

**2011**

**Selectmen**

**Sewer**

**Task force on local pollution**

**Shore and Harbor**

**Town Administrator**

**S.W.O.P. –**

**(Special Work Opportunities Program)**

**Upper Cape Regional**

**Wastewater Advisory**

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

2011 JAN 5 PM 4 27

TOWN CLERK'S OFFICE

**MEETING NOTICE**

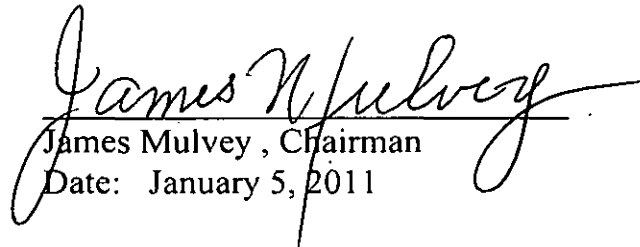
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, January 10, 2011

Time: 7:00.P.M:

**Agenda Topics**

- 1) Minutes of meeting held on December 13, 2010
- 2) Ongoing research of St. Margaret's Street catch basin system discharge
- 3) Update on Stormwater discharge and erosion at end of Tower Lane
- 4) Action to ensure Committee's awareness of upcoming grant availability involving pollution on Stormwater Management
- 5) Introduction of new members to organization and/or individuals useful in the Committee's work
- 6) Development of a protocol guiding Committee's actions
- 7) Nominations and election of Committee's officers
- 8) Discuss future agenda items
- 9) Set next meeting
- 10) Adjourn

  
James Mulvey, Chairman  
Date: January 5, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW fax: 759-0617; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

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**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held January 10, 2011**

Called to order by Chairman Mulvey at 7:10 p.m.

Members present: Jim Mulvey, Stewart Bell, Les Perry, Mort Toomey, Hal King, and Elaine Graybill.

1. December 13, 2010 meeting minutes accepted with thanks to the secretary, on a motion by Mort Toomey, seconded by Stewart Bell.
2. Mort Toomey presented the results of his research into the St. Margaret's Street catch basin discharge, along with a sketch of the location and the names of property owners in that area. In Toomey's field investigation he discovered that the 4-inch PVC pipe discharging water into a stormwater catch basin near St. Margaret's and the 6 & 28 bypass comes from a residence. Toomey and Mulvey suggest the committee look into the history of this by talking with Department of Public Works (DPW) staff who might be familiar with it. In connection with this, Toomey distributed copies of the Environmental Protection Agency's "Application for Permit to Discharge Stormwater Discharges Associated with Industrial Activity."
3. Mulvey distributed a map of part of Bourne including Buzzards Bay taken from the DPW master map, showing where stormwater pipes drain into the Canal and other bodies of water. He explained that the situation at the end of Tower Lane involves road runoff and erosion, and said the DPW is well aware of the problem and has tried temporary solutions but will create a permanent infiltration system in the future. All the quahog and oyster beds in that area remain open.

Mulvey addressed another other possible catch-basin problem in Bourne that the town can remedy. A boat launch in the Cypress/Maple streets area drains into Queen Sewell Pond. He said this committee could supervise a field investigation, possibly with the help of AmeriCorps volunteers, obtaining GPS coordinates for all the town's catch basins to see if they coordinate with the town's map.

committee could determine linkages among the catch basins.

4. In a motion by Stewart Bell, seconded by Toomey, the group voted that a memo will be drafted by the secretary to the town administrator, copied to selectmen, asking for the Selectmen's Task Force on Local Pollution and Phase II Stormwater Management Community Oversight Group to be notified of pending grant information involving stormwater at the time those grant announcements are received by the town.
5. Mulvey continued with his ongoing introduction to this group of "key players" in the area of stormwater management with whom he has worked in his long history with this group.
6. Hal King distributed a proposed protocol for this group to use in dealing with stormwater issues that arise and members offered suggestions. The group approved a motion by Toomey, seconded by Bell, that we will discuss Draft II of that protocol at the February meeting.
7. Chairman Mulvey said he has had a long tenure with this group and believes it could benefit from a new chairperson to move it forward. Bell nominated Toomey to take office immediately, King seconded, and the nomination was approved unanimously. In another officer matter, Elaine Graybill, who has been pro tem secretary since Hal King stepped down in the fall, was nominated by Mulvey to be permanent secretary. King seconded the nomination with enthusiasm and the group approved it unanimously.
8. Future agenda items will include a continuation of tonight's discussions plus visits by town staff and other key players.

The next meeting will be 7 p.m. February 14.

The meeting was adjourned at 9 p.m. after a motion by King, seconded by Bell.

Submitted by Elaine Graybill, secretary

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held January 10, 2011**

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Submitted by Elaine Graybill, secretary

MEMORANDUM

2011 JAN 19 PM 2 38  
TOWN CLERK'S OFFICE

TO: Board of Selectmen  
Town Administrator  
Town Clerk

FROM: James Mulvey, previous chairman

DATE: January 19, 2011

SUBJECT: Change in Chairmanship on the Pollution Task Force

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At a posted meeting of The Selectmen's Task Force on Local Pollution and The Phase II Stormwater Management Community Oversight Group held on January 10, 2011; Mr. Mort Toomey was duly elected Chairman.

Mr. Mort Toomey  
738 Sandwich Road  
Bourne, MA  
508-833-9360  
[emtoomey@verizon.net](mailto:emtoomey@verizon.net)

Also elected as secretary:

Mrs. Elaine Cook Graybill  
19 Buzzards Bay Avenue  
Buzzards Bay, MA 02532  
774-269-9571  
[Elaine@cromagnon.com](mailto:Elaine@cromagnon.com)

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION**

2011 FEB 7 PM 12 19

and

**TOWN CLERK'S OFFICE PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

**MEETING NOTICE**


Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, February 14, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held January 10, 2011
- 2) Update on information concerning St. Margaret's Street catch basin
- 3) Review and discuss the changes made to the protocol guiding committee's actions
- 4) Copies of the Natural Resources Shellfish Regulations and the U.S. Fisheries reports on various "Closed at all Times" sites provided for each member
- 5) Discussion on any possible remediation to any of these sites to achieve "Selectively Open" status
- 6) Possible committee interest on the ocean outfall of snow removal dumping
- 7) Discuss future agenda items
- 8) Set next meeting
- 9) Adjourn

  
Mort Toomey, Chairman  
Date: February 7, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW fax: 759-0617; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay



2011 MAY 17 AM 5 49  
TOWN CLERK'S OFFICE

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held February 14, 2011**

Called to order by Chairman Mort Toomey at 7:05 p.m.

Members present: Jim Mulvey, Stewart Bell, Les Perry, Mort Toomey, Hal King, and Elaine Graybill. Guest: Tim Mullen, director, Bourne Department of Natural Resources.

1. January 10, 2011 meeting minutes were amended to reflect the fact that Les Perry was not present and accepted with thanks to the secretary, on a motion by Bell, seconded by King.

4&5 After Graybill moved and King seconded, the group voted to move to agenda items 4 and 5 because of our guest, Tim Mullen, who was present to address those topics.

Chairman Toomey provided each member with a copy of Bourne Shellfish Regulations, with bed closures marked. Mullen provided each member with a list of state shellfish closures, and a portion of the *National Shellfish Sanitation Program Guide for the Control of Molluscan Shellfish 2007*. Mullen discussed the various types of closures implemented in Bourne, such as conditional closure for several months' duration and permanent closure, and the varying reasons for closures, such as pollution from marinas, road runoff, and stormwater outflow pipes. He noted that shellfish bed testing is carried out by the State Division of Marine Fisheries, and they test only for fecal coliform. He said that agency should be on board with any remediation work before it is done. Mullen continued by describing remediation for problem areas. Dredging is one remediation method and can be complicated and lengthy because of factors such as eelgrass protection and whether areas are under state or federal jurisdiction. The town's program to pump boat holding tanks for free is an important clean-water effort. Creating filtration sites to prevent unfiltered runoff from entering estuaries is another important measure.

Discussion led to the conclusion that while town funds are short for water testing and stormwater runoff remediation work by the Department of Public Works, obtaining grant money can be a good answer, and this task force can be involved in that effort. He noted that all the information

he presented is available online.

- 2 After Mulvey moved and Graybill seconded, the group voted to return to agenda items 2 and 3.

In an update on the St. Margaret's Street catch basin, Mulvey said he learned from the Department of Public Works that St. Margaret's between the bypass and Main Street is a state road, and the pipe from the residence to the drain was permitted by the state. Mulvey and Toomey discussed someone from the task force obtaining a copy of that permit from the Department of Environmental Protection in Lakeville.

Graybill introduced four photos she had taken that day of the outflow pipe from St. Margaret's into the Canal, showing an oily discharge into the Canal. The pipe is west of the 365 marker.

- 3 King had updated his task force protocol proposal with suggestions from the previous meeting's discussion. A suggestion was made to incorporate water-testing options into the protocol. This was tabled for later discussion.
- 6 News articles were introduced about possible environmentally detrimental effects from towns and cities dumping snow into bodies of water. Toomey had researched this in Bourne and learned that this town doesn't dispose of snow by dumping it into water. Bell raised a question about a storm drain on MacArthur Boulevard, north of Barlow's Landing, with a tremendous amount of water flowing into it from melting snow and where that might end up. Bell will research that before the next meeting.
- 7 The next agenda will include updates on the St. Margaret's catch basin, efforts toward remediation of polluted shellfish beds, task force protocol, and the MacArthur Blvd. catch basin.
- 8 The next meeting will be 7 p.m. Monday, March 14, 2011, in the basement conference room, Bourne Town Hall.
- 9 At 8:51 p.m., after Perry moved and Bell seconded, the task force voted to adjourn.

Submitted by Elaine Graybill, secretary

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION**

2011 MAR 9 PM 3 44 and  
**PHASE II STORMWATER MANAGEMENT  
TOWN OF BUZZARDS BAY  
COMMUNITY OVERSIGHT GROUP**

**MEETING NOTICE**

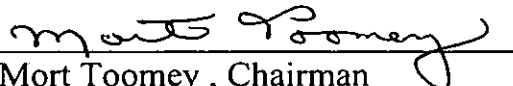
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, March 14, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held February 14, 2011
- 2) Mr. Tim Mullen, Director of the Department of Natural Resources will discuss possible remedies to some of the shellfishing sites
- 3) Discuss the plan to recruit two new members for recent open positions on the committee
- 4) To review and discuss the revised protocol procedures by the committee
- 5) Discussion on the St. Margaret's catch basin discharge permit
- 6) Mr. Bell will report on the water flowing from the said location resulting from snow melting
- 7) Discuss future agenda items
- 8) Date of next meeting
- 9) Adjourn

  
Mort Toomey, Chairman  
Date: March 9, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW fax: 759-0617; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

2011 MAR 15 AM 11 38

TOWN CLERK'S OFFICE

To: Town Clerk

From: Mort Toomey, Chairman  
Pollution Task Force

Date: March 14, 2011

The committee did not have a quorum this evening. No action and no votes were taken.

We had an extensive discussion about various types of shellfish closures implemented in Bourne, and the possibility that some of the shellfish sites could be remediated.

One of the committee's goals is to have as many sites reopened by the state as possible.

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and**

2011 APR 6 PM 4 RELEASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP

TOWN CLERK'S OFFICE

**MEETING NOTICE**


Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, April 11, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held February 14, 2011
- 2) Mr. Tim Mullen, Director of the Department of Natural Resources will bring maps of all the catch basins in the Buzzards Bay area and will discuss the areas of shellfishing sites with the committee
- 3) To review and discuss the revised protocol procedures by the committee
- 4) To discuss the plan to fill any recent open positions on the committee
- 5) Discussion on the St. Margaret's catch basin discharge permit
- 6) Discuss future agenda items
- 7) Date of next meeting
- 8) Adjourn

  
Matt Toomey, Chairman  
Date: March 9, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW fax: 759-0617; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

Shelburne's  
Task Force on Pollution  
Task Force

4-12-11

TOWN OF BOURNE

2011 APR 14 PM 2 33

THE COMMITTEE ~~WAS~~ <sup>DOES</sup> NOT HAVE  
A QUORUM MONDAY NIGHT. NO ACTION  
AND NO VOTES WERE TAKEN.

THE MEMBERS PRESENT  
WERE ELAINE GRAYBILL, STEWART  
BELL, MORT TOOMEY, JIM MULLEY  
WAS EXCUSED FROM THE MEETING.  
THE GUESTS WERE TIM MULLENS DNR  
AND ALEX SCOFFIELD OF THE ENTERPRISE.

WE HAD A DISCUSSION ABOUT THE  
VARIOUS SHELLFISH SITES, TIM MULLENS  
BROUGHT MAPS DISPLAYING ALL THE  
CATCH BASINS IN THE BUZZARDS BAY  
AREA.

Mort Toomey  
CHAIRMAN

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

**MEETING NOTICE**

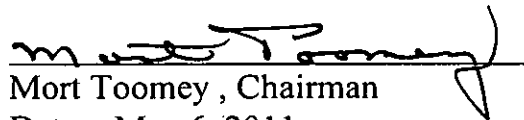
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, May 16, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held February 14, 2011
- 2) Mr. Tim Mullen, Director of the Department of Natural Resources will discuss and review some of the shellfishing sites
- 3) Discuss the plan to recruit two new members for recent open positions on the committee
- 4) To review and discuss the revised protocol procedures by the committee
- 5) Discussion on the St. Margaret's catch basin discharge permit
- 6) Discuss future agenda items
- 7) Date of next meeting
- 8) Adjourn

  
Mort Toomey, Chairman  
Date: May 6, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW fax: 759-0617; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

TOWN CLERK'S OFFICE  
2011 MAY 5 PM 11 47

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held May 16, 2011**

2011 JUN 14 AM 8 29  
TOWN CLERK'S OFFICE

Called to order by Chairman Mort Toomey at 7:03 p.m.  
Members present: Jim Mulvey, Stewart Bell, Mort Toomey, and Elaine Graybill.  
Guest: Reporter Paul Gately, *Bourne Courier*  
Excused absence: Les Perry

1. Jim Mulvey moved to accept the minutes from the meeting of February 14, 2011, the last meeting at which we had a quorum. Stewart Bell seconded; unanimously approved.
  - 1.1. Paul Gately asked about item No. 2 on those minutes about the St. Margaret Ave. outflow into the Canal and committee members explained the background of it.
2. Tim Mullen sent a letter that is attached after these minutes in lieu of attending the meeting, which he had hoped to do. The letter described catch basins near the Beachmoor Inn that the committee had asked about. The letter also described a Buzzards Bay Watershed Municipal Mini-Grant that Mullen offered to apply for by the June 30 deadline.
  - 2.1. After discussion, Elaine Graybill moved that the committee assist in compiling information for the grant application, that the committee designate Tim Mullen as project leader for any grant application that involves shellfish bed closure, and that the committee and Mullen continue looking for additional funding sources for shellfish bed remediation. Mulvey seconded and the committee unanimously approved. Toomey said he would inform Mullen of the vote.
  - 2.2. Also, Mulvey moved that the committee authorize Chairman Mort Toomey to call a special meeting to move forward with work on the grant application due June. 30. Graybill seconded and the committee unanimously approved.
  - 2.3. Mulvey moved that the committee seek grants specifically for remediation of stormwater runoff into shellfish beds at Buttermilk Way and Van Bummel Street with Tim Mullen designated as project leader. Toomey seconded and the committee unanimously approved.
3. The committee discussed ways of recruiting two new members to fill open positions. We asked Paul Gately to run an article about that in the *Courier*. A



recent *Enterprise* story had no response. Two committee members offered to attend the next meeting of the Bourne Shellfish Working Group to recruit members.

4. "Meeting Protocol for Solving Pollution Problems" was presented to the committee. Mulvey moved that the committee use that protocol and that it remain open to revision. Toomey seconded and the committee unanimously approved.
5. There was no further information on the discharge permit for the PVC pipe from a residence running into a catch basin on St. Margaret Ave.
6. Future agenda items were determined to be: 1. A possible special meeting with Tim Mullen to discuss grants; 2. Discussion of three stormwater projects: Buttermilk Way, Van Bummel St., and St. Margaret Ave. 3. Invited attendance of Tim Mullen.
7. The next meeting will be at 7 p.m. Monday June 13 at Town Hall.
8. Chairman Toomey adjourned the meeting at 8:26 p.m.

Submitted by Elaine Graybill, secretary

**Attachment: letter to the committee from Tim Mullen, DNR director**

May 17, 2011(sic)

Dear Committee Members,

I'm sorry I wasn't able to join you this evening but I would like to bring you up to speed on what I've been up to since we last met. I met with the DPW Asst. Superintendant, George Sala, on a few different occasions regarding the remediation of the catch basins on Buttermilk Way. After some research, George came up with the following. The two catch basins at the northern end of Buttermilk Way (toward Bourne Marina) are tied together and are not discharging anywhere. George referred to them as "bubblers", meaning when they reach capacity and the rain water no longer percolates, the water runs down the street toward the southern end of Buttermilk Way to the catch basin in the area of the Beachmoor Inn. The four basins in the street by the Beachmoor

and the one in the parking lot of the Beachmoor are all tied in together and when functioning as designed, discharge into Cohasset Narrows through the pipe that we are all familiar with at the end of the Beach way.

As Mr. Mulvey mentioned in previous meetings, stormwater remediation projects don't happen overnight, especially if the town is relying on grants to fund the bulk of the project. But, we will do our best to get this completed as expeditiously as possible. Timing is everything and the **Buzzards Bay Watershed Municipal Mini-Grant RFR** just came out on May 6<sup>th</sup>. We will apply for funds for the design only of this project. Unfortunately, there is no option of applying for a design and build with this funding source or we would be applying in that fashion. I don't anticipate any problems with our project qualifying as the pollutant source is resulting in a shellfish bed closure. If you would like, I will start compiling all the required information (I've already started actually) and begin the process of completing the grant application. The grant application is due June 30<sup>th</sup>. I will also continue looking for other funding sources for the implementation of the design. Worst case, we can apply next year to the same source for construction funds.

Communities applying for design funding are required to provide a project leader who will actively participate in site assessment and the development of conceptual plans. I'll take that role if you would like as it may be easier in the long run if a town employee does it. I have the contacts, resources, and day time availability but let me know, it's your call. Meanwhile, I'll continue to compile information.

Regards,

Tim

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION**

and

**PHASE II STORMWATER MANAGEMENT**

**COMMUNITY OVERSIGHT GROUP**

2011 JUN 9 AM 11 40

2011 JUN 9 AM 11 40

TOWN CLERK'S OFFICE

**MEETING NOTICE**

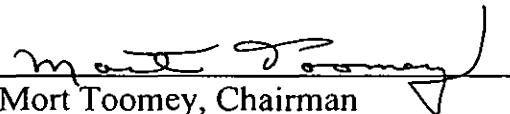
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, June 13, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held May 14, 2011
- 2) Discussion on the remediation of three stormwater runoff projects consisting of Buttermilk Way, Van Bummel Road and St. Margaret's Street.
- 3) To discuss the possibility of applying for grants at the above mentioned locations. Grant opportunity summary supplied to the Committee members by Mort Toomey.
- 4) To have a brief discussion of the EPA Region One - MS4 stormwater general permits. Chairman Mort Toomey will distribute materials pertaining to the following to the Committee members:
  - Stormwater Retrofit Techniques
  - Proposed illicit discharge detection
  - Regulating stormwater infiltration practices
  - Assessing street and parking lot design standards
- 5) Discuss future agenda items
- 6) Date of next meeting
- 7) Adjourn

  
Mort Toomey, Chairman

Date: June 9, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held June 13, 2011**

Called to order by Chairman Mort Toomey at 7:05 p.m.

Members present: Jim Mulvey, Stewart Bell, Mort Toomey, Leslie Perry, and Elaine Graybill.

1. Jim Mulvey moved to accept the minutes from the meeting of May 14, 2011. Stewart Bell seconded; unanimously approved.
  
2. Mulvey noted that the one of the three stormwater runoff projects on which this committee is focusing should be described as "the Nick Vedder/Van Bummel intersection," rather than "Van Bummel Road". The other two areas are Buttermilk Way and St. Margaret's Street. Through consensus, the committee ranked the Nick Vedder/Van Bummel intersection and Buttermilk way as the current main focus areas.
  
3. Toomey distributed copies of the grant application that Department of Natural Resources Director Tim Mullen is completing by the June 30, 2011 deadline for the Buzzards Bay Watershed Municipal Mini-Grant Program FY2010. Committee members reviewed the 15-page plus five-attachment packet and discussed its applicability to the Buttermilk Way and the Nick Vedder/Van Bummel intersection runoff areas.
  - 3.1. From the document: "The Buzzards Bay Watershed Mini-Grant Program provides financial and technical resources to municipalities for projects that help meet the Buzzards Bay National Estuary Program's goals to protect and restore water quality and living resources in Buzzards Bay and its surrounding watershed. The sources of funds for this solicitation are federal and provided in accordance with the U.S. EPA."
  - 3.2. Stormwater remediation design is an eligible project for this grant program and will be Mullen's focus in the application, particularly regard to the Buttermilk Way/Nick Vedder/Van Bummel areas.
  - 3.3. Stewart Bell pointed out an article relevant to the grant program from the Coalition for Buzzards Bay concerning pinpointing the source of nitrogen pollution in Sippican Harbor, Marion. The article/online

TOWN-CLERK'S OFFICE  
 BOURNE, MASS.  
 JUN 19 10 08 AM '11

presentation is available at <http://www.savebuzzardsbay.org/marion>.

4. Toomey distributed materials from a conference he attended at Dean College about EPA Region One—MS4 stormwater general permits. The committee reviewed documents about stormwater retrofit techniques, proposed illicit discharge detection, regulating stormwater infiltration practices, and assessing street and parking lot design standards.
  - 4.1. Mulvey noted that the Bourne Planning Department has worked with an attorney to develop bylaws that result in conforming to those standards.
  - 4.2. Graybill made a motion that the chairman route a set of these documents to Town Planning and the DPW. Mulvey seconded and the motion was unanimously approved.
5. Future agenda items were determined to be:
  - 5.1. The required annual report about this committee that the town manager needs to submit for April 2010-April 2011 to the National Pollution Discharge Elimination System PII MS4. Mulvey has the relevant document for the committee to review.
  - 5.2. The project protocol for this committee, draft four
  - 5.3. Need for new members
  - 5.4. Update on the three focus areas
  - 5.5. Status of the mini-grant application due June 30
  - 5.6. The annual schedule of applicable grant applications, to be provided by Mulvey
6. Mulvey moved and Bell seconded that because of attendance problems and the subjects before the committee that The next meeting will be at 7 p.m. Monday July 18 at Town Hall rather than the customary second Monday. The motion was unanimously approved.
- 7.—Chairman Toomey adjourned the meeting at 8:47 p.m.

Submitted by Elaine Graybill, secretary

SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION

2011 JUL 14 AM 11 39  
and  
PHASE II STORMWATER MANAGEMENT  
TOWN CLERK'S OFFICE COMMUNITY OVERSIGHT GROUP  
BOURNE, MASS.  
MEETING NOTICE

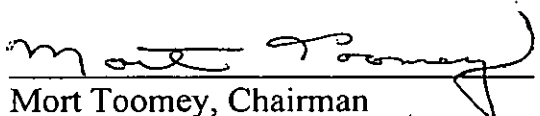
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, July 18, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held June 11, 2011
- 2) Discussion on the Buzzards Bay Watershed Municipal Mini Grant
- 3) Discussion on the remediation's of all the stormwater projects and actions under consideration
- 4) To have brief discussion on the E.P.A. Region One – MS4 Stormwater general permits
- 5) Discuss future agenda items
- 6) Date of next meeting
- 7) Adjourn

  
Mort Toomey, Chairman

Date: July 14, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, King, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held July 18, 2011**

Called to order by Chairman Mort Toomey at 7:15 p.m.

Members present: Jim Mulvey, Stewart Bell, Mort Toomey, and Leslie Perry.  
Elaine Graybill was excused.

1. A motion was made by Les Perry to excuse Elaine Graybill due to a medical issue. Seconded by Jim Mulvey, and approved by all.
2. A motion was made by Jim Mulvey that Stew Bell be made recording secretary, pro tem, for tonight's meeting. Mort Toomey seconded, and approved by all.
3. Jim Mulvey moved to accept the minutes from the meeting of June 13th, 2011. Les Perry seconded, and unanimously approved.
4. Discussion ensued on the status of Buzzards Bay Watershed Mini-Grant. Jim Mulvey had talked to Dr Joe Costa of the Buzzards Bay Project, and was informed that the award would be out in 6 weeks, or by the end of August. Also it was stated, as a reminder, that the Phase 1 of the grant process comes out in April/May of each year, and that in an exceptional year there may be more than one grant. Due to fiscal constraints we assume that it is highly unlikely to happen in the next few years.
5. A discussion on the status of current stormwater remediation projects and actions under consideration occurred. The 4 projects are:

**Saint Margaret:** Constitutes a major worthwhile project, involving the town, state and federal agencies.

**Rip Van Winkle:** Should be more accurately as Rip van Winkle/Brom Dutcher. Appears to be doable, but raises a question why this wasn't taken care of when the parking lot was done. Need to ask why it wasn't connected to the huge infiltration system. Why was a French Drain used?

**Bayview:** Awaiting Grant

**Squeteague Harbor:** Need to investigate why the beach was closed recently. Jim Mulvey to talk to Dr. George Seaver regarding research he has done.

6. EPA Region 1 – MS4 Stormwater Permits: Mort Toomey spoke with Coreen

BOURNE MASS  
2011 AUG 11 AM 8 51

Moore (Town Planning), and Rick Tellier (DPW), about how they would like to meet with us to determine if we might have a role in addressing this issue. Mort will follow up on this.

7. Chairman Toomey adjourned the meeting at 8:47 p.m.
8. Future Agendas:
  - Review of Grant Submission by Tim Mullins
  - Suggestions for other areas to pursue
  - Status of 4 current projects
  - Review for approval current draft Protocol Control Sheet
9. Next Meeting will be 8/8/11 at 7PM, at the Town Hall.
10. Chairman Toomey adjourned the meeting at 8:30PM.

Submitted by Stewart Bell, secretary (pro tem)



SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP

2011 AUG 4 AM 10 34

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

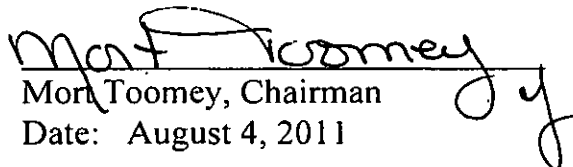
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, August 8, 2011

Time: 7:00 P.M.

Agenda Topics

- 1) Approve minutes of meeting held July 18, 2011
- 2) Discussion on the documents of the Buzzards Bay Watershed Municipal Mini Grant which were completed by Tim Mullen, DNR
- 3) Discussion on the remediation of all the stormwater projects and any actions under consideration
- 4) Discussion on recruitment of new members
- 5) Discuss future agenda items
- 6) Date of next meeting
- 7) Adjourn

  
Matt Toomey, Chairman  
Date: August 4, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

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TOWN CLERK'S OFFICE  
BOURNE, MASS

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held August 8, 2011**

Called to order by Chairman Mort Toomey at 7:05 p.m.

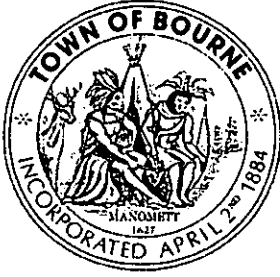
Members present: Jim Mulvey, Stewart Bell, Mort Toomey, Leslie Perry, and Elaine Graybill. Guests present: Paul Gately of the *Bourne Courier*, and Ian Graybill.

1. Jim Mulvey moved to accept the minutes from the meeting of July 18, 2011, with item 5 as corrected by Stewart Bell. Elaine Graybill seconded; unanimously approved.
  
2. Toomey distributed copies of the grant application Department of Natural Resources Director Tim Mullen submitted on June 29, 2011, to the Buzzards Bay Watershed Municipal Minigrant Program, a state program. The application seeks funds to develop designs for the remediation and treatment of stormwater in the area of Buttermilk Way in Buzzards Bay, which would be phase one of the project. The town will commit to a non-federal match of 33 percent of the total project cost. Committee members examined maps and charts of the targeted area and discussed what would come next if the funds are granted. Mullen expects word in mid-September. Committee members expressed a desire to meet with town staff in October in regard to the grant application to inform them what the committee is doing and offer to be helpful. Mulvey added that our role is to know what is supposed to be taking place in stormwater runoff and to be sure it is happening. Toomey suggested that committee members do their homework before the October meeting.
  
3. In continuation of a discussion at the July 18 meeting about specific stormwater management needs in town, Toomey distributed photos of locations in Buzzards Bay where remediation is needed (Prime set of 7-11 photos). Mulvey explained details of the locations and raised questions. Questions included why were twin basins on Rip Van Winkle not included when other filtration was done, and whether Flagg Cove, which has a stormwater outflow pipe, is closed for shellfishing after heavy rainfall. He added that the town needs to check out residential downspouts into a gutter

draining into Flagg Cove as well as a possible cesspool cover. These sites may have merit for future grant applications.

- 3.1. Discussion continued on four specific sites that have been identified by the committee and what needs to be done:
  - 3.1.1. St. Margaret's Ave.: Toomey will investigate whether there really is a state permit for an outflow from a residence to the roadway.
  - 3.1.2. Rip Van Winkle: Aforementioned questions about shellfish closures and residential outflow into Flagg Cove.
  - 3.1.3. Bayview: Awaiting grant application result.
  - 3.1.4. Squeateague Harbor: Heard report that local residents say high bacteria count was due to Canada geese.
  
4. A Pocasset resident has indicated to Bell an interest in serving on this committee. He will be invited to the next meeting.
5. Future agenda items noted at this time were:
  - 5.1. Continue site-by-site discussion
  - 5.2. Review the protocol sheet to be used for projects we are following
  - 5.3. Discuss October meeting with town staff
  - 5.4. Discuss and schedule future walkarounds
  - 5.5. Discuss open-meeting regulations
  - 5.6. Discuss whether changing our meeting time would encourage greater membership
  
6. The next meeting was set for September 12, 2011.
7. Toomey adjourned the meeting at 8:29 p.m.

Submitted by Elaine Graybill, secretary



# SELECTMEN'S TASK FORCE ON LOCAL POLLUTION AND PHASE II STORMWATER MANAGEMENT COMMUNITY OVERSIGHT GROUP MEETING NOTICE

**Date:** Monday – September 12, 2011

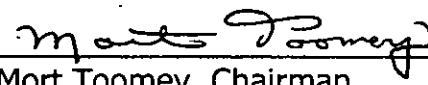
**Time:** 7:00 P.M.

**Location:** Bourne Town Hall  
2<sup>nd</sup> Floor Conference Room  
24 Perry Avenue  
Buzzards Bay, MA 02532

2011 SEP 9 AM 10 48  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

## Agenda Topics

1. Approve minutes of meeting held August 15th.
2. Discussion on the documents of the Buzzards Bay Watershed Municipal mini grant.
3. Discussion on the remediation of all the stormwater projects and any actions under consideration.
4. Review all catch basin systems to be remediated.
5. Discussion on the Annual Reports of the Selectmen's Task Force on Local Pollution and the Phase II Stormwater Management Community Oversight Group
6. Discuss future agenda items
7. Date and time of next meeting
8. Adjourn

  
Mort Toomey, Chairman  
September 7, 2011

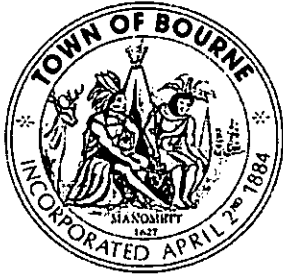
cc: Town Clerk

Town Administrator - Board of Selectmen

Committee Members: Bell, Graybill, Mulvey, Perry and Toomey

Staff: Coffin, BOH; Mullaney, Cons. Comm; Moore, Plan. Dept.; Tellier/Sala, DPW fax: 759-0617;  
Mullen, DNR,

Notify: Buzzards Bay Project - Coalition for B. Bay



**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
MEETING NOTICE**

2011 SEP 9 AM 11 34  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Date:** Tuesday – September 13, 2011

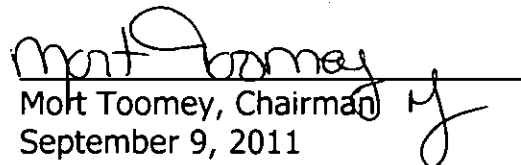
**Time:** 7:00 P.M.

**Location:** Bourne Town Hall  
Lower Conference Room  
24 Perry Avenue  
Buzzards Bay, MA 02532

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## **Agenda Topics**

1. Approve minutes of meeting held August 15th.
2. Discussion on the documents of the Buzzards Bay Watershed Municipal mini grant.
3. Discussion on the remediation of all the stormwater projects and any actions under consideration.
4. Review all catch basin systems to be remediated.
5. Discussion on the Annual Reports of the Selectmen's Task Force on Local Pollution and the Phase II Stormwater Management Community Oversight Group
6. Discuss future agenda items
7. Date and time of next meeting
8. Adjourn .

  
Molt Toomey, Chairman  
September 9, 2011

cc: Town Clerk  
Town Administrator - Board of Selectmen  
Committee Members: Bell, Graybill, Mulvey, Perry and Toomey  
Staff: Coffin, BOH; Mullaney, Cons. Comm; Moore, Plan. Dept.; Tellier/Sala, DPW fax: 759-0617;  
Mullen, DNR,  
Notify: Buzzards Bay Project - Coalition for B. Bay

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2011 OCT 25 AM 8 2  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held September 13th, 2011**

Called to order by Chairman Mort Toomey at 7:03 p.m.

Members present: Jim Mulvey, Stewart Bell, Mort Toomey, and Leslie Perry.

1. Les Perry moved to accept the minutes from the meeting of August 8, 2011, Stewart Bell seconded; unanimously approved.
2. Toomey reported that he had spoken with Department of Natural Resources Director Tim Mullen about the status of the grant application submitted on June 29, 2011, to the Buzzards Bay Watershed Municipal Minigrant Program. No awards have been made to date.
3. Discussion continued on four specific sites that have been identified by the committee, with nothing new to report:
  - 3.1.1. St. Margaret's Ave.: Toomey will investigate whether there really is a state permit for an outflow from a residence to the roadway.
  - 3.1.2. Rip Van Winkle: Aforementioned questions about shellfish closures and residential outflow into Flagg Cove.
  - 3.1.3. Bayview: Awaiting grant application result.
  - 3.1.4. Squeateague Harbor: Heard report that local residents say high bacteria count was due to Canada geese.
4. Jim Mulvey reviewed a discussion he had with members of the Buzzards Bay Project about revised Clean Water Act regulations that were to be issued. Apparently revised Phase II Stormwater regulations were issued and withdrawn. We were advised to stay the course.
5. Discussion about the continuing need to recruit new members. A possible candidate from Pocasset has decided not to become a member.
6. Jim Mulvey advised the group that the Town Administrator has requested that a FY2011 Report, from this committee, be filed by September 16<sup>th</sup>. This is the responsibility of the Chairman, and Toomey said he would make sure it was filed on time. A review of the items that should be mentioned in the report was conducted. A motion was made to approve the content of this DRAFT

report.

7. Future agenda items noted at this time were:
  - 7.1. Continue site-by-site discussions of the 4 active projects
  - 7.2. Review the protocol sheet to be used for projects we are following
  - 7.3. Discuss October meeting with town staff
  - 7.4. Discuss and schedule future workarounds
  - 7.5. Discuss open-meeting regulations
  - 7.6. Status current Stormwater Management regulations
8. The next meeting was set for October 10th, 2011.
9. Toomey adjourned the meeting at 8:08 p.m.

Submitted by Stewart Bell, secretary pro tem

SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP

2011 OCT 4 PM 2 30

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

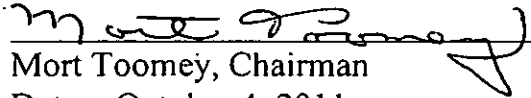
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, October 17, 2011

Time: 7:00 P.M.

Agenda Topics

- 1) Approve minutes of meeting held on September 13, 2011
- 2) Discussion on the recent award of the Buzzards Bay Watershed Non-Point Source Grant Program. Tim Mullen, DNR Director will update and advise the committee on the necessary protocol to complete the grant requirements
- 3) Review the protocol sheet to be used for projects the committee is working on
- 4) Continue site by site discussion of the four active projects
- 5) Discuss future agenda items
- 6) Date of next meeting
- 7) Adjourn

  
Mort Toomey, Chairman  
Date: October 4, 2011

cc: Town Clerk  
Town Administrator-Board of Selectmen  
Committee members: Mulvey, Bell, Graybill, Perry, Toomey  
Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;  
Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

TOWN CLERK'S OFFICE  
BOURNE, MASS

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**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

**MEETING NOTICE**

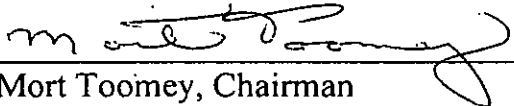
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, October 24, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held on September 13, 2011
- 2) Discussion on the recent award of the Buzzards Bay Watershed Mini Grant Program. Tim Mullen, DNR Director will update and advise the committee on the necessary protocol to complete the grant requirements
- 3) Review the protocol sheet to be used for projects the committee is working on
- 4) Continue site by site discussion of the four active projects
- 5) Discuss future agenda items
- 6) Date of next meeting
- 7) Adjourn

  
Mort Toomey, Chairman  
Date: October 4, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey

Staff: Coffin, BOH; Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

TOWN CLERK'S OFFICE  
BOURNE, MASS  
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**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND**

2011 DEC 13 AM 8 26  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of meeting held October 24, 2011**

Called to order by Chairman Mort Toomey at 7:05 p.m.

Members present: Jim Mulvey, Stewart Bell, Mort Toomey, Leslie Perry, and Elaine Graybill.

1. Les Perry moved to accept the minutes from the meeting of September 13, 2011. Jim Mulvey seconded; unanimously approved.
2. As a result of the application filed by Department of Natural Resources Director Tim Mullen on June 29, 2011, to the Buzzards Bay Watershed Municipal Minigrant Program, a state program, Bourne was awarded \$20,000. The funds are to contract with an engineer to develop a design for the remediation and treatment of stormwater in the area of Buttermilk Way in Buzzards Bay, which will be phase one of the project. The town has committed to a non-federal match of 33 percent of the total project cost. Chairman Toomey is working on obtaining an official copy of the award document and he and Mulvey will obtain details about what will take place now that the grant has been awarded. They will talk with Mullen and also officers of the Buzzards Bay National Estuary Program, which will administer the grant. Through discussion, the committee agreed that it is important for this body to be informed about the progress of the work funded by the grant.

Toomey moved that he as chairman will make a monthly call about the status of the project and keep the committee informed. Graybill seconded; unanimously approved.

3. The committee reviewed draft #4 of the Pollution Task Force Protocol. Members changed, added to, and refined the document. Toomey moved that the secretary will format draft #5 and that it will be an agenda item at the November meeting. Bell seconded; unanimously approved.
4. Discussion continued on four specific sites that have been identified by the committee and what needs to be done:
  - 4.1.1. St. Margaret's Ave.: Toomey visited the owner of the house that

has a PVC pipe emptying into a storm drain on St. Margaret's Ave., a state road. He learned that the pipe has been there 20 years. The owner told Toomey that he got permission for the pipe from the state when the road was built due to flooding in his yard, and that the pipe was registered with a department at Town Hall. Toomey will follow up on that with the Board of Health and report back at the November meeting.

In regard to the St. Margaret's Ave. outflow pipe dumping untreated runoff into the Canal, Mulvey said that is least likely of all our identified problems to be solved because of the number of agencies involved.

- 4.1.2. Rip Van Winkle: Toomey reported back that he learned from DNR that usually shellfish beds are not closed due to outflow in that area. This body is aware that two catch basins discharge untreated runoff into Flagg Cove and the town will be dealing with the Buzzards Bay Project about that.
  - 4.1.3. Bayview: The new grant (Agenda item #2) will address that problem with a design for remediation.
  - 4.1.4. Squeateague Harbor: The committee will remove this site from its active list because the high bacteria count was due to Canada geese and was a temporary situation.
  - 4.2. Mulvey recommended that the committee move forward by making a list from the town map of all outflow pipes emptying into waterways in town. He also recommended that the committee identify a GPS point for each catch basin in Bourne and note whether filtration exists for that catch basin, whether it is a state or town basin, and how many yards of road empty into the basin. That recommendation will be an agenda item at the November meeting.
5. Agenda items for November include:
    - 5.1. Draft #5 of the task force protocol
    - 5.2. Update on three identified sites
    - 5.3. Mulvey's recommendation about mapping out all sites in town
    - 5.4. Update on the new minigrant
    - 5.5. Recruiting new members
  6. The next meeting was set for 7 p.m. November 14, 2011.
  7. Toomey adjourned the meeting at 8:45 p.m. Perry moved for adjournment and Toomey seconded; unanimously approved.

Submitted by Elaine Graybill, secretary

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

**MEETING NOTICE**

Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, November 14, 2011

Time: 7:00 P.M.

2011 NOV 8 AM 9 55  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda Topics**

- 1) Approve minutes of meeting held on October 24, 2011
- 2) Discussion on the status of the recent award of the Buzzards Bay Watershed Mini Grant to the Town of Bourne
- 3) Review and discuss the newly revised "Draft #5" protocol of the local Pollution Task Force submitted by the secretary
- 4) Continue site by site discussion of the three active projects
- 5) Discuss making a list of all ocean outfall pipes and to identify G.P.S. point for each catch basin
- 6) Discuss future agenda items
- 7) Date of next meeting
- 8) Adjourn

  
Mort Toomey, Chairman

Date: November 8, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

TOWN CLERK

12/1/2011

THE SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION MEETING ON  
NOVEMBER 14, 2011 WAS CANCELED  
DUE TO THE LACK OF A QUORUM.  
NO VOTES OR MOTIONS WERE MADE.

2011 DEC 7 AM 10 53

TOWN CLERK'S OFFICE  
BOURNE, MASS

*Matt Rooney*  
CHAIRMAN

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
and  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP**

2011 DEC 7 AM 10 53

**MEETING NOTICE**

TOWN CLERK'S OFFICE  
BOURNE, MASS

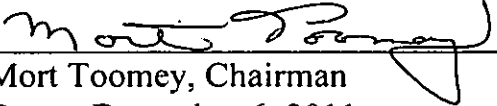
Location: Bourne Town Hall - Upper Conference Room  
24 Perry Avenue, Buzzards Bay

Date: Monday, December 12, 2011

Time: 7:00 P.M.

**Agenda Topics**

- 1) Approve minutes of meeting held on October 24, 2011
- 2) Discussion on the status of the "Buzzards Bay Watershed Mini Grant" award to the Town of Bourne recently
- 3) Discussion on the newly revised Local Task Force protocol submitted by the secretary
- 4) Discuss making a list of all ocean outfall pipes and using a G.P.S. point to identify each catch basin in Bourne
- 5) N.P.D.E.S. PII small MS-4 General Permit
- 6) Discuss future agenda items
- 7) Date of next meeting
- 8) Adjourn

  
Mort Toomey, Chairman  
Date: December 6, 2011

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey

Staff: Coffin, BOH, Mullaney, Cons. Comm; Moore, Plan. Dept.;

Tellier, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

**SELECTMEN'S TASK FORCE  
ON LOCAL POLLUTION  
AND  
PHASE II STORMWATER MANAGEMENT  
COMMUNITY OVERSIGHT GROUP  
Minutes of December 12, 2011 meeting**

TOWN CLERK'S OFFICE  
BOURNE, MASS

2012 JAN 10 AM 8:06

Called to order by Chairman Mort Toomey at 7 p.m.

Members present: Jim Mulvey, Stewart Bell, Mort Toomey, Leslie Perry, and Elaine Graybill.

1. Stewart Bell moved to accept the minutes from the meeting of October 24, 2011. Les Perry seconded; unanimously approved.
  - 1.1. To be noted: there was not a quorum for the November 14, 2011 meeting, which was attended by Toomey, Perry, and Bell; also, item 4.11 should read that Toomey had already checked with the Board of Health and did not find any documentation of permission for the pipe from a residence to empty into a storm drain on St. Margaret's Ave.
  - 1.2. General items distributed at the meeting by the chairman and members include the following.
    - 1.2.1. "Grants Boost Protection of Buzzards Bay" 9-30-11 news clipping
    - 1.2.2. "Buzzards Bay Coalition: Permit Does Too Little" *Cape Cod Times*
    - 1.2.3. "Groups Back Out of Wastewater Mediation" 12-2-11 *Cape Cod Times*
    - 1.2.4. "Two Men Arrested in Bourne Face Charges in Storm-Drain Cover Thefts" *Bourne Courier online* 12-12-11
    - 1.2.5. "Searching for the Right Cure for Cape's Algae-Choked Waters," 11-26-11 *The Boston Globe*
2. As a result of the application filed by Department of Natural Resources Director Tim Mullen on June 29, 2011, to the Buzzards Bay Watershed Municipal Mini Grant Program, a state program, Bourne was awarded \$20,000. Copies of the 9-28-11 award letter to Mullen from Joseph E. Costa, Ph.D., executive director of the Buzzards Bay National Estuary Program were distributed to members. The funds are to contract with an engineer to develop a design for the remediation and treatment of stormwater in the area of Buttermilk Way in Buzzards Bay, which will be phase one of the project. Toomey also circulated aerial photos with diagrams of the grant area that had been developed by Bernie Taber of the Buzzards Bay National

Estuary Program and reported on a 12-8-11 meeting he attended at Bourne Town Hall, which was called for the principals of the grant project to develop an RFR to engineering firms for designing the remediation plan. People attending the Dec. 8 meeting included Taber, Costa, Ricky Tellier and George Sala of Bourne Department of Public Works, Bourne Conservation Tech Brendan Mullaney, and Mullen.

Residents involved in remediation efforts on private property will be notified by letter and also the town will develop a brochure to distribute to residents.

There is a possibility of rain gardens as part of remediation.

There will be another meeting of the group in January.

Our committee discussion clarified our role in this grant process as being "oversight only."

3. The secretary distributed copies of Draft #5 Local Pollution Task Force Protocol. Bell moved and Mulvey seconded that we accept the protocol and use it with our next project. It was unanimously approved.
4. Discussion resumed about making a list of all ocean outfall pipes and using GPS points to identify all catch basins. Perry had a map of all outfall pipes into Bourne waterways, both into the ocean and smaller bodies of water, and putting out either stormwater or untreated sewage.

Mulvey recommended that the committee only classify a site as a project after we have devised a record-keeping system for all sites and after we see a way to remediate a specific site.

There was discussion about the fact that town catch basins may already be numbered and have GPS identifiers. It was suggested that the town planner's office and/or DPW can provide maps of outflow pipes and catch basins.

Perry moved and Mulvey seconded that we implement Bell's suggestion to start by looking at ocean outflow pipes and work backward to catch basins. The motion was unanimously approved.

5. Chairman Toomey distributed "NPDES PII Small MS4 General Permit Annual Report No. 8, April 2010-April 2011," dated 6-1-11, for discussion. A quick perusal of the document raised questions for committee members. In addition, section 3-1 provided information relevant to the discussion in



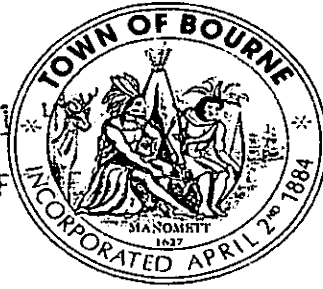
agenda item 4 above about mapping with GPS identifiers of the Bourne stormwater drainage system by the Department of Public Works. Perry moved and Mulvey seconded that committee members study the report and bring comments to the next meeting at which this will be an agenda item, and that Toomey obtain information about the grant application mentioned in section 3a-3 and bylaws. The motion was unanimously approved.

6. Future agenda items include
  - 6.1. Mini-grant update
  - 6.2. Manner in which we will use the new protocol
  - 6.3. Catch basin identification
  - 6.4. Discussion of NPDES PII Small MS4 General Permit Annual Report No. 8, April 2010-April 2011, dated 6-1-11
  - 6.5. New member recruitment and the committee's meeting time
7. The next meeting was set for 7 p.m. Monday, January 9, 2010, at Bourne Town Hall.
8. Bell moved and Perry seconded for adjournment and the motion was unanimously approved. Toomey adjourned the meeting at 8:41 p.m.

Submitted by Elaine Graybill, secretary

*Elaine Graybill*  
1-9-12

2011 FEB 4 PM 1  
TOWN CLERK'S OF



## BOARD OF SEWER COMMISSIONERS

DATE

Tuesday  
February 8, 2011

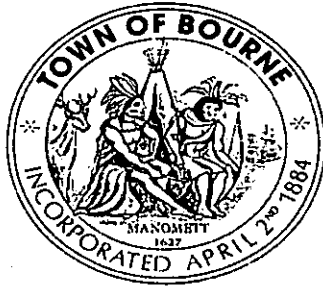
TIME

6:45 P.M.

LOCATION

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

1. Call to Order
2. Approve Minutes: October 19, 2010
3. Set Water Overage Rates for calendar year 2010
4. Adjourn



## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
February 8, 2011

**TIME**

6:45 P.M.

**LOCATION**

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

1. Call to Order
2. Approve Minutes: October 19, 2010
3. Set Water Overage Rates for calendar year 2010
4. Adjourn

**Board of Sewer Commissioners Meeting Minutes – February 8, 2011**  
**Bourne's Veteran's Memorial Community Center**  
**239 Main Street, Buzzards Bay, MA 02532**

\*\*\*\*\*

**Attendance**

Thomas M. Guerino, Town Administrator

Jamie Sloniecki, Chairman (excused)  
Don Pickard, Vice Chairman  
Mary Meli, Clerk  
Stephen F. Mealy  
John A. Ford, Jr.

*List of Documents*

- None

**Call to Order**

7:00 pm

**Approval of minutes (10/19/10)**

Mealy MOVED and SECONDED by Meli to approve minutes of 10/19/10 as submitted.  
VOTE 4-0.

**Set Water Overage Rates for calendar year 2010**

Mealy MOVED and SECONDED by Pickard to approve the overage rate of 0.01 for every gallon of water in excess of 45,000. VOTE 4-0.

**Adjourn**

Mealy MOVED and SECONDED by Meli to adjourn. Unanimous vote. Meeting adjourned at 7:05 pm.

Respectfully submitted - Lisa Groezinger, sec.

2011 MAY 13 AM 9 49  
TOWN CLERK'S OFFICE

**Board of Sewer Commissioners Meeting Minutes – February 8, 2011**  
**Bourne's Veteran's Memorial Community Center**  
**239 Main Street, Buzzards Bay, MA 02532**

TOWN CLERK'S OFFICE  
BOURNE, MASS

\*\*\*\*\*

**Attendance**

Thomas M. Guerino, Town Administrator

Jamie Sloniecki, Chairman (excused)

Don Pickard, Vice Chairman

Mary Meli, Clerk

Stephen F. Mealy

John A. Ford, Jr.

*List of Documents*

- None

**Call to Order**

7:00 pm

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VOTE 4-0.

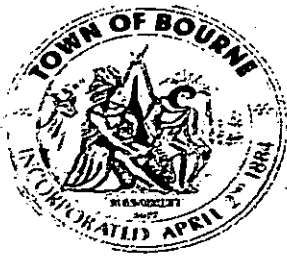
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**Adjourn**

Mealy MOVED and SECONDED by Meli to adjourn. Unanimous vote. Meeting adjourned at 7:05 pm.

Respectfully submitted - Lisa Groezinger, sec.



# Board of Selectmen Meeting Notice AGENDA



## SEWER COMMISSIONERS 6:45 –

### Appointment of Wastewater Comm. Member – possible vote.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday April 5, 2011	7:00 p.m.	Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay

Note this meeting is being televised and recorded. If anyone in the audience is recording or video taping, the need to acknowledge such at this time

7:00 – 7:15 (Items 1-5) Call to order

1. Moment of Silence for our Troops
2. Salute the Flag
3. Public Comment – Non-Agenda Items
4. Minutes: 03.22.11 and 2.22.11
5. Correspondence
6. Energy Advisory Committee on Green Vehicle policies – discussion and possible vote
7. Licenses/Appointments:
  - a. Mass Maritime – former Beachmoor – Year Round Food and Entertainment Licenses and One Day Liquor Licenses: 4/29/11 - 5/7/11 - 5/14/11 - 6/10/11 - 6/12/11 - 7/9/11 - 7/10/11 - 7/17/11 - 7/21/11 - 7/25/11 - 7/31/11 - 8/13/11 - 8/19/11 - 9/17/11
  - b. Buzzards Bay Tavern Sign
  - c. Buzzards Bay Tavern – COAD License
  - d. ALS Motorcycle Dedication – Use of Town Property
  - e. Easter Egg Hunt – Clark Field – Use of Town Property
  - f. 1199 United Healthcare Workers – Hoxie School – Use of Town Property
  - g. AFN Motors, Inc.–Class II Car Dealer–Add Corp Member-Issue License pending receipt of corporate papers reflecting change.
  - h. Frank Battles, Inc., change in location for Class II Dealer's License
  - i. Taylor's Point Association Fundraiser – Use of Town Property
8. Penny Myers – Henshaw property sign
9. Shellfish Regulation Amendment
10. Town Administrator's Report
  - a. Investment Policy final reading and possible vote.
  - b. Staff reductions update.
11. Selectmen's Business
  - a. Revote Budget Appropriations
  - b. Sign Warrant for STM/ATM/Election Warrant
12. Adjourn

2011 APR 1 PM 3 59

**Board of Sewer Commissioners Meeting Minutes – April 5, 2011**  
**Bourne's Veteran's Memorial Community Center**  
**239 Main Street, Buzzards Bay, MA 02532**

\*\*\*\*\*

**Attendance**

Thomas M. Guerino, Town Administrator

Jamie Sloniecki, Chairman  
Don Pickard, Vice Chairman  
Mary Meli, Clerk  
Stephen F. Mealy (excused)  
John A. Ford, Jr. (excused)

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TOWN CLERK'S OFFICE  
BOURNE, MASS

*List of Documents*

- None

**Call to Order**

6:47 pm

Chm. Sloniecki serving in the capacity as Chairman in Ford's absence tonight.

