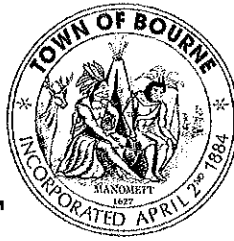


SHORE AND HARBOR  
SOUTHSIDE FIRE STATION  
SWOP ( SPECIAL WORKSHOP OPPURTUNITES PROGRAM)  
Town Administrator's Advisory Committee on Pedestrian Bicycle Pathway  
Town Clerk Electronic Voting  
Town Administrator Screening Committee  
Transportation Advisory Comicaltee  
Upper Cape Cod Regional Technical School  
Wastewater Facility Design and Building Committee

MEETING NOTICES 2019

Vol. 8





# TOWN OF BOURNE

## Office of the Town Clerk

### Minutes of the Town Clerk Electronic Voting at Town Meeting Committee

Attendees: Barry Johnson, Dick Anderson, Hans Lomeland & Richard Conron

Absent/Excused: Robert Parady, William Towne

The initial meeting of the committee was held on January 31, 2019 at 2pm in the Lower Conference Room of the Town Hall.

B. Johnson thanked everyone for being willing to give of their time and effort(s) to explore the idea(s) of possibly implementing electronic voting at our Special and Annual town meetings. He had previously sent out to everyone a brochure from TURNING TECHNOLOGIES that he had received from another community that uses their technology at their town meetings that describes their services. B. Johnson stated that there other companies that can provide this service and we will contact them for some of their descriptive literature.

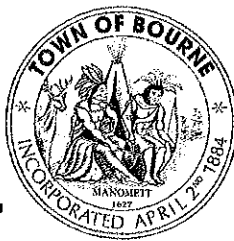
There was discussion about why we even want to undertake this project and some of the reasons stated were: it would eliminate the need for secret ballots (unless the electronic vote is challenged...then we do a paper ballot count); will have to review whether or not existing Town by-laws relating to the conducting of town meeting has to changed or eliminated if this program is adopted; you would get a much better defined feeling as to exactly how voters felt about an issue as they would be voting via a electronic hand-held device; this would speed up the announcement of the votes taken under a particular article as the totals would be displayed on a screen showing same; and the Moderator does not have to make a judgment on voice votes etc...

B. Johnson stated that he knew that the towns of Falmouth & Eastham use or have this method of voting and that we should have representatives of these towns come & meet with the committee to explain how this is conducted...the committee agreed to have B. Johnson follow-up on this.

The next meeting will be held on Thursday, Feb 14, 2019 at 2pm in the Conference Room in Town Hall.

Barry Johnson, Clerk, RAO

SEP 25 AM 9:56  
TOWN OF BOURNE



# TOWN OF BOURNE

Office of the Town Clerk

## MEETING NOTICE

### TOWN CLERK'S COMMITTEE ON ELECTRONIC VOTING at TOWN MEETING

When: Thursday, February 28, 2019

Where: Lower Conference Room in Town Hall

Time: 10:00am

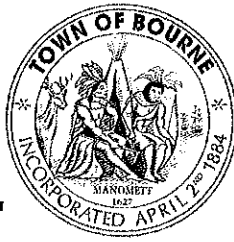
RECORDED  
2019 FEB 25 AM 9:58  
TOWN CLERK BOURNE

## AGENDA

1. To continue the review and develop the Request for Proposals (RFP) that will be issued for this service. Continue review of the experiences of other communities with electronic voting at their town meeting(s).
2. Develop a DRAFT timetable for implementing this program including possibly filing an article in the May 6, 2019 Annual Town Meeting Warrant.
3. Develop and adopt a "charge" for the purpose of the committee.
4. Review of potential cost savings if this system is implemented.
5. Minutes
6. Set the next committee meeting date & agenda.

24 Perry Avenue  
Buzzards Bay, Massachusetts 02532  
Phone 508-759-0600 x505

*Barry H. Johnson*  
*Wendy Chapman*



**TOWN OF BOURNE**  
Office of the Town Clerk

MEETING NOTICE

Town Clerk's Committee on Electronic Voting at Town Meeting

When: Thursday, March 14, 2019

Where: Lower Conference Room in Town Hall

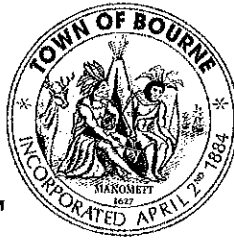
Time: 9am

AGENDA

1. Continue discussion and vote on the Request for Proposal (RFP) that will be issued for Leasing equipment from a company that furnishes these services be demonstrated and used at future Town Meetings.
2. Create an agreed upon timeline for the issuance of the RFP by the Town Procurement Officer.
3. Minutes.
4. Set the next committee meeting date.

Barry Johnson, Clerk, RAO

RECEIVED  
2019 MAR 11 AM 10:22  
TOWN CLERK'S OFFICE



# TOWN OF BOURNE

## Office of the Town Clerk

### MEETING NOTICE

Town Clerk's Committee on Electronic Voting at Town Meeting

When: Wednesday, April 17

Where: Lower Meeting Room in Town Hall

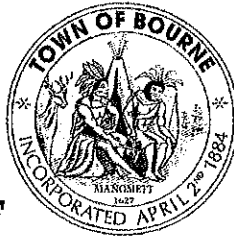
Time: 9am

### AGENDA

1. The committee will be conducting an evaluation of the responses it received to its Request for Proposal for Leasing Equipment from a company that provides these services for possible use at the October, 2019 Special Town Meeting.
2. Develop an appropriation request/amount that is to be included in the article filed by the committee to implement these services.
3. Create a timeline to determine when & where the committee will be interviewing the vendors that responded to the Request for Proposal.

Barry H. Johnson, Chairman

2019 APR -9 PM 12:53  
TOWN CLERK BOURNE  
WENDY CHAPMAN



**TOWN OF BOURNE**

Office of the Town Clerk

MEETING NOTICE

ELECTRONIC VOTING COMMITTEE

Date: Tuesday, July 16, 2019

Location: Town Hall: Lower Conference Room

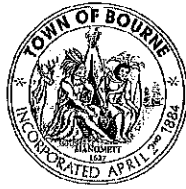
Time: 3:30pm

The Electronic Voting committee will be holding a conference call with representatives of OPTION TECHNOLOGIES to begin the planning process for conducting electronic voting at the Monday, October 21, 2019 Special Town Meeting.

For the committee:

Barry H. Johnson, Clerk, Member of the Committee

RECEIVED  
2019 JUL 12 PM 3:22  
TOWN HALL BOURNE



**TOWN OF BOURNE**  
*OFFICE OF THE TOWN CLERK*

**MEETING NOTICE**  
**ELECTRONIC VOTING COMMITTEE**

Date: Wednesday, September 18, 2019

Time: 7:00 PM

Location: Bourne High School Library

AGENDA

The Electronic Voting Committee will be hosting a demonstration of how electronic voting will be conducted at the October 21, 2019 Special Town Meeting.

Presentation will be made by **Option Technologies**. Question and Answer period to follow.

Everyone, especially registered voters for this particular town meeting are invited to attend.

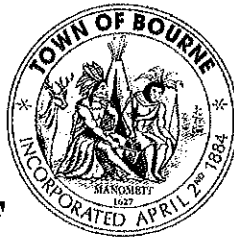
Barry H. Johnson, Clerk, Member of the Committee

2019 SEP 10 AM 11:02  
TOWN OF BOURNE  
CLERK'S OFFICE



BARRY H. JOHNSON  
Town Clerk

WENDY CHAPMAN  
Assistant Town Clerk



**TOWN OF BOURNE**  
Office of the Town Clerk

TOWN CLERK'S COMMITTEE:  
ELECTRONIC VOTING AT TOWN MEETING

When: Thursday, February 7, 2019  
Where: Town Hall, Lower Conference Room  
Time: 2:00 PM

TOWN CLERK BOURNE

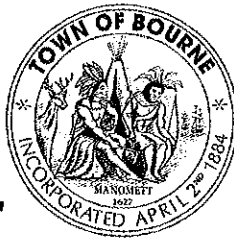
FEB 07 2019 2:37

RECEIVED

AGENDA

1. To begin discussions about the possibility of introducing electronic voting at sundry town meetings.
2. Set next meeting date.
3. Adjourn.

*Barry H. Johnson*



**TOWN OF BOURNE**  
Office of the Town Clerk

*Recd  
Tab*

MEETING NOTICE

Town Clerk's Committee on Electronic Voting at Town Meeting

When: Thursday, February 14, 2019

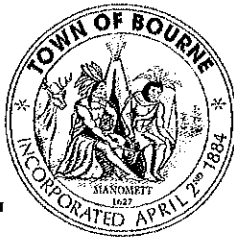
Time: 2pm

Where: Lower Conference Room in Town Hall

2019 FEB 12 AM 11:11  
TOWN OF BOURNE

AGENDA

1. The committee will be meeting with the Town of Falmouth Town Clerk: Michael Palmer who will explain how electronic voting equipment is used at their town meetings and demonstrate how to use the equipment.
2. Bringing in a Sales Representative of a company who provides this service to explain their equipment and how it is implemented at their representative town meeting.
3. Setting a date and time at which we will invite the Chairman of the town of Eastham's Electronic Voting Committee to explain the processes they use at their town meetings.
4. Draft Minutes.
5. Barry H. Johnson, Clerk, RAO



# TOWN OF BOURNE

Office of the Town Clerk

## MEETING NOTICE

Town Clerk's Committee on Electronic Voting at Town Meeting

When: Thursday, February 21, 2019

Where: Lower Conference Room...Town Hall

Time: 10am

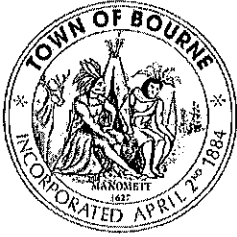
2019 FEB 15 AM 11:02  
TOWN CLERK BOURNE

## AGENDA

1. Meeting with Mr. Edward Schneiderhan, former Chairman of the Town of Eastham's Electronic Voting Committee, for the purpose of how they conduct this method of voting at their sundry Town Meetings.
2. Review and possibly vote to adopt a "Charge to the Committee" that states its purpose and goals to develop the use of electronic voting at town meeting.
3. Minutes of the Feb. 14, 2019 meeting.
4. Setting the committee's next meeting date and topics to be discussed.

Barry H. Johnson, Clerk, RAO





# TOWN OF BOURNE

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



## TRANSPORTATION ADVISORY COMMITTEE MEETING NOTICE

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, April 18, 2019	3:00pm	Bourne Veterans Memorial Community Bldg

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

### AGENDA

1. Call Meeting to Order
2. Draft Transportation Comments (Wes Ewell)
3. Reports from Committee Members (for information only; no deliberation)
4. Public Comment (for information only; no deliberation)
5. Identify future agenda items
6. Adjourn

2019 APR -1 PM 10:00  
TOWN OF BOURNE

TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of April 18 2019 at the Bourne Community Center

Attending: John Carroll, Chris Farrell, Marie Oliva, Cynthia Parola, Dennis Woodside

Absent: Richard Conron, Daniel Doucette, Robert Parady, George Sala,

Also Present: Wes Ewell

Chair Marie Oliva called the meeting to order at 3:05 pm.

Wes Ewell gave the committee a presentation on his draft transportation comments. Marie Oliva thanked Wes for his presentation.

Meeting adjourned 3:45pm.

Submitted:

John Carroll, Clerk

**Upper Cape Cod Regional Technical School  
SCHOOL COUNCIL  
2018-2019**

*Agenda – Tuesday, January 8, 2019  
Conference room  
8:00 AM*

- Pedro Bento, Automotive Technology
- Ben Rabinovitch, Athletic Director
- Freshmen Shop Placement
- Guidance Update ~ Jen McGuire

RECEIVED  
 2019 JAN -4 AM 10:24  
 UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

*Cancelled*  
*BT*



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

*Posted 1/4/19*

**Johnson, Barry**

---

**From:** Brito, Sharon <sbrito@uppercapetech.org>  
**Sent:** Friday, January 4, 2019 11:09 AM  
**To:** Johnson, Barry  
**Subject:** School Council Cancelled

Please be advised that the School Council meeting scheduled for Tuesday, January 8th has been cancelled due to public meeting posting requirements. We will inform your office of the rescheduled date as soon as it becomes available.

Thank you and have a great weekend.

--  
**Sharon R. Brito**  
**Administrative Assistant to the Superintendent**  
**Upper Cape Cod Regional Technical School**  
**220 Sandwich Road**  
**Bourne, MA 02532**  
**(508) 759-7711 x. 213**  
**Fax: (508) 759-7208**

RECEIVED  
JAN 4 11:09 AM '19  
COMMUNICATIONS

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JANUARY 10, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; James Bride; Dominic Cammarano; Steven Chalke; Mary Crook; Thomas Corriveau; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** None.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chair announced that the meeting was being recorded through an audio device.

**COMMITTEE REORGANIZATION:**

Dr. Dutch called for nominations for the position of Chairperson to the School Committee for the current term.

**Chairperson Position:**

Mr. Corriveau nominated Mr. Fichtenmayer for Chairperson. Roll call vote. Eight in favor; Mr. Fichtenmayer abstained. Motion passed.

Mr. Fichtenmayer was re-elected as Chairperson to the Upper Cape Cod Regional Vocational-Technical School District.

**Vice-Chairperson Position:**

Mr. Degan nominated Mr. Corriveau for Vice-Chairperson. Roll call vote. Eight in favor; Mr. Corriveau abstained. Motion passed.

Mr. Corriveau was re-elected as Vice-Chairperson to the Upper Cape Cod Regional Vocational-Technical School District.

**Treasurer Position:**

Mr. Corriveau nominated Mr. Degan for Treasurer. Roll call vote. Eight in favor; Mr. Degan abstained. Motion passed.

Mr. Degan was re-elected as Treasurer to the Upper Cape Cod Regional Vocational-Technical School District.

STUDENT ADVISORY REPRESENTATIVE: Freshman Alexis Tatzel from Information Technology and junior Nidhi Kumar from Health Technology reported on recent student activities including an update on the winter sports teams. The students discussed the Ugly Holiday Outfit contest which was organized by the National Honor Society, reporting that Science teacher, Ms. Alvernaz, was voted as the winner by the student body. They also provided updates on SkillsUSA, InterAct, Student Council, Drama Club, and the Art Club. The girls concluded their report by congratulating Cosmetology student, Larissa Keleher of Falmouth, for passing the state board exam recently.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Pedro Bento, Automotive Technology teacher, began his PowerPoint presentation by discussing enrollment statistics in the Automotive Technology program. There are 46 students across the four grades; ten of whom are female. Ten of the thirteen seniors are currently out on co-op and two of the eleven juniors are on internships that will evolve into co-op positions at the start of the third marking term. He informed the committee that the shop is housed in two separate areas. The larger shop that is part of the main building focuses on brakes, steering, suspension and scheduled maintenance. The smaller annex building performs alignments, diagnostics and major assembly work. Mr. Bento went on to discuss some of the training and certification programs that the students participate in along with the skills competitions that the students have been quite successful at. Mr. Bento concluded his presentation by detailing the co-op positions that the students currently hold and the various career paths that will be available to them upon graduation.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Degan, seconded by Ms. Crook, for approval of the minutes of the December 13, 2018 regular meeting. Mr. Sampson suggested that the Superintendent's Report be amended to include the phrase "at the request of the town of Bourne" to the language that pertains to the addition of an athletic field on site. Mr. Degan amended his motion for approval of the minutes of the January 10, 2019 regular meeting with the addition of "at the request of the town of Bourne", seconded by Mr. Chalke. Motion passed unanimously.

COMMUNICATIONS: Dr. Dutch read a note from Bailey Nance, a graduate of the Class of 2018, thanking the school for the scholarship she received. Next, he read a letter from the Cape Cod Collaborative detailing the collaborative's FY2019 budget and listing tuition rates, membership fees, and fees for other services. Finally, the Superintendent read a letter from Sheila Leonard, guidance counselor, indicating her intention to retire at the conclusion of the 2019-2020 school year.

REPORT OF COMMITTEES:

**Budget** – Mr. Chalke, Chair of the Budget Sub-Committee, reported that the sub-committee met on January 7<sup>th</sup> to begin discussion of the FY20 budget. The next sub-committee meeting is scheduled for January 22<sup>nd</sup> at 5 p.m. with the public hearing for the FY20 budget projected to take place on February 14<sup>th</sup>.

**Negotiations** – Ms. Crook, Chair of the Negotiations Sub-Committee, reported that the sub-committee met on January 3<sup>rd</sup> to establish ground rules with Unit A. Negotiations will begin on January 30<sup>th</sup>.

**Superintendent Evaluation** – Ms. Crook, Chair of the Superintendent Evaluation Sub-Committee, informed the committee that the Superintendent's goals and self-assessment will be voted on later in the meeting.

TREASURER'S REPORT: Mr. Degan summarized warrants #26 and #28 highlighting the larger expenditures on the warrants including costs associated with busing, fuel, utilities, the air handler system, and employee health benefits. He also reported on student activities warrant #6 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch reminded the committee that there is a MASC-sponsored workshop scheduled for January 30<sup>th</sup> highlighting the veterinary clinic that Montachusett Regional Vocational-Technical School District in Fitchburg has incorporated into their program offerings. Mr. Forget will be attending along with Mr. Chalke and Mr. Degan if any other committee members would like to attend. On January 17<sup>th</sup>, the Superintendent will be traveling to Shawsheen Valley Technical High School to accept the Skills Capital Grant that has been awarded to the school. He invited any committee members who were interested to attend the event with him. Dr. Dutch informed the committee that the district is researching a federal grant to purchase clean diesel busses. Also, we will be applying for the second round of the capital skills grant in the amount of \$500,000 which would be used to purchase equipment for the Marine Technology program. Finally, Dr. Dutch informed the committee that he will be meeting with the Sandwich Board of Selectmen on January 22<sup>nd</sup> at 7 p.m. to discuss the proposed athletic center and expansion.

PRINCIPAL'S REPORT: Mr. Forget discussed the recent Massachusetts Water Works competition which students from the Marine Technology and Environmental Technology shops participated in, winning both of the contests which had prizes of an iPad for each of those shops. Thirty-eight UCT students toured Cape Cod Community College today as an option upon graduation. The Assistant Superintendent / Principal shared with the committee that this year's Outstanding Vocational Student is Madison Brun. Madison is a resident of Sandwich and a Health Technology student who has never had a grade lower than an A-. She is currently employed on a co-op basis by Spaulding Rehabilitation Hospital. Madison will be honored at the state-wide Outstanding Vocational Student Awards Banquet in Worcester in April. Student Isaiah Borges will be honored at the Martin Luther King, Jr. breakfast on January 21<sup>st</sup> if any committee members would like to

Mr. Fichtenmayer informed the committee that he would like to assign mentors to the two new committee members. He assigned Mr. Chalke as a mentor to Mr. Bride and Mr. Corriveau as a mentor to Mr. Sampson. He also asked the members to provide Ms. Brito with a short statement explaining why they chose to be a school committee member so that it may be added to their profile on the school website.

**State of the School** – Dr. Dutch displayed a presentation focused on what has been accomplished in 2018 and what is on the horizon for 2019. He focused on the subject areas of instruction, infrastructure, communication and fiscal matters highlighting initiatives such as the addition of a second teacher in Heating, Ventilation and Air Conditioning, transportation of students to co-op employment locations, increased social media presence, movement to Level I equivalent on new accountability rating system (one of only two high schools on Cape Cod), and the creation of additional classroom space. Endeavors on the horizon include completion of the wellness center and expansion of Health Technology enrollment and programming, approval of the Veterinary Science program for the fall exploratory and 2020 enrollment, building the capacity of the 501c(3), campus expansion, exploration of health insurance alternatives, electronic access to external doors, and the 13<sup>th</sup> year program.

**Approval of Superintendent's Self-Assessment / Goals** – Ms. Crook, Chair of the Superintendent Evaluation Sub-Committee, stated that the sub-committee met recently to review the Superintendent's self-assessment and goals. The committee reviewed the goals, timeline and benchmarks. The goals are as follows:

Goal 1: To establish and adhere to timelines related to district goals, policies and procedures. The key actions are to develop a budget calendar, create annual calendar of significant school events and maintain its currency, and facilitate an enhanced calendar / checklist for School Committee members.

Goal 2: The Superintendent will provide opportunities for greater transparency related to student performance data for teacher and parent use for monitoring progress toward student goals. The key actions are continued increase in successful completion rate of industry certification exams, enhance the use of RADAR and EDWIN by administrators and teachers for the purpose of reflection on pedagogy related to outcomes, and institute use of student competency tracking software.

Goal 3: Revenue Development - Develop non-tax related revenue for the purpose of funding the UCT 501c3. The key actions are to continue to publicize Upper Cape Tech Tomorrow Fund, and continue planning for the establishment of UCT Hall of Fame and Fiftieth Anniversary.

Goal 4: Communication and Culture - Throughout the school year the Superintendent will provide leadership for the District to enhance communication with the general public and internal community members to increase awareness, understanding, and trust about positive activities, programs, accomplishments, initiatives, finances and district

improvements. The key actions are provide the School Committee with monthly updates related to programs inclusive of academics, technical studies, and extracurricular activities; continue to actively participate in a variety of community leadership initiatives in member towns (Town Meetings, Rotary, BFDC, Canal Region Chamber, Old Colony Superintendents' Roundtables, Cape Cod Collaborative, community fundraisers); continue the use of regularly held staff input opportunities in the form of departmental as well as individual meetings with the Superintendent; continue the use of communication (both digital and traditional) to ensure that the community is more familiar with the goals, challenges and opportunities within UCT; provide transparent and regular opportunities for two-way communications between town administrators and finance committees and presentations which allow for appropriate planning; continue and expand on implemented Employee Recognition Program; and continue to provide appropriate resources to provide a quality induction program for new teachers.

Mr. Corriveau made a motion, seconded by Mr. Chalke, to approve the Superintendent's self-assessment and goals as presented. Motion passed unanimously.

**Massachusetts Association of Vocational Administrators' Position Papers** – Dr. Dutch reminded the committee that they were given two position papers at the December meeting which were also included in the January meeting mailout. The first position paper is relevant to safeguarding Massachusetts' gold standard vocational-technical education. It affirms the existing Department of Education approved admissions processes and "safeguards both the additional cost to taxpayers of vocational education and a deep systemic interest in maximizing opportunity for all students." The second position paper is relevant to high quality Chapter 74 standards. It states that "MAVA supports exploration of all forms of vocational awareness and vocational education for all students. However, MAVA and its many passionate supporters respect the high quality of existing Chapter 74 programs and insist that new programs supplement and never supplant the Chapter 74 Gold Standard in career and vocational education." Mr. Sampson made a motion, seconded by Mr. Chalke, to adopt support of the Massachusetts Association of Vocational Administrators' position papers as presented. Motion passed unanimously.

**Massachusetts Teachers' Association Resolution** – The Massachusetts Teachers' Association's proposal to increase state funding to public schools was included in the meeting mailout. Mr. Corriveau made a motion, seconded by Mr. Degan, to adopt support of the Massachusetts Teachers' Association for the purpose of discussion. Dr. Dutch shared with the committee that there are portions of the proposal that he is not in agreement with and that the state legislature made their own recommendations regarding state funding just yesterday. Mr. Corriveau withdrew his motion. Mr. Degan withdrew his second. Mr. Sampson made a motion, seconded by Mr. Chalke, to table this agenda item. Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 7:46 P.M. Motion passed unanimously.

A True Copy Attest

**Upper Cape Cod Regional Technical School  
SCHOOL COUNCIL  
2018-2019**

*Agenda – Tuesday, January 15, 2019  
Canalside Dining Room  
8:00 AM*

- Pedro Bento, Automotive Technology
- Ben Rabinovitch, Athletic Director
- Freshmen Shop Placement
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed



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

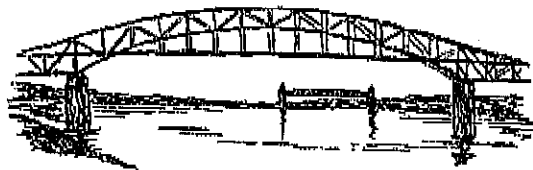
*Posvel 1/7/19*

<p><b>Upper Cape Cod Regional Technical School SCHOOL COUNCIL 2018-2019</b></p>
---

*Agenda – Tuesday, February 5, 2019  
Conference Room  
8:00 AM*

- Ken Waite, Information Technology
- Enrollment
- Feasibility Study
- Automotive Competition Follow up
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed

2019 JAN 31 AM 11:42  
 UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
 CONFERENCE ROOM



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

*Posted 1/31/19*

**Upper Cape Cod Regional Technical School  
SCHOOL COUNCIL  
2018-2019**

*Agenda – Tuesday, February 5, 2019  
Conference Room  
8:00 AM*

- Kathleen Gausman, Environmental Technology
- Admissions
- SkillsUSA District Competition
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed

2019 FEB 05 10:04 AM  
 02/05/2019 10:04 AM  
 02/05/2019 10:04 AM



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

*Posted 2/27/19*



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**FEBRUARY 14, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; James Bride; Dominic Cammarano; Steven Chalke; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** Thomas Corriveau.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chair announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** Senior Jillian Taylor from Environmental Technology and junior Allison Kaipainen from Health Technology reported on recent student activities including an update on the winter sports teams. They also recognized the following soccer players who were named to the 2018 Mayflower Athletic Conference-Small Division All-Star team; Bakye Cincotta, Jon Churchill, and Jacob Cincotta. The students discussed the recent fundraiser that was organized by SkillsUSA to collect donations of items to send to military members deployed overseas. Automotive Collision Repair collected the most items with 78. The Student Council sold candy grams for Valentine's Day and the Drama Club is preparing for their performance of *The Shape of the Grave*. The Prom Committee held their first meeting to being planning for their senior prom which will take place in the spring and the annual science fair took place today with approximately 80 students participating. Finally, the girls congratulated seniors Jared Lewis, Hayden Hunt, Mike Poulin, and Will Ouellette for their outstanding performance at the Massachusetts Auto Dealers' state competition last month. Will Ouellette achieved the highest written score for the state and Will and Mike Poulin earned a third place finish in the hands-on competition.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** Mr. Forget introduced seniors Sydni Buford and Christine Destefano who presented their proposal for the purchase and design of senior parking spots. The cost of the parking space would be \$40 with the parking permit included. A \$10 discount would apply for students who made honors or high honors any two terms of their junior year. *Mr. Cammarano entered the meeting at 6:30 p.m.* Monies collected would be used to offset the expense of senior class activities such as the prom and the senior class trip. The proposed designs for each students' spot would require prior approval by the Dean of Students and the Principal and students

2019 MAR 18 11:33 AM  
TOM O'LEARY

RECEIVED

would supply their own paint, tape, etc. Mr. Sampson made a motion, seconded by Mr. Degan, to follow the recommendation of the Superintendent and approve the proposal for the purchase and design of senior parking spots subject to the rules agreed upon by the school administration. Seven in favor; Mr. Cammarano abstained. Motion passed.

Mr. Degan made a motion, seconded by Mr. Chalke, to call the public budget hearing to order at 6:35 p.m. Motion passed unanimously. Mr. Degan made a motion, seconded by Mr. Chalke, to defer the hearing until after the presentation of the Bourne Substance Free Coalition as no members of the public were present for the purpose of the budget hearing. Motion passed unanimously.

### NEW BUSINESS:

**Bourne Substance Free Coalition Presentation** – Elizabeth Griffin, Chair of the coalition and guidance counselor at Upper Cape Tech, informed the committee that the group was present at the meeting to ask for their support to have Narcan available in the building in the event of an opioid overdose. She then asked the rest of the coalition members to introduce themselves to the committee. Marie Oliva, Deputy Shaun Cahill, Trudy Avery, Jeanne Flynn, Cheryl Bean, and David P. Sampson introduced themselves. Joseph Carrara and Donna Beers were unable to be present but Ms. Griffin shared a statement they had prepared with the committee supporting the availability of Narcan in all public schools. Ms. Griffin discussed the Narcan training that was held at Upper Cape Tech with over 100 people in attendance. She went on to state that Upper Cape Tech and Bourne High School are the only two high schools on Cape Cod that do not have Narcan on site. The coalition has presented to the UCT Parent Teacher Organization and has their full support of having Narcan on campus. The Massachusetts Department of Public Health and the National Association of School Nurses also endorse the availability of Narcan in public schools. Deputy Cahill, Youth Officer for the Barnstable County Sheriff's Office, then addressed the committee stating that young adults are the biggest abusers of prescription opioid pain relievers, ADHD stimulants, and anti-anxiety drugs. He explained that adolescents using these drugs often substitute heroin because it is significantly cheaper and often more readily available. Deputy Cahill also explained what happens to an individual who is experiencing an overdose. Mr. Forget added that if Narcan was erroneously administered to an individual who was suffering from something other than an overdose, it would do no harm to that person. Dr. Dutch expressed his support for having Narcan on campus and in the possession of the school nurse and the safety and security officers who have been properly trained in this area. Mr. Degan made a motion, seconded by Mr. Chalke, to approve the availability of Narcan on school property. Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Chalke, to further defer the public budget hearing until after the feasibility study report. Motion passed unanimously.

**Feasibility Study Report** – Dr. Dutch introduced Michael Buckley from the Institute for Philanthropic Excellence and Douglas MacDonald from Murray and MacDonald

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**FEBRUARY 14, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; James Bride; Dominic Cammarano; Steven Chalke; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** Thomas Corriveau.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chair announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** Senior Jillian Taylor from Environmental Technology and junior Allison Kaipainen from Health Technology reported on recent student activities including an update on the winter sports teams. They also recognized the following soccer players who were named to the 2018 Mayflower Athletic Conference-Small Division All-Star team; Bakye Cincotta, Jon Churchill, and Jacob Cincotta. The students discussed the recent fundraiser that was organized by SkillsUSA to collect donations of items to send to military members deployed overseas. Automotive Collision Repair collected the most items with 78. The Student Council sold candy grams for Valentine's Day and the Drama Club is preparing for their performance of *The Shape of the Grave*. The Prom Committee held their first meeting to begin planning for their senior prom which will take place in the spring and the annual science fair took place today with approximately 80 students participating. Finally, the girls congratulated seniors Jared Lewis, Hayden Hunt, Mike Poulin, and Will Ouellette for their outstanding performance at the Massachusetts Auto Dealers' state competition last month. Will Ouellette achieved the highest written score for the state and Will and Mike Poulin earned a third place finish in the hands-on competition.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** Mr. Forget introduced seniors Sydni Buford and Christine Destefano who presented their proposal for the purchase and design of senior parking spots. The cost of the parking space would be \$40 with the parking permit included. A \$10 discount would apply for students who made honors or high honors any two terms of their junior year. *Mr. Cammarano entered the meeting at 6:30 p.m.* Monies collected would be used to offset the expense of senior class activities such as the prom and the senior class trip. The proposed designs for each students' spot would require prior approval by the Dean of Students and the Principal and students

would supply their own paint, tape, etc. Mr. Sampson made a motion, seconded by Mr. Degan, to follow the recommendation of the Superintendent and approve the proposal for the purchase and design of senior parking spots subject to the rules agreed upon by the school administration. Seven in favor; Mr. Cammarano abstained. Motion passed.

Mr. Degan made a motion, seconded by Mr. Chalke, to call the public budget hearing to order at 6:35 p.m. Motion passed unanimously. Mr. Degan made a motion, seconded by Mr. Chalke, to defer the hearing until after the presentation of the Bourne Substance Free Coalition as no members of the public were present for the purpose of the budget hearing. Motion passed unanimously.

### NEW BUSINESS:

**Bourne Substance Free Coalition Presentation** – Elizabeth Griffin, Chair of the coalition and guidance counselor at Upper Cape Tech, informed the committee that the group was present at the meeting to ask for their support to have Narcan available in the building in the event of an opioid overdose. She then asked the rest of the coalition members to introduce themselves to the committee. Marie Oliva, Deputy Shaun Cahill, Trudy Avery, Jeanne Flynn, Cheryl Bean, and David P. Sampson introduced themselves. Joseph Carrara and Donna Beers were unable to be present but Ms. Griffin shared a statement they had prepared with the committee supporting the availability of Narcan in all public schools. Ms. Griffin discussed the Narcan training that was held at Upper Cape Tech with over 100 people in attendance. She went on to state that Upper Cape Tech and Bourne High School are the only two high schools on Cape Cod that do not have Narcan on site. The coalition has presented to the UCT Parent Teacher Organization and has their full support of having Narcan on campus. The Massachusetts Department of Public Health and the National Association of School Nurses also endorse the availability of Narcan in public schools. Deputy Cahill, Youth Officer for the Barnstable County Sheriff's Office, then addressed the committee stating that young adults are the biggest abusers of prescription opioid pain relievers, ADHD stimulants, and anti-anxiety drugs. He explained that adolescents using these drugs often substitute heroin because it is significantly cheaper and often more readily available. Deputy Cahill also explained what happens to an individual who is experiencing an overdose. Mr. Forget added that if Narcan was erroneously administered to an individual who was suffering from something other than an overdose, it would do no harm to that person. Dr. Dutch expressed his support for having Narcan on campus and in the possession of the school nurse and the safety and security officers who have been properly trained in this area. Mr. Degan made a motion, seconded by Mr. Chalke, to approve the availability of Narcan on school property. Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Chalke, to further defer the public budget hearing until after the feasibility study report. Motion passed unanimously.

**Feasibility Study Report** – Dr. Dutch introduced Michael Buckley from the Institute for Philanthropic Excellence and Douglas MacDonald from Murray and MacDonald

Insurance who serves on the 501c3 Board of Directors. Mr. Buckley first discussed the ThoughtExchange survey that was made available to all community members for input on the proposed construction of a \$20 million multi-purpose athletic center. Results of the survey, which was completed by 224 participants, were favorable for such a project and the community at large felt that this was a necessary and worthwhile endeavor. Mr. Buckley stated that the feasibility study was a five-month process which included face-to-face interviews with 31 individuals from across the region. The most often cited themes that came across as a result of the interviews were that there is a strong and continuing commitment to excellence at the school, the school holds an important place in the education arena of Cape Cod, and there are highly regarded leaders across the school administration and faculty. Additionally, interviewees felt that an athletics center would be beneficial to the school and to the community as well. In summary, the results of the feasibility study concluded that it would be advisable to pursue a major gift campaign to raise funding for the construction of an athletic center with a working goal of \$10 to \$15 million in private philanthropic support while seeking matching support from public entities.

Ms. Crook made a motion, seconded by Mr. Chalke, to begin the public hearing for the proposed FY2020 budget at 7:38 p.m. Motion passed unanimously.

