

2015

**Selectmen's Task Force on Local
Pollution and Stormwater
Management
Sewer Commissioners
Transportation Advisory
Wastewater Advisory
Upper Cape Regional Technical
School**

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

MEETING NOTICE

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

Date: January 12, 2015


Time: 7:00 P.M.

2015 JAN 8 PM 3 28

TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of December 10, 2014 meeting
- 3) Discussion on the committee's goals in 2015 and strategies for achieving success
- 4) Preparation and planning for future grants this year including "The Ponds and Lakes" Programs
- 5) The present status of the development of the Stormwater Bylaw Regulations and Enforcement protocol
- 6) Setting up a program to have various water quality testing available at the committee's request
- 7) Review the two locations – Queen Sewell and Eel Pond for possible remediation
- 8) Date and time for next meeting
- 9) Agenda items for next meeting
- 10) Adjourn


Mort Toomey, Chairman

Date: January 8, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, 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 January 12, 2015

2015 APR 14 AM 9
 TOWN CLERK'S OFFICE
 BOURNE MASS

Called to order by Chairman Mort Toomey at 7:06 p.m. Members present: Toomey, Stewart Bell, Les Perry, James Mulvey, Jennifer Cheyne, and Christine Kane. Excused absence: Elaine Cook Graybill.

1. Comment period for non-agenda items:
 - a. Protocol about absenteeism: If a member is going to absent for the meeting they need to call Toomey directly instead of using email.
 - b. Issue of Fertilizer & Nitrogen Issue before (3) Barnstable County Commissioners.
 - c. Falmouth Bylaw discussed.
 - d. Subject also before Bourne Selectmen.
 - e. Orleans & Falmouth have already addressed fertilizer.
2. Approval of minutes December 8, 2014. Bell moved to approve, Mulvey seconded. Unanimously approved:
3. Goals:
 - a. Phase II Bylaw: continuously fulfilling our obligation to oversee that it gets completed. (Agenda item 5)
 - b. Bell reflected back on the fiscal year 6 months through the end of June.
 - c. Cheyne, Mulvey & and Bell mentioned goals in past & possibility of revisiting old goals.
 - d. Queen Sewell bathing beach w/algae information to public.
 - e. Nitrogen Fertilizer including pollution.
 - f. Investigate Picture Lake remediation storm water run-off.
 - g. Mulvey mentioned new regulations with EPA with goal to give public information on pollution & storm water run-off.
 - h. Cheyne mentioned Cape Cod Commission on website and would send attachment to Mort.
 - i. Water Testing (Tom Guerino to expedite testing?) (Agenda item 6)
 - j. Committee needs to encourage water quality testing-Mulvey to talk to Cindy about testing in Barnstable. Bell mentioned Buzzards Bay Coalition does not test for bacteria. (Agenda item 6)
 - k. Committee wanting to research abilities for qualified lab, people & cost protocol. (Agenda item 6)
4. Grants: Info from Buzzards Bay Estuary group is that grant money for spring of 2015 appears to be "non-existent". We may not even get Grant Applications. Bell inquired if perhaps there were town level, county & state or federal opportunities that we may qualify for Ponds & Lake Stewardship (PALS) of Barnstable County. Discussion of preparation for future grants including " (PALS), which is a Cape Cod Commission project. Mulvey said PALS would provide state assistance in

remediating these problems through grant money with possible matching funds required.

5. Queen Sewell Pond problems. Mulvey repeated the problems in the Queen Sewell Pond area that have been discussed previously. Bell will have research results on the algae there at the next meeting. Toomey told Cindy Coffin that the committee is interested in reducing nitrogen runoff. Bell suggested passing out lawn fertilizer materials again at Town Meeting.
6. There was a discussion of water-testing programs, including BBC's program for which they train volunteers and provide tools.
7. Next meetings will be February 9 and March 2.
8. Agenda
 - a. Comment period for non-agenda items.
 - b. Eel Pond and Pitcher Lake
 - c. Storm water bylaw
 - d. Continuing review of November 18 joint meeting
 - e. Lab use for testing water
 - f. Nitrogen fertilizer regulations. Bell will bring copies of regs from nearby towns.
9. Bell moved to adjourn, Perry seconded. Toomey adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Christine Kane, Secretary *pro tem*

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

MEETING NOTICE

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

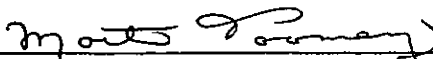
Date: February 9, 2015

Time: 7:00 P.M.

2015 FEB 3 AM 11 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of January 12, 2015 meeting
- 3) The present status of the development of the Stormwater Bylaw Regulations and enforcement protocol
- 4) Discussion on the current situations located at Eel Pond, Queen Sewell, Picture Lake and Williston Road
- 5) Update the status of the Division of Mass Fisheries about reopening some closed shellfish beds
- 6) Fertilizer nitrogen control and Town Bylaws to reduce the nitrogen pollution
- 7) Agenda items for next meeting
- 8) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman
Date: February 3, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

2015 Meeting Notices

Selectmen's Task Force on Local Pollution/
Phase II Stormwater Management
Community Oversight Group

Sewer Commissioners, Board of
Shore & Harbor Committee

Transportation Advisory

Upper Cape Regional Transfer Station, Brd of
managers

Wastewater Advisory Committee

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

MEETING NOTICE

2015 MAR 3 PM 3 44

TOWN CLERK'S OFFICE
BOURNE, MASS

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

Date: March 9, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of January 12, 2015 meeting
- 3) The present status of the development of the Stormwater Bylaw Regulations and enforcement protocol
- 4) Discussion on the current situations located at Eel Pond, Queen Sewell, Picture Lake and Williston Road
- 5) Update the status of the Division of Mass Fisheries about reopening some closed shellfish beds
- 6) Fertilizer nitrogen control and Town Bylaws to reduce the nitrogen pollution
- 7) Agenda items for next meeting
- 8) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman

Date: March 3, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, 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**

MEETING NOTICE

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

Date: April 13, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of January 12, 2015 meeting
- 3) The gasoline tanker spill at the Bourne Rotary on March 24, 2015.
- 4) Discussion on the current situations located at Eel Pond, Queen Sewell, Picture Lake and Williston Road
- 5) Update the status of the Division of Mass Fisheries about reopening some closed shellfish beds
- 6) Fertilizer nitrogen control and Town Bylaws to reduce the nitrogen pollution
- 7) Agenda items for next meeting
- 8) Date and time of next meeting
- 9) Adjourn

Mort Toomey, Chairman
Date: April 8, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

2015 APR 8 PM 1 08
TOWN CLERK'S OFFICE
BOURNE, MASS

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

MEETING NOTICE

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

Date: May 11, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of April 13, 2015
- 3) Review status of permanently closed shellfish beds
- 4) Stormwater Bylaw update
- 5) Report on cranberry bog pollution workshop of April 14
- 6) Lab possibilities for testing water for baselines on Cohasset Narrows and Queen Sewell Pond
- 7) Agenda items for next meeting
- 8) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman

Date: May 7, 2015

2015 MAY 7 AM 9 01
TOWN CLERK'S OFFICE
BOURNE, MASS

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, 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**

MEETING NOTICE

2015 JUN 4 AM 9 56

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: June 8, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of May 11, 2015
- 3) Review status of shellfish beds "closed at all times" to determine which have the most likelihood of being reopened by the Mass. Division of Marine Fisheries
- 4) The present status of the development of the Stormwater Bylaw Regulations and enforcement protocol
- 5) Setting up a program to have various water quality testing available at the committee's request
- 6) Fertilizer nitrogen control and Town Bylaws and Regulations
- 7) Agenda items for next meeting
- 8) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman

Date: June 4, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, 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**

MEETING NOTICE

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

Date: July 13, 2015

Time: 7:00 P.M.

Agenda Topics

2015 JUL 9 PM 3 50
TOWN CLERK'S OFFICE
BOURNE, MASS

- 1) Comment period for non-agenda items
- 2) Approve minutes of June 8, 2015
- 3) Draft Stormwater Management Regulations and Bylaws
- 4) Review status of permanently closed shellfish beds
- 5) Jennifer Cheyne will report on her presentation from the May 27, 2015 workshop on nitrogen control by the Buzzards Bay Coalition.
- 6) Agenda items for next meeting August 10, 2015
- 7) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman

Date: July 9, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, 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**

MEETING NOTICE

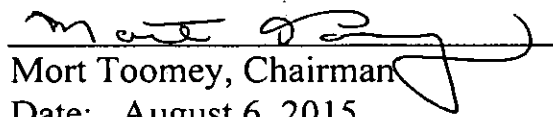
Location: Bourne Town Hall - Lower Conference Room
24 Perry Avenue, Buzzards Bay

Date: August 10, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of July 13, 2015
- 3) Possible election of committee secretary
- 4) Review 2 locations Queen Sewell and Eel Pond for possible grant
- 5) The present status of the development of the Stormwater Bylaw Regulations and Enforcement protocol
- 6) Procedure for water quality testing
- 7) Permanent shellfish closures
- 8) Agenda items for next meeting September 14, 2015
- 9) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman

Date: August 6, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, DPW; Mullen, DNR

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

2015 AUG 6 PM
TOWN CLERK'S
BOURNE, MA

2015 AUG 6 PM 3 58
TOWN CLERK'S OFFICE
BOURNE, MASS

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

MEETING NOTICE

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

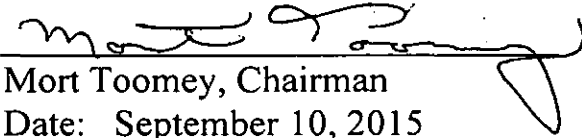
Date: September 14, 2015

Time: 7:00 P.M.

2015 SEP 10 PM 12 14
TOWN CLERK'S OFFICE
BOURNE, MASS

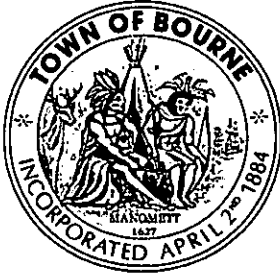
Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of August 10, 2015
- 3) Meeting with town officials regarding the upcoming grants on Stormwater Remediation
- 4) Planning future options for securing grants for site remediation in the Town of Bourne
- 5) Water quality testing for various locations
- 6) Possible reopening of any permanent shellfish closures
- 7) Reviewing Stormwater Bylaws and protocall for permits
- 8) Agenda items for next meeting October 19, 2015
- 9) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman
Date: September 10, 2015

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

Notify: Buzzards Bay Project, Coalition for Buzzards Bay



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

Date: Monday – November 9, 2015

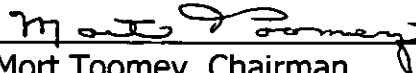
Time: 7:00 P.M.

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

2015 NOV 4 AM 11 01
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda Topics

1. Comment period for non-agenda items.
2. Approve Minutes of 9.14.15
3. FY15 Annual Report
4. Election of committee secretary.
5. Review the "fly ash" situation at the landfill in Bourne.
6. Planning a strategy to stay current with all federal and state grants during the year 2016
7. The present status of the development of the "stormwater bylaw regulations" and enforcement protocol.
8. Agenda items for the next meeting.
9. Date of the next meeting.
10. Adjourn


Mort Toomey, Chairman
November 4, 2015

cc: Town Clerk

Town Administrator - Board of Selectmen

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

Staff: Guarino, BOH; Mullaney, Cons. Comm; Moore, Plan. Dept.; 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
RECEIVED Minutes of Monday, November 9, 2015

Bourne Town Hall
Bourne, MA 02532

2016 MAY 13 AM 10:27

TOWN CLERK BOURNE

Committee Members: Acting Chair Elaine Cook Graybill, James Mulvey, Jennifer Cheyne, Christine Kane, Stewart Bell, and Les Perry. Mort Toomey was excused due to illness.

Staff:

Guest:

Buzzards Bay Project, Coalition for Buzzards Bay

Documents

Meeting Called to Order

Acting Chair Mrs. Graybill called the meeting to order at 7:01 pm.

1) Comment Period for Non-agenda Items:

2) Approval Minutes of September 14, 2015

Voted Jim Mulvey moved and seconded by Les Perry to accept the minutes from September 14, 2015 as presented. Bring a copy of the corrected minutes to the next meeting. Vote 6-0.

3) FY15 Annual Report

The committee read with interest the Chairman's submission of the Committee's report to the town.

**Report of the
Selectmen's Task Force on Local Pollution and
Phase II Stormwater Management Community Oversight Group**

To the Honorable Board of Selectmen
and Citizens of the Town of Bourne:

These committees have distinctly different responsibilities, but at the request of town officials are comprised of the same committee members. The Selectmen's Task Force is charged, by executive order, in part to recommend ways and means to prevent and correct pollution, work closely with other town officials and agencies, and to educate and inform the public regarding these matters.

The Phase II Stormwater Management Community Oversight Group is a result of a federally mandated program. The Environmental Protection Agency (EPA), recognizing that a major source of contamination of waterways is from stormwater runoff. Further, cities and towns must recognize the problem and remedy the problem in part by educating the public. They should be involved in designing and supporting bylaws and zoning changes as remedies. Much of the effort falls within the purview of the appropriate municipal staff.

The EPA Region 1 small MS4 central mandates that there shall be oversight of these efforts by a citizen oversight group. As a result the Phase II Oversight Group was formed by Executive order by the Board of Selectmen. The Committee has been active in monitoring the progress of the town's commitment to develop stormwater management runoff bylaws and present them for town meeting approval.

The agendas of these committees are posted as one, but the different agenda items are separately identified and acted upon. Copies of each month's agenda are sent to the Selectmen's office and other town officials.

The committee is constantly on alert to apply for government grants. The last grant awarded over \$200,000 for the design and construction at the Massachusetts Maritime Academy. It has reduced the stormwater related pollutants resulting in the reopening of the closed shellfish beds at the Maritime Academy.

The Committee is also assisting the town in achieving Stormwater Bylaws to complete their State and Federal obligations.

Another goal of the Committee has been to educate the public. At the last three Town Meetings with literature eliminating nitrogen pollution and managing stormwater at their homes and making Bourne a better place to live.

Mort Toomey
Chairman

4) Election of Committee Secretary

Elaine Cook Graybill resigned as Committee Secretary. Jim Mulvey nominated Christine Kane as secretary.

Voted Jim Mulvey moved and seconded by Jennifer Cheyne to nominate Christine Kane as the secretary of the two committees, Selectmen's Task Force On Local Pollution and Phase II Stormwater Management Community Oversight Group. Vote 6-0.

The committee thanked Mrs. Graybill for her services and welcomed Ms. Kane as the secretary.

5) Review the "fly ash" situation at the landfill in Bourne.

Elaine Cook Graybill gave a little background on the fly ash issue.

Jim Mulvey stated this is really the business of the Board of Health. Mr. Mulvey also spoke about the Harvest Power Plant. The DPW has control of the land and Dan Barrett and Phil Goddard from ISWM.

Elaine Cook Graybill questioned Steward Bell what the term fly ash means.

Stewart Bell stated fly ash is the end product after they have done the scrubbing of the chimneys, after they do the extractions with magnets of metals. The left over stuff is fly ash.

There are piles of fly ash at the landfill. The only concern is the double lining underneath, will it hold all that in, because we have a single aquifer here. Science is saying it is OK, but after 20-30 years then what happens. It would be good to know more about fly ash; pollution aspects of contaminating water, there isn't a lot known about fly ash, and there are tons of it being dumped in the landfill.

Jim Mulvey questioned if the fly ash is wet when it comes in. Mr. Mulvey will contact Dan Barrett or Phil Goddard because they know more about fly ash.

Stewart Bell stated some of the chemical makeup of fly ash is: mercury, cadmium, chromium, copper, magnesium, phosphorus, barium, zinc, manganese lead, and titanium. Supposable it is tested before it leaves SEMASS to be below certain levels.

Jennifer Cheyne stated it seems to be more opinionated than actual science. Mr. Bell stated most of the science says it is fine.

Jim Mulvey will to ask Dan Barrrett to email the Christine Kane data on fly ash.

Elaine Cook Graybill stated it should be on the agenda for the next meeting.

6) Planning a strategy to stay current with all federal and state grants during the year 2016

Stewart Bell read sections from a clipping in the Cape Cod Times from November 7, 2015

10/4/15 CCT
**Region given \$1.7M
in watershed grants**

The Environmental Protection Agency announced nearly \$5 million in coastal watershed restoration grants for southern New England on Friday. The Buzzards Bay Estuary Program will receive \$1 million for priority projects. Other Cape and Islands grant recipients included: \$200,000 to the Buzzards Bay Action Committee to update its Geographic Information Systems database of the bay's stormwater atlas — including a smartphone app — to monitor outfalls and track illicit discharges.

\$100,000 to the Buzzards Bay Coalition to support the 2016 and 2017 Baywatchers Monitoring Program.

\$66,468 to Barnstable County's Cape Cod Cooperative Extension to compare the effectiveness of nitrogen removal in rain gardens and conventional stormwater systems at three Cape Cod parcels. This project includes support from Woods Hole Sea Grant, Woods Hole Oceanographic Institution and the towns of Bourne, Dennis and Mashpee.

\$198,174 to the Mashpee Wampanoag Tribe to construct shell reef structures within Popponesset Bay and seed them with oyster stock for water quality improvement. The proposed reef would cover approximately 4 acres of shoreline and would help protect the shoreline from weather causing further loss of beach.

\$135,693 to the Martha's Vineyard Shellfish Group to research and calculate nitrogen uptake by the common invasive reed *Phragmites* and to investigate annual cutting and harvesting of the invasive plant as a potential mitigation strategy.

— Doug Fraser

Jim Mulvey stated the Buzzards Bay Action Committee is run by Dr. Costa. The contact would be Brendan Mullany. Mr. Mulvey suggested this committee should look at some of the minutes from the Buzzards Bay Action Committee.

Stewart Bell stated the Buzzards Bay Action Committee meets in Fairhaven, it covers Fairhaven, Westport, Wareham, Falmouth, Bourne, the towns that ring Buzzards Bay. Elaine Cook Graybill stated we should develop a strategy to stay current with the grants during 2016. Elaine Cook Graybill stated Mort Toomey has been visiting Town Hall and getting information.

Jim Mulvey stated someone on the committee should get in touch with Brendon to get an update on the last year and what the Buzzards Bay Action Committee has been doing. Stewart Bell stated we should get on the site for Coastal Zone Management; look at the sites of the organizations that announce grants. Elaine Cook Graybill questioned if we should create a new officer on this committee to keep track of grants and check monthly to see what grants are available. Stewart will volunteer and start working on getting information on potential sources of funding. Jennifer will pass on information she finds on grant funding Stewart suggests she look into. Christine Crane also volunteered to look into grant funding that Stewart suggests.

After a discussion involving the inability of this committee to keep current on grants a few members have volunteered to come back at the next meeting with a method of keeping current.

Elaine Cook Graybill will put Members staying current with grants on the next agenda.

Jim Mulvey will call Dr. Costa on grants and Dan Barrett on fly ash.

Jennifer Cheyne questioned if Dr. Costa was going to put us on the email list for the available grants?

7) The present status of the development of the "stormwater bylaw regulations" and enforcement protocol

Elaine Cook Graybill stated Mort Toomey would probably call to see if it is coming before the Planning Board soon.

Jim Mulvey stated further review necessary by Dr. Costa has not been accomplished at this time. Mr. Mulvey stated we are waiting for final analysis from Dr. Costas group on whether there is sufficient coverage by being an inclusion in another bylaw.

Jennifer Cheyne stated she thought the reason they were trying to do it under the sub division was so it only had to go in front of the planning board and wouldn't be a bylaw and didn't have to go in front of the town. Jim stated then it would become a regulation.

Elaine Cook Graybill stated she will get in touch with Coreen Moore and the Chair of the Planning Board and question is it in review and is it ready to go to the Planning Board.

8) Agenda items for the next meeting

Elaine Cook Graybill stated for the next meeting the agenda items will be:

Review the Fly Ash situation at the landfill and if we want to have a speaker come in and talk about the Fly Ash.

Hearing from the members that are staying current with the grants and developing a strategy for staying current with the grants.

Report back on the Stormwater Bylaw status. Should it be Stormwater Management Bylaw or Regulation.

Elaine Cook Graybill read Draft Revisions for the Bourne Subdivision Regulations for Implementation of Phase Two Stormwater Regulations.

9) Date of the next meeting

The next Selectmen's Task Force on local pollution and Phase II Stormwater Management Community Oversight Group meeting will be on Monday December 14th.

Jennifer Cheyne read her notes from when Coreen Moore had attended the meeting:

Coreen is hoping it will be adopted, the regulation, by the Planning Board by this fall, which would be now. The handout she gave us vs. the sexton plan, which was too complicated; and created a regulatory authority. She felt this will satisfy requirements for the NPDES vs. a bylaw and feels it will be easier to adopt and enforce. We felt it didn't satisfy everything.

Coreen was going to ask the Planning board and the engineers to do pier review of it; then she said she would send the 2015 NPDES report to us, which I don't think we ever received. She also said she would forward any grant info she receives to this committee. The reason she was having the Planning Board and the engineers do the pier review is that the DPW Director use to have an engineering background and then work on these regulations with her, but to save money the engineer background wasn't required for hire since cutback around 2004.

10) Adjourn

Voted Stewart Bell moved and seconded by Les Perry to adjourn at 8:22P.M.

Respectfully Submitted,
Carole Ellis, Scribe

Selectmen's Task Force On Local Pollution and
Phase II Stormwater Management Community Oversight Group

RECEIVED

Minutes of Monday, December 14, 2015

Sagamore Fire Station

Sagamore, MA

2016 MAY 13 AM 10:27

TOWN CLERK BOURNE

Committee Members: Mort Toomey, James Mulvey, Stewart Bell, and Les Perry, Jennifer Cheyne, Christine Kane, and Elaine Cook Graybill were excused.

Staff:

Guest: Dan Barrett, Department of Integrated Solid Waste Management

Buzzards Bay Project, Coalition for Buzzards Bay

Documents

Meeting Called to Order

Chairman Mr. Toomey called the meeting to order at 7:07 pm.

1) Comment Period for Non-agenda Items:

2) Approval Minutes of November 9, 2015

Voted Jim Mulvey moved and seconded by Les Perry to postpone until the next meeting
Vote 4-0.

3) Daniel Barrett of the Department of Integrated Solid Waste Management will be guest speaker

Dan Barrett, General Manager, ISWM, Town of Bourne, gave an overview of the ISWM and what they do. All the town of Bourne's trash comes to their facility. About 6 years ago the landfill converted from a construction and demolition landfill to municipal solid waste landfill. When they changed they could also accept waste combustor ash. Waste combustor ash is made up of two components: Fly Ash, which is the fine material that gets caught in the filtration systems, and Bottom Ash, which falls through the grates as it burns. They are both tested separately. All indications from all the testing were that none of it was considered hazardous. Mr. Barrett gave a brief overview of his work history. Mr. Barrett stated ISWM is a function of the town of Bourne. It is a 14 million dollar a year operation with 26 employees. Anytime you get into operating in the waste realm it is governmentally regulated. We answer to the US EPA, MEPA, DEP, and Board of Health. Our landfill is a 100 acre landfill.

We made a deal with Covanta, they will handle the town's trash for 20 years beyond closure of the landfill at a preferred rate. The benefits of accepting ash are that it doesn't generate gas; birds don't like the ash so there are less birds; and it takes less trucks to bring in the same number of tons.

Mr. Barrett stated from environmental impact all the years of testing they determined that the ash from waste combustors is not hazardous. It is just considered MSW just like picking up curbside garbage. Our landfill is 5 layers thick with leak protection. Someone goes around the landfill to check and record how much water is in the secondary. We are allowed a certain amount of gallons per year per acres per day of leakage. There are 5 layers to the liner system. Starting from the bottom there is 1 Foot of Clay; on that is a layer of fabric infused with bentonite (fused clay); on top of that is 60 mill of plastic; on top of that is more bentonite; on top of that is a layer of geogrid, on top of that is the primary liner; and on top of that is 18 inches of sand. Our landfill is tested quarterly. There are 4 groundwater monitoring wells on the upward side which test what's going into the landfill. On the outboard side are 25 to 30 wells that are tested quarterly to see what's in that to make sure we are not leaking anything out of our landfill into the groundwater. Before it gets to groundwater the liners are checked for leakage to make sure they're not leaking. We generate 15 to 16 million gallons per year. We are working on building our own wastewater treatment facility. We generate 50 thousand gallons per day. We have been negotiating with a company called Harvest Power. They will buy our gas and they will pay a host community fee of 3.41 per ton of waste.

Stewart Bell asked Mr. Barrett to explain the daily operation of ISWM; the source of material coming in, walk us through the process from when they dump. Dan Barrett explained that fly ash is only about 30% the rest is bottom ash. Fly ash gets covered with bottom ash when it comes in. We still take trash from the town of Bourne and the town of Falmouth, which is about 60 tons a day.

Mort questioned where is the closest place that takes fly ash and what is the going rate? Dan Barrett stated New Bedford is going to be closing; Taunton is closing. Covanta owns the landfill in Peabody.

Stewart Bell stated if there are 10 years left in the landfill, how much capacity is left? The Covanta contract runs out in December 31, 2021.

Dan Barrett went over phase 5 and phase 6 of the landfill. Briefly went over phase 7 and how we can continue to landfill all the way to the south.

Dan Barrett went over the Enterprise funds. ISWM operates as an enterprise fund. We can only pay for in-kind services. The Finance Director oversees our operation, so we can pay her salary. The Department of revenue looks at that and monitors what we do. Curbside, which cost about 1 million dollars per year, is paid for by ISWM, single stream recycling will be paid for by ISWM.

Stewart Bell questioned when the landfill is done around 2023, how will the curbside service continue, will a transfer station be established.

Dan Barrett stated he is not sure; they are aiming to have all the debt for the landfill gone when the landfill is closed. Bourne is also part owners of the Upper Cape Regional Transfer Station.

Jim Mulvey stated that we went over leachate, bottom ash, fly ash, gas, growth and expansion, and projection in years. Now go over single stream recycling.

Dan Barrett went over single stream recycling. We want to start that with the new containers during the summer.

Mort Toomey questioned how many more recycle trucks do you need.

Dan Barrett went over the trucks that will be used for single stream recycling.

Mort Toomey questioned what is the overall package cost for the treatment plant? Dan Barrett stated that is Harvest Power, and they are leasing land from us.

Dan Barrett stated if you want an update let us know and if you want a tour let us know.

Mort Toomey asked Mr. Barrett to let him know when they have their next important meeting with the Board of Health.

4) The present status of the "Stormwater ByLaw Regulations" and enforcement protocol

Jim Mulvey updated the committee about the stormwater bylaw. Mr. Mulvey talked with Dr. Costa, and Bernie. He asked her to review the purposed bylaw subdivision regulation on the stormwater management being included in an existing sub division bylaw. Dr. Costa will have Bernie review the purposed inclusion of stormwater management and the existing subdivision bylaws.

Mr. Mulvey talked to the town planner Coreen Moore, and stated he attended the Planning Board meeting, the developers are there and they proposed a site plan of development. They say they will comply with stormwater management. Coreen Moore stated they will comply with the state regulations. Mr. Mulvey questioned how about our regulations. Coreen Moore stated where they are covered by the state regulations she can't enforce, if they are in a town bylaw or regulations she can enforce.

Stewart spoke about Redbrook Harbor, and all the construction, is there going to be any oversight?

Mr. Mulvey stated his objection was that it was portions of stormwater management spread throughout the subdivision bylaw, and thought it should have been a stand alone regulation. In the review what is included in the subdivision regulation, is it sufficient to cover what should be there for stormwater? Dr. Costa stated there isn't a problem having it included in a subdivision, but is there enough. If the town planner gives it to the planning board and they add it to there public meeting and vote to make it part of the revised subdivision regulation. Mort stated the subdivision regulations they have now should be compared to the State stormwater bylaws.

Mr. Mulvey stated we will see what Dr. Costa's group comes back to this group with. We should add it to the agenda for the next meeting.

5) Setting goals for the committee for 2016

Hold over until the next agenda.

Mass Fisheries - March 2012 Elaine Cook Graybill sent the first letter – no one has responded.
Shellfish bylaws - Stewart stated it was suggested to be put aside but it can still be a goal, we are just not working on it now.

6) Agenda items for the next meeting

Minutes for November 9th
Present Stormwater Bylaw Regulation
Setting the goals for the committee in the year 2016
Future locations and times for meetings

7) Date of the next meeting

The next Selectmen's Task Force on Local Pollution and Phase II Stormwater Management Community Oversight Group meeting will be on Monday January 11th at the Sagamore Fire Station.

8) Adjourn

Voted Les Perry moved and seconded by Jim Mulvey to adjourn at 8:48P.M.

Respectfully Submitted,
Carole Ellis, Scribe

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

MEETING NOTICE 2015 DEC 10 PM 1 44

Location: Sagamore Fire Station
Conference Room
51 Meetinghouse Road
Sagamore

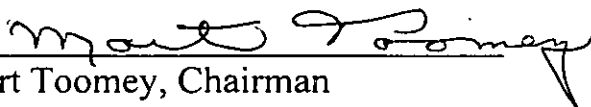
TOWN CLERK'S OFFICE
BOURNE, MASS

Date: December 14, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of November 9, 2015
- 3) Daniel Barrett of the Department of Integrated Solid Waste Management will be guest speaker
- 4) The present status of the "Stormwater ByLaw Regulations" and enforcement protocol
- 5) Setting goals for the committee for 2016
- 6) Agenda items for the next meeting
- 7) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman
Date: December 10, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, DPW; Mullen, DNR, Carole Ellis

Notify: Buzzards Bay Project, Coalition for Buzzards Bay

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

2015 DEC 10 PM 3 14
MEETING NOTICE

TOWN CLERK'S OFFICE
BOURNE, MASS


Location: Sagamore Fire Station
Conference Room
51 Meetinghouse Lane
Sagamore

Date: December 14, 2015

Time: 7:00 P.M.

Agenda Topics

- 1) Comment period for non-agenda items
- 2) Approve minutes of November 9, 2015
- 3) Daniel Barrett of the Department of Integrated Solid Waste Management will be guest speaker
- 4) The present status of the "Stormwater ByLaw Regulations" and enforcement protocol
- 5) Setting goals for the committee for 2016
- 6) Agenda items for the next meeting
- 7) Date and time of next meeting
- 9) Adjourn


Mort Toomey, Chairman
Date: December 10, 2015

cc: Town Clerk

Town Administrator-Board of Selectmen

Committee members: Mulvey, Bell, Graybill, Perry, Toomey, Cheyne and Kane

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

Sala, DPW; Mullen, DNR, Carole Ellis

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 Monday, September 14, 2015
Bourne Town Hall
Bourne, MA 02532**

Committee Members: Chairman Mort Toomey, James Mulvey, Elaine Cook Graybill, Jennifer Cheyne, Christine Kane, and Stewart Bell. Les Perry was absent.

Staff:

Guest:

Documents

Meeting Called to Order

Chm. Toomey called the meeting to order at 7:05 pm.

**RECEIVED
2016 MAY 18 PM 4:10
TOWN CLERK BOURNE**

1) Comment Period for Non-agenda Items:

Jennifer Cheyne spoke about WGBH News on the radio and read the WGBH article on Saving a Threatened Resource. You can access the article on wgbhnews.org/water.

Jim Mulvey mentioned Buzzards Bay water is on the line with all the developments; and wondering about new wells. There is a major legal case going on now on Crab Lane, on the Bourne/Plymouth line where they want to build a hardening of the costal bank.

Add Selecting a Secretary to the agenda for the next meeting. It was suggested to call Carole Ellis Scribe.

Elaine Cook Graybill wanted to acknowledge the great honor Jim Mulvey received at the last Selectmen's meeting.

2) Approval Minutes of August 10, 2015

Voted Stewart Bell moved and seconded by Elaine Cook Graybill to approve the minutes from August 10, 2015. Vote 6-0.

3) Meeting with town officials regarding the upcoming grants on Stormwater Remediation

Mort Toomey spoke briefly about the meeting he and Mr. Mulvey had attended with the town officials regarding the grants on stormwater remediation. Jim Mulvey also spoke about the meeting, the grants for the stormwater remediation, and the different ponds and marinas.

Mort Toomey stated the town doesn't have a Grant Writer and would like to bring it up with the Town Administrator.

4) Planning future options for securing grants for site remediation in the Town of Bourne

Stewart Bell suggested waiting for the override outcome and then figure out what we can do to get grant money for site remediations. If the town isn't going to be a source of their 25% in-kind participation, we make this an ongoing meeting agenda item to look at other ways of identifying projects that need to be done and how we can look for alternate sources of funding.

Elaine Cook Graybill suggested communicating with Dr. Joe Costa.

Jennifer Cheyne briefly went over the Coastal Pollution Remediation Grant Programs, and read a couple sections. We may be able to get a grant to educate the public to get a grant to do site remediation.

Elaine Cook Graybill suggested have the experts come speak at meetings for the people of Bourne.

Mort Toomey suggested to advertise in the newspaper at a certain meeting we will have Dr. Joe Costa, and that might get more people to attend a meeting.

5) Water quality testing for various locations

Mort Toomey mentioned how Dr. Costa spoke about the lab in Barnstable.

Elaine Cook Graybill brought up that the Buzzards Bay Coalition does nitrogen testing and the results are online. We would have access to those numbers.

Jim Mulvey brought up the multi town program, and water quality testing might go under this program.

6) Possible reopening of any permanent shellfish closures

Jim Mulvey stated permanent closures, investigating those to see if anything has changed that would enable us to have them retested.

Elaine suggested tabling this for about six months.

Jim Mulvey suggested narrowing it down to three or four that should be reconsidered and build a case as to why they should be retested.

Elaine questioned is it worth our time, with our limited resources, to try to make a case to have them retested.

Voted Stewart Bell moved and seconded by Elaine Cook Graybill to defer any action on reviewing the possible reopening permanent shellfish closures until March 2016. Vote 6-0.

7) Reviewing Stormwater Bylaws and protocol for permits

Jim Mulvey stated we have the draft of the Stormwater regulations. The draft incorporates the stormwater management into the subdivision regulations. Mr. Mulvey also stated under his recollection Dr. Costa had no problem with the stormwater provisions being included in a subdivision bylaw. What was left open is whether or not the subject was sufficiently covered by being included in a subdivision bylaw.

Jennifer read her notes from the meeting with Dr. Costa.

- State Law said the applicant can be charged \$1,000 fee to hire a consultant to review stormwater issues to see if they comply. The town should be taking advantage of this.
- Redevelopment, Manufacturing, Downtown Development all have to be addressed if you don't have a stormwater bylaw that addressed all of this.
- Our task force is meant to meet to review what town has done to comply and we decide if it meets the goals.
- We need to decide what our end game is.

Jennifer stated Dr. Costa also said bylaws are meant to prevent future problems. Treat the problem on your property; keep it on site so you don't add to the town's problems. Another way to approach this is to show the town how it is costing them money by not having a stormwater bylaw.

Elaine Cook Graybill suggested we determine the best strategic point to all go to a Planning Board meeting and make a presentation on why they should insist that developers hire a consultant. Maybe it is after the subdivision regulations are changed to include more stormwater muscle.

Jim Mulvey suggested it is a consensus that the committees wait for Dr. Costa's group to review the content of the proposed stormwater bylaw inclusion in the subdivision regulations before we make any further moves.

Voted Elaine Cook Graybill moved and seconded by Stewart Bell to we have this item on the agenda every month. Vote 6-0.

8) Agenda items for next meeting November 19, 2015

- Election of a Secretary
- Future Grant Action

- Fly Ash – get information from BOH and ISWM
- Renew Stormwater Bylaws
- Educational Funds and Material from CZM Estuaries

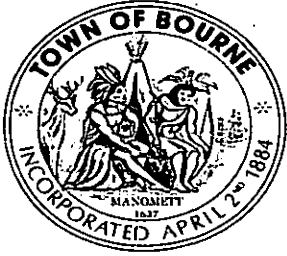
9) Date and Time of Next Meeting

Voted Elaine Cook Graybill moved and seconded by Stewart Bell to have the next meeting on November 9th and the December meeting will be on December 14th. Vote 6-0.

10) Adjourn

Voted Stewart Bell moved and seconded by Jim Mulvey to adjourn at 8:44P.M.

Respectfully Submitted,
Carole Ellis, Scribe



Board of Sewer Commissioners Meeting Notice



AGENDA

Date

Tuesday
January 6, 2015

Time

6:15 p.m.

Location

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

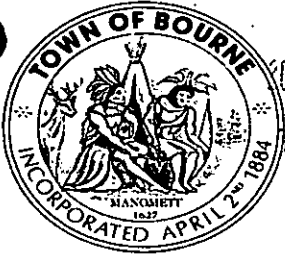
All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

Call to order

1. Minutes of September 30, 2014 and December 9, 2014
2. Waste water Advisory Committee
 - a. Review Weston and Sampson report and recommendation to submit to DEP –
 - b. Request for funding for staff consultant continuation (6000.00) article for Special Town Meeting or amend article from previous STM
 - c. Update on committee activities
(a. and b. may require action by the Board of Sewer Commissioners).
3. Reconsideration of Sewer Commissioners vote regarding Marine Life Center
4. Commissioners Reports
5. Adjourn

2015 JAN 2 AM 10 34
TOWN CLERK'S OFFICE
BOURNE, MASS



Board of Sewer Commissioners

Meeting Notice

2015 MAR 27 PM
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA



Date

Tuesday
March 31, 2015

Time

7:00 p.m.

Location

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

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

Call to order

1. Approval of Minutes: October 21, 2014
2. Hideaway Village Assistance
3. Wastewater Advisory Committee
 - A. Wastewater Advisory Committee Report
 - B. FY2016 Warrant Article
 - C. Town Counsel's Opinion – Sewer Use Regulations
4. Other Business
5. Adjourn

**Sewer Commissioners Meeting
Minutes of Tuesday, March 31, 2015
Bourne Community Building
Bourne, MA 02532**

RECEIVED

2015 APR 27 AM 11:51

TOWN CLERK BOURNE

TA Guerino

Selectmen

Linda Zuern, Chairman
Don Pickard, Vice-Chairman
Stephen Mealy, Clerk
Don Ellis
Peter Meier

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

Meeting Called to Order

Chm. Zuern called the meeting to order at 7:00 pm.

1) Approval of Minutes: October 21, 2014

Voted Don Ellis moved and seconded by Peter Meier to approve the minutes from October 21, 2014 as presented. Vote 5-0.

2) Hideaway Village Assistance

Thomas Guerino brought the committee up to date on the issue with the long-standing agreement. Where the village association pays a percentage of the Sewer budget. They asked to see if there was a way to get help with the maintenance cost at Hideaway village. Tom Guerino spoke with the Director of Hideaway Village. Tom is purposing a five-year agreement with Hideaway that can be renewed upon a vote of the Board of Sewer Commissioner's where we would provide up to \$30,000 towards the pumps. We would reimburse them for up to 3 pumps or \$30,000 for a 5-year period. If the Sewer Commissioner's were in agreement Mr. Guerino would go to counsel to have an agreement drafted.