Vacancy on the Waste Water Advisory Committee as a property owner in the Business District. Mrs. Michienzi will not be able to serve, but Mr. Michienzi is property owner of record and therefore can serve on this committee. TA Guerino recommends appointment of Mr. Michienzi.

Pickard MOVED and SECONDED by Meli to appoint Mr. Vincent P. Michienzi, Sr. to the Waste Water Advisory Committee for a term to expire 6/30/11. UNANIMOUS VOTE.

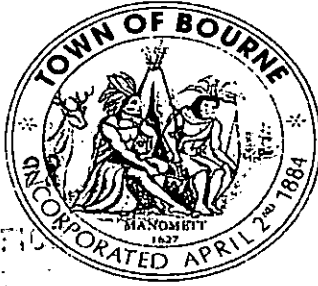
**Adjourn**

Pickard MOVED and SECONDED by Meli to adjourn. UNANIMOUS VOTE.  
Meeting adjourned at 6:49 pm.

Respectfully submitted - Lisa Groezinger, sec.

2011 MAY 6 PM 2

TOWN CLERK'S OFFICE



## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
May 10, 2011

**TIME**

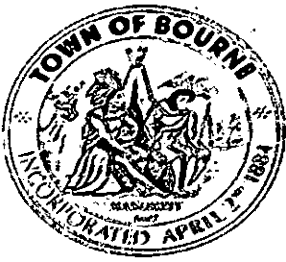
6:30 P.M.

**LOCATION**

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

1. Call to Order
2. Approve Minutes: 02.08.11
3. Louis Langton, 22 Head of the Bay Road re: Water Overage Bill
4. Adjourn





# Board of Selectmen Meeting Notice AGENDA



**Sewer Commissioners meeting 6:30: Louis Langton, 22 Head of the Bay Road re:  
Water Overage bill (508-525-7646 ©)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday May 10, 2011	7:00 p.m.	Bourne Veterans Memorial Community Center 239 Main Street, Buzzards Bay

Note this meeting is being televised and recorded. If anyone in the audience is recording or video taping, the need to acknowledge such at this time

7:00 – 7:15 (Items 1-5) Call to order

1. Moment of Silence for our Troops
2. Salute the Flag
3. Public Comment – Non-Agenda Items
4. Minutes : 4.26.11
5. Correspondence
6. Monument Beach Parking – Follow-up and possible vote

7. Licenses/Appointments:

- a. Songs for the Sea/National Marine Life Center fundraiser (BOS approved for June 11, 2011 and would like to reschedule for August 13, 2011)
- b. Scallop Festival – [3] One Day Liquor – 9-23,24&25-2011 – Beer & Wine
- c. MMA – One Day Liquor – 6-17-11 – Beer & Wine
- d. Sagamore Beach Colony Club – [3] One Day Liquor – 7-9, 7-16, 8-12-2011 – Beer and Wine
- e. Race for Second Base – 5k Road Race/Walk to benefit Kutil Family - Use of Town Roads & BB Park
- f. 1199 SEIU [United Healthcare Workers East-Mass Division] Change of Date and Location

8. Approval of Road Name for new subdivision – Sand Dollar Lane Sean Riley 978-760-1923
9. Town Owned Properties – follow-up
10. Monument Beach Parking – follow-up
11. Selectmen's Business
  - a. Town Administrator Evaluation
  - b. Town Administrator Contract.
12. Adjourn

2011 MAY 6 AM 10 24  
TOWN CLERK'S OFFICE

Board of Sewer Commissioners  
Minutes of May 10, 2011  
Bourne Veteran's Building  
239 Main Street, Buzzards Bay MA 02532

2011 SEP 8 PM 2 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

\*\*\*\*\*  
TA Guerino (excused)

John Ford, Chairman  
Jamie Sloniecki, Vice Chairman  
Peter Meier  
Earl Baldwin  
Don Pickard

Guests: George Tribou, Sewer Inspector, Mr. Jim Mulvey

List of documents:  
None

**Meeting called to order**  
6:30 pm

**Minutes**

Sloniecki MOVED and SECONDED by Pickard to approve minutes of 2/8/11 as amended.  
VOTE 5-0.

**Louis Langton, 22 Head of the Bay Road re: Sewer Water Overage Bill**

Received bill of \$700, \$400 the year after that. It seems he is being charged overages to water his yard. Mr. Langton has an \$800 overage bill this year.

Mr. Tribou said with overages, commercial residents picked up the bills as an original idea. Irrigation systems are an issue. This is a source of revenue for the Sewer. There are 132 residents paying overages this year, a total of \$132,000 including commercial and residential. This goes towards operation and maintenance.

Chm. Ford asked about adding a well. Mr. Tribou said this is acceptable.

Pickard asked about an extension to pay the bill for Mr. Langton. Two water meters were discussed.

Chm. Ford said there isn't too much that can be done for Mr. Langton except to decrease watering his lawn.

Mealy said the other remedy is with the Water District. He asked Mr. Langton what remedy he thinks the BOSCC should apply to residents to watering their lawns. Mr. Langton said there must be some recourse.

Chm. Ford said there are other areas that have separate meters, but it is not under the BOSC jurisdiction.

The BOSC will discuss with the Water District Commissioners to address and get back to Mr. Langton. Mr. Tribou said water issue will get worse as it is mandated by DEP.

**Adjournment**

Sloniecki MOVED and SECONDED by Pickard to adjourn. Meeting adjourned at 7:00 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

2011 AUG 22 PM 8:36 Board of Sewer Commissioners  
Minutes of May 10, 2011  
Bourne Veteran's Building  
TOWN CLERK'S OFFICE 239 Main Street, Buzzards Bay MA 02532  
BOURNE, MASS

\*\*\*\*\*  
TA Guerino (excused)

John Ford, Chairman  
Jamie Sloniecki, Vice Chairman  
Peter Meier  
Earl Baldwin  
Don Pickard

Guests: George Tribou, Sewer Inspector, Mr. Jim Mulvey

List of documents:  
None

**Meeting called to order**  
6:30 pm

**Minutes**

Sloniecki MOVED and SECONDED by Pickard to approve minutes of 2/8/11 as amended.  
VOTE 5-0.

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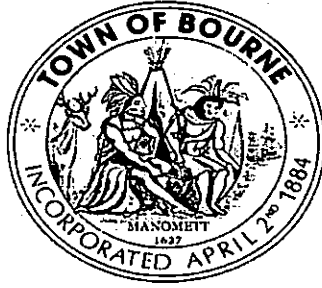
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**Adjournment**

Sloniecki MOVED and SECONDED by Pickard to adjourn. Meeting adjourned at 7:00 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

2011 JUN 3 PM 3 30  
TOWN CLERK'S OFFICE



**BOARD OF SEWER COMMISSIONERS**

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Tuesday June 7, 2011	6:30 P.M.	<b>Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA 02532</b>

1. Call to Order
2. Approve Minutes: 05.10.11
3. Report of the Wastewater Advisory Committee
4. Adjourn

Board of Sewer Commissioners  
Minutes of June 7, 2011  
Bourne Veteran's Building  
Buzzards Bay MA 02532

2011 SEP 8 PM 2 35

TOWN CLERK'S OFFICE  
BOURNE, MASS

\*\*\*\*\*

TA Guerino

Jamie Sloniecki, Chairman  
John Ford, Vice Chairman  
Don Pickard, Clerk  
Earl Baldwin  
Peter Meier

List of documents:  
None

Meeting called to order  
6:30 pm

**Wastewater Committee Report**

Currently working with Cape Cod Commission to provide direction and consolidation of direction put on the table by the Selectmen.

Ms. Sally Riggs as the Chairman of the Wastewater Committee, introduced members Bill Locke, Mike Brady, Mary Andrews and Stanley Andrews. She briefly mentioned members of the Commission's Reset Group – Glen Cannon, Tom Camporini, Gabriel Belfit and Tabitha Harkin.

Committee is looking for an agreement that the proposed work plan is the direction this committee should take.

As background, Board of Sewer's Commissioners appointed a Wastewater Committee. Charge includes reviewing previous studies of wastewater management needs, recommending solutions, alternative methods and public funding strategies. Explore alternative approaches to expanding capacity including private and public funding strategies. Membership of committee which includes a commercial customer Vincent McKenzie, member of the Board of Health (Stanley Andrews), members at large (Mary Andrews, Mike Brady and Bill Locke). Ms. Riggs represents the Bourne Financial Corporation. Bourne representative is an open position at this time.

Organizational meeting began with TA Guerino and regular meetings began in February 2011. The revitalization of Buzzards Bay is a priority of the Selectmen for the last several years. The limited wastewater management capacity is a barrier to development. The Local Comprehensive Plan (LCP) also identified of removing the limit of wastewater disposal as a high priority. Both environmental and economical needs are considered. Need to protect the shoreline. Increase vitality of commercial vitality of Bourne downtown to relieve some of taxes on private residents. Growth incentives submitted to the Cape Cod Commission and once accepted will remove the dual levels of permitting that exists. However, removing the second permit will depend on adequate wastewater management capacity.

Reset Group offered a disciplinary approach to technical assistance to the Committee. Scope of services asking for Selectmen review. Proposed Reset summary includes a build out analysis with land use and density assumptions and projecting wastewater flows. Help committee to analyze and recommend infrastructure and alternative options. Scope of services proposed to evaluate financing options as well.

Deliverables and the reports will be given to the Selectmen after each phase of work completed (a quarterly basis) and believe can be done by the end of this calendar year.

Discussion on nitrogen loading, but the capacity issue with the environmental concern is the biggest issue. Also how will increased water capacity and what is the best way to move forward in both an economic and financial basis.

Meier suggested Mr. Barry Woods having more involvement as either a voting member or exo ficio member of the Committee. Ms. Riggs welcomes the idea.

Meier MOVED and SECONDED by Baldwin that the Selectmen approve the Wastewater Committee proposed work plan. VOTE 5-0.

Sloniecki requested presentation emailed to Selectmen and available for public review on the web.

#### **Minutes**

Sloniecki MOVED and SECONDED by Pickard to approve minutes of 5/10/11 as submitted. VOTE 3-0-2 (Meier and Baldwin).

#### **Adjournment**

MOVED and SECONDED by to adjourn. Meeting adjourned at 7:00 pm. UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.



Board of Sewer Commissioners  
Minutes of June 7, 2011  
Bourne Veteran's Building  
Buzzards Bay MA 02532

2011 AUG 22 PM 8 36

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TOWN CLERK'S OFFICE  
TA Guerino  
BOURNE, MASS

Jamie Sloniecki, Chairman  
John Ford, Vice Chairman  
Don Pickard, Clerk  
Earl Baldwin  
Peter Meier

List of documents:  
None

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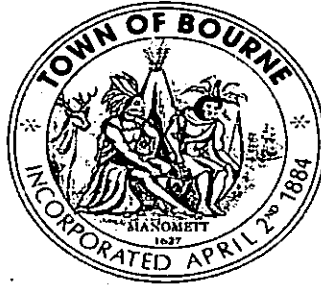
#### **Minutes**

Sloniecki MOVED and SECONDED by Pickard to approve minutes of 5/11/11 as submitted. VOTE 3-0-2 (Meier and Baldwin).

#### **Adjournment**

MOVED and SECONDED by to adjourn. Meeting adjourned at 7:00 pm. UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.



2011 JUL 29 PM 4 16

TOWN CLERK'S OFFICE  
BOURNE, MASS

## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
August 2, 2011

**TIME**

6:15 P.M.

**LOCATION**

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

1. Call to Order
2. Commission Reorganization
3. Approve Minutes: June 7, 2011
4. Set rates ( use and overage) for 2011/2012
5. Meet with BBWD
6. Adjourn

**Board of Sewer Commissioners**

**Minutes of October 18, 2011**

**Bourne Veteran's Building 2012 MAR 9 PM 3 16**

**Buzzards Bay MA 02532**

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

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TA Guerino

- Earl Baldwin, Chairman
- John Ford, Vice Chairman
- Peter Meier (excused)
- Don Pickard (excused)
- Jamie Sloniecki

**List of documents:**

- None

**Meeting called to order**

7:07 pm

**Public Comment**

None

**Fred Mielke – Optimus Senior Living Center**

One-year extension requested on the Optimus Senior for sewer connection unit they intend to build on Perry Ave. Change plans timetable to Bourne GIZ not being complete.

TA Guerino said it is not unusual for the BOSC to extend. Groundwater capacity is additional and grants for a period of not more than one-year. 7/2010 was an extension – all based on growth incentive zoning.

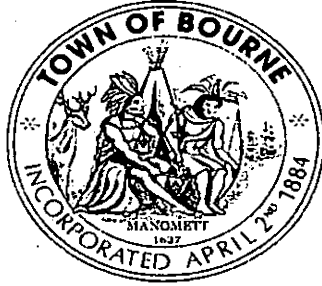
Sloniecki MOVED and SECONDED by Ford to accept request from Mr. Fred Mielke and grant a one-year extension to the Optimus Senior Living Center as requested until 10/18/12.

No representative was at meeting for further questions as it was a long drive for a short meeting. TA Guerino said if the Board would like a representative from this company to come before the Board, he can arrange. The consensus of the Board was to begin the work on said project.

**Adjournment**

Sloniecki MOVED and SECONDED by Ford to adjourn. Meeting adjourned at 7:10 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.



2011 DEC 2 PM 3 03

TOWN CLERK'S OFFICE  
BOURNE, MASS.

## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
December 6, 2011

**TIME**

6:15 P.M.

**LOCATION**

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

1. Call to Order
2. Update Wastewater Advisory Committee
3. Adjourn

Board of Sewer Commissioners  
Minutes of December 6, 2011  
Bourne Veteran's Building  
Buzzards Bay MA 02532

2011 DEC 23 AM 11 26

\*\*\*\*\*  
TOWN CLERK'S OFFICE  
TA Guerin  
BOURNE, MASS

- Earl Baldwin, Chairman
- Peter Meier, Vice Chairman
- John Ford, Clerk
- Don Pickard
- Jamie Sloniecki
- Peter Meier

List of documents:

- Bourne Wastewater Advisory Committee (BWAC) interim progress report to the Selectmen dated 12/6/11 – 16 pages

**Meeting called to order**  
6:15 pm

**Public Comment**  
None

**Update Wastewater Advisory Committee – Sally Riggs**

An interim progress report. The BWAC was tasked with developing wastewater options for Bourne's Downtown to: protect the quality of coastal embayments and shoreline; increase the vitality of the commercial sector of Bourne's Downtown to relieve the tax burden on residents.

Ms. Riggs said that from the BWAC report, they were able to meet with the Planning Board staff of the Cape Cod Commission. The Cape Cod Commission Director spoke with the Selectmen about a Regional Economic Strategy and Execution Team. One of the things said Team agreed to do was to work with the BWAC as technical assistant support.

Tonight's presentation will be specifically on Task 3, 4 and 5 of the Wastewater Management Planning.

At this time no questions or comments from the Board. Ms. Riggs introduced Cape Cod Commission's Glenn Cannon, Director of Technical Services.

Mr. Cannon said that the Cape Cod Commission isn't here to do the actual work, but rather to educate the Town and work hand-in-hand with Bourne through the process.

Quarterly report from the BWAC. Specifically Tasks 3, 4 and 5 of the Wastewater Management Planning for Bourne's Downtown Scope of Work dated 6/7/11:

Schedule. Access water supply and demand and potential water supply sites (June-Sept); characterize existing wastewater infrastructure (June-Sept); Develop build-out analysis and waterflows (June-Oct).

Task 3. Assess Water Supply and Demand. Bourne's Downtown growth opportunities are limited without water supply. This is an opportunity for Town and Bay Water District to coordinate water supply and wastewater disposal. This leads to infrastructure planning goals to promote growth and development.

Water Supply Assessment includes:

- a. Meeting with the Buzzards Bay District Superintendent
- b. Assess present status of water supply (4-year annual daily average of 470,000 gallons per day [GPD]; All pumps are working at equal levels and meet current needs, however, there are no connections with other Districts for back-up supply)
- c. Potential future supply needs
- d. Review and refinement of screening for potential lands suitable for water supply (Priority Lands Acquisition Assessment Plan [PLAAP] – a map which looks at priority conservation targets to protect water supply resources.

Conclusion. Open Space allowance for water supply purposes, test well investigation, DEP new source approval and Water Management Act permit are based on time requirement to permit a new well. It is critical that BWAC works with Water District to find a new well location.

Task 4. Assess Existing Wastewater Infrastructure (Wastewater Capacity of 200,000 GPD; Buzzards Bay [peak season use] 117,000 GPD; Hideaway Village [peak season use] 20,000 GPD; Optimus Senior Living [allocation] 23,000 GPD. *Total of 40,000 GPD available*).

Sub-tasks:

- a. Review Inter Municipal Agreement (IMA)
- b. Summarize allocation issues
- c. Develop outline for allocation tracking

Existing Allocation. Allocation allowed by permit. BOSC approves permit. One extension of permit is granted. Currently one allocation permit is granted (23,000 GPD to Optimus Senior Living). Allocations are tracked by Bourne Building/Inspection Department.

Task 5. Develop Buildout Analysis and Wastewater Flows.

Sub-tasks:

- a. Identify study area locations (Buzzards Bay [DTD], Bourne Development Campus, Hideaway Village)

- b. Compile data and assumptions
- c. Develop build-out scenarios (existing constraints, unlimited infrastructure constraints, phase optimized design). Build-out is a snap shot of development potential under zoning. Build-out analysis isn't actual future development and a parcel-by-parcel analysis.

Ford asked if Mr. Cannon has looked at any alternatives beside the Scenic Highway area and was told they are looking at other areas to expand. Ford asked if it was possible to get in touch with a local Congressman with regard to the EPA Regulations and change regulations that deal with discharge going into the water and cleaning up the plants. Mr. Cannon said it would be quite a chore.

- a. Build-out data and assumptions (Overlaid DTD form zoning code – 4 stories; 80% of lot coverage; parking required by use)
- b. Build-out development potential - DTD Theoretical: 1.3 million GPD vs. Practical – 335,017 GPD) – 20 years – 25% of Theoretical.

Ford asked how much water is used now. Mr. Cannon said he is estimating 1.9 – 2.0 million GPD. Practical build-out wastewater needs in million GPD (0.200 - IMA allocation; 0.160 - Existing wastewater to Wareham; 0.535 - wastewater flow and existing.

In conclusion, the BWAC and the Cape Cod Commission thanks Barry Woods, Superintendent of Buzzards Bay Water District, and George Tribou, Bourne Building Inspection Department.

#### **Questions/Discussion**

Ford inquired if the BWAC will be able to make the capacity of 200 million GPD and added that he heard they are presently looking for a single area lot as a build-out. Mr. Cannon said he is currently looking for what is needed. Ford commented on the scenario of a treatment plan next to a wastewater and doesn't want people to think this will be their water supply. He also raised concern of hydrolysis with regard to back-ups in Buzzards Bay.

Ms. Riggs said that a lot of questions pertain to the theoretical build-outs and the BWAC is looking at a more practical build-out scenarios.

Sloniecki asked Ms. Riggs when the BOSC will see her next. She responded by saying January, but the BWAC is falling a little behind which means in about three (3) months. Four more steps are required. Alternatives will be a lot of focus of the BWAC.

Ms. Riggs briefly discussed a member who hasn't attended many meetings who represented the commercial user. The BWAC, in recognizing this issue, is requesting another member to be appointed in the absent member's place. Meier requesting an appointment of a new member to the BWAC put on the Selectmen 12/13/11 meeting agenda.

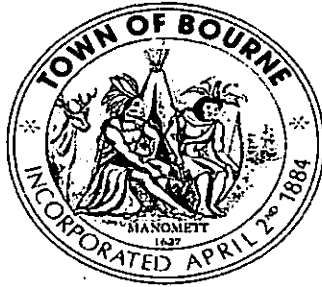


Ford asked about stimulus funding available with regard to the Revitalization of Buzzards Bay, especially the areas that are really run down. Ms. Riggs said she met with Congressman Keating on the Revitalization of Buzzards Bay. Once the BWAC has concrete information, they can go back to request Federal level assistance.

**Adjourn**

Meier MOVED and SECONDED by Pickard to adjourn. Meeting adjourned at 6:55 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.



2011 DEC 9 PM 3 23

TOWN CLERK'S OFFICE  
BOURNE, MASS

## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
December 13, 2011

**TIME**

6:40 P.M.

**LOCATION**

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

1. Call to Order
2. Approval of minutes: 8/2/11; 12/6/11
3. Mr. Neil Langille – rate formulation discussion
4. Action on non-active member of the Wastewater Advisory Committee – discussion and possible vote
5. Adjourn

**Board of Sewer Commissioners**

**Minutes of December 13, 2011**

**Bourne Veteran's Building**

**Buzzards Bay MA 02532**

2011 DEC 21 PM 3 57

TOWN CLERK'S OFFICE

BOURNE, MASS

\*\*\*\*\*

TA Guerino

Earl Baldwin, Chairman

Peter Meier, Vice Chairman

John Ford, Clerk

Don Pickard

Jamie Sloniecki

List of documents:

- None

Meier MOVED and SECONDED by Ford to recess the Selectmen public session meeting to go into the Board of Sewer Commissioner's Meeting and then to reconvene in Selectmen's public session. VOTE 5-0.

**Meeting called to order**

6:46 pm

**Approval of Minutes 8/2/11 and 12/6/11**

Ford MOVED and SECONDED by Pickard to approve minutes of 8/2/11 as amended to reflect the proper V. Chm and Clerk of the BOSC. VOTE 5-0.

Ford MOVED and SECONDED by Meier to approve 12/6/11 minutes as amended to reflect the proper V. Chm. and Clerk of the BOSC. VOTE 5-0.

**Mr. Neil Langille – rate formulation discussion**

Buzzards Bay Sewer System charges allocated with 1,000 users. The Taylor's Point marina has 50-60 slips which are commercial slips. All sewerage generated by the marina is going into the residential system. In addition, during the summer, there are about 100 more boats docked at the marina using the system which residents pay for. Pump-out boats remove sewerage into residential system. Mr. Langille inquired how many shares are the marina and pump-out system paying for those 1,000 shares.

TA Guerino answered none. He explained the Commonwealth provides \$20,000 annually which is provided by a grant relative to pump-out for keeping waterways clean. Septage money goes into the community for offsetting the cost of the pump-out system. The marina itself has its own hook-ups, and pays a sewer fee to the Sewer Commission.

Ford for clarification of Mr. Langille's question, asked TA Guerino if rate payers are compensated. TA Guerino said the marina pays a per gallon fee of overages. There is a meter in place to know what is being pumped out. TA Guerino can provide information to Mr. Langille. Ford said the only thing the marina does is pay a \$734 fee, which is not for each boat. If the marina goes over the allotted gallonage, they pay an additional fee and not treated any differently.

TA Guerino said fees go to maintaining the piping system (life of the hardware) and the boats will not pay for the piping system where there is no system to delivery as their sewage goes directly into the sewer. TA Guerino to look at where money comes and goes. Marina pays a hook-up fee and for monies derived from what gets pumped in.

Mr. Langille asked if the marinas are paying by the gallon, why the home owners shouldn't do the same. He would like to address at a future BOSC meeting.

Ford said the BOSC is looking at how users pay. Hideaway Village (HAV) pays \$734 per building. If/when the HAV equipment goes, HAV has to repair them due to how the grant is written. The BOSC would re-visit that detail and make one system under one set of rules. In the future, the Town will have to put money in an Enterprise Fund to repair pipes for the whole system. TA Guerino said the pipes are getting old.

Mr. Langille asked the BOSC to come up with a fair way for allocating, as well as how town facilities are allocated as well. TA Guerino explained residents on Main Street pay the same as the commercial businesses. TA Guerino will discuss with the Chm. and move forward.

**Action on non-active member of the Wastewater Advisory Committee (WAC) – discussion and vote**

TA Guerino said a member Mr. Michienzi appointed to the committee, due to business has not been able to attend any meetings. The committee needs a full compliment committee and the BOSC needs to address the vacancy.

Pickard spoke with Mr. Michienzi who will forward a letter of resignation from the committee. Meier would like to move fast. TA Guerino recommended waiting until receipt of Mr. Michienzi's resignation letter and re-advertising opening on the Town website. He explained the extra 4 days will not make a big difference, and is out of courtesy to Mr. Michienzi. Pickard suggested the Board take TA Guerino's recommendation and wait to the end of the week to appoint a new member at the next BOSC meeting. Pickard said the Town wants to encourage people to volunteer for groups and committees. Meier concurs, but is concerned of future committee discussions of not only a new rate, but the committee needs a financial person involved. Meier suggested a person from the Capital Outlay Committee or a member from the Finance Committee as representative from those committees to the WAC. The WAC is now looking at a different focus.

Chm. Baldwin said the best course of action is the TA Guerino recommendation and that committee make up needs to be discussed where it can appropriately be discussed.

For clarification, TA Guerino asked the BOSC if the deadline to receive letter of resignation from Mr. Michienzi is by the end of the week. At that point, he will advertise with the Boards' concurrence upon receipt of letter of resignation as soon as possible. Chm. Baldwin on behalf of the BOSC agrees that TA Guerino move forward as recommended.

**Adjourn**

Meier MOVED and SECONDED by Ford to adjourn and to reconvene as the Board of Selectmen. Meeting adjourned at 7:10 pm. VOTE 5-0.

Respectfully submitted,  
Lisa Groezinger, sec.

**Board of Sewer Commissioners  
Minutes of December 13, 2011**

**Bourne Veteran's Building 2012 MAR 9 PM 3 27  
Buzzards Bay MA 02532**

\*\*\*\*\*TOWN CLERK'S OFFICE\*\*\*\*\*

TA Guerino

BOURNE, MASS

Earl Baldwin, Chairman  
Peter Meier, Vice Chairman  
John Ford, Clerk  
Don Pickard  
Jamie Sloniecki

**List of documents:**

- None

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6:46 pm

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TA Guerino answered none. He explained the Commonwealth provides \$20,000 annually which is provided by a grant relative to pump-out for keeping waterways clean. Septage money goes into the community for offsetting the cost of the pump-out system. The marina itself has its own hook-ups, and pays a sewer fee to the Sewer Commission.

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**Action on non-active member of the Wastewater Advisory Committee (WAC) – discussion and vote**

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Pickard spoke with Mr. Michienzi who will forward a letter of resignation from the committee. Meier would like to move fast. TA Guerino recommended waiting until receipt of Mr. Michienzi's resignation letter and re-advertising opening on the Town website. He explained the extra 4 days will not make a big difference, and is out of courtesy to Mr. Michienzi. Pickard suggested the Board take TA Guerino's recommendation and wait to the end of the week to appoint a new member at the next BOSC meeting. Pickard said the Town wants to encourage people to volunteer for groups and committees. Meier concurs, but is concerned of future committee discussions of not only a new rate, but the committee needs a financial person involved. Meier suggested a person from the Capital Outlay Committee or a member from the Finance Committee as representative from those committees to the WAC. The WAC is now looking at a different focus.

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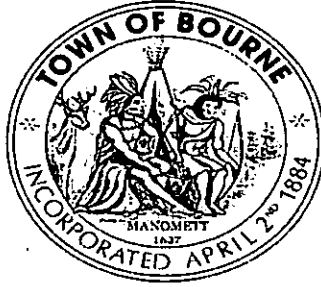
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**Adjourn**

Meier MOVED and SECONDED by Ford to adjourn and to reconvene as the Board of Selectmen. Meeting adjourned at 7:10 pm. VOTE 5-0.

Respectfully submitted,  
Lisa Groezinger, sec.





2011 DEC 16 PM 3 46

TOWN CLERK'S OFFICE  
BOURNE, MASS

## BOARD OF SEWER COMMISSIONERS

**DATE**

Tuesday  
December 20, 2011

**TIME**

6:45 P.M.

**LOCATION**

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

1. Call to Order
2. Approval of minutes: December 13, 2011
3. Action on non-active member of the Wastewater Advisory Committee – discussion and possible vote
4. Adjourn

**Board of Sewer Commissioners**

**Minutes of December 20, 2011**

**Bourne Veteran's Building**

**Buzzards Bay MA 02532**

2012 MAR 9 PM 3 17

TOWN CLERK'S OFFICE

BOURNE, MASS

\*\*\*\*\*  
TA Guerino

Earl Baldwin, Chairman  
Peter Meier, Vice Chairman  
John Ford, Clerk (excused)  
Don Pickard  
Jamie Sloniecki

List of documents:

- None

**Meeting called to order**

6:46 pm

**Approval of Minutes 12/13/11**

Meier MOVED and SECONDED by Sloniecki to approve minutes of 12/13/11 as amended.  
VOTE 4-0.

**Action on non-active member of the Wastewater Advisory Committee (WAC) – discussion and possible vote**

Meier asked if TA Guerino was in receipt of resignation letter from Mr. Vincent Michienzi from the WAC as of the end of business today. TA Guerino did not and added Ms. Sundman is out of the office and he doesn't have access to her computer.

Meier MOVED and SECONDED by Sloniecki to remove Vincent Michienzi as a member of the WAC due to inaction. Discussion.

Sloniecki asked Meier to read into record action that was just voted upon. Meier read Town By-laws 2.4.4 "Termination of Committee membership. Any member of any committee, board or commission absenting himself from four (4) consecutive meetings of the committee, board or commission without rendering any excuse acceptable to the committee, board or commission shall thereby cease to be a member thereof. Vacancies occurring in this or in any other manner shall be reported to the proper appointing authority, and said authority shall appoint a member to fill the unexpired term within a period of forty five (45) days from notification of the vacancy."

Meier explained Mr. Michienzi didn't meet criteria and is reflected in the approved WAC minutes requesting Mr. Michienzi's resignation for inaction.

Pickard, in response to Section 2.4.4, says he will vote against the motion. Realizing Meier is concerned, but he suggests Mr. Michienzi become an at-large member instead.

At this time, Sloniecki asked if any members of the WAC in the room to address issue. Ms. Sally Riggs, Chm. of the WAC answered that the WAC is interested in an active participant who represents the commercial section of the WAC when Sloniecki asked if the WAC is in agreement about removing Mr. Michienzi.

TA Guerino responded 2 weeks when Sloniecki asked how long the vacant position would be advertised. Ms. Riggs said the WAC has a gap at this point as the Charge has stated that by continuing to keep his name on the list, the committee cannot forfill that part of the description. Sloniecki would like to get the word out to commercial people on Main Street to come in and offer services to this committee. He will vote to remove Mr. Michienzi from the committee to begin search for new member. Ms. Riggs stated members of the WAC would agree.

Ms. Riggs said there is no one in mind for the vacant position. Meier to e-mail an interested party to Ms. Riggs for consideration.

Pickard explained going back to 2.4.4 is a matter of process. If a member is not excused and has 4 consecutive absences, he/she would cease to be a member. Thus a process for the Board and TA Guerino to handle. Chm. Baldwin added it is the committee itself to remedy the vacancy.

Sloniecki said as Mr. Michienzi is no longer a committee member according to Section 2.4.4. TA Guerino recommends the Board officially vote Mr. Michienzi out of the committee.

TA Guerino said the bylaw says cease to be a member. As protocol, he recommends the Board vote to acknowledge Mr. Michienzi ceasing to be a member of the WAC to allow advertising as such without voting someone off.

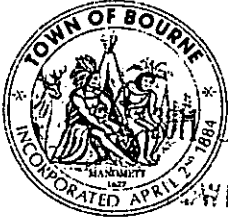
Sloniecki withdrew his seconding to the motion. TA Guerino will acknowledge Mr. Michienzi has missed 4 consecutive meetings, ceasing him as member of the WAC and the bylaw and further that upon this date of 12/20/11, 45 days forward a new member be put in effect.

Meier withdrew his motion. It was stated more than once by members of the Board, Ms. Riggs and TA Guerino that this action in no way discredits Mr. Michienzi in any shape or form.

#### **Adjourn**

Meier MOVED and SECONDED by Sloniecki to adjourn. Meeting adjourned at 7:10 pm.  
VOTE 4-0.

Respectfully submitted - Lisa Groezinger, sec.



# TOWN OF BOURNE

## Shore & Harbor Committee

JAN 6 PM 1 324 Perry Avenue  
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE  
Bourne, MA



### MEETING NOTICE

The Shore and Harbor Committee will hold a public meeting on Wednesday, January 12, 2011 at 7:15 pm at Bourne Middle School

1. Public comment
2. Approval of meeting minutes from December 9, 2010
3. Dredging update of Cohasset Narrows
4. Privatization of town owned marinas
5. Shellfish grants aquaculture permits
6. New business

Citizens are welcome and encouraged to attend our meetings.

**Chapman, Wendy**

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**From:** lgroezienger@gmail.com  
**Sent:** Friday, January 21, 2011 9:13 AM  
**To:** Chapman, Wendy  
**Cc:** Johnson, Barry  
**Subject:** SHC meeting agenda of Wednesday 2/2/11 @ 7:15 pm - for posting

Please confirm receipt of email. Thank you - Lisa

Shore and Harbor Committee  
Meeting Notice  
Wednesday, 2/2/11  
7:15 pm  
Bourne Middle School

1. Public comment
2. Approval of minutes of 12/9/10
3. Dredging update on Cohasset Narrows
4. Privatization of town owned marinas
5. Shellfish grants aquaculture permits
- New business

Citizens welcome and encouraged to attend our meetings.  
Sent from my BlackBerry® by Boost Mobile

2011 JAN 21 PM 10 12  
TOWN CLERK'S OFFICE

**Dastous, Anne**

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**From:** lgroezinger@gmail.com  
**Sent:** Saturday, June 11, 2011 4:20 PM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC approved minutes of 2/11 - TO FILE

Shore and Harbor Committee  
Meeting Minutes of 2-2-11  
Bourne Middle School, Room 100

7:15 Meeting opened by R Libin

Attendees: Richard Libin, Chair; David Wiggin, Vice Chair; Paul Bushueff, Clerk; David Crane; Hunter Scott, Irving Salley (new)

Charles Perry absent.

Guests: Stephen Mealy (BOS), Michael Blascio, Patrick Ross, James Mulvey, Bob Dawley (DNR), Tim Mullen (DNR).

Introduction of new member Irving Salley

Minutes of 12-9-10 approved unanimously as drafted, Motion by Paul Bushueff, second by Hunter Scott

Cohasset Narrows update:

T Mullen reviewed status and Corp feedback. New staff with case handled by Section Chief Ed O'Donnell - No positive news, no low cost disposal site identified. Money tight for low priority projects.

Wareham is also pushing for action and may have offered local disposal site. Harbormaster is Larry Buckminster.

Follow up action discussed: seek support of new senator Brown and Representative Keating.

Monument Beach Marina Reconfiguration Plan in final approval process with Corp. Minor changes requested. Permit expected by Mar 1.

Privatization of Marinas. Selectmen have asked that Shore and Harbor address "whether town marina's should be privatized?"

- Discussion:

Town has had poor experience with private operations of town marinas. No known private management of town marinas identified. Several examples of towns taking back management of town marinas identified.

Bob Dawley, Marina manager presented detailed income and cost profiles of the three town managed marinas. Which also compared revenue to town when Taylor's Point was managed by Mass Maritime. The town Managed marinas, while fees have not been changed for 6 years, is still able to generate a net income to the town of approximately 600,000 per year.

2011 JUN 13 PM 9 10

• Motion by Scott to form a sub committee consisting of: Rich Libin, David Wiggin, and Paul Bushueff to research privatization opportunities and issues and to present findings for discussion at next meeting. Unanimous motion made by P. Bushueff, Second by D. Crane.

● Aquaculture permitting in Bourne.

No town regulation in place.

Only State regulations in place and that require town approval.

Town should have regulations as increased interest in aquaculture, as evidenced by request of Patrick Ross to lease an area to establish an oyster farm. No area identified.

Motion to defer issue to Harbormaster/ shellfish warden to draft proposed regulations for future review of S&H Committee. Unanimous motion made by D Wiggin and 2nded by D. Crane.

Next meeting Wed, March 16  
th.

Motion to Adjourn at 2138, unanimous made by P Bushueff, second by D Crane.

Respectfully submitted: P. Bushueff

Sent from my BlackBerry® by Boost Mobile

**Johnson, Barry**

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**From:** lgroezinger@gmail.com  
**Sent:** Friday, March 11, 2011 12:38 PM  
**To:** Chapman, Wendy; Johnson, Barry  
**Cc:** Dastous, Anne  
**Subject:** SHC meeting notice of Wed. 3/23/11 @ BMS

MEETING NOTICE

Shore & Harbor Committee  
Wednesday, March 23, 2011  
Bourne Middle School, Room 100

Agenda

1. Public comment
2. Approval of meeting minutes from January 12, 2011
3. Dredging update of Cohasset Narrows
4. Update Monument Beach
5. Privatization of town owned marinas 6. New business

Richard Libin  
SHC Chairman

Sent from my BlackBerry® by Boost Mobile

2011 MAR 14 AM 9 19  
TOWN OF SHREVEPORT



**Chapman, Wendy**

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**From:** lgroezinger@gmail.com  
**Sent:** Friday, March 11, 2011 12:38 PM  
**To:** Chapman, Wendy; Johnson, Barry  
**Cc:** Dastous, Anne  
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MEETING NOTICE

Shore & Harbor Committee  
Wednesday, March 23, 2011  
Bourne Middle School, Room 100

Agenda

1. Public comment
2. Approval of meeting minutes from January 12, 2011
3. Dredging update of Cohasset Narrows
4. Update Monument Beach
5. Privatization of town owned marinas 6. New business

Richard Libin  
SHC Chairman

Sent from my BlackBerry® by Boost Mobile

2011 MAR 11 PM 1 21  
TOWN CLERK'S OFFICE

**Dastous, Anne**

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**From:** lgroezinger@gmail.com  
**Sent:** Friday, April 15, 2011 12:03 PM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC - meeting agenda of Thursday, 4/21/11 @ 7 pm Community Bldg - TO POST

MEETING NOTICE

Shore and Harbor Committee  
Thursday, April 21, 2011  
7:00 pm  
Community Building

Meeting agenda:

1. Public comment
2. Approval of meeting minutes from January 12, and March 23, 2011
3. Permitting Updates & Planning Monument Beach & Hens Cove
4. Dredging Barlows Landing
5. Future planning for committee goals for 2011
6. New business

Richard F. Libin  
Chairman

Sent from my BlackBerry® by Boost Mobile

TOWN CLERK'S OFFICE

2011 APR 15 PM 12 06

Oct 4  
2011 SEP 30 PM 2 26

OK  
4/2011

DRAFT  
Shore & Harbor Committee  
Meeting Minutes of April 21, 2011

TOWN CLERK'S OFFICE Bourne's Veteran's Memorial Community Center  
BOURNE, MASS 239 Main Street, Buzzards Bay, MA 02532

**Attendance:** Richard Libin, Chairman; David Wiggin, Vice Chairman; David Crane; Hunter Scott; Irving Sally

~~Members excused: Paul Bushueff, Clerk; Hunter Scott~~ OLC

**Members absent:** Charlie Perry, Hunter Scott, PAUL BUSHUEFF

**Guests:** Tim Mullen, Harbormaster/DNR Director

**List of Documents**

- SHC 4/1/11 recommendation with regard to privatization of the Town marina - 8 pages

**Meeting called to order at 7:00 pm**

**Public Comment**  
None.

2011 OCT 4 PM 2 29  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Approval of meeting minutes from 2/02/11**

Crane MOVED and SECONDED by Wiggin to approve minutes of 2/2/11 as amended (include members names; second by Hunter; Mo Beach - ACOE; from Marinas). UNANIMOUS VOTE.

**Permit updates - Tim Mullen**

Ed O'Donnell at AOEC, Mr. Mullen feels there will be no dredging in the future at Cohasset Narrows. This project may be able to piggyback on Barlow's Landing. Chm. Libin stated Mr. Leitzel recommends putting under one permit: Barlows Landing; the mouth of Pocasset River; and a piece of Bassets Island (North channel). He then recommends a second permit at Taylor's Point. Whichever permit comes in first will begin first. He is more than willing to do both permits at the same time. The consensus of the committee is to get the projects done.

Wiggin MOVED and SECONDED by Crane to approve the engineering and maintenance dredging for Barlows Landing to include rehabilitation of the jetty and relocation of the dingy dock, and the mouth of Pocasset River; and to include the Cohasset Narrows channel. UNANIMOUS VOTE.

0

55

Wiggin to ask Selectmen Mealy to draft letter to Senator Scott Brown for his assistance in getting the ACOE involved in the dredging costs at Cohasset Narrows.

Chm. Libin to draft letter and thank Mr. Bob Harley for his work in the privatization of the marinas. He stated that the Selectmen have documentation in hand and Selectman Mealy thanked the SHC for their efforts. Mr. Mullen does not believe the Selectmen are requesting SHC comment at this time.

**Hen's Cove** <sup>HO</sup> *renewed the town contract for main seasonal and replace after study*  
Mr. Mullen stated he is looking to take the burdens off the permit holders. Request for quotes have not been done at this time.

Wiggin added that the Pocasset Heights Improvements Association has not taken any action. He will inform Mr. Mullen when Association does.

**Barlows Landing** *will seek*  
Chm. Libin stated that Mr. Leitzel is ~~waiting~~ *waiting* for Norm Hayes with regard to the engineering to ~~make a decision with the jetty at Barlows Landing.~~ *make a decision of the jetty at Barlows Landing.*

**Other Business**

Mr. Mullen stated that the Selectmen recently approved the addition of \$30,000 to the FY11 operations budget to include a patrol boat, pump out and seasonal employees for the DNR budget.

Update on the Bass Ackwards race with regard to patrol is in the Selectmen's hands at this time. Committee concerned with public safety for the gathering after said race and would like to discuss as a future meeting agenda item. Chm. Libin to draft letter to TA Guerino with regard to earmarking some of the Waterways Improvement Fund monies for public safety.

*offer 24 posts to city - 21 38 posts on the S & L pier*  
Salley discussed 16 pilings and adding roofing tar on top and then cap with plastic caps.

**Future agenda items**

Earmarking some of Waterways Improvement Fund monies for public safety

**Set future meeting**

5/19/11 - place TBD (middle school or TH).

**Adjournment**

Wiggin MOVED and SECONDED by Crane to adjourn. Meeting adjourned at 8:21 pm.  
UNANIMOUS VOTE.

Respectfully submitted - Lisa Groezinger, sec.

(2)

APRIL 2011

**Dastous, Anne**

---

**From:** lgroezinger@gmail.com  
**Sent:** Monday, May 16, 2011 8:35 AM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC agenda for thurs 5/19/11 - TO POST

Shore and Harbor Committee Thursday, May 19, 2011 7:00 pm Bourne Town Hall, upper conference  
rm

1. Public comment
2. Approval of meeting minutes from April 21, 2011
3. Dredging update of Cohasset Narrows
4. Update Hens Cove, Barlows Landing and Pocasset River
5. Committee Goal Setting and Priorities
6. New business

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

Sent from my BlackBerry® by Boost Mobile

TOWN CLERK'S OFFICE  
2011 MAY 16 AM 8 39

Shore & Harbor Committee  
Minutes of May 19, 2011  
Bourne Town Hall, Upper Conference Room  
Buzzards Bay MA 02532

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Charlie Perry (absent)  
Irving Salley  
Hunter Scott (excused)

2011 OCT 4 PM 2 29

*Oct*  
2011 ~~SEP~~ 34 PM 2 26

TOWN CLERK'S OFFICE  
BOURNE, MASS

TOWN CLERK'S OFFICE  
BOURNE, MASS

Guests: Robert Schofield

List of documents:  
None.

Meeting called to order  
7:07 pm

Public Comment  
None.

**Approval of meeting minutes from 4/21/11**

Wiggin MOVED and SECONDED by Crane to approve minutes of 4/21/11 as amended. ~~VOIE 4-0-1 (Bushueff abstained).~~

LEAVE IN  
↓

**Barlows Landing**

Salley to work on 38 total guard rail posts on the landing pier. Fiberglass (but need apoxy and will require painting), barrier coats, rubberized paint suggested. Salley will try a couple ideas and work this summer. Minimal material required and Salley doesn't believe there will be any charge.

Mr. Mullen not present, but Chm. Libin read email into record for updates to:

**Dredging update of Cohasset Narrows**

Chm. Libin to let Mr. Leitzel that SHC wants to move forward. Town of Bourne investigating of doing the dredging themselves per Mr. Leitzel.

**Update Hens Cove, Barlows Landing and Pocasset River**

Hen's Cove to be dredged in the ~~summer~~ <sup>WINTER</sup> as planned. SHC to let Norm Hayes determine what to do with regard to pilings. Need ConCom's approval. Mr. Mullen asked for any suggestions for SHC.

Chm. Libin discussed having all <sup>Mooring</sup> pilings inspections done at the same time. SHC to make determination to do so, then recommend to Mr. Mullen. Chm. Libin to talk with Mr. Mullen what he feels about all mooring inspections done at the same time.

Norman Hayes in possession of the original marine configuration permit for Monument Beach. This will also include upgrading septic system and repave the parking lot. Mr. Mullen recommends the next Monument Beach project should be to repair the boat ramp.

Mr. Mullen has received \$30,000 additional budget monies for seasonal employees and part time Harbormasters.

**Committee goal setting and priorities**

SHC to decide what to do next. Chm. Libin suggested looking at the ramps to see which ones need attention. Hen Cove ramp suggested including paving possibly coordinated to cover the pot hole.

**Future Agenda Items**

Ramps and moorings three (3) year inspection period on future meeting agenda.  
Discussion on when the next SHC meeting.

Wiggin MOVED and SECONDED by Salley for SHC to meet 6/16/11 and take July off.  
UNANIMOUS VOTE.

**Adjournment**

Bushueff MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:00 pm. UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

MAY 2011  
2

2011 OCT 4 PM 2 30  
Shore & Harbor Committee  
Minutes of May 19, 2011  
Bourne Town Hall, Upper Conference Room  
TOWN CLERK'S OFFICE Buzzards Bay MA 02532

Oct 4  
2011 ~~SEP 34~~ PM 2 26

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

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Charlie Perry (absent)  
Irving Salley  
Hunter Scott (excused)

BOURNE, MASS

Guests: Robert Schofield

List of documents:  
None.

Meeting called to order  
7:07 pm

Public Comment  
None.

Approval of meeting minutes from 4/21/11

Wiggin MOVED and SECONDED by Crane to approve minutes of 4/21/11 as amended. ~~VOTE~~

~~0-1 (Bushueff abstained)~~

LEAVE IN



**Barlows Landing**

Salley to work on 38 total guard rail posts on the landing pier. Fiberglass (but need epoxy and will require painting), barrier coats, rubberized paint suggested. Salley will try a couple ideas and work this summer. Minimal material required and Salley doesn't believe there will be any charge.

Mr. Mullen not present, but Chm. Libin read email into record for updates to:

**Dredging update of Cohasset Narrows**

Chm. Libin to let Mr. Leitzel that SHC wants to move forward. Town of Bourne investigating of doing the dredging themselves per Mr. Leitzel.



*WINTER*  
**Update Hens Cove, Barlows Landing and Pocasset River**

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*Mooling*  
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Discussion on when the next SHC meeting.

Wiggin MOVED and SECONDED by Salley for SHC to meet 6/16/11 and take July off.  
UNANIMOUS VOTE.

**Adjournment**

Bushueff MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:00 pm. UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

*MAY 2011*  
2

**Shore & Harbor Committee**

**Minutes of May 19, 2011**

**Bourne Town Hall, Upper Conference Room**

**Buzzards Bay MA 02532**

2011 MAY 20 AM 10 49

\*\*\*\*\*

TOWN CLERK'S OFFICE  
Richard Libin, Chairman

David Wiggin, Vice Chairman

Paul Bushueff, Clerk

David Crane

Charlie Perry (absent)

Irving Salley

Hunter Scott (excused)

Guests: Tim Mullen, Harbormaster/DNR Director

List of documents:

SHC 4/1/11 recommendation with regard to privatization of Town marinas – 8 pages

**Meeting called to order**

7:00 pm

**Public Comment**

None.

**Approval of meeting minutes from 4/21/11**

Crane MOVED and SECONDED by Wiggin to approve minutes of 2/2/11 as amended.

UNANIMOUS VOTE.

**Permit updates – Tim Mullen**

Ed O'Donnell at AOEC told Mr. Mullen that he feels there will be no dredging in the future at Cohasset Narrows. This project may be piggyback on Barlow's Landing. Chm. Libin said Mr. Leitzel recommends putting under one permit: Barlow's Landing; the mouth of Pocasset River; and a piece of Bassets Island (North Channel). He recommends a second permit at Taylor's Point. Whichever permit comes in first will be started first. Mr. Leitzel is more than willing to do both permits at the same time. The consensus of the committee is to get both projects done.

Wiggin MOVED and SECONDED by Crane to approve the engineering and maintenance dredging for Barlows Landing to include rehabilitation of the jetty and relocation of the dingy dock, and

the mouth of Pocasset River; and to include the Cohasset Narrows channel. UNANIMOUS VOTE.

Wiggin to request Selectmen Mealy to draft letter to Senator Scott Brown for his assistance in getting the ACOE involved in the dredging costs at Cohasset Narrows.

Chm. Libin to draft letter and thank Mr. Bob Dawley for his work in the privatization of the marines. He said the Selectmen have documentation in hand and Selectmen Mealy thanked the SHC for their efforts. Mr. Mullen does not believe the Selectmen are requesting SHC comment at this time.

#### **Hen's Cove**

Mr. Mullen to request the Town pay for removal of moorings to take burden off permit holders, Town to provide discussion period on how dredging process will proceed. No time frame has been set.

#### **Barlows Landing**

Ask Norm Hayes for his opinion on jetty when he does engineering.

#### **Other Business**

Mr. Mullen said the Selectmen recently approved the addition of \$30,000 to the FY11 operations budget to include a patrol boat, pump out and seasonal employees to the DNR budget.

Update on the Bass Ackwards race with regard to patrol is in the Selectmen's hands at this time. SHC concerned with public safety for the gathering after the race and would like to discuss as a future meeting agenda item.

Salley to work on 38 total guard rail posts on Barlows Landing pier.

#### **Future agenda items**

Earmarking some of Waterways Improvement Fund monies for public safety.

#### **Set future meeting**

5/19/11 – Town Hall

#### **Adjournment**

Wiggin MOVED and SECONDED by Crane to adjourn. Meeting adjourned at 8:21 pm.  
UNANIMOUS VOTE.  
Respectfully submitted,  
Lisa Groezinger, sec.

**Shore & Harbor Committee  
Minutes of May 19, 2011  
Bourne Town Hall, Upper Conference Room  
Buzzards Bay MA 02532**

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Charlie Perry (absent)  
Irving Salley  
Hunter Scott (excused)

Guests: Tim Mullen, Harbormaster/DNR Director

List of documents:

SHC 4/1/11 recommendation with regard to privatization of Town marinas – 8 pages

**Meeting called to order**

7:00 pm

**Public Comment**

None.

**Approval of meeting minutes from 4/21/11**

Crane MOVED and SECONDED by Wiggin to approve minutes of 2/2/11 as amended.  
UNANIMOUS VOTE.

**Permit updates – Tim Mullen**

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2011 MAY 23 PM 8 59

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#### **Future agenda items**

Earmarking some of Waterways Improvement Fund monies for public safety.

#### **Set future meeting**

5/19/11 – Town Hall

#### **Adjournment**

Wiggin MOVED and SECONDED by Crane to adjourn. Meeting adjourned at 8:21 pm.  
UNANIMOUS VOTE.  
Respectfully submitted,  
Lisa Groezinger, sec.

**Chapman, Wendy**

---

**From:** lgroezinger@gmail.com  
**Sent:** Friday, June 10, 2011 11:30 AM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC meeting notice - TO POST

Shore and Harbor Committee  
Thursday, June 16, 2011  
7:00 pm  
Bourne Middle School, Room 100

1. Public comment
2. Approval of meeting minutes from May 19, 2011
3. Dredging update of Cohasset Narrows
4. Dredging Update Hens Cove, Barlows Landing and Pocasset River
5. Dock, Ramp Priorities
6. New Business

2011 JUN 10 PM 12 52  
TOWN CLERK'S OFFICE

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

Sent from my BlackBerry® by Boost Mobile



Shore & Harbor Committee

Minutes of June 16, 2011

2011 OCT 14 PM 4:13 Bourne Town Hall, Upper Conference Room

Buzzards Bay MA 02532

TOWN CLERK'S OFFICE

\*\*\*\*\* BOURNE MASS \*\*\*\*\*

Richard Libin, Chairman

David Wiggin, Vice Chairman

Paul Bushueff, Clerk

David Crane (excused)

Charlie Perry (absent)

Irving Salley

Hunter Scott

Guests: Tim Mullen, Harbormaster/DNR Director; and members of the public John Granda (Pocasset), Don Tibbits and Jim Dineen (Patchawisset); Bob Schoffield

List of documents:

None

**Meeting called to order**

7:00 pm

**Public Comment**

Concern regarding outhauls. Discussion on dinghy docks.

**Approval of meeting minutes from 4/21/11 and 5/19/11**

Defer meeting minutes to the next meeting.

**Permit updates – Tim Mullen**

All permits in hand from Barlow's Landing, Cohasset Narrows, Hen's Cove and Monument Beach. Dredging projects from the past 15 years will be put onto one permit.

**Dock Ramp Repairs**

Committee to review docks and ramps and determine which ramps need attention immediately. Barlow's Landing ramp repair discussed. Chm. Libin to call Ricky Tellier, DPW.

Bushueff to email ramp survey by Conservation Commission to committee members and to Mr. Tellier.

**New Business**

Email addressed to the SHC from Russ Tarbell regarding dinghy use of floats at Barlow's Landing (dinghies with no rub rails; raised props damage). Harbormaster issue and email given to Mr. Mullen.

Patrol boat coverage 4x/week (Fri – Mon) during the summer.

Pump out boats coverage 7x/week.

Attendance and protocol discussed. Notify Chairman of any attendance conflicts.

**Old Business**

Salley inquired about accessing a circuit breaker in receptacle at Barlow's Landing pier. Call DPW for access.

**Set future meeting**

8/18/11

**Adjournment**

Bushueff MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:45 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

2011 OCT 4 PM 2 30

TOWN CLERK'S OFFICE  
BOURNE, MASS

*Oct 4*  
2011 ~~SEP 24~~ PM 2 26

Shore & Harbor Committee  
Minutes of June 16, 2011  
Bourne Town Hall, Upper Conference Room  
Buzzards Bay MA 02532

TOWN CLERK'S OFFICE  
BOURNE, MASS

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane (absent)  
Charlie Perry (absent)  
Irving Salley  
Hunter Scott

Guests: Tim Mullen, Harbormaster/DNR Director; and members of the public John Granda (Pocasset), Don Tibbits and Jim Dineen (Patchawisset); Bob Schoffield

List of documents:  
None

Meeting called to order  
7:00 pm

**Public Comment**

Concern regarding outhauls. Discussion on dinghy docks.

