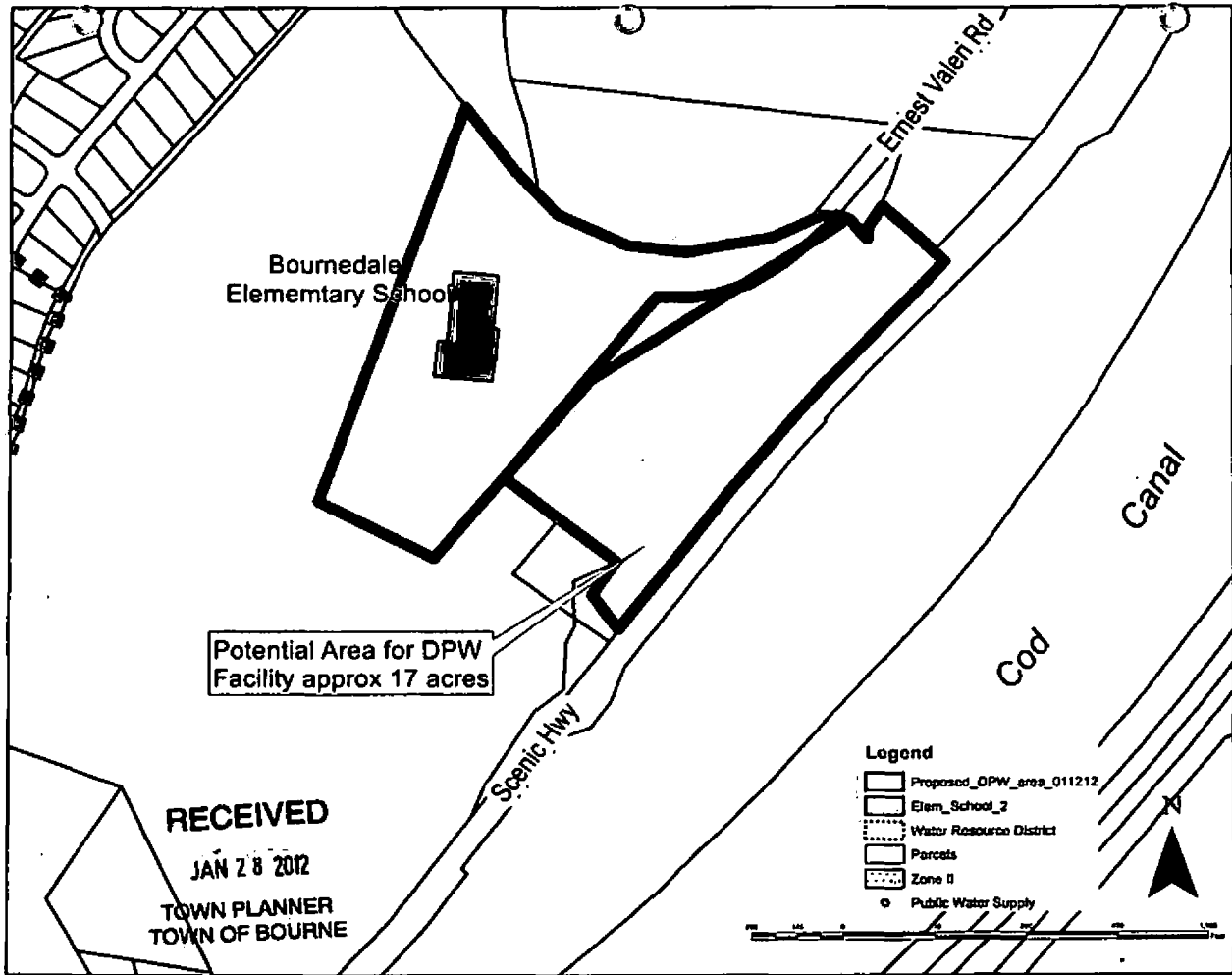
**VOTED:** On a motion made by Rick Tellier and seconded by Wally Tonaszuck it was unanimously voted to approve the minutes from January 18, 2012 as printed.

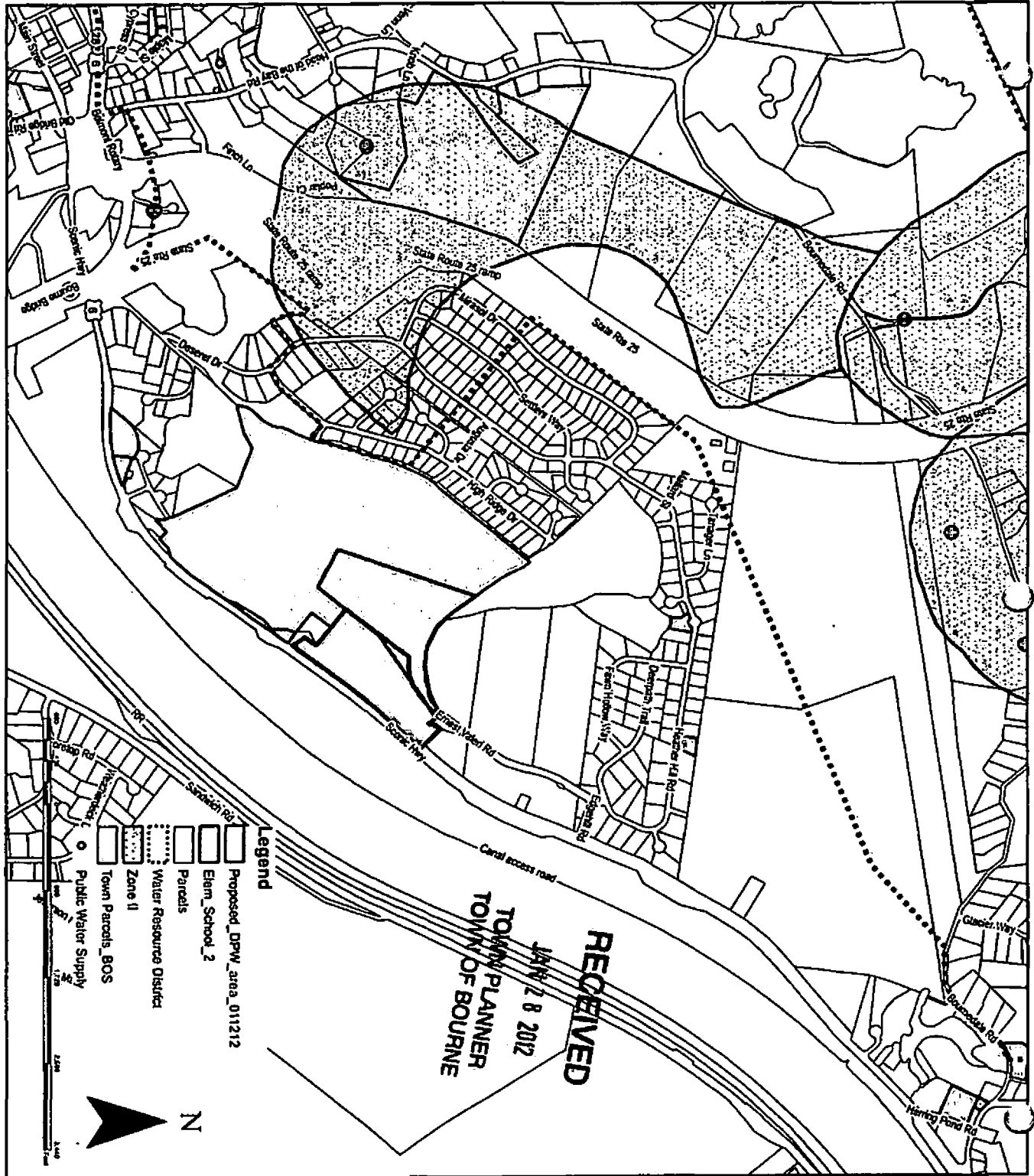
**3. TOWN PLANNER SITE REVIEW / SELECTION POSSIBLE VOTE**

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2012 FEB 21 PM 2 24  
TOWN CLERK'S OFFICE  
BOURNE, MASS.





Roger Fernandes reviewed what the DPW facility approximate cost would be compared to other town's DPW buildings. He presented costs comparisons to other town's DPW buildings to the committee members.

Roger pointed out items that the members should consider about the new DPW building, they are:  
The lighting in the admin sections – use motion on off sensors;  
Four post lift;  
Skylight panels along the side of the building;  
Waste oil heater & furnace

Waterproof control for the wash bays  
Floor drain – catch basin;  
Drain on the outside of the maintenance bay – so water drains to the outside so it doesn't collect where the guys are working;  
Seamless roof with 1:12 pitch;  
Look into solar panels;  
Infrared heating in the bays;  
Locker room size,

Wally and Rickie stated they like the wood salt shed. The committee members would like to borrow the plans from Roger and do minor changes.

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The Committee will continue with the feasibility study and have Gannett Fleming bring the project to the next step and finalize the feasibility study.

The committee needs the design and build plans ready for the May town meeting with conceptals and amount of money needed to design and build the new DPW facility.

John Redman was excused at 6:30.

**7. DISCUSS UPDATED NEEDS**

- A. Facility equipment review  
The committee members are to review the equipment report.
- B. Space use compile and document

**8. DISCUSS FUTURE AGENDA ITEMS**

Rick will call Gannett Fleming and invite them to the next meeting.

**9. ADJOURN**

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**VOTED:** On a motion made by Rick Tellier and seconded by Dave Ahearn it was unanimously voted to adjourn at 6:50 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary



Town of Bourne  
Public Works Building Committee

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center 235 Main St.

Date: Wednesday, February 15, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 1, 2012
3. Consultant review and project scope
5. Financial reviews
6. Preliminary Schedule for town meeting presentation
7. Discuss updated needs
  - A. Facility equipment review
  - B. Space use compile and document
8. Discuss Future agenda items
9. Adjourn

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Stanley D Andrews  
Chairman

Date: February 10, 2012

cc: Town Clerk

2012 FEB 10 AM 9 05

TOWN CLERK'S OFFICE

BOURNE, MASS

**Bourne Public Works Facilities Building Committee**  
**February 15, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 15, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, Vice Chair, David Ahearn, Clerk, William Meier, Rick Tellier, and Wally Tonaszuck. Chris Farrell arrived at 5:10 PM.

Absent:

*Others present:* Chuck Ruggiero, Bourne DPW Department.

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to approve the minutes from February 1, 2012 as printed.

**3. CONSULTANT REVIEW AND PROJECT SCOPE**

Stanley Andrews and John Redman talked with the Town Administrator and the Administrator said that they may hire Mr. Roger Fernandes to provide engineering services to the Bourne DPW Building Committee.

Mr. Roger Fernandes will do the engineering site design. The committee will give Mr. Fernandes the dimensions for the size of the building so he can provide the committee with a cost estimate.

The committee would like Mr. Fernandes to come back with the proposal to go to Tom and Linda then to the committee members to approve. The committee should get the proposal from Mr. Fernandes within the next few weeks.

There is a placeholder for the DPW in the warrant for Town Meeting.

The committee would like to go to the Town Meeting with the layout of the building and the cost estimate for the whole site design complete with utilities, then have cost design for a modular style construction.

If the committee doesn't have the complete package ready for the town meeting they would still go to the town meeting with what they are in the process.

TOWN CLERK'S OFFICE  
2012 DEC 10 AM 9 50

**5. FINANCIAL REVIEWS**

**Cost Breakdown**

Building Cost	Cost/SF	S.F	Total	
Admin.	\$ 214.70	3840	\$ 824,448.00	Includes Roughing out the second floor Actual sq/ft cost \$141.40
Vehicle Maintenance	\$ 131.56	8400	\$ 1,108,104.00	
Vehicle Storage	\$ 80.00	7840	\$ 627,200.00	
2nd Floor Build Out	\$ 68.09	5,060	\$ 344,545.00	Square footage cost less in comparison to first floor second floor rough-in always part of scope.
Cold Storage	\$ 40.56	6282	\$ 254,000.00	
Salt Shed	\$ 50.85	6250	\$ 317,600.00	
	Average	Total		
	\$ 97.63	37852	\$ 3,473,097.00	
<b>Additional Considerations</b>				
Amenities (tel-furniture-ect.)	3%		\$ 104,182.91	
Contingency	6%		\$ 277,847.78	
Est. Arch/Eng Fees	6%		\$ 208,385.82	Design Build Services Only
Environmental / Permitting			\$ -	
Escalation/per year	5%		\$ 173,654.85	
<b>Total</b>	<b>112.54</b>	<b>37,652</b>	<b>\$ 4,237,178.34</b>	

	Cost to Complete		Spent to Date				
			May-08	June-08	July-08	August-08	
Engineering	\$ 911,737		\$ 911,737				
LSP							
Site Preparation	\$ 3,171,000	\$ 1,500,000	\$ (77,532)	\$ 694,632	\$ 250,000	\$ 250,000	\$ 280,000
Hazmat Remediation	\$ 189,500	\$ 60,000	\$ 31,150	\$ 48,650	\$ -	\$ -	\$ -
Asbestos Remediation	\$ 33,580	\$ 23,000	\$ (16,450)	\$ 8,850	\$ -	\$ -	\$ -
DPW Building	\$ 2,572,000	\$ 2,558,000	\$ (259,000)	\$ 23,000	\$ 23,000	\$ 60,000	\$ 628,600
Cold Storage Building	\$ 258,000	\$ 258,000	\$ -	\$ -	\$ -	\$ 60,000	\$ 82,600
Sand & Salt	\$ 317,500	\$ 317,500	\$ 17,600	\$ -	\$ -	\$ -	\$ 150,000
Utilities	\$ 218,000	\$ 288,000	\$ (88,000)	\$ -	\$ -	\$ -	\$ 94,800
Athletic Fields	\$ 910,000	\$ 910,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 8,680,587</b>	<b>\$ 8,910,500</b>	<b>\$ 1,686,089</b>	<b>\$ 273,000</b>	<b>\$ 350,000</b>	<b>\$ 1,138,900</b>	<b>\$ 1,158,700</b>
Project Authorized	\$ 7,768,717						
State Aid Authorized	\$ 1,129,800						
<b>Total</b>	<b>\$ 8,918,217</b>						
	<b>\$ 8,694,519</b>						

**TAX RATE IMPACT  
BASED ON FY2011 ASSESSMENTS**

<b>Initial Year Tax Rate Impact DPW or Police Building 7.5 million</b>	
\$	600,000.00 First Year's Interest & Principal
\$	<u>4,394,123,880.00</u> Assessed Values
\$	0.14 Impact on Tax Rate
\$	43.50 Impact on \$318,600K home
<b>Initial Year Tax Rate Impact Pocasset Fire Station 2.5 million</b>	
\$	200,000.00 First Year's Interest & Principal
\$	<u>4,394,123,880.00</u> Assessed Values
\$	0.05 Impact on Tax Rate
\$	14.50 Impact on \$318,600K home
<b>Initial Year Tax Rate Impact Buzzards Bay Fire Station 3.5 million</b>	
\$	280,000.00 First Year's Interest & Principal
\$	<u>4,394,123,880.00</u> Assessed Values
\$	0.06 Impact on Tax Rate
\$	20.30 Impact on \$318,600K home
<b>Initial Year Tax Rate Impact Pebbles School 43 million</b>	
\$	1,376,000.00 First Year's Interest & Principal
\$	<u>4,394,123,880.00</u> Assessed Values
\$	0.31 Impact on Tax Rate
\$	89.77 Impact on \$318,600K home

The impact would be 43.50 for 20 years on billing for the life of the project

**6. PRELIMINARY SCHEDULE FOR TOWN MEETING PRESENTATION**

Have to have a preliminary from Roger Fernandes before the committee can do a preliminary schedule as to whether this can be ready for the Town Meeting.

**7. DISCUSS UPDATED NEEDS**

- Facility equipment review
- Space use compile and document

Feasibility study aspects needed for the facility.

**8. DISCUSS FUTURE AGENDA ITEMS**

**9. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, February 29, 2012 at 5:00 p.m.

**VOTED:** On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to adjourn at 5:49 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

2012 FEB 24 AM 11 55

MEETING NOTICE

TOWN CLERK'S OFFICE  
BOURNE, MASS

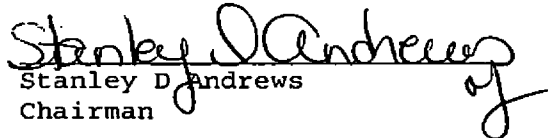
Location: Bourne Veterans' Memorial Community Center  
239 Main Street, Buzzards Bay

Date: Wednesday, February 29, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 15, 2012
3. Review Engineering Proposal and project scope
4. Financial reviews
5. Discuss Schedule for town meeting presentation
6. Discuss Future agenda items
7. Adjourn

  
Stanley D. Andrews  
Chairman

Date: February 24, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**February 29, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, February 29, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, David Ahearn, Clerk, Rick Tellier, and Chris Farrell. Tom Guerino arrived at 5:10 PM.

Absent: John Redman, William Meier, and Wally Tonaszuck (Excused).

*Others present:* Chuck Ruggiero, Bourne DPW Department Jim Muldie, Fran Yanuskiewicz, Weston & Sampson Engineering, and Roger Fernandes Projects Engineer, town of Hingham, arrived at 5:37 PM.

**1. CALL MEETING TO ORDER**

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

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to excuse John Redman, William Meier, and Wally Tonaszuck from the February 29, 2012 meeting.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to approve the minutes from February 15, 2012 as printed.

**3. REVIEW ENGINEERING PROPOSAL AND PROJECT SCOPE**

Stanley Andrews has not received a proposal at this time.

Roger Fernandes stated he is willing to work with the DPW Committee. Roger requested some information from Stanley before he can present a cost estimate for the site preparation. Where the building is placed on the property and how far away the utilities are, and where they come into the building will have an effect on the cost. Roger suggested the committee decide where the vehicles are going to go in the building, because that has an impact on the design of the building and where it goes on the site.

Stanley Andrews will email Roger Fernandes the info he needs to come back to the committee with a cost estimate for the site preparation.

2012 DEC 10 AM 9 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS



Bourne DPW Feasibility Study - Cost Estimate (Dec 2010)			
Area Descriptions	Area (SF)	Unit Cost per SF	Total Cost
Administration (Offices)	1,942		
Admin Support Area	2,756		
Shops and Storage	4,378		
Maintenance	5,400		
Wash Bay	1,875		
Sub Total:	16,351	\$190.00	\$3,106,690.00
Vehicle Storage Area	29,800	\$130.00	\$3,874,000.00
Salt Shed	2,400	LS	\$300,000.00
Fuel Island (incl. canopy, fuel pumps and above ground storage tanks)		LS	\$150,000.00
Site Work (incl. clearing, grading, paving, drainage system, & lighting)		See attached	\$2,380,000.00
Sub Total:			\$9,810,690.00
Future Expansion Area	1,785		
Slab-on-grade	1,719 sf	\$4.15	\$7,134.00
Concrete footings	13.95 cy	\$525.00	\$7,323.00
Rigid insulation - foundation wall	213 sf	\$2.00	\$426.00
Structural Backfill - building foundations	228 cy	\$9.50	\$2,166.00
Sub Total:			\$17,049.00
Total ~ Say			\$9,827,739.00 \$9,830,000.00





<b>Bourne DPW Feasibility Study - Cost Estimate (Sept. 2008)</b>			
<b>Area Descriptions</b>	<b>Area (SF)</b>	<b>Unit Cost per SF</b>	<b>Total Cost</b>
Administration (Offices)	1,885		
Admin Support Area	2,260		
Shops and Storage	3,720		
Maintenance	5,400		
Wash Bay and Equipment Room	2,037		
<b>Sub Total:</b>	<b>15,302</b>	<b>\$190.00</b>	<b>\$2,907,380.00</b>
<b>Vehicle Storage Area</b>	<b>20,858</b>	<b>\$130.00</b>	<b>\$2,711,540.00</b>
<b>Salt Shed</b>	<b>2,400</b>	<b>LS</b>	<b>\$300,000.00</b>
<b>Fuel Island (incl. canopy, fuel pumps and above ground storage tanks)</b>		<b>LS</b>	<b>\$150,000.00</b>
<b>Site Work (incl. clearing, grading, paving, drainage system, &amp; lighting)</b>			<b>\$1,750,000.00</b>

**TOTAL: \$7,818,920.00**

The Committee has decided they like the 4<sup>th</sup> building option.

The quote the Committee got was around 9.8 million dollars.

Stanley asked the committee members what they thought about presenting that price and going forward with that amount at Town Meeting.

Chris Farrell thinks it will be a hard sell. The committee will have to get the finalized cost estimate on the building and site work estimate before going to Town Meeting.

Rick Tellier stated even though the figures are accurate according to the feasibility study he thinks they should get a solid backing on the pricing. The numbers have to come from a reputable company to back up that price.

David Ahearn stated that even though the building is needed they shouldn't go to Town Meeting with a price that high. They shouldn't go to Town Meeting with a number any higher than 6 million dollars.

Tom Guerino stated that he thinks a number between 6.7 to 7 million might get approved at Town Meeting.

About 7 acres will need to be cleared for the building.

Stanley will make a list of the highest priority to the lowest priority for what is needed for the DPW building.

The committee members agree that the building can be used for other departments in the town, the sewer dept., the highway dept.

Tom Guerino will let the Committee know of someone who would be able to give the committee a budgetary cost for the building as a not to exceed number.

#### **5. DISCUSS SCHEDULE FOR TOWN MEETING PRESENTATION**

The response to the question What is the possibility of putting a "Question on the November 2, 2012 Election Ballot" The response is "A Question may be placed on this ballot if the EXACT WORDING is in the Secretary of State's office on or before August 1,2012.

For What is the possibility of putting a "Question on the May 15,2012 annual town election ballot": the Question may be placed on the ballot by a vote of the BOS up to the deadline for printing the ballot, usually not more than thirty three (33) days before the election. This means the Clerk's office should receive the EXACT WORDING of the question on or before Wednesday, April 11,2012; but would prefer the question be here by Wednesday, April 4,2012.

The committee will come up with the wording ahead of time and just leave a blank spot for the cost estimate.

The committee has to get out and spread the word and remind the towns' people that this facility is needed.

#### **6. DISCUSS FUTURE AGENDA ITEMS**

Budget Review  
Update on the process  
Site prep engineering review status

#### **7. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, March 14, 2012 at 5:00 p.m., unless a meeting is required on Wednesday, March 7<sup>th</sup>.

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

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

2012 MAR 12 AM 7 39

MEETING NOTICE

Location: Bourne Veteran's Memorial Community Center  
TOWN CLERK'S OFFICE  
150 KENNEDY ST  
BOURNE, MASS

Date: Wednesday, March 14, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes February 19, 2012
3. Update on Building Costs
4. Financial reviews
5. Discuss presentations for Town Meeting
6. Discuss Future agenda items
7. Adjourn



Stanley D Andrews  
Chairman

Date: March 12, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**March 14, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, March 14, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, David Ahearn, Clerk, William Meier, Chris Farrell, Wally Tonaszuck, and Tom Guerino.

Absent: John Redman and Rick Tellier (Excused).

*Others present:* Chuck Ruggiero, Bourne DPW Department and Fran Yanuskiewicz, Weston & Sampson Engineering.

2014 DEC 19 AM 9 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:03 p.m.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to approve the minutes from February 29, 2012 with the two corrections.

**3. UPDATE ON BUILDING COSTS**

Stanley Andrews suggested this item be discussed first because Tom Guerino has to leave early because of another appointment.

Tom Guerino spoke to the Finance Director and the Committee can get costs without sending the job out to bid. He doesn't think the Committee will be able to get the paperwork together for the May 7<sup>th</sup> Town Meeting. The Committee needs to know the exact financing needs, continue to work on it and put it on the October Special Town Meeting for the November ballot.

Stanley Andrews wants to know when the Committee can get someone to do the cost analysis on the building side of the project.

Tom Guerino thinks they should be able to get someone by May.

Chris Farrell and David Ahearn agree with Tom Guerino that the Committee needs to know the exact financial costs and they will not be ready for the May Town Meeting.

**VOTED:** On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to tell the Selectman that the Committee will not be ready for the May Town Meeting.

The Committee wants to get 3 companies to do a cost estimate and give them two weeks to come back with a quote.

Stanley Andrews would like the committee members to put together specifications on what should be on the proposal. Once the Committee has the final specifications they will present it to the 3 companies to have them get a cost estimate together and come back to the Committee with their proposal.

The steps the Committee needs to take are:

1. Get the specifications the Committee wants for the proposal.

Meeting to be held on 3/28/2012.

2. Send the specs to the proposed vendors.

3. Have a pre proposal Q&A meeting with the vendors.

Meeting to be held on 4/11/2012.

4. Have a meeting for the proposed vendors come back with a quote. Schedule the vendors 40 minutes apart, 5:10 PM for first vendor, 5:50 PM for the second vendor, 6:30 PM for the third vendor.

Meeting to be held on 4/25/2012.

On 5/9 have a meeting so the Committee members can discuss the 3 proposals.

Stanley would like the committee members to figure out what they think John Redman should present at Town Meeting. John Redman volunteered to do the presentation.

BLR Construction Services sent a quote for services for the site work. Stanley Andrews wants the committee to review the quote. The Committee will have a meeting on 3/21/2012 to vote on the proposal.



# Construction Services

## Construction Services

### Proposal

BDPW Building Committee

Tuesday, March 13, 2012

Stanly Andrews - Chairman & Rickie J. Tellier-Superintendent

New Bourne DPW Building Committee & The Bourne Highway Department

P.O. Box 290

Buzzards Bay, 02532-0290

Office: 508-759-0640

Fax: 508-759-0617

**RE:** New Department of Public Works Facility

**SUBJECT:** Proposal for Engineering Services and Project Assistance/Consulting:

Dear Mr. Andrews,

We are pleased to provide you with this proposal and a budget estimate for the anticipated effort. We look forward to working with you.

#### **Proposal to Provide:**

**Conceptual Site Plan & Construction Cost Estimate based on the conceptual site plan & Project Assistance/Consulting Services on an as-needed bases & a budget estimate for the engineering services**

### I. CONSULTING SERVICES

1. Project Manager

\$80/hour

To provide consulting services for the aforementioned project and assist in project programming as well as attend meetings to discuss project. Provide project conceptual estimate and a conceptual site plan based on available information as provided by the New Bourne DPW Building Committee. Place Salt Shed on site plan. Review feasibility Study as provided by New Bourne DPW Building Committee.

2. Peer Review to be performed by sub-contractor "Polaris Engineering"

\$1800/lump sum

Assist and review project conceptual estimate and a conceptual site plan. To be paid directly at direct cost.



New Department of Public Works Facility  
BDPW Building Committee

Tuesday, March 13, 2012

**II. PROPOSAL BUDGET ESTIMATE:**

Meetings: 4 meetings @ 4-hours X \$80	= \$ 1,280
Provide Project Estimate: 8-hours X \$80	= \$ 640
Conceptual Site Design: 16-hours X \$80	= \$ 1,280
Peer Review	= <u>\$ 1,800</u>

**Budget Estimate Total \$ 5,000**

**III. MISCELLANEOUS**

A change in scope or any additional tasks will require client's prior approval. Meeting will be billed at the rate listed in this proposal under Project Manager.

Hourly rates are portal to portal and require a 4 hour minimum for meeting attendance or site visits.

**Payment Terms:** Monthly billing w/ payment due Net 30 days from date of invoice.

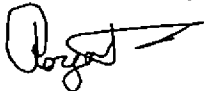
**IV. CONDITIONS**

This proposal does not include any site geotechnical or existing conditions information or final engineering drawings. This proposal does not include site survey. It is understood that the accuracy of the information provided is a derivative of the information provided by the client. The information provided as part of this proposal is conceptual and it is understood that the final engineering drawing and final estimate may change as a result. It is understood that BRL does not guarantee the accuracy of work or information provided by others.

RECEIPT OF THIS PROPOSAL IS ACKNOWLEDGED AND THE CONDITIONS CONTAINED HEREIN ARE ACCEPTED BY THE CLIENT. The undersigned understands these services represent a complete opinion based on the test results if available. It seeks to identify design or existing condition concerns by offering insight and direction and is nonbinding. The information set forth is time sensitive and therefore is subject to change. Design and information is based on submitted information or a cursory visual assessment; it clearly understood that this work might become inaccurate based on changes. Design evaluation is strictly based on opinion and experience, while technical data, if available is based on research and standard test results for specific locations. The undersigned or its representee/client will hold BRL and/or its representatives harmless.

If the content and conditions of this proposal are acceptable, please execute by signing in the space provided below and return. Please do not hesitate to contact me if you have any questions or are in need of additional information.

Very truly yours,  
BRL Construction Services



Roger Fernandes  
Project Manager

P.O Box 279 622 North Main Street, Raynham, MA-781 296-3537fernandesr@higham-ma.com

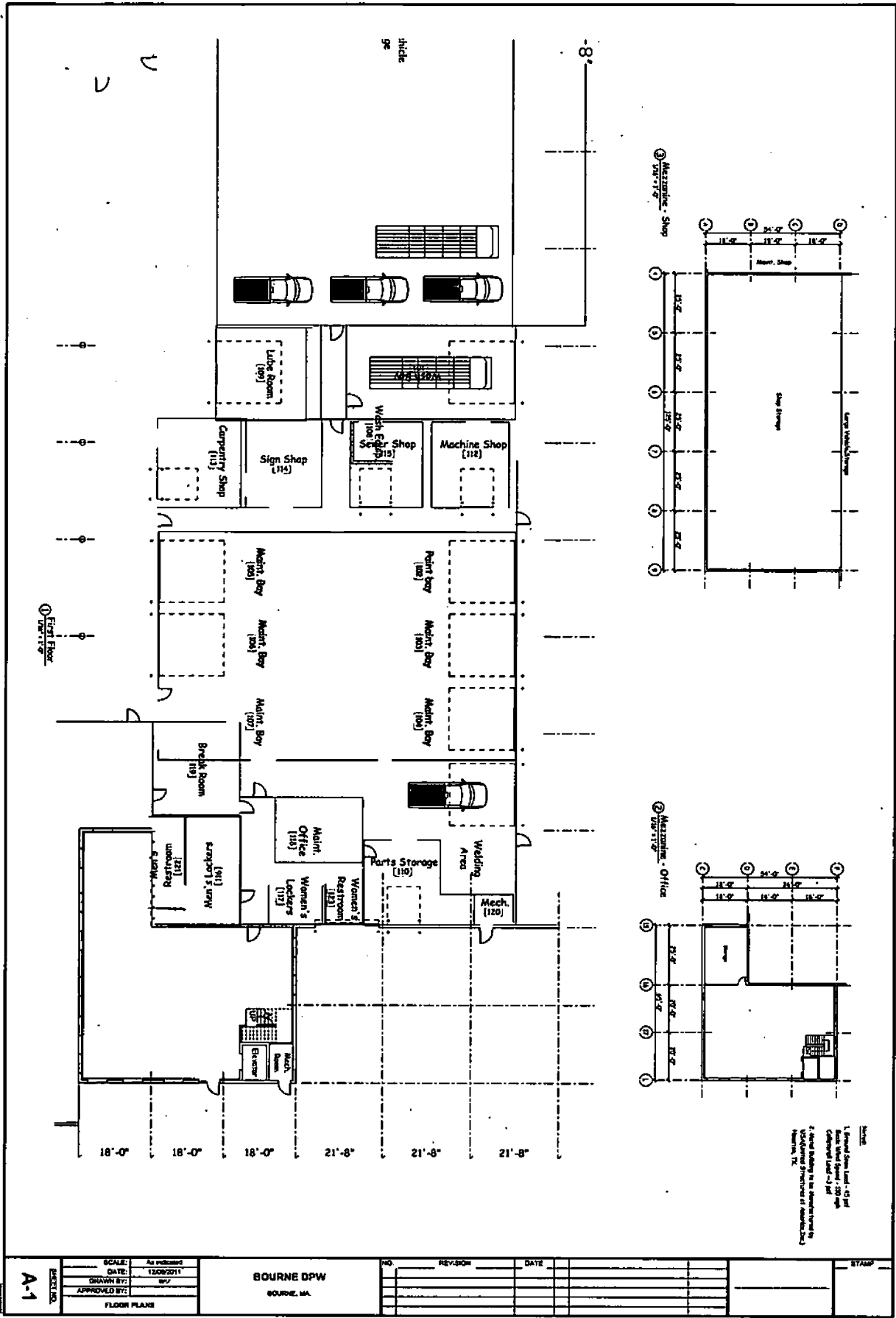
New Department of Public Works Facility  
BDPW Building Committee

*Tuesday, March 13, 2012*

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

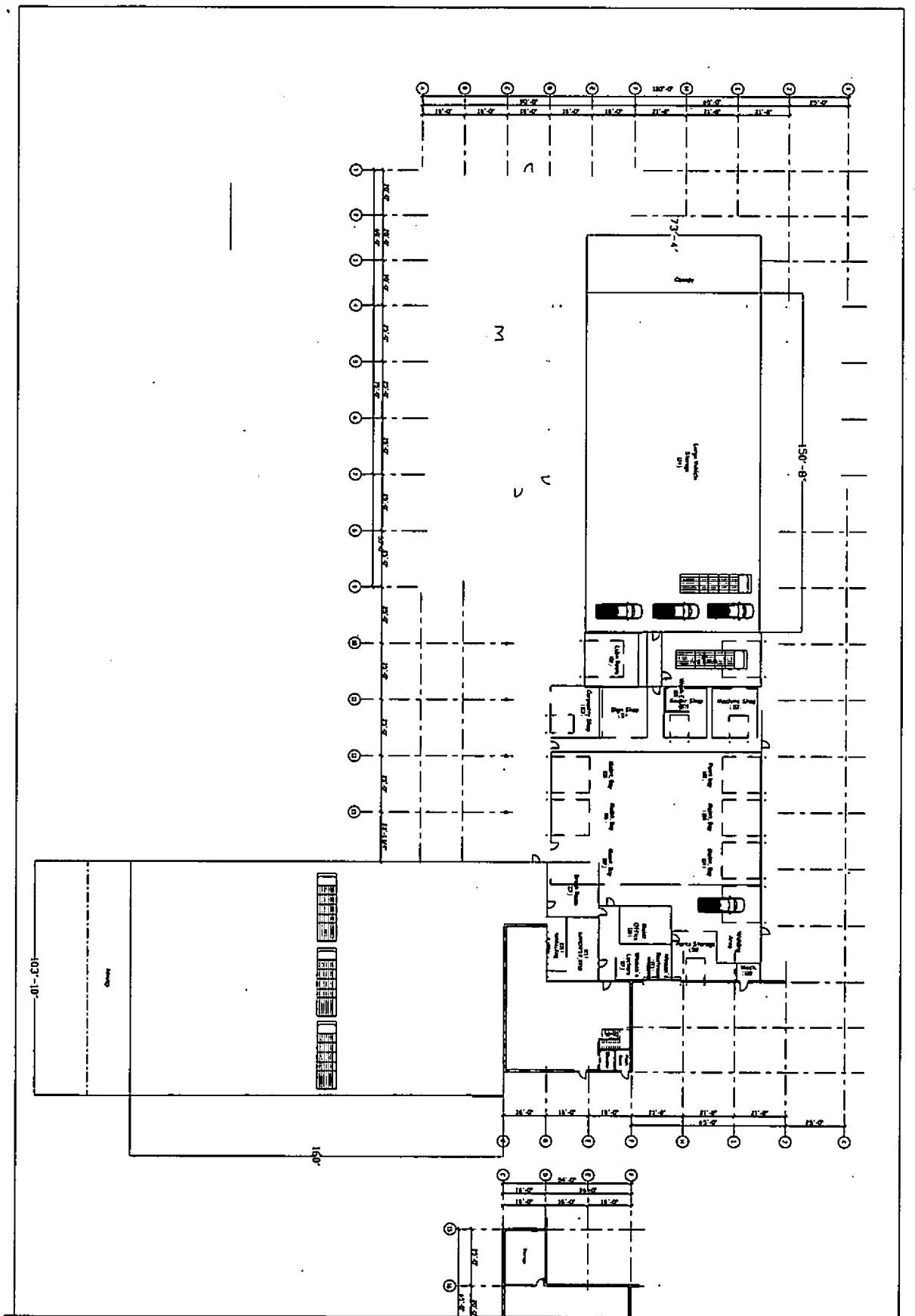
TITLE: \_\_\_\_\_





Notes:  
 1. General Notes: 1-10 per  
 2. Detail Notes: 1-10 per  
 3. Detail Notes: 1-10 per  
 4. Detail Notes: 1-10 per  
 5. Detail Notes: 1-10 per  
 6. Detail Notes: 1-10 per  
 7. Detail Notes: 1-10 per  
 8. Detail Notes: 1-10 per  
 9. Detail Notes: 1-10 per  
 10. Detail Notes: 1-10 per

<b>A-1</b> SHEET NO.	SCALE: As indicated DATE: 12/08/2011 DRAWN BY: wpj APPROVED BY:	NO.    REVISION    DATE	STAMP
	FLOOR PLAN		
	BOURNE DPW BOURNE, MA.		
	(Empty space for additional notes or stamps)		



SCALE:	
DATE:	
DRAWN BY:	apj
APPROVED BY:	

NO.	REVISION	DATE

STAMP

The Committee has to bid out the project at the full amount, not including any/all amount they may get in reimbursements. The town's people want to know how much it is going to cost them.

**4. FINANCIAL REVIEWS**

**5. DISCUSS PRESENTATION FOR TOWN MEETING**

This item was discussed under agenda item number 3.

**6. DISCUSS FUTURE AGENDA ITEMS**

This item was discussed under agenda item number 3.

**7. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, March 21, 2012 at 5:00 p.m.

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to adjourn at 5:46 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

2012 MAR 20 AM 10 14 MEETING NOTICE

TOWN CLERK'S OFFICE

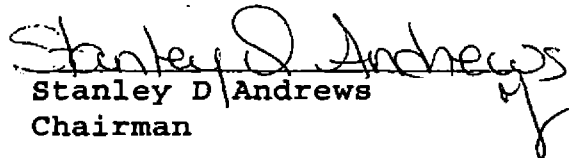
BOURNE, MASS  
Location: Bourne Veterans' Memorial Community Center  
239 Main St., Buzzards Bay

Date: Thursday, March 22, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes March 14, 2012
3. Review site engineering proposal and possible vote
4. Adjourn

  
Stanley D. Andrews  
Chairman

Date: March 20, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**March 22, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Thursday, March 22, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, David Ahearn, Clerk, William Meier, Rick Tellier, Wally Tonaszuck, and Tom Guerino.

Absent: John Redman and Chris Farrell (Excused).

**Others present:** Chuck Ruggiero, Bourne DPW Department

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Wally Tonaszuck and seconded by David Ahearn it was unanimously voted to approve the minutes from March 14, 2012 as written. Rick Tellier abstained.

**3. REVIEW SITE ENGINEERING PROPOSAL AND POSSIBLE VOTE**

Discussion on using Roger Fernandes for site prep without peer review.

Wally said no P.E. and feels it is over priced.

The committee agrees to use Roger Fernandes as a project consultant. Change the scope of what Roger will do and remove Peer Review.

The site design and the building design will be sent out for 3 proposals

The date for the pre proposal Q&A meeting with the vendors is changing from 4/11 to 4/18.

The date for the vendors to bring back their proposals is changed from 4/25 to 5/2.

**4. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, March 28, 2012 at 5:00 p.m.

**VOTED:** On a motion made by Wally Tonaszuck and seconded by David Ahearn it was unanimously voted to adjourn at 5:47 p.m.

BOURNE, MASS  
TOWN CLERK'S OFFICE  
DEC 10 AM 9 51

Respectfully submitted,

Carole Ellis  
Recording Secretary

**Bourne Public Works Facilities Building Committee**  
**March 22, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Thursday, March 22, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, David Ahearn, Clerk, William Meier, Rick Tellier, Wally Tonaszuck, and Tom Guerino.

Absent: John Redman and Chris Farrell (Excused).

*Others present:* Chuck Ruggiero, Bourne DPW Department

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Wally Tonaszuck and seconded by David Ahearn it was unanimously voted to approve the minutes from March 14, 2012 as written. Rick Tellier abstained.

**3. REVIEW SITE ENGINEERING PROPOSAL AND POSSIBLE VOTE**

Discussion on using Roger Fernandes for site prep without peer review.

Wally said no P.E. and feels it is over priced.

The committee agrees to use Roger Fernandes as a project consultant. Change the scope of what Roger will do and remove Peer Review.

The site design and the building design will be sent out for 3 proposals

The date for the pre proposal Q&A meeting with the vendors is changing from 4/11 to 4/18

The date for the vendors to bring back their proposals is changed from 4/25 to 5/2.

**4. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, March 28, 2012 at 5:00 p.m.

**VOTED:** On a motion made by Wally Tonaszuck and seconded by David Ahearn it was unanimously voted to adjourn at 5:47 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

2012 DEC 10 AM 9:50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Town of Bourne  
Public Works Building Committee

2012 MAR 26 AM 9 21

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

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

Date: Wednesday, March 28, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes March 22, 2012
3. Develop scope for RFP
4. Adjourn

  
Stanley D Andrews  
Chairman

Date: March 26, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**March 28, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, March 28, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, David Ahearn, Clerk, William Meier, Chris Farrell, Rick Tellier, and Wally Tonaszuck.

Absent: John Redman (Excused).

*Others present:* Chuck Ruggiero, Bourne DPW Department and Roger Fernandes Projects Engineer, town of Hingham.

**1. CALL MEETING TO ORDER**

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

**VOTED:** On a motion made by Rick Tellier and seconded by David Ahearn it was unanimously voted excuse John Redman from the March 28, 2012 meeting.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by David Ahearn and seconded by Rick Tellier it was unanimously voted to approve the minutes from March 22, 2012 as amended. Chris Farrell abstained.

**3. DEVELOP SCOPE FOR RFP**

There are four separate items for the RFP, they are:

1. The Salt Shed:

Size, specs, bid documents, cost estimate.

2. The Main Building:

Generic estimates, project management, bid documents, cost estimate

3. The Site:

Final design, specifications, bid document, project management, survey of the site.

4. The Fuel Shed:

Site it on site, How many dispensing stations – 2 dispensers, how many types of gas, segregated for after hours or not segregated, size, cost estimate

For the Engineering firm:

Scope of Service

Team for phase 1,2, and 3

Experience relative to each part of this project

If they can meet the timeline (have all cost estimates done by July 15<sup>th</sup>)

Education Process

Meeting participation



Evaluation of flow test  
Permitting (Planning Board, Board of Health, MEPA)

The committee agreed the engineering firm they hire they will use through the whole process.

Roger suggested the committee not rate the firm just based on price. The company they hire will also act as the Project Manager. Roger will forward to Stanley the bid documents that were used for the project the he did. He will also write up the preliminary for the RFP, which is as follows:

Stanley will ask that the Tom Guerino, Town Administrator, or a representative for him attend the next meeting.

At the next meeting on April 4<sup>th</sup> the committee will go over the preliminary RFP.

Stanley stated that the school asked to be kept in the loop of what is going on. The committee agreed to let the school know the Committee is in the process of picking an engineering firm.

#### **4. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, April 4<sup>th</sup> at 5:00 p.m.

**VOTED:** On a motion made by Rick Tellier and seconded by Wally Tonaszuck it was unanimously voted to adjourn at 6:16 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

**Bourne Public Works Facilities Building Committee**  
**March 28, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, March 28, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, David Ahearn, Clerk, William Meier, Chris Farrell, Rick Tellier, and Wally Tonaszuck.

Absent: John Redman (Excused).

**Others present:** Chuck Ruggiero, Bourne DPW Department and Roger Fernandes Projects Engineer, town of Hingham.

**1. CALL MEETING TO ORDER**

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

**VOTED:** On a motion made by Rick Tellier and seconded by David Ahearn it was unanimously voted excuse John Redman from the March 28, 2012 meeting.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by David Ahearn and seconded by Rick Tellier it was unanimously voted to approve the minutes from March 22, 2012 as amended. Chris Farrell abstained.

**3. DEVELOP SCOPE FOR RFP**

There are four separate items for the RFP, they are:

1. The Salt Shed:

Size, specs, bid documents, cost estimate.

2. The Main Building:

Generic estimates, project management, bid documents, cost estimate

3. The Site:

Final design, specifications, bid document, project management, survey of the site.

4. The Fuel Shed:

Site it on site, How many dispensing stations – 2 dispensers, how many types of gas, segregated for after hours or not segregated, size, cost estimate

For the Engineering firm:

Scope of Service

Team for phase 1,2, and 3

Experience relative to each part of this project

If they can meet the timeline (have all cost estimates done by July 15<sup>th</sup>)

Education Process

Meeting participation

Evaluation of flow test  
Permitting (Planning Board, Board of Health, MEPA)

The committee agreed the engineering firm they hire they will use through the whole process.

Roger suggested the committee not rate the firm just based on price. The company they hire will also act as the Project Manager. Roger will forward to Stanley the bid documents that were used for the project the he did. He will also write up the preliminary for the RFP, which is as follows:

Stanley will ask that the Tom Guerino, Town Administrator, or a representative for him attend the next meeting.

At the next meeting on April 4<sup>th</sup> the committee will go over the preliminary RFP.

Stanley stated that the school asked to be kept in the loop of what is going on. The committee agreed to let the school know the Committee is in the process of picking an engineering firm.

#### **4. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, April 4<sup>th</sup> at 5:00 p.m.

**VOTED:** On a motion made by Rick Tellier and seconded by Wally Tonaszuck it was unanimously voted to adjourn at 6:16 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

**Bourne Public Works Facilities Building Committee**  
**May 30, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, May 30, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, Wally Tonaszuck, Chris Farrell.

*Others present:*

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by John Redman and seconded by Rick Tellier it was unanimously voted to approve the minutes from May 2, 2012 as written. Chris Farrell abstained.

**3. REVIEW QUALIFICATION QUESTIONS AND TIMES FOR INTERVIEWS**

The committee will judge the interviews on a scale of 1-5, 5 being advantages and 1 being low.

The interviews will be in executive session.

Roger will be at the meeting for the interviews.

The three companies to interview are:

- HKT Architects, Inc.
- Peterman Architects, Inc.
- Weston & Sampson Environmental/Infrastructure Consultants

The questions and who is asking them are:

John – How can you help “FBC in presenting the project publicly, leading up to and including Town Meeting?

Wally – Specifically, how have you fared on prior similar projects with respect to construction costs/changes orders/engineering change orders?

David – What is your experience with the modular and/or pre-engineered construction design effort and procurement?

William – Will you be able to meet the project schedule goals in terms of deliverables?

Chris – Will you be able to provide project team continuity?

Roger – Is there anything you would have done differently on any of the similar projects?

(who is asking this question) – If pre-engineered does not pass what effect does it have on the budget?

The interview times are:

- HKT Architects – 4:14
- Peterman Architects – 5:00
- Weston & Sampson – 5:45

**4. DISTRIBUTION OF PROPOSALS**

**5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on June 12<sup>th</sup> at 5:00 PM.

**VOTED:** On a motion made by Chris Farrell and seconded by Wally Tonaszuk it was unanimously voted to adjourn at 5:47 p.m.

Respectfully submitted,

Carole Ellis

Town of Bourne  
Public Works Building Committee

2012 MAR 33 AM 9 35

MEETING NOTICE

TOWN CLERK'S OFFICE  
BOURNE, MASS.

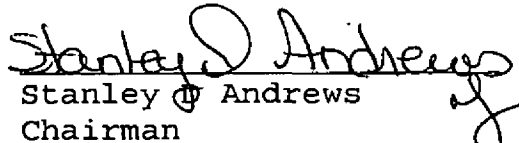
Location: Bourne Veteran's Memorial Community Center  
239 Main St., Buzzards Bay

Date: Wednesday, April 4, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes March 28, 2012
3. Develop scope for RFP
4. Adjourn

  
Stanley D. Andrews  
Chairman

Date: April 2, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**April 4, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, April 4, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, Clerk, William Meier, Chris Farrell, Rick Tellier, and Wally Tonaszuck.

Absent:

*Others present:*

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:03 p.m.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Chris Farrell and seconded by Wally Tonaszuck it was unanimously voted to approve the minutes from March 28, 2012 as corrected. John Redman abstained.

**3. DEVELOP SCOPE FOR RFP**

Stanley Andrews wants the committee members to go over the RFQ from Roger Fernandes and funnel changes through Roger and copy all the committee members so everyone knows what changes are being suggested.

The committee needs to go through the process for selecting an OPM. They need to get qualifications from Roger Fernandes to see if he is qualified to represent the committee as the Project Manager.

The committee has to find out from Tom Guerino if there is enough money to hire a Project Manager now and how much they have to proceed with the RFQ. What % of money will be used for the OPM and what % will be used for the Engineering firm. Stanley Andrews will check with Tom Guerino to see about expending funds to hire an OPM.

The committee will have from August to October to promote the new DPW building project.

Stanley Andrews will put together a flow chart so everyone is on the same page and know what is going on.

2012 DEC 10 AM 9 51  
TOWN CLERK'S OFFICE  
BOURNE, MASS

4. ADJOURN

The next Bourne Public Works Facility Building Committee meeting will be on Wednesday, April 11<sup>th</sup> at 5:00 p.m.

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

Respectfully submitted,

Carole Ellis  
Recording Secretary



Town of Bourne  
Public Works Building Committee 2012-008 9 AM 9 36

MEETING NOTICE TOWN CLERK'S OFFICE  
BOURNE, MASS

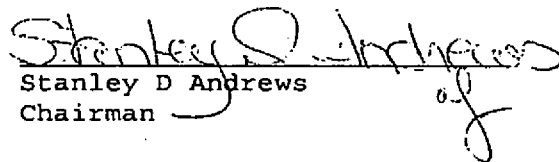
Location: Bourne Veteran's Memorial Community Center  
239 Main St, Buzzards Bay

Date: Wednesday, April 11, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 4, 2012
3. Owners Project Manager (OPM)
4. Develop scope for RFP
5. Adjourn

  
Stanley D Andrews  
Chairman

Date: April 9, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**April 11, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, April 11, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, William Meier, Rick Tellier, Wally Tonaszuck and Tom Guerino. Chris Farrell arrived at 5:20 PM.

**Absent:** David Ahearn, excused

**Others present:** Chuck Ruggiero, Bourne DPW Department

**1. CALL MEETING TO ORDER**

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

**VOTED:** On a motion made by John Redman and seconded by Wally Tonaszuck it was unanimously voted to excuse David Ahearn from the April 11, 2012 meeting.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by William Meier and seconded by Wally Tonaszuck it was unanimously voted to approve the minutes from April 4, 2012 as written. John Redman abstained.

**3. OWNERS PROJECT MANAGER (OPM)**

Stanley Andrews stated that before the committee selects a Design Engineer they need an OPM on staff, which can be an employer of the town.

The committee has the feasibility study the 2<sup>nd</sup> part of the feasibility study is to come up with a figure for the modular design to go to the October Town Meeting stating how much money is needed for this project.

The Committee will choose the Design Engineer Company based on a non-price proposal then negotiate a price with the company they have chosen.

Roger stated that you don't need an OPM just to do a conceptual plan. The committee can select a Design Engineer to take the Committee through task 9 for the Town Meeting. So they can get a budget figure from the Design Engineer to complete tasks 1-9. When the committee is ready to proceed past task 9 with a Design Engineering Firm, then they will need an OPM.

The Committee would like to get a price from the Design Engineer Company for each task 1-16, but only need fund authorization for the Design Engineer Company to complete tasks 1-9 to get the Committee to Town Meeting.

Step one will take the Committee through the Town Meeting.  
Step two will take the Committee through to completion.

2011 DEC 10 AM 9 51  
TOWN CLERK'S OFFICE  
BOURNE, MASS

The Committee will hold off on getting an OPM until after Town Meeting in October.

#### 4. DEVELOP SCOPE FOR RFP

John Redman stated he noticed a few typos and a few changes. The changes are as follows:  
I have also reviewed the draft and the Designer Selection Process and would like to offer some comments. As a committee we can review as a whole. I will not be as specific as Wally rather offer general comments.

- 1) There are several typos/misspellings that can be corrected, i.e. perusing versus pursuing in Task 3. Edits, but nevertheless requiring corrections.
- 2) DPW Committee - it seems that the selectmen, as Approving Authority, have designated our committee to conduct the designer selection process - see bullet 3 in Designer Selection Procedure.
- 3) The Approving Authority may allow a firm (designer) who provided a feasibility study (Gannett Fleming) to continue with the design (Paragraph 13 of Designer Selection Procedure). Would they be required to bid or would the Committee select them. It would seem to be less messy to bid them and others. They would need direction about our leanings toward modular, which is referenced in the Request for Qualifications.
- 4) Could we review the Central Register to obtain names of other potential designer candidates?
- 5) Whoever does this function; we will need a comprehensive presentation for town meeting and other meetings/presentations prior to town meeting. (Task 9 is a key). Gannett Fleming references this in the Feasibility Study.
- 6) On Page 3 The FBC has established a not-to-exceed price versus asking for a range and what would be included or have to be eliminated based on various amounts.
- 7) Task 11 - assume we are assured of natural gas.
- 8) Are the selectmen the awarding authority versus Tom Guerino as the Chief Procurement Officer?
- 9) Do we ask Cape Building Systems potential designer candidates or could this present future bid conflicts from them by doing so and maybe send the wrong message?
- 10) Role of Roger Fernandes in this process. Project Manager - his qualifications.

Wally Tonaszuk stated he noticed a few changes. The changes are as follows:  
I have read and offer the following comments to the draft document referenced in the 2012 Request For Qualifications. I shall direct the comments to the document as to page number, paragraph heading etc, as appropriate.

1. Introduction. I believe the task we are looking for is not entirely clear. We want a preliminary design.

We want pricing for a budget that is consistent with Town Meeting presentation for the facility. The budget shall include costs for engineering, construction oversight, contingencies, etc. This is what we require at this time for October Town Meeting.

2. Project Background. Include with the description of building components a wash bay.

3. Project Scope. No information provided to Roger to define cost limit.

4. Page 4 Finalist to submit cost breakdown for various tasks etc. This information should be submitted in a separate envelope? And is this request more appropriate in the selection of the Designer for the final design phase?

5. Page 4 Minimum Qualification Subittals. Add- Project completion vs. original contract completion date. Also Add- Amount of cost attributal to change orders.

6. Page 5 Top. Submit all completed RFQ packages to Town Manager's Office. Also provide Roger with Submittal date and time.

7. Page 5 The work will include- Task 2 Reference of all equipment to be moved to new facility. Should be noted that this information exists and does not need to be created. Also reference to material storage should say delivery and storage.
8. Page 5 Task 3- word perusing should say persuing. List should consider more expensive equipment such as vehicle lifts (3), compressor, emergency generator, etc.
9. Page 7 Task 11- Final site design & Building Design. Include Electrical transformer, Roadway paving, outside storage bins, and the method of fuel storage (above ground ?) Also how many gallons of gas and diesel?
10. Page 7 Task 12- See comment 9 above.
11. Page 8 Task 13-Para. B-Reference to Phase 4. Should this also include Phase 5&6? shall include the following: Add Foundation Design, Alarm, Security, waterproofing, Insulation?
12. Page 8 Task 14. Bid phase Services- Cost now. Execute after project approved by Town Meeting.
13. Page 9 Task 15. Budget Estimate for Construction Inspection Phase Services- Isn't this the job of the OPM? Add to list of duties -investigate requests for change orders. Evaluate validity and assess reasons for same. Are costs appropriate? Also, maintains log of daily use of equipment manpower events out of the ordinary, etc. Maintains Prevailing Wage Rates and posts same. Checks Certified payrolls for compliance.
14. Page 11 Deadlines/ Due Dates. Need specific dates and times for submittals. Also, submitted to whom.

The Committee discussed changes through Task 9.

Stanley Andrews is going to meet with Tom Guerino on April 12, 2012 to discuss the timeline, how to get through the next steps to get the RFQ out.

The committee discussed how much work needs to be done to the final RFQ to get it to Tom Guerino by April, 13, 2012. Tom can get it to town Counsel on Tuesday, April 17, 2012. Tom will develop the time line and get it back to the Committee.

The Committee will develop the evaluation criteria. Roger Fernandes will develop the scope for subsection for questions, and can help determine the questions that will be asked. The Committee members are to work independently on questions to be asked and then send their questions they come up with to Roger Fernandes.

Some questions could be; How much will it costs to attend additional Committee meeting, attend events, make public presentations, and attend Town Meeting.

Roger Fernandes will modify the RFQ, look into how many weeks it will take for the companies to come up with a proposal submittal deadline, and have the preliminary site design estimates for the next meeting.

Proposed Timeline for the Committee:  
Put in Register and Newspaper by April 17th  
Appear in the Register on April 23rd  
RFQ packages due May 15th  
Review Proposal May 16th  
Interviews following week May 23rd  
Awards the Week of the 23rd?

Once posted in the Register the Committee will meet.

5. ADJOURN

The next Bourne Public Works Facility Building Committee meeting will be announced on a later date.