**FY2020 Proposed Budget** – The Superintendent presented an overview of the proposed FY2020 budget comparing the FY19 approved amounts by line item to the proposed line item amounts for FY2020. He compared the per pupil cost for a town to send a student to UCT as opposed to the DESE profile per pupil costs. Dr. Dutch also reviewed the student enrollment by town. There is a 3.183% increase in the proposed FY20 budget over the FY19 approved budget and a 2.473% increase in the net foundation budget. The proposed net foundation budget for FY2020 is \$11,536,122.00. Finally, the Superintendent showed the percentages of the different areas of the foundation budget with instruction being the largest percentage at 59.46%. As part of the presentation, Dr. Dutch highlighted some of the building improvements made thus far this fiscal year including the upgrade of lighting fixtures to LED lighting, electronic access to all external doors, the newly-constructed sign at the school entrance, and the addition of a classroom for Automotive Collision Repair. The Superintendent also highlighted some of the student achievements this past year including an impressive showing at the SkillsUSA national competition and at the Future Farmers of American national convention, co-op students earning \$676,176 in 2018, and UCT students meeting or exceeding targets in MCAS accountability which is the highest category rating equivalent to Level I in the previous accounting system.

Mr. Degan made a motion, seconded by Mr. Chalke, to adjourn the public hearing for the proposed FY2020 budget at 8:12 p.m. Motion passed unanimously.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Degan, for approval of the minutes of the January 10, 2019 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Dr. Dutch read a letter written to Mr. Forget from John Sousa, Special Education teacher, thanking him for his support in his pursuit of a college coaching position. Mr. Sousa was recently appointed as women's head soccer coach at the Massachusetts Maritime Academy. Next he read a letter from Barnstable County Sheriff James Cummings thanking the Automotive Collision Repair teachers and students for the substantial repairs made to one of the department's pickup trucks after a tree fell on the truck. Lastly, the Superintendent read a letter from the New England Association of Schools and Colleges stating that the district has been awarded continued accreditation following the decennial evaluation.

REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the sub-committee met on January 22nd to review the FY2020 proposed budget. The next sub-committee meeting is scheduled for February 25<sup>th</sup> at 5 p.m.

**Negotiations** – Ms. Crook, Chair of the Negotiations Sub-Committee, reported that the Negotiations team met last night and the negotiating process is underway.

**Policy** – Ms. Crook, Chair of the Policy Sub-Committee, informed the committee that several policies would be presented later in the meeting for a first reading.

TREASURER'S REPORT: Mr. Degan summarized warrants #30, #32 and #34 highlighting the larger expenditures on the warrants including costs associated with busing, utilities, purchase of a Hunter wheel balancer, the school sign, and employee health benefits. He also reported on student activities warrant #6 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch informed the committee that he attended a legislative breakfast last Friday where discussion topics included the foundation budget, charter school reimbursements, and the housing crisis on Cape Cod with regard to affordable homes. The Superintendent has been invited to participate in the Commissioner of Education's visioning summit on March 19<sup>th</sup>. He also reported that the Early Learning Center's enrollment is full for the fall with 18 full-time slots filled. There is a waiting list in the event that any slots become available. Finally, Dr. Dutch shared with the committee that school representatives would be making a proposal to the Bourne Board of Selectmen on February 26<sup>th</sup> to acquire the Labretto property located across the street from the school's entrance. The hope is that the property will be gifted to the school for the purpose of constructing nature trails, etc. The area would mainly be used by Horticulture and Environmental Technology students.

**PRINCIPAL'S REPORT:** Mr. Forget thanked the committee for their approval of the availability of Narcan on school property as the Parent Teacher Organization is very much in support of this initiative. He stated that there are currently over 30 crafters on the waiting list for a booth at the Craft Fair which has been completely sold out for quite some time. The Assistant Superintendent/Principal updated the committee on the progress of the Wellness Center, informing them that the last 22 yards of concrete will be poured tomorrow with the foam application being completed over the school vacation next week. A reporter from the Enterprise visited the school recently to meet with the Automotive Collision Repair students who competed in the Massachusetts Auto Dealers' competition. The reporter will also be doing a piece on the CNA program and the Culinary Arts students who participated in an ice carving competition. Finally, Mr. Forget reported that 70 students have been accepted for fall admission thus far. Additional interviews will take place next week and on Saturday, March 2<sup>nd</sup>.

### **NEW BUSINESS:**

**Revenue Enhancement Expenditure / Tech Open** – Dr. Dutch shared with the committee that the UCT Tech Open golf tournament, which benefitted the UCT scholarship fund, operated in previous years on a volunteer basis. The tournament did not take place last year due to a lack of participation in organizing the event. As a result, the amount of scholarship dollars available is limited. The Budget Sub-Committee has voted to allocate \$5,000 from the Revenue Enhancement Fund toward the fee for management of the tournament by an outside contractor this year with the expectation that these funds would be returned to the Revenue Enhancement Fund from the tournament proceeds. Ms. Crook made a motion, seconded by Mr. Degan, to allocate the amount of \$5,000 from the Revenue Enhancement Fund (02-8913) for the management of the 2019 UCT Tech Open. Seven in favor; Mr. Sampson opposed. Motion passed.

**Policy Review – First Reading** – The following policies were presented to the committee for a first reading:

- BDD – School Committee-Superintendent Relationship
- BEDH – Public Comment at School Committee Meetings
- BIBA – School Committee Conferences, Conventions, and Workshops
- EEAEA – Bus Driver Examination and Training
- EEAEA-1 – Drug and Alcohol Testing for School Bus and Commercial Vehicle

#### Drivers

- EFC – Free and Reduced Price Food Services
- EFC-E – Free and Reduced Price Food Services
- GBA – Equal Employment Opportunity
- GBED – Tobacco Use on School Property by Staff Members Prohibited

Mr. Degan made a motion, seconded by Mr. Chalke, to adjourn the regular meeting at 8:35 P.M. Motion passed unanimously.

A True Copy Attest

Date: 3/15/19  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 02/14/2019 School Committee package
- Senior Parking Spot Design – PowerPoint Presentation
- Medical Directives from the Dept. of Public Health for the Administration of Nasal Naloxone
- Rationale for Naloxone for Use in School Setting per NASN
- Statements from Members (2) of the Bourne Substance Free Coalition Unable to Be Present at the Meeting
- Deputy Cahill's Slide Presentation – Bourne Substance Free Coalition
- Michael Buckley – Feasibility Study PowerPoint
- FY2020 Budget Presentation (Prezi)
- Thank You Letter to Mr. Forget from John Sousa, Special Education Teacher
- Thank You Letter to Automotive Collision Repair from Sheriff James Cummings
- Letter of Continued Accreditation from N.E. Association of Schools & Colleges
- Treasurer's Notes – 2/14/2019



<p><b>Upper Cape Cod Regional Technical School</b>  <b>SCHOOL COUNCIL</b>  <b>2018-2019</b></p>
---

*REVISED Agenda – Tuesday, March 5, 2019*  
*Conference Room*  
*8:00 AM*

- Kathleen Gausman, Environmental Technology
- Admissions
- SkillsUSA District Competition
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed

RECEIVED  
 MARCH 12 2019  
 UPPER CAPE COD REGIONAL TECHNICAL SCHOOL



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

*Posted 2/27/19*

# Upper Cape Cod Regional Technical School

220 SANDWICH ROAD, BOURNE, MASSACHUSETTS 02532

www.uppercapetech.com

Robert A. Dutch  
Superintendent

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

March 15, 2019

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

RECEIVED  
2019 MAR 18 PM 4:00  
TOWN CLERK BOURNE

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 \$16,591,282 and a Capital Budget of \$337,000 for the fiscal year ending June 30, 2020. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$4,721,780 Total Net Operating Costs assessed to the communities, therefore, becomes \$12,206,502 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

<b>Operating</b>	<b>\$2,746,669.00</b>
<b>Capital</b>	<b><u>62,051.00</u></b>
<b>Total Assessment</b>	<b><u>\$2,808,720.00</u></b>

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

Very truly yours,



Robert A. Dutch, Ed.D.  
Superintendent



Michael Degan  
Treasurer, School Committee

cc: Town Clerk  
Town Treasurer  
Finance Committee  
Board of Selectmen



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
APPROVED FY20

BUDGET FUNCTION	Approved FY18	Approved FY19	Approved FY20
<b><u>1000 Administration</u></b>			
<b><u>1100 School Committee</u></b>			
50.1110: District Clerk Salary	3,145	3,208	3,273
50.1110: Supplies	6,000	6,000	6,000
50.1110: Other	20,000	20,000	20,000
Subtotal	29,145	29,208	29,273
<b><u>1200 Superintendent's Office</u></b>			
50.1210: Salaries	241,269	271,729	292,648
50.1210: Postage & Supplies	5,000	5,000	5,000
50.1210: Travel	2,000	2,000	2,000
50.1210: Dues & Subscriptions	3,500	3,500	3,500
50.1210: Professional Development	5,000	5,000	5,000
50.1210: Advertising	3,000	3,000	3,000
Subtotal	259,769	290,229	311,148
<b><u>1400 Business &amp; Finance</u></b>			
50.1410: Salaries	309,462	320,553	339,545
50.1430: Legal Services	17,000	17,000	17,000
50.1430: Legal - Auditing	45,000	45,000	45,000
Subtotal	371,462	382,553	401,545
<b>ADMINISTRATION FUNCTION TOTAL</b>	<b>660,376</b>	<b>701,990</b>	<b>741,966</b>
<b><u>2000 Instruction</u></b>			
<b><u>2210 School Leadership</u></b>			
50.2210: Salaries	394,165	403,917	400,453
50.2210: Principal Supplies	5,100	5,100	5,100
50.2210: Principal Travel	2,000	2,000	2,000
50.2210: Principal Printing	5,000	5,000	5,000
50.2210: Principal Dues	9,000	9,000	9,000
50.2210: Curriculum Development	7,500	7,500	7,500
Subtotal	422,765	432,517	429,053
<b><u>2220 Curriculum/Department Leaders</u></b>			
50.2220: Salaries	404,409	404,917	447,460
Subtotal	404,409	404,917	447,460
<b><u>2300 Teaching Services</u></b>			
50.2305: Teacher Salaries	5,441,077	5,472,873	5,695,149
50.2325: Substitutes	40,000	40,000	40,000
50.2330: Instructional Assistants	479,645	490,452	458,226
Subtotal	5,960,722	6,003,325	6,193,375
<b><u>2350 Professional Development</u></b>			
50.2357: Professional Development	137,075	168,443	139,661
Subtotal	137,075	168,443	139,661

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
APPROVED FY20

BUDGET FUNCTION	Approved FY18	Approved FY19	Approved FY19
<b>4000 Operations &amp; Maintenance</b>			
<b><u>4110 Custodial Service</u></b>			
50.4110: Salaries	333,156	357,577	368,606
50.4110: Custodial Contractual	20,000	1,000	5,300
50.4110: Custodial Supplies	43,760	43,760	43,760
Subtotal	396,916	402,337	417,666
<b><u>4120-4130 Heating &amp; Utilities</u></b>			
50.4120: Heating Fuel	211,750	211,750	200,000
50.4130: Utility Services	345,000	345,000	340,000
Subtotal	556,750	556,750	540,000
<b><u>4210 Maintenance of Grounds</u></b>			
50.4210: Salaries	69,221	75,255	82,141
50.4210: Grounds Supplies	50,000	50,000	50,000
50.4210: Grounds Equipment & Snow	10,500	10,500	10,500
Subtotal	129,721	135,755	142,641
<b><u>4220 Maintenance of Buildings</u></b>			
50.4220: Salaries	207,841	202,217	178,098
50.4220: Building Contractual	50,000	50,000	50,000
50.4220: Building Maintenance	58,000	58,000	58,000
50.4220: Extraordinary Maintenance	30,000	30,000	30,000
Subtotal	345,841	340,217	316,098
<b><u>4230 Maintenance of Equipment</u></b>			
50.4230: Equip. Repair Supt. Office	15,000	15,000	15,000
50.4230: Equip. Repair Principal Office	15,000	15,000	15,000
50.4230: Equipment Repair	64,000	64,000	64,000
50.4300: Extraordinary & Unanticipated	70,000	70,000	70,000
Subtotal	164,000	164,000	164,000
<b>OPERATION &amp; MAINT. FUNCTION TOTAL</b>	<b>1,593,228</b>	<b>1,599,059</b>	<b>1,580,405</b>
<b>5000 Fixed Charges</b>			
<b><u>5100 Employee Benefits</u></b>			
50.5100: Health & Life Insurance	2,201,008	2,403,942	2,639,981
50.5100: Unemployment Compensation	20,000	20,000	20,000
50.5100: Workers Compensation	100,000	75,000	75,000
50.5100: FICA	180,000	185,000	185,000
Subtotal	2,501,008	2,683,942	2,919,981
<b><u>5200 Insurance Program</u></b>			
50.5200: Building & Liability Insurance	140,000	140,000	170,000
50.5200: Treasurers Bonds	3,000	3,000	3,000
50.5200: Student Insurance	10,000	10,000	10,000
Subtotal	153,000	153,000	183,000
<b><u>9000 Programs with Other School Districts</u></b>			
50.9100: School Choice	15,000	64,898	5,000
Subtotal	15,000	64,898	5,000
<b>FIXED CHARGES FUNCTION TOTAL</b>	<b>2,669,008</b>	<b>2,901,840</b>	<b>3,107,981</b>
<b>TOTAL FOUNDATION BUDGET</b>	<b>13,986,104</b>	<b>14,471,189</b>	<b>14,946,980</b>

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**MARCH 14, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; James Bride; Dominic Cammarano; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**PARTICIPATING REMOTELY:** Mary Crook.

**ABSENT:** Steven Chalke.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chair announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** Junior Sean Hibbert and freshman Jessica Rotondo, both from Environmental Technology, reported on recent student activities including an update on playoff results of the hockey and basketball teams. The winter sports banquet took place on March 12<sup>th</sup> and many of the spring sports coaches have held informational meetings over the past couple of weeks. The students also discussed the results of the SkillsUSA district competition held earlier in the month which resulted in over 30 gold, silver and bronze medals. The Future Farmers of America state competition also took place this week, the results of which will be shared when they become available. Sean and Jessica discussed the drama club's recent production of *The Shape of the Grave*. Over 70 people attended the play that was held at the school. The club also competed at the Massachusetts Educational Theater Guild's preliminary round of the high school theater festival where Madison Brun and Delaney Gosse won the set design award and Joey Ferro won UCT's first male acting award. Finally, the student representatives congratulated Cameron Smith, a senior from Wareham, who was recently recognized at the Plumbing, Heating, Cooling Contractors of Massachusetts Trade Show in Marlborough as a Vocational-Technical All Star. Cam was one of 28 students from Massachusetts CVTE Plumbing programs to earn this prestigious award. Cam received a \$300 tool bag kit and a \$500 scholarship towards furthering his education after graduation.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** None.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Degan, seconded by Mr. Bride, for approval of the minutes of the February 14, 2019 regular meeting with the following edit suggested by Mr. Sampson; *Mr. Sampson made a motion, seconded by Mr. Degan, to **follow the recommendation of the Superintendent and** approve the proposal for the*

call vote was necessary as Ms. Crook was participating remotely. Roll call vote - Motion passed unanimously.

### REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the next meeting is scheduled for April 22<sup>nd</sup> at 5:00 p.m.

**Negotiations** – Ms. Crook, Chair of the Negotiations Sub-Committee, reported that the negotiating process is underway and the sub-committee will keep the full committee apprised as it proceeds.

**Policy** – Ms. Crook, Chair of the Policy Sub-Committee, informed the committee that several policies are on tonight's agenda for final adoption.

**Superintendent Evaluation** – Dr. Dutch stated that evaluation information will be provided to the committee during the month of April and will be an agenda item in May.

**Land Use** – Dr. Dutch shared that he would like to schedule a meeting of the sub-committee soon and will be e-mailing the members for potential meeting dates.

TREASURER'S REPORT: Mr. Degan summarized warrants #36 and #38 highlighting the larger expenditures on the warrants including costs associated with busing, utilities, employee health benefits, the S2 wireless lock install and the EMT adult education program. He also reported on student activities warrant #7A and #8 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch informed the committee that he has presented the proposed FY2020 budget in Bourne thus far. The town of Sandwich reported that a budget presentation is not necessary. Bid specifications for bread and milk have been sent out to various vendors and will be awarded at the next meeting. The Superintendent reported that a grant-funded welding program will begin soon through the adult education department. He also congratulated sophomore Rachael Shaw from Sandwich. Dr. Dutch was at the State House today where Rachael was recognized as one of ten students statewide for the poster she created for the Safe Jobs for Youth poster contest. Rachael was among nearly 300 students who submitted a poster. He will also be at the State House next Monday for the Career and Technical Education Advocacy Day and is one of five vocational Superintendents selected to attend the Commissioner of Education's visioning summit next Tuesday.

PRINCIPAL'S REPORT: Mr. Forget discussed the upcoming MCAS exams which are scheduled for March 26<sup>th</sup> and 27<sup>th</sup> in English Language Arts. This will be the first time the district will be utilizing computerized MCAS testing which will reduce the number of testing days to two, as opposed to three days as in past years. The Biology MCAS exam will take place in June right before final examinations. Four juniors in Environmental

Technology presented to the School Council at their last meeting. Those students will be at the May School Committee meeting to discuss the project they are working on around pollinators. The Assistant Superintendent/Principal updated the committee on admission numbers for the fall stating that 150 students have been accepted to date, with 27 on hold and an additional 40 applicants yet to be interviewed. The next meeting of the Parent Teacher Organization will take place on March 18<sup>th</sup>. Mr. Forget shared with the committee that three students who would like to play tennis are now able to do so as the Massachusetts Interscholastic Athletic Association has approved the school's request to participate as a co-op team with the Wareham High School girls' tennis team. Finally, Mr. Forget reported that a safety representative from the Department of Elementary and Secondary Education determined that the district is in compliance with all of the safety recommendations that were included as part of the Coordinated Program Review.

### NEW BUSINESS:

**Approval of the FY2020 Proposed Budget** – Mr. Degan made a motion, seconded by Mr. Corriveau, that the Upper Cape Cod Regional Vocational-Technical School District Committee adopt a gross operating budget for FY2020 in the amount of Sixteen Million Five Hundred Ninety One Thousand Two Hundred Eighty Two (\$16,591,282.00), to be reduced by FY2020 Interest Revenue in the amount of Fifteen Thousand (\$15,000.00), FY2020 Municipal Medicaid in the amount of Ten Thousand (\$10,000.00), FY2020 Transportation Aid in the amount of Seven Hundred Forty Three Thousand Four Hundred Twenty Two (\$743,422.00), FY2020 LPN Tuition in the amount of Five Hundred Sixty Seven Thousand Five Hundred (\$567,500.00) and together with any available State Aid; and that the Committee adopt a gross Capital budget for FY2020 in the amount of Three Hundred Thirty Seven Thousand (\$337,000.00). Roll call vote – Motion passed unanimously.

**Approval of the Capital Campaign Initiative** – Dr. Dutch distributed a conceptual drawing and floor plan for the proposed field house. He also referenced the proposal that was included in the meeting mailout for the Institute for Philanthropic Excellence to oversee the major gifts campaign. Mr. Corriveau made a motion, seconded by Mr. Sampson, to approve the proposal with the Institute for Philanthropic Excellence for discussion purposes. Dr. Dutch explained that the proposal is for one year of service for training and raising funds with the expectation that the district would renew the agreement at 12-month increments. There are thresholds for the raising of funds included in the proposal. If the committee is in agreement that they would like to proceed with the field house, Dr. Dutch recommended that the major gifts campaign proposal be approved. He went on to state that this would be a 12 to 36-month project. Mr. Degan asked if the proposal is renewed after the initial 12 months, would the contract have to be in place for the full twelve months? Dr. Dutch responded that the contract can be ended at any time with a 60-day notice. Mr. Sampson asked Dr. Dutch what he expected in the first twelve months. Dr. Dutch answered that he would expect \$5 million to be raised in the first year; otherwise, he would recommend that the fundraising initiative be discontinued. Mr. Sampson then asked what is needed from the member towns. Dr. Dutch stated that the

towns just need to be made aware of the initiative at this point and that has taken place as all of the town administrators participated in the feasibility study interviews. He went on to state that there is currently \$116,000 remaining in the Capital Consultant Reserve Fund. If the committee votes to enter into an agreement with the Center for Philanthropic Excellence, the cost would be \$42,000 for the first twelve months of the agreement. Mr. Sampson emphasized the necessity for a legal piece that delineates how the consultant represents the school district and what they promise to donors on the district's behalf. Also, it needs to be determined how the donations are handled should the district decide against proceeding with the construction of the field house at some point. Dr. Dutch stated that the 501c3 Board of Directors would decide on what to do with the donations if the project is cancelled. Mr. Degan made a motion, seconded by Ms. Smith, to approve the recommendation of the Superintendent and enter into an agreement with the Center for Philanthropic Excellence for the purpose of a major gifts campaign. Roll call vote – Motion passed unanimously.

**Policy Review – Final Adoption** – Ms. Crook, Chair of the Policy Sub-Committee presented the following policies were presented to the committee for final adoption:

- BDD – School Committee-Superintendent Relationship
- BEDH – Public Comment at School Committee Meetings
- BIBA – School Committee Conferences, Conventions, and Workshops
- EEAEA – Bus Driver Examination and Training
- EEAEA-1 – Drug and Alcohol Testing for School Bus and Commercial Vehicle

**Drivers**

- EFC – Free and Reduced Price Food Services
- EFC-E – Free and Reduced Price Food Services
- GBA – Equal Employment Opportunity
- GBED – Tobacco Use on School Property by Staff Members Prohibited

Mr. Sampson voiced a concern that the policy process calls for the committee to review policies in two steps, at two meetings. He stated that discussion did not take place when the policies were presented for a first reading at the February meeting. He suggested that the committee review the policies at this meeting since they were not reviewed last month. He went on to state that the committee should follow the existing policy regarding policy adoption or change the policy. Mr. Sampson then suggested that the agenda item be tabled until the adoption policy is reviewed by the Policy Sub-Committee. Mr. Corriveau made a motion, seconded by Mr. Degan, to follow the recommendation of the Policy Sub-Committee and adopt Policies BDD, BEDH, BIBA, EEAEA, EEAEA-1, EFC, EFC-E, GBA, and GBED as presented. Ms. Crook asked the committee for input on the policies that were presented. Mr. Sampson addressed the proposed policy BDD – School Committee-Superintendent Relationship. He stated that the Superintendent works for the committee and everyone else works for the Superintendent. He stated that the existing policy is very detailed and the recommended policy is too general and does not provide important guidelines that should be in place. Ms. Crook responded that there are a number of documents that address this issue such as the school committee member handbook, the Superintendent's employment contract, and other policies that exist in the policy handbook. Dr. Dutch added that the proposed policy is the policy recommended



by the Massachusetts Association of School Committees and that MASC has modified many policies to condense them as it is not practical to be all-inclusive. Mr. Sampson then addressed policy EEAEA – Bus Driver Examination and Training. The recommended policy states that the School Committee will reserve the right to approve or disapprove persons employed by the bus contractor and that this is the role of the Superintendent rather than the School Committee. Additionally, the policy calls for the drivers to provide school officials with a medical certificate and proof of freedom from tuberculosis. It should be the contractors providing the documentation to the Superintendent or designee. Mr. Corriveau made a motion, seconded by Mr. Sampson to amend Policy EEAEA – Bus Driver Examination and Training as follows: change “School Committee” to “Superintendent” in the first sentence and change item number two to read “~~Each driver will file with school officials~~ Contractor will provide the Superintendent or designee a medical certificate and proof of freedom from tuberculosis.” Roll call vote – Motion passed unanimously. Finally, Mr. Sampson questioned policy GBA – Equal Employment Opportunity stating that he felt as though it was an extremely long, run-on sentence. Committee members agreed that the policy should remain as is. Roll call vote – Motion passed unanimously.

**Participation in School Choice** – Mr. Degan made a motion, seconded by Mr. Corriveau, to follow the recommendation of the Superintendent that Upper Cape Cod Regional Vocational-Technical School District not participate in school choice for the 2019-2020 school year. Roll call vote – Motion passed unanimously.

**Approval of the Proposed 2019-2020 School Calendar** – Dr. Dutch stated that, due to how the winter holidays fall, he is recommending a two-week vacation around Christmas and New Year’s for the 2019-2020 school year. He added that most of the school districts in the surrounding area are opting for the two-week vacation as well. Mr. Bride suggested that the date for the Class of 2020 graduation ceremony be added to the calendar. Ms. Crook made a motion, seconded by Mr. Corriveau, to approve the proposed 2019-2020 as recommended by Dr. Dutch with the addition of the date of the Class of 2020 graduation ceremony. Roll call vote – Motion passed unanimously.

**Approval of the Purchase of 2020 71-Passenger School Bus** – Mr. Corriveau made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and approve the purchase of a 2020 Integrated CE S 71-Passenger Bus from the Transportation Stabilization Fund (\$64,725) and FY19 Transportation Supplies (\$21,775). Mr. Sampson asked if the bus was on the state bid list. Dr. Dutch responded that the district is part of the National Joint Powers Alliance which allows purchases off of nationally, competitively bid contracts so the purchase does not have to go out to bid. Roll call vote – Motion passed unanimously.

**April Meeting Date** – Dr. Dutch asked that the April meeting date be rescheduled due to the Outstanding Vocational Student Awards banquet scheduled for April 11<sup>th</sup> in Worcester. Mr. Degan made a motion, seconded by Mr. Sampson, to change the date of the April School Committee meeting from April 11<sup>th</sup> to April 4<sup>th</sup>. Roll call vote – Motion passed unanimously.

**Upper Cape Cod Regional Technical School  
SCHOOL COUNCIL  
2018-2019**

*Agenda – Tuesday, April 2, 2019  
Conference Room  
8:00 AM*

- Nolan Leroy, Supervisor
- MCAS Testing
- Spring Advisory, April 3, 2019
- School Improvement Plan
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed

RECEIVED  
 2019 MAR 28 AM 10:19  
 UPPER CAPE COD REGIONAL TECHNICAL SCHOOL



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

*Posner 3/26/19*

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**

**APRIL 4, 2019 MEETING HELD AT THE SCHOOL**

**2019 MAY 15 AM 10:43 220 SANDWICH ROAD, BOURNE, MA 02532**

**TONY BLUM BOURNE**

**PRESENT:** Robert Fichtenmayer, Chair; James Bride; Dominic Cammarano; Steven Chalke; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; 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. The Chair announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** Freshmen from the Information Technology program, Wesley Heard and Alexis Tatzel, along with senior Joseph Rotondo from Environmental Technology, reported on recent student activities including an update on the spring sports teams. They informed the committee that the National Honor Society is planning a calendar raffle to benefit initiatives of the Bourne Fire Department and that four NHS members recently attended the spring conference. SkillsUSA district medal winners are preparing for the state competition which will take place at the end of the month. Also, Nidhi Kimar, a junior in Health Careers, is a candidate for a SkillsUSA state officer position this year. The following members of the Future Farmers of America were award recipients at the FFA conference:

*FFA Jacket Awards*

- Cassidy Bridge
- John Harris
- Angelina Rodolfo

*State FFA Degree Recipients*

- Sarah Perry
- Samantha Chalmers
- Anthony DiPasquale
- Jordan Melo

*Chapter Exhibit*

- John Harris and Anthony DiPasquale, 3rd Place

*Science Fair, Plant Systems*

- David Curran and Angelina Rodolfo, 2nd Place

*Demonstration Division I*

- Braeden Smaykiewicz, 1st place

*Demonstration Division II*

- Mikal Gibbs, 2nd place

*Team Demonstration Division I*

- Arieanna Miller and Danielle Medeiros, 3rd place

*Agriculture Sales*

- Scott Liimatainen, Brian Guilliano, Nate Baronas and Deason Brown, 3rd place

*Floriculture*

- Sarah Perry, Samantha Chalmers, Cassidy Bridge and Alani Medeiros, 2nd place

*Nursery Landscape*

- Mikal Gibbs, Aidan Rooney, Dana Britto and David Curran, 3rd place

The InterAct Club is currently working to broaden the sense of volunteerism in the school and on a mentoring program in which upperclassmen would encourage underclassmen to join the InterAct Club. The Drama Club has a performance of Beauty and the Beast scheduled for late May. The Senior Prom will take place on May 11<sup>th</sup> at the New Seabury County Club. The students concluded their report by congratulating Cosmetology students, Alyssa Rose and Victoria Mackie, on passing their state boards for licensure as cosmetologists. Mr. Forget then congratulated Joseph Rotondo who has been accepted to Cornell University.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Kathleen Gausman, Environmental Technology teacher, introduced the following students that comprise the SkillsUSA American Spirit Team; Ashley Perry, Faith Ball-Roemer, and Nina Barrette. Ms. Gausman discussed the Adopt-A-Rec program that the Environmental Technology program is participating in with the Army Corps of Engineers. The Environmental Technology students have been tasked with the initial cleanup and continued maintenance of the Bourne Recreation Area on Sandwich Road. In addition to the cleanup, students will construct a pollinator garden area with insect hotels which will provide habitats for pollinators to live in close to the garden. The students representing the American Spirit Team then discussed the project they are working on for the SkillsUSA competition. There are three components to the project; promotion of career and technical education, promotion of citizenship and patriotism, and community service. For the first component, the students taught a lesson to fourth-graders on the subject of pollination. To promote citizenship and patriotism, the girls collected non-perishable food items and assembled care packages for marines stationed overseas. To address the final component of the project, community service, the girls collected donations of money and toys during the UCT basketball games to assist the less fortunate during the holiday season.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Degan, for approval of the minutes of the March 14, 2019 regular meeting. Eight in favor; Mr. Chalke abstained. Motion passed.

COMMUNICATIONS: Dr. Dutch read a letter from a community member who recently had their car repaired by the Automotive Technology students. He commended Mr. Aguiar and the students for their professional work stating that he found his experience to be "surprisingly better than a traditional automotive repair shop in regards to communication, convenience, professionalism, and cost."

## REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the next meeting is scheduled for April 22<sup>nd</sup> at 5:00 p.m.

**Superintendent Evaluation** – Dr. Dutch reported that evidence and the evaluation instrument would be provided to the committee soon with completed evaluations due by May 6<sup>th</sup>.

**Land Use** – Sub-committee members agreed to meet on Tuesday, April 23<sup>rd</sup> at 5 p.m.

TREASURER'S REPORT: Mr. Degan summarized warrant #40 highlighting the larger expenditures on the warrant including costs associated with busing, heat, and employee health benefits. He also reported on student activities warrant #9 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch shared with the committee that twenty Chinese delegates are scheduled to visit the school on Friday. The group is comprised of vocational teachers and an interpreter. They have requested to tour Culinary Arts, in particular the test kitchen, Environmental Technology, Marine Technology, and Plumbing and Heating. UCT is one of two schools that they are visiting in the United States. He informed the committee that the golf tournament has been scheduled for Saturday, September 28<sup>th</sup> at the Falmouth Country Club. Town meetings will take place on the following dates: Falmouth on April 8<sup>th</sup>, Wareham on April 22<sup>nd</sup>, Bourne and Sandwich on May 6<sup>th</sup> and Marion on May 13<sup>th</sup>. The Outstanding Vocational Student Awards banquet is being held on Thursday, April 11<sup>th</sup> at Mechanics Hall in Worcester. Madison Brun, a Health Technology student from Sandwich, is being honored that evening. Mr. Chalke stated he would attend the banquet. Finally, the Superintendent informed the committee that the Association for Career and Technical Education annual conference will be held in Anaheim, CA on December 4 – 7 adding that committee members may want to consider attending that in place of the NSBA conference as this one is more in line with career and technical education.

PRINCIPAL'S REPORT: Mr. Forget discussed the controversial question that was removed from the English Language Arts exam which was recently administered. The question will not be included in the scoring process. On the subject of the MCAS exam, Mr. Forget praised David J. Sampson and the entire technology department for coordinating the computerized administration of the exam for the first time. The testing was done over a four-day period with the Math MCAS scheduled in five weeks. The Assistant Superintendent/Principal also discussed the placement testing that will take place on Saturday for incoming freshmen. There are 177 students scheduled to participate in the testing which will run from 8 a.m. to noon. The School Council is currently working on the School Improvement Plan and the welder that has been hired is fabricating the bridge for the top of the school sign which should be completed in mid to late May. Mr. Forget shared with the committee the news that a physician from Cape

Cod Healthcare will be using the test kitchen for a cooking demonstration on plant based meals. In addition to the class attendees, the video of the class will be shared with the physician's patients. Finally, Mr. Forget distributed copies of two recent news articles which appeared in the Bourne Enterprise on the college fair and the state automotive competition.

#### NEW BUSINESS:

**Milk Bid Award** – The Superintendent informed the committee that only one bid was received to provide milk to the district for the 2019-2020 school year. The sole bidder, Garelick Farms, LLC, currently holds the milk contract and the school is pleased with the service. Mr. Degan made a motion, seconded by Ms. Crook, to follow the recommendation of the Superintendent, and award the milk bid to sole bidder, Garelick Farms, LLC, for the 2019-2020 school year. Motion passed unanimously.

**Bread Bid Award** – The Superintendent informed the committee that only one bid was received to provide bread to the district for the 2019-2020 school year. The sole bidder, Bimbo Foods, Inc. currently holds the bread contract and the school is pleased with the service. Mr. Sampson made a motion, seconded by Mr. Bride, to follow the recommendation of the Superintendent, and award the bread bid to sole bidder, Bimbo Foods, Inc. for the 2019-2020 school year. Motion passed unanimously.

**National School Boards' Association Annual Conference Reports** – Committee members who recently attended the national conference in Philadelphia reported on the sessions that they attended. Mr. Fichtenmayer spoke to representatives from "Construct Your Future" which recruits individuals for careers in the construction trades. He learned that trades people are currently in high demand. He went on to state that graduates of technical high schools would still have to complete the apprentice hours but would start at a higher pay rate than those with no technical background. Next, Ms. Smith discussed the general session speakers. Sir Ken Robinson, a *New York Times* bestselling author and education and creativity expert, provided interesting concepts relevant to education. Ms. Smith purchased his book "*Creative Schools: The Grassroots Revolution That's Transforming Education*" on this matter. She also purchased the book "*Making/Marketing Your School*" and invited committee members to borrow both if they would like. Another general session speaker focused on what traits and characteristics businesses are seeking in employees. Ms. Crook expanded upon Ms. Smith's discussion on speaker Johnny Taylor, Jr. who currently works for the Trump administration adding that there is an abundance of jobs available but a shortage of qualified candidates. She also discussed the sessions she attended which focused on superintendent evaluation and Robert's Rules of Order. Mr. Bride stated that he focused on the new school committee member boot camp track stating the learned a great deal in the sessions. He added that there seemed to be two common themes throughout the sessions; equity in education and the arts. Mr. Sampson commented that time was given during the general sessions for the sponsors to market themselves which wasn't good, but the sessions were still interesting. He also attended a session on policy development which was informative and which stressed the importance of policy. Finally, Dr. Dutch spoke about a session

he attended where he learned about a school district in Liberty, MO that entered into a public/private funding initiative to build a new athletic stadium. He also attended a session on the topic of culture which focused on trust and the mindset that trust and school culture is more important than what you pay people.

Mr. Corriveau made a motion, seconded by Mr. Cammarano, to adjourn the regular meeting at 7:28 P.M. Motion passed unanimously.

