

# 2013

## Meeting Notices

**Shore & Harbor Committee**

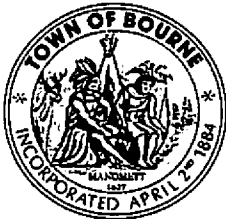
**S.W.O.P – Special Work Opportunities Program**

**Transportation Advisory Committee**

**Upper Cape Cod Regional Technical School**

**Upper Cape Regional Transfer Station**

**Wastewater Advisory 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 hold a public meeting on Tuesday, January 15, 2013 at 7:00 pm at the Bourne Middle School, Room 100.

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging updates and future projects
  - a. Barlows Landing
  - b. Pocasset River
4. Capital Outlay Proposal FY14 along with a five year plan, including Dredging/Ramp Repair and Improvement
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

2013 JAN 10 AM 8 46  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Shore & Harbor Committee  
Minutes of January 15, 2013  
Bourne Middle School  
Bourne, MA 02532

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TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Guests: Tim Mullen, Harbormaster

Members of the Press: Paul Gately, Bourne Courier

**List of Documents**

- Capital Improvement Program Capital Project Request dated 1/15/13 – 3 pages
- Town of Bourne FY13 Capital Outlay Program Request dated 1/15/13 – 1 page
- Town of Bourne FY14 Capital Outlay Program Request dated 1/15/13 – 1 page

**Meeting called to order**

7:00 pm by Chm. Libin.

**Public comments, non-agenda items**

None.

**Review minutes of previous meetings**

Wiggin MOVED and SECONDED by Salley to approve Minutes of 9/13/12 as submitted.  
UNANIMOUS VOTE.

Crane MOVED and SECONDED by Wiggin to approve Minutes of 10/25/12 as submitted.  
VOTE 5-0.

Crane MOVED and SECONDED by Southwood to approve Minutes of 12/13/12 as submitted.  
UNANIMOUS VOTE. Abstentions from Bushueff and Wiggin.

**Dredging Updates – Barlows Landing, Pocasset River**

Discussion of Cohasset Narrows priority and to include in the dredging of Pocasset River and Barlows Landing projects.

Wiggin MOVED and SECONDED by Scott to include dredging of Cohasset Narrows with Pocasset River and Barlows Landing dredging. UNANIMOUS VOTE.

Chm. Libin – to Mr. Leitzel with regard to dredging all three areas moving forward.

**Capital Outlay Proposal FY14 along with a five-year plan including dredging/ramp repair and improvement**

Bushueff – suggested adding language relative to Hen’s Cove stating delays could have adverse affect for use of facility and subsequent revenues to the town, to the Capital Project Request.

Wiggin **MOVED** and **SECONDED** by Crane the SHC attend the Capital Outlay Committee meeting in support of Harbormaster’s Capital Outlay Proposal FY14 as outlined by Mr. Mullen.  
**UNANIMOUS VOTE.**

Bushueff- to draft letter on behalf of the SHC’s support of the Harbormaster’s Capital Outlay Proposal FY14, including a 5-Year Plan including Dredging/Ramp Repair and Improvements.

**Any other business that may come before the Committee**

Bushueff– to draft letter recognizing Mr. Tellier’s contributions to the town. He will notify local papers as well.

**Public comments, non-agenda items**

Mr. Mulvey – discussed revenue generated on the handouts from Mr. Mullen, suggesting to include the advantages of the dredging is the enhanced real estate value; the repair of beach erosion for recreation and the advantages of environmental flushing. The former Harbormaster of Wareham is now a resident in Bourne and the town may be an asset to Bourne.

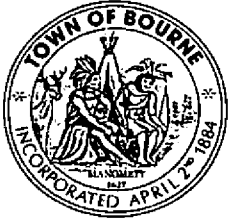
**Next meeting**

Tuesday, 2/26/13 – meeting place TBD.

**Adjournment**

Crane **MOVED** and **SECONDED** by Wiggin to adjourn meeting. Meeting adjourned at 8:11 pm.  
**UNANIMOUS VOTE.**

Respectfully submitted,  
Lisa Groezinger, sec.



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



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

**Agenda**  
**Shore & Harbor Committee**

The Shore and Harbor Committee will hold a public meeting on Thursday, March 21, 2013 at 7:00 pm at the Bourne Middle School.

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Ramp Repair and Improvements priorities
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

TOWN CLERK'S OFFICE  
2013 MAR 13 PM 3 27

Shore & Harbor Committee  
Minutes of March 21, 2013  
Bourne Middle School  
Bourne, MA 02532

2013 MAY 20 AM 8 30  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Irving Salley  
Chris Southwood

Absent:  
Paul Bushueff, Clerk  
Hunter Scott  
David Crane

**Meeting called to order**  
7:00 pm by Chm. Libin.

**Review minutes of previous meetings:**

David Wiggin MOVED and SECONDED by Irving Salley to approve Minutes of 1/15/13 as amended. UNANIMOUS VOTE.

**Cohasset Narrows Dredging Update:**

A discussion of Cohasset Narrows was held regarding a letter from the U.S. Army Corp of Engineers it looks like the Cohasset Narrows project is back on the to do list

From: Martin, Craig A NAE [mailto:Craig.A.Martin@usace.army.mil]  
Sent: Thursday, January 31, 2013 3:44 PM  
To: Mullen, Timothy  
Subject: Cohasset Narrows - Hurricane Sandy / Future Dredge Activity

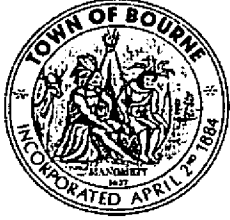
Good Afternoon Mr. Mullen,

This email has two themes both of which revolve around the Federal navigation project in Cohasset Narrows. First, as a part of the Hurricane Sandy recovery we are reaching out to some communities where there is known shoaling issues in the channel to see if the hurricane caused any additional impacts to navigation in these areas. If there was could you describe in detail what has been reported or seen as a result of the storm. Has boat traffic been further impacted? Have groundings, potential hazards occurred due to new shoals? We'd like to hear from the local community so we can try to get emergency funding to correct these issues. The more information you can provide of a storm induced shoal (groundings, risk of hazards, limitation of navigation, etc.) the more convincing case the New England District can make to its Division and Headquarters to sequester funds.



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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 hold a public meeting on Thursday, April 18, 2013 at 7:00 pm at the Bourne Community Building.

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Ramp Repair and Improvements priorities
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.

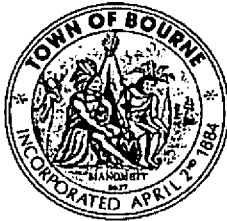
Richard F. Libin  
Chairman

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



2013 MAY 13 AM 8 29

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 hold a public meeting on Thursday, May 16, 2013 at Bourne Middle School, 7:00 pm

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Review Conservation Mooring Study
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

**SHORE & HARBOR COMMITTEE**

**MINUTES OF MAY 16, 2013**

**BOURNE MIDDLE SCHOOL**

**BOURNE, MA 02532**

2013 JUL 30 AM 9 52

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Richard Libin, Chairman**  
**Dave Wiggin, Vice Chairman**  
**Hunter Scott**  
**David Crane**  
**Irving Salley**  
**Chris Southwood**

**Paul Bushuff Absent**

**Guests: Tim Mullen, Harbormaster**

**List of Documents:**

- **HELIX Mooring Systems**

**Meeting called to order**

7:00 pm by Chm. Libin.

**Public comments, non-agenda items**

None.

**Review minutes of previous meetings**

Salley MOVED and Seconded by Southwood to approve Minutes of 3/21/13 as submitted.

UNANIMOUS VOTE.

**Conservation Moorings**

Discussion of future usage of environmentally friendly mooring systems within the Town of Bourne's waterways.

Mullen suggested having a look at new mooring systems (HELIX mooring) or some other comparable system to reduce the impacts to environmentally sensitive areas.

By utilizing these elastic systems you are capable of mitigating environmental impacts to shellfish habitat.

There will be a need to address issues of where these mooring systems will work best.

Certain areas could not be utilized due to siltation, rock, etc. Local mooring installers would be able to aid in differentiating substrates in various areas.

Scott – Are there options to use the elastic portion of the system on a traditional mooring?

There is a possibility to increase the amount of moorings in a specified area using systems such as previously described.

Wiggin – Next step would be to contact mooring experts about the systems usage and potential costs.

Libin – Bring in local certified installer of HELIX systems for more information about usage.

Libin – Will call HELIX installer about attending next meeting.

No new news about Narrows Dredging Project at this time.

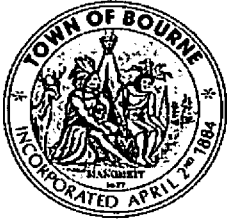
#### **Next Meeting**

Thursday, June 13, 2013 at Bourne Middle School

#### **Adjournment**

Crane MOVED and SECONDED by Salley to adjourn meeting. Meeting adjourned at 8:15 pm.

UNANIMOUS VOTE.



**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 hold a public meeting on Thursday, June 13, 2013  
at 7:00 pm Bourne Middle School Room 100

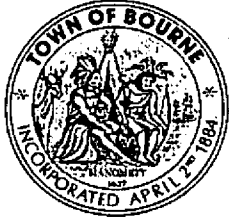
1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Review of Conservation Mooring Study
5. Public comments, non-agenda items
6. Any other business that may come before the Committee

2013 JUN 11 AM 8 45  
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 Wiggins, Vice Chairman  
Paul Bushueff, Clerk  
David Crane  
Irving Salley  
Chris Southwood  
Hunter Scott

**Agenda**  
**Shore & Harbor Committee**

The Shore and Harbor Committee will hold a public meeting on Thursday, July 18, 2013  
at 7:00 pm Bourne Community Building

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Review of Conservation Mooring Study
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

2013 JUL 15 AM 11 39  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Shore & Harbor Committee  
Minutes of July 18, 2013  
Community Building  
Bourne, MA 02532**

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Richard Libin, Chairman  
David Wiggin, Vice Chairman  
Irving Salley  
Chris Southwood

2013 AUG 23 AM 9 28  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Paul Bushueff, Clerk absent.  
David Crane absent.

Hunter Scott , Guest

**List of Documents**

None

**Meeting called to order**

7:00 pm by Chm. Libin.

**Public comments, non-agenda items**

Frank Gasson – asked about dredging a channel from Hen's Cove into Cedar Point and how the Cedar Point association would go about getting it dredged. Chm. Libin –took Mr. Gasson's phone number to discuss further. 508 563 3116.

**Approval of Minutes of 5/16/13 and 6/13/13**

Salley MOVED and SECONDED by Wiggin to approve minutes of 5/16/13 as amended.  
VOTE 4-0.

Salley MOVED and SECONDED by Southwood to approve minutes of 6/13/13 as amended.  
VOTE 4-0.

**Dredging projects Update**

Cohasset Narrows – money has been put forward and the dredging project is going forward at no cost to the town.

Barlows and the mouth of the river – Mr. Mullen went out with an engineering company to the area. A survey and sounds study will be conducted. Barlows and Hen's Cove will be permitted at the same time by BSC Group.

**Review of Conservation Mooring Study**

Salley MOVED and SECONDED by Southwood to wait for Falmouth's data and observations with regard to helix moorings before making a recommendation, but to continue conversations on other alternatives. VOTE 4-0.

Chm. Libin – will contact Greg Frasier for any information to bring before the committee.

**Public comments, non-agenda items**

None.

**Any other business that may come before the Committee**

Scott – raised issue with the deep, fine silt going out to the swimming float at Hen's Cove. Chm. Libin to report back to the committee.

Wiggin – for the record, he was at Hen's Cove dock on a Saturday, saw potential damage that could have been done to the dock, left a voicemail for the Harbormaster. DNR responded within 30 minutes. He commended the DNR for their quick response.

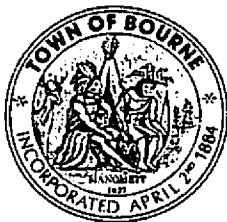
**Next meeting**

8/22 – meeting place TBD.

**Adjournment**

Wiggin MOVED and SECONDED by Southwood to adjourn meeting. Meeting adjourned at 8:20 pm. Unanimous vote.

Respectfully submitted,  
Lisa Groezinger, sec.



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



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

**Agenda**  
**Shore & Harbor Committee**

The Shore and Harbor Committee will hold a public meeting on Thursday, August 22, 2013  
at 7:00 pm in the Community Building

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
4. Mooring Study
5. Public comments, non-agenda items
6. Any other business that may come before the Committee

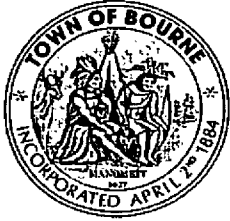
Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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

2013 AUG 19 PM 2 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS





2013 SEP 26 PM 11:17  
**TOWN OF BOURNE**  
TOWN CLERK'S OFFICE  
**Shore & Harbor Committee**  
BOURNE, MASS  
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 hold a public meeting on Tuesday, October 1, 2013 at 7:00 pm at the Bourne Middle School

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging projects Update
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  
Minutes of October 1, 2013  
Parking Lot Bourne Middle School  
Bourne, MA 02532**

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

David Crane absent.

**List of Documents**

None

**Meeting called to order**

7:00 pm by Chm. Libin.

In the Parking Lot of the Bourne Middle School

**Public comments, non-agenda items**

None

**Town Report**

A copy of the submitted Town report was passed out to committee members.

**Dredging projects Update**

Waiting to hear update on permitting for Barlows and Pocasset River by the BSC Group.

Cohasset Narrows – money has been put forward and the dredging project is going forward at no cost to the town. Its estimated cost is approximately \$500,000 - \$1,000,000 the project is to be done before January 2014.

Waiting for the 91 license for Hens Cove for the dock project.

**Any other business that may come before the Committee**

Hunter questioned what would be done to fix Hens Cove Beach from the silt from the dredging project. In some places the mud is knee deep. A discussion was held and some ideas were given on how to remedy the problem so it's not a hazard.

**Next meeting**

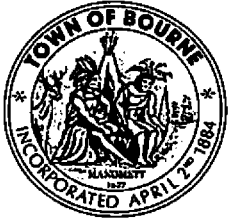
November 14, 2013 – meeting place TBD.

**Adjournment**

P. Bushueff MOVED and SECONDED by D. Wiggin to adjourn meeting. Meeting adjourned at 7:20 pm. Unanimous vote.

Respectfully submitted,  
Richard Libin, Chairman

2013 NOV 15 PM 4 14  
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 hold a public meeting on Thursday, November 15, 2012, at 7:00 pm at the Bourne Community Building.

2013 NOV 12 PM 10 14  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Update on Dredging Projects
4. Committee Priorities
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

**Shore & Harbor Committee  
Minutes of November 13, 2013  
Bourne Middle School  
Bourne, MA 02532**

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Richard Libin, Chairman  
Hunter Scott  
David Crane  
Irving Salley  
Chris Southwood

David Wiggin, Vice Chairman - Absent  
Paul Bushueff, Clerk - Absent

**Meeting called to order**  
7:00 pm by Chm. Libin.

**Approval of Minutes**

Southwood MOVED and SECONDED by Salley to approve minutes of 10/1/13. UNANIMOUS VOTE.

**Update on Dredging Projects**

From Matthew Creighton from BSC

Cohasset Narrows - Dredging project has been accepted and will be completed by mid January. Monies have been appropriated and will take about three weeks to complete. Old spoils will be put in Phinney's Harbor to protect the dike area.

Hen's Cove – DEP has been taking approximately 6 months from the time of submittal to receipt of the 91. Received public notification from 91 on 7/18/13 and have sent out. Chapter 91 license expected some time this month. We have set up the Corps of Engineers application for a General Permit but require the Chapter 91 for complete application, taking about 2 months to obtain final permit from the Corps. Once we have the 91 license, it is extremely rare for the Corps to make changes. He will call the Corps if they want any changes and try to move along for the town to obtain a contractor to begin building and install for next spring.

Barlows Landing and Pocasset River – All hydro is complete. The survey staff is still working on processing the data. We have over 130,000 data points from the hydro survey that need to be corrected and checked which is believes they are ½ through processing. Once complete we will move full speed into sampling and spoil analysis.

**Next meeting**  
January, 2014

AdjournmentCrane MOVED and SECONDED by Southwood to adjourn. Meeting adjourned at 8:15 pm. Unanimous vote.

Respectfully submitted,  
Lisa Groezinger, sec.

2014 JAN 29 AM 9 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

**Shore & Harbor Committee  
Minutes of November 13, 2013  
Bourne Middle School  
Bourne, MA 02532**

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

**List of Documents**

- None

**Meeting called to order**

7:00 pm by Chm. Libin.

**Approval of Minutes**

Southwood MOVED and SECONDED by Salley to approve minutes of 10/1/13. UNANIMOUS VOTE.

**Update on Dredging Projects**

From Matthew Creighton

Cohasset Narrows - Dredging project has been accepted and will be completed by mid January. Monies have been appropriated and will take about three weeks to complete. Old spoils will be put in Phinney's Harbor to protect the dike area.

Hen's Cove – DEP has been taking approximately 6 months from the time of submittal to receipt of the 91. Received public notification from 91 on 7/18/13 and have sent out. Chapter 91 license expected some time this month. We have set up the Corps of Engineers application for a General Permit but require the Chapter 91 for complete application, taking about 2 months to obtain final permit from the Corps. Once we have the 91 license, it is extremely rare for the Corps to make changes. He will call the Corps if they want any changes and try to move along for the town to obtain a contractor to begin building and install for next spring.

Barlows Landing and Pocasset River – All hydro is complete. The survey staff is still working on processing the data. We have over 130,000 data points from the hydro survey that need to be corrected and checked which is believes they are ½ through processing. Once complete we will move full speed into sampling and spoil analysis.

**Committee Priorities**

The Committee discussed ramps at Pocasset River and Monument Beach.

**Public Comments, non-agenda items**

None.

**Any other business before the Committee**

None.

**Next meeting**

TBD.

**Adjournment**

Crane MOVED and SECONDED by Southwood to adjourn. Meeting adjourned at 8:15 pm.

Unanimous vote.

Respectfully submitted,

Lisa Groezinger, sec.

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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, January 22, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**Agenda:**

1. Read minutes of meeting held November 20, 2012...Discuss..accept
2. Discuss December happenings
3. Open discussion on calendar for coming month
3. Open discussion..Valentine's Day with Onsett Computer
4. Next Board meeting: March 19, 2013  
(No February meeting due to school vacation)

2013 JAN 17 AM 11 47  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Sue Cronin, Chairman  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, March 19, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held January 22...Discuss..accept
2. Discuss February happenings
3. Open discussion on calendar for coming month
4. Open discussion..Special Olympics Training
5. Next Board meeting: April 23, 2013

**Sue Cronin, Chairman  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrocks  
Jan Hughgill  
Tracy Medeiros, Assistant Director**

2013 MAR 14 AM 10 05  
TOWN CLERK'S OFFICE  
BOURNE, MASS



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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, April 23, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**Agenda:**

1. Read minutes of meeting held March 19, 2013...Discuss..accept
2. Discuss last month's happenings
3. Open discussion on calendar for coming month
4. Open discussion..Special Olympics Training & dates
5. Next, and final Board meeting for this session: May 21, 2013

Sue Cronin, Chairman  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

2013 APR 18 PM 12 06  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, May 28, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held April 23, 2013...Discuss..accept
2. Discuss last month's happenings
3. Open discussion on calendar for coming month
4. Open discussion..Special Olympics
5. Discuss and plan end of year gathering @ Consoni Pailion
6. Next Board meeting will be in September for new SWOP year

**Sue Cronin, Chairman**

**Andrew Cormier**

**Kathy Stubstad, Director**

**Judy Shorrock**

**Jan Hughgill**

**Patty Duffy**

**Tracy Medeiros, Assistant Director**

2013 MAY 22 AM 9 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

The board of directors for S.W.O.P. held its monthly meeting on Tuesday, May 28, 2013 @ 7:30 PM in The Peebles School Cafeteria.

Those in attendance were: Patty Duffy, Tracy Medeiros, Kathy Stubstad, Jan Hughgill, Sue Cronin, and Andrew Cormier

1. The minutes of the meeting held April 23, 2013 were read, discussed and accepted.
2. April/May Activities
  - The past month of SWOP was devoted to practicing for The Special Olympics Area Track and Field Games which were held on Saturday, May 18, 2013 @ Barnstable High School. Our own, Michael Rhodes was presented "*The Heart of a Winner Award*", presented annually by The Roger's Family to the athlete who best depicts the "*Spirit of the Special Olympian*". All 12 of our athletes came home as winners proudly wearing multiple medals.
3. The remainder of the calendar year for SWOP includes the following:
  - Smoothie Night was held this evening and was a big hit with us all! Lots of nutritious ingredients and love went into this first ever smoothie night! A great big thanks to those who provided the treat!
  - Bowling at Ryan Family Amusements was "re-instated" for last week's gathering. As it will be for Tuesday, June 4.
  - SWOP'S Family Gathering will be held at The Consoni Pavilion on the 11<sup>th</sup> ending this calendar year for SWOP. Sue Cronin has made the necessary contact.
  - Bingo Night will be instituted for next season: The last Tuesday of each month will be its official day. Appropriate Prizes are being solicited.
4. Special Olympics State Games
  - Four SWOP athletes have been registered for participation in the State Games to be held in Boston on June 7, 8, and 9.
  - Thursday, June 6, "The Torch Run" which officially begins the State Games, will end on Main Street, Buzzards Bay with three of our runners running in the torch: Tim Stubstad from CSI will run it to The Bourne Bridge and then Meagan Cain and Harry Goulart of SWOP will finish up the run at TD Bank North on Main Street at approximately 4:30.
5. The end of year gathering @ Consoni Pavilion will be Tuesday, June 11 @ 6 PM. A note will be sent home to each family with a request for "The Family's Favorite" Recipe for sharing this end of another great season for our SWOP Family.
6. SWOP will resume on Tuesday, September 10, 2013. Jan Hughgill will be responsible for getting "Use of Building" thru Mr. Francis, the Principal of Peebles School.
  - Next Board meeting will be in September 2013

2013 MAY 29 PM 3 36

TOWN CLERK'S OFFICE  
BOURNE, MASS

Respectively submitted,

Sue Cronin, Chairman, Andrew Cormier, Kathy Stubstad, Director, Jan Hughgill, Patty Duffy, & Tracy Medeiros, Assistant Director

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

**The Board of Directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, September 24, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**Agenda:**

1. Read minutes of meeting held May 28, 2013... Discuss..accept
2. Open discussion on calendar for new SWOP year
3. Board Meetings...open discussion..new members/schedule and time
4. Senior Sports: Special Olympics...look into participation
5. On-going/new activities to be discussed

Sue Cronin, Chairman  
Patty Duffy  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

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TOWN CLERK'S OFFICE  
BOURNE, MASS

2013  
S.W.O.P. Special Work Opportunities Program  
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TOWN CLERK'S OFFICE  
PEEBLES SCHOOL CAFETERIA

The board of directors for SWOP held its monthly meeting on Tuesday September 24, 2013 beginning @ 7:35 PM @ Peebles School Cafeteria.

- The minutes of meeting held May 28, 2013 were read, discussed and accepted.
- The calendar for new SWOP year was read and discussed. The Bingo nights have been set: October 22 and November 12. A note will go home to families/friends seeking "prizes" for the games. October 29 was approved for the Halloween Party @ Carole's house. Drinks and party treats will be served. Trick-or-treating around the circle as well as inside activities will be planned. Families will be informed of the evening's activities. Jan Hughgill will call Bonna Birtz regarding use of The Pocasset Community Center for the Christmas festivities.
- The dates, time and place for the Board Meetings were set and approved by the members. Possible new members of the board were discussed. Sue Cronin will make that contact.
- SWOP's participation in Senior Sports (October 18 and 19) was discussed. Seems we haven't the numbers at this time for participation in that aspect of Special Olympics. And, registration has already taken place so we could not enter this year for that reason also. When we reach the "age" and numbers, we will look more into participating...May would be the time of year to discuss entry into this phase of SOMA for our athletes.
- Possible/new activities were discussed: Tuesday nights' car show (in the spring) at The Tech School might be something we may look in to. Getting a team set up for The Jolly Jaunt, an annual Special Olympics Fundraiser to be held Sunday, December 7<sup>th</sup> will be discussed with our athletes at SWOP on Tuesday. Patty will check with Liz to see about a Team Page on the SOMA website. Jan will check in with Kelly Cook at BHS to have a percentage of their proceeds earmarked for SWOP.
- The next meeting of the SWOP board will be on October 22 here @ Peebles School Cafeteria. Meeting was adjourned at 8:25 PM.

In attendance at tonight's meeting: Sue Cronin, Chairman, Patty Duffy, Andrew Cormier, Kathy Stubstad, Director, Jan Hughgill, and Tracy Medeiros, Assistant Director

Respectfully submitted,  
Jan Hughgill  
September 24, 2013

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

~~2012 OCT 21~~ ~~APR 8 42~~  
**The board of directors for S.W.O.P. will hold its monthly meeting  
TOWN OF Bourne, MA on Tuesday, October 22, 2013 beginning @ 7:30 PM  
BOURNE, MASS @ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held September 24, 2013...Discuss..accept
2. Discuss September happenings
3. Open discussion on calendar for coming month/ E-Mail addresses of families and caregivers/Emergency forms returned checklist/Event Release form
4. Halloween/Christmas festivities location/discussion
5. New Business

Sue Cronin, Chairman  
Patty Duffy  
Andrew Cormier  
Judy Shorrock  
Jan Hughgill  
Kathy Stubstad, Director  
Tracy Medeiros, Assistant Director

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

The board of directors for S.W.O.P. held its monthly meeting on Tuesday, October 22, 2013 beginning @ 7:30 PM @ Peebles School Cafeteria.

- The minutes of the meeting held September 24, 2013 were read, discussed, and accepted as written.
- September/October events were discussed. The Jolly Jaunt website is up and running. Team SWOP is on the web with Carol as the team captain. Next week's Halloween gathering of SWOP will be held Wednesday rather than on Tuesday @ Carole Krauspe's home.
- A discussion on calendar for coming month was discussed. November 12 will be BINGO/Cards for the Troops night. Note to be emailed to seek donations of Bingo prizes appropriate for our participants. November 23 and 24 for Christmas Packages for the Troops @ Canal Club. SWOP volunteers will help as they did the last two seasons. Jan will get the cranberries for relish night, Nov. 26<sup>th</sup>, prior to Thanksgiving.
- E-Mail addresses of families and caregivers/Emergency forms/Even Release forms were up-dated and checked. Missing four. Tracy to email them reminders for completion and returning ASAP.
- Christmas festivities location has been set: Pocasset Community Club on Barlows Landing Road. Building has been retained for the evening of December 17.
- Discussion of helping Katie with her share of expenses (\$500.00) for her position as an alternate athlete for National Games. Proceeds from Silent Auction items as well as Raffle items will be made available during The Jolly Jaunt for this "fund".
- Bowling scores will be kept on a week-to-week basis with prizes being awarded for various categories at the Family June Gathering. Patty will keep a spreadsheet of scores.
- Two new residents in Bourne, Jonathan Norwood and Mike Price, will be given a SWOP calendar of events with an invitation to become a member of our SWOP family.
- Senior Games were attended by Sue Cronin and an interest in volunteering at SWOP was shown by Mass Maritime Cadets. They were given all the necessary information and we just may have some new volunteers in the near future.
- Andrew Cormier is participating in Wareham's Flag Football for Special Athletes which is held here in Bourne at the Community Building field.
- Meeting adjourned 8:00PM. Next meeting to be held on November 26.

In attendance at tonight's meeting were: Sue Cronin, Chairman, Patty Duffy, Andrew Cormier, Judy Shorrock, Jan Hughgill, Kathy Stubstad, Director, and Tracy Medeiros, Assistant Director.

Respectfully submitted,

Jan Hughgill

October 22, 2013

2013 OCT 29 PM 1 23  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

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**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, November 26, 2013 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**Agenda:**

1. Read minutes of meeting held October 22...Discuss..accept
2. Discuss October happenings/updated forms returned
3. Open discussion on calendar for coming month..Cranberry Relish
3. Open discussion..Christmas Gathering, 12/17....menu...location, etc.
4. Next Board meeting: January 21, 2014

Sue Cronin, Chairman  
Patty Duffy  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director



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

The board of directors for S.W.O.P. held its monthly meeting on Tuesday, November 26, 2013, beginning @ 7:30 PM in the Peebles School Cafeteria.

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TOWN CLERK'S OFFICE  
BOURNE, MASS

Those present were: Sue Cronin, Chairman, Andrew Cormier, Kathy Stubstad, Director, Judy Shorroch, Jan Hughgill, and Tracy Medeiros, Assistant Director

The minutes of the meeting held October 22 were read and accepted as written.

Tracy will e-mail the SWOP schedule to Wanda and Kim so that they will be aware of all SWOP events. The two new residents, Jonathan and Mike were both contacted but we have had no response at this time. All up-dated forms are in except two. Those two will be contacted and reminded to do so.

The October Halloween celebration at Puffin Circle was a huge success. AWESOME! To be an annual event. It was suggested that we send a thank you/invitation to the Puffin Circle Residents in hopes that they might join us for coffee and dessert on December 17<sup>th</sup> at the Pocasset Community Center. Cranberry relish made tonight and the holiday centerpieces made last week were sent home this evening in time for Thanksgiving table settings.

The Christmas Gathering, 12/17 is all set...Pocasset Community Building. Menu has been set and the various items assigned. The Christmas project, a snowman bottle holder, has been cut for us by the Carpentry Tech Students and will be ready to be worked on this coming up Tuesday. As done last year, we will be having a "Re-gifting Yankee SWAP" for our holiday entertainment on the 17<sup>th</sup>.

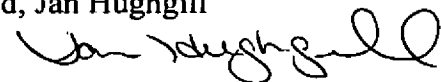
The Jolly Jaunt is scheduled for December 8<sup>th</sup> and we have a SWOP team with a website for participants and donations for the SWOP SOMA fundraiser.

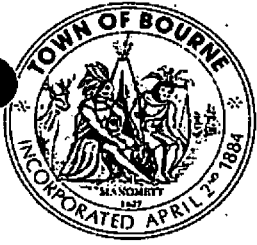
Andrew Cormier participated in the Flag Football Special Olympics held in Franklin on October 17 and his team earned a gold medal. Andrew will be participating in the basketball program as well as a member of the Wareham Wild Vikings team.

After the Christmas break, SWOP will resume on Tuesday, January 7<sup>th</sup> here at Peebles.

Next Board meeting: January 21, 2014...Respectively submitted, Jan Hughgill

Sue Cronin, Chairman  
Patty Duffy  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorroch  
Jan Hughgill  
Tracy Medeiros, Assistant Director





# TRANSPORTATION ADVISORY COMMITTEE

## MEETING NOTICE



**Date**

Tuesday  
January 15, 2013

**Time**

3:30 P.M.

**Location**

Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

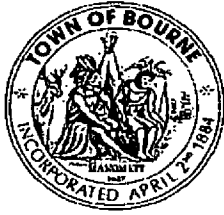
### AGENDA

1. Call meeting to order
2. Approve minutes of December 10, 2012
3. Election of Officers ( please email me with intentions or willingness to serve as an officer)
4. Mr. Glen Canon – Transportation specialist with the CCC
5. Other business
6. Establish next meeting date
7. Adjourn

Thomas M. Guerino  
Town Administrator

TOWN CLERK'S OFFICE  
BOURNE, MASS

2013 JAN 11 AM 11 57



*Town of Bourne*

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TOWN CLERK'S OFFICE  
BOURNE, MASS



**Transportation Advisory Committee  
Minutes of the Meeting  
January 15, 2013, 3:30 pm  
Bourne Community Center**

Attending: Town Administrator Tom Guerino, Police Chief Dennis Woodside, Robert Parady, Sallie Riggs, Wesley Ewell. Guests: Glenn Cannon, Cape Cod Commission, William Locke (Pocasset)

Call meeting to order: Tom Guerino called the meeting to order at 3:34 pm. He reported that Public Works Superintendent Rickie Tellier will retire effective tomorrow. George Sala, Assistant Superintendent, is the Town's designated alternate to Joint Transportation Committee meetings.

Minutes: Tom noted the absence of a quorum and deferred the review of the Minutes of the December 10, 2012 meeting to the next meeting.

Officers: Tom also deferred the election of officers to the next meeting. Not only because there was no quorum, but also because he had received only one indication of interest – for the Clerk's position.

Other business: Sallie Riggs reported that she has been attending the meetings of the Joint Transportation Committee and the Cape Cod Metropolitan Planning Organization and that the Commission staff has produced a number of reports that might be of interest to Committee members. There was consensus that Sallie should let Committee members know by e-mail when such documents are available and where they can be found on the commission web-site.

