

JP

# 2012

# Meeting Notices

**Shore and Harbor**

**S.E.P.A.C.-Special Education Parents**

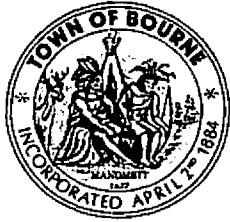
**S.W.O.P. – Special Works Opportunity Program**

**Town Administrator**

**Transportation Advisory**

**Wastewater Advisory**

**Upper Cape Regional**



**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  
Hunter Scott  
Irving Salley  
Chris Southwood

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

The Shore and Harbor Committee will hold a public meeting on Monday, January 9, 2012  
at 7:00 pm at Bourne Middle School Room 100

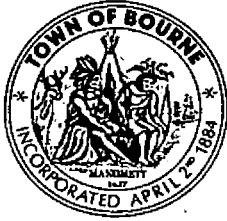
1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging update's
4. Discussion on Waterways Regulations
5. Discussion on Commercial Mooring Regulations
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

2012 JAN 4 PM 2 15  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



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

2012 JAN 25 AM 8 32  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### Agenda

## Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Monday, January 30, 2012 at 7:00 pm at Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging Permits
4. Discussion on Commercial Mooring Regulations
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

S&H Minutes of 1-30-12

Hunter absent

Guests: Pete Way & Sheila Giancola, Cataumet Boat; Rachael Barlow Lindh & Brenda Barlow Purdy, Barlows Boatyard; Tim Mullen, DNR Director.

Prior minutes, minutes of 1/9/12 approved as written, motion by D Crane, second I Salley, unanimous

Discussion: Need to put together comprehensive permit for all town dredging.

Motion to establish comprehensive permit for all dredging activities, pending receipt and approval of cost estimates, Motion D WigginCrane, second P Bushueff, unanimous.

Discussion: commercial moorings

issues: Town does not have a definition of a commercial mooring, only of a recreational mooring.

310 CMR9.07 restricts transfer to immediate family member.

Biggest issue for moorings is access. Most commercial mooring holders provide the access.

Commercial moorings support town businesses and town employees.

Because of commercial moorings a person can usually get a mooring.

Correspondence received on subject very informative. More encouraged.

The following members agree to work as a sub-committee to develop a brief definition with an suitable background discussion: D CraneWiggin, C Southworth, P Bushueff in conjunction with T Mullen.

A question was raised as to whether there could be dredging beyond the entrance to Pocasset river, as the river has filled in a considerable amount. Question Taken under advisement.

Next meeting Tuesday Mar 6,2012

Motion to adjourn: P Bushueff, second D Wiggin, unanimous

Adjourn @ 2030

2012 MAR 14 PM 8 50  
TOWN CLERK'S OFFICE  
BOURNE, MASS

S&H Minutes of 1-30-12

Hunter absent

Guests: Pete Way & Sheila Giancola, Cataumet Boat; Rachael Barlow Lindh & Brenda Barlow Purdy, Barlows Boatyard; Tim Mullen, DNR Director.

2012 MAR 13 AM 7 46

Prior minutes, minutes of 1/9/12 approved as written, motion by D Crane, second E Salley, unanimous

BOURNE, MASS

Discussion: Need to put together comprehensive permit for all town dredging.

Motion to establish comprehensive permit for all dredging activities, pending receipt and approval of cost estimates, Motion D Wiggin Crane, second P Bushueff, unanimous.

Discussion: commercial moorings

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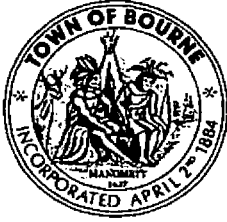
Correspondence received on subject very informative. More encouraged.

The following members agree to work as a sub-committee to develop a brief definition with an suitable background discussion: D Crane Wiggin, C Southworth, P Bushueff in conjunction with T Mullen.

A question was raised as to whether there could be dredging beyond the entrance to Pocasset river, as the river has filled in a considerable amount. Question Taken under advisement.

Next meeting Tuesday Mar 6, 2012

Motion to adjourn: P Bushueff, second D Wiggin, unanimous  
Adjourn @ 2030



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



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

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

2012 MAR 1 PM 12 28  
TOWN CLERK'S OFFICE  
BOURNE, MASS

The Shore and Harbor Committee will hold a public meeting on Tuesday, March 6, 2012 at 7:00 pm at Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Sub-Committee Report and Discussion on Waterways - Commercial Mooring Regulations
4. Committee Goals & Priorities
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 March 7, 2012  
Bourne Middle School  
Bourne, MA 02532

2012 JUN 20 PM 3 03

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

**List of Documents**

- None

**Meeting called to order**

7:05 pm by Chm. Libin.

Guests: Scott Zeien, Tim Mullen, DNR Director

**Approval of Minutes**

Prior minutes, minutes of 1-30-11 approved as amended, motion by D. Wiggin, second by C. Southwood, unanimous vote.

**Discuss report and discussion on commercial mooring and waterway regulations**

Discussion: Draft of commercial mooring assessment report

Paul B. presented draft of sub-committee. Changes discussed and noted. Revised draft to be reviewed at next meeting.

**Next meeting**

Next meeting April 10, 2012.

**Adjournment**

Motion to adjourn: D. Wiggin, second D. Crane, unanimous vote. Adjourn at 8:15 pm.

7  
Draft S&H Minutes of 3-7-12

All members in attendance

Guests: Scott Zeien Tim Mullen, DNR Director.

2012 APR 11 AM 9 34

Prior minutes, minutes of 1-30-11 approved as amended, motion by D Wiggin, second C Southwood, unanimous

BOURNE, MASS

Discussion: Draft of commercial mooring assessment report

Paul B presented draft of sub-committee.

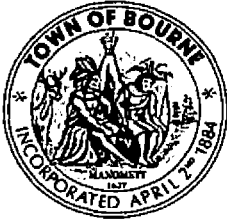
Changes discussed and noted. Revised draft to be reviewed at next meeting.

Next meeting April 10, 2012

Motion to adjourn: D Wiggin, second, D. Crane, unanimous

Adjourn @ 2015





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



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

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

2012 APR 3 PM 2 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

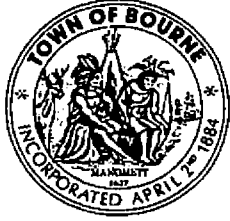
The Shore and Harbor Committee will hold a public meeting on Tuesday, April 3, 2012 at 7:00 pm at Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Sub-Committee Report and Discussion on Waterways - Commercial Mooring Regulations
4. Mooring Moratorium Review
5. Committee Goals & Priorities
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532

2012 MAY 14

TOWN CLERK

BOURNE, MASS



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

## Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, May 17, 2012 at 7:00 pm at Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Finalize Report and Discussion on Commercial Mooring and Waterways Regulations
4. Committee Goals & 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 May 18, 2012  
Bourne Middle School**

**Bourne, MA 02532 2012 JUN 20 PM 3 03**

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

TOWN CLERK'S OFFICE  
BOURNE, MASS

Guest(s): Tim Mullen, Harbormaster

**List of Documents**

- Commercial Mooring and Waterway Regulations

**Meeting called to order**

7:05 pm by Chm. Libin.

**Approval of Minutes**

Tabled to the next meeting.

**Finalize Report and Discussion on Commercial Mooring and Waterway Regulations**

Board of Selectmen requesting SHC final recommendations by their 5/29/12 meeting. Mr. Mullen said all numbers in the Town of Bourne Waterways Rules and Regulations are accurate.

Continued discussion. Chm. Libin to correct final draft and present to the Board of Selectmen.

Chm. Libin – encouraged committee members to attend the Selectmen meeting of 5/29/12.

**Committee Goals & Priorities**

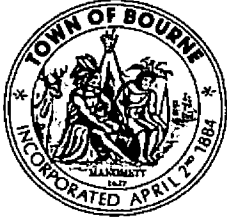
The committee to meet with Norm Hayes to discuss the three (3) dredging permits as well as discussion on what to do at Barlows. Committee to re-visit ramps.

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

Next meeting - 6/14/12

**Adjournment**

Crane MOVED and SECONDED by Wiggin to adjourn meeting. Meeting adjourned at 8:40 pm.  
UNANIMOUS VOTE.



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



2012 JUN 11 AM 8 31  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

### Agenda

## Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, June 14, 2012 at 7:00 pm at Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging Up-Dates
4. Committee Goals & 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 June 14, 2012  
Bourne Middle School  
Bourne, MA 02532**

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

**List of Documents**

- None

**Meeting called to order**

7:05 pm by Chm. Libin.

**Approval of Minutes**

Wiggin MOVED and SECONDED by Southwood to approve minutes of 5/18/12 as amended.  
VOTE 4-0. *Crane and Scott not present at the time of vote.*

Wiggin MOVED and SECONDED by Salley to approve minutes of 3/7/12 amended. VOTE 6-0.

At this time, Chm. Libin thanked the committee for their input and support at the Selectmen's meeting with regard to the Commercial Mooring and Waterway Regulations.

**Dredging Updates**

**Committee Goals and Priorities**

- Moorings
  - Re-visit mooring moratorium and include in discussion the size of boats. Invite and discuss with Cove Masters.
- Kingman's Marina – review permit for blueprint for GPS
- Launch ramps
  - Funding total
  - Ramp study - check all permits
    - Norm Hayes – invite and discuss with committee for Barlows

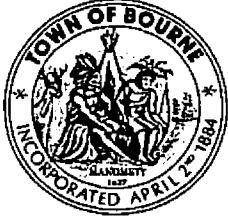
2012 OCT 26 PM 2  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Any other business that may come before the Committee**  
Chm. Libin to invite Norm Hayes for the next committee meeting.

**Next meeting**  
TBD.

**Adjournment**  
Sailey MOVED and SECONDED by Wiggin to adjourn meeting. Meeting adjourned at 8:30 pm.  
Unanimous vote.

Respectfully submitted,  
Lisa Groezinger, sec.



# TOWN OF BOURNE

## Shore & Harbor Committee

2012 Jul 9 AM 9 13  
24 Perry Avenue  
Bourne, MA 01932  
BOURNE, MASS



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

## Agenda

### Shore & Harbor Committee

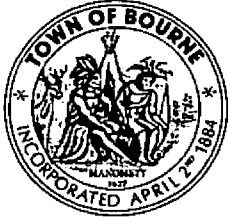
The Shore and Harbor Committee will hold a public meeting on Thursday, July 12, 2012 at 7:00 pm at Bourne Town Hall, upper conference room

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging updates & priorities - vote on future projects
4. Committee goals & priorities
5. Committee re-organization
6. Subcommittee for the annual report
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532

2012 JUL 6 PM 3:12  
TOWN CLERK'S OFFICE  
BOURNE, MASS



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

## Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, July 12, 2012 at 7:00 pm at Bourne Town Hall, lower conference room

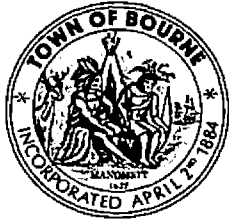
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cc: Town Clerk, Board of Selectmen, Harbormaster, Conservation Commission,  
Engineering, Committee Members, Town Planner, Finance Committee





# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532

TOWN CLERK'S OFFICE  
BOURNE, MASS



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

## AMENDED Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, July 12, 2012 at 7:00 pm at Bourne Community Building, Room 1

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Dredging updates & priorities - vote on future projects
4. Committee goals & priorities
5. Committee re-organization
6. Subcommittee for the annual report
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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

Draft S&H Minutes of 7-12-12

Members absent: Hunter Scott, David Crane

Guests: Jim Mulvey at end

Prior minutes, minutes of 6-14-12 approved as amended, motion by I. Salley, second C Southwood, unanimous Bushueff abstains.

Discussion: Dredging needs

Narrows shoaling continues, affecting Wareham boats.

Corp has completed current site conditions study and willing to expedite permitting

Could be the first to be permitted.

Needs to be urgently addressed.

Other priority areas are: Pocasset River and Barlows Landing.

Committee votes that all 3 areas including ramp and dingy dock renovation at Barlows Landing go forward simultaneously and are all a priority.

Motion D. Wiggin, second P. Bushueff, unanimous.

P Bushueff to draft letter to be sent to M Leitzel, town engineer, stating priorities.

Other priorities identified was the need maintain the existing ramps. The ramp at Pocasset river in need of repair at base and erosion around concrete pads.

next meeting September 13, 2012

Motion to adjourn: D Wiggin, second, I Salley, unanimous

Adjourn @ 2007

2012 OCT 26 PM 2 41  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Draft S&H Minutes of 7-12-12

Members absent: Hunter Scott, David Crane

Guests: Jim Mulvey at end

Prior minutes, minutes of 6-14-12 approved as amended, motion by I. Salley, second C Southwood, unanimous Bushueff abstains.

Discussion: Dredging needs

Narrows shoaling continues, affecting Wareham boats.

Corp has completed current site conditions study and willing to expedite permitting

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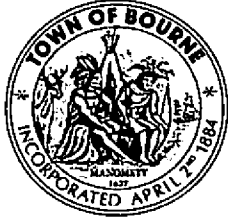
Other priorities identified was the need maintain the existing ramps. The ramp at Pocasset river in need of repair at base and erosion around concrete pads.

next meeting September 13, 2012

Motion to adjourn: D Wiggin, second, I Salley, unanimous

Adjourn @ 2007

2012 SEP 14 AM 9 15  
TOWN CLERK'S OFFICE  
BOURNE, MASS



# TOWN OF BOURNE

## Shore & Harbor Committee

2012 SEP 10 AM 8 34  
24 Perry Avenue  
Bourne, MA 01932  
BOURNE, MASS



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

## Agenda

### Shore & Harbor Committee

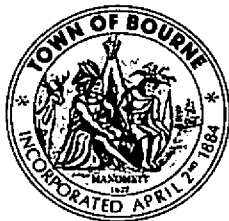
The Shore and Harbor Committee will hold a public meeting on Thursday, September 13, 2012 at 7:00 pm at the Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Sub Committee report for the annual report
4. Committee goals & priorities
5. Dredging up-dates
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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



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



Richard Libin, Chairman  
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Chris Southwood

2012 OCT 22 AM 9 01  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

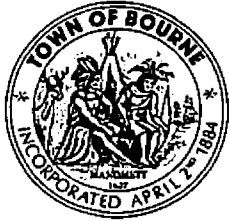
The Shore and Harbor Committee will hold a public meeting on Thursday, October 25, 2012, 2012 at 7:00 pm at the Bourne Middle School Room 100

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Overview of Town Marina Operations by Mr. Lane Gaulin
4. Waterways Regulations – Review of Recommendations of the Bylaw Committee for the Special Town Meeting
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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



# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



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

### Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, November 15, 2012 at 7:00 pm at the Bourne Middle School Media Center

2012 NOV 13 AM 7:12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Taylor's Point Sea Wall
4. Committee goals & priorities
5. Dredging up-dates
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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

**11/15/2012**  
Middle School, Media Center

2012 DEC 7 AM 10 14

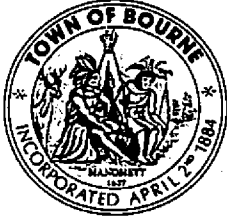
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Taylor's Point Sea Wall
4. Committee goals & priorities
5. Dredging up-dates
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

# **MEETING CANCELLED**



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



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

2012 DEC 10 PM 2 39  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

The Shore and Harbor Committee will hold a public meeting on Thursday, December 13, 2012 at 7:00 pm at the Bourne Middle School Media Center.

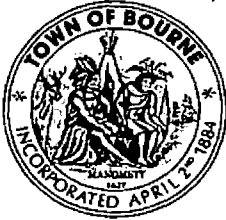
1. Public comments; non-agenda items
2. Review minutes of previous meetings
3. Taylor's Point Sea Wall Repair
4. Dredging updates – Engineering Department: Mike Leitzel
  - a. Hens Cove
  - b. Barlows Landing
  - c. Pocasset River
5. Capital Outlay Proposal - Department of Natural Resources: Tim Mullen
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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





# TOWN OF BOURNE

## Shore & Harbor Committee

24 Perry Avenue  
Buzzards Bay, MA 02532



2012 DEC 13 11 48

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

## Agenda

### Shore & Harbor Committee

The Shore and Harbor Committee will hold a public meeting on Thursday, December 13, 2012 at 7:00 pm at the Bourne Middle School Media Center.

1. Public comments, non-agenda items
2. Review minutes of previous meetings
3. Taylor's Point Sea Wall Repair
4. Dredging updates – Engineering Department: Mike Leitzel
a. Hens Cove
b. Barlows Landing
c. Pocasset River
5. Capital Outlay Proposal - Department of Natural Resources: Tim Mullen
6. Public comments, non-agenda items
7. Any other business that may come before the Committee

Citizens are welcome and encouraged to attend our meetings.

Richard F. Libin  
Chairman

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

**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 31, 2012 beginning @ 7:30 PM**

*@ Ryan's Family Amusements*

**Agenda:**

1. Read minutes of meeting held November 22...Discuss..accept
2. Discuss December happenings
3. Open discussion on calendar for coming month
- ~~4.~~ Open discussion..Valentine's Day with Onset Computer
- ~~5.~~ Next Board meeting: March 20, 2012  
(No February meeting due to school vacation)

Sue Cronin, Chairman

Felicia Jones

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

2012 JAN 26 PM 1 38  
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, March 20, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held January 24...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, 2012

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TOWN CLERK'S OFFICE  
BOURNE, MASS

Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

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

**The board of directors for S.W.O.P. held its monthly meeting on Tuesday, March 20, 2012**

**2012 APR 30 PM 2 10 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**TOWN CLERK'S OFFICE**

**Present: Kathy Stubstad, Tracy Medeiros, Sue Cronin, Andrew Cormier**

**BOURNE, MASS**

Read and approved the minutes of the January meeting. There was no meeting in December due to school vacation.

The annual Valentine's celebration was held at Onset Computer and was a huge success as in previous years.

March 18<sup>th</sup> was the bowling tournament and SWOP came away with gold, silver, and bronze medals with 11 participants from our program.

Thursday, March 29 there was a meeting for Boston Summer games' coaches at St. Mary's in Barnstable.

The yearly Fundraiser (90% of the funds raised by SWOP will be put into SWOP's SE Area Special Olympics fund)... June calendar drawing. Calendars are \$10.00 each....30 days for 30 prizes will be awarded. We take 100 calendars to sell so \$900.00 will be added to our South East Area account.

Beginning April 3 thru May 1<sup>st</sup>, all SWOP meetings will be at Peebles so that the Track and Field events for AREA GAMES, May 12 @ Barnstable High School can be practiced. SWOP will meet on the Tuesday of April vacation @ the track.

Lis Carpanito will be setting up a "Craft Night" with the Kiwanis Kids in the near future, Perhaps "KT", our elementary Physical Education teacher will join us and assist us in practicing on Tuesdays.

Active volunteers must complete the new Class A forms and complete the behavior training course on line.

**Next Board meeting: April 24, 2012 @ Peebles School.**

Respectfully submitted,  
Sue Cronin, Chairman  
Felicia Jones  
Kathy Stubstad, Director  
Judy Shorrock  
Jan Hughgill  
Tracy Medeiros, Assistant Director

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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, April 24, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

2012 APR 19 AM 10 43  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**Agenda:**

1. Read minutes of meeting held March 20...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 Board meeting: May 22, 2012

Sue Cronin, Chairman

Felicia Jones

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

*Andrew Cormier*

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

The board of directors for S.W.O.P. held its monthly meeting on Tuesday, April 24, 2012  
2012 APR 30 PM 7:30 beginning @ 7:30 PM @ Peebles School Cafeteria.

Present: ~~Tracy Medeiros, Kathy Stubstad, Judy Shorrock, Sue Cronin, Jan Hughgill, Andrew Cormier~~  
TOWN CLERK'S OFFICE  
BOURNE, MASS

The minutes of meeting held March 20 were read and accepted. The month of April was spent practicing for Special Olympics Area Games with another group, The CSI Crusaders, here at the track on Tuesdays. Tuesday of school vacation was included even though it was school vacation.

These next Tuesdays thru May 12 will be set aside for Track and Field Practice as Special Olympics Area Games in Barnstable will be Saturday, May 12.

Fundraising calendars were distributed to families for selling.....due back by May 22 at the latest.

Our calendar for next season, beginning in September, was discussed. Because we are not "school-age" we will be meeting in both February and April during the school vacation dates. SWOP is such a big component of our participants' lives that we feel the continuity of week-by-week is important for them as individuals. However, our December scheduling will not change.

Area Games are scheduled for Saturday, May 12... a 9:15 arrival of our athletes is expected. (Notice to go home with our athletes on Tuesday, May 1) We will be participating in Track and Field events and have one relay team which will be competing on that day.

Our next scheduled board meeting will be held on Tuesday, May 22, 2012.

Respectfully submitted,

Sue Cronin, Chairman

Felicia Jones

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

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

**The board of directors for S.W.O.P. will hold its monthly meeting on Tuesday, May 15, 2012 beginning @ 7:30 PM @ Peebles School Cafeteria.**

2012 APR 30 PM  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### **Agenda:**

1. Read minutes of meeting held April 24...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**

**Felicia Jones**

**Kathy Stubstad, Director**

**Judy Shorrock**

**Jan Hughgill**

**Tracy Medeiros, Assistant Director**

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

The board of directors for S.W.O.P. held its monthly meeting on Tuesday, May 15, 2012 beginning @ 7:30 PM @ Peebles School Cafeteria.

The minutes of meeting held April 24 were read and accepted.

Area games were held this past Saturday, May 12 @ Barnstable High School. Our athletes participated in the Track and Field Events bringing home gold, silver and bronze medals. A fabulous day for all with the best weather ever! This event was well-attended by our athletes' families and sponsors. The Stubsted Family: Donnie, Kathy, Tim, and Katie, received The Clark Family Award: an award given to a family who has been supportive and active in many areas of Special Olympics. A great honor and accomplishment. We are most proud of The Stubsteds and their work with Special Olympics of Massachusetts.

The calendar for the coming month was discussed. We have four more Tuesdays; two of which are bowling and the final meeting will be on June 12: The end of year family gathering at The Consoni Pavilion, Bourne Scenic Park. Miss Cronin will secure the Pavilion for use for this annual event. A send-home note for "*Pot-Luck*" will be sent home to our families prior to this event.

The Summer Games for Special Olympics will be June 15, 16, & 17 in Boston. Final stats for participation and rooming are being coordinated for our Athletes. We will have participation in both the swimming events and Track and Field events.

Summer activities will include: Rock Harbor Fishing Tournament on July 18 as well as Summer Fishing in Amherst on August 11. Fishing licenses will be issued to our fishing athletes. Information required for such has been given at this time.

Fundraising Calendars were handed in this evening. The remainder will be secured next week, May 22, so as to get to SOMA in time for the start of the Fundraiser.

The Special Olympics Senior Sports will come up quickly in October, 2012. We will see which of our athletes meet the requirements for these games.

The next SWOP Board meeting will be in September 2012 as we begin our "new calendar year".

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

TOWN CLERK'S OFFICE  
BOURNE, MASS  
2012 MAY 22 PM 2 47



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

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

## **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 25, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

### **Agenda:**

1. Read minutes of meeting held May 15, 2012...Discuss..accept
2. Open discussion on calendar for new SWOP year
3. Board Meetings...open discussion..new members/schedule and time
4. Jan Hughgill is now a board member and acting Treasurer
5. Senior Sports: Special Olympics
5. On-going/new activities to be discussed

2012 SEP 19 PM 2 30

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. held its monthly meeting on  
Tuesday, September 25, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

Minutes of meeting as recorded by Janet Hughgill

Meeting convened 7:30 PM

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

1. The minutes of meeting held May 15, 2012 were read and accepted as written.
2. The calendar for new SWOP year thru January 8, 2013 was presented and the following changes were put into place:
  - The September 18<sup>th</sup> location was switched back to Peebles due to a conflict with Ryan Family Amusements. We will begin our annual bowling on Tuesday, October 2, 2012.
  - October 30 Halloween Party: Location TBA: Jan to check into The Canal Club as last year (MaryEllen McCarthy contact person)
  - Change the date of The Christmas Gathering to Friday, Dec. 14 from 6:00 – 9:00 Location TBA..Pocasset Community Center (Contacts:Bob Nealon 508-361-4849/Donna Birtz to schedule)
  - Tuesday, December 18<sup>th</sup>...attend Christmas Concert @ Bourne Middle School
3. The schedule for this year's Board Meetings was handed out and accepted by all members of the board. Board members not yet sworn in would do so asap.
4. Jan Hughgill was recognized as a board member and acting Treasurer/Secretary
5. The Special Olympics Senior Sports event scheduled for early October in Barnstable was discussed and it was decided that our two athletes who would be eligible for this event were not yet trained in the two scheduled events: Bocce and Golf Skills. Both these areas will be worked into our SWOP activities over the winter/spring so that we might consider this for the October 2013 season.

The next meeting of the board is scheduled for Tuesday, October 23, 2012

Meeting was adjourned at 8:15.

Respectively submitted,

Jan Hughgill

OWN CLERK'S OFFICE  
BOURNE, MASS  
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**Board of Directors' Meeting Dates for 2012 -2013**

**Tuesdays @ 7:30 Peebles School Cafeteria**

September 25, 2012.....posting @ Town Hall Thurs 20th  
October 23, 2012..... posting @ Town Hall Thurs 18th  
November 20, 2012.... posting @ Town Hall Thurs 15th  
December...NO MEETING  
January 22, 2013.... posting @ Town Hall Thurs 17th  
February...NO MEETING  
March 19, 2013.... posting @ Town Hall Thurs 14th  
April 23, 2013.... posting @ Town Hall Thurs 18th  
May 21, 2013....FINAL MEETING.... posting @ Town Hall Thurs 16th

**Board of Directors' Meeting Dates for 2012 -2013**

**Tuesdays @ 7:30 Peebles School Cafeteria**

September 25, 2012

October 23, 2012

November 20, 2012

December...NO MEETING

January 22, 2013

February...NO MEETING

March 19, 2013

April 23, 2013

May 21, 2013....FINAL MEETING

2012-2013

# S.W.O.P.

Tracy: 508-759-2237

Kathy: 774-454-0281 (cell)

Sue: 508-743-9836

## B. Bay/Sagamore

Robert Boyle  
Delia Cavalho  
Kenny Gonsalves  
Andrew Cormier  
Katie Stubstad  
ZJ Roy  
Alex Goulart  
Harry Goulart (Vacations only)

## Mo. Bch/Pocasset/Cataumet

Sean Anderson  
Michael Williams  
Michael Rhodes  
Carol Krauspe

Adam Linhares  
Paul Kristiensen  
Wanda Tester  
Kim Ryan

- 
- Sept. 11** Peebles School... Welcome Back
- Sept. 18** Bowling... Ryan's B. Bay (\$4.50).
- Sept. 25** Peebles School... Track & Field Practice... (Board Meeting 7:30)
- Oct. 2** Bowling... Ryan's B. Bay (\$4.50)
- Oct. 9** Peebles School
- Oct. 16** Bowling... Ryan's B. Bay (\$4.50)
- Oct. 23** Peebles School... (Board Meeting @ 7:30)
- Oct. 30** Halloween Party... Location TBA
- Nov. 6** Bowling... Ryan's B. Bay (\$4.50)
- Nov. 13** Peebles School
- Nov. 20** Peebles School... Cranberry Relish... (Board Meeting @ 7:30)
- Nov. 27** Bowling... Ryan's B. Bay (\$4.50)
- Dec. 4** Peebles School
- Dec. 11** Bowling... Ryan's B. Bay (\$4.50)
- Dec. 18** CHRISTMAS GATHERING... Location TBA... VACATION thru January 8
- Jan. 8** Peebles School

There is NO TRANSPORTATION so let's carpool as much as possible.

You can put in your SWOP calls to Tracy at home or Kathy on her cell. See above for numbers....

*Birthdays: Adam 9/05, Kenny 10/18, Alex 11/7, Andrew 12/27, ZJ 1/18*

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TOWN CLERK'S OFFICE

BOURNE, MASS

**BOURNE SPECIAL EDUCATION PARENTS ADVISORY COUNCIL**

**MEETING MONDAY, FEBRUARY 6, 2012**

**OPEN MEETING...ALL INVITED**

**TIME: 6:00 PM to 7:30 PM**

**PLACE: BOURNE MIDDLE SCHOOL...MEDIA ROOM**

**PROGRAM: PRESENTATION ON THE BULLYING POLICIES IN PLACE IN  
BOURNE PUBLIC SCHOOLS WITH SUSAN QUICK, ASSISTANT  
SUPERINTENDENT AND THE SCHOOL ADJUSTMENT COUNSELORS**

**AGENDA:**

1. Introductions
2. Reading of the minutes of previous meeting
3. Presentation on the bullying policies in place in Bourne Public Schools with Susan Quick, assistant superintendent and the school adjustment counselors
4. Public comment
5. Adjournment

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BOURNE SPECIAL EDUCATION PARENTS ADVISORY COUNCIL  
TOWN CLERK'S COUNCIL  
BOURNE, MASS

MEETING MONDAY APRIL 9, 2012

**OPEN MEETING...ALL INVITED**

**TIME: 6:00 PM to 7:30 PM**

**PLACE: Bourne Middle School.....Media Room**

**AGENDA:**

1. Minutes
2. Program: Adolescent Transitions and Behaviors.... Two highly recognized experts on this subject will present information. Ms. Julie O'Brien and Dr. Susan Connors.
3. Review of by laws
4. Nominations of officers
5. Public comment
6. Adjournment



2012 MAY 8 AM 9 56

TOWN CLERK'S OFFICE  
BOURNE, MASS

**BOURNE SPECIAL EDUCATION PARENTS  
ADVISORY COUNCIL MEETING MAY 21, 2012**

**TIME: 6PM Bourne Middle School, Media Room**

**ALL ARE WELCOME**

**AGENDA**

**1. MINUTES**

**2. HOLDING ELECTIONS, APPROVING BYLAWS,  
DISCUSSING PLANS FOR NEXT YEAR**

**3. PUBLIC COMMENTS**

**4. DISCUSS PROJECTS THAT WOULD BENEFIT OUR  
CHILDREN IN THE SCHOOL SYSTEM**

**5. ADJOURNMENT**

**BOURNE SPECIAL EDUCATION PARENTS ADVISORY COUNSEL**

**Meeting Monday October 1, 2012**

**Open Meeting  
All invited**

**TIME: 6PM to 7:30PM**

**PLACE: Bourne Middle School, Media Room**

**PROGRAM: Bourne Special Education Director, Christina Stuart, and other board members will present information on Parents Special Education Basic Rights concerning their family members**

**AGENDA:**

- #1 Introductions**
- #2 Minutes of previous meeting**
- #3 Basic Rights presentation**
- #4 Public comments**
- #5 Adjournment**

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TOWN CLERK'S OFFICE  
BOURNE, MASS

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TOWN CLERK'S OFFICE

BOURNE, MASS

**BOURNE SPECIAL EDUCATION PARENTS ADVISORY COUNCIL MEETING**

**MONDAY, DECMEBER 3, 2012**

**OPEN MEETING...ALL INVITED**

**TIME: 6:00 PM to 7:30 PM**

**PLACE: Bourne Middle School.....Library**

**AGENDA:**

1. Minutes
2. Program.....Laura Perry and Jen Reilly Bourne Middle School Teachers will present information entitled "Outside the Classroom".
3. Bourne Special Education Director, Christina Stuart will provide assistance concerning special education.
4. Public Comment
5. Adjournment

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

~~The~~ Board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, October 23, 2012 beginning @ 7:30 PM  
@ The Canal Club.