A True Copy Attest

Date: 5/10/19  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

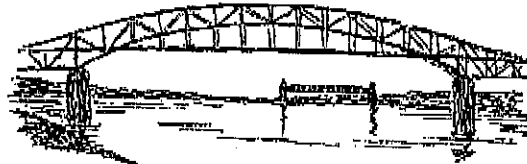
Documents reviewed / referred to:

- 04/04/2019 School Committee package
- Student Spotlight PowerPoint – Environmental Technology
- Thank You Letter Dated 03/26/2019 to Mr. Forget re: Automotive Technology
- Treasurer's Notes – 04/04/2019
- 03/27/2019 Bourne Enterprise News Article "Upper Cape Tech Hosts College Fair"
- 03/27/2019 Bourne Enterprise News Article "UCT Students Place 3<sup>rd</sup> in State Automotive Competition"
- "Construct Your Future" Website Homepage

<p><b>Upper Cape Cod Regional Technical School</b>  <b>SCHOOL COUNCIL</b>  <b>2018-2019</b></p>
---

*Agenda – Tuesday, May 7, 2019*  
*Conference Room*  
*8:00 AM*

- Student Handbook
- Evening of Excellence ~ Thursday, June 2, 2019 @ 6:30 pm
- Graduation, June 2, 2019
- School Improvement Plan
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed



SCHOOL COUNCIL

2019 MAY -2 PM 2:18

SCHOOL COUNCIL

Posted 5/2/19

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



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**MAY 9, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; Dominic Cammarano; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** James Bride; Steven Chalke.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Corriveau, acting as Chair in the absence of Mr. Fichtenmayer, announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** Seniors Nolan Laman, from the Information Technology program, and Jillian Taylor from Environmental Technology, reported on recent student activities including an update on the spring sports teams. They discussed the results of the SkillsUSA state competition which took place from April 26<sup>th</sup> to April 28<sup>th</sup>. The following students received awards:

**Gold Medal:**

*American Spirit:* Faith Ball-Roemer, Ashley Perry, Nina Barette

*Career Pathways Showcase; Natural Resources/Agriculture/Food:* Jillian Taylor, Joseph Rotondo, Derek Duggan

*Occupational Health & Safety Multiple Section:* Nathan Zylich, Noelle Tavares, Phoebe Cardoso

*Occupational Health & Safety Single Section:* Corinne Deangelis, Sean Mallard, Cara Cox

*Marine Service Technology:* Xavier Sequeira

**Silver Medal:**

*Information Technology Service:* Christopher Raposo

*Marine Service Technology:* Wallace Alden

*Internetworking:* Kameron McElroy

**Bronze Medal:**

*Automotive Refinishing Technology:* Courtney Enos

The InterAct Club recently held an ice cream sundae party to recognize the students who earned 3<sup>rd</sup> term honor roll status. The club also elected officers for next school year. Student Council began the Penny Wards fundraiser on May 1<sup>st</sup>. The students explained how the contest works stating that the shop with the most points will win an ice cream sundae party. The students congratulated the UCT participants in the Massachusetts State Science Fair that took place at MIT. Joseph Rotondo and Jillian Taylor earned 3<sup>rd</sup> place, while Nidhi Kumar was awarded an \$8000 scholarship to Framingham State

2019 JUN 19 AM 10:31  
TECHNICAL SCHOOL DISTRICT COMMITTEE

RECEIVED

University. Finally, the duo reported that the Drama Club will be performing Beauty and the Beast on June 6, 7, 8, and 9.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Mr. Forget introduced Ken Waite, Information Technology teacher, and student Christopher Raposo. Christopher is a junior from Falmouth in the Information Technology shop. Mr. Waite reviewed the schedule of activities that occur during freshman exploratory. They discussed several components of the program's curriculum including PC hardware and software, web design using HTML and CSS, coding, programming, networking, and subnetting. Christopher displayed a sample HTML student portfolio that included technical skills videos, certifications, and awards as well as a cover letter, resume, and reference letters.

Mr. Degan made a motion, seconded by Ms. Crook, to move to Agenda Item 12A, Approval of Student Handbook. Motion passed unanimously.

#### NEW BUSINESS:

**Approval of Student Handbook** – Mr. McCue, Dean of Students, distributed the following proposed changes to the 2019-2020 student handbook and explained the rationale for the changes:

#### CODE OF CONDUCT/STUDENT DISCIPLINE:

Page 20

##### STUDENT IDENTIFICATION (ID) CARDS

Last sentence of paragraph: Students shall not deface Identification Cards.

**Change:** Students shall not deface, **cover with stickers, write or draw on** Identification Cards. Identification cards are required for school security, and are to be shown to purchase school lunch and to borrow materials from the school library.

#### DETENTION

Page 27

##### **Administrative/Office Detention**

**Add:** Students issued an Office Detention for discipline will be allowed to reschedule an office detention once.

#### **ADD: (After IN-SCHOOL SUSPENSION)**

##### EMERGENCY REMOVAL UNDER 603 CMR 53.07

Page 27

- A student may be suspended first, with written notice to follow where "the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and in the principal's judgement, there is no alternative available to alleviate the danger or disruption."
- Temporary removal may not exceed two school days.

#### MAJOR DISCIPLINARY OFFENSES OR ILLEGAL ACTS

Page 30-33

**Add:** Add reference to page numbers where policies are located.

- Internet Abuse SEE ACCEPTABLE USE POLICY/INTERNET (Pg. 31/Reference Pgs. 41-44))
- Possession/Use/Distribution of Alcohol or Drugs SEE DRUG AND ALCOHOL POLICY

(Pg. 30/Reference Pgs. 31-32)

- Smoking SEE SMOKING, VAPING AND CHEWING POLICY (Pg. 31/Reference Pg. 33)

## **STUDENT INFORMATION**

Page 35

### ATHLETIC, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The following are athletic offerings:

Add: Tennis: Co-op Wareham High School

Add: Wrestling: Co-op Sandwich High School

In addition, UCT offers the following activities pending student interest:

Add: Music Club

Ms. Crook made a motion, seconded by Mr. Degan, to approve the proposed changes to the 2019-2020 student handbook as presented.

Mr. Fichtenmayer entered the meeting at 6:43 p.m.

Mr. Cammarano asked if there was a consequence when a student alters an ID. Mr. McCue responded that the student must purchase a replacement ID. Ms. Crook suggested that the statement on page 20 of the student handbook that reads "If lost, replacement ID badges *can* be purchased at the School Security office" be changed to "If lost, replacement ID badges *shall* be purchased at the School Security office." Ms. Crook amended her motion, seconded by Mr. Degan, to approve the proposed changes to the 2019-2020 student handbook with the additional change in language as stated above. Six in favor; Mr Fichtenmayer abstained. Motion passed.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Degan, seconded by Ms. Smith, for approval of the minutes of the April 4, 2019 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Dr. Dutch read a letter from the Board of Registration in Nursing granting the Practical Nursing Program continued full approval status. Next he read an e-mail from a community member thanking the Automotive Technology staff and students for the outstanding work performed on their vehicle on three separate occasions. The Superintendent also read several letters from staff including letters of resignation from Michel Herson, History teacher, and Timothy Oliveira, Pre-Engineering teacher, who have accepted positions at other school districts; a letter from Emily Bassett, a paraprofessional who will be leaving UCT in order to complete an internship in school counseling; and a letter from Patricia McPartland, Director of Adult and Continuing Education, who will be retiring in August. Finally, Dr. Dutch summarized two dismissal notifications from the Massachusetts Commission Against Discrimination in response to two complaints filed

by two attendees at a school basketball game. The findings indicated that the school district did not violate any statutes in this matter.

#### REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the next meeting is scheduled for May 20<sup>th</sup> at 5:00 p.m.

**Building** – Mr. Corriveau asked Mr. Forget to update the committee on the proposed projects that were discussed at the recent sub-committee meeting. Mr. Forget informed the committee that the proposed projects would be presented in further detail at the June meeting. The first project involves an expansion of the Practical Nursing building to accommodate the large number of Health Careers students. There are 29 students in a class at a time which necessitates use of the Multi-Purpose Room often times. It was recommended by both the teachers and advisory committee members that a larger space be allocated for the program. The other proposed project involves construction of a building for the Veterinarian Technician program rather than utilizing existing classroom space within the building. Additionally, a separate building would be more conducive for the community members who will be visiting the area for appointments, grooming, etc.

**Land Use** – Mr. Sampson, Chair of the Sub-Committee, informed the committee members that the main topic of discussion at the last meeting was the clearing of land on campus. A walk-through of the area was scheduled but cancelled due to inclement weather.

**Negotiations** – The committee was informed that there is nothing to report at this time.

**Policy** – Ms. Crook stated that a sub-committee meeting will be scheduled soon as there is a new law regarding the signing of warrants.

**Superintendent Evaluation** – Ms. Crook reported that the evaluation results will be presented later in the meeting.

TREASURER'S REPORT: Mr. Degan summarized warrant #42, 44 and 46 highlighting the larger expenditures on the warrant including costs associated with busing, heat, culinary food, SkillsUSA state competition, fuel, cafeteria equipment, and employee health benefits. He also reported on student activities warrant #10 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch shared with the committee that he and Mr. Forget met recently with the Superintendent and Assistant Superintendent from Fairhaven along with the high school principal to brainstorm educational programs that could occupy the vacant seats in the various shops when our students are out on co-op. The Superintendent also spoke recently with a researcher regarding admission plans and admissions waiting lists. There was meeting of the 501c3 Board of Directors earlier in the week and Dr. Dutch has also met with some potential benefactors. The capital campaign consultant is hoping to have \$4 million committed to the athletic center by October. The date for the school's 50<sup>th</sup> anniversary celebration has been set and will be

held at the SeaCrest Resort in North Falmouth on October 25, 2019. The Superintendent attended a meeting of the Cape & Islands Superintendents earlier in the month where Senators Cyr, DeMacedo, and Lewis were in attendance to discuss the foundation budget. The district has been awarded a \$5,000 grant from the Massachusetts Marine Trades Association which will be applied to curriculum and textbook purchases. Additionally, the district has been awarded a \$260,000 Capital Skills grant which will also be used for Marine Technology. Dr. Dutch updated the committee on the FY20 budget approval in the district towns, stating that the budget has been passed in Bourne, Falmouth, Sandwich and Wareham. The town meeting in Marion is scheduled for May 13<sup>th</sup>. The Carpentry students recently assisted the Canal Region Chamber of Commerce with etching on acrylic plaques for the Bridge Award recipients which generated a lot of positive publicity in newspapers and on social media. The Superintendent concluded his report by updating the committee on staffing. A Plumbing teacher has been hired for the fall and a potential History teacher is scheduled for a second interview next week. Also, an interview is scheduled next week for a finalist for the position of Director of Adult and Continuing Education.

**PRINCIPAL'S REPORT:** Mr. Forget informed the committee that ten students were recently honored by the Wareham Lodge of Elks for their recognition throughout the year as Students of the Month. Mr. Fichtenmayer attended the banquet in recognition of their achievements. Advanced Placement exams were administered three days this week along with Career Day, where 29 seniors met with thirteen potential employers to secure jobs upon graduation. Students from Marine Biology and from the Environmental Technology program spent time this week at the site of the beached whale in Sandwich which turned out to be a tremendous learning opportunity for them in many ways. Next Tuesday, there will be a Counselors' Breakfast here at UCT; the hope being that it will help to forge relationships with the middle school counselors in the sending towns. The Assistant Superintendent/Principal shared that he will be assisting a physician from Cape Cod Healthcare tomorrow evening as he presents a cooking demonstration on plant-based meals in the demonstration kitchen. The free course filled within two hours of the registration opening and will be a good opportunity to bring more members of the public into the school building and to showcase the new kitchen. The Senior Prom will take place on Saturday evening at the New Seabury Country Club. The Evening of Excellence will be held on May 16<sup>th</sup> at 6:30 p.m. Finally, Career Signing Day will take place on May 20<sup>th</sup> where graduating seniors going onto full-time employment will "sign contracts" with their current co-op employers. Dr. Dutch added that the 138 students on co-op have already earned over \$750,000 in wages this school year.

#### **NEW BUSINESS:**

**Superintendent Evaluation** – Ms. Crook, Chair of the Superintendent Evaluation Subcommittee, distributed the tabulated ratings and comments submitted by committee members to the full committee. Ms. Crook made a motion, seconded by Ms. Smith, to accept the results of the Superintendent evaluation as presented. The committee was informed that Dr. Dutch had received an overall rating of Proficient. Ms. Crook

commented that she has seen a lot of growth over the past two years in Dr. Dutch's role as Superintendent and commended him for a favorable evaluation. Dr. Dutch commented that he is appreciative of the positive feedback as well as any critical feedback that may be offered. He went on to state that the School Committee's support of the district is a key part of the school's success. Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Fichtenmayer, to adjourn the regular meeting at 7:40 P.M. Motion passed unanimously.

A True Copy Attest

Date:

6/17/19  
(Seal)

Robert A. Dutch

Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 05/09/2019 School Committee package
- PowerPoint Presentation – Information Technology
- 2018-2019 Student Handbook & Proposed Changes for 2019-2020
- Letter Dated 4/9/2019 from the Board of Registration in Nursing
- E-Mail Dated 4/6/2019 from Automotive Technology Customer
- Letter of Resignation Dated 4/24/2019 from T. Oliveira
- Letter of Retirement Dated 4/23/2019 from P. McPartland
- Letter of Resignation Dated 4/12/2019 from E. Bassett
- Letter of Resignation from M. Herson
- Dismissal Determination Dated 4/24/2019 from the Massachusetts Commission Against Discrimination (2)
- Treasurer's Notes – 05/09/2019
- Tabulated Results of the Superintendent Evaluation

# Upper Cape Cod Regional Technical School

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

Robert A. Dutch  
Superintendent

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

May 17, 2019

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

Dear Mr. Guerino:

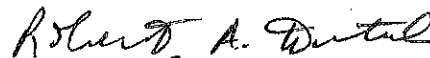
Please be advised that all of the member towns have approved the original budget presented in March.

In accordance with Section V(C) of the Regional District Agreement among the towns with respect to the establishment of the Upper Cape Cod Regional Vocational-Technical School District, please be advised that the School Committee has established an Operating Budget of \$16,591,282 and a Capital Budget of \$337,000 for the fiscal year ending June 30, 2020. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of \$4,721,780 Total Net Operating Costs assessed to the communities, therefore, becomes \$12,206,502 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

<b>Operating</b>	<b>\$2,746,669.00</b>
<b>Capital</b>	<b><u>62,051.00</u></b>
<b>Total Assessment</b>	<b><u>\$2,808,720.00</u></b>

Quarterly payments in the amount of \$702,180 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,



Robert A. Dutch, Ed.D.  
Superintendent



Michael Degan  
Treasurer, School Committee

cc: Town Clerk  
Town Treasurer  
Finance Committee  
Board of Selectmen



BOURNE - FALMOUTH - MARION - SANDWICH - WAREHAM

RECEIVED  
2019 MAY 24 AM 8:23  
TOWN CLERK BOURNE

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JUNE 13, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** James Bride.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer, announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** No student advisory representative was present.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** None.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Degan, seconded by Ms. Smith, for approval of the minutes of the May 9, 2019 regular meeting. Motion passed unanimously.

**COMMUNICATIONS:** Dr. Dutch read thank you notes from Class of 2019 graduates and scholarship recipients Joseph Rotondo and Madison Brun. He read a letter from technical supervisor, Thomas Silvia, indicating his intention to retire in January of 2020 as well as a letter from Practical Nursing teacher, Roberta Shaw, indicating her intention to retire effective August 2020. Next, the Superintendent read a letter from a student written to guidance counselor, Sheila Leonard, thanking her for choosing him to represent UCT at the Hugh O'Brien Youth Leadership conference and detailing some of what he learned at the conference. He read a letter from paraprofessional, Erin Hayes-Pontius, who has accepted a teaching position with another school district. Finally, Dr. Dutch read a letter from paraprofessional, Steve Kerwin, who is retiring at the conclusion of the school year.

RECEIVED

2019 JUL 17 PM 12:33



## REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the sub-committee met on May 20<sup>th</sup> and will be making recommendations later in the meeting.

**Building** – Mr. Forget distributed CAD drawings of the proposed addition to the existing LPN building, explaining the rationale for the additional space which will be utilized by the growing Health Technology program. There are 29 students in a class at a time which necessitates use of the Multi-Purpose Room often times. It was recommended by both the teachers and advisory committee members that a larger space be allocated for the program. Mr. Degan made a motion, seconded by Ms. Crook, to approve the expansion of the LPN building in concept. Mr. Sampson stated his concern that there isn't a master plan in place in regard to construction. He went on to state that if the district continues to build additional buildings, there must be a vision in place that the School Committee is in agreement with so that it is a campus and not a "hodgepodge" of buildings. Mr. Degan commented that there is a Long-Range Planning Sub-Committee in place that has developed a five-year plan which speaks to their vision. Ms. Crook suggested that the Long-Range Planning Sub-Committee meet in the near future. Dr. Dutch added that the long-range plan, or the strategic plan, is probably close to five years old and should be revisited at this time but that it should not impact the two proposed projects. Motion passed unanimously. Mr. Forget then distributed drawings for the proposed Vet Tech building which, if approved, will be located next to the wastewater treatment facility. That location has been chosen for a number of reasons, one of which is its accessibility for members of the public who will be visiting the building for various services that will be offered. Mr. Sampson inquired as to how far the building would be set back from the parking lot. Mr. Forget answered that the building would be set back approximately 25 feet. Ms. Crook made a motion, seconded by Mr. Degan, to approve the construction of a building as described for the Vet Tech program. Motion passed unanimously.

**Policy** – Ms. Crook informed the committee that the Policy Sub-Committee will be meeting on Monday, June 17<sup>th</sup> at 5:30 pm.

TREASURER'S REPORT: Mr. Degan summarized warrants #48 and #50, highlighting the larger expenditures on the warrant including costs associated with the SkillsUSA national competition, building insurance, and employee health benefits. He also reported on student activities warrant #11 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch distributed the 2019 golf tournament flyer to the committee inviting them to participate and to spread the word to potential players, donors and sponsors. The tournament will take place on September 28<sup>th</sup> at the Falmouth Country Club. He discussed a meeting he and Judith Pelletier attended at the Martha's Vineyard Hospital this week to discuss the possibility of UCT operating a Practical Nursing program there beginning in the fall of 2020. Dr. Dutch stated that the program would need

a minimum of ten students enrolled in order for it to be worthwhile to the district. The Superintendent shared that he threw out the first pitch at last night's Bourne Braves home opener. Finally, he discussed the changes that are being considered by the Department of Elementary and Secondary Education to the admissions regulations which would remove the discipline record as a component of an applicant seeking admission to a technical school. He stated that he would e-mail the proposed regulations to the committee so that they may review them.

**PRINCIPAL'S REPORT:** Mr. Forget informed the committee that the Parent Teacher Organization recently held their final meeting of the school year and elected a new slate of officers for the fall. The Craft Fair, which will be held on November 16<sup>th</sup> and 17<sup>th</sup>, has filled all of the vendor booths at this time with a waiting list of over 30 vendors. The Leadership Team will meet on July 1<sup>st</sup> for their summer retreat and the summer programs begin on July 8<sup>th</sup>. The New Teacher Orientation will take place on August 21<sup>st</sup> and the Chromebook rollout for incoming students is scheduled for August 22<sup>nd</sup>. Mr. Forget explained that the district is moving from iPads to Chromebooks in an effort to familiarize students with Chromebooks in preparation for the MCAS exams which are now administered using Chromebooks. Finally, the Assistant Superintendent/Principal informed the committee that the first day of school for staff will be August 26<sup>th</sup> with the Grade 9 Barbecue being held that evening.

#### **NEW BUSINESS:**

**School Lunch Price** – Mr. Corriveau made a motion, seconded by Mr. Chalke, to follow the recommendation of the Superintendent and increase the price of school lunch from \$3.00 to \$3.50 and the price of school breakfast from \$1.50 to \$1.75 for the 2019-2020 school year. Seven in favor; Ms. Crook opposed - Motion passed.

**School Improvement Plan** – Mr. Forget reviewed the draft 2019-2020 School Improvement Plan as proposed by the School Council. Ms. Crook made a motion, seconded by Mr. Corriveau, to approve the 2019-2020 School Improvement Plan as presented. Motion passed unanimously.

**Approval of Spring Program Advisory Minutes** – Mr. Corriveau made a motion, seconded by Mr. Degan, to approve the minutes of the Spring Program Advisory meetings as presented. Dr. Dutch commented that the supervisors and technical teachers were challenged to expand and increase advisory membership and they were successful with increased attendance at the meetings. Ms. Crook inquired about the change in the age requirements for Cosmetology. Mr. Forget responded that students are now able to begin earning their hours for their Cosmetology license at the age of 15 which will make them eligible for co-op placements during their junior year. Additionally, businesses are now able to partner with schools so that students can earn hours towards licensure over the summer months. Motion passed unanimously.

**FY19 Budget Transfers** – Dr. Dutch explained the causes of the budget shortfalls as well as the budget transfers that were being recommended. Mr. Degan made a motion, seconded by Mr. Sampson, to follow the recommendation of the Budget Sub-Committee and make the following FY19 budget transfers:

Transfer To:		Transfer From:	
School Comm. Other 50-1110-0600-00 Travel shortfall	\$1,600	Teachers 50-2305-0100-01	\$1,600
Business Clerical 50-1410-0200-00 Negotiation Legal	\$1,500	Teachers 50-2305-0100-01	\$1,500
Business Legal 50-1430-0400-00 Negotiation Legal	\$11,900	Teachers 50-2305-0100-01 Audit 50-1430-0400-01	\$9,000 \$2,900
Psychological Contractual 50-2800-0400-02 Testing Services	\$10,000	Teachers 50-2305-0100-01	\$10,000
Student Other 50-3520-0600-00 National Skills Travel	\$16,000	Teachers 50-2305-0100-01	\$16,000
Bans Interest 50-5450-0600-00 Interest shortfall	\$873	Teachers 50-2305-0100-01	\$873

Motion passed unanimously.

**OPEB Contribution** – Dr. Dutch explained that the Cape Cod Municipal Health Group voted to disburse to each district the amount of retiree drug subsidy received on the district's retiree members that are covered under a Medicare Part D plan. The Pharmacy Medicare Part D is included in the Medex health benefit offering. The district received a check in the amount of \$31,623.23. Ms. Smith made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee, and include this distribution in the amount of \$31,623.23 in the contributions to the OPEB Trust Account for fiscal year 2019. Motion passed unanimously.

**Veterinarian Technician Building Transfer** – Ms. Crook made a motion, seconded by Mr. Corriveau, to follow the recommendation of the Budget Sub-Committee, and make the following budget transfer:

Transfer From:

50-2305-0100-01	Teachers	\$177,935
50-2330-0300-00	Instructional Assistants	\$150,714
50-2310-0100-00	Sped Teachers	\$89,000
50-4120-0500-00	Heating	\$110,000
50-4130-0500-00	Utilities	\$50,000
50-5100-0600-01	Health Insurance	\$50,000

Transfer To:

50-4300-0600-00	Extraordinary & Unanticipated	\$627,649
-----------------	-------------------------------	-----------

Motion passed unanimously. Ms. Crook made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee, and transfer \$522,649 from Extraordinary & Unanticipated to the Stabilization Fund Account for the construction of the Vet Tech Building. Motion passed unanimously.

**LPN Building Expansion Transfer** – Mr. Degan made a motion, seconded by Ms. Crook, to follow the recommendation of the Budget Sub-Committee, and transfer \$175,000 from Extraordinary & Unanticipated to the Stabilization Fund Account for the construction of the LPN Expansion for Health Careers. Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Ms. Crook, to enter into Executive Session at 7:36 p.m. for the purpose of discussing the proposed Memorandum of Agreement with Unit A and to return to Open Session to vote on ratification of the Unit A Collective Bargaining Agreement and for adjournment. Roll call vote – Motion passed unanimously.

Open Session resumed at 8:13 p.m.

**Ratification of Unit A Collective Bargaining Agreement** – Mr. Corriveau made a motion, seconded by Mr. Sampson, to approve the successor agreement to the Unit A collective bargaining agreement as presented for the period of July 1, 2019 through June 30, 2022. Roll call vote – Mr. Cammarano, Mr. Corriveau, Ms. Crook, Mr. Degan, Mr. Fichtenmayer, Mr. Sampson, and Ms. Smith in favor; Mr. Chalke abstained – Motion passed.

Mr. Corriveau made a motion, seconded by Ms. Crook, to follow the recommendation of the Superintendent and grant all non-contractual employees and employees with individual contracts a 2.5% salary increase for fiscal years 2020, 2021, and 2022. Roll call vote – Motion passed unanimously. Mr. Corriveau made a motion to rescind his motion. Ms. Crook withdrew her second of the motion. Roll call vote – Motion was rescinded unanimously. Mr. Corriveau made a motion, seconded by Mr. Cammarano, to

follow the recommendation of the Superintendent and grant all non-contractual employees a 2.5% salary increase for fiscal years 2020, 2021, and 2022 and to extend all individual contracts so that they are in effect through fiscal year 2022 with a 2.5% salary increase. Roll call vote – Motion passed unanimously.

Mr. Corriveau made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 8:21 P.M. Motion passed unanimously.

A True Copy Attest

Date: 7/12/19  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 06/13/2019 School Committee package
- Thank You Note from Graduate Joseph Rotondo
- Thank You Note from Graduate Madison Brun
- Letter of Retirement from Thomas Silvia
- Letter of Retirement from Roberta Shaw
- Letter to S. Leonard from Student re: Attendance at HOBY Leadership Conference
- Letter of Resignation from Erin Hayes-Pontius
- Letter of Retirement from Stephen Kerwin
- CAD Drawing for Proposed LPN Building Expansion
- CAD Drawing for Proposed Vet Tech Building
- Treasurer's Notes – 06/13/2019
- UCT 2019 Golf Tournament Flyer

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**JULY 11, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; Dominic Cammarano; Mary Crook; Michael Degan; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** Steven Chalke; Thomas Corriveau.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer, announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** No student advisory representative was present.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** None.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Mr. Cammarano, seconded by Mr. Degan, for approval of the minutes of the June 13, 2019 regular meeting. Motion passed unanimously. A motion was made by Ms. Smith, seconded by Mr. Degan, for approval of the minutes of the June 13, 2019 executive session. Motion passed unanimously.

**COMMUNICATIONS:** Dr. Dutch read a letter from a graduate thanking the committee for the tool award he received at graduation and for being chosen as the Top Shop recipient in Electrical. Next, the Superintendent read a letter from Joshua Shireman, Math teacher, stating that he has accepted a position with another district and will not be returning in the fall. Finally, Dr. Dutch read a letter from Marion School Committee representative, James Bride, informing the committee that he must resign from the committee effective June 17, 2019 as he is moving out of district.

**REPORT OF COMMITTEES:**

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the sub-committee met on July 9<sup>th</sup> and will be making recommendations later in the meeting.

TOWN CLERK BOURNE  
2019 SEP 20 10 05

RECEIVED

**Policy** – Ms. Crook informed the committee that the Policy Sub-Committee met on July 1<sup>st</sup> and policies will be presented later in the meeting for a first reading.

**Long-Range Planning** – The sub-committee scheduled a meeting for Monday, July 22<sup>nd</sup> at 5:30 p.m.

TREASURER'S REPORT: None.

SUPERINTENDENT'S REPORT: Dr. Dutch informed the committee that he met recently with insurance representatives to explore options that may be available to the district rather than membership in the Cape Cod Municipal Health Group. The two major requirements of any alternative membership plans are that the plan include district retirees and that it offers Blue Cross/Blue Shield or its equivalent as a coverage option. The alternative the insurance representatives presented included Harvard Pilgrim Health Care rather than Blue Cross/Blue Shield. As there are many more employees that have Blue Cross/Blue Shield rather than Harvard Pilgrim, Dr. Dutch feels that is not an acceptable alternative but will continue to research options. The district has received official notification that it is the recipient of a \$260,000 capital skills grant and the Marine Technology equipment funded by that grant has already been ordered. The Massachusetts Mayors' Association has composed a letter, signed by 12 mayors, criticizing the admissions policy of technical schools. The Commissioner of Education is seeking feedback and Dr. Dutch has been working with two other Superintendents on collecting data and formulating a position paper in response. The Massachusetts Association of Vocational Administrators will be voting on the position paper in August. Earlier in the week, the Superintendent attended the Massachusetts Association of School Superintendents' Executive Institute in Mashpee. The focus of the guest speakers and the workshops were bias, equity, and achievement gaps. The administrators will examine those issues at their own Leadership Retreat at the end of the summer. Dr. Dutch updated the committee on staffing, stating that one Math teaching position and three paraprofessional positions remained to be filled. A meeting will be held on Tuesday, July 16<sup>th</sup> regarding the school's 50<sup>th</sup> anniversary celebration. Agenda items will include the Hall of Fame criteria and inductees, the October 25<sup>th</sup> anniversary celebration at the SeaCrest Beach Hotel, and ideas for smaller events throughout the year. Dr. Dutch encouraged the committee members to visit the school's new website which is cleaner and easier to navigate than the previous site. The new format will have pages that are more current and relevant. An article will be appearing in the *Bourne Enterprise* on the school's new sign which has generated a lot of positive feedback. The Superintendent next discussed upcoming conferences. Early bird discounted registration for the Massachusetts Association of School Committee's annual conference ends on Monday. The conference will take place in Hyannis on November 6<sup>th</sup> through 9<sup>th</sup>. Mr. Sampson and Ms. Smith indicated an interest in attending. The Association for Career and Technical Education annual conference will take place in Anaheim, CA from December 4<sup>th</sup> through 7<sup>th</sup>. Dr. Dutch asked committee members to give some thought as to whether they would prefer to attend that as a committee rather than the National School Boards' Association national conference which will take place in early April 2020 in Chicago. Finally, the Superintendent stated that the committee has not set goals or

performed a self-evaluation in quite some time, suggesting that the committee set a date for a retreat to be held off campus on a Saturday in the fall. This will be discussed further at the September meeting.

PRINCIPAL'S REPORT: Mr. Forget informed the committee that there are currently 195 freshmen starting school in the fall, with an additional six students coming in as sophomores, for a total enrollment just over 731 students. Summer career exploratory camp started this week with 58 sixth and seventh graders in attendance. The freshman transition camp also started this week with an additional 40 to 50 students in the building. The construction projects that are currently underway on campus will be of assistance as additional classroom space is needed next year. The Craft Fair, which is held the weekend before Thanksgiving, is completely sold out with a growing waiting list and several requests that the fair be expanded. The Wellness Center is nearing completion and a trainer has been hired to work with the 9<sup>th</sup>-graders during Tech Rich on fitness, nutrition, and health lifestyle habits.

NEW BUSINESS:

**FY19 Budget Transfers** – Ms. Smith made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and make the following FY19 budget transfers:

<u>Transfer To</u>		<u>Transfer From</u>	
Business Legal	\$4,000	Substitutes	\$4,000
50-1430-0400-00		50-2325-0300-00	
Negotiation Legal			
Psychological Contractual	\$18,000	Health Benefits	\$18,000
50-2800-0400-02		50-2325-0300-00	
Testing Services			

Mr. Sampson inquired as to why there is an end-of-the-year surplus of over \$700,000. Dr. Dutch responded that there are a number of things that can attribute to a surplus such as a mild winter leading to heating costs being lesser than budgeted. Health insurance is another thing that is difficult to predict. If fewer new employees sign up for the district's insurance program than anticipated or if employees opt to transfer coverage to their spouse's insurance program, a surplus will exist at the end of the fiscal year. Additionally, often times grant funding comes in after the start of the fiscal year that covers salaried positions. Mr. Sampson commented that he understands all of the variables that contributed to the surplus but is concerned that the district will end up "getting push backs" from the towns if we continue to have surplus money at the end of each fiscal year that we put into capital projects.

Motion passed unanimously.



Ms. Crook made a motion, seconded by Ms. Smith, to follow the recommendation of the Budget Sub-Committee and make the following FY19 budget transfers:

<u>Transfer To</u>		<u>Transfer From</u>	
Business Legal	\$3,205	Substitutes	\$675
50-1430-0400-00		50-2325-0300-00	
Legal Expenses		Teachers	\$2,300
		50-2305-0100-01	
		SPED Teachers	\$230
		50-2310-0100-00	
Grounds	\$58,025	Substitutes	\$5,984
50-4210-0500-00		50-2325-0300-00	
Pavement of new buildings walkways		Instructional Asst.	\$5,766
		50-2330-0300	
		Psychological Serv.	\$2,395
		50-2800-0400-01	
		Heating	\$7,402
		50-4120-0500-00	
		Health Benefits	\$9,056
		50-5100-0600-01	
		FICA	\$11,862
		50-5100-0600-04	
		Coaching	\$15,560
		50-3510-0300-00	

Motion passed unanimously.

**FY20 Salary Line Item Transfers** – Dr. Dutch explained that the FY20 salary line item transfers are due to the fact that a 2% salary increase was figured into the FY20 budget. Unit A settled at a salary increase of 2.5% and the School Committee authorized a 2.5% salary increase for non-contractual employees. He went on to explain that the FY20 budget included a 1.0 full-time equivalent (FTE) to shadow the team supervisor who is retiring in January. He and Mr. Forget would instead like to leave the supervisor position unfilled for the remainder of the 2019-2020 school year and use that 1.0 FTE salary to re-hire the guidance counselor whose position was eliminated at the conclusion of the school year due to a Reduction in Force. Ms. Crook made a motion, seconded by Ms. Smith, to follow the recommendation of the Budget Sub-Committee and make the following FY20 salary line item transfers:

Transfer to:

Business Clerical	50-1410-0200-00	\$1,133
Principal Clerical	50-2210-0200-00	\$14,804
Dean of Students	50-2210-0100.02	\$587
Clerical Sped	50-2220-0200-00	\$300
Info Tech	50-1450-0100-00	\$669
SD Clerical	50-1210-0200-00	\$1,488
Dir of Student Serv.	50-2710-0100-01	\$550

Aide Professional	50-2355-0300-00	\$45
Staff Professional	50-2353-0100-00	\$1,144
School Security	50-3600-0100-00	\$6,337
Ground Maint.	50-4210-0300-00	\$289
Building Prof	50-4220-0100-00	\$662
Guidance Clerical	50-2710-0200-00	\$642
Custodial Salaries	50-41 10-0300-00	\$1,899
Library	50-2340-0100-00	\$5,005
Nurse	50-3200-0100-02	\$1,421
Guidance	50-2710-0100-02	\$1768
Psychological Prof	50-2800-0100-00	\$169

Transfer from:

Team Supervisors	50-2220-0100-02	\$38,912
------------------	-----------------	----------

Motion passed unanimously.

**FY19 Transportation Stabilization** – Dr. Dutch explained that the district received \$90,062 in additional transportation revenue for the FY19 budget. Ms. Crook made a motion, seconded by Ms. Smith, to follow the recommendation of the Budget Sub-Committee and transfer these funds to the transportation stabilization account to be used within the next fiscal year. Motion passed unanimously.

**FY19 Transportation Purchase** – Dr. Dutch informed the committee that there is a balance of \$70,390.00 in the FY19 transportation account. Ms. Smith made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and authorize the purchase of a 2019 Ford F-250 in the amount of \$38,981.80 from the FY19 transportation account (#50-3300-0100) with the balance of the FY19 transportation account being used towards the purchase of a vehicle to transport students. Motion passed unanimously.