*representatives res of Patchawisset and surrounding were satisfied their outhaul would be removed as they were on town land.*

Approval of meeting minutes from 4/23/11 and 5/19/11  
Defer meeting minutes to the next meeting.

*- speed question  
- decided in 1/11  
- concern that they have and potential fees for  
this an issue for selectmen*

**Permit updates - Tim Mullen**

All permits in hand from Barlow's Landing, Cohasset Narrows, Hen's Cove and Monument Beach. Dredging projects from the past 15 years will be put onto one permit.

**Dock Ramp Repairs**

Committee to review docks and ramps and determine which ramps need attention immediately. Barlow's Landing ramp repair discussed. Chm. Libin to call Ricky Tellier, DPW.

Bushueff to email ramp survey *work and* by Conservation Commission to committee members and to Mr. *bring into* Tellier. *A*

**New Business**

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Pump out boats coverage 7x/week.

Attendance and protocol discussed. Notify Chairman of any attendance conflicts.

**Old Business**

Salley inquired about accessing a circuit breaker in receptacle at Barlow's Landing pier. Call DPW for access.

**Set future meeting**

8/18/11

**Adjournment**

Bushueff MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:45 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

JUNE 2011

Shore & Harbor Committee  
Minutes of June 16, 2011  
Bourne Town Hall, Upper Conference Room  
Buzzards Bay MA 02532

\*\*\*\*\* 2011 OCT 4 PM 2 29 \*\*\*\*\* *Get* \*\*\*\*\*

Richard Libin, Chairman  
David Wiggins, Vice Chairman  
Paul Bushueff, Clerk  
David Crane (absent)  
Charlie Perry (absent)  
Irving Salley  
Hunter Scott

2011 SEP 34 PM 2 26  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Guests: Tim Mullen, Harbormaster/DNR Director; and members of the public John Granda (Pocasset), Don Tibbits and Jim Dineen (Patchawisset); Bob Schoffield

List of documents:  
None

Meeting called to order  
7:00 pm

**Public Comment**

Concern regarding outhauls. Discussion on dinghy docks.

*representatives res of Pocasset and surrounding were satisfied their outhaul would be removed as they were on town land.*

Approval of meeting minutes from 4/24/11 and 5/19/11  
Defer meeting minutes to the next meeting.

*- good question  
- dedded rights  
- concern that they have and potential fees for  
- this an issue for selectants*

**Permit updates – Tim Mullen**

All permits in hand from Barlow's Landing, Cohasset Narrows, Hen's Cove and Monument Beach. Dredging projects from the past 15 years will be put onto one permit.

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**New Business**

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**Old Business**

Salley inquired about accessing a circuit breaker in receptacle at Barlow's Landing pier. Call DPW for access.

**Set future meeting**

8/18/11

**Adjournment**

Bushueff MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:45 pm.  
UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.

JUNE 2011

2

**Dastous, Anne**

---

**From:** lgroezinger@gmail.com  
**Sent:** Tuesday, August 16, 2011 9:26 AM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC meeting agenda of 8/18/11 - TO FILE

MEETING NOTICE

Shore and Harbor Committee  
Thursday, 8/18/11  
Bourne Town Hall  
7:00 pm

1. Public comments, non-agenda items
2. Committee reorganization
3. Review minutes of June 16, 2011
4. Town Report filing
5. Dredging update
6. Committee priorities for the upcoming year
7. Public comments, non-agenda items
8. Any other business that may come before the Committee

Sent from my BlackBerry® by Boost Mobile

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2011 AUG 15 PM 9 17

Shore & Harbor Committee  
Minutes of August 18, 2011  
Community Building  
Buzzards Bay, MA 02532

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk (excused)  
David Crane  
Irving Salley  
Hunter Scott

Guests: Tim Mullen, Harbormaster/DNR Director

List of documents:  
None

Meeting called to order  
7:00 pm

2012 JAN 12 PM 10 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Meeting minutes**

Discussion of importance of meeting minutes being complete and accurate. Previous meeting minutes were updated to show accurate information.

**Pocasset Heights Improvement Association (PHIA)**

On 8/13/11, Tim Mullen, Harbormaster and Chm. Libin were invited to attend PHIA annual summer meeting with a very large turn out to review the upcoming dredging project to be performed this winter, dredging window and the process of moving mooring to enable the county dredge to perform the work dredging. The approximate span of the dredging will be about 700' across the channel which would mean requiring the mooring in that immediate area to be moved. The Town of Bourne is looking into having a commercial mooring company contracted to move and reinstall mooring back after the field has been dredged.

**Barlows Landing**

Barlows Landing is about 3 years away from its dredging project. Mike Leitzel is begin the permitting process when the Hens Cove project begins. Mr. Leitzel will be working on the Pocasset River, Barlows Landing and Cohasset Narrows permitting at the same time. The beach is washing away along the North side of the pier and is going to undermine the pier. Chm. Libin will call the DPW for some rip-rap to control the undermining. SHC needs to look at the dingy dock reconfiguration during the permitting process.



**Lifeguards**

Discussion was held on why the floats were not installed without lifeguards because the beaches were filled this summer. Committee members were told the floats were not installed because of liability. What, if anything, can the committee do to support the funding of lifeguards?

**Town Report**

The 2010 Town Report is due in September. Chm. Libin will work on report and have before the committee for discussion at their next meeting.

**Adjournment**

Crane MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:05 pm.  
UNANIMOUS VOTE.

Respectfully submitted, Chm. Libin  
Transcribed by Lisa Groezinger, sec.

**Shore & Harbor Committee  
Minutes of August 18, 2011  
Community Building  
Buzzards Bay, MA 02532**

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk (excused)  
David Crane  
Irving Salley  
Hunter Scott

Guests: Tim Mullen, Harbormaster/DNR Director

List of documents:  
None

**Meeting called to order**  
7:00 pm

**Meeting minutes**

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On 8/13/11, Tim Mullen, Harbormaster and Chm. Libin were invited to attend PHIA annual summer meeting with a very large turn out to review the upcoming dredging project to be performed this winter, dredging window and the process of moving mooring to enable the county dredge to perform the work dredging. The approximate span of the dredging will be about 700' across the channel which would mean requiring the mooring in that immediate area to be moved. The Town of Bourne is looking into having a commercial mooring company contracted to move and reinstall mooring back after the field has been dredged.

**Barlows Landing**

Barlows Landing is about 3 years away from its dredging project. Mike Leitzel is begin the permitting process when the Hens Cove project begins. Mr. Leitzel will be working on the Pocasset River, Barlows Landing and Cohasset Narrows permitting at the same time. The beach is washing away along the North side of the pier and is going to undermine the pier. Chm. Libin will call the DPW for some rip-rap to control the undermining. SHC needs to look at the dingy dock reconfiguration during the permitting process.

**Lifeguards**

Discussion was held on why the floats were not installed without lifeguards because the beaches were filled this summer. Committee members were told the floats were not installed because of liability. What, if anything, can the committee do to support the funding of lifeguards?

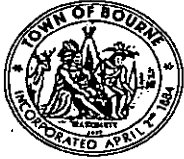
**Town Report**

The 2010 Town Report is due in September. Chm. Libin will work on report and have before the committee for discussion at their next meeting.

**Adjournment**

Crane MOVED and SECONDED by Wiggin to adjourn. Meeting adjourned at 8:05 pm.  
UNANIMOUS VOTE.

Respectfully submitted, Chm. Libin  
Transcribed by Lisa Groezinger, sec.



*Town Clerk*  
24 Perry Avenue  
Buzzards Bay, MA 02532  
(508) 759-0600 Ext 505



*Barry H. Johnson*  
*Town Clerk*

*Wendy J. Chapman*  
*Asst. Town Clerk*

June 2011

*Shore & Harbor Committee*  
*Richard Libin, Chm*  
*P.O. Box 3073*  
*17 Kenwood Rd*  
*Pocasset, MA 02559*

To : All Boards and Committees

Pursuant to the Town Charter of 2001, the Town By-laws and the Mass. General Laws, the minutes for all meetings should be filed with the Town Clerk's Office. We have enclosed excerpt from the various laws for your reference. If your Board or Committee posted a meeting and the meeting was cancelled, please file with our office a notice to that effect stating that the meeting was not held and no minutes will be filed.

Minutes missing

*1-12-2011, 3-23-2011*

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman  
Asst. Town Clerk

*Town Clerk*

**Dastous, Anne**

---

**From:** lgroezinger@gmail.com  
**Sent:** Monday, September 12, 2011 10:19 AM  
**To:** Chapman, Wendy  
**Cc:** Dastous, Anne  
**Subject:** SHC meeting notice - TO POST

2011 SEP 12 AM 11 07

TOWN CLERK'S OFFICE  
BOURNE, MASS

MEETING NOTICE

Shore & Harbor Committee  
Thursday, 9/15/11  
Bourne Middle School  
7:00 pm

Agenda items:

1. Public comments, non-agenda items
2. Committee reorganization
3. Review minutes of previous meetings
4. Town Report filing
5. Outhaul regulations changes
6. Committee priorities for the upcoming year
7. Public comments, non-agenda items
8. Any other business that may come before the Committee

Sent from my BlackBerry® by Boost Mobile

**Shore & Harbor Committee  
Minutes of September 15, 2011  
Bourne Middle School  
Bourne, MA 02532**

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman (excused)  
Paul Bushueff, Clerk  
David Crane  
Irving Salley  
Hunter Scott (excused)

Guests: Richard Carney, James Dineen

List of documents:  
None

**Meeting called to order**  
7:00 pm

2012 JAN 12 AM 10 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Town Report Discussion**

Review of Annual Report, drafted by Chm. Libin.

Bushueff MOVED and SECONDED by Crane to approve SHC Annual Town Report 2011 as presented. UNANIMOUS VOTE.

**Outhaul Regulations**

Discussion on outhaul regulations as it applies to Patuisset and potentially other areas in town. Two issues raised by Patuisset residents who have or are to lose their outhauls: outhauls on town-owned land (although permitted to keep outhaul on town land for over 40 years and fees collected by town for many years).

Outhaul switched from son to father's name the father dies. Issue brought to the committee before and as this would require a change in regulations and dealt with property right issues. The committee suggests that it be brought to the attention of the Selectmen.

The trigger which changed the regulation on outhauls on town-owned land dealt with the need to remove outhauls from Monument Beach. It should be noted that there is precedence for allowing outhauls, docks, including an Association dock, on town-owned property where there is no hazard to navigation, and prior use existed (e.g. Pocasset River). Due to the difficulty to enforce uniformly, and potential inequities, a review of these regulations would be appropriate.

**Approval of Minutes**

Bushueff MOVED and SECONDED by Salley to approve minutes of 6/16/11 as amended.  
UNANIMOUS VOTE.

**Next Meeting Date**

10/13/11 – place TBD.

**Adjournment**

Crane MOVED and SECONDED by Busheuff to adjourn. Meeting adjourned at 8:25 pm.  
UNANIMOUS VOTE.

Respectfully submitted, by Bushueff  
Transcribed by Lisa Groezinger, sec.

**Shore & Harbor Committee  
Minutes of September 15, 2011  
Bourne Middle School  
Bourne, MA 02532**

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman (excused)  
Paul Bushueff, Clerk  
David Crane  
Irving Salley  
Hunter Scott (excused)

Guests: Richard Carney, James Dineen

List of documents:  
None

**Meeting called to order**  
7:00 pm

**Town Report Discussion**  
Review of Annual Report, drafted by Chm. Libin.

Bushueff MOVED and SECONDED by Crane to approve SHC Annual Town Report 2011 as presented. UNANIMOUS VOTE.

**Outhaul Regulations**

Discussion on outhaul regulations as it applies to Patuisset and potentially other areas in town. Two issues raised by Patuisset residents who have or are to lose their outhauls: outhauls on town-owned land (although permitted to keep outhaul on town land for over 40 years and fees collected by town for many years).

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**Approval of Minutes**

Bushueff MOVED and SECONDED by Salley to approve minutes of 6/16/11 as amended.  
UNANIMOUS VOTE.

**Next Meeting Date**

10/13/11 – place TBD.

**Adjournment**

Crane MOVED and SECONDED by Busheuff to adjourn. Meeting adjourned at 8:25 pm.  
UNANIMOUS VOTE.

Respectfully submitted, by Bushueff

Transcribed by Lisa Groezinger, sec.

**Johnson, Barry**

---

**From:** lgroezinger@gmail.com  
**Sent:** Thursday, October 06, 2011 2:47 PM  
**To:** Chapman, Wendy  
**Cc:** Johnson, Barry  
**Subject:** SHC - meeting notice - TO FILE

2011 OCT 6 PM 3 16  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**MEETING NOTICE**

Shore & Harbor Committee  
Thursday, 10/13/11  
Bourne Middle School, Room 100  
7:00 pm

**Meeting Agenda Items:**

**Agenda**  
Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, October 13, 2011 at 7:00 pm at

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Review of Waterways Regulations
4. Committee priorities for the upcoming year
5. Public comments, non-agenda items
6. Any other business that may come before the Committee

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**Shore & Harbor Committee  
Minutes of October 13, 2011  
Bourne Town Hall, Upper Conference Room  
Buzzards Bay MA 02532**

\*\*\*\*\*

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Irving Salley  
Hunter Scott  
Chris Southwood

Guests: Tim Mullen, Harbormaster/DNR Director;

List of documents:  
None

**Meeting called to order**  
7:05 pm

**Public Comment, non-agenda items**  
None.

**Approval of meeting minutes**  
Salley MOVED and SECONDED by Wiggin to approve minutes of 8/18/11 as amended. VOTE 3-0-2 (Bushueff, Southwood-abstentions).

Salley MOVED and SECONDED by Crane to approve minutes of 9/15/11 as amended. VOTE 3-0-2 (Wiggin, Southwood-abstentions).

**Review of Waterways Regulations**

A group of Patchawisset people are looking to change regulations by adjusting and keeping outhauls on town property before the Selectmen.

Chm. Libin said this comes under the Waterways Regulations for the new Open Meeting Laws. This Group is going back in front of the Selectmen on 11/15/11 who will hear and make some decision. He feels if you allow outhauls to be transferred in general (considered a mooring by the State), there will be a waiting list of people who will never see a mooring in the town.

2012 JAN 12 PM 10 04  
TOWN CLERK'S OFFICE  
BOURNE, MASS

*H. Scott came to meeting at 7:15 pm and was unavailable for the approval of minutes votes.*

Chm. Libin suggests the SHC come up with a recommendation to either support current Regulations or not and would like to have recommendation for the Selectmen meeting of 11/15/11.

Mr. Tim Mullen said he was enforcing what was voted upon in 2001 by the Selectmen with regard to outhauls on public lands. Letters were sent out and given a year for arrangements or given the choice to convert outhaul to a mooring to still have a permit.

Mr. Mullen performed a survey of every Town on the Cape and up to Plymouth and no town allows permits on town-owned land. The most effected are in Hen's Cove and Patchawisset. In his opinion, Mr. Mullen doesn't feel it is right to grant people with exclusive use of town-owned land.

Transferring to immediate family will create a waiting list that will not move. He took language out of the regulations with regard to Harbormaster discretion so no arbitrary decisions would be made. Outhauls are able to be transferred through the sale of a home and can be transferred to the next homeowner. This is the Town's exception to a waiting list.

Bushueff said if outhauls are on town-owned land, and give someone exclusive use, is it truly affecting people's right to use the beach? Is there any harm?

Wiggin said he doesn't like the idea of transferring the right of permit from person to person, permit owner to permit owner on public land.

Crane doesn't feel the outhauls should be transferred because he would like to see the mooring list to move.

Irving said losing the moorings, why the Town couldn't put in a dinghy dock and charge money. Mr. Mullen said he is doing this in Hen's Cove. This can be done in Patchawisset, but Mr. Mullen said it will be an issue. He said it is not his decision. His decision is to enforce what is on the books. Irving agrees that there should not be exclusivity.

Southwood agrees with Mr. Mullen and should not have exclusivity and believes the mooring permits show making an effort. He suggested In lieu of giving to spouses, grant to a family member one time only. Mr. Mullen said can be done until someone challenges.

Scott feels one mooring should be able to be handed down in perpetuity. He feels one mooring should be able to transfer.

Discussion of getting on a waiting list of hoping for a mooring. This list does move, but if you make transferrable the list will be slowed down. Mr. Mullen said a waiting list gives everyone a chance.

Scott said if every town says no outhauls on town-owned land, he feels it is the way it should be.

Chm. Libin asked the SHC as a committee support not having outhauls on town-owned land. This is part of the dingy storage policy the Selectmen adopted in 2001.

The SHC recommends keeping the current policy dealing with dinghy storage as written.

The SHC recommends keeping the transfer of outhauls or moorings as it is currently written. Bushueff believes to transfer one mooring.

The SHC recommends keeping the transfer to a property owner as written.

Wiggin MOVED and SECONDED by Salley to support the Waterway Regulations as written and the SHC Chm. to write a letter to the Selectmen of the results of their Waterway Regulations discussions. VOTE 6-1 (Bushueff-opposed).

Bushueff would vote to approve Regulations if the transfer issue is discussed before the regulations are up for review.

#### **Committee priorities for the upcoming year**

##### **Public comments, non-agenda items**

None.

##### **Any other business before the Committee**

Chm. Libin recognized Irving's installation of guard rail posts at Barlow's Landing.

Mr. Mullen said BSC Group working to get permanent pilings and add fingers to Hen's Cove in addition to the expansion at Barlow's Landing.

Bushueff said Bourne is #3 of the list for dredging as stated at the County Dredge meeting. This is emergency based. County lines are being crossed which is a good item. A number of towns have comprehensive permits in which permits can be put and taken anywhere in the same town. Discussion on getting small dredge fresh water ponds to get rid of nitrogen loading problems.

Irving asked if the dingy docks will be fixed before putting back out at Barlow's Landing. Mr. Mullen said the town will reuse.

Chm. Libin asked Mr. Mullen to ask BSC Group to make a recommendation for dingy docks, and if needed to buy, buy one that will last a few years at Barlow's Landing.

Chm. Libin send letter to the Selectmen about Bob Dawley's retirement

SHC Organization

Scott MOVED and SECONDED by Irving to re-appoint the Chairman Libin and Vice Chairman David Wiggin and Clerk Paul Bushueff. UNANIMOUS VOTE.

Bushueff to draft letter and send to Chm. Libin for review about successor of Bob Dawley, Marina Manager. Wiggin asked Mr. Mullen if the Town had a Hurricane Preparedness at the marinas at the time of Hurricane Irene. Mr. Mullen responded yes.

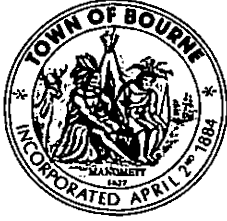
**Set future meeting**

11/9/11 – meeting place to TBD.

**Adjournment**

Bushueff MOVED and SECONDED by Crane to adjourn. Meeting adjourned at 9:00 pm. UNANIMOUS VOTE.

Respectfully submitted,  
Lisa Groezinger, sec.



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Hunter Scott  
Irving Salley  
Chris Southwood

### Agenda

## Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Wednesday, November 9, 2011 at 7:00 pm at Bourne Middle School Conference Room

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Town Marina's update
4. Dredging update's
5. Open Meeting Law Seminar Update
6. Committee priorities for the upcoming year
7. Public comments, non-agenda items
8. Any other business that may come before the Committee

2011 NOV 4 AM 10 53  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

cc: Town Clerk, Board of Selectmen, Harbormaster, Conservation Commission,  
Engineering, Committee Members, Town Planner, Finance Committee

S&H Minutes of 11-9-11

All in Attendance

2012 JAN 12 AM 10 04

Guests: none

TOWN CLERK'S OFFICE  
BOURNE, MASS

review minutes of 10-13-11

On motion by Crane/ second Wiggin, unanimous approval to approve minutes as amended

Discussion:

Marina manager letter sent to Selectmen. Replacement will likely be at a lower pay scale.

Dredge update: Hen cove-  
bids to be opened on 10<sup>th</sup> for mooring removal and replacement.

Ready to dig pit.

Dredge to come in next week.

BSC working on plans to reconfigure dock/ pilings and more dingy space at Hen Cove

Monument Beach Marina reconfiguration plan -1<sup>st</sup> steps are replace septic and pave parking area.

Open mtg law mtg 14<sup>th</sup> at Trowbridge. Attendance encouraged.

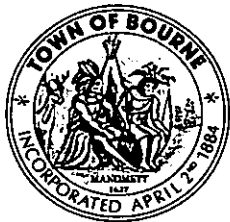
Next meeting: discuss priorities.

No public comment

Next meeting Dec 15<sup>th</sup>

745 Adjourn, Motion Bushueff, second Wiggin, unanimous





# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Hunter Scott  
Irving Salley  
Chris Southwood

### Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Wednesday, December 15, 2011 at 7:00 pm at Bourne Middle School Room 100

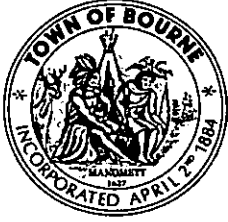
2011 DEC 12 AM 8 59  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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2. Review minutes of previous meetings
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5. Committee priorities for the upcoming year
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

cc: Town Clerk, Board of Selectmen, Harbormaster, Conservation Commission, Engineering, Committee Members, Town Planner, Finance Committee



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Hunter Scott  
Irving Salley  
Chris Southwood

### Agenda

## Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, December 15, 2011 at 7:00 pm at Bourne Middle School Room 100

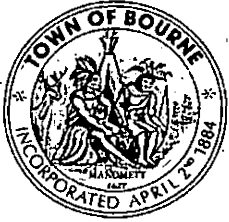
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Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

cc: Town Clerk, Board of Selectmen, Harbormaster, Conservation Commission,  
Engineering, Committee Members, Town Planner, Finance Committee

2011 DEC 12 AM 9 15  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# TOWN OF BOURNE

Town Administrator

24 Perry Avenue

Buzzards Bay, MA 02532

Phone 508-759-0600 x 304 - Fax 508-759-0620



Thomas M. Guerino  
tguerino@townofbourne.com

TO: HONORABLE TOWN CLERK

FROM: THOMAS M. GUERINO

RE: VACATION

DATE JULY 18, 2011

Pursuant to the Town of Bourne Charter, as amended, this is to inform you that I will be away from the office commencing July 25, 2011 through July 29, 2011. Note that July 25<sup>th</sup> is a scheduled hearing regarding the Doherty case. From July 26 – 29 I will be on vacation. Ms. Linda Marzelli will serve in my capacity during my time off. I can be reached incase of an emergency either by telephone, cell phone or email.

TOWN CLERK'S OFFICE  
BOURNE, MASS.

2011 JUL 18 PM 3 18

**LEGAL NOTICE**

**REQUEST FOR PROPOSALS  
2011 COMMUNITY DEVELOPMENT BLOCK GRANT  
GRANT ADMINISTRATION SERVICES  
BOURNE, MASSACHUSETTS**

The Town of Bourne requests proposals from qualified consultants to provide grant administration services for a Community Development Fund Grant (CDF) grant awarded by the Department of Housing and Community Development through its Community Development Block Grant Program.

Complete specifications and proposal requirements are available at the Office of the Town Planner, Monday through Friday, 8:30 A.M. to 4:30 P.M., or by written request to: RFP Consultant Grant Administration, c/o Coreen V. Moore, Town Planner, Town of Bourne, 24 Perry Avenue, Buzzards Bay, MA 02532, cmoore@townofbourne.com.

Proposals must be received no later than **Thursday September 1, 2011** in the manner and format as required in the Request for Proposals.

The Town Administrator shall award the contract under this procurement.

The Town of Bourne expressly reserves the right, in sole discretion of the awarding authority, to reject any and all bids, or to waive any informality in the request for or response to proposals, if deemed in the Town's best interest.

The Town of Bourne is an equal Opportunity Employer. Proposals from Disadvantaged/Woman Business enterprises are strongly encouraged.

Thomas Guerino  
Town Administrator

For inclusion in the August 18, 2011  
Bourne Enterprise

BOURNE, MASS.  
TOWN CLERK'S OFFICE  
2011 AUG 10 PM 3 52

**MEMORANDUM**

To: Town Clerk  
From: Thomas Guerino, Town Administrator  
Date: January 5, 2011  
Subject: Meeting Cancellation

\*\*\*\*\*

Wastewater Advisory Sub-Committee had a meeting scheduled for January 5, 2011 at 7:00 P.M. which was cancelled and will be reschedule.

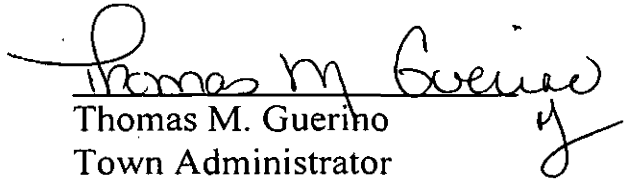
# WASTEWATER ADVISORY SUBCOMMITTEE

## MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday January 5, 2011	7:00 P.M.	Bourne Town Hall 24 Perry Avenue Buzzards Bay, MA 02532 Upper Conference Room

### AGENDA

1. Call meeting to order
2. Review/approve minutes of December 15, 2010 meeting
3. Select officers: chair, vice-chair, clerk/secretary, other as identified by members
4. Review status of commercial member search
5. Discussion of committee's purpose and direction
  - a. Establish plan of work
  - b. Identify time and frequency of meetings
6. Identify future agenda items
7. Public comment
8. Discuss future agenda items
9. Adjourn

  
Thomas M. Guerino  
Town Administrator

Date: December 29, 2010

TOWN CLERK'S OFFICE

2010 DEC 29 AM 9 52



*Town of Bourne*



Wastewater Advisory Committee  
Minutes of the Meeting  
December 15, 2010; Town Hall

**DRAFT – DRAFT - DRAFT**

Attending: Committee members: Mary Andrews, Stanley Andrews, Michael F. Brady, William W. Locke, Sallie K. Riggs. Town Administrator Tom Guerino *ex officio*. Public: Jim Mulvey.

Town Administrator Tom Guerino called the meeting to order at 7 pm.

Tom reviewed the Open Meeting Law and Conflict of Interest Law and distributed copies to those who had not received them at their swearing in. He encouraged member to participate in a workshop that Town Counsel will conduct after the first of the year.

There followed a discussion of the work of the committee that included the following points:

1. Committee members asked to have a copy of the charge to the committee and of the recommendations made by the previous advisory committee. Sallie and Tom will follow-up with these.
2. The documents produced by Tighe & Bond in 2007 and 2008 will be made available to those committee members who do not have copies. Sallie agreed to obtain these.
3. Tom will not be available for all meetings but the Town will provide copying, mailing, and posting services.
4. The committee should review the resources it has available. These might include assistance from the County.
5. The committee is still lacking a "commercial" member. Tom agreed to put a notice on the website and in the paper.
6. A link will be established with the Board of Sewer Commissioners through quarterly reports/updates and through sending agendas and minutes to the members.
7. At the next meeting the committee's structure should be confirmed with a chair or facilitator, clerk/secretary and other "officer" as desired.

The next meeting was set for January 5 at 7 pm. Tom will identify the site. Tom and Sallie will develop the agenda.

The meeting adjourned at 8:20 pm.

**MEMORANDUM**

To: Town Clerk  
From: Thomas Guerino, Town Administrator  
Date: February 1, 2011  
Subject: Meeting Cancellation

\*\*\*\*\*

Wastewater Advisory Sub-Committee had a meeting scheduled for February 1, 2011 at 7:00 P.M. which was cancelled due to inclement weather.

TOWN CLERK'S OFFICE  
2011 FEB 1 AM 10 19



# WASTEWATER ADVISORY SUBCOMMITTEE

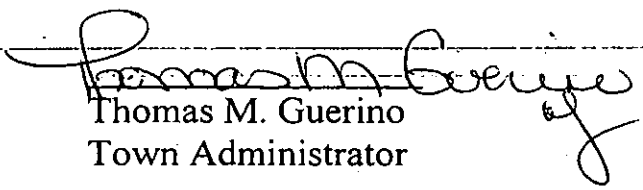
## MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday February 1, 2011	7:00 P.M.	Bourne Veteran's Memorial Community Building 239 Main Street Buzzards Bay, MA 02532

### AGENDA

1. Call meeting to order
2. Review/approve minutes of December 15, 2010 meeting
3. Select officers: chair, vice-chair, clerk/secretary, other as identified by members
4. Review status of commercial member search
5. Discussion of committee's purpose and direction
  - a. Establish plan of work
  - b. Identify time and frequency of meetings
6. Identify future agenda items
7. Public comment
8. Discuss future agenda items
9. Adjourn

---

  
Thomas M. Guerino  
Town Administrator

Date: January 28, 2011

TOWN CLERK'S OFFICE

2011 JAN 28 AM 9 24

# WASTEWATER ADVISORY SUBCOMMITTEE

## MEETING NOTICE


2011 FEB 1 AM 1

TOWN CLERK'S OFFICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday February 9, 2011	7:00 P.M.	Bourne Veteran's Memorial Community Building 239 Main Street Buzzards Bay, MA 02532

### AGENDA

1. Call meeting to order
2. Review/approve minutes of December 15, 2010 meeting
3. Select officers: chair, vice-chair, clerk/secretary, other as identified by members
4. Review status of commercial member search
5. Discussion of committee's purpose and direction
  - a. Establish plan of work
  - b. Identify time and frequency of meetings
6. Identify future agenda items
7. Public comment
8. Discuss future agenda items
9. Adjourn

  
Thomas M. Guerino  
Town Administrator

Date: January 28, 2011

TOWN CLERK'S OFFICE

2011 FEB 1 AM 10 20

**Wastewater advisory Committee**  
**Agenda – 02/16/2011**  
**7:00 P.M.**  
**Bourne Veterans Community Building**

1. Open meeting
2. Review/take action on Minutes of February 9, 2011 meeting
3. Select officers: chair, vice-chair, clerk/secretary, other as identified by members
4. Review and discuss previous studies and recommendations
  - a. Identify need for more information and/or clarification
5. Identify future agenda items
6. Public comment
7. Confirm date and time of next meeting
8. Adjourn

TOWN CLERK'S OFFICE

2011 FEB 14 PM 12 17



*Town of Bourne*

2011 MAR 9 AM 10 28

TOWN CLERK'S OFFICE



Wastewater Advisory Committee  
Proposed Agenda  
March 16, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve minutes of February 16, 2011 meeting
3. Presentation and discussion –
  - a. Barry Woods, Buzzards Bay Water District
  - b. George W. Tribou, Bourne Plumbing and Gas Inspector
4. Comments/reports from Committee members
5. Identify future agenda items
6. Public comment
7. Set next meeting and adjourn

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
April 6, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve minutes of March 16, 2011 meeting
3. Presentation and discussion –
  - a. Cape Cod Water Protection Collaborative
  - b. Cape Cod Commission
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

A handwritten signature in cursive script that reads "Sallie K. Riggs".

Sallie K. Riggs  
Committee Chair

TOWN CLERK'S OFFICE  
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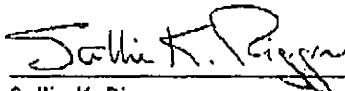
*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
April 20, 2011, 7:00 pm  
Town Hall

2011 APR 14 AM 9 15  
TOWN CLERK'S OFFICE

1. Call meeting to order
2. Review/approve minutes of April 6, 2011 meeting
3. Presentation and discussion –
  - a. Cape Cod Water Protection Collaborative
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

  
 \_\_\_\_\_  
 Sallie K. Riggs  
 Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
May 4, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve minutes of April 20, 2011 meeting
3. Review and discussion of scope to be presented by the Cape Cod Commission
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

  
 \_\_\_\_\_  
 Sallie K. Riggs  
 Committee Chair

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 TOWN CLERK'S OFFICE



*Town of Bourne*



2011 MAY 12 PM 12 05

Wastewater Advisory Committee  
Proposed Agenda  
May 18, 2011, 7:00 pm

TOWN CLERK'S OFFICE

**Town Hall Clerk's Office: Please note that we meet in the 2<sup>nd</sup> floor conference room, although Barry Johnson has advised announcing Town Hall only in case we are moved at the last minute.**

1. Call meeting to order
2. Review/approve minutes of May 4, 2011 meeting
3. Review and discussion of scope to be presented by the Cape Cod Commission
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

Sallie K. Riggs  
Committee Chair





*Town of Bourne*

Wastewater Advisory Committee  
Minutes of the Meeting  
May 18, 2011; Bourne Town Hall, 2<sup>nd</sup> Floor Meeting Room

Attending: Committee members: Stanley Andrews, Mary Andrews, Michael Brady, William Locke, Sallie K. Riggs.

Guests: Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Glenn Cannon, Cape Cod Commission, Director of Technical Services  
Gabrielle Belfit, Cape Cod Commission, Hydrologist

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:05 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of May 4, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Sallie announced that the Board of Sewer Commissioners will meet on June 7, 2011 and that we are scheduled to give our first report at that meeting. In conjunction with the report, we will also ask for their support of our proposed Scope of Work (SOW). All Committee members were asked to attend this meeting.

Item #4: Tom distributed an expanded and updated copy of the SOW and the group began a review of each of the items. Sallie pointed out that we need to keep the focus on the underlying purpose of our tasks, and the link between expanded wastewater management in Buzzards Bay and revenue growth for the Town. To this end, she offered to write up a short preface to the SOW outlining this focus. The group agreed.

Item #5: A lengthy review of the SOW ensued with much give and take to ensure that each item was in keeping with our goals.

Item #6: The final item discussed was the Gant chart of the tasks involved in completing the SOW. Tom maintained that we can finish by the end of the calendar year but it was agreed to watch our progress closely and quickly report any unanticipated delays to the Board.

Item #7: After the Commission staff members departed, the group reviewed Mike's draft of the report to the Board. Stan recommended one change in wording and Sallie suggested that we again need to keep a focus on revenue growth for the town and will prepare a preface to the final first report.

Item #8: Bill plans to attend an upcoming public meeting concerning Ocean Outfall on May 25 and will report to the Committee at our next meeting.

Items #9 and #10: The next meeting will be on Wednesday, June 1, beginning at 7:00 pm in the Town Hall, 2<sup>nd</sup> Floor Meeting Room. The meeting adjourned at 8:55 pm.

*These Minutes were approved as circulated at the Committee's meeting on June 1, 2011.*

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*Town of Bourne*

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TOWN CLERK'S OFFICE



Wastewater Advisory Committee  
Proposed Agenda  
June 1, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve minutes of May 18, 2011 meeting
3. Final review and discussion of scope of work by the Cape Cod Commission and report to Commissioners
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

A handwritten signature in cursive script that reads "Sallie K. Riggs".

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Minutes of the Meeting  
June 1, 2011; Bourne Town Hall, 2<sup>nd</sup> Floor Meeting Room

**DRAFT – DRAFT – DRAFT**

Attending: Committee members: Mary Andrews, Michael Brady, William Locke, Sallie K. Riggs.

Guests: Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Gabrielle Belfit, Cape Cod Commission, Hydrologist

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:03 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of May 18, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Tom distributed an updated copy of the SOW which included the suggested changes that the Committee had agreed upon at the May 18<sup>th</sup> meeting. The group began a review of each of the items with an emphasis on the newer additions. This would be the final review before the June 7<sup>th</sup> meeting with the Board of Sewer Commissioners.

Item #4: The group then reviewed the PowerPoint handouts that Sallie had prepared as an aid for the Sewer Commissioners during the June 7<sup>th</sup> presentation.

Item #5: Bill Locke gave a report on the Ocean Outfall Symposium that he attended on May 25<sup>th</sup>. Tom had also attended the meeting and stayed to give some of his thoughts about the meeting. While not a popular option the symposium presented the argument that land based wastewater disposal sites on the Cape are getting so scarce and expensive that ocean outfall merits an examination as a possible solution despite the great cost in time and money.

Item #6: Members were reminded that the meeting with the Sewer Commissioners is next Tuesday at the Community Center. Sallie will inform us as to the actual time.

Items #7 and #8: The next regular meeting will be on Wednesday, June 15, beginning at 7:00 pm in the Town Hall, 2<sup>nd</sup> Floor Meeting Room. The meeting adjourned at 8:30 pm.

TOWN OF BOURNE  
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BOURNE MASS  
SALLIE RIGGS



*Town of Bourne*

Wastewater Advisory Committee  
Appearance before the Board of Sewer Commissioners  
Minutes of the Meeting  
June 7, 2011; Bourne Memorial Community Building, Selectmen's Meeting Room

**DRAFT – DRAFT – DRAFT**

Attending:

Board of Sewer Commissioners: John Ford, Peter Meier, Earl Baldwin, Donald Pickard, Jamie Sloneicki.  
Town Administrator: Thomas Guerino  
Wastewater Advisory Committee members: Mary Andrews, Michael Brady, William Locke, Stanley Andrews, Sallie K. Riggs.  
Cape Cod Commission: Tom Cambarieri, Glenn Cannon, Gabrielle Belfit, Tabitha Harkin.  
Members of the public and the press

Item #1: Board Chairperson John Ford called the meeting to order at 6:30 pm.

Item #2: Sallie introduced the members of the Committee and the members of the Cape Cod Commission's RESET group who were in attendance.

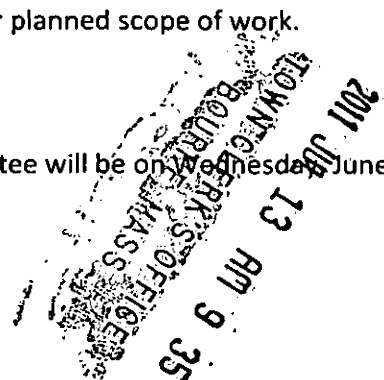
Item#3. Sallie then proceeded to give a presentation to the Board of Sewer Commissioners, reminding them of their charge when they created the committee and emphasizing that the committee's focus was on the need for wastewater management in the revitalization of Buzzards Bay, Bourne's Downtown. She addressed our work with the Cape Cod Commission's RESET group as well as the scope, value and quality of the services that the RESET group was committing to the Town of Bourne. Sallie emphasized the Advisory Committee's dedication to the principle of examining all possible alternatives of wastewater management before recommending a course of action to the Sewer Commissioners. She concluded by asking the Sewer Commissioners for their support of our proposed Scope of Work (SOW).

Items #4 and # 5: The Commissioners had few questions but did comment upon the value to the service that the Cape Cod Commission was offering. There was no public comment.

Item #6: The Board of Sewer Commissioners then voted to support our planned scope of work.

Item #7: The Committee members left the meeting at 6:55 pm

Item #7: The next regular meeting of the Wastewater Advisory Committee will be on Wednesday June 15, beginning at 7:00 pm in the Town Hall, 2<sup>nd</sup> Floor Meeting Room.





*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
June 15, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve minutes of June 1 and June 7, 2011 meetings
3. Report by Cape Cod Commission RESET staff and discussion
4. Comments/reports from Committee members
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

Sallie K. Riggs  
Committee Chair

TOWN CLERK'S OFFICE  
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*Town of Bourne*



2011 JUL 15 PM 2 27

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
July 20, 2011, 7:00 pm  
Town Hall

1. Call meeting to order
2. Review/approve Minutes of June 15, 2011 meeting
3. Cape Cod Commission RESET staff
  - a. Report and financing presentation
  - b. Discussion
4. Comments/reports from Committee members (for information only, no deliberation)
5. Public comment
6. Identify future agenda items
7. Set next meeting and adjourn

A handwritten signature in cursive script that reads "Sallie K. Riggs".

Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2011 OCT 31 AM 10 52

Wastewater Advisory Committee  
Minutes/Notes of the Meeting  
July 20, 2011; Bourne Town Hall, 2<sup>nd</sup> Floor Meeting Room

TOWN CLERK'S OFFICE  
BOURNE, MASS

**DRAFT – DRAFT – DRAFT**

Attending: Committee members: Sallie K. Riggs, Michael Brady

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tabitha Harkin, Cape Cod Commission  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Robert Ciolek, Consultant, Clean Water Protection Planning Group

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:04 pm.

Item #2: ~~(Not having a quorum present)~~ Sallie indicated that we could discuss the Minutes of the meeting of June 15th which were circulated in advance of the meeting, but would not be able to vote to accept the minutes. It was noted that the minutes of June 1 and June 7, 2011 were also pending but had not been mentioned in tonight's agenda, so these would be accepted at a subsequent meeting.

Item #3: Tom presented a report concerning the RESET group's progress on Task #3 of the Wastewater Management Assessment. Task #3 concerns the assessment of Buzzards Bay's water supply and demand. Tom indicated that they have met with Supt. Barry Woods and obtained pumping records from the last years. Tom passed out a handout with bar graphs indicating pumping statistics for 2010 and for the 2007 to 2010. It was indicated that the water district was very close to their approved yield. A new well takes 3 to 5 years to permit and put into operation and the cost would approach \$1 million.

Item #4: Robert Ciolek gave a presentation titled, "Community Funding for Wastewater Capital Programs" which consisted of a quick overview of the four main sources of possible financing for wastewater projects. Each of the four had substantial advantages and equally substantial disadvantages. This was followed by a review of the District Improvement Financing (DIF) process, and revealed that only five Massachusetts municipalities had even moved forward with DIF proposals. One of the municipalities, however, was Carver and several of the Carver officials who had worked on the DIF were willing to meet with us if we desired.

Items #5 and #6: There were no reports from Committee members. There were no public comments.

Items #7 and #8: The next regular meeting will be on Wednesday, August 3, beginning at 7:00 pm in the Town Hall, 2<sup>nd</sup> Floor Meeting Room. The meeting adjourned at 8:37 pm.



Town of Bourne

2011 AUG 12 AM 3 48



Wastewater Advisory Committee  
Proposed Agenda  
August 17, 2011, 7:00 pm  
Town Hall

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of June 1, 7 and 15, 2011 meetings
3. Cape Cod Commission RESET staff
  - a. Progress report and presentation      RESET staff
  - b. Discussion                                      Advisory Committee members
4. Comments/reports from Committee members (for information only, no deliberation)
5. Discussion of committee size and membership
6. Identify future agenda items
7. Set next meeting and adjourn

  
 \_\_\_\_\_  
 Sallie K. Riggs  
 Committee Chair





*Town of Bourne*



2011 OCT 31 AM 10 52

Wastewater Advisory Committee

Minutes/Notes of the Meeting

August 17, 2011; Bourne Town Hall, 2<sup>nd</sup> Floor Meeting Room

TOWN CLERK'S OFFICE

BOURNE, MASS

Attending: Committee members: Sallie K. Riggs, Michael Brady, Bill Locke, Mary Andrews, Stan Andrews

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services

Tabitha Harkin, Cape Cod Commission

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:00 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of June 1, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED (4 Ayes, 1 Abstention) to accept the Minutes as circulated.

Sallie asked for comments concerning the Minutes of the meeting of June 7, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

The minutes of the meeting of June 15, 2011 were circulated in advance of the meeting; however, since the meeting of June 15 lacked a quorum no vote was taken.

Item #3: Glenn and Tabitha began with a progress report concerning the RESET group's progress on Task #5 of the Wastewater Management Assessment. Task #5 concerns the buildout analysis and wastewater flows.

- They reported that RESET has been working closely with the Town Planner, and now have all the base information they need to develop the buildout figures. The buildout analysis and figures that are being developed are needed for both our Wastewater analysis and the GIZ application, so both tasks are being done concurrently. RESET has three planners currently working on this project and it is anticipated that the initial assumptions will be reviewed with the Town Planner by mid-September.
- The Committee requested that they be given access to all the methodology used in the analysis and buildout assumptions so that we may better understand how the projections were reached.
- Sallie reminded the RESET group that under a phased optimized design (Task 5.b.iii) that we probably have enough existing capacity for the Growth Incentive Zone phase 1, but that is all.
- The RESET hope to have a first draft of the buildout projections by the September 21 meeting.

The RESET then gave a short update on Task #3 Water Supply and Demand.

Item #4: There were no reports from Committee members.

Items #5: The Committee's size and membership was discussed. Barry Wood was approached but declined active membership; he did want copies of our Minutes. Minutes will also be sent to George Tribou.



**Barry H. Johnson**  
Town Clerk

*Town Clerk*  
24 Perry Avenue  
Buzzards Bay, MA 02532  
(508) 759-0600 Ext 505



*Wendy J. Chapman*  
Asst. Town Clerk

June 2011

*Wastewater Advisory Committee*  
*Sally Riggs*  
*PO Box 289*  
*Buzzards Bay MA 02532-0289*

To : All Boards and Committees

Pursuant to the Town Charter of 2001, the Town By-laws and the Mass. General Laws, the minutes for all meetings should be filed with the Town Clerk's Office. We have enclosed excerpt from the various laws for your reference. If your Board or Committee posted a meeting and the meeting was cancelled, please file with our office a notice to that effect stating that the meeting was not held and no minutes will be filed.

Minutes missing

*5-18-2011*

Your attention to this matter would be appreciated.

Sincerely,

Wendy J. Chapman  
Asst. Town Clerk

*Town Clerk*



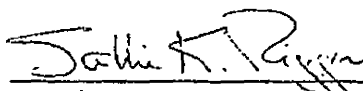
*Town of Bourne*

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Wastewater Advisory Committee  
Proposed Agenda  
September 7, 2011, 7:00 pm  
Town Hall

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of August 17, 2011 meeting
3. Cape Cod Commission RESET staff progress report and presentation
4. Discussion of alternative systems and their effectiveness
5. Committee member discussion of next report to Board of Selectmen
6. Comments/reports from Committee members (for information only, no deliberation)
7. Discussion of committee size and membership
8. Identify future agenda items
9. Set next meeting and adjourn

  
 \_\_\_\_\_  
 Sallie K. Riggs  
 Committee Chair



Town of Bourne

2011 OCT 31 AM 10 52

Wastewater Advisory Committee  
Minutes of the Meeting

TOWN CLERK'S OFFICE

September 7, 2011; Bourne Town Hall, 2<sup>nd</sup> Floor Meeting Room

Attending: Committee members: Sallie K. Riggs, Michael Brady, Bill Locke, Stan Andrews

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tabitha Harkin, Cape Cod Commission, Special Projects Coordinator  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
George Heufelder, Director, Barnstable County Dept. of Health and Environment  
Barry Woods, Superintendent, Buzzards Bay Water District  
Jim Mulvey

Item #1: Chairperson Sallie Riggs called the meeting to order at 6:58 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of August 17, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #4: Sallie moved to Item #4 in order to give George Heufelder the floor and present his talk on Alternative Septic Systems. George covered a wide variety of alternative systems, most of which are or have been tested at the Alternate System Test Center on the MMR. The vast majority of alternative systems, regardless of their manufacturers' hype, can remove only 50% of the nitrogen in the wastewater, and that only 70% of the time. Alternative systems, in order to work at maximum efficiency, require constant oversight. An Alternative System without management is a waste.

George went on to explain that there were a couple of systems that could get down to <5% Nitrogen, and that these systems can be made to handle 20-30,000 (or more) gpd. One is the Nitrex system, (see [www.lombardoassociates.com](http://www.lombardoassociates.com)), the other is a German produced Rotating Biological Contactor system which is actually a package plant. Both do a good job on Nitrogen; both require substantial power to operate.

The presentation ended with a lively Q&A session.

Item #3: Tom presented the Committee with a handout that covered Task 3, Water Supply and Demand Assessment. Tom summed up the RESET group's findings regarding the capacities and flows of the Buzzards Bay Water District. They also explored some potential areas in Bourne where the BBWD might look for a new water source. The part of this task which dealt with future water needs cannot be finalized until the build out analysis is completed. When the analysis is complete the data will be given to the BBWD for whatever action they deem necessary.

Tom then gave a short update on Task #4, Assess Existing Wastewater Infrastructure. The Committee reviewed a chart giving a general outline of the major infrastructure demands, and gave comments and suggestions.



*Town of Bourne*



2011 SEP 16 AM 9 48

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
September 21, 2011, 7:00 pm  
Bourne Community Center

**PLEASE NOTE DIFFERENT LOCATION**

1. Call meeting to order
2. Review/approve Minutes of September 7, 2011 meeting
3. Cape Cod Commission RESET staff progress – Build-out analysis
  - a. Report and presentation
  - b. Discussion
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Set next meeting and adjourn

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

2011 OCT 31 AM 10 52



Wastewater Advisory Committee  
Minutes/Notes of the Meeting

TOWN-CLERK'S OFFICE  
BOURNE, MASS

Sept 21, 2011; Selectmen's Meeting Room; Bourne Memorial Community Center

Attending: Committee members: Sallie K. Riggs, Michael Brady, Bill Locke, Stan Andrews, Mary Andrews

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tabitha Harkin, Cape Cod Commission  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Ryan Christianberry, Cape Cod Commission, Planner  
Barry Wood, Superintendent, Buzzards Bay Water District  
Sharon Rooney, Cape Cod Commission, Chief Planner  
Coreen Moore, Town Planner, Town of Bourne

Item #1: Chairperson Sallie Riggs called the meeting to order at 7 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of Sept. 7, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED: 4 ayes, 1 abstention, to accept the Minutes as circulated.

Item #3: Tom touched briefly on Task 3, Water Supply Demand Assessment, presenting an updated map of both the historical and the present boundaries of the Buzzards Bay and Sagamore Water Districts. There was some discussion as to the actual boundary and Tom will continue to confirm the accurate data. The discussion then touched upon the potential locations for new wells. Barry indicated that ideally, the BBWD should have enough capacity to easily survive the loss of a well for several months, something that is not possible at this time.

Item #4: Ryan led our discussion of the Wastewater Build-out Overview outlining what a build-out is and isn't; mapping the build-out study areas; and describing three scenarios that were being used for this presentation. She also itemized some of the major assumptions used in the build-out analysis making it clear that the assumptions would be tempered by the fixed requirements such as parking restrictions, the Floor Area Ratio (FAR), and above all the wastewater capacity constraint. The discussion was wide ranging touching upon the differing values of theoretical vs. practical build-out scenarios and debating the value of various timelines.

The assignment of various mixed use percentages to each of the Downtown Districts main areas elicited differing visions among the Committee members. It was decided that Coreen and Ryan would work together prior to the next meeting to assign the initial mixed use percentages based upon state and local regulations, and key elements of successful downtown districts in other Cape Cod towns.

Item #5: There were no reports from Committee members.



*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
October 5, 2011, 7:00 pm  
Bourne Community Center  
**PLEASE NOTE LOCATION**

2011 SEP 28 AM 9 37

TOWN CLERK'S OFFICE  
BOURNE, MASS



1. Call meeting to order
2. Review/approve Minutes of September 21, 2011 meeting
3. Cape Cod Commission RESET staff progress – Build-out analysis
  - a. Report and presentation
  - b. Discussion
4. Review and discussion of "Technical Memorandum: MA Estuaries Project"
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Set next meeting and adjourn

  
\_\_\_\_\_  
Sallie K. Riggs  
Committee Chair



Town of Bourne

2011 OCT 31 AM 10 52



Wastewater Advisory Committee TOWN CLERK'S OFFICE  
Minutes of the Meeting BOURNE, MASS  
October 5, 2011; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members: Sallie K. Riggs, Michael Brady, Bill Locke, Stan Andrews, Mary Andrews

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tabitha Harkin, Cape Cod Commission  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Ryan Christianberry, Cape Cod Commission, Planner  
Sharon Rooney, Cape Cod Commission, Chief Planner  
Coreen Moore, Town Planner, Town of Bourne  
Mort Toomey, Member, Task Force on Local Pollution

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:15 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of Sept. 21, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Ryan once again led the continued discussion of the Wastewater Build-out Overview. Tonight we were given the first look at the interactive Build Out spreadsheet, the methodology of which incorporated the major assumptions used in the build-out analysis as well as the fixed requirements such as parking restrictions and the Floor Area Ratios (FAR). The spreadsheet was the latest result of the ongoing discussions between Coreen Moore and the RESET Team and it was presented as the key to a defensible build out plan. The discussion was wide ranging and questions arose concerning some of the results shown in the spreadsheet. As the questions were addressed and assumptions tweaked, the utilitarian value of the spreadsheet became apparent. The new assumptions would be entered and the plan would immediately correct all related factors that were influenced by the change allowing us to test various scenarios quickly and easily. Ryan promised to have the wastewater flow data included by the next meeting.

The discussion then turned to the ground level parking and its effect on development potential especially in the floodplain, and then onto the advisability of 20 to 30 year plans and phase-ins.

Item #4: Bill Locke led us in a discussion of a Technical Memo from the Mass Estuaries Program (MEP) and the MEP's potential impact on the town's wastewater plans in the future, especially on the south side. The Technical Memo also mentioned actions that the town might take in order to secure grant money.

Item #5: There were no reports from Committee members.

Item #6: It was decided that Tom Guerino would be invited to one of the next two meetings to address some of the issues raised in the MEP Technical Memo.





*Town of Bourne*



2011 OCT 14 AM 11 06

Wastewater Advisory Committee  
Proposed Agenda  
October 19, 2011, 7:00 pm  
Bourne Community Center  
**PLEASE NOTE LOCATION**

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of October 5, 2011 meeting
3. Cape Cod Commission RESET staff progress – Bulld-out analysis
  - a. Report and presentation
  - b. Discussion
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

  
\_\_\_\_\_  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2011 OCT 28 AM 8 46

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
November 2, 2011, 7:00 pm  
Bourne Community Center  
**PLEASE NOTE LOCATION**

1. Call meeting to order
2. Review/approve Minutes of October 19, 2011 meeting
3. Review/discussion of MEP estuaries program in Bourne: Tom Guerino
4. Cape Cod Commission RESET-staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

  
\_\_\_\_\_  
Sallie K. Riggs  
Committee Chair



Town of Bourne

2011 NOV 21 AM 9 52



Wastewater Advisory Committee  
Minutes of the Meeting  
Nov. 2, 2011; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Committee members: Sallie K. Riggs, Michael Brady, Stan Andrews, Mary Andrews

Guests: Tom Guerino, Town Administrator  
Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Ryan Christianberry, Cape Cod Commission, Planner  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Sharon Rooney, Cape Cod Commission, Chief Planner  
Coreen Moore, Town Planner, Town of Bourne

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:04 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of Oct. 19, 2011 which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated. (Member Mary Andrews was not in attendance when this vote was taken.)