**VOTED:** On a motion made by Chris Farrell and seconded by Rickie Tellier it was unanimously voted to adjourn at 6:27 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

DRAFT

Town of Bourne  
Public Works Building Committee

2012 APR 30 AM 10 56

MEETING NOTICE

TOWN CLERK'S OFFICE  
BOURNE, MASS

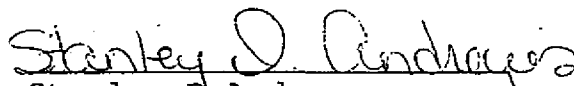
Location: Bourne Veteran's Memorial Community Center  
239 Main Street, Buzzards Bay

Date: Wednesday, May 2, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes April 11, 2012
3. Review qualification questions
4. Review preliminary site design and cost
5. Adjourn

  
Stanley D. Andrews  
Chairman

Date: April 30, 2012  
cc: Town Clerk

Town of Bourne  
Public Works Building Committee

2012 MAY 25 AM 9 06

MEETING NOTICE

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

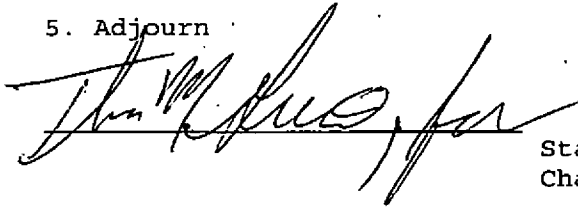
TOWN CLERK'S OFFICE

Date: Wednesday, May 30, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of minutes May 2, 2012
3. Review qualification questions and times fir interviews.
4. Distribution of proposals
5. Adjourn



Stanley D Andrews  
Chairman

Date: May 24, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**May 30, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, May 30, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, Wally Tonaszuck, Chris Farrell.

**Others present:**

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by John Redman and seconded by Rick Tellier it was unanimously voted to approve the minutes from May 2, 2012 as written. Chris Farrell abstained.

**3. REVIEW QUALIFICATION QUESTIONS AND TIMES FOR INTERVIEWS**

The committee will judge the interviews on a scale of 1-5, 5 being advantages and 1 being low.

The interviews will be in-executive session.

Roger will be at the meeting for the interviews.

The three companies to interview are:

- HKT Architects, Inc.
- Peterman Architects, Inc.
- Weston & Sampson Environmental/Infrastructure Consultants

The questions and who is asking them are:

John – How can you help “FBC in presenting the project publicly, leading up to and including Town Meeting?

Wally – Specifically, how have you fared on prior similar projects with respect to construction costs/changes orders/engineering change orders?

David – What is your experience with the modular and/or pre-engineered construction design effort and procurement?

William – Will you be able to meet the project schedule goals in terms of deliverables?

Chris – Will you be able to provide project team continuity?

2012 DEC 10 AM 9 10  
TOWN CLERK'S OFFICE  
BOURNE, MASS



Roger – Is there anything you would have done differently on any of the similar projects?

(who is asking this question) – If pre-engineered does not pass what effect does it have on the budget?

The interview times are:

- HKT Architects – 4:14
- Peterman Architects – 5:00
- Weston & Sampson – 5:45

**4. DISTRIBUTION OF PROPOSALS**

**5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on June 12<sup>th</sup> at 5:00 PM.

**VOTED:** On a motion made by Chris Farrell and seconded by Wally Tonaszuk it was unanimously voted to adjourn at 5:47 p.m.

Respectfully submitted,

Carole Ellis

Town of Bourne  
Public Works Building Committee

MEETING NOTICE

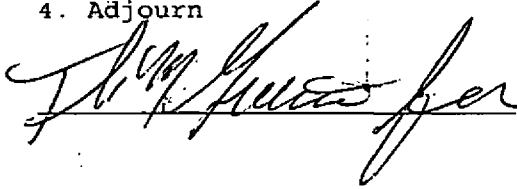
Location: Bourne Veteran's Memorial Community Center 239 Main St.

Date: Tuesday June 12, 2012  
2012 JUN 8 PM 3:14  
TOWN CLERK'S OFFICE

Time: 4:00 P.M.  
BOURNE, MASS

Agenda Topics

1. Call meeting to order
2. Vote to enter Executive Sessions to interview 3 finalists for responses to RFQ.
3. Re-enter Open meeting
4. Adjourn



Stanley D Andrews  
Chairman

Date: June 8, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**June 12, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Tuesday, June 12, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, Wally Tonaszuck, and Tom Guerino. Chris Farrell was absent.

*Others present:* Roger Fernandes

Janet Monteverde Slemenda A|A, Principal; Michael Lawrence, Project manager, from HKT Architects, Inc. Scott Lindgren, Managing Engineer; Gregory Berube from PARE Corporation.

Tom Peterman, Project Manager; Paul; and Richard Claytor, Principal Engineer Horsley Witten Group from Peterman Architects, Inc.

D. Michael Hicks, Director of Facilities & Architecture and Jeffery Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 4:00 p.m.

**VOTED:** On a motion made by Rick Tellier and seconded by Wally Tonaszuck it was unanimously voted to go into executive session.

**Roll Call Vote**

Wally Tonaszuck - Yes

William Meier - Yes

Ricky Tellier - Yes

John Redman - Yes

David Ahearn - Yes

Stanley Andrews - Yes

**2. APPROVAL OF MINUTES**

**3. REVIEW QUALIFICATION QUESTIONS AND TIMES FOR INTERVIEWS**

The committee will judge the interviews on a scale of 1-5, 5 being advantages and 1 being low.

The three companies to interview are:

- HKT Architects, Inc. at 4:14
- Peterman Architects, Inc. at 5:00
- Weston & Sampson Environmental/Infrastructure Consultants at 5:45

**HKT Architects, Inc.**

Janet Monteverde took the point for HKT Architects and started their presentation.

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2012 DEC 10 PM 5 50

Janet Monteverde spoke about HKT, how they can pick the right people for this project, and similar projects they have had in the past. Janet also spoke about the processes for pre-engineered buildings.

Scott Lindgren talked about the opportunity for constraints and how it provides the opportunity to think innovatively and look at the price in different ways to become a better and price oriented facility.

Gregory Berube spoke about Construction Opportunities and Quality Control. One person will over look everything.

Michael Lawrence talked about the soft components, the topography, access and egress, and if there is any room for expansion for the future and how it effects the overall design.

### Questions

David – What is your experience with the pre-engineered building construction, design effort and procurement?

We worked on the Charlton DPW and North Hampton are pre engineered structures. Northbridge and Deerfield are Hybrid designs.

Wally – Specifically, how have you fared on prior similar projects with respect to construction costs/changes orders/engineering change orders?

Lexington DPW was under budget. We ended up putting a lot of stuff in there that the town wanted that we ended taking out. Through non-town related/unforeseen conditions about 2.75% for change orders for that project.

We spend a lot of time up front looking at cots and getting cost estimators involved early so know what it is going to cost. It is important for us to get the costs information out to you early.

Ricky – Will you be able to provide project team continuity?

Absolutely

William – Will you be able to meet the project schedule goals in terms of deliverables?

When I did the proposal I looked at the schedule, it takes a lot to do a project and get consensus from all committee members. We have meetings and we talk about all that stuff and get focused on the angles looking at how much time will be needed for this project, how much time you need as town managers for everyone to have the proper information.

Roger – Is there anything you would have done differently on any of the similar projects?

Over all because of our experience we are better than we were a few years ago. There are a of different subtle changes/spec items, we have a mark-up of specs that we continue to mark up.

John – How can you help “FBC in presenting the project publicly, leading up to and including Town Meeting?

Did it for Deerfield, and we are still on the Deerfield website, Lexington DPW is just a portion of what we did. We help get the right message out to the people. How to get the community involved. Get the message to them. You want the people to know why you are spending that kind of money on this project.

Stan – How do you feel and/or can you quantify the potential savings between predesigned verses conventional construction?

We are working on one right now that is a hybrid, where part of the building is conventional framed and part of the building is pre engineered.

**Peterman Architects, Inc**

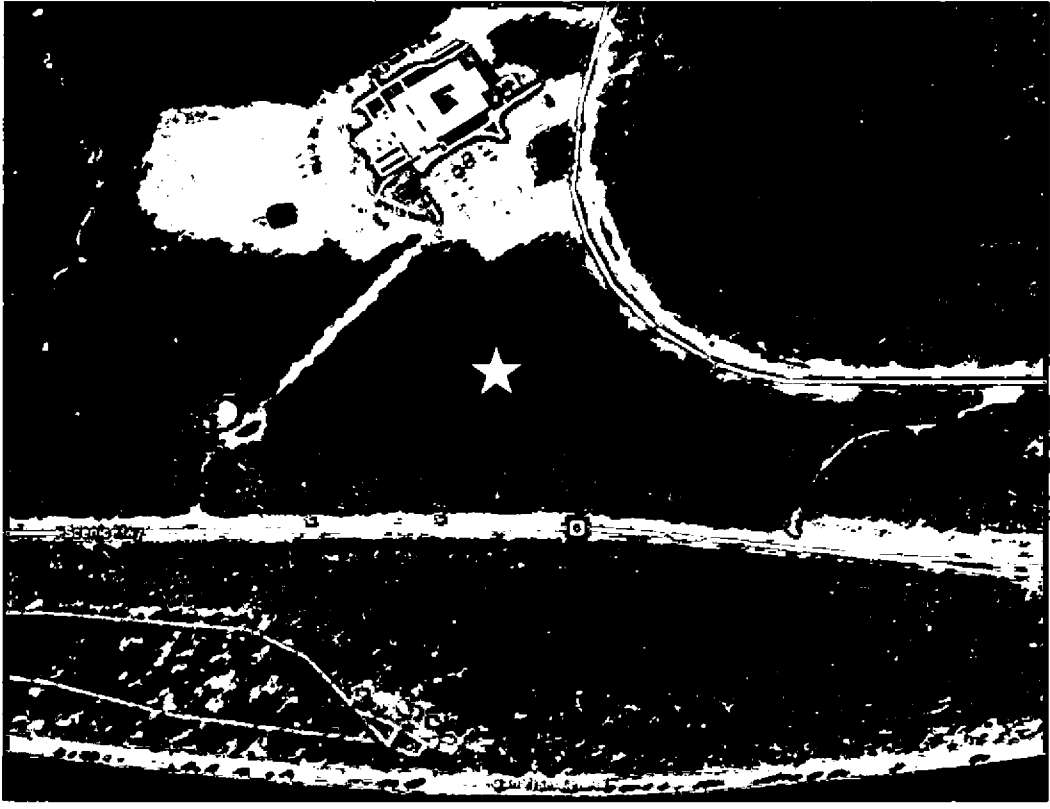
Tom Peter gave an overview of Peterman Architects, Inc. and different projects they have worked on.

Paul will be the Project Manager. He spoke about the materials used for similar projects.

Richard spoke about their background and experience, and whom they have on staff working with them. He also spoke about projects they are working on in the area.



PETERMAN ARCHITECTS, INC.  
Interview  
June 12, 2012



**Town of Bourne Proposed DPW Facility**

**Introduction**



PETERMAN ARCHITECTS, INC.  
Interview  
June 12, 2012

**Project Team**

Architect:	<b>Peterman Architects, Inc.</b>	<i>Concord, MA</i>
Civil Engineer:	<b>Horsley Witten Group</b>	<i>Sandwich, MA</i>
Structural Eng:	<b>Weidlinger Associates, Inc.</b>	<i>Cambridge, MA</i>
MEFP Engineers:	<b>Building Engineering Resources</b>	<i>North Easton, MA</i>
Landscape Arch:	<b>Horiuchi &amp; Solien</b>	<i>Falmouth, MA</i>
Specifications:	<b>Kalin Associates, Inc.</b>	<i>Newton, MA</i>
Cost Estimator:	<b>DG Jones Partners, Inc.</b>	<i>Woburn, MA</i>

**Town of Bourne Proposed DPW Facility**

**Introduction**



### Peterman Architects, Inc.

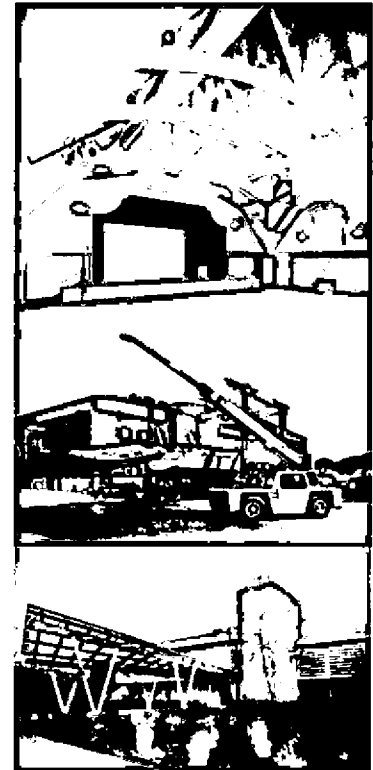
- Small Responsive Firm with 3 Registered Architects
- Principal Based Project Management
- Extensive and Diverse Planning Background
- Experience with Complex Public Approvals
- Experience with Equipment/Process Oriented Facilities
- Public Procurement Experience
- Exceptional Track Record of Budget/Schedule Delivery
- Extensive Experience on Cape Cod
- Experience with Green Energy Technology

#### Client List

Cape Cod Lighthouse Charter School  
 MacDougalls' Cape Cod Marine Service  
 Kelly Nissan Dealership  
 Massachusetts Historical Commission  
 New England Carpenters Training Facility  
 Faulkner Hospital  
 Tower School, Willow Hill School, Friends Academy

Interview June 12, 2012

### Town of Bourne Proposed DPW Facility



### Team Profile



### Horsley Witten Group, Inc.

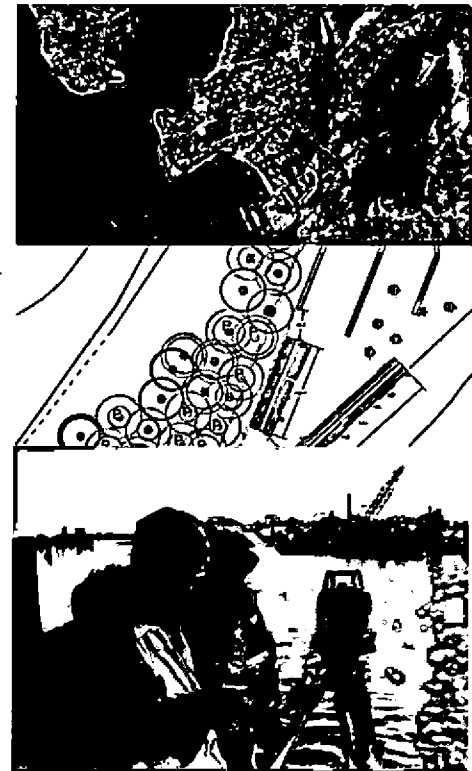
- Cape Based Small Business Enterprise
- Sustainability is a Guiding Design Principal
- Client Satisfaction with over 85% Repeat Clients
- Multi-disciplined Firm with Highly Talented Staff
- Expertise in Planning, Site Design, Construction and Remediation
- Extensive Experience with Municipal, State Clients
- Nationally Recognized for Innovative Solutions

#### Client List

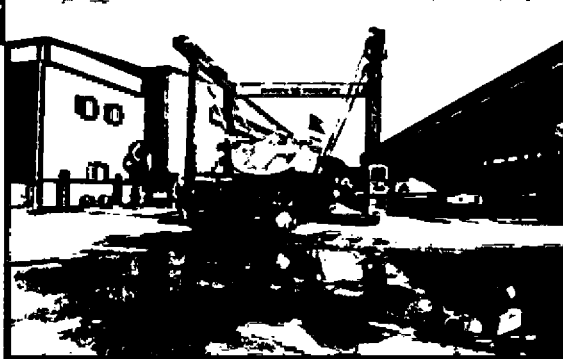
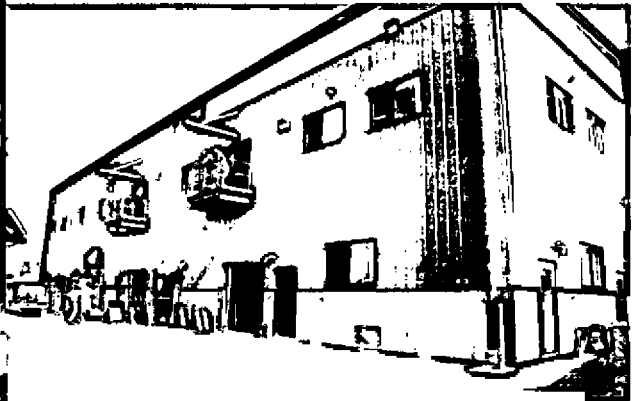
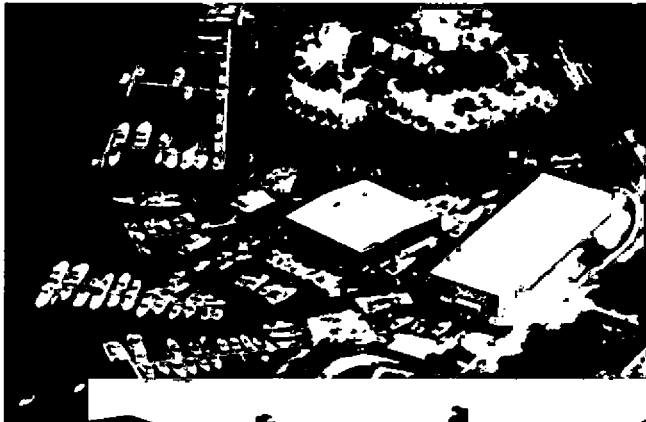
MacDougalls' Cape Cod Marine Service  
 Barnstable Municipal Airport  
 City of Attleboro, MA  
 Steamship Authority  
 Kingman Marine  
 Housing Assistance Corporation  
 U.S. Environmental Protection Agency  
 The Coalition for Buzzards Bay  
 MA Department of Transportation  
 MA Coastal Zone Management

Interview June 12, 2012

### Town of Bourne Proposed DPW Facility



### Team Profile



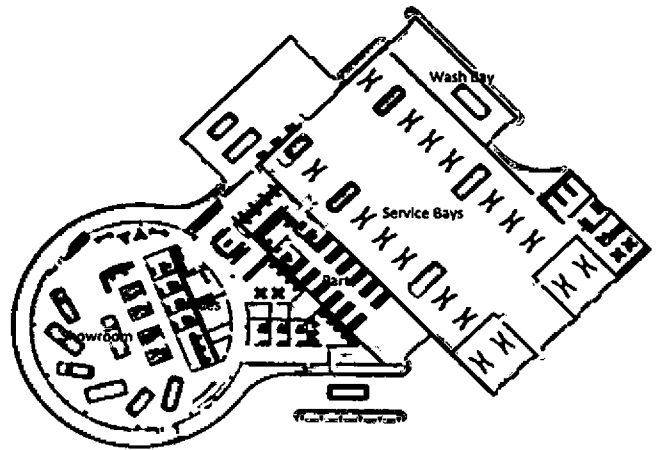
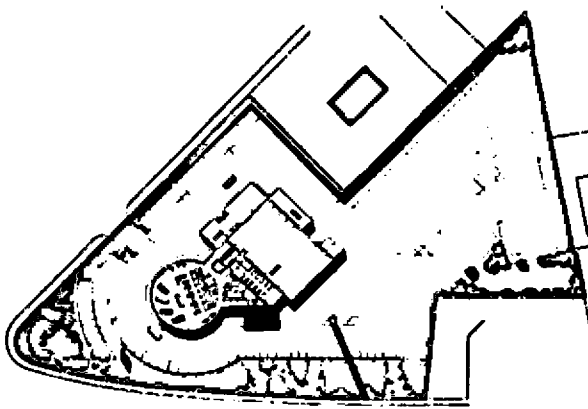
MacDougalls' Cape Cod Marine Service

Interview  
June 12, 2012

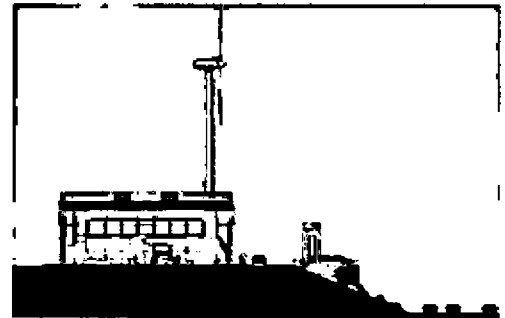
**Town of Bourne Proposed DPW Facility**

**Relevant Experience**





Kelly Nissan Dealership



Interview  
June 12, 2012

**Town of Bourne Proposed DPW Facility**

**Relevant Experience**



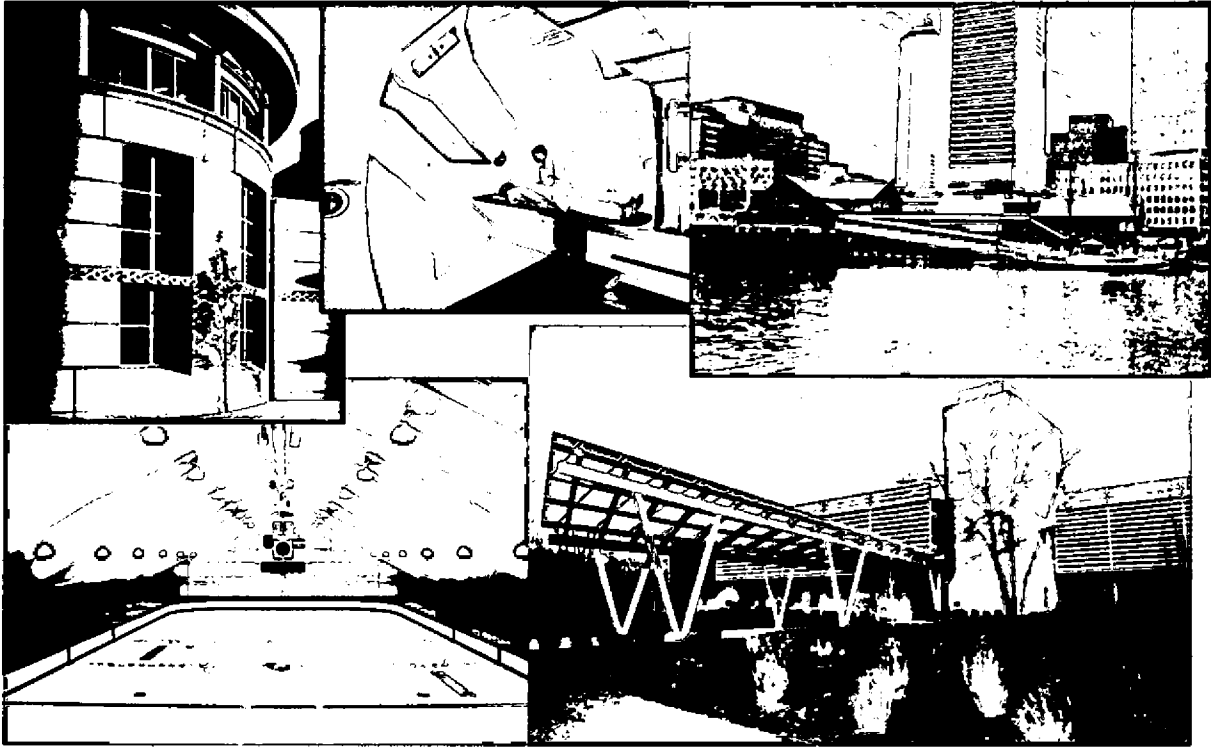
Interview  
June 12, 2012

**Town of Bourne Proposed DPW Facility**

**Relevant Experience**



PETERMAN ARCHITECTS, INC.



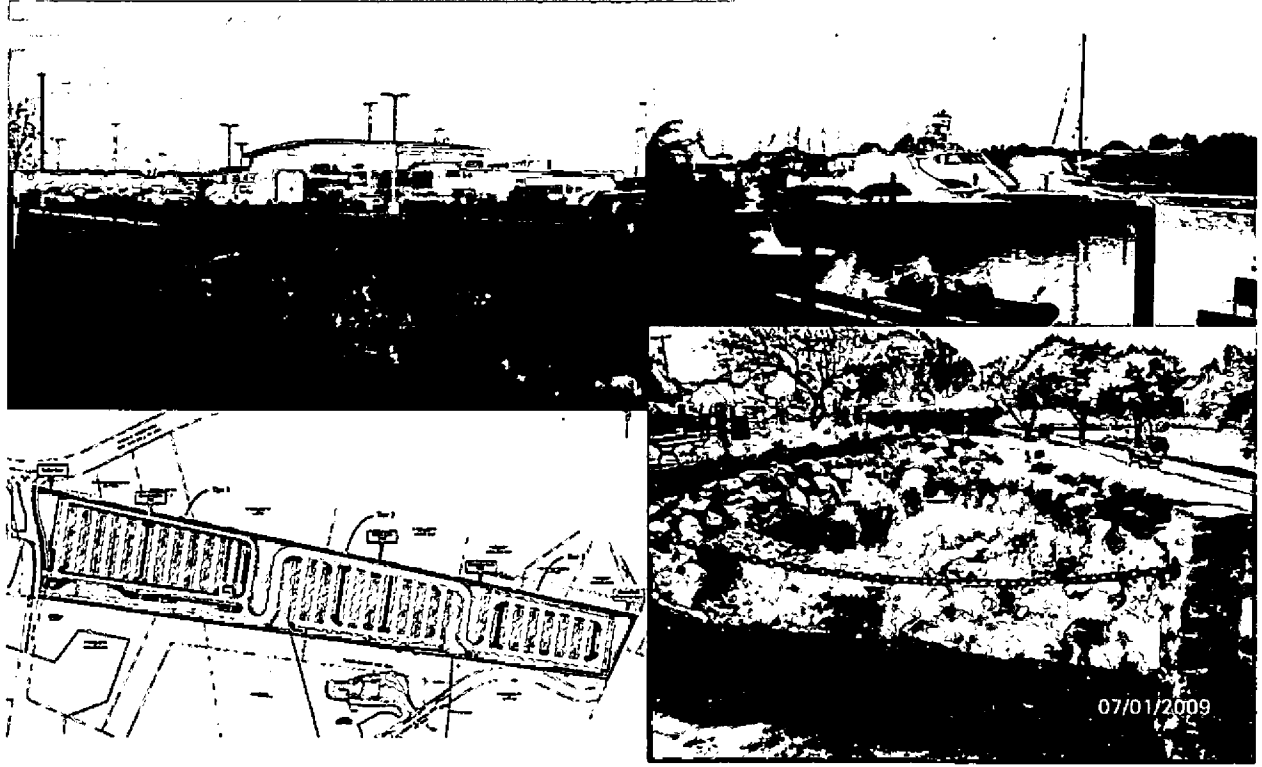
Interview June 12, 2012

Town of Bourne Proposed DPW Facility

Relevant Experience



PETERMAN ARCHITECTS, INC.



Interview June 12, 2012

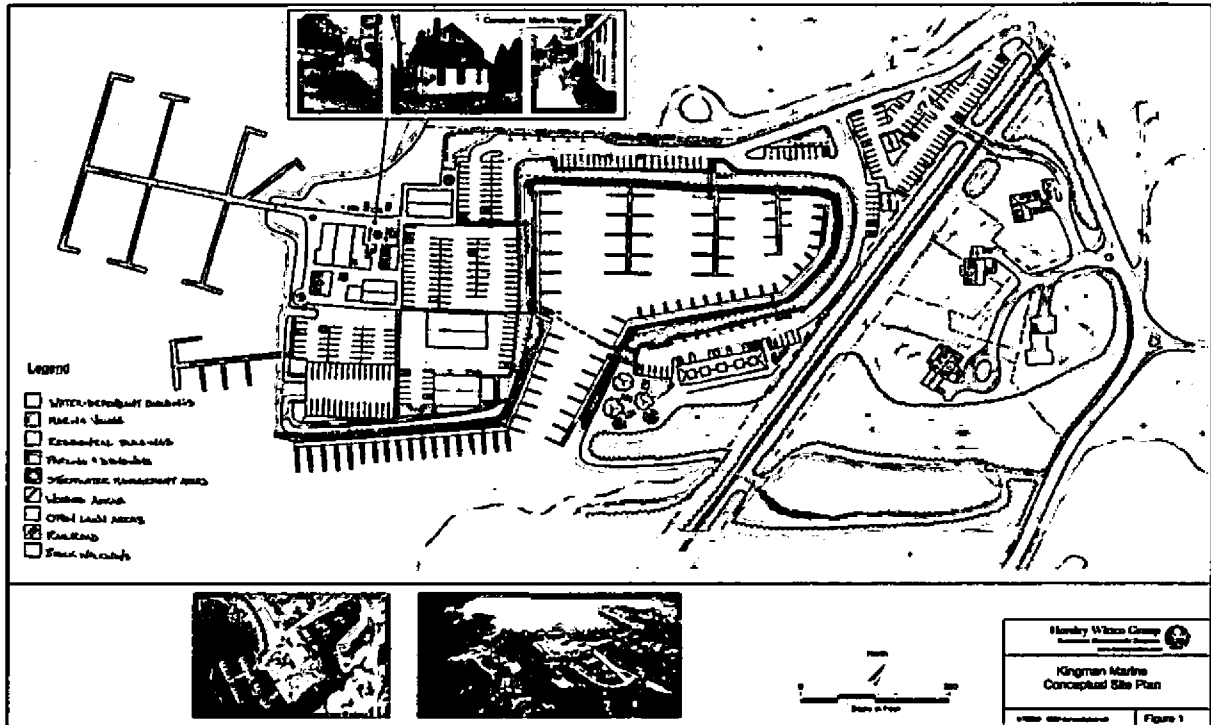
07/01/2009

Town of Bourne Proposed DPW Facility

Relevant Experience



PETERMAN ARCHITECTS, INC.



Interview  
June 12, 2012

**Town of Bourne Proposed DPW Facility**

**Relevant Experience**



PETERMAN ARCHITECTS, INC.

**Required Approvals**

- |                                       |                         |
|---------------------------------------|-------------------------|
| • Site Plan Review                    | Bourne Planning Board   |
| • ANR Plan                            | Bourne Planning Board   |
| • Title V Septic System               | Bourne Board of Health  |
| • MA Endangered Species Act Review MA | MA Division of Wildlife |
| • Environmental Notification Form     | MEPA                    |
| • Development of Regional Impact      | Cape Cod Commission     |
| • NPDES and SWPPP                     | EPA                     |

Interview  
June 12, 2012

**Town of Bourne Proposed DPW Facility**

**Approvals Process**



PETERMAN ARCHITECTS, INC.

Description	2012							2013												2014					
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Contract Award To Architect	●																								
Kick-Off Meeting	★																								
Finalizing of Programming Needs		■																							
Existing Conditions Site Survey		■																							
Schematic Design			■																						
Schematic Cost Estimate				■																					
Preparation for Town Meeting					■																				
Town Meeting					★																				
Approvals						■																			
Final Contract Documents							■																		
Final Cost Estimate								■																	
Bidding / Procurement - All Phases										■															
Contract Award To Contractors											●														
Permitting												■													
Mobilization													■												
Site Work and Utilities														■											
Construction of DPW Facility															■										
Construction of Salt Shed																									
Project Close Out and Occupancy																									

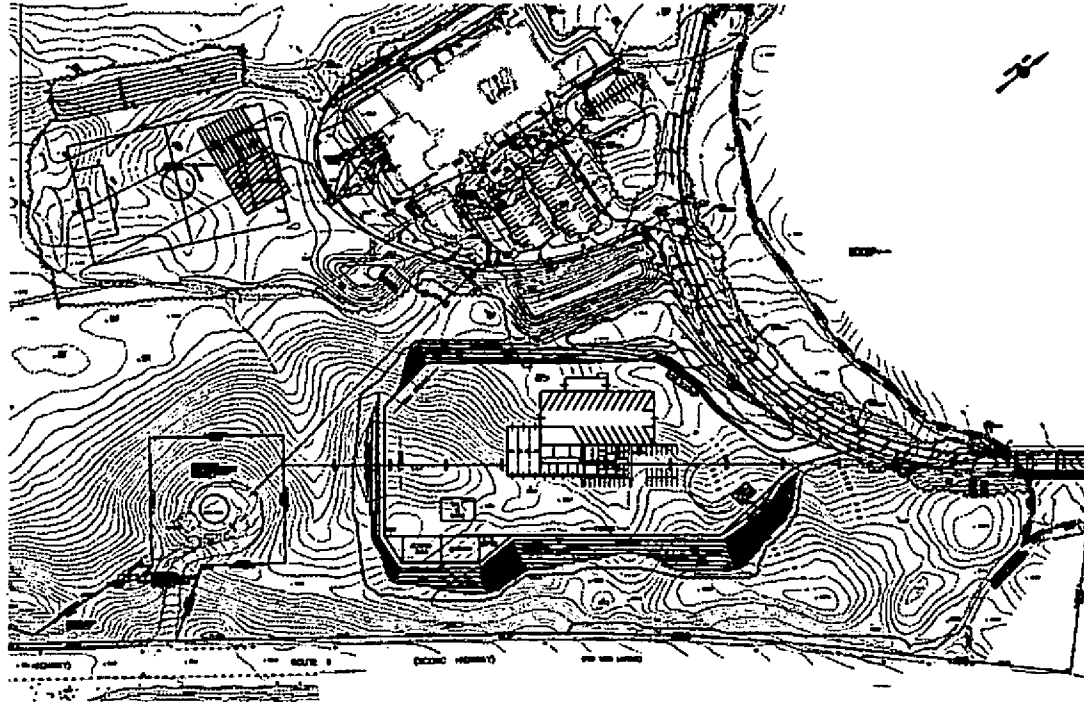
Interview  
June 12, 2012

**Town of Bourne Proposed DPW Facility**

**Proposed Schedule**



PETERMAN ARCHITECTS, INC.  
 Interview  
 June 12, 2012



1 PREFERRED SITE OPTION  
 T-300-0'

DPW  
 BOURNE, MA

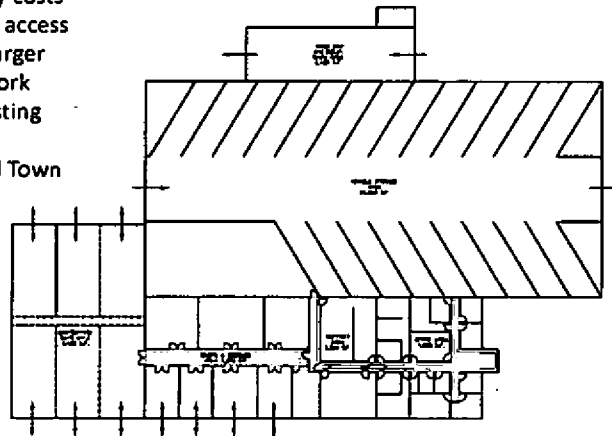
GANNETT FLEMING, INC.  
 DOOLING WOODBRIER ARCHITECTS, INC.

# Town of Bourne Proposed DPW Facility Feasibility Study



PETERMAN ARCHITECTS, INC.  
 Interview  
 June 12, 2012

1. Irregular footprint adds unnecessary cost and complexity
2. Isolated wash bay adds utility costs
3. Shops without direct exterior access
4. Single story design requires larger footprint and excessive sitework
5. Layout does not optimize existing site and topography
6. Poor separation of visitor and Town vehicle traffic



1 PREFERRED BUILDING OPTION  
 AREA: 26,180 SF

SQUARE FOOT AREA SUMMARY	
LOCATION	AREA
OFFICE AREA	1,548 SF
SUPPORT AREA	8,548 SF
SHOPS & STORAGE AREA	8,738 SF
WASH BAY AREA	4,428 SF
VEHICLE STORAGE AREA	8,848 SF
WASH AREA	1,128 SF
TOTAL	32,238 SF

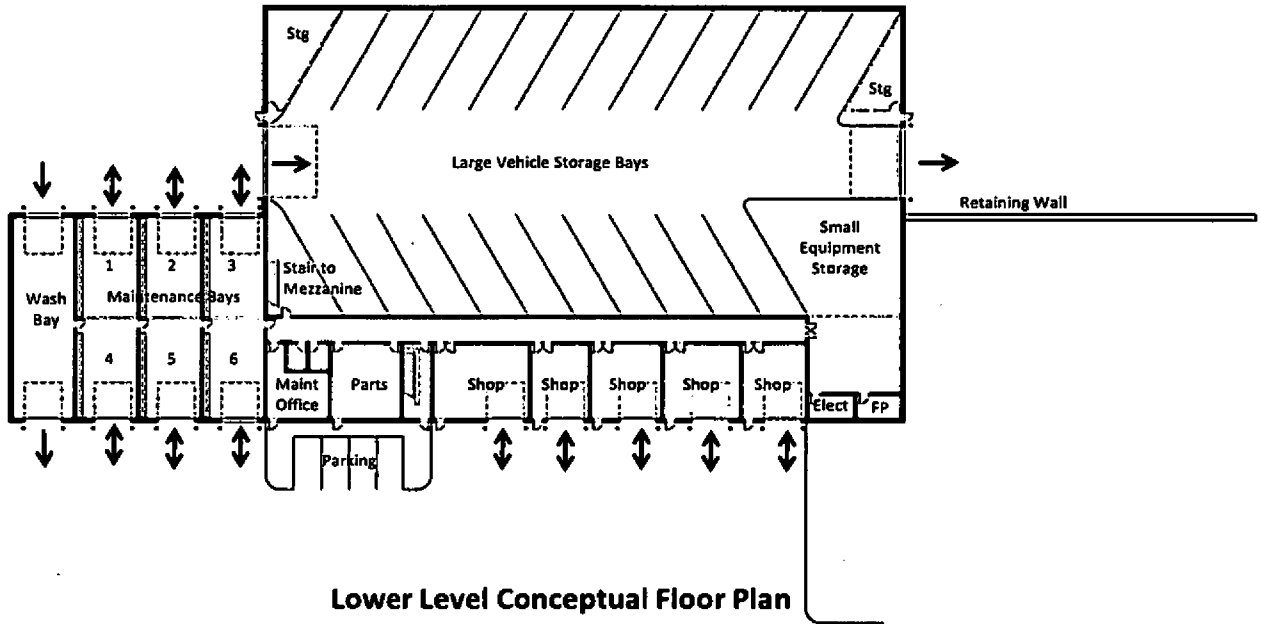
DPW  
 BOURNE, MA

GANNETT FLEMING, INC.  
 DOOLING WOODBRIER ARCHITECTS, INC.

# Town of Bourne Proposed DPW Facility Feasibility Study



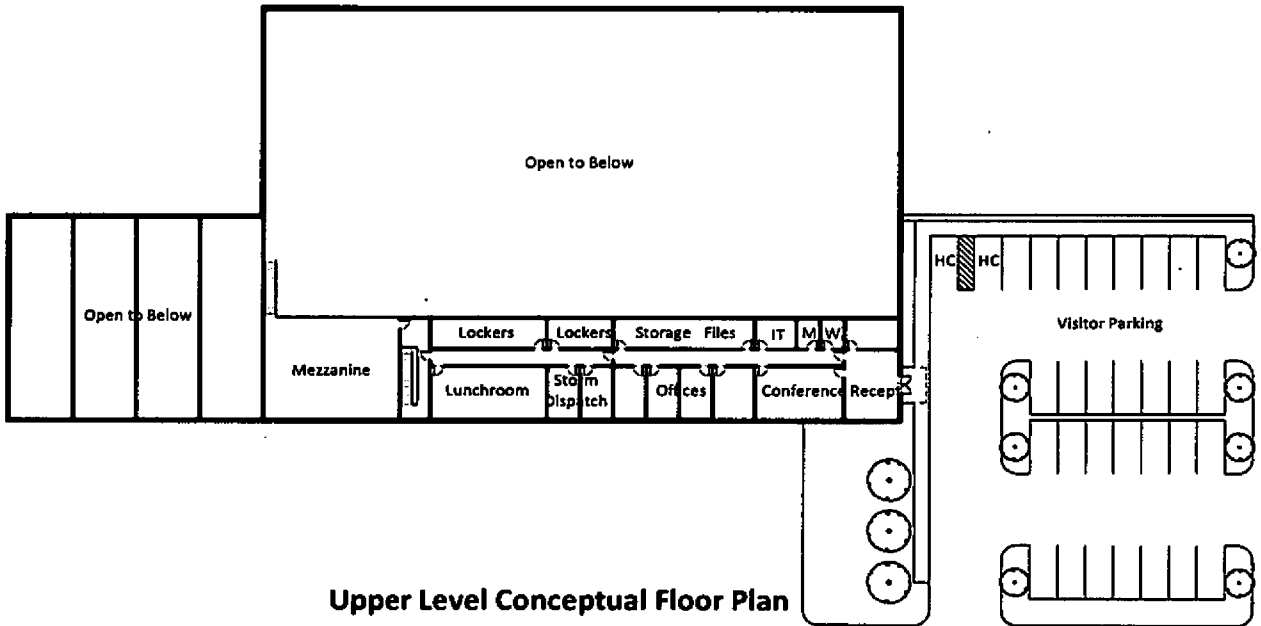
PETERMAN ARCHITECTS, INC.  
Interview June 12, 2012



Town of Bourne Proposed DPW Facility Conceptual Study



PETERMAN ARCHITECTS, INC.  
Interview June 12, 2012



Town of Bourne Proposed DPW Facility Conceptual Study

PETERMAN  
ARCHITECTS, INC.

- Experienced With All Aspects of the Program
- Seasoned Team with Technical Experience
- Experienced with Complex Public Approval Process
- Knowledgeable of Chapter 149 Public Bidding Laws
- Principal Management of All Phases of Project
- Responsive to Clients Needs and Budget
- Exceptional Track Record of Project Delivery
- Highly Valued Project for Our Team

## Town of Bourne Proposed DPW Facility Summary

### Questions

David – What is your experience with the pre-engineered building construction design effort and procurement?

They have worked with a number of pre-engineered buildings. They know what the parameters are for pre-engineered buildings, how the systems work, what kinds of skins are available. MacDougalls was pre-engineered.

Wally – Specifically, how have you fared on prior similar projects with respect to construction costs/changes orders/engineering change orders?

2% total construction costs, it was mostly because of client's changes. The change orders the firm has been involved with are changes in conditions of unknown, or a change by an owner. We are a principal driven firm.

Ricky – Will you be able to provide project team continuity?

Absolutely

William – Will you be able to meet the project schedule goals in terms of deliverables?

Yes, Don't see a problem with that. The schedule is mostly based on the November Town Meeting.

Roger – Is there anything you would have done differently on any of the similar projects?

Not particularly. They do stuff differently all the time. They bring something in the door to show the client and the client says No that isn't really what I want, so they have to be nimble and be able to change it.

John – How can you help “FBC in presenting the project publicly, leading up to and including Town Meeting?

Tom Peterman has served on boards in his community for many years. They have done large presentations to the public before.

Stan – How do you feel and/or can you quantify the potential savings between predesigned verses conventional construction?

Pre-engineered saves in design and construction costs. From a design perspective, you would be laying out the building knowing what you know about previous things that have been done. You can pick up a lot of time in the design process efforts.

### **Weston & Sampson Environmental/Infrastructure Consultants**

Michael Hicks, Director of Facilities & Architecture gave an overview of Weston & Sampson and different projects they have worked on and who they have working for them. They have done projects in Charlton, Connecticut, Norton, and Willington.

Jeffery Albert spoke about the processes and requirements. They will go over the program and verifications process. They will review the existing documentation, work to understand the operation and help to verify the program, making recommendations as necessary to the program and/or price line. They will make suggestions on how to improve those operations and come up with a more optimal workflow. They can provide 3D computer generated renderings to help people understand and help sell the project. They will look at the general facility support functions and make recommendations.

David – What is your experience with the pre-engineered building construction design effort and procurement?

The vast majority of the buildings we have done are pre-engineered



Wally – Specifically, how have you fared on prior similar projects with respect to construction costs/changes orders/engineering change orders?

Very well. The last two projects returned money to the community.

They have 15 years of experience with DPW buildings and they have a good background with cost estimates.

Ricky – Will you be able to provide project team continuity?

Yes

William – Will you be able to meet the project schedule goals in terms of deliverables?

Yes

Roger – Is there anything you would have done differently on any of the similar projects?

Every job we learn something new and we continuously record information. Everything is a lesson learned. We start with a good investigation plan. We are good at identifying the unknowns.

John – How many presentations did you have to do in a past project and what was the cost of that facility, and what is the status?

The project is roughly a \$1200 project; it is roughly 48 thousand sq. ft.; it does have some substantial price components. The Town Meeting for that project went better than expected.

Stan – How do you feel and/or can you quantify the potential savings between predesigned verses conventional construction?

From the information that we have seen, there is a savings on fees and bidding on projects.

You have to be confident that the contractor you are working with is working in your best interest.

A tally of the votes was done.

Stan asked the committee members to come up with reasons why they feel Weston & Sampson is the most advantageous.

They had a better presentation, more on price, they have experience; there is a comfort level. They presented a lot of pertinent information, to what the Committee is looking for, in their presentation. They looked at the different procurement methods that the committee had discussed.

The committee didn't feel there was a need for any follow up questions for any of the interviewee companies.

Stan Andrew will draft a letter with the reasons why Weston & Sampson is the most advantages for the project.

**5. ADJOURN**

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to exit out of executive session at 7:06.

Roll Call Vote

John Redman Yes  
David Ahearn Yes  
Wally Tonaszuck Yes  
Ricky Tellier  
Stan Andrews Yes

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to recommend Weston & Sampson as the committee's finalist to the Town Administrator so that he may continue with procurement.

The next Bourne Public Works Facility Building Committee meeting will be dependent upon hiring a firm.

**VOTED:** On a motion made by John Redman and seconded by Ricky Tellier it was unanimously voted to adjourn at 7:08 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

2012 JUL 20 AM 9 11

TOWN CLERK'S OFFICE  
MEETING NOTICE BOURNE, MASS

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

Date: Wednesday, July 25, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Meeting with Weston & Sampson to kick off.
3. Adjourn

  
Stanley D Andrews  
Chairman

Date: July 20, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**July 25, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, July 25, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahèarn, William Meier, Rick Tellier, Wally Tonaszuck, and Chris Farrell.

*Others present:* Peter Meier, representative from the Board of Selectman, Michael Hicks and Jeffery Albert from Weston & Sampson, and Chuck Ruggiero, Bourne DPW Department

**1. CALL MEETING TO ORDER**

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

**2. MEETING WITH WESTON & SAMPSON KICK OFF**

The Bourne DPW can add the question on the state ballot for the Debt Exclusion if they have the wording for the question by August 1, 2012. Peter Meier is going to find out what the last date is to withdraw the question.

The Committee need answers to the following questions; when will the project be ready, what is the total cost of the project, how will it be paid for, and when will it be ready to present to the public?

Weston & Sampson needs to know what departments besides the DPW are going into the new building. Is engineering, Facilities, and Sewer going into the new building along with the DPW, and how many people are in each division, how they are housed, and what equipment will be coming with them.

John Redman is going to meet with Weston & Sampson to go over the marketing materials.

Weston & Sampson can get a cost estimate for the building with just one floor and a cost estimate that will include the 2<sup>nd</sup> floor shell.

Weston & Sampson started with Gannett & Flemings feasible study and put together preliminary info for the new DPW building with personnel, equipment, and department and room dimensions. The Committee needs to go through the preliminary info edit it and get it back to Weston & Sampson. The report is a follows:

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2012 DEC 10 AM 9:50

# **Department of Public Works Facility**

**Bourne, MA**  
**Preliminary Space Needs Evaluation**

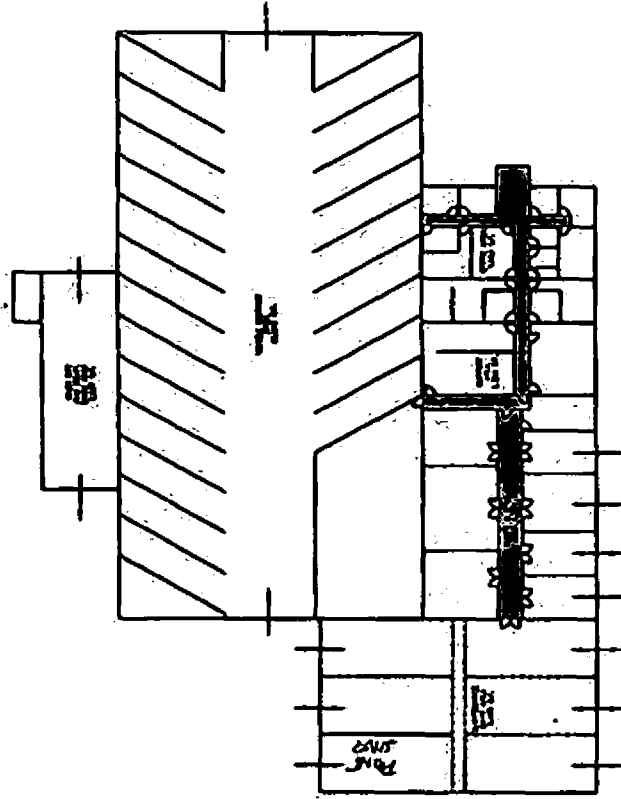
**July 25, 2012**

***Weston & Sampson***

85 Devonshire Street, 3<sup>rd</sup> Floor  
Boston, MA 02109

[www.westonandsampson.com](http://www.westonandsampson.com)

Tel: 617-412-4481 Fax: 617-412-4255



SQUARE FOOT AREA SUMMARY	
LOCATION	AREA
OFFICE AREA	1,500 SF
REAR OFFICE AREA	1,500 SF
MECHANICAL ROOM	1,500 SF
RESTROOMS	1,500 SF
STORAGE AREA	1,500 SF
TRUCK AREA	1,500 SF
TOTAL	9,000 SF

1 **PREFERRED BUILDING OPTION**  
 AREA: 26,100 SF

DPW  
 BOURNE, MA

GANNETT FLEMING, INC.  
 DOOLING WOODBRIER ARCHITECTS, INC.