**Policy – First Reading** – The following policies were presented for a first reading:

- Policy ADC – Smoking on School Premises
- Policy BG – School Committee Policy Development
- Policy BGB/A – Policy Adoption
- Policy BGC – Policy Review and Evaluation / Policy Manual Accuracy Check
- Policy BGD – School Committee Review of Regulations
- Policy CBD – Superintendent’s Contract
- Policy CBI – Evaluation of the Superintendent
- Policy CH – Policy Implementation
- Policy CHA – Development of Regulations
- Policy CHC – Regulations Dissemination
- Policy DK – Payment Procedures
- Policy DKC – Expense Reimbursements
- Policy ECA – Buildings and Grounds Security

**August Meeting Date** – Dr. Dutch stated that there does not seem to be a need for an August meeting at this point. Mr. Sampson made a motion, seconded by Mr. Cammarano, that there be no School Committee meeting in August unless the Superintendent deems necessary. Motion passed unanimously.

Ms. Smith made a motion, seconded by Ms. Crook, to enter into Executive Session at 7:37 p.m. for the purpose of discussing the proposed Memorandum of Agreement with Unit B and to return to Open Session to vote on ratification of the Unit B Collective Bargaining Agreement and for adjournment. Roll call vote – Motion passed unanimously.

Open Session resumed at 7:33 p.m.

**Ratification of Unit B Collective Bargaining Agreement** – Ms. Smith made a motion, seconded by Mr. Degan, to approve the successor agreement to the Unit B collective bargaining agreement as presented for the period of July 1, 2019 through June 30, 2022. Roll call vote – Mr. Cammarano, Ms. Crook, Mr. Degan, Mr. Fichtenmayer, Mr. Sampson, and Ms. Smith in favor – Motion passed unanimously.

Ms. Crook made a motion, seconded by Ms. Smith, to adjourn the regular meeting at 7:34 P.M. Motion passed unanimously.

A True Copy Attest

Date: 9-12-2019  
(Seal)

  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 07/11/2019 School Committee package
- Thank You Letter from Graduate Cameron Cliff
- Letter of Resignation from Joshua Shireman
- Letter of Committee Resignation from James Bride

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**SEPTEMBER 12, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

**PRESENT:** Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Christine Marcolini; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

**ABSENT:** None.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer announced that the meeting was being recorded through an audio device.

**STUDENT ADVISORY REPRESENTATIVE:** No student advisory representative was present.

**STUDENT SPOTLIGHT / CURRICULUM UPDATE:** None.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES:** A motion was made by Ms. Crook, seconded by Mr. Degan, for approval of the minutes of the July 11, 2019 regular meeting. Mr. Chalke and Ms. Marcolini abstained. Motion passed. A motion was made by Ms. Crook, seconded by Mr. Sampson, for approval of the minutes of the July 11, 2019 executive session. Mr. Chalke and Ms. Marcolini abstained. Motion passed.

**COMMUNICATIONS:** Dr. Dutch read an e-mail from a parent whose child attended the summer exploratory camp stating how much he enjoyed it and how much he liked the school. He then read a communication from the Department of Elementary and Secondary Education informing the district that, after an analysis of the Student Information Management System and the Student Safety and Discipline Report, the department has not identified a significant disproportionality by race or ethnicity in special education identification, placement, or discipline.

**REPORT OF COMMITTEES:**

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the next sub-committee meeting will take place on September 23<sup>rd</sup> at 5:00 p.m.

**PRINCIPAL'S REPORT:** Mr. Forget reported that it was a wonderful start to the school year. There has been a canine in the shop for the one-day exploratory in the new Veterinary Science program, which the students are enjoying. A reporter and photographer from *The Enterprise* newspaper visited the school to learn more about the Veterinary Science program and to see the new Wellness Center and the parking spots that were painted by senior students as part of a class fundraiser. The Assistant Superintendent / Principal informed the committee that the first School Council meeting will take place on October 1<sup>st</sup> and the agenda items for the first staff in-service day will include ALICE training and a refresher on the Navigate security system. He updated the committee on the start of the fall sports season including a UCT Rams victory in their first football game of the season beating Bourne High School by a score of 27-6. Finally, Mr. Forget discussed upcoming events including a Family Science Night scheduled for September 18<sup>th</sup> and the Fall Program Advisory meetings on October 9<sup>th</sup>.

### **NEW BUSINESS:**

**Capital Campaign Update** – Michael Buckley, from the Institute for Philanthropic Excellence, updated the committee on the capital campaign initiative that is underway to raise \$20 million in funding for the construction of an Athletic Center on campus. The initiative began with a feasibility study which included interviewing 30 to 40 individuals in an attempt to determine the readiness of the school community in regard to a major gift campaign. Throughout those interviews, “workforce development” was a common theme heard. At this point in the capital campaign initiative, multiple lead gift opportunities have been identified and a \$100,000 commitment with a \$100,000 match has been secured. Next, formal proposals will be submitted to three major foundations on Cape Cod and there will be a wealth screening of alumni in order to identify additional potential donors.

**School Opening Report** – Dr. Dutch updated the committee on the start of the school year providing a brief professional background on each of the new employees. He also discussed the areas of responsibility for the supervisors as some changes have been made since last year as well as student enrollment numbers and topics addressed at the summer leadership retreat. The theme for the 2019-2020 school year is “Upper Cape Tech.50. Bright Past.....Brilliant Future.”

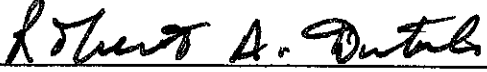
**Upper Cape Tech 50<sup>th</sup> Anniversary / Golf Tournament Update** – Dr. Dutch reminded the committee that plans are underway for the school’s 50<sup>th</sup> anniversary celebration which will be held on Friday, October 25<sup>th</sup> at the SeaCrest Beach Hotel in North Falmouth. Two former faculty members, three graduates, and one community member will be inducted into the newly-formed Hall of Fame that evening. The UCT Tech Open golf tournament will take place on September 28<sup>th</sup> at the Falmouth Country Club. There are currently 20 teams registered but it is the hope that there will be a total of 30 teams playing. The golf tournament usually generates \$10,000 to \$12,000 for the UCT Scholarship Fund.

**School-Related Travel Guidelines** – Dr. Dutch explained that staff members who are traveling to attend conferences and other professional development activities are eligible to be reimbursed for meal expenses. The current daily reimbursable rate has been in

Mr. Corriveau made a motion, seconded by Mr. Cammarano, to adjourn the regular meeting at 8:34 P.M. Motion passed unanimously.

A True Copy Attest

Date: 10-10-2019  
(Seal)

  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

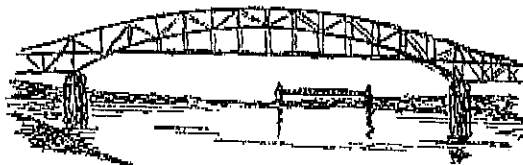
- 09/12/2019 School Committee package
- E-Mail Dated 8/2/2019 from Parent of Summer Exploratory Camper
- Letter Dated 8/21/2019 from the Department of Elementary and Secondary Education
- 9/12/2019 Treasurer's Report
- PowerPoint Presentation – Institute for Philanthropic Excellence
- PowerPoint Presentation – School Opening Report

**Upper Cape Cod Regional Technical School  
SCHOOL COUNCIL  
2019-2020**

*Agenda – Tuesday, October 1, 2019  
Conference Room  
8:00 AM*

- Welcome Back
- Athletic Director, Ben Rabinovitch, Sports Update
- New Employees
- Grade 8 Open House ~ October 17, 2019
- UCT Happenings
- Guidance Update ~ Jen McGuire
- State of the State ~ John Creed

2019 SEP 26 AM 10:10  
 UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
 CONFERENCE ROOM



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

*posted 9/26/19*

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**OCTOBER 10, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Michael Degan; Christine Marcolini; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: Mary Crook.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer announced that the meeting was being recorded through an audio device.

STUDENT ADVISORY REPRESENTATIVE: Sophomores Alexis Tatzel, Information Technology; Katie Klondas, Culinary Arts; and Wesley Heard, Information Technology, updated the committee on student activities including an update on fall sports, officer elections for the National Honor Society and the InterAct Club, and the Hawaiian tiki themed Homecoming dance scheduled for October 26<sup>th</sup>.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Smith, seconded by Mr. Cammarano, for approval of the minutes of the September 12, 2019 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Dr. Dutch read a letter from Nicole Lotito thanking school administration for allowing her to participate in the Massachusetts Association of Vocational Administrators' Leadership Academy I. Next, he read a letter from Chip Koser, Culinary Arts teacher, indicating his intention to retire at the conclusion of the 2019-2020 school year. He also read retirement letters from Rose Crosby, Controller, who will be retiring on July 15, 2020, and Susan Truax, Administrative Assistant to the Director of Student Services, who will be retiring effective September 15, 2020.

RECEIVED  
NOV 18 AM 10:43  
SCHOOL CLERK BOURNE



## REPORT OF COMMITTEES:

**Budget** – Mr. Degan, Chair of the Budget Sub-Committee, reported that the sub-committee met on September 23<sup>rd</sup> and have included recommendations on the agenda for tonight's meeting. The next meeting of the sub-committee is scheduled for October 21<sup>st</sup> at 5 p.m.

**TREASURER'S REPORT:** Mr. Degan summarized warrants #14 and #16, highlighting the larger expenditures on the warrant including costs associated with the purchase of computers for Information Technology, cafeteria food, utilities, busing, employee health benefits and Marine Technology equipment purchased through a grant award. He also reported on student activities warrant #2 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

**SUPERINTENDENT'S REPORT:** Dr. Dutch informed the committee that the Council on Occupational Education will be on site next week to evaluate the Practical Nursing program. He invited committee members to join the evaluators and staff members for dinner on October 15<sup>th</sup> at Fisherman's View restaurant. Ms. Smith and Mr. Sampson indicated that they would be in attendance. The Superintendent shared that the district has applied for a Massachusetts Capital Skills grant in the amount of \$498,000 which, if awarded, will be used to equip the Veterinary Science building. The district is also in the process of applying for a planning grant as a partnership with Fairhaven High School and a shipbuilder and other business in the New Bedford area. The purpose of the planning grant would be to research methods to provide educational opportunities to additional students as an after school program or during the day as a 13<sup>th</sup> year program. Next, Dr. Dutch updated the committee on the continued Board of Appeals hearings regarding Chase Estate's proposal to amend their approval to construct housing from 16 units to 20 units. Mr. Pappas has been instructed by the town to perform certain task before the next hearing which is scheduled for November 6<sup>th</sup>. He reminded the committee that the 50<sup>th</sup> Anniversary Celebration and Hall of Fame Induction Ceremony will be held at the Sea Crest on October 25<sup>th</sup>. The video that will be presented that evening is complete and there are three binders of old newspaper clippings that will be at the event for the perusal of attendees. Representative David Vieira will be in attendance to present a resolution from the Senate. The UCT Tech Open golf tournament was a great success raising over \$20,000 which far exceeded expectations. There was a large number of volunteers who participated in the planning of the event as well as during the tournament.

**PRINCIPAL'S REPORT:** Mr. Forget distributed Volume 2 of *The Shelf Life* which is the newsletter that has been created by the newly-hired Library Media Specialist. He also shared photographs of parking spaces that had been painted by senior students as part of a class fundraiser. Next, he shared the results of the MCAS tests that were administered last spring to students in grade 10. The graphics displayed the continued growth in scores over the past five years. The Assistant Superintendent/Principal

informed the committee that this is the eighth year in a row with no failing scores in English Language Arts. Discussion ensued regarding strategies that are being undertaken to improve the scores in Mathematics. Mr. Forget stated that the Fall Program Advisory meetings were held last night and were well attended. Spirit Week will take place during the week of October 21<sup>st</sup> with the pep rally scheduled for Friday, October 25<sup>th</sup> at 1 p.m. The 50<sup>th</sup> Anniversary / Hall of Fame celebration will be held that evening and the Homecoming football game and Homecoming dance will be held on October 26<sup>th</sup>. The Grade Eight Open House is on October 17<sup>th</sup>. Dinner will be served at 5 p.m. and the activities will begin at 6 p.m. Finally, Mr. Forget shared that 8<sup>th</sup> graders from Old Rochester Regional School District will visit the school on November 1<sup>st</sup> and 2<sup>nd</sup> graders from Falmouth and Sandwich will also be visiting UCT in the coming weeks.

### NEW BUSINESS:

**FY20 OPEB Payment** – Dr. Dutch informed the committee that the FY20 budget includes \$50,000 in the Health Insurance Benefits line item for a payment to the OPEB trust account which was established in FY2015. Mr. Degan made a motion, seconded by Ms. Smith, to follow the recommendation of the Budget Sub-Committee and approve a payment in the amount of \$50,000 to the OPEB trust account for FY2020. Motion passed unanimously.

**FY20 Stabilization Capital Fund Payment** – Dr. Dutch stated that the stabilization capital fund account was established to plan for future capital needs, such as replacement of the roof as it is now twenty-one years old. Mr. Degan made a motion, seconded by Mr. Cammarano, to approve a payment in the amount of \$100,000 to the Stabilization Capital Fund for FY2020. Motion passed unanimously.

**Capital Campaign Donation Agreement** – Dr. Dutch informed the committee that a donation agreement with John Doran is in progress. The draft agreement has yet to be reviewed by Mr. Doran and will hopefully be ready for approval by the School Committee at the November meeting.

**Policy – Final Adoption** – Mr. Cammarano made a motion, seconded by Mr. Sampson, to table this agenda item as Ms. Crook, Chair of the Policy Sub-Committee, was not present. Mr. Corriveau stated that he would like to proceed with a vote as Ms. Crook was present at the last meeting when the policies were presented for a first reading. Mr. Corriveau went on to state that, as a member of the Policy Sub-Committee, he was present at the sub-committee meeting at which the policies were initially reviewed. Mr. Cammarano and Mr. Sampson were in favor; Mr. Chalke, Mr. Corriveau, Mr. Degan, Mr. Fichtenmayer, Ms. Marcolini and Ms. Smith were opposed. Motion failed. Mr. Corriveau made a motion, seconded by Ms. Marcolini, for final adoption of the following policies as presented:

- Policy AC-R – Nondiscrimination
- Policy BGBA – Policy Adoption
- Policy GCA – Professional Staff Positions

- Policy GCJ – Professional Teacher Status
- Policy IGC – Learning Support Services Programs
- Policy IHAJ – Occupational Education
- Policy IHAMA – Teaching About Drugs, Alcohol, and Tobacco (replace with IHAMB)
- Policy IHAMB – Teaching About Drugs, Alcohol, and Tobacco

Motion passed unanimously.

**MASC Annual Business Meeting Resolutions** – The resolutions that will be put forth at the annual business meeting as part of the MASC conference in November were included in the mailout for discussion. Ms. Crook will be serving as the committee’s voting delegate. After discussion, the committee agreed to recommend to the voting delegate to vote as follows:

- *Resolution 1: Banning Polystyrene from Schools – Be it resolved that MASC urge the Commonwealth of Massachusetts to ban the use of expanded polystyrene foam cups, bowls, plates and trays from Massachusetts Public Schools by the 2022-2023 school year. **Support.***
- *Resolution 2: Pertaining to Educator Diversity and Professional Licensure – Be it resolved that the Massachusetts Association of School Committees calls for the elimination of the MTEL and the MA Performance Assessment for Leaders (MaPAL) as licensing requirements for educators; and be it further resolved that the Massachusetts Association of School Committees calls for the governance and licensure of professional educators to be vested in a board comprised of licensed educators. **Do not support.***
- *Resolution 3: School Transportation – Be it resolved that in order to promote greater competition for bus service contracts and improve performance, MASC calls for the creation of a working group to advise the Legislature on the best solutions to support greater competition and higher performance from transportation companies. Be it further resolved that in order to promote greater competition for bus service contracts, the Legislature should eliminate M.G.L. c. 71 § 7C, and authorize a deeper analysis into the lack of bidders on school transportation contracts. **Support.***
- *Resolution 4: Climate Change – Be it resolved that MASC calls on Congress to take swift and effective action on climate change to protect current and future students. Be it further resolved that MASC advocates for school funding for school infrastructure need and emergency funding for disaster relief caused by natural catastrophes and extreme weather events. **Do not support.***
- *Resolution 5: Full Funding of Transportation Costs for Students in Foster Care and State Care – Be it resolved that the Commonwealth should fully reimburse transportation funding for children in foster care and state care. DCF and DESE must complete the process to provide proper documentation for the Commonwealth to receive reimbursement for transportation expenses under Title IV-E of the Social Security Act. Be it further resolved that MASC advocate the Massachusetts General Court to properly calculate and assume the full expense of providing educational services to students in foster care and state care including*

*the costs of assessments, regular day and special education services as well as out-of-district placements, transportation and mental health services. **Support.***

- *Resolution 6: Universal Quality Pre-Kindergarten Access in Massachusetts – Be it resolved that MASC file or support legislation that will provide a sufficient appropriation for universal pre-K in Massachusetts and will achieve the actions necessary to provide access to good, quality universal pre-K for all children in Massachusetts. **Abstain***
- *Resolution 7: Poverty and Children – Be it resolved that the Massachusetts Association of School Committees will prioritize, as a matter of its public policy agenda, and file for and support legislation to support the eradication of poverty among children in Massachusetts and advocate for social and economic justice for students and their families that will include: support for a revenue stream that supports social and economic priorities for children and families, support for state programs and services that serve children at greatest social and emotional risk which are easily accessible to students and families, advocacy for nutrition programs that eradicate hunger among children, advocacy for healthcare including vision, hearing, dental and mental health through accessible service providers, support for pre-kindergarten programs for all children, and advocacy for increasing educational opportunities for children to grow both inside and outside of school. **Support.***
- *Resolution 8: Resolution for Access to Menstrual Supplies – Be it resolved that MASC work with state and federal legislatures to provide additional funding to provide free access to menstrual products from the school nurse and in restrooms and locker rooms. **Support.***
- *Resolution 9: Charter School Reform – Be it resolved that the Massachusetts Association of School Committees seek legislative action to both address the deleterious effects of charter school funding on certain municipalities and school districts across the state and approve a comprehensive set of reforms that includes establishment of strict guidelines or regulations to require that charter schools enroll representative cross sections of students residing within the school service areas; reporting of accurate numbers of students who leave charter schools to return to the sending districts or district of residence; requiring the MA Department of Elementary and Secondary Education to retain and report accurate data on enrollment of students with learning disabilities, physical disabilities, economic disadvantage, emotional disability and status as racial and linguistic minorities; state requirements that all charter schools be funded in full by the Commonwealth rather than by expropriation of Chapter 70 education aid from the sending cities, towns and regions; and state funding in fully of any mitigation funds created to offset the loss of state funding for students who become students in charter schools. **Support.***

The committee also expressed their support of the amended by-laws as recommended by the MASC Board of Directors.

Mr. Corriveau made a motion, seconded by Mr. Degan, to adjourn the regular meeting at 7:40 P.M. Motion passed unanimously.

A True Copy Attest

Date: 11-14-2019  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 10/10/2019 School Committee package
- Letter Dated 10/10/2019 from N. Lotito re: MAVA Leadership Academy
- Letter of Retirement Dated 10/20/2019 from C. Koser
- Letter of Retirement Dated 10/10/2019 from R. Crosby
- Letter of Retirement Dated 10/26/2019 from S. Truax
- 10/10/2019 Treasurer's Report
- The Shelf Life, Vol. 2 (Library Newsletter)
- Spring 2019 Grade 10 MCAS Results
- Photographs of Senior Parking Spaces

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**NOVEMBER 14, 2019 MEETING HELD AT THE SCHOOL**  
**220 SANDWICH ROAD, BOURNE, MA 02532**

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Mary Crook; Michael Degan; Christine Marcolini; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: Thomas Corriveau; David P. Sampson.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer announced that the meeting was being recorded through an audio device.

STUDENT ADVISORY REPRESENTATIVE: Sophomores Isabella Chalmers, Health Technology, and Katie Klondas, Culinary Arts, updated the committee on student activities including a fall sports wrap up, class and club fundraisers, and activities of extracurricular clubs including the Drama Club, Game Club, InterAct, Gay Straight Alliance, Book Club, National Honor Society and Non-Traditional.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Ken Waite, Information Technology teacher, introduced Grade 10 Information Technology students, Alexis Tatzel and Wesley Heard, who presented a project proposal to the committee which involved the construction of a "tiny house." The purpose of the project would be to establish unity and cooperation between the shops with a physical result of the shops working together. Once completed, the house would be transportable on a 16' x 98" trailer and could be brought to other schools for demonstrations or could even be sold or could serve as a raffle prize for a fundraiser. The students discussed the design concepts which could be based on a do-it-yourself kit, the purchase of plans, or an independent design. They also discussed how several shops could assist in the project such as Carpentry, Electrical, Plumbing & Heating, Environmental Technology, Information Technology, and HVAC. Mr. Chalke suggested that the school name be displayed somewhere on the home's exterior. Ms. Marcolini inquired as to the expected cost of the project to which Mr. Waite replied that it was dependent upon the budget as it could range anywhere from \$20,000 to \$100,000. Mr. Fichtenmayer asked for a rough estimate of how long the project could take to complete and the students responded approximately 18 months.

PUBLIC PARTICIPATION: None.

Bourne Braves”, it states that the Bourne Braves shall carry their own liability insurance. That will be amended by adding “at an amount equal to or greater than Upper Cape Tech’s liability insurance.” Dr. Dutch shared that once there is a generalized agreement, not yet signed, the donation wording will be drafted. Mr. Cammarano entered the meeting at 7:09 p.m. Mr. Cammarano expressed his concern that a five-year agreement seems like a long time and there should be an option for an “easy out.” Dr. Dutch responded that the draft agreement allows for termination for any reason. Mr. Cammarano added that the Bourne Braves should be required to have liability insurance in an amount greater than the school’s instead of “equal to or greater than.”

**Per Pupil Expenditure Comparison** – Dr. Dutch explained that the state has created a tool that allows users to pick several school districts to compare data such as per pupil expenditures, MCAS scores, teacher salaries, enrollment numbers, staffing numbers, etc. He presented graphs comparing UCT’s data to Blue Hills, Cape Cod Tech, Nashoba Valley, South Shore Tech, and Tri-County Tech.

**MASC Conference Reports** – Mr. Fichtenmayer discussed the general session he attended with Dr. Derrick Gay, an internationally recognized consultant on issues of diversity and inclusion, cultural competency, and global citizenship. Mr. Fichtenmayer explained how Dr. Gay prompted people to explore what those phrases mean and to really think about them. Ms. Smith stated that the session she attended on school committee self-evaluation was interesting adding that the committee should set goals that are measurable and then perform a self-evaluation. Dr. Dutch reminded the committee that a goal setting workshop is scheduled for Saturday, January 11<sup>th</sup> at the SeaCrest Beach Hotel. She also discussed an informative session on student activities accounts. Mr. Degan added that he attended the session on student activities accounts as well, along with sessions on budget transparency and the budget process. Ms. Crook attended the self-evaluation session with Ms. Smith. She also attended a session entitled “When to Update Your Regional Agreement” and suggested that the committee members all read the agreement and then review it together. Finally, she attended “School Committee Chair and Superintendent Communicating with Community and Municipal Leaders”, commenting that she feels the committee does well communicating with municipal leaders. Ms. Crook also served as the voting delegate at the annual business meeting and shared the following votes on the resolutions:

- *Resolution 1: Banning Polystyrene from Schools – Be it resolved that MASC urge the Commonwealth of Massachusetts to ban the use of expanded polystyrene foam cups, bowls, plates and trays from Massachusetts Public Schools by the 2022-2023 school year. **Adopted as presented.***
- *Resolution 2: Pertaining to Educator Diversity and Professional Licensure – Be it resolved that the Massachusetts Association of School Committees calls for the elimination of the MTEL and the MA Performance Assessment for Leaders (MaPAL) as licensing requirements for educators; and be it further resolved that the Massachusetts Association of School Committees calls for the governance and licensure of professional educators to be vested in a board comprised of licensed educators. **This was amended into two resolutions. 2a – Educational***

**Diversity passed with a vote of 54 yes and 24 no. 2b – Professional Licensure was adopted as presented.**

- *Resolution 3: School Transportation – Be it resolved that in order to promote greater competition for bus service contracts and improve performance, MASC calls for the creation of a working group to advise the Legislature on the best solutions to support greater competition and higher performance from transportation companies. Be it further resolved that in order to promote greater competition for bus service contracts, the Legislature should eliminate M.G.L. c. 71 § 7C, and authorize a deeper analysis into the lack of bidders on school transportation contracts. **Amended and adopted.***
- *Resolution 4: Climate Change – Be it resolved that MASC calls on Congress to take swift and effective action on climate change to protect current and future students. Be it further resolved that MASC advocates for school funding for school infrastructure need and emergency funding for disaster relief caused by natural catastrophes and extreme weather events. **Amended and adopted.***
- *Resolution 5: Full Funding of Transportation Costs for Students in Foster Care and State Care – Be it resolved that the Commonwealth should fully reimburse transportation funding for children in foster care and state care. DCF and DESE must complete the process to provide proper documentation for the Commonwealth to receive reimbursement for transportation expenses under Title IV-E of the Social Security Act. Be it further resolved that MASC advocate the Massachusetts General Court to properly calculate and assume the full expense of providing educational services to students in foster care and state care including the costs of assessments, regular day and special education services as well as out-of-district placements, transportation and mental health services. **Adopted as presented.***
- *Resolution 6: Universal Quality Pre-Kindergarten Access in Massachusetts – Be it resolved that MASC file or support legislation that will provide a sufficient appropriation for universal pre-K in Massachusetts and will achieve the actions necessary to provide access to good, quality universal pre-K for all children in Massachusetts. **Amended and adopted.***
- *Resolution 7: Poverty and Children – Be it resolved that the Massachusetts Association of School Committees will prioritize, as a matter of its public policy agenda, and file for and support legislation to support the eradication of poverty among children in Massachusetts and advocate for social and economic justice for students and their families that will include: support for a revenue stream that supports social and economic priorities for children and families, support for state programs and services that serve children at greatest social and emotional risk which are easily accessible to students and families, advocacy for nutrition programs that eradicate hunger among children, advocacy for healthcare including vision, hearing, dental and mental health through accessible service providers, support for pre-kindergarten programs for all children, and advocacy for increasing educational opportunities for children to grow both inside and outside of school. **Adopted as presented.***
- *Resolution 8: Resolution for Access to Menstrual Supplies – Be it resolved that MASC work with state and federal legislatures to provide additional funding to*



provide free access to menstrual products from the school nurse and in restrooms and locker rooms. **Adopted as presented.**

- *Resolution 9: Charter School Reform – Be it resolved that the Massachusetts Association of School Committees seek legislative action to both address the deleterious effects of charter school funding on certain municipalities and school districts across the state and approve a comprehensive set of reforms that includes establishment of strict guidelines or regulations to require that charter schools enroll representative cross sections of students residing within the school service areas; reporting of accurate numbers of students who leave charter schools to return to the sending districts or district of residence; requiring the MA Department of Elementary and Secondary Education to retain and report accurate data on enrollment of students with learning disabilities, physical disabilities, economic disadvantage, emotional disability and status as racial and linguistic minorities; state requirements that all charter schools be funded in full by the Commonwealth rather than by expropriation of Chapter 70 education aid from the sending cities, towns and regions; and state funding in fully of any mitigation funds created to offset the loss of state funding for students who become students in charter schools. **Adopted as presented.***

Mr. Fichtenmayer reminded committee members to write up a statement for inclusion on the school committee page of the school's website if they have not already done so.

Mr. Degan made a motion, seconded by Mr. Cammarano, to adjourn the regular meeting at 7:44 P.M. Motion passed unanimously.

A True Copy Attest

Date: 12-12-2019  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- 11/14/2019 School Committee Packet
- Tiny House Project PowerPoint Presentation (Student Spotlight)
- 11/14/2019 Treasurer's Report
- Per Pupil Expenditure Comparison
- E-Mail from R. Fichtenmayer re: MASC Conference

<p><b>Upper Cape Cod Regional Technical School SCHOOL COUNCIL 2019-2020</b></p>
---

*Agenda – Tuesday, December 3, 2019  
Conference Room  
8:00 AM*

- Principals Report
- Ben Rabinovitch ~ Sports Update
- Nolan Leroy ~ Veterinary Science
- Pedro Bentos ~ Automotive Update
- State of the State ~ John Creed

RECEIVED  
 2019 NOV 26 AM 10:38  
 TOWN CLERK BOURNE



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

*Posted 11/26/19*

RECEIVED

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

DECEMBER 12, 2019 MEETING HELD AT THE SCHOOL

2020 JAN 13 PM 1:56  
220 SANDWICH ROAD, BOURNE, MA 02532

**TOWN CLERK BOURNE**

PRESENT: Robert Fichtenmayer, Chair; Dominic Cammarano; Steven Chalke; Thomas Corriveau; Mary Crook; Michael Degan; Christine Marcolini; David P. Sampson; Maryann Smith; Robert Dutch; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: None.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer announced that the meeting was being recorded through an audio device.

STUDENT ADVISORY REPRESENTATIVE: Sophomore Jessica Rotondo from Environmental Technology and junior, Samantha Robichaud from Health Technology, updated the committee on student activities sharing that the football and cheer banquet was held on December 10<sup>th</sup> and that the winter sports tryouts had taken place. They discussed the Craft Fair that took place at the school last month noting the numerous student groups that volunteered over the weekend. The girls informed the committee that the following students have been inducted into the National Honor Society; seniors Allison and Amanda Kaipainen; and juniors Joshua Alpert, Corinne DeAngelis, Robert Griffin, and Samuel Knox. Finally, Jessica and Samantha discussed the various class fundraisers, the Drama Club auditions, and the Mitten Tree.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Mr. Forget introduced Samantha McMahon to the committee. Ms. McMahon is a newly-hired paraprofessional who has been involved with the Drama Club for the past four or five years, first as a volunteer and this year as the club's advisor. She presented a PowerPoint presentation outlining how studies have shown that participation in theater arts raises student performance on the verbal portion of the SAT's, increases reading fluency, and helps to improve attendance rates and reduce dropout rates. Next, she discussed the new initiatives the club has undertaken this year including officer elections, workshops, open meetings and fundraising. Currently, the club participates in the Massachusetts Educational Theater Guild festival competition and has one musical and one dinner theater presentation each year. Ms. McMahon summarized her report by outlining future goals which include increased participation in the METG festival, production of a full-length musical, production of a student showcase, and establishment of relationships with local theaters for internship and field trip opportunities. Mr. Forget distributed a news article that appeared in the *Bourne Enterprise* featuring Ms. McMahon and the growth of the drama program at UCT.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Cammarano, seconded by Ms. Smith, for approval of the minutes of the November 14, 2019 regular meeting. Motion passed unanimously.

COMMUNICATIONS: Dr. Dutch read a letter of resignation from Ken Owen, head football coach, who has been the head coach for the past three years.

At this point in the meeting, the Chair asked committee members to inform Ms. Brito if there are any sub-committees they would like to be removed from.

REPORT OF COMMITTEES:

**Policy** – Ms. Crook, Chair of the Policy Sub-Committee, stated that the sub-committee will schedule a meeting after the first of the year.

**Superintendent Evaluation** – Ms. Crook, Chair of the Superintendent Evaluation Sub-Committee, stated that she and Mr. Forget attended a workshop regarding the new evaluation procedures. She suggested that the sub-committee meet to review the recommended changes to the evaluation process. Dr. Dutch informed the committee that the initial date of January 11<sup>th</sup> that had been set to hold the goals workshop will no longer work because the facilitator from MASC is unavailable. The facilitator and the SeaCrest Beach Hotel both have availability on February 1<sup>st</sup>. Committee members agreed to hold the workshop that day because the only members that are unavailable are Mr. Sampson and possibly Mr. Corriveau.

**Long-Range Planning** – The sub-committee was scheduled to meet earlier in the week but the meeting was cancelled as there was not going to be a quorum present. The meeting will be rescheduled after January 1<sup>st</sup>.

TREASURER'S REPORT: Mr. Degan summarized warrants #22 and #24, highlighting the larger expenditures on the warrant including the purchase of a cooking kettle, unemployment, busing, and health benefits. He also reported on student activities warrant #4 as well as the Revenue Enhancement Fund and the Sunshine Fund. Finally, he discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Dr. Dutch requested that the date of the February School Committee meeting be changed as he will be attending a conference out of state on the original date. Ms. Crook made a motion, seconded by Mr. Corriveau, to change the date of the February School Committee meeting from February 13<sup>th</sup> to February 6<sup>th</sup>. Motion passed unanimously. The Superintendent reported that the district did not

receive the capital skills grant for Veterinary Science. Although the grant application was scored in the top ten, UCT is in the top three districts for number of grant awards. Additional money will become available after January 1<sup>st</sup> so we can reapply then. Dr. Dutch and Mr. Forget continue to attend the Board of Appeals hearings regarding Chase Estates. At the last meeting, Mr. Pappas was told that the project will have to go to peer review which will be lengthy and costly. State Representative David Vieira visited the school with newly-appointed town administrator in Bourne, Anthony Schiavi, to tour the school and to familiarize Mr. Schiavi with Upper Cape Tech. Dr. Dutch and Mr. Forget will be meeting with the Bourne Recreation Authority for the second time on December 16<sup>th</sup> in a continued effort to secure more favorable ice time for the boys' hockey team. Finally, the Superintendent informed the committee that twenty Promethean Boards have been purchased to replace the existing Smart Boards in the classrooms. The boards will be installed over the holiday break and the Smart Boards will be sold as surplus equipment.

PRINCIPAL'S REPORT: Mr. Forget reminded committee members of upcoming holiday celebrations including the Principal's coffee and pastry on December 17<sup>th</sup> and the Superintendent's Holiday Buffet on December 19<sup>th</sup>. He distributed the most recent edition of the library newsletter along with a recent article on vaping, which continues to be a problem in most high schools. The Assistant/Superintendent discussed the Homeless for the Holidays annual fundraiser that just took place stating that several students volunteered and the school also did an ice carving for the event. The Homeless for the Holidays coordinators donated \$2,000.00 to the Secret Santa fund at UCT. The Secret Santa provides gift cards to the less fortunate students for the holidays. The Rotary Club of Bourne-Sandwich donated \$500.00 to the fund as well. Staff donations will bring the total for this year to well over \$3,000.00. Mr. Forget reported that the mitten tree in the front foyer is full of hats, scarves and mittens which will also be given to less fortunate students and their families. He reported on the newly-formed cooperative wrestling team with Sandwich High School with seven UCT students on the team. The school has also been approved to join the cooperative girls' hockey team comprised of students from Bourne, Mashpee, Wareham, and Old Rochester Regional. Mr. Forget updated the committee on the progress of the addition to the LPN building and the construction of the Veterinary Science building stating that the roof is on the addition and is in progress on the Veterinary Science building. The hope is to have both spray foamed over the holiday break. Next, he discussed the success of the Craft Fair reporting that all available crafter spots have been sold for next year's fair. He read a note he received from a crafter stating how helpful, respectful, and polite the student volunteers were and that they are a credit to the Bourne community. Mr. Chalke added that the fair was extremely well-organized this year and he heard nothing but favorable comments during the time that he was volunteering that weekend. Finally, Mr. Forget asked Mr. Corriveau to speak about the Cape Cod Cares for the Troops organization that he is involved with. Mr. Corriveau explained that every year the group needs to secure a large facility for one day to assemble the packages and that it would be helpful if the group could use the school building next year for this purpose.