Tom reported that the Governor has proposed an increase in Chapter 90 funds, an increase that would be enough to cover the pavement management program briefly discussed at the last meeting.

Glenn Cannon, Cape Cod Commission: Tom introduced Glenn, Technical Services Director for the commission with a specialty in transportation. Glenn reported that the Commission has been working for many years to find funding for a Canal area study. There is \$1 million in the most recent Transportation Bond Bill, but MA Dept. of Transportation (MassDOT) has indicated that it doesn't want the funds released.

Instead, planning is moving forward on various quadrants of the Canal area, particularly Belmont Circle and the Bourne Rotary. The Commission's Unified Planning Work Program (UPWP) for FY13, a document approved by the state as the plan for spending federal funds, includes planning money for these two rotaries. The Belmont Circle project has been accepted by MassDOT and it has asked for a review of options, alternatives to the plan proposed by Wesley Ewell for the Buzzards Bay Village Association. Glenn and the Commission staff will carry that

out as part of the UPWP studies. It is quite possible that the reconfiguration of Belmont Circle can be on the TIP for FY17. The Bourne Rotary is a different process with a larger price-tag, more likely \$50-60 million.

A discussion followed on how to access the \$3.5 million that is in the Transportation Bond Bill for Buzzards Bay planning. There was consensus that this committee should make a recommendation to the Board of Selectmen that it request that the funds be released for both planning and engineering design for the Belmont Rotary and the By-pass.

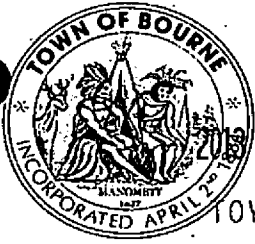
Glenn concluded by noting that Clay Schofield will be leading the two UPWP projects and that he will want to work with a Task Force that will include the Transportation Advisory Committee, and representatives of the Chamber and of MassDOT. Glenn agreed to have Clay set a meeting on either the 30<sup>th</sup> or 31<sup>st</sup> to continue the discussion.

Future Agenda Items: Belmont Circle and Bourne Rotary traffic studies and planning

Next Meeting: the next meeting was set for January 30 or 31 depending upon Clay's availability.

Adjourn: There was a MOTION to adjourn at 4:40 pm.

*These Minutes were accepted at the February 6, 2012 meeting of the Committee.*



# TRANSPORTATION ADVISORY COMMITTEE

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TOWN CLERK'S MEETING NOTICE  
BOURNE, MASS



**Date**

Wednesday  
February 6, 2013

**Time**

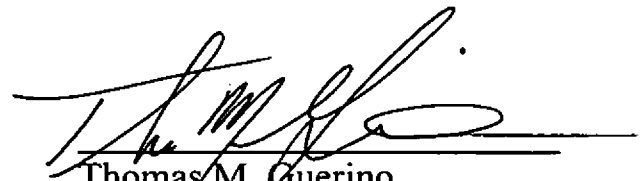
3:30 P.M.

**Location**

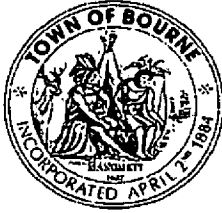
Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

## AGENDA

1. Call meeting to order
2. Approve minutes of December 10, 2012; January 15, 2013
3. Election of Officers
4. Clay Schofield of the Commission Cod Commission – Discussion on Canal area studies
5. Discussion with action to get monies from Transportation Bond Bill released
6. Administrator Guerino and Sallie Riggs – Report on real-time monitoring project
7. Other business
8. Establish next meeting date
9. Adjourn



Thomas M. Guerino  
Town Administrator



*Town of Bourne*

## Transportation Advisory Committee

2013 MAY 17 AM 10 15

TOWN CLERK'S OFFICE  
BOURNE, MASS



### **Minutes of the Meeting February 6, 2013, 3:30 pm Bourne Community Center**

Attending: Wesley Ewell, Robert Parady, Acting Superintendent of Public Works George Sala, Sallie Riggs, Police Chief Dennis Woodside. Guests: Police Lt. Rich Silvestro; Glenn Cannon, Clay Schofield, Cape Cod Commission; William G. Locke; reporters: Paul Gately, *Bourne Courier*

In the absence of the Town Administrator, Police Chief Dennis Woodside had been asked to chair the meeting until officers were elected. Initially there was not a quorum and Lt. Rich Silvestro opened the meeting in Chief Woodside's place. He asked Clay to begin the discussion on the Canal area studies.

Clay circulated a draft of a Task Force for the studies and noted that the Commission plans to conduct a roadway safety audit with recommendations for improvement at the Bourne Rotary.

At that point a quorum was declared.

Call meeting to order: Dennis Woodside called the meeting to order. He asked for nominations for Committee Chair. Two people nominated Wes Ewell. It was then MOVED, SECONDED and VOTED to elect Wesley Ewell to serve as Committee Chair.

He reported that Bob Parady had volunteered to serve as Vice Chair. It was MOVED, SECONDED and VOTED to elect Robert Parady to serve as Committee Vice Chair.

He then reported that Sallie Riggs had volunteered to serve as Secretary/Clerk. It was MOVED, SECONDED and VOTED to elect Sallie Riggs to serve as Committee Secretary/Clerk.

The meeting continued with Wes as Chair.

Minutes: Wes asked for corrections of the Minutes of the December 10, 2012 meeting. There being none it was MOVED, SECONDED and VOTED unanimously to approve the Minutes as circulated. Wes then asked for corrections of the Minutes of the January 15, 2013 meeting. A misspelling of Bob Parady's last name was noted. It was then MOVED, SECONDED and VOTED unanimously to approve the Minutes with the spelling correction.

Canal area traffic planning studies: Clay continued by discussing the proposed Task Force. After a brief discussion there was consensus that the Committee should serve as the Task Force's Executive Committee, with the addition of Coreen Moore, Town Planner. Clay will revise the list for the next meeting.

Transportation Bond Bill: In the absence of Tom Guerino, this item was postponed to the next meeting.

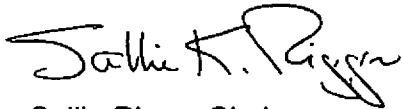
Real-time traffic monitoring project: Clay circulated an image of the Cape that showed the proposed locations of traffic monitors and changeable message signs (a copy is on file with the original of these Minutes). The system is designed to calculate potential traffic delays at critical points approaching the two bridges and along Routes 28 and 6. The changeable message signs would then show drivers how much of a delay to expect. The system is under development and is targeted for installation in 2014.

Future Agenda Items: Canal area traffic studies and Transportation Bond Bill release process.

Next Meeting: the next meeting was set for February 27 at 3:30 pm (concluding by 5 pm).

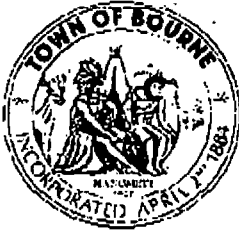
Adjourn: There was a MOTION to adjourn at 4:23 pm.

Respectfully submitted,



Sallie Riggs, Clerk

*These Minutes were approved by Committee members at their meeting on April 4, 2013*



# TRANSPORTATION ADVISORY COMMITTEE



## MEETING NOTICE

**Date**

Tuesday  
February 27, 2013

**Time**

3:30 P.M.

**Location**

Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

### NOTE CORRECTED DATE

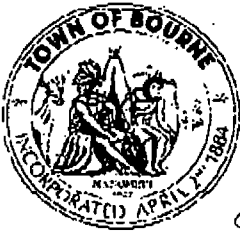
#### AGENDA

1. Call meeting to order
2. Approve minutes of meeting on February 6, 2013
3. Clay Schofield, Cape Cod Commission – Belmont Circle and Bourne Rotary planning update
4. Tom Guerino, Town Administrator – Discussion with action on bond bill funds
5. CapeFLYER – discussion on actions to enhance stop in Buzzards Bay
6. Local roads -- update
7. Reports/updates from Committee members (for discussion only)
8. Identify future agenda items and establish next meeting date
9. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2013 FEB 20 PM 9 23





# TRANSPORTATION ADVISORY COMMITTEE

## MEETING NOTICE



**Date**

Tuesday  
January 27, 2013

**Time**

3:30 P.M.

**Location**

Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

**AGENDA**

1. Call meeting to order
2. Approve minutes of meeting on February 6, 2013
3. Clay Schofield, Cape Cod Commission – Belmont Circle and Bourne Rotary planning update
4. Tom Guerino, Town Administrator – Discussion with action on bond bill funds
5. CapeFLYER – discussion on actions to enhance stop in Buzzards Bay
6. Local roads -- update
7. Reports/updates from Committee members (for discussion only)
8. Identify future agenda items and establish next meeting date
9. Adjourn

*Sally K. Riggs*  
Sally K. Riggs  
Committee Clerk

2013 FEB 20 PM 9 13  
TOWN CLERK'S OFFICE  
BOURNE, MASS



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TOWN CLERK'S OFFICE  
BOURNE, MASS.

## Transportation Advisory Committee

**2/27/2013**

**Bourne Veterans Memorial Community Ctr**

Event Title: Transportation Advisory Committee  
Where: Bourne Veterans Memorial Community Center  
Wednesday, February 27, 2013  
Time: 3:30 PM EST

### AGENDA

1. Call meeting to order
2. Approve minutes of meeting on February 6, 2013
3. Clay Schofield, Cape Cod Commission - Belmont Circle and Bourne Rotary planning update
4. Tom Guerino, Town Administrator - Discussion with action on bond bill funds
5. CapeFLYER - discussion on actions to enhance stop in Buzzards Bay
6. Local roads -- update
7. Reports/updates from Committee members (for discussion only)
8. Identify future agenda items and establish next meeting date
9. Adjourn

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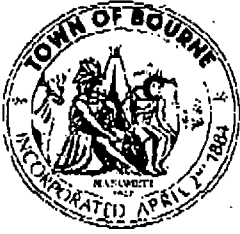
5 Minutes

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**TRANSPORTATION ADVISORY  
COMMITTEE**  
2013 MAR 29  
TOWN CLERK'S OFFICE  
BOURNE, MASS  
**MEETING NOTICE**



**Date**

Tuesday  
April 4, 2013

**Time**

3:30 P.M.

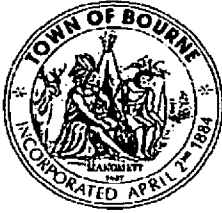
**Location**

Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

**AGENDA**

1. Call meeting to order
2. Approve minutes of meeting on February 6, 2013
3. Clay Schofield, Cape Cod Commission – Belmont Circle and Bourne Rotary planning update
4. Tom Guerino, Town Administrator – Discussion with action on bond bill funds
5. CapeFLYER – discuseion on actions to enhance stop in Buzzards Bay
6. Local roads -- update
7. Reports/updates from Committee members (for discussion only)
8. Identify future agenda items and establish next meeting date
9. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk



*Town of Bourne*

2013 MAY 17 AM 10 15



TOWN CLERK'S OFFICE  
BOURNE, MASS

**Transportation Advisory Committee  
Minutes of the Meeting  
April 4, 2013, 3:30 pm  
Bourne Community Center**

Attending: Chair Wesley Ewell, Daniel Doucette, Town Administrator Tom Guerino, Facilities Manager Jon Nelson, Robert Parady, Cindy Parola, Sallie Riggs, DPW Assistant Supt. George Sala, Police Chief Dennis Woodside, John York. Guests: Clay Schofield and Lev Malakhoff, Cape Cod Commission; John Crowley, MBSC; Donald Ellis, Bourne Historical Committee; Attorney Lawrence W. McGaugh; Brian Paul, Bourne Business Committee; Lance Lambros, Senator T. Murray's office

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:34 pm.

Minutes: Wes asked for corrections of the Minutes of the February 6, 2013 meeting. There being none it was MOVED, SECONDED and VOTED unanimously to approve the Minutes as circulated. John York made the observation that previous Minutes had noted the absence of a quorum but that the meeting did not adjourn. (In fact, no votes were taken nor was there any deliberation or decisions.)

Agenda: Wes requested that items 3 and 4 on the posted agenda be reversed. It was so MOVED, SECONDED and VOTED unanimously.

Bond bill funds: Town Administrator Tom Guerino reported that he had had a discussion with a MA DOT District 5 staff member who suggested working with District 5 to encourage the state to release the \$3.5 million from the Transportation Bond Bill. Tom announced that a May 8 meeting has been scheduled to explore the topic.

Bourne Rotary and Belmont Circle design: Clay Schofield and Lev Malakhoff from the Cape Cod Commission's Transportation staff presented options for replacement of the Bourne Rotary. Clay thinks that a few have potential, and need additional analysis. Lev plans to present some conceptual engineering of the concepts. Wes noted that he had offered a concept for Bourne Rotary re-design that Clay indicates also has potential.

At the next meeting, Clay and Lev will present a number of criteria for the re-design which Committee members can review and rank.

CapeFLYER: Sallie Riggs reported that the Main Street Steering Committee was working with the CC RTA to develop plans to give Buzzards Bay visibility with the CapeFLYER this summer. The service begins on May 24 and runs through Labor Day Weekend. More information is available on [www.capeflyer.com](http://www.capeflyer.com). One action will be to more clearly mark a bike path from the Cape Cod Canal to the sidewalk on the Bourne Bridge. The CCRTA had made many

arrangements for travelers to reach other points in the region, such as busses to the Woods Hole Steamship Authority and the Island Queen, taxis and rental cars.

Local roads: Wes asked committee members to identify trouble spots, including those for bicycles and pedestrians. He suggested that the Committee might want to appoint a three-person working group on bicycle and pedestrian issues.

A brief reference was made to the Beta Group report which was discussed briefly at a very early meeting of the Committee. Tom noted that an additional \$100,000 to \$150,000 is needed to maintain roads as recommended in the report. After a brief discussion, there was consensus to spend a meeting on local roads and the Beta Group report.

Other business: Sallie Riggs noted that she has been attending the meetings of the Cape Cod Metropolitan Planning Organization and has observed an absence of the Upper Cape region (which includes Bourne) representative. She volunteered to do an attendance study and report back to the Committee with the possible action of making a report to the Board of Selectmen. Not only is the representative not attending MPO meetings, there has been no connection between him and Bourne which raises the effectiveness of his representation.

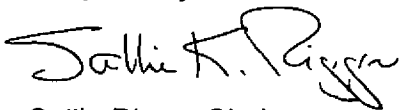
Future Agenda Items:

- Continue focus on Belmont Circle and Bourne Rotary traffic studies and planning
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

Next Meeting: the next meeting was set for April 18 at 3:30 pm.

Adjourn: There was a MOTION to adjourn at 4:58 pm.

Respectfully submitted,

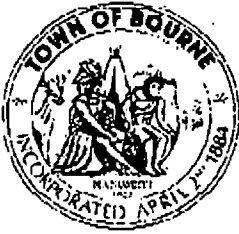


Sallie Riggs, Clerk

*These Minutes were approved by Committee members at their meeting on April 18, 2013*

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TOWN CLERK'S OFFICE  
BOURNE, MASS



# TRANSPORTATION ADVISORY COMMITTEE

## MEETING NOTICE



**Date**

April 18, 2013

**Time**

3:30 P.M.

**Location**

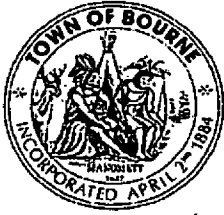
Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve minutes of meeting on April 4, 2013
3. Local roads – discuss Committee's approach to the subject
4. Belmont Circle and Bourne Rotary planning update – Clay Schofield, Lev Malakhoff, Cape Cod Commission
5. Reports/updates from Committee members (for discussion only)
6. Identify future agenda items and establish next meeting date
7. Adjourn

*Sallie K. Riggs*  
 Sallie K. Riggs  
 Committee Clerk

Future agenda items:  
 Bicycles – John York



*Town of Bourne*

2013 MAY 17 AM 10 15

TOWN CLERK'S OFFICE  
BOURNE, MASS



**Transportation Advisory Committee  
Minutes of the Meeting  
April 18, 2013, 3:30 pm  
Bourne Community Center**

Attending: Chair Wesley Ewell, Facilities Manager Jon Nelson, Robert Parady, Cindy Parola, Sallie Riggs, Police Chief Dennis Woodside, John York. Guests: Clay Schofield and Lev Malakhoff, Cape Cod Commission

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

Minutes: Wes asked for corrections of the Minutes of the April 4, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes as circulated.

Local roads: Bob Parady suggested that a future agenda include 15 minutes to discuss local roads and the policy of accepting/not accepting private roads. Sallie suggested that earlier in the formation of this Transportation Advisory Committee Town Administrator Guerino had asked that local roads, particularly relating to their condition, be kept on the agenda. He related the topic to a report contracted by the Town which assessed roads and which suggested that more money needs to be spent. He suggested that, in the future, this committee might be in a position to make recommendations to the Capital Outlay Committee as appropriate. Jon Nelson agreed to see that each committee member receives a copy of the Beta Group report.

Bourne Rotary and Belmont Circle design: Clay Schofield and Lev Malakhoff from the Cape Cod Commission's Transportation staff distributed templates (based on the Hyannis Access Study) for establishing evaluation criteria of proposed rotary designs (copies are on file with the original of these Minutes). After a discussion there was consensus that the next meeting should be devoted to a workshop where Committee members identify the evaluation criteria that would be pertinent to Belmont Circle and Bourne Rotary redesign. The workshop was set for May 2, from 3-5 pm. Town Planner Coreen Moore will be invited to participate.

During the discussion, Committee members noted that, for this exercise, Belmont Circle should have a higher priority than the Bourne Rotary. The project has already been endorsed by MA DOT and has been assigned a project number. An exploration of alternative designs was requested by MA DOT, and the project will likely cost less than the Bourne Rotary.

Sallie noted that in earlier discussions Commission staff seemed to think that Belmont Circle could be a TIP (Transportation Improvement Program) project and would be possible for 2016. Now, at JTC (Joint Transportation Committee) and MPO (Metropolitan Planning Committee) meetings, Sallie has learned that it is being pushed beyond the 2017 TIP. Clay responded that most likely the project will appear on the state-wide TIP rather than the Cape Cod TIP.

Clay also reported that MA DOT has been working on a roadway safety audit in connection with the FY14 plan to re-pave Route 28 (a TIP project). A recent meeting reviewed the cross-overs and acceleration/deceleration lanes with Town staff and discussed potential improvements.

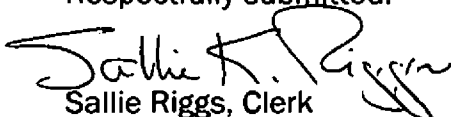
Reports/updates from Committee members: Sallie Riggs referred to a report she had distributed in advance of the meeting showing a record the of Town's representative to the MPO (a copy is on file with the original of these Minutes). During the discussion that followed, there was consensus to request that the Selectmen contact Mr. Richardson and discuss the lack of representation for the Town.

John York referred to a map showing bike path designations developed by the Main Street Steering Committee for use with visitors disembarking from the CapeFLYER this summer. He expressed concern about the path defined on the map and about an apparent trade-off between safety and serving Main Street businesses. He said he wants to ask Coreen to add a line on the Town's permitting routing slip to include the Transportation Advisory Committee. After further discussion Wes noted that on a future agenda he will assign a half-hour to John to give an overview of his concerns regarding bicycles and pedestrians on Bourne roads.

Next Meeting: the next meeting was set for May 2 from 3 to 5 pm.

Adjourn: There was a MOTION to adjourn at 4:57 pm.

Respectfully submitted:

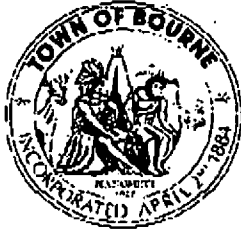
  
Sallie Riggs, Clerk

Future Agenda Items:

- Continue focus on Belmont Circle and Bourne Rotary traffic studies and planning
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by Committee members at their meeting on May 2, 2013*





# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



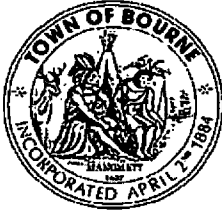
<u>Date</u>	<u>Time</u>	<u>Location</u>
May 2, 2013	3:00- 5:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on April 18, 2013
3. Workshop: Belmont Circle evaluation criteria – Clay Schofield, Lev Malakhoff, Cape Cod Commission
4. Representation on Cape Cod MPO
5. Reports/updates from Committee members (for discussion only)
6. Identify future agenda items and establish next meeting date
7. Adjourn

*Sallie K. Riggs*  
 Sallie K. Riggs  
 Committee Clerk

Future agenda items:  
 Bicycles – John York  
 Local roads – Bob Paraday



*Town of Bourne*

2013 MAY 17 AM 10 14  
TOWN CLERK'S OFFICE  
BOURNE, MASS.



**Transportation Advisory Committee  
Minutes of the Meeting  
May 2, 2013, 3:00 pm  
Bourne Community Center**

Attending: Chair Wesley Ewell, Facilities Manager Jon Nelson, Robert Parady, Cindy Parola, George Sala, Sallie Riggs, John York. Guests: Town Planner Coreen Moore, Clay Schofield and Lev Malakhoff, Cape Cod Commission; Diana Barth, *Bourne Enterprise*, Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:08 pm.

Minutes: Wes asked for corrections of the Minutes of the April 18, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED unanimously to approve the Minutes as circulated.

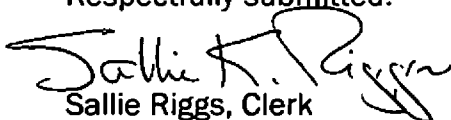
Reports/updates from Committee members: Sallie Riggs reported that there had been another meeting of the Cape Cod Metropolitan Planning Organization and that the Town's representative was not present.

Bourne Rotary and Belmont Circle design: Clay Schofield and Lev Malakhoff from the Cape Cod Commission's Transportation staff led a workshop to define criteria to be used in evaluating any proposed re-configurations of Belmont Circle. Notes on the criteria are attached to these Minutes.

Next Meeting: The next meeting was set for May 16 from 3:30 to 5 pm.

Adjourn: There was a MOTION to adjourn at 5:00 pm.

Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Continue focus on Belmont Circle and Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by Committee members at their meeting on May 16, 2013.*

Goals – listed in ranked order with objectives for each goal

**GOAL: Improve Safety for all users within the study area**

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- Reduce quantity and severity of accidents
- Improve safety for bicyclists, pedestrians, and motorists
- Make road use “user-friendly”
- Support evacuation routes

**GOAL: Improve Mobility within and access to the study area**

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- Improve access for emergency vehicles
- Improve traffic flow in and around the study area
- Improve bicycle and pedestrian access to the Bourne Bridge
- Improve through connections to local and regional bicycle networks
- Provide options to reduce congestion and improve mobility

**GOAL: Improve economic opportunities**

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- Improve viability of Bourne’s Downtown
- Improve the entrance to Bourne’s Downtown
- Provide inviting, convenient and reliable access to the Growth Incentive Zone and to current and potential businesses in Bourne’s Downtown
- Minimize traffic impacts on businesses in the study area
- Provide improved access for current and potential businesses in the study area

**GOAL: Reduce impacts to residential neighborhoods**

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- Improve access to and from local neighborhoods
- Improve pedestrian and bicycle access to and from local neighborhoods
- Reduce use of local streets by through traffic

**GOAL: Support land use, and cultural and scenic interests**

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- Provide bicycle and pedestrian access to the Canal’s multi-use paths and to Scenic Park
- Support local land use goals

**GOAL: Reduce impacts to the natural environment**

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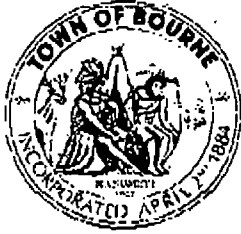
- Minimize impacts on the natural environment
- Minimize impacts on water resources
- Minimize impacts on rare species
- Minimize impacts on wetlands
- Improve air quality

**GOAL: Improve Transportation Choices within the study area**

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- Provide public transportation facilities

At this point, it was agreed that the Commission staff would offer suggestions for completing the list of objective for this goal and for the last goal: Evaluate project costs and impacts.



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE

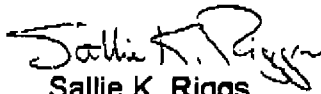


Date	Time	Location
May 16, 2013	3:30- 5:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

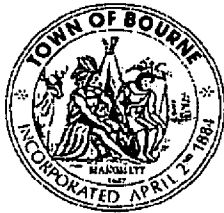
### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on May 2, 2013
3. Report from Chair on Committee membership
4. Discussion of evaluation criteria and continuing planning activities  
Schofield, Lev Malakhoff, Cape Cod Commission
5. Reports/updates from Committee members (for discussion only)
6. Identify future agenda items and establish next meeting date
7. Adjourn

2013 MAY 10 PM 1 07  
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 BOURNE MASS

  
 Sallie K. Riggs  
 Committee Clerk

Future agenda items:  
 Bicycles –  
 Local roads – Bob Paraday



*Town of Bourne*



2013 SEP 23 AM 11 01

TOWN CLERK'S OFFICE  
BOURNE, MASS

Transportation Advisory Committee  
Minutes of the Meeting  
May 16, 2013, 3:00 pm  
Bourne Community Center

Attending: Vice Chair Robert Parady, Town Administrator Tom Guerino, Facilities Manager Jon Nelson, Dan Doucette, Cindy Parola, George Sala, Sallie Riggs, Police Chief Dennis Woodside. Guests: Glenn Cannon and Lev Malakhoff, Cape Cod Commission

Call meeting to order: Vice Chair Bob Parady called the meeting to order at 3:34 pm.

Minutes: Bob asked for corrections of the Minutes of the May 2, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED with one abstention to approve the Minutes as circulated.

Chair's report: Bob announced that the bicycle/pedestrian representative to the Committee has resigned. The Town is advertising for a new representative.

Reports/updates from Committee members: Tom Guerino reported that he had contacted the Assistant Town Manager in Mashpee and expressed concern that the Upper Cape representative to the CC MPO (Cape Cod Metropolitan Planning Organization) is not attending meeting. She said she will speak with him. Tom recommended that if nothing changes, then Bourne should reach out to Falmouth and Sandwich because they are not being well represented either.

Tom also reported on a meeting on May 15 at the MA Dept. of Transportation (MA DOT) District 5 office. The main discussion point was the \$3.5 million in the Transportation Bond Bill and the Town's interest in seeing the by-pass upgraded and then transferred to the Town. In that upgrade, Tom would like to see the Memorial Circle eliminated and a safer intersection created. The MA DOT staff agreed in principle and recommended that the Town submit a Project Need Form which would then begin the process of evaluation by DOT and eventually the assignment of a project number. With a project number, the project is considered "real" by DOT.

Tom also noted that MA DOT said it would contract a consultant to continue the design work on the reconfiguration of Belmont Circle. That consultant would: 1) an origin/destination study, 2) develop an alternatives analysis, and 3) conduct a public outreach process. It is quite possible that the consultant will begin work within two months.

Glenn Cannon added that DOT has asked for the Commission's data on Belmont Circle, and has asked the Commission to stop its planning work. He indicated that he would like a vote asking for an amendment to the Unified Planning Work Program (UPWP) to that effect. Given that the item was not listed on the agenda, there was agreement that it will be on the next agenda.

Glenn also reported that the summer passenger train will have a trial run on Saturday with a stop in Buzzards Bay. He noted that Sallie will be one of the speakers.

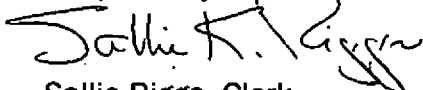
Sallie reported that when she attended the recent Joint Transportation Committee meeting she spoke with Glenn about including a bicycle project in the next UPWP. She spoke specifically of the need to link the existing Canal multi-use paths with the Bourne Bridge and with bike and other multi-use-paths on the Cape side, which then link to Woods Hole and the outer Cape. She asked that an agenda item for the next meeting include discussion and possible vote to recommend such a study. Glenn and Lev indicated that the FY14 UPWP includes work on the Claire Saltonstall bike path and that might be able to help with the Bourne pathways.

Bourne Rotary and Belmont Circle design: Glenn Cannon reported that Clay Schofield's position at the Commission will be eliminated as of Jun 30 and that he has resigned. With the shift in work on Belmont Circle going to MA DOT, the Commission will focus on alternatives and evaluation criteria for the Bourne Rotary. At the next meeting, Glenn and Lev will begin the process of identifying design criteria for the Bourne Rotary.

Next Meeting: The next meeting was set for June 6 from 3:30 to 5 pm.

Adjourn: There was a MOTION to adjourn at 4:15 pm.

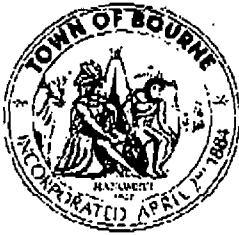
Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Discussion and vote on UPWP funding for Belmont Circle planning
- Discussion and vote on request for bicycle path planning to be included in the FY14 UPWP, and/or the FY13 UPWP work on the Claire Saltonstall bikeway
- Continue focus on Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved at the Committee's meeting on June 6, 2013*



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
June 6, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

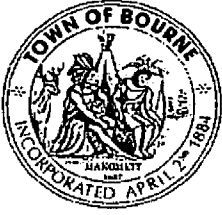
1. Call meeting to order
2. Approve Minutes of meeting on May 16, 2013
3. Discussion and possible action: Transportation Bond Bill funds for Bourne
4. Discussion and possible action: funds in Cape Cod Commission's Unified Planning Work Program (UPWP) for FY13
5. Discussion and possible action: request to CC MPO, through JTC, for funding for bike path planning in UPWP FY14
6. Discussion of evaluation criteria and continuing planning activities: Glenn Cannon, Lev Malakhoff, Cape Cod Commission
7. Reports/updates from Committee members (for discussion only)
8. Public comment, identify future agenda items and set next meeting date
9. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2013 MAY 29 AM 8 51

Future agenda items:  
Bicycles -  
Local roads - Bob Parady

BOURNE, MASS  
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*Town of Bourne*

2013 SEP 23 AM 11 00

TOWN CLERK'S OFFICE  
BOURNE, MASS



Transportation Advisory Committee  
Minutes of the Meeting  
June 6, 2013, 3:30 pm  
Bourne Community Center

Attending: Chair Wesley Ewell, Facilities Manager Jon Nelson, Cindy Parola, George Sala, Sallie Riggs, Police Chief Dennis Woodside. Guests: Glenn Cannon, Cape Cod Commission; Diana Barth, *Bourne Enterprise*; Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:40 pm.

Minutes: Wes asked for corrections of the Minutes of the May 16, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED with one abstention to approve the Minutes as circulated.

Transportation Bond Bill funds: After a brief discussion, it was MOVED, SECONDED and VOTED unanimously to request that the Town take appropriate action to work with the Commonwealth for the release of the \$3.5 million included in the July 2012 Transportation Bond Bill.

Planning funds in UPWP: After a brief discussion, it was MOVED, SECONDED and VOTED to authorize the Cape Cod Commission and Cape Cod Metropolitan Planning Organization to release the funds in this fiscal year's Unified Planning Work Program (UPWP) contingent upon the Massachusetts Department of Transportation (MA DOT) signing a contract with a consultant to continue the planning work for a reconfigured Belmont Circle (state identification number 606900). There followed a brief discussion that concluded with consensus that the Commission staff will not report this vote until a MA DOT contract has been signed.

Bike route planning in 2014 UPWP: After considerable discussion there was consensus that there was no need to request bike path planning funds in the FY14 UPWP. Instead:

- a) Planning for bicycle routes between the Cape Cod Canal and the Bourne Bridge will be incorporated in the state's plans for the reconfiguration of Belmont Circle
- b) The Commission staff working on planning for the Bourne Rotary will include bicycle routes between the Bourne Bridge and the several existing bike routes on the Cape side of the Canal.
- c) A meeting will be requested with the State Police to discuss access to State Police property for those bicyclists traveling between the Bourne Bridge and existing bike routes.
- d) A meeting will be requested with the Army Corps of Engineers to discuss adding signs on approaches to the sidewalks on the two bridges notifying cyclists that they must dismount and walk their bikes across the bridges.



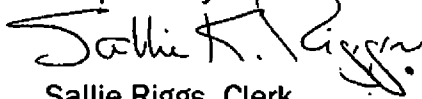
Evaluation criteria and planning: Bourne Rotary: Glenn Cannon circulated an older version of evaluation criteria (a copy is filed with the original of these Minutes) and noted that he will adapt the Committee's work on Belmont Circle criteria to the Bourne Rotary and bring a new document to the next meeting. He also circulated several drawings showing possible traffic configurations to replace the Bourne Rotary (a copy is filed with the original of these Minutes). It was agreed that these need further refinement and discussion.