Town of Bourne, Massachusetts							
Department of Public Works							
Space Needs Summary							
Prepared by Weston & Sampson Engineers							
Date: July 25, 2012 (Based on 2008 Study)							
Building Requirements							
Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
					length	width	size
<b>Shared Spaces (Transportation/SPW)</b>							
Office & Office	Vestibule	80			10	8	80
Support Areas	Reception/Admin Area	140			10	14	140
	Janitor Closet	36			6	6	36
	Conference Room	180			15	12	180
	Copy/File/Mail Area	144			12	12	144
	DPW Director's Office	168			12	14	168
	Small Office 1	120			10	12	120
	Small Office 2	120			10	12	120
	Small Office 3	120			10	12	120
	Tel/Comm Closet	80			8	10	80
	Supply Closet	120			10	12	120
	Public Toilet Facilities	96			16	6	96
	Subtotal:	1,404					
	Area Grossing Factor (15%):	211					
	Circulation (20%):	323					
	<b>TOTAL:</b>	<b>1,938</b>					
<b>Employee Facilities</b>							
	Male Shower/Locker Rm/Toilet	528			22	24	528
	Female Shower/Locker Rm/Toilet	200			10	20	200
	Muster/Lunch Room	550			25	22	550
	Storm Dispatch Room	144			12	12	144
	Electric Room	80			10	8	80
	Sprinkler Room	140			10	14	140
	Subtotal:	1,642					
	Area Grossing Factor (15%):	246					
	Circulation (20%):	378					

Town of Bourne, Massachusetts							
Department of Public Works							
<b>Space Needs Summary</b>							
Prepared by Weston & Sampson Engineers							
Date: July 25, 2012 (Based on 2008 Study)							
<b>Building Requirements</b>							
<b>Area</b>	<b>Description</b>	<b>Size (SF)</b>	<b>Ref #</b>	<b>Sheet No.</b>	<b>Room / Area Dimensions</b>		
					<b>length</b>	<b>width</b>	<b>size</b>
	<b>TOTAL:</b>	<b>2,266</b>					

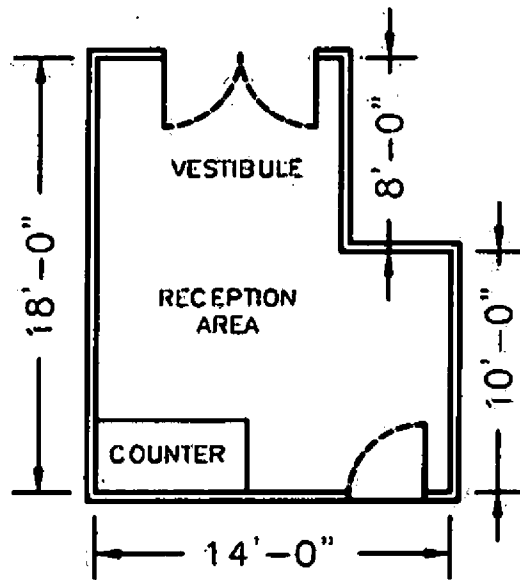


Town of Bourne, Massachusetts							
Department of Public Works							
Space Needs Summary							
Prepared by Weston & Sampson Engineers							
Date: July 25, 2012 (Based on 2008 Study)							
Building Requirements							
Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
					length	width	size
Work Shops & Material Storage	Lube Room	480			24	20	480
	Tire Storage	500			25	20	500
	Sign Shop	480			20	24	480
	Parts Storage	300			20	15	300
	Machine Shop	330			22	15	330
	Carpentry Shop	560			28	20	560
	Sewer Shop	380			20	19	380
	Maintenance Office	100			10	10	100
	Subtotal:	3,130					
	Area Grossing Factor (10%):	313					
	Circulation (10%):	344					
	<b>TOTAL:</b>	<b>3,787</b>					
Vehicle Maintenance	Paint Bay	875			35	25	875
	Maintenance Bay 1	875			35	25	875
	Maintenance Bay 2	630			35	18	630
	Maintenance Bay 3	630			35	18	630
	Maintenance Bay 4	840			35	24	840
	Maintenance Bay 5	840			35	24	840
	Subtotal:	4,690					
	Area Grossing Factor (10%):	469					
	Circulation (10%):	516					
	<b>TOTAL:</b>	<b>5,675</b>					
Wash Area	Wash Bay / Combo Storage Bay	1,800			72	25	1,800
	Wash Equipment Room	150			10	15	150
	Subtotal:	1,950					

Town of Bourne, Massachusetts							
Department of Public Works							
Space Needs Summary							
Prepared by Weston & Sampson Engineers							
Date: July 25, 2012 (Based on 2008 Study)							
Building Requirements							
Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
	Area Grossing Factor (5%):	98					
	Circulation:	n/a					
	<b>TOTAL:</b>	<b>2,048</b>					
Vehicle and Equipment Storage	Large/Small Vehicle Storage	21,000			210	100	21,000
	Subtotal:	21,000					
	Area Grossing Factor (5%):	1,050					
	Circulation:	n/a					
	<b>TOTAL:</b>	<b>22,050</b>					
	<b>TOTAL:</b>	<b>37,764</b>					
		(+1,604 SF)					
Staffing		Current	Future				
	Shop Employees	4		-			
	Highway	4		-			
	Sanitation	9		-			
	Recycling	7		-			
	Maintenance	2		-			
	Office	4		-			
	<b>Total:</b>	<b>30</b>		<b>-</b>			
Vehicles (to be housed in new garage)		Current	Future				
	Public Works	34		-			

Town of Bourne, Massachusetts								
Department of Public Works								
Space Needs Summary								
Prepared by Weston & Sampson Engineers								
Date: July 25, 2012 (Based on 2008 Study)								
Building Requirements								
Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions			
					length	width	size	
	Subtotal:	34						
	<b>TOTAL (to be housed in new garage):</b>	<b>34</b>						
1. Number of vehicles includes all pickups, sedans, medium & large trucks, tractors, and construction equipment. It does not include small equipment such as trailers, sidewalk plows, mowers, etc.								
Site Requirements								
Name	Description							
Circulation	Paved vehicle access around site							
Parking	Paved parking for up to 80 passenger vehicles (270 SF per vehicle)							
Motor Repair Storage	Exterior storage area for other Town Vehicles							
Salt Shed	5000 Ton Capacity Salt Shed							
Public Salt/Sand Pick-up Area								
Dumpster								
Screening Operations	Staging and Equipment Area							
Water Material Storage	Secured and fenced in canopy storage area for pipes, hydrants, etc.							
Fueling Operations	Fuel Island and Canopy							
Future Recycling / Transfer Station								

Town of Bourne, Massachusetts											
Department of Public Works											
Space Needs Summary											
Prepared by Weston & Sampson Engineers											
Date: July 25, 2012 (Based on 2008 Study)											
<b>Building Requirements</b>											
<b>Area</b>	<b>Description</b>				<b>Size (SF)</b>	<b>Ref #</b>	<b>Sheet No.</b>	<b>Room / Area Dimensions</b>			
								length	width	size	
	<b>Total Required Site Size (SF):</b>										
	<b>Setback Adjustment Factor (15%):</b>										
	<b>Total Required Site Size (SF):</b>										
	<b>Total Required Site Size (Acres):</b>										



RECEPTION/VESTIBULE

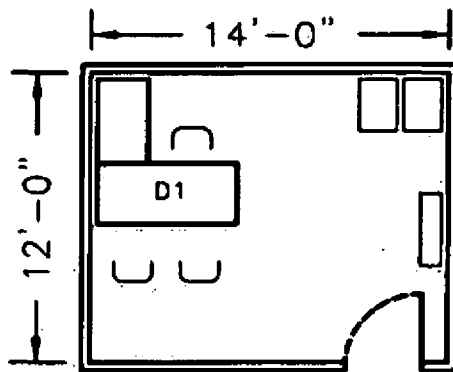
VESTIBULE: 8' x 10' = 80 SF  
 RECEPTION/ADMIN. AREA: 10' x 14' = 140 SF  
 TOTAL: 220 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 1



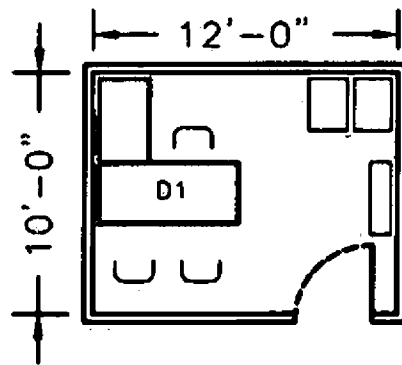
DPW DIRECTOR  
12' x 12' = 144 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 2



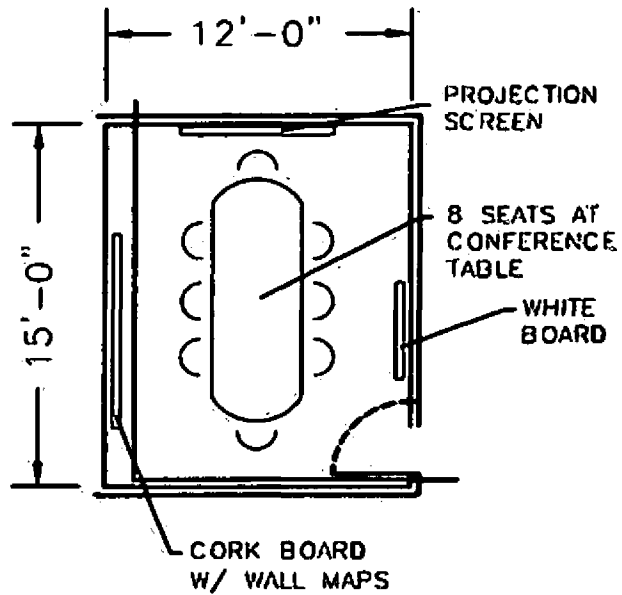
SMALL OFFICES (3)  
10' x 12' = 120 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 3



CONFERENCE ROOM

12' x 15' = 180 SF

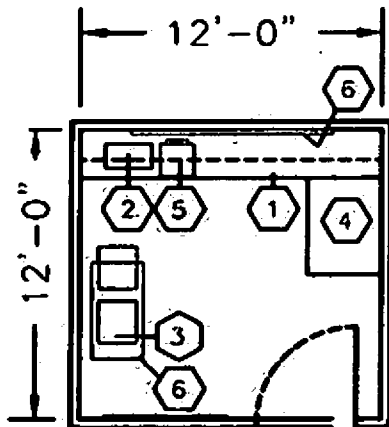
SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 4





1. COUNTER (WITH SHELVING BELOW)
2. STAMP MACHINE
3. COPIER
4. 4' x 3' LAYOUT TABLE
5. FAX MACHINE
6. PLUG STRIP

COPY-FILE-MAIL AREA

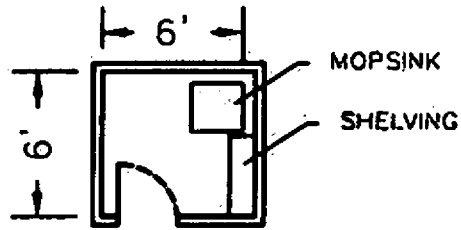
12' x 12' = 144 SF

SPACE NEEDS ASSESSMENT

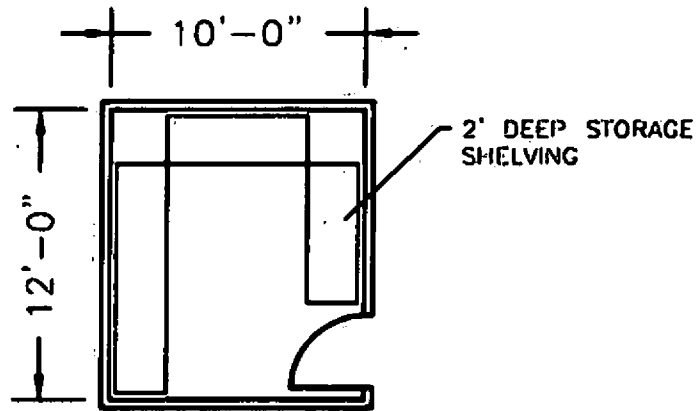
Bourne, Massachusetts

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

Sheet 5



**JANITORIAL CLOSET**  
 6' x 6' = 36 SF



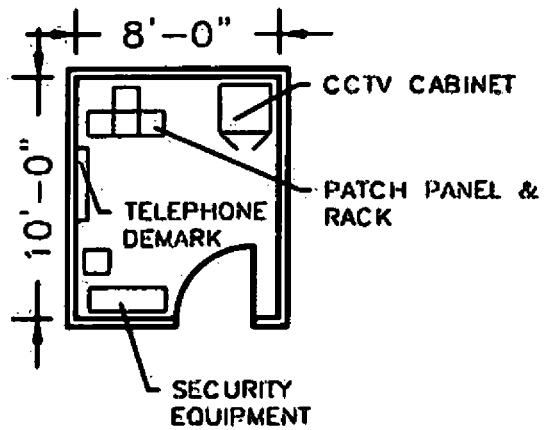
**SUPPLY CLOSET**  
 10' x 12' = 120 SF

**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 6



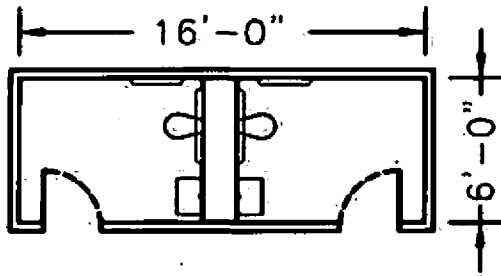
TELEPHONE/DATA ROOM  
8' x 10' = 80 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 7



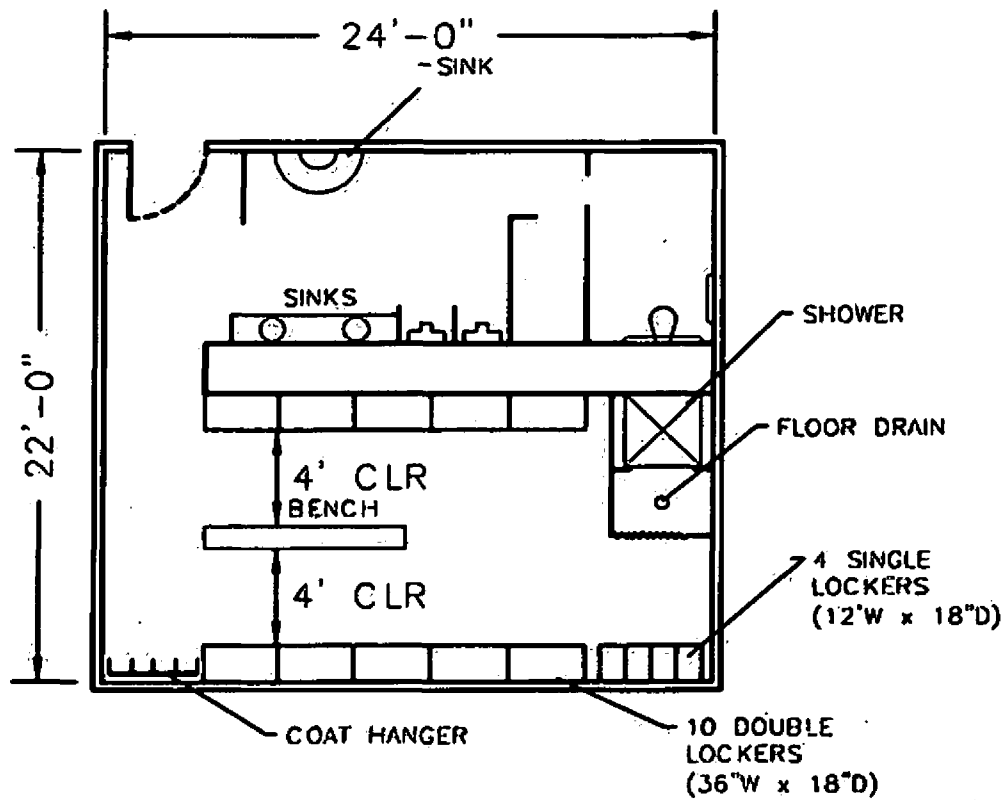
OFFICE TOILET FACILITIES  
16' x 6' = 96 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 8



MALE LOCKER/SHOWER/TOILET

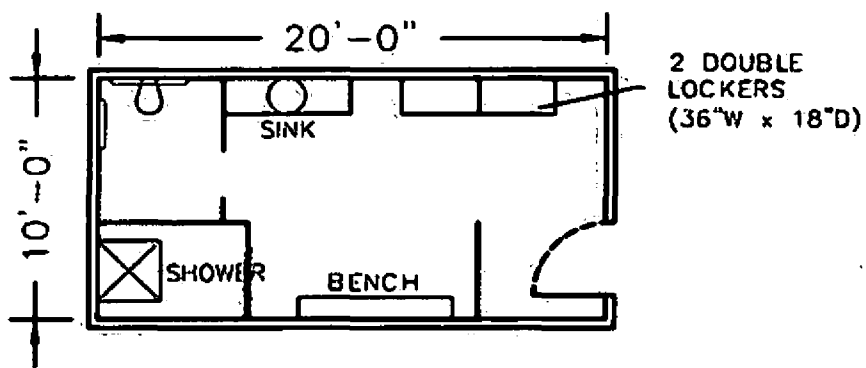
22' x 24' = 528 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 9



FEMALE LOCKER/SHOWER/TOILET

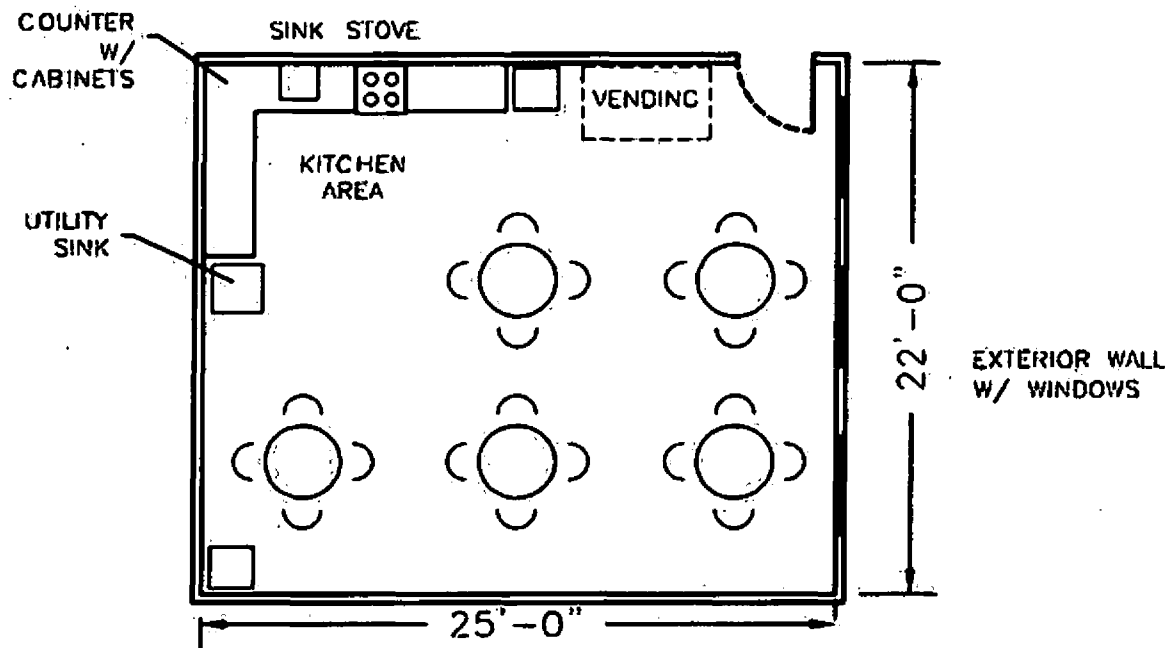
10' x 20' = 200 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 10



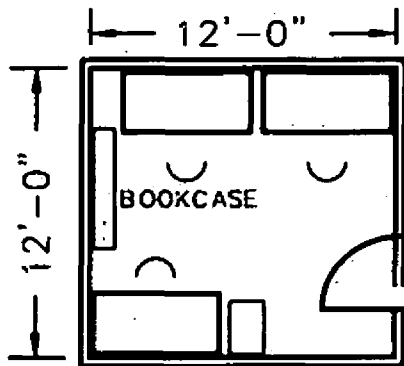
WORK FORCE LUNCH ROOM  
 25' x 22' = 550 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 11



STORM EVENT ROOM

12' x 12' = 144 SF

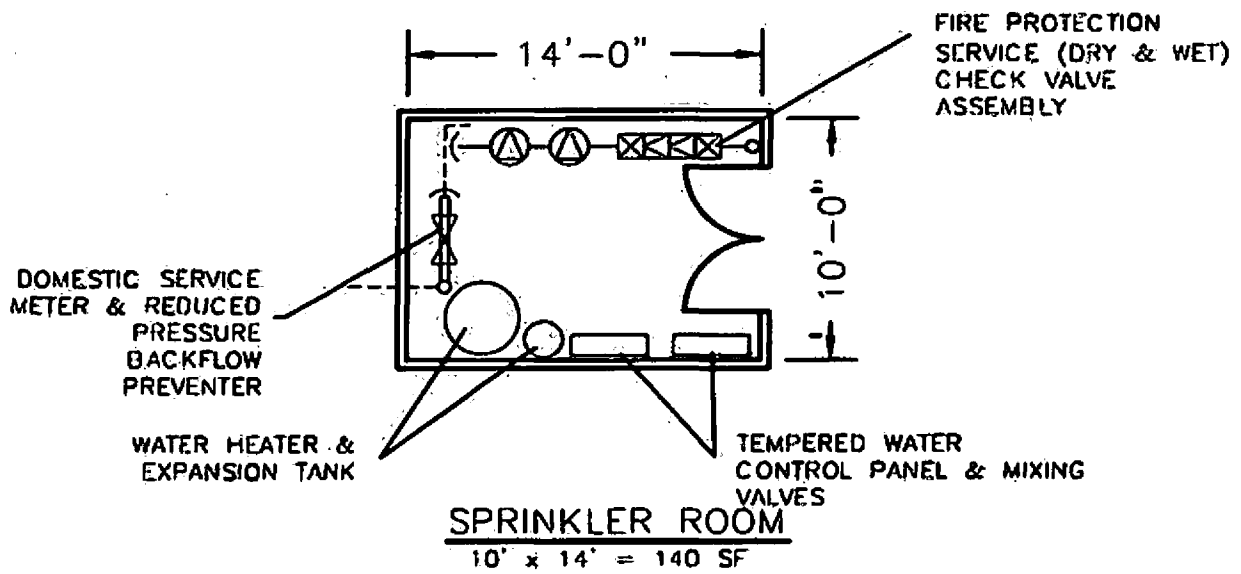
SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 12



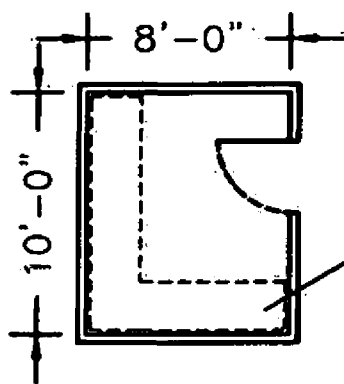


**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 13



PROVIDE 2 ROOMS  
OF THIS SIZE FOR  
SECONDARY &  
EMERGENCY  
POWER

WALL MOUNTED  
PANELS

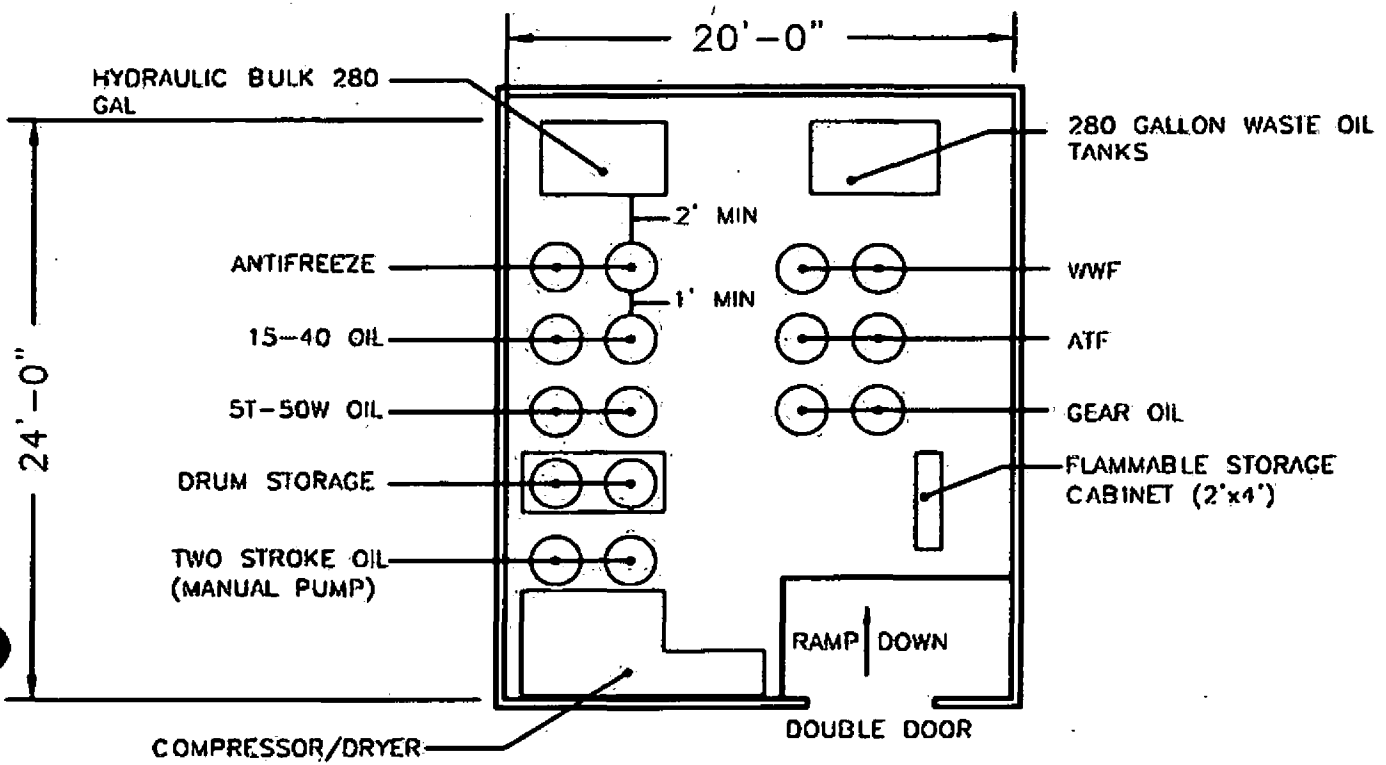
ELECTRIC ROOM  
8' x 10' = 80 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 14



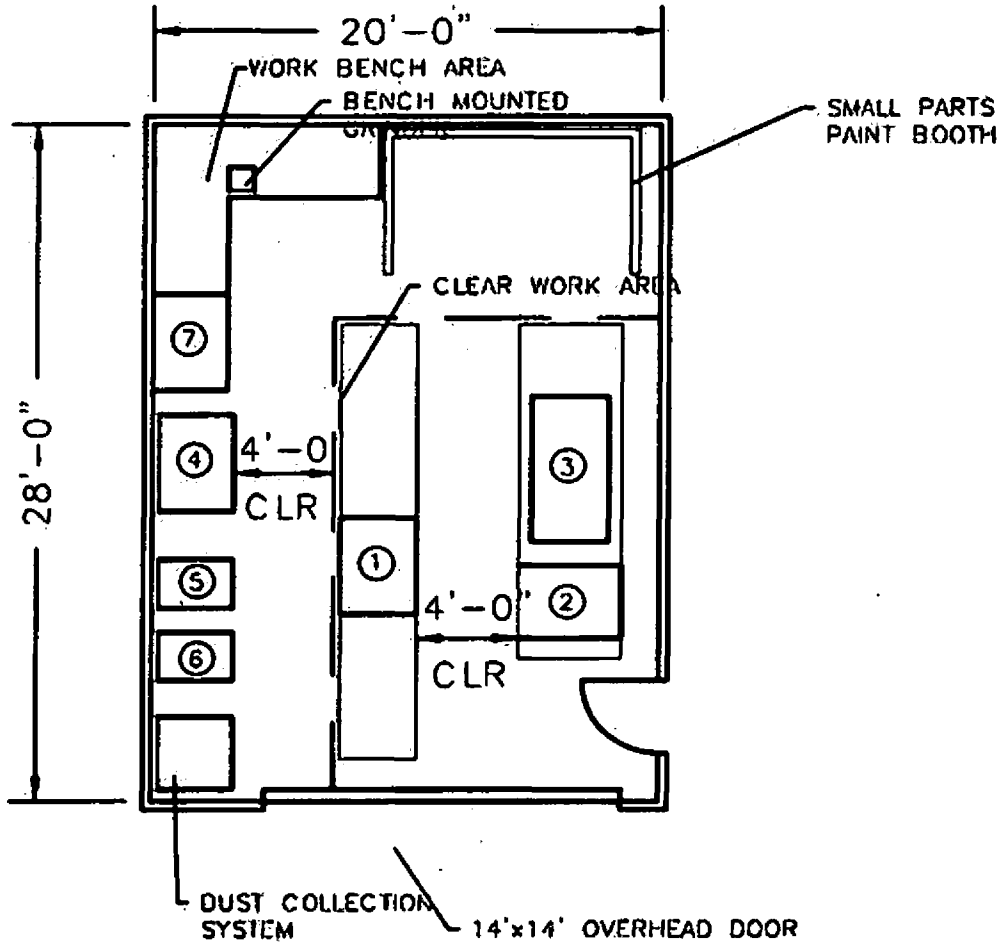
MAINTENANCE FLUID STORAGE/LUBE RM  
 20' x 24' = 480 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 15



- ① SMALL TABLE SAW      ⑤ CHOP SAW
- ② LARGE TABLE SAW    ⑥ DRILL PRESS
- ③ WORK BENCH            ⑦ PEDESTAL GRINDER
- ④ CHOP SAW

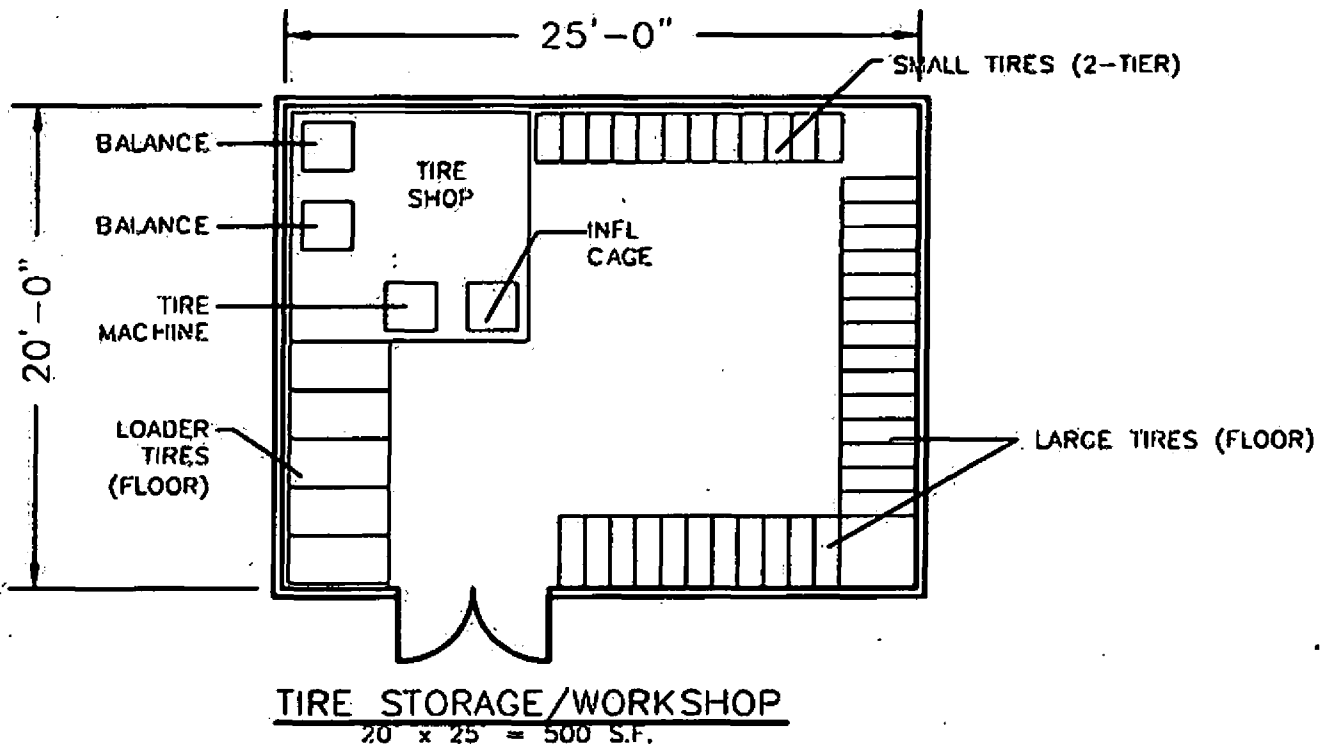
**CARPENTRY SHOP**  
 20' x 28' = 560 SF

**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 16

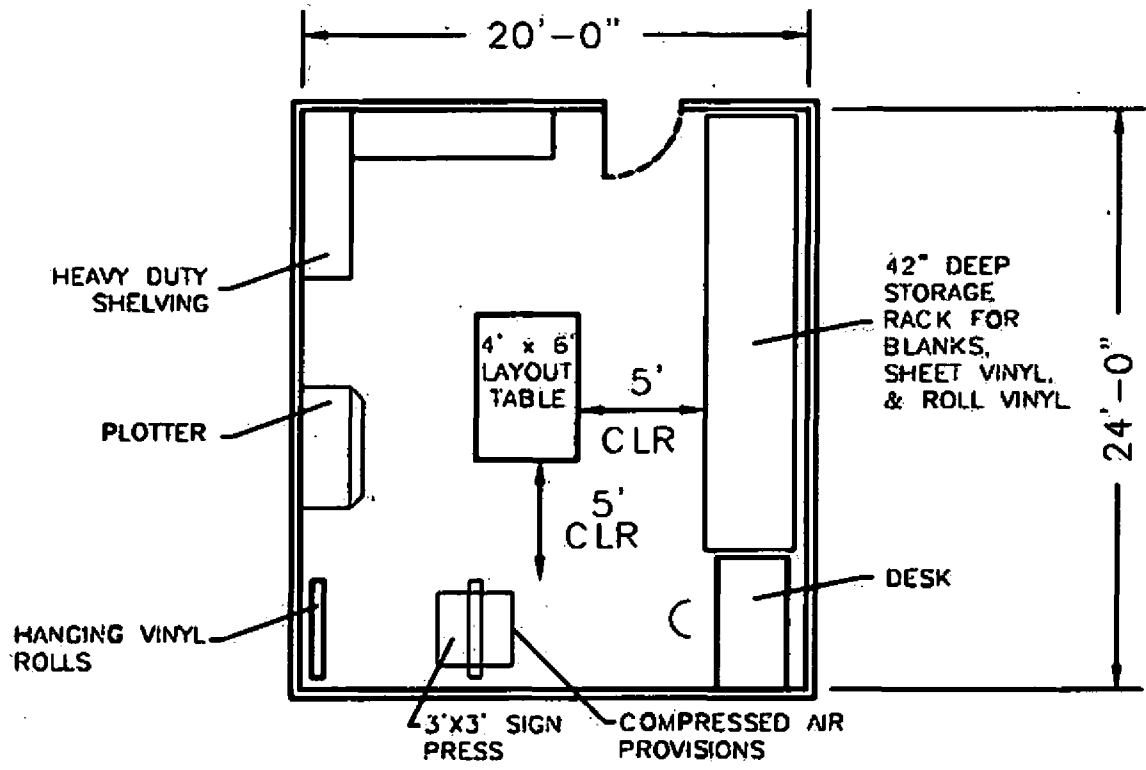


SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 17



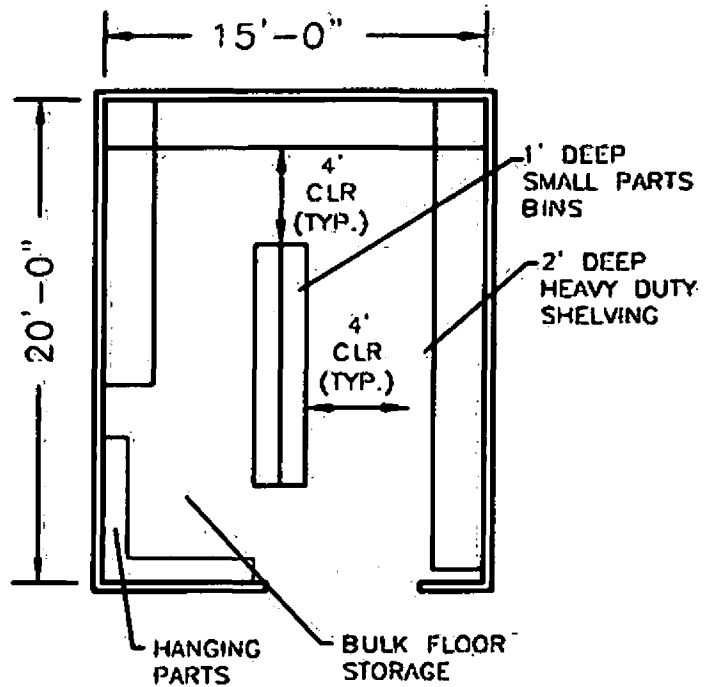
**SIGN SHOP & STORAGE**  
 24' x 20' = 480 SF

**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 18



PARTS STORAGE ROOM

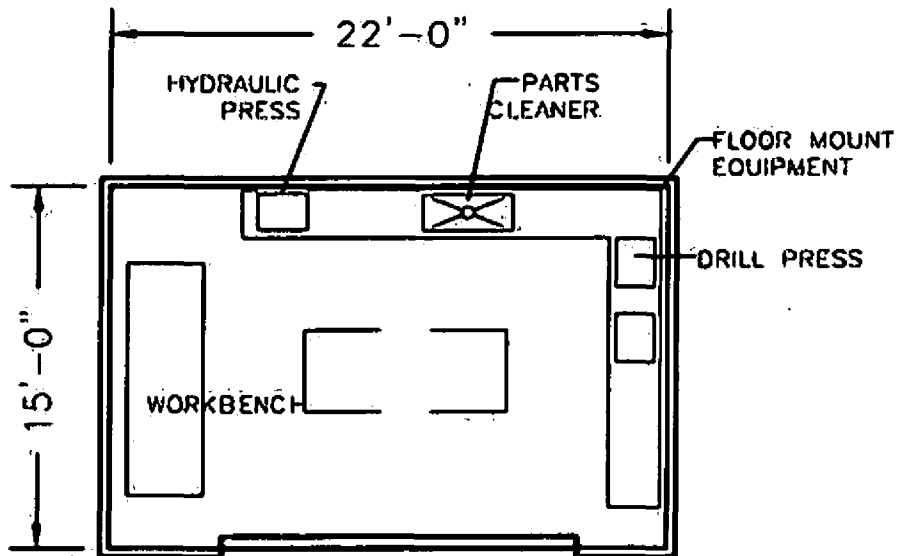
15' x 24' = 300 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 19



**MACHINE WORKSHOP**  
 15' X 22' = 330 S.F.

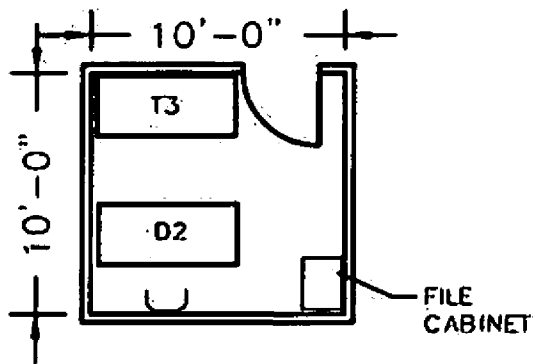
**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 20





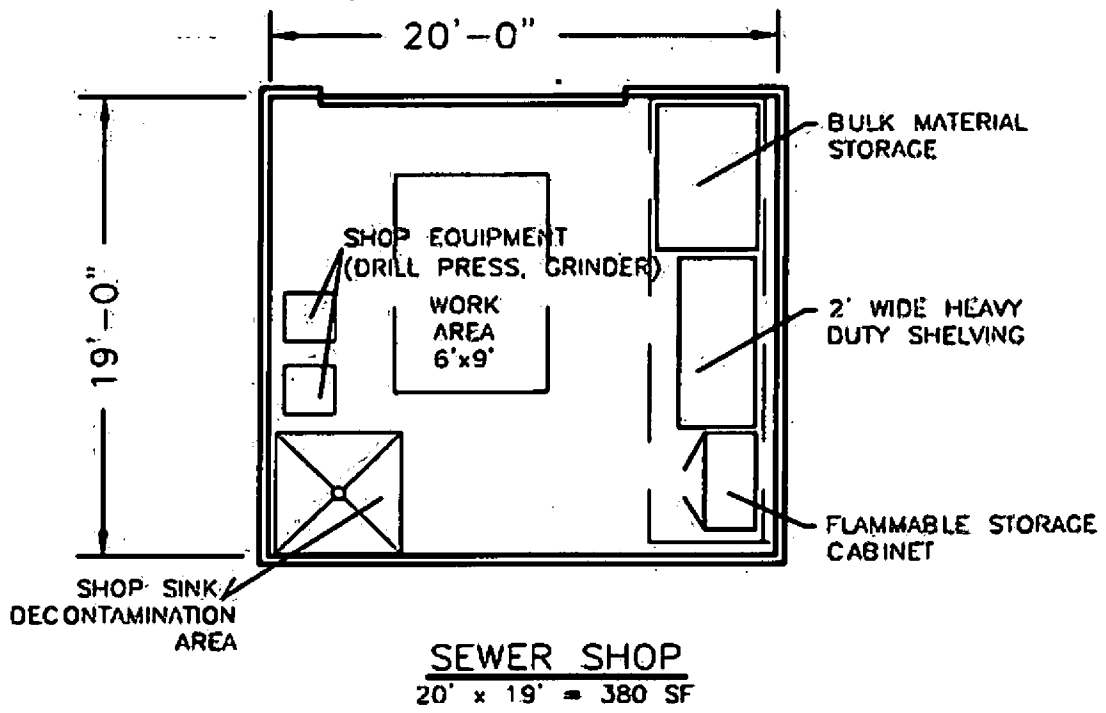
MAINTENANCE OFFICE  
10' x 10' = 100 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

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

Sheet 21

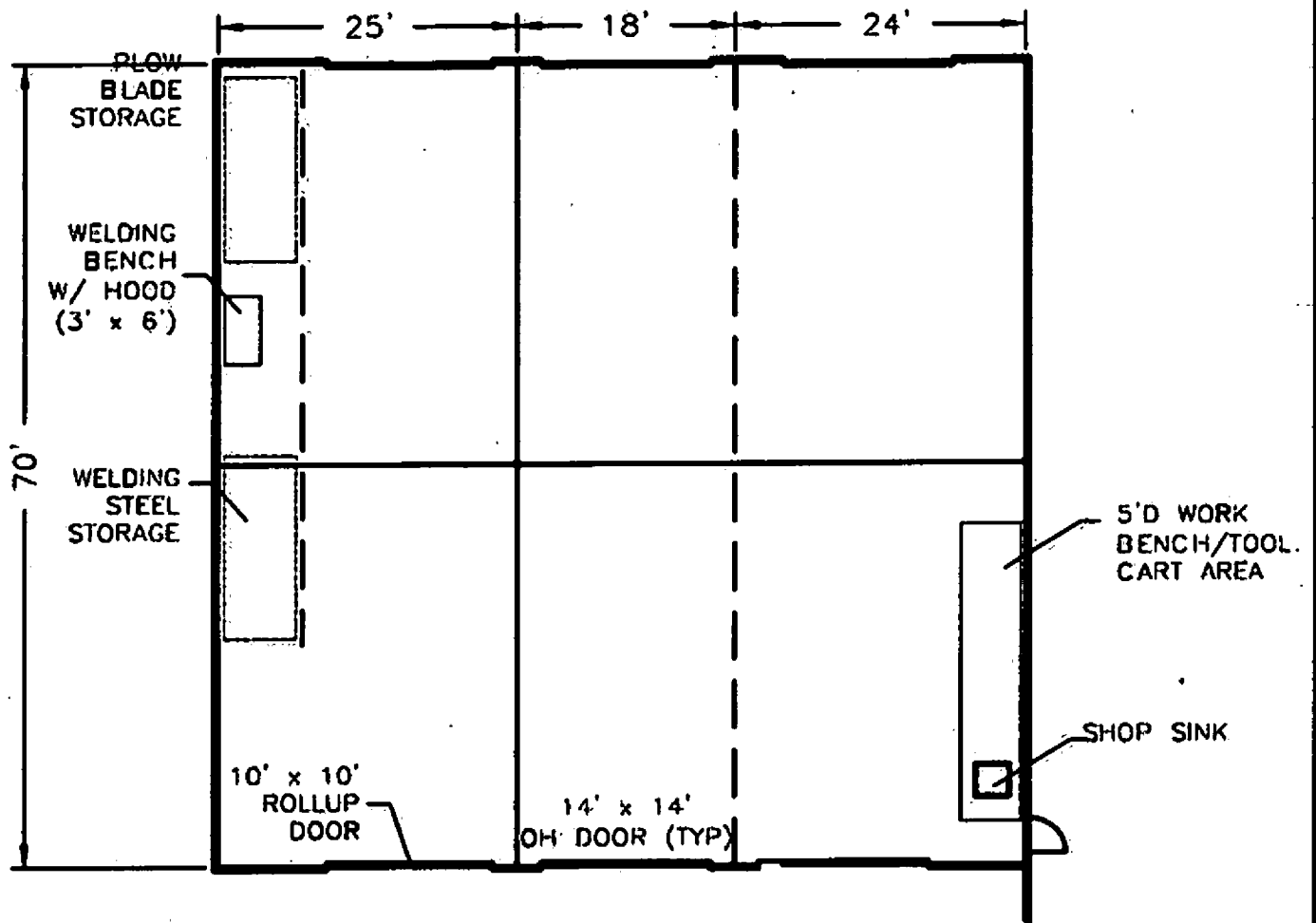


**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

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

Sheet 22



VEHICLE MAINTENANCE BAYS/PAINT BAY

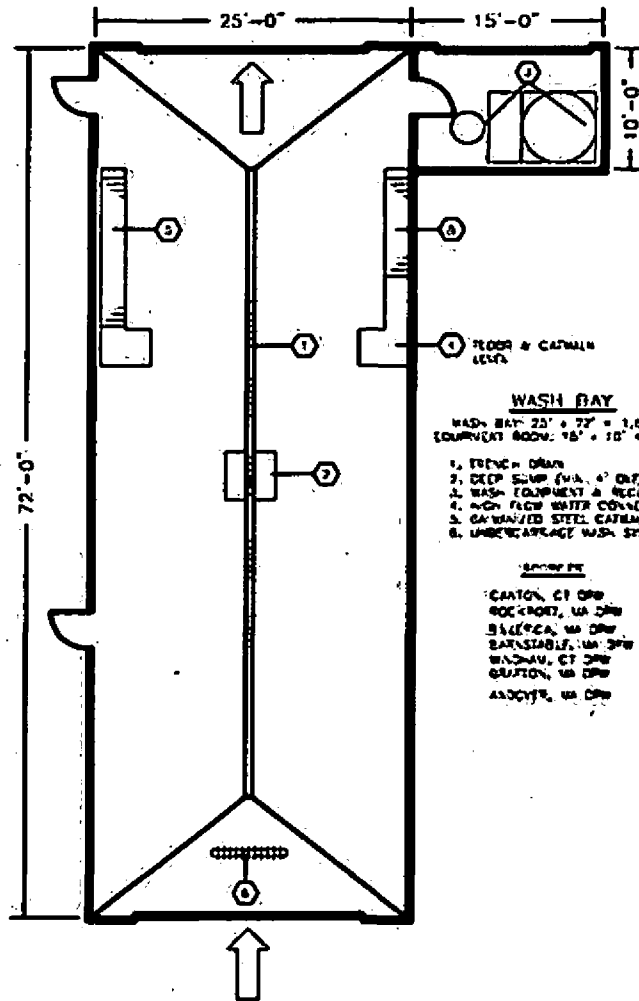
70' x 67' - 4650 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

Scale: 1/16"=1'-0"

Sheet 23



**WASH BAY**  
 WASH BAY: 25' x 72' = 1,800 SF  
 EQUIPMENT ROOM: 15' x 10' = 150 SF

- 1. FRENCH DRAIN
- 2. DEEP SUMP (W/ 4" OVERFLOW)
- 3. WASH EQUIPMENT & RECLAIM EQUIPMENT
- 4. HIGH FLOW WATER CONNECTION
- 5. GALVANIZED STEEL CATCHMATS
- 6. UNDERCATCHMENT WASH SYSTEM

**BY OTHERS**

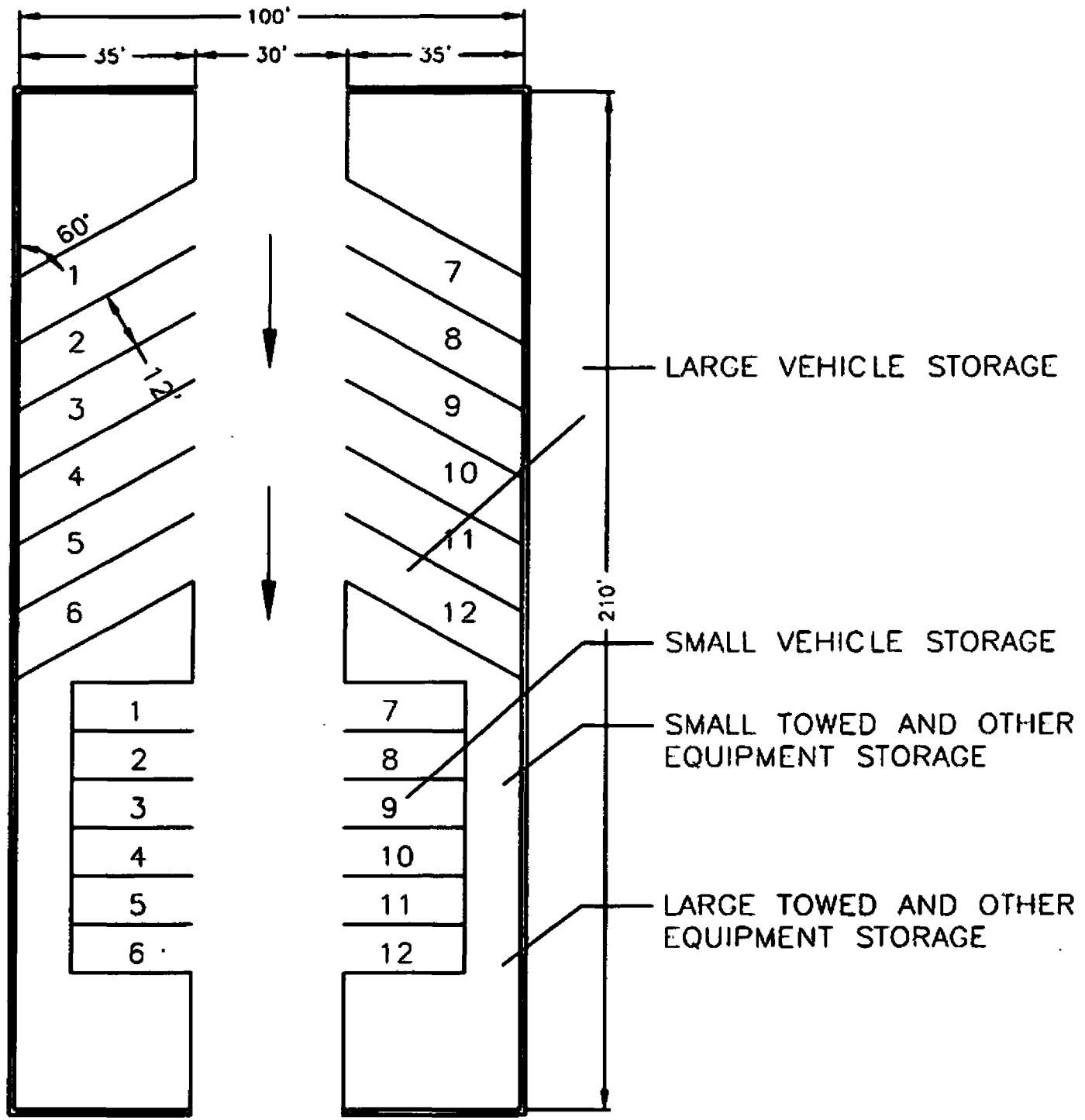
- CANTON, CT DRW
- ROCKFORD, VA DRW
- BALFOUR, VA DRW
- BAINSBURY, VA DRW
- WALSHAM, CT DRW
- QUINTON, VA DRW
- ANDREWS, VA DRW

**SPACE NEEDS ASSESSMENT**

Bourne, Massachusetts

Scale: 1/16" = 1'-0"

Sheet 24



VEHICLE AND EQUIPMENT STORAGE  
 100' x 210' = 21,000 SF

SPACE NEEDS ASSESSMENT

Bourne, Massachusetts

Scale: 1" = 20'

Sheet 25

Town of Bourne, Massachusetts									
Department of Public Works									
Vehicle & Equipment List									
Prepared by Weston & Sampson Engineers									
Date: July 25, 2012 (Based on 2008 Study)									
Vehicle & Equipment List: DPW									
Description	Equipment ID	Year	Make	Model	Class	Plate	VIN	Length	Width
Backhoe	426C	1997	Cat	426 C	Heavy	M58381	1YR00231		
Loader	544J	2006	John Deere	544J	Heavy	M56907	DW544JP604664		
Skid Steer	773	2001	Bobcat	773 Turbo	Light	M56907	519017247		
Chipper	CHIPPER	1996	Vermeer	1230	Light	M11058	O0LD708852		
Grader	GRADER	1978	Gallon	T500A	Heavy	M11057	T500A-CC-03688		
Tractor	Kubota 9000	2001	Kubota	M9000	Tractor	M84999	53268		
Pick-Up	M01	2007	Ford	F150 4x4 XLT	1/2 Ton	M81109	1FTRX14W67FV71401		
Pick-Up	M02	2005	Ford	F150 4x4	1/2 Ton	M71335	1FTRX14W85NC05616		
Pick-Up w/9' Plow	M04	2001	Ford	F350 4x4	1 Ton	M84983	1FDWF37F51EA31569		
Pick-Up w/9' Plow	M05	1999	Ford	F350 4x4	1 Ton	M61319	1FDWF37F51EA31569		
Pick-Up w/9' Plow	M06	2005	Ford	F550 4x4	3 Ton	M71327	1FDAF57P25EB69283		
Pick-Up w/9' Plow	M08	2006	Ford	F550 4x4	3 Ton	M71344	1FDAF57P86EB92200		
Pick-Up w/9' Plow	M10	2001	Ford	F350 4x4	1 Ton	M64982	1FDWF37F11EA31570		
Pick-Up w/9' Plow	M11	2000	Ford	F150 4x4	1/2 Ton	M62648	1FTRX18L4YNA18278		
Mower	Michigan L120B	1993	Michigan	L120B	Heavy	M15162	60825		
	Roadside Mower	1998	Now	4835	Tractor	M60080	001135664		
Hydraulic Filter WIX 51553	Shop Truck	1993	Ford	F350 4x4	1 Ton	M49261	1FDF38M6PNB36559		
Street Sweeper	Sweeper 1	2002	Elgin	Polican	Heavy	M69104	590200		
Street Sweeper	Sweeper 2	1989	GMC	Forward 7000	Heavy	M11060	J8DM7A1N3K3200500		
Sander w/14' Plow	T01	1994	Volvo	WG42T	Chassis/San	M71334	4V1JB8DE5RR828314		
Sander w/14' Plow	T02	2008	International	7400	Combination	M81120	1HTWDAAR58J664661		
Sander w/14' Plow	T03	1995	Ford	L8000	Chassis/San	M68845	1FTYR82E0SVA57143		
Sander w/14' Plow	T04	2008	International	4700	Combination				
Dump Truck/Sander w/14' Plow	T05	1995	Ford	L8000	Dump/Sander	M49210	1FDYK82E7SVA34698		
Sander w/14' Plow	T06	1995	Ford	L8000	Chassis/San	M68644	1FTYR82E7SVA57141		
Sander w/14' Plow	T07	1995	Ford	LN8000	Chassis/San	M65445	1FDXR82E5SVA20905		
Sander w/14' Plow	T08	1994	Ford	L8000	Chassis/San	M67635	1FDXR82E0RVA23270		
Sander w/14' Plow	T09	1994	Ford	L8000	Chassis/San	M66805	1FDXR82E3RVA21089		
Sander w/14' Plow	T10	1997	Ford	LT 9513	Dump Truck	M53597	1FDZU90X7VVA5246		
Sander w/14' Plow	T11	1994	Ford	L8000	Chassis/San	M66804	1FDXR82E7RVA41278		
Sander w/14' Plow	T12	2007	International	7400	Combination	M67145	3HTWDAAR97N474390		
Sander w/14' Plow	T14	1995	Ford	L8000	Chassis/San	M66806	1FDXR82E8SVA51687		
Tree Truck	Tree Truck	2004	International	4200	3 Ton	M71207	HTMPAFM44H673087		
Sewer Cleaning Truck	Vaccon	1998	International	2554 4x2	Heavy	M60104	HTGBADRXXWH561312		
<b>TOTAL: 34</b>									

**Vehicle & Equipment List: DPW 1**

Description	Equipment ID	Year	Make	Model	Class	Plate	VIN	Length	Width
Tow-Behind Mixer	Cement Mixer	2004	Multi Oulp	MC-84P			CD751580		
	CP1230	1998	Chicago	CP1230					
Flail deck for mowers	FL1	1988	Bomford	1500MM			1138JA98		
Flail deck for mowers	FL2	1988	Bomford	1200MM					
9' Plow for T10	Mobile Plow 10		Diamond						
Mower	Mower 5	2007	Toro	20072			270075293		
Mower	Mower 6	2007	Toro	20072			270075772		
8' Plow for T11	Plow		Baker	375					
8' Plow for T12	Plow		Baker	375					
8' Plow for T04	Plow		Baker	375					
8' Plow for T05	Plow		Baker	375					
Plow	Plow Bobcat								
Plow	Plow Mobile 4	2001	Diamond						
9' Plow for T08	Plow	1982	Baker	375					
Roller	Tandem Roller	1946	CH & (7)	3BA	Heavy		R3B114		
Trailer	TL1	1998	Eager	20 HALX	Heavy	M56133	112H5V307TL046750		
Trailer	TL10	1990	Giant	VAC Trailer		M46053	214390		
Trailer	TL11	1990	Road	RD-40	Heavy		483389		
Trailer	TL2	1999	Tandem	Utility		M71347	1C9FA1424XT639094		
Trailer	TL3	1994	Phoenix	Utility		M52238	IP9611413RC232061		
Trailer	TL4	2004	E-Z Dump	Flatbed		M71217	5H2S661834W007350		
Trailer	TL5	2001	Barber	600 H.D.	Light Equip.	M64998	6788BARBER		
Trailer	TL7	1999	Ingersoll	IR 185	Light Equip.	M5823	280486UHM221		
Trailer	TL8	2005	Welch	Utility		M70869	1W9ET16235M117022		
<b>TOTAL: 25</b>									

**Vehicle & Equipment List: Parks Dept.**

Description	Equipment ID	Year	Make	Model	Class	Plate	VIN	Length	Width
Tractor	317 Tractor	1982	John Deere	317	Light Equip.				
Tractor	330 Tractor	1980	John Deere	330	Light Equip.				
Blower	Blower 1	2001	Craftsman	205	Light Equip.		01144N100728		
Blower	Blower 2	1992	Sihl	BG72	Light Equip.		00096755125SAL		
Blower	Blower 3	2002	Echo	ES210	Light Equip.		05003851		
Brush Saw	Brush Saw 1	1996	Sihl	FS-360	Light Equip.		130932785		
Brush Saw	Brush Saw 2	2004	Echo	SRM400U	Light Equip.		03001214		
Brush Saw	Brush Saw 3	2004	Husqvarna	265RX	Light Equip.		045000012		
Brush Saw	Brush Saw 4	1990	John Deere	TY450GA	Light Equip.		002551		
Brush Saw	Brush Saw 5	1990	John Deere	TY450GC	Light Equip.		005312		
Chain Saw	Chain Saw 1	2001	Husqvarna	350	Light Equip.		892100270		
Chain Saw	Chain Saw 2	2001	Husqvarna	350	Light Equip.		012302829		
Chain Saw	Chain Saw 3	2000	Husqvarna	350	Light Equip.		012301002		
Chain Saw	Chain Saw 4	1998	Jonsered	2050	Light Equip.		8150432		
Chain Saw	Chain Saw 5	1999	Husqvarna	350	Light Equip.		892100209		
Chain Saw	Chain Saw 6	2000	Husqvarna	350	Light Equip.		892100202		
Chain Saw	Chain Saw 7	1997	Jonsered	2065 Turbo	Light Equip.		7270253		

Chain Saw	Chain Saw 8	1997	Johnserod	670 Champ	Light Equip.		7020269		
Chain Saw	Chain Saw 9	2004	Husqvarna	350	Light Equip.		041707895		
Chain Saw	Chain Saw 10	2004	Husqvarna	350	Light Equip.		041702047		
Chain Saw	Chain Saw 11	2004	Husqvarna	385	Light Equip.		044500295		
Chain Saw	Chain Saw 12		Stihl		Light Equip.		232880405		
Chain Saw	Chain Saw 14		Stihl		Light Equip.				
Cut Off Saw	Cut Off Saw 1	2002	Echo		Light Equip.		002087		
Cut Off Saw	Cut Off Saw 2	2002	Echo		Light Equip.		002087		
Mower	E01	1999	Exmark	HP Lazer	Light Equip.		206750		
Mower	E02	1999	Exmark	HP Lazer	Light Equip.		206508		
Mower	E03	2004	Exmark	Lazer Z HP	Light Equip.		491363		
Mower	E04	2004	Exmark	Lazer Z HP	Light Equip.		491377		
Portable Generator	Generator 1	2001	Homelite	LR4400	Light Equip.		HT1210814		
Two Wheel Tractor	Gravely #1	1998	Gravely	556	Light Equip.		7391438		
Two Wheel Tractor	Gravely #2	1998	Gravely	566	Light Equip.		47601		
Two Wheel Tractor	Gravely #3	1998	Gravely	560	Light Equip.		7398839		
Sign Post Digger	Hole Digger	1999	Tecumseh						
Garden Tractor	Honda RT5000	1998	Honda	RT5000	Light Equip.				
Backpack Blower	HT1		Echo	HC-1600					
Backpack Blower	HT2	2007	Echo	HC160			09005174		
Backpack Blower	HT3		Echo	SRM-2400SB					
Backpack Blower	HT4	2007	Echo	PAS-260			S75312003461		
Road Liner Painter	Paint Machine	2001	Graco	5900			BA379		
Pole Saw	Pole Saw 1	2003	Power	PPT-260	Light Equip.				
Pole Saw	Pole Saw 2	2004	Power	PPT-260	Light Equip.				
Pole Saw	Pole Saw 3	2004	Power	PPT-260	Light Equip.				
Pole Saw	Pole Saw 4	1996	Power	PP1250	Light Equip.				
Pole Saw	Pole Saw 5	1997	Power	PP1250	Light Equip.				
Pole Saw	Pole Saw 6	1996	Power	PP1250	Light Equip.				
Mower	Push Mower 1	2000	White	LC106	Light Equip.		1C091C90417		
Mower	Push Mower 2	2000	White	LC106	Light Equip.		1C091C90420		
Sweepster	Sweepster 1	1990	Sweepster	C36	Light Equip.		932884		
Sweepster	Sweepster 2	1990	Sweepster	C36	Light Equip.		78091		
Weed Wacker	Weed Wacker 1	2001	Echo	SRM 2601	Light Equip.		102197		
Weed Wacker	Weed Wacker 3	2000	Echo	SRM 260	Light Equip.		03015491		
Weed Wacker	Weed Wacker 4	2001	Echo	SRM 2601	Light Equip.		102597		
Weed Wacker	Weed Wacker 5	2001	Echo	SRM 2601	Light Equip.		102378		
Weed Wacker	Weed Wacker 6	1990	John Deere	M38B	Light Equip.		011767		
Weed Wacker	Weed Wacker 7	2006	Echo	SRM 260	Light Equip.		S15206034318		
Weed Wacker	Weed Wacker 7A	2001	Echo	SRM 2601	Light Equip.		102377		
Weed Wacker	Weed Wacker 8	2000	Echo	SRM 2601	Light Equip.		102049		
Weed Wacker	Weed Wacker 9	2006	Echo	SRM 260	Light Equip.		S15206034502		
Weed Wacker	Weed Wacker 9A	2000	Echo	SRM 260	Light Equip.		3015487		
<b>TOTAL: 60</b>									
<b>Vehicle &amp; Equipment List: Sanitation</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Recycling Truck	R1	1996	International	4900	Heavy Duty	M56122	1HTSCAAR4VH428829	36	