TOWN CLERK'S OFFICE  
BOURNE, MASS

### **Agenda:**

1. Read minutes of meeting held September 25...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
4. Open discussion....new members/schedule and time
5. Halloween/Christmas festivities location/discussion
6. New Business

Sue Cronin, Chairman

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 23, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

Minutes of meeting as recorded by Janet Hughgill

Meeting convened 7:30 PM

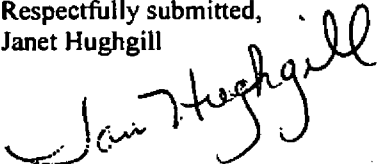
Present: Andrew Cormier, Kathy Stubstad, Director, Judy Shorrock, Jan Hughgill, Tracy Medeiros, Assistant Director

1. The minutes of meeting held September 25, 2012 were read and accepted as written.
2. September's activities were discussed. Two members of SWOP, Kenny and Delia, are no longer with us as they have been placed in homes outside of Bourne. Activities were bowling, track and field events and games/crafts downstairs/outside due to use of gymnasium by the cheerleaders; a season ending soon whereas we will be utilizing the gymnasium for physical activities.
3. E-mail addresses are updated for the most part as we send out notices to families via email for the most part. Emergency forms are all accounted for with the exception of two. The next calendar month, November, was discussed: November 17 + 18 SWOP will be helping to pack packages for our troops at The Trowbridge Tavern as they have done the past two years. Cranberry Relish night will be November 20....Table decorations for families, "pineapple turkey" centerpieces, will also be assembled at that time.
4. Patty Duffy has expressed an interest in becoming a member of the board and will submit a letter of intent to the selectmen. Schedule and time of meetings was set at last month's meeting. Andrew Cormier is to be sworn in tomorrow, October 24 at The Town Hall.
5. Halloween Party is to be held at the home of Carol Krauspe in Cataumet. We will have Pizza from the Trowbridge and goodie bags, games and costumes. Christmas crafts, candle centerpieces" for table decorations will be "assembled" on Tuesday, December 4. The Christmas Festivity has been scheduled for The Pocasset Community Center on Friday, December 14<sup>th</sup>. We will have our usual "Turkey Feast" with each board member bringing something to the table as was done very successfully last season. A "Re-Gifting" Yankee SWAP will be conducted with each attendee bringing a wrapped gift for swapping. Those wishing to attend the Bourne Middle School Christmas concert the following Tuesday will do so.

The next meeting for SWOP will be November 20, 2012 @ Peebles School Cafeteria.

Meeting was adjourned at 8:10 PM.

Respectfully submitted,  
Janet Hughgill



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

**The board of directors for S.W.O.P. will hold its monthly meeting  
on Tuesday, November 20, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

**Agenda:**

1. Read minutes of meeting held October 23...Discuss..accept
2. Discuss October happenings
3. Open discussion on calendar for coming month
3. Open discussion..Christmas Gathering, 12/18....menu...location, etc.
4. Next Board meeting: January 22, 2013

2012 NOV 15 AM 8 42

TOWN CLERK'S OFFICE  
BOURNE, MASS

Sue Cronin, Chairman  
Andrew Cormier  
Kathy Stubstad, Director  
Judy Shorrocks  
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 20, 2012 beginning @ 7:30 PM  
@ Peebles School Cafeteria.**

Present:

Sue Cronin, Tracy Medeiros, Jan Hughgill, Patty Duffy, Andrew Cormier, and Kathy Stubstad,

1. The minutes of the meeting held October 23, 2012 were read, discussed and accepted.
2. October's Halloween Party was hosted by Carol Krauspe and was a huge success. Halloween Trivia, Trick-or-Treating around Carol's neighborhood was a highlight as well as the goodies and conversation. Looks like a tradition in the making! Scrapbooking, bowling, as well as physical activities were enjoyed by all. Cranberry orange relish night was our annual success. Adding to the feast by each individual is such a moral booster for all of us.
3. December's projects will begin on the 4<sup>th</sup>, the 11<sup>th</sup>, and the 14<sup>th</sup>...painted Santa hands as well as table center-pieces will be worked on so as to decorate the tables for our Christmas gathering. Jimmy Boyle will provide some glass containers for the centerpieces. 30 Battery-operated tea-lights need to be located and purchased.
4. Tracy will email the families with the information as to time and dates: Christmas Gathering will be held at The Pocasset Community Center on Friday, December 14 from 6PM – 8:30 PM. There will be NO BOWLING on the 11<sup>th</sup> so that we may work on craft projects. And, on Tuesday, December 18 those who wish to attend the Bourne Middle School's Concert may do so. Board members will each bring something to the table...sign-up sheets were handed out.  
  
There will be a Yankee Swap for the festivities: Each individual attending will bring a wrapped, in good condition gift for our "RE-GIFTING" activity....nothing needs to be shopped for.
5. Some new activities were suggested: A smoothie Night with a Movie, an ice-cream sundae making event, a Talent Show, Recipes-in-a-jar.
6. The next Board meeting will be scheduled for: January 22, 2013

Respectively submitted,

Sue Cronin, Chairman

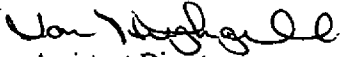
Andrew Cormier

Kathy Stubstad, Director

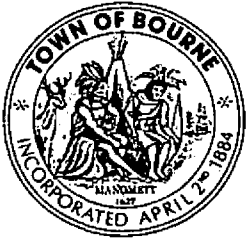
Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director



2012 NOV 28 PM 10 32  
TOWN CLERK'S OFFICE  
BOURNE, MASS



Thomas M. Guerino  
Town Administrator

**TOWN OF BOURNE**  
**Town Administrator**  
24 Perry Avenue  
Buzzards Bay, MA 02532  
Phone 508-759-0600 – Fax 508-759-0620



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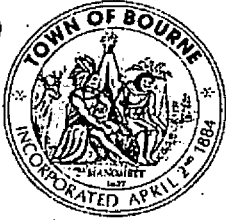
TOWN CLERK'S OFFICE  
BOURNE, MASS

### PUBLIC HEARING NOTICE

Notice is hereby given in accordance with the provisions of Chapter 140, Section 157 of MGL as Amended that a public hearing will be conducted on August 1, 2012 at 10:00 am in the Lower Conference Room of the Bourne Town Hall located at 24 Perry Ave. Buzzards Bay, MA 02532.

The objective of this hearing shall be to determine if the dog known as "Lyle", being kept at 12 Winston Ave. Bourne, MA 02532, is vicious and what actions will be ordered concerning the restraint or disposal of the dog as deemed necessary.





# TOWN OF BOURNE

Town Administrator

24 Perry Avenue

Buzzards Bay, MA 02532

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



Thomas M. Guerino  
tguerino@townofbourne.com

October 28, 2012

Pursuant to the provisions of the Bourne Town Charter, as amended and the Emergency Operations Plan as approved, in concurrence with the Honorable Governor of Massachusetts, I hereby declare a state of emergency in the Town of Bourne. All municipal essential assets are to be deployed as necessary.

Dated the 28<sup>th</sup> of October 2012 at 11:35 P.M.

Thomas M. Guerino  
Town Administrator

2012 OCT 30 AM 9 03  
TOWN CLERK'S OFFICE  
BOURNE, MASS

# TRANSPORTATION ADVISORY COMMITTEE

2012 JUL 5 AM 10 26

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

**Date**

Thursday  
July 12, 2012.

**Time**

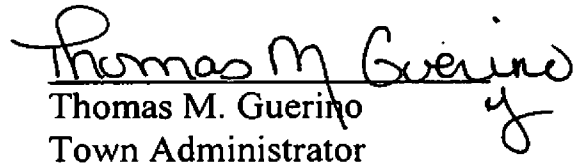
6:30 P.M.

**Location**

Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay  
Upper Conference Room

### AGENDA

- 1) Discuss purpose of Committee
- 2) Organization
- 3) Initial Priorities
- 4) Charge of Committee
- 5) Review Open Meeting Law
- 6) Schedule next meeting
- 7) Other business that may come before the Committee (for information only)

  
Thomas M. Guerino  
Town Administrator

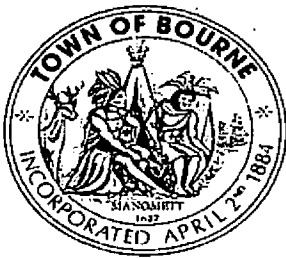
July 5, 2012

July 12, 2012

2012 JUL 12 AM 9 36

TOWN CLERK'S OFFICE  
BOURNE, MASS

Transportation Advisory Committee that was scheduled for this evening, July 12, 2012 @ 6:30-PM has been cancelled and will be rescheduled at a future date.



# TRANSPORTATION ADVISORY COMMITTEE



TOWN CLERK'S OFFICE  
BOURNE, MASS

## MEETING NOTICE

**Date**

Monday  
November 26, 2012

**Time**

7:00 P.M.

**Location**

Bourne Middle School  
77 Trowbridge Road  
Bourne  
Room 100

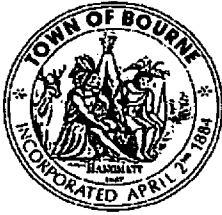
### AGENDA

1. Review open meeting law and conflict of interest law. Hand out packets
2. Relationship with Cape Cod Commission
3. Relationship with Bourne's rep on the MPO
4. Plan to identify more at-large members
5. Begin discussions and thought processes to strategize on how to take advantage of the train coming through Buzzards Bay next summer on weekends, on its way to Hyannis.
6. Strategize on what we need to do to get the \$3.5 million from the state for Belmont Circle planning.

Next sessions – Elect Chair, vice chair, etc.  
Invite Pam Hazner from MA DOT

---

Thomas M. Guerino  
Town Administrator



*Town of Bourne*

2013 MAY 17 AM 10 15

TOWN CLERK'S OFFICE  
BOURNE, MASS



**Transportation Advisory Committee  
Minutes of the Meeting  
November 26, 2012, 7:00 pm  
Bourne Middle School**

Attending: Town Administrator Tom Guerino, Superintendent of Public Works Rickie Tellier, Police Chief Dennis Woodside, Don Cummingham, Bob Parady, Sallie Riggs, John York

Call meeting to order: Tom Guerino called the meeting to order at 7:02 pm

Tom distributed information about the open meeting law, conflict of interest and the ethics reform law. The latter requires Committee members to participate in on-line training that needs to be certified by the Town Clerk. Members will receive information on when the training is available.

A brief discussion followed concerning the relationship between the Committee and the Cape Cod Commission – the Commission has over \$95,000 in its Unified Planning Work Program (UPWP) for FY13 that is designated for planning on the Belmont Rotary and the Bourne Rotary. That work will require outreach to the Town which is a role the Committee can play. The question of whether Glenn Cannon, the Commission's chief transportation planner, should be a member of the Committee, an *ex officio* member, or an invited guest was left open.

It was also noted that the Committee needs to determine what the relationship should be with Bourne's representative to the Cape Cod Metropolitan Planning Organization. He is a Mashpee resident and it would benefit Bourne if he were informed of Bourne's interests.

It was also noted that in addition to the approximately \$95,000 in the UPWP, Senate President Terry Murray has put \$3.5 million into a recent transportation bond bill "for reconfiguration of Belmont Rotary" and it was recently announced that \$1 million exists somewhere for Canal Region Planning. Who controls those funds, what they plan to do with them, and how to make sure that Bourne's voice is heard are all topics for future discussion.

Tom also noted that the Committee needs more at-large members and asked Committee members to try to identify people interested in participating.

He noted that the train will be running a summer/weekend schedule next summer and the committee needs to determine the implications of that and to strategize how to maximize the benefit to Bourne's Downtown. Chief Woodside noted that the current Polar Express project is blocking access to Taylor's Point for a half-hour at a time. It appears that a meeting of the Army Corps of Engineers, Bourne's police and fire departments and train personnel would be in order.

Tom added that there are other traffic/transportation items that the Committee should look at. Rickie has completed a pavement management plan which suggests that more funds are needed each year for road maintenance and the Committee should strategize on how to accomplish that.

The subject of private roads was introduced – a review of which private roads should become public is also in order.

Tom noted that ridership on the newly established Bourne/Falmouth and Bourne/Sandwich CCRTA routes is low. He suggested the Committee could do something to market the service. Bringing the bus to Buzzards Bay might be an option.

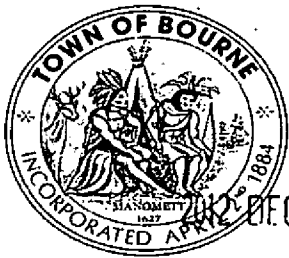
Other future agenda items were discussed including:

- 1- inviting Pam Hazner from DOT District V
- 2- inviting Tom Cahir from the CCRTA to discuss bus routes
- 3- having John York make a presentation on bicycle/pedestrian issues

The time and frequency of meetings was discussed with the conclusion that the Committee would meet twice a month, beginning on Monday, December 10 at 3:30 pm.

The meeting was adjourned at 8:13 pm.

*These Minutes were approved by Committee members at their meeting on December 10, 2012*



DEC 6 PM 1 15  
**TRANSPORTATION ADVISORY  
COMMITTEE**

TOWN CLERK'S OFFICE  
BOURNE, MASS.

**MEETING NOTICE**

**Date**

Monday  
December 10, 2012

**Time**

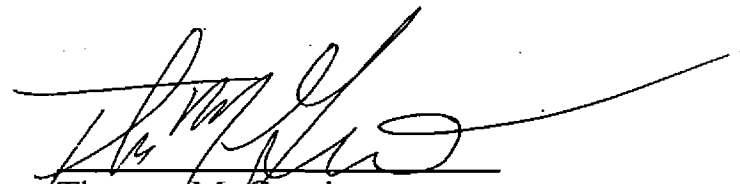
3:30 P.M.

**Location**

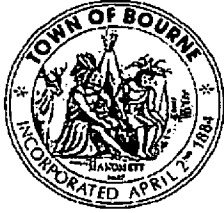
Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay

**AGENDA**

1. Call meeting to order
2. Approve minutes of November 26, 2012
3. Review BETA Report on Town Road Assessment – Mr. Tellier
4. Tom Cahir, Exec. Director CCRTA – Overview of Upper Cape bus routes and ongoing RTA activities
5. Election of Officers
6. Other business
7. Adjourn



Thomas M. Guerino  
Town Administrator



*Town of Bourne*

2013 MAY 17 AM 10 15

TOWN CLERK'S OFFICE  
BOURNE, MASS



**Transportation Advisory Committee  
Minutes of the Meeting  
December 10, 2012, 3:30 pm  
Bourne Community Center**

Attending: Town Administrator Tom Guerino, Assistant Superintendent of Public Works George Sala, Police Chief Dennis Woodside, Don Cunningham, Dan Doucette, Sallie Riggs, John York. Guests: CCRTA Administrator Tom Cahir, Canal Region Chamber President Marie Oliva, reporters: Diana Barth and Paul Gately

Call meeting to order: Tom Guerino called the meeting to order at 3:28 pm

Minutes: Tom asked for corrections of the Minutes of the November 26, 2012 meeting. There being none it was MOVED, SECONDED and VOTED with one abstention to approve the Minutes as circulated.

CCRTA activities: Tom then introduced Tom Cahir who discussed the new fixed route bus service between Bourne and Falmouth and Bourne and Sandwich. He noted that ridership is increasing and that the RTA has two more years to make the service financially successful. Routes are still being adjusted and more visibility for the service would help increase ridership. Departures from Buzzards Bay are constrained by the need to meet the C-line busses in Mashpee. He also mentioned the Dial-a-Ride service that picks people up at any location with 24 hours advanced notice.

Tom Cahir then announced that, beginning on May 24, trains from Boston's South Station will go to Hyannis with a stop in Buzzards Bay on weekends. Specific times are still being discussed but it is likely that at least one train will come to the Cape on Friday evenings and others will return on Saturday and Sunday nights. The service will be high speed to Lakeville and lower speed to Hyannis. It will need about 650 riders each weekend to be successful. Tom expects that a public announcement will be made later in the week.

Beta Report: George Sala noted that the Beta Management Group has just completed a road inventory program for the Town. There are about 259 miles of roads in Town: 50 are state roads, 100 are Town roads, and 109 are private. A discussion followed concerning the wisdom of the Town taking more of the private roads. There is some concern that the \$5000 per mile of Chapter 90 funds does not cover the expense of maintaining these roads.

Officers: Tom suggested waiting to identify officers of the Committee until the Selectmen have voted to fill the vacancy. He asked that those with an interest in serving in an officer position send him an e-mail to that effect, with a copy to Debbie Judge.

Future Agenda Items: Canal area traffic studies and planning



Next Meeting: the next meeting was set for January 10 at 3 pm (concluding by 4:30 pm).

Adjourn: There was a MOTION to adjourn at 4:47 pm.

*These Minutes were approved by Committee members at their meeting on February, 6, 2013*



*Town of Bourne*



2011 DEC 29 PM 3 43

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
January 4, 2012, 7:00 pm  
Bourne Community Center

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

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

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

2012 JAN 20 PM 2 16

Wastewater Advisory Committee  
Minutes of the Meeting  
January 4, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE MASS

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

Guests:

Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Erin Jackson, Cape Cod Commission, Special Project Coordinator  
Tabitha Harkin, Cape Cod Commission  
Priscilla Bloomfield, Mike Domenica.

Audience: Peter Meier, Selectman/Sewer Commissioner; James Mulvey

Item #1: Chairperson Sallie Riggs called the meeting to order at 6:53 pm.

Item #2: Sallie asked for comments concerning the Minutes of the meetings of Dec 6, and Dec 7, 2011, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED unanimously to accept the Minutes of both meetings as circulated.

Item #3: Wastewater Advisory Committee Vacancies:

Sallie asked for suggestions regarding filling the committee vacancy of a commercial user. It was suggested that she contact the Town Administrator to have the vacancy advertized.

Bill Locke suggested that the Chairman of the Town Finance Committee be contacted to see if a member of that committee could volunteer/be appointed as a liaison with our committee.

Item #4: Tom Cambareri of the Commission's RESET staff passed out three maps of Bourne north of the canal which identified 38 lots greater than three acres that could be deemed suitable for wastewater disposal. The group then discussed several of the sites. Mike Domenica, a consultant working with the Cape Cod Commission, suggested that we create a matrix of all 38 lots plus any additional pieces of land that the members might want to consider. Each of the lots would be evaluated according to a set of weighted criteria and after an evaluation either accepted or discarded as a legitimate potential site. Thus we could quickly get the number of sites down to the three or four with real potential and at the same time memorialize the committee's thought process for accepting or rejecting each of the 38 sites. The matrix will be prepared and evaluations will be done at our next meeting.

It was also suggested by Mike Domenica that the town could save time and money by tweaking the Tighe and Bond Report and using it as a base document for our Comprehensive Wastewater Management Plan submission to Mass DEP. It was agreed that the committee would present this idea to the Sewer Commissioners in the future.

Item #5: Stan Andrews informed the members of an upcoming presentation concerning an Eelgrass Study at Phinney's Harbor that is being put on by the Shellfish Advisory Committee at the Monument Beach Sportsman's Club on Jan 30, at 7PM.

Item #6: There were no agenda items suggested for next week.

Item #7: The next regular meeting will be at 7 PM on Wednesday, Jan 18, at the Community Building. The meeting adjourned at 8:31 pm.

*These Minutes were accepted at the January 18, 2012 meeting of the committee.*



*Town of Bourne*



2012 JAN 13 PM 4 40

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
January 18, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of January 4, 2012 meeting
3. Report on committee membership
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Report on State Revolving Loan Fund list
6. Comments/reports from Committee members (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn

Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2012 FEB 22 PM 3 37

Wastewater Advisory Committee  
Minutes of the Meeting

TOWN CLERK'S OFFICE  
BOURNE, MASS

January 18, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

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

**Guests:** Don Montour, Bourne Finance Committee  
Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Erin Jackson, Cape Cod Commission, Special Project Coordinator  
Priscilla Bloomfield, Mike Domenica, P. E. – CH2MHill consultants

**Audience:** James Mulvey

**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 January 4, 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:** Wastewater Advisory Committee Membership:

Sallie informed us that the Board of Sewer Commissioners has officially acknowledged a committee vacancy of the commercial user. She urged us to work to find a commercial sewer user willing to join the committee. Additionally, Sallie introduced Don Montour, who will be the Finance Committee's representative on our committee. The Board of Sewer Commissioners are expected to confirm his membership at their meeting later this month.

**Item #5:** (Taken out of order). Sallie wanted to inform the committee that Tighe & Bond graciously nominated the Town of Bourne to the State Revolving Loan List. Bourne was subsequently placed on the list as eligible for loans of \$300,000 for Storm Water Remediation and \$350,000 for Wastewater Management. Sallie indicated that committee members should review the document in anticipation of meeting with the Town Administrator and possibly making a recommendation to the Board of Sewer Commissioners.

**Item #4:** The meeting was then turned over to the RESET committee, and Mike Domenica led the discussion. A number of different maps of Bourne north of the canal were passed out for our use in weighing the suitability of 40 lots greater than 3 acres which were deemed possibly suitable for wastewater disposal. The group worked to create a matrix of these lots which were then evaluated according to a set of weighted criteria in an effort to narrow down the number of final potential sites. The group initially set aside all the lots west of the Cape Cod Aggregates gravel pit on Scenic Highway as being too far from the downtown Buzzards Bay area to be feasible for wastewater disposal. The

remaining 20+ sites were then evaluated using a list of 10 weighted criteria. It took several hours to accomplish the first pass, and Mr. Domenica will present a first draft of a synopsis at our next meeting.

Items # 6 & 7: There were no reports from committee members nor were there any agenda items suggested for next week.

Item #8: The next regular meeting will be at 7 PM on Wednesday February 1, at the Community Building. The meeting adjourned at 9:37 PM.

*These Minutes were accepted unanimously at the February 1, 2012 meeting of the committee.*



*Town of Bourne*

2012 JAN 26 PM 2 38



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
February 1, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of January 18, 2012 meeting
3. Report on committee membership
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Report on State Revolving Loan Fund list
6. Comments/reports from Committee members (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn

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

Sallie K. Riggs  
Committee Chair





*Town of Bourne*



2012 FEB 22 PM 3 37

Wastewater Advisory Committee  
Minutes of the Meeting

TOWN CLERK'S OFFICE  
BOURNE, MASS

February 1, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

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

Guests:

Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Tabitha Harkin, Cape Cod Commission  
Priscilla Bloomfield, Mike Domenica P.E., CH2M Hill.

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:02 PM.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of January 18, 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: Wastewater Advisory Committee Membership: Sallie reported that the Board of Sewer Commissioners voted last evening to make Don Montour an at-large member of our committee rather than a Finance Committee representative due to charter issues.

Item #5: (Taken out of order). Sallie informed the committee that she met with Tom Guerino regarding the State Revolving Fund Loan List. Bourne has been placed on the list as eligible for loans of \$300,000 for Storm Water Remediation Planning and \$350,000 for Wastewater and Nutrient Management Planning. Members of our committee plan to meet with the Capital Outlay Committee on February 22, to see if and how they want the town involved in the loan program.

Item #4: The meeting was then turned over to the RESET committee, and Mike Domenica led the discussion. Updated maps of Bourne north of the canal were again passed out for our use in finalizing the best choices of the 40+ lots greater than 3 acres which were being considered for wastewater disposal. The group used the matrices of these lots which were prepared last week and subsequently rated and scored. The top rated lots along with a separate list of several publicly owned sites were identified as preferred wastewater disposal sites.

The group then prepared a similar list of siting criteria and metrics for potential Wastewater Treatment Plant sites of a ½ acre or more located within close proximity to Buzzards Bay. A final decision as to the short list of preferred plant sites is scheduled for the next meeting.

Item # 6: There were two committee member reports from Stan Andrews:

1. The Barnstable County Extension Service – Marine Division held a presentation on January 30 to go over the results of recent eelgrass studies. Stan likened eelgrass in our estuaries to canaries in mines and concluded that the eelgrass studies supported the MEP TMDL results.
2. Stan also reported that the DPW Building Committee had voted this afternoon to recommend to the Board of Selectmen that 17 Acres on a piece of town owned land on Scenic Highway that we have designated as Site #16, be set aside for a new DPW facility.

Item #7: Mike Domenica presented a working agenda covering the next six meetings, outlining the various actions the committee must undertake in order to complete our last two tasks.

Item #8: The next regular meeting will be at 7 PM on Wednesday February 15, at the Community Building. The meeting adjourned at 9:02 PM.

*These Minutes were accepted unanimously at the February 15, 2012 meeting of the committee.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
February 15, 2012, 7:00 pm  
Bourne Community Center

2012 FEB 9 PM 12 07  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of February 1, 2012 meeting
3. Discussion of proposed update to Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

Sallie K. Riggs  
Committee Chair



Town of Bourne

2012 JUN 13 AM 9 13



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Minutes of the Meeting.

February 15, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

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

Guests:

Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Erin Jackson, Cape Cod Commission, Special Project Coordinator  
Mike Domenica, P.E., CH2M HILL

Public: Jim Mulvey

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 February 1, 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: Proposed Interim Update Report to Board of Sewer Commissioners:

Sallie had disseminated a draft copy of an interim report to the Sewer Commissioners to be presented at their meeting on March 6, 2012. There were a few minor changes and the draft was approved.

Item #4: Cape Cod Commission RESET staff progress:

Mike Domenica led this discussion.

- A. The first priority was to review and finalize the wastewater disposal site screening results. The top four sites were identified with two located inside Buzzards Bay and two outside. The MMA, Wareham, and MMR options were appended to the list for further evaluation.
- B. Next, the committee reviewed the ranking of the wastewater treatment plant sites, a process that was initiated during the last meeting. Several minor changes were made to the initial list and the top potential sites were identified. However, Sallie charged the members to review the list and ensure that the top sites have been ranked correctly based upon the weighing criteria coupled with their local knowledge of the area. She asked the Committee Members to report back at the next meeting.
- C. Lastly, Mike Domenica handed out an overview of the different types of treatment plant technologies, with brief assessments of the pros and cons of each, in order to acquaint the members with the treatment plant options that will be discussed in future meetings.

Item #5: There were no committee reports but Sallie announced that we may be getting close to getting a new Commercial User member.

Item #6: There were no new agenda items beyond the working agenda covering the next five meetings.

Item #7: The next regular meeting will be at 7 PM on Wednesday March 7, 2012, at the Community Building.

The meeting adjourned at 8:48 PM.

*These Minutes were approved at the Committee's March 7, 2012 meeting.*



Town of Bourne



2012 FEB 30 AM 10 58  
TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
March 7, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of February 15, 2012 meeting
3. Report on March 6 meeting with Board of Sewer Commissioners
4. Report on February 22 meeting with Capital Outlay Committee
5. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
6. Comments/reports from Committee members (for information only, no deliberation)
7. Identify future agenda items
8. Confirm next meeting and adjourn.

2012 MAR 1 AM 11 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

  
Sallie K. Riggs  
Committee Chair



Town of Bourne



2012 JUN 13 AM 9 13

Wastewater Advisory Committee  
Minutes of the Meeting

March 7, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Guests: Elaine Lewis-Ryan, Superintendent, Mass Maritime Academy Wastewater Treatment Facility  
Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Tabitha Harkin, Cape Cod Commission  
Priscilla Bloomfield, Mike Domenica of CH2M HILL

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

It was moved, seconded, and voted unanimously to excuse the absence of Don Montour.

It was reported that Barry Woods has announced his retirement from the Buzzards Bay Water District. Sallie reported that Elaine Lewis-Ryan has sent a letter to the Town Administrator indicating her interest in serving as the committee member who is a commercial user of the existing system (MMA's Beachmore Inn is on the Buzzards Bay sewer system). The Board of Sewer Commissioners will meet next on March 20 at which time Elaine can be made an official member of the committee.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of February 15, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED and VOTED** by four members to accept the Minutes as circulated. Bill Locke abstained.

Item #3: The March 6 meeting of the Sewer Commissioners has been rescheduled to March 20, 2012.

Item #4: Sallie reported on the February 22 meeting with Capital Outlay Committee:

1. Tom Guerino stressed to the Capital Outlay Committee that a Comprehensive Wastewater Management Plan (CWMP) for the town needs to be prepared. The Committee will discuss the preferred method for funding this plan.
2. The CWMP was placed on the Committee's list of potential projects with a sum of \$300,000. Our committee must decide what is needed to produce the CWMP by mid-April.
3. The Capital Outlay Committee also placed the Squeteage & Megansett Harbor TMDL funding on the list at \$57,450.

Item #5: Cape Cod Commission RESET staff progress:

Glenn opened by going over the agenda for the meetings scheduled over the next few months, in order to better plan for our final report to the Sewer Commissioners. Glenn also asked for assistance in obtaining last year's Monthly Metered Flow data for the present Buzzards Bay sewer system. Stan took responsibility for contacting Tom Guerino and Debbie Judge to discuss providing this data.

CH2M then took over the discussion with a review of a first draft report that had been e-mailed to all members earlier in the week. This report tied together our top rated treatment plant and disposal sites with our three preferred treatment plant technologies. The discussion revolved around scenarios at the different sites involving daily flows of 10,000; 25,000; 100,000; and 335,000 gpd. Matching the technologies with the sites generated a lively discussion and resulted in possible changes, updates, and expanded reports that will be presented at the next meeting.

Mike Domenica then went on to brief us on several meetings he had attended over the past two weeks:

1. Mass Maritime Academy (MMA). Mike reported that his discussions there revealed that MMA was anticipating student growth which would impact their present treatment facility. Additionally, the facility is limited in both capacity and footprint. There is no possibility that MMA can take any flow from the town.
2. Wareham. Mike met with a Wareham official who indicated that they could not expand any flow at the Agawam plant. However, there are some preliminary plans to possibly build a new plant with groundwater disposal. This may be an area of opportunity and bears watching.
3. Makepeace. Mike also met with Makepeace, and they are looking for wastewater disposal for their planned community (River Run) in Plymouth. They are looking for capacity at Wareham or possibly at a regional facility. This also bears watching. There is a scheduled meeting at Makepeace's headquarters at Tihonet Village on March 15, 2012 at 2PM to further these discussions. Members are urged to attend if possible.
4. Mass Military Reservation (MMR). Finally, Mike met with MMA officials. They reported that they have capacity but that the DEP will not allow any increase in flow due to concerns about Nitrogen brought about by pressure from the Coalition for Buzzards Bay. That being said, MMR is exploring different future options for their facility, including regionalization and privatization. The state is interested in keeping MMR a vital part of the region and as such the Cape Cod Commission is involved in regional wastewater discussions involving Upper Cape towns. These plans might be more appropriate for Bourne in the future if there is ever a need to consider sewer service for Bourne's south side.

Item #6: There were no committee member reports.

Item #7: There were no new agenda items beyond those issues discussed in Item 5.