Item #3: Tom Guerino had been asked to address concerns raised at a previous meeting of the Wastewater Advisory Committee concerning the Mass. Estuaries Project in the Town of Bourne. Tom began by commenting on the letter from Brian Howes dated Sept 17, 2011 which presented a comprehensive summary of Bourne's involvement in MEP. Mr. Guerino recalled several key items rather differently, specifically those involving Bourne and Falmouth and the testing of Squeteague and Megansett Harbors. In answer to our committee's concerns Tom stated that the Town does want the Squeteague study completed and that the issue will go to the Capital Outlay Committee early next year for possible funding at the Spring Town Meeting.

Item #4: Glenn Cannon led a review of our draft interim progress report for the next Sewer Commissioners' Meeting scheduled for November 22. Printed PowerPoint slides of the report were passed out and members critiqued the slides as we proceeded through Glenn's presentation. The three main areas covered in the interim report were: Task 3 (Water Supply); Task 4 (Present Wastewater Infrastructure); and Task 5 (Buildout/Wastewater Analysis and Flows). There was a good deal of give and take as the slides were presented and the report edited.

Item #5: There were no reports from Committee members.

Item #6: The agenda for the next meeting will involve our finalization of the Interim report. It is noted that the Sewer Commissioners' Meeting is scheduled at 6:30 PM on November 22, 2011.

Item #7: The next regular meeting will be at 7 PM on Wednesday, November 16, at the Community Building. The meeting adjourned at 9:15 pm.

*These Minutes were approved by the Committee at its meeting on November 16, 2011.*



*Town of Bourne*

2011 NOV 11 AM 10 29



Wastewater Advisory Committee  
Proposed Agenda  
November 16, 2011, 7:00 pm  
Bourne Community Center  
**PLEASE NOTE LOCATION**

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of November 2, 2011 meeting
3. Review of report to, and meeting with, Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

  
\_\_\_\_\_  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*



Wastewater Advisory Committee  
Minutes of the Meeting

November 16, 2011; Selectmen's Meeting Room, Bourne Memorial Community

2011 DEC 28 PM 2:56  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

Attending: Committee members: Sallie K. Riggs, Mary Andrews, Stan Andrews, Michael Brady, Bill Locke

Guests:

Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:05 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of November 2, 2011, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Sallie announced that the Sewer Commissioners interim report meeting has been moved to December 6, at 6:30. Glenn then led us in a review of the latest presentation slides for that meeting. The slides were reviewed page by page and a number of changes and modifications were suggested and adopted, and the presentation was finalized. It was also decided to send special meeting invitations to the Board of Health, Planning Board, and to the Buzzards Bay Water District.

Stan Andrews then suggested a second agenda item for the December 6, meeting: It was agreed to submit our attendance records to the Sewer Commissioners and request a replacement for the Commercial Sewer User member of our committee. It was also agreed that we would request an additional member with a strong financial background to assist the committee through the upcoming financial aspects of the ongoing wastewater management analysis.

Item #4: Preparation for the interim report to the Sewer Commissioners' took most of the RESET team's time and effort since the last meeting, as well as most of the Committee's time during this meeting. Accordingly, there was no new progress report from the Cape Cod Commission.

Item #5: There was one report from Tom Cambareri. Tom attended a meeting today concerning the findings of the panel of scientists who performed a review of the MEP methodology and science. The panel consisted of five scientists who met with Brian Howes and his group over several days for a transparent review of the MEP methods and assumptions. The



*Town of Bourne*

2011 NOV 30 AM 11 21

Wastewater Advisory Committee  
Proposed Agenda  
December 7, 2011, 7:00 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

**PLEASE NOTE LOCATION**

1. Call meeting to order
2. Review/approve Minutes of November 16, 2011 meeting
3. Review of meeting with Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

A handwritten signature in cursive script that reads "Sallie K. Riggs".

Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2012 JAN 13 AM 11 10

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Minutes of the Meeting

Dec. 7, 2011; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members: Sallie K. Riggs, Michael Brady, Stan Andrews, Mary Andrews, Bill Locke

Guests:

Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Erin Jackson, Cape Cod Commission, Special Projects Coordinator  
Chris Farrell, Bourne Planning Board

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:03 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of Nov. 16, 2011, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: The Sewer Commissioners meeting of the previous evening where the committee presented its Interim report was discussed. There was a general consensus that the meeting went well and there were no real surprises. It appeared that the practical build-out model was accepted without discussion. Barry Wood's comments were seen as a real plus, demonstrating the ongoing cooperation and coordination between the Advisory Committee and the BBWD.

Item #4: Tom Cambareri of the RESET team passed out maps of Bourne north of the canal to begin our work on Task 6: Evaluating Wastewater Facility Siting. The group then discussed the pros and cons of the areas of open land that had been identified as potential sites. Tom also passed out some examples of the acreage needed for outflow disposal for the average flow so the members could better evaluate the selected parcels.

Item #5: Bill Locke asked again that the committee become more proactive in convincing the town to address the town's financial issue with Falmouth re the UMass-Dartmouth TMDL studies.

Item #6: An agenda item suggested for next week was to discuss moving up the next interim report to the Commissioners.

Item #7: The next regular meeting will be at 7 PM on Wednesday, Dec.21, at the Community Building. The meeting adjourned at 8:41 pm.

*These Minutes were accepted by the committee members at their January 4, 2012 meeting.*



*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
December 21, 2011, 7:00 pm  
Bourne Community Center

2011 DEC 16 AM 10 13

TOWN CLERK'S OFFICE  
BOURNE, MASS



1. Call meeting to order
2. Review/approve Minutes of December 6 and 7, 2011 meetings
3. Discussion of committee membership; possible recommendation to Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

  
\_\_\_\_\_  
Sallie K. Riggs  
Committee Chair





Town of Bourne



2011 DEC 28. PM 2' 56

Wastewater Advisory Committee  
Proposed Agenda  
December 21, 2011, 7:00 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of December 6 and 7, 2011 meetings
3. Discussion of committee membership; possible recommendation to Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

NO QUORUM

Handwritten signature of Sallie K. Riggs in cursive script.

Sallie K. Riggs  
Committee Chair

**S.W.O.P. Special Work Opportunities Program**

**The board of directors will hold its monthly meeting on Tuesday, January 18, 2011 beginning @ 7:15 PM in The Peebles School Cafeteria.**

**Agenda:**

Read minutes of meeting held Nov. 23...Discuss..accept

1. Open discussion on December/January activities
2. Calendar of events/Onset Computer Valentine's Day Dance
3. SWOP Insurance update/findings
4. Bus Driver Status

Sue Cronin, Chairman

Felicia Jones

Kathy Stubstad

Judy Shorrock

2011 JAN 13 PM 12 50  
TOWN CLERK'S OFFICE

S.W.O.P. Special Work Opportunities Program  
Minutes of the meeting held on 1/18/11

2011 JAN 24 AM 10 27  
TOWN CLERK'S OFFICE

The board of directors held its monthly meeting on Tuesday , January 18, 2011 in the Peebles School cafeteria.

The meeting came to order at 7:15  
Discussion of last months minutes.

Christmas at St. John's went well. There were about 30 SWOP members, parents and guests in attendance who enjoyed a delicious turkey dinner. All had a great time.

The Jolly Jaunt was a success. Some of the SWOP members ran and some of them walked. Even though it was a rainy day nothing could stop the smiles on the faces of all when they came across the finish line.

After coming back from vacation, we went bowling on the 11th, and was informed that the prices had gone up \$.50. So bowling is now \$4.50. A note went home on the 18th as a reminder.

March 6th is the date for Special Olympics candlepin Bowling. There are about 10 SWOP members that join in the fun that day. That will take place at Alley Kat in Kingston.

A Valentines Day dance and ice cream Sundaes will be coming up on February 8th hosted at Onset computer. Onset Computer has a few men who play in a band and love to play for us, this will be our 5th year going there. Tracy Medeiros has been in contact with Carol Ellis and everything is a go!

Tonight, Tuesday 1/11/11 we made valentines cards for the troops: Cape Cod Care 4 the Troops. These cards will get put into care packages which are sent to our soldiers who are presently serving our country.

The next meeting of the board will be held Tuesday February 15th, 2011 in the Peebles Cafeteria beginning @ 7:15.

Respectfully submitted,  
Tracy Medeiros  
Judy Shorrock  
Kathy Stubstad

SWOP's Copy

**S.W.O.P. Special Work Opportunities Program**

**The board of directors will hold its monthly meeting on Tuesday, February 15, 2011 beginning @ 7:15 PM in The Peebles School Cafeteria.**

Agenda:

1. Read minutes of meeting held on January 18
2. Discuss monthly calendar...up-coming activities..  
NO SWOP 2/22 due to school vacation
3. Report on Onset Computer's Valentine's Day Dance 2/8/11
4. New Business
5. Other

Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad  
Judy Shorrock

TOWN CLERK'S OFFICE  
2011 FEB 9 AM 11 12

2011 FEB 16 PM 12 04

TOWN CLERK'S OFFICE

**S.W.O.P. Special Work Shop Opportunities Program  
Minutes of the meeting held on 2/15/2011**

The board of directors held it's monthly meeting On Tuesday February 15, in the Peebles cafeteria.

The meeting came to order at 7:15  
Discussion of last months minutes.

Special Olympics candlepin bowling will be held on March, 6 2011. At Alley cat in Kinston. We have 8 SWOP members joining in the fun. Kathy is going to take care of registration this week.

Valentine's day dance was a lot of fun. But then again who doesn't like ice cream and music?! Had a talk with Carol Ellis, the one in charge of the band, about getting some of Onset Computer people to hang out with us next year.

Going to look into a night out at the movies. We think Falmouth has a "cheap" night on Tuesdays.

NO S.W.O.P. next week, school vacation.

Tonight, Tuesday 15, we played basketball in the Peebles gym.

Next meeting of the board will be held Tuesday March 22, 2011 in the Peebles cafeteria beginning at 7:15

Respectfully submitted,  
Tracy Medeiros  
Kathy Stubstad

**S.W.O.P. Special Work Opportunities Program**

**The board of directors will hold its monthly meeting on Tuesday, March 22, 2011 beginning @ 7:15 PM in The Peebles School Cafeteria.**

Agenda:

1. Presentation of minutes of meeting held on February 15
2. Discuss monthly calendar...up-coming activities..  
April 19..NO SWOP...school vacation
3. Discuss Special Olympic's Area Games...Check Medicals
4. New Business
5. Other

Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad  
Judy Shorrock

TOWN CLERK'S OFFICE  
2011 MAR 17 AM 11 08

S.W.O.P. Special Work Shop Opportunities Program  
Minutes of the meeting held March 22, 2011

The board of directors held its monthly meeting on Tuesday March 22, 2011 in the Peebles cafeteria.

The meeting came to order at 7:30  
Discussion of last months minutes.

March 6, SWOP participants attended the Special Olympics bowling at Alley Kat in Kingston. 8 participants joined the fun. We ended up with 3 gold, 3 silver, 2 bronze medals.

We are presently checking out all medicals to be sure they are up to date.

We began practicing for Special Olympics, which is coming up May 14. Tonight we walked around the track, some ran. It was a little too cold to stay at the track for too long, but we all managed to walk/run three laps. We will continue practicing on the nights we are at Peebles, as long as the weather is co-operating with us.

No S.W.O.P on April 19. School vacation

Next meeting of the board will be held on Tuesday, April 26, 2011 in the Peebles cafeteria beginning at 7:15.

Respectfully submitted,

Tracy Medeiros  
Sue Cronin  
Judy Shorrock

2011 MAR 25 AM 11 32  
TOWN CLERK'S OFFICE

**S.W.O.P..... Special Workshop Opportunities Program**

**Minutes of the meeting held Tuesday, April 26, 2011  
7:15 Peebles School Cafeteria**

The SWOP board of directors held its monthly meeting on Tuesday, April 26, 2011 in The Peebles School Cafeteria beginning @ 7:15.

Last month's minutes (March 22) were read and discussed.

The calendar for the remainder of the year was passed out and discussed. The date of the last meeting of SWOP for the calendar year 2010-2011 was set for June 21<sup>st</sup>: Bowling @ Ryan's Family Amusements in Buzzards Bay. On the 14<sup>th</sup> of June we will hold the annual family gathering @ The Consoni Pavilion located at Bourne Scenic Park.

A number of our SWOP athletes will be attending a week of overnight camping @ a camp in New Hampshire which is under the direction of our Chairman of the Board: Sue Cronin: An annual event for many years now for some of our participants.

**Area Games** for Special Olympics will be Saturday, May 14<sup>th</sup> @ Barnstable High School. SWOP athletes will be participating in The Track and Field Events. Medicals were reviewed and updated.

**Summer Games** will be June 17 – 19 in Boston.

Discussion of the fundraiser took place: 95% of the proceeds go directly to the Special Olympics SWOP budget for participants in Special Olympic events. Raffle calendars sell for \$10.00 each. Volunteers and parents were given them to sell. The monies to be are to be handed in to Jan Hughgill on Tuesday, May 17<sup>th</sup> for the deadline of May 31<sup>st</sup> at the area meeting.

**Special Olympic Summer activities include:**

1. Fishing Tournament in Amherst: August 13 + 14 to include a dinner dance Saturday PM followed by breakfast/lunch on Sunday.
2. Rock Harbor Fishing Tournament: August 30<sup>th</sup>

Saturday, May 21<sup>st</sup> will be a full day in Marlboro for an Area Meeting in the AM followed by a re-certification of coaches taking place following the mid-day break.

Behavior management must be completed on-line for all coaches of Special Olympic Athletes.

The next meeting of the board is to be held on Tuesday, May 24, 2011 @ The Peebles School cafeteria beginning at 7:15.

Respectively submitted,

  
Jan Hughgill, Director of SWOP

2011 APR 27 AM 11 48  
TOWN CLERK'S OFFICE



## **S.W.O.P. Special Work Opportunities Program**

2011 MAY 10 10:12 AM  
TOWN CLERK  
The board of directors for S.W.O.P. will hold its monthly meeting on Tuesday, May 24, 2011 beginning @ 7:15 PM in The Peebles School Cafeteria.

### **Agenda:**

- Read minutes of meeting held April 26...Discuss..accept
- 1. Open discussion on April /May activities
- 2. Calendar discussion
- 3. Results and discussion of Area Games: Barnstable: May 14
- 4. 2010 -2011 SWOP end of year activities...summer events

**Sue Cronin, Chairman**

**Felicia Jones**

**Kathy Stubstad**

**Judy Shorrock**

**Jan Hughgill, Director**

**Tracy Medeiros, Assistant Director**

**S.W.O.P..... Special Workshop Opportunities Program**

**Minutes of the meeting held Tuesday, May 24, 2011  
7:15 Peebles School Cafeteria**

The SWOP board of directors held its monthly meeting on Tuesday, May 24, 2011 in The Peebles School Cafeteria beginning @ 7:15.

Last month's minutes (April 26) were read and discussed.

The calendar for the remainder of the year was discussed. A copy of the calendar as well as an invite to the Pot Luck has been sent to Mr. LaMarche, Superintendent of Bourne Public Schools.

On the 14<sup>th</sup> of June we will hold the annual family gathering @ The Consoni Pavilion located at Bourne Scenic Park. The menu will be "POT LUCK" with a notice going home prior to the evening. The Park is all set for our function. The date of the last meeting of SWOP for the calendar year 2010-2011 was set for June 21<sup>st</sup>: Bowling @ Ryan's Family Amusements in Buzzards Bay.

**Area Games** for Special Olympics was Saturday, May 14<sup>th</sup>. A number of our SWOP athletes participated in this annual event held at Barnstable High School. A number of Gold, Silver, and Bronze medals were earned.; a fun day for all.

**Summer Games** will be June 17 – 19 in Boston. The agent report and the housing forms are all set and have been registered. All medicals have been updated...all set!

Discussion of the calendar fundraiser took place: 95% of the proceeds go directly to the Special Olympics SWOP budget for participants in Special Olympic events. The 100 Raffle calendars assigned to SWOP for selling proved very successful with 88 sold as of May 27. The proceeds are to be handed in to Jan Hughgill by Friday, the 27<sup>th</sup> for the deadline of May 31<sup>st</sup> at the area meeting.

**Special Olympic Summer activities include:**

1. Fishing Tournament in Amherst: August 13 + 14 to include a dinner dance Saturday PM followed by breakfast/lunch on Sunday.
2. Rock Harbor Fishing Tournament: August 30<sup>th</sup>

Saturday, May 21<sup>st</sup> was a full day in Marlboro for a Program Certification in the AM followed by a re-certification of coaches taking place following the mid-day break. Both Jan Hughgill and Phil Curry attended these sessions and were awarded Coaches Certifications thru Special Olympics of Massachusetts.

Behavior management for coaches of Special Olympic Athletes was completed on-line by both Jan and Phil coaches of Special Olympic Athletes.

Topics for thought: Kiwanis Support; cooking/making snacks; new members for the Board for next season.

The next meeting of the board is to be held on Tuesday, June 14, 2011 @ The Consoni Pavilion located @ Bourne Scenic Park following the POT LUCK function at 7:15.

Respectively submitted,  
The Board of Directors for SWOP  
Sue Cronin, Chairman  
May 24, 2011

2011 MAY 31 AM 1 28  
TOWN CLERK'S OFFICE

**S.W.O.P. Special Work Opportunities Program**

**The board of directors for S.W.O.P. will hold its monthly meeting on Tuesday, June 14, 2011 beginning @ 7:15 PM @ The Consoni Pavilion @ Bourne Scenic Park.**

**Agenda:**

2011 JUN 9 PM 3 41

TOWN CLERK'S OFFICE

- Read minutes of meeting held May 24...Discuss..accept
- 1. Open discussion on May/June activities
- 2. Calendar discussion/ Raffle Calendar Fundraiser
- 3. Discuss Summer Games: Boston June 17 -19
- 4. Post summer events with families
- 5. SWOP for 2011 -2012 will begin on Tuesday, September 13 @ Peebles

Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad  
Judy Shorrock  
Jan Hughgill, Director  
Tracy Medeiros, Assistant Director

**S.W.O.P..... Special Workshop Opportunities Program**

**Minutes of the meeting held Tuesday, June 13, 2011  
7:15 The Consoni Pavilion @ Bourne Scenic Park**

The SWOP board of directors held its monthly meeting on Tuesday, June 13, 2011 @ The Consoni Pavilion/Bourne Scenic Park beginning @ 7:15.

Last month's minutes (May 24) were read, discussed and accepted.

The calendar for the remainder of the year was extended by a week due to the fact The TD Bank has extended an invitation to SWOP to attend/participate in their softball game to be held from 6 – 8:00 PM @ Bourne Community Park.

Thursday, June 9 was a big day for SWOP as Harry Goulart ran in the torch to end the Running of The Torch which signifies the official start of the Summer Games in Boston. The Torch Run, begun by Sgt. Richard Tavares of our Bourne Police Department, begins in Provincetown and ends here in Bourne.

On the 14<sup>th</sup> of June we held the annual family gathering @ The Consoni Pavilion located at Bourne Scenic Park. This event was a special night for us all as our families joined us in celebrating another successful year Of SWOP.

**Summer Games** will be this week-end June 17 – 19 in Boston. The games are to take place @ Harvard University. Housing and functions for the week-end taking place at Boston University. A big time for us! Participation in the States is something our athletes look forward to all year.

**Special Olympic Summer activities include:**

1. Fishing Tournament in Amherst: August 13 + 14 to include a dinner dance Saturday PM followed by breakfast/lunch on Sunday.
2. Rock Harbor Fishing Tournament: August 30<sup>th</sup>

Jan Hughgill is stepping down as Director of SWOP due to retirement commitments. She has recommended that Kathy Stubstad replace her. This board is in agreement and readily accepts Kathy as the new Director of SWOP. Jan will serve on the board of directors as Kathy has done for years. Tracy Medeiros will continue as The Assistant Director.

Kiwanis involvement is being looked in to thru Sue Cronin and Liz Carpenito. It may be that there can be some youth partnered (youth assistants) with SWOP participants for various activities.

New members for the Board for next season: It seems that there are two openings on our Board of Directors. It was discussed that perhaps Andrew Cormier would be a prospective member as he presently serves on The Games Management Team for Special Olympics and is a valued member of the team. Having an athlete's point of view would be an asset to our board. We are actively seeking new members for the board.

This will be the final meeting of the board for this year. SWOP reconvenes on September 13 @ Peables School.

Sue Cronin will check into Town Insurance for the SWOP program with the board of Selectmen. She will also be meeting with Mr. Steve Lamarche as he would like to become involved with the SWOP program.

Respectively submitted,

The Board of Directors for SWOP

Sue Cronin, Chairman, Judy Shorrock, Kathy Stubstad, Felicia Jones, Tracy Medeiros and Jan Hughgill  
June 13, 2011

TOWN OF BOURNE OFFICE

JUN 13 2011 11:23 AM

**S.W.O.P. Special Work Opportunities Program**

2011 SEP 22 AM 11 47

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, September 27, 2011 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda:**

1. Read minutes of meeting held June 14...Discuss..accept
2. Open discussion on calendar for new SWOP year
3. Board Meetings...open discussion..new members/schedule and time
4. Jan Hughgill is now a board member..no longer the Director
5. Scrapbooking activities

Sue Cronin, Chairman

Felicia Jones

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

**S.W.O.P..... Special Workshop Opportunities Program**

**Minutes of the meeting held Tuesday, September 27, 2011  
7:30 James F. Peables School Cafeteria**

2011 OCT 5 PM 1 08  
TOWN CLERK'S OFFICE  
BOSTON, MASS

The SWOP board of directors held its first meeting of the new SWOP year on Tuesday, September 27, 2011 beginning at 7:30PM in The James F. Peables School Cafeteria. Those present were: Sue Cronin, Chairman of the Board, Jan Hughgill, Felicia Jones, Judy Shorrock, Board Members, Andrew Cormier perspective board member, Kathy Stubstad, Acting Director, and Tracy Medeiros, Assistant Director.

**1. Last month's minutes (June 14)**

It was noted that the August 30 Fishing Event at Rock Harbor was cancelled for this season. However, the August Special Olympics Fishing in Amherst was a great success for our SWOP Athletes.

**2. The calendar for the new year**

The location of our October 25<sup>th</sup>, Halloween Activity was discussed. Perhaps The Canal Club (The Trowbridge) would be a spot for us as we have used this location for past events. Jan is checking in to the availability with MaryEllen McCarthy, the owner.

For a more personal touch this new calendar year, we will be recognizing monthly birthdays the beginning of each month. The first taking place tonight with the recognition of birthdays from August, September and October. The response from the recipients was heart-warming; noticeably a wonderful gesture!

The location of our Christmas Feast was discussed. Perhaps The Community Building in Buzzards Bay would be feasible. The use of the kitchen and a room for dining will be further explored.

Another suggestion for a new activity, Movie Night on Tuesday @ Heritage Theatre in Sandwich will be explored. Checking schedules will take place while we research this idea presented by our newest Board Member, Andrew Cormier.

Scrapbooking, suggested by participant Meagan Cain, was readily accepted and was initially started during this weeks meeting of SWOP. This activity will be once a month.

Bingo will also be a new activity for us. We are actively seeking "prizes" from our board members and families.

**3./4. Board Members/ Meetings...**

Jan Hughgill has stepped down as Director of SWOP. Kathy Stubstad has stepped in as acting Director pending her appointment by The Board of Selectman. She had submitted her letter to that board in July but has not yet been formally appointed. Sue Cronin will look into her appointment. This board is in agreement and readily accepts Kathy as the new Director of SWOP. Jan Hughgill will serve on the board of directors as Kathy has done for years. Tracy Medeiros will continue as The Assistant Director. Andrew Cormier attended tonight's meeting as a prospective member of our board of directors as he presently serves on The Games Management Team for Special Olympics and is a valued member of the team. Having an athlete's point of view would be an asset to our board. Andrew has also submitted his letter of Interest for serving on our Board of Directors to The Board of Selectman and is awaiting approval.

The schedule of Board meetings was handed out with times and locations.

**5. Scrapbooking**

Scrapbooks were chosen by each individual; each one made a name tag for the front of his/her book. Pictures have been taken and the next meeting here at Peables, November 8 will be a group photo and an active "beginning" of our newest undertaking.

**NEW Business:**

It has been suggested that we compile an E-Mail list for the sake of contacting families and caregivers whenever necessary.

We have two new members of SWOP: Wanda Tester age 32 and Kim Ryan age 43. Both women are residents of a group home located on Crow's Nest Drive in Buzzards Bay. They will be accompanied each week by their support staff. As both are deaf, it was suggested that as part of our program each week, we begin with a "SIGN" important to them so that we may all learn to communicate with one another. All in attendance was excited to have new faces and friends among us!

We presently have an enrollment of 17 participants; the youngest being 21. We have evolved into a program of young and older adults. That being said, it was a unanimous decision of the board that the acceptance into our SWOP program due to our present population, would be age 18. SWOP would not be an appropriate venue for those younger than 18 at this point in time.

Respectively submitted,  
The Board of Directors for SWOP  
Sue Cronin, Chairman of the board  
Jan Hughill, Judy Shorrock, Felicia Jones, Members  
Andrew Cormier, Perspective member

Kathy Stubstad, Acting Director of SWOP  
Tracy Medeiros, Assistant Director of SWOP  
September 27, 2011

## **S.W.O.P. Special Work Opportunities Program**

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, October 25, 2011 beginning @ 7:30 PM  
@ The Canal Club.**

### **Agenda:**

1. Read minutes of meeting held September 27...Discuss..accept
2. Discuss September happenings
3. Open discussion on calendar for coming month/ E-Mail addresses of families and caregivers
4. Open discussion..new members/schedule and time
5. New Business

**Sue Cronin, Chairman**

**Felicia Jones**

**Judy Shorrock**

**Jan Hughgill**

**Andrew Cormier**

**Kathy Stubstad, Acting Director**

**Tracy Medeiros, Assistant Director**

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TOWN CLERK'S OFFICE  
BOURNE, MASS



**S.W.O.P..... Special Workshop Opportunities Program**

**Minutes of the meeting held Tuesday, October 25, 2011  
7:30 Canal Club**

The SWOP board of directors held its October meeting on Tuesday, October 25, 2011 beginning at 7:30PM at The Canal Club. Those present were: Sue Cronin, Chairman of the board, Jan Hughgill, Felicia Jones, Judy Shorrock, Board Members, Andrew Cormier perspective board member, Kathy Stubstad, Acting Director, and Tracy Medeiros, Assistant Director.

**1. Last month's minutes (September 27) were read and accepted.**

**2. September/October Happenings**

Our October 25<sup>th</sup>, Halloween Activity was held at The Canal Club (The Trowbridge). MaryEllen McCarthy, the owner, graciously donated her facility for this event. Two- for-one pizza night was the menu along with "family" "goodies and desserts. Having a DJ this year made for a very exciting event. Good food, good company, great costumes, and lots of dancing! Bingo and scrapbooking has begun.

**3./4/5 Open discussion calendar for next month.....email addresses...new business**

Andrew Cormier, attending tonight's meeting as a prospective member of our board of directors, reported that he had received his letter from the Board of Selectmen and will be sworn in shortly.

The email listing of participant families and caregivers is presently being worked out. Registration forms with Physical Forms were given to our two newest members so that they will be able to participate in Special Olympics Activities. The first being The Jolly Jaunt in December.

October, November, and December birthdays will be recognized on Cranberry Relish night, November 22.

SWOP will be working on a photo/letter for The Troops. These packages will be assembled at The Trowbridge on November 19 and 20<sup>th</sup>. Members of SWOP will once again help to put these packages together for the troops.

The location of our Christmas Feast was discussed. The Community Center in Pocasset may be a possible location. Jan will contact those in charge and get back to us. The menu was discussed and it was thought that the Turkey Dinner should be as it has been for past years. Sue reported that Liz and Phyllis Carpenito would be willing to roast the turkeys. The menu will be made and a listing put out to our "Board" and families for cooking. Each to be given something to bring to the table....a community effort!

Jolly Jaunt info will be given out at our next Tuesday's meeting.

Respectively submitted,  
The Board of Directors for SWOP  
Sue Cronin, Chairman of the board  
Jan Hughgill, Judy Shorrock, Felicia Jones, Members  
Andrew Cormier, Perspective member

Kathy Stubstad, Acting Director of SWOP  
Tracy Medeiros, Assistant Director of SWOP  
October 25, 2011

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## **S.W.O.P. Special Work Opportunities Program**

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, November 22, 2011 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held October 25...Discuss..accept
2. Discuss October happenings
3. Open discussion on calendar for coming month
3. Open discussion..Christmas Gathering, 12/20....menu...location, etc.
4. Next Board meeting: January 24, 2012

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Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

## **S.W.O.P. Special Work Opportunities Program**

**The board of directors for S.W.O.P. held its monthly meeting on  
Tuesday, November 22, 2011 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Minutes of meeting.....**

1. The minutes of last month's meeting, October 25, were read, discussed and accepted.
2. November SWOP meetings were discussed.
3. Open discussion on calendar for coming weeks...movie @ Heritage is being looked into for next week: November 29 in place of bowling. December 6, BMS Christmas concert may be attended...6:00 is scheduled time. Will contact music/band director about the possibility of saving a section for seating.  
February 14, Valentine's Day Dance was confirmed with Onset Computer.
4. Open discussion..Christmas Gathering, 12/20....  
Menu was set and discussed. Sign-up sheet was completed. Copy to go home next week with those supplying the goodies.  
The location for this year will be The Pocasset Community Bldg. across from the fire station on Barlows Landing Road. The room will be at no cost to SWOP. Time 6:00 – 8:00...set up 5:00
5. Next Board meeting: January 24, 2012

*Respectfully submitted,*

*Sue Cronin, Chairman*

*Felicia Jones*

*Kathy Stubstad, Director*

*Judy Shorrocks*

*Jan Hughgill*

*Andrew Cormier*

*Tracy Medeiros, Assistant Director*

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# The Commonwealth of Massachusetts

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DEPARTMENT OF PUBLIC UTILITIES  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## NOTICE OF FILING AND REQUEST FOR COMMENTS

D.P.U. 11-74

October 6, 2011

Petition of Boston Gas Company and Colonial Gas Company, each d/b/a National Grid, to the Department of Public Utilities for Recovery of Lost Base Revenues for January through October 2010.

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On August 17, 2011, Boston Gas Company ("Boston Gas") and Colonial Gas Company ("Colonial Gas"), each d/b/a National Grid (together, "Company"), filed with the Department of Public Utilities ("Department") a petition for approval to recover lost base revenues ("LBR") for Boston Gas, Colonial Gas, and the former Essex Gas Company. The Company states that the proposed LBR represents its decreased distribution revenues associated with reduced gas sales as a result of the Company's energy efficiency programs over the period January through October 2010. The Company seeks to recover \$2,867,024 in LBR plus \$131,161 in carrying charges through the Company's Local Distribution Adjustment Clause tariff, M.D.P.U. No. 3.1. The Department has docketed this matter as D.P.U. 11-74.

If the Company's petition is approved as requested, the bill impacts will be as follows: a typical Boston Gas residential heating customer using 133 therms per month during the winter season will experience a monthly bill increase of \$0.34, or approximately 0.17 percent; a typical Boston Gas residential heating customer using 29 therms per month during the summer season will experience a monthly bill increase of \$0.07, or approximately 0.19 percent; a typical Boston Gas residential non-heating customer using 17 therms per month during the winter season will experience a monthly bill increase of \$0.04, or approximately 0.12 percent; and a typical Boston Gas residential non-heating customer using 11 therms per month during the summer season will experience a monthly bill increase of \$0.03, or approximately 0.13 percent. A typical Colonial Gas residential heating customer using 107 therms per month during the winter season will experience a monthly bill increase of \$0.28, or approximately 0.18 percent; a typical Colonial Gas residential heating customer using 27 therms per month during the summer season will experience a monthly bill increase of \$0.07, or approximately 0.19 percent; a typical Colonial Gas residential non-heating customer using 23 therms per month during the winter season will experience a monthly bill increase of \$0.06, or approximately 0.13 percent; and a typical Colonial Gas residential non-heating customer using 12 therms per month during the summer season will experience a monthly bill increase of \$0.03, or approximately 0.11 percent. Bill impacts for commercial

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and industrial customers will vary. These customers should contact the Company for specific bill impact information.

Any person wishing to submit comments regarding this filing may submit written comments to the Department no later than the close of business (5:00 p.m.) on October 31, 2011. One (1) original and two (2) copies must be filed with Mark D. Marini, Secretary of the Department of Public Utilities, One South Station, 5<sup>th</sup> Floor, Boston, Massachusetts 02110. In addition, one copy of all documents must be sent to the Company's counsel, Megan F.S. Tipper, Esq., National Grid, 40 Sylvan Road, Waltham, Massachusetts 02451.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us) and the hearing officer, [jennifer.turnbull@state.ma.us](mailto:jennifer.turnbull@state.ma.us), or (2) on a 3.5" disk or CD-ROM. The text of the e-mail, disk label, or CD-ROM must specify: (1) the docket number of the proceeding, D.P.U. 11-74; (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

A copy of the Company's filing is on file at the Department's offices, One South Station, Boston, Massachusetts for public viewing during normal business hours and on the Department's website at <http://www.mass.gov/dpu> by accessing the File Room link. A copy is also on file for public viewing at the offices of National Grid, 40 Sylvan Road, Waltham, Massachusetts 02451. Any person desiring further information regarding the Company's filing should contact counsel for the Company, Megan F.S. Tipper, Esq., at (781) 907-2118. Any person desiring further information regarding this notice should contact Jennifer Turnbull-Houde, Hearing Officer, Department of Public Utilities, at (617) 305-3500.



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# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

### NOTICE OF FILING AND PUBLIC HEARING

D.P.U. 11-68

October 13, 2011

Petition of the Towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Tisbury, Yarmouth, and the Counties of Barnstable and Dukes, acting together as the Cape Light Compact, to the Department of Public Utilities, for approval of its 2010 Electric Energy Efficiency Annual Report.

On August 15, 2011, the Towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Tisbury, Yarmouth, and the Counties of Barnstable and Dukes, acting together as the Cape Light Compact ("Compact"), filed with the Department of Public Utilities ("Department"), its 2010 electric energy efficiency annual report ("2010 Report"). The 2010 Report documents energy savings resulting from the implementation of the Compact's 2010 energy efficiency plan, approved by the Department in Cape Light Compact, D.P.U. 09-119 (2010). The Department is required to review and approve energy efficiency expenditures after determining that the implementation of such programs was cost-effective. G.L. c. 25, § 19, G.L. c. 25A, § 11G.

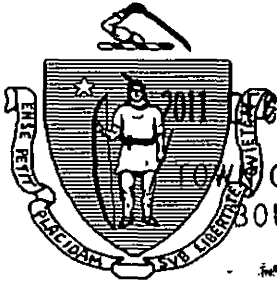
The Department will conduct a public hearing to receive comments on the Compact's filing. The hearing will take place on **November 9, 2011, at 2:00 p.m.** at the Department's offices, One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110. Any person who desires to comment may do so at the time and place noted above or submit written comments to the Department not later than the close of business (5:00 p.m.) on **November 9, 2011**. A procedural conference will immediately follow the public hearing. Any person who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **November 2, 2011**. A petition for leave to intervene must satisfy the timing and substantive requirements of 220 C.M.R. § 1.03. Receipt by the Department, not mailing, constitutes filing and determines whether a petition has been timely filed. A petition filed late may be disallowed as untimely, unless good cause is shown for waiver under 220 C.M.R. § 1.01(4). To be allowed, a petition under 220 C.M.R. § 1.03(1) must satisfy the standing requirements of G.L. c. 30A, § 10.

An original and two copies of all written comments or petitions to intervene must be filed with Mark D. Marini, Secretary, Department of Public Utilities, One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110 not later than the close of business on the dates noted above. One copy of all written comments or petitions to intervene should also be sent to the Compact's attorney, Jo Ann Bodemer, Esq. BCK Law, P.C., One Gateway Center, Suite 809, Newton, Massachusetts 02458.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us) and the hearing officer [jeffrey.leupold@state.ma.us](mailto:jeffrey.leupold@state.ma.us) or (2) on a 3.5" disk or CD-ROM. The text of the e-mail, disk label, or CD-ROM must specify: (1) the docket number of the proceeding D.P.U. 11-68; (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

A copy of the filing is available at the Department's offices, One South Station, Boston, Massachusetts for public view during normal business hours and on the Department's website <http://www.mass.gov/dpu>. A copy is also on file for public view at the Barnstable Superior Court House, 3195 Main Street (Route 6A), Barnstable, Massachusetts 02630. Any person desiring further information regarding the Compact's filing should contact counsel for the Compact, Jo Ann Bodemer, Esq. at (617) 244-9500. Any person desiring further information regarding this notice should contact Jeffrey M. Leupold, Hearing Officer, Department of Public Utilities, at (617) 305-3500.

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**DEPARTMENT OF PUBLIC UTILITIES**

NOTICE OF FILING AND PUBLIC HEARING

D.P.U. 11-116

December 7, 2011

Petition of the Towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Tisbury, Yarmouth, and the Counties of Barnstable and Dukes, acting together as the Cape Light Compact, for approval by the Department of Public Utilities of Mid-Term Modifications to its Three-Year Energy Efficiency Plan for Program Year 2012.

On January 28, 2010, the Department of Public Utilities ("Department") approved a three-year energy efficiency plan ("Plan") and associated budget for 2010 through 2012 for the Towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Tisbury, Yarmouth, and the Counties of Barnstable and Dukes, acting together as the Cape Light Compact ("Compact"). Cape Light Compact, D.P.U. 09-119 (2010). On October 28, 2011, the Compact filed a petition requesting that the Department approve modifications to its Three-Year Plan for program year 2012.

The Compact proposes to: (1) terminate the Home Automation pilot program and the Heat Pump Water Heater pilot program; (2) increase budgets for the Residential New Construction & Major Renovation program and the Low-Income Residential New Construction program and decrease budgets for the Residential Cooling & Heating Equipment program, the Multi-Family Retrofit program, the Energy Star Lighting program, the Deep Energy Retrofit program, the Residential New Construction - Major Renovation pilot program, the Residential New Construction - Lighting design pilot program and the Commercial and Industrial ("C&I") Small Retrofit program; and (3) increase savings goals for the Residential New Construction & Major Renovation program and Low-Income Residential New Construction program and decrease savings goals for the Residential Cooling & Heating Equipment program, the Multi-Family Retrofit program, the Energy Star Lighting program, the Low-Income Retrofit program, the C&I New Construction and Major Renovation program, and the C&I Small Retrofit program. In addition, the Company is proposing to consolidate the Low-Income Single Family program and Low-Income Multifamily program into one Low-Income Retrofit



program. Also, the Compact proposes a statewide evaluation, measurement and verification plan for 2012.

If the petition is approved as proposed, the Company states that its request would result in the following changes to its Three-Year Plan for program year 2012: (1) a \$4,196,362 decrease in its residential program budget; (2) a \$610,092 decrease in its low-income residential budget; and (3) a \$9,176,843 decrease in its commercial and industrial program budget. Further, the Company states that:

- A typical residential (R-1) customer using 584 kilowatt-hours ("kWh") of electricity per month could experience a monthly bill decrease of approximately \$2.49, or 2.4 percent in 2012 when compared to the amounts originally approved for 2012 in the Company's Three-Year Plan.
- A typical low-income residential (R-2) customer using 483 kWh of electricity per month could experience a monthly bill decrease of approximately \$0.12, or 0.2 percent in 2012 when compared to the amounts originally approved for 2012 in the Company's Three-Year Plan.
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

A copy of the petition is available for inspection during regular business hours at the following locations: the Barnstable Superior Court House, 3195 Main Street (Route 6A), Barnstable, Massachusetts 02630, and the Department's offices at One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110. The petition is also available on the Department's website, <http://www.mass.gov/dpu>. For further information on the Company's petition please contact counsel for the Compact, Jo Ann Bodemer, Esq., BCK Law, P.C., One Gateway Center, Suite 809, Newton, Massachusetts 02458, (617) 244-9500.

The Department has scheduled a public hearing to receive comment on the Company's petition on **January 5, 2012, at 2:00 p.m.** at the Department's offices, One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110. Any person interested in commenting on this matter may appear at the public hearing or file written comments no later than close of business (5:00 p.m.) on **January 5, 2012**. Any person interested in participating in the evidentiary phase of this proceeding must file a written petition to intervene or to participate in the proceeding no later than the close of business (5:00 p.m.) on **December 29, 2011**. A petition to intervene or participate must satisfy the timing and substantive requirements of 220 C.M.R. § 1.03. Receipt by the Department, not mailing, constitutes filing and determines whether a petition is timely filed. A late-filed petition may be disallowed as untimely, unless good cause is shown for a waiver under 220 C.M.R. § 1.01(4). Pursuant to 220 C.M.R. § 1.03(1), a petition must satisfy the standing requirements of G.L. c. 30A, § 10 to be allowed.

All comments or petitions to intervene or participate in the proceeding must be filed with the Department of Public Utilities, One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110, as follows: an original and two copies with Mark D. Marini, Secretary. In addition, one copy of all comments or petitions to intervene or participate must be sent to counsel for the Compact, Jo Ann Bodemer, Esq., BCK Law, P.C., One Gateway Center, Suite 809, Newton, Massachusetts 02458.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us) and the hearing officer [jeffrey.leupold@state.ma.us](mailto:jeffrey.leupold@state.ma.us); or (2) on a 3.5" disk or CD-ROM. The text of the e-mail, disk label, or CD-ROM must specify: (1) the docket number of the proceeding (D.P.U. 11-116); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

Any person desiring further information regarding this notice may contact Jeffrey M. Leupold, Hearing Officer, Department of Public Utilities, One South Station - 5<sup>th</sup> Floor, Boston, Massachusetts 02110, telephone, 617-305-3500.

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Kevin C. Farr  
Superintendent

Robert A. Dutch  
Principal

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
Voice / TTY  
FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JANUARY 3, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 PM - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of October 25, 2010 Meeting
2. FY11 Grant Review
3. FY11 Budget Review
4. Athletic Trainer
5. FY12 Budget Prep
6. Other

"And such other business as may properly come before this meeting."

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
JANUARY 4, 2011

GOALS SETTING WORKSHOP

7:00 P.M. - MULTI-PURPOSE ROOM

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1. Review of Existing Goals and Establishment of Goals for 2011



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# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
JANUARY 11, 2011

POLICY SUB-COMMITTEE MEETING

6:00 P.M. - CONFERENCE ROOM

1. Strategy Session for Review of Existing Policies

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JANUARY 13, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of:
  - A. December 9, 2010 Regular Meeting
  - B. August 19, 2010, September 9, 2010 & October 14, 2010 Executive Session
5. Communications
6. Revenue Enhancement Report
7. Report of Committees
8. MASC Report
9. Presentation of Bills
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
  - A. PN Accreditation Update
  - B. School Physician Position
  - C. Health Careers Building
14. New Business
  - A. Environmental Technology Student Presentation
  - B. Budget Transfers – Reserve Accounts
  - C. Bullying & Harassment Plan
  - D. Wind Turbine Update
  - E. Other

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 TOWN CLERK'S OFFICE

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JANUARY 13, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Penny Blackwell; Steven Chalke; Lisa Dumont; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** Joanna Golden, a junior Automotive Technology student from Sandwich, and Marissa Burke, a junior Automotive Technology student from Falmouth, provided the committee with an update on the winter sports' teams. They informed the committee that the National Honor Society induction ceremony will be held on January 26<sup>th</sup> at 7:00 p.m. Five seniors and six juniors will be inducted. The girls also discussed SkillsUSA activities as well as the *Ride for Reason* fundraiser which will take place in the spring to benefit Children's Cove, a facility which provides services to victims of child abuse.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Zmuda, for approval of the minutes of the December 9, 2010 regular meeting. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval and release of the minutes of the August 19, 2010; September 9, 2010; and October 14, 2010 executive session. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a letter from Toni Link, Director of Student Services, indicating her intention to retire in August of 2011 after twenty-five years of service to the district. He then read a letter from BJ Hilferty, Director of Media & Technology, indicating her intention to retire in August as well, after thirty-one years of service to the district.

**REVENUE ENHANCEMENT REPORT:** Mr. Farr distributed Mr. Carman's monthly report to the committee. The committee expressed their appreciation for Mr. Carman's efforts.

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**REPORT OF COMMITTEES:** Ms. Blackwell reported that the Policy Sub-Committee met on January 11<sup>th</sup>, and reviewed all of Section B of the Policy Manual. There is not a lot that has to be done to that section. It is mostly housekeeping issues so the sub-committee is hoping to have Section B ready for first reading at the February meeting. Mr. Chalke reported that the Budget Sub-Committee met on January 3<sup>rd</sup> to begin looking at the FY12 draft budget. He informed the committee that they are estimating a surplus of \$459,800 for FY11. The Budget Sub-Committee will meet again on January 24<sup>th</sup>. Mr. Chalke also stated that he is working on some sort of Treasurer's Report to present to the committee at future meetings.

**NEW BUSINESS:**

**Environmental Technology Student Presentation** – Students Alyssa Atkinson, Lynn Francis, and Caitlin O'Neill presented their project for the SkillsUSA competition. Their mission was to inform the community of the hazards associated with the improper disposal of mercury. The students outlined the steps that they would take to accomplish their mission. Ms. Blackwell made a motion, seconded by Mr. Pearce, to follow the recommendation of the Superintendent and write the students a letter of recognition for their presentation. Motion passed unanimously.

**MASC REPORT:** Ms. Blackwell reported that she and Mr. Haynes recently attended the annual President's Retreat where there was a lot of focus on the Massachusetts Teachers' Association document regarding teacher evaluation and whether or not student test scores have any place in teacher evaluation.

**PRESENTATION OF BILLS:** Bills were circulated.

**SUPERINTENDENT'S REPORT:** Mr. Farr updated the committee on school activities since the last meeting and asked if there were any questions regarding his written report that was included in the mailout. He informed the committee that he received an e-mail from the Massachusetts Department of Elementary & Secondary Education stating that the U.S. Department of Education has approved Massachusetts' state and district scopes of work for Race to the Top, which will allow the state to have access to the \$250 million awards and to issue Year 1 grants to districts. Mr. Farr also discussed a webinar he participated in with MassEnergyInsight which will allow the school to upload energy costs and usage into a database which will then allow the school to access statistical information.



**PRINCIPAL'S REPORT:** Mr. Dutch reported on the recent faculty meeting and School Council meeting, where the "State of the School" update was presented. The presentation focused on the school's accomplishments as well as future initiatives. Mr. Dutch recently attended a Vocational Principals' meeting where topics included recruitment and teacher evaluation. Finally, he reported that SkillsUSA testing has been ongoing to select district participants from UCT so they can begin to prepare for the district competition.

**PTO REPORT:** Ms. Dumont reported on the topics discussed at the most recent PTO meeting. She informed the committee that sixty crafters have already signed up for next year's craft fair. They have decided to increase the cost of a booth from \$100 to \$125 for next year's fair. This year's craft fair was very successful with a profit of approximately \$7,900. There have been discussions of a summer outdoor craft fair future consideration. The PTO is planning another dance to be held in February, and their next scheduled meeting will take place on February 8<sup>th</sup>.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr informed the committee that the school has received the application package from the Council on Occupational Education and is in the process of completing the application.

At this point in the meeting, Mr. Pearce inquired about the priority list that was discussed at the Long-Range Planning Sub-Committee meeting that was held on December 16<sup>th</sup>. Mr. Farr responded that he would have that ready next week.

**NEW BUSINESS:**

**School Physician Position** – Mr. Pearce made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and appoint Dr. Carolyn Saluti as School Physician at an annual stipend of \$5,000.00. Motion passed unanimously.

**Health Careers Building** – Mr. Forget and Mr. McCue distributed CAD drawings of the proposed building and rough estimates of anticipated costs for Phase One of the project. Mr. Pearce and Mr. Agrillo stated that they would like to see more detail on the cost estimates. They would also like to see samples of the products that they intend on using such as the windows, siding, etc. Ms. Blackwell suggested that a Building Committee be appointed to oversee the project. Mr. Pearce commented that the project should be done in phases with the costs estimated beforehand for each phase. Mr. Haynes informed the committee that he will appoint a Building Committee for this project.

**Budget Transfers** – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to follow the recommendations of the Budget Sub-Committee and make the following budget transfers:

- Transfer \$15,000 from Instructional Assistants (50-2330-0300) to School Committee Other (50-1110-0600) to cover the travel expenses for attendance at the National School Board Association's annual conference.
- Transfer \$50,000 from SPED Teachers Salaries (50-2310-01000) to Reserve for Window Replacement (50-8225) to start a reserve fund for the MSBA Green Repair Program for the selection of the Project Manager.

Motion passed unanimously.

**Bullying & Harassment Plan** – Mr. Dutch informed the committee that the Bullying & Harassment Plan that was included in the mailout was also presented to the faculty and to the School Council. Mr. Pearce made a motion, seconded by Ms. Blackwell, to approve the Bullying & Harassment Plan as presented. Motion passed unanimously.

**Wind Turbine Update** – Mr. Farr informed the committee that he had received an e-mail today from MassWind stating that they are ready to make a presentation to the sub-committee. Committee members requested that they be provided with the information and timetable from MassWind prior to their presentation.

At this point in the meeting, Mr. Pearce asked the other committee members how they felt about the proposed Health Careers building and if they thought that the project should be done in phases. Committee members agreed that the project should be broken up into phases and discussion ensued regarding what the phases would be comprised of. Mr. Haynes appointed Mr. Agrillo, Mr. Pearce, Mr. Chalke, and himself to serve on the Building Committee for this project.

**Other** – Mr. Agrillo informed the committee that he has spoken to Thomas Pappas and conveyed the committee's concerns to him regarding the acquisition of the Chase Estates property located adjacent to the school. As a result, Mr. Pappas has agreed to sell the land to the school at a price of \$600,000. Mr. Agrillo distributed a letter from Mr. Pappas stating the adjusted offer and his willingness to hold the land without a deposit from the school until after the spring town meetings sometime in June. Mr. Agrillo reiterated the need for a second egress from the school property. Mr. Zmuda agreed. Mr. Pearce stated that he felt the matter should be put before the towns and let them decide. Ms. Blackwell commented that the first step in this whole process should be to have the land appraised. Mr. Haynes and Ms. Manduca questioned the need for the land, other than to have a second egress. Mr. Pearce made a motion, seconded by Mr. Agrillo, to move forward with the appraisal of the Chase Estates property and then bring it to the district towns for a vote at the spring town meetings. Mr. Agrillo, Mr. Pearce and Mr. Zmuda in favor; Ms. Blackwell, Mr. Chalke, Ms. Dumont, and Mr. Haynes opposed; Ms. Manduca abstained – Motion failed.

Mr. Haynes reminded the committee that the agenda item, Athletics User Fees, was tabled in September. It will be on the agenda again for the February meeting.

Ms. Blackwell stated that the issue of School Committee self-evaluation was discussed briefly at the Goals Workshop. She asked the committee if they had thought about the prospect of a self-evaluation and if they thought it would be worthwhile. Committee members seemed to feel that a self-evaluation was unnecessary at this time.

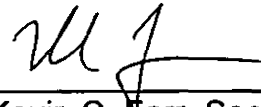
Mr. Pearce made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:27 P.M. Motion passed unanimously.

A True Copy Attest

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

2-11-11

(Seal)



Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JANUARY 24, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of January 3, 2011 Meeting
2. FY11 Budget Review
3. Transportation - Vehicles
4. FY12 Budget Prep
5. Other

TOWN CLERK'S OFFICE  
2011 JAN 18 AM 11 13

**"And such other business as may properly come before this meeting."**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 1/18/2011

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## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
JANUARY 26, 2011

BUILDING SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

2011 JAN 21 PM 10 12  
TOWN CLERK'S OFFICE

1. Discussion re: Proposed Health Careers Building



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JANUARY 27, 2011

## WIND TURBINE SUB-COMMITTEE MEETING

6:00 P.M. - CONFERENCE ROOM

1. Presentation by MassWind

2011 JAN 21 PM 10 13  
TOWN CLERK'S OFFICE



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
FEBRUARY 1, 2011

POLICY BOOK SUB-COMMITTEE MEETING

6:30 P.M. - CONFERENCE ROOM

2011 JAN 21 AM 10 13  
TOWN CLERK'S OFFICE

1. Final Review of Section B of the Policy Manual



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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
FEBRUARY 10, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the January 13, 2011 Regular Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Presentation of Bills
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
  - B. Health Careers Building
  - C. Wind Turbine Update
  - D. Athletic User Fees
13. New Business
  - A. Draft FY12 Preliminary Budget Presentation
  - B. April Meeting Date
  - C. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*

TOWN CLERK'S OFFICE

2011 FEB 1 PM 2 18



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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
FEBRUARY 10, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of January 24, 2011 Meeting
2. FY12 Proposed Budget
3. Other

TOWN CLERK'S OFFICE  
2011 FEB 1 PM 2 07

**“And such other business as may properly come before this meeting.”**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**FEBRUARY 10, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Steven Chalke; Lisa Dumont; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Chalke, seconded by Ms. Dumont, for approval of the minutes of the January 13, 2011 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a letter from the Pupil Services Administrator at Bristol-Plymouth Regional Technical School stating that, upon seeing UCT's acceptance letter envelope, they were so impressed with its magnitude and design that they fashioned a similar version for their new accepted applicants. Next, he read a letter from the Falmouth Woman's Club thanking the school for hosting their recent lunch meeting and for speaking to the group about the school's history and its current programs. Finally, Mr. Farr read a letter from Program Advisory member, Jim Wenzel of Wenzel's Auto Body. Mr. Wenzel spoke about the high quality of the junior class co-op applicants and the difficulty in this year's selection process.

**REPORT OF COMMITTEES:** Mr. Pearce reported that the Long-Range Planning Sub-Committee met on December 16<sup>th</sup> and reviewed the list of budget requests from the various programs. He then referenced the FY12 capital planning list, requesting more information as well as a timeframe for the expected purchases. Mr. Pearce inquired about the status of the window replacement application with the Massachusetts School Building Authority (MSBA). Mr. Agrillo inquired as to the anticipated expense of the window replacement even with funding assistance through the MSBA. A discussion then ensued regarding the athletic trainer and how often she is required to be present for the various sports.

2011 MAR 15 PM 12 06

MASC REPORT: None.