Reports/updates from Committee members: Sallie noted that again the Upper Cape rep to the MPO did not attend the recent meeting.

Next Meeting: The next meeting was set for June 27 from 3:30 to 5 pm. Agenda items will include refining the evaluation criteria for the Bourne Rotary and more thoroughly reviewing potential road configurations.

Adjourn: There was a MOTION to adjourn at 4:52 pm.

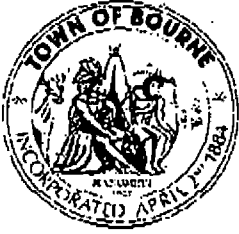
Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Continue focus on Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by the Committee at its meeting on June 27, 2013.*



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



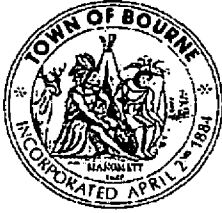
Date	Time	Location
June 27, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on June 6, 2013
3. Chair's report
4. Discussion of Bourne Rotary evaluation criteria and continuing planning activities:  
Glenn Cannon, Cape Cod Commission
5. Reports/updates from Committee members (for discussion only)
6. Public comment, identify future agenda items and set next meeting date
7. Adjourn

  
Sallie K. Riggs  
Committee Clerk

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TOWN CLERK'S OFFICE  
BOURNE, MASS



*Town of Bourne*

2013 SEP 23 AM 11 00



TOWN CLERK'S OFFICE  
BOURNE, MASS

Transportation Advisory Committee  
Minutes of the Meeting  
June 27, 2013, 3:30 pm  
Bourne Community Center

Attending: Chair Wesley Ewell, Dan Doucette, Jon Nelson, Bob Parady, Cindy Parola, Sallie Riggs. Guests: Glenn Cannon and Lev Malakhoff, Cape Cod Commission; Selectman Peter Meier; Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:31 pm.

Minutes: Wes asked for corrections of the Minutes of the June 6, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED with two abstentions to approve the Minutes as circulated.

Chair's report: Wes reported that he and Sallie had met with Town Administrator Tom Guerino. He asked Sallie to summarize the meeting. Sallie reported that Tom has a meeting with the district rep for Senate President Terry Murray to discuss the release of the \$3.5 million in the transportation bond bill. She also noted that it was agreed that Wes would give a report on the work of this committee to the Board of Selectmen. In that report he will request that the Selectmen arrange a meeting with the State Police to discuss bicycle access to their property. Tom also agreed to talk with the Army Corps of Engineers about positioning signs on bridge approaches calling for bicyclists to dismount and to walk their bikes across the bridges.

Evaluation criteria and planning: Bourne Rotary: Glenn Cannon circulated an updated version of evaluation criteria. A discussion followed where Committee members suggested changes in wording and some omissions (a copy is filed with the original of these Minutes). Glenn then noted that planning should begin for public outreach meetings. Locations and possible hosts were discussed and some Committee members took on assignments to contact the appropriate people. The goal is to have the meetings in a late July/early August timeframe. The Commission staff will mail invitations to the direct abutters. Glenn also noted that Pam Hazner from MA Dept. of Transportation has indicated an interest in attending the public outreach meetings.

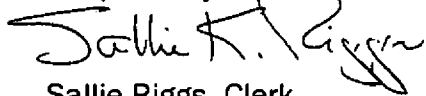
Glenn reminded Committee members that there is a plan for striping the Rotary, and reported that it is not in the Dept. of Transportation's budget for re-surfacing Route 28 in FY14. He suggested that the Town Administrator should request that the striping be included in the resurfacing project. Sallie agreed to find out if the Selectmen had endorsed the project.

Reports/updates from Committee members: Sallie noted that the Upper Cape rep to the MPO did attend the last meeting. She also reported that the CapeFLYER has had very good ridership numbers, above projections.

Next Meeting: The next meeting was set for July 18 from 3:30 to 5 pm.

Adjourn: There was a MOTION to adjourn at 4:52 pm.

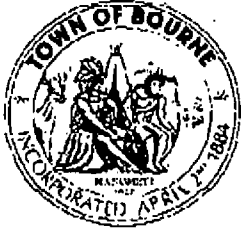
Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Continue focus on Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by the Committee at its meeting on August 22, 2013.*



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
July 18, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

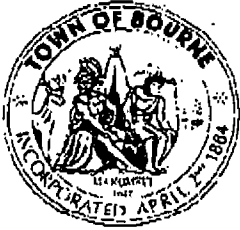
### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on June 27, 2013
3. Public Comment (no deliberation)
4. Chair's report
5. Discussion of Bourne Rotary evaluation criteria, public outreach meetings and continuing planning activities: Glenn Cannon, Cape Cod Commission
6. Reports/updates from Committee members (for discussion only)
7. Public comment, identify future agenda items and set next meeting date
8. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk

*C. K. Wells*

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TOWN CLERK'S OFFICE  
BOURNE, MASS



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



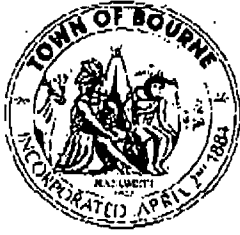
Date	Time	Location
July 18, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center
<b>Cancelled</b>		239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on June 27, 2013
3. Public Comment (no deliberation)
4. Chair's report
5. Discussion of Bourne Rotary evaluation criteria, public outreach meetings and continuing planning activities: Glenn Cannon, Cape Cod Commission
6. Reports/updates from Committee members (for discussion only)
7. Public comment, identify future agenda items and set next meeting date
8. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2013 JUL 17 PM 9 05



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



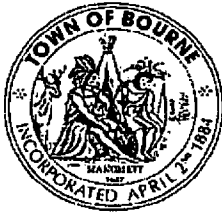
Date	Time	Location
July 25, 2013 <b>NEW DATE</b>	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Bourne, MA

2013 JUL 17 PM 4 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on June 27, 2013
3. Public Comment (no deliberation)
4. Chair's report
5. Discussion of Bourne Rotary evaluation criteria, public outreach meetings and continuing planning activities: Glenn Cannon, Cape Cod Commission
6. Reports/updates from Committee members (for discussion only)
7. Identify future agenda items and set next meeting date
8. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk



*Town of Bourne*

NO QUORUM



Transportation Advisory Committee  
Notes of the Meeting  
July 25, 2013, 3:30 pm  
Bourne Community Center

2013 SEP 23 AM 11 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Chair Wesley Ewell, John Carroll, Cindy Parola, Sallie Riggs. Guests: Glenn Cannon and Lev Malakhoff, Cape Cod Commission; Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:43 pm. He introduced John Carroll, the new committee member representing the interest of pedestrians and bicyclists.

Chair's report: Wes reported that Town Administrator Tom Guerino had contacted the Army Corps of Engineers which has agreed to add signs on the approaches to the Bourne Bridge requesting bicyclists to dismount and walk their bikes across the bridge.

He also reported that at the meeting with the Board of Selectmen where Wes reported on the Committee's activities, Selectman Ellis asked the Committee to consider looking at the traffic from Route 6 to Sandwich Road, specifically as it affects Adams Street. Wes noted that the topic will be put on the agenda for the next meeting. Glenn Cannon volunteered that the Commission can help with a study, especially looking at crash rates (the percent of crashed vs. the number of cars).

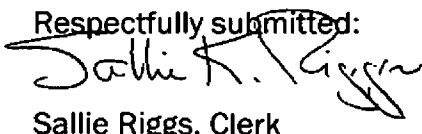
Evaluation criteria and planning: Bourne Rotary: Glenn listed the public meetings that should be the next step in the preliminary planning process for the Bourne Rotary: two meetings for direct abutters, one for businesses, one for residents; one additional meeting for the general public. The Commission will take responsibility for mailing notices to the direct abutters and for publicizing the public meeting. Committee members set the dates of August 13 for businesses, August 15 for residents, and August 21 for the general public.

Glenn then reviewed the PowerPoint presentation that he proposes to use at the meetings (a copy is on file with the original of these Minutes). There are several possible concepts for reconfiguring or replacing the rotary and Glenn stated that he is looking for reasons to eliminate some.

Next Meeting: The next meeting was set for August 22 from 3:30 to 5 pm. Agenda items will include Adams Street, a review of the three meetings, a report from Pam Hazner on Belmont Circle planning and the Minutes of June 27.

Adjourn: The meeting adjourned at 4:48 pm.

Respectfully submitted:

  
Sallie Riggs, Clerk

*These Notes were approved by the Committee at its meeting on  
August 22, 2013*



Mid-Term (5-10 years)

2013 SEP 23 AM 11 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Reconfigure Route 25 Exit 3 and Belmont Circle with two-lane ramps and direct connection to Scenic Highway  
Encourage down-Cape traffic to use Scenic Highway  
Discourage truck use of Sandwich Road

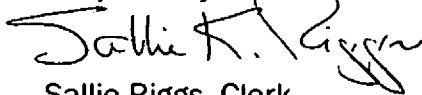
Long-term (10+ years)

Replace the rotary with an interchange that, to the greatest extent possible, uses existing roads and locates all new construction east of Route 28  
Increase capacity of Sandwich Road by making it a four-lane parkway •

Next Meeting: The next meeting was set for September 5 from 3:30 to 5 pm. Agenda items will include information from the Commission on their preparation of the preliminary planning project's report, traffic on Adams Street, and a discussion with the FS&T consultants and Pam Hazner on Belmont Circle planning.

Adjourn: The meeting adjourned at 4:49 pm.

Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Continue focus on Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by the Committee at its September 5, 2013 meeting.*

# TRANSPORTATION ADVISORY COMMITTEE

## MEETING NOTICE

**Date**

August 13, 2013

**Time**

4:00 P.M.

**Location**

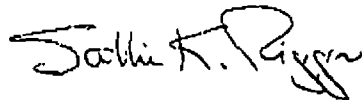
Bourne Public Library  
19 Sandwich Road  
Bourne, MA

### AGENDA

Preliminary Planning for the replacement of the Bourne Rotary

Presentation by Cape Cod Commission transportation staff

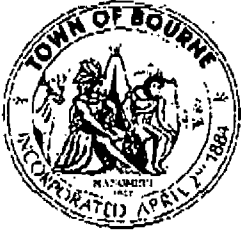
Discussion



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Sallie Riggs, Committee Clerk

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BOURNE, MASS



## TRANSPORTATION ADVISORY COMMITTEE

2014 DEC 9 AM 8 23

TOWN CLERK'S OFFICE  
BOURNE, MASS



### DRAFT - DRAFT - DRAFT

Minutes of the meeting  
Transportation Advisory Committee and Cape Cod Commission  
Public meeting for area businesses  
Bourne Public Library  
August 13, 2013

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The meeting was opened by the Committee Chair Wesley Ewell at 4 pm. He introduced Glenn Cannon and Lev Malakhoff from the Cape Cod Commission and members of the committee present: Clerk Sallie Riggs, Chief Dennis Woodside, Cindy Parola. (The attached sign-in sheet serves as an attendance list.)

Wes stated that the Bourne Rotary needs to be replaced but there are no plans to do so at this time. This meeting represents the beginning of a planning process. He stated that there is no interest in disrupting the businesses in the vicinity of the rotary. The purpose of this meeting is to gather opinions about how the rotary can be improved with minimal impact on the area's businesses.

He then turned the meeting over to Glenn Cannon who began by repeating that this meeting represents a *preliminary* planning undertaking. He then used a PowerPoint presentation to show the goals for rotary planning established by the Transportation Advisory Committee and some old plans from previous planning studies. (A copy of the presentation is on file with the original of these Minutes.)

Wes then opened the meeting to questions and comments.

Marie Oliva from the Cape Cod Canal Region Chamber reminded people that there are also planning efforts beginning for the Belmont Circle. Glenn followed up by stating that while the Commission had begun the process, MA Dept. of Transportation (MA DOT) has now taken on the task and has hired a consultant who can take the process through design.

Kevin Hough raised the issue of the need for a third bridge and suggested that making changes now might be wasteful since a third bridge would change traffic patterns. He also suggested that the Army Corps of Engineers should be brought "into the room." Wes responded that it will take 20 to 25 years to complete a third bridge at a cost of at least \$500 million. Short-term changes to the rotary can ease congestion and improve safety for much, much less than that.

Jeff Battles raised the issue of access. He noted that many of his customers come from the south and he wants to be sure they can get access to his business.

Another member of the audience asked if anyone has calculated the cost of doing nothing – lost business because people now can't get to the rotary and the businesses surrounding it.

Paul Gately of the *Bourne Courier* asked what the next steps are. Glenn responded that the alternative shown in the presentation will be rated by the Committee using the criteria established as goals. Then a report will be prepared for MA DOT – he expects that to be completed in October.

Wes concluded the meeting by thanking everyone for their attendance and noting that there will be two other meetings to which everyone is welcome. The meeting was adjourned at 5 pm.

Respectfully submitted

  
Sallie K. Riggs  
Committee Clerk

# TRANSPORTATION ADVISORY COMMITTEE

## MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
August 15, 2013	7:00 P.M.	Bourne Public Library 19 Sandwich Road Bourne, MA

### AGENDA

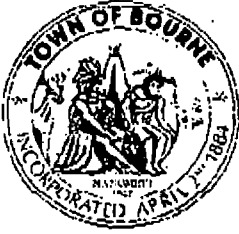
Preliminary Planning for the replacement of the Bourne Rotary

Presentation by Cape Cod Commission transportation staff

Discussion

  
\_\_\_\_\_  
Sallie Riggs, Committee Clerk

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TOWN CLERK'S OFFICE  
BOURNE, MASS



## TRANSPORTATION ADVISORY COMMITTEE

2014 DEC 9 AM 8 23

TOWN CLERK'S OFFICE  
BOURNE, MASS



**DRAFT - DRAFT - DRAFT**

Minutes of the meeting  
Transportation Advisory Committee and Cape Cod Commission  
Public meeting for area residents  
Bourne Public Library  
August 15, 2013

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The meeting was opened by the Committee Chair Wesley Ewell at 7 pm. He introduced Glenn Cannon and Lev Malakhoff from the Cape Cod Commission and members of the committee present: Bob Parady, Sallie Riggs, Chief Dennis Woodside, Cindy Parola. (The attached sign-in sheet serves as an attendance list, although it does not capture the names of over 50 people in the room.)

Wes asked for a show of hands: how many people want to do nothing about the rotary: 5. How many think the rotary should be replaced with something: 23. How many think something else should be done: 8.

He stated that the Bourne Rotary needs to be replaced but there are no plans to do so at this time. This meeting represents the beginning of a planning process. He stated that the purpose of this meeting is to gather opinions about how the rotary can be improved with minimal impact on the area's residents.

He then turned the meeting over to Glenn Cannon who began by repeating that this meeting represents a *preliminary* planning undertaking. He then used a PowerPoint presentation to show the goals for rotary planning established by the Transportation Advisory Committee and some old plans from previous planning studies. (Copies of the presentation were distributed to everyone in the room and a copy is on file with the original of these Minutes.)

Wes then opened the meeting to questions and comments.

- Kathleen Donovan: leave the rotary
- Ron Ericson, Amberwood Road: put traffic cameras on the bridge; slow the traffic; set up tolls for out of state visitors

Wes interjected that the changes that could come about from this planning process will probably cost something less than \$50 million and take ten years to implement. A third bridge would cost around \$500 million and take 20 to 25 years to complete even if planning started today.

- Resident of Coastal Way: need markings and direction, e.g. if you are going to area X you should be in lane Y.
- Resident of Sandwich Road: put in lane dividers
- Ken Blanchard, Sandy Lane: position the selected concept to the right and further south.
- Resident of Cotuit Road: enlarge Sandwich Road; too many cars are being put on a one lane road
- Resident of Sandwich Road: some of these plans would take my house; even if it didn't I'm on well water so therefore there would be a drainage issue
- Another resident: Why is connector road not an option? Just follow the NStar right of way.

Bob Parady responded that the plan had been put on the back burner when Dukakis lost his bid for the Presidency. The plan still exists.

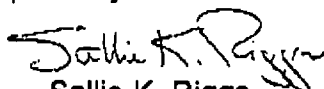
- Resident off Sandwich Road: both a business and a resident – why not “flip” bridge traffic so that in high traffic times the bridge is 3 lanes on and 1 off, or 3 lanes off and 1 on. Also asked about the process; she had been at the meeting for businesses and heard that a report would be complete in October.

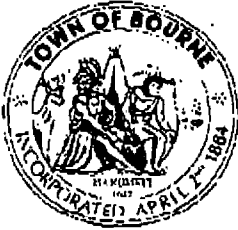
Wes responded that no decisions will be made in the next month and a half. The Transportation Advisory Committee will be scoring these concepts against its goals (listed in the PowerPoint). Glenn stated that he would like to know which options should be rejected. He noted that concepts C and H are likely to score better than the first two.

- Don Provost, Association for Protection of Bourne, 1500 members organized to preserve the neighborhood: he wants to put concept C to bed – every truck will be on jake brakes on Veterans Way/Freeman Street; it would require land taking in order for trucks to make the turn.
- Resident: Does the Committee have an opinion *re* the success of the Sagamore “flyover”? Glenn responded that congestion on the bridge has been reduced. More importantly, residents of Sagamore Beach are no longer trapped in their homes. The road reconfiguration has not proven to be a cure-all, but there is some improvement. Ultimately the problem is trying to put too many cars onto two lanes of traffic.

Wes noted that the Library closes at 8 pm and concluded the meeting by thanking the audience for its attendance. He also noted that there will be a public meeting next week to which everyone is welcome. The meeting was adjourned at 8 pm.

Respectfully submitted

  
Sallie K. Riggs  
Committee Clerk



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
August 22, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

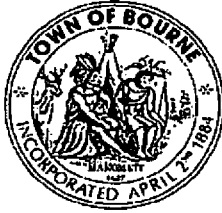
1. Call meeting to order
2. Approve Minutes of meetings on June 27 and July 25, 2013
3. Public Comment (no deliberation)
4. Chair's report
5. Bourne Rotary preliminary planning:
  - a. discussion of public outreach meetings
  - b. begin evaluation of options vs. goals
6. Reports/updates from Committee members (for discussion only)
7. Identify future agenda items and set next meeting date
8. Adjourn

*Sallie K. Riggs*  
Sallie K. Riggs  
Committee Clerk

TOWN CLERK'S OFFICE  
BOURNE, MASS

2013 AUG 19 PM 1 39





*Town of Bourne*

2013 SEP 23 AM 11 00

TOWN CLERK'S OFFICE  
BOURNE, MASS



**Transportation Advisory Committee  
Minutes of the Meeting  
August 22, 2013, 3:30 pm  
Bourne Community Center**

Attending: Chair Wesley Ewell, John Carroll, Robert Parady, Cindy Parola, Sallie Riggs, George Sala, Dennis Woodside. Guests: Lev Malakhoff, Cape Cod Commission; Bob Nealon and Don McPhee; Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:33 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the meeting on June 27, 2013. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated. He then asked for corrections or amendments to the Minutes of the meeting on July 25, 2013. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Public comment: Wes called on Bob Nealon (President, Pocasset Village Association) and Don McPhee (a member of the Association). They made a presentation concerning the so-called "singing Bridge" as a follow-up to the accident where a bicyclist was killed. They suggested exploring "SlipNot" as a surface, adding more signs, and training DPW to recognize and report when the position of the grates (ones with parallel slats, not squares) is hazardous. They said they wanted to take their concerns to the Board of Selectmen but were told to come to this Committee first.

Wes reminded the speakers and the Committee that this was not a specified agenda item and therefore, according to Open Meeting Laws, there could be no deliberation of the subject.

George Sala asked to make a point of clarification: the Town-owned catch basin covers have square hole; the ones with the slates are on state land and are owned by MA DOT.

Wes concluded by telling the speakers that they were welcome to go to the Selectmen and that the Transportation Committee would take the situation under advisement.

Chair's report: Wes noted that he had nothing to report other than the points that would come up in the discussion of the Bourne rotary.

Bourne Rotary planning: Wes asked Lev if the Commission got what it needed out of the public meetings. Lev responded yes, certainly in the area of which concepts would not be well received by the neighbors. A few written comments received after the meetings were distributed (copies are on file with the original of these Minutes). Wes then asked Committee members to share their observations from the three meetings. In summary these observations included:

- It is ok to take "baby steps" in the near term. Totally reconfiguring the rotary will take a long time and many million dollars, so let's try to fix what we can now.

- Better signs are needed. Signs need to begin well before the bridge and they need to show which lanes drivers should be in to go to their destination. Sign language should be developed with the visitor in mind – using local place names are not as helpful as using highway numbers and major destinations.
- Everything possible should be done to take out of the rotary the traffic that is coming south off the bridge and going to Sandwich Road. The concepts showing roads around the State Police station and under the bridge are not acceptable to neighbors.
- Create a slip lane from 28 north to Sandwich Road. Position the entrance to the lane far enough south on 28 north to prohibit a queue from developing. Consider creating a connector between Route 28 south and the Sandwich Road slip lane that would go under or over 28 north.
- Work with state officials to change the number of Route 25 to State Route 495.
- Limit the traffic from 25 to the left lane on the bridge so that the vehicles coming off the ramp from Belmont Circle have open access to the right lane (much as is done with Route 3 and the Sagamore Bridge).
- Close the bridge entrance to the IHOP – make the only entrance from Sandwich Road. Close the furthest south entrance/exit to the Gulf station.

Reports/Updates from committee members: Sallie read an email from MA DOT Project Development Engineer about the Belmont Circle planning that reported that Faye Spofford & Thorndike have been hired to “perform an alternative analysis resulting in short and long term concepts. The firm is completing traffic counts . . . There will be a robust public outreach process as part of the study.” Sallie suggested that the Committee invite the consultant(s) to a meeting and to indicate that the Committee stands ready to assist in the public outreach process. She also proposed that one of the tasks of the Committee should be to keep the communications and links open between the Belmont Circle and Bourne Rotary planning processes.

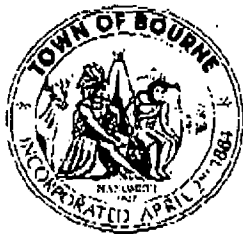
Wes asked Sallie to invite Pam to the Committee's next meeting and to invite the consultant(s) to attend also.

A question was raised about the allocation of funds for the TIP. Lev reported that there is a formula for distribution of state funds among the state's several MPOs, a formula set up some years ago that may be out of date based on the Cape's population growth. Sallie suggested that George bring the concern to the JTC meeting in September to see if the JTC could request the Commission transportation staff and the MPO to investigate the issue.

Conclude meeting: Wes concluded the discussion by suggesting a three-part plan for improving traffic in and around the Bourne Rotary:

Near-Term (1-5 years)

- Add early direction signs on Routes 25S and 28N
- Improve signage within rotary
- Stripe rotary and bridge to improve lane control and safety
- Eliminate selected curb cuts at IHOP and Gulf Station
- Ease road curve and angle curbs at IHOP corner
- Add a pedestrian and bicycle path between the bridge and Sandwich Road



## TRANSPORTATION ADVISORY COMMITTEE

2014 DEC 9 AM 8 23

TOWN CLERK'S OFFICE  
BOURNE, MASS



**DRAFT - DRAFT - DRAFT**

Minutes of the meeting  
Transportation Advisory Committee and Cape Cod Commission  
Public meeting  
Upper Cape Cod Regional Technical School  
August 21, 2013

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The meeting was opened by the Committee Chair Wesley Ewell at 7 pm. He introduced Glenn Cannon and Lev Malakhoff from the Cape Cod Commission and members of the committee present: Sallie Riggs and Chief Dennis Woodside. John Carroll also attended. (The attached sign-in sheet serves as an attendance list, although it does not capture the names of over 60-75 people in the room.)

Wes noted that the Committee's assignment is to make recommendations to the Bourne Board of Selectmen. One area of the Committee's inquiry is the Bourne Rotary, especially in the context of the whole region: Belmont Circle, Sandwich, MacArthur Blvd. The Cape Cod Commission has been funded to begin a planning process, particularly by asking the question: What might be possible?

He then turned the meeting over to Glenn Cannon who began by repeating that this meeting represents a *preliminary* planning undertaking. He noted that the Committee and the MA Department of Transportation (MA DOT) are particularly interested in what is acceptable to the local community. He then used a PowerPoint presentation to show the goals for rotary planning established by the Transportation Advisory Committee and some old plans from previous planning studies. (Copies of the presentation were distributed to everyone in the room and a copy is on file with the original of these Minutes.) Particular points he made during the presentation are:

- Crash records show crashes distributed fairly equally throughout the rotary. If they were concentrated in one area, then a fix would be easier. But there is no one area that can be fixed.
- Crash data also shows that this is a hazardous intersection that needs to be addressed. The crash rates are three times higher than the next highest area on the Cape.
- The most significant traffic flow is the 911 cars per hour entering the rotary from the bridge and exiting three-quarters of the way around to travel on Sandwich Road. This data is from a base year June weekday from 4-5 pm.
- Nobody has studied the rotary since 2005. Therefore, no one has a preferred option.

Wes noted that traffic backs up entering the rotary every day, not just during the summer peak travel times. This creates a challenge that must be fixed. He then opened the meeting to questions and comments.

- Resident on Sandwich Road – make a connection from ISWM to Route 28 South, perhaps at Waterhouse Road. This would eliminate traffic, including employees, going from ISWM into the rotary when the driver wants to go south on 28.
- Resident – main problem is the bridges which are too skinny with too many vehicles.

Wes interjected that the mid-Cape Highway carries two times the traffic it was designed for. Even if a third bridge were added, it would not help the traffic on the mid-Cape. He also noted that changes that could come about from this planning process will probably cost less than \$50 million and take ten years to implement. A third bridge would cost around \$500 million and take 20 to 25 years to complete even if planning started today.

- Resident at Schooner Pass – prefers concept A
- Resident – traffic entering the businesses on the rotary slows the traffic
- Town Administrator Tom Guerino – whatever plan is recommended, it must take care of the Town's residents and businesses
- Resident (described self as a traveler) – the signage is inadequate
- Resident near Sagamore Bridge – new traffic flow is tremendous benefit for local people. However, better signage is needed to require drivers to stay in their lane until exit 1. Also, something needs to be done about Belmont Circle.

Wes interjected that he had developed a proposal for reconfiguring the traffic in the Belmont Circle. The MA DOT has now hired a consultant to carry that planning forward and to determine options. He noted that there will be opportunities for public participation in that process also.

- Cape Cod Regional Transit Authority Administrator Tom Cahir – there has to be a grade separation at the Bourne rotary; need to separate the traffic movements
- Resident, Veterans Pkwy and Freeman – are we going to be involved later in the process?
- Resident Monument Beach – Adjust curb cuts in the rotary. Cars exiting the Gulf station should be allowed to use only the one closer to the bridge, or down past the florist shop.
- Resident – What can we in the community do to help the stripping/signs happen?
  - Glenn: write MA DOT, politicians; let your voice be heard
- Resident – the bottleneck is the bridge; when will we see a new bridge
- Resident – prefer concept B, but shift it onto the state-owned land and away from the businesses
- Resident – "preferred" option and Cubellis plans both go through our living room. We don't want this hanging over our heads for 10 years
- Resident – signage is a good idea, placed 1 and 2 miles before the bridge so people can sort out where they are going


- Resident, Scusset Beach area – signage is the problem: people are looking for Route 195 or Route 495, not Scusset Road and Buzzards Bay
- Resident – not worth doing anything with the rotary
- Resident, Freeman Street – Veterans Way has a steep and drop and a severe turn. Hard to believe you can put in a road on Veterans Way; it will impact the neighborhood.

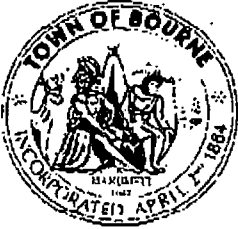
Wes interjected – the Committee's goal is to reduce the impacts on the neighborhoods

- Resident involved in Rt. 6 Exit 2 interchange work – MA DOT does what MA DOT wants to do; same with the Commission. Not want to listen to the people
- Resident – 45 degree curbing rather than 90 degree; radius of road at the IHOP
- Don Provost, Association for Protection of Bourne – Veterans Way is 45 degrees down for 620 feet with a 180 degree turn. It is a hazard and not navigable. Using that plan would reduce property values.
- Resident – not in a hurry to see the rotary go. Best to improve signage, put them earlier on the highway. Start with variable message boards as approach the bridge. Would modify behavior
- Resident near Sandwich Rd – think of the impact of doubling Sandwich Road on the young drivers coming out of UCT
- Resident – what happened to the plans to extend route 25 to exit 2 on the mid-Cape? Tom Cahir responded that the area is a superfund site; there would be impacts to the aquifer and other problems. That plan will never happen. He added that there are serious conversations going on about a third bridge.
- Resident – make a connector with two lanes and reverse the traffic so that it all goes one way with the direction depending on the time of the weekend.
- Resident – get vacant land and save impact on the neighbors; build something that means something for next 100 years, not just interim improvements.
- Resident – Improve signage is the message, loud and clear.

Wes adjourned the meeting at 8:50 pm.

Respectfully submitted

  
Sallie K. Riggs  
Committee Clerk



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



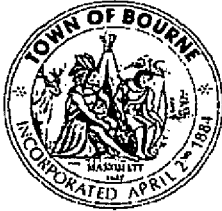
Date	Time	Location
September 5, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on August 22, 2013
3. Chair's report
4. Bourne Rotary preliminary planning
5. Reports/updates from Committee members (for discussion only)
6. Public Comment (no deliberation)
7. Identify future agenda items and set next meeting date
8. Adjourn

2013 AUG 27 PM 2 07  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS

  
 Sallie K. Riggs  
 Committee Clerk



Town of Bourne

2013 SEP 23 AM 11 00

TOWN CLERK'S OFFICE  
BOURNE, MASS



Transportation Advisory Committee  
Minutes of the Meeting  
September 5, 2013, 3:30 pm  
Bourne Community Center

Attending: Chair Wesley Ewell, Michael Blanton, John Carroll, Jon Nelson, Robert Parady, Cindy Parola, Sallie Riggs, George Sala, Dennis Woodside. Guests: Lev Malakhoff, Cape Cod Commission; Jim Mulvey, Kathleen Donovan, David Beluchi; Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:36 pm.

Minutes: Wes asked for corrections or amendments to the Minutes of the meeting on August 22, 2013. An amendment was proposed to change Neelon to Nealon. It was MOVED, SECONDED and VOTED with one abstention to accept the Minutes as amended.

Chair's report: Wes asked Lev Malakhoff to comment on the Belmont Circle planning. Lev reported that the state has hired Fay, Spofford and Thorndike for planning and design. He noted that the engineers have been conducting origin and destination studies using a blue tooth program.

Wes reported that in a discussion with Clerk Barry Johnson he learned that there is a path for bikes laid out but never built connecting the skating rink to the rotary.

Bourne Rotary planning: Lev reported that MA DOT has seen the plan for interim rotary improvements and that the traffic division is seriously looking into them.

Lev reported that the Commission staff has reviewed the alternatives and is proposing only five as alternatives. The task of the Committee now is to evaluate the five using the criteria defined in earlier meetings. After a brief discussion, there was consensus that each member would perform his/her evaluation between this meeting and the next and that the next meeting would focus on devising an evaluation that the whole Committee agrees to.

The next meeting was set for Thursday, September 19. The next meeting with the Commission was scheduled for Thursday, October 3.

Wes distributed a slightly revised version of his suggested three-phase plan which was discussed and further revised by the Committee. (A copy is on file with the original of these Minutes.) Lev agreed to convert what is referred to as the Ewell plan to the same graphic quality as the other alternatives.

Reports/Updates from committee members: There were none.

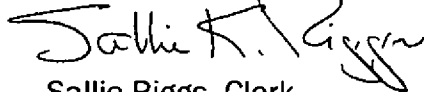
Public Comment: Jim Mulvey suggested that there should still be consideration of a "south-side connector" and a third bridge.

David Beluchi distributed copies of another alternative to the Bourne Rotary.

Kathleen Donovan suggested that rotary traffic problems would be solved by removing the mound of dirt in the middle so people can see the other side of the rotary.

Adjourn: The meeting was adjourned at 4:53 pm.