Item #8: The next regular meeting will be at 7 PM on Wednesday March 21, 2012, at the Community Building. The meeting adjourned at 9:06 PM.

*These Minutes were approved at the Committee's March 21, 2012 meeting.*





*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
March 21, 2012, 7:00 pm  
Bourne Community Center

2012 MAR 8 AM 9 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of March 7, 2012 meeting
3. Report on March 20 meeting with Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2012 JUN 13 AM 9 13

Wastewater Advisory Committee

Minutes of the Meeting

March 21, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE

BOURNE, MASS.

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

Pending Membership Approval: Elaine Lewis-Ryan, Mass Maritime Academy

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Priscilla Bloomfield, Mike Domenica of CH2M HILL  
One unidentified member of the public

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:03 PM. It was moved, seconded, and voted unanimously to excuse the absence of Bill Locke.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of March 7, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED and VOTED** by four members to accept the Minutes as circulated. Don Montour abstained.

Item #3: The March 20th meeting of the Sewer Commissioners has again been rescheduled, this time to April 3, 2012.

Item #4: Cape Cod Commission RESET staff progress:

Mike Domenica and Priscilla Bloomfield of CH2M began an initial review of the Bourne Wastewater Management Plan (Dated 3/16/2012), a draft of which had been e-mailed to all members earlier in the week. This report will form the basis of our report to the Sewer Commissioners. The report laid out the Committee's recommendations for preferred treatment plant and disposal sites and the three preferred treatment plant technologies. These were coupled with daily flows of 10,000; 25,000; 100,000; and 335,000 gpd.

The review also presented committee members with their first look at the estimated capital and O&M costs of the different facilities that the committee might recommend. There was much interest and give and take as Priscilla presented the figures. The report will be tweaked, updated with the committee's recommendations and reviewed again at the next meeting.

Item #5: (Committee Report) Mike Domenica reported on the March 15 meeting in Wareham with the A.D. Makepeace Company. Mike attended the meeting along with committee member Bill Locke. The meeting concerned Makepeace's River Run development in Plymouth and the need for wastewater options involving that site. Makepeace has a plant designed to serve River Run and other nearby sites, which they plan to build when the economy improves. But there will be a need for reliable flow as the development grows. An option involving a new plant in Wareham to handle the flow was also explored. While the discussion focused on Makepeace / Wareham options, regional solutions were also raised, including possible scenarios involving Bourne. The discussions are very preliminary, and it was noted that Plymouth was not even at the table. Bourne will be kept apprised of the discussion, but our committee will move on with our task.

Item #6: There were no new agenda items.

Item #7: The next regular meeting will be at 7 PM on Wednesday April 4, 2012, at the Community Building. The meeting adjourned at 9:25 PM.

*These Minutes were approved unanimously at the Committee's April 4, 2012 meeting.*



*Town of Bourne*



2012 MAR 29 AM 10 21

Wastewater Advisory Committee  
Proposed Agenda  
April 4, 2012, 7:00 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of March 21, 2012 meeting
3. Report on April 3 meeting with Board of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

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

Sallie K. Riggs  
Committee Chair



Town of Bourne

2012 JUN 13 AM 9 13

Wastewater Advisory Committee

Minutes of the Meeting

April 4, 2012; Selectmen's Meeting Room; Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

**Guests:** Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Priscilla Bloomfield, of CH2M HILL  
Jim Mulvey, Member of Public

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

**Item #2:** Sallie asked for comments concerning the Minutes of the meeting of Mar. 21, 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:** The April 3, 2012 meeting of the Sewer Commissioners was once again superseded, this time due to a Selectmen's executive session. The continued postponement of our meetings with the Sewer Commissioners raised some discussion about when the Charter Mandate of a separate Board of Sewer Commissioners would become a reality. There were also concerns about how long we could expect support from the Cape Cod Commission. It was pointed out that the Charter resolutions have yet to be approved by the state legislature. Conversely, the Cape Cod Commission has indicated they will remain with us until the tasks are completed, although we may be hearing the end of CH2M Hill's contracted help. CH2M HILL's assistance and expertise has been invaluable to us over the past three months and it will be a loss when they have to leave.

**Item #4:** Cape Cod Commission RESET staff progress:

Glenn began the discussion asking for our thoughts about having copies of the full report given to the Sewer Commissioners prior to the final draft presentation. After some discussion it was decided that the Commissioners should have the full report copies a week or two prior to the scheduled presentation date so they would have adequate time to gain some understanding of the report and could formulate pertinent questions.

Priscilla Bloomfield of CH2M then began review of the Bourne Wastewater Management Plan slide presentation. This slide show will form the basis of our formal presentation to the Sewer Commissioners. Priscilla quickly reviewed our first five tasks which were presented to the Commissioners in our initial interim report. She then moved on to the tasks that have not been presented, reviewing the processes the members used to choose preferred treatment plant and disposal sites and the preferred treatment plant technologies, finally ending up with an overview of capital and O&M costs for the preferred sites.

Priscilla was prepared to continue on to present the committee with their first look at funding and financing options. However, the hour was late and it was decided to go into these tasks fresh at the next meeting. Priscilla was requested to send those two sections to the committee in electronic form before the next meeting.

Item #5: There was a suggestion from audience member Mulvey that the committee should strive to get the candidates for selectmen informed and involved prior to the election in May.

Item #6: There were no new agenda items.

Item #7: The next regular meeting will be at 7 PM on Wednesday, April 18, 2012, at the Community Building. The meeting adjourned at 9:30 PM.

*These Minutes were approved unanimously at the Committee's April 18, 2012 meeting.*



*Town of Bourne*

2012 APR 12 PM 4 01



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
April 18, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of April 4, 2012 meeting
3. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*

2012 JUN 13 AM 9 13

Wastewater Advisory Committee

Minutes of the Meeting

April 18, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE

BOURNE, MASS

Attending: Committee members: Sallie K. Riggs, Michael Brady, Stan Andrews, Mary Andrews,  
Pending Membership Approval: Elaine Lewis-Ryan, Mass Maritime Academy

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Priscilla Bloomfield, Mike Domenica of CH2M HILL

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:07 PM.

Item #2: It was moved, seconded, and voted unanimously to excuse the absence of Don Montour. Sallie asked for comments concerning the Minutes of the meeting of April 4, 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: Cape Cod Commission RESET staff progress:

Glenn began the discussion commenting on a slide showing Average Wastewater Flows for Buzzards Bay and Hideaway for the 2009 to 2011 period. The IMA deals with average flows not maximum flows and a recalculation utilizing averages shows an increase in available flow to 90,000 gpd. This elicited some discussion which was continued throughout the meeting. It also brought to light the possibility of the existence of an agreement with Hideaway that allocates a firm 60,000 gpd. Glenn will attempt to find and review the document and report on any impact it may have on our planning to date.

Priscilla Bloomfield of CH2M then led the ongoing review of the Bourne Wastewater Management Plan slide presentation. She began with Task 9, so we could develop firm goals and objectives in our planning, before dealing with Task 8, which deals with financing these plans. Task 9 planning points included a DEP review of our report and the Tighe & Bond report in order to ascertain if we have everything that the DEP requires. A site hydrogeologic study; acquisition of private sites; and public-private partnership issues were also covered.

Before starting the financial overview, we agreed that it was necessary to establish our recommendations for the Sewer Commissioners. It was recommended that the town pursue a public-private partnership for a treatment plant and disposal site downtown. The Scenic Highway site should be held in reserve until an agreement is in hand. The DEP review was also recommended.

The Financial plan was reviewed, and some overall programs were identified, but it was felt that a more comprehensive review at the next meeting was necessary in order to properly present the financial options.



Item #4: Stan indicated that he will approach one or two of the Sewer Commissioners relative to approving Elaine's membership on the Committee.

Item #5: It was agreed that Fred Mielke will be invited to the next meeting for a discussion of public-private options on his downtown property.

Item #6: The next regular meeting will be at 7 PM on Wednesday May 2, 2012, at the Community Building. The meeting adjourned at 9:34 PM.

*These Minutes were approved at the Committee's May 2, 2012 meeting.*



*Town of Bourne*



2012 APR 26 PM 1 52

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
May 2, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of April 18, 2012 meeting
3. Presentation: Optimus Senior Living project
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

Sallie K. Riggs  
Committee Chair





*Town of Bourne*

2012 JUN 13 AM 9 13

Wastewater Advisory Committee

Minutes of the Meeting

May 2, 2012; Selectmen's Meeting

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Pending Membership Approval: Elaine Lewis-Ryan, Mass Maritime Academy

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Priscilla Bloomfield, Mike Domenica of CH2M HILL  
George Tribou, Director, Town of Bourne Sewer Dept  
Earl Baldwin, Chairman, Bourne Board of Sewer Commissioners

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 18, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was MOVED, SECONDED and VOTED with two abstentions to accept the Minutes as circulated

Item #3: Optimus Senior Living Project. No discussion. Mr. Mielke failed to attend.

Item #4: Cape Cod Commission RESET staff progress:

Priscilla led the discussion which involved the finalization of the slides for our last two tasks. Because of the information gathered concerning the impacts of a separate plant for Hideaway Village (See Item 5), there were several modifications to the work done last week. The review and update focused on the financing and debt repayment options and elicited much serious discussion among the members.

As indicated in Item 5, we will present to the Sewer Commissioners sometime in June. Accordingly, CH2M will prepare a draft presentation and slide show and have it in our hands by May 11 in time for us to review and recommend editorial changes to CH2M. We will meet on May 16 to review the final presentation and Mike Domenica will be on hand to participate in a dry run. After the presentation, we plan to meet to debrief what occurs at the presentation.

Item #5:

- A. Sallie reported that she met with Tom Guerino and we have a tentative meeting with the Sewer Commissioners on May 22 to schedule a workshop in June for our presentation before the Commissioners and other town boards.

- B. Tom also indicated that he did not believe that a separate plant for Hideaway would fly due to the loss of the Hideaway sewer fees to the rest of the old system. While discussing this issue, George Tribou revealed that while he believed that there was no formal agreement between the town and Hideaway regarding a 60,000 gpd allocation; in 1988, the original design engineers (Anderson Nichols) did identify 60,000 gpd as originating from Hideaway and 140,000 gpd from downtown. The residents of Hideaway have considerable funds invested in the system and it was decided that we would need to explore further any possible reduction in their 60,000 allocation.
  
- C. Elaine Lewis-Ryan's name will go before the Commissioners on May 22 to be voted on for Committee membership.

Item #6: Other than the schedules enumerated above, there were no other future agenda items.

Item #7: The next regular meeting will be at 7 PM on Wednesday May 16, 2012, at the Community Building. The meeting adjourned at 9:00 PM.

*These Minutes were approved unanimously at the Committee's May 16, 2012 meeting.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
May 16, 2012, 7:00 pm  
Bourne Community Center

2012 MAY 14 AM 9 17  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Call meeting to order
2. Review/approve Minutes of May 2, 2012 meeting
3. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

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

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Minutes of the Meeting  
May 16, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

2012 JUN 13 AM 9 13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

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

Pending Membership Approval: Elaine Lewis-Ryan, Mass Maritime Academy

**Guests:** Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Mike Domenica, CH2M HILL

**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 May 2, 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:** Cape Cod Commission RESET staff progress:

Tom Cambareri and Mike Domenica facilitated the discussion which was part dry run and part final critique of the slide presentation scheduled for the Board of Sewer Commissioners sometime in June. The presentation is lengthy and numerous modifications were suggested, discussed, and acted upon. The committee managed to complete the review in about 90 minutes. As indicated above, we will present to the Sewer Commissioners sometime in June. Accordingly, Steve Tupper will make the latest changes to the slide presentation; he will also update the written final report to agree with tonight's changes; and lastly he will prepare a draft rewrite of the Executive Summary and transmit these electronically to the committee members for review by May 25. Committee members will review and submit suggested revisions and return back to Steve by May 31. Steve will update the report and summary and have it in our hands in time for our next meeting on June 6.

**Item #4:** Comments from Committee members.

Sallie will formally contact Sewer Commission Chairman, Earl Baldwin, to schedule a 2 ½ hour June meeting with the Commission and interested town boards.

**Item #5:** In addition to the schedules enumerated above, Bill Locke requested a future agenda item include a discussion concerning the Sewer Commissioners' organizational structure.

**Item #7:** The next regular meeting will be at 7 PM on Wednesday June 6, 2012, at the Community Building. The meeting adjourned at 9:56 PM.

*These Minutes were approved unanimously at the Committee's meeting on June 6.*



Town of Bourne 2012 MAY 30 AM 11 44

TOWN CLERK'S OFFICE  
Wastewater Advisory Committee  
Proposed Agenda  
June 6, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of May 16, 2012 meeting
3. Report by Chair of May 29 meeting of Sewer Commissioners
4. Cape Cod Commission RESET staff progress
  - a. Report and presentation
  - b. Discussion
  - c. Finalize plans for presentation to Sewer Commissioners
5. Comments/reports from Committee members (for information only, no deliberation)
6. Identify future agenda items
7. Confirm next meeting and adjourn

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



*Town of Bourne*

Wastewater Advisory Committee

Minutes of the Meeting

June 6, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members: Sallie K. Riggs, Michael Brady, Mary Andrews, Don Montour, Bill Locke  
Pending Membership Approval: Elaine Lewis-Ryan and Dan Freitas, Mass Maritime Academy

Guests: Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services  
Steve Tupper, Cape Cod Commission, Technical Services Planner  
Mike Domenica, CH2M HILL

Audience: Diana Barth, *Bourne Enterprise*

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 May 16, 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 reported on her meeting with the Board of Sewer Commissioners on May 29. The Commissioners have confirmed a workshop date for our report/presentation. On July 10, 2012, at 6:30PM, we are scheduled to meet with the Commissioners, the Town Administrator, the Finance Committee, the Board of Health, the Planning Board, and the Capital Outlay Committee at the Bourne Middle School Library/Media Center.

The Commissioners also considered our request for the addition of Elaine Lewis-Ryan as the Commercial member of our Committee. The Commissioners pointed out that the total number of positions on our Committee is six. When Don Montour was added as the representative of the Finance Committee, he was appointed as a member-at-large, and filled the last available slot. The Board of Sewer Commissioners will meet in the future to consider increasing our membership slots to seven.

Sallie also took this opportunity to formally thank Elaine, who is retiring, for her valuable assistance to our Committee.

Item #4: Cape Cod Commission RESET staff progress.

Steve Tupper took the lead in a review of the Executive Summary and Cover Letter for the report to the Commissioners. Both documents had been extensively revised and the members took time to review each and then provide their comments to the group. The two major changes involved the inclusion of the original August 24, 2010 charge to our committee from the Sewer Commissioners. This will focus the fact that our report is the response to their charge. The other major change involves the formulation of a set of "next steps", which will be offered to the Commissioners for approval contingent upon their acceptance of our report.

Handwritten notes and stamps: "OWN CHARGE TO OUR COMMITTEE FROM SEWER COMMISSIONERS", "TOWN OF BOURNE", "JUN 21 2012", "6:11 PM".



Steve will coordinate the final drafts of the Cover Letter and Executive Summary and have these in our hands by June 15. Committee members will review the drafts and return any comments to Steve by June 18. The committee will perform a final review at our next meeting on June 20. The report will then be printed and thereafter Sallie will have copies of the report to Town Hall by June 22. This will allow the July 10 Workshop participants over two weeks to review the report in advance of the meeting.

Item #5: Comments from Committee members.

Bill Locke updated the Committee on the Sewer Commissioners' organizational structure. This was a requested agenda item from our meeting on May 16. Bill met with John Johnson who indicated that the Charter changes approved at a 2011 Town Meeting are in the state legislature, including the one that calls for a Board of Sewer Commissioners separate from the Board of Selectmen. No reorganization is possible until the voted changes are approved by the legislature.

Item #6: There were no future agenda items offered.

Item #7: The next regular meeting will be at 7 PM on Wednesday, June 20, 2012, at the Community Building. The meeting adjourned at 8:43 PM.

*These Minutes were approved unanimously at the committee's meeting on June 20, 2012.*



Town of Bourne

2012 JUN 15 AM 11 31



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
June 20, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of June 6, 2012 meeting
3. Cape Cod Commission RESET staff progress

Discussion: Finalize plans to present recommendations to Sewer Commissioners

4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

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

Sallie K. Riggs  
Committee Chair



*Town of Bourne*



2012 SEP 24 AM 11 56

Wastewater Advisory Committee  
Minutes of the Meeting  
June 20, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS.

Attending: Committee members: Sallie K. Riggs; Michael Brady, Mary Andrews, Don Montour

Guests: Tom Cambareri, Cape Cod Commission, Water Resources Program Manager  
Steve Tupper, Cape Cod Commission, Technical Services Planner

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:04 PM. It was moved, seconded, and voted unanimously to excuse the absence of Bill Locke, Dan Freitas, and Stan Andrews.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of June 6, 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: Cape Cod Commission RESET staff progress.

Sallie opened with housekeeping items concerning the dissemination of the Final Reports for the July 10, meeting. The report and slide show will be distributed electronically, and 50 hard copies will be made and left with the Town Administrator for distribution to attendees.

Sallie also reported that she had taken the time to tally the work hours of the committee members since the outset of our work on this report. She figured about 265 hours per committee member were spent in formal meetings working on this report. It will be reported July 10, along with the Cape Cod Commissions' work hour contributions.

Steve Tupper then led us through a few minor changes in the final report, and at last, it was deemed complete.

Item #4: Sallie reported further on Bill Locke's June 6<sup>th</sup> report concerning the Sewer Commissioners' organizational structure. (see Minutes, 6/6/2012; Item 5). Sallie has found that the Legislature has approved the charter changes. However, it was noted that the wording of the charter change reads that the town will explore the possibility of setting up an independent board. The wording does not mandate change.

The Commissioners have made a slight change to the start time for the July 10, workshop/presentation; the start time is now 6:45. It was also noted that the Energy Committee has been invited to the workshop.

Item #5: Identify Future Agenda Items:

Workshop with Sewer Commissioners and Town Boards on Tuesday, July 10, 2012, at 6:45 at the Bourne Middle School Library/Media Center.

Item #6: The next regular meeting (after the July 10, workshop), will be at 7 PM on Wednesday, July 18, 2012, at the Community Building. The meeting adjourned at 8:10 PM.

*These Minutes were approved by the Committee member at the July 18, 2012 meeting.*

2012 JUL 5 AM 10 26

TOWN CLERK'S OFFICE  
BOURNE, MASS

## WASTEWATER ADVISORY SUBCOMMITTEE

### MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday July 10, 2012	7:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay

7:00 Joint Meeting Board of Selectmen/Board of Sewer Commissioners, Capital Outlay Committee, Finance Committee, Board of Health, Planning Board, Selectmen's Energy Advisory Committee, Wastewater Advisory Committee.

Report and discussion by the Wastewater Advisory Committee – Wastewater Management Planning for Bourne's Downtown

Adjourn

2012 JUL 9 AM 11 14

**WASTEWATER ADVISORY SUBCOMMITTEE**

TOWN CLERK'S OFFICE  
BOURNE, MASS

**MEETING NOTICE**

**Emergency - Amended**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday July 10, 2012	7:00 P.M.	Bourne Middle School Library 77 Trowbridge Road, Bourne

7:00 Joint Meeting Board of Selectmen/Board of Sewer Commissioners, Capital Outlay Committee, Finance Committee, Board of Health, Planning Board, Selectmen's Energy Advisory Committee, Wastewater Advisory Committee

Report and discussion by the Wastewater Advisory Committee – Wastewater Management Planning for Bourne's Downtown

Adjourn



*Town of Bourne*

Wastewater Advisory Committee  
Report to the Board of Sewer Commissioners  
Record of the Meeting  
July 10, 2012; Bourne Middle School; Library / Media Center

2012 SEP 24 AM 11 56  
2012 SEP 24 AM 11 56  
TOWN CLERK'S OFFICE  
TOWN OF BOURNE, MASS  
BOURNE, MASS

Attending:

Board of Sewer Commissioners: Earl Baldwin, John Ford, Peter Meier, Donald Pickard, and Linda Zuern.  
Town Administrator: Thomas Guerino  
Wastewater Advisory Committee members: Mary Andrews, Michael Brady, William Locke, Stanley Andrews, and Don Montour.  
Cape Cod Commission: Glenn Cannon, and Mike Domenica (CH2M).

Members of Capital Outlay, Finance, and Planning Committees, and the Board of Health were in attendance.

Item #1: Sewer Commissioner John Ford called the meeting to order at 6:45 pm.

Item #2: Bill Locke opened for the Committee and explained that Sallie Riggs was ill and unable to attend. Bill then introduced the members of the Committee and the members of the Cape Cod Commission's RESET group who were in attendance. Bill continued touching on the Commissioners' charge when they created the committee and emphasizing that the committee's focus was on the need for wastewater management in the revitalization of Buzzards Bay, Bourne's Downtown and that there was now a need to appoint a town employee to spearhead future wastewater management efforts:

Item #3: Glenn Cannon began the presentation to the Board of Sewer Commissioners; covering Tasks 1-5. Mike Domenica handled the presentation of Tasks 6 - 9.

Item #4: The Commissioners and various board members had several questions and comments. There was limited public comment.

Item #5: The Board of Sewer Commissioners asked that we follow up with estimated costs for our table of recommendations (Page 61, of the Report).

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

*These Minutes were accepted by the Committee at its meeting on August 15, 2012.*



*Town of Bourne*

2012 JUL 12 AM 10 16

TOWN CLERK'S OFFICE  
BOURNE, MASS



Wastewater Advisory Committee  
Proposed Agenda  
July 18, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of June 20, 2012 meeting
3. Discussion/deliberation: analysis of July 10 meeting and possible next steps
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

Sallie K. Riggs  
Committee Chair





*Town of Bourne*



2012 SEP 24 AM 11 56

Wastewater Advisory Committee

Minutes of the Meeting

July 18, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE

BOURNE, MASS

Attending: Committee members Sallie K. Riggs, Michael Brady, Stan Andrews, Don Montour  
Pending Membership Approval: Dan Freitas, Mass Maritime Academy

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

Audience: Elaine Lewis-Ryan

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

Item #2: Sallie asked for comments concerning the Minutes of the meeting of June 20, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED and VOTED** with two abstentions to accept the Minutes as circulated

Item #3: Sallie asked for members' comments on the July 10, 2012 meeting with the Sewer Commissioners. Committee members who had attended gave their impressions of how the report was received by the commissioners and what they saw as a next step for our Committee.

After some discussion it was agreed that the Committee should issue a simple rebuttal to Tom Guerino's assertion that the Community Building is in a Flood Zone. It was also agreed that a table of cost estimates that was prepared by the Cape Cod Commission in response to the Commissioners' July 10, request should be also sent to both Capital Outlay and Finance Committees. The cost estimate recommendations are to be discussed at the next Sewer Commissioners' meeting scheduled for August 7, 2012. A cover memo will also be prepared informing the Commissioners that Queen Sewell Park is recommended as our Primary disposal site. Lastly, the Commissioners will be asked to restructure our committee and also appoint Dan Freitas as a Commercial User member.

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

Item #5: Future agenda item is the aforementioned meeting of the Sewer Commissioners on August 7. (Time to be announced.)

Item #6: The next regular meeting will be at 7 PM on Wednesday, August 15, 2012, at the Community Building. There will not be a meeting on August 1. The meeting adjourned at 8:04 PM.

*These Minutes were accepted by the Committee at its meeting on August 15, 2012.*



*Town of Bourne*

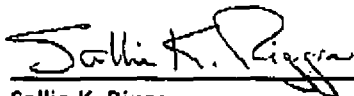


2012 AUG 9 PM 12 12

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
August 15, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes of July 10 and July 18, 2012 meetings
3. Discussion/deliberation: review of August 7 meeting with Board of Sewer Commissioners, analysis of outcomes, and next steps
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting and adjourn

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



*Town of Bourne*



2012 NOV 30 AM 11 04

Wastewater Advisory Committee  
Minutes of the Meeting

August 15, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS

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

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

Audience: Mort Toomey, Member, Community Oversight for Storm Water Mgmt

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 July 10, 2012, 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.

Sallie then asked for comments concerning the Minutes of the meeting of July 18, 2012, which were circulated in advance of the meeting. There were no additions, corrections or other changes. It was **MOVED, SECONDED and VOTED** with two abstentions to accept the Minutes as circulated.

Item #5: Sallie moved this item out of its regular order to establish an agenda item for our next regular meeting. The subject of the reorganization of the Wastewater Advisory Commission will be discussed at the next meeting.

Item #3: Sallie led us in a review of the Sewer Commissioners' meeting on August 7, 2012. The exact language of the commissioners' vote and the new charge was distributed. The Capital Outlay Committee has indicated that they want to meet with our committee in September and have indicated that they will send us a few potential dates from which to choose. A discussion ensued regarding how to prepare for our meeting with Capital Outlay. Bill Locke stressed that our action plan should be reviewed prior to that meeting, in order to establish needs. We can then work with Capital Outlay on how to best achieve those needs. Glenn indicated that the CCC remains ready to assist us.

Item #4: Sallie had one report from Committee member. She indicated that the consultants that worked with us are currently working with MMR concerning options for potential expanded future use of their Wastewater Treatment facility. There will be a public meeting on August 30, 2012 at 6PM at the Barnstable County Fairgrounds Meeting Room to discuss these future uses. Sallie urged members to attend.

Item #6: The next meeting will be with the Capital Outlay Committee in September. There will also be a regular meeting at 7 PM on Wednesday, September 19, 2012, at the Community Building. The meeting adjourned at 8:00 PM.

*These Minutes were approved at the October 17, 2012 meeting of the Wastewater Advisory Committee.*



*Town of Bourne*

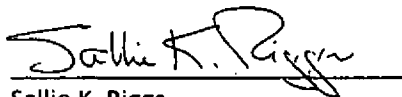
2012 AUG 23



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
August 29, 2012, 7:00 pm  
Lower Level Conference Room, Bourne Town Hall

1. Call meeting to order
2. Joint meeting with Capital Outlay Committee and Wastewater Advisory Subcommittee for discussion and possible recommendations
3. Comments/reports from Committee members (for information only, no deliberation)
4. Identify future agenda items
5. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Joint Meeting with Capital Outlay Committee  
Minutes of the Meeting  
August 29, 2012; Town Hall, Lower Level Conference Room

2012 NOV 30 AM 11 0



TOWN CLERK'S OFFICE  
BOURNE, MASS

Attending: Committee members Sallie K. Riggs, Stan Andrews, Mary Andrews, Dan Frietas, Don Montour.

Capital Outlay Chairperson Mary Jane Mastrangelo called the meeting to order at 7:03 PM.

She made a brief statement as to the purpose of the meeting – to discuss the recommendations of the Wastewater Advisory Committee as accepted by the Board of Sewer Commissioners and to understand the proposal for planning and potential costs.

She asked Sallie Riggs to review handouts (filed with the original of these Minutes) which suggest a planning timeline of two years and an initial cost developed by the Cape Cod Commission's RESET staff of \$225,000. Sallie indicated that she believes the costs are high, especially if the right person is hired as a contract or part-time employee to serve as project manager.

During the lengthy discussion that followed a consensus developed that the project manager and the hydrogeologic studies were the most important with likely costs being \$60,000 over two years for the project manager, \$75,000 for the hydrogeologic studies, and another \$5,000-\$10,000 for legal services. There was also agreement that if impediments develop, the costs can be re-examined. It was stressed that it is important for these initial steps to occur so that the Town is positioned to provide an incentive for developers to be interested in Downtown Bourne.

At the end of the meeting Mary Jane asked for the documents to be revised and brought to the next joint meeting scheduled for September 10. The meeting adjourned at about 8:20 PM.

*These Minutes were approved at the October 17, 2012 meeting of the Wastewater Advisory Committee.*



*Town of Bourne*

2012 SEP 6 PM 12 31

TOWN CLERK'S OFFICE  
BOURNE, MASS



Wastewater Advisory Committee  
Proposed Agenda  
September 10, 2012, 7:00 pm  
Lower Level Conference Room, Bourne Town Hall

1. Call meeting to order
2. Joint meeting with Capital Outlay Committee and Wastewater Advisory Subcommittee for discussion and possible recommendations
3. Comments/reports from Committee members (for information only, no deliberation)
4. Identify future agenda items
5. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

Sallie K. Riggs  
Committee Chair



*Town of Bourne*

Wastewater Advisory Committee  
Joint Meeting with Capital Outlay Committee  
Minutes of the Meeting  
September 10, 2012; Town Hall, Lower Level Conference Room

2012 NOV 30 AM 11 05

TOWN CLERK'S OFFICE  
BOURNE, MASS



Attending: Committee members Sallie K. Riggs, Stan Andrews, William W. Locke.

Capital Outlay Chairperson Mary Jane Mastrangelo called the meeting to order about 7:13 PM.

The revised handouts (filed with the original of these Minutes) were reviewed and a discussion followed. One point noted that the project manager would be responsible to the Wastewater Advisory Committee and would report to the Town Administrator on a regular basis. The contract or part-time position would be for one-year and renewable for a second year with a 30-day cancellation clause. Another point confirmed that new users, not the users of the current system, would support the costs of a new facility.

Mary Jane also reported that Sallie had submitted the Wastewater Advisory Committee's report to MA DEP (Department of Environmental Protection) for an informal review. This action is one of the first steps recommended by the Cape Cod Commission's RESET staff. The purpose is to determine if there are any "fatal flaws" in the plan. No date has been determined for the results of the review.

It was agreed that some outreach will be needed to earn support from the Special Town Meeting in late October.

At the end of the meeting Mary Jane asked her Committee members for a vote. It was MOVED, SECONDED and VOTED unanimously that the Wastewater Advisory Committee should report back to the Board of Sewer Commissioners with a recommendation to put an article on the Town Meeting warrant requesting the expenditure of \$145,000 over two years for a wastewater project manager, hydrogeologic studies and possibly legal services. The meeting adjourned at about 8:05 PM.

*These Minutes were approved at the October 17, 2012 meeting of the Wastewater Advisory Committee.*



*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
September 18, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Joint meeting with Board of Sewer Commissioners and Wastewater Advisory Subcommittee for report from meetings with the Capital Outlay Committee, discussion, and request for vote on proposed Town Meeting Article.
3. Comments/reports from Committee members (for information only, no deliberation)
4. Identify future agenda items
5. Confirm next meeting and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

2012 SEP 13 PM 2 20  
TOWN CLERK'S OFFICE  
BOURNE, MASS





*Town of Bourne*

2013 MAY 17 AM 10 16



TOWN CLERK'S OFFICE

Wastewater Advisory Committee BOURNE, MASS  
Minutes of the Meeting – with Board of Sewer Commissioners  
September 18, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members Sallie K. Riggs, Mary Andrews, Stan Andrews, Don Montour

Guests: Mary Jane Mastrangelo, Chair, Capital Outlay Committee; Glenn Cannon P.E., Cape Cod Commission, Director of Technical Services

The meeting was called to order by Don Pickard, chair of the Board of Sewer Commissioners at about 8:20 pm.

Chairperson Sallie Riggs was invited to the podium and introduced members of the Committee. She then made a presentation (see attached) and concluded with a request that the Board of Sewer Commissioners approve an article for the fall Special Town Meeting that would fund up to \$145,000 over two for a wastewater project manager, possible legal fees, and a hydrogeologic study of the Queen Sewell and Community Center sites.