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on any payments made in excess of \$10,000 including payments to Hallsmith-Sysco, National Grid, NSTAR, Noonan Brothers, U.S. Food Service, and Buckley Energy. He informed the committee that he had met with the Business Office staff last week to learn about the office procedures, especially as they relate to the financial operations. He was pleased with the checks and balances that are in place and feels that the operation is well-organized.

SUPERINTENDENT'S REPORT: Mr. Farr updated the committee on school activities since the last meeting and asked if there were any questions regarding his written report that was included in the mailout. He informed the committee that MassWind had made a presentation to the Wind Turbine Sub-Committee and that he had also met with someone from Strategic Energy Systems. Mr. Farr and Pat Gales met with representatives of Radius Healthcare regarding a grant program that will allow ten of their employees to participate in the Practical Nursing program. The Superintendent then distributed the monthly Revenue Enhancement Report to the committee.

PRINCIPAL'S REPORT: Mr. Dutch reported that the School Council met last month and was presented with a draft of the School Committee's goals. He also stated that the various technical programs are re-instituting the customer service surveys and copies will be provided to the committee in the next mailout.

PTO REPORT: Mr. Dutch reported that the PTO met earlier in the week to discuss various fundraising opportunities.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr informed the committee that the school has received the application package from the Council on Occupational Education and is in the process of completing the application which is due on April 23<sup>rd</sup>. The application will be voted on at the Council's Executive Board meeting in June. Once approved, the program will have two years to receive their initial accreditation. While we are seeking the accreditation, the Council will send a representative to the school to provide feedback. The most important thing to note is that the school will be Title IV eligible while seeking accreditation which is crucial to our students who are receiving financial aid.

**Health Careers Building** – Mr. Haynes stated that he would like to see this project move forward and reminded the committee that possible funding scenarios were included in the meeting mailout. Mr. Farr commented that there is a site visit from the Board of Registration in Nursing scheduled for April and that it would be beneficial to

have a plan in place prior to the visit. Ms. Dumont agreed that the Practical Nursing program does need to have their own space stating that it is impractical for them to share a space with the high school students. Mr. Pearce suggested several steps that should be taken when planning a building project and expressed concern over the fact that the school's existing septic system would not be adequate. He feels that a wastewater treatment system would be necessary, which is a considerable expense. Mr. Pearce distributed a letter dated July 5, 1995 from Mason Environmental Services addressed to the Bourne Board of Health. The letter referenced the existing failed septic system at that time and the design plans for a new septic system. Mr. Haynes suggested the possibility of the new building having its own septic system. Mr. Pearce and Mr. Agrillo commented that the town's input is needed at this point and that specific plans for the proposed project need to be presented to the town. Mr. Fichtenmayer made a motion, seconded by Mr. Zmuda, to move forward with the proposed Health Careers building after securing appropriate permits from the town of Bourne. Motion passed unanimously.

**Wind Turbine Update** – Mr. Farr stated that MassWind had recently presented to the Wind Turbine Sub-Committee. Stephen Wiehe of Weston & Sampson will be providing MassWind with more information and they will then provide us with definitive numbers. Mr. Farr will forward that information to the committee as soon as he receives it.

**Athletic User Fees** – Mr. Farr stated that he had included in the mailout an update of user fees for all of the school in Massachusetts and recommended that Upper Cape Tech not implement user fees at this time. Mr. Pearce commented on the fact that four out of the five towns in our district do have user fees. Ms. Dumont made a motion, seconded by Mr. Fichtenmayer, to follow the recommendation of the Superintendent and not implement user fees at this time. Motion passed unanimously.

#### NEW BUSINESS:

**Draft FY12 Preliminary Budget Presentation** – Mr. Farr stated that the proposed FY12 budget is a needs-based budget and has been approved by the Budget Sub-Committee for the full committee's review and approval. Mr. Farr reviewed the proposed FY2012 budget by account sub-totals, highlighting key areas of the budget. The proposed budget includes three additional teaching positions as well as two additional football coaches and a fall cheerleading coach.

**April Meeting Date** – Mr. Farr informed the committee that the Outstanding Vocational Student Awards banquet is scheduled for April 14<sup>th</sup>, the same night as the regularly-scheduled School Committee meeting. The committee agreed to re-schedule the April meeting to April 21<sup>st</sup>.

**Other** – Mr. Fichtenmayer informed the committee that he had attended his first meeting with the Cape Cod Collaborative. He heard many good remarks about Upper Cape Tech and its staff and students.

At this point in the meeting, Mr. Haynes reminded the committee that, although a vote was taken to proceed with the Health Careers building once appropriate permitting is secured from the town, no funding was appropriated for this purpose. Mr. Fichtenmayer made a motion, seconded by Mr. Chalke, to move \$430,000 from LPN (02-8910-0000-03) and \$230,000 from Adult Ed (02-8910-0000-00) to Reserve for Health Careers Building (02-8949-0000). Motion passed unanimously.

Mr. Fichtenmayer made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:25 P.M. Motion passed unanimously.

A True Copy Attest

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

3/11/14  
(Seal)

\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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Superintendent

2011 FEB 11 AM 10 05

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
FEBRUARY 15, 2011

POLICY BOOK SUB-COMMITTEE MEETING

6:30 P.M. - CONFERENCE ROOM

1. Final Review of Section B of the Policy Manual
2. Initial Review of Policy DBD - Budget Planning
3. Initial Review of Policy DK - Payment Procedures



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2011 FEB 17 PM 1 20  
Robert A. Dutch  
Principal  
TOWN CLERK'S OFFICE

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
FEBRUARY 28, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of February 10, 2011 Meeting
2. Apta Fund Pricing & Transfer
3. Used Bus Purchase Offer
4. Inactive Reserve & Student Activity Funds
5. Other

**"And such other business as may properly come before this meeting."**



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# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
MARCH 7, 2011

LONG-RANGE PLANNING SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

1. Review of Current Building Use Fees



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL**

*MEMO*

TO: TOWN ADMINISTRATOR  
 CHAIR, BOARD OF SELECTMEN  
 CHAIR, FINANCE COMMITTEE

FROM: KEVIN C. FARR  
 SUPERINTENDENT

DATE: MARCH 1, 2011

RE: BUDGET PUBLIC HEARING

2011 MAR 2 AM 9 51  
 TOWN CLERK'S OFFICE

Please be advised that the public hearing for Upper Cape Cod Regional Technical School's FY12 budget will be held on Thursday, March 10<sup>th</sup> at 6:30 P.M. in the Multi-Purpose Room. This is your opportunity as a town official to provide input and get answers to your questions before the Upper Cape Cod Regional Vocational-Technical School District budget is approved.

Should you have any questions, feel free to contact me. Thank you for your support of **your** regional technical school.

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**MARCH 10, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Steven Chalke; Lisa Dumont; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Kevin Farr; Robert Dutch; Margie Souza, Recording Secretary. Edmund Zmuda was not present for the meeting.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** Student, Maggie Peterson updated the committee on the fundraising events at the school. Freshmen raised \$50.00 by selling photos at the homecoming dance last fall. They are planning to hold a car wash in the spring. Sophomores held a loose change challenge and sold soda at the school dance. They raised \$1,000.00. They hope to promote a dodge ball tournament soon. Juniors have a candy sale going on now. Juniors ordered class rings in October 2010. 169 Students attended the dance on March 4, 2011. Seniors are selling St. Patrick's Day carnations. The prom is scheduled for April 9, 2011 and the money left over from the prom will be used towards the senior class trip. SkillsUSA's district competition is on March 11, 2011 – 82 students and 2 LPN students are attending. The registration for the state competition is March 25, 2011. The National Honor Society Induction ceremony is scheduled for March 22, 2011. On April 6, 2011, there will be a National Honor Society leadership conference at Holy Cross College in Worcester. The American Cancer Society's Daffodil Day fundraiser raised \$840.00. Daffodils will be delivered the week of March 14, 2011. The National Honor Society is looking for volunteers to work during the home show the weekend of March 19 and 20, 2011. The Interact Club is collecting canned goods in each shop. Items will be donated to a local food pantry. The Interact Club will also sell popcorn, water and offer face painting at the home show. Ms. Peterson concluded by reporting on athletics noting the final record for the winter sports. Spring sports sign up is going on now. First games: Lacrosse - March 31; Baseball – April 2; Softball scrimmage – March 31, 2011.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mrs. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the February 10, 2011 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a letter from the Board of Registration in Nursing regarding the continued approval status of the program. Mr. Farr congratulated Mrs. Gales and her staff and offered his sincere condolences as Mrs. Gales' father passed

away yesterday. A copy of the obituary was distributed to the committee. Next, he read an email from Mrs. Gales that commended the evening shift custodial supervisor (Kim Carman). A letter of commendation has been placed in his employee file. Finally, Mr. Farr read a letter from Scott Fitzmaurice, the Executive Director of CIGSYA. Mr. Fitzmaurice expressed his thanks to Mr. Farr and the Automotive Departments for repairing their bus to roadworthy condition.

Mr. Fichtenmayer asked about adding parking lot lighting. Mr. Farr said that some of the lighting that was out has been corrected. Mr. Carman made a list and it was given to Mr. Diehl to make it right. The list also indicated a couple of areas where lighting needs to be added.

REPORT OF COMMITTEES: Mr. Fichtenmayer attended a Cape Cod Collaborative meeting on March 9, 2011 and will address later under other. The Budget Sub-Committee met on February 28, 2011 and discussed Harris School Solutions and a used bus offer with JCR Transportation. The sub-committee said no deal with JCR. Also, discussed a new school bus, which is on the docket for tonight. The next Budget Sub-Committee meeting will be held on April 4, 2011 at 5:00 PM. Mr. Haynes reported that the Long-Range Planning Sub-Committee met on Monday night to discuss building use fees. He stated the committee would see something next month as far as raising fees.

MASC REPORT: Mrs. Blackwell reported that the MASC met last night. The Day on the Hill is on March 29, 2011. Discussed the Educator Evaluation Taskforce, which has over forty people. They have provided DESE with many recommendations. They are now putting these recommendations into an evaluative tool that DESE will present to school committees and bargaining units. They did not differentiate between superintendents, administrators and teachers – includes all educators. When it comes up for public comment, it will be noted that the superintendent's evaluation is done by school committee and in public. The tool may not lend itself to that process. Committee members were instructed to contact Sharon Brito if they are interested in attending the Day on the Hill. Mr. Farr is attending and offered members a ride.

NEW BUSINESS:

**FY12 Proposed Budget** – Mr. Farr conducted a PowerPoint presentation stating this was the same budget presentation as last month. Mr. Farr reviewed the proposed FY2012 budget by account sub-totals. The three additional teaching positions are Marine, Environmental Technology and Information Technology. Mr. Farr explained the professional development increase by stating it included High Schools That Work, ACTE and contractual obligations with teachers who are working on their Bachelor and Master degrees. Mr. Farr stated a new person would be in the role under instructional technology next year. Regarding Student Services, Mrs. Link will be retiring. Mr. Farr

explained the psychological services increase was because Mrs. Link holds the license of psychologist, and we are not sure what students will need as far as testing and other psychological services. Many schools contract out these services. Under the athletic line item the increase is due of the addition of two additional coaches for varsity football, supplies and fall cheerleading. Mr. Farr reported that close to one third of the student population is playing sports each season.

Ms. Manduca said she is hearing a lot about concussions and wanted to know how the school was handling this. Mr. Farr said the school is following the state law and looking at a program called Impact where students are baseline tested on a computer before playing. If they get injured, they take the test again and if there was a residual effect from the injury that would preclude them from participating. Mr. Farr further explained that a lot of legislation is still in the writing phase. We will comply with the state and having a trainer on staff will assist with that. Injured athletes are not allowed to play again until they obtain clearance from their doctor. There are three defibrillators in the building – one in the gym and one at every home game.

Mrs. Blackwell asked about SkillsUSA participation percentage increase. 70 Students participated last year and this year there are 82 participating. Mr. Farr and Mr. Dutch further discussed the school's participation and various shop participation.

Mr. Farr then discussed Net Foundation Budget, Transportation and LPN costs. He told committee members that next year the school would be going out to bid for six bus routes. \$354,400 must be passed on to cities and towns. Because UCT is a regional school, students do not pay for their transportation.

Capital budget slightly increased by approximately \$2,000 from \$424,870 to \$426,870; this is the number the towns want to know, Mr. Farr explained.

Mr. Farr explained the E&D Town Reduction and enrollment / percentages of operating budget. Explained ratio that is used to come up with the capital budget. When enrollment changes, so does that number.

Mrs. Blackwell asked how much more are we than the required minimum contribution Mrs. Crosby answered, \$650,242 over at foundation budget; last year, more than \$400,000. Mrs. Blackwell said for the last two years we have had a \$500,000 surplus and our towns are hurting badly. Is this the best we can do for the towns? Mr. Dutch replied 2 percent is contractual. Mrs. Blackwell stated that some towns are being held to zero increase. Mr. Dutch said he looks at what we have asked for over the last three years and these are things to consider. Mrs. Blackwell asked about the feedback that Mr. Farr has received from the towns. Mr. Farr met with Bud Dunham from Sandwich and the new police chief and reported that he has nothing but respect for our school and does not have a problem with our numbers. Mr. Haynes met with Falmouth on Tuesday night and Falmouth's numbers are way up. Mr. Farr and committee members spoke about the sending town increases and their enrollment numbers.

A motion was made by Mr. Chalke, that the Upper Cape Cod Regional Vocational-Technical School District Committee adopt a gross operating budget for FY2012 in the amount of Twelve Million Four Hundred Twenty One Thousand Seven Hundred Fifty (\$12,421,750.00), to be reduced by FY2012 Interest Revenue in the amount of Thirty Thousand (\$30,000.00), FY2012 Tuition Revenue in the amount of Twenty Four Thousand Eight Hundred Seventy Four (\$24,874.00), FY2012 Municipal Medicaid in the amount of Fifteen Thousand (\$15,000.00), FY2012 E&D in the amount of One Hundred Sixty Thousand (\$160,000.00), FY2012 Transportation Aid in the amount of Three Hundred Seventy Three Thousand Nine Hundred Thirty Nine (\$373,939.00), FY2012 LPN Tuition in the amount of Two Hundred Fifty Five Thousand (\$255,000.00) and together with any available State Aid; and that the Committee adopt a gross capital budget for FY2012 in the amount of Four Hundred Twenty Six Thousand Eight Hundred Seventy (\$426,870.00), seconded by Mr. Fichtenmayer. Motion passed unanimously.

Mr. Farr said he will be presenting this budget to the town of Bourne on Monday night at the community building in Buzzards Bay at 7:00 PM. Also, meeting with town manager of Marion, members of the finance committee in Marion and Ms. Manduca on Monday at noon at the school.

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on two significant: NSTAR \$18,417 and Santa Buckley \$15, 202 this month.

SUPERINTENDENT'S REPORT: Met with Cape Cod Technology Council last week. Mr. Sanborn of Cape Cod Tech also attended. With the articles about graduation rate in the newspapers recently, Upper Cape Tech was as much of the conversation as Cape Tech. Many of these council members are on our advisory board and are our employers.

As mentioned earlier, Mr. Farr met with town manger of Sandwich and the new police chief. He took them on a tour of the campus. New police chief had never been at the school before and he was more than impressed.

Program-advisory is the 31st of March.

Mr. Farr distributed a copy of the Revenue Enhancement Report. Going well. Excited about home show. Ads for home show will be going into papers this week – Cape Cod Times, Standard Times and Enterprise newspapers.

PRINCIPAL'S REPORT: In Mr. Farr's absence, Mr. Dutch attended the Old Colony Superintendents' meeting on March 9, 2011 and MAVA meeting that same day. The topic of discussion was the same: the focus was on the new teacher and administrator evaluation instrument and the impacts that it is going to have from a bargaining position and from a training position. There will be significant training required for staff and administrators for carrying out those evaluations. Another topic was the implementation of common core as we move forward and subsequently the assessments involved, which will measure how well we are teaching the common core. Again, there will be a lot of training and money involved towards training for developing and scoring the assessments. Information will be coming from the state.

Mr. Dutch shared an email he received from the Athletic Director at Southeastern commending UCT students who attended a basketball game at their school. Speaks volumes of student population and school spirit that we have been able to establish. Mr. Dutch stated he was very proud. Email has been shared with athletes.

Mrs. Blackwell told members that if they were interesting in learning more about the Common Core and assessments the information is on the DESE website.

Mr. Farr asked Mr. Dutch how the dance went last week. Mr. Dutch said the dance was held in the gym, 170 students attended, went smoothly, and students seemed to enjoy themselves. Students and chaperones provided positive feedback. This was the second positive experience with a dance at the school this year. Having the dance in the gym, was a good test for next fall as a place to hold homecoming dances in the future.

PTO REPORT: Mrs. Dumont reported the PTO met on Tuesday night and discussed the home show. 47 out of 50 booths sold. Advertising this week. A reverse call to parents will go out next week notifying them of the event. Mr. Carman is working on obtaining radio announcements. The school's website has a list of vendors. PTO members will be selling hotdogs, chips, cookies, soda, water, etc. trying to keep simple this year because they do not have access to the cafeteria or culinary students. If all goes well, the PTO will consider increasing food offerings next year. Working on obtaining volunteers:

#### OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr reported that Mrs. Gales was still working on the application using a lot of information from NEASC audit. Application is about 80 pages. April 23, 2011 is the deadline. If approved in June, program will have "candidate status" and that is what is needed to keep grants and loans for students. Other schools in the state, including Southeastern Regional, have embraced the Council of Occupational Education.

Mr. Pearce questioned the money received from Life Science grant asking why did we get the least amount than anyone else. Mr. Farr explained that we had to write for something specific and that is what Health Careers wrote for. Mr. Farr attended a meeting in Waltham where they awarded this grant. There will be another round of grant money coming for capital equipment money. Mrs. Link is looking into this. Mr. Dutch further explained we were originally told that health careers was not eligible; its focus was on biotechnology. Therefore, we did not apply. Then we received a call asking why we did not apply and they then said it had been opened up for health science too. We had 7 days to pull together. They received 43 applications and awarded 32 grants and UCT was one of those grants.

**2010-2011 School Committee Goals** – A motion was made by Mrs. Blackwell, seconded by Mrs. Dumont, for approval of the 2010-2011 school committee goals. Mr. Chalke commented that the chairman of the ways and means committee is a client of his, Brian Dempsey. Motion passed unanimously.

Goals can be added at anytime. It is an ongoing process. Committee members felt that the goals should be reviewed by the members themselves more often.

**2011-2012 School Calendar** – A motion was made by Mrs. Blackwell, seconded by Mr. Chalke. Mr. Haynes and Mr. Farr explained the MCAS dates to Mr. Agrillo and the key to follow on the calendar. Mr. Farr also discussed the teachers working 182, which includes two professional development days. The second professional development day is on April 27, 2012. Teachers may participate in a professional development day at UCT or attend the Skills competition to watch their students compete. Motion passed unanimously.

#### **Policy – Initial Approval –**

**Section B – All Policies** – Mrs. Blackwell explained that Mrs. Brito listed out each policy that had a change. “A lot of it is housekeeping.” Mrs. Blackwell then read through the Recommendations of the Policy Sub-Committee document that school committee members received in their packets and were asked to review.

**BHE** – Use of Electronic Messaging by School Committee Members - Mrs. Blackwell wanted to bring this policy regarding emails to everyone’s attention. Be careful when sending out emails. Quorum could be formed and then email is subject to open meeting law. Mrs. Brito should receive a copy for file.

**BDE** – Subcommittee of the School Committee – Mr. Agrillo felt that if a committee member is interested in something he or she should voice their opinion. He would like to see committee members involved in areas they work best in. Mrs. Blackwell explained that if a committee member wanted to be on a certain sub-committee all that person would have to do is ask the chairman. Further, she said, we changed the policy to match the practice. Mr. Pearce said this is not what we have been doing. He

believes the policy should be the law of the land. We should abide or change it. Mr. Haynes feels the sub-committees are fairly balanced. Mr. Pearce felt that people who have a certain interest or talent should be on sub-committee where they can use their knowledge. Mr. Farr gives everyone the opportunity to review. Mr. Agrillo feels there is no reason to change this policy; leave it as is.

**File DBD – Budget Planning – Recommend for approval at next meeting.**

**File DK – Payment Procedures –** Mr. Chalke spoke about the large amount of bills that need to be reviewed every month during the school committee meeting. He would like to have time to inspect the bills in the Business Office so he can ask questions, etc. vs. inspecting them during the school committee and possibly interrupting. Change payment method to biweekly for bills. Looking at July 1, 2011. Bills would be available in the Business Office for inspection by school committee members when they come to the office to sign the warrant.

Mr. Haynes said that a second reading of the recommendations from the policy sub-committee would take place next month.

Mrs. Blackwell asked members that because the policy manuals take up a tremendous amount of paper would they object to having a CD or to find it on the website. Several members were not comfortable receiving the information on CD and/or through the website. Reprinting will be done on both sides of the paper and will not be of every policy – only changes or corrections reprinted.

**Work Order Form Approval –** Mr. Chalke made a motion, seconded by Mr. Fichtenmayer to approve the revised work order form. Motion passed unanimously.

**Budget Transfers –** Mr. Farr explained transfers: \$80,000 from teachers' salary and \$40,000 from special education teachers' salary to reserve for transportation vehicles for the purpose of acquiring a new school bus and a Ford 250 truck. Mrs. Blackwell made a motion, seconded by Mr. Pearce to approve budget transfer. Motion passed unanimously.

\$13,200 transferred from special education teachers' salary to professional development for the purpose of training for the APTA Fund Accounting Program from Harris Computers. Mrs. Blackwell made a motion, seconded by Mr. Fichtenmayer to approve this budget transfer. Motion passed unanimously.

Mrs. Crosby answered questions from school committee members regarding the new accounting program. A yearly maintenance fee will be charged - \$10,000 vs. \$16,000 we are now paying. The company, Harris, supports the whole accounting system, updates all the accounting programs needed to run a municipality, MTRS requirements, back-up data, IRS tax table, W-2 regulations for printing, etc. UCT will be the first school in Massachusetts to run program.



**Other:** Mr. Farr spoke about the Massachusetts School Building Authority window replacement project. The cost for window replacement is \$2,000,000. Mr. Farr read through the motion as copies of the motion were distributed to members. Mr. Farr's contact is Dave Lager at NETCO, who is the project manager. Mr. Farr, Mr. Forget, Mr. McCue and Mr. Diehl will be meeting with him every Thursday morning. Mr. Agrillo asked about the \$2,000,000 cost and why no local contractors were considered for the work. Mr. Farr said if we did that UCT would be responsible for 100% of the cost. Now, the towns' portion is 57% of the \$2,000,000. MSBA's portion is 42.37%. This will be in the school's capital budget every year for approximately 10 years as HVAC has been. Mr. Forget, Mr. McCue and the MSBA came up with this figure. The MSBA selects the project managers and designers then it goes out to bid. Mr. Dutch provided an explanation of how Mr. Forget came to this number – other schools, cost for glazed windows, our square footage, etc. If the project is under \$2,000,000, the school can only borrow what the contract is. The windows used will be up to code. Designers are going to design the windows. Members are going to see the design before it moves forward.

Mrs. Blackwell made a motion, that the Upper Cape Cod Regional Vocational-Technical School District (the "District") hereby appropriates the sum of Two Million Dollars (\$2,000,000) to pay costs of replacing windows at the District high school located at 220 Sandwich Road, Bourne, Massachusetts (the "Project") which project would materially extend the useful life of the District high school and preserve an asset that otherwise is capable of supporting the required educational program, said sum to be expended at the direction of the School Building Committee, and to meet this appropriation there is hereby authorized, under and pursuant to Chapter 71, Section 16(d) and Chapter 70B of the General Laws and the District Agreement, as amended, and any other enabling authority, the incurring of debt on the full faith and credit of the District in the amount of Two Million Dollars (\$2,000,000) that the District acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs of the Project that the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the less of (1) 42.37 percent (42.37%) of eligible approved project costs as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the total amount of the borrowing authorized by this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA, seconded by Mr. Fichtenmayer for window replacement. Motion passed unanimously.

Service Animals – Mr. Fichtenmayer asked Mr. Farr about a policy on allowing service animals in the school. Mr. Farr supports the idea of people who are in need of guide dogs, etc. bringing them into the school.

Mr. Fichtenmayer is on a committee with the Cape Cod Collaborative and inquired about putting aside GASB 45 funds for retirees. He would like to consult with Mrs.

Crosby regarding what the pros and cons are. He said as more information becomes available he will bring it to the committee.

At 8:10 PM, Mrs. Blackwell made a motion to enter into Executive Session to discuss a personnel issue and not to return to open session, seconded by Mrs. Dumont. Motion passed unanimously.

A True Copy Attest

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

4-25-4

(Seal)

\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Kevin C. Farr  
Superintendent

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759-7711 - 295-1320 - 563-5515  
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FAX: 508-759-7208

2011 MAR 1 PM 12 40  
TOWN CLERK'S OFFICE

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
MARCH 10, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the February 10, 2011 Regular Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Presentation of Bills
9. Superintendent's Report
10. Principal's Report
11. PTO Report
  
12. Old Business
  - A. PN Accreditation Update
  
13. New Business
  - A. Public Hearing - FY12 Proposed Budget (6:30 p.m.)
  - B. 2010-2011 School Committee Goals
  - C. 2011-2012 School Calendar
  - D. Policy - Initial Approval
    1. Section B - All Policies
    2. File DBD - Budget Planning
    3. File DK - Payment Procedures
  - E. Work Order Form Approval
  - F. Budget Transfers

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



# Upper Cape Cod Regional Technical School

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Kevin C. Farr  
Superintendent

2011 MAR 16 AM 11 41

March 11, 2011

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Voice / TTY  
FAX: 508-759-7208

TOWN CLERK'S OFFICE

Mr. Tom Guerino  
Town Administrator  
Bourne Town Hall  
24 Perry Ave.  
Buzzards Bay, MA 02532

Dear Mr. Guerino:

In accordance with Section V(C) of the Regional District Agreement among the towns with respect to the establishment of the Upper Cape Cod Regional Vocational-Technical School District, please be advised that the School Committee has established an Operating Budget of \$12,421,750 and a Capital Budget of \$426,870 for the fiscal year ending June 30, 2012. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$3,706,988 Total Net Operating Costs assessed to the communities, therefore, becomes \$9,141,632 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

Operating	\$1,616,179.00
Capital	<u>74,374.00</u>
Total Assessment	<u>\$1,690,553.00</u>

We are available to meet with the Finance Committee and other concerned town officials to discuss this budget and to share with you the school's accomplishments, and the challenges associated with providing our students with quality educational opportunities in today's fiscal environment. If you have any questions, please feel free to contact me.

Very truly yours,

  
Kevin C. Farr  
Superintendent

  
Steven Chalke  
Treasurer, School Committee

cc:

~~Town Clerk~~  
Town Treasurer  
Finance Committee  
Board of Selectmen



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b>1000 Administration</b>				
<b>1100 School Committee</b>				
50.1110.0200.00 District Clerk Salary	1,944	2,486	2,500	2,550
50.1110.0500.00 Supplies	5,300	5,236	5,300	6,000
50.1110.0600.00 Other	10,000	7,924	10,000	15,000
Subtotal	17,244	15,645	17,800	23,550
<b>1200 Superintendent's Office</b>				
50.1210.0100.00 Professional Salary	132,989	131,762	134,306	131,672
50.1210.0200.00 Secretarial Salary	67,729	67,729	68,400	71,640
50.1210.0500.00 Postage & Supplies	4,500	4,426	4,500	5,000
50.1210.0600.01 Travel	2,000	-	2,000	2,000
50.1210.0600.03 Dues & Subscriptions	2,500	3,268	2,500	3,500
50.1210.0600.04 Professional Development	2,000	1,381	5,000	5,000
50.1210.0600.02 Advertising	3,000	5,224	3,000	5,000
Subtotal	214,718	213,790	219,706	223,812
<b>1400 Business &amp; Finance</b>				
50.1410.0200.00 Business Clerical	165,456	165,456	174,338	192,211
50.1430.0400.00 Legal Services	10,000	12,895	10,000	12,000
50.1430.0400.01 Legal - Auditing	35,000	34,599	35,000	40,000
50-1450-0300 Info Tech Clerical	5,000	4,971	5,000	5,000
50-1450-0100 Info Tech Professional	95,575	96,757	98,545	100,516
Subtotal	311,031	314,677	322,883	349,727
<b>ADMINISTRATION FUNCTION TOTAL</b>	<b>542,993</b>	<b>544,112</b>	<b>560,389</b>	<b>597,089</b>
<b>2000 Instruction</b>				
<b>2210 School Leadership</b>				
50.2210.0100.01 Principal Professional Salary	107,113	106,052	108,174	122,196
50.2210.0100.02 Asst. Principal Prof. Salary	-	-	-	-
50.2210.0200.00 Principal Clerical	138,853	130,231	129,735	134,917
50.2210.0500.00 Principal Supplies	5,000	4,847	5,000	5,000
50.2210.0600.01 Principal Travel	-	-	-	2,000
50.2210.0600.02 Principal Printing	5,000	4,430	5,000	5,000
50.2210.0600.03 Principal Dues	7,000	6,605	7,000	8,500
50.2210.0600.04 Curriculum Development	7,500	(703)	7,500	7,500
50.2210.0600.05 Accreditation - NEASC	-	-	-	-
Subtotal	270,466	251,462	262,409	285,113

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>2220 Curriculum/Department Leaders</u></b>				
50.2220.0100.01 Director of Curriculum	86,761	86,761	96,522	100,516
50.2220.0100.02 Lead Teachers	291,309	225,907	222,589	231,988
Subtotal	378,070	312,668	319,111	332,504
<b><u>2300 Teaching Services</u></b>				
50.2305.0100.01 Teacher Salaries	3,716,815	3,624,860	3,760,321	4,054,907
50.2310.0100.00 Special Needs Teachers	458,528	311,390	447,164	468,244
50.2325.0300.00 Substitutes	40,000	15,056	40,000	40,000
50.2330.0300.00 Instructional Assistants	359,488	359,488	361,900	340,960
50.2340.0100.00 Library Salaries	48,354	48,971	52,268	55,695
50.2340.0200.00 Library / Media Aide	27,220	13,483	-	-
Subtotal	4,650,405	4,373,248	4,661,653	4,959,806
<b><u>2350 Professional Development</u></b>				
50.2353.0100.00 Professional Devel -Staff	25,000	23,642	25,000	25,000
50.2355.0300.00 Aide - Professional	5,000	-	5,000	7,365
50.2357.0600.00 Professional Development	60,000	72,861	60,000	80,000
Subtotal	90,000	96,504	90,000	112,365
<b><u>2400 Instruction Materials &amp; Equipment</u></b>				
50.2410.0500.00 Textbooks	40,000	40,041	40,000	40,000
50.2415.0500.00 Library Supplies	7,500	7,302	7,500	9,000
50.2430.0500.00 General Supplies	475,000	617,644	475,000	473,500
50.2430.0500.01 SPED Supplies	4,000	4,000	4,000	4,000
Subtotal	526,500	668,986	526,500	526,500
<b><u>2450 Instructional Technology</u></b>				
50.2451.0400.00 Technology Contractual	40,000	39,287	40,000	40,000
50.2451.0500.00 Instructional Tech. Supplies	15,000	54,796	15,000	19,600
50.2451.0600.00 Instructional Tech.-Other	17,500	17,500	17,500	20,000
Subtotal	72,500	111,583	72,500	79,600
<b><u>2700 Guidance, Counseling</u></b>				
50.2710.0100.01 Director of Student Services	95,575	96,613	98,545	100,516
50.2710.0100.02 Guidance Counselors	337,066	327,173	345,939	342,947
50.2710.0200.00 Guidance Clerical	98,644	97,510	102,302	104,348
50.2710.0500.00 Guidance Supplies	14,000	13,985	14,000	14,000
50.2710.0500.01 Coord. Program Review		-		15,000
50.2710.0600.01 Guidance Other	20,000	19,159	17,160	18,000
50.2710.0600.03 Guidance Recruitment	15,000	14,909	15,000	15,000
Subtotal	580,285	569,350	592,946	609,811

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>2800 Psychological Services</u></b>				
50.2800.0400.01 Psychological Services	30,000	27,643	30,000	30,000
50.2800.0400.02 Contractual Services	30,000	34,650	30,000	45,000
Subtotal	60,000	62,293	60,000	75,000
<b>INSTRUCTION FUNCTION TOTAL</b>	<b>6,628,226</b>	<b>6,446,094</b>	<b>6,585,119</b>	<b>6,980,699</b>
<b><u>3000 Student Services</u></b>				
<b><u>3200 Medical/Health Service</u></b>				
50.3200.0100.01 School Physician Services	5,000	5,000	5,000	5,000
50.3200.0100.02 School Nurse Salary	60,596	60,245	63,524	67,840
50.3200.0500.00 Health Supplies	4,000	3,988	4,000	4,000
Subtotal	69,596	69,233	72,524	76,840
<b><u>3510 Athletic</u></b>				
50.3510.0300.00 Coaching	66,646	63,986	71,488	113,256
50.3510.0400.00 Officials & Fees	23,000	24,443	24,000	30,000
50.3510.0500.00 Athletic Supplies	15,000	15,000	15,000	15,000
50.3510.0600.00 Athletic Coop Agreements	40,000	40,000	40,000	20,000
Subtotal	144,646	143,429	150,488	178,256
<b><u>3520 Student Body Activities</u></b>				
50.3520.0100.00 Student Activities Advisors	46,882	36,603	44,785	48,571
50.3520.0600.00 Student Activities Others	13,000	13,000	13,000	25,000
Subtotal	59,882	49,603	57,785	73,571
<b><u>3600 School Security</u></b>				
50.3600.0100.00 School Security-Professional	49,523	48,791	50,014	51,014
50.3600.0500.00 School Security-Supplies	3,100	3,100	3,100	7,000
Subtotal	52,623	51,891	53,114	58,014
<b>STUDENT SERVICES FUNCTION TOTAL</b>	<b>326,747</b>	<b>314,156</b>	<b>333,911</b>	<b>386,681</b>

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>4000 Operations &amp; Maintenance</u></b>				
<b><u>4110 Custodial Service</u></b>				
50.4110.0300.00 Custodial Salaries	305,644	260,631	272,677	281,159
50.4110.0400.00 Custodial Uniforms	2,000	1,850	1,500	1,500
50.4110.0500.00 Custodial Supplies	38,000	37,937	38,000	38,000
Subtotal	345,644	300,418	312,177	320,659
<b><u>4120-4130 Heating &amp; Utilities</u></b>				
50.4120.0500.00 Heating Fuel	130,000	116,181	150,000	175,000
50.4130.0500.00 Utility Services	240,000	239,999	260,000	280,000
Subtotal	370,000	356,180	410,000	455,000
<b><u>4210 Maintenance of Grounds</u></b>				
50.4210.0300.00 Ground Maint Salaries	46,074	46,074	46,531	60,661
50.4210.0500.00 Grounds Supplies	40,000	59,881	40,000	40,000
50.4210.0600.00 Grounds Equipment & Snow	10,500	73,294	40,500	10,500
Subtotal	96,574	179,248	127,031	111,161
<b><u>4220 Maintenance of Buildings</u></b>				
50.4220.0100.00 Building Professional Salaries	108,954	108,954	116,672	138,806
50.4220.0400.00 Building Contractual	50,000	49,695	50,000	50,000
50.4220.0500.00 Building Maintenance	58,000	56,803	58,000	58,000
50.4220.0600.00 Extraordinary Maintenance	30,000	29,910	50,000	30,000
Subtotal	246,954	245,363	274,672	276,806
<b><u>4230 Maintenance of Equipment</u></b>				
50.4230.0500.01 Equip. Repair Supt. Office	10,000	10,000	10,000	10,000
50.4230.0500.02 Equip. Repair Principal Office	10,000	10,000	10,000	10,000
50.4230.0500.00 Equipment Repair	64,000	63,925	64,000	64,000
50.4300.0600.00 Extraordinary & Unanticipated	50,000	-	70,000	70,000
Subtotal	134,000	83,925	154,000	154,000
<b>OPERATION &amp; MAINT. FUNCTION TOTAL</b>	<b>1,193,172</b>	<b>1,165,134</b>	<b>1,277,880</b>	<b>1,317,626</b>



**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b>5000 Fixed Charges</b>				
<b>5100 Employee Benefits</b>				
50.5100.0600.01 Health & Life Insurance	1,760,253	1,672,425	1,824,619	1,813,317
50.5100.0600.02 Unemployment Compensation	10,000	139,471	10,000	30,000
50.5100.0600.03 Workers Compensation	45,000	36,752	45,000	45,000
50.5100.0600.04 FICA	125,000	124,662	125,000	130,000
Subtotal	1,940,253	1,973,311	2,004,619	2,018,317
<b>5200 Insurance Program</b>				
50.5200.0600.00 Building & Liability Insurance	125,000	91,811	125,000	125,000
50.5200.0600.01 Treasurers Bonds	3,000	1,075	3,000	3,000
50.5200.0600.02 Student Insurance	8,500	8,022	8,500	10,000
Subtotal	136,500	100,908	136,500	138,000
<b>FIXED CHARGES FUNCTION TOTAL</b>	<b>2,076,753</b>	<b>2,074,219</b>	<b>2,141,119</b>	<b>2,156,317</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,767,891</b>	<b>10,543,715</b>	<b>10,898,418</b>	<b>11,438,411</b>

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,767,891</b>	<b>10,543,715</b>	<b>10,898,418</b>	<b>11,438,411</b>
<b>Reductions to Foundation Budget:</b>				
FY12 Anticipated Chapter 70 Aid	3,008,736	3,008,736	2,888,387	2,848,175
FY12 Anticipated Interest Revenues	90,000	38,267	50,000	30,000
FY12 Anticipated Tuition Revenues	24,874	29,306	24,874	24,874
FY12 Anticipated Mun. Medicaid E&D Applied	50,000 250,000	27,484 250,000	25,000 260,000	15,000 160,000
Subtotal	3,423,610	3,353,793	3,248,261	3,078,049
<b>Net Foundation Budget</b>	<b>7,344,281</b>	<b>7,189,922</b>	<b>7,650,157</b>	<b>8,360,362</b>
<b>Transportation</b>				
50.3300.0100 Provided by District	158,011	180,688	183,240	184,408
50.3300.0400 Contract Transportation	541,100	511,961	566,100	548,600
<b>Total Transportation</b>	<b>699,111</b>	<b>692,649</b>	<b>749,340</b>	<b>733,008</b>
Anticipated Transportation Aid	351,188	405,307	392,719	373,939
<b>Net Transportation</b>	<b>347,923</b>	<b>287,342</b>	<b>356,621</b>	<b>359,069</b>
<b>LPN Program</b>				
50.2305.0100.02 LPN Salaries	222,852	222,083	231,587	237,331
50.2420.0500 LPN Supplies	9,000	9,618	9,000	12,000
50.2410.0500 LPN Textbooks	1,500	1,407	1,500	1,000
<b>Total LPN Program</b>	<b>233,352</b>	<b>233,108</b>	<b>242,087</b>	<b>250,331</b>
Anticipated LPN Tuitions	240,000	249,448	255,000	255,000
<b>Net LPN Program</b>	<b>(6,648)</b>	<b>(16,340)</b>	<b>(12,913)</b>	<b>(4,669)</b>
<b>Combined Net Transportation and LPN</b>	<b>341,275</b>	<b>271,003</b>	<b>343,708</b>	<b>354,400</b>
<b>Capital</b>				
50.7300.0050 <b>Capital Budget</b>	120,000	118,810	107,000	120,000
50.5450.0500 <b>Bond Issue - Principal</b>	275,000	275,000	275,000	275,000
50.5450.0600 <b>Bond Issue - Interest</b>	53,870	53,870	42,870	31,870
	<b>448,870</b>	<b>447,680</b>	<b>424,870</b>	<b>426,870</b>

**Upper Cape Cod Regional Technical School  
FY12 Approved Budget Assessments**

**Calculation of Town Assessment**

Town	Preliminary Minimum Contribution	Remainder of Net Foundation Budget	Net & LPN Transportation Budget	FY12 Operating Assessment	FY12 Capital Assessment	FY12 Total Assessment	Percentage Operating Budget	Percentage Capital Budget
Bourne	1,441,964	112,759	61,457	1,616,179	74,374	1,690,553	0.17341	0.17423
Falmouth	2,573,142	186,992	101,916	2,862,049	116,847	2,978,896	0.28757	0.27373
Marion	257,130	18,793	10,243	286,166	24,405	310,571	0.02890	0.05717
Sandwich	1,489,740	119,336	65,042	1,674,118	112,321	1,786,439	0.18353	0.26313
Wareham	<u>1,948,144</u>	<u>212,362</u>	<u>115,743</u>	<u>2,276,250</u>	<u>98,923</u>	<u>2,375,173</u>	<u>0.32659</u>	<u>0.23174</u>
	<u>7,710,120</u>	<u>650,242</u>	<u>354,400</u>	<u>8,714,762</u>	<u>426,870</u>	<u>9,141,632</u>	<u>100.00%</u>	<u>100.00%</u>
Net Foundation Budget		<u>8,360,362</u>						

**Comparative Total Assessments**

	FY2012	FY2011	Increase Assessment	FY2010	FY2009	FY2008	FY2007	FY2006
Bourne	1,690,553	1,620,907	69,646	1,439,666	1,500,967	1,310,087	1,094,552	888,970
Falmouth	2,978,896	2,703,374	275,522	2,879,634	2,678,700	2,624,087	2,480,905	2,053,913
Marion	310,571	270,017	40,554	283,307	341,579	321,569	265,699	165,083
Sandwich	1,786,439	1,686,655	99,784	1,573,321	1,755,017	1,606,650	1,309,469	1,057,273
Wareham	<u>2,375,173</u>	<u>2,137,782</u>	<u>237,391</u>	<u>1,958,498</u>	<u>1,820,638</u>	<u>1,738,608</u>	<u>1,687,986</u>	<u>1,697,114</u>
	<u>9,141,632</u>	<u>8,418,735</u>	<u>722,897</u>	<u>8,134,426</u>	<u>8,096,901</u>	<u>7,601,001</u>	<u>6,838,611</u>	<u>5,862,353</u>

(1) Each member town's share of such operating costs for each fiscal year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. Section IV, (E) Agreement with towns.

(2) Each member town's share of capital costs for each calendar year shall be determined by computing the ratio which its pupil enrollment on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollments for all the member towns on the same date. Section IV, (D) Agreement with towns.

# Upper Cape Cod Regional Technical School

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Kevin C. Farr  
Superintendent

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Voice / TTY  
FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
APRIL 4, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of February 28, 2011 Meeting
2. Update HVAC Controls
3. FY12 Budget Update
4. Window Bond Update
5. FY11 Budget Transfers
6. Reorganization of Administration
7. Other

**“And such other business as may properly come before this meeting.”**

TOWN CLERK'S OFFICE  
2011 MAR 29 AM 11 57



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 3/29/2011

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## REGIONAL SCHOOL COMMITTEE MEETING

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2011 APR 13 PM 3 48

THURSDAY  
APRIL 21, 2011

TOWN CLERK'S OFFICE

## REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the March 10, 2011 Regular Meeting & March 10, 2011 Executive Session
5. Communications
6. Report of Committees
7. MASC Report
8. Presentation of Bills
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
13. New Business
  - A. FY10 Audit Draft Report
  - B. School Bus Purchase
  - C. Budget Transfers
  - D. Building Use Fees
  - E. School Improvement Plan
  - F. Staff Restructuring
  - G. Policy - Final Adoption
    1. Section B - All Policies
    2. File DBD - Budget Planning
    3. File DK - Payment Procedures
  - H. Other

### Executive Session

- A. Personnel

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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*Cancelled*

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
APRIL 21, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Reserve Funds
2. Other

"And such other business as may properly come before this meeting."

2011 APR 15 PM 1 58  
TOWN CLERK'S OFFICE



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

*Posted 4/15/11*

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TOWN CLERK'S OFFICE

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
APRIL 21, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Reserve Funds
2. Other

**"And such other business as may properly come before this meeting."**



· BOURNE · FALMOUTH · MARION · SANDWICH · WAREHAM

Posted 4/14/11

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**APRIL 21, 2011 MEETING HELD AT THE SCHOOL**

PRESENT: Donald Haynes, Chair; Steven Chalke; Lisa Dumont; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary. Joseph Agrillo was not present for the meeting.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

Mr. Farr, Mr. Haynes, and Mr. Dutch presented Dr. David Dewees with an engraved clock as a token of gratitude for his service to Upper Cape Tech from 1989-2010 as the school doctor and as an advisory board member.

Mr. Farr informed the committee that James Wenzel, from Wenzel's Auto Body, will be presented with the Friend of Public Education Award from the Massachusetts Association of School Committee.

STUDENT ADVISORY REPRESENTATIVE: No student representative was present and no report was available.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Mr. Fichtenmayer, for approval of the minutes of the March 10, 2011 regular meeting. Motion passed unanimously. The executive session minutes will be held.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on April 4, 2011. Agenda items included the HVAC controls and an FY12 budget update. Mr. Chalke explained that additional funds in the amount of \$60,000 are needed to complete the work on the HVAC controls. It has only recently been brought to the attention of the administration that the controls have not been functioning properly for the past few years. Also at the sub-committee meeting, the members were brought up to date on the FY12 budget and windows bond-warrant articles that have been presented at the annual town meetings thus far. The Budget Sub-Committee will meet next on April 25<sup>th</sup> at 5:00 p.m.

2011 MAY 17 PM 12:40



Ms. Blackwell informed the committee that the Policy Sub-Committee will meet on Tuesday, April 26<sup>th</sup> at 5:30 p.m.

MASC REPORT: Mrs. Blackwell discussed the Day on the Hill which was very well-attended this year. She is looking forward to Upper Cape Tech providing the food at next year's event. Mrs. Blackwell reminded committee members that a Charting the Course workshop will be held on May 14<sup>th</sup> at Upper Cape Tech.

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on several bills that were of a significant amount including NSTAR, National Grid, and Hallsmith-Sysco. He also distributed a Treasurer's Report to the committee.

SUPERINTENDENT'S REPORT: Mr. Farr updated the committee on several outstanding issues.

Wind Turbine – The Superintendent has been in touch with Weston & Sampson to follow up on the intentions of a company who had shown an interest in the project. Also, another company approached him to discuss installing free photovoltaic on the roof of the building. The company will present a formal proposal.

Window Project – Mr. Farr stated that we are moving forward in accordance with the Massachusetts School Building Authority guidelines. KSBA Architects has been selected as the designer for the project.

501c3 – Mr. Farr stated that the school's auditor, Allan Smith, will now be overseeing this process.

Unit A Collective Bargaining Agreement – Mr. Farr informed the committee that there are some loose ends to this agreement which need to be resolved regarding advisor and coaching salaries. A meeting will be held in the near future to resolve this.

PRINCIPAL'S REPORT: Mr. Dutch read a letter that he received from the Boston Red Sox organization regarding their visit to the school for the 2010 listening tour. The letter invited a group of Landscaping students to Fenway Park to meet with the head groundskeeper and attend a grounds crew seminar. Mr. Dutch also discussed the Senior Prom which was held on April 9<sup>th</sup> and attended by 160 students. The event was held at the Coonamessett in Falmouth and all of the attendees thoroughly enjoyed it. The Assistant Superintendent / Principal reported on the spring sports teams and also discussed a fundraiser that will take place on May 21<sup>st</sup> in conjunction with Ford Motor Company. Individuals will be able to come to the school to test drive various Ford vehicles. Once they complete the test drive and a short survey, \$20.00 will be paid to the school.

PTO REPORT: Mrs. Dumont reported that the group met earlier in the month and reviewed the funds that were distributed. Some of the things that were funded by the PTO included a National Honor Society field trip, SkillsUSA, Future Farmers of America, Teacher Appreciation Week, and scholarships. Ms. Dumont read a letter from the President of the PTO stating that the group would like to see the electronic message board at the entrance to the school be used for more student-oriented messages

#### NEW BUSINESS:

**FY10 Audit Draft Report** – Allan Smith, of Allan Smith CPA, thanked the committee for selecting his firm and thanked Mr. Farr and the Business Office staff for their assistance throughout the audit process. Mr. Smith reviewed his firm's responsibilities in conducting an audit, stating that he arrived at a clean audit opinion on financial statements and internal controls as well as state and federal compliance issues. Mr. Smith then reviewed the following findings that were included in his report:

- Age of majority discussion for special education students: In Massachusetts, regardless of the severity of their disability, students are considered adults and competent to make their own decisions at age eighteen (Age of Majority). The District must seek the consent of the student to continue the special education program. Parents and students must be notified about the transfer of parental rights to the student at least one year before the student turns eighteen. The firm noted five instances of sixteen SPED eligible students, where the age of majority discussion did not occur at least one year prior to age eighteen or was not appropriately documented.
- Personnel performance evaluations: The contracts with employees, namely the Unit A contract with teaching staff, provides "written evaluations of teachers with fewer than four years experience in the District shall be conducted twice during each school year.....and teachers with more than four (4) years experience in the District shall be conducted once every other school year." The firm noted one and five instances where recently hired teachers and long-term teachers, respectively, did not receive timely evaluations in accordance with their employment contracts. Mr. Smith apologized, explaining that this finding was more of a miscommunication. He stated that it would be his recommendation, to remove it from the final report.
- Old outstanding checks: The District has numerous outstanding checks issued that have not cleared the issuing bank account in more than one year. Old outstanding checks should be investigated, reissued if the payee information is able to be reconciled or the funds should be escheated to the General Treasury of the Commonwealth of Massachusetts, if required by law.
- Inclusion of vendor payments in payroll warrant: The District has an internal control procedure whereby payables to vendors are included on an accounts payable warrant monthly for review and approval of all invoicing and proposed payments by the Treasurer and full School Committee. Bi-weekly, a sub-committee of the School Committee reviews and approves for payment the employee payroll warrant that should also include payroll related liabilities. The

firm noted during tests of internal controls over cash disbursements, instances where regular vendor payables are included on the payroll warrant. With this procedure, the full School Committee does not have the opportunity to review these vendor invoices for approval prior to payment.

- Adult education refund procedures: The District receives payment in advance of class dates for adult education and LPN certification programs. The District provides a reasonable refund policy to support enhanced enrollment for programs offered. When a student withdraws from a class, a credit memo is issued from the QuickBooks program that supports the enrollment and billing for these classes. This becomes the basis for generating a refund to the student without verification of receipt for payment supporting the request for refund. Without verification of proper payment, it is possible for refunds to be issued without payment in place.

Mr. Smith reviewed the financial statements, focusing on trends, highlights and expenditures. He discussed the funding of post-retirement benefits as well as new accounting standards. Mr. Chalke made a motion, seconded by Ms. Blackwell, to accept the FY10 audit report as presented with the deletion of the finding regarding personnel evaluations. Motion passed unanimously.

**School Bus Purchase** – Mr. Farr informed the committee that the 2001 Blue Bird has been evaluated and significant rust has been noted as well as problems with the bolts on the seats. As the bus now has 165,000 miles on it, the Superintendent is recommending that it be traded in for a 2012 school bus. Mr. Pearce stated that this purchase might have been appropriate for the Long-Range Planning Sub-Committee to review. Mr. Pearce made a motion, seconded by Mr. Fichtenmayer, to go out to bid for the purchase of a 2012 71-passenger school bus. Motion passed unanimously.

#### **Budget Transfers -**

Mr. Chalke made a motion, seconded by Ms. Blackwell, to table a recommended transfer of \$88,000 from Instructional Assistants (50-2330-0300-00) and \$32,000 from SPED Teachers (50-2310-0100) to Reserve for Health Careers Equipment (50-8210-0000-00) to purchase equipment for the new health careers building upon its completion. Motion passed unanimously.

Mr. Chalke made a motion, seconded by Ms. Blackwell, to transfer:

- \$1,350 from SD Salary (50-1210-0100-00) to SD Dues & Subscriptions (50-1210-0600-03) and to SD Advertising (50-1210-0600-02) to cover a shortfall in chamber membership fees and upcoming position advertising
- \$1,100 from Student Activities Advisors (50-3520-0100-00) to Director of Curriculum & Instruction (50-2220-0100-01) to cover a level change for the Director of Curriculum
- \$5,000 from Guidance Recruitment (50-2710-0600-03) and \$12,000 from SPED Teachers (50-2310-0100-00) to Student Activities Other (50-3520-0600-00) to cover SkillsUSA Districts, States, and the graduation ceremony.

Mr. Pearce pointed out the fact that this will be the first time that the school is covering the cost of SkillsUSA. Seven in favor; Mr. Pearce opposed. Motion passed.

**Building Use Fees** – Mr. Farr reported that the Long-Range Planning Sub-Committee met and reviewed the existing fees for outside groups to use the building and grounds. The following price increases are being recommended:

Classroom	\$20/hour*
AV Equipment	\$125/term or \$50/night
AV Personnel	\$35/hour
Custodial	\$50/hour
Cafeteria personnel	\$30/hour
Cafeteria	\$50/hour
Canalside Dining Room	\$60/hour
Gymnasium	\$80/hour
Fields	\$65/hour
Gazebo	\$60/hour w/\$75 minimum
Computer lab	\$65/hour
Tech mandatory	\$35/hour
Multi-Purpose Room	\$60/hour
Conference Room	\$35/hour
Monitor	\$25/hour

\*Colleges and groups utilizing the school classroom on a regular basis per term between 26 and 50 hours will pay a standard \$500.00 per term.

Additionally, the sub-committee is recommending the following change to the insurance requirement:

- a. For liability for bodily injury including accidental death, \$1,000,000.00 for any one person and, subject to the same limit for each person, \$2,000,000.00 on account of one accident.
- b. For liability for property damage, \$1,000,000.00 on account of any one accident and \$2,000,000.00 on account of all accidents.
- c. All policies shall be written so that UCT is listed as an additional insured.

Mr. Pearce made a motion, seconded by Mr. Chalke, to accept the changes to the Building Use Fees and Guidelines as recommended by the Long-Range Planning Sub-Committee. Motion passed unanimously.

**School Improvement Plan** – Mr. Dutch presented the proposed School Improvement Plan for 2011-2012, reviewing in detail the action items that were added this year. Mr. Chalke made a motion, seconded by Ms. Blackwell, to accept the School Improvement Plan as presented. Motion passed unanimously.