Respectfully submitted:

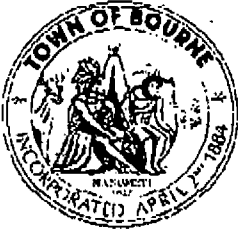
  
Sallie Riggs, Clerk

Future Agenda Items:

- MA DOT consultants and a report on Belmont Circle planning
- Continue focus on Bourne Rotary traffic studies and planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

*These Minutes were approved by the Committee at its meeting on September 19, 2013.*





# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
September 19, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on September 5, 2013
3. Chair's report
4. Bourne Rotary preliminary planning: evaluation of concepts and other discussion
5. Reports/updates from Committee members (for discussion only)
6. Public Comment (no deliberation)
7. Identify future agenda items and set next meeting date
8. Adjourn

*Sallie K. Riggs*  
 Sallie K. Riggs  
 Committee Clerk

2013 SEP 12 PM 10 22  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS



*Town of Bourne*

2013 NOV 15 PM 3:55  
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 TOWN CLERK'S OFFICE  
 BOURNE, MASS



**Transportation Advisory Committee  
 Minutes of the Meeting  
 September 19, 2013, 3:30 pm  
 Bourne Community Center**

Attending: Chair Wesley Ewell, Dan Doucette, Jon Nelson, Robert Parady, Sallie Riggs, George Sala, Dennie Woodside. Guests: George Galusha, Julie Munson, Hannah Cadoza; 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 meeting on September 5, 2013. There being none, it was MOVED, SECONDED and VOTED with one abstention to accept the Minutes as amended.

Chair's report: Wes said he had no report.

Bourne Rotary planning: Wes facilitated a compilation of all the evaluations by committee members of the five potential concepts for improving/replacing the Bourne Rotary. A copy of the resulting worksheet is on file with the original of these Minutes.

Reports/Updates from committee members: Sallie Riggs suggested that a future agenda item for the committee should be commuter rail to Buzzards Bay, following up on the recent press reports of its potential.

Bob Parady reported that Tom Guerino is now the chair of the CC RTA Board.

Wes noted that he has been asked to give a report from the Committee to the Board of Selectmen on October 1.

Public Comment: Wes introduced Julie Munson and Hannah Cadoza who had attended the last of the three public hearings on the Bourne Rotary. Hannah had drawn a concept which has since been adopted, for the most part, as concept I. Wes thanked them for their interest and participation.

Adjourn: The next meetings were set for October 3 and 17. The meeting adjourned at 4:48 pm.

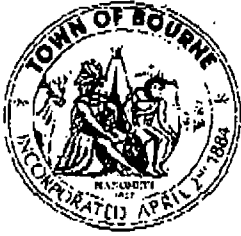
Respectfully submitted:

*Sallie K. Riggs*  
 Sallie Riggs, Clerk

*These Minutes were accepted at the Committee's meeting on October 10, 2013*

Future Agenda Items:

- Adams Street
- Commuter rail to Buzzards Bay
- MA DOT consultants and a report on Belmont Circle planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
October 10, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on September 19, 2013
3. Chair's report
4. Bourne Rotary preliminary planning: discussion and possible action on draft report from Cape Cod Commission
5. Reports/updates from Committee members (for discussion only)
6. Public Comment (no deliberation)
7. Identify future agenda items and set next meeting date
8. Adjourn

  
 Sallie K. Riggs  
 Committee Clerk

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 TOWN CLERK'S OFFICE  
 BOURNE, MASS



Town of Bourne

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2013 NOV 15 PM 3 56

Transportation Advisory Committee  
Minutes of the Meeting  
October 10, 2013, 3:30 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Chair Wesley Ewell, John Carroll, Jon Nelson, Robert Parady, Cindy Parola, Sallie Riggs, Dennie Woodaide, Glenn Cannon and Lev Malakhov, Cape Cod Commission; Guests: George Galusha, 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 noted that a guest's last name in the Minutes of the meeting on September 19, 2013 was incorrectly spelled; Kadoza should have been Cadoza. He then asked for other corrections or amendments. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as amended.

Chair's report: Wes said he has been asked to give a report of the Committee's activities at the Special Town Meeting.

Bourne Rotary planning: Commission staff distributed copies of the Bourne Rotary evaluation charts prepared by the Committee and the Commission staff (Copies are on file with the original of these Minutes). The discussion that followed focused on the similarities and differences.

Wes told the Commission staff that he had major concerns about Concept I which had been circulated in advance of the meeting. It is not an accurate representation of the concept which he and the two residents had developed. Glenn said he would take the concerns back to the staff who developed Concept I.

There was a brief discussion about the report that the Commission is preparing. The staff expect it to include recommendations for changes in three phases, similar to the document developed by the Committee in previous meetings.

Reports/Updates from committee members: A comment was made about the lines on the Bourne Bridge approaching the rotary – they need replacing. The comment was referred to MA DOT since that is a state highway.

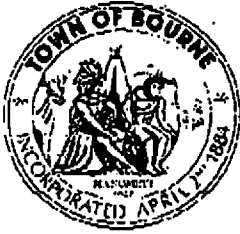
Adjourn: The next meeting will be set as soon as the Commission staff have a report draft to review. The meeting adjourned at 4:37 pm.

Respectfully submitted:

*Sallie K. Riggs*  
Sallie Riggs, Clerk

Future Agenda Items:

- Commuter rail to Buzzards Bay
- MA DOT consultants and a report on Belmont Circle planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats



# TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE



Date	Time	Location
November 21, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

### PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on October 10, 2013
3. Chair's report
4. Report, discussion and possible action:
  - a. Bourne Rotary preliminary planning draft
  - b. Adams Street
5. Reports/updates from Committee members (for discussion only)
6. Public Comment (no deliberation)
7. Identify future agenda items and set next meeting date
8. Adjourn

  
 Sallie K. Riggs  
 Committee Clerk

2013 NOV 18 AM 8 23  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS



*Town of Bourne*

# DRAFT – DRAFT - DRAFT



26 APR 8 31  
CLERK'S OFFICE  
Bourne, MASS

**Transportation Advisory Committee  
Minutes of the Meeting  
November 21, 2013, 3:30 pm  
Bourne Community Center**

Attending: Chair Wesley Ewell, John Carroll, Dan Doucette, Robert Parady, Cindy Parola, Sallie Riggs, George Sala, Dennis Woodside, Glenn Cannon and Lev Malakhov, Cape Cod Commission; Town Planner Coreen Moore, Facilities Director John Nelson; Guests: George Balusha, R. 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 3:34 pm.

Minutes: Wes noted that a guest's last name in the Minutes of the meeting on September 19, 2013, and theoretically corrected in the Minutes of the October 10 meeting is still incorrect. It should be Cardoza. He then asked for other corrections or amendments. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as amended.

Chair's report: Wes said he had nothing to report.

Bourne Rotary planning: Commission staff distributed copies of the *Bourne Bridge Rotary Planning* report which earlier had been circulated to Committee members electronically (a hard copy is on file with the original of these Minutes). Two areas of discussion followed:

a) Whether the Committee would accept the report as distributed or would want changes made. After some discussion, there was consensus on the recommendations for near-term and mid-term improvements. There was also consensus to remove Figure 16 which was labeled "Preferred Alternative." At the conclusion of the discussion it was MOVED, SECONDED and VOTED with one "nay" that:

*The Transportation Advisory Committee strongly endorses the recommendations for near-term and mid-term improvements as stated in the report and equally strongly endorses and encourages the state to continue study and consideration of how to move traffic efficiently and effectively to and from the Bourne Bridge and its approaches.*

This vote should appear as part of a letter on the front of the final version of the report.

b) Whether or not to hold an additional public meeting to discuss the contents of the draft with to those attending. After a discussion, there was consensus to meet in early December and decide on whether or not to hold another hearing. In the meantime, the Committee will ask that the report be posted on the website and a copy be put at the Bourne Public Library. The reporters present were asked to help in informing the public that the draft is available for review.

Wes then thanked the Commission staff members who worked on the project.



Adams Street: Dennis Woodside and George Sala presented a concept to relieve the congestion and safety issues around the Adams Street/Sandwich Road intersection. Their recommendation is to make Adams Street one way from Sandwich Road to Cranberry Highway with a barrier across half the road where it meets Cranberry Highway. After a brief discussion it was MOVED, SECONDED and VOTED to endorse the recommended concept of making Adams Street one way as described above.

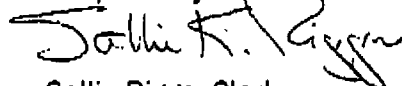
Reports/Updates from committee members: Sallie reported on a meeting she attended at the invitation of State Representative David Vieira. The topic of the meeting was the concept of extending the commuter train from the Middleborough/Lakeville station to Buzzards Bay with weekday service. State Representative Susan Williams Gifford, Lance Lambros from the Senate President's office, Cape Cod Regional Transit Authority Administrator Tom Cahir, Astrid Glynn from TPRG, a transportation consulting group that Tom highly recommends, the Wareham Town Administrator, the Chair of the Wareham Selectmen, the Director of the Wareham Community and Economic Development Authority, Marie Oliva from the Canal Region Chamber and Sallie attended (Tom Guerino was unable to attend and asked Sallie to represent him and report back.)

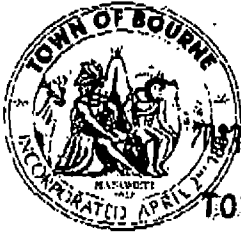
David opened the meeting by noting that several leaders at the state level are interested in extending the service, but they want to be assured of local support before going forward. Everyone acknowledges the potential issue of parking in Buzzards Bay, but agreed that the action now is to show community support for the concept and ask the state with work with local leaders to solve the parking challenge. The Wareham Selectmen have been advocating for commuter service for several years and will prepare a statement of support in the near future. The Bourne Selectmen need to be informed of the interest and asked to endorse the concept of such service and request meetings with state officials to define the issues. A public forum was planned for January 16 at 6 pm at the Community Center to gather public opinion. After that Rep. Vieira will take all letters of support plus a report from the public forum to state officials and request appropriate meetings in early February.

After Sallie's report Wes acknowledged that the Committee has planned to take up the topic of commuter rail and will do so at the next meeting.

Adjourn: The next meeting, with the main agenda items of the question of a public meeting on the Bourne Rotary report and the extension of commuter rail, was set for December 12 from 3:30 to 5 pm. The meeting adjourned at 4:58 pm.

Respectfully submitted:

  
Sallie Riggs, Clerk



# TRANSPORTATION ADVISORY COMMITTEE

DEC 6 PM 2 35

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



Date	Time	Location
December 12, 2013	3:30- 5:00 pm	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

## PROPOSED AGENDA

1. Call meeting to order
2. Approve Minutes of meeting on November 21, 2013
3. Chair's report
4. Report, discussion and possible action:
  - a. Follow-up actions on Bourne Rotary preliminary planning draft report including possibility of additional public meeting
  - b. Discussion of a proposed extension of commuter rail from the Middleborough/Lakeville station to Buzzards Bay; develop a study plan
5. Reports/updates from Committee members (for discussion only)
6. Public Comment (no deliberation)
7. Identify future agenda items and set next meeting date
8. Adjourn

  
 Sallie K. Riggs  
 Committee Clerk



To Clerk's office 12/19 4:50

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Town of Bourne

2013 DEC 20 AM 8 35

Transportation Advisory Committee  
 TOWN CLERK'S OFFICE  
 Minutes of the Meeting BOURNE, MASS  
 December 12, 2013, 3:30 pm  
 Bourne Community Center

Attending: Chair Wesley Ewell, Robert Parady, Cindy Parola, Sallie Riggs, Dennis Woodside, Glenn Cannon and Lev Malakhov, Cape Cod Commission; Guests: George Baluaha, Kathleen Donovan, Chaseley Friedrichsen Marie Oliva, Julie Munson and Hannah Cardoza; Michael Rausch, *Bourne Enterprise*, Paul Gately, *Bourne Courier*.

Call meeting to order: Chair Wes Ewell called the meeting to order at 3:35 pm. He noted the absence of a quorum. Wes asked the Committee members to agree to move Public Comment to the top of the agenda.

Public Comment: Katy Donovan noted that drivers don't yield as they should. Marie Oliva stated that doing nothing about the Bourne Rotary "is not an option." She continued by noting that the Sagamore Rotary reconfiguration has been "a resounding success."

Chaseley Friedrichsen from Commonwealth Avenue discussed the proposed change to make Adams Street one way. He thinks other streets in the neighborhood should be one-way also with a sign reading "No Through Way" at St. Teresa's Church.

Wes noted the presence of a quorum.

Minutes: Wes asked for corrections or amendments to the Minutes of the November 21, 2013 meeting. There being none, it was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Chair's report: Wes described his report to the Board of Selectmen last week (December 3). He read a letter that he had prepared as a transmittal letter for the Bourne Rotary study report to the Selectmen (a copy is on file with the original of these Minutes). He told the Selectmen that both the Committee members and, independently, Commission staff evaluated the various options for reconfiguring the Bourne Rotary. He indicated that Committee members did not feel qualified to engineer a design, so no specific design option was endorsed. The draft report is on file at the Library and in Town Hall.

Bourne Rotary planning: Committee members discussed whether or not to sponsor another public hearing. Several stated that a hearing would fulfill the commitment made in August to bring the draft report to the public. It was then MOVED, SECONDED and VOTED unanimously to sponsor a public hearing sometime during the week of January 27 preferably at the Upper Cape Technical School.

Wes directed the Committee's attention to the "minority report" submitted by John Carroll. Several members felt that the report included inaccuracies. There was a brief

discussion as to whether the minority report should be included in the Committee's final report. It was MOVED, SECONDED and VOTED with one abstention to transmit the minority report without comment to the Board of Selectmen as a public document and to not include it in the final report of the Committee.

Next steps: Glenn stated that the final report will go to the MA Department of Transportation (MA DOT). In fact MA DOT members are already familiar with the report's content. Because the recommendations include a number of smaller projects, no single recommendation will be submitted for a Project Notification Form and Project Number. Instead:

- MA DOT has agreed to include the striping and lane markings in its Route 28 repaving project next year.
- MA DOT has indicated that it believes it owns enough property coming off the bridge to create a multi-purpose path connecting the Bridge sidewalk with Veterans Way.
- Creating new signs would be a separate contract by MA DOT. Either the Town Administrator and/or the Chair of the Transportation Advisory Committee should request the project.
- MA DOT can't close the curb cuts without the owner's agreement, so that recommendation will take longer to implement.
- MA DOT can "soften" the curve going from Sandwich Road to the bridge, perhaps even as part of the repaving project.

Proposed extension of commuter rail: Wes reported that he had asked the Board of Selectmen to authorize the Committee to investigate all aspects of extending commuter rail to Buzzards Bay. They did so with a unanimous vote. Sallie reported that State Rep. David Vieira is planning a public forum for January 16 and is asking various Town organizations for letters of support to show state officials that there is a desire on the part of the Town for the rail service extension. Both David and Cape Cod Regional Transportation Authority Administrator have expressed the opinion that now is the time to act because the state's leadership is likely to change with the next election.

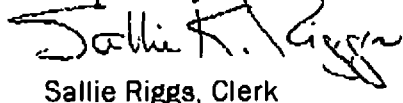
Wes asked Committee members to formulate the questions that they think need to be answered in a study of rail service extension.

Public Comment reopened: Julie Munson and Hannah Cardoza stated that they were concerned about how Concept I has been drawn. Wes responded that the Committee is not recommending that concept and that details of any plan will be developed by professional engineers and reviewed publicly before implementation.

Reports/Updates from committee members: There were none

Adjourn: The next meeting, with the main agenda item of formulating questions for a commuter rail study and preparing for the January 16 hearing, was set for January 9 from 3:30 to 5 pm. Glenn will also bring a PowerPoint document for the Committee's review at the public meeting. The meeting adjourned at 4:55 pm.

Respectfully submitted:

  
Sallie Riggs, Clerk

Future Agenda Items:

- Adams Street
- Commuter rail to Buzzards Bay
- MA DOT consultants and a report on Belmont Circle planning
- Local roads
- Engage Tom Cahir in the Committee's activities and Town's priorities
- Bicycle and pedestrian concerns
- Canal fishing and charter boats

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

January 9th, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:
  - a. Approve minutes of December 12th, 2012 meeting.
  - b. Approve December 2012 Residential Tonnage of 1,635.93 tons for reporting to SEMASS. Total Residential and Commercial is 2,466.18 tons.
  - c. Discuss / Approve: FY-14 budget
  - d. Discussion: Current (2013-2014) operations & future of UCRTS in (2015)
  
2. Other Business:
  - a. Discussion of future agenda.
  
3. Next regular meeting is Wednesday, February 13<sup>th</sup>, 2013.

2013 JAN 4 PM 4 09  
TOWN CLERK'S OFFICE  
BOURNE, MASS

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION 2013 FEB 7 PM 2 27

TOWN CLERK'S OFFICE  
BOURNE, MASS

February 13, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of January 9, 2013 meeting.
- b. Approve January 2013 Residential Tonnage of 1,628.41 tons for reporting to SEMASS. Total Residential and Commercial is 2,476.82 tons.
- c. 2012 tonnage reconciliation, MassCoastal
- d. Discuss/Approve: Acceptance of MSW from non-member towns
- e. Discussion: February 6, 2013 CCSWAC Meeting
- f. Discussion: Future of UCRTS

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, March 13, 2013.

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

2013 FEB 7 AM 9 53

TOWN CLERK'S OFFICE  
BOURNE, MASS

February 13, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of January 9, 2013 meeting.
- b. Approve January 2013 Residential Tonnage of 1,628.41 tons for reporting to SEMASS. Total Residential and Commercial is 2,476.82 tons.
- c. 2012 tonnage reconciliation, MassCoastal
- d. Discuss/Approve: Acceptance of MSW from non-member towns
- e. Discussion: Future of UCRTS

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, March 13, 2013.

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BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

2013 MAR 7 AM 10 21

TOWN CLERK'S OFFICE  
BOURNE, MASS

March 13, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:
  - a. Approve minutes of February 13, 2013 meeting.
  - b. Approve February 2013 Residential Tonnage of 1,375.34 tons for reporting to SEMASS. Total Residential and Commercial is 2,086.36 tons.
  - c. Open Discussion: Future of UCRTS
2. Other Business:
  - a. Discussion of future agenda.
3. Next regular meeting is Wednesday, April 10, 2013.

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

*Cancelled  
April 5, 2013*

April 10, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of February 13, 2013 meeting.
- b. Approve February 2013 Residential Tonnage of 1,375.34 tons for reporting to SEMASS. Total Residential and Commercial is 2,086.36 tons.
- c. Approve March 2013 Residential tonnage of 1,425.15 tons for reporting to SEMASS. Total Residential and Commercial is 2,241.05 tons.
- d. Discuss Cape Cod Commission SWAC Report
- e. Open Discussion: Future of UCRTS

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, May 8, 2013.

2013 APR 4 AM 9 56  
TOWN CLERK'S OFFICE  
BOURNE, MASS

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

June 12, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:
  - a. Approve minutes of May 8, 2013 meeting.
  - b. Approve May 2013 Residential Tonnage of 1,893.15 tons for reporting to SEMASS. Total Residential and Commercial is 2,732.10 tons.
  - c. Alternate Tonnage Enforcement
  - d. Transportation Problem
  - e. CCC SWAC Report
  - f. Future of UCRTS
2. Other Business:
  - a. Discussion of future agenda.
3. Next regular meeting is Wednesday, July 10, 2013.

2013 JUN 6 AM 10 20  
TOWN CLERK'S OFFICE  
BOURNE, MASS

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

JUL 3 PM 2 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

July 10, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of June 12, 2013 meeting.
- b. Approve June 2013 Residential Tonnage of 2,132.55 tons for reporting to SEMASS. Total Residential and Commercial is 3,220.21 tons.
- c. Reorganize Board of Managers
- d. Report Cape Cod Commission SWAC
- e. Discuss Tonnage at UCRTS and Alternate Site
- f. Discuss Railroad Transportation
- g. Discuss Holiday Closings
- h. Discuss Future of UCRTS

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, August 14, 2013.

2013 AUG 7 PM 2 58

BOARD OF MANAGERS  
AGENDA

TOWN CLERK'S OFFICE  
SCURNE, MASS

UPPER CAPE REGIONAL TRANSFER STATION

August 14, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of July 10, 2013 meeting.
- b. Approve July 2013 Residential Tonnage of 2,948.07 tons for reporting to SEMASS. Total Residential and Commercial is 4,302.49 tons.
- c. Discussion and Approval of Tipping Fees for FY14
- d. Discussion of Falmouth Board of Health Alternative Disposal Site Regulation
- e. Discussion of Mass Coastal Railroad Performance and Contract
- f. Discussion on Future of UCRTS after December 31, 2014
- g. Other Business:
- h. Discussion of future agenda.

2. Next regular meeting is Wednesday, September 11, 2013.

2013. SEP 4 PM 4 13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

September 11, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of August 14, 2013 meeting.
- b. Approve august 2013 Residential Tonnage of 2,584.68 tons for reporting to SEMASS. Total Residential and Commercial is 3,684.95 tons.
- c. Approval of FY13 Budget Closeout
- d. Distribution of FY14 Budget Assessments for Member Towns
- e. Approval of FY14 Tipping Fees
- f. Discussion of Falmouth Board of Health Alternative Disposal Site Regulations
- g. Discussion of Rail Transportation Issues
- h. Discussion of Future of UCRTS after December 31, 2014

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, October 9, 2013.

BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION  
TOWN CLERK'S OFFICE  
BOURNE, MASS

2013 DEC 3 AM 11 51

December 11, 2013  
8:00 am  
Mashpee Town Hall  
16 Great Neck Road North

1. New Business:

- a. Approve minutes of November 13, 2013 meeting.
- b. Approve November 2013 Residential Tonnage of 1716.29 tons for reporting to SEMASS. Total Residential and Commercial is 2518.87 tons.
- c. Discussion of Future of UCRTS
- d. Review of Saturday Schedule
- e. Discussion of Unpaid Trucking Bills from May 2013 Rail Shutdown

2. Other Business:

- a. Discussion of future agenda.

3. Next regular meeting is Wednesday, January 8, 2014.



*Town of Bourne*

2013 FEB 27 AM 10 00

TOWN CLERK'S OFFICE  
BOURNE, MASS



Wastewater Advisory Committee  
Proposed Agenda  
March 6, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of November 28, 2012
3. Rob O'Leary -- Cape Codders for Action on Wastewater
4. Report on progress in search for project coordinator
5. Report on informal analysis of WW report by MA DEP
6. Comments/reports from Committee members (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

Sallie K. Riggs  
Committee Chair





*Town of Bourne*

**REVISED**



Wastewater Advisory Committee  
Proposed Agenda  
March 6, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of November 28, 2012
3. Rob O'Leary – Cape Codders for Action on Wastewater
4. Report on progress in search for project coordinator
5. Report on informal analysis of WW report by MA DEP
6. Base wastewater planning ← **Insert this item, please**
7. Comments/reports from Committee members (for information only, no deliberation)
8. Identify future agenda items
9. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

2013 FEB 28 AM 9 37  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS.

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



*Town of Bourne*

Wastewater Advisory Committee

Minutes of the Meeting

March 6, 2013; Selectmen's Meeting Room, Bourne-Memorial Community Center

2013 MAY 17 AM 10 16

TOWN CLERK'S OFFICE

MASS

Attending: Committee members Sallie K. Riggs, Mary Andrews, Stanley Andrews, Bill Locke, Don Montour; Guest: Rob O'Leary

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of November 28, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Sallie introduced Rob O'Leary who made a presentation on behalf of the organization: *Cape Codders for Action on Wastewater* (CCAW). He noted that he was not expecting any financial assistance from the committee, but he did ask for an endorsement of his group and the use of the WW Committee's name on the project. After a lengthy discussion Committee members decided to defer any vote of endorsement to the next WW Committee meeting. (The CCAW case statement is attached to the original of these minutes.)

Item #4: Sallie reported that ten people had submitted applications for the WW project coordinator contract. Sallie and the Town Administrator selected three semi-finalists and an interview committee consisting of Nolan Leroy, Don Freitas and Sallie interviewed the three. There was unanimous agreement among the committee members on a recommendation to the Town Administrator. Assuming the Town Administrator accepts the recommendation, the next step will be to write a contract.

Item #5: Sallie reported that she and the Town Administrator met with the Cape Cod representative of the MA Department of Environmental Protection who had reviewed the report prepared by the Cape Cod Commission. His general conclusion was that he saw nothing in the report to impede the project going forward, but he did have some concerns about some of the data and technical analysis. Sallie will prepare a summary of the discussion for the new project coordinator who will have the task of working with the Commission on corrections.

Item #6: Sallie briefly reviewed a planning document produced by the Massachusetts Development Finance Agency and CH2MHill for the MA Military Reservation concerning the future of its wastewater treatment facility. No conclusions have been made – the project is on-going. Committee members asked who in Town is bird-dogging this. Sallie promised an answer at the next meeting.

Item #7: Committee member comments: Bill reported that the Coalition for Buzzards Bay is sponsoring a workshop on *Planning and Funding Solutions: How to make nitrogen reduction happen* on April 3 at the MMA from 8:30 to 12. More information is available at [www.savebuzzardsbay.org](http://www.savebuzzardsbay.org).

Items #8 and 9: No additional topics were identified for future meetings and the next meeting was set for March 20 with the new project administrator. The meeting was adjourned at 8:58 PM.

*These Minutes were approved by the Committee members at the March 20, 2013 meeting.*



*Town of Bourne*

2013 MAR 18 AM 8 29

TOWN CLERK'S OFFICE  
BOURNE, MASS



Wastewater Advisory Committee  
Proposed Agenda  
March 20, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of March 6, 2012
3. Discussion and possible vote on Cape Codders for Action on Wastewater
4. Discussion with project coordinator
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

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



*Town of Bourne*

2013 MAY 17 AM 10 16



**Wastewater Advisory Committee  
Minutes of the Meeting**

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

March 20, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

**Attending:** Committee members Sallie K. Riggs, Mary Andrews, Stanley Andrews, Bill Locke, Don Montour; Project Coordinator Wesley Ewell

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

**Item #2:** Sallie asked for comments concerning the Minutes of the meeting of March 6, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED** and **VOTED** unanimously to accept the Minutes as circulated.

**Item #3:** Stan proposed postponing the discussion of Cape Codders for Action on Wastewater to the next meeting. There was consensus to do so.

**Item #4:** Sallie introduced Wesley Ewell who had been selected by an interview committee and recommended unanimously to the Town Administrator to serve as project coordinator. A discussion followed providing Wes with background to the project and with Wes asking questions of committee members. At the conclusion of the discussion there was consensus that site suitability for the subsurface disposal field should be the project coordinator's first priority.

**Item #5:** Committee member comments/reports: Sallie reported that she had attended the meeting of the Board of Sewer Commissioners the previous evening. The main item of interest is that Town Administrator Tom Guerino and appropriate Town staff have been asked to identify potential mitigation programs to reduce the flow of nitrogen into the town's bays and harbors. Tom will report to the Board at its May meeting. The other agenda item of interest was a discussion of adjusting what Hideaway Village fee payers pay for. Tom Guerino was asked to report to the Board's April meeting with appropriate calculations and a possible motion.

**Item #6:** Future agenda items: There was consensus that the project coordinator should make a report including his plans and proposed priorities.

**Items #7:** The next meeting was set for April 3. The meeting was adjourned at 8:16 PM.

*These Minutes were approved by a unanimous vote of the Committee members at the April 3, 2013 meeting.*



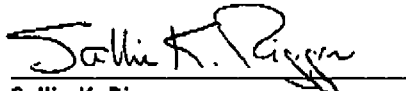
*Town of Bourne*

2013 MAR 29 PM 3 59  
TOWN CLERK'S OFFICE  
BOURNE, MASS



Wastewater Advisory Committee  
Proposed Agenda  
April 3, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of March 20, 2013
3. Discussion and possible vote on Cape Codders for Action on Wastewater
4. Report from project coordinator
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2013 MAY 17 AM 10 15

**Wastewater Advisory Committee  
Minutes of the Meeting**

April 3, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

**Attending:** Committee members Sallie K. Riggs, Mary Andrews, Stanley Andrews, Dan Freitas, Nolan Leroy, Bill Locke; Project Coordinator Wesley Ewell

**Item #1:** Chairperson Sallie Riggs called the meeting to order at 7:01 PM.

**Item #2:** Sallie asked for comments concerning the Minutes of the meeting of March 20, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED** and **VOTED** unanimously to accept the Minutes as circulated.

**Item #3:** Stan proposed postponing the discussion of Cape Codders for Action on Wastewater to a meeting with full membership. After a brief discussion it was **MOVED, SECONDED** and **VOTED** unanimously to endorse the principles included in the group's statement, as long as the group agreed to keep this Committee informed of its actions.

**Item #4:** Wesley Ewell reported that he has signed a contract with the Town. Wes intends to send his log and invoice monthly to the Town Administrator. There was a brief discussion about billing with consensus that the Committee Chair should receive a copy of Wes's logs and invoices when he sends them to the Town Administrator, for distribution to the full Committee.

Wes introduced a discussion of the hydrogeologic study, indicating that he hopes to have a draft of an RFQ (Request for Qualifications) for the next meeting. It was suggested that Wes keep the Recreation Department and the Board of Health on his list of exploratory meetings. After a brief discussion of the focus of the hydrogeologic study, there was consensus among Committee members that the study be confined to the Queen Sewell and Community Center parcels.

There was consensus that the Committee should request a page on the Town's website so that its progress and actions can be reported to the public. Sallie agreed to follow-up.

**Item #5:** Committee member comments/reports: Bill Locke and Wes reported on a workshop sponsored by the Coalition for Buzzards Bay earlier in the day. Both felt the presentations were well done and very informative. Stan Andrews reported that on April 27 there will be a clean-up on Bassett Island sponsored by the shellfish group.

**Item #6:** Future agenda items: None was noted except the continuing reports from and discussion with the project coordinator.

**Items #7:** The next meeting was set for April 17. The meeting was adjourned at 8:23 PM.

*These Minutes were approved by vote of the Committee members at the April 17, 2013 meeting.*



*Town of Bourne*

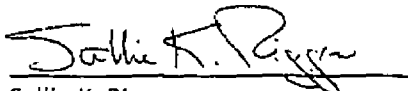
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TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
April 17, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of April 3, 2013
3. Report from project coordinator
4. Discussion and possible vote on Cape Codders for Action on Wastewater
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair





*Town of Bourne*

2013 MAY 17 AM 10 15

TOWN CLERK'S OFFICE  
BOURNE, MASS



**Wastewater Advisory Committee**

**Minutes of the Meeting**

April 17, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

**Attending:** Committee members Sallie K. Riggs, Mary Andrews, Dan Freitas, Nolan Leroy, Don Montour; Project Coordinator Wesley Ewell

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

**Item #2:** Sallie asked for comments concerning the Minutes of the meeting of April 3, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED** and **VOTED** with one abstention to accept the Minutes as circulated.

**Item #3:** Wesley Ewell reported that he had met with staff of the Cape Cod Commission as part of preparing to begin the process of engaging a company to conduct the hydrogeologic study. He was advised to make the study appropriate for the results to be submitted in the permitting process. He has determined that the Committee should be using an RFQ (Request for Qualifications) and then should negotiate a contract with the preferred vendor. Wes distributed a draft of advertisements and an RFQ and asked for Committee members' comments on deliverables and time frame by next week.

Wes also reported that Sallie had briefed him on her discussion with Brian Dudley (MA DEP) about the report. Brian has some concerns that he would like to have resolved. Wes and Sallie will be in touch with the Commission's RESET staff to see what can be done.

**Item #4:** Cape Codders for Action on Wastewater: Sallie noted that the Committee members at the last meeting voted to endorse the principles included in the group's statement, as long as the group agreed to keep this Committee informed of its actions. She indicated that she will so inform Rob O'Leary.

**Item #5:** Committee member comments/reports: Nolan announced that he is an abutter of Queen Sewell Park and questioned if there might be an appearance of conflict of interest. Because there can be no action if an item is not on the agenda, Sallie postponed deliberation on the topic to the next meeting.

**Item #6:** Future agenda items: None was noted except the continuing reports from and discussion with the project coordinator.

**Items #7:** The next meeting was set for May 1. The meeting was adjourned at 8:15 PM.

*These Minutes were approved by unanimous vote of the Committee members at the May 1, 2013 meeting.*





*Town of Bourne*



2013 APR 26 PM 2 23

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
May 1, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of April 17, 2013
3. Project coordinator's report; possible actions
4. Discussion of possible conflict of interest
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

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

Sallie K. Riggs  
Committee Chair



Town of Bourne



2013 SEP 23 AM 11 00

**Wastewater Advisory Committee**

Minutes of the Meeting

May 1, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

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

Attending: Committee members Sallie K. Riggs, Mary Andrews, Stan Andrews (excused/left early), Nolan Leroy, William Locke, Don Montour; Project Coordinator Wesley Ewell

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of April 17, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED** and **VOTED** unanimously to accept the Minutes as circulated.