There followed a lengthy discussion which concluded with the Sewer Commissioners voting a Motion to approve an Article for the town meeting warrant that would fund up to \$145,000 over two years for Bourne's Downtown wastewater management plan.

Sallie then noted that the one of the members-at-large of the Wastewater Advisory Committee had recently resigned and requested that the Board identify and appoint a new member as soon as possible.

The meeting was adjourned at about 9:30 pm.

*These Minutes were approved by Committee members at their November 28, 2012 meeting.*



*Town of Bourne*

Wastewater Advisory Committee  
Proposed Agenda  
October 17, 2012, 7:00 pm  
Bourne Community Center

TOWN CLERK'S OFFICE  
BOURNE, MASS



OCT 12 PM 3 07

1. Call meeting to order
2. Review/approve Minutes: August 15 meeting of Advisory Committee, August 29 and September 10 joint meetings with Capital Outlay Committee, September 18 joint meeting with Board of Sewer Commissioners.
3. Propose and discuss strategies relating to article on Special Town Meeting warrant (October 29)
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*



2012 NOV 30 AM 11 05

Wastewater Advisory Committee  
Minutes of the Meeting

TOWN CLERK'S OFFICE

October 17, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center  
BOURNE, MASS.

Attending: Committee members Sallie K. Riggs, Mary Andrews, Bill Locke, Don Montour

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:10 PM.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of August 15, 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. Sallie then asked for comments concerning the Minutes of the August 29 and September 10 meetings with the Capital Outlay Committee. It was MOVED, SECONDED and VOTED with one abstention to approve the Minutes of the August 29 meeting and MOVED, SECONDED and VOTED with two abstentions to approve the Minutes of the September 10 meeting. Finally, it was MOVED, SECONDED and VOTED with one abstention to accept the Minutes of the September 18 meeting with the Board of Sewer Commissioners as circulated.

Item #3: A lengthy discussion followed concerning how to approach the need to educate the public on the importance of voting for the requested funds as the Special Town Meeting. It was decided to create a handout for that evening and Bill volunteered to help distribute before the meeting.

Item #4: Committee member comments: Bill distributed a copy of an opinion piece by George Woodwell that he recommended to Committee members.

Items #5 and 6: Two meetings were set: 1) October 24 to finalize the handout and give Don a chance to review his remarks, and 2) November 7 to either strategize on hiring the person to be funded by Town funds or to review options if the article does not pass. Tom Guerino will be invited to the November meeting. The meeting was adjourned at 8:05 PM.

*These Minutes were approved at the November 28, 2012 meeting of the Wastewater Advisory Committee.*

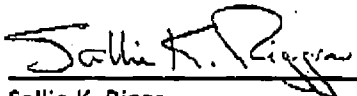


*Town of Bourne*



Wastewater Advisory Committee  
Proposed Agenda  
October 24, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of October 17, 2012
3. Review and revise materials proposed for Special Town Meeting (October 29)
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting (November 7) and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

2012 OCT 19 AM 10 44  
TOWN CLERK'S OFFICE  
BOURNE, MASS



*Town of Bourne*

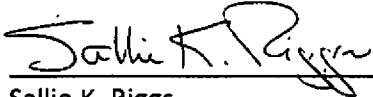


2012 NOV 30 AM 11 05

TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Proposed Agenda  
October 24, 2012, 7:00 pm  
Bourne Community Center

1. Call meeting to order
2. Review/approve Minutes: meeting of October 17, 2012
3. Review and revise materials proposed for Special Town Meeting (October 29)
4. Comments/reports from Committee members (for information only, no deliberation)
5. Identify future agenda items
6. Confirm next meeting (November 7) and adjourn Wastewater Advisory Committee meeting

  
Sallie K. Riggs  
Committee Chair

**No Quorum**



*Town of Bourne*

2013 MAY 17 AM 10 16



TOWN CLERK'S OFFICE  
BOURNE, MASS

Wastewater Advisory Committee  
Minutes of the Meeting

November 28, 2012; Selectmen's Meeting Room, Bourne Memorial Community Center

Attending: Committee members Sallie K. Riggs, Mary Andrews, Nolan LeRoy, Bill Locke, Don Montour;  
Town Administrator Tom Guerino

Item #1: Chairperson Sallie Riggs called the meeting to order at 7:03 PM. She introduced the new at-large member, Nolan LeRoy, a Technical Supervisor at the Upper Cape Cod Regional Technical School who had been elected to the Committee the previous evening. She also noted the resignation of the Committee member who was a commercial user of the existing sewer system and asked Committee members to assist in identifying a replacement.

Item #2: Sallie asked for comments concerning the Minutes of the meeting of October 17, 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: A lengthy discussion followed concerning the job description for the contract worker to serve as project coordinator. Primary responsibilities will be:

- Managing the process of planning for expanding the wastewater management capacity for Bourne's Downtown.
- Implementing the Request for Proposals (RFP) process for professional services to conduct hydrogeologic studies of the proposed subsurface disposal area, including preparing the RFP, advertising it in appropriate outlets, facilitating the response evaluation procedure, reporting the final recommendation, and negotiating the contract.
- Overseeing the work of the selected professionals conducting the hydrogeologic study, and reviewing draft and final reports.
- Creating and maintaining relationships with potential investors in Downtown Bourne with the goal of creating a public/private partnership in which the developer builds the treatment plant and the Town provides the subsurface disposal site. This task, when appropriate, will include implementing a process to identify and contract for the specialized legal services required to create an effective public/private partnership.
- Identifying and applying for grants to support on-going planning and implementation of an expansion of wastewater management in Bourne's Downtown, specifically grants to support the engineering design of the subsurface disposal area and the pipes/pumps to connect to the new treatment facility.
- Meeting with the Town's Wastewater Advisory Committee on a regular basis and with the Town's Board of Sewer Commissioners when appropriate.
- Other tasks as appropriate and assigned to efficiently continue the planning process for expanding the wastewater management capacity for Bourne's Downtown.

The Committee members also discussed the reporting relationship for the contract worker:

- The position will report to the Town Administrator and will also serve in a staff function to the Wastewater Advisory Committee.

As the discussion concluded, there was consensus that Sallie would prepare a draft of the document to be used in the search process and circulate it to Committee members and the Town Administrator.

Item #4 and 5: Committee member comments: Sallie reported that she had updated the members of the Board of Sewer Commissioners at their meeting on November 27 concerning the next steps for the use of the \$145,000 approved at Town Meeting. She noted that the Board is planning to meet on December 18 to review with the Health Agent and Town Planner the possibility of developing a By-law controlling Nitrogen entering the Town's bays and estuaries.

Bill called attention to an article in the November 15 issue of the *Bourne Enterprise* concerning a study of the potential management of the wastewater treatment and disposal facilities on the Massachusetts Military Reservation. After a brief discussion it was agreed to put the topic on the agenda of the next meeting.

Items #6: The next meeting was set for December 19. The meeting was adjourned at 8:05 PM.

*These Minutes were approved by unanimous vote of the Committee at its meeting on March 6, 2013.*

# Upper Cape Cod Regional Technical School

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

Kevin C. Farr  
Superintendent

Telephone: 508 - 759-7711  
Voice / TTY  
FAX: 508 - 759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
JANUARY 5, 2012

### NEGOTIATIONS SUB-COMMITTEE MEETING

5:30 P.M. - CONFERENCE ROOM

2011 DEC 29 AM 11 54  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Approval of Minutes of December 27, 2011 Meeting
2. Continued Discussion re: the Incoming Superintendent's Contract
3. Executive Session



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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Kevin C. Farr  
Superintendent

2011 DEC 29 PM 3 43

Telephone: 508 - 759-7711

Voice / TTY

FAX: 508-759-7208

TOWN CLERK'S OFFICE  
BOURNE, MASS  
**REGIONAL SCHOOL COMMITTEE MEETING**

THURSDAY  
JANUARY 12, 2012

**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 8, 2011 Regular Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
  - A. Remote Participation at Meetings
  - B. PN Accreditation Update
14. New Business
  1. Initial Approval - Policy JJIF / Athletic Concussions
  - B. Building Materials Bid Award
  - C. Acceptance of Donation
  - D. Open Meeting Law Complaint

**Executive Session**

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
JANUARY 12, 2012 MEETING HELD AT THE SCHOOL

2012 FEB 14 PM 3 23  
TOWN CLERK'S OFFICE  
BOURNE, MASS

PRESENT: Robert Fichtenmayer, Chair, Penny Blackwell, Steven Chalke, Lisa Dumont; Mark Mancini; Eunice Manduca; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

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

STUDENT ADVISORY REPRESENTATIVE: Drew Sylvia, a Senior from Wareham in the Electrical program, updated the committee on a number of student activities. He informed the committee that members of the National Honor Society will be selling daffodil bulbs to benefit the American Cancer Society. The SkillsUSA district competition will be held on March 9<sup>th</sup> at Greater New Bedford Vocational Technical School. Finally, the Human Rights group held a movie and ice cream party fundraiser yesterday.

STUDENT SPOTLIGHT: Mr. Dutch introduced Vincent Corsaro, Carpentry Instructor, and explained that he and his students will be traveling to Orlando in February to participate in a national competition. The students will be representing the Cape Cod Chapter of the National Homebuilders' Association. Mr. Corsaro introduced the four students who will be competing; Drew Sylvia of Wareham, Alexander Lake of Falmouth, Brianna Rozell and Samantha Souza, both of Sandwich. The students explained that their project consisted of forming a fictitious company and then submitting a management proposal for the construction of a craftsman-style home to be built in Canton, Ohio. The group named the company *CapeCAD, Unlimited*, and submitted a written proposal which included a complete set of working drawings, construction schedule, and a materials list. Their proposal incorporated green building strategies which included the use of insulated concrete forms, an increased wall thickness, a high-efficiency boiler and an on-demand water heater.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the December 8, 2011 regular meeting. Ms. Blackwell, Mr. Chalke, Ms. Dumont, Mr. Mancini, Ms. Manduca, and Mr. Zmuda in favor. Mr. Fichtenmayer abstained as he was not present at the meeting. Motion passed.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on December 19th to continue the FY13 budget process. Their next meeting is scheduled for 5:00 p.m. on January 23<sup>rd</sup>. He also reported that the Negotiations Sub-Committee met on two occasions to develop a proposed contract for Mr. Dutch as Superintendent. The negotiations proceeded very well.

MASC REPORT: None.

TREASURER'S REPORT: Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the December 23, 2011 warrant and the January 6, 2012 warrant. These included payments for the transportation contract, utilities expenses, and an increase in the workers' compensation fees. He also reported on Revenue Enhancement, indicating that \$666.70 has been earned in ATM fees since the start of the fiscal year. He discussed the sale of booths for the upcoming home show which will take place in March, stating that there are currently nine booths paid for and an additional seventeen booths reserved.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He reiterated his appreciation of several key staff members for their assistance in dealing with the recent incident with an employee who has since been dismissed. A replacement for that individual has been hired and will begin work at the end of the month. He stated that monthly meetings are being held in regard to the window replacement project. Installation of the windows will begin during April vacation.

PRINCIPAL'S REPORT: Mr. Dutch reported that the administration continues to research the use of tablets by all students. The grade nine students have finished their exploratory and have been placed into technical programs at this time. Most students were able to be placed in their shop; however, both Culinary Arts and Health Careers had to turn away a number of students. Two students have transferred out as a result of not being placed into their first choice shop. The administration will be making recommendations as to how to address the challenge of students not being placed in their shop of choice. Mr. Dutch and Mr. Farr have been meeting with all of the academic and technical departments to review their budget requests for FY13.

PTO REPORT: Ms. Dumont discussed the proceeds from the Craft Fair, reporting that there was a profit of \$9,927.00 and that 52 out of 100 booths have already been sold for next year. She also discussed the Stop & Shop A+ program which has earned \$1,046.00 for the school already this year. Finally, Ms. Dumont discussed some of the

upcoming activities that the PTO will be funding and reported that the next meeting will be held on February 7<sup>th</sup>.

### OLD BUSINESS:

**Remote Participation at Meetings** – Mr. Fichtenmayer discussed how the process of listening in to last month's meeting via the conference phone worked for him. He stated that he was able to hear everyone but that it would be helpful if the people speaking identified themselves. Ms. Blackwell made a motion, seconded by Ms. Dumont, that Upper Cape Cod Regional Vocational-Technical School District Committee allow remote participation in accordance with the requirements of 940 CMR 29.10 with this vote applying to all subsequent meetings of this body and its committees. Motion passed unanimously.

**PN Accreditation Update** – Mr. Farr stated the faculty continues to gather information and prepare for the evaluation visit which will take place in the spring.

### NEW BUSINESS:

**Policy – Initial Approval: Policy JJIF / Athletic Concussions** – Ms. Blackwell made a motion, seconded by Ms. Dumont for initial approval of Policy JJIF – Athletic Concussions. Motion passed unanimously.

**Building Materials Bid Award** – Mr. Dutch reported that only one bid was submitted for the purchase of building materials needed for the construction of the Nursing & Allied Health Education Center. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to award the bid for building materials for the Nursing & Allied Health Education Center to Falmouth Lumber. Motion passed unanimously.

**Acceptance of Donation** – Mr. Farr informed the committee that a 2005 graduate of the Marine Technology program recently made a donation of \$1,000.00 to the Marine Technology program and \$1,000.00 to the Athletics program. Mr. Chalke made a motion, seconded by Mr. Mancini, to accept the donation of \$2,000.00. Motion passed unanimously.

**Open Meeting Law Complaint** – Mr. Fichtenmayer discussed the complaint filed with the Attorney General's office by Joseph Agrillo following the November 17, 2011 School Committee meeting. Specifically, Mr. Agrillo's complaint stated that he did not receive proper notice of the meeting. After consulting with school counsel, it is recommended that the Committee nullify the action taken on November 17, 2011 since Mr. Agrillo did not receive the written notification as required. Further, it is recommended that the Committee notify Mr. Agrillo as required under the Open Meeting Law and the matter be placed on the agenda for the February 9, 2012 meeting. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to rescind the motion made on November 17, 2011 to censure

Mr. Agrillo and to address it at the February meeting. Motion passed unanimously. Mr. Farr read a draft of the letter that will be sent to Mr. Agrillo. The letter, which will be signed by the School Committee Chair, read as follows:

*Dear Mr. Agrillo:*

*As you are aware, a complaint was filed alleging that you violated the Upper Cape Cod Regional Technical School District's Title IX Policy. This complaint was filed by Roger Forget, the District Title IX Coordinator, after you made inappropriate comments in the CanalSide Dining Room and said comments were heard by students as well as adults. A copy of Mr. Forget's complaint is attached.*

*This is to inform you, in accordance with Massachusetts General Laws Chapter 30A, Section 21(a)(1), that the Upper Cape Cod Regional Technical School District Committee will be meeting on February 9, 2012, in executive session, to review this complaint and to discuss possible sanctions against you if it is determined that you violated the Title IX Policy as alleged. You may request that this meeting be held in open session. If an executive session is held, you shall have the following rights:*

- i. to be present at such executive session during deliberations which involve you;*
- ii. to have counsel or a representative of your own choosing present and attending for the purpose of advising you, and not for the purpose of active participation in the executive session;*
- iii. to speak on your own behalf; and*
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at your own expense.*

*Please inform me if you will be attending this meeting on February 9, 2012 and if you will have counsel or a representative with you.*

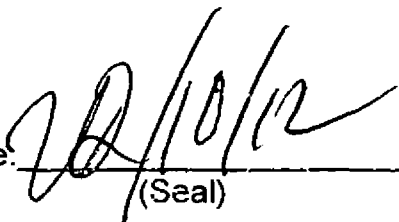
Committee members suggested adding the exact time of the meeting to the letter.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to enter into Executive Session at 7:02 P.M. for the purpose of discussing negotiations and Mr. Dutch's contract and to return to Open Session to adjourn. Roll call vote – Motion passed unanimously.

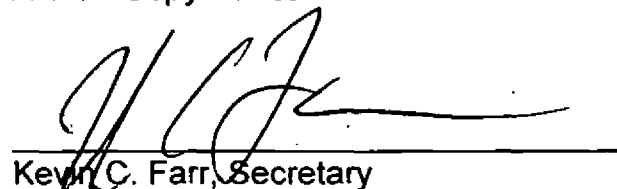
Open Session resumed at 7:21 P.M.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:22 P.M. Motion passed unanimously.

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

  
(Seal)

A True Copy Attest

  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Keyin C. Farr  
2012 JAN 19

AM 11 45

TOWN CLERK'S OFFICE  
BOURNE, MASS

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JANUARY 23, 2012

REVISED

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of December 19, 2011 Meeting
2. FY12 Capital - Air Compressor
3. FY12 Budget Transfer - Athletics
4. LPN Tuition
5. FY13 Budget
6. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 1/19/2012

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JANUARY 23, 2012

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of December 19, 2011 Meeting
2. FY12 Capital - Air Compressor
3. LPN Tuition
4. FY13 Budget
5. Other

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

2012 JAN 17 PM 3:46  
TOWN CLERK'S OFFICE  
BOURNE, MASS



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 1/17/2012

# Upper Cape Cod Regional Technical School

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2012 JAN 26 9M 8 89 Telephone 508-59-7711  
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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JANUARY 30, 2012

BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of January 23, 2011 Meeting
2. FY13 Budget
3. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



2012 JAN 31 PM 2:56  
**Upper Cape Cod Regional Technical School**  
 2220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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TOWN CLERK'S OFFICE  
 BOURNE MASS  
 Kevin C. Farr  
 Superintendent

**REGIONAL SCHOOL COMMITTEE MEETING**

Telephone: 508 - 759-7711  
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**THURSDAY  
 FEBRUARY 9, 2012**

**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 12, 2012 Regular Meeting & January 12, 2012 Executive Session
  6. Communications
  7. Report of Committees
  8. MASC Report
    - A. Day on the Hill - March 27
  9. Treasurer's Report
  10. Superintendent's Report
  11. Principal's Report
  12. PTO Report
  13. Old Business
    - A. PN Accreditation Update
    - B. Policy
      1. Final Approval - Policy JJIF / Athletic Concussions
  14. New Business
    - A. Legislative Update - Rep. David T. Vieira
    - B. FY2013 Draft Budget Presentation
    - C. LPN Tuition
    - D. Budget Transfer
    - E. Air Compressor Purchase
    - F. July School Committee Meeting Date
- Executive Session**
- A. Unit A Memorandums of Agreement (2)
  - B. Unit B Memorandum of Agreement
  - C. Superintendent Contract

*"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  
2012 MAR 10  
FEBRUARY 9, 2012 MEETING HELD AT THE SCHOOL

TOWN CLERK'S OFFICE

PRESENT: BOUBALE Fichtenmayer, Chair, Penny Blackwell; Steven Chalke; Lisa Dumont; Mark Mancini; Eunice Manduca; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

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

STUDENT ADVISORY REPRESENTATIVE: No student representative was present and no report was available.

STUDENT SPOTLIGHT: Ms. Crook, Technology Integration Specialist, introduced Environmental Technology instructors, Mr. Lawrence and Ms. Gausman. They discussed a new software program they are using called Inspiration. The software focuses on visual learning to include graphic organizers, diagrams and outlines. Several students demonstrated different ways they are using the software.

NEW BUSINESS:

**Legislative Update** – State Representative David Vieira brought the committee up to date on legislative issues relative to public education. He discussed how to obtain additional funding on the Cape and discussed his goals as a legislator. Rep. Vieira discussed House Bill #03926 which provides updated definitions for various vocational programs and adds vocational representation on boards. The proposed bill also discusses establishing a commission to investigate and study the feasibility of authorizing public vocational-technical high schools to award post-secondary associates degrees. Mr. Farr stated that he supports all sections of the proposed bill. Next, Rep. Vieira discussed the merits of House Bill #03932 which speaks to those students who don't pass the MCAS exam and potential exemptions for students with learning disabilities. Ms. Blackwell inquired about raising the drop out age to 18 and Rep. Vieira replied that support systems will have to be worked out before that can happen.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the January 12, 2012 regular meeting. Motion

passed unanimously. A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the January 12, 2012 executive session. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on January 23<sup>rd</sup> and January 30<sup>th</sup>. Their next meeting is scheduled for February 27<sup>th</sup>.

MASC REPORT: Mr. Farr asked committee members to inform Ms. Brito if they would like to attend the Day on the Hill on March 27<sup>th</sup>. Ms. Blackwell discussed leadership training that she recently attended in Washington, DC and informed the committee that a Division VII meeting will be held in Hyannis during the first week of April.

TREASURER'S REPORT: Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the December 23, 2011 warrant and the January 6, 2012 warrant. These included payments for the transportation contract, utilities expenses, and food for both the cafeteria and the Canalside Dining Room. He also reported on Revenue Enhancement, indicating that \$722.75 has been earned in ATM fees since the start of the fiscal year. He discussed the sale of booths for the upcoming home show which will take place in March, stating that there are currently twelve booths paid for and an additional fourteen booths reserved.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He discussed the progress that has been made on the LPN building with several staff members working weekends to accomplish this. He reminded the committee that the Home Show will take place on March 17<sup>th</sup> and 18<sup>th</sup>, stating that only six booths remain to be sold.

PRINCIPAL'S REPORT: Mr. Dutch informed the committee that he met with representatives of the Department of Environmental Protection in early December regarding the wastewater treatment plant that the school will need. The DEP had sent the district a letter of non-conformity and an agreement was negotiated that waived the penalty and allowed the district five years to meet their requirements. Mr. Dutch stated that the district has begun working with an engineer and must develop a design plan for the project and establish a reserve account.

**PTO REPORT:** Ms. Dumont reported that 55 out of 100 booths have already been sold for next year's Craft Fair. She also discussed the Stop & Shop A+ program which has earned approximately \$1,500.00 for the school already this year.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr reported that the full accreditation visit will take place in early to mid-June.

**Policy – Final Approval: Policy JJIF / Athletic Concussions** – Ms. Blackwell made a motion, seconded by Ms. Dumont for final approval of Policy JJIF – Athletic Concussions. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Mancini, to move to agenda item 14C – LPN Tuition. Motion passed unanimously.

**NEW BUSINESS:**

**LPN Tuition** – Ms. Blackwell made a motion, seconded by Ms. Dumont, to increase the LPN tuition from \$8,500 to \$9,000 for in-district students and from \$10,000 to \$10,750 for out of district students. Motion passed unanimously.

**FY2013 Draft Budget Presentation** – Mr. Dutch presented the proposed FY2013 budget which has been approved by the Budget Sub-Committee. He discussed some additional expenses to next year's budget which would include the integration of iPads into the curriculum as an alternative to textbooks, an increase of \$15,000 to the Athletics line item as a result of the addition of several junior varsity teams, and the addition of a half-time custodial position. Mr. Dutch also discussed plans for the creation of a Transportation Coordinator position. This would be a full-time position and the individual would be responsible for overseeing the maintenance of the school vehicles, coordination of transportation needs for the high school program and extended programs and sports, and coordination of the bus routes and driving schedules for the summer programs and the regular school year. Some of these duties are currently being performed by the Administrative Assistant to the Principal who is retiring in July. Next, Mr. Dutch discussed the student enrollment over the past three years. He noted that there are 28 fewer students this year than last, explaining that there are eight fewer in-district LPN students, ten students moved out of district, five students were expelled and five left because they didn't get into their chosen shop or did not like the shop they chose. Ms. Blackwell made a motion, seconded by Ms. Dumont, to hold a public budget hearing on Monday, February 27<sup>th</sup> at 6:15 p.m. Motion passed unanimously.

**Budget Transfer** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to transfer \$8,000.00 from SPED teachers (50-2310-0100) to Athletic Supplies (50-3510-0500) to cover athletic supply requests for the remainder of the school year. Motion passed unanimously.

**Air Compressor Purchase** – Mr. Farr explained to the committee that the current system is close to 40 years old and repair costs for such an old system would be exorbitant. The committee was provided with quotes from three different vendors for a 20hp system that will be purchased out of the FY12 capital line item. The Budget Sub-Committee voted on January 23, 2012 to recommend this purchase to the full committee. Ms. Blackwell made a motion, seconded by Mr. Chalke, to purchase a 20hp air compressor system at a cost of \$15,421.00 from low bidder, Kaesor Compressors, Inc. Motion passed unanimously.

**July School Committee Meeting Date** – Committee members agreed to move the July meeting to Tuesday, July 10<sup>th</sup>, as Mr. Dutch will be attending the annual *High Schools that Work* conference later that week.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to enter into Executive Session at 8:06 P.M. for the purposes of discussing Unit A Memorandums of Agreement, a Unit B Memorandum of Agreement, and Mr. Dutch's contract and to return to Open Session to vote and adjourn. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:16 P.M.

**Unit A Memorandums of Agreement** – Ms. Blackwell made a motion, seconded by Ms. Dumont, to approve the proposed Unit A Memorandum of Agreement regarding coaching stipends and the proposed Unit A Memorandum of Agreement regarding Virtual High School. Motion passed unanimously.

**Unit B Memorandum of Agreement** – Ms. Blackwell made a motion, seconded by Mr. Chalke, for approval of the proposed Unit B Memorandum of Agreement removing the position of Director of the Practical Nursing Program and adding the position of Dean of Students to the list of positions included in the bargaining unit. Motion passed unanimously.

**Superintendent Contract** – Ms. Blackwell made a motion, seconded by Ms. Dumont, to ratify the proposed contract for Robert Dutch as Superintendent for the period of August 7, 2012 through June 30, 2015 as well as a side letter of agreement for Mr. Dutch to serve as Acting Superintendent for the period of July 1, 2012 through August 6, 2012. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:20 P.M. Motion passed unanimously.

Date: 3/9/12  
(Seal)

A True Copy Attest

  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
FEBRUARY 27, 2012

SPECIAL SCHOOL COMMITTEE MEETING  
6:15 P.M. - MULTI-PURPOSE ROOM

### AGENDA

1. FY13 Proposed Budget - Public Hearing
2. Other



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

**MONDAY  
FEBRUARY 27, 2012**

**BUDGET SUB-COMMITTEE MEETING  
5:00 - CONFERENCE ROOM**

### AGENDA

1. Approval of Minutes of January 30, 2011 Meeting
2. FY12 Budget Transfers
3. Freshman Coaching
4. Other

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



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**

**Upper Cape Cod Regional Technical School  
FY13 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY11</b>	<b>Budget FY12</b>	<b>Approved FY13</b>
<b>1000 Administration</b>			
<b>1100 School Committee</b>			
50.1110.0200.00 District Clerk Salary	2,500	2,550	2,844
50.1110.0500.00 Supplies	5,300	6,000	6,000
50.1110.0600.00 Other	10,000	15,000	15,000
Subtotal	17,800	23,550	23,844
<b>1200 Superintendent's Office</b>			
50.1210.0100.00 Professional Salary	134,306	131,672	155,216
50.1210.0200.00 Secretarial Salary	68,400	71,640	73,073
50.1210.0500.00 Postage & Supplies	4,500	5,000	5,000
50.1210.0600.01 Travel	2,000	2,000	2,000
50.1210.0600.03 Dues & Subscriptions	2,500	3,500	3,500
50.1210.0600.04 Professional Development	5,000	5,000	5,000
50.1210.0600.02 Advertising	3,000	5,000	5,000
Subtotal	219,706	223,812	248,789
<b>1400 Business &amp; Finance</b>			
50.1410.0200.00 Business Clerical	174,338	192,211	209,954
50.1430.0400.00 Legal Services	10,000	12,000	12,000
50.1430.0400.01 Legal - Auditing	35,000	40,000	40,000
50-1450-0300 Info Tech Clerical	5,000	5,000	5,000
50-1450-0100 Info Tech Professional	98,545	100,516	81,600
Subtotal	322,883	349,727	348,554
<b>ADMINISTRATION FUNCTION TOTAL</b>	<b>560,389</b>	<b>597,089</b>	<b>621,187</b>
<b>2000 Instruction</b>			
<b>2210 School Leadership</b>			
50.2210.0100.01 Principal Professional Salary	108,174	122,196	124,600
50.2210.0100.02 Dean of Students	-	83,114	84,776
50.2210.0200.00 Principal Clerical	129,735	137,551	137,803
50.2210.0500.00 Principal Supplies	5,000	5,000	5,000
50.2210.0600.01 Principal Travel	-	2,000	2,000
50.2210.0600.02 Principal Printing	5,000	5,000	5,000
50.2210.0600.03 Principal Dues	7,000	8,500	8,500
50.2210.0600.04 Curriculum Development	7,500	7,500	7,500
Subtotal	262,409	370,861	375,179
<b>2220 Curriculum/Department Leaders</b>			
50.2220.0100.01 Director SPED	96,522	100,516	94,028
50.2220.0100.02 Lead Teachers	222,589	231,988	224,497
50.2220.0200.02 Clerical- SPED		52,174	53,218
Subtotal	319,111	384,678	371,743



**Upper Cape Cod Regional Technical School  
FY13 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY11</b>	<b>Budget FY12</b>	<b>Approved FY13</b>
<b><u>2300 Teaching Services</u></b>			
50.2305.0100.01 Teacher Salaries	3,760,321	4,054,907	4,277,446
50.2310.0100.00 Special Needs Teachers	447,164	385,130	407,601
50.2325.0300.00 Substitutes	40,000	40,000	40,000
50.2330.0300.00 Instructional Assistants	361,900	286,152	382,540
50.2340.0100.00 Library Salaries	52,268	55,695	59,248
Subtotal	4,661,653	4,821,884	5,166,835
<b><u>2350 Professional Development</u></b>			
50.2353.0100.00 Professional Devel -Staff	25,000	25,000	25,148
50.2355.0300.00 Aide - Professional	5,000	7,365	7,513
50.2357.0600.00 Professional Development	60,000	80,000	90,000
Subtotal	90,000	112,365	122,661
<b><u>2400 Instruction Materials &amp; Equipment</u></b>			
50.2410.0500.00 Textbooks	40,000	40,000	40,000
50.2415.0500.00 Library Supplies	7,500	9,000	9,000
50.2430.0500.00 General Supplies	475,000	473,500	473,500
50.2430.0500.01 SPED Supplies	4,000	4,000	7,000
Subtotal	526,500	526,500	529,500
<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	15,000	19,600	19,600
50.2451.0600.00 Instructional Tech.-Other	17,500	20,000	20,000
Subtotal	72,500	79,600	79,600
<b><u>2700 Guidance, Counseling</u></b>			
50.2710.0100.01 Director of Guidance & Curriculum	98,545	100,516	102,526
50.2710.0100.02 Guidance Counselors	345,939	342,947	378,744
50.2710.0200.00 Guidance Clerical	102,302	104,348	106,436
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	17,160	18,000	18,000
50.2710.0600.03 Guidance Recruitment	15,000	15,000	15,000
Subtotal	592,946	609,811	634,706
<b><u>2800 Psychological Services</u></b>			
50.2800.0400.01 Psychological Services	30,000	30,000	30,000
50.2800.0400.02 Contractual Services	30,000	45,000	45,000
Subtotal	60,000	75,000	75,000
<b>INSTRUCTION FUNCTION TOTAL</b>	<b>6,585,119</b>	<b>6,980,699</b>	<b>7,355,224</b>