**Staff Restructuring** – Mr. Dutch presented the proposal for the reorganization which would include the hiring of a Dean of Students, a change from the existing position of

Director of Student Services to a Director of Special Education, and a change from the existing Director of Information & Media Services to Information Technology Specialist. Mr. Dutch explained the rationale for the changes stating that a loss of positions has been "stressing" the system and these changes would allow for improved access by both staff and parents to the administration, improved communication, and clarified policies and procedures. Ms. Blackwell made a motion, seconded by Ms. Dumont, to accept the administration's recommendation for the staff restructuring as presented. Motion passed unanimously.

Mr. Dutch then informed the committee that the School Committee is responsible for the hiring of a Director of Special Education. He requested that the committee allow him to establish an interview committee and then make a hiring recommendation to the School Committee for their approval. School Committee members responded that they would like the interview committee to narrow the search down to three applicants who would then appear at the May School Committee meeting. Mr. Pearce made a motion, seconded by Mr. Fichtenmayer, to proceed with the hiring process as discussed. Motion passed unanimously.

**Policy – Final Adoption** – Ms. Blackwell made a motion, seconded for discussion by Mr. Chalke, for final adoption of all policies in Section B, Policy DBD - Budget Planning, and Policy DK – Payment Procedures. Mr. Pearce stated that the committee members had expressed reservations about Policy BDE regarding the establishment of sub-committees. The proposed policy states that "the Chair of the School Committee shall appoint members to the sub-committees." Ms. Blackwell made a motion, seconded by Ms. Dumont, to accept the recommendation of the Policy Sub-Committee for final adoption, omitting Policy BDE for further review by the Policy Sub-Committee. Motion passed unanimously.

#### **Other –**

In response to the FY10 audit report, Mr. Chalke made a motion, seconded by Mr. Fichtenmayer, to adopt Chapter 32B, Section 20 of the Massachusetts General Laws for post-employment benefits. Motion passed unanimously.

Mr. Pearce distributed copies of a proposed purchase and sales agreement for the land and buildings thereon located at 230 Sandwich Road and 210 Sandwich Road in Bourne as described in the Massachusetts Land Court Certificate #190984 at a price of \$500,000 and asked for the committee's input. Mr. Farr responded that the land is of value since it is adjacent to the school property but the land is not in good condition. Mr. Dutch stated that he first considers the value of something to the students. A secondary means of egress would be beneficial but he is uncertain of the cost to get the land into a useable piece of property even for a roadway. Mr. Dutch estimated that it could cost approximately \$1,000,000, causing him to think that it is not a good investment at this time. Ms. Blackwell pointed out that the purchase and sales agreement asks for payment of \$250,000 by May 2<sup>nd</sup>, which is impossible since this would have to be voted on at Bourne's town meeting. Mr. Chalke stated that he would

like to see a vision for the use of the property. Ms. Blackwell made a motion, seconded by Ms. Dumont, not to proceed with the purchase of the Pappas property. Ms. Blackwell, Ms. Dumont, and Mr. Chalke in favor; Mr. Zmuda, Mr. Fichtenmayer, Ms. Manduca, Mr. Pearce, and Mr. Haynes opposed – Motion failed.

Mr. Fichtenmayer made a motion, seconded by Mr. Zmuda, that the administration provide the committee with the following information at the June School Committee meeting: appraisal of the property, cost of renovating the existing building into a maintenance / storage facility, options and costs for erosion mitigation, cost to establish a roadway, and a financing plan for the purchase of the land. Motion passed unanimously.

At 8:55 PM, Ms. Blackwell made a motion to enter into Executive Session to discuss a personnel issue, seconded by Ms. Dumont. Motion passed unanimously.

Open Session resumed at 9:08 P.M.

Mr. Fichtenmayer made a motion, seconded by Ms. Blackwell, to approve the five-week extension of the Superintendent's contract which currently ends on June 30, 2012 with an amended contract to reflect the use of ten vacation days and sixteen sick days during from July 1, 2012 to August 6, 2012. 7 in favor; Mr. Chalke opposed – Motion passed.

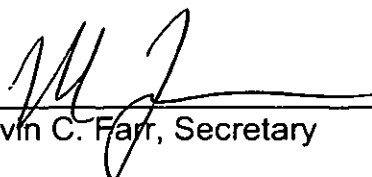
Committee members stated that the amended contract should not be signed until they see a revised contract stating that Mr. Farr will use ten vacation days and sixteen sick days. Once the contract is signed at the next meeting, Mr. Farr will turn in his notice of retirement.

A discussion ensued regarding the impending search for a Superintendent. Ms. Blackwell suggested contacting the Massachusetts Association of School Committees for their assistance with this endeavor. Discussion ensued regarding the need to proceed quickly with this process so that if an in-house candidate is appointed, they have ample time to shadow the Superintendent.

Ms. Dumont made a motion, seconded by Mr. Fichtenmayer, to adjourn the regular meeting at 9:18 P.M. Motion passed unanimously.

A True Copy Attest

Date: 5-13-11  
\_\_\_\_\_  
(Seal)

  
\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 APR 20 PM 2 05

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
APRIL 25, 2011**

**BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of April 4, 2011 Meeting
2. FY12 Budget Balances
3. Transportation Vehicles
4. Student Activities Accounts
5. Business Office Construction
6. Old Outstanding Bank Checks
7. Other

**“And such other business as may properly come before this meeting.”**



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**

*Posted 4/20/2011*

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
APRIL 26, 2011

POLICY SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

1. Use of Service Animals
2. Students Transferring from Commonwealth Charter Schools
3. Concussions/Head Injuries
4. Review of Section C of the Policy Manual



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Kevin C. Farr  
Superintendent

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
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## REGIONAL SCHOOL COMMITTEE MEETING

**SATURDAY  
MAY 7, 2011**

**9:00 A.M. - CONFERENCE ROOM**

- 1. Anticipated Superintendent's Vacancy - August 2012**

TOWN CLERK'S OFFICE

2011 MAY 3 PM 3 54



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**MAY 7, 2011 SPECIAL MEETING HELD AT THE SCHOOL**

PRESENT: Donald Haynes, Chair; Joseph Agrillo; Steven Chalke; Lisa Dumont; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Edmund Zmuda; Sharon Brito, Recording Secretary.

Roger Forget was also in attendance.

The meeting was called to order at 9:00 A.M.

Mr. Haynes welcomed James Hardy, from the Massachusetts Association of School Committees, stating that Mr. Hardy would be assisting the committee with the transition process surrounding Kevin Farr's retirement which will occur in the summer of 2012.

Mr. Hardy distributed a copy of a PowerPoint presentation outlining the transition process as well as a *Guide and Checklist for School Committees Searching for a Superintendent*. He discussed the shortage of available Superintendents in the Commonwealth. There are approximately 60 Superintendent openings – 32 are scheduled to retire this year. 73% of Superintendents have been in their districts for three years or less and for 80% of them, it's their first Superintendency.

Mr. Hardy discussed the importance of planning in advance and acting as early as possible in filling the position of Superintendent so that the individual selected has time to shadow, make contacts, assist in decision-making, and assist in the budget planning process. In addition, if the person selected as Superintendent is a current employee of the district, it allows ample time to find and train their replacement as well.

Mr. Pearce asked what the typical timeframe is for an external search for a Superintendent. Mr. Hardy responded that it is generally a four to six month process.

Mr. Pearce asked if it would be appropriate to move into Executive Session. Mr. Hardy answered that there are ten exemptions that allow for a meeting to move into Executive Session and that this would not qualify as one.

Mr. Agrillo asked how many districts appoint a Superintendent from within. Mr. Hardy responded that approximately 50% of districts appoint from within. Mr. Hardy went on to say that competitive searches generally lead to a higher salary than what the current Superintendent is being paid.

Mr. Agrillo then asked the price range for an external search. Mr. Hardy stated that, depending upon the agency used, an external search can cost between \$10,000 and \$40,000.

Mr. Hardy explained that MASC encourages districts to hire from within. Doing so generally maintains institutional memory, improves morale, and saves districts money.

A discussion then ensued regarding the lack of mentoring programs available for Superintendents. Only 52% of districts provide a mentoring program for Superintendents while 62% do so for Principals and 96% provide a program for teachers. Mr. Hardy stated that there was once a grant program seeking to obtain funding to allow for removing teachers from the classroom for periods of time to give them the opportunity to shadow an administrator. The grant would cover the cost of the substitute teachers. Unfortunately, the funding was never obtained so the program didn't run.

Mr. Agrillo asked how the newly-appointed Superintendent would be evaluated. Mr. Hardy answered that the committee will establish goals and then determine if those goals were met. A discussion ensued regarding the importance of setting measurable goals and conducting the evaluation in accordance with those goals.

Mr. Chalke arrived at 9:50 A.M.

Ms. Blackwell asked if a transition team should be established and Mr. Hardy responded in the affirmative.

Mr. Pearce referenced Policy CBB – *Recruitment and Appointment of Superintendent-Director* and Policy CBC – *Superintendent-Director Qualifications and Responsibilities* stating that the committee should vote to suspend the policies if they aren't going to follow them.

Mr. Fichtenmayer made a motion, seconded by Mr. Zmuda, to select Mr. Robert Dutch to succeed Kevin Farr as Superintendent.

Mr. Pearce expressed his concern with the motion, stating that the committee's most important job is to select a Superintendent. Mr. Agrillo commented that the committee has over a year before they have to decide on this and should not rush into it. Ms. Blackwell disagreed that it's too soon, stating that the more time Mr. Dutch has to shadow Mr. Farr, the better off he will be. Ms. Dumont agreed with Ms. Blackwell's statement.

Six in favor; Mr. Pearce and Mr. Agrillo opposed; Ms. Manduca abstained – Motion passed.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to appoint a sub-committee at the next meeting to serve as a transition team with the assistance of the Massachusetts Association of School Committees. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to adjourn the special meeting at 10:10 A.M. Motion passed unanimously.

A True Copy Attest

Date: 5/13/4  
(Seal)

  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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2011 MAY 3 PM 12 15

## REGIONAL SCHOOL COMMITTEE MEETING

FOUNDRY CLERK'S OFFICE

THURSDAY  
MAY 12, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of April 25, 2011 Meeting
2. FY11 Budget Projects
3. Other

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 5/3/2011

# Upper Cape Cod Regional Technical School

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www.uppercapetech.com

Kevin C. Farr  
Superintendent

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY - MAY 12, 2011

Telephone: Area 508  
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### REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the April 21, 2011 Regular Meeting & April 21, 2011 Executive Session
5. Communications
6. Report of Committees
7. MASC Report
8. Presentation of Bills
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
- A. PN Accreditation Update
13. New Business
- A. Friend of Public Education Award
- B. School Choice Public Hearing - 6:30 p.m.
- C. Director of Special Education
- D. Revenue Enhancement Scholarship
- E. Policy - Initial Approval
  - a. Policy IMG - Animals in School
  - b. Policy JFABC - Admission of Transfer Students
  - c. Policy JJF - Student Activity Accounts
  - d. Managing the Care of Students with Athletics Concussions
- F. Culinary Refrigerator / Freezer Purchase Approval
- G. Truck Purchase Approval
- H. Mini-Van (2) Purchase Approval & Budget Transfer
- I. Student Activities Budget Transfer
- J. Post-Retirement Benefits Budget Transfer
- K. Sidewalk Replacement Budget Transfer
- L. Security System Upgrade Budget Transfer
- M. School Bus Purchase Bid Award
- N. Bread Bid Award
- O. Milk Bid Award
- P. Other
- Executive Session

TOWN CLERK'S OFFICE

"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**MAY 12, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Penny Blackwell; Steven Chalke; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Sharon Brito, Recording Secretary. Lisa Dumont was not present for the meeting.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

Ms. Blackwell and Mr. Farr presented James Wenzel of Wenzel's Auto Body with the Friend of Public Education Award from the Massachusetts Association of School Committees. Mr. Wenzel has been a long-time supporter of Upper Cape Tech as a member of the Program Advisory committee and as a cooperative education employer. Additionally, Mr. Wenzel has employed a number of UCT graduates. Currently, eight of his 14 employees are UCT graduates.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the April 21, 2011 regular meeting. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the April 21, 2011 executive session. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the May 7, 2011 special meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a thank you note from three Environmental Technology students in appreciation of the committee's support and assistance with the group's SkillsUSA community service project.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on April 25, 2011 and May 12, 2011. The purchase of a Ford E-250 and two Toyota Sienna vans was discussed and recommended by the sub-committee. The HVAC upgrade was discussed under extraordinary maintenance. Mr. Dutch discussed the possibility of hiring a curriculum facilitator. Other items for discussion included Business

Office and Pre-Engineering renovations, as well as outstanding checks. The Budget Sub-Committee will meet again on May 23, 2011.

MASC REPORT: Mrs. Blackwell discussed the monthly board meeting that was held recently stating that there was a lot of discussion on teacher evaluation. Mrs. Blackwell reminded committee members that a Charting the Course workshop will be held on May 14<sup>th</sup> at Upper Cape Tech and the Division VII meeting will be held here on June 6<sup>th</sup>.

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on several bills that were of a significant amount including NSTAR, Santa Buckley Energy, US Food Service, Mashpee Public Schools (co-op hockey team) and Hallsmith-Sysco. He also discussed a recent meeting with a financial advisor from Wells Fargo Bank.

SUPERINTENDENT'S REPORT: Mr. Farr updated the committee on several outstanding issues. He has been continuing communications with MassWind who remains interested in working with the school on the large wind turbine. The town of Bourne recently adopted new bylaws regarding wind turbines; however, the town has informed Mr. Farr that those bylaws will not affect UCT and the current permit that was issued to the school remains in force until it expires in January of 2014. The Superintendent passed around a boundary marker installation report as well as a citation from State Representative Randy Hunt commending the school for their grant award from the Massachusetts Life Sciences Center.

PRINCIPAL'S REPORT: Mr. Dutch was not present at the meeting.

PTO REPORT: Mrs. Dumont was not present and no report was available.

NEW BUSINESS:

**School Choice Public Hearing** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and not participate in School Choice for the 2011-2012 school year. Motion passed unanimously.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr read a letter to the committee from the Massachusetts Board of Registration in Nursing informing Mr. Farr of the Board's vote to find the program in continued compliance. The letter cited no recommendations or findings and commended Ms. Gales and her staff for the development and implementation of the program. The Superintendent informed the committee that



representatives from the Council on Occupational Education were at the school for two days earlier in the week to review the program's application materials for accreditation. In June, they will vote to give the program candidacy status. The representatives were very impressed with the school and the Practical Nursing program.

#### NEW BUSINESS:

**Director of Special Education** – The Superintendent distributed resumes and scoring sheets for the three finalists for this position. The applicants had been ranked in order of their scores by the Search Committee. The three finalists were brought into the meeting room one at a time and were given the opportunity to provide the committee with a verbal summary of their professional background and the reason for their interest in this position. The Search Committee recommended the highest scorer, Mark Dufresne, for the position of Director of Special Education. Mr. Dufresne is currently employed as the Director of Special Education/Vice Principal at Bristol County Agricultural High School. Mr. Forget spoke on behalf of the Search Committee stating that the committee was impressed with Mr. Dufresne's technical school experience, especially in the shop areas, and felt that he would be a good fit for Upper Cape Tech. Ms. Blackwell made a motion, seconded by Mr. Chalke, to appoint Mark Dufresne as the Director of Special Education. Motion passed unanimously.

**Revenue Enhancement Scholarship** – Mr. Zmuda made a motion, seconded by Mr. Fichtenmayer, to transfer \$500.00 from the Revenue Enhancement Fund to the Scholarship Fund for the purpose of sponsoring an academic scholarship. Motion passed unanimously.

**Policy: Initial Approval** – Ms. Blackwell made a motion, seconded by Mr. Pearce, for initial approval of the following:

- Policy IMG – Animals in School
- Policy JFABC – Admission of Transfer Students
- Policy JJF – Student Activity Accounts
- Managing the Care of Student with Athletic Concussions

Motion passed unanimously.

**Culinary Refrigerator / Freezer Purchase Approval** – Mr. Farr explained that the Culinary kitchen is currently equipped with a 42-year-old walk-in freezer and cooler. The proposed new refrigerator / freezer configuration, which has been recommended by the Advisory Committee and Budget Sub-Committee, would significantly increase the storage space. The existing refrigerator / freezer could be de-commissioned and converted into dry storage. Ms. Blackwell made a motion, seconded by Mr. Pearce, to

go out to bid for the purchase and installation of an outdoor cooler freezer pass-through combination. Motion passed unanimously.

**Truck Purchase Approval** – Mr. Farr informed the committee that, at the April 25<sup>th</sup> meeting, the Budget Sub-Committee recommended the purchase of a Ford F-250 with an eight foot plow at a purchase price of \$35,630.00 per the Plymouth County Commissioners Cooperative Procurement Contract #09-10-11 from the state bid list. Vehicle specifications were provided to the committee in the mailout. Mr. Pearce questioned the need for an extended cab as opposed to an eight-foot bed. Mr. Chalke made a motion, to approve the purchase of an F-250 with the elimination of the extended cab and the addition of an eight-foot bed not to exceed \$32,173.00. Motion passed unanimously.

**Mini-Van (2) Purchase Approval & Budget Transfer** – Mr. Farr informed the committee that, at the April 25<sup>th</sup> meeting, the Budget Sub-Committee recommended the purchase of two (2) Toyota Sienna seven-passenger mini-vans from the Commonwealth of Massachusetts Procurement Contract #OVM05 from the state bid list. Ms. Blackwell made a motion, seconded by Mr. Chalke, to transfer \$58,000.00 from Transportation Contracted (50-3300-0400-02) to Transportation Supplies (50-3300-0500-00) for the purchase of two (2) Toyota Sienna mini-vans. Motion passed unanimously.

**Student Activities Budget Transfer** – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to follow the recommendation of the Budget Sub-Committee and close all dormant student activities accounts and transfer as follows:

**TRANSFER FROM:**

INACTIVE:

06-0060	Travel Club	270.29
06-0064	LPN Class Fund 1991	73.42
06-0069	LPN Class Fund 1994	280.34
06-0082	Class of 1982	171.06
06-0083	Class of 1983	486.85
06-0084	Class of 1984	956.60
06/0085	Class of 1985	442.39
06-0086	Class of 1986	484.10
06-0087	Class of 1987	865.45
06-0088	Class of 1988	1,215.33
06-0089	Class of 1989	631.86
06-0090	Class of 1990	1,094.67
06-0094	Class of 1991	1,766.52
06-0092	Class of 1992	644.53
06-0093	Class of 1993	445.54
06-0094	Class of 1994	182.26

06-0095	Class of 1995	457.75
06-0096	Class of 1996	100.17
06-0098	Class of 1998	1,012.87
06-0099	Class of 1999	2,846.90
06-2001	Class of 2001	1,895.18
06-2002	Class of 2002	275.32
06-2003	Class of 2003	222.42
06-2004	Class of 2004	1,085.06
06-2005	Class of 2005	706.14
06-2006	Class of 2006	2,557.87
06-2007	Class of 2007	869.96
06-2008	Class of 2008	3,111.84
06-2009	Class of 2009	2,809.64
06-2010	Class of 2010	3,750.78
06-2501	Peer Leader	954.61
06-3001	LPN Class 2001	104.34
06-3002	LPN Class 2002	48.21
06-3003	LPN Class 2004	37.50
		<hr/>
		32,857.77
		<hr/>

**TRANSFER TO:**

06-0061 Skills Students	25,588.49
06-0049 Earth Foundations FFA Students	7,269.28
	32,857.77

Motion passed unanimously.

**Post-Retirement Benefits Budget Transfer** – Ms. Blackwell made a motion, seconded by Mr. Pearce, to follow the recommendation of the Budget Sub-Committee and transfer \$50,000.00 from Health Life Benefits (50-5100-0600-01) to Reserve for Post Retirement (50-8000-0000-00). Motion passed unanimously.

**Sidewalk Replacement Budget Transfer** – Mr. Farr informed the committee that a licensed estimator researched the proposed project. The projected project scope was distributed to the committee. Ms. Blackwell made a motion, seconded by Mr. Chalke, to transfer \$50,000.00 from Health Benefits (50-5100-0600) to Grounds Supplies (50-4210-0500) for the proposed sidewalk replacement project. Motion passed unanimously. Mr. Pearce stressed the importance of ensuring that all work is done in compliance with state highway requirements.

**Security System Upgrade Budget Transfer** – Mr. Farr distributed an explanation of the proposed upgrades to the security system which include replacing selected existing exterior and interior Pan-Tilt-Zoom cameras with Digital Mega-Pixel video cameras and upgrading the server. Mr. Pearce stated that it would have been beneficial for him to know the system needed upgrading when he was at the National School Boards Association conference in San Francisco so that he could have done research and gathered information from vendors while he was there. He further stated that there should be a Building Committee in place for issues such as this. Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Subcommittee and transfer \$29,000 from Bus Driver Salaries (50-3300-0100-00) to Building Contractual (50-4220-0400) for the purpose of upgrading the security system. Six in favor; Mr. Agrillo and Mr. Pearce opposed. Motion passed.

**School Bus Purchase Bid Award** – The Superintendent reviewed the results of the two bids for a 2012 71-passenger school bus that were received on May 3, 2011. After the trade-in allowance, Dattco Sales & Service bid \$82,361.54 for a model with metal storage boxes and \$84,961.51 for a model with fiberglass storage boxes. After the trade-in allowance, New England Transit Sales bid \$84,246.00 for a model with metal storage boxes. The Dattco model included a wet-sleeved diesel engine as listed in the bid specifications, but the New England Transit model did not. Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and award the bid for a 2012 71-passenger school bus to Dattco Sales & Service for a purchase price of \$82,364.54 with metal storage boxes. Mr. Pearce commented on the excessive amount of money spent on vehicles over the past year and a half. Six in favor; Mr. Agrillo and Mr. Pearce opposed. Motion passed.

**Bread Bid Award** – Mr. Farr reviewed the two bids that were received from Bimbo Foods, Inc. and Gold Medal Bakery. Mr. Pearce made a motion, seconded by Ms. Blackwell, to award the bread bid for the 2011-2012 school year to the low bidder, Bimbo Foods, Inc. Motion passed unanimously.

**Milk Bid Award** – Mr. Farr reviewed the three bids that were received from Garelick Farms, HP Hood, and Cape Dairy. Ms. Blackwell made a motion, seconded by Mr. Chalke, to award the milk bid for the 2011-2012 school year to the low bidder, Garelick Farms, LLC. Motion passed unanimously.

**Other –**

Ms. Blackwell requested that, at the June meeting, everyone who attended the National School Boards Association annual conference briefly discuss the sessions they attended.

Committee members were provided with a copy of the revised addendum to the Superintendent's contract for the extension from June 30, 2012 to August 6, 2012. Ms. Blackwell made a motion, seconded by Mr. Chalke, to form a transition team to work with James Hardy of the Massachusetts Association of School Committees. The committee will meet as a whole with Mr. Hardy and then the transition team will begin to work with him. Six in favor; Mr. Agrillo and Mr. Pearce opposed – Motion passed.

Mr. Pearce distributed a copy of an Open Meeting Law Complaint Form that he and Mr. Agrillo filed after the May 7, 2011 special meeting at which Mr. Dutch was appointed as Superintendent upon Mr. Farr's retirement in August of 2012. Mr. Pearce stated that he and Mr. Agrillo aren't opposed to the hiring of Mr. Dutch as Superintendent but they are opposed to how the hiring happened. Mr. Haynes responded that he has been in touch with the school attorney who is of the opinion that the meeting was not held in violation of the Open Meeting Law. He will forward the written complain to the attorney for further review.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:07 P.M. Motion passed unanimously.

A True Copy Attest

Date:

6-10-14

(Seal)

  
\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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Superintendent

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
MAY 23, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of May 12, 2011 Meeting
2. FY11 Budget Purchases
3. FY11 Budget Transfers
4. Business Office / Adult Ed Renovations
5. Athletic Fields
6. Curriculum Alignment
7. Other

“And such other business as may properly come before this meeting.”

TOWN CLERK'S OFFICE

22 9 AM 18 MAY 11 02



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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June 1, 2011

Mr. Tom Guerino  
Town Administrator  
Bourne Town Hall  
24 Perry Ave.  
Buzzards Bay, MA 02532

Dear Mr. Guerino:

Please be advised that all of the member towns have approved the original budget presented in March.

In accordance with Section V(C) of the Regional District Agreement among the towns with respect to the establishment of the Upper Cape Cod Regional Vocational-Technical School District, please be advised that the School Committee has established an Operating Budget of \$12,421,750 and a Capital Budget of \$426,870 for the fiscal year ending June 30, 2012. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$3,706,988. Total Net Operating Costs assessed to the communities, therefore, becomes \$9,141,632 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

Operating	<b>\$1,616,179.00</b>
Capital	<b>74,374.00</b>
Total Assessment	<b><u>\$1,690,553.00</u></b>

Quarterly payments in the amount of \$422,638.25 are due July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup> and April 1<sup>st</sup> from the Town of Bourne. If you have any question, please do not hesitate to contact me.

Very truly yours,

  
Kevin C. Farr  
Superintendent

  
Steven Chalke  
Treasurer, School Committee

TOWN CLERK'S OFFICE

cc:

Town Clerk  
Town Treasurer  
Town Selectman  
Finance Committee, Chair



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

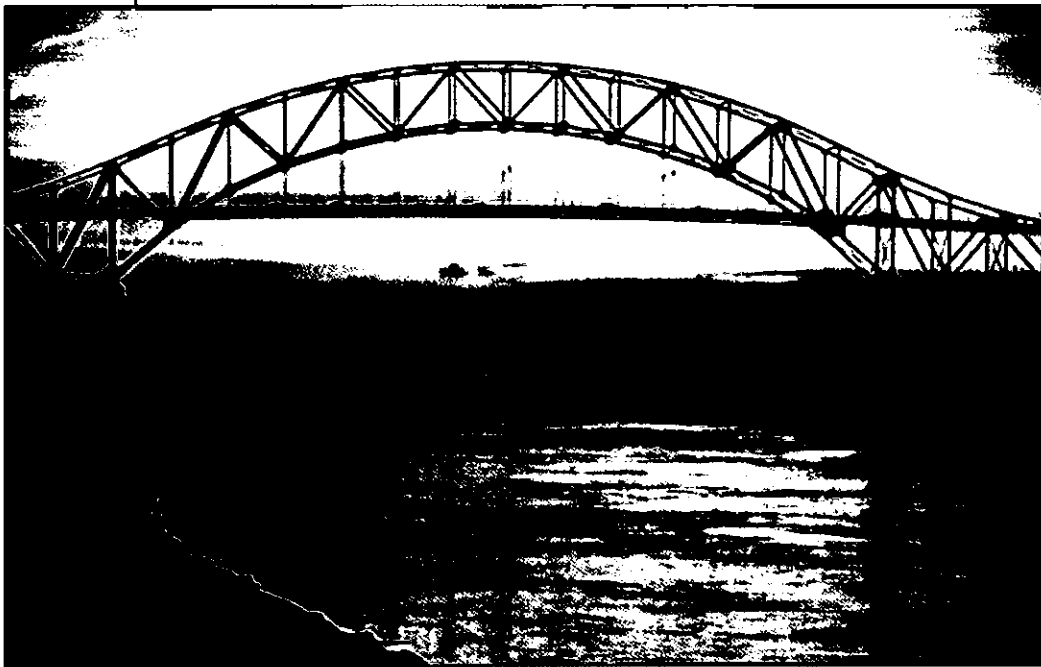
# Upper Cape Cod Regional Vocational Technical School District

Kevin C. Farr, Superintendent

220 Sandwich Road  
Bourne, MA 02532

Phone: 508-759-7711  
Fax: 508-759-7208  
[www.uppercapetech.com](http://www.uppercapetech.com)

## FY2012 APPROVED BUDGET



Bourne  
Falmouth  
Marion  
Sandwich  
Wareham

*"Your bridge to the future,  
your gateway to success"*

Approved unanimously by School Committee March 11, 2011



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**Your Bridge to the Future**



**Upper Cape Cod Regional  
Vocational-Technical School District**  
220 Sandwich Road  
Bourne, MA 02532  
(508) 759-7711  
Fax #: (508) 759-7208

March 31, 2011

Dear Municipal Agent / Citizen:

The FY12 budget for the Upper Cape Cod Regional Vocational-Technical School District is herewith provided with substantiating documentation for your review. Please be advised that the 2012 budget was prepared as our economy struggles to recover from the events of the last several years.

This budget is a result of an exhaustive planning process that included input from faculty, administration, school council, school committee and a public hearing along with opportunities to have extensive conversations with town managers, and members of the Boards of Selectmen and Finance Committees.

In an area of shrinking school age population, Upper Cape Tech remains a highly desirable high school option for the students in our five sending communities. We continue to receive almost 400 applications for 180 seats in our freshman class. It is my opinion that the resources that will be made available in the FY12 budget will only serve to enhance the mission to "educate a diverse student population in order to actualize their personal, social, academic, and technical potential within a collegial learning community."

It continues to be an honor to serve this district as its Superintendent and I remain readily available to our town officials regarding any matters that may pertain to Upper Cape Tech or for the greater good of our community.

Respectfully submitted,

Kevin C. Farr, Superintendent

School Committee:

Donald Haynes, Chair, Town of Falmouth  
Robert Fichtenmayer, Vice-Chair, Town of Wareham  
Steven Chalke, Treasurer, Town of Bourne  
Joseph A. Agrillo, Sr., Town of Bourne  
Lisa Dumont, Town of Bourne  
Penny Blackwell, Town of Sandwich  
Eunice Manduca, Town of Marion  
Kent Pearce, Town of Wareham  
Edmund Zmuda, Town of Falmouth

## School Committee Members

<b>BOURNE</b>	Joseph A. Agrillo, Sr. Lisa Dumont
<b>FALMOUTH</b>	Donald Haynes, Chairman Edmund Zmuda
<b>MARION</b>	Eunice Manduca
<b>SANDWICH</b>	Penny Blackwell Steven Chalke, Treasurer
<b>WAREHAM</b>	Robert Fichtenmayer, Vice Chair Kent Pearce

## School Administrators

Superintendent	Kevin C. Farr
Assistant Superintendent/Principal	Robert A. Dutch
Director of Curriculum and Instruction	Roger Forget
Director of Media Services	Barbara J. Hilferty
Director of Student Services	Toni Link
Director of LPN / Health Careers	Pat Gales
Team Supervisors	Tom Silvia James McCue
Director of Adult Education	Patricia McPartland

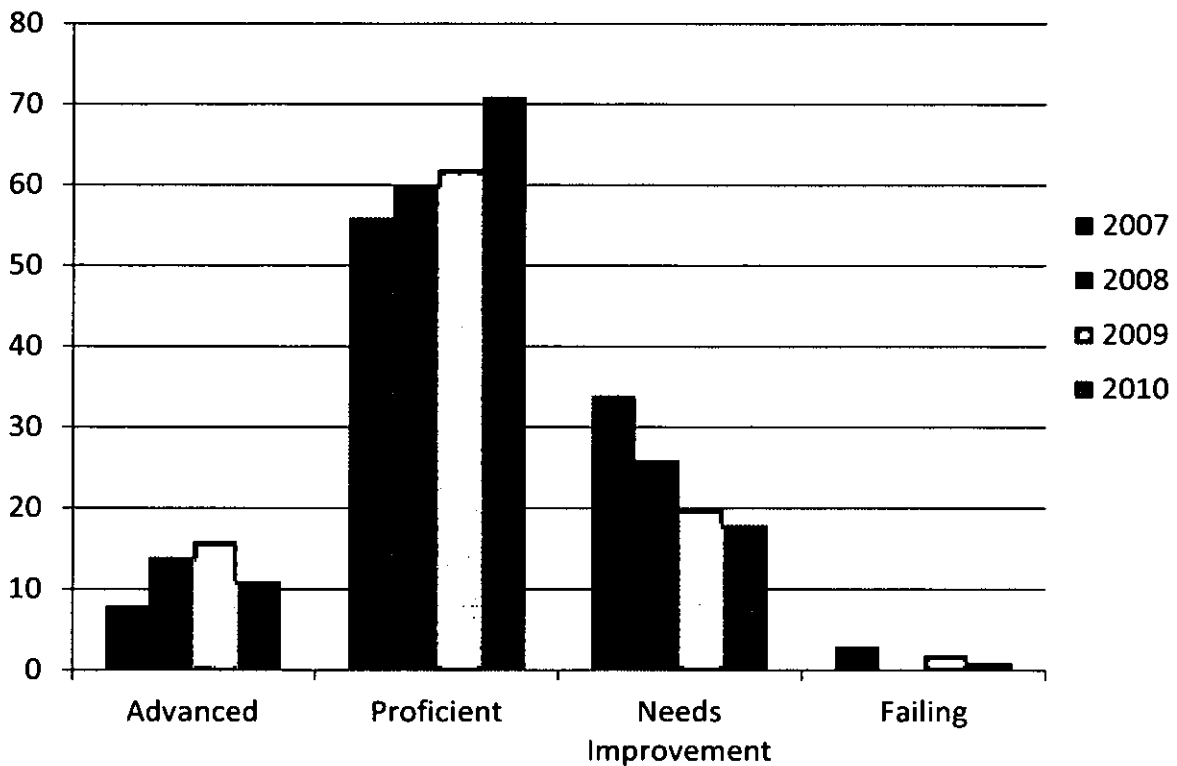
# GRADUATION RATE COMPARISON

SCHOOL	2008		2009		2010	
	% Grad.	% Drop'd Out	% Grad.	% Drop'd Out	% Grad.	% Drop'd Out
Upper Cape Tech	89.8	7.2	89.7	4.0	96.8	1.3
Old Rochester	91.4	4.8	88.4	5.8	93.5	3.0
Wareham	83.9	11.2	77.2	10.8	87.8	7.3
Sandwich	91.6	3.8	92.3	3.3	86.9	8.1
Bourne	88.6	7.1	84.0	7.4	86.7	5.9
Falmouth	85.5	10.6	81.8	7.8	84.3	7.3

# MCAS GRADE 10 – English Language Arts

	2007	2008	2009	2010
Advanced	8	14	16	11
Proficient	56	60	62	71
Needs Improvement	34	26	20	18
Failing	3	0	2	1

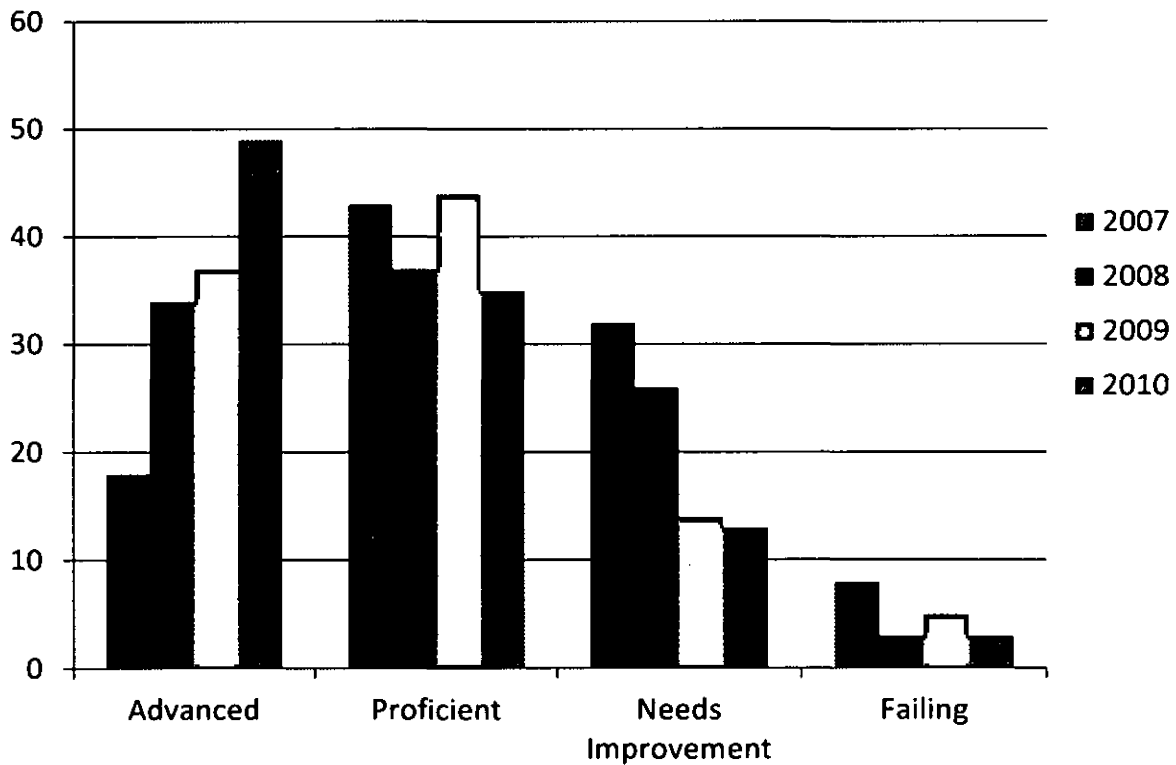
**GRADE 10 – ENGLISH LANGUAGE ARTS**  
**Percentage of Student by Performance Level**



# MCAS GRADE 10 – Mathematics

	2007	2008	2009	2010
Advanced	18	34	37	49
Proficient	43	37	44	35
Needs Improvement	32	26	14	13
Failing	8	3	5	3

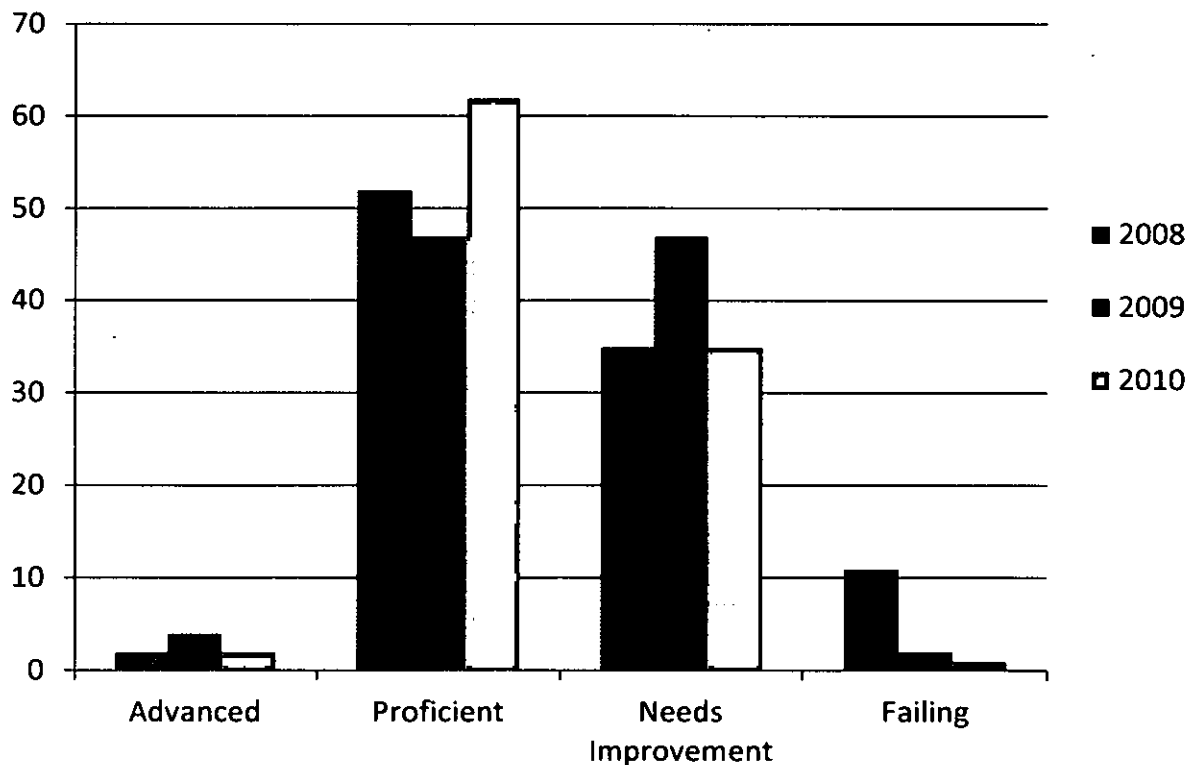
**GRADE 10 – MATHEMATICS**  
**Percentage of Student by Performance Level**



# MCAS GRADE 9 – Biology

	2008	2009	2010
Advanced	2	4	2
Proficient	52	47	62
Needs Improvement	35	47	35
Failing	11	2	1

## GRADE 10 – SCIENCE AND TECHNOLOGY Percentage of Student by Performance Level



# ● BUDGET APPROVAL PROCESS

- Superintendent reviews requests with school administration
- Budget Sub-Committee reviews requests with Superintendent and provides direction
- Superintendent presents preliminary budget
- Full School Committee provides input
- Superintendent and Sub-Committee reconvene to develop formal budget presentation
- Public hearing is held
- School Committee adopts budget by a 2/3 vote
- Treasurer provides adopted budget with estimated assessments to the towns
- Superintendent is then available to present proposed budget to towns
- Budget then requires the approval of 2/3 of the local appropriating authorities
- Clerk of each town certifies in writing the results of the vote by the town



**NOTE:** The amount of the budget and assessments is within the scope of authority of the regional school district committee. Once adopted by 2/3 vote of regional school district committee, the municipalities can vote only to approve or disapprove the adopted budget.



<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b>1000 Administration</b>				
<b>1100 School Committee</b>				
50.1110.0200.00 District Clerk Salary	1,944	2,486	2,500	2,550
50.1110.0500.00 Supplies	5,300	5,236	5,300	6,000
50.1110.0600.00 Other	10,000	7,924	10,000	15,000
Subtotal	17,244	15,645	17,800	23,550
<b>1200 Superintendent's Office</b>				
50.1210.0100.00 Professional Salary	132,989	131,762	134,306	131,672
50.1210.0200.00 Secretarial Salary	67,729	67,729	68,400	71,640
50.1210.0500.00 Postage & Supplies	4,500	4,426	4,500	5,000
50.1210.0600.01 Travel	2,000	-	2,000	2,000
50.1210.0600.03 Dues & Subscriptions	2,500	3,268	2,500	3,500
50.1210.0600.04 Professional Development	2,000	1,381	5,000	5,000
50.1210.0600.02 Advertising	3,000	5,224	3,000	5,000
Subtotal	214,718	213,790	219,706	223,812
<b>1400 Business &amp; Finance</b>				
50.1410.0200.00 Business Clerical	165,456	165,456	174,338	192,211
50.1430.0400.00 Legal Services	10,000	12,895	10,000	12,000
50.1430.0400.01 Legal - Auditing	35,000	34,599	35,000	40,000
50-1450-0300 Info Tech Clerical	5,000	4,971	5,000	5,000
50-1450-0100 Info Tech Professional	95,575	96,757	98,545	100,516
Subtotal	311,031	314,677	322,883	349,727
<b>ADMINISTRATION FUNCTION TOTAL</b>	<b>542,993</b>	<b>544,112</b>	<b>560,389</b>	<b>597,089</b>
<b>2000 Instruction</b>				
<b>2210 School Leadership</b>				
50.2210.0100.01 Principal Professional Salary	107,113	106,052	108,174	122,196
50.2210.0100.02 Asst. Principal Prof. Salary	-	-	-	-
50.2210.0200.00 Principal Clerical	138,853	130,231	129,735	134,917
50.2210.0500.00 Principal Supplies	5,000	4,847	5,000	5,000
50.2210.0600.01 Principal Travel	-	-	-	2,000
50.2210.0600.02 Principal Printing	5,000	4,430	5,000	5,000
50.2210.0600.03 Principal Dues	7,000	6,605	7,000	8,500
50.2210.0600.04 Curriculum Development	7,500	(703)	7,500	7,500
50.2210.0600.05 Accreditation - NEASC	-	-	-	-
Subtotal	270,466	251,462	262,409	285,113

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>2220 Curriculum/Department Leaders</u></b>				
50.2220.0100.01 Director of Curriculum	86,761	86,761	96,522	100,516
50.2220.0100.02 Lead Teachers	291,309	225,907	222,589	231,988
Subtotal	378,070	312,668	319,111	332,504
<b><u>2300 Teaching Services</u></b>				
50.2305.0100.01 Teacher Salaries	3,716,815	3,624,860	3,760,321	4,054,907
50.2310.0100.00 Special Needs Teachers	458,528	311,390	447,164	468,244
50.2325.0300.00 Substitutes	40,000	15,056	40,000	40,000
50.2330.0300.00 Instructional Assistants	359,488	359,488	361,900	340,960
50.2340.0100.00 Library Salaries	48,354	48,971	52,268	55,695
50.2340.0200.00 Library / Media Aide	27,220	13,483	-	-
Subtotal	4,650,405	4,373,248	4,661,653	4,959,806
<b><u>2350 Professional Development</u></b>				
50.2353.0100.00 Professional Devel -Staff	25,000	23,642	25,000	25,000
50.2355.0300.00 Aide - Professional	5,000	-	5,000	7,365
50.2357.0600.00 Professional Development	60,000	72,861	60,000	80,000
Subtotal	90,000	96,504	90,000	112,365
<b><u>2400 Instruction Materials &amp; Equipment</u></b>				
50.2410.0500.00 Textbooks	40,000	40,041	40,000	40,000
50.2415.0500.00 Library Supplies	7,500	7,302	7,500	9,000
50.2430.0500.00 General Supplies	475,000	617,644	475,000	473,500
50.2430.0500.01 SPED Supplies	4,000	4,000	4,000	4,000
Subtotal	526,500	668,986	526,500	526,500
<b><u>2450 Instructional Technology</u></b>				
50.2451.0400.00 Technology Contractual	40,000	39,287	40,000	40,000
50.2451.0500.00 Instructional Tech. Supplies	15,000	54,796	15,000	19,600
50.2451.0600.00 Instructional Tech.-Other	17,500	17,500	17,500	20,000
Subtotal	72,500	111,583	72,500	79,600
<b><u>2700 Guidance, Counseling</u></b>				
50.2710.0100.01 Director of Student Services	95,575	96,613	98,545	100,516
50.2710.0100.02 Guidance Counselors	337,066	327,173	345,939	342,947
50.2710.0200.00 Guidance Clerical	98,644	97,510	102,302	104,348
50.2710.0500.00 Guidance Supplies	14,000	13,985	14,000	14,000
50.2710.0500.01 Coord. Program Review		-		15,000
50.2710.0600.01 Guidance Other	20,000	19,159	17,160	18,000
50.2710.0600.03 Guidance Recruitment	15,000	14,909	15,000	15,000
Subtotal	580,285	569,350	592,946	609,811

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>2800 Psychological Services</u></b>				
50.2800.0400.01 Psychological Services	30,000	27,643	30,000	30,000
50.2800.0400.02 Contractual Services	30,000	34,650	30,000	45,000
Subtotal	60,000	62,293	60,000	75,000
<b>INSTRUCTION FUNCTION TOTAL</b>				
	<b>6,628,226</b>	<b>6,446,094</b>	<b>6,585,119</b>	<b>6,980,699</b>
<b><u>3000 Student Services</u></b>				
<b><u>3200 Medical/Health Service</u></b>				
50.3200.0100.01 School Physician Services	5,000	5,000	5,000	5,000
50.3200.0100.02 School Nurse Salary	60,596	60,245	63,524	67,840
50.3200.0500.00 Health Supplies	4,000	3,988	4,000	4,000
Subtotal	69,596	69,233	72,524	76,840
<b><u>3510 Athletic</u></b>				
50.3510.0300.00 Coaching	66,646	63,986	71,488	113,256
50.3510.0400.00 Officials & Fees	23,000	24,443	24,000	30,000
50.3510.0500.00 Athletic Supplies	15,000	15,000	15,000	15,000
50.3510.0600.00 Athletic Coop Agreements	40,000	40,000	40,000	20,000
Subtotal	144,646	143,429	150,488	178,256
<b><u>3520 Student Body Activities</u></b>				
50.3520.0100.00 Student Activities Advisors	46,882	36,603	44,785	48,571
50.3520.0600.00 Student Activities Others	13,000	13,000	13,000	25,000
Subtotal	59,882	49,603	57,785	73,571
<b><u>3600 School Security</u></b>				
50.3600.0100.00 School Security-Professional	49,523	48,791	50,014	51,014
50.3600.0500.00 School Security-Supplies	3,100	3,100	3,100	7,000
Subtotal	52,623	51,891	53,114	58,014
<b>STUDENT SERVICES FUNCTION TOTAL</b>				
	<b>326,747</b>	<b>314,156</b>	<b>333,911</b>	<b>386,681</b>

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>4000 Operations &amp; Maintenance</u></b>				
<b><u>4110 Custodial Service</u></b>				
50.4110.0300.00 Custodial Salaries	305,644	260,631	272,677	281,159
50.4110.0400.00 Custodial Uniforms	2,000	1,850	1,500	1,500
50.4110.0500.00 Custodial Supplies	38,000	37,937	38,000	38,000
Subtotal	345,644	300,418	312,177	320,659
<b><u>4120-4130 Heating &amp; Utilities</u></b>				
50.4120.0500.00 Heating Fuel	130,000	116,181	150,000	175,000
50.4130.0500.00 Utility Services	240,000	239,999	260,000	280,000
Subtotal	370,000	356,180	410,000	455,000
<b><u>4210 Maintenance of Grounds</u></b>				
50.4210.0300.00 Ground Maint Salaries	46,074	46,074	46,531	60,661
50.4210.0500.00 Grounds Supplies	40,000	59,881	40,000	40,000
50.4210.0600.00 Grounds Equipment & Snow	10,500	73,294	40,500	10,500
Subtotal	96,574	179,248	127,031	111,161
<b><u>4220 Maintenance of Buildings</u></b>				
50.4220.0100.00 Building Professional Salaries	108,954	108,954	116,672	138,806
50.4220.0400.00 Building Contractual	50,000	49,695	50,000	50,000
50.4220.0500.00 Building Maintenance	58,000	56,803	58,000	58,000
50.4220.0600.00 Extraordinary Maintenance	30,000	29,910	50,000	30,000
Subtotal	246,954	245,363	274,672	276,806
<b><u>4230 Maintenance of Equipment</u></b>				
50.4230.0500.01 Equip. Repair Supt.Office	10,000	10,000	10,000	10,000
50.4230.0500.02 Equip. Repair Principal Office	10,000	10,000	10,000	10,000
50.4230.0500.00 Equipment Repair	64,000	63,925	64,000	64,000
50.4300.0600.00 Extraordinary & Unanticipated	50,000	-	70,000	70,000
Subtotal	134,000	83,925	154,000	154,000
<b>OPERATION &amp; MAINT. FUNCTION TOTAL</b>	<b>1,193,172</b>	<b>1,165,134</b>	<b>1,277,880</b>	<b>1,317,626</b>

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b><u>5000 Fixed Charges</u></b>				
<b><u>5100 Employee Benefits</u></b>				
50.5100.0600.01 Health & Life Insurance	1,760,253	1,672,425	1,824,619	1,813,317
50.5100.0600.02 Unemployment Compensation	10,000	139,471	10,000	30,000
50.5100.0600.03 Workers Compensation	45,000	36,752	45,000	45,000
50.5100.0600.04 FICA	125,000	124,662	125,000	130,000
Subtotal	1,940,253	1,973,311	2,004,619	2,018,317
<b><u>5200 Insurance Program</u></b>				
50.5200.0600.00 Building & Liability Insurance	125,000	91,811	125,000	125,000
50.5200.0600.01 Treasurers Bonds	3,000	1,075	3,000	3,000
50.5200.0600.02 Student Insurance	8,500	8,022	8,500	10,000
Subtotal	136,500	100,908	136,500	138,000
<b>FIXED CHARGES FUNCTION TOTAL</b>	<b>2,076,753</b>	<b>2,074,219</b>	<b>2,141,119</b>	<b>2,156,317</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,767,891</b>	<b>10,543,715</b>	<b>10,898,418</b>	<b>11,438,411</b>

<b>BUDGET FUNCTION</b>	<b>Budget FY10</b>	<b>Actual FY10</b>	<b>Budget FY11</b>	<b>Approved FY12</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,767,891</b>	<b>10,543,715</b>	<b>10,898,418</b>	<b>11,438,411</b>
<b>Reductions to Foundation Budget:</b>				
FY12 Anticipated Chapter 70 Aid	3,008,736	3,008,736	2,888,387	2,848,175
FY12 Anticipated Interest Revenues	90,000	38,267	50,000	30,000
FY12 Anticipated Tuition Revenues	24,874	29,306	24,874	24,874
FY12 Anticipated Mun. Medicaid	50,000	27,484	25,000	15,000
E&D Applied	250,000	250,000	260,000	160,000
Subtotal	3,423,610	3,353,793	3,248,261	3,078,049
<b>Net Foundation Budget</b>	<b>7,344,281</b>	<b>7,189,922</b>	<b>7,650,157</b>	<b>8,360,362</b>
<b>Transportation</b>				
50.3300.0100 Provided by District	158,011	180,688	183,240	184,408
50.3300.0400 Contract Transportation	541,100	511,961	566,100	548,600
<b>Total Transportation</b>	<b>699,111</b>	<b>692,649</b>	<b>749,340</b>	<b>733,008</b>
Anticipated Transportation Aid	351,188	405,307	392,719	373,939
<b>Net Transportation</b>	<b>347,923</b>	<b>287,342</b>	<b>356,621</b>	<b>359,069</b>
<b>LPN Program</b>				
50.2305.0100.02 LPN Salaries	222,852	222,083	231,587	237,331
50.2420.0500 LPN Supplies	9,000	9,618	9,000	12,000
50.2410.0500 LPN Textbooks	1,500	1,407	1,500	1,000
<b>Total LPN Program</b>	<b>233,352</b>	<b>233,108</b>	<b>242,087</b>	<b>250,331</b>
Anticipated LPN Tuitions	240,000	249,448	255,000	255,000
<b>Net LPN Program</b>	<b>(6,648)</b>	<b>(16,340)</b>	<b>(12,913)</b>	<b>(4,669)</b>
<b>Combined Net Transportation and LPN</b>	<b>341,275</b>	<b>271,003</b>	<b>343,708</b>	<b>354,400</b>
<b>Capital</b>				
50.7300.0050 Capital Budget	120,000	118,810	107,000	120,000
50.5450.0500 Bond Issue - Principal	275,000	275,000	275,000	275,000
50.5450.0600 Bond Issue - Interest	53,870	53,870	42,870	31,870
	<b>448,870</b>	<b>447,680</b>	<b>424,870</b>	<b>426,870</b>

Town	<u>Calculation of Operating Assessment</u>				
	Preliminary	Remainder of	Net & LPN	FY12	Percentage
	Minimum	Net Foundation	Transportation	Operating	Operating
	Contribution	Budget	Budget	Assessment	Budget
Bourne	1,441,964	112,759	61,457	1,616,179	0.17341
Falmouth	2,573,142	186,992	101,916	2,862,049	0.28757
Marion	257,130	18,793	10,243	286,166	0.02890
Sandwich	1,489,740	119,336	65,042	1,674,118	0.18353
Wareham	1,948,144	212,362	115,743	2,276,250	0.32659
	<u>7,710,120</u>	<u>650,242</u>	<u>354,400</u>	<u>8,714,762</u>	<u>100.00%</u>
Net Foundation Budget		<u>8,360,362</u>			

Town	<u>Calculation of Capital Assessment</u>		<u>Total</u>
	FY12 Capital Assessment	Percentage Capital Budget	FY12 Assessment
Bourne	74,374	0.17423	1,690,553
Falmouth	116,847	0.27373	2,978,896
Marion	24,405	0.05717	310,571
Sandwich	112,321	0.26313	1,786,439
Wareham	98,923	0.23174	2,375,173
	<u>426,870</u>	<u>100.00%</u>	<u>9,141,632</u>

	<u>Comparative Total Assessments</u>				
	FY2012	FY2011	FY2010	FY2009	FY2008
Bourne	1,690,553	1,620,907	1,439,666	1,500,967	1,310,087
Falmouth	2,978,896	2,703,374	2,879,634	2,678,700	2,624,087
Marion	310,571	270,017	283,307	341,579	321,569
Sandwich	1,786,439	1,686,655	1,573,321	1,755,017	1,606,650
Wareham	2,375,173	2,137,782	1,958,498	1,820,638	1,738,608
	<u>9,141,632</u>	<u>8,418,735</u>	<u>8,134,426</u>	<u>8,096,901</u>	<u>7,601,001</u>

(1) Each member town's share of such operating costs for each fiscal year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year next preceeding the year for which the apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district on the same date. Section IV, (E) Agreement with towns.