Mary Andrews, President of Board of Directors of Hideaway. She presented the proposal to the board at Hideaway, and they are not opposed to this proposal.

Stephen Mealy questioned would it be an option to set a different rate for outflow for hideaway village.

Voted Stephen Mealy moved and seconded by Peter Meier to ask the Town Administrator to work with Town Counsel to draft up an agreement with Hideaway Village for reimbursement in amount not to exceed \$30,000 per year for repair or replace equipment associated with the sewer system at Hideaway Village for a period of 5 years with a renewable after 5 years. Vote 5-0.

3) Waste Water Advisory Committee

- A. Waste Water Advisory Committee Report**
- B. FY2016 Warrant Article**
- C. Town Counsel's Opinion - Sewer Use Regulations**

3 A. Sallie Riggs, Chair Waste Water Advisory Committee, Briefly spoke about the motion that was made at a meeting in January/February where you asked us to come in with a set of recommendations. Wesley will review the recommendations. You should have received a copy of that report. We are asking the committee to endorse the concepts in that report and charge us to carry out those recommendations.

Wesley Ewel, Wastewater Project Coordinator. Briefly went over the Wastewater Advisory Committee's report. We are looking to increase the wastewater treatment in the downtown area. Two stage plan - first proceed with the engineering and disposal permit for installing a package treatment plant. Then begin working with the TA to put together a regional system.

Sallie Riggs stated we had a meeting with Wes Construction and they listed Partnership vs Town /control. Funding through a combination of user fees some kind of funding program, grant agency, or other devise, we want to explore these further. One of the advantages is you already have flow to the new facility; it also allows redevelopment of the other end of Main street. The details will be brought back to the Board.

Jim Mulvey stated his concerns for a too broad endorsement.

Voted Stephen Mealy moved and seconded by Peter Meier for the Board of Sewer Commissioners to accept the Waste Water Advisory Committee's report which is titled Waste Water for Bourne's Downtown, with a date of March 19, 2015. I would further move that the Board of Sewer Commissioners request the Waste Water Advisory Committee move forward per their recommendations for addressing the needs of Bourne's downtown area, Buzzards Bay, by gathering information and options for a package treatment plant described within phase one. Recommending the best solution for Bourne and continue to review any available funding for both the system engineering and the permitting. These tasks are to be undertaken and a presentation of the status by the Committee which should be made to the Sewer Commissioners within 120 days. Vote 5-0.

3 B. Sallie Riggs spoke about the warrant article for fiscal year 2016. There was a vote to provide enough funding to go through about a 6-month period. After that we have no provisions to keep it going. I would like to ask for your endorsement for a town meeting article for funding for the next 12-month period for the Waste Water Planning Coordinator. That article would be asking for \$18,500, and with another \$5,500 from a different source for a total of \$24,000 for a 12-month period. My request for you tonight is for a town meeting article to that affect.

Voted Peter Meier moved and seconded by Stephen Mealy to support her request not to exceed \$24,000 for FY16 for the purposes of continuing the waste water consultancy with Wes Ewell. Vote 5-0.

Don Pickard stated looking at our budget it may be tough. I guess this vote is just to get it in front of Town meeting to see where it goes from there.

3 C. Tom Guerino stated you have a brief request from our regulatory team. Recently the Federal Emergency Management Agency has reclassified some of the flood zone areas in town. Specifically the Taylor Point area has gone from a velocity zone in the old flood plane regulations to an A zone which is less intrusive. Under the sewer agreement with the DEP, when Taylors Point was included in the encashment area for the waste water treatment piece there was a moratorium on buildable livable space. Any new building would not be connected. Because the flood zone has changed, it brings in the question piece of the regulatory agreement from DEP. We have had one request relative to building and connecting. We are asking your endorsement for us to utilize Town Counsel to have that researched and answered. It could have an impact on teardown rebuilds, connecting new facilities, and impact allocation.

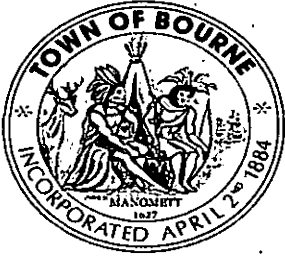
Linda Zuern stated that since Taylors Point is no longer in a velocity flood zone of special conditions still enforceable or does it need to be revised. That is the question you would ask Town Counsel.

Voted Don Pickard moved and seconded by Stephen Mealy to send to Town Counsel a request for opinion from the code enforcement staff relevant to the velocity zone and Taylors Point. Vote 5-0.

4) Other Business:

Voted Don Pickard moved and seconded by Stephen Mealy to adjourn at 8:25 PM. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.



**Board of Selectmen and
Board of Sewer Commissioners
Meeting Notice
AGENDA
AMENDED**



Date

Tuesday
May 26, 2015

Time

7:00 p.m.

Location

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, they need to acknowledge such at this time.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

7:00 p.m. (Items 1-4) Call to order

1. Moment of Silence for our Troops
2. Salute the Flag
3. Public Comment – Non-Agenda Items
4. Minutes: April 30, 2015

5. Correspondence

6. Reorganization of the Board of Selectmen

7. Reorganization of Board of Sewer Commissioners

8. Joint Meeting with Conservation Commission, Planning Board and BOS to discuss and vote on public auction of unit 25G Hideaway Village

9. Licenses/Appointments:
 - a. Request waiver of insurance for Massachusetts Republican Assembly Fundraiser
 - b. One Day Liquor – Marconi Club Annual Clambake @ Sagamore Boosters
 - c. Bourne Bridge 24 Hour Taxi, Inc. – Request for a Livery License
 - d. Hoxie School – Entertainment License
 - e. Hoxie School – Arts & Creativity Festival – 2 tents -2 food vendors – estimated attendance 600

10. Town Administrator's Report
 - a. Health Agent Appointment
 - b. Wings Neck Road Zoning Violations (Weddings)
 - c. Police Facility Building Committee

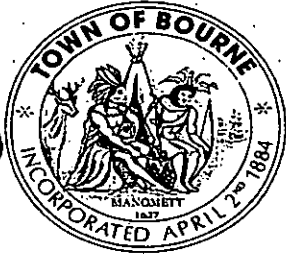
11. Selectmen's Business
 - a. Town Administrator's Evaluation
 - b. Establish Goals setting session(s)
 - c. Establish Date for Joint session with Finance Committee RE: Town Meeting review

12. Selectmen's Reports

2015 MAY 22 AM 10 46
TOWN CLERK'S OFFICE
BOURNE, MASS

13. Other business

14. Adjourn



Board of Selectmen and Board of Sewer Commissioners Meeting Notice AGENDA



Date

Tuesday
May 26, 2015

Time

7:00 p.m.

Location

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

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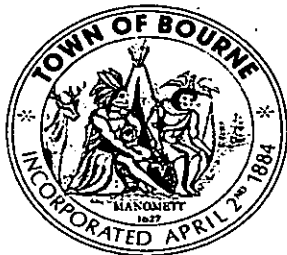
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 - a. Town Administrator's Evaluation
 - b. Establish Goals setting session(s)
 - c. Establish Date for Joint session with Finance Committee RE: Town Meeting review

12. Selectmen's Reports
13. Other business
14. Adjourn

2015 MAY 21 PM 3 36
TOWN CLERK'S OFFICE
BOURNE, MASS



Board of Sewer Commissioners

Meeting Notice

AGENDA



Date

Tuesday
June 23, 2015

Time

6:30 p.m.

Location

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

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

Call to order

1. Request permission to connect into town sewer system - 39 Buttermilk Way, Buzzards Bay
2. Sewer Wastewater Advisory Report
3. Other Business
4. Future Agenda Items
5. Adjourn

**Sewer Commissioners Meeting
Minutes of Tuesday, June 23, 2015
Bourne Community Building
Bourne, MA 02532**

RECEIVED

2016 APR 27 AM 10:55

TA Guerino

TOWN CLERK BOURNE

Selectmen

Don Pickard, Chairman
Stephen Mealy, Vice-Chairman
Michael Blanton, Clerk
Don Ellis
Peter Meier - Excused

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

Meeting Called to Order

Chm. Pickard called the meeting to order at 6:31pm.

1) Request permission to connect into town sewer system - 39 Buttermilk Way, Buzzards Bay

A Letter from Mr & Mrs. Huehmer requesting sewer connection. Mr. Huehmer spoke about why they want to tie into the town sewer. Michael Blanton asked if the owner has any plans on expanding the house. Mr. Huehmer stated they just want to add a sunroom, not planning on adding any additional bedrooms or baths.

Don Pickard questioned would any motion include an easement? Tom Guerino stated yes, if the board votes to approve this it would be contingent on an easement being granted by the Huehmers to the town; so they have access to the sewer line as needed, the connection from the house out to the road. All cost for construction of the sewer line would be that of the property owner.

Voted Don Ellis moved and seconded by Michael Blanton to approve the request of 39 Buttermilk Way and to include the easement. Vote 4-0.

2) Sewer Wastewater Advisory Report

Sally Riggs, Chairman of the Wastewater Advisory Committee, stated she is glad to provide the Committee the report since there is a sense of a plan going forward. The committee had a field trip to the Cape Regency Nursing Facility in Central Mass. We went there because they have a plant that is the same kind of technology that is being considered for the phase one project. One of the things we were pleased to learn is there is no odor and no noise as

long as the door was closed. The only time there was some type of odor was when we were touring inside and we were standing 2 feet from the bins that were processing the waste. Even then it wasn't an offensive odor. The facility we visited was smaller than the one we are talking about. It was handling around 22,000 gallons and has a capacity of 35,000 gallons. We also learned from Mass DEP they have approved the hydrogeologic work that was done on Queen Sewell Park for a 335,000 gallon per day capacity subsurface dispersal area. The next step for the committee is going to be researching possible grant programs and trying to figure out where we can come up with the money for the next steps. The next step for phase one is engineering design for around \$175,000. After that, working with the various companies to come up with a facility that would meet the criteria that will be established. The Project Coordinator, Wes Ewell, resumes getting compensation after July 1st because a vote at town meeting, and he has said that his very next project is going full steam looking for local grants and opportunities for funding. We have a meeting planned for late July.

Michael Blanton questioned if they have any idea what the ballpark figure is regarding the cost for the package treatment plant. Mrs. Riggs stated it is about \$175,000 for engineering & design. The company that put in the plant in Centerville voluntarily gave us a quote for the same kind of plant, but at 100,000-gallon capacity; just the plant itself is about \$900,000. Then you have to add on site work, an enclosure connecting to the disposal field, doing the connecting pipes and pumps so you can begin to collect from this end of Main Street; somewhere around 3 million, but we don't know yet.

Michael Blanton questioned was Cape Regency Nursing completely privately paid for or were they able to receive any grant relief? Mrs. Riggs stated she isn't aware they received anything on that, but we didn't go into funding. That plant is operated by a company that operates those types of treatment plants. So if that is the way Bourne wanted to go there wouldn't be a need to add to staff, it would be a contract for the cost, which would be wrapped into the user fees and the financing.

Don Ellis questioned if they are going to go after a grant to pay for this or are you expecting the town to pay for it. Mrs. Riggs stated they would like to go for a grant. We know the town is facing some difficult times. There are some opportunities they just need to be explored. Mr. Ellis questioned if they are state or federal. Mrs. Riggs stated two that she knows of, one is state and the other is federal. Mr. Ellis questioned if that is going to be a problem with the flood zone? Mrs. Riggs stated no, the facility would be placed up at Queen Sewell Park, which is out of the flood zone.

Mrs. Riggs stated there is also a revolving loan program, which is a state project. The various options we need to look at are the states loan program, and then there is the state program called the district increment financing, which is a bond program. We will be looking at those and bringing the information back to you.

Stephen Mealy questioned if they have any idea of the operating costs. Mrs. Riggs stated if you have a plant that is operated by a company you wrap those costs into your user fees. Mr. Guerino stated proportionately 100,000 vs. a several 100,000 gallon tertiary plant. The

operation costs are going to be much less proportionately. Mr. Guerino questioned Mrs. Riggs if Wes will look into the community facilities program compared to farmers home? Mrs. Riggs stated they will add that the Wes's list.

3) Other Business

Don Pickard questioned Mrs. Riggs when is the meeting in July. Mrs. Riggs stated we have a tentative date around the 29th of July near the end of the month. Mr. Pickard questioned Mr. Guerino would it be too late for us to have a meeting after their meeting? Mr. Guerino stated based on your last communication you were going to meet the last meeting of the month. Stephen Mealy stated the selectmen could skip their last meeting in July and have it in August to allow the periodic update. Mr. Pickard stated to Mrs. Riggs if you're not prepared for a report with any completed business in between now and then there is no sense in having you back at that meeting.

4) Future Agenda Items

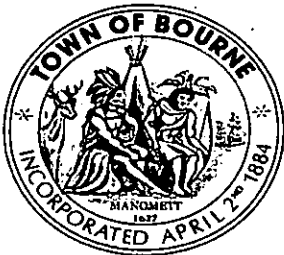
Mr. Pickard stated we have the wastewater through Buzzards Bay as the Sewer Commissioners; as the Selectmen we have the 208 Plan. There are probable parallel things we can do to improve everyone's wastewater. I'd like to see if we could have some ideas on Bylaws that could be generated to enhance the water quality both in Buzzards Bay and throughout the town. Also the Town Administrator could have the professional staff start thinking about that. We could have that as an agenda item for our Sewer Commissioners Meeting the last week in August.

Mrs. Riggs stated there was recently a meeting sponsored by the commission of the towns that are the Waste Water Management Agency towns, which is part of the 208 Plan and Bourne isn't officially being considered one of those towns. As I understand it Bourne has some unique challenges because of the canal and this side of the canal you are dealing with a different watershed. Our recommendation to you for our second phase is pretty much what the 208 Plan is doing in terms of working along a watershed. If we develop a relationship with Wareham and part of Plymouth and with Mass Maritime and Bourne you're dealing with a watershed. Mrs. Riggs questioned Mr. Pickard for clarification you're going to have a meeting in early August or late August that you want us there? Mr. Pickard stated let's keep it for the last meeting of month.

5) Adjourn

Voted Michael Blanton moved and seconded by Stephen Mealy to adjourn the meeting.
Vote 4-0.

Respectfully submitted - Carole Ellis, secretary.
From Thumb Drive



Board of Sewer Commissioners

Meeting Notice

AGENDA



Date

Tuesday
July 28, 2015

Time

6:45 p.m.

Location

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

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

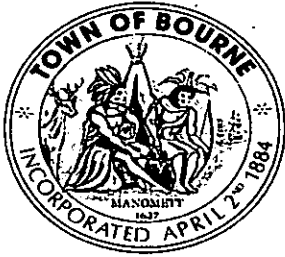
Note this meeting is being televised and recorded. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time

Call to order

1. Public Comment
2. Establish Sewer rates for FY2016
3. Wastewater Advisory Committee appointments
4. Sewer Wastewater Advisory Report
5. Other Business
6. Future Agenda Items
7. Adjourn

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TOWN CLERK'S OFFICE
BOURNE, MASS

Cancelled
July 28, 2015



Board of Sewer Commissioners

2015 AUG 7 PM 3 05

Meeting Notice

TOWN CLERK'S OFFICE
BOURNE, MASS



AGENDA

Date

Tuesday
August 11, 2015

Time

6:30 p.m.

Location

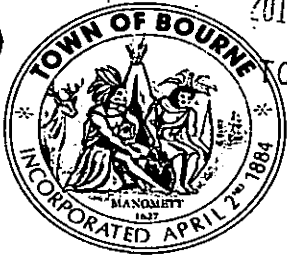
Bourne Veterans' Memorial
Community Center
239 Main Street, Buzzards Bay

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

Call to order

1. Public Comment
2. Establish Annual Sewer Rates and Overage Rates
3. Request permission to raze and rebuild - 37 Buttermilk Way, Buzzards Bay
4. Wastewater Advisory Committee appointments
5. Sewer Wastewater Advisory Report
6. Other Business
7. Future Agenda Items
8. Adjourn



2015 OCT 8 PM 3 46

Board of Sewer Commissioners
TOWN OF BOURNE, MASS



Meeting Notice

AGENDA

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday October 13, 2015	6:00 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

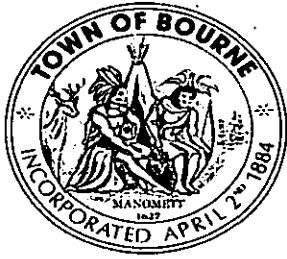
Call to order

1. Public Comment
2. Minutes: March 31, 2015
3. Ryan Correia, President of Perry Ave. Corporation – Requesting a 6-month extension for sewer allocation for proposed Hotel at 25 Perry Avenue, Buzzards Bay
4. Zachary Basinski, Project Manager for Braken Engineering - Requesting sewer allocation for a proposed mixed use development for 100 Main Street block, Buzzards Bay
5. Gregory Wirsen; Green Seal Environmental – Requesting sewer allocation for a proposed Independent, Assisted Living and Memory Care Facility at 12 Wagner Way, Buzzards Bay
6. Sewer Wastewater Advisory Report
7. Other Business
8. Future Agenda Items
9. Adjourn

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TOWN CLERK'S OFFICE
BOURNE, MASS

Board of Sewer Commissioners



Meeting Notice

AGENDA

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday December 1, 2015	6:15 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

All agenda items herein may be subject to a vote by or other action of the of Board of Sewer Commissioners

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

Call to order

1. Public Comment
2. Gregory Wirsen, Green Seal Environmental – Request for future sewer allocation for a proposed Independent, Assisted Living and Memory Care Facility at 12 Wagner Way, Buzzards Bay
3. Report of the Wastewater Advisory Committee
4. Adjourn

**Sewer Commissioners Meeting
Minutes of Tuesday, December 1, 2015
Bourne Community Building
Bourne, MA 02532**

RECEIVED

2016 APR 27 AM 10:55

TOWN CLERK BOURNE

TA Guerino

Selectmen

Don Pickard, Chairman
Stephen Mealy, Vice-Chairman
Michael Blanton, Clerk
Don Ellis
Peter Meier

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

Meeting Called to Order

Chm. Pickard called the meeting to order at 6:20 pm.

1) Public Comment

No Public Comment

2) Gregory Wirsen, Green Seal Environmental – Request for future sewer allocation for a proposed Independent, Assisted Living and Memory Care Facility at 12 Wagner Way, Buzzards Bay

Greg Wirsen, from Green Seal Environmental, was back for a second visit with the request for future sewer allocations. Don Pickard stated the board members have received a correspondence from Mr. Wirsen relevant to five action items, that have been completed or looking for the board to complete. We have also received a report of the minutes from the Waste Water Advisory Committee's last meeting, part of those minutes reflect discussions on sewer allocations and future considerations.

Mr. Wirsen went over the notes from his handout and the graph of the wastewater flow chart, which shows where we stand today and what it would look like with respect to reserved capacity of Hideaway Village, the Keystone Properties, the Main Street Project, which the Perry Ave Project, and adding in the Wagner Way Project.

Sewer Committee Meeting 12-1-15 – Wagner Way Development**1. Tasks From the Last Meeting**

- a. Make sure our request on GPD was correct.
- b. Make sure that we are using the proper usage factor (e.g. 150 GPD per unit).
- c. Research that our allocation request placed us above existing capacity as expressed in the meeting.
- d. Work with the Boards representative's to talk about steps and procedures.

2. We Performed All of the Above

- a. Met with Tom Guérino, George Tribue and Mike Leitzel.
- b. Calculations presented used reduced figures (lower than what was initially requested by Keystone), which reduced theoretical present usage.
- c. New calculations, even with the Wagner Way development allocation of 17,715 GPD as requested placed existing capacity at 197,916 GPD.
- d. Discussed the new study (need for 160K +/- for new plant) for Queen Sewell Park.
- e. Spoke about the need for a new flow meter (+/- 10K) for Buzzards Bay to prove lower flow (more capacity).
- f. Requested and was subsequently provided a calculation sheets to determine fees (betterment, permit, design review, permit, etc.) should allocation be approved.

3. What We Can Offer Now for Allocation

- a. Betterment fee to be used immediately for study \$58,445 (based on 106 units) – Site will lose betterment rights or betterment fee if substantial progress is not made within one (1) year. Substantial progress consists of the following :
 - i. Planning Pre-application meeting by an agreed upon reasonable date.
 - ii. Submission to Site Plan Review by an agreed upon reasonable date.
 - iii. Preparation and ready for submission to Building Department a request for a building permit for the proposed construction (no penalty for Town related delays during permitting process).
- b. Applicant will pay for the flow meter (\$10,000 limit) which will measure flows for downtown Buzzards Bay in an effort to identify where the flow is lower than historically presented capacity/usages.

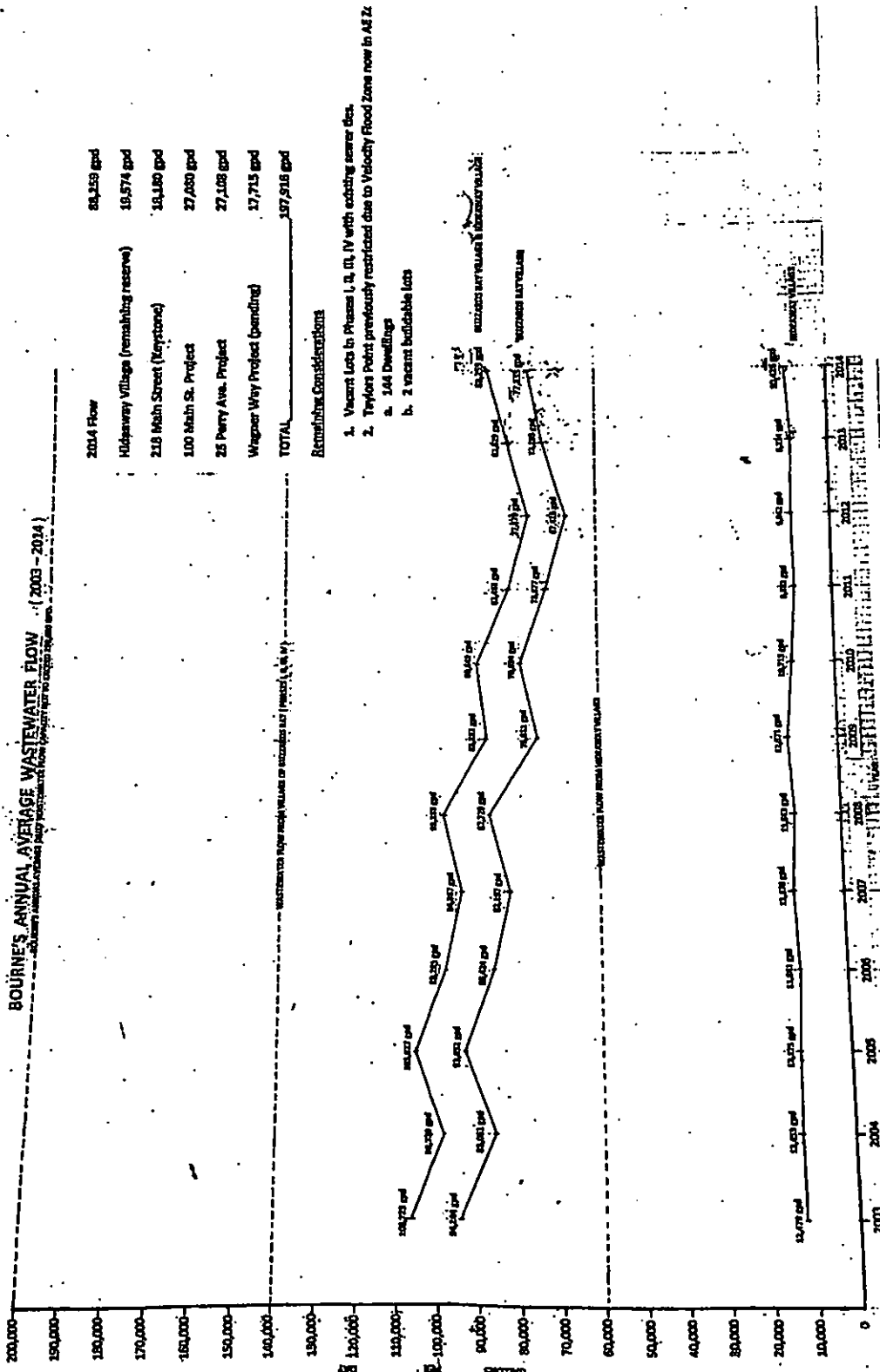
4. What Our Commitment & Proposal Does Immediately

- a. Creates unanticipated revenue for the study (pre-February) for new WWTP without tapping the General Fund.
- b. This betterment does not already exist so 100% of the revenue is usable whereas and pre-existing betterment do not require a betterment fee to increase capacity.
- c. Allows Town to prove that flows are lower than estimated (creates additional tax base if more capacity is found). Note 2012 Wastewater Management Report estimates 70,000 GPD of capacity remaining for the IMA - Inter Municipal Agreement and 50,000 based on highest recorded flows (2003 through 2006). This reported capacity is to 180,000 GPD and not the 200,000 allowed.
- d. Allows sound developments to proceed forward while Town ensures that areas such as Taylors Point sewer needs can be satisfied presently and in the future.
- e. Creates significant betterment, tax and permit fees revenue for Town.
- f. Displays significant financial commitment with strong penalties for not proceeding in the immediate future which could hinder potential developments within the Downtown District.

5. What We Ask for tonight:

- a. A positive allocation vote (allocation of 17,715 GPD with conditions)
- b. Acceptance that this parcel can pay a betterment with agreed upon conditions
- c. Create a record of agreement with respect to the developer's future rights and/or privileges regarding sewer and the betterment of the subject parcels.

BOURNE'S ANNUAL AVERAGE WASTEWATER FLOW (2003 - 2014)



2014 Flow	89,159 gpd
Hidaway Village (remaining reserve)	19,574 gpd
218 Main Street (KeyStone)	18,180 gpd
100 Main St. Project	27,080 gpd
25 Perry Ave. Project	27,108 gpd
Wagner Way Project (pending)	17,715 gpd
TOTAL	197,916 gpd

Remaining Considerations

1. Vacant Lots in Phases I, II, III, IV with existing sewer ties.
2. Teylors Point previously restricted due to Velocity Flood Zone now in AEZ:
 - a. 144 Dwellings
 - b. 2 vacant buildable lots

Don Pickard stated, Mr. Wirsén on behalf of his client is requesting

- a. A positive allocation vote (allocation of 17,717 GPD with conditions).
- b. Acceptance that this parcel can pay a betterment with agreed-upon conditions.

- c. Create a record of agreement with respect to the developer's future rights and/or privileges regarding sewer in the betterment of the subject parcels.

On the minutes from the November 4th meeting of the Wastewater Advisory Committee, they are recommending we do not allocate.

Sallie Riggs stated the position of the committee and the logical next step would be for the committee to put a hold on additional allocations. The concern of the Waste Water Advisory Committee was the use of the word moratorium. They wanted to use the words wait list or waiting list.

Mr. Leitzel stated that he agreed with Mr. Wirsen's numbers. Mr. Blanton questioned the Waste Water Advisory Committee with regard to the grant application moving forward; where do we stand on funding for that, is there anything that would be a benefit that this developer is offering with regard to resources towards a grant application that might be considered positive to expand wastewater capacity overall?

Mr. Ewell stated right now we are on track to have an additional 100,000 gallons per day available by the end of 2017. Not too concerned about funding the construction. At this point it's getting through the MEPA process, which is a 6 to 8 month process. We do have funding to keep that going at least through the end of the fiscal year.

Mr. Ewell also suggested as far as allocations you may want to set up a list that states as soon as we have more available you're first in line to get the allocations for wastewater. Tom Guerino stated the issue is we have many people that have paid betterments that have the ability to do things. Mr. Guerino suggested we take the advice of the wastewater committee and the professional staff.

Voted Stephen Mealy moved and seconded by Don Ellis unfortunately the Board cannot allocate 17,715 gallons per day to the applicant at Wagner Way development at this point in time.

Don Ellis questioned Mr. Wirsen where they are in their permitting process. Mr. Wirsen stated with the town we are not very far in the permitting process, we need to have a pre-application meeting with the planning board. We are ready to move forward immediately, Bob owns an architectural firm, so between the two parties we can get 100% of the design plans and construction plans over to the town for site plan review. We don't want to put those resources with respect to 100% design until we know we have a buildable project. The sewer allocations preclude us from doing so.

Bob Gendron stated he would like to go to permitting immediately but the project is not feasible without sewer. Mr. Gendron stated he is committing to paying \$60,000 today to say that he is first available on the list if the other projects do not go. Mr. Gendron owns the property and is ready.

Peter Meier questioned Mr. Guerino if we have an update on Perry Avenue? Tom Guerino stated the closing is moving ahead for January 15th. Mr. Guerino stated if for some reason

25 Perry Ave. does not close by January 18th the board would have more flexibility in the current allocation.

Don Pickard stated they have an allocation allotment for six months. It would take a vote to reconsider. If they are ready and request another extension 3 to 5 months the board would have the option to rescind the prior vote.

Jim Mulvey suggested at this time you do not allocate and that you declare a moratorium to have a clear picture as this develops.

Mr. Blanton like the suggestion that we establish a waiting list. Mr. Blanton stated if we do not move positively for this particular project I would feel be better keeping it in the queue if we established a queue.

Don Pickard stated if we establish a waiting list there should be some criteria for that waiting list.

Stephen Mealy stated there are projects that have come before us and have been paying betterments for many years. We have to recognize those that have been in the system for a long period of time. If it means waiting 6 to 8 weeks for a person that has come forth before you with a project and we have given him a legitimate date to meet our requirements we should offer that. I would ask the applicant to recognize these difficulties and give us several weeks to ensure the people at Perry Ave are going to go forward; if they aren't we can come back and meet again. Mr. Wirsen stated that is reasonable.

Vote 3-2. Peter Meier and Michael Blanton opposed.

Voted Michael Blanton moved and seconded by Peter Meier table 5B for our next meeting on January 19, 2016. 5-0.

Stephen merely stated what if the board were to ask the town administrator to send a letter to the applicant indicating should anything change in the future within the next six months they will be notified immediately to allow them to come back before the board to discuss the application. Mr. Wirsen stated prior to any of the requests.

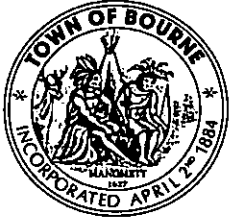
3) Report of the Wastewater Advisory Committee

Mr. Ewell stated they are on schedule and should have something up and running by the end of 2017. He would like to be added to the agenda for the January 19th meeting.

4) Adjourn

Voted Peter Meyer and seconded by Michael Blanton adjourn at 6:56 p.m. 5-0.

Respectfully submitted – Carole Ellis, secretary.



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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday January 22, 2015 at 7:00 PM meeting will be held at the Bourne Middle School Room 100.

1. Town Ramp Conditions Report of:

- a. Redbrook Harbor Ramp
- b. Hens Cove Ramp
- c. Barlows Landing Ramp
- d. Pocasset River Ramp
- e. Monument Beach Ramp
- f. Electric Avenue
- g. Bourne Marina (Taylor Point)

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BOURNE, MASS

This analysis will allow us to prepare a priority report of our boat ramps for repairs and or replacement needs.

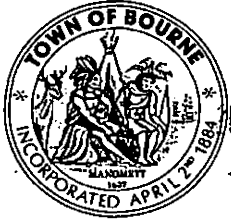
2. Public comments, non-agenda items

3. 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
15 Perry Avenue
Bourne, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



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

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday
March 19, 2015 at 7:00 PM at the Bourne Middle School

1. Town Boat Ramp Report and priorities of repairs or replacement needs.
2. Public comments, non-agenda items
3. 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

Shore and Harbor Committee Meeting

March 19, 2015 Bourne Middle School room 100

Meeting called to order at 7:00 pm

Committee Members in Attendance:

Richard Libin

Irving Salley

Chris Southwood

Dave Wiggin

Hunter Scott

Dave Crane

Committee Member Excused: Paul Busheuff

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Guests: Frank Berkman, Hank McLarey & Jim Rossignol

Public Comment: Frank Berkman and Hank Mc Larey Cedar Point spoke about dredging work that needs to be done at Cedar Point mooring area. The Cedar Point Association is willing help pay for Engineering for permitting and improvement dredging that needs to be done considering the mooring field filling in. The Shore and Harbor Committee supports the association but they don't see work being done there for many years seeing that the Hens Cove area was dredged 2 years ago. It could be 10 to 15 years before we get back to dredge Hen's Cove again.

Jim Rossignol introduced himself to the board and expressed an interest in serving on the board.

Richard passed out report on the Assessment on Boat Ramps. Listed in the report are locations and repairs needed. Discussion was made on what repairs could be done by the DPW. Discussion was also held regarding making Monument Beach a single or double ramp and whether it is financial feasible. Since it is the most popular it should be done. A double ramp may make it more attractive to commercial boats. A better breakdown of costs associated with single or double ramp is needed. Discussion was also held regarding Taylors Point Marina being sold or any of the Marinas being sold and that the committee is not for selling and of the marinas do to the amount of income it bring to the town if sold the tax income would be a lot less than the current income to the Town.

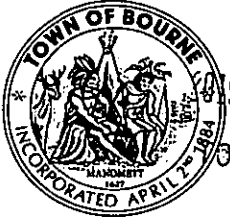
If Deliberation are held regarding the sale of Taylors Point or any of the town marinas The shore and Harbor Committee should be part of the committee so the committee's and review the previous studies done regarding the sale of the towns marinas.

Dave Wiggin wants to review the financial reports of marinas & Hens Cove dinghy docks.

Discussion was held regarding parking on Barlows Landing pier it should be allowed on one side that still keeps open one side for an emergency, the chairman will write a letter to the safety committee.

Meeting was adjourned at 8:20 with a meeting scheduled for April 16, 2015.

Respectfully
Anne Dastous



TOWN OF BOURNE

Shore & Harbor Committee

24 Perry Avenue
Bourne, MA 02532
TOWN CLERK'S OFFICE
BOURNE, MASS



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

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday April 16, 2015 at 7:00 PM at the Bourne Middle School

1. Minute's previous meetings
2. Dredging & Ramp updates
3. Beach - Trailer Parking
4. Public comments, non-agenda items
5. 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

Shore and Harbor Committee Meeting

April 16, 2015 Bourne Middle School Room 100

Meeting called to order at 7:00pm

Committee Members in Attendance:

Richard Libin

Chris Southwood

Dave Wiggin

Hunter Scott

Dave Crane

Paul Busheuff

Member Excused: Irving Salley

Guest: Jim Rossignol

Motion to accept March 19, 2015 minutes as corrected by Dave Wiggin, seconded by Dave Crane. Ayes have it. Paul Busheuff abstained.

Rich passed out Dinghy Dock plans for Hens Cove proposed dinghy dock. Hunter requested to make the dock 6' wide as it is now very narrow making it too narrow for any gear that maybe carried to boats. Hunter also proposed eliminating the middle dock, it could save money in the long run. Dave W mentioned that as long as everyone follows the regulations, it would work. He also mentioned that the plan looks sterile. It was suggested that a letter be sent to Tim Mullen requesting him to attend next meeting to discuss possible changes as there was no discussion before the site plan was drawn up.

Dave C asked Rich why there are no Engineering documents for Monument Beach. Rich responded that since the harbor was frozen it was not done, but will be done in a few weeks by Childs.

Rich passed out an income/expense statement pertaining to the marinas noting that the town has taken in \$5.7 million in total profit for the past 10 years. Paul suggested that a letter be sent to the Board of Selectmen that the numbers don't lie, and to sell the Marina would not be a good idea as the town is making a considerable profit. Ideas were discussed on what the town could do with the Marina, as there are no commercial boats in Bourne, a marina like Sandwich would not not feasible. And Dave C mentioned that the town has an unwritten agreement that it will not haul and store boats at the marina.

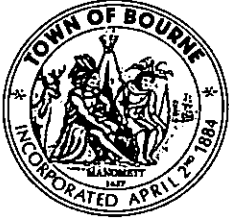
Dredging in Monument Beach was mentioned and it is not in the foreseeable future, maybe for 2016.

Parking at the beach and ramp at Hens Cove was discussed. Are there restrictions on Town owned land? Who owns the fence that was put up? Maybe a gravel parking lot could be put on town owned land. Also the question was asked if the osprey nest could be moved. Paul wants the parking concerns to be put on the agend for next months meeting.

Paul made a motion to adjoin, Dave seconded.

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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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday May 14, 2015 at 7:00 PM at the Bourne Middle School Room 100

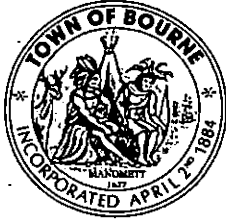
1. Minute's previous meetings
2. Dredging & Ramp updates
3. Public comments, non-agenda items
4. Any other business that may come before the Committee

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

2015 MAY 12 AM 10 34
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TOWN OF BOURNE

Shore & Harbor Committee

2015 JUN 8 PM 1 16
24 Perry Avenue
TOWN CLERK'S OFFICE
Bourne, MA 02532
BOURNE, MASS



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

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday June 11, 2015 at 7:00 PM at the Bourne Middle School Room 100

1. Minute's previous meetings
2. Dredging & Ramp updates
3. Heris Cove Dock and Parking
4. Public comments, non-agenda items
5. 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

Shore & Harbor Committee Meeting

June 11, 2015 Bourne Middle School Room 100

Meeting called to order at 7:00 pm

Members in attendance: Richard Libin, Irv Salley, Chris Southwood, Dave Crane & Paul Busheuff

Absent: Hunter Scott & Dave Wiggin

Guest: Tim Mullen, DNR Director

Motion to accept the minutes of May 14, 2015 by Chris seconded by Dave Crane. Ayes have it. Abstained by Irv Salley and Paul Busheuff.

Tim Mullen discussed the plans at Hen's Cove. We already have the money, permits and quotes. The floats were approved at 4' wide with a 25% contingency, but DEP may approve small changes. Making the floats 5' wide instead of the 4' that was approved would cost an additional \$70 - \$82 sq. ft. It would cost \$6,000 for slight changes to the engineering plan from the \$200,000 that is left in budget. Tim stated that if plans are left as is, paperwork could be done by the end of the year and then go out to bid. The cost for an additional 256 sq feet could cost \$18,000. Dave C asked if it is worth it to make any changes.

Paul noted that the dock at Barlows is 4' and is not working. Dave said that 5 - 5 1/2' with 4' finger dock would help. Other docks had a 6' main float with 3' fingers, but more detail in current plans would be helpful. Tim asked how the committee wanted the dock constructed. Dave want to make his own sketches.