Recycling Truck	R2	1996	International	4900	Heavy Duty				
Recycling Truck	R3	1996	International	4900	Heavy Duty				
Garbage Truck	S1	2004	Sterling	LT9500	25 Cubic Yds	M71208	2FZHAZAS44AM88113		
Garbage Truck	S2	2000	Volvo	WG64	25 Cubic Yds	M57227	4V5JC2GF2YN869392		
Garbage Truck	S3	1993	International	4900	18 Cubic Yds	M49265	1HTSDPPR4PH520596		
Garbage Truck	S4	1990	International	4900	16 Cubic Yds	M49258	1HTSDTVR7UH258160	36'	
Garbage Truck	S5	1997	Ford	LT9513	25 Cubic Yds	M53699	1FDZS9686VVA38148	36'	
<b>TOTAL: 5</b>									

**Vehicle & Equipment List: Fire Dept.**

Description	Equipment ID	Year	Make	Model	Class	Plate	VIN	Length	Width
Ambulance	A133	2006	Ford/Merco	E-450 Super	Ambulance	MF8404	1FDXE45P56HA78459		
Ambulance	A134	2006	Ford	E-450	Ambulance	MF1112	1FDXE45PX6HA72889		
Ambulance	A135	2007	Ford	E-450	Ambulance				
Ambulance	A138	2003	Ford/E-One	E-450	Ambulance	MF7688	1FDXE45F23HB23305		
Brush	B127	1974	AM General	M35A	Brush	MF1117	74K139062510129		
Brush	B128	1967	Kaiser	Jeep	Brush	MF3871	952610019		
Brush	B129	1975	AM General	Jeep	Brush	MF1119	52522675		
Passenger SUV	C141	2004	Chevrolet	Tahoe	Passenger	MF104	1GNEK13T14J296777		
Passenger SUV	G142	2003	Chevrolet	Tahoe	Passenger	MF1109	1GNEK13T14J291373		
Passenger Car	C143	2004	Ford	Crown Victoria	Passenger		2FAFP71WX4X103943		
Pick-Up Truck	C144	2001	Ford	F150 4x4	Light Truck	MF1120	1FTPX18L31NA88996		
Pump Truck	E121	2002	Smeal	Urban 2000	Pumper	MF1121	44KFT42891WZ19628		
Pump Truck	E122	1994	International	4900	Pumper	MF1122	1HTSDPCR4RH544034		
Pump Truck	E123	2002	E-One	Typhoon	Pumper	MF1123	4ENRAAA8421006119		
Pump Truck	E124	1994	International	4900	Pumper	MF1114	1HTSDAAR3SH626911		
Pump Truck	E125	1987	Pierce	Arrow	Pumper	MF1115	1P9CAQ2DOHA040424		
Ladder	T126	2006	American	P45M-93/100	Ladder	MF1111	4Z3HAACK06RW51560		
<b>TOTAL: 17</b>									

**Vehicle & Equipment List: Police Dept.**

Description	Equipment ID	Year	Make	Model	Class	Plate	VIN	Length	Width
Police Cruiser	Y01	2008	Ford	Crown Victoria	Marked	407J	2FAFP71V98X110721		
Police Cruiser	Y02	2006	Ford	Crown Victoria	Marked	M72589	2FAFP71W26X108301		
Police Cruiser	Y03	2007	Ford	Crown Victoria	Marked	408J	2FAFP70W47X104249		
Police Cruiser	Y04	2006	Ford	Crown Victoria	Marked	408J	2FAFP71W26X165159		
Police Cruiser	Y05	2008	Ford	Crown Victoria	Marked	527H	2FAFP71V08X110722		
Police Cruiser	Y06	2006	Ford	Crown Victoria	Un-Marked	5168FS	2FAFP71W76X148681		
Police Cruiser	Y07	2005	Ford	Crown Victoria	Un-Marked	79PG17	2FAFP71W95X120069		
Police Cruiser	Y08	2008	Ford	Explorer 4x4			1FMFU73858UA23505		
Police Cruiser	Y09	2008	Ford	Crown Victoria	Marked		2FAFP71V78X110720		
Police Cruiser	Y10	2001	Ford	Crown Victoria	Un-Marked	15RV00	2FAFP71W31X142966		
Police Cruiser	Y11	2001	Ford	Crown Victoria	Un-Marked	4188NW	2FAFP71W61X128687		
Police Cruiser	Y12	2006	Ford	Crown Victoria	Marked	M72777	2FAFP71W48X108302		
Police Cruiser	Y14	2007	Ford	Crown Victoria	Marked	6666G	2FAFP71W27X104248		
Police Cruiser	Y15	2006	Ford	Crown Victoria	Marked	M72591	2FAFP71W66X108303		

Police Cruiser	Y16	2005	Ford	Crown Victoria	Marked	698F	2FAFP71W65X107537		
Police Cruiser	Y17	2003	Ford	Crown Victoria	Un-Marked	38RM09	2FAFP71W73X151821		
Police Cruiser	Y18	2006	Ford	Crown Victoria	Marked	M72593	2FAFP71W88X108304		
Police Cruiser	Y20	2004	Otisobile	Alara	Un-Marked	17JP88	1G3NL52FX4C152187		
<b>TOTAL: 18</b>									
<b>Vehicle &amp; Equipment List: Board of Health</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Pick-Up Truck	H1	2003	Ford	Ranger	Light Truck	M69123	1FTZR11E03TA05716		
Pick-Up Truck	H2	2007	Ford	Ranger 4x4	1/2 Ton	M71338	1FTYR15EX7PA3370		
<b>TOTAL: 2</b>									
<b>Vehicle &amp; Equipment List: Council on Aging</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Van	BBUS1	1999	Ford	E-450	Medium Duty	M61971	1FDXE40S8XH84071		
Van	BBUS2	2002	Dodge	Ram Van	1 Ton	M69107	2BLB31Z02K126592		
<b>TOTAL: 2</b>									
<b>Vehicle &amp; Equipment List: Campool for Town Hall</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Passenger Car	A01	2006	Ford	Crown Victoria	Admin.	M66672	2FAFP71WX5X107489		
Passenger Car	A02	2003	Ford	Crown Victoria	Admin.	M71331	2FAFP71W53X137450		
Passenger Car	A03	2003	Ford	Crown Victoria	Admin.	M71340	2FAFP71WX3X220288		
<b>TOTAL: 3</b>									
<b>Vehicle &amp; Equipment List: School Dept.</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Pick-Up Truck	S01	2000	Ford	F-350		M84671	1FDWF37S4YEE06679		
Pick-Up Truck	S02	2000	Ford	F-250			1FDNF21L2YEE06688		
<b>TOTAL: 2</b>									
<b>Vehicle &amp; Equipment List: Food Pantry</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>
Box Truck	Food Pantry 2	2006	Ford	F-350 XL		L98466	1FDWF3546EB95279		
<b>TOTAL: 1</b>									
<b>Vehicle &amp; Equipment List: Dept. of Natural Resources</b>									
<b>Description</b>	<b>Equipment ID</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Class</b>	<b>Plate</b>	<b>VIN</b>	<b>Length</b>	<b>Width</b>

Pick-Up Truck	Y51	1993	Ford	F-250 XL 4x4	Medium Duty	M34547	2FTMF26H9PCA44947		
Pick-Up Truck	Y52	2005	Chevrolet	1500 4x4	1/2 Ton	M72800	1GCEK19B95E215011		
Pick-Up Truck	Y54	2000	Ford	F-250 S/D 4x4	Medium Duty	M62157	1FTNF21L3YEA48008		
Passenger Car	Y58	2000	Ford	Crown Victoria	Passenger	148D	2FALP71WXVX189438		
Passenger Car	Y59	2004	Ford	Crown Victoria	Marked	MP681G	2FAFP71W84X103942		
<b>TOTAL: 5</b>									
<b>Total Vehicles: 175</b>									

**3. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on August 8<sup>th</sup> at 5:00 PM.

**VOTED:** On a motion made by Christopher Farrell and seconded by William Meier it was unanimously voted to adjourn at 6:09 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
2012 AUG 2 AM 9:11c Public Works Building Committee

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

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

Date: Wednesday, August 8, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Weston & Sampson report and discuss progress on program plan.
3. Report on project education plan.
4. Adjourn

*Stanley D. Andrews*  
Stanley D Andrews  
Chairman *f*

Date: August 2, 2012

cc: Town Clerk

**PUBLIC WORKS FACILITY BUILDING COMMITTEE**

**MINUTES OF AUGUST 8, 2012**

**BOURNE VETERANS MEMORIAL COMMUNITY CENTER**

**BUZZARDS BAY, MA.02532**

**The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community on Wednesday, August 8, 2012.**

**Present for the Committee were: Stanley Andrews, chairman, John Redman, David Ahearn, William Meier and Chris Farrell.**

**Absent: Rick Tellier and Wally Tonaszuck**

**Quests:**

**Jeffrey Alberti, Weston & Sampson**

**Other present: Chuck Ruggiero, Bourne DPW Department**

**1) CALL MEETING TO ORDER**

**Stanley Andrews called the meeting to order at 5:02 p.m.**

**VOTED: On a motion made by Chris Farrell and seconded by Dave Ahearn it was unanimously voted to excuse Rick Tellier from the August 8, 2012 meeting.**

**Chairman Stanley Andrews announced that Wally Tonaszuck has resigned from the Committee.**

**2) Weston & Sampson Report and Discuss Process on Program Plan**

2011 DEC 10 AM 9 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Jeffrey Alberti from Weston & Sampson arrived at 5:08 and discussions centered on four points:**

- A) Final Program**
- B) Budget**
- C) Procurement**
- D) Marketing plan**

**3) Report on Project Education Plan**

**Vice Chairman, John Redman discussed his meeting with Jeffrey Alberti at the Weston & Sampson office to develop the plan to education the residents of the Town of Bourne on the new proposed DPW facility.**

**4) Other Items:**

**The committee requested that Chairman Stanley Andrews contact Town Counsel and request an opinion as to whether the DPW Committee could procure a building partially manufactured off site and shipped to and assembled on site and then add utilities at the site in order to reduce construction costs as related under Chapter 149.**

**5) ADJOURN**

**The next Bourne Public Works Facility Committee meeting will be held on August 22, 2012.**

**VOTED:**

**On a motion made by John Redman and seconded by Dave Ahearn it was unanimously voted to adjourn at 6:45 p.m.**

Town of Bourne  
Public Works Building Committee  
Meeting Notice

2012 AUG 20 AM 8 40

TOWN CLERK'S OFFICE  
BOURNE, MASS


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

Date: Wednesday August 22, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Approval of Minutes from May30th, June 12th Executive, June 12<sup>th</sup> Regular, July25th, August 8<sup>th</sup>, 2012
3. Weston and Sampson review of program plan, concepts and estimates
4. Review contracting methods and Town Council review.
5. Adjourn

  
Stanley D Andrews  
Chairman

Date: August 20, 2012

cc: Town Clerk



**Bourne Public Works Facilities Building Committee**  
**August 22, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, August 22, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, and Tom Guerino. Chris Farrell left at 5:50.

*Others present:* D. Michael Hicks, Director of Facilities & Architecture and Jeffery Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:09 p.m.

**VOTED:** On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to move agenda item number four to the next item on the agenda.

**4. REVIEW CONTRACTING METHODS AND TOWN COUNCIL REVIEW**

The committee discussed where some of the funding would come from for the new DPW building. Municipality is bonding this project ISWM is not bonding this project. ISWM may be able to contribute x amount of dollars per year and it would be over a 10 year period.

The breakdown is:

- \$2 Million over 10 years from ISWM
  - \$750K from Stabilization
  - \$500K Capital Reserve
  - \$500K Free Cash
- Dept exclusion of prop 2.5

Robert Troy didn't answer the question about going forward with the modular design to the committee's satisfaction so Tom Guerino will ask Robert Troy the question again.

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2014 DEC 10 AM 9 50

**TROY WALL  
ASSOCIATES**  
ATTORNEYS & COUNSELLORS AT LAW

# Memo

**To:** Public Works Facility Building Committee  
**From:** Robert S. Troy, Town Counsel *RST*  
**Date:** August 17, 2012  
**Re:** Modular Building Recommendation

---

This responds to your request to review Massachusetts General Laws Chapter 149, Section 44E with respect to the procurement of a modular building facility for a new DPW facility as an alternative procurement process to a conventionally constructed building facility on site.

G.L. c.149, §44A defines a "Modular Building" as "a pre-designed building or units of a pre-designed building assembled and equipped with internal plumbing, electrical or similar systems prior to movement to the site where such units are attached to each other and such building is affixed to a foundation and connected to external utilities; or any portable structure with walls, a floor, and a roof, designed or used for the shelter of persons or property, transportable in one or more sections and affixed to a foundation and connected to external utilities."

## I. Procedure

G.L. c.149, §44E(4) provides that "[a] public agency may procure modular buildings in accordance with the provisions of this section." Municipalities that utilize this section to procure modular buildings must

solicit competitive sealed proposals through a request for proposals which shall include:

- (1) the time and date for receipt of proposals, the address of the office to which the proposals are to be delivered, and the maximum time for proposal acceptance by the awarding authority;
- (2) the purchase description and all evaluation criteria that will be utilized;
- (3) all contractual terms and conditions applicable to the procurement; provided, however, that the contract may incorporate by reference a plan submitted by the selected offeror for providing the modular buildings;
- (4) a notice that every proposal shall be accompanied by a copy of an appropriate certificate of eligibility issued by the commissioner pursuant to section forty-four D, together with an update statement; and
- (5) except where the request for proposals calls for manufacture or delivery to the building site, a notice that every proposal shall be accompanied by a certification that the offeror is able to furnish labor that can work in concert with all other elements of labor employed or to be employed at the site of installation.

The section also sets forth the criteria for the evaluation of these proposals:

- (1) for each evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or unacceptable and the reasons for such rating;
- (2) a composite rating for each proposal and the reasons for such rating;

(3) recommendations for revisions, if any, to each proposed plan for providing the modular buildings which should be obtained by negotiation prior to awarding the contract to the offeror of the proposal; and

(4) whether the modular buildings were manufactured within the commonwealth and whether such modular buildings were manufactured within the United States but outside the commonwealth.

It should be noted that the municipality must give preference, other considerations being equal, to offerors whose modular buildings are manufactured within the Commonwealth.

## **II. Special Considerations**

The manufacture of modular buildings procured pursuant to this Section are not subject to the provisions of G.L. c.149, §§ 26-27G.<sup>1</sup> However, said Sections "shall apply to all work ordinarily and customarily performed on modular buildings at building sites, including, but not limited to, construction of foundations, attachment to external utilities, and installation and assembly of modular unit, including any assembly performed at any site in the commonwealth other than a place of manufacture. All applicable provisions of building codes and other laws shall apply thereto." (emphasis added). Builders of modular buildings constructed outside of the Commonwealth are not bound by statutory wage requirements mandated in §26. This provision may be the most significant consideration for the Committee to realize potential cost savings.

The procurement of a modular building is still deemed a building project. The division of capital asset management and maintenance may exercise control and supervision of the procurement of modular buildings for all capital facility projects of cities and towns for which specific approval or authorization by the general court or a state agency is otherwise required. See G.L. c. 7, §40A (4). This is significant

<sup>1</sup> Chapter 149 governs Labor and Industries. Sections 26-27G relate primarily to mandatory statutory requirements imposed upon municipalities with respect to the employment practices and wages for the construction of public works.

because in some circumstances the municipality must relinquish control of the procurement process. However, this provision should not apply to the proposed project because no special authorization is required.

RST/etm

Cc: Town Administrator  
Board of Selectmen

**2. APPROVAL OF MINUTES FROM MAY 30<sup>TH</sup>, JUNE 12<sup>TH</sup> EXECUTIVE, JUNE 12<sup>TH</sup> REGULAR, JULY 25<sup>TH</sup>, AUGUST 8<sup>TH</sup>, 2012**

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to approve the minutes from June 12, 2012 meeting as written. Chris Farrell abstained.

Fixed the numbering sequence on the minutes from July 25, 2012.

**VOTED:** On a motion made by John Redman and seconded by Chris Farrell it was unanimously voted to approve the minutes from August 8, 2012 as amended.

**3. WESTON AND SAMPSON REVIEW OF PROGRAM PLAN, CONCEPTS AND ESTIMATES**

Michael Hicks and Jeffery Alberti went over their building proposals and concepts.

Michael Hicks spoke about the Memorandum about the Departures with "Modular Procurement" performance specifications for Hingham DPW Facility.

**M E M O R A N D U M**

**TO:** Stanley Andrews, Bourne DPW Facility Building Committee  
**FROM:** Michael Hicks  
**DATE:** 16 August 2012  
**SUBJECT:** Departures with "Modular Procurement" Performance Specifications for Hingham

---

I was the Architect for the Hingham DPW Facility in Bare Cove Park, as a Principal of the firm where I was employed prior to joining Weston & Sampson. When the drawings for that project were at the 75% completion stage, the Town directed us to convert our documents to a set of performance specifications which they advertised for procurement via the "modular building" section of MGL Chapter 149. We were then asked to provide a review of the documents submitted by a single bidder - Cape Builders - for conformance with the specifications. We then attended one meeting with the Building Committee Chair and the bidder in January 2008 to discuss our concerns.

Below is a summary of the primary concerns we expressed. Since we had no role in the project after that meeting, we do not know how these issues were resolved.

1. **General material standards:** In many cases, the bidder's documents did not clarify if elements of the facility (e.g. structural steel sections, exterior envelope panels, doors, windows, paint materials, etc.) met the specified national standards (e.g. ASTM). The bidder's reply was that his pre-engineered building supplier was certified by the State, and that materials supplied would meet AISI Design and AISC Steel Construction Guidelines (not the standards listed in the Specifications). The bidder did not respond to our observation that a DPW facility was subjected to heavier use and abuse than was appropriate for a "off-the shelf" packaged steel structure which was designed and marketed to meet the needs of a wide variety of uses, such as warehouses or light industrial manufacturing.

2. **Code compliance:** Plans submitted did not meet the State Building Code for emergency egress from the second floor of the administration wing. The plans also did not meet the State Plumbing Code for number of fixtures. We were not asked to review subsequent iterations of the bidder's documents.

3. **Roof panels:** Specifications called for galvanized, 24 gauge corrugated steel sheets with minimum 80ksi yield capacity, meeting ASTM A-446 standards. The bidder offered 26 gauge aluminized zinc coated steel panels, which are thinner, and considerably less resistant to corrosion.

4. **Roof slope:** Minimum roof slope was specified as 1" in 12". Bidder offered 1/2" in 12", and claimed he could reduce his slope to 1/4" in 12"

5. **Roof warranty:** Specifications called for 10 year warranty on roof leakage and 20 years on rust-out. Bidder offered 3 year warranty against leakage and 10 years on rust-out.

6. **Exterior wall panels:** Specifications called for 26 gauge galvanized steel ribbed panels, with 80 ksi yield, and conforming to ASTM A446 standards, and a 20-year warranty. The bidder claimed to have submitted supplemental sheets to clarify the characteristics of his panels, without offering information about the standards that his materials met. We never saw any of the documents he referenced.

7. **Panel joint materials:** The specifications called for pre-formed, air-tight neoprene joint closures for all exterior envelope intersections (wall corners, roof-to-walls). No information was provided regarding how these conditions was to be addressed.

8. **Roof and wall insulation and vapor retarders:** Inadequate information was provided in the bidder's documents to clarify conformance with the specifications.

9. **Supplemental insulation:** Since the roof insulation was not adequate to meet the Energy Code, the bidder provided a supplemental layer of insulation above the suspended ceilings. This approach creates a closed attic space which is highly susceptible to moisture condensation, and the eventual growth of mold and rust.

10. **Exterior wall liner panel:** The specifications called for interior liner panels to protect the exposed insulation batts from abuse. In numerous areas the bidder offered a melamine sheet (low-pressure plastic laminate primarily used as liner sheet on cabinets) rather than the specified metal panels. This substitution is substantially less resistant to abuse.

11. **Wash bay liner panel:** The specifications called for a corrugated fiberglass sheet as a liner panel in vehicle wash bay to protect the steel frame and wall panel from corrosion. The bidder offered a metal panel, claiming the fiberglass sheet required overlapping, which he felt to be problematic. Our experience has shown that metal is highly susceptible to deterioration in this location due to the highly corrosive environment generated by the vehicle wash equipment, particularly during snow-fighting season when there is considerable salt and sand being introduced.

12. **Interior walls in wet areas:** Specifications called for FPR (fiberglass reinforced plastic) sheet adhered to exterior-grade plywood, over steel studs. Bidder offered FRP adhered to gypsum wall board, a substrate which is highly susceptible to moisture damage, and far less resistant to impact and abuse.

13. **Interior walls in areas subject to abuse (Parts/tool rooms, mechanical rooms, etc.):** Specifications called for concrete block walls in certain locations, for abuse and corrosion resistance. The bidder called for those walls to be melamine panels adhered to gypsum wall board.

14. **Doors:** Specifications called for door frames to be galvanized steel, welded, hollow metal, for abuse resistance. Bidder offered "knock-down" frames, which are far less stable and appropriate for an office environment.

15. **Windows:** Specifications called for thermally-broken, heavy commercial grade insulated aluminum units, meeting AAMA/NWWDA 101/I.S.2 for performance grade. Bidder offered "sliding aluminum windows", with no further clarification of quality or performance.

16. **Maintenance bay floor drains:** The specifications and drawings called for concrete floors to be sloped to trench drains placed along to exterior wall, inside each overhead vehicle door. The bidder claimed this conflicted with his method of constructing the building structure, and offered interior floor drains instead, where run-off from wet or snow-laden vehicles will collect "under-foot".

17. **Interior finishes:** Carpets were specified at 28 oz./yd. pile weight – bidder offered 26 oz. Paint was specified as 3-coat latex or epoxy systems, depending on the location (epoxy for abuse and chemical resistance). Bidder offer 2-coat latex system throughout.

18. **Lockers:** No information was provided about the lockers to be provided.

19. **Toilet room partitions and accessories:** Bidder offered downgraded partitions and accessories.

20. **Maintenance bay services:** Specifications and drawings called for maintenance fluids, power and tail pipe exhaust service devices to be provided at 4 locations within the maintenance bays – providing direct access from each work location. The bidder offered these utilities in 2 locations only, with long hoses that are to be stretched to the remote bays. Vehicle tail pipe exhaust hoses offered are 30' long, and meant to lay on the floor, where they are susceptible to damage.

21. **Air compressor:** The bidder provided little data about the compressor he proposed to install, so it was not possible to judge if it met the unit specified.

22. **Emergency generator set:** The specified unit was exterior, sound attenuated enclosed package unit that could fully support the 1200 amp 120/208v, 3-phase, 4-wire electrical system. The bidder offered an electrical system and generator for 800 amp service, indicating that his subcontractor claimed this was all that was required.

23. **Welding area ventilation:** The specifications called for dedicated ventilation in the welding bay. Bidder offered to provide a fan instead.

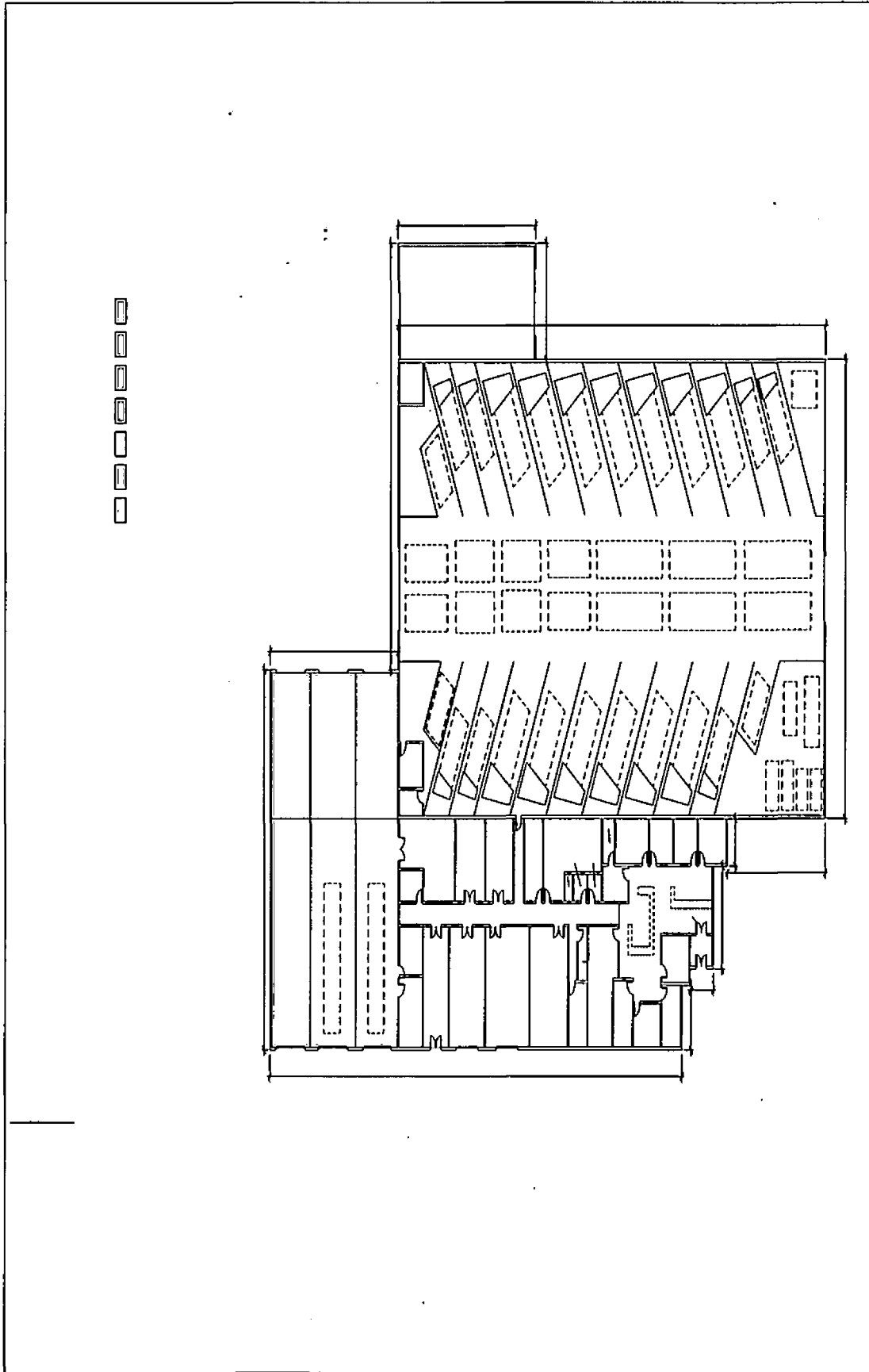
24. **Vehicle area ventilation:** Since the bidder offered an HVAC system that was substantially different from that included in the specifications, it was not possible to determine if the equipment was able to provide the Code mandated ventilation in the vehicle maintenance and vehicle storage areas, or the required air-quality monitoring. Also absent from the bidder's documents was any method of tempering intake air in order to prevent cold air drafts during the winter months.

cc: J. Alberti; R. Tellier

Jenn R's:caroles:Town Meetings:Bourne:Public Works Building Committee:Minutes:August 22 2012:DPW Meeting Minutes Aug 22, 2012.docx

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to endorse concept A101.

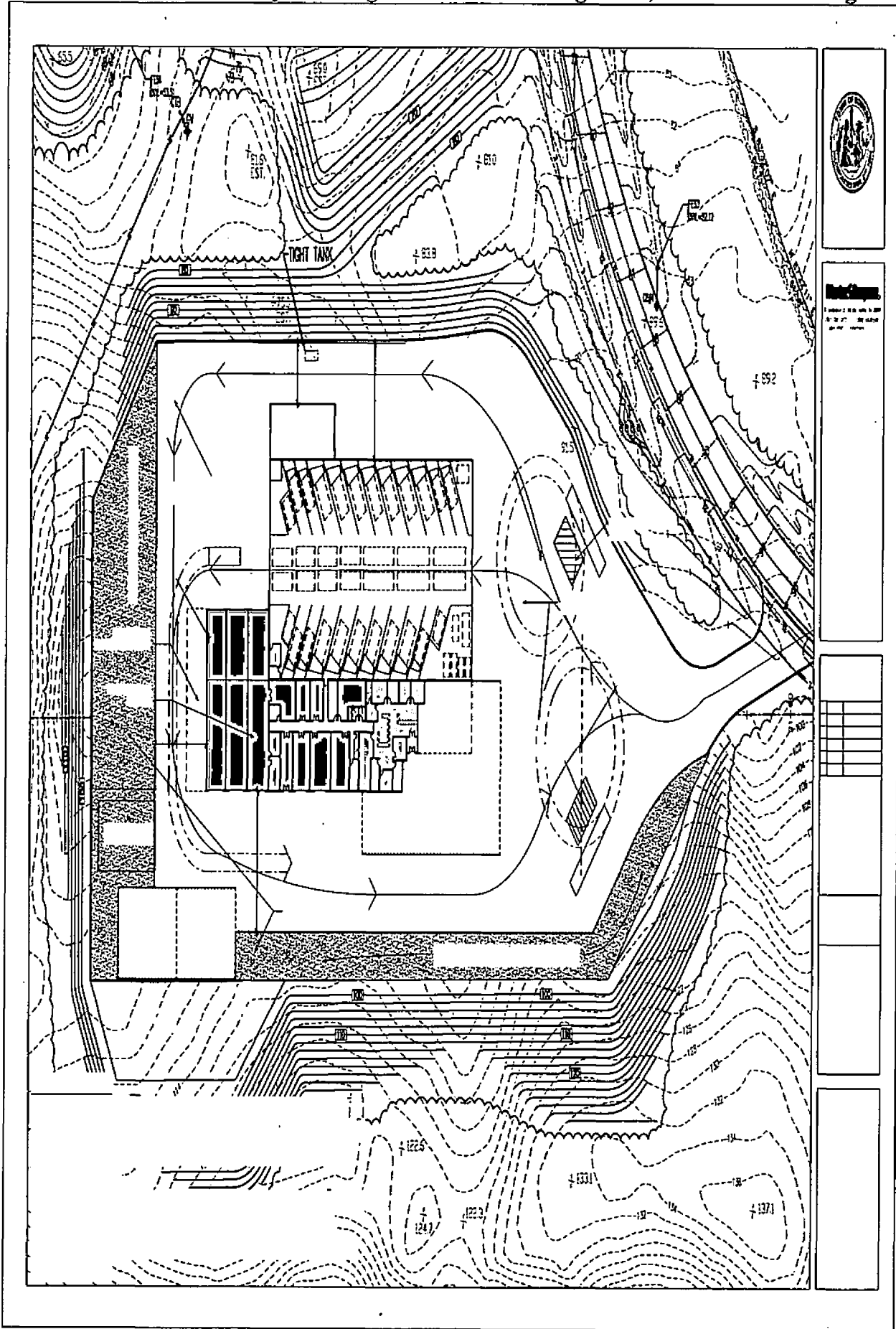




**Architect**  
[Illegible text]  
[Illegible text]  
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Weston & Sampson will run site numbers, see what can be pulled from the plan, quantify a more detailed estimate, modify the plan according to Committee members comments, and develop a detailed cost estimate.

**5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on September 6, 2012 at 5:00 PM.

**VOTED:** On a motion made by William Meier and seconded by Rick Tellier it was unanimously voted to adjourn at 7:27 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

MEETING NOTICE

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

Date: Monday September 10, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Weston & Sampson report then review of program plan budget discussion.
3. Report on project education plan.
4. Minutes August 22 2012, June 12 2012, July 25 2012
5. Adjourn

  
Stanley D. Andrews  
Chairman

Date: September 6, 2012

cc: Town Clerk

2012 SEP 6 AM 10 58  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Bourne Public Works Facilities Building Committee**  
**September 10, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Monday, September 10, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, and Chris Farrell.

*Others present:* D. Michael Hicks, Director of Facilities & Architecture and Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:02 p.m.

**2. WESTON & SAMPSON REPORT THEN REVIEW OF PROGRAM PLAN BUDGET DISCUSSION**

Jeffrey Alberti reviewed the consensus design layout plan A-001.1. He also went over the space needs comparison sheet line items and explained why they went from the sq. ft. in the consensus design to the sq. ft. in the census revision 1 and what the net changes were.

Jeffrey Alberti will find out why the sewer shop went from 686 sq. ft. on A101 to 600 sq. ft. on A-001.1.

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2014 DEC 10 AM 9 51



Stanley Andrews would like the paperwork to reflect the original sq. ft. 42,523 down to 38,455 also to add a column on the spreadsheet for what areas changed. That way the Committee will have a record of why the changes were made.

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to add in 20,000 sq. ft. back into the vehicle storage area making it 20 ft. longer.

Stanley asked where the Committee is at on the cost on the building.  
Jeffrey Alberti went over the budget total project cost sheet.

## NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

## Project Cost Summary

• Building	\$5,045,000 (132/SF)
• Industrial Support Equipment / Fueling	\$730,000
• Site Development Costs	\$2,655,000
• DEP mandated stormwater system	
• Site clearing, excavation, gravel borrow, loam	
• Water supply, electrical	
• Paving, curbing, fencing, gates, etc.	
• Salt/Sand Storage Structure	
• Design Contingencies	<u>\$340,000</u>
Subtotal Construction:	\$8,770,000 ( <u>\$230/SF</u> )
• Soft Costs & Const. Contingencies	\$2,060,000
• Design fees	
• Temporary operations during construction	
• Construction contingency	
• Permitting/Testing	
<b>TOTAL COST:</b>	<b>\$10,830,000 <sup>1</sup></b>

<sup>1</sup> (does not include possible savings of \$1,000,000 for site work to be completed by others)



Weston&Sampson

**Bourne DPW Facility  
Budget Total Project Cost**

Date 28-Aug-12

<u>New Construction</u>		AVE. QUALITY / UTILITARIAN FINISHES / EQUIPMENT		
		Area	Size (SF)	2012 Cost/SF
Administration / Employee Facilities		4,163	\$ 220	\$ 915,860
Shops		2,832	\$ 170	\$ 481,440
Vehicle Maintenance (not including equipment)		6,754	\$ 200	\$ 1,350,800
Wash		1,518	\$ 240	\$ 364,320
Vehicle / Equipment Storage		22,917	\$ 80	\$ 1,833,360
<b>New Construction Subtotal:</b>		<b>38,184</b>		<b>\$ 4,945,780</b>
Building Cost per SF:		\$ 130		
Place a "x" here if included				
Industrial Equipment				
- Wash Equipment		\$ 50,000	x	\$ 50,000
- Heavy Duty Vehicle Lift		\$ 60,000	x	\$ 60,000
- Light Duty Vehicle Lift		\$ 15,000	x	\$ 15,000
- Bridge Crane		\$ 60,000	x	\$ 60,000
- Overhead Lubrication System		\$ 80,000	x	\$ 80,000
- Storage Shelving / Benches / Racks		\$ 25,000	x	\$ 25,000
- Exhaust Removal System		\$ 30,000	x	\$ 30,000
<b>Industrial Equipment Subtotal:</b>				<b>\$ 320,000</b>
Fuel System				
- 2 - 10,000 Gallon Tanks		\$ 80,000	x	\$ 80,000
- Concrete Ballast Pad		\$ 20,000	x	\$ 20,000
- Concrete Surface Pad		\$ 20,000	x	\$ 20,000
- Pea Stone Backfill		\$ 14,000	x	\$ 14,000
- Dispensing System & Associated Pipe		\$ 36,000	x	\$ 36,000
- Canopy		\$ 35,000	x	\$ 35,000
- Fuel Management System		\$ 25,000	x	\$ 25,000
- Installation		\$ 180,000	x	\$ 180,000
<b>Fuel System Subtotal:</b>				<b>\$ 410,000</b>
<b>Building &amp; Equipment Total:</b>				<b>\$ 5,675,780</b>

The committee postponed the discussion on the gallon tank size, because it will depend on if the tanks are just for the DPW or the other town departments like the police, fire, etc. The DPW doesn't need a 10,000-gallon gas tank for the DPW alone.

The committee can get a commitment from ISWM for the site work as long as they are given 6 months to do the work. Weston & Sampson will give ISWM procedures to follow for the site work.

**3. REPORT ON PROJECT EDUCATION PLAN**

The committee is looking at an 11,045,000 price tag for this project. The committee wants to be able to go to the selectman meeting so the project becomes public. The committee would like Weston & Sampson to provide a board or a power point with pictures of the current facility showing all the equipment that has to be stored outside because there isn't enough space inside the building.

Jeffrey Alberti will do a dry run at the next meeting

Jeffrey Alberti will be able to attend the Selectmen's meeting with Stanley Andrews and John Redman.

#### **4. APPROVAL OF MINUTES**

**VOTED:** On a motion made by Rickey Tellier and seconded by Chris Farrell it was unanimously voted to approve the minutes from July 25, 2012 as written.

**VOTED:** On a motion made by Rickey Tellier and seconded by William Meier it was unanimously voted to approve the minutes from August 22, 2012 with amendments. Chris Farrell abstained.

#### **5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on September 19<sup>th</sup> at 5:00 PM.

The selectmen's meeting is on September 25<sup>th</sup>.

**VOTED:** On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to adjourn at 6:56 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
2012 SEP 17 AM 10:06 Public Works Building Committee

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE


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

Date: Wednesday September 19, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Weston & Sampson report then review of presentation discussion.
3. Report on project education plan.
4. Minutes September 10, 2012
5. Adjourn

  
Stanley D Andrews  
Chairman

Date: September 17, 2012  
cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**September 19, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, September 19, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, Wally Tonaszuck, and Chris Farrell.

**Others present:** Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants, Chuck Ruggiero, and George Sala.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:05 p.m.

**2. WESTON & SAMPSON REPORT THEN REVIEW OF PRESENTATION DISCUSSION**

Jeffrey Alberti went over the presentation that he will do at the meeting with the finance committee and the Selectmen. The committee members told Jeffrey Alberti the edits they would like done. Jeffrey made most of the edits during the meeting. Jeffrey will finish the edits and send a final copy of the presentation to the committee chairman by Friday 9/21.

Jeffrey will provide the Committee with an updated floor plan (rev. 3), revision spread sheet that explains what was changed in each rev. the cost breakdown to reflect rev. 3, and a summary and detailed cost presentation.

Jeffrey needs from the Committee info on the value of equipment for what it would cost today, bullets for the slide How is the Town Going to Finance this project, and the numbers for the Project Cost Summary slide.

For the meeting with the Finance Committee and the Selectmen Stanley Andrews will start the meeting, turn it over to John Redman for introductions then John will turn it over to Jeffrey Alberti. Jeffrey will do most of the presentation and David Ahern will talk for the money slides.

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Town of Bourne  
New Public Works Facility



September, 2012

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2012 DEC 10 PM 2:11

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Committee Overview**

**. Introduction of Committee**

- . Stanley Andrews, Chairman
- . John Redman, Vice Chairman
- . Rickie Tallier, DPW Superintendent
- . David Ahearn
- . Chris Farrell
- . Bill Meier
- . Linda Marzelli, ex-officio
- . Tom Guerino, ex-officio

**. Background**

- . DPW highlights

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Purpose of the presentation.....**

- . What does DPW do for the Community
- . Why does the Town need a new facility
- . Summary of the programming process
- . Summary of what is proposed
- . Next steps

**Bourne DPW**

**Project History.....**

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



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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Bourne DPW**

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

- Maintaining safe roadways and sidewalks, including snow removal and street sweepings
- Keeping the parks and public spaces well maintained
- Managing the collection of solid waste and recyclables
- Maintaining the Town's vehicle fleets (DPW, Police, Fire, etc.)
- Maintaining public beaches
- Maintaining Town grounds, parks, and trees
- Upgrading and maintaining storm drain systems
- Maintaining sewer disposal system
- Ensuring proper maintenance of Town facilities
- Provide support for all Town wide activities
  - Holiday lighting
  - Fireworks
  - 4<sup>th</sup> of July Parade
  - Annual Scallop Festival
  - Civic associations

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Bourne DPW**

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

- More than 200 miles of roads (double what many communities maintain)
- 54 miles of shore line
- All multi-purpose playing fields & playgrounds
- Maintenance of all Town owned fleets (multi-million dollar fleet of vehicles and equipment)
- And much more

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

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

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



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

The DPW is considered a First Responder and the facilities must support this important role



The facility needs to be designed with first responder requirements in mind

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

- Managing the collection of solid waste and recyclables
- Maintaining ALL Town vehicles
  - DPW
  - Police
  - Fire
  - DNR
  - COA
  - Town Hall
  - School
- Maintaining beaches and shore line
  - Construction of beach floats
  - Beach raking
  - Maintaining docks and lifeguard stands/shacks
  - Dredging support

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

- The existing facility was built in 1967 for a much different department



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a Public Works Facility?

- Department responsibilities have increased significantly over the years along with the number of vehicles and pieces of equipment, but the facilities have not kept pace



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a Public Works Facility?

- Due to lack of space, staff is forced to work out of temporary trailers.
- The temporary facilities were not designed with public works and emergency response operations in mind.





NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

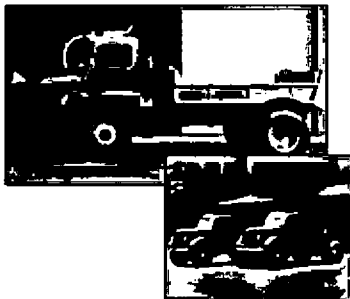


Vehicle/Equipment storage areas are inefficient or just non-existent

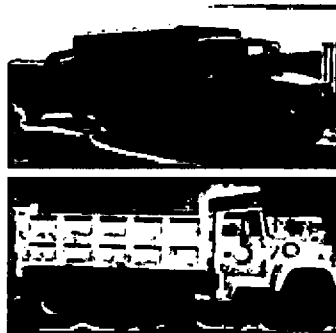
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

- Vehicle and equipment types and sizes have changed significantly since the facility was constructed



Smaller 1950's era vehicles



Today's larger multipurpose DPW vehicles

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why put the trucks inside?



VS.



IN

OUT

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why put the vehicles and equipment indoors.....

- Improve Employee Safety
- Improve Public Safety
- Provide Efficient & Cost Effective Operations
- Extend the useful life of Equipment
- Stormwater Pollution Control
- Noise & Air Pollution Control

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why put the vehicles and equipment indoors.....

1. Employee Safety
2. Public Safety
3. Efficient & Cost Effective Operations
4. Protection of Equipment
5. Stormwater Pollution Control
6. Noise & Air

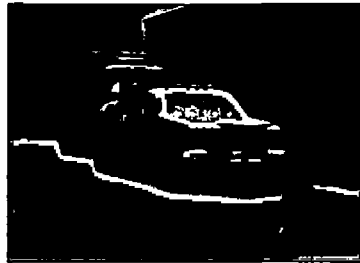


Employee safety is compromised when trying to clear off large equipment in inclement weather conditions as shown above

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. **Public Safety**
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. Noise & Air



Vehicles which are covered by snow or ice may take longer to respond to the needs of the community which could result in unsafe conditions for the public

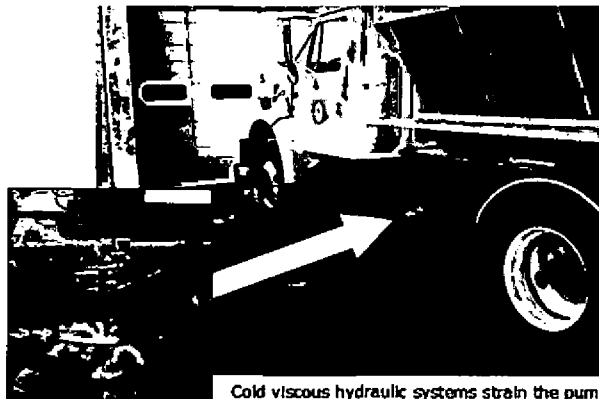
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**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. **Efficient & Cost Effective Operations**
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. Noise & Air

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**Why put the vehicles and equipment indoors.....**



Cold viscous hydraulic systems strain the pumps and hydraulic lines resulting in an increase in out-of-service equipment

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**Why put the vehicles and equipment indoors.....**

- It is the industry standard for DPW's to park vehicles indoors from an efficiency and safety point of view.
- The DPW has been housing equipment indoors for more than 45 years. Putting the vehicles outdoors would make the operations less efficient than they are now.
- It is more than just a garage...
  - Vehicle and equipment storage
  - Material storage (barrels, barricades, etc.)
  - Emergency vehicle and equipment repairs
  - Repair and replacement of plow blades
  - Minor vehicle maintenance (e.g. headlights, tail lights, mirrors, hydraulic hoses)
  - Material loading and unloading operations
  - Staging area for vehicle and equipment accessories (plows, towed trailers, towed compressors, etc.)
  - Overflow workshop area during down time periods

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**Why put the vehicles and equipment indoors.....**

- Impacts associated with outdoor storage:
  - Fuel becomes more viscous contributing to no-start conditions
  - Viscous fuel generates an excessive amount of exhaust due to incomplete combustion of the fuel source.
  - Vehicle warm-up times will be increased dramatically resulting in an increase in non-productive labor.
  - Any vehicle with a water source will need to be drained and filled each day resulting in an increase in non-productive labor.
  - Condensate in the air tanks for the vehicle compressed air braking systems can potentially freeze requiring the tanks to be defrosted prior to operating.
  - Specialty equipment requiring heated storage will not function properly.
  - Excess wash water on the vehicle after it is washed will freeze which can potentially damage vehicle parts such as salt/sand conveyor belts.
  - Cold storage results in the hydraulic oil becoming more viscous. This overstresses hydraulic pumps which in turn damages or reduces the life expectancy of the pumps.
  - Cold storage reduces the flexibility of the hydraulic hoses. Rigid hoses coupled with viscous hydraulic oil increases the potential for damaged or broken hydraulic hoses.

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**Why put the vehicles and equipment indoors.....**

- Impacts associated with outdoor storage:
  - Increase in response times due to no start conditions and increased warm-up periods.
  - Snow pack on vehicles will not melt. This requires vehicles to be "defrosted" before vehicles are placed back into service or before maintenance activities can be performed.
  - Salt/Sand product in spreader bodies will freeze which can damage spreader system. This will require all salt/sand product to be loaded or unloaded each day.
  - Increase in operational costs (refer to the Cost / Benefit Analysis).

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**Why put the vehicles and equipment indoors.....**

Cost of new building vs. ADDITIONAL cost if NO vehicle storage is built (over life of the building)

- Cost to Construct Storage Garage
  - Construction
  - Maintenance
  - Operation
  
- Cost Associated with Exterior Storage of Vehicles
  - Increased Vehicle Maintenance
  - Decrease in Vehicle Life Expectancy
  - Non-Productive Labor
  - Site Construction & Operation
  - Operations
  - Employee Safety & Environmental

**It will cost 2 to 3 times more to store equipment outdoors**

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

Sample Results of a Cost Benefit Analysis for a +/- 37,000 SF Storage Garage

Cost / Benefit Analysis Summary - NEW CONSTRUCTION		
Item	Description	Cost Over the Life of the Building (50 Years)
1	Construction Cost of a New 37,200 SF Vehicle / Equipment Operations Garage	\$ (7,923,600)
2	Building Maintenance Costs	\$ (5,716,071)
3	Heating, Ventilation, and Electrical Costs	\$ (3,897,612)
	<b>Total Costs Associated with Building a Storage Garage:</b>	<b>\$ (17,537,282)</b>
4	Additional Vehicle Maintenance Costs Associated with Exterior Storage	\$ 9,123,973
5	Additional Costs Associated with Vehicle Life Expectancy Reduction	\$ 25,828,379
6	Site Development Costs for Exterior Storage	\$ 809,718
7	Engine Block Heater Usage Costs	\$ 741,155
8	Increase in Vehicle Maintenance Costs Due to Delays in Preventative Maint.	\$ 1,237,446
	<b>Costs Associated with Storing Vehicles Outdoors:</b>	<b>\$ 37,740,668</b>
	<b>Additional Costs Incurred By the Town If Vehicle/Equipment Storage Garage is NOT Provided:</b>	<b>\$ 20,203,486</b>

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**Why put the vehicles and equipment indoors.....**

1. Employee Safety
2. Public Safety
3. Efficient & Cost Effective Operations
4. Protection of Equipment
5. Stormwater Pollution Control
6. Noise & Air

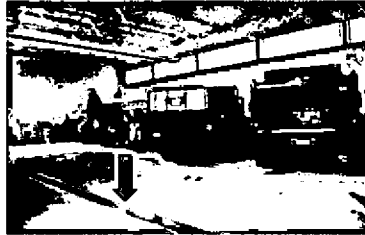


Exterior storage of vehicles and equipment will reduce the life expectancy of this very expensive equipment

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**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. **Stormwater Pollution Control**
- 6. Noise & Air



Any drips or spills from vehicles stored inside will be collected in a closed floor drain system preventing them from reaching the environment

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. **Noise & Air**



Diesel vehicles stored outdoors in cold weather result in an increase in exhaust emission due to incomplete combustion of the viscous diesel fuel and extended idling periods

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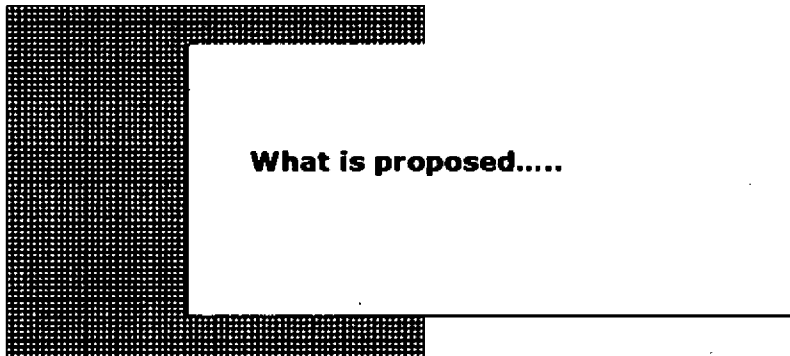
**Why does the facility need to be moved to a new site?**

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



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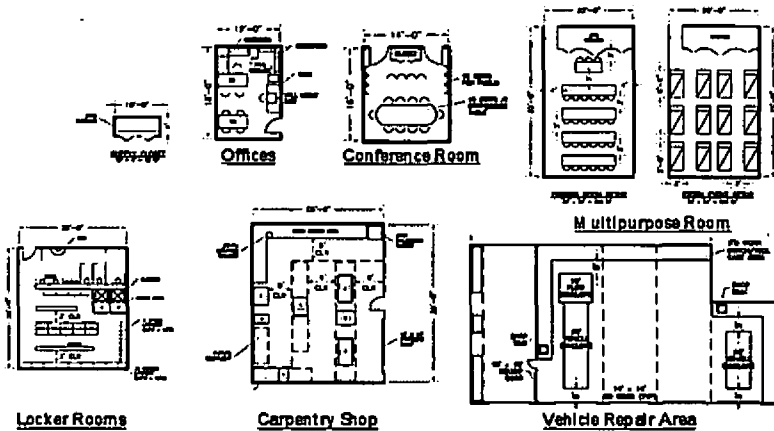
**Programming Process |**

- Interviewed DPW staff
  - Identified DPW responsibilities
  - Reviewed daily work flow patterns
  - Observed operations
  - Explored potential strategic approaches to improve productivity
  - Explored the optimum work flow and designed a facility around the operations
- Compared interview data to industry standards
- Prepared programming sketches for each operating area



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Programming Process |

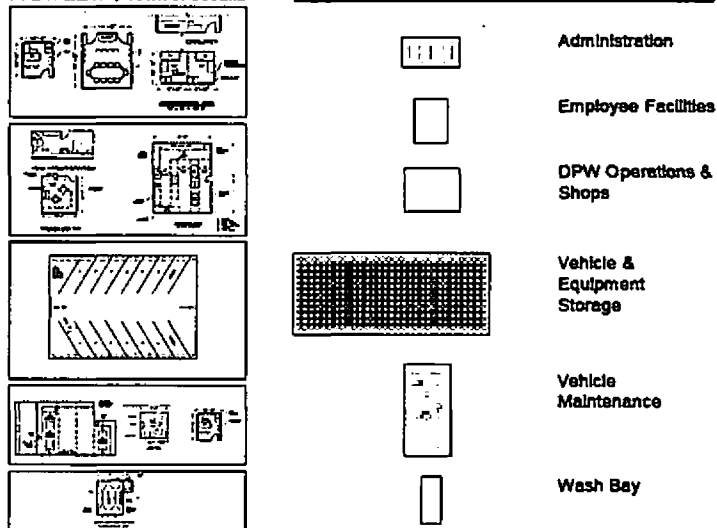


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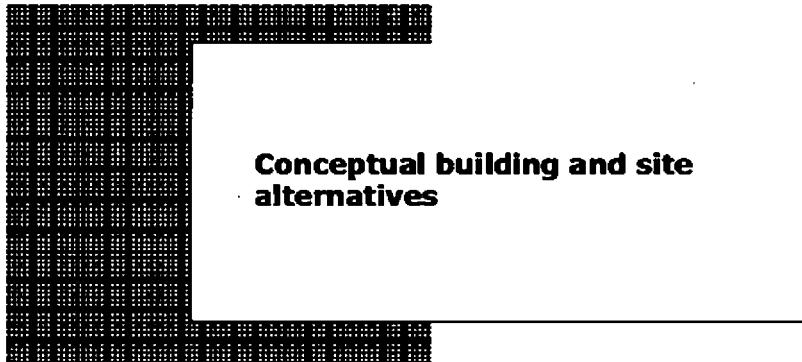
<u>Space Needs Assessment</u>	<u>Initial Space Needs</u>	<u>Modified Space Needs</u>
• Administrative / Employee Facilities	5,291 SF	4,671 SF
• Shops/Material Storage	2,727 SF	2,599 SF
• Vehicle Maintenance	7,118 SF	6,754 SF
• Wash Bay	2,141 SF	1,518 SF
• Vehicle & Equipment Storage: (Operations Garage)	25,016 SF	24,610 SF
<b>TOTAL:</b>	<b>42,293 SF</b>	<b>40,152 SF</b>
		<i>(5% Reduction)</i>

*Program includes the consolidation of the sewer operations, Engineering, and the new facilities maintenance operations*

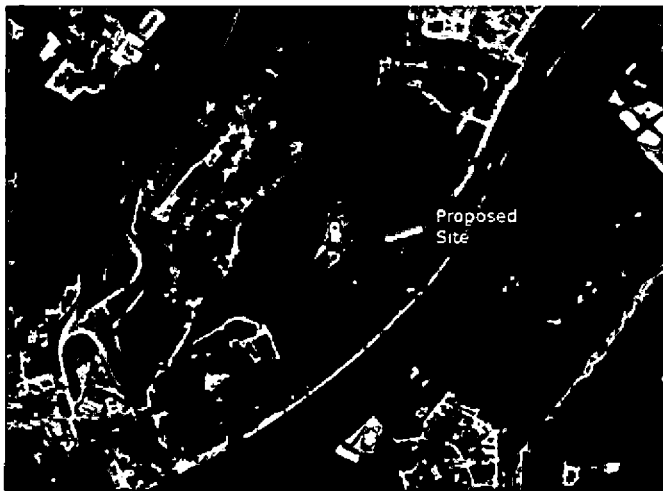
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



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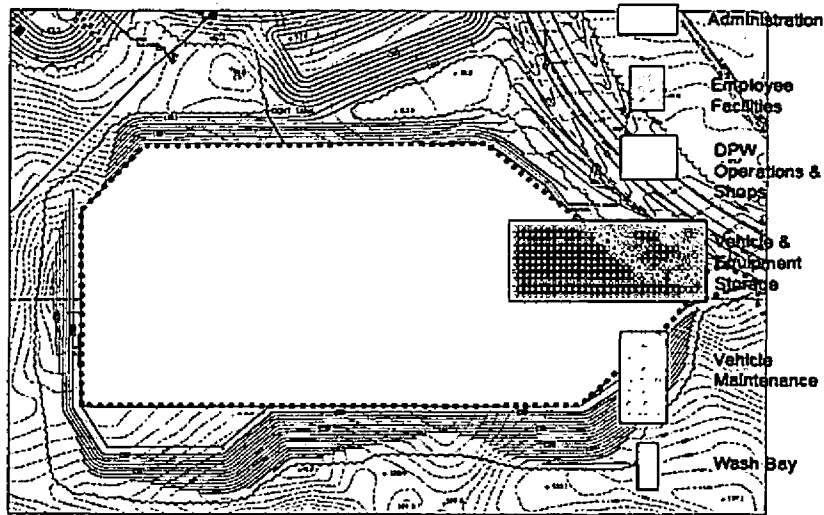
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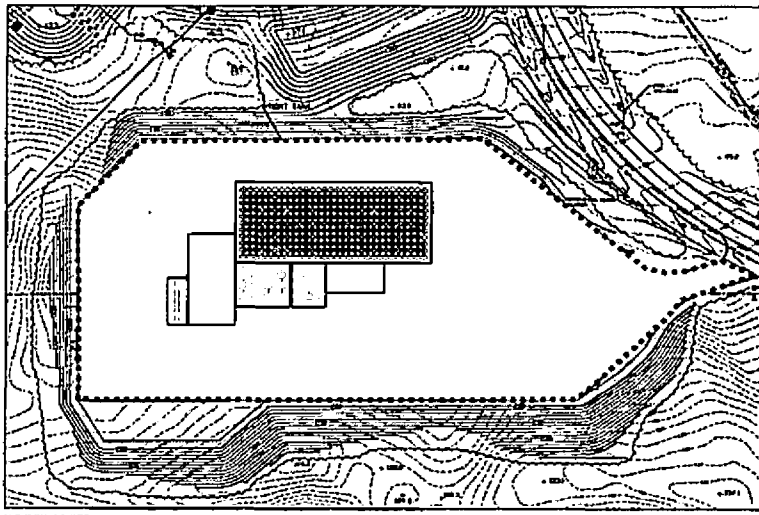
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