**Upper Cape Cod Regional Technical School  
FY13 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY11</b>	<b>Budget FY12</b>	<b>Approved FY13</b>
<b><u>3000 Student Services</u></b>			
<b><u>3200 Medical/Health Service</u></b>			
50.3200.0100.01 School Physician Services	5,000	5,000	5,000
50.3200.0100.02 School Nurse Salary	63,524	67,840	69,197
50.3200.0500.00 Health Supplies	4,000	4,000	4,000
Subtotal	72,524	76,840	78,197
<b><u>3510 Athletic</u></b>			
50.3510.0300.00 Coaching	71,488	113,256	117,585
50.3510.0400.00 Officials & Fees	24,000	30,000	30,000
50.3510.0500.00 Athletic Supplies	15,000	15,000	30,305
50.3510.0600.00 Athletic Coop Agreements	40,000	20,000	16,000
Subtotal	150,488	178,256	193,890
<b><u>3520 Student Body Activities</u></b>			
50.3520.0100.00 Student Activities Advisors	44,785	48,571	49,542
50.3520.0600.00 Student Activities Others	13,000	25,000	25,000
Subtotal	57,785	73,571	74,542
<b><u>3600 School Security</u></b>			
50.3600.0100.00 School Security-Professional	50,014	51,014	52,035
50.3600.0500.00 School Security-Supplies	3,100	7,000	7,000
Subtotal	53,114	58,014	59,035
<b>STUDENT SERVICES FUNCTION TOTAL</b>	<b>333,911</b>	<b>386,681</b>	<b>405,664</b>
<b><u>4000 Operations &amp; Maintenance</u></b>			
<b><u>4110 Custodial Service</u></b>			
50.4110.0300.00 Custodial Salaries	272,677	281,159	305,558
50.4110.0400.00 Custodial Uniforms	1,500	1,500	1,500
50.4110.0500.00 Custodial Supplies	38,000	38,000	38,000
Subtotal	312,177	320,659	345,058
<b><u>4120-4130 Heating &amp; Utilities</u></b>			
50.4120.0500.00 Heating Fuel	150,000	175,000	175,000
50.4130.0500.00 Utility Services	260,000	280,000	280,000
Subtotal	410,000	455,000	455,000
<b><u>4210 Maintenance of Grounds</u></b>			
50.4210.0300.00 Ground Maint Salaries	46,531	60,661	61,610
50.4210.0500.00 Grounds Supplies	40,000	40,000	40,000
50.4210.0600.00 Grounds Equipment & Snow	40,500	10,500	10,500
Subtotal	127,031	111,161	112,110

**Upper Cape Cod Regional Technical School  
FY13 Approved Budget**

<b>BUDGET FUNCTION</b>	<b>Budget FY11</b>	<b>Budget FY12</b>	<b>Approved FY13</b>
<b><u>4220 Maintenance of Buildings</u></b>			
50.4220.0100.00 Building Professional Salaries	116,672	138,806	144,284
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	50,000	30,000	30,000
Subtotal	274,672	276,806	282,284
<b><u>4230 Maintenance of Equipment</u></b>			
50.4230.0500.01 Equip. Repair Supt. Office	10,000	10,000	10,000
50.4230.0500.02 Equip. Repair Principal Office	10,000	10,000	10,000
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	154,000
<b>OPERATION &amp; MAINT. FUNCTION TOTAL</b>	<b>1,277,880</b>	<b>1,317,626</b>	<b>1,348,452</b>
<b><u>5000 Fixed Charges</u></b>			
<b><u>5100 Employee Benefits</u></b>			
50.5100.0600.01 Health & Life Insurance	1,824,619	1,813,317	1,721,804
50.5100.0600.02 Unemployment Compensation	10,000	30,000	30,000
50.5100.0600.03 Workers Compensation	45,000	45,000	55,000
50.5100.0600.04 FICA	125,000	130,000	130,000
Subtotal	2,004,619	2,018,317	1,936,804
<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	8,500	10,000	10,000
Subtotal	136,500	138,000	138,000
<b>FIXED CHARGES FUNCTION TOTAL</b>	<b>2,141,119</b>	<b>2,156,317</b>	<b>2,074,804</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,898,418</b>	<b>11,438,411</b>	<b>11,805,331</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>10,898,418</b>	<b>11,438,411</b>	<b>11,805,331</b>
<b><u>Reductions to Foundation Budget:</u></b>			
FY13 Anticipated Chapter 70 Aid	2,888,387	2,848,175	2,848,175
FY13 Anticipated Interest Revenues	50,000	30,000	20,000
FY13 Anticipated Tuition Revenues	24,874	24,874	24,874
<b>FY13 Anticipated Mun. Medicaid</b>	<b>25,000</b>	<b>15,000</b>	<b>10,000</b>
<b>E&amp;D Applied</b>	<b>260,000</b>	<b>160,000</b>	<b>180,000</b>
Subtotal	3,248,261	3,078,049	3,083,049
<b>Net Foundation Budget</b>	<b>7,650,157</b>	<b>8,360,362</b>	<b>8,722,282</b>

**Upper Cape Cod Regional Technical School  
FY13 Approved Budget**

<b>BUDGET FUNCTION</b>		<b>Budget FY11</b>	<b>Budget FY12</b>	<b>Approved FY13</b>
<b><u>Transportation</u></b>				
50.3300.0100	Provided by District	183,240	184,408	226,578
50.3300.0400	Contract Transportation	566,100	548,600	580,920
	<b>Total Transportation</b>	<b>749,340</b>	<b>733,008</b>	<b>807,498</b>
	Anticipated Transportation Aid	392,719	373,939	399,449
	<b>Net Transportation</b>	<b>356,621</b>	<b>359,069</b>	<b>408,049</b>
<b><u>LPN Program</u></b>				
50.2305.0100.02	LPN Salaries	231,587	237,331	238,061
50.2420.0500	LPN Supplies	9,000	12,000	28,000
50.2410.0500	LPN Textbooks	1,500	1,000	1,000
	<b>Total LPN Program</b>	<b>242,087</b>	<b>250,331</b>	<b>267,061</b>
	Anticipated LPN Tuitions	255,000	255,000	270,000
	<b>Net LPN Program</b>	<b>(12,913)</b>	<b>(4,669)</b>	<b>(2,939)</b>
<b>Combined Net Transportation and LPN</b>		<b>343,708</b>	<b>354,400</b>	<b>405,110</b>
<b><u>Capital</u></b>				
50.7300.0050	<b>Capital Budget</b>	107,000	120,000	120,000
50.5450.0500	<b>Bond Issue - Principal</b>	275,000	275,000	275,000
50.5450.0600	<b>Bond Issue - Interest</b>	42,870	31,870	20,870
		<b>424,870</b>	<b>426,870</b>	<b>415,870</b>

**Upper Cape Cod Regional Technical School  
FY13 Approved Assessments**

Town	Calculation of Town Assessment						Percentage Operating Budget	Percentage Capital Budget
	Preliminary Minimum Contribution	Remainder of Net Foundation Budget	Net & LPN Transportation Budget	FY13 Operating Assessment	FY13 Capital Assessment	FY13 Total Assessment		
Bourne	1,453,672	193,425	71,382	1,718,479	70,632	1,789,111	0.17620	0.16984
Falmouth	2,480,802	304,190	112,260	2,897,252	113,651	3,010,903	0.27711	0.27329
Marion	182,045	23,145	8,541	213,731	27,648	241,379	0.02108	0.06648
Sandwich	1,516,512	204,998	75,653	1,797,163	109,187	1,906,350	0.18675	0.26255
Wareham	1,991,522	371,971	137,274	2,500,767	94,752	2,595,519	0.33886	0.22784
	<u>7,624,553</u>	<u>1,097,729</u>	<u>405,110</u>	<u>9,127,392</u>	<u>415,870</u>	<u>9,543,262</u>	<u>100.00%</u>	<u>100.00%</u>

Net Foundation Budget 8,722,282

	Comparative Total Assessments							
	FY2013	FY2012	Increase Assessment	FY2011	FY2010	FY2009	FY2008	FY2007
Bourne	1,789,111	1,690,553	98,558	1,620,907	1,439,666	1,500,967	1,310,087	1,094,552
Falmouth	3,010,903	2,978,896	32,007	2,703,374	2,879,634	2,678,700	2,624,087	2,480,905
Marion	241,379	310,571	(69,192)	270,017	283,307	341,579	321,569	265,699
Sandwich	1,906,350	1,786,439	119,911	1,686,655	1,573,321	1,755,017	1,606,650	1,309,469
Wareham	2,595,519	2,375,173	220,346	2,137,782	1,958,498	1,820,638	1,738,608	1,687,986
	<u>9,543,263</u>	<u>9,141,632</u>	<u>401,631</u>	<u>8,418,735</u>	<u>8,134,426</u>	<u>8,096,901</u>	<u>7,601,001</u>	<u>6,838,611</u>

(1) Each member town's share of such operating costs for each fiscal year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year next preceeding the year for which the apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district 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 preceeding the year for which the apportionment is determined bears to the total pupil enrollments for all the member towns on the same date. Section IV, (D) Agreement with towns.

2012 MAR 12 10 28 AM  
UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
FEBRUARY 27, 2012 MEETING HELD AT THE SCHOOL

TOWN CLERK'S OFFICE  
BOURNE, MASS

PRESENT: Robert Fichtenmayer, Chair, Penny Blackwell; Steven Chalke; Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

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

**FY13 Proposed Budget – Public Hearing:** Mr. Dutch presented the proposed FY13 budget to the committee, explaining that it was a 3.207% increase over the FY12 budget and was a level service budget. He stated that the theme of this budget was maintenance and discussed the guiding principles that drove the formation of the budget.

Mr. Chalke made a motion, seconded by Ms. Blackwell, that the Upper Cape Cod Regional Vocational-Technical School District Committee adopt a gross operating budget for FY2013 in the amount of Twelve Million Eight Hundred Seventy Nine Thousand Eight Hundred Ninety (\$12,879,890.00), to be reduced by FY2013 Interest Revenue in the amount of Twenty Thousand (\$20,000.00), FY2013 Tuition Revenue in the amount of Twenty Four Thousand Eight Hundred Seventy Four (\$24,874.00), FY2013 Municipal Medicaid in the amount of Ten Thousand (\$10,000.00), FY2013 E&D in the amount of One Hundred Eighty Thousand (\$180,000.00), FY2013 Transportation Aid in the amount of Three Hundred Ninety Nine Thousand Four Hundred Forty Nine (\$399,449.00), FY2013 LPN Tuition in the amount of Two Hundred Seventy Thousand (\$270,000.00) and together with any available State Aid; and that the Committee adopt a gross Capital budget for FY2013 in the amount of Four Hundred Fifteen Thousand Eight Hundred Seventy (\$415,870.00). Motion passed unanimously.

The town assessments were distributed to the committee members for informational purposes.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to adjourn the special meeting at 6:45 P.M. Motion passed unanimously.

A True Copy Attest

Date:

3/9/12

(Seal)

  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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

Kevin C. Farr  
Superintendent

February 27, 2012

Telephone: 508 - 759-7711  
Voice / TTY  
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 \$12,879,890 and a Capital Budget of \$415,870 for the fiscal year ending June 30, 2013. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$3,752,498 Total Net Operating Costs assessed to the communities, therefore, becomes \$9,543,262 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

Operating	\$1,718,479.00
Capital	<u>70,632.00</u>
Total Assessment	<u>\$1,789,111.00</u>

We are available to meet with the Finance Committee and other concerned town officials to discuss this budget and to share with you the school's accomplishments, and the challenges associated with providing our students with quality educational opportunities in today's fiscal environment. If you have any questions, please feel free to contact me.

Very truly yours,



Kevin C. Farr  
Superintendent



Steven Chalke  
Treasurer, School Committee

2012 FEB 30 AM 11 26

TOWN CLERK'S OFFICE  
BOURNE, MASS

cc:

Town Clerk  
Town Treasurer  
Finance Committee  
Board of Selectmen



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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Kevin C. Farr  
Superintendent

2012 FEB 30 AM 9 44

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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
MARCH 6, 2012

## NEGOTIATIONS SUB-COMMITTEE MEETING

6:00 P.M. - PRINCIPAL'S CONFERENCE ROOM

2012 MAR 1 AM 11 42  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Teacher Evaluation





# Upper Cape Cod Regional Technical School

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2012 FEB 29 PM 2 32

TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
MARCH 8, 2012

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 9, 2012 Regular Meeting, February 9, 2012 Executive Session, & February 27, 2012 Special Meeting
6. Communications
7. Report of Committees
8. MASC Report
9. Treasurer's Report
10. Superintendent's Report
11. Principal's Report
12. PTO Report
13. Old Business
  - A. PN Accreditation Update
14. New Business
  - A. School Choice Vote
  - B. FY12 Capital Purchase
  - C. FY12 Budget Transfers
  - D. Health Insurance Reform Act
  - E. Goals Workshop Date

### 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 - PALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
MARCH 8, 2012 MEETING HELD AT THE SCHOOL

2012 APR 17 PM 3 06

PRESENT: Robert Fichtenmayer, Chair, Penny Blackwell, Steven Clarke, Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

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

PUBLIC PARTICIPATION: Michael Carrier, Plumbing & Heating Instructor and Varsity Girls' Softball Coach, addressed the committee regarding the Budget Sub-Committee's decision not to fund a freshman softball team this year. He informed the committee that this is the second year in a row that over 50 girls have signed up to play softball, which is the only girl's sport offered in the spring. Last spring, a staff member volunteered to coach a team for the freshmen, and Mr. Carrier would like to see the continued existence of a freshman team as it is a valuable feeder program for the Varsity team. He stated that the addition of a Junior Varsity softball team four or five years ago has contributed to the Varsity team's success at making it to the state tournament. Mr. Carrier informed the committee that, of the 53 students that signed up for softball, 24 are freshmen. Without a freshman team, more than 20 students that try out will have to be cut. Mr. Zmuda asked Mr. Carrier for a breakdown of the cost to fund a freshman team. Mr. Carrier responded that the coaching stipend is about \$2,000 and there would be additional costs for umpires and transportation. He would like to incorporate the freshman games into the Varsity and Junior Varsity schedule in order to combine the transportation needs of the three teams and thus save money.

STUDENT ADVISORY REPRESENTATIVE: John Schmitt, President of the National Honor Society and Senior Class President, updated the committee on recent activities of the student body. He informed the committee that over 100 students participated in the UCT Science Fair. Also, the National Honor Society sold daffodil bulbs, raising \$810 to benefit the American Cancer Society. The NHS also plans to hold a car wash sometime in April. John reported that the girls' basketball team advanced to the state tournament for the first time in four years and that spring sports will start within the next couple of weeks with a dramatic increase in the number of student athletes. Finally, John informed the committee that the Senior Prom will be held on May 12<sup>th</sup> at the Coonamessett Inn in Falmouth.

STUDENT SPOTLIGHT: No student report was presented.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the February 9, 2012 regular meeting. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the February 9, 2012 executive session. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Mr. Zmuda, to approval of the minutes of the February 27, 2012 special meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Farr read a letter from the parents of two UCT graduates informing him that they will continue to support the Class of 2012 by again supplying funds for the Charles Arthur Palmer Memorial Tool Award (\$250.00) to a Landscaping senior, and the Clare T. Cosgrove Memorial Scholarship (\$250.00) to a Health Careers senior who plans to pursue a career as a registered nurse and the Cora Brooks Dodge Memorial Award (\$250.00) to a senior in Culinary Arts who is pursuing advanced training in the culinary field. Mr. Farr then read a letter from the Principal of the Quashnet School in Mashpee thanking UCT Carpentry and Landscaping instructors and students for creating a labyrinth on the school grounds.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met recently and their recommendations are included on tonight's agenda. The Negotiations Sub-Committee met on March 6<sup>th</sup> regarding the new teachers' evaluation system that will be instituted in all schools in the Commonwealth.

At this point in the meeting, Mr. Pearce expressed his concern that certain sub-committees are not being utilized. He stated that the Long-Range Planning Sub-Committee should have addressed the need for a wastewater treatment plant long ago. They should also be discussing major equipment purchases that are recommended at Program Advisory meetings. Mr. Dutch agreed with Mr. Pearce's statement regarding the purchase of equipment and explained that they are currently in the process of obtaining detailed equipment needs from all of the shops.

**MASC REPORT:** Ms. Blackwell reminded committee members that the Day on the Hill will take place on March 27<sup>th</sup>. She also stated that a Division VII meeting will be held on April 9<sup>th</sup> at Dennis-Yarmouth Regional High School at 6:00 p.m.

**TREASURER'S REPORT:** Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the February 17, 2012 warrant and the March 3, 2012 warrant. These included payments for the transportation contract, utilities expenses, repairs to the security system following a lightning strike, building materials for the LPN building and food for both the cafeteria and the Canalside Dining Room. He also reported on revenue enhancement initiatives.

**SUPERINTENDENT'S REPORT:** Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He updated the committee on the window replacement project, stating that the gym windows were completed over February vacation. The large windows in the cafeteria will be replaced during April vacation, with replacement of the remaining windows in the building to begin the day after school ends. The project should be completed by late August. Mr. Farr informed the committee that Mr. Dutch presented the FY13 budget to the Falmouth Finance Committee on February 15<sup>th</sup> and to the Bourne Board of Selectmen and Finance Committee on March 5<sup>th</sup>.

**PRINCIPAL'S REPORT:** On behalf of Kim Carman, Mr. Dutch invited committee members to attend the Home Show on March 17<sup>th</sup> and 18<sup>th</sup>. He discussed the recruitment process for the Class of 2016, explaining that the student interviews are now being conducted on a Saturday at UCT rather than at the sending schools. This has proven to be less disruptive to the sending schools and provides the interviewers with more time to spend with the prospective students. There are currently 310 applicants for 180 seats.

**PTO REPORT:** The next meeting is scheduled for March 13<sup>th</sup>.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr reported that Patricia Gales, Director of the Practical Nurse program, continues to work on the self-study for the accreditation visit in June.

**NEW BUSINESS:**

**School Choice Vote** – Ms. Blackwell made a motion, seconded by Mr. Pearce, not to participate in school choice for the 2012-2013 school year. Motion passed unanimously.

**FY12 Capital Purchase** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and purchase a 2013 Ford Taurus SE V6 from MHQ Procurement Contract #12-13-14 on the state bid list from FY12 Capital 50-7300-0050. Motion passed unanimously.

**FY12 Budget Transfers –**

Ms. Blackwell made a motion, seconded by Mr. Zmuda, to follow the recommendation of the Budget Sub-Committee and transfer \$21,164 from SPED Salaries (50-2310-0100) to School Committee Other (50-1110-0600-00) in the amount of \$5,000;

Unemployment Compensation (50-5100-0600-02) in the amount of \$5,000; and Workers Compensation (50-5100-0600-03) in the amount of \$11,164 to cover projected FY12 shortfalls. Motion passed unanimously.

Mr. Zmuda made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and transfer \$140,000 from Health Life Benefits (50-5100-0600-01) and \$10,000 from Instructional Assistants (50-2330-0300) to Reserve for Wastewater Treatment Plant (50-8252-0000). Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and transfer \$125,000 from Teachers' Salaries (50-2305-0100-01) and \$20,001 from Info Technology Salaries (50-1450-0100) to Technology Supplies (50-2451-0500) to purchase supplies for the iPad project implementation. Ms. Blackwell made a motion, seconded by Mr. Chalke, to follow the recommendation of the Budget Sub-Committee and transfer \$16,000 from Info Technology Salaries (50-1450-0100) to Professional Development (50-2357-0600) for training of staff for the iPad project implementation. Motion passed unanimously.

**Health Insurance Reform Act** – Mr. Dutch explained the Massachusetts Municipal Health Reform Legislation of 2011 and the changes the legislation makes to Chapter 32B of the Massachusetts General Laws. In accordance, Cape Cod Municipal Health Group has made design changes for the health insurance policies to be effective July 1, 2012. Rose Crosby, Controller, presented the proposed changes and how the changes will result in cost savings to the district. Ms. Blackwell made a motion, seconded by Mr. Chalke, to adopt the proposed health insurance changes to Chapter 32B for Section 21 and Section 18 as presented. Motion passed unanimously.

**Goals Workshop Date** – Mr. Dutch stated that the key to long-range planning is the development of goals, thus he would like to schedule a goal-setting workshop. The committee agreed to meet for this purpose on Saturday, March 31, at 9:00 a.m. Mr. Dutch asked everyone to submit one strength and one weakness of the district to assist him in developing draft goals to use as a starting point for the workshop.

**Other** – Discussion ensued regarding the request for the addition of a freshman softball team. Mr. Dutch agreed that the stipend should have been included as a budget request last year so that the coaching position was already in place and the School Committee was not approached at the last minute. Mr. Pearce made a motion, seconded by Ms. Blackwell, to fund a freshman softball team for the 2011-2012 school year. Ms. Blackwell, Ms. Dumont, Mr. Fichtenmayer, Ms. Manduca, Mr. Mancini, Mr. Pearce and Mr. Zmuda in favor; Mr. Chalke opposed. Motion passed.

Mr. Fichtenmayer distributed a letter from Mr. Agrillo asking the committee to remove the issue of censure involving him from the April meeting agenda. Mr. Agrillo stated in his letter that "if the committee closes the case, I also will carry it no further, as I have the option to have it viewed by the Attorney General's office." Mary Crook, President of the Teachers' Association, stated that "it would be a shame for the committee to just

ignore this and let it go away." No action was taken on the matter and it will remain on the April meeting agenda.

Ms. Blackwell stated that she would like to see NSBA annual conference attendees submit a written report on each session that they attend. Committee members agreed to put that issue on the agenda for the April meeting.

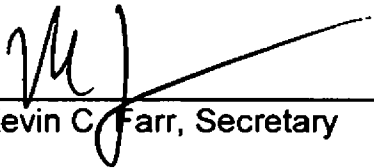
Ms. Blackwell made a motion, seconded by Ms. Dumont, to adjourn the regular meeting at 7:55 P.M. Motion passed unanimously.

A True Copy Attest

Date:

4-13-12

(Seal)

  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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Keyin C. Parr  
Superintendent

Robert A. Dutch  
Assistant Superintendent/Principal  
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2012 MAR 23 AM 9 59

## REGIONAL SCHOOL COMMITTEE MEETING

SATURDAY  
MARCH 31, 2012

SPECIAL SCHOOL COMMITTEE MEETING - GOALS WORKSHOP  
9:00 A.M. - MULTI-PURPOSE ROOM

### AGENDA

1. Establishment of Goals for the 2012-2013 School Year



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

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Kevin C. Farr  
Secretary

Robert A. Dutch  
Assistant Superintendent & Principal

2012 MAR 30 PM 4 00  
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## REGIONAL SCHOOL COMMITTEE MEETING

TUESDAY  
APRIL 10, 2012

### NEGOTIATIONS SUB-COMMITTEE MEETING

7:00 P.M. -- PRINCIPAL'S CONFERENCE ROOM

1. Teacher Evaluation
2. Health Care Memorandum of Agreement



BOURNE · FALMOUTH · MARION · SANDWICH · WAREHAM



# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
APRIL 12, 2012

### REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. – MULTI-PURPOSE ROOM

2012 APR 4 PM 2 20  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Meeting Called to Order
2. Student Advisory Representative
3. Student Spotlight
4. Public Participation
5. Approval of Minutes of the March 8, 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. PN Accreditation Update
  
14. New Business
  - A. FY11 Draft Financial Reports
  - B. 2012-2013 School Calendar
  - C. Revenue Enhancement Scholarship Award
  - D. NSBA Annual Conference
  - E. Plumbing Supplies Bid Award
  - F. Proposed 2012 Goals
  - G. School Improvement Plan

### Executive Session

- A. Memorandum of Agreement – Health Insurance

*"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  
APRIL 12, 2012 MEETING HELD AT THE SCHOOL 5 08

TOWN CLERK'S OFFICE

PRESENT: Robert Fichtenmayer, Chair, Penny Blackwell, Steven Chalke; Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; Kevin Farr; Robert Dutch; Rose Crosby; 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: Brianna Busby, a senior in Pre-Engineering from Wareham, discussed various student activities including Culinary Club, National Honor Society and Interact activities. She also informed the committee that the drama club is preparing to perform Macbeth and SkillsUSA participants are preparing for the state competition. Brianna concluded her report by providing an update on the spring sports teams.

STUDENT SPOTLIGHT: Brianna Busby was recently featured as a Cape Cod Times Rising Star along with Drew Forest, a senior in Environmental Technology from Sandwich. Brianna discussed some of her many accomplishments including being the recipient of a Massachusetts House of Representatives citation, the Martin Luther King, Jr. Award as well as academic awards in Science. She received first place in the Senior Capstone Project and was selected to participate in the state science fair. Drew Forest discussed his plans to major in Civil Engineering at Western New England College, explaining that he is currently working at JC Engineering. Drew also discussed his athletic endeavors, stating that he is a co-captain of the baseball team this year.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the March 8, 2012 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Mr. Farr read a letter from Lisa Dumont regarding the Day on the Hill at the State House that she attended. Mr. Farr read the following into the record:

*I would like to begin by thanking Upper Cape Cod Regional Technical School for allowing me to attend this event. I enjoyed the speakers as well as seeing the inside of*

the State House for the very first time. I would like to summarize what I learned from the event.

I became familiar with legislation Chapter 70 and I was unaware of the magnitude and the significant effects on students and the school system. After attending the "Day on the Hill" I realized that I did not comprehend Chapter 70; thus, I went home and researched the legislation; finding that there are 15 sections to the legislation ranging from intent to allocation of funds as well as aid paid to municipalities.

Another essential concept that I do not have a solid understanding on is the education laws on evaluation of teachers. I found 603 CMR 35. I have read through it; however, I would like to find a workshop on this to provide a better understanding and to improve my decision-making skills as a school committee member.

As a final note, I am curious to see how the Virtual school bill will be finalized. I believe the bill does have its pros such as providing a student with education. In addition, this student would have to have a hardship such as illness, behavior problems, etc. I believe one disadvantage to this bill would be a slippery slope as far as having a tendency to integrate courses into the school system as "online courses for the common student."

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee will meet on April 23<sup>rd</sup> at 5:30 p.m. The Negotiations Sub-Committee met on April 10<sup>th</sup> regarding the new teacher evaluation system and the Health Care memorandum of agreement which is included on tonight's agenda.

**MASC REPORT:** Ms. Blackwell discussed the Day on the Hill which was very well attended. The Division VII meeting that took place earlier in the week was also very well attended. The focus of the meeting was declining student enrollment on Cape Cod.

**TREASURER'S REPORT:** Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the March 16, March 30, and April 13 warrant. These included payments for the transportation contract, utilities expenses, building materials for the LPN building and the first payment of the windows project. He also reported on the proceeds from the Home Show.

**SUPERINTENDENT'S REPORT:** Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He reported that the window replacement project is ahead of schedule. The windows have been delivered and installers will work from 3 p.m. to 11 p.m. while school is in session. He informed the committee that the school's FY13 budget had passed at the Falmouth town meeting. On April 4<sup>th</sup>, he and Mr. Dutch presented the budget to the Wareham Finance Committee who voted 5-3 against supporting the budget. It will go to the Wareham town meeting for a vote on April 23<sup>rd</sup>.

**PRINCIPAL'S REPORT:** Mr. Dutch reported that he recently attended a meeting with other vocational superintendents and legal counsel regarding comprehensive schools looking to offer Chapter 74 programs that are already run by technical schools in their area. The Massachusetts Association of Vocational Administrators will fund the first step of the process to prevent this from happening. He then spoke about the admissions process, stating that 191 students were accepted in the first round. Placement testing for the incoming freshmen will take place on May 19<sup>th</sup>. Mr. Dutch informed the committee that the SkillsUSA state competition will take place on April 26<sup>th</sup> and 27<sup>th</sup> and invited committee members to attend the awards ceremony in Marlborough on April 28<sup>th</sup>.

**PTO REPORT:** Ms. Dumont reported on the most recent PTO meeting which was held on March 13<sup>th</sup>. She stated that there was a lot of positive feedback regarding the new interview process from both parents and students. The PTO donated \$1,000 towards the participation of Carpentry students in a national competition in Florida. The students represented the Cape Cod Chapter of the National Homebuilders' Association. Ms. Dumont informed the committee that Teacher Appreciation Week is May 7 – 11 and the PTO will be providing a breakfast and a lunch to staff members during that week.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr reported that Patricia Gales, Director of the Practical Nurse program, continues to work on the self-study for the accreditation visit in June.

**NEW BUSINESS:**

**FY11 Draft Financial Report** – Allan Smith, CPA, thanked the School Committee and the administration for their assistance in preparing the FY11 audit report. He discussed the scope of the audit and made the following comments, which are advisory in nature:

*Adult Education Receipt Procedures* – The individual responsible for collecting the adult education program cash receipts is also responsible for recording the participant revenue and receipts in QuickBooks. This allows for conflicting responsibilities to be performed by the same individual and may allow for misstatement of the financial results of the adult education program to go undetected during normal operations. The auditors recommend the District develop a cash receipts procedure for the adult education program whereby the collection of payment for courses is performed by an individual separate from the enrollment and recording of cash receipts in the adult education QuickBooks subsidiary ledger.

*Adult Education Publication Sales Tax* – The adult education and LPN program makes publications available for sale to participants at a cost separate from the course fee. The District does not assess program participants the Massachusetts sales tax for

the sale of publications and remit as required by law. The auditors recommend the District charge participants the applicable sales tax and report and remit amounts required to be collected to the respective state tax agency.

*Adult Education Publications Mark-Up:* The District does not charge a handling fee or a mark-up on the cost of the publications sold to program participants. The auditors recommend the District consider charging a handling fee or mark-up on the cost of the publications sold to program participants to, at a minimum, support the stocking and handling fees associated with the sale of course materials.

*Federal Direct Student Loan Documentation:* The District prepares a "Summary of Program Cost and Student Financial Aid Resources" form to support the student's understanding of projected costs as well as the student's expected financial aid resources. A copy of the form is retained in the student's financial aid file. The auditors found that ten of the thirty-seven student files selected for testing did not include a copy of the form. They recommend that a "Summary of Program Cost and Student Financial Aid Resources" form be retained to support the communication to students of the projected costs as well as the student's expected financial aid resources.

It is Mr. Smith's opinion that, of the above comments, only the comments concerning *Adult Education Receipt Procedures* and *Federal Direct Student Loan Documentation* should be included in the final report. At this point in the meeting, Mr. Chalke asked for an update of the comments included in the FY10 audit report and an explanation of how those issues were rectified. Mr. Smith provided a brief rundown on those issues, explaining that he was satisfied with how they were rectified.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to accept the FY11 draft audit report as presented. Mr. Pearce stated that he felt not all of the comments should be included in the final report. Ms. Blackwell amended her motion to accept the FY11 draft audit report with the elimination of all of the comments noted with the exception of the comment regarding *Adult Education Receipt Procedures*, seconded by Mr. Chalke. Motion passed unanimously.

**2012-2013 School Calendar** – Ms. Blackwell made a motion, seconded by Mr. Chalke, for approval of the 2012-2013 school calendar as presented. Motion passed unanimously.