Richard asked the committee if the plans should be thrown out or continue with changes. Are the plans doable or do we want to start over. Any dock in the water will be unstable.

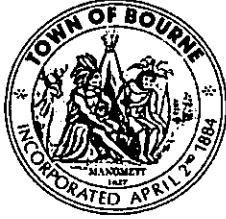
Dave C thinks the current plans are a good start. He thinks we should continue with the plans with a main dock being 100' long and 5' wide. Paul concurs.

Tim mentioned that at a future meeting if the engineer can explain how any changes will impact the price. He stated that we borrowed the money and we should be spending it. Irv asked Tim if the plan went forward without any modifications, when would it be if use. Tim stated next spring.

Paul wanted to an idea of how a wave attenuator would look and work on the dock. Dave asked if we can get ideas on different ones. Can we get design thoughts from Engineer on the attenuator i.e. dimensions.

Meeting adjourned at 8:05 PM

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TOWN CLERK'S OFFICE
BOURNE, MASS



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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Wednesday July 29, 2015 at 7:00 PM at the Bourne Town Hall Lower Conference Room

1. Minute's previous meeting
2. Committee Reorganization
3. Hens Cove Dock and Parking
4. Dredging & Ramp updates
5. Public comments, non-agenda items
6. 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

2015 JUL 27 AM 9 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Shore and Harbor Committee Meeting

July 29, 2015

Bourne Town Hall, downstairs meeting room

Meeting called to order at 7:00 PM

Members in attendance: Richard Libin, Irv Salley, Chris Southwood, Hunter Scott, Paul Busheuff & Dave Wiggin

Absent: Dave Crane

Guest: Tim Mullen, DNR Director

Motion to accept minutes of June 11, 2015 by Irv seconded by Chris. The ayes have it. Abstained by Hunter and Dave W.

Richard handed out a schematic of dock at Hen's Cove. Tim mentioned that there is not a lot of different options on wave attenuators. The increase to 6' from 4' dock and wave attenuators should increase stability. The length of dock will be 100' to 104'. The tie ups will be individual cleats. Dave W is fine with the schematics but not with the drawing supplied. Hunter questioned the use of marine plywood. Tim stated that he doesn't think they use plywood only, but he will ask for clarification. Tim mentioned that the money has been appropriated and should have been expended by March 2015, interest is being earned and it is against finance rules.

Many questions remain unanswered at this point, are fasteners galvanized or stainless, will there be a problem with the buoyancy of the actuator, is plywood being used for attaching purposes, why the use of plywood at all, why the 14" carriage bolts, how much of an overhang will there be, what is deck material made of, is there no center stringer? All agree that the schematic is too small to read and construction drawing should be included.

A discussion was held on the tying up of boats, should the cleats be assigned or everyone for themselves. Also if a finger deck is eliminated there would be less cleats but if that happens it would be harder for those tied up on the inside to get out. And there is not a set number of dinghy tie ups.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Hunter wants to eliminate 1 finger dock but Chris stated that the plans have already been voted. Maybe when dock is put in in the spring a different configuration- see what works then.

Tim proposed that the committee members should be talking to the engineer themselves, to ask the engineer the questions that the group has. Possibly thru email. Dave thought 1 person should be designated to talk to the engineer. Paul thinks that Dave Crane should be consulted first. Hunter will circulate email for questions.

Paul made a motion to have Hunter circulate email to members for questions to be put to engineer. Irv seconded. Ayes have it.

Hunter asked Tim to speak regarding the sand bar @ Pocasset River. The marsh may stagnate, it may be worthy of a salt marsh restriction grant, not eligible for dredging permit. Richard suggested that Jim Mulvey should be consulted as he is a member of the Selectmen's Task Force on Local Pollution.

Committee re-organization Dave W made a motion to keep the officers as is with Richard Libin keeping the position of Chairman of the committee. Seconded by Chris. Vote was unanimous

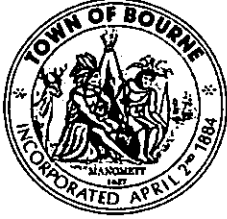
A discussion on the light at Barlow's Landing was held. The light was to be replaced in 10 days as of yet the light has not been fixed. Also a discussion was brought up regarding parking at Barlow's Landing.

There is a sign posted "Trailer parking only" and it should be enforced.

Motion to adjourn made by Dave W; seconded by Irv. Vote was unanimous.

Respectfully

Anne Dastous



TOWN OF BOURNE
Shore & Harbor Committee
24 Perry Avenue
Buzzards Bay, MA 02532



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

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday September 24, 2015 at 7:00 PM at the Bourne Middle School

1. Minute's previous meeting
2. Hens Cove Sub Committee Report
3. Dredging updates
4. Public comments, non-agenda items
5. Any other business that may come before the Committee.

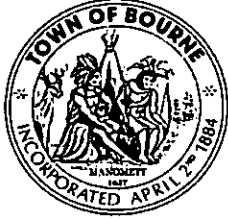
Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin
Chairman

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

2015 SEP 23 PM 3 34
TOWN CLERK'S OFFICE
BOURNE, MASS

CANCELLED



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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday September 24, 2015 at 7:00 PM at the Bourne Middle School

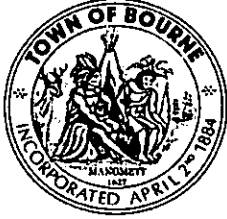
1. Minute's previous meeting
2. Hens Cove Sub Committee Report
3. Dredging updates
4. Public comments, non-agenda items
5. Any other business that may come before the Committee

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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



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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday
October 22, 2015 at 7:00 PM at the Bourne Middle School

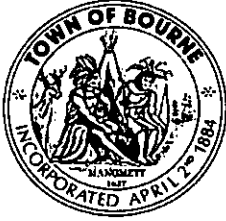
1. Minute's previous meeting
2. Hens Cove Sub Committee Report
3. Dredging updates
4. Public comments, non-agenda items
5. Any other business that may come before the Committee

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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



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
Irving Salley
Chris Southwood
Hunter Scott

Agenda Shore & Harbor Committee

The Shore and Harbor committee will be holding a public meeting on Thursday November 19, 2015 at 7:00 PM at the Bourne Middle School.

1. Minute's previous meeting
2. Engineering Updates
 - a. Hens Cove
 - b. Dredging
3. Public comments, non-agenda items
4. Any other business that may come before the Committee

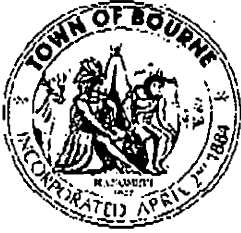
Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin
Chairman

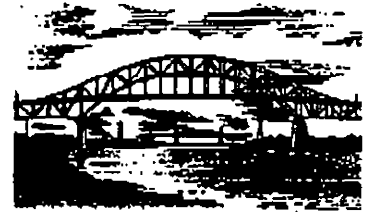
cc: Town Clerk, Board of Selectmen, Harbormaster, Conservation Commission, Engineering, Committee Members, Town Planner, Finance Committee

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TOWN CLERK'S OFFICE
BOURNE, MASS

To Clerk's office 1/2/15 3:30 pm



TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
January 8, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on December 18, 2014
3. Discussion and planning concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay, including information from consultants on the eleven questions developed earlier
Glenn Cannon, Patrick Tierney – Cape Cod Commission
4. Reports from Committee members (for information only, no deliberation)
5. Public Comment (for information only, no deliberation)
6. Identify future agenda items and set next meeting date
7. Adjourn.

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TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne
TRANSPORTATION ADVISORY COMMITTEE

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**Transportation Advisory Committee
Minutes of the Meeting
January 8, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, John Carroll, Dan Doucette, Cindy Parola, George Sala, Dennis Woodside; Selectmen Peter Meier, Stephen Mealy, Don Ellis and Linda Zuern; Glenn Cannon, Patriok Tierney, Cape Cod Commission; Michael Rausch, *Bourne Enterprise*, Paul Gately, *Bourne Courier*. Jonathan Higgins, Courtney Higgins, Chris Bailey, Jim Mulvey

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the December 18, 2014 meeting. There being none, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Commuter Rail: Glenn Cannon and his team continued the discussion of commuter rail and the research his team is doing by circulating a handout (a copy is on file with the original of these Minutes). Before he reviewed the handout, the Committee discussed the language of the vote that will be before the Special Town Meeting on January 26. The vote is simply to put the question of joining the MBTA on the ballot in the next Town election. The vote is not on the merits of commuter rail.

Selectman Mealy suggested that the Selectmen's meeting on January 20 be used as a public information meeting to clarify the vote and to make the distinction between commuter rail to Buzzards Bay and the CapeFLYER going to Hyannis.

Glen then reviewed the handout, first expanding on potential ridership numbers and potential traffic generation during peak 15 minute periods. He then provided some general information on the potential economic impacts - communities with commuter rail service have seen positive economic impacts and an increase in property values and rental values. He noted particularly that *Those communities that have seen the greatest investment are those that focused mixed use high density development around the transit station.* And he added that young professionals are looking for urban centers as their homes where they can walk for services and take the train to work. Bourne is well positioned with the Downtown District Zoning Bylaws and the GIZ.

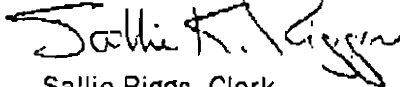
During the discussion that followed, Glenn noted that the MBTA will most likely build a platform, see how it goes, and then build a parking lot. Therefore, developing the current DOT parking lot next to the park will likely be the first scenario.

The discussion turned to the next steps. Glenn expects to complete the report of their work within about two weeks. The next meeting was set for February 12, after the Special Town

Meeting. The Committee will be on the Selectmen's agenda for Tuesday, January 20, as noted above.

Adjourn: The meeting adjourned about 4:53 pm.

Respectfully submitted:

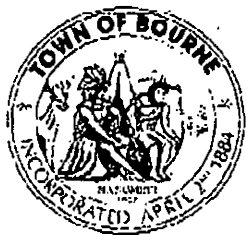

Sallie Riggs, Clerk

Future Agenda Items:

- Adams Street update
- Local roads and road taking policy
- Commuter rail to Buzzards Bay
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



To Clerk's office 1/15/15 11:50 am



TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
January 20, 2015	6:30 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

Joint Meeting: Transportation Advisory Committee and Board of Selectmen

PROPOSED AGENDA

1. Call meeting to order
2. Discussion of Special Town Meeting article concerning possible vote "to see if the Town will vote, pursuant to M.G.L. c, 161A para 6 to place the following question on the ballot for the next annual or special town election: 'Shall this Town be added to the Massachusetts Bay Transportation Authority?'"
3. Adjourn.

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 TOWN CLERK'S OFFICE
 BOURNE, MASS





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TOWN CLERK'S OFFICE
Town of Bourne



TRANSPORTATION ADVISORY COMMITTEE

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**Transportation Advisory Committee – Joint Meeting with Board of Selectmen
Minutes of the Meeting
January 20, 2015, 6:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, George Sala, Dennis Woodside; Selectmen Peter Meier, Stephen Mealy, Don Ellis, Don Pickard and Linda Zuern; Glenn Cannon, Cape Cod Commission; Michael Reusch, *Bourne Enterprise*, Jim Mulvey and other members of the public

Call meeting to order: Board of Selectmen Chair Peter Meier called the joint meeting to order at 6:38 pm. He explained that the purpose of the discussion was for those watching on television to be able to clarify the confusion that has appeared around the Article on the Special Town Meeting that pertains to commuter rail. He asked Transportation Advisory Committee Chair Wesley Ewell to begin the meeting with a report of the Committee's activities.

Wes described the questions that the Committee formulated in order to be able to understand the potential impacts of commuter rail coming to Buzzards Bay. He thanked the Selectmen and Glenn Cannon of the Cape Cod Commission for providing the technical assistance the Committee needs. He noted that the Commission has provided answers for many of the questions and that more work is needed.

He went on to note that an "aye" vote at the upcoming Special Town Meeting will not be a vote for commuter rail – it would be a vote only for putting the question of joining the MBTA on the next Town ballot. He stated that if the Town were to join the MBTA, then it would have a seat at the table as the state moves forward with its plans.

There followed a wide-ranging discussion that touched on the STM vote, commuter rail as a positive economic development stimulus, the state's plans for a platform on the south side of the Canal, and the issues surrounding the potential of commuter rail coming to Buzzards Bay.

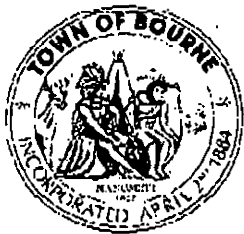
The discussion concluded with Chair Meier stating that he would like to see a positive STM vote to put the question of joining the MBTA on the ballot so that everyone in Town has a chance to express an opinion rather than just the small percent of residents that attend Town Meeting.

Adjourn: The joint meeting adjourned about 7:27 pm.

Respectfully submitted:

Sallie K. Riggs
Sallie Riggs, Clerk

To Clerk's office 2/12/15 9:46 am



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
February 12, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

POSTPONED TO FEBRUARY 19 SAME TIME, SAME PLACE

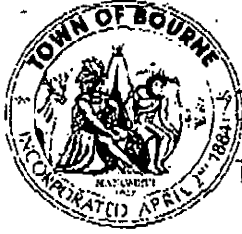
NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

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TOWN CLERK'S OFFICE
BOURNE MASS

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on January 8, 2015 and of Joint Meeting with Selectmen on January 20, 2015.
3. Discussion concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay
 - a. Special Town Meeting Vote
 - b. Report from Cape Cod Commission technical staff: Glenn Cannon and Patrick Tierney
4. Dept. of Public Works updates
5. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
6. Reports from Committee members (for information only, no deliberation)
7. Public Comment (for information only, no deliberation)
8. Identify future agenda items and set next meeting date
9. Adjourn.

To Clerk's office 2/9/15 9:00 am



TRANSPORTATION ADVISORY COMMITTEE
2015 FEB 9 AM
TOWN CLERK'S OFFICE
BOURNE, MASS
MEETING NOTICE



Date	Time	Location
February 12, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

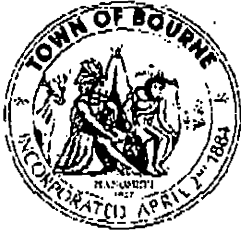
NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on January 8, 2015 and of Joint Meeting with Selectmen on January 20, 2015.
3. Discussion concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay
 - a. Special Town Meeting Vote
 - b. Report from Cape Cod Commission technical staff: Glenn Cannon and Patrick Tierney
4. Dept. of Public Works updates
5. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
6. Reports from Committee members (for information only, no deliberation)
7. Public Comment (for information only, no deliberation)
8. Identify future agenda items and set next meeting date
9. Adjourn.



To Clerk's office 2/17/15 9:00 am



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
February 19, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on January 8, 2015 and of Joint Meeting with Selectmen on January 20, 2015.
3. Discussion concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay
 - a. Special Town Meeting Vote
 - b. Report from Cape Cod Commission technical staff: Glenn Cannon and Patrick Tierney
4. Dept. of Public Works updates
5. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
6. Reports from Committee members (for information only, no deliberation)
7. Public Comment (for information only, no deliberation)
8. Identify future agenda items and set next meeting date
9. Adjourn.

FEB 17 9 03 AM
 TOWN CLERK'S OFFICE
 BOURNE, MASS



2015 FEB 25 PM 4 11
Town of Bourne

TRANSPORTATION ADVISORY COMMITTEE

BOURNE, MASS

DRAFT - DRAFT - DRAFT

**Transportation Advisory Committee
Minutes of the Meeting
February 19, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, John Carroll, Dan Doucette, Cindy Parola, Dennis Woodside; Selectmen Peter Meier, Stephen Mealy, Glenn Cannon, Patriok Tierney, Cape Cod Commission; Paul Gately, *Bourne Courier*, a member of the public.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on January 8, 2015. There being none, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated. He then asked for corrections or amendments to the Minutes of the Joint Meeting with the Selectmen on January 20, 2015. There being none, it was then MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated.

Commuter Rail: Wes opened the discussion by noting that the article at Special Town Meeting passed, thus putting the question of Bourne joining the MBTA on the ballot at the Town election on May 19. (May Town Meeting will be May 11.)

He suggested that we begin planning for some public forums in the weeks just before the election. After a brief discussion there was consensus to put scheduling public meetings on the agenda for the next meeting of the Committee.

Glenn Cannon reported that the Commission's meetings with MA DOT - to discuss the Commission's report and the state's planning activities - had been cancelled because of the weather. He forwarded his report to the staff at the Boston MPO and they said they would review it by early March. Glenn stated that he believes that means they have an interest in the project. After a brief discussion there was consensus to invite the Central Transportation Planning staff (CTPS) to the next meeting of the Committee. Glenn will invite them.

Glenn also noted that he believes the ridership figures in the state's 2007 report are overestimated. A few committee members stated that they question whether the current projection of 600-800 is an over-estimate.

A discussion developed about questions that the public is likely to ask, in addition to the eleven or twelve that the Committee developed. Several were articulated:

- Where will the train stop? Don't want to block Academy Drive
- Where will the train sit overnight?
- What is the proposed length of the platform?
- What is the process to determine if the MBTA actually comes to Bourne, if the May vote is positive?

Wes stated what he characterized as a basic question: Why does the Town want commuter rail? Committee members shared their thoughts and Wes summarized a response:

For the Town, commuter rail to Buzzards Bay can be an economic generator with new investment in Downtown buildings and redevelopment. Transit Oriented Design, where people live, work and play without needing a car, could characterize the Village.

For the individuals, commuter rail could mean fewer hours lost from traffic delays, more comfortable rides than the bus, and savings in gasoline.

For the region, reducing car traffic can result in fewer greenhouse gasses emissions.

He concluded: where transit comes in, development brings more in than it takes out.

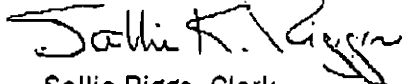
Several other questions were raised as examples of what voters might ask. Glenn took notes and said he would forward them to the CTPS before their meeting with the Committee.

Updates and reports from Committee members: there were none.

Future agenda items: John Carroll asked that the Committee consider the possibility of an extension of the bike path from the current terminus in Falmouth at Route 151 to the Canal.

Adjourn: The next meeting was set for Thursday, March 19. The meeting adjourned about 4:34 pm.

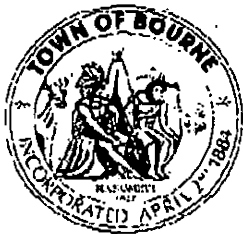
Respectfully submitted:


Sallie Riggs, Clerk

Future Agenda Items:

- Extension of Shining Sea Bikeway to the Canal
- Adams Street update
- Local roads and road taking policy
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

To Clerk's office 2/6/15 8:26 am



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
March 19, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street - Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on February 19, 2015.
3. Discussion concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay
4. Discussion about extending the Bike Path from Route 151 in Falmouth to the Cape Cod Canal
5. Dept. of Public Works updates
6. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
7. Reports from Committee members (for information only, no deliberation)
8. Public Comment (for information only, no deliberation)
9. Identify future agenda items and set next meeting date
10. Adjourn.

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TOWN CLERK'S OFFICE
BOURNE, MASS



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TRANSPORTATION ADVISORY COMMITTEE



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**Transportation Advisory Committee
Minutes of the Meeting
March 19, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, John Carroll, Dan Doucette, George Sala; Selectmen Peter Meier, Stephen Mealy, Glenn Cannon, Patrick Tierney, Cape Cod Commission; member of the public: John Pearson, Thomas Carver, Kaylene Jablecki, Paul Palo.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on February 19, 2015. There being none, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Commuter Rail: Wes opened the discussion by asking Committee member's opinions about commuter the possible rail extension in the context of the MBTA recent problems. Those that spoke up agreed that the town should not lessen its efforts to invite the extension, and that a "yes" on the May 19 ballot questions will not guarantee the extension, but at least open the door for the possibility. Glenn Cannon noted that in a meeting with the MA Department of Transportation (MA DOT) they did not appear to be in an expansionist mode. But they are continuing with their study.

In discussing public information, there was consensus that:

- The Committee will sponsor a public forum. Possible location (Upper Cape Cod Regional Technical School) and date (May 6) to be confirmed. In advance of the forum, a survey of residents will collect specific questions that should be addressed at the forum.
- Wes will prepare an opinion piece for the Bourne *Enterprise*
- The Committee will prepare a FAQ sheet for distribution and a display for the lobby at Town Meeting on May 4.

Wes also agreed to prepare a chart with the eleven questions and their answers.

Glenn and Patrick Tierney distributed a draft of a report (a copy is on file with the original of these Minutes) about the local impact of a commuter rail extension. They asked for reactions from Committee members - to be sent to ptierney@capecodcommission.org with a copy to gcannon@capecodcommission.org. Glenn would like reactions within the week so that a final report can be prepared before the next Committee meeting.

Discussion about extending the bike path from Rt. 151 in Falmouth to the Canal: John Carroll noted that the trash train is no longer using the rails from Joint Base Capé Cod to the Canal bridge and questioned whether a bike path could be built either on the rail bed or next to the rails that would connect the Cape Cod Canal service road with the Shining Sea Bikeway in Falmouth. Wes questioned how to start the investigation of this possibility.

Thomas Carver from Massachusetts Coastal Railroad (MCRR) stood and stated that MCRR hold a license from the Commonwealth to carry freight on the "Falmouth Branch" which is owned by the state. He read a statement (a copy is filed with the original of these Minutes). In brief, the statement rejected the idea of converting the track to a bike path. It included: "... MCRR has no interest in any consideration of the conversion of the Falmouth Branch for use as a bike path, so long as MCRR is licensed to use the Falmouth Branch as a railroad common carrier. MCRR will actively oppose any such conversion proposal."

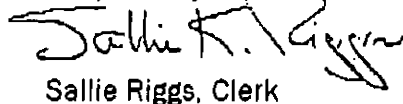
Updates and reports from Committee members:

George Sala reported that the permitting for the Adams Street project is still at District 5. Sallie reported that she had attended recent meetings of the Cape Cod Metropolitan Planning Organization and noted that Bourne is now better represented by Patrick Ellis. He has indicated an interest in the Committee and its activities. It was suggested to put him on the Committee's e-mail list. Sallie also noted that the MPO and Commission staff are updating the Regional Transportation Plan and have scheduled a series of public meetings. It also plans to make available an on-line survey. Sallie circulated the meeting schedule and encouraged Committee members to participate in the update process public outreach. She also reported that the bids for re-paving Rt. 28 will be opened in late June with the work scheduled to begin in the fall.

Future agenda items: 1) Study the charge to the Committee in case it is appropriate to make any recommendations to the Selectmen. 2) Re-open the discussion of local roads and policy on accepting roads.

Adjourn: The next meeting was set for Thursday, April 9. The meeting adjourned about 4:59 pm.

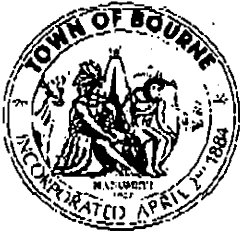
Respectfully submitted:


Sallie Riggs, Clerk

Future Agenda Items:

- Charge to the Committee
- Adams Street update
- Local roads and road taking policy
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

To Clerk's office 4/8/15 4:45 pm



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
April 9, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

2015 APR 7 AM 8 43
TOWN CLERK'S OFFICE
BOURNE, MASS

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on March 19, 2015.
3. Discussion concerning the proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay
Planning for information meeting and outreach
Cape Cod Commission report review
4. Discussion with Patrick Ellis, the Upper Cape Cod representative to the Cape Cod Metropolitan Planning Organization
5. Dept. of Public Works updates
6. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
7. Reports from Committee members (for information only, no deliberation)
8. Public Comment (for information only, no deliberation)
9. Identify future agenda items and set next meeting date
10. Adjourn.



2015 APR 14 PM 2 50

Town of Bourne



TRANSPORTATION ADVISORY COMMITTEE

DRAFT – DRAFT - DRAFT

**Transportation Advisory Committee
Minutes of the Meeting
April 9, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, John Carroll, Dan Douoette, Cindy Parola, George Sala, Dennis Woodside; Selectman Don Ellis; Glenn Cannon and Patrick Tierney, Cape Cod Commission; MPO member Patrick Ellis; member of the public: Don Myers; Ryan Barber, *Cape Cod Times*, Michael Rausch, *Bourne Enterprise*, Paul Gately, *Bourne Courier*

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on March 19, 2015. Wes had previously pointed out some typographical errors. There being no additional corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as amended.

Commuter Rail: Glenn Cannon and Patrick Tierney circulated a revised draft of the report and discussed the changes from the first draft. After a brief discussion of the report, it was MOVED, SECONDED and VOTED unanimously to accept the report as revised. Wes then noted that the document has become a public document. After additional discussion (see below), it was MOVED, SECONDED and VOTED unanimously to forward the report to the Board of Selectmen.

During the discussion, Glenn reported that the MassDOT officials he has spoken with suggested that the Town hold off on a Town vote until MassDOT is ready to provide service.

Additional discussion centered on a new platform – where it would be located, how long it would be, how it could be designed to prevent the trains from blocking Academy Drive. Ultimately, the answers will come from the MBTA planning staff.

The discussion shifted to public outreach. May 6 has been confirmed for a public forum at the Upper Cape Cod Regional Technical School beginning at 7 pm. Wes will chair the discussion; committee members should plan to attend. Glenn and Patrick were also asked to attend. It may be possible to use the Town's website to collect questions from residents before the meeting.

The Committee members then set the following schedule for its next meetings:

- April 16 – to discuss the original 12 questions and the information that has been identified to answer them.
- May 6 – public forum.
- May 7 – to review the discussion from the public forum and take a vote as to what action the Committee will recommend to the Board of Selectmen.

- May 12 - meet with the Board of Selectmen to present Commission report and to bring the Committee's recommendation

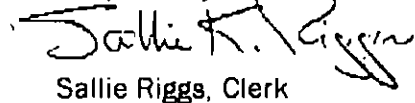
Cape Cod Metropolitan Planning Organization: Wes introduced Patrick Ellis, a Selectman from Sandwich and for ten years the head of the Sandwich DPW. Patrick represents the Upper Cape region at the MPO meetings. He noted that he is particularly interested in Canal area transportation planning. Committee members welcomed him and indicated that they feel it is critically important to have the area's voice at the MPO, especially as potential TIP projects are reviewed.

Public Comment: Don Myers requested that his concern about speed at the intersection of Route 28A and County Road be put on the Committee's agenda. Wes agreed to put it on an agenda, but not for the April 16 meeting. Wes indicated that he would like to invite Glenn to the meeting.

Future agenda items: outlined for next several meetings above.

Adjourn: The next meeting was set for Thursday, April 16. The meeting adjourned about 4:49 pm.

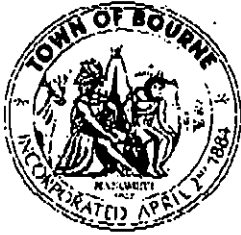
Respectfully submitted:


Sallie Riggs, Clerk

Future Agenda Items:

- Charge to the Committee
- Local roads and road taking policy
- Adams Street update
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

To Clerk's office 4/13/15 5 pm



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
April 16, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on April 9, 2015.
3. Discussion concerning the proposed utilization of the infrastructure for commuter rail from the Middleborough/Lakeville station to Buzzards Bay
 - Planning for information meeting and outreach
 - Review of questions and answers
4. Reports from Committee members (for information only, no deliberation)
5. Public Comment (for information only, no deliberation)
6. Identify future agenda items and set next meeting date
7. Adjourn.

TOWN CLERK'S OFFICE
BOURNE, MASS
2015 APR 14 AM 8 24





Town of Bourne TRANSPORTATION ADVISORY COMMITTEE

DRAFT - DRAFT - DRAFT

**Transportation Advisory Committee
Minutes of the Meeting
April 16, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, Michael Blanton, John Carroll, Dan Doucette, Cindy Parola, Dennis Woodside; Town Administrator Tom Guerino; Selectmen Don Ellis, Peter Meier and Stephen Mealy; Glenn Cannon and Patrick Tierney, Cape Cod Commission; ??Ryan Barber, *Cape Cod Times*, Michael Rausch, *Bourne Enterprise*, Paul Gately, *Bourne Courier*

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on April 9, 2015. There being none, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Commuter Rail: Wes introduced the topic of the Public Forum scheduled for May 6 at the Upper Cape Tech. There was consensus to create a flyer/handout with questions and answers. Sallie said she would post the meeting.

The Committee, working with Glenn Cannon and Patrick Tierney, went through the questions one-by-one and agreed on the answers.

Public Comment: Town Administrator Tom Guerino reported that the Canal Area Study staff wants to meet a Bourne delegation here in town. Tom will get the details to committee members when they become available.

Future agenda items: none other than the usual.

Adjourn: The next meeting was set for Thursday, April 16. The meeting adjourned about 4:58 pm.

Respectfully submitted:

Sallie K. Riggs
Sallie Riggs, Clerk

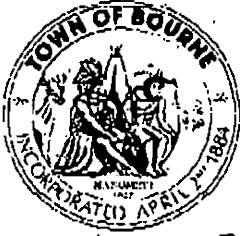
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TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda Items:

- Charge to the Committee
- Local roads and road taking policy
- Adams Street update
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



To Clark's office 4/30/15 11:30 am



TRANSPORTATION ADVISORY COMMITTEE



PUBLIC FORUM NOTICE

2015 APR 30 AM 11 42
TOWN CLERK'S OFFICE
BOURNE MASS

Date	Time	Location
May 6, 2015	7 pm	Upper Cape Cod Regional Technical School 220 Sandwich Road, Bourne

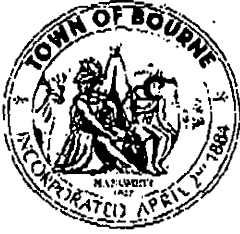
NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Introduction to Forum discussion
3. Public participation
4. Adjourn



To Clerk's office 4/30/15 12 pm



TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
May 7, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on April 16, 2015.
3. Discussion concerning the proposed utilization of the infrastructure for commuter rail from the Middleborough/Lakeville station to Buzzards Bay
Review May 6 public forum
Discussion and vote on recommendation to Board of Selectmen
4. Dept. of Public Works updates
5. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving, private roads, Adams Street
6. Reports from Committee members (for information only, no deliberation)
7. Public Comment (for information only, no deliberation)
8. Identify future agenda items and set next meeting date
9. Adjourn.

BOURNE, MASS
TOWN CLERK'S OFFICE
2015 APR 30 PM 12 11





Town of Bourne TRANSPORTATION ADVISORY COMMITTEE

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2015 MAY 7 PM 12 56
TOWN CLERK'S OFFICE
BOURNE, MASS

Transportation Advisory Committee
Minutes of the Meeting - Public Forum
May 6, 2015, 7 pm Upper Cape Cod Regional Technical School

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, Michael Blanton, John Carroll, Dan Doucette, Cindy Parola, George Sala, Dennis Woodside; Town Administrator Tom Guerino; Selectmen Stephen Mealy and Linda Zuern; Glenn Cannon and Patrick Tierney, Cape Cod Commission; Tom Cahir and Cathy Lynds, Regional Transit Authority; Mark Tirrell, former Selectman; George Slade, 2-3 other members of the public; Ryan Barber, *Cape Cod Times*, Michael Rausch, *Bourne Enterprise*,

Call meeting to order: Transportation Advisory Committee Chair Wes Ewell called the meeting to order at 7:00 pm.

Commuter Rail: Wes began by providing some background on the interest in commuter rail and the revitalization of Buzzards Bay, Bourne's Downtown. He went on to describe the work of the Cape Cod Commission Technical Planning staff in assisting the Committee in finding answers to a dozen questions that appeared to be the most often asked about bringing commuter rail to Buzzards Bay. He noted that Town Meeting in February voted to put the question of Bourne joining the MBTA on the May 19 Town election ballot.

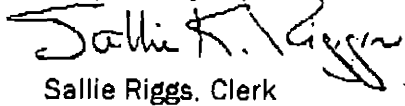
Questions from the audience then included such topics as (topics and summary responses):

- The assessment: In FY17 it would be about \$48,000 (\$128K minus CCRTA assessment of \$80K); assessments would not begin until service begins
- The impact on property values: other areas have experienced from 24% to 44% increases in property values; realized at sale time
- Ridership, parking and traffic: the Cape Cod Commission report projected ridership at 800 each day with parking needs for about 120 cars initially; there are expected to be some traffic flow impacts - about 30 minutes in the mornings and about 15 minutes in the afternoon, most significant at the entrance to the parking lot and at the intersection of Main Street and St. Margaret's St
- Financial impact on the Town: new dwelling units and new commercial activity within ½ mile of the station could increase tax revenues by \$1.3 million

Wes also noted that the MBTA can add service to Buzzards Bay without a large investment in infrastructure because track, signals, crossings, and lights are already in place; in fact, this is an opportunity for some new revenues for the MBTA.

Adjourn: The meeting adjourned about 8:12 pm.

Respectfully submitted:



Sallie Riggs, Clerk



2015 MAY 12 AM 8 21

TOWN CLERK'S OFFICE
BOURNE, MASS

Town of Bourne
TRANSPORTATION ADVISORY COMMITTEE

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**Transportation Advisory Committee
Minutes of the Meeting
May 7, 2015, 3:30 pm Bourne Community Center**

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, Michael Blanton, John Carroll, Dan Douoette, Cindy Parola; Town Administrator Tom Guerino; Selectman Stephen Mealy; Glenn Cannon, Cape Cod Commission; Marie Oliva, Canal Region Chamber of Commerce; Ryan Barber, *Cape Cod Times*, Michael Rauch, *Bourne Enterprise*, Paul Gately, *Bourne Courier*

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:35 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on April 16, 2015. There were two corrections. It was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as amended.

Commuter Rail: Wes introduced the topic by asking if, having heard the discussion at the public forum last evening, anyone had a motion for the Committee regarding the upcoming Town vote to join the MBTA. Sallie Riggs spoke up, noting first that she considered it of particular interest that at the Forum, she learned that the Town would not be assessed until rail service began. With that question answered, she proposed the following MOTION:

Our research has convinced us that bringing commuter rail service to Buzzards Bay will provide the catalyst needed to trigger redevelopment of underutilized properties along Main Street and create a vibrant downtown for Bourne. There are enormous benefits to be gained by the entire town from this action with very little financial impact and few potential problems. The Transportation Advisory Committee supports a positive vote to join the MBTA in order to send a strong signal to our elected official and potential developers and investors that Bourne wants commuter rail service. The MOTION was SECONDED

After hearing from Committee members and members of the audience, Wes called for a vote. Sallie asked if the Committee would consider an amendment to the motion - rather than "very little financial impact" she suggested "very little negative financial impact." Several people suggested not using "negative" and proposed: "very little financial liability."

Wes then called for a MOTION and a SECOND on the amendment. It was then VOTED unanimously to amend by replacing impact with liability. Wes then asked for a VOTE - The Motion as amended passed unanimously.

There was a brief discussion of a hand-out. Wes and Sallie indicated that one was being prepared.

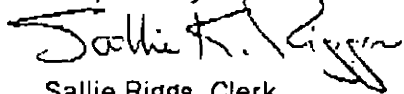
Updates: Glenn Cannon indicated that the Adams Street project is still at MassDOT.

Future agenda items:

Mr. Nelson's request concerning the 28A/County Road intersection in Cataumet
Potential bike path extension
Local roads
Charge to Committee

Adjourn: The next meeting was set for Thursday, June 4. The meeting adjourned about 4:29 pm.

Respectfully submitted:



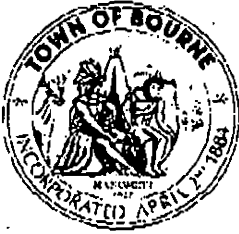
Sallie Riggs, Clerk

Future Agenda Items:

- Charge to the Committee
- Local roads and road taking policy
- Adams Street update
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



To Clerk's office 5/28/15 2 pm



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
June 4, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on May 7, 2015.
3. Discussion of next steps on commuter rail
4. Discussion of proposal concerning Rt. 28A/County Road intersection
5. Discussion of potential bike path extension from Falmouth to Cape Cod Canal
6. Continue discussion of local roads
7. Dept. of Public Works updates
8. Other updates: Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving
9. Reports from Committee members (for information only, no deliberation)
10. Public Comment (for information only, no deliberation)
11. Identify future agenda items and set next meeting date
12. Adjourn.

2015 MAY 28 PM 2 00
TOWN CLERK'S OFFICE
BOURNE, MASS





Town of Bourne
TRANSPORTATION ADVISORY COMMITTEE

2015 JUN 8 AM 8 44
TOWN CLERK'S OFFICE
BOURNE, MASS
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Transportation Advisory Committee
Minutes of the Meeting
June 4, 2015, 3:30 pm Bourne Community Center

Attending: Chair Wesley Ewell, Vice Chair Robert Parady, Clerk Sallie Riggs, John Carroll, Dan Douoette, Cindy Parola, George Sala, Dennis Woodside

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:30 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the Committee's meeting on May 7, 2015. There were two corrections. It was then MOVED, SECONDED and VOTED with one abstention to accept the Minutes as amended.

Commuter Rail: Wes introduced the topic by asking if there were any suggestions for next steps. Sallie reported that the Chair of the Selectmen had sent an e-mail explaining that he could not attend and asking if the Committee had any thoughts on the type of representative the Town should appoint to the MBTA Board. She added that she had spoken with a staff member of the CCRTA at an earlier meeting who directed the Committee to the legislation. Wes proposed recommending to the Selectmen that they call a meeting of the state legislative delegation along with Wareham selectmen. The lengthy discussion that followed focused on the role of the Committee going forward concerning commuter rail. At the conclusion there was consensus to keep the topic on the agenda and to monitor progress.

Rt. 2A/County Road intersection: After a brief discussion on who had responsibility for the intersection, it was MOVED, SECONDED and VOTED to refer the matter to Jon Nelson to bring to the attention of the Board of Selectmen.

Possible bike path extension: Funds for a study of the feasibility of extending the Shining Sea Bikeway from Rt. 151 in Falmouth to the Cape Cod Canal are in the current version of the MPO's Unified Planning Work Program (UPWP). The document will be out for public comment later this month and the MPO members are scheduled to vote on it on July 20. **ACTION:** Let Bourne MPO rep know that the Committee would like to see that the funds for the study stay in the UPWP.

Updates: George Sala reported that he had been able to get the Belmont Circle ped/bike improvements into the Transportation Improvement Program (TIP) for FY19. That is particularly significant because MassDOT doesn't even have 25% drawings, usually a requirement for the TIP.

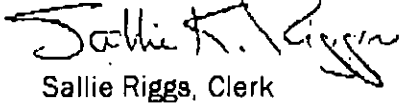
Dennis Woodside and George reported on the stripes mistakenly added to the Bourne

Rotary and removed three days later. They reported massive traffic problems.