NEW BUSINESS:

**Class of 2019 Account Closing** – Mr. Degan made a motion, seconded by Ms. Crook, to follow the recommendation of the Budget Sub-Committee and close the account Class of 2019 (06-2019-00) and transfer \$4,500.00 to Class of 2020 (06-2020-00), \$2,334.88 to Class of 2021 (06-2021-00), \$2,334.88 to Class of 2022 (06-2022-00) and \$500.00 to Class of 2023 (06-2023-00). Motion passed unanimously.

**Purchase of a 2021 71-Passenger School Bus** – Dr. Dutch informed the committee that the rationale for recommending the purchase of an additional bus is to alleviate long bus routes for the students residing in Marion and West Wareham. Mr. Sampson asked if this would result in an additional route with an additional driver to which the Superintendent responded that it would. Mr. Sampson then asked if the bus would be equipped with seatbelts and Dr. Dutch answered that it would not be. He went on to state that seatbelts are not required and usually add about \$25,000 to the purchase price. Mr. Sampson stated that he believed that amount is the cost to have a bus retrofit with seatbelts but that the cost is less expensive if you purchase a bus with the seatbelts. A discussion ensued regarding the difficulties that would be associated with having seatbelts on the bus such as enforcement of seatbelt use. Mr. Degan made a motion, seconded by Ms. Marcolini, to approve the purchase of a 2021 Navistar 71-passenger school bus with remaining funds in the Transportation Stabilization account at a cost of \$86,500.00 and an additional \$4,974.00 for a security surveillance system. Motion passed unanimously.

**Approval of Fall Program Advisory Minutes** – Mr. Degan made a motion, seconded by Ms. Crook, for approval of the October 9, 2019 Fall Program Advisory meeting minutes. Ms. Crook commented on the head lice discussion in Cosmetology, stating that she was surprised to read that it is currently the state's policy to keep students in school until the end of the day when nits are discovered. Mr. Forget answered that they are currently working on a school policy to address this issue. Motion passed unanimously.

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

A True Copy Attest

Date: Jan. 9, 2020  
(Seal)

Robert A. Dutch  
Dr. Robert A. Dutch, Secretary

Documents reviewed / referred to:

- *12/12/2019 School Committee Packet*
- *Drama Club PowerPoint Presentation*
- *2/3/2019 Bourne Enterprise News Article*
- *Ltr. of Resignation dated 12/10/2019 from Ken Owen*
- *12/12/2019 Treasurer's Report*
- *December 2019 "The Shelf Life" Library Newsletter*
- *December 2019 "ChemMatters" Article on Vaping*
- *Note of Appreciation from Crafter*





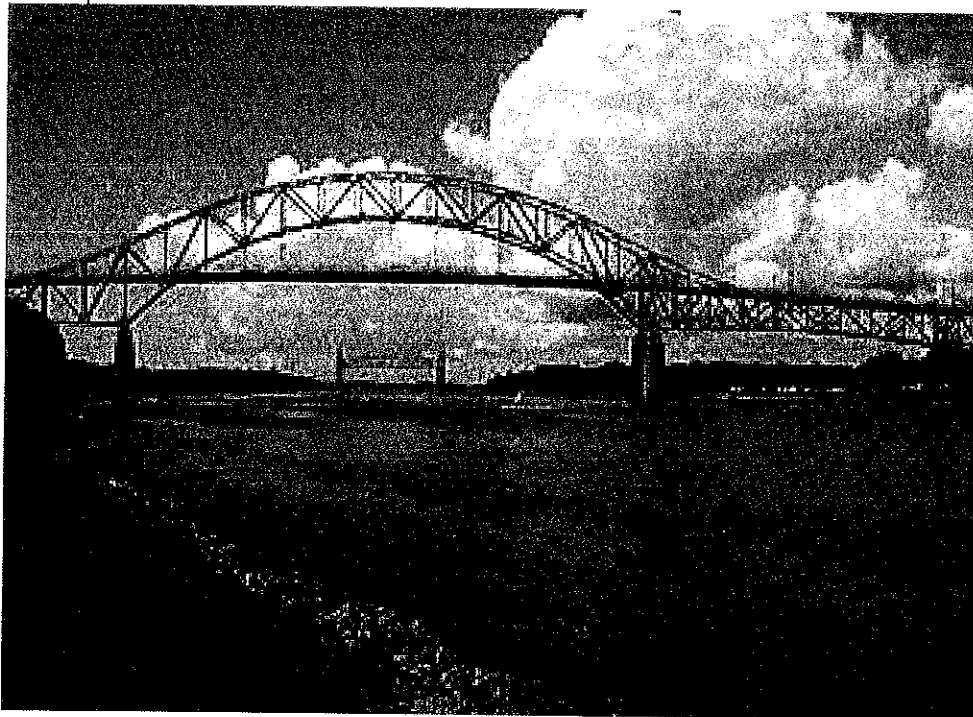
# Upper Cape Cod Regional Vocational Technical School District

Dr. Robert A. Dutch, Superintendent

220 Sandwich Road  
Bourne, MA 02532

Phone: 508-759-7711  
Fax: 508-759-7208  
[www.uppercapetech.com](http://www.uppercapetech.com)

## FY2020 APPROVED BUDGET



Bourne  
Falmouth  
Marion  
Sandwich  
Wareham

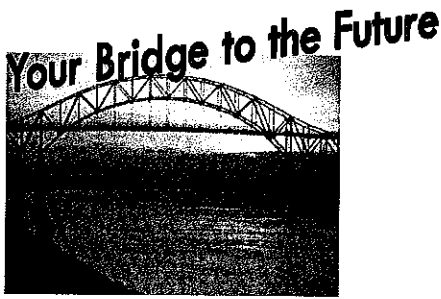
2019 JUN -7 10:41 AM

*"Your bridge to the future,  
your gateway to success"*

Approved unanimously by School Committee March 14, 2019

## **TABLE OF CONTENTS**

Letter from Superintendent	1
School Committee & Administration	2
Budget Approval Process	3
FY18 Approved Budget Detail	4
FY18 Approved Town Assessments	8
Operating & Capital Percentages	9
FY18 Gross Foundation Pie Charts	11
Grant Awards	12
School Spending Trends	13
UCT in the News	16



Upper Cape Cod Regional  
Vocational-Technical School District  
220 Sandwich Road  
Bourne, MA 02532  
(508) 759-7711  
Fax #: (508) 759-7208

May 17, 2019

Dear Municipal Officials/Citizens:

Upper Cape Tech's approved FY20 operational budget was constructed by a hardworking and cost-conscious Budget Subcommittee with input from numerous constituents. The district's FY20 budget engineers recognize the possibility of a revised Chapter 70 formula for educational funding but continue to be cautious regarding the unlikely impact on next year's state aid. Assistance in the form of additional state aid for education may be possible, but is unlikely to have much of an impact on this year's budget. Therefore, the overall UCT budget increase for FY20 is limited to 3.18%.

As in the past, UCT's FY20 budget incorporated multiple cost saving and cost avoidance components. As you review this budget please note the considerable capital improvements made possible through successful competitive grant awards (much of it through the Governor's Economic Improvement Bond). Additional examples of assets acquired without taxpayer contributions include donations of major equipment upgrades secured through our significant business advisory committee network. Keeping in mind the ongoing financial limitations of our member communities, this budget plan also applies \$131,000 of state-certified E&D funds. Capital improvements to the facility such as construction of a new Wellness facility and a Collision Repair classroom were also accomplished without taxpayer dollars, thus enhancing the value of your original investment in Upper Cape Tech. The district continues to work toward addressing its OPEB obligations by participating in the Plymouth County OPEB Trust (PCOT) and making regular, planned contributions.

Additional efficiencies were attained via plant maintenance work completed by our students and technical personnel, transition from independent vendor business relationships to the state contracts for services, competitive bidding, and through an upgrade to 100% LED lighting, a \$350,000 value at an expense of \$5,000.

Our administration and staff continue to pursue ways to improve processes and reduce energy consumption and waste in order to contain costs, manage spending, and promote a positive and healthy learning environment. These efforts, coupled with high levels of student achievement, continue to garner accolades and awards for your vocational technical district.

We invite the entire Upper Cape Tech region to share in this regional gem, as our staff and students continue to illustrate the incredible return on investment made possible by our five member municipalities.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Robert A. Dutch".

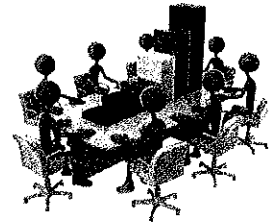
Robert A. Dutch, Ed.D,  
Superintendent

School Committee:

Robert Fichtenmayer, Chair & Dominic Cammarano, Town of Wareham  
Mary Crook & David Sampson Town of Bourne  
Michael Degan, Treasurer & Steven Chalke, Town of Sandwich  
Maryann Smith & Thomas Corriveau, Town of Falmouth  
James Bride, Town of Marion

# BUDGET APPROVAL PROCESS

- Superintendent reviews requests with school administration
- Budget Sub-Committee reviews requests with Superintendent and provides direction
- Superintendent presents preliminary budget
- Full School Committee provides input
- Superintendent and Sub-Committee reconvene to develop formal budget presentation
- Public hearing is held
- School Committee adopts budget by a 2/3 vote
- Treasurer provides adopted budget with estimated assessments to the towns
- Superintendent is then available to present proposed budget to towns
- Assessment then requires the approval of 2/3 of the local appropriating authorities
- Clerk of each town certifies in writing the results of the vote by the town



**NOTE:** The amount of the budget and assessments is within the scope of authority of the regional school district committee. Once adopted by 2/3 vote of regional school district committee, the municipalities can vote only to approve or disapprove the assessment.

BUDGET FUNCTION	Approved FY18	Approved FY19	Approved FY19
<b>2400 Instruction Materials &amp; Equipment</b>			
50.2410 Textbooks	25,000	25,000	40,000
50.2430 Supplies	582,800	582,800	582,800
Subtotal	607,800	607,800	622,800
<b>2450 Instructional Technology</b>			
50.2451 Technology Contractual	62,000	84,193	84,193
50.2451 Instructional Tech. Supplies	100,000	100,000	100,000
50.2451 Instructional Tech.-Other	20,400	20,400	20,400
Subtotal	182,400	204,593	204,593
<b>2700 Guidance, Counseling</b>			
50.2710 Salaries	610,865	689,607	708,650
50.2710 Guidance Supplies	11,800	11,800	11,800
50.2710 NEASC	15,000		
50.2710 Guidance Other	15,000	15,000	15,000
50.2710 Guidance Recruitment	20,000	20,000	20,000
Subtotal	672,665	736,407	755,450
<b>2800 Psychological Services</b>			
50.2800 Psychological Salaries		32,390	34,382
50.2800 Psychological Services	36,000	36,000	36,000
50.2800 Contractual Services	56,500	24,110	24,110
Subtotal	92,500	92,500	94,492
<b>INSTRUCTION FUNCTION TOTAL</b>			
	<b>8,480,336</b>	<b>8,650,502</b>	<b>8,886,884</b>
<b>3000 Student Services</b>			
<b>3200 Medical/Health Service</b>			
50.3200 Salaries	81,606	84,105	85,687
50.3200 Health Supplies	4,080	4,080	4,080
Subtotal	85,686	88,185	89,767
<b>3510 Athletic</b>			
50.3510 Coaching	139,137	174,762	179,140
50.3510 Officials & Fees	48,000	48,000	48,000
50.3510 Athletic Supplies	83,000	89,880	89,880
Subtotal	270,137	312,642	317,020
<b>3520 Student Body Activities</b>			
50.3520 Student Activities Advisors	74,733	76,308	78,294
50.3520 Student Activities Others	65,150	66,000	70,000
Subtotal	139,883	142,308	148,294
<b>3600 School Security</b>			
50.3600 Salaries	57,450	44,663	44,663
50.3600 School Security-Supplies	30,000	30,000	30,000
Subtotal	87,450	74,663	74,663
<b>STUDENT SERVICES FUNCTION TOTAL</b>			
	<b>583,156</b>	<b>617,798</b>	<b>629,744</b>

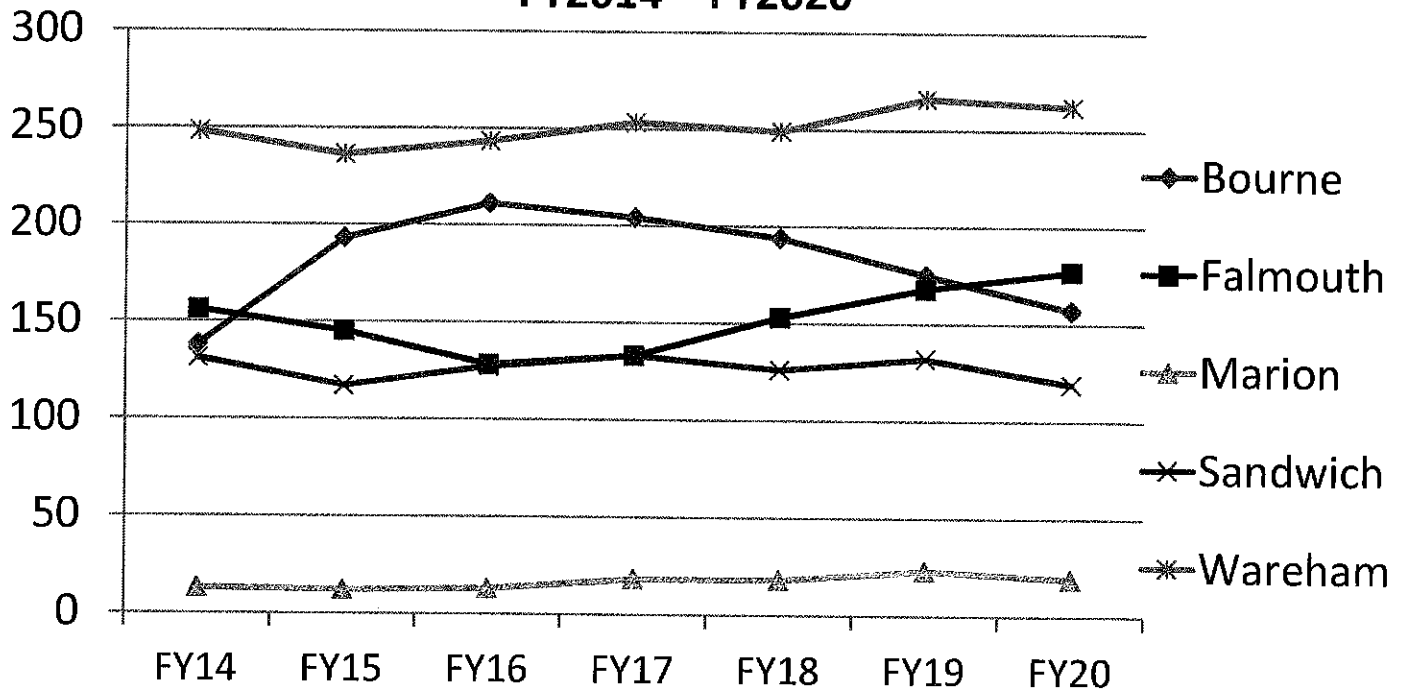
BUDGET FUNCTION	Approved FY18	Approved FY19	Approved FY19
<b>TOTAL FOUNDATION BUDGET</b>	<b>13,986,104</b>	<b>14,471,189</b>	<b>14,946,980</b>
<b>Reductions to Foundation Budget:</b>			
FY19 Anticipated Chapter 70 Aid	3,014,031	3,205,350	3,254,918
FY19 Anticipated Interest Revenues	8,000	10,000	15,000
FY19 Anticipated Tuition Revenues	-	-	-
FY19 Anticipated Mun. Medicaid	5,000	5,000	10,000
E&D Applied	62,847		130,940
Subtotal	3,089,878	3,220,350	3,410,858
<b>Net Foundation Budget</b>	<b>10,896,226</b>	<b>11,250,839</b>	<b>11,536,122</b>
<b>Transportation</b>			
50.3300 Provided by District	248,276	310,011	313,099
50.3300 Contract Transportation	676,964	782,719	772,432
<b>Total Transportation</b>	<b>925,240</b>	<b>1,092,730</b>	<b>1,085,531</b>
Anticipated Transportation Aid	654,847	686,108	743,422
<b>Net Transportation</b>	<b>270,393</b>	<b>406,622</b>	<b>342,109</b>
<b>LPN Program</b>			
50.2305 LPN Salaries	481,486	500,425	516,771
50.2420 LPN Supplies	70,000	60,000	40,000
50.2410 LPN Textbooks	2,000	2,000	2,000
<b>Total LPN Program</b>	<b>553,486</b>	<b>562,425</b>	<b>558,771</b>
Anticipated LPN Tuitions	567,500	567,500	567,500
<b>Net LPN Program</b>	<b>(14,014)</b>	<b>(5,075)</b>	<b>(8,729)</b>
<b>Combined Net Transportation and LPN</b>	<b>256,379</b>	<b>401,547</b>	<b>333,380</b>
<b>Capital</b>			
50.7300 <b>Capital Budget</b>	130,000	130,000	130,000
50.5450 <b>Bond Issue - Principal</b>	100,000	100,000	100,000
50.5450 <b>Stabilization Fund</b>	100,000	100,000	100,000
50.5450 <b>Bond Issue - Interest</b>	5,000	5,000	7,000
	<b>335,000</b>	<b>335,000</b>	<b>337,000</b>

# Upper Cape Cod Regional Technical School

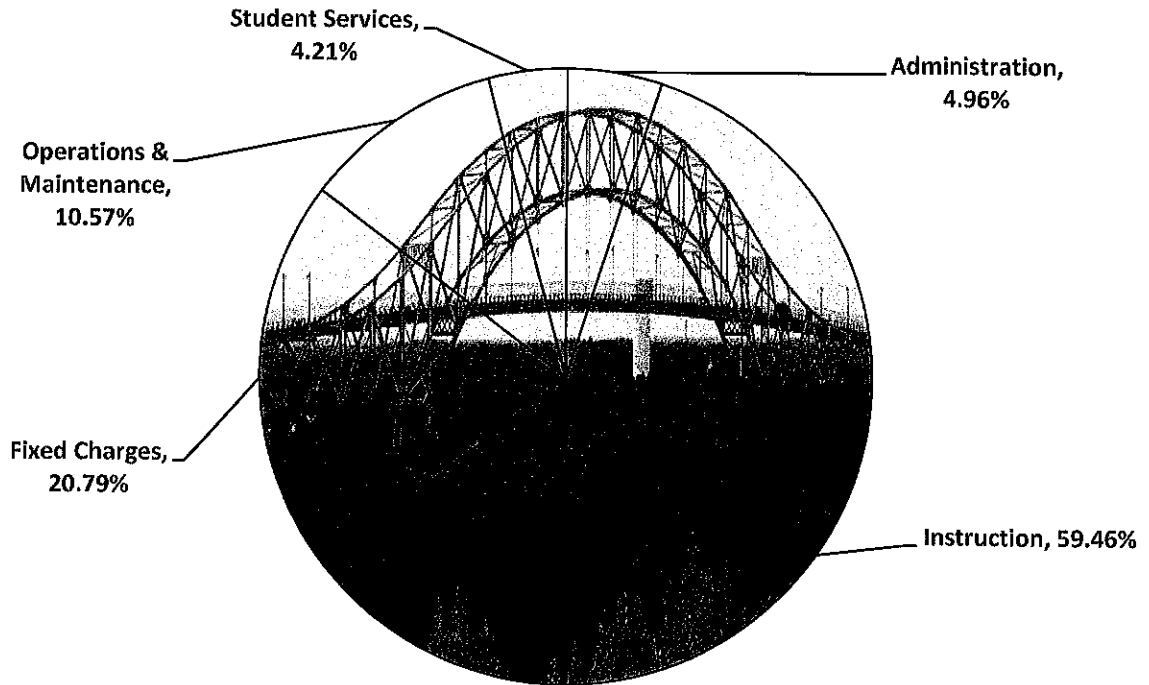
## Enrollment / Percentages of Operating Budget

	Enrollment			Percentages		
	FY19 10/1/18	FY19 10/1/17	FY18 10/1/16	FY20 10/1/18	FY19 10/1/17	FY18 10/1/16
BOURNE	157	175	194	.21390	.22906	.26216
FALMOUTH	177	168	153	.24114	.21990	.20676
MARION	19	23	18	.02589	.03010	.02432
SANDWICH	119	132	126	.16213	.17277	.17027
WAREHAM	262	266	249	.35695	.34817	.33649
	734	764	740			

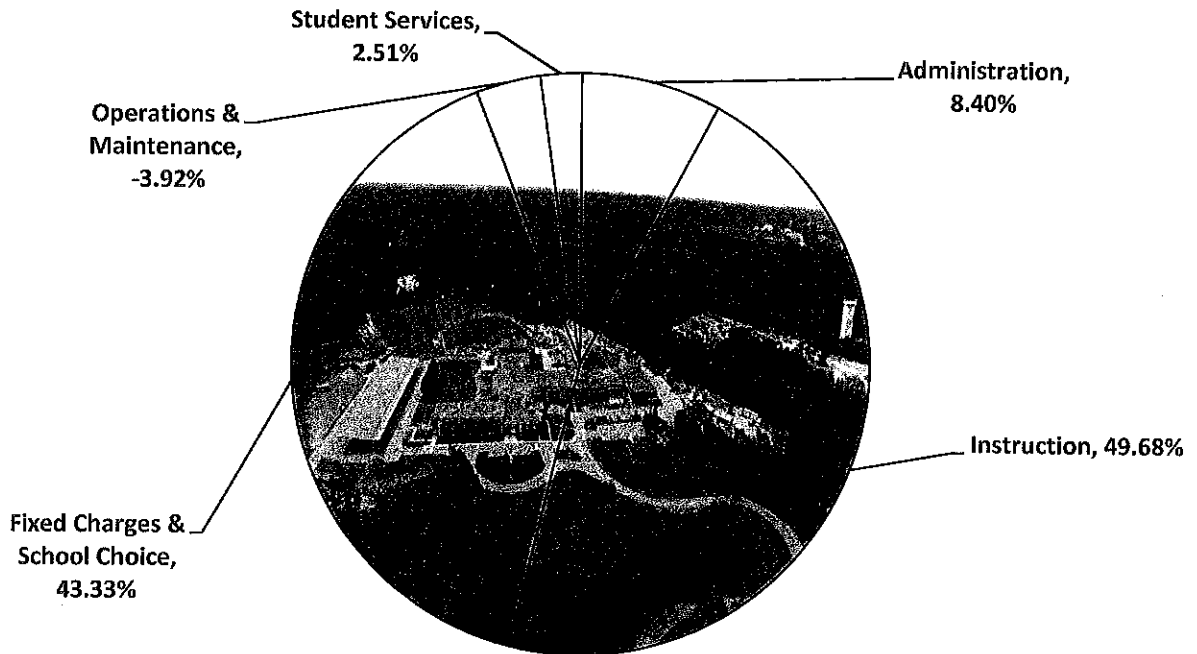
**STUDENT ENROLLMENT OPERATING BUDGET  
FY2014 – FY2020**



**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
 FY20 Gross Foundation Budget  
 \$14,946,980**

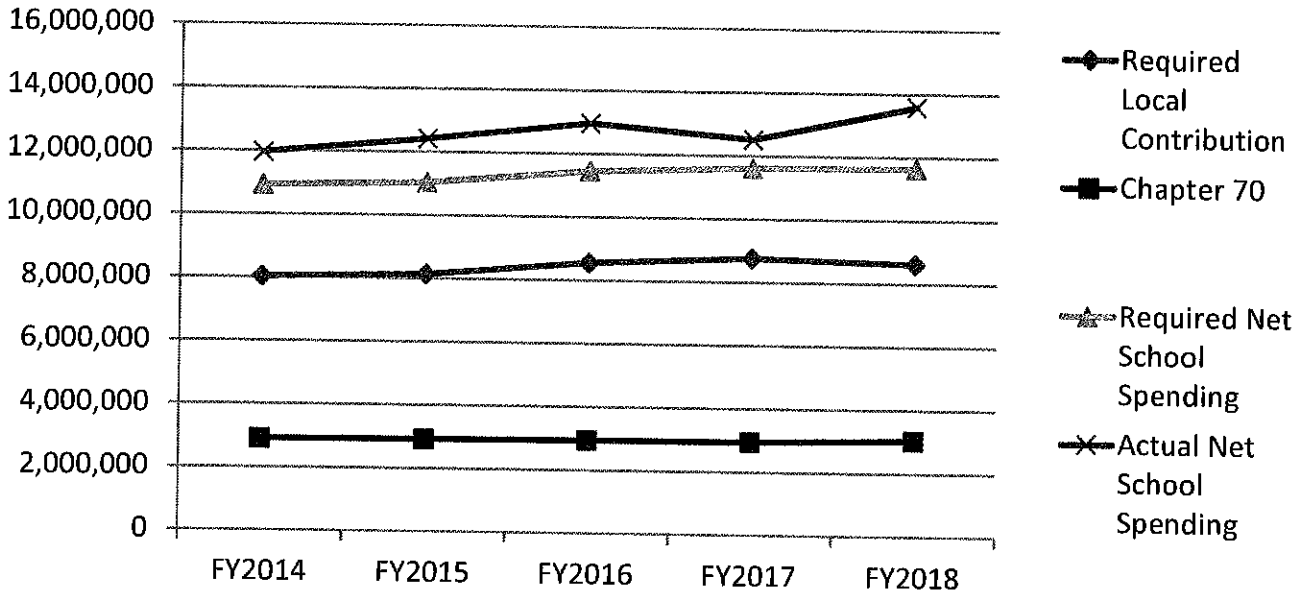


**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
 FY20 Gross Foundation Budget Increase  
 \$475,791**

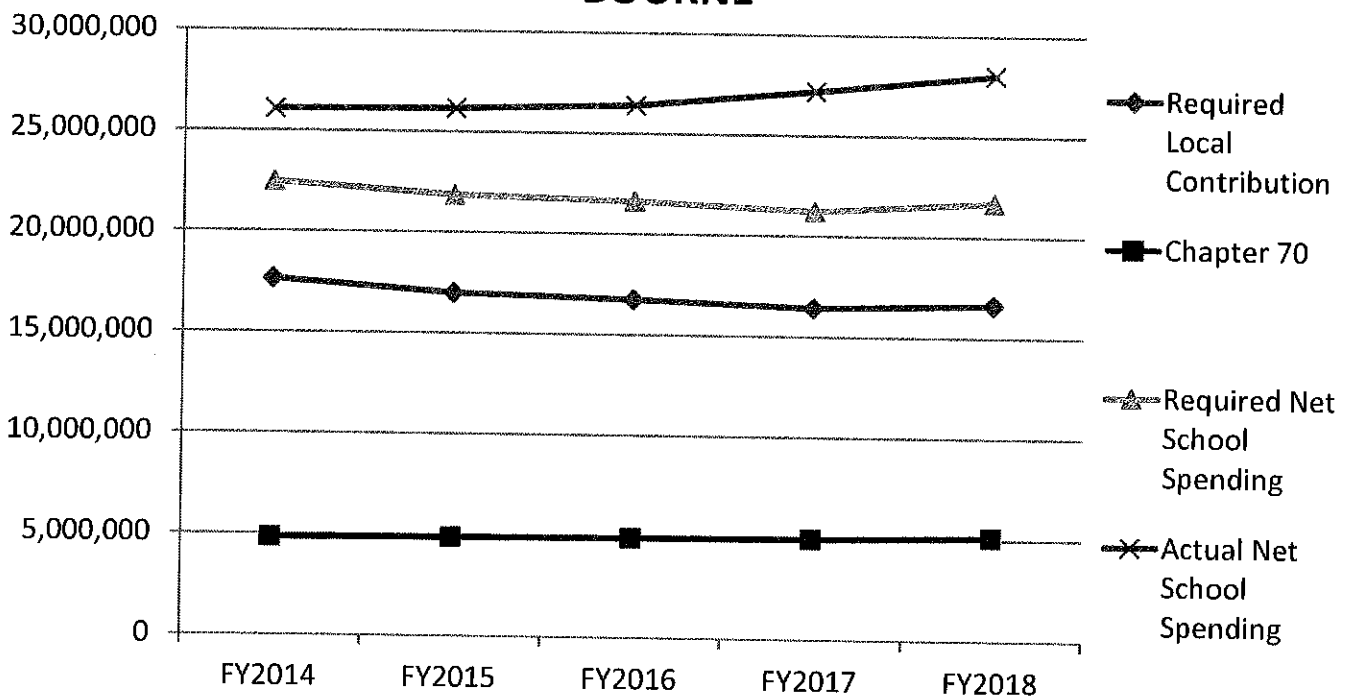




## REQUIRED SCHOOL SPENDING TRENDS UPPER CAPE TECH



## BOURNE



# SKILLS USA NATIONAL COMPETITION

Eight students participating in the SKILLS USA National competition. Impressive showing for Upper Cape Tech. Two gold medal national champion teams and a silver medalist in Internetworking as well as a sixth place finish in Cabinetmaking.

Gold Medal - OSHA Multi  
Gold Medal - OSHA Single  
Silver Medal - Internetworking  
6th Place – Cabinetmaking

**GO RAMS!!**



BOARD OF MANAGERS  
AGENDA  
UPPER CAPE REGIONAL TRANSFER STATION

January 23, 2019  
9:00 am  
Mashpee Town Hall  
16 Great Neck Road North

Approval of Minutes

- Regular Meeting of June 7, 2018

Public Comment

New Business

- Update on Operation

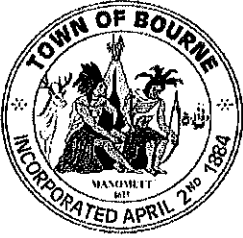
Old Business

- Update on Rail Line/Status of Repairs

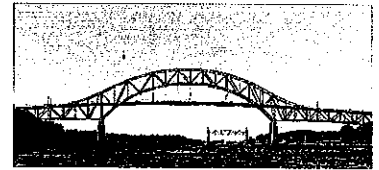
Schedule Next Meeting

2019 JAN 22 AM 9:38  
TOWN MEETING ROOM  
MASHPEE TOWN HALL





# Wastewater Facility Design and Building Committee



## Agenda

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday January 10, 2019	4:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA


**NOTE: This meeting may be recorded for live broadcast or television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.**

**All items on the agenda are subject to deliberation and votes.**

- 1) Call to Order
- 2) Note excused/absent members
- 3) Update and Review Site Plan and Architectural Drawings – Planning Board Site Plan Review
- 4) Update on Final design – Weston & Sampson
- 5) Update on EDA and Mass Works Grants
- 6) Update on Timeline – Weston & Sampson and Joe Sullivan
- 7) Update on Cost Estimate and Budget
- 8) Next Steps
- 9) Approval of Minutes 11/15/18, 12/20/18
- 10) Committee Comment
- 11) Public Comment
- 12) Next Meeting Date
- 13) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the litigation position of the public body. The Chairman declares that such detrimental effect to the litigating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with no intent to reconvene in open session.

The Wastewater Facility Design and Building Committee will adjourn by roll call vote at the end of the Executive Session.

  
Mary Jane Mastrangelo  
Chairman  
Date: January 7, 2019

TOWN OF BOURNE  
2019 JAN -7 PM 2:43  
00000000

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Thursday, January 10, 2019**  
**Bourne Community Building**  
**Bourne, MA 02532**

---

**Members**

Mary Jane Mastrangelo, Chairman  
Elmer Clegg  
Brian Lemee - Excused  
Nolan LeRoy  
William Meier  
Stanley Andrews  
Peter Meier

Joe Sullivan - Daedalus Projects, Inc.  
Todd Goldman - Daedalus Projects, Inc.

Members of the audience: Chief Woodside and Lieutenant Esip

Note this meeting is being recorded for television replay. If anyone in the audience is audio or videotaping, they need to acknowledge such at this time

All items on the agenda are subject to deliberation and votes.

**Documents**

**1) Chairman call meeting to order**

**Meeting Called to Order**

Chm. Mastrangelo called the meeting to order.

**2) Note excused/absent members**

Brian Lemee was excused

**3) Update and Review Site Plan and Architectural Drawings - Planning Board Site Plan Review**

Joe Sullivan said he submitted the Planning Board application on behalf of the Wastewater Treatment Building along with the elevations and site plan. The application went in yesterday. We are on for February 14<sup>th</sup> at 7:00.

Mary Jane Mastrangelo confirmed 33 Armory Road is the address of the Wastewater facility. The Police Station address is going to be 35 Armory Road

#### **4) Update on final design - Weston & Sampson**

Joe Sullivan said he spoke with Fran Yanuskiewicz and they are going to need three additional weeks after the 23<sup>rd</sup> to have the drawings. They could have the drawings on the 23<sup>rd</sup> but there would be a significant addendum that would be issued after.

Mary Jane Mastrangelo questioned did Fran Yanuskiewicz site specific items that they needed? Joe Sullivan said the components of the drawing and the mechanical systems, the majority of it is all there. The coordination between the electrical, mechanical and the actual waste treatment equipment needs to be coordinated. The specifications need to be reviewed and refined by their spec writers. They should be done by February 14<sup>th</sup>. Jeff Alberti, from Weston & Sampson, is going to provide us a schedule showing us the timelines of deliverables. He will provide that to us tomorrow.

#### **5) Update on EDA and Mass Works Grants**

Mary Jane Mastrangelo spoke about the EDA Language. If that language is not finalized by Feb 14<sup>th</sup> are we still going to get our drawings. Joe Sullivan said yes, the drawings will be complete and the specification will be complete. An addendum may have to go out including the language of the EDA. Since the Federal Government is shut down no one is working to extract this information. We need to make sure EDA is on board with those components.

Mary Jane Mastrangelo said if we have the plans by Feb 14<sup>th</sup> then whenever there is an EDA Engineer available to review the plans, we can't go out to bid until after that review happens; so within that timeframe we would add that language.

Mary Jane Mastrangelo said she has had conversations with Jacquie Furtado at Mass Works and Mike Ellis to coordinate the submittal of our request, we have to make quarterly reports on the progress of the project according to our timeline.

#### **6) Update on Timeline - Weston & Sampson and Joe Sullivan**

Joe Sullivan said if the 14<sup>th</sup> the drawing will be ready then on the 6<sup>th</sup> of Feb we can post the central register ad. The ad would be run on the 13<sup>th</sup>, the drawings will be ready on the 14<sup>th</sup>. On the 6<sup>th</sup> of March the filed subs would be due. Two weeks after that the general contractors would be due, so that is March 20<sup>th</sup>. Mr. Sullivan questioned if we have bids in hand on the 20<sup>th</sup>, when is Town Meeting. Mr. Sullivan said he would like at least a week to review, comment and maybe tweak it, so he recommended to put the ad in on the 13<sup>th</sup>, available on the 21<sup>st</sup> and move everything out a week. 13<sup>th</sup> for sub-files and 27<sup>th</sup> for the general contractors.