**Revenue Enhancement Scholarship Award** – Mr. Pearce made a motion, seconded by Ms. Dumont, to allocate \$500.00 from the Home Show proceeds to the UCT Scholarship Fund. Ms. Blackwell commented that it was her understanding that the Revenue Enhancement Fund was created with the intention of benefitting program enhancement as there is already a scholarship fund in place. Mr. Pearce withdrew his motion. Discussion will take place at the next meeting regarding the appropriate expenditure of these funds.

**NSBA Annual Conference** – Ms. Blackwell made a motion, seconded by Ms. Dumont, to require that any School Committee member that attends the NSBA conference submits a report to the full committee on the sessions they attended. Six in favor; Mr. Pearce opposed. Motion passed.

**Plumbing Supplies Bid Award** – Mr. Dutch informed the committee that only one bid was received and recommended that the bid be awarded to the sole bidder. Mr. Pearce expressed his concern that only one bid was received. Ms. Blackwell made a motion, seconded by Mr. Chalke, to award the bid for the purchase of plumbing supplies for the LPN building to Plumbers' Supply Company out of Wareham. Motion passed unanimously.

**Proposed 2012 Goals** – Mr. Dutch discussed the goals that were agreed upon at the goals workshop held on March 31<sup>st</sup>. Ms. Blackwell made a motion, seconded by Mr. Mancini, to accept the goals as presented. Mr. Pearce inquired as to how the goals will be measured. Discussion ensued regarding the fact that there is a product and timeline which makes each of the goals measurable. Motion passed unanimously.

**School Improvement Plan** – Mr. Dutch reviewed the School Improvement Plan focusing on the items that are new from last year's plan. He discussed the following components of the plans:

- Exploration of the options for physical education - could participation in athletics and intramurals take the place of physical education for some students:?
- Exploration of the expansion of technical programs with a focus on gender neutral shops. Mr. Pearce commented that the last time a technical program was added, research was done to see where there is a need in the labor market and suggested doing that again.
- Continued efforts with the Pathways to Success program. Attendance since this program was implemented has gone from 92% to 94%. 95% is the federal government's target rate.
- Community – a lot of colleges don't know about all of our programs. The administration will look for ways to increase their awareness.
- Examine culture and climate. We had a 98% return rate with the TELLMass Survey, while the required response rate was only 50%.
- Admissions Policy – The currently policy has been in effect for eleven years. The policy needs to be reviewed to determine if it is still fair and equitable.
- Athletic Trainer – Mr. Dutch reported that this included in the FY13 budget and he is in the process of hiring someone.
- Drug Awareness Presentations – Plans are underway to bring in an outside speaker for this purpose.

Ms. Blackwell made a motion, seconded by Mr. Mancini, to accept the 2012-2013 School Improvement Plan as presented. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, enter into Executive Session at 8:07 P.M. for the purpose of discussing the Health Insurance Memorandum of Agreement and to return to Open Session to vote and adjourn. Roll call vote – all in favor. Motion passed unanimously.


Open Session resumed at 8:10 p.m. Mr. Mancini was not present.

**Memorandum of Agreement – Health Insurance:** Ms. Blackwell made a motion, seconded by Ms. Dumont, to approve the Memorandum of Agreement regarding health insurance as presented. Roll call vote – Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:12 p.m. Motion passed unanimously.

A True Copy Attest

Date: 3-11-12  
(Seal)

  
Kevin C. Farr Secretary

# Upper Cape Cod Regional Technical School

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Kevin C. Farr  
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Robert A. Dutch  
Assistant Superintendent/ Principal

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2012 APR 17 AM 9 24  
TOMMY BARKER'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

**MONDAY  
APRIL 23, 2012**

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

### AGENDA

1. **Approval of Minutes of February 27, 2012 Meeting**
2. **LPN Refund Policy**
3. **Student Activities**
  - a. **Closing of Class of 2011 Account**
  - b. **Monthly Warrant**
4. **Wells Fargo Investment Scholarship Account**
5. **Other**

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



**BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM**



# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
APRIL 26, 2012

## NEGOTIATIONS SUB-COMMITTEE MEETING

6:00 P.M. - CONFERENCE ROOM

2012 APR 23 PM 3 57  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Establishment of Ground Rules



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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Robert A. Duda  
TOWN CLERK'S OFFICE  
Assistant Superintendent/Principal  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY  
MAY 10, 2012

### 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 12, 2012 Regular Meeting & April 12, 2012 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. PN Accreditation Update
14. New Business
  - A. Revenue Enhancement Expenditure
  - B. NSBA Annual Conference Reports
  - C. Transportation Bid Award
  - D. Milk Bid Award
  - E. Bread Bid Award
  - F. LPN Refund Policy
  - G. School Committee Scholarship

### 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**  
**MAY 10, 2012 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Chair, Penny Blackwell; Steven Chalke; Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Rose Crosby; 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:** Drew Sylvia, a senior from Wareham in the Electrical program, updated the committee on a number of student activities. He reminded the committee that the senior prom will be held on May 12<sup>th</sup> at the Coonamessett Inn in Falmouth. He discussed other upcoming senior class activities including a trip to Six Flags and a harbor cruise on the Spirit of Boston. Drew also reported on fundraising initiatives that are underway to benefit the athletics program and a graduating senior who was severely injured in an ATV accident.

**STUDENT SPOTLIGHT:** Members of the Human Rights Club, Lucy Deehan and Sabrina Carbonneau, discussed the activities of the group. Lucy is a senior in Environmental Technology from Sandwich and Sabrina is a sophomore in Culinary Arts from Wareham. The girls spoke about a joint meeting the group attended with Human Rights Clubs from other schools. They also discussed the project they are involved in this year called Team Heart. They are raising money to help a group that is traveling to Rwanda to provide medical services for the impoverished nation. The Human Rights Club organized fundraisers at the school such as a Movie & Ice Cream Night for students and a Jeans Day for staff where staff members paid \$5 in order to be able to wear jeans on a Friday.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the April 12, 2012 regular meeting. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the April 12, 2012 executive session. Motion passed unanimously.

**COMMUNICATIONS:** None.

TOWN CLERK'S OFFICE  
BOURNE, MASS.  
2012 JUN 20 PM 11 17

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee meeting scheduled for April 23<sup>rd</sup> was cancelled because a quorum was not present at the meeting. The next meeting is scheduled for May 21<sup>st</sup> at 5:30 p.m. The Negotiations Sub-Committee met on April 26<sup>th</sup> to discuss the state's new educator evaluation system and the ground rules, process and schedule for implementation.

MASC REPORT: Ms. Blackwell reported that the National School Boards' Association annual conference held in Boston went very well and was well-attended. She also informed the committee that MASC is hoping to provide online training for its members in the near future.

TREASURER'S REPORT: Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the April 26 and May 11 warrants. These included payments for the transportation contract, building insurance, curriculum rewrites, window replacement and the purchase of iPads. He also reported on the proceeds from the Home Show, informing the committee that there was a profit of over \$8,000.00. A discussion ensued regarding the use of utilities during the Home Show and how that expense affects the true profit of the event.

SUPERINTENDENT'S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. He discussed the Governor's proclamation regarding chemical sensitivity which was also shared with staff and students. He referenced Mr. Agrillo's letter of resignation from the School Committee which was included in the mailout and informed the committee that the Board of Selectmen would meet jointly with the Bourne School Committee on May 22<sup>nd</sup> to appoint an individual to replace Mr. Agrillo for the remainder of his current term which ends in November.

PRINCIPAL'S REPORT: Mr. Dutch discussed the lockdown which occurred on May 4<sup>th</sup> as a result of an individual being spotted on an empty Bourne school bus by the bus driver that morning with what appeared to be a gun. The Bourne Police Department said the school's compliance was outstanding, commending both staff and students. Additionally, numerous positive comments were received from parents regarding how the incident was handled and the level of communication between the school and parents. Mr. Dutch also updated the committee on the window replacement project stating that the project is moving quickly with the only delays resulting from inclement weather. The windows are routinely tested and one did not pass. The district issued a stop order until the cause could be identified. It turned out to be a glazing issue which has now been rectified.

PTO REPORT: Ms. Dumont reported on recent activities of the PTO. She informed the committee that the group will serve breakfast to the incoming freshmen before their

placement testing on May 19<sup>th</sup>. Over \$2,820.00 has been raised through the Stop & Shop awards program. Recent PTO donations include the funding of scholarships and tool awards and \$600.00 for the purchase of t-shirts for the Recreation for a Reason fundraiser.

#### OLD BUSINESS:

**PN Accreditation Update** – Mr. Farr reported that the Council of Occupational Education has requested their on-site visit be rescheduled from dates in June to September 24 - 27.

#### NEW BUSINESS:

**Revenue Enhancement Expenditure** – Mr. Dutch reminded the committee that there had been discussion regarding the appropriate expenditure for the funds raised by Revenue Enhancement initiatives. A recommendation has been made to allocate \$4,000 towards the purchase of an electronic scoreboard which is expected to cost \$12,000.00. Mr. Zmuda made a motion, seconded by Mr. Pearce, to allocate \$4,000.00 from Revenue Enhancement towards the purchase of a Daktronics electronic scoreboard from Scoreboard Enterprises, Inc. Motion passed unanimously.

**NSBA Conference Reports** – Mr. Chalke, Ms. Dumont, Ms. Blackwell, and Mr. Fichtenmayer distributed written reports detailing the sessions they participated in while attending the National School Boards' Association annual conference in Boston. They shared their findings with the committee and discussed relevant highlights of the workshops.

**Transportation Bid Award** – Mr. Dutch explained that only one bid was received for bus routes 3, 4, 8, 9, 10 and 11 for the period of August 2012 through June 2017. Mr. Dutch informed the committee that he spoke with four transportation companies at the NSBA conference and their ability to bid on routes is dependent upon their having busses in the area. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to award the bid for transportation for the period of August 2012 through June 2017 to sole bidder, First Student Transportation, Inc., at a cost of \$338.75 per day per route. Motion passed unanimously. Ms. Blackwell inquired as to whether it is worth talking to other districts about joining forces and handling transportation collectively. Mr. Dutch responded that he would like to research different alternatives for handling transportation in the near future.

**Milk Bid Award** – Mr. Farr informed the committee that two bids were received to furnish milk to the school for the 2012-2013 school year. Ms. Blackwell made a motion, seconded by Mr. Pearce, to award the bid for furnishing milk for the 2012-2013 school year to low bidder, HP Hood, LLC. Motion passed unanimously.

**Bread Bid Award** – Mr. Farr informed the committee that two bids were received to furnish bread to the school for the 2012-2013 school year. Ms. Blackwell made a motion, seconded by Mr. Pearce, to award the bid for furnishing bread for the 2012-2013 school year to low bidder, Bimbo Foods, Inc. Motion passed unanimously.

**LPN Refund Policy** – Mr. Farr informed the committee that the current tuition refund policy that is included in the LPN student handbook is as follows:

- Tuition, less the \$1,000.00 initial fee, will be refunded if the student withdraws from the program on or before August 30, 2012 at 4:00 p.m.
- Fifty percent of the tuition, less the initial \$1,000.00 fee, will be reimbursed if the student withdraws from the program on or before September 7, 2012 at 4:00 p.m.
- No refund will be granted after 4:00 p.m. on September 7, 2012

As part of the Council on Occupational Education requirements for the accreditation, this refund policy needs to be voted on by the School Committee. Ms. Blackwell made a motion, seconded by Mr. Chalke; to adopt the LPN tuition refund policy as it is currently written in the student handbook. Motion passed unanimously.

**School Committee Scholarship** – Ms. Blackwell stated that she would like to start a School Committee scholarship that committee members would fund personally. If each member along with the Superintendent contributed \$50, they would be able to award a \$500 scholarship. Committee members agreed to discuss this at the next meeting.

At this point in the meeting, Mr. Dutch reminded committee members that the Evening of Excellence is scheduled for Wednesday, May 16<sup>th</sup> at 6:00 p.m. and invited members to attend.

Mr. Dutch then informed the committee that seven students won gold medals at the state SkillsUSA competition and will now travel to the national competition in Kansas City in June. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to transfer \$4,000.00 from Student Activities Advisors (50-3520-0100) and \$10,000.00 from Instructional Assistants (50-2330-0300) to Student Activities Other (50-3520-0600) to cover the cost of sending seven students and two advisors to the SkillsUSA national competition. Motion passed unanimously.

Mr. Pearce made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:45 p.m. Motion passed unanimously.

A True Copy Attest

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

6-15-12

(Seal)

\_\_\_\_\_  
Kevin C. Farr, Secretary

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
MAY 21, 2012

BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of February 27, 2012 Meeting
2. Student Activities
  - a. Closing of Class of 2011 Account
  - b. Monthly Warrant
3. Wells Fargo Investment Scholarship Account
4. Fire Alarm System Compliance
5. LPN Building Reserve Transfer
6. Wastewater Treatment Transfer
7. FY12 Budget shortfalls
8. Athletic Field Press Box
9. FY12 Capital Purchase- Bleachers
10. Other

2012 MAY 16 AM 9 46  
TOWN CLERKS OFFICE  
BOURNE MASS

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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Robert A. Dutch  
Assistant Superintendent/ Principal

TOWN CLERK'S OFFICE  
BOURNE, MASS

May 23, 2012

Mr. Tom Guerino  
Town Administrator  
Bourne Town Hall  
24 Perry Ave.  
Buzzards Bay, MA 02532

Dear Mr. Guerino:

Please be advised that four out of five member towns have approved the original budget presented in February, 2012.

In accordance with Section V(C) of the Regional District Agreement among the towns with respect to the establishment of the Upper Cape Cod Regional Vocational-Technical School District, please be advised that the School Committee has established an Operating Budget of \$12,879,890 and a Capital Budget of \$415,870 for the fiscal year ending June 30, 2013. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$3,752,498 Total Net Operating Costs assessed to the communities, therefore, becomes \$9,543,262 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

Operating	\$1,718,479.00
Capital	<u>70,632.00</u>
Total Assessment	<u>\$1,789,111.00</u>

Quarterly payments in the amount of \$447,277.75 are due July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup> and April 1<sup>st</sup> from the town of Bourne. If you have any questions, please feel free to contact me.

Very truly yours,

  
Kevin C. Farr  
Superintendent

  
Steven Chalke  
Treasurer, School Committee

cc:

Town Clerk  
Town Treasurer  
Finance Committee  
Board of Selectmen



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

2012 JUN 5 PM 1:38

Kevin C. Farnsworth  
Superintendent  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

Robert A. Dutch  
Assistant Superintendent/ Principal

## REGIONAL SCHOOL COMMITTEE MEETING

Telephone: Area 508  
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FAX: 508-759-7208

THURSDAY  
JUNE 14, 2012

### 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 10, 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. PN Accreditation Update
14. New Business
  - A. Educator Evaluation Public Hearing - 6:30 p.m.
  - B. Approval of Spring Program Advisory Minutes
  - C. Student Handbook Approval
  - D. July Meeting Date
  - E. School Committee Scholarship
  - F. Fire Alarm System Compliance
  - G. Budget Transfers
    1. FY12 Budget Shortfalls
    2. Class of 2011 Funds
    3. Health Careers Building
    4. Wastewater
    5. Athletic Press Box
  - H. Capital Purchase - Bleachers

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*

BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JUNE 14, 2012 MEETING HELD AT THE SCHOOL**

**PRESENT:** Penny Blackwell; Steven Chalke; Mary Crook; Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Rose Crosby; Sharon Brito, Recording Secretary.

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

Lisa Dumont, serving as Chair for the meeting in Mr. Fichtenmayer's absence, welcomed Mary Crook to the committee. Ms. Crook was appointed to replace Mr. Agrillo as a representative for the town of Bourne for the duration of his term which ends in November.

**STUDENT ADVISORY REPRESENTATIVE:** No student representative present and no report was available.

**STUDENT SPOTLIGHT:** None.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Mancini, for approval of the minutes of the May 10, 2012 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** None.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on May 21<sup>st</sup> and voted on a number of items to move forward to the full committee.

**MASC REPORT:** Ms. Blackwell reported that the Board of Directors met last night and discussed the education related ballot questions that will appear on the November ballot.

TOWN CLERK'S OFFICE  
BOURNE, MASS.  
JUN 14 9 PM 2012

**TREASURER'S REPORT:** Mr. Chalke distributed a sheet highlighting some of the larger expenditures on the May 25<sup>th</sup> and June 8<sup>th</sup> warrants. These expenditures included payments for bus contracts, windows replacement, and bond and interest payments.

**SUPERINTENDENT'S REPORT:** Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout.

**PRINCIPAL'S REPORT:** Mr. Dutch reported that the closing of the school year went very smoothly. He informed the committee that the faculty participated in two days of IPad training this week and will have an additional two days of training in August.

**NEW BUSINESS:**

**Educator Evaluation Public Hearing** – Mr. Dutch informed the committee that it is a legal requirement to hold a public hearing to obtain feedback on teacher evaluation before negotiating changes to the evaluation process. A task force, comprised of members of Unit A, Unit B and administration, has been formed to work on this. The plan is to adopt the evaluation document as is, with the understanding that there will be minor changes made. A document must be in place by September in accordance with the requirements of the Race to the Top grant. The public hearing concluded at 6:34 p.m.

**PTO REPORT:** Ms. Dumont reported on recent activities of the PTO. She informed the committee that the group recently sent letters to their state representatives in opposition to the proposed "Junk Food Law" which would prohibit pastry sales at school events such as the Craft Fair. This would negatively impact a number of fundraising initiatives. Mr. Dutch added that the law has been rescinded at this time so it is now a non-issue. Ms. Dumont also discussed the electronic scoreboard that is being purchased through PTO funds, Athletic Association funds, and through a donation from the Rotary Club of Bourne-Sandwich. Finally, Ms. Dumont stated that a phone call will go out asking people to renew their membership in the Stop & Shop A+ program which benefits the PTO.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Farr reminded the committee that the Council of Occupational Education has requested their on-site visit be rescheduled from dates in June to September 24 - 27.

## NEW BUSINESS:

**Approval of Spring Program Advisory Minutes** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve the minutes from the March 28, 2012 spring program advisory meetings as presented. Motion passed unanimously. Mr. Pearce asked if the items recommended for purchase were prioritized. Mr. Dutch responded that he would like to develop a five-year capital plan and incorporate these recommended purchases into that plan.

**Student Handbook Approval** – Susan White, Dean of Students, explained the proposed changes to the student handbook. Many of the changes are housekeeping in nature including title changes and date changes. Ms. White also reviewed the Acceptable Use Policy that was completely re-written and the newly developed iPad Acceptable Use & Procedures Agreement. Finally, she reviewed the changes to the handbook relative to the guidance department structure. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to approve the proposed changes to the student handbook for the 2012-2013 school year. Motion passed unanimously.

**July Meeting Date** – Mr. Dutch reminded the committee that the July meeting had originally been rescheduled to July 10<sup>th</sup>. The 10<sup>th</sup> now appears to be an inconvenient date for many committee members. Mr. Chalke made a motion, seconded by Ms. Blackwell, to hold the Budget Sub-Committee meeting on Monday, July 23<sup>rd</sup> at 5:30 p.m. and to hold the School Committee meeting on Monday, July 30<sup>th</sup> at 6:15 p.m. Motion passed unanimously.

**School Committee Scholarship** – Ms. Blackwell stated that she would like to start a School Committee scholarship that committee members would fund personally. The committee will discuss it amongst themselves and donate individually as they see fit.

**Fire Alarm System Compliance** – Mr. Dutch explained that an upgrade to the system is necessary to move the system towards Massachusetts code compliance. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to authorize the expenditure of \$14,061.50 SimplexGrinnell for upgrades to the fire alarm system. Motion passed unanimously.

### **Budget Transfers –**

- **FY12 Budget Shortfalls** – Ms. Blackwell made a motion, seconded by Ms. Crook, for the following budget transfers:
  - \$700 from Instructional Assistants (50-2330-0300) to School Committee Other (50-1110-0200-00)
  - \$3,100 from Instructional Assistants (50-2330-0300) to Legal (50-1430-0400)
  - \$4,000 from Athletic Coaching (50-3510-0300) to Athletic Officials & Fees (50-3510-0400)
  - \$9,000 from Teachers (50-2305-0100-01) to Substitutes (50-2325-0300-00)
  - \$20,500 from Bus Drivers (50-3300-0100-00) to Transportation Supplies (50-3300-0500-00)

- \$20,000 from Health & Life Insurance (50-5100-0600-01) to Unemployment Compensation (50-5100-0600-02)

Motion passed unanimously.

- **Class of 2011 Funds** – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to close the account Class of 2011 (06-2011-00) and transfer \$1,953.67 to Skills (06-0061-00) and \$1,252.35 FFA Earth Foundations (06-0049-00). Motion passed unanimously.
- **Health Careers Building** – Ms. Blackwell made a motion, seconded by Ms. Crook, to transfer from \$100,000.00 from Adult Ed (02-8910-0000-00), \$125,000.00 from Adult Ed – LPN (02-8910-0000-03), and \$100,000.00 from Use of Building (02-8917-0000-00) to Reserve for Health Careers Building (02-8949-0000-00) for additional funds towards completion of this project. Motion passed unanimously.
- **Wastewater** – Mr. Dutch explained that a wastewater treatment facility must be constructed on school property within the next five years as a result of the addition Nursing & Allied Health Education Center. The estimated cost for this facility is between \$500,000 and \$750,000. Ms. Blackwell made a motion, seconded by Mr. Chalke, to transfer \$107,000.00 from SPED Teachers (50-2310-0100-00) and \$50,000.00 from Heating (50-4120-0500) to the Reserve for Wastewater Treatment (50-8252-0000-00). Motion passed unanimously.
- **Athletic Press Box** – Committee members were provided with a design plan and spreadsheet detailing all the quotes that were received for the various phases of construction relative to the construction a press box near the athletic fields. The project is estimated to cost \$100,000.00 and would be constructed over the summer by sub-contractors. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to transfer \$50,000.00 from Health & Life Insurance (50-5100-0600-01), \$30,000.00 from Heating (50-4120-0500-000), and \$20,000.00 from Building Insurance (50-5200-0600-00) to Grounds Supplies (50-4210-0500) for the construction of the press box. Motion passed unanimously.

**Capital Purchase – Bleachers** – Mr. Pearce made a motion, seconded by Mr. Chalke, to authorize the purchase of two sets of aluminum bleachers for a total cost of \$24,091.00 for use on the soccer/lacrosse/football field. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:25 p.m. Motion passed unanimously.

A True Copy Attest

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

7/30/12  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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

Kevin C. Felt  
Superintendent

2012 JUL 11 AM 8 17  
TOWN CLERK'S OFFICE  
Robert A. Dutch  
Assistant Superintendent/Principal

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
Voice / TTY  
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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JULY 23, 2012

BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM

### AGENDA

1. Approval of Minutes of May 21, 2012 Meeting
2. FY12 Budget
  - a. Shortfalls
  - b. Supply transfer
3. FY12 Projected E&D
4. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 7-11-12

# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

## BUDGET SUB-COMMITTEE MEETING JULY 23, 2012 MEETING HELD AT THE SCHOOL

**PRESENT:** Steven Chalke; Kent Pearce; Lisa Dumont; Bob Dutch; Rose Crosby

Meeting called to order at 5:30 P.M.

**APPROVAL OF MINUTES:** Ms. Dumont made a motion, seconded by Mr. Chalke, to approve the minutes of the May 21, 2012 Budget Sub-Committee meeting. Motion passed unanimously.

### **FY12 Budget Shortfalls –**

Mr. Dutch reviewed the memo by line items on overspent accounts that would require end of year budget transfers.

Ms. Dumont made a motion, seconded by Mr. Chalke to make a recommendation to the full committee to approve the end of year transfers for overspent accounts. Motion passed unanimously.

<u>Transfer from</u>		<u>Transfer to</u>	
Direct of Student Services		FICA	
50-2710-0100-01	\$5,922	50-5100-0600-04	\$5,922
Cover shortfall for FICA for fiscal year 2012			
Psychological Contractual		Psychological Speech	
50-2800-0400-02	\$1,658	50-2800-0400-01	\$1,658
Additional speech services provided to students			
Athletic Coaching		Athletic Officials & Fees	
50-3510-0300	\$181	50-3510-0400	\$181
To cover shortfalls			

### **FY12 Projected E&D –**

Mr. Dutch reviewed the projected end of year E&D. He reviewed the options of moving 70,000 to the wastewater treatment reserve and the transfer for supply purchases in the Fy12 Budget. Mr. Dutch discussed the estimated revenue receipts for Chapter 70 and Transportation Aide for the next fiscal year. Mr. Dutch also reviewed the legislation on agricultural school cost and the impact this may have on the upcoming school year budget.

Mr. Pearce made a motion, seconded by Ms. Dumont to make a recommendation to the full committee to transfer \$70,000 from Extraordinary and Unanticipated (50-4300-0600-00) to Reserve for Wastewater Treatment (50-8252-0000-00). Motion passed unanimously.

**FY12 Budget Supply Transfer –**

Mr. Dutch reviewed the memo for the supply transfer in the FY12 budget and the list of items that would be purchased by this transfer.

Mr. Chalke made a motion, seconded by Ms. Dumont to make a recommendation to the full committee to approve the end of year transfers for supplies in the FY12 budget. Motion passed unanimously.

<u>Transfer from</u>		<u>Transfer to</u>	
Teacher's Salaries		Supplies	
50-2305-00100-01	\$9,787	50-2340-0500-00	\$32,888
Instructional Assistants			
50-2330-0300	\$8,029		
Transportation Contracted			
50-3300-0400-02	\$5,790		
Bus Drivers			
50-3300-0100	\$8,290		
Coaching			
50-3510-0300	\$992		
Coaching		Technology Supplies	
50-3510-0300	\$6,140	50-2451-0500-00	\$6,140

**Other–**

1. Scholarship – Mr. Dutch discussed he would be having a meeting regarding the current scholarship investment account with a new representative.
2. 503C update was given by Mr. Dutch. We are currently waiting on board members to be updated. Projected timeframe for completion is September.

Mr. Chalke made a motion; seconded by Ms. Dumont, to adjourn the sub-committee meeting at 5:50 P.M. Motion passed unanimously.

A True Copy Attest

Date: 10-1-12  
(Seal)

Robert A. Dutch  
Robert Dutch, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2012 JUL 24 PM 2:22

Telephone: Area 508

759-7711 - 295-1320 - 563-5515

TOWN CLERK'S OFFICE  
Voice / TTY

BOURNE, MASS FAX: 508-759-7208

## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
JULY 30, 2012

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 14, 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. PN Accreditation Update
  
14. New Business
  - A. Cell Foam Spray Bid Award
  - B. FY13 Capital Purchase - GovConnect
  - C. FY12 Budget Transfers
    1. Wastewater Treatment Transfer
    2. Budget Shortfalls
    3. Supply Transfers
  - D. 2013 NSBA Conference

### Executive Session

*"The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."*



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
JULY 30, 2012 MEETING HELD AT THE SCHOOL

TOWN CLERK'S OFFICE

BOURNE, MASS

PRESENT: Robert Fichtenmayer, Chair; Penny Blackwell; Steven Chalke; Lisa Dumont; Mark Mancini; Eunice Manduca; Kent Pearce; 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: No student representative present and no report was available.

STUDENT SPOTLIGHT: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the June 14, 2012 regular meeting. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read letters of resignation from Special Education Instructors, Patricia Cullinane and Nancy Dion. Ms. Cullinane has accepted an offer to teach overseas and Ms. Dion has accepted a position closer to her home in Marblehead.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on July 23<sup>rd</sup> and discussed FY12 shortfalls, FY12 budget transfers and a transfer for the wastewater treatment plant. The sub-committee will meet again on September 24<sup>th</sup>.

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. He updated the committee on the following initiatives:

- 501c3 – Things are moving forward steadily. The next step in the process is to appoint a Board of Directors of about seven members. Mr. Dutch hopes to have a Board in place by the September School Committee meeting.
- Website – The website is currently being updated. The Leadership and School Committee pages have already been updated. Mr. Dutch stated that he would like to add to the School Committee page in terms of philosophy and asked each committee member to provide him with a quote to add to the website.
- Theft – An attempt was made last week to steal photovoltaic panels from the school, resulting in damage to two of the panels. The estimated cost to replace the panels is \$8,000 and there is a \$5,000 deductible; therefore, some consideration needs to be put into whether or not to replace the panels.
- Passage of House 50 – This legislation makes students enrolled in agricultural schools and technical schools outside of the district the budget responsibility of the regional technical school district. This cost would be rolled into the budget for FY14 and distributed between the five member towns according to the percentages of operation budget based on enrollment.
- Enrollment – Last year's enrollment was 660 including the LPN students. 187 freshmen have been accepted for the fall, along with fourteen additional tenth-graders. An enrollment of 720 is anticipated, with the addition of the LPN students from the Harwich campus.
- Evaluation Negotiations – The process is ongoing through professional development activities and informal discussions. Mr. Dutch is currently researching software that is available to aid in this endeavor, but the software must be consistent with the evaluation instrument.
- Windows – All the windows have been installed. The corian and blinds still need to be installed, hopefully by the start of school.
- Five-Year Budget Forecast – All departments have submitted an inventory of all items which are not consumables and have a value greater than \$100. Supervisors and Department Heads will now generate a five-year plan based on this information and Program Advisory recommendations.
- Professional Development Plan – A draft plan has been created and was distributed to the Committee. Administrators will now meet with the Professional Development Committee to finalize the document.
- Staff Update – Mr. Dutch informed the committee that Plumbing Instructor, Michael Carrier, has been hired to replace Bob Joyce as the Athletic Director. A part-time athletic trainer has been hired along with an Environmental Technology Instructor, a Culinary Arts Instructional Aide, and a 1:1 aide for an incoming freshman. Interviews are still underway for two Special Education Teachers, a Technology Integration Specialist, a Culinary Arts Instructor, a Culinary Arts aide, and a Physical Education aide.

- Leadership Retreat – The Superintendent briefed the committee on some of the issues that were addressed at the retreat including technology infrastructure, multi-function printers and copiers, professional development plan, relationship between the School Improvement Plan and district goals and professional development, the iPad rollout, and the implementation of progressive learning communities on Monday and Friday afternoons.

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

**PTO REPORT:** No report.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Dutch reminded the committee that the dates of September 24<sup>th</sup> through 27<sup>th</sup> have been confirmed for the Council of Occupational Education's on-site visit.

**NEW BUSINESS:**

**Cell Foam Spray Bid Award** – Mr. Dutch informed the committee that two bids had been received for the installation of cell foam spray in the Nursing & Allied Health Education Center. The bid that was submitted by MAP Insulation was unresponsive as the company didn't bid to the specifications and did not include a certificate of non-collusion as required. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to award the bid for the installation of cell foam spray in the Nursing & Allied Health Education Center to Anderson Insulation, Inc. at a cost of \$89,317.48. Motion passed unanimously.

**FY13 Capital Purchase – GovConnection** – The Superintendent stated that the technology plan indicates that computers will be replaced every four years and that the computers in Rooms 116 and 412 need to be upgraded. Mr. Zmuda made a motion, seconded by Ms. Blackwell, to purchase 60 ThinkCentre Edge 71 SFF Core i3-2120 3.3GHz computers from GovConnection (state bid number ITC16A) at a unit price of \$498.07 for a total cost of \$29,884.20. Motion passed unanimously.