Local roads: After a discussion, it was agreed to invite Town Administrator Tom Guerino to the next meeting to clarify what aspect of "local roads" he would like the Committee to discuss.

Adjourn: The next meeting was set for Thursday, September 10. The meeting adjourned about 4:35 pm.

Respectfully submitted:


Sallie Riggs, Clerk

Future Agenda Items:

- Charge to the Committee
- Local roads and road taking policy
- Adams Street update
- MA DOT consultants and a report on Belmont Circle planning
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



2015 JUN 18 PM 1 42
TOWN CLERK'S OFFICE
BOURNE, MASS

From: Steven Tupper <stupper@capecodcommission.org>
Sent: Thursday, June 18, 2015 1:00 PM
To: Steven Tupper
Subject: Planning for the Future Transportation Needs of Cape Cod Notice of Documents for Public Review and Comment Period
Attachments: 6-15-15 Public Review Notice.pdf

Good afternoon,

The Cape Cod Metropolitan Planning Organization (MPO) has released three (3) documents for a 30-day public review and comment period. Members of the public are invited to review these documents and provide comments.

- **DRAFT CAPE COD 2016 REGIONAL TRANSPORTATION PLAN (RTP)**
- **DRAFT FFY 2016-2019 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**
- **DRAFT FFY 2016 UNIFIED PLANNING WORK PROGRAM (UPWP)**

In accordance with the Public Participation Process developed by the Cape Cod MPO, Cape Cod Commission (CCC) is making the DRAFT Cape Cod 2016 Regional Transportation Plan (RTP), DRAFT FFY 2016-2019 Transportation Improvement Program (TIP) and the DRAFT FFY 2016 Unified Planning Work Program (UPWP) available for public review and comment.

The RTP is the long-range plan that sets the vision for the region's transportation system over the next 25 years. The TIP serves as a prioritized listing of highway, bridge, and transit projects proposed for implementation during the next four (4) federal fiscal years. The UPWP describes all significant transportation planning activities planned on Cape Cod over the twelve (12) month period. Copies of these documents are available for review at the CCC Offices (8:30 a.m. to 4:00 p.m.), at <http://www.capecodcommission.org/mpo>, and/or upon request.

A public meeting of the Cape Cod MPO advisory committee, the Cape Cod Joint Transportation Committee (JTC), is scheduled for June 26, 2015 at 8:30 AM.

Furthermore, a public meeting of the Cape Cod MPO is scheduled for July 20, 2015 at 1:00 PM to hear additional public comments and consider endorsement of these documents.

Both meetings are held at the Cape Cod Commission Office at 3325 Main Street (Route 6A) Barnstable, MA 02631.

Additional scheduled public outreach events are detailed below.

Public Outreach Events

Event/Location	Date	Time
Hyannis Father's Day Car Show	Main St, Hyannis	Sunday, June 21, 2015 8:00 AM – 11:00 AM
Commuter Rally – Barnstable County Complex Parking Lot	3325 Main St (Route 6A), Barnstable	Wednesday, June 24, 2015 12:00 PM – 1:00 PM
Meeting/Open House – Hyannis Transportation Center	215 Iyannough Rd (Route 28), Hyannis	Wednesday, July 8, 2015 3:00 PM – 5:00 PM
Meeting/Open House – Hyannis Transportation Center	215 Iyannough Rd (Route 28), Hyannis	Thursday, July 9, 2015 6:00 PM – 8:00 PM

Virtual Meeting	Log-in information available at: www.capecodcommission.org/rtp	Thursday, July 9, 2015	10:00 AM
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Please contact Glenn Cannon at 508-362-3136 for further information.

Comments on this RTP, TIP, or UPWP may be sent via mail, hand delivered, by facsimile, or via e-mail, by COB on July 15, 2015, as follows:

Mailed or dropped off:

**Cape Cod Commission Transportation Program
Glenn Cannon, Technical Services Director
3225 Main Street (Route 6A) | PO Box 226
Barnstable MA 02630-0226**

Sent by facsimile to the attention of Glenn Cannon, Technical Services Director, CCC FAX: 508-362-3136

*Electronic mail "email" — please put "RTP," "TIP," or "UPWP" in the subject line and send to:
gcannon@capecodcommission.org*

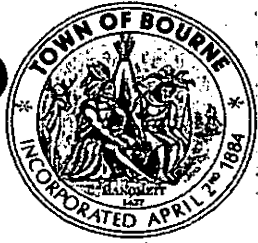
This meeting is accessible to people with disabilities. The Cape Cod Metropolitan Planning Organization (MPO) provides reasonable accommodations and/or language assistance free of charge upon request (including but not limited to interpreters in American Sign Language and languages other than English, assistive listening devices and alternate material formats, such as audio tapes, Braille and large print, as available). For accommodations or language assistance please contact the Cape Cod MPO by phone: (508) 362-3828, fax (508) 362-3136, TTY (508) 362-5585 or email frontdesk@capecodcommission.org.

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Caso estas informações sejam necessárias em outro idioma, por favor, contate o Coordenador de Título VI da MPO pelo telefone 508-744-1299.

The public discussion of the Transportation Improvement Plan (TIP) at CCJTC, MPO, and transportation meetings satisfies the Program of Projects (POP) public hearing requirements of the Federal Transit Administration (FTA).



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



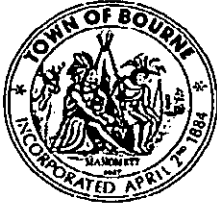
Date	Time	Location
September 10, 2015	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order – Vice Chairman, Robert W. Parady
- 1A. Election of Committee Officers: Chairman, Vice Chairman, and Clerk
2. Approve Minutes of Committee meeting of June 4, 2015.
3. Discussion of next steps on commuter rail service
4. Discussion of proposal concerning Rt. 28A/County Road intersection
5. Discussion of potential bike path extension from Falmouth to Cape Cod Canal
6. Continue discussion of local roads
7. Dept. of Public Works updates
8. Other updates: Adams Street, Belmont Circle, Bourne Bridge Rotary, MacArthur Blvd repaving; other
9. Reports from Committee members (for information only, no deliberation)
10. Public Comment (for information only, no deliberation)
11. Identify future agenda items, if any, and set next meeting date
12. Adjourn

2015 AUG 24 PM 10 31
TOWN CLERK'S OFFICE
BOURNE MASS



Town of Bourne
TRANSPORTATION ADVISORY COMMITTEE

DRAFT – DRAFT - DRAFT

Minutes of the Meeting of September 10 2015, 3:30 pm Bourne Community Center

Attending: John Carroll, Richard Conron, Daniel Doucette, Christopher Farrell, Jonathan Nelson, Marie Oliva, Robert Parady, Cynthia Parola, George Sala, Dennis Woodside

Call to order: Vice Chair Robert Parady called the meeting to order at 3:30 pm.

Election of officers: Chair Marie Oliva, Vice Chair Cynthia Parola, Clerk John Carroll

Minutes of the meeting of June 4 2015: Oliva asked for corrections or amendments to the Minutes. There were no corrections. Approved by Woodside. Second by Sala. Conron, Farrell and Oliva, abstained.

Commuter rail: The Committee understands that the Selectmen should appoint a representative to the MBTA Board in December.

Rt. 2A/County Rd intersection: Nelson to bring to the attention of the Selectmen.

Discussion of potential bike path from the Canal to Falmouth: Carroll reported there was considerable interest for this proposal expressed at a meeting in Falmouth. The Committee would like to see that the funds for the study stay in the UPWP. Conron to remind the Cape Cod Commission of Bourne's interest.

Discussion of local roads: The Committee would like guidance from the Selectman as to what they may want from The Committee.

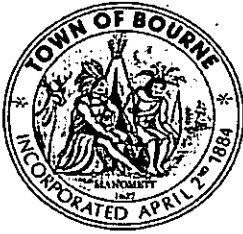
DPW updates: Sala reported paving of MacArthur Blvd is scheduled. A sidewalk extension from the Bourne Bridge to Veteran's Way in front of the State Police Barracks is included. Sala reported that notifications will go up before Adams St becomes one-way. Paving will start in October.

Adjourn: The next meeting was set for Thursday, October 10 at 3:30pm. The meeting adjourned at 4:30 pm.

Submitted:

John Carroll, Clerk

TOWN CLERK'S OFFICE
BOURNE, MASS
2015 SEP 28 PM 3 41



TRANSPORTATION ADVISORY COMMITTEE



MEETING NOTICE

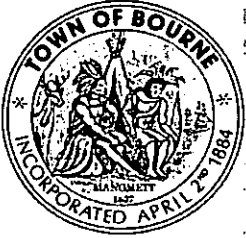
Date	Time	Location
October 15 2015	3:30- 4:30 pm	Bourne Community Center 239 Main St Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of Committee meeting on September 10 2015.
3. Discussion of next steps on commuter rail
4. Discussion of potential bike path extension from Cape Cod Canal to Falmouth
5. Dept. of Public Works updates
6. Other updates
7. Reports from Committee members (for information only, no deliberation)
8. Public Comment (for information only, no deliberation)
9. Identify future agenda items and set next meeting date
10. Adjourn

2015 SEP 28 PM 3 43
TOWN CLERK'S OFFICE
BOURNE, MASS



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532-3496
www.townofbourne.com



TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, November 5, 2015	3:30pm	Bourne Veterans Memorial Community Bldg

Note: All items on agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

AGENDA

1. Call Meeting to Order
2. Approve Minutes of October 15 (lack of quorum-no minutes)
3. Discussion of next steps on commuter rail
4. Bike Path extension from Cape Cod Canal to Falmouth
5. Dept. of Public Works Updates
6. Other Updates
7. Reports from Committee Members (for information only; no deliberation)
8. Public Comment (for information only; no deliberation)
9. Identify future agenda items
10. Set next meeting date
11. Adjourn

2015 OCT 16 PM 3 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: Marie Oliva <moliva@capecodcanalchamber.org>
Sent: Thursday, December 17, 2015 4:24 PM
To: Chapman, Wendy
Cc: Johnson, Barry
Subject: Transportation Advisory Committee

2015 DEC 18 AM 1:00
TOWN CLERK'S OFFICE
BOURNE, MASS

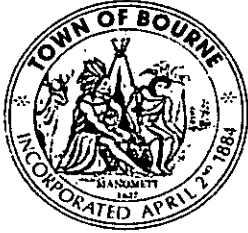
Please be advised that today's Transportation Advisory Committee meeting on Wednesday, December 17, 2015, 3:30pm, Bourne Veteran's Memorial Community Building, did not convene due to a lack of attendance.

Thank You,
Marie Oliva
President & CEO
Cape Cod Canal Region Chamber
70 Main Street, Buzzards Bay, MA 02532
P 508-759-6000 X12 F 508-759-6965
moliva@capecodcanalchamber.org
www.capecodcanalchamber.org
www.scallopfest.org
www.southshorecanalredd.com

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TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



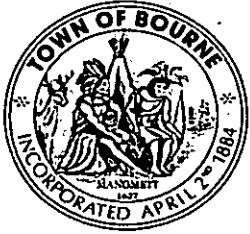
Date	Time	Location
Thursday 17 December 2015	3:30- 4:30 pm	Bourne Community Center 239 Main St Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve minutes of committee meeting on Thursday 10 September 2015.
3. Discussion of potential bike path extension from Cape Cod Canal to Falmouth
4. Discussion of Committee makeup
5. Dept. of Public Works updates
6. Other updates
7. Reports from Committee members (for information only, no deliberation)
8. Public Comment (for information only, no deliberation)
9. Identify future agenda items and set next meeting date
10. Adjourn

2015 DEC 9 AM 10 45
TOWN CLERK'S OFFICE
BOURNE, MASS



TRANSPORTATION ADVISORY COMMITTEE

MEETING NOTICE



Date	Time	Location
Thursday 17 December 2015	3:30- 4:30 pm	Bourne Community Center 239 Main St Buzzards Bay

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Transportation Advisory Committee.

PROPOSED AGENDA

1. Call meeting to order
2. Approve minutes of committee meeting on Thursday 10 September 2015.
3. Discussion of potential bike path extension from Cape Cod Canal to Falmouth
4. Discussion of Committee makeup
5. Dept. of Public Works updates
6. Other updates
7. Reports from Committee members (for information only, no deliberation)
8. Public Comment (for information only, no deliberation)
9. Identify future agenda items and set next meeting date
10. Adjourn

2015 DEC 4 AM 10 45
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

January 7, 2015
8:00 am
Mashpee Town Hall
16 Great Neck Road North

New Business:

Approve minutes of December 2014 meeting.

Approve December 2014 Residential Tonnage of 1644.07 tons for reporting to SEMASS.
Total Residential and Commercial is 2394.42 tons.

1. Review of Facility Closure Requirements
2. Use of UCRTS for Short-term Storage
3. Finalization of Rail Shortfall (compile alternate and trucking tonnage)
4. Update on DLTA Grant for Feasibility Study
5. Discussion of IMA

Other Business:

- a. Discussion of future agenda.

Next regular meeting is Wednesday, February 11, 2015.

2015 JAN 5 PM 3 53
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

January 14, 2015
8:00 am
Mashpee Town Hall
16 Great Neck Road North

New Business:

Approve minutes of December 2014 meeting.

Approve December 2014 Residential Tonnage of 1644.07 tons for reporting to SEMASS.
Total Residential and Commercial is 2394.42 tons.

1. Review of Facility Closure Requirements
2. Use of UCRTS for Short-term Storage
3. Finalization of Rail Shortfall (compile alternate and trucking tonnage)
4. Update on DLTA Grant for Feasibility Study
5. Discussion of IMA

Other Business:

- a. Discussion of future agenda.

Next regular meeting is Wednesday, February 11, 2015.

2015 JAN 6 PM 3 18
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

February 11, 2015
8:00 am
Mashpee Town Hall
16 Great Neck Road North

New Business:

Approve minutes of January 2015 meeting.

1. Discussion of the Air Force Consent for the use of the UCRTS property
2. Discussion on short-term use of UCRTS
3. Update on status of feasibility study
4. Review of rail shortfall
5. Review of IMA
6. Update on facility closure

Other Business:

- a. Discussion of future agenda.

Next regular meeting is Wednesday, March 11, 2015.

2015 FEB 3 PM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

May 13, 2015
8:00 am
Mashpee Town Hall
16 Great Neck Road North

New Business:

Approve minutes of March 2015 meeting.

- Review of Proposals for Feasibility Study
- Update on Towns' Review and Approval of IMA
- FY15 Budget Closeout
- Update on Facility Closure/Facility Security

Other Business:

- a: Discussion of future agenda.

Next regular meeting is Wednesday, June 10, 2015.

2015 MAY 7 AM 10 50
TOWN CLERK'S OFFICE
BOURNE, MASS

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

2015 MAY 21 AM 8 31

TOWN CLERK'S OFFICE
BOURNE, MASS

Special Meeting
May 26, 2015
2:00 pm
Mashpee Town Hall
16 Great Neck Road North

New Business:

- Kick-off discussion with Weston & Sampson Engineers for feasibility study.
- Discussion on continued use of the site for CDL Testing
- Review of letter from MassCoastal on use of rail line

Other Business:

- a. Discussion of future agenda.

Next regular meeting is Wednesday, June 10, 2015.

BOARD OF MANAGERS

AGENDA

2015 JUL 6 PM 2 38 UPPER CAPE REGIONAL TRANSFER STATION JUL 6 PM 2 38

TOWN CLERK'S OFFICE
BOURNE, MASS

TOWN CLERK'S OFFICE
BOURNE, MASS

July 13, 2015
2:00 pm
Mashpee Town Hall
16 Great Neck Road North

New Business:

Approve minutes of May 2015 meetings.

- Progress report from Weston and Sampson Engineers on re-use feasibility study
- Distribution of signed IMA to members

Other Business:

- a. Discussion of future agenda.
- b. Set next meeting

**Board of Managers
Upper Cape Regional Transfer Station
Meeting Minutes**

July 13, 2015 at 2:00 p.m.

Mashpee Town Hall

2015 AUG 20 PM 2 56

TOWN CLERK'S OFFICE
BOURNE, MASS

Mashpee:	Catherine Laurent, Chairman
Falmouth:	Ray Jack
Sandwich:	Paul Tilton
Bourne:	Dan Barrett, Phil Goddard (alt.)
Otis:	Chris Segura

Present: Chairman Catherine Laurent, Paul Tilton, Ray Jack, Chris Segura, Phil Goddard
Also Present: Mike Scipione, Mike Richard—Weston & Sampson; Sharon Rooney—Cape Cod Commission; Carter Hunt—Mass Development; Carl Cavossa—Cavossa Disposal Corporation; Kim McIntyre

CALL TO ORDER

The meeting was opened by Chairman Laurent at 2:10 p.m. with a quorum.

NEW BUSINESS

Approve Minutes of May 2015 Meeting

MOTION: Mr. Tilton made a motion to approve the minutes of May 13, 2015. Mr. Goddard seconded the motion. All voted unanimously.

Progress Report from Weston & Sampson on Re-Use Feasibility Study

Mr. Scipione of Weston & Sampson distributed copies of their agenda. Mr. Richards summarized Weston & Sampson activities toward completing the feasibility study. Mr. Richards confirmed that they had reviewed a number of documents provided to them in reference to Task 1. They believed that they were in possession of most of the permit information. Mr. Richards referenced the list of the documents on their agenda and recommended that the Board advise them if there were additional documents that should be reviewed. Mr. Jack noted that he had the 1994 permit copies for the consultants. Mr. Richards continued that they were working on identifying limitations to subdividing the property or identifying impediments to multiple use of the site, which will primarily be addressed by RKG.

In reference to the DEP documents, Mr. Richards inquired whether 17,800 tons per year was accurate, but it was thought that it may not have been an accurate figure. Mr. Richards also inquired whether there was a MEPA filing, but there was not. Additionally, Mr. Richards inquired about CDL training and Chairman Laurent confirmed that there was no agreement in place for use of the property. The Chair indicated that she would forward the CDL contact information to Weston & Sampson and noted that they were very interested in continuing to use the property.

Regarding site review, Mr. Richards indicated that they had inspected the site, building and equipment. Mr. Richards noted that the site included the scale, the crane, generator and the building. Mr. Jack confirmed that the loader also belonged to the facility. Mr. Richards reported that he learned from Fairbanks Scale that the scale had no value since it was past its useful life and offered no resale value. Mr. Jack confirmed that the load cells had been changed and confirmed that it was the original scale,

but did work. Additionally, Mr. Richards reported that the generator's worth was limited, likely only in the scrap market with no resale value. Mr. Richards noted that they were mindful of any retrofits or change of use that might trigger building code updates. Mr. Richards reported that they had been in contact with MassCoastal and that they would be meeting with them later today. Mr. Richards indicated that renewable energy production was a viable option, such as solar or digestion, though wind was unlikely to be an option.

Regarding security concerns, Mr. Richards inquired whether the Base had expressed any concerns over the years. Mr. Segura responded that uses would need to be considered by the Base. Chairman Laurent reported that there had been no vandalism while the site was operational but that it had occurred on the rail cars that were stored on the property. Mr. Richards inquired whether a feasibility study at the site had ever been completed for renewable energy, to which the Chair responded there had not, though there are projects on the Base. Mr. Richards inquired about interconnection feasibility studies and Mr. Segura responded that he would forward the contact information of Rose Forbes with the Air Force Civil Engineer Center. Mr. Richards noted that an appraisal of the site and another review of the site would be conducted once future uses have been identified.

Mr. Richards reported that they had been in contact with haulers regarding waste processing, transport and disposal needs and will continue to evaluate that usage. Mr. Richards inquired whether there were other aspects of difficult to manage waste that had been considered for the site such as white goods, compost or wastewater. The Chair responded that they had discussed compost and C&D but was considering the big picture. Mr. Goddard inquired about the radius of service that was considered and Mr. Richards responded that they went as far as Taunton and included the Cape, but not the Islands. The Chair recommended consideration of Martha's Vineyard. Mr. Cavossa referenced the landfills and transfer stations reviewed and inquired whether any were open to commercial haulers. Mr. Richards offered to provide a list of transfer stations that were open to commercial haulers. Mr. Scipione inquired about Martha's Vineyard waste transport and Mr. Jack confirmed that there was a contract with haulers who chose the final disposal site.

Mr. Richards confirmed that they would continue to gather additional information about potential use, including speaking with local industries and the Rail and Eastern Salt. Mr. Richards stated that they were not hearing a great need for industrial bulk storage on the Cape, such as lumber or food product. Mr. Richards requested that Board members notify them of any other industries they should contact. Mr. Richards confirmed that they were keeping all options open.

Mr. Goddard inquired why the appraisal would not be conducted until a use was identified and Mr. Richards responded that the value could change based on the uses identified. Mr. Scipione indicated that the appraisal would be based on the most advantageous use of the facility. Mr. Tilton pointed out that permitting approval would be unknown at that point, but Mr. Scipione indicated that the use would be evaluated as to whether it would be permissible.

Ms. Rooney referenced limitations on subdivision of the property and suggested that it would be useful to identify limitations from the military standpoint. Additionally, Ms. Rooney noted that Patty Daley had been in contact with operators regarding sludge processing. Ms. Rooney also noted that a comprehensive list of options had been included in the RFP.

Mr. Hunt inquired whether MassCoastal had provided a list of potential products they would transport and Mr. Richards responded that they had been vague about the specifics, but that they would be

meeting with them to discuss it further. Chairman Laurent inquired whether MassCoastal would be looking for a full time use and asked whether it would then be a shared use. Mr. Richards responded that they would consider a shared use and Mr. Scipione agreed. Mr. Goddard inquired whether a rail use could occur if other assets were built on the 18 acres or would it have to sit within the building and Mr. Scipione responded that they were not assuming usage only of the facility, but would identify some of the added costs to be incurred.

Mr. Hunt reported that the Army at Hanscom has requested that the property be included in their lease, in order to maintain the railhead. Mr. Goddard inquired whether MassDevelopment would still receive the property. Mr. Carter responded that MADOT Rail would own the property, not DCAMM, and the Army would have rights to it. A loading and mobilization area would be planned that would still allow a commercial use of the property. Mr. Carter emphasized the goal to keep Joint Base Cape Cod on the Cape. Mr. Hunt added that there was consideration of the redevelopment of the lower area for a wastewater treatment plant as well usage of the rail for transportation of items such as buoys for WHOI or the Coast Guard. Mr. Segura pointed out that if the Army took control of the property, MassDevelopment would not be the owner of the property. Mr. Carter confirmed that they have included the railhead in their property request but that it would need to be authorized to be added to their lease. Mr. Jack inquired whether the Army was seeking control of the entire 18 acres or the rail bed and right of way of the rail bed. Mr. Hunt stated that they were seeking control of the acreage with the UCRTS parcel extending to the base boundary. Mr. Jack indicated that it would make it difficult to redevelop the property for use unless it was known that a ramp was needed for loading and its location. Mr. Hunt felt that the ramp would not be located near the UCRTS parcel and described the location of an additional 3-track system. Mr. Segura referenced that there were similar risks back when the UCRTS initially entered the agreement, though Mr. Jack pointed out that it was a municipal risk and not a commercial risk. Mr. Hunt indicated that there would be no confirmation until the Army was authorized the transfer. Mr. Scipione indicated that their purpose was to identify the best use of the facility but they would consider the risk once the uses were identified.

Mr. Cavossa referenced salt use and described the challenges faced by businesses regarding acquiring the salt. Mr. Cavossa indicated that if salt could be purchased in advance and stored locally, they would not be faced with being cut off from acquiring the salt ordered and needed, which would benefit residents and municipalities.

At the next meeting, Mr. Richards anticipated being able to provide additional information regarding zoning, waste needs and more specific reuse ideas. There was agreement to meet on August 24 at 2 p.m. Mr. Goddard requested that an aerial map be brought to the next meeting. The Chair inquired who would be best prepared to speak to uses not compatible with the military and Mr. Segura responded that he felt Mr. Hunt may be the best resource. Mr. Hunt confirmed that the military will require review and assessment of environmental considerations.

Distribution of Signed IMA to Members

The Chair stated that Bourne was still awaiting signatures, but that the IMA had been approved.

Approve Minutes of May 2015 Meeting

MOTION: Mr. Tilton made a motion to approve the minutes of May 26. Mr. Jack seconded the motion. All voted unanimously.

OTHER BUSINESS

Discussion of Future Agenda

As discussed above

NEXT MEETING

2:00 pm Monday, August 24, 2015

ADJOURNMENT

Mr. Tilton made a motion to adjourn. Mr. Jack seconded the motion. The meeting adjourned at 2:58 p.m.

Respectfully submitted by,

Jennifer M. Clifford
Board Secretary

LIST OF DOCUMENTS

-Feasibility Study Project Update

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

August 24, 2015
2:00 pm
Mashpee Town Hall
16 Great Neck Road North

2015 AUG 20 PM 2 55
TOWN CLERK'S OFFICE
BOURNE, MASS

New Business:

Approve minutes of July 2015 meetings.

- Progress report from Weston and Sampson Engineers on re-use feasibility study

Other Business:

- a. Discussion of future agenda.
- b. Set next meeting

BOARD OF MANAGERS
AGENDA
UPPER CAPE REGIONAL TRANSFER STATION

2015 SEP 30 PM 12 03

TOWN CLERK'S OFFICE
BOURNE, MASS

October 7, 2015
10:30 am
Mashpee Town Hall
16 Great Neck Road North

New Business:

- a. Approve minutes of July 2015 meetings
- b. Progress report from Weston and Sampson Engineers on re-use feasibility study
- c. Discussion of use of property for winter salt storage

Other Business:

- a. Discussion of future agenda.
- b. Set next meeting

BOARD OF MANAGERS

AGENDA

UPPER CAPE REGIONAL TRANSFER STATION

2015 SEP 30 PM 2 33

TOWN CLERK'S OFFICE

BOURNE, MASS
October 7, 2015

10:30 am

Mashpee Town Hall

16 Great Neck Road North

New Business:

- a. Approve minutes of August 2015 meetings
- b. Progress report from Weston and Sampson Engineers on re-use feasibility study
- c. Discussion of use of property for winter salt storage

Other Business:

- a. Discussion of future agenda.
- b. Set next meeting

To Clerk's office 12/30/14 2:40 pm



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
January 7, 2015, 5:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on December 17, 2014
3. Nomination and vote: Secretary/Clerk of the committee
4. Chair's report: meeting with Board of Sewer Commissioners, article for Town Meeting
5. Project coordinator's report
 - a. Review Weston & Sampson report
 - b. Meeting with Wareham
 - c. Other updates
6. Discussion of next steps and strategies
 - a. Potential sites for wastewater treatment plant
 - b. Other
7. Comments/reports from Committee members (for information only, no deliberation)
8. Public comment (for information only, no deliberation)
9. Set date for next meeting and adjourn meeting

2014 DEC 30 PM 2 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Sallie K. Riggs, Chair

To Clerk's office 1/9/14 11:40 am



Town of Bourne



Wastewater Advisory Committee DRAFT

2015 JAN 9 AM 11 56

TOWN CLERK'S OFFICE
Minutes of the Meeting

BOURNE, MA 2015; Bourne Memorial Community Center

Attending: Committee members Mary Andrews, Judy Conron, Terri Guarino, William Locke, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell.

Open Meeting: Sallie Riggs called the meeting to order at 5:01 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of December 17, 2014. Noting no corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated for the meeting of December 17, 2014.

Nomination and vote for Secretary/ Clerk of committee: Sallie nominated Terri Guarino for the Wastewater Advisory Committee Secretary/ Clerk. There were no other nominations. It was then MOVED, SECONDED, and VOTED unanimously to elect Terri as the Secretary/ Clerk.

Chair's Report: Sallie reported a summary of the January 6, 2015 meeting with the Board of Sewer Commissioners. The Board endorsed the article for submission to the January 26, 2015 Town Meeting by amending it to request a payment of \$3,000 for 6 months of part-time work for Wes Ewell to continue as the Project Coordinator. Funds should be available immediately if approved at the Town Meeting. She also noted that the Town Administrator suggested putting funds for an additional 12 month period into next year's budget.

The Hydrogeologic Report produced by Weston & Sampson was also endorsed by the Board of Sewer Commissioners so that it may be forwarded to MassDEP for review. Three hard copies need to be distributed to the Town Administrator's office for review and signing prior to the submission.

Within sixty days, the Wastewater Advisory Committee needs to report back to the Board of Sewer Commissioners with a detailed discussion of wastewater treatment options including funding mechanisms, timing, and how other town's have structured public/private partnerships.

The meeting time for this Committee will be changed to 7:00 pm effective next meeting.

Project Coordinator's Report: There was discussion about networking with adjacent communities.

Discussion of Next Steps and Strategies: The committee agreed that we should consider short term options as well as long term options for wastewater. These options will be outlined in the report to the Board of Sewer Commissioners.

Committee member reports and comments and Public comments: N/A

Next meeting: The next meeting was set for Wednesday February 4, 2015 at 7:00pm at the Bourne Memorial Community Center. Committee members were asked to reserve Feb. 11 in case of snow.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 6:18pm.

Respectfully submitted:
Terri Guarino, Secretary/Clerk

To Clerk's office 1/29/15 2:30 pm



Town of Bourne

Wastewater Advisory Committee



POSTPONED - POSTPONED - POSTPONED

Proposed Agenda
February 4, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on January 7, 2015
3. Chair's report: meeting with Board of Sewer Commissioners, Special Town Meeting article
4. Project coordinator's report
5. Discussion of next steps and strategies
6. Comments/reports from Committee members (for information only, no deliberation)
7. Public comment (for information only, no deliberation)
8. Set date for next meeting and adjourn meeting


 Sallie K. Riggs, Chair

2015 FEB 2 AM 11 50
 TOWN CLERK'S OFFICE
 BOURNE, MASS

To Clerk's office 1/29/15 2:30 pm



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
February 4, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on January 7, 2015
3. Chair's report: meeting with Board of Sewer Commissioners, Special Town Meeting article
4. Project coordinator's report
5. Discussion of next steps and strategies
6. Comments/reports from Committee members (for information only, no deliberation)
7. Public comment (for information only, no deliberation)
8. Set date for next meeting and adjourn meeting



 Sallie K. Riggs, Chair

2015 JAN 29 PM 2 42
 TOWN CLERK'S OFFICE
 BOURNE, MASS

To Clerk's office 3/2/15 10:40 am



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
March 4, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on January 7, 2015
3. Chair's report: meeting with Board of Sewer Commissioners, Special Town Meeting article
4. Project coordinator's report
 - a) preview of report for Sewer Commissioners
 - b) discussion of treatment technology options
 - c) other
5. Discussion of next steps and strategies
6. Comments/reports from Committee members (for information only, no deliberation)
7. Public comment (for information only, no deliberation)
8. Set date for next meeting and adjourn meeting


 Sallie K. Riggs, Chair

~~2015 FEB 30 AM 10 34~~
 TOWN CLERK'S OFFICE
 BOURNE, MASS

2015 MAR 2 AM 10 54
 TOWN CLERK'S OFFICE
 BOURNE, MASS

To Clerk's office 3/5/15 12:15 pm

2015 MAR



02

TOWN CLERK'S OFFICE
Town of Bourne
BOURNE, MASS

Wastewater Advisory Committee DRAFT

Minutes of the Meeting

March 4, 2015; Bourne Memorial Community Center

Attending: Committee members Elmer Clegg, Judy Conron, Sallie Riggs, Kathy Zagzebski; Selectman Linda Zuern; Project Coordinator Wesley Ewell.

Open Meeting: Sallie Riggs called the meeting to order at 7:03 pm.

Minutes: Sallie asked for additions or corrections to the Minutes of the meeting of January 7, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated for the meeting of January 7, 2015.

Chair's Report: Sallie deferred any report until later in the meeting.

Project Coordinator's Report: Wes introduced Mark Lubbers from AquaPoint in New Bedford to talk with the Committee members about some of the small plant technologies. They can easily handle the 80,000-100,000 gpd that Bourne is interested in for the near-term. These systems are smaller, ready built, and can be installed within weeks. The discussion identified that it would take about a year for the permitting, about eight-to-ten weeks to manufacture and then a few more months to install and begin operations. In addition, time must be allotted for installing the piping and pumps to get from Main Street to the plant site at Queen Sewell Park. He also noted that an operator is required on site, usually about two hours a day for five days each week.

Wes then asked for comments from the Committee on the draft report requested by the Board of Sewer Commissioners. In general, the report describes a two-phased approach to meeting the wastewater management needs for the Village of Buzzards Bay. There are some more cost figures that need to be developed. After discussion it was MOVED, SECONDED and VOTED unanimously to accept the report in principle with the knowledge that Wes will continue working on specifics and will review some of the wording with his contact in Wareham, and to forward the report to the Board of Sewer Commissioners.

Sallie expressed concern about the process to keep the project moving forward. She noted that the meeting with the Board is tentatively set for March 24. A delay could jeopardize timing for going to Town Meeting in May. She also asked Wes to research the process and timing by which articles can get onto the May Town Meeting.

Discussion of Next Steps and Strategies: These were incorporated in the discussion of the report.

Committee member reports and comments and Public comments: N/A

Next meeting: The next meeting was set for Wednesday, April 1, 2015 at 7:00pm at the Bourne Memorial Community Center.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:30 pm.

Respectfully submitted:
Sallie Riggs, Chair

To Clerk's office 3/26/15 4:50 pm



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
April 1, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on March 4, 2015
3. Chair's report: meeting with Board of Sewer Commissioners
4. Project coordinator's report
5. Discussion of next steps and strategies, including on-going funding
6. Comments/reports from Committee members (for information only, no deliberation)
7. Public comment (for information only, no deliberation)
8. Set date for next meeting and adjourn meeting



 Sallie K. Riggs, Chair

2015 MAR 26 PM 3 52
 TOWN CLERK'S OFFICE
 BOURNE, MASS



Town of Bourne

Wastewater Advisory Committee DRAFT - DRAFT - DRAFT

To Clerk's office 4/11/15 8:41 AM
 APR 11 2015
 TOWN OF BOURNE
 CLERK'S OFFICE
 BOURNE, MASS
 APR 8 25

Minutes of the Meeting

April 1, 2015; Bourne Memorial Community Center

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, Terri Guarino, William W. Locke, Sallie Riggs; Project Coordinator Wesley Ewell; Bourne Resident Jim Mulvey.

Open Meeting: Chair Sallie Riggs called the meeting to order at 7:00 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of March 4, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated for the meeting of March 4, 2015.

Chair's Report: Sallie reported a summary of the March 31, 2015 meeting with the Board of Sewer Commissioners. The Board voted to endorse the Draft Wastewater Plan for the Town of Bourne. The vote included a request that the Wastewater Advisory Committee report back to the Board of Sewer Commissioners within 120 days with more details regarding Phase One, cost estimates, and funding options for the next steps: engineering and permitting.

The Board also agreed to support the Committee's request for a Town Meeting Article authorizing \$18,500 as part of the needed \$24,000 for the WW Planning Coordinator (an additional \$5,500 will come from community development funds, not part of the Town Meeting vote).

Project Coordinator's Report: Wes summarized the revisions made for the Draft Wastewater Plan where the wording of the report was rearranged. This was unanimously supported by the committee. There was discussion of all of the cost saving benefits of having a Project/Planning Coordinator for the Town of Bourne and how this needs be outlined in detail. Wes is focusing on financials for Phase One and increasing public knowledge. This information will be presented to the Finance Committee and at the Town Meeting.

Discussion of Next Steps and Strategies: The committee agreed on the importance of informing the public about the purpose and significance of this project. Wastewater issues and the limited disposal capacity are preventing redevelopment of the downtown area and hindering revenue to the Town. In order to gain public approval for the coordinator's funding, the committee needs to provide information to Bourne residents and clarify the big picture. Options were discussed on methods to inform the public about our purpose including publishing articles in the *Enterprise* and distributing fliers. Now would be a good time to begin educating the public and incorporate this with the commuter rail project.

Comments: Mary summarized the construction process for the sewer system in Hideaway Village.

Public comments: Jim Mulvey expressed concerns about the environmental impacts that different wastewater disposal options may have.

Next meeting: The next meeting was set for Wednesday April 15, 2015 at 7:00pm at the Bourne Memorial Community Center.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:22pm.

Respectfully submitted: Terri Guarino, Secretary

To Clerk's office 4/23/15 1:40 pm



Town of Bourne

Wastewater Advisory Committee



2015 APR 23 PM 1 39

TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda
April 29, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review/approve Minutes of meeting on April 1, 2015
3. Discussion of Article #19 on Town Meeting agenda, May 4
4. Project coordinator's report
 - Potential field trips
 - Search for funding
 - Process going forward – looking toward report to Board of Sewer Commissioners in August
 - Other information concerning on-going planning
5. Discussion of next steps and strategies
6. Comments/reports from Committee members (for information only, no deliberation)
7. Public comment (for information only, no deliberation)
8. Set date for next meeting and adjourn meeting


 Sallie K. Riggs, Chair

To Clerk's office 5/28/15 11:30 am



Town of Bourne

Wastewater Advisory Committee DRAFT - DRAFT - DRAFT



2015 MAY 28 AM 11 31

Minutes of the Meeting**April 29, 2015, Bourne Memorial Community Center**

BOURNE, MASS

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, Terri Guarino, Nolan LeRoy, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell and Bourne Resident Jim Mulvey.

Open Meeting: Sallie Riggs called the meeting to order at 7:03 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of April 1, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated for the meeting of April 1, 2015.

Discussion of Article #19 on Town Meeting agenda, May 4, 2015: Judy from the Finance Committee is to request \$18,500 worth of funding for compensation to Wes Ewell as the wastewater project coordinator for twelve months. This is an excellent value for the Town where an open market rate would be approximately \$150/hour and Wes is only charging the Town \$40/hour without benefits. Wes will be working on the near-term recommendation for treating 100,000 gpd as well as a longer-term solution, both of which will enable commercial development of Main Street Buzzards Bay. This will generate more commercial tax revenue and take some of the burden off residents. Ultimately, the continued support to fund wastewater treatment methods will have positive environmental and economic impacts while at least postponing overrides in the future.

Project Coordinator's Report: The committee expressed interest in taking field trips to local wastewater treatment plants and will be sure to schedule some in the near future. The search for funding continues in preparation for the fall Town Meeting. The Buzzards Bay Coalition has applied for a \$200,000 EPA grant program for engineering costs to evaluate our long-term regional wastewater plan. The Town of Bourne is a well suited candidate for this grant where we share watersheds with other towns outside of Barnstable County. This may be a positive element to use as leverage for town meeting funding in the upcoming fiscal year. Need to focus on the cost of specific treatment units and get proposals.