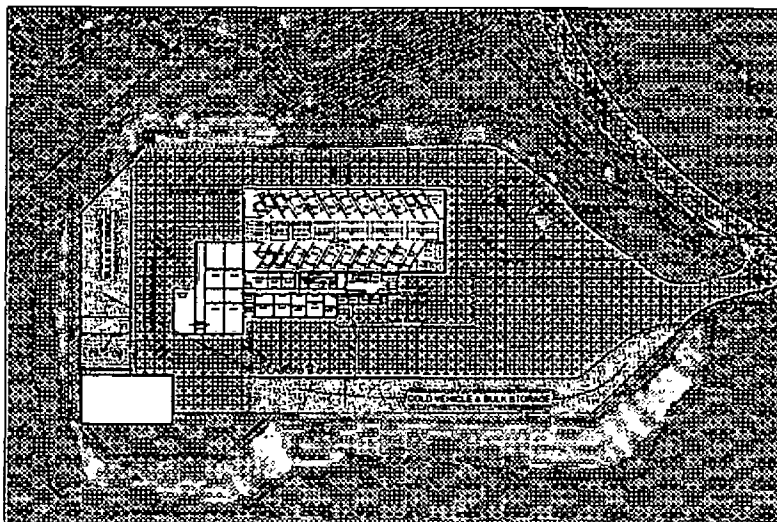
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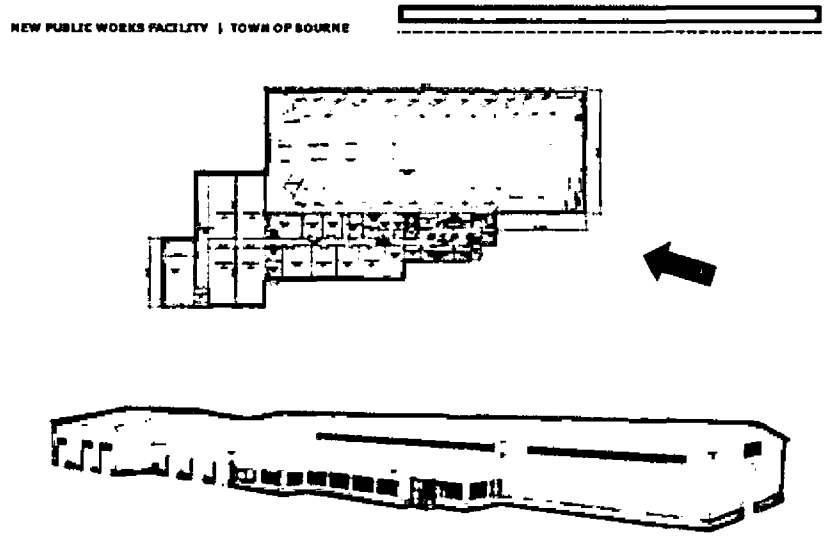
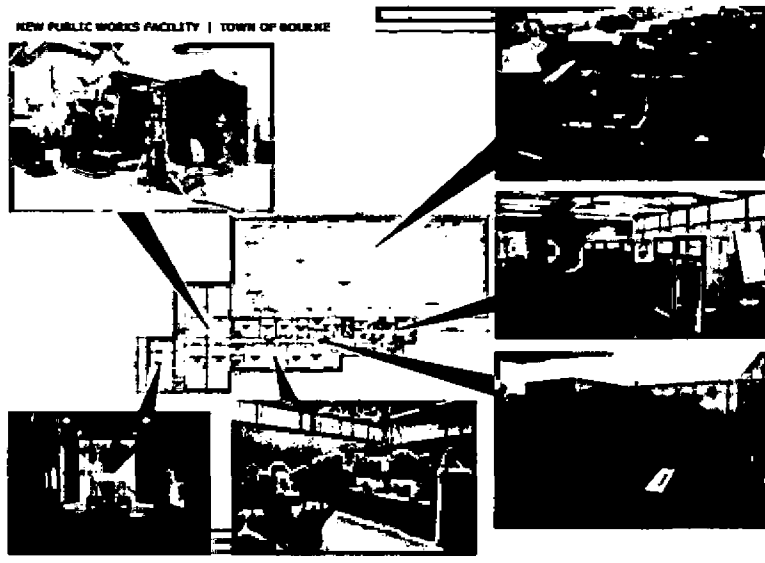
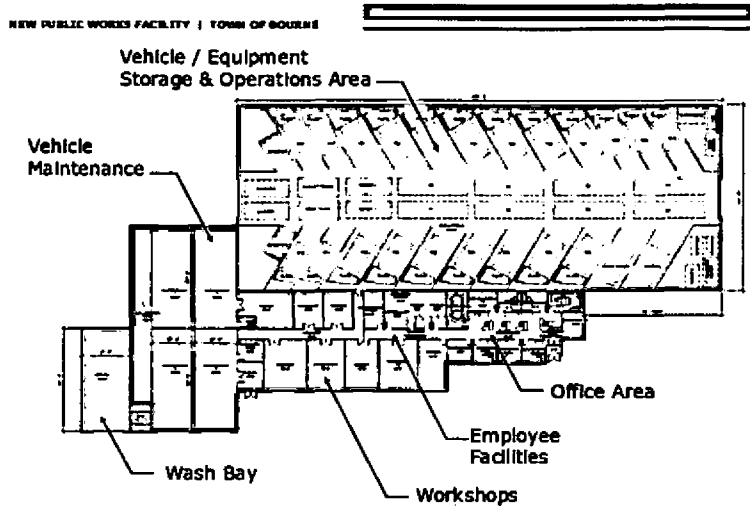


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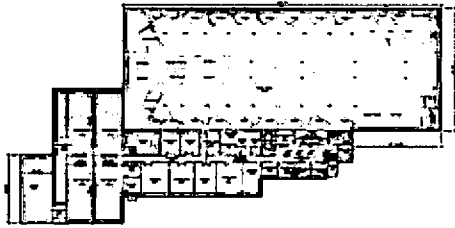


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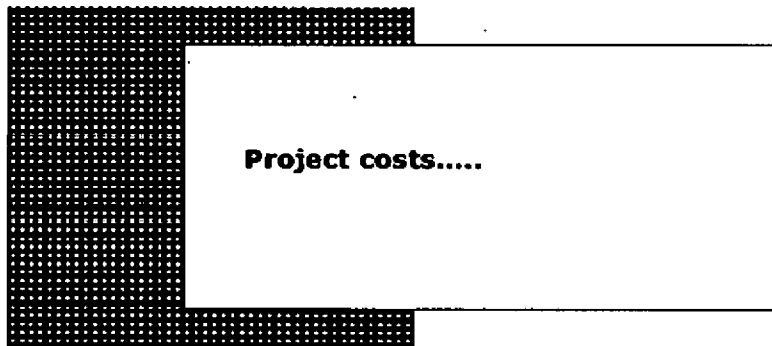




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NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary**

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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary**

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

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

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

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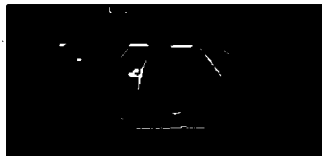
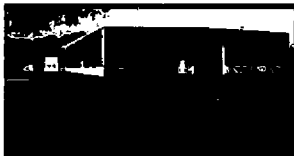
**How is the Town Going to Finance this Project?**

- Total Project Cost \$11,080,798
- \$1 million savings for site work to be completed by DPW & ISWM
- \$1 million from ISWM Retained Earnings
- \$750,000 from Stabilization
- \$500,000 from Free Cash
- \$500,000 Capital Reserve
- \$1 million from ISWM Financing
- Remaining cost as Debt Exclusion of \$6,330,798

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Summary of Mandated Costs**

1. Administrative Costs (Chapter 149 Filed Sub-Bids, Owner's Project Manager, etc.)
2. Prevailing Wage Rates
3. Industrial Equipment & Fueling Systems
4. Site Work / Environmental
5. HVAC / Fire Protection / Electrical Systems

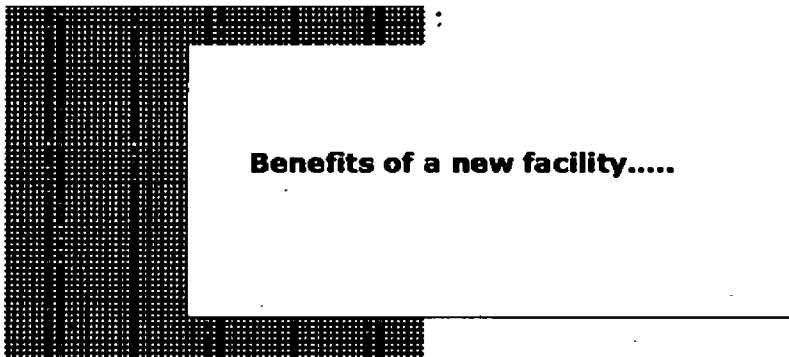


NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why the Town shouldn't wait.....**

- . The ability to provide efficient services to the community will be impacted
- . Lose out on future revenue at the ISWM operation
- . Employee safety within this substandard building will continue to be a major concern
- . The life expectancy of the multimillion dollar fleet will continue to be reduced at an accelerated rate
- . DPW staff will continue to work out of substandard conditions
- . The Town will lose out on the chance to fund this project when borrowing costs and construction costs are at historic lows

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Benefits to the DPW and the Community |**

- . Protection of Town's multi-million dollar fleet of vehicles and equipment
  - . Increased life expectancy
  - . Lower maintenance costs
- . Save money – less non-productive labor / great bidding and borrowing climate
- . Code compliant and clean work environment for Town employees
- . More efficient work space improves response times and productivity
- . All vehicle washing will be conducted undercover in accordance with DEP requirements
- . Providing additional space in Town Hall by relocating Engineering to the new Facility
- . Consolidation of Engineering, Sewer, and Facilities with current DPW operations will improve overall efficiency of the department

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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**Next Steps |**

- Present project to Town Meeting for funding
- Obtain approval at the Ballot
- Complete design documents for public bidding
- Complete construction

The Technical Memorandum explains the benefits of equipment storage – Indoors vs. Outdoors



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planning, permitting,  
design, construction,  
operation, maintenance,  
design/build, & equipment

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## TECHNICAL MEMORANDUM

March 2012

### DPW Vehicle & Equipment Storage – Indoors vs. Outdoors

Weston & Sampson's Facilities Services Group (FSG) is one of the leading planners of Department of Public Works (DPW) facilities in New England and members of the group have been involved in the planning and design of more than 70 public works facility projects in the last 15 years. Based on this experience, Weston & Sampson has prepared this technical memorandum to address the question of whether or not a community should store DPW vehicles and equipment indoors or outdoors.

As you will see from our experiences, analyses, and knowledge gathered over the last 15 years, it has been demonstrated that it is safer, more efficient, and more economical to store DPW vehicles indoors rather than outdoors. It is important to note that of the 65 DPW facility projects in which we have been involved, 63 of these facilities included new or expanded vehicle storage garage facilities to allow the DPW to store a majority of their equipment indoors in a safe and efficient manner. In fact, in many of these communities, planning for indoor storage of all vehicles and equipment was the number one priority of the project. The remaining two DPW projects already contained adequate interior vehicle storage garage facilities and did not require additional interior storage space.

Using our experience and the experiences of the DPW directors and DPW workforce personnel from the DPW planning projects, we have identified the following seven main reasons why DPW vehicles and equipment should be stored indoors:

1. Public Safety
2. Employee Safety
3. Cost Savings
4. Efficient & Cost Effective Operations
5. Protection of Equipment
6. Impacts to Abutters
7. Impacts to the Environment

The following is a brief discussion on each of these reasons:

#### Public Safety

It is important that the public first understand how critical a role the DPW plays within the community. Many have the false impression that the DPW only plows the streets in the winter and cuts the grass in the summer. The community must be informed of the miles of road, miles of sidewalks, acres of grounds, miles of utility and drainage lines, and number of vehicles that the DPW is responsible for maintaining during normal operating hours. In addition, the community needs to be aware that most DPWs are on call 24 hours a day for, among other

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things, snow storms, water main breaks, sewer backups, flooding, downed trees, and removal of road obstructions.

The equipment that is used to respond to these emergencies is temperature sensitive and, if stored outdoors during the cold weather months, may be subject to starting problems or damage that can delay the DPW's response time during these emergencies. This can result in unsafe conditions for the public. In addition to starting problems, employees may be required to waste valuable time warming up and cleaning off a vehicle prior to responding to an emergency.

**Employee Safety**

During the normal course of the day or during unscheduled emergencies, a DPW crew will be required to access motorized equipment and non-motorized towed equipment or equipment attachments to meet the needs of the community. Storage of the larger DPW vehicles outdoors during inclement weather may require an employee to climb around the exterior of the vehicle to clean off and prepare the vehicle for use. This exposes the employee to unnecessary risks associated with slipping or falling from the large equipment. In addition, employees must also access and connect smaller non-motorized equipment attachments such as plows, mower attachments, towed compressors, etc., which may also pose risks when conducted in inclement weather or in areas with inadequate lighting.

**Cost Savings**

Weston & Sampson has prepared multiple cost/benefit analyses to identify the most cost effective, efficient, and safe storage of DPW vehicles and equipment. These analyses compared the cost to construct, maintain and operate a new storage garage to the additional costs incurred by storing vehicle outdoors (increased maintenance, reduced vehicle life expectancy, and non-productive labor for vehicle preparation). The results demonstrate that that the cost to store vehicles and equipment outdoors over the life of the building will cost approximately 3 times the cost to construct, operate, and maintain a new vehicle/equipment storage garage. For example, an analysis was completed for a DPW with 60 vehicles. The analysis compared the cost to construct, maintain and operate a new +/- 41,000 SF storage garage to the additional costs incurred by storing vehicle outdoors. This analysis determined that the cost to store vehicles outdoors over the 50 year life of a building is approximately \$38 million vs. \$13 million to construct, operate, and maintain a new vehicle storage garage.

It is important to note that this cost/benefit analysis does not take into consideration the following items which may result in additional costs if the vehicles are stored outdoors:

1. Costs associated with potential injuries to the public due to unsafe conditions resulting from inclement weather and/or delayed response times
2. Costs associated with impacts to abutters
3. Costs associated with property damage or infrastructure damage resulting from delayed response times to emergencies such as water main breaks or sewerage system blockages.

### Efficient & Cost Effective Operations

Storing vehicles and equipment in a minimally heated and well-lit storage garage will result in efficient operations by providing an environment that is conducive to both vehicles and the employees. The minimally heated environment will enhance the performance of the vehicles, eliminating potential delays associated with cold engines and frozen equipment. This will also allow employees to quickly access their vehicles and connect to the necessary equipment needed to meet the immediate needs of the community, thus eliminating the loss of productive labor associated with preparing vehicles and equipment for operation. The following is a summary of some of the impacts associated with storing the vehicles outside or in an unheated environment:

1. The DPW is an emergency operation and the City/Town cannot afford to take a chance that the vehicles won't start – especially if there is a snow or ice event, water main break, or sewer backup. Impacts associated with delays could include:
  - a. Increase in accidents associated with losing the roads to snow pack. Additional labor and materials (salt) to try to recover/clear roads.
  - b. Increase in accidents do to ice over.
  - c. Losing a road to a water main break or additional damage to a nearby residence being flooded by the break.
  - d. Sewer backups into residences.
2. Cold storage results in the fuel becoming more viscous. This contributes to no-start conditions as well as generates an excessive amount of exhaust due to incomplete combustion of the fuel source. The government has been focusing on ways to reduce idling times of vehicles around the country. This practice would be contradictory to the government's goals.
3. Vehicle warm-up times will be increased dramatically resulting in an increase in non-productive labor. It is estimated that the warm-up time will be increased by 15 to 20 minutes per vehicle each day based on actual field tests.
4. Any vehicle with a water source will need to be drained and filled each day resulting in an increase in non-productive labor.
5. Condensate in the air tanks for the vehicle compressed air braking systems can potentially freeze requiring the tanks to be defrosted prior to operating.
6. Specialty equipment requiring heated storage will not function properly (e.g. emulsion pothole repair equipment).
7. Excess wash water will freeze which can potentially damage vehicle parts such as salt/sand conveyor belts.
8. The operation of these vehicles is dependent on the hydraulic system. Cold storage results in the hydraulic oil becoming more viscous. This overstresses hydraulic pumps which in turn damages or reduces the life expectancy of the pumps. This takes vehicles out of critical operations and adds maintenance costs.
9. Cold storage reduces the flexibility of the hydraulic hoses. Rigid hoses coupled with viscous hydraulic oil increases the potential for damaged or broken hydraulic hoses.
10. Increase in response times due to no start conditions and increased warm-up periods.
11. Snow pack on vehicles will not melt. This requires vehicles to be "defrosted" before vehicles are placed back into service or before maintenance activities can be performed.

12. Salt/Sand product in spreader bodies will freeze which can damage spreader system. This will require all salt/sand product to be loaded or unloaded each day.

### Protection of Equipment

One of the most important reasons to store the vehicles indoors is to protect a community's investment in equipment. In many cases, communities have millions of dollars invested in the equipment used to service the city/town and its infrastructure. For example, a new standard DPW dump truck will cost a community approximately \$150,000 to replace today, and this is one of the most inexpensive types of large service vehicles used by DPWs.

A vehicle and equipment storage garage is the most inexpensive space to construct, but it is responsible for protecting the single largest investment in equipment in many communities. Locating vehicles indoors will reduce maintenance costs, protect the vehicles from corrosive conditions, extend the useful life of the vehicles, and protect the vehicles from exposure to potential vandalism.

### Impacts to Abutters

Many DPW facilities are located in residential neighborhoods. Although many of these facilities existed well before the residential properties were developed, the DPWs are and strive to continue to be good neighbors. The outdoor storage of vehicles will most likely jeopardize any chances that a DPW may have at being a good neighbor by increasing the noise output and exhaust emissions from the site. The exterior storage of vehicles will require extended periods of idling as vehicles are prepared to respond to the needs of the community. Due to unanticipated emergency calls or storm events at any time of the day or night, these extended idle periods could take place at 2:00 or 3:00 in the morning, increasing the inconveniences already imposed on the neighbors.

### Impacts to the Environment

Storage of vehicles and equipment outdoors increases potential impacts to the environment associated with oil or grease entering the stormwater system. Engine fluids from leaks or hydraulic line breaks have the potential to be washed into the stormwater system if the vehicle is stored outdoors. However, any leaks that occur within a vehicle storage garage will be captured in a closed floor drain system, which will prevent the fluids from reaching the stormwater system, which in turn will assist in protecting the environment.

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For additional information pertaining to this document or questions concerning the programming, design, and construction of public works facilities, please contact Jeff Alberti.

**Jeffrey J. Alberti**  
*Team Leader*  
Weston & Sampson  
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F. 508.698.0843  
E-mail: albertij@wseinc.com

**3. REPORT ON PROJECT EDUCATION PLAN**

**VOTED:** On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to table this discussion until the next meeting.

**4. APPROVAL OF MINUTES**

**VOTED:** On a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ it was unanimously voted to approve the minutes from September 10, 2012.

Stanley Andrews will put a report together, about what the committee has completed so far, for the town report. His report will state that the Committee has hired Weston & Sampson as the Project Manager.

**5. ADJOURN**

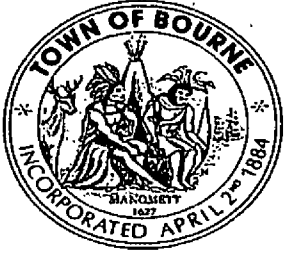
The next Bourne Public Works Facility Building Committee meeting will be on September 26<sup>th</sup> at 5:00 PM.

The selectmen's meeting is on September 25<sup>th</sup>.

**VOTED:** On a motion made by Chris Farrell and seconded by David Ahearn it was unanimously voted to adjourn at 6:50 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary



**Board of Selectmen  
Meeting Notice  
AGENDA**



**Joint Session Finance Committee/Public Works Building  
Committee/Capital Outlay Committee**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday September 24, 2012	6:00 p.m.	Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay

1. Presentation by Public Works Building Committee on new DPW facility
2. Other Selectmen's business
3. Adjourn

2012 SEP 19 PM 12 04  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**NOTICE OF MEETING – DPW Building Committee**

**2012 SEP 20 PM 4 18**

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

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>Monday September 24, 2012</b>	<b>6:30</b>	<b>Bourne Veterans Memorial Community Center 239 Main Street – Buzzards Bay, MA 02532</b>

**JOINT SESSION FINANCE COMMITTEE, BOARD OF SELECTMEN, CAPITAL OUTLAY COMMITTEE, DPW  
BUILDING COMMITTEE**

- 1. Presentation by Public Works Committee on the new proposed DPW Facility**
- 2. Adjourn**



Town of Bourne  
Public Works Building Committee

MEETING NOTICE

2012 OCT 1 AM 9 27

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Date: Wednesday October 3, 2012

Time: 5:00 P.M.

Agenda Topics

1. Call meeting to order
2. Minutes September 10,
3. Review of Joint meeting.
4. Setting of informational meetings and materials.
5. Adjourn

  
Stanley D. Andrews  
Chairman

Date: October 1, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**October 3, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, October 3, 2012.

*Present for the Committee were:* Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, Chris Farrell, and Tom Guerino.

*Others present:* Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultant, and George Sala.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 5:05 p.m.

**2. APPROVAL OF MINUTES**

**VOTED:** On a motion made by John Redman and seconded by Rick Tellier it was unanimously voted to approve the minutes from September 10, 2012 with the removal of Wally Tonaszuck's name.

**3. REVIEW OF JOINT MEETING**

Stan asked the members what they thought of the joint meeting with the Capital Outlay and the Finance Committee.

Jeffrey was pleased with how the joint meeting went.

William Meier was relieved and thinks it went well.

Tom Guerino stated the work of the Committee was well recognized and the meeting went well.

Ricky Tellier thinks the committee should do as much as we can with the consultants.

John Redman thinks they should downsize the presentation. There are concerns of costs, so they have to show and they are taking it head on and show confidence to the voters.

David Ahearn thinks the Committee was well prepared and the presentation was out standing.

Chris Farrell had no comment at the time.

Stanley Andrews would like to have been hit with more questions, he's afraid that something might come up later.

**4. SETTING OF INFORMATIONAL MEETINGS AND MATERIALS**

John Redman went over the promotion agenda

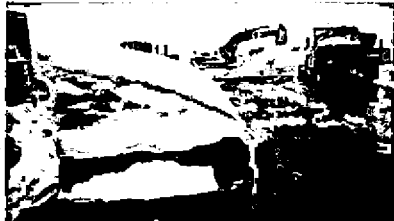
**(Insert Agenda)**

Finalize Draft of Brochure



**DPW RESPONSIBILITIES**

- Weekly trash and recycling collection.
- Ground maintenance of over sixty parks.
- Maintenance of beaches, marinas and over 54 miles of shoreline.
- Fabrication and installation of signage.
- Maintenance, repair and painting of over 200 miles of town roads.
- Maintenance of over 180 town owned vehicles and equipment including fire and police vehicles.
- Planting, mulching and weeding of flower beds and plantings.
- Maintenance and repair of all playground equipment.
- Plowing, sanding and all storm event preparation for town roads.
- Implementation and maintenance of all parks and recreation activities.
- Bourne's DPW performs more town-wide operations than many DPWs its size.



**From the Public Works Facility Building Committee:**

The Board of Selectmen have entrusted this Building Committee with the charge of developing a Department of Public Works Facility for the Town of Bourne. Many options and considerations have been weighed through the evaluation of past and ongoing studies, including the financial implication the construction of this facility will have for the Town.

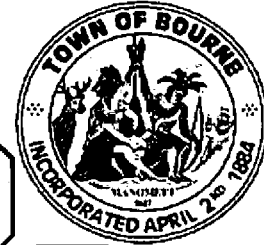
We feel that the proposed facility will meet the needs of the Department of Public Works now and in the future, while balancing sustainable considerations, quality and costs. We believe the proposed building will lead to more efficient and effective operations resulting in better overall service to the Town while also allowing other town services to expand.

We invite you as citizens of the Town of Bourne to contact any member of the committee for more information regarding this project.

Thank you,

- Stanley Andrews, *Chairman*
- John Redman, *Vice Chairman*
- Rickie Tellier, *DPW Superintendent*
- David Aheam
- Chris Farrell
- Bill Meier
- Linda Marzelli, *Ex-Officio*
- Tom Guerino, *Ex-Officio*

**Proposed Department of Public Works Facility Project**



**TOWN OF BOURNE**

The existing DPW facility, built in 1967, inadequate and inefficient for decades, needs to be replaced. In December 2011 the Public Works Facility Building Committee was established to assist the Town Administrator and the Capital Outlay Committee on the investigation, research and consideration of the siting and construction of a modern Public Works Facility. We have completed a proposal that we believe will meet both residents' and the department's needs for years to come.

**Why does Bourne need a new facility?**



- Existing facility built in 1967 with few upgrades.
- Current facility is an unsafe work environment for DPW employees and for public visitors.
- Inadequate space for vehicle and equipment storage needs resulting in a diminished equipment life by 3-5 years.
- Current fleet replacement value \$6-8mm.

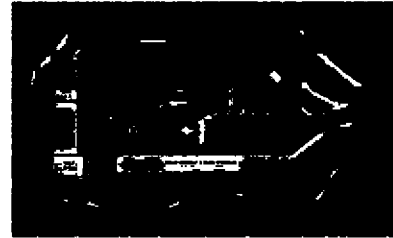


- Lacks proper ventilation and heating.
- Lacks office space for related departments: Engineering, Sewer and Facilities.
- Land is needed for expansion of ISWM operations.

**What are the benefits of the move to a new facility?**

- Expansion of ISWM, resulting in expanded services to the town and the potential of \$23mm in increased revenue.
- Improved safety for staff with a code and OSHA compliant building. Safer roads for the public with faster response times to emergency conditions.
- Extended vehicle and equipment life from indoor storage requiring less costly maintenance time and preventing replacement.
- A fully EPA compliant site with proper drainage and pollutant control.
- Room to integrate related departments into one, centralized location for public access.
- Improved efficiency of all DPW services, including response times to emergency situations.

**How is the town going to finance this project?**



**Total Project Cost: \$11,080,798**  
 -\$1 million in sitework to be completed by the DPW and ISWM  
 -\$1 million in ISWM retained earnings  
 -\$1 million from ISWM financing  
 -\$750,000 from Stabilization  
 -\$500,000 from Town's free cash  
 -\$500,000 in Capital Reserve  
 Additional funds add \$0.12 on the current tax rate or \$37.16/year for the average home valued at \$300,000.00.



Jeffrey will incorporate the edits the committee has discussed.

The changes are:

- Current fleet replacement value \$6-8mm, should read Current fleet replacement value estimated to be 10 million.
- Additional funds add \$0.12 on the current tax rate or \$37.16/year for the average home valued at \$300,000.00, should read Debt exclusion to be borrowed is 6,330,798 which equals to 0.12 on the current tax rate.
- Bourne's DPW performs more town wide operations than many DPWs its size, should read Bourne's DPW performs more town wide operations than most DPWs in the commonwealth.
- Add trees to the right side of the brochure beside the building.
- Fix the spelling of "selectman" and change the word have to has.
- Add titles to the committee members.
- Ground maintenance of over sixty parks should read Ground maintenance of over sixty town facilities.
- Spell out million instead of using mm

**VOTED:** On a motion made by Chris Farrell and seconded by William Meier it was unanimously voted to approve the proof with the edits then have Weston & Sampson send a proof to John Redman.

3 Easel boards. The committee would like 5 traveling easel sets. Post one at all the functions/events at the Bourne Schools. The traveling easel boards can go to local businesses, Gallo Ice Arena, Saturday morning at the land-fill, the library.

Open House

Open House will be on October 27<sup>th</sup> from 9 AM to 12 PM. Tom Guerino has arranged buss transportation from the Community Center to the DPW.

Stan will talk to Nancy to place adds in the local papers. It should be a legal add for the notice for the meeting at the middle school.

Chris Farrell motioned that the Chair of the Board figure out weather the presentation reports from the DPW to the public will be taped.

John Redman will prepare a list of suggested questions that Linda will ask during the interview with some of the Committee members, they will be Rick Tellier, John Redman, and Stanley Andrews. They will have the show taped.

Letters to editor - The Committee members think there will be a flurry of letters will show up before.

Town meeting presentation – Stanley Andrews would like the presentation from the joint meeting be put on a loop and have it shown at the Town Meeting.

The presentation needs to show a list of comparable sites/town with eth project cost summary. Show from 2006-2012.

For the next meeting on 10/10/12.

Finalize the presentation that will be done on the 18<sup>th</sup>.

Open House Oct. 27<sup>th</sup> – who will be present from the Committee?

The public sessions will be on Oct. 18<sup>th</sup> & Oct. 25<sup>th</sup>.

The taping will be done on October 19<sup>th</sup>.

Stan will have Nancy post 3 public meeting, 18<sup>th</sup>, 25<sup>th</sup>, 27<sup>th</sup> and Legal Notice for open house with bus presentation 2 public sessions

**5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on October 10<sup>th</sup> at 5:00 PM.

**VOTED:** On a motion made by Chris Farrell and seconded by Rick Tellier it was unanimously voted to adjourn at 6:50 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

MEETING NOTICE

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

Date: Wednesday October 10, 2012

Time: 5:00 P.M.

2012 OCT 9 AM 8 49  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Agenda Topics

1. Call meeting to order
2. Minutes September 19<sup>th</sup>, October 3<sup>rd</sup> 2012
3. Review of presentation.
4. Setting of informational meetings material.
5. Adjourn

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Stanley D Andrews  
Chairman

Date: October 5, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**October 10, 2012**

The Bourne Public Works Facilities Committee met in Bourne Veteran's Memorial Community Center on Wednesday, October 10, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, and Chris Farrell.

**Others present:** Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultant, Chuck Ruggiero, George Sala, and Brian Wilson Bourne DPW Department.

**1. CALL MEETING TO ORDER**

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

**2. APPROVAL OF MINUTES FOR SEPT. 19<sup>th</sup> and OCT. 3<sup>rd</sup>**

Not done

**3. REVIEW OF PRESENTATION**

At the meeting Stanley Andrews had with the Board of Selectman he updated them on the planned schedule for the Committee.

- On Saturday, October 13<sup>th</sup> some of the Committee members will be at the landfill or the Community Building from 9:00 AM – 12:00 PM. There will be a shuttle bus running from the Community Building taking people to the landfill. The shuttle bus will leave the Community Building at 9:00, 10:00 and 11:00 to take people to the landfill.
- On Thursday, October 18<sup>th</sup> & 25<sup>th</sup> at 7:00 PM there will be an informational meeting at the Bourne Middle School.
- The ads will be in the legal section in the Enterprise and the Courier newspapers.

The Committee has to remind Bourne taxpayers that:

- Moving the building will open Phase 6 at ISWM - a \$23 million value.
- The DPW building will alleviate some of the space constraints in the Town Hall building and consolidate some of the departments that should be working together.
- The DPW site will have a central fueling station for the whole town.
- The Town of Bourne's financial planning has reduced the tax burden on the town's people.
- If it doesn't happen it will impact the revenue brought in by ISWM.
- Because of the DOR ISWM is limited as to how much they can pay towards the DPW Project.

Stanley Andrews will ask Linda to show in the debt exclusion how the .12 cents added to the current tax rate per thousand will decline over the 20-year period.

Stanley Andrews will send invitations to the Selectman to attend any of the informational sessions.

At the informational meetings run the presentation that was shown at the Selectman's meeting, include the graph showing the decline in taxes over the 20-year period.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

Things to have done for Town Meeting:


- Figure out the exact % of cash that is being used to pay for the project.
- Write down questions that people bring up at the informational sessions so the Committee will have answers at the Town Meeting.
- John Redman, David Ahearn, and Jeffrey will meet to take out slides to get the presentation down to 10 minutes for the Town Meeting.

Jeffrey Alberti will:

- Be at the meeting on Thursday, October 18<sup>th</sup>.
- Send Diana Barth an aerial picture of the DPW building showing the DPW building, the buffer, and the Bournedale Elementary School.
- Add the graph, showing the decline of taxpayers amount, to the presentation and send the image to Diane Barth.
- Put together a time frame for the project.

If it goes well at Town Meeting the next steps for the Committee are to get the OPM, then send out RFP to continue on the project from step 9, and get the engineering firm engaged.

4. SETTING OF INFORMATIONAL MEETINGS MATERIAL

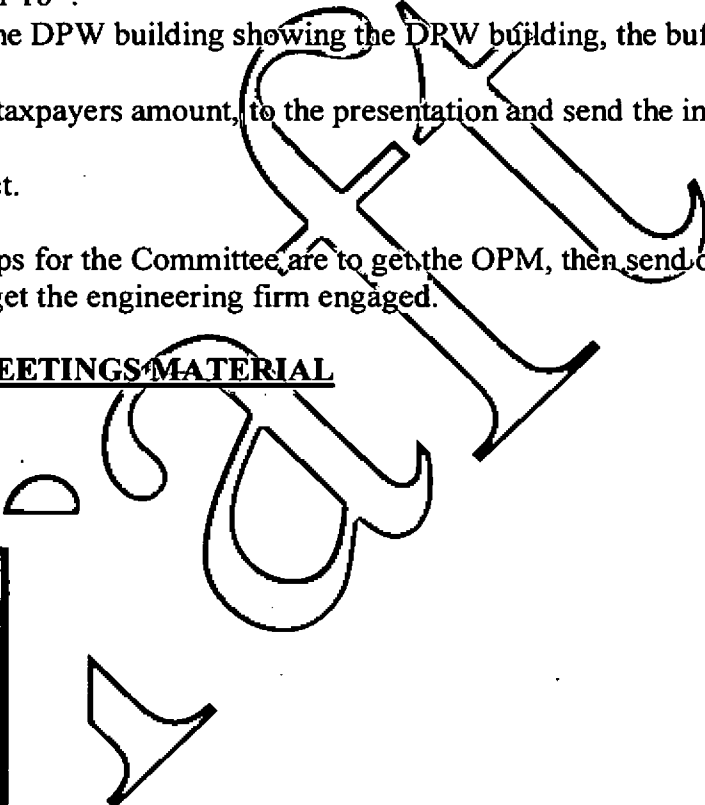


**TOWN OF BOURNE  
INFORMATIONAL  
MEETING**  
Bourne Middle School Library  
77 Waterhouse Road  
Bourne, MA 02532  
October 18 and October 25, 2012  
7:00 p.m.

The Public Works Facility Building Committee will hold 2 Public Informational Meetings at the Bourne Middle School Library on October 18, 2012, and October 25, 2012. The Committee will report on the new proposed Public Works Facility being presented at the October 29, 2012, Special Town Meeting and the November 6, 2012, State Election.

In addition to the Informational Meetings, there will be an Open House at the Department of Public Works on Saturday, October 27, 2012 from 9:00 o'clock A.M. to 12:00 Noon. There will be a round trip shuttle bus service from the Bourne Veterans Memorial Community Center to view the current the Department of Public Works Garage at 9:00, 10:00 and 11:00 a.m.

**PUBLIC WORKS FACILITY BUILDING COMMITTEE**





**5. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on October 18, 2012 at 7:00 PM at the Bourne Middle School.

**VOTED:** On a motion made by David Ahearn and seconded by William Meier it was unanimously voted to adjourn at 6:25 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

DRAFT

2012 OCT 11 AM 11 02  
TOWN CLERK'S OFFICE  
BOURNE, MASS

TOWN OF BOURNE  
INFORMATIONAL MEETING

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PUBLIC WORKS FACILITY BUILDING COMMITTEE

**Bourne Public Works Facilities Building Committee  
October 18, 2012**

The Bourne Public Works Facilities Committee met in the Bourne Middle School Library on Thursday, October 18, 2012.

***Present for the Committee were:*** Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, Rick Tellier, and Tom Guerino. Chris Farrell was excused.

***Others present:*** Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants, Chuck Ruggiero, George Sala, and Brian Wilson Bourne DPW Department, Diane Barth, Joe Agrillo, and other town residence.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 7:03 p.m.

**2. PRESENTATION**

Stanley Andrews welcomed everyone to the Bourne Public Works Facilities Building Committee informational meeting and then he turned the meeting over to John Redman.

John Redman gave a brief overview of what the DPW does and an overview of who the Committee members are and their titles. Then he turned the meeting over to Jeffrey Alberti.

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Town of Bourne  
New Public Works Facility**



October, 2012

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TOWN CLERK'S OFFICE  
BOURNE, MASS

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Committee Overview**

**. Introduction of Committee**

- . Stanley Andrews, Chairman
- . John Redman, Vice Chairman
- . Rickie Teller, DPW Superintendent
- . David Ahearn
- . Chrs Farrell
- . Bill Meler
- . Linda Marzell, ex-officio
- . Tom Guertno, ex-officio

**. Background**

**. DPW highlights**

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Purpose of the presentation.....**

- . What does DPW do for the Community
- . Why does the Town need a new facility
- . Summary of the programming process
- . Summary of what is proposed
- . Next steps

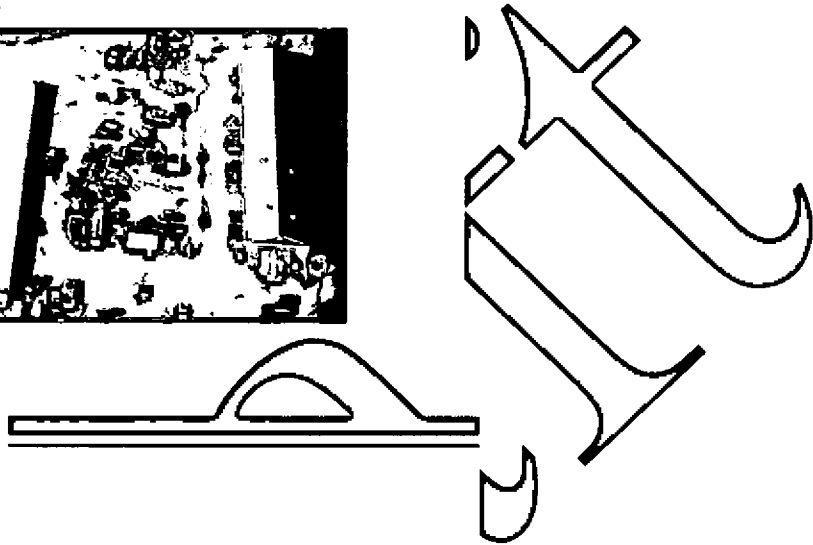
**Bourne DPW**

**Project History.....**

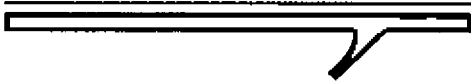
- . DPW Constructed in 1967
- . Initial feasibility study started in 2007
- . Feasibility study completed in 2008
- . Feasibility study updated 2012



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



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

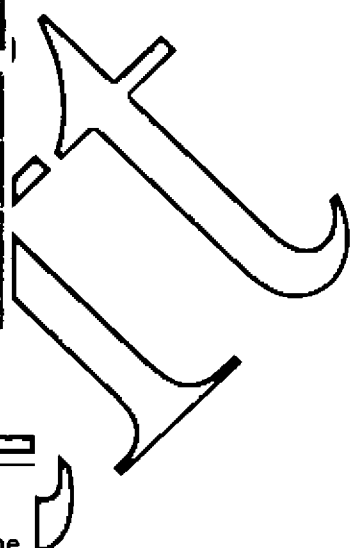


NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Bourne DPW**

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

- Maintaining safe roadways and sidewalks, including snow removal and street sweepings
- Keeping the parks and public spaces well maintained
- Managing the collection of solid waste and recyclables
- Maintaining the Town's vehicle fleets (DPW, Police, Fire, etc.)
- Maintaining public beaches
- Maintaining Town grounds, parks, and trees
- Upgrading and maintaining storm drain systems
- Maintaining sewer disposal system
- Ensuring proper maintenance of Town facilities
- Provide support for all Town wide activities
  - Holiday lighting
  - Fireworks
  - 4<sup>th</sup> of July Parade
  - Annual Scallop Festival
  - Civic associations

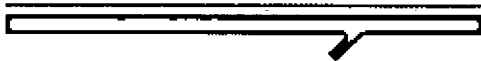


NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Bourne DPW**

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

- More than 200 miles of roads (double what many communities maintain)
- 54 miles of shore line
- All multi-purpose playing fields & playgrounds
- Maintenance of all Town owned fleets (multi-million dollar fleet of vehicles and equipment)
- And much more.....



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

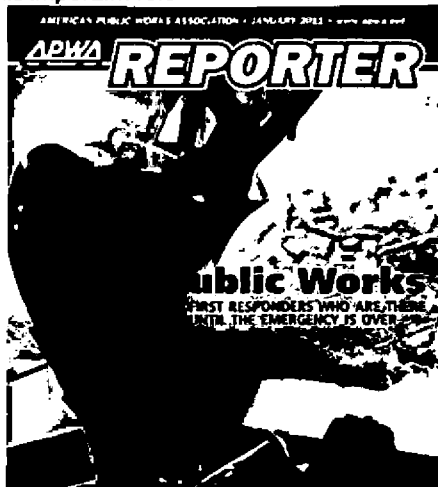
The DPW is also on call 24 hours a day to handle other unexpected problems and emergencies including:

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



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

The DPW is considered a First Responder and the facilities must support this important role



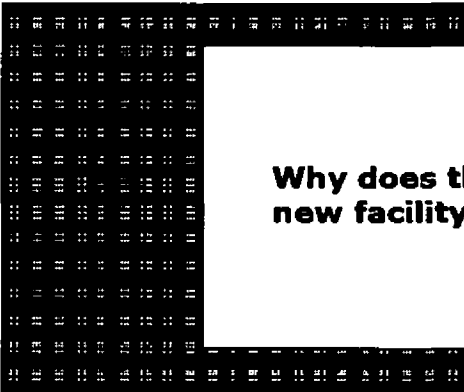
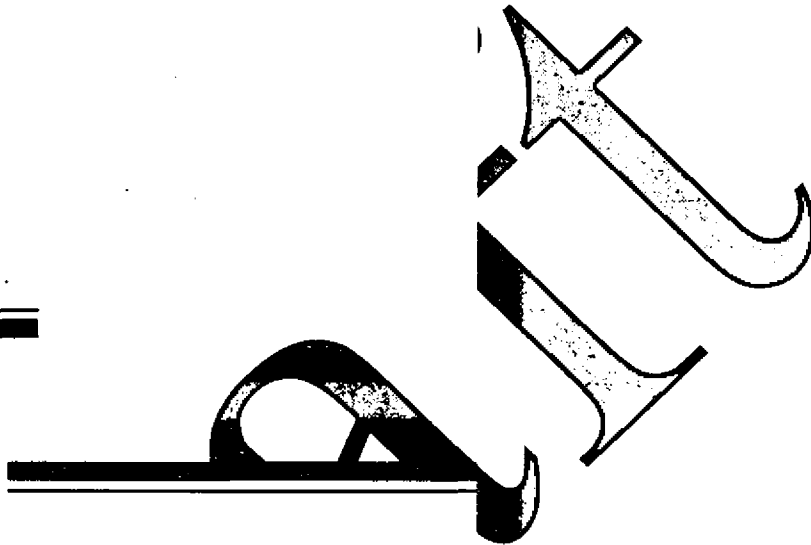
The facility needs to be designed with first responder requirements in mind

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

- Managing the collection of solid waste and recyclables
- Maintaining ALL Town vehicles
  - DPW
  - Police
  - Fire
  - DNR
  - COA
  - Town Hall
  - School
- Maintaining beaches and shore line
  - Construction of beach floats
  - Beach raking
  - Maintaining docks and lifeguard stands/shacks
  - Dredging support

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



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





NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

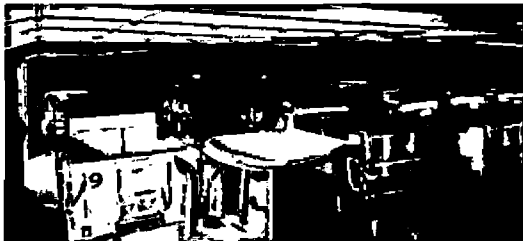
- The existing facility was built in 1967 for a much different department



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a Public Works Facility?

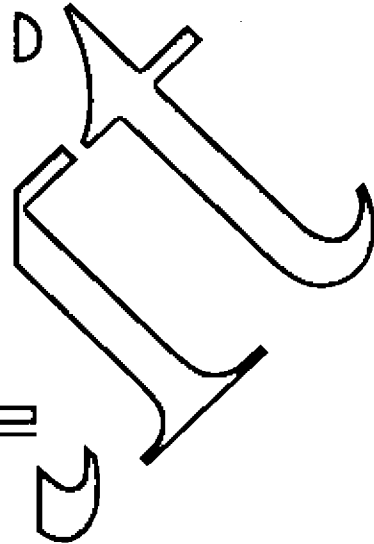
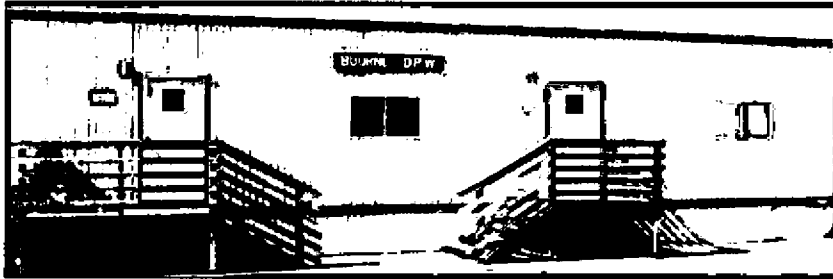
- Department responsibilities have increased significantly over the years along with the number of vehicles and pieces of equipment, but the facilities have not kept pace



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a Public Works Facility?

- Due to lack of space, staff is forced to work out of temporary trailers.
- The temporary facilities were not designed with public works and emergency response operations in mind.



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

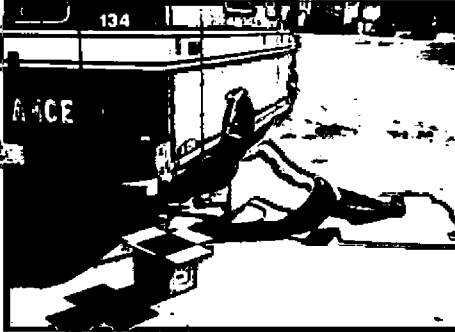
Why does the Town need a new facility?



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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

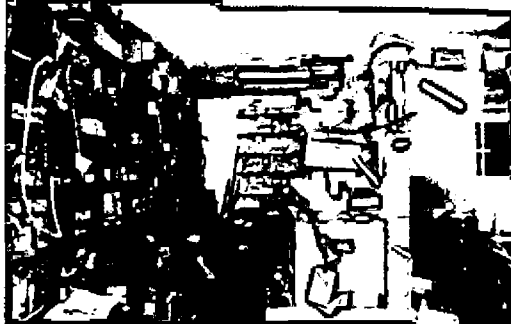
Why does the Town need a new facility?



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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?



Undersized Vehicle Maintenance Support Space

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

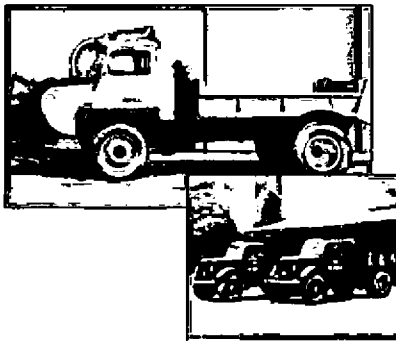


Vehicle/Equipment storage areas are inefficient or just non-existent

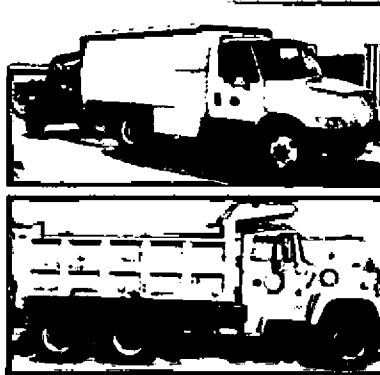
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why does the Town need a new facility?

- Vehicle and equipment types and sizes have changed significantly since the facility was constructed



Smaller 1950's era vehicles



Today's larger multipurpose DPW vehicles

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why put the trucks inside?



IN

vs.

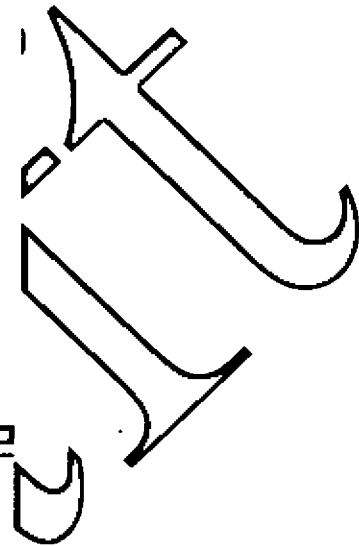
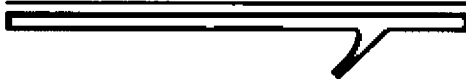


OUT

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

Why put the vehicles and equipment indoors.....

- Improve Employee Safety
- Improve Public Safety
- Provide Efficient & Cost Effective Operations
- Extend the useful life of Equipment
- Stormwater Pollution Control
- Noise & Air Pollution Control



**Why put the vehicles and equipment indoors.....**

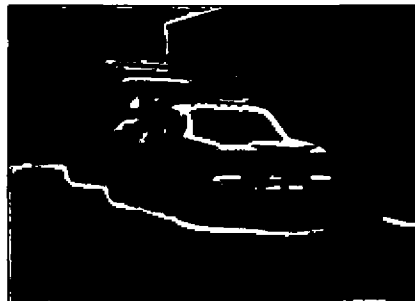
- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. Noise & Air



Employee safety is compromised when trying to clear off large equipment in inclement weather conditions as shown above

**Why put the vehicles and equipment indoors.....**

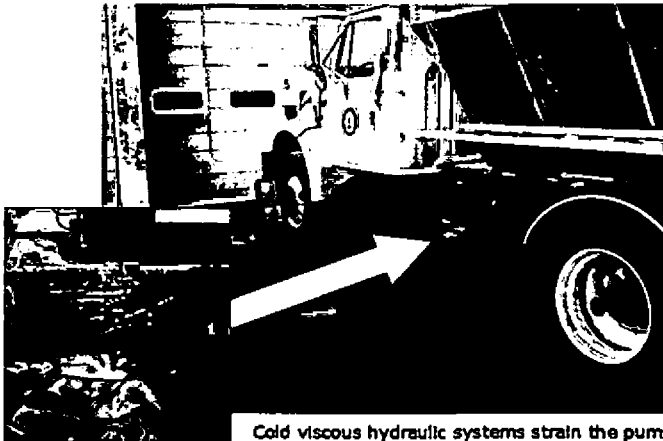
- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. Noise & Air



Vehicles which are covered by snow or ice may take longer to respond to the needs of the community which could result in unsafe conditions for the public

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

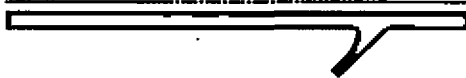
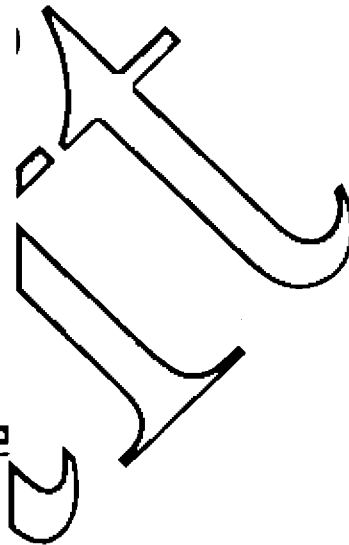


Cold viscous hydraulic systems strain the pumps and hydraulic lines resulting in an increase in out-of-service equipment

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- It is the industry standard for DPW's to park vehicles indoors from an efficiency and safety point of view.
- The DPW has been housing equipment indoors for more than 45 years. Putting the vehicles outdoors would make the operations less efficient than they are now.
- It is more than just a garage.... :
  - Vehicle and equipment storage
  - Material storage (barrels, barricades, equipment attachments, etc.)
  - Emergency vehicle and equipment repairs
  - Repair and replacement of plow blades
  - Minor vehicle maintenance (e.g. headlights, tail lights, mirrors, hydraulic hoses)
  - Material loading and unloading operations
  - Staging area for vehicle and equipment accessories (plows, towed trailers, towed compressors, etc.)
  - Overflow workshop area during down time periods





NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

Impacts associated with outdoor storage:

- Fuel becomes more viscous contributing to no-start conditions
- Viscous fuel generates an excessive amount of exhaust due to incomplete combustion of the fuel source.
- Vehicle warm-up times will be increased dramatically resulting in an increase in non-productive labor.
- Any vehicle with a water source will need to be drained and filled each day resulting in an increase in non-productive labor.
- Condensate in the air tanks for the vehicle compressed air braking systems can potentially freeze requiring the tanks to be defrosted prior to operating.
- Specialty equipment requiring heated storage will not function properly.
- Excess wash water on the vehicle after it is washed will freeze which can potentially damage vehicle parts such as salt/sand conveyor belts.
- Cold storage results in the hydraulic oil becoming more viscous. This overstresses hydraulic pumps which in turn damages or reduces the life expectancy of the pumps.
- Cold storage reduces the flexibility of the hydraulic hoses. Rigid hoses coupled with viscous hydraulic oil increases the potential for damaged or broken hydraulic hoses.

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**Why put the vehicles and equipment indoors.....**

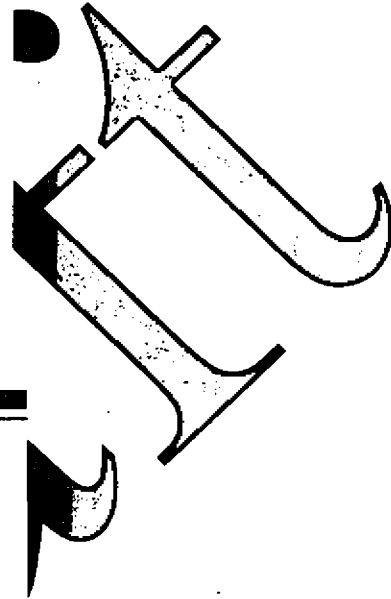
- Impacts associated with outdoor storage:
  - Increase in response times due to no start conditions and increased warm-up periods.
  - Snow pack on vehicles will not melt. This requires vehicles to be "defrosted" before vehicles are placed back into service or before maintenance activities can be performed.
  - Salt/Sand product in spreader bodies will freeze which can damage spreader system. This will require all salt/sand product to be loaded or unloaded each day.
  - Increase in operational costs (refer to the Cost / Benefit Analysis).