Item #3: Wesley Ewell reported that he had attended a meeting of the Water Protection Collaborative. He indicated that 95 percent of the discussion was about how to serve as the advisory committee to the 208 regional planning process being undertaken by the Cape Cod Commission and funded by the state. He also noted that there were comments about the lack of representation from Bourne. Sallie volunteered to mention the concern with Tom.

Wes then led a discussion of drafts of the advertisement and Request for Qualifications (RFQ) for the hydrogeologic study. During the discussion there was consensus that: Wes will facilitate the RFQ response evaluation process, he will create a website and link it to the Town's site, he will check out a well spotted at Queen Sewell Park, and he will aim to release the RFQ by the middle of next week.

Wes also reported that he had raised the concerns about the report expressed by MA DEP's Brian Dudley with Commission staff who agreed to work to resolve the issues.

Item #4: Nolan reported that his property directly abuts Queen Sewell Park and he wanted to raise the question of a possible conflict of interest. During the discussion that followed he noted that he was not on the Committee when the site was designated and that there would be no financial gain or loss to him by abutting the site. There was consensus among Committee members that there is no conflict of interest in Nolan serving on the Committee; indeed, he brings strong experience that is a benefit to the Committee. If, at some point in the future, he or the committee believes there is a potential conflict of interest, he will recuse himself.

Item #5: Committee member comments/reports: Sallie reported on a day-long workshop she participated in at the request of Town Administrator Tom Guerino.

Item #6: Future agenda items: None was noted except the continuing reports from and discussion with the project coordinator.

Items #7: The next meeting was set for May 15. The meeting was adjourned at 8:50 PM.

*These Minutes were accepted by the Committee members at the May 15, 2013 meeting.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
May 15, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of May 1, 2013
3. Project coordinator's report; possible actions
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

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BOURNE, MASS



*Town of Bourne*

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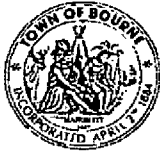


TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
May 29, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of May 1, 2013
3. Project coordinator's report; possible actions
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair



Town of Bourne

2013 SEP 23 AM 11 00



Wastewater Advisory Committee  
Minutes of the Meeting

TOWN CLERK'S OFFICE  
BOURNE, MASS

May 29, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members Sallie K. Riggs, Mary Andrews, Dan Freitas, William Locke, Don Montour; Project Coordinator-Wesley Ewell

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of May 1, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated.

Item #3: Wesley Ewell asked Sallie to report on a meeting with the Cape Cod Commission staff to discuss responses to Brian Dudley's concerns about the Wastewater Report. They were amenable to preparing an addendum that would respond to the concerns. Sallie will send copies to Committee members and arrange a meeting with Brian and Wes.

Wes reported on his attempts to find the owner of a monitoring well in the middle of Queen Sewell Park. To date no one knows who put it in. Tom Cambereri at the Cape Cod Commission told him that, because the well is on public land, it is OK to open it and check its contents.

Wes also reported that he had set up a website at the Committee's request. There needs to be action on the part of the Town to link the Town's website to the Committee's. Wes will follow-up. He also noted that the Town Administrator expressed a strong preference for having the works: *townofbourne* in the website name. Wes noted that the change would cost about \$25. There was consensus that Wes should spend the money and make the change.

Wes laid out three options for the RFQ, referring to a memo circulated to the Committee in advance of the meeting (a copy is on file with the original of these Minutes). After some discussion, Committee members agreed that the second option, that of conducting a "preliminary study," was the appropriate direction, and that it was important to keep DEP informed of the Town's actions. Wes agreed to revise the RFQ and circulate it to Committee members within a day or so.

Item #4: Committee member comments/reports: Don reported on his attendance at a candidate's forum and explained that it is clear that an extensive education program is needed.

Item #5: Future agenda items: None was noted except the continuing reports from and discussion with the project coordinator.

Items #6: The next meeting was set for June 5. The meeting was adjourned at 8:05 PM.

*These Minutes were accepted unanimously by the members at the June 5, 2013 meeting.*

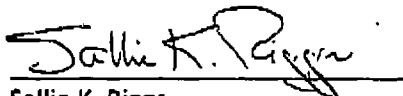


*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
June 5, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of May 29, 2013
3. Project coordinator's report; possible vote to release
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

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TOWN CLERK'S OFFICE  
BOURNE, MASS



*Town of Bourne*

2013 SEP 23 AM 10 59



TOWN CLERK'S OFFICE  
BOURNE, MASS

**Wastewater Advisory Committee**

Minutes of the Meeting

June 5, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members Sallie K. Riggs, Dan Freitas, William Locke, Nolan LeRoy, Don Montour; Project Coordinator Wesley Ewell

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of May 29, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Item #3: Wesley Ewell reported that the Request for Qualifications (RFQ) is with Town Counsel and that the Town Administrator has asked for a review at his "earliest convenience." After reviewing a few minor, not substantive, changes it was MOVED, SECONDED and VOTED unanimously, pending Town Counsel approval, to release the RFQ as revised immediately after Town Counsel approval.

Wes also reported that he and Sallie had met with the MA DEP representative on the Cape, Brian Dudley. Brian agreed that the preliminary study was what we needed at this time, not a full hydrogeologic evaluation. He also noted that information gained in a preliminary study can be used in a final evaluation and the work will not have to be duplicated. He indicated that he would like to be kept in the loop and would like to review the scope of work in the final contract before it is signed. In the meantime, he agreed to review the RFQ.

At that meeting, Sallie gave Brian a copy of the addendum to the report prepared by the Cape Cod Commission that responded to some of Brian's concerns about the report. She also asked him about the possibility of using the median strip of a re-designed by-pass for subsurface disposal. He responded that Provincetown is doing just that and that it is permissible if the road is owned by the Town, and not the state.

Wes concluded his report by noting that he has changed the website address to [www.townofbournewastewater.net](http://www.townofbournewastewater.net).

Item #4: Committee member comments/reports: Nolan Leroy reported that he has learned that the monitoring well on Queen Sewell Park has been installed in the last five years.

Item #5: Future agenda items: Sallie reported that the Cape Cod Commission would like to attend the next meeting to discuss the section 208 work.

Items #6: The next meeting was set for June 19. The meeting was adjourned at 7:38 PM.

*These Minutes were accepted by the Committee members at the June 19, 2013 meeting.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
June 19, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of June 5, 2013
3. Project coordinator's report
4. Cape Cod Commission staff: to discuss their work on updating the Area-Wide Water Quality Management Plan for Cape Cod, pursuant to Section 208 of the Clean Water Act.
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
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 Sallie K. Riggs  
 Committee Chair

2013 JUN 13 PM 4 01  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS





*Town of Bourne*

2013 SEP 23 AM 10 59



Wastewater Advisory Committee  
Minutes of the Meeting

June 19, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Committee members Sallie K. Riggs, Mary Andrews, Nolan LeRoy, William Locke, Don Montour; Project Coordinator Wesley Ewell; Selectman Peter Meier, Town Administrator Tom Guerino; Cape Cod Commission staff: Paul Niedzwiecki, Mike Domenica, Erin Jackson.

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of June 5, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated.

Item #3: Wesley Ewell reported that the Request for Qualifications (RFQ) has been released. The responses are due on July 10 with the response evaluation to follow immediately. Membership of the evaluation team and the timing of meetings were discussed.

Item #4: The Governor has designated the Cape Cod Commission as the planning agency to update the Area Wide Water Quality Management Plan for Cape Cod, pursuant to Section 208 of the Clean Water Act. This is expected to be a three year project and much of the work will be based on watersheds, as opposed to individual towns. A series of stakeholder workshops is planned for July – the one for the Upper Cape will be in Mashpee on July 16. A graphic showing the proposed schedule of stakeholder workshops is attached to these Minutes. The Commission staff expect to have a draft of a plan by May 2014. Commission staff asked for the Committee members' advice on stakeholders from Bourne and a list was developed. Other discussion followed.

Item #5: Committee member comments/reports: Sallie reported that she gave a report to the Board of Sewer Commissioners last evening and that the next such report is scheduled for July 23.

Item #5: Future agenda items: none were identified.

Items #6: The next meeting was set for July 17. The meeting was adjourned at 7:38 PM.

*These Minutes were accepted unanimously at the Committee's July 17 meeting.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
July 17, 2013, 7:00 pm  
Bourne Community Center

## AMENDED

1. Call meeting to order
2. Review/approve Minutes: meeting of June 19, 2013
3. Project coordinator's report – possible vote
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

Sallie K. Riggs  
Committee Chair

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2013 JUL 10 PM 2 50



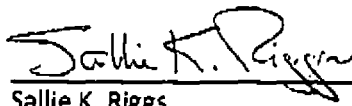
*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
July 17, 2013, 7:00 pm  
Bourne Community Center

2013 JUL 10 PM 2 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes: meeting of June 19, 2013
3. Project coordinator's report
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2013 SEP 23 AM 10 59

**Wastewater Advisory Committee**

Minutes of the Meeting

July 17, 2013; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE

BOURNE, MASS

Attending: Committee members Sallie K. Riggs, Nolan LeRoy, Don Montour; Project Coordinator Wesley Ewell.

Open meeting: Chairperson Sallie Riggs called the meeting to order at 7:08 PM.

Minutes: Sallie asked for comments concerning the Minutes of the meeting of June 19, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes as circulated.

Project Coordinator's Report: Wesley Ewell reported that 20 companies requested a copy of the Request for Qualifications (RFQ) of which two planned to team with two others who asked for the RFQ. Nine companies submitted responses. The evaluation team, composed of Nolan, Sallie, and Town Engineer Mike Leitzel, met earlier to review the responses and to select companies to interview. They selected two and are planning on conducting interviews next week. No names will be released until a contract is finalized.

Wes also reported that both he and Sallie attended a meeting sponsored by the Cape Cod Commission pertaining to Clean Water Act Section 208 planning. Three Selectmen also attended. There will be "working group meetings" focusing on Buzzards Bay on August 6, September 30 and October 24.

Committee member comments/reports: Sallie reported that the next update for the Board of Sewer Commissioners has been moved to July 30.

Adjourn: The next meeting was set for August 14. The meeting was adjourned at 7:35 PM.

*These Minutes were approved by the Committee at its meeting on September 4, 2013.*



*Town of Bourne*



2013 AUG 27 PM 2 07

Wastewater Advisory Committee  
Proposed Agenda  
September 4, 2013, 7:00 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes: meeting of July 17, 2013
3. Project coordinator: kick-off discussion on hydrogeologic study
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for Information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

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

Sallie K. Riggs  
Committee Chair



Town of Bourne

2013 NOV 15 PM 3 55



Wastewater Advisory Committee  
Minutes of the Meeting  
September 4, 2013: Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Committee members Mary E. Andrews, Nolan S. LeRoy, Don Montour, Sallie K. Riggs; Town Administrator Tom Guerino, Project Coordinator Wesley Ewell; Consultants Blake Martin, Fran Yanuskiewicz; James Mulvey.

Open meeting: Chairperson Sallie Riggs called the meeting to order at 7:08 PM.

Minutes: Sallie asked for comments concerning the Minutes of the meeting of July 17, 2013, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED with one abstention to accept the Minutes as circulated.

Project Coordinator's Report: Wesley Ewell reviewed the process by which the consultants for the hydrogeologic study had been chosen. He noted that the contract is in the hands of the Town Counsel. Sallie added that there is some urgency for the study to not lose momentum because there is another developer interested in several parcels in Bourne's Downtown that will create a need for an expansion of wastewater capacity.

Wes then introduced consultants Blake Martin and Fran Yanuskiewicz who reviewed the scope of work and proposed schedule. In the discussion that followed, it was agreed that all communications to the consultants would go through Wes. There was consensus that the working group that the consultants normally consult with and report to would be the Wastewater Advisory Committee plus others as required and invited.

The next meeting with the consultants was set for October 2. Sallie suggested that as soon as the contract is signed a series of media statements can be prepared to announce the contract and to keep people informed of when the consultants will be working on the site.

Adjourn: The meeting was adjourned at 8:10 PM.

*These Minutes were approved by Committee members at the October 30, 2013 meeting.*



*Town of Bourne*




2013 SEP 26 AM 8 39

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
October 2, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of September 4, 2013
3. Project coordinator and consultants: project report and discussion of hydrogeologic study
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*

2013 NOV 15 PM 3 55

**Wastewater Advisory Committee**

Notes of the Meeting

October 2, 2013: Bourne Memorial Community Center

**TOWN CLERK'S OFFICE**

**BOURNE, MASS**

Attending: Committee members Don Montour, Sallie K. Riggs; Project Coordinator Wesley Ewell; Kevin McKinnon, Weston & Sampson; James Mulvey, Matt Toomey, John Sanna.

Open meeting: Chairperson Sallie Riggs called the meeting to order at 7:10 PM.

Minutes: Due to a lack of a quorum, action on the Minutes of the meeting of September 4, 2013 was postponed to the next meeting.

Project Coordinator's Report: Wesley Ewell introduced Kevin MacKinnon who reported on Weston & Sampson's activities to date (a copy is on file with the original of these Minutes). Among other actions, the consultants researched the ownership of the Queen Sewell Park and confirmed that "nothing precludes its use" for treated wastewater disposal. He noted that the plans are to drill on the Queen Sewell site on October 18 and on the Community Center site on October 21. There was a brief discussion about gasoline on top of the water table at the side of the Community Center building and whether it was appropriate to drill on the athletic fields. After discussion there was consensus to go ahead with the plans to drill on both sites.

Next meeting: The next meeting was set for October 30 to hear the results of the drilling and be updated on other Weston & Sampson activities.

Adjourn: The meeting was adjourned at 8:17 PM.





*Town of Bourne*



2013 OCT 25 PM 3 59

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
October 30, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of October 2, 2013
3. Project coordinator and consultants: project report and discussion of hydrogeologic study
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

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

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

2013 OCT 28 AM 8 31



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

Wastewater Advisory Committee  
Proposed Agenda  
October 30, 2013, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meetings of September 4 and October 2, 2013
3. Project coordinator and consultants: project report and discussion of hydrogeologic study
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

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

Sallie K. Riggs  
Committee Chair

**DRAFT – DRAFT – DRAFT**



*Town of Bourne*



**Wastewater Advisory Committee**

Notes of the Meeting

October 30, 2013: Bourne Memorial Community Center

Attending: Committee members Mary Andrews, Nolan LeRoy, Don Montour, Sallie K. Riggs; Project Coordinator Wesley Ewell; Kevin McKinnon, Weston & Sampson; Linda Zuern, James Mulvey, *Bourne Enterprise* reporter

Open meeting: Chairperson Sallie Riggs called the meeting to order at 7:05 PM.

Minutes: Sallie asked for additions or corrections to the Minutes of the meetings of September 4, 2013 and October 2, 2013. An amendment was recommended to change the title of the October 2 meeting to "Notes" of the meeting in recognition of the lack of a quorum. It was then MOVED, SECONDED and VOTED to accept the Minutes of the September 4 meeting as circulated and of the October 2 meeting as amended.

Project Coordinator's Report: Wesley Ewell introduced Kevin MacKinnon who reported on Weston & Sampson's activities to date (a copy is on file with the original of these Minutes). Kevin reported that the drilling on both the Queen Sewell Park and the Community Center sites was completed. Initial analysis is positive and additional analysis will follow. He also noted that seismic and electrical resistivity test will take place in mid-November.

Chair's Report: Sallie reported that she and Wes had attended a second workshop in the Commission's Section 208 planning process. She also noted that the Board of Health is working with the Commission in developing a by-law guiding the use of fertilizer to control Nitrogen entering the Town's estuaries.

Wes acknowledged that both Town staff members Cindy Coffin and Mike Leitzel have been extraordinarily helpful in Weston & Sampson's investigations.

Next meeting: The next meeting was set for December 4 with another report on Weston & Sampson activities.

Adjourn: The meeting was adjourned at 7:55 PM.

2013 NOV 15 AM 9 11  
TOWN CLERK'S OFFICE  
BOURNE, MASS



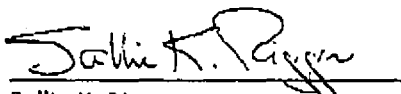
*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
December 4, 2013, 7:00 pm  
Bourne Community Center

2013 NOV 25 AM 8 49

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes: meeting of October 30, 2013
3. Project coordinator and consultants: project report and discussion of hydrogeologic study
4. Chair's report
5. Comments/reports from Committee members (for information only, no deliberation)
6. Public comment (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

To Clerk's office 12/4 noon



Town of Bourne

**DRAFT – DRAFT – DRAFT****Wastewater Advisory Committee**

Notes of the Meeting

December 4, 2013: Bourne Memorial Community Center 2013 DEC 6 AM 11 54

TOWN CLERK'S OFFICE

**Attending:** Committee members Mary Andrews, Nolan Roy, William W. Locke, Don Montour, Sallie K. Riggs; Project Coordinator Wesley Ewell; Fran Yanuskiewicz and Blake Martin, Weston & Sampson

**Open meeting:** Chairperson 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 October 30, 2013. There being none, it was then MOVED, SECONDED and VOTED to accept the Minutes of the October 30 meeting as circulated.

**Project Coordinator's Report:** Wesley Ewell introduced Fran Yanuskiewicz and Blake Martin who reported on Weston & Sampson's activities to date and preliminary findings. They reported that the field work has been completed and, so far, the findings are favorable. Some additional analysis will be completed in the next several days.

They also proposed a plan that would position 200' x 110' subsurface disposal beds all within Queen Sewell Park, thus eliminating the need to use the Community Center fields with their potential for mitigation of contaminants in the soils in front of the building. This assumes MA Dept. of Environmental Protection (MA DEP) approval of a 25 percent reserve capacity instead of 100 percent redundancy. Blake also explained that if the beds are all placed in the southeast corner of the Park, ground water flow avoids both area wells and Buttermilk Bay. If the beds are placed further north, flows would reach Buttermilk Bay. While that would not be a favorable outcome, it could be used as a way to require replacing septic systems in that area, an action that might earn "credits" and possibly position the project for funding assistance. No further specifics were explored at the meeting.

Blake and Fran reported that they plan to have a draft report for the Committee members' review in a week or two. In the meantime, with Blake will schedule a meeting for Sallie and Wes with Brian Dudley of MA DEP.

**Chair's Report:** Sallie introduced the idea of an educational workshop on public/private partnerships for Committee members along with members of the Board of Sewer Commissioners and other Town Boards and staff (a draft of the workshop scenario was circulated and a copy is on file with the original of these Minutes). The workshop leaders would be Weston & Sampson staff and a lawyer well versed in public/private partnerships. The purpose would be: To engage Bourne town officials and other interested participants in a discussion about:

1. Appropriate options for, and rough budget estimates of, the capital and operating costs involved in wastewater treatment for the village;
2. Reasonable expectations of what a developer might contribute; and
3. Questions to ask and how to determine answers involved in setting up public/private partnerships with developers

The workshop would be scheduled for mid-January and be funded by an amendment to the existing contract with Weston & Sampson. There was a consensus to go forward with such a workshop.

Sallie reported that she and Wes had attended the third "stakeholders' workshop" in the Commission's Section 208 planning process. The next steps will be a "stakeholder summit" followed by meetings of four regional groups in each of February, March, and April. The Commission staff expects to have a draft of the 208 update plan to EPA about June 1.

Comments from Committee members, public comment: There were none.

Next meeting: The next meeting was set for January 8. Weston & Sampson will get copies of the draft report to Committee members in advance for their discussion at that meeting.

Adjourn: The meeting was adjourned at 8:53 PM.

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2013 JAN 3 PM 2 29  
Telephone: Area 508  
759-7711-295-1320-563-5515  
TOWN CLERK'S OFFICE  
Voice / TTY  
BOURNE 508-759-5208

## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
JANUARY 7, 2013**

**BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of November 19, 2012 Meeting
2. 5 Year Capital Plan Review
3. FY14 Budget Prep Review
4. Other

**"And such other business as may properly come before this meeting."**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

*Posted January 2, 2013*

*used on 4th pool  
not STAMP  
yc*

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

2013 JAN 7 AM 10 34

Robert A. Ditch  
Superintendent

Roger D. Forget  
Principal

TOWN CLERK'S OFFICE  
BOURNE, MASS

Telephone: 508-759-7711  
FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JANUARY 10, 2013

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 13, 2012 Regular Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
  
13. Old Business
  - A. Stabilization Fund
  
14. New Business
  - A. Legislative Update – Rep. David Vieira
  - B. Surplus Bid Award
  - C. State of the School Update

### Executive Session

- A. Unit A Negotiations
- B. Personnel Matter

*"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."*





*Handwritten:* Not stamped

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

2013 JAN 7 AM 10:34

Robert A. Dutch  
Superintendent  
TOWN CLERK'S OFFICE  
Roger D. Forget  
Principal  
BOURNE, MASS

**\*\* REVISED \*\***

Telephone: 508-759-7711  
FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JANUARY 10, 2013

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 13, 2012 Regular Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
  
13. Old Business
  - A. Stabilization Fund
  
14. New Business
  - A. Legislative Update - Rep. David Vieira
  - B. Evening School Update
  - C. Surplus Bid Award
  - D. State of the School Update
  
- Executive Session
  - A. Unit A Negotiations
  - B. Personnel Matter

*"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."*



2013 FEB 20 PM 3 19

TOWN CLERK'S OFFICE  
BOURNE, MASS

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
JANUARY 10, 2013 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Lisa Dumont; Elizabeth Magauran; Mark Mancini; Kent Pearce; Edmund Zmuda; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

Stephen Cushing from the town of Marion was also in attendance, serving as the regional district representative for the purpose of negotiations.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** Colin Jepson, a senior in Health Careers from Sandwich and Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. They provided a winter sports update and discussed the Daffodil Days fundraiser that will be taking place to benefit the American Cancer Society. The students informed the committee that there are currently 46 seniors out on co-op and that the SkillsUSA district competition will take place on March 8<sup>th</sup> at Greater New Bedford Regional Vocational-Technical High School.

**STUDENT SPOTLIGHT:** No report.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Zmuda, seconded by Mr. Chalke, for approval of the minutes of the December 13, 2012 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Dutch referenced a letter that he had received from the Department of Environmental Protection authorizing the school to submit an application for a groundwater permit and approving the depth and location of the proposed monitoring wells. The next step in the process is to develop a Request for Proposals for design services for the wastewater treatment plant.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on January 7<sup>th</sup> to discuss the five-year capital plan as well as the proposed FY14 capital budget. A discussion also took place at the meeting regarding transportation costs and the cost of managing all of our own bus routes vs. contracting the routes out. The next meeting will take place on February 4<sup>th</sup> at 5:30 p.m. Mr. Dutch added that he had received notification that the Governor's House 1 numbers are expected to be released on January 23<sup>rd</sup>. Ms. Crook stated that she would like to get the Policy Sub-Committee together to look at any policies that may need to be updated. She also requested that she and Ms. Magauran be advised of any decisions or initiatives around health or safety issues.

MASC REPORT: No report.

TREASURER'S REPORT: No report.

SUPERINTENDENT'S REPORT: Mr. Dutch stated that he included a copy of his meeting calendar in the mailout and asked committee members if they had any questions regarding any of the meetings or events that he has attended.

- Evaluation Negotiations – A training session for interest-based bargaining has been scheduled for Monday, January 14<sup>th</sup> from 5 to 8 p.m.
- Windows – The exterior and interior punch list items have been addressed over the past two days.
- LPN Building – The sprinkler installation is complete. The vault for the electrical service has been installed and we will be going out to bid for HVAC next.
- Legislation – There is still no definitive resolution on Section 89. The fingerprinting bill has been enacted by legislature. A legislative breakfast has been scheduled for February 1<sup>st</sup> at Cape Cod Collaborative in Osterville. Each Superintendent may invite two people to the breakfast. Mr. Dutch asked committee members to let him know if they had an interest in attending.
- Health and Safety – School representatives met the Monday after the school shooting tragedy in Newtown, CT to examine possible weaknesses in our own school safety initiatives. UCT is in a difficult situation because the Canalside Dining Room and Cosmetology shop are both open to the public. The best solution seems to be developing measures to delay any possible intruders. The Health and Safety Committee will be re-instituted to devote more attention to this issue.

PRINCIPAL'S REPORT: No report.

PTO REPORT: No report.

## OLD BUSINESS:

**Stabilization Fund** – Mr. Dutch reminded the committee of the discussion that took place at the December meeting regarding the benefit of establishing a stabilization fund. The Superintendent reminded the committee that the school is in the process of planning and building a wastewater treatment plant as required by the Department of Environmental Protection which represents a large capital expense. Money has been set aside in a reserve account which now must move to a stabilization fund. Additionally, with an established stabilization fund, the district will be able to secure and receive more favorable bonding for any anticipated large project. Mr. Chalke made a motion, seconded by Mr. Zmuda, to request the towns of Bourne, Falmouth, Marion, Sandwich, and Wareham to authorize the establishment of a stabilization fund for the purpose of funding the wastewater treatment plant. Motion passed unanimously.

## NEW BUSINESS:

**Legislative Update** – State Representative David Vieira provided the committee with a legislative update stating that the last legislative session closed out on January 1<sup>st</sup>. Rep. Vieira has asked to be re-appointed to the Joint Committee on Education. He discussed Senate Bill 213, 9c cuts, the National Background Check bill, and the McKinney-Vento Homeless Education Assistance Act. Rep. Vieira also discussed virtual schools, educational collaboratives and the new educator evaluation system explaining that the new system is about continual quality improvement. Finally, the representative stated that he is working on strengthening the state Student Government Day. He then gave committee members the opportunity to ask him any questions that they may have. Mr. Dutch informed Rep. Vieira that the school had undergone a Coordinated Program Review last year and did very well in the review. However, one of the discussion points during the review was the amount of physical education that UCT offers. Charter schools don't have to offer physical education or health classes. Another financial challenge that charter schools aren't faced with is meeting the federal requirements regarding school lunch. Mr. Chalke asked Rep. Vieira if there had been any discussion regarding looking at how the Chapter 70 formula is formulated. The representative stated that the legislation is working on a resolution to set a minimum local aid number for every community by March 15<sup>th</sup>.

**Adult Education Update** – Patricia McPartland, Director of Adult and Continuing Education, provided the committee with an update on the adult education program. She discussed the program's mission and the various courses offered, stating that most classes are in workforce education. Ms. McPartland detailed the expansion of course offerings along with the increase in enrollment figures. She discussed the accomplishments of the program including the expansion of on-line training, as well as the challenges faced including a decrease in population on Cape Cod. Finally, Ms. McPartland listed some of the new course offerings, stating that she would like to see an evening cosmetology program at some point in the future.

**Surplus Bid Award** – Ms. Dumont made a motion, seconded by Ms. Crook, to award the surplus bid items to the high bidders as follows and to dispose of the remaining items as appropriate:

1977 Ford Dump Truck	\$3,632.12	Barry Moses
2000 Ford Expedition	\$1,234.56	Barry Moses
Devilbiss Air Compressor	\$75.00	Jeff Abell
Camair Automated Dryer	\$50.00	Jeff Abell
Hobart Meat Slicer	\$50.00	Jeff Abell
Miller Sidekick Mig Welders (2)	\$51.00 ea.	Barry Moses
Kent Moore Recovery System	\$12.00	Barry Moses
Robinair Charging Station	\$13.00	Barry Moses
Instructional Babies (7)	\$2.00 ea.	Barry Moses
NEC Projectors (24)	\$12.00 ea.	Barry Moses
Carborundum Stroke Sander	\$50.00	Jeff Abell

Motion passed unanimously.

**State of the School Update** – The Superintendent presented a PowerPoint presentation detailing some of the highlights of the school year including developments in the areas of instruction, professional development, student activities, infrastructure, technology, community relations, and fiscal matters. Mr. Dutch discussed some significant outcomes including the five-year NEASC focus visit, successful completion of the initial Council on Occupational Education accreditation for the LPN program, successful Perkins audit, expansion of number of graduates receiving John and Abigail Adams scholarships, significant success on MCAS and No Child Left Behind (Annual Yearly Progress). He concluded his report by discussing some of the items that remain on the horizon including common core alignment, new pre and post assessments, technical competency tracking, implementation of the teacher and principal evaluation instrument, revision of the admissions policy, portfolio implementation, re-establishment of the Health and Safety Committee, and development of a long range plan.

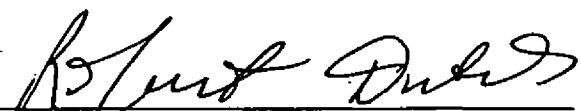
Ms. Dumont made a motion, seconded by Mr. Mancini, to enter into Executive Session at 8:08 p.m. to discuss Unit A Negotiations and a personnel matter and not to return to Open Session. Motion passed unanimously.

A True Copy Attest

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

2-15-13

(Seal)

  
\_\_\_\_\_  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
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2013 JAN 29 PM 3 23  
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TOWN CLERK'S OFFICE  
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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
FEBRUARY 4, 2013**

**BUDGET SUB-COMMITTEE MEETING  
5:30 – CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of January 7, 2013 Meeting
2. FY14 Budget
3. Other

**“And such other business as may properly come before this meeting.”**



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2013 FEB 5 PM 12:05 Telephone: 508-759-7711  
FAX: 508-759-7208

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
FEBRUARY 7, 2013

NEGOTIATIONS SUB-COMMITTEE MEETING

5:00 P.M. – CONFERENCE ROOM

1. Identification of Issues
2. Evaluation Language



# Upper Cape Cod Regional Technical School

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2013 FEB 5 PM 3 54

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
FEBRUARY 14, 2013

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 10, 2013 Regular Meeting & January 10, 2013 Executive Session
  6. Communications
  7. Report of Committees
  8. MASC Report
  9. Treasurer's Report
  10. Superintendent's Report
  11. Principal's Report
  12. PTO Report
  13. Old Business
  14. New Business
    - A. Preliminary FY14 Budget Presentation
    - B. Wastewater Treatment Plant Design Services
    - C. Information Request from Business Office
- Executive Session
- A. Unit 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  
FEBRUARY 14, 2013 MEETING HELD AT THE SCHOOL**

2013 MAR 18 AM 10 30  
PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Mark Mancini;  
Kent Pearce; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.  
BOURNE, MASS

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT SPOTLIGHT: Culinary Arts Instructor, Maryann Winiarski, introduced students Adam Grenier and Tyler Morse to the committee. The students discussed some of the recent accomplishments of the Culinary Arts program including the completion of a secondary certification through the American Culinary Federation. During the accreditation visit, no citations were issued and the representatives from the ACF were very impressed with the program and the school overall. Mr. Dutch added that the program will also be seeking a specialized dining room certification.

STUDENT ADVISORY REPRESENTATIVE: Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. She discussed the football team's visit to the State House where they were introduced in front of the Senate and honored for their Super Bowl victory. She informed the committee that both the boys' and girls' basketball teams are one win away from qualifying for the state tournament. Admissions interviews will begin on Saturday, March 2<sup>nd</sup> and the UCT Home Show will take place on March 9<sup>th</sup> and 10<sup>th</sup>.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Ms. Crook, for approval of the minutes of the January 10, 2013 regular meeting. Motion passed unanimously. A motion was made by Mr. Chalke, seconded by Mr. Mancini, for approval of the minutes of the January 10, 2013 executive session. Motion passed unanimously.

COMMUNICATIONS: Mr. Dutch stated that he had received a letter from the American Culinary Federation granting the Culinary Arts program continued certification through 2017. He also received a letter from the Massachusetts Department of Elementary and Secondary Education expressing concern over the lack of an agreement with Unit A around evaluation which could jeopardize funding under the Race to the Top grant.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on February 4<sup>th</sup> with most of the meeting focusing on the FY14 preliminary budget. The committee will meet again on February 25<sup>th</sup> at 5:30 p.m.

**MASC REPORT:** No report.

**TREASURER'S REPORT:** Mr. Chalke reported on warrants number 26, 28, 30 and 32 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, cafeteria food, and expenses related to the construction of the LPN building.

**SUPERINTENDENT'S REPORT:** Mr. Dutch updated the committee on the following:

- Evaluation Negotiations – The next session is scheduled for February 25<sup>th</sup>.
- Windows – Waiting for installation of shades in several shops. Minor paint touch up needs to be completed as well as the door at the end of the Guidance hallway.
- LPN Building – Progress continues. Electricity, gas and HVAC are on the horizon.
- Legislation – Section 89 has been delayed through a supplemental budget to FY15. After a ten-day veto period, negotiations will begin with Senator Murray and Senator Brewer. Representative Vieira has been assigned to the Ways and Means Committee. Several other bills have been filed to remedy funding issues.
- 501c3 – The first meeting will be held on February 25<sup>th</sup> for the purpose of organization.
- Net Metering – Mr. Dutch will be signing the agreement tomorrow, which will then be forwarded to the Inspector General for review.
- Coordinated Program Review – Mr. Dutch informed the committee that students who are on IEP's do not take Physical Education and we were cited on that fact in the CPR. He stated that he would like permission from the committee to write a letter to the Commissioner challenging that citing as the district is being asked to do more with less money. Mr. Fichtenmayer made a motion, seconded by Mr. Mancini, authorizing the Superintendent to write a letter to the Commissioner on behalf of the Committee, challenging the citing around physical education. Motion passed unanimously.