Comments: The committee is invited to attend a workshop on Wednesday, May 27th from noon-3pm at the Buzzards Bay Center to discuss "Solutions to Nitrogen Pollution: The Wareham Case Study"

Public comments: N/A

Next meeting: A date was not set for the next meeting of the Wastewater Advisory Committee.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 7:57pm.

Respectfully submitted:
Terri Guarino, Secretary/ Clerk

To Clerk's office 5/25/15 3:45 pm



Town of Bourne

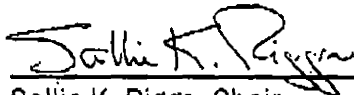
Wastewater Advisory Committee



Proposed Agenda
May 13, 2015, 2:00 pm
Cape Regency Nursing Facility
120 South Main St. Centerville, MA

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. "Field trip" to Cape Regency Nursing Facility package wastewater treatment facility
3. Set date for next meeting and adjourn meeting



 Sallie K. Riggs, Chair

2015 MAY 5 PM 3 44
 TOWN CLERK'S OFFICE
 BOURNE, MASS

To Clerk's office 5/12/15 8:52 am



Town of Bourne



**Wastewater Advisory Committee
DRAFT - DRAFT - DRAFT
CORRECTED**

Minutes of the Meeting AM 8 56
May 11, 2015; Cape Regency Nursing Facility
120 South Main St. Centerville, MA
BOURNE, MASS

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, William W. Locke, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell. Representatives of Smith & Loveless Inc. and WhiteWater.

Open Meeting: The meeting began about 2:15 at the nursing facility.

Wes led the discussion with the representatives of the operating team. Committee members also toured the inside of the plant. The primary conclusions of the discussion were that:

The treatment facility did not emit any discernible odors unless you were standing right next to (two feet away from) one of the treatment "tubs"

Noise generated by the facility was minimal, especially when the doors were closed.

The end product of the system was water with >0.2 mg. of nitrogen.

The plant was operated by a company under contract and would not require adding to the Town staff.

As the meeting adjourned, the representatives of the operating company and the manufacturing company agreed to send Wes some "ball park" figures for a similar operation at the 100,000 gpd level.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 3:15pm.

Respectfully submitted: Sallie Riggs, Chair

To Clerk's office 5/11/15 6:20 pm



Town of Bourne



Wastewater Advisory Committee

DRAFT - DRAFT - DRAFT MAY 12 AM 8 21

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes of the Meeting
May 11, 2015; Cape Regency Nursing Facility
120 South Main St. Centerville, MA

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, William W. Locke, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell. Representatives of

Open Meeting: The meeting began about 2:15 at the nursing facility.

Wes led the discussion with the representatives of the operating team. Committee members also toured the inside of the plant. The primary conclusions of the discussion were that:

The treatment facility did not emit any discernible odors unless you were standing right next to (two feet away from) one of the treatment "tubs"

Noise generated by the facility was minimal, especially when the doors were closed.

The end product of the system was water with >0.2 mg. of nitrogen.

The plant was operated by a company under contract and would not require adding to the Town staff.

As the meeting adjourned, the representatives of the operating company and the manufacturing company agreed to send Wes some "ball park" figures for a similar operation at the 100,000 gpd level.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 3:15pm.

Respectfully submitted: Sallie Riggs, Chair

To Clerk's office 7/24/15 8:05 am



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
July 29, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Swearing in - Barry Johnson, Town Clerk
3. Nomination and VOTE to Elect officers
4. Report of meeting with Sewer Commissioners
5. Project Coordinator's report and recommended actions
6. Discussion of next steps
7. Set date for next meeting and adjourn meeting

2015 JUL 24 AM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

Sallie K. Riggs, former Chair

To Clerk's office 7/24/15 8:05 am



Town of Bourne

Wastewater Advisory Committee



AMENDED

Proposed Agenda
July 29, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Swearing in - Barry Johnson, Town Clerk
3. Nomination and VOTE to Elect officers
4. Review and VOTE on Minutes of the last meeting
5. Report of meeting with Sewer Commissioners
6. Project Coordinator's report and recommended actions
7. Discussion of next steps
8. Set date for next meeting and adjourn meeting

2015 JUL 24 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Sallie K. Riggs, former Chair

To Clerk's office 8/13/15 2:35 pm



Town of Bourne

Wastewater Advisory Committee



**Proposed Agenda
August 19, 2015, 7:00 pm
Bourne Community Center**

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Nomination and VOTE to Elect officers
3. Review and VOTE on Minutes of the last meetings
4. Report of meeting with Sewer Commissioners
5. Project Coordinator's report and recommended actions
6. Discussion of next steps
7. Set date for next meeting and adjourn meeting

2015 AUG 13 PM 2 42
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Sallie K. Riggs

 Sallie K. Riggs, former Chair

To Clerk's office 9/30/15 5.00 pm



Town of Bourne

Wastewater Advisory Committee DRAFT - DRAFT - DRAFT



2015 OCT 19 11:00 AM
Minutes of the Meeting
August 19, 2015, 7 pm
Bourne Community Center
TOWN CLERK'S OFFICE

BOA Attending Committee members Mary Andrews, Elmer Clegg, Judy Conron, Terri Guarino, Nolan Leroy, William W. Locke, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell.
Public: Jim Mulvey.

Open Meeting: Sallie, serving as past Chair, opened the meeting at 7:03 pm.

Nomination and Vote to Elect Committee Officers: Judy nominated Sallie Riggs for the position of Chair, William Locke as Vice Chairman, and Terri Guarino as Secretary/ Clerk of the committee. It was then MOVED, SECONDED, and VOTED unanimously to re-elect the officers for the committee.

Minutes: Sallie asked for additions or corrections to the minutes of the meetings of April 29, 2015 and May 11, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the minutes as circulated for both meetings.

Report of meeting with the Board of Sewer Commissioners: This fiscal year, Mr. Stephen Mealy will be the representative for the Wastewater Advisory Committee from the Board of Sewer Commissioners. Each month an update will need to be submitted to the Board of Sewer Commissioners.

Project Coordinator's Report: Many project funding options were discussed including infrastructure development programs, collaborating public and private options, and seeking grant opportunities. See Exhibit I which illustrates the Bourne Wastewater Project Draft Schedule dated August 17, 2015. This tentative timeline along with Exhibit II, the concept sketch of the Wastewater Treatment Facility at Queen Sewell Park, Buzzards Bay, were also discussed.

Discussion of Next Steps: Committee members agreed to support an application by the Buzzards Bay Coalition for a federal EPA feasibility study of the multi-town effort to reduce nitrogen pollution in Buzzards Bay. This study would assess the feasibility of expanding the current treatment capacity and relocating the existing outfall discharge location. The Project Coordinator is to summarize this study to present to Mr. Mealy for support by the Board of Selectmen.

Next meeting: The date for the next meeting of was set for Wednesday September 30, 2015 at 7:00pm at the Bourne Community Center.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:16pm.

Respectfully submitted,

Terri Guarino, Secretary/Clerk

To Clerk's office 9/24/15 3:15 pm



Town of Bourne

Wastewater Advisory Committee

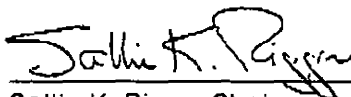


Proposed Agenda
September 30, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review and VOTE on Minutes of the last meeting
3. Chair's report
4. Project Coordinator's report and recommended actions
5. Discussion of next steps
6. Set date for next meeting and adjourn meeting

2015 SEP 24 PM 3 19
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie K. Riggs, Chair



Town of Bourne

**Wastewater Advisory Committee
DRAFT - DRAFT - DRAFT**

To Clerk's office 10/15/15 12.15 pm
15
TOWN CLERK'S OFFICE
BOURNE, MASS
PM 12 11

**Minutes of the Meeting
September 30, 2015; 7 pm
Bourne Community Center**

Attending: Committee members Mary Andrews, Terri Guarino, William Locke, Sallie Riggs; and Wastewater Planning Coordinator Wesley Ewell.

Open Meeting: Sallie Riggs called the meeting to order at 7:01 pm.

Minutes: Sallie asked for additions or corrections to the Minutes of the meeting of August 19, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the MINutes as circulated for the meeting of August 19, 2015.

Chair's Report: Discussion about the status of a wastewater allocation for possible construction on a 19 acre parcel in Buzzards Bay. There is a need to network with this developer to assess wastewater infrastructure needs. It has been a year since the Board of Sewer Commissioners awarded this commercial developer a wastewater allocation and this will be a topic for discussion on their next regular meeting.

Wastewater Planning Coordinator's Report and Recommended Actions: Wes discussed a technical memorandum that was submitted by Blake Martin at Weston & Sampson. This outlined the potential schedule and scope of work for the MEPA filing and the GWDP (Ground water disposal permit) application and submission. The cost of the design and permitting of the project has been estimated and is at a reduced rate using Weston & Sampson and Wes Ewell as the Project Coordinator. Contingency funds for other items and expenses will need consideration including mitigation strategies. This information will be summarized and reported to the Board of Sewer Commissioners in October.

Discussion of next steps: The committee discussed the importance of keeping an open line of communication with all involved parties. This may include regular meetings with the Town Administrator, Board of Sewer Commissioners, Buzzards Bay Coalition, Recreational Committee, commercial developers, and business owners, and legislators to gain support for the project. Wes will continue his actions to secure funding.

Next meeting: The date for the next meeting of the Wastewater Advisory Committee was set for Wednesday October 21, 2015 at 7:00pm at the Bourne Community Center.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:03pm.

Respectfully submitted,

Terri Guarino, Secretary

To Clerk's office 10/16/15 11:15 am



Town of Bourne

Wastewater Advisory Committee



AMENDED

Proposed Agenda
October 21, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review and VOTE on Minutes of the last meeting
3. Chair's report
Board of Sewer Commissioner's meeting
4. Project Coordinator's report and recommended actions
Status of Buzzards Bay Coalition federal grant application
208 Plan
5. Discussion of next steps/proposed timeline
6. Public Comment
7. Set date for next meeting and adjourn meeting

2015 OCT 16 AM 11 09
TOWN CLERK'S OFFICE
BOURNE, MASS

Sallie K. Riggs, Chair

To Clerk's office 10/16/15 11:00 am



Town of Bourne

Wastewater Advisory Committee



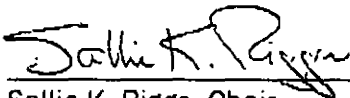
2015 OCT 16 AM 10 57

TOWN CLERK'S OFFICE
BOURNE, MASS

Proposed Agenda
October 21, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review and VOTE on Minutes of the last meeting
3. Chair's report
 Board of Sewer Commissioner's meeting
4. Project Coordinator's report and recommended actions
5. Discussion of next steps
6. Public Comment
7. Set date for next meeting and adjourn meeting



 Sallie K. Riggs, Chair



Town of Bourne



**Wastewater Advisory Committee
DRAFT - DRAFT - DRAFT**

**Minutes of the Meeting
October 21, 2015; 7 pm
Bourne Community Center**

2015 NOV 4 PM 12 43

Attending: Committee members Mary Andrews, Elaine Clegg, Terri Guarino, William Locke, Sallie Riggs; Project Coordinator Wesley Ewell; Selectman Stephen Mealy; Jim Mulvey.

Open Meeting: Sallie Riggs called the meeting to order at 7:00 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of September 30, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the minutes as circulated for the meeting of September 30, 2015.

Chair's Report: Discussion about the status of wastewater allocations for future commercial properties in Buzzards Bay. The Board of Sewer Commissioners granted two allocations and postponed action on another at their last meeting. It is evident that the Town needs to look into current status of allocations and compare them to actual flows.

Project Coordinator's Report and Recommended Actions: The committee reviewed and discussed a preliminary draft budget for the Buzzards Bay interim wastewater project. This broke down estimated costs for engineering and permitting, construction, and other funding sources.

Recently there was a meeting in Wareham to discuss the long term wastewater plan and feasibility study. It was expressed that we need to provide the Buzzards Bay Coalition with a match for the grant. This will be in the form of hours worked to draft the RFP and to research Board of Health records. It is anticipated that this will be adequate at this time where other partners have offered to submit a payment equal to \$50,000.

Public Comment and Discussion: Questions were raised as to how this grant may apply to the 208 Plan. Mr. Stephen Mealy stated that he is on the Cape Cod Water Protection Collaborative and that these plans may overlap. The committee discussed that the long term plan does apply to the 208 Plan because it has a watershed focus.

Mr. Jim Mulvey recalled reviewing the Cape Cod Commission Model for a draft Fertilizer Regulation in 2013. This is something that was not adopted by the Board of Health but should be revisited to see if it would be beneficial to do so at this time. Other mitigation approaches were discussed and should be assessed in more detail over the next few months.

Next meeting: The date for the next meeting of the Wastewater Advisory Committee was set for Wednesday November 4, 2015 at 7:00pm at the Bourne Community Center.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:30 pm.

Respectfully submitted:
Terri Guarino, Secretary

To Clerk's office 10/29/15 1:40 pm



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
November 4, 2015, 7:00 pm
Bourne Community Center

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review and VOTE on Minutes of the last meeting
3. Discussion with Town Administrator – reconciliation of allocation data, potential policies and guidelines, and other related subjects
4. Chair's report
5. Project Coordinator's report and recommended actions
 Status of Buzzards Bay Coalition federal grant application
6. Discussion of next steps/proposed timeline
7. Public Comment
8. Set date for next meeting and adjourn meeting

2015 OCT 29 PM 1 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Sallie K. Riggs, Chair

To Clerk's office 11/24/15 12:30 pm



Town of Bourne
Wastewater Advisory Committee

2015 NOV 24 PM 12 31

TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT Minutes of the Meeting
November 4, 2015; 7:00pm
Bourne Community Center

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, Terri Guarino, Nolan LeRoy, William Locke, Sallie Riggs, Kathy Zagzebski; Project Coordinator Wesley Ewell; Staff George Tribou, Michael Leitzel, Tom Guerino and Bourne Residents.

Open Meeting: Sallie Riggs called the meeting to order at 7:00 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of October 21, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED with one abstention to accept the minutes as circulated for the meeting of October 21, 2015.

Discussion about sewer allocations and considerations: Sallie Riggs turned the discussion over to two town employees to report on Bourne's Annual Average Wastewater Flow. The Plumbing, Gas, and Sewer Inspector, George Tribou, and the Town Engineer, Michael Leitzel, summarized the current status of the wastewater crisis in Bourne. As of this date, 180,201 gpd has been allocated with a request for another 17,715 gpd pending. This means there is no additional capacity at the Wareham facility for further development. This is a significant issue where there are vacant lots in Phases I, II, III and IV in Buzzards Bay with existing sewer ties and paid betterments. Taylors Point also has two vacant lots which are developable without restriction due to Flood Zone changes in the past year.

The question presented itself of what recommendations need to be made to the Board of Sewer Commissioners at this time. Mr. Tribou suggested considering a moratorium so that allocations for wastewater are not being granted where capacity is limited and unavailable. Members expressed concern at the use of the word "moratorium" because of the negative signal it could send to potential developers. The calculations presented by the staff are appended to these Minutes.

Project Coordinator's Report: The major obstacle of funding for the interim wastewater treatment plant still remains. One grant application he is working on must be submitted by February 2016 and the Town needs to have at least one third of the design expenses upfront, approximately \$60,000.

Administration is considering proposals to potential developers for funding. This will need to be discussed in more detail in upcoming weeks with Mr. Guerino. The committee shall then make a recommendation to the Board of Sewer Commissioners that they authorize Counsel to draft agreements with project developers to facilitate wastewater funding, if necessary.

The long term plan is moving forward and the grant application to the EPA is being submitted on November 5, 2015. The in-kind match components were documented and a detailed letter of support was enclosed in the grant application as requested.

Discussion of 208 Plan: A technical working group consisting of a few department heads met with members of the Cape Cod Commission (CCC) on November 4, 2015. This confirmed that the ongoing projects of the wastewater advisory committee will coincide with the 208 Plan. The CCC stated that

November 4, 2015

Buzzards Bay would be a desirable candidate to receive funding for design. They are willing to develop a RESET team to facilitate the Town with the 208 Plan and the economic and capital development of Buzzards Bay.

Discussion of next steps: With the next meeting of the Board of Sewer Commissioners tentative, committee members will continue to network and search for funding. Recommendations need to be made to the Board and committee support at any future meetings would be beneficial.

Public Comment: Two members of the public expressed their support for the committee's objectives.

Next meeting: The date for the next meeting of the Wastewater Advisory Committee was set for Wednesday December 2, 2015 at 4:30pm at a tentative location.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 8:36 pm.

Respectfully submitted:
Terri Guarino, Secretary

To Clerk's office 11/24/15 12 noon



Town of Bourne

Wastewater Advisory Committee



Proposed Agenda
December 2, 2015, 4:30 pm
Bourne Town Hall

NOTE: All items on this agenda are subject to deliberation and vote(s) by members of the Wastewater Advisory Committee.

1. Call meeting to order
2. Review and VOTE on Minutes of the last meeting
3. Chair's report
4. Project Coordinator's report and recommended actions
5. Discussion of next steps/proposed timeline
6. Public Comment
7. Set date for next meeting and adjourn meeting

2015 NOV 24 PM 12 30
TOWN CLERK'S OFFICE
BOURNE, MASS


Sallie K. Riggs, Chair



Town of Bourne
Wastewater Advisory Committee

2016 JAN 4 PM 2 01
TOWN CLERK'S OFFICE
BOURNE, MASS

DRAFT Minutes of the Meeting
December 2, 2015; 4:30pm
Bourne Town Hall
Lower Conference Room

Attending: Committee members Mary Andrews, Elmer Clegg, Judy Conron, Terri Guarino, Nolan LeRoy, William Locke, Sallie Riggs, Kathy Zagzebski; and Project Coordinator Wesley Ewell.

Open Meeting: Sallie Riggs called the meeting to order at 4:33 pm.

Minutes: Sallie asked for additions or corrections to the minutes of the meeting of November 4, 2015. Noting no corrections, it was then MOVED, SECONDED and VOTED unanimously to accept the minutes as circulated for the meeting of November 4, 2015.

Chair's Report: Since the committee's last meeting, the Town Administrator in collaboration with the Cape Cod Commission, was able to identify \$90,000 that can be used for the engineering and permitting of the Phase One facility. This was presented to the Board of Selectmen on November 10, 2015, where the board voted unanimously to support the funding for the wastewater project. (Since then, the Town Administrator has added \$20,000.)

On December 1, 2015, the Board of Sewer Commissioners discussed and voted on a request for future sewer allocation at 12 Wagner Way, Buzzards Bay, which was continued from their last meeting. The Board took recommendations from staff and the Wastewater Advisory Committee and did not grant this allocation at this time. This request was not approved because there is not enough wastewater capacity, and also this parcel has not paid a betterment.

The Wastewater Advisory Committee was scheduled to present to the Board of Sewer Commissioners on this date but was postponed due to time constraints. This report and discussion was continued to their next meeting on January 19, 2016 at 6:00pm.

The developers for 12 Wagner Way expressed publically at this meeting that they would be willing to give \$60,000 to the Town to assist in the wastewater project if necessary. It is evident that other funding sources are possible and that there is a greater interest in developing downtown Buzzards Bay than in years past. The board expects to hear from the developer of 25 Perry Avenue to assure that there has been a closing on this property and plans to move forward. The board may consider voting to rescind the allocation if nothing has been done.

Project Coordinator's Report: Wes Ewell discussed a meeting with the Town Administrator in regards to a draft proposal for other funding sources for the wastewater project. It was then MOVED, SECONDED, and VOTED with one abstention to submit the draft proposal, as circulated to the Committee, to Correia Investments with consent from the administration.

An informational memo was discussed about whether 100,000 gallons is enough capacity in the interim. It would be in the Town's best interest to confer with Weston & Sampson to determine if infrastructure

may be designed so that a second package plant could be added if the need for more capacity arises. A concern is that this discharge would still need to flow towards the Cape Cod Canal.

Discussion of next steps and proposed timeline: Committee members stressed the importance of having a marketing plan to help the public understand what we are trying to do. We have received tremendous support from the Town Administrator and Board of Selectmen/ Sewer Commissioners and need to assure that the public also supports the wastewater project. There was no public comment at this meeting.

Next meeting: The date for the next meeting of the Wastewater Advisory Committee was set for Wednesday January 20, 2016 at 4:30pm at a location to be determined.

Adjourn: The meeting of the Wastewater Advisory Committee was adjourned at 5:51 pm.

Respectfully submitted:
Terri Guarino, Secretary

Upper Cape Cod Regional Technical School

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www.uppercapetech.com

Robert A. Dutch
Superintendent

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FAX: 508-759-7208

January 8, 2015

2015 JAN 12 PM 1 13
TOWN CLERK'S OFFICE
BOURNE, MASS

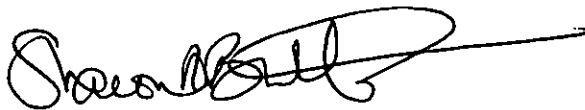
Wendy Chapman
Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

Dear Ms. Chapman:

In response to your request for various meeting minutes, I have enclosed minutes of the July 23, 2012, September 24, 2012, October 15, 2012, and the November 19, 2012 Budget Sub-Committee meetings. Meetings were not held on the other dates mentioned in your letter.

If you require any further information, please feel free to contact me.

Sincerely,



Sharon R. Brito
Administrative Assistant to the Superintendent



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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2014 DEC 18 AM 9 11

REGIONAL SCHOOL COMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

MONDAY
January 5, 2015

BUDGET SUB-COMMITTEE MEETING
6:15 - CONFERENCE ROOM

AGENDA

1. Approval of Minutes of November 24, 2014 Meeting
2. Class of 2014 account closing
3. FY15 Budget Surplus
4. FY15 Budget Transfers
5. FY16 Budget Prep
6. Other

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

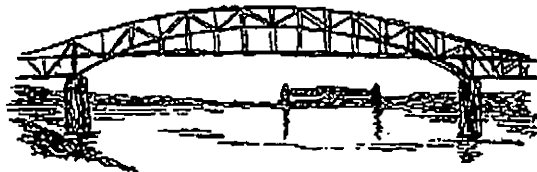
Posted, December 18, 2014

<p>Upper Cape Cod Regional Technical School SCHOOL COUNCIL 2014-2015</p>

Agenda – Monday, January 5, 2015
Conference Room
8:00 AM

2014 DEC 30 PM 1 29
 TOWN CLERK'S OFFICE
 BOURNE, MASS

- National Honor Society Induction
- Grade 9 Students-Final Technical Placement beginning January 26, 2015
- Holiday Buffet-Staff and UCT Retirees
- UCT Staff and Student Participation for Holiday Events
 - Toys for Tots
 - Hat/Scarf/Mitten Tree (Front Foyer)
 - Secret Santa
- Student Happenings
 - Cosmetology students to various nursing homes and Bourne Community Building for manicures and haircuts for the elderly
 - Horticulture students selling Christmas Trees and making holiday wreaths, centerpieces and many other holiday items for sale to staff and the public
 - UCT Drama Club's production of the Robbed Reindeer
 - Outstanding Vocational Student of the Year
- School Improvement Plan 2015-2016



“And such other business as may properly come before this meeting.”

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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
JANUARY 8, 2015

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 December 11, 2014 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. Old Business
12. New Business
 - A. State of the School
 - B. Superintendent Evaluation – Mid-Cycle Review
 - C. Policy – Final Adoption (VOTE)
 - a. ADDA – Background Checks
 - b. DJA – Purchasing Authority
 - c. DJE – Bidding Requirements
 - d. GCCD – Domestic Violence Leave Policy
 - e. JH – Student Absences and Excuses
 - f. JIC – Student Discipline
 - g. JII – Student Complaints and Grievances
 - h. JK – Student Conduct
 - i. Potassium Iodide Distribution Policy

2014 DEC 30 AM 11 21
TOWN CLERK'S OFFICE
BOURNE, MASS

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 8, 2015 MEETING HELD AT THE SCHOOL

2015 FEB 17 AM 11 22

TOWN CLERK'S OFFICE
BOURNE, MASS
PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke;
Thomas Corriveau; Mary Crook; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger
Forget; 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: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that students and staff raised \$2,200 for the Secret Santa Fund benefitting disadvantaged students. The Human Rights group is also participating in a Bridging the Hunger program which will feed 200 low-income children during February vacation. Roles have been assigned for the Drama's Club production of *Pinocchio* and the InterAct Club is planning a canned food drive. The faculty council of the National Honor Society will be meeting next week to choose potential inductees for the ceremony which is scheduled for February 2nd at 7 p.m. Shawn concluded his report by updating the committee on the status of the winter sports teams.

STUDENT SPOTLIGHT: Carpentry students Justin Fortes, Cassidy Cincotta, and George Stuart presented the project they have completed for their participation in the National Homebuilders' Association annual conference which will take place in Las Vegas at the end of the month. The students presented building plans and cost estimates for the construction of a farmhouse.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Mr. Corriveau, for approval of the minutes of the December 11, 2014 regular meeting. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke stated that the Budget Sub-Committee met on January 5th and that most of the items discussed will be included on the February

School Committee meeting agenda. The next sub-committee meeting is scheduled for March 2nd at 6:15 p.m.

TREASURER'S REPORT: Mr. Chalke summarized warrants #25 and 27, highlighting some of the larger expenditures including health insurance, busing, utilities, and insulation for the carpentry building. The Treasurer also discussed student activities warrant #6.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

Early Learning Center – Three new students have registered which brings the total to 10 students that are currently enrolled.

Staffing – A replacement has been hired for the Automotive Technology instructor who resigned last month. The new hire is a licensed teacher with three years of experience teaching and several years of experience working in the field.

MAVA – The group's executive board retreat will be held tomorrow and the group will be meeting with Governor Baker. On Monday, they will be meeting with representatives of the Department of Elementary & Secondary Education to discuss the proposed revisions to the Chapter 74 regulations before they are submitted to the Board of Education in February.

Grants – Mr. Dutch reported that he is still waiting for notification regarding the grants that he discussed at last month's meeting. As far as the Innovation Grant that UCT applied for in collaboration with Wareham High School is concerned, the grant application was selected for an interview to provide further information. Representatives of UCT and Wareham Public Schools traveled to the Department of Elementary and Secondary Education for this purpose and should be notified of the outcome sometime in January.

Retiree Benefits – The Superintendent provided the committee with a letter that was sent to the State Board of Retirement asking that the Board waive assessments for calendar years 2013 and 2014.

Professional Development for School Committee – Mr. Dutch stated that he would like to schedule a date and time for the committee to participate in professional development, suggested that the first session be "Your Role as a School Committee Member." The committee agreed that this would be beneficial and that a Saturday would work best for everyone. Mr. Dutch will schedule a date in late January or early February.

Wastewater Treatment Plant – Bid specifications and plans have been made available to potential bidders and there has been a great deal of interest in the project.

Carpentry Building – The project remains on target for a projected completion date of the end of January.

School Website – Training regarding setup and maintenance of the new website will be held for three days next week. One person from each office will be trained and will then train their co-workers. The updated website should be online by the end of January.

School Climate Survey – Mr. Dutch presented a draft of the climate survey to the committee asking them to review the content and to provide feedback to him as early as possible. The committee agreed that the survey should be segregated into individual management positions and that the School Committee should be categorized separately from the Superintendent. Ms. Crook made a motion, seconded by Mr. Corriveau, to include School Climate Survey on the February meeting agenda. Motion passed unanimously.

PRINCIPAL'S REPORT: Mr. Forget informed the committee that 125 invitations were sent to juniors and seniors encouraging them to submit application packets for induction into the National Honor Society. A team will be reviewing the packets with the induction ceremony scheduled for February 3rd at 7 p.m. The freshmen are in the process of choosing their shops. Placement numbers will be provided to the committee at the next meeting. The freshman class is also having their first independent book fair on January 21st. The InterAct Toys for Tots was a great success with a high level of student participation. Additionally, the Mitten Tree located in the main foyer was overflowing with donated hats and mittens. The Principal informed the committee that the varsity basketball coach is very ill this season and unable to coach. The team has dedicated the season to the coach and there will be an article appearing in the *Bourne Courier*. Horticulture students will be attending the Future Farmers of America leadership conference in Oxford this weekend. Also, Cosmetology students have been visiting local nursing homes and providing services to the patients. Finally, Mr. Forget reported that this year's Outstanding Vocational Student is Melissa Giannelli, a Carpentry student from the town of Wareham. Melissa will be honored at a banquet in April at Mechanics Hall in Worcester.

NEW BUSINESS:

State of the School – Mr. Dutch displayed a PowerPoint presentation highlighting some of the district's accomplishments over the past year. He discussed strides made in areas such as instruction, student activities, and professional development. The Superintendent explained the outcomes of these accomplishments including an increased number and quality of applicants, continued success on MCAS and AYP (annual yearly progress), and the school's first National Merit Scholarship qualifier. Additional outcomes include an increase in the number of students taking Advanced Placement exams, a growing number of students on co-op, and the completion of the PARCC pilot program. Additionally, Mr. Dutch discussed initiatives undertaken in the areas of infrastructure, technology, community relations and fiscal matters. He concluded his presentation by detailing several initiatives that remain on the horizon.

Superintendent Evaluation / Mid-Cycle Review – Mr. Dutch distributed a mid-cycle progress report to the committee for informational purposes. The Superintendent Evaluation sub-committee scheduled a meeting for January 29th at 4 p.m. to review the evaluation instrument in an effort to make the evaluation process less cumbersome.

Policy – Final Adoption – Mr. Corriveau made a motion, seconded by Mr. Chalke, for final adoption of the following policies:

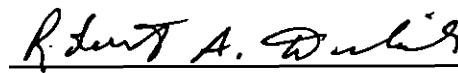
- ADDA – Background Checks
- DJA – Purchasing Authority
- DJE – Bidding Requirements
- GCCD – Domestic Violence Leave Policy
- JH – Student Absences and Excuses
- JIC – Student Discipline
- JII – Student Complaints and Grievances
- JK – Student Conduct
- Potassium Iodide Distribution Policy

Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 8:00 p.m. Motion passed unanimously.

A True Copy Attest

Date: _____
(Seal)



Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
JANUARY 29, 2015

SUPERINTENDENT EVALUATION SUB-COMMITTEE 4:00 P.M. – CONFERENCE ROOM

1. Review of Superintendent's Goals
2. Review of Evaluation Instrument

LONG-RANGE PLANNING / CURRICULUM SUB-COMMITTEE 5:30 P.M. – CONFERENCE ROOM

1. Discussion of Potential New Programs
2. Locations for New Programs

2015 JAN 21 PM 3 31
TOWN CLERK'S OFFICE
BOURNE, MASS



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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
FEBRUARY 10, 2015

SUPERINTENDENT EVALUATION SUB-COMMITTEE
4:00 P.M. – CONFERENCE ROOM

1. Review of Superintendent's Goals
2. Review of Evaluation Instrument

2015 FEB 5 PM 2 41
TOWN CLERK'S OFFICE
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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY

FEBRUARY 12, 2015

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 January 8, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business
 - A. School Climate Survey

12. New Business
 - A. Wastewater Treatment Plant Bid Award
 - B. Budget Transfers

2015 FEB 5 AM 9 57
TOWN CLERK'S OFFICE
BOURNE, MASS

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
FEBRUARY 12, 2015 MEETING HELD AT THE SCHOOL

2015 Feb 23 PM 2 03

TOWN CLERK'S OFFICE
BUDWINE, MASS.

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Julie Wing; Robert Duter; Roger Forget; 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: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that the Drama Club is preparing for their production of Pinocchio. The InterAct Club will be sponsoring the honor roll party and ice cream social for term 2 after February vacation. The National Honor Society induction ceremony took place on February 2nd with 30 new inductees. Shawn concluded his report by updating the committee on the status of the winter sports teams.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Chalke, for approval of the minutes of the January 8, 2015 regular meeting. Six in favor; Mr. Degan abstained. Motion passed.

COMMUNICATIONS: The Superintendent read letters of resignation from three staff members who have accepted positions elsewhere. He also distributed a letter to the committee from a student's parents who are in disagreement with the implementation of an Individualized Education Plan and a medical restriction.

REPORT OF COMMITTEES: Ms. Crook reported that the Superintendent Evaluation Sub-Committee met earlier in the week to review the evaluation instrument in order to simplify it. The revised instrument will be used in evaluating the Superintendent this year. The Long-Range Planning and the Curriculum Sub-Committees will meet jointly on February 23rd at 4 p.m. and the Budget Sub-Committee will meet on March 5th at 6:30 p.m.

Mr. Cammarano entered the meeting at 6:35 p.m.

TREASURER'S REPORT: Mr. Chalke summarized warrants #29, 31 and 33, highlighting some of the larger expenditures including health insurance, busing, utilities, cafeteria food and the purchase of a new bus. The Treasurer also discussed student activities warrants #6A and 7.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

Wind Turbine – ConEdison has taken over the project. The turbines are expected to be delivered and installed by October.

School Website – A template has been selected for the new website and approximately 70% of the existing content has been moved over to the new site. Mr. Dutch asked the committee members to provide him with a statement regarding why they chose to serve on the School Committee. Those statements will be included on the new website.

School Committee Professional Development – The Superintendent reminded the committee that a workshop was scheduled for Saturday, February 14th at 9 a.m. on the roles and responsibilities of School Committee members.

Innovation Academy – School representatives have begun to meet with representatives from Wareham High School to discuss how to structure this program. Mr. Dutch thought it may be beneficial to have a School Committee member involved in the planning and Ms. Wing volunteered to do so.

Emergency Generator – The Superintendent informed the committee that the existing generator is original to the building and over 40 years old. The generator is having mechanical issues and due to its age, replacement parts are not available. He stated that the cost to replace the unit is approximately \$40,000 with an additional \$20,000 expected for switches, etc. Mr. Dutch stressed that this is a very rough estimate but wanted to let committee members know that it is on the pipeline.

Drivers' Education – Mr. Dutch stated that the drivers' education vehicle involved in the accident that he had e-mailed the committee about has been totaled by the insurance company. He has obtained three quotes for a replacement vehicle; a Ford Focus. The lowest quote came in at \$16,900 and the Superintendent is hoping to purchase two vehicles. Since July 1, 2014, the program has profited over \$40,000. Mr. Degan made a motion, seconded by Mr. Chalke, to purchase two vehicles for the Drivers' Education program at a cost not to exceed \$16,900 per vehicle and funded out of the Adult Education program. Motion passed unanimously.

Carpentry Annex – The Superintendent informed the committee that completion of the project has been pushed back due to the weather. Before an occupancy permit can be obtained exit lights have to be installed, smoke detectors must be installed, the porch needs steps, rails and rail posts, doors to the rooms need to be installed along with electrical outlets and switches. Ms. Crook made a motion, seconded by Ms. Wing, that

the Building Sub-Committee be reinstated. Mr. Corriveau, Ms. Crook, Mr. Degan, Ms. Wing in favor; Mr. Cammarano, Mr. Chalke, and Mr. Fichtenmayer opposed – Motion passed.

PRINCIPAL'S REPORT: Mr. Forget discussed the National Honor Society induction ceremony which took place on February 5th with over 100 people in attendance. Dr. William Daggett spoke to the faculty at the most recent in-service focusing on technology and vocational education. His presentation was well-received by staff. Over 125 students participated in the Science Fair earlier this week. The Principal distributed a list of winners to the committee stating that the gold winners will advance to the state competition. He also discussed the shop choice numbers of the freshmen upon completion of the exploratory program. Mr. Forget informed the committee that he has received several phone calls from parents advocating for their child's acceptance into UCT for the fall. Finally, Mr. Forget informed the committee of upcoming events including Grade 8 interviews for admission on March 7th and the Future Farmers of American competition on March 16 – 18 in Sturbridge.

Ms. Crook made a motion, seconded by Mr. Cammarano, to move to New Business on the agenda. Motion passed unanimously.

NEW BUSINESS:

Wastewater Treatment Plant Bid Award – Mr. Dutch informed the committee that four bids were received for construction of the wastewater treatment plant. He explained that the low bidder thought the electrical work was the district's expense and did not figure that into his cost. Mr. Dutch stated that he checked the references of the bidders and recommended that the bid be awarded to the second lowest bidder, Robert B. Our Company, Inc. Ms. Crook made a motion, seconded by Ms. Wing, to follow the recommendation of the Superintendent and award the bid for construction of the wastewater treatment plant to Robert B. Our Company, Inc. at a cost of \$911,536.00. Motion passed unanimously. The committee agreed that Mr. Forget and Mr. McCue would act as the OPM's for the project. Mr. Corriveau, Mr. Degan and Mr. Fichtenmayer agreed to serve on the Building Sub-Committee for the project.

Budget Transfers –

Ms. Crook made a motion, seconded by Mr. Degan, to close the account Class of 2014 (06-2014-00) and transfer \$41.27 to the Class of 2015 (06-2015-00). Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Corriveau, to transfer \$6,833 into Coaching (50-3510-0100-00) and \$15,167 into Athletic Supplies (50-3510-0600-00) from Athletic Other (50-3510-0600-00) to cover the hockey program. Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and make the following transfers for the FY15 Budget Shortfalls:

<i>Transfer To</i>		<i>Transfer From</i>	
<i>School Committee Other</i> 50-1110-0600-00 <i>Conference Travel</i>	\$10,000	<i>Teachers</i> 50-2305-0100-01	\$10,000
<i>Team Supervisors</i> 50-2220-0100-02 <i>Salary Level change</i>	\$1,963	<i>Teachers</i> 50-2305-0100-01	\$1,963
<i>Workers Comp</i> 50-5100-0600-03 <i>Premium Adjustment</i>	\$7,939	<i>Health Ins. Benefits</i> 50-5100-0600-01	\$7,939

Motion passed unanimously.

OLD BUSINESS:

School Climate Survey – Mr. Dutch commented that the intent of the survey was to gauge the engagement of staff. The findings show that there is a general level of satisfaction overall. There are areas of concern around three themes – trust, communication, and recognition/appreciation. There were a few comments that also alluded to technology as a concern. The Superintendent distributed the results of the climate survey to the committee along with the additional comments made by staff. He informed the committee that the Leadership Team has met to review the results and has a plan in place to present those results to the staff. They will then try to create focus groups to address the areas of concern. Mr. Dutch asked the committee to review the survey results as it will again be an agenda item at the February meeting.

Ms. Crook made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 8:35 p.m. Motion passed unanimously.

Date:

3/13/15
(Seal)

A True Copy Attest

Robert A. Dutch
Robert A. Dutch, Secretary

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REGIONAL SCHOOL COMMITTEE MEETING

MONDAY
FEBRUARY 23, 2015

LONG-RANGE PLANNING / CURRICULUM SUB-COMMITTEE
4:00 P.M. – CONFERENCE ROOM

1. Discussion of Potential New Programs
2. Locations for New Programs

2015 FEB 17 AM 10 10

TOWN CLERK'S OFFICE
BOURNE, MASS



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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
March 5, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 - CONFERENCE ROOM

AGENDA

1. Approval of Minutes of January 5, 2015 Meeting
2. FY16 Budget Prep
3. Other

"And such other business as may properly come before this meeting."