(2) Each member town's share of capital costs for each calendar year shall be determined by computing the ratio which its pupil enrollment on October 1 of the year next preceeding the year for which the apportionment is determined bears to the total pupil enrollments for all the member towns on the same date. Section IV, (D) Agreement with towns.

# Upper Cape Cod Regional Technical School

## E & D Town Reduction

TOWN	OPERATING PERCENTAGE	AMOUNT
BOURNE	17341	\$27,746
FALMOUTH	.28757	\$46,011
MARION	02890	\$4,624
SANDWICH	.18353	\$29,365
WAREHAM	32659	\$52,254
<b>TOTAL</b>		<b>\$160,000</b>

## Costs Unique to a Regional School Budget

SNOW REMOVAL	\$10,500
EMPLOYEE BENEFITS	\$2,018,317
BUILDING INSURANCE	\$138,000
<b>TOTAL</b>	<b>\$2,166,817</b>

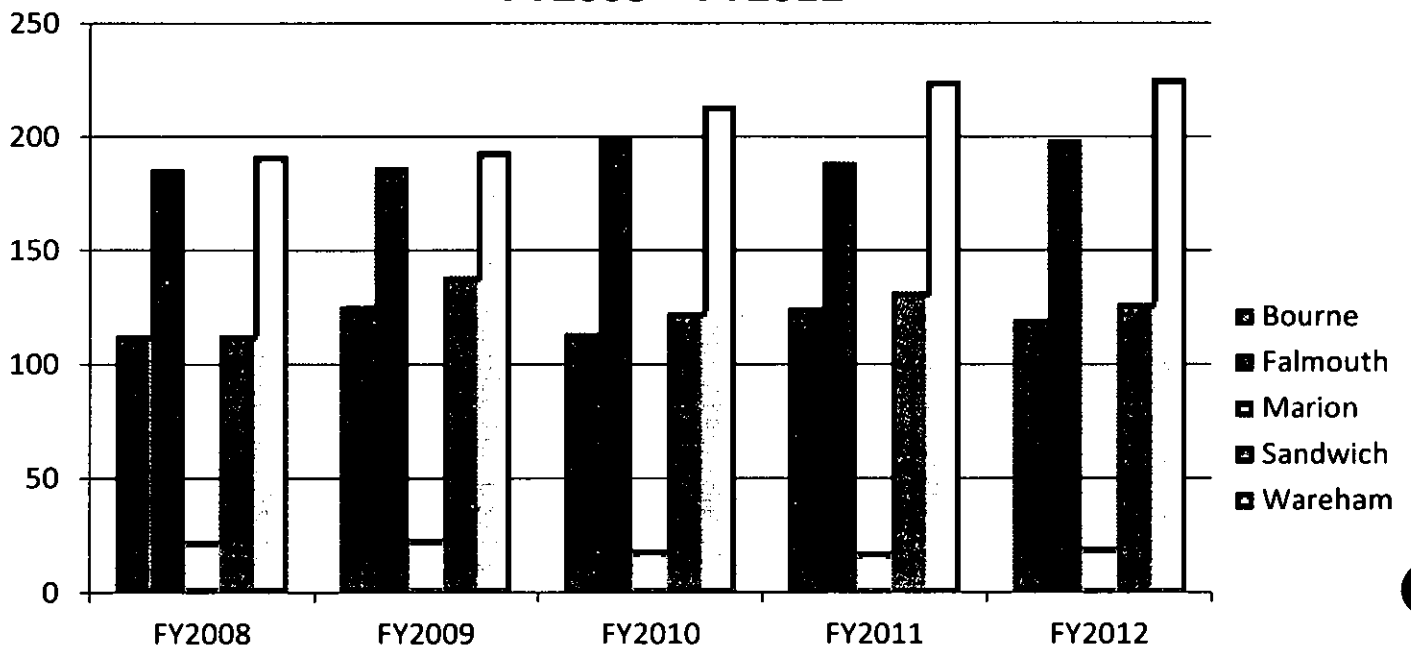
**18.94% less for services to students from foundation budget**



## Upper Cape Cod Regional Technical School Enrollment / Percentages of Operating Budget

TOWN	FY12 10/1/10		FY11 10/1/09		FY10 10/1/08	
	BOURNE	120	.17341	125	.18142	114
FALMOUTH	199	.28757	189	.27431	200	.29851
MARION	20	.02890	18	.02612	19	.02836
SANDWICH	127	.18353	132	.19158	123	.18358
WAREHAM	226	.32659	225	.32656	214	.31940
	692		689		670	

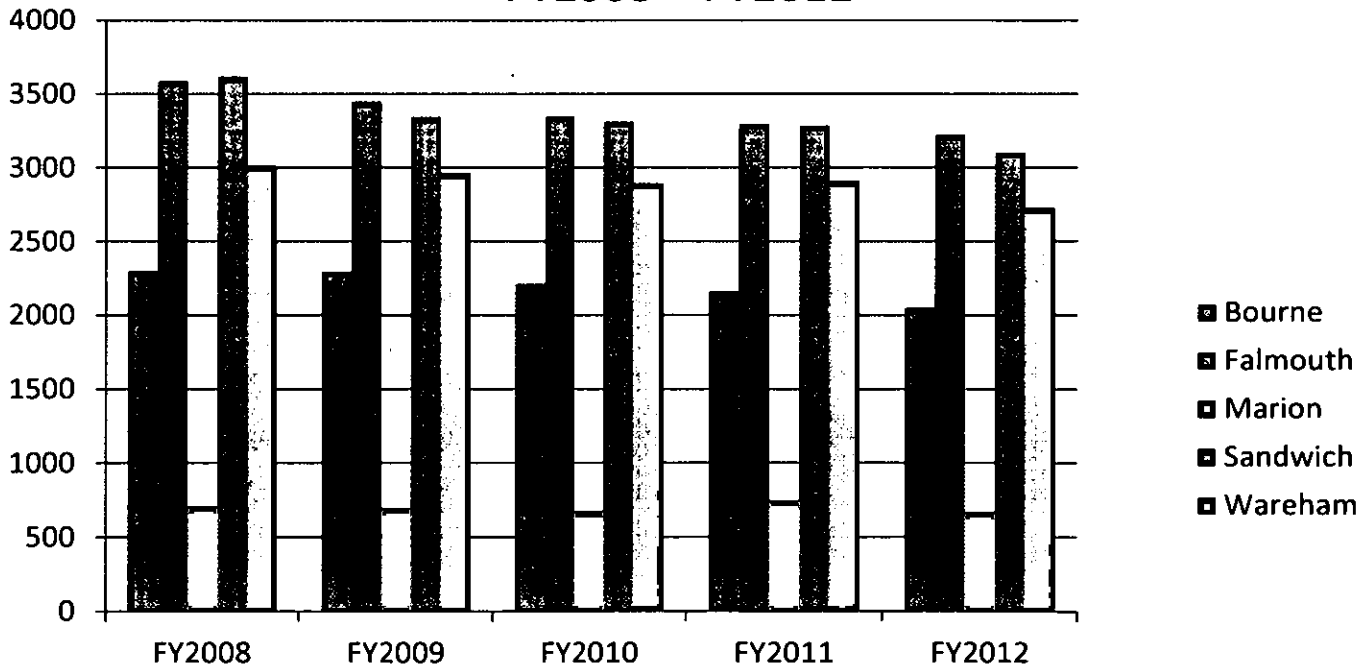
**STUDENT ENROLLMENT  
OPERATING BUDGET  
FY2008 – FY2012**



## Upper Cape Cod Regional Technical School Enrollment / Percentages of Capital Budget

TOWN	FY12 10/1/10		FY11 10/1/09		FY10 10/1/08	
	BOURNE	2,054	.17423	2,165	.17434	2,217
FALMOUTH	3,227	.27373	3,299	.26566	3,349	.26869
MARION	674	.05717	751	.06048	683	.05480
SANDWICH	3,102	.26313	3,288	.26478	3,315	.26597
WAREHAM	2,732	.23174	2,915	.23474	2,900	.23267
	11,789		12,418		12,464	

**TOWN ENROLLMENT  
CAPITAL BUDGET  
FY2008 – FY2012**



## UPPER CAPE COD REGIONAL TECHNICAL SCHOOL GRANT AWARDS

GRANT TITLE	FY09	FY10	FY11
Education Jobs Fund 206			\$61,838
Improving Education Quality	\$24,019	\$24,343	\$25,257
Federal Special Education	\$166,122	\$172,704	\$177,618
Sped Program Improvement	\$2,500		
Community Service Learning	\$16,470		\$4,000
Title I	\$80,561	\$84,386	\$91,117
Perkins Act Allocation - Secondary	\$103,177	\$107,742	\$116,747
Perkins Equipment		\$39,309	
Enhanced Ed. Through Tech.	\$966		
Title I: Stimulus		\$21,852	\$21,868
IDEA Stimulus		\$80,578	\$80,224
Academic Support Services		\$25,260	\$24,106
Academic Support Services	\$15,000	\$16,300	\$14,700
Academic Support Services Fund	\$3,000	\$5,000	\$5,000
Drug Free Schools-Dist	\$2,446	\$2,127	
State Curriculum Development		\$20,000	
High School Partnership	\$4,740		
ARRA State Fiscal Stabilization			\$15,209
<b>TOTAL</b>	<b>\$419,001</b>	<b>\$599,601</b>	<b>\$637,684</b>

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
UNIT A SALARY LEVEL AND STEP ATTAINMENT  
FY11**

<b>EDUCATION LEVEL</b>							
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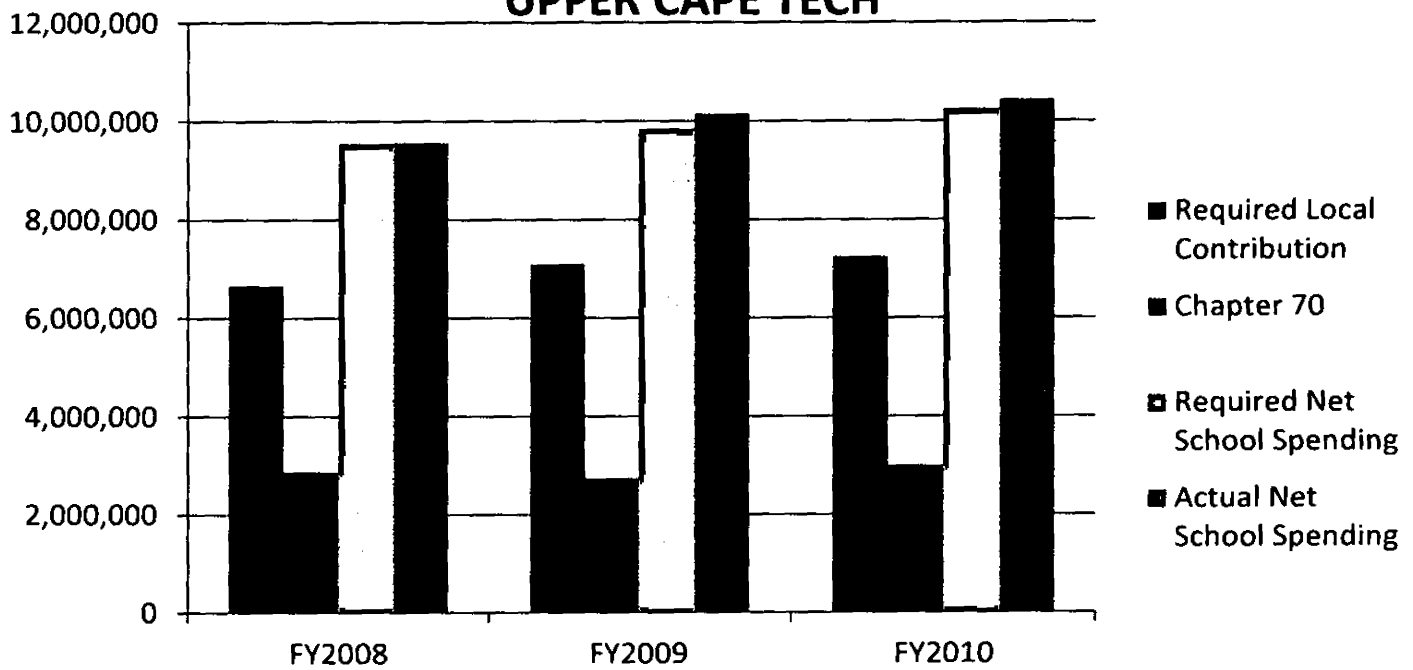
<b>YEARS OF SERVICE</b>		I	II	III	IV	V	VI
	<b>1</b>	2					
	<b>2</b>	1					1
	<b>3</b>						
	<b>4</b>	3		2			1
	<b>5</b>			2	1		
	<b>6</b>	1				1	1
	<b>7</b>	2					
	<b>8</b>			1	1	1	1
	<b>9</b>			2		1	1
	<b>10</b>	2				2	2
	<b>11</b>		3				2
	<b>12</b>	3	13		1	1	1
<b>13</b>	N/A	N/A	4	6	6	4	

## ACTUAL NET SCHOOL SPENDING COMPARISON FY08 – FY10

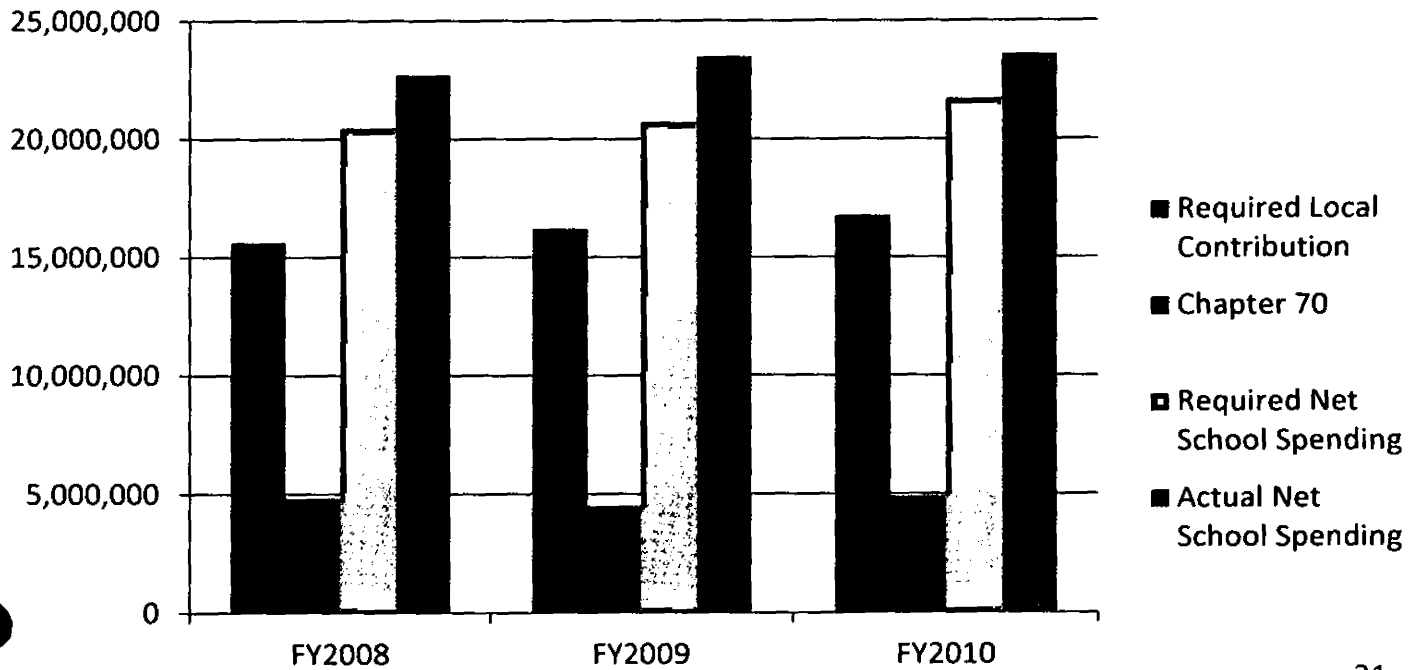
UPDATED DESE 3/24/11	ACTUAL NET SCHOOL SPENDING			DOLLARS OVER REQUIREMENT / PERCENTAGE					
	FY08	FY09	FY10	FY08	FY08 %	FY09	FY09 %	FY10	FY10 %
BOURNE	22,732,919	23,519,958	23,606,919	2,231,844	10.9	2,778,609	13.4	1,879,386	8.6
FALMOUTH	45,341,062	46,357,440	47,137,542	8,389,323	22.7	10,261,764	28.4	10,973,021	30.3
SANDWICH	34,929,838	35,938,564	36,347,652	4,553,885	15.	5,987,960	20.	5,413,975	17.5
WAREHAM	29,620,886	29,784,838	30,635,289	542,703	1.9	905,324	3.1	984,154	3.3
UPPER CAPE TECH	9,574,069	10,158,991	10,440,932	16,757	0.2	302,299	3.1	177,725	1.7
OLD ROCHESTER	13,913,701	13,695,276	13,868,145	3,743,870	36.8	3,648,191	36.3	3,760,770	37.2

# REQUIRED SCHOOL SPENDING TRENDS

## UPPER CAPE TECH

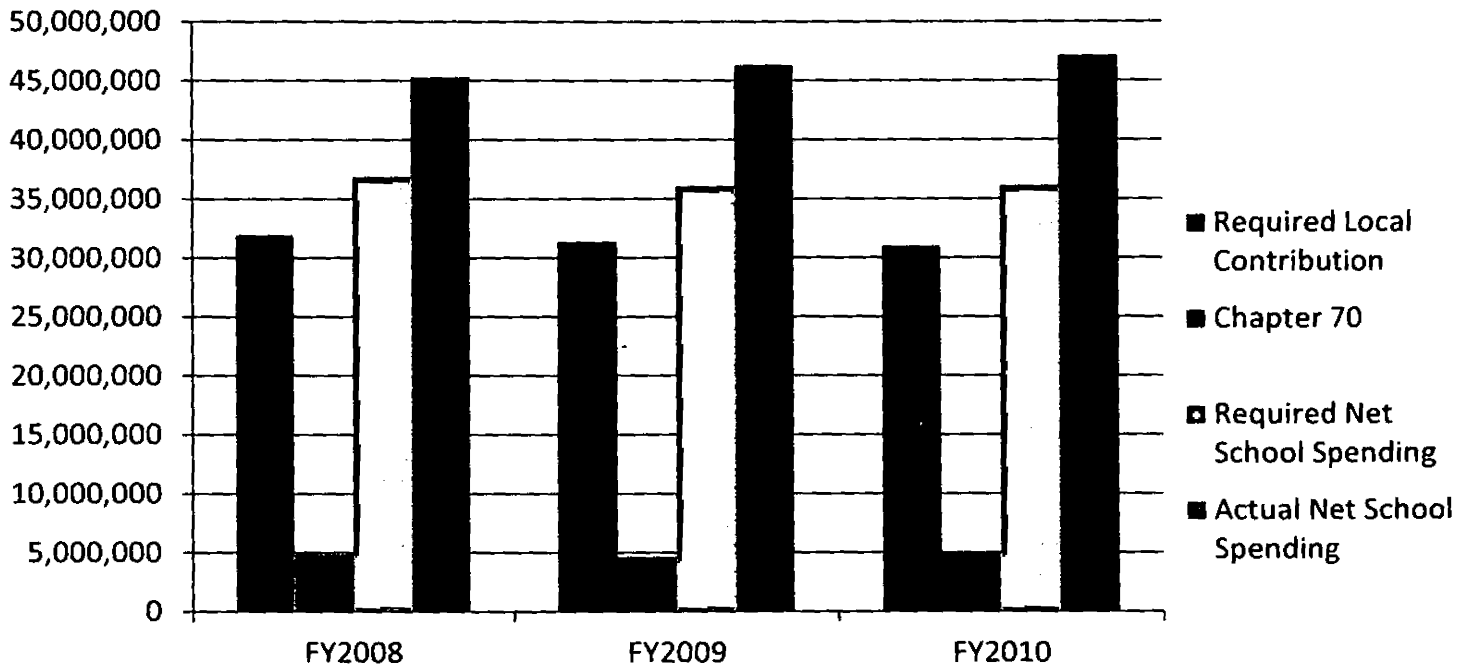


## BOURNE

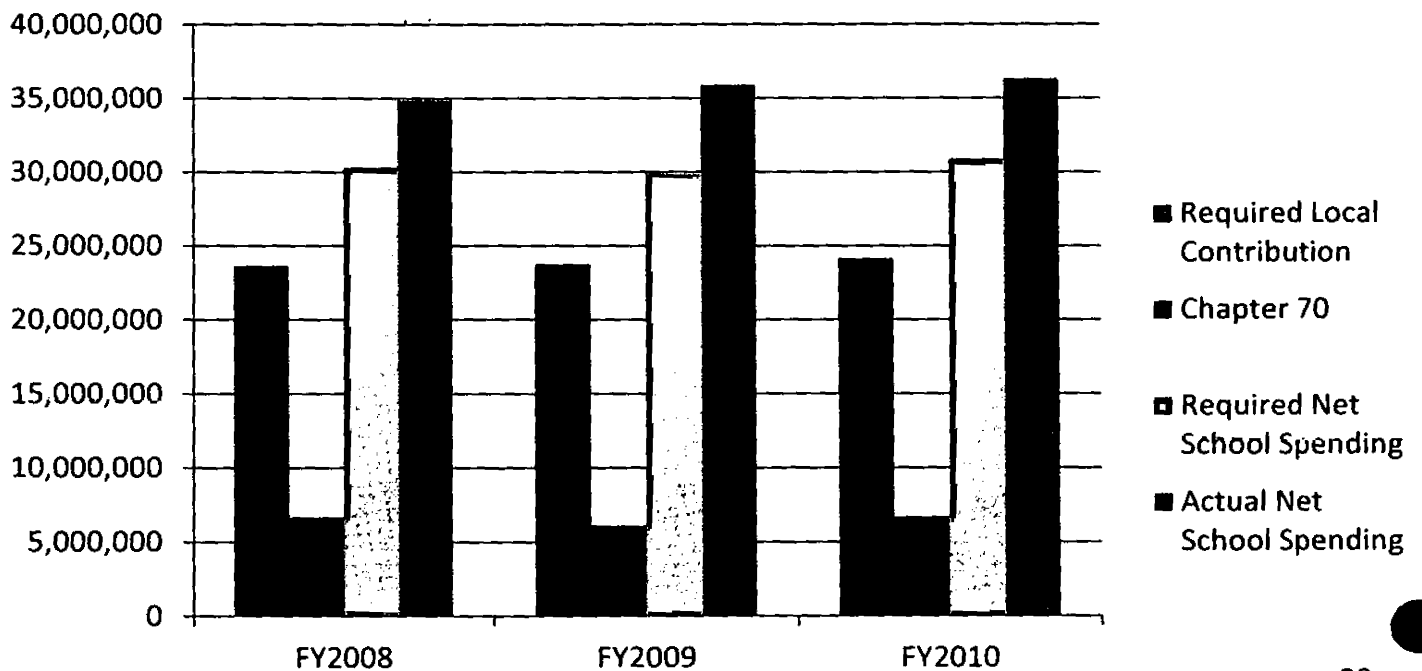


## REQUIRED SCHOOL SPENDING TRENDS

### FALMOUTH



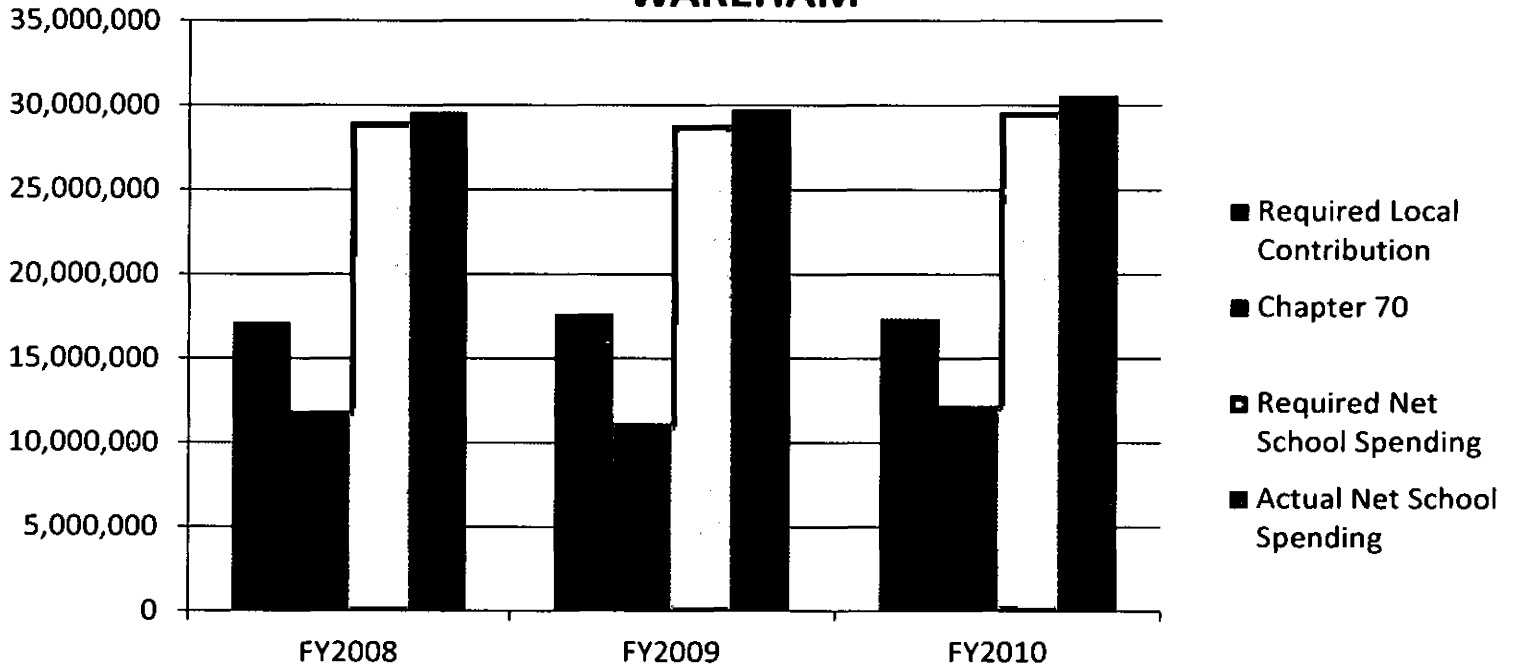
### SANDWICH



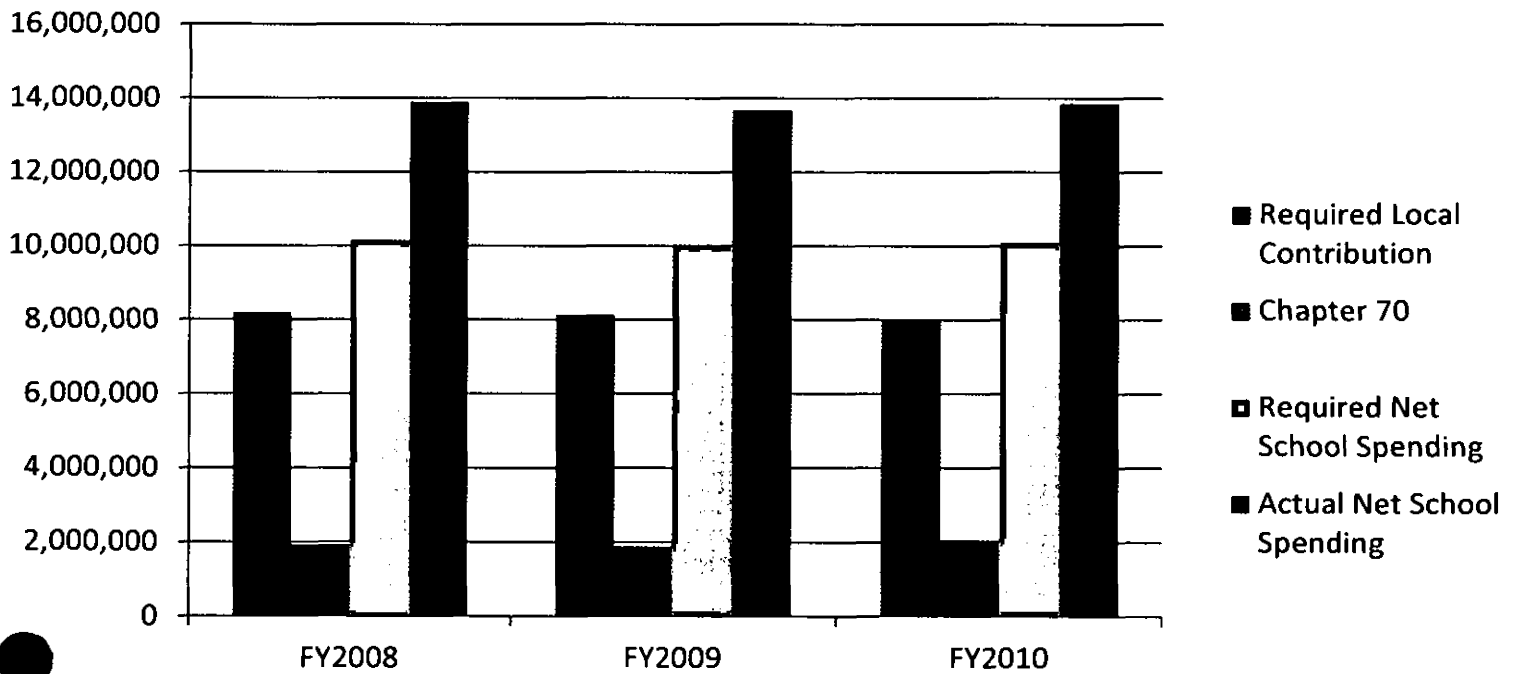
# REQUIRED SCHOOL SPENDING TRENDS



## WAREHAM

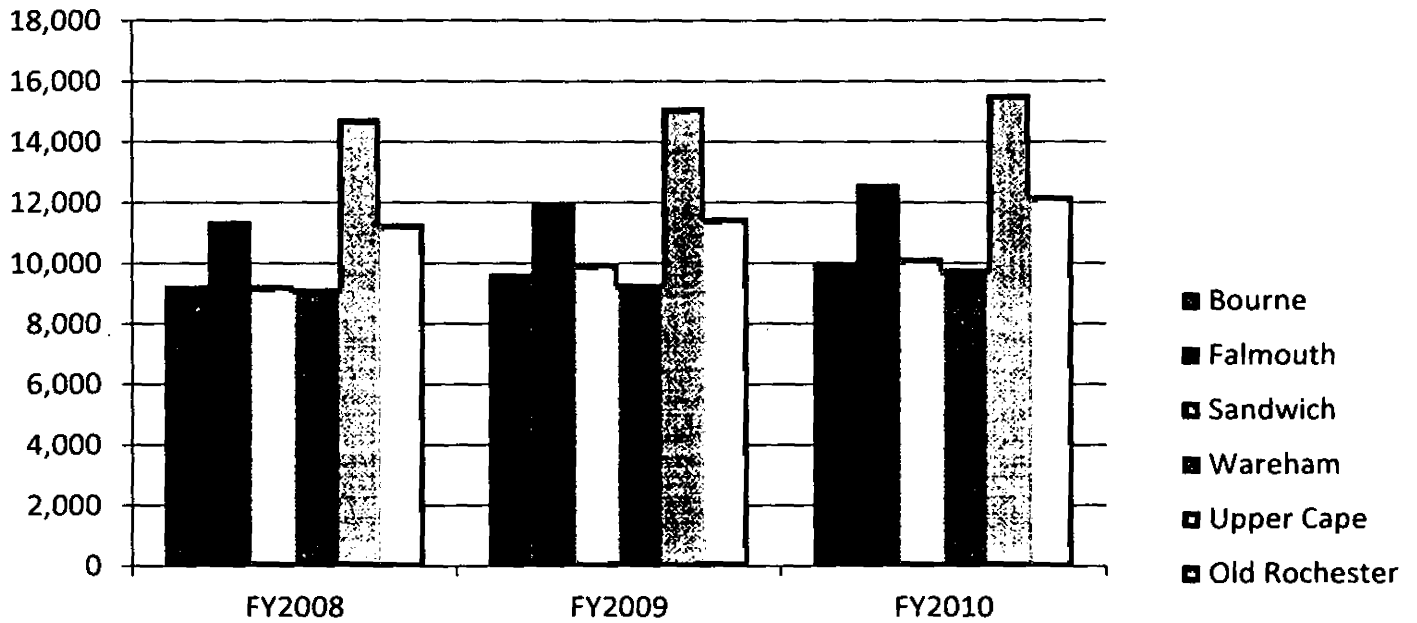


## OLD ROCHESTER

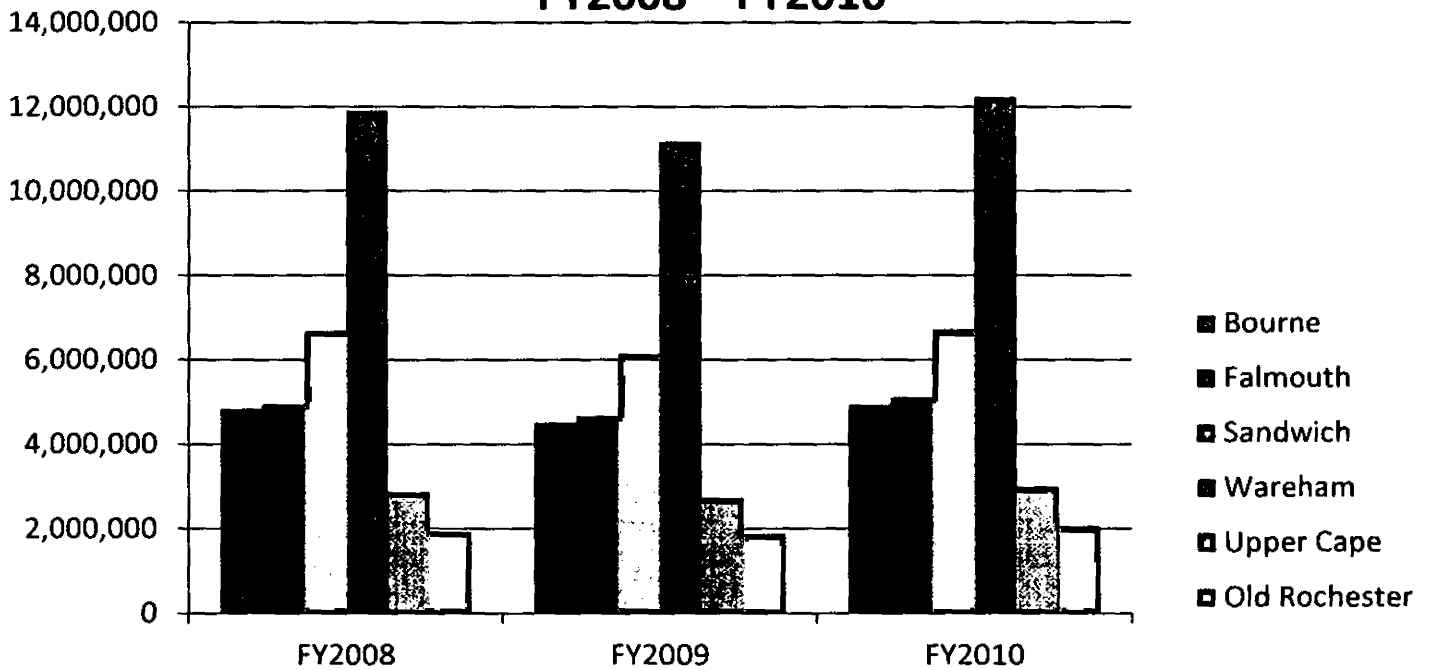




## ACTUAL NSS DOLLARS PER FOUNDATION ENROLLMENT FY2008 – FY2010



## CHAPTER 70 FY2008 – FY2010



**THANK YOU FOR  
SUPPORTING  
YOUR TECHNICAL  
SCHOOL**

Students

Parents

School Committee

Teachers

Staff

Administration

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

2011 JUN 1 PM 1 34

Kevin C. Farr  
Superintendent

TOWN CLERK'S OFFICE

## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
Voice / TTY  
FAX: 508-759-7208

THURSDAY – JUNE 9, 2011  
REGULAR SCHOOL COMMITTEE MEETING  
6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
  2. Student Advisory Representative
  3. Public Participation
  4. Approval of Minutes of the May 12, 2011 Regular Meeting
  5. Communications
  6. Report of Committees
  7. MASC Report
  8. Presentation of Bills
  9. Superintendent's Report
  10. Principal's Report
  11. PTO Report
  12. Old Business
    - A. PN Accreditation Update
  13. New Business
    - A. Policy – Final Adoption
      - a. Policy IMG – Animals in School
      - b. Policy JFABC – Admission of Transfer Students
      - c. Policy JFJ – Student Activity Accounts
      - d. Managing the Care of Students with Athletics Concussions
    - B. Policy – Initial Approval
      - a. Section C
    - C. Student Handbook Approval
    - D. Spring Program Advisory Minutes
    - E. Culinary Refrigerator / Freezer Bid Award
    - F. Sidewalk Project Approval
    - G. Pappas Property Report
    - H. NSBA Conference Reports
    - I. Budget Transfers
    - J. Athletic Field Update
    - K. Business Office / Adult Education Renovations Approval & Budget Transfer
    - L. All-Terrain Landscaping / Horticulture Support Vehicle Purchase Approval
    - M. Other
- Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JUNE 9, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Penny Blackwell; Steven Chalke; Lisa Dumont; Robert Fichtenmayer; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:30 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the May 12, 2011 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a letter from retired teacher, Donald Ward, congratulating UCT on the successes of the spring sports teams and wishing the teams luck in the state tournaments. Next, he read a letter from State Representative Randy Hunt thanking Mr. Farr for his letter supporting House Bill 1441 which will allow towns to properly prepare for sick leave buyback provisions. Finally, Mr. Dutch read a letter to the committee thanking them for appointing him as Superintendent upon Mr. Farr's retirement in August of 2012.

**REPORT OF COMMITTEES:** Mr. Fichtenmayer reported on a recent Cape Cod Collaborative Board of Directors meeting that he attended. Much of the meeting's discussion centered on the districts' concerns regarding budgeting for post-retirement benefits. Mr. Chalke reported that the Budget Sub-Committee met on May 23, 2011. They discussed the proposed renovations to the Business Office and Adult Education Office as well as the proposed purchase of an all-terrain vehicle for the Landscaping program. Mr. Chalke informed the committee that approximately \$200,000.00 may be dropped into the Excess & Deficiency fund at the end of the fiscal year.

**MASC REPORT:** Mrs. Blackwell reported that the annual conference which is held in Hyannis in November will begin on a Wednesday this year with the delegates assembly taking place on Friday.

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on several bills that were of a significant amount including NSTAR, Hallsmith-Sysco, Coastal Engineering for the design work and plans for the LPN building, a bond payment to Cape Cod Five Cents Savings Bank, and KBA Architects for the window replacement project.

SUPERINTENDENT'S REPORT: Mr. Farr updated the committee on several outstanding issues. He reported that the Massachusetts School Building Authority met yesterday to vote on the green repair windows project. Unfortunately, there was not a quorum present so they are hoping to meet again next week. The Superintendent reported that he recently met with the school's auditing firm to continue to move forward with the establishment of a 501c3.

PRINCIPAL'S REPORT: Mr. Dutch reported that the graduation ceremony and senior class trips went very well. He also discussed the success of the spring sports teams, reporting that the baseball team is still competing in the state tournament. Mr. Dutch stated that the admissions process for 2011-2012 is wrapping up and they are expecting 180 freshmen out of approximately 350 applicants. Discussion ensued regarding the use of classroom space.

PTO REPORT: None.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr reported that the program has achieved “applicant” status. The next step is for the program’s director, Patricia Gales, to travel to Atlanta in July for training on conducting the self-study.

NEW BUSINESS:

**Policy: Final Adoption** – Ms. Blackwell made a motion, seconded by Ms. Dumont, for final adoption of the following:

- Policy IMG – Animals in School
- Policy JFABC – Admission of Transfer Students
- Policy JJF – Student Activity

Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to include *Managing the Care of Students with Athletics Concussions* as part of the athletics handbook when the handbook is presented to the School Committee for adoption. Mr. Pearce expressed his reluctance to approve a policy which had no date or source citation on it. Ms.

Blackwell, Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Mr. Haynes, Ms. Manduca, and Mr. Zmuda in favor; Mr. Agrillo and Mr. Pearce opposed – Motion passed.

**Policy: Initial Approval** – Ms. Blackwell made a motion, seconded by Mr. Fichtenmayer, to approve the first reading of Section C as presented. Motion passed unanimously.

**Student Handbook Approval** – Mr. Forget presented the proposed revisions to the Student Handbook which has already been approved by the School Council. Discussion ensued regarding traffic backing up into the rotary at the dismissal of school and Safe Schools and Bullying. Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve the recommended changes. Motion passed unanimously.

**Spring Program Advisory Minutes** – Ms. Blackwell made a motion, seconded by Ms. Dumont, to approve the Spring Program Advisory minutes as presented. Motion passed unanimously.

**Culinary Refrigerator / Freezer Bid Award** – The Superintendent reminded the committee that they had approved the bid specifications for this at the May meeting. Only one bid was submitted for the project in the amount of \$110,557.00. The committee expressed their concern with the high price of the bid. Mr. Dutch stated that he did check the company's references, all of which were very favorable. Mr. Zmuda made a motion, seconded by Mr. Fichtenmayer, to award the bid for the Culinary refrigerator / freezer to Conlon & Sons Refrigeration at a price of \$110,557.00. Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Mr. Haynes, Ms. Manduca, Mr. Perace, and Mr. Zmuda in favor; Mr. Agrillo opposed – Motion passed. Mr. Chalke made a motion, seconded by Ms. Blackwell, to purchase the refrigerator / freezer from the following two accounts: \$52,637.00 from Capital (50-7300-0050) and \$57,920.00 from Extraordinary & Unanticipated (50-4300-0600). Motion passed unanimously.

**Sidewalk Project Approval** – Mr. Dutch reviewed the estimated costs for the sidewalk reconstruction project. The project will be comprised of three phases: Phase 1 will be demolition at an estimated cost of \$13,323.00; Phase 2 will be curbing at an estimated cost of \$9,240.00 and Phase 3 will be concrete at an estimated cost of \$24,709.00. Ms. Blackwell made a motion, seconded by Mr. Chalke, to move forward with the sidewalk reconstruction project as proposed. Mr. Agrillo, Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Mr. Haynes, Ms. Manduca, and Mr. Zmuda in favor; Mr. Pearce opposed – Motion passed.

**Pappas Property Report** – Committee members were provided with a copy of the professional property appraisal as well as estimated costs for a second egress, storage building completion and erosion mitigation in the mailout. Mr. Farr reviewed the appraised property value of \$388,144.00 as well as the estimated costs for the second egress and storage building which came in at over \$2,000,000.00.

**NSBA Conference Reports** – Ms. Blackwell suggested that this agenda item be moved to the end of the agenda provided that there is ample time at the end of the meeting. If not, it will be tabled until the July meeting.

**Budget Transfers** – Ms. Blackwell made a motion, seconded by Mr. Fichtenmayer, to follow the recommendation of the Budget Sub-Committee and transfer \$20,000 from Health Benefits (50-5100-0600) to Textbooks (50-2410-0500) for the purchase of World History textbooks. Motion passed unanimously. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to transfer \$93,500 from Health Benefits (50-5100-0600) to Curriculum Development (50-2210-0600-04) for the purpose of updating the curriculum in all thirteen technical areas in Grades 10 – 12 and professional development to support the creation of course guides / framework alignment. Motion passed unanimously.

**Athletic Field Update** – Mr. Dutch updating the committee on the progress of the two new athletic fields that are under construction. The land has been cleared behind the soccer field and the old baseball field and is now being graded. The next phase will be to bring in loam, some of which will be donated, for the final grading. Hydroseeding and irrigation will then be installed. Many of the services associated with this project have been donated to the school.

**Business Office / Adult Education Renovations** – Mr. Dutch explained the rationale for the proposed renovations, citing the overcrowding in the Business Office and the growing Adult Education program. The Adult Education program is currently sharing a space with the Main Office with the Director of the Adult Education program in a separate location down the hallway. The proposed configuration would give the program their own location. The Adult Education office and the Controller's office would assume the area of the existing Room 103 which is a Culinary classroom. Mr. Dutch also explained the proposed changes to the Rooms 201A and 201B in the Pre-Engineering shop area. These classrooms would be converted into one large classroom. Mr. Pearce expressed his concern with the HVAC system and the fact that the system has never been balanced nor were the controls finished. Mr. Chalke made a motion, seconded by Mr. Zmuda, to transfer \$80,000.00 from Instructional Assistants (50-2330-0300) to Extraordinary Maintenance (50-4220-0600) for the purpose of expanding the Business Office and the relocation of the Adult Education office as well as classroom construction within the Pre-Engineering shop. Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Mr. Haynes, Ms. Manduca, and Mr. Zmuda in favor; Mr. Agrillo and Mr. Pearce opposed – Motion passed. (Ms. Blackwell was not in the room at the time of the vote.)

**All-Terrain Landscaping / Horticulture Support Vehicle Purchase Approval** – Mr. Dutch explained that the program is currently using a gas-powered five-speed vehicle which is not usable by many of the students because they do not know how to drive it. Additionally, the current vehicle is not in good condition. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to follow the recommendation of the Budget Sub-Committee and purchase a Toro Workman HDX-D 4WD vehicle off of the state bid list.

Mr. Agrillo, Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Mr. Haynes, Ms. Manduca, and Mr. Zmuda in favor; Mr. Pearce opposed – Motion passed.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to adjourn the regular meeting at 8:47 P.M. and to include the agenda item, *NSBA Conference Reports*, on the July meeting agenda. Motion passed unanimously.

A True Copy Attest

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

7/18/14  
(Seal)

\_\_\_\_\_  
Kevin C. Farr, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Kevin C. Farr  
Superintendent

Robert A. Dutch  
Assistant Superintendent / Principal

2011 JUN 16 AM 11 25

TOWN CLERK'S OFFICE

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
Voice / TTY  
FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JUNE 20, 2011

### NEGOTIATIONS SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

1. Review of Coaching Stipends



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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2011 JUN 28 PM 3 00  
Kevin C. Farr  
Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASSACHUSETTS

## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
JULY 6, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of May 23, 2011 Meeting
2. FY11 Budget Transfers
3. Other

**"And such other business as may properly come before this meeting."**



BOURNE - PALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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Kevin C. Farr

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TOWN CLERK'S OFFICE

BOURNE, MASS REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY – JULY 14, 2011

## REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the June 9, 2011 Regular Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Presentation of Bills
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
  - B. NSBA Conference Reports
13. New Business
  - A. Policy – Final Adoption
    - a. Section C
  - B. Open Meeting Law Complaint
  - C. FY11 Budget Transfers
  - D. Budget Transfer – Website Design
  - E. Athletic Field Equipment Purchase Approval
  - F. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JULY 14, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Vice-Chair; Joseph Agrillo; Penny Blackwell; Steven Chalkê; Lisa Dumont; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

Donald Haynes, Chairperson from Falmouth, resigned from the committee on June 10, 2011. The town of Falmouth has not yet appointed a replacement. Mr. Fichtenmayer will act as Chair until a new one is appointed.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Zmuda, seconded by Ms. Blackwell, for approval of the minutes of the June 9, 2011 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read an e-mail from the parent of a recent graduate thanking all of her son's teachers for the wonderful education he received. He graduated from the Electrical program and started work in the industry two days after graduation.

**REPORT OF COMMITTEES:** Mr. Chalke, Treasurer, reported that the Budget Sub-Committee met on July 6<sup>th</sup> and will recommend budget transfers later in the meeting. The sub-committee will meet next on September 19<sup>th</sup>.

**MASC REPORT:** Mrs. Blackwell discussed the annual conference which will be held in November and the resolutions that will be voted on at the annual business meeting. She informed the committee that one of the resolutions involves technical schools and their access to the sending schools in their district.

TOWN CLERK'S OFFICE

2011 SEP 13 PM 4 17

PRESENTATION OF BILLS: Bills were circulated. Mr. Chalke reported on several bills that were of a significant amount including Harris Computer Systems, Baker Engineering, Concannon Fencing, NSTAR, and McGraw-Hill textbooks. Mr. Chalke informed the committee that bills will now be processed bi-weekly and will be available in the Business Office for viewing and signing of the warrant.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He informed them that there was a lightning strike to the baseball field lighting last week. Significant damage resulted and he is working with the insurance company to get the lights repaired as soon as possible.

PRINCIPAL'S REPORT: Mr. Dutch stated that he attended the SkillsUSA national competition in Kansas City along with Automotive Instructor, Amos Robinson. It was Mr. Dutch's first time attending the national competition and he was very impressed by what he saw. He also attended the Massachusetts Association of Vocational Administrators' annual conference along with 17 staff members. Mr. Dutch and Mr. Forget have been spending a lot of time interviewing potential teaching candidates and all six teaching positions are now filled. Finally, Mr. Dutch read a letter from a graduate of the Class of 2011 thanking the Scholarship Committee for the two scholarships that she was awarded.

PTO REPORT: None.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr reported that the program has been accepted as a candidate for accreditation.

**NSBA Conference Reports** – Mr. Fichtenmayer stated that he was very impressed by the keynote speaker, Condoleezza Rice. He gathered a great deal of useful information at the conference. Ms. Blackwell commented that it was her sixth or seventh time attending the national conference. Some of the sessions she attended included one entitled "Are You Smarter than s School Committee Chair?" and one on public relations which was very interesting. Mr. Zmuda felt that the session on school bullying was the most informative. Ms. Dumont distributed a written report to the committee detailing the sessions she attended. Two sessions that stood out to her were "Key Work of School Boards" and "Leading with Civility to Improve District Culture." She asked committee members to pay special attention to her summary of that session. Mr. Chalke outlined the sessions that he attended which included a full-day workshop entitled "The Audit Committee – Identifying Risks in Internal Controls." He also attended sessions on collective bargaining, health insurance, and cyber bullying. Mr. Pearce commented that he was also impressed by Condoleezza Rice. He found a session on "Key Work of

School Committees" very informative. Mr. Pearce went on to state that he enjoys the roundtable discussions as well as the vendor exhibits. Mr. Agrillo stated that he enjoyed Condoleezza Rice as well.

**NEW BUSINESS:**

**Policy: Final Adoption** – Ms. Blackwell made a motion, seconded by Mr. Zmuda, for final adoption of Section C of the Policy Manual as presented. Motion passed unanimously.

**Open Meeting Law Complaint** – Mr. Farr distributed the Attorney General's response to the Committee's request for an extension to respond to the complaint filed by Mr. Agrillo and Mr. Pearce following the May 7, 2011 special meeting. The Attorney General granted an extension until July 21, 2011. Mr. Fichtenmayer asked Mr. Agrillo and Mr. Pearce to voice their concerns which prompted the complaint. Mr. Pearce responded that he felt the appointment of Mr. Dutch as Superintendent upon Mr. Farr's retirement was "a railroad job." He went on to state that the decision was rushed into and the committee was not given ample time to discuss the matter and explore options. Mr. Pearce stated that he felt "it was a setup, a done deal." Mr. Agrillo added that the agenda said nothing about appointing a new Superintendent and that "there was no need to rush into it at that particular time." School attorney, Joseph Emerson, reminded the committee that the purpose of the agenda item for today's meeting is to decide, as a committee, how to proceed in regard to the complaint. He stated that the options are to "cure" the issue by posting a meeting for the specific purpose of appointing a Superintendent and notify the Attorney General's office of the meeting, or to inform the Attorney General's office that the committee feels that the initial meeting was handled properly and no further action is necessary. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to hold a School Committee meeting before the end of this month to appoint a Superintendent. Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Fichtenmayer, Ms. Manduca, Mr. Pearce, and Mr. Zmuda in favor; Mr. Agrillo opposed – Motion passed. The committee agreed to meet on Thursday, July 21<sup>st</sup> at 5:00 p.m.