**FY12 Budget Transfers** – The Budget Sub-Committee recommended the following budget transfers:

- Wastewater Treatment – Mr. Chalke made a motion, seconded by Mr. Mancini, to transfer \$70,000.00 from Extraordinary & Unanticipated (40-4300-0600-00) to Reserve for Wastewater Treatment (50-8252-0000-00). Motion passed unanimously.

- FY12 Budget Shortfalls – Ms. Blackwell made a motion, seconded by Ms. Dumont to transfer \$5,922.00 from Director of Student Services (50-2710-0100-01) to FICA (50-5100-0600-04); \$1,658.00 from Psychological Contractual (50-2800-0400-02) to Psychological Speech (50-2800-0400-01); and \$181.00 from Athletic Coaching (50-3510-0300) to Athletic Officials & Fees (50-3510-0400). Motion passed unanimously.
- Supply Transfers – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to transfer \$9,787 from Teacher's Salaries (50-2305-00100-01), \$8,029.00 from Instructional Assistants (50-2330-0300), \$5,790.00 from Transportation Contracted (50-3300-0400-02), \$8,290.00 from Bus Drivers (50-3300-0100), and \$992.00 from Coaching (50-3510-0300) to Supplies (50-2340-0500-00); and to transfer \$6,140.00 from Coaching (50-3510-0300) to Technology Supplies (50-2451-0500-00). Motion passed unanimously.

**2013 NSBA Conference** – Mr. Dutch informed the committee that the 2013 NSBA Annual Conference will take place from April 13 – 15, 2013 in San Diego and asked them to start thinking about whether or not they would like to send a group. Mr. Dutch will check into the submission deadlines for educator presentations as he is considering having a group present on the iPad implementation program.

**Other** – Mr. Dutch referenced the *Policy News* publication that MASC sends to all committee members and informed the Policy Sub-Committee that they will need to meet to decide if they want to implement the policy updates as recommended by MASC.

Ms. Blackwell made a motion, seconded by Mr. Chalke, for the School Committee not to hold a regular meeting during the month of August. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 7:00 p.m. Motion passed unanimously.

A True Copy Attest

Date: 9/13/12  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2012 AUG 23 8:10:38 AM  
Telephone: Area 508  
759-7711 / 759-3200 - 563-5515

Voice / TTY

TOWN CLERK'S OFFICE  
759-7208

August 22, 2012  
BOURNE, MASS

William Francis Galvin  
Secretary of the Commonwealth  
Commonwealth of Massachusetts  
Attention: Elections Division  
One Ashburton Place  
17<sup>th</sup> Floor – Room 1705  
Boston, MA 02108

REGARDING: 2012 Regional School Committee Nomination Papers  
State Election Ballot, Tuesday, November 6, 2012

Dear Secretary Galvin:

This letter is to certify that the following candidates from five (5) of the five (5) member towns have submitted to me certified nomination papers. The terms of office are four (4) years for the candidates and the process is for members to be elected in district-wide elections with residency requirements. The listing on the State Election Ballot should be as follows for the Upper Cape Cod Regional Vocational-Technical School District in Bourne, Falmouth, Marion, Sandwich and Wareham:

<b>Member Town</b>	<b>Candidate(s)</b>	<b>Status / Term</b>
<b>BOURNE</b>	Mary L. Crook 1 Carl Gardner Road Monument Beach, MA 02553	Candidate for election to four-year term TERM THROUGH NOVEMBER 2016
<b>FALMOUTH</b>	Mark A. Mancini 104 Rainbow Avenue East Falmouth, MA 02536	Candidate for election to four-year term TERM THROUGH NOVEMBER 2016
<b>MARION</b>	Elizabeth L.N. Magauran 66 Main Street Marion, MA 02738	Candidate for election to four-year term TERM THROUGH NOVEMBER 2016
<b>SANDWICH</b>	Steven L. Chalke 7 Windsor Road Sandwich, MA 02563	Candidate for re-election to four-year term TERM THROUGH NOVEMBER 2016
<b>WAREHAM</b>	Robert Fichtenmayer 6 Mya's Court Wareham, MA 02571	Candidate for re-election to four-year term TERM THROUGH NOVEMBER 2016



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

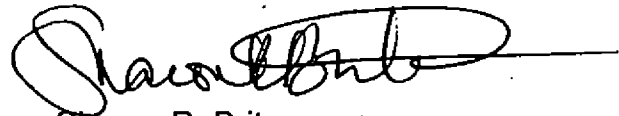
**William Francis Galvin**  
**Secretary of the Commonwealth**  
**Commonwealth of Massachusetts**  
**Attention: Elections Division**

**August 22, 2012**  
**Page 2 of 2**

The remaining four (4) seats on the committee will appear on the 2014 State Election Ballot. If you require any further information, please feel free to contact me at (508) 759-7711, ext. 213 or via e-mail at [sbrito@uppercapetech.org](mailto:sbrito@uppercapetech.org).

Thank you for your assistance.

Very truly yours,



Sharon R. Brito  
District Recording Secretary /  
Election Clerk

cc: Town Clerks – Member Towns  
Board of Selectmen, Chairs – Member Towns  
District School Committee Members

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
SEPTEMBER 5, 2012

POLICY SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

2012 AUG 30 PM 3 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Review of MASC Policy Change Recommendations:
  - a. BEC - Executive Sessions
  - b. AC - Nondiscrimination
  - c. ACA - Nondiscrimination on the Basis of Sex
  - d. GBA - Equal Employment Opportunities
  - e. GCF - Professional Staff Hiring
  - f. IJ - Instructional Materials
  - g. JB - Equal Education Opportunities
  - h. JBA - Student to Student Harassment
  - i. JFBB - School Choice
  - j. EBC - Emergency Plans
  - k. JLC - Student Health Service and Requirements
2. Review of Proposed Changes to DGA - Authorized Signatures
3. Review of Proposed Changes to DK - Payment Procedures





# Upper Cape Cod Regional Technical School

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

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

2012 SEP 6 AM 11:23  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY - SEPTEMBER 13, 2012

## REGULAR SCHOOL COMMITTEE MEETING

6:15 P.M. - MULTI-PURPOSE ROOM

Telephone: Area 508  
759-7711 - 295-1320 - 563-5515  
Voice / TTY  
FAX: 508-759-7208

1. Meeting Called to Order
2. Student Advisory Representative
3. Student Spotlight
4. Public Participation
5. Approval of Minutes of the July 30, 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. PN Accreditation Update
14. New Business
  - A. Policy - Initial Approval
    - a. BEC - Executive Sessions
    - b. AC - Nondiscrimination
    - c. ACA - Nondiscrimination on the Basis of Sex
    - d. GBA - Equal Employment Opportunities
    - e. JB - Equal Education Opportunities
    - f. JBA - Student to Student Harassment
    - g. JFBB - School Choice
    - h. EBC - Emergency Plans
    - i. JLC - Student Health Service and Requirements
    - j. DGA - Authorized Signatures
    - k. DK - Payment Procedures
  - B. School Opening Report
  - C. Medical Emergency Response Plan
  - D. Representative to the Cape Cod Collaborative
  - E. MASC Voting Delegate

### 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 13, 2012 MEETING HELD AT THE SCHOOL**  
2012 OCT 17 AM 10 12

TOWN CLERK'S OFFICE  
**PRESENT:** Robert Fichtenmayer, Chair; Penny Blackwell; Steven Chalke; Mary Crook; Lisa Dumont; Eunice Manduca; Kent Pearce; 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:** Colin Jepson, a senior in Health Careers from Sandwich, and Marisa Teahan a junior in Environmental Technology from Bourne, reported on student activities informing the committee that the InterAct Club will be volunteering at the Scallop Fest. They also updated the committee on the fall sports teams and their success in the season thus far.

**STUDENT SPOTLIGHT:** Horticulture teachers, David Consalvi and Josh Greeley, introduced the following student members of the Future Farmers of America (FFA); Ashley Nolette from Wareham, Molly Teixeira of Falmouth, and Catherine Peters and Rebecca Wolf from Sandwich. The girls exhibited a PowerPoint presentation highlighting some of the opportunities their membership in the FFA affords them. They discussed the various FFA competition areas including floriculture, nursery landscape, agricultural sales, FFA creed speech, quiz bowl, team and individual demonstrations, natural resources, arbor and turf. Finally, the girls discussed the FFA State Convention and the Leadership Camp that they attended.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the July 30, 2012 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** None.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the next Budget Sub-Committee meeting will be held on September 24<sup>th</sup> at 5:30 p.m.

**MASC REPORT:** Ms. Blackwell informed the committee that she attended the Board of Directors meeting the night before and that there was extensive discussion regarding educator evaluation. She reminded members that the annual conference will take place from November 7 – 10 in Hyannis.

**TREASURER'S REPORT:** Mr. Chalke reported on several accounts payable warrants highlighting some of the larger expenditures including payments for iPad's, the windows project, health and dental insurance, workers' compensation, bus contracts, and building supplies for the LPN building.

**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. He updated the committee on the following:

- 501c3 – Membership of the Board of Directors has been finalized. The Board will meet to establish procedures once the application has been approved by the IRS.
- Legislation – Mr. Dutch recently met with Sen. Therese Murray regarding the proposed legislation outside Section 89 and its impact on the towns she represents. Sen. Murray contacted the sponsor of the bill, Sen. Brewer to determine his perspective and then contacted the Department of Elementary and Secondary Education and directed them to delay implementation indefinitely. The Superintendent then met with Sen. Brewer's staff who agrees that there is a problem with out of district tuition and that the legislation does not equitably address the problem. They would, however, like to discuss a solution for implementation in July 2013.
- Evaluation Negotiations – Mr. Dutch has met with the Union President regarding this matter.
- Five-Year Budget Forecast – All departments are compiling a five-year capital plan based on program expectations, program recommendations and curriculum needs. The plans are due October 1<sup>st</sup>.
- Windows – The majority of the Corian has been installed. Exterior punch list items are being completed. The shades are expected to be installed next week with an interior punch list generated thereafter.
- Professional Development – The Monday afternoon Professional Learning Communities (PLC's) have begun with the focus on technology for the first three weeks.
- Enrollment – Enrollment is currently at 724, an increase of 64 from last year.
- Net Metering – Mr. Dutch was approached by an individual who wants to erect wind turbines and for the school to contract with him for net metering, which would result in twenty per cent savings at a minimum. A great deal of further research is needed before presenting an opinion to the School Committee.

- CanalSide Commons – A development group has been hired to develop the area adjacent to the school referred to as CanalSide Commons. The project is about five years out, but at some point the developers would like to approach the committee about what the school is looking for in this matter.

**PRINCIPAL'S REPORT:** Mr. Forget discussed the two days of professional development for staff that took place in August for iPad training. He informed the committee that the freshman barbecue was well attended by incoming freshmen as well as by the staff. The Principal also reminded the committee that the LPN students from the Harwich campus are now being housed at UCT. The additional thirty students have led to the building being very full this fall.

**PTO REPORT:** No report.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Dutch informed the committee that the dates for the Council of Occupational Education's on-site visit have been changed to December 3 – 6, 2012.

**NEW BUSINESS:**

**Policy – Initial Approval** – Mr. Pearce made a motion, seconded by Ms. Crook, to approve the first reading of the following policies:

- BEC – Executive Sessions
- AC – Nondiscrimination
- ACA – Nondiscrimination on the Basis of Sex
- GBA – Equal Employment Opportunities
- JB – Equal Education Opportunities
- JBA – Student to Student Harassment
- JFBB – School Choice
- EBC – Emergency Plans
- JLC – Student Health Service and Requirements
- DGA – Authorized Signatures
- DK – Payment Procedures

**Motion passed unanimously.**

**School Opening Report** – Mr. Dutch presented an overview of the newly-hired staff, changes in existing staff positions, enrollment numbers, summer construction projects, and issues discussed at the annual Leadership Retreat.

**Medical Emergency Response Plan** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve the plan as presented for a first reading. Motion passed unanimously.

**Representative to the Cape Cod Collaborative** – Mr. Fichtenmayer informed the committee that Mr. Pereira served as the representative for many years before resigning from the committee. Mr. Fichtenmayer has been serving in that role and would like to continue to do so. Mr. Zmuda made a motion, seconded by Mr. Chalke, to appoint Mr. Fichtenmayer as UCT's representative to the Cape Cod Collaborative. Motion passed unanimously.

**MASC Voting Delegate** – Ms. Blackwell nominated Ms. Crook to serve as UCT's voting delegate at the MASC annual business meeting on November 9<sup>th</sup>, seconded by Mr. Chalke. Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Zmuda, to adjourn the regular meeting at 7:40 p.m. Motion passed unanimously.

A True Copy Attest

Date: 10-15-12  
(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

Roger D. Forget  
Principal

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
SEPTEMBER 24, 2012

BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM

2012 SEP 18 AM 11 24  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### AGENDA

1. Approval of Minutes of July 23, 2012 Meeting
2. FY13 Meeting Dates
3. FY13 Budget Transfers
4. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 9/18/2012

# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

## BUDGET SUB-COMMITTEE MEETING SEPTEMBER 24, 2012 MEETING HELD AT THE SCHOOL

PRESENT: Steven Chalke; Kent Pearce; Lisa Dumont; Bob Dutch; Roger Forget

Meeting called to order at 5:30 P.M.

APPROVAL OF MINUTES: Mr. Pearce made a motion, seconded by Ms. Dumont, to approve the minutes of the July 23, 2012 Budget Sub-Committee meeting. Motion passed unanimously.

### **FY13 Meeting Dates –**

Mr. Dutch reviewed the memo listing the dates for Budget Sub Committee meeting during the fiscal year. The October, December and January meeting dates were discussed and changed to the following:

October 15, 2012  
December 17, 2012  
January 28, 2013

Mr. Chalke made a motion, seconded by Ms. Dumont to change the meeting dates in October, December and January for fiscal year 2013. Motion passed unanimously.

### **FY13 Budget Transfers –**

Mr. Dutch reviewed the projected surplus accounts within the FY2013 school budget by line item. Each account line was discussed as to the reason of the surplus.

Mr. Dutch reviewed the current line item shortfalls within the FY2013 budget. Mr. Dutch discussed the position changes for the FY2013 budget that had caused the shortfalls. The workers compensation line also has a shortfall from a higher premium for fiscal FY2013.

<u>Transfer from</u>		<u>Transfer to</u>	
Superintendent Professional 50-1210-0100-00	\$2,000	SD Office Clerical 50-1210-0200-00	\$2,000
Teachers 50-2305-0100-01	\$9,300	Principal Clerical 50-2210-0200-00	\$9,300
Lead Instructors 50-2220-0100-02	\$8,152	Asst. Principal Salary 50-2210-0100-02	\$8,152
Teachers 50-2305-0100-01	\$38,837	Info Tech Professional 50-1450-0200-00	\$38,837
Health & Life 50-5100-0600-01	\$14,290	Workers Comp 50-5100-0600-03	\$14,290

Ms. Dumont made a motion, seconded by Mr. Chalke to recommend the budget transfers to the full school committee as present. Motion passed unanimously.

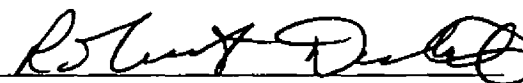
Other-

None

Ms. Dumont made a motion; seconded by Mr. Pearce, to adjourn the sub-committee meeting at 5:50 P.M. Motion passed unanimously.

A True Copy Attest

Date: 10-16-2012  
(Seal)

  
Robert Dutch, Secretary



# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

## REGIONAL SCHOOL COMMITTEE MEETING

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**THURSDAY - OCTOBER 11, 2012**

## **REGULAR SCHOOL COMMITTEE MEETING**

**6:15 P.M. - MULTI-PURPOSE ROOM**

2012 OCT 2 AM 11 04  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Meeting Called to Order
  2. Student Advisory Representative
  3. Student Spotlight
  4. Public Participation
  5. Approval of Minutes of the September 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. PN Accreditation Update
    - B. Policy - Final Adoption
      - a. BEC - Executive Sessions
      - b. AC - Nondiscrimination
      - c. ACA - Nondiscrimination on the Basis of Sex
      - d. GBA - Equal Employment Opportunities
      - e. JB - Equal Education Opportunities
      - f. JBA - Student to Student Harassment
      - g. JFBB - School Choice
      - h. EBC - Emergency Plans
      - i. JLC - Student Health Service and Requirements
      - j. DGA - Authorized Signatures
      - k. DK - Payment Procedures
      - l. Medical Emergency Response Plan
  14. New Business
    - A. November Meeting Date
    - B. Budget Transfers
    - C. Fire Suppression Bid Award
    - D. MCAS / Accountability
    - E. HVAC Update
    - F. TELL MASS Survey
- 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



2012 NOV 6 AM 11 52

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**OCTOBER 11, 2012 MEETING HELD AT THE SCHOOL**  
**BOURNE, MASS**

**PRESENT:** Robert Fichtenmayer, Chair; Penny Blackwell; Steven Chalke; Mary Crook; Lisa Dumont; Eunice Manduca; 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.

**PUBLIC PARTICIPATION:** James Crowley, a teacher's aide at the school, read the following statement to the School Committee:

*"Good evening ladies and gentlemen – my name is Mr. Crowley. For the past 18+ years I have been employed here at Upper Cape Tech. This employment has been a meaningful and amicable experience up to the last day of the school year 2011/2012. During these years I have: team aided in mathematics classes from algebra 1 through pre-calculus, taught electronics theory as the electronics instructor (20303), tutored dual enrollment students in college Algebra (CCCC), counseled new teachers, developed and taught a business course for the cosmetology department, developed a lesson by lesson universal business program with a schedule that applied to all shops, helped develop an academic integrated senior project program applicable to all shops, constructed a set of guidelines for a senior project capstone presentation, aided students in various shops with the construction of power points, story boards and handout packets associated with senior projects, tutored students with and without IEP's who had failed MCAS math - every one passed the retake, tutored students with and without IEP's in various technical areas such as pre-engineering, plumbing, electrical, carpentry, electronics, cosmetology and automotive tech in their technologies, AND performed other tutorial duties on an as needed basis. It is my belief that my efforts helped contribute to the fact that the Upper Cape Cod Technical School is recognized as one of the top technical schools in the state. NOW FOR THE REASON OF MY PRESENCE HERE. Eight years ago the administration, with the approval of the school committee, offered and I accepted a standing ongoing agreement that upgraded my status to that of tutor and my daily wage to 1/180<sup>th</sup> of the basic step of the teachers salary schedule (Appendix A). For the past eight years both parties have honored this agreement and my status of tutor and calculation of daily wage has not changed. On the last day of the 2011/2012 school year the present superintendent, before he took office, informed me that he would not honor the agreement I have just referred to and further reduce my status to paraprofessional and reduce my wages by 41%. I have informed the superintendent that his actions in this matter constitute a breach of the eight year ongoing agreement and that if he did not reconsider his unilateral decision*

*my next step would be to present all the facts to the UCR school committee. Also, to single me out as he did, in effect, wipes out 18 years of service, the 8 year existing ongoing agreement and equates me to a new hire at a reduced status. This action is an insult and fringes on unfair labor practices. Furthermore, the school committee's budget for the school year 2012/2013 was approved and passed, while the ongoing agreement was in effect, months before the present superintendent took office. This also make his action invalid. My request to this body it s to honor the agreement / contract that the committee has done for the past 8 years and overrule the superintendent's actions. It is the school committee that sets my salary and not the superintendent (refers to Sections GCB & HE of the policy manual). To avoid bringing this matter to a higher level I trust that you will comply with this request. I thank you for your time and await your decision preferably in writing."*

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 the committee with several quotes from the sophomores on the iPad implementation program and reported that the freshmen will be starting their one-week exploratories and that the class officers have been elected. That National Honor Society also held elections, InterAct Club volunteered at the Scallop Fest, and the Drama Club is holding auditions for an upcoming play. Finally, a pep rally will be held on November 2<sup>nd</sup> for the homecoming football game and homecoming dance to be held on November 3<sup>rd</sup>.

STUDENT SPOTLIGHT: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the September 13, 2012 regular meeting. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke reported that the last Budget Sub-Committee meeting included discussion on FY13 meeting dates, budget transfers, and the five-year capital plan. The next meeting will take place on October 15<sup>th</sup> at 5:30 p.m.

MASC REPORT: Ms. Blackwell reminded members that the annual conference will take place from November 7 – 10 in Hyannis.

TREASURER'S REPORT: None.

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. He updated the committee on the following:

- Section 89 – Mr. Dutch informed the committee that they have been successful in their efforts and that they are working on this legislation being postponed until the FY15 school year at a minimum.
- 501c3 – The application has been submitted to the IRS. Once the application is approved, the five-member Board of Directors will meet.
- Evaluation Negotiations – The task force met this week and training has been posted to the professional development link on the school website. The Leadership Team will be trained on October 20<sup>th</sup>, who will in turn train their staff at the in-service day scheduled for November 6<sup>th</sup> and during the Monday PLC's.
- Five-Year Capital Plan – All of the departmental requests have been submitted and the Long-Range Planning Sub-Committee will have to be re-enacted in the near future.
- Windows – The exterior punch list is being addressed and the blinds are currently being installed.

PRINCIPAL'S REPORT: Mr. Forget informed the committee that the football team is currently 4-0. The home opener took place on September 29<sup>th</sup> with about 400 spectators in attendance. The cross country team recently won the first tri-meet in school history and currently holds a record of 7-3. The Open House held on September 20<sup>th</sup> was well-attended with a great deal of positive feedback. The first School Council meeting of the school year was held on October 1<sup>st</sup>. The Athletic Director, Cooperative Education Supervisor, and Information Technology Specialist all presented. The Principal informed the committee that there are 32 seniors with co-op placements and there were 45 Abigail Adams recipients. Mr. Forget invited committee members to the pep rally scheduled for November 2<sup>nd</sup> at 1:15 p.m.

PTO REPORT: Ms. Dumont reported that the next meeting is scheduled for October 15<sup>th</sup> with the upcoming Craft Fair as the sole agenda item.

OLD BUSINESS:

**PN Accreditation Update** – Mr. Dutch reminded the committee that the dates for the Council of Occupational Education's on-site visit are December 3 – 6, 2012.

**Policy – Final Adoption** – Ms. Blackwell made a motion, seconded by Ms. Dumont, for final adoption of the following policies:

- BEC – Executive Sessions
- AC – Nondiscrimination
- ACA – Nondiscrimination on the Basis of Sex
- GBA – Equal Employment Opportunities
- JB – Equal Education Opportunities
- JBA – Student to Student Harassment
- JFBB – School Choice
- EBC – Emergency Plans
- JLC – Student Health Service and Requirements
- DGA – Authorized Signatures
- DK – Payment Procedures
- Medical Emergency Response Plan

Motion passed unanimously.

#### NEW BUSINESS:

**HVAC Update** – Skip Tetreault, Facilities Manager, distributed information to the committee detailing the current status of the system and presented recommendations for improvement including the upgrading of equipment. He provided the committee with balancing reports from 2005 and 2012. The most recent energy conservation report was paid for through grant funding through National Grid and Cape Light Compact.

**November Meeting Date** – Committee members agreed to change the date of the November School Committee meeting to Thursday, November 1<sup>st</sup>, due to a conflict with the annual MASC conference.

**Budget Transfers** – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to make the following budget transfers as recommended by the Budget Sub-Committee:

- \$2,000.00 from Superintendent Professional (50-1210-0100-00) to SD Office (50-1210-0200-00)
- \$9,300.00 from Teacher's Salaries (50-2305-0100-01) to Principal Clerical (50-2210-0200-00)
- \$8,152.00 from Lead Instructors (50-2220-0100-02) to Asst. Principal Salary (50-2210-0100-02)
- \$38,837.00 from Teacher's Salaries (50-2305-0100-01) to Info. Tech. Salaries (50-1450-0200)
- \$14,290.00 from Health & Life (50-5100-0600-01) to Workers Comp (50-5100-0600-03)

Motion passed unanimously.

**Fire Suppression Bid Award** – Mr. Dutch informed the committee that only one bid was received for this project but that he is pleased with the bid submitted and price. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to award the bid for installation of a fire suppression system in the Nursing and Allied Health Education Center to Canco Fire Sprinkler Services at a price of \$56, 400.00. Motion passed unanimously

**MCAS / Accountability** – Mr. Forget displayed a PowerPoint presentation which detailed MCAS scores over the past four years and the significant improvements in the scores during this time period. Mr. Dutch then discussed student growth and the pre and post tests that have been developed to learn about the growth of the students at UCT. He also discussed the performance index, the idea that all students are proficient or better, and how UCT exceeded the target in all areas. Committee members expressed their pleasure with the MCAS scores.

**TELL MASS Survey** – The TELL MASS survey is a school climate survey that is part of the Race to the Top program. If more than 54% of a school's faculty responded to the survey the district was provided with feedback data. 98.4% of UCT faculty responded to the survey. A committee comprised of two administrators and two teachers was formed to review the survey results and to develop an action plan. The biggest challenge is in the area of professional development which is an area that needs to be improved upon. Ms. Blackwell expressed concern that only 58.5% of the faculty feels as though they have time available to collaborate with their colleagues. Mr. Dutch feels that the Monday PLC's will help in this area as it is a collaborative discussion between teachers. Ms. Crook commented that there are several ways to address the professional development concerns when it comes time for negotiations. Ms. Dumont expressed her concern that it is more difficult for the Practical Nursing instructors to participate in professional development activities due to coverage issues.

**Other** – Mr. Dutch informed the committee that November 6<sup>th</sup> will be an in-service day for all staff members. He discussed the Smart PD system that is being offered by the Cape Cod Collaborative which is a Cape-wide software program that lists professional development activities and allows for online registration.

At this point in the meeting, the committee expressed their thanks to Eunice Manduca for representing the town of Marion for the past thirteen years as a member of the School Committee.

Mr. Zmuda asked Mr. Dutch what precipitated the change in Mr. Crowley's salary. Mr. Dutch responded that aides are at will employees and paid at an hourly rate. He was approached by staff members who had concerns that a paraprofessional was being paid at a higher hourly rate than other more qualified people. At one point several years ago, Mr. Crowley was filling in for an Electronics teacher who was out for an extended period. He was moved to the teacher's salary scale at that time. When the regular teacher returned, Mr. Crowley returned to his duties as an aide but his pay was never adjusted back to the paraprofessional rate as it should have been. Mr. Dutch stated that Mr. Crowley is a valued employee, but that this is about equity.

Ms. Blackwell 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: 11/11/12  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532  
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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
OCTOBER 15, 2012

BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM

2012 OCT 5 AM 11 12  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### AGENDA

1. Approval of Minutes of September 24, 2012 Meeting
2. 5 Year Capital Plan
3. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 10/5/2012



# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

## BUDGET SUB-COMMITTEE MEETING OCTOBER 15, 2012 MEETING HELD AT THE SCHOOL

PRESENT: Steven Chalke; Kent Pearce; Mark Mancini; Mary Crook; Bob Dutch; Roger Forget

Meeting called to order at 5:32 P.M.

APPROVAL OF MINUTES: Mr. Chalke made a motion, seconded by Mr. Pearce, to approve the minutes of the September 24, 2012 Budget Sub-Committee meeting. Motion passed unanimously.

### 5 Year Capital Plan –

Mr. Dutch reviewed the Capital 2013-2017 requests submitted by shops and departments. The committee would like to see existing items to be included on this list that is being used for long range planning committee.

**Athletics –** All items reviewed by line item by Mr. Dutch. Lighting for Main Field Mr. Dutch would like to see done by a benefactor. Bleacher seating was discussed and the committee feels it should be done by Cape Cod Baseball League. Press Box completion on the baseball field (lower level) is not in the near future planned to be completed.

**Physical Ed –** Mr. Dutch is not recommending any items submitted. The speaker system would be part of the building maintenance and would be repaired or upgraded in this account.

**Auto Body -** Many of these items are recommendations from Advisory. The Computerized Frame Machine and Measuring System would cost more than the \$70,000 as building construction would also have to be done. Mr. Dutch would recommend the Computerized Air Bag/Electronic Training System as this is something that the students' need to be trained for in industry.

**Automotive –** These items look to be all replacement of existing items that are in the shop area.

**Marine –** Mr. Dutch reviewed items provided by the shop. Mr. Pearce feels many of these items don't align with the curriculum. Mr. Dutch feels the only necessary items are the Gas Engines and the Yard Arm Boat Jacks along with the current approved FY2013 purchases. The tractor would not be purchased for the sole use of the Marine Shop. Mr. Dutch will review the curriculum to verify other items don't align.

**Horticulture –** Mr. Dutch discussed the need for the Greenhouse and the funding for this item. Items are replacement of existing equipment. The vehicle for outside jobs would be removed from the list.

**Plumbing -** Mr. Pearce feels that the Rigid 535 Pipe threading machine is not necessary and most businesses don't have this machine. This is recommended in the Advisory minutes. Mr. Dutch will attend the plumbing advisory for review of this product.

The committee would like to have this spreadsheet updated before continuing. Mr. Dutch will remove items and add life span of items for the next meeting. Transportation and Technology will also be added.

2013 JAN 12 PM 1:13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

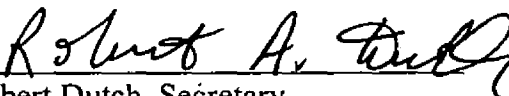
Other-

Mr. Pearce asked about the meat raffle being sponsored for Upper Cape Tech for the scholarship committee fund on November 10, 2012. Mr. Pearce is concerned of the liability for the school for sponsoring this event. Mr. Dutch reassured the committee that the VFW is responsible for this event. The school is not selling tickets or purchasing any items for this event.

Ms. Pearce made a motion; seconded by Mr. Chalke, to adjourn the sub-committee meeting at 6:30P.M. Motion passed unanimously.

A True Copy Attest

Date: \_\_\_\_\_  
(Seal)

  
Robert Dutch, Secretary

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

2012 OCT 24 PM 11:00 SWS  
[www.uppercapetech.com](http://www.uppercapetech.com)

Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

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BOURNE, MASS

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
OCTOBER 29, 2012

SPECIAL MEETING  
4:00 P.M. - CONFERENCE ROOM

1. Old Business
2. New Business
  - a. Election of a Regional Representative for Collective Bargaining

Executive Session



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

# Upper Cape Cod Regional Technical School

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## REGIONAL SCHOOL COMMITTEE MEETING

THURSDAY -- NOVEMBER 1, 2012

REGULAR SCHOOL COMMITTEE MEETING  
6:15 P.M. -- MULTI-PURPOSE ROOM

2012 OCT 24 PM 4 29

TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Meeting Called to Order
2. Student Advisory Representative
3. Student Spotlight
4. Public Participation
5. Approval of Minutes of the October 11, 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. PN Accreditation Update
  - B. Review of Public Participation Request
  
14. New Business
  - A. Wind Net Metering
  - B. Long-Range Planning Sub-Committee

### 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."*



2012 DEC 18 PM 12 21

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE  
NOVEMBER 1, 2012 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Chair; Penny Blackwell; Steven Chalke; Mary Crook; Lisa Dumont; Eunice Manduca; 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: Colin Jepson, a senior in Health Careers from Sandwich, and Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. They discussed the upcoming Homecoming football game and dance and the Spirit Week and Pep Rally that will precede the Homecoming. A tentative date of December 12<sup>th</sup> has been set for the National Honor Society induction ceremony. The annual Craft Fair will take place on November 17<sup>th</sup> and 18<sup>th</sup> with a number of student groups volunteering over the weekend. The students discussed the presentation made by Chris Herren, a former player for the Boston Celtics whose struggle with addiction ruined his basketball career. Mr. Herren's presentation made a significant impact on the student body at UCT and was well-received.