2015 FEB 25 AM 10 03
TOWN CLERK'S OFFICE
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 2/25/2015

Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch
Superintendent

Telephone: 508-759-7711
FAX: 508-759-7208

2015 MAR 3 PM 3 44

TOWN CLERK'S OFFICE REGIONAL SCHOOL COMMITTEE MEETING
BOURNE, MASS

**MONDAY
MARCH 9, 2015**

**SPECIAL SCHOOL COMMITTEE MEETING
6:15 P.M. - MULTI-PURPOSE ROOM**

AGENDA

- 1. FY16 Draft Budget Presentation**



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REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY
MARCH 9, 2015**

**BUILDING SUB-COMMITTEE
5:00 P.M. - CONFERENCE ROOM**

- 1. Wastewater Treatment Plant Construction Update**

2015 MAR 4 AM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS.



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
MARCH 9, 2015 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

2015 APR 15 AM 11 14

The meeting was called to order at 6:25 p.m. followed by the Pledge of Allegiance to the Flag. BOURNE, MASS

FY2016 Draft Budget Presentation – The Superintendent presented an overview of the proposed FY2016 budget discussing the guiding principles for the development of the budget which include sustaining the district's existing curricular and extra-curricular programs, providing all mandated services in special and general education, maintaining reasonable class size, and maintaining existing facilities and avoiding deferred maintenance. Mr. Dutch mentioned the following FY16 budget highlights: a foundation budget increase of 4.428% from FY15, no additional staffing, Chapter 70 increase of \$20 per student, enrollment increase, school choice students, Massachusetts state post-retirement obligations, and a 10% rate increase in health insurance. The Superintendent then presented the proposed budget in detail comparing the FY15 approved amounts to the FY16 budgeted amounts by line item. He reviewed the student enrollment by town and showed a comparison of the percentage increases to the foundation budget over the past several years. Mr. Dutch informed the committee that 66.5% of in the increase in teacher salaries is a result of step and level increases, while the remaining 33.5% is due to contractual increases to the salary schedule.

Mr. Dutch informed the committee that he would be meeting with the town finance committees and/or selectmen on the following dates – Marion on March 10th at 9 a.m., Bourne on March 17th at 7 p.m., Sandwich on March 24th at 7 p.m., and Wareham on March 25th at 6:30 p.m.

Mr. Degan made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:15 p.m. Motion passed unanimously.

Date: 4/13/15

(Seal)

A True Copy Attest

Robert A. Dutch
Robert A. Dutch, Secretary

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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY MARCH 12, 2015

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 February 12, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business
 - A. School Climate Survey
 - B. Superintendent Evaluation Rubric (VOTE)
 - C. FY2016 Proposed Budget (VOTE)

12. New Business
 - A. FY2014 Draft Audit Report (VOTE)
 - B. 2015-2016 School Calendar (VOTE)

2015 MAR 4 AM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS

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."



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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY MARCH 12, 2015

PUBLIC BUDGET HEARING
6:30 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. FY2016 Public Budget Hearing

2015 MAR 4 AM 11 33
TOWN CLERK'S OFFICE
BOURNE, MASS



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
MARCH 12, 2015 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Julie Wing; Robert Dutch; Roger Forget; 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: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that the Drama Club is preparing for their production of Pinocchio which will take place this weekend with a 7 p.m. show on Friday, March 13th and a 2 p.m. and 7 p.m. show on Saturday, March 14th. The InterAct Club will be holding a canned food drive this month and the Mayflower League all-star basketball games are being played today. Shawn concluded his report by informing the committee that the spring sports season would begin next week.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Degan, for approval of the minutes of the February 12, 2015 regular meeting. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read a letter from the Department of Public Health's Board of Registration in Nursing stating that the Practical Nursing program has been granted continued full approval status.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on March 5th and voted to move the proposed FY2016 budget to the full committee for approval. They will meet again on March 30th at 6:30 p.m. Mr. Fichtenmayer discussed the Building Sub-Committee meeting which focused on construction of the wastewater treatment plant. He informed the committee that there was lengthy discussion regarding the actual location of the building and plans for the classroom. Ms. Crook discussed the joint meeting of the Curriculum and Long-Range Planning sub-committees which took place on February 23rd. The joint meeting focused on student

MARCH 13 PM 3:05
CLERK'S OFFICE
BURNETT, MASS

needs and enhancement of offerings with discussion around researching the feasibility of adding Visual Design and Communications and Medical Assisting as two additional technical programs.

TREASURER'S REPORT: Mr. Chalke summarized warrants #35 and #37, highlighting some of the larger expenditures including health insurance, busing, utilities, and costs associated with the construction of the carpentry building. The Treasurer also discussed student activities warrants #6C and 8.

At 6:30 p.m., Ms. Crook made a motion, seconded by Mr. Chalke, to call a recess of the regular meeting to begin the public hearing for the FY2016 proposed budget. Motion passed unanimously.

Mr. Cammarano entered the meeting at 6:35 p.m.

OLD BUSINESS:

FY2016 Proposed Budget – The Superintendent presented an overview of the proposed FY2016 budget discussing the guiding principles for the development of the budget which include sustaining the district's existing curricular and extra-curricular programs, providing all mandated services in special and general education, maintaining reasonable class size, and maintaining existing facilities and avoiding deferred maintenance. Mr. Dutch mentioned the following FY16 budget highlights: a foundation budget increase of 4.428% from FY15, no additional staffing, Chapter 70 increase of \$20 per student, enrollment increase, school choice students, Massachusetts state post-retirement obligations, and a 10% rate increase in health insurance. The Superintendent then presented the proposed budget in detail comparing the FY15 approved amounts to the FY16 budgeted amounts by line item. He reviewed the student enrollment by town and showed a comparison of the percentage increases to the foundation budget over the past several years. Mr. Dutch informed the committee that 66.5% of the increase in teacher salaries is a result of step and level increases, while the remaining 33.5% is due to contractual increases to the salary schedule. Mr. Chalke made a motion, seconded by Mr. Degan, that the Upper Cape Cod Regional Vocational-Technical School District Committee adopt a gross operating budget for FY2016 in the amount of Fourteen Million Four Hundred Forty Five Thousand Four Hundred Eighty (\$14,445,480.00), to be reduced by FY2016 Interest Revenue in the amount of Eight Thousand (\$8,000.00), FY2016 Municipal Medicaid in the amount of Five Thousand (\$5,000.00), FY2016 E&D in the amount of Two Hundred Three Thousand Seven Hundred Fifty One (\$203,751.00), FY2016 Transportation Aid in the amount of Five Hundred Ninety Two Thousand Two Hundred Seven (\$592,207.00), FY2016 LPN Tuition in the amount of Five Hundred Eighty Nine Thousand Five Hundred (\$589,500.00) and together with any available State Aid; and that the Committee adopt a gross Capital budget for FY2016 in the amount of Three Hundred Thirty Four Thousand Three Hundred Ninety Five (\$334,395.00). Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Corriveau, to adjourn the public meeting at 7:05 p.m. and to return to the regular School Committee meeting. Motion passed unanimously.

At this point in the meeting, Mr. Degan made a motion, seconded by Mr. Corriveau, to move to Item A under New Business. Motion passed unanimously.

NEW BUSINESS:

FY2014 Draft Audit Report – Allan Smith, CPA, thanked the committee and staff for their assistance in completing the audit process. He outlined the process of conducting an audit stating that there were no material weaknesses discovered in the district's internal controls and that it is considered a "clean" audit. Mr. Smith shared the following observations with the committee, stressing the fact that they are merely observations and not findings:

Timely refund of student financial aid for LPN program: The District provides loan administrative services to qualified students participating in the licensed practical nurse (hereinafter "LPN") educational program as funded by the U.S. Department of Education, Federal Student Financial Assistance program. Under 34 CFR 668.22, the District must return any unearned Title IV student financial assistance award monies within forty-five (45) days of the date the District determines the student withdrew from the program and offer any post withdrawal disbursement of loan funds within thirty (30) days of that date. We noted during our sampling of thirty-seven (37) LPN students for federal student financial assistance program compliance where one (1) program participant withdrew from the LPN program and was not issued a refund for seventy (70) days. We recommend the District enhance the required communication between the LPN program administrative office and the Business Office to ensure that all required reporting and refunding of overpayments under the U.S. Department of Education, Federal Student Financial Assistance program are provided timely.

Federal Office of Management and Budget (OMB) Administrative and Cost Regulation Revisions: In December 2013, the Office of Management and Budget (hereinafter "OMB") published final guidance in the Federal Register entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (hereinafter "Final Guidance"). This Final Guidance supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133) with the intent to streamline the federal grant-making and monitoring process, to ease the administrative burden for grant applicants and recipients, and to reduce the risk of waste, fraud and abuse. The change in these existing OMB Circulars is expected to have a significant impact on the manner in which many organizations administer and monitor federal grants and contracts. This includes areas such as employee effort reporting, travel reimbursements, vacation accrual calculations, financial reporting, record retention, procurement requirements, internal control standards, among others. The Final Guidance is effective for the District's fiscal year

ending June 30, 2016. We strongly recommend the District review the Final Guidance and begin to develop systems and processes that will respond to the significant changes impacting federal program compliance to ensure that they are timely implemented.

Timely payroll tax reporting: The District is required to provide a quarterly detailed report of employee earnings to the Commonwealth of Massachusetts, Department of Unemployment Assistance within thirty (30) days of the end of each quarter. We noted during our tests of payroll compliance that the District's quarterly report for the period ended September 30, 2013 was not filed timely because of a computer software issue. We recommend the District review the procedures in place over payroll reporting to ensure continued compliance with Federal and Commonwealth of Massachusetts laws and regulations.

Ms. Crook made a motion, seconded by Mr. Chalke, to accept the FY2014 draft audit report as presented. Motion passed unanimously.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

School Website – Mr. Dutch informed the committee that he was hoping to go live with the new website on Friday, March 20th. The website will continue to be under construction while the finishing touches are added. He reminded the committee members to provide him with a statement regarding why they chose to serve on the School Committee. Those statements will be included on the new website.

Vacancies – Both the cafeteria position and the Early Learning Center lead teacher positions have been filled. Exit interviews were conducted with both individuals who resigned from those positions.

Innovation Academy – This program is on hold for now. Mr. Dutch will keep the committee updated.

Retiree Benefits – Legislation has been filed at this time so the State Board of Retirement has tabled the group's request that the Board waive assessments for calendar years 2013 and 2014.

Massachusetts Community Action Network – Mr. Dutch reported that he has been attending meetings with this coalition of vocational administrators, business partners, and other representatives to discuss expanding access and revenue for vocational schools.

Fuel Bid – The district received a favorable bid this year with diesel coming in at \$2.35 per gallon and regular unleaded coming in at \$2.10 per gallon.

Brightergy Solar Energy – Mr. Dutch informed the committee that this group will be making a presentation at the April School Committee meeting.

Carpentry Annex – The Superintendent informed the committee that weather continues to be a problem in completion of the building. Before an occupancy permit can be obtained, bathrooms need to be installed and functioning. Unfortunately,

bathrooms cannot be installed until the wastewater treatment plant has been constructed.

PRINCIPAL'S REPORT: Mr. Forget discussed the state-mandated two-hour suicide prevention training that was recently administered to the staff. He stated that the next PTO meeting will take place on April 6th. The Principal informed the committee that 265 prospective students attended the admissions interviews which took place last Saturday. An additional seven students were interviewed today. The admissions team will be meeting in the next couple of weeks to begin the selection process. Spring sports will begin next week. The teams will be using the gym as well as the parking lots due to the snow that remains on the playing fields. The English Language Arts MCAS exam will be administered to tenth-graders on March 24, 25 and 26. Additionally, there are 30 ninth-graders and 30 eleventh-graders that are voluntarily participating in the PARCC testing as part of the pilot program. Those dates have not been confirmed yet.

OLD BUSINESS:

School Climate Survey – Mr. Dutch informed the committee that the results of the survey have been presented to staff. The next step in the process is to develop focus groups to address the issues of communication and trust.

Superintendent Evaluation Rubric – The committee was provided with a simplified evaluation rubric. The current rubric makes it difficult for the evaluator to link the evidence to the elements. The revised rubric links it for the evaluator. Mr. Dutch informed the committee that they will be provided with evidence at the April School Committee meeting. Mr. Degan made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent Evaluation Sub-Committee and approve the modified evaluation rubric as presented. Motion passed unanimously.

NEW BUSINESS:

FY2015-2016 School Calendar – Mr. Degan made a motion, seconded by Ms. Crook to approve the 2015-2016 school calendar as presented. Motion passed unanimously.

Mr. Chalke made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 8:10 p.m. Motion passed unanimously.

A True Copy Attest

Date: _____

4/10/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

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www.uppercapetech.com

Robert A. Dutch
Superintendent

2015 MAR 16 AM 10 19

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March 13, 2015
TOWN CLERK'S OFFICE
BOURNE, MASS

Mr. Tom Guerino
Town Administrator
Bourne Town Hall
24 Perry Ave.
Buzzards Bay, MA 02532

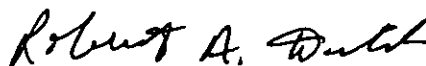
Dear Mr. Guerino:

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 \$14,445,480 and a Capital Budget of \$334,395 for the fiscal year ending June 30, 2016. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$4,322,358 Total Net Operating Costs assessed to the communities, therefore, becomes \$10,457,517 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	\$3,237,021.00
Capital	<u>57,361.00</u>
Total Assessment	<u>\$3,294,382.00</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,



Robert A. Dutch
Superintendent



Steven Chalke
Treasurer, School Committee

cc:

Town Clerk
Town Treasurer
Finance Committee
Board of Selectmen

BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



BUDGET FUNCTION	Approved FY15	Approved FY16
<u>1000 Administration</u>		
<u>1100 School Committee</u>		
Subtotal	23,962	24,022
<u>1200 Superintendent's Office</u>		
Subtotal	239,805	248,461
<u>1400 Business & Finance</u>		
Subtotal	418,296	427,295
ADMINISTRATION FUNCTION TOTAL	682,063	699,778
<u>2000 Instruction</u>		
<u>2210 School Leadership</u>		
Subtotal	399,079	404,318
<u>2220 Curriculum/Department Leaders</u>		
Subtotal	343,172	353,008
<u>2300 Teaching Services</u>		
Subtotal	5,371,135	5,477,851
<u>2350 Professional Development</u>		
Subtotal	124,604	135,927
<u>2400 Instruction Materials & Equipment</u>		
Subtotal	573,734	594,250
<u>2450 Instructional Technology</u>		
Subtotal	157,002	157,002
<u>2700 Guidance, Counseling</u>		
Subtotal	666,910	683,823
<u>2800 Psychological Services</u>		
Subtotal	78,000	78,000
INSTRUCTION FUNCTION TOTAL	7,713,636	7,884,179

BUDGET FUNCTION	Approved FY15	Approved FY16
<u>3000 Student Services</u>		
<u>3200 Medical/Health Service</u>		
Subtotal	81,073	82,513
<u>3510 Athletic</u>		
Subtotal	242,038	266,214
<u>3520 Student Body Activities</u>		
Subtotal	77,543	121,765
<u>3600 School Security</u>		
Subtotal	64,137	65,220
STUDENT SERVICES FUNCTION TOTAL	464,791	535,712
<u>4000 Operations & Maintenance</u>		
<u>4110 Custodial Service</u>		
Subtotal	356,696	350,908
<u>4120-4130 Heating & Utilities</u>		
Subtotal	500,500	550,550
<u>4210 Maintenance of Grounds</u>		
Subtotal	121,113	127,162
<u>4220 Maintenance of Buildings</u>		
Subtotal	287,313	289,904
<u>4230 Maintenance of Equipment</u>		
Subtotal	164,000	164,000
OPERATION & MAINT. FUNCTION TOTAL	1,429,622	1,482,524
<u>5000 Fixed Charges</u>		
<u>5100 Employee Benefits</u>		
Subtotal	1,959,694	2,196,543
<u>5200 Insurance Program</u>		
Subtotal	138,000	143,000
<u>9000 Programs with Other School Districts</u>		
Subtotal		20,000
FIXED CHARGES FUNCTION TOTAL	2,097,694	2,359,543
TOTAL FOUNDATION BUDGET	12,387,806	12,961,736

BUDGET FUNCTION	Approved FY15	Approved FY16
TOTAL FOUNDATION BUDGET	12,387,806	12,961,736
Reductions to Foundation Budget:		
FY14 Anticipated Chapter 70 Aid	2,909,460	2,923,900
FY14 Anticipated Interest Revenues	10,000	8,000
FY14 Anticipated Tuition Revenues	15,745	-
FY14 Anticipated Mun. Medicaid	5,000	5,000
E&D Applied	92,023	203,751
Subtotal	3,032,228	3,140,651
Net Foundation Budget	9,355,578	9,821,085
Transportation		
Total Transportation	931,583	908,246
Anticipated Transportation Aid	618,222	592,207
Net Transportation	313,361	316,039
LPN Program		
Total LPN Program	565,260	575,498
Anticipated LPN Tuitions	578,500	589,500
Net LPN Program	(13,240)	(14,002)
Combined Net Transportation and LPN	300,121	302,037
Capital		
50.7300.0050 Capital Budget	120,700	129,395
50.5450.0500 Bond Issue - Principal	100,000	100,000
50.5450.0600 Stabilization Fund	100,000	100,000
50.5450.0600 Bond Issue - Interest	15,000	5,000
	335,700	334,395

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2015 MAR 27 AM 9:00
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TOWN CLERK'S OFFICE
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
APRIL 2, 2015

SPECIAL SCHOOL COMMITTEE MEETING –
PROFESSIONAL DEVELOPMENT WORKSHOP

5:00 P.M. -- CONFERENCE ROOM

AGENDA

1. School Committee Goals
2. School Committee Protocols



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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REGIONAL SCHOOL COMMITTEE MEETING

MONDAY
April 6, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 - CONFERENCE ROOM

AGENDA

1. Approval of Minutes of March 5, 2015 Meeting
2. ATM Machine
3. FY16 Budget Surplus Accounts
4. FY16 Budget Transfers
5. Stabilization Fund Transfer
6. Other

2015 MAR 31 PM 1 08
TOWN CLERK'S OFFICE
BOURNE, MASS

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted March 31, 2015

**Upper Cape Cod Regional Technical School
SCHOOL COUNCIL
2014-2015**

*Agenda – Monday, April 6, 2015
Conference Room
8:00 AM*

2015 APR 1 PM 1 12
TOWN CLERK'S OFFICE
BOURNE, MASS

- Student Happenings
 - FFA State Convention Results
 - Agriculture Day at the State House
 - Environmental Tech visiting the Bourne Rotary gas spill
 - Auto Collision Repair field trip to Student Career Day/World of Wheels
- Student Handbook review ~ 2015-2016
- College Fair
- School Improvement Plan Review



“And such other business as may properly come before this meeting.”

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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY APRIL 9, 2015

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 March 9, 2015 Special Meeting and the March 12, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. Old Business
12. New Business
 - A. Brightergy Solar Energy Presentation
 - B. Practical Nursing Program Update / Future
 - C. ATM Machine (VOTE)
 - D. School Choice (VOTE)
 - E. Transportation Route #6 Bid Award (VOTE)

2015 MAR 31 AM 10 57
TOWN CLERK'S OFFICE
BOURNE, MASS

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 DISTRICT COMMITTEE
APRIL 9, 2015 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Thomas Corriveau; Mary Crook; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:17 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT ADVISORY REPRESENTATIVE: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that the Drama Club will be performing their first musical production, Disney's Aladdin, next March. They are also planning a mystery dinner theater for the fall. Shawn concluded his report by informing the committee that the spring sports season is underway and the teams are off to a good start. This Saturday is "Bourne Day" which will include away games against Bourne in girls' and boys' lacrosse, baseball and softball.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Mr. Corriveau, for approval of the minutes of the March 9, 2015 special meeting. Motion passed unanimously. A motion was made by Mr. Chalke, seconded by Ms. Wing, for approval of the March 12, 2015 regular meeting. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read a letter from Susan White, Director of Curriculum, Instruction and Guidance, indicating her intention to retire at the conclusion of the school year. Mr. Chalke made a motion, seconded by Mr. Corriveau, to send Ms. White a letter of appreciation. Motion passed unanimously. Mr. Dutch then read a thank you note to Mr. Forget from two staff members of other school districts that have aspirations to become a school principal. The gentlemen toured the school and shadowed Mr. Forget for part of the day. Finally, a letter was distributed to the committee nominating Mr. Chalke for a Lifetime Achievement Award with the Massachusetts Association of School Committees. Mr. Fichtenmayer encouraged other committee members to write similar letters and to turn those letters in to Ms. Brito by May 1st.

TOWN CLERK'S OFFICE
BOURNE, MASS

MAY 20 AM 11:56

REPORT OF COMMITTEES: Ms. Crook reported that the Superintendent Evaluation process is underway. She distributed a step-by-step explanation of how to complete the evaluation to the committee and asked that the completed forms be returned to Ms. Brito by April 30th. Mr. Dutch reminded the committee that all of the evaluation evidence could be accessed online at www.bdutch.org with the password of "supeseval." Additionally, there is a binder available in his office with hard copies of all of the documentation. Mr. Chalke reported that the Budget Sub-Committee met on April 6th to discuss replacing the ATM machine, budget transfers, and a transfer for the stabilization fund. They will meet again on April 27th at 6:30 p.m. At this point in the meeting, a lengthy discussion ensued regarding building projects. Ms. Crook suggested that Mr. Forget and Mr. McCue act as Owner Project Managers for all construction projects going on within the building and on the grounds. Mr. Fichtenmayer suggested that it be an agenda item for the May meeting. Mr. Dutch responded that it may not be prudent to wait until May to act on this given the number of projects that need to get underway as soon as possible, such as the Cosmetology renovation. Ms. Crook made a motion to appoint Mr. Forget and Mr. McCue as Owner Project Managers for all current building projects contingent upon their acceptance of the position. Ms. Crook withdrew her motion. Ms. Crook made a motion, seconded by Mr. Corriveau, to expand the responsibilities of the Building Sub-Committee to include all current and future projects as appropriate and to include the current Owner Project Managers, Mr. Forget and Mr. McCue, on an ongoing basis. Motion passed unanimously. Mr. Dutch discussed the School Committee workshop that took place on April 2nd. At that time, it was agreed that an ad hoc committee would be formed with the mission of creating a handbook for the School Committee. Mr. Corriveau, Ms. Crook, and Ms. Wing agreed to serve on the committee. School Committee members were provided with a copy of a handbook that is being utilized by the Framingham School Committee. He suggested that the committee use that handbook as a starting point and make deletions or additions from there. He asked that the individual members submit their edits and additions to Ms. Brito by April 30th. The ad hoc committee will then review the feedback with the goal of having a handbook ready to be voted on at the July meeting.

At this point in the meeting, Ms. Crook made a motion, seconded by Mr. Chalke, to move to agenda item 12B. Motion passed unanimously.

NEW BUSINESS:

Practical Nursing Program Update / Future – Judith Pelletier, Director of the Practical Nursing Program, discussed the mission and governance of the program. She presented demographic information regarding the current student body as well as admissions statistics for the fall. Ms. Pelletier discussed the various schedule changes that will be made to the part-time program having learned what will work better during its pilot year. She also discussed the challenges that exist in hiring nursing instructors and the option of hiring qualified retiring or retired faculty. Finally, Ms. Pelletier informed the committee that 89% of the Class of 2014 passed the NCLEX-PN licensing exam which is slightly above the state average for passing.

TREASURER'S REPORT: Mr. Chalke summarized warrants #39 and #41, highlighting some of the larger expenditures including health insurance, busing, fiber wiring, and the purchase of iPad's. The Treasurer also discussed the student activities warrant for the month of March.

NEW BUSINESS:

Brightergy Solar Energy Presentation – Mr. Dutch introduced Craig Dwyer, Senior Sales Director of Brightergy, to the committee. He explained that he had visited the offices of Hydroid, Inc. and noticed that they had parking canopies with solar panels on them and did some research. Mr. Dwyer discussed the concept of the canopies in great detail and compared the potential cost savings of solar power as opposed to wind power. The 20-year solar power purchase agreement would consist of Brightergy installing, monitoring, maintaining and operating the solar array. The school district would then purchase all electricity output of the system. Mr. Dwyer also discussed how the installation and maintenance of the canopies could be incorporated into the curriculum of various technical programs. A discussion ensued regarding possible sizes and locations of the canopies. The Superintendent suggested to the committee that they send him any questions they would like answered by Mr. Dwyer and they would be provided with the answers at the May School Committee meeting. Ms. Crook made a motion, seconded by Ms. Wing, to direct the Superintendent to pursue securing a purchaser for a portion of the district's wind power. Motion passed unanimously.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

Senate Forum – The Superintendent recently attended a forum held at the Massachusetts Maritime Academy. Two major areas of discussion were regional transportation and the wind turbines in Falmouth.

FY16 Budget – All of the budget presentations to the district towns have been completed at this time.

Cape Cod Municipal Health Group – Mr. Dutch attended a recent meeting of CCHMG which focused on various ways to reduce the costs of premiums.

Old Colony Superintendents' Association – The group has been discussing the fact that there is a lot of pressure on districts regarding district-determined measures and that the districts are experiencing difficulty implementing them.

Massachusetts Community Action Network – Mr. Dutch reported that he has been attending meetings with this coalition of vocational administrators, business partners, and other representatives. They would like to develop a comprehensive survey to send to co-op employers, business owners, and randomly-selected parents of both vocational and non-vocational students to determine the true value of a technical education.

School Website – Mr. Dutch informed the committee that the new website is up and running. The perspectives of committee members have been added, but he would like

to add members' photographs as well. Additionally, an employment section for alumni has been added.

Day on the Hill – The Day on the Hill will be held at the State House on April 29th. Mr. Chalke, Ms. Crook, and Ms. Wing indicated that they would like to attend.

501c3 – There are currently fifteen potential founders with a mass mailing to be scheduled soon.

PRINCIPAL'S REPORT: Mr. Forget informed the committee that the English MCAS exam had been administered recently with the Mathematics exam scheduled for May 17th and 18th. The district will also be piloting the PARCC exam for the 9th and 11th graders that have volunteered to participate. The next professional development in-service day is scheduled for May 4th and will be devoted to ALICE training for staff. Placement testing for the incoming freshmen will take place on Saturday, May 9th. Breakfast will be served at 8 a.m. and the testing will begin at 8:30. The admissions teams has accepted 163 students at this time, with the number being capped at 195. The Evening of Excellence will be held on Thursday, May 21st at 6:30 p.m. The School Council has reviewed the Student Handbook and is currently working on the School Improvement Plan. The Principal reported that the windbreakers for the golf tournament are being funded by a private donor this year. HairLines, a beauty salon and equipment supplier, will also be donating a copper wind sculpture to the school which will be placed in the Memorial Garden area. Finally, Mr. Forget shared an e-mail with the committee that he had received from Kelly Welch, a representative of the Cape & Islands Suicide Prevention Coalition. She had been contacted by the Department of Public Health regarding a user-friendly online training video around suicide prevention. DPH is in search of educators that may want to participate in the video and Ms. Welch thought of Mr. Forget because of his participation in the suicide prevention staff training that took place at UCT.

NEW BUSINESS:

ATM Machine – Mr. Dutch explained that the two largest credit card networks will be eliminating the use of traditional, magnetic strip credit/debit cards. The traditional magnetic strip card will be replaced with cards that have a computer chip built in. As such, the school ATM machine will need to be retrofit or upgraded to a machine that is able to read this computer chip, or is EMV compatible. The cost to replace the machine is approximately \$2,300 including installation. The Superintendent reported that the ATM machine continues to make a profit and he expects it to take about 18 months to recoup the cost of replacing the machine. Ms. Crook made a motion, seconded by Ms. Wing, to follow the recommendation of the Budget Sub-Committee and replace the existing ATM machine with a machine that is equipped with an EMV card reader. Motion passed unanimously.

School Choice – Ms. Crook made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and not participate in school choice for the 2015-2016 school year. Motion passed unanimously.

Transportation Route #6 Bid Award – Mr. Dutch informed the committee that only one bid was received for this route and that the bid is \$10 more per day than the existing contract. Ms. Crook made a motion, seconded by Mr. Chalke, to award the bid for Route #6 to Cape Destinations at a cost of \$342.45 per day. Motion passed unanimously.

Mr. Chalke made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 8:30 p.m. Motion passed unanimously.

A True Copy Attest

Date:

5/18/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch
Superintendent

Telephone: 508-759-7711
FAX: 508-759-7208

2015 APR 7 PM 3 47

TOWN CLERK'S REGIONAL SCHOOL COMMITTEE MEETING
BOURNE, MASS

MONDAY
APRIL 13, 2015

POLICY SUB-COMMITTEE
4:00 P.M. - CONFERENCE ROOM

1. Vested Health Care
2. Committee Reorganization
3. Professional Development Reports



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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TOWN CLERK'S OFFICE
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
APRIL 14, 2015

BUILDING SUB-COMMITTEE
5:00 P.M. - CONFERENCE ROOM

1. Discussion of Wastewater Treatment Plant Documents
2. Carpentry Annex Update



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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REGIONAL SCHOOL COMMITTEE MEETING

MONDAY
April 27, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 – CONFERENCE ROOM

AGENDA

1. Approval of Minutes of April 6, 2015 Meeting
2. FY15 Revolving Quarter ending 3/31/2015
3. Other

“And such other business as may properly come before this meeting.”

2015 APR 22 AM 8 48
TOWN CLERK'S OFFICE
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 4/22/2015

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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
MAY 5, 2015

BUILDING SUB-COMMITTEE
5:30 P.M. - CONFERENCE ROOM

1. Wastewater Treatment Plant
2. Cosmetology Renovation

2015 APR 30 PM 12 49
TOWN CLERK'S OFFICE
BOURNE, MASS



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2015 APR 30 PM 2 12

TOWN CLERK'S OFFICE
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
MAY 7, 2015

SPECIAL SCHOOL COMMITTEE MEETING -
PROFESSIONAL DEVELOPMENT WORKSHOP

5:00 P.M. - CONFERENCE ROOM

AGENDA

1. School Committee Goals
2. School Committee Protocols



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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
MAY 14, 2015

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 April 9, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business
 - A. Brightergy Solar Energy Proposal

12. New Business
 - A. Student Handbook Approval (VOTE)
 - B. Superintendent Evaluation
 - C. FY15 Budget Transfers (VOTE)
 - D. Stabilization Budget Transfer (VOTE)
 - E. Bread Bid Award (VOTE)
 - F. Milk Bid Award (VOTE)
 - G. Approval of Spring Program Advisory Minutes (VOTE)
 - H. School Improvement Plan (VOTE)
 - I. Administrative Reorganization
 - J. Memorandum of Agreement re: Coaching (VOTE)
 - K. Surplus Equipment – iPads (VOTE)
 - L4. NSBA Reports

2015 MAY 6 PM 12 35
TOWN CLERK'S OFFICE
BOURNE, MASS

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

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2015 MAY 26 PM 1 59

TOWN CLERK'S OFFICE
BOURNE, MASS

May 15, 2015

Mr. Tom Guerino
Town Administrator
Bourne Town Hall
24 Perry Ave.
Buzzards Bay, MA 02532

Dear Mr. Guerino:

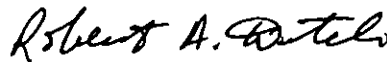
Please be advised that all of the member towns have approved the original budget presented in March.

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 \$14,445,480 and a Capital Budget of \$334,395 for the fiscal year ending June 30, 2016. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$4,322,358 Total Net Operating Costs assessed to the communities, therefore, becomes \$10,457,517 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	\$3,237,021.00
Capital	<u>57,361.00</u>
Total Assessment	<u>\$3,294,382.00</u>

Quarterly payments in the amount of \$823,595.50 are due July 1st, October 1st, January 1st and April 1st from the Town of Bourne. If you have any questions, please feel free to contact me.

Very truly yours,



Robert A. Dutch
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
FY2016 Approved Assessments**

5/22/2015 ; 8:47 AM

Calculation of Town Assessment

Town	Preliminary Minimum Contribution	Remainder of Net Foundation Budget	Net & LPN Transportation Budget	FY16 Operating Assessment	FY16 Capital Assessment	FY16 Total Assessment	Percentage Operating Budget	Percentage Capital Budget
Bourne	2,777,846	370,907	88,268	3,237,021	57,361	3,294,382	0.29224	0.17154
Falmouth	1,682,978	225,005	53,547	1,961,530	99,360	2,060,890	0.17729	0.29713
Marion	165,970	22,852	5,438	194,260	22,178	216,438	0.01801	0.06632
Sandwich	1,689,928	223,247	53,128	1,966,304	82,868	2,049,172	0.17590	0.24782
Wareham	2,235,194	427,158	101,655	2,764,007	72,628	2,836,635	0.33657	0.21719
	<u>8,551,916</u>	<u>1,269,169</u>	<u>302,037</u>	<u>10,123,122</u>	<u>334,395</u>	<u>10,457,517</u>	<u>100.00%</u>	<u>100.00%</u>

Net Foundation Budget 9,821,085

Comparative Total Assessments

	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011	FY2010
Bourne	3,294,382	2,911,817	2,162,131	1,789,111	1,690,553	1,620,907	1,439,666
Falmouth	2,060,890	2,306,039	2,477,939	3,010,903	2,978,896	2,703,374	2,879,634
Marion	216,438	197,227	221,170	241,379	310,571	270,017	283,307
Sandwich	2,049,172	1,828,435	1,998,563	1,906,350	1,786,439	1,686,655	1,573,321
Wareham	2,836,635	2,747,881	2,996,227	2,595,519	2,375,173	2,137,782	1,958,498
	<u>10,457,517</u>	<u>9,991,399</u>	<u>9,856,030</u>	<u>9,543,262</u>	<u>9,141,632</u>	<u>8,418,735</u>	<u>8,134,426</u>

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
FY2016**

BUDGET FUNCTION	Approved FY15	Approved FY16
<u>1000 Administration</u>		
<u>1100 School Committee</u>		
Subtotal	23,962	24,022
<u>1200 Superintendent's Office</u>		
Subtotal	239,805	248,461
<u>1400 Business & Finance</u>		
Subtotal	418,296	427,295
ADMINISTRATION FUNCTION TOTAL	682,063	699,778
<u>2000 Instruction</u>		
<u>2210 School Leadership</u>		
Subtotal	399,079	404,318
<u>2220 Curriculum/Department Leaders</u>		
Subtotal	343,172	353,008
<u>2300 Teaching Services</u>		
Subtotal	5,371,135	5,477,851
<u>2350 Professional Development</u>		
Subtotal	124,604	135,927
<u>2400 Instruction Materials & Equipment</u>		
Subtotal	573,734	594,250
<u>2450 Instructional Technology</u>		
Subtotal	157,002	157,002
<u>2700 Guidance, Counseling</u>		
Subtotal	666,910	683,823
<u>2800 Psychological Services</u>		
Subtotal	78,000	78,000
INSTRUCTION FUNCTION TOTAL	7,713,636	7,884,179

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
FY2016**

BUDGET FUNCTION	Approved FY15	Approved FY16
<u>3000 Student Services</u>		
<u>3200 Medical/Health Service</u>		
Subtotal	81,073	82,513
<u>3510 Athletic</u>		
Subtotal	242,038	266,214
<u>3520 Student Body Activities</u>		
Subtotal	77,543	121,765
<u>3600 School Security</u>		
Subtotal	64,137	65,220
STUDENT SERVICES FUNCTION TOTAL	464,791	535,712
<u>4000 Operations & Maintenance</u>		
<u>4110 Custodial Service</u>		
Subtotal	356,696	350,908
<u>4120-4130 Heating & Utilities</u>		
Subtotal	500,500	550,550
<u>4210 Maintenance of Grounds</u>		
Subtotal	121,113	127,162
<u>4220 Maintenance of Buildings</u>		
Subtotal	287,313	289,904
<u>4230 Maintenance of Equipment</u>		
Subtotal	164,000	164,000
OPERATION & MAINT. FUNCTION TOTAL	1,429,622	1,482,524
<u>5000 Fixed Charges</u>		
<u>5100 Employee Benefits</u>		
Subtotal	1,959,694	2,196,543
<u>5200 Insurance Program</u>		
Subtotal	138,000	143,000
<u>9000 Programs with Other School Districts</u>		
Subtotal		20,000
FIXED CHARGES FUNCTION TOTAL	2,097,694	2,359,543
TOTAL FOUNDATION BUDGET	12,387,806	12,961,736

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
FY2016**

BUDGET FUNCTION	Approved FY15	Approved FY16
TOTAL FOUNDATION BUDGET	12,387,806	12,961,736
<u>Reductions to Foundation Budget:</u>		
FY14 Anticipated Chapter 70 Aid	2,909,460	2,923,900
FY14 Anticipated Interest Revenues	10,000	8,000
FY14 Anticipated Tuition Revenues	15,745	-
FY14 Anticipated Mun. Medicaid	5,000	5,000
E&D Applied	92,023	203,751
Subtotal	3,032,228	3,140,651
Net Foundation Budget	9,355,578	9,821,085
<u>Transportation</u>		
Total Transportation	931,583	908,246
Anticipated Transportation Aid	618,222	592,207
Net Transportation	313,361	316,039
<u>LPN Program</u>		
Total LPN Program	565,260	575,498
Anticipated LPN Tuitions	578,500	589,500
Net LPN Program	(13,240)	(14,002)
Combined Net Transportation and LPN	300,121	302,037
<u>Capital</u>		
50.7300.0050 Capital Budget	120,700	129,395
50.5450.0500 Bond Issue - Principal	100,000	100,000
50.5450.0600 Stabilization Fund	100,000	100,000
50.5450.0600 Bond Issue - Interest	15,000	5,000
	335,700	334,395

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
MAY 14, 2015 MEETING HELD AT THE SCHOOL

2015 JUN 17 PM 12 01

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke, Thomas Corriveau; Michael Degan; Mary Crook; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; 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: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that there have been two articles in the newspaper lately regarding the Drama Club. Additionally, some of the spring sports teams have already qualified for the state tournament as well as the vocational tournament. Shawn concluded his report by stating that there has been a lot of positive feedback regarding the appearance and quality of the athletic fields.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook, for approval of the minutes of the April 9, 2015 special meeting. Mr. Degan abstained - Motion passed.