**FY11 Budget Transfers** – Ms. Blackwell made a motion, seconded by Mr. Zmuda, to follow the recommendation of the Budget Sub-Committee and make the following budget transfers:

**Transfer from**

SPED Teachers

50-2310-0100      \$30,947

**Transfer to**

School Committee Clerical

50-1110-0200      \$287  
Cover shortfall for additional meetings

School Committee Other 50-1110-0600-0 Cover shortfall from conference	\$1,547
Business Legal Services 50-1430-0400-00 Cover legal shortfall	\$2,400
Professional Development 50-2357-0600 Cover shortfall-teacher course reimbursement	\$14,500
Officials & Fee's 50-3510-0400 Cover shortfall for athletic officials	\$6,450
Coaching Stipends 50-3510-0300 Cover shortfall for Athletic trainer	\$3,177
Equipment Repair 50-4230-0500 Culinary equipment	\$2,586
Guidance Counselors 50-2710-0100-02 \$5,382	Psychological –Contractual 50-2800-0400-02 Cover Shortfalls \$5,382
Health & Life Insurance 50-5100-0600-01 \$13,550	Unemployment Comp 50-5100-0600-02 Cover shortfalls \$5,365
	FICA 50-5100-0600-04 Cover shortfall \$8,185

Motion passed unanimously.

**Budget Transfer / Website Design** – Mr. Dutch informed the committee that the school's website needs to be updated. He explained that the current design is not easily updated by individuals that have access to certain parts of the website, the site is antiquated and should have more photographs and videos. He distributed quotes from three website design companies and displayed examples of the work of the company he is recommending to contract with, 20Mile Technologies. Mr. Pearce made a motion, seconded by Mr. Agrillo, to transfer \$4,000 from Health & Life (50-5100-0600-01) to

Technology Contractual (50-2451-0400) and to contract with 20Mile Technologies at an estimated cost of \$9,000 for website design. Motion passed unanimously.

**Athletic Field Equipment Purchase Approval** – Mr. Dutch explained the recommended purchases for completion of the athletic fields. Mr. Pearce questioned the recommended purchase of a hydroseeding machine at a cost of \$22,990.00, stating that it was a big expense for one project and then only minimal use once that project is completed. Mr. Dutch replied that they have looked into the cost of sod which is prohibitive. Hydroseeding gives the students experience in another facet of landscaping and Mr. Dutch feels that the machine would be used on a regular basis around the property. Mr. Farr added that it could also be used for municipal projects in the district towns. Discussion ensued regarding the purchase of a mini-excavator at a cost of \$19,900.00. Mr. Dutch informed the committee that it would cost \$2,500 per week to rent one and it would be needed for approximately ten weeks so it is more cost-effective to purchase one. Ms. Blackwell made a motion, seconded by Mr. Zmuda, for approval of the following purchases:

Loam	\$24,000.00
Rough grade	\$13,780.00
Finish grade	\$20,000.00
Irrigation	\$15,305.00
Hydroseeder	\$22,990.00
Excavator	\$19,900.00

Motion passed unanimously.

**Other** – Ms. Blackwell discussed the fact that the concept of technical schools accepting students on a lottery system has been suggested by certain individuals. Mr. Pearce inquired as to how much money was left in the FY2011 budget. Ms. Crosby responded that there is \$208,711.38 without June's reconciliation being completed. This money will be dropped into the Excess and Deficiency fund. Ms. Dumont asked how the reorganization will be done with Mr. Haynes' resignation from the committee. Mr. Farr stated that the committee reorganization will take place in September once a new representative has been appointed from the town of Falmouth.

Mr. Zmuda made a motion, seconded by Mr. Pearce, to adjourn the regular meeting at 8:08 P.M. Motion passed unanimously.

A True Copy Attest

Date: 9-9-11  
(Seal)

  
Kevin C. Farr, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Kevin C. Farnsworth  
Superintendent

2011 Jul 15 PM 2 59

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Voice / TTY  
FAX: 508-759-7208

TOWN CLERK'S OFFICE  
BOURNE, MASS.

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JULY 21, 2011

5:00 P.M. - MULTI-PURPOSE ROOM

### AGENDA

1. Discussion and Appointment of Superintendent



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JULY 21, 2011 SPECIAL MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Vice-Chair; Joseph Agrillo; Steven Chalke; Lisa Dumont; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 5:02 P.M.

Mr. Zmuda made a motion, seconded by Mr. Chalke, to rescind the vote taken on May 7, 2011 to appoint Robert Dutch as Superintendent when Kevin Farr retires in August of 2012. Motion passed unanimously.

**Discussion and Appointment of Superintendent –**

Mr. Chalke made a motion, seconded by Ms. Dumont, to appoint Robert Dutch as Superintendent upon Kevin Farr's retirement pending successful contract negotiations. Motion passed unanimously.

Mr. Pearce stated that he was happy to see that this appointment was done correctly and that the meeting was appropriately advertised. He expressed concern with the amount of money it is costing the district when Superintendents retire.

Ms. Manduca asked Mr. Pearce if he had other nominations for the position of Superintendent and he responded that he did not.

Mr. Agrillo stated that he is concerned about other matters that are not related to this matter. He asked if the district incurred any expenses as a result of the Open Meeting Law complaint filed after the May 7<sup>th</sup> special meeting. Mr. Farr responded that legal expenses were incurred, but he is unsure of the actual dollar figure.

Mr. Chalke stated the following reasons why he feels Mr. Dutch should be appointed as Superintendent:

- AYP has improved since Mr. Dutch's arrival
- MCAS scores have improved
- UCT has the best graduation rate of any high school on Cape Cod this year
- Mr. Dutch is responsive to questions and requests for information
- Teachers support Mr. Dutch
- He holds staff accountable
- There is a higher caliber of student applicants
- Improved process of hiring teachers (sample lessons, etc.)

Mr. Pearce stated that he was in agreement with Mr. Chalke's evaluation of Mr. Dutch. Mr. Agrillo added that he was in support of Mr. Dutch since "day one" but he will do whatever it takes to keep the committee doing things correctly.

Mr. Dutch thanked the committee for their vote of confidence.

Mr. Pearce made a motion, seconded by Mr. Zmuda, to adjourn the special meeting at 5:18 P.M. Motion passed unanimously.

A True Copy Attest

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

9-9-11

(Seal)

\_\_\_\_\_  
Kevin C. Farr Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

2011 SEP 1 9 45  
Kevin C. Farr  
Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
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FAX: 508-759-7208

THURSDAY  
SEPTEMBER 8, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the July 14, 2011 Regular Meeting & July 21, 2011 Special Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
13. New Business
  - A. School Opening Report
  - B. Building Project Update
  - C. Window Repair Project - Award of Bid for General Contractor
  - D. Athletic Handbook Review
  - E. Approval of Program of Studies
  - F. Discussion & Approval of RFP for Land Lease for Wind Energy System
  - G. Superintendent Transition Plan
  - H. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**SEPTEMBER 8, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Vice-Chair (Acting Chair); Joseph Agrillo; Penny Blackwell; Steven Chalke; Lisa Dumont; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the July 14, 2011 regular meeting. Motion passed unanimously. A motion was made by Mr. Zmuda, seconded by Ms. Dumont, for approval of the minutes of the July 21, 2011 special meeting. Motion passed unanimously.

**COMMUNICATIONS:** None.

**REPORT OF COMMITTEES:** Mr. Chalke, Treasurer, reported that the Budget Sub-Committee met on September 19<sup>th</sup>. Ms. Blackwell stated that a meeting of the Policy Sub-Committee will be scheduled sometime at the end of September.

**MASC REPORT:** Ms. Blackwell discussed the President's Retreat that she attended recently in Mystic, CT. Ms. Blackwell informed the committee that a voting delegate needs to be appointed for the MASC annual business meeting which will take place on Friday, November 11<sup>th</sup>, in conjunction with the MASS/MASC joint conference in Hyannis. Ms. Blackwell nominated Ms. Dumont to serve as the UCT voting delegate. Mr. Chalke seconded the nomination. Motion passed unanimously.

**TREASURER'S REPORT:** Mr. Chalke reported on several bills that were of a significant amount including payments for employee and retiree health premiums, furniture for new classrooms and offices, new school bus, laptop carts and computers,

sidewalk replacement, culinary freezer, athletic fields, sports lockers, LPN building, security system upgrade and Horticulture equipment. Mr. Chalke reminded committee members to visit the Business Office on a bi-weekly basis to sign the accounts payable and payroll warrants.

Mr. Agrillo questioned how we know exactly what is coming in all of the delivery trucks that are bringing loam and other items in for the construction of the LPN building and the work on the athletic fields. Mr. Dutch answered that he will have Mr. McCue speak to that at the October meeting.

Mr. Agrillo then referenced **Policy BBAA – School Committee Member Authority**. He cited #6 which states that "*School Committee members are encouraged to visit the school. However, commitments or comments to teachers and pupils which reflect only a personal opinion or observation should be avoided.*" A lengthy discussion ensued regarding visits to the school by School Committee members. The committee agreed to include it as an agenda item at the October meeting.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. Mr. Pearce referenced a news article which was included in the mailout. The article regarding the new LPN building appeared in the August 18<sup>th</sup> edition of the *Bourne Enterprise*. The article mentioned the fact that graduates of the LPN program are prepared for transfer to an associate's degree nursing program through transfer agreements with Cape Cod Community College and other institutions. Mr. Pearce stressed the fact that the LPN students need to be made aware of the possible difficulties they may encounter regarding availability of RN programs to transfer into. Mr. Farr stated that he will discuss this matter with Pat Gales, Director of the PN program.

PRINCIPAL'S REPORT: Mr. Dutch provided a brief overview of the start of the school year, stating that UCT was one of the few schools in the area that was able to open on schedule following Tropical Storm Irene. He went on to say that things are running smoothly and the various clubs' activities and the fall sports are underway. He then showed the progress made in the updating of the school's website and demonstrated its functionality.

PTO REPORT: None.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr reported that the process is still moving forward. The school should receive a visit from the Council on Occupational Education sometime in the next month with the formal accreditation visit in the spring. Ms. Dumont brought up the letter that the school received from Cape Cod Tech indicating that the school will

no longer have space for the satellite program at their Harwich campus beginning in the 2012-2013 school year. Mr. Farr responded that he has discussed this matter further with the Superintendent at Cape Cod Tech since the LPN building will not be ready for the 2012-2013 school year and they are brainstorming other locations on the Harwich campus that may work for the program. Mr. Pearce questioned the possibility of speeding up the progress of the LPN building. He asked if it would be prudent to apply the money that the school pays to Cape Cod Tech for use of their building to the hiring of a contractor for this purpose. Mr. Farr responded that it is not nearly enough money for this purpose, only \$12,000. He suggested appointing a sub-committee to oversee the completion of the LPN building. Mr. Agrillo, Mr. Fichtenmayer, Ms. Manduca, and Mr. Pearce indicated an interest in serving on the committee.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to form a sub-committee comprised of Mr. Agrillo, Mr. Fichtenmayer, Ms. Manduca, and Mr. Pearce, for the purpose of making recommendations in regards to the construction of the LPN building. Motion passed unanimously.

#### NEW BUSINESS:

**School Opening Report** – Mr. Farr presented an overview of the newly-hired staff members, enrollment numbers, and issues discussed at the annual Leadership Retreat. Mr. Farr informed the committee that the New Employee Reception will be held prior to the regular School Committee meeting in October. This will provide committee members with an opportunity to meet the new staff members.

**Building Project Update** – Mr. Forget and Mr. McCue displayed photographs and updated the committee on the various projects that took place over the summer months including sidewalk and curb replacement, office and classroom renovations, athletic fields, installation of the culinary refrigerator/freezer, and start of construction on the LPN building. Discussion ensued regarding the in-kind services that were donated by different companies for the athletic fields and the LPN building. Mr. Pearce requested that thank you letters to be sent to the companies and suggested the possibility of their names being listed on athletic programs and the school website.

**Window Repair Project – Award of Bid for General Contractor** – Mr. Farr stated that he, along with the architect and owner's project manager, reviewed the submitted bids. After reviewing the seven bids that were submitted, it is recommended that the bid award for general contractor go to Modern Glass & Aluminum, Inc. at a cost of \$1,179,000 with a subtraction of \$37,000 for Alternate #1. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to award the bid for a general contractor for the window repair project to low bidder, Modern Glass & Aluminum, Inc. Motion passed unanimously.

**Athletic Handbook Review** – Mr. Dutch reviewed the draft of the Athletic Handbook. He referenced page 7 and asked committee members to strike the word “most” from the statement reading “the school provides bus transportation, or a suitable substitute to ~~most~~ away contests.” He also asked them to remove outdoor track from the list of spring sports on page 11 and replace it with lacrosse. Mr. Dutch discussed the concussion language included in the handbook and distributed information that has been provided to parents including *Suggested Guidelines for Management of Concussion in Sports* as well as a *Pre-Participation Head Injury/Concussion Reporting Form for Extra-Curricular Activities*. He informed the committee that a mandatory training session on this subject was being held for athletes and parents. The committee will review the handbook and vote on it at the October meeting.

**Approval of Program of Studies** – Mr. Dutch informed the committee that several significant changes have been made regarding program offerings and graduation requirements. He explained the changes in detail and the rationale for them. Mr. Pearce mentioned that the Program of Studies hadn't been brought to the School Committee for approval in the past and stated that he appreciates the fact that it has been brought before them this year.

**Discussion and Approval of RFP for Land Lease for Wind Energy System** – Mr. Farr informed the committee that the district is still seeking investors for this. In the meantime, a *Request for Proposals* has been developed to seek proposals for interested parties to lease the land, install a 660 kw wind turbine and then sell the power to the school. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to release the *Request for Proposals* after changing “*School Board*” to “*School Committee*” throughout the document. Motion passed unanimously.

**Superintendent Transition Plan** – Mr. Fichtenmayer stated that he was seeking input from the committee on how to proceed with the transition of Mr. Dutch into the role of Superintendent once Mr. Farr retires in the summer of 2012. Ms. Blackwell reminded the committee that they had discussed the option of having Jim Hardy, from the Massachusetts Association of School Committees, assist the committee with this endeavor. Mr. Dutch added that there are three issues associated with this; contract negotiations, an evaluation instrument, and the development of goals. He stated that Mr. Hardy could be of some assistance in these matters. The committee agreed to hold a Saturday workshop for this purpose. Ms. Blackwell stated that she would contact Mr. Hardy to obtain some prospective dates for the workshop.

**Other –**

Mr. Agrillo asked the committee if there was any interest in purchasing the property next door that is currently owned by Thomas Pappas. The committee indicated that they had already voted not to pursue this purchase. Mr. Agrillo made a motion to reconsider the purchase of the Pappas property. There was no second to the motion.



Mr. Fichtenmayer asked how committee members had been acknowledged in the past once they resigned from the committee. Mr. Pearce made a motion, seconded by Ms. Manduca, to recognize Donald Haynes at a future meeting in accordance with how members have been recognized in the past. Motion passed unanimously.

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Ms. Dumont made a motion, seconded by Ms. Blackwell, to adjourn the regular meeting at 8:40 P.M. Motion passed unanimously.

A True Copy Attest

Date: 10/24/12  
(Seal)

[Signature]  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
SEPTEMBER 29, 2011

POLICY SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

1. Pregnant Students -- Educational Procedures
2. Review of Section D of Policy Manual



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Judge, Debbie

---

**From:** Goddard, Philip  
**Sent:** Thursday, September 08, 2011 2:08 PM  
**To:** Judge, Debbie  
**Subject:** FW: UCRTS agenda  
**Attachments:** Agenda, Sep-11.doc

Debbie,

The 5/19 minutes were approved in June and I sent a copy to Barry. I will resend them so he has them.

Could you post the UCRTS agenda? Thanks.

Phil

---

**From:** Robbie Dimonda [<mailto:rdimonda@falmouthmass.us>]  
**Sent:** Thursday, September 08, 2011 12:58 PM  
**To:** 'Meeting Postings'  
**Cc:** [johnjse@comcast.net](mailto:johnjse@comcast.net); [claurent@ci.mashpee.ma.us](mailto:claurent@ci.mashpee.ma.us); [christopher.segura.1@ang.af.mil](mailto:christopher.segura.1@ang.af.mil); Goddard, Philip; [ptilton@townofsandwich.net](mailto:ptilton@townofsandwich.net); 'Ray Jack'  
**Subject:** FW: UCRTS agenda

---

**From:** Ray Jack [<mailto:rjack@falmouthmass.us>]  
**Sent:** Thursday, September 08, 2011 12:33 PM  
**To:** 'Robbie Dimonda'  
**Subject:** UCRTS agenda

Hi Robbie  
Please forward to Town Clerk for posting as well as to UCRTS Board members.  
Thanks  
Ray

Raymond A. Jack  
Director, Public Works  
Town of Falmouth  
(508) 457-2543



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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2011 OCT 4 PM 4 29

Kevin O. War  
Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: 508 - 759-7711

Voice / TTY

FAX: 508-759-7208

THURSDAY  
OCTOBER 13, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the September 8, 2011 Regular Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
  - B. Athletic Handbook Approval
  - C. Program of Studies Approval
13. New Business
  - A. MCAS Presentation
  - B. Policy - Initial Approval
    1. JIE - Pregnant Students
  - C. Visits to the School by School Committee Members
  - D. Legislation re: Technical Education
  - E. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**OCTOBER 13, 2011 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Vice-Chair (Acting Chair); Joseph Agrillo; Penny Blackwell; Steven Chalke; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative was present and no report was available.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Zmuda, for approval of the minutes of the September 8, 2011 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** The Superintendent read a letter from the Administrative Assistant to the Assistant Superintendent/Principal indicating her intention to retire on August 1, 2012.

**REPORT OF COMMITTEES:** Mr. Chalke, Treasurer, reported that the Budget Sub-Committee's next meeting is scheduled for October 24<sup>th</sup> at 5:00 p.m.

**MASC REPORT:** Ms. Blackwell reported that the Northeast Regional meeting of the National School Boards' Association will be held in Hyannis over the upcoming weekend.

**TREASURER'S REPORT:** Mr. Chalke reported on several bills that were of a significant amount including payments for the transportation contract, textbooks, the 2011 Ford F250, the county paper bid, and two new vans. He stated that the new procedures for the signing of the accounts payable and payroll warrants appear to be working well.

TOWN CLERK'S OFFICE  
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**SUPERINTENDENT'S REPORT:** Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He informed the committee that he and Mr. Dutch are attending a special MAVA legislative meeting tomorrow regarding the pending bills which could affect vocational education. Also, Mr. Dutch has been inducted as a member of the Bourne Financial Development Corporation, replacing Mr. Farr.

**PRINCIPAL'S REPORT:** Mr. Dutch reported that the fall sports programs are well underway. He updated the committee on their progress, stating that the football team just recorded their first varsity win against Harwich. Mr. Dutch also provided an update on the construction of the LPN building, reporting that they now have the permit in hand to finish the building to completion. The original permit was only for the foundation. The walls will begin to be installed next week. Mr. Agrillo then mentioned Policy FE which states that the School Committee is the Building Committee. He then inquired as to how the school is handling concussions, citing that there are 300,000 cases in schools per year, 141,000 of which seek treatment at a hospital. Of those cases, 17% show signs of dementia later in life. Mr. Agrillo asked if we have the appropriate staff to deal with this. Mr. Dutch responded that we have a trainer on site for all games and practices. Mr. Agrillo suggested that we check with other schools to make sure that the schools our students travel to for away games have the same safety precautions in place and a defibrillator on site.

**PTO REPORT:** None.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr reported that the visiting team is still scheduled to visit the school in the spring.

**Athletic Handbook** – Mr. Dutch reminded the committee that this document was reviewed at the September meeting and minor edits were suggested and incorporated following that meeting. Ms. Blackwell made a motion, seconded by Mr. Zmuda, for approval of the Athletic Handbook as presented. Motion passed unanimously.

**Program of Studies** – Mr. Dutch stated that this document was also reviewed last month and minor edits were made. Mr. Pearce thanked Mr. Dutch for bringing this document before the School Committee and asked that this be done on an annual basis. Mr. Chalke suggested putting the document onto the school's website. Ms. Blackwell made a motion, seconded by Mr. Zmuda, for approval of the Program of Studies as presented. Motion passed unanimously.

## NEW BUSINESS:

**MCAS Presentation** – Mr. Dutch provided a Power Point presentation of the results of the MCAS testing which was administered in the spring. He showed a score comparison for the past four years. The ELA advanced and proficient numbers have increased, while the needs improvement and failing numbers have decreased. Unfortunately, the Mathematics numbers aren't quite as impressive. There is little change in the Biology numbers.

**Policy – Initial Approval / Policy JIE – Pregnant Students** – Ms. Blackwell made a motion, seconded by Mr. Zmuda, for initial approval of Policy JIE – Pregnant Students as presented. Motion passed unanimously.

**Visits to the School by School Committee Members** – Mr. Agrillo stated that he has been in communication with staff members at the Massachusetts Association of School Committees and they informed him that School Committee members do not have to check in when they enter the campus, only if they enter the building. He stated that the policy should be changed to reflect that. Discussion ensued regarding the LPN building that is under construction. Mr. Pearce expressed concern that he has not seen specifications or plans for the project. Mr. Forget will make that information available to those interested and a meeting of the Building Sub-Committee will be scheduled.

**Legislation re: Technical Education** – Mr. Dutch explained that there were four pieces of proposed legislation included in the meeting packet.

- Senate Docket Number 00213, which the district is opposed to as it handcuffs the School Committee and limits their ability to put money into extraordinary maintenance.
- House Docket Number 01082 which has three components to it; all of which the administration is in favor of. It gives the Department of Elementary and Secondary Education the authority to approve new programs without legislative approval. The second component allows for the addition of one representative from vocational education to each of the Boards of Examiners for the various technical areas. Currently, there is no representation from vocational education. The third component of House Docket Number 01082 would allow for a commission to be formed to investigate the feasibility of authorizing public vocational-technical high schools to award post-secondary associates degrees.
- House Docket Number 00173 mandates the accreditation of secondary graphic communications education in vocational and technical schools. The district is in support of this.
- House Docket Number 00134 calls for separate MCAS exams for special education and vocational students. The district is opposed to this.

**Other** – Mr. Pearce expressed concern about the recent purchase of a turf vehicle for the Landscaping shop, stating that it was a lot of money to spend on such an item. He stated that he feels that purchases need to be looked at more closely. Mr. Agrillo

added that he would like to see the purchase amount needing School Committee approval to be lowered from \$12,500 to \$7,500.

Mr. Agrillo commented that anything relating to the school is public record. He went on to state that he had asked Mr. Farr for a log sheet of his hours and had not received it. Mr. Farr explained that he doesn't keep a log of his hours, just a calendar of his meetings, conference and appointments. Mr. Agrillo replied that he was looking for something that showed Mr. Farr's use of vacation and sick time. Mr. Farr responded that he didn't realize that was what Mr. Agrillo was asking for and that he would provide him with an attendance report right away.

November Meeting Date - Ms. Blackwell made a motion, seconded by Mr. Agrillo, to change the date of the November meeting to November 17<sup>th</sup> due to a conflict with the Massachusetts Association of School Committees annual conference which a number of committee members are attending. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:45 P.M. Motion passed unanimously.

A True Copy Attest

Date: 11/18/12  
(Seal)

  
Kevin C. Farr, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

2011 OCT 19 AM 9 22

TOWN CLERK'S OFFICE  
BOURNE, MASS

Kevin B. O'Neil  
Superintendent

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
OCTOBER 24, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of July 6, 2011 Meeting
2. FY12 Budget Process Review
3. FY12 Surplus Accounts
4. FY12 Transfers
5. Other

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 10/19/11

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 OCT 26 PM 2 23

Kevin C. Farr

Superintendent

TOWN CLERK'S OFFICE

BOURNE, MASS

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FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
NOVEMBER 2, 2011

BUILDING SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

1. Appointment of Chair
2. Update on the LPN Building



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 NOV 8 PM 1 51

Kevin C. Farr  
Superintendent

CLERK'S OFFICE **REGIONAL SCHOOL COMMITTEE MEETING**  
BOURNE, MASS

Telephone: 508 - 759-7711

Voice / TTY

FAX: 508-759-7208

THURSDAY  
NOVEMBER 17, 2011

## REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Public Participation
4. Approval of Minutes of the October 13, 2011 Regular Meeting
5. Communications
6. Report of Committees
7. MASC Report
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
  - A. PN Accreditation Update
  - B. Pappas Property
  - C. Policy – Final Adoption
    1. JIE – Pregnant Students
13. New Business
  - A. Wind Turbine Proposal Review
  - B. Sub-Committee Assignments
  - C. Budget Transfers
  - D. Mass. Municipal Health Reform Legislation
  - E. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 NOV 15 PM 4:06  
Kevin C. Fay  
Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGULAR SCHOOL COMMITTEE MEETING

Telephone: 508 - 759-7711

Voice / TTY

FAX: 508-759-7208

**\*\* REVISED \*\***  
THURSDAY  
NOVEMBER 17, 2011

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Reorganization
3. Student Advisory Representative
4. Public Participation
5. Approval of Minutes of the October 13, 2011 Regular Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
  - A. PN Accreditation Update
  - B. Pappas Property
  - C. Policy - Final Adoption
    1. JIE - Pregnant Students
14. New Business
  - A. Teachers' Association Complaint - School Committee
  - B. Wind Turbine Proposal Review
  - C. Sub-Committee Assignments
  - D. Budget Transfers
  - E. Mass. Municipal Health Reform Legislation
  - F. Other

#### Executive Session

- A. Title IX Complaint to School Committee

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Kevin C. Farr  
Superintendent

2011 NOV 15 PM 4:25

## REGIONAL SCHOOL COMMITTEE MEETING

TOWN CLERK'S OFFICE

BOURNE, MASS

**\*\* REVISED \*\***

THURSDAY

NOVEMBER 17, 2011

Telephone: 508 - 759-7711

Voice / TTY

FAX: 508-759-7208

### REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. - MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Reorganization
3. Student Advisory Representative
4. Public Participation
5. Approval of Minutes of the October 13, 2011 Regular Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
  - A. PN Accreditation Update
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  - C. Sub-Committee Assignments
  - D. Budget Transfers
  - E. Mass. Municipal Health Reform Legislation
  - F. Other

### Executive Session

- A. Title IX Complaint to School Committee

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
NOVEMBER 17, 2011 MEETING HELD AT THE SCHOOL**

2011 DEC 14 PM 2 15

**PRESENT:** Robert Fichtenmayer, Vice-Chair (Acting Chair); Joseph Agrillo; Penny Blackwell; Steven Chalke; Mark Mancini; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dube; Rose Crosby; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:17 p.m. followed by the Pledge of Allegiance to the Flag.

**REORGANIZATION:**

Mr. Farr called for nominations for the position of Chairperson to the School Committee for the current term.

**Chairperson Position:**

Ms. Blackwell nominated Mr. Fichtenmayer for Chairperson, seconded by Mr. Agrillo. Mr. Pearce nominated Ms. Blackwell for Chairperson. No second was made. Ms. Blackwell made a motion, seconded by Mr. Chalke, to close nominations. Motion passed unanimously.

Mr. Fichtenmayer was elected as Chairperson to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

**Vice Chairperson Position:**

Ms. Blackwell nominated Ms. Dumont for Vice Chairperson, seconded by Mr. Chalke. Mr. Agrillo nominated Mr. Chalke. No second was made. Mrs. Blackwell made a motion, seconded by Mr. Zmuda to close nominations. Motion passed unanimously.

Ms. Dumont was elected as Vice Chairperson to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

**Treasurer Position:**

Ms. Blackwell nominated Mr. Chalke for Treasurer, seconded by Mr. Zmuda. Ms. Blackwell made a motion, seconded by Mr. Chalke, to close nominations. Motion passed unanimously.

Mr. Chalke was re-elected as Treasurer to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

Mr. Farr informed the committee that they must elect a "chairman pro tem" to serve as Chair of the meeting since both the Chair and Vice-Chair are absent from the meeting. Mr. Agrillo nominated Ms. Blackwell to serve as chairman pro tem, seconded by Mr. Pearce. Motion passed unanimously.

Secretary Position:

Mr. Chalke nominated Mr. Farr for Secretary, seconded by Mr. Mancini. Mr. Zmuda made a motion, seconded by Mr. Chalke, to close nominations. Motion passed unanimously.

Mr. Farr was re-elected as Secretary to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

STUDENT ADVISORY REPRESENTATIVE: Drew Sylvia, a Senior from Wareham in the Electrical program, updated the committee on a number of student activities. He spoke about the National Honor Society's involvement in the Craft Fair as well as the upcoming induction ceremony and the state conference. He also spoke about the Interact Club, Student Council, Skills USA, and the activities of the Class of 2014 and Class of 2015.

At this point in the meeting, Mr. Dutch presented Jillian Costa with the Massachusetts Association of School Superintendents' Certificate of Academic Excellence. Jillian is a senior from Falmouth who is studying Health Careers.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Zmuda, seconded by Mr. Chalke, for approval of the minutes of the October 13, 2011 regular meeting. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES:

Mr. Chalke, Treasurer, reported that the Budget Sub-Committee's next meeting is scheduled for November 28<sup>th</sup> at 5:00 p.m. He stated that the following topics were addressed at the previous meeting: FY12 budget process, FY12 surplus accounts, and FY12 budget transfers.

Mr. Pearce, Chair of the Building Sub-Committee, reported that the committee met on November 2<sup>nd</sup> to discuss the progress of the LPN building. He congratulated the crew that has been working on the building stating that it is coming right along and looks good. He then went on to stress the importance of having appropriate engineering stamps. Mr. Pearce was disappointed that he wasn't able to see the set of prints with the engineering stamp on them. He also stated his concern regarding the need for a water treatment plant, and the fact that the sub-committee was not provided with any sort of timetable or anticipated expenses. Mr. Pearce expressed his opinion that they should look into hiring a contractor for certain phases of the project such as putting up the trusses. He went on to state that no information has been provided detailing how much money has been spent on payroll for this project, only that \$69,340 has been spent with an additional \$54,917 on materials. Not enough attention is paid to details, Mr. Pearce continued, asking if the HVAC system has ever been balanced in the main building. Mr. Farr replied that the Facilities Manager is working on getting that done. Mr. Pearce stated that there is no person in this building qualified to work on the LPN building. The Massachusetts General Laws state that the project must be overseen by a certified individual. Mr. Farr replied that the Massachusetts General Laws state that the individual must have seven years' experience and that Mr. Forget and Mr. McCue are both more than qualified as are their crews. Mr. Pearce stated that all the trades involved in the project will need engineering stamps. Mr. Agrillo added that he was at the same Building Sub-Committee meeting and that he felt it was a horror show. He went on to say that the sub-committee needs to know what their powers are when it comes to issues such as obtaining price quotes. Mr. Dutch responded that the policy states that sub-committees don't make decisions, but make recommendations to the full committee. He then went on to state that quotes had already been obtained for some of the items that Mr. Agrillo called to check prices on, causing the supplier to question why this was being done again. Discussion then ensued regarding whether or not there is actually a need for a Building Committee. Mr. Dutch read the following excerpt from a publication from the Office of the Inspector General entitled "Designing and Constructing Public Facilities":

***Planning and Staffing for Project Oversight***

*Contracting out the design and construction of a project does not absolve you as the public owner from responsibility and accountability for the project. To protect your jurisdiction's interests, it is essential that you plan and provide for sufficient and effective supervision and oversight of the project by experienced staff and/or consultants at every stage of a public construction project. While some jurisdictions have traditionally relied on temporary or permanent volunteer building committees to oversee project design and construction, it may be unrealistic to assume that a part-time, volunteer committee will have the time and expertise to provide the necessary oversight functions.*



**MASC REPORT:** Ms. Blackwell reported on the Massachusetts Association of School Committees annual conference which was held last week in Hyannis. She stated that she is looking forward to becoming the President of the organization. Ms. Blackwell then requested that there be one agenda item around student achievement at each School Committee meeting.

**TREASURER'S REPORT:** Mr. Chalke distributed a summary for the October 28<sup>th</sup> and November 11<sup>th</sup> accounts payable warrants, along with a report on ATM activity over the past five months and the September cash reconciliation. Mr. Pearce made a motion, seconded by Mr. Zmuda, to accept the Treasurer's Report. Motion passed unanimously.

**SUPERINTENDENT'S REPORT:** Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout.

**PRINCIPAL'S REPORT:** Mr. Dutch reported that over 400 students attended the Homecoming dance which went very well. He invited committee members to the 8<sup>th</sup> Grade Open House which will be held on December 1<sup>st</sup> along with the Thanksgiving football game which will be held at Cape Cod Tech at 10:00 a.m. on Thanksgiving day. He informed the committee that he will be attending a Massachusetts Association of School Superintendents' workshop on the new regulations on teacher evaluation.

**PTO REPORT:** A written report was included in the packet.

#### **OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr stated that there is nothing new to report and that the process is moving forward.

**Pappas Property** – Mr. Agrillo made a motion, seconded by Mr. Pearce, to table until the next meeting. Five in favor; Mr. Chalke opposed – Motion passed.

**Policy – Final Adoption / Policy JIE – Pregnant Students** – Mr. Pearce made a motion, seconded by Mr. Chalke, for final adoption of Policy JIE – Pregnant Students as presented. Motion passed unanimously.

#### **NEW BUSINESS:**

**Teachers' Association Complaint – School Committee** – Mary Crook, President of the UCT Teachers' Association, informed the committee that the Executive Board took a vote and directed her to present the following statement dated November 17, 2011:

*Dear School Committee Members:*

*I come before you as President representing the Upper Cape Tech Teachers Association and all its members. I am here to voice a complaint on the Associations behalf and to express our most serious concern regarding the unprofessional and unethical behavior of members of your board.*

*There have, unfortunately, been many occasions when members of the school committee have spoken out in public session, making disparaging and evaluative remarks about members of our Association. In all cases such remarks were inappropriate.*

*These remarks were directed at our Marine Instructors, Landscape Instructors and the supervisor of our Culinary department, Mr. Silvia. All of these occurrences are reflected in the minutes of the meetings in which they occurred.*

*On December 2, 2010 the Association filed a grievance on behalf of Mr. Silvia and at that time we requested that Mr. Agrillo, who made the remarks publicly apologize in the same forum and that the Committee vote to censure Mr. Agrillo for his actions.*

*At that time you the School Committee found that the Collective Bargaining Agreement was not violated as alleged. Now we have additional instances of inappropriate statements made by Mr. Agrillo related to staff members in the presence of an Administrator. He was questioning this staff member and when he did not get an answer he liked he suggested firing this person.*

*At a recent Building Sub-Committee held on November 2, Mr. Pearce, having a discussion with Mr. Forget, did not like the answers he got and told Mr. Forget to "go the frig home." These statements and more are reflected in the minutes of this meeting as well.*

*I must say that all of these instances of disparaging behaviors were and are totally inappropriate, unprofessional, and unethical for a school committee member to make.*

*We as a united community suggest that these members be censured and that the Committee adopt rules that will allow their meetings to be conducted professionally and with appropriate courtesy.*

Ms. Blackwell suggested the committee take this matter under advisement until the next meeting. Mr. Chalke made a motion, seconded by Mr. Mancini, to table until the next meeting. Motion passed unanimously.

Mr. Pearce requested a copy of the relevant documents and asked for specific examples of his non-respect.

**Wind Turbine Proposal Review** – Mr. Farr reported that only one bid was received in response to the Request for Proposals: Land Lease for Wind Energy System. The Mass Wind proposal included plans to install, own and operate an Elecon T600-48 600 kW wind turbine generator at the maximum height approved by the FAA (65 meter tall tower and 48 meter rotor diameter). This bid is projected to have an equivalent savings or value of approximately \$546,000 over a 20 year period. Mr. Chalke made a motion, seconded by Mr. Mancini, to not accept Mass Wind's proposal and to not move forward with the wind turbine project at this time. Mr. Pearce reminded the committee that the school has been granted a permit for the installation of this wind turbine which is good until 2014. Motion passed unanimously.

**Sub-Committee Assignments** – Mr. Chalke made a motion, seconded by Mr. Mancini, to table this agenda item until the next meeting. Motion passed unanimously. Ms. Blackwell asked committee members to look at the committee listing and think about which committees they would like to serve on.

Mr. Fichtenmayer entered the meeting at 7:28 p.m.

**Budget Transfers** – Mr. Pearce made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and make the following transfers:

<u>Transfer from</u>		<u>Transfer to</u>	
SPED Teachers		Dean of Students	
50-2310-0100	\$83,114	50-2210-0100-02	\$83,114
Cover the shortfall with the Administration Reorganization for the district			
Instructional Assistants		Principal Clerical	
50-2330-0300	\$2,634	50-2210-0200-00	\$2,634
Cover shortfall for secretarial to year round position			
Instructional Assistants		Clerical SPED	
50-2330-0300	\$52,174	50-2220-0200	\$52,174
Cover secretarial reorganization for Administration			

Motion passed unanimously.

**Massachusetts Municipal Health Reform Legislation** – Rose Crosby, Controller, explained that the Massachusetts Municipal Health Reform Legislation of 2011 requires all municipalities to bring benefit changes to health care options to the co-pay and

deductible levels of the Group Insurance Commission "benchmark plan." These changes will result in a savings impact for the district. The committee will be required to vote at a future meeting to adopt these changes and informational workshops will be held for staff members.

#### Other –

Mr. Agrillo provided the committee with information regarding Sunpower Corporation, a solar provider. Mr. Farr stated that a similar company had contacted him in the past about putting solar panels on the roof of the school. However, it was determined that the roof, which was re-done in 1997, would have to be done again in order to accommodate installing anything mechanical onto it. He added that installing ground panels could be looked into though. Mr. Agrillo made a motion, seconded by Mr. Pearce, to direct the Superintendent to contact Sunpower Corporation to obtain more information regarding solar power. Motion passed unanimously. Mr. Mancini expressed his concern that the installation of solar panels could result in a glare to people driving over the Bourne Bridge.

Mr. Chalke stated that he has an issue when something is addressed under "Other" and voted on after just receiving information during the meeting.

Mr. Chalke made a motion, seconded by Mr. Fichtenmayer, to enter into Executive Session at 7:48 p.m. for the purpose of discussing a Title IX complaint to the School Committee and to return to Open Session. Roll call vote – All in favor. Motion passed unanimously.

Open Session resumed at 8:05 p.m.

Ms. Blackwell stated that the committee met in Executive Session to discuss the Title IX complaint brought forward by Mr. Forget. Mr. Chalke made a motion, seconded by Mr. Zmuda, for the Upper Cape Tech School Committee to publicly censure Joseph A. Agrillo, Sr. based on his remarks made as described in the letter signed by Roger Forget dated November 14, 2011. Roll call vote – Ms. Blackwell, Mr. Chalke, Mr. Fichtenmayer, Mr. Mancini and Mr. Zmuda in favor; Mr. Pearce and Mr. Agrillo abstained. Motion passed.

Ms. Blackwell stated that, in voting to censure Mr. Agrillo, it means that we, as a committee, do not condone such acts by any member and we dissociate ourselves from the actions and statements and will ask that he refrain from such actions in the future. If he fails to do so, the committee will meet again to see which additional actions are available to it.

Mr. Pearce made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:08 P.M. Motion passed unanimously.

A True Copy Attest

Date:

12/12/4  
(Seal)

  
\_\_\_\_\_  
Kevin C. Farr Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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2011 NOV 22 AM 11 12

Kevin C. Farr  
Superintendent  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
NOVEMBER 28, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of October 24, 2011 Meeting
2. FY12 Surplus Accounts
3. Other

**"And such other business as may properly come before this meeting."**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 NOV 22 PM 12 24

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## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
NOVEMBER 30, 2011

### NEGOTIATIONS SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

#### 1. Coaching Stipends



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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Kevin C. Farr  
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2011 DEC 5 PM 1:59

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## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
DECEMBER 7, 2011

BUILDING SUB-COMMITTEE MEETING

3:00 P.M. - CONFERENCE ROOM

1. LPN Building



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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2011 DEC 6 PM 2 00  
Kevin C. Parr  
Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASS

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## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
DECEMBER 7, 2011

BUILDING SUB-COMMITTEE MEETING

3:00 P.M. - CONFERENCE ROOM

1. LPN Building

*\* CANCELLED \**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

*Posted 12-5-11*

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
DECEMBER 8, 2011

REGULAR SCHOOL COMMITTEE MEETING  
6:15 P.M. - MULTI-PURPOSE ROOM

2011 NOV 30 AM 8 49

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Meeting Called to Order
2. Reorganization
3. Student Advisory Representative
4. Student Spotlight
5. Public Participation
6. Approval of Minutes of the November 17, 2011 Regular Meeting & November 17, 2011 Executive Session
7. Communications
8. Report of Committees
9. MASC Report
10. Treasurer's Report
11. Superintendent's Report
12. Principal's Report
13. PTO Report
14. Old Business
  - A. Teachers' Association Complaint - School Committee
  - B. PN Accreditation Update
  - C. Sub-Committee Assignments & Reorganization
  - D. Pappas Property
15. New Business
  - A. Approval of Fall Program Advisory Minutes
  - B. Other

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Kevin C. Carr  
Superintendent

2011 DEC 5 PM 2:39  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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## **\*\*REVISED\*\***

### REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
DECEMBER 8, 2011

REGULAR SCHOOL COMMITTEE MEETING  
6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Student Advisory Representative
3. Student Spotlight
4. Public Participation
5. Approval of Minutes of the November 17, 2011 Regular Meeting & November 17, 2011 Executive Session
6. Communications
7. Report of Committees
8. MASC Report
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12. PTO Report
13. Old Business
  - A. Teachers' Association Complaint – School Committee
  - B. PN Accreditation Update
  - C. Sub-Committee Assignments & Reorganization
  - D. Pappas Property
14. New Business
  - A. Remote Participation at Meetings
  - B. Approval of Fall Program Advisory Minutes

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
DECEMBER 8, 2011 MEETING HELD AT THE SCHOOL

2012 JAN 19 AM 10 45

TOWN CLERK  
BOURNE  
PRESENT: Lisa Dumont, Vice-Chair; Penny Blackwell; Steven Chalke; Mark Mancini; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Attorney Joseph Emerson; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

Ms. Dumont assumed the role of Chairperson in Mr. Fichtenmayer's absence. She distributed guidelines regarding recent changes to the open meeting law which allow for remote participation, explaining that Mr. Fichtenmayer is out of state but would like to participate in the meeting via telephone. Ms. Blackwell made a motion, seconded by Mr. Chalke, that the Upper Cape Cod Regional Technical School District Committee permit remote participation at their meetings. Mr. Pearce asked why the committee hasn't done this in the past and Attorney Emerson answered that the law has just been changed to allow for this practice. Mr. Pearce expressed his concern that members that participate remotely do not have access to handouts and other meeting materials. He went on to state that this should be voted on at a future meeting since the committee members just found out about this. Ms. Manduca agreed with Mr. Pearce.

Mr. Fichtenmayer called into the meeting via telephone at 6:20 p.m.

Ms. Blackwell withdrew her motion. Mr. Pearce made a motion, seconded by Ms. Blackwell, to table remote participation at meetings until the January meeting. Motion passed unanimously.

Mr. Zmuda entered the meeting at 6:23 meeting.

Ms. Dumont informed Mr. Fichtenmayer that he could listen in on the meeting but would not be able to participate. Mr. Fichtenmayer indicated that he would like to listen in.

STUDENT ADVISORY REPRESENTATIVE: Drew Sylvia, a Senior from Wareham in the Electrical program, updated the committee on a number of student activities. He informed the committee that eight students were recently inducted into the National Honor Society; three seniors and five juniors. He discussed the Drama Club's production of *Much Ado About Nothing* which will be performed on December 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>. Finally, he discussed the Grade 8 Open House which was attended by over 300 eighth-graders who are interested in attending UCT next year.

STUDENT SPOTLIGHT: Cosmetology Instructor, Candace Ramsay, and students Sarah Duffany and Katelyn Mello, discussed the breast cancer fundraiser that their shop coordinated. The cosmetology students provided pink feather extensions, pink nail art, and temporary tattoos for staff, students, and patrons, raising \$684 for the Silent Spring Institute. In January, they are planning another fundraiser which will include offering feather hair extensions at some of the local schools.

At this point in the meeting, Ms. Dumont asked for a motion to move to agenda item 13A; Teachers' Association Complaint – School Committee. Ms. Blackwell made a motion, seconded by Mr. Chalke, to move to agenda item 13A. Mr. Pearce stated that he has a written transcript from the November 2, 2011 Building Sub-Committee and urged committee members to listen to the audio recording of the meeting. Ms. Blackwell, Mr. Chalke, Ms. Dumont, and Mr. Mancini in favor; Ms. Manduca and Mr. Zmuda abstained; Mr. Pearce opposed. Motion failed.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the November 17, 2011 regular meeting. Mr. Pearce distributed a partial transcript of the November 2, 2011 Building Sub-Committee meeting. Mr. Pearce made a motion to add the transcript to the minutes of the November 17, 2011 regular meeting. There was no second. Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Mancini, Ms. Manduca, and Mr. Zmuda in favor of the original motion; Mr. Pearce opposed. Motion passed. Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve and release the minutes of the November 17, 2011 executive session with Ms. Manduca's name being removed as being present. Motion passed unanimously.

Mr. Pearce made a motion, seconded by Ms. Blackwell, to move to agenda item 13A – Teachers' Association Complaint – School Committee. Motion passed unanimously.

OLD BUSINESS:

**Teachers' Association Complain - School Committee** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to take this agenda item off of the table. Motion passed unanimously. Mr. Chalke made a motion, seconded by Ms. Blackwell, for the Upper Cape Cod Regional Technical School District Committee to censure Mr. Agrillo and Mr. Pearce for actions and behavior unbecoming of a member of this committee. Mr. Pearce stated that he never criticized a teacher, explaining that his mother was a teacher for forty years and he taught at the Massachusetts Maritime Academy. He declared that he realizes the dedication that is brought to the profession and that he and Mr. Agrillo have raised a number of important issues in relation to the school, and in

particular the LPN building. He went on to state that the School Committee approved \$660,000 for the construction of that building without being provided enough information to make a rational vote. Ms. Blackwell responded that she respects what they are doing with the Building Committee but that it is unacceptable to speak to people in that manner in a public meeting. Mr. Chalke agreed with Ms. Blackwell's statement. Mary Crook, President of the Teachers' Association, stated that she was sent before the School Committee as a representative of the association. The letter presented to the committee is not the result of a single complaint, but rather a culmination of ongoing complaints over the past two years. She went on to state that the language used at the School Committee meetings is inappropriate – there are students at these meetings and the teachers are professionals who care about this school and expect their School Committee members to act appropriately. Ms. Blackwell added that it is okay to disagree, but not to be disagreeable. Mr. Pearce replied that Mr. Forget also spoke in appropriately at the Building Sub-Committee meeting. Ms. Blackwell commented that it was up to his bosses to deal with that if that is true.

At this point in the meeting, Ms. Dumont asked for Mr. Farr's recommendation on this matter. Mr. Farr responded as follows: *"It's a very difficult situation and difficult for me as I was hired by and work for this committee. The reality, however, is that both Mr. Agrillo and Mr. Pearce have seemed to regularly criticize staff both individually and as departments, publicly. They have been repeatedly asked to and eventually directed not to do so as it does represent unprofessional behavior and a practice that violates their role as School Committee members, to no avail. Their behavior creates a rift between the faculty and the leadership of Upper Cape Tech and makes management more difficult and influences public perception and the Upper Cape Committee, often based on perception, not fact, ultimately better handled via a private conversation with the Superintendent. Given these facts and their continued public evaluation, criticism and embarrassment of staff, I must recommend censure for both Mr. Pearce and Mr. Agrillo as the only means to put an end to this practice as well as protect the committee, each and every committee member, from being painted with the same broad brush of public sentiment."*

Mr. Chalke stated that, after thinking long and hard about this, and sitting through many meetings where he has witnessed offensive language and heard evaluative and disparaging remarks about employees, he believes as elected officials, School Committee members are held to a higher standard. He went on to state that, if he couldn't handle himself in an appropriate manner, he would resign from the Committee immediately. Mr. Sosvielle, Automotive Collision Repair instructor, stated that he is a 26-year veteran teacher at the school and had comments to share with the Committee but is holding them, as the person they were directed to is not present at the meeting. Mr. McFadyen added that he is offended by the statement Mr. Pearce made that "no one is qualified to work on the LPN building." Mr. Zmuda added that he thought he would be working with professionals as a member of the School Committee, instead it seems to be "a lot of children making noise. There are constant interruptions and enough is enough. Ever since Mr. Agrillo has come aboard, the School Committee has gone downhill. We have lost our decorum as a committee."

Ms. Dumont reminded the committee that the motion on the floor is for the Upper Cape Cod Regional Technical School District Committee to censure Mr. Agrillo and Mr. Pearce for actions and behavior unbecoming of a member of this committee. Ms. Blackwell, Mr. Chalke, Mr. Dumont, Mr. Mancini, Ms. Manduca and Mr. Zmuda in favor; Mr. Pearce abstained. Motion passed.

COMMUNICATIONS: None.

REPORT OF COMMITTEES:

Mr. Chalke reported that the Budget Sub-Committee met on November 28<sup>th</sup> to review the FY13 budget process. They will review the first draft of the FY13 budget at their next meeting which is scheduled for 5:00 p.m. on December 19<sup>th</sup>.

Mr. Pearce reported on the Building Sub-Committee stating that there are some issues that he would like to bring to the attention of the full committee. He said that the School Committee approved \$660,000 for the project and approximately \$170,000 has already been spent. Mr. Pearce has not yet seen any prints on mechanical, electrical, etc. He stated that "there was a big to do" when he asked to look at prints with an engineering stamp on them. He also contacted the Attorney General's office regarding what qualifies a person to serve as a Project Manager. Mr. Pearce went on to state that Mr. Dutch informed him that the school has all the permits to bring the job to completion and that is incorrect because we are lacking the mechanical, electrical and plumbing permits. Mr. Dutch commented to Mr. Pearce that he knows he has concerns over this \$1.5 project, as Chair of the Building Committee. He asked why he doesn't have any concerns regarding the \$1.9 million window project, questioning if Mr. Pearce has more faith in an outside contractor rather than the school's own staff. Mr. Pearce responded that he does have more faith in them because they have been approved by the state as Project Managers.

MASC REPORT: None.

TREASURER'S REPORT: Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the November 25, 2011 and December 9, 2011 warrants. These included payments for the transportation contract, copier contract, utilities expenses, and bond interest.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He added that, based on the projects completed on this campus over the last six years, no one is disappointed with the quality and workmanship. He is confident that it will be the same

case with the LPN Building and a lot of money will be saved for the district by completing the project in-house.

**PRINCIPAL'S REPORT:** Mr. Dutch reported that he recently attended a meeting of the Cape & Islands Superintendents, which focused mainly on new teacher, principal, and superintendent evaluations. There will be a lot of training associated with this for both administrators and school committees. The Superintendents also discussed percentage projections for their FY13 budgets.

**PTO REPORT:** None.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr stated the faculty continues to gather information and prepare for the evaluation visit which will take place in the spring.

**Sub-Committee Assignments and Reorganization** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to take Sub-Committee Assignments and Reorganization off of the table. Motion passed unanimously. Mr. Farr distributed a letter from the Chair, Mr. Fichtenmayer, requesting that the following sub-committees be disbanded: Payroll Warrant Signature, Traffic Light, Wind Turbine, Revenue Enhancement, Administrative Restructuring, and Building. Ms. Blackwell made a motion, seconded by Mr. Chalke to disband the Payroll Warrant Signature, Traffic Light, Wind Turbine, Revenue Enhancement, Administrative Restructuring, and Building Sub-Committees. Mr. Pearce stated that he didn't think the Building Sub-Committee should be disbanded, that it was "hog wash" to disband this sub-committee as it is still active. Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Mancini, Ms. Manduca, and Mr. Zmuda in favor; Mr. Pearce opposed – Motion passed. Ms. Dumont asked for volunteers for the remaining sub-committees and the sub-committees were formed as follows:

**Negotiations** – Ms. Blackwell, Mr. Chalke, Mr. Mancini  
**Policy** – Ms. Blackwell, Ms. Dumont, Mr. Pearce  
**Superintendent Evaluation** – Ms. Blackwell, Mr. Fichtenmayer  
**Budget** – Mr. Chalke, Ms. Dumont, Mr. Mancini, Mr. Pearce  
**Long-Range Planning** – Mr. Chalke, Mr. Mancini, Mr. Zmuda  
**Health & Safety** – Mr. Agrillo, Ms. Manduca  
**Sick Leave Bank** – Ms. Blackwell, Mr. Fichtenmayer  
**Curriculum** – Ms. Blackwell, Mr. Fichtenmayer

Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve the sub-committee appointments as listed above. Motion passed unanimously.

**Pappas Property** – Mr. Chalke made a motion, seconded by Ms. Blackwell, to take Pappas Property off of the agenda. Motion passed unanimously. Mr. Chalke made a



motion, seconded by Ms. Blackwell, to postpone indefinitely discussion of the Pappas property. Motion passed unanimously.

**NEW BUSINESS:**

**Approval of Fall Program Advisory Minutes** – Ms. Blackwell made a motion, seconded by Mr. Mancini, to approve the Fall Program Advisory minutes as presented, with the addition of Mark Mancini and Mary Crook listed as attendees in Environmental Technology. Mr. Chalke inquired as to how the cooperative education and shadowing programs are progressing this year. Mr. Dutch responded that the numbers are about the same as last year. There is a large number of seniors participating, with at least one in almost every shop. He stated that there are fifteen seniors in Health Careers that are participating in co-op. Mr. Dutch explained that the shadowing program started in earnest last year. Initially, the program was just for the Culinary Arts students, but has now expanded to include some of the mechanical shops. The students are doing very well, and working to get their foot in the door at a number of businesses. Mr. Pearce commented that both the cooperative education and shadowing programs are beneficial because it gives employers a chance to know the student and determine if the position will be a good fit. He added that he would like to see the Honor Roll students get preferred parking spots or some other incentive. Mr. Dutch agreed that there should be some incentive, but one that could apply to all Honor Roll students and not just those who drive. He will give the matter some thought and provide a recommendation at a future meeting. Mr. Chalke stated that he would like to see a prioritized list of the capital equipment that the shops would like to obtain. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:50 P.M. Motion passed unanimously.

A True Copy Attest

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

(Seal)

  
\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
DECEMBER 19, 2011

BUDGET SUB-COMMITTEE MEETING  
5:00 – CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of November 28, 2011 Meeting
2. FY13 Budget
3. Other

“And such other business as may properly come before this meeting.”



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 12/13/2011

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2011 DEC 21 AM 11 21

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
DECEMBER 27, 2011

### NEGOTIATIONS SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

1. Appointment of Chair
2. Preliminary Discussion re: the Incoming Superintendent's Contract
3. Executive Session



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 12-21-11