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**  
 Cost of new building vs. ADDITIONAL cost if NO vehicle storage is built  
 (over life of the building)

- Cost to Construct Storage Garage
  - Construction
  - Maintenance
  - Operation
  
- Cost Associated with Exterior Storage of Vehicles
  - Increased Vehicle Maintenance
  - Decrease in Vehicle Life Expectancy
  - Non-Productive Labor
  - Site Construction & Operation
  - Operations
  - Employee Safety & Environmental

**It will cost 2 to 3 times more to store equipment outdoors**



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**  
 Sample Results of a Cost Benefit Analysis for a +/- 37,000 SF Storage Garage

Cost / Benefit Analysis Summary - NEW CONSTRUCTION		
Item	Description	Cost Over the Life of the Building (50 Years)
1	Construction Cost of a New 37,200 SF Vehicle / Equipment Operations Garage	\$ (7,923,600)
2	Building Maintenance Costs	\$ (5,716,071)
3	Heating, Ventilation, and Electrical Costs	\$ (3,607,512)
	<b>Total Costs Associated with Building a Storage Garage</b>	<b>\$ (17,247,183)</b>
4	Additional Vehicle Maintenance Costs Associated with Exterior Storage	\$ 9,123,971
5	Additional Costs Associated with Vehicle Life Expectancy Reduction	\$ 25,628,379
6	Site Development Costs for Exterior Storage	\$ 809,718
7	Engine Block Heater Usage Costs	\$ 741,155
8	Increase in Vehicle Maintenance Costs Due to Delays in Preventative Maint.	\$ 1,237,446
	<b>Costs Associated with Storing Vehicles Outdoors:</b>	<b>\$ 37,740,669</b>
	<b>Additional Costs Incurred By the Town if Vehicle/Equipment Storage Garage is NOT Provided:</b>	<b>\$ 20,203,485</b>



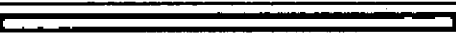
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. **Protection of Equipment**
- 5. Stormwater Pollution Control
- 6. Noise & Air



Exterior storage of vehicles and equipment will reduce the life expectancy of this very expensive equipment



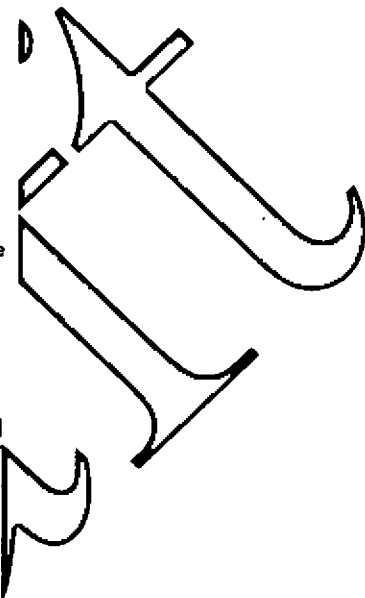
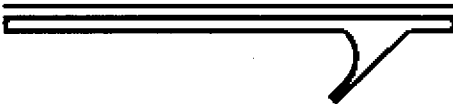
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. **Stormwater Pollution Control**
- 6. Noise & Air



Any drips or spills from vehicles stored inside will be collected in a closed floor drain system preventing them from reaching the environment



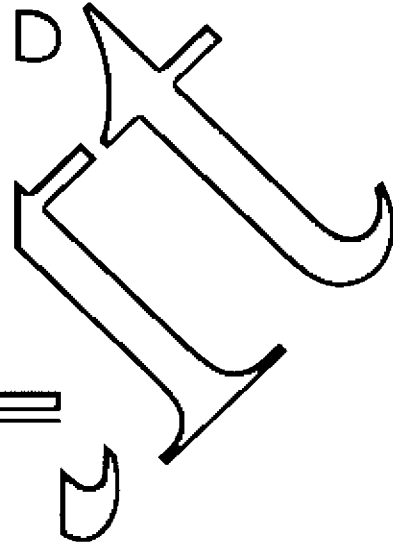
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why put the vehicles and equipment indoors.....**

- 1. Employee Safety
- 2. Public Safety
- 3. Efficient & Cost Effective Operations
- 4. Protection of Equipment
- 5. Stormwater Pollution Control
- 6. Noise & Air



Diesel vehicles stored outdoors in cold weather result in an increase in exhaust emission due to incomplete combustion of the viscous diesel fuel and extended idling periods



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

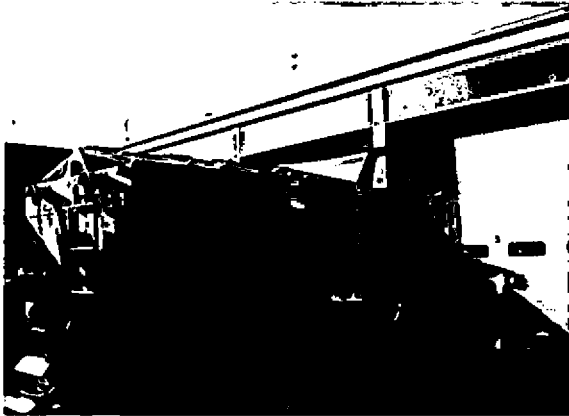
**Why put the vehicles and equipment indoors.....**



Video of vehicle starting after being stored in a garage heated to 45 degrees

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

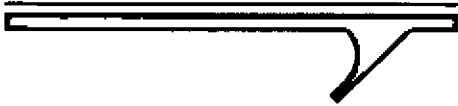
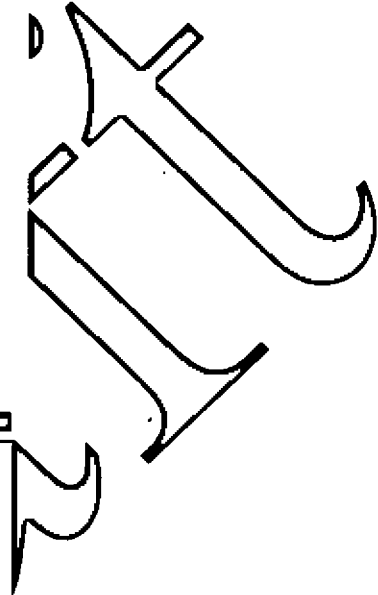
**Why put the vehicles and equipment indoors.....**



Video of vehicle being started after being stored outdoors in freezing temperatures for one night

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Why does the facility need to be moved to a new site?**



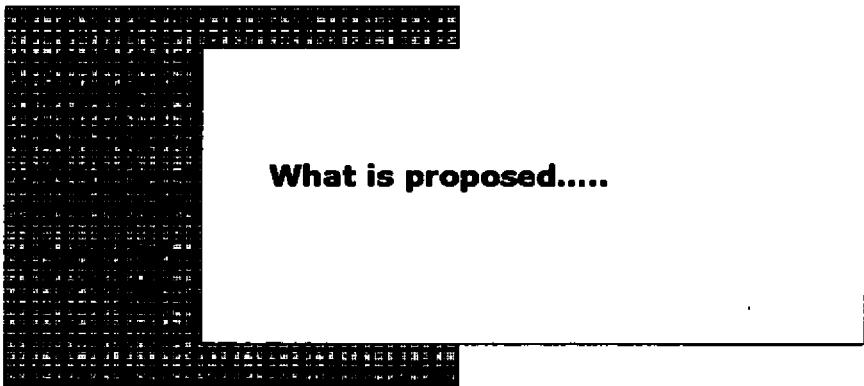
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

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

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



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



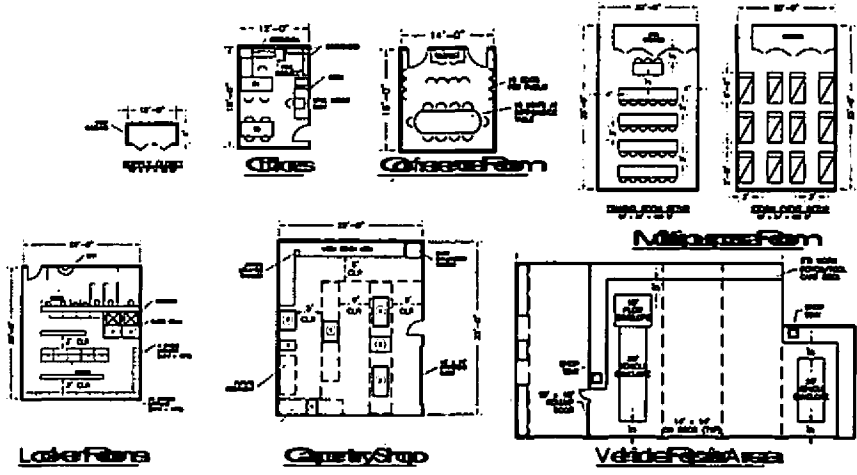
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Programming Process |**

- Interviewed DPW staff
  - Identified DPW responsibilities
  - Reviewed daily work flow patterns
  - Observed operations
  - Explored potential strategic approaches to improve productivity
  - Explored the optimum work flow and designed a facility around the operations
  
- Compared interview data to industry standards
  
- Prepared programming sketches for each operating area

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Programming Process |**

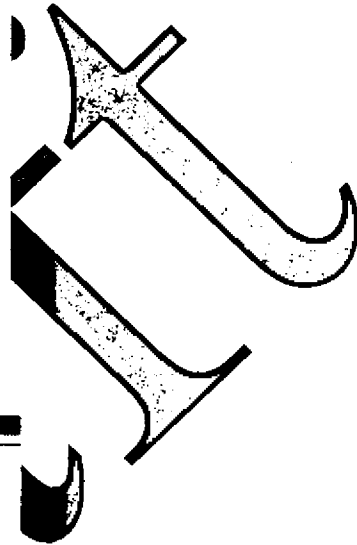
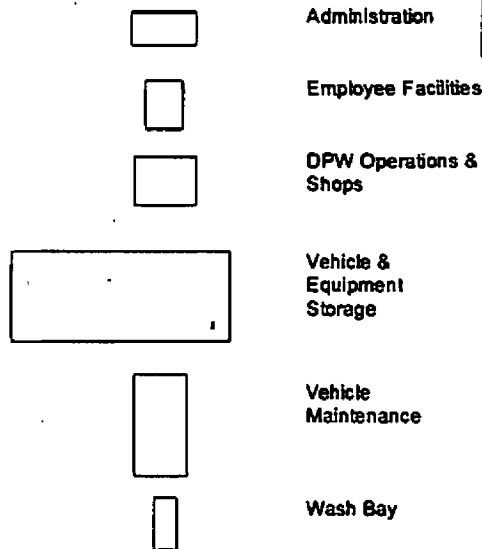
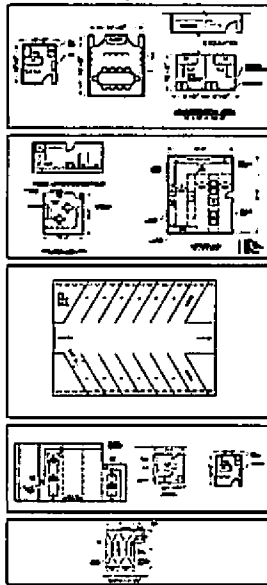


NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

<u>Space Needs Assessment</u>	<u>Initial Space Needs</u>	<u>Modified Space Needs</u>
• Administrative / Employee Facilities	5,291 SF	4,671 SF
• Shops/Material Storage	2,727 SF	2,599 SF
• Vehicle Maintenance	7,118 SF	6,754 SF
• Wash Bay	2,141 SF	1,518 SF
• Vehicle & Equipment Storage: (Operations Garage)	<u>25,016 SF</u>	<u>24,610 SF</u>
<b>TOTAL:</b>	<b>42,293 SF</b>	<b>40,152 SF</b> <i>(5% Reduction)</i>

*Program includes the consolidation of the sewer operations, Engineering, and the new facilities maintenance operations*

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE





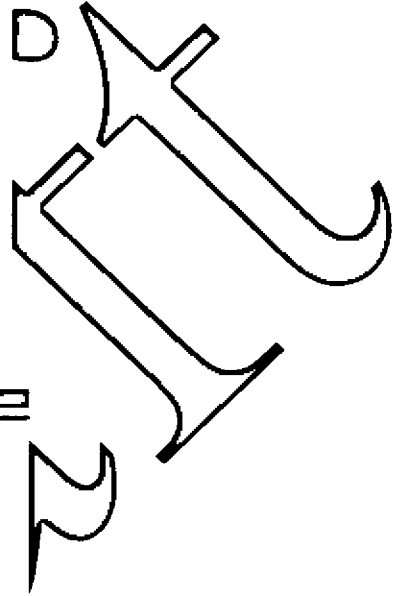
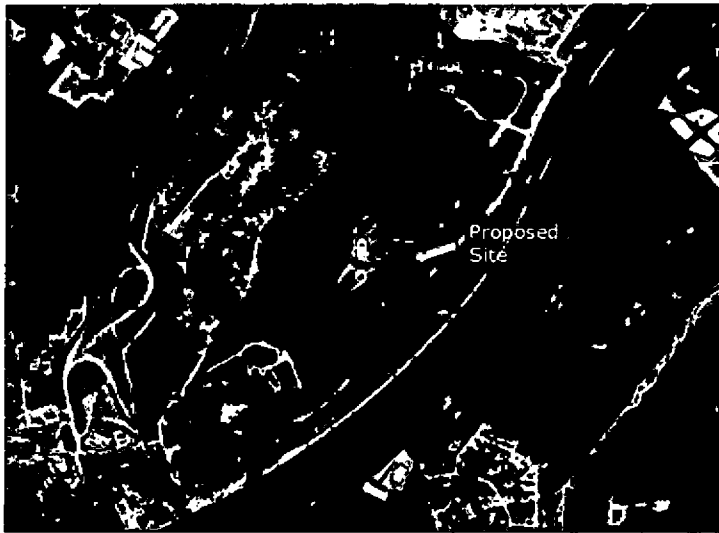
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



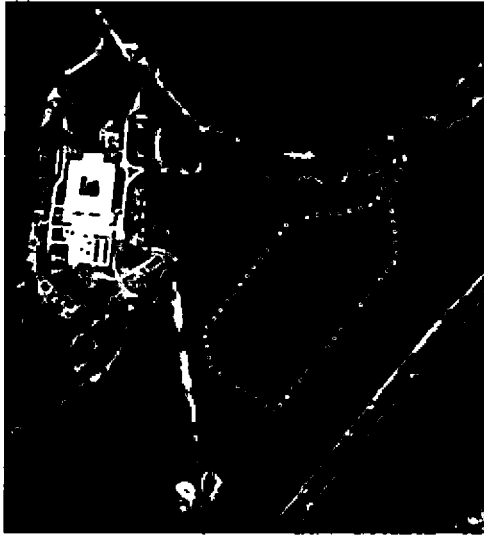
**Conceptual building and site alternatives**



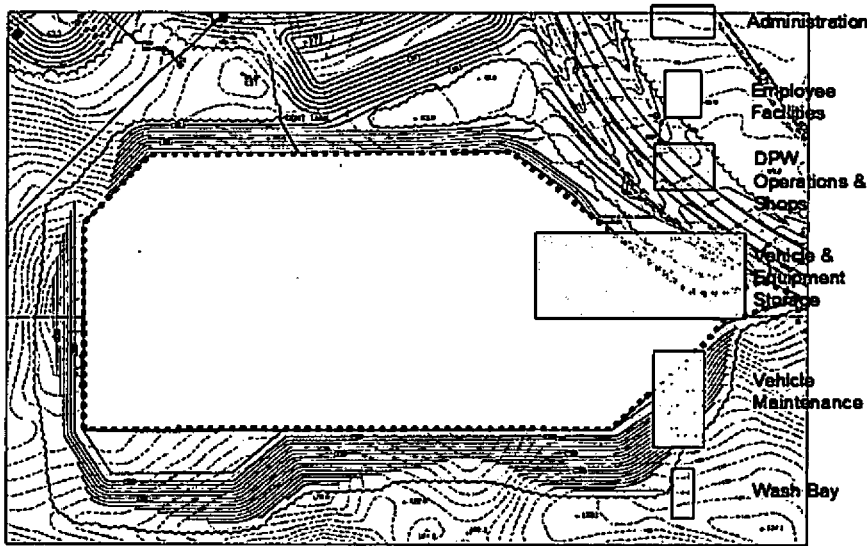
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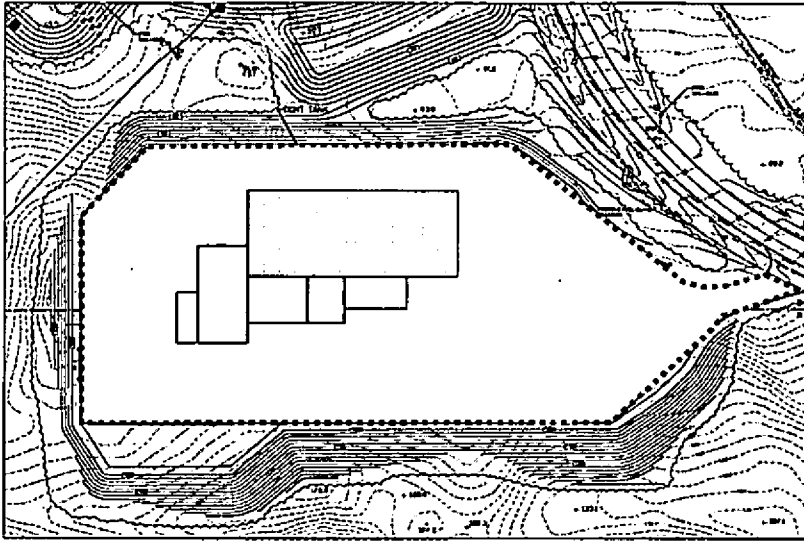
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



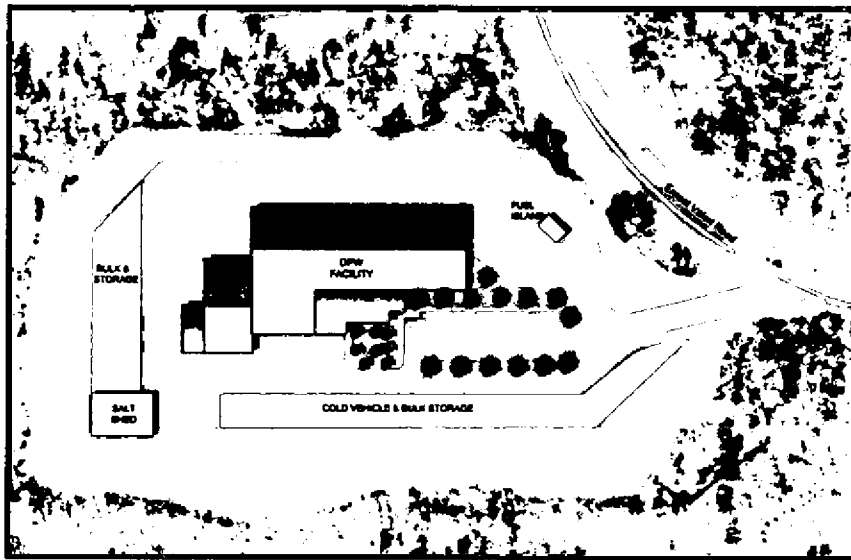
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

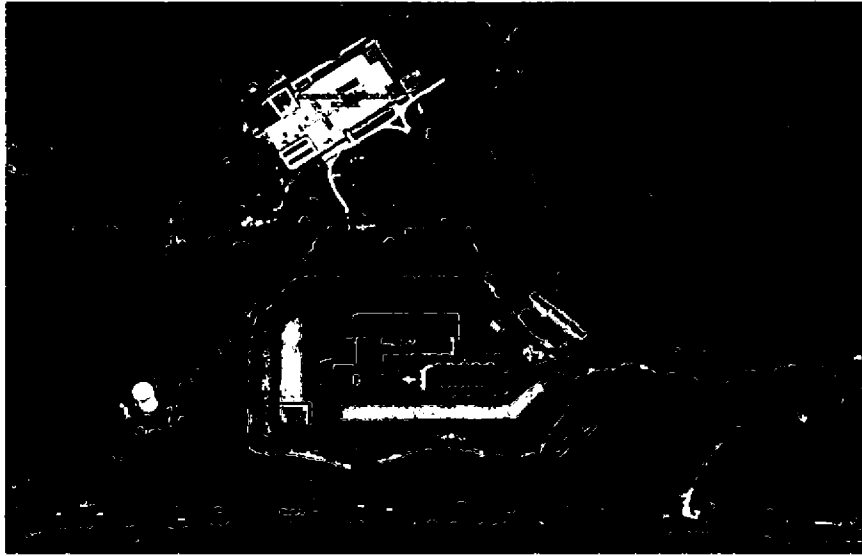


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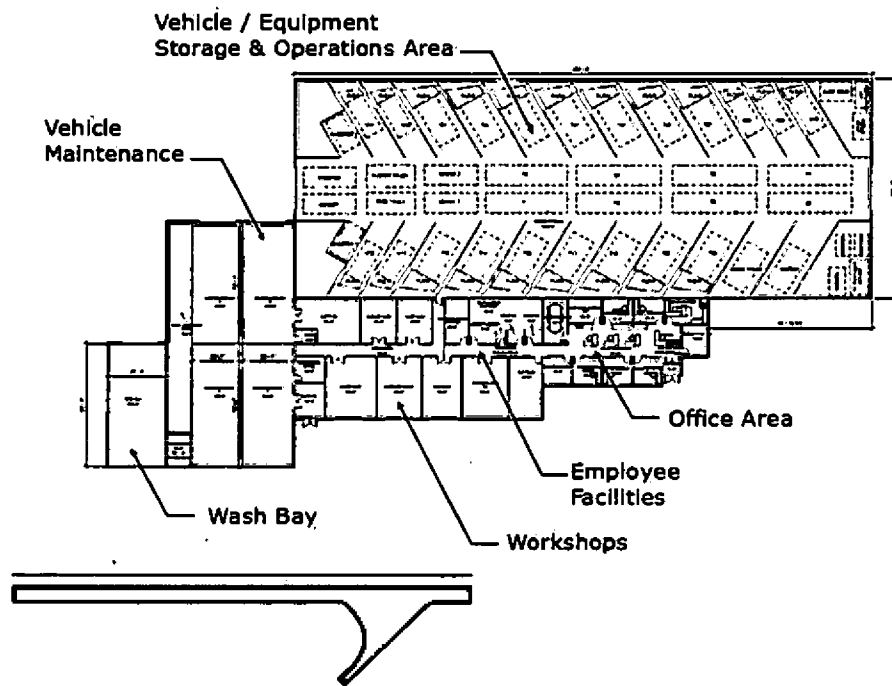


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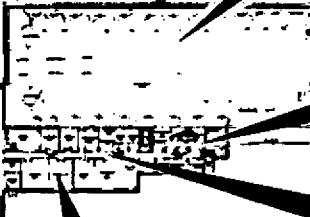
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



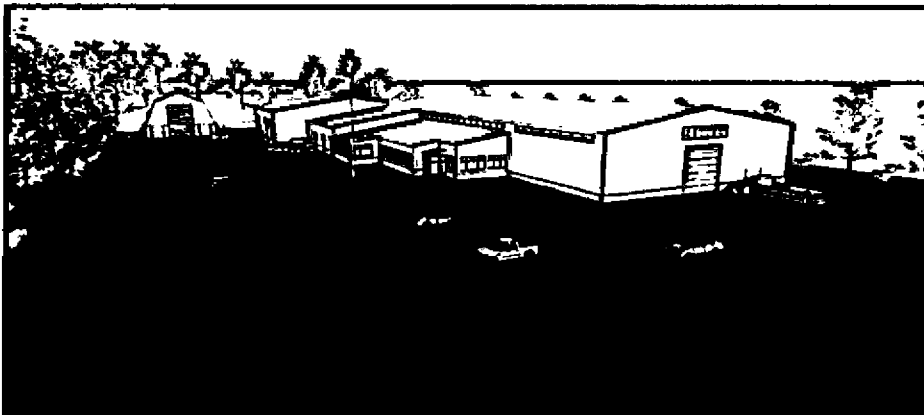
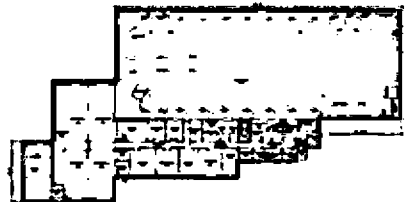
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



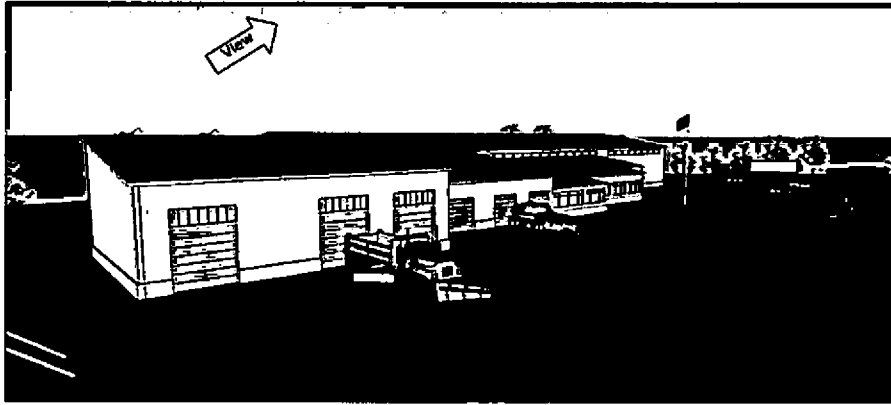
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



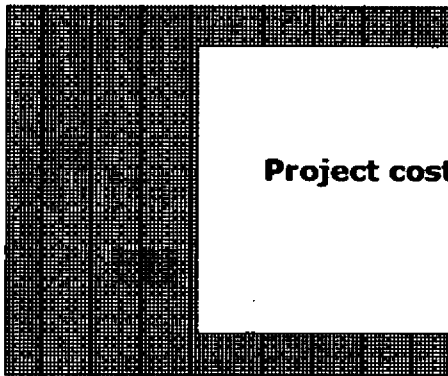
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



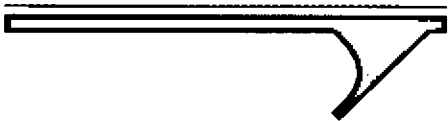
NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



**Project costs.....**



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary**

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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary**

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

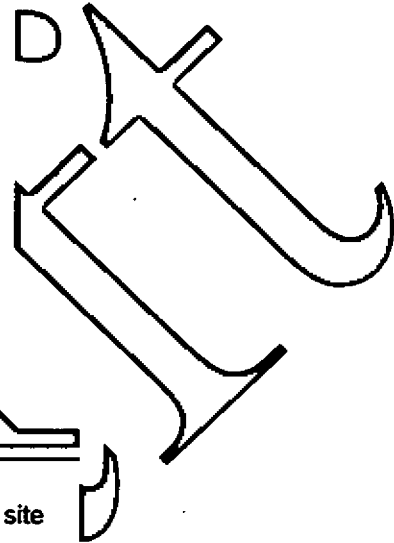
<sup>1</sup> (price includes approximately \$700,000 in contingency due to the early nature of the project)

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

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**How is the Town Going to Finance this Project?**

- Total Project Cost \$11,080,798
- \$1 million savings for site work to be completed by DPW & ISWM
- \$1 million from ISWM Retained Earnings
- \$750,000 from Stabilization
- \$500,000 from Free Cash
- \$500,000 Capital Reserve
- \$1 million from ISWM Financing
- Remaining cost as Debt Exclusion of \$6,330,798

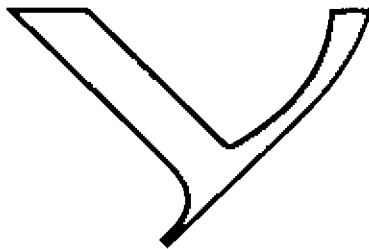


NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary.....**

Estimated construction cost including building, industrial equipment, and site construction costs.

- 2012 – Town of Bourne DPW Facility: **\$224 / SF**





NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Project Cost Summary.....**

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

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

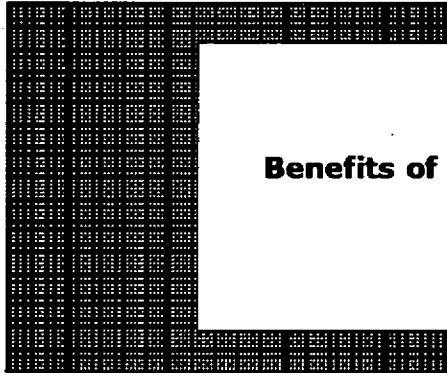
<sup>1</sup> adjusted cost for comparable program

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

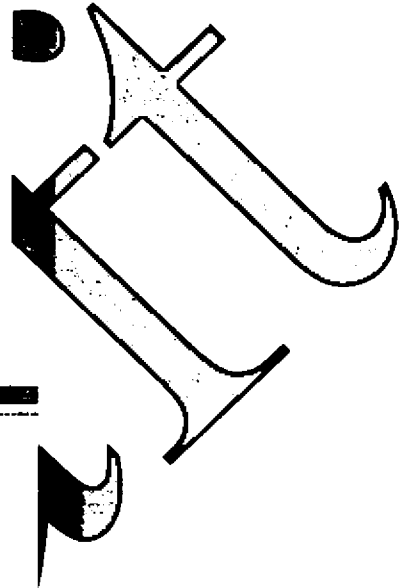
**Why the Town shouldn't wait.....**

- The ability to provide efficient services to the community will be impacted
- Lose out on future revenue at the ISWM operation
- Employee safety within this substandard building will continue to be a major concern
- The life expectancy of the multimillion dollar fleet will continue to be reduced at an accelerated rate
- DPW staff will continue to work out of substandard conditions
- The Town will lose out on the chance to fund this project when borrowing costs and construction costs are at historic lows

NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE



**Benefits of a new facility.....**



NEW PUBLIC WORKS FACILITY | TOWN OF BOURNE

**Benefits to the DPW and the Community |**

- . Protection of Town's multi-million dollar fleet of vehicles and equipment
  - . Increased life expectancy
  - . Lower maintenance costs
- . Save money – less non-productive labor / great bidding and borrowing climate
- . Code compliant and clean work environment for Town employees
- . More efficient work space improves response times and productivity
- . All vehicle washing will be conducted undercover in accordance with DEP requirements
- . Providing additional space in Town Hall by relocating Engineering to the new Facility
- . Consolidation of Engineering, Sewer, and Facilities with current DPW operations will improve overall efficiency of the department



**Next Steps |**

- Present project to Town Meeting for funding
- Obtain approval at the Ballot
- Complete design documents for public bidding
- Complete construction

---

Jeffrey Alberti gave the presentation, which covered:

What the jobs are for the DPW.

What the DPW does for the town of Bourne.

The DPW is on call 24 hours a day.

The DPW does the collection of solid waste and recyclables.

The DPW does the maintenance of all town vehicles.

The DPW maintains the beaches and shore lines.

Why does the Town need a new DPW facility?

- The responsibilities for the DPW have increased over the years.
- The staff has to work out of storage trailers.
- There are not enough vehicle maintenance bays.
- Vehicle equipment types and sizes have changed.
- Not enough space to store vehicles inside.
- It is more cost effective to store vehicles inside.

Why move to a new site.

- There is a potential value of \$23 million from ISWM.

Where the DPW facility will be located.

What the site with the building will look like

The facility floor plan, then Jeffrey Alberti turned the meeting over to David Ahearn.

David Ahearn spoke about the Project Cost Summary.

Building – \$5,253,370

Equipment/Fueling Costs – 730,000

Site Development Costs - \$2,655,342

Design Contingencies – 345,548  
Subtotal Construction - \$8,984,260  
Soft Cost Contingencies - \$2,096,538  
Total Costs - \$11,080,798

How the Town will finance the building.

David Ahearn turned the meeting back over to Jeffrey Alberti.

Jeffrey Alberti spoke about the Summary of Mandated Costs.  
Project Cost Summary – Average bid prices for public works facility in Massachusetts.  
Why the Town shouldn't wait.  
What the benefits are of a new facility.  
The next step.

Stanley Andrews asked the public if there are any questions.

Joe Agrillo - Congratulated the board for their work so far on the project.  
He thinks it is desperately needed for the town and he will stand behind it.

Laurie York - Wanted to know what the position is for the building/site, maybe turn the building/site so the building may be able to take advantage of the sun and use solar panels to cut energy costs. She also wanted to commend the DPW Committee.

Tom Guerino spoke about how the town can afford the project. He also wanted to state that within a short time period what the committee has done for this project, the committee need to be thanked for their work.

Stanley Andrews announced that on October 27<sup>th</sup> there will be an open house at the current DPW facility from 9-12:00. There will be a bus transporting people from the Bourne Community building to the DPW facility at 9, 10, and 11:00AM.

**3. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on October 24<sup>th</sup> at the Bourne Middle School at 7:00 PM.

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to adjourn at 8:00 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

**Bourne Public Works Facilities Building Committee**  
**October 25, 2012**

The Bourne Public Works Facilities Committee met in the Bourne Middle School Library on Thursday, October 25, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, David Ahearn, William Meier, and Rick Tellier. Chris Farrell was excused.

**Others present:** Jeffrey Alberti, Team Lead from Weston & Sampson Environmental/Infrastructure Consultants, Chuck Ruggiero and Brian Wilson Bourne DPW Department, Mark Turrell, Don and other town residence.

**1. CALL MEETING TO ORDER**

Stanley Andrews called the meeting to order at 7:00 p.m.

**2. PRESENTATION**

Stanley Andrews wanted to do a dry run of what the Committee will present at town meeting and then he turned the meeting over to John Redman.

John Redman gave an overview of who the Committee members are and their titles, gave a brief project history of what the committee has done. He explained that the DPW does more than most communities, and what the DPW does for the community. Then he turned the meeting over to Jeffrey Alberti.

Jeffrey Alberti gave the presentation which covered:  
Why the DPW needs a new Public Works facility.  
Why the facility needs to move to a new site.  
What is proposed.  
Jeffrey Alberti turned the meeting over to David Ahearn.

David Ahearn spoke about the Project Cost Summary.  
How the Town will finance this project.  
Benefits to the DPW and the Community.

Stanley Andrews asked the public if there are any questions.

Mark Turrell Had a few questions and comments. Some of those comments and questions are:  
Wanted to clarify that this building is proposed to replace the current DPW facility.  
He is concerned about the run-off from the salt shed.

Stanley Andrews commented there will be no run-off from the salt shed that will go into the ground water.

Mr. Turrell: Can the town afford to maintain it, custodial and maintenance?

John Redman stated that there will have maintenance people to make sure this building does not deteriorate.

Mr. Turrell: Is the vehicle storage area heated?

Stanley Andrews stated that it will be minimally heated to about 45-50 degrees.

Mr. Turrell: Is there underground storage for fuel?

2012 OCT 25 10 10 AM 9 51  
TOWN CLERK'S OFFICE  
BOURNE, MASS

David Ahearn stated that there will be two above ground tanks for fuel.

Rickie Tellier stated that on road diesel and gasoline are the only fuels needed.

Mr. Turrell: Will the police and fire also use the fuel at this facility?

William Meier stated that all town vehicles will use the fuel at the new DPW facility.

Mr. Turrell: Does this allow the opportunity to take the fuel tank out to the flood plain in B-Bay?

Rickie Tellier stated that it could.

Mr. Turrell: Stated the facility the DPW works out of pre-dated the actual DPW department. He thinks the DPW Facilities Committee has done a great job.

Rickie Tellier asked, Why isn't ISWM paying for the whole project.

**Dan:** ISWM has already provided the town 18 million dollars already. The town has taken the money and spent it wisely. ISWM has already given the town as much as it can. ISWM still needs some retained earnings for operations and other expenses.

Stanley Andrews questioned if there are any limitations on what ISWM can fund to this project, and stated that there are limitations that ISWM can fund.

Stanley Andrews stated the committee has to get the presentation down to 10 minutes. Make sure at the meeting they specify how the new DPW facility will consolidate other town departments.

**VOTED:** On a motion made by Rickie Tellier and seconded by John Redman it was unanimously voted to use the presentation presented at this meeting as the presentation at town meeting.

### **3. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be on November 7th at the Bourne Middle School at 5:00 PM.

**VOTED:** On a motion made by John Redman and seconded by David Ahearn it was unanimously voted to adjourn at 8:10 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

Town of Bourne  
Public Works Building Committee

2012 NOV 26 AM 9 01

**MEETING NOTICE**

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Date: Wednesday November 28, 2012

Time: 5:00 P.M.

—  
—  
**Agenda Topics**

1. Call meeting to order
2. Discussions on how to present project to a wider base.
3. Setting of informational meetings material.
5. Adjourn

  
Stanley D Andrews  
Chairman

Date: November 26, 2012

cc: Town Clerk

**Bourne Public Works Facilities Building Committee**  
**November 28, 2012**

The Bourne Public Works Facilities Committee met in the Bourne Veteran's Memorial Community Center on Wednesday, November 28, 2012.

**Present for the Committee were:** Stanley Andrews, chairman, John Redman, David Ahern, William Meier, Chris Farrell, and Rick Tellier.

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

**1. CALL MEETING TO ORDER**

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

**2. DISCUSSION ON HOW TO PRESENT PROJECT TO A WIDER BASE**

- Have a forum where people can ask questions.
- Mail the brochure out 3 to 4 weeks before Town Meeting
- Visit local civic associations and community meetings.
- Do a presentation at Town Meeting and then have a ballot/question.
- Have an explanation with the question on the ballot.
- Explain if we don't do this, this is what will happen.
- Better explanation for what a Debt Exclusion is.

What can be taken out of the project to bring down the cost? The committee agrees that nothing can be taken out of this project and still have the DPW Building Committee stand behind the project.

What will happen if ISWM has to pay for the whole project?

Explain what is required for this type of project. People think it can be built for less money.

Add what a Debt Exclusion is on the brochure.

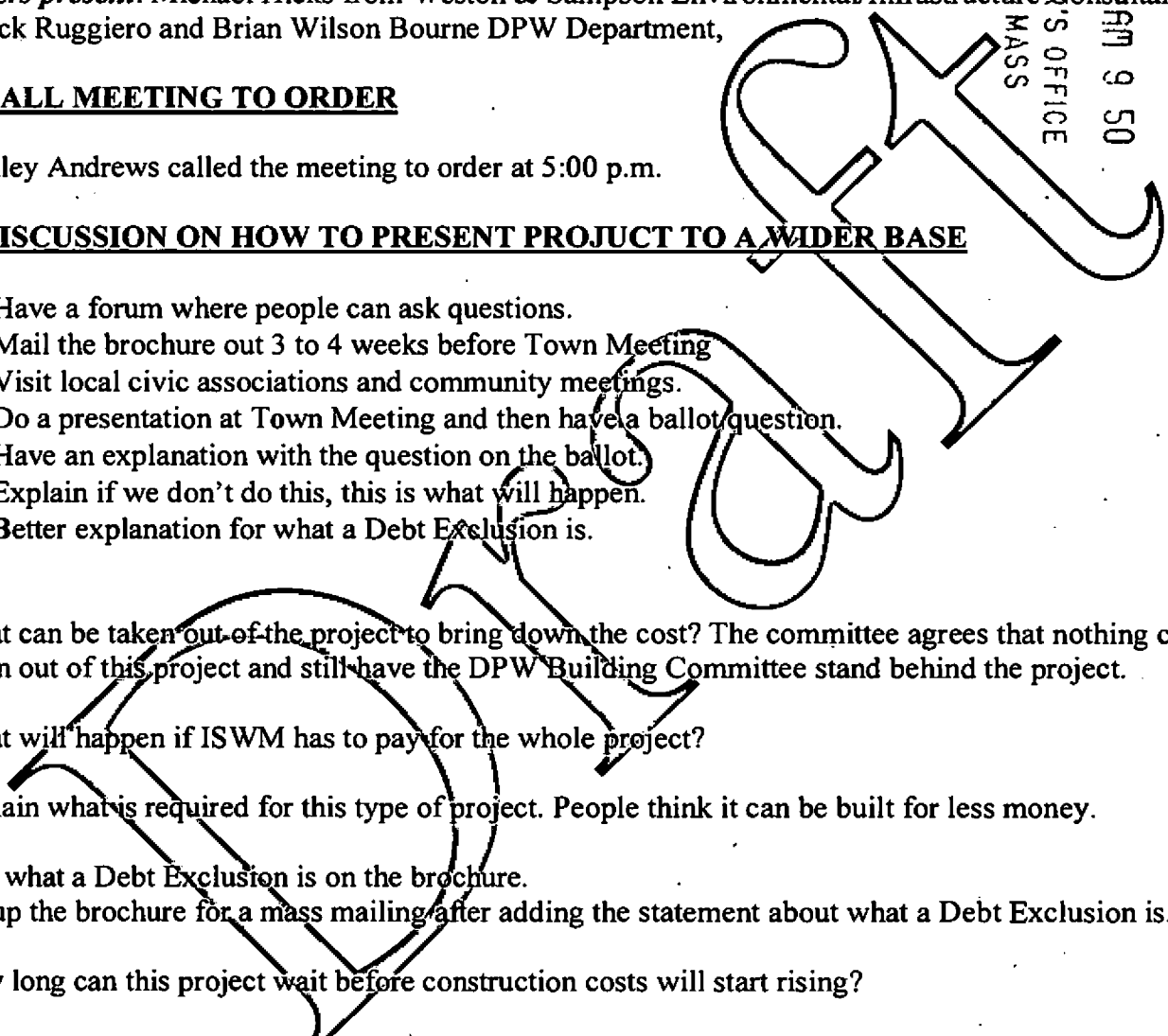
Set up the brochure for a mass mailing after adding the statement about what a Debt Exclusion is.

How long can this project wait before construction costs will start rising?

Have a meeting with the Board of Selectmen, Town Administrator, Town Finance Committee and Capital Outlay Committee and find out how much more funding this project can get. Why can't more money come from free cash?

1. Have the joint meeting in mid January 2013.
2. Edit the Flyer and have it printed.
3. Do the mass mailing and meeting in April.
4. Town Meeting in May.

TOWN CLERK'S OFFICE  
BOURNE MASS  
2012 DEC 10 AM 9 50





**VOTED:** On a motion made by Chris Farrell and seconded by John Redman it was unanimously voted to not have a meeting in December and the next meeting will be in mid January.

Stan will talk to Nancy about the civic association.

**3. SETTING OF INFORMATIONAL MEETING MATERIAL**

**4. ADJOURN**

The next Bourne Public Works Facility Building Committee meeting will be in mid January.

**VOTED:** On a motion made by Chris Farrell and seconded by Rickie Tellier it was unanimously voted to adjourn at 6:04 p.m.

Respectfully submitted,

Carole Ellis  
Recording Secretary

DRAFT

**Bourne Public Works Facilities Building Committee**  
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BOURNE, MASS  
TOWN CLERK'S OFFICE  
2012 DEC 10 AM 9 51

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Carole Ellis  
Recording Secretary

**Draft**



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournescenepark.com

W. CURT DUANE  
*Chairman*

PAUL R. FOULSBURG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

## Meeting Notice - Bourne Recreation Authority

Monday, January 23, 2012 - John Gallo Ice Arena - 5:00pm

### Agenda Items:

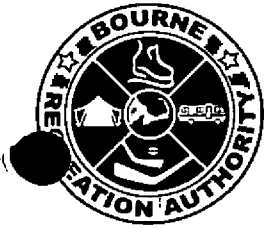
1. Paul Mara, BHS Head Coach.
2. Minutes of December 12, 2011.
3. Executive Session Minutes of December 12, 2011.
4. Administrative Business.
  - a. Requests & Correspondence.
  - b. Cahir Fund Update.
  - c. Surplus Equipment.
5. Treasurer Report.
  - a. Warrants.
  - b. Healthcare Update.
  - c. Electric Suppliers.
6. Operations Manager Report.
  - a. Marketing Presentation.
  - b. 2012 Seasonals.
  - c. Seasonal Percentage.
  - d. Store Update.
  - e. Proposed Recreational Area.
  - f. Survey Results.
7. Rink Report.
  - a. Dasher Board Costs.
8. Maintenance Report.
  - a. Priority List Update.
9. Operations Manager Review.

2012 JAN 17 PM 3 46  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

W. Curt Duane, Chairman

Date: January 17, 2012



ESTABLISHED 1970

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## AMENDED AGENDA

2012 JAN 19 PM 12 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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6. Operations Manager Report.
  - a. Marketing Presentation.
  - b. 2012 Seasonals.
  - c. Seasonal Percentage.
  - d. Personnel Complaint.
  - e. Store Update.
  - f. Proposed Recreational Area.
  - g. Survey Results.
7. Rink Report.
  - a. Dasher Board Costs.
8. Maintenance Report.
  - a. Priority List Update.
9. Operations Manager Review.

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

W. Curt Duane  
W. Curt Duane, Chairman

Date: January 19, 2012

Clerk

**Record of the Bourne Recreation Authority meeting held January 23, 2012**

**Present:**

W. Curt Duane	Gregory A. Folino	Paul R. Forsberg
Rickie J. Tellier	Robert H. Howard	Diane M. Woodside
Barry H. Johnson	Eric C. Johnson	John M. Morrill
John H. Hickey	Paul Mara	Hayden Coggeshall
Laurie Gilbert	John A. Coughlin (via Remote Correspondence)	

The Bourne Recreation Authority meeting was held on Monday, January 23, 2012. Chairman called the meeting to order @ 5:00pm. Said meeting was audio-taped. Chairman stated that any member of the public has a right to make an audio or video recording of an open session of the Authority. He asked if there was a member of the public in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Paul Mara, BHS Head Coach:** Mara introduced himself to the Board Members, & complimented them on a great facility. He stated he hears positive comments about Gallo wherever he goes. He appreciates the welcome Hickey, McKenna, & Woodside have shown him, & looks forward to working with the Authority over the coming years. He thanked the Board for their past support of the team. Board thanked Mara. Mara left the meeting.

**Personnel Complaint:** Chairman stated the Board will enter into Executive Session to discuss a personnel complaint & will return to Public Session. All concurred. Public Session adjourned @ 5:10pm & returned to regular session @ 6:15pm.

**Minutes of December 12, 2011:** Folino made motion to approve minutes of December 12, 2011 with corrections noted. Forsberg seconded for discussion. Board want to see B. Johnson, Morrill, & E. Johnson meet with a representative of Teresa Murray's office to discuss NSTAR & the problems the Authority has had with same. Meeting will be posted. Chairman presented. Vote was unanimous.

**Executive Session Minutes of December 12, 2011:** Tellier made motion to approve minutes of December 12, 2011. Forsberg seconded. Chairman presented. Vote was unanimous.

**Administrative Business / Requests & Correspondence:** Tellier made motion to sponsor Saint Margaret Regional School in the amount of \$100.00, 2-nights camping, & 1-hour of ice time. Forsberg seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Buzzards Bay Coalition in the amount of \$100.00. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to table the request from Husson University Men's Lacrosse. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to table the request from Dukes of Sports. Tellier seconded. Chairman presented. Vote was unanimous.

**Cahir Fund Update:** Tellier made motion to deposit \$1,487.00 (\$1.00 per the 1,487 hours sold between July 1 - December 31, 2011). Duane seconded. Chairman presented. Vote was unanimous.

**Surplus Equipment:** Woodside presented the Board with a list of items to be Declared Surplus. Management will either sell or dispose of (depending upon condition). Said items include: a computer, 4 keyboards, a printer, 2 monitors, an 8' flat bed body, a flat bed trailer, a 10" radial arm, saw, a 10" table saw, 2 snow plows, & a 9' utility body. Only the utility body is valued over \$500.00.

Folino made motion to declared surplus the equipment listed above & attested in value by Howard & E. Johnson. Forsberg seconded. Chairman presented. Vote was unanimous.

**Also in Packets:** Thank you note from After Prom Party Committee; copies of trespass orders; Plymouth County Cooperative Public Service Vehicle Bid information; Wayne Covell's letter; & a Rink Magazine article featuring a picture of our facility & the Bourne Skating Club.

**Treasurer Report / Warrants:** Howard presented 4 warrants for signature of Board.

**Healthcare Update:** Howard presented the new rates effective July 1, 2012. Discussion followed. He will forward same to the employees.

**Electrical Suppliers:** Howard would like to obtain the services of an energy broker to acquire quotes for a fixed rate for a 1, 2, or 3-year commitment. He has been inundated with requests for same & feels now is the time to investigate same. He will report back @ the next meeting for discussion & possible vote if warranted.

**Operations Manager Report:** Camper Cheryl Cronin wrote in to show her appreciation to employees Bob Ethier & CJ Rodrick for their assistance when her grandson accidentally burned

his hand. Morrill would like Johnson to write a letter for each of them. Board & Johnson concurred.

**2012 Seasonals:** Morrill stated we have been working diligently to fill seasonal spots relinquished as of January 1<sup>st</sup>.

**Seasonal Percentage:** Morrill met with Larry Davis & Roger Hagan of the Corps of Engineers & discussed the Authority's occupancy. After they reviewed Morrill's presentation, permission was granted to increase to 60% seasonal camping from 50%. We will attempt to fill spots by February 6<sup>th</sup> when we take our first round of reservations, & we will notify our Waiting List participants of available temporary seasonal sites for the 2012 season. Board is pleased with the Corps decision & Johnson will write a letter noting same to Morrill, Davis, & Hagan.

**Store Update:** Morrill reported that 8 RFP's were sent out, but none were returned on January 16<sup>th</sup>. Due to this fact, the Authority is able to do whatever with same. Discussion was held on the possibility of Forsberg stepping down from the Board to run same. He feels with his background & his camping experience, he could turn a profit for the Authority. Discussion was held on the time period in doing same, & Johnson will check with the Ethics Commission & Attorney Troy for clarity.

**Proposed Recreation Area:** Discussion was held on placing a balloon in the pipe, leveling off & grading the loam @ that area, & hydro-seeding same. Vegetation will also be added to help with the water issues. Barry Johnson will review the Scope of Services with Coastal Engineering before paying their bill for clarity.

**Survey Results:** While the Board received a copy of all returned surveys from former seasonal campers, Woodside prepared a synopsis of same for ease of reading. She also presented a draft copy of a survey to be sent to current seasonals. Board approved same.

**Marketing Presentation:** Morrill, Hickey, & Kristen Sawyer, the Intern from Colby-Sawyer College, have been meeting to discuss marketing ideas to showcase & promote the Rink facility for the 2013 shut-down period. The Rink could house a show on fishing, boating, camping, RVing, sports, adventure, food, etc. On their behalf, Morrill presented a Power Point presentation outlining same. He also presented a folder with promotional materials for the Board's review. In the near future, we will be using social media to get our name out there as well. In addition to the materials discussed, Morrill & Hickey will meet with the major Ice Buyers to discuss their needs in order to generate dialogue with same.



**Rink Report:** Hickey reported that the glycol results are continuing to drop as expected with the No Frost Concentrator. Will be looking for approval to purchase Zamboni batteries @ the next meeting & will present information regarding same then. Will hold a Rink Sub-Committee meeting in the next few weeks to discuss Wareham High School's request to limit Detail Officers @ games & possible Locker Room usage.

**Dasher Board Costs:** Currently ads are \$1,200.00 per year, & Hickey would like to see the rate reduced to \$1,000.00 per year. Between him & Woodside, they have 5 possible companies interested @ this time. Discussion followed.

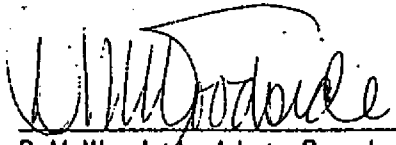
Tellier made motion to reduce the dasher board advertising cost to \$1,000.00. Folino seconded. Chairman presented. Vote was unanimous.

**Maintenance Report/Priority List Update:** Johnson submitted an updated priority list. Discussion followed.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, February 13<sup>th</sup> @ 5pm.

Duane made motion to close the regular meeting & enter into Executive Session for the purpose of reviewing the Operations Manager Report, & to not resume public session. Folino seconded. Chairman adjourned regular meeting @ 7:45pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.

Clerk

Minutes of the BRA Board Executive Session held on January 23, 2012:

2012 FEB 21 PM 1:00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Chm. Duane stated that this session was being taped and that there had been a complaint filed against BSP Supervisor John Morrill (JM) by Haydon Coggeshall (HC) i.e.: JM had informed HC that he was not going to re-hire him for the 2012 Camping Season.
2. Chm. Duane asked JM if he wished to have this heard in an Open or Executive Session. JM responded he wanted an Executive Session. NOTE: in case this was requested; Gen. Mgr. Barry Johnson (BJ) had given both JM & HC the proper 48-hour Notice prior to this meeting; a copy of the Synopsis of the joint meeting he had with both of them to discuss this matter; both were given the opportunity to review and comment on same; and the Board and them were furnished with direct copies of all materials.
3. Roll Call Vote: Motion by Tellier & seconded by Forsberg to go into Executive Session for the purpose of hearing the complaint filed by HC against JM and to re-open in public session; invited Gen. Mgr. B. Johnson into the session:

Folino-yes; Tellier-yes; Forsberg-yes; Duane-yes AND BRA member J. Coughlin was allowed by the other members to participate remotely due to geographic reasons via speaker phone.

4. HC began by basically re-stating his comments in the synopsis; that he was appealing to the Board to be re-instated for the 2012 Camping Season; felt that he was not made aware that he was showing a bad attitude; had not displayed good customer service; & that he is committed to emphasizing working on these items for the 2012 season so that he can be a good employee.
5. Chm. Duane asked for Board Member comments/questions:
6. FOLINO-there is a policy question(s) here i.e.: what exactly is the BRA Board members role in dealing with FT & PT employees.
7. JM: said he had nothing to ask of HC; as HC'S Supervisor -he was not happy with HC's job performance, attitude & customer service; that were the reasons for him taking the action that he did.
8. FORSBERG: asked JM if he had addressed HC about his need to improve in these areas? JM responded that he had reached these decisions thru various observations over a period of time.
9. Chm. Duane asked if the Board members had questions of JM: no.
10. HC stated that he felt that if JM had observed him that JM should have brought this to HC's attention in a timely manner. He continued that he felt that communication between he and JM had to improve and hoped something could be worked out.
11. COUGHLIN: the Board needs to be furnished a list of ALL employees (both FT & PT) that are working for the BRA. Did not want to see anyone lose their job in this economy; ALL Supervisors PRIOR to hiring anyone for the BRA-said hiring must first go thru the Gen. Mgr.; all Board members agreed with this statement; Gen. Mgr. said that a notice to this effect will go out. As a general comment: must document in writing every item related to FT & P employees.
12. TELLIER: again, we must document everything; set-up files; state the process used in reaching any conclusions; how people are performing their jobs; emails are now considered a public record; should do personnel evaluations for both FT & PT people; employee signs same; put in their personnel files any corrective measures that our Supervisors have recommended; follow-up in writing.
13. FOLINO: a written documented progressive discipline policy needs to be followed i.e.:

14. Verbal Warning; Written Warning; Suspension (with or without pay); Termination.  
MUST BE DOCUMENTED IN WRITING.

15. MOTION: moved by Tellier and seconded by FOLINO: that Board is asking that the Gen. Mgr. use his best efforts to try and resolve this matter; use the services of the Employee Assistance Program (EAP) to conduct seminars on "resolving conflicts" etc.; that all Supervisors and other BRA employees as designated by the Gen. Mgr. are to attend this session(s); and report back to the Board. ROLL CALL VOTE:

Folino-yes; Tellier-yes; Forsberg-yes; Coughlin-yes; Duane-yes.

This Executive Session ended at 6:10pm. and the Board then resumed its meeting in open session.

Submitted by:

Barry H. Johnson, Gen. Mgr.

NOTE: HC asked for a copy of the tape: okay pursuant to the new Open Meeting Law.



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GREGORY A. FOLINO  
RICKIE J. TELLIER

## AGENDA

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

Wednesday, February 8, 2012 - John Gallo Ice Arena - 8:30am

### Agenda Items:

1. WHS Request.
2. Zamboni Batteries & Charger.

2012 FEB 1 PM 1 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed: W. Curt Duane  
W. Curt Duane, Chairman

Date: February 1, 2012



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## AGENDA

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Monday, February 13, 2012 - John Gallo Ice Arena - 5:00pm

#### Agenda Items:

1. Minutes of January 23, 2012.
2. Executive Session Minutes of January 23, 2012.
3. Administrative Business.
  - a. Requests & Correspondence.
  - b. Survey Results.
4. Treasurer Report.
  - a. Warrants.
  - b. Procedure for Choosing an Electric Supplier.
5. Maintenance Report.
  - a. Project List Update.
  - b. Electrical Upgrade / NSTAR.
  - c. Pool Fill Update.
6. Operations Manager Report.
  - a. New Patrol Trucks.
  - b. Store Update.
  - c. Temporary Seasonal Update.
  - d. Arena Event.
7. Rink Report.
  - a. Sub-Committee Report.
  - b. Advertising Budget.
  - c. Zamboni Batteries.
  - d. Glycol Report.
  - e. Ice Hours Sold.

2012 FEB 8 PM 2 19  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed:

*W. Curt Duane*  
W. Curt Duane, Chairman

Date: February 8, 2012

Clerk

Record of the Bourne Recreation Authority meeting held February 13, 2012

**Present:** W. Curt Duane Gregory A. Folino Paul R. Forsberg  
 Rickie J. Tellier Robert H. Howard Diane M. Woodside  
 Barry H. Johnson Eric C. Johnson John M. Morrill  
 John H. Hickey

2012 MAR 22 PM 11 46  
 TOWN CLERK'S OFFICE  
 BOURNE MASS

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Minutes of January 23, 2012: Forsberg made motion to approve minutes of January 23, 2012. Tellier seconded. Chairman presented. Vote was unanimous.

Executive Session Minutes of January 23, 2012: Tellier made motion to approve executive minutes of January 23, 2012 as they're unencumbered. Forsberg seconded. Chairman presented. Vote was unanimous.

Administrative Business / Requests & Correspondence: Johnson reminded all that some staff members would be meeting with EAP for a seminar on Performance Documentation on Wednesday, February 21<sup>st</sup> from 9 - 10:30am.

Tellier made motion to sponsor Bourne Braves in the amount of \$500.00. Chairman seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Relay for Life in the amount of \$100.00. Chairman seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Alzheimer's Services of Cape Cod & the Islands in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Buzzards Bay Eagles' Chili Cook-Off in the amount of 1-hour of ice time & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Chairman made motion to table request from Taunton Boys & Girls Club. Tellier seconded. Chairman presented. Vote was unanimous.

**Survey Results:** The deadline for returning same is March 1<sup>st</sup>, & Woodside will present a synopsis listing priority items @ the next meeting. The Board is looking forward to reviewing same to distinguish what improvements / changes should be made within the Park. Said listing will also be used for discussion @ the camper meeting this season. Discussion followed on the future possibility of forming camper delegates in each Area. Will discuss further @ a future meeting.

**Also in Packets:** Correspondence to Morrill, Davis, & Hagen in regard to the seasonal percentage increase; notification regarding the Authority's future use of mytowngovernment.com for the posting of open meetings; & December 12<sup>th</sup> minutes as corrected.

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

**Procedure for Choosing an Electrical Supplier:** Howard reminded all that we are currently with Glacial Energy, but have 1 broker currently looking for quotes from suppliers for better rates to lock into for a period of time ranging from 6-months to 3 years. Treasurer is looking for permission to sign with whoever comes in @ a better price. Prices are due tomorrow.

Chairman made motion to approve signing with the supplier with the most competitive prices in the best interest of the Authority once the Treasurer & General Manager review same. Folino seconded. Chairman presented. Vote was unanimous.

**Maintenance Report:** Due to the new accrual benefits regarding vacation, Eric Johnson asked the Board to allow him to get paid for the 10 days that is due to him in place of taking same. While he will take-off 1-week, he can not take the additional 2-weeks due to him before his anniversary date due to his project list. Board granted said request.

**Priority List Update:** Johnson submitted an updated priority list. Discussion followed.

**Electrical Upgrade / NSTAR:** John Morrill is awaiting word from NSTAR on what the plan will cost, & will meet with Andy Carr of DAD Line Construction for consultation on same. Tellier & Eric Johnson will attend that meeting as well, & will report back @ the next Authority meeting.