STUDENT SPOTLIGHT: Candace Ramsay, Cosmetology Instructor, introduced two of her senior students, Ashley Hachey and Alyssa Burnell, both from Wareham. The girls discussed some of the activities they participate in as Cosmetology students. They talked about how they benefit from job shadowing and participating in hair shows as well as how they are using iPads in the shop. The students informed the committee that the Cosmetology shop functions as a full-service salon which is open Wednesdays through Fridays. Finally, they discussed the fact that the students travel to assisted living / adult day care facilities to give patients manicures and how rewarding that has been for them.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the October 11, 2012 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Mr. Dutch read a letter from the Teacher's Association indicating their intention to enter into negotiations for successor agreements to their present contracts. He also read a letter of resignation from Matthew Packard, who began at the start of the school year as a Math / Physics Teacher. Finally, he read a letter from Mathematics teacher Michael Tierney, indicating his intention to retire effective June 30, 2013.

**REPORT OF COMMITTEES:** Mr. Chalke reported that the Budget Sub-Committee met on October 15<sup>th</sup> to discuss the five-year capital plan. There is a lot of work to be done with the plan, which will start with the Long Range Planning Sub-Committee. The next meeting will take place on November 19<sup>th</sup> at 5:30 p.m.

**MASC REPORT:** Ms. Blackwell reminded members that the annual conference will take place from November 7 – 10 in Hyannis.

**TREASURER'S REPORT:** Mr. Chalke distributed the Treasurer's Report for warrants 14, 16, and 18 highlighting substantial payments for bus contracts, windows, and employee health insurance.

**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. He updated the committee on the following:

- 501c3 – The application has been approved by the IRS. The school has been granted a tax exempt ID and we are now ready to move forward.
- Website – School Committee perspectives have been added. The blog is updated regularly.
- Evaluation Negotiations – The task force has met and moved their proposal forward. Mr. Dutch asked the committee if they had any interest in receiving basic training around the new teacher evaluation system and how to evaluate the Superintendent. The committee agreed that they would be interested in both. Mr. Dutch will provide an overview of the teacher evaluation system at the next meeting and will do some research regarding having someone present on Superintendent evaluations.
- Five-Year Capital Plan – All departments have submitted an inventory of all items which are not consumables and have a value of greater than \$100 as well as a capital wish list. Mr. Dutch is meeting with each department to review their requests.
- Storm Damage – Hurricane Sandy resulted in minor damage to the property. One of the overhead doors in the Marine shop was blown in during the storm.

The door was repaired immediately so that the security was maintained and the building stayed dry.

- Professional Development – A Cape-wide professional development day will take place on November 6<sup>th</sup>. All UCT staff with few exceptions will receive training on-site on the new evaluation instrument, specifically the overview, self-assessment, and SMART goal setting. Evaluators were trained on Saturday, October 20<sup>th</sup>.
- Grievance – There was a grievance filed regarding the use of Edline which was settled with the Principal at Level 1.
- Windows – Exterior and interior punch list items continue to be accomplished.
- LPN Building – Progress continues. Sprinkler installation should begin soon and sheetrock will be installed shortly after that.

**PRINCIPAL'S REPORT:** Mr. Forget also discussed Chris Herren's presentation to faculty and students reiterating the fact that it made a significant impact on the students. He informed the committee that a pep rally will be held during 8<sup>th</sup> period tomorrow with the Homecoming game scheduled for 2:30 p.m. on Saturday. Mr. Forget stated that the football team's record is currently 7-0 and the team has already qualified for the "Voke Bowl." The Homecoming Dance will take place Saturday night with over 300 students already purchasing tickets. The Thanksgiving Day football game will be held at home at 10 a.m. against Cape Tech. The annual Craft Fair will be held on November 17<sup>th</sup> and 18<sup>th</sup> and the Grade 8 Open House is scheduled for December 6<sup>th</sup> beginning with dinner at 5 p.m.

**PTO REPORT:** None.

**OLD BUSINESS:**

**PN Accreditation Update** – Mr. Dutch reminded the committee that the dates for the Council of Occupational Education's on-site visit are December 3 – 6, 2012 and that Ms. Gales has been working diligently preparing for the visit.

**Review of Public Participation Request** – Ms. Dumont asked the Superintendent what prompted Mr. Crowley's salary reduction. Mr. Dutch explained that he had been approached by several paraprofessionals in June who felt that they weren't being paid fairly compared to other paraprofessionals. He then did some research to determine how the pay rate of paraprofessionals at UCT compared to the other districts, finding that the paraprofessionals at UCT were paid more than most. He then researched the individual salaries of the paraprofessionals and that is when he learned that Mr. Crowley was being paid at a teacher's rate rather than at the rate of a paraprofessional. At this point, Mr. Crowley asked the committee if they had any questions for him. He stated that he is not arguing about equity, but that he has a standing agreement with the School Committee and has for the past eight years. He cited Section GCB of the policy manual which states that the School Committee sets the salaries of all employees not

included in Appendix A through the annual budget and asked the committee to honor the standing agreement. Mr. Dutch responded that Mr. Crowley was placed at that pay scale in 2003 because he was filling in for an Electronics instructor. He also clarified that the School Committee sets only the salary line item, not individual salaries. Mr. Crowley argued that an oral agreement is just as valid as a written agreement and that the approved budget was already in place when the Superintendent made this reduction to his pay so asked the committee to honor his higher salary at least for this year. Mr. Fichtenmayer thanked Mr. Crowley and stated that he feels this decision is at the discretion of the Superintendent. Mr. Crowley asked for a written decision of the committee within 14 days.

#### NEW BUSINESS:

**Wind Net Metering** – Keith Mann of Future Generation Wind, LLC presented a proposal for Upper Cape Tech to participate in their wind net metering project which is about one year out from completion. He explained that net metering is a state program to support public entities and local renewable energy production. The current service providers and competitive energy suppliers remain the same. Future Generation Wind would receive credits to offset the school's NSTAR electric bill, and then offer a discount on credits saving 20% to 30% on energy expenses. The wind turbines will be located in Plymouth and the school would make no investment and have no ownership risks. Mr. Mann estimated that last year the school would have accrued \$40,000 in savings if participating in the net metering program. In 25 years, he estimated that the school could save \$1,689,720. He informed the committee that the towns of Marion and Rochester as well as Old Rochester Regional School District have all signed on with Future Generation Wind. Mr. Dutch informed the committee that he would try to obtain copies of the agreements the company has in place with Marion, Rochester, and the Old Rochester Regional School District. He will also do some research as to how the athletic field lighting, wastewater treatment plant, and the LPN building will affect the contract once completed.

**Long-Range Planning Sub-Committee** – Mr. Dutch reminded the committee that one of their goals is to have a long-range plan in place by June 30, 2013. He suggested that the Long-Range Planning Sub-Committee meet to discuss the direction the school is going in with regard to space, programs, facility, etc. He distributed a current list of the sub-committee assignments, noting that the Long-Range Planning Sub-Committee is currently comprised of Mr. Chalke, Mr. Mancini, and Mr. Zmuda. Sub-committee assignments will be reviewed as part of the reorganization which will take place at the December meeting.

Ms. Dumont made a motion, seconded by Ms. Blackwell, to enter into executive session at 7:52 p.m. to discuss strategy with respect to collective bargaining since the chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body and to return to open session to conduct the regular business of the committee. Roll call vote - Motion passed unanimously.



Open Session resumed at 8:03 p.m.

Mr. Fichtenmayer read a draft letter to be sent to Mr. Crowley on behalf of the committee regarding his salary request. The letter read as follows:

*Dear Mr. Crowley:*

*At its meeting on October 11, 2012, the Upper Cape Cod Regional Technical School District Committee heard your question regarding Superintendent Robert Dutch's decision to reduce your hourly rate for the 2012 – 2013 school year. Superintendent Dutch has explained to the Committee the reason he took this action.*

*Based on this explanation, the School Committee, while recognizing that this action has an impact upon your total compensation and values your long-term contributions to the students of Upper Cape Tech, supports Superintendent Dutch's decision to assure equitable compensation for paraprofessionals based on qualifications.*

Ms. Blackwell made a motion, seconded by Ms. Dumont, to send the letter as read and signed by Mr. Fichtenmayer to Mr. Crowley. Motion passed unanimously.

Ms. Dumont made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:10 p.m. Motion passed unanimously.

A True Copy Attest

Date: 12-13-12  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary

# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

Telephone: Area 508  
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Voice / TTY  
FAX: 508-759-7208

## REGIONAL MEETING

MONDAY  
NOVEMBER 5, 2012

SPECIAL MEETING  
4:30 P.M. - CONFERENCE ROOM

2012 OCT 30 AM 10 00  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Old Business
2. New Business
  - a. Election of a Regional Representative for Collective Bargaining

Executive Session



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

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## REGIONAL SCHOOL COMMITTEE MEETING

MONDAY  
NOVEMBER 19, 2012

BUDGET SUB-COMMITTEE MEETING  
5:30 - CONFERENCE ROOM

2012 NOV 7 PM 2 11  
TOWN CLERK'S OFFICE  
BOURNE, MASS.

### AGENDA

1. Approval of Minutes of October 15, 2012 Meeting
2. FY13 Wastewater Purchase
3. Class of 2012 account closing
4. Transfers
5. 5 Year Capital Plan Review
6. Stabilization Fund
7. Other

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



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

Posted 11/7/12

# UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

## BUDGET SUB-COMMITTEE MEETING NOVEMBER 19, 2012 MEETING HELD AT THE SCHOOL

PRESENT: Steven Chalke; Kent Pearce; Mark Mancini; Lisa Dumont; Bob Dutch; Roger Forget; Guest: Nolan LeRoy

Meeting called to order at 5:32 P.M.

APPROVAL OF MINUTES: Mr. Pearce made a motion, seconded by Mr. Chalke, to approve the minutes of the October 15, 2012 Budget Sub-Committee meeting. Motion passed unanimously.

JAN 12 PM 1:13  
TOWN CLERK'S OFFICE  
BOURNE, MASS

### **FY13 Wastewater Treatment Purchase –**

Mr. Dutch reviewed the quotes provided regarding the scope and reason of the work to be started at this time. Mr. Dutch is recommending the job be awarded to JC Engineering with the lowest bid of \$19,500.00.

Mr. Chalke asked why the application fees are not included in this price. Mr. Dutch stated that we are hoping that as a municipality that we would be excluded from these fees as other municipalities have been in the past. Mr. Pearce asked about the drilling of the four wells that would be required. This is not included in this price and there are many unknowns still at this point. Mr. Leroy reviewed the water flow for these wells with the committee.

Ms. Dumont made a motion; seconded by Mr. Chalke, to recommend the purchase for the Wastewater Treatment Bid to JC Engineering at the next school committee meeting. Motion passed unanimously.

### **Class of 2012 Closing-**

Mr. Dutch reviewed the memo for the closing of the Class of 2012 in the amount of \$3,136.37.

Ms. Dumont made a motion; seconded by Mr. Pearce, to recommend the closing of the Class of 2012 (06-2012-00) and transfer \$1,911.39 to Skills (06-0061-00) and \$1,224.98 FFA Earth Foundations (06-0049-00) at the next school committee meeting. Motion passed unanimously.

### **Transfers –**

Mr. Dutch reviewed the Revolving Account Transfers for FY2013. The accounts are inactive or completed projects with remaining balance.

#### **Transfer from**

Wind Turbine Reserve 02-8942  
\$28,629.78

For the purpose of completion of Green House for the Horticulture Building

Cosmetology Revolving 02-8909  
\$30,000.00

For the purpose of Cosmetology Shop Equipment Renovations

#### **Transfer to**

Horticulture Reserve 02-8948  
\$28,629.78

Cosmetology Reserve 02-8947  
\$30,000.00

Multi-Purpose Room 02-8943  
\$28,903.11  
Close Multi-Purpose Room Account

Health Careers Building 02-8949  
\$28,903.11

Marine Building Reserve 02-8946  
\$2,409.42  
Close Marine Building Reserve Account

Health Careers Building 02-8949  
\$2,409.42

Adult Ed 02-8910  
\$100,000.00  
LPN Adult Ed 02-8910-03  
\$100,187.47  
To add to funding for Health Careers Building

Health Careers Building 02-8949  
\$200,187.47

Ms. Dumont made a motion; seconded by Mr. Chalke, to recommend the transfer within the Revolving Accounts at the next school committee meeting as presented. Motion passed unanimously.

**5 Year Capital Plan Review –**

Mr. Dutch reviewed the plan presented with the color coding by fiscal year which include the life span provided by staff not the manufacturer. This will be used to review and defer items to stay within our capital budget. Mr. Dutch doesn't want to increase the capital budget significantly for the FY14 budget.

Mr. Chalke asked to have the transportation cost savings provided to start phasing in routes. We will try to replace the Oldsmobile vans as parts are hard to get for repairs in FY14.

**Stabilization –**

Mr. Dutch reviewed the legislation and advisory that had been provided to the committee. Your E&D has been certified for FY12. Mr. Dutch reviewed that the Department of Revenue wants us to move the Reserve for Wastewater Treatment to a Stabilization Fund now that the law allow regional districts to hold these types of accounts. The towns are required to approve the creation of stabilization funds and an amount can be appropriated in the budget to be allocated to this fund yearly. We would be starting this fund with the balance in the Reserve for Wastewater Treatment. All projects will be paid directly from this fund and interest would be kept in this account also. This would be on the spring town meeting warrants. We have to have this completed by the end of this fiscal year. This is only available to regional districts. Other districts have already established this account. Mr. Dutch will present this to the full committee in December.

**Other–**

None

Mr. Chalke made a motion; seconded by Ms. Dumont, to adjourn the sub-committee meeting at 6:22P.M. Motion passed unanimously.

A True Copy Attest

Date: \_\_\_\_\_  
(Seal)

  
Robert Dutch, Secretary

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2012 NOV 19 AM 8 29  
TOWN CLERK'S OFFICE  
BOURNE, MASS

## REGIONAL SCHOOL COMMITTEE MEETING

WEDNESDAY  
NOVEMBER 28, 2012

## NEGOTIATIONS SUB-COMMITTEE MEETING

5:00 P.M. - CONFERENCE ROOM

1. Unit A Memorandum of Agreement
2. Establishment of Ground Rules
3. Teacher Evaluation

### Executive Session

1. Contract Negotiations



# Upper Cape Cod Regional Technical School

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Robert A. Dutch  
Superintendent

Roger D. Forget  
Principal

## REGIONAL SCHOOL COMMITTEE MEETING

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

**THURSDAY - DECEMBER 13, 2012**

### **REGULAR SCHOOL COMMITTEE MEETING 6:15 P.M. - MULTI-PURPOSE ROOM**

2012 DEC 4 PM 3 19  
TOWN CLERK'S OFFICE  
BOURNE, MASS

1. Meeting Called to Order
2. Reorganization
3. Student Advisory Representative
4. Student Spotlight
5. Public Participation
6. Approval of Minutes of the November 1, 2012 Regular Meeting & November 1, 2012 Executive Session
7. Communications
8. Report of Committees
9. MASC Report
10. Treasurer's Report
11. Superintendent's Report
12. Principal's Report
13. PTO Report
14. Old Business
  - A. PN Accreditation Update
  - B. Wind Net Metering
15. New Business
  - A. Technology Use in Environmental Science & Technology
  - B. Approval of Fall Program Advisory Minutes
  - C. Sub-Committee Assignments
  - D. Stabilization Fund
  - E. Budget Transfers
  - F. Wastewater Purchase Approval
  - G. Surplus Equipment Disposal Approval
  - H. Educator Evaluation Overview
  - I. Superintendent Evaluation Process
  - J. School Committee Self-Evaluation
  - K. School Committee Professional Development

### 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."*





2013 JAN 14 8:23 AM  
TOWN CLERK'S OFFICE  
BOURNE, MASS

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**DECEMBER 13, 2012 MEETING HELD AT THE SCHOOL**

**PRESENT:** Robert Fichtenmayer, Chair; Penny Blackwell; 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.

**REORGANIZATION:**

Mr. Dutch called for nominations for the position of Chairperson to the School Committee for the current term.

**Chairperson Position:**

Ms. Blackwell nominated Mr. Fichtenmayer for Chairperson, seconded by Ms. Dumont. Ms. Blackwell made a motion, seconded by Ms. Dumont, to close nominations. 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:**

Ms. Blackwell nominated Ms. Dumont for Vice Chairperson, seconded by Mr. Chalke. Mrs. Blackwell made a motion, seconded by Mr. Chalke to close nominations. Motion passed unanimously.

Ms. Dumont was re-elected as Vice Chairperson to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

**Treasurer Position:**

Ms. Blackwell nominated Mr. Chalke for Treasurer, seconded by Ms. Dumont. Ms. Blackwell made a motion, seconded by Mr. Dumont to close nominations. Motion passed unanimously.

Mr. Chalke was re-elected as Treasurer to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

Secretary Position:

Ms. Blackwell nominated Mr. Dutch for Secretary, seconded by Ms Dumont. Ms. Blackwell made a motion, seconded by Ms. Dumont, to close nominations. Motion passed unanimously.

Mr. Dutch was elected as Secretary to the Upper Cape Cod Regional Vocational-Technical School District Committee by unanimous vote.

STUDENT ADVISORY REPRESENTATIVE: Marisa Teahan, a junior in Environmental Technology from Bourne, reported on student activities. She discussed the football team's Thanksgiving Day victory as well as their Division V Super Bowl victory over Dorchester High School which was played at Curry College. Wareham and Bourne police and fire departments provided an escort for the fans and players as they traveled back to the school. Marisa talked about the heightened school spirit that has resulted from the team's successful season. She also provided an update on the winter sports teams and discussed the Skills USA fall leadership conference as well as the National Honor Society induction. Four juniors and four seniors were inducted at this year's ceremony.

STUDENT SPOTLIGHT: Charles Lawrence and John Kelly, Environmental Technology teachers, discussed the positive impact the implementation of student iPads in the classroom has made. Mr. Lawrence stated that the iPads has led to improvement in the retention of vocabulary terms and increased completion of homework. The iPads cater to all of the different learning styles. It has changed education from being teacher-centered to being student-centered. Mr. Lawrence and Mr. Kelly discussed some of the different apps that the students are finding helpful, such as Evernote and Corkulus. Shannon Adams, a sophomore from the town of Bourne, used her iPad to demonstrate how she uses Corkulus.

PUBLIC PARTICIPATION: Peter Meier, a selectman from the town of Bourne, spoke in favor of the iPad program and congratulated the school on the football team's Super Bowl victory. He stated that he would like to put together an event with local government officials to honor the team sometime in late January.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the November 1, 2012 regular meeting. Motion passed unanimously. A motion was made by Ms. Blackwell, seconded by Ms. Dumont,

for approval of the minutes of the November 1, 2012 executive session. Motion passed unanimously.

COMMUNICATIONS: Mr. Dutch read a note from a member of the Falmouth AARP who had recently attended a luncheon in the Canalside restaurant. The elderly woman had fallen on her way into the school and was very impressed by the students who rushed to her aid to help her and her friends into the school in the inclement weather. The Superintendent then read a memo from Kim Carman on behalf of the Revenue Enhancement Committee stating that he would like to see a portion of the proceeds from the past two home shows and other revenue enhancement funds go towards the purchase of Super Bowl rings for the football team. Finally, Mr. Dutch read a notification from the Massachusetts Department of Revenue certifying \$741,429 as the amount of Excess & Deficiency as of July 1, 2012. This will mean that a surplus of approximately \$60,000 will be returned to the district towns.

REPORT OF COMMITTEES: Mr. Chalke reported that the Budget Sub-Committee met on November 19<sup>th</sup> to discuss a FY13 wastewater purchase, Class of 2012 account closing, transfers, five-year capital plan review and the stabilization fund. The next meeting will take place on January 7<sup>th</sup> at 5:30 p.m.

MASC REPORT: Ms. Blackwell discussed the annual conference that took place in November and stated that her term as President of MASC will end in two weeks. She informed the committee that Sen. Elizabeth Warren will be speaking at the Barnstable Senior Center on Saturday, December 15<sup>th</sup> at 2 p.m.

TREASURER'S REPORT: Mr. Chalke distributed the Treasurer's Report for warrants 20, 22, and 24 highlighting substantial payments for bus contracts, the LPN building, windows, heating fuel, and employee health insurance.

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. He informed the committee that he will be sending them his weekly calendar in advance in the event that he has anything scheduled that a member may have an interest in attending. The Superintendent updated the committee on the following:

- LPN Building – Progress continues. Sprinkler installation has begun and sheetrock will be installed shortly after that. Crews will be working on Saturdays to ensure completion by September 2013.
- Windows – Exterior and interior punch list items continue to be accomplished. Minor repairs are being made in cases of dented aluminum or broken glass.

- **Super Bowl Rings** – Mr. Dutch has met with three vendors to compare costs for the purchase of approximately 50 rings. The purchase of rings will cost about \$5,500. Ads are being sold for a commemorative booklet to fund the cost of the rings. The revenue enhancement fund could supplement the cost if necessary. Mr. Fichtenmayer asked the committee to consider purchasing an ad for the book. A full page ad costs \$750, a half page costs \$500, and a quarter page ad costs \$250.
- **Evaluation Negotiations** – The teams met to establish the ground rules. A training session for interest-based bargaining has been scheduled for Monday, January 14<sup>th</sup> from 5 to 8 p.m.
- **Recruitment Video** – Mr. Dutch presented the new recruitment video which will be put on the school's website and on YouTube.

**PRINCIPAL'S REPORT:** Mr. Forget informed the committee that he was approached by the owner of Mezza Luna restaurant in Buzzards Bay who invited the football team to the restaurant for a celebratory dinner for their Super Bowl victory. Monument Beach Pizza also provided a pizza party for the players in honor of their victory. The School Council met on December 3<sup>rd</sup> with most of the meeting focusing on the iPad program. The members are anxious to see the program moved into the other grades as well. The Principal discussed the Financial Aid Night held earlier in the week which was attended by over 50 parents and the Open House which was attended by nearly 400 prospective students. He informed the committee that the Athletic Association met on December 5<sup>th</sup> and that there are over 100 students participating in winter sports. Four test wells were dug for the wastewater treatment plant and we are on track for meeting all of the Department of Environmental Protection deadlines. Mr. Forget informed the committee that he has been approached by the Bourne Fire Department regarding the possibility of having the Fourth of July fireworks on school property once again.

**PTO REPORT:** Ms. Dumont informed the committee that the PTO is selling UCT ornaments for \$5.00 each and UCT Ram scarves are being sold for \$20.00. She stated that the Athletic Association made nearly \$4,000.00 from the concession stands at the home football games this season.

#### **OLD BUSINESS:**

**PN Accreditation Update** – Mr. Dutch informed the committee that the Council of Occupational Education's on-site visit took place last week. He received a verbal report at the conclusion of their visit and the evaluators had no findings, suggestions, or recommendations at that time. The evaluator shared with Mr. Dutch the fact that it is very rare for a team to have no findings, suggestions or recommendations and that the school should be very proud. The evaluator went on to state that he has never been in a facility where teachers and students were so engaged in learning. A letter of commendation will be placed in Patricia Gales' file for the outstanding job she did in preparing for this visit.

**Wind Net Metering** – Mr. Dutch informed the committee that the school attorney reviewed the sample contract that was provided to the committee in the mailout. A contract of this type is not subject to Chapter 32 laws, but must be reviewed by the Inspector General. Since the presentation made to the committee at the November meeting, Old Colony Regional Vocational Technical School as well as the Bourne Recreation Authority have also signed on with Future Generation Wind, LLC. Ms. Blackwell made a motion, seconded by Ms. Dumont, to follow the recommendation of the Superintendent and move forward with formulating an agreement with Future Wind Generation, LLC for wind net metering. Motion passed unanimously.

### NEW BUSINESS:

**Approval of Fall Program Advisory Minutes** – Ms. Blackwell made a motion, seconded by Ms. Dumont, for approval of the minutes of the Fall Program Advisory meetings as presented. Motion passed unanimously.

**Sub-Committee Assignments** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to approve the following sub-committees:

- Negotiations – Lisa Dumont, Robert Fichtenmayer, Mark Mancini
- Policy Book – Mary Crook, Elizabeth Magauran, Kent Pearce
- Budget – Steven Chalke, Lisa Dumont, Mark Mancini, Kent Pearce
- Curriculum – Penny Blackwell, Robert Fichtenmayer
- Health and Safety – Mark Crook, Elizabeth Magauran
- Sick Leave Bank – Lisa Dumont, Robert Fichtenmayer
- Superintendent Evaluation – Penny Blackwell, Mary Crook, Robert Fichtenmayer
- Long Range Planning / Goals – Steven Chalke, Mary Crook, Mark Mancini, Ed Zmuda

Motion passed unanimously.

**Stabilization Fund** – Mr. Dutch presented a Power Point presentation explaining how the school would benefit from the establishment of a stabilization fund. The School Committee may establish a stabilization fund through a majority vote and with the majority vote of the member municipalities. A line item could then be included in the annual budget for transfers into a stabilization account. The treasurer of the district would serve as the custodian of the fund which can be used for any purpose for which regional school districts may borrow money. 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. The committee will vote on the establishment of a stabilization fund at the January meeting.

**Budget Transfers** – Mr. Zmuda made a motion, seconded by Ms. Blackwell, to follow the recommendation of the Budget Sub-Committee and make the following budget transfers:

<u>From:</u>	<u>To:</u>
Wind Turbine Reserve 02-8942 \$28,629.78 For the purpose of completion of Greenhouse for the Horticulture Building	Horticulture Reserve 02-8948 \$28,629.78
Cosmetology Revolving 02-8909 \$30,000.00 For the purpose of Cosmetology Shop Equipment Renovations	Cosmetology Reserve 02-8947 \$30,000.00
Multi-Purpose Room 02-8943 \$28,903.11 Close Multi-Purpose Room Account	Health Careers Building 02-8949 \$28,903.11
Marine Building Reserve 02-8946 \$2,409.42 Close Marine Building Reserve Account	Health Careers Building 02-8949 \$2,409.42
Adult Ed 02-8910 \$100,000.00 LPN Adult Ed 02-8910-03 \$100,187.47 To add to funding for Health Careers Building	Health Careers Building 02-8949 \$200,187.47

Motion passed unanimously.

Ms. Blackwell made a motion, seconded by Mr. Zmuda, to follow the recommendation of the Budget Sub-Committee and close the account Class of 2012 (06-2012-00) and transfer \$1,911.39 to Skills (06-0061) and \$1,224.98 FFA Earth Foundations (06-0049-00). Motion passed unanimously.

**Wastewater Purchase Approval** – Mr. Dutch stated that three quotes were received to start the groundwater discharge permit for the wastewater treatment plant. Ms. Blackwell made a motion, seconded by Mr. Chalke, to employ the services of JC Engineering who provided the lowest quote of \$19,500.00. Motion passed unanimously.

**Surplus Equipment Disposal Approval** – Ms. Blackwell made a motion, seconded by Mr. Chalke, to dispose of the following equipment by the sealed bid process:

1979 Ford F250 Dump Truck – 27,631 miles

2000 Ford Expedition (bad frame - parts only) - 82,346 miles

Devilbiss Air Compressor Model 447, serial number 4190, 20 hp

Camair XL200-ZA Fully Automated Dryer

Hobart Meat Slicer, Model 1612E, serial number 561-060-364

Berkel Slicer

Approx. 200 fiberglass stacking chairs

(2) Miller Sidekick Mig Welders, Model #902973, approximately 15 years old

Pelco Model #KBD300a keyboards, serial numbers AAA-RX42, 04236-023-5315, AAZ-RYC5

Pelco Model #KBD960 keyboard, serial number 02063-06-0027

Kent-Moore ACR3 R-12 recovery system

Robinair Smart Cart R-12 charging station

(7) Ready or Not Tot Standard instructional babies and carrying seats for students

(24) NEC Model VT700 projectors

Carborundum Stroke Sander Model #8VRI-8, Serial #71003

(2) Ricoh Pro907EX Copiers

Canon IR3300 Copier

Canon IR5000 Copier

Canon IR7086 Copier

Lab Volt Equipment:

FACET Computer Base Unit – Model #91000-20

FACET Computer Base Unit with Power Supply – Model #91000-40

DC Fundamentals – Model #91001-20

AC 1 Fundamentals – Model #91003-20

AC 2 Fundamentals - Model #91004-20

Semiconductor Fundamentals - Model #91005-20

Transistor Amplifier Circuits - Model #91006-20

Transistor Power Amplifiers - Model #91007-20

Transistor Feedback Circuits - Model #91008-20

Power Supply Regulators - Model #91009-20

FETS and Special Devices - Model #91010-20

Op Amp Fundamentals - Model #91012-20

Op Amp Applications - Model #91013-20

Digital Logic Fundamentals - Model #91014-20

Digital Circuits Fundamentals 1 - Model #91015-20

Digital Circuits Fundamentals 2 - Model #91016-20

386 Microcomputer Trainer - Model #91017-20

Digital Communication Module 1 - Model #91022-20

Digital Communication Module 2 - Model #91023-20

Fiber Optics Communication - Model #91025-20

Laboratory Instrument System - Model #1247

Motion passed unanimously.

**Educator Evaluation Overview** – Mr. Dutch displayed a presentation detailing the new evaluation framework. The steps of the evaluation process include self-assessment; analysis, goal setting and plan development; implementation of the plan; formative assessment / evaluation; and summative evaluation. Everyone earns two ratings. The first is a summative performance rating which includes exemplary, proficient, needs improvement or unsatisfactory. The second rating is an impact rating on student performance which includes high, moderate, or low.

**Superintendent Evaluation Process** – Mr. Dutch informed the committee that he will contact Glenn Koocher from the Massachusetts Association of School Committees to arrange training for the committee. Committee members will be provided with the current evaluation instrument as well as the MASC training document.

**School Committee Self-Evaluation** – Mr. Fichtenmayer stated that he attended a session on School Committee self-evaluation at the MASC conference and stated that he would like to see the committee do some type of self-evaluation. There is a self-evaluation document on the MASC website. MASC can provide a facilitator or the committee can just do the self-evaluation on their own.

**School Committee Professional Development** – Mr. Fichtenmayer stated that he feels each committee member should be participating in some type of professional development, even if it's not directly related to their work on the committee. Mr. Chalke added that the MASC and NSBA conferences provide quite a bit of professional development. Mr. Dutch suggested that committee members share one thing that they take away from any professional development sessions they attend in the future.

Ms. Blackwell made a motion, seconded by Ms. Dumont, to adjourn the regular meeting at 8:30 p.m. Motion passed unanimously.

A True Copy Attest

Date: 1-10-13  
(Seal)

Robert A. Dutch  
Robert A. Dutch, Secretary