NEW BUSINESS:

Student Handbook Approval – Mr. McCue had provided the members with the proposed revisions and additions to the student handbook in the mailout. The committee was provided with an opportunity to ask Mr. McCue questions regarding the revisions. Ms. Crook made a motion, seconded by Mr. Degan, to approve the changes to the 2015-2016 student handbook as presented. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read a letter from the grandparents of a graduate of the Class of 2012. The grandparents wanted to share a letter the UCT graduate received from the University of Massachusetts inviting her to the university's Annual Chemistry Honors and Awards presentation where she will be honored with a

special award as one of their strongest analytical chemistry students. Mr. Dutch also read a letter from the Cape Cod Regional Transit Authority thanking the carpentry students for constructing a new podium for the Hyannis Transportation Center. The Administrator of the Transit Authority, Thomas Cahir, also remarked on the impeccable maintenance of the grounds and the school building.

REPORT OF COMMITTEES: Ms. Crook reported that the Policy Sub-Committee met on April 13th and will meet again before the June meeting in order to finalize policies for a first reading. The ad hoc committee for the school committee handbook will be meeting in the next few weeks as well. The Budget Sub-Committee met on April 6th and will meet again on June 2nd at 6:30 p.m.

TREASURER'S REPORT: Mr. Chalke summarized warrants #43 and #45, highlighting some of the larger expenditures including health insurance, busing, heat, building insurance renewal and the Apta Fund annual fee. The Treasurer also discussed the student activities warrant for the month of April as well as the stabilization fund.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

Massachusetts Community Action Network – Mr. Dutch reported that he has been attending meetings with this coalition of vocational administrators, business partners, and other representatives. They have developed a comprehensive survey which will be sent to co-op employers, business owners, and randomly-selected parents of both vocational and non-vocational students to determine the true value of a technical education.

Grants – The district has applied for an equipment grant for a laser-etching machine for Carpentry as well as a grant for the enhancement and renovation of the greenhouse in Environmental Technology.

PARCC Task Force – The task force has developed a draft document addressing the PARCC testing.

SkillsUSA – Thirteen students will be attending that national competition this year at a cost of \$19,000. Mr. Dutch alerted the committee to the fact that a budget transfer will be necessary for this expenditure.

Post-Retirement Benefits – Although an account has been established for this purpose, a trust also needs to be established and will need to be done so in collaborations with other districts. This issue will be discussed in detail at the June meeting.

PRINCIPAL'S REPORT: Mr. Forget reminded the committee that the Evening of Excellence is scheduled for May 21st at 6:30 p.m. with senior sign out taking place the next day along with the first graduation rehearsal. The senior breakfast and yearbook

signing will be held on June 5th at 8 a.m. Graduation will be held on Sunday, June 7th at 1:00 p.m. The School Council had their final meeting of the school year on May 5th at which they approved the School Improvement Plan for presentation to the School Committee. Mr. Forget informed the committee that the School Council has two new members. He also discussed the recent activities of the PTO, thanking the organization for purchasing jackets for the 55 students who attended the SkillsUSA state competition. Placement testing was administered for all incoming freshmen last Saturday, with the PTO preparing and serving a breakfast for the students prior to the testing. The Senior Prom took place that evening at the Coonamessett Inn in Falmouth and was very well-attended. The Scholarship Committee held their final meeting for the year today with over \$60,000 being awarded to UCT students. Finally, the Principal reported that the summer leadership retreat will take place on June 22nd and 23rd.

OLD BUSINESS:

Brightergy Solar Energy Proposal – After the presentation made to the committee by Brightergy Solar Energy at the last meeting, the committee requested that the Superintendent explore the possibility of selling wind metering credits. At this point, Mr. Dutch is waiting to hear back from ConEdison to see if the district will be able to sell the wind power. The Superintendent recommended that the committee refrain from further involvement with Brightergy until there is more clarification as to whether or not the district will be able to sell the wind power. Mr. Dutch also informed the committee that ConEdison has indicated an interest in leasing the roof of the school for solar power in exchange for the installation of a new roof. Additionally, a separate company has indicated an interest in installing as many carports as we would like as well as some sort of solar panels on the roof. There are several avenues to explore at this time.

NEW BUSINESS:

Superintendent Evaluation – Ms. Crook, Chair of the Evaluation Sub-Committee, distributed an evaluative summary based on the six evaluations that were received. The members reviewed the summary, while it was brought to their attention that not all evaluations forms were filled out completely which skewed the overall results in certain areas. Ms. Crook made a motion, seconded by Mr. Corriveau, to accept the evaluation report of the Superintendent with an overall rating of Proficient. Motion passed unanimously.

FY15 Budget Transfers – Mr. Degan made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and make the following budget transfers:

Transfer To
 School Security Contractual \$13,000
 50-3600-0400-00
 Police detail at school dismissal

Transfer From
 Ban's Interest \$11,490
 50-5450-0600-00
 Legal \$1,510
 50-1430-0400-00

Transfer To
 Ground Equip & Snow \$1,300
 50-4210-0600-00
 Winter plowing

Transfer From
 Legal \$1,300
 50-1430-0400-00

Motion passed unanimously.

Stabilization Budget Transfer – Mr. Degan made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and make the following budget transfer to the stabilization fund for the wastewater treatment plant project:

Transfer To
 Extraordinary \$250,000
 50-4300-0600-00

Transfer From
 Health Insurance \$125,000
 50-5100-0600-01
 SPED Teachers \$125,000
 50-2310-0100-00

Motion passed unanimously.

Bread Bid Award – Mr. Degan made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and award the bread bid for the 2015-2016 school year to low bidder, Fantini Bakery. Motion passed unanimously.

Milk Bid Award – Mr. Chalke made a motion, seconded by Mr. Degan, to follow the recommendation of the Superintendent and award the milk bid for the 2015-2016 school year to low bidder, Garelick Farms, LLC. Motion passed unanimously.

Approval of Spring Program Advisory Minutes – Mr. Corriveau made a motion, seconded by Mr. Degan, to approve the minutes of the spring program advisory minutes as presented with the amendment to add Mary Crook as an attendee at the Cosmetology meeting. Mr. Chalke inquired about the challenges that were mentioned in the minutes of the Automotive program around technology. Mr. Forget responded that fiber optic cabling has now been sent out to the shop which should remedy some of the difficulties. Additionally, contact has been made with the e-book publisher to resolve some of the challenges they have been facing with the e-books. Motion passed unanimously.

School Improvement Plan – Mr. Forget stated that the proposed School Improvement Plan, which has been approved by School Council, had been included in the meeting mailout. He informed the committee that the areas highlighted in yellow were additions to last year's School Improvement Plan. Mr. Corriveau made a motion, seconded by Mr. Degan, to approve the 2015-2016 School Improvement Plan as presented. Motion passed unanimously.

Administrative Reorganization – Mr. Dutch discussed the impending retirement of Susan White, Director of Guidance, Curriculum and Instruction, at the conclusion of the school year. It has been determined that the position that Ms. White held is too big for one person. At this time, the Leadership Team is recommending that Teacher Leaders be hired for the 2015-2016 school year. The Teacher Leaders would be in the areas of English, Mathematics, Science, History, and Guidance. Mr. Dutch added that this will be a one-year pilot program. Ms. Crook inquired as to what the qualifications would be for the Teacher Leaders. Mr. Dutch responded that the applicants must have professional status along with an understanding of curriculum and teacher pedagogy. Mr. Corriveau made a motion, seconded by Mr. Degan, to approve the creation of Teacher Leaders for the 2015-2016 school year in philosophy, subject to successful negotiations with Unit A. Motion passed unanimously.

Memorandum of Agreement re: Coaching – Mr. Dutch reminded the committee that the school fielded an independent hockey team for the first time this year as well as a girls' varsity lacrosse team. Neither of those positions were included in the original collective bargaining agreement negotiated for the period of July 1, 2013 through June 30, 2016. A Memorandum of Agreement has been drafted for those two positions and the recommended stipends and has been approved by the Executive Board of the UCT Teachers' Association. Mr. Degan made a motion, seconded by Mr. Corriveau, to follow the recommendation of the Negotiations Sub-Committee, and approved the Memorandum of Agreement regarding coaching stipends as presented. Six in favor; Ms. Crook abstained. Motion passed.

Surplus Equipment – iPads – Mr. Corriveau made a motion, seconded by Mr. Degan, to authorize the Superintendent to post the sale of surplus iPads on the school website as a method of dispersing the iPads to the graduating seniors. Motion passed unanimously.

NSBA Reports – Mr. Dutch distributed Mr. Fichtenmayer's and Ms. Crook's written reports of the sessions attended at the National School Boards Association annual conference. He discussed the session the presentation that he and Ms. Crook delivered which was an overview of the iPad program implementation here at UCT. The session was well-attended with approximately 90 people in attendance. Staff members from Pathfinder Regional Vocational Technical High School in Palmer visited the school this week to learn more about UCT's iPad program. Additionally, the district has been invited to present at next year's NSBA conference in Boston and at the Massachusetts Association of School Committees conference in November. Ms. Magauran discussed the sessions she attended which were both technical and creative in nature. She

discussed a project-based learning session as well as a session entitled "Education Across the World" which focused on the various educational plans and philosophies across the globe. Ms. Wing stated that she followed the boot camp program during the conference which is intended for new school committee members. Additionally, she attended a session around dealing with negative people and two legal workshops. In addition to her written report, Ms. Crook stated that she was very impressed with the speech by Jane Pauley and added that she attended a session on board governance and policies. Finally, in addition to his written report, Mr. Fichtenmayer spoke about his visit to the Vanderbilt University Medical Center which is a school as well as a working hospital.

At this point in the meeting, Mr. Fichtenmayer inquired about the renovation of the Cosmetology shop asking if it is feasible for the project to be completed by the fall. Mr. Forget responded that the project should be completed by the start of school. Mr. Dutch informed the committee that a recommendation will be made at the next Budget Sub-Committee as to where the project should be funded from.

Mr. Chalke then inquired about the follow-up to the school climate survey. Mr. Dutch responded that a task force of teachers has been created to develop a survey addressing specific comments and concerns that were identified in the climate survey. The task force will present the results of the survey to Mr. Dutch and Mr. Forget and the to the School Committee.

Mr. Degan made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:45 p.m. Motion passed unanimously.

A True Copy Attest

Date: _____

6/15/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

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2015 MAY 20 pm 1 49
REGIONAL SCHOOL COMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

**TUESDAY
MAY 26, 2015**

**POLICY SUB-COMMITTEE
4:00 P.M. - CONFERENCE ROOM**

1. **Policy BDA - School Committee Organizational Meeting**
2. **Policy GCQE - Retirement of Professional Staff Members (New Policy)**
3. **Review of Section B of Policy Manual**



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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
June 2, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 - CONFERENCE ROOM

AGENDA

1. Approval of Minutes of April 6, 2015 Meeting
2. FY15 Revolving Quarter ending 3/31/2015
3. Vehicle Purchase
4. FY15 Budget Transfers
5. Cosmetology Renovation
6. Other

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BOURNE, MASS

"And such other business as may properly come before this meeting."



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Posted 5/27/2015

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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
JUNE 4, 2015

NEGOTIATIONS SUB-COMMITTEE
5:30 P.M. - CONFERENCE ROOM

1. MOA re: Teacher Leaders

SCHOOL COMMITTEE HANDBOOK AD HOC COMMITTEE
6:00 P.M. - CONFERENCE ROOM

1. Review of Member Input re: Protocol Handbook

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TOWN CLERK'S OFFICE
BOURNE, MASS

Cancelled



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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
JUNE 4, 2015

NEGOTIATIONS SUB-COMMITTEE
5:30 P.M. - CONFERENCE ROOM

1. MOA re: Teacher Leaders

SCHOOL COMMITTEE HANDBOOK AD HOC COMMITTEE
6:00 P.M. - CONFERENCE ROOM

1. Review of Member Input re: Protocol Handbook

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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY JUNE 11, 2015

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 May 14, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Post Employment Retiree Benefits – OPEB Trust
 - B. General Advisory Committee
 - C. GreenSeal Environmental Solar Presentation
 - C. Policy – First Reading
 - D. School Committee Scholarship
 - E. Cosmetology Renovation Approval (VOTE)
 - F. Budget Transfer – Cosmetology (VOTE)
 - G. FY15 Budget Transfers (VOTE)
 - H. School Vehicle Purchase Approval (VOTE)
 - I. MOA re: Teacher Leaders (VOTE)

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TOWN CLERK'S OFFICE
BOURNE, MASS

Executive Session A. Contracts

"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 DISTRICT COMMITTEE
JUNE 11, 2015 MEETING HELD AT THE SCHOOL

2015 JUL 17 AM 10 02

PRESENT Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; 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: Shawn Robichaud, a sophomore in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He informed the committee that the boys' lacrosse team, the baseball team, and the softball team all qualified for the state tournament. Shawn also discussed the new teambuilding ropes course at Heritage Plantation that he recently participated in along with other UCT students.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

At this point in the meeting, Mr. Chalke made a motion, seconded by Ms. Crook, to move to Agenda Item 12B – General Advisory Committee. Motion passed unanimously.

Mr. Cammarano entered the meeting at 6:25 p.m.

NEW BUSINESS:

General Advisory Committee – Sandra Achadinha, Chair of the General Advisory Committee and a member of the Cosmetology Program Advisory Committee, introduced herself to the committee. She reported on the recommendations of the advisory members in each of the technical programs, alerting the School Committee as to what should be on their radar in terms of future expenditures to address these needs. Discussion ensued regarding the timelines associated with the program needs.

APPROVAL OF MINUTES: A motion was made by Ms. Magauran, seconded by Mr. Corriveau, for approval of the minutes of the May 14, 2015 regular meeting. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read a note addressed to Mr. Forget from JML Care Center thanking the maintenance worker and students that assisted with the foundation clean-up work at the facility.

REPORT OF COMMITTEES: Ms. Crook reported that the Policy Sub-Committee met on May 26th to review Section B of the manual. Those policies will be presented as a first reading later on in the meeting. Members of the Policy Sub-Committee agreed to meet again on July 8th at 4:00 p.m. The ad hoc committee for the school committee handbook agreed to meet on June 18th at 5:00 p.m. Mr. Chalke reported that the Budget Sub-Committee met on June 2nd to discuss the cosmetology renovations, FY15 budget transfers, and the purchase of a school vehicle. The Budget Sub-Committee will meet again on June 30th at 6:30 p.m.

TREASURER'S REPORT: Mr. Chalke summarized warrants #47 and #49, highlighting some of the larger expenditures including health insurance, busing, vehicle fuel, and costs associated with students' participation at the SkillsUSA national competition in Kansas City. The Treasurer also discussed the student activities warrant for the month of May as well as payments made in association with the construction of the wastewater treatment plant.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

Staff Updates – The administrative assistant in the Continuing Education department has been replaced with two part-time employees. One is a bookkeeper and the second individual has knowledge in the areas of desktop publishing and general office duties. A custodian has resigned and has been replaced at this time. Mr. Dutch informed the committee that letters of re-appointment would be issued tomorrow to non-contractual employees as well as to those teachers with non-professional status. Unfortunately, there are a few staff members that will be issued letters of termination as well.

Veterans' Affairs Compliance Review – The Adult Education and Practical Nursing programs were both audited as part of the review and passed.

Culture Update – Mr. Dutch and Mr. Forget met with the task force and were provided with greater detail in some cases and suggested solutions for some of the concerns. The task force feels as though many of the issues have already begun to be addressed.

PARCC Task Force – The Superintendent distributed the executive summary and position paper created by the Massachusetts Association of School Superintendents around the PARCC.

Public Relations – Mr. Dutch stated that Bourne Community TV had visited the school today to begin filming a monthly segment that they would like to do highlighting one of the school's technical programs, beginning with Culinary Arts which they filmed today.

Early Learning Center – The Superintendent updated the committee on enrollment numbers for the fall. Enrollment is currently at 18 students for the fall with a FTE (full-

time equivalent) of 11. An FTE of 12 is necessary for the program to break even which is likely by the time the 2015-2016 school year begins.

PRINCIPAL'S REPORT: Mr. Forget informed the committee that the school year is wrapping up with the final day scheduled for June 19th which will be a make-up day for final exams. Thirteen students will be traveling to Kansas City at the end of the month to participate in the SkillsUSA national competition. Additionally, a number of staff have committed to participating in various professional development activities over the summer months. Thomas Silvia and David Aguiar put in a proposal to present at the Association for Career and Technical Education national conference in the fall and their proposal has been accepted. The Principal stated that this year's graduation ceremony went extremely well and was well-attended with over 800 vehicles on campus that afternoon. 183 students have been accepted for fall admission which will bring the student body number up to about 720.

NEW BUSINESS:

GreenSeal Environmental Solar Presentation – Mr. Dutch informed the committee that the company was not yet prepared to do a final presentation with accurate numbers so will present at the July meeting instead.

Post-Employment Retiree Benefits – OPEB Trust – Mr. Dutch introduced Thomas O'Brien, Treasurer of Plymouth County, who spoke to the committee about post-employment retiree benefits and the difficulty municipalities are having in funding them. OPEB (other post-employment benefits) is predominantly health insurance. GASB45 regulations require municipalities to quantify this liability. Forthcoming GASB regulations will require that this liability is included on financial reports and shown as a liability against net assets. Mr. O'Brien discussed the options available to municipalities to fund this mandate, speaking in detail about the benefits of joining the Plymouth County OPEB Trust (PCOT). He explained that this is an irrevocable trust established to pre-fund retiree healthcare. There are no up-front costs, only investment fees, and there is no minimum contribution. At this time, six municipalities have joined the PCOT. Mr. O'Brien also explained how the investment committee would operate. Mr. Cammarano made a motion, seconded by Ms. Wing,

WHEREAS the Upper Cape Cod Regional Technical School (the "School") desires to establish an OPEB trust fund pursuant to the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, Section 57 of the Acts of 2011; and

WHEREAS Plymouth County sponsors the Plymouth County OPEB Trust Program (PCOT); and

WHEREAS the School is eligible to participate in PCOT, a program designed to fund post-employment benefits for its employees as specified in the School's policies and/or applicable collective bargaining agreements; and

WHEREAS it is determined to be in the best interest of the School to adopt the Public Agencies Post-Retirement Health Care Plan Trust, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the relevant statutory provisions of the Commonwealth of Massachusetts; and

WHEREAS the School's adoption and operation of the program has no effect on any current or former employee's entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the program; and

WHEREAS the School's funding of the program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the School reserves the right to make contributions, if any, to the program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The District Committee of the Upper Cape Code Regional Technical School (the "Committee") hereby accepts the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, Section 57 of the Acts of 2011; and
2. The Committee hereby approves participating in the Plymouth County OPEB Trust Program (PCOT); and
3. The Committee hereby adopts the Public Agencies Post-Retirement Health Care Plan Trust, including the Public Agencies Post-Retirement Health Care Plan, effective June 11, 2015 (the "Trust"); and
4. The Committee hereby appoints the Treasurer or his/her successor or his/her designee as the School's Plan Administrator for the Trust. The Plan Administrator shall act on behalf of the School in all matters relating to the School's participation in the Trust, including, but not limited to, authorizing the investment of assets in PCOT's investment pool, providing directions to the Trustee and/or the Trust Administrator, and authorizing contributions and disbursements from the School's trust assets; and
5. The Committee hereby appoints the PCOT Investment Committee for the oversight of investments; and
6. The School's Plan Administrator is hereby authorized to execute the legal and administrative documents on behalf of the School and to take whatever additional actions are necessary to maintain the School's participation in the Trust and to maintain compliance of any relevant regulations issued or as may be issued.

Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Corriveau, to move the money in the reserve account for post-employment benefits into the trust at the discretion of the plan administrator. Motion passed unanimously.

Policy – First Reading – Ms. Crook reminded the committee that several policies had been included in the meeting mailout for a first reading and will be presented at the July meeting for final adoption.

School Committee Scholarship – Mr. Dutch stated that this issue had been discussed several years ago with the intention for the scholarship to be funded by the individual School Committee members. As membership on the committee is voluntary and somewhat transient with membership changing potentially every two years, the scholarship is not guaranteed to be funded over a 20-year period. As such, the Superintendent suggested that the scholarship be funded through the UCT Scholarship Fund instead. Ms. Crook made a motion, seconded by Mr. Corriveau, to establish a School Committee scholarship in the amount of \$10,000 to be funded by the UCT Scholarship Fund. Motion passed unanimously.

Cosmetology Renovation Approval – Mr. Dutch explained that the Building Sub-Committee has met and has reviewed the plans for the renovation of the Cosmetology shop. He distributed a diagram depicting the proposed setup as well as cost estimates. The bid opening for the salon equipment is scheduled for June 15th. Ms. Crook made a motion, seconded by Mr. Chalke, to approve the renovation of the Cosmetology shop at an estimated cost of \$252,000.00. Motion passed unanimously.

Budget Transfer – Cosmetology – Mr. Chalke made a motion, seconded by Mr. Corriveau, to make the following budget transfers:

Equipment Transfer: \$15,000 From Building Use 02-8917-0000
 \$19,000 From Cosmetology Revolving 02-8909-0000
 To Cosmetology Reserve (02-8947-0000)

Construction Transfer: \$175,000 From Adult Education 02-8910-0000-00
 \$75,000 From LPN Adult Ed 02-8910-0000-03
 To Cosmetology Reserve (02-8947-0000)

Motion passed unanimously.

FY15 Budget Transfers – Mr. Chalke made a motion, seconded by Ms. Crook, to make the following budget transfers for FY15 budget shortfalls:

<u>Transfer To</u>		<u>Transfer From</u>	
Student Activities Other	\$46,000	Teachers	\$46,000
50-3520-0000-00		50-2305-0100-01	
<i>(Skills Nationals & FFA Competition)</i>			
Building Insurance	\$10,500	Audit	\$10,500
50-5200-0600-00		50-1430-0400-01	
<i>(Insurance Increases)</i>			

School Vehicle Purchase Approval – Mr. Chalke made a motion, seconded by Ms. Crook, to approve the purchase of a new grounds vehicle, a 2016 Ford Super Duty F-350 with the snow plow package, at a cost of \$59,674.00. Motion passed unanimously.

MOA re: Teacher Leaders – Mr. Dutch recommended that this agenda item be tabled as the Teachers' Association has not yet voted on it. Ms. Crook made a motion, seconded by Mr. Corriveau, to table the MOA re: Teacher Leaders. Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Corriveau, to adjourn Open Session at 8:30 p.m. to discuss contracts and to return to Open Session for the purpose of adjournment. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:43 p.m.

Ms. Crook made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 8:44 p.m. Motion passed unanimously.

A True Copy Attest

Date: 7/9/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
June 30, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 – CONFERENCE ROOM

AGENDA

1. Approval of Minutes of June 2, 2015 Meeting
2. FY15 Budget Transfers
3. FY16 Meeting Dates
4. Other

"And such other business as may properly come before this meeting."



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TOWN CLERK'S OFFICE
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

**WEDNESDAY
JULY 8, 2015**

**POLICY SUB-COMMITTEE
4:00 P.M. – CONFERENCE ROOM**

1. **Approval of Minutes of May 26, 2015 Meeting**
2. **Policy AD – Educational Philosophy**
3. **Policy ADA – School District Goals and Objectives**
4. **Policy ADF – Wellness Policy**
5. **Policy BJ – School Committee Legislative Program**
6. **Policy DBD – Budget Planning**
7. **Policy IJOC – School Volunteers**
8. **Policy IKF – Graduation Requirements**



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REGIONAL SCHOOL COMMITTEE MEETING WDN CLERK'S OFFICE
THURSDAY BOURNE, MASS
JULY 9, 2015

**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 June 11, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. Old Business
12. New Business
 - A. GreenSeal Environmental Solar Presentation
 - B. Policy – Final Adoption (VOTE)
 - C. August Meeting
 - D. Cosmetology Salon Equipment Bid Award (VOTE)
 - E. Teacher Handbook
 - F. Surplus Equipment Disposal (VOTE)
 - G. FY15 Budget Transfers (VOTE)

Executive Session

- A. MOA re: Teacher Leaders (VOTE)
- B. Organizational Chart / Re-organization

"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 9, 2015 MEETING HELD AT THE SCHOOL AM 11 45

TOWN CLERK'S OFFICE

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Thomas Coriveau; Mary Crook; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; 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.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Chalke for approval of the minutes of the June 11, 2015 regular meeting. Motion passed unanimously.

At this point in the meeting, Ms. Crook made a motion, seconded by Mr. Chalke, to move to Agenda Item 12A – Green Seal Environmental Solar Presentation. Motion passed unanimously.

NEW BUSINESS:

Green Seal Environmental Solar Presentation – Greg Wirsén, Executive Vice-President of Green Seal Environmental, Inc., presented an overview of the company stating that they are a full-scale civil and environmental engineering firm located locally in Sagamore Beach. Mr. Wirsén discussed the firm's proposal to erect a solar parking canopy over the student and staff parking lot. He discussed the other two firms that would be involved in the project; Solaire Generation and Palmetto which is an international development firm. This solar canopy is a \$2,000,000 project which will be funded by Green Seal with no start-up cost to the school district. The district's only obligation will be to pay the electric bill. Palmetto has pre-approved the district's power purchase agreement rate at \$.095 with Green Seal estimating \$27,000 in savings to the district in the first year. Discussion ensued regarding the logistics of the project including underwriting, timeline, and potential parking displacement during construction. Mr. Coriveau made a motion, seconded by Ms. Wing, to direct the Superintendent to

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TOWN CLERK'S OFFICE
BORNE, MASS

move forward with a Letter of Intent with Green Seal Environmental, Inc. for the construction a solar parking canopy. Five in favor; Mr. Chalke abstained. Motion passed.

COMMUNICATIONS: The Superintendent read a letter from Governor Baker informing him that the district had been awarded a Perkins-Instructional Equipment grant in the amount of \$32,000.00. Mr. Dutch informed the committee that the grant monies will be utilized to purchase a laser etching machine for the Carpentry program. He then read a letter addressed to Mr. Forget thanking the school for hosting the FAFSA Day Massachusetts 2015. FAFSA Day offers students and parents the opportunity to hear a detailed presentation on applying for financial aid and provides on-on-one assistance in filing the Free Application for Federal Student Aid (FAFSA). The committee asked the Superintendent to send a letter of appreciation to guidance counselors Jennifer McGuire and Rachel Kerrigan for volunteering their time at FAFSA Day as well as to custodian Kim Carman who also volunteered his time that day.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on June 30th to discuss FY15 budget transfers as well as to set meeting dates for FY16. The Budget Sub-Committee will meet again on July 21st at 6:30 p.m. Ms. Crook reported that the Policy Sub-Committee met on July 8th and will meet again on July 13th.

TREASURER'S REPORT: None.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent district activities including:

OPEB Trust – The paperwork has been finalized and the district is now a member of the trust.

Leadership Retreat – The Leadership Team met for two days off campus on June 21 and June 22. A great deal was accomplished and the team will meet again prior to the start of school.

MAVA Connecting for Success Conference – Several faculty members attended this annual conference last month. Session topics included online admissions and project management. Two groups of teachers from UCT made presentations.

MCAN – The Superintendent attended a meeting last week and reported that the surveys have been completed and are very favorable as it relates to vocational schools and their expansion. The surveys of graduates were also very positive.

Staff Hiring – Three new teachers were hired to replace those teachers who were not re-hired. A payroll clerk has been hired as well. At this time, two paraprofessionals remain to be hired. Mr. Chalke brought it to the attention of the committee that his daughter has been hired as a teacher. She had been working as a paraprofessional

prior to being hired as a teacher. He stated that he has completed the necessary conflict of interest declaration paperwork and submitted it to the district town clerks.

PRINCIPAL'S REPORT: Mr. Forget stated that second interviews are currently being conducted for the fall with students being accepted on a rolling admission. The first week of the Freshman Transition program has just ended and went very well. The Principal discussed the Association for Supervision and Curriculum Development conference that he recently attended stating that his attendance helped to solidify how much further ahead UCT is from other schools in the country. Mr. Forget updated the committee on the summer construction projects stating that the renovation of the Cosmetology shop is proceeding on schedule. He stressed that a plan needs to be developed to move some of the shops outside of the building in order to provide for additional classroom space. The contractor is a bit behind schedule on the wastewater treatment plant. Mr. Forget requested that a date be set for a meeting of the Building Sub-Committee. The landscaping crew has been working diligently at the Carpentry annex. The annex is looking good and expected to be complete for the start of school. The Principal concluded his report by remarking on the excellent job the maintenance crew is doing cleaning the classrooms and the entire building for the start of school.

NEW BUSINESS:

Policy – Final Adoption – Ms. Crook discussed the suggested revisions to several existing policies. Mr. Corriveau made a motion, seconded by Ms. Crook, for final adoption of policies BA, BBAA, BBB, BBBA, BBBB, BBBE, BCA, BCBA, BCBA-R, BCBB, BDA, BDB, BDC, BDD, BDF, BDFA, BDG, BDH, BE, BEA, BEB, BEC, BEDA, BEDB, BEDB-E, BEDC, BEDD, BEDF, BEDG, BEDH, BEE, BG, BGC, BGD, BGE, BGF, BHC, BHE, BIA, BIB, BIBA, BID, BIE, BJ, and BK as presented. Motion passed unanimously.

August Meeting – The committee agreed to hold the next School Committee meeting on August 27, 2015 at 6:15 p.m.

Cosmetology Salon Equipment Bid Award – Mr. Dutch informed the committee that only one bid was received for the Cosmetology salon equipment. Mr. Chalke made a motion, seconded by Ms. Wing, to award the bid for the purchase of Cosmetology salon equipment to Smith's Beauty Supply at a cost of \$139,547.10. Motion passed unanimously.

Teachers' Handbook – Ms. Crook made a motion, seconded by Mr. Corriveau, to approve the teachers' handbook for the 2015-2016 school year. Motion passed unanimously.

Surplus Equipment Disposal – Mr. Corriveau made a motion, seconded by Ms. Crook, to approve the list of surplus equipment as presented. Motion passed unanimously.

FY15 Budget Transfers – Mr. Chalke made a motion, seconded by Mr. Corriveau, to make the following budget transfers for FY15:

<u>Transfer To</u>		<u>Transfer From</u>	
Transportation Supplies	\$38,300	Bus Drivers	\$28,000
50-3300-0500-00		50-3300-0100-00	
Gasoline & Approved Vehicle		Trans. Contracted	\$10,300
		50-3300-0400-02	
Athletic Officials	\$6,700	Coaches	\$6,700
50-3510-0400-00		50-3510-0300-00	
Shortfall			
Grounds Supplies	\$3,000	Heating	\$3,000
50-4210-0500-00		50-4120-0500-00	
Maintenance			
Psychological Services	\$19,000	Psych Speech	\$12,000
50-2800-0400-02		50-2800-0400-01	
		Heating	\$7,000
		50-4120-0500-00	
Unemployment	\$9,500	Benefits	\$9,500
50-5100-0600-02		50-5100-0600-01	
Claims			
FICA	\$2,600	Benefits	\$2,600
50-5100-0600-04		50-5100-060001	
Matching Medicare & Social Security			
Student Activities Other	\$46,000	Teachers	\$46,000
50-3520-0000-00		50-2305-0100-01	
<i>(Skills Nationals & FFA Competition)</i>			

Building Insurance	\$10,500	Audit	\$10,500
50-5200-0600-00		50-1430-0400-01	
<i>(Insurance Increases)</i>			

Motion passed unanimously.

Mr. Chalke made a motion, seconded by Mr. Corriveau, to make the following budget transfers for the FY15 budget surplus accounts:

<u>Transfer To</u>		<u>Transfer From</u>	
Cosmetology Supplies	\$37,006	Teachers	\$56,587
50-2420-0500-04		50-2305-0100-01	
IT Supplies	\$41,561	SPED Teachers	\$12,000
50-2451-0500-00		50-2310-0100-00	
		LPN Teachers	\$9,980
		50-2305-0100-02	

Motion passed unanimously.

Mr. Chalke made a motion, seconded by Mr. Corriveau, to make the following budget transfer for the wastewater treatment plant:

<u>Transfer From</u>		<u>Transfer To</u>	
Extraordinary	\$70,000	Stabilization Fund	\$145,000
50-4300-0600-00		07-0125-4125	
Heating	\$75,000		
50-4120-0500-00			

Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Ms. Wing, to enter into Executive Session at 7:55 p.m. for the purpose of discussing the MOA re: Teacher Leaders as well as Re-organization and to return to Open Session. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:13 p.m.

MOA re: Teacher Leaders – Ms. Crook made a motion, seconded by Mr. Corriveau, to approve the Memorandum of Agreement for a one year pilot of Teacher Leaders in

Math, Science, English, Social Studies and Guidance and for a reduced teaching load of at least four teaching periods per day for the Athletic Director for the 2015-2016 school year. Motion passed unanimously.

Organizational Chart / Re-organization – Mr. Corriveau made a motion, seconded by Ms. Crook, to approve the revised organizational chart for the district with the title of Principal being changed to Principal / Assistant Superintendent. Motion passed unanimously.

The Building Sub-Committee agreed to meet on Tuesday, August 3rd at 5:30 p.m. The members of the Ad Hoc Committee for the School Committee Handbook will check their schedules so that a meeting of that committee may be scheduled as well.

Ms. Wing made a motion, seconded by Ms. Crook, to adjourn the regular meeting at 8:18 p.m. Motion passed unanimously.

A True Copy Attest

Date:

8/27/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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115 JUL 9 AM 9 05
Robert A. Dutch
TOWN CLERK'S OFFICE
Superintendent
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

MONDAY
JULY 13, 2015

POLICY SUB-COMMITTEE
8:00 A.M. - CONFERENCE ROOM

1. **Policy AD - Educational Philosophy**
2. **Policy ADA - School District Goals and Objectives**
3. **Policy DBD - Budget Planning**



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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
AUGUST 4, 2015

BUILDING SUB-COMMITTEE
5:30 P.M. - CONFERENCE ROOM

1. Update of Wastewater Treatment Plant
2. Update of Cosmetology Renovation
3. Update of Carpentry Annex

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BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
August 11, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 – CONFERENCE ROOM

AGENDA

1. **Approval of Minutes of June 30, 2015 Meeting**
2. **ELC FY15 Final**
3. **FY15 Budget Review**
4. **Budget Process Calendar**
5. **Other**

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TOWN CLERK'S OFFICE
BOURNE, MASS

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted July 29, 2015

Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch
Superintendent

** REVISED **

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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
AUGUST 27, 2015

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 July 9, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Policy - First Reading
 - B. Surplus Equipment Bid Award (VOTE)
 - C. Early Learning Center FY15 Final Analysis
 - D. FY15 Budget Review
 - E. Construction Update
 - F. Solar Canopy Lease / Draft Agreements (VOTE)
 - G. Conflict of Interest

2015 AUG 18 PM 1 08
TOWN CLERK'S OFFICE
BOURNE, MASS

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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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY AUGUST 27, 2015

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 July 9, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Policy - First Reading
 - B. Surplus Equipment Bid Award (VOTE)
 - C. Early Learning Center FY15 Final Analysis
 - D. FY15 Budget Review
 - E. Construction Update
 - F. Solar Canopy Lease / Draft Agreements (VOTE)

2015 AUG 18 AM 11 36
TOWN CLERK'S OFFICE
BOURNE, MASS

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 DISTRICT COMMITTEE
AUGUST 27, 2015 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Robert Dutch; Roger Forget; 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.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook for approval of the minutes of the July 9, 2015 regular meeting. Four in favor; Mr. Cammarano and Mr. Degan abstained - Motion passed.

COMMUNICATIONS: The Superintendent read letters of resignation from Leslie Pirtle, Technology Integration Specialist; Henry McClintock, English teacher; and Lynne Donoghue, paraprofessional. He then read a letter from a graduate thanking the school for the merit scholarship she received and informing them that she has chosen to attend Framingham State University where she will major in Elementary Education. Finally, Mr. Dutch read a letter from the Massachusetts Association of School Committees congratulating Mr. Chalke for being selected to receive a MASC Lifetime Achievement Award. Mr. Chalke will be presented with the award at the MASC Life Member/Leadership Awards Dinner on November 6th during the MASC/MASS Joint Conference. Mr. Dutch asked committee members to inform Ms. Brito if they would like to attend the dinner as the school will be reserving a table for the event.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on August 11th to discuss the Early Learning Center's FY15 financial analysis as well as to review the final FY15 budget and the FY17 budget process calendar. The FY17 budget calendar was distributed and reviewed with the committee. Mr. Degan made a motion, seconded by Ms. Crook, to accept the FY17 budget calendar as presented. Motion passed unanimously. It was suggested that the budget calendar be provided to

2015 SEP 14 PM 4 06
TOWN CLERK'S OFFICE
BORNE, MASS

the district town administrators and finance committees as well. The Budget Sub-Committee will meet again on September 21st at 6:30 p.m.

TREASURER'S REPORT: None.

SUPERINTENDENT'S REPORT: Mr. Dutch stated that the retiree benefits issue is still in a holding pattern and that the district has not yet received an invoice for 2015.

PRINCIPAL'S REPORT: Mr. Forget shared the contents of an A.L.I.C.E. classroom lockdown bucket with the committee. These buckets will be placed in each classroom and shop area in the event of a crisis situation in the school. The buckets contain various items that may be necessary if a classroom had to be isolated for a period of time. Mr. Forget then provided the committee with an update of the summer construction projects including the cosmetology shop renovation, the carpentry annex, and the wastewater treatment plant through a PowerPoint presentation. He discussed the new STEM lab which has been equipped with twelve 3D computers purchased through a grant and the new point of sale system in Culinary Arts.

NEW BUSINESS:

Policy – First Reading – The following policies were presented for a first reading: AD, ADA, ADF, BJ, DBD, and GCQE. Policy IKF, Graduation Requirements, was presented for deletion from the policy manual as the requirements are set by the state and not appropriate for inclusion in the policy manual.

Surplus Equipment Bid Award – Mr. Dutch reported that only two individuals submitted bids to purchase the surplus equipment and that most of the bids were too low to be considered in his opinion. Mr. Degan made a motion, seconded by Ms. Crook, to award the bids for purchase of the 2001 Oldsmobile van (VIN 71GHDX03E11D220353) for \$75.00 and the purchase of the 2001 Oldsmobile van (VIN 61HGDX03E11D222748) for \$75.00 to low bidder, Thomas Corriveau and to reject the bids for the remaining items included in the surplus bid specifications. Five in favor; Mr. Corriveau abstained – Motion passed.

Early Learning Center FY15 Final Analysis – Committee members were provided with a financial analysis of the Canalside Early Learning Center's first year of operation as a pre-school / child care center. Although the center operated at a loss in their first year, enrollment numbers are up for the fall and one staff member's hours have been reduced.

FY15 Budget Review – Mr. Dutch reviewed the final FY14-15 budget analysis in detail discussing where there were overages and shortfalls in various departments.

Construction Update – Mr. Forget included this agenda item in his Principal's Report.