Tellier made motion to approve hiring DAD Line Construction to review the NSTAR plans dated 01/05/11 regarding the poles. Forsberg seconded. Chairman presented. Vote was unanimous.

**Pool Fill Update:** Johnson stated the saltwater pool has been filled-in, & is being graded now. He'll either plant or spray-seed after that. Discussion was held on the fencing around that area. Johnson will take same to the dump as it is not in good repair.

**Operations Manager Report:** Morrill is looking into having the Park advertise on the Chamber's "Main Street" Regional Map as 70,000 are printed, & that visibility would pay for itself. Will investigate further.

**New Patrol Trucks:** Morrill went over all details regarding the current patrol vehicles (Park 7, 8, 10, & 11, & Rink 9). He informed the Board that the Authority should consider beginning replacing same, & that the new vehicles will be placed on a more structured maintenance schedule. He further stated he would introduce a new system that would include discussing each vehicle after 5 years of Authority use (i.e. declare as surplus, donate, trade-in). Discussion was held on the possibility of using additional golf carts / Gators in addition to purchasing vehicles. While Morrill concurred it would be a good idea to use same in the patrol fleet, his only concern would be if there was an incident where Patrol would need to get to a location quickly. Board agreed. Board recommended purchasing a truck with a no-frills "work" package.

Chairman made motion to declare Park 7 & Rink 9 as surplus pursuant with Chapter 30B Procurement Laws, & to accept the quote dated February 13, 2012 as presented to authorize the purchase of a Ford truck not to exceed \$19,075.00. Folino seconded. Chairman presented. Vote was unanimous.

**Store Update:** Morrill met with an interested party to run the Store, but has yet to hear back from same. He feels we will be operating same once again this year, & will notify Store employees regarding same. He is looking forward to the changes that will be made in order to make a profit this season.

**Temporary Seasonal Update:** Morrill reported that he has gotten 28 temporary seasonals & 27 long term seasonals thru our Waiting List, web-site, facebook page, & the Springfield RV & Camping Show. He feels the park is in good shape for the 2012 season.

**Arena Event:** Morrill & Barry Johnson met with Lisa Davis to discuss hosting her flea market event in the Rink parking lot on Sundays this summer. Johnson will review the lease & regulations regarding the Procurement Laws & will report back @ a future meeting.

**Rink Report/Sub-Committee Report:** Hickey, Morrill, Folino, Forsberg, & Marc Loranger, Wareham HS AD meet to discuss Loranger's inquiries about having the discretion in hiring a police officer @ some of their hockey games, & the possibility be considered for a Locker Room within the Rink. The history of same was given, & Loranger withdrew his requests. All concurred that Loranger will be an asset to Wareham.



**Advertising Budget:** Hickey will update the brochure he presented @ a recent meeting, & would like to have 1,000 printed-up to use as advertising the facility in the near future.

**Zamboni Batteries:** Hickey had the current batteries in the older Zamboni acid washed @ a cost of \$400.00+ per battery pack resulting in an expenditure of \$1,275.00 vs \$7,000.00 - \$10,000.00 to replace same. He feels we'll get another year of use out of same, & stated the performance in that ice resurfacers is far better. He plans on doing the batteries in the other Zamboni as well.

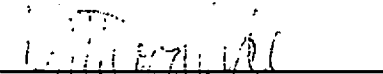
**Glycol Report:** Hickey developed a log & Morrill plugged the information into a chart for the Board's review. Board is pleased with same.

**Ice Hours Sold:** Hickey presented a report of the ice hours sold, & will keep the Board apprised of same in the future.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, March 19<sup>th</sup> @ 7pm.

Tellier made motion to adjourn. Folino seconded. Chairman adjourned regular meeting @ 7:00pm.

Respectfully submitted by:

  
\_\_\_\_\_  
D.M. Woodside, Admin. Coord.



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournescenicpark.com

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Thursday, March 15, 2012 - John Gallo Ice Arena - 8:30am

### Agenda Items:

1. 2012-2013 Ice Rates.
2. Vending Machines - Soda.
3. Dasher Board Pricing.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed:

W. Curt Duane, Chairman

Date:

March 7, 2012



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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2012 MAR 14 PM 1 30

## AGENDA TOWN CLERK'S OFFICE BOURNE, MASS

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

### Meeting Notice - Bourne Recreation Authority Monday, March 19, 2012 - John Gallo Ice Arena - 7:00pm

#### Agenda Items:

1. Minutes of February 13, 2012.
2. Administrative Business.
  - a. Requests & Correspondence.
  - b. Survey Results.
3. Treasurer Report.
  - a. Warrants.
  - b. Financial Statements for Period Ending December 31, 2011.
  - c. Energy Supplier Update (Electric/Gas).
4. Rink Report.
  - a. Sub-Committee Report.
  - b. Ice Rates.
  - c. Vending Machines.
  - d. Dasher Board Pricing.
  - e. No Frost Concentrator Update.
  - f. Ice Hours Sold.
  - g. Shut-Down Project List.
5. Maintenance Report.
  - a. Project List Update.
  - b. Electrical Upgrade / NSTAR.
  - c. Former Pool Area Update.
6. Operations Manager Report.
  - a. Patrol Truck Purchase.
  - b. Store Update.

Signed:

*W. Curt Duane*

W. Curt Duane, Chairman

Date: March 14, 2012

**Record of the Bourne Recreation Authority meeting held March 19, 2012**

**Present:** W. Curt Duane Gregory A. Folino Paul R. Forsberg  
Rickie J. Tellier Robert H. Howard Diane M. Woodside  
Barry H. Johnson Eric C. Johnson John M. Morrill  
John H. Hickey

2012 APR 26 PM 11:08  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

The Bourne Recreation Authority meeting was held on Monday, March 19, 2012. Chairman called the meeting to order @ 7:00pm. Said meeting was audio-taped. Chairman stated that any member of the public has a right to make an audio or video recording of an open session of the Authority. He asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Minutes of February 19, 2012:** Tellier made motion to approve minutes of February 19, 2012. Folino seconded. Chairman presented. Vote was unanimous.

**Administrative Business / Requests & Correspondence:** Duane made motion to sponsor Bourne High School's After Prom Party in the amount of \$250.00, 1-hour of ice time, & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Folino made motion to sponsor Upper Cape Cod Regional Technical School in the amount of \$500.00. Tellier seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Bourne Youth Baseball & Babe Ruth in the amount of \$275.00. Tellier, seconded. Chairman presented. Vote was unanimous.

Folino made motion to sponsor Cystic Fibrosis Foundation in the amount of \$250.00, 1-hour of ice time, & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor Canal Youth Hockey in the amount of a hole-sponsorship, 1-hour of ice time, & 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to table the request from Bluegrass on the Bogs. Forsberg seconded. Chairman presented. Vote was unanimous.

Forsberg made motion to sponsor Kids Kickin' Cancer in the amount of 2-nights camping. Tellier seconded. Chairman presented. Vote was unanimous.

Duane made motion to sponsor The Fisherman Fund in the amount of \$500.00. Forsberg seconded. Chairman presented. Vote was unanimous.

**Also in Packets:** Thank you notes from Relay for Life, & Buzzards Bay Coalition; February 8<sup>th</sup> Rink Sub-Committee minutes; correspondence to Comcast; newspaper article relating to NSTAR; & synopsis of the Performance Documentation seminar.

**Survey Results:** Woodside presented a synopsis listing priority items. All Board members will review same for informational purposes, & the park Sub-Committee will discuss in detail in order to distinguish what improvements or changes should be made within the Park. Said listing will also be used for discussion @ the camper meeting this season.

**Treasurer Report / Warrants:** Howard presented 6 warrants for signature of Board.

**Financial Statement for Period Ending December 31, 2012:** Treasurer reviewed same item by item. Discussion followed.

Folino made motion to accept the financial statement for the period ending December 31, 2011. Tellier seconded. Chairman presented. Vote was unanimous.

**Energy Supplier Update:** Howard reported that we have signed with Glacial Energy for a 9-month period @ a rate of .06538 for both entities. This amount of time will get us through the Park season. With the Board's permission, he will now begin to look into securing a competitive rate for natural gas. Board concurred.

**Rink Report:** Hickey reported that the Zamboni advertising is coming to a close. He will review same with Barry to put out to bid. Board concurred.

Tellier inquired if the Board would be interested in hiring a marketing person once we're in budget discussions. Discussion was held on the possibility of either hiring someone on a trial basis, or using interns to assist both entities with marketing ideas, fliers, boards, advertising, etc. Folino stated companies usually hire @ a percentage of what they can generate in funds. Members will think about same to discuss @ the next meeting. They'd also like to meet with someone who could tell us what a Sports Marketing major is, & what they could possibly do for us.

**Sub-Committee Report:** Hickey reviewed the Rink Sub-Committee minutes with the Board.

Forsberg made motion to approve Rink Sub-Committee minutes of March 15, 2012. Folino seconded. Chairman presented. Forsberg, Folino, & Duane vote in favor. Tellier abstains. Motion carries.

**Ice Rates:** Hickey provided a listing of area rinks & their proposed rates for the 2012-2013 fiscal year for the Board's review. He recommended increasing our \$225.00 rate to \$230.00 per 50-minute session effective July 1<sup>st</sup>.

Duane made motion to increase our retail rate from \$225.00 to \$230.00 effective July 1, 2012. Tellier seconded. Chairman presented. Vote was unanimous.

**Vending Machines:** Hickey would like to impose new internal safeguards in regard to the soda machines. Board concurred.

**Shut-Down Project List:** Hickey is in the process of organizing the shut-down schedule & compiling lists of projects to be accomplished. The preventative maintenance on some issues will be conducted, as will some new projects. He will talk to Eric Johnson regarding same.

**Dasher Board Prices:** Hickey recommended a new pricing strategy for dasher board advertising for the Board's consideration: 1-year = \$1,000.00, 2-years = 1,800.00, & 3-years = \$2,500.00 is paid in advance. Board discussed. Hickey will report back any new advertisers @ every meeting.

Forsberg made motion to approve the incentives regarding dasher board advertising pricing strategies as listed above. Folino seconded. Chairman presented. Vote was unanimous.

**No Frost Concentrator Update:** Hickey reported that same is down, & a part has been ordered. Hickey will report back the levels @ every meeting.

**Ice Hours Sold:** Hickey presented a monthly report tracking the hours sold over the past 3 ½+ fiscal years. Hickey will report back totals @ every meeting.

**Maintenance Report:** Eric Johnson has been meeting with an Xfinity representative to look into details of what would have to be accomplished in order to get cable television & internet access into the Park. Xfinity will be in contact regarding pricing for same in the near future. The Maintenance Crew would be able to do the individual site hook-ups once Xfinity completes tasks @ their end, should the Board approve same. Will discuss further @ the next meeting.

**Priority List Update:** Johnson submitted an updated priority list. Johnson also reported that they have repaired the drainage in the PX-Area, & it's seems greatly improved.

**Electrical Upgrade / NSTAR:** Morrill explained what has occurred since the last meeting. Reported that Doug Geist will look @ the pole in question, but early indication in talks with him will have a favorable outcome. Will report back.

**Former Pool Area Update:** Eric Johnson stated said area is just about complete, he just needs an answer from the technician as to if & when we can hydroseed same. Board instructed Barry Johnson to write a letter of thanks to Chris Lynck for the fill drop-off.

**Operations Manager Report:** Morrill stated there are 240+ seasonals this season with 40 temporary seasonals, & that he Waiting List has 270+ interested people on same. He reported his new staggered reservation schedule has resulted in less complaints. He has hired a new Recreation Director, & a new Housekeeper for the restrooms, & is pleased with both.

Chairman would like the Managers to start preparing their budgets, & to review same with their Sub-Committee & Treasurer. He'd like the full Board to review same @ the next meeting if possible. Morrill will contact Coughlin & Tellier to discuss this topic as well as the new field, cabins, etc.

**Patrol Truck Purchase:** Morrill purchased same & it will be delivered in 5-weeks.

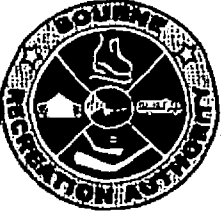
**Store Update:** Morrill reported that an advertisement has been placed in the local paper, but he has yet to hear from anyone @ this time. He feels a current employee would be perfect for said position, & is awaiting their response regarding same. He did meet with the former Store Manager, & she understood the Board's new direction regarding same. Forsberg offered to oversee the operations of the Store this season. All concurred.

**Next Meeting:** The next meeting of the Authority is scheduled for Tuesday, April 24<sup>th</sup> @ 7pm.

Tellier made motion to adjourn. Folino seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 8:45pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



# BOURNE RECREATION AUTHORITY

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W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

## AGENDA

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

Tuesday, April 17, 2012 - Bourne Scenic Park - 2:00pm

#### Agenda Items:

1. Recreation Area (Old Pool).
2. Full-Service Cabins.
3. NSTAR.
4. Comcast.
5. Seasonal Camper Meeting.
6. Budget.
7. Park Store.

2012 APR 11 PM 2 24  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed: W. Curt Duane

W. Curt Duane, Chairman

Date: April 11, 2012





# BOURNE RECREATION AUTHORITY

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PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

2012 APR 18 PM 3 41  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Tuesday, April 24, 2012 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Minutes of March 19, 2012.
2. Administrative Business.
  - a. Requests & Correspondence.
3. Treasurer Report.
  - a. Warrants.
  - b. Natural Gas Pricing Procedure.
4. Rink Report.
  - a. Shut-Down Update
  - b. Dasher Board Update.
  - c. No Frost Concentrator Update.
  - d. Ice Hours Sold Update.
  - e. Pro-Shop Lease.
  - f. Roller Hockey.
5. Maintenance Report.
  - a. Project List Update.
6. Operations Manager Report.
  - a. Sub-Committee Report.
  - b. Former Pool Area.
  - c. NSTAR Update.
  - d. Full Service Cabins.
  - e. Comcast Update.
  - f. Camper Meeting.
  - g. Supervisory Seminar Report.

Signed: W. Curt Duane

W. Curt Duane, Chairman

Date: April 18, 2012

**Record of the Bourne Recreation Authority meeting held April 24, 2012**

**Present:** W. Curt Duane Gregory A. Folino Paul R. Forsberg  
Rickie J. Tellier John A. Coughlin Robert H. Howard  
Diane M. Woodside Barry H. Johnson Eric C. Johnson  
John M. Morrill

The Bourne Recreation Authority meeting was held on Tuesday, April 24, 2012. Said meeting was audio-taped. Vice Chairman called the meeting to order @ 7:08pm. & will run the meeting until the Chairman arrives. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Vice Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Minutes of March 19, 2012:** Tellier made motion to approve minutes of March 19, 2012. Folino seconded. Vice Chairman presented. Tellier, Folino, & Forsberg vote in favor. Coughlin abstains. Motion carries.

**Administrative Business / Requests & Correspondence:** Tellier made motion to sponsor Rob Oberg / Andrea Sweeney Memorial Golf Tournament in the amount of \$100.00, 2-nights camping, & 1-hour of ice time. Coughlin seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Upper Cape Tech Open in the amount of \$100.00, 2-nights camping, & 1-hour of ice time. Tellier seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Cape Cod Chamber of Commerce in the amount of \$250.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Bourne of the 4<sup>th</sup> of July Parade in the amount of \$350.00. Coughlin seconded. Chairman presented. Vote was unanimous.

**Also in Packets:** Thank you notes from BHS After Prom Party Committee, Bourne Braves Baseball, & Bill Norman; thank you note to Lawrence-Lynch; rink rate approval from the Corps of Engineers; & a copy of an article in SKATING magazine recognizing Gallo Arena in a photograph.

**Treasurer Report / Warrants:** Howard presented 1 warrant for signature of Board. Chairman arrives & takes over running the meeting.

TOWN CLERK'S OFFICE  
BOURNE, MASS.  
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**Natural Gas Pricing Procedure:** Howard is looking for permission to price out natural gas costs for a July 1<sup>st</sup> effective date, similar to what we recently conducted for the electric prices. He's looking to obtain quotes for 6, 9, & 12 months. Discussion followed.

Tellier made motion to approve obtaining natural gas price quotes, & granted Barry Johnson the ability to sign for same. Forsberg seconded. Chairman presented. Vote was unanimous.

**Rink Report:** Hickey is attending the NEISMA Conference; therefore Morrill will present the Rink Report. Forsberg inquired as to any information obtained on updating the marquee signs. Morrill will have Hickey present same @ the next meeting. Folino suggested conducting a Rink Sub-Committee meeting in the near future to discuss the 2013 budget. Morrill will notify Hickey of same.

**Shut-Down Update:** Morrill presented the Board with Hickey's shut-down outline for their review, & stated the Hickey, McKenna, & Hathaway have taken the ice out & inspected the surface for new cracks. The modulated mower has been effective in removing the debris, & has saved time. Hickey has met with Eric Johnson regarding any projects the Maintenance Department can assist with, & Russ Neary of Northstar Mechanical regarding the plant. Chairman would like Neary to submit a status report on same for the next meeting. Brief discussion was held on the possibility of scraping the paint off the floors down to the concrete & waxing same as a possible option during a future shut-down period. Morrill stated he will discuss same with Hickey, but knows the paint currently being used holds up well.

**Dasher Board Update:** Morrill stated that BSC's ad is scheduled to go up June 1<sup>st</sup> for a 3-year period. He said Hickey has a few leads for others & will monitor same. Duane would like to see a written report each meeting updating the Board on same. Discussion was held on Steve Noll's outstanding bill, & would like a status report @ the next meeting. Morrill stated the rink will be updating its website in the near future, & would like the advertisers to be featured on same, & provide their links on same. We'd also like to have the ability to have our subscribers be able to download our fliers. Morrill stated how important social media is in this day & age, & Woodside will have the rink's facebook page up & running for our re-opening.

**No Frost Concentrator Update:** Morrill reported that since the plant is not running, a report won't be scheduled to be presented until the June or July meeting.

**Ice Hours Sold Update:** Morrill presented the Rink's updated information on ice hours sold through March & April. Discussion was held on the status of the Summer Leagues @ this time. Woodside reported that she has received 2 applications, but reminded all that most will sign-up

closer to the registration deadline. Morrill stated that should the Leagues not get the amount of players it requires, Hickey has other interested parties for about half of that ice time. Coughlin noticed the amounts of ice time sold have not really changed over the past few years, & felt that is a plus, considering this economy.

**Pro-Shop Lease:** MGM Sporting Good's lease expires May 31, 2012, & the Board would like to advertise same now. Discussion followed.

Folino made motion to advertise an RFP for the Pro-Shop for a 5-year term with the possibility of renewing for another 5-years. Coughlin seconded. Chairman presented. Vote was unanimous.

**Roller Hockey:** Barry Johnson reiterated the conversation he had with David Ariagno regarding obtaining the dasher board system from Falmouth's old rink, & placing same on our property. The Board discussed, & declined to participate in this endeavor.

**Maintenance Report/Priority List Update:** Eric Johnson submitted an updated priority list for the Board's review. Some sites in the PX-Area had flooding issues this past Monday due to the heavy rains. They will make a trench for drainage near PX-19-20-21. Morrill stated there has been an on-going issue @ site P-19, & he will monitor same with Eric Johnson to ensure all goes well. The Park has had electrical issues in PX-Area with overloading. He recommends upgrading half of the sites (including water), for approximately \$13,700.00. Discussion followed.

Coughlin made motion to approve upgrading the electric & water lines for 8-sites in the PX-Area in the amount not to exceed \$14,000.00. Folino seconded. Chairman presented. Vote was unanimous.

**Former Pool Area Update:** Maintenance should have the fencing done soon, & the area cleaned up in order to hydro-seed it by the beginning of next week. Discussion followed on the possibility of using the Bourne Schools water cannon, or just purchasing our own. Barry Johnson will call Ed Donahue regarding same. Discussion was held on possibly providing sand volleyball courts, a large field for baseball, softball, soccer, kickball, etc., horseshoe pits, a dog walking park, playground equipment, a splash pad, cabins, pavilions for birthday parties, jumping pillows, & bocce, @ that location. The Board will ask the campers what features they would like to see in that area, & will then engage the design services of either a landscape architect or an engineering firm for conceptual renderings once that aspect has been addressed. Tellier reminded all that this may be an expense in addition to the possible installation of cable, cabins, etc. Board concurred.

**Operations Manager Report:** Forsberg informed the board that he met Park Store Manager, Meredyth Kilgore, & is impressed with her & Morrill's plan for running same this season. Morrill stated he is looking forward to working with her as they share the same vision for the Store.

**NSTAR Update:** Morrill is still awaiting word back from NSTAR.

**Full Service Cabins:** Morrill presented a packet listing all aspects of a full service cabin kit for the Board's review, as well as a return-on-investment analysis. He'd like to see two 14'x40' full service cabins @ the new recreation area. Said cabins cost \$18,512.00 each, & would be assembled by our Maintenance Crew. Plumbing, wiring for electricity, & installation of holding tanks for same would also be required. They would bring an additional source of revenue to the Park in a short amount of time. Discussion followed. Morrill & Barry Johnson suggested that Board members visit a campground with similar cabins for discussion @ the next meeting.

**Comcast Update:** Eric Johnson spoke with an Xfinity representative. At this time, the proposed project is in the design stage, & will be presented to us in the near future.

**Camper Meeting:** Barry Johnson suggested hiring a neutral party to moderate same, but the Board feels he can oversee said meeting. Johnson recommends hosting an interactive meeting where every Board member participates. Board concurred, & will use the survey questionnaire as a barometer to address the common themes that trended in the answers. Ground rules will be set so as to not turn into a chaotic scene, & the agenda for same will be discussed @ the next meeting.

**Supervisory Seminar Update:** Both Morrill & Hickey attended the Success as a Foreman seminar hosted by Dr. Rocky Blunt. They found it to be very informative, & got to interact with 18 other Supervisors who deal with people on a daily basis. Morrill stated they got a lot out of it.

**Next Meeting:** The next meeting of the Authority is scheduled for Tuesday, May 22<sup>nd</sup> @ 7pm.

Tellier made motion to adjourn. Folino seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 8:53pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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www.galloarena.com / www.bournescenicpark.com

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

REGINA A. FOLINO

RICKIE L. TELLIER

2012 MAY 4 PM 3:13

TOWN CLERK'S OFFICE  
BOURNE, MASS

## AGENDA

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

Thursday, May 17, 2012 - John Gallo Ice Arena - 9:00am

#### Agenda Items:

1. Pro-Shop Lease.
2. Zamboni Advertisement.
3. Shut-Down Update.
4. FY '13 Budget.

Signed:

*W. Curt Duane*  
W. Curt Duane, Chairman

Date: May 4, 2012



# BOURNE RECREATION AUTHORITY

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W. CURT DUANE  
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PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Tuesday, May 22, 2012 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Reorganization.
2. Minutes of April 24, 2012.
3. Administrative Business.
  - a. Requests & Correspondence.
  - b. Declare Surplus Materials.
  - c. 2012 Cahir Scholarship.
4. Treasurer Report.
  - a. Warrants.
  - b. Financial Statements for P/E March 31, 2012.
  - c. FY '13 Budget.
5. Rink Report.
  - a. Shut-Down / Mechanical Plant / No Frost Concentrator Update.
  - b. Dasher Board Update.
  - c. Ice Hours Sold / Summer Leagues Update.
  - d. Pro-Shop Lease.
  - e. Marquee Sign.
6. Maintenance Report.
  - a. Project List Update.
7. Operations Manager Report.
  - a. Recreation Area Update.
  - b. Full Service Cabins.
  - c. NSTAR / Comcast Update.
  - d. Camper Meeting Format & Agenda.

2012 MAY 15 PM 3 20  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

W. Curt Duane, Chairman

Date: May 15, 2012

Record of the Bourne Recreation Authority meeting held May 22, 2012

2012 JUN 22 PM 2 26

Present: W. Curt Duane Gregory A. Folino  
Rickie J. Tellier John A. Coughlin  
Diane M. Woodside Barry H. Johnson  
John H. Hickey James McKenna

Paul R. Forsberg  
TOWN CLERK'S OFFICE  
Robert H. Howard  
BOURNE, MASS  
Eric L. Johnson

The Bourne Recreation Authority meeting was held on Tuesday, May 22, 2012. 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.

Reorganization: Chairman took nominations for the position of Chairman. Tellier nominated Duane for same. Folino seconded. Hearing no other nominations, Chairman presented Duane for Chairman. Vote was unanimous.

Chairman took nominations for the position of Vice Chairman. Duane nominated Forsberg for same. Tellier seconded. Hearing no other nominations, Chairman presented Forsberg for Vice Chairman. Vote was unanimous.

Chairman took nominations for the position of Clerk. Folino nominated Coughlin for same. Tellier seconded. Hearing no other nominations, Chairman presented Coughlin for Clerk. Vote was unanimous.

Chairman assigned Coughlin, Forsberg, & Tellier to the Park/Maintenance Sub-Committee, & himself & Folino to the Rink Sub-Committee. Should the Managers require assistance from the members, Chairman suggested contacting Tellier for road work, Forsberg for store matters, Coughlin for personnel issues, Folino for rink concerns, & himself for plant problems.

Minutes of April 24, 2012: Tellier made motion to approve minutes of April 24, 2012 with correction noted. Folino seconded. Chairman presented. Vote was unanimous.

Administrative Business / Requests & Correspondence: Woodside presented the 2012 Greg Carter European Hockey School lease agreement to be signed by the Board. A thank you note was received from the Cystic Fibrosis Foundation; & a notification was sent to M&M Sports regarding our intent to lease-out the Pro-Shop for 5-years with an additional 5-year option.



**Also in Packets:** Press releases were sent to the town papers regarding our summer hockey leagues & Learn To Skate (LTS) programs; & confirmation was received from the Bourne Public School Department regarding the inclusion of our LTS program into their e-blasts.

**Declare Surplus Materials:** Woodside presented various plaques, a non-working television, a broken storage cabinet, & outdated meeting tapes to be declared as surplus. Discussion followed.

Coughlin made motion to declare the above items as surplus & to dispose of same in compliance with the appropriate procurement laws. Tellier seconded. Chairman presented. Vote was unanimous.

**2012 Cahir Scholarship:** Woodside presented 3 - \$1,500.00 & 6 - \$700.00 awards for the Boards review. Coughlin reminded all that we need to generate additional monies for the future of this scholarship fund (in addition to the annual high school conditioning camp held in the fall), & Folino feels the Authority has always been a good steward of the scholarship fund. All concurred. Hickey & Morrill have discussed a few ideas regarding raising funds, & will present same in the near future.

Coughlin made motion to approve the 2012 Jerry Cahir Memorial Scholarships as outlined above. Teller seconded. Chairman presented. Vote was unanimous.

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

**Financial Statements for P/E March 31, 2012:** Howard reviewed same item by item & answered questions of the Board. Discussion followed.

Coughlin made motion to accept the financial statements as presented. Forsberg seconded. Chairman presented. -Vote was unanimous.

**FY '13 Budget:** Howard presented a copy of same along with the current wage scale. Discussion was held on providing a 2% increase where applicable, & adding an "Entry Level" Grade & Step line item, starting @ \$8.00 & increasing by \$.50 intervals. Board will review draft budget & will vote on same @ the next meeting.

Forsberg made motion to add a Grade I line item into the wage & salary schedule, starting @ \$8.00 (minimum wage) & increasing by \$.50 intervals effective immediately. Coughlin seconded. Chairman presented. Vote was unanimous.

**Rink Report / Shut-Down Update:** Hickey reviewed his shut-down project list with the Board. He & his staff only have a few items to be completed @ this time.

**Mechanical Plant Update:** Once Northeast Mechanical has completed their assessment, Russ Neary will present same to the Board.

**No Frost Concentrator Update:** Once the plant is up & running, Hickey will present these readings.

**Dasher Board Update:** Hickey believes we have 10 right now, with 1 beginning on June 1<sup>st</sup>, & I thinking about advertising with us.

**Ice Hours Sold Update:** Once the Rink is up & running, Hickey will present these numbers.

**Summer Leagues:** Hickey extended the deadline for same, & will report back @ the next meeting.

**Pro-Shop Lease:** The RFP has been advertised & is due back by June 8<sup>th</sup>. 3 have been taken for review.

**Marquee Sign:** Hickey stated the signage @ UCT cost \$24,900.00, & they are not happy with same. He has found one @ \$15,600.00, but realizes we have to look into the Town's bylaws regarding same beforehand.

**Maintenance Report/Priority List Update:** Eric Johnson submitted an updated priority list for the Board's review.

**Operations Manager Report:** Morrill was not in attendance @ this meeting but submitted a synopsis of the following through Barry Johnson. He'll meet with Brock Philips to discuss updating both websites, & he'll meet with a possible Marketing Intern to discuss a possible position.

**Recreation Area Update:** Hydro-seeding has been completed, & grass is growing. Eric Johnson had a problem with the old gate & pipe after some heavy rain. Eric Johnson stated that there was a cave in @ the old pipe, but it has been fixed & is working.

Morrill would like the Board to prioritize a list of recreation features for a master plan. Board may discuss same @ the upcoming camper meeting to see what they may be looking for in that area.

**Full Service Cabins:** Coughlin stated he & Morrill visited Cape Cod Camp Resort to view their full service cabins. When discussing same with the owners there, the topics of holding tanks vs. sewage, 40' sized cabins, & up to 8 people occupying same were brought up, & those owners did not feel that those parameters would be beneficial to the Park. They also felt the cabins should have electricity, but no plumbing due to potential problems. The owners were in favor of the Amish supplying same, as it is a great product. Those owners had the Amish people come up to install same for a nominal fee & place to stay. Discussion followed. While the Board understands Morrill's initial thought regarding the return on investment with these cabins, they feel more comfortable with the size of same to be 14' x 28' for use of up to only 4 people, & with no holding tanks (no plumbing). They would like Morrill to discuss those aspects as well as the ones he outlined when he meets with the Corps of Engineers.


**NSTAR / Comcast Update:** Barry Johnson expects to hear back from NSTAR in the next 3 weeks, & he's waiting on the Comcast proposal shortly.

**Camper Meeting Format & Agenda:** Board will meet with the campers on Saturday, July 21<sup>st</sup> from 9:30-11am. Barry Johnson will organize same.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, June 18<sup>th</sup> @ 5pm.

Folino made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 9:04pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarcna.com / www.bournescenicpark.com

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Monday, June 18, 2012 - John Gallo Ice Arena - 5:00pm

### Agenda Items:

1. Comcast Installation & Service Agreement.
2. Treasurer Report.
  - a. Warrants.
  - b. FY '13 Budget.
3. Minutes of May 22, 2012.
4. Administrative Business.
  - a. Requests & Correspondence.
  - b. Declare Surplus Materials.
  - c. Dasher Board Update.
  - d. Pro-Shop Lease.
  - e. Web-site Proposal.
5. Maintenance Report.
  - a. Project List Update.
6. Operations Manager Report.
  - a. Recreation Area.
  - b. Full Service Cabins.
  - c. NSTAR.
7. Rink Report.
  - a. Project List Update.
  - b. Mechanical Plant Update.
  - c. No Frost Concentrator Update.
  - d. Ice Hours Sold.
  - e. Summer Leagues Update.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

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

*W. Curt Duane*

W. Curt Duane, Chairman

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

June 14, 2012



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### BOURNE SCENIC PARK SUB-COMMITTEE MEETING

A meeting of the Bourne Scenic Park Sub-Committee will be held on MONDAY, JUNE 18, 2012 at 9am. in the Park Office. The agenda items are as follows:

1. Review of the proposed FY'2013 Park Operating Budget/Capital Plan
2. Comcast Contract
3. Cabins
4. Recreation Area Plan
5. Electrical Upgrade

For the Committee:

John Morrill, Park Supervisor

2012 JUN 14 PM 3 19  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Record of the Bourne Recreation Authority meeting held June 18, 2012**

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

JAN 18 AM 9 33  
TOWN CLERK'S OFFICE  
BOURNE MASS

The Bourne Recreation Authority meeting was held on Monday, June 18, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 5:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Comcast Installation & Service Agreement:** Discussion was held on the possibility of offering cable television throughout the Park as early as next year. The estimated construction cost for same is approximately \$65,000.00. The agreement is for a 10-year period. Comcast would charge \$20.00 per site per month (based on 6-months) for same, & would bill us @ \$10.00 per site per month yearly (beginning in January). Comcast representative Charlebois stated once this agreement is updated with the amount of sites & then signed, they could then start the process toward the end of this season. This process would also require Corps of Engineer approval for easement purposes. Comcast would supply the equipment, & the service would include approximately 70 channels. Discussion followed. The Authority would recoup its money over a period of time by building same into its fees. Internet is not offered @ this time as there is no product out there for our amount of sites. Charlebois recommended installing WiFi throughout the Park instead. This addition of cable television would require the removal of any & all satellite dishes @ sites. The Board is aware that some dish services come with a 2-year commitment, but feels the campers will understand same, & will welcome the news @ July's Camper Meeting. Both Morrill & Eric Johnson have reviewed the preliminary engineered plans, & agree (bounding no unforeseen problems) to have an additional 116 sites trenched & ready for pulling wires through.

Tellier made motion to approve Installation & Service Agreement between the Authority & Comcast as presented, subject to approval by the Corps of Engineers, & review by our legal counsel. Coughlin seconded. Chairman presented. Vote was unanimous.

**Treasurer Report / Warrants:** Howard presented 4 warrants for signature of Board.

**FY '13 Budget:** Board reviewed both the budget & the salary & wage scale. Discussions followed. Coughlin inquired if the Maintenance Department wages would be held to a level funded budget along with the Park & Rink. Eric Johnson stated they usually come under budget every year, &

agreed to same. Board members realize that due to the proposed project list set forth for the upcoming fiscal year, Maintenance may come in over that amount. Howard stated the Managers should work with their Sub-Committees to review & update their Capital Outlay expenditures. Board concurred. Tellier will assist by measuring the roads section by section in the Park for paving purposes.

Tellier made motion to accept the FY '13 budget with the amendments noted. Coughlin seconded. Chairman presented. Vote was unanimous.

Tellier made motion to accept the new wage scale as presented. Forsberg seconded. Chairman presented. Vote was unanimous.

**Minutes of May 22, 2012:** Forsberg made motion to approve minutes of May 22, 2012. Folino seconded. Chairman presented. Vote was unanimous.

**Administrative Business / Requests & Correspondence:** Tellier made motion to sponsor Special Olympics in the amount of \$150.00. Coughlin seconded. Vote was unanimous.

Chairman made motion to table Sandwich Sports Complex Committee's request for sponsorship. Tellier seconded. Chairman presented. Vote was unanimous.

**Also in Packets:** Thank you notes from employees Ben Clark & Brett Goode; correspondence sent to the Sheriff's Department; notice sent to registered Summer League participants; a listing of projects undertaken during shut-down by Woodside's summer helpers in addition to preparing for the Sk8 Academy; & notification regarding Main Street construction traffic..

**Declare Surplus Materials:** Woodside stated there are no items to declare as surplus this evening, but will keep this item on the upcoming agendas as we organize our storage area. Eric Johnson is meeting with a representative of the government liquidation site next week, when they'll take pictures of the maintenance equipment declared surplus @ a previous meeting.

**Dasher Board Update:** Woodside reminded all that Bourne Skating Club took a 3-year ad & aFORDable Glass a 1-year ad on the dasher boards. Glacial Energy is back advertising with us for 1-year, as is Cape Cod Aggregates for 3-years. She also spoke with Simone of Northeast Engineering, & they are considering taking a spot for a 1-year commitment. Chairman would like to see a tally regarding same @ each meeting. Board concurred. Woodside & Hickey will accomplish same.

**Pro-Shop Lease:** Woodside sent notices to all area rinks regarding same, & sent out 4 RFP packets to interested parties in Plymouth, Franklin, Mashpee, & Sandwich. 1 was returned, & meets all requirements. Discussion followed.

Tellier made motion it is in the best interest of the Authority to reject Center Ice Sports Shop's proposal as it was the only 1 received, & the monthly rent proposed was lower than the last tenants'. Folino seconded. Discussion followed. While the Board concluded it was a very thorough proposal, they were concerned with the lack of sk& sharpening experience. They would like to see a few proposals to choose from, in addition to a possible Rink-run shop which would offer sharpening, sticks, tape, & laces. While ideally they would like to re-advertise same, the Board would also like to see if there would be a more profitable way to market that source of revenue. Chairman presented. Vote was unanimous.

Forsberg made motion to re-advertise the Pro-Shop RFP to see if it would gain any more proposers, & to develop a plan to run same ourselves if need be. Tellier seconded. Chairman presented. Vote was unanimous.

Discussion was held on the former tenant & monies owed to the Authority @ the end of their recent lease. Hickey stated \$770.00 is owed, but feels it will be paid in a timely manner. Board instructed Hickey to have the locks changed on the Pro-Shop @ this time.

**Website Proposal:** Morrill & Hickey met with Brock Phillips of BAP Webdesign. Morrill would like to see both entities operate under the same system (Drupal), & feels the Park's is the better of the 2 currently as it allows the user to do more. Discussion followed. To upgrade & update the Rink's site using tools & marketing optimization, it would cost \$3,900.00 & would require a monthly hosting fee of \$250.00 for the Rink, & \$250.00 for the Park's. In the near future, Morrill will address the Marketing SEO aspect.

Chairman made motion to accept BAP Webdesign's proposal in the amount of \$3,900.00. Forsberg seconded. Chairman presented. Vote was unanimous.

**Maintenance Report / Project List Update:** Eric Johnson updated all on the progress of his Crew's projects. Upcoming jobs include the Comcast work nearer to the end of the season, & fixing the PX-Area electric after the Park closes. Chairman asked him to trim any trees near the wires @ the Rink. Eric Johnson will accomplish.

**Operations Manger Report / Recreation Area:** Morrill met with the Corps of Engineers to inquire what they would need from us to keep this project on task. They responded that they would like to see a Master Plan of that location along with a 5-year Capital Outlay Plan. They



would not like to see any type of ball field to be used by the public, not would they like to see any cabins from the Canal road. Morrill told him the Authority was thinking of a multi-purpose field, but are not constructing dugouts, etc. Once the Board hosts its camper meeting in July, they'll have a better understanding of what they'd like to offer @ that location. Morrill reported that some campers have used the area for picnics, cricket, & Frisbee thus far. He will install signage to keep people from walking through sites not that the fencing is down. The grass is growing, & Tellier suggested mowing same, but not bagging it. He also recommended putting the cannon out there to water same.

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Chairman made motion to purchase a 14' x 32' full service cabin in the amount of \$12,847.00 plus shipping costs. Coughlin seconded. Chairman presented. Vote was unanimous.

**NSTAR:** Morrill is awaiting the plans regarding same. Forsberg & Barry Johnson exit the meeting.

**Rink Report / Project List Update:** Hickey noted the projects not completed during shut-down, including: painting some of the goal frames; & painting the back of the bleachers.

**Mechanical Plant Update:** Northeast Mechanical has completed their assessment of every aspect of the plant & other systems in the Rink, & Hickey will get copies of same to the Board members.

**No Frost Concentrator Update:** The plant is now operational, & Hickey has ordered a test for same, & will present these readings @ the next meeting.

**Ice Hours Sold Update:** The Rink is now up & running, & Hickey will present these numbers @ the next meeting. He informed the Board that we lost the women's tourney that has been held here for several years to Hyannis, as that rink is going after our customers by offering discounted rates, in this case by \$2,000.00 (even though their hourly rate is more than ours). While all agreed that's not a great business practice, they do realize it is competition, & we'll have to retain our clients. Hickey also reported the Bourne Skating Club is host yet another National Showcase in Hyannis this summer. He stated there is certain criteria that requires same, but hoped Gallo would have gotten some practice ice for same, considering the long standing relationship we've have with them as this is their home rink, & that the Authority allows them to


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**Next Meeting:** The next meeting of the Authority is scheduled for Tuesday, July 17<sup>th</sup> @ 4pm.

Folino made motion to adjourn. Chairman seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 7:15pm.

Respectfully submitted by:

  
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Clerk

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2012 JUN 19 AM 11 27  
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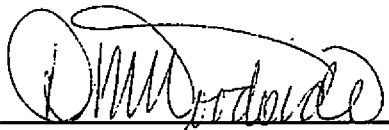
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## AGENDA

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

Monday, July 16, 2012 - John Gallo Ice Arena - 9:30am

#### Agenda Items:

1. Pro-Shop Lease.
2. Zamboni Batteries.
3. Capital Outlay.
4. Marketing.

Signed:

W. Curt Duane, Chairman

Date: July 12, 2012

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TOWN CLERK'S OFFICE  
BOURNE, MASS





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RICKIE J. TELLER

## AGENDA

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

Tuesday, July 17, 2012 - John Gallo Ice Arena - 9:30am

#### Agenda Items:

1. NSTAR.
2. Comcast.
3. Capital Outlay.
4. Camper Meeting.

Signed:   
W. Curt Duane, Chairman

Date: July 13, 2012

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TOWN CLERK'S OFFICE  
BOURNE, MASS



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarena.com / www.bournescenicpark.com

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Monday, July 17, 2012 - John Gallo Ice Arena - 4:00pm

### Agenda Items:

1. Catherine Walton, Bourne Skating Club
  - a. Activity Update.
2. Minutes of June 18, 2012.
3. Treasurer Report.
  - a. Warrants.
4. Administrative Business.
  - a. Requests & Correspondence.
  - b. Declare Surplus Materials.
  - c. Cahir Account.
  - d. Pro-Shop Lease.
5. Rink Report.
  - a. Dasher Boards.
  - b. No Frost Concentrator.
  - c. Ice Hours Sold.
6. Maintenance Report.
  - a. Project List Update.
7. Operations Manager Report.
  - a. Recreation Area.
  - b. NSTAR.
  - c. Comcast.
  - d. Camper Meeting.

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-TOWN CLERK'S OFFICE  
BOURNE, MASS

Signed:

W. Curt Duane, Chairman

Date: July 11, 2012

**Record of the Bourne Recreation Authority meeting held July 17, 2012**

**Present:**

W. Curt Duane  
Rickie J. Tellier  
Diane M. Woodside  
John M. Morrill  
Esther Winslow  
Bobby Scena Jr.

Gregory A. Folino  
John A. Coughlin  
Barry H. Johnson  
Catherine Walton  
Sharon Nance  
Karen Landry

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Paul R. Forsberg  
TOWN OF BOURNE  
ROBERT HOWARD  
BENJAMIN JOHNSON  
BECKY JOHNSON  
DAVID SABA

The Bourne Recreation Authority meeting was held on Monday, July 17, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 4:04pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Minutes of June 18, 2012:** Forsberg made motion to approve minutes of June 18, 2012. Coughlin seconded. Chairman presented. Vote was unanimous.

**Treasurer Report / Warrants:** Howard presented 9 warrants for signature of Board.

**Administrative Business / Requests & Correspondence:** Woodside presented a Hockey School Lease Agreement for signature of the Board. The Authority received a scholarship donation from Market Basket, & will send a thank you note regarding same.

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

Coughlin made motion to sponsor MMA in the amount of 1-hour of ice time. Chairman seconded. Chairman presented. Vote was unanimous.

**Also in Packets:** Thank you notes from John Schmitt, Stephen Kashalena, Kaly Spilhaus, UCT, Cape Cod Canal Chamber of Commerce, & Special Olympics; correspondence to Michael Ghelfi; Pro-Shop information literature; Community Service Request Receipt; & Northstar Electrical's plant report.

Coughlin stated the nice note received from John Schmitt is the grandson of Frank Kochowitz. Morrill will review the bathroom specifications with the Corps' Larry Davis prior to the arrival of the Sherriff Department's Community Service Crew, & will also keep in mind UCT's students for any work @ the Park & Rink. Forsberg stated they were very helpful with the Outdoor Classroom.

**Catherine Walton / Bourne Skating Club Activity Update:** Walton informed the Board that due to certain required specifications (i.e. the need to 'blackout' the facility for the spotlight), the Club's upcoming competition could not be held @ Gallo. While the Board understands, they were concerned when they first heard said competition would be held @ the Hyannis rink & not Gallo. When asked if Gallo could host the competition's practice sessions, they were told that teams like to practice on the ice they'll compete on. Board understood.

Walton stated that they are losing their Theatre program & are revamping their programs to accommodate same, as they are also losing money on freestyle sessions. The Club is also purchasing ice down Cape this season due to the fact that they have opened their Synchro teams to all towns, & a lot of sk8ers reside on the lower Cape. They will continue to host their annual fundraiser, The Cape Cod Classic, @ Gallo, even though they could save approximately \$9,000.00 hosting it elsewhere due to the costs involved. The Club does agree that the ice @ Gallo is the best.

Walton reported that there are several competing Learn to Sk8 (LTS) programs, & that coaches are taking some student to the Plymouth rink to teach private lessons. Walton stated there are strict USFS rules & regulations regarding liability, & the Club is not willing to compromise their program with uninsured instructors. Woodside reminded the Club that the rink sells ice to all, & that parents are free to choose where they want their children to sk8. She stated she offers information on the groups, as does the Towns & Club when patrons call looking for lessons. She further reminded Walton that the Club's biggest LTS was held on Saturdays, & they stopped hosting same. Walton stated the Club is bringing that back. Woodside also stated that the Club charges almost double the amount for LTS than the other 3 organizations that offer same, & that Bourne residents don't have that kind of money. Walton replied that they are coming down in their pricing as well. Folino stated that the Board recently discussed the pressures of competing arenas & campgrounds, & the need to improve our marketing ideas to capture additional business, as well as maintain our current ice buyers.

Walton would like a Club representative to attend Authority Board meetings in the future. Chairman stated same are public sessions, so all are welcome, & Folino reminded all that due to new Open Meeting Laws, one must asked to be placed on the agenda should they wish to speak. Coughlin let the Club know that the Authority is thankful, & appreciative of their hard work. Walton thanked the Board, & all BSC Board members in attendance exited the meeting.

**Declare Surplus Materials:** Woodside stated there are no items to declare as surplus this evening, but will keep this item on the upcoming agendas as we organize our storage area.

**Cahir Account:** Woodside reported that from January 1 – June 30, 2012, 1,072 hours were sold @ the \$160.00, \$225.00, &/or \$250.00 rate. She'd like the Board to allocate \$1.00 for each hour sold to be placed in the Jerry Cahir Scholarship account as done in the past.

Coughlin made motion to deposit \$1,072.00 into the Cahir account. Chairman seconded. Chairman presented. Vote was unanimous.

**Pro-Shop Lease:** Woodside gave out 9 RFPs, & 2 were returned (MPMG Sports, Inc. d/b/a Center Ice Sports Shop @ \$21,100.00 over the 5-year period, & S&T Pro Shop in the amount of \$20,100.00). Discussion followed. Rink Sub-Committee will interview both candidates, & will make a recommendation to the Board @ their next meeting.

**Rink Report:** Hickey did not attend this evening's meeting, so Morrill & Woodside reported his findings on his behalf.

**Dasher Board Update:** Woodside stated no new ads have been received @ this time.

**No Frost Concentrator Update:** Morrill stated that Hickey ran a current report of same, & was please to report the results continue to improve.

**Ice Hours Sold Update:** Morrill stated Hickey will update the Board on same @ the next meeting.

**Maintenance Report / Project List Update:** Eric Johnson updated all on the progress of his Crew's projects.

**Operations Manger Report / Recreation Area:** Morrill stated he is looking forward to get a better understanding of what campers want @ this location, & will then discuss same with the Park Sub-Committee, to then present to the Board. He is looking forward to meeting with the survey company to discuss same as well.

**NSTAR/Comcast:** Morrill spoke with Charlie Tavares who suggested contacting Andy Carr about contracting out the overhead work regarding same. Barry Johnson suggested contacting Kinsman Electric to meet with him, Morrill, Eric Johnson, & Tellier to gage what it would require to get done.

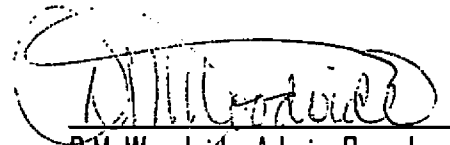
**Camper Meeting:** Barry Johnson will call the meeting to order, introduce the Board members & staff in attendance, instruct the crowd on the appropriate Open Meeting Laws, then outline all of

the improvements the Park has made to their amenities & policies, & allow the crowd to ask questions of the Board. All concurred.

**Next Meeting:** The Rink Sub-Committee will meet on Tuesday, July 24<sup>th</sup> to interview both candidates interested in operating the Pro-Shop. The full Board will meet on Monday, July 30<sup>th</sup> @ 9am to approve a new Pro-Shop Leasee. The next meeting of the Authority is scheduled for Monday, August 20<sup>th</sup> @ 5pm.

Folino made motion to adjourn. Coughlin seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 5:45pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



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*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Saturday, July 21, 2012 - Bourne Scenic Park - 9:30am

### Agenda Items:

1. Camper Meeting.

Signed: \_\_\_\_\_  
W. Curt Duane, Chairman

Date: July 19, 2012

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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

## AGENDA

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

Tuesday, July 24, 2012 - John Gallo Ice Arena - 9:00am

#### Agenda Items:

- I. Pro-Shop Lease: meet with Proposers.

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

W. Curt Duane, Chairman

Date: July 19, 2012

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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Monday, July 30, 2012 - John Gallo Ice Arena - 9:00am

### Agenda Items:

1. Awarding of Pro-Shop Lease.

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

W. Curt Duane, Chairman

Date: July 25, 2012

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*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLER

## AGENDA

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

Thursday, August 16, 2012 - John Gallo Ice Arena - 2:00pm

#### Agenda Items:

1. Electrical Upgrade Project.
2. Cable Television.

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

W. Curt Duane, Chairman

Date: August 14, 2012

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*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Monday, August 20, 2012 - John Gallo Ice Arena - 5:00pm

### Agenda Items:

1. Minutes of July 17, 2012.
2. Minutes of July 21, 2012.
3. Minutes of July 30, 2012.
4. Treasurer Report.
  - a. Warrants.
  - b. Administrative Office Computers.
5. Administrative Business.
  - a. Requests & Correspondence.
  - b. Declare Surplus Materials.
6. Rink Report.
  - a. Dasher Board Update.
  - b. No Frost Concentrator Reading.
  - c. Ice Hours Sold.
  - d. Pro-Shop Update.
7. Park Report.
  - a. Camper Meeting.
  - b. 2013 Rates & Dates.
  - c. Site Change Lottery.
8. Maintenance Report.
  - a. Project List Update.
  - b. Electrical / Cable Upgrades.

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BOURNE, MASS

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

W. Curt Duane, Chairman

Date: August 15, 2012

Clerk

Record of the Bourne Recreation Authority meeting held August 20, 2012

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BOURNE MASS

Present: W. Curt Duane Gregory A. Folino Paul R. Forsberg  
Rickie J. Tellier John A. Coughlin Robert H. Howard  
Diane M. Woodside Barry H. Johnson Eric C. Johnson  
John M. Morrill John H. Hickey Diana Barth

The Bourne Recreation Authority meeting was held on Monday, August 20, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 5:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

Minutes of July 17, 2012: Tellier made motion to approve minutes of July 17, 2012 with correction noted. Coughlin seconded. Chairman presented. Vote was unanimous.

Minutes of July 20, 2012: Tellier made motion to approve minutes of July 20, 2012. Coughlin seconded for discussion. Coughlin suggested reviewing the items brought up by the campers @ the next meeting. Chairman asked the Park Sub-Committee to review said items, & present to the full Board what can & can not be accomplished. All concurred. Morrill reported that the mosquito issue has been resolved. All agreed that hosting a meeting @ the Park each year would be beneficial to all involved. Woodside reiterated the appreciation the campers had when they were asked to complete the survey. Chairman presented. Vote was unanimous.

Minutes of July 30, 2012: Tellier made motion to approve minutes of July 30, 2012. Folino seconded. Chairman presented. Tellier, Folino, Coughlin, & Duane vote in favor. Forsberg abstains. Motion carries.

Treasurer Report / Warrants: Howard presented 4 warrants for signature of Board.

Administrative Office Computers: Howard will investigate pricing for 2 computers, up to date software, a printer, & networking for the Administrative Offices. No monitors will be required. Chairman suggested submitting said proposal for same @ the next meeting. Howard agreed.

Administrative Business / Requests & Correspondence: Woodside presented a Hockey School Lease Agreement for signature of the Board.

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

Forsberg made motion to sponsor Bourne Scallop Fest in the amount of \$150.00. Coughlin seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor MMA in the amount of \$500.00. Chairman seconded. Chairman presented. Tellier, Chairman, Forsberg, & Coughlin vote in favor. Folino abstains. Motion carries.

Folino made motion to sponsor Triple P Sports in the amount of \$150.00. Coughlin seconded for discussion. Conversation was held on if the Board could sponsor same due to the fact that a check would have to be made payable to an individual. Folino rescinded motion, & Board instructed Woodside to contact Perry for more information & to report back @ the next meeting.

Coughlin made motion to table request received from Friends of Scusset Beach. Chairman seconded. Chairmen presented. Vote was unanimous.

**Also in Packets:** Thank you notes from the Hickey family, & Cystic Fibrosis Foundation; & Park Sub-Committee meeting agenda.

**Declare Surplus Materials:** Woodside stated there have been 9 various sized speakers housed above the Pro-Shop in our storage area for the past 20+ years, & she would like them to be declared as surplus & properly dispose of same, or sell in accordance with procurement law. She will continue to bring items to the Board's attention in her efforts to organize our records storage area.

Chairman made motion to declare 9 speakers as surplus, properly dispose of same. Forsberg seconded. Chairman presented. Vote was unanimous.

**Rink Report / Dasher Board Update:** Hickey stated there are 12 advertisers, & 2 are in the works @ this time.

**No Frost Concentrator Reading:** Hickey is happy to report the continued success of this machine, resulting in having gone down 100 parts.

**Ice Hours Sold:** Hickey stated the Rink is down a little from last year @ this time, but hopes to rebound. Folino informed the Board that both Canal & the Club have purchased prime-time hours @ other facilities in addition to @ Gallo. Coughlin suggested compiling an updated cost as to what it costs the Authority to run a session of ice. Hickey will work with Howard & they will meet with

the Rink Sub-Committee to review same. Folino said they will work on devising a strategy of marketing unsold hours. Discussion was held on the possibility of offering internet deals, etc. Morrill will speak with Susan Wentworth regarding marketing ideas for both facilities, & will report back.

**Pro-Shop Lease:** Center Ice Sports Shop will open in September, after the arrival of their skate sharpening machine. Currently, the Pro-Shop is being painted, rubber flooring will be installed, & cabinets have been built for same. Hickey left the meeting.

**Park Report / Camper Meeting:** Morrill stated he'd like to see the Board meet once a year with the campers. All concurred. He will discuss all of the ideas raised @ same with the park Sub-Committee.

**2013 Rates & Dates:** Morrill would like the 2013 season to begin on March 29<sup>th</sup> & end on October 27<sup>th</sup>. Board concurred. He suggested raising the seasonal rate to \$4,100.00 in consideration of the multiple upgrades planned in the coming years, including: continuing upgrading the electrical throughout the Park; improving the roadways; tearing down & constructing a new restroom in CX-Area, & possibly installing cable television. While the latter 2 items require Corps of Engineer approval, the other 2 can be accomplished without same.

Tellier made motion to increase the seasonal rate by \$100.00 to \$4,100.00 (pending Corps approval), & to offer a \$100.00 savings (like last year) to those who pay in full by January 1<sup>st</sup>. Forsberg seconded. Chairman presented. Vote was unanimous.

**Site Change Lottery:** Morrill will host same on Saturday, September 15<sup>th</sup> @ 10am @ the Pavilion, & Woodside will assist. Letters were sent to the first 60 people on the Waiting List to give them ample notice that we would be contacting them to become seasonal campers for the 2013 season.

**Maintenance Report / Project List Update:** Eric Johnson reviewed his crew's projects, ongoing & in the works. Coughlin stated it looked as if Maintenance has a few things to keep them busy while they await the must needed Corps approval for the installation of poles, transformers, & wiring from the street entrance to the Sportsmen's Club to the gated entrance @ the Park, our proposed restroom plan, & a TBD recreation area plan. He suggested starting on the cabins, & roadwork @ this time. Board concurred, & discussion followed. Folino inquired about modular structures for the restroom. Eric Johnson reported that same were outrageously expensive. Barry Johnson will contact Weston & Sampson regarding the recreation area, & will reach out to both the Corps & Sheriff's Dept about the proposed restroom. Considering the amount of

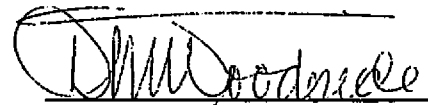
projects. Tellier suggested Maintenance hire a couple of part-time employees to get everything accomplished. Board concurred.

**Electrical / Cable Upgrades:** Morrill updated all on the conference call held with Mike Lawrence of HTK Architects, the Park Sub-Committee had outlining the services an electrical engineer in regard to upgrading the electrical @ the Park. The Sub-Committee members would like to see the cable project move forward as well.

**Next Meeting:** The Rink Sub-Committee will meet on Friday, September 7<sup>th</sup> @ 10am, while the Park Sub-Committee will get together Thursday, September 13<sup>th</sup> @ 8am. The next meeting of the Authority is scheduled for Tuesday, September 25<sup>th</sup> @ 7pm.