**PRINCIPAL'S REPORT:** Mr. Forget informed the committee that there were over 95 exhibits on display at the Science Fair this week and distributed a list of the winners. The regional competition will take place at Bridgewater State University on March 4<sup>th</sup>. There will be a Career Fair in the Landscaping shop tomorrow from 10:30 to 2 p.m. The School Council met on February 4<sup>th</sup> to review the School Improvement Plan. Nearly 200 admissions interviews have already been scheduled for March 2<sup>nd</sup>. More interviews will be held on March 16<sup>th</sup>. A safety team has been established to generate ideas for enhancing school safety. Some of the suggestions included a manned desk in the foyer with a visitor buzz in system and half fencing for the overhead doors in the shops. Mr. Pearce suggested electric eyes and protective fencing.

**PTO REPORT:** No report.

**NEW BUSINESS:**

**Preliminary FY14 Budget** – Mr. Dutch reviewed the proposed budget for FY2014 stating that it is a 2% increase over the FY2013 budget. The increases to non-salary accounts are only to those accounts that have required transfers in previous fiscal years. He compared the budgeted amount for FY13 to the proposed amount for FY14 by line item. Mr. Dutch discussed MCAS scores, graduation rates, and cooperative education placement numbers. The public budget hearing for the FY2013 budget will be held at the March 14<sup>th</sup> regular meeting.

**Wastewater Treatment Plant Design Services** – Mr. Dutch reminded the committee that the Request for Proposals was included in the meeting mailout. As the project has the potential to cost over \$100,000, it was advertised in the Central Register. The RFP opening will take place on February 27<sup>th</sup> and results will be presented at the March meeting.

**Information Request from Business Office** – Mr. Dutch discussed the fact that committee members sometimes approach his staff with requests for information. He requested that, in the future, members request the information from him directly preferably in writing so that he is aware of his staff's workload. Additionally, having the request in writing makes it more clear as to exactly what the committee members are looking for so that they are provided with the appropriate information. Mr. Pearce stated that he would like a periodic update on the cost of the LPN building including how much is being spent on labor and materials. Ms. Crook made a motion, seconded by Mr. Mancini, that all requests for information or agenda items be directed to the Superintendent through the Chairperson. Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Mancini, to enter into Executive Session at 7:42 p.m. to discuss Unit A Negotiations and to return to Open Session for the purpose of adjournment. Motion passed unanimously.

Open Session resumed at 7:56 p.m. Ms. Crook made a motion, seconded by Mr. Mancini, to adjourn the regular meeting at 7:56 p.m. Motion passed unanimously.

A True Copy Attest

Date:

3/14/13

(Seal)

Robert A. Dutch

Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
FEBRUARY 25, 2013**

**BUDGET SUB-COMMITTEE MEETING  
5:30 -- CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of February 4, 2013 Meeting
2. FY14 Budget
3. FY13 Surplus Accounts
4. Other

**"And such other business as may properly come before this meeting."**

*Actually received in Clerk's office  
on 2/15/2013. Check changed  
to the way date.*

*BMS*

*Clerk*

2013 FEB 16 AM 3 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

*Posted 2/15/13*

# Upper Cape Cod Regional Technical School

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## NEWS RELEASE

*For Immediate Release*

*February 28, 2013*

*For further information, contact:*

*Robert A. Dutch, Superintendent*

### UPPER CAPE TECH TO HOLD PUBLIC HEARING ON FY14 BUDGET

Upper Cape Cod Regional Technical School will be holding a public hearing on the proposed fiscal year 2014 budget at its regular school committee meeting on March 14, 2013. The public hearing will begin at 6:15 p.m. in the Multi-Purpose Room at the school.

A copy of the school's budget may be viewed at the Office of the Superintendent, located at the school on 220 Sandwich Road in Bourne from March 7, 2013 until the meeting time.

2013 FEB 28 PM 4 36  
TOWN CLERK'S OFFICE  
BOURNE, MASS

-- 30 --

**PLEASE PUBLISH NO LATER THAN MARCH 7<sup>TH</sup> - THANK YOU.**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2013 MAR 7 7:00 AM '13  
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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
MARCH 14, 2013

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 14, 2013 Regular Meeting & February 14, 2013 Executive Session
  6. Communications
  7. Report of Committees
  8. MASC Report
  9. Treasurer's Report
  10. Superintendent's Report
  11. Principal's Report
  12. PTO Report
  13. Old Business
    - A. FY14 Budget - Public Hearing 6:30 p.m.
  14. New Business
    - A. FY12 Audit Draft Review
    - B. Wastewater Treatment Plant Design Services Bid Award
    - C. 2013-2014 School Calendar Approval
    - D. Budget Transfers (2)
- Executive Session
- A. Unit 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**  
**MARCH 14, 2013 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Lisa Dumont; Elizabeth Magauran; Mark Mancini; Edmund Zmuda; 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:** Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. She discussed the admissions interviews that took place on March 2<sup>nd</sup> for prospective students. Additional interviews are scheduled for March 16<sup>th</sup>. A College Fair was held on March 7<sup>th</sup> and was very well attended by students and parents.

**STUDENT SPOTLIGHT:** Thomas Silvia, Cooperative Education Coordinator, discussed the program and how students become involved. There were 59 students out on co-op last school year, and there are currently 60 students involved in the program so far this year. Mr. Silvia discussed the work-based learning plan that is in place for every co-op student as well as a safety checklist. A student will discuss the cooperative education program at the May School Committee meeting.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Chalke, seconded by Mr. Zmuda, for approval of the minutes of the February 14, 2013 regular meeting. Motion passed unanimously. A motion was made by Ms. Crook, seconded by Mr. Zmuda, for approval of the minutes of the February 14, 2013 executive session. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Dutch read a letter from the Board of Registration in Nursing indicating that the Board has continued the Full Approval status of the Practical Nursing Program. He also read an e-mail from the Council on Occupational Education stating that the Practical Nursing Program has been accredited nationally.

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TOWN CLERK'S OFFICE  
BOURNE, MASS



**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on February 25<sup>th</sup> to discuss the FY14 proposed budget, FY13 surplus accounts, and recommended budget transfers which will be discussed later in the meeting. The next meeting is scheduled for March 25<sup>th</sup> at 5:30 p.m.

**MASC REPORT:** No report.

**OLD BUSINESS:**

**FY 14 Budget** – The public hearing for the proposed FY14 budget began at 6:30 p.m. Members of the Wareham Finance Committee and Board of Selectmen were in attendance along with a member of the Sandwich Finance Committee. Mr. Dutch explained the budget in detail stating that it is a 2% increase over the FY13 budget. He then explained the assessment formula and how the individual town's assessments are arrived at. Ms. Crook made a motion, seconded by Ms. Dumont, that the Upper Cape Cod Regional Vocational-Technical School District Committee adopt a gross operating budget for FY2014 in the amount of Thirteen Million Four Hundred Sixty Thousand Three Hundred Sixty One (\$13,460,361.00), to be reduced by FY2014 Interest Revenue in the amount of Fifteen Thousand (\$15,000.00), FY2014 Tuition Revenue in the amount of Fifteen Thousand Seven Hundred Forty Five (\$15,745.00), FY2014 Municipal Medicaid in the amount of Five Thousand (\$5,000.00), FY2014 E&D in the amount of Eighty Thousand (\$80,000.00), FY2014 Transportation Aid in the amount of Four Hundred Six Thousand Two Hundred Seventy One (\$406,271.00), FY2014 LPN Tuition in the amount of Five Hundred Seventy Thousand (\$570,000.00) and together with any available State Aid; and that the Committee adopt a gross Capital budget for FY2014 in the amount of Three Hundred Seventy Nine Thousand Five Hundred Seventy (\$379,570.00). Motion passed unanimously.

**TREASURER'S REPORT:** No report.

**SUPERINTENDENT'S REPORT:** Mr. Dutch updated the committee on the following:

- Evaluation Negotiations – The next session is scheduled for March 18<sup>th</sup>.
- Windows – Awaiting installation of shades in some of the shops, completion of the door at the end of the guidance hallway, and minor paint touchup.
- LPN Building – Progress continues. Gas line has been installed, but the electricity is delaying progress. The committee was provided with an overview of the expenditures to date for the project.
- 501c3 – The Board of Directors met on February 25<sup>th</sup> and identified two major goals; establishment of a Hall of Fame and development of a preliminary plan to initiate mechanisms for significant donations through naming rights and substantial fundraisers.

- Net Metering – Mr. Dutch has forwarded the signed agreement to the Inspector General for review and is awaiting response.
- Budget – The Superintendent has presented the proposed budget to the Sandwich Finance Committee and has a presentation scheduled at the joint meeting of the Bourne Board of Selectmen and the Finance Committee on March 18<sup>th</sup>.

**PRINCIPAL'S REPORT:** Mr. Forget extended an invitation to the town representatives present at the meeting to visit the school for a tour at some point in the future. He stated that there were over 70 colleges and institutions present at this year's College Fair. Over 100 UCT students will be participating in the SkillsUSA district competition tomorrow. Horticulture students will be attending the Future Farmers of America competition on March 26<sup>th</sup> and 27<sup>th</sup>. The Principal reported that the Winter Sports Banquet was held last night and that the Spring Program Advisory meetings will take place on March 27<sup>th</sup>. Nearly 300 prospective applicants were interviewed on March 2<sup>nd</sup> with another 50 interviews scheduled for March 16<sup>th</sup>. Approximately 180 of those students interviewed will be accepted for admission in the fall.

**PTO REPORT:** No report.

**NEW BUSINESS:**

**FY12 Draft Audit Review** – Allan Smith, CPA, thanked the School Committee and staff for their assistance during the audit process. He reviewed the *Report to the School Committee* stating that there was a clean opinion on the financial statements. He informed the committee that two significant programs were tested as part of the audit process; financial aid for the Practical Nursing Program and the Perkin's Grant. No material weaknesses were discovered. Mr. Smith offered suggestions for improvement in the following areas: timely filing of the Integrated Postsecondary Education Data System report to the United States Department of Education, secure housing of all CORI reports with access limited to those approved to access them, development of a cash receipts reconciliation procedure for the adult education program whereby the reconciliation is performed by an individual separate from the enrollment and recording of cash receipts in the adult education QuickBooks subsidiary ledger, adherence to the shop work order policy, and the development of a formal social media acceptable usage policy. Mr. Zmuda made a motion, seconded by Ms. Crook, to accept the draft FY12 audit report as presented. Motion passed unanimously.

**Wastewater Treatment Plant Design Services Bid Award** – Mr. Dutch reported that four companies submitted proposals for the project. All four proposals were evaluated and ranked. The Superintendent recommended that the project be awarded to JC Engineering, Inc. who ranked Highly Advantageous in all four categories. Mr. Zmuda made a motion, seconded by Ms. Dumont, to follow the recommendation of the

Superintendent and award the wastewater treatment plant design project to JC Engineering, Inc. Motion passed unanimously.

**2013-2014 School Calendar Approval** – Mr. Chalke made a motion, seconded by Mr. Mancini, to approve the proposed 2013-2014 school calendar as presented. Motion passed unanimously.

**Budget Transfers –**

- Bus Purchase – Mr. Chalke made a motion, seconded by Mr. Zmuda, to transfer \$85,000 from SPED Teachers (50-2310-0100) to Transportation Supplies (50-3300-0500) for encumbrance for the possible purchase of a 71-passenger bus upon School Committee approval. Motion passed unanimously.
- IPad's – Mr. Zmuda made a motion, seconded by Ms. Dumont, to transfer \$136,440 from Teachers (50-2305-0100-01) to Instructional Technology Supplies (50-2451-0500) for encumbrance for the possible purchase of IPad's upon School Committee approval. Motion passed unanimously.

Ms. Crook made a motion, seconded by Mr. Mancini, to enter into Executive Session at 7:56 p.m. to discuss Unit A Negotiations and to return to Open Session for the purpose of adjournment. Motion passed unanimously.

Open Session resumed at 7:59 p.m. Mr. Chalke made a motion, seconded by Mr. Zmuda, to adjourn the regular meeting at 8:00 p.m. Motion passed unanimously.

A True Copy Attest

Date:

4/12/13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

*Funder*

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Robert A. Dutch  
Superintendent

2013 MAR 18 PM 1 36  
March 15, 2013  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Telephone: 508-759-7711  
FAX: 508-759-7208

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 \$13,460,361 and a Capital Budget of \$379,570 for the fiscal year ending June 30, 2014. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$3,983,901 Total Net Operating Costs assessed to the communities, therefore, becomes \$9,856,030 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:

<b>Operating</b>	<b>\$2,097,046.00</b>
<b>Capital</b>	<b><u>65,086.00</u></b>
<b>Total Assessment</b>	<b><u>\$2,162,131.00</u></b>

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

**Upper Cape Cod Regional Technical School  
FY14 Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY12</b>	<b>Approved FY13</b>	<b>Approved FY14</b>
<b><u>1000 Administration</u></b>			
<b><u>1100 School Committee</u></b>			
50.1110.0200.00 District Clerk Salary	2,550	2,844	2,904
50.1110.0500.00 Supplies	6,000	6,000	6,000
50.1110.0600.00 Other	15,000	15,000	15,000
Subtotal	23,550	23,844	23,904
<b><u>1200 Superintendent's Office</u></b>			
50.1210.0100.00 Professional Salary	131,672	153,216	138,856
50.1210.0200.00 Secretarial Salary	71,640	75,073	76,616
50.1210.0500.00 Postage & Supplies	5,000	5,000	5,000
50.1210.0600.01 Travel	2,000	2,000	2,000
50.1210.0600.03 Dues & Subscriptions	3,500	3,500	3,500
50.1210.0600.04 Professional Development	5,000	5,000	5,000
50.1210.0600.02 Advertising	5,000	5,000	3,000
Subtotal	223,812	248,789	233,972
<b><u>1400 Business &amp; Finance</u></b>			
50.1410.0200.00 Business Clerical	192,211	209,954	218,125
50.1430.0400.00 Legal Services	12,000	12,000	17,000
50.1430.0400.01 Legal - Auditing	40,000	40,000	45,000
50-1450-0100 Info Tech Admin	100,516	81,600	83,232
50-1450-0200 Info Tech Professional		38,837	41,708
50-1450-0300 Info Tech Clerical	5,000	5,000	5,000
Subtotal	349,727	387,391	410,065
<b>ADMINISTRATION FUNCTION TOTAL</b>	<b>597,089</b>	<b>660,024</b>	<b>667,941</b>
<b><u>2000 Instruction</u></b>			
<b><u>2210 School Leadership</u></b>			
50.2210.0100.01 Principal Professional Salary	122,196	124,600	128,386
50.2210.0100.02 Dean of Students	83,114	92,928	94,093
50.2210.0200.00 Principal Clerical	137,551	137,803	141,931
50.2210.0500.00 Principal Supplies	5,000	5,000	5,100
50.2210.0600.01 Principal Travel	2,000	2,000	2,000
50.2210.0600.02 Principal Printing	5,000	5,000	5,000
50.2210.0600.03 Principal Dues	8,500	8,500	9,000
50.2210.0600.04 Curriculum Development	7,500	7,500	7,500
Subtotal	370,861	383,331	393,010
<b><u>2220 Curriculum/Department Leaders</u></b>			
50.2220.0100.01 Director SPED	100,516	94,028	98,130
50.2220.0100.02 Lead Teachers	231,988	216,345	181,132
50.2220.0200.02 Clerical- SPED	52,174	53,218	54,282
Subtotal	384,678	363,591	333,544

**Upper Cape Cod Regional Technical School  
FY14 Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY12</b>	<b>Approved FY13</b>	<b>Approved FY14</b>
<b><u>2300 Teaching Services</u></b>			
50.2305.0100.01 Teacher Salaries	4,054,907	4,238,609	4,358,993
50.2310.0100.00 Special Needs Teachers	385,130	407,601	386,055
50.2325.0300.00 Substitutes	40,000	40,000	40,000
50.2330.0300.00 Instructional Assistants	286,152	382,540	421,593
50.2340.0100.00 Library Salaries	55,695	59,248	62,892
Subtotal	4,821,884	5,127,998	5,269,533
<b><u>2350 Professional Development</u></b>			
50.2353.0100.00 Professional Devel -Staff	25,000	25,148	25,651
50.2355.0300.00 Aide - Professional	7,365	7,513	8,066
50.2357.0600.00 Professional Development	80,000	90,000	90,000
Subtotal	112,365	122,661	123,717
<b><u>2400 Instruction Materials &amp; Equipment</u></b>			
50.2410.0500.00 Textbooks	40,000	40,000	25,000
50.2415.0500.00 Library Supplies	9,000	9,000	9,180
50.2430.0500.00 General Supplies	473,500	473,500	482,970
50.2430.0500.01 SPED Supplies	4,000	7,000	6,690
Subtotal	526,500	529,500	523,840
<b><u>2450 Instructional Technology</u></b>			
50.2451.0400.00 Technology Contractual	40,000	40,000	40,000
50.2451.0500.00 Instructional Tech. Supplies	19,600	19,600	59,600
50.2451.0600.00 Instructional Tech.-Other	20,000	20,000	20,000
Subtotal	79,600	79,600	119,600
<b><u>2700 Guidance, Counseling</u></b>			
50.2710.0100.01 Director of Guidance & Curriculum	100,516	102,526	100,205
50.2710.0100.02 Guidance Counselors	342,947	378,744	389,902
50.2710.0200.00 Guidance Clerical	104,348	106,436	112,182
50.2710.0500.00 Guidance Supplies	14,000	14,000	14,000
50.2710.0500.01 Coord. Program Review	15,000		
50.2710.0600.01 Guidance Other	18,000	18,000	15,000
50.2710.0600.03 Guidance Recruitment	15,000	15,000	18,000
Subtotal	609,811	634,706	649,289
<b><u>2800 Psychological Services</u></b>			
50.2800.0400.01 Psychological Services	30,000	30,000	33,000
50.2800.0400.02 Contractual Services	45,000	45,000	42,000
Subtotal	75,000	75,000	75,000
<b>INSTRUCTION FUNCTION TOTAL</b>			
	6,980,699	7,316,387	7,487,533

**Upper Cape Cod Regional Technical School  
FY14 Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY12</b>	<b>Approved FY13</b>	<b>Approved FY14</b>
<b>3000 Student Services</b>			
<b>3200 Medical/Health Service</b>			
50.3200.0100.01 School Physician Services	5,000	5,000	5,000
50.3200.0100.02 School Nurse Salary	67,840	69,197	70,581
50.3200.0500.00 Health Supplies	4,000	4,000	4,080
Subtotal	76,840	78,197	79,661
<b>3510 Athletic</b>			
50.3510.0300.00 Coaching	113,256	117,585	126,471
50.3510.0400.00 Officials & Fees	30,000	30,000	33,995
50.3510.0500.00 Athletic Supplies	15,000	30,305	35,595
50.3510.0600.00 Athletic Coop Agreements	20,000	16,000	20,000
Subtotal	178,256	193,890	216,061
<b>3520 Student Body Activities</b>			
50.3520.0100.00 Student Activities Advisors	48,571	49,542	51,474
50.3520.0600.00 Student Activities Others	25,000	25,000	26,000
Subtotal	73,571	74,542	77,474
<b>3600 School Security</b>			
50.3600.0100.00 School Security-Professional	51,014	52,035	53,075
50.3600.0500.00 School Security-Supplies	7,000	7,000	10,000
Subtotal	58,014	59,035	63,075
<b>STUDENT SERVICES FUNCTION TOTAL</b>	<b>386,681</b>	<b>405,664</b>	<b>436,271</b>
<b>4000 Operations &amp; Maintenance</b>			
<b>4110 Custodial Service</b>			
50.4110.0300.00 Custodial Salaries	281,159	305,558	311,167
50.4110.0400.00 Custodial Uniforms	1,500	1,500	1,500
50.4110.0500.00 Custodial Supplies	38,000	38,000	38,760
Subtotal	320,659	345,058	351,427
<b>4120-4130 Heating &amp; Utilities</b>			
50.4120.0500.00 Heating Fuel	175,000	175,000	175,000
50.4130.0500.00 Utility Services	280,000	280,000	280,000
Subtotal	455,000	455,000	455,000
<b>4210 Maintenance of Grounds</b>			
50.4210.0300.00 Ground Maint Salaries	60,661	61,610	62,579
50.4210.0500.00 Grounds Supplies	40,000	40,000	45,000
50.4210.0600.00 Grounds Equipment & Snow	10,500	10,500	10,500
Subtotal	111,161	112,110	118,079

**Upper Cape Cod Regional Technical School  
FY14 Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY12</b>	<b>Approved FY13</b>	<b>Approved FY14</b>
<b><u>4220 Maintenance of Buildings</u></b>			
50.4220.0100.00 Building Professional Salaries	138,806	144,284	146,774
50.4220.0400.00 Building Contractual	50,000	50,000	50,000
50.4220.0500.00 Building Maintenance	58,000	58,000	58,000
50.4220.0600.00 Extraordinary Maintenance	30,000	30,000	30,000
Subtotal	276,806	282,284	284,774
<b><u>4230 Maintenance of Equipment</u></b>			
50.4230.0500.01 Equip. Repair Supt. Office	10,000	10,000	15,000
50.4230.0500.02 Equip. Repair Principal Office	10,000	10,000	15,000
50.4230.0500.00 Equipment Repair	64,000	64,000	64,000
50.4300.0600.00 Extraordinary & Unanticipated	70,000	70,000	70,000
Subtotal	154,000	154,000	164,000
<b>OPERATION &amp; MAINT. FUNCTION TOTAL</b>	<b>1,317,626</b>	<b>1,348,452</b>	<b>1,373,280</b>
<b><u>5000 Fixed Charges</u></b>			
<b><u>5100 Employee Benefits</u></b>			
50.5100.0600.01 Health & Life Insurance	1,813,317	1,721,804	1,664,217
50.5100.0600.02 Unemployment Compensation	30,000	30,000	20,000
50.5100.0600.03 Workers Compensation	45,000	55,000	60,000
50.5100.0600.04 FICA	130,000	130,000	148,811
Subtotal	2,018,317	1,936,804	1,893,028
<b><u>5200 Insurance Program</u></b>			
50.5200.0600.00 Building & Liability Insurance	125,000	125,000	125,000
50.5200.0600.01 Treasurers Bonds	3,000	3,000	3,000
50.5200.0600.02 Student Insurance	10,000	10,000	10,000
Subtotal	138,000	138,000	138,000
<b><u>9000 Programs with Other School Districts</u></b>			
50.9100.0500.00 Tuition to Other Public Schools	-	-	-
Subtotal	-	-	-
<b>FIXED CHARGES FUNCTION TOTAL</b>	<b>2,156,317</b>	<b>2,074,804</b>	<b>2,031,028</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>11,438,411</b>	<b>11,805,331</b>	<b>11,996,053</b>



**Upper Cape Cod Regional Technical School  
FY14 Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY12</b>	<b>Approved FY13</b>	<b>Approved FY14</b>
<b>TOTAL FOUNDATION BUDGET</b>	11,438,411	11,805,331	11,996,053
<b>Reductions to Foundation Budget:</b>			
FY14 Anticipated Chapter 70 Aid	2,848,175	2,848,175	2,891,885
FY14 Anticipated Interest Revenues	30,000	20,000	15,000
FY14 Anticipated Tuition Revenues	24,874	24,874	15,745
FY14 Anticipated Mun. Medicaid E&D Applied	15,000 160,000	10,000 180,000	5,000 80,000
Subtotal	3,078,049	3,083,049	3,007,630
<b>Net Foundation Budget</b>	<b>8,360,362</b>	<b>8,722,282</b>	<b>8,988,423</b>
<b>Transportation</b>			
50.3300.0100      Provided by District	184,408	226,578	257,158
50.3300.0400      Contract Transportation	548,600	580,920	671,850
<b>Total Transportation</b>	<b>733,008</b>	<b>807,498</b>	<b>929,008</b>
Anticipated Transportation Aid	373,939	399,449	406,271
<b>Net Transportation</b>	<b>359,069</b>	<b>408,049</b>	<b>522,737</b>
<b>LPN Program</b>			
50.2305.0100.02    LPN Salaries	237,331	238,061	433,300
50.2420.0500      LPN Supplies	12,000	28,000	100,000
50.2410.0500      LPN Textbooks	1,000	1,000	2,000
<b>Total LPN Program</b>	<b>250,331</b>	<b>267,061</b>	<b>535,300</b>
Anticipated LPN Tuitions	255,000	270,000	570,000
<b>Net LPN Program</b>	<b>(4,669)</b>	<b>(2,939)</b>	<b>(34,700)</b>
<b>Combined Net Transportation and LPN</b>	<b>354,400</b>	<b>405,110</b>	<b>488,037</b>
<b>Capital</b>			
50.7300.0050 <b>Capital Budget</b>	120,000	120,000	120,700
50.5450.0500 <b>Bond Issue - Principal</b>	275,000	275,000	235,000
50.5450.0600 <b>Bond Issue - Interest</b>	31,870	20,870	23,870
	<b>426,870</b>	<b>415,870</b>	<b>379,570</b>

**Upper Cape Cod Regional Technical School  
FY14 Approved Assessments**

**Calculation of Town Assessment**

Town	Preliminary Minimum Contribution	Remainder of Net Foundation Budget	Net & LPN Transportation Budget	FY14 Operating Assessment	FY13 Capital Assessment	FY14 Total Assessment	Percentage Operating Budget	Percentage Capital Budget
Bourne	1,673,635	325,234	98,177	2,097,046	65,086	2,162,131	0.20117	0.17147
Falmouth	1,891,935	367,656	110,982	2,370,573	107,366	2,477,939	0.22741	0.28286
Marion	157,662	30,638	9,249	197,549	23,621	221,170	0.01895	0.06223
Sandwich	1,499,562	308,737	93,197	1,901,495	97,068	1,998,563	0.19096	0.25573
Wareham	2,148,886	584,479	176,433	2,909,798	86,430	2,996,227	0.36152	0.22770
	<u>7,371,680</u>	<u>1,616,743</u>	<u>488,037</u>	<u>9,476,460</u>	<u>379,570</u>	<u>9,856,030</u>	<u>100.00%</u>	<u>100.00%</u>

Net Foundation Budget 8,988,423

**Comparative Total Assessments**

	FY2014 Scenario	FY2013	Increase Assessment	FY2012	FY2011	FY2010	FY2009	FY2008
Bourne	2,162,131	1,789,111	373,020	1,690,553	1,620,907	1,439,666	1,500,967	1,310,087
Falmouth	2,477,939	3,010,903	(532,964)	2,978,896	2,703,374	2,879,634	2,678,700	2,624,087
Marion	221,170	241,379	(20,209)	310,571	270,017	283,307	341,579	321,569
Sandwich	1,998,563	1,906,350	92,213	1,786,439	1,686,655	1,573,321	1,755,017	1,606,650
Wareham	2,996,227	2,595,519	400,708	2,375,173	2,137,782	1,958,498	1,820,638	1,738,608
	<u>9,856,030</u>	<u>9,543,262</u>	<u>312,768</u>	<u>9,141,632</u>	<u>8,418,735</u>	<u>8,134,426</u>	<u>8,096,901</u>	<u>7,601,001</u>

(1) Each member town's share of such operating costs for each fiscal year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. Section IV, (E) Agreement with towns.

(2) Each member town's share of capital costs for each calendar year shall be determined by computing the ratio which its pupil enrollment on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollments for all the member towns on the same date. Section IV, (D) Agreement with towns.

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

Telephone: 508-759-7711

FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY

APRIL 3, 2013

POLICY SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

1. Sub-Committee Reorganization
2. Policy Review

*read  
April 1, 2013  
@ 2:34 PM  
RF*



# Upper Cape Cod Regional Technical School

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2013 APR 2 PM 1 57  
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Superintendent

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TOWN CLERK'S OFFICE  
ROGER D. FORGET  
Principal  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
APRIL 11, 2013

### 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 14, 2013 Regular Meeting & March 14, 2013 Executive Session
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
14. New Business
  - A. Student Handbook Approval
  - B. School Choice Vote
  - C. School Lunch Price

### Executive Session

- A. Unit 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  
APRIL 11, 2013 MEETING HELD AT THE SCHOOL**

2013 MAY 14 PM 2 08

**PRESENT:** Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Lisa Dumont; Elizabeth Magauran; Mark Mancini; Edmund Zmuda; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

TOWN CLERK'S OFFICE  
BOURNE, MASS

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. She discussed the Future Farmers of America competition that the Horticulture students recently participated in. Four students placed first and will now be participating in the national competition next fall. Marisa also discussed the Reality Fair that was held for the senior class to show them how to manage money and anticipate living expenses. The Spring Program Advisory meeting was held on March 27<sup>th</sup> and the General Advisory meeting will take place on April 23<sup>rd</sup>. She updated the committee on the spring sports teams and discussed the upcoming SkillsUSA state competition which will take place from April 25<sup>th</sup> through April 27<sup>th</sup>. Marisa also informed the committee that a lip dub will be filmed at UCT on April 25<sup>th</sup>. Mr. Dutch invited committee members to participate in the lip dub.

**STUDENT SPOTLIGHT:** Ronald Goodrich, a senior in the Electrical program from the town of Wareham, spoke about his recent accomplishment of becoming an Eagle Scout, the highest rank in Boy Scouts. For his Eagle Scout project, he raised funds and assisted in building a new playground at his church. He began the project in his sophomore year and raised money by collecting donations and holding a car wash.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Crook, seconded by Mr. Chalke, for approval of the minutes of the March 14, 2013 regular meeting. Motion passed unanimously. A motion was made by Ms. Dumont, seconded by Ms. Crook, for approval of the minutes of the March 14, 2013 executive session. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Dutch read a letter from school committee member Penny Blackwell informing the committee that, due to family reasons, she is resigning from her position effective immediately. Next, he read a letter from AAA Southern New England

congratulating Automotive Technology students for qualifying for the Massachusetts state AAA/Ford Student Auto Skills Competition finals which will take place on May 8<sup>th</sup> at the Universal Technical Institute in Norwood. Finally, Mr. Dutch read an e-mail correspondence from Thomas Pappas who owns the vacant property adjacent to the school. The purpose of his e-mail was to inquire as to whether the district may be interested in purchasing the back lot of the area which includes just less than three acres and approximately 27' of frontage on Sandwich Road. Committee members agreed that they were not interested in purchasing this property.

REPORT OF COMMITTEES: Mr. Chalke reported that the next meeting of the Budget Sub-Committee will take place on April 22<sup>nd</sup> at 5:30 p.m. Ms. Crook reported that the Policy Sub-Committee met on April 3<sup>rd</sup> to review policies and to prioritize those that need to be addressed first.

TREASURER'S REPORT: Mr. Chalke reported on warrants number 36, 38, 40 and 42 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, electricity, cafeteria food, and expenses related to the construction of the LPN building. He also updated the committee on the revenue enhancement fund stating that \$5,844.70 has been raised so far this year, mostly through proceeds from the Home and Garden Show.

MASC REPORT: No report.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the following:

- Football Banquet – The banquet took place on April 6<sup>th</sup> with the players being presented with their Super Bowl rings.
- Bids – Bid specifications for milk, bread and bus transportation will be sent out tomorrow to potential bidders.
- Building Safety – Mr. Osgood, Safety and Security Specialist, attended a tabletop training exercise and brought back recommendations for implementation.
- LPN Building – NSTAR completed 90% of their work. The retaining wall is going in tomorrow and the HVAC will be completed in the next week or two, followed by drywall installation. An August 30<sup>th</sup> opening of the building is still anticipated.
- FY12 Audit Response – Mr. Dutch informed the committee of the practices that have been implemented in the following areas: adult education receipts procedures, CORI recordkeeping, social media policy, and shop work order policy.

PRINCIPAL'S REPORT: Mr. Forget discussed the Reality Fair which was done in cooperation with the Rotary Club of Bourne-Sandwich and was very well received by

the students. He informed the committee that the School Council is in the process of reviewing the school improvement plan which will be presented to the School Committee at the June meeting. One of the new components of the plan is the formation of a wellness team. Finally, the Principal reported that placement testing will be held for incoming freshmen on Saturday, May 4<sup>th</sup>.