Mary Jane Mastrangelo said she would be more comfortable if Weston & Sampson could get the drawings on the 12<sup>th</sup> that way we can post to the central registry after we have the

drawings. Joe Sullivan said he can request to have the drawing on the 13<sup>th</sup>. Mary Jane Mastrangelo confirmed the general proposed bid opening would be on March 27<sup>th</sup>.

### **7) Update on Cost Estimate and Budget**

Joe Sullivan said the budget has been updated based on the estimate that was provided by Weston & Sampson. We won't have an updated cost until we have bids in hand.

Mary Jane Mastrangelo said at the police facility meeting they voted the response to change order proposal for the unsuitable materials, which we had authorized up to \$5,000. The total amount came in at \$8,217 our share is half of that which is \$4,108.50., so we are within what we authorized. Once Kaestle Boos creates the final change order we will vote on it.

### **8) Next Steps**

Joe Sullivan said they will have a meeting tomorrow with Weston & Sampson. Will have them put an email together summarizing the meeting and the timeline with the schedule including the deliverables. We will need to have a discussion with Mary Jane Mastrangelo, Town Counsel, and Tom Guerino as when to have a Special Town Meeting. Mary Jane Mastrangelo said she will work with the Finance Director and the Town Administrator on the language for the Special Town Meeting.

Mary Jane Mastrangelo said on the budget as a follow-up to the letter that she and Joe Sullivan wrote that went to Weston & Sampson, they said a condition of accounts that showed a \$12,000 bill that was never received by the town, the town doesn't have a record of. Tom Guerino asked for that information on the 21<sup>st</sup>. Joe Sullivan said Tom Guerino did get that invoice and we will be able to look at it tomorrow.

### **9) Approval of Minutes 11/15/18, 12/20/18**

For the Minutes on 11/15/15 there were some typographical errors, on Pg. 1 item 3 utilities including data and telethon should be data and telephone.

**Voted** Peter Meier moved and seconded by Stanley Andrews to approve the minutes of 11/15/18 with the edits.

**Vote: 5-0-1.** Elmer Clegg abstained.

The minutes of 12/20/18 were deferred.

### **10) Committee comment**



No comments

**11) Public Comment**

No comments

**12) Next Meeting Date and Schedule**

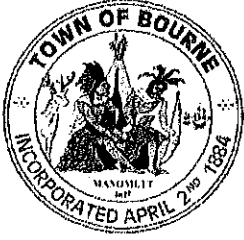
Next meeting date will be on February 7, 2019 at 4:00 p.m.

Mary Jane Mastrangelo said there was no reason to go into Executive Session.

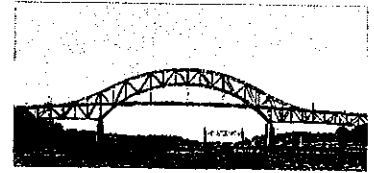
**Voted** Peter Meier moved and seconded by Elmer Clegg to adjourn.

**Vote: 5-0**

Respectfully submitted – Carole Ellis, secretary.



# Wastewater Facility Design and Building Committee



## Agenda

Date

Thursday  
February 14, 2019

Time

7:00 P.M.

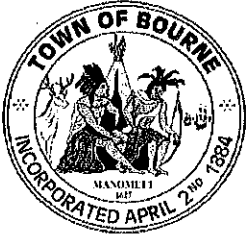
Location

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

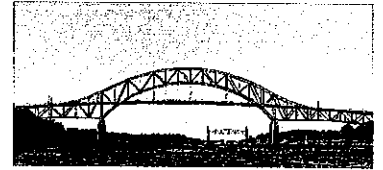
- 1) Call to Order
- 2) Attend Planning Board Meeting – Site Plan Review
- 3) Adjourn

2019 FEB 12 PM 9:30  
Bourne Veterans' Memorial  
Community Center  
239 Main Street  
Buzzards Bay, MA

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: February 12, 2019



# Wastewater Facility Design and Building Committee



## Agenda

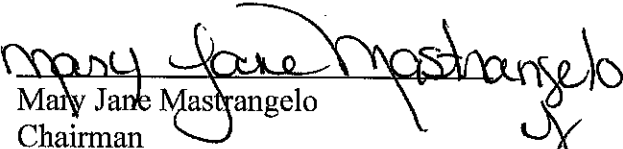
<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday February 14, 2019	4:30 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA

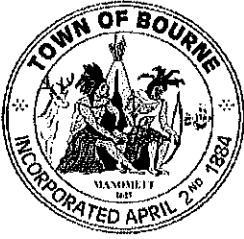
2019 FEB 12 AM 9:29  
TOWN OF BOURNE

**NOTE: This meeting may be recorded for live broadcast or television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.**

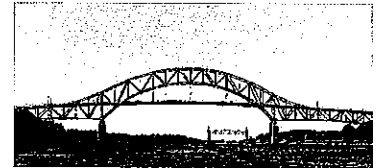
**All items on the agenda are subject to deliberation and votes.**

- 1) Call to Order
- 2) Note excused/absent members
- 3) Update on Construction and Project Status
- 4) Change Order Requests and Approval
- 5) Update and Review Site Plan and Architectural Drawings – Planning Board Site Plan Review
- 6) Update on Final design – Weston & Sampson
  - Update on Utilities and Easements
- 7) Update on EDA and Mass Works Grants
- 8) Update on Timeline – Weston & Sampson and Joe Sullivan
- 9) Update on Cost Estimate and Budget
- 10) Next Steps
- 11) Approval of Minutes 12/20/18 and 1/10/19
- 12) Committee Comment
- 13) Public Comment
- 14) Next Meeting Date
- 15) Adjourn

  
Mary Jane Mastrangelo  
Chairman  
Date: February 12, 2019



# Wastewater Facility Design and Building Committee



## Agenda

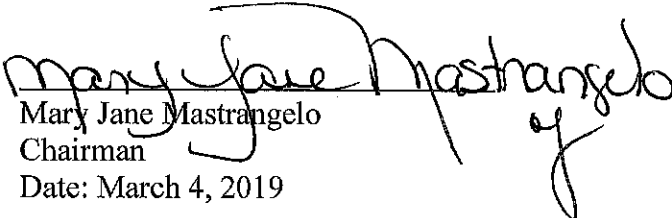
<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday March 6, 2019	5:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

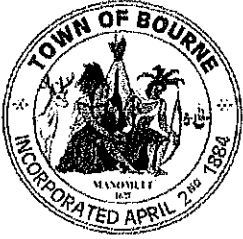
2019 MAR 4 AM 11:35  
TOWN OF BOURNE

**NOTE: This meeting may be recorded for live broadcast or television replay. If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.**

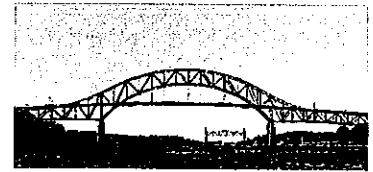
**All items on the agenda are subject to deliberation and votes.**

- 1) Call to Order
- 2) Note excused/absent members
- 3) Update on Construction and Project Status
- 4) Change Order Requests and Approval
- 5) Update and Review Site Plan and Architectural Drawings – Planning Board Site Plan Review
- 6) Update on Final design – Weston & Sampson
  - Update on Utilities and Easements
- 7) Update on EDA and Mass Works Grants
- 8) Update on Timeline – Weston & Sampson and Joe Sullivan
- 9) Update on Cost Estimate and Budget
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 2/14/19
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn

  
Mary Jane Mastrangelo  
Chairman  
Date: March 4, 2019



# Wastewater Facility Design and Building Committee



## Agenda

Date

Wednesday  
March 6, 2019

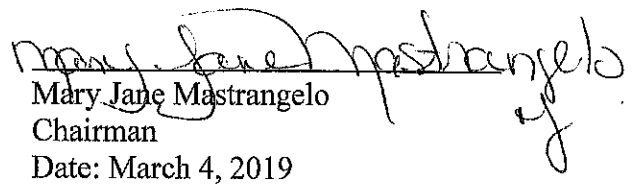
Time

4:00 P.M.

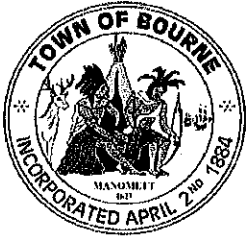
Location

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

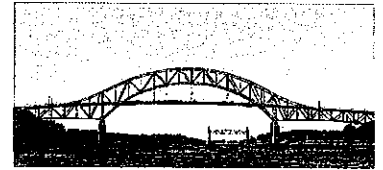
- 1) Optional Attendance at Police Facility Building Committee Meeting.

  
Mary Jane Mastrangelo  
Chairman  
Date: March 4, 2019

2019 MAR 4 AM 1:51  
TOWN CLERK BOURNE  
RECEIVED



# Wastewater Facility Design and Building Committee



## Agenda

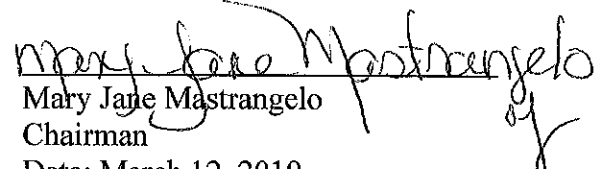
<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday March 14, 2019	6:30 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA

- 1) 6:30 pm Optional Attendance at Board of Sewer Commissioners Meeting in the Cafeteria Room for Update on the Wastewater Facility Project.
- 2) 7:00 pm Move to the Meeting Room
- 3) Optional Attendance at Planning Board Meeting for Site Plan Review.

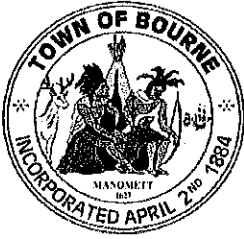
RECEIVED

2019 MAR 12 PM 3:14

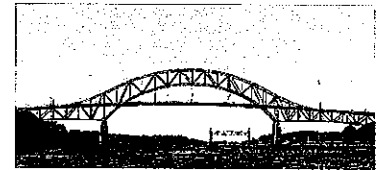
TOWN CLERK BOURNE

  
Mary Jane Mastrangelo  
Chairman

Date: March 12, 2019



# Wastewater Facility Design and Building Committee



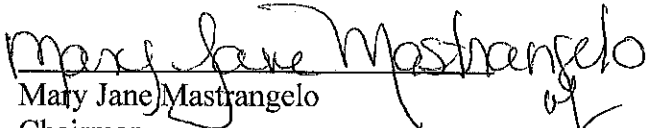
## Agenda

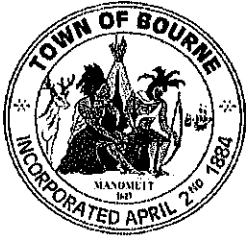
<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday March 18, 2019	6:15 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA

All items on the agenda are subject to deliberation and votes.

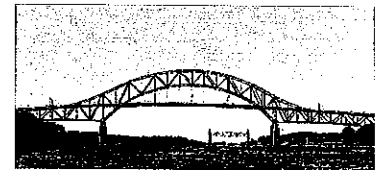
- 1) Call to Order
- 2) Note excused/absent members
- 3) Update on Construction and Project Status
- 4) Change Order Requests and Approval
- 5) Update on final design – Weston & Sampson
  - Additional fees request
  - Timeline
  - Design decision on siding
  - Update on cost estimate
- 6) Approval of invoices
- 7) Update and review site plan and architectural drawings – Planning Board Site Plan Review
- 8) Update on EDA and Mass Works Grant and SRF
- 9) Report on Board of Sewer Commissioners meeting
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 2/14/19; 3.06.19; 03.14.2019
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn

REC'D  
2019 MAR 14 PM 3:53  
TOWN CLERK BOURNE

  
Mary Jane Mastangelo  
Chairman  
Date: March 14, 2019



# Wastewater Facility Design and Building Committee



## Agenda

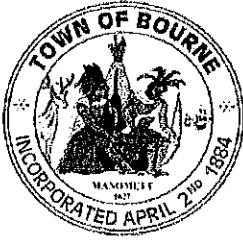
<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday April 3, 2019	4:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) Update on Project Status
  - Construction Progress
  - Update on Planning Board Site Plan Review
- 5) Review/Approval of Invoices
  - Change Order Requests and Approval
- 6) Update on Cost Estimates
  - Update on Building Cost Estimate
  - Design decision on siding
  - Timeline
  - Capital Outlay Request
- 7) Update on EDA and Mass Works Grants and SRF
  - EDA/SRF Administration
- 8) Report on Board of Sewer Commissioner Meetings
- 9) Preparation for Special Town Meeting
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 2/14/19, 3/6/19, 3/14/19, 3/18/19
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn

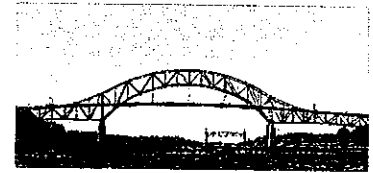
2019 APR -1 PM 1:47  
TOWN OF BOURNE  
RECEIVED

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: April 1, 2019





# Wastewater Facility Design and Building Committee



## Agenda

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday May 8, 2019	4:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

1) Attendance at Police Facility Building Committee Meeting (Optional)

2) Call to Order

At the conclusion of the Police Facility Building Committee Meeting continue with the  
Wastewater Facility Design and Building Committee Meeting

3) Note excused/absent members

4) Update on Town Meeting (5 min.)

5) Update on Project Status (10 min.)

- Construction Progress

6) Review/Approval of Invoices (10 min.)

- Change Order Requests and Approval

7) Update on EDA and Mass Works Grants and SRF (15 min.)

- EDA Project Kick off and schedule
- Review and take action on Grant Administration Proposals

8) Communication

9) Next Steps

10) Approval of Minutes 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19

11) Committee Comment

12) Public Comment

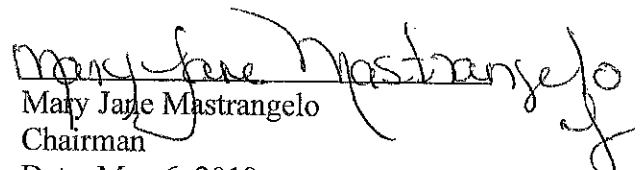
13) Next Meeting Date

14) Adjourn (approximately 5:45 pm)

TOWN OF BOURNE

2019 MAY -6 AM 9:19

RECEIVED

  
Mary Jane Mastrangelo  
Chairman  
Date: May 6, 2019

**Cobb, Cheryl**

---

**From:** Mary Jane Mastrangelo <mjm@mrainc.org>  
**Sent:** Wednesday, December 11, 2019 8:02 PM  
**To:** Johnson, Barry; Devries, Brian; Cobb, Cheryl; Fernandes, Mary; Chapman, Wendy  
**Subject:** WFDBC Meeting 5/8/19

To the Town Clerk,

Please note there was no quorum present for the Wastewater Facility Design and Building Committee Meeting posted for May 8, 2019, therefore, the meeting was not held.

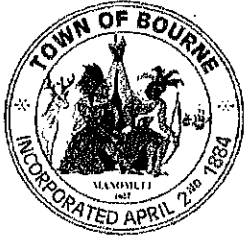
Sincerely,

Mary Jane Mastrangelo,  
Chair, Wastewater Facility Design and Building Committee

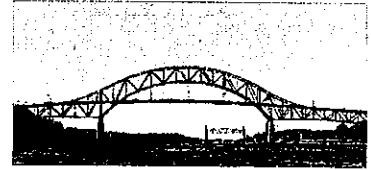
RECEIVED

2019 DEC 12 AM 8:35

TOWN CLERK BUREAU



# Wastewater Facility Design and Building Committee



## Agenda

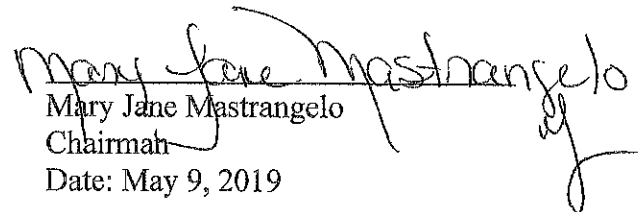
<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday May 14, 2019	4:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA

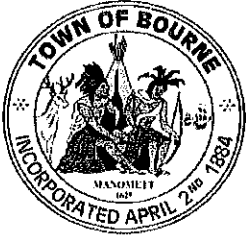
- 1) Call to Order
- 2) Note excused/absent members
- 3) Update on Town Meeting (5 min.)
- 4) Update on Project Status (10 min.)
  - Construction Progress
  - Contract Status, discussion and approval
- 5) Review/Approval of Invoices (10 min.)
  - Change Order Requests and Approval
- 6) Status, discussion and approval of Contracts (10 min.)
- 7) Update on EDA and Mass Works Grants and SRF (15 min.)
  - EDA Project Kick off and schedule
  - Review and take action on Grant Administration Proposals
- 8) Communication
- 9) Next Steps
- 10) Approval of Minutes 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19
- 11) Committee Comment
- 12) Public Comment
- 13) Next Meeting Date
- 14) Adjourn (approximately 5:45 pm)

TOWN OF BOURNE

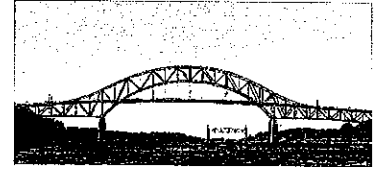
2019 MAY -9 PM 12:39

RECEIVED

  
Mary Jane Mastrangelo  
Chairman  
Date: May 9, 2019



# Wastewater Facility Design and Building Committee



## AMENDED Agenda

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday May 14, 2019	4:00 P.M.	Bourne Veterans' Memorial Community Center 239 Main Street Buzzards Bay, MA

1) Call to Order

**Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

Roll call Vote to convene in Executive Session for the purposes stated. The Board will reconvene in open session following the Executive Session.

Roll call Vote to adjourn the Executive Session.

- 2) Note excused/absent members
- 3) Update on Town Meeting (5 min.)
- 4) Update on Project Status (10 min.)
  - Construction Progress
  - Contract Status, discussion and approval
- 5) Review/Approval of Invoices (10 min.)
  - Change Order Requests and Approval
- 6) Status, discussion and approval of Contracts (10 min.)
- 7) Update on EDA and Mass Works Grants and SRF (15 min.)
  - EDA Project Kick off and schedule
  - Review and take action on Grant Administration Proposals
- 8) Communication
- 9) Next Steps
- 10) Approval of Minutes 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19
- 11) Committee Comment
- 12) Public Comment
- 13) Next Meeting Date
- 14) Adjourn (approximately 5:45 pm)

2019 MAY 10 PM 2:10  
TOWN OF BOURNE  
COMMUNITY CENTER

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: May 10, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Tuesday, May 14 2019, 4:00 PM**  
**Bourne Veterans' Memorial Community Center, 239 Main Street, Buzzards Bay, MA**

\*\*\*\*\*

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
Elmer Clegg  
Nolan LeRoy (left at 4:34)  
William Meier  
Peter Meier (left at 4:26)  
Stanley Andrews

Glenn Cannon, Assistant Town Administrator  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.

RECEIVED  
MAY 17 PM 3:43  
TOWN ENGINEERING DEPARTMENT

**1.) Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:03 PM.

**Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

Mr. Andrews motioned to go into Executive Session. Selectman Peter Meier seconded. The motion carried. 6-0.

Mr. Andrews motion to adjourn Executive Session and go into open session. Selectman Meier seconded. The motion carried. 6-0.

**2.) Note excused/absent members** – Brian Lemee' is excused.

**3.) Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

- a.) \$99,625.00 for M.O'Connor, Requisition 9. M. O'Connor is the general contractor for the Police facility. This invoice includes \$6,125.00 for leaching field 2, \$10,000.00 for Associated Fitting Pipe, \$16,500.00 for installation of leaching field 3, \$42,000.00for pipe, and \$25,000.00 for pipe.

Mr. Andrews moved for payment of this invoice for M. O'Connor. William Meier seconded. Without further discussion the motion carried. 6-0.

- b.) \$3,000.00 for month of March, Daedalus Projects, Inc.

Selectman Meier moved for payment of this invoice for Daedalus Projects, Inc. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.

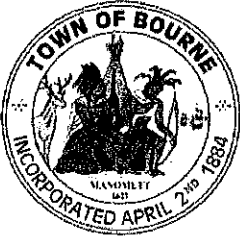
- c.) \$9,500.00 for month of April, Daedalus Projects, Inc.

Chairman Mastrangelo asked Mr. Sullivan if he could provide a breakdown of each invoice going forward. He said he will and he said he is billing by percentage of completion.

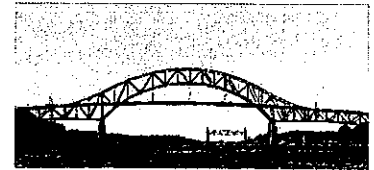
William Meier moved for payment of this invoice for Daedalus Projects, Inc. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.

- d.) \$10,637.10 for Weston & Sampson for construction administration services for the month of March.

Selectman Meier moved for payment of this invoice for Weston & Sampson. William Meier seconded.



# Wastewater Facility Design and Building Committee



## Agenda

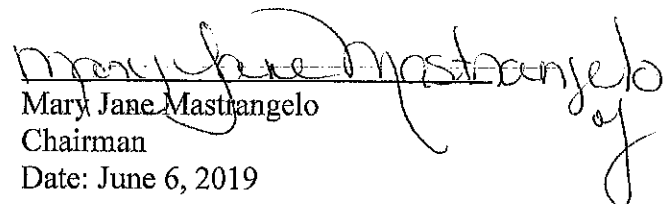
<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday June 12, 2019	4:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

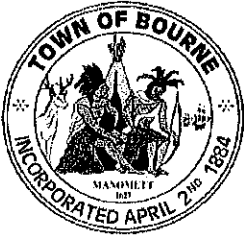
- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) Update on Project Status (10 min.)
  - Construction Progress
- 5) Review/Approve Contracts/Amendments (15 min.)
  - Weston and Sampson – Amendments 5 and 6
  - Construction Administration Draft
  - OPM Contract
- 6) Review/Approval of Invoices (10 min.)
  - Change Order Requests and Approval
- 7) Update on EDA and Mass Works Grants and SRF (15 min.)
- 8) Communication
- 9) Next Steps
- 10) Approval of Minutes 5/14/19 (defer 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19)
- 11) Committee Comment
- 12) Public Comment
- 13) Next Meeting Date
- 14) Adjourn (approximately 5:45 pm)

2019 JUN 7 PM 3:45

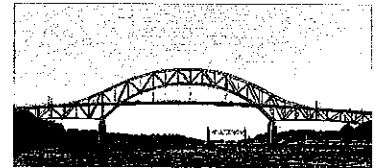
2019 JUN 7 PM 3:45

RECEIVED

  
Mary Jane Mastrangelo  
Chairman  
Date: June 6, 2019



# Wastewater Facility Design and Building Committee



## Agenda - Amended

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday June 12, 2019	4:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

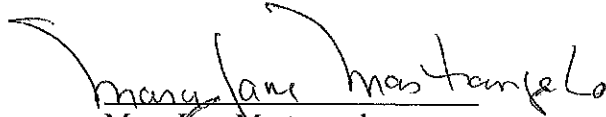
- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the litigation position of the public body. The Chairman declares that such detrimental effect to the litigating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session..

- 5) Report on Executive session votes.
- 6) Update on Project Status (10 min.)
  - Construction Progress
- 7) Review/Approve Contracts/Amendments (15 min.)
  - Weston and Sampson – Amendments 4, 5, 6 and 7
  - Construction Administration Draft for SRF Submittal
  - OPM Contract Amendment
  - EDA Grant Administration Contract
- 8) Review/Approval of Invoices (10 min.)
  - Change Order Requests and Approval
- 9) Update on EDA and Mass Works Grants and SRF (15 min.)
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 5/14/19 (defer 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19)
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn (approximately 5:45 pm)

2019 JUN 10 PM 2:24  
TOWN OF BOURNE

  
Mary Jane Mastrangelo  
Chairman  
Date: June 9, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Tuesday, June 12, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
Elmer Clegg  
William Meier  
Peter Meier  
Stanley Andrews

Glenn Cannon, Assistant Town Administrator  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.  
John Feeley  
Todd Goldman  
Sharon Gay, EDA Grant Administrator

RECORDED  
2019 JUL 17 PM 3:43  
TOWN RECORDS BOURNE

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:30 PM.
- 2.) **Note excused/absent members** – Nolan LeRoy is excused. Chairman Mastrangelo expressed the committee's regrets on the passing of committee member Brian Lemeé.
- 3.) **Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

Individuals invited into Executive Session are:

Glenn Cannon, Assistant Town Administrator  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.  
John Feeley  
Todd (?)  
Sharon Gaye (sp?), Grant Administrator  
Kim Johnson, Recording Secretary

Mr. Andrews motioned to go into Executive Session with the intent to return to Open Session. Selectman Peter Meier seconded. Roll Call vote to enter into Executive Session: William Meier – Yes, Elmer Clegg – Yes, Peter Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes. The motion carried. 5-0.

Selectman Meier motioned to adjourn Executive Session and go back into open session. Mr. Andrews seconded. Roll Call vote: William Meier – Yes, Elmer Clegg – Yes, Peter Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes. The motion carried. 5-0.

- 4.) **Report on Executive Session votes** - While in Executive Session the Committee voted to approve Amendment 6 with Weston & Sampson, and not to exceed payment of over \$12,500.00. Mr. Andrews made a motion to reaffirm that vote. Mr. Clegg seconded. The motion carried. 5-0.

Selectman Meier made a motion to approve the contract for the Grant Administrator Sharon Gaye contingent upon Town Council approval as to form. Mr. Andrews seconded. Without further discussion the motion carried. 5-0.

- 5.) **Update on Project Status** – Mr. Sullivan reported that 95% of the field work is done and they are backfilling field 1 today. He distributed handouts – one is a track of 1 through 10 requisitions. He said there is a bill for \$567,250.00 for installation – broken down by requisition, with a balance of \$62,750.00 of which the force main section that was included, which will get done after June's requisition, so there will be a small value held against that. The Bourne



Wastewater has \$68,125.00 of exposure, of which \$37,098.00 has been paid.

There was some discussion on what has and has not been billed yet. Chairman Mastrangelo told Mr. Sullivan that she needs copies of all shared cost bills.

**6.) Review/Approve Contracts/Amendments** – Weston and Sampson – Amendment 4 – Complete, Amendment 5 - \$19,000.00 that they need to make adjustments for submitting to EDA and SRF – Chairman Mastrangelo does not have a May invoice. Amendment 6 – Previously voted to accept. Amendment 7 – It's in the works – limited construction administration.

**7.) Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

- \$8,000.00 for Daedalus Projects Inc. , Invoice #190508. For May Services.

Selectman Meier moved for payment of this invoice for Daedalus. Mr. Andrews seconded. Without further discussion the motion carried. 5-0.

- \$2,324.84 for Weston & Sampson. Invoice #493222, dated 5/15/19. For CA for the leaching fields. Percentage complete to date is 58.46%. This bill is for services for April.

Mr. Andrews moved for payment of this invoice for Weston & Sampson. William Meier seconded. Without further discussion the motion carried. 5-0.

- \$180,250.00 for M. O'Connor, requisition #10. \$166,500.00 is for leaching field #1, \$13,750.00 for piping.

Selectman Meier moved for payment of this invoice for M. O'Connor. Mr. Andrews seconded. Without further discussion the motion carried. 5-0.

- Chairman Mastrangelo has been tracking Mass Works reimbursements, with a budget of \$900,000.00. \$816,119.15 has been submitted.

Chairman Mastrangelo said there were no change orders.

**7.) Update on EDA and Mass Works Grants and SRF** – Sharon Gay reported that our first package was submitted with the bid specs, site certification, as well as special condition requirements regarding cost estimates and permitting. They are currently under review, which will take 2 to 4 weeks.

**8.) Minutes** – Tabled.

**9.) Committee Comment** – Mr. Clegg asked what the timetable for bidding was. Chairman Mastrangelo said the advertising is targeted for June 27 which would allow the project to go out for bid July 3.

Chairman Mastrangelo also said that there are some requirements for SRF. The Board of Selectman need to vote a resolution of authority to file.

**10.) Next Meeting Date** – June 25 at 4:00 PM.

**11.) Adjourn** – Selectman Meier moved to adjourn the meeting. Mr. Andrews seconded. Without further discussion the motion carried. 5-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary

ADVERTISEMENT FOR BIDS

RECEIVED

Town of Bourne, Massachusetts

2019 JUN 28 PM 2:31

TOWN CLERK BOURNE

Electronic bids for construction of Buzzards Bay Wastewater Treatment Facility for the Town of Bourne, Massachusetts, will be due online at Projectdog Inc. [www.projectdog.com](http://www.projectdog.com) by 2:00 PM on August 14, 2019.

The scope of work includes construction of flow diversion sewer, new duplex sewer pump station, force main, and new 100,000 GPD membrane bio-reactor (MBR) wastewater treatment facility with building structure and appurtenant work.

The required contract completion period is 450 consecutive days.

Estimated construction cost: \$6,000,000.

General Contractor's CATEGORY OF CERTIFICATION: SEWAGE AND WATER TREATMENT PLANTS

Filed sub-bids for the trades in Item 2. in Section 00410 FORM FOR GENERAL BID shall be due online at Projectdog Inc. [www.projectdog.com](http://www.projectdog.com) by 2:00 PM on July 31, 2019.

Bid security for all general bidders and sub-bidders in the form of a bid bond, cash, certified check, treasurer's or cashier's check, payable to the Owner, is required in the amount of 5 percent of the total bid, in accordance with the conditions in Section 00200 INSTRUCTIONS TO BIDDERS.

SUB-BIDS

Item	Sub-bid	Specification Section(s)
2a.	Electrical Work	16001, 16010, 16050, 16055, 16060, 16070, 16075, 16123, 16130, 16131, 16140, 16235, 16289, 16414, 16442, 16461, 16510, 16702, 16720
2b.	HVAC	15600
2c.	Miscellaneous and Ornamental Iron	05500
2d.	Painting	09900
2e.	Plumbing	15400
2f.	Waterproofing, Damp-proofing and Caulking	07110, 07130, 07920

The Instructions to Bidders, Form of General Bid, Agreement, Plans, Specifications, Performance and Payment Bond, and other Contract Documents may be examined at the following:

Weston & Sampson Engineers, Inc., Reading, Massachusetts

Projectdog, Inc. 18 Graf Road #8, Newburyport, Massachusetts

Contract Documents may be viewed and downloaded as a Portable Document Format (PDF) file free of charge at [www.projectdog.com](http://www.projectdog.com). Copies may be obtained for a fee by completing an order online or by calling 978-499-9014 for each set. Completed orders may be picked up at the office of Projectdog located at 18 Graf Road #8, Newburyport, MA 01950, from 8:30 a.m. to 5 p.m. Copies may also be shipped to prospective bidders for an additional charge to cover handling and mailing fees. All payments for printing and shipping are nonrefundable. For addition to the project plan holder's list to guarantee receipt of addenda, it is recommended interested bidders obtain the Contract Documents directly from Projectdog. Interested bidders will be prompted to register an email address with Projectdog to access the documents.

The selected contractor shall furnish a performance bond and a payment bond in amount at least equal to one hundred percent (100%) of the contract price as stipulated in Section 00700 GENERAL CONDITIONS of these specifications.

General Contractors shall file their bids with a copy of the certificate from Division of Capital Asset Management and Maintenance (DCAMM) showing that they are eligible to bid on projects of this category, of this estimated project dollar amount and up to an aggregate limit, and with an Update Statement, DCAM Form CQ3 and Certificate of Eligibility, DCAM Form CQ7.

Subcontractors shall file with their sub-bids a copy of their DCAMM Certificate of Eligibility and Sub-Bidders Update Statement.

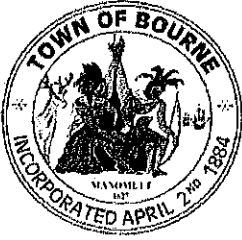
Disadvantaged Business Enterprise (DBE) goals are applicable to the total dollars paid to the construction contract. The goals for this project are a minimum 10.4 percent total DBE participation, such that at least 4.2 percent of D/MBE participation and 4.5 percent D/WBE participation by certified DBEs is achieved. . The two low Bidders shall submit completed DBE forms (EEO-DEP-190, EEO-DEP-191 and the DBE Certification of United States Citizenship form) by the close of business on the third business day after bid opening. Failure to comply with the requirements of this paragraph may be deemed to render a proposal nonresponsive. No waiver of any provision of this section will be granted unless approved by the Department of Environmental Protection (MassDEP).

A Prebid Conference will be held on July 10, 2019 at 10:00 am at 35 Armory Road, Bourne MA. Any request for interpretation of plans and specifications may be submitted in writing at that time. Bidders will have an opportunity to view the site of the work following the Prebid Conference.

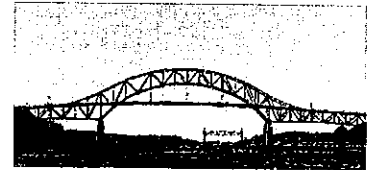
This project is funded in part by the Massachusetts Clean Water Trust (the "Trust"). This project will be partially funded with Federal funds from the United States Department of Commerce Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

All bids for this project are subject to applicable bidding laws of Massachusetts, including General Laws Chapter 149, Section 44A to 44J inclusive, as amended.