Chairman made motion to adjourn. Forsberg seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 6:30pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



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PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Tuesday, September 11, 2012 - John Gallo Ice Arena - 8:30am

### Agenda Items:

1. Capital Outlay Items.
2. Ice Cost Breakdown.
3. Marketing.

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

W. Curt Duane, Chairman

Date: September 7, 2012

2012 SEP 7 AM 10 42  
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BOURNE, MASS.





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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Thursday, September 13, 2012 - Bourne Scenic Park - 9:00am

#### Agenda Items:

1. Camper Meeting Results.
2. 2013 Rates.
3. Electrical Upgrades.
4. Cable Update.
5. CX-Area Restroom.
6. Recreation Area.
7. Marketing.

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

W. Curt Duane, Chairman

Date: September 7, 2012

2012 SEP 7 AM 10 42  
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BOURNE, MASS



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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Monday, September 17, 2012 - John Gallo Ice Arena - 8:00am

### Agenda Items:

1. Ice Discussion.
2. Marketing.

Signed:

*W. Curt Duane*  
W. Curt Duane, Chairman

Date: September 11, 2012

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BOURNE, MASS



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*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Tuesday, September 25, 2012 - John Gallo Ice Arena - 7:00pm

### Agenda Items:

1. Bourne Skating Club - Caryn Mori.
2. Canal Youth Hockey - Tom Welch.
3. Minutes of August 20, 2012.
4. Treasurer Report.
  - a. Warrants.
  - b. Administrative Office Computers.
  - c. FY 2012 Financial Report.
5. Administrative Business.
  - a. Requests & Correspondence.
  - b. Site Change Lottery.
  - c. Declare Surplus Materials.
6. Rink Report.
  - a. Dasher Board Update.
  - b. No Frost Concentrator Reading.
  - c. Ice Hours Sold.
  - d. Ice Rates.
  - e. Pro-Shop.
  - f. Marketing.
7. Park Report.
  - a. Camper Meeting Results.
  - b. 2013 Rates.
  - c. Recreation Area.
  - d. Marketing.
8. Maintenance Report.
  - a. Project List Update.
  - b. Electrical / Cable Upgrades.
  - c. CX-Area Restroom.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

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

W. Curt Duane, Chairman

Date: September 18, 2012



ESTABLISHED 1970

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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Tuesday, October 23, 2012 - John Gallo Ice Arena - 6:30pm

### Agenda Items:

1. Park Report.
  - a. Store - Meredyth Kilgore.
2. Administrative Business.
  - a. Requests & Correspondence.
  - b. Declare Surplus Materials.
3. Treasurer Report.
  - a. Warrants.
  - b. Electric Suppliers.
4. Rink Report.
  - a. Dasher Board Update.
  - b. No Frost Concentrator Reading.
  - c. Ice Hours Sold.
  - d. Insurance Claim (09/29/12).
5. Maintenance Report.
  - a. Project List Update.
  - b. Electrical / Cable Upgrades.
  - c. Cabin.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

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

*W. Curt Duane*

W. Curt Duane, Chairman

Date: October 18, 2012

Clerk

Record of the Bourne Recreation Authority meeting held October 23, 2012

Present: W. Curt Duane Gregory A. Folino Paul R. Forsberg  
 Rickie J. Tellier John A. Coughlin Robert H. Howard  
 Barry H. Johnson Eric C. Johnson John M. Morrill  
 John H. Hickey Diane M. Woodside Meredyth Kilgore

2012 NOV 23 PM 3 31  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, October 23, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 8:30pm. 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.

Park Report / Store: Morrill reported the Kilgore did an outstanding job this season as Store Manager, & the preliminary financials look good. He & Kilgore would like the Board's endorsement to operate the Store once again next season once the Board discusses all of the details. They'd like to be able to attend a trade show, stock more items, & plan for the 2013 season. Discussion followed. Morrill would like to see a point-of-sales system put in place in order to categorize revenue to see where we're making money, as well as surveillance cameras to eliminate shrinkage. Coughlin suggested waiting for the final numbers & inventory before making that decision. All concurred. Morrill will meet with the Park Sub-Committee to discuss all aspects, & they will make their recommendation to the full-Board @ the next meeting.

Administrative Business / Requests & Correspondence: Chairman made motion to sponsor Friends of Bourne Council on Aging in the amount of 1-hour of ice time & 2-nights camping. Forsberg seconded. Vote was unanimous.

Forsberg made motion to table the request from Team Rue's Crew. Chairman seconded. Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor Sandwich Hockey in the amount of \$160.00. Chairman seconded. Chairman presented. Vote was unanimous.

Also in your packet: Thank you notes from Triple P Productions, Oberg / Sweeney Memorial Golf Tournament, MMA cadets, & Friends of MMA Athletics; correspondence sent to Barnstable County Sheriff's Office; notification received from Bourne's Outdoor Classroom.

Declare Surplus Materials: Howard would like the old Windows '98 computer declared as surplus.

Chairman made motion to declare inventory #0223 as surplus. Coughlin seconded. Chairman presented. Vote was unanimous.

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

• Sir

**Electric Suppliers:** Howard stated the Glacial contract expires @ the end of November. After reviewing the proposed rates, this does not look like a good time to sign a long-term contract, so he'd like to go back to a variable rate for a few months while the Park is closed, & revisit same once a longer term fixed price look attractive. Board concurred.

Chairman made motion to approve Howard's recommendation regarding the electric suppliers. Coughlin seconded. Chairman presented. Vote was unanimous.

**Rink Report / Dasher Board Update:** Hickey reported there are 13 dasher boards, & 1 in the works. He stated Sue Wentworth is compiling creative ideas, & will present same @ the next Rink Sub-Committee.

**No Frost Concentrator Reading:** Hickey stated that preventative maintenance would be starting next week, & a reading will be available for the next meeting.

**Ice Hours Sold:** Hickey reported that he has sold 214 hours compared to last year @ this time of 214.50 hours. Morrill stated he was impressed when he attended the winter ice buyer's meeting. He stated a lot of legwork goes into same ahead of time, & he saw a lot of give & take among Canal, Bourne Skating Club, & Steve Noll.

**Insurance Claim:** Hickey has put in a \$5,175.15 claim with our insurance company after we lost 12.50 hours of ice Saturday, September 29<sup>th</sup> due to a car accident that left us without power. He reported that included approximately \$1,600.00 that was spent on parts & labor for the ice, McKenna & Currier's wages as well. Hart insurance feels this will be paid in full.

**Maintenance Report / Project List Update:** Eric Johnson informed the Board that he hired Brian Joska, & he is working out well. He updated all on the current maintenance projects being completed by his crew. Barry Johnson will contact Nancy White @ O'Brien & Sons regarding a possible preliminary design for the recreation area.

**Electrical / Cable Upgrades:** Eric Johnson stated 2 poles will be set for Verizon to begin their portion of the work. Ordered the wire required after getting quotes for same. Farrell Electric is ready to begin once we close. 170 of 427 sites have been started @ this time. Barry Johnson


stated Corps approval is in their legal department @ this time, & that campers are excited. He hopes to have more news by the next meeting in order to issue a formal directive pursuant to satellite dishes within the Park. Morrill will speak to the Sportsman's Club about their pole.

*Cabin:* Eric Johnson will tract the hours involved in constructing the new cabin in order to compare it to what the manufacturer could do.

*Next Meeting:* The next meeting of the Authority is scheduled for Tuesday, November 20<sup>th</sup> @ 6:00pm.

Chairman made motion to adjourn. Forsberg seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 8:45pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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

www.galloarenz.com / www.bournescenicpark.com

W. CURT DUANE  
*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Monday, November 19, 2012 - Bourne Scenic Park - 2:30pm

#### Agenda Items:

1. Store.
2. Cabin.
3. Comcast/Electrical Upgrades.

Signed:

W. Curt Duane, Chairman

Date: November 13, 2012

2012 NOV 15 AM 10 41  
TOWN CLERK'S OFFICE  
BOURNE, MASS





# BOURNE RECREATION AUTHORITY

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*Chairman*

PAUL R. FORSBERG  
*Vice Chairman*

JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TEPPER

2012 NOV 15 09:10:41  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## AGENDA

Meeting Notice - Bourne Recreation Authority  
Tuesday, November 20, 2012 - John Gallo Ice Arena - 6:00pm

### Agenda Items:

1. Minutes.
2. Administrative Business.
  - a. Requests & Correspondence.
3. Treasurer Report.
  - a. Warrants.
4. Maintenance Report.
  - a. Electrical / Cable Upgrades.
  - b. Cabin.
5. Park Report.
  - a. Store.
  - b. Playground.
6. Rink Report.
  - a. Dasher Board Update.
  - b. No Frost Concentrator Reading.
  - c. Ice Hours Sold.

Signed:

W. Curt Duane, Chairman

Date:

November 15, 2012

**Record of the Bourne Recreation Authority meeting held November 20, 2012**

**Present:**

W. Curt Duane  
Robert H. Howard  
John M. Morrill  
Gregory A. Folino

Rickie J. Tellier  
Barry H. Johnson  
John H. Hickey

John A. Coughlin  
Eric C. Johnson  
Diane M. Woodside

2013 JAN 18 AM 9 33  
CLERK'S OFFICE  
BOURNE, MASS

The Bourne Recreation Authority meeting was held on Tuesday, November 20, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 6:00pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Minutes:** Coughlin made motion to accept minutes of October 23, 2012. Tellier seconded. Chairman presented. Vote was unanimous.

**Administrative Business / Requests & Correspondence:** Tellier made motion to sponsor Dylan Innis in the amount of 1-hour of ice time. Chairman seconded for discussion. Innis is the Captain for BMW Girls Hockey, & plans to use the ice time as a clinic for her Senior Project for Mashpee High School. She'd like Chairman presented. Vote was unanimous.

Coughlin made motion to sponsor the Cape Cod Center for Women in the amount of \$100.00. Tellier seconded. Chairman presented. Vote was unanimous.

**Camp Report:** Woodside presented the 2012 Camp Report resulting in a \$1,160.00 profit to be deposited into the Cahir Scholarship account as done in years past.

Coughlin made motion to pay for the ice time used in the amount of \$3,100.00. Tellier seconded. Chairman presented. Vote was unanimous.

**Also in Packet:** Thank you note from the Derba family, & Corps approval for the 2013 rates @ the Bourne Scenic Park.

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

**Maintenance Report:** Eric Johnson informed the Board that

**Electrical / Cable Upgrades:** Eric Johnson stated that Verizon set the midspan pole on Scenic Highway. NSTAR has yet to set theirs, nor have they installed their hardware. The Maintenance Crew trimmed trees as needed to get the poles & primary done for P & PX areas. Digsafe marked the gas, & Johnson marked the water as best he could. Digging has been completed in C-Area for Comcast. Is looking to get PX-Area's electric completed before the park opened, & is waiting on Ferrell @ this point. Is looking for \$15,000.00 to upgrade the electric in that area. Discussion followed.

Chairman made motion to approve \$15,000.00 for the PX-Area electrical project. Coughlin seconded. Chairman presented. Vote was unanimous.

**Cabin:** Johnson stated that the structure is complete, & that Ferrari & Cremonini are doing the interior work on same.

**Park Report / Store:** Morrill reported that after discussing same @ length with the Treasurer, & looking over the numbers, he would like the Store to be operated by the Park for the 2013 season, & beyond. He feels he could, with Manager Meredyth Kilgore's assistance, give campers a quality driven Store. He & the staff is enthusiastic about the possibilities. Board concurred.

**Playground:** Barry Johnson would like to meet with Nancy White of O'Brien & Sons to discuss the process portion of developing the proposed Recreation Area. He is encouraged that she works with a Landscape Architect, & that she is the State Contract winner.

**Rink Report / Ice Hours Sold:** Folino arrives. Hickey reported that he figures the Rink is down by \$10,000.00 @ this point compared to last year. Discussion was held on MMA's ice time. Chairman inquired about their Club Team skating @ Falmouth. Hickey stated that the Club wanted 9:30pm ice time, & that was not available; however 6:00am ice is. Barry Johnson would like the Rink Sub-Committee to meet & discuss ways to add additional revenue, & to possibly discuss marketing proposals. Board concurred. Folino would like to have a list of who we do business with generated & a letter sent regarding our advertising opportunities. All concurred.


**Dasher Board Update:** Hickey reported there are 13 ads, with 2 in the works. Discussion followed on the possibility of having Hickey & Morrill getting out into the community to gain additional revenue by claiming more advertising. Hickey & Morrill agreed, & presented a advertising pricing list regarding same. Board approved same.

**No Frost Concentrator Reading:** Hickey stated that the lab is backlogged, & will report back @ the next meeting.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, December 17<sup>th</sup> @ 6:00pm.

Coughlin made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 7:45pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



ESTABLISHED 1970

# BOURNE RECREATION AUTHORITY

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JOHN A. COUGHLIN  
*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## AGENDA

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

Monday, November 26, 2012 - John Gallo Ice Arena - 8:00am

### Agenda Items:

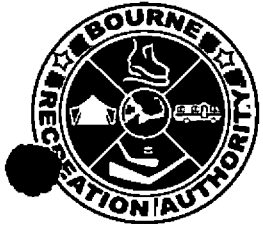
I. Facility Update.

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

W. Curt Duane, Chairman

Date: November 21, 2012

2012 NOV 21 AM 11 38  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# BOURNE RECREATION AUTHORITY

231 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532-3696

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*Clerk*

GREGORY A. FOLINO

RICKIE J. TELLIER

## MEETING NOTICE

The Bourne Recreation Authority will be meeting on December 12, 2012 at 6:15pm. at the John Gallo Ice Arena:

1. Administrative requests.
2. Treasurer Warrants.
3. Rink Report.
4. Maintenance Report.
5. Park Report.
6. Advertising Proposal(s); Contracts
7. Review and vote upon the proposed contract between the BRA and COMCAST for Cable TV to be installed within the Park.
8. Next Meeting Date.

w. Curt Duane, Chairman

2012 DEC 10 PM 3 08  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Record of the Bourne Recreation Authority meeting held December 12, 2012**

**Present:** W. Curt Duane                      Rickie J. Tellier                      John A. Coughlin  
Paul R. Forsberg                      Gregory A. Folino                      Barry H. Johnson  
John M. Morrill                      Diane M. Woodside

The Bourne Recreation Authority meeting was held on Wednesday, December 12, 2012. Said meeting was audio-taped. Chairman called the meeting to order @ 6:25pm. Any member of the public has a right to make an audio or video recording of an open session of the Authority. Chairman asked if there was anyone in attendance that wishes to record this meeting. Hearing none, he continued onto the agenda items.

**Administrative Requests:** Coughlin made motion to sponsor Relay for Life in the amount of \$100.00. Forsberg seconded. Chairman presented. Vote was unanimous.

Tellier made motion to sponsor Bourne Youth Girls Softball in the amount of \$225.00. Chairman seconded. Chairman presented. Vote was unanimous.

**Correspondence:** The Bourne Skating Club were appreciative of the help the staff provided for the Winter Classic. It was the largest event ever hosted by the club, & it was a huge success.

Patron Tom McNulty also wrote a great letter about the Rink, complementing the venue, staff, & cleanliness. We wrote him back expressing our gratitude for taking the time to write.

**Also in Packet:** Thank you notes from Triple P Sports & Friends of Bourne Council on Aging

**Treasurer Report / Warrants:** Howard presented 9 warrants for signature of the Board.

**Rink Report:** Morrill presented same on Hickey's behalf. Due to the no-frost concentrator, the glycol results continue to go down. Hickey will inform the Board on the ice hours sold & the dasher board status @ the next meeting.

Morrill stated Woodside sent out 30 letters to companies we do business with, & Hickey will follow-up with them to inquire if they'd like to advertise with us. Morrill has visited several local businesses, & dropped-off the same information. He will re-visit them in a few weeks. Morrill has also contacted Canalside printing to inquire if they could provide the dasher board ads. Will report back.

Board would like to see some information on signage out front for the next meeting. Morrill will let Hickey know.

**Maintenance Report:** Morrill presented same on Eric Johnson's behalf. Morrill stated that the Maintenance Crew is ahead of schedule, but had a little trouble due to the soft ground in the PX-Area. Coughlin reminded all of the history with same in that area. Morrill reported that Ferrell is close to complete.

**Park Report / Comcast's Proposed Contract:** Barry Johnson reviewed same with the Board item by item, discussing wording & phrasing to clarify everything. Discussion was also held on the possibility of having a Park channel. Will investigate further.

Tellier made motion to approve Comcast's contract as amended. Coughlin seconded. Chairman presented. Vote was unanimous.

**Next Meeting:** The next meeting of the Authority is scheduled for Monday, January 14<sup>th</sup> @ 6:00pm.

Chairman made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 7:15pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



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**Present:** W. Curt Duane                      Rickie J. Tellier                      John A. Coughlin  
Paul R. Forsberg                      Gregory A. Folino                      Barry H. Johnson  
John M. Morrill                      Diane M. Woodside

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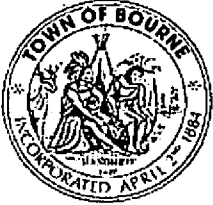
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Chairman made motion to adjourn. Tellier seconded. Chairman presented. Vote was unanimous. Chairman adjourned regular meeting @ 7:15pm.

Respectfully submitted by:

  
D.M. Woodside, Admin. Coord.



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

Krissanne Caron  
Recreation Director

2012 FEB 30 AM 9 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# Bourne Recreation Committee Meeting

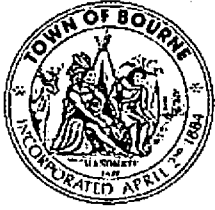
Monday, March 5, 2012  
5:00pm

2012 MAR 1 AM 11 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

## Agenda:

1. Review previous meeting minutes
2. Program Update
3. Budget Update
4. Community Building Update
5. Lifeguard Update
6. Swish Basketball
7. New Business
8. Schedule next meeting



Bourne Recreation Department  
Bourne Veteran's Memorial Community Center  
239 Main Street  
Buzzards Bay, MA 02532

2012 APR 30 PM 4:20  
Phone: (508) 743-3003 Fax: (508) 759-0655

TOWN CLERK'S OFFICE  
BOURNE, MASS

*Krisanne Caron*  
*Recreation Director*

## Bourne Recreation Committee Meeting

Wednesday, May 2, 2012  
5:00pm

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

### AGENDA

1. Approve Minutes
2. Budget Update
3. Update on Summer Programs
4. Community Building Office Usage
5. Capital Projects
6. New Business
7. Schedule Next Meeting
8. Adjourn Meeting

TOWN OF BOURNE RECYCLING COMMITTEE  
MEETING AGENDA JANUARY 19, 2012

GATHER AT THE RRC AT 3:35 TO TALK ABOUT  
MORE SIGNAGE FOR THE RECYCLE BINS.

THE GREEN TEAM

*Meredith Chase*

MEREDITH CHASE, CHAIRMAN  
TOWN OF BOURNE  
RECYCLING COMMITTEE

2012 JAN 17 PM 1 28  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Town of Bourne Recycling Committee Meeting  
January 19, 2012

In attendance: Betty Steudel, Jimmy Boyle, Heather DePoalo, Meredith Chase and Phil Goddard. Absent Kathleen McNally.

We met at the Residential Recycling Center at 3:25 to discuss more signage for the bins to help the residents of Bourne to be more careful about what they place in the bins.

Then we went to the ISWM office to talk about the Green Team in the schools. Jimmy Boyle went to the new middle school to talk to the fourth grade students about recycling and the benefits of doing this.

Heather DePoalo spoke to Ann McGovern, Department Environment Protection Director for the State of Massachusetts in regards to having a contest in recycling at the Peebles School involving the third and fourth grades. Plans are to start this program in February.

The Recycling Committee wants to thank former Chairman Jack Elwood for his contributions to the Town of Bourne as a community activist. He recently passed away and will be missed.

The meeting adjourned at 4:30.

*Meredith Chase*

Meredith Chase, Chairman  
Town of Bourne Recycling Committee

2012 JAN 31 PM 12 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

TOWN OF BOURNE RECYCLING MEETING

2012 MAR 5 AM 9 15

MARCH 8, 2012

TOWN CLERK'S OFFICE  
BOURNE, MASS

3:15 PM ISWM OFFICE

AGENDA

EARTH DAY SATURDAY APRIL 21, 2012  
RESIDENTIAL RECYCLING CENTER

MORE DISCUSSION ABOUT SIGNAGE AT THE  
RESIDENTIAL RECYCLING CENTER

THE GREEN TEAM

DATE FOR PRESENTATION AT THE PEBBLES SCHOOL  
AFTER APRIL VACATION

*Meredith Chase*

MEREDITH CHASE, CHAIR  
RECYCLING COMMITTEE

TOWN OF BOURNE RECYCLING COMMITTEE MEETING

2012 MAR 13 11 28 AM  
MARCH 28, 2012 ISWM OFFICE 3:15

TOWN CLERK'S OFFICE  
BOURNE, MASS.

IN ATTENDANCE: BETTY STUEDEL, HEATHER DIPAOLO,  
PHIL GODDARD AND MEREDITH CHASE. ABSENT:  
KATHY MACNALLY AND JIMMY BOYLE.

EARTH DAY WILL BE APRIL 21, 2012 AT THE RESIDENTAL  
RECYCLING CENTER FROM 9 - 1. BETTY, HEATHER AND  
MYSELF WILL BE AT THE SWAP SHOP GIVING OUT CLOTH  
BAGS, INFORMATION ABOUT RECYCLING AND HOW IT'S  
IMPORTANT TO OUR COMMUNITY. WILL ALSO HAVE A  
RAFFLE FOR ONE COMPOSTER AND ONE RECYCLING  
BIN.

THERE WILL BE TOURS OF THE RESIDENTAL RECYCLING  
CENTER BY VAN WITH PHIL GODDARD.

REFRESHMENTS AND COFFEE WILL BE SERVED. A TREE  
WILL BE PLANTED IN MEMORY OF ROLAND J.DUPONT.  
INVITATIONS WILL GO OUT TO VARIOUS DIGNITARIES  
AND FRIENDS WHO HAD CONTACT WITH HIM.

NEXT MEETING WILL BE APRIL 12, 2012 AT THE SAME  
LOCATION.

JIMMY AND HEATHER WILL BE GOING TO THE PEEBLES  
SCHOOL AFTER SCHOOL VACATION IN APRIL TO TALK TO  
THE STUDENTS ABOUT RECYCLING

MEETING ADJOURNED 4 PM.

*Meredith Chase*

MEREDITH CHASE, CHAIRMAN RECYCLING COMMITTEE



Bourne Recycling Committee

Agenda

2012 APR 3 PM 2 06.

April 12, 2012 ISWM Office

TOWN CLERK'S OFFICE  
BOURNE, MASS

3:15 p.m.

Earth Day Celebration planning for April 21, 2012 at the Residential Recycling Center 9-1.

Presentation at the Bourne Middle School with Jimmy Boyle and Heather DePaolo the week of April 23, 2012.

Any other business to come before the Board.

*Meredith Chase*  
Meredith Chase, Chairman  
Bourne Recycling Committee

## BOURNE RECYCLING COMMITTEE MEETING

On April 12, 2012 at 3:15 in the ISWM office the following attended the meeting: Jimmy Boyle, Heather DiPaolo, Betty Steudel, Meredith Chase and Phil Goddard, Environmental Manager. Absent Kathleen O'Malley.

We discussed the plans for the Earth Day Celebration on Saturday April 21, 2012. Dedication at 10AM of a tree in honor of Roland Dupont, former Selection and who was instrumental in starting the Recycling program in Bourne.

Press Releases and flyer distribution around the town before the event. On the day of the celebration: handouts on recycling and composting will be available. Also rulers, stress balls and seed packets. Bill Clark, Director of co-op services for Barnstable County will be at the dedication of the tree. Phil Goddard will take the bus for tours around the landfill.

Heather DiPaolo and Jimmy Boyle, will be presenting a program on recycling to grades 1-2 and 3-4 at the Peebles School on Thursday April 26.

The meeting adjourned 4PM.

Next meeting @ ISWM office June 7, 2012 3:15 PM.

Meredith Chase, Chairman  
Bourne Recycling Committee

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2012 APR 24 PM 2 33

TOWN OF BOURNE RECYCLING MEETING

THURSDAY JUNE 7, 2012

ISWM OFFICE 3:15

2012 JUN 4 AM 10 28

TOWN CLERK'S OFFICE  
BOURNE, MASS

AGENDA

GREEN TEAM REPORT

RAIN BARREL REPORT

OTHER RECYCLING BUSINESS

MEREDITH CHASE, CHAIR

*Meredith Chase*

TOWN OF BOURNE

RECYCLING COMMITTEE

**Sullivan, Tracy**

---

**From:** Fritz Steudel [bjsteudel@a  
**Sent:** Monday, June 11, 2012 8:  
**To:** Sullivan, Tracy; meredithcl  
**Subject:** Minutes from June 8

Bourne Recycling Committee minutes

June 8, 2012

Present: Phil Goddard, Heather DiPaolo, E

Agenda: Green Team activities. Heather re presentations to grades 1 - 4 at the Peebl and the school and teachers supportive. It could be done, plus adding some more hand recycled paper money for next year. In a recycling bins for paper and plastic colle program to other schools and/or the middle already interested teacher.

Per phone call from our chairman, Meredith resuming in September.

Respectfully submitted,

Betty Steudel

2012 JUN 12 AM 9 28  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**TOWN OF BOURNE RECYCLING MEETING**

**THURSDAY JUNE 7, 2012**

**ISWM OFFICE 3:15**

2012 JUN 4 AM 10 28

TOWN CLERK'S OFFICE  
BOURNE, MASS

**AGENDA**

**GREEN TEAM REPORT**

**RAIN BARREL REPORT**

**OTHER RECYCLING BUSINESS**

2015 JUN 8 AM 11 35  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**MEREDITH CHASE, CHAIR**

*Meredith Chase*

**TOWN OF BOURNE**

**RECYCLING COMMITTEE**

**Subject:** Minutes from June 8

**From:** Fritz Steudel <bjsteudel@aol.com>

**Date:** 6/11/2012 8:30 PM

**To:** tsullivan@townofbourne.com, meredithchase@comcast.net, bjsteudel@aol.com

Bourne Recycling Committee minutes

June 8, 2012

**Present:** Phil Goddard, Heather DiPaolo, Betty Steudel

**Agenda:** Green Team activities. Heather reported that she and Jimmy Boyle made recycling presentations to grades 1 - 4 at the Peebles School this spring. The children were receptive and the school and teachers supportive. Heather feels that some reworking of the content could be done, plus adding some more handouts. She will order 1000 pencils made from recycled paper money for next year. In addition, she is securing 10- 15 blue plastic recycling bins for paper and plastic collection in the classrooms. She hopes to expand the program to other schools and/or the middle school next year, starting with one grade and an already interested teacher.

Per phone call from our chairman, Meredith Chase, meetings will be suspended over the summer, resuming in September.

Respectfully submitted,

Betty Steudel

2015 JAN 8 AM 11 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

In regards to the minutes of the Recycling Committee meeting  
June 8, 2012 , the agenda notice dated June 7, 2012 was incorrect.  
I want to make an addendum to read June 8, 2012.

Thank you.

*Meredith Chase*  
Meredith Chase, Recycling Chair

TOWN OF BOURNE RECYCLING MEETING

2012 OCT 11 PM 1 03

OCTOBER 17, 2012 - 3:15 P M TOWN CLERK'S OFFICE  
BOURNE, MASS

ISWM OFFICE

AGENDA

TO BE DISCUSSED:

HAZARDOUS WASTE COLLECTION OCTOBER 20, 2012

GREEN TEAM FOR THE BOURNE DALE SCHOOL

TERRA CYCLE- NATIONAL PROGRAMS ( BRIGADES)  
TO COLLECT PREVIOUSLY NON-RECYCLABLE OR HARD  
TO RECYCLE WASTE.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD.



TOWN OF BOURNE RECYCLING COMMITTEE MINUTES

OCTOBER 17, 2012 3:25 P.M.

2012 OCT 30 AM 8 56

ISWM OFFICE

TOWN CLERK'S OFFICE

BOURNE, MASS

Attendees: Betty Steudel, Heather DiPaolo, Meredith Chase, and Phil Goddard as a representative from ISWM. Absent: Kathleen MacNally and Jimmy Boyle.

The Hazardous Collection will be at the Peebles School on Saturday October 20, 2012 and will include collecting paper to be shredded.

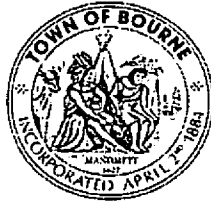
The Paint Shed will be closed at the Residential Recycling Center on Saturday October 20, 2012 for the season.

Heather DiPaolo a member of the Green Team said she been in contact with Michelle Bowlin- Music teacher at the Bourndale Middle School and Miss Costa - Spanish teacher at the Peebles School. They want to start a program for the fourth grade classes called K- Kids (Kiwaniis) which is a international service program for elementary children of all ages. The purpose is to teach them the value of helping others through service i.e. Recycling, Litter Control or planting trees. They meet once a month after school at either school and have about forty students involved.

Terra Cycle - National programs ( Brigades) to collect previously non-Recyclable or hard to recycle waste. Heather DiPaolo, will look into the aspects of this program and will report at the next meeting to see if we want to be a participant.

Phil Goddard, mentioned that on November 13, 2012 there will be a MassRecycle Awards presentation at the InterContinental Hotel. Encouraged all of us to attend.

Next meeting will be November 14, 2012 1:15 at the ISWM office.



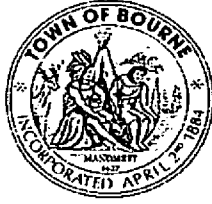
2011 DEC 30 AM 9 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

## **Project # - 12222011-01**

The Town of Bourne, Massachusetts is issuing a Request for Proposals (RFP) for private vendors to develop facilities at its 100-acre integrated solid waste management facility. The Town is seeking proposals to manage source-separated solid wastes, including organics, using innovative alternative technologies through a 25-year lease on two site-assigned parcels totaling 6.2 acres, one of which includes the use of a 10,000 sq. ft. building.

The Town strongly encourages potential proposers to review this RFP along with ones that are being issued simultaneously. To obtain text of the RFPs, contact Phil Goddard by email at [pgoddard@townofbourne.com](mailto:pgoddard@townofbourne.com), or call 508-759-0651. Further information is available at [www.townofbourne.com](http://www.townofbourne.com), under the Department of Integrated Solid Waste Management. Interested parties are encouraged to attend an informational meeting about all the RFPs on **Monday, January 30, 2012 at 2:00 p.m.** at the Bourne Veteran's Memorial Community Center, 239 Main Street, Buzzards Bay, MA 02532.



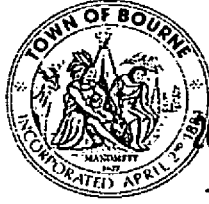
2011 DEC 30 AM 9 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

## **Project # - 12222011-02**

The Town of Bourne, Massachusetts is issuing a Request for Proposals (RFP) for private vendors to develop facilities at its 100-acre integrated solid waste management facility. The Town is seeking proposals to utilize landfill gas on a leased portion of the site.

The Town strongly encourages potential proposers to review this RFP along with ones that are being issued simultaneously. To obtain text of the RFP, contact Phil Goddard by email at [pgoddard@townofbourne.com](mailto:pgoddard@townofbourne.com), or call 508-759-0651. Further information is available at [www.townofbourne.com](http://www.townofbourne.com), under the Department of Integrated Solid Waste Management. Interested parties are encouraged to attend an informational meeting about all the RFPs on **Monday, January 30, 2012 at 2:00 p.m.** at the Bourne Veteran's Memorial Community Center, 239 Main Street, Buzzards Bay, MA 02532.



2011 DEC 30 AM 9 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

## **Project # - 1222011-03**

The Town of Bourne, Massachusetts is issuing a Request for Proposals (RFP) for on-site landfill leachate management equipment.

The Town strongly encourages potential proposers to review this RFP along with ones that are being issued simultaneously. To obtain text of the RFPs, contact Phil Goddard by email at [pgoddard@townofbourne.com](mailto:pgoddard@townofbourne.com), or call 508-759-0651. Further information is available at [www.townofbourne.com](http://www.townofbourne.com), under the Department of Integrated Solid Waste Management. Interested parties are encouraged to attend an informational meeting about all the RFPs on **Monday, January 30, 2012 at 2:00 p.m.** at the Bourne Veteran's Memorial Community Center, 239 Main Street, Buzzards Bay, MA 02532.

Cape Cod Times  
319 Main Street  
Hyannis, MA 02601

2012 MAY 15 AM 5 40  
TOWN CLERK'S OFFICE  
BOURNE, MASS

To be advertised on April 30, 2012

\*\*\*\*\*

**TOWN OF Bourne  
RFQ – Designer Services**

The Town of Bourne through the office of the Town Administrator (Chief Procurement Officer) and working on behalf of the "Public Works Facility Building Committee" (FBC) & the Bourne Public Works Department, in accordance with MGL Chapter 7 Sec. 38 is seeking a Engineering Firm (Consultant) to undertake the design, permitting and procurement of the proposed "New Public Works Building and associated Site Work and anything related thereto", all of which is subject to available funding. The designer will be selected based on their qualifications for the project.

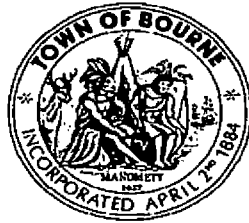
Packages may be obtained at the Bourne Town Administrator's Office, 24 Perry Avenue, Buzzards Bay, MA, between 9:00 a.m. – 4:00 p.m. M-F or visiting our website at: [www.townofbourne.com](http://www.townofbourne.com). Proposals must be submitted by 2:00 p.m. on May 23rd, 2012. The Town of Bourne reserves the Right to reject any and/or all bid submissions deemed in the best interest of the Town.

Thomas M. Guerino  
Town Administrator

\*\*\*\*\*

2012 MAY 15 AM 5 40  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# TOWN OF BOURNE



**2012 Request for Qualifications**  
By the Town of Bourne Public Works Facility Building Committee  
*For*  
Engineering Services for the Proposed New Bourne Department of Works Facility

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## Introduction

The Town of Bourne "Public Works Facility Building Committee" (FBC) in accordance with MGL Chapter 7 "Designer Selection Law" is seeking an engineering firm (Vendor/Consultant) to assist the "FBC" in the design, permitting and procurement of the proposed "New Public Works Building", all subject to available funding. The approximate building site is located at 38 Ernest Valeri Rd Bournedale, MA 02532 (southwest of Edge Hill Road). The firm selected will be asked to build-upon the feasibility work already performed and the information provided. The project proposes the construction of a New DPW Complex. The facility will include Office Space (2-story) /Vehicle Maintenance (1-story w/mezzanine)/Vehicle Storage (1-story) housed in a steel and metal building and a separate wood constructed Salt Sand Shed to accommodate approximately 4000 tons of salt. The work will also require the civil site design (utility, grading, permitting etc.). Feasibility study is included as part of this package. **All additional documents (DWG files etc.) not in this package will be made available upon request.** Firms picking up documents that are in an editable format will be asked to sign a standard release/waiver form.

The work will include, but is not be limited to; finalizing of programming needs, development of architectural plans and specifications (*with consideration to facility energy cost saving efficiencies-the consultant will research green technologies-however the project is not perusing a formal LEED Certification at this time*), development of project permitting thresholds/needs and time frame, final site design, preparation of detailed cost estimates, public presentation assistance, permitting, development of plans and specifications for bidding purposes, and bid phase services. The selected consultant will be asked to provide a budget estimate for construction phase services. It is the objective of the "FBC" to construct the buildings utilizing the procurement process outlined in M.G.L. Chapter 149 Section 44E "The modular procurement law". The associated site work will be contracted separately utilizing chapter 30 & 39M. It is also the objective of the "FBC" to seek project funding at the 2012 fall "Town Meeting".

Please note that this is a qualification-based selection process, or QBS process. The designer will be initially selected based on their qualifications with a task oriented LUMP SUM contract amount to be negotiated with finalist. Payment will be based on completed tasks. The "FBC" is seeking to implement tasks 1 through 9 as outlined in this RFQ, based on current available funding. The balance of the engineering effort requires future Town Meeting funding approval. Those anticipated future efforts (tasks 10 through 16) will be requested at the Fall Town meeting along with the construction costs. Please note that the future funding is not assured. **Do not include pricing in your RFQ.**

## Project Background

The Town of Bourne has recognized that the Department of Public Work's Facility is inadequate to satisfactorily meet current and future needs of the Town. The existing Facility is located at 201 MacArthur Blvd. (Route 28) and shares the site with Integrated Solid Waste Management (ISWM). The Town retained Gannett Fleming, Inc. to perform a Feasibility Study relating to the relocation and construction of new DPW Facility and possibly incorporating this Facility into a campus setting with a new Public Safety Facility. The feasibility study is included in this RFQ. The DPW Facility will include appropriate administrative space, mechanics and paint areas, hazardous materials storage, installation of fuel tanks, wastewater disposal needs, alternative energy measures, wash-bay and vehicle storage. The study also included selection of a new site for the Facility because the DPW will be vacating the current site to allow ISWM to utilize the parcel for their expanding services. The goal of the study was to review and analyze current operations and to identify space needs and improvements to current operations and to develop recommendations for a Facility that will meet current codes and take advantage of energy alternatives and efficiencies. See the feasibility study for more background.



## Project Scope

The goal is to present the full Design Costs and Construction Costs to Fall Town Meeting 2012 for design and construction funding.

**The Town reserves the right to move forward with the firm into subsequent phases of the project, contingent upon available funding.** As part of the scope of services, all work, submissions, Rendering, Drawings, carried out by the firm will become property of the Town of Bourne in an editable and hard copy format, including but not limited to (M.S. Word, Excel. CADD Drawings"DWG files"). The "FBC" will sign any reasonable release associated with the discharge of electronic formats. The firm selected will be required to enter into a standard signed agreement with the "FBC" (Town of Bourne).

**At a minimum Finalist** will be required to submit the following (**Do not include prices in the proposal**):

1. Task orientated proposal must be equitably distributed with a cost per task.
  - a. Payment will be based on tasks completed
2. Finalize project key individual's names "such as the project manager" and time to be devoted by these individuals.
3. Hourly rates for designers' personnel and the estimated number of hours each will devote to the project.
4. Hourly rates for sub-consultants and the numbers of hours each will devote to the project and mark up, if any, that the designer will add to the cost.
5. An itemized cost breakdown included in the proposal.
6. A standard contract or proposal form acceptable/as modified to/by the Town of Bourne.
7. Material Testing and Inspection typically performed by a testing laboratory should not be included in the price. These efforts will be paid directly by the "FBC". See Task 15 Budget Estimate for Construction Inspection Phase Services.

## Payment

Payment will be based on Tasks completion or on Hourly Rates (for work outside scope) as predetermined before the start of work/task.

## Minimum Qualification Submittals

- The firm must submit work history/references for (three most recent) similar projects. If less than three projects of this type have been completed, the prospective consult is encouraged to submit their most relevant experience.
  - Include dollar value of project
  - Include dollar value of services
  - Include scope of services performed
  - Include Procurement Type (i.e. MGL Ch. 149 and/or Ch. 30-39M and/or Ch. 149 § 44E-Modular and/or Private Sector Work)
  - Include for whom the services were performed & Contact Names
  - Include state or municipal public sector experience on projects
  - Include Ch. 149 § 44E-Modular Procurement experience
  - Include a brief history of the Project that includes change orders, project delivery compared to original schedule (on time on budget?)
  - Include Standard engineering contract language "General Conditions" (Note: *That this does not imply acceptance of contract conditions, the selected consultants contract*)

*conditions are subject to review and editing by the "FBC", Project Manager or Town Council to be mutually agreed upon prior to signing)*

- The firm must submit experience of each individual playing a major role performing the design, including sub-consultants (i.e. architectural sub-consultant, geotechnical sub-consultant).
- The firm must provide an anticipated broad schedule (time frame "how long do you anticipate an activity to take" i.e. permitting 7-weeks) for deliverables.
- The firm may submit any other relevant information for consideration.

Submit all completed RFQ packages to the Bourne Town of Administrator's Office – Thomas Guerino-Chief Procurement Officer. Late qualification packages may not be considered. Write on the envelope cover "Bourne Department of Public Works Facility Designer RFQ". Please include Eight (8) copies of the qualification package.

## **The Work Will Include**

### **Task 1. Meetings**

The consultant will meet with the "FBC" to discuss the project goals and background. Assumes one public meeting and up to five coordination meetings. Any meeting with regulatory agencies as part of the work advancement will be considered part of the normal scope of services. Conference calls or usual coordination calls shall not constitute a meeting.

### **Task 2. Finalizing Of Programming Needs**

The consultant will work with the "FBC" and the BDPW to incorporate programming/space needs for final planning. It will build upon the feasibly plan already completed. The plan will include at a minimum an architectural rendering that lists all the equipment either proposed or to be moved to the new facility. It will include a scaled vehicle template for all the existing vehicles to be housed as well as a template of other proposed or existing features or equipment. **Work-Flow-**The consult will consider daily operations and functional requirements within the buildings as well as, an evaluation of exterior functions on the site such as material storage, operations and maintenance. The consultant should assume 4 meetings to finalize programming needs.

### **Task 3. Development of Preliminary Architectural Plans & Specifications**

(Consider facility energy cost saving efficiencies-the consultant will research green technologies-however the project is not perusing a formal LEED Certification at this time)

It is anticipated that the architectural effort will be limited under the Chapter 149 modular exemption procurement process and therefore the level of design will be limited to that necessary for a Modular Building. The facility will be designed to comply with current relevant building codes and standards. At a minimum the task will include full "Floor Plans & Elevations" and an "Exterior Rendering". It will include dimension, scaling and templates as illustrated in Task 1 to accommodate programming needs. It will include interior Wall Finishes and a Door and Window schedule. It should include equipment such as vehicle lifts, compressor, and emergency generator etc. An analysis of opportunities for energy cost savings and energy efficiencies (*consider energy cost saving efficiencies-the consultant will research technologies-i.e. waste oil heaters and wall sky lights*) however the project is not actively pursuing a formal LEED Certification. The specifications will outline performance based requirements. It will call-out special features or constraints such as interior elevation requirements for vehicle lifts, steel gauge, seamless roof, and elevator pits, etc.

**Task 4. Development of Project Permitting Thresholds/Needs and Time Frame**

The consultant shall identify permitting thresholds and their applicability to this project (example: Required MEPA-ENF *draft ENF 7-days and review period 30-days and EIR not required*). The consultant will provide a list of those permitting requirements and an anticipated time-frame in days, including review period, required to complete each effort. The consultant shall obtain those permits under Task 7. The consultant shall also provide an itemized schedule (time-frame in days) to complete all the Tasks in the RFQ (example: Test Pitting 3-days, Geotechnical report 10-days). This will support the "FBC" for planning purposes.

**Task 5. Develop Schedule**

This Task will create a project schedule. It will consider the duration of the study phase, permitting phase, final design phase, procurement phase all with consideration to Town meeting(s). It will provide a construction phase schedule, construction completion date, and a field's availability date.

**Task 6. Existing Conditions**

The consultant will perform the necessary site survey to augment information provided by the "FBC". The consultant will quantify existing utilities and locate them on an existing conditions plan. Test pitting and borings will be performed to develop Geotechnical report for the foundation design and utility work by identifying underlying soil conditions such as rock and bearing capacity. It will also look at the soils conditions to develop a hydro geological drainage design. The consultants will perform flow tests for fire suppression system design (*to be provided to the prospective contractor*).

**Task 7. Preparation Preliminary Site Plan**

The consultant shall prepare a preliminary Civil Site Plan. It shall include all proposed utilities and grading. The consultant shall incorporate the proposed building foot prints. Measure traffic flow/circulation around the building (utilized WB 40 templates and/or existing vehicle movements), parking needs, lighting, back-up generator, transformer location, telecommunications, roof drain connections, septic requirements, water recovery system requirements, security, detention ponds and future utility requirements (locate fuel facilities-2 dispensers 1-diesel 1-gas in island on site and associated utilities-tanks and power). As well as signage, stripping, landscaping, irrigation and road layout plans

**Task 8. Preparation of Preliminary Cost Estimates**

The consultant shall prepare a preliminary construction estimate based on Tasks 1 through 5 for initial budget assessment. Consultant will modify preliminary budget based on review.

**Task 9. Public Presentation Assistance**

Prepare information related to the proposed project and meet with local boards, representatives of the properties in the service area, regulatory staff, and other stakeholders, including a public meeting for general information and to solicit feedback. Prepare power point presentation and project charrette (May

be required for Town meeting). Assume 3 meetings. (*This effort is exclusive and is not part of the permitting effort. Meetings required before permitting groups/boards are part of Task 8).*

**Task 10. Permitting**

As identified in Task 3, the Consultant shall obtain all necessary permit documents for the project. They shall include those required under local, state and federal jurisdictions. We do not anticipate a parking and traffic study is required. However, the consultant should be prepared to provide a budget estimate during the contract negotiation period. Upon completion of the permit process the consultant shall position the project such that, it is in conformance and ready for construction. Meetings with regulatory boards will be held as necessary to complete the permitting process and is consider part of the consultant's lump sum fee.

**Task 11. Final Site Design & Building Design**

As an outcome of Tasks 1 through 8 the consultant shall prepare a final site and building design. The final site design shall incorporate all permit requirements and conditions for the project. Including but not limited to grading, drainage, utility, signage, stripping, landscaping, irrigation, road layout plans, outside storage bins, alarm, security and method of fuel storage (i.e. above ground) for the parcel of land inclusive to this project.

It will consider the hydro geological design, site soils conditions, rock conditions, utilities, traffic and parking assessment and architectural plans. The project will encompass five (5) phases and five procurements. Therefore the final design documents should be divided to represent the phase with proper project overlap.

- Phase one (1) utility work-water and sewer to within 10' of building footprint.
- Phase two (2) civil site work-blasting, grading, drainage, telecommunications, water recovery systems (*natural gas-service to be determined. Likely performed by utility company*).
- Phase three (3) Fuel Facility–**site wok only** (underground requirements)
- Phase four (4) BDPW Facility (Office-Storage-Vehicle-Storage)
- Phase five (5) BDPW Salt Shed

**Task 12. Preparation of Final Cost Estimates**

The consultant shall prepare the Final Cost Estimates. They shall be segregated into the following categories.

- Phase one (1) utility work-water and sewer
- Phase two (2) civil site work-blasting, grading, drainage, telecommunications, water recovery systems (*natural gas-service to be determined. Likely performed by utility company*).
- Phase three (3) Phase five (5) Fuel Facility–**site wok only** (underground requirements)
- Phase four (4) BDPW Facility (Office-Storage-Vehicle-Storage)
- Phase five (5) BDPW Salt Shed
- Phase six (6) Fuel Facility–**remaining cost to complete**

**Task 13. Development of Plans, Specifications and Assist in General Conditions for Bidding Purposes for Phases 1 through 5**

- A. The consultant shall prepare typical technical specifications and plans for Phases 1 through 3 which fall under Chapter 30 and 39M. The finalist shall call-out the technical specifications and plans preparation/deliverables in detail in their proposal.
- B. The consultant shall prepare a performance base "or-equal" specification for Phases 4 which falls under Chapter 149 sec. 44E. Specifications will call-out any special features or constraints. The Architectural Plans for the Main Facility (**not the Salt Shed**) shall include the following:

- |  |   |
|--|---|
| i. Cover Sheet   | xii. Electrical First Floor Plan Power/System   |
| ii. Existing Conditions Plan (Proposed Civil Site Plans)   | xiii. Electrical Second Floor Plan Power/System |
| iii. Layout And Materials Plan (Showing buildings on Site) | xiv. Electric First Floor Lighting Plan         |
| iv. Code Review Summary                                    | xv. Electric Second Floor Lighting Plan         |
| v. First Floor Plan  | xvi. HVAC First Floor Plan                      |
| vi. Second Floor Plan                                      | xvii. HVAC Second Floor Plan                    |
| vii. Roof Plan Elevations                                  | xviii. Fire Protection First Floor Plan         |
| viii. First Floor Equipment Plan                           | xix. Fire Protection Second Floor Plan          |
| ix. Second Floor Equipment Plan                            | xx. Plumbing First Floor Plan                   |
| x. Partition Types And Finish Schedules                    | xxi. Plumbing Second Floor Plan                 |
| xi. Door And Window Schedule And Notes                     |   |

- C. The consultant shall prepare a performance base "or-equal" specification for Phases 5 which falls under Chapter 149 sec. 44E. Specifications will call-out any special features or constraints. The Plans for the Salt Shed (not the Main Facility) shall include the following:

- i. Cover Sheet
- ii. Existing Conditions Plan (Proposed Civil Site Plans)
- iii. Layout And Materials Plan (Showing buildings on Site)

**Task 14. Bid Phase Services**

The Consultant shall prepare and supply the necessary sets of Contract Documents for bidding and eventual award of contracts between the "FBC" and the contractors for five separate contract packages.

1. The Consultant shall solicit contractor interest to ensure competitive bidding and shall keep account of and distribute drawings to prospective bidders, and furnish the "FBC" with reports on same.
2. The Consultant shall attend and issue minutes of the prebid meeting.
3. The Consultant shall investigate questions posed by bidders relative to bid documents and issue replies to all bidders. Any materials changed to the Contract Documents shall be issued in the form of Addenda.
4. The Consultant shall be present at bid opening if requested by the "FBC".
5. The Consultant shall review and analyze the bids, investigate experience, qualifications and references of the three lowest bidders for each Contract that is bid and, make recommendations to the "FBC" in writing as to the award of each Contract that is bid.

**Task 15. Budget Estimate for Construction Inspection Phase Services**

At the contract negotiation stage, the Finalist will be asked to submit a budget estimate for construction inspection phase services. The "FBC" will work with the Finalist to develop an anticipated project build-out and schedule. The consultant will provide an hourly rate and the name and background of the employee(s) they intend to utilize. **Do not include pricing or hourly rates in your qualification package.**

- Provide construction inspection services during the term of the construction period. The term and hours will be determined. This phase will be paid on an hourly basis (the *Finalist* will provide an hourly rate and the name and background of the employee(s) they intend to utilize).
- Observe the work in progress at a level that will be adequate to determine compliance with the requirements of the drawings and specifications or approved shop drawings.
- Inspect all work for quality and conformance to the Contract Documents and advise the "FBC" and contractor(s) of necessary corrective work. The Consultant will prepare inspection reports for each day that Consultant is at the site. Inspection reports shall also include notation of contractor manpower, materials delivered, extent of work performed, new field conditions and any design modifications.
- Coordinated construction testing of material and installation with a testing laboratory (i.e. concrete testing and compaction testing). Costs associated with those services traditionally performed by a testing laboratory will be billed at the direct rate and paid by the "FBC" directly. The "FBC" and the consultant will be placed on a direct distribution list.
- Maintain a clean set of drawings that illustrate the as-built conditions as the construction progresses.
- Maintain a photo diary of the construction as it progresses.
- Make a final inspection of the work with the "FBC" as a base to determine if the contract requirements have been fulfilled. List any variances between requirements and work installed.
- Upon completion of the project, Consultant shall certify to the "FBC", in writing, that the Work is complete and acceptable.
- Determine the cause of, and responsibility for, any delays. Recommend appropriate remedial action to the "FBC".
- Notify the "FBC" relative to potential delays in construction and make recommendations to resolve issues contributing to delays.
- Evaluate requests for extensions of time and make recommendations to the "FBC". Analyze and evaluate all claims for contract cost adjustment. Make recommendation to the "FBC" for resolution, approval or disapproval. Review project requisitions for payment and reasonably verify completion and quality of work.

**Task 16. Construction Administration Phase Services**

At the contract negotiation stage, the Finalist will be asked to submit a budget estimate for construction administration phase services. The "FBC" will work with the Finalist to develop an anticipated project build-out and schedule. The consultant will provide an hourly rate and the name and background of the employee(s) they intend to utilize. **Do not include pricing or hourly rates in your qualification package.**

- Review and approve or disapprove all shop drawings and samples submitted by the contractor(s) for their adherence to the intent and requirements of the Contract Documents. Maintain a shop-drawing log for permanent record.
- Review, check and approve or disapprove all substitutions and "or equal" products, equipment and/or materials submitted by the contractor(s) on the basis of adherence to the intent of the Contract Documents, serviceability, reliability and impact of delivery on job progress.
- Provide interpretations of construction documents and design. Evaluate all conflicts from the interpretation of the Contract Documents, and make recommendations for their resolution.
- Prepare supplemental sketches or details as necessary to clarify or correct errors in the construction documents and clarify field conditions not covered in the Contract Drawings or Specifications.
- Review all field orders and change orders for their effect on design criteria only and make recommendations to the "FBC".
- Perform economic evaluation, accounting and processing of all change orders.
- Coordinate its work with the "FBC", and other consultants and contractors at the site.
- Check, approve or disapprove test procedures and review test results and make appropriate recommendations to the "FBC".
- Provide on-site representation for the commissioning, start-up and training of the building systems and components.
- For project closeout, the Consultant shall review, approve and deliver to the "FBC" three (3) copies of the following:
  - a. All guarantees
  - b. One reproducible set, three copies, and one electronic set of As-Built Drawings on CD-ROM in a form acceptable to the "FBC"
  - c. Operating and maintenance manuals
  - d. Certificate of Construction Completion
  - e. Certificate of compliance
  - f. Other items as required by the Contract Documents
- Upon satisfactory completion of work, the Consultant shall assemble the Project Documents to be delivered to the "FBC". These documents will contain the following:
  - a. Construction inspection reports.
  - b. Progress photos.
  - c. Approved product data.
  - d. Close-out documents as listed above.
  - e. Testing program results

### **Bases of selection**

Qualification Packages shall also include the Consultant's qualifications, similar work experience, references and a listing and qualifications for all sub-consultants that will be used.

Qualification Packages will not be evaluated solely upon cost but will consider the experience and service that the Consultant will bring to the project. The "FBC" reserves the right to reject any and all Qualification Packages that are received. All Qualification Packages submitted remain the property of the "FBC". The successful Consultant will be expected to execute a Standard Form Contract with the "FBC" and, provide the "FBC" with a certificate of insurance naming Town of Bourne as an additional insured.

The qualification package reviews will evaluate the consultant based on the following criteria:

- a. Experience with work on similar building

- b. Familiarity with Chapter 149 sec. 44E
- c. Staff and team experience
- d. Experience with the design of large municipal buildings
- e. Experience with the design of DPW municipal buildings
- f. Demonstrated ability to maintain Design and Construction costs within established budgets
- g. References

The "FBC" will short-list three prospective firms. The selected short-listed firms will be asked to attend an interview. The selection process will include formal interviews and will be based primarily upon the aforementioned criteria that are presented in no formal order.

### **Deadlines/Due Dates**

All qualification packages are due by 2:00 p.m. on May 23, 2012. Please submit packages to the Bourne Town of Administrator's Office – Thomas Guerino-Chief Procurement Officer. Please state "Bourne Department of Public Works Facility Designer RFQ" on the outside of the response package. Please include Eight (8) copies of the qualification package.

Anyone receiving a RFQ package must submit their contact information to the Town of Administrator's Office and Roger Fernandes (contact information below) to receive any notices. The Owner or its representatives are not responsible for addenda failing to be "sent or received" as a result of service failure, internet failure, electronic failure, or weather related events. It is the **sole responsibility** of the purveyor to confirm the information has been received or sent. Do not submit RFQ responses electronically.

Please direct any questions to Roger Fernandes. Please reference the RFQ package in any correspondence.

1. RFQ will be made available April 30, 2012
2. RFQ submittal deadline is May 23, 2012 by 2:00 pm
3. Anticipated short list date will be one week after submittal due date.
4. Anticipated interviews will be two weeks after submittal due date.
5. Anticipated finalist contract negotiation will be three weeks after submittal due date.
6. Anticipated award will be three-four weeks after submittal due date.

#### Contact Information:

##### *Town Administration*

24 Perry Avenue - Room 101

Buzzards Bay, 02532-3441

759-0600, ext 503

759-0620 (Fax)

[tguerino@townofbourne.com](mailto:tguerino@townofbourne.com)

Any questions concerning the RFQ should be directed to:

Name: Roger Fernandes

Phone: 781 296-3537 Email: [roger@brlconstructionservices.com](mailto:roger@brlconstructionservices.com)

END



Cape Cod Times  
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Hyannis, MA 02601

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TOWN CLERK'S OFFICE  
BOURNE, MASS

Attention: Cindy

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**TOWN OF Bourne  
RFQ - Designer Services**

The Town of Bourne through the office of the Town Administrator (Chief Procurement Officer) and working on behalf of the "Public Works Facility Building Committee" (FBC) & the Bourne Public Works Department, in accordance with MGL Chapter 7 Sec. 38 is seeking a Engineering Firm (Consultant) to undertake the design, permitting and procurement of the proposed "New Public Works Building and associated Site Work and anything related thereto", all of which is subject to available funding. The designer will be selected based on their qualifications for the project.

Packages may be obtained at the Bourne Town Administrator's Office, 24 Perry Avenue, Buzzards Bay, MA, between 9:00 a.m. - 4:00 p.m. M-F or visiting our website at: [www.townofbourne.com](http://www.townofbourne.com). Proposals must be submitted by 2:00 p.m. on May 23rd, 2012. The Town of Bourne reserves the Right to reject any and/or all bid submissions deemed in the best interest of the Town.

Thomas M. Guerino  
Town Administrator

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Please submit advertising bill to:

Town Administrator  
24 Perry Avenue  
Buzzards Bay, MA 02532  
508.759.0600, ext. 503

**TOWN OF Bourne**

**RFQ - Designer Services**

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Thomas M. Guerino  
Town Administrator

4/30/12