**PTO REPORT:** Ms. Dumont reported that the PTO will be providing \$700 towards the cost of t-shirts and sweatshirts for the participants of the Recreation for a Reason fundraiser. Seventy-three tables have already been sold for next year's Craft Fair. The senior breakfast will be held on May 31<sup>st</sup> and each student will be presented with a class photograph as a gift from the PTO.

**NEW BUSINESS:**

**Student Handbook Approval** – Mr. McCue, Dean of Students, presented the proposed changes to the student handbook for the 2013-2014 school year. Ms. Crook suggested that the addition of the following statement: "Video recording, without prior approval, is prohibited and subject to disciplinary action" be amended to read "Voice and video recording, without prior approval, is prohibited and subject to disciplinary action." Ms. Crook made a motion, seconded by Ms. Dumont, to approve the proposed changes to the student handbook as presented with the addition of the statement regarding voice and video recording. Motion passed unanimously.

**School Choice Vote** – Ms. Crook made a motion, seconded by Mr. Chalke, that Upper Cape Cod Regional Vocational-Technical School District not participate in school choice for the 2013-2014 school year. Motion passed unanimously.

**School Lunch Price** – Mr. Zmuda made a motion, seconded by Ms. Crook, to follow the recommendation of the Superintendent and increase the price of school lunch from \$2.50 to \$2.75 for the 2013-2014 school year. Motion passed unanimously.

Mr. Pearce made a motion, seconded by Ms. Crook to enter into Executive Session at 7:34 p.m. to discuss Unit A Negotiations and to return to Open Session for the purpose of adjournment. Roll call vote - Motion passed unanimously.

Open Session resumed at 7:53 p.m. Mr. Pearce made a motion, seconded by Mr. Mancini, to adjourn the regular meeting at 7:54 p.m. Motion passed unanimously.

A True Copy Attest

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

5/12/10

(Seal)



Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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Superintendent

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY**  
**April 22, 2013**

**BUDGET SUB-COMMITTEE MEETING**  
**5:30 – CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of February 25, 2013 Meeting
2. FY13 Surplus Accounts
3. FY13 Transfer
4. Other

**"And such other business as may properly come before this meeting."**

2013 APR 12 PM 12 01  
TOWN CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 4/12/2013



May  
2013 APR 11 AM 10 56

TOWN CLERK'S OFFICE  
BOURNE, MASS

# Upper Cape Cod Regional Technical School

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2013 APR 21 10:56  
Robert A. Dutch  
Superintendent  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
MAY 9, 2013

### 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 11, 2013 Regular Meeting & April 11, 2013 Executive Session
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
13. New Business
  - A. Special Education Update
  - B. Part-Time Practical Nursing Program
  - C. Milk Bid Award
  - D. Bread Bid Award
  - E. Transportation Bid Award
  - F. iPad Surveys
  - G. FY13 Budget Transfer

#### Executive Session

- A. Unit A Negotiations
- B. Unit B 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  
MAY 9, 2013 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Lisa Dumont; Elizabeth Magauran; Mark Mancini; Kent Pearce; Edmund Zmuda; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

TOWN CLERK'S OFFICE  
BOURNE, MASS

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

STUDENT ADVISORY REPRESENTATIVE: Marisa Teahan, a junior in Environmental Technology from Bourne, and Colin Jepson, a senior in Health Careers from Sandwich, reported on student activities. They provided the committee with an update on the spring sports teams and informed the members that there were six gold medalists and one bronze medalist at the SkillsUSA state competition. The medal winners will travel to Kansas City at the end of June to participate in the national competition.

STUDENT SPOTLIGHT: Thomas Silvia, Cooperative Education Program Coordinator, introduced Sandwich students Katie Hauge and Colin Jepson. Colin, a Health Careers student, discussed his cooperative education placement at the Habilitation Assistance Corporation in Pocasset. Colin works with a physical therapist at the day program for about one hundred disabled patients. He will be attending Fitchburg State University in the fall and hopes to become a physician's assistant. Katie Hauge, a Culinary Arts student, is currently employed at Siena Restaurant in Mashpee for her cooperative education placement. She acts as a hostess, bus person, and prep cook at the restaurant. Katie explained that Siena is a "scratch" kitchen where everything is prepared from scratch other than the bread. She will be attending Westfield State University in the fall to major in criminal justice.

PUBLIC PARTICIPATION: None.

NEW BUSINESS:

**Part-Time Practical Nursing Program** – Patricia Gales, Director of the Practical Nursing Program, presented a proposal to establish a part-time program. The rationale for the part-time program, which has been discussed at a number of advisory meetings, is due in large part to the fact that it is financially impossible for many prospective students to enroll in the program on a full-time basis. The part-time program would begin in January 2014 on an every other year (even years) cycle and would conclude in May of 2015. Classes, lab, and clinical experiences will take place in the late afternoon/

evening hours, two to three evenings a week. The program will result in an increased enrollment of 20 students and will require one instructor to teach the class, lab and supervise clinical students and one hourly clinical instructor for clinical experiences to maintain a 1:10 instructor to student ratio as stipulated in the Board of Registration in Nursing Regulations. Ms. Crook commented that collective bargaining issues around the establishment of this program need to be considered.

APPROVAL OF MINUTES: A motion was made by Ms. Dumont, seconded by Ms. Crook, for approval of the minutes of the April 11, 2013 regular meeting. Motion passed unanimously. A motion was made by Mr. Zmuda, seconded by Ms. Dumont, for approval of the minutes of the April 11, 2013 executive session. Motion passed unanimously.

COMMUNICATIONS: Mr. Dutch read a note from a customer who visited the Cosmetology shop for a mini-spa day stating how impressed she was with the professionalism and the rapport between the staff and students. He then read a letter of resignation from Marine Technology instructor, Chris McDonald, who will be resigning at the conclusion of the school year. The Superintendent also read a letter from Nancy DeSouza, who is a Practical Nursing instructor, indicating her intention to retire at the conclusion of the school year. Mr. Dutch read a letter from the Council on Occupational Education informing the district that the Commission met to review the school's documents for initial accreditation of the Practical Nursing program and voted to accredit the program. The Commission scheduled reaffirmation to occur six years from the initial accreditation team visit and approved a reaffirmation visit in 2018. Finally, he read a letter from the Wareham Board of Health acknowledging and thanking student Isaac Elliot for his contribution and efforts in volunteering his services during the 2013 Blizzard "Nemo."

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on April 22<sup>nd</sup> and will be recommending a budget transfer for SkillsUSA costs later in the meeting. They will meet again on May 20<sup>th</sup>. Ms. Crook stated that some sub-committees have a deficit since the resignation of Penny Blackwell. Ms. Crook and Ms. Dumont agreed to serve on the Curriculum Sub-Committee with Mr. Fichtenmayer. Mr. Chalke agreed to serve on the Superintendent Evaluation Sub-Committee with Ms. Crook and Mr. Fichtenmayer.

TREASURER'S REPORT: Mr. Chalke reported on warrants number 44 and 46 highlighting some of the larger expenditures including payments for windows, employee health insurance, bus contracts, hockey, and expenses related to the construction of the LPN building.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the following:

- Windows – The project is now complete. All punch list items have been addressed and all reimbursements submitted.
- LPN Building – Electricity has been installed. The students are now running conduit. The boiler installation is about 90% complete and the HVAC equipment has been ordered.
- Legislation – Most education related issues will not be heard until October. The technical school superintendents have been working with the Massachusetts Association of Vocational Administrators on a number of these issues. Mr. Dutch and the Superintendent of South Shore Vocational School will be meeting with Senator Therese Murray next week regarding "outside Section 89." The Commissioner and Deputy Commissioner of the Department of Elementary and Secondary School Education were at Upper Cape Tech yesterday attending the Old Colony Superintendents' Association meeting. They toured the building and were very impressed with the facility, the faculty and students. The Secretary of Education, Mark Malone, will be visiting the school on June 5<sup>th</sup> to tour the building and to meet with Mr. Dutch and Mr. Forget.
- Wind Turbine – Mr. Dutch informed the committee that the wind turbine has not worked for quite some time. The contractor who installed the turbine does not want to maintain it. Mr. Dutch stated that he would like to dismantle the turbine. Ms. Crook made a motion, seconded by Mr. Chalke, to authorize the Superintendent to dismantle the wind turbine. Motion passed unanimously.
- Greenhouse – Mr. Dutch informed the committee that the installation of a greenhouse for the Horticulture program has already been authorized through the capital budget. He would like to use that funding to construct a greenhouse / retail floral shop. Mr. Zmuda made a motion, seconded by Ms. Crook, to authorize the Superintendent to facilitate the construction of a greenhouse / retail floral shop. Motion passed unanimously.

PRINCIPAL'S REPORT: Mr. Forget stated that an honor roll sundae party took place yesterday for the third marking period. The UCT scholarship committee has been meeting on a regular basis and has awarded over \$30,000 to UCT students. The Principal invited committee members to attend the Evening of Excellence which will take place on May 15<sup>th</sup>. He informed the committee that a trio of UCT students won 3<sup>rd</sup> place in the state science fair. Placement testing for incoming freshmen was held on May 4<sup>th</sup>. 188 students were in attendance at the testing and the breakfast which was served by the PTO. Mr. Forget stated that there will be close to 50 more students in the building next year than the current enrollment numbers. The School Council has approved a wellness plan for the school. He discussed the upcoming senior activities and informed the committee that this year's Golden Apple Award, sponsored by the PTO, was awarded to Mathematics teacher, Matt Lombard. 41 different teachers were nominated for the award of favorite teacher.

**PTO REPORT:** Ms. Dumont added that the recipient of the Golden Teacher Award received a \$100 gift card on behalf of the PTO. The PTO also allocated \$900 to provide class t-shirts for the seniors. She reported that 70% of the tables have been sold for the Craft Fair and that the PTO sponsored a teacher's appreciation lunch earlier today. The new PTO President is Michelle Lino and their next meeting is scheduled for May 20<sup>th</sup>.

### **NEW BUSINESS:**

**Special Education Update** – Mark Dufresne, Director of Special Education, presented an overview of the Special Education department. The services facilitated by the department include inclusion support, related services, academic support and case management. He reviewed enrollment figures over the past four years and the percentage of special education students enrolled at UCT during that time period, an average of 20%. Mr. Dufresne discussed the costs associated with providing special education services, how student success is measured, and future goals for the program which include moving to a full inclusion model with co-teaching teams and energizing the Special Education Parent Advisory Council.

**Milk Bid Award** – The Superintendent informed the committee that bids were received from Garelick Farms, LLC and HP Hood, LLC. Mr. Zmuda made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and award the bid for providing milk to the school for the 2013-2014 school year to low bidder, Garelick Farms, LLC. Motion passed unanimously.

**Bread Bid Award** – The Superintendent informed the committee that bids were received from Bimbo Foods, Inc. and Fantini Bakery. Ms. Dumont made a motion, seconded by Ms. Magauran, to follow the recommendation of the Superintendent and award the bid for providing bread to the school for the 2013-2014 school year to low bidder, Fantini Bakery. Motion passed unanimously.

**Transportation Bid Award** – The Superintendent informed the committee that bids were received from First Student, Inc. and Cape Destinations, Inc. Bid specifications were mailed to 13 transportation providers. Mr. Zmuda made a motion, seconded by Ms. Crook, to award the bid for bus routes 2, 5, 6, and 7 to low bidder, Cape Destinations, Inc. Route #2 is for a four-year period, Route #5 is for a three-year period, Route #6 is for a two-year period, and Route #7 is for a one-year period. Motion passed unanimously. The owners of Cape Destinations, Inc. introduced themselves to the committee. The company, which they started sixteen years ago, currently operates 40 school bus routes on the Cape with 75 employees.

iPad Surveys – Mr. Dutch reviewed the survey results regarding the use of iPads by the sophomore students. The surveys were completed by both students and faculty and gathered information on the various uses of the iPads, any problems that may have occurred, and the effects the use of iPads has had on the success of students. The survey results clearly demonstrated the success of the program.

**FY13 Budget Transfers –**

Mr. Zmuda made a motion, seconded by Ms. Crook, to follow the recommendation of the Budget Sub-Committee and transfer \$12,950.00 from Teachers (50-2305-0100-01) to Student Other (50-3520-0600) to cover the shortfall for the SkillsUSA state competition. Motion passed unanimously.

Mr. Dutch explained that, as a result of the students' success at the SkillsUSA state competition, a second transfer was needed to cover the expenses of sending thirteen students to Kansas City to participate in the national competition. Mr. Zmuda made a motion, seconded by Ms. Crook, to transfer \$21,000.00 from Teachers (50-2305-0100-01) to Student Other (50-3520-0600) to cover the shortfall for the SkillsUSA national competition. Motion passed unanimously.

Ms. Crook made a motion, seconded by Ms. Magauran, to enter into Executive Session at 8:00 p.m. to discuss Unit A and Unit B Negotiations and to return to Open Session for the purpose of adjournment. Roll call vote - Motion passed unanimously.

Open Session resumed at 8:08 p.m. Mr. Chalke made a motion, seconded by Mr. Mancini, to adjourn the regular meeting at 8:08 p.m. Motion passed unanimously.

A True Copy Attest

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

06/14/13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY**  
**May 20, 2013**

**BUDGET SUB-COMMITTEE MEETING**  
**5:30 - CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of April 22, 2013 Meeting
2. FY13 Surplus Accounts
3. Budget Transfers
4. Other

**"And such other business as may properly come before this meeting."**

BOURNE, MASS  
TOWN CLERK'S OFFICE  
2013 MAY 15 PM 1 05



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

**WEDNESDAY  
MAY 22, 2013**

### **POLICY SUB-COMMITTEE MEETING 5:00 P.M. - CONFERENCE ROOM**

1. Recommended Edits to Policies on Hold
2. Recommended Edits to Reviewed Policies

### **HEALTH & SAFETY SUB-COMMITTEE MEETING 6:00 P.M. - CONFERENCE ROOM**

1. Wellness Plan
2. Review of Health and Safety Related Policies
3. Recommended Safety Practices





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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
JUNE 3, 2013**

**SICK LEAVE BANK COMMITTEE  
5:00 P.M. - CONFERENCE ROOM**

- 1. Review of Sick Bank Request**

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TOWN CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
Superintendent

## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: 508-759-7711  
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THURSDAY  
JUNE 13, 2013

### 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 9, 2013 Regular Meeting & May 9, 2013 Executive Session
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report

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TOWN CLERK'S OFFICE  
BOURNE, MASS.

12. Old Business
  - A. Part-Time Practical Nursing Program
13. New Business
  - A. General Advisory
  - B. Wastewater Treatment Plant Presentation
  - C. School Improvement Plan
  - D. Approval of Spring Program Advisory Minutes
  - E. iPad Purchase
  - F. 71-Passenger Bus Purchase
  - G. Budget Transfers – FY13 Shortfalls
  - H. Technology Infrastructure Purchase
  - I. Wind Net Metering Agreement
  - J. Policy – Initial Review (First Reading)
  - K. Ratification of Unit B Collective Bargaining Agreement

#### Executive Session

- A. Unit A Negotiations
- B. Unit B 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."*

BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



2013 JUN 15 PM 3 00  
UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
JUNE 13, 2013 MEETING HELD AT THE SCHOOL  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**PRESENT:** Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Michael Degan; Lisa Dumont; Elizabeth Magauran; Edmund Zmuda; 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:** Marisa Teahan, a junior in Environmental Technology from Bourne, provided the committee with an update on the spring sports teams stating that all three spring teams qualified and won the Vocational Tournament as well as qualifying for the state tournament. Captains' practices will be held over the summer for the fall sports teams. She reminded the committee that fourteen students will travel to Kansas City from June 24<sup>th</sup> through 29<sup>th</sup> to participate in the SkillsUSA national competition. The Horticulture students continue to prepare for the Future Farmers of America competition which will take place in the fall.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Chalke, seconded by Ms. Dumont, for approval of the minutes of the May 9, 2013 regular meeting. Six in favor; Mr. Degan abstained – Motion passed. A motion was made by Mr. Chalke, seconded by Ms. Dumont, for approval of the minutes of the May 9, 2013 executive session. Six in favor; Mr. Degan abstained – Motion passed.

**NEW BUSINESS:**

**General Advisory** – Diane Guidebeck, Chair of the General Advisory Committee, briefed committee members on the roles and responsibilities of the General Advisory Committee, which is comprised of the chairs of the Program Advisory Committees for each of the technical areas. At the last meeting of the General Advisory, the members developed three themes for the school as a unit. The first is that the curriculum be appropriate for the frameworks as well as the region. The next theme is that students have the opportunity to work with equipment that is state of the art and relevant to their career field. Finally, advisory members stressed the importance of students acquiring 21<sup>st</sup> century skills as they relate to customer service, communications, and technology. The overall sense was that a focus on the theme of currency be adopted.

**Wastewater Treatment Plant Presentation** – John Churchill, from JC Engineering, presented an analysis of the school's needs for a wastewater treatment plant, which the Department of Environmental Protection has ordered be constructed by 2016. The firm has completed a hydraulic study and presented various options for treatment systems, explaining that the construction of a 16x16 building at a minimum will be necessary. Staffing requirements will be approximately an hour or two of man hours per day as well as filing reports with the Department of Environmental Protection. Ms. Dumont made a motion, seconded by Ms. Magauran, to authorize the Superintendent to begin the approval process with the Department of Environmental Protection and to then follow the recommendation of JC Engineering and proceed with the construction of a wastewater treatment plant utilizing the Amphidrome system for completion no later than 2016. Roll call vote - Motion passed unanimously. The committee expressed an interest in touring a facility that is using the Amphidrome system. Mr. Dutch will ask Nolan LeRoy to facilitate such a tour.

**COMMUNICATIONS:** Mr. Dutch read a thank you note from a volunteer of the Bourne Public Library who attended a luncheon and tour of the school recently. He then read a letter from State Representative Randy Hunt congratulating the school on being selected to receive a Secretary's Award for Excellence in Energy & Environmental Education. The Superintendent also read a letter from the Job Training and Employment Corporation (JTEC) regarding the FY13 Fiscal Monitoring Report of their programs, stating that there were no fiscal issues raised and JTEC found the school's accounting records to be well organized and accurate. Next, Mr. Dutch read an e-mail correspondence from the parent of a 2013 graduate thanking the administration for everything they did to help their son over the past four years. The parent talked about the significant progress her child had made over the course of his time at UCT, stating that she would encourage any parent to send their student to our school. Finally, Mr. Dutch read a letter from Patricia Gales, Director of the Practical Nurse program, indicating her intention to retire effective August 31, 2013.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on May 20<sup>th</sup> and will be recommending budget transfers at tonight's meeting. The next meeting will be held on July 1<sup>st</sup>. Ms. Crook informed the committee that the Health and Safety Committee met recently to review the Wellness Plan. The finalized plan will be presented to the full committee once complete. She also reported on the Policy Sub-Committee, stating that a number of policies are being presented tonight for a first reading.

**TREASURER'S REPORT:** Mr. Chalke reported on warrants number 48 and 50 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, vehicle fuel, and bond principal and interest.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the following:

- Windows – The project is now complete and paid in full. We are awaiting one reimbursement.
- LPN Building – The building is on target for an August 30<sup>th</sup> opening. Financial analyses and punch lists are being finalized to determine if any additional funding is needed.
- Budget – Four out of five district towns have voted on and approved the FY14 budget. Wareham will vote on the budget on June 18<sup>th</sup>.
- Legislation – The out of district tuition language is now in conference committee with language for permanent repeal.
- Wind Turbine – The turbine has been dismantled at a cost of \$2,230.00. The school was reimbursed \$1,200.00 for the steel.
- MASC Annual Conference – The annual conference will take place in Hyannis from November 6<sup>th</sup> – 9<sup>th</sup>. Mr. Dutch asked committee members to inform Ms. Brito if they plan on attending. Reduced conference rates are available until July 15<sup>th</sup>.

PRINCIPAL'S REPORT: Mr. Forget discussed the graduation ceremony that took place on June 2<sup>nd</sup>, stating that it was very well attended and flowed smoothly. The last School Council meeting of the year took place on June 3<sup>rd</sup> at which time the School Improvement Plan was approved. The Principal reported that eleven out of thirteen Cosmetology students have passed the exam for their state license and the other two students will be taking the exam shortly. The JTEC alternative program held a small graduation ceremony today for four students and school staff is preparing for the summer programs. Mr. Forget concluded his report by stating that the students who will be competing in the SkillsUSA national competition have been preparing very hard and are excited for the competition.

PTO REPORT: No report.

OLD BUSINESS:

**Part-Time Practical Nurse Program** – Mr. Dutch discussed the proposal that was presented at the May meeting for the implementation of an evening practical nurse program. He stated that committee members expressed a concern regarding contractual issues around staffing the program. The Superintendent clarified that there would be one .67 FTE position which would be part of the Unit A collective bargaining agreement. The second position would be an hourly position which would be non-contractual. The curriculum for the part-time program would be the same as the curriculum for the full-time program. Ms. Crook stated that the employment expectations need be made clear for this Unit A position. Mr. Dutch agreed, stating that a Memorandum of Agreement would be developed to clarify these expectations. Ms.

Dumont made a motion, seconded by Mr. Chalke, to move forward with the implementation of a part-time practical nurse program. Motion passed unanimously.

#### NEW BUSINESS:

**School Improvement Plan** – Mr. Forget explained the changes and updates that had been made to the plan. The plan has been updated to reflect the latest MCAS scores. Changes have been made in the area of program offerings and technology to include language around iPads and electronic portfolios. Ms. Crook made a motion, seconded by Mr. Chalke, to approve the 2013-2014 School Improvement Plan as presented. Motion passed unanimously.

**Spring Program-Advisory Minutes** – Mr. Chalke made a motion, seconded by Mr. Zmuda, to approve the minutes of the March 27, 2013 program advisory minutes as presented. Motion passed unanimously.

**iPad Purchase** – Ms. Crook stated that she would like to see how the iPads are being used in all of the academic classes and technical programs. Mr. Dutch offered to create a document that showed an example of how they are being used in each of the programs. Additionally, committee members could spend a morning visiting classrooms and shops to see firsthand how the student and teachers are using the iPads in the classroom and shop. Mr. Degan made a motion, seconded by Mr. Zmuda, to purchase 360 iPads from Apple Inc. Education at a cost of \$136,440.00. Motion passed unanimously.

**71-Passenger Bus Purchase** – Ms. Crook made a motion, seconded by Mr. Chalke, to transfer \$1,587.00 from Special Education Teachers (50-2310-0100) to Transportation Supplies (50-3300-0500) for purchase of a 71-passenger bus. Motion passed unanimously. Ms. Crook made a motion, seconded by Mr. Zmuda, to approve the purchase of the 71-passenger bus in FY2013 from Thomas Built Buses. Motion passed unanimously.

**Budget Transfers – FY13 Shortfalls** – Mr. Zmuda made a motion, seconded by Ms. Dumont, to make the following transfers needed for FY13 budget shortfalls:

- \$2,000.00 from Superintendent Professional (50-1210-0100-00), \$2,605.00 from SD Advertising (50-1210-0600-02), and \$900.00 from Teachers (50-2305-0100-01) to School Committee Other (50-1110-0600-00).
- \$2,500.00 from Instructional Salaries (50-2355-0300) to School Committee Clerical (50-1110-0200-00).
- \$34,000.00 from Bus Drivers Salaries (50-3300-0100-00) to Transportation Contractual (50-3300-0100-00).
- \$25,000.00 from Teachers (50-2305-0100-01) to Transportation Supplies (50-3300-0500-00).

Motion passed unanimously.

**Technology Infrastructure Purchase** – Ms. Crook made a motion, seconded by Ms. Magauran, to purchase technology infrastructure equipment and services through Unified Network Solutions on the state bid list at a purchase price of \$56,508.50. Motion passed unanimously.

**Wind Net Metering** – Mr. Zmuda made a motion, seconded by Mr. Degan, to authorize the Superintendent to sign the wind net metering agreement with Future Generation Wind, LLC and to submit the application to the Department of Public Utilities on behalf of the committee. Motion passed unanimously.

**Policy – Initial Review** – Ms. Crook, Chair of the Policy Sub-Committee, asked the committee to review the proposed changes to several policies. She explained that many changes were just housekeeping, such as changing 'Superintendent-Director' to 'Superintendent' and changing 'Business Manager' to 'Superintendent' or 'Controller.' Mr. Dutch then discussed the proposed changes to Policy DFF – *Income from School Shops*. He explained that the rationale for the changes is to bring equity to all of the technical areas as several of the shops do not have the opportunity to generate income like the service shops do.

Ms. Crook made a motion, seconded by Mr. Zmuda, to enter into Executive Session at 7:56 p.m. to discuss Unit A and Unit B negotiations and to return to Open Session for the purpose of ratifying the Unit B collective bargaining agreement and to adjourn. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:16 p.m.

**Ratification of Unit B Collective Bargaining Agreement** – Ms. Dumont made a motion, seconded by Mr. Chalke, to ratify the memorandum of agreement to the Unit B collective bargaining agreement for the period of July 1, 2013 through June 30, 2016 as presented. Roll call vote – Motion passed unanimously.

Mr. Chalke made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 8:18 p.m. Motion passed unanimously.

A True Copy Attest

Date:

7/12/13

(Seal)

Robert A. Dutch

Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
July 1, 2013**

**BUDGET SUB-COMMITTEE MEETING  
5:30 – CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of May 20, 2013 Meeting
2. FY13 Budget Transfers
3. FY13 Surplus Accounts
4. FY13 Security Purchase
5. FY14 Vehicle Purchase
6. Other

**“And such other business as may properly come before this meeting.”**

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BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 6/24/2013



# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
2013 Superintendent AM 8 27

## REGIONAL SCHOOL COMMITTEE MEETING

TOWN CLERK'S OFFICE  
BOURNE, MASS

THURSDAY  
JULY 11, 2013

### 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 13, 2013 Regular Meeting & June 13, 2013 Executive Session
6. Communications
7. Report of Committees
8. Treasurer's Report
9. Superintendent's Report
10. Principal's Report
11. PTO Report
12. Old Business
13. New Business
  - A. Policy – Final Adoption
  - B. Budget Transfers – FY13 Shortfalls
  - C. Budget Transfer – FY13 Surplus Account
  - D. Budget Transfer – Nursing & Allied Health Education Center
  - E. Non-Contractual Salaries
  - F. FY13 Security Purchase
  - G. FY14 Vehicle Purchase
  - H. Revised 2013-2014 School Calendar Approval
  - I. Practical Nursing Student Handbook
  - J. NSBA Reports
  - K. Ratification of Unit A Collective Bargaining Agreement

#### Executive Session

- A. Unit 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."*

BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
JULY 11, 2013 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Michael Degan; Elizabeth Magauran; Kent Pearce; Edmund Zmuda; 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: No report.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Chalke, seconded by Mr. Degan, for approval of the minutes of the June 13, 2013 regular meeting. Motion passed unanimously. A motion was made by Mr. Chalke, seconded by Mr. Degan, for approval of the minutes of the June 13, 2013 executive session. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on July 1st and will be recommending budget transfers at tonight's meeting. The next meeting will be held on July 22<sup>nd</sup> at 5:30 p.m.

TREASURER'S REPORT: Mr. Chalke reported on warrants number 54, 55 and 2 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, workers compensation insurance, electricity, purchase of iPads and expenses associated with the construction of the LPN building.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the following:

- Hiring Update – The Superintendent updated the committee on the positions that have been filled for the fall. He introduced the committee to Judith Pelletier who has been hired as Director of the Practical Nursing Program. Judith provided the committee with some information on her professional background.

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TOWN CLERK'S OFFICE  
FOOT LOCKER

- Leadership Retreat – The group met for two days earlier in the week to discuss preparations and planning for the upcoming school year.
- MASS Meeting – Mr. Dutch will be attending the annual meeting of the Massachusetts Association of School Superintendents for three days next week. The sessions will focus mainly on evaluation, legal issues and numerous other mandates.
- SkillsUSA – UCT students finished 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, two 6<sup>th</sup>s and a 7<sup>th</sup> at the national competition in Kansas City.
- State Budget – The district received an additional \$40,000 in transportation reimbursement which brings the reimbursement rate to 60%. The target for next year is 65%. The state currently does not have a budget for FY14 and therefore we will be receiving Chapter 70 payments monthly based on the FY13 budget. This figure represents \$25 less per student.

Ms. Magauran entered the meeting at 6:37 p.m.

- Construction Update – The LPN building project continues on track. Boilers are complete and the heating system has been tested. Drywall is two thirds done and the air conditioning is 50% installed. To be completed in the next six weeks are plaster, ceilings, lighting, finish plumbing, interior doors, painting and flooring. Work has also begun on the installation of the new greenhouse and we are awaiting approval of the groundwater discharge permit using the amphidrome system.
- Wastewater Treatment Plant Tour – Mr. Dutch reminded the committee that a tour of the treatment plant at the Riverview School in Sandwich has been scheduled for Tuesday, July 16<sup>th</sup> at 2:30. Their treatment plant uses the amphidrome system which is the system that will be installed here.

**PRINCIPAL'S REPORT:** Mr. Forget reported that the school year concluded with no concerns or problems. Final exams went well and the leadership team is now busy preparing for the fall.

**PTO REPORT:** No report.

**NEW BUSINESS:**

**Policy – Final Adoption** – Mr. Zmuda made a motion, seconded by Mr. Chalke, for final adoption of the following policies:

- AA-E: School District Legal Status
- AB: The People and Their School District
- AC-R: Nondiscrimination
- AE: Commitment to Accomplishment

DBI/DBJ: Budget Implementation / Item Transfer Authority  
DBG-R: Budget Adoption Procedures  
DCA: Apportionment and Payment of Costs  
DC: Taxing and Borrowing Authority / Limitations  
DIE: Audits  
DD: Funding Proposals and Applications  
DFF: Income from School Shop Sales and Services  
DG: Depository of Funds  
DH: Bonded Employees and Officers  
DI: Fiscal Accounting and Reporting  
DIB: Types of Funds  
DID: Inventories  
DJ: Purchasing  
EB: Safety Program  
EBB: First Aid  
EBCC: Bomb Threats  
EBCD: Emergency Closings  
EDC: Authorized Use of School-Owned Materials  
EEAG: Student Transportation in Private Vehicles  
EI: Insurance Management  
EF: Naming of Facilities  
GBA: Equal Employment Opportunity  
GBD: School Committee-Staff Communications  
GBEAA: Staff Conflict of Interest  
GBEB: Staff Conduct  
GBEBC: Staff Gifts and Solicitations  
GBJ: Personnel Records  
GBK: Staff Complaints and Grievances  
GCA: Professional Staff Positions  
GCCC: Professional Staff Family and Medical Leave  
GCE: Professional Staff Recruiting / Posting of Vacancies  
GCF: Professional Staff Hiring  
GCIA: Philosophy of Staff Development  
GCJ: Professional Teacher Status  
GCK: Professional Staff Assignments and Transfers  
GCQA: Reduction in Professional Staff Work Force  
GDA: Support Staff Positions  
Wellness Policy

Motion passed unanimously.

**Budget Transfers – FY13 Shortfalls** – Mr. Degan made a motion, seconded by Mr. Zmuda, to follow the recommendation of the Budget Sub-Committee and make the following budget transfers needed for FY13 budget shortfalls:

<u>Transfer from</u>		<u>Transfer to</u>	
Audit		Business-Legal Service	
50-1430-0400-01	\$3,000	50-1430-0400-00	\$3,642
Business Clerical			
50-1410-0200-00	\$642		
Cover shortfall for legal shortfall			
Principal Clerical		Professional Development	
50-2210-0200-00	\$4,000	50-2357-0600-00	\$4,000
Cover shortfall for professional development requirements			
Dir Student Services		Psychological Services Speech	
50-2710-0100-01	\$1,200	50-2800-0400-01	\$1,200
Cover shortfall for speech			
Subs		Psychological Contractual	
50-2325-0300-00	\$16,400	50-28000400-02	\$17,000
Dir. Student Services			
50-2710-0100-01	\$600		
To cover shortfalls in testing services			
Unemployment		FICA	
50-5100-0600-02	\$14,000	50-5100-0600-04	\$14,000
Shortfall for SS match			
Bus Drivers		Transportation Contracted	
50-3300-0100-00	\$3,200	50-3300-0400-02	\$3,200
Contracted transportation of students			
Coaches		Official & Fees	
50-3510-0300	\$6,484	50-3510-0400	\$7,500
Athletic Supplies			
50-3510-0500	\$496		
Student Advisors			
50-3520-0100	\$520		
Cover shortage for game official fees			

Motion passed unanimously.