Prevailing Wage Rates as determined by the Director of the Executive Office of Labor and Workforce Development under the provisions of the Massachusetts General Laws Chapter 149, Section 26 to 27H, as amended, apply to this project. It is the responsibility of the Bidder, before bid opening, to request if necessary, any additional information on Prevailing Wage Rates for those



# Wastewater Facility Design and Building Committee



## Agenda

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday June 25, 2019	4:00 P.M.	Bourne Town Hall Lower Conference Room 24 Perry Avenue Buzzards Bay, MA

- 1) Call to Order
- 2) Note excused/absent members
- 3) Update on Project Status (10 min.)
  - Construction Progress
  - Bidding
- 4) Review Status of Contracts/Amendments (15 min.)
  - Construction Administration Draft
  - OPM Contract
- 5) Review/Approval of Invoices (10 min.)
  - Change Order Requests and Approval
- 6) Update on EDA and Mass Works Grants and SRF (15 min.)
- 7) Communication
- 8) Next Steps
- 9) Approval of Minutes 5/14/19, 6/12/19 (defer 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19)
- 10) Committee Comment
- 11) Public Comment
- 12) Next Meeting Date
- 13) Adjourn (approximately 5:45 pm)

2019 JUN 21 PM 12:33  
TOWN OF BOURNE

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: June 21, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Tuesday, June 25, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

~~~~~

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
Elmer Clegg  
William Meier  
Peter Meier  
Nolan LeRoy

Glenn Cannon, Assistant Town Administrator (4:12)  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.  
John Feeley  
Sharon Gay, EDA Grant Administrator (4:12)

**RECEIVED**  
**2020 FEB -3 PM 12:49**  
**TOWN CLERK BOURNE**

1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:06 PM.

2.) **Note excused/absent members** – Stanley Andrews is excused.

**3.) Update on Project Status**

a.) **Construction Progress** – Mr. Sullivan reported that the advertisement for the general contractor is going to the Central Register on July 3. It will go on Central Register as an advertisement on Thursday, July 4, by 2:00 PM. The local advertisement has to be in by Wednesday, July 3 by 5:00 PM. It's currently under review before going into the Bourne Courier. He said they are using Accent Blueprint as an electronic distribution of plans and specs, as well as any addendums. The on-site pre-bid walk through will be on July 10 at 10 AM. Questions will be answered during this walk through. By the first week of September we should have shovels in the ground.

William Meier asked what the first step is once the contract is awarded. Mr. Sullivan said the contractor will receive a notice to proceed. Their first requirement is to provide a detailed schedule of how they plan to accomplish this project, a submittal schedule and then a detailed schedule of values. The timeline for completion is approximately 12 months.

Mr. Sullivan said he did have to approve of one change order. A tank had to be drilled, cored and added a 25 foot stub with a cap in it. The cost is about \$2000.00.

Mr. Sullivan reported that the other change orders have been reviewed and he will have better calculations next Monday. Chairman Mastrangelo asked for a copy of the Briggs Engineering invoice.

b.) **Bidding** – EDA gave the authority to go to bid. SRF has a different timeline. Weston and Sampson has recommended to go ahead with bidding, and it is in writing.

**4.) Review Status of Contract/Amendments**

a.) **Construction Administration Draft** – There are some draft contracts with Weston and Sampson. Chairman Mastrangelo suggested an executive session to go over some of the issues involved.

Peter Meier made a motion to enter in to an addendum for the bidding services, section 2.1, of the limited CA contract, not to exceed \$40,000.00. Mr. Clegg seconded. Without further discussion the motion carried. 5-0.

b.) **OPM Contract** – There was discussion about the OPM contract, and it is still being worked out.

5.) **Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

- Two bills for Weston & Sampson that are dated 6/12/19. One of them referenced a bill for May that Chairman Mastrangelo did not receive. \$13,300.00 for the final design for the EDA grant for work done in April plus \$10.22 for United Parcel Service.

Selectman Meier moved for payment of invoice number 493224 in the amount of \$13,310.22 for Weston & Sampson. William Meier seconded. Without further discussion the motion carried. 5-0.

- \$6,539.74 for Weston & Sampson. Invoice #494061, dated 6/12/19. For CA for the leaching fields for month of May. Percentage complete to date is 73%, through May.

Mr. Clegg moved for payment of this invoice for Weston & Sampson. Selectman Meier seconded. Without further discussion the motion carried. 5-0.

- \$2,310.47 for Weston & Sampson. Invoice # 494063. \$1,900.00 is for additional EDA amendment 5 support, \$410.47 for reimbursable expenses for Accent printing, signs and plotting.

Selectman Meier moved for payment of this invoice for Weston & Sampson. Mr. Clegg seconded. Without further discussion the motion carried. 5-0.

- There is an additional bill for \$11,443.34 for March for additional support services. There is a plotting expense for \$175.50.

William Meier moved for payment of \$175.50 for invoice #491027 for Weston & Sampson. Selectman Meier seconded. Without further discussion the motion carried. 5-0.

Chairman Mastrangelo is drafting a letter to send to Weston & Sampson explaining the invoices. Selectman Meier motioned for this letter to be sent to Weston & Sampson by TA Guerino once finalized. Mr. Clegg seconded. Without further discussion the motion carried. 5-0.

6.) **Update on EDA and Mass Works Grants and SRF** – Already discussed.

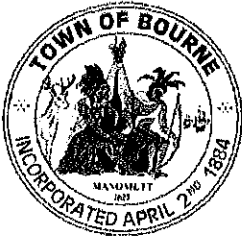
7.) **Minutes** – Mr. Clegg motioned to approve the minutes from 5/14/19. Selectman Meier seconded. Without further discussion the motion carried. 5-0.

Mr. Clegg motioned to approve the minutes from 6/12/19. Selectman Meier seconded. Without further discussion the motion carried. 4-0. Nolan LeRoy abstained as he was not present at the 6/12/19 meeting.

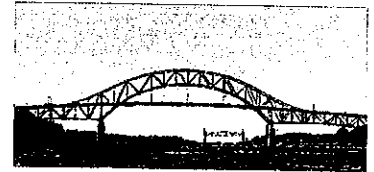
8.) **Next Meeting Date – July 9 at 3:30 PM.**

9.) **Adjourn** – Selectman Meier moved to adjourn the meeting. Mr. Clegg seconded. Without further discussion the motion carried. 5-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>             | <u>Time</u> | <u>Location</u>                                                                  |
|-------------------------|-------------|----------------------------------------------------------------------------------|
| Tuesday<br>July 9, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

All items on the agenda are subject to deliberation and votes.

1) Attendance at Police Facility Building Committee Meeting (Optional)

2) Call to Order

**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**

3) Note excused/absent members

4) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the litigation position of the public body. The Chairman declares that such detrimental effect to the litigating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session..

5) Report on Executive session votes.

6) Update on Project Status (10 min.)

- Construction Progress

7) Contracts/Amendments (15 min.)

- Weston and Sampson – Amendments
- Construction Administration Contracts

8) Review/Approval of Invoices (10 min.)

- Change Order Requests and Approval
- Journal Entries to reconcile Police Facility/Wastewater Facility Expenses

9) Update on EDA and Mass Works Grants and SRF (15 min.)

10) Communication

11) Next Steps

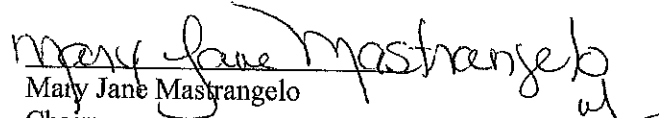
12) Approval of Minutes 6/25/19 and Executive Session 6/12/19 (defer 2/14/19, 3/6/19, 3/14/19, 3/18/19, 4/3/19)

13) Committee Comment

14) Public Comment

15) Next Meeting Date

16) Adjourn (approximately 5:45 pm)

  
Mary Jane Mastrangelo  
Chairman  
Date: July 3, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Tuesday, July 9, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
Elmer Clegg  
William Meier  
Stanley Andrews

Glenn Cannon, Assistant Town Administrator (4:12)  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.  
John Feeley  
Chief Woodside  
Tom Guerino, Town Administrator

RECEIVED  
2019 FEB -3 PM 12:49  
TOWN CLERK BOURNE

1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:52 PM.

2.) **Note excused/absent members** – Peter Meier and Nolan LeRoy are excused.

**3.) Update on Project Status**

a.) **Construction Progress** – Mr. Feeley reported that all of the piping between the leaching beds is complete. The installation of the force main piping has started and will be completed once the two construction trailers have been moved, most likely before August 1.

Mr. Andrews asked what completion of alternate 1 is, and Mr. Sullivan replied that it is about 97%.

**4.) Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

- \$5,000.00 for Daedalus - Invoice #190608 for the month of June.

Mr. Clegg moved for payment of invoice number 190608 in the amount of \$5,000.00 for Daedalus. William Meier seconded. Without further discussion the motion carried. 4-0.

- \$7,650.00 for Weston & Sampson. Invoice #495430, date 7/9/19. For CA for month of June, for field installation. Percentage complete to date is 90%, through June.

Mr. Andrews moved for payment of this invoice for Weston & Sampson. Mr. Clegg seconded. Without further discussion the motion carried. 4-0.

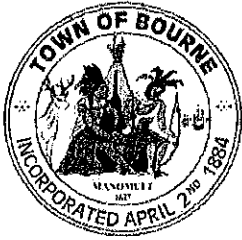
Chairman Mastrangelo gave a review of the Police Building Committee's CO and Additional Services spreadsheet and asked for review and approval of the following invoices:

- \$4,900.00 for Bracken Engineering, for survey work, which is the 50% share of a bill totaling \$9,800.00, for the Wastewater Building Committee. This is not eligible for Mass Works because it was prior to July 1, 2018.

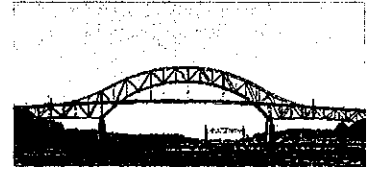
William Meier moved for payment of this invoice for Bracken Engineering. Mr. Andrews seconded. Without further discussion the motion carried. 4-0.

- \$682.07 is a 10% share for Wastewater of a bill for Kaestle Boos. The total bill was \$6820.70. This is for bidding services. This bill also was not eligible for Mass Works.





# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                 | <u>Time</u> | <u>Location</u>                                                                  |
|-----------------------------|-------------|----------------------------------------------------------------------------------|
| Wednesday<br>August 7, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

All items on the agenda are subject to deliberation and votes.

- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the litigation position of the public body. The Chairman declares that such detrimental effect to the litigating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session..

- 5) Report on Executive session votes.
- 6) Update on Project Status (10 min.)
  - Construction Progress
  - Bidding Update
- 7) Contracts/Amendments (15 min.)
  - Weston and Sampson -- Amendments
  - Construction Administration Contracts
- 8) Review/Approval of Invoices (10 min.)
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 9) Update on EDA and Mass Works Grants and SRF (10 min.)
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 6/25/19 and 7/09/19
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn

TOWN OF BOURNE

2019 AUG - 2 AM 10: 09

RECEIVED

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: August 2, 2019

**Bourne Wastewater Facility Design and Building Committee**

**Minutes of Tuesday, August 7, 2019, 4:00 PM**

**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
William Meier  
Stanley Andrews  
Peter Meier  
Judy Flynn

Glenn Cannon, Assistant Town Administrator  
Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc.  
John Feeley  
Sharon Gay  
Tom Guerino, Town Administrator

TOWN CLERK BOURNE

2020 FEB -3 PM 12: 51

RECEIVED

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:42 PM.
- 2.) **Note excused/absent members** – Elmer Clegg and Nolan LeRoy are excused.
- 3.) **Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract Negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body.

Mr. Andrews motioned to go into Executive Session with the intent to return to Open Session. Selectman Peter Meier seconded. Roll Call vote to enter into Executive Session: William Meier – Yes, Judy Flynn – Yes, Peter Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes. The motion carried. 5-0.

Mr. Andrews motioned to adjourn Executive Session and go back into open session. Peter Meier seconded. Roll Call vote to adjourn Executive Session: William Meier – Yes, Judy Flynn – Yes, Peter Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes. The motion carried. 5-0.

- 4.) **Report on Executive Session Votes:** In Executive Session the Committee voted to continue negotiations with Weston & Sampson to take on all construction management services, including onsite representation, with limited oversight by Daedalus as OPM, subject to contract modifications.

**5.) Update on Project Status**

a.) **Construction Progress** – Mr. Sullivan reported that the building is pumping into the tank. The force main trailer has to be moved. There was some discussion about the gas lines.

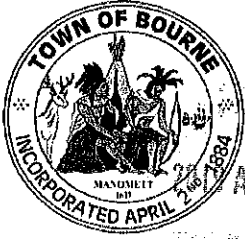
b.) **Bidding Update** – The G.C. bids will be on August 14.

- 6.) **Contract/Amendments** – Already discussed.

**7.) Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

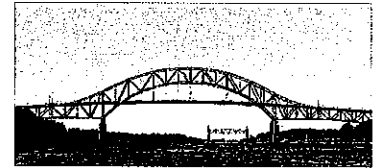
- STG Consulting Services, for May 22 – July 21.

Peter Meier moved for payment of this invoice for STG Consulting Services. Mr. Meier seconded. Without further discussion the motion carried. 5-0.



# Wastewater Facility Design and Building Committee

AUG 26 PM 3:30



## Agenda

| <u>Date</u>                  | <u>Time</u> | <u>Location</u>                                                                  |
|------------------------------|-------------|----------------------------------------------------------------------------------|
| Wednesday<br>August 28, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

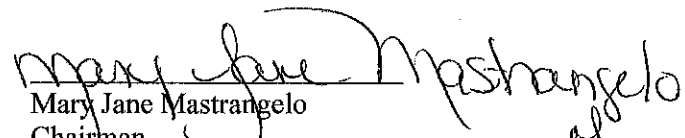
All items on the agenda are subject to deliberation and votes.

- 1) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the litigation position of the public body. The Chairman declares that such detrimental effect to the litigating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session..

- 2) Report on Executive session votes.
- 3) Update on Project Status (10 min.)
  - Construction Progress
  - Bidding Update
  - Tabulation of Bids
  - Architect/Engineer's Recommendation of Award
  - Notice to Proceed subject to EDA authorization
- 4) Contracts/Amendments (15 min.).
  - Weston and Sampson – Amendment
  - Construction Administration Contracts
  - General Contractor Contract
- 5) Review/Approval of Invoices (10 min.)
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 6) Update on EDA and Mass Works Grants and SRF (10 min.)
- 7) Communication
- 8) Next Steps
- 9) Approval of Minutes Committee Comment
- 10) Public Comment
- 11) Next Meeting Date
- 12) Adjourn

  
Mary Jane Mastrangelo  
Chairman  
Date: August 26, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Wednesday, August 28, 2019, 4:00 PM**  
**Bourne Town Hall, Lower Conference Room, 24 Perry Ave., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
William Meier  
Stanley Andrews  
Peter Meier (4:07, left at 4:42)  
Judy Flynn (4:09)  
Nolan LeRoy  
Elmer Clegg

Joe Sullivan – OPM Police Facility – Daedalus Projects, Inc. (left at 4:42)  
John Feeley  
Sharon Gay  
Todd Goldman  
Tom Guerino, Town Administrator (4:03, left at 4:24)  
Michael Rausch, Bourne Enterprise (4:24)

RECEIVED  
2020 FEB -3 PM 12: 50  
TOWN CLERK BOURNE

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:00 PM. and asked if anyone was audio or videotaping the meeting. She acknowledged that Kim Johnson was recording the meeting.
- 2.) **Note excused/absent members** –Peter Meier and Judy Flynn were tardy.
- 3.) **Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract Negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body. The Committee will re-enter into open session afterwards.

Mr. Clegg motioned to go into Executive Session with the intent to return to Open Session. William Meier seconded. Roll Call vote to enter into Executive Session: William Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes, Elmer Clegg – Yes, Nolan LeRoy – Yes. The motion carried. 5-0.

Mr. Andrews motioned to adjourn Executive Session and go back into open session. William Meier seconded. Roll Call vote to adjourn Executive Session: William Meier – Yes, Judy Flynn – Yes, Peter Meier – Yes, Stanley Andrews – Yes, MJ Mastrangelo – Yes, Elmer Clegg – Yes, Nolan LeRoy – Yes. The motion carried. 7-0.

- 4.) **Report on Executive Session Votes:** In Executive Session the Committee took action on three items:
  - I.) Notice of Intent of Award
  - II.) Working on contract with Weston & Sampson
  - III.) Working on contract with Daedalus Projects

Mr. Andrews made a motion to reaffirm the votes that were taken in Executive session to authorize the notice of intent of award to Robert B. Our for \$6,599,295.00 and to authorize continued negotiations with Weston & Sampson, for Construction Administration and On Site Representation, not to exceed \$820,000.00 and to continue negotiations with Daedalus Projects, not to exceed \$99,000.00. Peter Meier seconded. Without further discussion the motion carried. 7-0.

**5.) Update on Project Status**

- a.) **Construction Progress** – Mr. Sullivan reported that there hasn't been much done on the fields. The entrance way is being held off a bit due to an issue with the gas main. The trailers will be moved within eight week so the force main will worked on then.

Mr. Andrews made a motion to accept the recommendation from Weston & Sampson to move forward with the Notice of Intent of Award. Peter Meier seconded. With some further discussion the motion carried. 7-0.

**b.) Bidding Update** – Notice to Proceed is being worked on.

**6.) Contract/Amendments** – Already discussed.

**7.) Review/Approval of Invoices** – Chairman Mastrangelo listed the invoices:

- Weston & Sampson – Two bills are deferred.
- Gatehouse Media for \$276.48 for bid advertising in Bourne Courier.

Mr. Andrews moved for payment of this invoice for Gatehouse Media. Mr. Clegg seconded. Without further discussion the motion carried. 7-0.

- Invoice # 19078, Daedalus Projects, Through July 26, 2019, for \$5,000.00

Mr. Clegg moved for payment of \$975.00 for Project Dog. Mr. Andrews seconded. Without further discussion the motion carried. 7-0.

**8.) Update on EDA and Mass Works Grants and SRF** – Sharon Gay reported that there was a Finance meeting to confirm the process going forward. She reported on the things that she needs to do to stay ahead of it. There was some discussion about Mass Works.

**9.) Communication** – None

**10.) Next steps** –

**11.) Approval of Minutes, 8/7/19 & Executive Session Minutes 8/7/19** –

Ms. Flynn moved to approve the 8/7/19 minutes. Mr. Andrews seconded. Without further discussion the motion carried. 4-0-2. Elmer Clegg and Nolan LeRoy abstained.

Mr. Andrews moved to approve and encumber the 8/7/19 Execution Session minutes. William Meier seconded. Without further discussion the motion carried. 4-0-2. Elmer Clegg and Nolan LeRoy abstained.

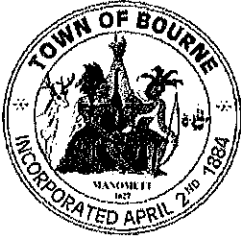
**12.) Committee Comment** – None

**13.) Public Comment** – None

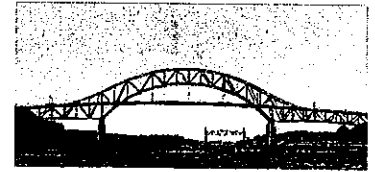
**14.) Next meeting Dates** –9/10/19

**15.) Adjourn** – Mr. Andrews moved to adjourn the meeting. Mr. LeRoy seconded. Without further discussion the motion carried. 6-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                   | <u>Time</u> | <u>Location</u>                                                                  |
|-------------------------------|-------------|----------------------------------------------------------------------------------|
| Tuesday<br>September 10, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

All items on the agenda are subject to deliberation and votes.

- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the negotiating position of the public body. The Chairman declares that such detrimental effect to the negotiating position of the public body.

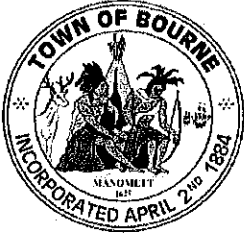
Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session.

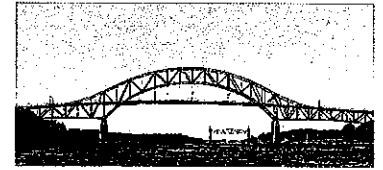
- 5) Report on Executive session votes.
- 6) Update on Project Status (10 min.)
  - Construction Progress
- 7) Update on EDA and Mass Works Grants and SRF (10 min.)
- 8) Contracts/Amendments (15 min.)
  - General Contractor
  - Weston and Sampson – Amendment/Bidding/CA
  - Owners Project Manager - Amendment
- 9) Review/Approval of Invoices (10 min.)
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 10) Communication
- 11) Next Steps
- 12) Approval of Minutes 8/28/19, 8/28/19 executive session
- 13) Committee Comment
- 14) Public Comment
- 15) Next Meeting Date
- 16) Adjourn

2019 SEP -5 AM 9:15  
TOWN OF BOURNE

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: September 5, 2019



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                  | <u>Time</u> | <u>Location</u>                                                                                 |
|------------------------------|-------------|-------------------------------------------------------------------------------------------------|
| Monday<br>September 30, 2019 | 2:00 P.M.   | Bourne Veterans' Memorial<br>Community Building – Room 3<br>239 Main Street<br>Buzzards Bay, MA |

OWN CLERK BOURNE

2019 SEP 26 AM 11:48

RECEIVED

All items on the agenda are subject to deliberation and votes.

- 1) Call to Order
- 2) Note excused/absent members
- 3) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the negotiating position of the public body. The Chairman declares that there is such detrimental effect to the negotiating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session.

- 4) Report on Executive session votes.
- 5) Update on Project Status (10 min.)
- 6) Update on EDA and Mass Works Grants and SRF (10 min.)
- 7) Contracts/Amendments (15 min.)
- 8) Review/Approval of Invoices (10 min.)
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 9) Communication
- 10) Next Steps
- 11) Approval of Minutes 8/28/19, 8/28/19 executive session, 9/10/19, 9/10/19 executive session
- 12) Committee Comment
- 13) Public Comment
- 14) Next Meeting Date
- 15) Adjourn

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: September 26, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Wednesday, September 30, 2019, 2:00 PM**  
**Bourne Veterans' Memorial Community Building, 239 Main St., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo  
William Meier  
Judy Flynn  
Elmer Clegg  
Stanley Andrews (2:15)  
Peter Meier (2:17)

Glenn Cannon, Assistant Town Administrator  
George Sala  
Sharon Gay (2:16)  
Bob Troy, Town Counsel (2:22)  
Joe Sullivan – Daedalus Projects, Inc. (2:34)

**RECEIVED**  
**2020 FEB -3 PM 12: 51**  
**TOWN CLERK BOURNE**

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 2:07 PM, and asked if anyone was audio or videotaping the meeting. She acknowledged that Kim Johnson was recording the meeting.
- 2.) **Note excused/absent members** –Nolan LeRoy
- 3.) **Update of EDA and Mass Works and SRF** – Chairman Mastrangelo said that Executive Session and Project Status Update will be deferred until the OPM is here. Chairman Mastrangelo said she sent a letter to Jackie Furtado, Mass Works Rep. for additional funding of \$300,000.00 - \$10,000.00 for construction and \$290,000.00 for contract administration. She said she would review the letter within a week.

Chairman Mastrangelo said that the Town received a letter from SRF saying that we had consulted in our MEPA ENE, the macro system which is the Massachusetts historic system, but a project notification form was not done with the Mass Historic Commission, so they advise the Town not go ahead with the contract award until it's been cleared. This has been assigned to a staff member with the Mass Historic Commission.

Chairman Mastrangelo said the Robert B. Our contract came in today. It needs to be signed by the Town Administrator. It has been reviewed and approved EDA, SRF and Weston & Sampson.

- 4.) **Review/Approval of Invoices** –Chairman Mastrangelo listed the invoices:
  - Daedalus Projects – Invoice # 190808, dated 8/23/19, for \$5,000.00 for OPM services for the month of August.  
William Meier moved for payment of this invoice for Daedalus. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.
  - Weston & Sampson –Invoice # 496877, dated 8/16/19, for \$12,366.30, for bidding services through 7/26/19.  
Peter Meier moved for payment of this invoice for Weston & Sampson. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.
  - Weston & Sampson - Invoice # 496463 for \$900.00 for CA services for leaching fields for month of July.  
Mr. Andrews moved for payment of this invoice for Weston & Sampson. Ms. Flynn seconded. Without further discussion the motion carried. 6-0.

There were no change orders or Police Facility/Wastewater Facility Shared Expenses.



**5.) Approval of Minutes 8/28/19, 8/28/19 executive session, 9/10/19, 9/10/19 executive session –**

Peter Meier motioned to approve the minutes from 8/28/19. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.

Peter Meier motioned to approve and withhold from disclosure, the executive session minutes from 8/28/19. Mr. Clegg seconded. Without further discussion the motion carried. 6-0.

Peter Meier motioned to approve the minutes from 9/10/19. Mr. Andrews seconded. Without further discussion the motion carried. Judy Flynn abstained. 5-0-1.

Mr. Andrews motioned to approve and withhold from disclosure, the executive session minutes 9/10/19. Mr. Clegg seconded. Without further discussion the motion carried. Judy Flynn abstained. 5-0-1.

**6.) Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract Negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body. The Committee will re-enter into open session afterwards.

Peter Meier motioned to go into Executive Session with the intent to return to Open Session. William Meier seconded. Roll Call vote to enter into Executive Session: William Meier – Yes, Elmer Clegg – Yes, Stanley Andrews – Yes, Peter Meier – Yes, Judy Flynn – Yes, MJ Mastrangelo – Yes. The motion carried. 6-0.

Mr. Andrews motioned to adjourn Executive Session and go back into open session. Peter Meier seconded. Roll Call vote to adjourn Executive Session: William Meier – Yes, Elmer Clegg – Yes, Stanley Andrews – Yes, Peter Meier – Yes, Judy Flynn – Yes, MJ Mastrangelo – Yes. The motion carried. 6-0.

**7.) Report on Executive Session Votes:** Mr. Andrews reported that while in Executive Session, the Committee voted to ask the Town Administrator to sign the contract with Robert B. Our contingent upon authorization to proceed by EDA and DEP SRF. Mr. Andrews motioned for this motion to be voted on in open session. Mr. Clegg seconded. Without further discussion the motion carried. 6-0.

Peter Meier moved to vote in open session the motion to approve the Weston & Sampson CA contract as amended per recommendation of counsel. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.

**8.) Communication – None**

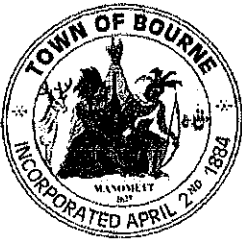
**10.) Committee Comment – None**

**11.) Public Comment – None**

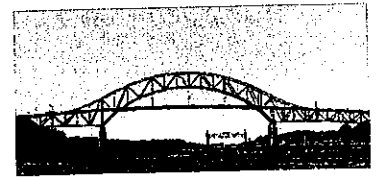
**12.) Next meeting Date – 10/9/19**

**13.) Adjourn –** Peter Meier moved to adjourn the meeting. Mr. Clegg seconded. Without further discussion the motion carried. 6-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                   | <u>Time</u> | <u>Location</u>                                                                        |
|-------------------------------|-------------|----------------------------------------------------------------------------------------|
| Wednesday<br>October 23, 2019 | 4:00 P.M.   | Bourne Veterans' Memorial<br>Community Building<br>239 Main Street<br>Buzzards Bay, MA |

**If anyone is recording they need to acknowledge at this time.  
All items on the agenda are subject to deliberation and votes.**

- 1) Call to Order
- 2) Note excused/absent members
- 3) **Executive Session:** For contract negotiations as an open meeting may have a detrimental effect on the negotiating position of the public body. The Chairman declares that there is such detrimental effect to the negotiating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session.

- 4) Report on Executive session votes.
- 5) Update on Project Status (10 min.)
- 6) Update on EDA and Mass Works Grants and SRF (10 min.)
- 7) Contracts/Amendments (15 min.)
- 8) Review/Approval of Invoices (10 min.)
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 9) Communication
- 10) Next Steps
- 11) Approval of Minutes 9/23/19 and 9/23/19 Executive Session
- 12) Committee Comment
- 13) Public Comment
- 14) Next Meeting Date
- 15) Adjourn

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: October 17, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Wednesday, October 23, 2019, 4:00 PM**  
**Bourne Veterans' Memorial Community Building, 239 Main St., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo

William Meier

Judy Flynn

Elmer Clegg

Stanley Andrews

Peter Meier

George Sala

Sharon Gay

Joe Sullivan – Daedalus Projects, Inc.

TOWN CLERK BOURNE

2020 FEB -3 PM 12: 50

RECEIVED

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:08 PM
- 2.) **Note excused/absent members** –Nolan LeRoy
- 3.) **Executive Session:** Motion to enter into Executive Session to conduct strategy with respect to Contract Negotiations for Engineering Services; Construction Administration Services; Owner Project Services and Grant Administration Services. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body. The Committee will re-enter into open session afterwards.  
  
Mr. Andrews motioned to go into Executive Session with the intent to return to Open Session. Mr. Clegg seconded. Roll Call vote to enter into Executive Session: William Meier – Yes, Elmer Clegg – Yes, Stanley Andrews – Yes, Peter Meier – Yes, Judy Flynn – Yes, MJ Mastrangelo – Yes. The motion carried. 6-0.  
  
Peter Meier motioned to adjourn Executive Session and go back into open session. Mr. Andrews seconded. Roll Call vote to adjourn Executive Session: William Meier – Yes, Elmer Clegg – Yes, Stanley Andrews – Yes, Peter Meier – Yes, Judy Flynn – Yes, MJ Mastrangelo – Yes. The motion carried. 6-0.
- 4.) **Report on Executive Session Votes:** Chairman Mastrangelo reported that while in Executive Session, the Committee voted to approve payment of up to \$42,000 for additional services provided by Weston and Sampson with adjustments to invoices to be made in accordance with MJ's email of 9/9/19. Mr. Clegg motioned for this motion to be voted on in open session. Ms. Flynn seconded. Without any further discussion the motion carried. 6-0.
- 5.) **Update on Project Status** – Mr. Sullivan said that EDA has given the greenlight to move forward with the general contract. Now that EDA says the contract is good, then Assistant Town Administrator, Glenn Cannon, needs to sign the draft letter of the notice to proceed, then it has to be to Robert B. Our. Chairman Mastrangelo said SRF said the contract is good and the Committee got Mass Historic clearance. A kickoff meeting will be scheduled in about two weeks.
- 6.) **Update of EDA and Mass Works and SRF** – Ms. Gay reported a packet of documentation was put together to get to EDA for them to authorize the notice to proceed which was hinging on the Mass Historic Commission approval. Today the authorization was given to sign the notice to proceed.
- 7.) **Contracts/Amendments** – Amendment 8 is \$55,000.00, for additional services. Amendment 9 is SRF Support for \$25,000.00.

Mr. Andrews motioned to approve Amendment 8 in the amount of \$42,000.00. Peter Meier seconded. Without further discussion the motion carried. 6-0.

**8.) Review/Approval of Invoices** –Chairman Mastrangelo listed the invoices:

- Weston & Sampson – dated 9/4/19, for \$17,599.33 for bidding services with a balance due of \$12,366.30 which was already paid on 10/16/19, so the amount needed to be paid is \$17,599.33.  
Peter Meier moved for payment of this invoice to Weston & Sampson. Mr. Clegg seconded. After some further discussion the motion carried. 6-0.
- Weston & Sampson – Invoice # 498406, for \$1350.00, for CA services for the leaching fields through 9/27/19, which is 98% complete.  
Ms. Flynn moved for payment of this invoice for Weston & Sampson. Peter Meier seconded. Without further discussion the motion carried. 6-0.
- Weston & Sampson - Invoice # 498923, dated 10/16/19 for \$9,919.70 for bidding services through 9/27/19 and \$119.26 for reimbursables for a total of \$10,038.96  
Peter Meier moved for payment of this invoice for Weston & Sampson. Mr. Clegg seconded. Without further discussion the motion carried. 6-0.
- Daedalus Projects – Invoice # 190907, for \$5,000.00 for OPM services for the month of September.  
Mr. Clegg moved for payment of this invoice for Daedalus. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.
- STG Consulting - ~~\$7170.00~~ for 7/22/19 through 9/22/19  
Peter Meier moved for payment of this invoice for STG. Mr. Andrews seconded. Without further discussion the motion carried. 6-0.

There were no change orders or Police Facility/Wastewater Facility Shared Expenses.

**9.) Communication** – None

**10.) Next Steps:** Notice to Proceed.

**11.) Approval of minutes 9/23/19 and 9/23/19 Executive Session** – The date is incorrect on the agenda, so the actual minutes of 9/30/19 are deferred.

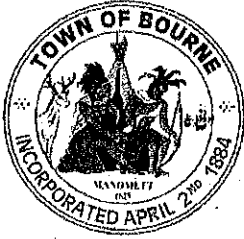
**12.) Committee Comment** - None

**13.) Public Comment**- None

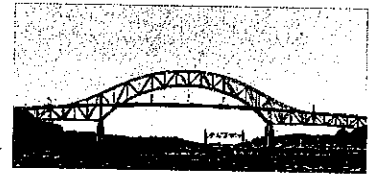
**14.) Next Meeting Date** – 11/6/19 at 9:00 AM and 11/13 at 4:00 PM

**15.) Adjourn**- Mr. Andrews moved to adjourn the meeting. William Meier seconded. Without further discussion the motion carried. 6-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                 | <u>Time</u> | <u>Location</u>                                                                |
|-----------------------------|-------------|--------------------------------------------------------------------------------|
| Tuesday<br>October 29, 2019 | 6:15 P.M.   | Bourne High School<br>Professional Library<br>75 Waterhouse Road<br>Bourne, MA |

**If anyone is recording they need to acknowledge at this time.**

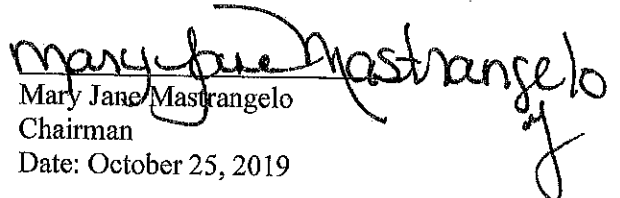
**All items on the agenda are subject to deliberation and votes.**

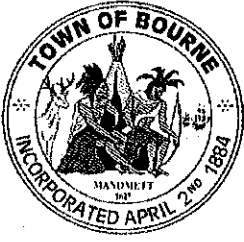
- 1) Call to Order
- 2) Note excused/absent members
- 3) **Executive Session:** For contract negotiations with Weston and Sampson regarding Amendment 8 and Construction Administration/Resident Representative Services as an open meeting may have a detrimental effect on the negotiating position of the public body. The Chairman declares that there is such detrimental effect to the negotiating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

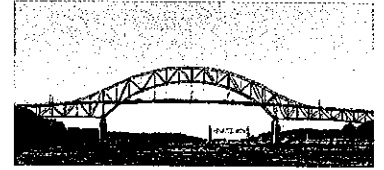
Roll Call vote to adjourn the Executive Session and return to open session.

- 4) Report on Executive session votes.
- 5) Update on Project Status (10 min.)
- 6) Communication
- 7) Next Steps
- 8) Approval of Minutes 9/30/19 and 9/30/19 Executive Session
- 9) Committee Comment
- 10) Public Comment
- 11) Next Meeting Date
- 12) Adjourn

  
Mary Jane Mastrangelo  
Chairman  
Date: October 25, 2019



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                  | <u>Time</u> | <u>Location</u>                                                                       |
|------------------------------|-------------|---------------------------------------------------------------------------------------|
| Thursday<br>November 7, 2019 | 9:00 AM     | Bourne Veterans Memorial<br>Community Building<br>239 Main Street<br>Buzzards Bay, MA |

Wastewater Facility Design and Building Committee Thursday, November 7, 2019 at **9:00 AM**  
at the Community Building.

**NOTE: If anyone in the audience is audio or videotaping, they need to acknowledge it at this time.**

**All items on the agenda are subject to deliberation and votes.**

- 1) Call to Order
- 2) Note excused/absent members
- 3) Pre-Construction Meeting Discussion
- 4) EDA and Mass Works and SRF
- 5) Next Meeting Date
- 6) Adjourn

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairman  
Date: November 4, 2019

RECORDED  
2019 NOV -4 AM 11:35  
TOWN OF BOURNE

2020 JAN 31 PM 1:42  
 TOWN OF BOURNE

RECEIVED

PRECONSTRUCTION CONFERENCE

1. Owner Town of Bourne, MA

Contract Title Buzzards Bay Wastewater Treatment Facility – CWSRF #4519  
EDA AWARD #01-01-14826 TOWN OF BOURNE

Contractor Robert B. Our Co., Inc.

Date 11/07/19 Time 9:00 am Location Community Building (239 Main Street)

2. Attendees: See the attached sign-in sheets

3. Assigned Personnel

Owner Joe Sullivan (Owner's Project Manager – Daedalus Projects) 617.699.2989 (c)

W&S Jimmy Arrigal 55 Walkers Brook, Reading, MA 617.429.8471(c)  
 (Resident Representative) (Address) (Phone)

W&S Corey Repucci 55 Walkers Brook, Reading, MA 978.573.4027(o) 603.799.6782(c)  
 (Project Manager) (Address) (Phone)

4. Correspondence Procedures

Correspondence should be directed to the Resident Representative. No correspondence except shop drawings and certified payrolls should be directed to the Owner or Weston & Sampson except in cases of disputes. In which case, the Contractor should direct correspondence to the attention of WSE's Construction Services Department (CSD) in Peabody with an information copy to the Resident Representative.

American Iron & Steel (AIS) requirements were briefly discussed. MADEP noted that a tracking log will be required.

5. Supervision of the Work

The Contractor is required at all times to have a competent full-time Superintendent with full authority at the job site. Superintendent's name is Dan Lebrun.