Solar Canopy Lease / Draft Agreements – Mr. Dutch presented revisions to the lease and agreement that was included in the meeting mailout. He informed the committee that the documents have been reviewed by school counsel and that he is comfortable with the language and content. Mr. Degan made a motion, seconded by Mr. Corriveau, to approve the lease and agreement for the solar canopy as presented and to proceed with the project. Five in favor; Mr. Chalke abstained – Motion passed.

Conflict of Interest – The Superintendent stated that the committee had received a copy of a letter from school counsel related to committee members who had children employed by the district. The letter from Attorney Joseph Emerson read as follows:

Dear Mr. Dutch: This is in response to your request for an opinion regarding a School Committee member whose child is teaching at Upper Cape Cod Regional Technical School. Specifically, his participation in matters which may impact his daughter's salary. Chapter 268A of the Massachusetts General Laws prohibits a public employee, in this case, a member of the School Committee, from participating in a particular matter which affects the financial interest of his or her immediate family. "Participating" means voting, discussing, delegating or otherwise acting on any matter which affects those financial interest. The Massachusetts Ethics Commission issued an advisory (Commission Advisory No. 05-03) which includes an example of a "particular matter" which is applicable to this situation: A school committee member whose daughter is a school teacher in the town may not discuss or vote on a school department payroll warrant, which includes the regular weekly salary of all school department employees, because his daughter has a financial interest in that warrant. This prohibition includes voting on a budget line item that will merely maintain the salary of a family member at its present level, approving "automatic" salary step increases in a budget, or signing a payroll warrant. The prohibition applies even in cases where a number of other employees (or all employees) are given similar increases. Discussing or making nonbinding recommendations on the budget line items affecting immediate family members' salaries is also prohibited. 2 However, a public employee may vote on other line items that do not affect the financial interest of a family member and the whole budget, including salaries, once the following procedure has been followed: the board must identify the budget line item that includes the family member's salary and vote on it separately. The public employee whose family member's salary is affected by this line item must abstain, from the discussion and vote. After all such conflicts are dealt with through this line item procedure, the board may then vote on the budget as a whole package, with all members participating in the final vote to approve the "bottom line." As the above provides, the School Committee member may not participate in any discussions which may affect his daughter's salary. The obvious is engaging in the collective bargaining process. It also includes participating in the vote to ratify any agreement which affects the salaries of the teachers. The less obvious is the signing of warrants that include the salary for teachers. He may sign those warrants that do not include the salaries of teachers if the warrants are prepared that way.

At this point in the meeting, Mr. Chalke informed the committee that he will be resigning as Treasurer effective September 10, 2015. Additionally, Ms. Crook will be unable to participate in Unit A negotiations.

Mr. Chalke made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 7:45 p.m. Motion passed unanimously.

A True Copy Attest

Date: 9/10/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532
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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY SEPTEMBER 10, 2015

REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. – MULTI-PURPOSE ROOM

1. Meeting Called to Order
2. Committee Reorganization
3. Student Advisory Representative
4. Student Spotlight
5. Public Participation
6. Approval of Minutes of the August 27, 2015 Regular Meeting (VOTE)
7. Communications
8. Report of Committees
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report

12. Old Business

13. New Business
 - A. School Opening Report
 - B. Policy – Final Adoption (VOTE)
 - C. MASC Voting Delegate (VOTE)
 - D. American Express Report

2015 SEP 1 PM 3 54
TOWN CLERK'S OFFICE
BOURNE, MASS

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 DISTRICT COMMITTEE
SEPTEMBER 10, 2015 MEETING HELD AT THE SCHOOL**

2015 OCT 15 PM 1 19

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Thomas Corriveau; Mary Crook; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: Dominic Cammarano; Michael Degan; Mark Mancini.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

COMMITTEE REORGANIZATION: Mr. Dutch reminded the committee that Mr. Chalke has resigned as Treasurer and that a member now needs to be nominated to fill the position. He read a letter from Mr. Degan stating the following: *"Dear Committee Members: I would like to extend my apologies for being unable to attend tonight's meeting. As Committee Re-Organization is on the agenda, I would like to make the committee aware that I would gladly accept the position of Treasurer if nominated and elected to the position."* Mr. Corriveau nominated Mr. Degan for the position of Treasurer. Roll call vote – All in favor. Mr. Degan was unanimously elected to the position of Treasurer to the Upper Cape Cod Regional Vocational-Technical School District Committee. Mr. Dutch then read a letter from Mr. Degan stating the following *"Dear Committee Members: Please be advising that I am resigning from the position of Vice-Chair to the District School Committee."* Mr. Chalke nominated Mr. Corriveau for the position of Vice-Chair. Ms. Wing nominated Ms. Crook for the position of Vice-Chair. Ms. Crook then asked that her name be withdrawn as a nomination. Roll call vote – All in favor. Mr. Corriveau was unanimously elected as Vice-Chair to the Upper Cape Cod Regional Vocational-Technical School District Committee.

STUDENT ADVISORY REPRESENTATIVE: Shawn Robichaud, a junior in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He stated that the InterAct club held their first meeting today and that the drama club will begin auditions soon for the dinner theater production. The fall sports season is underway with a large number of students involved in various sports teams this year.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook for approval of the minutes of the August 27, 2015 regular meeting. All in favor – Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee has not met since the last School Committee meeting. The Budget Sub-Committee meeting scheduled for September 21st has been cancelled. The next meeting will be held on October 19th at 6:30 p.m. Mr. Fichtenmayer reported that he recently attended the Board of Directors meeting for the Cape Cod Collaborative and that articles of agreement will be provided to the committee for review and approval.

TREASURER'S REPORT: Mr. Chalke summarized warrants #2, 4, 6, 8, and 10, highlighting some of the larger expenditures including health insurance, retiree insurance, bussing contracts, and expenses associated with the Cosmetology renovation.

SUPERINTENDENT'S REPORT:

Solar Canopy – The agreement for the net metering credits and the lease of the parking lot was executed today. Green Seal Environmental, Inc. will begin working with NSTAR with construction to begin in March and anticipated commissioning in May.

MCAN – The Superintendent attended an MCAN meeting yesterday which focused on the results of the survey regarding vocational education. The results were supportive of vocational education with 75% of employers stating that they would prefer to hire graduates of vocational schools as opposed to comprehensive schools. 90% of those surveyed stated a need to expand vocational schools and 100% felt a need to increase vocational competency of graduates to prepare them for higher level positions.

Cape & Plymouth Business Magazine – Mr. Dutch distributed copies of an article that he wrote for the magazine focusing on education and economic development as a partnership.

Bourne Enterprise Newspaper – The Superintendent distributed copies of an article regarding the override in Bourne. The Superintendent of Bourne Public Schools is quoted in the article criticizing UCT for “not balancing its acceptance policy and accepting a disproportionate number of students from Bourne.” Mr. Dutch informed the committee that he will be drafting a letter to the editor in response and will also attend the Bourne School Committee meeting in October to speak during public participation to ensure that the committee understands the admissions process.

Teacher Evaluation – Mr. Dutch informed the committee that he has hired a consultant to assist with the evaluation process this year.

PRINCIPAL'S REPORT: Mr. Forget discussed the two in-service days that were held for teachers prior to the first day of school. The first day of school for students went very well despite the fact that the fire department conducted a fire drill that day. Mr. Forget also updated the committee on the summer construction projects stating that the Cosmetology teachers are extremely pleased with the shop renovation. An occupancy permit has been granted for the Carpentry annex with the security camera installation being all that remains to be completed. Finally, Mr. Forget reported that the wastewater treatment plant construction is progressing.

NEW BUSINESS:

School Opening Report – The Superintendent presented a slideshow outlining staff changes, new employees, enrollment numbers, and agenda items from the summer leadership retreat. He concluded his presentation by sharing the theme for the 2015-2016 school year which is “UCT – Expanding the Upper Cape Tradition through Collaboration, Communication and Community.”

Policy – Final Adoption – Mr. Corriveau made a motion, seconded by Ms. Wing, for final adoption of policies AD – Educational Philosophy, ADA – School District Goals and Objectives, ADF – Wellness Policy, BJ – School Committee Legislative Program, DBD – Budget Planning, and GCQE – Retirement of Professional Staff Members and deletion of Policy IKF – Graduation Requirements. All in favor – Motion passed unanimously.

MASC Voting Delegate – Ms. Wing nominated Ms. Crook, seconded by Ms. Magauran, to serve as the voting delegate for the Massachusetts Association of School Committees annual business meeting. All in favor – Motion passed unanimously.

American Express Report – Mr. Dutch reported that \$233,000 worth of bills has been paid utilizing the American Express card thus far resulting in a rebate of \$2,300. Some vendors do not accept American Express; however, if the district paid all bills in this manner there is the potential to earn over \$20,000 per year.

Mr. Chalke made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 7:25 p.m. Motion passed unanimously.

A True Copy Attest

Date: _____

10/13/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

Upper Cape Cod Regional Technical School

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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY
OCTOBER 8, 2015

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 September 10, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Cape Cod Collaborative Articles of Agreement (VOTE)
 - B. FY15 Transportation Stabilization Fund (VOTE)
 - C. MASC Resolutions (VOTE)
 - D. NSBA Annual Conference
 - E. Reorganization of Superintendent's Office (VOTE)

2015 OCT 1 AM 8 35
TOWN CLERK'S OFFICE
BOURNE MASS

Executive Session

- A. Superintendent Position (VOTE)

"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 DISTRICT COMMITTEE
OCTOBER 8, 2015 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: Mark Mancini.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT ADVISORY REPRESENTATIVE: Shawn Robichaud, a junior in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He stated that the National Honor Society has a new advisor this year, Environmental Technology teacher Mr. Kelley. Also, drama rehearsals will begin on October 29th for the dinner theater which will be held in December. Discussion ensued regarding the development of some type of newsletter to familiarize students with the duties and functions of both the Student Advisory Representative and the School Committee as a whole. This could also be done in the format of a blog, perhaps through the English department or the Teacher Leaders. Mr. Forget will speak to the Teacher Leaders and report back to the committee at the next meeting.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook for approval of the minutes of the September 10, 2015 regular meeting. Seven in favor; Mr. Degan abstained – Motion passed.

COMMUNICATIONS: Mr. Dutch summarized a letter from a resident from the town of Bourne which had been sent to each member of the committee as well as the Superintendents of both Bourne and Sandwich. The letter proposed the formation of a regional school district to include Upper Cape Tech, Bourne Public Schools, and Sandwich Public Schools. The letter went on to describe the resident's proposed plan for the location of the regional high school as well as the plan for use of each of the existing schools in both Bourne and Sandwich. The letter was also sent to the Cape Cod Collaborative and to the Cape Cod Times. Next, the Superintendent read a letter

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TOWN CLERK'S OFFICE
BOURNE, MASS

from the President of the Teachers' Association indicating their intent to enter into Unit A and Unit B negotiations for successor agreements to the present contracts.

Mr. Cammarano entered the meeting at 6:30 p.m.

Mr. Dutch also read a letter from Social Studies/Business teacher and Teacher Leader, Mr. Zaffini, indicating his intention to retire at the conclusion of the school year. Finally, Mr. Dutch read a letter to Mr. Forget from the parent of a prospective student who was considering transferring to UCT as a sophomore. She thanked Mr. Forget for spending time with her daughter that day and expressed how impressed she was with the faculty and the school facilities during the tour.

REPORT OF COMMITTEES: Ms. Crook stated that she would like to schedule a meeting of the Policy Sub-Committee. Sub-committee members agreed to meet on Tuesday, November 3rd at 5:00 p.m. Mr. Chalke reported that the next Budget Sub-Committee meeting is scheduled for October 19th but that meeting will need to be rescheduled. Mr. Dutch stated that the Negotiations Sub-Committee should meet soon to begin discussing contract negotiations with Unit A and Unit B.

TREASURER'S REPORT: Mr. Degan summarized warrants #12 and #14, highlighting some of the larger expenditures including utilities, bussing contracts, health insurance and expenses associated with the Cosmetology renovation. He also reported on student activities warrant #2.

At this point in the meeting, committee members requested that letters of commendation be sent to Mr. Forget and Mr. McCue on behalf of the committee for overseeing the building projects that were underway over the summer.

SUPERINTENDENT'S REPORT: Mr. Dutch reported on several meetings that he attended over the past month around technical education with various organizations including the Governor's task force. He also remains involved with the Massachusetts Community Action Network. The group will be releasing their report on access to technical education on October 30th at the Federal Reserve Bank in Boston. The Superintendent will be attending the release and invited committee members to join him. At the last meeting of the Cape & Islands Superintendents Association there was a discussion regarding having Narcan available in schools in the event of an opioid overdose. The Cape schools do not have Narcan in their buildings at this point. Mr. Dutch met with the district's financial auditor last week to begin discussing the audit process. Auditors will be in the building at the end of October to begin the audit. Finally, the Superintendent reported that the school will begin preparing soon for the decennial evaluation with the New England Association of Schools & Colleges which will take place in the spring of 2017.

PRINCIPAL'S REPORT: Mr. Forget reported that MCAS scores have come back and reviewed the scores in Biology, Math, and English Language Arts. He also reviewed the October 1st student enrollment numbers. There are currently 731 students which includes the in-district post-secondary practical nursing students. The Assistant Superintendent/Principal then discussed the in-service for staff which took place yesterday. Staff members were offered a variety of professional development options including training in the STEM laboratory or attending the Engineering Expo at Cape Cod Community College. He reminded the committee that the Homecoming football game and dance will take place on October 17th and invited the members to attend the pep rally on October 16th at 12:45 p.m. Mr. Forget concluded his report by informing the committee that the Canalside Dining Room now has a debit card that is available for purchase, which has been well received by staff.

NEW BUSINESS:

Cape Cod Collaborative Articles of Agreement – Mr. Degan made a motion, seconded by Ms. Crook, to approve the Cape Cod Collaborative Articles of Agreement as presented. Motion passed unanimously. The agreement was last revised in June of 2006.

FY15 Transportation Stabilization Fund – Mr. Degan made a motion, seconded by Ms. Crook, to transfer the FY15 transportation revenue of \$56,250 to the Transportation Stabilization Fund for use in this fiscal year. Motion passed unanimously.

MASC Resolutions – Ms. Crook will be attending the annual business meeting of the Massachusetts Association of School Committees at which the resolutions that have been proposed by member districts will be voted on. The committee reviewed and discussed the resolutions providing Ms. Crook with guidance as to how the committee would like to vote as outlined below:

Resolution 1 – Regarding High School Start Times. The committee is not in favor of the establishment of a special commission to study the appropriate starting time for students in the middle and high school.

Resolution 2 – Poverty and Children. The committee supports, as long as there is funding, that the MASC will prioritize, as a matter of its public policy agenda, and file for and support legislation that will support the eradication of poverty among children in Massachusetts and advocate for social and economic justice for students and their families.

Resolution 3 – Tying Test Scores to Chapter 70 Funding. The committee is not in favor of MASC supporting legislation to ensure that individual MCAS and/or PARCC assessment data in a given academic year is ascribed to the school and district that claims Massachusetts Chapter 70 funding based on that student's October 1 enrollment, provided that the student is enrolled in a Massachusetts school when the tests are administered.

Resolution 4 – Support for an Equitable and Sustainable Placement Program for Students Covered Under the McKinney-Vento Homeless Education Assistance Act. The committee agreed to allow Ms. Crook the latitude to form a decision on the committee's behalf after listening to discussion around this topic.

Resolution 5 – Tax Reform Ballot Question. The committee agreed to allow Ms. Crook the latitude to form a decision on the committee's behalf after listening to discussion around this topic.

Resolution 6 – Membership of a School Committee Member on the Board of Elementary and Secondary Education. The committee is in favor of a representative from a School Committee from a list of three nominees provided by MASC being appointed to the Board of Elementary & Secondary Education.

Resolution 7 – Relative to the Teaching Strategies Gold Assessments for Kindergarten Students. The committee agreed to abstain from this vote as it isn't relevant to Upper Cape Tech.

NSBA Annual Conference – Mr. Dutch informed the committee that the annual National School Boards' Association conference will be held in Boston from April 9 – 11, 2016. Upper Cape Tech has been selected as a presenter this again this year. Ms. Crook, Ms. Magauran, Ms. Wing, Mr. Chalke, and Mr. Fichtenmayer all indicated that they would like to attend the conference.

Reorganization of Superintendent's Office – Ms. Wing made a motion, seconded by Ms. Crook, to appoint Sharon Brito as the Administrative Assistant to the School Committee and Executive Administrator to the office staff effective immediately. A lengthy discussion then ensued regarding Ms. Brito functioning directly under the School Committee as opposed to the Superintendent. Committee members expressed a concern that it would be difficult for the committee to evaluate Ms. Brito as they will not be working directly with her on a daily basis. Ms. Wing withdrew her motion. Ms. Crook withdrew her second of the motion made by Ms. Wing. Ms. Wing made a motion, seconded by Mr. Cammarano, to direct the Superintendent to modify the job description of the Administrative Assistant to the Superintendent granting her supervisory duties over all staff members in the Business Office effective immediately. Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 8:15 p.m. Motion passed unanimously.

A True Copy Attest

Date:

11/13/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
OCTOBER 27, 2015

NEGOTIATIONS SUB-COMMITTEE MEETING
5:00 P.M. - CONFERENCE ROOM

1. Preferred Method
2. Key Negotiation Focus Points
3. Information Requests

2015 OCT 21 PM 2 01
 TOWN CLERK'S OFFICE
 BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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REGIONAL SCHOOL COMMITTEE MEETING

MONDAY
November 2, 2015

BUDGET SUB-COMMITTEE MEETING
6:30 - CONFERENCE ROOM

AGENDA

2015 OCT 27 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Approval of Minutes of August 11, 2015 Meeting
2. 2015 Class Account Closing
3. Construction Update
4. Meeting Calendar Review
5. FY16 Student Activities Audit
6. Other

"And such other business as may properly come before this meeting."



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Posted 10/27/2015

**Upper Cape Cod Regional Technical School
SCHOOL COUNCIL
2015-2016**

*Agenda – Tuesday, November 3, 2015
Conference Room
8:00 AM*

2015 OCT 29 AM 9 49

TOWN CLERK'S OFFICE
BOURNE, MASS

- Introduction of new student members
- FFA trip to Kentucky
- Shop numbers 2012 ~ 2015
- Recruitment activities
- Upper Cape Tech Craft Fair
- Thanksgiving Day Game



“And such other business as may properly come before this meeting.”

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REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY
NOVEMBER 3, 2015

POLICY SUB-COMMITTEE
5:00 P.M. – CONFERENCE ROOM

2015 OCT 29 AM 11 38
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Potassium Iodide Distribution
2. Policy BAA-E – School Committee Evaluation
3. Policy BDA – School Committee Organizational Meeting
4. Policy BGB – Policy Adoption
5. Section C of the Policy Manual
6. Policy EEAG – Motor Vehicle Idling on School Grounds
7. Policy GBEE – Employee E-Mail Policy
8. Policy GCBC – Agreements with Independent Contractors
9. Policy IJOC – School Volunteers
10. Policy JFABC – Admission of Transfer Students
11. Policy JIE – Pregnant Students
12. Policy JLCD – Administration of Medication in School



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2015 OCT 30 PM 3 24
TOWN CLERK'S OFFICE
BOURNE, MASS

REGIONAL MEETING

MONDAY
NOVEMBER 9, 2015

SPECIAL MEETING
6:00 P.M. - CONFERENCE ROOM

1. Old Business
2. New Business
 - a. Election of a Regional Representative for Collective Bargaining

Executive Session



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REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY

NOVEMBER 12, 2015

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 October 8, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business
 - A. Business Office Organization

12. New Business
 - A. Superintendent Self-Evaluation / Goal Setting
 - B. School Committee Self-Evaluation Workshop
 - C. School Committee Professional Development
 - D. Policy – Initial Approval
 - E. Class of 2015 Account Closing

2015 NOV 9 PM 3 09
TOWN CLERK'S OFFICE
BOURNE, MASS

Executive Session

- A. Negotiations

"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."



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2015 NOV 4 PM 1 39
Robert A. Dutch
TOWNSHIP SUPERINTENDENT'S OFFICE
BOURNE, MASS

REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY

NOVEMBER 12, 2015

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 October 8, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Superintendent Self-Evaluation / Goal Setting
 - B. School Committee Self-Evaluation Workshop
 - C. School Committee Professional Development
 - D. Policy – Initial Approval
 - E. Class of 2015 Account Closing

Executive Session

- A. Negotiations

"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 DISTRICT COMMITTEE
NOVEMBER 12, 2015 MEETING HELD AT THE SCHOOL

2015 DEC 14 pm 10 25
PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Elizabeth Magauran; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: Mark Mancini.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT ADVISORY REPRESENTATIVE: Shawn Robichaud, a junior in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He reminded the committee that the Drama Club will be presenting a dinner theater production, Café Murder, on December 4th and 5th. Auditions will begin next week for their upcoming production of Aladdin, Jr. Shawn reported that the cheerleading squad recently placed 4th in the state cheering competition. Students have begun to show an interest in publishing a school newsletter and the group will begin to meet on Thursdays after school. Finally, Shawn thanked the committee for inviting him to attend the Massachusetts Association of School Committees awards dinner this past weekend.

STUDENT SPOTLIGHT: Chuck Lawrence and John Kelly, Environmental Technology teachers, introduced sophomore students Nolan Eldredge and Devina Tolle from Bourne, and Olivia MacFarlane and Paul Simmons from Sandwich. The students discussed how they underwent personality tests to create efficient work groups within the classroom. They explained the project they are participating in with scientists at the Marine Biological Laboratory producing land-based protein from black soldier fly waste.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook for approval of the minutes of the October 8, 2015 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Mr. Dutch read a thank you note from the Housing Assistance Corporation of Cape Cod thanking the school for hosting the Bourne Big Fix event and for the assistance several staff members provided during the event. He then read letters of retirement from Vincent Corsaro, Carpentry teacher; Gail Diotte, Health

Careers teacher; Deborah Herlihy, Practical Nursing teacher; and Timothy Willmott, Science teacher who will all be retiring at the conclusion of the 2015-2016 school year.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on November 2nd to discuss the closing of the Class of 2015 account, construction projects, and the FY16 student activities. The next meeting is scheduled for November 30th at 6:30 p.m. Mr. Fichtenmayer reported that the Negotiations Sub-Committee met with the school's attorney to begin the negotiations process. He added that a fourth member is needed to serve on that sub-committee. Ms. Wing volunteered to serve on the Negotiations Sub-Committee. Mr. Dutch stated that the Negotiations Sub-Committee should meet soon to begin discussing contract negotiations with Unit A and Unit B. Ms. Crook, Chair of the Policy Sub-Committee, reported that policies will be addressed under New Business, but added that student activities policies will need to be reviewed in conjunction with the audit. Finally, Mr. Dutch reported on behalf of the Building Sub-Committee, referencing a letter the district received from the Robert B. Our Company regarding completion of the wastewater treatment facility. The letter states that the project is behind schedule due to the fact that the natural gas has not yet been connected. Mr. Dutch informed the committee that the gas hook up was the responsibility of Robert B. Our and there are several other tasks that could be completed while the company is waiting for the gas hook up. The Superintendent will send a response to the Robert B. Our Company to that effect.

TREASURER'S REPORT: Mr. Degan summarized warrants #16, #18, and #20, highlighting some of the larger expenditures including utilities, bussing contracts, software for the STEM laboratory and computers. He also reported on student activities warrant #3.

SUPERINTENDENT'S REPORT: Mr. Dutch distributed financial reports for both the Cosmetology renovation and the wastewater treatment plant. \$339,000 was budgeted for the Cosmetology renovation with nearly \$80,000 remaining. All that remains to be completed are the sidewalks and parking spots. A grand opening for the salon has been scheduled for Wednesday, December 9th at 8 a.m. The Superintendent informed the committee that an Automotive Collision Repair teacher had resigned and that a paraprofessional had been terminated. Both individuals were new hires this year. Mr. Forget, along with two other staff members, recently attended a training session around the new NEASC standards. The school's decennial accreditation visit has been moved from the spring of 2017 to the fall of 2017. The district's end of the report has been filed with the Department of Revenue and we are waiting for it to be approved and for the Excess and Deficiency amount to be certified. The drivers' education program was audited yesterday and passed, receiving favorable feedback. Mr. Dutch testified before the Joint House and Senate Committee on Public Service in support of Senate Bill 1334 which shall exempt regional districts from paying assessments for non-teacher retirees for fiscal years 2014 and before. Mr. Dutch concluded his report by discussing the

MASS/MASC joint conference which was held in Hyannis last week. He attended the day sessions along with Ms. Crook and Mr. Degan and several committee members attended the awards dinner at which Mr. Chalke was honored with the Lifetime Achievement Award. Ms. Crook distributed a synopsis of the conference sessions she attended to the committee.

At this point in the meeting, Mr. Chalke expressed his appreciation to the committee for nominating him for the Lifetime Achievement Award.

PRINCIPAL'S REPORT: Mr. Forget invited the committee to the school's Open House which will take place on Tuesday, November 17th, with dinner being served at 5 p.m. He reminded the committee that the annual craft fair will be held on November 21st and 22nd. The PTO met earlier in the week in preparation for the event and will meet again next Monday evening to finalize details. The Assistant Superintendent / Principal stated that there are some new members to the School Council this year with meetings being held on the first Tuesday of the month at 8 a.m. Two days of professional development were offered to teachers this week with eight participants being trained in the STEM laboratory. Those teachers trained will then provide training to the rest of the staff. Mr. Forget concluded his report by inviting the committee to attend the fall sports banquet on November 18th at 6 p.m.

OLD BUSINESS:

Business Office Organization – Committee members were provided with an updated organizational chart displaying the changes that were voted on at the October meeting. The Superintendent informed the committee that the job descriptions had been modified as well. Ms. Crook commented that the position of Director of the Early Learning Center should also be added to the organizational chart.

NEW BUSINESS:

Superintendent Self-Evaluation / Goal Setting – The Superintendent distributed his self-assessment to the committee. The committee will review the self-assessment and work with the Superintendent to develop goals. Ms. Crook added that the district goals need to be reviewed and School Committee goals need to be established. The Superintendent Evaluation Sub-Committee agreed to meet on Monday, November 23rd at 5 p.m. The full committee should review and provide input on the self-assessment to the sub-committee prior to the 23rd.

School Committee Self-Evaluation Workshop – Committee members were provided with a booklet from the Massachusetts Association of School Committees on School Committee Self-Evaluation along with an article outlining the eight characteristics of effective school boards. Ms. Crook stressed the importance of conducting a self-

evaluation on an annual basis. Mr. Chalke added that it would be helpful to develop a calendar that clearly outlined what the committee needs to accomplish at various points in the year. School Committee Self-Evaluation will be placed on the agenda for the December meeting.

School Committee Professional Development – Ms. Crook stated that the committee still needs to develop a committee handbook as well as committee protocols. The Superintendent will again provide the committee with a sample handbook that is being used by Framingham Public Schools. Ms. Crook and Ms. Wing agreed to meet on December 1st at 10 a.m. and asked committee members to review the sample handbook and provide suggestions to them prior to their meeting on December 1st.

Policy – Initial Approval – The following policies were presented for a first reading: BAA-E – School Committee Evaluation, BDA – School Committee Organizational Meeting, CA – Administration Goals, CBA – School Superintendent, CBB – Recruitment and Appointment of Superintendent, CBC – Superintendent Qualifications and Responsibilities, CBD – Superintendent's Contract, CBI – Evaluation of the Superintendent, CC – Administrative Organizational Plan, CCB – Line and Staff Relations, CE – Administrative Councils, Cabinets and Committees, CH – Policy Implementation, CHA – Development of Regulations, CHB – School Committee Review of Regulations, CHC – Regulations Dissemination, CHD – Administration in Policy Absence, CL – Administrative Reports, CM – School District Annual Report, EEAJ – Motor Vehicle Idling on School Grounds, GCBC – Agreements with Independent Contractors, IJOC – School Volunteers, JFABC – Admission of Transfer Students, GBEE – Employee E-Mail Policy, and JIE – Pregnant Students.

Class of 2015 Account Closing – Ms. Crook made a motion, seconded by Ms. Magauran, to close the account Class of 2015 (06-2015-00) and to transfer \$737.89 to the Class of 2016 (06-2016-00), and \$737.88 each to Class of 2017 (06-2017-00), Class of 2018 (06-2018-00), and Class of 2019 (06-2019-00). Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Mr. Degan, to enter into Executive Session at 8:15 p.m. for the purpose of discussing negotiations and to return to Open Session for the purpose of adjournment. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:53 p.m. Ms. Crook made a motion, seconded by Ms. Crook, to adjourn the regular meeting at 8:54 p.m. Motion passed unanimously.

A True Copy Attest

Date: _____

12/11/15
(Seal)

Robert A. Dutch
Robert A. Dutch, Secretary

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REGIONAL MEETING

MONDAY
NOVEMBER 23, 2015

BUDGET WORKSHOP
2:00 P.M. – CONFERENCE ROOM

SUPERINTENDENT EVALUATION SUB-COMMITTEE
5:00 P.M. – CONFERENCE ROOM

1. Review of Self-Assessment
2. Discussion and Establishment of Recommended Goals

2015 NOV 18 PM 3 04
TOWN CLERK'S OFFICE
BOURNE, MASS



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REVISED

REGIONAL SCHOOL COMMITTEE MEETING
THURSDAY
DECEMBER 10, 2015

REGULAR SCHOOL COMMITTEE MEETING
6:15 P.M. – MULTI-PURPOSE ROOM

2015 DEC 2 PM 8 37
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Meeting Called to Order
2. Student Advisory Representative
3. Student Spotlight
4. Public Participation
5. Approval of Minutes of the November 12, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. Old Business
12. New Business
 - A. Policy – Final Adoption (VOTE)
 - B. Approval of Fall Program Advisory Minutes (VOTE)
 - C. School Committee Self-Evaluation
 - D. Superintendent Evaluation / Approval of Goals (VOTE)

Executive Session

- A. Negotiations

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REGIONAL SCHOOL COMMITTEE MEETING THURSDAY DECEMBER 10, 2015

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 12, 2015 Regular Meeting (VOTE)
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report

11. Old Business

12. New Business
 - A. Policy - Final Adoption (VOTE)
 - B. Approval of Fall Program Advisory Minutes (VOTE)
 - C. School Committee Self-Evaluation

- Executive Session
 - A. Negotiations

2015 DEC 1 PM 2 33
TOWN CLERK'S OFFICE
BOURNE, MASS

"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 DISTRICT COMMITTEE
DECEMBER 10, 2015 MEETING HELD AT THE SCHOOL**

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke, Thomas Corriveau; Mary Crook; Michael Degan; Julie Wing; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

2016 JAN 19 PM 10 30
TOWN OF UPPER CAPE COD
BOURNE, MASS

ABSENT: Elizabeth Magauran, Mark Mancini.

The meeting was called to order at 6:17 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT SPOTLIGHT: Robert Genereau, advisor of the Drama Club, discussed the club and how it has evolved in the three years that he has been serving as advisor. He explained that the club has started doing some interactive performances and recently performed their first dinner theater production of Café Murder in the Canalside Dining Room. Mr. Genereau stated that there is school-wide support of the Drama Club, from Carpentry assisting with construction of the sets to Culinary Arts partnering with the club for the dinner theater. That support has been instrumental in the club's success. The next performance will be Aladdin, Jr. with 25 students in the cast on March 11, 12, and 13. Mr. Genereau invited the committee to visit the club's website at uctdrama.com.

STUDENT ADVISORY REPRESENTATIVE: Shawn Robichaud, a junior in Engineering Technology from the town of Falmouth, updated the committee on recent student activities. He discussed InterAct activities including the Toys for Tots drive. He informed the committee that the National Honor Society sent letters of acceptance to six students. The induction ceremony will be held on December 22nd at 7 p.m. The Human Rights committee is hosting a candygram fundraiser with the proceeds to be donated to charities. They also have a mitten tree in the front foyer, collecting hats and mittens for local needy children. Winter sports are underway and the football team concluded their season with their fourth consecutive Thanksgiving game victory over Cape Cod Tech. The school newsletter, the Upper Cape Times, is in production with the first issue scheduled for distribution on December 22nd or 23rd.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook for approval of the minutes of the November 12, 2015 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Mr. Dutch read a letter from Shawn Robichaud thanking the committee for inviting him to attend the Massachusetts Association of School Committees annual conference and for allowing him to continue to serve as the Student Advisory Representative to the committee.

REPORT OF COMMITTEES: Ms. Crook reported that the ad hoc committee met on December 1st to continue work on the School Committee handbook. They used a handbook from another district as a sample model and made edits, deletions, and additions to develop a first draft. The draft of the handbook will be presented to the committee at the January or February meeting. Mr. Chalke reported that the next meeting of the Budget Sub-Committee will be on Saturday, December 12th at 8 a.m.

TREASURER'S REPORT: Mr. Degan summarized warrants #22 and #24, highlighting some of the larger expenditures including bussing contracts, health insurance, and the purchase of a dump truck. He also reported on student activities warrant #4.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the enrollment numbers at the Early Learning Center. There are currently 29 students enrolled at a full-time equivalent of 13.1. There are two additional students scheduled to begin in January and there are several open houses being held in the months of January, February, and March. The high school's open house was held recently with 375 families in attendance with a total of more than 1,300 people in the building. The admissions application is now available to students online and there were 60 applications submitted by the following morning. There are currently approximately 200 applications on file. The Superintendent then updated the committee on the building projects, informing them that the Cosmetology renovation is nearly complete. The additional parking spaces and sidewalks were completed this week. The electricity has been connected in the wastewater treatment plant with the natural gas scheduled for connection at the end of next week which will take three or four days. The system has been turned on once for testing purposes. School representatives met with the engineers earlier in the week and provided them with a punch list of major outstanding issues. The system should be online in February. Mr. Dutch discussed the plan to build concrete pads with bin blocks for Horticulture and Maintenance for storage of materials. Mr. Dutch and Mr. Forget met recently with a selectman from Bourne, a School Committee member from Bourne, and a Bourne resident who has authored several letters to the editor regarding Upper Cape Tech and the school's financial impact on the community. Mr. Dutch feels that it was a very fruitful meeting and that the attendees from Bourne now understand much more about the district's budget and the assessments to the towns. A discussion ensued regarding the fact that Upper Cape Tech is only 4% above minimum required net school spending, which is considerably lower than most towns. Mr. Dutch will be presenting to the Sandwich Finance Committee and selectmen regarding the school's budget on January 5th at 7 p.m.

Finally, the Superintendent informed the committee that the district's excess and deficiency amount has been certified and is below the allowable 5% threshold.

PRINCIPAL'S REPORT: Mr. Forget reiterated that fact that this year's open house was very well attended and that the online application system is working out extremely well. This past weekend, the Horticulture staff and students held a Christmas tree sale at the school. They also sold decorated wreaths and swags. Mr. Forget stated that the School Council met earlier in the week. The council remains very impressed with how the school is performing. The Assistant Superintendent / Principal added that the School Council brought up the need for a sports facility at their meeting. Mr. Forget informed the committee that the teacher leaders will be providing coffee and pastry to the staff on December 21st, Mr. Dutch would be hosting the Holiday Buffet on December 22nd, and Mr. Forget will be providing coffee and pastry to the staff on December 23rd and invited the committee to attend any and all of the holiday festivities. The General Advisory committee met last week and will be making recommendations when they present to the committee in the spring. Finally, Mr. Forget shared an e-mail that he received from the parent of a member of the hockey team stating that the coaching and communication with parents has been excellent thus far. There are 26 players this year which has been enough to field a junior varsity team as well.

NEW BUSINESS:

Policy – Final Adoption – Mr. Chalke made a motion, seconded by Mr. Degan, for final adoption of the following policies: BAA-E – School Committee Evaluation, BDA – School Committee Organizational Meeting, CA – Administration Goals, CBA – School Superintendent, CBB – Recruitment and Appointment of Superintendent, CBC – Superintendent Qualifications and Responsibilities, CBD – Superintendent's Contract, CBI – Evaluation of the Superintendent, CC – Administrative Organizational Plan, CCB – Line and Staff Relations, CE – Administrative Councils, Cabinets and Committees, CH – Policy Implementation, CHA – Development of Regulations, CHB – School Committee Review of Regulations, CHC – Regulations Dissemination, CHD – Administration in Policy Absence, CL – Administrative Reports, CM – School District Annual Report, EEAJ – Motor Vehicle Idling on School Grounds, GCBC – Agreements with Independent Contractors, IJOC – School Volunteers, JFABC – Admission of Transfer Students, GBEE – Employee E-Mail Policy, and JIE – Pregnant Students. Motion passed unanimously.

Approval of Fall Program Advisory Minutes – Mr. Corriveau made a motion, seconded by Mr. Degan, for approval of the fall program advisory minutes as presented. Motion passed unanimously.

School Committee Self-Evaluation – Committee members agreed to complete the self-evaluation instrument that was included in the mailout so that the results may be compiled and presented at the January meeting.

Superintendent Evaluation / Approval of Goals – Ms. Crook made a motion, seconded by Mr. Corriveau, to approve the Superintendent's goals as presented. Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 7:55 p.m. Motion passed unanimously.

A True Copy Attest

Date:

11/15/16
(Seal)

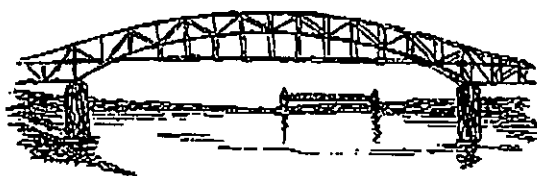
Robert A. Dutch
Robert A. Dutch, Secretary

**Upper Cape Cod Regional Technical School
SCHOOL COUNCIL
2015-2016**

2015 DEC 3 PM 1 58
TOWN CLERK'S OFFICE
BOURNE, MASS

*Agenda – Tuesday, December 8, 2015
Conference Room
8:00 AM*

- Bob Genereau, Drama Coach ~ Update on Café Murder Dinner Theater
- Lisa Guyot, Horticulture Instructor ~ Update on Christmas Tree Sale
- Mike Hemon, Athletic Director ~ Update on Winter Sports
- Applications/Recruitment
- December Events
- Weight Room



“And such other business as may properly come before this meeting.”

posted
12/3/15

Upper Cape Cod Regional Technical School

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Superintendent

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2015 DEC 9 AM 11 15

REGIONAL SCHOOL COMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

SATURDAY
December 12, 2015

BUDGET SUB-COMMITTEE MEETING
8:00 a.m. – CONFERENCE ROOM

AGENDA

1. Approval of Minutes of November 2, 2015 Meeting
2. American Express Incentive Proceeds
3. Student Activities Sunshine Fund
4. FY17 Preliminary Budget
5. Other

“And such other business as may properly come before this meeting.”



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted December 9, 2015