**Budget Transfer – FY13 Surplus Account –** Mr. Zmuda made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and make the following budget transfer to be added to the stabilization fund approved by the towns for the use of the wastewater treatment project:

<u>Transfer from</u>		<u>Transfer to</u>	
Teachers		Reserve for Wastewater	
50-2305-0100-01	\$48,000	50-8252-0000	\$378,800
SPED Teachers			
50-2310-0100	\$69,900		
Instructional Asst.			
50-2330-0300-00	\$47,500		
Textbooks			
50-2410-0500	\$10,000		
Extra Ordinary & Unanticipated			
50-4300-0600	\$70,000		
Health Insurance			
50-5100-0600-01	\$118,000		
Unemployment			
50-5100-0600-02	\$15,400		

Motion passed unanimously.

**Budget Transfer – Nursing & Allied Health Education Center –** The Superintendent provided committee members with a balance sheet detailing the most recent building funding projections for the construction of the Nursing & Allied Health Education Center noting a shortfall in the building line item of \$127,463.95. Mr. Chalke made a motion, seconded by Mr. Degan, to transfer \$130,000.00 from Adult Ed/LPN (02-891000003) to Reserve for Health Careers Building (02-894900000). Motion passed unanimously.

**Non-Contractual Salaries –** Ms. Crook made a motion, seconded by Ms. Magauran, to follow the recommendation of the Budget Sub-Committee and grant non-contractual employees salary increases as follows: 2% for FY14, 2% for FY15, and 2% for FY16. Motion passed unanimously.

**FY13 Security Purchase –** Mr. Dutch explained that there is a Health and Safety Committee within the faculty and also a Health and Safety Sub-Committee of the School Committee. Both committees have recommended the implementation of a security system that will keep all exterior doors locked on a more regular basis. As a result, the Budget Sub-Committee has recommended the purchase of an access control system from a vendor that is on the state bid list. Mr. Degan made a motion, seconded by Mr. Chalke, to approve the purchase of an access control system from Securadyne

Systems at a cost of \$16,281.06 for the main system and an additional \$9,437.48 for card readers. Motion passed unanimously.

**FY14 Vehicle Purchase** – Mr. Zmuda made a motion, seconded by Ms. Crook, to follow the recommendation of the Budget Sub-Committee and approve the purchase of a 2013 Toyota Sienna Mini-Van per the Commonwealth of Massachusetts Procurement Contract #OVM10 at a cost of \$25,831.00. Motion passed unanimously.

**Practical Nursing Student Handbook** – Mr. Dutch explained that there has been a student handbook in place for several years for the Practical Nursing program but that it had not been approved by the School Committee. Ms. Crook asked that Mr. Forget's name be added to the list of administrators on page 6. She also stated that there should be sign-off sheet for receipt of the Acceptable Use Policy as well as the media release form. Ms. Crook made a motion, seconded by Mr. Degan, to approve the student handbook for the day program of the Practical Nursing program with the suggested revisions. Motion passed unanimously.

**NSBA Reports** – Committee members who attended the National School Boards Association annual conference held in Boston in April spoke about the sessions they attended. Mr. Fichtenmayer discussed a session entitled "Linking Compensation to Student Growth." Ms. Magauran stated she attended sessions around policy, technology and trends in curriculum, and a session that focused on STEAM (Science, Technology, Art and Math). She felt that all the workshops were helpful to her in learning her role as a School Committee member. Ms. Crook also attended the STEAM workshop and found it very enlightening. Mr. Chalke attended sessions on ethics, technology, evidence based accountability, maximizing school committee meetings, school safety, and social media and the internet. Finally, Mr. Zmuda discussed a session he attended on literacy.

**Ratification of Unit A Collective Bargaining Agreement** – Mr. Pearce made a motion, seconded by Mr. Chalke, to ratify the memorandum of agreement to the Unit A collective bargaining agreement for the period of July 1, 2013 through June 30, 2016 as presented. Roll call vote – Motion passed unanimously.

**Revised 2013-2014 School Calendar** – Committee members were provided with a revised 2013-2014 school calendar reflecting the addition of a second in-service day for teachers at the start of the school year as well as the addition of four in-service half days as agreed upon in the memorandum of agreement to the Unit A collective bargaining agreement for the period of July 1, 2013 through July 1, 2016. Ms. Crook made a motion, seconded by Ms. Magauran, to approve the revised 2013-2014 school calendar as presented. Motion passed unanimously.

Ms. Magauran made a motion, seconded by Mr. Degan, to not hold a School Committee meeting during the month of August. Motion passed unanimously.

Mr. Chalke made a motion, seconded by Ms. Crook, to adjourn the regular meeting at 7:45p.m. Motion passed unanimously.

A True Copy Attest

Date: 9-16-13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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Robert A. Dutch  
Superintendent

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
JULY 16, 2013

SUPERINTENDENT EVALUATION COMMITTEE  
4:15 P.M. – CONFERENCE ROOM

1. Development of Goals

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TOWN CLERK'S OFFICE  
BOURNE, MASS.



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2013 JUL 23 AM 8 54  
Robert A. White  
Superintendent  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

**TUESDAY  
JULY 30, 2013**

**POLICY SUB-COMMITTEE  
4:00 P.M. - CONFERENCE ROOM**

- 1. Continued Review of Existing Policies**



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**

# Upper Cape Cod Regional Technical School

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TOWN CLERK'S OFFICE

BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
SEPTEMBER 12, 2013

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 11, 2013 Regular Meeting  
Communications
6. Report of Committees
7. Treasurer's Report
8. Superintendent's Report
9. Principal's Report
10. PTO Report
11. Old Business
12. New Business
  - A. School Opening Report
  - B. MASC Voting Delegate
  - C. Representative to the Cape Cod Collaborative
  - D. FY14 Assessments to the Towns
  - E. Superintendent Evaluation - Preliminary

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
SEPTEMBER 12, 2013 MEETING HELD AT THE SCHOOL

PRESENT: Lisa Dumont, Vice-Chair; Steven Chalke; Mary Crook; Michael Degan; Elizabeth Magauran; Mark Mancini; Edmund Zmuda; 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: Marisa Teahan, a senior in Environmental Technology from Bourne, reported on recent student activities. She provided the committee with an update on the fall sports teams and discussed the national SkillsUSA competition which took place in Kansas City in June stating that there was a gold medal winner from Upper Cape Tech. She informed the committee that Horticulture students have qualified to participate in the national Future Farmers of America competition in Kentucky in October. Finally, Marisa reported that there are five students participating in the dual enrollment program this semester earning college credits.

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 11, 2013 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Mr. Chalke informed the committee that he has filed a *Disclosure of Appearance of Conflict of Interest* as required by Massachusetts General Laws as his daughter was hired as a paraprofessional at Upper Cape Tech.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee will meet on September 30<sup>th</sup> at 4:30 p.m. Ms. Crook informed the committee that the Superintendent Evaluation Sub-Committee met on July 13<sup>th</sup> as well as the Policy Sub-Committee. Draft policies will be presented for initial review at the October meeting.

TREASURER'S REPORT: Mr. Chalke reported on warrants number 3, 6, 8, 10, and 12 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, utilities, technology infrastructure and expenses associated with the construction of the LPN building.

BOURNE, MASS.  
TOWN CLERK'S OFFICE  
SEP 15 2013

**SUPERINTENDENT'S REPORT:** Mr. Dutch updated the committee on the status of the LPN building informing the members that a temporary occupancy permit has been granted for 60 days. He also stated that the foundation is nearing completion for the Horticulture greenhouse that is under construction.

**PRINCIPAL'S REPORT:** Mr. Forget reported that the iPad rollout took place on August 21<sup>st</sup> and 22<sup>nd</sup> for freshmen and sophomores. He stated that the iPads are being used widely by students and staff and encouraged committee members to look at some of the teacher's websites including English teacher, Sheila Edwards, whose website is [www.sedwards191english.com](http://www.sedwards191english.com). Two staff in-service days were held prior to the start of school for students. The first day focused on the new teacher evaluation system and the second day was dedicated to PowerSchool which is the new software being utilized by teachers which will allow parents to log on and monitor their children's grades. The first day of school for students was August 28<sup>th</sup> and it was a smooth start to the school year.

**PTO REPORT:** Committee members agreed that the PTO report should be addressed as part of the Principal's Report. They also discussed the possibility of the Director of Special Education reporting to the committee twice a year; after each Parent Advisory Council meeting.

### **NEW BUSINESS:**

**School Opening Report** – Mr. Dutch presented a PowerPoint presentation detailing information on staff changes, new employees, summer building projects, and recent accomplishments and initiatives.

**MASC Voting Delegate** – Mr. Chalke nominated Ms. Crook, seconded by Mr. Degan, to serve as Upper Cape Cod Regional Vocational-Technical School District's voting delegate at the annual MASC business meeting in November. Motion passed unanimously.

**Representative to the Cape Cod Collaborative** – Ms. Crook nominated Mr. Fichtenmayer, seconded Mr. Chalke, to serve as Upper Cape Cod Regional Technical School's representative to the Cape Cod Collaborative. Motion passed unanimously.

**FY14 Assessment to the Towns** – Mr. Dutch discussed the changes that were made to the FY14 final cherry sheets and minimum contribution amounts that were received from the Department of Revenue and the Department of Elementary and Secondary Education after the state budget was finalized on July 14, 2013. These adjustments have resulted in changes to the assessments to the towns that were voted on in March.

The Superintendent presented the options for dealing with these changes to the committee. In order to absorb the changes, the district would have to cut the FY14 budget by \$304,000.00. Instead, Mr. Dutch recommended that the committee petition the legislature to reimburse the towns which will have an increase in their assessment as a result of the final state budget. Mr. Chalke made a motion, seconded by Ms. Crook, to ask the committee's legislative delegation consisting of Senator Murray, Senator Pacheco, Representative Vieira, Representative Gifford, and Representative Hunt to file legislation guaranteeing that minimum contributions and Chapter 70 aid be finalized on or before March 1<sup>st</sup> of each year so that accurate regional school district assessments can be computed before town meetings are asked to vote on them; also that the state reimburses any member of a regional school district that has been over assessed for FY14 due to the change in the Department of Elementary and Secondary Education's require minimum contribution amounts. Motion passed unanimously.

**Superintendent Evaluation – Preliminary** – Mr. Dutch discussed the information that was included in the meeting mailout as part of the initial step in the Superintendent's evaluation. Committee members were provided with Mr. Dutch's self-evaluation, as well as his goals for 2012-2014 and an example of what the evaluation instrument will look like. A meeting of the Superintendent Evaluation Sub-Committee will be scheduled to begin the evolution process.

Mr. Chalke made a motion, seconded by Mr. Mancini, to adjourn the regular meeting at 7:50 p.m. Motion passed unanimously.

A True Copy Attest

Date: 10/11/13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
SEPTEMBER 26, 2013

### SUPERINTENDENT EVALUATION SUB-COMMITTEE 6:00 P.M. – CONFERENCE ROOM

1. Approval of Minutes of the July 16, 2013 Meeting
2. Evaluation Process & Procedure

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BOURNE, MASS



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# Upper Cape Cod Regional Technical School

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
September 30, 2013

BUDGET SUB-COMMITTEE MEETING  
4:30 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of July 1, 2013 Meeting
2. FY13 Class of 2013 Account
3. FY14 Grant Analysis
4. FY14 Budget Review
5. FY14 Meeting Dates
6. Other

"And such other business as may properly come before this meeting."



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Postal 9/18/2013



# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
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## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: 508-759-7711  
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THURSDAY - OCTOBER 10, 2013

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 12, 2013 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. Superintendent Evaluation
12. New Business
  - A. MASC Presentation to SkillsUSA Gold Medalist
  - B. 2014-2015 School Calendar Discussion
  - C. Class of 2013 Account Closing (VOTE)
  - D. FY14 Grant Review
  - E. Policy - Initial Approval
    1. IC/ICA - School Year/School Calendar
    2. IGBE - Remedial Instruction
    3. IGC - Learning Support Services Programs
    4. IGD - Curriculum Adoption
    5. IHA-E - Basic Instructional Program
    6. IHA-I - Occupational Education
    7. IHAM - Parental Notification Relative to Sex Education
    8. IIAE - Reconsideration of Instructional Resources
    9. IJI - Shop Work Orders
    10. IJNDC - School and District Web Pages
    11. JICF - Gang Activity / Secret Societies.
    12. IJOC - School Volunteers
    13. JIH - Interrogations and Searches
    14. JJ - Co-curricular and Extracurricular Programs
    15. JJA - Student Organizations
    16. JJE - Student Fundraising Activities
    17. JJF - Student Activity Accounts
    18. JJG - Contests for Students
    19. JLCCA - AIDS
    20. JLI - Student Safety
    21. JRA - Student Records

### 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

2013 SEP 31 PM 12 29  
 TOWN CLERK'S OFFICE  
 BOURNE, MASS



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**OCTOBER 10, 2013 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Chair; Steven Chalke; Mary Crook; Michael Degan; Lisa Dumont, Elizabeth Magauran; Mark Mancini; Kent Pearce; Edmund Zmuda; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:20 p.m. followed by the Pledge of Allegiance to the Flag.

**STUDENT SPOTLIGHT:** Keith Boyle, Horticulture teacher, updated the committee on the students' activities with the Future Farmers of America (FFA), explaining that all of the Horticulture students are members of the FFA. FFA is an agricultural youth organization that helps students develop strong knowledge of the industry. Four students won first place at the state FFA Nursery Landscape Career Development Event and will now participate in the national competition in Louisville, Kentucky at the end of the month. Mr. Boyle presented a video that the students produced about their shop focusing on what they learn in the program and what their future college and/or career plans are.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Zmuda, seconded by Ms. Dumont, for approval of the minutes of the September 12, 2013 regular meeting. Mr. Fichtenmayer abstained. Motion passed.

**COMMUNICATIONS:** Mr. Dutch read a letter from Joseph Martin, a student who recently traveled to Washington, DC to represent Upper Cape Tech as a SkillsUSA state officer. His letter thanked Mr. Dutch for supporting him as a state officer. The Superintendent also read a letter from Senator Therese Murray in response to the school's letter to her and other legislators regarding the district's minimum contribution and Chapter 70 aide for FY2014 and a request for a minimum contribution number by March 1<sup>st</sup> each year. Senator Murray expressed that providing a minimum contribution number by March 1<sup>st</sup> is nearly impossible due to the fact that the economic outlook for the coming fiscal year can change dramatically from month to month. The Senator further expressed that she understands the difficulties that arise as a result of the difference between the Governor's House One Budget proposal and what is ultimately enacted and that the Department of Elementary and Secondary Education is transitioning to a new formula that they believe will more accurately predict contributions.

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TOWN CLERK'S OFFICE  
BOURNE MASS

REPORT OF COMMITTEES: The Policy Sub-Committee agreed to meet on October 23<sup>rd</sup> at 5:30 p.m. and the Long Range Planning Sub-Committee agreed to meet on October 24<sup>th</sup> at 5:30 p.m. Mr. Chalke reported that the Budget Sub-Committee met on September 30<sup>th</sup> to discuss the Class of 2013 account and a grant analysis. Mr. Chalke distributed a list of Budget Sub-Committee meeting dates for the remainder of the fiscal year.

TREASURER'S REPORT: Mr. Chalke reported on warrants number 14 and 16 highlighting some of the larger expenditures including payments for employee health insurance, bus contracts, utilities, and furniture for the LPN building.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on the status of the LPN building informing the members that he is waiting to hear back from Senator Murray regarding a date for the ribbon cutting ceremony but that he is hoping to hold it on November 14<sup>th</sup> prior to the start of the School Committee meeting. The foundation for the greenhouse is nearly complete. Electricity and water has been installed and the gas now needs to be brought over to the building. We are awaiting approval for the groundwater discharge permit for the wastewater treatment plant. Mr. Dutch informed the committee that the leadership team will be beginning the budget process next week, stating that the overall enrollment is up by sixteen students. He reminded the members that registration opens on October 23<sup>rd</sup> for the annual National School Boards Association conference. This year's conference will take place in April in New Orleans. He asked committee members to let Ms. Brito know if they plan on attending prior to October 23<sup>rd</sup>. Mr. Dutch also stated that he had spoken to Mr. Fichtenmayer asking his support to nominate Upper Cape Tech for an NSBA Magna Award. The application would focus on the interconnection and integration on the construction of the LPN building and the cost savings that resulted. The Superintendent discussed grant funding next, stating that one of his goals is to obtain more competitive grants.

PRINCIPAL'S REPORT: Mr. Forget reported that the Special Education Parent Advisory Council will meet on October 16<sup>th</sup> at 7 p.m. He informed the committee that the Athletic Association spent \$6,000 on new chairs and scorer's stations for the gymnasium and is looking to purchase new mats for the cheerleaders next. The Principal update the committee on PTO activities including the Craft Fair that will take place on November 23<sup>rd</sup> and 24<sup>th</sup> from 10 a.m. to 3:30 p.m. All booths have been sold for the Craft Fair. The PTO is also continuing the A+ program with Stop & Shop. There are currently has over 300 individuals participating in the program with a portion of their purchases going towards the school. An in-service day took place on September 25<sup>th</sup>, which was a half day for students. The in-service focused on A.L.I.C.E. training which is a new mindset regarding how to react to intruders coming into the building. School resource officers from a number of other towns also attended this training. The first

School Council meeting of the school year took place on October 7<sup>th</sup> with a lot of discussion around the implementation of the student information management system, Power School. A homecoming pep rally will take place on October 18<sup>th</sup> at 1 p.m. with the football game and homecoming dance taking place the following day.

#### OLD BUSINESS:

**Superintendent Evaluation** – Mr. Dutch reminded the committee that there is a new state-mandated evaluation process for Superintendents. The sub-committee met recently to begin the process and agreed that since it is the first time implementing a new evaluation instrument, it shouldn't determine the renewal of the Superintendent's contract. As such, the sub-committee decided to make it a two-year evaluation which will occur in May of 2014. The sub-committee reviewed the evaluative criteria and the full committee will vote to approve the process and the Superintendent's goals at the November meeting. Mr. Dutch also reviewed the end-of-year cycle summative report that the members will be completing.

#### NEW BUSINESS:

**2014-2015 School Calendar Discussion** – The Superintendent informed committee members that there has been some discussion amongst the Cape schools regarding the feasibility of moving the February and April vacation weeks back or forward one week. Discussion ensued with committee members expressing that a change such as that could make it difficult on staff members with children who reside off-Cape.

**Class of 2013 Account Closing** – Ms. Crook made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and transfer \$2,308.95 from Class of 2013 (06-2013-00) to the Class of 2014 (06-2014-00) for the purpose of closing the Class of 2013 account. Motion passed unanimously.

**FY14 Grant Review** – Mr. Dutch provided a FY2014 grant analysis displaying the grant funding that is being received and how those funds are being used. He differentiated which grants are entitlements and which are competitive grants.

**Policy: Initial Approval** – The following draft policies were presented to the committee for a first reading:

IC/ICA – School Year/School Calendar  
IGBE – Remedial Instruction  
IGC – Learning Support Services Programs  
IGD – Curriculum Adoption  
IHA-E – Basic Instructional Program  
IHAI – Occupational Education

IHAM – Parental Notification Relative to Sex Education  
IIAE – Reconsideration of Instructional Resources  
IJI – Shop Work Orders  
IJNDC – School and District Web Pages  
JICF – Gang Activity / Secret Societies  
IJOC – School Volunteers  
JIH – Interrogations and Searches  
JJ – Co-curricular and Extracurricular Programs  
JJA – Student Organizations  
JJE – Student Fundraising Activities  
JJF – Student Activity Accounts  
JJG – Contests for Students  
JLCCA – AIDS  
JLI – Student Safety  
JRA – Student Records

Mr. Degan made a motion, seconded by Ms. Dumont, to adjourn the regular meeting at 7:50 p.m. Motion passed unanimously.

A True Copy Attest

Date: 11/15/13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY**  
**October 21, 2013**

**BUDGET SUB-COMMITTEE MEETING**  
**4:30 - CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of September 30, 2013 Meeting
2. FY14 Meeting Dates Update
3. FY14 Transfers
4. FY14 LPN Update
5. FY15 Budget Overview
6. Greenhouse Transfer
7. Other

2013 OCT 16 PM 3 04  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**"And such other business as may properly come before this meeting."**



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 10/16/2013

# Upper Cape Cod Regional Technical School

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2013 OCT 18 AM 9 00

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
OCTOBER 23, 2013

POLICY SUB-COMMITTEE  
5:30 P.M. - CONFERENCE ROOM

1. Approval of Minutes of the July 30, 2013 Meeting
2. Social Media Policy
3. Policy IHB - Special Instructional Programs and Accommodations
4. Policy IJNDC-R - Web Site Guidelines and Procedures for Approval



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# Upper Cape Cod Regional Technical School

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2013 OCT 21 AM 9:44

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Superintendent

TOWN CLERK'S OFFICE  
BOURNE, MASS

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FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
OCTOBER 24, 2013

LONG RANGE PLANNING SUB-COMMITTEE  
5:30 P.M. - CONFERENCE ROOM

1. Review Invitation to Join Long Range Planning Steering Committee
2. Discuss Plans for Long Range Planning Steering Committee
3. Review Demographic Data
4. Initial Discussion Regarding Vision, Mission, and Philosophy



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# Upper Cape Cod Regional Technical School

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Superintendent

2013 OCT 22 8:01:09  
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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
OCTOBER 24, 2013

SICK LEAVE BANK COMMITTEE  
4:30 P.M. - CONFERENCE ROOM

1. Review of Sick Bank Request



# Upper Cape Cod Regional Technical School

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Superintendent

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
NOVEMBER 12, 2013

LONG RANGE PLANNING SUB-COMMITTEE  
5:30 P.M. – CONFERENCE ROOM

1. Review of 2009 Strategic Plan
2. Detailed Discussion of Long-Range Planning Session Agenda

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TOWN CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
www.uppercapetech.com

Robert A. Dutch  
Superintendent

**REGIONAL SCHOOL COMMITTEE MEETING**  
**THURSDAY – NOVEMBER 14, 2013**  
**REGULAR SCHOOL COMMITTEE MEETING**  
**6:15 P.M. – MULTI-PURPOSE ROOM**

Telephone: 508-759-7711  
FAX: 508-759-7208

1. Meeting Called to Order
2. Reorganization
3. Student Advisory Representative
4. Student Spotlight
5. Public Participation
6. Approval of Minutes of the October 10, 2013 Regular Meeting (VOTE)
7. Communications
8. Report of Committees
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. Old Business
  - A. Superintendent Evaluation – Goals and Self-Assessment (VOTE)
13. New Business
  - A. 2013 MCAS Results
  - B. Adult & Continuing Education / Drivers' Education (VOTE)
  - C. Greenhouse Bid Award (VOTE)
  - D. Budget Transfer for Greenhouse (VOTE)
  - E. FY14 Budget Transfers (VOTE)
  - F. Policy – First Reading
    1. IHB – Special Instructional Programs and Accommodations
    2. IJNDC-R – Website Guidelines and Procedures for Approval
    3. Social Media
  - G. Policy – Final Approval (VOTE)
    1. IC/ICA – School Year/School Calendar
    2. IGBE – Remedial Instruction
    3. IGC – Learning Support Services Programs
    4. IGD – Curriculum Adoption
    5. IHA-E – Basic Instructional Program
    6. IHA-I – Occupational Education
    7. IHAM – Parental Notification Relative to Sex Education
    8. IIAE – Reconsideration of Instructional Resources
    9. IJI – Shop Work Orders
    10. IJNDC – School and District Web Pages
    11. JICF – Gang Activity / Secret Societies
    12. IJOC – School Volunteers
    13. JIH – Interrogations and Searches
    14. JJ – Co-curricular and Extracurricular Programs
    15. JJA – Student Organizations
    16. JJE – Student Fundraising Activities
    17. JJF – Student Activity Accounts
    18. JJG – Contests for Students
    19. JLCCA – AIDS
    20. JLI – Student Safety
    21. JRA – Student Records

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TOWN-CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**NOVEMBER 14, 2013 MEETING HELD AT THE SCHOOL**

2014 JAN 14  
PRESENT: Robert Fichthorn, Chair; Steven Chalke; Mary Crook; Michael Degan; Elizabeth Magauran; Edmund Zmuda; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary  
CLERK'S OFFICE  
BOURNE, MASS

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag.

**STUDENT SPOTLIGHT:** Vincent Corsaro, Carpentry teacher, introduced the following members of the student chapter of the National Association of Home Builders; Cassidy Cincotta, Danny Degan, Andrew Fair, and Melissa Giannelli. The students discussed the upcoming annual homebuilders' competition that will take place in Las Vegas in February and how they would benefit from participating. Their project would entail developing and presenting a full set of working drawings, a labor and materials estimate and a construction schedule for an actual house floor plan for a housing development in Buckeye, Arizona. The students presented the committee with a cost estimate for their participation in this event and discussed various methods for fundraising.

**PUBLIC PARTICIPATION:** James Gronski, a member of the Carpentry Program Advisory Committee, spoke in favor of the students attending the competition. Mr. Gronski was a Carpentry teacher in Pennsylvania for nearly 30 years and had students participate in the Home Builders' Competition on numerous occasions. Also during public participation, Patricia Gales, retiring Director of the Practical Nurse Program, thanked the committee for their continued support of the program and for the construction of the nursing building.

Ms. Crook made a motion, seconded by Ms. Magauran, to support the Carpentry students request to participate in the annual National Association of Home Builders' competition. It was suggested that the students raise as much money as possible and then return to the School Committee to ask for any additional funds needed. Five in favor; Mr. Degan abstained – Motion passed.

**REORGANIZATION:**

Mr. Dutch called for nominations for the position of Chairperson to the School Committee for the current term.

Chairperson Position:

Ms. Crook nominated Mr. Fichtenmayer for Chairperson, seconded by Mr. Chalke. Motion passed unanimously.

Mr. Fichtenmayer was re-elected as Chairperson to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

Vice Chairperson Position:

The committee agreed to hold this position vacant until the next School Committee meeting.

Treasurer Position:

Mr. Degan nominated Mr. Chalke for Treasurer, seconded by Ms. Magauran. Motion passed unanimously.

Mr. Chalke was re-elected as Treasurer to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

Secretary Position:

Mr. Fichtenmayer nominated Mr. Dutch for Secretary, seconded by Mr. Chalke. Motion passed unanimously.

Mr. Dutch was re-elected as Secretary to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

APPROVAL OF MINUTES: A motion was made by Mr. Zmuda, seconded by Ms. Crook, for approval of the minutes of the October 10, 2013 regular meeting. Motion passed.

COMMUNICATIONS: Mr. Dutch read a letter from Richard Sosvielle, Automotive Collision Repair teacher, indicating his intention to retire at the conclusion of the 2013-2014 school year.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on October 21<sup>st</sup> to discuss a FY15 budget overview and a budget transfer for the greenhouse. The sub-committee also agreed to change their April meeting date from

April 21<sup>st</sup> to April 14<sup>th</sup>. The next meeting of the Budget Sub- Committee is scheduled for November 25<sup>th</sup>. The Policy Sub-Committee met on October 23<sup>rd</sup>.

TREASURER'S REPORT: No report.

SUPERINTENDENT'S REPORT: Mr. Dutch updated the committee on recent school activities. He reported that the department budgets are not due until December 1<sup>st</sup>; thus, the Budget Sub-Committee meeting scheduled for November 25<sup>th</sup> will likely be moved to sometime after that due date. He also discussed the recent visit to the school from State Treasurer Steven Grossman as well as the implementation of the new security system in the school. The system utilizes FOB's as opposed to keys with additional enhancements forthcoming. A new buzzer system is in place during the school day and visitors now need to be granted access into the school since all of the doors are now locked. The Superintendent updated the committee on legislation and initiatives regarding the assessment formula and reported that the state is ready to implement the new fingerprinting legislation for all employees hired after July 1, 2013. A policy will need to be created around who will be responsible for the cost.

PRINCIPAL'S REPORT: Mr. Forget updated the committee on the preparations being undertaken by the Parent Teacher Organization for the annual craft fair which will take place on November 23<sup>rd</sup> and 24<sup>th</sup>. He informed the committee that the LPN building will be utilized for an additional 26 vendors this year which will enhance the profits. The Literary Club will start on November 19<sup>th</sup> and the Advanced Placement English students are becoming active in creating a school newspaper. The Skills USA Leadership Conference will be held from November 24<sup>th</sup> – 26<sup>th</sup>. The fall sports banquet will be held on November 25<sup>th</sup> with a separate banquet for the football team and cheerleaders on a future date. The School Council met recently and toured the LPN building and the Horticulture students won a silver medal at the national Future Farmers of America competition. Finally, the Principal stated that this year's report cards will have a new look with the implementation of PowerSchool. He will bring a sample report card to the next meeting.

OLD BUSINESS:

**Superintendent Evaluation** – Mr. Dutch reminded the committee that they were presented with a self-assessment and goals at the October meeting for their review. Mr. Chalke made a motion, seconded by Mr. Degan, to approve the self-assessment as presented. Motion passed unanimously. Mr. Chalke made a motion, seconded by Mr. Degan, to approve the goals as presented. Motion passed unanimously.

## NEW BUSINESS:

**2013 MCAS Results** – Mr. Forget presented the results of the most recent MCAS testing which was administered last spring. He demonstrated how the scores have continued to rise over the past four years and discussed student growth.

**Adult & Continuing Education / Drivers' Education** – Mr. Dutch discussed plans for starting a drivers' education program through the Adult & Continuing Education department. He outlined revenue projections and expenses and provided committee members with three quotes for the purchase of a vehicle for the program. Mr. Degan made a motion, seconded by Mr. Zmuda, to approve the implementation of a drivers' education program and to authorize the purchase of a vehicle for the program. Motion passed unanimously.

**Greenhouse Bid Award** – Ms. Crook made a motion, seconded by Mr. Zmuda, to award the bid for the purchase of installation of a greenhouse to the sole bidder, Florian Solar Products, LLC at a total cost of \$86,825.00. Motion passed unanimously.

**Budget Transfer for Greenhouse** – Mr. Degan made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and transfer \$36,000.00 from account Building Usage (02-8917-0000-00) to the Reserve for Horticulture (02-8948-0000-00) for the completion of the greenhouse. Motion passed unanimously.

### **FY14 Budget Transfers –**

- Mr. Chalke made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and transfer \$27,624.00 from Health & Life (50-5100-0600-01) to Workers Comp (50-5100-0600-03). Motion passed unanimously.
- Mr. Zmuda made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and transfer \$2,929.00 from SPED Teachers (50-2310-0100-00) to Asst. Principal (50-2210-0100-02). Motion passed unanimously.
- Mr. Zmuda made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and transfer \$991.00 from SPED Teachers (50-2310-0100-00) to Dir. SPED (50-2220-0100-01). Motion passed unanimously.

**Policy – First Reading** – The following policies were distributed to the committee for a first reading:

- IHB – Special Instructional Programs and Accommodations
- IJNDC-R – Website Guidelines and Procedures for Approval
- Social Media

**Policy: Final Approval** – Mr. Degan made a motion, seconded by Mr. Chalke, for final approval of the following policies:

- IC/ICA – School Year/School Calendar
- IGBE – Remedial Instruction
- IGC – Learning Support Services Programs
- IGD – Curriculum Adoption
- IHA-E – Basic Instructional Program
- IHAI – Occupational Education
- IHAM – Parental Notification Relative to Sex Education
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- JJG – Contests for Students
- JLCCA – AIDS
- JLI – Student Safety
- JRA – Student Records

Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:47 p.m. Motion passed unanimously.

A True Copy Attest

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

11/10/14  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary



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## REGIONAL SCHOOL COMMITTEE MEETING THURSDAY – DECEMBER 12, 2013

### REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. – MULTI-PURPOSE ROOM

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2. Reorganization – Vice-Chair Position (VOTE)
3. Student Advisory Representative
4. Student Spotlight
5. Public Participation
6. Approval of Minutes of the November 14, 2013 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. Legislative Update – Representative David Vieira
  - B. Sub-Committee Assignments
  - C. Policy – Final Approval (VOTE)
    1. IHB – Special Instructional Programs and Accommodations
    2. IJNDC-R – Website Guidelines and Procedures for Approval
    3. Social Media

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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

**MONDAY**

**December 16, 2013**

**BUDGET SUB-COMMITTEE MEETING**

**4:30 – CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of October 21, 2013 Meeting
2. FY15 LPN Tuition
3. FY15 Budget Prep
4. Other

**“And such other business as may properly come before this meeting.”**



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2013 OCT 11 PM 2 34

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Posted 12/11/2013