Emergency telephone numbers (inclusive of nights and weekend) shall be provided together with where the superintendent can be reached prior to establishment of his field office.

6. Insurance Requirements

The Contractor should not be permitted to start any construction work until he has submitted insurance certificates. The kinds and minimum amounts of insurance required are outlined in Sections, 00700 & 00800 of the specification.

Insurance certificates have been received, with the exception of Builder's Risk policy, which will be provided as soon as they occupy the site. A letter of intention has been provided for records.

7. Interpretation of Plans & Specifications

All questions pertaining to the project shall be directed to the Resident Representative. No direct contact is to be made with the Owner or the Engineer's home office without prior knowledge of and agreement by the Resident Representative, except as noted in paragraph 4, above. Resident Representatives cannot change design or intent.

8. Safety

The Contractor is to be reminded that all work is to be conducted in such a manner as not to endanger the public, the work, private property, or any personnel on or about the work site. The Contractor is to be specifically reminded of his responsibilities under the Occupational Safety and Health Act (OSHA) of 1970 and any subsequent revisions, which make him solely responsible for his personnel and subcontractors. If the Resident Representative deems an area of work to be unsafe for inspection, the work, if not inspected and accepted, cannot be paid for.

If issues related to safety arise on-site, the GC superintendent will be notified and will be responsible for coordinating with sub-contractors as required.

9. Control of Work/Materials and Special Provisions

Refer to requirements of specification sections 01110 & 01140. Safeguard open excavations. Construction hours 7-5 M-F. Saturday and Sunday work to be approved. Contractor should visually record project areas and submit to the Engineer prior to the start of work. Monthly Progress photos are required and should be coordinated with the Resident Representative. Contractor is required to comply with DIG SAFE and having utilities locate their respective utilities on the ground prior to excavation. Contractor to protect existing effluent disposal beds during construction. No stockpiles or heavy construction equipment shall be placed over the beds. The contractor shall repair any pavement or grassed areas damaged as a result of construction. Portions of the work in Main Street will require traffic signage and Police Details. Coordination between the Contractor, Engineer and Owner relative to truck traffic to the WWTF site and the associated anti-tracking pad will be required.

It was discussed that the Police Station building is anticipated to be occupied in February 2020.

The GC indicated that they anticipate completing work in Main Street and the forcemain piping in mid to late spring 2020 so as to avoid the busy season.

10. Interference with and Protection of Street and Traffic Control

Portions of the work in Main Street will require traffic signage and Police Details.

11. Field Office

Section 01520 includes provisions for office requirements for the Resident Representative. Coordination with the Engineer and Owner will be required relative to siting the Temporary Field trailer.



12. Plans & Specifications

Following completion of "Conformed" documents, Engineer will coordinate delivery of plans and specifications to Contractor and Town.

The GC indicated that they would like to receive 6 full-size sets of plans and specifications once conformed documents are completed.

13. Time of Completion

Contract time is **450** consecutive calendar days from the effective date of the "Notice to Proceed," making completion date **January 24, 2021**.

14. Schedules & Permits

a. Construction Schedule

The Contractor shall submit to the Resident Representative, within fifteen days after execution of the contract and prior to start of construction, the proposed construction schedule. This schedule will fix the respective dates for the start and completion of the various parts of the work. Each part is to be given a weighted percentage, the sum of which equals 100 percent. Each part shall be assigned a dollar value, the sum of which equals the contract price.

The Contractor shall discuss the proposed starting date of construction and overall plan of work. (The GC is in the process of coordinating sub-contracts and purchase orders. This process will take 1-2 months. The GC anticipates having a proposed construction schedule in the next 7-10 days. In general they plan on mobilizing to the site in mid-late winter to begin excavation work. Concrete work is anticipated to begin in early spring, weather dependent.)

Construction schedules should be updated and submitted for review one-week prior to monthly meetings.

Three-week look ahead schedules should be provided. (These will be provided from the field superintendent)

b. Sequence of Operations-Interference with Existing work

Portions of the construction will take place on during active construction site for the Police Station. Police Station traffic must not be impacted by construction at any time.

c. Permits – Local Building permits are required. Portions of the work are governed by a Mass.DOT State Highway Utility Permit, local trench permit, local backflow preventer and NPDES Construction General Permit.

The local Building Inspector (Ken Murray) would like two full size sets of plans and a PDF copy of the conformed documents. Ken should be contacted relative to needed

inspections. Ken talked about the need for Controlled Construction affidavits from the Engineer.

15. Delays & Liquidated Damages

No extensions of time will be given for ordinary or foreseeable delays, inclement weather or accidents.

Acts of god, unusual severe weather, acts of the Government, unavoidable strikes, extra work, and unavoidable equipment delays over which the Contractor has no control, and which in fact delay the completion of the entire work may be excusable delays, provided: the Contractor notifies the Resident Representative in writing of the delay, stating the causes with detailed justification as to how and to what extent the completion of the entire project is affected, including his actions taken to attempt to eliminate or reduce the delay.

16. Liquidated Damages

Liquidated damages for failure to complete the contract on or before the contract's schedule completion date are set at \$1,500 for each calendar day of delay beyond the scheduled completion date.

17. Extra Work & Changes

The Contractor is not to perform extra work or make changes of any kind without written authorization from the Engineer. Payment for extra work and/or changes will be included in Monthly Progress Estimates when Change Order has been executed by the Contractor and the Owner for items not covered by the contractor unit prices.

18. Subcontractor & Supplies

The Contractor shall provide a list of work the contractor proposes to sublet and the names of subcontractors and suppliers of materials and equipment so that we may familiarize ourselves with the products prior to submittals. We do not approve subcontractor nor does our contract require that we approve subcontractors. Contractor is not to sublet any work without first notifying the Resident Representative in writing of that work he proposes to sublet. The Contractor has responsibility for control of and work by subcontractors and compliance with MBE/WBE requirements.

19. Progress Estimates

Progress estimates are to be prepared by the Contractor monthly, and, based on the Owner's timetable. Pencil requisitions should be prepared/submitted and reviewed by the Contractor/Resident Representative during the last week of the month. Final requisitions should be submitted the first week of the month. The percentage of the estimate to be retained shall be 5%. The Contractor or his authorized representative shall meet on the progress of the work to establish and agree on quantities and payment for the period.

Cover page of Payment Requisitions shall have spaces for signatures by the Engineer, OPM and Town Administrator. Six copies of the final Pay Requisitions should be provided.

Michele Higgins indicated that MADEP should be provided copies of the Pay Requisitions as signed by the GC and Engineer for review via email. Michele indicated that M/WBE invoices should be attached to the payment requisitions.

20. Lump- Sum Breakdown (Schedule of Values)

Contracts with large lump-sum items are to be broken down by the Contractor into appropriate component parts. Each part is to be assigned a dollar value, the sum of which parts equals the contract price for that item.

Major lump-sum contracts having various structures and several major separate items are to be subdivided by structure and items and a dollar value assigned to each, the sum of which equals the contract price. Each structure and item is to be broken down into components parts and a dollar value assigned to each such part, the sum of each equals the amount assigned to be the structure or item. This breakdown is to be submitted by the Contractor and approved before the first estimate becomes due. No progress payments will be processed until the above breakdown/schedule of values has been submitted and approved. Breakdown should include sufficient detail (i.e. shop drawings submittals, delivery, installation, start-up/testing, O&M manuals, etc.) to allow processing of interim payment.

21. Signs

Two project signs (MADEP SRF and EDA) are required for the project. SRF related sign layout will be forwarded to the Contractor in the near future. The EDA sign layout is included in 01140. Project sample signs are required to be submitted for review prior to fabrication.

22. Payrolls (Massachusetts General Laws C149, Section 27B)

Contractor is referred to Section 00830 for submission of certified payrolls that are required on all Massachusetts and federally assisted projects. Payrolls are to be submitted weekly. Payrolls are to be numbered consecutively and every person who works at the site is to be on the payroll. The first time a person's name appears on the payrolls, address and an individual identifying number (e.g., last four digits of social security number) are to be given. Payrolls are required to be submitted by the Contractor and for all subcontractors. No payment estimate will be processed for payment until such payrolls have been received by the owner, OPM and Engineer. Contractor is responsible for submittal of subcontractor weekly payrolls. It is understood that copies of payrolls for work before and the week of cutoff time may not be available. If payrolls lag for any longer period, work covered by the missing payrolls will not be included in the estimate until the payrolls are received.

Payroll certifications should be sent to Michele Higgins at MADEP as well as to the Owner and Engineer. It was discussed that it is the GC's responsibility to review and certify the payrolls, they will be spot checked only by the OPM and Engineer. The Engineer will provide a list of email recipients for the certified payrolls.

23. Lines, Grades and Measurements

The Contractor is to employ a competent surveyor, registered with the state as a professional engineer or land surveyor to establish lines, elevations, reference marks, batter boards, etc.

24. Shop and Working Drawings

The Contractor is to submit names and addresses of manufacturers and suppliers of all materials and equipment he proposes to incorporate into the work, as previously noted.

All shop drawings, test data, samples, certificates, etc., shall be submitted by Contractor to directly to WSE, attention CSD using Weston & Sampson Engineers, Inc. standard transmittal forms.

**Hard Copy-** the Contractor shall submit, by mail, six (6) copies each of shop drawings to Weston & Sampson, attention: CSD, or

**Electronic via email-** the Contractor shall submit to CSD by email ([davida@wseinc.com](mailto:davida@wseinc.com)), one electronic copy in Portable Document Format (PDF) of shop drawings required. The GC has been submitting electronic shop drawings.

Contractor is advised that he is responsible to submit shop drawings timely, so as not to delay the work; that no material or equipment shall be purchased, fabricated or incorporated in the work until required submittals have been approved; that all material, equipment and their installation shall be in accordance with approved submittal; that submittals of long-lead items should be submitted early.

Contractor's attention should be directed to the method of numbering transmittals, the transmittal number shall be assigned by numerical succession (1, 2, 3, etc.). Each subsequent resubmittal shall be designated with the appropriate suffix letter (1A, 1B, 1C, etc.) Ensure that the appropriate contract specification subsection number is shown on transmittal forms and that each transmittal should only pertain to one specification section. **The Contractor Signature & Title box is to be signed certifying they have reviewed all items for conformance with the Contract Documents.** It has been noted in the past that sometimes when a subcontractor or supplier has been designated by the specifications to be responsible for delivery of a complete system made up of many components, components have been submitted individually in no particular sequence and with no coordination to interfaces. In some cases, components have been missed or never submitted and therefore, not approved. The Contractor shall be responsible for the coordination of and the complete assembly of the system.

The OPM reminded the GC that the trash trap tank will be "active" when the Police Station is occupied.

25. Concrete Design Mix Sections

The Contractor shall submit mix designs from the concrete supplier for approval. Twenty-eight (28) day minimum compressive strength of 3,000 psi is required for field concrete. Twenty-eight (28) day minimum compressive strength of 4,500 psi is required for footings & foundation walls and interior slabs on grade/equipment pads. Twenty-eight (28) day minimum compressive strength of 4,000 psi is required for exterior slabs/sidewalks. Specifications and drawings describe concrete mixture requirements and additional inspection and testing requirements. The concrete submittal has been made by the GC.

26. Operating & Maintenance Manuals, Spare Parts List, & Special Tools

O&M manuals and lists are to be submitted early; in any case, they should be finalized by the time the equipment arrives. Special tools and spare parts shall remain the property of the Contractor and be stored and protected by the Contractor until/unless the Owner has facilities available and requests they be turned over. Inventory and signed receipts (including sign off by the Engineer) will be required when materials are transferred to the Owner. One (1) copy of the paperwork shall be delivered to the Resident Representative.

27. Materials & Equipment Received and Stored

The cost established by invoices of major, long-lead items, manufactured for this project, i.e., not off-the-shelf items, to be incorporated in the completed work, that have been delivered, properly stored and protected may be included in the progress estimate as "Stored Materials" assuming sufficient documentation is provided. Documentation, including, but not limited to, invoices, certificates of insurance, transfer of title, photographs/proof of delivery/storage, etc. will be required for consideration of payment for stored materials. No items of equipment requiring operating instructions, special tools and/or spare parts will be included in any progress estimate until such instructions and lists have been received.

28. Bolts, Anchor Bolts, and Nuts

Contractor to furnish all; bolts, anchors bolts, & nuts shall be galvanized unless otherwise specified, and galvanized bolts, etc., to be zinc coated after being fabricated. Bolts, anchor bolts, nuts, and washers specified to be stainless shall be Type 316 stainless steel, unless otherwise specified.

29. Testing

Adjustment to payment of pipelines/structures shall be made and withheld until they have satisfactorily passed the test requirements. Testing must be performed in the presence of the Engineer.

30. Services of Manufacturer's Representative

Contractor shall obtain the services of manufacturer's representative for "Equipment." Representative shall inspect, operate, test and adjust equipment after it has been installed and prior to operation by others, i.e., Contractor. Tests are to prove that equipment is in proper condition for satisfactory operation. Representative is to submit in triplicate results of inspection, operation, adjustment and tests, and include a certificate that equipment is ready, for operation by others. Manufacturer's representative is to be present for field acceptance tests. The local salesman is not considered a mechanically qualified manufacturer's representative unless so certified by manufacturer.

31. Checkout & Startup (Field Acceptance Tests) & Training

Contractor, at least one month prior to checkout, startup and training, shall submit a schedule for each phase, indicating the anticipated participation of the Owner's operation personnel, and materials (chemicals, water, etc.) which will be required in addition to those to be furnished by the Contractor. Schedule will be reviewed by Owner and Engineer, who must approve it prior to checkout. All manufacturers' certificates must be submitted to the Engineer before the schedule will be accepted for review and approval.

**All Start-up and Training must be witnessed and signed off by the Owner and the Engineer.** Failure to obtain the appropriate sign-offs will result in the need to complete the Start-up or Training again, at no additional cost to the Owner.

The WW Building committee discussed the potential to have a commissioning agent for the building. The OPM indicated it is likely not necessary, but can be evaluated as the need for that is very far out. The Engineer indicated that the system will be tested and balanced. The Engineer will review this discussion with the HVAC designer.

32. Cleanup

Contractor is expected to keep his work continuously cleaned up for the duration of the project.

33. State Revolving Fund (SRF) – **Note MADEP is paperless – utilize email**

- a. Employee Rights Poster (*previously provided*) – To be posted by the Contractor in an area accessible to workers.
- b. Davis Bacon Wage Rates – To be posted by the Contractor in an area accessible to workers.
- c. Massachusetts Prevailing Wage Rates – To be posted by the Contractor in an area accessible to workers.
- d. Certified Payrolls – SRF Certification Page (*previously provided*) is to be attached to all contractor and sub-contractor payrolls – page 2 of federal form WH-347).
- e. Periodic Labor Interviews – Utilizing Labor Interview FORM 1445. Staff will need to be available for periodic interviews conducted by Engineer.
- f. Project Signage – Refer to Item 21 Above.
- g. American Iron and Steel (AIS) Requirements – (*AIS Guidance dated 3/20/14 previously provided and included as 00810 Attachment C*). All iron products, steel products, municipal castings and other construction materials must be AIS certified. Certification forms, which include the following must be submitted with the shop drawings submitted by the Contractor for review:
  - Project Identification (i.e. Bourne, MA – Buzzards Bay Wastewater Treatment Facility CWSRF #4519, EDA AWARD #01-01-14826 TOWN OF BOURNE)
  - Item Identification (specific, i.e. M&H Resilient-Seated Gate Valves, 6" MJ Gate Valve)
  - Signature from Manufacturer Representative
  - AIS Language documenting compliance
  - City/Town and State where the item is manufactured.
  - i. Engineer will develop list of specifications requiring AIS Certifications
  - ii. EPA May Perform Compliance Inspections
  - iii. MADEP will review AIS compliance at monthly meetings.
  - iv. Deminimis waiver – Contractor shall prepare a schedule of value for material costs for the project and identify products covered under the deminimis waiver (incidental – no more than 5% of the total material cost – individual item may not exceed 1%)
  - v. AIS Updates available at: [http://water.epa.gov/grants\\_funding/aisrequirement.cfm#\\_blank](http://water.epa.gov/grants_funding/aisrequirement.cfm#_blank)

- h. Diesel Retrofit Certification Form and List – Form completed by Contractor and submitted to MADEP.
- i. Subcontractor Participation Form – Form completed by Contractor and submitted to MADEP.

Wage Rates and Employee Rights posters must be posted at the site prior to starting work.

Periodic Labor Interviews should be emailed to Michele Higgins at MADEP.

If multiple AIS certifications have been made on a shop drawing, all prior certifications should be submitted with the final submittal.

Draft Change Orders should be emailed to Michele Higgins to review for eligibility/objections. Final versions should be emailed to MADEP and approved Change Orders from MADEP will be sent back. If a Change Order reduces or adds to the project contingency, reimbursement forms shall adjust as appropriate. Pay Requisitions should be emailed to Monica Vega. Monica will be emailing project specific reimbursement spreadsheets soon.

34. EDA Project Requirements

- a. Labor Standards:
  - Federal Labor Standards Provisions
  - Davis Bacon Requirements
  - Reporting Requirements
  - Notices to be Posted On-site
- b. Equal Opportunity and Affirmative Action:
  - Executive Order 11246 – Nondiscrimination
- c. Reporting Requirements:
  - List of all subcontractors, including; trade, Federal ID #, contract amount, and minority (M/W/DBE) ownership
  - Weekly payrolls for Contractor and subcontractors
  - On-site Interviews
- d. Other:
  - Subcontractors are subject to the same wage, labor and EEO clauses and regulations as the general contractor.
  - 00810 Attachment D – Contracting Provisions
- e. Preconstruction Checklist

Sharon Gay (EDA Grant Administrator for Town) indicated that similar to SRF requirements, EDA notices and wage rates must be posted. Sharon noted that the back-page of the Payroll Certification for EDA requirements is different than the SRF requirements. Sharon will be available to answer any questions the GC has. Sharon indicated that in general if Michele is emailed related to project documentation, Sharon should also be emailed. Sharon will get a copy of the Preconstruction Checklist for EDA to Damon at RBO.

35. Record Drawings:

The General Contractor will be responsible for turning over a complete set of CAD Record Drawings (inclusive of civil, structural, architectural, mechanical, HVAC, plumbing, electrical and I&C) to the Engineer at the completion of construction. The Resident Representative

and OPM will monitor progress on Record Drawings each month during the payment requisition review process.

36. Items Needing Special Attention on the Project:

- a. Maintaining Vehicular Access around Police Station – Coordinate with Police Staff and Engineer regarding impacts. (A site coordination meeting will likely be required with the Engineer, GC, OPM and Police Chief.)
- b. Water Availability – Hydrant Meter/BFP from Water District (
- c. Structural Tests and Inspections – Specification 01450 – Coordination with Engineer and Contractor's Independent Testing agent
- d. Construction Meetings – Select regular time for monthly meetings to occur (i.e. 2nd Wednesday of every month at 1:00 pm, etc.) and more frequent weekly meetings with Owner/RR/GC. (The last Thursday of each month at 11:00 am was discussed. Formal invites to will be sent out to those who need to attend). The OPM indicated that every other week a meeting with the OPM, Engineer's Resident Representative and the Superintendent should occur.

37. Site Walk:

Opportunity to visit the planned WWTF site, pump station site and forcemain route.

Representatives from Robert B. Our and Weston & Sampson visited the Pump Station site, forcemain route and the WWTF site.

P:\MA\BOURNE MA\2191109 BUZZARDS BAY WWTF - CA AND RR SERVICES\PRECONSTRUCTION MEETING\PRECONSTRUCTION MTG MINUTES 111219.DOC



PRE-CONSTRUCTION MEETING  
SIGN IN SHEET

Town of Bourne, Massachusetts  
Buzzard Bay WWTC Project - CWSRF #4519  
EDA Award #01-01-14826 Town of Bourne

Contractor: Robert B. Our

Date: 11/7/19 Time: 9:00 am Location: Community Building (239 Main Street)

| NAME            | ORGANIZATION                         | CONTACT INFORMATION                                         |
|-----------------|--------------------------------------|-------------------------------------------------------------|
| Corey Repucci   | Weston : Sampson                     | Email: repucci@wscinc.com<br>Phone: 978.573.4027            |
| Rich Zini       | Robert B. Our                        | Email: rzini@robertbour.com<br>Phone: 508-432-0530          |
| Damon Burchill  | R B Our Co.                          | Email: dburchill@robertbour.com<br>Phone: 774 836 0993      |
| Sharon Gay      | STG Consultant                       | Email: stgconsu@capecodkey<br>Phone: 508-759-1294           |
| MJ Mastangelo   | Bourne Wastewater Facility Committee | Email: mjm@mrainc.org<br>Phone: 508-563-9415                |
| Joe Sullivan    | Daedalus Project                     | Email: JSULLIVAN@CHA-COMPANIES.COM<br>Phone: 617-699-2989   |
| Bill Meier      | W.W. Comm.                           | Email: Dusty22752@aol.com<br>Phone: 508-714-9299            |
| Stanley Andrews | Bourne W.W. F Comm                   | Email: Stanleydavidandrews@gmail.com<br>Phone: 508-648-1477 |
| Judy Flynn      | Bourne W.W. F Comm                   | Email: judith.flynn@att.net<br>Phone: 508-322-0688          |
| Peter Meier     | Board of Selectmen                   | Email: pmeier@townofbourne.com<br>Phone: 508-759-0600       |
| Nolan D. Gray   | WWDC                                 | Email: nteray@uppercoasttech.com<br>Phone: 508-728-0835     |

PRE-CONSTRUCTION MEETING  
SIGN IN SHEET

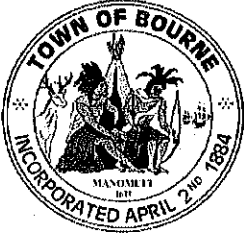
Town of Bourne, Massachusetts  
Buzzard Bay WWTC Project - CWSRF #4519  
EDA Award #01-01-14826 Town of Bourne

Contractor: Robert B. Our

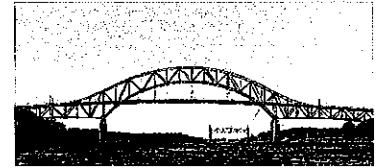
Date: 11/7/19 Time: 9:00 am Location: Community Building (239 Main Street)

| NAME              | ORGANIZATION                    | CONTACT INFORMATION                                                |
|-------------------|---------------------------------|--------------------------------------------------------------------|
| Tony Schiavi      | Town Administrator              | Email: ASchiavi@townofBourne.com<br>Phone: 774-836-2307            |
| John Feeley       | DAEDALUS                        | Email: JFEELY@DPW.BOSTON.MA<br>Phone: 857-753-1977                 |
| Dennis Woodside   | Bourne Police                   | Email: dwoodside@townofBourne.com<br>Phone: 508-759-4420 x201      |
| Glenn Cannon      | Assistant<br>Town Administrator | Email: g.cannon@townofBourne.com<br>Phone: (508) 759-0600 ex. 1348 |
| KEN MURPHY        | Building Inspector              | Email: KMURPHY@TOWNOFBOURNE.COM<br>Phone: 774 392 0862             |
| George Sala       | Bourne DPW                      | Email: gsala@townofBourne.com<br>Phone: 508-326-1050               |
| DAN LeBRUN        | Robert Bour CC                  | Email: danlebrun@RobertBour.com<br>Phone:                          |
| JAMES ARRIGLIZ    | WTS                             | Email: JARRIGLIZ@WTS.COM<br>Phone: 617 2429-8171                   |
| * MICHELE HIGGINS | MA DEP                          | Email: Michele.higgins@STATE.MA.US<br>Phone: 617.252.5658          |
| * MONICA VEGA     | MA DEP                          | Email: MONICA.M.VEGA@STATE.MA.US<br>Phone:                         |
|                   |                                 | Email:                                                             |
|                   |                                 | Phone:                                                             |

\* VIA PHONE



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                    | <u>Time</u> | <u>Location</u>                                                                  |
|--------------------------------|-------------|----------------------------------------------------------------------------------|
| Wednesday<br>November 13, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

**All items on the agenda are subject to deliberation and votes.**

- 1) Attendance at Police Facility Building Committee Meeting (Optional)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting**
- 3) Note excused/absent members
- 4) Update on Project Status
  - Review Pre-Construction Meeting
  - Construction Progress
- 5) Update on EDA and Mass Works Grants and SRF
- 6) Contracts/Amendments
  - General Contractor
  - Weston and Sampson – Amendments
  - Owners Project Manager - Amendment
- 7) Review/Approval of Invoices
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 8) Communication
- 9) Next Steps
- 10) Approval of Minutes 9/30/19, 9/30/19 Executive Session, 10/23/19, 10/23/19 Executive Session, 10/29/19, 10/29/19 Executive Session, 11/7/19
- 11) Committee Comment
- 12) Public Comment
- 13) Next Meeting Date
- 14) Adjourn

TOWN CLERK BOURNE

2019 NOV -7 PM 2:54

RECEIVED

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairperson  
Date: November 7, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Wednesday, November 13, 2019, 4:00 PM**  
**Bourne Veterans' Memorial Community Building, 239 Main St., Buzzards Bay, MA**

.....

**Committee Members Present:**

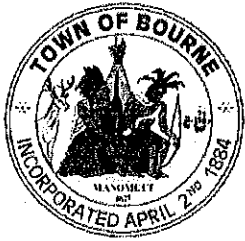
Chairman Mary Jane Mastrangelo  
Judy Flynn  
Elmer Clegg  
Stanley Andrews  
Peter Meier

Joe Sullivan – Daedalus Projects, Inc.  
John Feeley – Daedalus Projects, Inc.  
Corey Repucci – Weston & Sampson

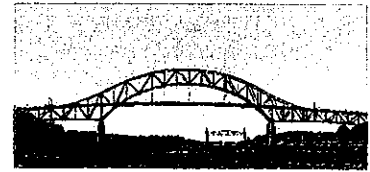
**RECEIVED**  
**2020 JAN -8 PM 3:06**  
**TOWN CLERK BOURNE**

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 4:00 PM. There was a recess from 4:38 to 4:49.
- 2.) **Note excused/absent members** –Nolan LeRoy and William Meier
- 3.) **Update on Project Status –**
  - a.) **Review Pre-Construction Meeting** - Mr. Sullivan said that the meeting was well attended and went well. He said that Robert B. Our was very responsive and they are putting the master schedule together. They discussed possible starting a little early.
  - b.) **Construction Progress** – Mr. Sullivan that the final pavement may be held off until spring. Mr. Andrews asked what the scheduled shut down for winter is and Mr. Sullivan said it is December 15. There was discussion about pavement going down in the cold weather and the requirements. There was also some discussion on submittals.
- 4.) **Update of EDA and Mass Works and SRF** – Chairman Mastrangelo reported that Erica Flemming has submitted the SRF loan paperwork. She also said that she got a response from Jackie Furtado of MassWorks and she said she would like to have a sit down meeting to go over why the costs have gone up.
- 5.) **Contracts/Amendments** – Chairman Mastrangelo said she now has a hard copy of the contract. They are still working on the Weston and Sampson amendments.
- 6.) **Review/Approval of Invoices** –Chairman Mastrangelo listed the invoices:
  - STG Consulting - \$2,585.00.  
Stanley Andrews moved for payment of this invoice for STG. Peter Meier seconded. Without further discussion the motion carried. 5-0.
  - Robert Troy - \$2,310.00.  
Stanley Andrews moved for payment of this invoice for Robert Troy. Elmer Clegg seconded. Without further discussion the motion carried. 5-0.

Mr. Andrews mentioned that there is a credit due for unsuitable soil removal. Mr. Sullivan confirmed.
- 7.) **Communication** – None
- 8.) **Next Steps:** Notice to Proceed.



# Wastewater Facility Design and Building Committee



## Agenda

| <u>Date</u>                    | <u>Time</u> | <u>Location</u>                                                                  |
|--------------------------------|-------------|----------------------------------------------------------------------------------|
| Wednesday<br>December 11, 2019 | 4:00 P.M.   | Bourne Town Hall<br>Lower Conference Room<br>24 Perry Avenue<br>Buzzards Bay, MA |

All items on the agenda are subject to deliberation and votes.

- 1) Attendance at Police Facility Building Committee Meeting (**Optional**)
- 2) Call to Order  
**At the conclusion of the Police Facility Building Committee Meeting continue with the Wastewater Facility Design and Building Committee Meeting - approximately 4:30 pm**
- 3) Note excused/absent members
- 4) Update on Project Status
  - Review Project Schedule
  - Report on Construction Progress
- 5) Review/Approval of Invoices
  - Review and Approve Invoices
  - Change Order Requests and Approval
  - Police Facility/Wastewater Facility Shared Expenses
- 6) Update on EDA and Mass Works Grants and SRF
- 7) Approval of Minutes: 10/23/19, 10/23/19 Executive Session, 11/7/19 Preconstruction, 11/13/19
- 8) Contracts/Amendments
  - Weston and Sampson – Amendments
  - Owners Project Manager – Amendment
- 9) **Executive Session:** For contract negotiations with Weston and Sampson regarding Contract Amendments as an open meeting may have a detrimental effect on the negotiating position of the public body. The Chairman declares that there is such detrimental effect to the negotiating position of the public body.

Roll Call vote to convene in Executive Session for the purposes stated with the intent to reconvene in open session.

Roll Call vote to adjourn the Executive Session and return to open session.

- 10) Report on Executive session votes.
- 11) Discussion on Committee Organization and assignment of responsibilities
- 12) Committee Comment
- 13) Public Comment
- 14) Next Meeting Date
- 15) Adjourn

TOWN CLERK BOURNE

2019 DEC - 9 AM 11:59

RECEIVED

*Mary Jane Mastrangelo*  
Mary Jane Mastrangelo  
Chairperson  
Date: December 9, 2019

**Bourne Wastewater Facility Design and Building Committee**  
**Minutes of Wednesday, December 11, 2019, 4:00 PM**  
**Bourne Veterans' Memorial Community Building, 239 Main St., Buzzards Bay, MA**

---

**Committee Members Present:**

Chairman Mary Jane Mastrangelo

Judy Flynn

William Meier

Peter Meier

Joe Sullivan – Daedalus Projects, Inc.

John Feeley – Daedalus Projects, Inc.

Fran Yanuskiewicz – Weston & Sampson

TOWN CLERK BOURNE

2020 FEB -3 PM 12:50

RECEIVED

- 1.) **Meeting Called to Order:** Chairman Mastrangelo called the meeting to order at 5:15 PM.
- 2.) **Note excused/absent members** –Nolan LeRoy, Elmer Clegg and Stanley Andrews
- 3.) **Update on Project Status** – Discussed earlier.
- 4.) **Update of EDA and Mass Works and SRF** – Discussed earlier.
- 5.) **Review/Approval of Invoices** –Chairman Mastrangelo listed the invoices:
  - Daedalus - \$7,500.00. for the month of October 2019, invoice #191008. Peter Meier moved for payment of this invoice for Daedalus. William Meier seconded. Without further discussion, the motion carried. 4-0-0.
  - Daedalus - \$5,000.00. for the month of November 2019, invoice #191107. Peter Meier moved for payment of this invoice for Daedalus. Judy Flynn seconded. Without further discussion, the motion carried. 4-0-0.
  - Robert Troy - \$110.00 services for working through some contract issues. Invoice #18504. Peter Meier moved for payment of this invoice for Robert Troy. William Meier seconded. Without further discussion, the motion carried. 5-0.
  - Robert Troy - \$40.00. Peter Meier moved for payment of this invoice for Robert Troy. Judy Flynn seconded. Without further discussion, the motion carried. 5-0.
- 6.) **Approval of minutes 10/23/19, 10/23/19 Executive Session, 11/7/19 Preconstruction, 11/13/19 –**

Peter Meier motioned to approve and withhold from disclosure, the executive session minutes from 10/23/19. Judy Flynn seconded. Without further discussion the motion carried. 4-0-0.

Peter Meier motioned to approve the minutes from 10/23/19. William Meier seconded. Without further discussion the motion carried. 4-0-0.

Peter Meier motioned to approve the minutes from 11/7/19. Judy Flynn seconded. Without further discussion the motion carried. 4-0-0.

Peter Meier motioned to approve the minutes from 11/13/19. William Meier seconded. Without further discussion the motion carried. 4-0-0.

## **7.) Contracts/Amendments**

- Weston and Sampson – Amendment 8 - The negotiated agreement was \$50,000.00, which includes wording on the amendment that this amendment resolves all past billed and unbilled costs on the project for services for the contract and contract amendments 1 through 7 and all out of scope services will require prior written authorization from the Town of Bourne prior to proceeding with those services and associated compensation.

Peter Meier motioned to approve amendment 8. William Meier seconded. Without further discussion the motion carried. 4-0-0.

- Amendment 1 – Chairman Mastrangelo said that amendment 1 is for services related to the SRF related tasks. They are specific tasks. The wording of the contract indicates that it is a lump sum of \$33,000.00.

Peter Meier motioned to approve amendment 1. Judy Flynn seconded. Without further discussion the motion carried. 4-0-0.

- 8.) Discussion on Committee Organization and assignment of responsibilities.** – Chairman Mastrangelo gave out a handout of WFDBC Responsibilities. Chairman Mastrangelo said she is trying to designate responsibilities to committee members. She made some suggestions to the committee.

Peter Meier motioned that the committee members authorize Stanley Andrews, William Meier and Chairman Mastrangelo to attend construction meetings going forward. William Meier seconded. Without further discussion the motion carried. 4-0-0.

William Meier motioned that Judy Flynn take on the responsibility of the coordination of minutes and become clerk of the committee. Peter Meier seconded. Without further discussion the motion carried. 4-0-0.

- 9.) Next Meeting Date –1/8/2020 at 4:00 PM.**

- 10.) Public Comment – None.**

- 11.) Adjourn-** Peter Meier moved to adjourn the meeting. William Meier seconded. Without further discussion the motion carried. 4-0-0.

Respectfully Submitted,  
Kim Johnson, Recording Secretary

